Frequently Asked Questions
CEG child imms call/recall tool 'APL-Imms'

Using the tool

1. **How often should I run this tool?**
   We recommend that you run it weekly.

2. **Does the process of importing new data into the tool overwrite all the existing data?**
   Yes, it does.

3. **Do you recommend 'saving' the tool when you use it?**
   No, there is no need to 'save' the tool, as every time you use it you need fresh data. What you can save instead is Excel outputs.

4. **What is the purpose of the under 8 weeks filter?**
   You can use it for two purposes: One, for checking that all your mothers who have delivered have registered their new-born babies. Two, to make sure they have an appointment booked for their primary immunisations.

5. **What is the difference between 'done too young' and 'done too soon'?**
   'Done to young' means that the vaccine was given before the recommended age. 'Done too soon' means it was given without respecting the recommended gap between doses.

6. **Will vaccinations done too young or too soon affect our payments?**
   A first MMR given even one day before their first birthday will not count for QOF or COVER. Hib/MenC, the PCV booster and the Men B booster before their first birthday do not count for COVER. A DTP/IPV pre-school booster before 3 years and 4 months does not count for COVER either.

7. **Will this tool help us to understand foreign language immunisation records brought by the parents?**
   Not directly, the tool cannot translate into English. But the tool does include a link to a UK Health Security Agency (UKHSA) UK and international vaccination comparator tool which is very helpful.

8. **Why are the 'over 4 weeks overdue' and the 'catch up' warnings in the same colour?**
   Because in both cases, the action to be done is not immediate, the delay is significant already in both cases.

9. What does the warning 'Check record' mean?
This comes up when the tool encounters data that it cannot process logically. For example, if there is a second dose of MMR recorded but no record of a first one. It also comes up sometimes when an unusual foreign vaccine schedule does not allow the tool to work out what should happen next. You are advised to look at the record in detail, even probably having to leave the tool and check the original EMIS record.

10. I have picked the filter 'due this week' and some children have 'overdue' warnings. Why is this?
The filter will pick up all children with at least one 'due this week' warning, but those children might also have other overdue warnings for different vaccinations.

11. When does the catch-up warning come up?
When a child is over 12 months old and they have not had their primary immunisations. You need to refer to the UKHSA's catch up schedule, which you can easily find by clicking the link on the right of the Patient Info page.

12. Where do I have to submit the tool?
Nowhere. This is not an invoicing tool or a tool to prove that you have done something. This is a tool to help you manage childhood immunisation call and recall by generating patient lists.

13. Can I just use the EMIS search directly instead of importing it into the tool?
No, the export from the EMIS report will contain the details of ALL children aged 0-5. The tool will manipulate all that data and allow you to filter those that need to be called in.

14. Why should I use this tool instead of the EMIS generic recall searches?
Because the EMIS generic recall searches depend on diary entries that are accurate. We have not seen any practices where this is possible in relation to childhood immunisations. This can be due to diary entries being set up to different codes from those used to code the vaccination, for example. Also, the EMIS searches do not include Men B, flu, or Hep B for those at risk. They do not analyse gaps between vaccines or whether vaccinations are given at the correct age. They also only allow Hexas, whereas we allow a combination of Penta+ Hep B.

15. Could you confirm the tool looks at the timeframe between vaccinations?
Yes, it does. That is why, for example, a child aged 14 weeks might show as 'next dose not due' for their second primaries, which should in theory be given at 12 weeks. It would mean that the first primaries were given late and therefore we need to wait till 4 weeks have passed. Another example: if a child is given the second rotavirus 3 weeks and 5 days after the first, there will be a warning saying 'done too soon'.

Technical questions and troubleshooting

16. **Do I need to set up a relative run date when running the searches in EMIS?**
No, because you want the most up to date data available, that is today's.

17. **The EMIS search has run but the report has not.**
This could be because you did not select the whole folder to run, which is the simplest way to do it. If you select the search instead of the folder, you need to click on 'Advance options' and tick 'run child searches'. Or you can select the report and that way, both the report and the search will run.

18. **When I try to export the csv file from EMIS, I do not get a dialogue box asking me how I want to export.**
It may be that you have selected the search, rather than the report. Or it might be that you have selected the report but you have forgotten that you need to 'view results' before exporting.

19. **I can't find the .xml file when I am trying to import the search into EMIS.**
Maybe you have not unzipped the folder; or you have but you are navigating to the zipped folder rather than the unzipped one.

20. **I have just run the EMIS search, but when I try to import the csv file into the tool, the tool says that I am using old data.**
You are probably trying to import an old csv. Go to the APL-Imms csv files folder and delete the old files so as not to get confused.

21. **The writing on the tool is too small, I can't read it.**
In the bottom right of the tool there is a sliding scale where you can make it bigger:

More information

- Watch our series of demo videos on YouTube
- Read the APL-Imms User Guide (pdf)

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