

Compass workforce data collection form

Notes on common errors in form submissions

When undertaking an initial high-level analysis of workforce form submissions in June 2020, we found several completed forms with entries outside of the expected boundaries. To help you submit the most accurate data, we've created this guidance document.

If you want to change any data you've already submitted to us, we've made an adjustment in Compass allowing you to submit a second return. If you do take this opportunity, we will use the most recently submitted return for reporting purposes.

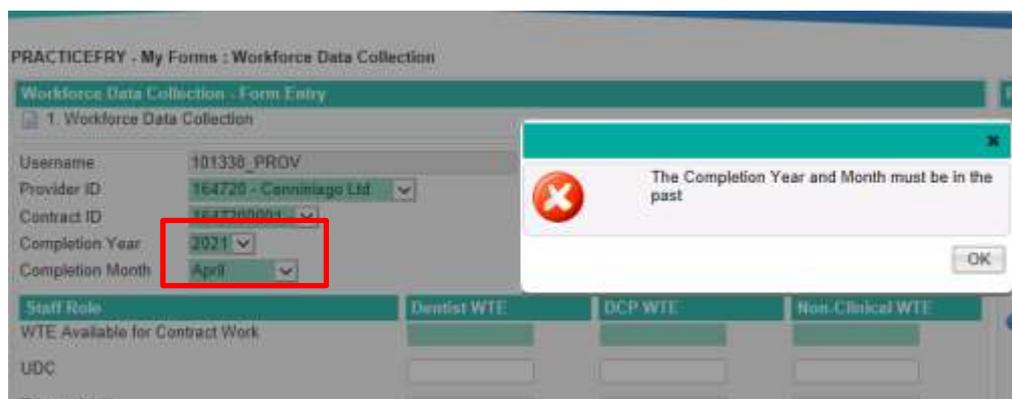
Below are the most common errors that have been noted from the completed forms.

Recording of incorrect month and year

Form submissions are required monthly for each complete or part month a contract is open from April 2020. Some early submissions were completed for dates prior to April 2020 or for a future date (April 2021).

Your entries 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.



The screenshot shows the 'Workforce Data Collection - Form Entry' interface. The 'Completion Year' dropdown is set to '2021' and the 'Completion Month' dropdown is set to 'April'. A red box highlights these two fields. An error message dialog box is displayed over the form, stating: 'The Completion Year and Month must be in the past'. The dialog box includes a red 'X' icon and an 'OK' button.

Action:

Please check the dates on your workforce form submissions. If you notice any forms with incorrect dates, submit another form for the correct month. We will only use the most recently submitted forms for data collection and reporting purposes.

WTE entry in ‘WTE available for Contract Work’ is blank or zero for Dentist

We’ve identified that zero has been entered for some forms under ‘WTE Available for Contract Work’. If you have more than one contract providing a service from a practice, you should split the WTE using a suitable method and make one return for each contract.

Staff Role	Dentist WTE	DCP WTE	Non-Clinical WTE
WTE Available for Contract Work	0.00	0.00	0.00
DDC			
Triage (AAA)			
Practice Duties			
Critical Care			
General Hospital			
General Medical Practice			
Ambulance service			
Trained and Provided FIT test			
NHS 111			
Social Care			
COVID-19 Testing Centre			
Shielded			
Self Isolation			
Vulnerable			
Volunteered but not redeployed			
LTS / Parental leave			
Authorised / Annual Leave			
Furloughed (Private)			
None of the above	0.00	0.00	0.00
Total of above	0.00	0.00	0.00
Leavers this month			

Action:

Please check your submissions and ensure the WTE is apportioned and recorded across all contracts delivered at a practice.

WTE entry in ‘WTE available for Contract Work’ for Dentist exceeds 20 WTE or is in excess of the number of performers registered to contract.

Some forms have large values entered, which perhaps indicates that the data has been entered either as a day or hour value.

Data should be entered as WTE rather than days or hours.

Staff Role	Dentist WTE	DCP WTE	Non-Clinical WTE
WTE Available for Contract Work	60.00	28.50	27.50
UDC			
Triage (AAA)	40.00		
Practice Duties			
Critical Care			
General Hospital			
General Medical Practice			
Ambulance service			
Trained and Provided FIT test			
NHS 111			
Social Care	20.00		
COVID-19 Testing Centre			
Shielded			
Self Isolation			
Vulnerable			
Volunteered but not redeployed		28.50	27.50
LTS / Parental leave			
Authorised / Annual Leave			
Furloughed (Private)			
None of the above			
Total of above	60.00	28.50	27.50
Leavers this month			

Action:

Please check your submissions and submit another form as necessary. Please read the notes on WTE calculation in our guidance document or use the calculation tool to help with conversion to WTE. Both of these can be found on the [Compass homepage](#) under the COVID-19 Workforce Data Collection form section.

‘Total of above’ for entered activity is blank or less than ‘WTE available for Contract Work’

Totals entered for activity should be equal to or greater than the value entered for ‘WTE available for Contract Work’.

If you are unable to allocate the WTE to any of the listed activities, please enter the WTE for this under ‘None of the above’.

Staff Role	Dentist WTE	DCP WTE	Non-Clinical WTE
WTE Available for Contract Work	4.00	2.00	2.00
UDC			
Triage (AAA)	1.00		
Practice Duties		0.94	1.32
Critical Care			
General Hospital			
General Medical Practice			
Ambulance service			
Trained and Provided FIT test			
NHS 111			
Social Care			
COVID-19 Testing Centre			
Shielded			
Self Isolation			
Vulnerable			
Volunteered but not redeployed			
LTS / Parental leave			
Authorised / Annual Leave			
Furloughed (Private)			
None of the above			
Total of above	1.00	0.94	1.32
Leavers this month			

Action:

Please check your submissions and submit another form as necessary. Please ensure that the values in 'Total of above' is greater than or equal to the values entered for 'WTE available for Contract Work'.

Totals entered for activity exceeds the value entered in 'WTE available for Contract Work' by more than 50%

Some forms have 'Total of the above' values which are far higher than the WTE entered in the 'WTE Available for Contract Work'. WTE should only be entered for the primary activity that the person is undertaking.

Examples:

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

If a dentist has volunteered and not been redeployed but is carrying out triage work whilst waiting to be redeployed, the primary activity is 'Triage (AAA)'.

There could also be a mix of both if the person is only working part of the time on 'Practice Duties' or 'Triage AAA'. A WTE should be entered for the portion of time spent on the 'Practice Duties' or 'Triage AAA' and the balance of the WTE should be entered into another category.

Staff Role	Dentist WTE	DCP WTE	Non-Clinical WTE
WTE Available for Contract Work	0.70	1.00	1.00
UDC			
Triage (AAA)	0.70		0.00
Practice Duties	0.40		1.00
Critical Care			
General Hospital			
General Medical Practice			
Ambulance service			
Trained and Provided FIT test			
NHS 111			
Social Care			
COVID-19 Testing Centre			
Shielded			
Self Isolation		0.20	
Vulnerable			
Volunteered but not redeployed	1.70	1.00	1.00
LTS / Parental leave			
Authorised / Annual Leave			
Furloughed (Private)		0.80	
None of the above	0.80		
Total of above	3.60	2.00	2.00
Leavers this month			

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

Action:

Please check your submissions and submit another form as necessary. Please read the notes of WTE calculation in our guidance document or use the calculation tool to help with conversion to WTE. Both of these can be found on the [COVID-19 information for Dental contracts page](#) under the COVID-19 Workforce Data Collection form section.