

Manitoba Public Health Information Management System

Report User Guide

MB6799

Archive Immunization Record Report

Modified: 2022-06-21

Document Version:	0.09
Document Status:	Final
Document Author:	Manitoba PHIMS – Technical Team

Document Version Control

Document Creation Date: 2015-05-01			
Date	Author	Version	Change Description
2016-12-28	R Deane	0.01	Document Created
2017-01-11	C Kurbis	0.02	Edits
2017-04-28	J Sarna	0.04	Edits
2019-01-03	A. Henteleff	0.05	Updated cover page, header and footer Definitions added Permitted disclosures section added PHIMS replaced with PHIMS throughout
2019-03-08	A. Henteleff	0.06	Final
2019-06-19	A. Henteleff	0.07	Update to User Role Section
2020-01-13	R. Desrosiers	0.08	Update to 3.2.3 version
2022-06-21	R. Desrosiers	0.09	Updated MB Health logo, updated to 4.4.5 version

Definitions for Report User Guides:

- a. "Authorized Organization" means an organization (an RHA, a First Nation, or other organization) with whom Manitoba has entered into an agreement in order to facilitate access to PHIMS;
- b. "Authorized User" means an employee, agent or contractor of an Authorized Organization (the employer) permitted to access to PHIMS.
- c. "Service Delivery Location" (SDL) means a public health office or a Community Health Centre
- d. "User Role" means the specific role or roles to which an Authorized User is assigned and which prescribes what Information the Authorized User is permitted to access, use and disclose.

Data Type		Explanation
Aggregate , no identifiable data	=	Summary data with no client identifiers
Aggregate , no identifiable data, but possible small population sensitivity or Provider / Org Sensitivity	=	Summary data with no client identifiers However there are sensitivities in the data where small numbers could identify clients, communities or providers
Line Level , <u>Single client</u> identifiable data	=	Includes client identifiers of an individual client
Line level , <u>Multi client</u> identifiable data	=	Includes client identifiers of a list of multiple clients

Table of Contents

1. Background:	4
1.1. Data Access Scope for Immunization in PHIMS.....	4
1.2. Privacy/Data Sensitivity	4
1.3. Permitted Disclosures.....	4
1.4. Data Stewardship	5
2. Purpose.....	6
2.1. Populations Included in the Report.....	6
2.2. Recommended Uses for this Report.....	6
3. Selecting the Report Parameters.....	7
4. Report is assigned to the following User Roles:	7
5. Report Description	8
6. Sample Report	8

1. Background:

1.1. Data Access Scope for Immunization in PHIMS

In Manitoba, Authorized Users (“users”) of the immunization module have access to immunization records for all Manitobans. This was decided as a result of a number of considerations, including:

- Clients can receive immunization services at service delivery locations other than their default public health office, either within or outside their home health region
- School age clients may attend schools outside their home region where immunization services are delivered
- Cases and outbreaks of vaccine preventable diseases also cross regional boundaries and may involve multiple public health provider organizations.

1.2. Privacy/Data Sensitivity

This report is set at the Manitoba level. This means that users who have access to this report can “view” data from all regions and provider types in Manitoba.

The report includes data at the level of the individual and contains personal health information. The archive immunization record contains:

- Client Name (First, Last Middle)
- Date of Birth
- Age
- Personal Health Information Number
- Immunization History

1.3. Permitted Disclosures

- No disclosure permitted

Note re Permitted Disclosures - In general, Reports in PHIMS have been designed for internal use for day to day public health and health service delivery, limited to Authorized Users of Authorized Organizations. Authorized Users may only disclose information from the report that relates to their Designated Health Region. For First Nation Authorized Organizations - sites that have entered into a Bridging Service ISA, an Authorized User (of the Bridging Organization) generating the reports may provide Reports to a FN Authorized User.

1.4. Data Stewardship

Users who have access to this report require background in report generation and basic epidemiology, and are responsible for the following:

- Users only run this report for their designated Health Region, or on a need to know basis.
- The data produced are to be validated and interpreted prior to disseminating any information produced from the report. The output requires contextual interpretation based on the filters used and timing of when the report was generated.
- The data are intended to be used by public health practitioners for program planning and monitoring. Data are not to be used to communicate immunization “coverage”, nor are the data to be made available to the public without prior consultation with the Health Region and Manitoba Health.
- Users ensure that all data are managed securely and appropriately according to organizational guidelines especially when the report(s) identifies small populations or schools.

Users who have access to this report will be subject to PHIMS audits documenting when the Authorized User has generated the report.

2. Purpose

The purpose of the Archive Immunization Record Report is to retrieve immunization record information from the MIMS archive and present in a client record format.

2.1. Populations Included in the Report

The entire Manitoba client registry population, was loaded into PHIMS, and includes inactive clients, for example those who have moved away from Manitoba. However, immunization records from MIMS were archived if a client record was inactive for a period of two years. The last MIMS archive occurred in 2012. Anyone who was inactive for two years prior to 2012 may have archived immunization records. If a client can be found in PHIMS, and their immunization record is incomplete, it is possible they may have an archived immunization record.

All immunization records that were archived to MIMS have been stored in the Oracle database that houses PHIMS. These immunizations can be accessed via this report in PHIMS, but the immunization records are not stored in the PHIMS application itself. Archived immunizations must be manually entered into PHIMS for active PHIMS clients. The archived immunization record report will only include immunizations found in the archive. A client may have immunization records in the archive as well as in the active PHIMS record.

Please note there was a small subset of the records from the MIMS archive whose identity could not be determined in the current Manitoba client population. These clients likely had duplicate PHIN numbers which MIMS was unable to merge. Therefore any immunization that may have been attached to this client's record will not be included in the archive report.

Generating the report does NOT automatically transfer the records into PHIMS.

Note: Clients with a disclosure directive will need to give temporary consent to override the disclosure directive in order to access the client ID that is required to generate this report.

2.2. Recommended Uses for this Report

This report is to be used to provide a copy of the archived immunization records to clients that request them and/or to produce an immunization record that can be used to update the immunization records for an active client in PHIMS.

3. Selecting the Report Parameters

When running a report you must select specific parameters.

Selecting the Correct Parameters to get the Needed Output

You can generate this report from the “**Reports**” section in PHIMS.

This is an operational report under Immunization: Operational Reports

- Click on **Reporting & Analysis > Reports** (left navigation bar) or the **Reporting** tile on the Dashboard.
- Open the Immunization Report Folder by expanding the collapsed panel
- Scroll down to Operational Reports and select **MB6799-Archive Immunization Record** *hyperlink*
- Enter the **Client ID** or put **client in context** which populates **Client ID** (required)
- Enter client’s **Language** (defaults to Client’s preferred language)
- Click **Generate Report Now**

Parameter Definitions:

Parameter Name	Data Type	Description	Validation
Client ID	Type in	Client PHIMS ID	Required
Language	Drop List	Client’s preferred language (default) English French	Required

4. Report is assigned to the following User Roles:

MB CDI MEDICAL OFFICER

MB EPI ANALYST / MB CDI EPI ANALYST

MB EPI ADMIN

MB CDI MB HEALTH SURVEILLANCE

MB PUBLIC HEALTH MANAGER / MB CDI PUBLIC HEALTH NURSE MANAGER

MB PUBLIC HEALTH NURSE / MB CD PUBLIC HEALTH NURSE

MB CENTRAL REPORT CLERK

MB NON PH IMMS PROVIDER

5. Report Description

Report Output: The report will be generated as a PDF

Data Source: Operational database

6. Sample Report

Date Printed: 2016-Oct-07



Immunization Record

This document contains personal health information and is confidential. Personal health information may only be collected, used or disclosed where allowed by the Personal Health Information Act. If you have received this document in error, please immediately destroy it in a secure manner and notify the sender. Any unauthorized use, disclosure, distribution, or copying is strictly prohibited.

Personal Information

Last Name: Jennie-test

Personal Health Information Number (PHIN): 789456123

First Name: Evangeline-test

Date of Birth: 1980-Jan-01

Middle Name: dlu

Age: 36 yrs 9 mos at date of printing

Immunization History

Vaccine	MB Code	Date of Immunization(s)
Haemophilus Influenzae type b	Hib	2000 Jan 13
Influenza	Inf	2002 Jan 15 2003 May 26 2006 Mar 14
Tetanus, Diphtheria, Acellular Pertussis	Tdap	2013 Mar 28

Note:

Rubella = German Measles

Varicella = Chicken Pox

Zoster = Shingles

Pertussis = Whooping Cough