Manitoba Public Health Information Management System

Report User Guide

MB6810D
Immunization Count by Date and SDL Report

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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, 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

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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
- 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 to the level of the organization and service delivery location. Although this is aggregate data representing numbers of doses administered, and personal health information is not displayed, there may be results displayed which may identify individual providers when detailed reports are generated. As a result, the number of users who have access to this report is limited to a very small set of users.

1.3. Permitted Disclosures

- Disclosure of the number of doses administered by provider organization is permitted
- Disclosure of the number of doses administered by service delivery location is not permitted except for service delivery locations within the Authorized Users jurisdictional organization.

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 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 immunization record remediation.
- 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 which user generated the report and on what date.

2. Purpose

The **Immunization Count by Date and SDL Report** is to assist in monitoring immunizations administered at immunization sites designated for Pandemic immunizations. This will help in the reconciliation of doses administered with inventory counts.

2.1. Population Included in the Report

The **Immunization Count by Date and SDL Report** provides a summary count of the number of immunizations provided by organizations and their associated service delivery locations. The report is based on who provided the immunization, and the organization/service delivery location associated with that provider. It includes immunizations (valid and invalid) 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 to the same client (each dose counted separately).

Regions should only select their own provider organization (RHA's, FNIHB) to generate a report.

2.2. Recommended Uses for this Report

The Immunization count by Date and SDL report may be produced to reconcile immunization administration with vaccine inventory.

The report may also be used to reconcile immunizations entered with completed consent forms, or appointment information (e.g. number of clients checked in for immunization appointment = number of immunizations administered) at the end of an immunization clinic.

The report may also be used to ensure that the correct organization was assigned to the recorded immunizations for the given SDL

The report may also be used to identify the number of immunizations entered with no SDL or organization identified.

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 **Reporting & Analysis > Reports** (LHN) or the **Reporting** tile on the dashboard
- Open the Immunization Report Folder by expanding the collapsible panel

- Scroll to the Operational Reports and select **MB6810D – Immunization Count by Date and Service Delivery Location (SDL)**

- Select the **Date Administered From/To** (required)

- Select the **Antigen** from the drop list (required) The Antigen selected will filter the available agents to include only those agents that include the selected antigen

- Select the **Immunizing Agent(s)** (required) Immunization agent pick list will only be populated once an antigen is selected

- The SDL Imbedded Find Component (EFC) will default to the preferred SDL of the logged in user. This default MUST be cleared if it is NOT required in the search results. Select the **Service Delivery Location** using the typeahead field (optional). Report MB9702-SDL-List may help with determining the correct description of the required SDL. Typeahead functionality requires the user to enter the SDL correctly for the desired data element to display.

- Select the **Provider Org** from drop list (required)

- Click **Generate Report Now**

Parameter Definitions:

Parameter Name	Data Type	Description	Validation
Date Administered	Date Range	Date range is required	Required
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. Multiple antigens can be selected – the data will be summarized for all selected. If you want to know the number of immunizations by antigen, select only one antigen and run each report separately.	Required
Immunizing Agent	Multi-select List	Name of the immunizing agent(s). You must select at least one immunization agent.	Required
Service Delivery Location	EFC	The preferred SDL of the logged in user will be the default SDL This default must be cleared or updated if not part of the desired report parameter	Optional (auto populates with log in, must be cleared if not needed)

Provider Organization	Multi-select List	The parent organization, of the organization recorded on the immunization, at the level directly below MB Health. Note: Select your region	Required

4. Report is assigned to the following User Roles:

- MB PUBLIC HEALTH NURSE MANAGER
- MB CDI MEDICAL OFFICER
- MB EPI ANALYST
- MB HEALTH INVENTORY OFFICER
- MB PUBLIC HEALTH NURSE
- MB PUBLIC HEALTH CLERK

5. Report Description

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

Data Source: PHIMS database, real time data

Report Data Fields

#	Field Name	Description
Header		
1	Report Title	MB6810D-Immunization Count by Date and Service Delivery Organization (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. The immunization organization is then used to derive the Provider Organization which is the jurisdictional organization found just under Manitoba Health on the PHIMS organizational hierarchy. ***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.***
3	Date Generated	The date the report was generated YYYY-Mmm-DD
Report Parameters		
4	Date Administered	The date ranges the vaccines were administered.
5	Agent	Name of the Immunization Agent(s).

6	Provider Organization	The parent organization, of the organization responsible for the immunization, at the level directly below MB Health.
7	SDL	The name of the SDL. If not selected will state No filter
Details		
8	Agent	Agent specified in the report parameters.
9	Administered Date	Date recorded as 'Date Administered' for the applicable agent
10	Lot Number	Lot number recorded as 'Lot number' for the applicable agent. If no lot number recorded, this field will be blank.
11	Doses Administered	The total number of immunizations administered Count of all immunizations (Valid and Invalid) within the [Date Administered] parameter range, broken down by the Details columns that are actively displayed. These include Provider Recorded, Non-Provider Recorded, and Historical.
12	Service Delivery Location	The service delivery location where the immunization was administered. If the immunizing Service Delivery Location is not recorded, this field will be blank
13	Immunization Organization	The organization recorded on the immunization. If the immunizing Organization is not recorded, this field will be blank.
14	Provider Organization	The parent organization, of the organization responsible for the immunization, at the level directly below MB Health. If the Provider Organization cannot be determined, this field will show *Unspecified*

Report Data Mapping

Records are filtered by:

1. Immunization administered between [Date Administered] parameter
2. Immunizing agent = [Immunizing Agent(s)] parameter
3. Provider Organization (the parent of the immunizing Organization at the level directly below MB Health) = [Provider Organization] parameter

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