

# COVID-19 Vaccination

Process for the payment of Item of Service fees and Care Home Supplement payments to PCN groupings

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# Introduction

This note sets out the payment arrangements for PCN groupings, both for the payment of the Item of service fee and a supplement for the vaccination of older adult care home residents and staff in the care home setting where eligible criteria are met.

Any queries in relation to this document should be directed to [england.covidvaccs@nhs.net](mailto:england.covidvaccs@nhs.net). Further information will also be made available in due course on the NHS Business Services Authority website.

# Item of Service Fee

1. Following the updated JCVI guidance published on 30 December 2020 recommending that the second dose of the vaccine is administered towards the end of the recommended vaccine dosing schedule of 12 weeks<sup>1</sup>, the [COVID-19 Vaccination Programme 2020/21 Enhanced Service Specification](#) has been updated to reflect the payment of the £12.58 Item of Service fee on the administration of each dose (previous policy was that a total of £25.16 would be paid on completion of the second dose). PCN groupings should ensure they have read and understand the relevant sections of the Enhanced Service Specification that relate to payment.
2. The NHS Business Services Authority (NHSBSA) will manage the payments claims process of the Item of Service fee on behalf of NHS England (as well as calculating any additional supplements per dose for Care Home vaccinations). Payment will be made to the lead Practice by NHS England for the PCN grouping via NHAIS and ISFE in line with the lead GP Practice existing contractual payment dates where possible however in certain areas the contractual payment will have already been processed and an additional payment run may be needed to be made in month.
3. Please note that we are continuing to consider the feasibility of using other Point of Care systems including existing GP systems for COVID vaccinations in the future.
4. The high-level IoS payments process can be summarised as follows:

**Step One:** *PCN designated sites and users are configured within the Outcomes4Health solution (Pinnacle) under the PCN grouping's nominated lead practice ODS code. All vaccinations undertaken by the PCN grouping are recorded against this account.*

**Step Two:** *Vaccination data will be transferred between Outcomes4Health (Pinnacle) and NHSBSA's Manage Your Service (MYS) portal on a monthly*

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[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/948338/jcvi-advice-on-priority-groups-for-covid-19-vaccination-30-dec-2020.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/948338/jcvi-advice-on-priority-groups-for-covid-19-vaccination-30-dec-2020.pdf)

basis to support payment. This data transfer occurs by the last day of each calendar month.

**Step Three:** NHSBSA will collate the information received in relation to vaccinations administered by each PCN grouping and share the data for validation via MYS.

#### **Step Four**

**a)** PCN groupings will have two nominated users per PCN grouping that will be responsible for validating the data presented via MYS on the total number of vaccinations to be claimed for the given month and signing the declaration on behalf of the PCN grouping. The declaration only requires one signature each month. The representatives should be at least two appropriate level individuals with sufficient responsibility i.e. GP partner or practice manager. The data will be available within the MYS for validation by the PCN grouping representative between the 1-5<sup>th</sup> day of the calendar month. If a PCN grouping does not validate the information by 23.59 on the 5<sup>th</sup> day of the calendar month, it is not possible to process payment at that point. MYS users should note that a failure to submit their declared positions in MYS by the 5<sup>th</sup> of the month will result in a delay to payment.

**b)** The two PCN grouping representatives will be provided with MYS accounts with access granted via their nhs.net login credentials. NHSEI regional teams will begin on the 17 January 2021 to collate details of users which will be shared with NHSBSA by 22 January 2021. In the week commencing 25 January 2021 PCN grouping representatives will receive an email to confirm their registration.

**c)** The MYS solution will display the total number of vaccination doses administered by the PCN grouping within the declaration period (first to last day of the calendar month) for validation purposes. Registered PCN groupings will need to reconcile this with point of care data sets to be provided by Pinnacle (further information to follow) to ensure the correct claim is made. There will be **no** patient identifiable information shared by the NHSBSA for the purposes of validation. The details underpinning the totals will be reviewed as part of NHSBSA's post-payment verification.

**d)** Prior to the month end and logging on to provide a declaration through MYS, PCN groupings should be reviewing the Pinnacle data sets against local records and addressing any anomalies through the Pinnacle system.

NHSBSA will develop guidance and practical support on their website on how to claim correctly and related record keeping and retention. Additional support

materials such as videos with instructions on how to use MYS will also be made available.

**Step Five:** Once validated by the PCN grouping, the data will be collated via NHSBSA into a single payment file to be submitted to NHS Digital, NHAIS (or PCSE online depending on timescales) for processing.

**Step Six:** On receipt of the file from the NHSBSA the payment data will then be passed to NHS Digital. Payment will be made to the lead practice for the PCN grouping via ISFE in line with their existing contractual payment dates where possible, however in certain areas the contractual payment will have already been processed and an additional in-month payment run may be needed.

**Step Seven:** The PCN grouping lead practice will then be required to attribute the appropriate payments to the individual practices within the PCN grouping as set out in the PCN grouping's Collaboration Agreement. As part of the post verification process a report will be available to the PCN grouping lead practice confirming how many registered patients at each practice within the PCN grouping have been vaccinated and in which setting so that they payment can be attributed accordingly.

Claims in respect of any patients that do not have a registered practice recorded or who are registered with practices outside of the PCN grouping will be paid to the nominated lead practice to be distributed as agreed between practices in the PCN grouping.

**Step Eight:** The NHSBSA will undertake Post payment verification (PPV) of all PCN grouping claims. Item of Service claim submissions will be available for NHSBSA to reconcile against point of care, vaccine supply, wastage and NIMS data to undertake a comprehensive post-payment verification process.

Any anomalies identified are dealt with via the NHSBSA's usual PPV processes. Where outliers are identified, NHSBSA will work with PCN groupings to highlight this and understand any steps NHSBSA may be able to take to support future accurate claiming. Cases that cannot be resolved with the PCN grouping will be escalated, with full support and information, to the NHSE Regional Team for resolution. This process described above is separate to any commissioner assurance that vaccines have been administered in line with the Enhanced Service Specification including administration of vaccines to eligible cohorts and reviewing levels of vaccine wastage.

5. The first payment to PCN lead practices will be made in February 2021 for all vaccinations administered between the 14 December 2020 and the 31

January 2021. A more detailed process flow is set out at Appendix 1 which includes timescales.

## **KEY IMMEDIATE ACTIONS FOR PCN GROUPINGS**

- **ACTION 1: Ensure that all activity relating to vaccinations administered between 14 December 2020 and 31 January 2021 are recorded within the Outcomes for Health(Pinnacle) Point of Care system no later than 23:59 on 31 January 2021.** This includes retrospectively updating individual records for care home vaccinations administered between 14 December 2020 and 1 January 2021 inclusive (see paragraph 9 for further information). Additional funding has been made available to PCN groupings to bring in additional workforce between now and the end of January to ensure that all records for vaccination of priority cohorts are up to date and recorded properly in Pinnacle. PCN groupings will be eligible to claim up to £950 per week (a maximum of £2,500 per PCN grouping) of funding support. Further details will be provided shortly.
- **ACTION 2: Ensure that your regional team is in receipt by close of play on 22 January 2021 of the details of the two PCN grouping representatives with the appropriate authority to review the claims information within the NHSBSA's Manage Your Service portal and validate the claim on behalf of the PCN grouping.**

# Older Adult Care Home Supplementary Payment

6. In recognition of the time and resource needed to deliver COVID vaccination to older adult care home residents and staff in the care home setting, it was announced that PCN-led local vaccination services operating under the Enhanced Service could claim an additional payment per dose on top of the £12.58 Item of Service fee for COVID vaccinations delivered in a care home setting. It was announced [here](#) on 13 January 2021 that the following supplementary payment will apply:
  - £30 for first doses administered Monday 14 December - Sunday 17 January;
  - £20 for first doses administered Monday 18 - Sunday 24 January;
  - £10 for first doses administered Monday 25 - Sunday 31 January;
  - £10 for all second doses administered (provided the first dose was administered on or before 31 January 2021).
7. The payment applies to all residents and staff vaccinated in the care home setting. It does not apply where a patient was administered the vaccination in any other setting or by any other provider i.e. while the care home resident was in hospital or if the care home staff member visited a PCN site for their vaccination.
8. The Outcomes for Health(Pinnacle) Point of Care system was updated on 2 January 2021 to include additional fields relating to the collection of care home data to support the payment of the care home supplement.
9. Care home data will be included in the vaccination data that will be transferred monthly between Pinnacle and the NHSBSA to support payment of the care home supplement alongside the Item of service fee. In order to receive the correct care home supplement, practices will need to ensure that all relevant vaccinations administered in this period - and recorded in Pinnacle - have the relevant care home information recorded. This should have been completed in 'real time' for care home residents and staff vaccinated from 2 January 2021.

10. **In order to receive payment for any first dose vaccinations identified within Pinnacle as a vaccination of an older adult care home resident or staff member administered in a care home setting between 14 December 2020 and 1 January 2021 inclusive (i.e. before Pinnacle was updated to include the additional care home fields) PCN groupings will need to retrospectively update the relevant Pinnacle records with the new care home 'Event' fields that have been available since 2 January 2021.**  
Instructions on how to do this are attached at Appendix 2. (Please note this instruction supersedes previous advice which was that PCN groupings do not retrospectively amend the Pinnacle record). PCN groupings should avoid updating any other fields within the Pinnacle record to avoid another notification being sent to the patient's registered practice. **All care home data will need to be recorded on Pinnacle no later than 31 January 2021 in order to be included in the February payment.**
11. The NHSBSA will collate care home vaccination activity volumes and present this alongside data in the Manage Your Service portal for validation and sign off by the authorised representative(s) of the PCN grouping in line with **Step Four** of the Item of Service fee payments process (Appendix 1). Care home supplement payments will be made to the nominated lead practice for the PCN grouping as per **Steps Five to Eight** of the process. It should be noted that once an Item of service fee has been validated for a vaccination event as part of the MYS verification process, it will not be possible to claim at a later date the care home supplement associated with the vaccination.
12. In respect of any second doses administered to care home residents and staff that qualify for the £10 supplement i.e. they relate to patients who received from the PCN grouping their first dose in an older people's care home setting on or before 31 January 2021, no action is required by the PCN grouping as the NHSBSA will automatically link these records to the initial claim and present the data for validation in the MYS portal.
13. PCN groupings are not eligible to claim a £10 supplement for any second doses administered to a care home resident or staff member who received their first dose on or before 31 January 2021 from another provider.

# Any other additional payments

14. There are a number of circumstances where PCN groupings may be able to claim for additional costs associated with COVID vaccination delivery. The NHSBSA will not manage these payments and they will be paid via NHSE Regional Teams. PCN groupings should consult the supplementary guidance available on additional payments [Financial Guidance for GP Additional Reasonable Costs 14.12.20 - Primary Care Networks Development Support - FutureNHS Collaboration Platform](#). Please note that this guidance is yet to be updated to reflect some of most recent announcements.

# Appendix 1 – End to end Item of Service fee payments process flow

**Step One:** Vaccination recorded within Pinnacle under PCN grouping lead GP Practice ODS code

**Step Two:** Vaccination data received by NHSBSA via payment API with Pinnacle by last calendar day of month

**Step Three:** Data collated per PCN grouping and shared via MYS for validation on first calendar day of month

**Step Four:** Nominated PCN grouping lead representative validates and signs declaration via MYS between first and fifth calendar days of month.

**Step Five:** Data is then collated into a single payment file and submitted to NHAIS (or PCSE Online, date TBC)

**Step Six:** Payment made to PCN grouping lead practice via ISFE

**Step Seven:** PCN grouping lead practice attributes payment to individual practices within PCN grouping as per arrangements set out in the Collaboration Agreement

**Step Eight:** Post Payment Verification (PPV) will be provided by the NHSBSA

# Appendix 2 – Amending the Vaccination Setting Details

## How to amend the Vaccination Setting for Care Home Visits

1. Once logged in to Outcomes4Health, click on the services tab:

outcomes4health® Delivering Evidence

Home **Services** Admin Help



2. Use the search box to find the patient record. You can search by patient name, DOB, or NHS number:

Services Admin Help

Start new provision record

- Batch Management
  - COVID Batch Management
- COVID Vaccination
  - COVID Vaccine 2020/21

Search for Identifier: 940 209 9832



3. When the search returns a result, click on the service name to open the provision record:

## Search Results for: "940 209 9832"

Date ▼	Service (Age)	Identifiers
2021-01-14	COVID Vaccine - 2020/21 COVID-19 Vaccination	SW



4. Find the 'Vaccination Setting' question, which appears at the end of the 'Patient Details' section, just before 'Screening':

**Vaccination Setting**

Vaccination Site

Long-stay care home or long-stay residential facility

5. Select 'Long-stay care home or long-stay residential facility'. Start to type the name of the care home, as you type this field will show matches from a list of CQC registered care homes. Select the correct care home, and click to identify if the person vaccinated is a resident or a member of staff:

**Vaccination Setting**

Vaccination site

Long-stay care home or long-stay residential facility

Care Home

**Vaccinated Individual**  Resident  Staff

6. Finally, scroll to the very bottom of the page and click the orange 'Save' button to complete the record:

Save

