MIIC Webinar 3 Transcript: Getting Data In and Out of MIIC

OCTOBER 24, 2023

And hello everyone. Thank you for joining us today. Thank you for joining our MIIC webinar series #3 today. We're glad to have you today with us. Next slide, please.

So, I'm just gonna go over some housekeeping. Everyone except the presenter will be muted. Please put your questions in the chat at any time during the webinar session and there will be pauses throughout the webinar and we will be able to take some of the questions that you guys have. We will also stop at the end of the presentation to take more questions as well. This webinar will be recorded and posted on our MDH website. So, if you want to go back and rewatch it, you have the ability to do so. If your question is not answered today, please reach out to us and send in those questions to the help desk, we will be able to answer those questions in details health.miichelp@state.mn.us. If you don't get time for them today, please remember to include your MIIC org when you send those emails to help desk. And if you have if you are experiencing any technical issues please log in and log, log out and log back in and you should be able to and should be good to go. Next slide please.

For the questions I'm you will be submitting there in the chat, and we will answer those questions while we are presenting this webinar. Next slide please.

For folks that are doing continual education, there will be links for continuing education surveys at the end of the webinar. After completing this webinar, you will receive a certification to claim credits. Each attendee is responsible for determining whether this activity meets the requirements for acceptable continuing education. Next slide please.

We have more resources in our website that you can go and access. And that's the link [MIIC User Guidance and Training Resources (www.health.state.mn.us/people/immunize/miic/train/index.html)](www.health.state.mn.us/people/immunize/miic/train/index.html). You can go and get MIIC training and get some material and there are plenty of resources as well there. And we always update our MIIC website and so therefore it always aligns with the webinar that we are presenting. Next slide please.

So today, like I said, we are doing webinar #3 and some of the topics we will be tackling today are getting data in and out of MIIC, learn about the electronic data exchange, editing immunizations, Bulk Query, and specific reports. Those are the topics that we'll go over today. Next slide please.

Like I said, we will be, we'll go in more in depth on how and how data gets into MIIC, Bulk Query and data exchange spreadsheet upload slash file upload, direct data entry, editing immunizations, vaccines summary report, vaccines given report and as always, we will have questions at the end of the webinar and throughout the webinar as well. Next slide please.

Now I'm gonna pass it to my colleague Erna and she will tell us MIIC data resources. Erna, take it away. Thank you.

Thank you, Mohammed. Today we'll be, as we've touched on previous webinars with MIIC or the Minnesota Immunization Information System. It is a statewide confidential system that stores electronic immunization records of clients who live and or receive immunizations in the state of Minnesota. Today, our focus is going to be on how immunizations get into MIIC and how do providers get information from MIIC. So, if we could get the next slide.

Basically, it begins with the birth of a child. The office of Vital Records at the Minnesota Department of Health shares the birth data with MIIC, which then creates a MIIC immunization record, and we also will receive information from Wisconsin, Iowa, and North Dakota ISS that's then immunization records for Minnesota residents who might have given birth in those states. We also have DHS that shares information and refugee health systems share information to get that data into MIIC. Next slide.

In addition, we have all of these other partners who are sharing data with us, primary care, clinics throughout the state and or the border clinics that again have patients who live in the state of Minnesota. They will share that data from Wisconsin and Iowa and then we also have local public health and pharmacies, pharmacies who are required by law to report to MIIC. Now, since this covers a lot of different partners, does anyone have any questions at this time? OK, let's go on to the next slide.

Exchanging data with MIIC. Now that we know who submits the data to MIIC, let's discuss how the exchange of the data occurs. Next slide.

Now immunization history is can be obtained from MIIC by a manual search, electronic search or, I'm sorry, electronic data exchange or a Bulk Query. In the last webinar we learned about the information available in the client immunization history and forecasting tool and these are the three different ways that primarily focus on ways to obtain a client's immunization records. Next slide please.

Now MIIC users can manually search for their clients in MIIC to view the fully immunization history and forecast tool. From there, provider organizations can print the client records, or they can manually enter the immunizations from MIIC into their own EHR or information system that they use for patient care. In the last webinar we searched, or we walk through how to search for our client in MIIC and today what we'll do is we'll briefly walk through it a little bit more, but also encourage you to review webinar #2 posted in the MIIC user guide. If you have any questions [MIIC User Guidance and Training Resources (www.health.state.mn.us/people/immunize/miic/train/index.html)](www.health.state.mn.us/people/immunize/miic/train/index.html). Next slide.

So, another option for organizations is to exchange HL7 immunization query messages with MIIC. This is for organizations who wish to exchange HL7 messages that they must go through an on boarding process with us to ensure that they are sending the messages that meet the specific criteria for data exchange and are formatted in a way that MIIC can read the message and return the requested patient information. Once the on boarding of the organization EHR is created, then a message is sent on to MIIC. The message contains the client's demographic information. MIIC uses that information to find the client within the MIIC system and then send back the information to the EHR. Organizations are able to specify if they want the client's immunization history only or if they want the client's immunization history and forecasted immunization recommendations coming from our MIIC system. So, that is a choice that you have to make as an organization. From there, MIIC possesses and responds to these query messages in the order in which MIIC receives them and results can be returned in near to real time depending upon how the organization is set up. Once the organization is or I'm sorry, once the information is returned to the EHR, a staff person will review the information before importing it into the immunization history in the client's record within the HER. The use of HL7 query messages is a great option for chart prep ahead of appointments or even at the point of care for most clinics and providers that use them. Next slide.

So, another option is the Bulk Query. Querying MIIC BA HL 7 is not a super great If you're looking to query MIIC for a large cohort of clients, or your entire client population. In those cases, the use of a MIIC Bulk Query tool is a better option. There are multiple ways to access the Bulk Query tool depending upon your organization type. All Bulk Query tools require the organization to populate a template, log into the MIIC or MDH application outside of MIIC and upload the file. Most organizations access the Bulk Query tool through the MDH cloud drive and upload pipe delimited tax file and schools and institutions of higher education can utilize the MIIC Bulk Query function throughout the AISR application.

Now we do have one question in the queue that I can answer and stop for other questions you might have at this point. That question is does MIIC receive any immunization information for everyone living in Wisconsin or just Minnesota residents?

And what that is only Minnesota residents, if the provider is participating in sending those immunizations to MIIC. If they're not receiving care here, or if they don't live here, we don't receive Wisconsin immunizations.

Now being that I covered bulk inquiries and HL7s, are there any other questions at this time?

There aren't any questions, not this time. Erna, please continue.

OK so, again, depending upon just reiterating this slide, depending upon the amount of data that you need to query will depend which is the best choice. Let's go on to the next slide.

So now that we've touched on how data gets out of MIIC, let's talk about how providers get their information into MIIC. Vaccine administration data can be reported to MIIC in one of three ways, electronic data exchange, file upload into MIC, which also refers as a batch load or direct data entry or hand entry where you're signing into MIIC and adding that immunization record at the time. The graphic on the right shows the breakdown of immunizations administered in 2022. That have been reported to MIIC as of April 23. We do accept historical records in this snapshot was taken as of 4/7 of 2023. So, sometimes the data we received might be historical reporting. Again, depending upon the provider or the immunizator or immunization clinic submitting that data to us. Electronic data exchange is the most common reporting method used by MIIC currently where participating providers with 94% of them doing immunization administration last year have been reported to MIIC electronically. From there, establishing an electronic interface with MIIC is strongly recommended for all providers and especially for frequent and or high-volume immunizators. So, that's something to consider if you're not currently connected. Next slide. If I could have the next slide, please. Thank you. Oh, we wanna be on slide 17.

Thank you. That's the one. Now an HL7 electronic data exchange refers to the sending and receiving of immunization records between an organization's health, electronic health record, or EHR, and the MIIC through an established interface. This is an example of what that code looks like, and you can detect on here once the interface has been set up that providers only need to document their client’s immunization data in the EHR and then it's sent on to us. This is the message at the bottom of the screen that the EHR then creates and sends that to us. Because the HL7 message is formatted according to MIIC specifications, MIIC application can read the message, absorb the information, and then add the information to the correct person's record. From there, also depending upon the organization, how it's set up, the information can be added to the clients MIIC record in near to real time. Again, going back to that interface and how quickly the information gets to us, and it updates. Now is there any questions on this slide?

I have a question, not specifically this slide. Someone wants to know does MIIC receive immunization information from everyone living in Wisconsin or just Minnesota residents?

OK. And that is the case if they are Minnesota residents and they've been immunized in Wisconsin then we'll receive that information. Otherwise, we don't receive it for everybody. So, then I also see.

Yeah, someone says I understand that refusals are documented in the comment section, but it only tied at that specific visit. That's that field is limited since people may accept different visit. Any plans to change this?

That is something we need to check on.

Yeah, Erna. I can just chip into. Sure, it is a limitation in MIIC, it's the refusals are tied to comments and so it is it's just meant as this is a visit and maybe in future visits a patient will not refuse the vaccine. That's the way we've structured it so that people have a chance to ask and allow people another chance to receive those immunizations at future visits.

Thank you, Rachel and one last questions. The question is which organizations are required by law to enter immunizations into MIIC? Why isn't it every organization requires to enter that and to MIIC?

And as I understand it, its currently only pharmacies are required to enter the data into MIIC. As far as every other organization, MIIC is voluntary participation where the data is sent on to us by either the provider, the organization doing the immunizations and we share it. However, people have the ability to opt out of sharing their data within MIIC and other things like that. So, it it's not or wasn't set up to be required. It's voluntary sharing of the data with the intent to improve the health of everyone who participates. OK. If there are no other questions, we'll go on to the next line.

Yep. No other question at this time, thank you.

OK, now this is something we're doing a lot of, right now. Currently on uploading files to the MIIC interface. We received spreadsheets from organizations that don't have an HL7 interface that need to report 20 or more immunizations at a time they do so through using a file template such as the immunization spreadsheet to batch upload the vaccine data into MIIC. And this is a source for everyone to use, again if they meet their criteria of 20 or more immunizations. Jenevera will be going into further detail on this in a few minutes. So, the next slide.

And then the third option is for reporting immunization data to MIIC is through the direct data entry or hand entry into MIIC where you log into the website and add the information. We'll be walking through the process together a little while later. Of note, MIIC has an inventory function available for providers. It is not required of any provider to participate, but it's a feature available to use if you deem it's helpful for your provider immunization workflows. Also, if your organization uses the inventory feature in MIIC, you will have to add, or we'll have to manually enter all of the immunizations as used as of the immunization spreadsheet or sending data via an HL7 interface. We do not decrement doses from your inventory on hand. But again, use of the MIIC inventory function is not required of any provider. OK. Next slide.

Now moving beyond the user interface. So, if you're interested in moving on beyond the user interface to exchange data with MIIC via the HL7 interface or to query MIIC through one of the Bulk Query tools, reach out to the MIIC help desk health.miichelp@state.mn.us. We can answer any questions you might have or give greater details on the steps required to on board with either of these processes. There are also resources and specification guides on the submitting and exchanging data with MIIC Web page Submitting and Exchanging Data with MIIC (www.health.state.mn.us/people/immunize/miic/data/index.html). From there, I'll do another pause, Mohamed to see if there are any additional questions.

No additional question at this time. Thank you.

OK. If not what I'll do is, I'll turn this over to Jenevera to demonstrate how to use the immunization spreadsheets uploading the functionality IN MIIC to report your vaccine administration data.

Thank you. Next slide. Thanks everyone. I'm Jenevera. I'm with the MIIC, I'm with the MIIC help desk. I answer a lot of your emails and phone calls. I'm gonna go ahead and share my screen. So, like Erna mentioned data exchange on one of those slides, data exchange is typically the gold standard. So, we would like all of the information reported to MIIC via data exchange. That said, there are other ways including entering immunizations by hand one by one through the user interface or using our general immunization spreadsheet. To use the general immunization spreadsheet, you do need the typical user role and above if you do not know if nobody in your organization has that role, go ahead and email the MIIC Help Desk us with your organization code health.miichelp@state.mn.us. Otherwise, I'll show you real quick.

I'm gonna log into our test environment as a fake user here. So, like I said, well, of course this is an administrator. So, like I said, hang on, let me. Weird. Ok, this role was typical user. So, at the top of your screen, in this yellow ribbon it'll tell you which organization you're logging under, the user that's logging in, so this should be you, you should not share user accounts and then your role is right here. Administrator is one step above typical user, but it has the same features. So, typical user is our most common role. So, that is the role you'll need for this spreadsheet.

Before I go into the spreadsheet, I'm just going to direct you to the top of the screen where there's a home tab, manage my account, logout, help desk, and then this little light bulb right here. If you click on that, it actually directs that you two are user guidance and training page MIIC User Guidance and Training Resources (www.health.state.mn.us/people/immunize/miic/train/index.html). This will give you all the information on our webinars which are down here, and it actually shows you if you click on this entering information drop down, it'll give you all the information that we are providing here, and the general immunization upload spreadsheet information is right here. So, if you click on this, it's a PDF, and there's actually a short video on how to use the spreadsheet as well.

So, I will go back to MIIC. And now to use the immunization spreadsheet, again typical user role on the left side of the screen, you're gonna look for data submission, and if you have never used the template before, you do want to go to the template download. I will say do update this spreadsheet, not super often, but it's better if you don't save it to your computer and keep going back to it. We have a lot of people that have used templates from like five years ago and they're just not the same. They don't work. So, best practice is to log in, grab the template from here and use the most current one.

So, I will click on template download. If you look at this screen in the red, it'll tell you please review the user guidance. This link will direct you to that screen I just showed you and it does indicate here that the template must be saved as a dot CSV document. I cannot stress that enough, Excel likes to change it sometimes because it thinks it's smarter than people. So, just remember this needs to be saved as a CSV document. So, I'm going to click the generate button here and depending on your computer it should open up somewhere as a zip file or an Excel or a dot CSV document. Mine opens as a zip, so I'm gonna open this. I'm just gonna show you the template here. This is what it looks like. Not super amazing. But make sure you go ahead and hit save and you want to save it again, whatever you want to name it wherever you want to put it on your computer to just make sure that it is in fact that CSV or comma delimited file. So, I'm going to close this. I won't save it quite yet.

So, once you save that to your computer again make sure its comma separated value. We're gonna go to where I have one saved. Just so you don't have to watch me try to type stuff in. So, this is the file that I've already populated. Real quick, I'll just show you can highlight the whole thing, double click on a column and then it'll expand all your columns for you. It's a little hard to show on the screen so I'm gonna what's the word smaller it here. Just so you can see all the data.

OK, so a couple things to note. Rows 10, or one through 10, MIIC does not read. So, these rows up here, MIIC actually doesn't look at, it completely ignores. These are just for you to fill out as the organization. So, row one is for you to put in which organization, two is the code that you use to log into the application, three is the user and four is the email address in case we have questions on this spreadsheet that you've submitted. This is a manual process. Every spreadsheet you load, one of us on the MIIC team and there's only a couple of us right now that do this, have to actively open each spreadsheet and clean them before we load them. So, it is helpful to have your email address in there. Row 9 here is blank. We kind of left that blank in case you wanna put special notes in there. It doesn't happen a ton, but just know if you do put something in that row MIIC isn't gonna read it, so don't worry, it's not going to mess up the file.

What you need to pay attention to is rows 10 and beyond. I'm sorry, rows 11 and beyond. This is all of your data. The only required rows for this spreadsheet to or I'm sorry the only required columns for this spreadsheet to work is column A, B, and D. That is literally all that you need on this spreadsheet for it to load into MIIC. That doesn't mean if you have no vaccinations on this spreadsheet, it isn't gonna load any vaccinations, but it will create a new client. So, if Chandler Bing here obviously fake client, was not in MIIC and you wanted to add a bunch of people you knew or not in MIIC, you can put that information on this spreadsheet with no vaccination data. You are likely to get an email from us saying, are you sure this is what you wanted to do? But it is a thing that you can do.

So those are the only the minimum required information. The rest of the information, if you have a middle name, if you have a street address, please put those in, city, state, ZIP code, if you have that, please put that in. I will note that this spreadsheet does in fact update a client's record. So, if a client doesn't have a phone number in MIIC and you type a bunch of zeros in here, it's going to put zeros in for the client’s phone number. So, don't put zeros in, don't put a phone number in unless you know that is your client's phone number. Same with the address. So, if you have an address or don't have an address for a client, don't put need address or no address or not provided. Just leave it blank if you don't have the information.

I'm gonna scoot over here. So, with regard to immunizations, the required fields for entering an immunization are vaccination date, so column L, CPT code or CVX code. So, you need one or the other. If you have both, these two need to match and I think you can go to the code set spreadsheet which I'll show you where to get that too. If you have a CPT code and a CVX code, they do need to match. If you don't have one or the other, just put the one that you have. So, in this case, most of the time we get mostly CPT codes and not as many CVX codes. If you have the lot number, please put that in there. Do not make up a lot number, if you have a manufacturer code, it does need to be the code, not the full manufacturer name.

Let's scroll over a little bit, column Q is the dose level eligibility code. A lot of people are putting in, they see the word dose in here and they put in the measurement of the vial. That's not what this is for. This is a dose. It's for insurance purposes. So, if you don't know what the code is, if you looked at the code set spreadsheet and you don't know what it is, do not put anything in there. Column R here is the is this dose administered. So, did your organization administer this organization, this immunization? If you put a Y here, it means it's going to go on Chandler Bing's record as you administered this dose to Chandler in your office and your organization did in fact, administer it. If you leave it blank or put in no, it defaults to historical, which is also fine. If you get information from Chandler and he says I want this in your my MIIC record, you can certainly put it on here, just don't mark it as administered. Column S here is a comment date and column T is a comment code. These are specific to two codes within MIIC. So, it's not comments for your organization. If you put a date in here, so like you guys are mentioning before, if you have someone who has refused an influenza vaccine, I believe that's it the code is PE and then you would want to corresponding date. If you have a code in the comment code field and no date, it's not gonna save the information. Same with the date versus the code. So, you would want to put in like 10/23. So, obviously this person has a I think, Ken as a record in or has a shot in here, but say he didn't want this shot, you would put in the code for him refusing and that's what those are. So, before I move on, once you've filled this out, you do wanna take one more look at your spreadsheet. Couple things to look for, make sure that you do not have any special characters. So, no commas in this spreadsheet. You don't want any parentheses, no quotation marks. It will confuse mechanical reject the file a lot of the times that's processing it, we will see it, but sometimes some of these spreadsheets have 10,000 clients on them and we just aren't able to scroll through and see things that are missing or that shouldn't be on the spreadsheet. So, just do a quick like highlight the whole thing, hit control find and then type in a comma. So, there's lots of ways to do that in Excel.

So, I'm just make sure you look for special characters. I will note on the phone number field here before I move on, these are the only two formats we want the phone number in. So, no parentheses, no spaces. It's either the dashes or no dashes whatsoever. And then the birth date field and the vaccination date field, make sure that the format is in fact day, month, month, year, year, year, year. If it is not that way, we will contact you and let you know that we can't process the file. If there is a birth date missing, we're not going to accept that client, it won't work. If there is a vaccination date missing, but you have CPT code and or a CVX code, it's not going to load the immunization data, if the data is in the future, it will not work. There's a lot of, sometimes Excel likes to push dates, change dates for you, I'm not clear on why. So, I'm going to close this, so make sure you save the file once you've cleaned it. I'm gonna close it and before I move on, I just wanted to go to that page where you can see all the MIIC codes for submission and data exchange. If you click on here, the codes are on here, this will open an Excel spreadsheet, the client codes will open an excel spreadsheet, the administration codes and then this is where those dose level eligibility codes are there and then this one is where that refusal or medical exemption codes are. So, the main ones you want to look at are the vaccine codes, the client codes and then the DLE codes and comment codes.

So, now say you've saved your spreadsheet, you're ready to load it into MIIC. We're gonna go back to home here. And then under that same data submission section, you're going to look for the upload file. So, you'll click on the upload file, it's gonna bring you to this screen. So, you type in a phone number.

We're just gonna do 555. And then you'll choose your file. Nope. Sorry. So, I'm going to choose the file that we just looked at. I'll click open and click upload file and then you'll get this message that says this is your file name. It will appear in MIIC within 5 business days. If you don't hear from us, it's usually a good thing. So, if we process your spreadsheet and there's nothing wrong with it, that's the best option you do. If you wanna go in and poke around in MIIC and look up a client or two and make sure that their data did in fact, get in. You can look up your client and check to make sure. Otherwise, the other way to look up if your file has been loaded is to go to the home or go to the home button and say you wanna check to see it's been 5 days, you're not sure if it worked. Under that same data submission header, there's a check status button.

So, I'm going to click check status and then you've got a job date here, so you can change this to anything any of these drop-down options. I'm gonna do the last 24 hours and this will populate how many spreadsheets have been loaded for your organization in the last 24 hours. You'll see here that clearly, I was doing some testing yesterday and I was fighting with MIIC Test, but the last one did work. So, this is the fake spreadsheet. I loaded it yesterday and the status is complete. This is the status that you want to see. If you see exception and you don't see a follow up complete, in all likelihood, exception or error rather, those are the two statuses you would see that you don't want to see. If you see those two statuses and you don't see a following one that says complete and you have not heard from the help desk staff, go ahead, and reach out to us and let us know when you loaded the spreadsheet and what questions you have. Typically, if something's erroring out it means that there is something wrong with your file and we will have contacted you. Exception actually means that like I said, we are fighting with MIIC. So, typically that's not something that you can figure out.

From there, if you wanna look at the actual status of your completed file or the, you know to make sure everything was loaded, you can click on the job name. At the top of the screen there's a couple of hyperlinks. These are only there, I believe, for five business days from the time that the file was loaded. This summary, however, is here for the whole time, so you can look at all the statuses. So, in this summery you can see that MIIC processed 15 clients, it processed 15 immunizations. 13 of those were already in MIIC, side note that's because I was trying to load the spreadsheet several times and one of the clients was rejected. If you see a rejected client again, usually you'll go into that check status and somebody on the MIIC staff has gone and reloaded some rejections depending on what the issue was, or you have been contacted MIIC. So, if it rejected a client that didn't have a date of birth, we're gonna go ahead and email you and say the spreadsheet you loaded row 17 client didn't have date of birth, something to that effect.

To actually view why this client is rejected, if you want to get that far into it and you still have these hyperlinks available, you can click on this response file. And this isn't really pretty to look at it, it's once you get used to looking though, and it's fine. There's a summary here at the top. So, same thing, we were just looking at this is clients that were accepted, the one or more immunizations were rejected. So, it'll tell you that Indiana Jones, this is a birthday in line 12 of your spreadsheet and it'll tell you why the record is rejected. So, it'll tell you that it wasn't a valid in combination. So again, typically MIIC, one of our staff would go back in check the codes if we have questions, we'll ask you to clarify or add them to your next spreadsheet. If it's something that we are comfortable fixing, we will fix it and reload the client. I will say this is your data. We are not gonna put in CPT codes for you or CVX codes. That is your responsibility to make sure they're in their accurately. We are not going to change vaccination dates. We're not gonna update date of births. The data comes from you, and we put it in.

So, that said, we can go back and go to the check status screen again and that way you can just see change the drop down and you can see all of the files that were loaded. Before I go on to entering immunizations, I did want to note the biggest errors that we on this spreadsheet processing team see are special characters in the file, like I said, missing last name, first name, birth date, the incorrect date of birth format, or incorrect vaccination date. Again, that is not always your fault, Excel thinks it's smarter than some people and a lot of older clients like birth dates from the 1939 or whatever, some reason Excel tries to change that the 1929, I don't, I'm not sure why it does that, but just check the dates. You can always filter on this top row and make sure you can you know check the dates that way, so it'll just give you the birth years here. So, there's a couple of tricks you can do that way.

The other issues we see a lot recently is this address field. A lot of people have a PO Box associated with them as well as their street address and sometimes people put two addresses in here. I don't know if it's imported wrong or they'll put a PO Box like they'll put a space in a PO Box in here, and when we just glance at the file and the MIIC processing team, we don't always see those. Sometimes they're hidden. So, just look through your addresses, make sure there is only one address in there. MIIC, this spreadsheet does not have the ability to update a PO Box and a street address. So, it's one or the other. Don't put both. We are getting a lot of people using nicknames in the first name field. So, I can't come up with, so sometimes we get spreadsheets that say, so, this will be her name, her nickname is Dragon Lady here. So, we have to go in and remove all of these if we see them because we don't want that in MIC. If you didn't mean to put it in there again, just search your file. Make sure you don't have that or are they have, recently I saw nicknames and quotation marks like this.

So, just make sure you get rid of all that we don't want nicknames in here. You can look at the first couple webinars to see AKA's and such in the application. The other issue is leading spaces. So, sometimes if you look under Hanz Gruber here, sometimes there's a leading space. And while there's only a few clients on here, if you have thousands of clients on your spreadsheet and there's a leading space, unfortunately, if I tried to load this file, it would actually, MIIC would reject the entire thing, not just Hanz's. So, if you have leading spaces again, we can find them when we clean them, but the cleaner this is, the faster it'll go. So, they're leading paces in the last name field, first names, sometimes before the birth dates, sometimes before the cities, stuff like that. So, just look for leading spaces.

And then the other error we see a lot or like I mentioned earlier comments in the street address field, so people will put no address provided, comments in the phone number section. So, no phone number provided or bunch of zeros. Again, if you don't have the information do not put it in there. One last thing to mention is race and ethnicity. You can only choose one of the codes. So, a lot of time we'll get a mixed-race people which is a thing that happens, unfortunately, this spreadsheet is only capable of choosing one of them. So, if you don't want to choose one of them or the client doesn't want to choose one of them or they don't identify with either one or they have multiple, just know that we can only have one code in here. We probably won't contact you on the help desk if there's two unless it's a whole bunch of them. Usually, just delete the information but again only provide one. So, I think that's all the most common errors. I don't know if I should pause for questions before. Are there any questions before I.

We don't have any questions at this time Jenevera. Thank you.

OK, so I will close this. Now, Maureen did go over adding immunizations manually in webinar #2 a little more in depth than I'm going to go. But if you get a spreadsheet, you sent it in to us there's, you know, 4000 clients on it, we emailed you and said rows, 10 and rows three thousand ninety nine, nine hundred ninety nine don't have date of birth or there's something wrong with them, please add them to your next spreadsheet or enter them manually through MIIC, you can for sure log into the application and enter it in manually. To do that you're going to find your client, so you can either go under routine functions you can either go to manage client or manage the manage immunizations. I'm going to choose manage client. I'm going to look up Rainbow Bright here. Gonna find her. So, this is Rainbow Brights record and I want to add an immunization, so I'm gonna go ahead and click immunize unless I want to update her address. I'll click immunize and then this is her entire immunization records. So, this is everything MIIC has four Rainbow Bright. I'll Scroll down just to make sure that I'm going to add a rabies shot, say it's not super common. So, it is alphabetical by the name of the vaccination and then by the date it was administered. So, rabies would be down here if it was on here. And I don't see it.

So, I'm going to click add immunization. If your organization has inventory set up in MIIC, there'll be some the screen of local different over on the top left side of it here if not you're just going to add an immunization. Again, this is that drop down where it says if your organization actually administered this dose. If Rainbow Bright told you she got a rabies vaccination somewhere else, but she wants it in MIIC, you're going to leave it as historical. If you did in fact administer the dose, you're going to leave it as administration administrator, words are hard, administrated immunization. So, I'm going to hit historical and I'm going to go down to rabies and I will put one here and then at the top will hit OK and it'll bring me the next screen where I have to provide the date. You can click on the calendar, or you can type it in. I'll just hit today. I'm gonna make up a trade name because I don't know anything about rabies and then I'm going to make up a lot number and then this is the provider organization that's entering the data.

So, I'm gonna hit, OK. And now if I scroll down on her record. You'll see that I just entered the rabies immunization right here. This column, again, Maureen went over this in the last webinar, this column that says owned tells you if your organization so this org right here owns the data or not. So, if it says no, it means that test org does not own this data. If I click on it, it'll tell you that MIIC owns this one. You'll notice down on the rabies one here that I just entered, this is blank and that means that I or in the own this or this immunization. So, I can click edit on here and there's a couple things I can do if I get the body, if I know the body side information or the administered route or there's reactions. I can change it here. I'm just going to delete it in this case. So, that's how you would edit this. So, I'll hit delete and it says are you want to, are you sure you want to delete this? And I will hit OK and then we go back, and we see the rabies doses no longer there. So, those are, that's what I have for entering immunization using the spreadsheet. Does anyone have any questions?

No questions at the time. Thank you Jenevera again.

OK, if you want to take back the screen. Sabrina, you've gotta take back the screen. There you go.

Ok and then I'm going to present how to go ahead and pull two different reports that you might use. I'm going to share my screen in a moment. So, let's go ahead and here is the screen. So, what the reports are that I'll cover today is basically the vaccine given report. I have also logged into the test, and you'll find these reports that we'll be covering today under the vaccine, sorry about that, the vaccine usage column. From there, the first one that we're going to go over is the vaccine given report. And that is, this one. Sorry about that. Let me log back in or I think this is because Jenvera and I were both in the system. And no, just one moment here. That we go to this and basically on the screen you're able to go ahead and look at your specific organization, which it shows I'm in the test org, I'm under the user of Barbie

Sparkles. And in this case, she has the role of administrator, but some of the other roles also have access to reports. You can look that up on managing users found at our website, those instructions MIIC User Guidance and Training Resources (www.health.state.mn.us/people/immunize/miic/train/index.html). But here you can go ahead, and you can designate what type of vaccine group you want to look at, if there's a specific one or if they're all. From there, inserting a date range is important. I'll just use today's well from the first through today's and here I'm pulling the vaccines that have been associated with the test organization. If you have more than one organization, you can select the MIIC and add the organization codes that you want to pull it in. From there you can designate the age and then if you want to do a report name, you can add it. So, you have some ability to customize this. From there you can generate the report you will always receive this message. And just be aware if you don't have a date range in there, it can take some time for the report to go ahead and process. If it happens to air out, you will see an air message under the status otherwise acknowledging that it has a limitation, click yes and then you'll see that it goes ahead and it shows it started, but it hasn't returned any results.

Let's go into this one. Yeah. Let me just bring it over here. And basically, it opens up into a report that tells you what organization the provider was that administered the vaccination, what type of vaccination, vaccination name, trade name, lot number. I'm hoping you can see it again. This is probably a bigger spreadsheet than what allows for a screen, but it goes right down the information. So, it's a way that you can do a recording of what was administered and also cross check it against other information that you might need to do for reporting. So that was the first report. Are there any questions there?

Otherwise, the other one was the vaccine summary report. And on this one, it goes ahead and again ask for a date range. And then if you want all vaccines or what you've administered in your particular location or if you want historical, you can designate which one you want and then generate the report and what I did was I pre work this and this gives you an overview of that information again in case you need to do account or other tracking that you do internally. So, you would find those on the far column under vaccine usage and then it shows the reports. OK. Are there any questions here? Well, then I will turn it back over to Mohamed.

I have a couple of questions Erna. Sorry. OK, sorry. Yep. Someone say I heard that you can use Bulk Query and AIS, but don't see it an option. How come?

Well, for that, those are done separately. So, you need to reach out to that team directly the AISR team. They're at health dot AISR at state MN dot US health.aisr@state.mn.us. And if you send an email to the help desk, we will forward it on to them. If you're needing information on that report.

Yeah, I was just gonna plug in here. So, AISR is the immune, annual immunization status reporting system. It is an application outside of the MIIC application, it does query MIIC. Same thing with Bulk Query. They are not within the app within the MIIC application, they do talk to MIIC and query them, but they don't, it's not the same thing. So, you would have separate logins for those, but go ahead and email the help desk with your org code and we'll get you in the right direction Health.miichelp@state.mn.us.

Great. One more question before, to say who has access to reports you went over?

What role sounds like?

So yep, the report you went over.

I believe that's is it, I think it's typical user and above it. Administrator might have access to the more reports than typical users. Does that sound accurate.

Yes, that sounds accurate and under at our website managing users it does breakdown what rights or access each rule has. So, you can confirm that as to what they need instructions [MIIC User Guidance and Training Resources (www.health.state.mn.us/people/immunize/miic/train/index.html)](www.health.state.mn.us/people/immunize/miic/train/index.html).

One more last question, if the if the number in the vaccine summary seen seem lower than I would expect, how can I check to see if MIIC has all of my data? You wanna cover that briefly?

Well, in that case, you would, in doing the reports that I showed you, if you did administered and in turn they were lower than what your tallies were, I would do additional checking to see how that data might have been entered into MIIC. Was it sent to MIIC or is it still residing in your HER? And kind of we'd need to search it as to why they are different. Possibly they weren't uploaded or there might be something else going on. In the case of the spreadsheets, we've recently had spreadsheets that were submitted without CPT codes. So, even though we uploaded them, no data actually showed that immunization was recorded, and it needed to be redone. So, there can be many reasons, but for specific issues, if you have them, please send in an email to the help desk and will help you investigate as to why they're not there Health.miichelp@state.mn.us.

I was just going to plug to, I showed everyone that check status screen, that is not specific to just spreadsheets. So, if you're loading lists, which we're gonna go over in webinar #4, if you use electronic data exchange which we go which you know, we kind of went through, your role, depending on your role, you should be able to log into the application and go to check status if you have that data submission header and then you can, I'll just share the screen real quick. So, this is just again, this is a MIIC test, so these aren't real. But, if you change this to like the past six months, it'll give you all the jobs within the past six months and how they were sent over. So, it'll tell you the transport method, this manual means it is a spreadsheet or it's a list, the format, it'll tell you the format and if it's an update, which org code. So, it gives you those options. So, like this one is an HL7 and it's a query. So, you can it's not going to mean a ton to you, but if you do have questions on a specific job, if you can go into here and grab this job ID when you email the MIIC help desk, I don't expect everyone to do this but it is helpful for us to know what you're talking about so we can get you to the right person. So, just a side note. Go ahead, if you have the option for check status you can kind of play around the screen and grab that job ID if you have a question on specific job. If you want to take the screen back, Sabrina.

Awesome. Alright. Well, thank you so much everyone for attending, for attending webinar #3. We gonna have another one coming up soon, October seventh, our final webinar for, for the fall series. Next slide please.

And then we do have, if you go to that our web page, in MIIC, we do have a lot of resources out there that you can type in and then you can access it and we do update like I said, all these all these information on a weekly basis so they're up to date. And obviously like I said in the beginning, we do record the webinar series and every time, and we posted on the website. Right now, if you can go ahead, you should be able to find webinar one recorded there, webinar 2 recorder there as well and this and we'll also be recorded within sometime next week, and we should be able and we should be able to post it. Thank you again so much for joining us and we look forward to joining us again on our final webinar. Thank you and have a good rest of your day.

- Client Search and Printing Immunization Records (www.health.state.mn.us/people/immunize/miic/train/clientsearch.pdf)
- Submitting and Exchanging Data with MIIC (www.health.state.mn.us/people/immunize/miic/data)
- Capturing Immunizations Not Currently in MIIC (www.health.state.mn.us/people/immunize/miic/train/captimm.pdf)
- General Immunization Upload Using the Spreadsheet Template (www.health.state.mn.us/people/immunize/miic/data/spreadsheet.pdf)
- Adding Immunizations Not Using Inventory (www.health.state.mn.us/people/immunize/miic/train/addnoinv.pdf)
- Adding Immunizations Using Inventory (www.health.state.mn.us/people/immunize/miic/train/addinv.pdf)
- Vaccines Given Report (www.health.state.mn.us/people/immunize/miic/train/givevax.pdf)
- Vaccine Summary Report (www.health.state.mn.us/people/immunize/miic/train/summaryrpt.pdf),

Minnesota Department of Health
Minnesota Immunization Information (MIIC)
health.miichelp@state.mn.us
www.health.state.mn.us/miic

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