Instruction for Running Immunization Due Report

Step 1: Log into I-CARE.

Step 2: Click on "Reports" at the top of your screen.

ţ	† I-CARE	Search I-	-CARE	Patients - Q
Hor	me ∽ Patients ~ Site ∽	Reports Adm	in 🖴	
	Illinois Compreher Illinois Compreher Immunization Reg	ARE nsive Automated jistry Exchange	Welcome to I-CARE The Illinois Comprehensive Automated I Illinois Department of Public Health to I the state.	Immunization Registry Exchange (I-CARE) was o link IDPH's immunization registry to medical pra
	News/Announcements Site Da	istry Exchange	New users start here »	Contacts

Step 3: Under "Vaccine Management Reports" click "Immunizations Due"

Vaccine Management Report
Appliances – Generate a list of site appliances that match the search criteria.
Immunizations Due - Generate a list of all patient immunizations due that match the search criteria.
Immunizations Given - Generate a list of all patient immunizations given that match the search criteria.
Immunization Activity - Generate a summary list of all patient immunizations given that match the search criteria
Temperature Logging – Generate a list of appliance temperature log entries that match the search criteria.
Vaccine Accountability - Generate a report of doses administered, wasted, and expired. Report also includes adjustment transactions and balance corrections.
Vaccine Conversion – Generate a mapping between NDC and I-CARE vaccines.
Vaccine Information Statements (VIS) - Generate a list of Vaccine Information Statement (VIS) status dates.
Vaccine Inventory – Generate a list of vaccine lot inventory levels.
Vaccine Transactions – Generate a transaction list of vaccine doses.
VFC Forms

VEC Fligibility Status Chart - A Chart to help determine who to vaccinate with VEC Vaccine.

Step 4: Input criteria

- Carefully input "Birth Date From:"/ "Birth Date To:" and "Shot Date From:"/ "Shot Date To:" ensuring the criteria meets VFC eligibility (patients ages 18 and under)
- Select appropriate "Groups:" to generate report for specific vaccines or "All" to generate report for all due vaccines

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Home ~ Patients ~ Site ~ Re	ports Admin C IMMUNIZATION PROGR				
Report:	Site Immunizations Due Report				
Criteria					
Site:	IMMUNIZATION PROGRAM AT WSCDC				
Birth Date From:	01/13/2001				
Birth Date To:	01/14/2020				
Shot Date From:	01/13/2001				
Shot Date To:	01/14/2020				
Groups:	✓ All □ DTP □ HIB □ HAV □ HBV □ HPV □ FLU □ H1N1 □ MMR □ MEN □ MEN-B □ PNE □ POL □ ROT □ Tdap □ Td □ VAR □ ZOS □ Other				
Report Notification:	Report Notification: E-mail None * 				
Notification Email:	*				
Select an Action:	Submit Background Report Cancel				

Step 4: Next to "Report Notification" click "Email" Click "Submit Background Report" to generate report

• Immunization Due Report does not generate instantaneously, therefore you must select a notification method to receive an update from I-CARE when the report is complete.

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Home ~ Patients ~ Site ~ Re	ports Admin 🖴	IMMUNIZATION PROGRA				
Report:	Site Immunizations Due Report	hestestest				
Criteria	관람 관람 관람 관람 관람 관람					
Site:	IMMUNIZATION PROGRAM AT WSCDC					
Birth Date From:	01/13/2001					
Birth Date To:	01/14/2020					
Shot Date From:	01/13/2001 🗰 *					
Shot Date To:	01/14/2020					
Groups:	Groups: ☑AII □ DTP □ HIB □ HAV □ HBV □ HPV □ FLU □ H1N1 □ MMR □ MEN □ MEN-B □ PNE □ POI □ ROT □ Tdap □ Td □ VAR □ ZOS □ Other					
Report Notification:	● E-mail ○ None *					
Notification Email:	david.juen@cityofchicago.org *					
Select an Action:	Submit Background Report Cancel					

• Immunization Due Report Running

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Home ~ F	Patients ~	Site 🛛 👻 Repor	ts Admi	in 🖴			IMMUNIZATION PROGR
	View: Site:	Reports IMMUNIZATION	PROGRAM	I AT WSCDC			
Reports	Reports Background Report Results Admin 6			+5+5			
	Filter:	Refresh My Re	ports	→ Delete			
÷		Report		▼ Date	≑ Statu	5	Priority
		Vaccine - Immur	izations D	ue 01/14/2020 11:52:2	26 AM Running	g	Immediate
		Coverage Level -	Standard	01/14/2020 11:14:1	.7 AM Comple	te	Immediate
		Coverage Level -	Standard	01/14/2020 11:11:4	18 AM Comple	te	Immediate

• Immunization Due Report Complete

Coverage Level - Standard

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Home ~ 1	Patients ~ Site ~ Reports Admir	Ê		IMMUNIZATION PRO	
	View: Reports Site: IMMUNIZATION PROGRAM	AT WSCDC			
Reports	Background Report Results Admin	말 같다. 같다. 같다.	ht ht ht	· 귀· · · · · ·	
Filter: Refresh My Reports \rightarrow Delete					
÷	Report	🔻 Date	Status	Priority	
	Vaccine - Immunizations Du	e 01/14/2020 11:52:28 AM	Complete	Immediate	
	Coverage Level - Standard	01/14/2020 11:14:17 AM	Complete	Immediate	

01/14/2020 11:11:48 AM

Complete

Immediate

Step 5: Select "Vaccine-Immunizations Due" and next to "Select an Action:" select "HTML Report", "PDF Report", or "CSV Export"* to generate "Vaccine – Immunizations Due"

; ;†† I-CARE	Search I-CARE	Patients - Q			
Home ~ Patients ~ Site ~ Re	ports Admin 🖴	IMMUNIZA			
Background Report:	Vaccine - Immunizations Due 🔓 1289159026				
Background Status: Status Date:	Complete 01/14/2020 11:52:28 AM				
Criteria Report	5252525252525	2222			
Select an Action:	Return HTML Report PDF Report CSV Export				
Report:	Vaccine - Immunizations Due				
Background Parameters:	Site Id Admin: 193 Site Name: IMMUNIZATION PROGRAM AT WSCDC Dob From: 2019-01-14T00:00:00 Dob To: 2020-01-14T00:00:00 Shot From: 2019-01-14T00:00:00 Shot To: 2020-01-14T00:00:00 Vaccine Groups: Background Notify Code: EMAIL Background Notify Code: EMAIL Background Notify Email: david.juen@cityofchicago.org Create Employee Id Admin: 1115777917 Home Site Id Admin: 193				
Background Status:	Complete				
Status Date:	01/14/2020 11:52:28 AM				
Assigned Thread:	Assigned Thread: 0				
Background Priority:	Immediate				
Background Notification:	E-mail				

*HTML in browser, PDF generates adobe document, CSV an excel document