Reports and Forms

The following are categories of reporting/exporting functions available through VIIS:
- Client-specific
- Multiple-client
- Inventory-related

Client-Specific Reports

Four reports are available for generation for a client. These reports are the Vaccine Administration Record, the Official Immunization report, Confidential 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, Manage Immunizations screen, or Reports Only User screen, press [Reports].
2. At the Client Reports screen, choose a Site under the "Additional Information" column for the Vaccine Administration report.

3. Click on Vaccine Administration, which is underlined and in blue text.
4. Once the report is generated, it will be displayed using Adobe Acrobat Reader®. Refer to the Optimizing VIIS chapter in this manual for more information on Acrobat 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 Client Reports screen, press the back button on your browser.

Official Immunization Report

The Official 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].
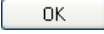2. At the Client Reports Client screen, click on Official Immunization, which is underlined and in blue text.
3. Once the report is generated, it will be displayed using Adobe Acrobat Reader®. Refer to the Optimizing VIIS chapter in this manual for more information on Acrobat Reader®.

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 Client Reports screen, press the back button ⬅ on your browser.

Confidential Immunization Report

The Confidential Immunization report is very similar to the Official Immunization report but it does not display address or contact information. This report only displays demographics and detailed immunization history.
To generate the report, follow these steps:
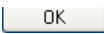
6. From a client's Manage Client screen or Manage Immunizations screen, press [Reports].
7. At the Client Reports Client screen, click on Confidential Immunization, which is underlined and in blue text.
8. Once the report is generated, it will be displayed using Adobe Acrobat Reader®. Refer to the Optimizing VIIS chapter in this manual for more information on Acrobat Reader®.
9. To print the report, press the printer icon on the Adobe® toolbar. Press [OK] in the Print dialog box.
10. To return to the Client Reports 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 Client Reports screen, click on Immunizations Needed, which is underlined and in blue text.
3. Once the report is generated, it will be displayed using Adobe Acrobat Reader®. Refer to the Optimizing VIIS chapter in this manual for more information on Acrobat 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 Client Reports screen, press the back button ⬅ on your browser.

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.
Follow these steps to generate reminder/recall requests:

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

Generation of reminder and recall notices

Reminder and recall notices are generated for every responsible person associated with a client, given that the following conditions are met:

- The status "Active" on the Client Information tab is checked for your organization.
- The "Allow Reminder and Recall Contact?" indicator on the Client Information tab is checked.
- The responsible person's "Notices?" indicator in the Responsible Person(s) tab is checked.
- The responsible person has sufficient name and address information listed in the Responsible Person(s) tab.

2. Client Population: This section will only display for city and/or county organizations.
   - Indicate you wish this reminder to be for all clients associated with your organization by clicking the top radio button.
   - Indicate you wish this reminder to be for all clients within your city or county by clicking the second radio button.
   - Indicate you wish this reminder to be for all clients associated with your organization and in your city or county by clicking the third radio button.
   - If you chose the second or third radio button, above, select your city or county by double clicking a city or county name or by highlighting the name and pressing

3. Tracking Schedule: In the top section of the Reminder/Recall Request screen:
   - Indicate whether 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.

4. Vaccine Groups: in the vaccine groups section of the screen:
   - Indicate whether 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, VIIS will provide a list of all immunizations for which the selected clients are due/past-due.

5. 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.

- 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.

6. Additional Demographic Criteria: Entering a city and/or ZIP code will narrow your search to only the clients associated with the entered geographical area. However, by entering a county, you will expand your search to all responsible persons who reside in the selected county. Note: The county option is only available to county public health organizations. If you do not wish to specify a city, ZIP code, or county, 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.
   - To enter a county, choose from the pick list in the third field.

7. 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 MM/DD/YYYY 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.

   - 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 MM/DD/YYYY format.

- 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, VIIS will use the date that you run the report.
- 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 for 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 appropriated radio button. If no target date information is entered, clients will be excluded from today's date.

8. Sorting Criteria: This section allows you to specify how the data will be sorted. If a sort order is not specified, VIIS will sort the report results first by the client' 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 assorted; 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.

9. 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 date for the various reports. While the data are being generated, the Request and Output status page indicates the percentage of completion.

10. 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 *Virginia Department of Health*.	16
2	Clients **immunized** by *Virginia Department of Health*.	14
3	Clients that are **active** within *Virginia Department of Health* and **allow Reminder & Recall Contact**. Additional criteria includes: • **Birthdate range** is not specified; • **County** is not specified; • **School** is not specified; • **Provider** is not specified; • **Weeks Since Last Notice** is not specified.	12
4	Clients that have one or more responsible persons that **Receive Notices**. Additional criteria includes: • **City** is not specified • **Zip Code** is not specified.	6
5	Clients that **Allow Sharing of Immunizations**.	6
6	Clients that meet the following criteria regarding vaccination status: • Clients that are **Recommended or Overdue** for one or more vaccinations as of **06/21/2006**; • Use all **vaccine groups**; • Use **ACIP** for all clients. • **Exclude Overdue Reminders** is not specified.	6
	Total Number of Clients Eligible for Reminder	6

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.	☑
*Revert last notice date to previous last notice date for all clients **eligible for this reminder**.*	Revert Eligible
*Revert last notice date to previous last notice date for **all clients immunized** by Virginia Department of Health.*	Revert All
Return to the previous screen.	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 is formatted to allow 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 or the Letter section of the table, enter:

- 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 VIIS 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 Letter

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 VIIS 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 occasionally to check the status.
3. 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®.
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

NOTE: *In order to comply with HIPAA requirements, cards must be mailed in envelopes.*

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:
   - A report name in the appropriate field, if desired.
   - Additional information in the Free Text filed, 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 VIIS 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.
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 VIIS 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 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 VIIS 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 a Client Query Text File

This function is not yet available. When it becomes operational, new VIIS User Manual pages will be added with instructions on how to use this function.

Creating Custom Letters

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

1. Click on Manage Custom Letter under Reports on the menu panel.
2. Click the underlined New Custom Letter link.
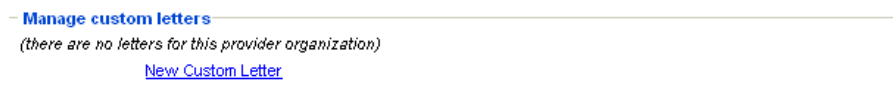
3. At the Create New Custom Letter screen, enter the following:
- Top Margin: Choose the number of blank lines you would like at the top of the letter from the pick list provided.
- Primary Address: Check the radio button to include the organization's primary address at the top of the letter.
- Salutation: 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.

Top Margin

Number of blank lines at the top of the letter: 3 ▾

Primary Address

☐ Include primary address

Salutation

Enter a salutation for the letter: [   ]

Include a name at the end of the salutation: (no name) ▾

Paragraph 1

First Part

[   ]

Include a name between the first and second parts of this paragraph: (no name) ▾

Second Part

[   ]

Immunization History

☐ Include immunization history

Paragraph 2

[   ]

Immunization Recommendations

☐ Include immunization recommendations

Paragraph 3

[   ]

Closing

Enter a closing for the letter: [   ]

☐ Include provider organization name in the closing
☐ Include provider organization phone number in the closing

Name and save the custom letter

Name the custom letter [   ]

[Save] [Cancel]

- Immunization History: Check box to include client immunization history in 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.

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. VIIS 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 Request CASA Extract under Reports on the menu panel.

```
Enter Common Review Date & Age Ranges for CASA Extract

    Common Review Date:  06/21/2006   [cal]                         [    OK    ]

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

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

Org Name:              Virginia Department of Health

              Clients will be selected based on the age ranges selected above.
              The common review date will be used to determine the age.
```
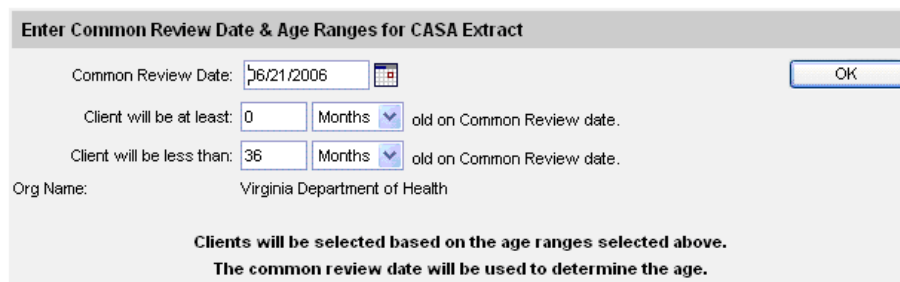
2. Enter a Common Review Date in the MM/DD/YYYY format or click on the calendar icon to set the date.
3. Enter the minimum age the client must be on the common review date by entering a number and choosing days, months or years from the pick list. This field defaults to 0 months.
4. Enter the age the 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.
5. Press *OK*.
6. A screen will display instructing you to check the status of the extract by going to the Check Request Status screen.
7. 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 VIIS 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.
8. When your extract is complete, it will appear in the status table underlined and in blue text.

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

10. 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.

11. Press *SAVE*.

12. A Download Complete box will display. Press *CLOSE*.

13. 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 locations 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
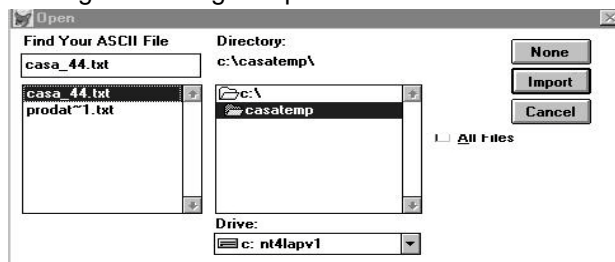
3. In the dialog box, choose "VIIS to CASA 2003" from the scroll-down list. Press *OK*.
4. In the Open dialog box, locate your newly created CASA text file. Click to highlight the appropriate file (it will end in .txt), then press *Import*.
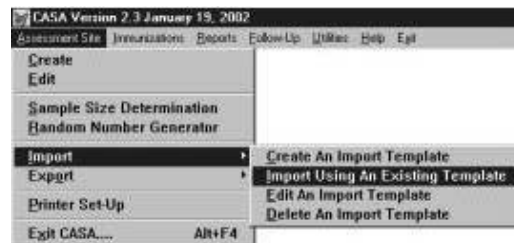
5. The Assessment Site Download box, fill in your site, assessment range, common review date, and other information. Press *OK*.

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

Assessment Reports

The Assessment Report feature in VIIS 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:
   - All 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.
   - All Clients Associated with <Organization Name>: Choose this option to view immunization data on all clients associated with your organization.
   - All 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.
   - All Clients Associated with <Organization Name> or Residing in <City or County Name>: Choose this option to view immunization data on both clients associated with your organization and those residing within a given city or county. This option is only available for city or county organizations.
3. Select the assessment report evaluation date by choosing the month and year from the

date criteria pick lists. The evaluation date will always reflect immunization data on the first date of the selected month. No immunizations administered after the evaluation date will be included in the report.

4. Press *Generate.*
5. The Assessment Report Status screen will display. Press ⬚Refresh occasionally to check on the progress of the report. When the report is ready, the job name will appear underlined and in blue.
6. Click the underlined job name. 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>.
7. Press *Generate Report.*
8. The form displays in Adobe Reader®.
9. To print the report, press the printer icon on the Adobe® toolbar.
10. Press **OK** in the Print Dialog box
11. To return to the Assessment Report Status screen, press the *BACK* button on your browser.

Understanding the Assessment Report

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

VIIS Assessment Summary

Clients Associated with Provider: IR Physicians

Evaluation Date: 10/01/2009   **Date Report Was Run:** 06/08/2012

Age Group	Records Meeting Criteria	Inactive	Records Analyzed
36 -72 Months of Age	3489	0	3489
24 - 35 Months of Age	530	0	530
12 -23 Months of Age	538	0	538
< 12 Months of Age	477	0	477

Age Group: This column displays the age ranges used for evaluation.

Records Meeting Criteria: This column displays the count of selected clients within the age group.

Inactive: This column displays the count of selected clients within the age group that are included in this report.

Records Analyzed: This column displays the count of selected clients within the age group that are included in this report.

Immunization Status		
Age(months)	Up-to-Date[1-4] (UTD)	Late[1-4] UTD@Assessment
36 - 72 Months of Age		
72	20.2%	20.4%
24	31.4%	41.3%
12	47.2%	53.5%
7	39.5%	53.5%
24 - 35 Months of Age		
24	23.2%	30.9%
12	37.7%	44.0%
7	29.2%	44.0%
12 - 23 Months of Age		
12	53.5%	62.1%
7	42.6%	62.1%
< 12 Months of Age		
7	37.9%	56.4%

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.

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 seven-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	Prevnar	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	Prevnar	Varicella	Total Meeting Age Criteria	% Coverage
3 Months	2852	2929	2779		2895	2731		4968	47.8%
5 Months	2528	2216	2432		2550	2349		4909	34.3%
7 Months	2210	2494	2700		2781	2700		4806	37.0%
9 Months	2323	2659	2682		2777	2704		4703	43.0%
12 Months	2310	2641	2639		2713	2709		4563	45.1%
16 Months	912	1818	2098	2242	1963	2258	2206	4382	15.4%
19 Months	1502	1780	2097	2331	2078	2210	2281	4244	25.1%
21 Months	1551	1752	2077	2318	2056	2161	2273	4152	26.5%
24 Months	1587	1727	2035	2295	2023	2102	2243	4025	28.0%
72 Months	1004	1339	965	1328	1128	1107	2048	2901	16.0%

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.

% 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	132	27.6%
1 Vaccine Needed	51	38.6%
2 Vaccines Needed	42	31.8%
3 Vaccines Needed	24	18.2%
4 Vaccines Needed	15	11.4%

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	46.1%	36-72 mo. age group
		56.6%	24-35 mo. age group
		41.8%	12-23 mo. age group
Drop Off Rates	60-72	21.6%	24 month status[2]
	48-59	26.7%	24 month status
	36-47	25.4%	24 month status
	24-35 mo. age	24.9%	24 month status
	12-23 mo. age	16.2%	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 a12 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 Hep B and Have Not Completed the 3 Dose Series		
	Number[4]	Per Cent[5]
Clients Missing Birth Dose Of Hep B	2413	49.8%

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 VIIS.
5) Per cent of all clients (between 6 and 72 months old with at least 1 immunization in VIIS) 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 six and 72 months old and have at least one immunization in VIIS.

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	477	296	62.1%	76	15.9%
12-23 months 12 month benchmark	538	250	46.5%	84	15.6%
24-35 months 24 month benchmark	530	407	76.8%	226	42.6%
36-72 months 24 month benchmark	3,495	2,398	68.6%	1,213	34.7%

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 Op 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.

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

Filters in VIIS are used to narrow information down so that it answers a user's query
or can be used else where. An example of a filter item would be Birth Date Range (Item to filter on) BETWEEN (Comparison) 01/01/2011 (Value to compare to) AND 12/31/2011.

Ad Hoc Reports

The Ad Hoc Reports function in VIIS 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.

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.
2. Select the items that you would like to display on the report by double-clicking on the desired items 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. "Before 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 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 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 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.
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 OR statement and press to change it to an OR or 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.

2. Press ***Refresh*** occasionally to check the status of the report. Once the underlined report number appears, click it. The report will display directly on this screen

3. If you wish to export the file, select the appropriate link.

4. If you wish to print the report, press ***Print***. The screen will display without the VIIS menus, allowing you to use your browser's print function.

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.

3. Enter a From date under the Report Date Range using the MM/DD/YYYY format.
4. Enter a To date under the Report Date Range using the MM/DD/YYYY format.
5. Choose a type of VFC Report to run. You have three choices:
   - The Age Group – Complete Age Categories report displays a summary of doses by VFC eligibility by detailed age ranges by years:
     < 1, 1, 2, 3-5, 6, 7-10, 11-12, 13-18, 19-24, 25-44, 45-64, 65+.
   - The Age Group – Condensed Age report displays a summary of doses by VFC eligibility by four specific age ranges: < 1 year of age, 1-6 years of age, 7-18 years of age, and older than 19 years.
   - The Vaccine Group report displays a summary of doses by VFC eligibility and vaccine groups.
6. Press **Generate Report.**
7. All report outputs display in Adobe Reader®. The Vaccine Group report also displays in Microsoft Excel.
8. To print the report, press the printer icon on the Adobe® toolbar or the print button from Excel.
9. Press **OK** in the Print dialog box.
10. To return to the Vaccines for Children Report Criteria screen, press the **Back** button on your browser.

Understanding the Vaccines for Children Age Group Reports

The following section explains the rows and columns within the VFC age group reports. These reports only display the organization's non-historical vaccines:

Vaccines for Children by Provider
For Dates Between 01/01/2009 and 05/27/2009

Report run on: 05/27/2009 03:01 PM

Page 1

shortageorg -

(years)	Medicaid Enrolled		Medicaid HMO		Native American / Alaskan Native		No Insurance		Under-insured at a FQHC / RHC facility		Eligibility not Det / Unknown		FAMS		Insured, vaccine covered		Sum of Immunizations
	Imms	Distinct Clients	Imms	Distinct Clients	Imms	Distinct Clients	Imms	Distinct Clients	Imms	Distinct Clients	Imms	Distinct Clients	Imms	Distinct Clients	Imms	Distinct Clients	Sum of Immunizations
<1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	2	2	10
Annualized	2	2	2	2	2	2	2	2	2	2	2	2	2	2	5	5	21
1-6	1	1	1	1	1	1	1	1	1	1	1	1	2	2	2	2	11
Annualized	2	2	2	2	2	2	2	2	2	2	2	2	5	5	5	5	24
7-18	2	2	2	2	2	2	1	1	1	1	1	1	1	1	1	1	12
Annualized	6	6	6	6	6	6	2	2	2	2	2	2	2	2	2	2	27
19+	2	2	2	2	2	2	0	0	0	0	0	0	0	0	0	0	6
Annualized	5	5	5	5	5	5	0	0	0	0	0	0	0	0	0	0	15
Total	0	0	0	0	0	0	3	3	3	3	3	3	4	4	5	5	
Grand Total:																	39

The rows on the report break down the immunizations and clients by age in years. Select either the Age Group – Condensed Age Categories or Age Group – Complete Age Categories report based on how you want the ages broken down. The age categories for each report are noted in Number 5 above. As an example, in the Condensed Age Report, 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.

The Age Group reports also calculate the annualized estimated counts per age category by using the

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 along the top row on the report break down the immunizations and clients by the following eligibility categories.

Column	Description
Medicaid Enrolled	The immunization is recorded with Medicaid as the eligibility.
Medicaid HMO	The immunization is recorded with Medicaid HMO as the eligibility.
Native American / Alaskan Native	The immunization is recorded with Native American/Alaskan Native as the eligibility.
No Insurance	The immunization is recorded with No Insurance as the eligibility.
Under-insured at a FQHC/RHC Facility	The immunization is recorded with Under-insured at a FQHC/RHC Facility as the eligibility
Eligibility Not Det/ Unknown	The immunization is recorded with Eligibility Not Det/Unknown as the eligibility.
FAMIS	The immunization is recorded with FAMIS as the eligibility.
Insured, Vaccine Covered	The immunization is recorded with Insured Vaccine Covered as the eligibility.

Sub columns	Description
Imms	This sub column counts the number of immunizations given to clients with this eligibility within the date range specified.
Distinct Clients	This sub column counts the number of distinct clients associated with the immunizations given for this eligibility within the date range specified. *Note:* A single client who received three doses would contribute +3 to the Imms column but only +1 to the Distinct Clients column.

Each column and row is further broken down into totals that include counts by eligibility, age group, and grand total.

Total Field Description	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.

Understanding the Vaccines for Children Vaccine Group Reports

The following section explains the rows and columns within the VFC Vaccine Group reports. This report only displays the organization's non-historical vaccines:

Vaccine for Children
For Dates Between _____ and _____

Report Run on: _____
Organization: _____

Vaccine	VFC Eligibility Immunization Counts					Total VFC Eligible Doses Administered	Total Non-VFC Eligible Doses Administered	Total FAMIS Eligible Doses Administered	Total Stock Type Overrides
	Medicaid Enrolled	Medicaid HMO	Native American/ Alaskan Native	No Insurance	Underinsured at a FQHC/RHC facility				
DT									
DTaP									
DTap-Hib									
Hep A									
Hep B									
Total									

The Vaccine Group report displays a count of immunizations by vaccine group for each VFC eligibility category for the specified vaccine date range. Each column in the "VFC Eligibility Immunization Counts" section contains a total count of immunizations for the entire VFC Eligibility category. In addition there are columns that total by vaccine group for Total of all VFC Eligible Doses, Total Non VFC Eligible Doses Administered (Insured, Vaccines Covered and Eligibility Not Determined/Unknown but not including FAMIS), Total FAMIS and Stock Type Override totals

The Stock Type Override Column will count the total number of overrides in the system for your organization. The information is not broken down by vaccine group. The Stock Type Override is an indicator displayed on the Edit Immunization screen for non-historical immunizations and tracks whether the immunizations was provided using the proper eligibility. For example, if a client who is VFC Eligible (i.e. Medicaid Enrolled) was administered an immunization from a public vaccine lot, then the override indicator will be set to No. Adversely, if the client was VFC Eligible and received an immunization from a private vaccine lot, the override indicator will be set to Yes.

The Vaccine Group report can be rendered in both PDF and Excel formats. This output option should be selected at the time the user clicks the VFC Report link from the Reports menu. The user will then choose a report date range, report type, and output option from this screen.

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 high lighting each desired Available Site and pressing. To remove a selected site, highlight the site under Selected Sites and press *Remove.*
4. Enter minimum number of days that must elapse following vaccination for Date Criteria.
5. Enter the number of days past which you wish to exclude clients from the callback list.
6. Press *Generate.* The callback list will display.

Ad Hoc Eligibility Report

The Ad Hoc Eligibility Report details clients who have received immunizations matching a criteria specified by the user running the report.

Requirements for a client appearing on the Ad Hoc Eligibility Report.

- Clients must have received a qualifying immunization from the organization running the report.

- Clients must have an active status on the client information page.

Requirements for immunizations appearing on the Ad Hoc Eligibility Report.

- Administered vaccines, owned by the organization running the report will be displayed.

    o Vaccines belonging to qualified patients that were given by another organization will not appear.

To generate an Ad Hoc Eligibility Report, follow these steps:

1. Click Ad Hoc Eligibility report under the Reports section of the menu panel to open the Ad Hoc Eligibility Report data entry page.

Ad Hoc Eligibility Report

Birth Date Range: From [＿＿＿＿＿] 📅   To [＿＿＿＿＿] 📅

and/or

Vaccine Date Range: From [＿＿＿＿＿] 📅   To [＿＿＿＿＿] 📅

* Birth date and Vaccine date can be used in conjunction.

Search History by Organization Running the Report

☑ Administered Vaccines   ☐ Historical Vaccines

* Administered only vaccines will display by default unless other options are selected. More than one can be selected but at least one must be selected.

Select By Vaccine Group(s)...

◉ Use all Vaccine Groups
○ Use Vaccine Groups selected

ADEN (Adeno) ⌃ ANTH (Anthrax) BCG (BCG) CHOL (Cholera) DIP (Diphtheria) DTAP (DTP/aP) ENC (Encephalitis) FLU (Influenza) ⌄ H1N1 (Flu H1N1-09)	[Add >] [< Remove]	

* Vaccine Group Default Value is "All Vaccine Groups"

[Generate]   [Cancel]

2. Enter a "From" date under the Birth Date Range using the MM/DD/YYYY format.
3. Enter a "To" date under the Birth Date Range using the MM/DD/YYYY format.
    a. The Birth Date Range tool is optional, however, at least one search criteria must be chosen
4. Enter a "From" date under the Vaccine Date Range using the MM/DD/YYYY format.
5. Enter a "To" date under the Vaccine Date Range using the MM/DD/YYYY format.
    a. The Vaccine Date Range tool is optional, however, at least one search criteria must be chosen.
    b. The Birthdate Range and Vaccine Date range functions can be used in conjunction.
6. Select 'Administered Vaccines' or 'Historical Vaccines.' Both can be select but at least one must be selected.
7. Selected either 'Use All Vaccine Groups' or 'Use Vaccine Groups Selected.' If 'Use Vaccine Groups Selected' is chosen, then Add those Groups selected via the selection box.
8. Click the **Generate** button.
9. Click the **Refresh** button on the resulting Ad Hoc Eligibility Report Status screen until the status for the report is "done."

Ad Hoc Eligibility Report Status			Refresh	Cancel
Report	**Started**	**Completed**	**Status**	**Row Count**
Ad Hoc Eligibility Report	12/15/2016 12:23 PM	12/15/2016 12:23 PM	DONE	2

10. Click **Check Eligibility Status** under the Reports section of the menu panel to otherwise access the Ad Hoc Eligibility Report Status screen.
11. Click the blue Ad Hoc Eligibility Report hyperlink to enter the VFC Eligibility Report.

Understanding the Ad Hoc Eligibility Report

The Ad Hoc Eligibility Report is used to compile specific clients, based on age or vaccine administration dates or both. Only active clients that received new immunizations or who had historical immunizations entered by the organization running the report will appear. Additionally, only immunizations belonging to/entered by the organization running the report will be displayed.

Ad Hoc Eligibility Report Status			Refresh	Cancel
Report	**Started**	**Completed**	**Status**	**Row Count**
Ad Hoc Eligibility Report	01/18/2018 08:08 AM	01/18/2018 08:08 AM	DONE	2003

Ad Hoc Eligibility Report Results

What would you like to do with this report?

Export as Text   Export as a Spreadsheet   Print

Report 100828

Ad Hoc Eligibility Report for IR Physicians
Report Generated on 01/18/2018
Report Generated by Michael Crowson
Client Count: 335 Vaccine Count: 2003

Filter conditions used for this report:

Birth Date Range: 01/01/2000 to 12/31/2017
Vaccination Date Range: 01/01/2000 to 12/31/2017

[First] [Prev] 1, 2, 3, 4, 5, 6, 7, 8 [Next] [Last]

First Name	Last Name	Birthdate	VIIS ID	Vaccination Date	Lot Number/TradeName	Vaccine Group	VIIS Username	VIIS Eligibility	Historical Vaccine?
DENISE	BOFBA	02/20/2000	83	02/21/2000	45 / Comvax	HepB	johnslw	No Insurance	
DENISE	BOFBA	02/20/2000	83	02/21/2000	45 / Comvax	Hib	johnslw	No Insurance	

Ad Hoc Eligibility Report Status

Column	Description
Report	Hyperlink and entry point to the results of the Ad Hoc Eligibility Report.
Started	Date and time the Ad Hoc Eligibility Report began generating.
Completed	Date and time the Ad Hoc Eligibility Report finished generating.
Status	Status of report generation. Status must be done in order to access report results.
Row Count	Number of vaccine rows contained in the Ad Hoc Eligibility Report.

Ad Hoc Eligibility Report Results

1. Click **Export as Text** to open a new window, showing the report results in a text format.
2. Click **Export as a spreadsheet** to open or save the Ad Hoc Eligibility report in a spreadsheet.
3. Click Print to open a new window with the report in print view.
     a.   Print or click **Return to Results**, to return to Ad Hoc Eligibility report.

Below the export as text and export as a spreadsheet hyperlinks the report will list:

- For what organization the report was generated.
- When the report was generated.
- Who generated the report.
- The number of clients and the number of vaccines contained in the report.

Filter Conditions Used for this Report

Value	Description
Birth date range	Birth date range used to generate the report.
Vaccine date range	Vaccine date range used to generate the report.
First Name column	Client's First Name.
Last Name Column	Client's Last Name
Birth date column	Client's birthdate.
VIIS ID column	ID assigned to the client by VIIS when the client was created.
Vaccination date column	The date immunization was received.
Lot Number/Trade Name column	Trade name and lot number of the immunization that was received.
Vaccine Group column	This will be populated with the vaccine group the immunization is associated.
VIIS Username	This column will only populate if the immunization was entered by a user associated to the organization running the report who added an immunization to a record from VIIS inventory. If the immunization was entered any other way, this column will be blank.
VIIS eligibility column*	VIIS eligibility of the immunization that was received.
Historical Vaccine?	This column will be populated with 'Yes' or 'No'. This will indicate whether the immunization was Administered (No) or Historical (Yes).

*Note: values with an asterisk are optional in the report. Those with an asterisk will only appear on the report if such a value exists. These values are not required in order for a client to appear on the Ad Hoc Eligibility report.