

ImmForm Helpsheet 7 – VNN spreadsheet user guide

This helpsheet is designed to assist PCTs review and update the VNN spreadsheet available on the ImmForm website.

What is a VNN?

The Vaccine Number Needed (VNN) is an estimate of the number of vaccine doses required to vaccinate all babies/children in a practice that become eligible for particular vaccinations during a specified period (known as VNN Period).

VNN period	1 April 2012 to 31 March 2013
Vaccines for which a VNN will be calculated	Menitorix (given at 13 months) Pediaceal (given at 2, 3 and 4 months) Prevenar13 (given at 2, 4 and 12 months)

For ease of maintenance, the VNNs are derived from an estimate of the number of babies becoming six months of age during the VNN period.

Six months of age was selected as it is approximately in the middle of the age when these vaccines are given.

To help PCTs, an estimate of the six-month cohort and related VNNs is provided on ImmForm. This can be amended by PCTs as required. The following section explains how to access this and also how to amend it.

VNN spreadsheet maintenance guide

Opening the spreadsheet

Log on to the ImmForm web site (www.immform.dh.gov.uk) using your ImmForm login and password.

Click on the **Vaccine Supply** link.

Click on the '**View/amend VNNs**' link within the **Vaccine efficiency** panel.

To open the VNN spreadsheet, simply click the '**Download**' button that relates to your PCT.

Tip: Local settings on your computer can sometimes prevent Excel documents opening. If you encounter problems, please refer to the Excel troubleshooting guide. A link to this guide is available on the same page as the download button.

Save the spreadsheet to your local PC.

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Reviewing the spreadsheet

Practices and other organisations within your PCT are listed in the spreadsheet along with:

- an estimated cohort population size (number of babies becoming six months of age during the VNN period).
- the calculated VNN for the three vaccines based on the number of doses given for the vaccine multiplied by the cohort population size.

Please review the spreadsheet. To confirm the values are correct you may wish to liaise with your GP practices.

For each practice, you need to know an estimate of number of babies becoming six months of age during the VNN period (i.e. 1/4/12 to 31/3/13).

Please note that this is only an estimate based on information available and therefore it is up to the PCT to review and amend the figures where necessary. If no changes are uploaded back into the ImmForm website, it is assumed that the PCT agrees with the values.

Updating the spreadsheet

To amend the cohort population size of a practice, simply update the relevant field in Column E of the spreadsheet with the correct value. When the field is updated, the VNN for the practice is automatically recalculated (Columns G, I and K).

There may also be some organisations where no cohort size is provided. This is either because there is no available information or because no patients are registered there (e.g. a walk-in clinic). If appropriate, you may provide the cohort size for these organisations, otherwise, set this to zero.

Please note, only the values in column E, F, H or J can be modified on the spreadsheet. Therefore, if you need to remove incorrect address details or remove practice lines altogether, then please email helpdesk@immform.org.uk with the change required and the reason for the change.

Using the override field

Usually you will not need to use the override field (Column F, H and J) on the spreadsheet. This field should only be used in exceptional circumstances, where the vaccine number needed is not directly proportional to the practice cohort size.

Uploading changes to the spreadsheet

Finally, after you have completed making the changes, save and **close your spreadsheet**.

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Now upload the changes back onto the website by returning to the View/amend VNNs page and selecting '**Upload**'.

TIP: It is important you close the spreadsheet before uploading your spreadsheet otherwise you will get an error when attempting to upload.

If you have additional changes to make, you may download the spreadsheet, modify the spreadsheet further and re-upload the changes as many times as necessary.

However, please ensure all changes resulting from this initial review are completed by **30 April 2013** Further changes can be made after this date as required.