DEPARTMENT OF HEALTH

MIIC Webinar 2 Transcript: Understanding Client Immunization Records

APRIL 30, 2024

Good morning.

Thank you for joining us for the second part of our biannual Minnesota Immunization Information Connection four-part webinar series. My name is Heather Rieck, and I am a health program representative here at MIIC and I will be your facilitator for this webinar. Next slide please.

Moving on to some housekeeping details. All attendees will be muted, but you will have the opportunity to ask questions throughout the presentation, which we will discuss in the next slide. Please keep an eye on the Q&A chat for links to websites discussed during the presentation. This webinar will be recorded, and the recording and its transcript will be posted on the MIIC User Guide and Training Resources website [MIIC User Guidance and Training Resources (www.health.state.mn.us/people/immunize/miic/train/index.html)](www.health.state.mn.us/people/immunize/miic/train/index.html). In the following. In the days following this session, it will be posted on our User Guide and Training Resources web page. If you have questions that do not get answered during the session, please reach out to us at the MIC helpdesk at health.miichelp@state.mn.us. If you come across any technical issues, the easiest way to fix them is to simply log out of the session and then log back in. Next slide please.

To pause questions and comments, please select the Q & A channel in the upper right corner of your screen. Next slide please.

The recording, transcript and CEU for the webinar are posted on our user guidance web page. Please join us Tuesday May 14 for the third session of our four-part webinar series where we will discuss electronic data exchange, editing immunization, Bulk Query, and special reports. One final session will be held on Tuesday, May 21. Please watch your email for further information and updates. Next slide. Excuse me. Pardon me. Next slide please.

In today's session we will be getting data into and out of MIIC. We will cover. I'm sorry. Yes. We will cover the responsibilities of health system users and administrators, client search and management, entering clients, reviewing of client immunization history, the forecaster clinical decision support for immunization application, and then we will end with a question answer session. Next slide please.

Now let's move on to the content. Please welcome my colleague Jenevera Wolfe.

Thank you, Heather. Hi, my name is Jenevera Wolfe. I'm with MIIC operations, I am on the help desk a lot. So, if anyone emails the help desk sometimes, I will answer those. Go ahead and go to the next slide.

So first, in first webinar we kinda went over how to how to get access to the MIIC application and I sort of mentioned that some organizations are set up under what's called a parent-child structure. So, this screen just shows you what that means. A lot of organizations don't have this structure but a lot of them do. So, when an org has a parent-child structure, we do require that a facility spreadsheet be filled out. There is a little screenshot of that here I can show you what it looks like a little bigger in a second. Once that facility spreadsheet is filled out, our team will go ahead and process that. Depending on how many organizations you have, it'll take some time to process that. If it's just a couple, we should get it back to you pretty quickly. I should note here that the spreadsheet is available when you're filling out that data use agreement and you choose the multiple organizations option. Then you'll have the option to download that spreadsheet. If you didn't do that and you just need one, you can always e-mail the help desk, again that’s health.miichelp@state.mn.us and then we can send you that blank facility spreadsheet. There are three tabs on this spreadsheet. The first tab is just an instruction’s information tab for you to look at, the second tab is the actual tab you need to fill out and that is what’s on this screenshot here and it’ll show, it’ll tell you what the facility location name is, the type of facility contact information, stuff like that; and then the third tab is actually just gonna identify a tab that is sort of auto fill when you’re filling out that second tab. Such is real quick the parent-child org structure and a facility spreadsheet. Go ahead and go to the next tab, I’m sorry, slide.

So, now I’ll mention that if you don’t have a parent-child organization structure, you still need a site administrator. Every organization does need a site administrator. When you fill out the data use agreement, you’re agreeing that you are going to identify an administrator and that person is responsible for setting up and maintaining all users under your organization. This is extremely important because we on the help desk don’t know for sure who should have access to your organization’s login.

So, you know Joe, Joe Johnson could e-mail us and say I want to login under CVS and we don't know for sure if Joe works for CVS even though you know there's ways we can look, but it is ultimately a up to the organization to manage all of their users and you guys should users should be managed by an administrator that knows for sure who should be accessing the application. That said, if you have that parent-child organizational structure, we also need to have someone listed as the health system user and this is what I would call a super user role. The difference is that this user can switch between the parent site and the child sites. This role is also used for float staff. So, if you have a float staff, someone that floats from site to site, you can give them that health system user role and then once they log into the application, they can switch to the site that they're providing service on behalf of that day or that week or what have you. There is a read only with admin role as well that is sort of like a health system user, but that's only specific to if they have that parent child org structure. I know that's confusing, but that's more particular to child cares and schools. So, a lot of, most schools are set up independent of each other. Most child cares are as well. But sometimes they have a parent-child structure and that read only admin role serves as they the quote health system users. Just called something different and I'll show what that looks like on the next slides here. So, I'm gonna go ahead go to the next slide.

I'm sorry, OK. I apologize. I'm going to steal the screen here. So, right now I'm going to log into our test environment, and I just want everyone to see what the health system user role looks like and how to switch organizations. Danielle can go ahead and put in the the chats the link to the switch organization feature and or health system user role. So, this is a fake organization. Just so everyone knows, these are fake users. So, just as a reminder, when you get a login from MIIC, you're going to need an organization code, a username, and a password. If you have the organization code and you know your username, but you don't remember the password, you can always click that forgot password link. So, now I'm logged into MIIC as the health system user for this organization. I'm going to direct everyone to this yellow ribbon at the top of the screen. It is important when you have this role that is able to switch locations that you look at this screen. I'll say that just because sometimes you log in and don't know which organization, you're in as if you've been in there for a while. So, at the top it'll tell you that I'm in Organization Test, the admin org. The user is Fluffy Chicken, and my role is Health System User.

On the left side navigation bar, first thing I'm going to do is we'll see this organization's option over here on the left. This is only available again to health system users and to read only with Admin if the read only admin is set up with that parent-child structure. So, I'm going to click on Switch Organizations here. And this screen will show you in this top portion here it says what current organization am I I am in. So, again, I'm logged in into MIIC as the Organization Test Dash Admin says that in the yellow ribbon above here as well. Underneath it says switch to organization. This screen right here will have all of the organizations you've identified as child's sites of the parent org. So, some organizations are going to have one child site, some are going to have 20s. We've got some that have hundreds, so or 100 or so. So, in this case, we've only got three child sites of this admin org.

I'm going to go ahead and switch to Test Site 2, and I just want you to notice that it says the current organization is now Test Site 2 and that yellow ribbon has changed to Test Site two. What this means is I am now actively in the MIIC application as Organization Test Site 2. And again, that's important because if you worked at you know some hospital in Anoka and you're working with a client that's coming to you, in this case client means patient that's coming to you to get an immunization for at the Anoka clinic, if you're logged in to MIIC under the Minneapolis location, it's going to show that you're treating this patient or client in the Minneapolis location, not the Anoka location. So, we do want people to make sure that they're logged in and switched to the appropriate organization.

So, from here now I know I'm in test site two and say I as the health system user want to identify a site administrator. What that means is I'm going to set up an administrator and give them the responsibility of maintaining users for that specific site. So, to set up an administrator, on the left side navigation bar I'm going to go under maintenance and click on Manage Users and this will bring me to a screen. If there were users set up here, you'd see them on this bottom portion here. If you have a bunch of them, you can use this search option to search for one of your users. If not, you can just also scroll. From here, I'm going to set up a site administrator. So, I'm going to click Add User and on this screen it's gonna, we want everything that is in blue filled out. So, you guys are gonna. Of course.

I'm going to set up a fake user here. So, we're going to have Malibu Barbie in here. And as for username setup, you guys can decide as the health system user what to use for a username. When we're setting up users, we try to do some portion of like their e-mail or their last name, first initial and a number. It is up to the person setting up the account to make that decision you do want. You know, we try to make something memorable for the user just because we all have one thousand logins, so or one million. So, we do try to make something that that that they can remember. So, so you'll give them a temporary password. The password requirements are listed down here. You can send this to your users, so they know what to change their password to. When they get their information, this screen also shows up for them when they go in and change their password, so you don't have to actually send it unless you really want to.

So, I'll put in a temporary password. I'm going to change this role. There's a lot of options here. On our managing user guidance, we have a breakdown of what the user roles are. Most of them are either going to be typical user, read only, and then you couldn't go to like typical user with ordering. There's some other options but you most of the users are going to be typical user or read only except for when you're setting up a site administrator.

So, I'm going to pick administrator. We want to keep the status as active here and we want the account unlocked. Then I'm going to put in some fake numbers and a fake will do, not a real e-mail. And then I'm going to click save and it'll tell me that this user has been added. From here I'm going to e-mail Malibu Barbie at a real e-mail address and tell them what their organization code is. And remember I logged in as Org Test, but Malibu Barbie is logging in as Org Test 2 because she is the administrator for this site specifically. So, I'm going to give her the organization code, it is case sensitive, the username and then I'm going to give her that temporary password and from there she'll log in and then go to manage my account and change her information from there. I'm going to log out real quick and just show you what an administrator just because it looks slightly different, so hopefully I typed that in there.

OK, so this is the user that I set up and I wanted you all to see what they'll see when they very first login to MIIC. So, this is just saying that this person needs to review the terms. I'm not going to read through this while you all are watching me. So, they're going to read through this and then they're going to scroll all the way to the bottom and clicked it. Click Accept, and then if they are in fact an administrator, they'll get a second user agreement. If they're a typical user or read only, they won't get this second one. But this tells them what their role is in MIIC. So, it's telling them that basically they need to make sure that they're, you know, getting a handle on their users for the organization. So, I'm gonna click accept. I'm gonna say this is, you know, this is the user, this is the username, this is the address. I'll say yes and then I can fill out this information hopefully. And now I've set up.

I'm now logged into the admin, the organization test org. My user is Sparkle Pony and I have this administrator role. If you look at the left side navigation bar, it's only slightly different. I do not have. If you look, I do not have that organization option on the left side navigation bar because I am in fact just the administrator. But I do have the Manage Users. So, I'm going to click on Manage Users as the admin under this org and you'll see that Fluffy Chicken is who I was logged in as before and Fluffy Chicken is that super user or Health System user and I am Sparkle Pony here. Now if I wanted to reactivate one of these users that are inactive, I can just click on their last name and then reactivate them. Make sure all of this information is the same. Click save and it'll say that the user has been updated. From here their password is the same as what they had before. So, if they remember their password, they can just log in with that. Or I can go back to where did manage Users go? I can go back to Manage Users and then say I just reactivated Eight out. If they need their password reset, I can click this underlined R and reset their password for them and then send them that temporary password. I'm not going to do that just because I've already typed a bunch.

I'm going to log out again and show everybody what a read only with admin role looks like. So, I'm going to log in under a different organization code so we're going to go org test 4. So again, that is a child of the original 1. So, and then sorry, I have to find Nope see even I mess up. OK, so now I'm logged in under Organization Test site number 4, my role is read only with admin. Again, that role is specific to the read only user so it's usually child cares and schools. But I am the admin for this organization. So, again, I can go under Manage Users and then I'll show you that Yogi Bear is in fact the only user under this organization. So, this one's sort of a limited role, but it does require that I manage the users for this location. Real quick, I'll show you a role for under read only admin under a parent child structure. Just have to find the right one. Here we go.

So, we'll do Org Test. So, if you remember, that Admin org is a parent org of other sites, and even though my role is read only Admin, now, you'll see that I have this organization option here. So, I can click that, and it'll give me options to switch to any of these other locations. So, if I clicked on Test Site 4, now I'm in logged in as Test Site 4 and I can go to Manage Users and I can add more users for Yogi Bear or change Yogi Bear's role. Something to that effect. So, I'm gonna pause real quick to see if anyone has any questions because that was a lot of talking. If anyone wants to let me know or I can keep going.

Jenevera, this is Lizz. We do have one question that's come in. They are asking if former users can be deleted if they've left the organization?

They cannot. So, we do get that question a lot cause sometimes we'll have a whole host of users that are on there. So, we don't delete old users, you can inactivate them. So, if I'm in here, I'm gonna switch back to the parent org. So, I'm gonna go back to switch organization. I'm gonna switch to the parent org here and then go back to manage users just because there more on the screen. Say that Eight Out left the organization, we can actually delete them. They are save because we want the history of who has had access to the application. So, to inactivate them, you just click on the last name and click inactive and click save. It'll say the user has been updated and then you can go back to manage users and you'll see that Eight Out has now been inactivated and that effectively means that they cannot log into the application. This actually does highlight why it's important for organizations to maintain their own users because say Eight Out emails the help desk and says I used to have access, why don't I anymore? We're gonna direct Eight Out to Sparkle Ponny or to Fluffy Chicken. So, you know, when we have someone that emails us and has a read only role or typical user role and says I used to have access. We're gonna look it up and see you did in fact have access, and we'll go ahead and contact the administrator health system user or admin, sometimes all of them depending on what part of the data use agreement they're on. So, in this case if Eight Out email the help desk, they'll look at it and say you do have access, I can reactivate your account, but your site administrator is Sparkle Pony. So, Sparkle Pony should reactivate your account and reset your password if need be. Hopefully that answers the question.

If there's no other, do you wanna take me back to the slides quick Danielle? or Lizz, I don't remember who's doing it. Should I move forward? OK, I'm just going to move forward.

Yes, you can move forward. That's OK. OK. So, now I'm just going to real quick. We did go over this in client in in webinar number one, but I just wanted to go over client navigation in MIIC.

To to find a client and what I mean by client again is someone that you're providing services on behalf of. So be it, if you're at a school and you've got a student in the nurse's office and you need to look up their immunization record, that is your client, if it's at a hospital, primary care, anything like that and you're assisting someone with their information or you are looking up their immunization record, they are your client. So, when the help desk says client, that's what we mean by that. Some cases is patient, some cases is student. So, that's what that term means. Go ahead and go to the next slide.

So, I'm gonna log into the MIIC application again [Minnesota Immunization Information Connection (https://miic.health.state.mn.us/miic/psp?cmd=SplashHandler)](https://miic.health.state.mn.us/miic/psp?cmd=SplashHandler). Let me log in as I'll just leave it as read only. So, I'm gonna share my screen again. So, to look up a client in MIIC you need you need a minimum of two fields of part of the last name, first name and or date of birth. So, it really depends on how common the name is. If you have a MIIC ID number, you can also look up a client that way. If your organization puts chart numbers in MIIC, assuming they've had them under the right organization code, you can also look them up by chart numbers, but that number has to actually exist in MIIC for you to be able to search them that way. So, typically you want three characters of the last name and two characters of the first name and or date of birth. Again, it depends on how common the name is or uncommon the name is. So, right now, I'm just going to look up, I'm going to look up a couple different types of clients in MIIC. The first one I'm gonna look up is a client who has an AKA or also known as. So, I'm gonna click find client here, and this is the search criteria. I'm just gonna look up Lone Star here and I'm just gonna use his last name and his date of birth and click fid. And if you see on this screen, there looks like there's three Lone Stars on here. We do know that at end of the movie he became a prince or found out that he was a prince, so someone changed his first name to Prince Line Star. When you change a last name, a first name, or a date of birth, if the date of birth field is optional or is open to change, it will create an AKA and put a check mark on here. When you click on this last name, you'll look on the MIIC ID number it ends in 863 here, and you'll see that it says AKA Lone Star but his record actually says Prince Lone Star on here. So, if I go back and click on Prince Lone Star, you'll see that the ID number is the same. I created this other Lone Star in the last webinar, but I just wanted to keep it to show you that this in fact is a different client. SO, if you click on the last name and it takes you to a different MIIC ID number, those are two, in fact, different clients. If you think they are the same, you can always email the MIIC help desk at this handy MIIC help desk button that's gonna open up a different screen health.miichelp@state.mn.us. And it'll send an email to the MIC help desk, you just need to grab those MIIC ID numbers first. We do need those numbers. Tell us which one is the correct ID number, and we'll merge the client. If we have any questions and don't think it should be merged or want to make sure that you're correct, we are going to respond back and have you check. Otherwise, we'll just get a new MIIC ID number.

The second client I'm going to look up, I'm going to go under Routine functions, click Find Client, and I'm gonna look up a locked record. So, I'm gonna look up Donald Duck here, and it's gonna tell you that Donald Duck is locked to this provider organization, This. I'm showing you guys this because clients can actually lock the record. They can purge their record. So, you might see this more often. Sometimes it'll be locked to MIIC. Sometimes it'll be locked to a specific, you know, primary care provider. It is required that the organization that is listed here be the ones to unlock the record. If this client was deceased, you'll see that it'll say it's locked to deceased. In that case, you're going to have to call the MIIC help desk and we'll walk through looking up the deceased records. But any other organization that it's locked to, you're going to want to contact the organization it's locked to. It is their job to unlock the record because they actually have to actively lock it for this to show up.

So now I'm going to go to another client, I'll click find client and I'm going to look up a duplicate. We kind of saw one with Lone Star. So, I'm going to look up Miss Rainbow Bright here and I just wanted to show you that these are two different clients. There's no AKA check mark here, so if I click on Miss Rainbow Bright, you'll see that her record doesn't have anything on it. If I click on Rainbow Bright, this one is a full record. You know, in my mind these are probably the same client, so I would do that thing where I grabbed the ID number and e-mail the help desk and ask them to merge the record. We'll go ahead and do that and send you back a new MIIC ID number. Again, we do need an indicator of which one's accurate. So yeah, that's just a duplicate client. Again, we will make sure that they are in fact the same client. We aren't just going to merge them without looking at them. So, if you get questions, that's why, because we have to make sure. From here, I don't know if I should pause for questions. Are there any questions or should I just keep going here?

Oh, it doesn't look like we have any questions at this time. OK, not with regards to client. It looks like Lizz has a couple questions. It says what is the inactive manual status mean to a user's account. That just means like that person quit or left the organization, so you're going to manually inactivate them, which you should be doing when people don't need access to the application anymore.

And then the second question is, if a staff member leaves the organization, should I lock or inactivate their user account? And in this case, you should just inactivate the account.

OK, from here I'm just going to go over the kind of the demographic screen. So, I'm actually going to go back to. I'm gonna log out and view it as a different user here. OK, so I'm gonna look up Rainbow Bright again. So, I'm gonna click on Manage Client. I wanted to show you this because the read only rule is it is more limited. Typical user and above will have a few more options under Routine Functions. So, you have Manage Client, Manage Immunizations, Enter Client. Manage Client will take you to that search screen if there was only one client and just show you like their demographics, Manage Immunization takes you directly to their Immunization screen. So, I'm going to look up Rainbow Bright. So, you'll see when I clicked Manage Client, it's taking me to her personal information screen. So, this has all the information that MIIC has for this client. Her last name, first name, birth dates, the minimum required information to have a patient in her client. In MIIC, if you have mother's maiden last name, we do want that. If we have first name that does help with deduplication as well, street address. We'd like to have as much updated information as you can put in here, phone number as well. If you have email, you do need to make sure the client is ok with you putting all of that in there. So, we wanna make sure that's as complete as possible. I'm gonna direct you under this bottom part of the screen where there's three tabs, again the read only role doesn't have some of these options. So, these would be typical user and above. So, client information, this is where if your organization has chart numbers, you can certainly put that in there. These statuses, so these just make sure that the client status is active for your organization. This allow reminder recall, and this allow sharing of immunization data. If it's blank, anyone view their record, if this says no, this will effectively lock Rainbow Bright's record to the organization I'm logged in as. And MIIC does warn you, so if you click this to no, it's gonna say are you sure,if you click ok, this record is gonna be locked to test org and then if I logged in under MIIC, I would or you know, some other organization, I wouldn't be to see this record. It would be locked to test org and it would be directed to immunization record contact. So, if you do this, it will effectively lock the record. So, I'm gonna hit cancel, and it's actually where you change it too.

The next tab is just old address information tab. So, this sometimes this isn't even filled out, sometimes we have some old addresses for clients in here. A good portion of the time this is blank, but if you have old addresses, you can certainly put them in there, but it is not exactly necessary. This client's comments tab is where you would look up and or enter immunities for clients or refusals. So, if you see on Rainbow Bright's record here, there was a titer done for mumps and it looks like she got an immunity to that, on 11/4 she refused influenza, so that's a refusal on here. To enter a new one, you can click new here and it'll clear out these bottom boxes, and then there's a whole host of client comments on here. So, say, let's just say that she's exempt of plague and then we'll put it applied to this date and it'll fill in a date here and then I'll click next, and it'll say now Rainbow Bright is immune to the plague, because of course she is. That'll be in those client comments unless someone removes that.

If I go to her record or if I click immunize, Maureen is gonna go over this information screen but if I click immunize, I see her record. If I wanna print a report, you could, there's a couple way to do that. You can hit print here, and it'll bring you this screen. It does show those comments in red on the top here. If I want the PDF version, I'm gonna click on report, and then we can do MIIC immunization report, and this is the PDF version of what you were looking at before. So, it has everything we have for Rainbow Bright and then those client comments are over here on the left side of this screen. So, it'll show up when you go to print the report. I'm gonna close out of that and I'm gonna go back to her record. So, that's how you would print a record. I believe it's in the third webinar, we're gonna go over how to add an immunization and all of that so we'll do that later. There is a really great user guidance on our website as well. Just to show you, you can click on this light bulb, it will navigate you to our user guidance page MIIC User Guidance and Training Resources (www.health.state.mn.us/people/immunize/miic/train/index.html). I'll go back here and then the last thing I wanted to show everyone was how to enter a new client. This is for typical user roles and above, so read only users cannot enter client. So, I'm gonna click home, I'm gonna enter a new client. Again, all we need is last name, first name, and birth date, mother's maiden name, last name, and first name is in blue here because we really really want that information so it's not to get duplicates. A lot of times that doesn't happen. So, I'm gonna put in a client here. I have her last name, her first name, and I'm gonna click save and it's gonna say please give me more but I don't have it so I'm just gonna hit ok. And you'll see that now this client has been saved, so Smurfette Smurfy or Smufy has been created and this is her MIIC ID number. So, that's how you enter new client. Again, we would like mother's maiden name, last name, and first name, and full address if you have that. So, please if you have it, fill that information. From here, I'm gonna leave it on my screen and see if there's any questions and then we can go to Maureen.

Ok. I'm trying to read. So, it looks like for child care users, how do we go about updating their immunization record in MIIC, do we contact their health care provider?

So, yes, kind of. The health care provider should be updating MIIC, they should have access to MIIC. Not all organizations participate in MIIC, so that's not always an option. If you have a record from out of state or another country, the best way is to contact MIIC help desk and say you have records that should be updated o MIIC. I will say that you do have to make sure with the client and or their parents or guardian and or their guardians that they do want the information in MIIC. Again, privacy is a big issue, we don't wanna enter an information if they, the client or their parents or guardian don't want that. So, just email the help desk, so it's health.miichelp@state.mn.us. I think it'll be on the resource screen, but email us and then we'll give you these steps to update the record should that be necessary. I will say that clients can also request that record get updated themselves by going on our website and you just search find my immunization record Find My Immunization Record (www.health.state.mn.us/people/immunize/miic/records.html). So, I can actually do it on Google here. I just click find my immunization record. It'll take you to this screen. This is something you can always send to clients if they, if you just want them to know where they can get their information. It's a good resource for those read only users so they can actually access their own records. They can go through Docket, they can submit a request, or record update request here and this actually just brings them to a RedCap survey I believe. So, that's the long and short of it. You can always email the help desk. Again, we just want to make sure the client does in fact want their record updated. With that, I think I'll go ahead and pass it to Maureen Leeds and then we'll have questions time at the end as well.

Alright, let me go ahead and steal the screen. I'm just gonna log out. So, can I get one person to tell that they can hear me speaking.

Yes, we can hear you.

Thank you. So, like Jenevera, I am going to our test environment. This is just so any changes I make are not going to go to MIIC actual. So, Jenevera shared with you the difference between searching, find, manage clients. Maureen, you screen is not being shared sorry.

Oh, my goodness. Oh, I see. I have options. This one. There you go. All right. So, I'm logged into our test environment again so that any changes I make don't get reflected in big MIIC. Jenevera mentioned the difference between searching via managed client or managed immunizations. I'm going to do manage immunizations because I'm going to be showing you the immunization records page. So, I have my little test client. She's almost too old to be used for this, so we'll have to create a little sibling for her pretty soon. So, it just has that sort of brief client information demographic window up here at the top so you can make sure it actually go to the right person. Because if you search on someone in MIIC and they are the only person that really fits that information, MIIC will take you directly there. So, I'm just taking a look. Yes, this is who I was looking for. That's her date of birth. They just turned 5 back in January. Mother's maiden name matches, excellent. And then they have a full immunization record here, so everything is sorted very nicely into columns and rows. Any major spreadsheet. One thing I want to note up front is that it seems a little counter intuitive, but it makes a lot of sense if you're trying to look for a specific immunization. But if a child or adult has received a combination vaccine, so for example this Pentacel vaccine that protects them against Dtap, polio and Hib, we have everything sorted here by vaccine group. That one shot will appear under all three vaccine groups.

So, we have March third, 2019, Pentacel was given. It's right here under DTap. If we Scroll down, we can see it under Hib as well, same date Pentacel vaccine and then finally it is listed here under the polio vaccine group. So that doesn't mean that they received 3 Pentacel vaccines on March third, 2019. It just lists the one shot that they got under the three relevant vaccine groups. These vaccine groups are listed in alphabetical order. Vaccine groups only show up for vaccines that someone has received in here, so it's not going to show up blank vaccine groups. We have COVID routine versus COVID pandemic, which is what we have four shots that were given before last year's release of the sort of new seasonal COVID vaccines. We have Dtap. We have hepatitis A, hepatitis B all the way down to for this particular client, the varicella vaccines. The next column that we have is date administered and that's pretty self-explanatory. It was just the date that they received the vaccine. It's not the date that you entered the vaccine into, MIIC. It's not the date that you first saw their records. It is the date that they received the vaccine on, and it must be a specific date. If someone says, oh yeah, I got my flu vaccine at Walgreens a couple months ago and you say, well what was the date? And they go sometime in September. Do not put September first or September thirtieth or September fifteenth if you were being creative. We need an exact date, and it needs to be the date that the vaccine was given. No date, no entry in MIIC.

You'll notice too that each of these dates has lit up in blue, kind of like a website link. That is because if you click on them, a little bit of information will pop up. So, I'm going to click on this COVID routine one, a window pops up, has a little background information on the MIIC, sort of technical schedule that's being used. So, she received a Pfizer vaccine, the children's dose. So, it's a routine COVID Pfizer vaccine rather than the pandemic one again, lists the vaccine group again and then it, it sort of highlights the schedule to three dose schedule for children of her age, sort of the minimum ages for each dose, minimum recommended age, overdue age, etcetera, the intervals between them. And then depending on which dose in a series you clicked, it'll highlight that dose.

So, she only has one. It's the first dose. It is highlighted the first dose. Whereas for example, if I click this third one and the Dtap one, it'll have the third dose highlighted. Just so you can kind of not have to flip back and forth and be like which one did I click on again, I don't remember. And of course, it'll list all the doses in the series, so you can sort of see where they're at with that one shot.

The next column we have is series. So, obviously many vaccine groups that we vaccinate against these days have multiple shots in a series. Depending on age and what is going on with the current recommendations, we'll have the schedule sort of say, you know, one out of three, one out of five. For hepatitis A, it's only two, for influenza down here, you know that children under the age of eight, the first flu season that they're vaccinated, they need two shots and then from then on, it's just booster. So, we're hoping eventually we'll have something similar for COVID, but right now does not work that way. Trying to see if there's anything else interesting down here. Many of you who vaccinate children know that the typical polio vaccine series is four doses of polio vaccine. But since this child has been receiving Pentacel vaccine, the the intervals between, for example, the DTAP doses and the Hib doses and the polio doses is a little bit different. So, it's easy to get a Pentacel vaccine that counts as valid for Hib and DTAP but would be too soon for that final dose of polio vaccine. They need to be at least four, whereas you can see she was this was at least two years ago. She was, she was only three years old. So, MIIC goes, don't worry. I know that this combination vaccine exists and that this is a normal scenario. So, I'm just going to say she needs a fifth dose. And I believe most people who vaccinate with Pentacel and other combination vaccines such such as Vaxelis are familiar with this. But that's just a good example of like, well, wait a minute, I thought it was. I thought it was four doses. Why is MIIC saying five? That's why.

And then of course we have the all important not valid. So, if a shot does not fit into a recommended recommended series of vaccines, instead of saying two out of three or one out of three, or in this case three out of three, it'll say not valid in nice big capital letters. For if you want to see the reason if you're not sure, you can click on the date and it'll pop up that little window, the schedule just as we saw before. But it will also have this explanation of status. And turns out there's a lot wrong with this dose given before the earliest acceptable date, given too soon after the previous dose, given too soon after a non-adjacent dose. So, it's basically saying client was was too young to receive this, it was given too soon after the second dose of hepatitis B vaccine and in fact it was given too soon after the first dose of hepatitis B vaccine. So, that kind of highlights that there there's something up with this one, they're kind of two sort of ways we can go with this. Sometimes the clinic that entered the vaccine will take a look and go, oops, I miss entered the year here. I didn't mean to put in 5/26/2019, they actually got that 5/26/2020. So, I can click that little edit button. Sorry, I did that a little fast. I'll do it slower the next time. I can click on the edit button if I have that permission, that user permission, and I can change the date and be like OK, whoops, fix that, click save and if we scroll down now, we see that it says three out of three because it is now. Yep. And it says vaccination at the minimum interval to validate, which means have included a grace period. So, we're good.

Now I'm going to click that edit a button again to show a different example. I'm going to switch it back to 2019. And in this scenario, instead of this being a typo, we're going to say it was a vaccination error that we actually did give it on May 26th, 2019. Oops. And it is not valid. And the child needs to be re vaccinated because they received that dose too soon, too young, too close together to the other doses. So, I'm going to add an immunization. I believe Jenevera is going to go into this with more detail in the next webinar, but I'll just quickly add a vaccine. I'll say oh OK, today we need to re vaccinate her for hepatitis B. So, I'll click add immunization, put in that we're going to enter one hepatitis B vaccine. We're doing this today, OK. I'm going to say Engerix Peds, if we have the lot number, it'd be great to put that in there. If you know their dose eligibility status, so for example, we know that they have insurance and you put that in there, that'd be great. If you're receiving historic records from out of state or another organization, maybe one that's closed or out of the country, and it does have that information, you can put that in here. We'll say we've got it from the ABC clinic who's doing this today. All right. So, now I've entered that re vaccination for hepatitis B and you'll notice that has triggered a change here. It's no longer saying not valid, it's just gone blank. And that's because you know, this was a not valid vaccine and that was important before she was fully vaccinated. But now that the quote on quote error has been corrected, it's no longer relevant to have that information there. So that's one of the ways sort of a not valid can be cleared from someone's record. All right.

Next column is probably the most human readable informative one. We have vaccine and trade name in brackets. So, we sort of have what exactly the vaccine is. It's a Dtap, polio, Hib combination vaccine. And then if we have the trade name information, it'll be listed here in brackets. So, it's Pentacel or Havrix or the flu zone, flu vaccine or comirnaty. Sometimes if we're receiving historic records from an organization, we won't have that information and there will be no information in brackets. This is pretty common for people who have their very old historic childhood vaccinations put in because nobody remembers what brand of polio vaccine, they received back in 1983.

All right, this next column is dose. I'm not going to go into too much detail because it does not provide informative information at the moment, and we are actually working to remove it from the user interface. We have the owned column, so in this case you'll see that some of these have little no's marked in them and if I click on this one, I can see that a different org. So, I'm currently logged in under MIIC, but if I click on this one, I can see that the org owner is the MIIC testing org. So, it looks like I own most of these vaccines but not their first and last Pentacel vaccine. So, if I have any questions about a vaccine in child's record or an adult's record that I'm just sort of wondering, well, I didn't give that and I have a question about it. You can quickly click here to see who who does own it and their contact information.

We also have a historical column. So, I believe we've mentioned before there are sort of two varieties of vaccine when it comes to historical, we can have historical or administered. Administered means that your organization provided the vaccine. You administered the vaccine to the person. Historical means that the record was received and entered by someone who did not actually administer it. So, a college student moves here from Texas or whatever, and they've got their immunization records and the college gets permission to enter them into MIIC or have them entered by MIIC. We would put them in as historical because that organization has the records, but they did not provide the vaccine itself. So, that's kind of what you can see the difference between these ones here.

And then finally we have that little edit button that I showed you. If you have permission to edit vaccines, you can click on that, and it just has some editable information. Not everything can be changed this way for all vaccines. So, for this one, which is an administered vaccine, some of this information is locked in and but some of it can be changed or corrected such the vaccine lot number, body sites, the date provided, which can be good if you kind of messed up that date, hopefully not.

All right. So that's the immunization record information, just the shots themselves that a client has received. If we scroll to the bottom, we'll see their age is listed again so that we know that this person is exactly five years, three months, and 27 days old. This is a current little known bug in MIIC we are hoping to correct. It shows up on every client. Please just ignore it for now. They are 27 days into their fourth month, not 28 days. We'll ignore that for now. Down here we have the vaccines recommended by selected tracking schedule. This is also known as the forecaster or CDSI, which stands for clinical decision support information. So, helping sort of a extra tool for health care providers to kind of take a look at what's going on for what vaccines are recommended. It's listed by vaccine group. The only vaccine groups that will show up here are vaccine groups that a client has received vaccines in, or vaccine groups so that they are currently recommended to receive another vaccine in. So, for example, Hepatitis A, Hepatitis B, and Hib all show up on here as complete, they'll stay on the record for this client's lifetime. Those of you who vaccinate very small children will notice that rotavirus is not listed here. That is because this client did not receive any rotavirus vaccines during the recommended age. And since they are now too old to catch up on that vaccine group, it's fallen off the list here. We're not going to have you. We're not going to be reminding you for the rest of this person's life. Oh, you know they didn't get their rotavirus vaccine back in 2019. That's not useful information. You'll also notice that since they're five years old, we're not recommending HPV or the adolescent Tdap vaccine or any meningitis vaccines yet. Those will appear on the list as the child, or the client gets older. And that's for all age-related vaccine recommendations. As someone ages out of them, they'll fall off the list. As they age in, they'll appear on the list.

So, we do have a couple of groups that they are not complete in. So, for example, they've only received that one dose of COVID routine vaccine. So, we then have earliest date, recommended date, overdue date, and latest date. The recommended date is probably the most important one here. Earliest date really does mean the absolute earliest possible date that they could receive the next dose of vaccine, and this can be a little confusing for people. So, for example, say they'd only received one dose of MMR so far. The earliest possible date they could get the next MMR vaccine would be 28 days later. But of course, for the regular immunization schedule, they get one shot when they're one year old and then they get the next one, you know, before kindergarten, usually around four, but somewhere between four and six. So, that's what would appear their fourth birthday, would appear as the recommended date.

So, sometimes people will see this earliest date and say, whoa, whoa, whoa, we need to get them back in here in a month. What's going on? This is just the earliest possible date. So, if you are trying to catch someone up on a vaccine series, that could be useful, but otherwise most people focus on this recommended date. So, for example for COVID routine, they got their shot back on October nineth. It's the Pfizer series, so 21-day interval. So, the next shot was predicted for the 30th of October last year. We also have sort of this green box will appear when someone is kind of in that window where they've hit the recommended date. So, as you can see, it was last year in April was when they first could have gotten that DTAP vaccine and now we're kind of between that recommended date and the overdue date. So, that's when things kind of get a little fuzzy.

There are other colors we have user guidance on how to sort of read that information because there's some that only show up in a few cases. But if you ever had any questions about that, you can kind of take a look at that user guidance for looking at immunization record to see what all the different colors mean. My mind has suddenly gone blank. I'm hoping that's because I've reached the end of the information I meant to cover. Any questions about the immunization record or the forecaster?

Yes, we do have questions. However, unfortunately, we will not have time to address these questions. We have a few posted in the chat right now, but if you do want a question answered, please e-mail us at our help desk e-mail which is health.miichelp@state.mn.us. If you do reach out to us at the help desk, please be sure to include your username and your organization code to help us look you up a little bit faster. Next slide please.

OK, this concludes our session for the day so we can move on to the fun stuff of getting your CEU. We will post the link to the Spring 2024 MIIC Webinar 2 Evaluation in the chat Spring 2024 MIIC Webinar 2 Evaluation (https://survey.vovici.com/se/56206EE356605060vovici.com). It will also be emailed out to you when it's available. In the next few days, we will post the recording transcript and the CEU survey link available on our Training and User Guide website MIIC User Guidance and Training Resources (www.health.state.mn.us/people/immunize/miic/train/index.html). If you Scroll down about halfway to halfway down that site, it will be under the Webinar section. We currently have the session one recording transcript and CEU links posted there. So, if you weren't able to attend last week, feel free to get in there and get your CEU credits. But next slide please.

OK, here are a list of all the resources that have been shared Logging Into MIIC (www.health.state.mn.us/people/immunize/miic/train/login.pdf), Managing Users MIIC User Guidance and Training Resources (www.health.state.mn.us/people/immunize/miic/train/admin.html), Entering New Clients MIIC User Guidance and Training Resources (www.health.state.mn.us/people/immunize/miic/train/newclient.html), . Next slide please.

OK, And I believe that ends the presentation. Next slide, yes, that ends our presentation. Thank you everybody for attending. Please come to our next session on May 14, Tuesday, May 14 also at 11:00. Thank you very much.

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To obtain this information in a different format, call: 651-201-5414.