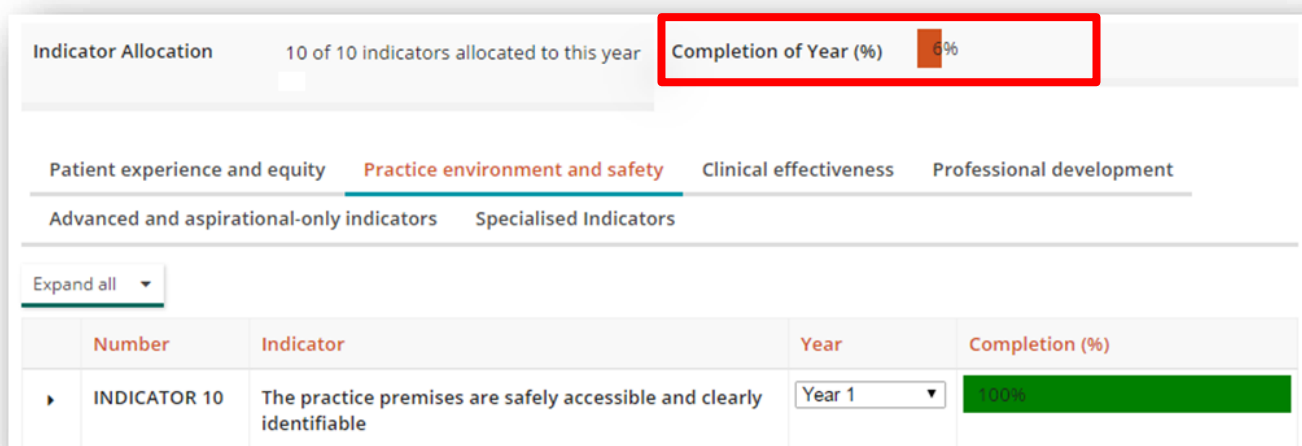


How to submit an Annual Programme self assessment for the year

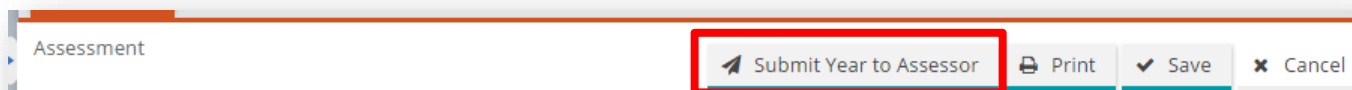
1. You can only submit a self assessment for the year once the progress bar labelled 'Completion of Year (%)' reaches 100% - see example below where the completion bar is only showing 6% completion. 100% will only be reached when the allocated 10 Indicators (or 9 indicator for practices completing under the 2011-2014 standards), and all mandatory criteria have been completed.



The screenshot shows a progress bar for 'Completion of Year (%)' at 6%. Below the progress bar are tabs for 'Patient experience and equity', 'Practice environment and safety', 'Clinical effectiveness', and 'Professional development'. Under 'Practice environment and safety', there are sub-tabs for 'Advanced and aspirational-only indicators' and 'Specialised Indicators'. An 'Expand all' button is visible. A table below shows the following data:

	Number	Indicator	Year	Completion (%)
▶	INDICATOR 10	The practice premises are safely accessible and clearly identifiable	Year 1	100%

2. Once the year is at 100% completion, a 'Submit Year to Assessor' button will open up at the top of the page. **Please note that this button is only visible to users who have been assigned Practice Administrator status, in QA2QI.**



The screenshot shows a horizontal bar with the word 'Assessment' on the left. On the right side, there are four buttons: 'Submit Year to Assessor' (highlighted with a red box), 'Print', 'Save', and 'Cancel'.

3. When you click on this button the current year's assessment activity will close and cannot be edited further. The next year will open and be able to be completed. Note that you **do not** need to wait for feedback from an Assessor before allocating and completing Indicators for the next year.