

# Doses Administered by Eligibility Report

This guide is for sites enrolled in the Minnesota Vaccines for Children (MnVFC) program that track immunizations with dose-level eligibility (DLE) in the Minnesota Immunization Information Connection (MIIC). Follow the instructions below to learn how to use the Doses Administered by Eligibility Report feature in MIIC. You can use this feature to assess how many doses of MnVFC vaccine your site has given and to help inform your next MnVFC vaccine order.

The Doses Administered by Eligibility Report shows all pediatric vaccine doses given during a selected timeframe. Doses are sorted by vaccine type and patient eligibility category. The report also provides a count of vaccine doses given to MnVFC-eligible children.

Vaccine	Insured (V01)	MHCP (V02)	Uninsured (V03)	AI/AN <sup>1</sup> (V04)	Underinsured <sup>2</sup> (V05)	Unknown (V00)	Special Projects <sup>3</sup> (V07)	Total	Total MnVFC <sup>4</sup>
DT	1	0	1	0	0	0	0	2	1
DTaP	3	1	0	1	1	2	2	10	2
DTaP-Hep B-IPV	1	1	1	0	0	0	0	3	2
DTaP-IPV	3	0	1	1	0	0	0	5	2
DTaP-IPV-Hib	29	2	0	0	0	17	0	48	2
Flu	31	4	0	0	0	13	0	48	4
Hepatitis A	26	5	0	1	0	17	0	49	6
Hepatitis B	18	5	0	0	0	7	0	30	5
Hib	2	0	0	0	0	2	0	4	0
HPV	26	0	0	0	0	13	0	39	0
IPV	5	0	0	2	0	1	1	9	2
MCV4	16	0	0	0	0	10	0	26	0
MenB	0	2	3	0	0	1	0	6	5
MMR	6	0	0	0	1	6	0	13	0
MMR-V	7	0	0	0	2	1	0	10	0
PCV13	40	4	0	0	0	15	0	59	4
PPV23	1	0	0	0	0	0	0	1	0
Rotavirus	29	2	0	0	0	11	0	42	2
Td	1	0	2	0	1	0	0	4	2
Tdap	7	0	0	0	0	4	0	11	0
Varicella	10	1	1	0	0	2	0	14	2
<b>Total</b>	<b>262</b>	<b>27</b>	<b>9</b>	<b>5</b>	<b>5</b>	<b>122</b>	<b>3</b>	<b>433</b>	<b>41</b>

Patient eligibility category is based on the assigned DLE information for each dose. If your organization has pediatric patients with unknown DLE information in MIIC, update their MIIC records to ensure their doses are counted in appropriate eligibility categories. You can use MIIC's Vaccines Given Report to identify pediatric doses with "Unknown" eligibility.

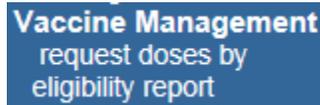
**Note:** This report does **not** include doses entered in MIIC as "historical." If your organization manually enters administered doses into MIIC for individual patients, make sure those doses are marked as "administered" in MIIC so they will be included in this report. Find more information in the "Adding Immunizations Not Using Inventory" user guide on the [MIIC User Guidance and Training Resources webpage](http://www.health.state.mn.us/divs/idepc/immunize/registry/hp/train.html) (<http://www.health.state.mn.us/divs/idepc/immunize/registry/hp/train.html>).

## Getting Started

1. Log in to MIIC.
  - a. If you cannot log in, contact the MIIC Help Desk at [health.miichelp@state.mn.us](mailto:health.miichelp@state.mn.us).

## DOSES ADMINISTERED BY ELIGIBILITY REPORT

- Go to the left-side navigation menu. Find the **Vaccine Management** section and select **request doses by eligibility report**. This will take you to the **Doses Administered by Eligibility Report** page.



## Creating Reports

- Select a timeframe for your report. The default timeframe is the previous month (e.g., 4/1/2017 through 4/30/2017).

Vaccine administration date range:  through

- Select the MnVFC PIN(s) to include in your report.
  - Find the **Available** field. Select a PIN you want to include. Then select **Add >**. This will move the PIN over to the **Selected MnVFC PIN(s)** field. Do this for each PIN you want to include in the report. In the example below, the report will include PINs 000000 and 999999.
  - Select **Add All >>** to include all available PINs in the report.

MnVFC PIN(s):	
Available:	Selected:
<input type="text" value="333333"/> <input type="text" value="999186"/> <input type="text" value="999992"/>	<input type="text" value="000000"/> <input type="text" value="100001"/>
<input type="button" value="Add &gt;"/>	
<input type="button" value="Add All &gt;&gt;"/>	
<input type="button" value=" &lt; Remove"/>	
<input type="button" value=" &lt;&lt; Remove All"/>	

- Select the report **Type** you would like.
  - Combined report** will produce one report output for all selected PINs.
  - Separate report** will produce a separate report output for each selected PIN.
  - Both** will produce a combined output and separate outputs for selected PINs.
- Select the report **Format** you would like.
  - PDF.
  - Excel/CSV.
  - Both.

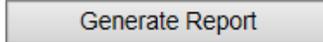
**Report Options**

Select report type and format. Then select "Generate Report."

<b>Type:</b>	<b>Format:</b>
<input checked="" type="radio"/> Combined report for all selected PIN(s)	<input checked="" type="radio"/> PDF
<input type="radio"/> Separate report for each selected PIN	<input type="radio"/> Excel/CSV
<input type="radio"/> Both	<input type="radio"/> Both

## DOSES ADMINISTERED BY ELIGIBILITY REPORT

5. Select the **Generate Report** button.



6. Check the report's progress by selecting the **Refresh** button. When the report is finished, **100%** will appear in the **Status** column.
7. Select the PDF icon in the **View** column to the left of your report. This will open a PDF file of the report in your browser window.

View	Delete	Report Type	Started	Status
		Report (combined) - PIN(s) 000000, 100001, pdf	07/05 04:32:55 PM	100%

Refresh

8. Save the report to your computer and/or print it.

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