



Reports and Forms

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The following are categories of reporting/exporting functions available through NESIIS:

- Client-specific.
- Multiple-client.
- Vaccine-related.

Client-Specific Reports

Three reports are available for generation for a client. These reports are the Vaccine Administration Record, the Complete Immunization report, and the Immunizations Needed report.

Vaccine Administration Record

The Vaccine Administration Record (VAR, or “signature form”) displays demographics, contact information, immunization history, and immunization inventory available for the selected clinic site. The responsible person’s and clinician’s signatures are also gathered on this form. To generate the report, follow these steps:

1. From a client’s Manage Client screen or Manage Immunizations screen, press **REPORTS**.
2. At the Reports Available for This Client screen, choose a site and a language under the “Additional Information” column for the Vaccine Administration Record. If the client has signed the Vaccine Administration Record with your organization, you can alternatively select a report from the Signed pick list.

Reports Available for this Client		
Report	Description	Additional Information
<u>Vaccine Administration</u>	Displays demographics, contact information, immunization history, as well as immunizations available.	Site: <input type="text"/> Language: ENGLISH Signed: <input type="text"/>
<u>Complete Immunization</u>	Displays demographics, registry data, contact information, as well as detailed immunization history.	<input type="text"/>
<u>Immunizations Needed</u>	Displays demographics, contact information, immunization history, as well as immunizations needed.	07/16/2007 - Spanish 07/16/2007 - English None

3. Click on Vaccine Administration, which is underlined and in blue text.
4. Once the report is generated, it will be displayed using Adobe Reader®. Refer to the Optimizing NESIIS chapter in this manual for more information on Adobe Reader®.
5. To print the report, press the printer icon on the Adobe® toolbar. Press **OK** in the Print dialog box.
6. To return to the Reports Available for this Client screen, press the **BACK** button on your browser.

Complete Immunization Report

The Complete Immunization report displays demographics, contact information, and a detailed summary of the client's immunization history. This report will typically be used as a physician's chart copy. To generate the report, follow these steps:

1. From a client's Manage Client screen or Manage Immunizations screen, press **REPORTS**.
2. At the Reports Available for This Client screen, click on Complete Immunization, which is underlined and in blue text.
3. Once the report is generated, it will be displayed using Adobe Reader®. Refer to the Optimizing NESIIS chapter in this manual for more information on Adobe Reader®.
4. To print the report, press the printer icon on the Adobe® toolbar. Press **OK** in the Print dialog box.
5. To return to the Reports Available for this Client screen, press the **BACK** button on your browser.

Immunizations Needed Report

The Immunizations Needed report displays demographics, contact information, immunization history, and immunizations recommended by date according to the tracking schedule assigned to the client. To generate the report, follow these steps:

1. From a client's Manage Client screen or Manage Immunizations screen, press **REPORTS**.
2. At the Reports Available for This Client screen, click on Immunizations Needed, which is underlined and in blue text.
3. Once the report is generated, it will be displayed using Adobe Reader®. Refer to the Optimizing NESIIS chapter in this manual for more information on Adobe Reader®.
4. To print the report, press the printer icon on the Adobe® toolbar. Press **OK** in the Print dialog box.
5. To return to the Reports Available for this Client screen, press the **BACK** button on your browser.



Generation of reminder and recall notices

Reminder and recall notices are generated for every responsible person associated with a client, provided:

- The client is active. Clients with a status of “Permanently Inactive — Deceased” or “Moved Out of State” for any organization will be excluded from the report.
- The “Allow Reminder and Recall Contact?” indicator on the Client Information tab is marked “Yes.”
- The “Allow Sharing of Immunization Data” on the Client Information tab is marked “Yes.”
- A responsible person’s “Notices?” indicator in the Responsible Person(s) tab is checked.
- At least one immunization must have been provided to the client by the provider generating the notice.

Reminder/Recall Notices

From the Reports menu option, you may generate reminder and recall notices, which include letters, cards, address labels, client listings, and downloadable text files.

Reminder/Recall Requests

To select and submit reminder/recall criteria for clients, you will need to fill in the Reminder Request screen, an online form.

Note: Clients whose client information is added or changed on the day the report is run may not appear in the results until the following day.

Follow these steps to generate reminder/recall requests:

1. Click **Reminder/Recall** under Reports on the menu panel.

Reminder Recall Request

Select Client Population

Clients Associated with DHHS Test Group

Clients Residing in Selected County

Clients Associated with DHHS Test Group or Residing in Selected County

Available Counties:

Indicate the Tracking Schedule

Use Tracking Schedule Associated with Each Client

Use Tracking Schedule Selected for All Clients

Select the Vaccine Group(s)

Use All Vaccine Groups

Use Vaccine Groups Selected

Adeno
Anthrax
BCO

Add >

< Remove

2. Client Population: *This section will only display for city and/or county organizations.* Select one of the options provided to continue with the report:
 - Indicate that you wish this reminder to be for all clients with an active association to your organization by clicking the top radio button.
 - Indicate that you wish this reminder to be sent only to Medicaid eligible clients by checking the “Medicaid Eligible” checkbox.

- Indicate that you wish this reminder to be for all clients within your city or county by clicking the second radio button. *By default, inactive clients and clients not allowing reminders will be included in this report.*
 - Click Remove Inactive Clients to exclude clients who are associated with your organization but are marked as inactive.
 - Click Remove Clients Not Allowing Reminders to exclude clients who have requested that reminders not be sent to them.
 - Indicate that you wish this reminder to be for all clients with an active association to your organization and in your city or county by clicking the third radio button. *By default, inactive clients and clients not allowing reminders will be included in this report.*
 - Click Remove Inactive Clients to exclude clients who are not active within your organization.
 - Click Remove Clients Not Allowing Reminders to exclude clients who have requested that reminders not be sent to them.
 - Indicate that you wish this reminder to include or exclude clients residing in specified cities, census tracts, or ZIP codes without including any of the above options by clicking on the fourth radio button.
 - Click Remove Inactive Clients to exclude clients who are not active within your organization.
 - Click Remove Clients Not Allowing Reminders to exclude clients who have requested that reminders not be sent to them.
3. Enter information to either include or exclude clients residing in specified cities, census tracts, or ZIP codes. This option is only available for city or county organizations. This function can be used on its own by selecting the last option under Step 2, or in conjunction with the “associated with” or “residing in” options under Step 2. Refer to the Include/Exclude Examples under the Benchmark Reports section in this chapter for more information. Click to select the following:
- N/A: Select this option if you wish to bypass the include/exclude function.
 - Cities: Select this option to include or exclude one or more cities from the list provided. If this option is chosen, highlight a city to include or exclude, then press **ADD**. Repeat for each city to include or exclude.
 - Census Tracts: Select this option to include or exclude one or more census tracts from the list provided. If this option is chosen, highlight a census tract to include or exclude, then press **OK**. Repeat for each census tract to include or exclude.

- ZIP Codes: Select this option to include or exclude one or more ZIP codes from the list provided. If this option is chosen, highlight a ZIP code to include or exclude, then press **ADD**. Repeat for each ZIP code to include or exclude.
 - Include/Exclude: Select one of these options to either include or exclude the selected cities, census tracts, or ZIP codes from the report.
4. Tracking Schedule: In the tracking schedule section of the screen:
 - Indicate whether or not you wish to use the tracking schedule associated with each client or a uniform tracking schedule for all clients by clicking the appropriate radio button.
 - If you choose to use one tracking schedule for all clients, choose the appropriate schedule from the pick list provided.
 5. Vaccine groups: In the vaccine groups section of the screen:
 - Indicate whether or not you wish to include all vaccine groups in the search criteria, or if you wish to include only selected groups by clicking the appropriate radio button.
 - If you choose to include only selected vaccine groups, select these groups by double-clicking a group or highlighting a chosen group and pressing **ADD**. Do this for each group desired.

Note: This will limit the search to only those clients who will be due/ past-due for the selected immunizations. However, NESIIS will provide a list of all immunizations for which the selected clients are due/ past-due.
 6. School/Primary Care Provider: Choosing a school or primary care provider allows you to narrow your search to only the clients assigned to a particular school or physician/clinic. If you do not wish to specify a school and/or provider, leave these fields blank.

The screenshot shows two sections of a software interface. The top section is titled "Select the School & Primary Care Provider ..." and contains two dropdown menus: "School" and "Provider (PCP)". The bottom section is titled "Enter Additional Demographic Criteria ..." and contains two text input fields: "City" and "Zip Code".

- To choose a school, select a school name from the pick list provided.
 - To choose a primary care provider, select a physician or clinic name from the pick list provided.
7. Additional Demographic Criteria: Entering a city and/or ZIP code will narrow your search to only those clients associated with the entered

geographical area. If you do *not* wish to specify a city or ZIP code, leave these fields blank.

- To enter a city, type the city name within the first field.
- To enter a ZIP code, enter the five-digit number in the next field.

Note: These options are not available to public health organizations.

8. Date Criteria

- **Target Date Range:** When a target date is specified, the report will include those clients that are due/overdue for immunizations within the date range. To choose a target date range, enter the beginning date in the From text box and the ending date in the To text box in MMDDYYYY format.

Note: These dates can range from the past to the future; therefore, you have the capability to run a recall, reminder, or a combination of the two.

The image shows two sections of a software interface. The top section, titled "Enter the Date Criteria ...", contains the following fields and options: "Target Date Range" with "From" and "To" date pickers; "Birth Date Range" with "From" and "To" date pickers; "Weeks Since Last Notice" with a text input field; "Exclude clients more than" with a dropdown menu set to "Month(s) Overdue"; and "Exclude from" with two radio buttons: "Today's Date" (selected) and "Target From Date". A note states: "NOTE: If Target Date is blank, today's date will be used." The bottom section, titled "Specify How to Sort the Report Data ...", contains four sorting criteria: "Sort 1st By" (Last Name, Ascending), "Sort 2nd By" (First Name, Ascending), "Sort 3rd By" (empty dropdowns), and "Sort 4th By" (empty dropdowns). At the bottom of the form are "Generate" and "Cancel" buttons.

- If the From date is unspecified for the Target Date Range, the system will use the date that you run the report.
- If the To date is unspecified for the Target Date Range, the system will use the date that you run the report.
- If both the From and To dates are left blank, the system will find those clients who are due or overdue as of the date that you run the report.
- **Birth Date Range:** When a birth date range is specified, the report will return those clients who have a birth date that falls within the range entered. To choose a birth date range, enter the beginning date in the From text box and the ending date in the To text box in MMDDYYYY format.



Waiting for reminder requests

Once you reach the Reminder Request Status screen, it is not necessary to stay at this screen while your report is being generated. You may go anywhere in the NESIIS site while the report is being created and may return to the status screen by clicking on the Check Reminder Status link under Reports on the menu panel. Likewise, you may close out of NESIIS and return to the status screen by clicking on the Check Reminder Status link after logging in again.

- If the From date is unspecified for the Birth Date Range, the report will include the oldest clients in the system, some born in the 1800s.
 - If the To date is unspecified for the Birth Date Range, NESIIS will use today's date.
 - Weeks Since Last Notice: When a number is entered in this field, the report will include only those clients who have not received a reminder notice within the specified number of weeks prior to the current date.
Note: Clients are shared between organizations; therefore, another organization may have recently generated a notice for the client.
 - Exclude Clients More Than: To exclude clients who are overdue and who may have received several reminders already, provide a number of months from the pick list provided.
 - Exclude From: If excluding clients overdue for a certain number of months, indicate the date from which clients should be excluded; choose either today's date or the Target "From" Date (uses the date from the field at the top of the section) by clicking the appropriate radio button. If no target date information is entered, clients will be excluded from today's date.
9. Sorting Criteria: This section allows you to specify how the data will be sorted. If a sort order is not specified, NESIIS will sort the report results first by the client's last name in ascending order (A to Z), then by the first name in ascending order.
- Sort 1st By: Choose a primary information field by selecting from the pick list provided.
 - Ascending/descending order: Choose how the primary field is sorted; choose either ascending (A to Z) or descending (Z to A) order from the pick list.
 - Complete additional ordering sequences for the second through fourth sorts.
10. Generate the report: Press the **GENERATE** button. Depending upon the number of clients associated with your provider organization, it may take five minutes or more to generate the data for the various reports. While the data are being generated, the Reminder Request and Output status page indicates the percentage of completion. Periodically press **REFRESH** to update the status. You may work in other areas of the system while waiting for the reminder/recall request to complete. You may check the status of your request by clicking on *Check Reminder Status* under the Reports menu.

Summary Screen

When the report is complete, you may click on the blue underlined date to go to the Reminder Request Process Summary screen. The Summary screen lists the number of clients involved in the search and the criteria that were used to define the search. From the Summary screen, you may create various reminder output options.

Reminder Request Process Summary		
Step	Criteria Evaluated at this Step	Clients
1	Clients associated with <i>DHHS Test Group</i> .	3
2	Clients immunized by <i>DHHS Test Group</i> .	3
3	Clients that are active within <i>DHHS Test Group</i> and allow Reminder & Recall Contact . Additional criteria includes: <ul style="list-style-type: none"> • Birthdate range is not specified; • County is not specified; • School is not specified. • Provider is not specified. • Weeks Since Last Notice is not specified. 	3
4	Clients that have one or more responsible persons that Receive Notices . Additional criteria includes: <ul style="list-style-type: none"> • City is not specified • Zip Code is not specified. 	1
5	Clients that Allow Sharing of Immunizations .	1
6	Clients that meet the following criteria regarding vaccination status: <ul style="list-style-type: none"> • Clients that are Recommended or Overdue for one or more vaccinations between 05/01/2008 to 05/20/2008; • Use all vaccine groups; • Use tracking schedule associated with each client. • Exclude Overdue Reminders is not specified. 	0
Total Number of Clients Eligible for Reminder		0

Last Notice Date Options

On the bottom of the Reminder Request Process Summary screen, you have the option of resetting the last notice date, which will affect future reminder/recall notices generated using this information. Your options on the last notice date table include:

Last Notice Date Options	
Set last notice date to today for all eligible clients when you select a report output.	<input checked="" type="checkbox"/>
Revert last notice date to previous last notice date for all clients eligible for this reminder .	<input type="button" value="Revert Eligible"/>
Revert last notice date to previous last notice date for all clients immunized by WIR Physicians.	<input type="button" value="Revert All"/>
Return to the previous screen.	<input type="button" value="Cancel"/>

1. Set the last notice date to today's date. This is the default option and is indicated by a check mark.
2. Set the last notice date to reflect the previous last notice date for all clients eligible for this reminder by pressing **REVERT ELIGIBLE**. Use this option if you choose not to have the current report generation reflected in the Last Notice Date option on the Reminder Request screen for the recipients of this reminder.
3. Set the last notice date to reflect the previous last notice date for all clients immunized by your organization by pressing **REVERT ALL**.

Use this option if you choose not to have the current report generation reflected in the Last Notice Date option on the Reminder Request screen for all clients immunized by your organization.

4. Return to the previous screen. Press **CANCEL** to return to the Reminder Request Status screen.

Reminder/Recall Output Options

The Reminder Request Output Options table, found on the Reminder Request Process Summary screen, allows you to choose how you would like to use the data from your query.

Letters

The letter output option allows you to generate a standard form letter for the responsible person(s) for each client returned on your query. The letter allows room at the top for your organization's letterhead. The body of the letter includes the client's immunization history, recommended immunizations and due dates, and up to two lines of free text and/or a telephone number. To generate letters, follow these steps:

1. Under the Additional Input column for the Letter section of the table, enter:

Reminder Request Output Options	
Output	Description
<u>Reminder Letter</u>	Standard Reminder Letter.

Additional Input	
Report Name	05/01/2001 Reminder
Free Text	Time for your shots!
Phone #	(555) 555-5555

- A report name in the appropriate field, if desired.
 - Additional information in the Free Text field, if desired. You may include a maximum of 400 characters in this field.
 - A telephone number in the appropriate field, if desired.
2. Click on **Reminder Letter**, which is underlined and in blue text.
3. Your report will be listed on the Reminder Request Status screen; the bottom table shows the name of the request, the date and time it was started, and the status of the request.
 - You have the option of moving to other portions of NESIIS or using other functions of your computer while you are waiting for your letters to process. To return to check the progress of your request, press **Check Reminder Status** under Reports on the menu panel.

- If you choose to stay at the Reminder Request Status screen while your request is processing, press **REFRESH** occasionally to check the status.
4. Once the report name is underlined and appears in blue, your letters are ready. Click on the report name to view or print the letters in Adobe Reader®.
 5. To print the letters, press the printer icon on the Adobe® toolbar. Press **OK** in the Print dialog box.
 6. To print additional notices, press the **BACK** button on your browser. At the Reminder Request Status screen, click on the underlined reminder request (top box) to return to the Reminder Request Process Summary screen.

Custom Letters

The custom letter output option allows you to generate a customized form letter for the responsible person(s) for each client returned on your query. To create a new custom letter, refer to the “Creating Custom Letters” section of this chapter. To generate a custom letter from the Reminder Request Process Summary screen, follow these steps:

1. Enter a report name for the custom letter you wish to generate. Click the link with the name of the custom letter. The letter and mailing labels will begin generating immediately.
2. Your report will be listed on the Reminder Request Status screen; the bottom table shows the name of the request, the date and time it was started, and the status of the request.
 - You have the option of moving to other portions of NESIIS or using other functions of your computer while you are waiting for your letters to process. To return to check the progress of your request, press **Check Reminder Status** under Reports on the menu panel.
 - If you choose to stay at the Reminder Request Status screen while your request is processing, press **REFRESH** occasionally to check the status.
3. Once the report name is underlined and appears in blue, your letters and mailing labels are ready. Click on the report name or mailing labels link to view or print the letters in Adobe Reader®.
4. To print the letters, press the printer icon on the Adobe® toolbar. Press **OK** in the Print dialog box.
5. To print additional notices, press the **BACK** button on your browser. At the Reminder Request Status screen, click on the underlined reminder

request (top box) to return to the Reminder Request Process Summary screen.

Cards

The card output option allows you to generate a standard (4x6 inch) postcard, printed one card per page. The body of the card includes the client's recommended immunizations and due dates, up to two lines of free text, and a telephone number. To generate reminder cards, follow these steps:

1. Under the Additional Input column for the Cards section of the table, enter:

<u>Reminder Card</u>	Standard Reminder Card (4x5).	Report Name	05/01/2001 Card
		Free Text	Call the number below to schedule your child's immunizations.
		Phone #	(555) 555-5555

- A report name in the appropriate field, if desired.
 - Additional information in the Free Text field, if desired. You may include a maximum of 275 characters in this field.
 - A telephone number in the appropriate field, if desired.
2. Click on **Reminder Card**, which is underlined and in blue text.
 3. Your request will be listed on the Reminder Request Status screen; the bottom table shows the name of the request, the date and time it was started, and the status of the request.
 - You have the option of moving to other portions of NESIIS or using other functions of your computer while you are waiting for your cards to process. To return to check the progress of your request, press Check Reminder Status under Reports on the menu panel.
 - If you choose to stay at the Reminder Request Status screen while your request is processing, press **REFRESH** occasionally to check the status.
 4. Once the report name is underlined and appears in blue, your cards are ready. Click on the report name to view or print the cards in Adobe Reader®.
 5. To print the cards, press the printer icon on the Adobe® toolbar. Press **OK** in the Print dialog box.
 6. To print additional notices, press the **BACK** button on your browser. At the Reminder Request Status screen, click on the underlined reminder request (top box) to return to the Reminder Request Process Summary screen.

Labels

The labels output option produces 30 labels per page on Avery Mailing Labels #5160. To generate mailing labels, follow these steps:

1. Under the Additional Input column for the Labels section of the table, enter a report name, if desired.

<u>Mailing Labels</u>	Avery Mailing Labels.	Report Name	05/01/2001 Labels
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2. Click on Mailing Labels, which is underlined and in blue text.
3. Your request will be listed on the Reminder Request Status screen; the bottom table shows the name of the request, the date and time it was started, and the status of the request.
 - You have the option of moving to other portions of NESIIS or using other functions of your computer while you are waiting for your labels to process. To return to check the progress of your request, press Check Reminder Status under Reports on the menu panel.
 - If you choose to stay at the Reminder Request Status screen while your request is processing, press **REFRESH** occasionally to check the status.
4. Once the report name is underlined and appears in blue, your labels are ready. Click on the report name to view or print the labels in Adobe Reader®.
5. To print the labels, press the printer icon on the Adobe® toolbar. Press **OK** in the Print dialog box.
6. To print additional notices, press the **BACK** button on your browser. At the Reminder Request Status screen, click on the underlined reminder request (top box) to return to the Reminder Request Process Summary screen.

Client Query Listings

The Client Query Listing is produced for the provider organization administrator's records. This report lists every client that was returned in the report query process, along with the phone number and address of every responsible person associated with each client. Insufficient addresses or telephone numbers on this report represent missing information on a responsible person. To generate a Client Query Listing, follow these steps:

1. Under the Additional Input column for the Client Query Listing section of the table, enter a report name, if desired.



2. Click on Client Query Listing, which is underlined and in blue text.
3. Your request will be listed on the Reminder Request Status screen; the bottom table shows the name of the request, the date and time it was started, and the status of the request.
 - You have the option of moving to other portions of NESIIS or using other functions of your computer while you are waiting for your report to process. To return to check the progress of your request, press Check Reminder Status under Reports on the menu panel.
 - If you choose to stay at the Reminder Request Status screen while your request is processing, press **REFRESH** occasionally to check the status.
4. Once the report name is underlined and appears in blue, your report is ready. Click on the report name to view or print the report in Adobe Reader®.
5. To print the report, press the printer icon on the Adobe® toolbar. Press **OK** in the Print dialog box.
6. To print additional notices, press the **BACK** button on your browser. At the Reminder Request Status screen, click on the underlined reminder request (top box) to return to the Reminder Request Process Summary screen.

Creating Custom Letters

In addition to form letters, NESIIS allows users to create and store up to three custom letters to be used for recall/reminders. To create a new custom letter, follow these steps:

1. Click on **Manage Custom Letters** under Reports on the menu panel.
2. Click the underlined New Custom Letter link.

Top Margin	Number of blank lines at the top of the letter: <input type="text" value="3"/>
Primary Address	<input type="checkbox"/> Include primary address
Salutation	Enter a salutation for the letter: <input type="text"/> Include a name at the end of the salutation: <input type="text" value="(no name)"/>
Paragraph 1	First Part <input type="text"/> Include a name between the first and second parts of this paragraph: <input type="text" value="(no name)"/> Second Part <input type="text"/>
Immunization History	<input type="checkbox"/> Include immunization history
Paragraph 2	<input type="text"/>

3. At the Create New Custom Letter screen, enter the following:

- **Top Margin:** Choose the number of blank lines you would like at the top of the letter from the pick list provided.
- **Primary Address:** Check the radio button to include the organization's primary address at the top of the letter.
- **Salutation:** Enter a greeting, then choose a name option from the pick list provided.
- **Paragraph 1:** Enter text in this field. If you wish to include a name within the paragraph, enter text up to the mention of the name in the field marked "First Part," ending with a single space. Next, choose the name you would like to appear within the paragraph from the pick list (either parent or guardian, client name, or no name). Continue to enter the rest of the text following the name, preceded by a single space, in the field marked "Second Part." If you do not wish to include a name, you may enter all of the first paragraph text in the field marked "First Part" and select "no name" from the name pick list.
- **Immunization History:** Check the box to include the client's immunization history in the letter.
- **Paragraph 2:** Enter more text in this field, if desired.

- Immunization Recommendations: Check this box to include the immunizations recommended for the client in the letter.
- Paragraph 3: Enter text in this field, if desired.
- Closing: Enter a closing word or statement in this field. If you wish to include your provider organization’s name and/or telephone number after the closing, check the appropriate box(es).
- Name and Save the Custom Letter: Enter a name for the letter in the field provided. When the letter is complete, press **SAVE**.

Custom letters may now be generated using the process described in “Reminder/Recall Output Options,” located in this chapter.

New Client Form

The New Client Form allows you to print a blank Vaccine Administration Record, which includes a current inventory table for the selected provider site. Use this form to collect information on a client who does not yet exist in the NESIIS database. The responsible person’s and clinician’s signatures are also gathered on this form. To print out a New Client Form, follow these steps:

1. Click on the Forms menu option at the top of the page.

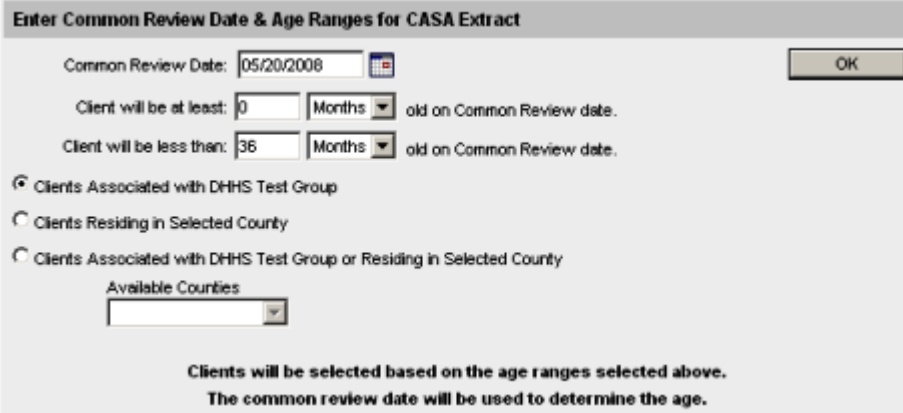
2. Under New Client Form Request, pick the site at which the client will be seen so that the appropriate inventory will appear on the record.
3. Choose the language in which you would like the new client form to display.

4. Press **GENERATE**.
5. The form displays in Adobe Reader®.
6. To print the report, press the printer icon on the Adobe® toolbar.
7. Press **OK** in the Print dialog box.
8. To return to the New Client Form Request screen, press the **BACK** button on your browser.

Clinic Assessment Software Application Extracts

The Clinic Assessment Software Application (CASA) is a tool provided by the Centers for Disease Control and Prevention for assessing immunization practices within a clinic, private practice, or any other environment where immunizations are provided. NESIIS is able to extract your organization's immunization information and save it in a format that may be used to import into CASA for analysis. To perform an extract of information for CASA, follow these steps:

1. Click on **CASA Extract** under Reports on the menu panel.



Enter Common Review Date & Age Ranges for CASA Extract

Common Review Date: 05/20/2008

Client will be at least: 0 Months old on Common Review date.

Client will be less than: 36 Months old on Common Review date.

Clients Associated with DHHS Test Group

Clients Residing in Selected County

Clients Associated with DHHS Test Group or Residing in Selected County

Available Counties

Clients will be selected based on the age ranges selected above.
The common review date will be used to determine the age.

2. Enter a Common Review Date in the MMDDYYYY format or click on the calendar icon to set the date.
3. Enter the minimum age the client must be on the common review date by entering a number and choosing days, months, or years from the pick list. This field defaults to 0 months.
4. Enter the age the client must be under on the common review date by entering a number and choosing days, months, or years from the pick list. This field defaults to 36 months.



Data extracts (such as CASA) may take more than 20 minutes to download, depending upon the size of your organization. Instead of waiting on the status screen for the download to complete, you may move around anywhere in NESIIS and even log out while the file is downloading. To return to the status screen, press Check Request Status.

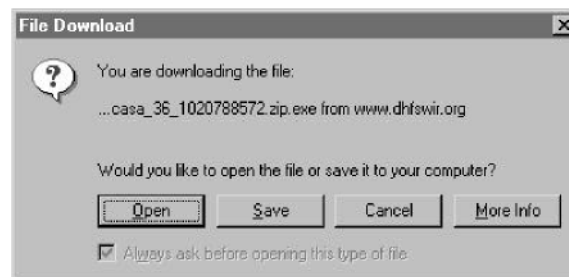
- The client population for most organizations will be the clients that have an active association for your organization. If yours is a city or county organization, choose the appropriate radio button to report on:
 - Only those clients with an active association to your organization.
 - Only the clients within your city or county.
 - Both clients active within your organization and in your city or county.

Clients with a status of “Permanently Inactive — Deceased” or “Moved Out of State” *for any organization* will be excluded from all options.

- Press **OK**.
- A screen will display instructing you to check the status of the extract by going to the Check Request Status screen.
- Click on Check Request Status under Reports on the menu panel. You may click the **REFRESH** button at any time to update the status of the report. You have the option of moving to other portions of NESIIS or using other functions of your computer while you are waiting for your download to process. To return to check the progress of your download, click Check Request Status on the menu panel.
- When your extract is complete, it will appear in the status table underlined and in blue text.

Request Download Status for WIR Physicians			
File Name	Status Date	Status	Description
<u>casa_36_1020785227.zip.exe</u>	05/07/2002	COMPLETE	CASA Download
casa_36_1020788572.zip.exe	05/07/2002	RUNNING	CASA Download
sync_36_1020785206.zip	05/07/2002	COMPLETE	Full Download

- Double click the name of the underlined CASA file.
- In the File Download box, press **SAVE**.



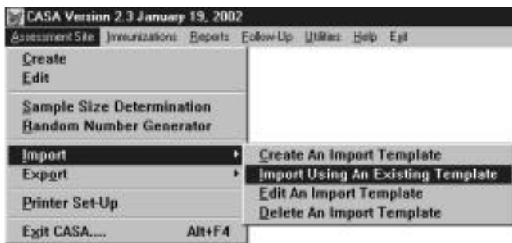
- In the Save As box, choose a location where you would like to save the file. We recommend you create a CASA folder to organize the extracts.

13. Press **SAVE**.
14. A Download Complete box will display. Press **CLOSE**.
15. Find the location of your saved extract file on your hard drive. Double click on the file. Once this is done, the .exe file automatically creates a new text file (ends in .txt) in the same location as your .exe file.

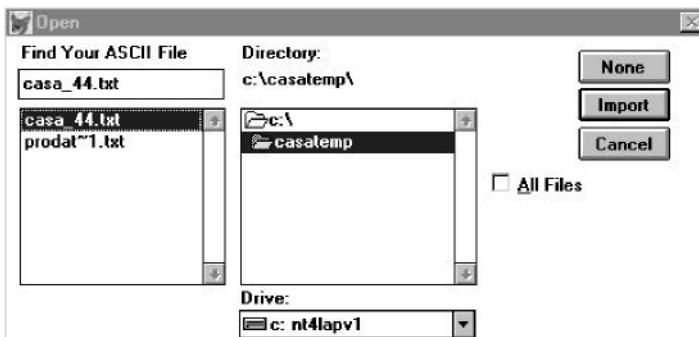
Importing a Text File into CASA

To import your text file into the CASA program, follow these steps:

1. Open your CASA program.
2. Select Import from the Assessment Site menu, then select Import Using an Existing Template.



3. In the dialog box, choose "NESIIS to CASA 2003" from the scroll-down list. Press **OK**.
4. In the Open dialog box, locate your newly created CASA text file. Click to highlight the appropriate file (it will end in .txt), then press **IMPORT**.



5. In the Assessment Site Download box, fill in your site, assessment range, common review date, and other information. Press **OK**.

6. In the Importing Empty Records box, press **NO**.
7. In the Importing Combination Shots box, press **NO**.
8. Now that your NESIIS data is successfully imported into CASA, you will be returned to the main CASA screen.

Assessment Reports

The Assessment Report feature in NESIIS compiles an organization's immunization data into a useful format.

1. Click on **Assessment Report** under the Reports section of the menu panel.

2. Select the client population to be assessed by clicking one of the following:
 - Clients Associated with Selected Site: Choose this option to view immunization data on all clients associated with the site selected from the pick list at the right of the dialog box.

- Clients Associated with <Organization Name>: Choose this option to view immunization data on all clients with an active association with your organization.
Clients with a status of “Permanently Inactive — Deceased” or “Moved Out of State” *for any organization* will be excluded from all options.
3. Select the age, birth date range, or age range of the clients by choosing one of the following:
 - Less than or equal to 72 months old: Choose this option to return all clients who are 72 months or younger.
 - Birth date range: Choose this option to enter a range of birth dates. Enter the earliest birth date in the first field and the latest birth date in the second field that you wish included on the report. Or, use the calendar icons beside each field to enter the dates.
 - Age range: Choose this option to enter an age range. Enter the youngest age in the first field, then use the pick list next to it to choose days, months, or years. In the Oldest Age field, enter an age and use the pick list to choose days, months, or years.
 4. Select either the Standard Assessment or the Assess Clients with Sufficient Refusal History as Covered option for the report by choosing the appropriate radio button. Selecting the second option will return an assessment report that counts clients with sufficient refusal comments as being up-to-date.
 5. Select the assessment report evaluation date by entering the date in the field provided or by using the calendar icon to enter the date. No immunizations administered after the evaluation date will be included in the report.
 6. Press **GENERATE**.
 7. The Assessment Report Status screen will display. Press **REFRESH** occasionally to check on the progress of the reports. When the reports are ready, the job names will appear underlined and in blue. At this screen you may do the following:



Clients with Refusals

If the option to Assess Clients with Sufficient Refusal History as Covered is selected when the assessment report is run, clients who fall short of needed, valid doses but have sufficient refusals to meet the benchmark are included within the count as if they received the needed doses.

Assessment Report Status Refresh Cancel

Assessment of Clients With At Least One Missing Age Specific Benchmark

3 Months Generate

Assessment Report Output Options

Job Name - Evaluation Date	Started	Status
<u>(Benchmark Client Listing) WIR Physicians - 3 Months - 07/17/2007</u>	07/17/2007 10:07 AM	COMPLETE
<u>(Assessment Report) WIR Physicians - 07/17/2007</u>	07/17/2007 09:53 AM	COMPLETE
<u>(Missed Opps Clients) WIR Physicians - 07/17/2007</u>	07/17/2007 09:53 AM	COMPLETE

Records Meeting Criteria

Age Range - Evaluation Date	Number of Clients in Age Range	Started	Status
<u>< 12 Months of Age - 07/17/2007</u>	5	07/17/2007 09:53 AM	COMPLETE
<u>12 - 23 Months of Age - 07/17/2007</u>	1	07/17/2007 09:53 AM	COMPLETE
<u>24 - 35 Months of Age - 07/17/2007</u>	2	07/17/2007 09:53 AM	COMPLETE
<u>36 - 72 Months of Age - 07/17/2007</u>	4	07/17/2007 09:53 AM	COMPLETE
<u>All Age Ranges - 07/17/2007</u>	12	07/17/2007 09:53 AM	COMPLETE

- Select an age from the pick list provided and press (to the right of the age pick list) if you wish to create an assessment report listing clients for an age-specific benchmark. This report lists the client's name, address, telephone number, and the vaccinations that they did or did not complete or refused by the benchmark age. A client will show on the report if they missed at least one age-specific benchmark.
 - Click the underlined job name to view the assessment report.
 - The report listing clients by benchmark age will have a job name of: (Benchmark Client Listing) <Organization Name> - <Benchmark Age> - <Date>.
 - The assessment report will be called: (Assessment Report) <Organization Name> - <Date>.
 - A report listing all clients who have missed a vaccination opportunity will have a job name of: (Missed Opps Clients) <Organization Name> - <Date>.
 - Click an underlined age range to view a listing of clients returned that fall within the specified range. This list will give the name, address, and telephone number for all clients meeting the record criteria. To view clients for all age ranges that meet the criteria, click on the All Age Ranges link.
8. The report displays in Adobe Reader® if you clicked one of the report links or age range links. To print one of these reports, press the printer icon on the Adobe® toolbar.
9. Press **OK** in the Print dialog box.

10. To return to the Assessment Report Status screen, press the **BACK** button on your browser.

Understanding the Assessment Report

The following is a brief overview of the data that is returned on each table within the assessment report.

Age Group	Records Analyzed	Inactive	Records Meeting Criteria
36 - 72 Months of Age	52	0	52
24 - 35 Months of Age	5	0	5
12 - 23 Months of Age	1	0	1
< 12 Months of Age	1	0	1
Total	59	0	59

- Age Group: This column displays the age ranges used for evaluation.
- Records Analyzed: This column displays the count of selected clients within the age group that are included in this report.
- Inactive: This column displays the count of selected clients within the age group that are not active.
- Records Meeting Criteria: This column displays the count of selected clients within the age group.

Immunization Status		
Age(months)	Up-to-Date ¹⁻⁴ (UTD)	Late ¹⁻⁴ UTD@Assessment
36 - 72 Months of Age		
72	26.6%	27.0%
24	51.4%	64.1%
12	64.9%	79.4%
7	46.1%	79.4%
24 - 35 Months of Age		
24	47.8%	56.2%
12	62.9%	79.8%
7	46.6%	79.8%
12 - 23 Months of Age		
12	69.0%	80.8%
7	51.3%	80.8%
< 12 Months of Age		
7	56.9%	69.4%

1) UTD by 7 months equals 3 DtaP, 2 HepB, 2 Hib, 2 Polio
 2) UTD by 12 months equals 3 DtaP, 2 HepB, 2 Hib, 2 Polio.
 3) UTD by 24 months equals 4 DtaP, 3 HepB, 3 Hib, 1 MMR, 3 Polio.
 4) UTD by 72 months equals 5 DtaP, 3 HepB, 4 Hib, 2 MMR, 4 Polio
 Late UTD equals the same benchmark for the age group, but it is assessed on the date the report was run.



If a vaccine series has been completed early through acceleration or an alternate ACIP schedule, the client will be considered up-to-date for the vaccine. Client comments of “History of Varicella” or “Immunity of Varicella” with an applies-to date will also be considered up-to-date for all benchmarks on or after the date.



In order for NESIIS to show a benchmark as having been met, a client must have received the correct number of immunizations on or before the exact number of months elapsed since their date of birth. For example, a client with a birth date of 01 /01 /2007 needs to have a DtaP immunization on or before 04/01 /2007 to meet the 3-month benchmark.

Age (Months): This column displays the age of the client on the assessment date.

Up-to-Date (UTD): This column displays the percent of clients (out of the total number of active clients for that age group) meeting the criteria on the assessment date. The criteria are given at the bottom of the report page. For example, a 7-month-old UTD client who has met the criteria will have had three DTaP, two HepB, two HIB, and two Polio vaccinations.

Late UTD @ Assessment: This column displays the percent of clients (out of the total number of active clients for that age group) meeting the criteria on the date the report was run, rather than on the assessment date.

Age Specific Immunizations Benchmarks							
UTD Grid	DTaP	Hep B	Hib	MMR	Polio	Pneumo	Varicella
@ 3 months	1	1	1		1	1	
@ 5 months	2	2	2		2	2	
@ 7 months	3	2	2		2	2	
@ 9 months	3	2	2		2	2	
@ 12 months	3	2	2		2	2	
@ 16 months	4	3	3	1	3	3	1
@ 19 months	4	3	3	1	3	3	1
@ 21 months	4	3	3	1	3	3	1
@ 24 months	4	3	3	1	3	3	1
@ 72 months	5	3	4	2	4	4	1

The Age-Specific Immunization Benchmarks chart shows how many doses of each vaccine a client should have by the age listed at the left to be determined UTD. This chart is used to create the Assessment of Clients Meeting Age-Specific Benchmarks table.

Assessment of Clients Meeting Age Specific Benchmarks									
UTD Age	DTap	Hep B	Hib	MMR	Polio	Pneumo	Varicella	Total Meeting Age Criteria	% Coverage
3 Months	36	40	36		37	24		59	37.3%
5 Months	29	30	28		29	16		59	18.6%
7 Months	27	36	37		36	23		59	37.1%
9 Months	30	37	37		36	25		59	33.9%
12 Months	31	36	36		36	25		58	37.9%
16 Months	17	28	29	35	26	21	28	59	17.2%
19 Months	25	29	30	36	28	21	31	58	22.4%
21 Months	27	32	32	38	31	21	33	59	22.4%
24 Months	30	32	33	40	33	22	33	57	26.3%
72 Months	9	24	13	15	26	6	26	37	5.4%

- UTD Age:** This column shows the maximum age the client has attained by the assessment date.
- Vaccine Columns:** These seven columns display the count of the clients who have met the vaccination criteria by the UTD age.
- Total Meeting Age Criteria:** This column gives a count of all the clients who are at least the age listed under UTD Age. However, the 72 Months UTD Age category includes clients from 48 to 72 months of age.
- % Coverage:** This column displays the percentage of clients meeting all UTD criteria, out of a total of all clients at least the age listed under UTD Age.

Children Who Could Have Been Brought Up-To-Date With Additional Immunizations		
<= 12 Months of Age	199	22.0%
1 Vaccine Needed	135	67.8%
2 Vaccines Needed	31	15.6%
3 Vaccines Needed	14	7.0%
4 Vaccines Needed	19	9.5%

- Column 1:** In the first row of column one, the age range of clients examined in this table is displayed. In subsequent rows within this column, the number of vaccines needed by the client is displayed.
- Column 2:** In the first row of column two, a count is displayed of all clients for this age group who are behind schedule for four or fewer vaccinations. Subsequent boxes display a count of clients for this age group who need additional vaccinations to be UTD.

Column 3: In the first row of column three, a percent is displayed of all clients for this age group who are behind schedule for four or fewer vaccinations (out of the total number of clients for this age group). Subsequent rows within this column display a percentage of clients for this age group who need additional vaccinations to be UTD.

Children Who Got A Late Start or Have Dropped Off Schedule After A Good Start			
Late Start Rates ¹	Beginning > 3 mo. age	31.1%	36-72 mo. age group
		32.6%	24-35 mo. age group
		25.3%	12-23 mo. age group
Drop Off Rates	60-72	17.9%	24 month status ²
	48-59	19.8%	24 month status
	36-47	31.1%	24 month status
	24-35 mo. age	34.3%	24 month status
	12-23 mo. age	15.3%	12 month status ³

1) A client who did not receive dose 1 of DTaP by 90 days is considered to have gotten a Late Start.
 2) Drop off rate @ 24 months of age equals % of clients who had 1 DTaP by 6 months of age minus % of clients who had 4 DTaP by 24 Months.
 3) Drop off rate @ 12 months of age equals % of clients who had 1 DTaP by 6 months of age minus % of clients who had 3 DTaP by 12 Months.

DTaP is the equivalent of a DTaP, a DTP or a DT.

Late Start Rates: A client who did not receive one full dose of DTaP by 90 days of age is considered to have gotten a late start. The values in column three of the late start row are the percentages of clients (within the age groups listed in column four) who have not received the first DTaP dose by 3 months of age.

Drop Off Rates: The drop off rate section of this chart shows the percentage of clients (column three) in various age groups (column two) who have not gone beyond a 12- or 24-month status (column four) in their immunizations. Immunization status is calculated using the formula outlined at the bottom of the chart.

Clients Who Do Not Have a Birth Dose of HepB and Have Not Completed the 3 Dose Series		
	Number ⁴	Per Cent ⁵
Clients Missing Birth Dose Of Hep B	299	21.3%

4) Count of Clients who do not have a birth dose and did not complete the 3 dose Hep B series. These clients must be between 6 months and 72 months old on evaluation date and have at least 1 immunization in WIR.
 5) Per cent of all clients (between 6 and 72 months old with at least 1 immunization in WIR) who do not have a birth dose and did not complete the 3 dose Hep B series.

The Hep B chart gives the number and percentage of clients who did not receive a birth dose of the Hep B vaccination and who did not complete the three-dose series. Clients evaluated are between 6 and 72 months old and have at least one immunization in NESIIS.

Missed Opportunity Assessment

Age Group on Evaluation Date	Total Clients in Age Group	Clients Not up to Date		Missed Opportunity on Last Visit	
		Count	Percent	Count	Percent
<12 months 7 month benchmark					
12-23 months 12 month benchmark					
24-35 months 24 month benchmark	3	2	66.7%	1	33.3%
36-72 months 24 month benchmark	36	18	50.0%	8	22.2%

- Age Group on Eval Date: This column lists the age group of the selected clients and the immunization benchmark used for evaluation.
- Total Clients in Age Group: This column gives the total number of clients within the age group listed in the first column.
- Clients Not Up to Date: This column gives the count and percentage of clients who are not up to date for the benchmark listed in column one.
- Missed Opp on Last Visit: This column gives the count and percentage of clients who are *not* up to date *and* who had a missed opportunity for vaccination on the last visit on or before the evaluation date.

Report run on: 07/13/2006 10:56 AM **Missed Opportunity Client Listing** Page 1 of 5

Client Name (F M L)	Birth Date	Phone Number	Address	City/State/Zip																	
<p>*Missed Opportunity on Last Visit</p> <table border="1"> <thead> <tr> <th rowspan="2">Vaccine</th> <th colspan="2">Immunization Date:</th> </tr> <tr> <th>06-NOV-02</th> <th>26-MAR-03</th> </tr> </thead> <tbody> <tr> <td>HepB</td> <td><input checked="" type="checkbox"/></td> <td><input checked="" type="checkbox"/></td> </tr> <tr> <td>Hib</td> <td><input checked="" type="checkbox"/></td> <td><input checked="" type="checkbox"/></td> </tr> <tr> <td>Pneumococcal</td> <td><input checked="" type="checkbox"/></td> <td><input checked="" type="checkbox"/></td> </tr> <tr> <td>Varicella</td> <td><input type="checkbox"/></td> <td><input checked="" type="checkbox"/></td> </tr> </tbody> </table>					Vaccine	Immunization Date:		06-NOV-02	26-MAR-03	HepB	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Hib	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Pneumococcal	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Varicella	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Vaccine	Immunization Date:																				
	06-NOV-02	26-MAR-03																			
HepB	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>																			
Hib	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>																			
Pneumococcal	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>																			
Varicella	<input type="checkbox"/>	<input checked="" type="checkbox"/>																			

The missed opportunities report lists all your organization's clients who have missed opportunities to be vaccinated. This report lists the client's first and last names, birth date, and date of each missed opportunity by

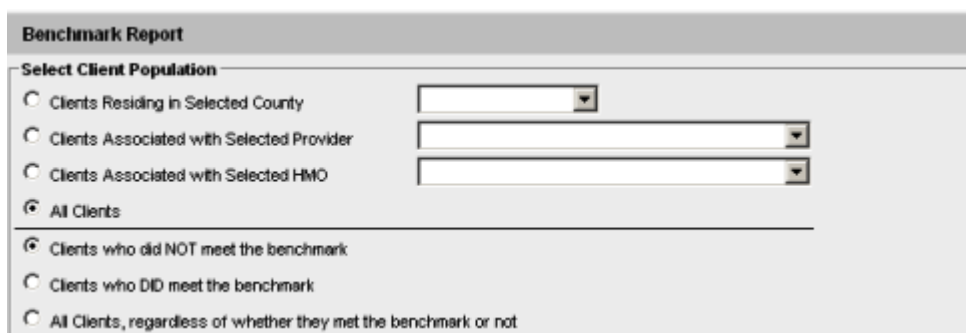
vaccine group. If a client had missed an opportunity to be vaccinated on his or her last visit, the message “Missed Opportunity on Last Visit” appears in the client’s record.

Benchmark Reports

Benchmark reports allow NESIIS users to retrieve a list and count of clients who have met an immunization benchmark or predefined series of benchmarks. The resulting report may be viewed in NESIIS and exported as a text file, spreadsheet, or Portable Document Format (PDF) file.

To generate a benchmark report, follow these steps:

1. Click on **Benchmark Report** under the Reports section of the menu panel.



The screenshot shows a dialog box titled "Benchmark Report". It contains a section labeled "Select Client Population" with the following options:

- Clients Residing in Selected County (with a dropdown menu to its right)
- Clients Associated with Selected Provider (with a dropdown menu to its right)
- Clients Associated with Selected HMO (with a dropdown menu to its right)
- All Clients

- Clients who did NOT meet the benchmark
- Clients who DID meet the benchmark
- All Clients, regardless of whether they met the benchmark or not

2. Select the client population to be assessed by clicking one of the following:
 - Clients Associated with Selected Site: Choose this option to view immunization data on all clients associated with the site selected from the pick list at the right of the dialog box.
 - Clients Associated with <Organization Name>: Choose this option to view immunization data on all clients with an active association to your organization.
 - Clients Residing in <City or County Name>: Choose this option to view immunization data on all clients within a given city or county. This option is only available for city or county organizations.

- Clients Associated with <Organization Name> AND Clients Residing in <City or County Name>: Choose this option to view immunization data on clients associated with your organization and those residing within a given county or city. This option is only available for city or county organizations.
- Include or Exclude Clients residing in the following: Choose this option to include or exclude clients residing in specified cities, census tracts, or ZIP codes without including any of the above options. This option is only available for city or county organizations.

Clients with a status of “Permanently Inactive — Deceased” or “Moved Out of State” *for any organization* will be excluded from all options.

3. Enter information to either include or exclude clients residing in specified cities, census tracts, or ZIP codes. This option is only available for city or county organizations. This function can be used on its own by selecting the last option under Step 2, or in conjunction with the “Associated with” or “Residing in” options under Step 2. Refer to the Include/Exclude Examples in this step for more information. Click to select the following:

- N/A: Select this option if you wish to bypass the include/exclude function.
- Cities: Select this option to include or exclude one or more cities from the list provided. If this option is chosen, highlight a city to include or exclude, then press **ADD**. Repeat for each city to include or exclude.
- Census Tracts: Select this option to include or exclude one or more census tracts from the list provided. If this option is chosen, highlight a census tract to include or exclude, then press **ADD**. Repeat for each census tract to include or exclude.
- ZIP Codes: Select this option to include or exclude one or more ZIP codes from the list provided. If this option is chosen, highlight a ZIP code to include or exclude, then press **ADD**. Repeat for each ZIP code to include or exclude.
- Include/Exclude: Select one of these options to either include or exclude the selected cities, census tracts, or ZIP codes from the Benchmark Report.

Include/Exclude Examples

Additional client population selections are available to city or county organizations to choose clients residing in a given city or county.

For these organizations, clients can be selected by cities, census tracts, or ZIP codes with the given city or county. These can be selected alone, or in combination with the “Associated with” or “Residing in” options.

The county shown on the Edit Organization screen will be used to match with the county that displays on the Manage Client screen. The city, census tract, and ZIP code are matched to the client’s primary address.

Example 1

The most common usage of the limitation by city is to allow a county organization with an embedded city organization to exclude the city when reporting on clients for which the county is responsible.

To do this, select the option “Clients Residing in <County Name>.” Then select “Cities” and “Exclude” in the Include/Exclude section. Choose a city and press **ADD**.

Example 2

A county organization with an embedded city organization may wish to report on all the clients it has served that reside in the city health department’s area. The resulting data would provide the county organization with the clients it has served that belong to the city organization.

To do this, select “Clients Associated with <Organization Name>.” Then select “Cities” and “Include” in the Include/Exclude section. Choose the city and press **ADD**.

Example 3

A city organization may wish to focus on a single census tract.

To do this, select “Include or Exclude Clients Residing in the Following,” then select “Census Tracts” and “Include” in the Include/Exclude section. Choose a census tract and press **ADD**.

Example 4

A county organization may wish to report on all but one ZIP code.

To do this, select “Include or Exclude Clients residing in the following,” then select “ZIP Codes” and “Exclude” in the Include/Exclude section. Choose the one ZIP code to be excluded, then press **ADD**.

Examples for City Organizations

NESIIS will provide a city organization with only its own city on the “Cities” list in the Include/Exclude section.

Options for city organizations include the following:

- Use “Clients Residing in the city of <City Name>” to select all clients with a matching city, regardless of the county.
 - Use “Include or Exclude Clients residing in the following” and select “Cities” and “Include” in the Include/Exclude section. Then select the one city listed in the “Cities” list to select all clients within a matching county (or no specified county).
 - Use “Clients Residing in the city of <City Name>,” then select “Cities” and “Exclude” in the Include/Exclude section. Then select the one city in the “Cities” list to identify only those clients with a matching city, but a different county.
4. Click one of the following to specify the clients to return on the report:
- Clients who did NOT meet the benchmark: Choose this option to return a list of clients who did not meet the benchmark(s) defined in the table.
 - Clients who DID meet the benchmark: Choose this option to return a list of clients who met the benchmark(s) defined in the table.
 - All clients, regardless of whether they met the benchmark or not: Choose this option to return a list of all clients meeting the criteria defined on this screen.



If a vaccine series has been completed early through acceleration or an alternate ACIP schedule, the client will be considered up-to-date for the vaccine. Client comments of “History of Varicella” or “Immunity of Varicella” with an applies-to date will also be considered up-to-date for all benchmarks on or after the date.



In order for NESIIS to show a benchmark as having been met, a client must have received the correct number of immunizations on or before the exact number of months elapsed since their date of birth. For example, a client with a birth date of 01 /01 /2007 needs to have a DtaP immunization on or before 04/01 /2007 to meet the 3-month benchmark.



Exporting the benchmark report in a PDF file will allow you to print the report as a whole, rather than one page at a time. To view PDF files, you will need to have Adobe® Reader installed on your computer. *Note:* if you press the Back button on your browser, you may receive a “Page has Expired” message. As instructed on the screen, you can press your Refresh button then click on “Retry” to return to the status screen.



Refusals of Vaccine In order for client refusals of vaccine to be calculated correctly on assessment and benchmark reports, an appropriate Applies-to Date must be entered for refusal comments on the Client Comments tab. Refer to the Managing Clients chapter of this manual for more information.

Select Age or Birth Date Range

Less than or equal to 72 months old

Birth date range Earliest Birthdate: Latest Birthdate:

Age range Youngest Age: Days Oldest Age: Days

Options for Benchmarking

Standard Assessment

Assess Clients with Sufficient Refusal History as Covered

Select Evaluation Date

Select Benchmark

Age Specific Immunization Benchmarks							
Age	DTaP	Hep B	Hib	MMR	Polio	Pneumo	Varicella
<input checked="" type="radio"/> 1 months	1	1	1		1	1	
<input checked="" type="radio"/> 5 months	2	2	2		2	2	
<input checked="" type="radio"/> 7 months	3	2	2		2	2	
<input checked="" type="radio"/> 9 months	3	2	2		2	2	
<input checked="" type="radio"/> 12 months	3	2	2		2	2	
<input checked="" type="radio"/> 15 months	4	3	3	1	3	3	1
<input checked="" type="radio"/> 19 months	4	3	3	1	3	3	1
<input checked="" type="radio"/> 24 months	4	3	3	1	3	3	1
<input checked="" type="radio"/> 24 months	4	3	3	1	3	3	1
<input checked="" type="radio"/> 72 months	5	3	4	2	4	4	1

Or select one of these aggregate outcomes:

<input checked="" type="radio"/> 19 months		431	43133	431331	
<input checked="" type="radio"/> 36 months		431	43133	431331	

- Select the age, birth date range, or age range of the clients by choosing one of the following:
 - Less than or equal to 72 months old: Choose this option to return all clients who are 72 months old or younger.
 - Birth date range: Choose this option to enter a range of birth dates. Enter the earliest birth date in the first field and the latest birth date in the second field that you wish included on the report, or use the calendar icons beside each field to enter the dates.
 - Age range: Choose this option to enter an age range. Enter the youngest age in the first field, then use the pick list next to it to choose days, months, or years. In the Oldest Age field, enter an age and use the pick list to choose days, months, or years.
- Select either the Standard Assessment or the Assess Clients with Sufficient Refusal History as Covered option for the report by choosing the appropriate radio button. Selecting the second option will return a benchmark report that counts clients with sufficient refusal comments as being up-to-date.
- Select the report evaluation date by entering the date in the field provided or by using the calendar icon to enter the date. No immunizations administered after the evaluation date will be included in the report.

8. Select the benchmark(s) to be used on the report:

- To select one or more single vaccine benchmarks within a single row, click the box where the vaccine and the number of months intersect. For example, clicking the box with “4” in it where “DTaP” and “@ 19 months” intersect will result in a report with this benchmark included.
- To select all benchmarks in a row, you may click on the first box in the row that indicates “@ X months.”
- To select benchmarks in a predefined series, select one of the 431, 43133, or 431331 combinations at the bottom of the table.

9. Press **GENERATE**.

10. The Benchmark Report Status screen will display. Press **REFRESH** occasionally to check on the progress of the report. When the report is ready, click “Benchmark,” which will appear underlined and in blue. Once this link is clicked, NESIIS will display the benchmark report at the bottom of the Benchmark Report Status screen. In addition, you may do one of the following:

- Click the “Export as Text” link to display the report in text file format.
- Click the “Export as a Spreadsheet” link to display the report in a spreadsheet format.
- Click the “Display as a PDF” link to display the report in Adobe® Reader.



Large Reports

The size of your file is not limited when you choose to export the benchmark report as text. However, the export as a spreadsheet option has a limit of 65,535 lines; the informational message “file not loaded completely” will display to indicate that part of the report was truncated. When the report is displayed as a PDF, the report will be limited to about 5,000 lines (119 pages); if you choose the PDF link and the report is larger than 5,000 lines, a red error report banner will display.

Ad Hoc Reports

The Ad Hoc Reports function in NESIIS allows the user to create customized reports. Filters within the Ad Hoc Reporting function help to narrow a search by date, site, vaccine group, ethnicity, and other factors. City and county public health departments may include in their reports clients associated with their departments or those living within the same city or county.

The Ad Hoc reporting function produces two types of reports; one type produces lists with information about selected clients, the other type produces counts, either of clients or of immunizations.

Note: Clients whose information is added or changed on the day the report is run may not appear in the results until the following day.



Filters in NESIIS are used to narrow information down so that it answers a user's query or can be used elsewhere. An example of a filter item would be Birth Date Range (Item to filter on) BETW EEN (Comparison) 01/01/2004 (Value to compare to) AND 12/31/2004 (And).

Ad Hoc List Reports

To produce a list of information about selected clients, follow these steps:

1. Click on **Ad Hoc List Report** under the Reports section of the menu panel.

Create a Customized List Report

What items would you like to display on the report?

Immunizations Clinic site Trade name Vaccination date Vaccine Vaccine lot	Client Birth date
Responsible Person First name Language preference Last name Middle name Relationship to client	Other Items Ethnicity Chart number Immunizations Vaccine group

Item to sort on: Vaccine group Order: First-to-Last Last-to-First
A report takes longer to run if you want it to be sorted.

How would you like to filter the data?

Item to filter on: Primary Care physician Comparison: EQUALS Value to compare to: DR. Scott Chandler

Selected Filters

```
Gender EQUALS FEMALE
AND
Primary Care physician EQUALS DR. Scott Chandler
```

Generate Cancel

2. Select the items that you would like to display on the report by double-clicking on the desired item from the left column (for example, Client Last Name) or by highlighting the item and pressing **ADD**. This will copy the item to the right column and add it to your report.
3. Select the single item by which you would like to have the report sorted and click on the sort order (first-to-last or last-to-first). *Note:* Sorting the report will increase the time it takes to process it.

4. Under “Item to filter on,” select an item that you would like to add as a filter using the pick list provided. For example, “Birth Date Range” could be an item used as a filter.
5. Under “Comparison,” select a word from the pick list that best describes the type of comparison you wish to make. For example, “Between” is one comparison operator.
6. Under “Value to compare to,” either choose a value from the pick list in the left field or enter a beginning date in the right field.
7. Under “and,” select another value from the pick list in the left field or enter the ending date in the right field, if applicable.
8. Press **ADD/SAVE**. Repeat Steps 4-8 for each item you wish to use as a filter.
9. When finished adding filter items, you may do the following:
 - Group them together by highlighting two filter statements and pressing **GROUP**.
 - Highlight an AND or an OR statement and press **AND/OR** to change it.
 - Highlight a grouped statement and press **UNGROUP** to ungroup it.
 - Highlight a statement and press **REMOVE** to remove it from the selected filters.
 - Highlight a statement and press **EDIT** to make changes to a statement. Make the necessary changes to the statement in the filtering section of the screen and press **ADD/SAVE**.
10. Press **GENERATE**. The Ad Hoc Report Status page will display; see the Ad Hoc Report Status section of this chapter for more information.



Exporting an ad hoc report in a PDF file will allow you to print the report as a whole, rather than one page at a time. *Note:* if you press the Back button on your browser, you may receive a “Page has Expired” message. As instructed on the screen, you can press your Refresh button then click on “Retry” to return to the status screen.

Ad Hoc Count Report

To produce a count of selected clients or immunizations, follow these steps:

1. Click **Ad Hoc Count Report** under the Reports section of the menu panel.
2. Select whether Clients or Immunizations will be counted by clicking the appropriate radio button at the top of the screen.



Ad hoc reports are retained for 72 hours; NESIIS will retain one count report and one list report for that period of time. If a new report of the same type is generated, the new report will replace the existing report.



Large Reports

The size of your file is not limited when you choose to export the ad hoc report as text. However, the export as a spreadsheet option has a limit of 65,535 lines; the informational message “file not loaded completely” will display to indicate that part of the report was truncated. When the report is displayed as a PDF, the report will be limited to about 5,000 lines (119 pages); if you choose the PDF link and the report is larger than 5,000 lines, a red error report banner will display.

3. Select the factors you would like to use to group the counts on the report by double-clicking on the desired item from the left column (for example, Vaccine Group) or by highlighting the item and pressing **ADD**. This will copy the item to the right column so that it can be used in your report.
4. Under “Item to filter on” select an item that you would like to add as a filter using the pick list provided. For example, “Birth Date Range” could be an item used as a filter.
5. Under “Comparison,” select a word from the pick list that best describes the type of comparison you wish to make. For example, “Between” is one comparison operator.
6. Under “Value to compare to,” either choose a value from the pick list in the left field or enter a beginning date in the right field.
7. Under “and,” select another value from the pick list in the left field or enter the ending date in the right field, if applicable.

8. Press **ADD/SAVE**. Repeat Steps 4-8 for each item you wish to filter.
9. When finished adding filter items, you may do the following:
 - Group them together by highlighting two filter statements and pressing **GROUP**.
 - Highlight an AND or an OR statement and press **AND/OR** to change it to an OR or an AND.
 - Highlight a grouped statement and press **UNGROUP** to ungroup it.
 - Highlight a statement and press **REMOVE** to remove it from the selected filters.
 - Highlight a statement and press **EDIT** to make changes to a statement. Make the necessary changes to the statement in the filtering section of the screen and press **ADD/SAVE**.
10. Press **GENERATE**. The Ad Hoc Report Status page will display; see the Ad Hoc Report Status section of this chapter for more information.

Ad Hoc Report Status

1. The Ad Hoc Report Status screen will display after you press **GENERATE** on the Ad Hoc Count or Ad Hoc List Report screens, or you may access the status screen by clicking Ad Hoc Report Status under the Reports section of the menu panel.

Ad Hoc Report Status				
			Refresh	Cancel
Report Type	Started	Completed	Status	Row Count
LIST	10/23/2006 07:05 AM	10/23/2006 07:05 AM	DONE	43
Ad Hoc Report Results				
What would you like to do with this report?				
Export as Text		Export as a Spreadsheet		Display as a PDF

2. Press **REFRESH** occasionally to check the status of the report. Once the underlined report name appears (either List or Count), click it. The report will display directly on this screen.
3. If you wish to export the data as a text file, spreadsheet, or PDF, select the appropriate link.
4. If you wish to print the report, click on Print under the File menu within the application (text file, spreadsheet, or Adobe® Reader). In the print dialog box, adjust the print options as necessary, then press either **PRINT** or **OK**, depending on the application.

Vaccines for Children Reports

The Vaccines for Children (VFC) Report details the number of clients that are vaccinated by your organization for each eligibility type for a specified date range. To generate a VFC Report, follow these steps:

1. Click **Request VFC Reports** under the Reports section of the menu panel.

Vaccine For Children Report Criteria

Organization(s): -- All Org Summary Generate Report

Organization Type:

Report Date Range:

From To

2. Select the organization name from the pick list.
3. Enter a From date under the Report Date Range using the MMDDYYYY format.
4. Enter a To date under the Report Date Range using the MMDDYYYY format.
5. Press **GENERATE REPORT**.
6. The form displays in Adobe Reader®.
7. To print the report, press the printer icon on the Adobe® toolbar.
8. Press **OK** in the Print dialog box.
9. To return to the Vaccines for Children Report Criteria screen, press the **BACK** button on your browser.

Understanding the Vaccines for Children Report

The following section explains the rows and columns within the VFC report. The report only displays vaccines administered from the organization's inventory.

Vaccines for Children by Provider
For Dates Between 12/01/2006 and 12/31/2006

Report run on: 01/24/2006 02:05 PM Page 1

Angel Of Hope Clinic - 26689004

	Eligibility Not Delt Unknown		Insured, Vaccine covered		Medical Assistance, including BadgerCare		No Insurance		Native American/ Alaskan Native		Insurance, No vaccine		Medicaid		Sum of Insurance/ Medicaid	Sum of District Clients
	Items	District Clients	Items	District Clients	Items	District Clients	Items	District Clients	Items	District Clients	Items	District Clients	Items	District Clients		
<1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Actualized	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
1-6	1	1	0	0	1	1	0	0	7	4	0	0	1	1	10	7
Actualized	12	12	0	0	12	12	0	0	53	47	0	0	12	12	115	83
7-18	0	0	4	1	3	0	0	0	4	2	0	0	0	0	16	0
Actualized	0	0	47	12	54	50	0	0	47	24	0	0	0	0	103	95
19+	3	1	1	1	0	3	4	2	2	1	0	0	0	0	16	0
Actualized	24	12	12	12	71	55	47	24	35	18	0	0	0	0	105	95
Total	3	2	5	3	15	5	4	2	14	7	0	0	0	0	47	25
Grand Total:																

The rows on the report break down the immunizations and clients by age in years. A client who receives a vaccination when he or she is six years and 11 months old will be included in the 1-6 age group.

Row	Description
< 1	This row includes doses given to clients who were under one year of age at the time the dose was administered.
1-6	This row includes doses given to clients who were from one to six years of age at the time the dose was administered.
7-18	This row includes doses given to clients who were from seven to 18 years of age at the time the dose was administered.
19+	This row includes doses given to clients who were 19 years of age or older at the time the dose was administered.
Annualized	NESIIS computes annualized estimates by using actual immunization and client counts in each age group and applying a multiplier to estimate a yearly amount. For example, if a report was run for 01 /01 /2006 to 01 /31 /2006, the number in the annualized row will be roughly 12 times the actual counts.

The columns on the report break down the immunizations and clients by eligibility.

Column	Description
Eligibility Not Det/ Unknown	The immunization is associated with a client who does not have any eligibilities at all or has V00-Eligibility Not Det/Unknown in his or her client record.
Insured, Vaccine Covered	The immunization is associated with a client who has V01-Insured Vaccine Covered in his or her client record.
Medical Assistance, including SVAP	The immunization is associated with a client who has either V02-Medical Assistance or V06-SVAP (or both) in his or her client record. The
No Insurance	immunization is associated with a client who has V03-No Insurance in his or her client record.
Native American/ Alaskan Native	The immunization is associated with a client who has V04-Native American/Alaskan Native in his or her client record.
Insurance, No Vaccine	The immunization is associated with a client who has V05-Insurance, No Vaccine in his or her client record.

Medicare	The immunization is associated with a client who has V07-Medicare in his or her client record.
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Sub-column	Description
Imms	This sub-column counts the number of immunizations given within the date range specified to clients with this eligibility.
Distinct Clients	This sub-column counts the number of distinct clients associated with the immunizations given within the date range specified for this eligibility. Note that a single client who received three doses would contribute +3 to the Imms column but only +1 to the Distinct Clients column.

Totals include counts by eligibility, age group, and grand total.

Total Field	Description
Total by Eligibility	The total cells in the bottom row of the report represent the total count of immunizations or distinct clients for the given eligibility, regardless of the age at which the dose was administered.
Sum of Immunizations	The second-to-last column of the report shows a count of the number of immunizations given in each age category, regardless of eligibility.
Sum of Distinct Clients	The last column of the report shows a count of the number of distinct clients who received immunizations within each age category, regardless of eligibility.

A dose given to a client with multiple eligibilities will count in only one column, according to rank. A rank of "1" is the highest, and a rank of "7" is the lowest. For example, if a client has both Native American and Medicare eligibility, all of that client's immunizations will count in the Native American column, because the Native American (ranked 2) eligibility category has a higher rank than Medicare (ranked 5).

Eligibility	Rank
Insured, Vaccine Covered	1
Native American/Alaskan Native	2
Medical Assistance, Including SVAP	3
Insured, No Vaccine	4
Medicare	5
No Insurance	6
Eligibility Not Det/Unknown	7

Callback Lists

To generate a take response reading callback list, follow these steps:

1. Click **Request Callback** under the Reports section of the menu panel.

2. Select the vaccine group using the pick list.
3. Select the site(s) for which you wish to generate callbacks by highlighting each desired Available Site and pressing **ADD**. To remove a selected site, highlight the site under Selected Sites and press **REMOVE**.
4. Enter the minimum number of days that must elapse following the vaccination under Date Criteria.
5. Enter the number of days past which you wish to exclude clients from the callback list.
6. Press **GENERATE**.
7. The callback list will display.