# The Washington, DC Immunization VFC Profile User Manual

A guide to using the Washington DC Immunization VFC Profile Report

(revised 05/14/07)

Section 1: Starting a VFC Profile Report

To access the Immunization Web VFC Profile 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:
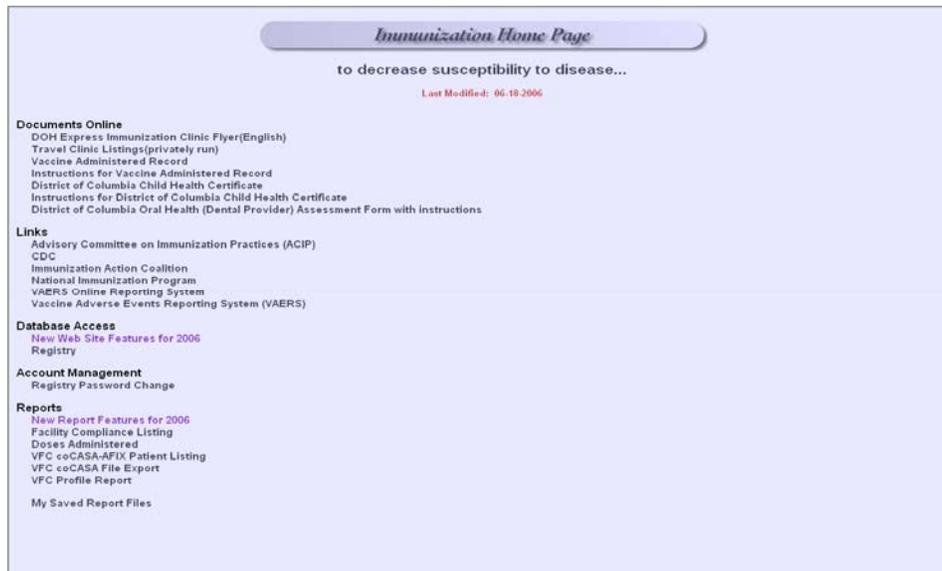
Immunization Homepage

Under "Reports," click on the words "VFC Profile". This will take you to a new window that will allow you to log into the VFC Profile 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 VFC Profile report and take you to the date range page to select the appropriate dates for patients receiving immunization.

Login Screen

Section 2:   Selecting a Date Range

The date range page allows you to limit the report to assess only patients that were given immunizations 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 site account location page.

Date Range Screen

Section 3: 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 an VFC Profile 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.
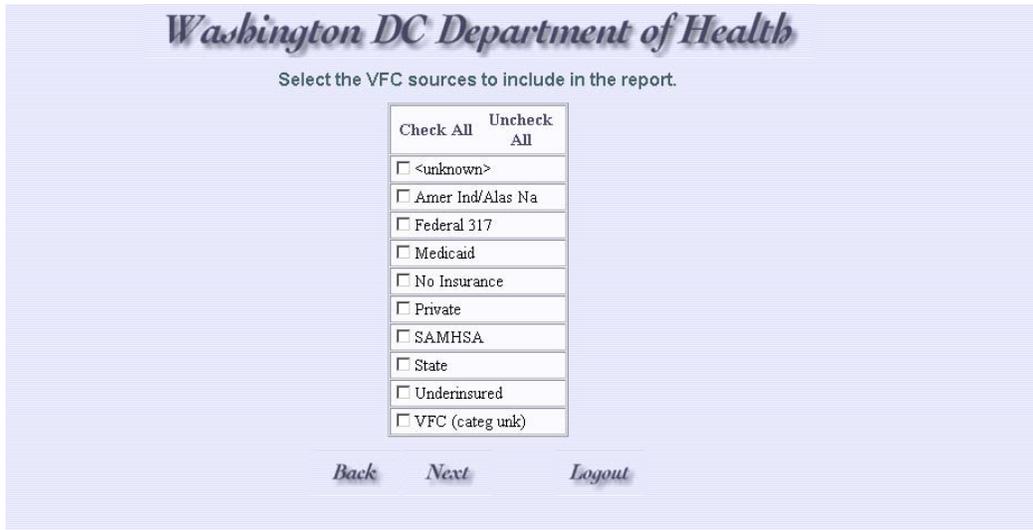
Washington DC Department of Health

Select the VFC provider accounts to include in the report.

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

VFC Provider Screen

Section 4:   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.

Vaccine Source Screen

Section 5:   Selecting Report Options

The Report Options page of the VFC Profile report provides a 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 ("VFC Profile Report"). 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 patient totals for the given time frame. 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.

Report Options Screen

Section 6: Exiting VFC Profile

When you have finished running a VFC Profile report and saving the reports if necessary, you can exit the VFC Profile 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 VFC Profile Report. We hope that you will enjoy using this system.