

USIIS Doses Administered Report User Guide: Manual Entry

- 1 First, log into the USIIS portal and select 'Doses Administered Reporting'.

Welcome to USIIS Services

801 - DHHS- USIIS PROGRAM

Select Service Below:

- Doses Administered Reporting**
- Facility Reports & Batch Processes
- USIIS Immunize
- VOMS
- Vaccine Inventory

- 2 You will be direct to the Doses Administered Reporting Home Page.

Report Browser

+ Create New Report View Custom Report

Existing Reports for provider: (801)

To edit a report, or submit the report to VFC, click the button. To view or download a PDF of a report, click the button.

Edit	Quarter	Submitted	Submitted By	Data Source	Created	Last Modified	View
	4/2023	Not Submitted	-	Auto	11/7/2023	11/7/2023	
	3/2023	10/25/2023	Wes Barth	Auto	8/9/2023	10/25/2023	
	2/2023	Not Submitted	-	Auto	8/25/2023	8/25/2023	
	4/2022	Not Submitted	-	Manual	9/5/2023	9/5/2023	
	2/2022	6/1/2022	Jc Alexander	Auto	5/12/2022	6/1/2022	
	1/2022	Not Submitted	-	Auto	1/14/2022	1/27/2022	

- 3 On the Home page, here you can view submitted reports, edit submitted reports and create new. To submit a new report, click '+ Create New Report'.

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	2/2022	6/1/2022	Jc Alexander	Auto	5/12/2022	6/1/2022	
	1/2022	Not Submitted	-	Auto	1/14/2022	1/27/2022	
	4/2021	Not Submitted	-	Auto	3/24/2022	9/12/2023	
	2/2021	1/27/2022	Jc Alexander	Auto	7/12/2021	1/27/2022	

- 4 Tools to help navigate the Doses Administered Reporting Home Page:

- Create New Report** Create, review and submit reports to VFC
- View Custom Report** View custom dated reports
- (Pencil) Edit/modify submitted report
- View PDF version of submitted reports to VFC
- Quarter** **Submitted** Toggle/sort, this can be done in Quarter, Submitted date, Created Date and Last Modified

- 5 To create a new report, click + **Create New Report**, select Quarter from the drop-down menu:

Report Browser

+ Create New Report View Custom Report

Select Quarter... Close

4/2023

3/2023

2/2023

1/2023

4/2022

If the report has already been started, saved or submitted, it will be highlighted, click the pencil icon to continue.

Edit	Quarter	Submitted	Submitted By	Data Source	Created	Last Modified	View
	4/2023	Not Submitted	-	Manual	12/22/2023	12/22/2023	

- 6 For New quarterly reports, after clicking + Create New Report, we recommend clicking 'Populate Report with USIIS Data'.

Add New Dose Value ☐ Preserve Vaccine Group and FinClass on 'Clear Values'

FinClass

Select FIN Class Code

Add New Vaccine Value Clear Values

Populate Report With USIIS Data

It is a VFC requirement that all providers submit immunization data to USIIS. This can be done by interface connection or manually entering data into USIIS.



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You can manually select the Fin Class, Vaccine and age group or Populate From USIIS. If you select 'Populate Report with USIIS Data', any information manually entered will be replaced with data from USIIS.

For Manual Entry, First click 'Preserve Vaccine Group and Fin Class'. Doing this will allow you to add all Vaccine and Age Groups for that Fin Class.

Add New Dose Value ☒ Preserve Vaccine Group and FinClass on 'Clear Values'

Next select Fin Class Code from drop down:

The screenshot shows the 'Add New Dose Value' form. The 'FinClass' dropdown is open, showing a list of options: VFC, CHIP, UNDINS, SPEC, and PRIV. 'VFC' is highlighted. The 'Vaccine Group' dropdown is set to 'DTaP'. The 'Age Group' dropdown is set to '<1'. The 'Dose Count' is 2. There are buttons for 'Add New Vaccine Value', 'Clear Values', and 'Populate Report With USIIS Data'.

Then select the 'Vaccine Group' from the drop down:

The screenshot shows the 'Add New Dose Value' form. The 'Vaccine Group' dropdown is open, showing a list of options: DTaP, DTaP/HEP B/IPV, DTaP/HIB/IPV, DTaP/IPV/HIB/HEP B, and DTaP/IPV. 'DTaP' is highlighted. The 'FinClass' dropdown is set to 'VFC'. The 'Age Group' dropdown is set to 'Select Age Group'. The 'Dose Count' is 0. There are buttons for 'Add New Vaccine Value', 'Clear Values', and 'Populate Report With USIIS Data'.

Then select the 'Age Group' from the drop down:

The screenshot shows the 'Add New Dose Value' form. The 'Age Group' dropdown is open, showing a list of options: <1, 1-6, 7-18, and >18. '<1' is highlighted. The 'FinClass' dropdown is set to 'VFC'. The 'Vaccine Group' dropdown is set to 'DTaP'. The 'Dose Count' is 0. There are buttons for 'Add New Vaccine Value', 'Clear Values', and 'Populate Report With USIIS Data'.

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Enter how many doses were administered during the quarter in 'Dose Count':

The screenshot shows the 'Add New Dose Value' form. The 'Dose Count' field has the value 2 entered. The 'FinClass' dropdown is set to 'VFC'. The 'Vaccine Group' dropdown is set to 'DTaP'. The 'Age Group' dropdown is set to '<1'. There are buttons for 'Add New Vaccine Value', 'Clear Values', and 'Populate Report With USIIS Data'.

Once the above steps are complete, click 'Add New Vaccine':

The screenshot shows the 'Add New Dose Value' form. The 'Add New Vaccine Value' button is highlighted. The 'FinClass' dropdown is set to 'VFC'. The 'Vaccine Group' dropdown is set to 'DTaP'. The 'Age Group' dropdown is set to '<1'. The 'Dose Count' is 2. There are buttons for 'Add New Vaccine Value', 'Clear Values', and 'Populate Report With USIIS Data'.

You will see on the right-hand side, the vaccine total for that age group:

Vaccine Group	<1	1-6	7-18	>18	Total
DTaP	2	0	0	0	2

Repeat above steps to add all 'Fin Class', 'Vaccine Types' and age groups.

Vaccine Group	<1	1-6	7-18	>18	Total
DTaP	2	0	0	0	2
FLU	0	0	0	1	1
Hep A PED	0	3	0	0	3
MMR	0	0	0	1	1
Td	0	0	1	0	1
HPV	0	0	2	0	2
DTaP/IPV/HIB/HEP B	0	2	0	0	2
COVID	0	0	0	1	1

Always review and make corrections before submitting. Incorrect reporting can cause delays in order processing or orders to be denied.

Once you verify all doses are accounted, and the report is correct, simply click 'Submit report to VFC'.

Submit Report to VFC



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You will need to acknowledge and click 'I Agree and Wish to Submit' to finalize and submit.

Submit Report To VFC

I, Jennifer Green, certify under penalty of law the information contained in this report is accurate and true.

[I Agree and Wish to Submit](#)

[Cancel](#)

If you click 'Cancel' your report will NOT be submitted. Reports MUST be submitted to avoid delays.

We recommend using 'Populate Report with USIIS Data'. This will allow you to verify the immunization data reported matches your facility records.

If discrepancies are located, make updates to records within your EHR or USIIS Immunize. Then repopulate the report.

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You can view the PDF version, by clicking 'View PDF Report'

[View PDF Report](#)

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Once you have successfully submitted your report, the status will updated from 'Saved' to 'Submitted'

Report Editor

[Return to Report Browser](#)

Editing Report for Quarter: **4/2023**

Report Status: **Submitted**

Add New Dose Value ☒ Preserve Vaccine Group and FinClass on 'Clear Values'

FinClass: **VFC** Vaccine Group: **Hep A PED** Age Group: **Select Age Group**

Dose Count:

0

[Add New Vaccine Value](#)

[Clear Values](#)

[Populate Report With USIIS Data](#)

Select a Fin Class For Details

[Select All](#)

[Clear Selection](#)

☒ Vaccines For Children ☐ CHIP ☐ Underinsured

Vaccines For Children

Vaccine Group	<1	1-6	7-18	>18	Total
DTaP	2	0	0	0	2
FLU	0	0	0	1	1
Hep A PED	0	3	0	0	3
MMR	0	0	0	1	1
Td	0	0	1	0	1
HPV	0	0	2	0	2
DTaP/IPV/HIB/HEP B	0	2	0	0	2
COVID	0	0	0	1	1

You can also verify, by clicking 'Return to Report Browser' and verify status in the list. If successful, it will have the date submitted listed.

Edit	Quarter	Submitted	Submitted By	Data Source	Created	Last Modified	View
Link	4/2023	12/26/2023	Jennifer Green	Manual	11/7/2023	12/22/2023	View

You can always view the status of any report by viewing the 'Home Page' in Doses Administered Reporting or by clicking 'Return to Report Browser'.



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