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| **CONFIDENTIAL** | **NHSBSA Provider Assurance**  1 St. Anne’s Road  Eastbourne  BN21 3UN  0300 3301348  [www.nhsbsa.nhs.uk](http://www.nhsbsa.nhs.uk)  Insert date here  Ref: YE2021/STPXX/123456/0001 |

Dear Provider

**2020/21 Year-end reconciliation – 123456/0001**

NHS England and NHS Improvement Regional teams have instructed us, on their behalf, to communicate your final year-end delivery position for 2020/21 and reconcile this against your contractual activity.

Completion of the year-end reconciliation will be undertaken in accordance with the National Health Service (General Dental Services Contracts) Regulations 2005 and National Health Service (Personal Dental Services Agreement) Regulations 2005.

The 2020/21 year-end reconciliation encompasses the full 2020/21 contractual year, in line with the time periods set out within the [NHS England and NHS Improvement Preparedness letters for primary dental care](https://www.england.nhs.uk/coronavirus/publication/preparedness-letters-for-dental-care/) and the supporting guidance.

As part of the income protection arrangements for 2020/21, you are required to complete and submit monthly workforce returns and an annual declaration form via Compass. In order for you to fully meet the contractual obligations, the monthly workforce returns, and annual declaration must be submitted in full. Where this requirement has not been met, you will be contacted separately. Failure to comply may result in contractual action.

We have finalised your year-end delivery position based on FP17/FP17(O) and E-triage data you have submitted in respect of the 2020/21 financial year and meeting the stipulations stated in the Preparedness letters for the following time periods:

**Period 1 - 1 April to 7 June 2020**

In line with Preparedness letter 5, a 16.75% abatement to your contract's total contract value across this period has been applied, with the exception of Urgent Care Centres (UDCs) and Ortho Close Down contracts.

Your final reconciled year-end position will be credited with 25% of your total annual contracted activity credited for this period.

**Period 2 - 8 June to 31 December 2020**

Preparedness letter 5 stated that from 8th June practices were expected to reopen, with all being open by 20 July, providing patient care on a remote and face to face basis, subject to capacity, capability, availability of the workforce, supply of PPE, fit testing, and local public health guidance.

From the 20July, the expectation was that practices would be delivering the equivalent of at least 20% of historic patient care volumes, this is based on your submission of FP17/FP17(O) and e-triage (including FD activity) in the Compass schedules from August to December 2020 (23rd July to 16th December 2020), comparing to the same time period in 2019 (23rd July to 16th December 2019) for the contracts total of FP17(O)s only.

Your contract has met this expectation and your final reconciled year-end position will have 50% of your total annual contracted activity credited for this period

**Period 3 - 1 January to 31 March 2021**

In accordance with the contractual arrangements detailed in Preparedness letter 7, we have finalised your delivery position based on the FP17/FP17(O) data (including FD activity) you have submitted for activity delivered between 1 January and 31 March 2021.

Following the calculation of Period 3 position your final year-end reconciliation will include credited activity from Period 1 and Period 2 as detailed above.

In addition, subject to you achieving the minimum expected delivery requirements for period 3, an adjustment of 16.75% to reflect variable costs not incurred due to the reduced patient care activity has been calculated for any undelivered activity between 1 January to 31 March 2021. Where delivery is below this minimum requirement as stated in Preparedness Letter 7, no additional adjustment will be made as this will be incorporated into the total year end recovery.

*Outcome 1: A summary of this is set out in the table below. The value of your under-delivered activity will be recovered by three instalments. This will commence with your scheduled Compass payment on 1 October 2021 (September schedule).*

*Under-delivery of your contractual activity is potentially a breach of your contract. Your NHS England & NHS Improvement Direct Commissioning Office (Local Team) will consider this separately following the year-end reconciliation.*

*Outcome 2: A summary of this is set out in the table below. As more than 96% of your contracted activity has been delivered, activity between 96 and 100% of your 2020/21 contracted activity will be carried forward in Compass.*

*Delivery of your 2021/22 contracted activity is not considered to commence until you have delivered activity brought forward from 2020/21.*

*Outcome 3: A summary of this is set out in the table below. As more than 100% of your contracted activity has been delivered, up to 2% of 2020/21 contracted activity will be carried forward in Compass.*

*Outcome 4: A summary of this is set out in the table below. The value of elements of your under-delivered activity will be recovered by three instalments. This will commence with your scheduled Compass payment on 1 October 2021 (September schedule).*

*Under-delivery of your contractual activity is potentially a breach of your contract. Your NHS England & NHS Improvement Direct Commissioning Office (Local Team) will consider this separately following the year-end reconciliation.*

*In addition, as more than 96% of other elements of your contracted activity has been delivered, activity between 96 and 100% of elements of your 2020/21 contracted activity will be carried forward in Compass.*

*Delivery of your 2021/22 contracted activity is not considered to commence until you have delivered activity brought forward from 2020/21.*

*Outcome 5: A summary of this is set out in the table below. The value of elements of your under-delivered activity will be recovered in three instalments. This will commence with your scheduled Compass payment on 1 October 2021 (September schedule).*

*Under-delivery of your contractual activity is potentially a breach of your contract. Your NHS England & NHS Improvement Direct Commissioning Office (Local Team) will consider this separately following the year-end reconciliation.*

*In addition, as more than 100% of elements of your contracted activity has been delivered, up to 2.0% of elements of your 2019/20 contracted activity will be carried forward in Compass.*

*Outcome 6: A summary of this is set out in the table below. As more than 100% of elements of your contracted activity has been delivered, up to 2% of elements of your 2020/21 contracted activity will be carried forward in Compass.*

*In addition, as more than 96% of other elements of your contracted activity has been delivered, activity between 96 and 100% of elements of your 2020/21 contracted activity will be carried forward in Compass.*

*Delivery of your 2021/22 contracted activity is not considered to commence until you have delivered activity brought forward from 2020/21.*

Adjustment (1 Jan to 31 Mar 2021) £

Year-end recovery £

Total £

Instalment 1 £

Instalment 2 £

Instalment 3 £

*Reason 1: The summary below takes into account the decision between yourself and your Direct Commissioning Office (Local Team) to include the 2019/20 carry forward in the 2020/21 year end reconciliation.*

*Reason 2: The summary below takes into account the decision between yourself and your Direct Commissioning Office (Local Team) to move the 2019/20 carry forward into the financial year 2021/22.*

*Additional Info (Free Text) 1: The summary below takes into account ……*

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| **UDA credited for period 1 & 2**  **(1 April- 31 Dec 20)**  75% of annual contracted UDA | **Carry Forward UDA from *2019/20***  If applicable and remaining in 20/21 YE reconciliation | **Usual Quarter 4 UDA target**  (plus 19/20 CF of over delivery only) | **Minimum UDA requirement for Q4**  45% \* usual Q4 UDA target (plus 19/20 CF of over delivery only) | **Completed UDA (1 Jan - 31 March *21)*** | **% Delivered against usual UDA requirement for Q4** Completed / Usual UDA target (Plus 19/20 CF if over delivery only) \*100 | **Deemed Activity** (if applicable)  (100/45) \* Completed UDA if between 36-45% |
|  |  |  |  |  |  |  |
| **Total delivered UDA**  UDA credited (Period 1 & 2) + Deemed activity or Completed UDA (Period 3) if delivered under 36% | **Annual Contracted UDA *2020/21***  (plus 19/20 CF for under delivery or over delivery) | **Final % Delivered UDA *2020/21*** | **Carry Forward UDA into *2021/22*** Including 19/20 CF moved from 20/21 YE reconciliation (if applicable) | **UDA Value (£)** | **Clawback (£)** | **Adjustment**  applied for the undelivered UDA but not including UDA that is undelivered carried forward or clawed back (if applicable) |
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| **UOA credited for period 1 & 2**  **(1 April- 31 Dec 20)**  75% of annual contracted UOA | **Carry Forward UOA from *2019/20***  If applicable and remaining in 20/21 YE reconciliation | **Usual Quarter 4 UOA target**  (plus 19/20 CF of over delivery only) | **Minimum UOA requirement for Q4**  70% \* usual Q4 UOA target (plus 19/20 CF of over delivery only) | **Completed UOA (1 Jan - 31 March *21)*** | **% Delivered against usual UOA requirement for Q4** Completed / Usual UOA target (Plus 19/20 CF if over delivery only) \*100 | **Deemed Activity** (if applicable)  (100/45) \* Completed UOA if between 56-70% |
|  |  |  |  |  |  |  |
| **Total delivered UOA**  UOA credited (Period 1 & 2) + Deemed activity or Completed UOA (Period 3) if delivered under 56% | **Annual Contracted UOA *2020/21***  (plus 19/20 CF for under delivery or over delivery) | **Final % Delivered UOA *2020/21*** | **Carry Forward UOA into *2021/22*** Including 19/20 CF moved from 20/21 YE reconciliation (if applicable) | **UOA Value (£)** | **Clawback (£)** | **Adjustment**  applied for the undelivered UOA but not including UOA that is undelivered carried forward or clawed back (if applicable) |
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| **Additional Service Type** | **Courses of Treatment (COT) credited for period 1 & 2**  **(1 April- 31 Dec 20)**  75% of annual contracted COT | **Usual Quarter 4 COT target** | **Min COT requirement for Q4** 45% \* usual Q4 COT target | **Completed COT (1 Jan - 31 March *21)*** | **% Delivered against usual COT requirement for Q4** Completed / Usual COT target \*100 | **Deemed Activity** (if applicable)  (100/45) \* Completed COT if between 36-45% |
| Provision of Domiciliary services |  |  |  |  |  |  |
| **Total delivered COT**  COT credited (Period 1 & 2) + Deemed activity or Completed COT (Period 3) if delivered under 36% | **Annual Contracted Courses of Treatment *2020/21*** | **Final % Delivered *2020/21*** | **Course of Treatment Value (£)** | **Clawback (£)** | **Adjustment**  applied for the undelivered COT but not including COT that is clawed back (if applicable) |
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| **Additional Service Type** | **Courses of Treatment (COT) credited for period 1 & 2**  **(1 April- 31 Dec 20)**  75% of annual contracted COT | **Usual Quarter 4 COT target** | **Min COT requirement for Q4** 45% \* usual Q4 COT target | **Completed COT (1 Jan - 31 March *21)*** | **% Delivered against usual COT requirement for Q4** Completed / Usual COT target \*100 | **Deemed Activity** (if applicable)  (100/45) \* Completed COT  if between 36-45% |
| Provision of Sedation services |  |  |  |  |  |  |
| **Total delivered COT**  COT credited (Period 1 & 2) + Deemed activity or Completed COT (Period 3) if delivered under 36% | **Annual Contracted Courses of Treatment *2020/21*** | **Final % Delivered *2020/21*** | **Course of Treatment Value (£)** | **Clawback (£)** | **Adjustment** applied for the undelivered COT but not including COT that is clawed back (if applicable) |
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| **Recurrent & Non-Recurring Service Line** | | | | | | | | |
| **Service Line Type** | **Service Line Occurrence** | **Service Line Unit** | **Units credited for period 1 & 2**  **(1 April- 31 Dec 20)**  75% of annual contracted UDA | **Carry Forward Units from *2019/20***  If applicable and remaining in 20/21 YE reconciliation | **Usual Quarter 4 Units target**  (plus 19/20 CF of over delivery only) | **Minimum Units requirement for Q4**  45% \* usual Q4 Units target (plus 19/20 CF of over delivery only) | **Completed Units (1 Jan - 31 March *21)*** | **% Delivered against usual Units requirement for Q4** Completed / Usual Units target (Plus 19/20 CF if over delivery only) \*100 |
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| **Service Line Type** | **Deemed Activity** (if applicable)  (100/45) \* Completed Units if between 36-45% | **Total delivered Units**  Units credited (Period 1 & 2) + Deemed activity or Completed UDA (Period 3) if delivered under 36% | **Annual Contracted Units *2020/21***  (plus 19/20 CF for under delivery or over delivery) | **Final % Delivered Units *2020/21*** | **Carry Forward Units into *2021/22*** Including 19/20 CF moved from 20/21 YE reconciliation (if applicable) | **Unit Value (£)** | **Clawback (£)** | **Adjustment**  applied for the undelivered UDA but not including Units that is undelivered carried forward or clawed back (if applicable) |
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These details are available in your Year-End statement in Compass.

Please contact us within 28 days from the date of this letter via [nhsbsa.dentalcases@nhs.net](mailto:nhsbsa.dentalcases@nhs.net) should any of the details in this letter be incorrect, providing us with evidence to support your claim.

NHS England and NHS Improvement, and NHSBSA Provider Assurance Dental, part of the NHS Business Services Authority, thank you for your on-going commitment to NHS dentistry.

Yours faithfully

Provider Assurance Team (Dental)

**NHS Business Services Authority**