Dear Colleague,

GP electronic annual practice declaration (eDEC) 2017/18

Classification: **OFFICIAL**. DCB Reference No: **2053**.

We would like to thank practices for completing last year's GP electronic Annual Practice Declaration (eDEC) which forms an integral part of the Assurance Management Framework of Primary Medical Services.

The 2017/18 eDEC will be opened for submissions over a six week period: from **Monday 16 October** to **Wednesday 29 November 2017**. All GP practices are required to submit their eDEC electronically through the primary care website: www.primarycare.nhs.uk as per the Assurance Management Framework of Primary Medical Services Policy and Guidance.

The eDEC has been prepopulated with responses provided from last year's collection. Compared to last year, 2 questions have been removed, there are 7 new questions and 2 have been revised. A number of questions are voluntary but we would encourage all practices to respond

It will be necessary for practices to check prepopulated responses, amend responses where necessary and also respond to the new mandatory questions in order to submit their eDEC.

In maintaining NHS England's commitments towards transparency and supporting patient choice, specific sections and items submitted in the eDEC could be shared either with public facing NHS websites (e.g. NHS Choices) and/or other modules visible to all users of the primary care website. The supporting FAQs 'onward uses of information section' provides more detail.

Information shared includes the practice's catchment area; it is therefore important that practices check that it represents a 'reasonably accurate' reflection of their contractual boundary (inner boundary). The website provides a prompt to users where data quality checks has identified the catchment area could benefit from improvement. Practices are encouraged to improve the quality of their boundary if seeing this prompt when opening the catchment area during the declaration.

The Primary Care website contains a function that practice can use to link there e-catchment to their practice website, to support patient choice and administrative functions in the practice (e.g. checking whether a potential patient postcode is with the practice catchment area.

High quality care for all, now and for future generations

A paper copy version of the eDEC titled "**eDEC 2017-18**" has been published within the resources section of the primary care website (found within the General Practice High Level Indicators module).

If you submitted your practice's eDEC last year and have not since changed role or moved practice, you will not need to do anything now until the declaration opens as you will automatically gain access through your existing website account. If however you are a new practice manager and/or senior partner please ensure you have registered to use the primary care website and have notified your NHS England regional team of your new role and contact details so account permissions and access to the eDEC can be authorised in time of the collection opening.

To help ensure smooth running of this process, a list of FAQs has been provided below. Thank you.

Yours sincerely

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Annual Electronic Declaration (eDEC) General Practice FAQ's 2017

I have not seen the Policy or Guidance of the Assurance Management Framework of Primary Medical Services, where can I find this?

The Policy and Guidance of Assurance Management of Primary Medical Services have been published within the 'resources' section of the primary care website: www.primarycare.nhs.uk. Select 'resources' button found in the bottom left hand corner of the website when logged in and viewing data either in the General Practice High Level Indicators module.

What will the eDEC look like and what has changed compared to last year?

A paper copy version of the eDEC titled "**eDEC 2017-18**" has been published within the resources section of the primary care website (found within the General Practice High Level Indicators module).

Where practices completed the eDEC last year, responses to questions and the catchment area will be provided back for checking and amending (where necessary).

Compared to last year, there are seven new questions, two have been removed and two have been revised to adjust for changes in the contract, and good practice guidelines. Where revisions to questions have been made these questions are identified by "(r)" next to the question number and responses to these questions have similarly been prepopulated (where this has been possible to do so).

We would encourage all practices to complete responses to all voluntary questions, responding 'no' to a voluntary question asked does not mean the practice is not compliant with their contract.

How long will the eDEC take to complete?

At the end of the eDEC we ask practices to declare how long in minutes it has taken to complete the eDEC. Last year, the average number of practices declared that it took 30 minutes (mode), the mean response was 45 minutes. As the majority of the declaration will be prepopulated with responses provided from last year, and the majority of staff completing the declaration are familiar with the questions and primary care website we anticipate the eDEC should take similarly between 30 to 45 minutes to complete. Practices who are less familiar with the eDEC may need to set aside up to 60 minutes to complete the return.

To support NHS Digital undertake a more detailed burden assessment of this collection a question has been asked at the end of the eDEC which asks how long the eDEC has taken the practice to complete the return. Responses will be shared with NHS Digital Burden Advice and Assessment Service (BAAS)

Onward uses of the information:

CQC inspection teams and NHS England Regional Teams work closely together and share information on a regular basis. The information provided to NHS England in this declaration will be shared with CQC. Similarly, the outcome of CQC inspections will be shared with NHS England, this includes any action plans which practices may submit to CQC (where relevant).

In maintaining NHS England's commitments towards transparency and supporting patient choice, the following sections and items could be shared either with public facing NHS websites (e.g. NHS Choices) and/or other modules visible to all users of the primary care website for instance may be used within a GPIT assurance module and General Practice Outcome standards:

Could be published in the public domain in the near future	- Question 1H. Practice telephone number (for patients). - Practice Services Section (i.e. Chapter 4): all content. - Premises and Equipment Questions on wheelchair accessibility questions 3E and 3F. - The electronic practice catchment area, the practice website address, branch practice opening times and where relevant practice Facebook page. - Question 5T and 8J: The practice is using an appropriate tool to identify people living with frailty (which is then subject to clinical confirmation) and the practice is enriching the Summary Care Record of patients who have given their consent.
Will be available to all users of the primary care website	- Interoperable patient records questions: 6E and 6F. - GP IT section (i.e. Chapter 8): all content - The electronic practice catchment area

Clinical Commissioning Groups that commission primary care services under formal delegation from NHS England may receive information from the Self Declaration that is necessary in support of their delegated functions.

Legal disclaimer:

NHS England, as with all NHS organisations is required to share intelligence with other statutory bodies, both in circumstances where they have a legal right to request it e.g. National Audit Office, CQC; or where it is necessary or expedient for them to receive it in order to protect the welfare of individuals or to discharge their functions.

Practices are therefore reminded of the significance to ensure that responses provided to questions are accurate and can withstand legal scrutiny, the declaration is treated and considered to be a formal submission once declared.

All information in the eDEC is subject to the requirements of the Freedom of Information Act 2000. In response to a request for information, exemptions to disclosure will be considered on a case by case basis.

Is there any training available on how to submit the eDEC?

The Primary Medical Services Assurance and Quality Improvement national training / familiarisation webcast with a live question and answer session originally occurred on 15th of August 2013 from 14.00 – 17.00 by uStream. The webcast was recorded and can be viewed by accessing the following link: **http://vimeo.com/72843434** Password to access: **15thaug2013**. To view specifically the demonstration on completing the eDEC, including how to draw the electronic practice boundary move the time cursor to **1:58:30.**

Though this recording was done in 2013, it includes helpful demonstration of how to navigate through the different functions and features available in the website. For the declaration the functionality will be very similar in terms of its look and how to move between different chapter sections. Any commentary on time periods of indicators within no longer applies as the data itself has since been updated. It's the functionality which remains unchanged.

If you experience any problems viewing the webcast recording, please check that your computer's local security and firewall settings are not blocking the content from working. Alternatively, this other link could be used:

DROPBOX :
https://www.dropbox.com/s/2j88kxlfvrxii6s/primary_medical_services_webinar_640x360.mp4

Who in the practice will need to submit the eDEC?

The eDEC is a mandatory submission between the practice and NHS England and replaces the previous requirement of practices to submit an annual report to PCTs. The eDEC is submitted by a senior member of practice staff usually the practice manager and/or senior partner, as similar to requirements related to completing CQRS returns.

The eDEC can only be viewed / edited and submitted by specific staff in the GP practice who have been granted user account permissions to do so by the NHS England regional team.

If you submitted the declaration for your practice last year and you remain in post then you will similarly be able to view/edit and submit the declaration for your practice this year.

If there has been recent changes to practice staff (who have eDEC responsibilities) or a practice would like to nominate a different member of staff to view/edit and submit the eDEC, they will need to register to use the primary care website see link: https://www.primarycare.nhs.uk/register.aspx after doing so please contact your NHS England regional team, providing a request to allocate eDEC permissions to another person within the practice.

Since the last eDEC what should I do if my practice has since merged or changed configuration?

The eDEC is submitted against the organisation code of the practice.

Since the last eDEC submission was made in 2016, If your practice has merged with another organisation and has retained use of the organisation code, it will be necessary to ensure that responses to all questions provided in the eDEC apply to any new arrangements which are in place. As the practice will be declaring responses against the code of the practice and which has since changed configuration. This is clarified in the eDEC aswell as question 1F found at the beginning of the eDEC which asks the question if there has been a change in the practice's configuration as compared with last year (e.g. merged/divided from another).

I cannot find the eDEC module within the primary care website.

When you log into the primary care website select the medical module. If your account has the permission to view/edit or submit declaration data you should then be able to see a tab called "practice declaration user". If you select this, you should be able to see two further tabs "Current (active) Declaration" and "Closed Declaration". The current declaration is this year's declaration which will need to be completed by the deadline. It will be turned on for submissions when the collection opens and even then, can only be viewed/edited or submitted by authorised account holders. The "Closed Declaration" tab provides a pdf copy of the submission provided last year.

If you are the practice manager or senior partner and are unable to see the declaration user tab after the collection opens please contact NHS England primary care website help desk at primarycareweb@nhs.net .

I am responsible for eDEC for more than one practice. Do I need more than one user account for each practice?

No this is not necessary. For the purposes of the eDEC, your single account will be linked within the primarycare web tool to each practice you have designated responsibilities for. If however, there has been recent changes to practice personnel of staff members who have responsibilities for more than one practice, and you have acquired new and recent responsibilities relating to eDEC, please contact your NHS England regional team to notify them of the changes and request your account permissions are modified for the purposes of the eDEC submission.

I have permissions for the eDEC for more than one practice, when within the declaration module of the website how do I select or change practices?

Login to www.primarycare.nhs.uk, select Medical module then select practice declaration user. You should see an empty box with the button 'change organisation' next to it. Enter the practice name or code, select from the drop down list provided and press 'change organisation' this loads your selected declaration. Press 'complete current submission' and you will be able to enter and submit the data return for the selected practice. After completing the submission the webtool will show the declaration as submitted with a copy of the PDF certificate of completion and copy of the content for your records. To select another practice at the top of the web page where the current practice name is shown, delete the practice name and enter the other practice name or organisation code which you have permission for, select the practice from the list provided by the website and press 'change organisation' this will load the second practice's declaration. If you need further help please contact your NHS England regional team.

There is a local difficulty for my practice in reaching the deadline of Wednesday 29 November 2017, what should I do?

Please notify your NHS England regional team of the nature and circumstances of this difficulty so this can be considered further.

How can I edit my catchment area?

Only the practice's contractual boundary (inner boundary) should be submitted.

Assuming that you have the correct permission associated with your account, when you are within the declaration module and you are viewing your practice's declaration you should be able to see the chapter section titled catchment area. In this section, the catchment area can be viewed and edited further if need be. It is possible to enter a new catchment area, delete an existing one or edit your existing catchment area, the editing features of catchment area are the same as what was in place previously when the practice staff member had entered the information originally.

Editing features for the catchment area has been described in the user guide to the annual electronic declaration. This was available to the practice staff who completed the task originally on behalf of the practice last year and has been published in the resources section.

The only difference is that there should be a shape already presented in the website, so editing the catchment area shape means moving the editing circles found on the boundary lines of the catchment area after pressing the "polygon tool" icon (see page 18 of the electronic declaration user guide for a screen shot) and moving the editing circle to the desired location.

If a catchment area would be better re-drawn than edited. The shape can be deleted and a new shape entered.

A demonstration of how to enter and edit catchment areas can be found here https://docs.google.com/file/d/0BwKFNCK195YCRnZRRWVCMnRSVVE/edit?usp=sharing&pli=1
Move the time cursor to 1 minute 37 seconds into the video will get you to the correct segment and it's a 3 minute demonstration. You will need a computer with a sound card to hear the audio commentary.

It is possible to enter catchment areas for branch practices as well as the main practice. Branch practices can be given a different colour code and it is possible to enter the name of the branch to help distinguish it from the main practice.

Where can I go for further clarification about the eDEC?

Please contact your NHS England primary care website help desk at primarycareweb@nhs.net .

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