

# Manitoba Public Health Information Management System

## Report User Guide

**MB6036C**

**Client Count by Forecast Status (City & Postal Code)**

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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
<b>Aggregate</b> , no identifiable data	=	Summary data with no client identifiers
<b>Aggregate</b> , 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
<b>Line Level</b> , <u>Single client</u> identifiable data	=	Includes client identifiers of an individual client
<b>Line level</b> , <u>Multi client</u> identifiable data	=	Includes client identifiers of a list of multiple clients

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## 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 in Manitoba. The report includes data at the level of the service delivery location. Although this is aggregate data and personal health information is not displayed, there may be results displayed for very small populations (n<5), including 6-digit postal codes. As a result, the number of users who have access to this report is limited to a small set of users.

### 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.

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

## 2. Purpose

The **Client Count by Forecast Status (City & Postal Code) Report** contains information on the number and percentage by forecast status (Eligible, Due, Overdue, Up to Date, and Not Forecasted), grouped by the City or postal code of the client's registry address.

The data produced within the **Client Count by Forecast Status (City & Postal Code) Report** are based on active clients registered with Manitoba Health. However, PHIMS users may also activate inactive clients if they present for immunization (clients may be inactivated if they do not update their address with Manitoba Health, but still access services in Manitoba), and may add clients who are non-residents of Manitoba but present for service. As a result, the number of active clients in Manitoba may be overestimated in PHIMS. Therefore **this report should not be used as an official population coverage report.**

### 2.1. Population Included in the Report

The populations included in this report are:

- all clients in PHIMS's client registry, based on the Manitoba Health insured benefits registry.
- active clients

### 2.2. Recommended uses for this report

The **Client Count by Forecast Status (City & Postal Code) report** may be produced for programming or program monitoring based on forecast status for selected antigen(s). The report contains information on the number/percent of the defined population by forecast status for a particular antigen or agent and may be used by the program to:

- Determine population needs for catch-up immunization (e.g. useful in outbreak response),
- Monitor immunization status of selected antigens in selected catchment areas.
- Determine need for immunization outreach clinics, reminder letter initiatives, etc.
- Produce statistics that may be used for program monitoring indicators.

This report is best suited for antigens that require booster doses over time or vaccines that require different numbers of doses based on age, where the number of valid doses do not provide an indication on whether a client is actually up to date for age.

### 3. Selecting the Report Parameters

When running a report you must select specific parameters. Some parameters are required and some are optional.

#### Selecting the Correct Parameters to Generate the Required Output

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

This is a statistical report under **Immunization: Surveillance Reports**

- Click on **Reporting & Analysis > Reports** (left navigation bar) or the **Reporting** tile on the dashboard
- Open the Immunization Report Folder by expanding the collapsible panel
- Scroll down to Surveillance Reports and select ***MB6042C Client Count by Forecast Status (City & Postal Code)*** *hyperlink*
- Select the **Antigen** (required)
- Select Filters that are optional

- **City(s)**
- **Postal Code** (3 or 6 digit)

**Note: RHA’s and FNIHB should select either a city or cities within their jurisdiction, or a specific postal code of interest. If a city is selected, all postal codes within that city will be displayed on the report output.**

- **Date of Birth From: - Date of Birth To:**
- **Gender**
- **Risk Factor Category**

Note: This report includes a risk factor category for the purposes of monitoring the neonatal hepatitis B immunization program. Only risk factors that impact the forecast for hepatitis B vaccine are included. For this purpose, you would select “hepatitis risk”.

- **Risk Factor** (required if risk category is selected)
- Note: Once a risk factor category is chosen, the individual risk factor will display for selection. The two choices under hepatitis risk are:
  - “Low Birth Weight-under 2000 grams”
  - “Neonate-high risk for Hep-B”
  - These risk factors trigger hepatitis B forecasts for infants.
- Select **Show Age Category** (Yes or No)

Note: You may wish to summarize the data by age category if you have not selected a date of birth range, or a wide range of ages has been selected.

Parameter Name	Data Type	Description	Validation
Antigen	Drop List	The name of the antigen that the client was immunized for. Note that for some diseases, there may be more than one antigen if there are different strengths or formulations of the vaccine (e.g. diphtheria, pneumococcal). You can only select one antigen.	Required
City	Multi-select List	The name of the city based on the client's official registry address <ul style="list-style-type: none"> <li>Can select multiple if needed</li> </ul>	Optional
Postal Code	Text Field	The postal code based on the client's official registry address <ul style="list-style-type: none"> <li>Can select 3 or 6 digit code to refine the report output</li> </ul>	Optional
Date of Birth From	Date	The client's date of birth.	Optional
Date of Birth To	Date	The client's date of birth.	Optional
Gender	Multi-select List	Client's Gender	Optional
Risk Factor	Multi-select List	List of risk factors filtered by the selected risk factor category.	Optional
Show Age Category	Drop List	No (default) or yes	Required

#### 4. Report is assigned to the following User Roles.

MB CDI MEDICAL OFFICER  
MB EPI ANALYST / MB CDI EPI ANALYST  
MB CDI PUBLIC HEALTH NURSE MANAGER  
MB CDI PUBLIC HEALTH COORDINATOR

#### 5. Report Description

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

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



## Report Data Fields

#	Field Name	Description
<b>Header</b>		
1	Report Title	Client Count by Forecast Status (City & Postal Code)
2	Static Text	Number of clients by city and postal code and broken down by forecast status for the selected antigen. <ul style="list-style-type: none"> <li>The city and postal code is determined from the client's "official registry" address.</li> </ul>
3	Date Generated	The date (and time) the report was generated YYYY-MMM-DD
<b>Report Parameters</b>		
4	Antigen	The name of the antigen that the client was immunized for.
5	City	The name of the city based on the client's official registry address
6	Postal Code	The postal code based on the client's official registry address
7	Date of Birth	The client's date of birth. If [Date of Birth From] and [Date of Birth To] parameters are both specified: YYYY-Mmm-DD through YYYY-Mmm-DD  If [Date of Birth From] parameter is specified, the following will be displayed: On or after YYYY-Mmm-DD  If [Date of Birth To] parameter is specified, the following will be displayed: On or before YYYY-Mmm-DD
8	Gender	The client's gender.
9	Risk Factor	List of risk factors selected.
10	Show Age Category	Whether or not to show the age category on the report.
<b>Details</b>		
11	City	The name of the city based on the client's official registry address If the Client's City is blank, this field will show <i>Unspecified</i>
12	Postal Code	The postal code based on the client's official registry address If the Client's Postal Code is blank, this field will show <i>Unspecified</i>
13	Age Category	The age category the clients belong to. If the Client's Date of Birth is blank, this field will show Unspecified All ages are categorized by <ul style="list-style-type: none"> <li>&lt;1 year old</li> <li>1 – 2 years old</li> <li>3 – 6 years old</li> <li>7 – 9 years old</li> <li>10 – 17 years old</li> <li>18 – 64 years old</li> <li>65+ years old</li> </ul> This column will only show on the extract when [Show Age Category] parameter = Yes
14	Client Count	The total number of clients.
16	# Eligible	The number of clients with an Eligible status for the selected antigen.

#	Field Name	Description
17	% Eligible	The percentage of clients with an Eligible status for the selected antigen. [# Eligible] / [Client Count]
18	# Due	The number of clients with a Due status for the selected antigen.
19	% Due	The percentage of clients with a Due status for the selected antigen. [# Due] / [Client Count]
20	# Overdue	The number of clients with an Overdue status for the selected antigen.
21	% Overdue	The percentage of clients with an Overdue status for the selected antigen. [#Overdue] / [Client Count]
22	# Up to Date	The number of clients with an Up to Date status for the selected antigen.
23	% Up to Date	The percentage of clients with an Up to Date status for the selected antigen. [# Up to Date] / [Client Count]
24	# Not Forecasted	The number of clients with no forecast status for the selected antigen. Note: Clients are not forecasted if they have completed the vaccine series, if they are not eligible for the vaccine (i.e. no forecast for their age), if they have a contraindication or exemption to the vaccine, or if the vaccine does not have forecast in PHIMS (e.g. influenza).
25	% Not Forecasted	The percentage of clients with no forecast status for the selected antigen. [# Not Forecasted] / [Client Count]

## 6. Report Data Mapping

Records are filtered by:

1. Client is not marked Inactive
2. Client has a "Manitoba Health Card" health card number
3. City based on client's official registry address = [City] parameter
4. Postal Code based on client's official registry address = [Postal Code] parameter
5. Client's date of birth is on or after the [Date of Birth From] parameter and on or before the [Date of Birth To] parameter
6. Gender of client = [Gender] parameter
7. Client has an active risk factor with response of "Yes" that matches at least one of the [Risk Factor] parameter selections

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

If the City and Postal Code parameters are both missing, the following message will display on the report:

***Either the City parameter or the Postal Code parameter must be specified.***

If an invalid Postal Code parameter is entered, the following message will display on the report:

***The Postal Code parameter specified is not valid, please enter 3 to 6 characters.***