

**Doses Administered Reporting** is an application that provides 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.

Access Doses Administered Reporting from the USIIS Portal, select Doses Administered Reporting from the USIIS Services list.

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.

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

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.

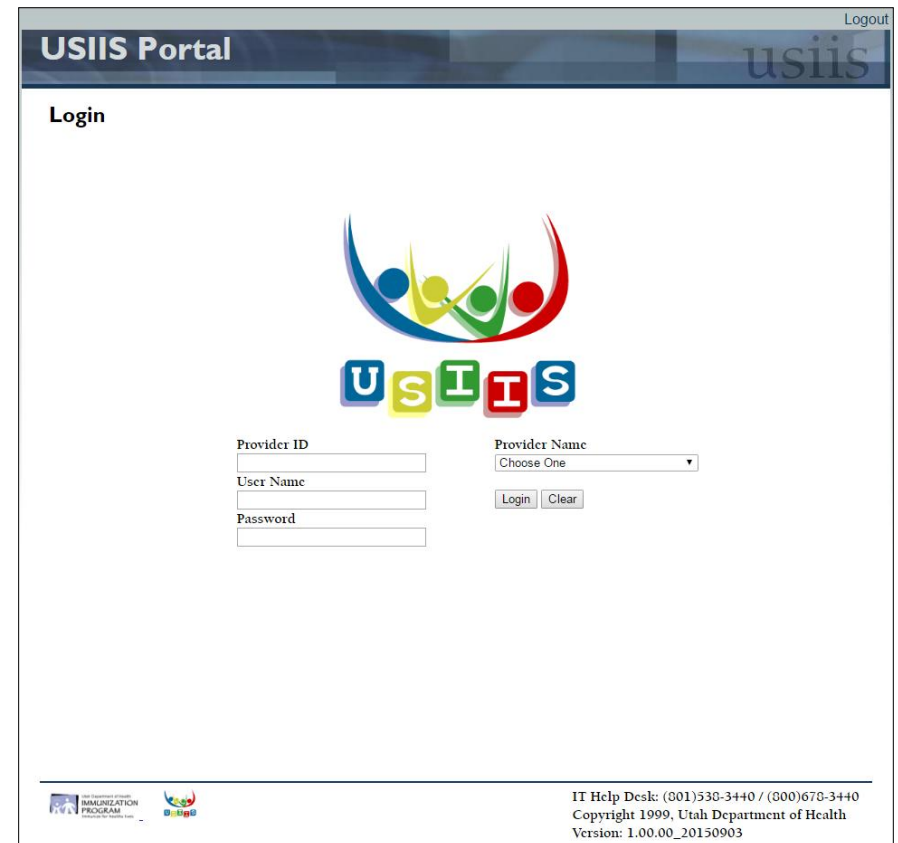
### Using the Doses Administered Reporting Application

#### A. Log onto USIIS

1. Open your web browser. Type <https://apps.usiis.org> 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 **USIIS Portal** 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.



Logout

**USIIS Portal** usiis

Login



Provider ID

User Name

Password

Provider Name

Login Clear

UTAH DEPARTMENT OF HEALTH  
IMMUNIZATION PROGRAM  
PROVIDER FOR VACCINE TRACKING

IT Help Desk: (801)538-3440 / (800)678-3440  
Copyright 1999, Utah Department of Health  
Version: 1.00.00\_20150903

**B. Access Doses Administered Reporting:**

1. From the **USIIS Portal** page, double-click **Doses Administered Reporting** from the **USIIS Services** list.

USIIS Portal

Home Page | User Profile | Help | Links

Home Page

Logged in User: JYL BOSONE  
USIIS Provider ID: 301

Provider Name: USIIS PROGRAM

**Important USIIS Notice**

On Saturday, January 21, 2017 USIIS will be replaced by a new product.  
The look and feel of the product will be completely different.  
Please review information at this [website](#) describing the changes.

Double click to select one of the USIIS services below.

- Choose One
- WebKIDS
- UCMS
- USIIS Immunize**
- Vaccine Inventory
- Secure File Transfer
- Doses Administered Reporting
- VOMS

Change USIIS Service: Choose One

IT Help Desk: (801)530-3440 / (800)670-3440  
Copyright 1999, Utah Department of Health  
Version: 1.00.00\_20150903

2. **Doses Administered Reporting** can be accessed from any screen in USIIS by selecting **Doses Administered Reporting** under **Change USIIS Service** located at the bottom of the page.

USIIS Portal

Home Page | User Profile | Help | Links

Home Page

Logged in User: JYL BOSONE  
USIIS Provider ID: 301

Provider Name: USIIS PROGRAM

**Important USIIS Notice**

On Saturday, January 21, 2017 USIIS will be replaced by a new product.  
The look and feel of the product will be completely different.  
Please review information at this [website](#) describing the changes.

Double click to select one of the USIIS services below.

- Choose One
- WebKIDS
- UCMS
- USIIS Immunize
- Vaccine Inventory
- Secure File Transfer
- Doses Administered Reporting**
- VOMS
- Clinic Reports & Batch Processes

Change USIIS Service: Choose One

IT Help Desk: (801)530-3440 / (800)670-3440  
Copyright 1999, Utah Department of Health  
Version: 1.00.00\_20150903

## To Review, Edit, and Submit a Quarterly Report

- Specify the quarter and calendar year for which to report by selecting from drop-down menu and clicking on the quarter.
  - The nine most recent quarters are listed for selection.
- Once a quarter is selected, press the **Review Quarter** button.
- 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.

**Doses Administered Reporting**

[Quarterly Reports](#) | [All Reports](#) | [Custom Reports](#) | [Help](#) | [Links](#) | [Logout](#)

### Quarterly Reports

Welcome to Doses Administered Reporting  
 You are logged in as: JYL BOSONE  
 Your provider name is: USIIS PROGRAM  
 Your provider ID is: 001

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.

Quarter 3/2016 (Jul 1 - Sep 30)

[Review Quarter](#)

Go to: Doses Administered Reporting

Report any problem to [Utah State DTS Help Desk](#)  
 Copyright 1999, Utah Department of Health  
 Version: 0.00.00\_20110130

- 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.

**Doses Administered Reporting**

[Quarterly Reports](#) | [All Reports](#) | [Custom Reports](#) | [Help](#) | [Links](#) | [Logout](#)

### Report

Quarter: 3/2016  
Provider: USIIS PROGRAM
Submit User: JC ALEXANDER  
Submit Date: 12/12/2016 10:54 AM

[Submit To VFC](#) | [View Printable Report](#) | [Populate from USIIS Online Data](#)

#### VFC

[Hide](#)

Edit	<1	1-6	7-18	>18	Total
DTaP					0
DTaP/HEP B/IPV					0
DTaP/HIB/IPV					0
DTaP/IPV					0
DTaP/HIB					0
IPV					0
Hep A PED			1	1	
Hep A ADULT					0
Hep A/Hep B					0
Hep B PED					0
Hep B ADULT					0
Hep B/HIB					0
HIB					0
HPV					0
MCV4					0
MMR			1	1	
PCV					0
RTV					0
Tdap			1	1	
MMRV					0
VARICELLA					0
ZOSTER					0
DT					0

#### Underinsured

[Hide](#)

Edit	<1	1-6	7-18	>18	Total
DTaP					0
DTaP/HEP B/IPV					0
DTaP/HIB/IPV					0
DTaP/IPV					0
DTaP/HIB					0
IPV					0
Hep A PED					0
Hep A ADULT					0
Hep A/Hep B					0
Hep B PED					0
Hep B ADULT					0
Hep B/HIB					0
HIB					0
HPV					0
MCV4					0
MMR					0
PCV					0
RTV					0
Tdap					0
MMRV					0
VARICELLA					0
ZOSTER					0
DT					0

Page 3 of 6

**A. Populate from USIIS Online Data button:**

1. Select if you want immunization data that was entered into or submitted to 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.

**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.

Edit	View	Quarter	DataSource	CreateDate	ModifyDate	SubmitDate	Provider	SubmitUser
Edit	View	1/2017	A	01/20/2017 10:43 AM	01/20/2017 10:43 AM		001	
Edit	View	4/2016	A	11/03/2016 03:03 PM	11/03/2016 03:03 PM		001	
Edit	View	3/2016	M	10/27/2016 07:20 AM	01/20/2017 12:29 PM		001	
Edit	View	2/2016	A	07/07/2016 12:56 PM	07/08/2016 07:40 AM		001	
Edit	View	1/2016	A	03/09/2016 01:26 PM	06/15/2016 04:20 PM		001	
Edit	View	1/2015	A	02/27/2015 11:26 AM	02/27/2015 11:26 AM		001	
	View	4/2014	A	02/17/2015 02:55 PM	02/17/2015 02:55 PM		001	
	View	3/2014	A	02/27/2015 11:27 AM	02/27/2015 11:27 AM		001	

## To Create 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.

The screenshot shows the 'Doses Administered Reporting' web application. The header includes the title 'Doses Administered Reporting' and the 'usiis' logo. A navigation menu at the top right contains links for 'Quarterly Reports', 'All Reports', 'Custom Reports', 'Help', 'Links', and 'Logout'. The main content area is titled 'Custom Reports' and contains a section for 'Custom Date Report'. Below this title, there is a prompt: 'Enter a date range for a custom Doses Administered report.' This is followed by two input fields: 'Date From(MM/DD/YYYY):' and 'Date To(MM/DD/YYYY):'. Below the input fields are two buttons: 'View' and 'Reset'. At the bottom of the page, there is a footer with logos for the Utah Department of Health and the Immunization Program, a 'Go to:' dropdown menu currently set to 'Doses Administered Reporting', and copyright information: 'Report any problem to Utah State DTS Help Desk Copyright 1999, Utah Department of Health Version: 0.00.00\_20110130'.