



## Access Standards 2022-23 Quarterly Submissions Dates & Year-end Process

Q1	<ul style="list-style-type: none"><li>• Quarter end 30/06/22</li><li>• Submissions 29/07/22</li><li>• Portal view 16/09/22</li></ul>
Q2	<ul style="list-style-type: none"><li>• Quarter end 30/09/22</li><li>• Submissions 14/10/22*</li><li>• Portal view 21/10/22</li></ul>
Q3	<ul style="list-style-type: none"><li>• Quarter end 31/12/22</li><li>• Submissions 13/1/23</li><li>• Portal view 20/1/23</li></ul>
Q4	<ul style="list-style-type: none"><li>• Year-end 31/3/23</li><li>• Submissions 28/4/23</li><li>• Portal view 12/5/23 (unvalidated)</li></ul>

**\*Please note that evidence relating to the 14 standards in Phase 1 must also be uploaded as part of the Q2 submission.**



# Access Standards 2022-23

## Year-end Process

### 30<sup>th</sup> March 2023

The Access Standards 2022-23 Q4 year-end submission screen will be made available within the **Primary Care Information Portal (PCIP)** <https://isdapps.wales.nhs.uk/pcip/> in readiness for the **31<sup>st</sup> March 2023** (Q4 year-end). GP Practices will have the ability to upload relevant evidence, where required, in relation to each standard within Phase 2 and the Reflective Report.

**NB** for **new** GP Practice partnerships that have come into effect **after the 30<sup>th</sup> September 2022** (i.e. after Q2), there is the functionality within the PCIP to upload evidence for Phase 1 to demonstrate Access Standards have been met and maintained since the establishment of the partnership.

For **all other** GP Practices that uploaded evidence for Phase 1 at Q2 there is **no need** to upload further evidence for Phase 1.

#### Supporting Evidence:

The uploading of evidence in previous quarters has presented the DHCW Primary Care Information Team with several queries and ActionPoint calls from GP Practices relating to issues uploading files containing their evidence. The main issue related to Practices uploading files that were identified with the PCIP as “**already existing**” which was entirely due to GP Practices submitting a file with the same filename as another file that had been submitted for a previous Access Standards quarter.

To help avoid this issue and confusion for the Access Standards 22/23 Q4 submission, it is suggested that the following **naming convention** is used for files to be uploaded (with **NO** white space within filenames):

**YEAR-QUARTER-PHASE-STANDARD\_FILENAME.FILETYPE** e.g.

- **2223-Q4-2-1\_StandardEvidence.pdf**
- **2223-Q4-2\_ReflectiveReport.docx**

### 28<sup>th</sup> April 2023

This is the final date for a GP Practice to make the Access Standards 2022-23 Q4 year-end submission.

The Q4 year-end submission screen within the PCIP will be locked at 5pm.



## 12<sup>th</sup> May 2023

The initial/preliminary points attained based on Phase 2 standards for the Q4 submission **only** will be displayed i.e. 40 points for answering **all** 6 Phase 2 standards affirmatively.

LHBs then need to review the submissions for Q2, Q3 and Q4, in line with the requirements for Access Standards 2022/23, to confirm that a GP Practice at year-end has:

- Achieved and maintained Phase 1 to qualify for Phase 2
- Either attained 40 points for achieving all 6 standards for Phase 2 or zero points for achieving less than the 6 standards
- Uploaded a Reflective Report that has sufficient content to attain the 60 points

Where necessary, GP Practices and LHB liaison can now take place to agree any subsequent adjustments. During this period GP Practices and LHBs can upload a revised Reflective Report if required and agreed by the LHB.

In order to confirm each GP Practice's year-end position in relation to Phase 1, Phase 2 and the Reflective Report, the LHB will be required to answer three questions (requiring a Y/N response) on the 'Year-end Summary Screen' and confirm sign-off within the PCIP. This signed-off year-end position will be the definitive position that is used for all payment calculations.

## 2<sup>nd</sup> June 2023

This is the final date for the LHB to complete the 'Year-end Summary Screen' for all its GP Practices and will be locked at 5pm.

## 9<sup>th</sup> June 2023

The LHB position for each GP Practice within the 'Year-end Summary Screen' will be used to produce the final results (points attained and associated payment) for Access Standards 2022/23 and will be made available for individual GP Practices and LHBs to view.

## 16<sup>th</sup> June 2023

The last date for LHBs to submit their payment figures to NWSSP (Contractor Services) with a cc to [DHCW.PrimaryCareInformationServices@wales.nhs.uk](mailto:DHCW.PrimaryCareInformationServices@wales.nhs.uk)

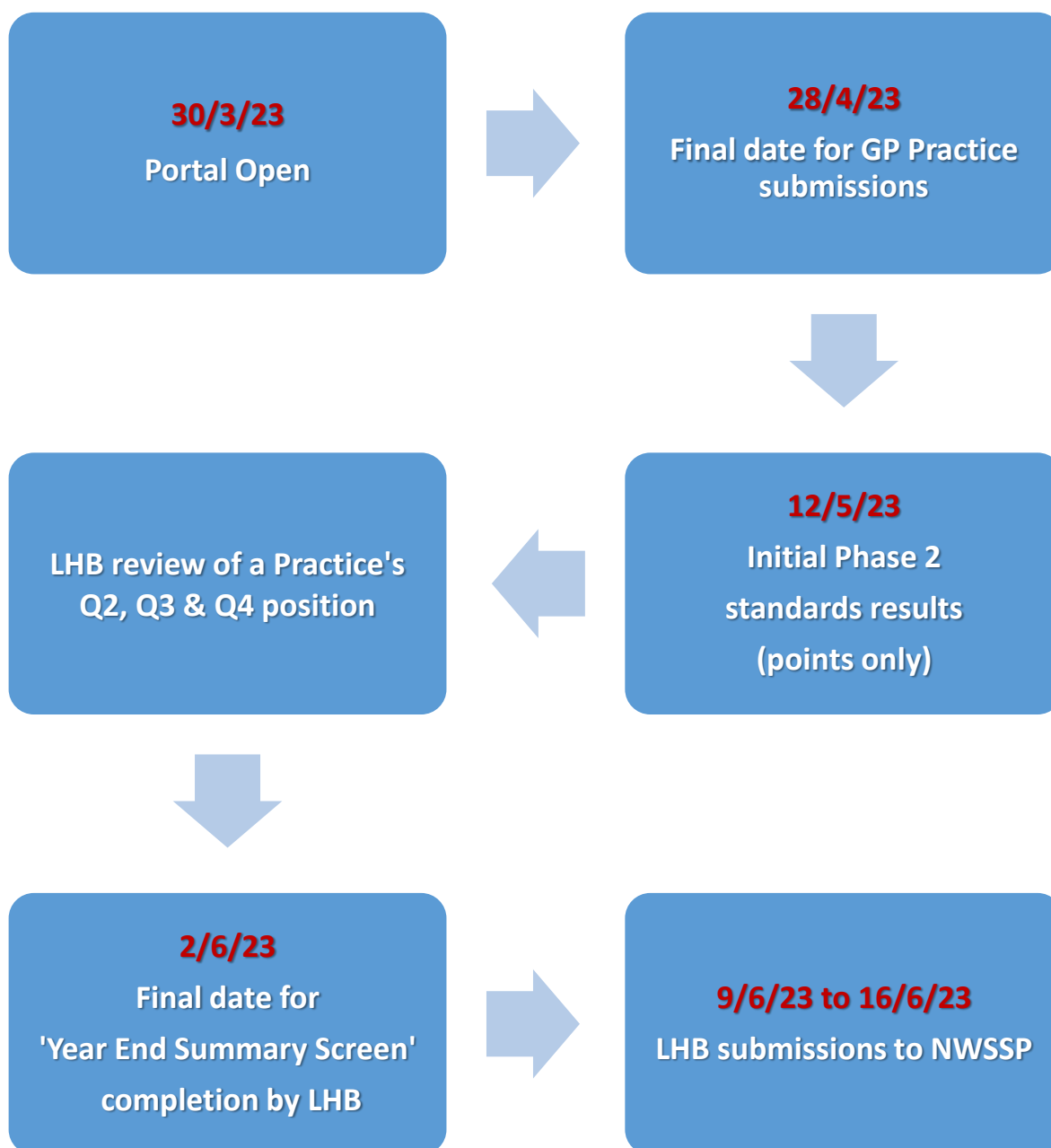
## 30<sup>th</sup> June 2023

NWSSP (Contractor Services) to make Access Standards 2022/23 payment to General Practices



## Access Standards Year-end Process 2022-23

### Summary Flow Chart



### PCIP Support

Please contact: [DHCW.PrimaryCareInformationServices@wales.nhs.uk](mailto:DHCW.PrimaryCareInformationServices@wales.nhs.uk)