Dental contract management arrangements for the 2020/21 year-end reconciliation

Issue 1 – 11 January 2021

# Introduction

[Issue 7 preparedness letter](https://www.england.nhs.uk/coronavirus/publication/preparedness-letters-for-dental-care/) for primary dental care services, along with accompanying [guidance](https://www.nhsbsa.nhs.uk/dental-provider-assurance/dental-assurance-reviews/mid-yearyear-end-contract-reconciliation) was issued on 22 December 2020 setting out the contract arrangements from 1 January to March 2021 (Quarter 4). A dedicated helpdesk has been set up to support you in relation to the contract arrangements. Please send any questions to [yearend@pcc-cic.org.uk](mailto:yearend@pcc-cic.org.uk) and the team will get back to you. In addition, this guidance document will be regularly updated with advice and support for commonly asked questions.

# Section 1 – general guidance

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|  | **Topic** | **Guidance** | **Date updated** |
| 1.1 | Getting a key worker letter | Your NHS dental commissioner can provide you with a letter from NHS England and NHS Improvement explaining that you are a critical worker. | 11 Jan 21 |
| 1.2 | Impact of the latest lockdown on dental practices | Following the announcement of the national lockdown in England, the advice within the supporting government advice and within the NHS dentistry and oral health bulletin circulated by the Chief Dental Officer on 4 January 2020, confirms that dental practices are to remain open and access to these services are one of the reasons why people are allowed to leave their homes.  If you don't already, you can [subscribe to the NHS dentistry and oral health update online](https://www.england.nhs.uk/email-bulletins/dentistry-oral-health-update/).  The contract arrangements for Quarter 4 remain as set out in the [Issue 7 preparedness letter](https://www.england.nhs.uk/coronavirus/publication/preparedness-letters-for-dental-care/) for primary dental care services that was published on 22 December 2020. | 11 Jan 21 |
| 1.3 | Arrangements for prototype practices in Quarter 4 (20/21) | For the prototype contract, further clarification was provided just before the Christmas break which noted that Issue 7 of the preparedness letter applies to UDA practices for Quarter 4 - it does not apply to prototype practices. Information on arrangements for the remainder of the year for prototype practices will follow in January. Ahead of updated arrangements being issued, prototype practices should continue from 1 January to follow the current arrangements set out in the [fifth preparedness letter dated 13 July 2020](https://www.england.nhs.uk/coronavirus/wp-content/uploads/sites/52/2020/03/C0603-Dental-preparedness-letter_July-2020.pdf). | 11 Jan 21 |
| 1.4 | Getting the COVID-19 vaccine as a worker in NHS primary care dentistry | The NHS will contact you about getting your COVID-19 vaccine. You do not need to contact the NHS, such as a GP surgery. First, the NHS will contact the email address your practice is registered with the NHS on to understand the number of people eligible for the vaccine. Once we know the demand, hospitals, and in some cases local vaccination centres, will then begin contacting you to come forward for the vaccine. This vaccine will in all likelihood be administered at your local hospital.  Information about primary care access to the vaccine is included in both the [Primary Care Bulletin](https://www.england.nhs.uk/email-bulletins/primary-care-bulletin/) and the [NHS dentistry and oral health update](https://www.england.nhs.uk/email-bulletins/dentistry-oral-health-update/).  As more information becomes available, we will keep you updated. | 11 Jan 21 |
| 1.5 | Further support in understanding the year-end reconciliation process | Over the next few weeks, a number of webinars will be published on the NHSBSA website including worked examples to help to explain the year end calculations.  Specific queries can continue be raised via the dedicated helpdesk at [yearend@pcc-cic.org.uk](mailto:yearend@pcc-cic.org.uk). | 11 Jan 21 |

# Section 2 – calculations for the January to March 2021 period (Quarter 4)

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|  | **Topic** | **Guidance** | **Date updated** |
| 2.1 | Delivery requirements for Quarter 4 (January to March 2021) for UDA contracts | Within the [accompanying guidance to Issue 7 preparedness letter](https://www.nhsbsa.nhs.uk/dental-provider-assurance/dental-assurance-reviews/mid-yearyear-end-contract-reconciliation) for primary dental care services, Section 3.4.1 provides you with the calculation for you to work out your expected target activity level for 1 January 2021 to 31 March 2021. Section 4 also provides worked examples for you to understand how the year-end calculations will be applied.   In summary, the calculation is:  Annual contracted UDAs / 12 \* 3 \* 45%  For example, for a contract with an annual contracted UDA level of 12,000 UDAs, the minimum expected activity for January - March 2021 would be 1,350 UDAs (12,000 / 12 \* 3 \*45%). | 11 Jan 21 |
| 2.2 | Delivery requirements for Quarter 4 (January to March 2021) for UOA contracts | Within the [accompanying guidance to Issue 7 preparedness letter](https://www.nhsbsa.nhs.uk/dental-provider-assurance/dental-assurance-reviews/mid-yearyear-end-contract-reconciliation) for primary dental care services, Section 3.4.2 provides you with the calculation for you to work out your expected target activity level for 1 January 2021 to 31 March 2021. Section 4 also provides worked examples for you to understand how the year-end calculations will be applied.   In summary, the calculation is:  Annual contracted UDAs / 12 \* 3 \* 70%  For example, for a contract with an annual contracted UOA level of 12,000 UOAs, the minimum expected activity for January - March 2021 would be 2,100 UOAs (12,000 / 12 \* 3 \* 70%). | 11 Jan 21 |
| 2.3 | Calculating what you need to deliver if you carry forward activity from 2019/20 into Quarter 4 2020/21 | For a practice with a 25,000 UDA target, the following calculations would be undertaken to deal with carry forward from 2019/20 if the option to deal with them in the 1 January - 31 March 2021 period has been agreed:  **Scenario 1: 2019/20 under delivery 500 UDAs**  20/21 target: 25,000 UDAs  1 January - 31 March minimum target: 25,000 / 12 \* 3 \* 45% = 2,812.5 UDAs  Add under delivery 19/20 (500 UDAs):  2,812.5 + 500 = 3,312.5 UDAs  **Scenario 2: 2019/20 over delivery 500 UDAs**  20/21 target: 25,000 UDAs  1 January - 31 March minimum target: 25,000 / 12 \* 3 \* 45% = 2,812.5 UDAs  Take off over delivery 19/20 (500 UDAs):  2,812.5 - 500 = 2,312.5 UDAs |  |

# Section 3 – reporting

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|  | **Topic** | **Guidance** | **Date updated** |
| 3.1 | Arrangements for foundation dentists between January and March 2021 | The specific arrangement for foundation trainees is included in the [guidance document](file:///C:\Users\viles-j\AppData\Local\Microsoft\Windows\INetCache\Content.Outlook\MU2Q5QMX\Mid-year\year-end%20contract%20reconciliation%20|%20NHSBSA) which has been published to support Issue 7, Preparedness letter for primary dental care (published 22 December 2020).  Section 8 of the guidance provides clarification of the handling of Foundation Dentists (FDs) for this period.    "For the avoidance of doubt, activity undertaken by dental foundation trainees from 1 January 2021 to 31 March 2021, and submitted within the 60-day rule, will count towards delivery of the trainer’s mandatory services contract from 1 January 2021 to 31 March 2021."  Activity delivered by FDs should continue to be reported in the normal manner and NHSBSA will ensure that the activity is appropriately accounted for within this period. | 11 Jan 21 |
| 3.2 | Activity counted between January and March 2021 (Quarter 4) | Within the [accompanying guidance to Issue 7 preparedness letter for primary dental care services](https://www.nhsbsa.nhs.uk/dental-provider-assurance/dental-assurance-reviews/mid-yearyear-end-contract-reconciliation), Section 3.4.1 confirms that the UDA measurement for the period 1 January - 31 March 2021 will be courses of treatment completed from 1 January onwards and submitted within 60 days (see footnote 5). | 8 Jan 21 |
| 3.3 | Monitoring activity between January 2021 and March 2021 | NHSBSA is currently working on reports that will be used to support you to monitor your contract position during 2020-2021. Further details of the reporting will be made available as soon as possible through regular updates that will be provided over the coming weeks via NHSBSA website. | 8 Jan 21 |

Regular updates to this guidance document will be made over the coming weeks. Specific queries can continue be raised via PCC’s dedicated helpdesk at [yearend@pcc-cic.org.uk](mailto:yearend@pcc-cic.org.uk).