

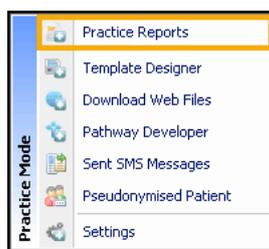
Quick Reference Guide - Contract Manager

Contract Manager is an essential tool for monitoring your practice performance over the year. Presenting an overall view of your point totals for the practice, **Contract Manager** can be used to track aspirations, help plan monthly workloads, compare year-on-year performance, show your practice prevalence and provide you with financial information. All information displayed by default uses the end of the QOF/QAIF year as the reference date so point totals are cumulative as you work through the year. Changing the **Forward Date** settings will not affect **Contract Manager**.

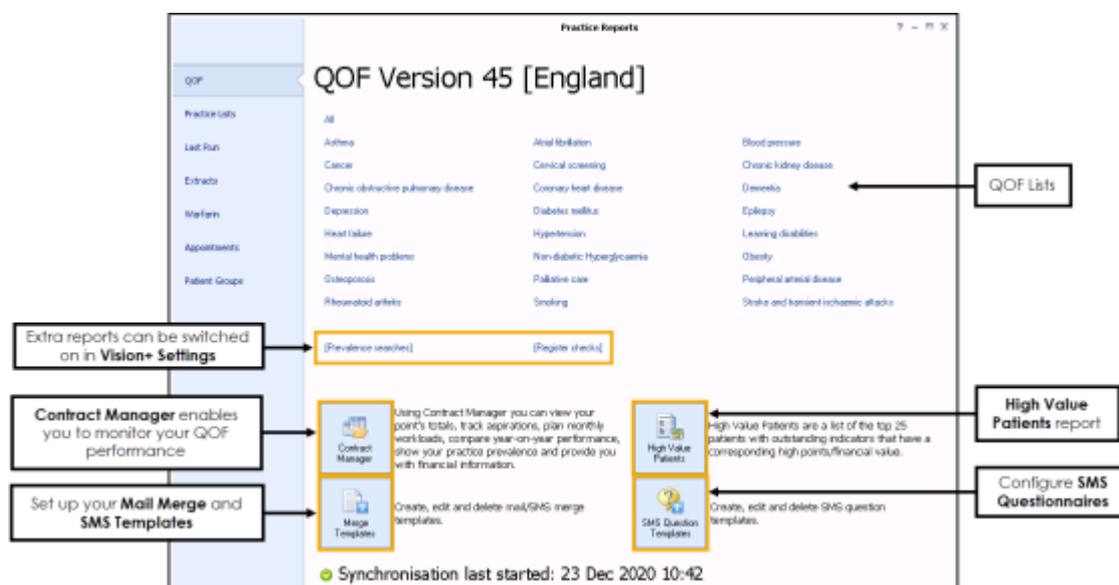
To open **Contract Manager**:

1. With no patient selected in **Consultation Manager** from the **Windows**

Notification Area, right click **Vision+**  and select **Practice Reports**:



2. Select **Contract Manager** from the QOF/QAIF area of the screen:



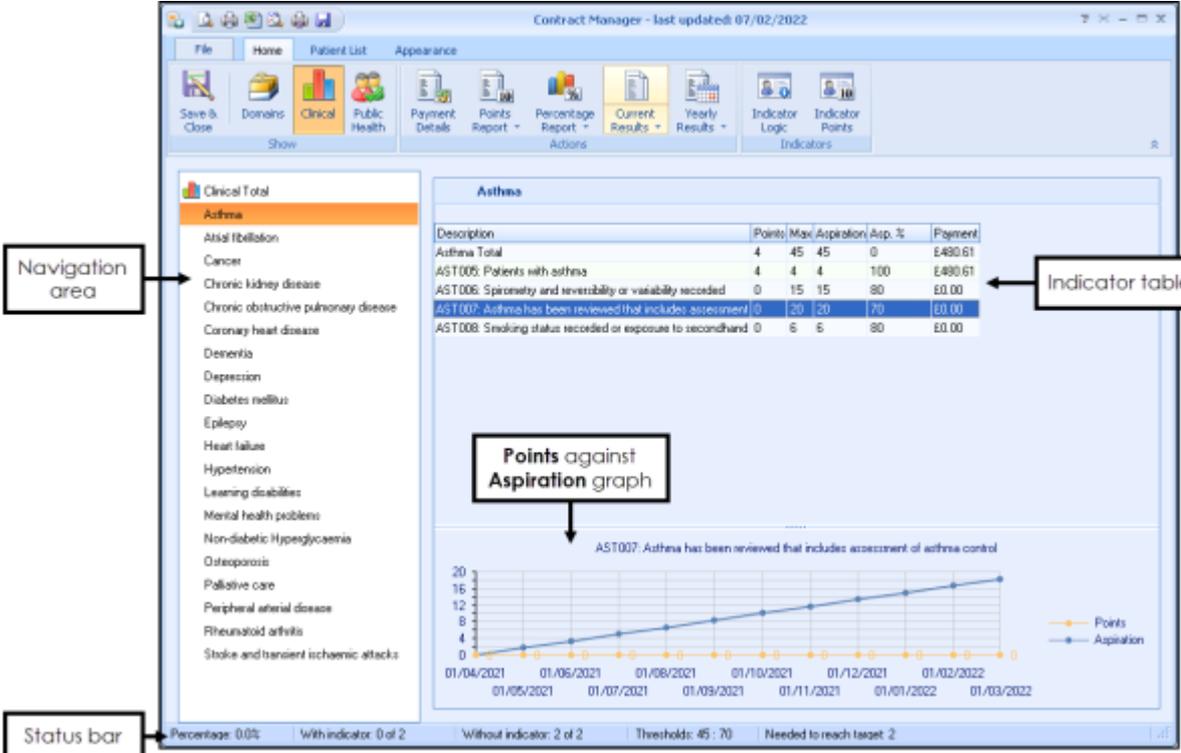
The screenshot shows the 'Practice Reports' window for 'QOF Version 45 [England]'. The interface includes a sidebar with navigation options like 'Practice Lists', 'Last Run', 'Extracts', 'Mail Merge', 'Appointments', and 'Patient Groups'. The main area displays a grid of medical conditions such as Asthma, Anisometropia, Blood pressure, and others. Annotations point to various features:

- QOF Lists**: Points to the list of medical conditions.
- Extra reports can be switched on in Vision+ Settings**: Points to the '(Prevalence searches)' and '(Register checks)' buttons.
- Contract Manager enables you to monitor your QOF performance**: Points to the 'Contract Manager' icon and its description: 'Using Contract Manager you can view your point's totals, track aspirations, plan monthly workloads, compare year-on-year performance, show your practice prevalence and provide you with financial information.'
- Set up your Mail Merge and SMS Templates**: Points to the 'Mail Merge Templates' icon and its description: 'Create, edit and delete mail/SMS merge templates.'
- High Value Patients report**: Points to the 'High Value Patients' icon and its description: 'High Value Patients are a list of the top 25 patients with outstanding indicators that have a corresponding high points/financial value.'
- Configure SMS Questionnaires**: Points to the 'SMS Questionnaires' icon and its description: 'Create, edit and delete SMS question templates.'

At the bottom, it shows 'Synchronisation last started: 23 Dec 2020 10:42'.

The Contract Manager Screen

The **Contract Manager** screen is divided into different sections. The title bar displays the date **Contract Manager** was last updated, and you can access the different commands and functions using the toolbar.



The screenshot shows the Contract Manager interface with the following components:

- Navigation area:** A list of clinical categories on the left, including Asthma, Atrial fibrillation, Cancer, Chronic kidney disease, Chronic obstructive pulmonary disease, Coronary heart disease, Dementia, Depression, Diabetes mellitus, Epilepsy, Heart failure, Hypertension, Learning disabilities, Mental health problems, Non-diabetic Hypoglycaemia, Osteoporosis, Palliative care, Peripheral arterial disease, Rheumatoid arthritis, and Stroke and transient ischaemic attacks.
- Indicator table:** A table showing details for selected indicators under the 'Asthma' category.

Description	Points	Max	Aspiration	Asp. %	Payment
Asthma Total	4	45	45	0	£480.61
AST005: Patients with asthma	4	4	4	100	£480.61
AST006: Spirometry and reversibility or variability recorded	0	15	15	90	£0.00
AST007: Asthma has been reviewed that includes assessment of asthma control	0	20	20	70	£0.00
AST008: Smoking status recorded or exposure to secondhand	0	6	6	80	£0.00
- Points against Aspiration graph:** A line graph for indicator 'AST007: Asthma has been reviewed that includes assessment of asthma control' showing 'Points' (orange line with circles) and 'Aspiration' (blue line with circles) from 01/04/2021 to 01/03/2022. The Y-axis ranges from 0 to 20. The Aspiration target is a steady upward trend, while the actual Points remain at 0.
- Status bar:** Displays 'Percentage: 0.0%', 'With indicator: 0 of 2', 'Without indicator: 2 of 2', 'Thresholds: 45 : 70', and 'Needed to reach target: 2'.

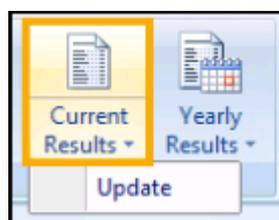
The **Contract Manager** screen consists of the following:

- **Navigation area** - View information in the right-hand side pane. As you click on the different domains and categories, you'll see the information on the right-hand side of the screen change accordingly.
- **Indicator table** - The upper right-hand side of the screen displays a grid showing detailed information about the indicator, current point totals, maximum possible points, your aspiration target if set, and the expected payment (which can be adjusted using the [Specifying Payment and Prevalence Information](#) screen).
- **Points against Aspiration graph** - As you select the different indicators within the grid, the charts within the lower right section of the screen changes to a graph to enable comparison of the actual points the practice has obtained to that which it aspires to. You can also use the chart to view the historical trends for the points for the particular indicator you have selected in the grid. These are typically shown on a month-by-month basis for the current QOF/QAIF year.

- Status bar** - The status bar at the bottom of the screen is a very useful tool and shows some important information relating to point thresholds for the individual domains. The status bar displays the current **Percentage**, the number of patients **With indicator**, the number of patients **Without indicator**, the upper and lower **Thresholds** for the indicator (%) and the number **Needed to reach target**. Towards the end of the contract period the number needed to reach the target can play a vital role when allocating resources for the practice to attain the maximum points possible for each category.

Updating Contract Manager

Before you can use **Contract Manager**, you must update it with information from other parts of **Vision 3**. To update **Contract Manager**, click **Current Results** on the toolbar and select **Update**.

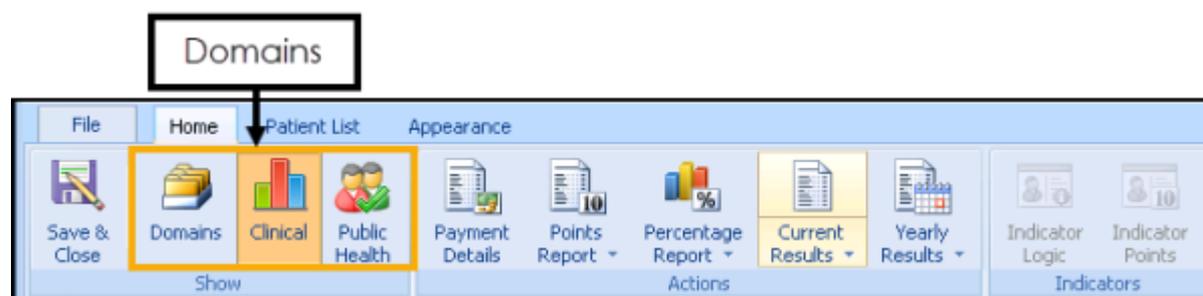


The data displayed is the current points achieved using the end of the current QOF/QAIF year as the reference date. Depending on the size of your practice, it might take a while to update **Contract Manager's** statistics. The time that has elapsed since the start of the update and the number of patients processed is shown in the progress bar.

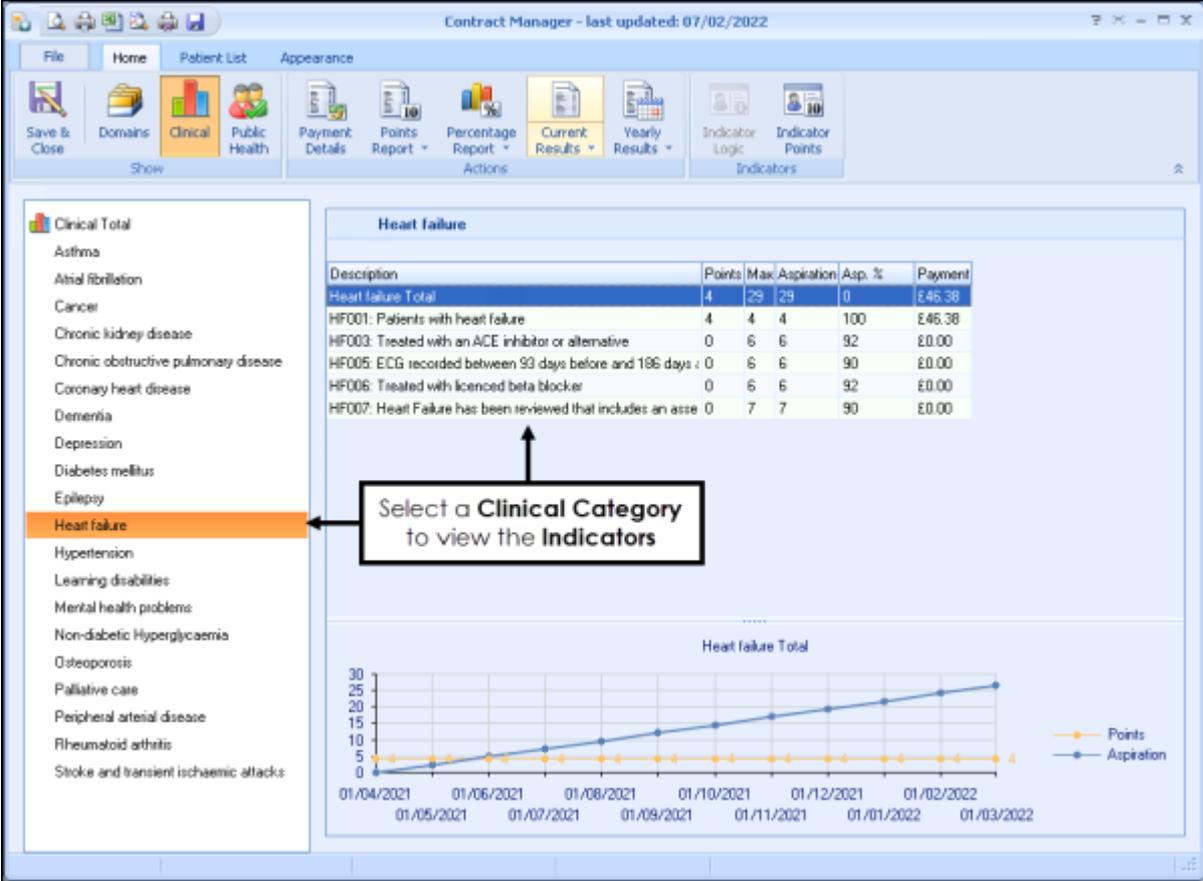
To stop the update, select **Close** .

Navigating Through the Different Contract Domains

By default, the **Contract Manager** screen displays the totals for each domain under the **Show** section on the toolbar. Select the domain in the tool bar to view more information:



When in a **Domain**, select the **Clinical Category** to view the **Indicators** in the right-hand pane:



The screenshot shows the 'Contract Manager' application. The left-hand pane lists various clinical categories, with 'Heart failure' highlighted in orange. A callout box with an arrow points to this category, containing the text: "Select a Clinical Category to view the Indicators". The right-hand pane displays the 'Heart failure' indicators table and a line graph.

Description	Points	Max	Aspiration	Asp. %	Payment
Heart failure Total	4	29	29	0	£46.38
HF001: Patients with heart failure	4	4	4	100	
HF003: Treated with an ACE inhibitor or alternative	0	6	6	92	£0.00
HF005: ECG recorded between 93 days before and 186 days :	0	6	6	90	£0.00
HF006: Treated with licenced beta blocker	0	6	6	92	£0.00
HF007: Heart Failure has been reviewed that includes an asse	0	7	7	90	£0.00

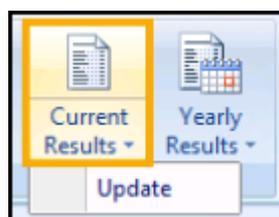
The line graph below the table, titled 'Heart failure Total', shows 'Points' (orange line with diamond markers) and 'Aspiration' (blue line with diamond markers) from 01/04/2021 to 01/03/2022. The 'Aspiration' line starts at 0 and increases steadily to approximately 29 by 01/03/2022. The 'Points' line remains flat at 4 throughout the period.

Viewing Indicator Point Statistics

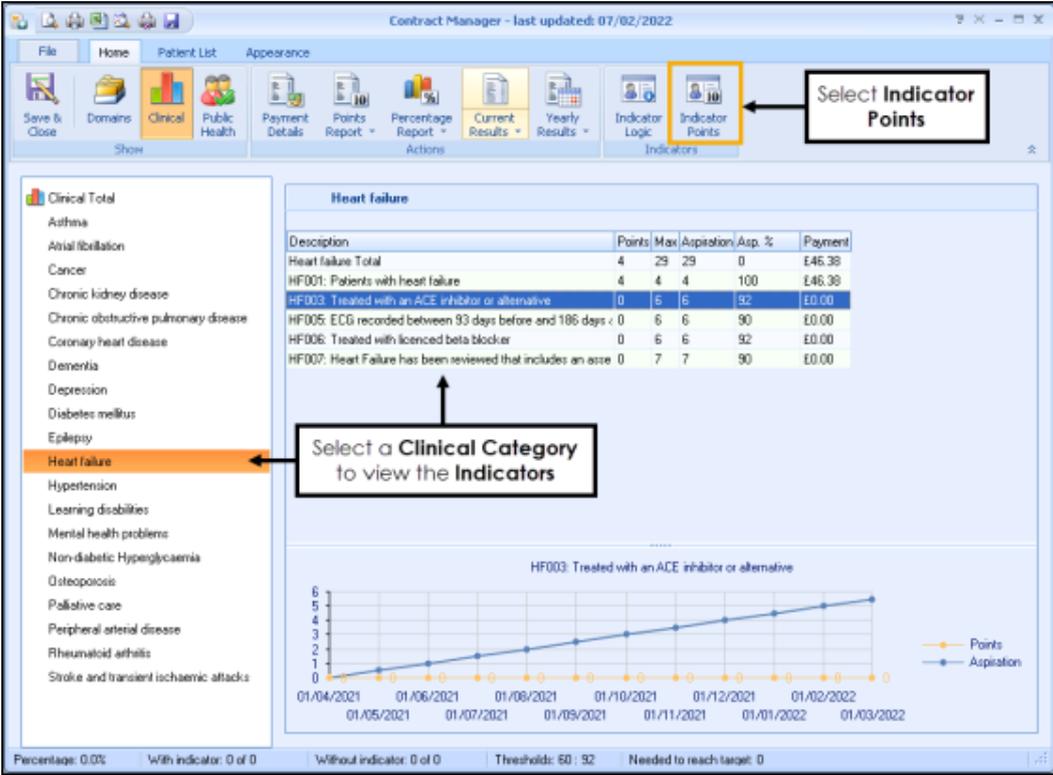
You can obtain instant point calculations for any of the clinical categories, compare your actual point totals with your aspirations, and you can even filter the statistics down to individual staff members and find out who is contributing the most to your totals.

To view **Indicator Point Statistics** on the **Contract Manager** screen:

1. Firstly, select **Current Results** and then select **Update** from the toolbar. This makes sure the information is up-to-date:



2. Select the **Domain**, **Category** and then **Indicator Description** in the right-hand pane to highlight it:



The screenshot shows the 'Contract Manager' application window. The 'Indicator Points' button in the top toolbar is highlighted with a yellow box and labeled 'Select Indicator Points'. In the left-hand pane, the 'Heart failure' category is selected and highlighted in orange, with a label 'Select a Clinical Category to view the Indicators' pointing to it. The main area displays a table of indicators for 'Heart failure' and a line chart for 'HF003: Treated with an ACE inhibitor or alternative'.

Description	Points	Max	Aspiration	Asp. %	Payment
Heart failure Total	4	29	29	0	£46.38
HF001: Patients with heart failure	4	4	4	100	£46.38
HF003: Treated with an ACE inhibitor or alternative	0	6	6	92	£0.00
HF005: ECG recorded between 93 days before and 186 days <	0	6	6	90	£0.00
HF006: Treated with licenced beta blocker	0	6	6	92	£0.00
HF007: Heart Failure has been reviewed that includes an asse	0	7	7	90	£0.00

The line chart shows 'Points' (orange line) and 'Aspiration' (blue line) over time from 01/04/2021 to 01/03/2022. The 'Aspiration' line shows a steady increase from 0 to approximately 5.5, while the 'Points' line remains at 0.

3. From the toolbar, select **Indicator Points**.
4. The **GMS Points** screen displays:



The screenshot shows the 'GMS Points' application window. The 'Indicator' dropdown is set to 'HF003: Treated with an ACE inhibitor or alternative'. The 'Aspiration' is set to 6 pts and 92%. The main area displays a line chart titled 'Practice points - HF003: Treated with an ACE inhibitor or alternative'.

The chart shows 'Points' (orange line) and 'Aspiration' (blue line) over time from 01/04/2021 to 01/03/2022. The 'Aspiration' line shows a steady increase from 0 to approximately 5.5, while the 'Points' line remains at 0.00.

Summary statistics shown in the bottom right:

- Points: 0.00 of 6.00
- With indicator: 0 of 0
- Without indicator: 0 of 0
- Needed to reach target: 0
- Percentage: 0.0%
- Aspiration

Using the Points Screen

Use the **GMS Points** screen to view your points totals. You can filter down to individual indicator points by selecting the required item in the **Indicator** list. A breakdown of the statistics displays in the summary box on the right-hand side of the screen. A helpful chart is also provided to show your point totals in graphical form.

To enter your practice aspirations for comparison with your actual totals, you first must filter down to individual indicators. Then use the **Aspiration** box to enter the value for that indicator. Your overall aspiration for the category total is based upon the values entered for individual indicators.

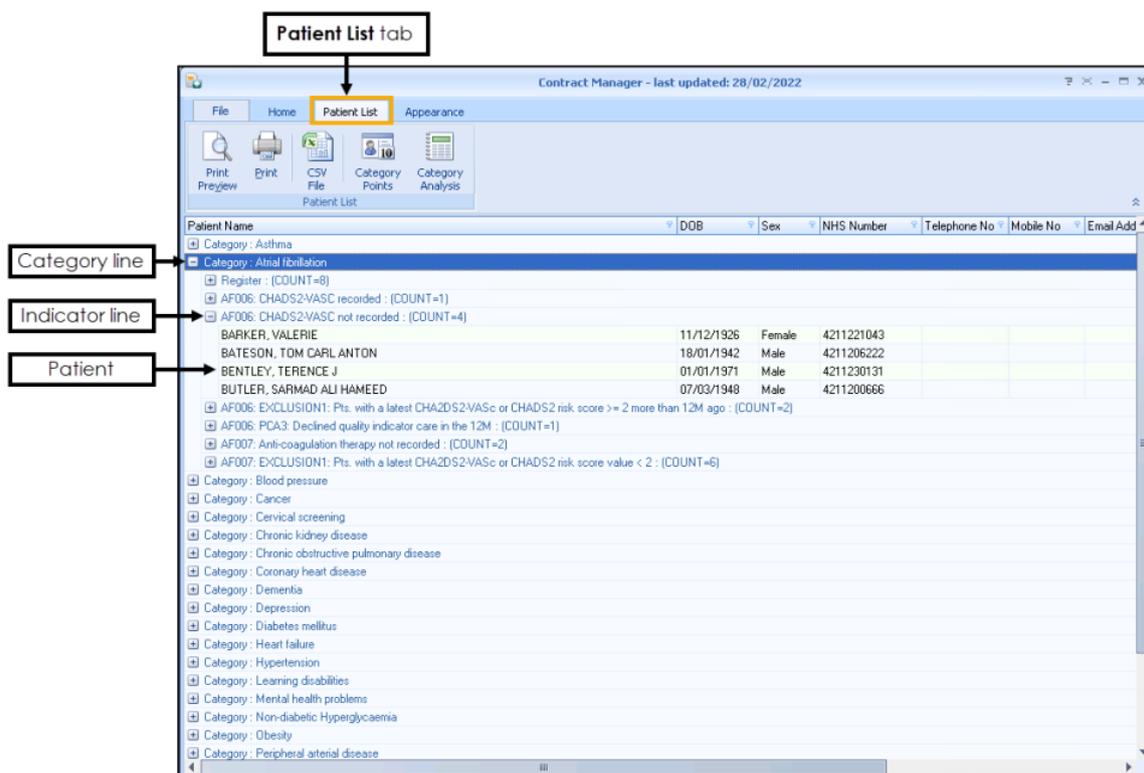
The screen also provides a method of seeing point contributions from different staff members at the practice. Use the **Staff** list to select the user name of the staff member you want to view. The chart and the breakdown summary change accordingly.



Working with Patient Lists

From **Contract Manager** you can view a list of patients who have been seen or those with outstanding indicators.

1. From the **Contract Manager** toolbar, select the **Patient List** tab.



The screenshot shows the 'Contract Manager' application window with the 'Patient List' tab selected. The interface includes a menu bar (File, Home, Patient List, Appearance) and a toolbar with icons for Print, Print Preview, CSV File, Category Points, and Category Analysis. The main content area displays a list of categories and patient details. Callouts on the left side of the screenshot identify the 'Category line', 'Indicator line', and 'Patient' components.

Patient Name	DOB	Sex	NHS Number	Telephone No	Mobile No	Email Add
Category: Asthma						
Category: Atrial fibrillation						
Register : (COUNT=6)						
AF006: CHADS2-VASC recorded : (COUNT=1)						
AF006: CHADS2-VASC not recorded : (COUNT=4)						
BARKER, VALERIE	11/12/1926	Female	4211221043			
BATESON, TOM CARL ANTON	18/01/1942	Male	4211206222			
BENTLEY, TERENCE J	01/01/1971	Male	4211230131			
BUTLER, SARHAD ALI HAMEED	07/03/1948	Male	4211200666			
AF006: EXCLUSION1: Pts. with a latest CHA2DS2-VASc or CHADS2 risk score >= 2 more than 12M ago : (COUNT=2)						
AF006: PCA3: Declined quality indicator care in the 12M : (COUNT=1)						
AF007: Anti-coagulation therapy not recorded : (COUNT=2)						
AF007: EXCLUSION1: Pts. with a latest CHA2DS2-VASc or CHADS2 risk score value < 2 : (COUNT=6)						
Category: Blood pressure						
Category: Cancer						
Category: Cervical screening						
Category: Chronic kidney disease						
Category: Chronic obstructive pulmonary disease						
Category: Coronary heart disease						
Category: Dementia						
Category: Depression						
Category: Diabetes mellitus						
Category: Heart failure						
Category: Hypertension						
Category: Learning disabilities						
Category: Mental health problems						
Category: Non-diabetic Hyperglycaemia						
Category: Obesity						
Category: Peripheral arterial disease						

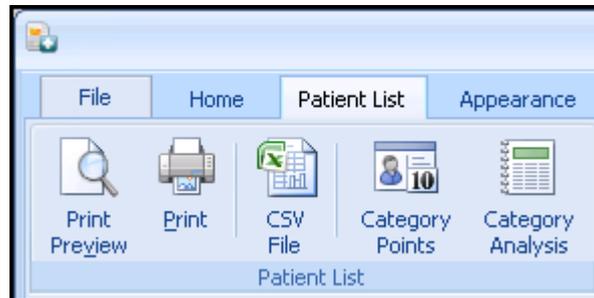


Note - Patient List is only available if you have run an update. See [Updating Contract Manager](#) on page **3** for more details.

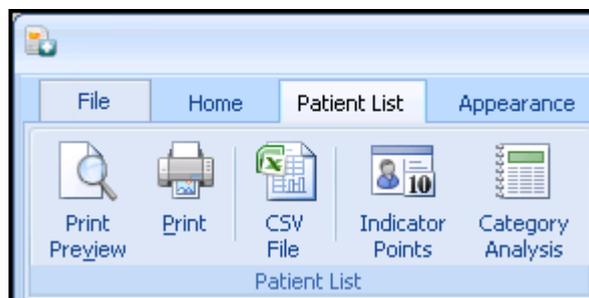
2. All the categories display below, double click the category and indicator lines to expand, depending on your selection the following display:

Category or Indicator Line

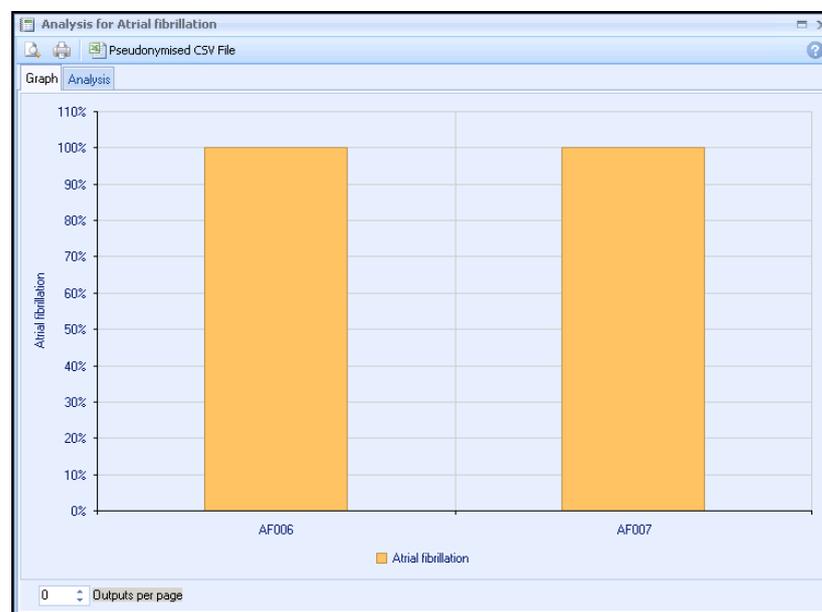
When a category line is selected the following options display on the toolbar:



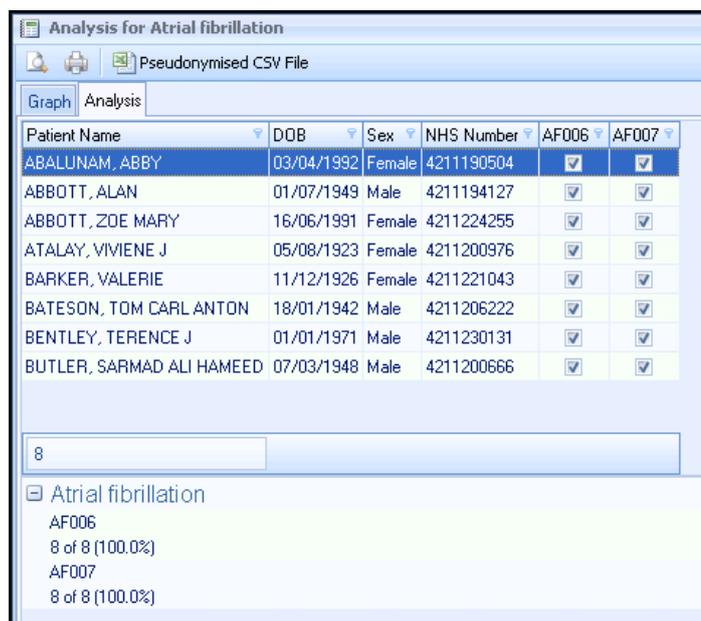
When an indicator line is selected the following options display on the toolbar:



- **Print Preview** or **Print** - Preview or print the patient list.
- **CSV File** - Export the **Contract Manager** information to a spreadsheet for further analysis.
- **Category Points / Indicator Points** - Provides an overview of your category points, see [Using the Points Screen](#) on page 6 for more details.
- **Category Analysis** - Displays a graphical representation of your category points. To analyse further, view the analysis tab and look at specific patients and what indicators are met:



To analyse further, view the analysis tab and look at specific patients and what indicators are met:



Patient Name	DOB	Sex	NHS Number	AF006	AF007
ABALUNAM, ABBY	03/04/1992	Female	4211190504	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
ABBOTT, ALAN	01/07/1949	Male	4211194127	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
ABBOTT, ZOE MARY	16/06/1991	Female	4211224255	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
ATALAY, VIVIENE J	05/08/1923	Female	4211200976	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
BARKER, VALERIE	11/12/1926	Female	4211221043	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
BATESON, TOM CARL ANTON	18/01/1942	Male	4211206222	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
BENTLEY, TERENCE J	01/01/1971	Male	4211230131	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
BUTLER, SARMAH ALI HAMEED	07/03/1948	Male	4211200666	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

8

Atrial fibrillation

AF006
8 of 8 (100.0%)

AF007
8 of 8 (100.0%)

Individual Patient

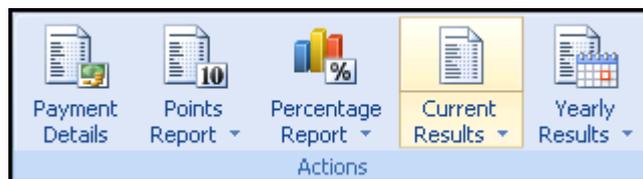
When an individual patient is selected the following options display on the toolbar:



- **Print Preview** or **Print** - Preview or print the patient list.
- **CSV File** - Export the **Contract Manager** information to a spreadsheet for further analysis.
- **Open Patient** - Opens the patient's record in **Consultation Manager**.
- **Data Entry** - Depends on the indicator line, launches the appropriate data entry screen. In this example the **CHADS2-VASc** data entry screen displays.
- **Contract** - Enter information using the data entry screen for the indicator or category selected.
- **Show Template** - Launches the contract template.
- **Show Indicators** - Displays the patient's **Alert Indicator** without opening **Consultation Manager**.
- **Indicator Logic** - Display the latest business rules and logic.

Contract Manager Reports

You can access the following reports from the **Contract Manager** screen:



- **Payment Details** - Opens the Payment Details screen:
 - **Practice Tab** - Enables you to manually enter your pounds per point and national average.
 - **Prevalence Tab** - Prevalence information can be entered here.
 - **Additional Services** - Information on additional services can be viewed and entered here.
- **Points Report** - You can set a date and view a full breakdown of all domains. This is particularly helpful when comparing monthly reports. This report can be printed or exported to a CSV file.
- **Percentage Report** - View QOF/QAIF data in PDF format. This is particularly useful to view previous QOF/QAIF data.
- **Yearly Results** - Set a date and select **Update** to run the report. All reports are produced in PDF format and are stored. You can view the patient lists, this provides a breakdown by category and date reference.



Note - Transferred out patients are included if they were active at the time.
