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| **CONFIDENTIAL** | **NHSBSA Provider Assurance (Dental)**  1 St. Anne’s Road  Eastbourne  BN21 3UN  0300 3301348  [www.nhsbsa.nhs.uk](http://www.nhsbsa.nhs.uk)  Insert date here  Ref: YE2122/STPXX/123456/0001 |

Dear colleague

**2021/22 Year-end reconciliation – 123456/0001**

NHS England (NHSE) Regional Teams have instructed us, on their behalf, to communicate your final year-end delivery position for 2021/22 and reconcile this against your contractual activity.

Completion of the year-end reconciliation is 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 2021/22 year-end reconciliation encompasses the full 2021/22 contractual year, in line with the time periods set out within the [NHS England Preparedness letters for primary dental care](https://www.england.nhs.uk/coronavirus/publication/preparedness-letters-for-dental-care/) and the supporting guidance. For the purposes of the year-end reconciliation, your annual activity will be prorated for each of the time periods against which contracts are measured.

As part of the income protection arrangements for 2021/22, you were required to complete and submit in full monthly workforce returns and an annual declaration form via Compass. Where this requirement has not been met remedial notices will be issued July 2022 giving each contractor a maximum of 28 days to complete in full.

In addition, in order to receive income protection in any of the defined time periods, the minimum threshold and contractual requirements must have been met. If the performance threshold has not been met and you meet the criteria for re distribution of activity across time periods this has been applied to your year-end position, as described in the [2022/23 Guidance](https://www.england.nhs.uk/coronavirus/publication/preparedness-letters-for-dental-care/).

We have finalised your year-end delivery position based on FP17/FP17(O) submissions in respect of the 2021/22 financial year, any activity awarded due to exceptional circumstances, force majeure applications and meeting the requirements stated in the preparedness letters for the following time periods:

**Period 1 - 1 April to 30 September 2021**

In recognition of the ongoing constraints to practice capacity due to COVID-19, NHSE communicated there was income protection for practices unable to deliver normal contracted activity for the first six months of 2021/22. During this period financial recovery will not be applied to practices who have delivered at least 60% of contracted Units of Dental Activity (UDAs) and 80% of contracted Units of Orthodontic Activity (UOAs). The rate of financial recovery will then reduce linearly down to the existing lower threshold of 36% for UDAs and 56% for UOAs. Below these levels income protection will not apply and full financial recovery will be initiated.

Where the performance threshold has been met, an adjustment of 16.75% will be applied to the activity not delivered to take into account the reduced variable costs incurred.

**Period 2 – 1 October to 31 December 2021**

Ongoing income protection remained for practices unable to deliver their full contractual activity between October and December 2021. During this period financial recovery will not be applied to practices delivering at least 65% of contracted UDAs and 85% of contracted UOAs.The rate of financial recovery will then reduce linearly down to a lower threshold of 52% for UDAs and 60% for UOAs. Below these levels income protection will not apply and full financial recovery will be initiated.

Where the performance threshold has been met,an adjustment of 12.75% will be applied to the activity not delivered to take into account the reduced variable costs incurred.

**Period 3 - 1 January to 31 March 2022**

Whilst the original requirements for the this period were communicated by NHSE on 22 December 2021 a subsequent review of these arrangements was undertaken. Revised arrangements were agreed and communicated on 5 April 2022 following the emergence of the Omicron COVID-19 variant. Whilst these arrangements remained unchanged for UOA contractors, 90% threshold, a minimum threshold of 75% was introduced for UDA contractors only.

Where the performance threshold has been met, an adjustment of 12.75% will be applied to the activity not delivered to take into account the reduced variable costs incurred.

A summary of your reconciliation outcome for each period is set out in the table below, illustrating where full or partial recovery will be applied, as well as any variable cost adjustment for undelivered activity.

If contract delivery below *100% of annual contracted activity but above performance threshold in all time periods:*

Your contract has recorded activity that exceeded the performance threshold in all time periods but is below 100% of annual contracted activity:

* Therefore, your end of year position is subject to variable adjuments only which will be recovered in three instalments. The first of which will be from your scheduled Compass payment on 1 October 2022 (September schedule).

*If contract delivered below the performance but above the minimum threshold in all time periods*:

Your contract has recorded activity that has exceeded the minimum threshold but not the performance threshold in all time periods:

* Therefore, your end of year position will be subject to partial recovery along with variable adjustments which will be recovered in three instalments. The first of which will be from your scheduled Compass payment on 1 October 2022 (September schedule).

*If contract delivered below the required minimum threshold to achieve income protection across all time periods**:*

Your contract has not delivered the minimum threshold in each period:

* Therefore, your contract has not met the requirements for income protection and will be subject to full financial recovery. This recovery will be payable in three instalments. The first of which will be from your scheduled Compass payment on 1 October 2022 (September schedule).

Under-delivery of your contractual activity is a breach of your contract. Your breach notice will be published in Compass in November 2022. When this is ready to view, we will email you via your business owner email address.

*If contract delivered a combination across the time periods of:*

* *below* *100% of annual contracted activity*
* *below the required minimum threshold to achieve income protection*
* *also above the performance threshold*
* *and above minimum thresholds but below the performance threshold*

Your contract has delivered below 100% of your annual contracted activity and your eligibility for income protection was variable across the three time periods, with the minimum threshold not being met for at least one period. Your end of year position is subject to the following for the appropriate time period:

* variable adjustments
* partial recovery in addition to variable adjustments
* Income protection will not be applied in any appropriate time period/s where the minimum threshold was not met.

Any recovery will be payable in three instalments. The first of which will be from your scheduled Compass payment on 1 October 2022 (September schedule).

Under-delivery of your contractual activity is a breach of your contract. Your breach notice will be published in Compass in November 2022. When this is ready to view, we will email you via your business owner email address.

*If contract delivered a combination across the time periods of:*

* *below 100% of annual contracted activity*
* *but above the performance threshold*
* *and above the minimum threshold but below the performance threshold*

Your contract has delivered below 100% of your annual contracted activity and your eligibility for full income protection was variable across the three time periods. Your end of year position is subject to the following for the appropriate time period:

* variable adjustments
* partial recovery in addition to variable adjustments

This recovery will be payable in three instalments. The first of which will be from your scheduled Compass payment on 1 October 2022 (September schedule).

*If contract delivered a combination across the time periods of:*

* *below 100% of annual contracted activity*
* *below the required minimum threshold*
* *also above the performance threshold to achieve income protection*

Your contract has delivered below 100% of your annual contracted activity, however this varies across the time periods whether the recorded activity has been below the required minimum threshold and exceeding performance threshold. Your end of year position is subject to the following for the appropriate time period:

* variable adjustments
* Full recovery will apply
* Income protection will not be applied to any appropriate time period/s where the minimum threshold was not met

This recovery will be payable in three instalments. The first of which will be from your scheduled Compass payment on 1 October 2022 (September schedule).

Under-delivery of your contractual activity is a breach of your contract. Your breach notice will be published in Compass in November 2022. When this is ready to view, we will email you via your business owner email address.

*If contract delivered a combination across the time periods of :*

* *below the performance threshold* *but above the minimum threshold*
* *below the required minimum threshold to achieve income protection*

Your contract has delivered below 100% of your annual contracted activity, however this varies across the time periods whether the recorded activity has been below the required minimum threshold or above the minimum but below the performance threshold. Your end of year position is subject to the following for the appropriate time period:

* partial recovery in addition to variable adjustments
* Full recovery will apply
* Income protection will not be applied to any appropriate time period/s where the minimum threshold was not met

This recovery will be payable in three instalments. The first of which will be from your scheduled Compass payment on 1 October 2022 (September schedule).

Under-delivery of your contractual activity is a breach of your contract. Your breach notice will be published in Compass in November 2022. When this is ready to view, we will email you via your business owner email address.

*If contract delivered over 100-110% for UDA only, over payment applies:*

Your contract has delivered in excess of your annual contract activity which will be remunerated at your contract indicative UDA value for 2021/22 up to a maximum of 110% contract value/activity. This additional payment will be included in your 1 October 2022 payment (September schedule.

*If contract delivered 100-102% for UOA only:*

Your contract has delivered more than 100% of your contracted UOA activity, up to 2.0% of your 2021/22 contracted UOA activity will be carried forward in Compass.

Total Adjustment for undelivered activity £

Total Financial Recovery £

Total £

Initial instalment £

Subsequant instalment £

Number of subsequant instalments

*Additional Info (Free Text to take into account local decisions ): The summary below takes into account ……*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Time Period | H1 | Q3 | Q4 | Total |
| Months and year | Apr to Sept 21 | Oct to Dec 21 | Jan to Mar 22 |  |
| % Performance Threshold | 60% | 65% | 85% |  |
| % Minimum Threshold | 36% | 52% | 75% |  |
| Adjustment for undelivered UDAs | 16.75% | 12.75% | 12.75% |  |
| Contracted UDAs prorated per time period |  |  |  |  |
| Scheduled UDA Activity |  |  |  |  |
| UDA Carry forward from 20/21 (including distribution if applicable) |  |  |  |  |
| Adjusted UDA scheduled Activity |  |  |  |  |
| % UDA activity delivered |  |  |  |  |
| **Year end reconciliation** |  |  |  |  |
| Covid 19 credited UDA activity |  |  |  |  |
| Adjusted UDA scheduled activity including credited activity |  |  |  |  |
| Redistributed UDA |  |  |  |  |
| Adjusted UDA scheduled activity following redistribution |  |  |  |  |
| Final % UDA activity delivered |  |  |  |  |
| Actual No. of Undelivered UDAs |  |  |  |  |
| Indicative UDA value |  |  |  |  |
| Adjustment for undelivered UDAs (£) |  |  |  | **£** |
| Total Financial Recovery |  |  |  | **£** |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Time Period | H1 | Q3 | Q4 | Total |
| Months and year | Apr to Sept 21 | Oct to Dec 21 | Jan to Mar 22 |  |
| % Performance Threshold | 80% | 85% | 90% |  |
| % Minimum Threshold | 56% | 60% | 85% |  |
| Adjustment for undelivered UOAs | 16.75% | 12.75% | 12.75% |  |
| Contracted UOAs prorated per time period |  |  |  |  |
| Scheduled UOA Activity |  |  |  |  |
| UOA Carry forward from 20/21 (including distribution if applicable) |  |  |  |  |
| Adjusted UOA scheduled Activity |  |  |  |  |
| % UOA activity delivered |  |  |  |  |
| **Year end reconciliation** |  |  |  |  |
| Covid 19 credited UOA activity |  |  |  |  |
| Adjusted UOA scheduled activity including credited activity |  |  |  |  |
| Redistributed UOA |  |  |  |  |
| Adjusted UOA scheduled activity following redistribution |  |  |  |  |
| Final % UOA activity delivered |  |  |  |  |
| Actual No. of Undelivered UOAs |  |  |  |  |
| Indicative UOA value |  |  |  |  |
| Adjustment for undelivered UOAs (£) |  |  |  | **£** |
| Carry Forward UOA into 2022/23 |  |  |  |  |
| Total Financial Recovery |  |  |  | **£** |

These tables below are placeholders and would be replaced with a table to reflect local decision if requested for DOM/SED and Non recurrent

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Additional Service Type** | **Scheduled Courses of Treatment 2021/22** | **Contracted Courses of Treatment 2021/22** | **Course of Treatment Value (£)** | **Financial Recovery (£)** |
| Provision of Domiciliary services |  |  |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Additional Service Type** | **Scheduled Courses of Treatment 2021/22** | **Contracted Courses of Treatment 2021/22** | **Course of Treatment Value (£)** | **Financial Recovery (£)** |
| Provision of Sedation services |  |  |  |  |

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| --- | --- | --- | --- | --- | --- | --- |
| **Non Recurring /Other Service Line** | | | | | | |
| **Service Line** | **Unit of Activty** | **Scheduled 2021/22** | **Contracted 2021/22** | **% Delivered 2021/22** | **Unit Value (£)** | **Financial Recovery (£)** |
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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 at [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.

NHSE and NHSBSA Provider Assurance Dental, thank you for your on-going commitment to NHS dentistry.

Yours sincerely

Provider Assurance (Dental)

**NHS Business Services Authority**