

Guidance for the Year-End Statement of Activity – Final Version

Gateway Reference: 11/NHSBSA/dental/03/18

Includes all activity completed on or between 1st April and 31st March scheduled¹ on or between April and June (see introduction for detailed criteria)

Introduction

The enclosed Year-End Statement of activity contains details of general dental and/or orthodontic activity for your contract that met the criteria for inclusion (as set out below).

This statement of activity has been produced to inform and support the year-end review process. NHS Dental Services has sent a copy of this statement of activity to your contracting health body (AT or LHB). The layout of the statement is almost identical to the Mid-Year Statement of Activity.

NHS Dental Services will apply the following criteria to assess whether the activity data submitted on a FP17 will qualify for inclusion in the reporting year:

- *A statement has been prepared for every contract that has been set up on NHS Dental Services' CoMPASS software where there has been any FP17 activity submitted for treatment provided during the period 1st April to 31st March or baseline payments made during the period 1st April to 31st March.*
- *The statements will include all activity data (including amendments) collected from FP17s scheduled in any of the fifteen schedule months from April to June, where the date of completion is on or between 1st April and 31st March.*
- *Where FP17s do not have a date of completion, e.g. where the patient has failed to return to complete the treatment, the activity will be included where the date of acceptance is before 1st April.*
- *FP17s for orthodontic assessments will be included if the start date of the treatment (or the date of assessment if treatment was not started) was between 1st April and 31st March.*
- *From 1st June 2014 any FP17 (paper or electronic) received by NHS Dental Services more than two months from the date of completion will be processed, but no units of dental activity will be allocated to the course of treatment. The patient charge will still be deducted from the FP17.*
- *The reported activity excludes any forms that were withdrawn because they failed processing validation.*
- *Activity from Vocational Dental Practitioners has been **included** for contracts held in **Wales**.*
- *Activity from Vocational Dental Practitioners has been **excluded** for contracts held in **England**.*

¹The term scheduled means FP17s that were received and processed prior to the processing date as given in the relevant month's schedule programme. Please see our website for details of the current schedule dates
www.nhsbsa.nhs.uk/dentalservices.aspx

Overview of the Year-End Statement

Benchmark figures

This information enables dentists and AT/LHBs to assess how a contract's activity profile compares with the local and national profile. There are five charts and two tables in total.

The charts provide breakdowns of scheduled UDA activity by patient charge status, charge band and patient charge status by charge band.

The first table shows the percentage of UDA activity for: incomplete treatment, free repair/replacements, late submitted FP17s, continuation treatments and treatment on referral.

The second table provides a breakdown of orthodontic assessments using the percentage of FP17Os as the measure.

Please see the Definitions of Variables section for further explanation about the measures used.

Statement of activity

The layout of the statement is almost identical on pages 3 and 4 to the layout of the Mid-Year Statement of Activity, giving a range of analyses that provide a summary of the contract and overviews of both the general and orthodontic activity.

These tables should enable the user to assess how the contract has performed against expectations. See the definitions of variables section for further explanation about the measures used.

General clinical data set

The table on page 5 describes the clinical data that has been reported for the contract.

A general clinical data set was introduced to FP17s on 1st April 2008. The clinical data set provides information on the range and in some cases number of treatments being provided within the three treatment bands. All contractors, including the salaried services, are required to record details of the treatments provided (including any appliances) for each patient during each course of treatment. Further items of clinical data were introduced on 1st April 2010 – Examination, Antibiotic Items Prescribed and Other Treatment.

For England only the category "Best practice prevention according to delivering better oral health offered" was introduced to electronically transmitted FP17s on 1st July 2011. From April 2012 this category was available to paper FP17s for England.

This table provides an analysis of the clinical data reported on all FP17s that met the criteria for inclusion in the Year-End Statement.

Each item of treatment that appears on the FP17 is reported separately. There are four levels of reporting unit; courses of treatment (all treatments), teeth (most treatments), units (bridges only), and radiographs taken.

We have also reported the number of courses of treatment where no clinical data has been reported and those categories falling under "Part 6 Other Services" of the FP17.

Each item reported is further described as the Number (provided) and the Rate per 100 FP17s. We have also provided a national rate per 100 FP17s for comparison purposes.

See the definitions of variables section for further explanation about the measures used to analyse the clinical data.

For England treatments performed by VDPs are not reported.

For Wales, the report includes any activity performed by VDPs.

Figures in italics indicate that the base number of cases is less than 100.

Average intervals (days) between attendances

This table on page 6 describes the attendance intervals that have been calculated for the contract.

This table provides an analysis of the re-attendance interval between courses of treatments for FP17s scheduled in the period. Re-attendance is further analysed by charge band. The analysis is for all types of contracts - GDS, PDS or salaried, and all types of treatment - orthodontic and general. For both England and Wales the report includes VDP activity.

Performer summary

The performer summary at page 6 provides dentists and AT/LHBs with a breakdown of UDA activity against each performer listed on the CoMPASS software. All performers will be listed where one or more FP17 has been processed for the performer on any of the schedules from April to June.

An asterisk against any performer's data is an indicator that there is an inconsistency between the performer dates (on CoMPASS) and the treatment dates (on FP17s).

Definition of variables on reports

Name	Description
Adjusted scheduled activity	Scheduled UDAs less carried forward UDAs
Same calculation used for UOAs	Relates to the FP17s submitted with the arrest of bleeding box ticked. Arrest of bleeding without banded treatment or other charge-exempt items generates 1.2 UDA. Figures relate to the FP17s with arrest of bleeding rather than the number performed.
Arrest of Bleeding	Relates to the FP17s submitted with the arrest of bleeding box ticked. Arrest of bleeding without banded treatment or other charge-exempt items generates 1.2 UDA. Figures relate to the FP17s with arrest of bleeding rather than the number performed.
Assess and Accept/start treatment	FP17s where the assess and accept box has been ticked and the date treatment began has been entered. In effect, this is the number of treatment starts.
Assess and Refuse	FP17s where the assess and refuse treatment box in part 5 has been ticked.
Assess and Review	FP17s where the assessment and review box in part 5 has been ticked.
Balance of activity	<p>The difference between the contracted and scheduled levels of activity, where:</p> <p>Contracted activity = Contracted UDA</p> <p>Scheduled activity = UDA scheduled minus Carry forward UDA</p> <p>Same calculation used for UOAs</p> <p>If the level of activity scheduled minus the carry forward activity exceeds the contracted level of activity the balance will be shown as a credit (CR).</p> <p>If the level of activity scheduled minus the carry forward activity is less than the contracted activity the balance will show as a debit (DR).</p> <p>The UDA and UOA include VDP activity in Wales and exclude VDP activity in England.</p>
Bridge Repairs	FP17s where the Bridge Repairs box in part 5 (Charge Exempt Items) was ticked. Bridge repairs with no other treatment items ticked generate 1.2 UDA.
Carry forward activity (UDA)	The number of UDAs carried forward from the previous year as entered on CoMPASS by the AT / LHB.
Carry forward activity (UOA)	The number of UOAs carried forward from the previous year as entered on CoMPASS by the AT / LHB.
Charge exempt activity	FP17s where the no banded treatment was provided just charge exempt items.
Children	Patients aged less than 18 years at the date of acceptance of their treatment.
Continuation treatments	Continuations are identified in part 6 of the FP17.
Contract End Date	Where provided on CoMPASS an end date will show. This figure will be blank if no end date has been entered onto the CoMPASS software.
Contract Start Date	The start date of the contract, from CoMPASS.
Contract Type Name	<p>GDS – General Dental Services</p> <p>PDS – Personal Dental Services</p> <p>TDS – Trust led Dental Services</p>
Contracted activity scheduled %	<p>((UDA scheduled minus carry forward UDA) divided by (Contracted UDA)) *100</p> <p>Same calculation used for UOAs</p> <p>This includes VDP activity in Wales and excludes VDP activity in England.</p>
Contracted general activity (UDA)	The contracted units of general dental activity to be achieved. This figure is taken directly from CoMPASS.

Name	Description
Contracted orthodontic activity (UOA)	The contracted units of orthodontic activity to be achieved for the period. This figure is taken directly from CoMPASS.
Date of completion	This is the date of completion for a course of treatment. The date of last visit is not currently held for EDI if the course of treatment was incomplete.
Denture Repair	Relates to the FP17s submitted with the denture repair box ticked. Denture repairs without banded treatment or other charge-exempt items generate 1 UDA. Figures relate to the FP17s with denture repairs rather than the number of repairs performed.
Domiciliary visits	FP17s where the domiciliary visits box in part 6 was ticked.
Exempt or remitted adults	Adult patients where a reason for exemption, full remission or partial remission from payment was recorded on the FP17.
Free repair/replacement	Free repairs/replacements are identified in part 6 of the FP17.
General activity scheduled (UDA)	Total UDA scheduled. This includes VDP activity in Wales and excludes VDP activity in England.
Incomplete treatment	FP17s where incomplete treatment was identified in part 3 of the FP17. The incomplete treatment band is used to determine the patient charge and may be of the same or lower value than the charge band recorded in part 5 of the FP17 – for which UDA are accrued.
Late submitted FP17s	Late is defined as FP17s where the treatment was completed and the time between receipt at NHS Dental Services and date of completion of treatment was greater than two months (62 days).
Name or Company Name	Name of the provider or the name of the company that is responsible for the contract.
Non-banded FP17s	FP17s where the only reported activity was provision of sedation treatment or a domiciliary visit and non-orthodontic Reg.11 FP17s.
Non-exempt adults	Adult patients where no exemption or remission category has been provided on the FP17. Such patients generally pay the full calculated patient charge.
Number of FP17s	This is a count of the number of FP17s scheduled including adjustments for amended and deleted FP17s. Withdrawn FP17s are not included in the total count of FP17s. This figure may be zero or negative if deleted FP17s have been processed.
Number of patients treated	Count of the unique patient identities on scheduled FP17s. A patient may have attended more than once in the year and received different bands of treatment, so the total figure has been adjusted for duplicate patient IDs. Patient identities are counted for all valid FP17 transactions – including amendment, deletion and withdrawn records. Therefore, it is possible for the count of patient identities to be greater than the count of FP17s for this report.
Number of Performers	This is a count of performers appearing within the performer summary list. Performers appear in the list unless, at the time the report was run, they had no activity scheduled and either their CoMPASS start date was after the end of the period or their CoMPASS end date was before the start of the period.
Orthodontic activity scheduled (UOA)	Total UOA scheduled. This includes VDP activity in Wales and excludes VDP activity in England.
Patient age range	The age of the patient in years at the date of acceptance.

Name	Description
Patient charges calculated	The amount of patient charges calculated as recoverable from the contract payment based on the activity scheduled and patient charges recorded on the FP17. The total patient charge calculated includes any patient charge calculated on withdrawn FP17s. Amendments/deletions of FP17s can result in refunds of patient charges to contracts.
Performer Name	Name of the performer.
Prescription	Relates to the FP17s submitted with the "prescription only" box ticked. Prescription issues without banded treatment or other charge-exempt items generate 0 UDA. The figures relate to the FP17s with prescription issues rather than the number of prescriptions issued.
Purpose of Contract	"General", "General and Orthodontic" or "Orthodontic".
Regulation 11 appliances	FP17s where the Regulation 11 replacement appliance box in Part 5 has been ticked.
Removal of Sutures	Relates to the FP17s submitted with the removal of sutures box ticked. Removal of sutures without banded treatment or other charge-exempt items generates 1 UDA. Figures relate to the FP17s with removal of sutures rather than the number performed.
Repairs	FP17s where the repair to appliance box in part 6 has been ticked.
Sedations	FP17s where the sedation box in part 6 was ticked.
Treatment Abandoned	FP17Os where the treatment abandoned box in part 6 has been ticked.
Treatment Completed	FP17Os where the treatment completed box in part 6 has been ticked.
Treatment Discontinued	FP17Os where the treatment discontinued box in part 6 has been ticked.
Treatment on referral	FP17s where the treatment on referral box (part 6 of the FP17) was ticked.
UDA	Units of Dental Activity accrued from scheduled FP17s. The figures for UDA are net of amendments and therefore can be negative. This includes VDP activity in Wales and excludes VDP activity in England.
UOA	Units of Orthodontic Activity accrued from scheduled FP17s. The figures for UOA are net of amendments and therefore can be negative. This includes VDP activity in Wales and excludes VDP activity in England.
VDP general activity (UDA)	Total UDA scheduled for VDP performers.
VDP orthodontic activity (UOA)	Total UOA scheduled for VDP performers.

Allocation of units of dental activity

Each course of dental treatment is weighted to reflect the complexity of the treatments carried out. These weightings are the units of dental activity, and they relate directly to the patient charge band. There is also a weighting for the five charge exempt treatments if they are carried out separately from a banded or urgent course of treatment. The weightings are shown in the table below.

Treatment	Units of Dental Activity (UDA)
Patient Charge Band 1	1
Patient Charge Band 2	3
Patient Charge Band 3	12
Urgent Treatment	1.2
Other Treatments not incurring patient charge	
Arrest of Bleeding	1.2
Denture Repairs	1
Bridge Repairs	1.2
Removal of Sutures	1
issue of Prescription	0

Allocation of units of orthodontic activity

Each course of orthodontic treatment is weighted according to the age of the patient at the date the treatment started. Units of orthodontic activity are allocated to a contract at the start of a course of orthodontic treatment. Orthodontic assessments that do not result in treatment are allocated one unit of orthodontic activity.

Assessment only	Assessment & review Assessment & refuse treatment	1 UOA
Active treatment started	Assessment and start treatment <ul style="list-style-type: none"> Patient under 10 years Patient aged 10-17 years Patient aged 18 or over 	4 UOA 21 UOA 23 UOA
Repairs	Repairs to an appliance fitted by another dentist	0.8 UOA
Replacement appliances	Replacement appliances (regulation 11)	0 UOA – instead the dentist can retain 30% of the band 3 patient charge.

Your questions answered

I think these activity figures are incorrect, what can I do?

The Provider of the contract the FP17 activity figures relate to can request a CD containing the FP17 activity that met the criteria for inclusion within this Year-End statement. This information should be requested from xxxxxx.xxxxxxxxxxxxxx@xxxxxx.xxx.xx. Should you find errors or omissions between this information and your monthly schedules, please contact us via our main help desk on 0300 330 1348.

Some of my forms have gone through under the wrong treatment category; can they be amended?

You can correct any errors by using CoMPASS, however NHS Dental Services will not be able to re-issue Year-End statements. Changes that affect activity will be reported to the AT/LHB as part of the standard monthly reports.

I have a number of FP17s that meet the criteria but which I haven't submitted yet. This means that the Year-End Statement does not reflect my activity?

NHS Dental Services will continue to process FP17s for treatment that was completed within the reporting year; reporting both on the provider schedules and to commissioning health bodies. By continuing to report the activity pertaining to the reporting period, commissioners and providers will have enough information to agree a way forward locally. NHS Dental Services cannot change the amount of activity reported on the Year-End Statement, but submissions or amendments scheduled by June will be included in the Final Year-End Statement.

The activity figures provided by NHS Dental Services are not the same as those from my practice software; can I use my figures?

Health bodies will use NHS Dental Services' activity figures to account for the Patient Charge Revenue for the reporting year's activity and to ensure that the activity provided by each contract has been measured consistently. The Provider of the contract the FP17 activity figures relate to can request a CD containing the FP17 activity that met the criteria for inclusion within this Year-End statement. This information should be requested from xxxxxx.xxxxxxxxxxxxxx@xxxxxx.xxx.xx. Should you find errors or omissions when comparing this information with your monthly schedules, please contact us via our main help desk on 0300 330 1348.

Why have you sent me information for a contract that I do not recognise?

In some cases, ATs/LHBs may have set contracts up in error, however, there is no way for NHS Dental Services to know where this may have happened. All contracts were reported in the Year-End Statements, but we have excluded irrelevant contracts from the Year-End Statements by applying the following criteria.

A statement has been prepared for every contract that has been set up on NHS Dental Services' CoMPASS software where there has been any FP17 activity submitted for treatment provided during the period 1st April to 31st March or baseline payments made during the period 1st April to 31st March.

Any changes to contract status or dates should be made by the AT or LHB through CoMPASS.

Will the performers on this contract receive this statement too?

No, NHS Dental Services provides the statements directly to you as the contract provider and to the AT or LHB as contract commissioner. It is for providers to pass on the relevant information to performers where necessary.

Some of the information reported about my contract is incorrect; can you change it?

NHS Dental Services cannot change information about a contract such as name, address, start dates, contracted levels of activity or contract type. This must be done by your AT/LHB through NHS Dental Services' CoMPASS software.

Has VDP activity been included in the activity?

The UDA and UOA figures **include** VDP activity for contracts held in **Wales** and **exclude** VDP activity for contracts held in **England**.

Has carry forward activity from the previous year been included in the calculations?

Yes. Please see the entries for "Balance of Activity" and "Contracted activity scheduled %" in the Definition of variables on reports section of the accompanying Guidance document for details.

The UDA and UOA figures **include** VDP activity for contracts held in **Wales** and **exclude** VDP activity for contracts held in **England**.

The associated Technical Guidance document can be found within the Dental Activity Form Processing page of the Contract Management section of NHS Dental Services website at:

www.nhsbsa.nhs.uk/DentalServices/1145.aspx

Contact details

Dental data can be contacted via the NHS Dental Services Helpdesk on **0300 330 1348** or email xxxxxx.xxxxxxxxxxxxxx@xxx.xxx. For general and CoMPASS queries contact our helpdesk on **0300 330 1348** or email xxxxxx.xxxxxxxxxxxxxx@xxxxxx.xxx.xx

Website www.nhsbsa.nhs.uk/dentalservices.aspx