

The CQRS Local Onboarding Process

The following lists the series of events for the onboarding Process for Commissioners and Service Providers.

1. All Local Scheme (s) are reviewed by the CQRS Local Team.
2. An Agreement is emailed out to the Commissioning Organisation for their signature and returned to the CQRS Local Team.
3. A request for the following Commissioner user roles will be requested:
 - Commissioning Admin
 - Commissioning User (tier 1)
 - Commissioning Approver (tier 2)
 - Commissioning Finance
4. A CQRS Local account will be set up.
5. Assistance will be provided to the Commissioning Organisation for all users to be set up with system access.
6. An appointment will then be made to:
 - Assist with adding their Scheme (s) to CQRS Local
 - Make arrangements for Service Provider training (this will be done in groups over Teams)
 - Arrange for the necessary communications to be emailed out to Service Providers detailing; how to register for a CQRS account, an explanation on what a single-level and multi-level approval means and how to request the latter, information and dates for CQRS Local training as well as where to find useful guides on the CQRS Local Academy site.