

Protecting and improving the nation's health

Childhood Flu Vaccination Programme 2015/16 ImmForm Data Collection Guidance

User guide for local NHS England teams and data providers

About Public Health England

Public Health England exists to protect and improve the nation's health and wellbeing, and reduce health inequalities. It does this through world-class science, knowledge and intelligence, advocacy, partnerships and the delivery of specialist public health services. PHE is an operationally autonomous executive agency of the Department of Health.

Public Health England Wellington House 133-155 Waterloo Road London SE1 8UG

Tel: 020 7654 8000 www.gov.uk/phe Twitter: @PHE_uk

Facebook: www.facebook.com/PublicHealthEngland

For queries relating to this document, please contact: ChildFluVac@phe.gov.uk

© Crown copyright 2015

You may re-use this information (excluding logos) free of charge in any format or medium, under the terms of the Open Government Licence v3.0. To view this licence, visit OGL or email psi@nationalarchives.gsi.gov.uk. Where we have identified any third party copyright information you will need to obtain permission from the copyright holders concerned.

Published September 2015

PHE publications gateway number: 2015303



Contents

About Public Health England	2
Introduction	4
Data Collection	5
ImmForm	7
Frequently Asked Questions	8
Submitting Data on ImmForm	10
Contacts	16
Annexes	17

Introduction

Following the recommendations of the Joint Committee on Vaccination and Immunisation (JCVI) in 2012¹, The Department of Health (DH), in partnership with Public Health England (PHE) and NHS England (NHSE), began the phased roll-out of the national flu vaccination programme to ultimately cover all 2-17 year olds (inclusive) in the UK.

In 2013/14 vaccination against flu was first offered nationally in England to all children aged two and three years through general practice, and children 4-11 years in a vaccination pilot programme that was rolled out in 7 geographically distinct areas. One of these areas chose to deliver the programme via a community model using pharmacies and general practices, the remainder through schools. The pilot achieved a final overall uptake of 52.5%, ranging from 31.8 to 71.5% between individual pilot areas.

In 2014/15 the national programme was further extended to include vaccination of all children four years of age through general practice. In addition the vaccination programme was extended to a total of 14 pilot areas (including pilot areas that participated in 2013/14), targeting both primary aged children, 4-11 years old, and secondary aged children, 11-13 years of age. The pilots achieved an overall uptake of 53.2%. Uptake in primary school children was reported to be 56.8% (ranging from 32.3 to 63.1% by pilot area) and 49.8% in secondary school children (ranging from 21.2 to 62.0% by pilot area).

From September 2015, the national programme will be further extended to include vaccination of all children of school years 1 and 2 age (ie those aged five and six years on 31 August 2015, rising to seven years old) in England. The six pilot areas that have been piloting the school based programme since 2013/14 will continue to offer the vaccine to all children aged 5-11 years of age. (Note: children in Reception (ie 4 year olds) will be offered flu vaccination through general practice).

This guidance is for local NHS England teams and data providers on how to collect data on flu vaccine uptake for the school-age childhood flu immunization programme and how to upload it to the ImmForm website.

_

¹ https://www.gov.uk/government/groups/joint-committee-on-vaccination-and-immunisation#minutes

Data Collection

Vaccine uptake data will be collected from all local NHS England teams via the ImmForm website. Datasets for the ImmForm Data Surveys can be found in **Annexe A.** In the previous 2014-15 season, data was collected at school level, for school based programmes, and at CCG level for GP/pharmacy based programmes. **This season cumulative monthly data will be collected at local authority (LA) level, on the total number of children vaccinated from the 1 September 2015, broken down by year group.** Year Group cohort definitions can be found in **Annexe B**.

Denominators for each year group cohort will be pre-filled based on the delivery model used for each LA geography.

For LAs using school-only (the majority), mixed (pharmacy and GP), and pharmacy only based models: The denominators will be based on all eligible children in schools in the LA geography AND children educated out of school in the LA geography, defined by child age at 1 September 2015 (Annexe B) using local education authority (LEA) population figures.

For LAs using a GP based model only: The denominators will be based on GP registered patients defined by child age at 1 September 2015 (Annexe B). (Note: LAs using a GP based model only will not have to submit data, figures will automatically be extracted from the seasonal influenza GP vaccine uptake surveys)

There will be an opportunity for local NHS England teams/data providers to access ImmForm in order to verify and amend estimated denominators at the beginning of the season before the first data collection. Denominators can then again be changed at the end of the season.

Recording of flu vaccine given to children in GP record

Flu vaccinations given to children will also need to be recorded in a child's GP record (or other patient record depending on location) using the appropriate Read code ("vaccinated in other health care setting"). For data to be accurate and complete, it is critical that any vaccination given outside the surgery by other healthcare providers eg pharmacy be recorded in the GP system. This is essential for both maintaining the individual child's clinical record, but also avoids double counting for the vaccine uptake surveys.

Data collection schedule

The first survey will open on the 2 November 2015 for 10 working days. Data collected in each survey is cumulative, and is therefore on all vaccines delivered since the start of the programme (1 September 2015 until 31 October for the first collection), not just delivered in that month.

See below for the data collection schedule.

	Survey opens	Survey closes	Time allowed	Data coverage		
Denominator Verification			9 working days	Denominator amendments only. No numerator data to be entered in this period		
SEPTEMBER- OCTOBER	Mon 02/11/2015	Fri 13/11/2015	10 working days	Vaccines given from 1/9/2015 - 31/10/2015		
NOVEMBER	Tue 01/12/2015	Fri 11/12/2015	9 working days	Vaccines given from 1/9/2015 - 30/11/2015		
DECEMBER	Mon 04/01/2016	Thu 14/01/2016	10 working days	Vaccines given from 1/9/2015 - 31/12/2015		
JANUARY	Mon 01/02/2016	Thu 11/02/2016	9 working days	Vaccines given from 1/9/2015 - 31/1/2016		

Data Collection Tool

In order to facilitate the collection of vaccine uptake data, local NHS England Teams can issue the PHE Childflu Vaccination Data Collection Tool to immunisation teams/data providers. The tool and guidance for its use will be circulated to local NHS England teams. It allows for the collection of vaccine uptake data in a standardised format, including automated aggregate outputs that can be used to populate the monthly ImmForm Data Surveys described in this guidance. Data is entered at an individual child level. This data is then automatically aggregated into school-level and local authority level uptake. The schema for the PHE standardised tool can be found in **Annexe C.**

For queries regarding the tool please contact ChildFluVac@phe.gov.uk.

End of Season Data Collection

In the interest of decreasing the burden on teams to provide school level uptake figures throughout the season, we will be asking for school level vaccination session data at the end of the season (March-April 2016) for each school participating in the child flu programme. The data items we will be requesting for each school by year group are the denominator (total number of children offered vaccination) and numerator (total number of children that have received the flu vaccine since 1 September 2015). In addition to this, based on what is locally available, any information collected on consents, refusals, contraindication, and adverse events. (Note: we will not be requesting any patient identifiable information)

ImmForm

ImmForm (www.immform.dh.gov.uk) provides a secure platform for vaccine uptake data collection for several immunisation surveys, including the healthcare workers and seasonal influenza GP vaccine uptake surveys. ImmForm is a service for NHS customers provided by Infomax Ltd on behalf of PHE. ImmForm is easy to access, is password protected, and allows NHS England Teams and Trusts to analyse and review their own vaccine uptake data.

Accessing ImmForm

Local teams should ensure that appropriate team members have access to the ImmForm website for the child flu vaccination collections. ImmForm can be accessed via www.immform.dh.gov.uk using existing logins and passwords. Currently ImmForm is designed and tested to work with Internet Explorer only; you must use Internet Explorer version 8 and above to access ImmForm. Only those who require flu vaccine uptake data for operational purposes will be given access to ImmForm, for all other data requests, please email ChildFluVac@phe.gov.uk.

For more information about how to register and use ImmForm, please refer to the following ImmForm helpsheets published at:



www.gov.uk/government/collections/immform.

Please make sure you are entering the password correctly, as it is case sensitive. Please ensure there are no spaces after or before the password, especially if you copy and paste in the password.

The ImmForm Helpdesk can be contacted via telephone on 0844 376 0040 or by emailing helpdesk@immform.org.uk.

Frequently Asked Questions

1. Who is required to submit monthly data to ImmForm?

The responsibility of data submission to ImmForm is to be decided by local NHS England Teams, with overall co-ordination at the regional level.

2. Why are there 3 different collection surveys within ImmForm?

The 2015/16 season sees the roll out of phase 2 of the national immunisation programme, with immunisation extending nationally to children of school years 1 and 2 age through school and pharmacy/GP based models. Additionally, six pilot areas that have been piloting the school based programme since 2013/14 will continue to offer the vaccine to all children aged 5-11 years of age. The three collection surveys on ImmForm correspond to the following:

National Programme-Primary school delivery (Year 1 & 2)

 This survey will be used by local teams to collect data for vaccinations delivered in school, to all children eligible for schooling in Years 1 and 2 (aged 5 and 6 year olds, including those who turn 7 years on or after 1 September 2015).

National Programme-Pharmacy/GP delivery (Year 1 & 2)

 This survey will be used by local teams to collect data for vaccinations delivered in a pharmacy and/or by GPs to all children eligible for schooling Years 1 and 2 (aged 5 and 6 year olds, including those who turn 7 years on or after 1 September 2015).

Pilot programme 2015/16 –Primary school delivery (Year1-Year 6)

 This survey will be used to collect data for vaccinations given to children aged 5-11 years in a primary school pilot setting in the six pilot areas.

All three survey datasets can be found in **Annexe A**

3. Is use of the PHE Childflu Vaccination Data Collection Tool mandatory?

The PHE Childflu Vaccination Data Collection Tool was designed to standardise data collection at a local level across all local sites. While this tool is not mandatory, it is highly encouraged that the tool be used to ensure the consistency and quality of data collected across the pilot scheme.

The tool can be used to generate accurate, standardised aggregate data at local authority level that is required to populate ImmForm for the monthly data submissions.

A schema of the PHE Data Collection Tool can be found in **Annexe C**.

4. Why will you be collecting individual school level data at the end of the season?

We will be asking for school based cumulative vaccination session data at the end of the season (March-April 2016) for each school participating in the child flu programme. The data items we will be requesting for **each school** by **year group** are the **denominator** (total number of children offered vaccination) and **numerator** (total number of children that have received the flu vaccine since 1 September 2015). Additionally, based on what's available locally, for each school by year group, data collected on consents/refusals, contraindications and adverse events. (**Note: we will not be requesting any individual level data**).

Collecting school level uptake figures will allow for a more granular data analysis post season, as well as ensuring data quality from school level up to LA, AT and National level aggregate data.

5. Is there going to be an automatic upload to ImmForm for vaccinations delivered to Year 1 and 2 through Pharmacy/GP practices?

We will only be extracting uptake figures automatically for local authorities that will be delivering the vaccine to Year 1 and 2 through a **GP model ONLY**.

The GP survey is expanding to extract 'vaccinations given in other healthcare settings' into vaccinations given in schools, pharmacies and other healthcare settings. However, unfortunately due to known data recording issues, this field will remain **experimental this season** therefore we will still need to collect data manually for areas in which vaccines are being delivery through **mixed models** (ie pharmacy/GP) or by **schools**.

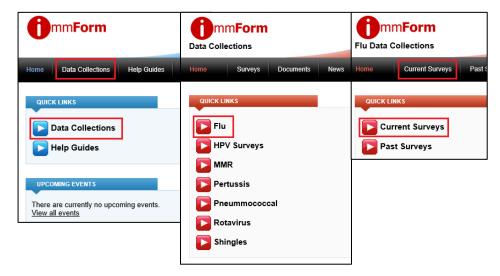
6. The denominators displayed on the ImmForm surveys are incorrect. Can I correct them?

Yes. ImmForm will open on 5 October 2015, for 9 working days (11 total days) for local teams to amend pre-filled denominators—the surveys require an explanation for any changes to pre-filled denominators. We encourage teams to provide accurate denominators as soon as possible; however denominators can be amended again at the end of the season.

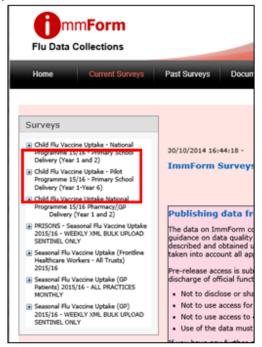
Submitting Data on ImmForm

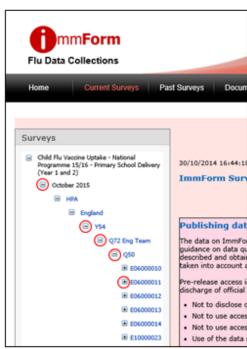
Instructions for school based programmes

- 1. Enter login details to access ImmForm
- 2. On the home page, select "Data Collections"
- 3. Select "Flu" then "Current Surveys" from Quick Links

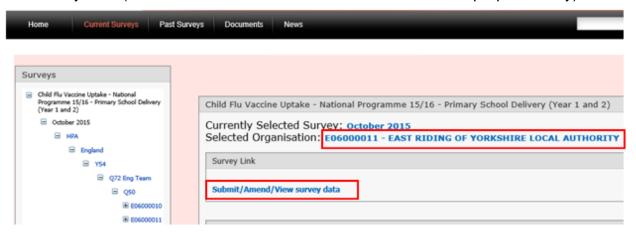


- 4. Select "Child Flu Vaccine Uptake-National Programme 2015/16-Primary school delivery (Year 1 & 2) or "Child Flu Vaccine Uptake- Pilot programme 2015/16 Primary school delivery (Year1-Year 6)
- 5. Select the correct survey month, and follow the hierarchy from HPA -> England-> Regional Team-> Local NHS England Team->Former Area Team (AT)->Local Authority (LA).

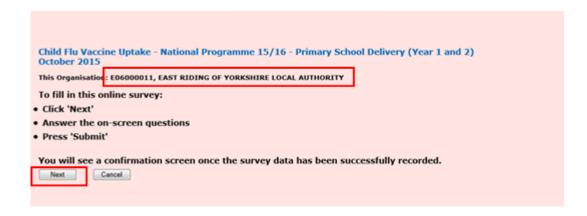




- 6. Select the appropriate local NHS England team code
- 7. Select the appropriate former AT code
- 8. Select the appropriate local authority (LA) code
- 9. Ensure the LA code corresponds with the LA name, then select Submit/Amend/View survey data (N.B. LA codes and names are for demonstrative purposes only)

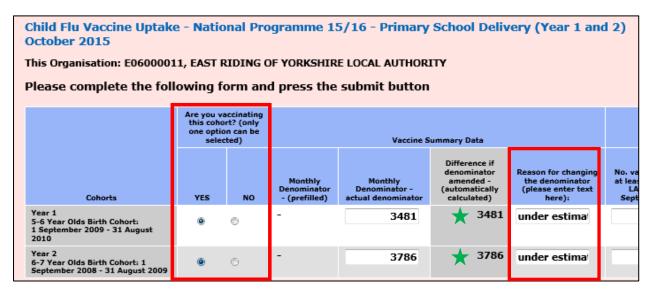


10. This will be presented with the following page. Select next. (N.B. organisation codes and names are for demonstrative purposes only)

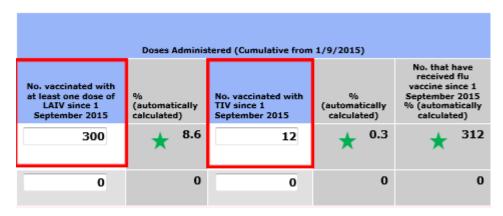


- 11. This will present the data entry survey page noted below. (N.B. LA codes and names are for demonstrative purposes only)
 - indicate which year group cohorts are being vaccinated by selecting the radio button Yes/No selecting "No" will automatically fill the cohort data with "0"
 - Denominators for each year group cohort are prefilled. You can enter amended denominators during the first survey month. ENSURE REASON FOR DENOMINATOR CHANGE IS COMPLETE.

 enter the number of children in each year group cohort vaccinated with at least one dose of FLUENZ since 1 September 2015



- enter the number of children in each year group cohort vaccinated with at least one dose of TIV since 1 September 2015
- grey fields (indicated by green stars) are automatically calculated



 Remember to indicate if the vaccination campaign has ended in this particular LA.

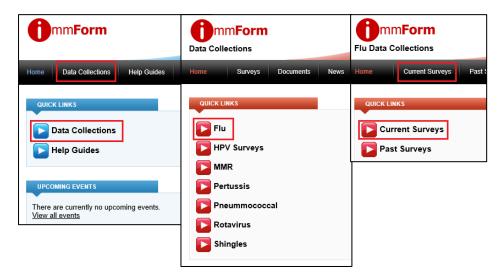


- 12. Once the survey is complete, select submit.
- 13. Repeat the above steps for each LA.

Instructions for pharmacy/GP based programmes

*Note: For LAs deliverying vaccinations to Year 1 and 2 through a GP model only, vaccine uptake figures will be extracted automatically from the seasonal influenza GP vaccine uptake surveys.

- 1. Enter login details to access ImmForm.
- 2. On the home page, select "Data Collections"
- 3. Select "Flu" then "Current Surveys" from Quick Links

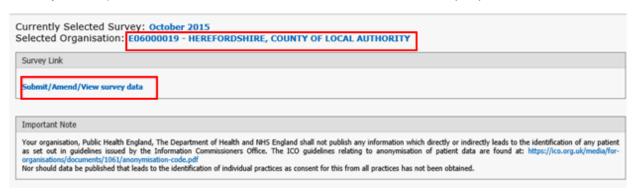


- 4. Select "Child Flu Vaccine Uptake-National Programme-Pharmacy/GP delivery (Year 1 & 2)"
- 5. Select the correct survey month, and follow the hierarchy from HPA -> England ->Local NHS England Team->Former Area Team (AT) -> Local Authority (LA)
- 6. Select the appropriate AT code
- 7. Select the appropriate LA code

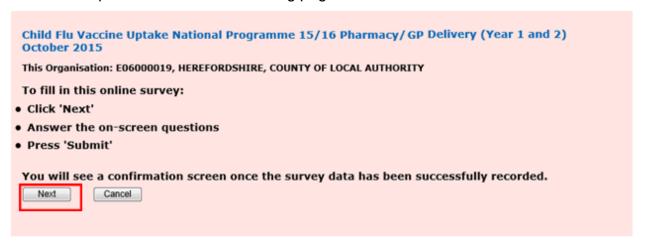




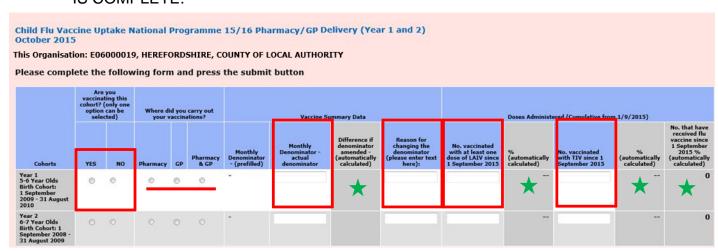
8. Ensure the LA code corresponds with the LA name, then select Submit/Amend/View survey data. (N.B. LA codes and names are for demonstrative purposes.



9. This will be presented with the following page. Select Next.



- 10. This will present the data entry survey page below. (N.B. LA codes and names are for demonstrative purposes only).
 - indicate which year group cohorts are being vaccinated by selecting the radio button Yes/No-selecting "No" will automatically fill the cohort data with "0"
 - indicate the setting in which vaccinations took place.
 - denominators for each year group cohort are prefilled. You can enter amended denominators in the first survey month. ENSURE REASON FOR CHANGING IS COMPLETE.



- enter the number of children in each year group cohort vaccinated with at least one dose of FLUENZ since 1 September 2015
- enter the number of children in each year group cohort vaccinated with at least one dose of TIV since 1 September 2015
- grey fields (indicated by green stars) in the above image are automatically calculated.
- remember to indicate if the vaccination campaign has ended in this particular LA.

Your pilot flu vaccination campaign status? We have finished our pilot vaccination campaign so these data can be regarded as final. Our pilot vaccination campaign is still in progress; we will provide updated data next month.

- 7.) Once the survey is complete, select submit.
- 8.) Repeat the above steps for each LA.

Contacts

Childhood Flu Vaccine Programme uptake survey queries

If you have any questions regarding the childhood flu vaccine uptake data collection process that are not addressed in the guidance, please use the feedback email function on the ImmForm website or email ChildFluVac@phe.gov.uk

Every attempt is made to respond to all queries received via this mailbox as quickly as possible. Please bear in mind that there is sometimes a large volume of calls and email queries received particularly during the early weeks of the survey. As a result, there may be delays in getting back to recipients.

Login and password reminders

If you have registered and used ImmForm in previous seasons, it is likely that your login will still be valid. You can request a password reminder directly from ImmForm

ImmForm support and registering new contacts

For ImmForm support, to register new contacts, and to provide general ImmForm feedback, please contact: helpdesk@immform.org.uk.

For queries about new programmes general implementation issues and miscellaneous vaccination questions please email the Public Health England mailbox at immunisation@phe.gov.uk

Annexes

Annexe A: Datasets for the Childhood Flu Vaccination Uptake Collections 2015/15

Child Flu Vaccination National Programme 2015/16-Primary school delivery (Year 1 & 2)

<survey eg="" name="" sept<="" th=""><th>Ciriber Sur</th><th>vo, (Dat</th><th></th><th>,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,</th><th>55,55,26</th><th>,-</th><th></th><th></th><th></th><th></th><th></th></survey>	Ciriber Sur	vo, (Dat		,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,	55,55,26	,-					
his organisation: <school org<="" th=""><th>Code>, <org i<="" th=""><th>Name></th><th></th><th></th><th></th><th></th><th></th><th></th><th></th><th></th><th></th></org></th></school>	Code>, <org i<="" th=""><th>Name></th><th></th><th></th><th></th><th></th><th></th><th></th><th></th><th></th><th></th></org>	Name>									
Cohorts	coh (only one o	you ting this ort? ption can be sted)		Vacci	ne Summary	r Data	Dose	s Administer	ed (Cumulative	from 1/9/201	15)
Conores	YES	NO	Monthly Denominator - (prefilled)	Monthly Denominator - actual denominator	Difference if denominator amended (automatical ly calculated)	Reason for changing the denominator (please enter text here):	No. vaccinated with at least one dose of LAIV since 1 September 2015	% (automaticall g calculated)	No. vaccinated with TIV since 1 September 2015	% (automaticall ¶ calculated)	
/ear 1 5-6 Year Olds, Birth Cohort: September 2009 - 31 August 2010	0	0	А	В	A-B	С	D	D/A OR B X 100	E	E/A OR BX 100	D+E
fear 2 3 -7 Year Olds, Birth Cohort: September 2008 - 31 August 2009	0	0									
four seasonal flu vaccination o	ampaign stat	us?									
			cination campaig paign is still in prog			as final.					
Comments											

Child Flu Vaccination National Programme 2015/16-Pharmacy/GP delivery (Year 1 & 2)

Survey Name eg Septe	mber Surv	rey (Data	from 01/0	19/2015 to	o 30/09/2	015)>								
This organisation: <ccg orgco<="" th=""><th>de>, <org n<="" th=""><th>ame></th><th></th><th></th><th></th><th></th><th></th><th></th><th></th><th></th><th></th><th></th><th></th><th></th></org></th></ccg>	de>, <org n<="" th=""><th>ame></th><th></th><th></th><th></th><th></th><th></th><th></th><th></th><th></th><th></th><th></th><th></th><th></th></org>	ame>												
accinations given in a scho	ol setting sl	ould be ent	ered in the	correspon	ding primar	school surve	g (i.e. pilot or	national sch	ool programme). This form s	should be used to	record vaccina	tions given outsid	e of a school s	etting.
	this c	vaccinating ohort? ne option		d you carr accination			Vaccir	ne Summary	Data	Dos	es Administer	ed (Cumulative f	rom 1/9/201	5)
Cohorts	YES	NO	Pharmacy	GP	Pharmacy & GP	Monthly Denominator - (prefilled)	Monthly Denominator - actual denominator	Difference if denominator amended	Reason for changing the denominator (please enter text here e.g. over-estimate, under estimate etc no more than 100 characters):	No. raccinated with at least one dose of LAIY since 1 September 2015	2 (automatically calculated)	No. vaccinated with TIV since 1 September 2015	2 (automatically calculated)	No. that have received flow received flow received since September 2015 (automatical calculated)
/ear 1 -6 Year Olds, Birth Cohort: September 2003 - 31 August 2010						В	С	B-C	С	E	D/B OR C X 100	F	E/B OR CX100	E+F
ear 2 -7 Year Olds, Birth Cohort: September 2008 - 31 August 2009														
our seasonal flu vaccination	ampaign st	atus?												
O O Comments						egarded as final. dated data next m	onth.							

Child Flu Vaccination Pilot Programme 2015/16 – Primary school delivery (Year1-Year 6)

Survey Name eg Septe		vey (Date		,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,	,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,	<i> </i> *						
This organisation: <school org<="" th=""><th>Code>, <org< th=""><th>Name></th><th></th><th></th><th></th><th></th><th></th><th></th><th></th><th></th><th></th></org<></th></school>	Code>, <org< th=""><th>Name></th><th></th><th></th><th></th><th></th><th></th><th></th><th></th><th></th><th></th></org<>	Name>										
Are you vaccinating this cohort? (only one option can be		ting this ort?		Vaccin	ne Summan	/ Data	Doses Administered (Cumulative from 1/9/2015)					
Cohorts	YES	NO	Monthly Denominator (prefilled)	Monthly Denominator - actual denominator	Difference if denominato r amended (automatica Ily calculated)	Reason for changing the denominator (please enter text here):	No. vaccinated with at least one dose of LAIV since 1 September 2015	% (automatical ly calculated)	No. vaccinated with TIV since 1 September 2015	% (automatical lg calculated)	No. that have received flu vaccine sinc 1 September 2015 (automaticall calculated)	
Year 1 5-6 Year Olds, Birth Cohort: I September 2009 - 31 August 2010	0	0	А	В	A-B	С	D	D/A ORBX 100	E	E/A OR B X 100	D+E	
fear 2 8-7 Year Olds, Birth Cohort: I September 2008 - 31 August 2009	0	0										
/ear 3 7-8 Year Olds, Birth Cohort: I September 2007 - 31 August 2008	0	0										
Year 4 8-9 Year Olds, Birth Cohort: I September 2006 - 31 August 2007	0	0										
Year 5 9-10 Year Olds, Birth Cohort: September 2005 - 31 August 2006	0	0										
fear 6 10-11 Year Olds, Birth Cohort: September 2004 - 31 August 2005	0	0										
Your seasonal flu vaccination c	ampaign eta	tur2										
() We have fini	shed pilot vac		gn so these data ogress; we will pro		d as final.						

Annexe B: Year Group Cohort Definitions

Academic	Age range on	Birth date range		
Year Group	1st September 2015	Born From Date	Born To Date	
1	Age 5-6	01/09/2009	31/08/2010	National programme (Y1&2)
2	Age 6-7	01/09/2008	31/08/2009	,
3	Age 7-8	01/09/2007	31/08/2008	Pilot programme (Y1-Y6)
4	Age 8-9	01/09/2006	31/08/2007	
5	Age 9-10	01/09/2005	31/08/2006	
6	Age 10-11	01/09/2004	31/08/2005)

Annexe C: Childhood Flu Vaccination Data Collection Tool Schemas

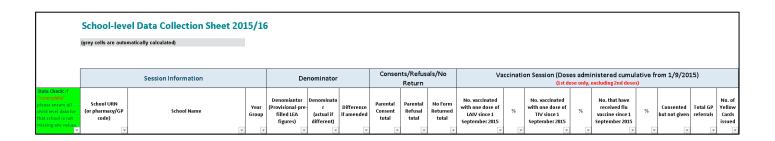
Data Collection Tool Local Authority summary page schema

Public Health 2015/16 Childhood Flu Vaccination Programme England

	Local Authority											
_			Denominato	r		Vaccinations						
	Year Group	Denomiantor (Provisional- pre-filled LEA)	l Denominator	Difference if denominator amended		%	No. vaccinated No. that have with on dose of received flu					
	1	0	0	0	0		0		0	1		
	2	0 0 0			0	·	0	i	0	1		
	Total	0	0	0	0	-	0	1	0			

grey cells are automatically calculated

Data Collection Tool Organisation Level summary page schema



			Num	ber of cont	raindication	s (prior/on d	ay) by type	•					
Total No. of ontraindications	Previous allergy to flu vaccine	Egg Allergy	Severe asthma	Another live vaccine given/due	Immuno - suppression (personal)	Immuno - suppression (family)	Cardiac disease/ salicylate therapy	On day: child unwell	On day: child absent	On day: child refused	On day: allergies	Other	Comments

Data Collection Tool child level data page schema

