

Generating Reports for Lists

MIIC USER GUIDANCE TRAINING RESOURCE

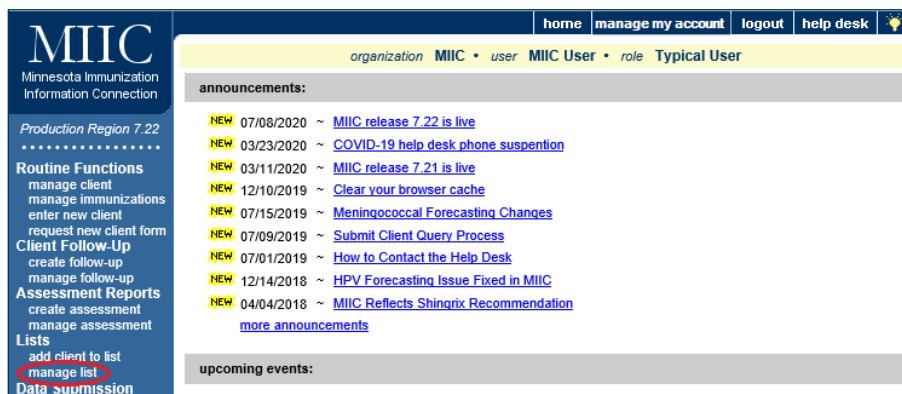
This guide provides instructions on generating reports from existing lists in MIIC.

Contents

- Generating Reports for Lists1
 - Getting started1
 - Selecting a report output type.....2
 - Generating the report3
 - Member list3
 - Member immunization history list.....3
 - Immunization due3
 - FluSafe reports4
 - Client query files5
 - MIIC help6

Getting started

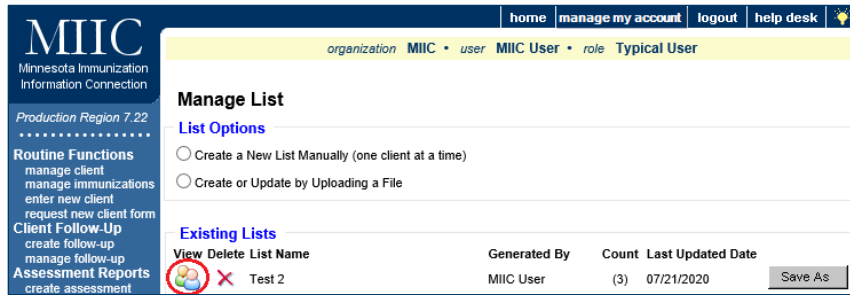
1. Log into MIIC using your organization code, username, and password.
2. From the left-side menu in MIIC, select “Manage List”. Your MIIC role may change where it is located on the menu.



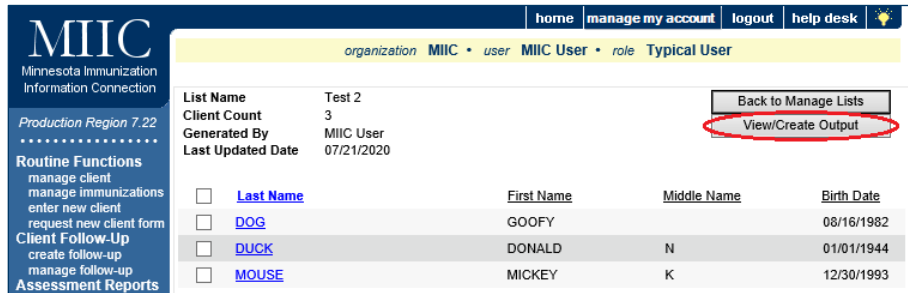


Selecting a report output type

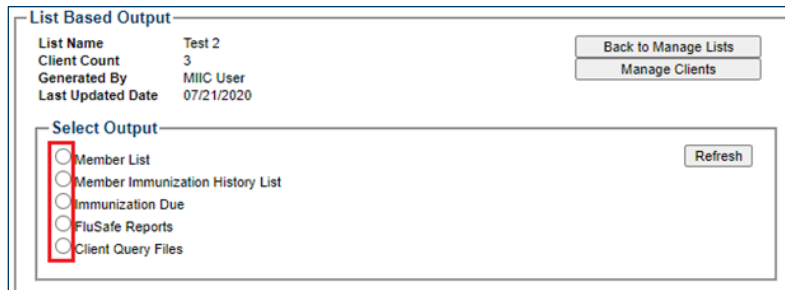
1. On the “Manage List” screen, click on the view icon for your chosen list (it looks like two people).







2. Click on the “View/Create Output” button on the top right.



3. The “Select Output” section shows the options for the member list, member immunization history list, immunizations due, and FluSafe reports, and client query files. Select the report you want by clicking on the appropriate radio button.



4. All reports will be available in the “Generated Reports” section of the page, except for the member list reports, which will display automatically. To view the reports, click on the appropriate view icon.


Generated Reports				
View	Delete	Report Type	Started	Status
		FluSafe Detail	07/07 10:58:35 AM	Ready
		History Report 07-07-2020 10:58:02	07/07 10:58:42 AM	Ready

Generating the report

There are five different types of reports that can be generated: member list, member immunization history list, immunization due, and FluSafe reports, and client query files.


Member list

1. Displays the name and date of birth for each client on the list sorted alphabetically by last name.

 Minnesota Immunization Information Page 1 of 1			
Client Listing			
Report Run Date: 07/07/2020			
Last Name	First Name	Middle Name	Birth Date
DOG	GOOFY		08/16/1982
DUCK	DONALD	N	01/01/1944
MOUSE	MICKEY	K	12/30/1993

Member immunization history list

1. Displays the name, date of birth, and immunization history for each client on the list sorted alphabetically by last name.

 Minnesota Immunization Information Connection			
Client Immunization History			
Report Run Date: 07/07/2020			
Client Name (L, F M): DOG, GOOFY		Birth Date: 08/16/1982	Gender: Unknown
Immunization History			
Immunization	Date Admin	Series	Trade Name
Influenza	08/16/2012	Booster	
Influenza	08/16/2014	Booster	
Influenza	08/01/2015	Booster	
Influenza	09/01/2015	Booster	
Vaccines Recommended by Selected Tracking Schedule			
Vaccine	Date Needed		
MMR	08/16/1983		
Td/Tdap	08/16/1989		
Varicella	08/16/1995		
Influenza	07/01/2020		

Immunization due

1. Displays the name, date of birth, and all immunization information for immunizations due for each client on the list sorted alphabetically by last name.
2. After selecting the “Immunization Due” button, the “Client Immunizations Due List Request” will appear, prompting you to select additional criteria.

GENERATING REPORTS FOR LISTS

- You can select all vaccine groups or identify specific groups only. Use the “Add” and “Remove” buttons to update your vaccine list.

3. A target date range can be entered, with the default being today’s date.

Note: The “Target Date Range” will allow inclusion of those individuals who were, are, or will be overdue for the selected vaccine groups on a date falling within the target date range entered. If the “To” date is unspecified, the report date range will include the “From” date up to, and including, today’s date. If both dates are left unspecified, then today’s date will be entered for both “From” and “To.”

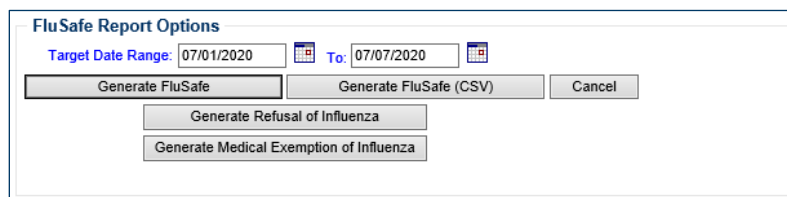
4. Click “Submit” when done. The report will look like below.

	Minnesota Immunization Information Connection	Page 1 of 1
DEPARTMENT OF HEALTH <small>MINNESOTA IMMUNIZATION INFORMATION CONNECTION</small>		
Client Immunization Due List		
Report Run Date: 07/14/2020		
Client Name (L, F M):		
DOG, GOOFY - 08/16/1982		
Vaccine	Recmd Date	Immunization Dates
Influenza	07/01/2020	1) 08/18/2012 2) 08/18/2014 3) 08/01/2015 4) 08/01/2015
MMR	08/16/1983	
Td/Tdap	08/16/1989	
Varicella	08/16/1995	
DUCK, DONALD N - 01/01/1944		
Vaccine	Recmd Date	Immunization Dates
Influenza	07/01/2020	
Pneumo-poly	Complete	1) 02/07/2012
Td/Tdap	12/13/2011	1) 11/15/2011
Zoster/shingles	01/01/1994	

FluSafe reports

- Generate reports that can be used for FluSafe participation or help users track the most current dose of flu vaccinations given to a group of people.
- When you click on the “FluSafe Reports” button, you will see the following options:

GENERATING REPORTS FOR LISTS

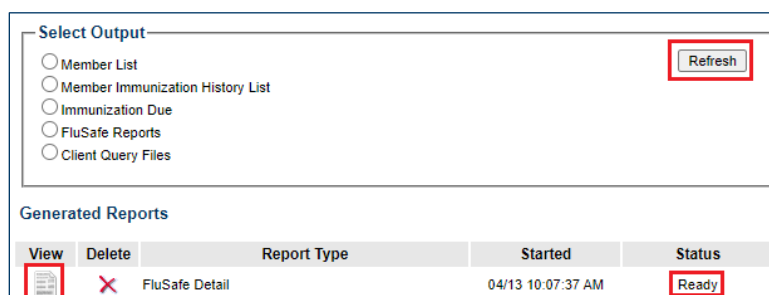


The dialog box titled "FluSafe Report Options" contains a "Target Date Range" section with two date pickers: "From" set to 07/01/2020 and "To" set to 07/07/2020. Below this are five buttons: "Generate FluSafe", "Generate FluSafe (CSV)", "Cancel", "Generate Refusal of Influenza", and "Generate Medical Exemption of Influenza".



3. Choose a "Target Date Range." The default date range will start with the most recent July 1 and goes through the day you are running the report (the date range of the standard flu season). This can be adjusted to any date range you choose.
4. Select the button with the report you would like:
 - a. **Generate FluSafe:** summary report that includes total on list, total flu shots, percent of staff vaccinated, and percent of staff vaccinated in house.
 - b. **Generate Refusal of Influenza:** includes total on list, total refusals, percent of staff refused, employee names, comments, and date.
 - c. **Generate Medical Exemption of Influenza:** includes total on list, total exemptions, percent of staff exempt, employee names, comments, and date.

Note: PDF and CSV versions of the reports all have the same information. CSV files are easier to sort and filter with external programs, like Excel, and can be helpful if you wish to group the information from these reports into similar sections.

5. The status will indicate "Ready" when done. Clicking "Refresh" allows you to keep checking for current information on report status. Click on the view icon when the report is ready (it looks like a document).



The interface shows a "Select Output" section with five radio buttons: "Member List", "Member Immunization History List", "Immunization Due", "FluSafe Reports", and "Client Query Files". A "Refresh" button is located to the right. Below is a "Generated Reports" table:

View	Delete	Report Type	Started	Status
		FluSafe Detail	04/13 10:07:37 AM	Ready

Client query files

1. Submits a list of individuals to MIIC to retrieve immunization and demographic data on those individuals. Organizations can upload the returned data into their electronic system or analyze it independently.
2. Select the "Client Query Files" button to generate a demographic and immunization file for all clients in your list as a .txt file.

GENERATING REPORTS FOR LISTS

Select Output

Member List

Member Immunization History List





Immunization Due

FluSafe Reports

Client Query Files

Refresh

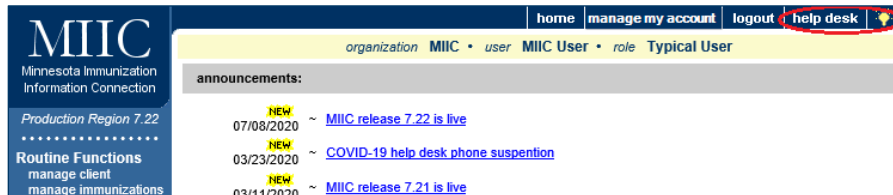
Generated Reports

View	Delete	Report Type	Started	Status
		CQ List 259736 Immunization 04-13-2021 10:07:20	04/13 10:07:20 AM	Ready
		CQ List 259736 Demographic 04-13-2021 10:07:20	04/13 10:07:20 AM	Ready

- The status will indicate “Ready” when done. Clicking “Refresh” allows you to keep checking for current information on report status. Click on the view icon when the report is ready (it looks like a document).
- Refer to the [Submit Client Query User Guide](#) (www.health.state.mn.us/people/immunize/miic/data/clientquery.pdf) for more information about the query process and the return files you will get back.

MIIC help

For assistance with using lists in MIIC, send an email to the MIIC Help Desk using the “Help Desk” button on MIIC for any additional questions or use the light bulb icon to access additional user guidance resources.



Minnesota Department of Health
Minnesota Immunization Information Connection (MIIC)
PO Box 64975
St. Paul, MN 55164-0975
651-201-5207
health.miichelp@state.mn.us
www.health.state.mn.us/people/immunize/miic

12/21/2023

To obtain this information in a different format, call: 651-201-5207.