Manitoba Public Health Information Management System

Report User Guide

MB6810E
Client Doses by Service Delivery Location

Modified: 2023-12-08

Document Version:	0.1
Document Status:	Approved
Document Author:	PHIMS Operational Support Team

Document Version Control

Document Creation Date: 2023-10-01			
Date	Author	Version	Change Description
2023-12-08	Arielle Goldman Smith	0.01	Document approved by Manitoba Health

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, Single client identifiable data	=	Includes client identifiers of an individual client
Line level, Multi client identifiable data	=	Includes client identifiers of a list of multiple clients

Table of Contents

1. Background:

1.1. Data Access Scope for Immunization in PHIMS

In Manitoba, Authorized 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 client ID and data to the level of the organization and service delivery location. Although personal health information is not displayed, Authorized Users may search for client records using the client ID displayed on the report output.

1.3. Permitted Disclosures

- Disclosure of the number of doses administered at each service delivery location is not permitted except within the Authorized User's jurisdictional organization for planning and/or evaluation purposes.
- Disclosure of the client IDs is permitted to Authorized Users who are completing dose reviews within the jurisdictional organization.

Note re Permitted Disclosures - In general, Standard 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 Standard Reports to a FN Authorized User.

1.4. Data Stewardship

Users who have access to this report should have some 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. Pharmacy users only run this report for the pharmacy Service Delivery Location where they are logged in.
- 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 for program planning and monitoring. Data are not to be made available to the public or run for specific service delivery locations without prior consultation with the Health Region and Manitoba Health.
- Users ensure data are managed securely and appropriately according to organizational guidelines especially when the report(s) identifies small populations, providers and/or client IDs.
  - Client ID is a unique identifier for clients within the Public Health Information Management System. Authorized Users are able to search by client ID and view the client's record. Client ID can be shared between Authorized Users who are participating in care for the client in accordance with organizational policies.

Users who have access to this report will be subject to PHIMS audits documenting which user generated the report and on what date.

2. Purpose

The **MB6810E Client Doses by Service Delivery Location Report** contains information on the number of immunizations administered at a specified Service Delivery Location. Users have the option to view a count of clients or the specific client IDs.

2.1. Populations Included in the Report

The **MB6810E Client Doses by Service Delivery Location Report** identifies clients who received vaccine(s) at a particular service delivery location (SDL). The report is based on the service delivery location associated with the vaccine dose. It includes valid and invalid immunizations provided to any client in PHIMS, both active and inactive, regardless of where they live. As a result, it is NOT a population-based coverage report. Each immunization is counted once, and includes additional doses given to the same client (each dose is counted separately).

Regional users should only select service delivery locations within their own provider organization (RHAs, FNIHB) to generate the report.

2.2. Recommended Uses for this Report

The **MB6810E Client Doses by Service Delivery Location Report** may be produced:

- To monitor the number of vaccines provided over a specified time frame during immunization campaigns.
  - For example, it may be generated during large immunization campaigns, such as the annual influenza campaign, to count the number of doses provided.
- To identify the clients (by Client ID) who received vaccines at a particular Service Delivery Location
- To monitor the number of doses of each type of vaccine provided over a specified time frame for program planning.
  - For example, pharmacies may generate the report to plan and evaluate immunization clinics held at their pharmacy location.
- To identify individual client records to sample/spot-check for quality audits or reconcile client documentation.
- This report may be used to support audit processes.

Note to user
- Consider defining a routine business cycle to run these reports to maximize their use.
- Consider establishing a secure archiving process for reports to allow comparisons over time.

3. Selecting the Report Parameters

When running a report, you must select specific parameters. All parameters are required.

Selecting the Correct Parameters to get the Needed Output
You can generate this report from the "Standard Reports" section in PHIMS

This is a functional report under Immunization: Operational Reports

- Click on **Standard Reports** (LHN)

- Open the Immunization Report Folder by clicking on **Show Report Folders**

- Scroll to Operational Reports and select **MB6810E Client Doses by Service Delivery Location**

- Select the **Date of Administration** date range

- Select the **Antigen** from the multi-select list (required)

- Select the **Immunizing Agent** (required)

- The **Immunization Service Delivery Location** defaults to the user's logged in organization (required)

  - Pharmacy users will only be able to generate the report at the pharmacy service delivery location where they are logged in.

  - Regional Public Health users could search and select any service delivery location – best practice is to only select service delivery locations within the user's regional health authority.

  - Manitoba Health users could search and select any service delivery location for a province-wide reporting purposes (such as audits).

- Select **Display Client Identifier** (Yes or No; Default value is No)

  - If No is selected, the report will display the total number of clients.

  - If Yes is selected, the report will display client IDs separated by a semi-colon (";").

- Click **Generate Report Now**

Parameter Definitions:

Parameter Name	Field Type	Description	Field is
Date of Administration	Date Field	From and To	Required
Immunizing Agent	Multi-select	Select one or more agents	Required
Immunization Service Delivery Location	Embedded Find Component	- Default to log-in Org and SDL, derived from user's role profile. - Limited to Data Access at that level. Additional filtering placed on users in the MB_Pharmacy_Org role: user can only generate the report at the Service Delivery Location where they are logged in. The user will be able to select another location and click "Generate" but the report will display an error message if any other SDL is selected.	Required

Display Client IDs	Droplist	Yes or No; Default value is No • Select No to display the total number of clients • Select Yes to display client IDs for the clients who have an immunization recorded that matches the input parameters	Required

4. Report is assigned to the following User Roles:

- MB_CDI_MEDICAL_OFFICER
- MB_PHARMACY_ORG
- MB_PRIVACY_ANALYST
- MB_PUBLIC_HEALTH_CLERK
- MB_PUBLIC_HEALTH_MANAGER
- MB_PUBLIC_HEALTH_NURSE

5. Report Description

Report Output: The report will be generated as a Formatted Excel Spread sheet

Data Source: Replicated data from the PHIMS Reporting Database (replicates every few minutes)

Report Data Fields

#	Field Name	Description
Header		
1.	Report Title	MB6810E-Client Doses by Service Delivery Location (SDL)
2.	Static Text	This report provides the number of doses administered (both valid and invalid) by date administered, Service Delivery Location and Organization as recorded on the immunization
3.	Date Generated	The date the report was generated YYYY-Mmm-DD
Report Parameters		
4.	Date of Administration From / To	The date range when the vaccines were administered.
5.	Immunizing Agent	Name of the Immunization Agent(s).
6.	Agent	Filtered by selected antigen
7.	Service Delivery Location	Default to logged-in Org and SDL, derived from user's role profile Limited to Data Access at that level. Filter is applied to users in the MB_Pharmacy_Org role.
8.	Display Client Identifier	Yes or No
Details		
9.	Date of administration	Date vaccine was administered
10.	Agent	Vaccine agent name

11.	Lot number	Lot number associated with the vaccine. Display "N/A" if no lot number was entered with the vaccine
12.	Total number of doses administered (both valid and invalid)	Total number of doses administered (both valid and invalid)
13.	Immunization Organization	Any organization where users may provide or attribute immunizations. The full list is available in the Organization field (as seen on the Add Immunization page). For pharmacies, Immunization Organization is linked to Immunization Defaults or logged-in organization.
14.	Client ID	Subject ID is displayed when "Display Client ID" is Yes. Each client ID is separated by a semi-colon (";"). The maximum number of characters in this field is 4,000 per output line, which would represent around 500-800 clients who received the same agent at the same Service Delivery Location on the same date. In the event that the report returns more than the allowable number of characters in this field, the report will return as many client IDs as possible, then will display the message that more records are present and will state how many more client IDs match. Example: "…more records present.(200)" In this example, 200 client IDs are not included in the list. Please contact the Shared Health Service Desk to request an alternate form of the report.

6. Report Data Mapping

Records are filtered by:

1. Agent
2. Administered Date

7. Error Processing

In the event that no data is retrieved, a blank report is generated and returned to the user.

In the event that a user selects a Service Delivery Location that is outside of their Organizational Data Access Scope, display a blank report output and the following error message is returned on the report:

You don't have permission to run report for the input service delivery location. Select a Service Delivery Location within your Organization.

8. Examples

1. To monitor the number of vaccines provided over a specified time frame by organization type during immunization campaigns.
   - For example, it may be generated during large immunization campaigns, such as the annual influenza campaign, to monitor the number of doses provided by different providers.
2. To monitor the number of doses of each type of vaccine provided during the year by a program or organization for program planning.
   - For example, regional public health may generate an annual report by public health office to determine the number of doses provided for selected antigens.
3. To monitor trends in vaccine usage by different providers/provider types and to inform centralized vaccine planning and procurement.
   - For example, Manitoba Health may wish to monitor vaccine use by service delivery location.
4. To monitor quality of regional data entry to ensure the correct organizations and service delivery locations are being utilized.

Important: The output will require line by line analysis. Doses are linked to Service Delivery Locations where immunizations have been given, not to specific users.