

Manitoba Public Health Information Management System

Report User Guide

MB6036A

Client Count by Forecast Status (School)

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Definitions for Report User Guides:

- "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;
- "Authorized User" means an employee, agent or contractor of an Authorized Organization (the employer) permitted to access to PHIMS.
- "Service Delivery Location" (SDL) means a public health office or a Community Health Centre
- "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 |

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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 school and 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 service delivery locations and schools. 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, 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 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 **Client Count by Forecast Status (School) Report** contains information on the number and percentage by forecast status (Eligible, Due, Overdue, Up to Date, and Not Forecasted), grouped by the provider organization and school in the **current** school year. It supports the assessment and monitoring of immunization “coverage” of school age children.

The data produced within the **Client Count by Forecast Status (School) Report** are based on clients within PHIMS with a **current** school assigned. Assignment of school and school year can be done in bulk using the “Upload Client” process (using school/school division provided class lists) or individually one client at a time. However, not all regions may use PHIMS’s functionality to associate clients to schools, and there may be some students who missing schools associations within the regional cohort (e.g. attend school out of province, home school associations are entered later in the year). In addition, the report is based on current enrollment at the time of the report, which may not reflect enrollment at other times during the year. Therefore, **this report should not be used as an official population coverage report.**

Note: as soon as ANY student is associated with a more recent or new school year, the report will run on the most recent school year and CANNOT be run on any previous year.

Note: Students without an assigned school will not be presented in the report.

2.1. Population Included in the Report

The populations included in this report are:

- all clients that have a current school association identified for the year, based on school year and effective to and from dates.
- active and inactive clients
- students who are not Manitoba residents (but have been added as a client with the health number of another province), and are associated to Manitoba schools.

2.2. Recommended uses for this report

The **Client Count by Forecast Status (School) report** may be produced:

- at the beginning of school year to determine the number of eligible students;
- at the end of clinics for each dose, and
- at year end to monitor impact of school-based immunization services.

Since this report is only based on the current school year, final reports should be run at the end of year prior to assigning students to schools for the next year.

Some statistics may be shared with schools and school divisions (e.g. consent return rates) and used for program monitoring. This report may also be used to support program and resource planning.

This report is best suited for school-based immunization programs for antigens that require booster doses over time, where the number of doses do not provide an indication on whether a client is actually up to date for age (e.g. Tdap in grade 8/9, menC). If consent return rates are needed, the **Client Count by Valid Doses (School) report** may also be produced.

Note to user

- Consider defining a routine business cycle to run these reports to maximize their use and to avoid any known issues with current vs previous school year etc.
- 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. 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 **Reports** (left navigation bar)
- Open the Immunization Report Folder by expanding the collapsible panel.
- Scroll down to Surveillance Reports and select **MB6036A Client Count by Forecast Status (School)** *hyperlink*
- Select the antigen from the drop down (required)
- Select the Provider Organization from the list (required)

Note: Provider Organization differs based on the report context. For this report Provider organization = The parent organization of the Public Health Unit associated to the school, at the level directly below MB Health. Includes all RHA’s and FNIH.

Examples:

| Provider Organization | Public Health Unit | School |
|----------------------------|--------------------|-------------------------|
| FNIHB | Cross Lake PHU | Butter River School |
| WRHA (including Churchill) | Downtown PHU | Gordon Bell High School |
| Interlake Eastern | Gimli PHU | Winnipeg Beach School |

- Select Filters that are optional
 - Grade
 - Gender
- Select Show School Detail (Yes or No)
 - If you wish to view the forecast status by school, select “yes”. If “no” is selected, the data will be summarized by public health unit.

Parameter Definitions

| 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. Select the antigen that is used for the school program (e.g. acellular pertussis low dose). | Required |
| Provider Organization | Drop List | The parent organization, of the public health organization associated to the school, at the level directly below MB Health. Includes all RHAS and FNIHB | Required |
| Grade | Multi-Select List | Grade identified when assigning “occupation” and SDL to a student. Done individually or via a class list upload) | Optional |
| Gender | Multi-select List | Client’s Gender | Optional |
| Show School Detail | Drop List | No (default) or yes | Required |

4. Report is assigned to the following User Roles.

MB PUBLIC HEALTH MANAGER / MB CDI PUBLIC HEALTH NURSE MANAGER

MB CDI MEDICAL OFFICER

MB EPI ANALYST / MB CDI EPI ANALYST

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 |
|--------------------------|-----------------------|--|
| Header | | |
| 1 | Report Title | Client Count by Forecast Status (School) |
| 2 | Static Text | Number of students broken down by forecast status for the selected antigen. <ul style="list-style-type: none"> The School Year parameter is automatically selected from the latest year that students are associated to, either via class list upload or manual client edits. |
| 3 | Date Generated | The date (and time) the report was generated YYYY-MMM-DD |
| Report Parameters | | |
| 4 | Antigen | The name of the antigen that the client was immunized for. |
| 5 | Provider Organization | The parent organization, of the public health organization associated to the school, at the level directly below MB Health. Includes all RHAS and FNIHB. |
| 6 | Grade | The grade the client is assigned to, as recorded on the student record in the Occupation/Language screen. |
| 7 | Gender | The client's gender. |
| 8 | Show School Detail | Whether or not to show the school detail on the report. |
| Details | | |
| 9 | Provider Organization | The parent organization, of the public health organization associated to the school, at the level directly below MB Health. |
| 10 | Public Health Unit | The Public Health Unit associated to the school. |
| 11 | School Division | The name of the school division that schools are associated to. This column will only show on the extract when [Show School Detail] parameter = Yes |
| 12 | School | The name of the school that the client is assigned to, as recorded on the student record in the Occupation/Language screen. This column will only show on the extract when [Show School Detail] parameter = Yes |
| 13 | Student Count | The total number of students. |
| 14 | # Eligible | The number of students with an Eligible status for the selected antigen. |
| 15 | % Eligible | The percentage of students with an Eligible status for the selected antigen. [# Eligible] / [Student Count] |
| | # Due | The number of students with a Due status for the selected antigen. |
| 16 | % Due | The percentage of students with a Due status for the selected antigen. [# Due] / [Student Count] |
| 17 | # Overdue | The number of students with an Overdue status for the selected antigen. |
| 18 | % Overdue | The percentage of students with an Overdue status for the selected antigen. [#Overdue] / [Student Count] |
| 19 | # Up to Date | The number of students with an Up to Date status for the selected antigen. |
| 20 | % Up to Date | The percentage of students with an Up to Date status for the selected antigen. [# Up to Date] / [Student Count] |
| 21 | # Not Forecasted | The number of students with no forecast status for the selected antigen. |

| # | Field Name | Description |
|----|------------------|---|
| | | 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). |
| 22 | % Not Forecasted | The percentage of students with no forecast status for the selected antigen. [# Not Forecasted] / [Student Count] |

6. Report Data Mapping

Records are filtered by:

1. Provider Organization (the parent of the Public Health Unit at the level directly below MB Health) = [Provider Organization] parameter
2. Grade of client's Student occupation = [Grade] parameter
3. Gender of client = [Gender] parameter

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