

Dear Primary Care Colleagues,

Firstly, please accept our thanks for all the hard work that you all in practices have invested into this year's flu season.

Now more than ever, we need to ensure that all these efforts are captured in a timely and accurate way on ImmForm.

We are fast approaching the date for the next **mandatory flu data upload** on to ImmForm and wanted to ensure once again that all practices are prepared for this process.

This month, the GP System Supplier **automatic upload submission end date is 11.59 on 09.02.22**. So, on the morning of the **10th February**, we ask that practices check and ensure that their data has uploaded successfully automatically via the GP System on to ImmForm.

Occasionally, there are problems with this automatic upload and the data extraction is unsuccessful. If this is the case for your practice, you **must** perform a **manual upload of the data**.

This is part of the service specification and is **mandatory for all practices signed up to deliver flu vaccinations** this season. You will need to be registered with ImmForm to check and submit data.

Please note you should check both the main and child collections as you may be required to upload manually for one or both collections.

The manual survey **opens at 12am on the morning of 10.02.22 and closes at Midnight on 15.02.22** so there are 4 working days in which to check data has uploaded, collate searches, and upload manually if necessary.

A manual upload is relatively straightforward and requires input of relevant data into the blue mandatory fields only. You will need to obtain the following data sets to complete the manual entry:

Patient group (all patients)	Number of patients registered on day of extraction	Number Vaccinated since 1 st September 2021
All patients (Includes patients in at-risk groups/all pregnant women (cumulative)/carers)		
Aged 65 and over		
Aged 6 months to under 2 years		
Aged 2 years to under 5 years		

Aged 5 years to under 16 years		
Aged 16 to under 50 years		
Aged 50 to under 65 years		
Summary of patients in one or more at-risk group(s) (excluding 'healthy' pregnant women and carers)(subset of All patients))		
Aged 65and over		
Aged 6 months to under 2 years		
Aged 2 years to under 5 years		
Aged 5 years to under 16 years		
Aged 16 to under 50 years		
Aged 50 to under 65 years		
Seasonal Flu Vaccine Uptake in Pregnant Women (Mandatory)		
Pregnant and not in a clinical risk group		
Pregnant and in a clinical risk group		
2-3 year olds		
Age 2 and not in a clinical risk group		
Age 2 and in a clinical risk group		
All age 2		
Age 3 and not in a clinical risk group		
Age 3 and in a clinical risk group		
All age 3		

Please note the data is cumulative and the data required for this month is therefore for all vaccinations administered from 1st September 2021 until Monday 31st January 2022.

Your GP System Supplier should be able to assist you in running the necessary searches to obtain this data. We would advise contacting them at your earliest convenience to identify the necessary searches required.

You could also talk to other practices in your PCN who may already have experience of running these searches and be able to assist.

The data entry itself is straightforward and you are just required to submit the data for the number of patients registered on the day of extraction and the number vaccinated since 1st September as per the above table.

Once you have completed all fields, press submit (scroll right to the bottom to access this button), and the upload is complete.

Summary – what do you need to do:

Do now:

- Ensure you are registered and familiar with ImmForm and can access your practice data. Please contact us asap if you do not have access to ImmForm.
- Contact your GP system supplier to ascertain how to run the required searches.
- Liaise with PCN colleagues who may have experience with running these searches.
- Ensure the relevant staff member is aware of the necessary processes and will be available during the manual upload period or ensure another staff member is able to do this in their absence.

Do on 10.02.22:

- Check that your mandatory monthly practice data has uploaded to ImmForm for **both the main and child collections**.
- If necessary, run the searches for the information required in the table above in preparation for a manual upload. Contact your GP System Supplier for assistance with this process if not already done.
- Manually enter the data for the main and / or child collections as required.
- Check that data has uploaded successfully.

We will, of course, be very happy to support you in this and if you have any questions or queries relating to it please do get in touch by emailing: england.swscreeningandimms@nhs.net

Thank you in advance for completing the **mandatory manual upload** where necessary.

Kind regards
South West Public Health Commissioning Team