

Long-term Care Using MIIC to Query COVID-19 Vaccination Status

11/10/2021

This document provides steps for long-term care facilities (LTCF) to use the Minnesota Immunization Information Connection (MIIC) to request reports on the COVID-19 vaccination status of their residents and/or information on who is recommended for booster doses. Facilities **must complete steps 1-3 to request their report.**

Per the MIIC data use agreement, LTCFs are allowed to use MIIC to look up residents they are providing services on behalf of. Accessing an employee's immunization history for employment verification purposes is **not** an allowable use of MIIC under the MIIC Data Use Agreement, nor is such access authorized under Minnesota's immunization data sharing law, Minnesota Statutes, section 144.3351. Refer to [Participating in MIIC: Allowable uses of MIIC](#) (www.health.state.mn.us/people/immunize/miic/participate/index.html#uses) for details on authorized uses of MIIC. If you have questions, please contact the MIIC Help Desk (health.miichelp@state.mn.us).

Reports available about long-term care residents

Note: These reports are about **residents only**.

Resident COVID-19 Vaccination Status Report

The Resident COVID-19 Vaccination Status Report contains COVID-19 vaccination data for each resident on your list. These data include information on all COVID-19 vaccinations residents have received, including vaccination dates, vaccine types, and the dates recommended for their next COVID-19 dose. A "COVID-19 recommendation status" is also included when a resident's status is either "recommended" or "not yet recommended," based on their next recommended COVID-19 vaccination date.

Aggregate Booster Planning Report

The Booster Planning Report contains aggregate counts of the number of residents on your list who are recommended each week for a booster and with what COVID-19 vaccine product. This report calculates

Moderna and Pfizer booster projections based on the date a resident completed the series, plus six months. This report is meant for planning purposes only and may not be used for actual booster clinics.

1. Make sure your facility is set up in MIIC

Your facility must be set up in MIIC to look up immunization records and to create lists. To get set up, refer to [Participating in MIIC \(www.health.state.mn.us/people/immunize/miic/participate/index.html\)](http://www.health.state.mn.us/people/immunize/miic/participate/index.html) to complete and submit a Data Use Agreement. If you are unsure whether your organization is already set up in MIIC, contact the MIIC Help Desk at health.miichelp@state.mn.us for assistance.

2. Create and update a list of residents in MIIC

To request long-term care facility COVID-19 vaccine reports, you must first have a list of your current residents in MIIC. You may make a new facility list in MIIC for each data request, or update and maintain one list over time.

Creating a list:

- Follow MIIC training information at [Using Lists in MIIC: User Guidance and Training Resources \(www.health.state.mn.us/people/immunize/miic/train/uselists.html\)](http://www.health.state.mn.us/people/immunize/miic/train/uselists.html) to create a list in MIIC. Resources include a user guide and video.
- Make sure that your list contains current residents only and does not contain any residents who have moved or are deceased. You may not look up past or deceased residents.
- Name your list using this format: COVID19Vaxstatus_ORGCODE_Date. Replace “ORGCODE” with your organization’s MIIC organization code. For example, COVID19Vaxstatus_ShadyShoresVilla_9.10.21. This format makes it easier for MIIC staff to identify your list.

Updating an existing list:

- Visit MDH’s [Using Lists in MIIC: User Guidance and Training Resources \(www.health.state.mn.us/people/immunize/miic/train/uselists.html\)](http://www.health.state.mn.us/people/immunize/miic/train/uselists.html) and click on “User Guide: Setting Up and Managing Lists (PDF).”
- Remove any residents from your list in MIIC who have left your facility.
- Add any residents to your list in MIIC who have moved into your facility since you last updated the list.

3. Request reports

Send an email to health.miichelp@state.mn.us to request reports.

To ensure that you receive the data requested, include the following information in your email:

- **Subject line:** LTCF COVID-19 Report Request

- **Email body:**
 - Name of the organization
 - Organization code you use to log in to MIIC
 - Name of MIIC list(s)
 - Date you created/last updated the list(s)
 - The type of report you are requesting (Resident COVID-19 Vaccination Status Report and/or Aggregate Booster Planning Report). You are welcome to request both reports in one email. Please make it clear which list(s) to use for the report(s) you request.
 - Contact name and email to receive the report

Failure to provide the listed information in your email may result in delays in obtaining your report. Please note that data requests may take up to five business days to process.

4. Receive report(s)

Once a report request is processed, you will receive an encrypted email containing the requested report file(s). For information on how to open an encrypted email, refer to Appendix A. Report file names indicate the report type, for example, MIIC_Resident_Vax_Status_MM.DD.YYYY, or MIIC_Booster_Planning_MM.DD.YYYY.

5. Interpret report(s)

Resident COVID-19 Vaccination Status Report

Reports are sent as Excel spreadsheets. A list of the columns and what each one means is provided below:

Column	Description
Client ID	This is the resident's client ID in MIIC.
Last name	Resident's last name
First name	Resident's first name
Date of birth	Resident's date of birth (mm/dd/yyyy)
Date first dose	Date of their first COVID-19 dose (mm/dd/yyyy)
Product first dose	The type of vaccine product the resident received for their first COVID-19 dose
Date second dose	Date of their second COVID-19 dose (mm/dd/yyyy)
Product second dose	The type of vaccine product the resident received for their second COVID-19 dose

Column	Description
Date third dose	Date of their third COVID-19 dose (mm/dd/yyyy)
Product third dose	The type of vaccine product the resident received for their third COVID-19 dose
Date fourth dose	Date of their fourth COVID-19 dose (mm/dd/yyyy)
Product fourth dose	The type of vaccine product the resident received for their fourth COVID-19 dose
Date fifth dose	Date of their fifth COVID-19 dose (mm/dd/yyyy)
Product fifth dose	The type of vaccine product the resident received for their fifth COVID-19 dose
Recommended next COVID-19 dose	The date the resident is recommended to get their next COVID-19 vaccine dose
COVID-19 recommendation status	This will populate with “recommended” if a resident is recommended to receive a COVID-19 vaccine dose. It will populate with “not yet recommended” if the resident is recommended for a COVID-19 vaccine dose in the future. This field will be blank if another COVID-19 vaccine dose is not recommended for a resident.

The report will include all COVID-19 doses recorded on each resident’s MIIC record. If any vaccine dates are missing, those doses are not on the resident’s record (i.e., if a date and product type are listed only for a resident’s first dose, only one dose of COVID-19 vaccine is recorded in MIIC for that resident).

Aggregate Booster Planning Report

Reports are sent as an Excel spreadsheet. A list of the columns and what each one means is provided below:

Column	Description
Week of booster date	Date residents would first be recommended for a booster. This is calculated by date of completion of series, plus six months.
Vaccine product	Booster dose product recommended for residents. This is based on the product they received for their second dose.
# projected for a booster this week	Number of people from the list projected as eligible for a booster that week (based on the vaccine product listed at the top of the spreadsheet).
Running total	Cumulative number of people newly or previously recommended for a booster that week (based on the vaccine product listed at the top of the spreadsheet).

Frequently asked questions

Why am I getting an error when I try to upload my list in MIIC?

Refer to [Using Lists in MIIC \(www.health.state.mn.us/people/immunize/miic/train/uselists.html\)](http://www.health.state.mn.us/people/immunize/miic/train/uselists.html).

Reasons could include:

- File is not saved as a .csv file.
- File contains special characters.
- File has erroneous spaces before names, DOBs, or other columns.
- User has rearranged columns on template.
- File is missing last name, first name, or DOB.
- DOB is formatted incorrectly.

Why are certain columns in the Resident COVID-19 Vaccination Status Report blank for some residents, but not others?

Any blank column or field indicates that the data is not in MIIC. If any dose field is blank, then that dose is not recorded in MIIC.

What if the resident received a dose that is not in the Resident COVID-19 Vaccination Status Report?

We can add dose data to MIIC if information is incorrect. Please contact the MIIC Help Desk at health.miichelp@state.mn.us for ways to send the data to us.

What if one of my resident's products is listed as "unknown" in the Resident COVID-19 Vaccination Status Report, but I know what product they received?

We can add dose data to MIIC if information is incorrect. Please contact the MIIC Help Desk at health.miichelp@state.mn.us for ways to send the data to us.

May I request the Aggregate Booster Planning Report or the Resident COVID-19 Vaccination Status Report for employees?

No, it is not permitted to use MIIC to access data for employment-related verification purposes without employee consent. More information about sharing Minnesota immunization data is available in [Minnesota Statutes, section 144.3351 \(www.revisor.mn.gov/statutes/cite/144.3351\)](http://www.revisor.mn.gov/statutes/cite/144.3351). If you have questions, please contact the MIIC Help Desk at health.miichelp@state.mn.us.

I need to talk to the Help Desk about a particular resident's record. May I send their name and date of birth in an email?

No. To help ensure data privacy, please use the MIIC ID/Client ID when referring to residents.

One of my residents had a dose entered or edited yesterday, but it is not in the report. Why?

Any doses added or edited take 24 hours to show up in a report. If dose information is added to or edited in MIIC, wait until the day after to request a report.

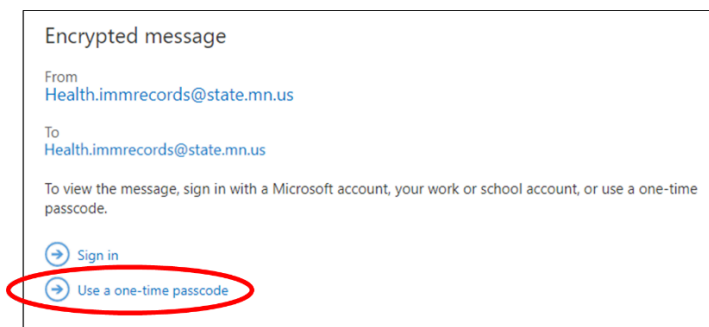
Appendix A

Opening an encrypted email

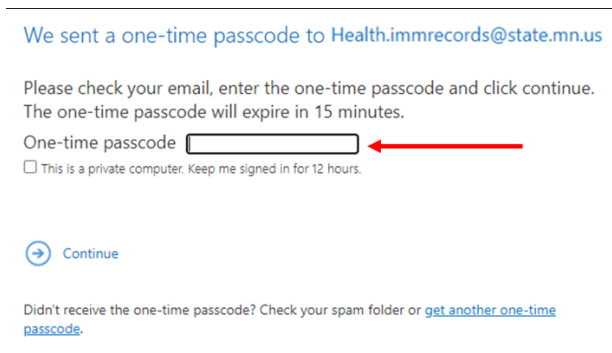
If you are trying to open the email on a phone or tablet, we recommend using a desktop or laptop computer instead. Opening the encrypted email works best on a desktop or laptop computer.

Follow these steps for opening an encrypted file:

1. Download the attachment.
2. Open the downloaded attachment.
3. Select “Use a one-time passcode.”



4. You should receive a one-time passcode at the email where you initially received the encrypted message.
5. Enter that passcode in the space provided.



6. You now have access to the attached documents; download and save for future reference.



Minnesota Department of Health | health.mn.gov | 651-201-5000
625 Robert Street North PO Box 64975, St. Paul, MN 55164-0975

Contact health.communications@state.mn.us to request an alternate format.