

QMAS Bulletin December 2009 - Guidance for PCTs and Practices

Important information on the end-of-year process for PCTs and practices

Accessing QMAS

In order to carry out any of the year end activities on QMAS covered within this bulletin, users will require access to QMAS. To avoid delays at year end, organisations are asked to ensure that all appropriate staff have their own user accounts set up and in working order. For example, user accounts may become 'locked' or require 'resetting' following periods of inactivity by users. Practice and PCT users are reminded that the QOF Lead/Support team at their PCT can unlock accounts and reset passwords. The QOF Lead/Support team should be the first point of contact for user account issues. If the PCT is unable to resolve the issue, then the issue should be raised with the QMAS helpdesk. SHA and NHS Bank users should contact the QMAS helpdesk for any user account issues.

Any communications regarding user account issues should include reference to the relevant **User Id** and **Organisation Code** (e.g. Practice NACS Code for a Practice User).

What practices need to do to prepare for the end-of-year

1. Practices need to ensure that their QOF disease registers are validated and complete.
2. Between January, when list sizes are finalised, and 31 March, practices should run an interim report on QMAS to ensure that their disease registers are accurate
3. Ensure that all patient consultations up to, and including, 31 March 2010, are added to the patient record.
4. Ensure that all non-clinical indicators are updated by 31 March 2010.

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Calculation of the final achievement payment – an overview

On 2 April 2010, at the end of the QOF period, the practice's final achievement payment for the year is calculated. This calculation is based on four separate data submissions to QMAS from the practice.

1. On 1 April 2010, the practice GP clinical system will automatically submit disease register sizes to QMAS. These will be based on disease registers as at 31 March 2009 (National Prevalence Day). The intervening month can be used by practices to ensure that all data relevant to 31 March and before has been entered correctly. On 2 April, the



practice list size and disease register sizes provided in this submission are used to calculate the end of year national prevalence figures.

2. The practice's clinical achievement is calculated from the March 2010 regular report that is automatically submitted on 1 April 2010.

3. The practice's non-clinical achievement is calculated from the most recent non-clinical data submission made by the practice on QMAS on the date of the calculation. The accuracy of this data is dependent on the practice using the web entry pages on the QMAS system to ensure it reflects the current situation at the end of March 2010.

Non-Clinical submissions must be completed before the national calculations runs.

4. The practice list size. The list size that QMAS uses is provided to QMAS from the Exeter system which is managed by PCT payment agencies. The Exeter system will take a practice list size count on 1 January 2010 from individual GP clinical systems. This list size will be used to calculate Global Sum and QOF achievement payments. Please ensure that all work on your practice list size is completed before 1 January 2010.

Those practices that do not have a compliant GP clinical system able to automatically submit data to QMAS need to submit their data manually. The end of year payment calculation for these practices will be based on the clinical and national prevalence data being entered on QMAS by the practice or PCT (on behalf of the practice), using the QMAS web

forms.

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Frequently Asked Questions

We are a manual practice. What do we do for National Prevalence Day – 31 March 2010?

If you do not have an automatic feed into QMAS this data will no longer have to be entered manually via QMAS web forms and the web forms will no longer be available. Practices must make their normal year end submission and this will be used to calculate their National Prevalence figures. If a manual practice has no access to a personal computer with NHS net access they will need to ask their PCT to enter the data for them.

Is there any training available on the end of year process?

Yes. Training materials, including tutorials and user manuals, are available for practices and PCTs at the QMAS training website: www.qmastraining.nhs.uk
There are a number of other QMAS-related FAQs available on the same website at: <http://www.qmastraining.nhs.uk/qmastrain/faq.htm>

