

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:	<i>January, February, March</i>	Due April 15th
2nd Quarter:	<i>April, May, June</i>	Due July 15th
3rd Quarter:	<i>July, August, September</i>	Due October 15th
4th Quarter:	<i>October, November, December</i>	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 USIIS 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**.

The screenshot shows the 'Admin.' tab selected in the USIIS interface. The main content area is titled 'Clinic Reports' and contains four buttons: 'Clinic History Report', 'Doses Administered Report', 'Reminder-recall Summary Report', and 'Batch Forecast Report'. Below the buttons is a note: 'Note: If the report page does not appear, pop-up windows may not be allowed on your computer. Pop-up windows must be allowed from this site in order for report results to be displayed.' At the bottom of the page is a navigation bar with buttons for 'Logout', 'Change Pass', 'User Management', 'Inventory', 'Inven. Adjust', 'Batch List', 'Report', and 'Provider'. The footer includes the Utah Department of Health logo and text: 'Report any problem to [Utah State DTS Help Desk](#). Copyright 1999, Utah Department of Health. Version: 0.00.00_20110130.'

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.

The screenshot shows the 'Doses Administered Reporting' page in USIIS. The top navigation bar includes 'Quarterly Reports | All Reports | Custom Reports | Help | Links | Logout'. The main heading is 'Quarterly Reports'. Below this is a welcome message: 'Welcome to Doses Administered Reporting. You are logged in as: NANCY MCCONNELL. Your provider name is: USIIS PROGRAM. Your provider ID is: 801.' A message states: 'Doses Administered Reports are due within 15 days following the end of each quarter regardless of amount of vaccine used. To begin the reporting process select a quarter from the drop-down menu below.' A drop-down menu is set to 'Quarter 3/2011 (Jul 1 - Sep 30)'. Below the menu is a 'Review Quarter' button. The footer includes the Utah Department of Health logo, a 'Go to: Doses Administered Reporting' dropdown, and text: 'Report any problem to [Utah State DTS Help Desk](#). Copyright 1999, Utah Department of Health. Version: 0.00.00_20110130.'

This screenshot is similar to the previous one but shows the drop-down menu expanded. The menu lists the following quarters: 'Quarter 3/2011 (Jul 1 - Sep 30)', 'Quarter 2/2011 (Apr 1 - Jun 30)', 'Quarter 1/2011 (Jan 1 - Mar 31)', 'Quarter 4/2010 (Oct 1 - Dec 31)', 'Quarter 3/2010 (Jul 1 - Sep 30)', 'Quarter 2/2010 (Apr 1 - Jun 30)', 'Quarter 1/2010 (Jan 1 - Mar 31)', 'Quarter 4/2009 (Oct 1 - Dec 31)', and 'Quarter 3/2009 (Jul 1 - Sep 30)'. The 'Quarter 3/2011 (Jul 1 - Sep 30)' option is highlighted in blue. The rest of the page content, including the navigation bar, welcome message, and footer, is identical to the previous screenshot.

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.

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

[Quarterly Reports](#) | [All Reports](#) | [Custom Reports](#) | [H](#)

Report

Quarter: 3/2011
 Provider: USIIS PROGRAM

VFC

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

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

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

Go to:

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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

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):

Go to:

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