

## Dentist Bulletin - England – May 2021

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### Contract amend function in Compass

The contract amend function will be unavailable between **6pm on Monday 17 May and 10am on Tuesday 18 May 2021**. This is due to system maintenance.

### Submit your year-end declaration in Compass

As you'll know from NHS England and NHS Improvement's [Issue 7, preparedness letter for primary dental care](#), it is a mandatory requirement for GDS/PDS contracts to submit a year-end declaration for 2020-21.

Your year-end declaration eForm letter is now available in Compass. To read this letter, please log in to [Compass](#) and:

- open the 'Reporting' folder
- select 'view published reports'
- under 'report type' enter YEDLTR and click 'search'

The year-end declaration eForm is available in Compass under the 'COVID-19' menu option.

Guidance is available under the [Coronavirus 2020-21 year-end declaration form heading on our website](#).

The deadline to submit your year-end declaration is **11.59pm on Monday 31 May 2021**.

### Maintain access to Compass and WebEDI

It's important that your browser is up-to-date to maintain access to Compass and WebEDI. Check your browser fits the minimum requirements and, if you need to, upgrade it by **Monday 31 May 2021**:

Browser	Minimum version supported
Chrome	31

Edge	12
Firefox	27
Internet Explorer	11 (Win7)
Opera	20
Safari	9

### Workforce form return deadline extension

The data collection deadline for April 2020 to March 2021 monthly workforce forms has been extended until **11:59pm on Monday 31 May 2021**.

If you have any incomplete entries for your contracts between April 2020 and March 2021, please enter them in [Compass](#) before the deadline.

### Human Tissue Authority: Important regulatory changes

**Human Tissue Authority:** Important regulatory changes regarding the import or export of human tissues and cells between Great Britain (GB) and the European Economic Area (EEA)

Regulatory changes came into effect following the end of the UK Transition Period. These changes affect establishments in GB that import or export human tissues and cells from or to a country in the EEA for human application (patient treatment). This means you [may require a HTA licence](#) if you wish to continue these activities from 1 July 2021.

The regulatory changes do not apply to organisations in GB (England, Scotland and Wales) ordering human tissues and cells from [HTA-licensed establishments](#) within the UK.

The regulatory changes may affect establishments that previously did not require a HTA licence. Examples of human application include dentists and dental surgeons who use human bone, pericardium and dermal tissue products in dentistry.

If you think your establishment might be affected by these changes, please visit the [HTA's website](#) for further information or contact the HTA directly for advice: [enquiries@hta.gov.uk](mailto:enquiries@hta.gov.uk).

Please complete the following short survey which will help the HTA determine which activities are impacted. The survey should take no longer than three minutes to complete. [Please complete the HTA's survey](#).

### Annual Reconciliation Report process

The Annual Reconciliation Report (ARR) process is now available in [Compass](#). All providers and performers are required by law to confirm their Net Pensionable Earnings (NPE) for the 2020/21 financial year.

The deadline to confirm your NPE has been extended until **11.59pm on Sunday 18 July 2021**.

Guidance to help you with the ARR process is available on our [website](#).

### Friends and family test submissions

NHS England and NHS Improvement's friends and family test (FFT) is an important feedback tool. The FFT supports the fundamental principle that people who use NHS services should have the opportunity to provide feedback on their experience.

Submission of monthly FFT has been suspended due to COVID-19 but will restart from July 2021. This means the first data you'll need to submit will be **July's data submitted in August**.

For more information, please read the:

- [FFT FAQs](#)
- [Guidance on implementing the FFT](#) (page 24 and page 36)

For advice and support, contact [england.friendsandfamilytest@nhs.net](mailto:england.friendsandfamilytest@nhs.net).

### Reminder: Completion of the Clinical Data Set on FP17s and FP17Os in England

[In last month's Dentist Bulletin](#) we highlighted new guidance to help you complete your FP17s and FP17Os.

It is important, as well as a [regulatory requirement](#) under The National Health Service (General Dental Services Contracts) Regulations 2005 (paragraph 38, section 2), that all appropriate indicators/items on the Clinical Data Set (CDS) are captured on an FP17 claim form prior to its submission. In addition, where appropriate, you should complete the:

- 'Antibiotics Items Prescribed' field when antibiotics have been prescribed
- 'Aerosol Generating Procedure' (AGP) field when an AGP has been performed

Guidance is available on our website:

- [completion of form guidance - FP17](#)
- [completion of form guidance - FP17O](#)
- [In the spotlight - Article 11: Capture of Aerosol Generating Procedure information](#)

### Non-domestic rates – hints and tips

Things to remember before submitting your claim for non-domestic rates payment 2021/22:

#### 1. Submit on time

In order to process an application under Statement of Financial Entitlement (SFE), we must receive your application within three months of the date upon which payment first falls due.

Failure to do submit your application on time will lead to your non-domestic rates payment not being processed.

#### 2. Use the correct form

Please download and complete the [current application form SFE \(non-domestic rates\) from our website](#). Outdated application forms will not be accepted.

Where appropriate, please ensure you have applied for small business rate relief. This can be scanned and submitted via email to [nhsbsa.sfe@nhs.net](mailto:nhsbsa.sfe@nhs.net).

#### 3. Submit the correct evidence

Documentary evidence must be submitted with your application in support of the NHS activity percentage being claimed. Evidence can include a copy of accounts or a letter from a

certified accountant. For current applications (2021/22), evidence must cover the financial year 2019/20.

#### 4. If unsure [Ask Us](#)

We have a dedicated section of our [knowledge base](#) available to answer any queries.

### COVID-19 triage forms

#### Online COVID-19 triage form

As you'll know from [last month's Dentist Bulletin](#), the COVID-19 triage form is now available for selection from the Online forms menu in [Compass](#).

The online COVID-19 triage form is replacing the triage eForm. This means **from 1 June 2021, the triage eForm will no longer be available**. Please ensure you are familiar with the online COVID-19 triage form prior to this date.

If you submit your data via a Practice Management System, a triage form option should be available for you. Please contact your supplier for further details.

Further information on the use of triage forms is included in the [Urgent Dental and Standard Operating Procedure](#).

#### When you need to submit a COVID-19 triage form

All NHS patients who make a dental appointment need to be asked the triage questions prior to their visit. You should retain this information for your records.

If the patient attends the practice, a COVID-19 triage form does not need to be submitted. Instead, you need to record the patient's COVID-19 status on their FP17/FP17O submission. Our guidance documents can help you with this:

- [guidance for performers - FP17](#)
- [guidance for performers - FP17O](#)

**If the patient does not attend their appointment**, you should complete and submit a COVID-19 triage form.