Running FluSafe Reports

This guide describes how to run a FluSafe report in order to get your facility’s FluSafe rate. Please note that in order to run a FluSafe report you must already have a list in the Minnesota Immunization Information Connection (MIIC).

1. Log into MIIC.
   a. If you cannot log into MIIC, contact the MIIC Help Desk at 651-201-5207 or health.miichelp@state.mn.us for assistance.

2. Choose manage list from the Lists menu on the left-hand side of the screen.

3. Click on the View icon next to the specific list on which you wish to run a report.

4. Click on the View/Create Output button.

5. Select the FluSafe Reports radio button.

6. Enter the date range for which you wish to have the report run.
   a. The default time frame is the current flu season, the most recent July 1 through the current date.
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7. Select either Generate FluSafe Detail (CSV), which provides a report that lists out employees and their vaccination dates, or Generate FluSafe Summary (CSV), which shows FluSafe rates only.

a. After making a selection, your report should show up in the Generated Reports section of the screen with a status of Started.

8. Wait briefly and then click the Refresh button to see if your report generation is complete. You may have to do this a few times while your report is being generated.

9. Once the report has completely generated, click on the View icon to view your FluSafe report.

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FluSafe
Vaccinating staff, protecting patients

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To obtain this information in a different format, call: 651-201-5503.