Dental contract management arrangements for the 2021/22 year-end reconciliation

Clarification points to support guidance - Issue 2 – May 2021

# Introduction

[Issue 8 preparedness letter](https://www.england.nhs.uk/coronavirus/publication/preparedness-letters-for-dental-care/) for primary care dental services, along with accompanying guidance was issued on 29 March 2021. This sets out the contract arrangements from April to September 2021 (Quarters 1 and 2). A dedicated helpdesk continues to be available to support you in relation to the contract arrangements. Please send any questions to [yearend@pcc-cic.org.uk](mailto:yearend@pcc-cic.org.uk) and the team will get back to you.

This is the second update of clarification points to support the issued guidance relating to issue 8 letter and supporting guidance and will be updated over the coming weeks.

There are also a set of clarification points to support issue 7 and the financial year 2020/21. These can be found [here](https://www.nhsbsa.nhs.uk/dental-provider-assurance/dental-assurance-reviews/mid-yearyear-end-contract-reconciliation).

# Section 1 – general guidance

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|  | **Topic** | **Guidance** | **Date updated** |
| 1.1 | Arrangements for prototype practices – April to September 2021 | Letter 8 issued on 29 March 202 noted that prototype practices would be contacted separately about their specific contract arrangements. In the meantime Ahead of updated arrangements being issued, prototype practices should continue to follow their current arrangements set out in the [fifth preparedness letter dated 13 July 2020](https://www.england.nhs.uk/coronavirus/wp-content/uploads/sites/52/2020/03/C0603-Dental-preparedness-letter_July-2020.pdf). | 18 May 21 |
| 1.2 | Further support in understanding contract requirements for April to September 2021 | Specific queries can be raised via the dedicated helpdesk at [yearend@pcc-cic.org.uk](mailto:yearend@pcc-cic.org.uk) | 18 May 21 |

# Section 2 – 2021/22 quarter 1 and 2 calculations

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|  | **Topic** | **Guidance** | **Date updated** |
| 2.1 | Contract requirements for April to September 2021 | For delivery between 1 April and 30 September the 60% calculation is based on delivery against 50% of your annual contract. Practices are being asked to deliver a minimum 60% of this activity level. If this level is achieved, contractors will be awarded the full contract activity for this period.  For example, if your annual contract was for 12,000, the activity for this first time period is 6,000 UDAs. 60% of this is 3,600 UDAs. If at the end of the six months you have achieved this, you will be deemed to have achieved the 6,000 which will be taken forward to the year-end reconciliation process.  This calculation does not include carry forward and the approach differs dependent on whether any carry forward is due to under or over delivery. | 18 May 21 |
| 2.2 | Delivery over 60% in period April to September 2021 | Contracts will continue to be in place for 100% of normal volumes, and the expectation is that all NHS funded capacity is used to deliver the maximum possible volume of safe care for patients.  The delivery requirements of 60% is based on the principle that if a practice delivers 60% for the period April to September 2021 then it will be deemed to have delivered 100% of its normal contracted activity.  This means that the practice will be receive 100% of its’ contract activity for this period (as part of the year-end reconciliation process for 21/22) and activity over 60% will not be transferred to the second half of the year. | 18 May 21 |
| 2.3 | Delivery less than 60% in the period April to September 2021 | If a contractor is unable to achieve the 60% then a lower amount of activity will be deemed to have been achieved, but practices will be given the opportunity to make up any shortfall in the second half of the year (details to be confirmed) | 18 May 21 |

# Section 3 – reporting

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|  | **Topic** | **Guidance** | **Date updated** |
| 3.1 | Arrangements for foundation dentists between April and September 2021 | The specific arrangement for foundation trainees is included in the [guidance document](https://www.nhsbsa.nhs.uk/dental-provider-assurance/dental-assurance-reviews/mid-yearyear-end-contract-reconciliation) which has been published to support Issue 8, Preparedness letter for primary dental care (published 29 March 2021).  Section 8 of the guidance provides clarification of the handling of Foundation Dentists (FDs) for this period.    “For the avoidance of doubt, activity undertaken by dental foundation trainees from 1 April 2021 to 30 September 2021, and submitted within the 60-day rule, will count towards delivery of the trainer’s mandatory services contract from 1 April to 30 September 2021.”  The above covers the scenario where the trainer holds both the GDS contract or PDS agreement and the training contract with HEE. In other scenarios where the contract holder is not the trainer the foundation dentist’s activity will be attributed to the contract that they and the trainer sit in. The decision of how this foundation dentist’s activity is attributed is a business decision at the practice and not something that would be prescribed nationally. If contractors/trainers require support please make contact with your local commissioner.  Activity delivered by FDs should continue to be reported in the normal manner and NHSBSA will ensure that the activity is appropriately accounted for within this period. | 18 May 21 |
| 3.2 | Option to exclude FD activity - April to September 2021 | If a training provider/practice would like to exclude foundation training dentists activity from the practice based UDA contract delivery, the policy advice is that given this is outside of the national guidance, the trainer, commissioner, and regional HEE training lead or Associate Dean, should work together to ensure all parties are in agreement from a commissioning and training perspective. | 18 May 21 |
| 3.3 | Activity counted between April and September 2021 | Reporting of UDA activity will revert to the standard approach for 2021/22 in that UDAs will be counted and reported based on the scheduling periods rather than the completed dates which were used for quarter 4 of 2020/21.  The scheduling cut off is the final date any FP17s successfully submitted and processed are included on the schedule and subsequent report for the month. This date will be before the end of the month and can vary depending on the month. Generally, the cut-off date is around 20 -22nd of the month, but can be earlier, for instance in December because of the Christmas break and June to allow more time for year end reports to be run.  The schedule programme for 2021/22 can be found [here](https://www.nhsbsa.nhs.uk/activity-payment-and-pension-services/pay-statements-and-schedules) and contains some detail about considerations for ensuring FP17s are included on a schedule. | 18 May 21 |
| 3.4 | Reports available to support contract monitoring April to September 2021 | Contractors will be able to revert to using the standard reports available on Compass. In addition, NHSBSA will provide a bespoke report for April to September 2021 which will show activity delivered against the revised contract requirements for the period. | 18 May 21 |

# Section 4 – Carry forward calculations

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|  | **Topic** | **Guidance** | **Date updated** |
| 4.1 | Compass reporting of carry forward in 2021/22 | Where a contractor has taken their carry forward into 2021/22 Compass this will be reported on Compass when the year-end reconciliation process for 2020/21 is complete.  If there is any carry forward from 2020/21 this will be combined with the carry forward from 2019/21 to provide a net carry forward figure for 2021/22.  As the way in which carry forward is handled is to be agreed between the local commissioner and the contractor, there is flexibility in order that you can take into account the local situation, including the impact that a carry forward from both years may have on access. | 18 May 21 |
| 4.2 | Management of carry forward in 2021/22 – over delivery | Where there is a carry forward position of over delivery into 2021/22 this will be managed in the period 1 April to 30 September 2021. This means your six-month target and your minimum 60% level will be reduced for the carry forward from 2020/21 and/or 2019/20.  For example, if your annual contract is for 12,000 UDAs, your contract activity for this period is 6,000 UDAs. 60% of this is 3,600 UDAs. Where there is a carry forward of -200 UDAs your activity requirement will be reduced to 3,200.  Details for the final two quarters and how the full year reconciliation will take place are yet to be agreed but will be dependent upon developments in the COVID-19 situation. | 18 May 21 |
| 4.3 | Management of carry forward in 2021/22 – under delivery | Where there is a carry forward position of under delivery into 2021/22 this will need to be completed within the first 90 days, unless agreed otherwise. The carry forward activity will be at normal rates i.e. 1 UDA for 1 UDA and not at the enhanced rated used to calculate the April to September activity.  For example, if your annual contract is for 12,000 UDAs, your contract activity for this period is 6,000 UDAs. 60% of this is 3,600 UDAs. Where there is a carry forward of 200 UDAs you will need to deliver a minimum of 3,800 UDAs for this period.  Details for the final two quarters and how the full year reconciliation will take place are yet to be agreed but will be dependent upon developments in the COVID-19 situation. | 27 May 21 |

Regular updates to this guidance document will be made over the coming weeks. Specific queries can continue be raised via PCC’s dedicated helpdesk at [yearend@pcc-cic.org.uk](mailto:yearend@pcc-cic.org.uk).