MnVFC Reports in MIIC

This guide is for clinics enrolled in the Minnesota Vaccines for Children (MnVFC) program that track immunizations with dose-level eligibility (DLE) in the Minnesota Immunization Information Connection (MIIC). You can use MIIC's "MnVFC Reports" function to produce part of your *Minnesota Vaccines for Children (MnVFC) Program Annual Report of Immunized Pediatric Patients*.

MIIC's "MnVFC Reports" function provides an unduplicated count of all patients ages 0 through 18 years who received an immunization between Oct. 1 and Sept. 30 of the reporting year. Patients are sorted by eligibility category and age group.

Eligibility category is determined by DLE information. If your organization has pediatric patients with unknown DLE information in MIIC, update their MIIC records to ensure they are counted in appropriate eligibility categories. You can use MIIC's Vaccines Given Report to identify pediatric vaccines with "Unknown/Not determined" eligibility.

Note: If your organization manually enters administered vaccines into MIIC for individual patients, the information in these reports may not be accurate. Please contact the MIIC Help Desk at health.miichelp@state.mn.us if you would like help setting up another method of adding administered vaccines to MIIC.
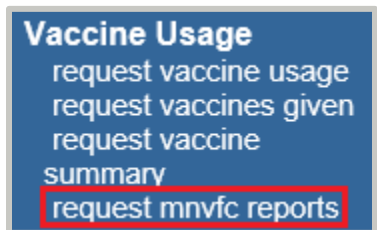
Getting started

1. Login to Minnesota Immunization Information Connection (MIIC) (miic.health.state.mn.us).

a. Internet Explorer version 9 is the preferred web browser for MIIC. MIIC may not work correctly with other web browsers or newer versions of Internet Explorer.

b. If you are using another version of Internet Explorer and experience compatibility issues upon login, please refer to the User Guidance: Compatibility View Mode (www.health.state.mn.us/people/immunize/miic/train/compatview.pdf).

2. Enter your "organization code", "username", and "password" information.

3. Hit "Enter" on your keyboard or click the "Login" button.

> **Note**: If you cannot log in to MIIC, contact the MIIC Help Desk at 651-201-5207 or health.miichelp@state.mn.us for assistance.

4. Go to the "Vaccine Usage" section of the left-hand side menu and select "request mnvfc reports". This will take you to the "MnVFC Reports" page.

Creating reports

1. These reports include patients who received at least one vaccination:

   a. Within the selected date range.

   b. Under the selected MnVFC PINs in MIIC.

2. Patient category is based on the most recently assigned dose-level eligibility for the selected time frame. This report does **not** include vaccinations entered as "historical."

3. Select a time period for your report. The default is the current reporting period for the MnVFC Annual Report (e.g., 10/1/2020 – 09/30/2021).

4. Select the MnVFC PIN(s) for which you would like to run the report:

   a. In the "Available MnVFC PIN(s)" section, select the PIN you would like to include and click "Add >". This will move the PIN over to the "Selected MnVFC PIN(s)" section. Do this for each PIN you would like to include in the report.

   b. Or select "Add All" to select all the available PINs. In the example below, the report will be run for PINs 000000 and 999992.

5. Click the "Generate Report" button.

6. Check the report's progress by clicking on the "Refresh" button. When the report is finished, 100% will appear in the "Status" column.

7. Click on the PDF icon to the left of your report in the "View" column. This will open a PDF file of the report in your browser window.

8. Save the report to your computer and/or print it out.

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To obtain this information in a different format, call: 651-201-5207.