Manitoba Public Health Information Management System

Report User Guide

MB6000B
COVID19 Immunization Status by
Client Cohort Report

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Document Author:	Manitoba PHIMS – Support Team

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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

1.1. Data Access Scope for this report

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 includes data at the level of the individual and contains the following personal health information:

- Client Name (First, Last)
- Date of Birth
- Health Card Number (PHIN)
- COVID19 Immunization

1.3. Permitted Disclosures

- No disclosure permitted

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 background in report generation and are responsible for the following:

- Users may only run this report for their designated Health Region.
- The data produced are to be validated prior to disseminating any information produced from the consent report. The output requires contextual interpretation based on the filters used and timing of when the consent 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 data is managed securely and appropriately according to organizational guidelines, especially when the report(s) identifies client, small populations or providers.

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 purpose of the Client Cohort COVID19 Immunization Record Report is to allow users to see at a glance the number of valid COVID19 dose(s) a list of Client's have. Users will run this report for large contact lists to determine which contacts have been fully immunized or not. Based on the Client Cohort COVID19 Immunization Record Report a cohort can be created or updated and added to the case's transmission event in PHIMS for contact investigation creation, notification, and follow up.

2.1. Populations Included in the Report
Clients attached to the selected cohort event who have an active PHIMS record. **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 generate client cohort COVID19 Immunization Record selected cohort of clients who are associated to a cohort event. The recommended use of the Client Cohort COVID19 Immunization Record report is to view at a glance the number of valid COVID19 dose(s) clients have received.

3. Selecting the Report Parameters
When generating a report, you must select specific parameters to get the needed output.
You can generate this report from the "Standard Reports" section in PHIMS.
This is an operational report under Immunization: Operational Reports
- Click on **Standard Reports** (left navigation bar – located under Reporting and Analysis) or the **Reports tile** on the Dashboard.

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

- Scroll to the Operational Reports and select **MB6008B-COVID19 Immunization Status by Client Cohort report**

    The **Reports Filter**

- Enter the **Cohort ID#**

- Select '**Yes**' to Display Client Identifiable Data

- The Antigen is defaulted to 'SARS-CoV2 antigen'

- Click **Generate Report New**

Parameter Definitions:

Parameter Name	Data Type	Description	Validation
Cohort ID	Type In	Type in the desired Cohort ID number.	Required
Display Client Identifiable Data	Drop List	Defaults to 'No', select 'Yes' to display client identifiable data	Optional
Antigen	Drop List	Defaults to 'SARS-CoV2 antigen'.	Defaults

4. Report is assigned to the following User Roles:

- MB CDI PUBLIC HEALTH CLERK

- MB CDI PUBLIC HEALTH NURSE

- MB CDI PUBLIC HEALTH NURSE CLOSE

- MB CDI PUBLIC HEALTH COORDINATOR

- MB CDI MEDICAL OFFICER

- MB CDI EPI ANALYST

5. Report Description

Report output: The report will be generated as an excel
Data Source: Operational database

#	Field Name	Description
1	Report Title	MB6800B-COVID19 Immunization Status by Client Cohort
2	Static Text	This report displays the number of valid COVID19 dose(s) for a list of Clients to assist users to determine whether the clients are fully immunized or not.
3	Date Generated	The date the report was generated (YYYY-Mmm-DD)
Report Columns		
4	Client List ID	Client List ID number associated to the Client Cohort.
5	Client List Name	Client List Name associated to the Client Cohort.
6	Client ID	PHIMS generated unique identifier for a client.
7	Health Card Number	This column will only appear if 'Display Client Identifiable Date' is set to 'YES'. Health Card number associated with the client will display. If client does not have a Health Card number cell will be blank.
8	Birth Date	This column will only appear if 'Display Client Identifiable Date' is set to 'YES'. Client's date of birth (YYYY-Mmm-DD).
9	Last Name	This column will only appear if 'Display Client Identifiable Date' is set to 'YES'. Client's last name will display

10	First Name	This column will only appear if 'Display Client Identifiable Date' is set to 'YES'. Client's first name will display
11	Gender	This column will only appear if 'Display Client Identifiable Date' is set to 'YES'. Client's gender will display.
12	Client Phone	This column will only appear if 'Display Client Identifiable Date' is set to 'YES'. Client's preferred phone number will display.
13	Usage	Primary (HP), Mobile (MC) will display
14	Valid Doses	The total number of immunizations administered
15	Last Dose Administered Date	Date recorded as "Date Administered' for the applicable agent. The last dose administered date.
16	Last Dose Agent	Name of the Immunization Agent(s), last administered.
17	Forecast Status	Forecaster generated status

6. Sample Report

MB6800B-COVID19 Immunization Status by Client Cohort

This report displays the number of valid COVID19 dose(s) for a list of Clients to assist users to determine whether the clients are fully immunized or not.

Confidentiality Notice: This report may contain **confidential** personal health information and is intended to be used for internal Public Health program use only. Disclosure of any information in any report may only occur where the disclosure is authorized in the PHIMS Report User Guides. Any unauthorized use, disclosure, retention, storage, destruction or distribution is **strictly prohibited**.

Date Generated: 2022-Jun-01 12:36.34

Report Parameters:

Cohort ID:	228 - School Upload Testing
Display Client Identifiable Data:	Yes
Antigen	SARS-CoV-2 antigen

Client List ID	Client List Name	Client ID	Health Card Number	Birth Date	Last Name	First Name
212	testinginvalid	3861		2006-05-09	Pfizer	tooyoung
212	testinginvalid	973	654789258	1945-01-01	Testing	Callcentre
212	testinginvalid	3859		1943-05-03	Pfizer	Toosoon
212	testinginvalid	3860		1943-05-03	Pfizer	wrongvaccine

7. Appendix A: MB6800B-COVID19 Immunization Status by Client Cohort Report and PHIMS School Documentation Process Workflow

If close contacts can be identified by the school, enter all close contacts in PHIMS regardless of immunization status. However, if entire class lists are sent, for example during an outbreak response, and close contacts are not specifically identified, only those who are not fully immunized need to be entered into PHIMS.

The purpose of the Client Cohort COVID19 Immunization Record Report is to allow users to see at a glance the number of valid COVID19 dose(s) a list of Clients in a cohort have. Users will run this report for large client lists to determine the number of doses each client has received. Based on the output of the Client Cohort COVID19

Immunization Record Report, a new cohort can be created with only those that are not fully immunized and can be added to the case's transmission event in PHIMS for contact investigation creation, notification, and follow up.

WORKFLOW:

1. PHN receives cohort Excel list and forwards to Admin. PHN to inform Admin the name to be given to the cohort list
2. Admin to complete the upload template, create a cohort and upload client data using the Client Cohort COVID-19 Immunization Record Upload Template Guide. Note that phone numbers included in the template will upload into the client demographic information in PHIMS. Admin to make note of the cohort ID#
3. Admin/PHN will generate the Client Cohort COVID-19 Immunization Record Report for the cohort created using MB6800B- COVID-19 Immunization Status by Client Cohort User Guide.
4. PHN will review the Client Cohort COVID19 Immunization Record Report and identify those that are not fully immunized at the time of the exposure. Refer to Interim Guidance Public Health Measures for interpretation for fully immunized.
5. PHN will update the cohort in PHIMS as outlined in the Client Cohort COVID-19 Immunization Record Upload Template Guide to keep only the clients that are not fully immunized at time of exposure. If there are additional close contacts identified, these could also be included in the cohort or added separately.
   - Add the updated cohort as contacts in the school Transmission Event (How to Create a Cohort and Add Multiple Contacts to a TE)
6. PHN to refer to the Instructions for Surveillance Form - MHSU-6683 Coronavirus Disease (COVID-19) Case Investigation Form for the PHIMS Documentation Process for Schools/Child Care and Exposures
   - Paste and copy the first page of the school letter in the source details of the case's school TE
   - Notify VCC if there are a large number of contacts (>75) being sent for contact notification