MenACWY and Td/IPV Vaccine Coverage Collections 2016 to 2017
Local Authority Annual Survey

Reference guide for NHS England local teams on submitting annual vaccine coverage data on ImmForm
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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 MenACWY and Td/IPV Vaccine Coverage Collection 2016/17 Local Authority Annual Survey, via the ImmForm web-based system provided by PHE.¹

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 and submitting data for the MenACWY and Td/IPV survey.

1. Log on to ImmForm website at https://www.immform.dh.gov.uk
2. Click on ‘Data Collections’ → ‘MenB and MenACWY’ → ‘Current Surveys’ → MenACWY and Td/IPV Vaccine Uptake 2016-17 - Annual LA’ → ‘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 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 may 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 MenACWY and Td/IPV immunisation programmes and the vaccine coverage collection

1.1 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 covers 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 2015/16 survey collected 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 Local Authorities (LAs) are expected to provide 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).

1.2 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 2016/17 collection is the second year whereby data can be provided for year 9 and/or 10 depending on local arrangements.

1.3 Purpose of the Annual Survey

This is the second year of this survey and because of the varied local delivery of the Td/IPV and the MenACWY (routine and catch-up) immunisation programmes there will be some missing information for some LAs, and as such the data will be considered experimental. The ability to reliably measure vaccine coverage plays an essential role in evaluating the success of the 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 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. Once established as a robust national data collection representing all areas of England the Td/IPV survey will be used as a sub-indicator in the Public Health Outcomes Framework (PHOF)\(^2\).

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.

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

The MenACWY and Td/IPV vaccine coverage collections for the 2016/17 academic year will follow a similar format to the 2015/16 collection. LA annual data are required, including information on where the vaccines were commissioned.

There is no MenACWY catch-up cohort in 2016/17 but LAs are required to provide data for two routine school years. The Td/IPV school years are unchanged from 2015/16.

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

2.1 Dates collection open

The MenACWY and Td/IPV Vaccine Coverage Collection 2016/17 Local Authority Annual Survey will be open for 21 working days from Friday 1 September 2017 until Friday 29 September 2017. Annual vaccine coverage and delivery model information is requested for each LA, via the ImmForm website, for vaccinations administered up to 31 August 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:

- 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 (29 September).

2.3 Cohorts

Table 1: 2016/17 cohort definitions

<table>
<thead>
<tr>
<th>Routine Cohort (MenACWY only)</th>
<th>Routine Cohort (MenACWY and Td/IPV)</th>
<th>Routine Cohort (MenACWY and Td/IPV)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>COHORT 2: 15-16 years old</strong></td>
<td><strong>COHORT 3: 13-14 years old</strong></td>
<td><strong>COHORT 4: 13-14 years old</strong></td>
</tr>
<tr>
<td>(School Year 11 )</td>
<td>(School Year 10)</td>
<td>(School Year 9)</td>
</tr>
</tbody>
</table>

N.B. Each LA should have MenACWY coverage data for Cohort 4, and Cohort 3 OR 2. Each LA should have Td/IPV coverage data for Cohort 4 AND/OR Cohort 3.
2.4 Denominators

2.4.1 Year 9 (Cohort 4) denominator

**School roll adjusted denominator**

The majority of adolescents in England receive their MenACWY and Td/IPV vaccines at school. The MenACWY and Td/IPV 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’.

For Year 9 (Cohort 4), the denominator is the number of adolescents aged 13-14 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 adolescents aged 13-14 resident in the LA not linked to any school.

The recommendation was for the routine MenACWY programme to be school-based. However, some local areas previously delivering the routine MenC adolescent booster and/or the Td/IPV booster in primary care and may continue to do so for MenACWY and Td/IPV. These areas may not be able to provide data for this collection which focuses on school delivered programmes.

**Child Health Information System denominator**

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

- All adolescents aged 13-14 years at any of the above listed schools in the LA (minus any adolescents attending school outside the LA)
- All adolescents aged 13-14 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.

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2.4.2 Year 10 and 11 (Cohorts 3 and 2) denominator

The pre-filled denominators on the survey form for Years 10 and 11 have been populated by data submitted in last year’s annual survey (Appendix 4 and 5) if available, or alternatively denominators derived from the Department of Education national statistics: ‘Schools, pupils and their characteristics: January 2017’\(^4\).

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 11 (Cohort 2), Year 10 (Cohort 3) and Year 9 (Cohort 4) numerators

To calculate LA MenACWY vaccine coverage the following data are required for the survey:

- the number of adolescents aged 13 to 14 years (school year 9) who received one dose of MenACWY vaccine by 31 August 2017
- the number of adolescents aged 14 to 15 years (school year 10) OR aged 15 to 16 years (school year 11) who received one dose of MenACWY vaccine by 31 August 2017

To calculate LA Td/IPV vaccine coverage the following data are required for the survey:

- the number of adolescents aged 14 to 15 years (school year 10) AND/OR aged 13 to 14 years (school year 9) who received one dose of Td/IPV vaccine by the 31 August 2017

The numerator should be the total number of students who have received MenACWY by 31 August 2017 (include those vaccinated prior to, as well as during, the academic year 2016/17). 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.

2.5 Programme delivery

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

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

3.1 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 ‘MenB and MenACWY’ 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 ‘MenACWY and Td/IPV Booster Vaccine Uptake 2016-17 – Annual LA’ from the ‘Programme’ drop-down menu. (Figure 2).
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’.
3.2 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 Figure 4. The form consists of six sections.

Figure 4: MenACWY/Td/IPV data form collection page

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 MenACWY and Td/IPV survey data submitted, please see Appendix 2.

If there are any concerns as to the quality of the data, mention them in the ‘Comments’ box at the bottom of the page (Figure 5).
3.3 Once the form has been completed and checked, click ‘Submit’ in the ‘Actions’ box at the bottom of the screen (Figure 5).

Figure 5: Comments and Actions box

3.4 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

You will then be taken to the confirmation page (Figure 7). **If you do not see this page your data has 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.
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 (29 September 2017).

3.2 Amending data after it has been entered

You can return to the MenACWY and Td/IPV 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 MenACWY and Td/IPV Vaccine Coverage Collection 2016/17 Local Authority Annual Survey will be published in late 2017/early 2018 on the ‘Vaccine uptake guidance and the latest coverage data’ web pages at:
https://www.gov.uk/government/collections/vaccine-uptake#menacwy-vaccine-uptake

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 menacwy@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 MenACWY and Td/IPV Vaccine coverage data collection process, please use the feedback facility function on the ImmForm website or email menacwy@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 MenACWY and Td/IPV 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 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 the second year of this survey and 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 the data will be considered experimental.

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 MenACWY and Td/IPV 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 MenACWY and Td/IPV 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 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 will the annual data be published and where

The annual data will be published on the vaccine uptake page of the PHE website during late 2017/early 2018, see https://www.gov.uk/government/collections/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 menacwy@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 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
Green_Book_Chapter_22.pdf

Meningococcal ACWY immunisation programme vaccine coverage estimates, including GP based catch-up programmes and 2015/16 school based programme

Appendix 5  Information resources on the Td/IPV immunisation programme

Immunisation Programmes Collection (KC50)
http://www.hscic.gov.uk/KC50

NHS Immunisation Statistics (England)
http://digital.nhs.uk/searchcatalogue?kwd=Vaccination&sort=Relevance&size=10&page=1#top

Tetanus (Chapter 30), Diphtheria (Chapter 15), Polio (Chapter 26), Green Book

School leaver booster (Td/IPV) 2015/16 vaccine coverage estimates