

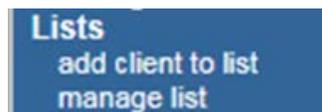
Running FluSafe Reports

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.

Organization Code
Username
Password

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.

Select Output

Member List
 Member Immunizati
 Immunization Due
 FluSafe Reports

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.

RUNNING FLUSAFE REPORTS

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.

Target Date Range: 07/01/2015	To: 10/30/2015
Generate FluSafe Detail (CSV)	Generate FluSafe Summary (CSV)

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

Generated Reports				
View	Delete	Report Type	Started	Status
	X	FluSafe Summary CSV	10/30 02:28:12 PM	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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*To obtain this information
in a different format, call:
651-201-5503.*