DEPARTMENT OF HEALTH

Generating Reports for Lists

MIIC USER GUIDANCE TRAINING RESOURCE

This guide provides instructions on generating reports from existing lists in MIIC.

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Getting started

- 1. Log into MIIC using your organization code, username, and password.
- 2. From the left-side menu in MIIC under the Lists menu, select manage list. Your MIIC role may change where it is located on the menu.



Selecting a report output type

1. On the Manage List screen, click on the view icon for your chosen list (it looks like two people).



2. Click on the View/Create Output button on the top right.



3. The **Select Output** section shows the options for the member list, member immunization history list, immunizations due, and client query files. Select the report you want by clicking on the appropriate radio button.

List Name Test 2 Client Count 3		Back to Manage Lists
		Manage Clients
enerated By	MIIC User	manage eneme
ast Updated Date	07/21/2020	
Select Output-		
OMember List		Refresh
Member Immun	zation History List	
Immunization D	Je	
FluSafe Reports		
	-	

4. All reports will be available in the **Generated Reports** section of the page, except for the member list reports, which will display automatically. To view the reports, click on the appropriate view icon.

Generated Reports								
View	Delete	Report Type	Started	Status				
	×	FluSafe Detail	07/07 10:58:35 AM	Ready				
	×	History Report 07-07-2020 10:58:02	07/07 10:58:42 AM	Ready				
\sim								

Generating the report

There are four different types of reports that can be generated.

1. Member list: Displays the name and date of birth for each client on the list sorted alphabetically by last name.

DEPARTMENT OF HEALTH	Minnesota Immunization Information				
FORMATION CONNECTION	Report R				
Last Name	First Name	Middle Name	Birth Date		
Last Name DOG	First Name GOOFY	Middle Name	Birth Date 08/16/1982		
Last Name DOG DUCK	First Name GOOFY DONALD	Middle Name	Birth Date 08/16/1982 01/01/1944		

2. Member immunization history list: Displays the name, date of birth, and immunization history for each client on the list sorted alphabetically by last name.

A TABLET 1 A ALT UN ANALY UN ANAL					
Report Run Date: 07/07/2020					
Client Name (L, F M):	DOG, GOOFY		Birth Date: 08/16/1982	Gender: Unknown	
		Immunizatio	n History		
Immunization		Date Admin	Series	Trade Name	
Influenza		08/16/2012	Booster		
Influenza		08/16/2014	Booster		
Influenza		08/01/2015	Booster		
		09/01/2015	Booster		
Influenza					
Influenza	Vaccines F	Recommended by Se	lected Tracking Schedule	7	
Influenza	Vaccines F	Recommended by Se	lected Tracking Schedule Date Needed	7	
Influenza	Vaccines R	Recommended by Se /accine MMR	lected Tracking Schedule Date Needed 08/16/1983		
Influenza	Vaccines P	Recommended by Se Jaccine MMR Fd/Tdap	lected Tracking Schedule Date Needed 08/16/1983 08/16/1989		
Influenza	Vaccines R	Recommended by Se faccine MMR fd/Tdap farcella	lected Tracking Schedule Date Needed 08/16/1983 08/16/1989 08/16/1995		

- 1. Immunization due: Displays the name, date of birth, and all immunization information for immunizations due for each client on the list sorted alphabetically by last name.
 - After selecting the Immunization Due button, the Client Immunizations Due List Request will appear, prompting you to select additional criteria.

Select the Vaccine (-roun(s)				
select the fuccine oroup(s).	•			
Use All Vaccine Groups				Cancel
 Use Vaccine Groups 		•	≪ bhA	
Selected	Adapa			

- You can select all vaccine groups or identify specific groups only. Use the **Add** and **Remove** buttons to update your vaccine list.
- 2. A target date range can be entered, with the default being today's date.

Enter the Date Crite	Enter the Date Criteria				
Target Date Range	From To T				
	NOTE: If Target Date is blank, todays date will be used.				
Generate by date	Use Overdue Date				
	O Use Recommended/Overdue Date				
	All Clients regardless of Recommended/Overdue Date				
	Submit				

Note: The **Target Date Range** will allow inclusion of those individuals who were, are, or will be overdue for the selected vaccine groups on a date falling within the target date range entered. If the **To** date is unspecified, the report date range will include the **From** date up to, and including, today's date. If both dates are left unspecified, then today's date will be entered for both **From** and **To**.

3. Click **Submit** when done. The report will look like below.

DEPARTMENT OF HEALTH INFORMATION CONNECTION	Minnesota Im Clie	munization Information Connection ent Immunization Due List Report Run Date: 07/14/2020	Page 1 of 1		
Client Name (L, F M):					
DOG, GOOFY - 08	16/1982				
Vaccine	Recmd Date	Immunization Dates			
Influenza	07/01/2020	1) 08/16/2012 2) 08/16/2014 3) 08/01/2015 4) 09/01/2015			
MMR	08/16/1983				
Td/Tdap	08/16/1989				
Varicella	08/16/1995				
DUCK, DONALD N	DUCK, DONALD N - 01/01/1944				
Vaccine	Recmd Date	Immunization Dates			
Influenza	07/01/2020				
Pneumo-poly	Complete	1) 02/07/2012			
Td/Tdap	12/13/2011	1) 11/15/2011			
Zoster/shingles	01/01/1994				

- 1. Client query files: Submits a list of individuals to MIIC to retrieve immunization and demographic data on those individuals. Organizations can upload the returned data into their electronic system or analyze it independently.
 - Select the Client Query Files button to generate a demographic and immunization file for all clients in your list as a .txt file.

GENERATING REPORTS FOR LISTS

Select Output OMember List Member List Immunization History List Immunization Due Flus afe Reports Client Query Files							
Generated Reports View Delete Report Type Started Status							
	×	CQ List 259736 Immunization 04-13-2021 10:07:20	04/13 10:07:20 AM	Ready			
	CQ List 259736 Demographic 04-13-2021 10:07:20 04/13 10:07:20 AM						

- The status will indicate Ready when done. Clicking Refresh allows you to keep checking for current
 information on report status. Click on the view icon when the report is ready (it looks like a document).
- Refer to the <u>Submit Client Query User Guide</u> (www.health.state.mn.us/people/immunize/miic/data/clientquery.pdf) for more information about the query process and the return files you will get back.

MIIC help

For assistance with using lists in MIIC, send an email to the MIIC Help Desk using the **help desk** button on MIIC for any additional questions or use the light bulb icon to access additional user guidance resources.



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To obtain this information in a different format, call: 651-201-5207.