VIIS COVID Coverage Rate Report

Report Overview

The **COVID Coverage Rate Report** allows for schools and immunization providers within the Commonwealth of Virginia to upload a roster of their students and/or patients into the Virginia Immunization Information System (VIIS). Users will then be able to receive back information on their population and how many are fully immunized, partially immunized, or not immunized. This report is available statewide for all schools and enrolled VIIS participants to access and leverage as needed.
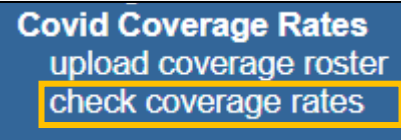
Note that to access the **COVID Coverage Rate Report**, schools and immunization providers will need access to VIIS.

To gain access to VIIS, if not already acquired, please call the VIIS Help Desk at 804-864-7028.

Generate the Report (Upload Roster and View Report)

This section will give step by step details on how you can upload a student or client roster into VIIS and generate the **COVID Coverage Rate Report**.

Step 1 – Upload A Roster

Log into VIIS and locate the "COVID Coverage Rates" section on the bottom left-hand side of the screen.

Click "upload coverage roster."

Upload Microsoft Excel spreadsheet of the roster. The upload file should include a <u>Header Row</u> with the following columns:

    a.   First Name (Fname)
    b.   Last Name (Lname)
    c.   Date of Birth (Date Format: YYYYMMDD) (Use the "general" format in Excel)
    d.   Zip Code (Zip)

Please Note: The coverage report will not run if there are special characters like accent marks in the name field.

The below screen will pop-up after "upload coverage roster" is selected. In the "New List" section, enter a list name, if this is the first time the roster is being uploaded to VIIS. If this roster is an update to an existing list, select the list from the drop-down in the "Update List" section.

Upload Coverage Roster List

New List	[ ] Upload
or	
Update List	none selected ▾
* List File Name	Choose File No file chosen

Select "Choose File" and choose the prepared <u>MS Excel File</u> that has the desired roster.

Click "Upload" to complete the roster upload process.

<u>File Requirements:</u>

File Upload Requirements

1. Minimum of 11 records
2. Columns should be in the following order
   1. First Name
   2. Last Name
   3. Date of Birth
   4. 5 digit ZIP code
   5. File should be in Excel format
   6. File should have a header

<u>MS Excel File Example:</u>

Fname	Lname	DOB	Zip
Rather	Mather	19900301	23220
Drew	Brees	19900102	23220
Mary	Berry	19011201	23225
John	Fink	19850101	23226
Marcus	Polo	19500101	23220
Mary	Smith	19950101	23219
Andrew	Wilson	19500101	23220
McCauley	Caulkin	19900101	23220
Childhood	Game	19600101	23219
Marcus	Mary	19600101	23220
Poor	Maxey	19850101	23220

After "Upload" is selected, the user will be presented with the "Upload List Result" processing status.

Step 2 – View the COVID Coverage Rate Report

Click "Check Status" button to view the coverage report and the job details.

Upload List Result

The following file was uploaded:

- Roster1.xlsx

| Check Status |

Job Name which is "CJ16" has been presented for processing.

Click links available to download:
- **Roster List Inbound:** contains the roster your uploaded
- **Roster List Response:** contains the report and details specific to the upload process

Download Files for: 6 patient test

Roster List Inbound (1KB)
Roster List Response (1KB)

Refresh
Cancel

Download Log for: 6 patient test

File	User Name	Download Date
Roster List Response	Richard Bradley	11/12/2021 13:01:38

Summary Information for: 6 patient test

Description	Coverage Rates
Total Patients Processed	11
Patients who are fully vaccinated	27%
Patients who have received the first dose	18%
Patients who are not vaccinated	9%
Patients who are not found in VIIS/do not have an exact match	45%

Description Field and Rate Overview:
- **Total Patients Processed:** Number of students/patients provided on the uploaded roster
- **Patients who are fully vaccinated:** Percent of students/patients provided on the uploaded roster that has received a completed COVID-19 Vaccine dose series
- **Patients who have received the first dose:** Percent of students/patients who have received one dose of a two-dose COVID-19 vaccine series
- **Patients who are not vaccinated:** Percent of students/patients who have received no COVID-19 vaccine doses
- **Patients who are not found in VIIS/do not have an exact match:** Percent of students/patients that had records that were unable to be located within VIIS

Roster List Response Example:

The **Roster List Response** provides an overview of the students/patients that did not have a match in VIIS.

Questions? Call the VIIS Help Desk at 804-864-7028.

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COVID Coverage Report Rates for 1st STOP CLINIC

November 12, 2021

Coverage Rates

  Patients who are fully vaccinated                        27%
  Patients who have received the first dose                18%
  Patients who are not vaccinated                           9%
  Patients who are not in VIIS/do not have an exact match  45%
Total Number of Patients                                   11
///////////////////////////////////////////////////////////////////////
// DETAIL                                                             //
///////////////////////////////////////////////////////////////////////


***********************************************************************
** PATIENTS THAT DID NOT HAVE A MATCH                               **
***********************************************************************

[] Patient BERRY, MARY  Born 12011901
            Patient did not match
=======================================================================
[] Patient SMITH, MARY  Born 01011995
            Patient did not match
=======================================================================
[] Patient WILSON, ANDREW  Born 01011950
            Patient did not match
=======================================================================
[] Patient CAULKIN, MCCAULEY  Born 01011990
            Patient did not match
=======================================================================
[] Patient MAXEY, POOR  Born 01011985
            Patient did not match
=======================================================================
```

Process details can be reviewed from the "check coverage rates" menu option on the VIIS main screen.

Covid Coverage Rates
upload coverage roster
check coverage rates