



Public Health
England



Human papillomavirus (HPV) vaccine uptake monthly survey 2013/14

User guide for submitting data
via the ImmForm website

This collection has received approval from the Review of Central Returns Steering Committee (ROCR) – ROCR/OR/2206/001MAND

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Contents

1 Introduction	5
2 Purpose of this document	5
3 Guide to submitting and reviewing data online	6
Logging on and opening the HPV return	6
Entering a return	7
1. Select monthly HPV survey and the specific month	7
2. Select the survey month	7
3. Select the 'Submit/Amend/View survey data' option	8
4. Survey covering page	8
5. Monthly survey form (for PCT and LA)	9
6. Submission confirmation page	10
Reports	10
1. PCT all months campaign report	10
Appendix A: Overview the HPV programme	11
Background	11
Appendix B: Overview of the end-to-end data collection process	12
Data entry options	12
1. Identifying the eligible cohort	12
2. Determining the denominators	12
3. Determining the numerators	12
Vaccine supply, usage and stock levels	13
Monthly dataset	14
ImmForm data collection frequency and dates	15
1. Survey start and end dates	15
Ensuring data quality	16
How collected data will be used	16
Publishing the data	16
Questions and answers for data providers	17
1. What are 'News items'?	17
2. Is it mandatory for ATs to provide the data?	17
3. Can I amend data after I've entered it?	17
4. Can I see a summary of the data submitted and the calculated uptake?	17
5. Can these data be used to help ATs performance manage HPV immunisation?	17
6. Are data being collected on the number of people that decline the offer of a HPV vaccination?	17

7. Can I send paper returns?	18
8. What happens if a females changes school and/or PCT/LA – which PCT's/LA's denominator should she be recorded under	18
9. If a female moves in to a school within the PCT/LA and has already had a dose at a school outside the PCT/LA, do we count this female in the monthly return?	18
10. Are we correct in assuming that for the monthly return we just count females in the schools within the PCT/LA, i.e. not include females not in education or attending schools outside not offering the programme?	18
11. Do we need to include females that have died during the programme?	18
Appendix C: Other guidance	19
Appendix D: Reporting dose counts	20
Appendix E: NHS organisation code amendments	21
Appendix F: Key contacts	22
Annex: Overview of the ImmForm website	23
What is ImmForm?	23
Helpsheets for using the ImmForm website	23

1 Introduction

PCTs ceased to exist on 1 April 2013 following the reorganisation of the NHS, and clinical commissioning groups (CCGs) and area teams (ATs) now share the responsibilities of commissioning services for their local communities. Vaccine uptake data for the 2013/14 HPV vaccination programme are required at PCT level for comparison with previous years' vaccine uptake for trend analysis and at the local authority (LA) level for the public health outcomes framework requirements. The user guide has been prepared to assist area teams and their partner organisations in the submission of relevant PCT and LA level data for their area.

The frequency of data collections has also changed for the 2013/14 academic year. There will be seven data collections; six during the academic year for September, October, November and December 2013, and March and June 2014, and a final corrected annual collection in September 2014, for September 2013 to August 2014 (see page 14). All data are cumulative, up to the last day (inclusive) of the survey month.

2 Purpose of this document

The main purpose of this document is to provide detailed guidance on how to submit HPV vaccine uptake, via the ImmForm website.

Section 3 covers the pre-requisites for using the ImmForm website.

Section 4 gives details on how to submit and review the data on-line. For details of what data we are asking area teams (ATs) and data providers to collect please refer to Appendix B.

This document provides high-level guidance on how an ATs might collect and collate data on the HPV vaccination programme. This guidance includes:

- an overview of the HPV immunisation programme (Appendix A);
- an overview of the end-to-end data collection process (Appendix B); and
- links to other guidance (Appendix C);
- reporting dose counts where doses are given by more than one PCT/LA (Appendix D);
- NHS organisation code amendments (Appendix E); and
- key contacts for this survey (Appendix F)
- Annex: Overview of ImmForm website

3 Guide to submitting and reviewing data online

Logging on and opening the HPV return

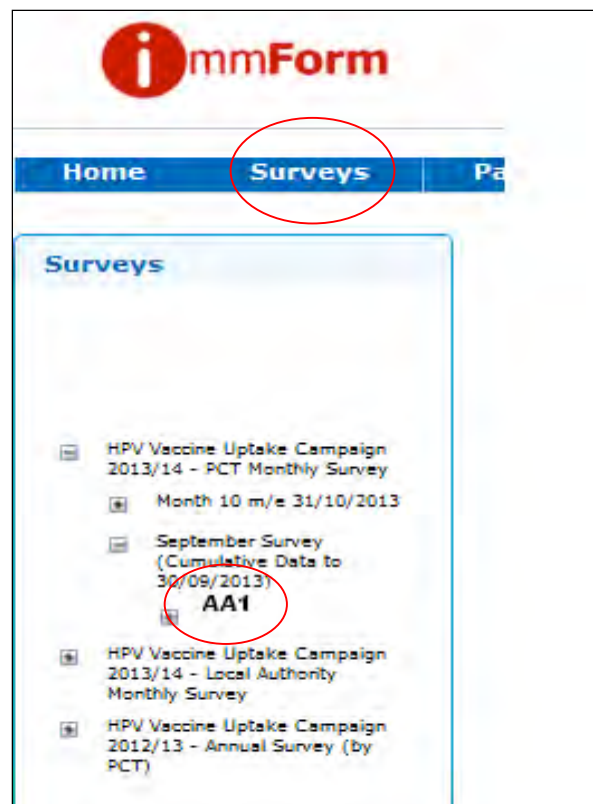
1. Login to the ImmForm website

www.immform.dh.gov.uk

2. The PCT and LA menus are very similar and look like the screen shot below
(*PCT level survey access is shown*)

Click on '**Surveys**' found on the top toolbar. You will have the choice of submitting data by PCT or LA, and for either the annual or monthly surveys, which can be accessed via links on the left hand side column. Note that the annual survey, for vaccinations given during the 2013/14 academic year) will only be visible from 1 September 2014 and open for data entry until 26 September 2014. Separate guidance for completing the annual survey will be published nearer the time.

The screen below is for monthly surveys and gives you the opportunity of selecting the relevant month for which you wish to enter data. On the live website, only the current survey month (which the page will automatically default to) plus any other previous survey month that have already been completed, will be visible at any given time.



(For LA please follow the same system as the picture above by clicking on the survey month e.g. September followed by your LA code)

Entering a return

1. Select monthly HPV survey and the specific month

Click on the organisation code link for your PCT (*for LA click link for LA*) under the relevant HPV monthly survey as appropriate. In the example below, the monthly survey is highlighted and the September survey selected.

The screenshot displays the 'Surveys' page for the HPV Vaccine Uptake Campaign 2013/14 - PCT Monthly Survey. On the left, a list of surveys is shown, with 'Month 10 m/e 31/10/2013' and 'AA1' circled in red. The main content area shows the selected survey details, including the 'Survey Link' section with a 'Submit/Amend/View survey data' link circled in red.

2. Select the survey month

Select the appropriate month if necessary – in the example below. The survey can be changed by clicking on any of the blue links under '**Switch to another survey**'.

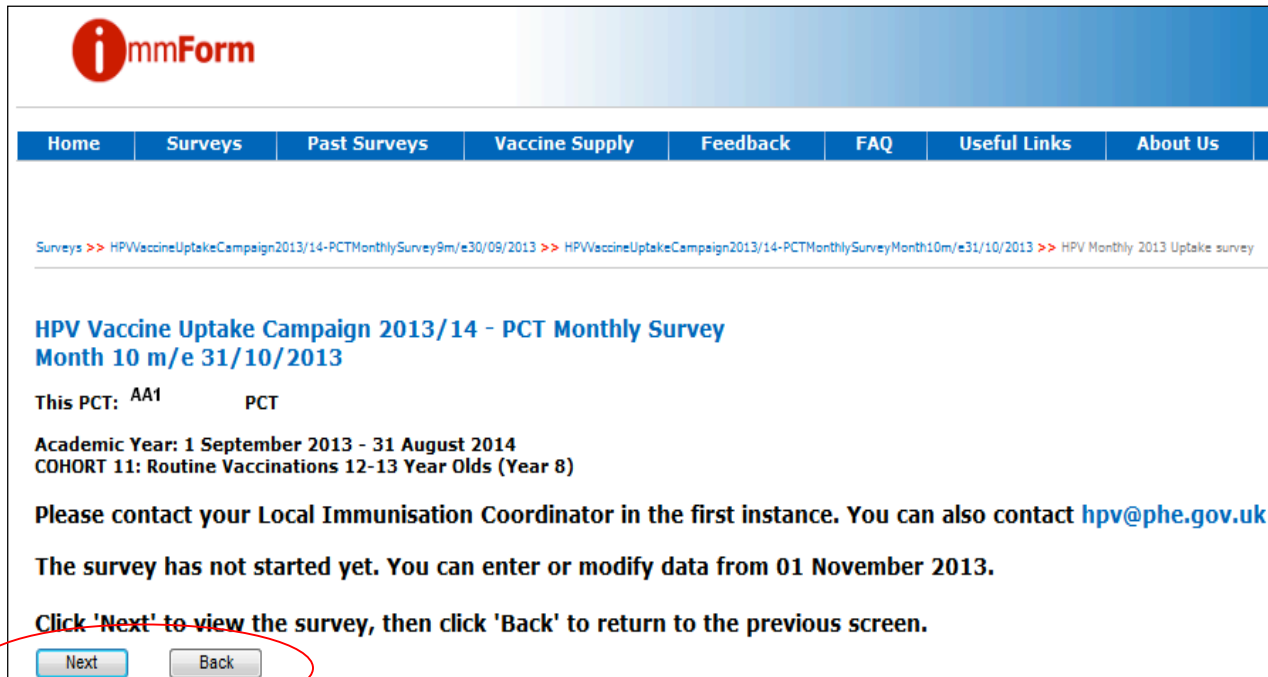
The screenshot shows the 'Reports' and 'Other Surveys' sections. The 'Other Surveys' section has a link 'Switch to another survey Month 10 m/e 31/10/2013' circled in red.

3. Select the 'Submit/Amend/View survey data' option

To submit data or view and/or amend data you have already posted, click on 'Submit/Amend/View survey data'

4. Survey covering page

Confirm that the correct month etc. is selected and Click on 'Next', or click on 'Back' to return to previous page.



immForm

Home Surveys Past Surveys Vaccine Supply Feedback FAQ Useful Links About Us

Surveys >> HPVVaccineUptakeCampaign2013/14-PCTMonthlySurvey9m/e30/09/2013 >> HPVVaccineUptakeCampaign2013/14-PCTMonthlySurveyMonth10m/e31/10/2013 >> HPV Monthly 2013 Uptake survey

HPV Vaccine Uptake Campaign 2013/14 - PCT Monthly Survey Month 10 m/e 31/10/2013

This PCT: AA1 PCT

Academic Year: 1 September 2013 - 31 August 2014
COHORT 11: Routine Vaccinations 12-13 Year Olds (Year 8)

Please contact your Local Immunisation Coordinator in the first instance. You can also contact hpv@phe.gov.uk

The survey has not started yet. You can enter or modify data from 01 November 2013.

Click 'Next' to view the survey, then click 'Back' to return to the previous screen.

Next Back

5. Monthly survey form (for PCT and LA)

You will then see the data entry form as below. Complete the data fields, as described and click on **'Submit'** at the bottom of the page.

Academic Year: 1 September 2013 - 31 August 2014
COHORT 11: Routine Vaccinations 12-13 Year Olds (Year 8)

Please complete the following form and press the submit button

COHORT 11: Routine Vaccination 12-13 Year Olds (Year 8)
Birth Cohort: 1 September 2000 - 31 August 2001

Vaccine Summary Data

Monthly Denominator	1186
---------------------	------

Doses Administered (Cumulative from 1/9/2013)

	Number	% (automatically calculated)
Number received 1st dose since 1 September 2013	<input type="text"/>	
Number received 1st and 2nd doses only since 1 September 2013	<input type="text"/>	
Number received all three doses since 1 September 2013	<input type="text"/>	
Total Number of doses administered since 1 September 2013 (automatically calculated)	0	

Comments (Optional)

Audit Records

Date of Action	User Action
<input type="text"/>	<input type="text"/>

After entering the required numbers, click on the **'Submit'** button at the bottom of the screen.

You should then get a confirmation message but, if errors have occurred (e.g. not all mandatory fields are completed, or the entered data fails logical validation checks), instructions regarding the fields requiring further attention will be shown, as follows:

There has been a problem submitting your survey data. The following problems have been encountered:

The following data fields failed validation checks:

- Number received 1st and 2nd doses only since 1 September 2013 must be less than or equal to Number received 1st dose since 1 September 2013. Please amend this value.

~~Please complete the following form and press the submit button~~

COHORT 11: Routine Vaccination 12-13 Year Olds (Year 8)
Birth Cohort: 1 September 2000 - 31 August 2001

Vaccine Summary Data

Monthly Denominator	1000
---------------------	------

Doses Administered (Cumulative from 1/9/2013)

	Number
Number received 1st dose since 1 September 2013	<input type="text" value="100"/>
Number received 1st and 2nd doses only since 1 September 2013	<input type="text" value="101"/>
Number received all three doses since 1 September 2013	<input type="text" value="3"/>
Total Number of doses administered since 1 September 2013 (automatically calculated)	204

6. Submission confirmation page

Once the data are accepted a page confirming the successful entry is displayed. It is here you have the option of extracting the data you submitted to Excel, using the 'Click here to export the data you have saved to Excel' link. This can be done in either a 'portrait' or 'landscape' layout.

**HPV Vaccine Uptake Campaign 2013/14 - PCT Monthly Survey
 September Survey (Cumulative Data to 30/09/2013)**

This PCT: AA1 PCT

Academic Year: 1 September 2013 - 31 August 2014
COHORT 11: Routine Vaccinations 12-13 Year Olds (Year 8)

Upload Result:


Date: 23 September 2013


**Survey: HPV Vaccine Uptake Campaign 2013/14 - PCT Monthly Survey
 September Survey (Cumulative Data to 30/09/2013)**

Organisation: AA1 PCT

Thank you for submitting data for this survey

Please press OK to continue.

 [Click here to export the data you have saved to Excel\(Portrait\)](#)

 [Click here to export the data you have saved to Excel\(Landscape\)](#)

Reports

1. PCT all months campaign report

This report shows the monthly data of the whole campaign for your PCT, by month.

HPV Vaccine Uptake Campaign 2013/14 - PCT Monthly Survey October Survey (Cumulative Data to 31/10/2013) PCT All Months Campaign Report For 5NJ, SEFTON PCT										
Report Date : 23/09/2013 17:36:27										
COHORT 11 (Routine Vaccination 12-13 Year Olds - School Year 8)										
Doses given since 1 September 2013 (Cumulative)										
Month	No. of PCTs responding	Total No. in COHORT 11	Dose 1		Doses 1 & 2		All 3 Doses		Total No. of doses given (COHORT 11)	
			No	%	No	%	No	%		
September Survey (Cumulative Data to 30/09/2013)	1	1800	100	5.6	50	2.8	20	1.1	170	
October Survey (Cumulative Data to 31/10/2013)	0									

Appendix A: Overview the HPV programme

Background

Guidance on the HPV programme has been provided by the Department of Health and can be found at:

www.gov.uk/government/publications/hpv-immunisation-programme-change-of-supply-to-gardasil-from-september-2012

and further guidance on the HPV programme can be found at:

http://webarchive.nationalarchives.gov.uk/+www.dh.gov.uk/en/Publichealth/Immunisation/Keyvaccineinformation/DH_104010

Appendix B: Overview of the end-to-end data collection process

Data entry options

Options for data entry to a web based collection system are:

1. Manual entry of data by data providers, collected from vaccination sessions (e.g. school nurses etc. submitting tally sheets).
2. Manual entry of data by data providers from electronic download of summary data from CHISs.
3. Manual entry of data by data providers from electronic download of summary data from GP practices.
4. Automatic upload of data from CHISs (although no CHIS suppliers currently provide this service).

1. Identifying the eligible cohort

From the beginning of the 2013/2014 academic year, the routine childhood immunisation programme will include HPV immunisation for all 12- to 13-year-old females (school year 8 – all females born between 1 September 2000 and 31 August 2001). The term ‘females’ is defined as ‘individuals born as females’. In addition, ATs are encouraged to identify and vaccinate all females up to their eighteenth birthday with the full course of HPV vaccine, if they have not already started or completed their course.

2. Determining the denominators

Most ATs operate a schools-based vaccination programme. For this reason, a denominator based on school-roll has been chosen as the most practical for most ATs for the routine (year 8) cohort; this figure is used in the six surveys that take place during the academic year. A school-roll based denominator will also be used to allocate funding and vaccine to ATs.

Monthly survey denominators

Public Health England (PHE) will provide the survey denominators to each AT for each ‘old’ PCT and LA, based on school-roll data provided by the Department of Education for the school year 8 (12-13-year-old females) cohort. The denominator for this cohort will be fixed for all the six in-year surveys (see section 6.5 for details of frequency). ATs will be notified of the denominators in advance and given the opportunity to challenge and request a change in the figures, if appropriate. These denominators will be used each month to calculate the percentage vaccinated.

3. Determining the numerators

The numerators (the number of females who received (i) 1 dose only, (ii) first and second doses only, and (iii) all three doses) are used to calculate vaccine uptake by dose (i.e. numerator divided by the denominator multiplied by 100 gives the percentage vaccinated).

The first dose administered is always dose one, irrespective of when it is administered (e.g. if a female was not in school when her peers received dose one, but received her first dose when her peers received dose two, she should be recorded as receiving dose one). Similarly, if a female has two doses elsewhere in another school in a different PCT or LA area and the third dose administered in a different PCT/LA area, the third dose will be the third dose, even if it is the first dose administered to that female by the 'new' PCT/LA area.

Monthly survey numerators

For the monthly surveys, the denominator is fixed (see 6.5.1). Data on the numbers of doses administered needs to be returned as quickly as possible to help manage vaccine supply and to give an early indication of how well the programme is being implemented through the calculation of estimated vaccine uptake.

The monthly return should only include in the numerator doses the PCT/LA actually gives. If a female is the responsibility of a PCT/LA (e.g. PCT/LA **X**), but receives dose one at a school outside the PCT/LA from a different PCT/LA (e.g. PCT/LA **Y**), she is excluded from the numerator for dose one PCT/LA **X**, but included for PCT/LA **Y**. If she then goes on to have doses two and three within the PCT/LA that is responsible for her, i.e. PCT/LA **X** (e.g. because she moves school, or misses the doses at school), she will be included in the numerator for doses two and three only in PCT/LA **X** and excluded from the numerator for doses two and three for PCT/LA **Y**.

Vaccine supply, usage and stock levels

Vaccine supply, usage and wastage data are no longer collected via this survey. However, vaccine wastage should still be reported via ImmForm by filling in the 'Stock incident capture' form which is available on the Vaccine supply page on ImmForm. For step by step guidance on how to do this please refer to Helpsheet 18 at the following link:

www.gov.uk/government/organisations/public-health-england/series/immform

Monthly dataset

An illustration of the monthly dataset is shown below. The blue fields are mandatory (i.e. ATs will not be able to submit data without all fields being complete).

<Campaign name eg HPV VACCINE UPTAKE CAMPAIGN 2013/14 - MONTHLY SURVEY>
 <Survey Name eg September Survey (Data from 01/09/2013 to 30/09/2014)>

This PCT: <PCT OrgCode>, <PCT Name>
 This LA: <LA OrgCode>, <LA Name>
 Academic Year: 1 September 2013 - 31 August 2014
 COHORT 11: Routine Vaccinations 12-13 Year Olds (Year 8)

To record any changes you make to this form, press the submit button

COHORT 11: Routine Vaccinations 12-13 Year Olds (Year 8)
 Birth Cohort: 1 September 2000 - 31 August 2001

Vaccine Summary Data

Monthly Denominator	A	
		% (automatically calculated)
Doses Administered (Cumulative from 1/9/2013)		
Number received 1st dose since 1 September 2013	B	B/A x 100
Number received 1st and 2nd doses only since 1 September 2013	C	C/A x 100
Number received all three doses since 1 September 2013	D	D/A x 100
Total Number of doses administered since 1 September 2013 (automatically calculated)	B+C+D	

Comments(optional)

J

We require a count of all those females that received dose one, all those that received both dose one and dose two, all those that received doses one, two and three to calculate uptake rates by each dose (the % uptake column). 'A' provides the denominator, 'B', 'C' and 'D' provide the respective numerators.

To have had dose two ('C'), by definition a girl must have had dose one ('B'). If a girl missed her first dose and is vaccinated at a later stage, she is still getting dose one. To have had dose three ('D') a girl must have had doses one and two ('C'). Therefore, to count all doses administered (whether first, second or third), it is a sum of 'B'+ 'C'+ 'D'. For example, if 2000 had dose one, 1800 had dose one and two and 1700 all three doses, the total number of doses administered is 5500. There is no double counting.

Key

The blue fields are enterable items that must be provided by ATs.

The 'Comments' field in blue is optional and may be left blank or used by the PCT/LA to submit a comment. Please use this if you need to qualify your data etc.

The grey fields are automatically calculated and are not provided by ATs.

ImmForm data collection frequency and dates

For each of the PCTs and LAs there will be six surveys during the academic year for September, October, November and December 2013, March and June 2014. The period over which uptake statistics will be collected is set out below. Data may be added or amended at any time during the survey open period (i.e. between the start and end dates).

1. Survey start and end dates

Each of the surveys opens on the first working day after a survey period ends, for the previous period's data. For example, the September 2013 survey (for data up to and including 31/9/13), the survey opens on 1 October and closes at midnight on 14 October. Each survey will be open for submission and amendment for ten working days (i.e. adjustments will be made for weekends and public holidays).

Month	Start collection	End collection
<i>September 2013</i>	Tuesday 01 October 2013	Monday 14 October 2013
<i>October 2013</i>	Friday 01 November 2013	Thursday 14 November 2013
<i>November 2013</i>	Monday 02 December 2013	Friday 13 December 2013
<i>December 2013</i>	Thursday 02 January 2014	Wednesday 15 January 2014
<i>January 2014*</i>		
<i>February 2014*</i>		
<i>March 2014</i>	Tuesday 01 April 2014	Monday 14 April 2014
<i>April 2014*</i>		
<i>May 2014*</i>		
<i>June 2014</i>	Tuesday 01 July 2014	Monday 14 July 2014

*No surveys these months

All surveys are for cumulative data from 1 September 2013 to the end of each survey period.

Ensuring data quality

Each AT is responsible for the quality of the data they submit. In order to help ATs submit accurate data there is in-built validation on the on-line entry forms on the ImmForm website to ensure mandatory data are entered and that the data are logically correct (e.g. the number vaccinated must be less than or equal to the denominator; the number vaccinated with dose two must be less than or equal to the number vaccinated with dose one). If it turns out you have vaccinated more than your current fixed denominator, please email HPV@phe.gov.uk, with a revised estimate of what this fixed denominator should be, and this will then be amended to allow you to submit your data.

The Public Health England (PHE) Team will also run quality checks, querying uptake figures that appear significantly higher or lower than other ATs, or are inconsistent with previous returns. If you have a known issue with your data, please use the optional comments field to explain the issue.

How collected data will be used

The data will be used to monitor vaccination uptake for females in the target age group, by PCT and LA boundaries within ATs. These data will provide essential timely information for the implementation and management of the programme at local and national levels.

The data will allow PHE to:

- monitor vaccine uptake in a timely manner, and
- in the longer term, evaluate the effectiveness of HPV vaccination against disease. A decline in cervical cancers and pre-cancers is not expected to be seen for at least ten years after the start of the HPV vaccination programme for teenage females, because it takes ten to 20 years for cervical cancer cases to develop after infection, with cases peaking in women in their late thirties. In the first years of the programme therefore, national vaccine coverage will be compared alongside HPV infection rates, incidence of the precursors of cervical cancer.

Publishing the data

Once the annual data has been collected it will be analysed and published by PHE on the PHE website <https://www.gov.uk/government/organisations/public-health-england/series/immunisation> (by PCT and LA). In-year cumulative data are regarded as provisional. The annual data are regarded as the final data and will be published in an annual report and form part of official national statistics.

Questions and answers for data providers

1. What are 'News items'?

News items is a section of the website (left hand side of the home page) where we can post timely information to particular users about arising matters. Please keep an eye on this section, as we will post important messages here for ATs regarding this and other surveys.

2. Is it mandatory for ATs to provide the data?

Yes. The provision of HPV vaccine uptake data is mandatory under the terms of the ROCR Licence (ROCR/OR/2206/001MAND). The data collection is a vital part of the HPV programme. This information is required as part of the enhanced surveillance in place to measure the impact of the immunisation programme on diseases caused by HPV.

3. Can I amend data after I've entered it?

Yes, but you can only do this during the period the survey is open.

4. Can I see a summary of the data submitted and the calculated uptake?

Yes, once you have typed data into a field and moved to the next field, the uptake percentage will be calculated and displayed next to it. If you alter the data, the uptake figure will be recalculated. You can go back to this page in the survey form to view your figures, even once the survey is closed.

5. Can these data be used to help ATs performance manage HPV immunisation?

Yes. ATs are encouraged to examine uptake rates and identify the differences between population groups and geographical areas in terms of completion rates and access. Closer examination of local data may reveal hidden variation and help prioritise action needed to improve uptake rates particularly for those most in need of HPV immunisation. ATs may wish to use local indicators and targets to help monitor services and quality.

6. Are data being collected on the number of people that decline the offer of a HPV vaccination?

No. Experience with other immunisation campaigns indicate these data are not reliable since they are not nationally representative and do not include information on people who changed their minds and later received the vaccine.

PHE does not collect consent data for any other childhood immunisation programmes. Instead, PHE uses targeted research to investigate why uptake is low. This is a tried and tested process that has been used for previous immunisation programmes.

7. Can I send paper returns?

No. We are not accepting paper returns. All data have to be submitted via the ImmForm website. Data sent via any means other than through the website, will NOT be accepted.

This is in line with the NHS policy for transfers of data within the NHS to be sent electronically from 2005.

8. What happens if a females changes school and/or PCT/LA – which PCT's/LA's denominator should she be recorded under

For the in-year collections it doesn't matter. The denominator is fixed at the start of the academic year (see 2 Appendix B), so she will always be in the monthly denominator of the PCT/LA where she started the school year. The important thing is that the information on the female's HPV vaccination history to date is available and that she is offered any outstanding doses to complete her three dose course.

9. If a female moves in to a school within the PCT/LA and has already had a dose at a school outside the PCT/LA, do we count this female in the monthly return?

She is not counted in the monthly denominator (as this is fixed in advance, based on projected school roll, modified as appropriate in discussion with the ATs and LAs) – see Appendix B.

10. Are we correct in assuming that for the monthly return we just count females in the schools within the PCT/LA, i.e. not include females not in education or attending schools outside not offering the programme?

The in-year denominator is fixed, the numerators will be those vaccinated by PCT/LA, by respective dose (see previous answer).

11. Do we need to include females that have died during the programme?

For the in-year collection, there is no change to the denominator (as this is fixed – see Appendix B) and only applicable for the numerator if given a dose prior to death. For the annual collection the 'survey date' is 31 August 2013, so if the female died during the course of the year they should be excluded from the annual denominator and therefore excluded from the annual numerators too.

Appendix C: Other guidance

The following guidance is available:

- Chapter on HPV vaccine in *Immunisation against infectious disease* is available and provides clinical advice (https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/147957/Green-Book-Chapter-18a-v2_0.pdf)
- The website <http://www.education.gov.uk/edubase/home.xhtml;jsessionid=359B917CD731F5DE639FFF3BFB59D8C8>, maintained by the Department of Children, Schools and Families (DCSF), provides an up-to-date database of educational establishments in England and Wales.
- DH guidance on consent is given at <https://www.gov.uk/government/organisations/department-of-health> Search for consent
- Data Set Change Notice (DSCN) and ISN for the HPV vaccine uptake dataset (AN/0802) has been published by the Information Standards Board www.isb.nhs.uk/library/dscn/dscn2008/advance on 7/3/2008. The full DSCN (18/2008) www.isb.nhs.uk/library/dscn/dscn2008/dataset was published on 29/8/2008. http://www.isb.nhs.uk/documents/isb-0133/amd-161-2010/index_html/
- More information on vaccine stock management can be found in the January 2008 edition of the monthly newsletter *Vaccine Update* http://webarchive.nationalarchives.gov.uk/20130107105354/http://www.dh.gov.uk/prod_consum_dh/groups/dh_digitalassets/documents/digitalasset/dh_104340.pdf. Any queries on vaccine procurement, storage or distribution should be emailed to vaccinesupply@phe.gov.uk
- Guidance on Information Security Management NHS Code of Practice: <http://systems.hscic.gov.uk/infogov/codes/securitycode.pdf>
- Guidance on NHS Information Governance Guidance on Legal and Professional Obligations: www.dh.gov.uk/en/Publicationsandstatistics/Publications/PublicationsPolicyAndGuidance/DH_079616

Any queries about the HPV Programme please email PHE at HPV@phe.gov.uk

Appendix D: Reporting dose counts

The table below shows how doses should be counted for a girl who is given in total three doses (the numerators) where the first is given in a different PCT/LA from the other two (table shows for a PCT but would be the same for LA).

Girl's view of doses given	IN-YEAR SURVEYS		ANNUAL SURVEYS	
	PCT 1 in-year return	PCT 2 in-year return	PCT 1 annual return	PCT 2 annual return
Dose 1 (given at PCT 1)	1	N/A	1	N/A (also excluded from denominator)
Dose 2 (given by PCT 2)	N/A	2	2	N/A (also excluded from denominator)
Dose 3 (given by PCT 2)	N/A	3	3	N/A (also excluded from denominator)

The key points are:

- the girl receives doses one, two and three rather than, say, two first doses and one final one.
- For in-year survey purposes the first PCT/LA (PCT/LA 1) reports the first dose administered to the girl against the dose one numerator.
- For in-year survey purposes the second PCT/LA(PCT/LA 2) (in due course) reports the first dose administered to the girl against the dose two numerator. PCT/LA 2 does **not** report anything for dose one for the girls, because it was given by PCT/LA 1. The same principles apply for dose three.
- For the annual return all three doses are reported by PCT/LA 1. The fundamental principle for the annual survey is that the numerator figures are only reported for girls within the annual denominator.

Appendix E: NHS organisation code amendments

ImmForm uses the Health and Social Care Information Centre (HSCIC) Organisation Data Service (ODS) codes to uniquely identify ATs, PCTs, LAs and GP practices. Therefore, it is vital that we are notified of any changes, ideally in advance of any changes being made.

The HSCIC (ODS) team will need to be notified of any organisational change by contacting them via the Exeter helpdesk exeter.helpdesk@hscic.gov.uk or on 01392 251289 or on the address below.

National Helpdesk Exeter
Organisation Data Service

HSCIC
Hexagon House
Pynes Hill
Rydon Lane
Exeter
Devon
EX2 5SE

For more information follow the link below: <http://systems.hscic.gov.uk/data/ods>

Appendix F: Key contacts

If you have any questions regarding the HPV vaccine uptake data collection process, please contact your Area Team in the first instance. You can also use the feedback facility function on the ImmForm website or email HPV@phe.gov.uk

To request passwords and/or amendments made to contact details and for any technical queries, please email the ImmForm team at helpdesk@immform.org.uk or call on 0844 376 0040.

If you have any questions related to policy, please address these to DH on-line at www.gov.uk/government/organisations/department-of-health#org-contacts

Annex: Overview of the ImmForm website

What is ImmForm?

The ImmForm website is part of the ImmForm service for NHS customers provided by Infomax Ltd on behalf of Public Health England.

Helpsheets for using the ImmForm website

The ImmForm website is used, amongst other things, to submit HPV vaccine uptake, supply and wastage data. Detailed guidance on a number of common functions of ImmForm have been developed and are available here [ImmForm Helpsheets](#).

Using data on ImmForm

Please note that the provisional data may be used internally, but the following restrictions apply to the use of data:

The data on ImmForm contains results collected from national surveys and collections. Any secondary analyses of unpublished data should apply acceptable standards and guidance on data quality relating to the collection, analysis, publication or other dissemination of data and information. Any secondary analyses of unpublished data should be well described and obtained using sound methodology and where possible produced in conjunction with official statistics/data already in the public domain. Please ensure you have taken into account all appropriate caveats when interpreting the data and reference the source in any subsequent reproductions or analyses of data.

Pre-release access is subject to terms protecting patient privacy and confidential information in relation to the legitimacy of the data request for the purpose of the effective discharge of official functions and research.

- Not to disclose or share without prior agreement, any part of the data that includes unpublished data until official statistics have been published
- Not to use access for personal gain or take any action for political advantage
- Not to use access to change or compromise the content, presentation or the timing of publication of the data
- Use of the data must be consistent with the condition of supply