

Manitoba Public Health Information Management System

Report User Guide

MB6042A

Client Count by Valid Doses (School)

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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
1.1. Data Access Scope for Immunization in PHIMS.....	1
1.2. Privacy/Data Sensitivity	1
1.3. Permitted Disclosures.....	1
1.4. Data Stewardship	2
2. Purpose.....	3
2.1. Population Included in the Report	3
2.2. Recommended uses for this report.....	4
3. Selecting the Report Parameters.....	4
4. Report is assigned to the following User Roles:	6
5. Report Description	6
6. Report Data Mapping.....	8

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 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 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

- Disclosure of the consent return rate to school officials is permitted. The report could be shared with the public health practitioner working with the school as needed for the provision of healthcare. Other information contained in the report is not to be disclosed, including school coverage rates.

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 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 **Client Count by Valid Doses (School) report** contains information on the number and percentage of valid doses and consent status for clients (students) assigned to a school in the **current** school year. It supports the assessment and monitoring of immunization “coverage” of school age children.

The report is based on the antigen selected. However, note that for some vaccine-preventable diseases, there may be more than one antigen if there are different strengths or formulations of the vaccine (E.g. diphtheria (diphtheria toxoid low dose, diphtheria toxoid standard dose). For these types of vaccines, the user should consider generating a report based on the immunization forecast, or another antigen if it is a combination vaccine (e.g. use tetanus instead of diphtheria).

The data produced within the **Client Count by Valid Doses (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.

Note: This report does not include students who do not have a PHIN (regardless of enrollment in a Manitoba school)

2.2. Recommended uses for this report

The **Client Count by Valid Doses (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 in a series, 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 that use the same antigen for the entire series, and where the series is completed within a defined timeframe (no additional doses or boosters)- e.g. hepatitis B, HPV immunization programs.

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 **Reporting & Analysis > Reporting** (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 ***MB6042A Client Count by Valid Doses (School) hyperlink***
- Select the **Antigen** (required)
- Select the **Provider Organization** (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

- School year will be auto-populated with “last school year based on associated students for selected organization”

Important: 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 unless those new school associations are removed.

- Select Filters that are optional
 - Grade
 - Gender
- Choose **Show School Details** (Yes or No)

If you wish to view the #/% of valid doses 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.	Required
Provider Organization	Drop List	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.	Required
School Year	Drop List	Latest school year based on associated students for selected organization. This report is based on the latest school year that has been associated to any student in the selected provider organization. Users will need to ensure this report is run prior to uploading student lists for the next school year.	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 MANAGER
- MB EPI ANALYST / MB CDI EPI ANALYST
- MB CDI MEDICAL OFFICER
- 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 (the valid dose view refreshes once per night.). This means that if you add an immunization into PHIMS, it won't show up on the report until tomorrow morning

Report Data fields

#	Field Name	Description
1	Report Title	Count by Valid Doses (School)
2	Static Text	Number of students immunized and broken down by number of valid doses for the selected antigen. 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. Consent is effective as of the Date Generated and if a consent directive is found but expired it will be counted as Missing.
3	Date Generated:	The date (and time) the report was generated YYYY-MMM-DD
Report Parameters		
4	Antigen	Name of the antigen that the client was immunized for.
5	Provider Organization	The parent organization of the Public Health Unit associated to the school, at the level directly below MB Health. Includes all RHAS and FNIHB.
6	School Year	The year during which clients attend an educational institution, as recorded in the Occupation/Language screen. The report uses the latest year assigned to a client within any Public Health Unit for the Provider Organization specified.
7	Grade	The grade the client is assigned to, as recorded in the Occupation/Language screen.
8	Gender	The client's gender.
9	Show School Detail	Whether or not to show the school detail on the report.
Details		
10	Provider Organization	The parent organization of the Public Health Unit associated to the school, at the level directly below MB Health.
11	Public Health Unit	The Public Health Unit associated to the school.
12	School Division	The name of the school division that schools are associated with. This column will only show on the extract when [Show School Detail] parameter = Yes

13	School	The name of the school that the client is assigned to, as recorded in the Occupation/Language screen. This column will only show on the extract when [Show School Detail] parameter = Yes
14	Student Count	The total number of students.
15	# Students with 0 Valid Doses	The number of students with 0 valid doses for the selected antigen.
16	% Students with 0 Valid Doses	The percentage of students with 0 valid doses for the selected antigen. [# Students with 0 Valid Doses] / [Student Count]
17	# Students with 1 Valid Dose	The number of students with 1 valid dose for the selected antigen.
18	% Students with 1 Valid Dose	The percentage of students with 1 valid dose for the selected antigen. [# Students with 1 Valid Dose] / [Student Count]
19	# Students with 2 Valid Doses	The number of students with 2 valid doses for the selected antigen.
20	% Students with 2 Valid Doses	The percentage of students with 2 valid doses for the selected antigen. [# Students with 2 Valid Doses] / [Student Count]
21	# Students with 3 Valid Doses	The number of students with 3 valid doses for the selected antigen.
22	% Students with 3 Valid Doses	The percentage of students with 3 valid doses for the selected antigen. [# Students with 3 Valid Doses] / [Student Count]
23	# Students with 4 Valid Doses	The number of students with 4 valid doses for the selected antigen.
24	% Students with 4 Valid Doses	The percentage of students with 4 valid doses for the selected antigen. [# Students with 4 Valid Doses] / [Student Count]
25	# Students with 5 Valid Doses	The number of students with 5 valid doses for the selected antigen.
26	% Students with 5 Valid Doses	The percentage of students with 5 valid doses for the selected antigen. [# Students with 5 Valid Doses] / [Student Count]
27	# Students with 6 Valid Doses	The number of students with 6 valid doses for the selected antigen.
28	% Students with 6 Valid Doses	The percentage of students with 6 valid doses for the selected antigen. [# Students with 6 Valid Doses] / [Student Count]
29	# Students with 7+ Valid Doses	The number of students with 7 or more valid for the selected antigen.
30	% Students with 7+ Valid Doses	The percentage of students with 7 or more valid doses for the selected antigen. [# Students with 7+ Valid Doses] / [Student Count]
31	# Consent Granted	The number of students with consent granted.
32	% Consent Granted	The percentage of students with consent granted. [# Consent Granted] / [Student Count]
33	# Consent Refused - Up to Date/Complete	The number of students with consent refused with a reason provided that the immunization was up to date/complete.
34	% Consent Refused - Up to Date/Complete	The percentage of students with consent refused – immunization up to date/complete. [# Consent Refused = Up to Date/Complete] / [Student Count]

35	# Consent Refused - Other	The number of students with consent refused with other or no reason provided.
36	% Consent Refused - Other	The percentage of students with consent refused – other. [# Consent Refused Other] / [Student Count]
37	# Consent Missing	The number of students with consent missing.
38	% Consent Missing	The percentage of students with consent missing. [# Consent Missing] / [Student Count]
39	Consent Return Rate	The percentage of students with active consent for service. ([Student Count] - [# Consent Missing]) / [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. Year of client's Student occupation = [School Year] parameter
3. Grade of client's Student occupation = [Grade] parameter
4. Gender of client = [Gender] parameter

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