

Vaccine Utilization Report

APRIL 17, 2020



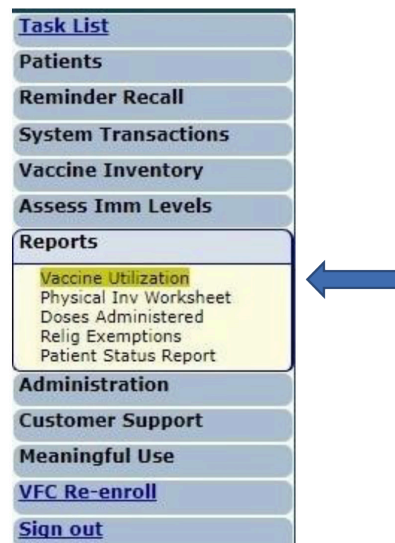
Florida SHOTS gives users the ability to create a **Vaccine Utilization Report** which will provide your organization's vaccine usage information that has been entered either manually or uploaded from your EHR during a specified time period. This report can be especially helpful for providers who participate in the Vaccine for Children (VFC) Program to reconcile their VFC inventory. This short guide will give you the step-by-step instructions to create the **Vaccine Utilization Report**.

STEP 1

Log into Florida SHOTS.

STEP 2

Select "**Reports**" then "**Vaccine Utilization**" from the Florida SHOTS menu.



STEP 3

Complete the "**Vaccine Utilization Report Criteria**" page. Florida SHOTS will extract the vaccine utilization data based on the selection criteria entered.

NOTE: The screenshots shown below reflect the recent update in the Florida SHOTS system. This update includes additional information pertaining to past and present health crisis events your organization is affiliated with (if applicable). The update alters the view of the criteria page, making it longer, causing the screenshots to be broken up into two parts.

Screenshot 1 of 2:

Vaccine Utilization Report Criteria
D02 : Emulating LEONCHD

Date Given From: * Date Given Thru: *

Vaccine Types: All

ADENOVIRUS
 ANTHRAX
 BCG
 BOTULINUM
 CHOLERA

IMM Service Site: All

LEON FLSHOTS CHD (VFC PIN: 700002)
 RICKS (ARCHIVED) (Archived)
 Unspecified

Program Components

01 - VFC VACCINE
 All
 VFC ELIGIBLE-MEDICAID/MCO
 VFC ELIGIBLE-UNINSURED
 VFC ELIGIBLE-UNDERINSURED
 VFC ELIGIBLE-AMERICAN INDIAN/ALASKAN NATIVE
 PRIVATELY INSURED
 Unspecified

09 - HEPATITIS PROGRAM
 All
 PRIVATELY INSURED
 UNDERINSURED
 UNINSURED
 Unspecified

17.02 - HEPA2017
 All
 PRIVATELY INSURED
 UNDERINSURED
 UNINSURED
 Unspecified

05 - NON-VFC VACCINE
 18 - REFUGEE PROGRAM
 No Program Component Specified

Health Crises and Special Conditions

HepA 2019 Health Crisis

Special Conditions

 Hep A - Broward/Dade
 HepA Outbreak
 Hurricane Dorian Evacuee
 Hurricane Maria Evacuee
 MMR-2018
 Partial Administration
 Refugee Health Ind

Include all shots on same day

Screenshot 2 of 2:

Health Crises and Special Conditions

HepA 2019 Health Crisis

Special Conditions

 Hep A - Broward/Dade
 HepA Outbreak
 Hurricane Dorian Evacuee
 Hurricane Maria Evacuee
 MMR-2018
 Partial Administration
 Refugee Health Ind

Include all shots on same day

Report Format: Client Detail
 Excel File - downloaded

Sort on: Vaccine Type, Date Given
 Date Given, Vaccine Type
 Patient Name, Vaccine Type
 Program Component, Vaccine Type

* Asterisk indicates a required field



Help Text Icon: You can now find this icon beside some of the criteria field titles. When clicked on, the help text drop-down will appear at the top of the page with an explanation of those criteria fields. Portions of the help text will be highlighted in yellow to indicate the field it pertains to (examples given below).

Example 1: If you click the help text icon beside **IMM Service Site**, the drop-down will appear with the highlighted section pertaining to this specific field.

The Vaccine Utilization Report is used to generate a report or file of vaccines administered within a specified date range, which patients received them, and which provider administered them.

If your organization has multiple service sites defined, you may run the Vaccine Utilization report for all service sites by selecting the 'All' option, or you may select one or more service sites by selecting the site names from the text box.

If your organization participates in one or more vaccine ordering programs, the report may be filtered by program utilization and eligibility.

Health crises and special conditions are used to add additional detail and/or results to the report (in addition to results from ordering program selection, if applicable). If your organization has participated in vaccination efforts related to a health crisis event with, or without, associated risk factors, related options will be available for selection. "Special Conditions", which are other details that may be noted while recording vaccinations, are available for selection by all users. If any risk factors associated to a health crisis event are deemed to be sensitive and your user role lacks permission to see sensitive data, only the health crisis itself will be available. If other vaccinations given on the same day as those related to a health crisis or special condition exist, you may include them by selecting the 'Include all shots on same day' option.

Hold the [Ctrl] key down while clicking to select multiple options. After entering the selection criteria which define the contents of the report, click the 'Generate Vaccine Utilization Report' button. Note: National Drug Code (NDC) will be shown as a purple pop-up box when hovering over the vaccine type names while viewing the detail report within Florida SHOTS and as a column in the Excel file when choosing to download the report.

Date Given From: * Date Given Thru: *

Vaccine Types: All

ADENOVIRUS
ANTHRAX
BCG
BOTULINUM
CHOLERA

IMM Service Site: All

LEON FLSHOTS CHD (VFC PIN: 700002)
RICKS (ARCHIVED) (Archived)
Unspecified

Program Components

01 - VFC VACCINE

All

VFC ELIGIBLE-MEDICAID/MCO
VFC ELIGIBLE-UNINSURED
VFC ELIGIBLE-UNDERINSURED
VFC ELIGIBLE-AMERICAN INDIAN/ALASKAN NATIVE
PRIVATELY INSURED
Unspecified

09 - HEPATITIS PROGRAM

All

PRIVATELY INSURED
UNDERINSURED
UNINSURED
Unspecified

17.02 - HEPA2017

All

PRIVATELY INSURED
UNDERINSURED
UNINSURED
Unspecified

05 - NON-VFC VACCINE
 18 - REFUGEE PROGRAM
 No Program Component Specified

Example 2: If you click the help text icon beside **Health Crises and Special Conditions**, the drop-down will appear with the highlighted section pertaining to this specific field.

The Vaccine Utilization Report is used to generate a report or file of vaccines administered within a specified date range, which patients received them, and which provider administered them.

If your organization has multiple service sites defined, you may run the Vaccine Utilization report for all service sites by selecting the 'All' option, or you may select one or more service sites by selecting the site names from the text box.

If your organization participates in one or more vaccine ordering programs, the report may be filtered by program utilization and eligibility.

Health crises and special conditions are used to add additional detail and/or results to the report (in addition to results from ordering program selection, if applicable). If your organization has participated in vaccination efforts related to a health crisis event with, or without, associated risk factors, related options will be available for selection. "Special Conditions", which are other details that may be noted while recording vaccinations, are available for selection by all users. If any risk factors associated to a health crisis event are deemed to be sensitive and your user role lacks permission to see sensitive data, only the health crisis itself will be available. If other vaccinations given on the same day as those related to a health crisis or special condition exist, you may include them by selecting the 'Include all shots on same day' option.

Hold the [Ctrl] key down while clicking to select multiple options. After entering the selection criteria which define the contents of the report, click the 'Generate Vaccine Utilization Report' button. Note: National Drug Code (NDC) will be shown as a purple pop-up box when hovering over the vaccine type names while viewing the detail report within Florida SHOTS and as a column in the Excel file when choosing to download the report.

Date Given From: * Date Given Thru: *

Vaccine Types: All

ADENOVIRUS
ANTHRAX
BCG
BOTULINUM
CHOLERA

IMM Service Site: All

LEON FLSHOTS CHD (VFC PIN: 700002)
RICKS (ARCHIVED) (Archived)
Unspecified

Program Components

01 - VFC VACCINE

All

VFC ELIGIBLE-MEDICAID/MCO
VFC ELIGIBLE-UNINSURED
VFC ELIGIBLE-UNDERINSURED
VFC ELIGIBLE-AMERICAN INDIAN/ALASKAN NATIVE
PRIVATELY INSURED
Unspecified

09 - HEPATITIS PROGRAM

All

PRIVATELY INSURED
UNDERINSURED
UNINSURED
Unspecified

17.02 - HEPA2017

All

PRIVATELY INSURED
UNDERINSURED
UNINSURED
Unspecified

05 - NON-VFC VACCINE
 18 - REFUGEE PROGRAM
 No Program Component Specified

Health Crises and Special Conditions

NOTE: If at any time you wish to close the help text drop-down, you must click on the icon located at the top of the screen (see below). Clicking on the same icon you used to open the drop-down will not close it.

Vaccine Utilization Report Criteria

D02 : Emulating LEONCHD

The Vaccine Utilization Report is used to generate a report or file of vaccines administered within a specified date range, which patients received them, and which provider administered them.

If your organization has multiple service sites defined, you may run the Vaccine Utilization report for all service sites by selecting the 'All' option, or you may select one or more service sites by selecting the site names from the text box.

If your organization participates in one or more vaccine ordering programs, the report may be filtered by program utilization and eligibility.

Health crises and special conditions are used to add additional detail and/or results to the report (in addition to results from ordering program selection, if applicable). If your organization has participated in vaccination efforts related to a health crisis event with, or without, associated risk factors, related options will be available for selection. 'Special Conditions', which are other details that may be noted while recording vaccinations, are available for selection by all users. If any risk factors associated to a health crisis event are deemed to be sensitive and your user role lacks permission to see sensitive data, only the health crisis itself will be available. If other vaccinations given on the same day as those related to a health crisis or special condition exist, you may include them by selecting the 'include all shots on same day' option.

Hold the [Ctrl] key down while clicking to select multiple options. After entering the selection criteria which defines the contents of the report, click the 'Generate Vaccine Utilization Report' button. Note: National Drug Code (NDC) will be shown as a purple pop-up box when hovering over the vaccine type names while viewing the detail report within Florida SHOTS and as a column in the Excel file when choosing to download the report.

Date Given From: *

Date Given Thru: *

Vaccine Types: All

ADENOVIRUS
 ANTHRAX
 BCG
 BOTULINUM
 CHOLERA

IMM Service Site: All

LEON FLSHOTS CHD (VFC PIN: 700002)
 RICKS (ARCHIVED) (Archived)
 Unspecified

Program Components

01 - VFC VACCINE
 All

09 - HEPATITIS PROGRAM
 All

17.02 - HEPA2017
 All

Date Given From and Date Given Thru: Enter the desired date range to search for vaccines recorded during that time.

Vaccine Types: Select one or more specified Vaccine Types or "All." To select more than one vaccine type hold the [Ctrl] key down while clicking on the vaccine types.

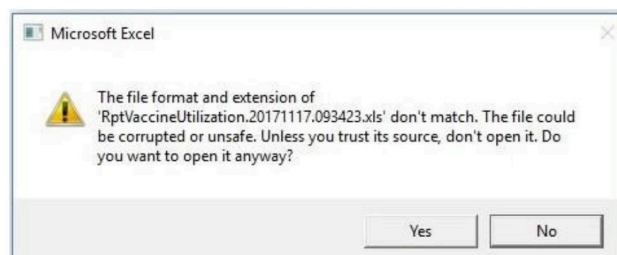
IMM Service Site: Select one or more Service Sites or "All." To select more than one service site hold the [Ctrl] key down while clicking on the service site name.

Funding Program/Program Components: Select the funding program for the vaccines and one or more VFC Eligibility types (for VFC organizations), Privately Insured, Unspecified or "All". To display vaccines that have no funding program (these would be historical shots), select "No Funding Program Specified."

Health Crises and Special Conditions: Select one or more of the additional details that can be noted while recording vaccines. The details are related to the health crisis event your organization participated in, if applicable.

Report Format: Select "Client Detail" to view on screen and print or "Excel File - downloaded" to download an Excel file.

NOTE: You may get this pop-up if you select Excel once the file starts opening. Click "Yes" to continue opening the file.



Sort On: Select how you want the information to be sorted in the report. The available sort options are **“Vaccine Type, then Date Given”**, by **“Date Given, then Vaccine Type”**, by **“Patient Name, then Vaccine Type”**, or **“Funding Program, then Vaccine Type”**. Click **“Generate Vaccine Utilization Report”** to display or download the report.

Once complete, the system will automatically take you to the Vaccine Utilization Report List page, where you can select to view your report from the list, which is arranged by date created (newest to oldest).

Vaccine Utilization Report List						
Click on a row below to download an existing report for LEON FLSHOTS CHD .						
Created On	Created By	From Date	Thru Date	Type	Status	Rows
12/06/2019 15:00:45	SMITH, CHRIS	09/07/2019	12/06/2019	Client Detail	Completed	9
12/06/2019 14:59:08	SMITH, CHRIS	09/07/2019	12/06/2019	Client Detail	Completed	9
12/06/2019 12:16:39	SMITH, CHRIS	12/06/2019	12/06/2019	Client Detail	Completed	0
12/03/2019 11:47:28	SMELT, BRITTANY	09/04/2019	12/03/2019	Client Detail	Completed	12
12/03/2019 11:45:35	SMELT, BRITTANY	09/04/2019	12/03/2019	Excel File	Completed	14
12/03/2019 11:25:57	SMITH, CHRIS	09/04/2019	12/03/2019	Client Detail	Completed	9
12/03/2019 09:47:46	SMITH, CHRIS	09/04/2019	12/03/2019	Client Detail	Completed	12
12/03/2019 09:40:18	SMITH, CHRIS	09/04/2019	12/03/2019	Client Detail	Completed	15
11/27/2019 15:53:54	SMITH, CHRIS	11/27/2019	11/27/2019	Client Detail	Completed	5
11/27/2019 15:53:37	SMITH, CHRIS	11/27/2019	11/27/2019	Client Detail	Completed	0
11/27/2019 15:53:23	SMITH, CHRIS	11/27/2019	11/27/2019	Client Detail	Completed	8
11/27/2019 15:52:30	SMITH, CHRIS	11/27/2019	11/27/2019	Client Detail	Completed	8
11/27/2019 15:51:44	SMITH, CHRIS	11/27/2019	11/27/2019	Client Detail	Completed	8

Create New Report Refresh List

NOTE: Some reports generated may contain information that is deemed to be sensitive. Only users that have the special permissions role are able to view sensitive data and run these reports. Users that do not have this special permissions role will not be able to view the reports and may receive this pop-up message:

Vaccine Utilization Report List							D00 : Emulating LEONCHD	
Click on a row below to download an existing report for LEON FLSHOTS CHD .								
Created On	Created By	From Date	Thru Date	Type	Status	Rows	Work sheets	Delete
12/20/2019 11:55:09	SMELT, BRITTANY	08/22/2019	12/20/2019	Client Detail	Completed	9	0	Delete
12/20/2019 11:40:09	SMELT, BRITTANY	08/22/2019	12/20/2019	Client Detail	Completed	9	0	Delete
12/06/2019 15:00:45	SMITH, CHRIS	09/07/2019	12/06/2019	Client Detail	Completed	9	0	Delete
12/06/2019 14:59:08	SMITH, CHRIS	09/07/2019	12/06/2019	Client Detail	Completed	9	0	Delete
12/06/2019 12:16:39	SMITH, CHRIS	12/06/2019	12/06/2019	Client Detail	Completed	0	0	Delete
12/03/2019 11:47:28	SMELT, BRITTANY	09/04/2019	12/03/2019	Client Detail	Completed	12	0	Delete
12/03/2019 11:45:35	SMELT, BRITTANY	09/04/2019	12/03/2019	Excel File	Completed	14	2	Delete
12/03/2019 11:25:57	SMITH, CHRIS	09/04/2019	12/03/2019	Client Detail	Completed	9	0	Delete
12/03/2019 09:47:46	SMITH, CHRIS	09/04/2019	12/03/2019	Client Detail	Completed	12	0	Delete
12/03/2019 09:40:18	SMITH, CHRIS	09/04/2019	12/03/2019	Client Detail	Completed	15	0	Delete
11/27/2019 15:53:54	SMITH, CHRIS	11/27/2019	11/27/2019	Client Detail	Completed	5	0	Delete
11/27/2019 15:53:37	SMITH, CHRIS	11/27/2019	11/27/2019	Client Detail	Completed	0	0	Delete
11/27/2019 15:53:23	SMITH, CHRIS	11/27/2019	11/27/2019	Client Detail	Completed	8	0	Delete
11/27/2019 15:52:30	SMITH, CHRIS	11/27/2019	11/27/2019	Client Detail	Completed	8	0	Delete
11/27/2019 15:51:44	SMITH, CHRIS	11/27/2019	11/27/2019	Client Detail	Completed	8	0	Delete

Create New Report Refresh List

Message from webpage

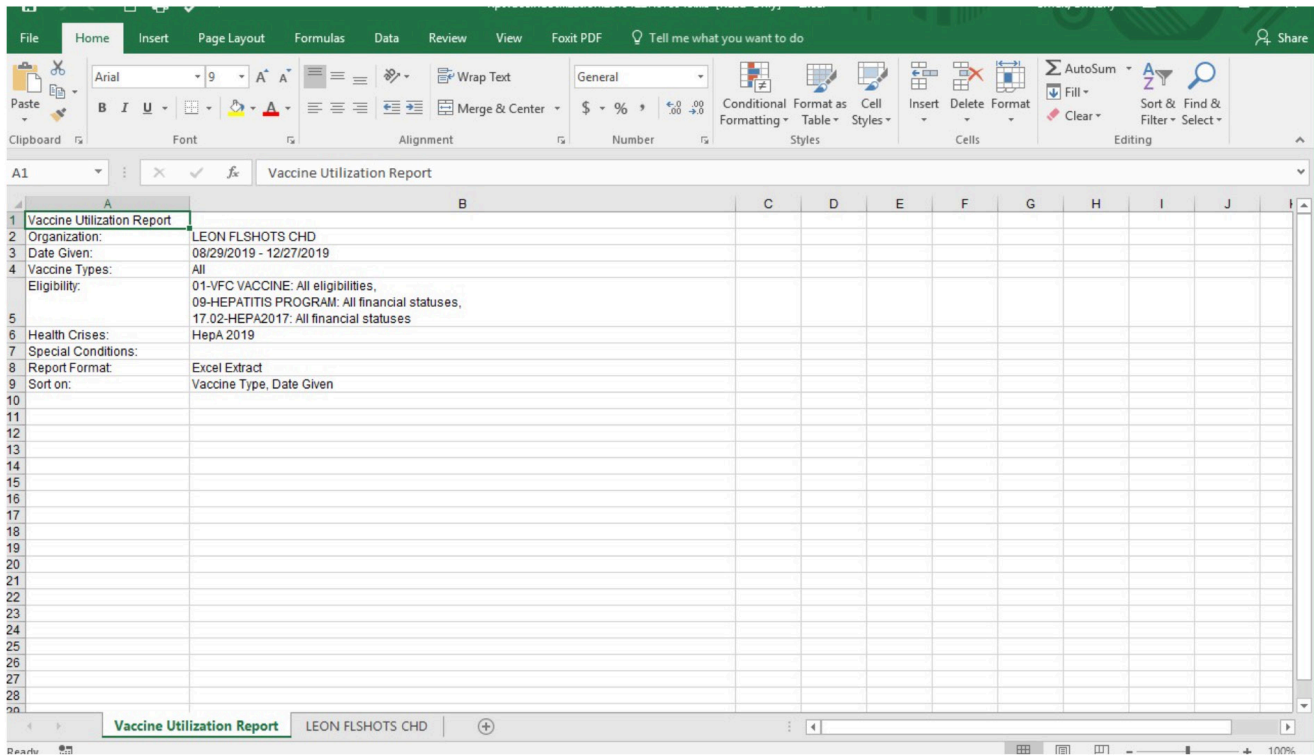
You do not have the proper permissions to view this report

OK

Client Detail Format:

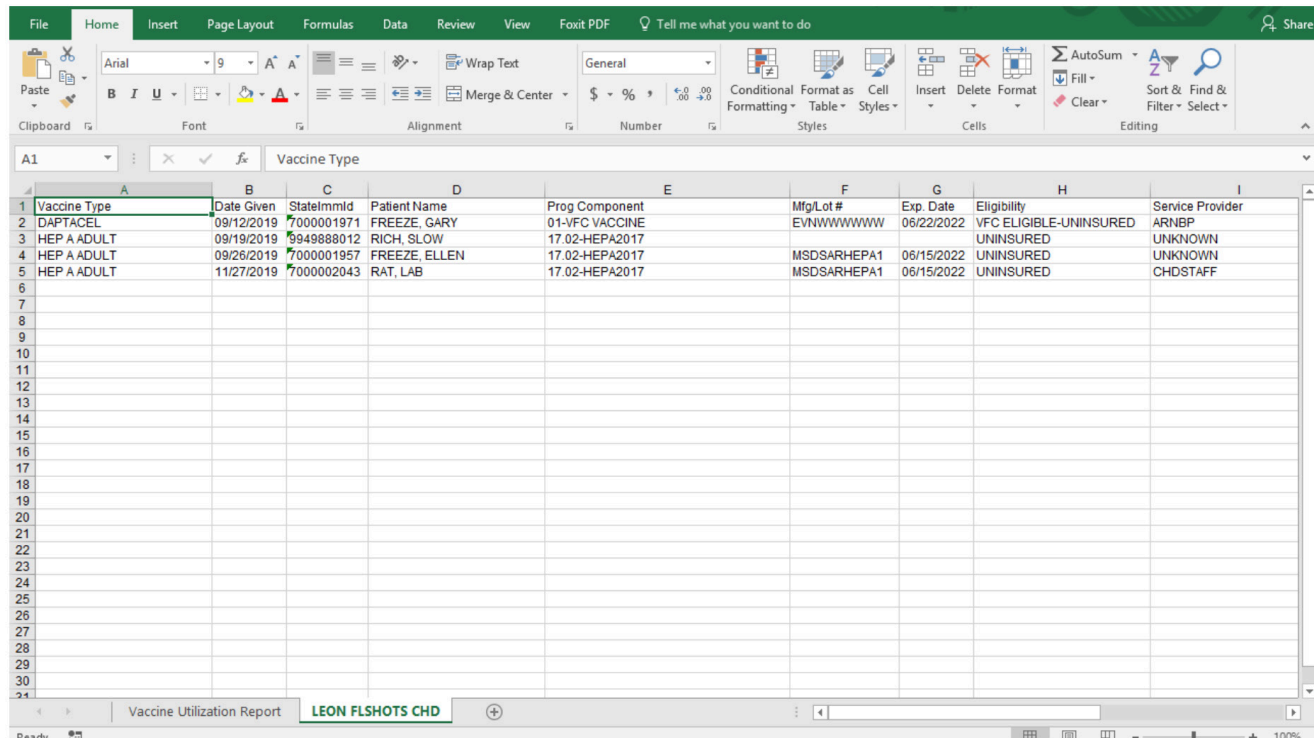
Vaccine Utilization Report													D00 : Emulating LEONCHD	
Landscape Mode required to view all report columns													Print	
Vaccine Type	Date Given	State/mid	Patient Name	Prog Component	Mfg/Lot #	Exp. Date	Eligibility	Service Provider	Date of Birth	Sex	CPT/ CVX	Special Conditions	Health Crisis	
HEP A ADULT	09/19/2019	9949888012	RICH, SLOW	17.02			UNINSURED	UNKNOWN	01/21/1996	M	90632		HepA 2019 Health Crisis	
09/19/2019 total vaccinations = 1, total patients = 1														
HEP A ADULT	09/26/2019	700001957	FREEZE, ELLEN	17.02	MSDSARHEPA1	06/15/2022	UNINSURED	UNKNOWN	01/01/2000	M	90632		HepA 2019 Health Crisis	
09/26/2019 total vaccinations = 1, total patients = 1														
HEP A ADULT	11/27/2019	700002043	RAT, LAB	17.02	MSDSARHEPA1	06/15/2022	UNINSURED	CHDSTAFF	01/01/1985	F	90632	HepA Outbreak	HepA 2019 Health Crisis	
11/27/2019 total vaccinations = 1, total patients = 1														

Excel File-downloaded: (Screenshot 1 of 3)



Organization:	LEON FLSHOTS CHD
Date Given:	08/29/2019 - 12/27/2019
Vaccine Types:	All
Eligibility:	01-VFC VACCINE: All eligibilities, 09-HEPATITIS PROGRAM: All financial statuses, 17.02-HEPA2017: All financial statuses
Health Crises:	HepA 2019
Special Conditions:	
Report Format:	Excel Extract
Sort on:	Vaccine Type, Date Given

Excel File-downloaded: (Screenshot 2 of 3)



Vaccine Type	Date Given	StateImld	Patient Name	Prog Component	Mfg/Lot#	Exp. Date	Eligibility	Service Provider
DAPTACEL	09/12/2019	7000001971	FREEZE, GARY	01-VFC VACCINE	EVNWWWWWWW	06/22/2022	VFC ELIGIBLE-UNINSURED	ARNBP
HEP A ADULT	09/19/2019	9949888012	RICH, SLOW	17.02-HEPA2017			UNINSURED	UNKNOWN
HEP A ADULT	09/26/2019	7000001957	FREEZE, ELLEN	17.02-HEPA2017	MSDSARHEPA1	06/15/2022	UNINSURED	UNKNOWN
HEP A ADULT	11/27/2019	7000002043	RAT, LAB	17.02-HEPA2017	MSDSARHEPA1	06/15/2022	UNINSURED	CHDSTAFF

Excel File-downloaded: (Screenshot 3 of 3)

Exp. Date	Eligibility	Service Provider	Date of Birth	Sex	CPT/CVX	NDC	Special Conditions	Health Crisis
06/22/2022	VFC ELIGIBLE-UNINSURED	ARNBP	01/01/2007	M	90700			
06/15/2022	UNINSURED	UNKNOW	01/21/1996	M	90632			HepA 2019 Health Crisis
06/15/2022	UNINSURED	UNKNOW	01/01/2000	M	90632	00006-4841-41		HepA 2019 Health Crisis
06/15/2022	UNINSURED	CHDSTAFF	01/01/1985	F	90632	00006-4841-41	HepA Outbreak	HepA 2019 Health Crisis

Vaccine Utilization Report, first tab within Excel worksheet, consists of specific field results derived from the initial report criteria input. These input fields include Organization, Date Given, Vaccine Types, Eligibility, IMM Service Sites, Report Format and Sort on.

Second tab within Excel worksheet indicates the name of the organization and contains the data output columns. These output columns include Vaccine Type, Date Given, Patient Name, Funding Program, Mfg/Lot#, Exp. Date, Eligibility, Site, Service Provider, Date of Birth, Sex, CPT/CVX, NDC, Special Conditions, and Health Crisis. Totals are compiled for Vaccinations and Patients.

NOTE: For VFC providers, this report can be compared to the “Shots Recorded” column on your “Order Request-Doses Administered and Inventory Levels” page (shown below). If you discover any discrepancies, you can go back and access patient records to make any corrections necessary, to ensure proper documentation and inventory tracking.

Order Request - Doses Administered And Inventory Levels

Organization: BEACH PEDIATRICS
 Order Request Create Date: 11/03/2017
 Inventory As of Date: 11/03/2017
 Usage Period: 1043 days
 Last Order's Inv Date: 12/26/2014

Order Request Status: Pending Inventory Verification
 Order Request #: 56286
 Request Type: VFC/PED Scheduled

Admin Period for this Order Request: 12/27/2014 - 11/03/2017 (Usage Pd: 1043 days)

PN: 501044
 if Physician's office, practice, clinic, etc.
 CNE
 y Address (Number and Street - No PO Boxes)
 M TREE ST
 B
 CH, FL 33333
 er's designated ordering schedule is: B4: Bi-monthly 16th through 31st of Feb / Apr / Jun / Aug / Oct / Dec.
 rovider orders Vaccines of Type: Both (DirectShip and Non-DS)

Brand Name	Packaging \$ per dose	Lot #	ExpDate	Begin Inv	Rcvd + Xfer In	Doses Admin	Shots Recorded	Xfer Out	Adjust ments/ Returns	Calc Inv On-Hand	Current Inv
ine Category: DTaP											
aptacel	10 Single Dose Vials \$ 16.7300	C4644AA	10/31/2016	51		5	0	10	-32	9	4
ine Category: DTaPIP/HIB											
entacel	5 Single Dose Vials \$ 56.9100	YYY5800	11/15/2017	0		5	2		5	3	0
		C4746AA	03/12/2016	77			0		-77	0	
Total for all 49281-0510-05 lots:				77		5	2		-72	3	0

HELP DESK**FREE TECHNICAL SUPPORT:**

877-888-7468 (SHOT)

MONDAY – FRIDAY, 8 A.M. TO 5 P.M. EASTERN

INCLUDING:

- Merging duplicate patient records
- Adding account administrators
- Unlocking Florida SHOTS accounts
- Questions about any Florida SHOTS features
- Requesting Florida SHOTS materials