

# Single Vaccine Assessment Report – COVID-19

## MIIC USER GUIDANCE TRAINING RESOURCE

This guide describes how to use the Minnesota Immunization Information Connection (MIIC) to create a report of a population’s immunization rates for the COVID-19 vaccine.

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## Log in to MIIC

- Go to the [MIIC Login Screen \(miic.health.state.mn.us\)](https://miic.health.state.mn.us).
  - Internet Explorer version 9 is the preferred web browser for MIIC. MIIC may not work correctly with other web browsers or newer versions of Internet Explorer.

Keeping track of vaccinations is easier with MIIC.

**MIIC**  
Minnesota Immunization Information Connection  
Production Region 7.22

Welcome to the Minnesota Immunization Information Connection.  
Please enter your Organization Code, Username and Password, and then click the Login button to continue. Login credentials are case-sensitive.

Organization Code

Username

Password

Login Reset

If you need assistance with logging in, contact the MIIC administrator within your organization or the MIIC Help Desk at [health.miichelp@state.mn.us](mailto:health.miichelp@state.mn.us).  
Note: for best results, use Internet Explorer version 9 or earlier.

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Do not attempt to log in unless you are an authorized user.

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**Minnesota Immunization Information Connection**

Communities Caring for Children (CCC)

North East Minnesota Immunization Connection (NEMIC)

Central Minnesota Immunization Connection (CMIC)

Southeast Minnesota Immunization Connection (SEMIC)

Immunize

Southwest Minnesota Immunization Information Connection (SW-MIIC)

ImmuLink

- Enter your “organization code”, “username”, and “password” information.
- Hit “Enter” on your keyboard or click the “Login” button.

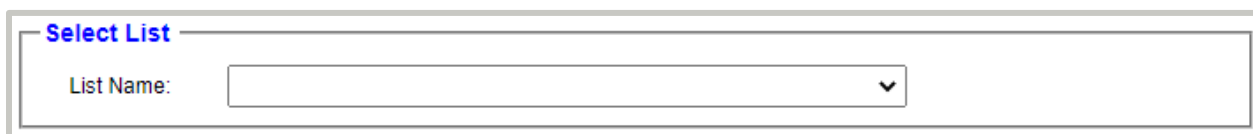
**Note:** If you cannot log in to MIIC, contact the MIIC Help Desk at 651-201-5207 or [health.miichelp@state.mn.us](mailto:health.miichelp@state.mn.us) for assistance.

## Generate Single Vaccine COVID-19 Report

1. Select “create assessment” under the “Assessment Reports” section in the left-side navigation bar.
2. Consider the report options under the “Single Vaccine” section. From the drop-down menu, select “COVID-19” as the Vaccine of Interest.
  - a. If you wish to run a Single Vaccine Influenza report, select that and refer to the [Single Vaccine Influenza Report \(PDF\)](https://www.health.state.mn.us/people/immunize/miic/train/singvaxassess.pdf) (<https://www.health.state.mn.us/people/immunize/miic/train/singvaxassess.pdf>) user guide for more information
3. The Single Vaccine COVID-19 Report allows users to assess:
  - a. **A population of clients on an existing list in MIIC.** This option allows you to assess rates for a defined population of clients, even if those clients are not currently associated with your organization in MIIC (i.e., clients that have not received an immunization from your organization or had historical data entered by your organization). Learn more about creating and using lists in MIIC at [MIIC User Guidance and Training Resources \(Web\)](https://www.health.state.mn.us/people/immunize/miic/train/index.html) (<https://www.health.state.mn.us/people/immunize/miic/train/index.html>).
  - b. **A custom population.** This option allows you to assess coverage rates for specific ages ranges of clients associated with your organization in MIIC.
4. The next sections will go into detail about how to run a [List-Based Report](#) and a [Custom Report](#).

## List-Based Report

1. To run a report on a list of clients in MIIC, select the “Use Existing List” option.
2. Review and select details about your report on the “List-Based Single Vaccine Assessment Report” page.
3. In the “Select List” section, choose the appropriate existing list from the list drop-down menu. Lists are displayed in alphabetical order.




The screenshot shows a web form titled "Select List". Below the title is a text input field with the label "List Name:" and a dropdown menu with a downward arrow.

- a. Learn how to create lists in MIIC at [Using Lists in MIIC: MIIC User Guidance and Training Resources](https://www.health.state.mn.us/people/immunize/miic/train/uselists.html) ([www.health.state.mn.us/people/immunize/miic/train/uselists.html](https://www.health.state.mn.us/people/immunize/miic/train/uselists.html)).

4. Next, in the “Age Range (Optional)” section, define the age ranges you wish to assess within your list. This is not required if you wish to assess your list as a whole. You can divide your list into up to four age ranges and assess accordingly, if desired.

**Age Range (Optional)**


Age as of Date:  

☒ Months      Beginning Age       Age Range Label:

☐ Years      Through Ending Age

- Select either the “Months” or “Years” radio button and enter the beginning and end of your selected age range in the appropriate boxes.
  - Adjust the report to assess clients of those age ranges as of a certain date using the “Age as of Date” box, if desired.
  - Add text in the “Age Range Label” box to clarify the age range you are assessing, if desired. This text will show up in the report below the appropriate part of the bar graph.
  - Select on the “Add” button to define additional age ranges for your report. You can add up to four age ranges.
5. Adjust the “Assessment Date” to assess the immunization status of the clients on your list for a date other than the default.

**Assessment Date**



Vaccination status will be calculated using only vaccinations administered prior to the assessment date.

6. Name your report using the “Assessment Name” box at the bottom of the page. This is not required, but it can be a good way to keep track of what you are running.

**Assessment Name**

Assessment Name  (optional)


7. Once you are done reviewing and selecting details about your report, select “Generate”. Skip to [Processing and Viewing the Reports](#) for further instructions if this is the only report you are generating.

## Custom Report

- To run a custom report on population of clients in MIIC, select the “Custom Population” option.

2. Review and select details about your report on the “Custom Single Vaccine Assessment Report” page.
3. In the “Age Range” section, define the age ranges you wish to assess.

**Age Range**

Age as of Date:  

☒ Months      Beginning Age       Age Range Label:

☐ Years      Through Ending Age

- a. Select either the “Months” or “Years” radio button and enter the beginning and end of your selected age range in the appropriate boxes.
  - b. Adjust the report to assess clients of those age ranges as of a certain date using the “Age as of Date” box, if desired.
  - c. Add text in the “Age Range Label” box to clarify the age range you are assessing, if desired. This text will show up in the report below the appropriate part of the bar graph.
  - d. Select on the “Add” button to define additional age ranges for your report. You can add up to four age ranges.
4. If your role in MIIC allows you to look at multiple facilities within your organization, or if you are associated with a public health organization in MIIC, you will be able to select some options for client associations. Add counties or facilities of interest from the “Available Counties” or “Available Organizations” boxes using the “Add” or “Add All” buttons. Selections will appear in the “Selected Counties” or “Selected Organizations” boxes.

a. Counties

**Client Associations**

☐ Clients Associated with Test Clinic  
☒ Clients Residing in Selected Counties below  
☐ Clients Associated with Test Clinic or Selected Organizations

Available Counties

AITKIN
BECKER
BELTRAMI
BENTON
BIG STONE
BLUE EARTH

Selected Counties

ANOKA
-------

b. Organizations

**Client Associations**

☐ Clients Associated with Test Org  
☒ Clients Associated with Selected Organizations below  
☐ Clients Associated with Test Org or Selected Organizations

Available Organizations

Test Org Child Site #2

Add >

Add All >>

< Remove

<< Remove All

Selected Organizations

Test Org Child Site #1

- Name your report using the “Assessment Name” box at the bottom of the page. This is not required, but it can be a good way to keep track of what you are running.

**Assessment Name**

Assessment Name  (optional)

- Once you are done reviewing and selecting details about your report, select “Generate”. Skip to [Processing and Viewing the Reports](#) for further instructions if this is the only report you are generating.

## Processing and Viewing the Reports

- Once you have selected the “Generate” button to create a report, you will arrive at the “Manage Assessments” page. The report cohort you created will appear under “Assessment Cohorts”.

**Manage Assessments**

**Assessment Cohorts**

View	Delete	Assessment Name	Generated By	Count	Date Generated	Status
		Single Vaccine Custom - COVID-19 - Test Org	Test Org	(22)	05/05 12:10:58 PM	<b>Ready</b>

- Select the “Refresh” button until the status column says “Ready”.
- Select the “View” icon (looks like two people) to go to the “Assessment Reports” page and create your report output.
- Select the “Generate Output” button to create a report. Only one output option is currently available, so the check box is automatically checked.

## SINGLE VACCINE ASSESSMENT REPORT – COVID-19

### Assessment Reports

Type: **Single Vaccine Custom (Single Vaccine Custom - COVID-19 - Test Org)** [Back to Manage Assessments](#)

Clients Associated with: **Test Org**

Generated By: **Test Org**      Age as of Date: **05/05/2021**      Birth Date Range: **5/6/1980 - 5/5/2001**

### Output Options



☒ Single Vaccine Report (PDF)

[Generate Output](#)

- The report will appear under the “Generated Reports” section below. Select the “Refresh” button until the status column displays “100%”. This may take a few minutes.

### Generated Reports

[Refresh](#)

View	Delete	Report Type	Started	Status
		Single Vaccine - COVID-19 Report	04/30 03:18:02 PM	100%

- Select the “View” icon (looks like a document) to view the report.

## Managing Assessments



- If you ever want to view or delete assessment cohorts and the reports associated with them, select “manage assessment” under the “Assessment Reports” section in the left-side navigation bar.
- You can select the “View” icon (looks like two people) to view a cohort or select the delete icon (looks like a red “X”) to delete a cohort and its associated reports. Assessment cohorts are saved for 30 days unless deleted.

### Manage Assessments

#### Assessment Cohorts

[Refresh](#)

[Back to Create Assessment](#)

View	Delete	Assessment Name	Generated By	Count	Date Generated	Status
		Single Vaccine Custom - COVID-19 - Test Org	Test Org	(22)	05/05 12:10:58 PM	<b>Ready</b>

## Interpreting and Using the Report



### Single Vaccine Immunization Summary – Vaccine: COVID-19

Test Org

MNVFC Pin: N/A

Report Type: Custom (Clients 20-40 years)

Birth Date as of: 05/05/2021

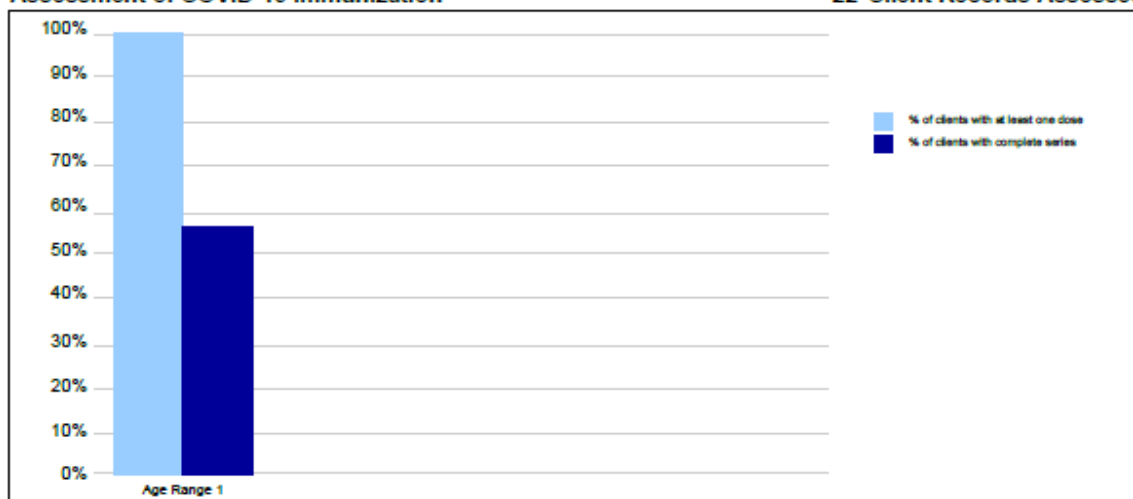
Report Run Date: 05/05/2021

Assessment Date: 05/05/2021

Report Generated by: MIIC

#### Assessment of COVID-19 Immunization

22 Client Records Assessed



COVID-19 vaccine is recommended for all persons age 16 and up.

Age Range 1	1 dose COVID-19 <sup>1</sup>	100%	$\frac{22}{22}$	number and percent of assessed clients who have had at least one dose of any COVID-19 vaccine product.
	Completed COVID-19 <sup>2</sup>	55%	$\frac{12}{22}$	number and percent of assessed clients who have had a complete series of any COVID-19 vaccine product.

<sup>1</sup> This calculation represents the number of clients with at least one dose of any COVID-19 vaccine.

<sup>2</sup> This calculation represents the number of clients who have completed either the 1 or 2 dose COVID-19 vaccine series.

Note: MIIC validates all second doses given to clients. This is per current emergency use authorization guidance. This may differ from other sources of COVID-19 complete series statistics.

The Single Vaccine COVID-19 Report displays the following:

1. A report header reflecting general information about your report and the clients it assesses.
2. A bar graph with the percentage of clients in selected age ranges that had at least one COVID-19 vaccine on or before the default or selected assessment date
  - a. The percentage of clients in the selected age ranges that completed the COVID-19 series on or before the default or selected assessment date.
3. A table with:
  - a. The number and percentage of clients in the selected age cohorts that had at least one COVID-19 vaccine on or before the assessment date.
  - b. The number and percentage of clients in the selected age cohorts that have had a complete series of COVID-19 vaccine on or before the assessment date.
4. When you run this report, you may initially be surprised to find that the rates it shows are lower than expected. These factors may be at play:
  - a. **Too many patients.** A custom report captures all clients in the specified age range who are associated with your organization in MIIC. An association is created when vaccines are administered or when historical data is entered by your organization. This means patients who have subsequently moved away or changed providers could still be counted in your client population. MIIC is a population level database and is dependent on users to refine patient data as and when they encounter changes, and this work is constantly ongoing. Please refer to the [Using Client Follow-Up for Mass Inactivation \(PDF\)](#) ([www.health.state.mn.us/people/immunize/miic/train/inactivate.pdf](http://www.health.state.mn.us/people/immunize/miic/train/inactivate.pdf)) guide for more information on inactivating groups of clients.
  - b. **Different definitions of measures.** This report considers the following for each calculation:
    - i. One dose: Clients with one dose of ANY product approved for use in the United States (Janssen, Pfizer, and Moderna)
    - ii. Complete series: Clients with two doses of Pfizer and Moderna; clients with one dose of Janssen. The doses for Pfizer and Moderna are counted regardless of the time between them, per the Emergency Use Authorization guidance on the [COVID-19 Vaccine Providers](#) ([www.health.state.mn.us/diseases/coronavirus/vaccine/provider.html](http://www.health.state.mn.us/diseases/coronavirus/vaccine/provider.html)) webpage
  - c. **Missing vaccine doses.** If your organization does not submit historical vaccine doses to MIIC or has experienced a lapse in data submission, some client records could be incomplete. Please refer to the [Capturing Immunizations Not Currently in MIIC \(PDF\)](#) ([www.health.state.mn.us/people/immunize/miic/train/captimm.pdf](http://www.health.state.mn.us/people/immunize/miic/train/captimm.pdf)) guide for more information on entering immunizations into MIIC.



- d. **Truly low rates.** Keep track of your efforts by regularly running the Single Vaccine Report and other MIIC assessment reports. Consider using MIIC's Client Follow-Up feature to identify and reach out to individuals due or overdue for vaccination. Please refer to the [Client Follow-Up: MIIC User Guidance and Training Resources \(www.health.state.mn.us/people/immunize/miic/train/followup.html\)](http://www.health.state.mn.us/people/immunize/miic/train/followup.html) page for more information on Client Follow-Up.

## MIIC Help

You can 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.



Minnesota Department of Health  
 PO Box 64975  
 St. Paul, MN 55164  
 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)

5/26/2020

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