THE VIRGINIA IMMUNIZATION INFORMATION SYSTEM

COVID COVERAGE RATE REPORT

COVID Coverage Rate Report

The VIIS COVID Coverage Rate Report allows VIIS sites to upload a roster of their students or patients and receive a report detailing the percentage rates that are fully vaccinated, partially vaccinated, or not vaccinated with the COVID-19 vaccine.

Attention: If your site is interested in utilizing this report, please contact your VIIS Trainer or the VIIS Help Desk to have the report activated. If you do not contact a VIIS team member the report will fail to pull any information.

COVID COVERAGE RATE REPORT
CREATING YOUR ROSTER

You will upload an Excel spreadsheet that you create yourself. The upload file should include a <u>Header Row</u> with the following columns:

- First Name (**Fname**)
- Last Name (**Lname**)
- Date of Birth (**DOB**)
  - *We will cover how to format your patients DOB into yyyymmdd format on the next slide.*
- ZIP code (**Zip**)

Excel File Example

|	A	B	C	D
1	**Fname**	**Lname**	**DOB**	**Zip**
2	Rather	Mater	3/1/1999	23220
3	Drew	Brees	4/12/1990	23220
4	Mary	Berry	5/8/1970	23225
5	John	Deere	12/22/1965	23226
6	Marco	Polo	11/7/1980	23220
7	McCauley	Caulkin	1/12/1981	23219

COVID COVERAGE RATE REPORT
CREATING YOUR ROSTER

To format the Date of Birth on your Excel spreadsheet follow the steps below:

- Highlight the DOB column.
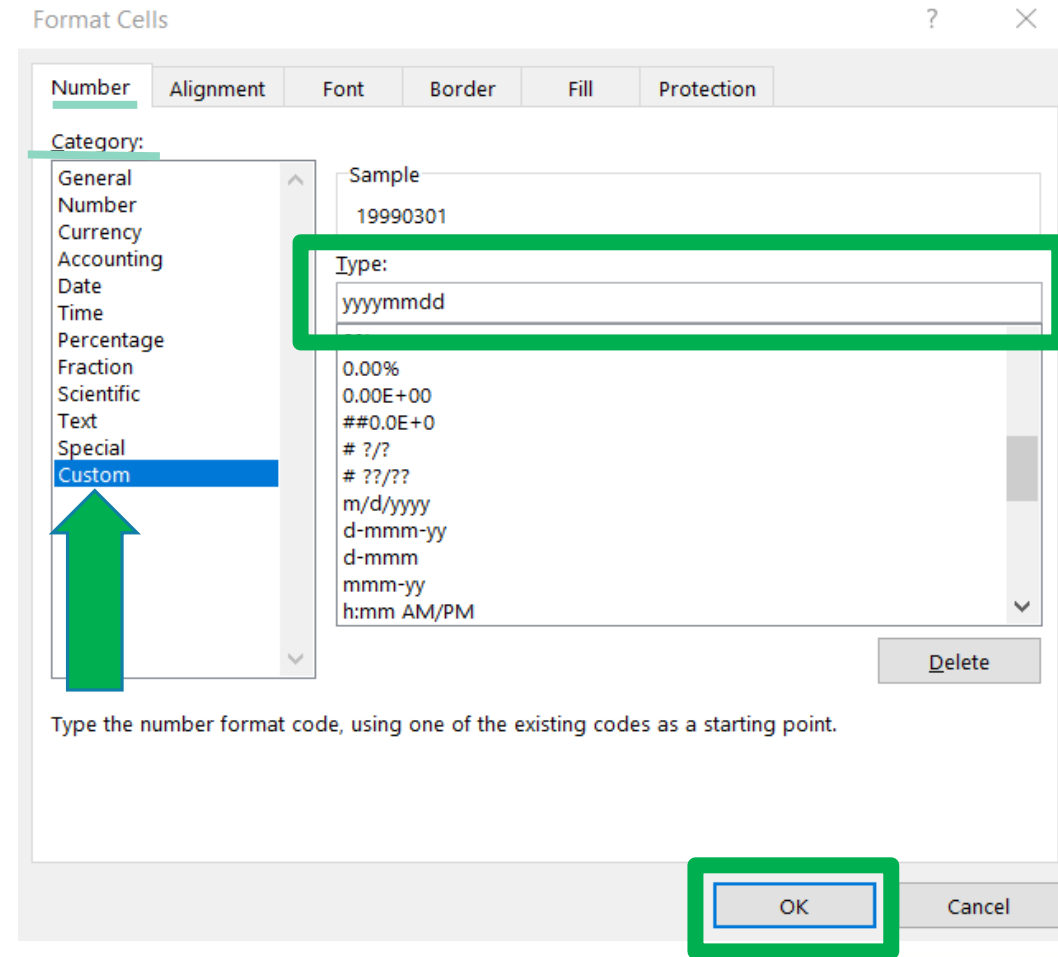- Right click and select **Format Cells**.
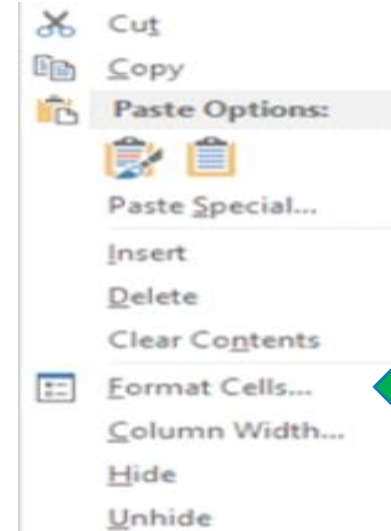
COVID COVERAGE RATE REPORT
CREATING YOUR ROSTER

In the Format Cells box follow the steps below:

- In the "Number" tab, look for the "Category" section and select **Custom.**
- In the "Type" field delete existing format and enter: **yyyymmdd**
- Select "OK" in the bottom right corner of the screen.

COVID COVERAGE RATE REPORT

After you have created your Excel spreadsheet, formatted the DOB and saved your Excel spreadsheet on your computer, follow the below steps to create a COVID Coverage Report:

- Sign into VIIS, locate the **COVID Coverage Rates** section of the navigation bar on the left side of your screen.
- Click the **upload coverage roster** button.

COVID COVERAGE RATE REPORT

On the Upload Coverage Roster List screen, if you are uploading a *new* roster:

- Click in the "**New List**" box, enter a name for your roster.
- Click the "Choose File" tab, select the excel spreadsheet roster you created.
- Click the "Upload" button.

If you are uploading a *previously downloaded* roster:

- Click the "**Update List**" dropdown, select the previously used roster name that you are uploading again.
- Click the "Choose File" tab, select the excel spreadsheet roster you created.
- Click the "Upload" button.

Upload Coverage Roster List

New List [   ]   Upload

or

Update List [none selected   ▾]

List File Name [Choose File] No file chosen

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

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COVID COVERAGE RATE REPORT

The user will be presented with the processing status screen.

- When processing is complete, click the "Check Status" button to view the coverage report and the job details.

Upload List Result

The following file was uploaded:

- Roster1.xlsx

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

Check Status

COVID COVERAGE RATE REPORT

When your report is complete, two Download Files will be available for you to open and view:

- **Roster List Inbound** = contains the roster of students/patients you uploaded.
- **Roster List Response** = contains the coverage rates results and a list of the students/patients not found in VIIS.

Download Log section:

- VIIS will keep a log of the uploaded File name, the VIIS User Name and the Download Date each time someone from your site downloads a COVID Coverage Report.

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%

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COVID COVERAGE RATE REPORT

At the bottom of your screen is the **Summary Information Results**:

Total Patients Processed: Number of students/patients processed on the uploaded excel roster.

Patients who are fully vaccinated: Percent of students/patients listed on the uploaded roster that has received a completed COVID-19 vaccine 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 not received a COVID-19 vaccine dose.

Patients who are not found in VIIS/do not have an exact match: Percent of students/patients that were not found in VIIS.

Download Files for: 6 patient test

Refresh

Cancel

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

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

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COVID COVERAGE RATE REPORT

Below is an example of the **Roster List Inbound** report. It contains the roster of students/patients you uploaded, providing you with the last name, first name and date of birth columns.

Below is an example of the **Roster List Response** report. It contains the coverage rates results and provides a list of the students/patients that were not found in VIIS with the information on the uploaded roster.

Rather	Mather	1990030123220
Drew	Brees	1999010123220
Mary	Berry	1901120123225
John	Fink	1985010123226
Marcus	Polo	1950010123220
Mary	Smith	1995010123219
Andrew	Wilson	1950010123220
McCauley	Caulkin	1990010123220
Childhood	Game	1960010123219
Marcus	Mary	1960010123220
Poor	Maxey	1985010123220

```
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
=======================================================================
```

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COVID COVERAGE RATE REPORT

You can review all previously downloaded COVID Coverage Rates Reports that your site has uploaded by following the below steps:

- Locate the **COVID Coverage Rates** section of the navigation bar on the left side of your screen.
- Click the **check coverage rates** button.

QUESTIONS?

For technical assistance please contact:

VIIS Help Desk

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-resources/