How To Pull A Ad Hoc Eligibility Report
In this section we will be reviewing how to pull a Ad Hoc Eligibility report from VIIS

• What is a “Ad Hoc Eligibility” report?
  • The Ad Hoc Eligibility Report details patients who have received immunizations matching a criteria specified by the user running the report.
    • *Compiles specific patients, based on age or vaccine administration dates or both.*
    • *Only immunizations owned by or historical immunizations entered by the organization running the report will be displayed.*
    • Vaccines belonging to qualified patients that were given by another organization will not appear.
    • The patients eligibility type will display for each vaccine administered by the organization running the report.
Ad Hoc Eligibility

• To generate an Ad Hoc Eligibility Report:
  • Click “ad hoc eligibility report” under the Reports section of the menu panel.
Ad Hoc Eligibility

- Enter a “From” and “To” date range using the MM/DD/YYYY format for Birth Date Range and/or Vaccine Date Range.
  - The Birth Date Range and Vaccine Date Range functions can be used in conjunction or alone; at least one search criteria must be chosen.
Ad Hoc Eligibility

- Select By Vaccine Administration Type

- Administered Vaccines is the default value.

- Administered Vaccines and Historical Vaccines can both be selected but at least one must be selected.
Ad Hoc Eligibility

• Select By Vaccine Group(s)
  • Select either **Use All Vaccine Groups** or **Use Vaccine Groups Selected**.

A. **Use all Vaccine Groups** is the default value. Report will display ALL vaccine groups onto the report.

B. If **Use Vaccine Groups Selected** is chosen, add the vaccine group or groups via the selection box that you only want displayed.
Ad Hoc Eligibility

- Click the **Generate** button located at the bottom of the page after all criteria is selected that you want displayed on your report.
Ad Hoc Eligibility Report Status:

1. Click the **Refresh** button on the resulting Ad Hoc Eligibility Report Status screen until the status for the report is “DONE”.

2. Click the blue **Ad Hoc Eligibility Report** hyperlink to open the Ad Hoc Eligibility report.
Ad Hoc Eligibility

- Ways to view the Ad Hoc Eligibility Report results.
  - a. Click **Export as Text** to open a new window, showing the report results in a text format.
  - b. Click **Export as a spreadsheet** to open or save the Ad Hoc Eligibility report in a spreadsheet.
  - c. Click **Print** to open a new window with the report in print view.
Ad Hoc Eligibility

- Understanding each column listed on the Ad Hoc Eligibility report:

  - **First Name column** - Client’s First Name
  
  - **Last Name column** - Client’s Last Name
  
  - **Birthdate column** - Client’s birthdate
  
  - **VIIS ID column** - ID assigned to the client by VIIS when the client was created
Ad Hoc Eligibility

- Understanding each column listed on the Ad Hoc Eligibility report:

  - **Vaccination Date column** – Date vaccine was administered

  - **Lot Number/Trade Name column** - Trade name and lot number of the immunization that was received

  - **Vaccine Group column** - This will be populated with the vaccine group the immunization is associated
Ad Hoc Eligibility

- Understanding each column listed on the Ad Hoc Eligibility report:

  - **VIIS Username column** - This column will only populate if the immunization was added to VIIS via the VIIS inventory feature. If the immunization was entered any other way, this column will be blank.

  - **VIIS eligibility column** - VIIS (VFC) eligibility of the immunization.

  - **Historical Vaccine? column** - This column will be populated with ‘Yes’ or will be blank. This will indicate whether the immunization was Administered (blank) or Historical (Yes).
Questions?

For technical assistance please contact:
VIIS Helpdesk
Monday – Friday 8:30am – 5:00pm
Email: VIIS_helpdesk@vdh.virginia.gov
Phone Number: (866) 375 – 9795

For all training request please contact:
Email: VIISinfo@vdh.virginia.gov

Additional training guides and resources can be found at:
https://www.vdh.virginia.gov/immunization/viis/viisregorgs/