Human papillomavirus (HPV) Vaccine Coverage Collection 2016 to 2017 – Local Authority Annual Survey

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

This is a mandatory collection operated by Public Health England and has been accessed by the Standardisation Committee for Care Information (ISSC)
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

Prepared by: Karen Tiley, Ashley Makwana, Joanne White
For queries relating to this document, please contact: HPV@phe.gov.uk

© Crown copyright 2017
You may re-use this information (excluding logos) free of charge in any format or medium, under the terms of the Open Government Licence v2.0. 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. Any enquiries regarding this publication should be sent to [insert email address].

This document is available in other formats on request.
Please email Publications@phe.gov.uk

Published  August 2017
Published gateway number: 2017295
PHE supports the UN
Sustainable Development Goals
Contents

About Public Health England 2
Contents 3

Purpose of this document 4
Survey: quick start instructions 4
1. Overview of the HPV immunisation programme and the vaccine coverage collection 5

1.1 HPV immunisation programme 5
1.2 Purpose of the Annual Survey 5
1.3 Annual Survey 2016/17 – what’s new this year? 6

2. HPV Vaccine Coverage Collection 2016/17 Local Authority Annual Survey 7

2.1 Dates collection open 7
2.2 Roles and responsibilities 7
2.3 Cohorts 7
2.4 Denominators 8
2.5 Year 8 (Cohort 14), Year 9 (Cohort 13) and Year 10 (Cohort 12) numerators 9
2.6 Programme delivery for Year 8 (Cohort 14) 9

3. Guide to accessing and submitting the annual data collection form 10

a. Co-ordinating data submission within an NHS England local team 14
b. Amending data after it has been entered 15

4. Information Governance and Publication 16

4.1 Information Governance 16
4.2 Publication 16

5 Queries 18

Appendix 1 19
ImmForm 19

Appendix 2 20
How PHE validate the HPV survey data 20

Appendix 3 21
Responses for Data Providers 21

Appendix 4 23
Information resources on the HPV immunisation programme 23
Purpose of this document

The purpose of this document is to provide NHS England Local Teams and Screening and Immunisation Teams (STs) with detailed guidance on how to submit data for the HPV Vaccine Coverage Collection 2016/17 Local Authority Annual Survey, via the ImmForm web-based system provided by PHE.

Survey: quick start instructions

Full guidance on accessing and submitting the Annual Survey collection form can be found in Chapter 3 but here is a brief summary of instructions for entering HPV vaccination coverage data onto the ImmForm website.

1. Log on to ImmForm website at https://www.immform.dh.gov.uk

2. Click on ‘Data Collections’ → ‘HPV’ → ‘Current Surveys’ → ‘HPV (Human Papilloma Virus) Vaccine Uptake 2016-17 - Annual LA Collection’ → ‘01/09/2016-31/08/2017’ → Select the Local Authority for which you want to provide HPV figures. Click the “Go” button.

3. Under the headings specified in Table 1, 2, and 3, enter the relevant figures regarding the number of girls receiving at least one dose, and number of girls receiving two doses of HPV vaccine, where the routine vaccinations were commissioned and where (if at all) the Local Authority offered two doses of HPV vaccination in 2016/17. Year 10 data are optional – please transfer across the data from last season if there is no update on the 2015/16 figures.

4. Add any relevant comments for the vaccine coverage team.

5. Click ‘submit’. Data concerns will be flagged by a red asterisk, and any data validation concerns will be bulleted. Please check the validation messages and review entered figures as necessary.

6. Once satisfied with the entered data, and any warnings have been reviewed, please click ‘Yes’ in Actions box at the bottom of the page.

7. 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 immunisation programme 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 six months after the first.

1.2 Purpose of the Annual Survey

The ability to reliably measure HPV vaccine coverage plays an essential role in evaluating the success of this immunisation programme, identifying susceptible populations for further interventions and informing future vaccine policy decisions. This standardised vaccine coverage information is made available to the local level via the PHE website creating the opportunity to compare local rates with regional, national and UK figures, improve coverage and to detect changes in vaccine coverage year on year.

This survey is a mandated collection. Annual HPV coverage statistics enable us to monitor the contribution of the HPV immunisation programme towards protecting young women against cervical cancer and are published as a sub-indicator in the Public Health Outcomes Framework (PHOF)².

Public Health England (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 HPV coverage statistics are used for local performance management and service delivery planning.

---

² Improving outcomes and supporting transparency. Updates to PHOF: Summary of changes to technical specifications of public health indicators, June 2015 (page 32).
1.3 Annual Survey 2016/17 – what’s new this year?

Similar to last year’s survey, this survey requests LA annual data for Years 8 and 9 and information on the local delivery model for the 2016/17 Year 8 (Cohort 14).

In addition there is the option to provide updated coverage data for Year 10 (Cohort 12) for areas that did not complete delivery of the programme in Year 9 in 2015/16.

In 2016/17 all data must be submitted via the online form (there is no Excel spreadsheet upload functionality available).
2. HPV Vaccine Coverage Collection
2016/17 Local Authority Annual Survey

2.1 Dates collection open

The HPV Vaccine Coverage Collection 2016/17 Local Authority Annual Survey will be open for 21 working days from Friday 1st September 2017 until Friday 29th September 2017.

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:

2.2.1 confirming the data entry fields required
2.2.2 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)
2.2.3 entering data for all Local Authorities in the area on to ImmForm by the survey deadline (29th September).

2.3 Cohorts

Table 1: 2016/17 cohort definitions

<table>
<thead>
<tr>
<th>COHORT 14: 12-13 years old (School Year 8)</th>
<th>COHORT 13: 13-14 years old (School Year 9)</th>
<th>COHORT 12 (OPTIONAL): 14-15 years old (School Year 10)</th>
</tr>
</thead>
</table>
2.4 Denominators

2.4.1 Year 8 (Cohort 14) denominator

School roll adjusted denominator
The HPV Vaccine Coverage Collection 2016/17 Local Authority Annual Survey form includes pre-filled routine cohort denominators for each LA. The denominators are derived from the Department of Education national statistics: ‘Schools, pupils and their characteristics: January 2017’³.

For Year 8 (Cohort 14), the denominator is the number of females aged 12-13 years 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 aged 12-13 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 aged 12-13 years at any of the above listed schools in the LA (minus any females attending school outside the LA)
- All females aged 12-13 years resident in the LA not linked to any school.

The pre-filled denominator on the on-line form, should be updated to provide an ‘actual denominator’ which includes home schooled students in the LA who may have been vaccinated elsewhere in the community.

2.4.2 Year 9 and 10 (Cohorts 12 and 13) denominator

The pre-filled denominators on the survey form for Years 9 and 10 have been populated by data submitted in last year’s annual HPV coverage survey⁴ if available, or alternatively denominators derived from the Department of Education national statistics: ‘Schools, pupils and their characteristics: January 2017’³.

To account for movements in or out of the LA/schools during the academic year, NHS England local teams are requested to update the denominator.

---

2.5 Year 8 (Cohort 14), Year 9 (Cohort 13) and Year 10 (Cohort 12) numerators

2.5.1 Vaccines administered – Year 8 (Cohort 14)

For Year 8 (Cohort 14) the NHS England local team / SIT, is required to enter the number of females vaccinated with at least dose 1 by 31st August 2017, and if applicable, the number vaccinated with dose 2 by 31st August 2017.

2.5.2 Vaccines administered – Year 9 (Cohort 13) and Year 10 (Cohort 12)

For the 2016/17 annual survey, pre-filled numerators from data submitted to the HPV vaccine coverage annual survey 2015/16 for the current Year 9 and 10 females are provided for the number vaccinated with dose 1 and number vaccinated with dose 2 as at 31 August 2016. NHS England local team / SIT 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 2017. This should be the total number of girls who have received at least one dose by 31 August 2017 (include those vaccinated prior to, as well as during, 2016/17). 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. Provision of data for Year 10 (Cohort 12) is optional.

2.6 Programme delivery for Year 8 (Cohort 14)

Additional information is required on the local model of delivery of the HPV immunisation programme within the LA on the location the vaccines were commissioned (school, GP, both GP & School) for Year 8 (Cohort 14); 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 ‘HPV’ at the top left-hand side of the screen under ‘Data Collection’ (Figure 1).

Figure 1: ImmForm Home page
This will take you to the HPV data collections page. On the left side you will find under ‘Current Surveys’ three fields: ‘Programme’, ‘Survey’, and ‘OrgCode’. From the ‘Programme’ field, please select ‘HPV Vaccine Uptake 2016-17 Annual LA Collection’. The ‘Survey’ and ‘OrgCode’ fields will now automatically fill according to the privileges of the account you are using. From here click ‘Go’ to continue to the data form (Figure 2).

Figure 2: HPV Data Collections page

You will now see a web page with three tables (Figure 3). These three tables correspond to School Years 8, 9, and 10 in 2016-17, as labelled. Enter HPV vaccine coverage figures for 2016/17 here. This includes the denominator (number of girls in the year group), and the number of girls who have received at least dose 1 and the number who have received 2 doses of HPV vaccine. Year 10 data are optional – please transfer across the data from last season if there is no update on the 2015/16 figures. Select one of the options regarding where routine vaccinations were commissioned for Year 8 in 2016-17, and whether 2 doses were offered for Year 8 in 2016-17 to all schools/no schools/some schools/not applicable. If unclear of a table heading, click the blue information icon for a description.
Once the fields have been completed, please check that the number of girls who have received two doses in a cohort does not exceed the number of girls who have received one dose. Click the ‘Submit’ button at the bottom of the page (Figure 4).
After the submit button has been clicked, you will be asked to confirm the data. If there are any validation errors with the data submitted, they will be displayed at the top of the page (Figure 5). For example, if a denominator has been entered which is +/- 5% different from the provisional/last season’s denominator, a message will display asking if you are sure it is correct.

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.

If the data entered are checked and still correct despite validation error messages, please click ‘Yes’ in the ‘Actions’ box to confirm the data entered (Figure 6).
Once the data have been accepted, a page confirming the successful entry is displayed (Figure 7); please make sure you see this confirmation, otherwise the data have not uploaded correctly. 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.

**Figure 6: Actions box**

Audit Records
Date of Action
User Action

<table>
<thead>
<tr>
<th>Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cancel</td>
</tr>
<tr>
<td>Yes</td>
</tr>
</tbody>
</table>

**Figure 7: Confirmation page**

You are on Test Environment!

<table>
<thead>
<tr>
<th>Submission For</th>
</tr>
</thead>
<tbody>
<tr>
<td>Programme: HPV (Human Papilloma Virus) Vaccine Uptake 2016-17 - Annual LA Collection</td>
</tr>
<tr>
<td>Survey: 01/09/2016 - 31/08/2017</td>
</tr>
<tr>
<td>Organisation: E056000210, KINGSTON UPON HULL, CITY OF LOCAL AUTHORITY</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Confirmation</th>
</tr>
</thead>
<tbody>
<tr>
<td>✔ Thank you for submitting data for this survey on 16 August 2017</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td>OK</td>
</tr>
<tr>
<td>Click here to email submission confirmation</td>
</tr>
<tr>
<td>Click here to export the data you have saved to Excel</td>
</tr>
</tbody>
</table>

a. Co-ordinating data submission within an NHS England local team

Where different members of NHS England local teams/local providers are submitting individual LA data it is important to identify one person in the team to check that data have been submitted for all LAs for which that team is responsible before the end of the data collection period (29 September 2017).
b. Amending data after it has been entered

You can return to the HPV Vaccine Uptake 2016-17 – Annual LA Collection screen and repeat the process to resubmit 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 HPV Vaccine Coverage Collection 2016/17 Local Authority Annual Survey will be published in December 2017 on the ‘Vaccine uptake guidance and the latest coverage data’ web pages at: https://www.gov.uk/government/collections/vaccine-uptake#hpv-vaccine-uptake

HPV coverage data are used as a sub-indicator in the Public Health Outcomes Framework (PHOF) and are considered official statistics. The Statistics and Registration Service Act 2007 defines 'official statistics' as all those statistical outputs produced by the UK Statistics Authority’s executive office (the Office for National Statistics), by central Government departments and agencies, by the devolved administrations in Northern Ireland, Scotland and Wales, and by other Crown bodies (over 200 bodies in total). Official statistics are fundamental to good government, to the delivery of public services and to decision-making in all sectors of society. They provide Parliament and the public with a window on society and the economy, and on the work and performance of government.

4.2.1 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 HPV@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 HPV Vaccine coverage data collection process, please use the feedback facility function on the ImmForm website or email HPV@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 HPV survey data

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

Once LA data have successfully been submitted to ImmForm, PHE will conduct further validity checks on the 2016/17 dataset:

- Compare with the published 2015/16 data and where the percentage change in coverage is +/-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 +/-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

What are ‘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.

Is it mandatory for NHS England local teams / Screening and Immunisation teams to provide the data

This 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.

Can I amend data after I've entered it

Yes, but you can only do this during the period the survey is open. (Please see ‘Amending data after it has been entered’ in Chapter 3).

Can these data be used to help NHS England Screening and Immunisation teams performance manage HPV immunisation

Yes. 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 immunisation.

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.

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

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 where applicable

When will the annual data be published and where

The annual data will be published on the HPV vaccine uptake page of the PHE website during December 2017, see https://www.gov.uk/government/collections/vaccine-uptake#hpv-vaccine-uptake

How can I register 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.

How do I delete my ImmForm account

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

If I need assistance filling in the survey form, who can I contact

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

For the routine cohort (Yr 8), if a girl had her first HPV vaccine in local authority A but has now moved to local authority B and received her second dose, how does local authority B record this on the survey form

The annual survey aims to collect vaccine coverage data for females in the responsible population of local authority at the end of the academic year. In this case, the female should be included in the denominator of local authority B and both dose 1 and dose 2 recorded. Local authority A should remove her from the denominator as well as her record of dose 1.
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
PHE_HPV_AdviceforHP_NewFormat_V2_FINAL_APPROVED.pdf

HPV Chapter 18a, Green Book
Green_Book_Chapter_18a.pdf

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 2015 to 31 August 2016 by local authority and area team
Annual HPV vaccine coverage 2015 to 2016: by local authority and area team