

## Dentist bulletin England – August 2018

In this bulletin you will find the following articles:

- NHSMail
- Compass Authorisation Form – England Only
- SFE Leave (Maternity, Paternity or Adoptive Leave and Long Term Sickness)
- Deleting performer tenures
- Hints and Tips
- BECs easy read
- NHS Dental Services privacy notice (GDPR)
- NHSBSA Reporting – eDEN
- View Published Reports
- Dental Activity Reviews

### NHSmail

NHSmail is the national secure email service for health and social care. NHSmail accounts are being rolled out to all dental practitioners delivering NHS and private dental services in England. Accounts are provided free of charge and will enable you to communicate and collaborate securely with other practitioners across health and care.

To start the registration for your practice, you will need to have completed the Information Governance Toolkit v14.1 or its successor the Data Security and Protection Toolkit (DSPT) and have your Care Quality Commission (CQC) Location ID and CQC Contact ID (often referred to as Registered Manager's ID or Manager ID) to hand. If you do not have this information to hand, an alternative registration approach is available.

Further information including a link to the registration tool is available to request your new accounts at: <http://bit.ly/DentistryRegistration>

All practices will need to register for a shared mailbox (practice mailbox) and can register up to 10 individual user accounts.

**Registration should be completed as soon as possible and before 14 September 2018.** All communications from NHS England after the 1 October 2018 will be issued to your new NHSmail account.

Further support is available from <https://portal.nhs.net/Help> or by contacting [dentistadmin@nhs.net](mailto:dentistadmin@nhs.net)

## Compass Authorisation Form – England Only

Following feedback received via the NHS Dental Services User Forum the Compass Authorisation Form has been amended to include the following enhancements;

- Indicator of whether the performers are New Starters or Leavers
- The start and/or end date of the new starter or leaver
- Declaration that the appropriate checks have been carried out for **all** new performers
- Reminder that the NPE/NPEE must be updated if there are any changes including new starters and leavers

The new form 'Compass Authorisation Form England (July 18)' has now replaced the previous version on our website.

[Compass Authorisation Form](#)

## SFE Leave (Maternity, Paternity or Adoptive Leave and Long Term Sickness)

If a performer is on Maternity, Paternity or Adoptive Leave or is claiming Long term Sickness Payments, the performer's NPE/NPEE should not be zeroed for the period of absence via Contract Amend as this will impact on the calculation of their payment and could impact on their pension contributions.

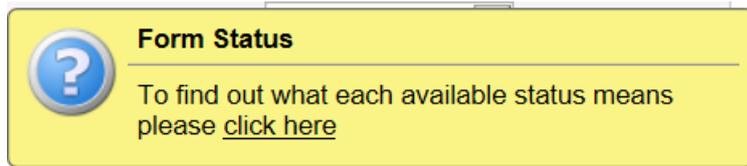
When NHSBSA receives the application form and the claim is entered into Compass, the system will use the NPE/NPEE value to calculate the payment due and automatically zero their earnings for the period of absence.

## Deleting performer tenures

Some new validation has been introduced into Compass which will prevent the deletion of performer tenure if FP17 claims have been received for the period of the tenure. The claims will either have to be deleted to allow the deletion of the tenure, or the tenure will have to remain in place if the claims were legitimate.

## Hints and tips

Please be advised that wherever you see a blue question mark  within Compass, if you click on it, a pop up box will appear that will provide you with a hint or tip as to what information is required, and where appropriate, it will include a hyperlink to our Ask Us facility that will provide further details such as in the example below;



## Easy Read patient information

Easy Read versions of our 'Claiming free treatment?' factsheet and poster are now available to download from our website.

The materials explain who is entitled to free NHS treatment and the consequences of claiming incorrectly. The inclusive approach to design ensures that the information is accessible for people who struggle with literacy, including people with learning disabilities and migrant communities.

You can find the new factsheet and poster by clicking [Easy Read](#) and then going to the bottom of the webpage under 'Resources for practices'. **Please print a copy of each document and make them available in your practice for patients who need them.**

## NHS Dental Services privacy notice (GDPR)

There is a poster available to download from our website that provides patients with details of how we handle their information. Please click [GDPR](#).

## NHSBSA Reporting - eDEN

As you may know, the NHS BSA provides a suite of reporting aimed at Commissioners and Dental Providers to help them manage and assure their dental contracts.

This year is a busy one for the Dental Insight team at the NHS BSA as we are starting the migration of all reporting to a new software platform, Oracle Analytics Cloud. This new dental system will be known as eDEN and marks a step change in the way that we can report for all of our stakeholders.

Our new system allows for more graphical reporting including dashboards and has a lot more functionality that we can't wait to share with you. Our project aims to have the new system in place by the end of December 2018.

You will notice a change to the way your reports look and we will be initiating an engagement cycle to keep these new reports more up to date and more reflective of what people really want to see in their data.

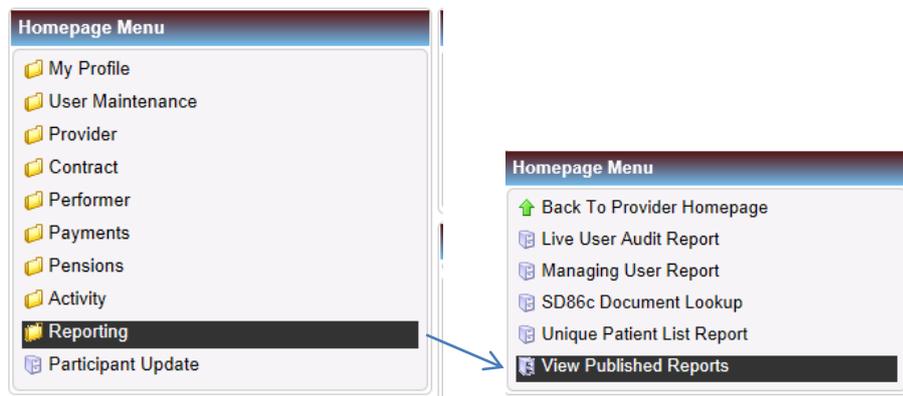
This year we are aiming to allow all Dental Commissioners access to the system where they will be able to find and refresh their reporting dashboards much easier than the current reporting solution. Providers will still access their reporting on Compass, however, the longer term aim is for all reporting to be delivered via our

new system, so we will be working towards giving Providers access to the dashboards once the system has been established.

## View Published reports

We have received feedback that Providers and Performers are having difficulty retrieving reports from Compass we have therefore provided some simple guidance below;

From the Home page select the **'Reporting' Folder** and then **'View Published reports'**



You will then be presented with the screen below;

DCS451 - View Published Reports

Home

Report Type:  Performer ID:  Hockley Dental Care

Year:  Contract ID:  Hockley Dental Care

Period:  Provider ID:  Hockley Dental Care

From Report Date:  To Report Date:

Search:

<input type="checkbox"/>	Report Description	Report Date	Year	Period	Commissioner	Provider ID	Contract ID	Performer ID	Action
<input checked="" type="checkbox"/>	28 Day Re-attendance Provider Report	01/02/2018	1718	09		263850	2638500001		<input type="button" value="View"/>
<input type="checkbox"/>	Quarterly General Vital Signs	10/01/2018	1718	09		263850	2638500001		<input type="button" value="View"/>
<input type="checkbox"/>	Dental Assurance Framework General Provider Report	09/01/2018	1718	09		263850	2638500001		<input type="button" value="View"/>
<input type="checkbox"/>	28 Day Re-attendance Provider Report	05/01/2018	1718	06		263850	2638500001		<input type="button" value="View"/>
<input type="checkbox"/>	FD Report	01/12/2017	1718	08		263850	2638500001	505803	<input type="button" value="View"/>
<input type="checkbox"/>	FD Report	01/12/2017	1718	08		263850	2638500001	104629	<input type="button" value="View"/>
<input type="checkbox"/>	FD Report	01/12/2017	1718	08		263850	2638500001	102336	<input type="button" value="View"/>
<input type="checkbox"/>	Dental Assurance Framework General Provider Report	14/11/2017	1718	06		263850	2638500001		<input type="button" value="View"/>
<input type="checkbox"/>	Quarterly General Vital Signs	06/10/2017	1718	06		263850	2638500001		<input type="button" value="View"/>
<input type="checkbox"/>	Mid Year Activity	30/09/2017	1718			263850	2638500001		<input type="button" value="View"/>
<input type="checkbox"/>	Dental Assurance Framework General Provider Report	10/07/2017	1718	03		263850	2638500001		<input type="button" value="View"/>
<input type="checkbox"/>	Quarterly General Vital Signs	10/07/2017	1718	03		263850	2638500001		<input type="button" value="View"/>
<input type="checkbox"/>	Year End Vital Signs	10/07/2017	1617	12		263850	2638500001		<input type="button" value="View"/>
<input type="checkbox"/>	Year End Activity	30/06/2017	1617			263850	2638500001		<input type="button" value="View"/>
<input type="checkbox"/>	Dental Assurance Framework General Provider Report	13/04/2017	1617	12		263850	2638500001		<input type="button" value="View"/>

Records 1 to 15 of 58

Page 1 / 4

Remove the **'From Report date'** and enter either the Performer, Contract or Provider ID as appropriate and select **Search**. This will then retrieve all the reports available with the most recent at the top of the list. You can then scroll through the list or use the Report Description filter to find the specific reports you require. You can filter by any of the column headings to refine the list.

Please note that the auto population of the 'from Report Date' is being removed in the next update to Compass.

## Dental Activity Reviews

Our Dental Activity Review team will begin contacting providers soon to ask them to provide patient records for the next wave of 28 day re attendance (28DR) reviews.

Whilst we will be requesting patient records in September 2018, the reviews will start later in the year so please be patient while waiting for the outcome of your review. Once we have completed your review, we will ask you to complete a self-audit of your 28DR claims.

We endeavour to work collaboratively with all providers to ensure that completed self-audits are fully understood and represented at our internal review panel.

For more information on the 28DR please visit our [website](#)