Orthodontic Key Performance Indicators

How to create, capture and submit an Orthodontic PAR Score Sample

It is a requirement for providers working with an NHS England Orthodontic contract that started in April 2019 or after to submit independently calibrated Peer Assessment Rating (PAR) scores twice per year along with the number of Managed Clinical Networks (MCN) meetings that they have attended once per year.

Please note, NHS orthodontic contracts starting **prior to April 2019** must submit their PAR scores on the FP17O in the Orthodontic Conclusion section of the completion form, these contracts must submit: 100% of cases, if the contract has 20 or fewer cases per year or

20 cases plus 10% of the remaining cases, if the contract has more than 20 cases per year

This guide will show you how to:

- Create an Orthodontic PAR Score Sample Request
- Capture the Calibrated Orthodontic PAR Scores
- Submit the Calibrated Orthodontic PAR Scores
- View past Calibrated Orthodontic PAR Score Samples
- Submit your MCN attendance

You will need:

- 1. Access to the NHSBSA CoMPASS system.
 - a. If you do not have access to CoMPASS, please see further details on how to gain access on the NHSBSA website:

https://www.nhsbsa.nhs.uk/compass

The Calibrated PAR Score & MCN Process



Please ensure you leave plenty of time to arrange the assessment of your requested cases by your chosen independent calibrated examiner and to submit your results, the returned information <u>must be</u> submitted no later than the last day of each six-month period.

How to create an Orthodontic PAR Score Sample

Step 1: Log into the Compass system.

NHS Business Services Authority	Messages Welcome to the COntract Management, Payment And Superannuation System
Please log in with your username and password below Username Password	Frequently Asked Questions
Memorable word characters	Ask Us eDEN Reporting Forgotten Password or Memorable Word
Change Password Change Memorable Word FAQ Cookie Usage Privacy Forgotten Password or Memorable Vord Blocked Account	Total Reward Statements NHS Choices Provider Login Compass Accessibility Statement
Copyright © 2021 NHSBSA	Compass Guides View All

Step 2: Click on the 'Activity' folder.



Step 3: To request a new half yearly sample (Ortho PAR Score Sample Request), click on Ortho PAR Score Sample Request.

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=	Maintain or Finalise Draft Claims
=	Maintain or Finalise Draft Claims (Performer)
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âi	Request Bulk Transfer of Patients for a Prototype Contract
=	View Authorisation List
=	WebEDI Account Update

Step 4: You will be presented with the screen below.

Click on 'Request New Ortho PAR Score Sample'.

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	Records 0 to 0 of 0					Page 1/1

Step 5: You will then be presented with the box below.

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(CDeccel 10) Control (CDE Record) History El Anton William Control (CDE El Anton (CDE)) Viscol (CDE) Viscol (CDE)		Home Search (Half Your Period) Matrix Period	Provider Name	Currinsot ID	Sarge Date	Submitted V/H	Report non Dates 74 Submitted Date	a birne larman Actan
S Vering Concerns Faircharther There are no forcepting pulligened		Request new Ortho PAR Half Year Period Contract ID	Sample	2122 October to March	2	Costinue Canoel		
		Records 0 to 0 of 0					Page	- Un

It is required that in each half year period (April to September inclusive and October to March inclusive), orthodontic practices in England will need to obtain a sample of normally 10 Orthodontic Completion claims on which Peer Assessment Rating (PAR) scores will need to be carried out by an independent calibrated examiner.

The **'Half Year Period'** will be pre-determined according to the current date. Therefore, in order to request an Orthodontic PAR Score Sample, this complete process must take place <u>no later than the last day</u> of the final month in the half year period involved.

Please note that if the last day in the last month for the PAR score period has passed it will not be possible to request a PAR score sample or enter returned PAR score details retrospectively.

Enter the contract number for the sample and click 'Continue'.

Please Note that this contract must:

- a) Be open at a point during the half year period concerned
- b) Have an Orthodontic Service recorded in Compass for the period concerned
- c) Must have been commissioned by an English health body

The system will retrieve the sample request (usually 10 sequential claims) of the most recently completed orthodontic courses of treatment. These will be those Treatment Completed claims with the most recent Dates of Completion which fall within the half year period in question.

If there are insufficient numbers of claims to fill the required sample size, the request will fail and an error message will display, a further request can be made when an appropriate number of Treatment Completed claims have been submitted and processed.

In exceptional circumstances, where 10 cases are not available, please contact NHSBSA on 0300 330 1348 or email <u>nhsbsa.dentalservices@nhsbsa.nhs.uk</u> where a request can be made for a lower sample amount, in these circumstances please advise how many cases are available for the request.

Please note that in order to be selected the claim does not have to have appeared on a pay statement; it merely has to have passed Compass validation.

The request will also fail if a request for the same half year period and contract has already been made and created.

If a full sample can be successfully found then the results will be displayed on the screen below.

view Ortho Par Score Sample				
Half Year Period	2021 October	o March	Calibrated Examiner Name	
Contract ID	9251790001	MR MJ COX	Calibrated Examiner Address	
Sample Date	06/11/2020	Friday, 06 November 2020		
Submitted	N			
Number of Managed Clinical	Î.	0	Calibrated Examiner	
Network Meetings attended			Postcode	

The PAR Scores for this sample must be submitted by 31/03/2021 which is the last day of March.

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CRN/Image Index No.	Patient Sumame	Patient Forename	Patient Sex	Date of Birth	Date of Completion	Form Status	Pre-Treatment PAR Score	Post-Treatment PAR Score	Reduction	Action
444025	SABBOTSBURY	SYDNEY	F	03/07/2005	03/10/2020	Processed				View
444029	SCHICKERELL	DAVID	M	08/05/1999	27/10/2020	Processed				View
116	SDORCHESTER	TERRY	м	19/03/2007	21/10/2020	Processed				View
444023	SEASTFLEET	BARRY	M	30/06/2004	10/10/2020	Processed				View
444022	SFLEET	JOHN	М	30/06/2006	18/10/2020	Processed				View
444027	SHERRING	RICHARD	M	14/06/2009	21/10/2020	Processed				View
444028	SRODDEN	DALE	M	31/10/2005	12/10/2020	Processed				View
444024	SWESTFLEET	ALISON	F	21/05/2004	02/10/2020	Processed				View
444021	SWEYMOUTH	ALAN	M	30/06/2006	16/10/2020	Processed				View
444030	SWYKEREGIS	BRENDA	F	30/01/2003	07/10/2020	Processed				View

Close

The sample taken will exclude any Interceptive Treatment i.e. patient aged under 10 years of age at the start of treatment and will also exclude any where the original Assess/Appliance Fitted claim is not present or was submitted under a different contract ID.

Full details of individual claims can be viewed by clicking 'View'.

This sample will require PAR scores provided by an independent calibrated examiner. Once this screen is displayed, the selected claims **cannot be exchanged** for others.

For the selected sample, send the study casts or the electronic equivalent to your chosen calibrated examiner.

Note that a message will appear to advise the date by when the PAR score results must be submitted.

Also, there is a facility to Export Grid to a file for taking off-line.

Step 1: Click on the 'Activity' folder.



Step 2: To capture and submit an Orthodontic PAR Score sample click on Ortho PAR Score Capture and Submission.

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- Activity Report for Quarters 1 and 2 (Scheduling Month)
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- Activity Search (Detail)
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- 📰 Maintain or Finalise Draft Claims
- Maintain or Finalise Draft Claims (Performer)
- Ortho PAR Score Capture and Submission
- 🚆 Ortho PAR Score Sample Request
- Request
- Request Bulk Transfer of Patients for a Prototype Contract
- View Authorisation List
- WebEDI Account Update

Step 3: You will be presented with the screen below.

Edit Ortho PAR Score Sample

	10.000					
Search Contract ID	\odot					4
Half Year Period	Provider Name	Contract ID	Sample Data	Butmitted V/N	Submitted Date	
2023 October to March	MR MJ COX	9251790001	06/11/2020	N		111 *
1920 October to March	MR MJ COX	9251790001	02/03/2020	×	02/03/2020	Citizen a
1920 April to September	MIR MU COX	9251790001	07/01/2019	v	09/05/2019	-Ying -
1819 October to March	MR MJ COX	9251790001	16/04/2039	Y	09/05/2019	Ven *
1718 October to March	MR MJ COX	9251790001	12/04/2019	Y	12/03/2016	Vicy -
1718 April to September	MR MJ COX	9251790001	12/04/2019	Y	14/08/2017	3100 -

For un-submitted samples, click 'Edit' and the below screen being displayed.

Half Year Period	2021 October to	March	Calibrated Examiner Name	
Contract ID	9251790001	MR MJ COX	Calibrated Examiner Address	
Sample Date	06/11/2020	Friday, 06 November 2020		· ·
Submitted	N			
Number of Managed Clinical Network Meetings attended		0 *	Calibrated Examiner Postcode	* Q

The PAR Scores for this sample must be submitted by 31/03/2021 which is the last day of March.

Search CRN/I	mage Index No	~		۲						\downarrow
CRN/Image Index No	Patient Sumame	Patient Forename	Patient Sex	Date of Birth	Date of Completion	Form Status	Pre-Treatment PAR Score	Post-Treatment PAR Score	% Reduction	Action
444025	SABBOTSBURY	SYDNEY	F	03/07/2005	03/10/2020	Processed	25	18	28.0	Edit •
444029	SCHICKERELL	DAVID	м	08/05/1999	27/10/2020	Processed				Edit •
116	SDORCHESTER	TERRY	м	19/03/2007	21/10/2020	Processed	81	30	63.0	Edit •
444023	SEASTFLEET	BARRY	М	30/06/2004	10/10/2020	Processed	91	60	34.1	Edit -
444022	SFLEET	JOHN	м	30/06/2006	18/10/2020	Processed				Edit -
444027	SHERRING	RICHARD	м	14/06/2009	21/10/2020	Processed				Edit •
444028	SRODDEN	DALE	м	31/10/2005	12/10/2020	Processed				Edit •
444024	SWESTFLEET	ALISON	F	21/05/2004	02/10/2020	Processed				Edit •
444021	SWEYMOUTH	ALAN	м	30/06/2006	16/10/2020	Processed				Edit -
444030	SWYKEREGIS	BRENDA	F	30/01/2003	07/10/2020	Processed				Edit -
Records 1 to 1	0 of 10							P	age 1	/1

As with previous screens the detail of each claim within the sample is displayed, advice is given as to by when the sample must be submitted, an Export Grid button appears to allow the data to be offloaded to a file and the full claim details can be viewed by selecting **'View'** from the drop-down list available in the **'Action'** column.

Submit Back

In most cases these un-submitted samples will be incomplete as not all the scores will have been captured. In order to capture the scores, click 'Edit' in the 'Action' column and the following box will be displayed.

lalf Year Per	riod 2	021 October to	o March		Calibrate	d Examiner Na	ime 🖕					
Contract ID	ontract ID 9251790001			I COX	Calibrated	d Examiner Ad	ldress	\$				
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A Pre Treatment PAR Score must be entered. The Post Treatment Score can be added at a later date if necessary. Any one or two digit value is acceptable as a score, including zero. Pre-treatment PAR scores are typically 20 to 30. Post-treatment PAR scores are usually in the low single figures. However it is technically possible to have a posttreatment PAR score of zero. Once entered press **'Save'** and the scores will be shown on the updated list.

If for some reason information for the pre-treatment PAR score is not available for a requested case, the entries for **both** Pre and Post scores should be zero filled which will allow the submission of the remaining cases.

Step 4: Submitting the PAR Score Sample

Until all Pre and Post Treatment PAR Scores have been captured for each of the claims within the sample the **'Submit'** button will remain greyed out and cannot be selected. However, once all the results are recorded, the **'Submit'** button can be used to make available the PAR scores for review.

Before submission of a sample, details of the Calibrated Examiner must be entered. This will include the examiner's name and the address.

2

Half Year Period	2021 October to March		Calibrated Examiner Name	14-1 C		
Contract ID	9251790001	MR MJ COX	Calibrated Examiner Address			
Sample Date	06/11/2020	Friday, 06 November 2020				
Submitted	N			*		
Number of Managed Clinical Network Meetings attended		0 *	Calibrated Examiner Postcode	* Q		

The PAR Scores for this sample must be submitted by 31/03/2021 which is the last day of March.

Search CRN/I	mage Index No	~		D	D						
CRN/Image Index No	Patient Sumame	Patient Forename	Patient Sex	Date of Birth	Date of Completion	Form Status	Pre-Treatment PAR Score	Post-Treatment PAR Score	% Reduction	Action	
444025	SABBOTSBURY	SYDNEY	F	03/07/2005	03/10/2020	Processed	25	18	28.0	Edit -	
444029	SCHICKERELL	DAVID	M	08/05/1999	27/10/2020	Processed				Edit •	
116	SDODCHESTER	TEDDY		10/02/2007	21/10/2020	Dracanzad	01	20	62.0	their an	

The latter can be obtained from a look up table by entering the postcode, pressing the magnifying glass next to the postcode field and selecting the appropriate address from the list supplied.

alf Year Period 2021 October to March						Calibrated Examiner Name MR JR LITTLE				
		particular provide					*			
Sample Date Submitted		92517900	MR MJ COX	Calibrated E	kaminer Address	*				
		06/11/20	20 Friday, 06 N							
		N]				*			
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CRN/Image Index No	Sumar	Address S	election						% Reductio	Action
44025	SABBO	Location	1 month	1100.2	Line 2	Line 4	Line F	Action	28.0	Edit •
44029	SCHICE	Id		Linez	unes	unee	Line a	Acaon		Edit -
16	SDORC	26403	FOR TST DENTIST	TOWN	COUNTY			Select	63.0	Edit -
44023	SEAST	30040	PARADISE PARK	EAST	SCOTI AND			Select	34.1	Edit -
44022	SFLEET		Dental Practice	GLASGOW	Compton		East	V 2:NASS		Edit 🝷
44027	SHERR	12502	Board	Grove	Place Road	EASTBOURNE	Sussex	Select		Edit •
144028	SRODD									Edit •
44024	SWEST									Edit -
44021	SWEYN								10	Edit -
144030	SWYKE									Edit •
Records 1 to	10 of 10								age	1/1
									s	Submit Ba
									1	
		Records 1	to 3 of 3			Pag	e 1	/1		

The Calibrated Examiner's details will be stored for later use even if the sample is not submitted. NB. The third line of Calibrated Examiner's Address is no longer mandatory.

Edit Ortho PAR Score Sample

Half Year Period	2021 October to	March	Calibrated Examiner Name	MRJRLITTLE
Contract ID	9251790001	MR MJ COX	Calibrated Examiner Address	Dental Practice Board
Sample Date	06/11/2020	Friday, 06 November 2020		Temple Grove
Submitted	N			Compton Place Road
				EASTBOURNE
Number of Managed Clinical Network Meetings attended	1	0 *	Calibrated Examiner Postcode	BN20 8AD * Q

The PAR Scores for this sample must be submitted by 31/03/2021 which is the last day of March.

CRN/Image Index No	Patient Sumame	Patient Forename	Patient Sex	Date of Birth	Date of Completion	Form Status	Pre-Treatment PAR Score	Post-Treatment PAR Score	% Reduction	Action
444025	SABBOTSBURY	SYDNEY	F	03/07/2005	03/10/2020	Processed	25	18	28.0	Edit •
444029	SCHICKERELL	DAVID	М	08/05/1999	27/10/2020	Processed				Edit •
116	SDORCHESTER	TERRY	М	19/03/2007	21/10/2020	Processed	81	30	63.0	Edit •
444023	SEASTFLEET	BARRY	м	30/06/2004	10/10/2020	Processed	91	60	34,1	Edit •
444022	SFLEET	JOHN	М	30/06/2006	18/10/2020	Processed				Edit •
444027	SHERRING	RICHARD	М	14/06/2009	21/10/2020	Processed				Edit •
444028	SRODDEN	DALE	M	31/10/2005	12/10/2020	Processed				Edit •
444024	SWESTFLEET	ALISON	F	21/05/2004	02/10/2020	Processed				Edit •
144021	SWEYMOUTH	ALAN	М	30/06/2006	16/10/2020	Processed				Edit •
444030	SWYKEREGIS	BRENDA	F	30/01/2003	07/10/2020	Processed				Edit •

If the sample is not to be completed at this visit then the '**Back**' button should be used. If it is complete then use the '**Submit**' button.

Submit Back

If the sample being submitted is for the second half of the year (i.e. the October to March period) then it will also be necessary to record the number of Managed Clinical Network meetings attended during the year. This field will not be displayed or made available for the results of any April to September period.

2021 October to	o March	Calibrated Examiner Name	MRJRLITTLE
-			*
9251790001	MR MJ COX	Calibrated Examiner Address	Dental Practice Board *
06/11/2020	Friday, 06 November 2020		Temple Grove
			*
N			Compton Place Road
	_		EASTBOURNE
•	9251790001 06/11/2020 N	2021 October to March 9251790001 MR MJ COX 06/11/2020 Friday, 06 November 2020 N	2021 October to March Calibrated Examiner Address 9251790001 MR MJ COX 06/11/2020 Friday, 06 November 2020

The PAR Scores for this sample must be submitted by 31/03/2021 which is the last day of March.

CRN/Image Index No	Patient Sumame	Patient Forename	Patient Sex	Date of Birth	Date of Completion	Form Status	Pre-Treatment PAR Score	Post-Treatment PAR Score	% Reduction	Action
444025	SABBOTSBURY	SYDNEY	F	03/07/2005	03/10/2020	Processed	25	18	28.0	Edit •
444029	SCHICKERELL	DAVID	М	08/05/1999	27/10/2020	Processed				Edit •
116	SDORCHESTER	TERRY	М	19/03/2007	21/10/2020	Processed	81	30	63.0	Edit ·
444023	SEASTFLEET	BARRY	м	30/06/2004	10/10/2020	Processed	91	60	34,1	Edit •
444022	SFLEET	JOHN	М	30/06/2006	18/10/2020	Processed				Edit •
444027	SHERRING	RICHARD	М	14/06/2009	21/10/2020	Processed				Edit •
444028	SRODDEN	DALE	М	31/10/2005	12/10/2020	Processed				Edit •
444024	SWESTFLEET	ALISON	F	21/05/2004	02/10/2020	Processed				Edit •
444021	SWEYMOUTH	ALAN	М	30/06/2006	16/10/2020	Processed				Edit ·
444030	SWYKEREGIS	BRENDA	F	30/01/2003	07/10/2020	Processed				Edit •

Submit Back

Once submitted the sample cannot be edited further.

Past samples can be viewed on the screen below by clicking 'View' against the sample showing to which half year period belongs.

Step 1: Click on the 'Activity' folder.



Step 2: click on Ortho PAR Score Sample Request.

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	Activity Search (Detail)
=	Activity Search (Detail - Performer)
Ξ	Activity Search (Summary)
	Activity Search (Summary - Performer)
=	Maintain or Finalise Draft Claims
	Maintain or Finalise Draft Claims (Performer)
Ξ	Ortho PAR Score Capture and Submission
=	Ortho PAR Score Sample Request
	Performer PIN Request
áá	Request Bulk Transfer of Patients for a Prototype Contract
=	View Authorisation List
	WebEDI Account Update

To view the contents of each past Orthodontic PAR Score Sample submission click **'View'** against the particular sample in the **'Action'** column and in the box presented.



Click on 'View' to then display the full claim details

ew Activity							×	×
Contract No	925179000	1 MR MJ	COX	Patient ID	11575			
Paper Image No.				Sex	M Male			
laim Ref. No.	1	40026		BENJAMIN BEN				
Site ID		1009		100, OXFORD ST	REET			
Performer ID	8	35773 AMAN	DA JANE PAMELA GRANT	WN7 1NJ				
ocation	Dental Surg Brooklyn Co 390 Wilmsl Mancheste M20 3NA	gery ourt ow Road		Date of Birth Previous Surnar Email Address	30/06/2006			4
ocation ID		4470	· · · · ·					<u>*</u>
reatment Details				Mobile No.	Processing Details		duction	View View
D		_			Status	Processed	2	View
Date of Accept	ance	27/01/2020	Date of Referral	-	Paper/Electronic	Electronic		View
Date of Comple	etion or Last	27/01/2020	Date of Assessment		Created via DCS	Licotronic	3	View
VISIT			Date Appliance Fitted		Amended via DCS	H	3	View
				20	SO Indicator	Π.		View
be an			Patient Charge Collected		D.00 Date of Receipt	02/03/2020 12:02	3	View
On Referral					Date of Validation	02/03/2020 12:02	ŧ	View
Evenation / Den	niecion or				Charge Period	192012	1	1
Excitipuon / Ren	Pati	ent Under 18			Number of Errors	0		
Activity Crown			Activity Depaription		Number of Commente	0		Close
Orthodontic As	sessment / Cr	ompletion	Index of Orthodoptic Treatment	Need (9015)	Defined Observe			
Orthodontic Co	ompletion	unpreuon	Treatment Completed (9161)	1000 (5010)	Patient Charge	0.00		
Other			Patient Declined - Email Address	s (9175)	Remitted Amount	0.00		
Other			Patient Declined - Mobile Phone	Number (9176)				
Clinical/Orthodontic Data Set		l)	Radiographs (9304)	1	Disallowed Amount	0.00		
Clinical/Orthod	ta Set - Treatn	nent Proposed	Removable Upper Appliance (94	101)	UDAs	0.00		
Clinical/Orthoo Orthodontic Da	nu oct neutri					0.00		