

**Appendix D - Action Plan for CLCH (Barnet) Feb 2015**

Outcome	Objective	Actions	Impact	Due Date
To stabilise immunisation reported rates in Barnet and increase reported rates through improvements in information management systems.	To improve the recording of immunisation data in order to have as accurate a reflection as possible for COVER submissions.	CHIS will supply practice level COVER data to immunisation commissioners a month before COVER submission is due. Assurance and submission dates have been sent to CLCH.	To enable us to sense check the data and look at the reasons why targets are not being achieved prior to submission.	4 weeks before each submission
		Installation of Practice Focus in order to automate data extracts routinely and ensure correct CSV format. All practices are now signed up.	To ensure all practices submit data in a timely manner	Monthly
		Ensure all practices use the correct template for recording of immunisations given	To ensure maximum upload of immunisations via QMS.	
		QMS to send reminders to practices to refresh data and let NHSE and CLCH know those practices that have not submitted.	To have refreshed updated data	Check it on weekly basis
		CHIS Provider to follow up GP Practices with outstanding information and send GP Practices regular reminders and will copy immunisation commissioners to the chain of communication	To have refreshed updated data	Discussions with CHIS to initiate this action.
		Issues with consistently poorly performing practices will be passed to Primary Care Commissioning who will address this as part of their broader contract management	To support and improve under performing GP practices	On going