

Compass update no. 44

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Complete Contract Updates before the processing date for March

Please ensure that any contract updates and or amendments are made and authorised or rejected by 18:00hrs on the processing date Tuesday 20 March 2018. In order for Compass to roll forward the performer NPE/NPEE at year end, it is essential that there are no contracts in the status of 'Amended and awaiting authorisation'.

Contract update and create function being taken away

The ability to create and or amend contracts will be removed from 20 March to 03 April 2018 inclusive.

This is because any changes made within this period are not processed correctly. The last payment calculation for 2017/18 will have been made however we are yet to reach the new financial year commencing 1 April 2018. Updates to NPE/NPEE are not reflected in the ARR and retrospective changes to contract Service Lines do not get paid/deducted correctly.

Payment adjustment create/amend function being taken away

The ability to record or amend payment adjustments will also be removed from 20 March to 03 April 2018. This is because some adjustments impact on performers pensionable pay and will not be picked up and processed as part of ARR. Please ensure all payment adjustments awaiting approval are authorised or rejected by 18:00hrs on 20 March 2018.

ARR 2017/18

The ARR process for 2017/18 will commence on 03 April 2018.

There are still a large number of performers on contracts with zero NPE/NPEE. To enable these performers to declare their earnings on the ARR we will populate their earnings with 0.01p on the ARR declaration.

End of year roll-over process

Please be reminded that you do not need to enter NPE/NPEE values for 2018/19 because at the end of the year the NPE/NPEE for all performers will roll over to the following year (pro-rated as appropriate) unless a new value has already been entered.

At the end of the ARR process, the declared earnings for the previous year will then overwrite the NPE/NPEE on the contract (again pro-rated as appropriate) unless any changes have been made since 01 April 2018.

Contracts exceeding the pensionable earnings ceiling

A new report has been created named '**Contracts where NPE/NPEE Ceiling Exceeded**'. This report will identify any contracts where the superannuable ceiling this has been exceeded within a financial year. The report is located in the Reporting folder in Compass within the sub folder named 'Data Cleanse'. We would encourage you to run it for the current and previous financial years.

If there are contracts exceeding for 16/17 then the provider has until the end of March 2018 to reduce the NPE/NPEE to within the ceiling via the Post ARR facility.

If the contract exceeds for 17/18 the provider should be notified as the values for 17/18 will roll over to 18/19 on 01 April 2018. The values can be corrected prior to the end of the year or via the ARR process from 03 April 2018.

Checking email addresses

Please ensure that your email addresses are correct in Compass both for yourself and in the General tab of the Commissioner details, we occasionally use these email addresses to send out communications and we need to ensure they are correct.

There are also a number of Provider participants that still have the migration email address DCSSTransformation@capita.co.uk, this means that the Provider participant may not have activated their account, if you notice this email please update them where appropriate.

Deactivating Users

Please ensure that your Administrators remove participants (users) when they have left the organisation or changed job role.

To disable / enable a participant's Compass account, the following steps should be taken;

Navigate to Commissioner >> Commissioner Update

Once on this screen, click on 'Edit' next to the Commissioner record which the Participant is attached and then select the 'Participants' tab.

You then need to click on EDIT button for the participant you want to disable, then un-tick them as a "System User" and click "Amend".

Then using the drop-down arrow next to Edit button, click on 'Deactivate' to disable the listed Participants account.

Compass downtime

Due to essential maintenance work Compass will be unavailable between 5pm on Friday 9 March and 8am on Monday 12 March.

Sorry for any inconvenience this may cause.

Contracts under creation

A number of commissioner users have contracts that were created in Compass over 90 days ago with a status of "Under Creation". You are not able to delete these contracts yourself, if you do not acknowledge they are still required by 20th March 2018, we will remove them from the Compass database as part of our data cleanse exercise.

NHSBSA Website

We are still receiving reports that users are unable to view our website correctly.

If the website does not display correctly you will need to contact your IT Supplier, ATOS as this is an Internet Explorer browser issue. The website displays correctly in later versions and in Google Chrome and Firefox.

The website should look like the screen shot on the next page;

NHS Business Services Authority

Search the NHSBSA website

NHS Dental Services

- Compass >**


Log In to Compass, get access to help materials and view the user agreement
- FP17 processing and payments >**


Information and guidance on the completion of FP17s, pay statements and schedules, WebEDI and SFE payments
- Provider and performer pensions >**


Information for providers and performers who are members of the NHS Pension Scheme
- Clinical Services >**


Clinical Services employs a team of experienced and calibrated dentists to monitor and advise on quality within
- Dental Provider Assurance >**


Dental Provider Assurance services deliver performance and contract management activities.
- Patients >**


Patient refunds, dental exemption checking, how to complain about your dentist