

MCIR USER REFERENCE GUIDE:

REPORTS

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Information and instructions included in this reference guide periodically change with system updates and are subject to annual review. Please be advised: Images and directions may no longer replicate current system function.

Reports included in this reference guide have a retention period of 10 days from the date of generation. Once a report is generated, necessary actions (e.g., printed, exported or mailed) must be performed before the end of 10 days or the system will automatically delete the report.

HOW TO RETRIEVE, PRINT AND DELETE MCIR REPORTS

This section provides instructions on how to retrieve and print the reports detailed in this reference guide. For information on generating a report, please reference the appropriate section of this document.

Step One: Once a report has been submitted, the system will return to the landing page (“home screen”). From here, click on the **Retrieve Results** link from the **Reports** section.

|   | | |
|---|---|---|
| Person | Reminder/Recall | Vaccine Mgmt |
| Add/Find Roster Add Immunizations Information Immunization Status Immunization History | Create Reminder Create Recall Retrieve/Confirm Results Scan RTS Letters | Manage Inventory Return/Waste Reporting View Inventory History Vaccines Administered |
| Import/Export | My Site | Administration |
| HL7 Message Viewer | Site Preferences User Preferences Edit My Site View My Site List Go to New Site | Add/Find User Site Users |
| Reports | Other | |
| AFIX Batch Inventory Profile Reminder/Recall Retrieve Results Roster Vaccine VAERS | Get News View Usage Agreement MCIR.org VIS IVEN Exit Application | |

Step Two: The report submitted will display on the **Scheduled Results** screen, but will not become accessible until the report has completed processing. Once the report is ready for retrieval, the status will read **Report Ready** and the **Report** link will appear. Click on the **Report** link to retrieve the report. It may be necessary to click the **Refresh** button on a report displaying with a **Status*** of **Processing**.
 *Other report **Statuses** include: **Job Submitted**, **Processing**, **Report Ready** or **Report Retrieved**.

| Person | Rem/Rcl | VIM | Imp/Exp | My Site | Adm | Rpts | Oth |
|------------------------|------------|------------|--------------|---------|------------------|--------|---------|
| AFIX | Batch | Inv | Profile | Rem/Rcl | Retrieve Results | Roster | Vac |
| | | | | | | | VAERS |
| | | | | | | | Refresh |
| Description | User | Target Dt | Status | | | | |
| Curr Imm Profile By ID | clarkj2000 | 03/19/2017 | Report Ready | Report | | | |

Step Three: To print or save the report, hover the mouse over the PDF. A bar will appear at the bottom of the screen with options to Save, Print, page up or down, and increase/decrease image size. Click on the appropriate icon. To close the report window, click the “X” in the upper left corner of the page.



Step Four: Once the report has been retrieved, click the **Refresh** button on the **Scheduled Results** screen to update the report **Status**. The **Delete** link is now accessible and can be used to remove the report from the list of available reports. Once deleted, the report will no longer be accessible from the **Scheduled Results** screen.

| | | | | | | | Refresh |
|------------------------|------------|------------|---------------------------|--------|--|--------|---------|
| Description | User | Target Dt | Status | | | | |
| Curr Imm Profile By ID | clarkj2000 | 03/19/2017 | Report has been retrieved | Report | | Delete | |

AFIX

For assistance with **AFIX** reports, please contact your local health department (LHD).

BATCH

Batch report is a time-saving tool which can be used to retrieve multiple immunization records simultaneously, eliminating the need to retrieve each person's record individually. Batch can be used to prepare for office visits, immunization clinics and health screenings. The report PDF will contain records for people selected, with a final page for a **Matched People Summary** and a **Non Matched People Summary**.

Step One: From the system's landing page ("home screen"), click the **Batch** link found under **Reports**.

| Person | Reminder/Recall | Vaccine Mgmt |
|--|---|---|
| Add/Find Roster Add Immunizations Information Immunization Status Immunization History | Create Reminder Create Recall Retrieve/Confirm Results Scan RTS Letters | Manage Inventory Return/Waste Reporting View Inventory History Vaccines Administered |
| Import/Export | My Site | Administration |
| HL7 Message Viewer | Site Preferences User Preferences Edit My Site View My Site List Go to New Site | Add/Find User Site Users |
| Reports | Other | |
| AFIX Batch Inventory Profile Reminder/Recall Retrieve Results Roster Vaccine VAERS | Get News View Usage Agreement MCIR.org VIS IVEN Exit Application | |

The system will navigate to the **Batch Report** screen. From this screen, a list of records to retrieve will be prepared by:

- using the site Roster to select people to include (Step Two, below).
- individually adding information for people to include (Step Three, below).

For additional information and/or instructions on **Roster**, please see the [MCIR User Reference Guide: Person Module](#).

Step Two – Using the Site Roster: From the **Batch Report** screen, click on the Batch Report Roster link. The system will navigate to the **Batch Report Roster** screen.

From the **Batch Report Roster** screen, select people to add to the **Batch** report list by clicking the **Add** link, to the far right of their name(s). Once selected, the individuals selected will display as **Added**.

Click **Done** when finished adding names and proceed to Step Four, below.

Batch Report Roster [Print Help](#)
[Home](#) [Exit](#)

Person Rem/Rcl VIM My Site Adm Rpts Oth
[AFIX](#) [Batch](#) [Inv](#) [Profile](#) [Rem/Rcl](#) [Retrieve Results](#) [Roster](#) [Vac](#) [VAERS](#)

Last Name User count: 1

| Name | Birth Date | MCIR ID | Gender | IS | |
|---------------------|------------|-------------|--------|-----------------------|-------|
| MICHIGANDER, LITTLE | 02/16/2001 | 46287478938 | F | <input type="radio"/> | Added |

Step Three – Individually Adding People: From the **Batch Report** screen, enter the individual’s demographics.

Two pieces of information are required when manually adding a person to the list, excluding the **MCIR ID** which can be used without an additional piece of information.

Click to **Add to List**. The person will now appear in the **Current List**, at the bottom of the **Batch Report** screen.

Batch Report [Print Help](#)
[Home](#) [Exit](#)

Person Rem/Rcl VIM Imp/Exp My Site Adm Rpts Oth
[AFIX](#) [Batch](#) [Inv](#) [Profile](#) [Rem/Rcl](#) [Retrieve Results](#) [Roster](#) [Vac](#) [VAERS](#)

Batch Report Roster List count: 1

| Birth Date | Last Name | First Name | Medicaid ID | Patient ID | WIC ID | MCIR ID |
|--|-------------|---------------------------|----------------------|----------------------|----------------------|----------------------|
| 01/01/2017 <input type="button" value=""/> | Michigander | Baby <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |

Current List

Report:

Description:

Add to Roster
 Exclude Up-To-Date People
 Sort By Order Entered

| Birth Date | Last Name | First Name | Medicaid ID | Patient ID | WIC ID | MCIR ID | Delete |
|------------|-------------|------------|-------------|------------|--------|---------|--------------------------|
| 02/16/2001 | Michigander | Little | | | | | <input type="checkbox"/> |

[Check All](#) [Clear All](#)

Step Four: To complete the report, select the desired record view/print format from the **Report** dropdown menu, change the **Description** to name the report accordingly and select additional options (**Add to Roster**, **Exclude Up-To-Date People** and **Sort By Order Entered**), as required. **Submit** the report.

To remove people from the list, prior to submitting the report for processing, click the **Delete** box to the far right of the individuals' names or use the **Check All** and **Clear All** links found at the bottom right of the screen and then click to **Delete Checked**.

The screenshot shows a web interface for generating a batch report. At the top, there is a 'Batch Report' header with a 'Print Help' link and 'Home' and 'Exit' links. Below this is a navigation bar with tabs for 'Person', 'Rem/Rcl', 'VIM', 'Imp/Exp', 'My Site', 'Adm', 'Rpts', and 'Oth'. Under the 'Rpts' tab, there are sub-links for 'AFIX', 'Batch', 'Inv', 'Profile', 'Rem/Rcl', 'Retrieve Results', 'Roster', 'Vac', and 'VAERS'. The main content area is titled 'Batch Report Roster' and shows a 'List count: 1'. It contains a table with columns for 'Birth Date', 'Last Name', 'First Name', 'Medicaid ID', 'Patient ID', 'WIC ID', and 'MCIR ID'. The first row shows '01/01/2017', 'Michigander', 'Baby', and empty fields for the other columns. Below the table are 'Add to List' and 'Clear List' buttons. The 'Current List' section is highlighted with a purple border and contains a 'Report:' dropdown menu set to 'Immunization 1-pg Report w/o Address', a 'Description:' text box with 'My Batch Report', and three checkboxes: 'Add to Roster', 'Exclude Up-To-Date People', and 'Sort By Order Entered'. Below this is another table with columns for 'Birth Date', 'Last Name', 'First Name', 'Medicaid ID', 'Patient ID', 'WIC ID', 'MCIR ID', and 'Delete'. The first row shows '02/16/2001', 'Michigander', 'Little', and empty fields for the other columns, with a 'Delete' checkbox in the last column. At the bottom of the 'Current List' section are 'Submit', 'Delete Checked', and 'Cancel' buttons, along with 'Check All' and 'Clear All' links on the right.

Step Five: Follow the instruction in the **How to Retrieve, Print and Delete MCIR Reports** section of this reference guide for retrieving, printing and/or deleting the report.

INV (INVENTORY)

Total Number of Doses by User ID

Please refer to the [Doses Admin Report \(DAR\)](#) section of this reference guide for instructions on generating a DAR report in place of a **Total Number of Doses by User ID** report.

Physical Inventory Report

For information and/or instructions on generating a **Physical Inventory Report**, please refer to [MCIR User Reference Guide: Vaccine Inventory Module \(VIM\)](#).

Ending Inventory Report

For information and/or instructions on generating a **Physical Inventory Report**, please refer to [MCIR User Reference Guide: Vaccine Inventory Module \(VIM\)](#).

No Inventory Vaccine Report

For information and/or instructions on generating a **Physical Inventory Report**, please refer to [MCIR User Reference Guide: Vaccine Inventory Module \(VIM\)](#).

Inventory Tran History by Lot#

For information and/or instructions on generating a **Physical Inventory Report**, please refer to [MCIR User Reference Guide: Vaccine Inventory Module \(VIM\)](#).

Vaccine Lot Recall Information

The **Vaccine Lot Recall information** report generates a list of people (e.g., names and Responsible Party information) who received a specified vaccine lot.

- At the provider level, the report can only be generated by Provider ID and will include all persons with immunizations:
 - entered by the facility regardless
 - regardless of whether the immunization was flagged as “Other Provider Data.”
- At the LHD level, the report can be generated either by the Provider ID or for a selected County.

Step One: From the system’s landing page (“home screen”), click the **Inventory** link found under **Reports**.

| Person | Reminder/Recall | Vaccine Mgmt |
|--|---|---|
| Add/Find Roster | Create Reminder Create Recall Retrieve/Confirm Results Scan RTS Letters | Manage Inventory Return/Waste Reporting View Inventory History Vaccines Administered |
| Import/Export | My Site | Administration |
| HL7 Message Viewer | Site Preferences User Preferences Edit My Site View My Site List Go to New Site | Add/Find User Site Users |
| Reports | Other | |
| AFIX Batch Inventory Profile Reminder/Recall | Get News View Usage Agreement MCIR.org VIS TVEN | |

Step Two: From the **Vim Reporting** screen, choose the **Vaccine Lot Recall Information** report, select the **Vaccine, Manufacturer** and enter a **Lot Number**. Change the report's **Description** and then click **Submit**. The system will return to the Landing Page ("Home Screen") once the report is submitted.

The screenshot shows the 'Vim Reporting' interface. At the top right, there are links for 'Print Help', 'Home', and 'Exit'. Below this is a navigation bar with tabs for 'Person', 'Rem/Rcl', 'VIM', 'Imp/Exp', 'My Site', 'Adm', 'Rpts', and 'Oth'. Under the 'Rpts' tab, a sub-menu is open showing options: 'AFIX', 'Batch', 'Inv', 'Profile', 'Rem/Rcl', 'Retrieve Results', 'Roster', 'Vac', and 'VAERS'. The 'Retrieve Results' option is selected. Below the navigation bar is the 'Report Parameters' section. It contains several fields: 'Report' (dropdown menu set to 'Vaccine Lot Recall Information'), 'Vaccine' (dropdown menu set to 'DTaP (pediatric)'), 'Manufacturer' (dropdown menu set to 'Glaxo'), 'Lot Number' (text input field containing 'A1234'), 'Recall By' (dropdown menu set to 'Provider Id'), and 'Description' (text input field containing 'My Vacc Lot Recall Info'). To the right of these fields is an 'Additional Info' section with a text area containing 'Runs: Immediately, Kept 10 days'. At the bottom of the form are two buttons: 'Submit' and 'Cancel'.

Step Three: Follow the instruction in the **How to Retrieve, Print and Delete MCIR Reports** section of this reference guide for retrieving, printing and/or deleting the report.

Vaccine Lot Expiration Warning Report

For information and/or instructions on generating a **Vaccine Lot Expiration Warning Report**, please refer to the [Vaccine Lot Expiration Warning Report Tip Sheet](#).

MAINTENANCE

The **Patient Status by Provider and Jurisdiction** and the **Inventory Last Balance Dates by County** reports are:

- located in the **Maintenance** reports, and
- available only at the LHD level, not the medical office (“Provider”) level.

The **Patient Status by Provider and Jurisdiction** report generates a list of all patients by “patient status” and provider ID/county jurisdiction.

The **Inventory Last Balance Dates by County** report generates a list of the last (most current) inventory balance date, by site and specified inventories.

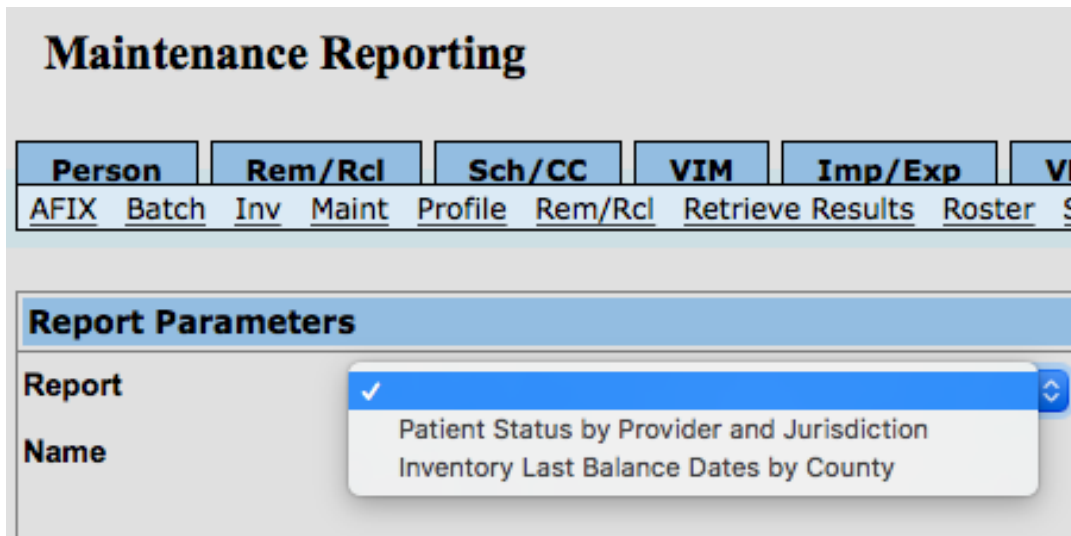
For more information on Patient Status, please refer to the [Defining Patient Provider Status](#) section of this reference guide.

To generate Maintenance reports:

Step One: From the system’s landing page (“home screen”), click the **Maintenance** link found under **Reports**.



Step Two: Select the appropriate report, select the desired report parameters and then click **Submit**. The system will return to the Landing Page (“Home Screen”) once the report is submitted.



The screenshot displays the 'Maintenance Reporting' interface. At the top, there is a navigation bar with tabs for 'Person', 'Rem/Rcl', 'Sch/CC', 'VIM', 'Imp/Exp', and 'VF'. Below this is a menu with options: 'AFIX', 'Batch', 'Inv', 'Maint', 'Profile', 'Rem/Rcl', 'Retrieve Results', 'Roster', and 'S'. The main section is titled 'Report Parameters' and contains a 'Report Name' field. A dropdown menu is open, showing two options: 'Patient Status by Provider and Jurisdiction' (which is selected with a checkmark) and 'Inventory Last Balance Dates by County'.

Step Three: Follow the instruction in the **How to Retrieve, Print and Delete MCIR Reports** section of this reference guide for retrieving, printing and/or deleting the report.

PROFILE

The Current Immunization Profile report is designed to provide statistics based on a site's MCIR User ID or Roster, or by the County (LHDs only).

| Report | People Included | Who Can Generate? |
|---|--|---|
| Current Immunization Profile by Provider ID | <ul style="list-style-type: none">• people assigned to the site as their Medical Home (see Medical Home Rules, next page), <u>and</u>• people who meet the selected report parameters | <ul style="list-style-type: none">• Provider Office• Local Health Department (LHD) |
| Current Immunization Profile by Patient Roster | <ul style="list-style-type: none">• people associated to the site's Roster (For additional information and instruction on creating and maintaining a Roster, please see the MCIR User Reference Guide: Person Module), <u>and</u>• people who meet the selected report parameters | <ul style="list-style-type: none">• Healthcare Organization• Provider Office• LHD |
| Current Immunization Profile by County | <ul style="list-style-type: none">• people who reside within in the chosen county, <u>and</u>• people who meet the selected report parameters | LHD only |

The **Current Immunization Profile** report displays:

- the number of people meeting/not meeting the selected report criteria.
- the percentage of the people meeting/not meeting the selected report criteria.
- the total number of people evaluated.

Available **Profile** report parameters (criteria) include the ability to:

- select a minimum and maximum age for people evaluated.
- select a minimum number of doses to be included, by vaccine series.
- select a specific gender.
- select a specific patient status (Active, Inactive-Lost to Follow-up or Inactive-Unknown). For more information on Patient Status, please refer to the [Defining Patient Provider Status](#) section of this reference guide.
- include/exclude Migrant people.
- include a list of people not meeting the selected report criteria.
- includes a list of the official MCIR records for people not meeting the selected report criteria.

Medical Home Rules

The system will automatically designate your provider office as the person's system-defined Medical Home if:

1. the most current administered vaccine documented in the person's MCIR record is associated to your provider office.
 - Doses reported as Historical and/or non-vaccine administrations (Ex: refusals or titers) do not count towards this rule.
 - Health Departments, Regional MCIR and State level users have access to immunizations reported by schools/childcares which are not viewable by provider offices and do not count towards this rule.
2. the most current vaccine reported is not a birth dose of Hepatitis B, a Seasonal Influenza, or an H1N1 Influenza.

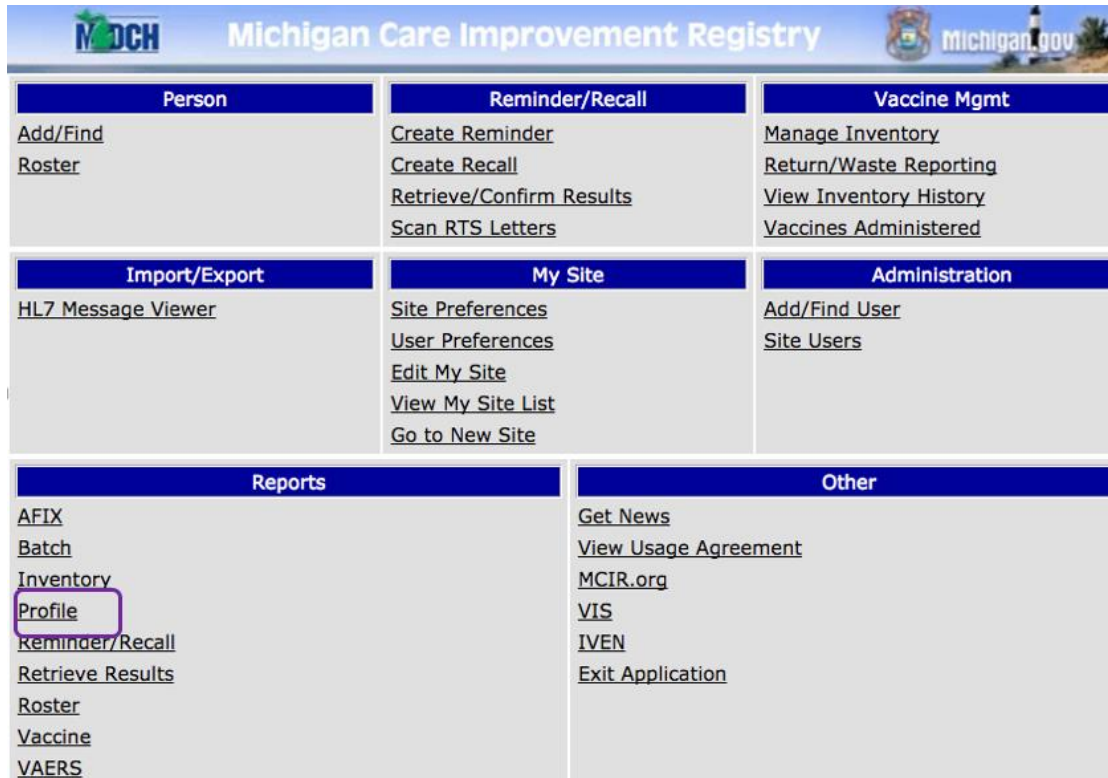
Defining Patient Provider Status

The **Patient Provider Status** assigned to a person's record impacts whether the person will (not) be accounted for as part of a **Current Immunization Profile** report. The **Patient Provider Status** designations are defined by national Immunization Information Systems (IIS) standards as a means for assisting provider offices/LHDs in managing their patient population. The table on the next page defines the statuses and their inclusion/exclusion from the system-based **Current Immunization Profile** reports.

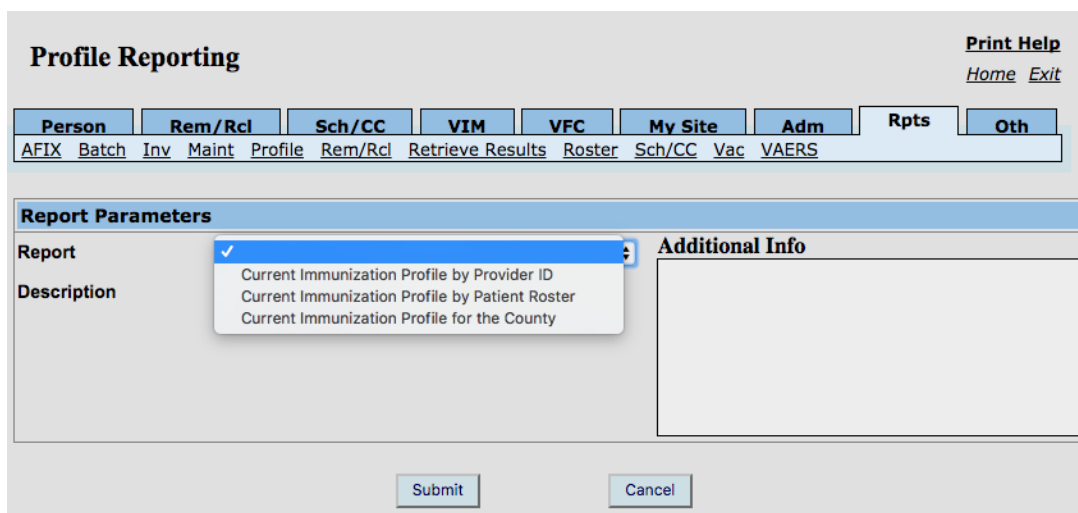
| MCIR Patient Provider Status | Patient Provider Status Defined | Profile by Provider ID or Roster | Profile by County |
|---|---|---|---|
| Active | Auto-assigned by the system if the client's most recent immunization(s) were documented using the Admin vaccine administration Type. This rule excludes the birth dose of Hep B and any Influenza doses reported. | included | included, for those persons living within the selected county |
| Inactive-Moved or Gone Elsewhere | A provider office is required to document one or more of the following reasons before changing a Person's status to Inactive-Moved or Gone Elsewhere: <ul style="list-style-type: none"> • person confirms receiving healthcare elsewhere. • person was discharged from practice. • mailed notices returned due to no forwarding address • person is confirmed as No Longer Receiving Medical Care in Michigan | excluded | excluded |
| Inactive-Lost to Follow-Up | A provider office should attempt to notify a person three times before changing the person's status to Inactive-Lost to Follow-up. One of these documented attempts must be a mailed R/R notice stamped as Return to Sender. Other attempts may include: <ul style="list-style-type: none"> • a phone call • a request for forwarding address from post office • additional mailing attempts, with return receipts • a home visit • an inquiry with other public health programs | excluded | included, for those persons living within the selected county |
| Inactive-Deceased | Person is documented as deceased. | excluded | excluded |
| Inactive-unknown | This designation is not an available Patient Provider Status choice for Practices. Person records bearing this status were auto-flagged by MCIR, prior to 3/10/2011. | included | included, for those persons living within the selected county |

How to Generate a Profile Report

Step One: From the system's landing page ("home screen"), click the **Profile** link found under **Reports**.



Step Two: Select the **Current Immunization Profile** to generate. For assistance determining which report to generate, refer to the Profile section of this reference guide.



Step Three: Select report parameters using the below table.

| Parameter | Default Report Setting | Definition |
|--|--|--|
| People of age at least (months) | 19 months but not yet of age 36 months | Fields can be modified, but must be in age by <u>months</u> format. |
| But not yet age (months) | | |
| Minimum Doses (by vaccine series) | DTaP 4, Tdap 0, IPV 3, MMR 1, HIB 3, HepB 3, Varicella 1, PCV7 4, HepA 2, Rotavirus 0, Influenza 0, Meningococcal 0, HPV 0 | Fields can be modified. If there is no minimum dose, insert "0." |
| Gender | All | All, Male, Female |
| Patient (Provider) Status For more information on Patient Status, please refer to the <u>Defining Patient Provider Status</u> section of this reference guide. | Standard (includes Active, Inactive-Lost to Follow-up and Inactive-Unknown) | Standard, Active, Inactive-Lost to Follow-up, Inactive-Unknown Local health departments (or higher access level user) can choose to exclude Inactive-Unknown. |
| Migrant People | Exclude | Exclude, Include, Only |
| List People Not Meeting Criteria | No | No = Totals and percentages only Yes = Choose Display People as (line below) |
| Display People As | Off, Associated to List People Not Meeting Criteria (line above) | List or choice of Official immunization record type, when "Yes" is selected for List People Not Meeting Criteria (line above) |

Step Four: It is recommended to change the system-designated **Description** to something that makes sense to you. This will help you to quickly locate your report later.

Profile Reporting [Print Help](#)
[Home](#) [Exit](#)

Person **Rem/Rcl** **VIM** **Imp/Exp** **My Site** **Adm** **Rpts** **Oth**
AFIX Batch Inv Profile Rem/Rcl Retrieve Results Roster Vac VAERS

Report Parameters

Report: Current Immunization Profile by Provider ID

Additional Info
Runs: Immediately, Kept 10 days
Generates clinic assessments of people attached to the MCIR provider ID. The parameters for age and vaccine series are set by the end user.

People of age at least (months): 19
but not yet of age (months): 36
Minimum Doses of DTaP/DT/Tdap: 4
Minimum Doses of Tdap: 0
Minimum Doses of IPV: 3
Minimum Doses of MMR: 1
Minimum Doses of HIB: 3
Minimum Doses of HepB: 3
Minimum Doses of Varicella: 1
Minimum Doses of PCV7/13 (Prennar): 4
Minimum Doses of HepA: 2
Minimum Doses of Rotavirus: 0
Minimum Doses of Influenza: 0
Minimum Doses of Meningococcal: 0
Minimum Doses of HPV: 0
Gender: All
Patient Status: Standard
Migrant People: Exclude
List People Not Meeting Criteria: No
Display People As: List 1 Page - Official State of Mich Imms Record without address
Description: Curr Imm Profile By ID

Submit Cancel

Step Five: Click the **Submit** button once you have entered all required information. The system will return you to the MCIR landing page. The report is now being created.

Step Six: Follow the instruction in the **How to Retrieve, Print and Delete MCIR**

REMINDER/RECALL

Please reference the [MCIR User Reference Guide: Reminder/Recall \(R/R\)](#) for information and instructions on generating R/R reports.

ROSTER

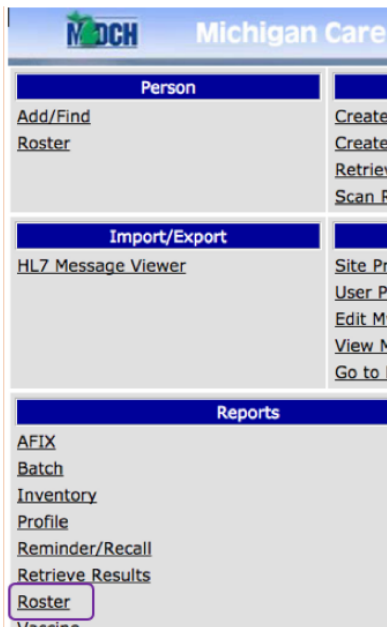
A site must have an established **Roster** to successfully generate Roster-based reports. For information and instructions on creating and maintaining a Roster, please reference the [MCIR User Reference Guide: Person Module](#).

The following Roster reports are available in the system:

- **Patient Roster Listing:** This report is available at all user levels and displays a listing of patients from the patient roster. This report is generated by Roster only.
- **Patient Status by Patient Roster:** This report is available at the Provider and LHD levels and displays a listing of patients and their immunization status from the patient roster. This report is generated by Roster only. For more information on Patient Status, please refer to the [Defining Patient Provider Status](#) section of this reference guide.
- **Receiving Care out of Michigan Listing:** This report is available at the Provider and LHD levels and displays a listing of people marked as receiving care out of Michigan. This report can be generated by Roster or ID. Refer to the table in the [Profile](#) section of this reference guide for the distinction between Roster and ID (i.e., Who is included on ID vs Roster?).

To generate Roster reports:

Step One: From the system's landing page ("home screen"), click the **Roster** link found under **Reports**.



Step Two: From the **Roster Reporting** screen, choose the appropriate report, change the report's **Description** and then click **Submit**. Note: The **Receiving Care out of Michigan Listing** report also requires a selection to generate by ID or Roster. The system will return to the Landing Page (“Home Screen”) once the report is submitted.

The screenshot shows the 'Roster Reporting' interface. At the top right, there are links for 'Print Help', 'Home', and 'Exit'. Below this is a navigation bar with tabs for 'Person', 'Rem/Rcl', 'VIM', 'Imp/Exp', 'My Site', 'Adm', 'Rpts', and 'Oth'. Under the 'Rpts' tab, there are sub-links: 'AFIX', 'Batch', 'Inv', 'Profile', 'Rem/Rcl', 'Retrieve Results', 'Roster', 'Vac', and 'VAERS'. The main area is titled 'Report Parameters' and contains a 'Report' dropdown menu with a checkmark next to 'Receiving Care out of Michigan Listing'. Other options in the dropdown are 'Patient Roster Listing' and 'Patient Status by Patient Roster'. To the right of the dropdown is an 'Additional Info' text area. At the bottom of the form are 'Submit' and 'Cancel' buttons.

Step Three: Follow the instruction in the **How to Retrieve, Print and Delete MCIR Reports** section of this reference guide for retrieving, printing and/or deleting the report.

SCHOOL/CHILDCARE

School/Childcare reports are only available to LHDs. For assistance with these reports, please contact your local Immunization Field Representative, the Michigan Department of Health and Human Services (MDHHS) or visit the [School and Childcare](#) section of MCIR.org.

VACCINE

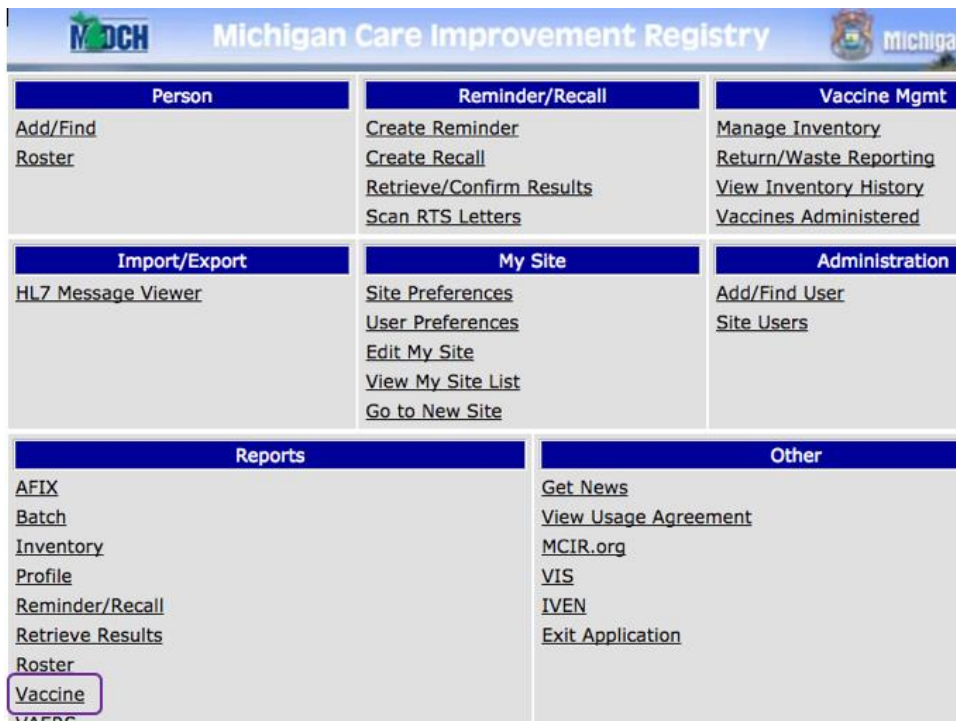
Doses Admin (Administered) Report (DAR)

The **Doses Admin Report** is available at the Provider and LHD level and is used to account for doses of administered vaccine by Vaccine Eligibility type. For additional information on Vaccine Eligibilities, please refer to the [MCIR User Reference Guide: Person Module](#).

Note: This report will only display accurate information if the Vaccine Eligibility field is being consistently reported with all administered vaccine doses.

Generating a DAR:

Step One: From the system's landing page ("home screen"), click the **Vaccine** link found under **Reports**.



Step Two: From the **VFC Reporting** screen, choose the **Doses Admin Report** and select a **Start Date** and **End Date**, **Vaccine Purchase Type**, **Eligibility** and **Age Range**. Change the report's **Description** and then click **Submit**. The system will return to the Landing Page ("Home Screen") once the report is submitted.

The screenshot shows the VFC Reporting interface. At the top, there is a navigation bar with tabs for Person, Rem/Rcl, VIM, Imp/Exp, My Site, Adm, Rpts, and Oth. Below this is a sub-menu with links for AFIX, Batch, Inv, Profile, Rem/Rcl, Retrieve Results, Roster, Vac, and VAERS. The main section is titled 'Report Parameters' and contains the following fields:

- Report:** Doses Admin Report (dropdown menu)
- Start Date:** 04/01/2017 (calendar icon)
- End Date:** 04/18/2017 (calendar icon)
- Vaccine Purchase Type:** MI-VFC Funds (dropdown menu)
- Eligibility:** All (dropdown menu)
- Age Range:** Through 18 19 And Over
- Description:** My DAR (text input field)

To the right of the parameters is an 'Additional Info' box with the following text: 'Runs: Immediately, Kept 10 days. Generates a chart for each vaccine, the number of doses administered by age group for a given vaccine purchase type and timeframe.' At the bottom of the form are 'Submit' and 'Cancel' buttons.

Step Three: Follow the instruction in the **How to Retrieve, Print and Delete MCIR Reports** section of this reference guide for retrieving, printing and/or deleting the report.

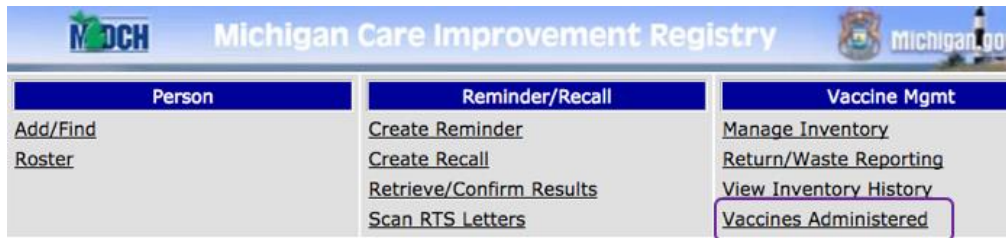
Vaccine Inventory Module's Vaccines Administered Link

Related to the above **Doses Administered Report**, the **Vacs Admin** link can be used to:

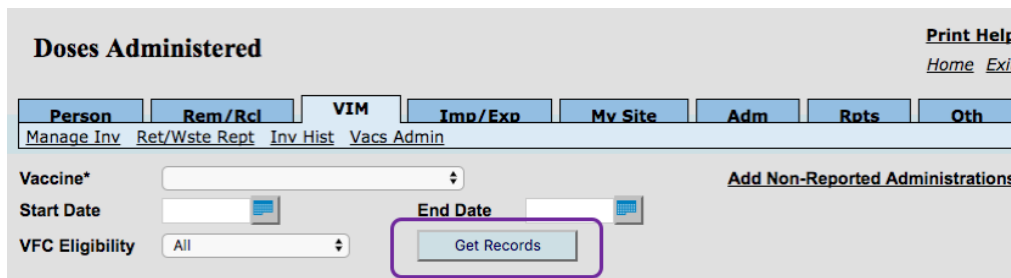
- get details for the specific persons included in the **Doses Administered Report**, e.g., the person's name, date of vaccine administration, date of birth, Vaccine Eligibility and Lot Number.
- retrieve a count of doses by Vaccine type and age range which can be expanded to display a list of persons meeting the criteria and providing direct access to their records.

Generating a Vaccines Administered (Links) List

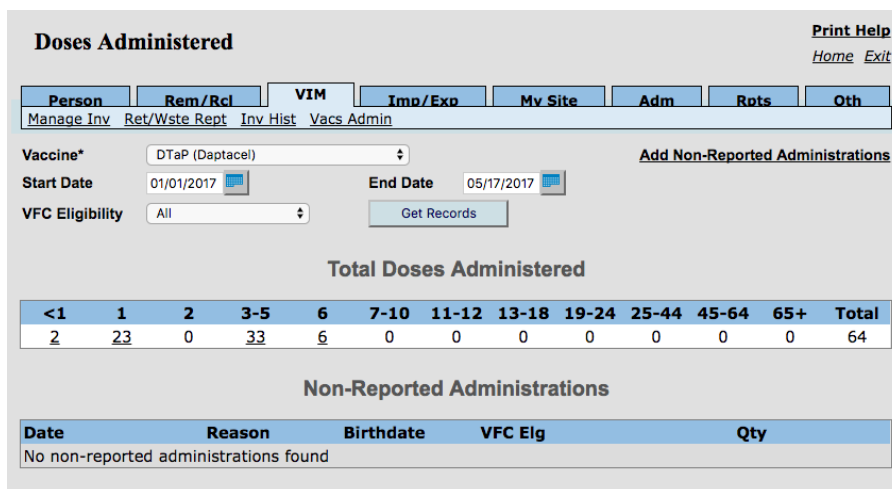
Step One: From the **Vaccine Mgmt** section of the system's landing page ("home screen"), click the **Vaccines Administered** link.



Step Two: From the **Doses Admin** screen, select the required report parameters and click to **Get Records**.



Step Three: The system will process the request and display the number of vaccine administered for each age group.



Step Four: Clicking on the dose count link retrieves a list of people who received the vaccine. The MCIR record for a person displayed in the listing can be accessed by clicking on their name. To leave the listing, click on the **Close** button, located at the bottom of the screen.

Total Doses Administered

| <1 | 1 | 2 | 3-5 | 6 | 7-10 | 11-12 | 13-18 | 19-24 | 25-44 | 45-64 | 65+ | Total |
|----------|----|---|-----|---|------|-------|-------|-------|-------|-------|-----|-------|
| <u>2</u> | 23 | 0 | 33 | 6 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 64 |

Total Doses Administered

Vaccine: DTaP (Daptacel) Age Group: <1
 From: 01/01/2017 To: 05/17/2017
 VFC Eligibility: All

*Bold rows indicate non-reported administrations

| Date | Name | Birthdate | VFC Elg | Lot # | Qty |
|------------|---------------------|------------|--------------|---------|-----|
| 01/25/2017 | Michigander, Little | 01/23/2016 | Medicaid-VFC | C5101AA | |
| 01/25/2017 | Michigander, Big | 05/05/2014 | Medicaid-VFC | C5101AA | |

Short Dated Vaccine Report

Short Dated Vaccine Report reports are only available to LHDs. For assistance with these reports, please contact your local Immunization Field Representative or the Michigan Department of Health and Human Services' Vaccine for Children (VFC) program.

VFC Doses Admin County Report

The **VFC Doses Admin County Report** is only available to LHDs. The report is a replication of the Doses Admin Report (see DAR section of this reference guide) but is generated by Vaccine Purchase Type-instead of Vaccine Eligibility. The report generates a chart for each vaccine, the number of doses administered by age group for a given vaccine purchase type and the timeframe for the entire county.

The report can be generated by "Summary" or "Detail."

- The **Summary** report charts the vaccine totals, by vaccine type, for the entire county
- The **Detail** report charts the vaccine totals, by vaccine type, for each provider within the county

Generating a VFC Doses Admin County Report:

Step One: From the system's landing page ("home screen"), click the **Vaccine** link found under **Reports**.

| Person | Reminder/Recall | Vaccine Mgmt |
|--|---|---|
| Add/Find Roster | Create Reminder Create Recall Retrieve/Confirm Results Scan RTS Letters | Manage Inventory Return/Waste Reporting View Inventory History Vaccines Administered |
| Import/Export | My Site | Administration |
| HL7 Message Viewer | Site Preferences User Preferences Edit My Site View My Site List Go to New Site | Add/Find User Site Users |
| Reports | Other | |
| AFIX Batch Inventory Profile Reminder/Recall Retrieve Results Roster Vaccine VAERS | Get News View Usage Agreement MCIR.org VIS IVEN Exit Application | |

Step Two: From the **VFC Reporting** screen, choose the **Doses Admin County Report**. Change the report's **Name**, select the require **County** Change the report's **Description** enter a **Start Date** and **End Date**, select a **Vaccine Purchase Type** and **Report Type**, and then click **Submit**. The system will return to the Landing Page ("Home Screen") once the report is submitted.

VFC Reporting [Print Help](#)
[Home](#) [Exit](#)

[Person](#) | [Rem/Rcl](#) | [Sch/CC](#) | [VIM](#) | [Imp/Exp](#) | [VFC](#) | [My Site](#) | [Adm](#) | [Rpts](#) | [Oth](#)
[AFIX](#) | [Batch](#) | [Inv](#) | [Maint](#) | [Profile](#) | [Rem/Rcl](#) | [Retrieve Results](#) | [Roster](#) | [Sch/CC](#) | [Transfer](#) | [Vac](#) | [Chart Pull](#) | [VAERS](#)

Report Parameters

Report: VFC Doses Admin County Report
Name: VFC_1501089615152
Select County: Allegan (03) County
Start Date: 06/01/2017
End Date: 06/30/2017
Vaccine Purchase Type: MI-VFC Funds
Report Type: Summary

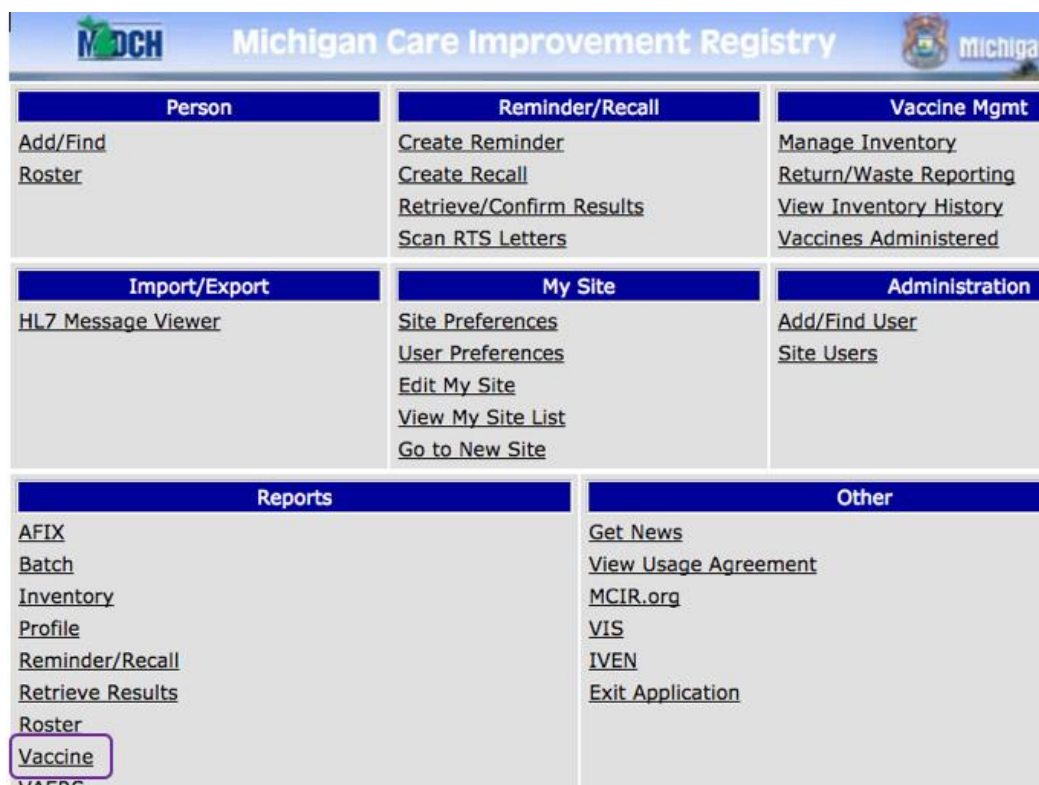
Additional Info
Runs: Immediately, Kept 10 days
Generates a chart for each vaccine, the number of doses administered by age group for a given vaccine purchase type and timeframe for the entire county.

Step Three: Follow the instruction in the **How to Retrieve, Print and Delete MCIR Reports** section of this reference guide for retrieving, printing and/or deleting the report.

Provider Profile Data Report

The Provider Profile Data report projects the amount of vaccine, by Funding Source, that will be administered in the coming year, based on the previous year’s data. The report can be generated in a 1-month, 3-month, 6-month or a 12-month increment.

Step One: From the system’s landing page (“home screen”), click the **Vaccine** link found under **Reports**.



Step Two: From the **VFC Reporting** screen, choose the **provider Profile Data** report, select the **Report Period**, change the report's **Description** and then click **Submit**. The system will return to the Landing Page (“Home Screen”) once the report is submitted.

The screenshot shows the 'VFC Reporting' interface. At the top right, there are links for 'Print Help', 'Home', and 'Exit'. Below this is a navigation bar with tabs: 'Person', 'Rem/Rcl', 'VIM', 'Imp/Exp', 'My Site', 'Adm', 'Rpts', and 'Oth'. Underneath these tabs is a secondary bar with links: 'AFIX', 'Batch', 'Inv', 'Profile', 'Rem/Rcl', 'Retrieve Results', 'Roster', 'Vac', and 'VAERS'. The main section is titled 'Report Parameters' and contains the following fields:

- Report:** A dropdown menu set to 'Provider Profile Data'.
- Report Period:** A dropdown menu set to '1 Month'.
- Description:** A text input field containing 'My PPD'.
- Additional Info:** A text area containing the text: 'Runs: Immediately, Kept 10 days. Generates a projection for the number of vaccines that will be administered in the clinic for the following year.'

At the bottom of the form are two buttons: 'Submit' and 'Cancel'.

Step Three: Follow the instruction in the **How to Retrieve, Print and Delete MCIR Reports** section of this reference guide for retrieving, printing and/or deleting the report.

County Profile Data Report

The **County Profile Data Report** is only available to LHDs and is the same as the **Provider Profile Data Report** section (directly above), accept this report generates a projection for the number of vaccines that will be administered in the county for the following year.

The screenshot shows the 'VFC Reporting' interface. At the top right, there are links for 'Print Help', 'Home', and 'Exit'. Below this is a navigation bar with tabs: 'Person', 'Rem/Rcl', 'Sch/CC', 'VIM', 'Imp/Exp', 'VFC', 'My Site', 'Adm', 'Rpts', and 'Oth'. Underneath these tabs is a secondary bar with links: 'AFIX', 'Batch', 'Inv', 'Maint', 'Profile', 'Rem/Rcl', 'Retrieve Results', 'Roster', 'Sch/CC', 'Transfer', 'Vac', 'Chart Pull', and 'VAERS'. The main section is titled 'Report Parameters' and contains the following fields:

- Report:** A dropdown menu set to 'County Profile Data'.
- Name:** A text input field containing 'VFC_1501072347105'.
- Select County:** A dropdown menu set to 'Allegheny (03) County'.
- Report Period:** A dropdown menu set to '1 Month'.
- Additional Info:** A text area containing the text: 'Runs: Immediately, Kept 10 days. Generates a projection for the number of vaccines that will be administered in the county for the following year.'

At the bottom of the form are two buttons: 'Submit' and 'Cancel'.

Transaction History Report

The **Transaction History Report** is related to inventory and is covered in the [MCIR User Reference Guide: Vaccine Inventory Module \(VIM\)](#). Please reference this guide for additional information and instructions.

Return/Waste Transaction History Report

Return/Waste Transaction History Report reports are only available to LHDs. For assistance with these reports, please contact your local Immunization Field Representative or the Michigan Department of Health and Human Services' Vaccine for Children (VFC) program.

VFC SITE CHART PULL

The **VFC Site Chart Pull** report is only available to LHDs and generates a random listing of 40 people from the provider, pulled from ages 19-36 months (or 0-18 years, if needed to reach 40 persons). For assistance with this report, please contact your local Immunization Field Representative or the Michigan Department of Health and Human Services' Vaccine for Children (VFC) program.

VAERS

For instructions and assistance with the **Vaccine Adverse Event Reporting System (VAERS)**, please refer to the [VAERS website](#).