Vaccine Utilization Report

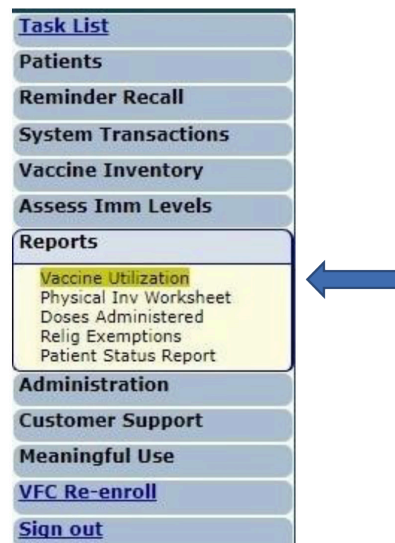**Florida SHOTS**
keeping shots in check

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

Generate Vaccine Utilization Report

* 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.

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.

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.

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.
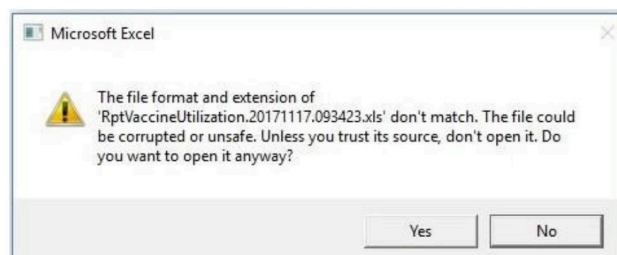
Sort On: Select how you want the information to be sorted in the report. The available sort options are **"Vaccine Type, then Date Given",** by **"Date Given, then Vaccine Type",** by **"Patient Name, then Vaccine Type",** or **"Funding Program, then Vaccine Type".** Click **"Generate Vaccine Utilization 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	
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			Completed	12	0	Delete
12/03/2019 09:40:18	SMITH, CHRIS	09/04			Completed	15	0	Delete
11/27/2019 15:53:54	SMITH, CHRIS	11/27			Completed	5	0	Delete
11/27/2019 15:53:37	SMITH, CHRIS	11/27			Completed	0	0	Delete
11/27/2019 15:53:23	SMITH, CHRIS	11/27			Completed	8	0	Delete
11/27/2019 15:52:30	SMITH, CHRIS	11/27			Completed	8	0	Delete
11/27/2019 15:51:44	SMITH, CHRIS	11/27			Completed	8	0	Delete

Message from webpage　✕
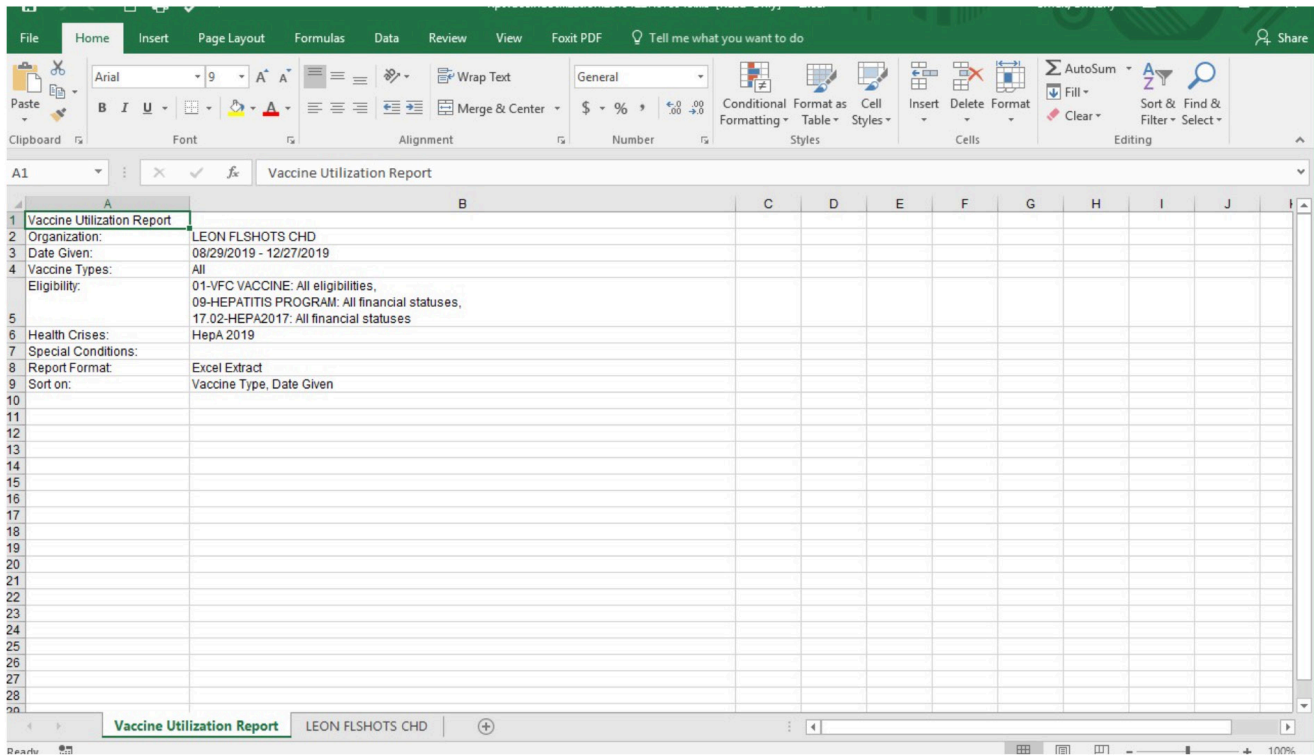
⚠ You do not have the proper permissions to view this report

OK

Create New Report | Refresh List
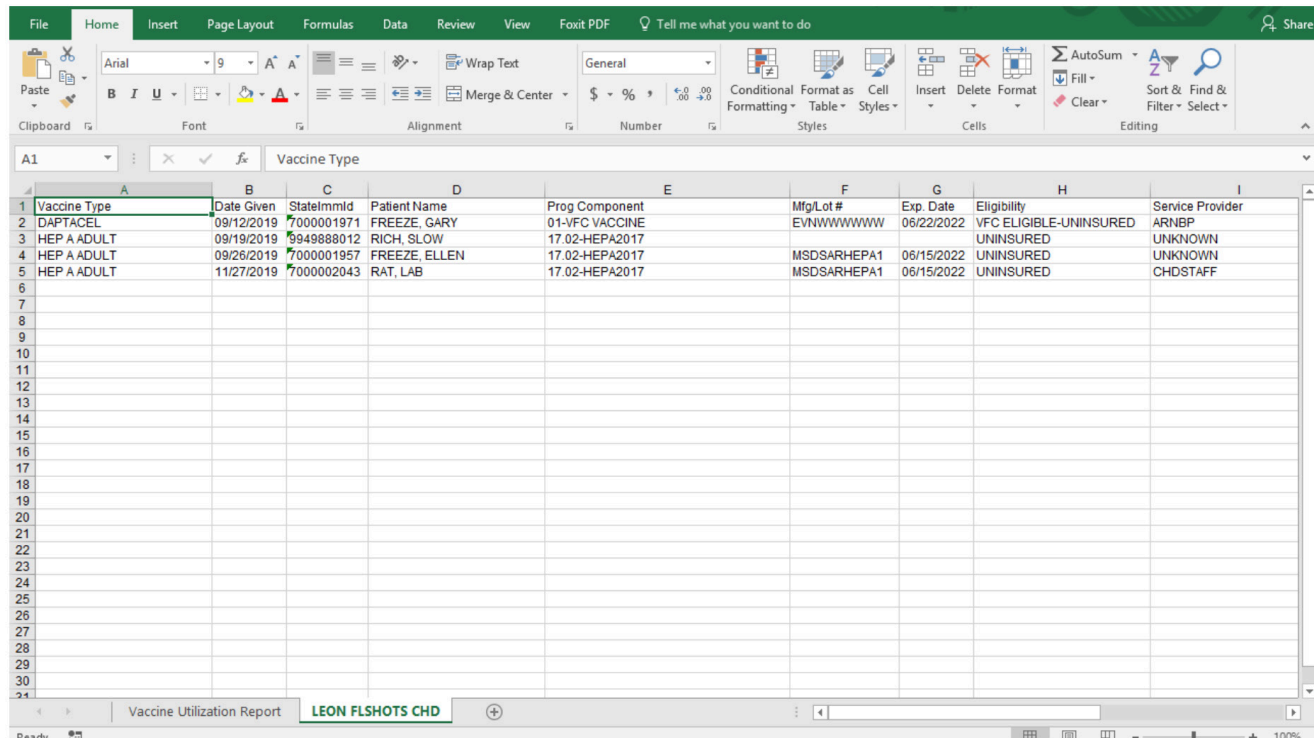
Client Detail Format:

Vaccine Utilization Report　　　　　　　　　　　　　　D00 : Emulating LEONCHD

Back　　　　　　　　　　　　　　　　　　　Landscape Mode required to view all report columns　Print

VACCINE UTILIZATION REPORT

Organization:	LEON FLSHOTS CHD
Date Given:	08/22/2019 - 12/20/2019
Vaccine Types:	All
Eligibility:	17.02-HEPA2017: All financial statuses
Health Crises:	HepA 2019
Special Conditions:	
Report Format:	Client Detail
Sort on:	Vaccine Type, Date Given

Vaccine Type	Date Given	StateImmId	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	7000001957	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	7000002043	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)

The spreadsheet "Vaccine Utilization Report" tab contains:

	A	B
1	Vaccine Utilization Report	
2	Organization:	LEON FLSHOTS CHD
3	Date Given:	08/29/2019 - 12/27/2019
4	Vaccine Types:	All
5	Eligibility:	01-VFC VACCINE: All eligibilities, 09-HEPATITIS PROGRAM: All financial statuses, 17.02-HEPA2017: All financial statuses
6	Health Crises:	HepA 2019
7	Special Conditions:	
8	Report Format:	Excel Extract
9	Sort on:	Vaccine Type, Date Given

Excel File-downloaded: (Screenshot 2 of 3)

Vaccine Type	Date Given	StateImmId	Patient Name	Prog Component	Mfg/Lot #	Exp. Date	Eligibility	Service Provider
DAPTACEL	09/12/2019	7000001971	FREEZE, GARY	01-VFC VACCINE	EVNWWWWWW	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)

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.

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