# How to use the QOF Monitoring Form

I hope this spreadsheet will be of use to you in monitoring and optimising your QOF achievements.

The form I’ve put up is only a master document. Save it and then save it under a different name before you edit it.

As you can see when you open the file, there are currently two tabs:

* **QOF achievement**
* **Achievement and numbers needed**

When you add your own numbers, use **the second tab, Achievement and numbers needed,** first. This is where the numbers needed can be filled in. It currently shows our August numbers and you need to replace these figures with your own.

The percentages will remain the same, unless the powers that be make any changes. The local targets may also differ from the ones we have.

The only columns where you need to fill anything in are **Column D** (Parent) and **Column F** (Achieved) under the second tab. **Columns E, G and H** calculate automatically.

If you wish to keep track of how you are doing throughout the year and see your progress, copy the tabs.

To do so:

* Right click on the tab Achievement and numbers needed, choose move or copy,
* Click on Achievement and numbers needed,
* Then tick the box in front of ‘Create a copy’,
* And click OK.

You now have a duplicate tab in front of the one already there. If you now rename the tab to the current date, you can add the new numbers while still having last week’s numbers to hand.

Once you have entered the numbers (the process usually takes about 15 minutes), you then go back to the **first tab, QOF Achievement**. Add in the percentages achieved as shown by your clinical system and add the numbers needed from the **Achievement and numbers needed** tab. Round these numbers **up** to the nearest number to show how many you still need.

Again, to ensure you can see your progress over the year, you can add extra columns.

* Simply highlight column D and E
* Right click and choose ‘insert columns to the left’
* Highlight the columns you already had
* Copy and paste them onto the new columns (this ensures the formatting stays the same) and
* Rename the new column D to the current date

I hope this will be helpful to you in keeping track of your QOF achievements and achieving well.

Good luck!