HSCIC Health & Social Care Information Centre

Learning Disabilities Health Check Scheme

This guide will provide you with information on:

- Participating in the Enhanced Service
- Manually entering achievement data for the indicators
- Declaring achievement for payment.

The Learning Disabilities Health Check Scheme Enhanced Service commenced on the **01/04/2013** and ends on the **31/03/2014.** Achievement and payment is made quarterly.

NHS Employers Guidance on the Learning Disabilities Enhanced Service can be found here:

http://www.nhsemployers.org/Aboutus/Publications/Pages/2013-14-GMS-contract-Guidance-and-audit-requirements.aspx

The HSCIC Business Rules, including all Read Codes and extract logic, can be found here:

http://www.pcc-cic.org.uk/article/des-business-rules-alcohol-reduction-learning-disabilities-and-rotavirus

Further information

- CQRS news and updates – http://www.hscic.gov.uk/cqrs

- CQRS Service Desk: 0800 440 2777 email: cqrsservicedesk@gdit.com

This service is available from 08:00 to 18:00 Monday through Friday, excluding bank holidays. Generally you will receive acknowledgement of receipt of your query within 30 minutes.

- CQRS System log in page: https://nww.cqrs.nhs.uk/

- CQRS Learning Centre (for job aids and training materials) https://training.cqrs.nhs.uk/home

Participation in the Enhanced Service

Your Area Team will offer you the Enhanced Service through CQRS allowing you to participate and provide achievement data for the service.

- Once the Area Team has offered the Enhanced Service it will appear in your CQRS Message Centre as a 'new task'.

- To view the offered Enhanced Service either select the 'Task Summary' link or select the 'Participation Management' tab from the main menu.

- Select the checkbox to the left of the Enhanced Service and then select the option 'Accept Service'. *(Figure 1)*

- A confirmation message will be displayed to make sure that you wish to accept the selected service. Select the 'Yes' button to accept the Enhanced Service.

- CQRS will then display a confirmation message that the Enhanced Service has been successfully accepted.

- The Area Team must then approve the offer. You will be notified when this has been completed.

- You can then manually enter the achievement data from the following day.

- You may have received a Task in the CQRS message centre telling you that 'An automatic extract is due' for the Enhanced Service. This message can be ignored. Until data is available from GPES the data must be manually entered as detailed below, regular updates will be issued on timescales for the GPES extractions.

Figure 1

Manually entering achievement data for the indicators

Until GPES begins providing automated extracts GP practices will need to enter achievement data manually for the indicators.

- To enter your quarterly achievement data for the Learning Disabilities ES you should first select the 'Data Submission' tab from the CQRS main menu.

- Select the 'Record Achievement' option. Make sure the financial year in the dropdown box is set to 2013/14.

- Select the Learning Disabilities Enhanced Service from the dropdown box.

- You **must** set the achievement date to the end of the quarter, otherwise CQRS will not create a payment declaration for you to approve. For quarter 2 the achievement date will be the 30th September 2013 *(Figure 2)*

- Select 'Add New Achievement'.

- Click on the link 'Learning Disabilities Management Information'. For the indicator LDMI001, this is management information and is not used in the calculation of the payment. GP practices **must** set this figure to zero.

- Select 'Submit Achievement Data'.

- Click on the link 'Learning Disabilities Payment'.

Figure 2

You will then be able to enter:

- **LD001 input number:** the number of those patients aged 18 and over in the financial year on the practices agreed learning disabilities register who received a compliant health check in this quarter.
- **LD001 maximum:** the number of patients aged 18 and over in the financial year on the practices agreed learning disabilities register
- Select 'Submit Achievement Data'.

Indicators

Indicator ID	Description	Date Submitted	Submitted Values	New Values	
LD001	Learning Disabilities Payment			54	LD001 input number
				245	LD001 maximum

Submission Notes: *(1000 character limit)*

Submit Achievement Data   Save Work in Progress | Cancel

If you enter data for all of the payment and management information indicators, with the correct end of quarter achievement date, CQRS will generate the payment declaration for you to approve. This will begin the process of payment.

Declaring achievement for payment

- Go to the CQRS 'Achievement' screen and select the 'Declare' sub-tab.

- Provided you have manually entered data for all the indicators in the Enhanced Service with the correct achievement date for the end of the quarter, then the declaration should be show on screen.

- Carefully check the achievement values. If you are happy with the data on screen and wish to declare the achievement for the Area Team to 'Approve' for payment you should select the checkbox to the left of the ES.

- Select the Declare Achievement button.

- A confirmation message will display to confirm that the payment declaration request has been successfully submitted and is awaiting approval by the Area Team.

- Once the Area Team Approves the achievement details will be passed to Exeter (NHAIS system) for payment.