

How to: Run your MMR catch-up campaign efficiently using the APL-Imms tool

These steps will help you to call/recall children in four cohorts:

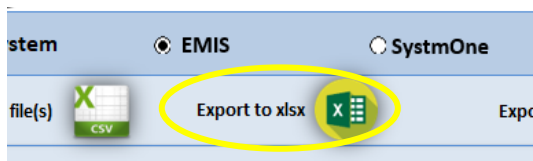
- Flagged as 'check record'
- Zero recorded doses
- Partially vaccinated
- MMR declined/contraindicated

'Check record', zero doses & partially vaccinated:

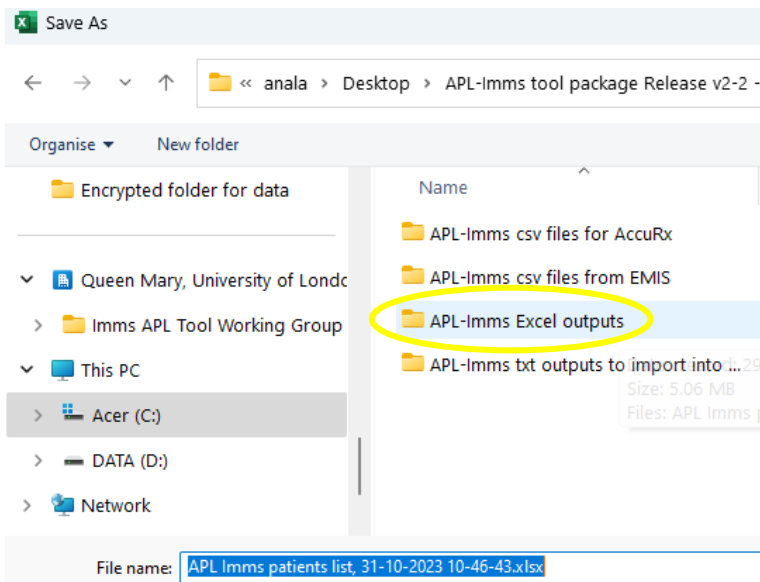
1. In the APL-Imms tool, tick '**MMR**' in the 'Incomplete Vaccination' filters. This will list children with absent or incomplete MMR, whose parents have not declined the MMR vaccine.

The screenshot shows the 'Filters' section of the APL-Imms tool. It includes several filter categories: 'Age Band' (All age band, < 8 weeks, 8 weeks, 12 weeks, 16 weeks, 1 year, 3y 4m), 'Status' (Due this week, <= 1 week overdue, > 1 - 4 weeks overdue, > 4 weeks overdue), 'Incomplete Vaccination' (6-in-1, Rotavirus, MenB, PCV, MMR, Hib/MenC, 4-in-1, Flu Vacc Recall), and 'New Registration' (In last 2 weeks, In last 4 weeks, Check record, Declined/Contr, Flu Declined/Contra). The 'MMR' checkbox is checked and highlighted with a yellow circle. A 'Reset Filters' button is visible, and a red box at the bottom right shows 'Filtered patients = 71'.

2. Export the list to an Excel file by clicking the '**Export to xlsx**' icon at the top.



3. Save this list in the folder provided in the tool download ('APL-Imms Excel outputs') so you can find it later. The tool will automatically name the Excel file with the date and time of export, but you can change the file name if you wish.



You can now either: Close the APL-Imms tool (if you find it confusing to work with two Excel files open) or keep it open so you can use the Patient Info page and its links.

- Find and open the Excel output. It will look something like the screenshot below. Notice you cannot see the filters or function buttons that the tool has - because this is not the tool, it is just an output for you to work with.

Full Name	Patient Reference no.	DOB	Age	Registered date	6-in-1	Rotavirus	MenB	PCV	MMR	HIB/MenC	4-in-1 pre-school booster	Flu routine only	Most recent reasons for non vaccination
BOOTH, Kimberly (Miss)	15634	30-Oct-22	12m	07-Nov-22	Done	Done	3 rd Due	Due	1 st Due	Due			
CRANE, Karen (Miss)	42590	26-Oct-22	12m	22-Feb-23	Done	Done	3 rd Due	Due	1 st Due	Due			
KELLEY, Janet Jamie (Miss)	35063	23-Oct-22	12m	17-Dec-22	Done	Done	3 rd 1w Overdue	1w Overdue	1 st 1w Overdue	1w Overdue			
CASE, Whitney (Miss)	97525	22-Oct-22	12m	26-Oct-22	Done	Done	3 rd 1w Overdue	1w Overdue	1 st 1w Overdue	1w Overdue			
CHERRY, Kayla (Miss)	95140	20-Oct-22	12m	23-Nov-22	Done	Done	3 rd 1w Overdue	1w Overdue	1 st 1w Overdue	1w Overdue			
DENNIS, Eugene Garrett (Mr)	33282	16-Oct-22	12m	02-Nov-22	Done	2 nd Done too soon	3 rd 1-4w Overdue	1-4w Overdue	1 st 1-4w Overdue	1-4w Overdue			
MURRAY, Jennifer (Miss)	46083	14-Oct-22	12m	17-Dec-22	Done	Done	3 rd 1-4w Overdue	1-4w Overdue	1 st 1-4w Overdue	1-4w Overdue			
MORAN, Pamela Casey (Miss)	34103	09-Oct-22	12m	11-Nov-22	Done	Done	3 rd 1-4w Overdue	2 nd Done too young	1 st 1-4w Overdue	1-4w Overdue			

- Review your list:

‘Check record’ cases

We recommend you start with cases flagged as ‘check record’ if you have not done so already. Click the little **arrow** under ‘MMR’ to reveal the filters and untick ‘**select all**’ and then tick ‘**check record**’.

Full Name	Patient Reference no.	DOB	Age	Registered date	6-in-1	Rotavirus	MenB	PCV	MMR	HIB/MenC	4-in-1 pre-school booster	Flu routine only	Most recent reasons for non vaccination
BOOTH, Kimberly (Miss)	15634	30-Oct-22	12m	07-Nov-22	Done	Done	3 rd Due	Due	1 st Due				
CRANE, Karen (Miss)	42590	26-Oct-22	12m	22-Feb-23	Done	Done	3 rd Due	Due	1 st Due	Due			
KELLEY, Janet Jamie (Miss)	35063	23-Oct-22	12m	17-Dec-22	Done	Done	3 rd 1w Overdue	1w Overdue	1 st 1w Overdue	1w Overdue			
CASE, Whitney (Miss)	97525	22-Oct-22	12m	26-Oct-22	Done	Done	3 rd 1w Overdue	1w Overdue	1 st 1w Overdue	1w Overdue			
CHERRY, Kayla (Miss)	95140	20-Oct-22	12m	23-Nov-22	Done	Done	3 rd 1w Overdue	1w Overdue	1 st 1w Overdue	1w Overdue			
DENNIS, Eugene Garrett (Mr)	33282	16-Oct-22	12m	02-Nov-22	Done	2 nd Done too soon	3 rd 1-4w Overdue	1-4w Overdue	1 st 1-4w Overdue	1-4w Overdue			
MURRAY, Jennifer (Miss)	46683	14-Oct-22	12m	17-Dec-22	Done	Done	3 rd 1-4w Overdue	1-4w Overdue	1 st 1-4w Overdue	1-4w Overdue			
MORAN, Pamela Casey (Miss)	34103	09-Oct-22	12m	11-Nov-22	Done	Done	3 rd 1-4w Overdue	2 nd Done too young	1 st 1-4w Overdue	1-4w Overdue			

(Select All)

1st 1-4w Overdue

1st 1w Overdue

1st 4+w Overdue

1st Due

2nd 1-4w Overdue

2nd 1w Overdue

2nd 4+w Overdue

Check record

OK Cancel

(Select All)

1st 1-4w Overdue

1st 1w Overdue

1st 4+w Overdue

1st Due

2nd 1-4w Overdue

2nd 1w Overdue

2nd 4+w Overdue

Check record

OK Cancel

Full Name	Patient Reference no.	DOB	Age	Registered date	6-in-1	Rotavirus	MenB	PCV	MMR
CARROLL, Lance (Mr)	72397	11-Dec-19	3y 10m	22-Sep-22	Done	Done	3 rd Too old	3 rd Too old	Check record
KNAPP-BOND, Albert (Mr)	14271	21-Apr-19	4y 6m	07-Aug-21	Done	Done	Done	Done	Check record
GRIMES-MEZA, Mary (Miss)	36342	23-Dec-18	4y 10m	01-Nov-21	Check record	2 nd Too old	Declined/Contra	Declined/Contra	Check record

Check those patient records in your clinical system. It's likely that they have a 2nd MMR booster recorded but no 1st MMR. Hopefully their full medical record (free text in consultation, attachments) will give you an indication of whether they had the first one or not, and therefore whether they need to be called in. Remember that a child from the age of 3 years and 4 months is only fully vaccinated when they have two doses of MMR, administered on or after their first birthday, and separated by a minimum gap of four weeks.

Another possibility is that a previous practice coded the three components of the MMR vaccine separately, in which case you need to add the single MMR code to their record (use the CEG template to do this).

Zero doses

NHS England advises you to prioritise children with zero doses. To get a list of those children, click the little **arrow** under 'MMR' to reveal the filters, then select '1st due' and '1st overdue' children:

- (Select All)
- 1st 1-4w Overdue
- 1st 1w Overdue
- 1st 4+w Overdue
- 1st Due
- 2nd 1-4w Overdue
- 2nd 1w Overdue
- 2nd 4+w Overdue
- Check record

Consider using the 'Age' filters to prioritise the youngest, or those about to go to school:

- 2y 5m
- 3y 10m
- 3y 4m
- 3y 5m
- 3y 6m
- 3y 7m
- 3y 8m
- 4y
- 4y 10m

Use the last four columns in the Excel file to write down notes about the actions taken or give instructions to a colleague:

Recall Status	Number of contacts	Contacted by	Date	Comments

Note that these notes will **not** go into the child's medical record.

Partially vaccinated

These are children who should have two doses of MMR but only have one. As with the zero doses cohort, click the little **arrow** under 'MMR' to reveal the filters, but this time select '**2nd due**' and '**2nd overdue**' children:

- (Select All)
- 1st 1-4w Overdue
- 1st 1w Overdue
- 1st 4+w Overdue
- 1st Due
- 2nd 1-4w Overdue
- 2nd 4+w Overdue
- 2nd Due
- Check record

MMR declined/contraindicated

- To review the situation of children whose parents have refused the MMR for that child before: Go back to the tool, **reset the filters**, and tick the **'Declined/contra'** filter:

Age Band	<input checked="" type="radio"/> All age band	<input type="radio"/> < 8 weeks	<input type="radio"/> 8 weeks	<input type="radio"/> 12 weeks	<input type="radio"/> 16 weeks	<input type="radio"/> 1 year	<input type="radio"/> 3y 4m	
Status	<input type="checkbox"/> Due this week	<input type="checkbox"/> <= 1 week overdue	<input type="checkbox"/> > 1 - 4 weeks overdue	<input type="checkbox"/> > 4 weeks overdue				
Incomplete Vaccination	<input type="checkbox"/> 6-in-1	<input type="checkbox"/> Rotavirus	<input type="checkbox"/> MenB	<input type="checkbox"/> PCV	<input type="checkbox"/> MMR	<input type="checkbox"/> Hib/MenC	<input type="checkbox"/> 4-in-1	Flu Vacc Recall <input type="checkbox"/>
New Registration	<input type="checkbox"/> In last 2 weeks	<input type="checkbox"/> In last 4 weeks	Check record <input type="checkbox"/>	Declined/Contra <input checked="" type="checkbox"/>	Flu Declined/Contra <input type="checkbox"/>			
Reset Filters							Filtered patients = 49	

Note, this will give you a list of all the children with any vaccination declined; you cannot add more filters to this in the tool, you need to export to Excel to manipulate it further.

- Click **'Export to xlsx'**. Save the file, locate it, open it. The exported file will look something like this:

Full Name	Patient Reference no.	DOB	Age	Registered date	6-in-1	Rotavirus	MenB	PCV	MMR	HIB/MenC	4-in-1 pre-school booster	Flu routine only	Most recent reasons for non vaccination
ARCHER, Tammy Rebecca (Miss)	92265	29-Jan-23	9m	02-May-23	2 nd 4w Overdue	Declined/Contra	2 nd 4w Overdue	Done					
LIU-BOWERS, Julie Sharon (Miss)	57042	25-Nov-22	11m	03-Dec-22	Declined/Contra	Declined/Contra	Declined/Contra	Declined/Contra					
FISCHER, Derek (Mr)	53584	19-Oct-22	12m	24-Oct-22	Declined/Contra	Declined/Contra	Declined/Contra	Declined/Contra	Declined/Contra	Declined/Contra			
NORTON-WEST, Michelle (Miss)	88497	17-Jun-22	16m	13-Aug-22	Done	Declined/Contra	3 rd 4w Overdue	4w Overdue	Done	Done			
CLINE, Wyatt (Mr)	81115	06-Apr-22	18m	20-Apr-22	Done	Declined/Contra	Done	Done	Done	Done			

- In the exported file, click the little **arrow** under 'MMR' to reveal the filters. Untick everything except the **'Declined/contra'** MMR filter:

- (Select All)
- 1st 4+w Overdue
- 2nd 4+w Overdue
- Check record
- Declined/Contra
- Done
- (Blanks)

This will give you a shorter list of children whose parents have specifically declined the MMR vaccine.

4. Check their records and decide whether sufficient time has passed for them to reconsider their decision, or whether it is clear their decision was final. If you used the CEG template correctly, you will be able to see the reason they declined within this file:

Full Name	Patient Reference no.	DOB	Age	Registered date	6-in-1	Rotavirus	MenB	PCV	MMR	HIB/MenC	4-in-1 pre-school booster	Flu routine only	Most recent reasons for non vaccination
ESPARZA, Eddie (Mr)	54786	26-Apr-19	4y 6m	15-Jul-21	Done	Done	Done	Done	Declined/Contra	Done	Done		
AVILA, Karen Margaret (Miss)	97229	30-Mar-19	4y 7m	03-May-21	Declined/Contra	Declined/Contra	Declined/Contra	Declined/Contra	Declined/Contra	Declined/Contra	Declined/Contra		
HUGHES-JOHNSON, Anne Jessica	93618	15-Dec-18	4y 10m	11-Jun-21	Done	Done	3 rd Too old	3 rd Too old	Declined/Contra	4-wk Overdue	4-wk Overdue		
LIVINGSTON, Krista (Miss)	52951	18-Jul-18	5y 3m	17-Aug-18	Declined/Contra	Declined/Contra	Declined/Contra	Declined/Contra	Declined/Contra	Declined/Contra	Declined/Contra		
RICHARDS, Regina (Miss)	62184	02-May-18	5y 5m	18-May-18	Done	Done	Done	Done	Declined/Contra	Done	Declined/Contra		
BUSH, Zachary Brian (Mr)	86535	14-Feb-18	5y 8m	09-Mar-18	Done	Done	Done	Done	Declined/Contra	Done	Done		

More information

- Full APL-Imms user guides are available on the [CEG website](#).
- NHS England: [National vaccination and immunisation catch-up campaign for 2023/24](#)

Version 1 – November 2023