DEPARTMENT OF HEALTH

Generating Reports for Lists

MIIC USER GUIDANCE 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 under the Lists menu, select manage list. Your MIIC role may change where it is located on the menu.



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).



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



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

st Name	Test 2	Back to Manage Lists
lient Count	3	Manage Clients
enerated By	MIIC User	manage eneme
ast Updated Date	07/21/2020	
Select Output-		
- ·		
OMember List		Refresh
Member Immun	zation History List	
Immunization D	Je	
FluSafe Reports		
Client Query Fil	-	

4. 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.

Generated Reports					
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	
$\mathbf{\nabla}$					

Generating the report

There are four different types of reports that can be generated.

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

	Minnesota Immunization Information Client Listing			
FORMATION CONNECTION	Report R	un Date: 07/07/2020		
Last Name	First Name	Middle Name	Birth Date	
Last Name DOG	First Name GOOFY	Middle Name	Birth Date 08/16/1982	
		Middle Name		

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

Minnesota Immunization Information Connection Client Immunization History Report Run Date: 0707/2020				
Client Name (L, F M):	DOG, GOOFY		Birth Date: 08/16/1982	Gender: Unknow
		Immunizatio	on History	
Immunization		Date Admin	Series	Trade Name
Influenza		08/16/2012	Booster	
Influenza		08/16/2014	Booster	
		08/01/2015	Booster	
Influenza				
Influenza Influenza		09/01/2015	Booster	
	Vaccines R	09/01/2015	Booster elected Tracking Schedule	7
		09/01/2015		7
	v	09/01/2015 tecommended by Se	elected Tracking Schedule	-
	v	09/01/2015 becommended by Se faccine	elected Tracking Schedule Date Needed	-
	V T	09/01/2015 lecommended by Se accine MMR	elected Tracking Schedule Date Needed 08/16/1983	

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

Select the Vaccine Group(s) .				
select the fuccine oroup(s).	•			
Use All Vaccine Groups				Cancel
 Use Vaccine Groups 		•	≪ bhA	
Selected	Adeno			

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

Enter the Date Crite	ria
Target Date Range	From To T
	NOTE: If Target Date is blank, todays date will be used.
Generate by date	Use Overdue Date
	O Use Recommended/Overdue Date
	All Clients regardless of Recommended/Overdue Date
	Submit

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**.

3. Click **Submit** when done. The report will look like below.

DEPARTMENT OF HEALTH INNERCOLARITION CONNECTION		munization Information Connection ent 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			

- 1. Client query files: 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.
 - Select the Client Query Files button to generate a demographic and immunization file for all clients in your list as a .txt file.

GENERATING REPORTS FOR LISTS

Select Output Member List Member Immunization History List Ommunization Due Orimunization Due Orius Are Reports Oclient Query Files					
Generated Reports					
View	Delete	Report Type	Started	Status	
1000	×	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	

- 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).
- Refer to the <u>Submit Client Query User Guide</u> (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, 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.



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