

# Florida SHOTS Inactive Status



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To ensure your county health department's (CHD's) assessment reports accurately reflect patient immunization status, you need to manage patient records so that inactive patient records are changed to an inactive status. Reminder/recall contacts should be documented in Florida SHOTS on each patient record. If reminder/recall activities are conducted at least every 30 to 45 days, you will be able to keep your patient status data up-to-date.

## Inactive — Deceased (Requires date of death)

### Inactive — WIC/Private Provider—No reminder/recall

Use for clients who do not intend to return for further vaccinations, i.e., they are from another county and they intend on returning to their local medical provider; they only came in for a flu shot or travel vaccination and receive immunizations and medical care elsewhere; or they were registered by WIC, Dental, TB, etc., and are not immunization clients. This inactive status selection requires a date be entered for the inactive status, and we recommend that this be done at the time of service at each clinic location. For example, use the date the WIC ID was entered or the date the child received the immunization. A patient with this status will not be included in any assessment reports regardless of the date used.

### Inactive — WIC/Private Provider—Reminder/recall

Use for clients who do not intend to return for further vaccinations; however, you wish to include the patients in your reminder/recall activities for the county. For example, this can be used when clients present from other states or counties and have no immunization record or when children between 18 and 36 months need to be recalled to continue receiving immunizations. We recommend that this status change be done at the time of service at each clinic location. For example, use the date the WIC ID was entered or the date the child received the immunization. This inactive status selection does not include the child in any assessment reports regardless of the date used.

### Inactive — Documented Move

Use for clients you have contacted with reminder/recall notices or phone calls and the parent or guardian has provided information they have moved to another provider/location. An inactive date is required. You may use the date first notified of the move to another provider/location, the date given by the parent that the move has happened, or the date of the last required contact attempt. This date will affect how the child is represented in the assessment level and/or CASA reports. Clients who have been documented with this status (and inactive date) are not automatically removed from assessments. You will need to customize the assessments to exclude clients with an inactive date prior to the assessment compliance date.

### Inactive—Unable to locate/No response

Use for clients for which you have completed the three required reminder/recall notifications by mail and phone contact and have received no response; or for clients with a disconnected phone and a letter returned as "moved—cannot forward," etc. An inactive date is required. For example, use the date of the last required contact or the last date when all leads are diminished (e.g., the date the letter to the best-known address is returned). This date will affect how the child is represented in the assessment level and/or CASA reports. Clients who have been documented with this status (and inactive date) are not automatically removed from assessments. You will need to customize the assessments to exclude clients with an inactive date prior to the assessment compliance date.

**NOTE, Religious Exemption:** Children whose records are documented with a religious exemption are not automatically removed from assessments. You will need to customize the assessment to exclude religious exemptions.

**NOTE, Reactivating:** If a patient returns to the CHD a second time for immunizations, the CHD should consider him or her to be an immunization patient of that CHD, and the record should be changed to an "ACTIVE" status.