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| Enter postal address here | **Please ask for:** |  |
| **Email:** |  |
| **Direct Dial:** |  |
| **Date:** |  |

Dear [Registered Manager]

**Non submission of Quality Assurance Framework (QAF) return for { add quarter/date }**

We previously contacted you to offer assistance, as you had not submitted your QAF. We have recently completed a review of the QAF returns for this quarter and note that we have not received a submission from the last two consecutive quarters from { add name of the service}.

We are writing to remind you that submissions are necessary to meet the contractual obligations made in the NHS standard contract and the Somerset Council Contract. Review of this data enables us to demonstrate that we have regular oversight of services we commission with in Somerset we uniquely use the reviews as an opportunity to coordinate offers of system wide support.

As a result of your two non-submissions our quality team have been asked to complete a quality assurance visit with you within the next 3 months

If you are having difficulties accessing the data collection system, please contact PAMMs directly on [support@hastechnology.com](mailto:support@hastechnology.com). If you need any advice and support about how to answer the questions , please contact us on [ascproviderqualityassurance@somerset.gov.uk](mailto:ascproviderqualityassurance@somerset.gov.uk) [somicb.chc.quality@nhs.net](mailto:somicb.chc.quality@nhs.net)

Yours sincerely

**Name**

**Job title and contact details - SC**

**Name**

**Job title and contact details - ICB**

cc Somerset Council Procurement Team