# How To Pull A Ad Hoc Eligibility Report





#### Covered in this Section

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.





#### Reports reminder / recall check reminder status request callback assessment report check assessment manage system lefters ad hoc eligibility report Clicon onground status vfc report check vfc report status group patients check group status ad hoc list report ad hoc count report ad hoc report status accountability report

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





Birth Date Range: From To To 09/17/2020 In To 19/17/2020 In To 09/17/2020 In To 19/17/2020 In To 09/17/2020	Ad Hoc Eligibility Report		
vaccine Date Range:       From 01/01/2020       To 09/17/2020       Image: To 09/17/2020         Bith date and Vaccine date can be used in conjunction.         Select By Vaccine Administration Type         Administered Vaccines       Historical Vaccines         Administered only vaccines will display by default unless other options are selected. More than one can be selected but at least one must be selected.         Select By Vaccine Group(s)         ● Use all Vaccine Groups         ● Use Group Selected         ADEN (Adeno)         ANTH (Anthrax)         BCG (BCG)         CHOL (Cholera)         DEN (Dengue)         DTAP (DTP/AP)         ENC (Encephalitis)         ENC (Encephalitis)         FLU (Influenza-seasni))         *         *         *         *         *         *         *         *         *         *         *         *         *         *         *         *         *	Birth Date Range:	From 📃 🛄	то 🋄
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Birth date and Vaccine date can be used in conjunction.          Select By Vaccine Administration Type         Administered Vaccines         Administered only vaccines will display by default unless other options are selected. More than one can be selected but at least one must be selected.         Select By Vaccine Group(s)         • Use all Vaccine Groups         • Use all Vaccine Groups         • Use Vaccine Groups (Use Cholera)         • DENG (Dengue)         • DIP (Diphtheria)         • DTAP (DTP/aP)         • EV (Encephalitis)         • EU (Influenza-seasnl)         • Vaccine Group Default Value is "All Vaccine Groups"	Vaccine Date Range:	From 01/01/2020	То 09/17/2020
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	ADEN (Adeno) ANTH (Anthrax)		*

- 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.



	on				
Birth Date Range:		From		То	
	and/or	r			
/accine Date Range:		From 01/01/202	20	To 09/17/202	20
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Generate

Cancel

- 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.











\* Vaccine Group Default Value is "All Vaccine Groups"



- 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 Report		
Birth Date Range:	From	то
and/o	or	
Vaccine Date Range:	From 01/01/2020	То 09/17/2020
* Birth date and Vaccine date can be use	ed in conjunction.	

Select By Vaccine Administration Type

Administered Vaccines 🗌 Historical Vaccines

Select By Vaccine Group(s) ...

\* Administered only vaccines will display by default unless other options are selected. More than one can be selected but at least one must be selected.

Use all Vaccine Groups Use Vaccine Groups selected H5NT (Influenza - H5NT) HBIG (Ig-HBIg) HEPA (HepA) HIB (Hib) HPV (HPV) Add > HZ (Zoster) < Remove IG (lg) IGRS (Ig-RSV) LYME (Lyme) MEA (Measles) \* Vaccine Group Default Value is "All Vaccing Generate Cancel  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 Car						
Report	Started	Completed	Status	Row Count		
Ad Hoc Eligibility Report	09/17/2020 01:21 PM	09/17/2020 01:21 PM	DONE	4		

#### 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 <u>Ad Hoc Eligibility</u> <u>Report</u> hyperlink to open the Ad Hoc Eligibility report.





Ad Hoc Eligibility Report Status Cancel									
Report	Started	Completed	Status	Row Count					
Ad Hoc Eligibility Report	09/17/2020 01:21 PM	09/17/2020 01:21 PM	DONE	4					
Ad Hoc Eligibility Report	Results								
What would you like to do	with this report?								
	Export as Text Exp	oort as a Spreadsheet		Print					
Ad Hoc Eligibility Report for For All Medical Report Generated on 09/17/2020 Report Generated by Wrigley Jones Client Count: 1 Vaccine Count:4									
Filter conditions used for this report:									
	Vaccination Date Range:	01/01/2020 to 09/17/2020							
4 items found, displaying all iter	ns.1								
First Last Name Birthdat	VILS ID Vaccination	Lot Vaccine	VIIS VI	IS Historical					

Name	Last Name	Birthdate	VIIS ID	Vaccination Date	Lot Number/TradeName	Vaccine	VIIS Username	VIIS Eligibility	Vaccine?
BUZZ	LIGHTYEAR	01/01/2020	283136	03/02/2020	2test / Pediarix	DTaP- HepB-IPV	wjones	Medicaid Enrolled	
BUZZ	LIGHTYEAR	01/01/2020	283136	03/03/2020	5C55 / ActHib	Hib-PRP-T	wjones	Medicaid Enrolled	
BUZZ	LIGHTYEAR	01/01/2020	283136	03/03/2020	Z12 / Prevnar13	PCV13	wjones	Medicaid Enrolled	
BUZZ	LIGHTYEAR	01/01/2020	283136	09/17/2020	flu121 / Fluarix Quad P-Free	Flu quadrivalent injectable pfree	wjones	Insured, Vaccine covered	



- 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 Report Status Cancel											
Report	Report Started Completed Status Row Count										
Ad Hoc Eligibility Report	09/17/2020 01:21 F	PM 09/17/202	0 01:21 PM	DON	E	4					
Ad Hoc Eligibility Repo	ort Results										
What would you like to	do with this report?										
	Export as Text	Export as a Spread	dsheet		Prin	t					
Report 4342											
	Ad Hoc Eligibi Report G Report Ge Client Co	ility Report for For All N Generated on 09/17/202 enerated by Wrigley Jor ount: 1 Vaccine Count	Medical 20 nes :4								
Filter conditions used	for this report:										
	Vaccination Date I	Range: 01/01/2020 to (	09/17/2020								
4 items found displaying all	itema 4										
First Last Name Birtho	late VIIS ID Vaccination Date	Lot Number/TradeName	Vaccine	VIIS Username	VIIS Eligibility	Historical Vaccine?					
BUZZ LIGHTYEAR 01/01/	2020 283136 03/02/2020	2test / Pediarix	DTaP- HepB-IPV	wjones	Medicaid Enrolled						
BUZZ LIGHTYEAR 01/01/2020 283136 03/03/2020 5C55 / ActHib Hib-PRP-T wjones Medicaid Enrolled											
BUZZ LIGHTYEAR 01/01/	2020 283136 03/03/2020	Z12 / Prevnar13	PCV13	wjones	Medicaid Enrolled						
BUZZ LIGHTYEAR 01/01/	2020 283136 09/17/2020	flu121 / Fluarix Quad P-Free	Flu quadrivalent injectable pfree	wjones	Insured, Vaccine covered						



- 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 Repo		Refresh	Ca	ancel					
Report	Started	Com	pleted	Statu	s Ro	w Count			
Ad Hoc Eligibility Report	09/17/2020 01:21 F	PM 09/17/202	0 01:21 PM	DONE	E	4			
Ad Hoc Eligibility Report Results									
What would you like to	do with this report?								
	Export as Text	Export as a Spread	dsheet		Print				
Report 4342									
Ad Hoc Eligibility Report for For All Medical Report Generated on 09/17/2020 Report Generated by Wrigley Jones Client Count: 1 Vaccine Count:4									
Filter conditions used f	or this report:								
	Vaccination Date I	Range: 01/01/2020 to (	09/17/2020						
4 items found, displaying all i	tems.1								
First Name Last Name Birthd	ate VIIS ID Vaccination Date	Lot Number/TradeName	Vaccine	VIIS Jsername B	VIIS Eligibility	Historical Vaccine?			
BUZZ LIGHTYEAR 01/01/2	020 283136 03/02/2020	2test / Pediarix	DTaP- HepB-IPV	wjones	Medicaid Enrolled				
BUZZ LIGHTYEAR 01/01/2	020 283136 03/03/2020	5C55 / ActHib	Hib-PRP-T	wjones	Medicaid Enrolled				
BUZZ LIGHTYEAR 01/01/2	020 283136 03/03/2020	Z12 / Prevnar13	PCV13	wjones	Medicaid Enrolled				
BUZZ LIGHTYEAR 01/01/2	020 283136 09/17/2020	flu121 / Fluarix Quad P-Free	Flu quadrivalent injectable pfree	wjones	Insured, Vaccine covered				

- 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 Report Status Cancel									
Report			Started		Com	pleted	Stat	us Ro	ow Count
Ad Hoc Eligibility	Report	09/17	/2020 01:21 F	РМ	09/17/202	0 01:21 PM	DON	IE	4
Ad Hoc Eligibility Report Results									
What would you	like to do v	vith this	report?						
Export as Text         Export as a Spreadsheet         Print									t
Ad Hoc Eligibility Report for For All Medical Report Generated on 09/17/2020 Report Generated by Wrigley Jones Client Count: 1 Vaccine Count: 4									
Filter conditions	used for th	is repor Vacc	t: ination Date I	Range: 0	)1/01/2020 to (	09/17/2020			
4 items found, display	ing all items	s. <b>1</b>					1/110		
Name Last Name	Birthdate		Vaccination Date	Numbe	Lot r/TradeName	Vaccine	Username	Eligibility	Vaccine?
BUZZ LIGHTYEAR	01/01/2020	283136	03/02/2020	2test	t / Pediarix	DTaP- HepB-IPV	wjones	Medicaid Enrolled	
BUZZ LIGHTYEAR	01/01/2020	283136	03/03/2020	5C5	5 / ActHib	Hib-PRP-T	wjones	Medicaid Enrolled	
BUZZ LIGHTYEAR	01/01/2020	283136	03/03/2020	Z12 /	Prevnar13	PCV13	wjones	Medicaid Enrolled	
BUZZ LIGHTYEAR	01/01/2020	283136	09/17/2020	flu121 / F	Fluarix Quad P-Free	Flu quadrivalent injectable pfree	wjones	Insured, Vaccine covered	



- 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/



