

Florida SHOTS™

ASSESSING IMMUNIZATION COVERAGE LEVELS

Contact Information

www.flshots.com

Free help desk:

877-888-SHOT (7468)

Monday – Friday, 8 A.M. to 5 P.M. Eastern

ASSESSING IMMUNIZATION COVERAGE LEVELS

To help keep your patients up-to-date for all necessary childhood and adolescent vaccines, Florida SHOTS includes customizable immunization coverage reports. This short guide will give you the step-by-step instructions to create an assessment file and run several reports to assess your immunization levels.

STEP 1: Log into Florida SHOTS.

STEP 2: Select “Assess Imm Levels” from the Florida SHOTS menu.

Task List
Patients
Reminder Recall
System Transactions
Vaccine Inventory
Assess Imm Levels
Create Assessment File
Survey Report
Summary Report
AFIX Assessment Report
Patient List Report
Create CASA Extract File
Reports
Administration
Customer Support
VFC Re-enroll
Sign out



STEP 3: Create an assessment file.

This is the starting point for all assessment activities. This takes a “snapshot” of all of your patients within a selected age group by the compliance age or the assessment date.

An assessment file must be created prior to using any of the other reporting functions.

To do this, click on “Create Assessment File.” All previous assessments will be displayed. To create a new assessment you will click on “Create New File.”

CREATE ASSESSMENT FILE LIST

[Show Help Text](#)

Status	Assessment Date	Created By	For Patients
Complete	01/22/2016 13:23:56	SWEET,MEGAN	0-47M on 01/22/2016
Complete	01/22/2016 13:22:12	SWEET,MEGAN	11-18Y on 01/22/2016
Complete	01/22/2016 13:20:19	SWEET,MEGAN	0-47M on 01/22/2016

Click on a row above to select an assessment file.

[Create New File](#)



ASSESSING IMMUNIZATION COVERAGE LEVELS

The page will display the assessment file criteria.

CREATE ASSESSMENT FILE CRITERIA

[Show Help Text](#)

Create an Assess Immunization Levels file for the following criteria.

For Age Group: * Children age 0 to 47 months of age
 Adolescent age 11 to 18 years of age

As of Date (Compute Age On): *

Compliance By (Evaluate At): * Age: * Months of age
 Date:

* Asterisk indicates a required field

Select the age group of clients to include in the assessment.

The “As of Date” controls which patients are included in the assessment file. Only patients who are within the specified age group on the “As of Date” will be included in the assessment file. The default “As of Date” value is today’s date. The “As of Date” cannot be a date in the future. For AFIX evaluation purposes, assessments are only valid when the “As of Date” is within the last 14 days.

The “Compliance By” value allows you to assess how many of your patients have received the recommended vaccines by that age or by a specific date. Only vaccinations received on or before this “Compliance By” age or date will be considered to compute the coverage metrics.

Select “Create Assessment File.”

The system will then gather all of the information you requested.

You will receive the following message when your file is complete:

CREATE ASSESSMENT FILE STATUS

[Show Help Text](#)

Search Status: Complete 

Started By: SWEET,MEGAN

For Patients: 0-47M on 01/22/2016

Compliance By: 12 MOA, 24 MOA

Includes AFIX Metrics: Yes

Number of Clients Examined: 5 of 5

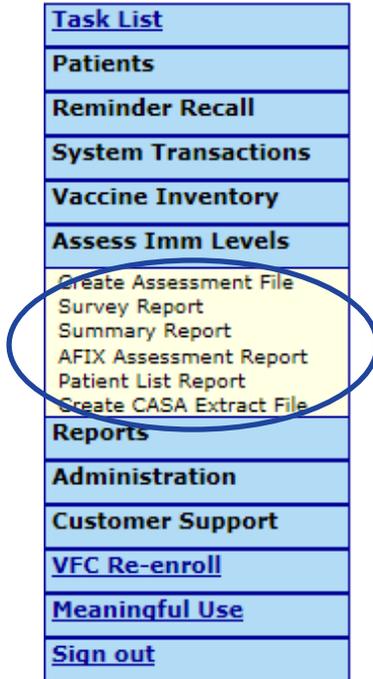
File Started: 01/22/2016 13:23:56

Elapsed Time: 0:00:30

ASSESSING IMMUNIZATION COVERAGE LEVELS

STEP 4: Create assessment reports.

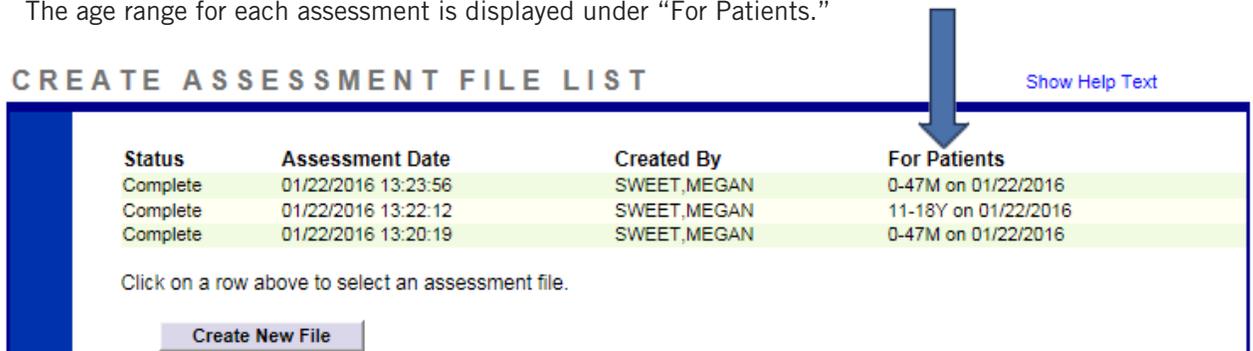
All the assessment reports are accessible from the “Assess Imm Levels” sub-menu.



Task List
Patients
Reminder Recall
System Transactions
Vaccine Inventory
Assess Imm Levels
Create Assessment File
Survey Report
Summary Report
AFIX Assessment Report
Patient List Report
Create CASA Extract File
Reports
Administration
Customer Support
VFC Re-enroll
Meaningful Use
Sign out

When you select a report from the menu, the first page you will see is the list of assessment files that have been created, similar to the “Create Assessment File” screen. Before creating a report, a completed assessment file must be chosen on which to base the report.

The age range for each assessment is displayed under “For Patients.”



CREATE ASSESSMENT FILE LIST [Show Help Text](#)

Status	Assessment Date	Created By	For Patients
Complete	01/22/2016 13:23:56	SWEET,MEGAN	0-47M on 01/22/2016
Complete	01/22/2016 13:22:12	SWEET,MEGAN	11-18Y on 01/22/2016
Complete	01/22/2016 13:20:19	SWEET,MEGAN	0-47M on 01/22/2016

Click on a row above to select an assessment file.

1. Survey Report

This allows you to create a coverage assessment report showing coverage levels for compliance with recommended age-appropriate vaccinations.

After selecting the assessment file, you will be brought to the “Survey Report Criteria” page.

ASSESSING IMMUNIZATION COVERAGE LEVELS

SURVEY REPORT CRITERIA

[Show Help Text](#)

Assessment file created on 01/22/2016 for patients 0-47 months old as of 01/22/2016
Compliance with metrics computed at 12 months and 24 months.
Assessment file includes all service sites for PHYSICIAN ASSOCIATES OF FL.

Include: * All Service Sites
 Selected Sites:

One VFC Pin:

Assessment Type: * AFIX Standard
 Custom Assessment

Report Format: * Browser
 Excel File - downloaded

* Asterisk indicates a required field

Select the “All Service Sites” option to include patients from all the service sites of the organization in the report. To include only specific site(s), choose the “Selected Sites” option and select one or more service sites. To select more than one service site hold the [Ctrl] key down while clicking on the service site name. To include patients from a specific VFC provider, select the “One VFC Pin” option and enter the VFC pin of the provider.

Select the Assessment Type. You will have the option to select either “AFIX Standard” assessments or “Custom Assessment.”

“AFIX Standard for Pediatrics” (assessment files created with patient 0–47 months) includes:

- Patients 24–35 months of age
- Bases completion on the 4:3:1:3:3:1:4
- Includes only Patients with an “Active” status

“AFIX Standard for Adolescents” (assessment files created with patient 11–18 years) includes:

- Patients 13–17 years of age on the assessment date
- Includes only patients with an “Active” status

ASSESSING IMMUNIZATION COVERAGE LEVELS

To customize the patients included in the report select “Custom Assessment.”

Assessment Type: * AFIX Standard
 Custom Assessment

Custom Assessment Criteria

Age range from: * 24 to * 35 months old as of: 01/22/2016

Compliance Age: * 12 months
 24 months

Exclude: Patients without a WIC Id
 Patients with a religious exemption
 Patients with a MOGE date on or before the compliance age/date

Include Status Values:
 * ACTIVE
 INACTIVE-DOCUMENTED MOVE
 INACTIVE-UNABLE TO LOCATE/NO RESPONSE
 INACTIVE AT CONVERSION
 INACTIVE-WIC/PRIVATE PROVIDER RECALL
 INACTIVE-WIC/PRIVATE PROVIDER NO RECALL

NOTE: For County Health Departments, select the criteria as shown above to generate coverage levels based on the current state requirements.

Choose to open the report in your browser or download as an Excel file by selecting the “Report Format” option.

NOTE: If you choose the Excel download option, you may see a confirmation window indicating, “The file format and extension don’t match. Do you want to open it anyway?” You should answer “Yes” to download the file.

Click on the “Generate Report” button to build the report.

The Immunization Survey Report will be displayed.

[Print](#)

IMMUNIZATION SURVEY REPORT

Organizations: PHYSICIAN ASSOCIATES OF FL
 Service Sites: 1MTL - MAITLAND CENTER (VFC Pin: 481046)
 Assessment Type: AFIX 24-35 months old on 01/22/2016
 Assessment Date: 01/22/2016
 Compliance By: 24M
 Age group cohort: 1
 Total patients assessed: 1

Organization/Service Site	4 DTaP	3 Polio	1 MMR	3 HIB	3 HepB	1 VZV	4 PCV	2-3 RV	1 Flu	2 HepA	4:3:1:3:3:1:4	Total Patients
PHYSICIAN ASSOCIATES OF FL	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	-	-	100.0%	1
1MTL - MAITLAND CENTER (VFC Pin: 481046)	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	-	-	100.0%	1

NOTE: Flu metric is measured based on the previous completed season.

ASSESSING IMMUNIZATION COVERAGE LEVELS

2. Summary Report

The “Summary Report” is a coverage assessment report that provides the coverage levels for compliance with each of the recommended age-appropriate vaccination series and combination of vaccination series.

Select your assessment file from the assessment file list to be taken to the “Summary Report Criteria” page.

SUMMARY REPORT CRITERIA

[Show Help Text](#)

Assessment file created on 01/22/2016 for patients 11-18 years old as of 01/22/2016
Compliance with metrics computed as of 01/22/2016.
Assessment file includes all service sites for PHYSICIAN ASSOCIATES OF FL.

Include: * All Service Sites
 Selected Sites:
 One VFC Pin:

Assessment Type: * AFIX Standard
 Custom

Base Complete on: *
*
*
*

Report Format: * Browser
 Excel File - downloaded

* Asterisk indicates a required field

Select the “All Service Sites” option to include patients from all the service sites of the organization in the report. To include only specific site(s), choose the “Selected Sites” option, and select one or more service sites. To select more than one service site hold the [Ctrl] key down while clicking on the service site name. To include patients from a specific VFC provider, select the “One VFC Pin” option and enter the VFC pin of the provider.

Select the Assessment Type. You will have the option to select either “AFIX Standard” assessments or “Custom Assessment” for either pediatric or adolescent patients.

“AFIX Standard for Pediatrics” (assessment files created with patients 0–47 months) includes:

- Patients 24–35 months of age
- Bases completion on the 4:3:1:3:3:1:4
- Includes only patients with an “Active” status

ASSESSING IMMUNIZATION COVERAGE LEVELS

“AFIX Standard for Adolescents” (assessment files created with patients 11–18 years) includes:

- Patients 13–17 years of age on the assessment date
- Includes only patients with an “Active” status

To customize the patients included in the report select “Custom Assessment.”

Custom Assessment Criteria

Age range from: * to * years old as of: 01/22/2016

Exclude: Patients without a WIC Id
 Patients with a religious exemption
 Patients with a MOGE date on or before the compliance age/date

Include Status Values: * ACTIVE
 INACTIVE-DOCUMENTED MOVE
 INACTIVE-UNABLE TO LOCATE/NO RESPONSE
 INACTIVE AT CONVERSION
 INACTIVE-WIC/PRIVATE PROVIDER RECALL
 INACTIVE-WIC/PRIVATE PROVIDER NO RECALL

Base Complete on: *

Report Format: * Browser
 Excel File - downloaded

* Asterisk indicates a required field

Choose to open the report in your browser or download as an Excel file by selecting the “Report Format” option.

NOTE: If you choose the Excel download option, you may see a confirmation window indicating, “The file format and extension don’t match. Do you want to open it anyway?” You should answer “Yes” to download the file.

Click on the “Generate Report” button to build the report.

ASSESSING IMMUNIZATION COVERAGE LEVELS

IMMUNIZATION SUMMARY REPORT

Print

Organizations: POLK CHD
 Service Sites: All
 Assessment Type: Custom 13-17 years old on 01/19/2016
 Assessment Date: 01/19/2016
 Compliance By: 01/19/2016
 Base Complete On: 1 Tdap, 1 MCV4, 3 HPV
 Include Status Values: ACTIVE, INACTIVE-DOCUMENTED MOVE, INACTIVE-UNABLE TO LOCATE/NO RESPONSE, INACTIVE AT CONVERSION
 Age group cohort: 5
 Total patients assessed: 5

	# of patients	Complete	% of patients
Received 3 HepB	5		100%
Received 2 MMR	5		100%
Received 2 VZV	4		80%
Received 1 Tdap	5		100%
Received 2 MEN	0		0%
Received 1 MCV4	4		80%
Received 2 MCV4	0		0%
Received 1 HPV	5		100%
Received 2 HPV	4		80%
Received 3 HPV	2		40%
Received 1 Flu	0		0%
Received 2 HepA	2		40%
Received 4 Polio	5		100%
Received 1 Tdap, 1 MCV4, 3 HPV	2		40%
Received 1 Tdap, 2 MCV4, 3 HPV	0		0%

Of incomplete patients, # of patients who could be up-to-date for 1 Tdap, 1 MCV4, 3 HPV with 1 additional visit:

Immunizations Needed	# of patients	% of patients assessed
1	0	0%
2	0	0%
3	0	0%
4+	0	0%
Total patients up-to-date with 1 visit	0	0%

NOTE: Flu is measured on the previous completed season.

3. AFIX Assessment for VFC Providers

The “AFIX Assessment” report is primarily used for VFC providers and provides coverage metrics that will be reported to CDC for the purpose of AFIX assessment. This report will also display “Missed Opportunities.”

“AFIX Standard for Pediatrics” (assessment files created with patients 0–47 months) includes:

- Patients 24–35 months of age
- Bases completion on the 4:3:1:3:3:1:4
- Includes only Patients with an “Active” status

AFIX Standard for Adolescents (assessment files created with patients 11–18 years) includes:

- Patients 13–17 years of age on the assessment date
- Includes only patients with an “Active” status

Select your assessment from the assessment list to be taken to the “Summary Report Criteria” page.

ASSESSING IMMUNIZATION COVERAGE LEVELS

AFIX ASSESSMENT REPORT CRITERIA [Show Help Text](#)

Assessment file created on 01/22/2016 for patients 0-47 months old as of 01/22/2016
Include active patients with DOB between 01/23/2013 and 01/22/2014
Compliance with metrics computed at 24 months old.
Assessment file includes all service sites for PHYSICIAN ASSOCIATES OF FL.

Include: * One VFC Pin: *
 All Service Sites/Pins
 Selected Sites:

1BPC - BALDWIN PARK CENTER (Pin: 481091)	▲
1CLM - CLERMONT CENTER (Pin: 350027)	
1KH2 - KISSIMMEE	
1KHC - HUNTERS CREEK CENTER (Pin: 481147)	▼

Report Format: * Browser
 Excel File - downloaded

* Asterisk indicates a required field

Select the “All Service Sites” option to include patients from all the service sites of the organization in the report. To include only specific site(s), choose the “Selected Sites” option, and select one or more service sites. To select more than one service site hold the [Ctrl] key down while clicking on the service site name To include patients from a specific VFC provider, select the “One VFC Pin” option and enter the VFC pin of the provider.

Choose to open the report in your browser or download as an Excel file by selecting the “Report Format” option.

NOTE: If you choose the Excel download option, you may see a confirmation window indicating, “The file format and extension don’t match. Do you want to open it anyway?” You should answer “Yes” to download the file.

Click on the “Generate Report” button to build the report.

ASSESSING IMMUNIZATION COVERAGE LEVELS

Print

AFIX ASSESSMENT REPORT

For Organization: PHYSICIAN ASSOCIATES OF FL
Assessment created 01/22/2016 for patients 24-35M as of 01/22/2016
Include active patients with DOB between 01/23/2013 and 01/22/2014
Compute coverage levels and missed Opportunities at compliance age 24M

For Service Site: 1MTL - MAITLAND CENTER
VFC Pin: 481046
Records Assessed: 1

Metric	Coverage Levels		Missed Opportunities	
	#	%	#	%
4 DTaP	1	100.0%	0	0.0%
3 Polio	1	100.0%	0	0.0%
1 MMR	1	100.0%	0	0.0%
3 Hib	1	100.0%	0	0.0%
3 HepB	1	100.0%	0	0.0%
1 VZV	1	100.0%	0	0.0%
4 PCV	1	100.0%	0	0.0%
2-3 RV	1	100.0%	0	0.0%
1 Flu	0	0.0%	0	0.0%
2 HepA	0	0.0%	0	0.0%
4:3:1:3:3:1:4	1	100.0%	0	0.0%

NOTE: Flu is measured on the previous completed season.

You also see here “Missed Opportunities.” A missed opportunity means that a patient received one or more vaccines on a certain day and could have received additional vaccinations to become up-to-date.

4. Patient List Report

The “Patient List Report” displays a customized list of all patients who were included in an assessment file.

Select an assessment file from the assessment file list, and you will be taken to the “Patient List Report Criteria” page.

ASSESSING IMMUNIZATION COVERAGE LEVELS

PATIENT LIST REPORT CRITERIA [Show Help Text](#)

Assessment file created on 01/22/2016 for patients 0-47 months old as of 01/22/2016
Compliance with metrics computed at 12 months and 24 months.
Assessment file includes all service sites for PHYSICIAN ASSOCIATES OF FL.

Include: * All Service Sites
 Selected Sites:
 One VFC Pin:

Assessment Type: * AFIX Standard
 Custom Assessment

Include Patient Data: City Medicaid MOGE Date Perm Contra
 Race Religious Exemption State Imm Id Status
 VFC WIC Id Zip Code

Include Patient Groups: * All patients (assessment cohort)
 Patients with no immunizations
 Patients with invalid doses (adds 'Invalid Doses' column)
 Patients with missed opportunities (adds 'Last Visit' and 'Missed Opportunities' columns)
 Patients that are complete (adds metric column)
 Patients that are incomplete (adds metric and 'Missing Series' columns)
 Patients that are late Up-To-Date (adds metric and 'Late Series' columns)

Report Format: * Browser
 Excel File - downloaded

* Asterisk indicates a required field

Select the “All Service Sites” option to include patients from all the service sites of the organization in the report. To include only specific site(s), choose the “Selected Sites” option, and select one or more service sites. To select more than one service site hold the [Ctrl] key down while clicking on the service site name. To include patients from a specific VFC provider, select the “One VFC Pin” option and enter the VFC pin of the provider.

Select the “Assessment Type.”

“AFIX Standard for Pediatrics” (assessment files created with patients 0–47 months) includes:

- Patients 24–35 months of age
- Bases completion on the 4:3:1:3:3:1:4
- Includes only patients with an “Active” status

“AFIX Standard for Adolescents” (assessment files created with patients 11–18 years) includes:

- Patients 13–17 years of age on the assessment date
- Includes only patients with an “Active” status

To customize the patients included in the report select “Custom Assessment.”

ASSESSING IMMUNIZATION COVERAGE LEVELS

Custom Assessment Criteria

Age range from: * 24 to * 35 months old as of: 01/22/2016

Exclude: Patients without a WIC Id
 Patients with a religious exemption
 Patients with a MOGE date on or before the compliance age/date

Include Status Values: * ACTIVE
 INACTIVE-DOCUMENTED MOVE
 INACTIVE-UNABLE TO LOCATE/NO RESPONSE
 INACTIVE AT CONVERSION
 INACTIVE-WIC/PRIVATE PROVIDER RECALL
 INACTIVE-WIC/PRIVATE PROVIDER NO RECALL

The “Include Patient Data” checkboxes control which data columns are included in your report. This report is relatively wide; you should only check the columns you need to see on your report.

Include Patient Data: City Medicaid MOGE Date Perm Contra
 Race Religious Exemption State Imm Id Status
 VFC WIC Id Zip Code

The “Include Patient Groups” checkboxes allow you to include or exclude certain groups from your report. Checking the “All patients” checkbox will include all records. If you check any of the complete, incomplete, or late up-to-date checkboxes you will be required to select the metric upon which the patient’s immunization status will be measured.

Include Patient Groups: * All patients (assessment cohort)
 Patients with no immunizations
 Patients with invalid doses (adds 'Invalid Doses' column)
 Patients with missed opportunities (adds 'Last Visit' and 'Missed Opportunities' columns)
 Patients that are complete (adds metric column)
 Patients that are incomplete (adds metric and 'Missing Series' columns)
 Patients that are late Up-To-Date (adds metric and 'Late Series' columns)

Select Metric

Compliance Age: * 12 months
 24 months

Base Complete on: *

Report Format: * Browser
 Excel File - downloaded

* Asterisk indicates a required field

ASSESSING IMMUNIZATION COVERAGE LEVELS

Choose to open the report in your browser or download as an Excel file by selecting the “Report Format” option.

NOTE: If you choose the Excel download option, you may see a confirmation window indicating, “The file format and extension don’t match. Do you want to open it anyway?” You should answer “Yes” to download the file.

Click on the “Generate Report” button to build the report.

[Print](#)

IMMUNIZATION PATIENT LIST REPORT

Organization: PHYSICIAN ASSOCIATES OF FL
Service Sites: All
Assessment Type: Custom 0-35 months old on 01/22/2016
Assessment Date: 01/22/2016
Compliance By: 24M
Base Complete On: 4:3:1:3:3:1
Include Status Values: ACTIVE, INACTIVE-DOCUMENTED MOVE, INACTIVE-UNABLE TO LOCATE/NO RESPONSE, INACTIVE AT CONVERSION
Include Patient Groups: All patients, show complete/incomplete/late up-to-date for 4:3:1:3:3:1
Age group cohort: 4
Total patients assessed: 4

Service Site	Last Name First Name	DOB	MOGE	Date	Perm	Contra	Religious	Exemption	State	Imm	Id	Status	VFC	4:3:1:3:3:1	Missing	Series	Late	Series	Invalid	Doses	Last	Visit	Missed	Opportunities	
1MTL - MAITLAND CENTER	BIFFER BIFF	04/02/2013							7001916819	ACTIVE	Yes	Complete									07/24/2015				
1MTL - MAITLAND CENTER	HOLMES DAVID	05/22/2015							9901114829	ACTIVE	Incomplete	3	DTaP, 2	Polio, 1	MMR, 2	HIB, 1	HepB, 1	1	VZV/						
1MTL - MAITLAND CENTER	SMALL LISA	10/01/2015							9901114857	ACTIVE	Yes	Incomplete	3	DTaP, 2	Polio, 1	MMR, 3	HIB, 1	HepB, 1	1	VZV/				12/29/2015	HIB #1, PNEUCON #1, ROTAVIRUS #1
1OVD - OVIEDO CENTER	TURNER TAMMY	02/14/2015							9901114843	ACTIVE	Yes	Incomplete	2	DTaP, 2	Polio, 1	MMR, 3	HIB, 3	HepB, 1	1	VZV/				09/24/2015	HEP B #1, HIB #1, POLIO #2, PNEUCON #1, Flu

NOTE: Flu is measured on the previous completed season.