
ImmForm Helpsheet 17 – PCT and SHA vaccine supply reports

This helpsheet is for PCT or SHA ImmForm users with the Vaccine Supply PCT report viewer role. It explains how to run a variety of reports that are available on the Vaccine Supply area of the ImmForm website.

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ImmForm Helpsheet 17 – PCT and SHA vaccine supply reports

1. Accessing the vaccine supply reports menu

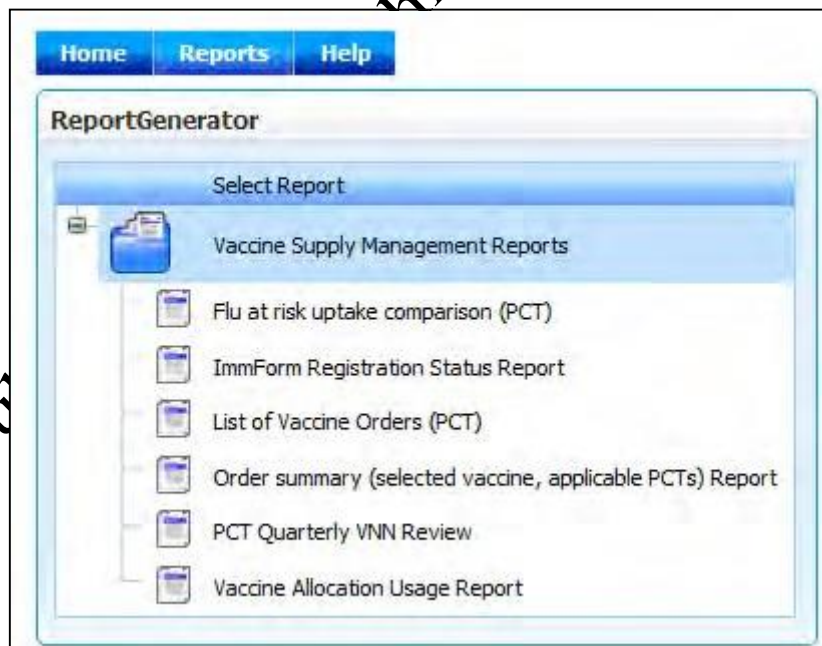
1. Once you have logged in, select the 'Vaccine Supply' link from the ImmForm home page menu bar.



2. Select the 'Reports' button from the Vaccine Supply Home Page.



3. The report menu will then be displayed as shown below.



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2. Flu at Risk uptake comparison (PCT)

This report enables better analysis of the uptake of flu vaccine by risk group across each PCT. The report compares the uptake by each risk group in a selected GP practice, to the average uptake achieved by the top 5 practices within the PCT. This type of analysis was found by one SHA to be very helpful in analysing good performance and to target efforts on those whose uptake is relatively low.

PLEASE NOTE: We are currently working on making this report available for the 2012/13 survey and this helpsheet will be updated once available.

The report allows PCT users to see their practices uptake information, GP users can see this just for their practice. SHA users can see their PCTs and practices.

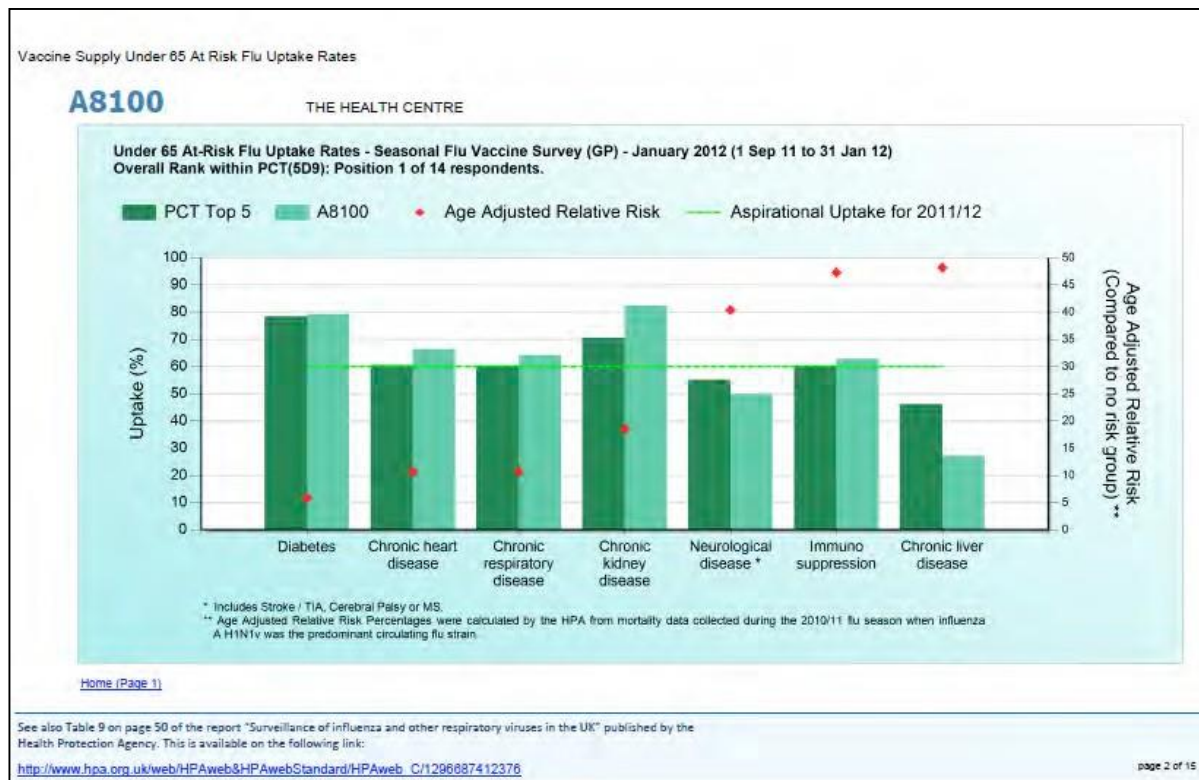
This report is intended to assist GP practices when planning their flu requirements.

1. Click to open the selected report then make sure your PCT code is selected and the GPs that fall for under your PCT are selected.

The screenshot shows a web-based interface for generating a report. It is divided into three main sections: Parameters, Select Organisations, and Execution. In the Parameters section, there is a label 'Select PCT (Please only run report for one PCT at a time)' and a 'Select / Deselect all' checkbox. Below this is a dropdown menu with '5D9' selected. The Select Organisations section has a 'Select / Deselect all' checkbox and a list of GP codes: A8100, A8100, A8101, A8103, A8104, A8104, A8106, and A8106. Each code has a checked checkbox. The Execution section at the bottom has a dropdown menu set to 'PDF' and an 'Execute' button.

2. You can choose to export the report as an Excel or a PDF file. To do this, select either Excel or PDF. Click 'Execute'. After a short pause, you will see a message saying your report is being prepared, then in usually less than a minute the report will appear. See image below for an example of the report generated.

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How to access the graph – GP Users

1. Login in to ImmForm (www.immform.dh.gov.uk)
2. Click on the news link called "Compare at-risk flu uptake with top 5 practices"
3. Further information appears which contains a link called: "Click here to open the report."
4. The report opens in a new window

How the Top Five practices are determined

The Top Five practices are identified from the following survey available on ImmForm

1. Navigate to the Jan flu survey on ImmForm – Seasonal Flu Vaccine Survey (GP) – January 2012 (1 Sep 11 to 31 Jan 12)
2. Select the appropriate PCT
3. Click on Submit/Amend/View survey data
4. Click on the At Risk Summary (by Age Band)
5. The right hand column provides the total at-risk update, i.e. "Total – At risk (6 months to under 65 years) – At-risk". The five practices are those with the highest uptake. You can output this to Excel and sort the data.

6. Once the five practices have been identified, an average at-risk % is calculated for each individual risk group. The data is available on the "At Risk Details" tab; The calculation is as follows: *Sum of the Patients Vaccinated for a particular risk group / Sum of the Patients Registered for a particular risk group * 100*

Age Adjusted Relative Risk – 2010/2011 flu report

As the risk of complications from flu varies with age as well as risk group, the HPA have adjusted for age variations so that the increased risk due to clinical risk factors can be more accurately compared. It is not expressed as a percentage, it is expressed as a fold-increased risk so, for example, those with diabetes aged 6 months to 64 years are 5.8 times more likely to die from flu than those without clinical risk factors.

The HPA table on page 50 of the 2010/11 flu report gives 95% confidence intervals around the relative risks so for diabetes the 95% CI is 3.8-8.9. This is a way of expressing the uncertainty in the analytical results and means that there is 95% confidence that the true value of the increased risk is between 3.8 and 8.9.

The explanation for the age adjusted RR in the diabetes row is:

patients suffering diabetes (aged between 6 months to 64 years) would be 5.8 times as likely as patients not in any risk groups (within the same age range) to die from influenza in England during 2010/11 influenza season.

Please see Table 9 on page 50 of the report "Surveillance of influenza and other respiratory viruses in the UK" published by the HPA. This is available at the following link: www.hpa.org.uk/web/HPAweb&HPAwebStandard/HPAweb_C/1296687412376

Aspirational Uptake for 2011/2012

The CMO letter below provides a reference to the aspirational uptake for at-risk flu (see page 2 and 3):

www.dh.gov.uk/prod_consum_dh/groups/dh_digitalassets/documents/digitalasset/dh_128175.pdf

Missing practice or no data appearing for practice?

If a practice is not listed on the report this is due to them not submitting data in the January survey. For practices who do not have data presented in the tables this is due to them only submitting the mandatory data and not filling in the Seasonal Flu vaccine uptake individual clinical risk group data fields on the survey.

3. ImmForm registration status reports

This report provides information on GPs in the PCT that are registered for vaccine ordering and the contacts registered at the practice.

1. Click to open the selected report then select 'Yes' under 'Show Contact for Organisation (where available)'

Parameters

PCTList
PCT

Show Contact for Organisation (where available)
Yes

Execution

Excel

Execute

2. You can choose to export the report as an Excel or a PDF file. To do this, change HTML to either Excel or PDF. Click 'Execute'. After a short pause, you will see a message saying your report is being prepared, then in usually less than a minute the report will appear. See image below for an example of the report generated.

Vaccine Supply System **NHS**

ImmForm Registration Status Report

Org Code	Org Name	Date of Last Order
PCT		
Not Registered - Has ordered direct with Movianto within the last three months - 1 organisation(s)		
Suggested Action: Encourage organisations to register at www.vaccinesupply.dh.gov.uk/registration		
GP CODE	GP NAME	15/02/2011
Accounts		
1111111	GP NAME	GP ADDRESS
Not Registered - No vaccines have been ordered in last three months - 1 organisation(s)		
For Information: No immediate action required		
Registered - Has not yet ordered on ImmForm - 1 organisation(s)		
Suggested Action: Encourage ordering on ImmForm		
Registered - Has ordered on ImmForm but not within last three months - 4 organisation(s)		
Suggested Action: If the date of their last order (see right hand column) is within 3 months, this means it was placed direct with Movianto		
Registered - Has ordered on ImmForm in last 3 months - 68 organisation(s)		
For Information: No action required		
Not Registered - No order data available - 89 organisation(s)		
Suggested Action: Encourage organisations to register at www.vaccinesupply.dh.gov.uk/registration		

3. The report will break down registrations into five categories as shown above and will have the suggested action for the PCT. The GP name will be displayed with the address, account details and GP contact, if selected.

4. List of vaccine orders (PCT)

This report lists delivery points linked to a PCT and provides monthly totals of vaccines delivered over the previous 12 months. It also shows the total vaccines ordered for each delivery point.

1. Click to open the selected report, then by using the 'Period Start' and 'Period End' button select the dates you require.
2. Select the vaccine you would like to view data for from the drop down list, there will be a short pause while the parameters for this report are loaded.
3. Click 'Select / Deselect all' the brands of the vaccines available under the 'Apply' button that appears below and to the right of the list of products. There will be a short pause while the brand list is refreshed.

4. If you are a contact for more than one PCT, select the PCT you would like to view data for from 'Select PCTs to report against'
5. You can choose to export the report as an Excel or a PDF file. To do this, change HTML to either Excel or PDF. Click 'Execute'. After a short pause, you will see a message saying your report is being prepared (this usually takes less than a minute), then the report will appear. See image below for an example of the report generated.

Vaccine Supply System **NHS**

List of Vaccine Orders

Orders Raised within period(15/03/2011-29/04/2011)

Brand(s) selected: MENITORIX

Execution Time: 15/04/2011 12:06:29
Data Generated: 15/04/2011 12:06:00

The status of an order is displayed in the report

[WITHIN EXCEL ONLY] To turn on AutoFilter, select the Orange row below and select Data / Filter / AutoFilter from the menu:										Order		Dispatch		Assigned	Order Status	
PCT Name	PCT CODE	Date Created	Imm Form	Distributor	Distributor Account	Brand Name	Contact Name	Distributor Reference	GP Name	GP Address	Packs	Doses	Packs	Doses	Dispatched	Order Status
PCT NAME	CODE	18/03/2011	GP CODE	0	GP NAME	MENITORIX	CONTACT NAME	111111			2	2	2	2	24/03/2011	Open Order - Dispatched
PCT NAME	CODE	18/03/2011	GP CODE	0	GP NAME	MENITORIX	CONTACT NAME	111111			4	4			21/04/2011	Open Order - Waiting to be Dispatched

5. Order summary (select vaccine, applicable PCTs) report

This report lists the number of pack/doses ordered and dispatched by the PCT.

1. Click to open the selected report then 'Select Product' that you would like to view data for.
2. Click 'Select / Deselect all' the brands of the vaccines available under the 'Apply' button that appears below and to the right of the list of Products (Short pause while brand list of refreshed).
3. Use the 'From Date' and 'To Date' to select the dates you want.
4. You can choose to export the report to an Excel or a PDF file. To do this, change HTML to either Excel or PDF. Click 'Execute'. After a short pause, you will see a message saying your report is being prepared (usually less than a minute) the report will appear. See image below for an example of the report generated.

Order summary (selected vaccine)

From :03/01/2011 to :17/04/2011

Product Selected:H1N1

Brand(s) selected:H1N1 GSK-Pandemrix / H1N1

If the total ordered quantity is higher than dispatched quantity it is because the order is still being dispatched or was dispatched after the date you have selected.

Org Code	Org Name	Total ordered in selected period		Total dispatched in selected period	
		Packs	Doses	Packs	Doses
H1N1 GSK-Pandemrix					
	SOUTH WEST PCT	2	1,000	2	1,000
		2	1,000	2	1,000

6. PCT quarterly VNN review

This report provides the PCT with information to help monitor efficient use of childhood vaccine. The VNN report provides an estimate of the Vaccine Number Needed (VNN) to vaccinate all children in practices in the PCT and covers Pediacel vaccination during the period 1 October 2010 to 31 March 2011. This information will show how the VNN compares with the number of vaccines GPs have ordered in this period.

1. Click to open the selected report then on 'Only report practices recommended for review' choose either 'Yes' or 'No'
2. At 'Select VNN Period' choose the period you would like to view
3. You can choose to export the report to an Excel or a PDF file. To do this, change HTML to either Excel or PDF. Click 'Execute'. After a short pause, you will see a message saying your report is being prepared, then (usually in less than a minute) the report will appear. See image below for an example of the report generated.

No data – this could be because the GP practice is closed or it is not a GP practice

GP ordered vaccines but no estimate added

GP did not order vaccines

GP ordered more than the estimate – investigate why.

DTaP/Hib/IPV (PEDIACEL)		Active VNN for period 01 Oct 2010 to 31 Mar 2011	Estimated orders 01 Oct 2010 to 31 Mar 2011	Actual orders 01 Oct 2010 to 31 Mar 2011	Variance in Months (rounded to nearest month)	Recommended for review
PCT	Practice / Pharmacy					
SOUTH WEST	THE SURGERY,		0		0	
	THE SURGERY,	27	27		0	
	THE SURGERY,		0	14	0	
	MEDICAL CENTRE,	138	138	173	1	Yes
	MEDICAL CENTRE,	198	198	250	1	Yes
	THE SURG	180	180	136	-1	
	MEDICAL C	258	258	370	1	Yes
	MEDICAL C	159	159	225	1	Yes

Estimated VNN number

7. Vaccine Allocation Usage Report

This report provides the PCTs/SHAs with information on an allocation of a certain vaccine if there is currently one. This report was used at the beginning of the Gardasil HPV vaccine introduction at the beginning of August 2012.

Vaccines are not currently allocated and this helpsheet will be updated if in the future we decide to allocate vaccines to a PCT or SHA.

- This report will show you your allocated quantity
- How many packs have been ordered
- Remaining allocation
- Percentage allocation ordered

See below for an example of the report.

Vaccine Supply System		NHS			
Vaccine Allocation Usage Report		Execution Time: 22/10/2012 15:06:27			
HPV>Gardasil (HPV-GARDASIL)		01/08/2012	31/12/2012		
Parent Organisation	Allocation Owner	Allocation (packs)	Ordered (packs)	Remaining Allocation	%Allocation Ordered
NHS	ImmForm NHS	74,516	59,792	14,724	80.24%
HPA	ImmForm HPA	43,468	23,681	19,787	54.48%

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8. Troubleshooting

EXCEL: When you attempt to generate a report and have specified Excel as the output, but it does not appear:

- This is usually caused by local security settings on your internet browser not allowing Excel files to be downloaded. The solution is to add the vaccine supply website to your local intranet zone and trusted sites, please see ImmForm Helpsheet 3 (www.immunisation.dh.gov.uk/immform-helpsheets) on how to do this.
- If the above does not work, open file explorer (All Programs/ Accessories/Windows Explorer).

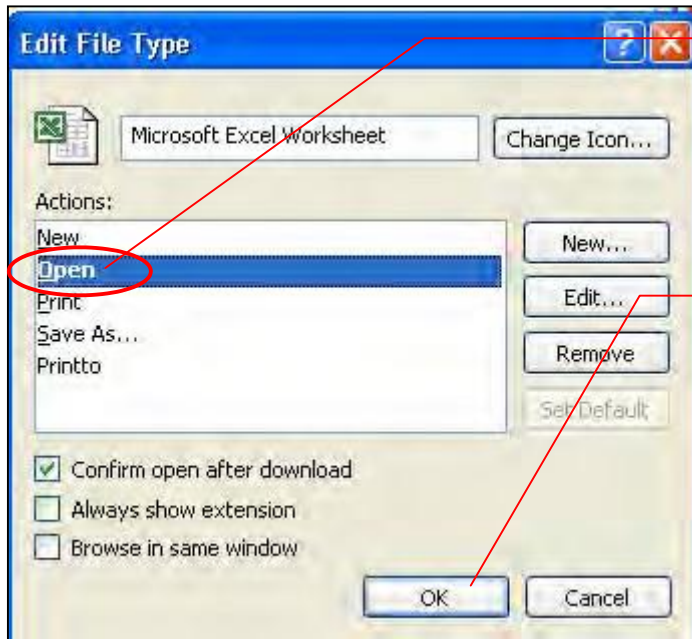


1 – Select 'Tools' from the toolbar then select 'Folder Options...'



2 – Select 'File Types' tab and scroll down to select the 'XLS Microsoft Excel Worksheet'

3 – Click the 'Advanced' button



4 – Make sure to confirm 'Open' after download option is selected

5 – Click 'OK'. Excel worksheets should now download, if not please contact your IT helpdesk or logging in on another PC

PDF: – If you cannot export the reports to a PDF file.

- Ensure you have Adobe reader installed. This is simple to download. Click on the following link and follow the instructions www.adobe.com/products/reader/

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