



National Immunisation & Vaccination System (NIVS) Covid Reporting User Guide

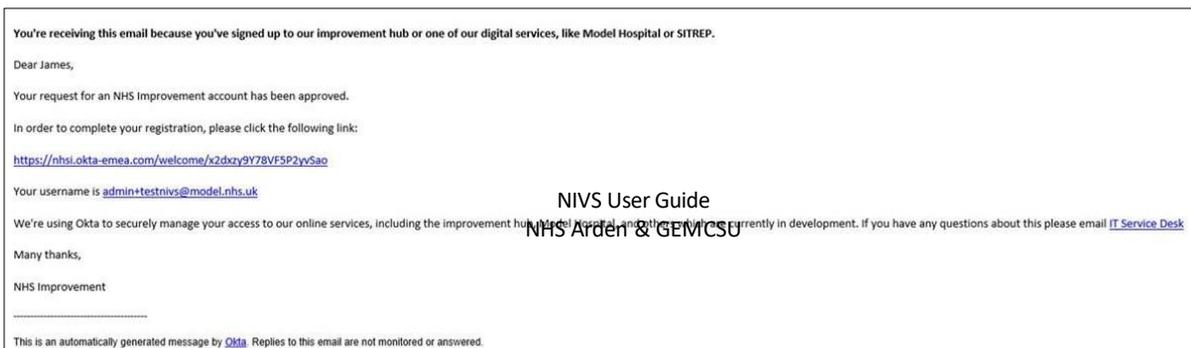
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Accessing NIVS

Thank you for your interest in the National Immunisation & Vaccination System (NIVS) for recording Covid vaccinations.

To expedite the process for accessing NIVS- Covid a pre approved form can be submitted with your details attached to agem.nivs-covid@nhs.net from the Lead Contact/SPOC within your trust. If you do not know who the lead contact is return the form directly to us and we will contact them on your behalf (where known). You will be kept informed of progress at each stage of the process. Once you receive an email like this, informing you that your 'NHS Improvement account' has been created, no further registration action is required, you will simply need to activate your account to proceed. (NHS Improvement account is merely the old terminology for Insights account, so rest assured you will have been granted the correct account type.)This is the preferred and advised way to gain an account.



Alternatively, you can register for an Insights account via this link: <https://apps.model.nhs.uk/register>. Complete all the required fields and then select 'Register' at the bottom of the page. Once approved, you will then receive an email to activate your account, create a password and set up security questions.

When you register, if you are informed that you already have an account, please proceed to log in to the Insights platform via this link:

<https://apps.model.nhs.uk/products>

Scroll through the list of available products until you locate the NIVS tile, and click 'Request Access'. If the tile indicates that you already have access you can access NIVS via this tile or via the direct application link: <https://nivs.ardengemcsu.nhs.uk/home>

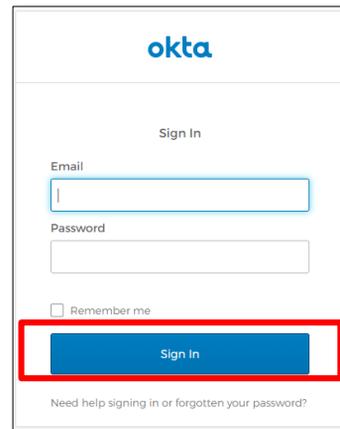


Login & Role Selection

Once you have access to NIVS via your Insights account, please login

(<https://nivs.ardengemcsu.nhs.uk/home>)

You will sign in via the OKTA screen. This is also where you can reset your password by selecting 'Need help signing in or forgotten your password?'



The screenshot shows the OKTA Sign In interface. It includes fields for Email and Password, a 'Remember me' checkbox, and a 'Sign In' button. A red box highlights the 'Sign In' button. Below the button, there is a link for 'Need help signing in or forgotten your password?'.

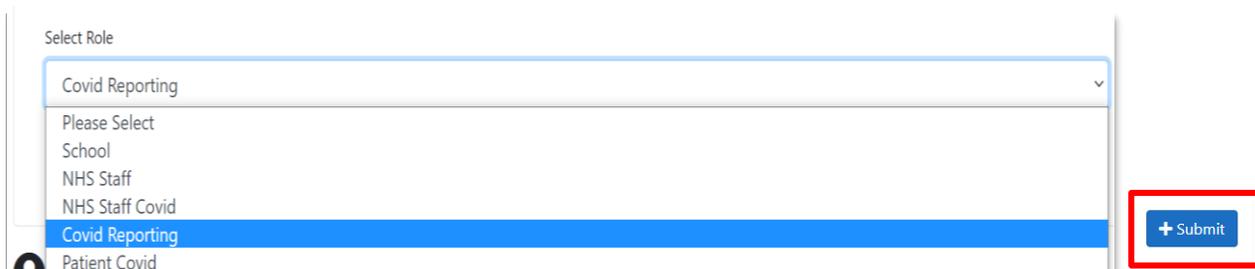
If you have never accessed NIVS before, or if you already have a NIVS account but now need to submit information pertaining to Covid vaccinations, the first thing you will need to do is request your role. In the top right hand corner of the screen, you will see your email address. Please click here to view your user profile. Under your user details there is a section called 'Request Roles'. From the drop down menu, select 'Covid Vaccinator' This will send a request to our helpdesk and you will receive confirmation via email once this approved.

NIVS User Guide
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The screenshot shows the 'Request Roles' section. It features a dropdown menu titled 'Select service for who you are vaccinating'. The dropdown is open, showing options: 'Please Select', 'NHS Staff Covid', and 'Patient Covid'. A red box highlights the 'Submit' button at the bottom right of the dropdown menu.

If you have a NIVS account with multiple roles, select your email address to view your user profile and use the 'Switch Roles' section at the top of the page to change your role. Select the role you wish to enter information for from the drop down menu and then select 'Submit'.



The screenshot shows the 'Select Role' dropdown menu. The dropdown is open, showing options: 'Covid Reporting', 'Please Select', 'School', 'NHS Staff', 'NHS Staff Covid', 'Covid Reporting', and 'Patient Covid'. The 'Covid Reporting' option is selected and highlighted. A red box highlights the '+ Submit' button at the bottom right of the dropdown menu.

Homepage

Once you are on the correct role. This will be the Homepage – Support Details, Download Extract & Vaccinations administered by my organisation.

Welcome to National Immunisation and Vaccination System | NIVS

Support Details

System Support

Email: agem.nivs-covid@nhs.net

Download Extract

Here you can download a CSV extract of covid vaccinations.

Vaccinations administered by my organisation

Last refreshed on: 10/01/2021 08:12

[Refresh](#)

	Today	Yesterday	Total
Health & Care Worker - NHS Staff	0	1	6
Health & Care Worker - NHS Staff (In my organisation)	0	0	0
Health & Care Worker - Local Authority	0	0	0
Health & Care Worker - Care Homes	0	0	0
Patients - 80 & Over	0	0	0
Patients - Under 80	0	0	1
Number of first doses	0	0	6
Number of second doses	0	1	1
Number of Pfizer vaccines	0	1	4
Number of AstraZeneca vaccines	0	0	3

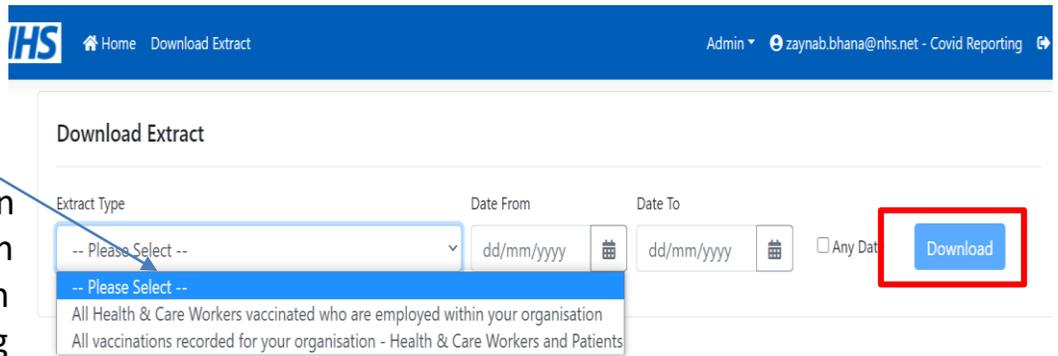
Click refresh to get the latest numbers. The dashboard has a few added lines (all lines shown in screenshot) and are up to date.

Data shown in screenshot is fake and used for training purposes only

Download Extract

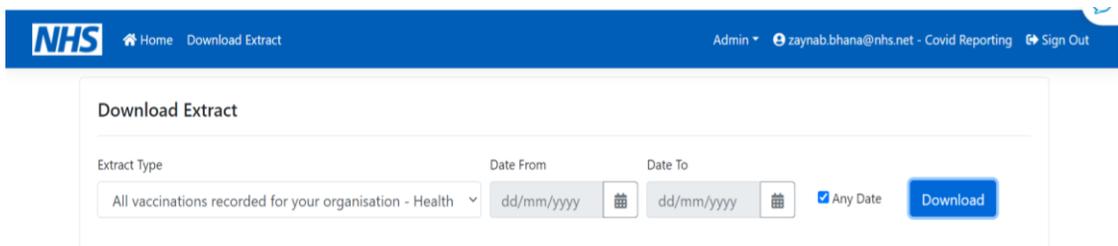
Once you select Download extract you will be take to this page.

Please select either all Health Care works vaccinated within your organisation or All vaccination records including patients.

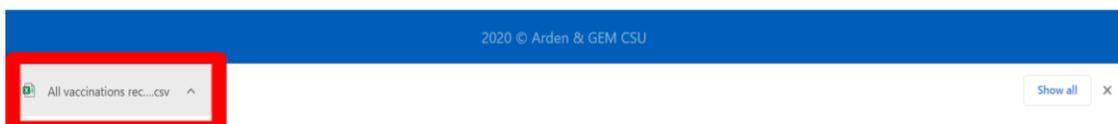


The screenshot shows the 'Download Extract' interface. At the top, there is a blue header with the NHS logo, 'Home', 'Download Extract', and user information: 'Admin', 'zaynab.bhana@nhs.net - Covid Reporting', and a 'Sign Out' link. Below the header, the main content area is titled 'Download Extract'. It features a dropdown menu for 'Extract Type' with a blue arrow pointing to it. The dropdown menu is open, showing two options: '-- Please Select --' (highlighted in blue) and 'All Health & Care Workers vaccinated who are employed within your organisation'. Below this, there are two date input fields labeled 'Date From' and 'Date To', both with 'dd/mm/yyyy' placeholders and calendar icons. To the right of these fields is a checkbox labeled 'Any Date'. A blue 'Download' button is highlighted with a red border.

Filter by date or tick any date then download.



This screenshot shows the 'Download Extract' page with the 'Any Date' checkbox checked. The 'Extract Type' dropdown is set to 'All vaccinations recorded for your organisation - Health'. The 'Date From' and 'Date To' fields are empty. The 'Download' button is highlighted in blue.

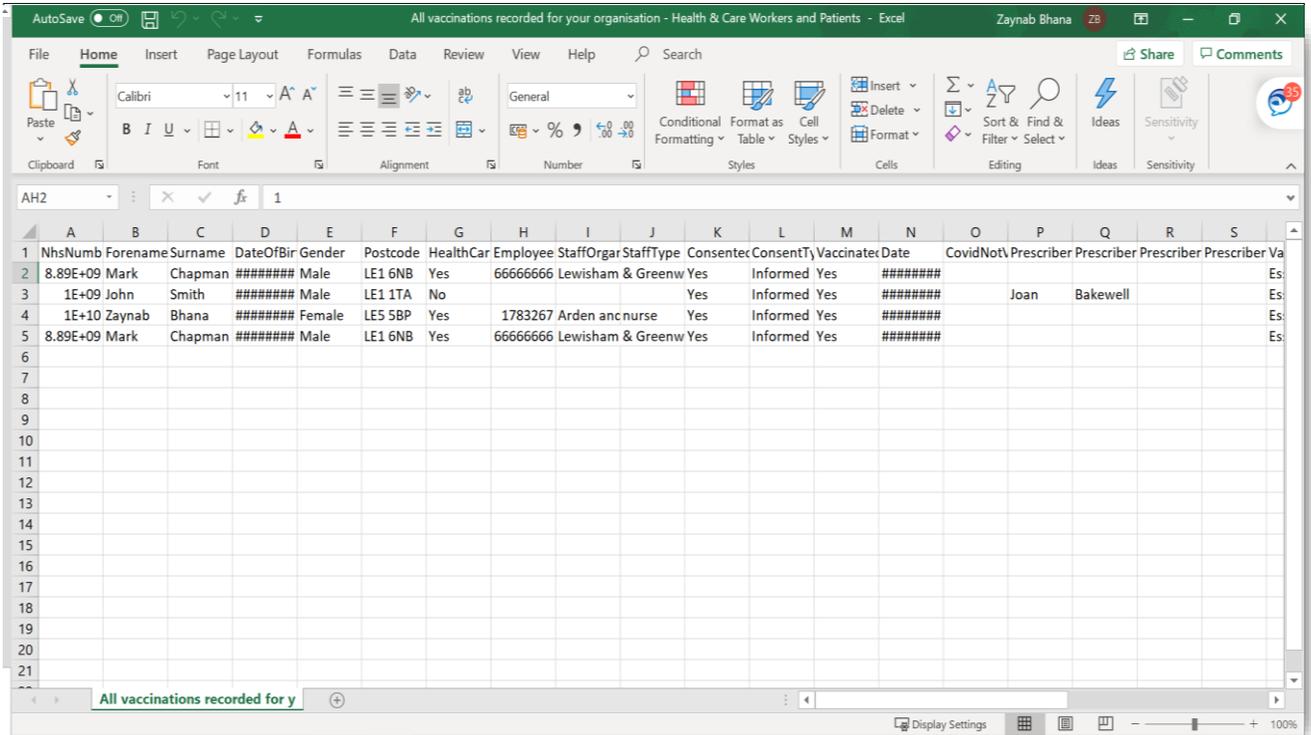


The screenshot shows the bottom of the page with a blue footer containing '2020 © Arden & GEM CSU'. A file download notification is visible at the bottom left, showing a file icon and the text 'All vaccinations rec...csv'. The notification is highlighted with a red border. To the right of the notification is a 'Show all' button with a close icon.

The file download will pop up at the bottom of the screen or will appear in your downloads on files. Please note, it is recommended to use the latest version of Google Chrome/Egde when accessing the NIVS system.

Download Extract & CSV File

Data will be downloaded in a csv file template on excel.



	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S
1	NhsNumb	Forename	Surname	DateOfBirth	Gender	Postcode	HealthCar	Employee	StaffOrgar	StaffType	Consentec	ConsentTy	Vaccinatec	Date	CovidNotV	Prescriber	Prescriber	Prescriber	Prescriber Va
2	8.89E+09	Mark	Chapman	#####	Male	LE1 6NB	Yes	66666666	Lewisham & Greenw	Yes	Informed	Yes	#####						Es
3	1E+09	John	Smith	#####	Male	LE1 1TA	No			Yes	Informed	Yes	#####		Joan	Bakewell			Es
4	1E+10	Zaynab	Bhana	#####	Female	LE5 5BP	Yes	1783267	Arden anc nurse	Yes	Informed	Yes	#####						Es
5	8.89E+09	Mark	Chapman	#####	Male	LE1 6NB	Yes	66666666	Lewisham & Greenw	Yes	Informed	Yes	#####						Es

Data shown in screenshot is fake and used for training purposes only

Download Extract & CSV File

CSV file will be formatted in the following order.

Download Extract CSV File
NHS Number
Forename
Surname
DateOfBirth
Gender
Postcode
HealthCareWorker
EmployeeNumber
StaffOrganisation
StaffType
ConsentedForVaccination
ConsentType
Vaccinated
Date
CovidNotVaccinatedReason
PrescriberForename
PrescriberSurname <small>NIVS User Guide</small>
PrescriberId <small>NHS Arden & GEMCSU</small>
PrescriberProfession
VaccinatorOrganisation
VaccinatorForename
VaccinatorSurname
VaccinatorId
Vaccinator Profession
BatchNumber
BatchExpiryDate
DefrostExpiryDate
UniqueSerialNumber
ManufacturerProductCode
VaccineManufacturer
CovidNotVaccinatedReason
VaccineType
VaccinationSite
CovidDose
AdverseReactionCount

The file will only provide the count of adverse reactions uploaded per individual. In order to view what Adverse Reactions were uploaded, please go on to NIVS site and search for Patient.

Contact Us

Website: <https://nivs.ardengemcsu.nhs.uk/home>

For any **application queries**, please contact the **Arden & GEM CSU NIVS Covid Helpdesk** –

E-mail support: agem.nivs-covid@nhs.net

Telephone: 0121 611 0187

Version	VersionDate	Author	ApproverName	Description
1	16.12.2020	Zaynab Bhana		Initial Version
2				
3				
