

## Compass Workforce Data Collection Form

### A guide to help you with form completion in Compass – updated 30 June 2020

Updates / changes have been highlighted in yellow

*The NHS's response to Covid19 is not yet over and practices should continue to follow government, public health, and NHS England and NHS Improvement guidance. The monthly retrospective workforce return, which the NHS BSA have been asked to implement and collect on behalf of NHS England and NHS Improvement, provides additional information to NHS England and NHS Improvement Regional teams and in particular local commissioners, regarding the status of the dental practice workforce during the pandemic. The expectation is that this form is completed while NHS dental providers continue to receive ongoing monthly contractual payments and we move to full recovery and restoration of dental services.*

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.

As instructed by NHS England and NHS Improvement we have added three new categories to the form. Details of these headings and when to use them are reflected in this guidance and have also been added to the Glossary at the end of this document.

The 'Counter Fraud Disclaimer' has also been changed to 'Counter Fraud Declaration' following discussions with NHS Counter Fraud.

The purpose of the Counter Fraud Declaration is to ensure the individual responsible for the submission of the requested information is fully aware of their obligations NOT to provide false or misleading information. Where the information submitted is subsequently found to be incorrect but it was submitted in good faith, in the belief that it was accurate and complete at the time of submission, then this is a genuine mistake. The declaration is targeted at those who may consider deliberately providing false or misleading information or order to make a financial gain.

As part of the response to the coronavirus (COVID-19) outbreak, we have taken, and continue to take, proactive steps to ensure we support members of the dental community. There has been extensive disruption to our services; however, we have worked hard to limit this impact to patients.

Several easements and changes to processes to proactively support contracts administering the NHS Dental Service in England have been made as a result of the outbreak.

In order to assess the impact of these changes and understand the disposition of the Dental workforce we are introducing a "Workforce Data Collection" form that is hosted in Compass application. This is mandatory for each current GDS Contract and PDS Agreement in England

### **Purpose of the Workforce Data Collection Form**

This form has been designed to capture information on workforce resources and how contracted staff contributed to the wider COVID-19 response. This data may also be used to help inform decisions on any future pandemic.

As well as providing remote support to patients who contact your own practice/service with dental problems, we would like to understand how the freed-up workforce capacity has been used to support the wider COVID-19 response.

### **Audit Trail and Supporting Documentation**

Each contract holder is required to maintain complete and accurate records to support the WTE data submitted. This should include records which identify each individual staff member in each staff group, their role, as well as the WTE and hours associated with their engagement/employment in the period of the submission. These records will be made available on request as per the GDS/PDS contract.

### **How to Calculate WTE**

The calculation of Whole-Time Equivalent (WTE) is an employee's scheduled hours divided by the employer's hours for a full-time workweek. When an employer has a 40-hour workweek, employees who are scheduled to work 40 hours per week are 1.0 WTEs. Employees scheduled to work 20 hours per week are 0.5 WTEs.

An employer with a 35-hour workweek would simply divide the employee's scheduled hours by 35 to determine the WTE. For example, an employee scheduled to work 21 hours per week would be 0.6 WTE when the full-time workweek is 35 hours.

WTE calculations are about hours worked rather than number of employees. You could have four employees and only one WTE. Four 0.25 employees would be 1.0

WTE. Amir, Mark, Phyllis and Sue could each work 10 hours per week and the total would be 40 hours worked, or one WTE based on a 40-hour workweek.

We have created an excel template, which you may choose to use as a tool to collect the data required to complete the Compass form, and this is available on our website.

### Completion of the monthly Workforce Data Collection form.

- The form must be completed at contract level by the Provider / business owner.
- Data submissions are based on user groups and are not required at individual staff level.
- Data must be submitted retrospectively on a monthly basis thereafter by close of business on the 5<sup>th</sup> working day of the month.

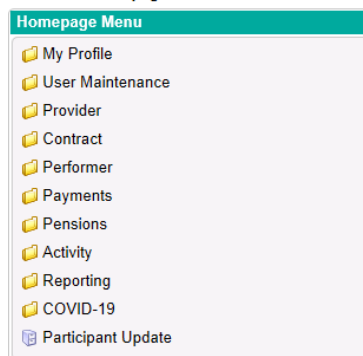
*Table: Monthly submission due dates for June to September 2020*

Month of data	Submission Due
Jun-20	Tue 7 Jul
Jul-20	Fri 7 Aug
Aug-20	Mon 7 Sep
Sep-20	Wed 7 Oct

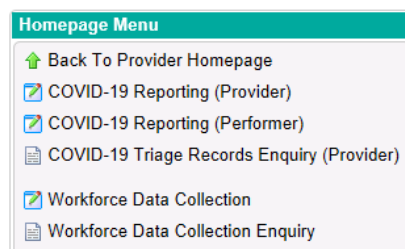
### Accessing the COVID-19 Workforce Data Collection form

- Simply log in to Compass in the normal way.
- Upon logging into Compass open the 'COVID-19' folder

Providers Homepage



- Then select the 'Workforce Data Collection' option



## Creating the form

Once you've selected 'Workforce Data Collection', you will be presented with the screen below:

PRACTICEFRY - My Forms : Workforce Data Collection

Start New Form

ID	Form	Subject	Stage	Status	Assigned To	Date Entered	Action
							Clear

To submit a new monthly entry, use the 'Start New Form' button.

On selecting the 'Start New Form' button the following screens will be presented.

PRACTICEFRY - My Forms : Workforce Data Collection

Workforce Data Collection - Form Entry

1. Workforce Data Collection

Username: 101338\_PROV

Provider ID: [dropdown]

Contract ID: [dropdown]

Completion Year: [dropdown]

Completion Month: [dropdown]

Staff Role	Dentist WTE	DCP WTE	Non-Clinical WTE
WTE Available for Contract Work	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
UDC	<input type="text"/>	<input type="text"/>	<input type="text"/>
Triage (AAA)	<input type="text"/>	<input type="text"/>	<input type="text"/>
Transition to Recovery	<input type="text"/>	<input type="text"/>	<input type="text"/>
Video Appointments	<input type="text"/>	<input type="text"/>	<input type="text"/>
Practice Duties	<input type="text"/>	<input type="text"/>	<input type="text"/>
Critical care	<input type="text"/>	<input type="text"/>	<input type="text"/>
General hospital	<input type="text"/>	<input type="text"/>	<input type="text"/>

**Page Guidance**

- Completion of this monthly Workforce Data Collection form is mandatory for all NHS funded GDS/PPS contracts in England.
- User guidance and other information on completion of this form can be found on the website under the 'COVID-19 Workforce Data Collection form' section on the BSA website. <https://www.nhsbsa.nhs.uk...>
- For more information published by NHS England and NHS Improvements on the COVID-19 response in primary dental care. <https://www.england.nhs.u...>

**Counter Fraud Declaration**

In submitting this form I am declaring that the information given on this form is correct and complete. I understand that if I withhold information or provide false or misleading information, disciplinary action may be taken against me and I may be liable to prosecution and/or civil proceedings.

I agree to provide further information to support this form on request

Select Provider ID and Contract ID from drop down lists.

Then select the appropriate calendar year and month from the drop down lists.

Form submissions should be made retrospectively and the 'Completion Month' and 'Completion Year' should be the month and calendar year that the return relates to.

To ensure the correct dates are entered, we've amended the form with a warning to help overcome this issue. Below is the message you will see if the form is completed for April 2021 rather than April 2020.

PRACTICEFRY - My Forms : Workforce Data Collection

Workforce Data Collection - Form Entry

1. Workforce Data Collection

Username: 101338\_PROV  
 Provider ID: 164720 - Cenniniago Ltd  
 Contract ID: 1647200001 -  
 Completion Year: 2021  
 Completion Month: April

Staff Role: Dentist WTE, DCP WTE, Non-Clinical WTE

WTE Available for Contract Work: [input]  
 UDC: [input]  
 Triage (AAA): [input]

The Completion Year and Month must be in the past
 OK

**ALL** resources working in your practice(s) should be recorded in the ‘WTE Available for Contract Work’, under the appropriate staff role, even when the practice(s) are delivering a mix of both NHS & private services.

Actual activity performed by these staff for the month needs to be entered under the appropriate activity as WTE (see glossary below) category.

WTE activity should only be recorded under one category for each individual and this should reflect the PRIMARY activity being undertaken by this person.

**Examples:**

If a DCP is self-isolating but is still undertaking practice duties working from home, their primary activity should be recorded as ‘Practice Duties’.

If a dentist has volunteered to be redeployed and is carrying out triage work in the interim, their primary activity should be recorded as ‘Triage (AAA)’.

Workforce Data Collection - Form Entry

1. Workforce Data Collection

Username: 101338\_PROV  
 Provider ID: 101338 - Camberdent Ltd  
 Contract ID: 1013380020 -  
 Completion Year: 2020  
 Completion Month: May

Staff Role	Dentist WTE	DCP WTE	Non-Clinical WTE
WTE Available for Contract Work	4.20	3.30	1.50
UDC	[input]	[input]	[input]
Triage (AAA)	1.00	[input]	[input]
Transition to Recovery	1.50	0.50	[input]
Video Appointments	[input]	[input]	[input]
Practice Duties	[input]	0.80	0.50
Critical care	0.50	[input]	[input]
General hospital	[input]	[input]	[input]
General medical practice	[input]	[input]	[input]
Ambulance service	[input]	[input]	[input]
Trained and Provided FIT test	[input]	[input]	[input]
NHS 111	[input]	[input]	[input]
Social care	[input]	[input]	[input]
COVID-19 testing Centre	[input]	[input]	[input]
Track and Trace	[input]	[input]	[input]
Shielded	0.50	[input]	[input]
Self isolation	[input]	0.50	[input]
Vulnerable	[input]	[input]	[input]
Volunteered but not redeployed	[input]	[input]	[input]
LTS / Parental leave	[input]	1.00	[input]
Authorised / Annual leave	[input]	[input]	[input]
Furloughed (Private)	[input]	0.50	1.00
None of the above	0.70	[input]	[input]
<b>Total of above</b>	<b>4.20</b>	<b>3.30</b>	<b>1.50</b>
Leavers this month	[input]	[input]	[input]

Exit Form      Workforce Data Collection - Page 1 of 1      < Back      Next >

'Total of above' field will update based on WTE figures entered and may exceed the 'WTE Available for Contract Work' entry. This will be as a result of staff working additional time above their normal activity e.g. Dentist working at weekends in a hospital when normal hours are Monday to Friday in the practice.

Carefully check your entries to ensure all entries are correct and entered as WTE. If 'Total of above' value exceeds the 'WTE Available for Contract Work' this should only be as a result of staff working extra time above normal activity.

Calculations of WTE for leavers should be based on the date of leaving. If they have worked a part month then the WTE for this period should be split into actual activity before leaving date and then enter WTE as a leaver for remainder of month

### Example

Somebody who is 0.8 WTE (works 4 days in a 5 day week) and leaves after working one week (4 days) in a month that contains 20 working days should the calculation be  $4/20 = 0.2$  then subtract from actual WTE (0.8) to leave 0.6

Once all the monthly information has been entered correctly please use the 'Next' button.

This will provide a summary screen showing the details as below

PRACTICEFRY - My Forms : Workforce Data Collection

Workforce Data Collection - (Camberdent Ltd, 1013380020, 2020, May) - Form Entry

Summary

Provider ID	Camberdent Ltd
Contract ID	1013380020
Completion Year	2020
Completion Month	May
WTE Available for Contract Work - Dentist	4.20
WTE Available for Contract Work - DCP	3.30
WTE Available for Contract Work - Non-Clinical	1.50

**Click Submit to complete this form.**  
To make further adjustments to the Workforce Data Collection record use the Back button.

**Warning - Pressing Exit Form will result in an incomplete form being created though this can be amended and Submitted later if required.**

**Warning - Only use Cancel Form to permanently cancel the completion of the form.**

**Counter Fraud Declaration**  
In submitting this form I am declaring that the information given on this form is correct and complete. I understand that if I withhold information or provide false or misleading information, disciplinary action may be taken against me and I may be liable to prosecution and or civil proceedings.  
I agree to provide further information to support this form on request

Click Submit to complete this form

Exit Form Cancel Form

If all of the entered information is correct please note the Counter Fraud Declaration before using the 'Submit Form' button

## Counter Fraud Declaration

In submitting this form I am declaring that the information given on this form is correct and complete. I understand that if I withhold information or provide false or misleading information, disciplinary action may be taken against me and I may be liable to prosecution and or civil proceedings.

I agree to provide further information to support this form on request

- Selecting 'Back' will return you to previous screen to allow further changes to be made.
- Selecting 'Cancel Form' will require entry of mandatory notes and then will be shown as a cancelled form.
- Selecting 'Exit Form' will save an incomplete record and allow user to update form before submission.

After selecting 'Submit Form' the following screen will be presented allowing any additional notes to be added as required.

The screenshot displays the 'Submit Form' dialog box over the 'Form Entry' screen. The dialog box has a title bar 'Submit Form' and a close button. Inside, there is a 'Complete Form' section with a small icon and a text area labeled 'Optional notes'. At the bottom of the dialog are 'Ok' and 'Cancel' buttons. The background screen shows a summary table with the following data:

Provider ID	Camberdent Ltd
Contract ID	1013380020
Completion Year	2020
Completion Month	May
WTE Available for Contract Work - Dentist	4.20
WTE Available for Contract Work - DCP	3.30
WTE Available for Contract Work - Non-Clinical	1.50

Below the table, there are instructions: 'Click Submit to complete this form. To make further adjustments to the Workforce Data Collection record use the Back button.' Two warning messages are present: 'Warning - Pressing Exit Form will result in an incomplete form being created though this can be amended and Submitted later if required.' and 'Warning - Only use Cancel Form to permanently cancel the completion of the form.' The 'Counter Fraud Declaration' section is also visible, containing the same text as in the first image. At the bottom of the background screen are 'Exit Form' and 'Cancel Form' buttons.

Enter text as required or leave blank then to complete submission use the 'Ok' button.

The following screen will be presented to confirm entry.

**Completed**

Workforce Data Collection  
 Request ID : 49  
 Subject : Camberdent Ltd, 1013380020, 2020, May

Has been sucessfully Completed

Ok

To navigate back to the form entry screen and form record page use the 'Ok' button.

Start New Form ...

My Forms							
ID	Form	Subject	Stage	Status	Assigned To	Date Entered	Action
37	Workforce Data Collection	Camberdent Ltd, 1013380020, 2020, April	Complete	Completed	Jon Rose	27/05/2020 10:54:38	Clear
35	Workforce Data Collection	MISS KA DORAN, 7537600001, 2020, April	Complete	Completed	Jon Rose	28/05/2020 12:19:25	Select
							Select

Records 1 to 2 of 2 Page | 1 | 1

Forms previously completed under your username will appear in this list. Completed or cancelled forms will be available for review only and cannot be edited; however incomplete records can be selected for completion.


Functionality has been changed to allow submission of multiple forms for any month for a contract. You are unable to amend a previously submitted form, but you can submit a replacement form for any month or contract. If you choose to complete a replacement form, any previous form entries will be disregarded for data collection and reporting purposes.



## Workforce Data Collection Enquiry

To view all records created against your Provider number please open the 'COVID-19' folder and select 'Workforce Data Collection Enquiry'

[Logout](#) | [Accessibility](#) | [Print](#) | [Help](#)

  
**Business Services Authority**

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STAFFTIMEQPFM - Workforce Data Collection Enquiry  
(Select Provider)

Select Provider


Username: 101338\_PROV  
Provider ID:

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NHS Dental Services is a service provided by the NHS Business Services Authority

Select appropriate Provider ID and then select 'Search'

This will open a screen containing all records entered against the selected Provider ID

[Logout](#) | [Accessibility](#) | [Print](#) | [Help](#)

  
**Business Services Authority**

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STAFFTIMEQPFM - Workforce Data Collection Enquiry Workforce Data Collection Enquiry  
(Select Provider) » Records

Provider ID	Provider Name	Contract ID	Completion Year	Completion Month	Unique ID	Status	Contracted Dentist WTE	Contracted DCP WTE	Contracted Non-Clinical WTE	Action
753793	MISS KA DORAN	7537930001	2020	April	35	COMPLETED	3.50	2.00	2.50	<input type="button" value="Clear"/> <input type="button" value="Open"/>

Records 1 to 1 of 1 Page 1 / 1

## Glossary

Term	Definition
<b>WTE Available for Contract Work</b>	This is the WTE available in your practice(s), in the month relating to the submission, where there is either 100% NHS activity or a mixed economy of both NHS & private work
UDC	Resources working in the Urgent Dental Care systems providing care for urgent and emergency dental problems.
Triage (AAA)	Resources working on a contract providing triage service to patients either in practice or remotely.
<b>Transition to Recovery</b>	In practice duties when practice(s) are open and able to see patients in line with current guidance.
<b>Video Appointments</b>	PRIMARY activity if you are offering patients a review which is carried out over a video link. Examples: Triage or retainer review
Practice Duties	Resources working on any activity supporting the practice including working at home, preparation tasks for next steps and reviewing policies and procedures
Critical Care	Performing tasks as described in the <a href="#">‘Redeploying the clinical dental workforce to support the NHS clinical delivery plan for COVID-19’</a>
General Hospital	
General medical practice	
Ambulance Service	
NHS 111	
Social Care	
Covid-19 testing centre	
<b>Track and Trace</b>	Enter WTE for your contract staff affected if you have to close your practice following advice from NHS Track and Trace service. This should be considered the PRIMARY activity for these staff for the duration of the closure, even if they are able to undertake other activity.
Trained and Provided FIT test	Performing activity as an appropriately trained, qualified and experienced person providing respiratory protective equipment (RPE) fit testing
Shielded	Any resource classified as ‘clinically extremely vulnerable’ with a high risk of severe illness if they catch coronavirus.  Full details of people in this category are

	<p>available</p> <p><a href="https://www.nhs.uk/conditions/coronavirus-covid-19/people-at-higher-risk-from-coronavirus/whos-at-higher-risk-from-coronavirus/">https://www.nhs.uk/conditions/coronavirus-covid-19/people-at-higher-risk-from-coronavirus/whos-at-higher-risk-from-coronavirus/</a></p>
Self-Isolation	Any resources that may have the virus, or is showing symptoms of the virus and is unable to work remotely to perform a role on the contract.
Vulnerable	<p>Any resource classified as at 'moderate risk' of severe illness from COVID-19.</p> <p>Full details of people in this category are available</p> <p><a href="https://www.nhs.uk/conditions/coronavirus-covid-19/people-at-higher-risk-from-coronavirus/whos-at-higher-risk-from-coronavirus/">https://www.nhs.uk/conditions/coronavirus-covid-19/people-at-higher-risk-from-coronavirus/whos-at-higher-risk-from-coronavirus/</a></p>
Volunteered but not deployed	WTE for any resources who have not received an offer of deployment to another role, following an offer to volunteer.
LTS/Parental Leave	WTE for any resource who is receiving a payment for either LTS or any form of parental leave in the month relating to the submission.
Authorised/Annual leave	Record for any resource who has taken leave in the month relating to the submission.
Furloughed (private)	A record for any employee on the payroll not working and who has been notified that they are furloughed.
None of the above	For those practice staff not doing any of the above
Leavers in the month	Resource who have been terminated, resigned, made redundant or dismissed in the month relating to the submission
Dentist	Clinical trained staff with a GDC registration. Includes foundation dentists
DCP	A person whose name is included in the register of dental care professionals and supporting a dentist including hygienists, dental nurse etc.
Non-Clinical	Any other support staff required to open and manage your practice(s) including practice managers, receptionists, cleaners etc.