

Prototype agreement: management of year-end reconciliation 2018/19 June 2019

NHS England and the Dental Contract Reform Programme have instructed NHS Business Services Authority (NHSBSA) to update interested parties about our role in the 2018/19 reconciliation of prototype contracts.

This is referred to as the 'year-end' reconciliation and will be administered by NHSBSA.

1. Year-end reconciliation for 2018/19

Prototype contractor's 2018/19 delivery at 31 March 2019 will be reviewed against contractual requirements regarding capitated patient numbers and prototype activity.

Individual delivery positions of capitated patients and prototype activity are calculated and then combined to give an overall delivery percentage for the year. Full details of how these calculations are undertaken can be found at <https://www.nhsbsa.nhs.uk/dental-contract-reform/remuneration>

- Where the combined delivery percentage of capitated patient numbers and prototype activity is above 100%, the prototype directions state that the commissioner may allow either a payment for over-delivery, a carry forward to the next financial year or a combination of these, up to a maximum of 2%. Where carry forward is allowed, this is carried forward as a 'credit' financial value rather than activity and/or capitated patient numbers. When the overall delivery position is calculated NHSBSA will share this with commissioners who will be asked to direct NHSBSA on how to proceed.
- Where the combined delivery percentage of capitated patient numbers and prototype activity is between 96% and 100% no financial adjustment is made, but the value of this under-delivery will be carried forward to the next financial year. Under the prototype arrangements this under-delivery is carried forward as a financial value rather than activity and/or capitated patient numbers.
- Where the combined delivery percentage of capitated patient numbers and prototype activity is less than 96% the full value of this under-delivery will be recovered. For example if the combined delivery percentage is 94%, 6% of the value of the capitation and activity element of the contract value will be recovered
- Where the combined delivery percentage of capitated patient numbers and prototype activity is less than 90%, the maximum financial recovery that will be applied is 10%. For example if the combined delivery percentage is 88%, 10% of the value of the capitation and activity element of the contract value will be recovered

The year-end reconciliation process for 2018/19 will be undertaken after 30 June 2019 when all data for the financial year has been received and processed by the NHSBSA. Following this, contractors and commissioners will receive 2018/19 delivery calculations with details of any carry forward value and/or financial adjustment applicable. We expect to be in a position to do this by the end of July 2019.

Prototype contractors can use the modelling tool on the dental contract reform website to review likely delivery positions at 30 June 2019 and any resulting financial recovery or carry forward. This

tool can be found at <https://www.nhsbsa.nhs.uk/dental-contract-reform/making-it-work-practice>
Prototype contractors will continue to receive updated capitation remuneration reports via CoMPASS in line with the normal publication dates.

The final year-end report will be published in early July 2019.

As previously notified, there will be no financial adjustment applied in relation to DQOF for 2018/19.

2. Financial information included in the prototype agreement

The reconciliation of the 2018/19 will not directly result in a variation to the financial information included in the prototype agreement.

Instead, if contractors are satisfied that the reconciliation calculation is complete and accurate they should complete and sign the declaration at Annexe B of the year-end report.

This will need to be printed and signed and the original forwarded directly to the NHS England Local Dental Team. Local Dental Teams should also sign Annexe B and forward an electronic copy to NHSBSA who will confirm the finalised position with all parties.

Where prototype contractors do not agree with the reconciliation calculation, they should communicate this, with any supporting evidence, directly to NHSBSA.

Financial recovery of under-delivery will be administered within CoMPASS.

CoMPASS will not, at present, be updated to include any carry forward information. Prototype contractors and commissioners will need to be mindful of this when reviewing delivery data throughout the year.

Whilst development of CoMPASS to include this in future is on-going, NHSBSA will consider how and what reporting can be made available to support prototype contractor's on-going delivery and assure commissioners of this.

3. Additional Services

Please note that where a prototype agreement contains specified services, for example, orthodontics, sedation or domiciliary services, the year-end calculations described above will not cover these elements of the contract value; only the delivery of capitated patient numbers and prototype activity.

Where a prototype contractor delivers additional services separate to their contractual Units of Dental Activity (for example, orthodontics) the additional services will be reconciled separately to the prototype reconciliation. This will be delivered by either NHSBSA or the NHS England Local Dental Team and will be the same team that delivered the 2018/19 mid-year review.

Where a prototype contractor delivers additional services included in their contractual Units of Dental Activity (for example 'access slots') the additional services will be included in their prototype reconciliation and administered by NHSBSA.

If prototype contractors or commissioners would like to know more about how this will apply to them, or there are any other queries regarding the prototype year-end reconciliation please do not hesitate to contact nhsbsa.dentalcases@nhs.net .