

# Using the Bulk Query Function

## MIIC USER GUIDANCE TRAINING RESOURCE

This guide describes how to access and use the bulk query function to efficiently query MIIC for immunization records for a large number of students. This feature within the AISR application will not change the reporting process for your annual immunization reports. It is a separate, **optional**, feature that will be available for schools to retrieve student immunization information. This guide will go over the use of this application for public schools, private and charter schools, and higher education users.

If you are trying to complete your annual immunization status report, please refer to the ([User Guide: Annual Immunization Status Report \(AISR\) Online Reporting Tool \(www.health.state.mn.us/people/immunize/ed/aisruserguide.pdf\)](http://www.health.state.mn.us/people/immunize/ed/aisruserguide.pdf)) for step-by-step instructions on how to complete your report.

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## Accessing the bulk query function

**Important note:** Depending on your school type, such as a public school, charter, private school, or higher education, certain functions in the AISR application may differ.

1. If you are a **public school or charter school** user, go to [Annual Immunization Status Report Login \(aisr.web.health.state.mn.us/\)](http://aisr.web.health.state.mn.us/).
2. If you are a **private school or higher education** user, you must use a different application web link to use the bulk query function. Please go to [Higher Education/Private School Student Immunization Query Tool \(aisr-college.web.health.state.mn.us/\)](http://aisr-college.web.health.state.mn.us/).
3. The preferred internet browsers to use both applications are Microsoft Edge or Google Chrome.

## Logging in

### New users

1. If you are a new user with a public or charter school, click on the “New User Registration” link to create a new user account.

**Note:** If you are a public or charter school user and already have an account for the AISR application, you do not need to create a new account to use the bulk query function.

2. If you are a public or charter school user, enter in a username, which will be your email address, your last name and first name, and your four-digit district number.

**New User Registration**

Username:  (email address)

Last Name:

First Name:

District:  Must be a four digit number (example: 192 = 0192).

Register

3. If you are a private school or higher education user, enter in a username, which will be your email address, your last name and first name, and your organization name.

**New User Registration**

Username:  (email address)

Last Name:

First Name:

Organization Name:

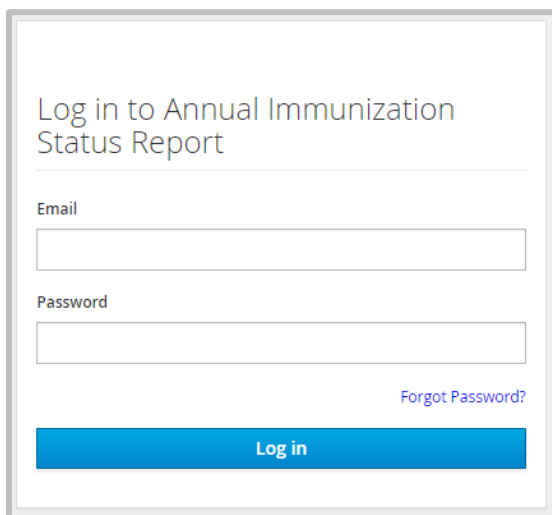
Register

4. Click on the “Register” button when you are finished. You will receive a confirmation email with a link to set up your password.

### Returning users

1. If you have used the AISR reporting tool in the past, you may begin by clicking on the “Login” link and entering in your email and password credentials in the login screen.

## USING THE BULK QUERY FUNCTION



Log in to Annual Immunization Status Report

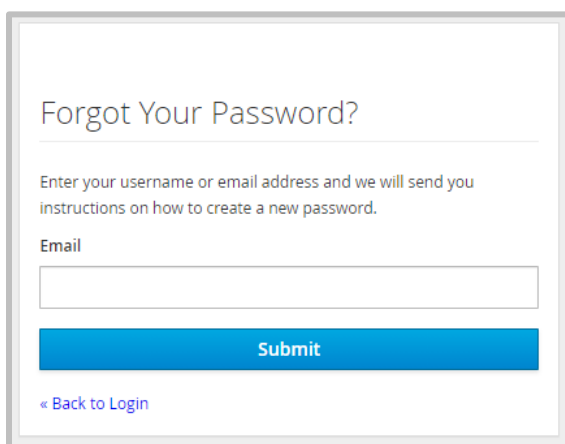
Email

Password

[Forgot Password?](#)

**Log in**

2. If you forgot your password, click on the “Forgot Password?” link at the bottom right of the login screen to reset your password.
3. Enter your email address into the box on the “Forgot Your Password” page, then click on the blue “Submit” button.



Forgot Your Password?

Enter your username or email address and we will send you instructions on how to create a new password.

Email

**Submit**

[« Back to Login](#)

4. After several minutes, you should receive an email with instructions to reset your password.
  - a. If you receive an error message or do not receive an email after several minutes, you may need to clear your web browser cache/cookies. Please refer to [How to Clear Your Browser's Cache \(www.wikihow.com/Clear-Your-Browser's-Cache\)](http://www.wikihow.com/Clear-Your-Browser's-Cache).

## Accessing the bulk query function

**Important note:** Schools without a signed Minnesota Immunization Information Connection (MIIC) Data Use Agreement (DUA) will not be able to see or access the bulk query function. This is due to immunization sharing policy prohibiting access to immunization information in MIIC without a signed DUA. Please contact the MIIC Help Desk at [health.miichelp@state.mn.us](mailto:health.miichelp@state.mn.us) for questions on getting set up in MIIC.

## USING THE BULK QUERY FUNCTION

1. Now that you are logged in, you should see the “Home Page” screen. In order to access the bulk query function, you must first select your school/school district.
2. Click on the “Browse Schools” link either in the middle or in the top left corner of the screen.

Annual Immunization Status Report (2021 - 2022)

Home **Browse Schools** Instructions Change Password Logout

### Home Page

[Click here to open instructions on a separate page](#)

**Browse Schools**  
Change Password

3. In the “Browse Schools” screen, you will see all the schools your account is associated with. On the far right, click on the “Create/View Queries” link under the “COVID19 Bulk Query” column to access the “COVID19 Bulk File Import” tab.

### Browse Schools - District MDH - MDH ADMIN

Last Updated Date	School Name	Public/Non	City	County	Contact Information	COVID19 Bulk Query
<a href="#">Edit Report</a> 2021-08-05	TEST1	Public	ANGUS	HUBBARD	<a href="#">Edit Contact Information</a>	<b>Create/View Queries</b>

- a. Please note, if your district has multiple schools, you can use the “Create/View Queries” function from any of the school options. However, if you want to go back and view your output files from any current or previous uploads, you must go back to the same school you originally uploaded it under.

## Uploading a bulk query file

1. In the “COVID19 Bulk File Import” tab, you will see a description text box. Please review the information which includes a summary of the bulk query function, links to related resources, and an immunization data sharing law disclaimer.

**Mailing Address:** TEST AVE  
**City:** ANOKA **Zip:** 55555  
**County:** CROW WING  
**Note:**

**Contact Name:**  
**Phone Number:** (555) 555- 5555  
**Email:**

**COVID19 Bulk File Import** COVID19 Match Results

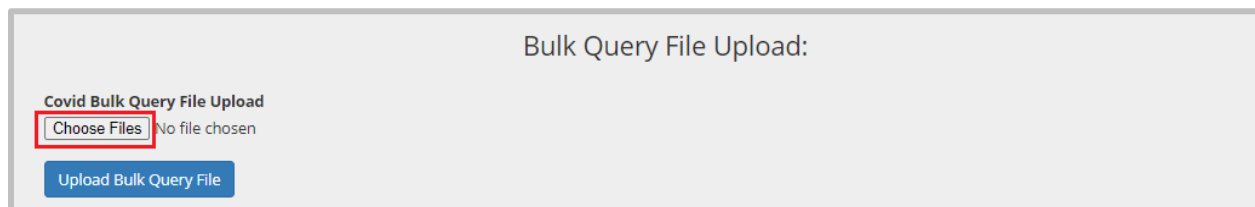
The “COVID-19 Bulk File Import” tab is used to query the Minnesota Immunization Information Connection (MIIC) for K-12 student COVID-19 vaccination status. Schools can upload student list files to obtain client-specific COVID-19 vaccination statuses as well as aggregate-level data for COVID-19 series initiation and completion. Once uploaded, the file will begin processing and finish within 48 hours. An email notification will be sent to the email listed above when it is ready.

The results will be displayed in the “COVID-19 Match Results” tab, which will include the results of clients matched in MIIC, the COVID-19 vaccination status for each client, and other aggregate-level COVID-19 vaccination data. Detailed specifications for the bulk query file can be found at [here](#). More information on using the COVID-19 Bulk File Import Query process can be found in the [user guidance](#).

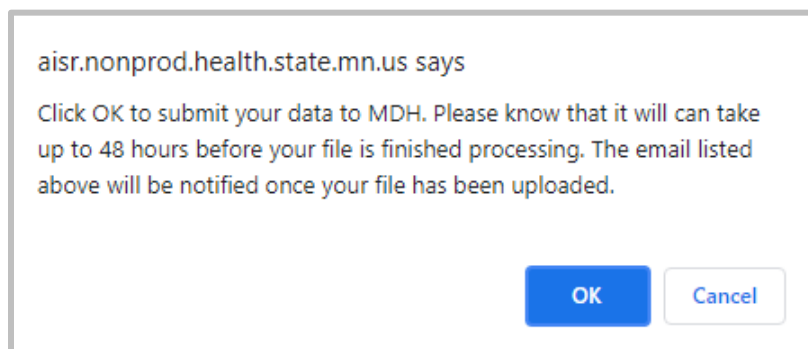
Per Minn. Stat. § 144.3351 (the Immunization Data Sharing Law), the Minnesota Department of Health can share COVID-19 vaccination data with you on your students. All participants are expected to follow the privacy and security parameters described in the MIIC Data Use Agreement. MDH is not subject to HIPAA or FERPA. Please check with your administrator or legal team before participation in the program.

## USING THE BULK QUERY FUNCTION

- At the bottom of the page, you will see the “Bulk Query File Upload” section. Click on the “Choose Files” button to upload your student list file.



- Please view the [Managing the Input and Output Files for the AISR Bulk Query Process \(www.health.state.mn.us/people/immunize/ed/managequery.pdf\)](http://www.health.state.mn.us/people/immunize/ed/managequery.pdf) user guide for more information on filling out the input file.
- Once you have uploaded the file, click on the blue “Upload Bulk Query File” button at the bottom of the page.
  - A pop-up message will appear. Click “OK” to proceed.



- If your upload was successful, you will receive a green confirmation message box at the top of your screen.
- If your upload was unsuccessful due to a bad file upload, you will receive a red error message box at the top of your screen. Please check if your file meets the specification requirements and reupload the file to try again. Some common things to check for:
  - File must have one header row.
  - Same order of column names (first 9 columns).
  - First Name, Last Name, and Date of Birth (DOB) are required values – error if missing.
  - Check for valid DOB formatting – MM/DD/YYYY or YYYYMMDD (assuming if no delimiters).

## USING THE BULK QUERY FUNCTION

- The file should finish processing within 48 hours. When it is complete, a notification will be sent to the email listed at the top of the page in the blue contact information box.

**COVID19 Bulk Query – District MDH – MDH ADMIN 2650**

TEST1

**Mailing Address:** TEST  
**City:** ANGUS **Zip:** 65234  
**County:** HUBBARD

**Contact Name:** TEST TEST  
**Phone Number:** (546) 563- 2356  
**Email:** test@test.test

- Please note, if this email address is not correct, you can change the contact information for this school/school district in the “Browse Schools” screen and select the “Edit Contact Information” link next to the school’s name.
- Once the file is ready, click on the “COVID19 Match Results” tab to the right of the “COVID19 Bulk File Import” tab to access the output files.

**COVID19 Bulk Query – District MDH – MDH ADMIN 2650**

TEST1

**Mailing Address:** TEST  
**City:** ANGUS **Zip:** 65234  
**County:** HUBBARD

**Contact Name:** TEST TEST  
**Phone Number:** (546) 563- 2356  
**Email:** test@test.test

COVID19 Bulk File ImportCOVID19 Match Results

## Viewing the output files

- In the “COVID19 Match Results” tab, you will see a screen titled “Bulk Query Results” with your output files.

Bulk Query Results:					
Output Files					
Input File	Upload Date	Full Vaccination Files	Covid Vaccination Files	Matching Results Files	Aggregate Statistics Files
test.xlsx	2021-08-02 10:29:27.249	<a href="#">Get Full Vaccinations</a>	<a href="#">Get Covid Vaccinations</a>	<a href="#">Get Matching Report</a>	<a href="#">Get Statistics</a>
test.xlsx	2021-08-03 11:49:52.655	<a href="#">Get Full Vaccinations</a>	<a href="#">Get Covid Vaccinations</a>	<a href="#">Get Matching Report</a>	<a href="#">Get Statistics</a>
testxls.xls	2021-08-04 14:34:31.078	<a href="#">Get Full Vaccinations</a>	<a href="#">Get Covid Vaccinations</a>	<a href="#">Get Matching Report</a>	<a href="#">Get Statistics</a>
incoming.txt	2021-08-05 08:49:48.04	<a href="#">Get Full Vaccinations</a>	<a href="#">Get Covid Vaccinations</a>	<a href="#">Get Matching Report</a>	<a href="#">Get Statistics</a>
TestFile.csv	2021-08-05 12:53:17.58	<a href="#">Get Full Vaccinations</a>	<a href="#">Get Covid Vaccinations</a>	<a href="#">Get Matching Report</a>	<a href="#">Get Statistics</a>

- In the “Output Files” table, you will see the names of all the files you have uploaded that have been successfully processed along with the file upload date and four different output files.
  - Full Vaccination Files: Shows all vaccination information for your uploaded student list. Formatted as a pipe delimited .txt file.

## USING THE BULK QUERY FUNCTION

- b. Covid Vaccination Files: Shows only COVID-19 vaccination information for your uploaded student list. Formatted as a pipe delimited .txt file.
  - c. Matching Results Files: Shows COVID-19 information for students in the uploaded file and whether there was a match to an associated MIIC record. Formatted as an Excel file.
  - d. Aggregate Statistics Files: Shows aggregate COVID-19 vaccination statistics for your uploaded student list file. Formatted as a pipe delimited .txt file. Please note that the “percent\_found\_in\_miic” column is not COVID-19 specific.
3. Click on any of the output links to download the corresponding file.
  4. If you would like to upload a new file at any time, repeat the upload process in the “COVID19 Bulk File Import” tab.

## Help

If you need assistance in accessing or have questions about using the AISR bulk query function, please contact [health.aisr@state.mn.us](mailto:health.aisr@state.mn.us).

Minnesota Department of Health  
Immunization Program  
PO Box 64975  
St. Paul, MN 55164-0975  
651-201-5414  
[health.aisr@state.mn.us](mailto:health.aisr@state.mn.us)  
[www.health.state.mn.us/people/immunize/ed/school.html](http://www.health.state.mn.us/people/immunize/ed/school.html)

9/7/21

*To obtain this information in a different format, call: 651-201-5414.*