

## Compass workforce data collection form - England only

### Frequently asked questions – updated 14 January 2021

Following the release of [‘Issue 7, Preparedness letter for primary dental care – 22 December 2020’](#), NHS England and NHS Improvement has announced that providers need to submit a monthly workforce form for **all** contracts held in Compass, regardless of whether they are paid by NHSBSA or not, for every month/part month that the contract is open after 1 April 2020. Contracts not paid by NHSBSA were previously not required to complete the workforce form.

Following the letter for [Resumption of Dental Services in England](#), we made some amendments to the workforce data collection form to include three additional activity categories. These are explained in the workforce data collection guidance and some questions have been answered in the content of this document.

#### **Is completion of the monthly workforce form mandatory?**

Completion of the form is mandatory for **all** current GDS contracts and PDS agreements in England.

NHS England and NHS Improvement is continuing contractual payments in line with the preparedness letter and national agreements with the BDA. The expectations from providers is that workforce returns are completed monthly, and contractors will be asked to complete a declaration at year end that the contract has complied with this requirement.

#### **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 current 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 NHS Test 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, but you can 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.

## **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 help you with calculation of WTE and allocation of their activity to the categories required for the return has been made available alongside guidance and FAQs on our 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 an orthodontic element is included as part of the NHS funded services in your contract consolidate the WTE into the contract 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.

## **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. For example, 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, if 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, their time should be 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.