**NHSBSA Provider Assurance Dental**

**2019/20 Carry forward activity process for 2020/21 and future year end reconciliation**

Background

In line with existing arrangements, on behalf of NHS England & NHS Improvement Regional teams (RTs), NHSBSA Provider Assurance Dental (PAD) will be delivering the Year End (YE) 2020/21 reconciliation.

In the supporting guidance document to [Preparedness letter 7](https://www.england.nhs.uk/coronavirus/publication/preparedness-letters-for-dental-care/) it states that the decision lays with Commissioner and Provider for agreeing options for carry forwards of under and over delivery from the 2019/20 year.

NHSBSA PAD will support regional teams, by communicating their commissioning intentions to Providers on their behalf. This will be with the caveat that Providers can negotiate an alternative arrangement with their RT for their carry forward.

NHSBSA PAD will capture and document the agreement made between the commissioner and the Provider, prior to the categorisation stage of the YE operational plan.

This will then be used to inform the YE reconciliation and appropriate communication in the YE letter and if necessary, any adjustments to carry forward from 2019/20 to further contract years in Compass.

It is recognised that that some Regions have already communicated with their Providers, this will be incorporated in the following process, to ensure all Commissioning/Provider commissioning decisions are fully documents for the 2020/21 and future YE processes.

Outline process:

1. 19/20 Carry Forward letter sent to all Providers where Regions/STPS have requested support from NHSBSA PAD and only contracts that have carry forward activity of over/under delivery from 19/20. This communication will be done via business owner email addresses.
2. Where Providers respond to NHSBSA PAD via nhsbsa.dentalcases@nhs.net requesting an alternative option, this will be flagged to the RT to agree or have a conversation with their Provider, NHSBSA PAD will mark CF decision in YE20/21 categorisation spreadsheet as appropriate or ‘pending’.
3. Recommended categorisation spreadsheet for the YE20/21 reconciliation sent to RTs. This spreadsheet will have additional columns to the usual template:
* Column indicating the 19/20 CF if applicable
* Column indicating where the 19/20 CF will sit – 20/21, 21/22, other (split over years) or pending (awaiting decision). This will be populated only for RTs where NHSBSA PAD have provided support.
1. RT to return completed categorisation to NHSBSA PAD, updating 19/20 CF decision if necessary.
* For RTs that have contacted their Providers themselves, they will need to populate the column for 19/20 CF decision.
* For RTs NHSBSA PAD have provided support to and the contract has ‘pending’ marked, the expectation is that the RT and Provider conversation would have taken place prior to categorisation being returned and recorded, meaning changing ‘pending’ to decision made.
* If the decision that has been made is to split the CF over both years, this should be marked as ‘Other’ and highlighted as a CAT 2 19/20 CF Other, and details supplied in the category 2 notes for the reconciliation.
1. NHSBSA PAD to use returned 19/20 CF decisions in categorisation to form the YE reconciliation, make the necessary adjustments in Compass and include the appropriate communication in the YE reconciliation process if applicable.

Timeline of delivery:

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| **Step of Process** | **Description** | **Deadline/completion date** |
| 1 | 19/20 Carry Forward letter sent to all Providers where Regions/STPS have requested support from NHSBSA PAD | 15/03/2021 |
| 2 | Provider queries | 15/03/2021 |
| 3 | Recommended categorisation spreadsheet for the YE20/21 reconciliation sent to RTs | 09/04/2021 |
| 4 | RT to return completed categorisation to NHSBSA PAD, updating 19/20 CF decision if necessary | 21/05/2021 |
| 5 | NHSBSA PAD to use returned 19/20 CF decisions in categorisation to form the YE reconciliation | 01/07/2021 onwards |