

Compass Workforce data collection form - England only

Frequently Asked Questions – updated 30 June 2020

Following the letter for [Resumption of Dental Services in England](#) we have needed to make some amendments to the workforce data collection form to capture these changes.

Latest updates in this document have been highlighted in yellow

Do I need to complete the form if my practice is opening and treating patients face to face?

Form completion remains mandatory, however following discussions with NHS England and NHS Improvement we have updated the form to add new categories to reflect these changes for the resumption of dental services. If your contract is opening in line with guidance, we have added a category of 'Transition to recovery' which should be used when your practice(s) are open and providing some level of emergency face to face patient treatment.

How do I complete the form if I am only able to open my practice(s) on a limited basis due to PPE availability?

The 'Transition to recovery' category should be considered the PRIMARY activity of all staff working in the practice(s) when it is open to the public and providing consultations and face to face treatment. If some of the workforce is still working remotely the WTE of these staff should be captured under one of the other categories.

If there are any periods when the practice(s) need to close due to shortage of PPE then WTE should be recorded in the same way as they would have been prior to the practice(s) opening.

When should I use the new Track and Trace category?

This new category should only be used if the practice(s) need to close following advice from the NHS Track and Trace service. This should be considered the PRIMARY activity for any staff who have needed to self-isolate following practice closure, for the duration of the closure, even if they are able to undertake other activity.

I have submitted my form and realised I have made a mistake. Am I able to update the form?

You are unable to correct a completed entry however you are now able to submit another entry for the same period should you realise that you have made an error.

Both forms will still be recorded and shown under your previously submitted claims however the most recent form for any month will be used for data collection and reporting.

Is completion of this form mandatory?

Completion of the form is mandatory for each current GDS Contract and PDS Agreement in England

NHS England are continuing contractual payments in line with the preparedness letter and national agreements with the BDA. The expectations from providers is that e triage forms will be completed for patient contacts and the workforce return covering practice staff. This will provide a holistic picture of practice activities during the pandemic, to support contract payments. NHS England are expecting contractors to honour this agreement, rather than use contractual sanctions.

What WTE figures should I use if I my practice(s) provide both NHS and private dental treatment?

All resources working in your practice(s) should be recorded in the 'WTE Available for Contract Work' under the appropriate staff role. If you are then unable to allocate these staff to an appropriate activity enter the relevant WTE into 'None of the above' box.

How do I calculate WTE?

An excel template to assist you with calculation of WTE and allocation of their activity to the categories required for the return has been made available alongside the guidance and FAQ's on the Dental website.

Use of this template is not mandatory and you may use your own records to collect the data to be entered into the return.

I have more than one practice working on my contract how should I collect data and complete the form?

Consolidate the data for all practices working on the contract and complete the form using these totals. Each return appertains to one contract only.

I have more than one contract being delivered from a practice location. What do I do?

Apportion the contract using a suitable method and make one return for each contract. If there are four contracts at a location a suitable method would be to divide the workforce by four.

Notes should be added to the submission in the notes tab to identify the apportionment method used.

My contract includes delivery of Orthodontic services. What do I do?

If the Orthodontic services are delivered as part of the NHS funded services include this in your return

Should the form be completed by prison contracts and Community service contracts?

If the services are NHS funded and paid by NHSBSA you should complete a return for each contract.

Are there any other contracts that will not be required to complete the monthly form?

Contracts where Compass is used for data collection only and the monthly contract payment are not made by NHSBSA, are not required to complete the form.

I am a practice working on the Dental Contract Reform programme. Do I need to complete the form?

Completion of the form is mandatory for all NHS funded GDS/PDS contracts in England

I don't have the data for April / May split by the categories on the form. What should I do?

Complete the forms as best you can based on the data you have collected and add a note in the notes box for each submission

How do I account for my staff if they are working outside of normal practice hours i.e. Evenings / weekends?

Include this in your return. I.E. If 1 dentist contracted full time (5 days) works an extra day this will return as "1.2 WTE"

How do I account for my staff if they are working more hours than they would usually work on my contract?

Include this in your return. If staff contracted to work full time (5 days) works an extra day this will return as "1.2 WTE"

How do I account for staff who may work across multiple practice locations / contracts?

Only include the time that the staff contracted to work on your contract actually work on your contract, irrespective of location.

For example a performer working on your contract across multiple locations for 5 days per week should be entered as 1 WTE on the contract return. However a performer working 3 days a week on your contract at one location and then 2 days per week on a different

contract at a different location should have his time recorded as 0.6 WTE against the contract where they are working 3 days per week and 0.4 WTE against another contract where they are working 2 days per week.

Can I complete and submit the form if I have missed the submission dates?

The submission dates have been set to allow extracts to be taken for monthly reporting. Any forms completed after the submission dates will not be captured in these reports.

You will still be able to complete and submit the form for any previous month after the submission dates, but these will not be included in the reports until the report extract is updated in the following month.