



Public Health
England

Protecting and improving the nation's health

Adolescent Vaccine Coverage Collection (HPV and MenACWY & Td/IPV) 2017/18 Local Authority Annual Survey

Reference guide for NHS England local
teams submitting annual vaccine
coverage data on ImmForm

About Public Health England

Public Health England exists to protect and improve the nation's health and wellbeing, and reduce health inequalities. We do this through world-leading science, knowledge and intelligence, advocacy, partnerships and the delivery of specialist public health services. We are an executive agency of the Department of Health and Social Care, and a distinct delivery organisation with operational autonomy. We provide government, local government, the NHS, Parliament, industry and the public with evidence-based professional, scientific and delivery expertise and support.

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Purpose of this document

The purpose of this document is to provide NHS England Local Teams and Screening and Immunisation Teams (SITs) with detailed guidance on how to submit data for the 2017/18 Adolescent Vaccine Coverage Collection Local Authority Annual Survey, via the ImmForm web-based system provided by PHE¹. This combined Adolescent coverage collection replaces the 2 separate 2016/17 HPV and Td/IPV & MenACWY vaccine coverage collections for vaccinations given in schools.

Survey: quick start instructions

Full guidance on accessing and submitting the Annual Survey collection form can be found in Chapter 3. Here is a brief summary of instructions for entering and submitting HPV, MenACWY and Td/IPV data for the Adolescent survey.

1. Log on to ImmForm website at: <https://www.immform.dh.gov.uk>
2. Click on 'Data Collections' → 'Adolescent' → 'Programme' → 'HPV and MenACWY and Td/IPV Booster Uptake 2017-18 - Annual Survey' → 'Select the Local Authority for which you want to provide data for' → Click 'Go'.
3. NHS England local teams and data providers can enter data to:
 - update their LA denominators for each cohort as appropriate
 - provide information about the number of each cohort who have received HPV, MenACWY and Td/IPV vaccines
 - provide information on where the vaccines were commissioned
 - comment on local issues that may have impacted data quality
4. Complete the relevant sections of the form.
5. Once all data are completed on the form, click 'Submit' in the 'Actions box'.
6. Review any flagged validation warnings that may have appeared in the 'Survey Form' box.
7. Once you are satisfied that the data are accurate, select 'Yes' from the Actions box.
8. Once the form has been submitted successfully, you will see the following message; '*Thank you for submitting data for this survey on [current date]*' **Please make sure you see this confirmation, otherwise the data have not uploaded correctly.**
9. If you wish to enter data for another Local Authority, return to step 2 above.

¹ ImmForm is the web-based system that provides vaccine ordering facilities for the NHS and is used by PHE to record vaccine coverage data for some immunisation programmes. Please see Appendix 1 of this guide: www.immform.dh.gov.uk

1. Overview of the HPV and MenACWY & Td/IPV adolescent immunisation programmes and the vaccine coverage collection

1.1 HPV immunisation programme

The national human papillomavirus (HPV) immunisation programme was introduced in 2008 for secondary school Year 8 females (12 to 13 years of age) as a three-dose schedule. In March 2014, the Joint Committee on Vaccination and Immunisation (JCVI) advised a change from a three to a two-dose schedule in the routine programme, which was implemented in September 2014. In England, for operational purposes, the recommendation is to offer the first HPV vaccine dose to females in Year 8 and the second dose 12 months later in Year 9, as this reduces the number of immunisation sessions required in schools. However, some local areas schedule the second dose within Year 8, from 6 months after the first.

The 2017/18 adolescent survey will collect HPV coverage data for school years 8 (Cohort 15) and 9 (Cohort 14).

1.2 MenACWY immunisation programme

MenACWY vaccine was introduced in 2015 to respond to a rapid and accelerating increase in cases of invasive meningococcal group W (MenW) disease, which had been declared a national incident. The MenACWY conjugate vaccine will provide direct protection to the vaccinated cohort and, by reducing MenW carriage, will also provide indirect protection to unvaccinated children and adults. This follows advice from the Joint Committee on Vaccination and Immunisation (JCVI).

The programme included an urgent catch-up campaign (school year 13 in 2014/15) through general practice from August 2015 followed by inclusion in the time-limited 'freshers' programme (direct replacement of the MenC vaccination, offered up to age 25) also through general practice, and a catch-up campaign (school year 11 in 2015/16) through schools from January 2016. A further catch-up campaign through general practice covered those in school years 11 and 12 in 2014/15 when they reach year 13. MenACWY vaccine was added to the routine adolescent schools programme (school year 9 or 10) from Autumn 2015, as a direct replacement for the MenC vaccine.

The first survey collected 2015-16 local authority (LA) coverage data for both the catch-up campaign, school year 11 (Cohort 1), and the first year of MenACWY inclusion in the routine adolescent schools programme, school year 10 (Cohort 2) or school year 9 (Cohort 3) depending on local arrangements (see Appendix 4 and 5 for links to published data). In 2016/17, LAs provided coverage data for routine cohorts school year 9 (Cohort 4) and 11 (Cohort 2) or school year 9 (Cohort 4) and 10 (Cohort 3) according to the programme options detailed on page 8 of the Joint NHS England and Public Health England letter providing information on the introduction of Meningococcal ACWY conjugate vaccination (MenACWY) (Appendix 4).

The 2017-18 adolescent survey will collect MenACWY coverage data for school years 9 (Cohort 5) and 10 (Cohort 4).

1.3 Td/IPV immunisation programme

A booster dose of tetanus and polio vaccine has been routinely offered at around 14 years of age for many years. Since 1994, a booster dose of low-dose diphtheria vaccine has also been offered at this age. From 2004, the vaccine has been a combined tetanus/low dose diphtheria/inactivated polio vaccine (Td/IPV). Total numbers of children aged 13-18 years (aggregate) receiving a 'reinforcing dose' of Td/IPV (without denominator data) were published annually (the KC50 data collection – see Appendix 5) up to and including 2011/12 until this collection was suspended.

More detailed mandatory KC50 collections were attempted in 2010/11 and 2011/12 to include numbers of eligible children but the quality of the data was variable. A voluntary survey was conducted via email with NHS England Area Team (AT) Screening and Immunisation Leads (SILs) during Summer 2014 to investigate whether it was possible to collect LA level coverage data from areas where school based Td/IPV vaccination programmes were undertaken. National data collection for this survey was piloted in 2015/16.

The 2017/18 collection is the third year Td/IPV data can be provided for school year 9 (Cohort 5) and/or year 10 (Cohort 4) depending on local arrangements.

1.4 Purpose of the Adolescent Vaccine Coverage (HPV and MenACWY & Td/IPV) 2017/18 Annual Survey

HPV, Td/IPV and MenACWY vaccines are offered to adolescents in school years 8 to 10 (students aged between 12 and 15 years) in secondary school settings. To streamline the collection of vaccine coverage data for these 3 immunisation programmes, at both the local and national levels, PHE have produced a single annual survey for 2017-18. The ability to reliably measure vaccine coverage plays an essential role in evaluating the success of the HPV, MenACWY and Td/IPV immunisation

programmes, identifying susceptible populations for further interventions and informing future vaccine policy decisions. This is dependent on having an accurate estimate for the eligible population (denominator) and a robust method of ascertaining the number of eligible individuals who have received one or two doses of HPV, and a dose of MenACWY vaccine or Td/IPV (numerators).

This standardised vaccine coverage information can be made available at the local level creating the opportunity to compare local figures with regional and national estimates, improve coverage and to detect changes in vaccine coverage year on year. HPV coverage for females is used as a sub-indicator in the Public Health Outcomes Framework (PHOF)² and it is planned to include MenACWY coverage as a sub-indicator for a universally offered adolescent vaccine.

PHE also has commitments to report vaccine coverage figures to international organisations such as the World Health Organization, and the European Centre for Disease Prevention and Control. At the local level, coverage statistics are used for local performance management and service delivery planning.

1.5 Annual Survey 2017/18 – what's new this year?

The female HPV and universal MenACWY and Td/IPV vaccine coverage collections have been combined into an adolescent collection for the 2017/18 academic year. The survey will follow a similar format to the previous year's collections but will differ in that it will include 2 sections; (i) HPV coverage in Year 8 and Year 9 females, and (ii) MenACWY and Td/IPV coverage in Year 9 and/or Year 10 students. LA annual data are required, including information on where the vaccines were commissioned.

As in the previous year, all data for 2017/18 must be submitted via the online form (there is no Excel spreadsheet upload functionality available).

1.6 Optional end of academic year school level data collection

At the end of each academic year, LAs are requested to submit vaccine coverage data for each school participating in the adolescent immunisation programmes. Data can be returned using either the data collection tool provided by PHE at the beginning of the season or local data collection tools/spreadsheets. Submission of these data is optional.

² Improving outcomes and supporting transparency. Updates to PHOF: Summary of changes to technical specifications of public health indicators, June 2015 (page 32):

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/437033/Updates_to_PHOF_Summary_of_changes_to_technical_specifications.pdf

PHE's national vaccine coverage team within the Immunisation and Countermeasures Department would be grateful for voluntary submission of school level data, during the LA level data submission period, via email to: adolscent@phe.gov.uk. These data will be used to facilitate assessment of data quality captured at the LA level, to inform collections going forward, and to inform measures of inequalities in coverage, helping work towards delivery of an equitable programme as outlined by the Public Health Functions Agreement (Section 7a).

The data items requested for each school by relevant year group are the same as for the LA level adolescent coverage collection; denominators (ie total number of students eligible for the vaccine in school year) and the total number of students vaccinated for each of the adolescent vaccines ((i) at least one dose and (ii) two doses for HPV, a dose of MenACWY and a dose of Td/IPV).

2. Adolescent Vaccine Coverage Collection 2017/18 Local Authority Annual Survey

2.1 Dates the collection is open

The Adolescent Vaccine Coverage Collection 2017/18 Local Authority Annual Survey will be open **for 20 working days from Monday 3 September 2018 until Friday 28 September 2018**. Annual vaccine coverage and delivery model information is requested for each LA, via the ImmForm website, for vaccinations administered up to 31 August 2018.

2.2 Roles and responsibilities

NHS England local teams and/or SITs should identify a member/s of the team to take on responsibility for:

- confirming the data entry fields required
- coordinating collation of local data from providers, which should be checked for completeness and accuracy (some local providers have ImmForm access and can enter their own data directly on the survey)
- entering data for all LAs in the area onto ImmForm by the survey deadline (28 September)

2.3 Cohorts

Table 1: 2017/18 cohort definitions and reporting requirements for adolescent immunisation programmes (HPV, MenACWY and Td/IPV) by school year

2017-18 academic year	HPV programme		MenACWY and Td/IPV programmes	
Cohort number	15	14	5	4
School year	Year 8	Year 9	Year 9	Year 10
Age (years)	12-13	13-14	13-14	14-15
Dates of birth	1 Sep 2004 – 31 Aug 2005	1 Sep 2003 – 31 Aug 2004	1 Sep 2003 – 31 Aug 2004	1 Sep 2002 – 31 Aug 2003
Eligible group	Females only	Females only	All students	All students
Dose 1 numerator	Provided by all LAs	Updated for 2017-18 by all LAs	Provided by all LAs offering vaccines in Year 9	Provided by all LAs offering vaccines in Year 10
Dose 2 numerator	Provided by LAs offering both doses in Year 8	Provided by all LAs	Not applicable	Not applicable
Pre-filled /provisional denominator	School roll provisional denominator	Pre-filled denominator based on data submitted in 2016/17	School roll provisional denominator	Pre-filled denominator based on data submitted in 2016/17 if available, otherwise school roll provisional denominator

2.4 Denominators

Pre-filled/provisional denominators

The pre-filled denominators have been populated with data submitted in last year's annual HPV or MenACWY & Td/IPV coverage surveys^{3,4} if available, or alternatively denominators derived from the Department of Education (DoE) national statistics: 'Schools, pupils and their characteristics: January 2018'⁵.

NHS England local teams are requested to update the denominators to provide actual pupil numbers and account for movements in or out of the LA/schools during the academic year.

The denominator is the number of females/adolescents in the school years described in Table 1 in the following types of schools in each LA:

- all schools managed by a LA, including/as well as independent and faith schools
- schools managed by voluntary or private agents
- grant maintained schools
- pupil referral units
- secure units
- residential units
- schooled at home

And all females/adolescents of the ages specified in Table 1 resident in the LA not linked to any school.

Child Health Information System denominator

For areas extracting data from Child Health Information Systems the denominator is:

- all females/adolescents in the school years described in Table 1 at any of the above listed schools in the LA (minus any females/adolescents attending school outside the LA)
- all females/adolescents of the ages specified in Table 1 resident in the LA not linked to any school

3 <https://www.gov.uk/government/statistics/annual-hpv-vaccine-coverage-2016-to-2017-by-local-authority-local-team-and-area-team>

4 <https://www.gov.uk/government/publications/meningococcal-acwy-immunisation-programme-vaccine-coverage-estimates>

5 <https://www.gov.uk/government/statistics/schools-pupils-and-their-characteristics-january-2018>

2.5 Numerators

2.5.1 HPV vaccines administered – Year 8 (Cohort 15)

For Section 1a the NHS England local team/SIT is required to enter the number of females vaccinated with at least one dose of HPV vaccine by 31 August 2018 and, if applicable, the number vaccinated with dose 2 by 31 August 2018.

2.5.2 vaccines administered – Year 9 (Cohort 14)

For Section 1d pre-filled numerators are the number of females vaccinated with dose 1 and number vaccinated with dose 2 **as at 31 August 2017** taken from data submitted to the HPV vaccine coverage annual survey 2016/17. NHS England local teams/SITs are required to update, where possible, the number of females vaccinated with at least dose 1, and the number vaccinated with dose 2, **as at 31 August 2018**.

This should be the total number of girls who have received at least one dose by 31 August 2018 (**include those vaccinated prior to, as well as during, 2017/18**). It is important to include those vaccinated elsewhere if they have moved into schools in your LA, and remove those vaccinated previously in schools in your LA who have since moved out.

2.5.3 MenACWY and Td/IPV vaccines administered – Year 9 and/or 10 (Cohort 5 and 4)

To calculate LA MenACWY and Td/IPV vaccine coverage the following data are required for Section 2 of the survey for the cohorts described in Table 1:

- the number of adolescents who received one dose of MenACWY vaccine by 31 August 2018
- the number of adolescents who received one dose of Td/IPV vaccine by the 31 August 2018

The numerator should be the total number of students who have received MenACWY or Td/IPV by 31 August 2018 (**include those vaccinated prior to, as well as during, the academic year 2017/18**). It is important to include those vaccinated elsewhere if they have moved into schools in your LA, and remove those vaccinated in schools in your LA who have since moved out.

2.6 Programme delivery

Additional information is required for each cohort on where the vaccine programmes were commissioned (schools, GP practices, both schools and GP practices, other). This information will help us interpret the vaccine coverage figures submitted.

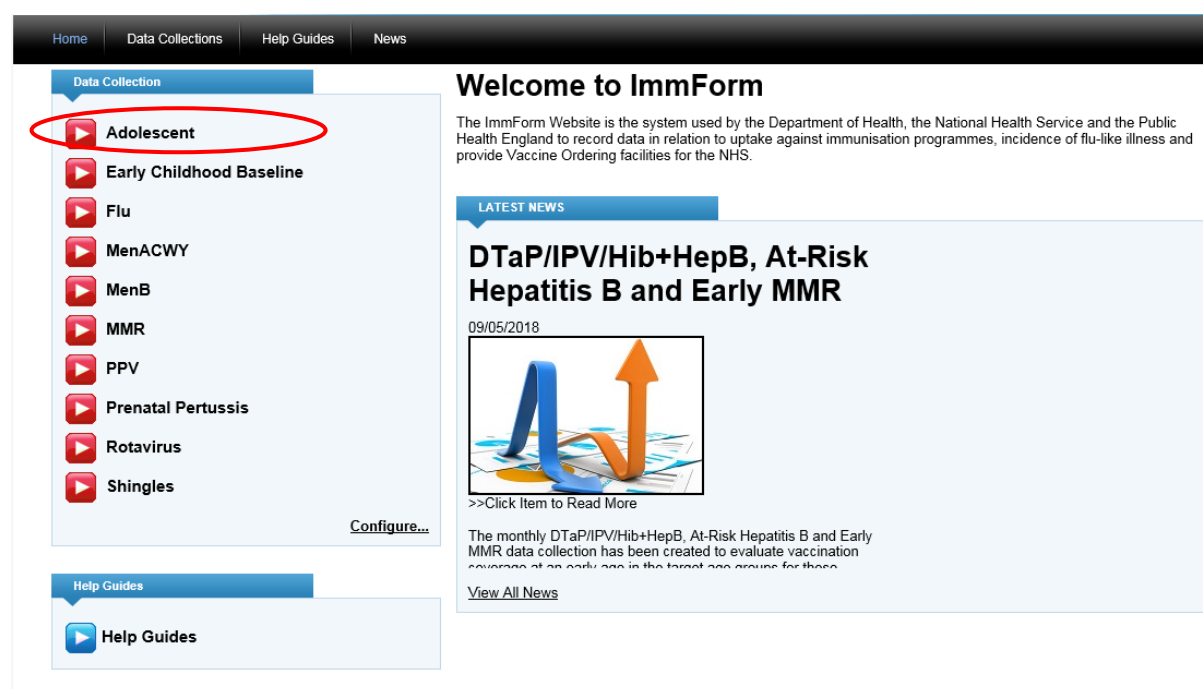
3. Guide to accessing and submitting the annual data collection form

Open your web browser and access the ImmForm website via the following link:

www.immform.dh.gov.uk

Once you have successfully logged onto the ImmForm website, you will need to select 'Adolescent' under the 'Data Collections' pane at the top left-hand side of the screen. (Figure 1).

Figure 1: ImmForm Data Collections Pane on the home page



Under the 'Current Surveys' pane, select 'HPV and MenACWY and Td/IPV Booster Uptake 2017-18' from the 'Programme' drop-down menu. (Figure 2).

Figure 2: Selecting the 2017-18 annual survey

Home Documents News

Current Surveys

Programme:

HPV and MenACWY and Td/IPV Booster Uptake 2017-18 - >

HPV (Human Papilloma Virus) Vaccine Uptake 2016-17 - Annual LA Collection

HPV and MenACWY and Td/IPV Booster Uptake 2017-18 - Annual Survey

MenACWY and Td/IPV Booster vaccine Uptake 2016-17 - Annual LA

OrgCode: E06000010; KINGSTON UPON HULL, CITY OF LOCAL AUTH

Go

Past Surveys

Show

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- 13-14

[View all news](#)

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The survey field will be automatically completed. If the account you are using has access to multiple Local Authorities, select the required Local Authority using the 'OrgCode' drop down menu. If the account has access to a singular Local Authority, this field will be automatically filled (Figure 3). Once the fields have been selected, click 'Go'.

Figure 3: OrgCode drop down menu

Home Documents News

Current Surveys

Programme:

HPV and MenACWY and Td/IPV Booster Uptake 2017-18 - >

Survey:

New Survey >

OrgCode:

E06000010; KINGSTON UPON HULL, CITY OF LOCAL AUTH >

Go


Past Surveys

Show

You will be directed to the data form related to the Local Authority you have chosen. An example of the form can be seen in Figures 4 and 5. The form consists of 2 sections, Section 1 (a-e) for HPV and Section 2 (a-e) for MenACWY and Td/IPV.



Figure 4: Adolescent survey collection page - HPV section


Survey Form

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

Section 1: Routine HPV Vaccination

1a) Routine HPV Vaccination: School Year 8 (Females)

COHORT 15 - 12-13 Year Olds Birth Cohort: 1 September 2004 - 31 August 2005	Provisional Denominator 	Actual Denominator 	Difference between provisional and current denominator, if amended		
Denominator	1356	<input type="text"/>	--		

Doses administered up to 31 August 2018 (inclusive)	Total Number vaccinated by 31/08/2018	% Vaccinated	Does the numerator include:		
			Only doses given in schools	Only doses given in GPs	Doses given in schools and GPs
Number vaccinated with at least dose 1	<input type="text"/>	--	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Number vaccinated with dose 2 	<input type="text"/>	--	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>



1b) Where were the routine vaccinations commissioned? (Please select only one option)



☐ Schools Only
☐ GP Practices Only
☐ Both Schools and GP Practices

1c) Did the Local Authority offer 2 doses of HPV vaccine for school year 8 in 2017-18 school academic year to:

☐ All schools
☐ No schools (only 1 dose offered)
☐ Some schools
☐ N/A GP delivered programme

1d) Routine HPV Vaccination: School Year 9 (Females)

COHORT 14 - 13-14 Year Olds Birth Cohort: 1 September 2003 - 31 August 2004	Annual Denominator - last season 2016-17 	Actual Denominator 	Difference between provisional and current denominator, if amended		
Denominator	1356	<input type="text"/>	--		

Doses administered up to 31 August 2018 (inclusive)	Total number vaccinated last season - 2016/17 	Total number vaccinated by 31/08/2018 	% Vaccinated	Does the numerator include:		
				Only doses given in schools	Only doses given in GPs	Doses given in schools and GPs
Number vaccinated with at least dose 1	1171	<input type="text"/>	--	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Number vaccinated with dose 2	919	<input type="text"/>	--	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

1e) HPV Vaccination Comments (Optional)

Figure 5: Adolescent survey collection page – MenACWY and Td/IPV section

Section 2: Routine MenACWY and Td/IPV Vaccination**2a) Do you have data to input for MenACWY and/or Td/IPV? (Please select only one option)**

- ☐ i) Yes (Go to question 2b)
- ☐ ii) No (Go to question 2d and please explain the reason for no data in 2f)

2b) Routine MenACWY and Td/IPV Vaccination: School Year 9

COHORT 5 - 13-14 Year Olds Birth Cohort: 1 September 2003 - 31 August 2004	Provisional Denominator ⓘ	Actual Denominator ⓘ	Difference between provisional and current denominator, if amended
Denominator	2676	<input type="text"/>	--

Doses administered up to 31 August 2018 (inclusive)	Total number vaccinated by 31 August 2018 ⓘ	% Vaccinated	Does the numerator include:		
			Only doses given in schools	Only doses given in GPs	Doses given in schools and GPs
Number vaccinated with MenACWY	<input type="text"/>	--	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Number vaccinated with Td/IPV	<input type="text"/>	--	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

2c) Routine MenACWY and Td/IPV Vaccination: School Year 10

COHORT 4 - 14-15 Year Olds Birth Cohort: 1 September 2002 - 31 August 2003	Annual Denominator - last season 2016-17 ⓘ	Actual Denominator (if different) ⓘ	Difference between provisional or last seasons denominator and actual denominator, if amended
Denominator	2676	<input type="text"/>	--

Doses administered up to 31 August 2018 (inclusive)	Total Number vaccinated Last Season - 2016-17 ⓘ	Total Number vaccinated up to 31 August 2018 ⓘ	% Vaccinated	Does the numerator include:		
				Only doses given in schools	Only doses given in GPs	Doses given in schools and GPs
Number vaccinated with MenACWY	2106	<input type="text"/>	--	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Number vaccinated with Td/IPV	2115	<input type="text"/>	--	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

2d) For MenACWY where were the routine vaccinations commissioned? (Please select only one option)

- ☐ Schools Only
- ☐ GP Practices Only
- ☐ Both Schools and GP Practices

2e) For Td/IPV where were the routine vaccinations commissioned? (Please select only one option)

- ☐ Schools Only
- ☐ GP Practices Only
- ☐ Both Schools and GP Practices

In order to help you submit accurate data there are in-built validations within the ImmForm annual survey form to ensure mandatory data are entered and that the data are logically correct, for example:

- if the difference between the pre-filled denominator and the actual denominator is more than +/- 5% different, you will be prompted to confirm you want to continue
- the number vaccinated with each vaccine must be less than or equal to the denominator

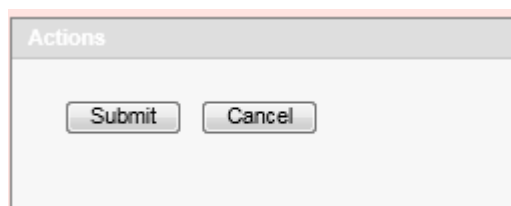
These validations are not exhaustive. They have been incorporated to assist with the data entry in an attempt to reduce major errors from occurring. Data should still be checked fully before submission.

For further information about how PHE validate the Adolescent survey data submitted, please see Appendix 2.

If there are no concerns regarding the quality of the data, these should be detailed in the 'Comments' box at the bottom of both the HPV and MenACWY & Td/IPV forms.

Once the form has been completed and checked, click 'Submit' in the 'Actions' box at the bottom of the screen (Figure 6).

Figure 6: Comments and Actions box

A screenshot of a web form's 'Actions' section. It features a light gray header bar with the word 'Actions' in a small, dark font. Below the header, there are two rectangular buttons with rounded corners and a subtle gradient. The first button is labeled 'Submit' and the second button is labeled 'Cancel'. Both buttons are positioned side-by-side.

The form will then notify you of any fields which have been flagged by built in validation checks and require confirmation. These must be observed and reviewed. They can be found at the top of the page under the 'Survey Form' box (Figure 6). If the data are still correct despite the validation flags, click 'Yes' in the 'Actions' box.

Figure 6: Validation flags

Survey Form

The following data fields failed validation checks:

- Please provide a value for HPV School year 8 - Does the numerator include: Only doses in school / Only doses in GP / Doses given in school and GP
- Please provide a value for MenACWY + Td/IPV Where were the routine vaccinations for MenACWY commissioned?
- Please provide a value for MenACWY + Td/IPV Where were the routine vaccinations for Td/IPV commissioned?
- Please provide a value for HPV School year 8 - Did the Local Authority offer 2 doses of HPV in 2017/18 academic year to: All Schools / No Schools / Some Schools / GP Delivered
- Please provide a value for HPV School year 8 - No. vaccinated with Dose 2 by 31/08/2018
- Please provide a value for HPV School year 8 - No. vaccinated with at least Dose 1 by 31/08/2018
- Please provide a value for HPV School year 9 - No. vaccinated with at least Dose 1 by 31/08/2018
- Please provide a value for HPV School year 9 - No. vaccinated with Dose 2 by 31/08/2018
- Please provide a value for HPV School year 8 - where were vaccines commissioned
- Please provide a value for HPV School year 9 - Does the numerator include: Only doses in school / Only doses in GP / Doses given in school and GP

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

You will then be taken to the confirmation page (Figure 7). **If you do not see this page your data have not been submitted.** The date of submission and a message will be displayed notifying you of a successful submission. You have the options of 'Click here to email submission confirmation' to receive confirmation by email that a submission has been processed, and 'Click here to export the data you have saved to Excel' to download an Excel table containing the data you have just submitted. Finally, click 'OK' to return to the home screen.

Figure 7: Confirmation screen

Submission For

Programme: HPV and MenACWY and Td/IPV Booster Uptake 2017-18 - Annual Survey

Survey: New Survey

Organisation: E06000010, KINGSTON UPON HULL, CITY OF LOCAL AUTHORITY

Confirmation

✓ **Thank you for submitting data for this survey on 27 July 2018**

Actions

[Click here to email submission confirmation](#)

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

3.1 Co-ordinating data submission within an NHS England local team

Where different members of NHS England local teams/local providers are submitting individual LA spreadsheets, it is important to identify one person in the team to check that data have been submitted for all LAs that team is responsible for before the end of the data collection period (28 September 2018).

3.2 Amending data after it has been entered

You can return to the Adolescent Vaccine Uptake 2017-18 – Annual LA Collection screen and repeat the process to re-submit information that you may have previously entered, provided you do this within the submission and editing period.

Please note: this will overwrite data previously uploaded.

4. Information Governance and Publication

4.1 Information Governance

The ImmForm survey collects numerical data for vaccine coverage and does not include individual patient identifiable data. Small numbers are suppressed in reports for publication in accordance with information governance guidelines.

The ImmForm database allows all Screening and Immunisation Team staff in NHS England local teams who are registered with an ImmForm account, to access the survey during the data collection period.

4.2 Publication

National NHS England and LA level data for the Adolescent Vaccine Coverage Collection 2017/18 Local Authority Annual Survey will be published in late 2018/early 2019 on the 'Vaccine uptake guidance and the latest coverage data' web pages at: <https://www.gov.uk/government/collections/vaccine-uptake>

4.3 Publishing data from ImmForm surveys

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.

5. Queries

Check this user guide in the first instance, as the information contained will cover the majority of questions. For queries regarding survey data collection content and process not covered in official correspondence, or in this user guide, please email:

adolescent@phe.gov.uk

Every attempt is made to respond to all queries received via the PHE mailbox as quickly as possible, but due to the number of email queries received at the start of the survey, there may be minor delays in responding.

Appendix 1. ImmForm

ImmForm (<https://portal.immform.dh.gov.uk>) is the system used by the NHS and PHE to collect data on vaccine uptake for immunisation programmes and provide vaccine ordering facilities for the NHS. ImmForm is easy to access, is password protected, and allows registered customers to submit, analyse and review their vaccine coverage data.

Service hours

ImmForm service hours are 9:00am to 5:00pm Monday to Friday (excluding Bank Holidays). Although the website is usually available outside of these hours, essential maintenance can be conducted during this time and, therefore, the website may become unavailable without notice.

Data providers should also monitor the 'News items' section of the website where timely information about individual surveys and important messages for GP practices or NHS England team Screening and Immunisation co-ordinators will be posted as and when necessary.

Key Contacts

If you have any questions regarding the Adolescent vaccine coverage data collection process, please use the feedback facility function on the ImmForm website or email: adolescent@phe.gov.uk

To request passwords or amendments to your ImmForm account please email the ImmForm Helpdesk at: helpdesk@immform.org.uk or contact them by phone at: 0844 376 0040.

Appendix 2. How PHE validate the Adolescent survey data

The guide has given examples of validation checks conducted on the LA data during data entry on the ImmForm website.

Once LA data have successfully been submitted to ImmForm, PHE will conduct further validity checks on the 2017/18 dataset:

- compare with the published 2016/17 data and where the percentage change in coverage is $\pm 5\%$ or more, PHE will contact the appropriate data provider in the NHS England local team to seek an explanation for the increase/decrease
- where the percentage change in the denominator is $\pm 10\%$ or more, PHE will contact the appropriate data provider in the NHS England team to seek an explanation for the increase/decrease

PHE will also contact the NHS England local teams that have not submitted data for all their LAs to request that they submit these data and, if they are unable to, to give a reason why.

Appendix 3. Responses for Data Providers

‘News Items’ on ImmForm.

News Items is a section of the ImmForm website 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 NHS England local teams regarding this and other surveys.

Mandatory provision of the data for NHS England local teams/Screening and Immunisation teams.

Section 1 (HPV coverage) is a mandatory collection operated by Public Health England and has been accessed by the Standardisation Committee for Care Information (ISSC). The data collection is a vital part of the enhanced surveillance in place to measure the impact of the immunisation programme on diseases caused by HPV. This is the third year PHE has collected data for Td/IPV and the MenACWY immunisation programmes, which now form part of the combined adolescent vaccine coverage survey. Because of the varied local delivery of the Td/IPV and the MenACWY immunisation programmes there will be some missing information for some LAs, and as such Td/IPV and MenACWY data will be considered experimental.

Amending data after I’ve entered it.

This can be done, but only during the period the survey is open. (Please see ‘Amending data after it has been entered’ in Chapter 3).

Using these data to help NHS England Screening and Immunisation teams performance manage HPV, MenACWY and Td/IPV immunisation.

NHS England Screening and Immunisation teams 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 and/or MenACWY & Td/IPV immunisation.

Sending paper returns.

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.

Adolescents that have died during the programme.

If the adolescent died during the course of the year they should be excluded from the annual denominator and therefore excluded from the annual numerators where applicable.

When the annual data will be published and where.

The annual data will be published on the vaccine uptake page of the PHE website during late 2018/early 2019, see: <https://www.gov.uk/government/collections/vaccine-uptake>

Registering a colleague on ImmForm to submit data.

Please email the ImmForm helpdesk on: helpdesk@immform.org.uk. You will need to supply the name, surname, email address, telephone number, the particular data collection you need access to, and the local authority area or area they belong to.

Deleting my ImmForm account.

Please email the ImmForm helpdesk on: helpdesk@immform.org.uk to inform that you would like to cancel your ImmForm account.

Who to contact if I need assistance with completing the survey form.

Please email: adolescent@phe.gov.uk for help with completing the spreadsheet or survey form, and the ImmForm helpdesk on: helpdesk@immform.org.uk for any technical issues regarding access or uploading to ImmForm.

Appendix 4. Information resources on the HPV immunisation programme

Tripartite letter providing information on the changes to the HPV immunisation programme: [HPV Joint Letter 14 May](#)

Advice for health professionals about the changes to the HPV vaccine schedule 2014/15: <https://www.gov.uk/government/publications/changes-to-the-hpv-vaccine-schedule-2014-to-2015-advice-for-healthcare-professionals>

HPV Chapter 18a, Green Book: <https://www.gov.uk/government/publications/human-papillomavirus-hpv-the-green-book-chapter-18a>

NHS public health functions agreement 2017-18 Service specification for the HPV programme: [Public Health Functions Service Specification HPV Immunisation Programme](#)

HPV Vaccine Coverage in England, 2008/09 to 2013/14: a review of the first 6 years of the three-dose programme: [HPV Vaccine Coverage in England 2008 to 2014](#)

HPV vaccine coverage data for vaccinations given from 1 September 2016 to 31 August 2017 by local authority and area team:
[Annual HPV vaccine coverage 2016 to 2017: by local authority and area team](#)

Appendix 5. Information resources on the MenACWY immunisation programme

Joint NHS England and Public Health England letter providing information on the introduction of Meningococcal ACWY conjugate vaccination (MenACWY):

[MenACWY letter 22 June 2015](#)

Changes to the meningococcal C conjugate (MenC) vaccine schedule 2013-2015:

[Public Health England Information for Health Professionals July 2014](#)

Meningococcal Chapter 22, Green Book:

<https://www.gov.uk/government/publications/meningococcal-the-green-book-chapter-22>

Meningococcal ACWY immunisation programme vaccine coverage estimates, including GP based catch-up programmes and 2016/17 school based programme:

<https://www.gov.uk/government/publications/meningococcal-acwy-immunisation-programme-vaccine-coverage-estimates>

Appendix 6. Information resources on the Td/IPV immunisation programme

NHS Immunisation Statistics (England):

<https://digital.nhs.uk/data-and-information/publications/statistical/nhs-immunisation-statistics>

Diphtheria (Chapter 15), Polio (Chapter 26), Tetanus (Chapter 30):

<https://www.gov.uk/government/collections/immunisation-against-infectious-disease-the-green-book#the-green-book>

School leaver booster (Td/IPV) 2016/17 vaccine coverage estimates:

<https://www.gov.uk/government/publications/school-leaver-booster-tdipv-vaccine-coverage-estimates>