

# Generating Reports for Lists

## MIIC USER GUIDE TRAINING RESOURCE

This guide provides instructions on generating reports from existing lists in MIIC.

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## Getting Started

1. Log into MIIC using your organization code, username, and password.
2. From the left-side menu in MIIC, select “Manage List”. Your MIIC role may change where it is located on the menu.

MIIC  
Minnesota Immunization Information Connection

Production Region 7.22

**Routine Functions**  
manage client  
manage immunizations  
enter new client  
request new client form

**Client Follow-Up**  
create follow-up  
manage follow-up

**Assessment Reports**  
create assessment  
manage assessment

**Lists**  
add client to list  
**manage list**

**Data Submission**

home manage my account logout help desk

organization MIIC • user MIIC User • role Typical User

**announcements:**

- NEW 07/08/2020 ~ [MIIC release 7.22 is live](#)
- NEW 03/23/2020 ~ [COVID-19 help desk phone suspension](#)
- NEW 03/11/2020 ~ [MIIC release 7.21 is live](#)
- NEW 12/10/2019 ~ [Clear your browser cache](#)
- NEW 07/15/2019 ~ [Meningococcal Forecasting Changes](#)
- NEW 07/09/2019 ~ [Submit Client Query Process](#)
- NEW 07/01/2019 ~ [How to Contact the Help Desk](#)
- NEW 12/14/2018 ~ [HPV Forecasting Issue Fixed in MIIC](#)
- NEW 04/04/2018 ~ [MIIC Reflects Shingrix Recommendation](#)

[more announcements](#)

**upcoming events:**

MIIC  
Minnesota Immunization Information Connection

Production Region 7.22

**Routine Functions**  
find client  
**manage list**  
add client to list

**Client Follow-Up**  
create follow-up  
manage follow-up

**Assessment Reports**  
create assessment

home manage my account logout help desk

organization MIIC • user MIIC User • role Read Only

**announcements:**

- NEW 07/08/2020 ~ [MIIC release 7.22 is live](#)
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## Selecting a Report Output Type

1. On the “Manage List” screen, click on the view icon for your chosen list (it looks like two people).

MIIC  
Minnesota Immunization Information Connection

Production Region 7.22

**Routine Functions**  
manage client  
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enter new client  
request new client form

**Client Follow-Up**  
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manage follow-up

**Assessment Reports**  
create assessment

home manage my account logout help desk

organization MIIC • user MIIC User • role Typical User

### Manage List

**List Options**

Create a New List Manually (one client at a time)

Create or Update by Uploading a File

**Existing Lists**

View	Delete	List Name	Generated By	Count	Last Updated Date	
		Test 2	MIIC User	(3)	07/21/2020	<input type="button" value="Save As"/>

2. Click on the “View/Create Output” button on the top right.

The screenshot shows the MIIC (Minnesota Immunization Information Connection) interface. At the top, there are navigation links: home, manage my account, logout, and help desk. Below this, the user's current session is displayed: organization MIIC, user MIIC User, and role Typical User. The main content area shows details for a list named 'Test 2' with 3 clients, generated by MIIC User on 07/21/2020. A table lists the clients with columns for Last Name, First Name, Middle Name, and Birth Date. The 'View/Create Output' button is circled in red.

Last Name	First Name	Middle Name	Birth Date
DOG	GOOFY		08/16/1982
DUCK	DONALD	N	01/01/1944
MOUSE	MICKEY	K	12/30/1993

- The “Select Output” section shows the options for the member list, member immunization history list, immunizations due, and FluSafe reports, and client query files. Select the report you want by clicking on the appropriate radio button.

The screenshot shows the 'List Based Output' section. It includes the same list details as the previous screenshot. Below the details is a 'Select Output' section with five radio button options: Member List, Member Immunization History List, Immunization Due, FluSafe Reports, and Client Query Files. The 'Member List' option is circled in red. There is also a 'Refresh' button.

- All reports will be available in the “Generated Reports” section of the page, except for the member list reports, which will display automatically. To view the reports, click on the appropriate view icon.

The screenshot shows the 'Generated Reports' section. It contains a table with columns for View, Delete, Report Type, Started, and Status. The 'View' column contains document icons, with the first one circled in red. The table lists two reports: 'FluSafe Detail' and 'History Report 07-07-2020 10:58:02', both with a status of 'Ready'.


View	Delete	Report Type	Started	Status
	✗	FluSafe Detail	07/07 10:58:35 AM	Ready
	✗	History Report 07-07-2020 10:58:02	07/07 10:58:42 AM	Ready

## Generating the Report

There are five different types of reports that can be generated: member list, member immunization history list, immunization due, and FluSafe reports, and client query files.


## Member List

1. Displays the name and date of birth for each client on the list sorted alphabetically by last name.

		<b>Minnesota Immunization Information Client Listing</b>		Page 1 of 1
		Report Run Date: 07/07/2020		
Last Name	First Name	Middle Name	Birth Date	
DOG	GOOFY		08/16/1982	
DUCK	DONALD	N	01/01/1944	
MOUSE	MICKEY	K	12/30/1993	

## Member Immunization History List

1. Displays the name, date of birth, and immunization history for each client on the list sorted alphabetically by last name.


		<b>Minnesota Immunization Information Connection Client Immunization History</b>		
		Report Run Date: 07/07/2020		
Client Name (L, F M): DOG, GOOFY		Birth Date: 08/16/1982	Gender: Unknown	
Immunization History				
Immunization	Date Admin	Series	Trade Name	
Influenza	08/16/2012	Booster		
Influenza	08/16/2014	Booster		
Influenza	08/01/2015	Booster		
Influenza	09/01/2015	Booster		
Vaccines Recommended by Selected Tracking Schedule				
Vaccine	Date Needed			
MMR	08/16/1983			
Td/Tdap	08/16/1989			
Varicella	08/16/1995			
Influenza	07/01/2020			

## Immunization Due

1. Displays the name, date of birth, and all immunization information for immunizations due for each client on the list sorted alphabetically by last name.
2. After selecting the “Immunization Due” button, the “Client Immunizations Due List Request” will appear, prompting you to select additional criteria.

- a. You can select all vaccine groups or identify specific groups only. Use the “Add” and “Remove” buttons to update your vaccine list.
3. A target date range can be entered, with the default being today’s date.

- a. **Note:** The “Target Date Range” will allow inclusion of those individuals who were, are, or will be overdue for the selected vaccine groups on a date falling within the target date range entered. If the “To” date is unspecified, the report date range will include the “From” date up to, and including, today’s date. If both dates are left unspecified, then today’s date will be entered for both “From” and “To.”
4. Click “Submit” when done. The report will look like below.



**Minnesota Immunization Information Connection**

**Client Immunization Due List**

Report Run Date: 07/14/2020

Page 1 of 1

Client Name (L, F M):

**DOG, GOOFY - 08/16/1982**

Vaccine	Recmd Date	Immunization Dates
Influenza	07/01/2020	1) 08/16/2012 2) 08/16/2014 3) 08/01/2015 4) 09/01/2015
MMR	08/16/1983	
Td/Tdap	08/16/1989	
Varicella	08/16/1995	

**DUCK, DONALD N - 01/01/1944**

Vaccine	Recmd Date	Immunization Dates
Influenza	07/01/2020	
Pneumo-poly	Complete	1) 02/07/2012
Td/Tdap	12/13/2011	1) 11/15/2011
Zoster/shingles	01/01/1994	

## FluSafe Reports

1. Generate reports that can be used for FluSafe participation or help users track the most current dose of flu vaccinations given to a group of people.
2. When you click on the “FluSafe Reports” button, you will see the following options:

**Flu Safe Report Options**

Target Date Range:  To:

Generate FluSafe

Generate FluSafe (CSV)

Cancel

Generate Refusal of Influenza

Generate Medical Exemption of Influenza

3. Choose a “Target Date Range.” The default date range will start with the most recent July 1 and goes through the day you are running the report (the date range of the standard flu season). This can be adjusted to any date range you choose.
4. Select the button with the report you would like:
  - a. **Generate FluSafe:** summary report that includes total on list, total flu shots, percent of staff vaccinated, and percent of staff vaccinated in house.
  - b. **Generate Refusal of Influenza:** includes total on list, total refusals, percent of staff refused, employee names, comments, and date.

- c. **Generate Medical Exemption of Influenza:** includes total on list, total exemptions, percent of staff exempt, employee names, comments, and date.
  - d. **Note:** PDF and CSV versions of the reports all have the same information. CSV files are easier to sort and filter with external programs, like Excel, and can be helpful if you wish to group the information from these reports into similar sections.
5. The status will indicate “Ready” when done. Clicking “Refresh” allows you to keep checking for current information on report status. Click on the view icon when the report is ready (it looks like a document).

**Select Output**

Member List  
 Member Immunization History List  
 Immunization Due  
 FluSafe Reports  
 Client Query Files

Refresh

**Generated Reports**

View	Delete	Report Type	Started	Status
		FluSafe Detail	04/13 10:07:37 AM	Ready

## Client Query Files

1. Submits a list of individuals to MIIC to retrieve immunization and demographic data on those individuals. Organizations can upload the returned data into their electronic system or analyze it independently.
2. Select the “Client Query Files” button to generate a demographic and immunization file for all clients in your list as a .txt file.

**Select Output**

Member List  
 Member Immunization History List  
 Immunization Due  
 FluSafe Reports  
 Client Query Files

Refresh

**Generated Reports**

View	Delete	Report Type	Started	Status
		CQ List 259736 Immunization 04-13-2021 10:07:20	04/13 10:07:20 AM	Ready
		CQ List 259736 Demographic 04-13-2021 10:07:20	04/13 10:07:20 AM	Ready

3. The status will indicate “Ready” when done. Clicking “Refresh” allows you to keep checking for current information on report status. Click on the view icon when the report is ready (it looks like a document).
4. Please refer to the [Submit Client Query User Guide \(PDF\)](https://www.health.state.mn.us/people/immunize/miic/data/clientquery.pdf) (<https://www.health.state.mn.us/people/immunize/miic/data/clientquery.pdf>) for more information about the query process and the return files you will get back.

## MIIC Help

For assistance with using lists in MIIC, contact your MIIC regional coordinator. View their contact information on the [MIIC Regions and Regional Coordinators](https://www.health.state.mn.us/people/immunize/miic/participate/regions.html) (<https://www.health.state.mn.us/people/immunize/miic/participate/regions.html>) page on the MDH website.

You can also send an email to the MIIC Help Desk using the “Help Desk” button on MIIC for any additional questions or use the light bulb icon to access additional user guidance resources.

The screenshot shows the MIIC (Minnesota Immunization Information Connection) user interface. The top navigation bar includes links for 'home', 'manage my account', 'logout', and 'help desk'. The 'help desk' link is circled in red. Below the navigation bar, the user's current session is displayed as 'organization MIIC • user MIIC User • role Typical User'. A section titled 'announcements:' lists three recent updates:

- 07/08/2020 <sup>NEW</sup> ~ [MIIC release 7.22 is live](#)
- 03/23/2020 <sup>NEW</sup> ~ [COVID-19 help desk phone suspension](#)
- 03/11/2020 <sup>NEW</sup> ~ [MIIC release 7.21 is live](#)

The left sidebar contains the MIIC logo and navigation options: 'Production Region 7.22', 'Routine Functions', 'manage client', and 'manage immunizations'.



## GENERATING REPORTS FOR LISTS-MIIC USER GUIDE

Minnesota Department of Health  
Minnesota Immunization Information Connection  
PO Box 64975  
St. Paul, MN 55164-0975  
651-201-5207  
[health.miichelp@state.mn.us](mailto:health.miichelp@state.mn.us)  
[www.health.state.mn.us/people/immunize/miic](http://www.health.state.mn.us/people/immunize/miic)

5/6/21

*To obtain this information in a different format, call: 651-201-5207.*