

FGM Enhanced Dataset - Prevention Programme (England)



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FGM Enhanced Dataset - Prevention Programme (England)

What this Guide Covers

This guide explains the Female Genital Mutilation (FGM) Prevention Programme (England) and describes how Vision+ can assist in the recording and reporting of the FGM Enhanced dataset. It covers the following:

- **Introduction to the FGM Prevention Programme** - See [Introduction](#) (page 5).
- **Overview** - See [Overview](#) (page 7).
- **Prerequisites** - The Vision+ FGM tools consist of alert popup triggers, a template and reports. Before using the tools you must download them from Download Web Files. See [Prerequisites](#) (page 7).
- **Accessing the FGM Template** - See [Accessing the FGM Template](#) (page 9).
- **Recording data on the FGM Template** - See [Recording data on the FGM Template](#) (page 11).
- **Patient Consent - An explanation of Patient Consent** - See [Recording Consent](#) (page 13).
- **Data Reporting and Claiming** - See [FGM Reporting and Claiming](#) (page 14).

Introduction

The Vision+ FGM Module enables you to accurately view and record a female patient's FGM history using the accompanying template. The template allows for a discussion (and its documentation) with the patient around consent for non-anonymised data collection (which is manually entered to an excel file). The Report generated in Vision+ helps you decide whether a patient is appropriate to include in the Excel claim file that can be uploaded, via CAP (Clinical Audit Platform), to HSCIC.

Patient Inclusion/Exclusion Criteria

The following criteria apply:

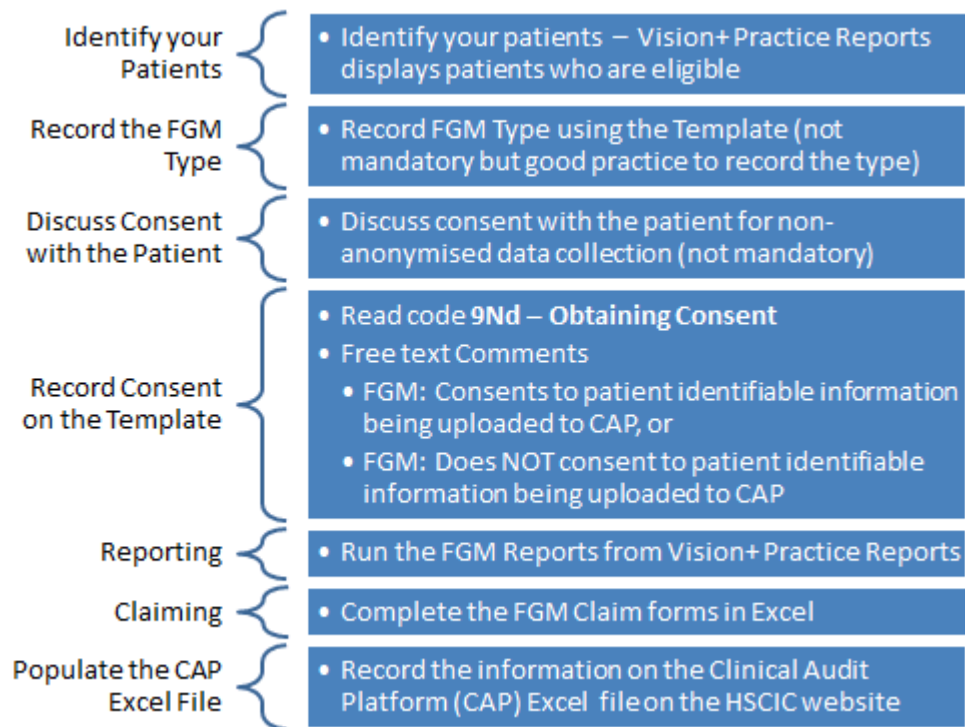
- Male patients are automatically excluded.
- Female patients of all ages are eligible.
- Female patients with FGM Read codes are listed in the report. The Read codes included are:
 - Read code **15K - History of Female Genital Mutilation**
 - Read code **K578 - Female Genital Mutilation**
 - Read code **K5780 - FGM type I - WHO classification**
 - Read code **K5781 - FGM type II - WHO classification**
 - Read code **K5782 - FGM type III - WHO classification**
 - Read code **K5783 - FGM type IV - WHO classification**
- Consent is NOT mandatory but is recommended, therefore, the FGM reports display the different consent statuses per patient (consent/dissent/absent) but the final decision to include a patient or not is with the practice.
- GP2GP does not pick up the specific free text around the issue of consent, so new patients to the practice with FGM Read codes are reported by the module as having consent absent with relation to the extract.



Note - For more information on the FGM Prevention Programme - See HSCIC - FGM www.hscic.gov.uk/fgm. For the WHO FGM definitions - See WHO definitions <http://www.who.int/mediacentre/factsheets/fs241/en/>.

Overview

Below is an overview of the FGM Enhanced Dataset:



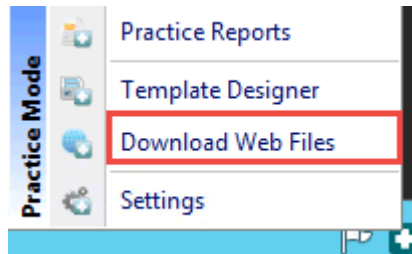
Overview

Prerequisites

To use the FGM Reports and Template you must first download them from **Download Web Files**.

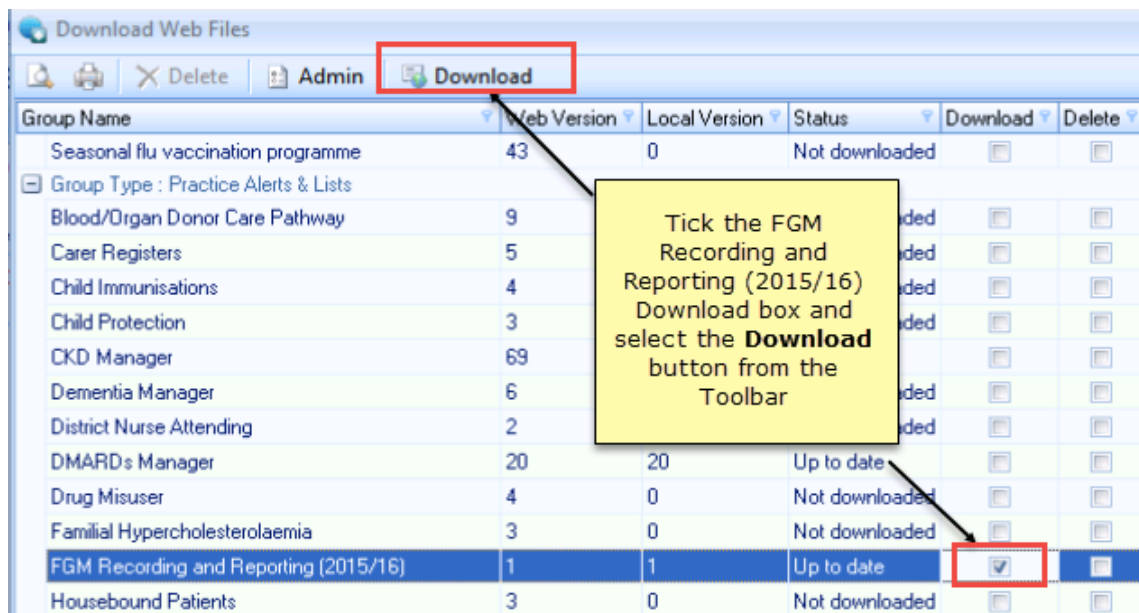
Downloading the FGM Reports and Template

1. Log into Vision, right click on the Vision+ icon  in the Windows Notification area and select **Download Web Files**.



Download Web Files

2. Select **FGM Recording and Reporting (2015/16)** by ticking the **Download** box, then **Download**.




FGM Recording and Reporting 2015/16

3. A progress bar is displayed during the download process.

 **Note** - The FGM Templates and Reports are automatically available to all users.

4. Close the **Download Web Files** screen to exit.

 **Training Tip** - For more information on how to Download Web Files, see the following video - *Vision+ Videos*
<http://www.inpshep.co.uk/DLM480/Visionplus/index.htm#71145>

Accessing the FGM Template


The FGM Template is designed to simplify enhanced dataset recording. It enables you to correctly record the FGM Read code along with the patient's decision on whether to have their data extracted. Quick links to relevant HSCIC websites and guidance documents are available from here.

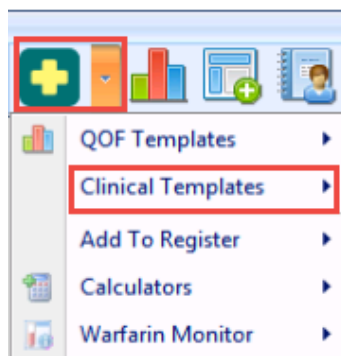
There are three ways to access the FGM Template:

- **Clinical Templates** - Access the FGM Template from Clinical Templates in Consultation Manager. See [Selecting the FGM Template in Consultation Manager](#) (page 9).
- **Alert Popup Window** - Use the Alert Popup window to invoke the FGM Template. See [Accessing the FGM Template from the Alert Popup](#) (page 10).
- **Practice Reports** - Access the Template from Vision+ Reports. See [Selecting the FGM Template from Practice Reports](#) (page 10).

Selecting the FGM Template in Consultation Manager

To select the FGM Template in Consultation Manager:

1. Select a patient in the normal way.
2. Select **Clinical Templates** from the Vision+  icon from the floating toolbar.



Clinical Templates - Floating Toolbar

3. Select **FGM Recording and Reporting (2015/16)**.



FGM Recording and Reporting (2015/16)

For information on recording data on the FGM Template - See [Recording data on the FGM Template](#) (page 11).


Accessing the FGM Template from the Alert Popup

To launch the template from the Alert Popup window:

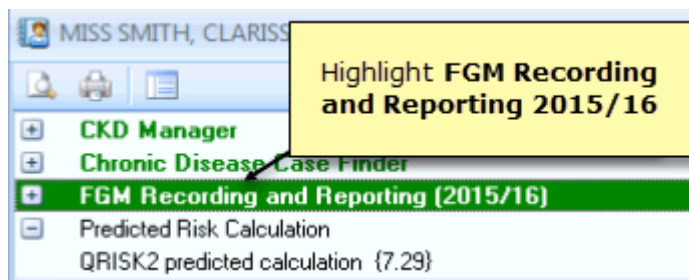
1. Select a patient in Consultation Manager.
2. Click **Show Other Indicators** on the Vision+ floating toolbar.





Floating Toolbar - Show Other Indicators

 **Note** - By default QOF alerts display when you select a patient in Consultation Manager. To combine both QOF and non QOF alerts (eg FGM alerts), refer to the **Vision+ Settings - Combine Triggers** option.

3. From the Alert Popup, highlight **FGM Recording and Reporting 2015/16**.




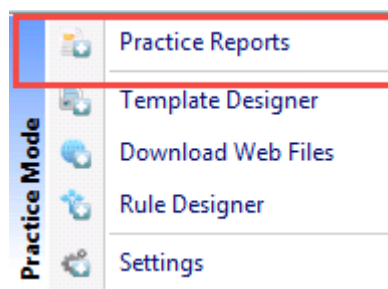
Alert Popup

4. To launch the Template either:
 - Right click on the **FGM Recording and Reporting** line and select **Show Template**  **Show Template** , or
 - Highlight the **FGM Recording and Reporting** line and click **Template** on the toolbar .

Selecting the FGM Template from Practice Reports

To access the FGM Template from Vision+ Reports:

1. Log into Vision, right click on the Vision+  icon in the Windows Notification area and select **Practice Reports**.



Practice Reports

- From the **Practice Reports** menu, select **Practice Lists**.



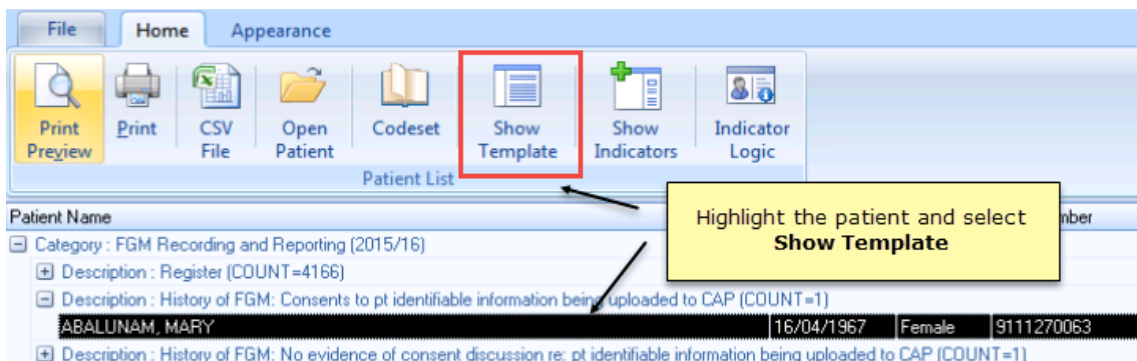
Practice Lists

- Choose **FGM Recording and Reporting 2015/16**.



FGM Recording and Reporting (2015/16)

- On completion, a suite of reports are listed. Highlight the line you require and click the expand **+** icon to view patient names, or double click on a line to view the patients.
- Highlight a patient and click **Show Template**.



Show Template

For information on recording data on the FGM Template - See *Recording data on the FGM Template* (page 11).

Recording data on the FGM Template

The FGM Template is a simple to use interactive screen. From here you can easily view a patient's FGM history or add the FGM Type. Provided the patient has an FGM Read code you can also record the patient's consent status.

- **Viewing and Recording a patient's FGM History** - See [Viewing and Recording the FGM Type](#) (page 12).
- **Recording a patient's Consent** - See [Recording Consent](#) (page 13).



Training Tip - Use the blue hypertext links on the template to review relevant documentation and guidance.

Viewing and Recording the FGM Type

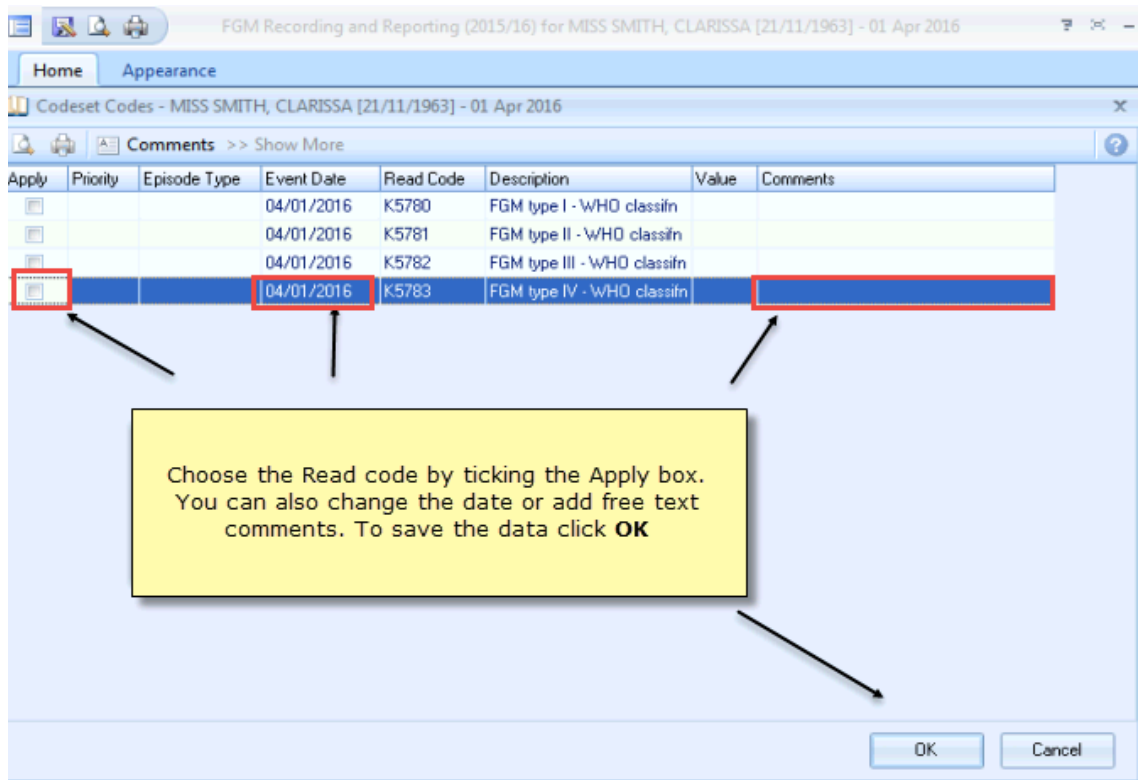
Although not a mandatory requirement of the Enhanced Dataset, it is advisable to record the FGM Type for any new cases. To view a patient's FGM history and Read code the FGM Type:

1. Select **Codeset** on the template.

The screenshot shows the 'FGM Recording and Reporting (201)' interface. A yellow box labeled 'Patient's FGM History' points to the 'History of FGM' dropdown menu, which currently shows '12/07/2015: History of female genital mutilation'. Below this is a section titled 'RECORD FGM TYPE IN THE BOX BELOW (if possible)'. A yellow box labeled 'Useful links' points to a list of links: 'What does FGM Type Mean?', 'High FGM Prevalence Countries', and 'Traditional and Local terms for FGM'. Another yellow box labeled 'Click Codeset to Add the FGM Type' points to the 'FGM Type' dropdown menu, which currently shows 'No Data Recorded'. Below this is a section titled 'PATIENT CONSENT IS NOT MANDATORY, BUT IF YOUR PATIENT WISHES TO OBJECT TO THE DATA BEING SENT TO HSCIC, PLEASE RECORD THEIR OBJECTION FROM THE DROP DOWN MENU ACCESSIBLE BELOW:'. A yellow box labeled 'Links to FGM Excel Claims' points to a list of links: 'FGM CAP Upload Guide', 'Attendance_ File (Excel format)', 'FGM_ File (Excel format)', and 'Patient_ File (Excel format)'. There is also a 'Consent' dropdown menu showing 'No Data Recorded'.

Codeset - FGM Recording and Reporting

- Choose the Read code by ticking **Apply**. You can also select a different date by changing the event date or add freetext comments.



FGM Read codes

- Click **OK** to save the data.

Recording Consent

Consent is **NOT** mandatory but is recommended. The different consent statuses should be recorded on the template and are subsequently reported in Vision+ Practice Reports. The practice has the final decision on whether or not to include a patient in an extract.

There are currently no specific Read codes for recording FGM consent, so the Read code **9Nd - Obtaining Consent** is used, along with a free text comment to indicate the patient's preference. The three potential consent statuses are:

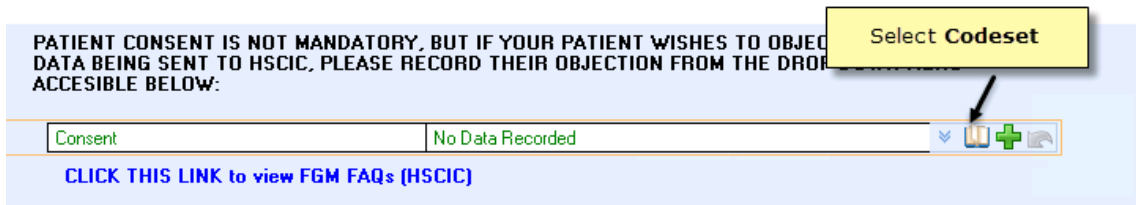
- **Consent** - The patient consents to identifiable information being uploaded to the Clinical Audit Platform (CAP).
- **Dissent** - The patient does not consent to patient identifiable information being uploaded to Clinical Audit Platform (CAP).
- **Absent** - GP2GP does not pick up the specific free text entries recorded against consent, so new patients to the practice with FGM Read codes are reported by the module as having consent absent with relation to the extract.

To record a patient's consent:

 **Reminder** - The consent option is only available provided the patient has an FGM Read code

- Select the **Consent** line on the FGM Template.

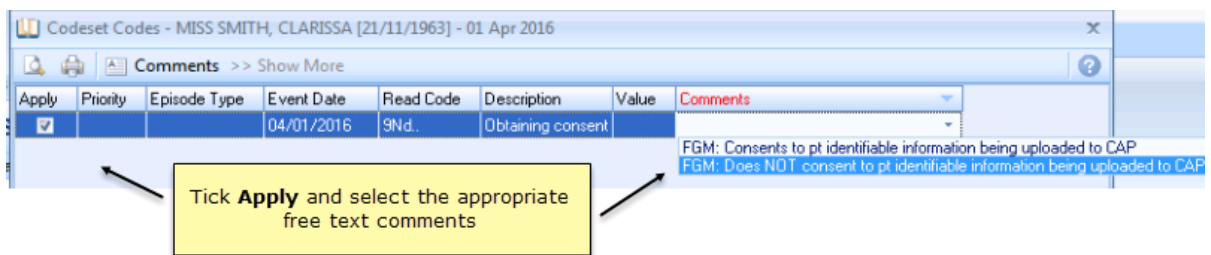
2. Click **Codeset**.



Consent - Codeset

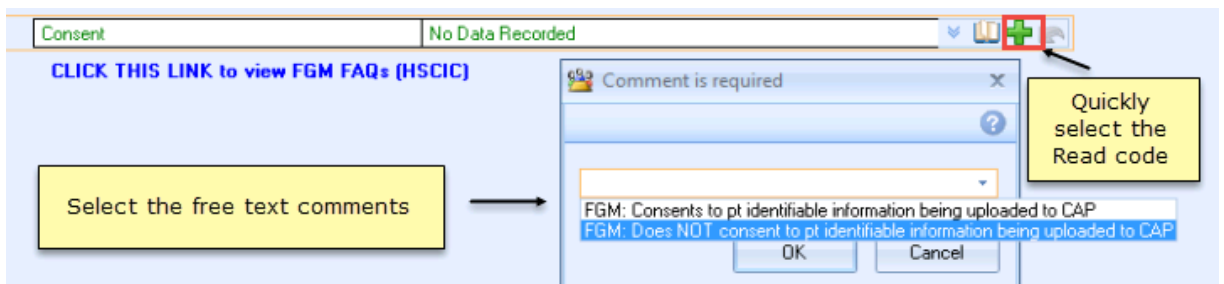
3. The Codeset screen is displayed. Click **Apply** alongside the Read code **9Nd - Obtaining Consent**, and select the relevant freetext comments.

Note - You can also change the date, priority and episode type, if appropriate.



Consent Read code and Comments

4. Click **OK**.
5. Alternatively, if you want to quickly add the Read code without displaying the Codeset screen, select from the **Consent** line and add your free text comments.



Quick Read code Add

6. Click **OK**.

Note - Where no free text comment is selected, this is displayed in the Vision+ Reports as consent absent.

FGM Reporting and Claiming

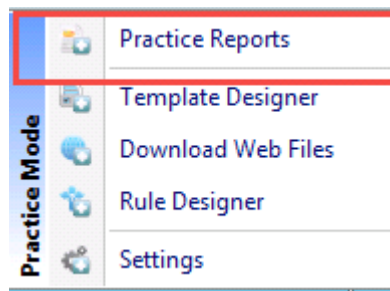
This section of the guide explains how to run the FGM Reports, review the figures and complete the claims.

- **How to run the FGM Reports** - See *Running the FGM Reports* (page 15).
- **How to complete the FGM Claims** - See *Completing FGM Claim Forms* (page 16).
- **How to upload the data onto the Clinical Audit Platform (CAP) website** - See *Uploading Data to the CAP website* (page 22).

Running FGM Reports

To run the FGM Reports:

1. Log into Vision, right click on Vision+  in the Windows Notification area and select **Practice Reports**.



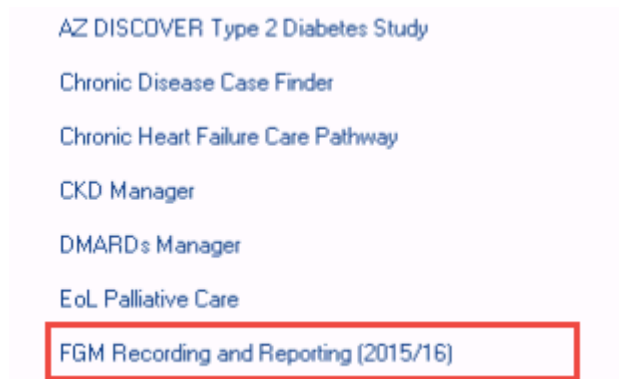
Practice Reports

2. From the **Practice Reports** menu, select **Practice Lists**.



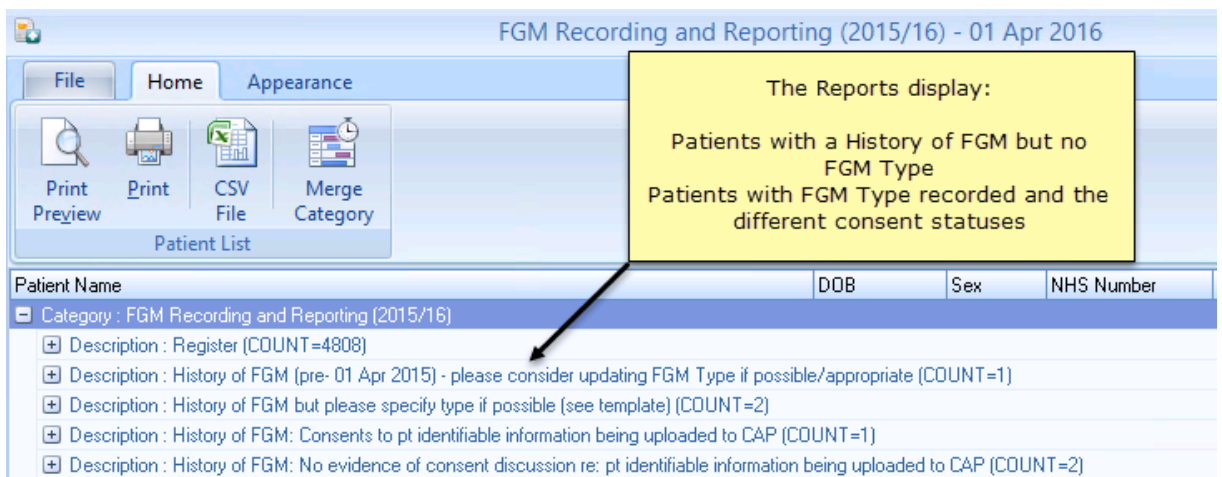
Practice Lists

3. Choose **FGM Recording and Reporting 2015/16**.




FGM Recording and Reporting (2015/16)

4. On completion, the reports are displayed.



Reports

- To view your patient lists highlight the report line and select the expand  icon, or double click the report line to view the patients.
- To complete the claims - See *Completing FGM Claim Forms* (page 16).



Training Tip - For more information on working with Vision+ Practice Reports - See *Working with Patient Lists*
<http://www.inpshep.co.uk/DLM480/Visionplus/index.htm#46468>

Completing FGM Claims

The purpose of the FGM claims is to assist HSCIC in obtaining FGM prevalence. The FGM Vision+ module helps you to record the mandatory boxes (marked in red) in Excel with the remaining fields being optional. To download the Excel Spread sheets either refer to:

- Vision+ FGM Recording and Reporting (2015/16) Template - See [Accessing the FGM Template](#) (page 9).
- [HSCIC FGM Frequently Asked Questions](#)
http://www.hscic.gov.uk/media/16204/FGM-Frequently-Asked-Questions-Enhanced-Dataset/pdf/FGM_Frequently_Asked_Questions_Enhanced_Dataset_v2.8.pdf



IMPORTANT - For practices on DLM 485, we have automated the claiming process. For more information on running the automated programme please contact the Helpdesk. For practices who are not yet on DLM 485 you can manually complete the following three FGM Excel files.

Even if you only have one patient you must record their details into all three Excel files and save them as a csv file before uploading to the CAP website. Below are instructions on how to review the information required to claim and complete the three Excel files:


- **Collecting Patient Information** - See [Reviewing Patient Information](#) (page 17).
- **FGM_** - See [FGM](#) (page 18).
- **Attendance_** - See [Attendance](#) (page 20).
- **Patient_** - See [Patient](#) (page 21).

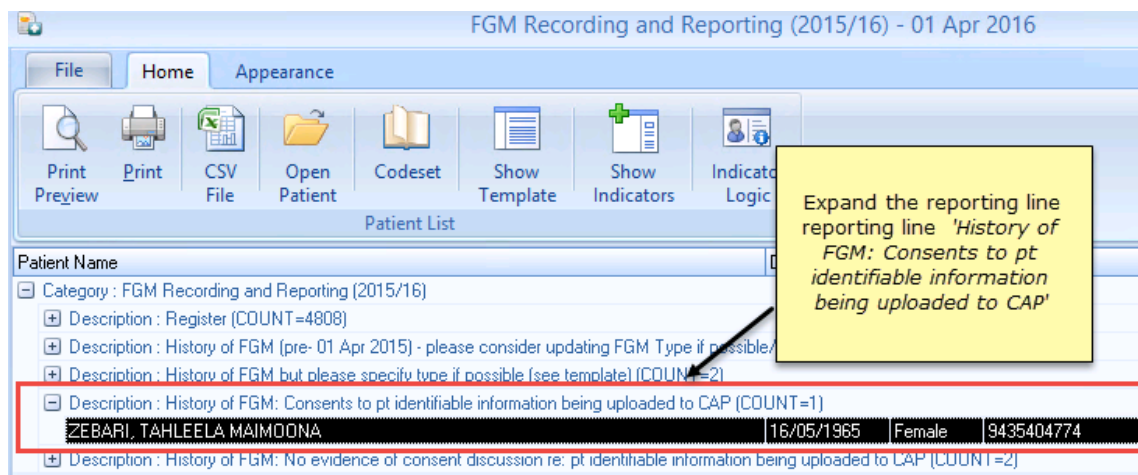


Note - The Excel claims are used by other healthcare organisations outside of primary care so many of the columns do not require completing by GP Practices.

Reviewing Patient Information

To review the information required to claim:

1. From the FGM Recording and Reporting (2015/16) reports, click to expand  the reporting line 'History of FGM: Consents to pt identifiable information being uploaded to CAP'.



FGM Recording and Reporting (2015/16) - 01 Apr 2016

File Home Appearance

Print Preview Print CSV File Open Patient Codeset Show Template Show Indicators Indicators Logic

Patient List

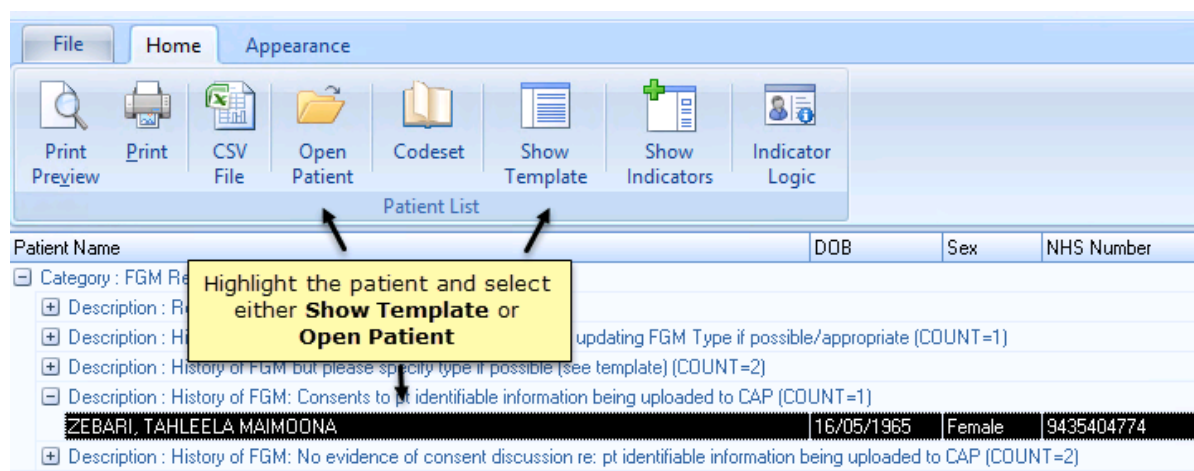
Patient Name

Category : FGM Recording and Reporting (2015/16)
+ Description : Register (COUNT=4808)
+ Description : History of FGM (pre- 01 Apr 2015) - please consider updating FGM Type if possible/
+ Description : History of FGM but please specify type if possible (see template) (COUNT=2)
- Description : History of FGM: Consents to pt identifiable information being uploaded to CAP (COUNT=1)
ZEBARI, TAHLEELA MAIMOONA 16/05/1965 Female 9435404774
+ Description : History of FGM: No evidence of consent discussion re: pt identifiable information being uploaded to CAP (COUNT=2)

Expand the reporting line reporting line 'History of FGM: Consents to pt identifiable information being uploaded to CAP'

FGM Reports

2. Some of the patient information required for claiming is available from the report line, but additional data is held in the patient's record. To view the patient in Consultation Manager, highlight the patient's name on the report and select either:
 - **Show Template**, or
 - **Open Patient**



Practice Reports

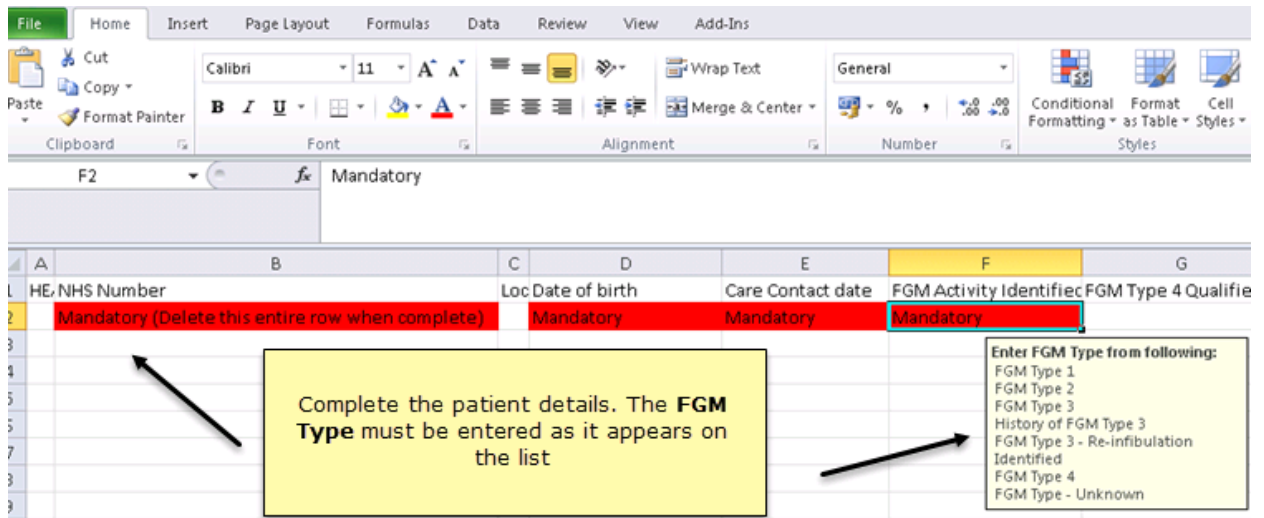
3. You need the following information to complete the three FGM Excel claims:
 - **Date the FGM Type was recorded**
 - **FGM Type**
 - **NHS Number**
 - **Date of Birth**
 - **Patient Surname**
 - **Patient Forename**
 - **Address Post Code**

FGM

To complete the **FGM_** claim:

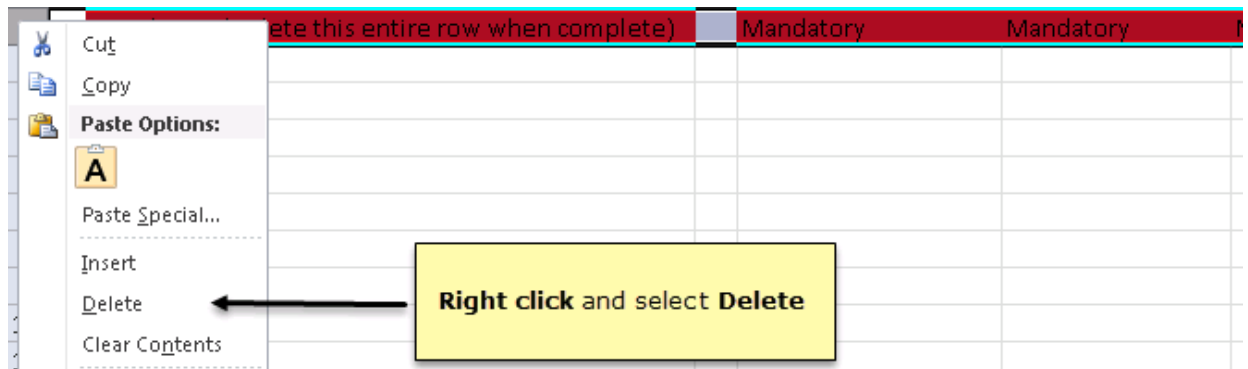
1. Open the **FGM_** Excel claim form.
2. Record the patient's details in the red mandatory columns:
 - **NHS Number**
 - **Date of Birth**
 - **Care Contact Date** - Date the FGM Type was recorded
 - **FGM Activity** - The FGM Type. In order for the claim to be successfully uploaded to CAP you must record the FGM Type exactly as it appears in the list in the Excel Spread sheet. You must type one of the following options:
 - **FGM Type 1**
 - **FGM Type 2**
 - **FGM Type 3**

- History of FGM Type 3
- FGM Type 3 - deinfib
- FGM Type 4
- FGM - Type unknown



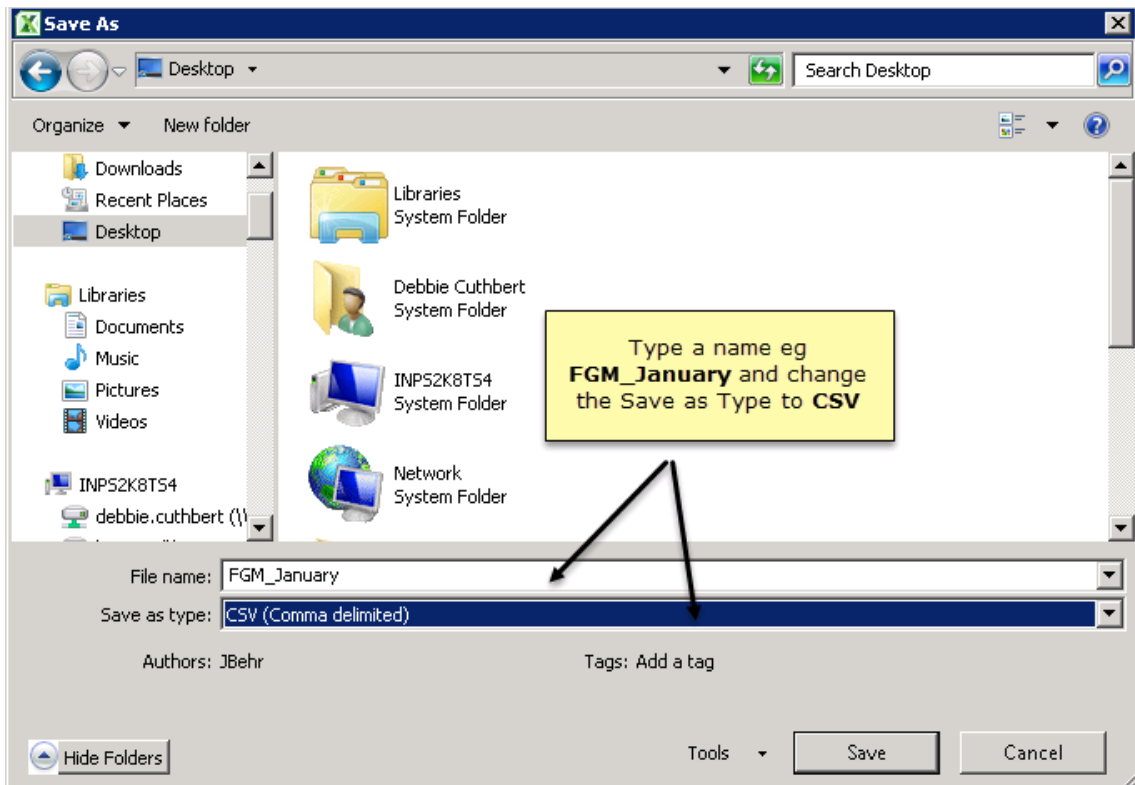
FGM Excel Claim

3. Before saving the file, delete the red row by right clicking on the row and selecting **Delete**.



Deleting the entire row

4. To save the file, select **Save As** and type a name for the CSV file which must begin with **FGM_** eg **FGM_January** and change the file type to **CSV**.



Save As

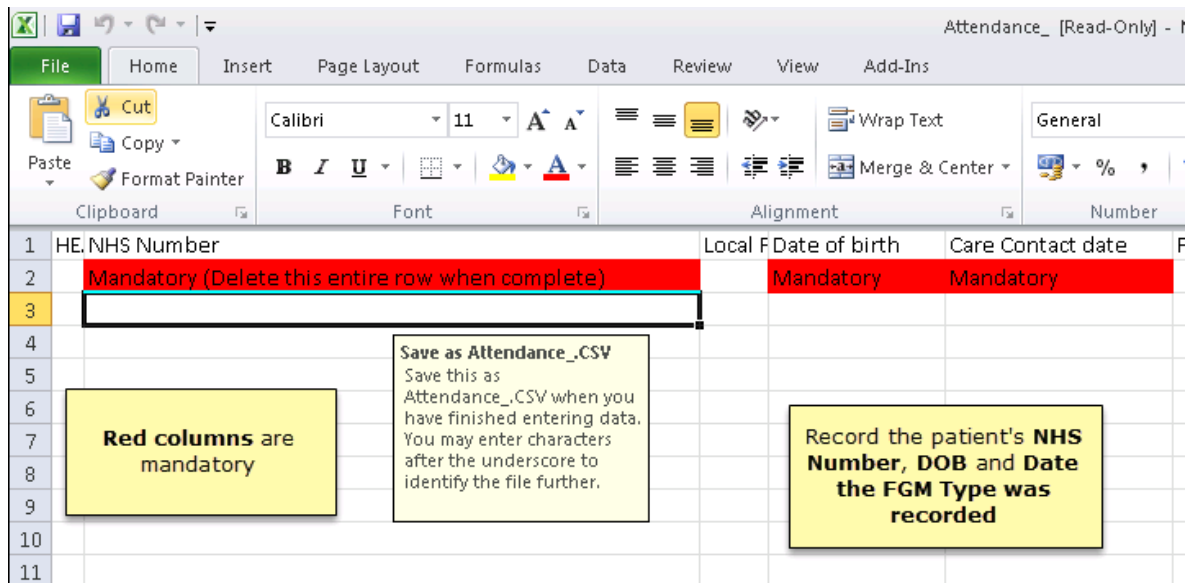
5. Choose a location to save the file and click **Save**.
6. The file is now ready to upload to the CAP website. See [Uploading Data to the CAP website](#) (page 22).

Attendance

To complete the **Attendance_** claim:

1. Open the **Attendance_** Excel claim form.
2. Record the following patient information in the mandatory columns:
 - **NHS Number**
 - **Date of Birth**

- **Care Contact Date** - Date the FGM Type was recorded



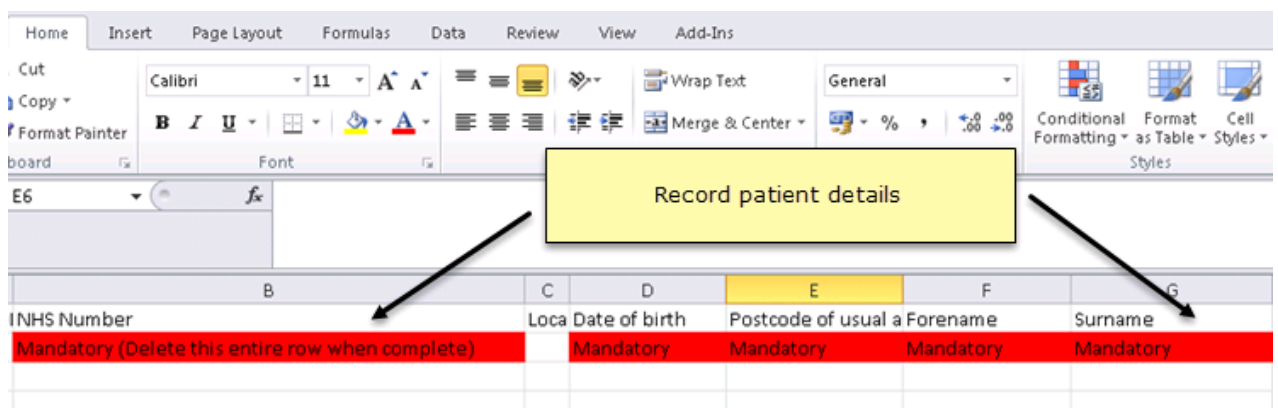
Attendance Excel Claim

3. Before saving the file, delete the red row by right clicking on the row and selecting **Delete**.
4. To save the file, select **Save As** and type a name for the CSV file which must begin with **Attendance_** eg **Attendance_January** and change the file type to **CSV**.
5. Choose a location to save the file and click **Save**.

Patient

To complete the **Patient_** claim:

1. Open the **Patient_** Excel spread sheet and record the following information in the red mandatory columns:
 - **NHS Number**
 - **Date of Birth**
 - **Post code**
 - **Forename**
 - **Surname**



FGM Excel Claim

2. Before saving the file, delete the red row by Right clicking on the row and selecting **Delete**.
3. To save the file, select **Save As** and type a name for the CSV file which must begin with **Patient_** eg **Patient_January** and change the file type to **CSV**.
4. Choose a location to save the file and click **Save**.

Uploading Data to the CAP website

For information on how to Upload data to the CAP website - See [HSCIC FGM Frequently Asked Questions](#)
http://www.hscic.gov.uk/media/16204/FGM-Frequently-Asked-Questions-Enhanced-Dataset/pdf/FGM_Frequently_Asked_Questions_Enhanced_Dataset_v2.8.pdf.

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