

MIIC Booster Dose Information for Long-term Care Webinar Transcript

10/7/21

Good afternoon, everyone. We want to welcome you to our MIIC webinar for long term care providers. Today is Thursday, October 7th and we'll be having this webinar from 3 until 4:00 PM. So just want to start with some of our webinar topics today. So, we'll be starting with kind of a MIIC101, so looking at participating in MIIC, logging in, changing your password, finding clients. We'll be looking then at client immunization history and the forecaster. We'll look at the functionality in MIIC for creating a list. We'll look at the process for requesting and reviewing a report or eventual reports and then we'll have time for questions. I want to draw your attention please to the MIIC training and guidance materials that can be found in our website. We work uhm, every release, we work every month to make sure that all of these materials are updated on a monthly basis so please do check back here for the main functionalities that we go over today and the other pieces of information that you see during this webinar. We have worked hard to make this website clear for people to come back and find very specific pieces of MIIC to work on into access from their work environment. We do have a PowerPoint videos that are very short and concise that look at specific functionality, so please find them here. Also, in the upper right-hand part of your screen in the MIIC in MIIC you'll find a small light bulb that will point out when we show mic and this is also links directly to our training and guidance materials. If your questions are not answered on today's webinar, please do reach out to us at the MIIC help desk. We are standing by to respond to your questions and happy to have a call or work through anything you'd like, and this is our email address. And finally, just a couple of housekeeping notes today, everyone is muted except for presenters, so please do put your questions in the chat at any time. We will be responding to those questions throughout the via chat throughout the webinar and will also be responding to questions verbally at the end. This webinar is being recorded and will be posted to the long-term Care SharePoint after it is finished. And we'll go over these links at the end, and so with this, I will transfer it over to Jenevera.

Ok, let me go ahead and share my screen. Uhm, as Rachel said, my name is Jenevera and I am with MIIC operations and I actually work on the help desk quite a bit. First, I'm gonna show you guys, just a couple things about before you actually log into MIIC. So, the easiest way to actually find MIIC is if you just go to Google and you type in MIIC login. It'll be on the screen and you can click on there on that link and it'll take you to the MIIC immunization information Connections to new screen and then we're going to go to About MIIC and then we'll do Participating in, and there used to be a little log in button up here on the right, but we had to take that away because the public was trying to log in with that so now it is under participating in MIIC and then the login screen is here. So that will take you directly to our login screen once you get there, go ahead, and save this, bookmark it somewhere on your browser. And when I mention browser, I'll mention that MIIC works best in Internet Explorer. Chrome will stop it from doing things, so your best bet is to use Internet Explorer and we actually have some information on our website about compatibility view mode. Those will be in links in the training at the end. So,

I'm not going to go over right now, but so once you're on the MIIC login page, let me go back real quick, just so you can see the about MIIC when you're using participating in MIIC. If you've never been set up in MIIC, you're gonna read through this and on this enrolled dropdown is where you actually go and click on this link and fill out a data use agreement. Once you fill that out to, we'll get to it to. We're trying to get to them within 24 hours. Sometimes it takes a longer depending on how many. It's gotten up like 3-4 days but go ahead and fill that out, submit it, and then we'll get you set up and sending, send you your login information from there. So, once you've done that and you've got in your login information, you're gonna come to the login screen. There's that little light bulb that Rachel had mentioned, and then their help desk email is also on this means we can always get it there too. So, when you log into MIIC, we're going to give you an organization code, a username, and a password. These are unique user you cannot share accounts. So, each organization should have a site administrator and that administrator could set up users and those shared accounts, including used to have their own login. So, I'm gonna pretend this is the first time he's logged in. I'm going to put in the information that helps us sent you, I'll click log in and then on this screen it'll tell you that you need to read the terms of use for participating in MIIC. If this information does not pop up below, it means your browser is having issues and need to make sure you're in the right browser. So, in theory, you guys should all read this, read it, and agree to it, and we're going to go ahead and scroll down and click accept and then if this is the first time you logged in, it's going to give you this screen where it tells you this is your user, this is your username and this is the address we have on file. If it's not correct, you can change it. I'm gonna say it is correct and then you're going to go ahead and set up security questions. And this should only happen if it's the first time you've logged in. They typed the right thing. Hopefully, you remember all of those. And then it takes you to our menu screen. I'm now go up here to the top. This is a home button that actually takes to the screen we're looking at. Here's the manage my account button which will go to in a second. You can log out here. This will bring you to the help desk email. You can copy the email there and then this little light bulb navigates through or it could open a new window to or user guidance and training. I'm gonna close that. Now when I'm on my home screen, the first thing you wanna do is you probably got a password from the help desk. That doesn't make any sense. You are just silly in general, so you're going to click on manage my account. And here's where you can change your password, edit personal information, so if your email address was wrong or spelled wrong, you can edit that here and change it. Or you can go to change password here. So, I'm not going to do that right now and then. Here is where you can change your security questions if you don't remember what you said because you probably have a lot of security questions or a lot of different applications. So, that's just how to do my as my account and now I'm gonna go home and I'm gonna go ahead and show you guys first have to look up a client. I'll mention right here that this is the typical user role most of you will have this role. Other users would be administrators or read only. Read only has fewer options. Administrators has more options than they actually manage the users like I mentioned before. But we're going to do typical 'cause that's what most of you guys should be. This yellow ribbon will show you which organization you work for, your username, and then your role. Now, once you've read through that dating participating in MIIC user agreement. I want to note that you should be using MIC to look up clients that you're providing services for, so this doesn't mean you get to look up your neighbor or your friends, you're looking up clients that you're providing services for. So, to look up a client, the easiest way is to go under manage, or routine functions and managed clients and this takes you to our first screen. And the three pieces of information

used here is the last name, first name, and date of birth, and you can use some combination of those depending on the uniqueness of the name or the commonness of the name if commonness is a word. So, I'm gonna close it and look up our first client all of these clients are fake, just so everyone is aware. The client is Donald Duck and there's a lot of them, so I have his middle name. I'm going to go ahead and put that in here. Because there's a lot of Donald Ducks if I didn't have his middle name, I'd want to put in his birthdate to narrow that down. I'm going to click find and then this personal information screen is actually where you as typical users can actually update any information so if Donald Duck got married and he took his partners last name, you could change the last name there. If you know Donald Duck's mother's maiden last name, we're gonna say it's Mouse, I can't spell Minnie. So, we'll add that in there and then we can put in an email address. So cool. And then I'll show you if you just put in a partial email and you try to save that, it's gonna tell you that this isn't valid, so it's gonna make you put in what would be or is considered a standard email address or something with a .com and an @ sign? So, I'll click save. And it'll tell you that the client has been updated. So now you've added mother's maiden name, mother's first name and you've added an email address for your client.

You can go ahead and enter a phone number if you have that, or if it's just this is where you would find it. And it'll direct you down here to the bottom box, this client information table right here for this tab is specific to your organization, so this information doesn't show up for any other organization. So, if you have a chart number, that number is specific to your client. It is not to the MIIC ID number, which is this number up here and is the ID number that all users would see for this client in MIIC. This address tab would tell you; you click on that; it'll tell you any of their previous address information we had for Donald Duck. And then this client comment tab is where you would see things like titers or influenza refusals. To go ahead and enter that information, there's a drop down here and you can pick which one of these things pertaining to your client and then you would put a date in and click next and it would add that information to your client. From here we wanna look at Donald Ducks immunizations so I'm gonna click on immunize and this is the clients immunization history screen. So, this first box is the client name, date of birth, gender, mother's maiden name if you have it, address if we have it and then this box, if there was comments, you would see those here and you can toggle up and down with these buttons up over here on the right. The second box is the history screen and this last box is our forecaster. So, I'm gonna pause here and go ahead and let to Maureen, one of our epidemiologists, kind of go over the vaccine history screen and then our forecaster and Maureen, I'll just go ahead and navigate while you talk.

Alright, hi everyone, I'm Maureen leads. I am the epidemiologist with MIIC. As you can see here this history screen is what it says. It's just a history of all of the immunizations that the person has received that have been entered into MIIC. It's always possible that a client may have received immunizations that are not in MIIC for whatever reason. Perhaps the organization didn't enter them or inform them, inform us of them or they might have received them out of state. As you can see, the section is divided into several columns. The vaccines are sorted by vaccine group alphabetically. So, we have, for example, the covid 19 group is up at the top because it's C comes before D. And then we have sort of the typical range of vaccine groups; D-TDAP, hepatitis, influenza, MMR, pneumococcal and pneumopoly vaccines. Just in alphabetical order as stated. There is one entry in the table for each vaccine group that individual immunization falls into. So, trying to look for example here.

It turns out that this person doesn't have one because they've got those weird D tabs. Uhm? So, for example, this person has only received single antigen vaccines but if they had received say, a combination MMR, varicella vaccine, varicella would also appear in this list and that vaccine would appear in two different places. From the second column, with the blue dates is the date administered. This is the date on which the vaccine was received and we don't mean received in MIIC, we mean that the person received it. It's highlighted in blue because it is a link. So, if you click on, say the covid -19 one the first one, it'll pop up and that has, it's just a little box of the schedule explaining like the date and it'll highlight in yellow what dose it is. So, it's first dose, so it's highlighted in yellow. You can go ahead and get rid, thanks. If, for example in the next column the, it says not valid, you can click on that date and it will give the reason for why it is listed as not valid. So, in for example, this one is not valid 'cause it was administered from a recalled lot. Otherwise, you can see that series column has information on which position the dose is in the series. So, for COVID-19, we have the two doses for the Pfizer series though it has one out of one and two out of two. For down from influenza, you can see most of those are listed as booster doses, 'cause this is an adult receiving just their annual flu vaccine. Uhm? You can see one out of one, one out of three, one out of four, depending on where they are in the series. The next column is vaccine and trade name has the information on what kind of vaccine it is. There's the details on the formulation and the vaccine group that it covers, and then if we received the trade name information, it'll list that as well. So, for example, it has Pfizer community, but for those d-tap vaccines we only know that they're generic D -tap, so there's no trade name listed. Alright dose not a super important column it just says full or it's blank. Owned? If the vaccine is not owned by your organization you can click on one of those no's and the window will pop up and show who does own it. So, this is the Historical column in MIIC there are historical or administered vaccines. When an organization enters and administered vaccine, they are saying that yes, we gave this vaccine to this person. If they enter historical vaccine, they're saying we know this person received this vaccine. They may have received it at a different organization or out of state, or they might be coming in with paper records from their childhood or adolescence. To be entered into MIIC. And then finally you, as typical users have the edit option. So, for any of these that you want to take a look at yeah, that's a good one, you can click edit and see a varying amount of information. It's going to depend on your user role, what organization you are logged in under, which organization entered this vaccine, but typically you can kind of see this information, sort of a goes a little more in depth into what happened, where in the body was received. If we have that information, the organization that owns his vaccination in more detail, that sort of thing. Below the history section is our forecaster section. This is a tool that can kind of help supplement your clinical decision-making skills. It lists again those vaccine groups. Either the vaccine groups that they have received vaccines for in the past, or vaccines that they as a nearly 72-year-old person should only display ones that they're Like I said they should It should only display ones that they have received or that they are due for. If we didn't have D Tdap shots, for example at the age of nearly 72, we would have given up on them and they would not even show on here but we since we do have a few of their D Tdap shots in here we say OK, fine, but don't give them anymore. For the other groups it lists different dates that they are due for their next shot in the series. So, since this person is over the age of 65 and has received a Pfizer vaccine series, they are eligible for a dose of Pfizer vaccine. So, it has that recommended date showing up in green. They're kind of in the sweet spot for it to receive that third booster dose for a vaccine groups that they've already completed, it'll have it highlighted in pink as complete. Uhm, for vaccines for which they are

overdue, it'll provide a date, and if they're well overdue, it'll actually highlight them in blue as well, so that you can kind of note what's going on with those. I believe that is all. I believe so.

I will just go ahead and so since these are typical users, since these are typical users, you guys do have the ability to enter immunizations or edit them, you can only edit the ones that you've entered, your organization has entered. So, anyone in your organization that has entered an immunization both clients record you can actually go edit that one. You can't go and edit other organizations, what they've put in, that's why we have this little when you click on this, like Maureen said, it'll tell you who you need to contact, because it's their data and they own that so, but to actually add immunization, we can click this add immunization button and this will take you to a screen where, and there's some issues here with regard if you use inventory or not, so like I believe this organization uses inventory and you can enter the information that's in the top box. But if you don't and you're administering and or, I'm sorry immunization, you can click administered. I don't really want to add one, but we'll just add Yellow fever, so you put in, you can put in And then we'll say that this person is getting one yellow fever. I don't know. Let's go, smallpox. I'm just making this up clearly. So, I'll click OK. And the next screen we can actually put in more information. I'm not gonna actually add these to the clients record, but you can change the date here if you want, you can pick from the ... and drop downs here. You have a lot number you can enter it there and then the dose level eligibility status. You can, then you would click OK. I'm gonna click cancel 'cause I don't wanna, even though Donald Duck isn't real, I'm not sure if I wanna put more stuff on their record. I'll click cancel and cancel. But once you had entered those they would show up on this screen and then you have entered immunizations on to this client's record, it'll show up to other organizations as owned by you, and then your organization can also edit that. And now the other thing we want to go over is the creating a list so you guys can create a list to request this report that Holly is going to go over. You can also use look for other things. So, I'm going to click home. Now to create a list, you're going to go to the list feature on the left here, and you're going to go to and manage lists. This screen is available to again anyone in your organization that has access to the organization. Any one of those users can see the lists that are in here, they can edit the list, they can delete the list and they can create new lists. So, what I'm going to do is since I'm going to create a new list is click on the create or update by uploading a file. When I click on that button. And it's going to think about it. I don't think, OK, and then there's two, umm, on this screen, there's two little hyperlinks up here. There's a query template which you guys, as long-term care facilities, aren't likely to use, so go ahead, ignore that one, but we're going to use the CSV template. So, we're going to click on this link. And depending on the computer you have and the browser, it'll open up and it'll open up another window or so this, how do you want to open this. So, this will look different depending on your computer. So, I'm going to click open and of course it opened on the wrong screen. So, when I do that it gives me this upload list template and it's comma separated value, I'm just gonna open it here to show you and it opened up to the wrong screen. So, this is the template. Now I just learned how to make this all expand at once, you highlight with this little triangle here and then you click, double click in any of these dividers and it will show you what the headers are. I do want to stress that this template should not be altered so you're not gonna move these columns around. Depending on how the data comes out of your system or how you like it looking better, it needs to stay in this order or the file will not work. It also needs to stay as a client, as a comma separated value or CSV file. So, you're going to put in as much information as you have. Your required information

is last name, first name, and birthdate. Those are the only three pieces we actually, MIIC actually needs to be able to load this list into MIIC. If you have the middle name, go ahead, and put it, if you have another person you can put that too. And this unique record ID number is actually, that's start number I referred to on the very first screen, the demographic screen. So, this is specific to your organization. Now what I would do is I would go ahead and save this somewhere on your computer that makes sense to you, so you find a place to put it. And you can just put list template. And sometimes excel wants to change this from a CSV to something else, like a workbook, you don't want it to do that you, you want it to stay as a CSV, click save. Because Excel thinks it's smarter than everyone and then I'll go ahead and close this. And I will show you a file that I've already created so you don't have to watch this right because it's not good. So, here's a list that I've already created. And you'll see that it is... Template and you just click on this to do the expandy thing. So, I've got some last names here, first names, one middle initial. I've got a unique record ID for one of the clients but none of the others, and then I've got all their birth dates. The formatting information is on those webinars that Rachel had mentioned. It's also on our user guidance, but it's a month, month, day, day, night, year, year, year and then it'll format for you correctly. You can load these lists; we've had clients that create lists with thousands of people on them or less with six people on them. So, it depends on how comfortable you are with Excel. So, this is your list. You've got it saved. You can go ahead and close it. We didn't change anything, so don't ask me. I'm going to minimize this and I'm going to go back to the home screen. Now you've completed your list and want to load it into MIIC now, so we're going to go back to that list header and go to manage lists. And we're gonna do create or update again. It's thinking again very hard. And then now we want to name it. Which I believe... We want to name it. I wanna make ... for you guys. You want to name it what is on the checklist that I'll show you in a second here. Just so it makes more sense and then the MIIC users can tell what's listed for what. A lot of organizations are on the list so we'll name it this, and then you'll click browse. You're gonna find, you're going to find the list you just created, so we'll click on that and click open. And then upload. The problem doing things like OK, but once we get through that upload screen and it's loading, it'll tell you that if loading, this is the list we created and then we're going or this is the file that it came from, and then we'll click check status. Now, if you have a huge list, this is going to take longer. If you have the small list, this shouldn't take that long at all, and on this screen is your check status screen. So, this is where it'll tell you the name of the job, this will tell you the job ID number, how it was loaded what format it's in, and then who loaded it and when it was loaded. Then you want it to say complete, when it says complete, sometimes it'll say processing if it's a larger list. So, this might take a little time and you can just put keep hitting refresh. We're gonna click on the job name since it says complete. And then this takes me to kind of a summary screen. So, this will tell you, these three hyperlinks, you can click on this bottom one is a summary of what was on your list. So, there was 6 clients processed, 5 were added to the list and one was not. So, this top hyperlink is actually a copy of how MIIC reads your file. This second one is how many clients MIIC found and what their ID numbers are, and that has been added to your list. And then this bottom one is.... Sorry, my dogs barking. But this bottom one is showing you that there's a client on your list that has not given consent for you to view their record in MIIC. And I'm showing you guys this because it is happening more often. It's probably less likely to happen in your organizations that we do have clients that go ahead and lock their record too much or they lock it to a specific organization or they purged their record entirely. So, I'll go ahead and show you what that client was if I show you again, it's Mickey Mouse. So, I'm gonna look up his

record just so you guys can see what a locked record looks like. So, I'm gonna click manage client and I'll find the client that is lost. Where did he go? And his date of birth was... So, I'm gonna look for a client that says it wasn't available, one that it couldn't find and then this is the screen you'll see when a client has either locked their record or have chosen to opt out completely. If some clients opt out completely in their record is completely purged. Some again or have locked with specific organizations. There is. The screen will also pop up if a client is deceased and we won't have access to that record either if that's not the case, you can always contact the helpdesk and will not work through to see if it actually is a deceased client. So, now that we've created the list I'm going to go back to manage lists and you'll see that it's actually in your list now. So, this is the last one we created. This is who it was generated by how many are on the record, or the list, and when it was created. Now say you've created a list and you wanna add somebody else do it. You can do that by going to add client to list and then we're going to add that client that we looked up earlier. We'll click find. And then when you do that add client to list option, there's a new dropdown that shows up where it says pick a report list. You'll click the drop down and then you're going to find the list that you wanna add him to. This dropdown only shows a list that this client is not on. So, if you don't see the list you're looking for for this client, it means they actually are already on the list. So, we'll click the lists we want and click add. And it'll tell you that this client has been added to the selected list. And then we're going to go back to manage list so you can see that the number count the count has changed on here. So, once you've completed your list and you're ready to go, and you want to submit your request ...for that report. We're just gonna hit home and I'm gonna show you email. You wanna go ahead and send an email to the help desk so not from your gonna send it to that help desk email address which again is on that log in page and this also on our website and then this is how you want to put your subjects. They want to put what you're requesting; this will help MIIC staff just so we can triage out to the correct people and get to your reports. You want the name of your organization, the organization code we used to log into MIIC with, the name of the list. If you, I believe how we'll clarify this if you have more than one list that you want to report for, you can put both of them in there, I would just separate them out. The date you updated the list last and then which report you're asking for. I think there's two options. I'll let Holly address that. And then who you want the list sent to. So put the name and email address so if it's not coming from, so say Lonestar wanted this but we can never had to send it.... And then let me look at... I had the PDF open but I don't know where it went. Here we go. Nope, that's not it. I can't find the checklist. Where did it go? OK, well, Holly, I'm gonna have to have you, maybe I'll find the checklist for us to show at the end. There's a checklist that everybody should have that was sent out with those information on here. So, I'm gonna go ahead and pass it over to Holly now and search for that. Holly, do you want to grab the...

Yes, one second let me make sure I have the right screen.

Hi everyone, my name is Holly Kidrowski and I am an epidemiologist on the MIIC team and so I'm going to go over what this long-term care booster report or booster status report looks like. So, once you email the helpdesk, either, within five business days, we will send you your report. It'll come in an encrypted email. And once you open the email and open the report, it'll actually look like this, and so it will come as an Excel spreadsheet. And it will have everyone from your list on it. And all of their covid 19 doses that they have in MIIC. So, I'm just gonna walk through all the columns in the report. So, the first one here is the MIIC ID or client ID. And then it's client last name, first name, their date of birth. And then the date that they received their first COVID

dose and then what product they got for their first dose and then it lists the same two pieces of information for a 2nd, 3rd, 4th, and 5th dose. We found that sometimes people have more than two or three doses on their report, so it, the report does have the ability to show up to five doses but if you notice that any of these are blank, that means that there aren't any in MIIC. Then the next column is the recommended next COVID. So, this is the date that the client is recommended for their next covid 19 dose. And then there's this last status column. And so, this column can be used if you are interested in knowing exactly who's recommended for a dose of COVID-19 when this report was ran, and so you can easily use this sort and filter function. Click filter and then you can sort. So, let's say I'm only interested in those who are recommended for COVID-19 dose on 10/6 which is when this report was ran. And then this will show me that these three clients are recommended and that I most likely can give them another dose. I will reset that. I also wanna note that this recommended next COVID date is for any dose of COVID and so if you look at this client here, they only have one dose in MIIC, but they are recommended for this second dose on the 13th of 2021. So, they're not yet recommended because it's not October 13th yet. But they do have a date, so they do have a status in this report. These two clients do not have a recommended next COVID date. And so, there is no status for them in the report. And then I also want to notice or want to demonstrate what you can do if you notice anything weird or interesting in the reports. So, I'm looking at this client here and I noticed that they have four doses of COVID-19: two Pfizer and two Moderna. And I know that they are resident in my facility, be vaccinated with Moderna. I don't think that these Pfizer doses are accurate. You can take the MIIC ID. And then log into MIIC. Pull up their records so I'm using the manage immunizations function and I just paste their MIIC ID right in this MIIC ID field, click find and then this is going to pull up their MIIC record and I'm going to look and I notice that these dates, February 14th, and February 15th are really close together that I am thinking that maybe something got entered incorrectly and I will go to the edit screen and see if anything looks familiar or not, and then if you do notice anything weird or anything that you think is incorrect, please send that to the help desk. So, email the helpdesk and include the MIIC ID number and then what you also, have a question about or any concerns that you have or what just looks weird on the record. And then lastly, we are working on an aggregate report to assist with booster planning. So, this would be a projection of how many people from your list are recommended for a booster based on the week but that is in the works and we will send an updated checklist when that is ready. And that is all I have. So, I will pass it back to Rachel.

Thank you, Holly. So, I'm just taking a look at our questions here in the chat. And I'm wondering, Jenevera, if you might be able to take this one. I think it's from earlier in the webinar and the person asks what if a resident has changed their name.

So, I can go ahead and I most often than not people are changing their last names, but people can also change their other names so you can go to a client's record and say you know that Donald Duck has changed his last name to say, Donald Ducky or something like that. So, you can change it here if you have this typical user role and click save. MIIC is going to tell you that what's gonna happen is you're about to change Donald Duck to Donald Ducky and you're gonna save the changes. And I'll create an alias. So, it just means they didn't basically on their record, MIIC is gonna keep the information from both of them in case we get data that is in Donald Duck and it should go to Donald Ducky's record. So, we'll click OK and it'll show that Donald Duck is now Donald Ducky. And then let me try to find him now just so you can see. I'm gonna

type in part of and it'll show you now that this was our original client, Donald Duck, and there's an AK on, AKA on here. Now if I click on this one 'cause I don't know he changed his name, it'll tell me that the AKA is, it's Donald Ducky now and the AKA is Donald Duck and this is the clients MIIC ID number. Then go back and click on this one. You'll see that it's the same MIIC ID number. So, once you change something, it'll create an alias which is actually good. So, if people get married, it'll say like their maiden name and their married name. Uhm, there's other ways, if you find two clients and MIIC and they are the same person and they now go by their maiden name instead of their married names, you can send those MIIC ID numbers through the help desk and tell them that we need those clients merged and just let us know which one is the most accurate. So, I think that I hope hopefully that answered the question.

Thank you Jenevera, that's great. So, we have another question. I'm sorry if I missed it, but how do we get our login information for MIIC?

OK, yeah, I don't. Depending on when you joined, so it is depending on if your organization is already set up in MIIC, you could have a site administrator and you'd want to talk with them about getting you set up in MIIC. If you don't have a site administrator or you don't know if your organization is set up in MIIC, you can contact the helpdesk. And again, that's on one of these screens. That helpdesk emails on it's on all of these screens so you can go ahead and click even if you just search our home page here, so if you just search in MIIC here, it'll take you to a lot of our screens. You can click on this and I'll tell you about MIIC and then if you have questions there's a phone number. Emails probably faster just because all of us are doing so many things but you can do participating MIIC so if your organization is not set up, you'll go to the participating in MIIC screen, click participate. And this will give you a drop down about learning about MIIC and this dropdown will tell you how to enroll. So, this is a data use agreement. We only need one data use agreement per organization, so not per user. So again, check with your organization and see if there's any existing users and if you have some based on the organization code and then you can email the helpdesk with that and we'll set up a user account for you. If all else fails, go ahead, and email the helpdesk and then we'll look and see if you're in, if the organization is in MIIC. And if you aren't, we'll tell you to come to this page. If you are, we'll get some information and set up an account for you. And then just since we're here, I'll go ahead and show you the login pages again under this, participate and then MIIC login and then this will take you to that homepage. And the email is here, which I'm sure Rachel will show several more times.

Thank you, Jenevera. We have another question here, Jenevera, that you could take or I'm happy to take as well. Can we use this for employees reporting flu shots and COVID vaccines?

So that's like I said, you should be using MIIC to look up clients that you're providing services on behalf of. MDH isn't going to give legal advice so it depends on what your organization decides is providing services on behalf of. I don't know, Rachel, do you want to go further into that?

Yeah, so I'll just add that if your long-term care facility is providing services to employees and administering dose through an inhouse provider directly to that employer and that, directly to that employee, then that would be a circumstance where you could use MIIC to enter their doses into MIIC and look at their records. But outside of that no, this system is just for your clients, for whom you're providing services. OK, I'm just going to hand it over to Holly for a couple of questions here. We have a question, why can't we just run a report instead of sending email and waiting for the report to be returned?

Yeah, that's a great question. So, unfortunately there aren't any functions within MIIC that are covid specific right now, and so that's why we have this process of sending an email and then waiting for us to export that data and send it to you. We are hoping to get something and MIIC in the future, but for right now there is nothing COVID specific that gives you the date of every single dose that they've gotten, and only for covid. It would, there are some reports in MIIC that have other immunizations as well but the goal of this was just to have only COVID information available. And so, this is our work around since we don't have anything within MIIC right now.

Great, thank you, Holly. We have another question here. I'm not sure that I entirely understand it, but I'll read it here. If we give third dose of Moderna, will there be an option that states third dose.

Yes, so once there are official recommendations for Moderna boosters or Johnson/Johnson boosters, that information will be in MIIC and then that date or recommended next Covid dose would be updated to reflect that as well.

Great thank you, Holly. So, we have another question here that I might turn over to Jenevera. The question is if we need to enter influenza vaccines for our residents, is there an easy way to enter them into MIIC? Or do we need to open each resident separately?

Yeah, I can take that so it kind of depends on your definition of easy and if you like to fight with Excel or not. I'll go ahead and share my screen just so you all can see our training page. So, on our user guidance and training page, which is here, there's a bunch of options here and you can, there's one that says entering information we can click on this drop down and there's several ways to enter new clients immunizations, not using inventory immunization, using inventory and then if you're entering like you've been administered ... to people, and you want to get those shots in there, you can use our general immunizations spreadsheet. So, you can click on this this button and there's actually a whole webinar on how to do that. And then there's a PDF that will show you how to do that or the actual step by step instructions. So, it's a real quick if you're in MIIC, it is under, I gotta switch here from lists this spreadsheet. Uhm. Where is spreadsheet? Oh, here we go. So, this spreadsheet is under data submission and it's complete download and I'm logged out. The instructions are on there. Let me. I don't know why it logged me out. So, it's under template download and it'll tell you before you're filling out this template, review the guidance here. This will link you directly that guidance I showed you. Kind of the same thing as the list feature it's gonna give you a blank template that you're gonna generate depending on your computer and depend on how it opens up, and it is also a comma separated value spreadsheet and it is also only requires last name, first name and date of birth. Obviously, you want the immunization information in there as well but you can't have any special characters, who can't move or turn the columns around but go ahead and I'd encourage you all to just go ahead and review the documents on our training guide and this is the template. It looks different than the list template, general idea, but those guidance actually shows you step by step how to do it so.

Alright, thank you, Jenevera. Alright, we have a few more minutes here, will feel free to put any of your questions in the chat. We've had a lot of great questions so far. Please feel free to put more in the chat. While we wait to see if more questions come in, I'll just share my screen and show. So, if you want to access our training and guidance materials you can go to your web browser and type in MDH MIIC. And you'll see our website here and you can click on user guidance and training. And you can see here we have all of our materials stored here. For

example, if you wanted to find information on getting started, you could come here. We have a MIIC 101 link. And you can see we have some of it we have Uhm PowerPoint videos for lots of our functionality and some of them are 8 minutes, but some of them are two or three minutes, so you can kind of go through and just look at specific things like forgotten passwords, etcetera. Similarly, you can also see using lists they're using the list function so you can see the PowerPoint video here is 6 minutes and you can come and just look directly at the managing list function and setting up a list in MIIC.

So, we have a question here. All immunizations should be entered into MIIC, even if we enter them into our EMAR electronic medical record. Is that correct? So, provider organizations, so with the exception of pharmacies, provider organizations in Minnesota are encouraged to report their immunization data to MIIC. Pharmacies are mandated to report immunization data, to MIIC and all other organizations are encouraged to report their immunizations to MIIC. When you put your put your immunizations into your electronic medical record and if your organization has data exchange setup with MIIC, those doses will come directly into MIIC. We will post some things on data exchange into the, into the chat.

All right, we still have time for a couple of questions. Feel free to put your questions in the chat. Sang, if you're available, I wonder if you wouldn't mind just giving a quick note about the email for the employer process?

Sure, hello, my name is Sang. For anyone looking to get COVID-19 vaccination information for their employees specifically for employees who do not provide health services for, we do have a process that you can go through with us. If you have questions for that I can link the email inbox to that in the chat.

Thanks, Sang. Alright, we have two minutes left there. Any other questions out there? We've put a lot of information into the chat. So, feel free to, to go through there for links to various. training and guidance, resources, and other email addresses and such. But otherwise, thank you so much everyone for your time today and please don't hesitate to reach out to the MIIC help desk with any additional questions that you might have. And we thank you. This webinar is now finished.

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