Doses Administered Reporting is a new application developed to provide an online method for all Utah VFC providers to submit required vaccine doses administered data to the Utah VFC Program.

The Doses Administered report can also be used for clinic management reports—without submitting to the Utah VFC Program.

VFC providers who are current USIIS users will access Doses Administered Reporting from the USIIS Admin Tab, as before. VFC providers who are not current USIIS users will access Doses Administered Reporting directly from a web browser.

Customer support for this application is provided by calling the USIIS Help Desk at (801) 538-3440 or (800) 678-3440.

Important VFC Reporting Requirements

A Doses Administered Report must be submitted to the Utah VFC Program each quarter of the calendar year. See the following table for the schedule of when Doses Administered Reports are due.

1st Quarter:	*January, February, March*	Due **April 15th**
2nd Quarter:	*April, May, June*	Due **July 15th**
3rd Quarter:	*July, August, September*	Due **October 15th**
4th Quarter:	*October, November, December*	Due **January 15th**

Reports are required to be submitted regardless of the amount of VFC vaccine used. VFC vaccine orders will not be delivered if two or more quarterly reports are missing within a two year period.

To locate the Doses Administered Reporting Application

A. For non-USIIS or USIIS users:

1. Open your web browser. Type **https://apps.usiis.org/dosesAdmin** in the address bar and press the **Enter** key.

2. Enter your <u>USIIS</u> Provider ID in the **Provider ID** field. If you do not know your Provider ID, you can find your facility name in the **Provider Name** drop-down box.

   ➢ *Note: Use the mouse or **Tab** key to move through the fields.*

3. Enter your **User Name**.

4. Enter your **Password**.

   ➢ *Note: Your **User Name** and **Password** are case sensitive.*

5. Click on the **Login** button or press the **Enter** key.

   - If your login was successful, the **Quarterly Reports** screen will display.

   - If you have incorrectly logged in, reset the fields by clicking the **Clear** button and try again.

   - If you continue to have problems, contact the USIIS Help Desk at (801) 538-3440 or (800) 678-3440.

B. For USIIS users only:

1. From any screen in USIIS select the **Admin** tab.

2. Select **Doses Administered Report**.

To review, edit, and submit a quarterly report

1. If not already displayed, select **Quarterly Reports** from the menu bar near the top of the screen.

2. Specify the quarter and calendar year for which to report by selecting from the pick-list and clicking on the quarter. When selected, the quarter remains highlighted.

   - The nine most recent quarters are listed for selection.

3. Once a quarter is selected, press the **Review Quarter** button.

4. The **Report** screen displays.

   - You may have to scroll to view all portions of the screen.

   - Values previously entered display, including not yet submitted or previously submitted data.

A. Populate from USIIS Online Data button:

1. Select if you want immunization data that was entered into USIIS as administered by your facility to populate the vaccine funding category sections on the **Report** screen.

2. This will over-write any data entry previously entered for the selected quarter.

3. Once data has been populated from USIIS, it may be modified.

B. Edit button:

1. Select the **Edit** button to enter or modify data in each vaccine funding category table — i.e., **VFC, Underinsured, CHIP, Special Projects/Non-VFC**, or **Private**.

2. The **Edit/Enter** screen displays. You may enter or modify any data on this screen.

3. **Edit/Enter** screen buttons:

   - **Save**: Saves your entries and returns to the **Report** screen.
   - **Reset**: Removes entries not yet saved; the **Enter/Edit** screen continues to display.
   - **Cancel**: Removes entries not saved and returns to the **Report** screen.

C. Hide and Show buttons:

1. Select to remove any vaccine funding category table from displaying on the screen — i.e., **VFC, Underinsured, CHIP, Special Projects/Non-VFC**, or **Private**.

2. When **Hide** is selected, the category heading remains and a **Show** button displays. Select the **Show** button to re-display the detail for that vaccine funding category table.

3. This feature enables the user to manage the screen to better focus attention on data entry for specific categories.

D. Submit to VFC button:

1. Select only when entry of doses administered data is complete and the information is ready for submission to the Utah VFC Program.

   - The following prompt will display and requires a response.

I (USER NAME,) certify under penalty of law
the information contained in this report is true.

Accept   Cancel

E. View Printable Report button:

1. Select to view the current Doses Administered Report in pdf format.

2. Once the report displays, click on the print icon in Adobe® to print the report.

Doses Administered Reporting

Report

Quarter: 3/2011
Provider: USIIS PROGRAM

Submit To VFC   View Printable Report   Populate from USIIS Online Data

VFC

Hide

Edit	<1	1-6	7-18	>18	Total
DT					0
DTaP		1			1
DTaP/HEP B/IPV					0
DTaP/HIB/IPV					0
DTaP/HIB					0
DTaP/IPV					0
FLU					0
Hep A PED					0
Hep A ADULT					0
Hep B PED					0
Hep B ADULT					0
Hep A/Hep B					0
Hep B/HIB					0
HIB					0
HPV					0
IPV					0

Underinsured

Hide

Edit	<1	1-6	7-18	>18	Total
DT					0
DTaP					0
DTaP/HEP B/IPV					0
DTaP/HIB/IPV					0
DTaP/HIB					0
DTaP/IPV					0
FLU					0
Hep A PED					0
Hep A ADULT					0
Hep B PED					0
Hep B ADULT					0
Hep A/Hep B					0
Hep B/HIB					0
HIB					0
HPV					0
IPV					0

To modify a previously created or submitted quarterly report

1. Select **All Reports** from the menu bar near the top of the screen.

2. The **All Reports** screen displays a listing of all reports created for the facility.

3. The list includes both submitted and non-submitted reports to the Utah VFC Program.

A. Edit button:

- Select to display the **Report** screen, from which doses entries may be edited, saved, and submitted/re-submitted.

B. View button:

- Select to view the current Doses Administered Report in pdf format.

- Once the report displays, click on the print icon in Adobe$^{®}$ to print the report.

C. Quarter column:

- Indicates the quarter and year of the report, in the format quarter number/year.

D. Data Source column:

- A = populated from USIIS data.

- M = populated by manual data entry, or populated from USIIS data and then edited.

E. Create Date column:

- The date and time the report was created.

F. Modify Date column:

- The date and time the report was modified.

- If the modify date and time is the same as the create date and time, then the report has not modified since being created.

G. Submit Date column:

- The date and time the report was submitted to the Utah VFC Program.

- If the report has not been submitted, this entry will be blank.

H. Provider column:

- The Utah Department of Health-assigned identifier for the clinic or facility.

I. Submit User column:

- The name of the user who submitted the Doses Administered Report to the Utah VFC Program.

- If the report has not been submitted, this entry will be blank.

Doses Administered Reporting usiis

Quarterly Reports| All Reports | Custom Reports| Help| Links| Logout

All Reports

VFC vaccine orders will be held if 2 or more reports are missing within a 2 year period.

Edit	View	Quarter	DataSource	CreateDate	ModifyDate	SubmitDate	Provider	SubmitUser
Edit	View	3/2011	A	09/15/2011 11:51 AM	09/27/2011 10:02 AM		801	
Edit	View	2/2011	A	09/15/2011 11:50 AM	09/15/2011 11:49 AM		801	
Edit	View	1/2011	A	09/27/2011 07:50 AM	09/27/2011 07:50 AM		801	
Edit	View	4/2009	M	09/27/2011 12:26 PM	09/27/2011 12:53 PM	09/27/2011 12:53 PM	801	NANCY MCCONNELL

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To run a report for user-specified dates

1. Select **Custom Reports** from the menu bar near the top of the screen.

2. Enter a date range for which you would like a Doses Administered report.

A. View button:

- Select to display Doses Administered Report, in pdf format, for the specified date range.

- Once the report displays, click on the print icon in Adobe® to print the report.

B. Reset button:

- Select to clear the date entries.

Doses Administered Reporting

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Quarterly Reports | All Reports | Custom Reports | Help | Links | Logout

Custom Reports

Custom Date Report
Enter a date range for a custom Doses Administered report.

Date From(MM/DD/YYYY): [_____]   Date To(MM/DD/YYYY): [_____]

[View] [Reset]

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