

Submitting your Coronavirus (COVID-19) 2021/22 year-end declaration form – England only

This guide is for providers in England and will help you to submit your mandatory year-end declaration form in [Compass](#). You must submit your year-end declaration before 11:59pm on Tuesday 31 May 2022.

In this guide, we'll cover:

- [Who needs to complete the year-end declaration?](#)
- [Why submitting your year-end declaration is mandatory?](#)
- [Hints and tips before submitting your year-end declaration.](#)
- [How to submit your year-end declaration.](#)
- [Form status and amending entries.](#)
- [How your information will be used.](#)
- [Questions and response guidance for your year-end declaration form.](#)

Who needs to complete the year-end declaration?

If you're a provider in England, completion of the year-end declaration form is a mandatory requirement for each contract you hold that was:

- open between 1 April 2021 and 31 March 2022
- managed in Compass

Why submitting your year-end declaration is mandatory?

As a condition of the continued income protection received by contracts during the year, as referenced in the '[Managing the 2021-22 year-end reconciliation](#)' letter, it is a mandatory requirement for you to complete the 2021/22 Year-end declaration.

Failure to submit your year-end declaration in Compass by **11:59pm on Tuesday 31 May 2022** may lead to contractual action being taken.

Hints and tips before submitting your year-end declaration.

You need to submit your year-end declaration in Compass. If you need to reset your login information, including your password or memorable word, [guidance is available on our website](#).

For each applicable contract you hold, you must answer 11 questions as part of your year-end declaration. [Appendix 1](#) lists the questions you must answer and includes guidance on the information required.

Gather the information you need before completing your year-end declaration. This is important because you cannot submit your year-end declaration until all the questions have been answered and the declaration is complete.

How to submit your year-end declaration.

Make sure you have all the information you need to answer the 11 questions before starting your submission. A list of the questions and guidance is available in [Appendix 1](#).

Remember, your progress will not be saved if you exit a partially completed form.

To submit your return log in to [Compass](#) and:

- Select '**COVID-19**' from the Compass homepage menu
- Select '**2122 Year End Declaration**' from the menu to the left of the screen

On this screen, you can select your Provider ID and Contract Number to view previous entries.

To submit your answers, select '**Start a new form**'. Then you need to select the relevant Provider ID and Contract ID from the drop-down lists.

To complete your submission, answer all 11 questions and then select '**Next**' to open the provider declaration. The email address you enter in the declaration will be used if further information is needed:

By ticking this box I confirm that: *

- I am the Provider for this contract and declare that the information given on this form is correct and complete.
- I confirm that the email entered below should be used to contact me if further information is required to support this form.
- I understand that if I withhold information or provide false or misleading information, disciplinary action may be taken against me and I may be liable to prosecution and/or civil proceedings.
- I understand that the information provided on this form could be shared with NHSE&I local and central teams as part of 2021/22 contract management activity.

This information is being submitted by [fill in your name here]

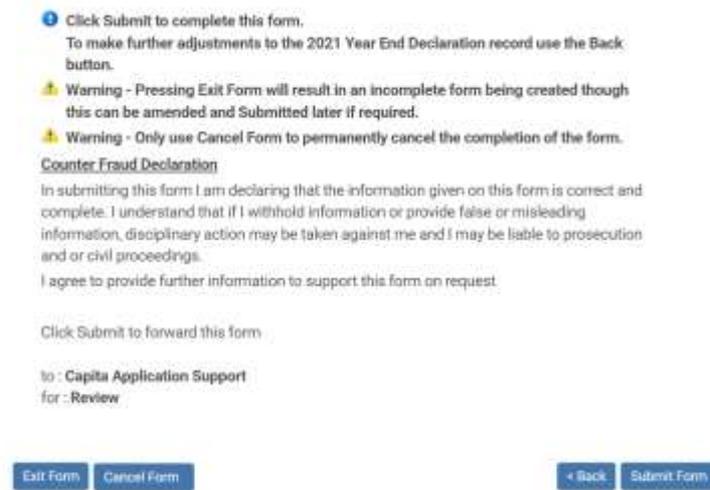
Firstname

Surname

Provider contact email address

2122 Year End Declaration - Page 2 of 2

When you have completed your form and the declaration, select '**Next**' to review your responses. Once you're happy with your answers, select '**Submit Form**'.



Form status and amending entries.

All saved forms for your Provider log in will be shown when selecting '**2122 Year End Declaration**' from the COVID-19 menu on Compass. This will show a list of your forms and their status:

ID	Form	Subject	Stage	Status	Assigned To	Date Entered	Action
7292314	2122 Year End Declaration		Form Entry	Entered		11/03/2022 11:26:34	Select
7292313	2122 Year End Declaration		Review	Submitted		11/03/2022 11:24:00	Select
7292312	2122 Year End Declaration		Form Entry	Entered		11/03/2022 11:21:00	Select
7292311	2122 Year End Declaration		Form Entry	Cancelled		11/03/2022 11:12:25	Select
7292309	2122 Year End Declaration		Review	Submitted		10/03/2022 12:38:00	Select
7292308	2122 Year End Declaration		Review	Submitted		10/03/2022 12:04:53	Select
7292307	2122 Year End Declaration		Form Entry	Cancelled		10/03/2022 12:01:45	Select
7292306	2122 Year End Declaration		Review	Submitted		10/03/2022 11:59:03	Select

If a form has a status of '**Cancelled**', a new form for this contract can be started.

If a form has a status of '**Entered**', this form can be selected and entries can be amended. You can complete the form by following the steps to the '**Submit Form**' button.

If a form has a status of '**Submitted**', you can select it and then use the '**Amend Form**'. This will allow you to change any of the previous entries and resubmit.

How your information will be used.

The information you submit is being collected by NHSBSA on behalf of NHSEI. The data will be shared with your regional commissioning team and our Provider Assurance team, as part of their 2021/2022 year-end contract reviews.

Appendix 1: Questions and response guidance for your year-end declaration form.

No	Compass Question	Provider response	Guidance notes
1	Have the workforce risk assessments for your contract been completed?	Yes/No	<p>Yes - Fully complied with workforce risk assessment requirements as set out in the COVID-19 guidance and updates published in 2021-22</p> <p>No – Not fully met the requirements</p>
2	Have monthly workforce returns been completed for your contract and has the contract retained the workforce?	Yes/Partial/ No	<p>Yes - Fully complied with submission of monthly workforce returns and retention of the workforce in line with the COVID-19 guidance and updates published in 2021-22</p> <p>Partial – Have been unable to fully comply with the requirements and can provide evidence of mitigating circumstances.</p> <p>No - Have not met any of the requirements</p> <p>If the response is either ‘Partial’ or ‘No’ you will need to enter mitigating reasons in the comments box</p>
3	Has the Provider met their contractual obligation to pay the practice(s) workforce (including staff on maternity suspension) at no less than previous levels during the period from April 2021 to March 2022?	Yes/Partial/ No	<p>Yes - Fully complied with requirements on workforce pay as set out in the COVID-19 guidance and updates published in 2021-22</p> <p>Partial – Have been unable to fully comply with the requirements and can provide evidence of mitigating circumstances.</p> <p>No - Have not met any of the requirements</p> <p>If the response is either ‘Partial’ or ‘No’ you will need to enter mitigating reasons in the comments box</p>

No	Compass Question	Provider response	Guidance notes
4	Please enter the proportion of NHS and private turnover for your contract?	% NHS % Private	This should be the % split that will be used as part of the 2021-22 annual accounts submission for the contract.
5	Has the contract surgery(s) opening hours met contractual requirements and been open for the provision of NHS services?	Yes/No	Yes - If you have fully complied with the contracted opening hours in line with the COVID-19 guidance and updates published in 2021-22 and the contract has been providing NHS services. No – Not fully met the requirements
6	Please enter a valid nhs.net or an alternative valid email address for the principal practice?	Email address entry	Enter nhs.net email or alternative email address for principal practice contract location.
7	Has the Provider received any duplicate or superfluous funding from the NHS or other government sources – including furlough or additional sick or parental leave pay that was NOT used to pay for cover?	Yes/No	Yes - The contract has received additional funding which has not been used to pay for NHS cover. Payments from sources below are not classed as additional funding: <ul style="list-style-type: none"> • Business loans/grants • Furlough payments for private staff No - The contract has NOT received additional funding
8	Has the contract ensured that face-to-face urgent dental care is available for regular and non-regular attenders via direct contact or referral via NHS111?	Yes/No	Yes - has fully met the requirement in line with the COVID-19 guidance and updates published in 2021-22. No - has not fully met the requirement

No	Compass Question	Provider response	Guidance notes
9	Has the contract reviewed any deferred courses of treatment and restarted these where appropriate to do so?	Yes/No	<p>Yes - has fully met the requirement in line with the COVID-19 guidance and updates published in 2021-22.</p> <p>No - has not fully met the requirement</p>
10	Has the contract ensured that patients who normally attend the practice are prioritised for care in terms of their risk?	Yes/No	<p>Yes - has fully met the requirement in line with the COVID-19 guidance and updates published in 2021-22.</p> <p>No - has not fully met the requirement</p>
11	If the provider received additional non-recurrent activity outside of contracted hours under the £50m national investment, were all relevant FP17 claims submitted with the 'Securing Access for Urgent Care' Flexible Commissioning Indicator?	Not Applicable/ Yes/No	<p>Not Applicable – the contract has not received any additional funding under the £50m national investment for 'Non-recurrent Activity'</p> <p>Yes – the contract has received additional funding under the £50m national investment for 'Non-recurrent Activity' with claims being submitted with the 'Securing Access for Urgent Care' Flexible Commissioning Indicator.</p> <p>No – the contract has received additional funding under the £50m national investment for 'Non-recurrent Activity' however claims have not been submitted with the 'Securing Access for Urgent Care' Flexible Commissioning Indicator.</p>