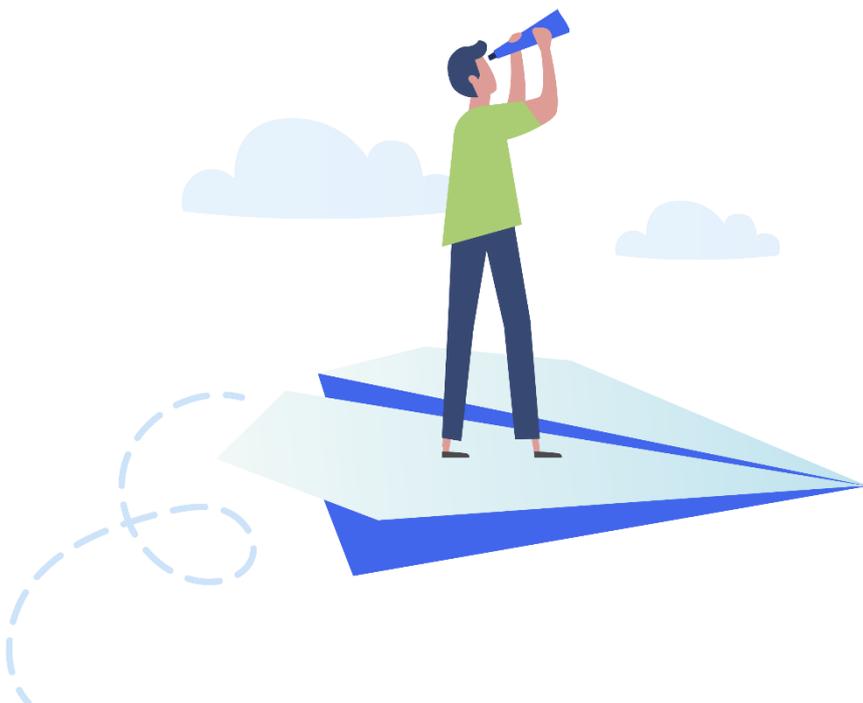




# FGM Enhanced Dataset - Prevention Programme User Guide

Version 4.0  
25 October 2023



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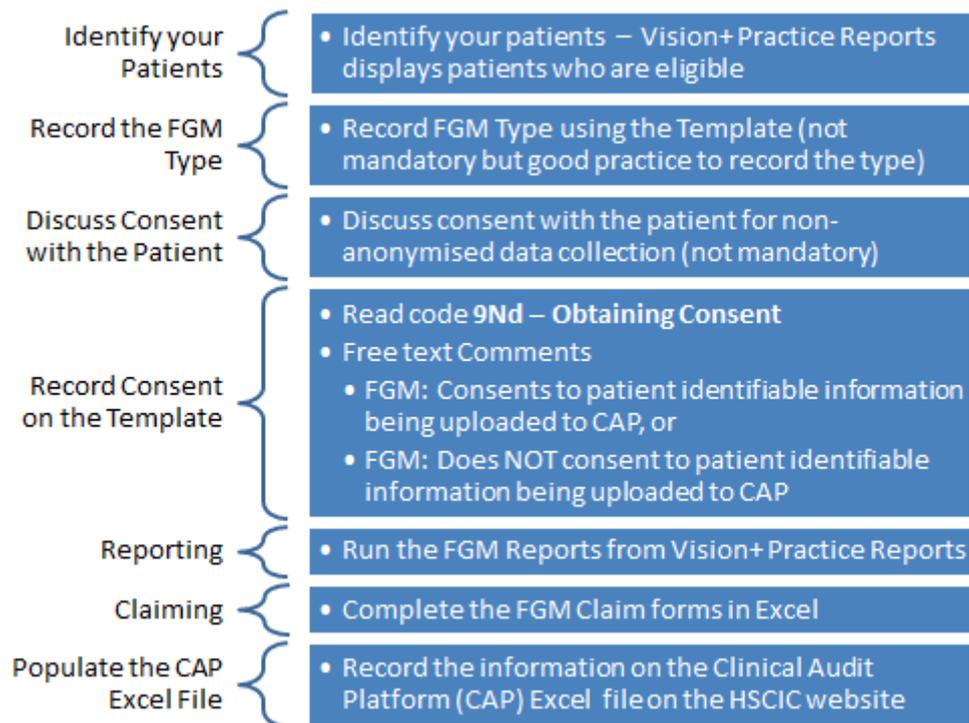


# Contents

<b>Introduction to FGM Recording and Reporting (2015/16) .....</b>	<b>4</b>
Patient Inclusion/Exclusion Criteria .....	5
<b>Accessing the FGM Recording and Reporting (2015/2016) Template .....</b>	<b>6</b>
Opening the FGM Recording and Reporting (2015/16) Template from Consultation Manager .....	7
Accessing the FGM Recording and Reporting (2015/16) Template from the Alert screen .....	8
Selecting the FGM Recording and Reporting (2015/16) Template from Practice Reports .....	9
<b>Recording data on the FGM Recording and Reporting (2015/16) Template... 11</b>	
Viewing and Recording the FGM Type on the FGM Recording and Reporting (2015/16) Template .....	12
Recording Consent on the FGM Recording and Reporting (2015/16) Template .....	13
<b>FGM Reporting and Claiming .....</b>	<b>15</b>
Running FGM Recording and Reporting (2015/16) Practice Reports .....	15
Completing FGM Claims .....	18

## Introduction to FGM Recording and Reporting (2015/16)

The **Vision+ FGM Recording and Reporting (2015/16)** pathway enables you to accurately view and record a female patient's Female Genital Mutilation (FGM) history. The Practice Report generated in **Vision+** helps decide whether a patient is appropriate to include in the Excel claim file that can be uploaded, via CAP (Clinical Audit Platform), to NHS England:




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 To download the **FGM Recording and Reporting (2015/16)** pathway, see [Downloading Web Files](#) in the **Vision+ Help Centre**.

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## Patient Inclusion/Exclusion Criteria

The following criteria apply:

- Male patients are automatically excluded.
- Female patients of all ages are eligible.
- Female patients with FGM clinical terms automatically list in the report. The clinical terms included are:
  - **15K - History of Female Genital Mutilation**
  - **K578 - Female Genital Mutilation**
  - **K5780 - FGM type I - WHO classification**
  - **K5781 - FGM type II - WHO classification**
  - **K5782 - FGM type III - WHO classification**
  - **K5783 - FGM type IV - WHO classification**
- Consent is not mandatory, but it 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 clinical terms are reported by the module as having consent absent with relation to the extract.



**Note** - For more information on the FGM Prevention Programme, see [FGM Prevention Programme \(PDF\)](#). For the WHO FGM definitions, see [WHO definitions](#).

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## Accessing the FGM Recording and Reporting (2015/2016) Template

The **FGM Recording and Reporting (2015/2016)** Template is designed to simplify enhanced dataset recording. It enables you to correctly record the FGM clinical term along with the patient's decision on whether to have their data extracted. Quick links to relevant websites and guidance documents are available from the Clinical Template.

There are three ways to access the FGM Clinical Template:

- **Clinical Templates** - Access the FGM Template from **Consultation Manager**.

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 See [Opening the FGM Recording and Reporting \(2015/16\) Template from Consultation Manager](#) on page 7.

- **Alert Pop-up Window** - Use the **Alert** screen to view the FGM Template.

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 See [Accessing the FGM Recording and Reporting \(2015/16\) Template from the Alert screen](#) on page 8.

- **Practice Reports** - Access the Template from **Vision+ Practice Reports**.

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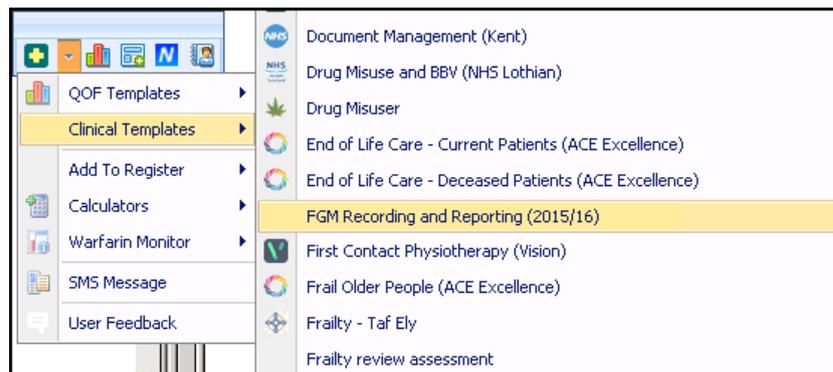
 See [Selecting the FGM Recording and Reporting \(2015/16\) Template from Practice Reports](#) on page 9.

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## Opening the FGM Recording and Reporting (2015/16) Template from Consultation Manager

To open the FGM Template from **Consultation Manager**:

1. Select a patient in the normal way in **Consultation Manager**.
2. Select **Vision+** from the floating toolbar and select **Clinical Templates - FGM Recording and Reporting (2015/16)**:



 For information on recording data on the **FGM Recording and Reporting (2015/16)** Template, see [Recording data on the FGM Recording and Reporting \(2015/16\) Template](#) on page 11.

## Accessing the FGM Recording and Reporting (2015/16) Template from the Alert screen

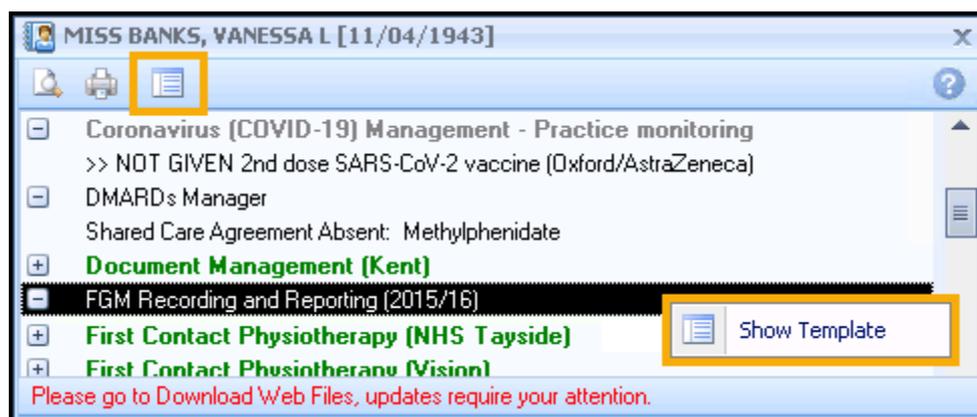
To launch the template from the **Alert** screen:

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



 **Note** - By default QOF/QAIF alerts display when you select a patient in **Consultation Manager**. To combine both QOF/QAIF and non-QOF alerts, for example FGM alerts, see [Options - Indicators](#) in the **Vision+ Help Centre**.

3. From the **Alert** screen, highlight **FGM Recording and Reporting (2015/16)**:



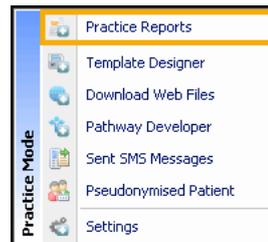
4. To launch the Template either:
  - Right click on **FGM Recording and Reporting (2015/16)** and select **Show Template** , or
  - Highlight the **FGM Recording and Reporting (2015/16)** line and select **Template** .
  - Double click one of the expanded lines below the **FGM Recording and Reporting (2015/16)** category heading.

 See [Recording data on the FGM Recording and Reporting \(2015/16\) Template](#) on page 11 for details on the Clinical Template.

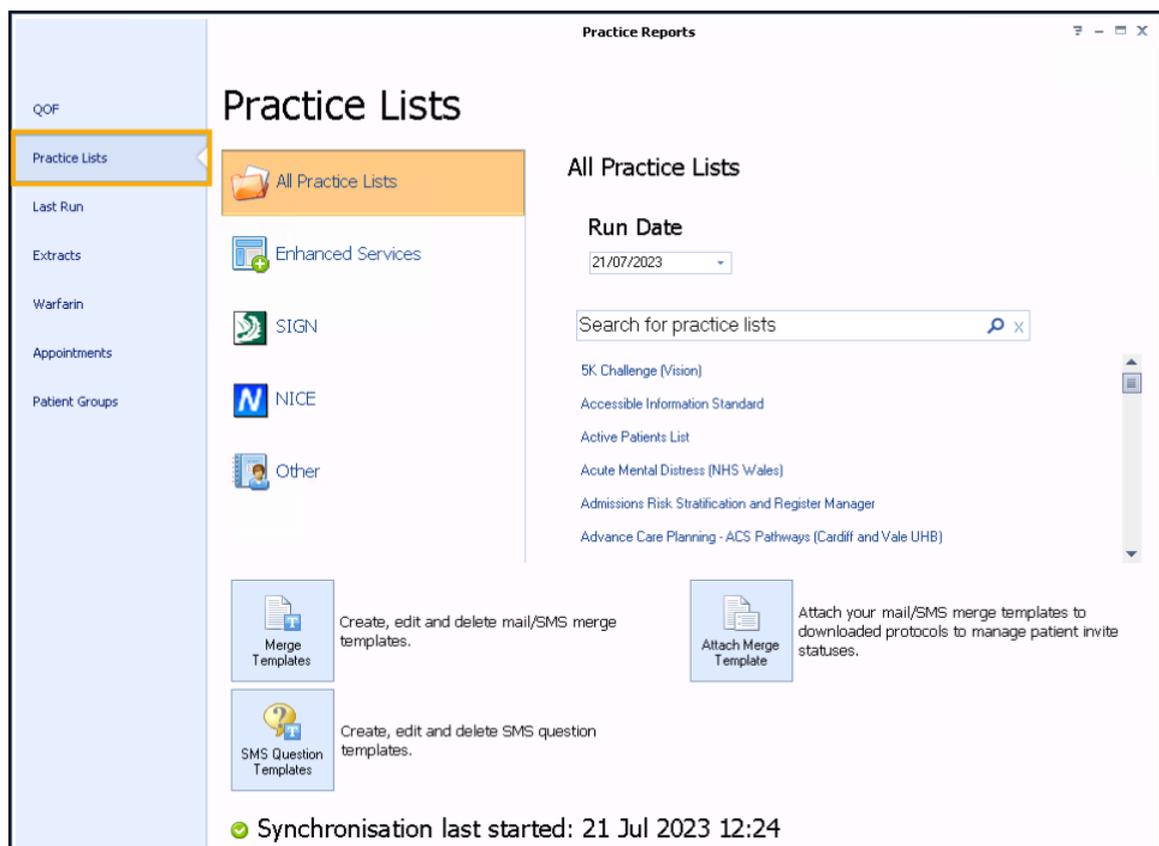
## Selecting the FGM Recording and Reporting (2015/16) Template from Practice Reports

To access the **FGM Recording and Reporting (2015/16)** Template from **Vision+ Reports**:

1. Log into **Vision 3**.
2. From the **Windows Notification Area**, right click **Vision+**  and select **Practice Reports**:

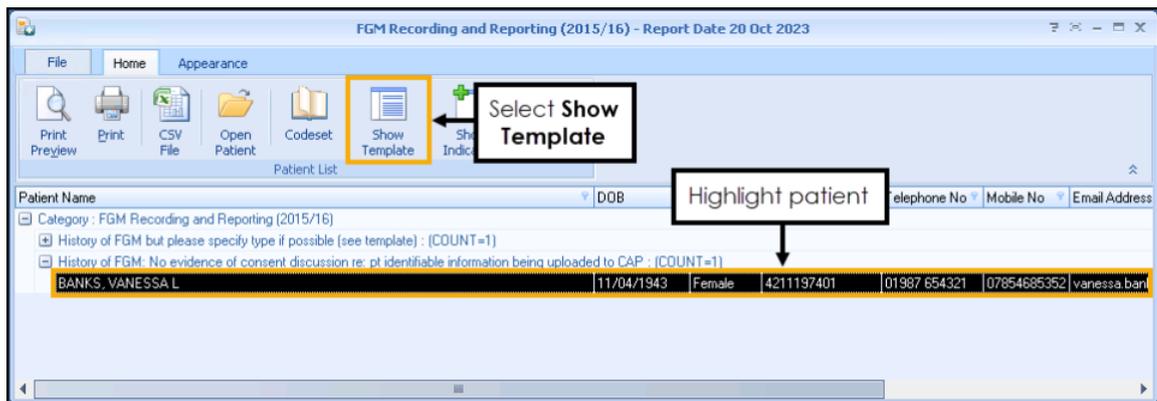


3. From the **Practice Reports** menu, select **Practice Lists**:



4. Select **FGM Recording and Reporting (2015/16)**.
5. A suite of reports display, highlight the line you require and select **Expand**  to view patient names, or double click on a line to view the patients.

6. Highlight a patient and select **Show Template**:



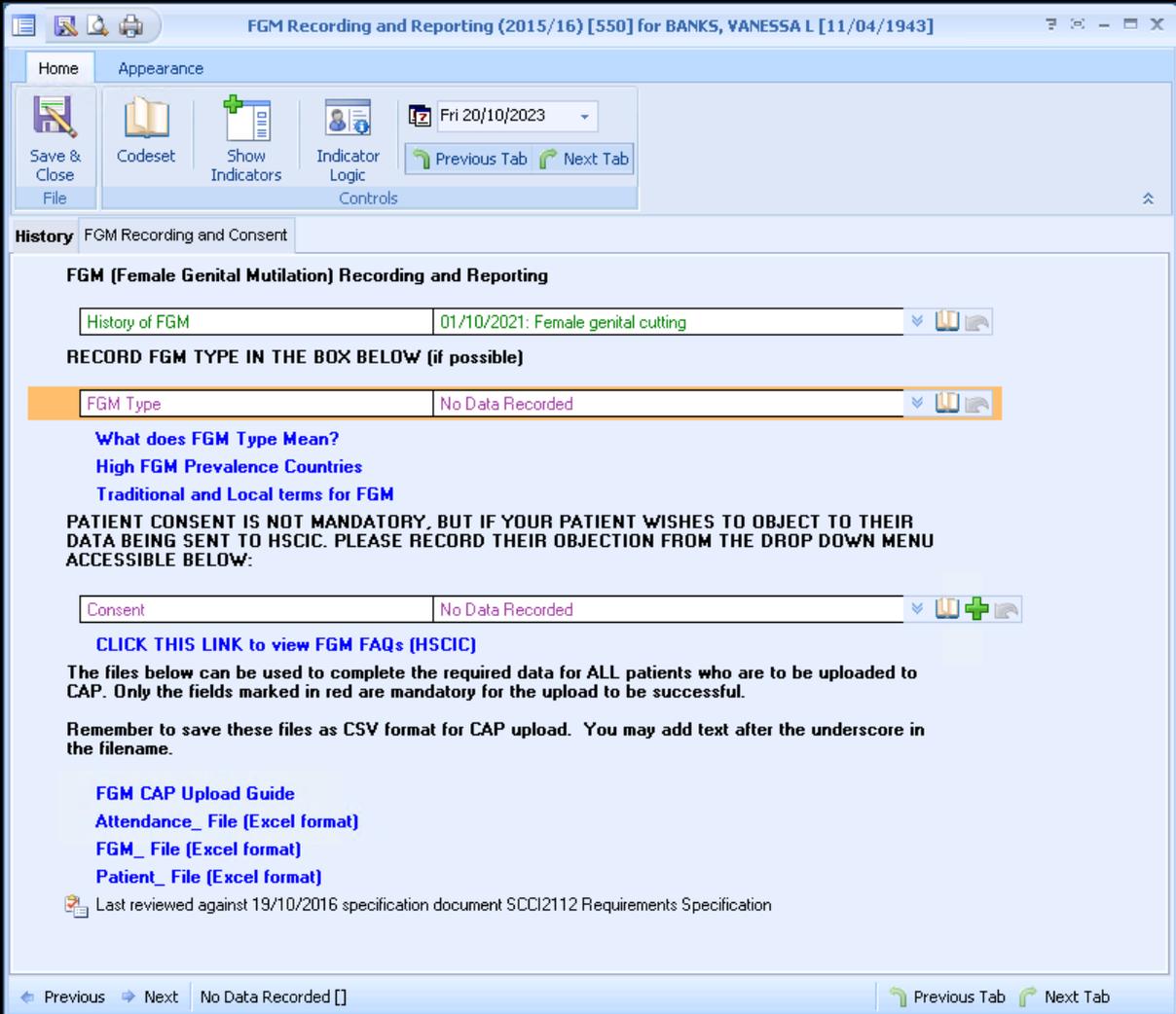

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 For information on recording data on the **FGM Recording and Reporting (2015/16)** Clinical Template, see [Recording data on the FGM Recording and Reporting \(2015/16\) Template](#) on page 11.

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# Recording data on the FGM Recording and Reporting (2015/16) Template

The **FGM Recording and Reporting (2015/16)** Clinical Template is a simple to use interactive screen. From here you can view a patient's FGM history or add FGM Type. Provided the patient has an FGM clinical term recorded you can also record the patient's consent status:



From the **FGM Recording and Reporting (2015/16)** Clinical Template, you can:

- **View and Record a patient's FGM history**, see [Viewing and Recording the FGM Type on the FGM Recording and Reporting \(2015/16\) Template](#) on page 12.
- **Record a patient's consent**, see [Recording Consent on the FGM Recording and Reporting \(2015/16\) Template](#) on page 13.

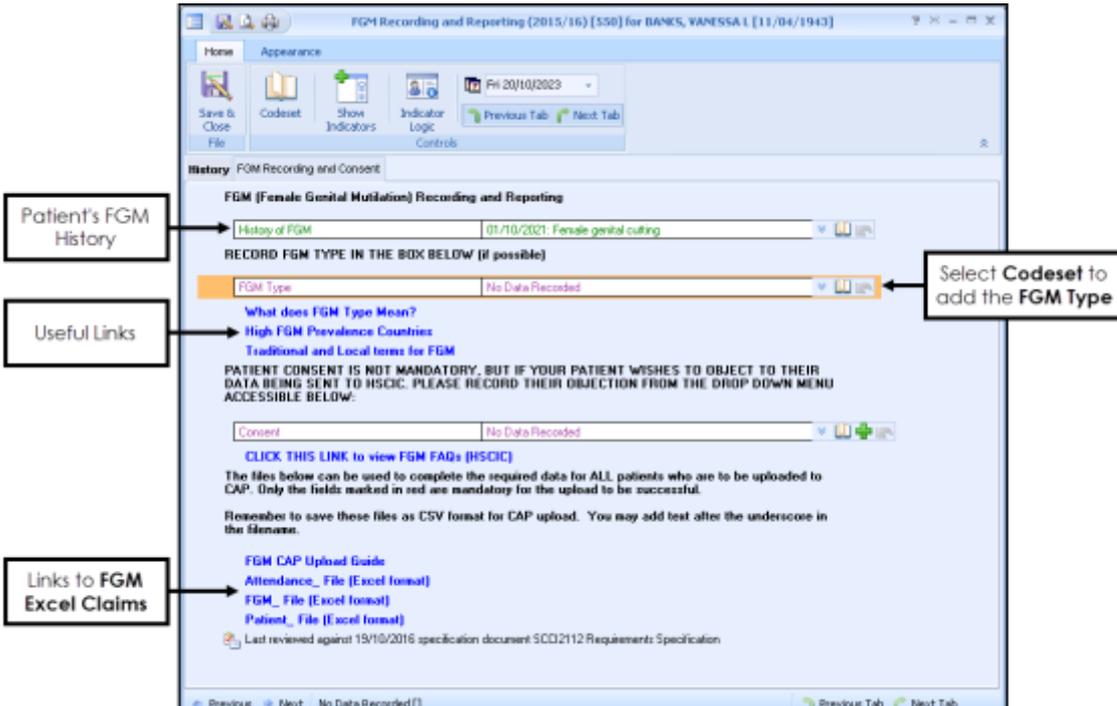


**Training Tip** - Use the blue hypertext links on the template to review relevant documentation and guidance.

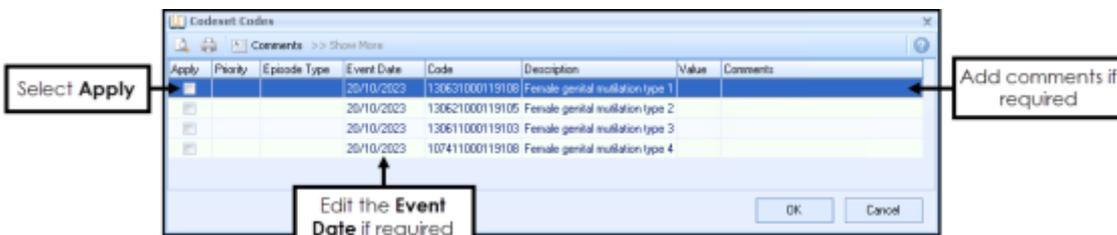
## Viewing and Recording the FGM Type on the FGM Recording and Reporting (2015/16) Template

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 to record the **FGM Type**:

1. Open the **FGM Recording and Reporting (2015/16)** Clinical Template for the patient.
2. Select **Codeset** after **FGM Type** to add missing information:



3. Select the clinical term, simply tick **Apply** next to the required codeset code. You can also update the **Event Date** and add Comments if required:



Apply	Priority	Episode Type	Event Date	Code	Description	Value	Comments
<input checked="" type="checkbox"/>			20/10/2023	130631000119108	Female genital mutilation type 1		
<input type="checkbox"/>			20/10/2023	130621000119105	Female genital mutilation type 2		
<input type="checkbox"/>			20/10/2023	130611000119103	Female genital mutilation type 3		
<input type="checkbox"/>			20/10/2023	107411000119108	Female genital mutilation type 4		

4. Select **OK** to save the data to the Template.

## Recording Consent on the FGM Recording and Reporting (2015/16) Template

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 clinical terms for recording FGM consent, so the clinical term **Obtaining Consent** (Read **9Nd/SNOMED 414925007**) 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**



**Training Tip** - Remember GP2GP does not pick up the specific free-text entries recorded against consent, so new patients to the practice with FGM clinical terms are reported by the module as having consent absent with relation to the extract.

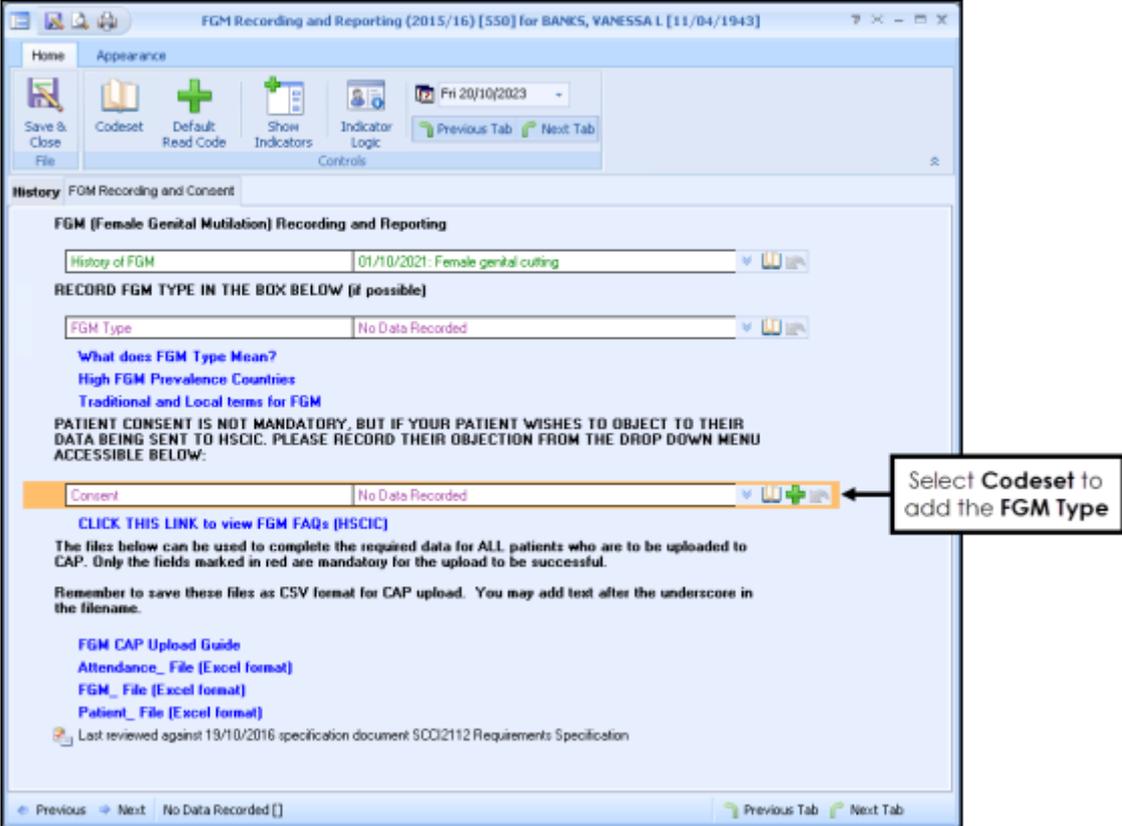
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To record a patient's consent:



**Reminder** - The consent option is only available provided the patient has an FGM clinical term.

1. Select **Codeset** at the end of the **Consent** line of the **FGM Recording and Reporting (2015/16) Template**:



FGM (Female Genital Mutilation) Recording and Reporting

History of FGM: 01/10/2021: Female genital cutting

RECORD FGM TYPE IN THE BOX BELOW (if possible)

FGM Type: No Data Recorded

What does FGM Type Mean?  
 High FGM Prevalence Countries  
 Traditional and Local terms for FGM

PATIENT CONSENT IS NOT MANDATORY, BUT IF YOUR PATIENT WISHES TO OBJECT TO THEIR DATA BEING SENT TO HSCIC, PLEASE RECORD THEIR OBJECTION FROM THE DROP DOWN MENU ACCESSIBLE BELOW:

Consent: No Data Recorded

CLICK THIS LINK to view FGM FAQs (HSCIC)

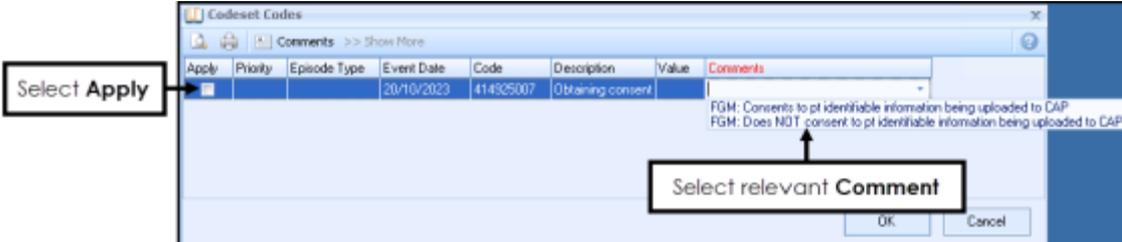
The files below can be used to complete the required data for ALL patients who are to be uploaded to CAP. Only the fields marked in red are mandatory for the upload to be successful.

Remember to save these files as CSV format for CAP upload. You may add text after the underscore in the filename.

FGM CAP Upload Guide  
 Attendance\_ File [Excel format]  
 FGM\_ File [Excel format]  
 Patient\_ File [Excel format]

Last reviewed against 19/10/2016 specification document SCCI2112 Requirements Specification

2. Select the clinical term, simply tick **Apply** next to the required codeset code and then select the relevant freetext comments:



Apply	Priority	Episode Type	Event Date	Code	Description	Value	Comments
<input checked="" type="checkbox"/>			20/10/2023	414305007	Obtaining consent		FGM: Consents to pt identifiable information being uploaded to CAP FGM: Does NOT consent to pt identifiable information being uploaded to CAP

Select **OK** to save the data to the Template.



**Note** - Where no Comment is selected, this entry displays in the **Vision+ Practice 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 FGM Reports](#) on page 15.
- **How to complete the FGM Claims**, see [Completing FGM Claims](#) on page 17.

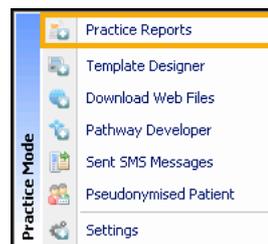


For information on how to upload data to the CAP website, see [How to submit FGM data using CAP \(NHS England\)](#).

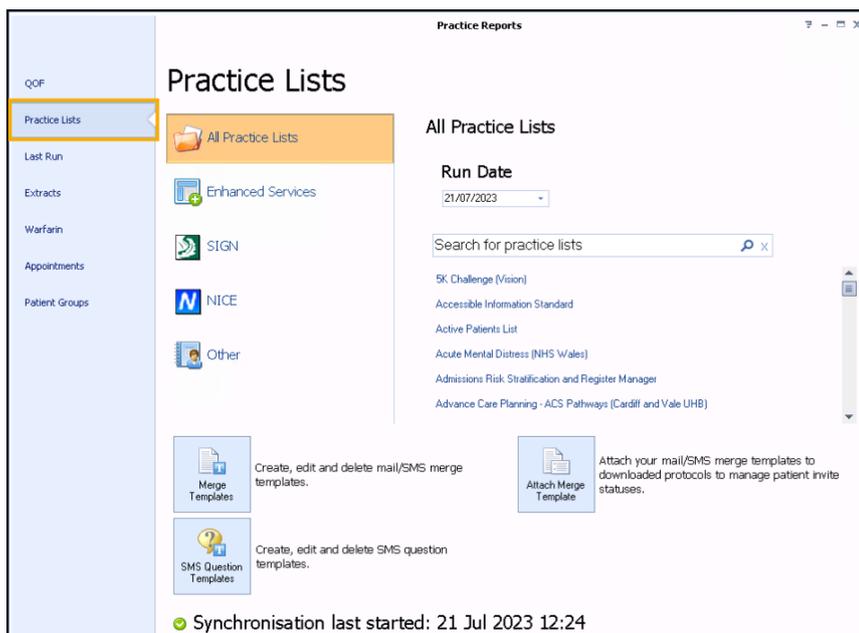
## Running FGM Recording and Reporting (2015/16) Practice Reports

To run the **FGM Recording and Reporting (2015/16) Practice Reports**:

1. Log into **Vision 3**.
2. From the **Windows Notification Area**, right click **Vision+**  and select **Practice Reports**:

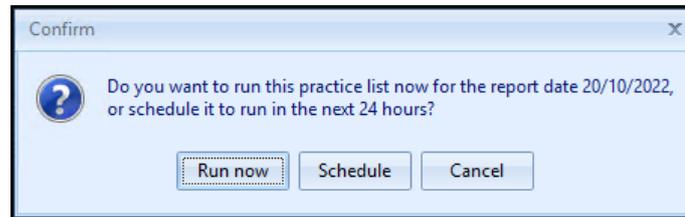


3. From the **Practice Reports** menu, select **Practice Lists**:



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

5. A message displays stating 'Do you want to run this practice list now, or schedule it to run in the next 24 hours?':



Select from:

- **Run Now** - To run the report. The report screen displays with a progress bar.

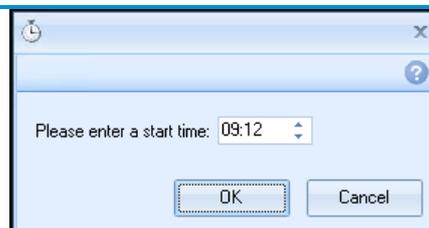


**Training Tip** - To run a report for call and recall invite purposes, you must select **Run Now**.

- **Schedule** - To schedule the report in the next 24 hours, the **Schedule** screen displays, enter a start time in the next 24 hours to run the report:



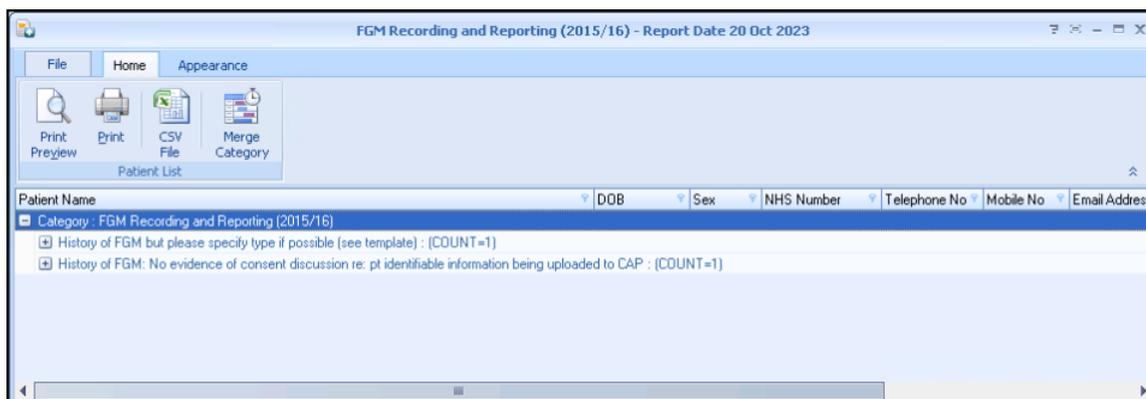
**Training Tip** - This must be set using the 24 hour clock, for example, for 4pm use 16:00.



You can now continue working as usual and the report runs as per your schedule. Once a report is run as scheduled it displays in the **Practice Reports - Last Run** screen.

- **Cancel** - To exit the confirmation screen.

6. On completion, the reports display:



- To view your patient lists highlight the report line and select **Expand** , or double click the report line to view the patients.
- To complete the claims, see [Completing FGM Claims](#) on page [17](#).



**Training Tip** - For more information on working with **Vision+ Practice Reports**, see [Working with Data within the Patient Target Lists](#) in the **Vision+ Help Centre**.

## Completing FGM Claims

The purpose of the FGM claims is to assist NHS England in obtaining FGM prevalence. The **FGM Recording and Reporting (2015/16) Vision+** pathway helps to record the mandatory columns (marked in red) in Excel with the remaining columns being optional. To download the Excel spreadsheets refer to either:

- **Vision+ FGM Recording and Reporting (2015/16) Template**, see [Accessing the FGM Recording and Reporting \(2015/2016\) Template](#) on page 6, or
- [How to submit FGM data using CAP \(NHS England\)](#)



**Important** - For more information on running the automated programme please contact the Helpdesk.

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Even if you only have one patient you must record their details in 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](#) on page 19.
- **Attendance Excel File**, see [Attendance](#) on page 20.
- **FGM Excel File**, see [FGM](#) on page 20.
- **Patient Excel File**, see [Patient](#) on page 22.



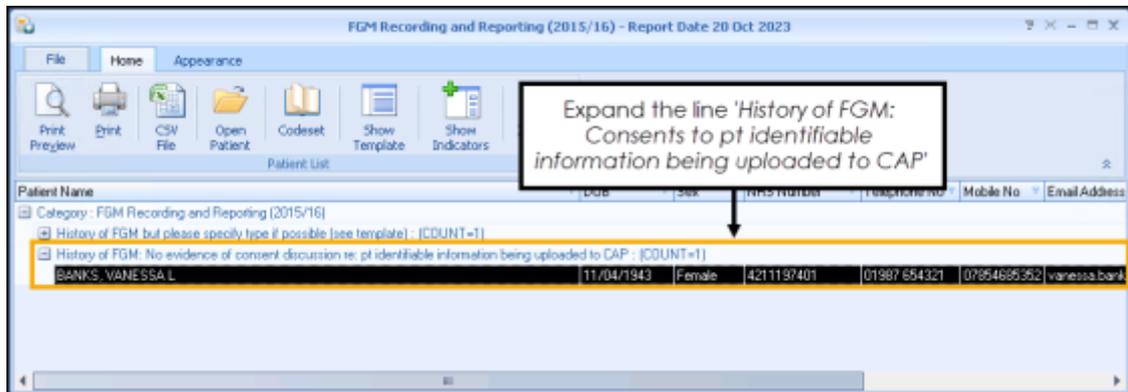
**Note** - The Excel claims are used by other healthcare organisations outside of primary care so many of the columns do not require completing by GP Practices.

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## Reviewing Patient Information

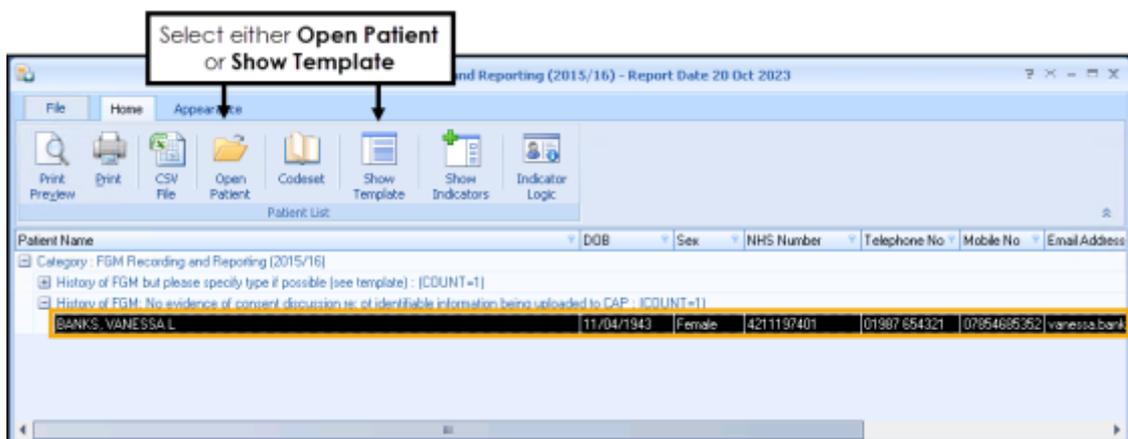
To review the information required to claim:

- From the **FGM Recording and Reporting (2015/16) Practice Reports**, select **Expand**  to expand the reporting line 'History of FGM: Consents to pt identifiable information being uploaded to CAP':



- 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's clinical record, highlight the patient's name on the report and select either:

- **Show Template**, or
- **Open Patient:**



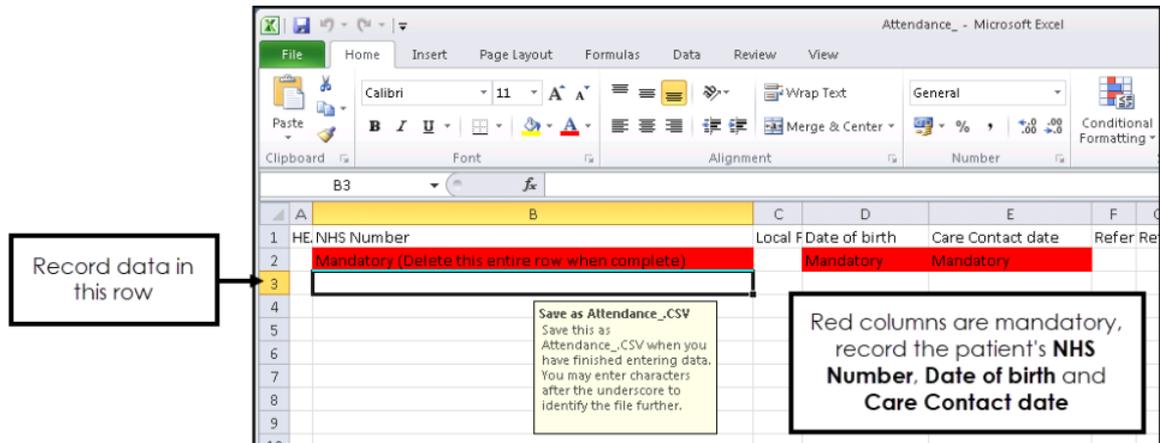
- You need the following information to complete the three FGM Excel claims:

- **Date the FGM Type was recorded**
- **FGM Type**
- **NHS Number**
- **Date of Birth**
- **Patient Surname**
- **Patient Forename**
- **Address Post Code**

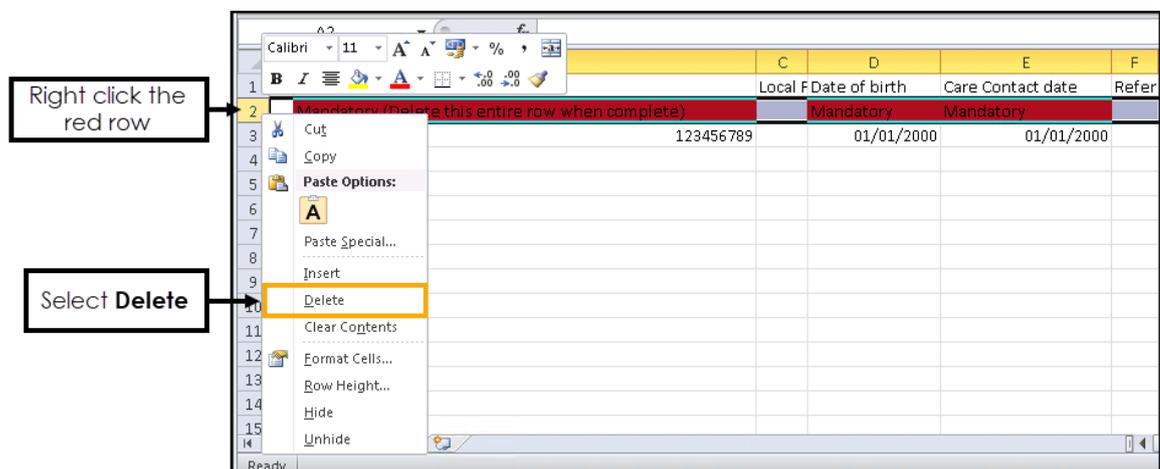
## Attendance

To complete the **Attendance\_** claim:

1. Open the **Attendance\_** Excel claim form from the **FGM Recording and Reporting (2015/16)** Clinical Template.
2. Record the following patient information in the row below the red mandatory columns:



- **NHS Number**
  - **Date of Birth**
  - **Care Contact Date** - Enter the date the **FGM Type** was recorded.
3. Before saving the file, delete the red row. To do this, right click on the row and select **Delete**:



4. To save the file, select **File - Save As** and enter a name for the CSV file which must begin with **Attendance\_**, for example **Attendance\_January** and change the **Save as type** to **CSV**.
5. Choose a location to save the file and select **Save**.
6. The file is now ready to upload to the CAP website.

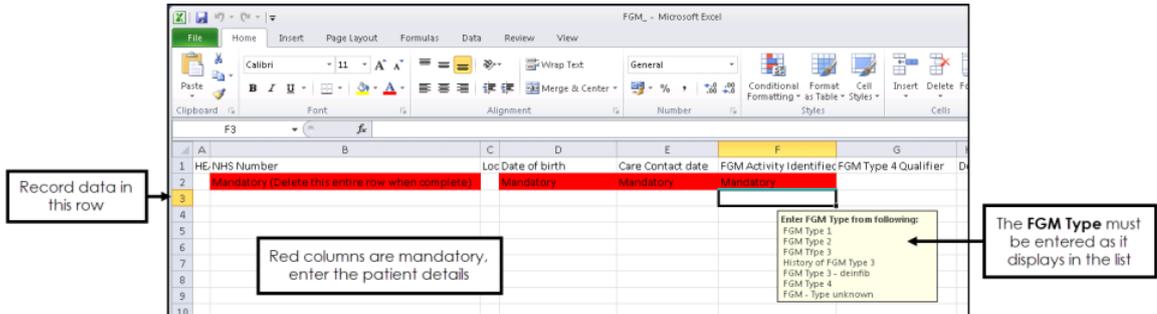


For information on how to upload data to the CAP website, see [How to submit FGM data using CAP \(NHS England\)](#).

## FGM

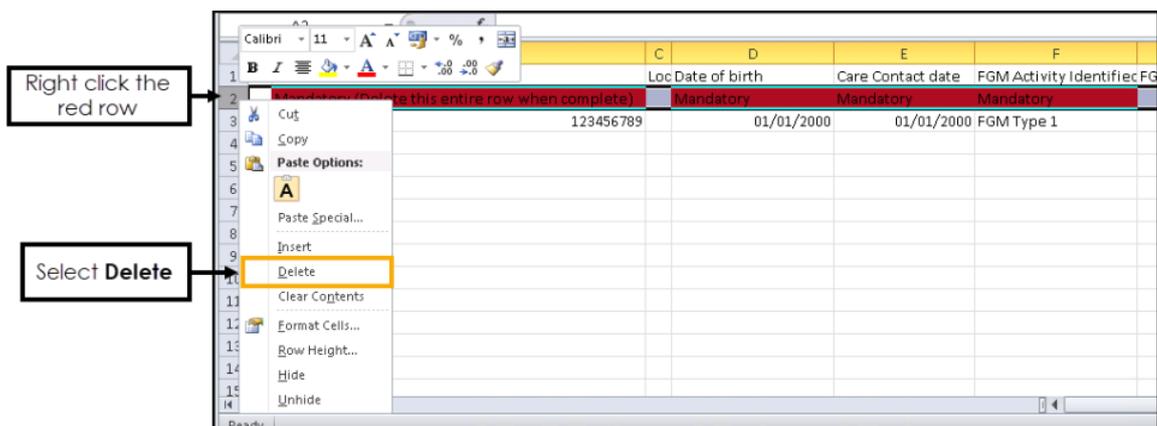
To complete the **FGM\_** claim:

1. Open the **FGM\_** Excel claim form from the **FGM Recording and Reporting (2015/16)** Clinical Template.
2. Record the following patient information in the row below the red mandatory columns:



- **NHS Number**
- **Date of Birth**
- **Care Contact Date** - Enter the date the FGM Type was recorded.
- **FGM Activity** - Enter the FGM Type. In order for the claim to be successfully uploaded to CAP you must record the FGM Type exactly as it displays in the list in the Excel Spreadsheet. You must enter 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**

3. Before saving the file, delete the red row. To do this, right click on the row and select **Delete**:



4. To save the file, select **File - Save As** and enter a name for the CSV file which must begin with **FGM\_**, for example **FGM\_January** and change the **Save as type** to **CSV**.
5. Choose a location to save the file and click **Save**.
6. The file is now ready to upload to the CAP website.



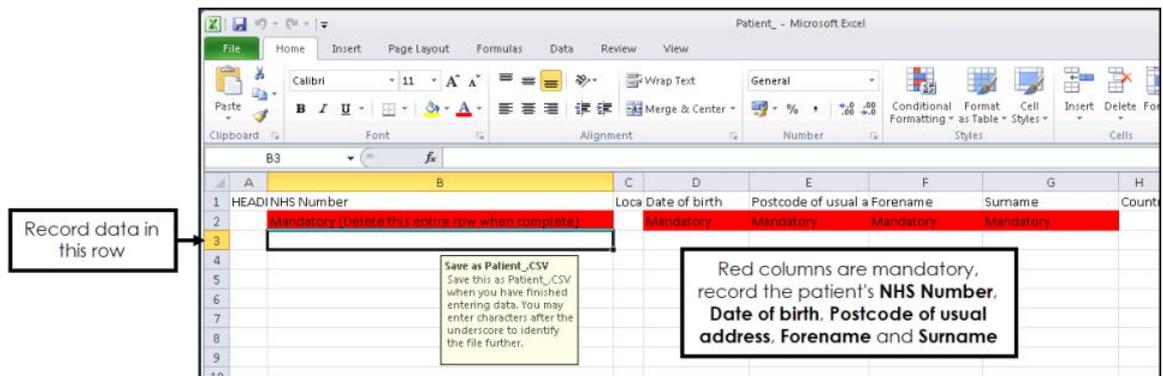
For information on how to upload data to the CAP website, see [How to submit FGM data using CAP \(NHS England\)](#).

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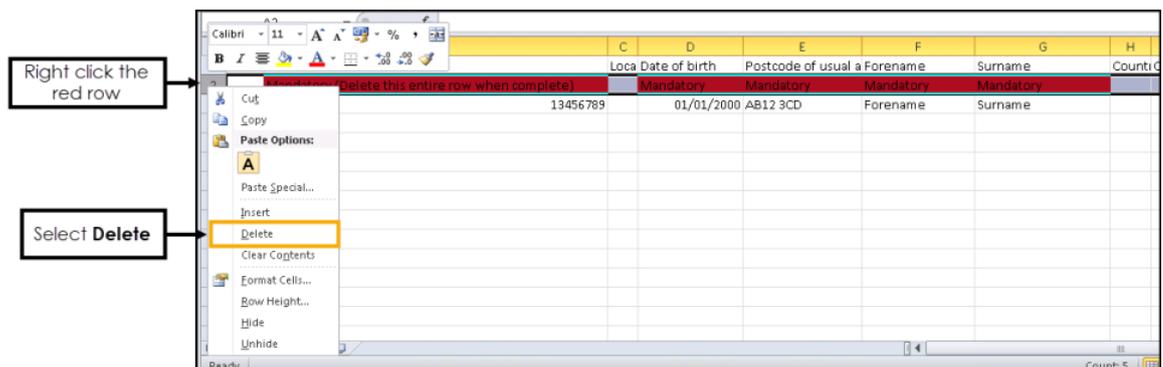
## Patient

To complete the **Patient\_** claim:

1. Open the **Patient\_** Excel claim form from the **FGM Recording and Reporting (2015/16)** Clinical Template.
2. Record the following patient information in the row below the red mandatory columns:



- **NHS Number**
  - **Date of Birth**
  - **Postcode of usual address**
  - **Forename**
  - **Surname**
3. Before saving the file, delete the red row. To do this, right click on the row and select **Delete**:



4. To save the file, select **File - Save As** and enter a name for the CSV file which must begin with **Patient\_**, for example **Patient\_January** and change the **Save as type** to **CSV**.
5. Choose a location to save the file and select **Save**.
6. The file is now ready to upload to the CAP website.



For information on how to upload data to the CAP website, see [How to submit FGM data using CAP \(NHS England\)](#).