

## Doses Administered by Eligibility Report

This guide is for sites enrolled in the Minnesota Vaccines for Children (MnVFC) program that track immunizations with dose-level eligibility (DLE) in the Minnesota Immunization Information Connection (MIIC). Follow the instructions below to learn how to use the Doses Administered by Eligibility Report feature in MIIC. You can use this feature to assess how many doses of MnVFC vaccine your site has given and to help inform your next MnVFC vaccine order. It can also help you monitor your DLE data quality. For example, vaccines with an eligibility value of “unknown” may indicate an issue with how your site is sending DLE information to MIIC.

The Doses Administered by Eligibility Report shows all pediatric vaccine doses given during a selected timeframe. Doses are sorted by vaccine type and patient eligibility category. The report also provides a count of vaccine doses given to MnVFC-eligible children.

Patient eligibility category is based on the assigned DLE information for each dose. If your organization has pediatric patients with unknown DLE information in MIIC, update their MIIC records to ensure their doses are counted in appropriate eligibility categories. You can use MIIC’s Vaccines Given Report to identify pediatric doses with “Unknown” eligibility. Find more information in the “Vaccine Given” user guide on [MIIC User Guidance and Training Resources \(www.health.state.mn.us/people/immunize/miic/train/index.html\)](http://www.health.state.mn.us/people/immunize/miic/train/index.html).

This report does not include doses entered in MIIC as “historical.” If your organization manually enters administered doses into MIIC for individual patients, make sure those doses are marked as “administered” in MIIC so they will be included in this report. Find more information in the “Adding Immunizations Not Using Inventory” user guide.

### Getting started

Log into MIIC using your organization code, username, and password.

Visit [Login and Manage My Account \(www.health.state.mn.us/people/immunize/miic/train/intro.html\)](http://www.health.state.mn.us/people/immunize/miic/train/intro.html) to learn more about logging in.

Go to the left-side navigation menu. Find the **Vaccine Management** section and select **request doses by eligibility report**. This will take you to the **Doses Administered by Eligibility Report** page.

### Creating reports

1. Select a timeframe for your report. The default timeframe is the previous month (e.g., 7/1/2025 through 7/31/2025).

Vaccine administration date range:   through  

2. Select the MnVFC PIN(s) to include in your report.
  - Find the **Available** field. Select a PIN you want to include. Then select **Add >**. This will move the PIN over to the **Selected MnVFC PIN(s)** field. Do this for each PIN you want to include in the report. In the example below, the report will include PINs 000000 and 000100.
  - Select **Add All >>** to include all available PINs in the report.

## DOSES ADMINISTERED BY ELIGIBILITY REPORT

**MnVFC PIN(s):**

Available:

000246  
000764  
010101  
123548  
248645  
456125

Add >  
Add All >>  
< Remove  
<< Remove All

Selected:

000000  
000100

3. Select the report **Type** you would like.
  - **Combined report** will produce one report output for all selected PINs.
  - **Separate report** will produce a separate report output for each selected PIN.
  - **Both** will produce a combined output and separate outputs for selected PINs.
4. Select the report **Format** you would like.
  - PDF.
  - Excel/CSV.
  - Both.

**Report Options**

Select report type and format. Then select "Generate Report."

**Type:**

☒ Combined report for all selected PIN(s)

☐ Separate report for each selected PIN

☐ Both

**Format:**

☒ PDF

☐ Excel/CSV

☐ Both

Generate Report

5. Select the **Generate Report** button.
6. Check the report's progress by selecting the **Refresh** button. When the report is finished, **100%** will appear in the **Status** column.
7. Select the PDF icon in the **View** column to the left of your report. This will open a PDF file of the report in your browser window.

|                                                                                     |                                                                                     |                                                |                   |        | Refresh |
|-------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------|------------------------------------------------|-------------------|--------|---------|
| View                                                                                | Delete                                                                              | Report Type                                    | Started           | Status |         |
|  |  | Report (combined) - PIN(s) 000000, 100001, pdf | 07/05 04:32:55 PM | 100%   |         |

8. Save the report to your computer and/or print it.

## MnVFC help

For assistance, contact the MnVFC program staff at [health.mnvfc@state.mn.us](mailto:health.mnvfc@state.mn.us) or 651-201-5522 or 800-657-3970.

Minnesota Department of Health  
PO Box 64975  
St. Paul, MN 55164-0975  
651-201-5522  
[www.health.state.mn.us/miic](http://www.health.state.mn.us/miic)

09/02/2025

To obtain this information in a different format, email: [health.miichelp@state.mn.us](mailto:health.miichelp@state.mn.us).