

Compass update no. 50

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Complete Contract Updates before 18th March

Please ensure that any contract updates and or amendments are made and authorised or rejected by 18:00hrs on Monday 18th March 2019.

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”. Any contracts awaiting approval after this time will be rejected.

Contract update and create function being taken away

The ability to create and or amend contracts will be removed from 18:00 on 18 March to 02 April 2019 inclusive.

This is because any changes made within this period are not processed correctly. The last payment calculation for 2018/19 will have been made however we are yet to reach the new financial year commencing 1 April 2019. 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 18:00 on 18 March to 02 April 2019. This is because some adjustments impact on performer’s 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 18 March 2018, any adjustments awaiting approval after this time will be rejected.

ARR 2018/19

The ARR process for 2018/19 will commence on 02 April 2019.

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 2019/20 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 2019.

Compass Enhancements

A number of enhancements have been made to Compass in the last couple of months including:

- Ability to reject your own Contract Amendments
- Performer identified in error messages
- Ending or amending an payment adjustment requires approval
- Contract Provider Change requires approval
- FDs identified on Contract amend but cannot be edited
- Live Performers always displayed first at the top of the list in a contract
- Commissioner Q code will be prepopulated for single Q code users
- The date from Published reports search screen has been removed
- Extending Contract End Dates will extend all Services, Locations, Live Performers etc. (open contracts only, if the contract has already closed it will need to be done manually)
- Ability to upload contractual documents into Contract Events
- New Activity Actual report with monthly performer breakdown
- Commissioners to be able to view all Commissioners including contact details in Commissioner Search
- Commissioner will have access to amend the Business Owner/Responsible Dentist tick box in Provider Update
- When creating a Provider the Provider name and number will be displayed when selecting 'Save'
- Prison Contract indicator flag
- Notification of password expiry

Ceasing of paper FP17s

Prior to the ceasing of paper FP17s from 01 May 2019, practices must make a decision on one of the following options:

- Purchase a practice management system from one of the current WebEDI suppliers. A list of these suppliers can be found on our website <https://www.nhsbsa.nhs.uk/fp17-processing-and-payments/webedi>
- Use the online form that the NHSBSA has developed within the Compass system. This is a direct free replacement of the paper FP17/FP17O and is available now. Help and guidance can be found on our website on the 'FP17 processing and payments' page <https://www.nhsbsa.nhs.uk/fp17-processing-and-payments>.

The Online FP17 now available to all practices and guidance is available on our website. The Online FP17;

- Replicates each area of paper FP17 with either text or tick boxes.
- Can be created by Practice Manager and authorised by Performer.

We have written to all paper submitting practices twice (November & January) advising of mandating of electronic submissions, take up still not as good as we hoped, any assistance you can provide would be greatly appreciated.