

Orthodontic Key Performance Indicators

How to create, capture and submit an Orthodontic PAR Score Sample

It is a requirement for providers working with an NHS England Orthodontic contract (2019) to submit independently calibrated Peer Assessment Rating (PAR) scores twice per year along with the number of Managed Clinical Networks (MCN) meetings that they have attended once per year.

This guide will show you how to:

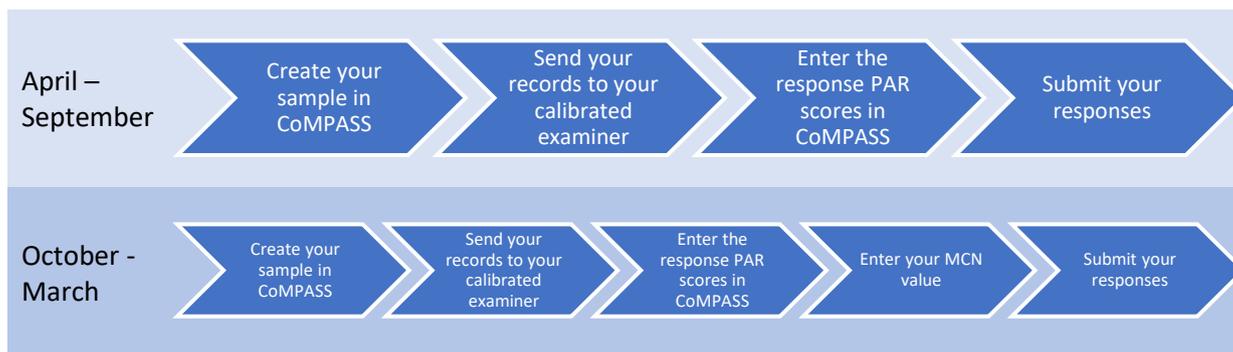
- Create an Orthodontic PAR Score Sample
- Capture the Calibrated Orthodontic PAR Scores
- Submit the Calibrated Orthodontic PAR Scores
- View past Calibrated Orthodontic PAR Score Samples
- Submit your MCN attendance

You will need:

1. Access to the NHSBSA CoMPASS system.
 - a. If you do not have access to CoMPASS, please see further details on how to gain access on the NHSBSA website:

<https://www.nhsbsa.nhs.uk/compass>

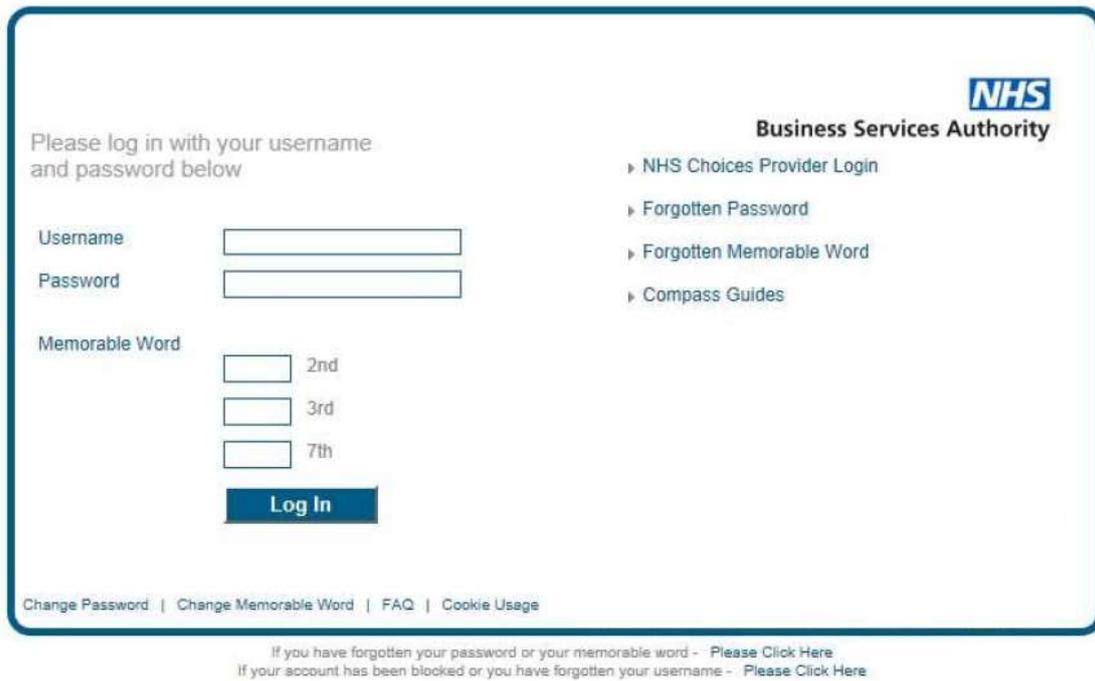
The Calibrated PAR Score & MCN Process



Please ensure you leave plenty of time to submit your results, the returned information from the independent calibrated examiner must be submitted before the last schedule cut-off date of each six-month period. Schedule dates are available to view on the NHSBSA Website [here](#)

How to create an Orthodontic PAR Score Sample

Step 1: Log into the Compass system.



The screenshot shows the NHS Business Services Authority login page. It features a login form with fields for Username, Password, and Memorable Word. The Memorable Word field has three sub-fields labeled 2nd, 3rd, and 7th. A 'Log In' button is located below the form. To the right of the form, there are links for 'NHS Choices Provider Login', 'Forgotten Password', 'Forgotten Memorable Word', and 'Compass Guides'. At the bottom of the page, there are links for 'Change Password', 'Change Memorable Word', 'FAQ', and 'Cookie Usage'. Below the screenshot, there are two lines of text: 'If you have forgotten your password or your memorable word - Please Click Here' and 'If your account has been blocked or you have forgotten your username - Please Click Here'.

Please log in with your username and password below

NHS
Business Services Authority

- ▶ NHS Choices Provider Login
- ▶ Forgotten Password
- ▶ Forgotten Memorable Word
- ▶ Compass Guides

Username

Password

Memorable Word

2nd

3rd

7th

Log In

[Change Password](#) | [Change Memorable Word](#) | [FAQ](#) | [Cookie Usage](#)

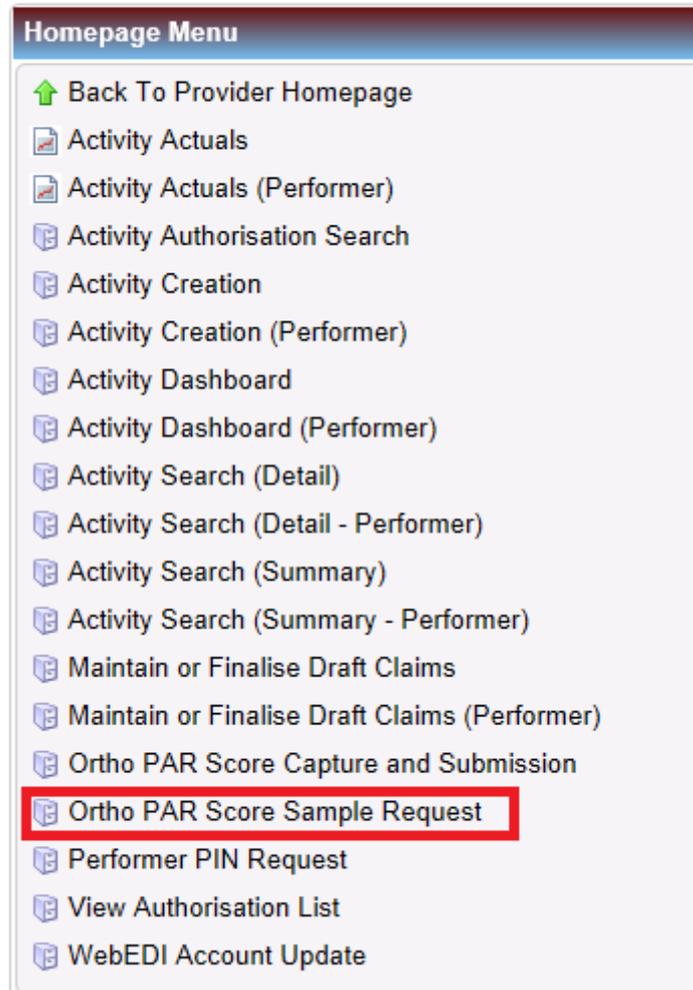
If you have forgotten your password or your memorable word - [Please Click Here](#)
If your account has been blocked or you have forgotten your username - [Please Click Here](#)

Step 2: Click on the 'Activity' folder.



Step 3: To request a new half yearly sample (Ortho PAR Score Sample Request), click on **Ortho PAR Score Sample Request**.

Providers Homepage

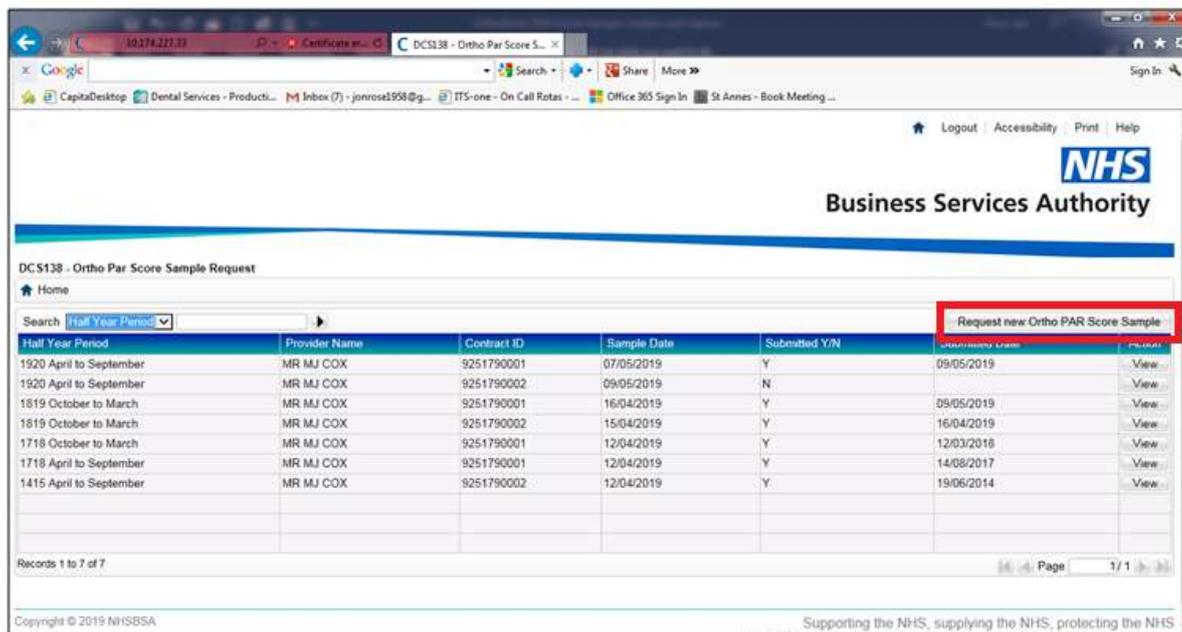


The image shows a screenshot of a web application's 'Providers Homepage' menu. The menu is titled 'Homepage Menu' and contains a list of navigation options. The option 'Ortho PAR Score Sample Request' is highlighted with a red rectangular border. The menu items are as follows:

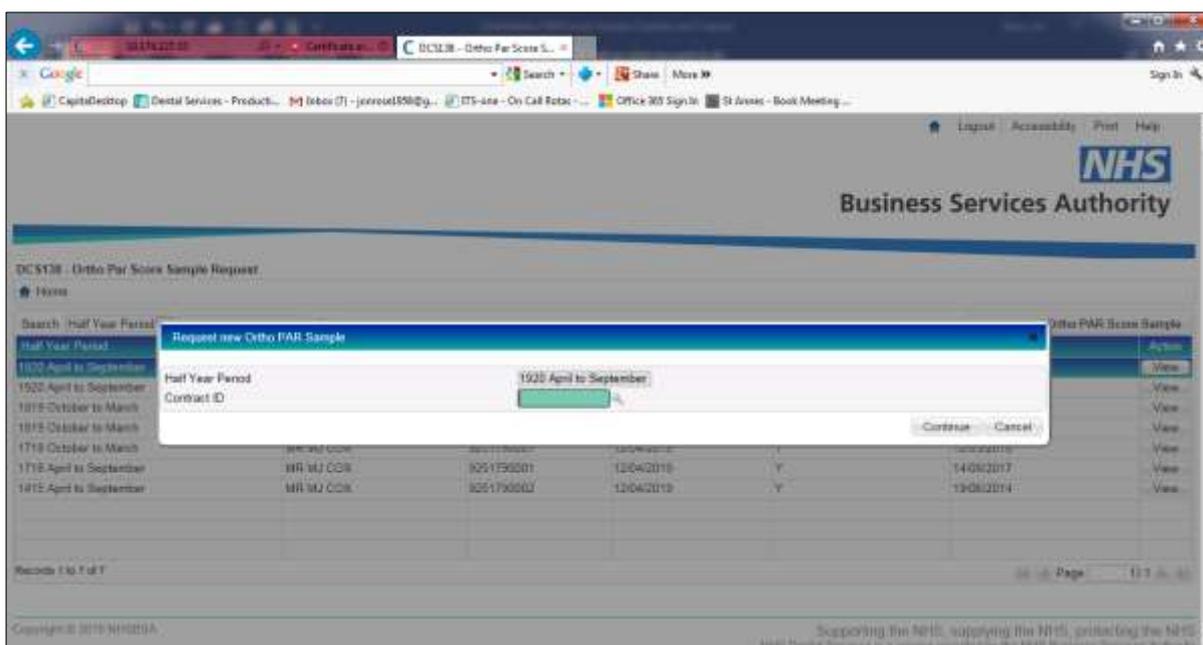
- ↑ Back To Provider Homepage
- 📄 Activity Actuals
- 📄 Activity Actuals (Performer)
- 📄 Activity Authorisation Search
- 📄 Activity Creation
- 📄 Activity Creation (Performer)
- 📄 Activity Dashboard
- 📄 Activity Dashboard (Performer)
- 📄 Activity Search (Detail)
- 📄 Activity Search (Detail - Performer)
- 📄 Activity Search (Summary)
- 📄 Activity Search (Summary - Performer)
- 📄 Maintain or Finalise Draft Claims
- 📄 Maintain or Finalise Draft Claims (Performer)
- 📄 Ortho PAR Score Capture and Submission
- 📄 Ortho PAR Score Sample Request**
- 📄 Performer PIN Request
- 📄 View Authorisation List
- 📄 WebEDI Account Update

Step 4: You will be presented with the screen below.

Click on **'Request New Ortho PAR Score Sample'**.



Step 5: You will then be presented with the box below.



It is required that in each half year period (April to September inclusive and October to March inclusive), orthodontic practices in England will need to obtain a sample of normally 10 Orthodontic Completion claims on which Peer Assessment Rating (PAR) scores will need to be carried out.

The **'Half Year Period'** will be pre-determined according to the current date. Therefore, in order to request an Orthodontic PAR Score Sample, this process must take place **before the last schedule date** of the final month in the half year period involved.

Enter the contract number for the sample and click **'Continue'**.

Please Note that this contract must:

- a) Be open at a point during the half year period concerned
- b) Have an Orthodontic Service recorded in Compass for the period concerned
- c) Must have been commissioned by an English health body

The system will retrieve the sample (usually 10 sequential claims) of the most recently completed orthodontic courses of treatment. These will be those Treatment Completed claims with the most recent Dates of Completion which fall within the half year period in question.

If there are insufficient numbers of claims to fill the required sample size, the request will fail, and a further request needs to be made when an appropriate number of Treatment Completed claims have been submitted and processed. In exceptional circumstances, where 10 cases are not available, please contact NHSBSA on 0300 330 1348 or email nhsbsa.dentalservices@nhsbsa.nhs.uk.

Please note that in order to be selected the claim does not have to have appeared on a pay statement; it merely has to have passed Compass validation.

The request will also fail if a request for the same half year period and contract has already been made and created.

If a full sample can be successfully found then the results will be displayed on the screen below.

The screenshot shows a window titled "View Ortho Par Score Sample". It contains the following information:

- Half Year Period: 1920 October to March
- Contract ID: 1177060001 MR GH HUGH-JONES
- Sample Date: 18/10/2019 Friday, 18 October 2019
- Submitted: N

Below this is a message: "The following orthodontic completion claims have been selected as your contract's PAR Scores Sample. Please arrange for a peer review to be carried out on each one and make all necessary clinical notes, record cards, photographs, models and radiographs available. The PAR Scores for this sample must be submitted by 20/03/2020 which is the last day of the March pay period." This message is highlighted in yellow.

There is a search bar for "CRN/Image Index No." and an "Export Grid Data" button. Below is a table with 10 rows of patient data:

CRN/Image Index No	Patient Surname	Patient Forename	Patient Sex	Date of Birth	Date of Completion	Form Status	Pre-Treatment PAR Score	Post-Treatment PAR Score	% Reduction	Action
308	PATEIGHT	EIGHT	M	05/05/1955	11/10/2019	Validated				View
305	PATFIVE	FIVE	F	19/03/1972	18/10/2019	Validated				View
304	PATFOUR	FOUR	M	15/10/1978	10/10/2019	Validated				View
301	PATIENTONE	ONE	M	12/10/1980	12/10/2019	Validated				View
309	PATNINE	NINE	M	06/06/1966	07/10/2019	Validated				View
307	PATSEVEN	SEVEN	F	01/02/1949	08/10/2019	Validated				View
306	PATSIX	SIX	M	13/04/1976	03/10/2019	Validated				View
310	PATTEN	TEN	M	10/10/1940	14/10/2019	Validated				View
303	PATTHREE	THREE	M	09/09/1999	10/10/2019	Validated				View
302	PATTWO	TWO	M	10/10/1981	14/10/2019	Validated				View

At the bottom, it says "Records 1 to 10 of 10" and "Page 1/1". There is a "Close" button at the bottom right.

The sample taken will exclude any Interceptive Treatment i.e. patient aged under 10 years of age at the start of treatment and will also exclude any where the original Assess/Appliance Fitted claim is not present or was submitted under a different contract id.

Full details of individual claims can be viewed by clicking 'View'.

This sample will require PAR scores provided by an independent calibrated examiner. Once this screen is displayed, the selected claims cannot be exchanged for others.

For the selected sample, send the study casts or the electronic equivalent to your chosen calibrated examiner.

Note that a message will appear to advise the date by when the PAR score results must be submitted.

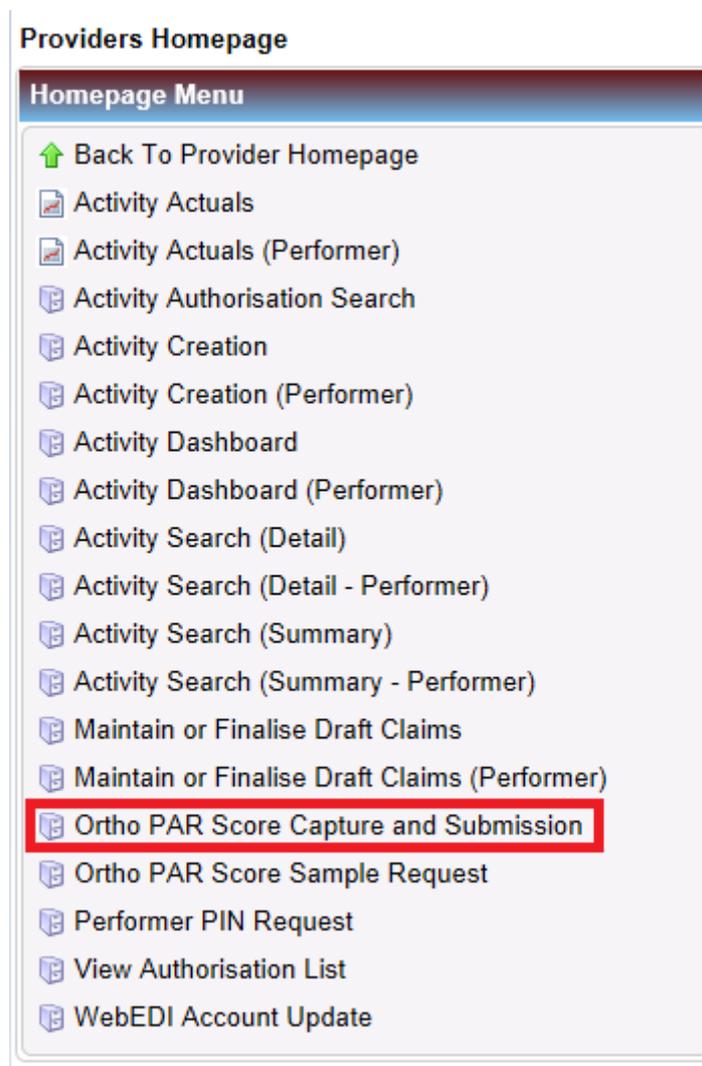
Also there is a facility to Export Grid to a file for taking off-line.

Capture and Submit Orthodontic PAR Scores Sample

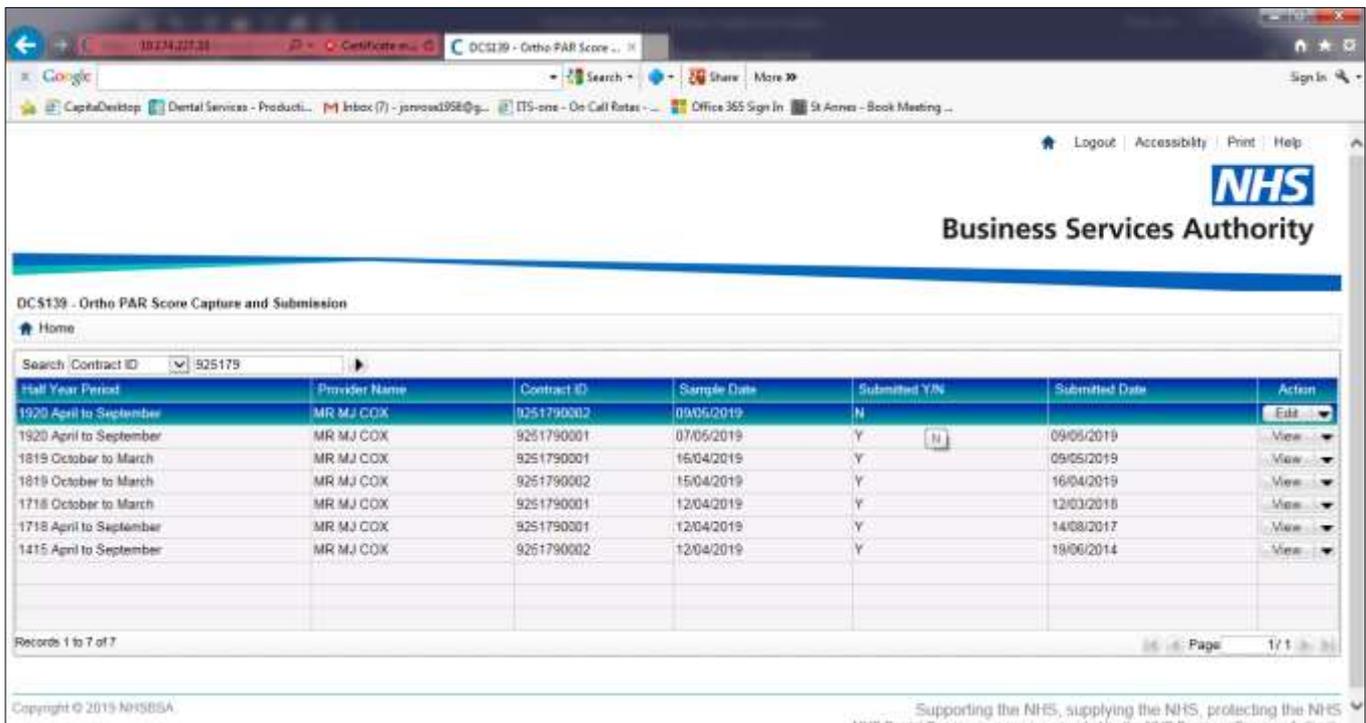
Step 1: Click on the **'Activity'** folder.



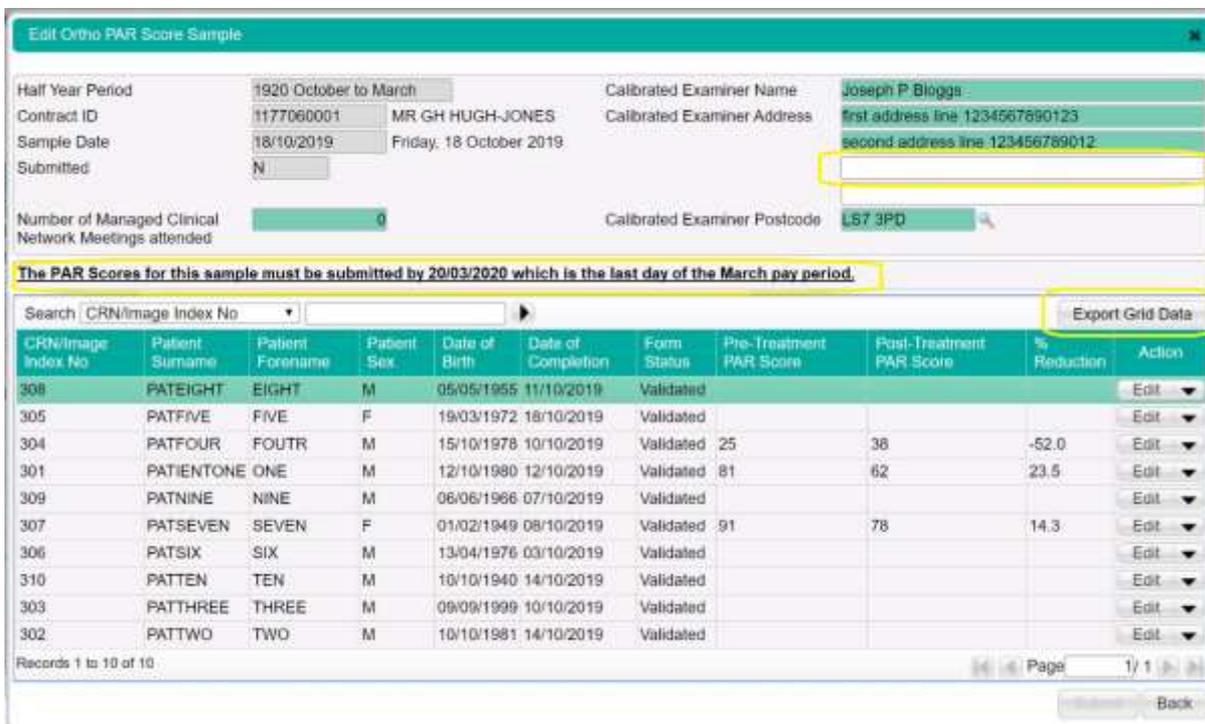
Step 2: To capture and submit an Orthodontic PAR Score sample click on **Ortho PAR Score Capture and Submission**.



Step 3: You will be presented with the screen below.

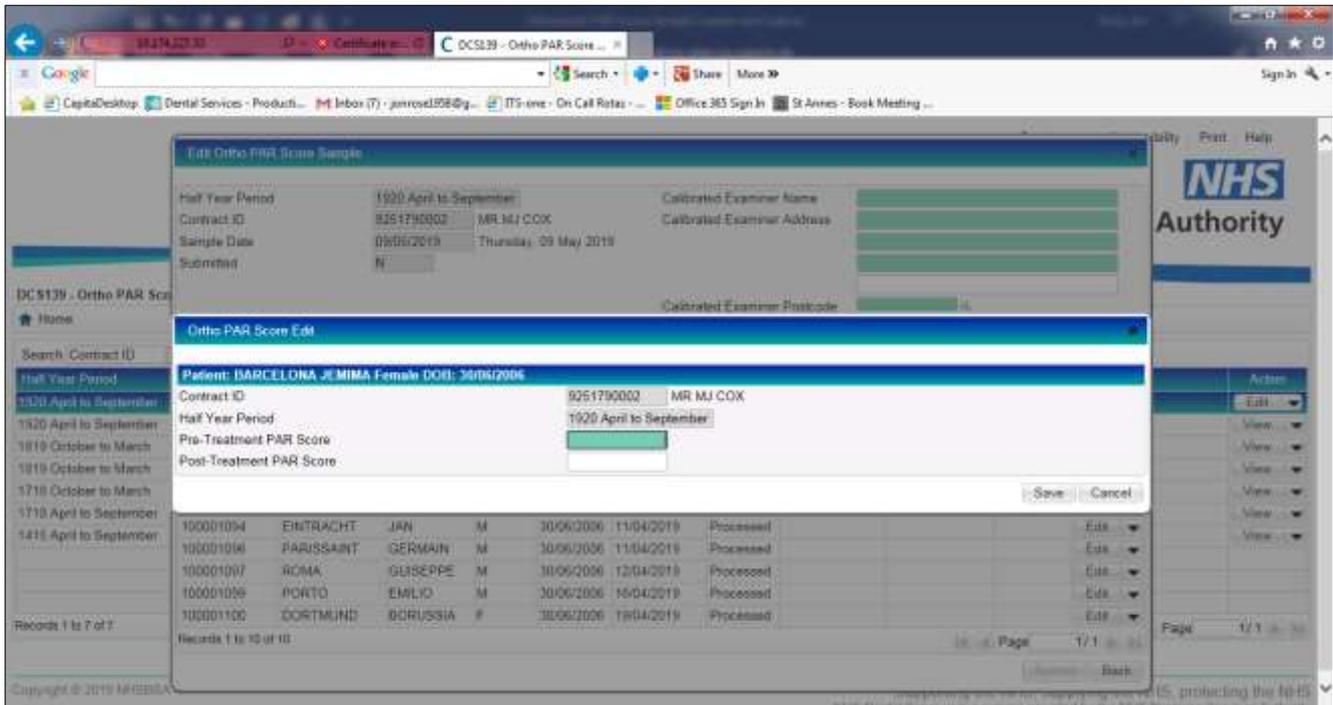


For un-submitted samples, click **'Edit'** and the below screen being displayed.



As with previous screens the detail of each claim within the sample is displayed, advice is given as to by when the sample must be submitted, an Export Grid button appears to allow the data to be offloaded to a file and the full claim details can be viewed by selecting **'View'** from the drop down list available in the **'Action'** column.

In most cases these un-submitted samples will be incomplete as not all the scores will have been captured. In order to capture the scores, click **'Edit'** in the **'Action'** column and the following box will be displayed.



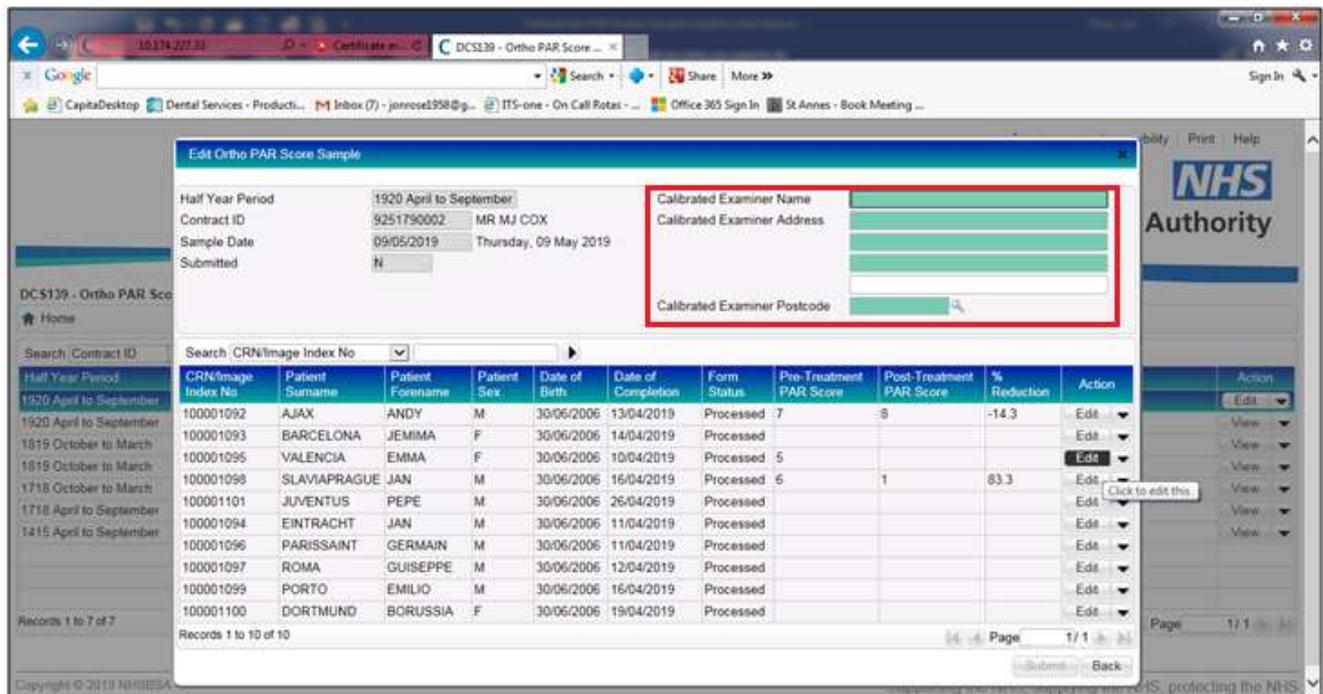
A Pre Treatment PAR Score must be entered. The Post Treatment Score can be added at a later date if necessary. Any one or two digit value is acceptable as a score, including zero. Pre-treatment PAR scores are typically 20 to 30. Post-treatment PAR scores are usually in the low single figures. However it is technically possible to have a post-treatment PAR score of zero. Once entered press 'Save' and the scores will be shown on the updated list.

Step 4: Submitting the PAR Score Sample

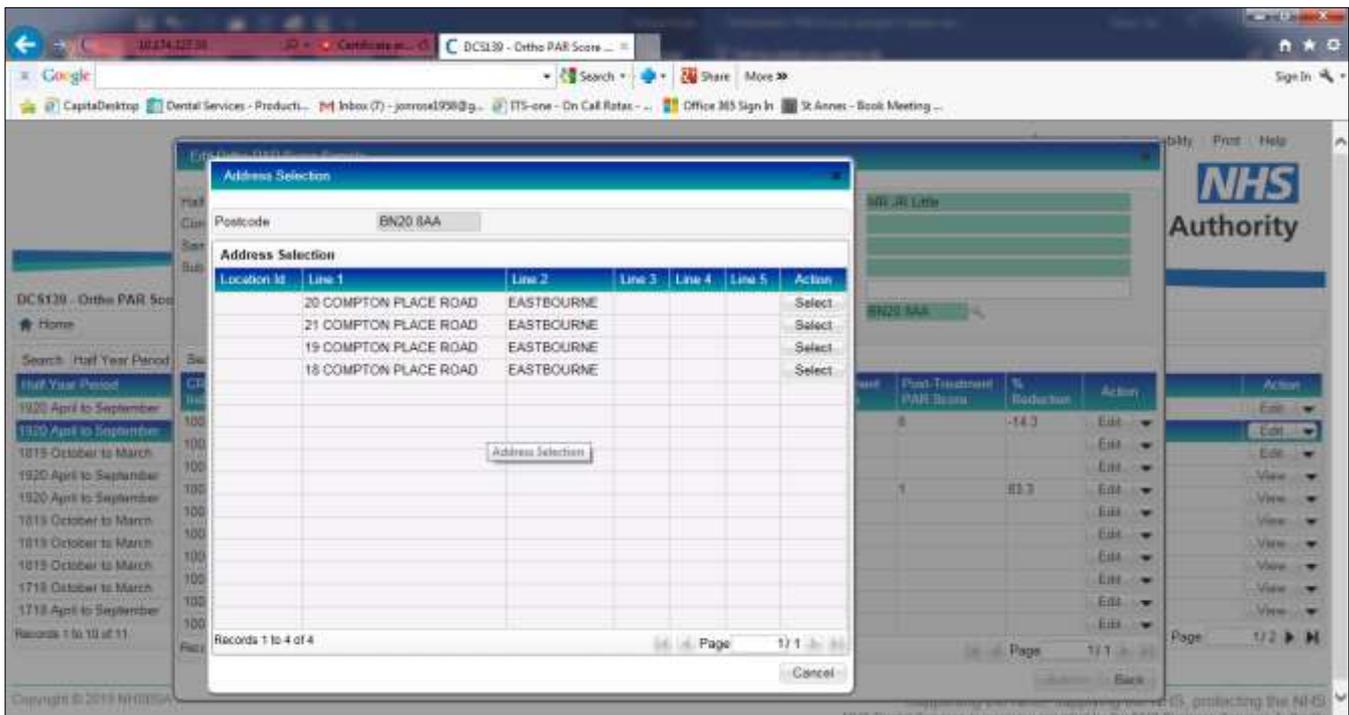
Until all Pre and Post Treatment PAR Scores have been captured for each of the claims within the sample the 'Submit' button will remain greyed out and cannot be selected. However, once all the results are recorded, the 'Submit' button can be used to make available the PAR scores for review.

Step 5: Adding a Calibrated Examiner

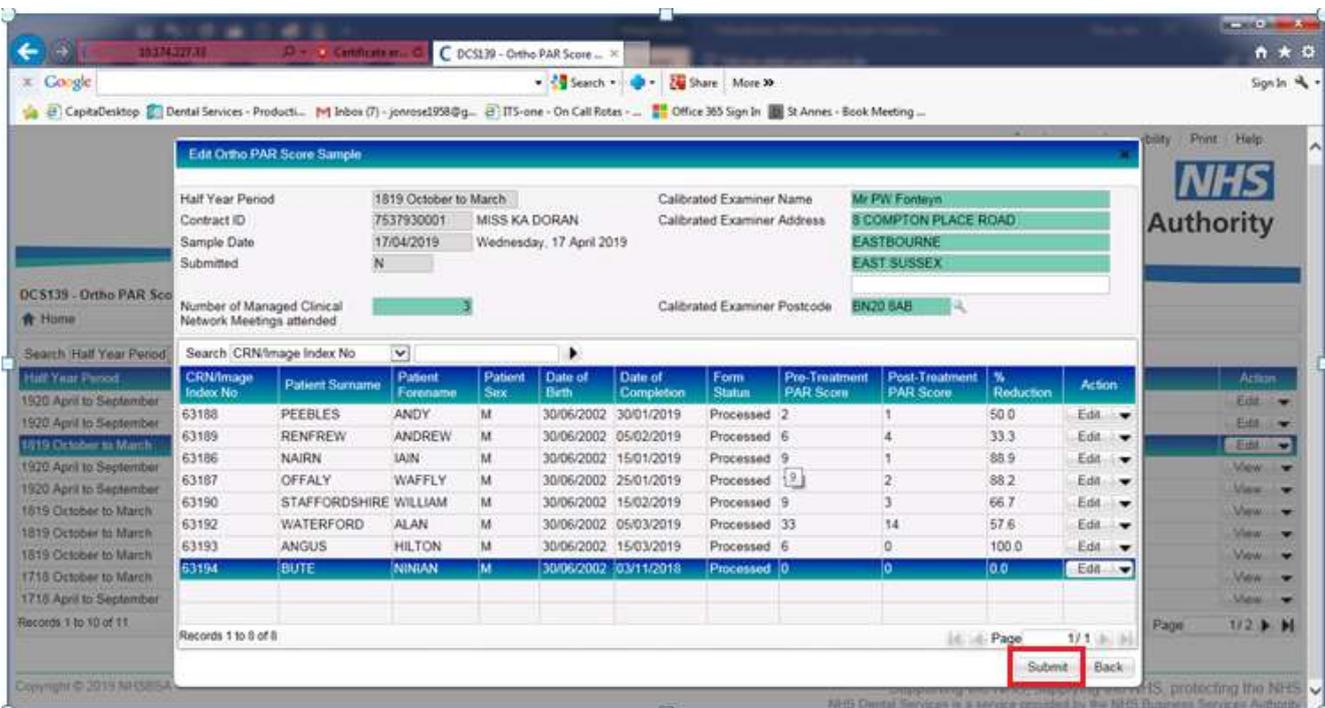
Before submission of a sample, details of the Calibrated Examiner must be entered. This will include the examiner's name and the address.



The latter can be obtained from a look up table by entering the postcode, pressing the magnifying glass next to the postcode field and selecting the appropriate address from the list supplied.



The Calibrated Examiner's details will be stored for later use even if the sample is not submitted. NB. The third line of Calibrated Examiner's Address is no longer mandatory.



If the sample is not to be completed at this visit then the 'Back' button should be used. If it is complete then use the 'Submit' button.

Submitting an MCN Attendance Figure

If the sample being submitted is for the second half of the year (i.e. the October to March period) then it will also be necessary to record the number of Managed Clinical Network meetings attended during the year. This field will not be displayed or made available for the results of any April to September period.

Edit Ortho PAR Score Sample

Half Year Period: 1819 October to March
 Contract ID: 7537930001 MISS KA DORAN
 Sample Date: 17/04/2019 Wednesday, 17 April 2019
 Submitted: N

Calibrated Examiner Name: Mr PW Fonteyn
 Calibrated Examiner Address: 8 COMPTON PLACE ROAD EASTBOURNE EAST SUSSEX
 Calibrated Examiner Postcode: BN20 8AB

Number of Managed Clinical Network Meetings attended: 3

CRN/Image Index No	Patient Surname	Patient Forename	Patient Sex	Date of Birth	Date of Completion	Form Status	Pre-Treatment PAR Score	Post-Treatment PAR Score	% Reduction	Action
63188	PEEBLES	ANDY	M	30/06/2002	30/01/2019	Processed	2	1	50.0	Edit
63189	RENFREW	ANDREW	M	30/06/2002	05/02/2019	Processed	6	4	33.3	Edit
63196	NAIRN	IAIN	M	30/06/2002	15/01/2019	Processed	9	1	88.9	Edit
63187	OFFALY	WAFFLY	M	30/06/2002	25/01/2019	Processed	9	2	88.2	Edit
63190	STAFFORDSHIRE	WILLIAM	M	30/06/2002	15/02/2019	Processed	9	3	66.7	Edit
63192	WATERFORD	ALAN	M	30/06/2002	05/03/2019	Processed	33	14	57.6	Edit
63193	ANGUS	HILTON	M	30/06/2002	15/03/2019	Processed	6	0	100.0	Edit
63194	BUTE	NINIAN	M	30/06/2002	03/11/2018	Processed	0	0	0.0	Edit

Records 1 to 11 of 11

Once submitted the sample cannot be edited further.

Viewing Past Orthodontic PAR Score Samples

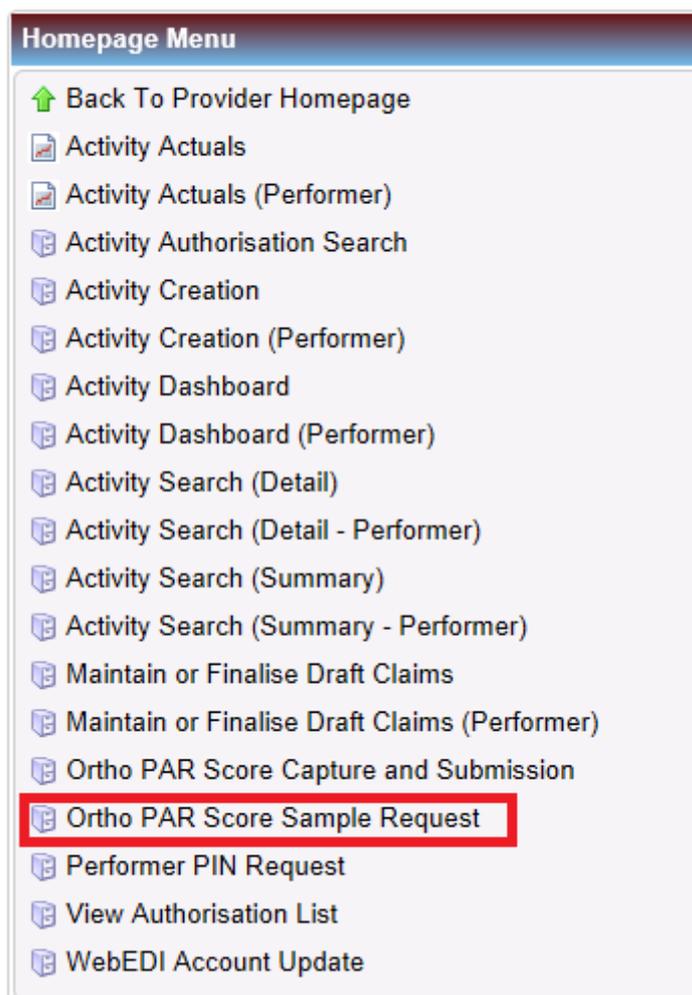
Past samples can be viewed on the screen below by clicking 'View' against the sample showing to which half year period belongs.

Step 1: Click on the 'Activity' folder.



Step 2: click on **Ortho PAR Score Sample Request**.

Providers Homepage



To view the contents of each past Orthodontic PAR Score Sample submission click **'View'** against the particular sample in the **'Action'** column and in the box presented.

View Ortho Par Score Sample

Half Year Period: 1920 April to September
 Contract ID: 9251790001 MR MJ COX
 Sample Date: 07/05/2019 Tuesday, 07 May 2019
 Submitted: Y 09/05/2019

Calibrated Examiner Name: PAB Ravilous
 Calibrated Examiner Address: ANDRED
 CROWBOROUGH HILL
 CROWBOROUGH
 Calibrated Examiner Postcode: TN9 2SD

Search: CRN/Image Index No

CRN/Image Index No	Patient Surname	Patient Forename	Patient Sex	Date of Birth	Date of Completion	Form Status	Pre-Treatment PAR Score	Post-Treatment PAR Score	% Reduction	Action
63186	CAMERON	JULIA	F	30/06/2002	02/04/2019	Processed	8	6	25.0	View
63187	BROWN	JOE	M	30/06/2002	02/04/2019	Processed	12	16	-33.3	View
63188	BLAIR	ERIC	M	30/06/2002	02/04/2019	Processed	33	6	81.8	View
63189	MAJOR	TERRY	M	30/06/2002	02/04/2019	Processed	19	8	57.9	View
63190	THATCHER	MARK	M	30/06/2002	02/04/2019	Processed	26	1	96.2	View
63193	HEATH	MAC	M	30/06/2002	02/04/2019	Processed	13	7	46.2	View
63194	DOUGLASHOME	WILLIAM	M	30/06/2002	02/04/2019	Processed	15	9	40.0	View
63192	WILSON	RICHARD	M	30/06/2002	02/04/2019	Processed	28	4	85.7	View
63185	MAY	JAMES	M	30/06/2002	02/04/2019	Processed	16	9	43.8	View
100001022	CARMODY	TONY	M	30/06/2006	03/04/2019	Processed	36	11	69.4	View

Click on **'View'** to then display the full claim details

Paper Image No: 63189
Claim Ref. No.: 1000
Site ID: 925179 MARK JAMES COX
Performer ID: 925179 MARK JAMES COX
Location: Dental Surgery, Brooklyn Court, 390 Wilmslow Road, Manchester, M20 3NA
Location ID: 4470

Sex: M Male
TERRY MAJOR
 100, OXFORD STREET, LEIGH, WN7 3NJ
Date of Birth: 30/06/2002
Previous Surname:
Email Address:
Mobile No:

Treatment Details		Processing Details	
Date of Acceptance	02/04/2019	Date of Referral	
Date of Completion or Last Visit	02/04/2019	Date of Assessment	
		Date Appliance Fitted	
On Referral	<input type="checkbox"/>	Patient Charge Collected	0.00
Exemption / Remission	Patient Under 16		
Activity Group	Activity Description	No.	
Orthodontic Assessment / Completion	Index of Orthodontic Treatment Need (9015)	4	
Orthodontic Completion	Treatment Completed (9161)	3	
Orthodontic Assessment / Completion	Aesthetic Component (9165)	5	
Other	Patient Declined - Email Address (9175)		
Other	Patient Declined - Mobile Phone Number (9175)		
Clinical/Orthodontic Data Set	Radiographs (9304)	1	

Processing Details:
 Status: Processed
 Paper/Electronic: Electronic
 Created via DCS:
 Amended via DCS:
 SQ Indicator:
 Date of Receipt: 02/05/2019 16:50
 Date of Validation: 02/05/2019 16:50
 Charge Period: 192002
 Number of Errors: 0
 Number of Comments: 1
 Patient Charge: 0.00
 Remitted Amount: 0.00
 Disallowed Amount: 0.00
 UDAs: 0.00