



National Immunisation & Vaccination System (NIVS) School HPV User Guide



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1. Access requirements

Please ensure that your NIVS account is enabled and that you can access the platform. You can do this by logging into NIVS from the sign in page at https://nivs.ardengemcsu.nhs.uk/ using your OKTA account email address and password.

If you have logged in successfully you will see the NIVS homepage with tiles or options available to select. If your account is disabled you will be presented with a list of your Trust Superusers, that will be able to activate it for you.

NHS & NIVS Schools - Repo	r5 •	9	6+ Sign Out
	Welcome to National Immunisation and Vaccination System NIVS		
	School Vaccinations Upload Here you can upload vaccination for school age children. School Vaccinations Here you can view, search or edit school vaccinations administered by your organisation.		

You will require the "School Vaccinator" role to upload school HPV vaccinations, you can check that you have this role assigned by clicking your email address at the top right of the NIVS homepage when logged in which will bring up your profile including assigned roles.

Arden and GEIVI CSU		EII
Roles		
School Vaccinator		

If you do not have the School Vaccinator role, please contact your organisation superusers. If you have not contacted your superusers before and are unaware of who they might be please email us at <u>nivs@england.nhs.uk</u>

2. Upload file creation

To upload your vaccinations, you will need a completed .CSV template file. Details on how to enter the information can be found on the technical specification document. Both of these documents can be found on our website at <u>COVID-19 National immunisation and vaccination programme - NHS</u> <u>Arden & GEM CSU (ardengemcsu.nhs.uk)</u> under the school vaccinations dropdown.

Alternatively, we will be happy to provide you with copies of the template and spec upon email request to us at <u>nivs@england.nhs.uk</u>

	Knowledge articles and FAQs	~					
K it	School vaccinations	~					
If you require any more information or guidance on the National Immunisation & Vaccination System (NIVS) then please get in touch at: NIVS@england.nbs.uk							

The template contains the necessary fields in the correct format that are required to upload school HPV vaccinations as upload files in NIVS.

A1	10 • : ×	√ fx						
	А	В	С	D	E	F	G	
1	ORGANISATION_CODE	SCHOOL_URN	SCHOOL_NAME	NHS_NUMBER	PERSON_FORENAME	PERSON_SURNAME	PERSON_DOB	PE
2								

The specification contains the information with examples to help complete the template fields.

4. Data File Definition

Mandatory (M) - field must be populated

Conditionally Mandatory (CM) - field must be populated where guidance notes below instruct it

Required (R) – field ${\color{black}\textit{must}}$ be populated, but only where data is available and guidance notes below instruct it

Optional (O) - Supplier may choose to include this, where data is available

Note: Only factually correct information must be submitted

4.1 Vaccination Data Items

Po	Field Name	Data	Length / format / values	M/CM/R	Notes
s		Туре	-	/0	
-					
1	ORGANISATION CODE	STRING	5	M	ODS Code of organisation
	-				vaccinating child
					https://odsportal.digital.nhs.uk/
					(maps to SITE CODE 8, 45)
					(maps to SITE_CODE 6, 45)
2	SCHOOL URN	Number	6 Chars	M	(44,49,50,56,57)
-	2011002_0101	riturnoor	999999 For Home Schooled		(++,+0,00,00,01)
			888888 For unknown school		
3	SCHOOL NAME	String	Free text name of school	СМ	Required where School URN is
l Č	CONCOL_MARE	Cunng		0	recorded as 888888.
					recorded as occord.
4	NHS NUMBER	String	10	R	Every effort should be made to
		ching			populate this, where possible.
					populate una, where possible.
					Will be used to uniquely identify the
					patient. When supplied will be
1	l				validated immediately prior to

Scrolling down to the Data file definition, you will find a list of all the fields found on the template and additional information about them. .

16	LOCAL_PATIENT_ID	String	e.g. 1) Example of a "single instance for all customers" Supplier system ACME-patient123456 NIVS Example using Cinnamon as a supplier system: CIN – patient123456 2) Example of "per customer instance" Supplier system ACME-CUST1-pat123456 ACME-CUST2-pat123456 NIVS Example using Cinnamon as a supplier system: CIN-OXFORD-pat123456 CIN-CAMBRIDGE-pat123456	M	Local Patient / System ID from vaccinating organisation. This must be a unique code within the vaccinating organisation (9)
17	LOCAL_PATIENT_ID_URI	String	Use the following https://nivssais.agemcsu.nhs.uk/y ourodscode/system (system number) example https://nivssais.agemcsu.nhs.uk/0 de/system1 2 1 - School 2 - Community Setting	M	A URI for the system that has allocated the local patient identifier. Note, this must be unique within a given Supplier system or instance of Supplier system Where a supplier has multiple systems, then number the systems 1,2,3, etc (10) Indicate the care setting of where the vaccination was undertaken.

Entries for Field 16 Local patient ID must be the local patient/system ID from whatever supplier system your organisation uses, this ID must be unique to the patient and a unique code within your organisation. Some examples of this ID are provided on the specification using Cinnamon as the example supplier system.

Entries for Field 17 local patient ID URI will be the URI that your supplier system has allocated the local patient ID used in field 16, this must be unique within the given supplier system or instance of the system. In situations where a supplier has multiple systems then the systems can be numbered 1,2,3 etc.

3. Uploading School HPV Vaccination Files

Once you have filled in the CSV file, you will need to submit the CSV file using the upload function, following either of the 2 steps below:

- 1. Click on **Upload School Vaccinations** under the **Schools** dropdown on the top banner.
- 2. Click on the **School Vaccinations** box, and then click on **Upload School Vaccinations** on the subsequent screen.

NIVS Schools - Reports -	θ	🕞 Sign Out
Let School Vaccinations Administered		
Q Search School Vaccinations Welcome to National Immu	ation and Vaccination System NIVS	
School Vaccinations Upload Here you can upload vaccination for so children.	age School Vaccinations Here you can view, search or edit school vaccinations administered by your organisation	ı.
Contract Up	2022 @	

Following either of the steps above will take you to this screen below, where it will ask you to select the relevant vaccination. HPV for example

NHS	ANIVS Schools - Reports -	θ	🕞 Sign Out
	Upload School Vaccinations	School Vaccinations Administered Search School Vaccinations	
	Vaccination Service Please Sele Please Select Seasonal Flu HPV		

Upload School Vaccinations		
	School Vaccinations Administered Search School Vaccinatio	ons
Vaccination Service		
Choose File No file chosen	Clea	ır

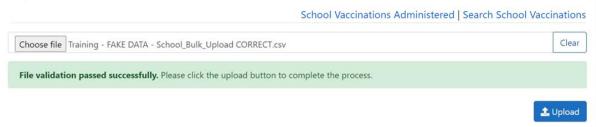
You can upload the vaccination file.

The system will validate your file, highlighting any identified errors. These will need to be corrected before you are able to upload.

NHS ANIVS Schools - Repo	rts •			θ	6+ Sign Out
	Upload	I School Vaccinations School Vaccinations Administered Search School Va	crinations		
	Vaccination		centrations		
	Choose	File HPV_ Vaccinations 10 rows_test Dummy data.csv	Clear		
	File	validation failed! Please correct the errors and try again.			
	Row	Error			
	2	Incorrect "CARE_SETTING". Allowed options are: "community setting", "school".			
	3	Incorrect "CARE_SETTING". Allowed options are: "community setting", "school".			
	4	Incorrect "CARE_SETTING". Allowed options are: "community setting", "school".			
	5	Incorrect "CARE_SETTING". Allowed options are: "community setting", "school".			
	6	Incorrect "CARE_SETTING". Allowed options are: "community setting", "school".			
	7	Incorrect "CARE_SETTING". Allowed options are: "community setting", "school".			
	8	Incorrect "CARE_SETTING". Allowed options are: "community setting", "school".			
	9	Incorrect "CARE_SETTING". Allowed options are: "community setting", "school".			
	10	Incorrect "CARE_SETTING". Allowed options are: "community setting", "school".			

You can see from the example above that, if there are any errors, it will highlight which row the error is on and the field that needs attention.

Upload School Vaccinations



Once this has been corrected you will get a message, saying the file has passed validation, as per below. REMEMBER to press the Upload button.

4. Editing School HPV Vaccination Records

To edit a school record that has been uploaded incorrectly, you will need to click on this option on the homepage or on the 'Schools' drop-down box.

Schools - Repor	rts •				θ	😝 Sign Out
Upload Sch Q Search Scho	ool Vaccinations ol Vaccinations					
	Welco	me to National Immunisation and School Vaccinations Upload Here you can upload vaccination for school age children.	Vaccinatio	System NIVS School Vaccinations Here you can view, search or edit school vaccinations administered by your organisation.	ך	

Once you have clicked on this, you will need to click on Search School Vaccinations, as below:

NHS	ANIVS Schools • Reports •	9	🕞 Sign Out
	School Vaccinations Administered	oload School Vaccinations	
	Vaccination Service School Name/URN Please Sele Enter 3 or more school name characters or 6 digit URN to search		
	Clear	Q Search	

You will be directed to this page, where you will be able to search for the record that needs editing by entering the demographic details and selecting HPV under vaccination service, then select search.

Search School Vaccinations					
	-		ccinations Administered Up		
NHS Number	Forename	Surname	Date Of Birth	Postcode	
Vaccination Service	2				
Please Sele	~				
Clear				Q Search	

NOTE: You can search using partial demographic data, but you do need to select which vaccination service

Search School Vaccinations

			School Vaccinations Administered	Upload School Vaccinations
NHS Number	Forename	Surname	Date Of Birth	Postcode
		jones	dd/mm/yyyy	
Vaccination Service				
HPV	~			
Clear				Q Search

School HPV Vaccinations

NHS Number	Name	Date Of Birth	Postcode	Vaccinated Date	Edit
	Pete Jones	22/09/2012	LE10 2FF	14/08/2023	

Once you found the record that you want to edit, select the correct version, and edit by selecting the last blue box at the end of the record.

Edit School HPV Vaccination

School				NHS Number	
Unknown School					
Forename	Surname	Gender	Date Of Birth	n Postcode	
Pete	Jones	Female	✓ 22/09/20	12 💼 LE10 2FF	
Date Of Vaccination * 14/08/2023	1				
Vaccine Type		Batch Number	Batch Expiry Date	Anatomical Site	
Gardasil	~	123013326	30/07/2022	Right Thigh	~
Care Setting	Dose Sequence				
Community Setting	▪ Dose 2	~			
					Save

You are then able to edit the record you want and change the details that have been entered by mistake. Once you have finished, select Save.

5. School Vaccination details for your Organisation

Back on the home page for school age vaccinator, there is the option to see the total School vaccinations for your organisation. You can search for the school's name or URN number.

NIVS Schools - Reports	5*			9	🔂 Sign Out
	School Vaccinat	ions Administered Search School Vaccinations Up	load School Vaccinations		
	Vaccination Service	School Name/URN New whit			
	Clear	New Whittington Community Primary School, 144012, Barrow Hill and New Whittington, Chester	field Q Search		

This will then bring you back the details of the first and last vaccination dates and the total count.

School Vaccina	tions Administered			
			Search School Vaccinations Up	load School Vaccinatio
Vaccination Service	School Name/URN			
HPV 🗸	New Whittington Community	Primary School, 144012, Barrow Hill a	and New Whittington, Chesterf	🗆 All
Clear School HPV Vacciu	nations			Q Search
School		First Vaccinated Date	Last Vaccinated Date	Uploaded Count
Total				24
New Whittington Com	munity Primary School	14/08/2021	16/08/2021	24

6. Contact details,

For most queries, you should email the helpdesk with any screenshots or descriptions of any issues you are experiencing. We are also contactable by phone.

Email: <u>nivs@england.nhs.uk</u> Phone: 0121 611 0187 Helpdesk Operating Hours: Monday to Friday: 08:00 – 18:00, Saturday and Sunday: 08:00 - 16:00

You can also find further supporting documentation on the Arden & GEM website: <u>https://www.ardengemcsu.nhs.uk/nivs</u>

Version	Date	Author	Approved By	Description
1.0	30/07/2023	Andy Clarke	Vicky Nelson	Initial Version