

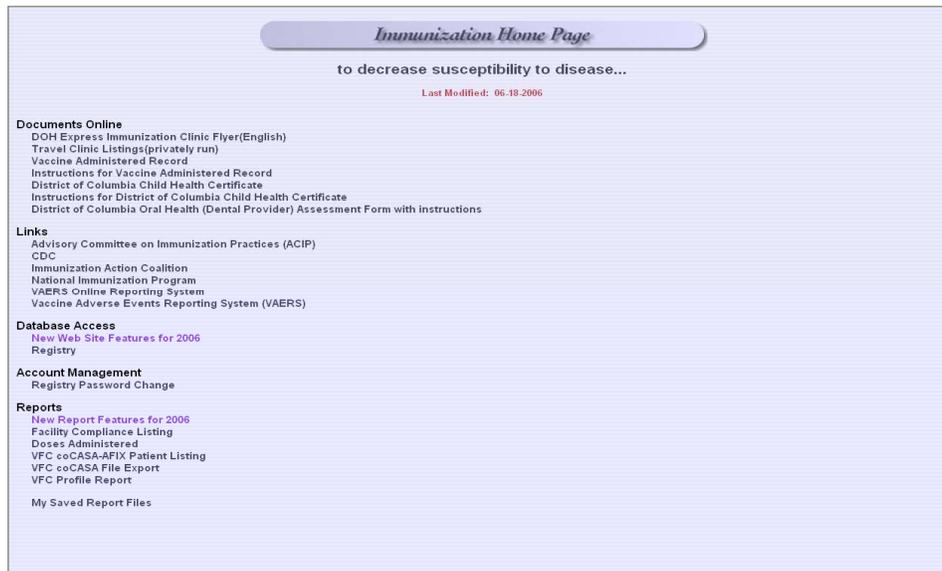
The Washington, DC Immunization Doses Administered Report User Manual

A guide to using the Washington DC Immunization Doses Administered Report
(revised 06/29/12)

Section 1: Starting a Doses Administered Report

To access the Immunization Web Doses Administered Report, make sure you are connected to the internet, then open your web browser and go to D.C. Immunization Program's home page at <https://immunization.dcgov.org/irswebapp/home.jsp> (make sure that there is an s at the end of *https*).

Your web browser should now look like this:



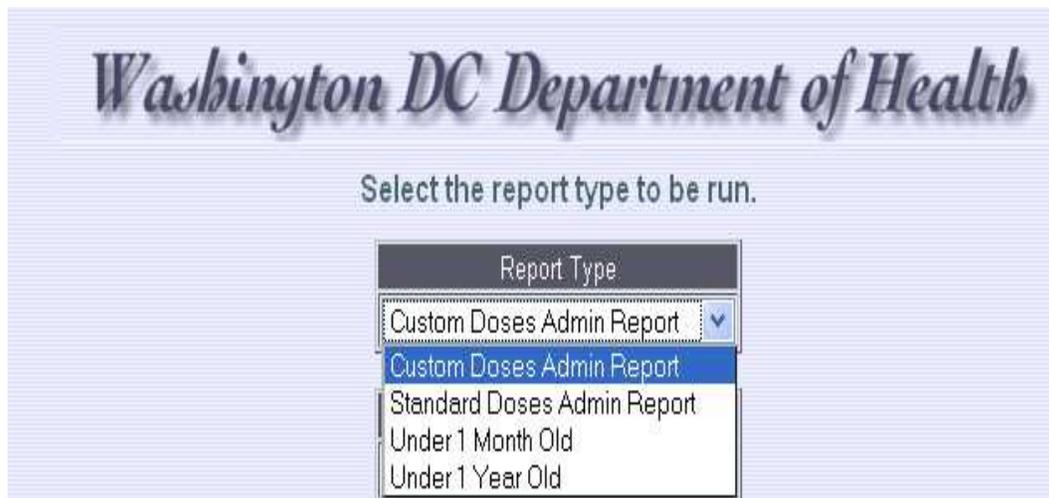
Immunization Homepage

Under “Reports,” click on the words “Doses Administered”. This will take you to a new window that will allow you to log into the doses administered report. Each user should have been given a unique *User Name*, *Password*, and *Context* which you will need to type into the appropriate box. (Note: The password is case sensitive, so the password must be typed with the correct lower case and capitalization.) Once you have entered all of the information, then click on the “Login” button. This will log you into the doses administered report and take you to the date range page to select the appropriate dates for immunization given.

Login Screen

Section 2: Selecting a Report Type

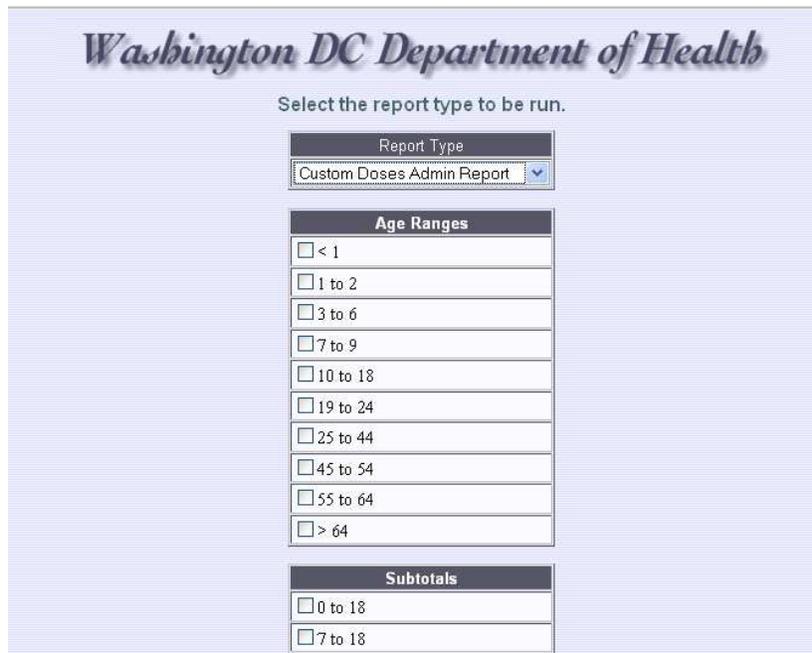
The report type page allows you to customize your report to the following options: custom doses administered report, standard doses administered report, patients under 1 month old and patients under 1 year old. Selecting your report type will open additional menu options for your report.



Report Type Screen

Section 2: Selecting a Report Type (con't)

The custom doses administered report allows you to capture individual age groups of your choice by checking the appropriate box next to the target age group. When you have finished, click on the “Next” button at the bottom of the screen. This will take you to the date range page to select the appropriate dates for immunizations given.



The screenshot shows a web interface for the Washington DC Department of Health. At the top, the department's name is displayed in a stylized font. Below it, the instruction "Select the report type to be run." is centered. A dropdown menu labeled "Report Type" is set to "Custom Doses Admin Report". Below this is a section titled "Age Ranges" containing ten rows, each with a checkbox and an age range: "< 1", "1 to 2", "3 to 6", "7 to 9", "10 to 18", "19 to 24", "25 to 44", "45 to 54", "55 to 64", and "> 64". At the bottom of this section is a "Subtotals" section with two rows: "0 to 18" and "7 to 18", each with a checkbox.

Report Type	
Report Type	Custom Doses Admin Report

Age Ranges	
<input type="checkbox"/>	< 1
<input type="checkbox"/>	1 to 2
<input type="checkbox"/>	3 to 6
<input type="checkbox"/>	7 to 9
<input type="checkbox"/>	10 to 18
<input type="checkbox"/>	19 to 24
<input type="checkbox"/>	25 to 44
<input type="checkbox"/>	45 to 54
<input type="checkbox"/>	55 to 64
<input type="checkbox"/>	> 64

Subtotals	
<input type="checkbox"/>	0 to 18
<input type="checkbox"/>	7 to 18

Custom Doses Administered Report Screen

Section 2: Selecting a Report Type (con't)

The standard doses administered report allows you to run a complete doses administered report with all age groups. When you have finished, click on the "Next" button at the bottom of the screen. This will take you to the date range page to select the appropriate dates for immunizations given.

Washington DC Department of Health

Select the report type to be run.

Report Type
Standard Doses Admin Report

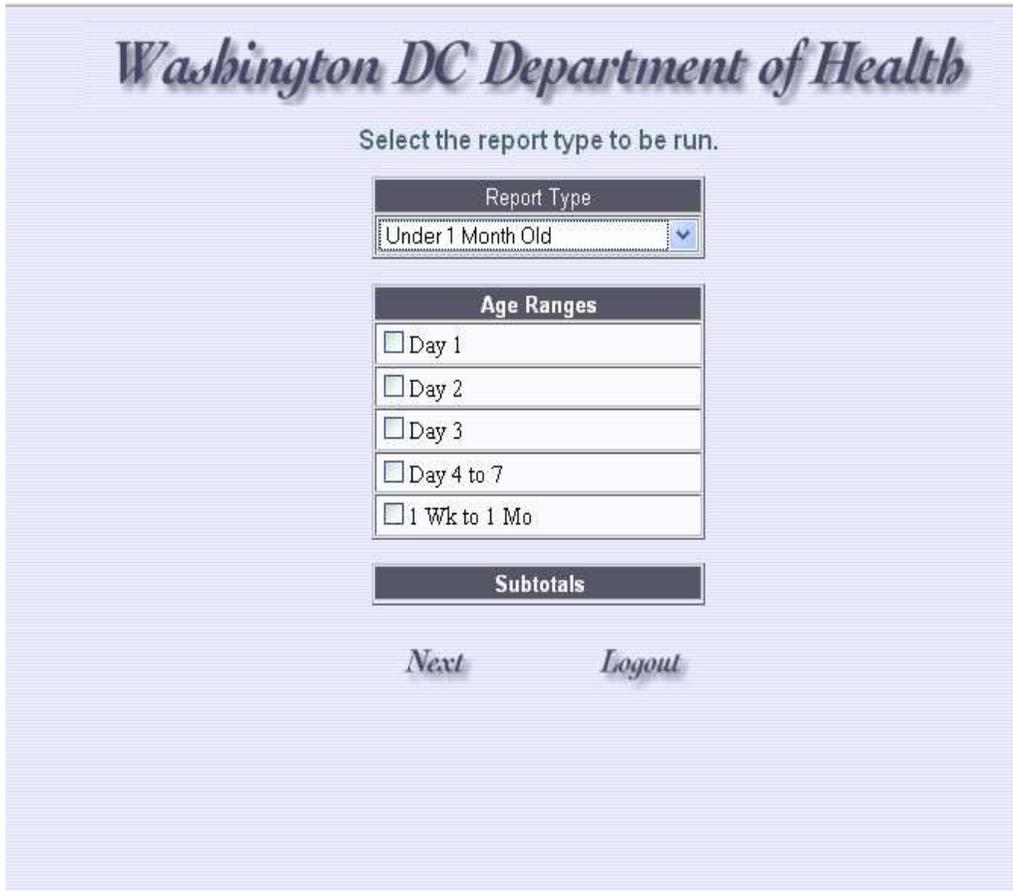
Age Ranges
< 1
1 to 2
3 to 6
7 to 9
10 to 18
19 to 24
25 to 44
45 to 54
55 to 64
> 64

Subtotals
0 to 18
7 to 18
> 18

Standard Doses Administered Report Screen

Section 2: Selecting a Report Type (con't)

The under 1 month old report allows you to capture the age range in days from birth to 1 month old. Check the appropriate box next to the target age range. When you have finished, click on the "Next" button at the bottom of the screen. This will take you to the date range page to select the appropriate dates for immunizations given.



The screenshot shows a web interface for the Washington DC Department of Health. At the top, the department's name is displayed in a stylized font. Below it, the instruction "Select the report type to be run." is centered. The main form area contains three sections: a "Report Type" dropdown menu with "Under 1 Month Old" selected, an "Age Ranges" section with five checkboxes for "Day 1", "Day 2", "Day 3", "Day 4 to 7", and "1 Wk to 1 Mo", and a "Subtotals" section. At the bottom of the form, there are two buttons labeled "Next" and "Logout".

Washington DC Department of Health

Select the report type to be run.

Report Type
Under 1 Month Old

Age Ranges

Day 1

Day 2

Day 3

Day 4 to 7

1 Wk to 1 Mo

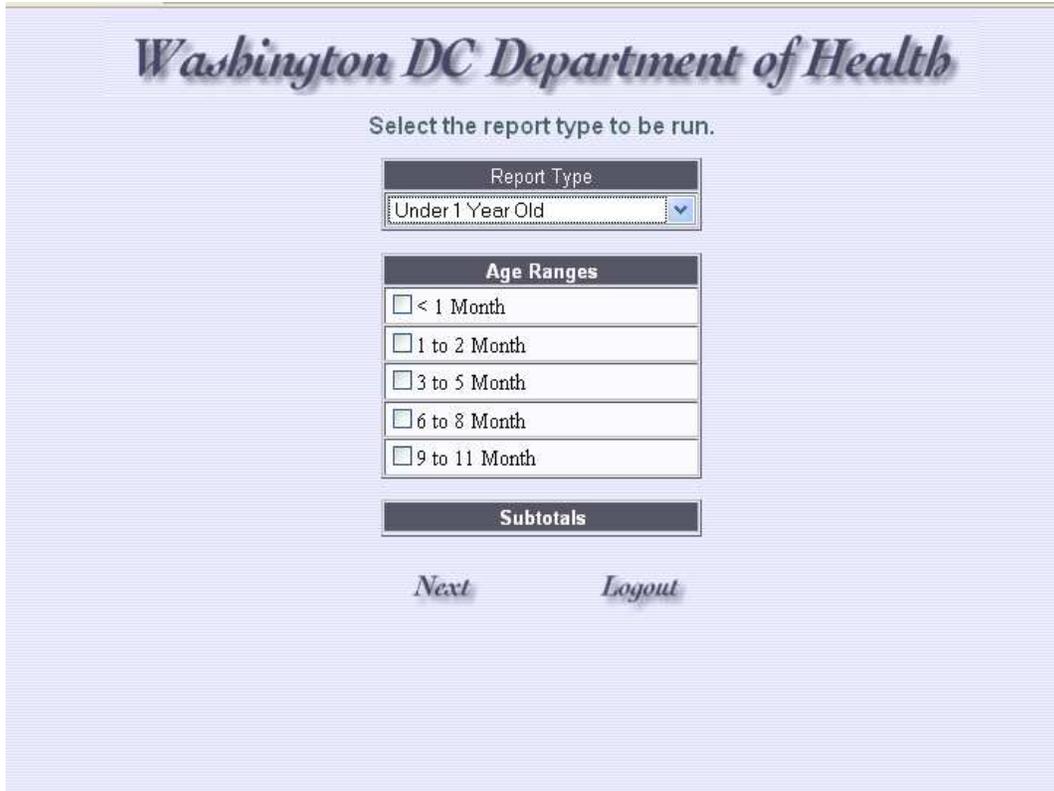
Subtotals

Next *Logout*

Under 1 Month Old Screen

Section 2: Selecting a Report Type (con't)

The under 1 year old report allows you to capture the age range in months from birth to 11 months of age. Check the appropriate box next to the target month range. When you have finished, click on the “Next” button at the bottom of the screen. This will take you to the date range page to select the appropriate dates for immunizations given.



The screenshot shows a web interface for the Washington DC Department of Health. At the top, the department's name is displayed in a stylized font. Below it, the instruction "Select the report type to be run." is centered. A dropdown menu labeled "Report Type" is set to "Under 1 Year Old". Underneath, a section titled "Age Ranges" contains five checkboxes for different age intervals: "< 1 Month", "1 to 2 Month", "3 to 5 Month", "6 to 8 Month", and "9 to 11 Month". Below this is a "Subtotals" section. At the bottom, there are two buttons: "Next" and "Logout".

Under 1 Year Old Screen

Section 3: Selecting a Date Range

The date range page allows you to limit the report to assess only doses that were given between certain dates. To do this, enter the start and end dates of doses to include in the report. When you have finished, click on the “Next” button at the bottom of the screen. This will take you to the VFC Provider Account page.



Washington DC Department of Health

Enter the date range for the doses that were administered.

Start Date:

End Date:

Next *Logout*

Date Range Screen

Section 4: Selecting a VFC Provider Account

The VFC Provider Account page allows you to select the name of the VFC provider for which you would like a doses administered report by placing a check in the box(es) next to the appropriate VFC provider account name(s). Once you have checked the provider account name(s), click on the “Next” button at the bottom of the screen. This will take you to the Vaccines Source page.

<i>Washington DC Department of Health</i>		
Select the VFC provider accounts to include in the report.		
Check All	Uncheck All	
<input type="checkbox"/> ADAMS MORGAN CLINIC/CHILDREN HOSP (000043)	<input type="checkbox"/> ADELSON & GINSBERG (FLU290)	<input type="checkbox"/> AKHIGBE (P00236)
<input type="checkbox"/> ALESKOW (FLU114)	<input type="checkbox"/> AMERICAN UNIVERSITY SHC (P00070)	<input type="checkbox"/> AMERICAN UNIVERSITY SHS (000076)
<input type="checkbox"/> ANDROMEDA TRANSCULTURAL HEALTH CTR (AHR244)	<input type="checkbox"/> ANDROMEDA TRANSCULTURAL HEALTH CTR (P00244)	<input type="checkbox"/> APRA (FLU-86)
<input type="checkbox"/> ARCHER (FLU149)	<input type="checkbox"/> ARLING & PATTERSON, PC (FLU282)	<input type="checkbox"/> ASHBY (FLU104)
<input type="checkbox"/> AVERY HEALTH CARE (FLU168)	<input type="checkbox"/> BANKS (FLU209)	<input type="checkbox"/> BARNES (FLU100)
<input type="checkbox"/> BARNES (FLU103)	<input type="checkbox"/> BERGMAN & ROBLES (FLU174)	<input type="checkbox"/> BISHOP AA OWENS JR FAMILY LIFE COM (000011)
<input type="checkbox"/> BOLTANSKY (FLU223)	<input type="checkbox"/> BORDON (FLU313)	<input type="checkbox"/> BREAD FOR THE CITY (AHR037)
<input type="checkbox"/> BREAD FOR THE CITY MEDICAL CLINIC (000037)	<input type="checkbox"/> BRIDGES (FLU248)	<input type="checkbox"/> BRIGHTWOOD SCHOOL-BASED HEALTH CTR (P00245)
<input type="checkbox"/> BROWN (FLU106)	<input type="checkbox"/> BROWN (P00067)	<input type="checkbox"/> BURRIS (FLU123)
<input type="checkbox"/> BUSHEHRI (FLU303)	<input type="checkbox"/> BUSTOS (FLU291)	<input type="checkbox"/> CACERES (FLU158)
<input type="checkbox"/> CADC - COMMUNITY ALTERNATIVES (FLU213)	<input type="checkbox"/> CALLAWAY (FLU300)	<input type="checkbox"/> CANNADAY (FLU175)
<input type="checkbox"/> CAPITAL HEART ASSOCIATES- TOM NORIS (FLU227)	<input type="checkbox"/> CAPITAL PULMONARY (FLU108)	<input type="checkbox"/> CAPITOL HILL MEDICAL CLINIC (FLU305)
<input type="checkbox"/> CAPITOL HILL MEDICAL CLINIC, NW (P00054)	<input type="checkbox"/> CAPITOL HILL MEDICAL CLINIC, PC NE (P00088)	<input type="checkbox"/> CAPITOL HILL MEDICAL CLINIC, PC SE (P00053)
<input type="checkbox"/> CAPITOL MED ASSOC (FLU177)	<input type="checkbox"/> CAPNA HEALTHCARE, LLC (P00050)	<input type="checkbox"/> CARL VOGEL CENTER (AHR250)

VFC Provider Screen

Section 5: Selecting a Vaccine Source

The Vaccine Source page allows you to select the type of VFC source(s) you would like to have included in your report. You can choose to have the report assess either for all VFC sources or for only a particular source. Once you have checked the appropriate box(es), click on the “Next” button at the bottom of the screen. This will take you to the Report Options page.

The screenshot shows a web interface for selecting VFC sources. At the top, it says "Washington DC Department of Health" in a stylized font. Below that, the instruction "Select the VFC sources to include in the report." is displayed. A table with two columns, "Check All" and "Uncheck All", is positioned above a list of source categories. Each category has a checkbox next to it. At the bottom of the form, there are three buttons: "Back", "Next", and "Logout".

Check All	Uncheck All
<input type="checkbox"/>	<input type="checkbox"/>

Back *Next* *Logout*

Vaccine Source Screen

Section 6: Selecting Vaccines

The Vaccine Page allows you to select the type of vaccines that you would like to have included in your report. You can choose to have the report assess either for DC school requirements or all immunizations. Once you have checked the appropriate boxes, click on the “Next” button at the bottom of the screen. This will take you to the Gender Type page.

Washington DC Department of Health

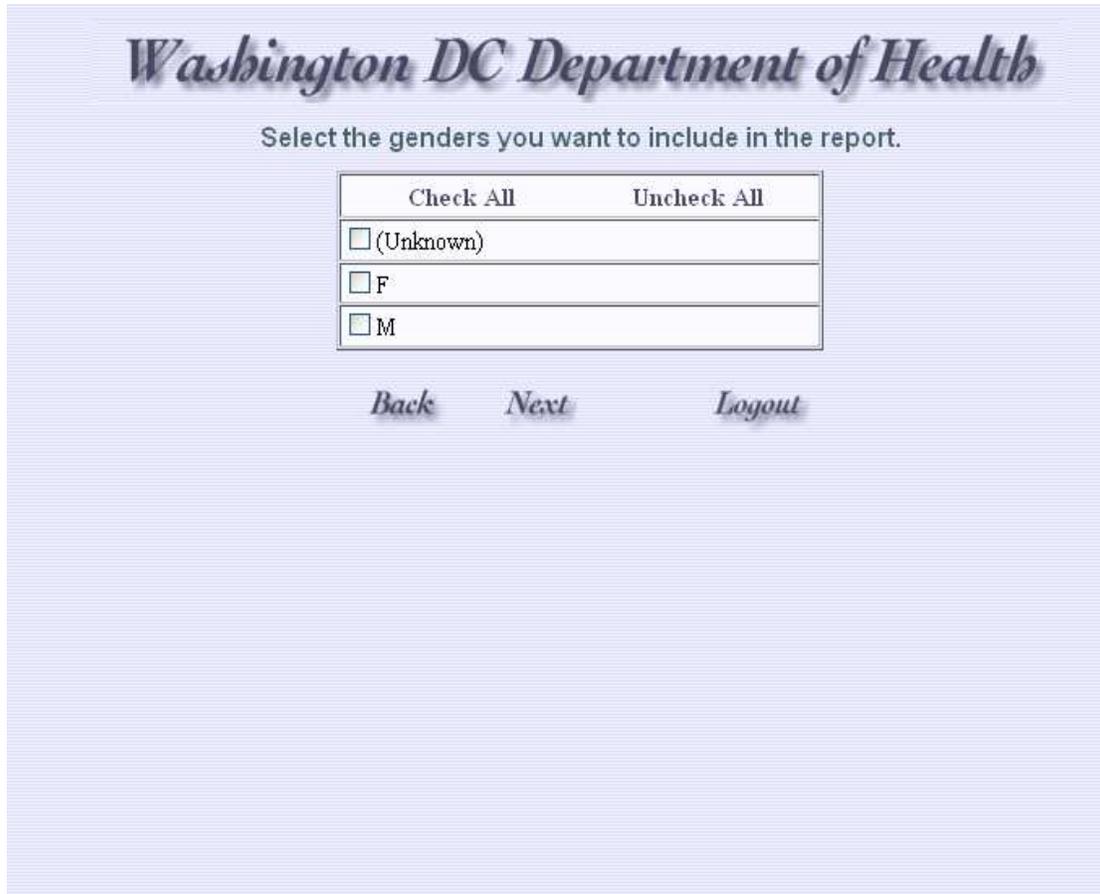
Select the vaccines you want to include in the report.

Check DC School Requirements	Check All	Uncheck All
<input type="checkbox"/> DTP		
<input type="checkbox"/> DTaP		
<input type="checkbox"/> DT		
<input type="checkbox"/> Td		
<input type="checkbox"/> TdaP		
<input type="checkbox"/> TT		
<input type="checkbox"/> D		
<input type="checkbox"/> Pe		
<input type="checkbox"/> DTP-Hib		
<input type="checkbox"/> DTaP-Hib		
<input type="checkbox"/> DTaP-IPV-Hib		
<input type="checkbox"/> DTaP-IPV		
<input type="checkbox"/> Hib		
<input type="checkbox"/> Hib-HepB		
<input type="checkbox"/> Hep B		

Vaccine Type Screen

Section 7: Selecting Agenda

The Gender Type page allows you to select the gender type that you would like to have included in your report. You can choose to have the report assess for unknown, female or male gender type. Once you have checked the appropriate boxes, click on the “Next” button at the bottom of the screen. This will take you to the Report Options page.



The screenshot shows a web interface for the Washington DC Department of Health. At the top, the department's name is displayed in a stylized font. Below it, a heading asks the user to select genders for inclusion in a report. A table contains three rows for gender selection, each with an unchecked checkbox. Above the table are two buttons: 'Check All' and 'Uncheck All'. At the bottom of the form are three buttons: 'Back', 'Next', and 'Logout'.

Check All	Uncheck All
<input type="checkbox"/> (Unknown)	
<input type="checkbox"/> F	
<input type="checkbox"/> M	

Back *Next* *Logout*

Gender Type Screen

Section 8: Selecting Report Options

The report options screen of the doses administered report provides a broad-range of options that allow you to customize your report.

Output Type

The output type determines whether the results will be displayed either as a HTML (web page) or as an Excel spreadsheet for you to download and save on your computer. (Note: If you have chosen to have the report run as an HTML report (default option), then the results will appear on your screen as soon as the report is completed. If you chose to have the report run as an Excel spreadsheet, then after the report has completed you will see a box labeled “Saved Report Files” with a link to the Current report (“Doses Administered”). You can click on this link to save the file to your hard drive.)

Report Section Options

The report section options have two sections which you can choose to include in your report. The “Summary” section includes the criteria that you have selected in customizing the report. The “Details” section reports the overall vaccine totals for the given time frame and the “Doses” section breaks down each vaccine dose by type. Once you have checked the appropriate box(es), click on the “Run” button at the bottom of the screen. This will take you to the final screen page.

Washington DC Department of Health

Select the appropriate report options below.

Output Type	
Output Type	HTML

Report Section Options	
Include Sections	<input type="checkbox"/> Summary
	<input type="checkbox"/> Details
Include Doses	<input type="checkbox"/> Doses

Back Run Logout

Report Options Screen

Section 9: Exiting Doses Administered

When you have finished running a compliance report and saving the reports if necessary, you can exit the compliance report by simply closing the Internet browser. This will log you out of the system.

Thank you for your interest in our Washington DC Immunization Doses Administered Report. We hope that you will enjoy using this system.