

CQRS REPORTS

Report Name	Description	Instructions	Available to
Achievement Reports			
Bulk Achievement Export	The purpose of this report is to allow the export of large quantities of raw data that can be imported into excel/csv for analysis and manipulation.	- Select Reports tab and then Achievement sub tab - Click Bulk Achievement Export link - Set the relevant financial year - Select relevant payment type - Select the relevant Quality Service (e.g. QOF1617) - Select the relevant start and end dates for the service - Click "Run Report". Please note that this report extracts large amounts of data – Particularly for QOF. If you only require final QOF achievement figures then to help the report run quicker select a single achievement date i.e. set both the start and end dates to that date. For QOF that will be the 31 March of the relevant financial year.	Regional Local Offices and CCGs GP Practices
Service provider Population	Shows the Contracted Registered Population data held on CQRS for a GP practice for the selected quarter, including gender and age breakdown.	- Select Reports tab and then Achievement sub tab - Click Service Provider Population Report link - On the next page select year and quarter you require data for - Select practice(s) required (For RLO and CCGs only) - You can search via Parent Org name or 'Select All' practices. (For RLO and CCGs only) - Click "Run Report".	Regional Local Offices and CCGs GP Practices
Provider Achievement	Shows data entry for practices relating to achievement dates. Within this report you can drilled down to show the achieved pounds and the individual indicator information.	- Select the Reports tab then the Achievement sub tab - Select the Provider Achievement link - Select the relevant financial year and the relevant quality service from the drop down box - Select practice(s) required. Option to search via Parent Org name is available or you can 'Select All' practices - Select a valid achievement date and measurement info required - Click "Run Report" - To view further information on a Practice click on the practice code shown on the report - Each column can be drilled down into by clicking on its title to show further details.	Regional Local Offices and CCGs

Detailed Provider Achievement	Provides information on how many checks were completed cumulatively. Report shows input data from multiple practices.	• Select the Reports tab then Detailed Provider Achievement' on the achievement sub tab. • Set the relevant financial year • Select Service (e.g. Learning Disabilities) • Select All practices • Select relevant Achievement • Run the report for Exporting • At the foot of the report, drill down into 'LDGROUP' • At the foot of the report, drill down into 'Payment' • At the foot of the report, drill down into 'LD001' • Click "Run Report" • Practice(s) can be drilled down into by clicking the practice code shown on the report. • At the bottom of the report is a list of the groups making up the report totals. These can be drilled down into by clicking on their name to show further details.	Regional Local Offices and CCGs
Report Name	Description	Instructions	Available to
Provider Exclusion/Exception	Presents exception/exclusion information for all practices selected. There is an option to click into the organisation ID to view further info; can then click into the domains and the individual indicators.	• Select the Reports tab then the Achievement sub tab, • Select the Provider Exception/Exclusion link. • Select the relevant financial year and the quality service (usually QOF) from the drop down box. • You will then be given option to select practice(s) which can be searched via Parent Org and Select All. • Select the achievement date you would like to view data for from the drop down box • Click "Run Report". • Each column can be drilled down into by clicking on its title to show further details.	Regional Local Offices and CCGs

Exclusion/Exception	Exception/exclusion info will be presented with option to click into the domains and the individual indicators.	- Select the Reports tab then the Achievement sub tab, - Select the Exception/Exclusion link. - Select the relevant financial year and the quality service (usually QOF) from the drop down box. - Select the relevant achievement date - Click "Run Report". - Each row can be drilled down into by clicking on its title to show further details.	Regional Local Offices and CCGs GP Practices
Achievement Summary	Shows full details of an achievement per service and achievement date. Useful for QOF achievement as the report has the option to drill down into each domain / indicator to view individual achieved points and prevalence figures.	- Select the Reports tab, which will default to the Achievement sub tab underneath. - Select the "Achievement Summary" link. - Set the relevant Financial Year. - Ignore the DES, LES, LQI, QOF boxes. - Select Quality & Outcome Framework (QOF) from the drop down menu. - Select practice required. Option to search via Parent Org name - Select the relevant Achievement Date from the drop down box. - Ignore the formatting option. - Click "Run Report" - Each row can be drilled down into by clicking on its title	Regional Local Offices and CCGs GP Practices
Provider Achievement Trend	Shows the achieved points/pounds per month/quarter per practice.	- Select Reports tab then Achievement sub tab (default sub tab) - Click the Provider Achievement Trend link. - Select the relevant financial year and the quality service from the drop down boxes. - You will then be given option to select practice(s) which can be searched via Parent Org and Select All - Select the Frequency (monthly or quarterly) and the Measurement (points, pounds or max points). - Click "Run Report". At the bottom of the report is a list of the groups making up the report totals. These can be drilled down into by clicking on their name.	Regional Local Offices and CCGs
Annual Activity Summary	The report shows all submitted data and payments for the selected GP practice for a single year.	- Select Reports tab then Achievement sub tab (default sub tab) - Click on Annual Activity Summary - Select relevant Financial Year (defaults to current) - Choose Payment Type(s) required - To display Management Information in the report tick the MI option - Select the relevant GP Practice - Click "Run Report".	Regional Local Offices and CCGs GP Practices
Avoiding Unplanned Admissions	Shows all data held in CQRS needed for the service. e.g. Register, Registered Patients, Care Plan, Patients over18, Departed Patients	- Select Reports tab then Achievement sub tab (default sub tab) - Click on Avoiding Unplanned Admissions - From the drop down select the relevant month - Select the relevant GP Practice(s) - Click "Run Report".	Regional Local Offices and CCGs GP Practices
Declaration Reports			
Payment Declaration	This report will show the status of the payments. It will also show if the	- Select the reports tab, then declarations tab, - Click on the payment declarations link - Select the relevant financial year	Regional Local Offices and CCGs GP Practices

	practice has submitted data or not, on a month by month basis for the whole financial year.	- Select the payment type you require - Select practice required. Option to search via Parent Org name is available - Select the declaration status required. - Click "Run Report".	
Aspiration payment declaration	Shows information regarding the Quality Outcomes Framework (QOF) aspiration payments per individual practice.	- Select the Reports tab then the Declarations sub tab - Select the Aspiration Payment Declaration link. - Select the relevant financial year - Select which payment type required - Select practice required. Option to search via Parent Org name is available - Select the required declaration status. - Click "Run Report".	Regional Local Offices and CCGs GP Practices
Provider aspiration payment declaration	Shows information regarding the QOF aspiration with the option to view multiple practices' data.	- Select the Reports tab then the Declarations sub tab. - Select the Provider Aspiration Payment Declaration link. - Select the relevant financial year, Service and payment period. - Select organisation(s). Option to search per Parent Org and Select All. - Declaration Status can be set to 'All' or changed to reflect what information is required. - Click "Run Report".	Regional Local Offices and CCGs
Provider payment declaration	Shows declaration statuses of multiple practices for a particular service.	- Select the Reports tab then the Declarations sub tab. - Select the Provider Payment Declaration link. - Select the relevant financial year, the quality service and the payment period. - Select organisation(s). Option to search per Parent Org and Select All. - Declaration Status can be set to 'All' or changed to reflect what information is required. - Click "Run Report".	Regional Local Offices and CCGs
Report Name	Description	Instructions	Available to
Participation Management			
Provider Participation	Shows the status of service offers to GP practices	- Select the Reports tab, then the Participation Management sub tab. - Select the Provider Participation link. - Select the DES Payment type. The select all function on this screen will select all practices. - Select run for exporting. - Click "Run Report".	Regional Local Offices and CCGs
Data Entry			
Data submission	Shows the latest automatic and manual submission dates and the relevant achievement dates. If you want details for a single achievement date set both the start and end dates to that date.	- Select the Reports tab then the Data Entry sub tab. - Select the Data Submission link and select the relevant financial year. - Select a service from the drop down box and select a practice/practices required. - Use the default service dates or select the dates required. - Click "Run Report".	Regional Local Offices and CCGs
Data entry QS data complete	Shows which GP practices have completed their manual indicators.	- Select the Reports tab then the Data Entry sub tab. - Select the Data Entry Quality Service Data Complete link. - Choose the QS from the drop down box. These are listed in short format (e.g. LD1415 for	Regional Local Offices and CCGs

	While different quality services can be selected it is specifically written for QOF.	- Learning Disabilities Health Check Scheme). - Click “Run Report”.	
Data entry QS data missing	Shows which GP practices have not completed their manual indicators. While different quality services can be selected it is specifically written for QOF.	- Select the Reports tab then the Data Entry sub tab. - Select the Data Entry Quality Service Data Missing link. - Select the QS from the drop down box. These are listed in short format (e.g. LD1415 for Learning Disabilities Health Check Scheme). - Click “Run Report”	Regional Local Offices and CCGs
Administrative			
Organisation – user	User Access per organisation	- Select the Reports tab, then the Administrative sub tab - Run the Organisation – User report. - Once the report opens it allows specific parameters to be selected, select the relevant date and search for a specific Organisation ID. Ensure the radio button to the left of the required organisation name has been selected. - The user status dropdown box allows you to select particular statuses, or Select All to show all users regardless of their current status. - Click “Run Report”.	Regional Local Offices and CCGs GP Practices
Multi Organisation User	Shows a list of users with their names, IDs, status and last log in date.	- Select the Reports tab, then the Administrative sub tab. - Click the Multi Organisation User link. - Select the Organisation required. - Enter a Start and End Date, tick the Roles and select the User Status required - Click “Run Report”.	Regional Local Offices and CCGs GP Practices