

# How To Pull A Ad Hoc Eligibility Report



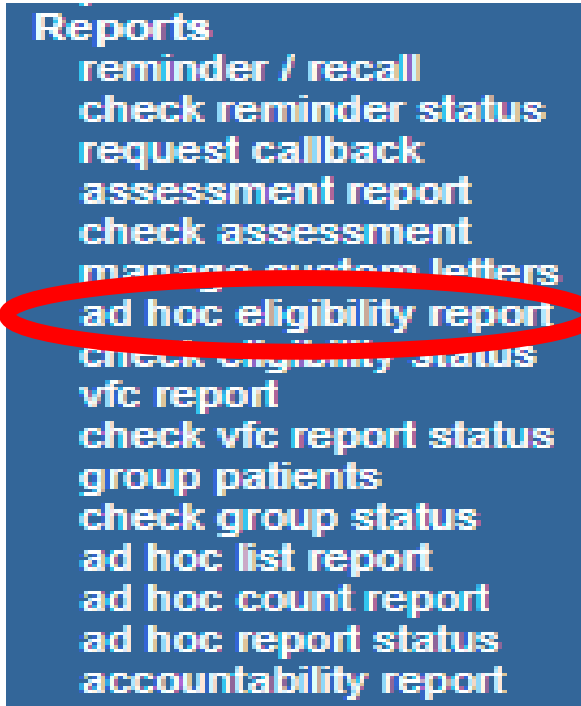
# Covered in this Section

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.



# 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

**Ad Hoc Eligibility Report**

Birth Date Range: From   To  

and/or

Vaccine Date Range: From   To  

\* Birth 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 Vaccine Groups selected

ADEN (Adeno)  
ANTH (Anthrax)  
BCG (BCG)  
CHOL (Cholera)  
DENG (Dengue)  
DIP (Diphtheria)  
DTAP (DTP/aP)  
ENC (Encephalitis)  
FLU (Influenza-seasnl)



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

- 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.





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ANTH (Anthrax)  
BCG (BCG)  
CHOL (Cholera)  
DENG (Dengue)  
DIP (Diphtheria)  
DTAP (DTP/aP)  
ENC (Encephalitis)  
FLU (Influenza-season)

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

- 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)...

Use all Vaccine Groups  
 Use Vaccine Groups selected

HSNT (Influenza - HSNT)  
HBIG (Ig-HB1g)  
HEPA (HepA)  
HIB (Hib)  
HPV (HPV)  
HZ (Zoster)  
IG (Ig)  
IGRS (Ig-RSV)  
LYME (Lyme)  
MEA (Measles)

Add >  
< Remove

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

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 Use Vaccine Groups selected

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HBIG (Ig-HB1g)  
HEPA (HepA)  
HIB (Hib)  
HPV (HPV)  
HZ (Zoster)  
IG (Ig)  
IGRS (Ig-RSV)  
LYME (Lyme)  
MEA (Measles)

HEPB (HepB)

Add >  
< Remove

\* 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.



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IGRS (Ig-RSV)  
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MEA (Measles)

Add >  
< Remove

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

- 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

Ad Hoc Eligibility Report Status				
Report	Started	Completed	Status	Row Count
<a href="#">Ad Hoc Eligibility Report</a>	09/17/2020 01:21 PM	09/17/2020 01:21 PM	DONE	4

Ad Hoc Eligibility Report Status				
Report	Started	Completed	Status	Row Count
<a href="#">Ad Hoc Eligibility Report</a>	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 [Ad Hoc Eligibility Report](#) hyperlink to open the Ad Hoc Eligibility report.





# Ad Hoc Eligibility

Ad Hoc Eligibility Report Status Refresh Cancel

Report	Started	Completed	Status	Row Count
<a href="#">Ad Hoc Eligibility Report</a>	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](#) [Export as a Spreadsheet](#) 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 for this report:

Vaccination Date Range: 01/01/2020 to 09/17/2020

4 items found, displaying all items.1

First Name	Last Name	Birthdate	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	

- 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.



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- 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

4 items found, displaying all items 4

First Name	Last Name	Birthdate	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	
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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:
  - **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

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- 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](mailto:VIIS_helpdesk@vdh.virginia.gov)

Phone Number: (866) 375 – 9795

**For all training request please contact:**

Email: [VIISinfo@vdh.virginia.gov](mailto:VIISinfo@vdh.virginia.gov)

**Additional training guides and resources can be found at:**

<https://www.vdh.virginia.gov/immunization/viis/viisregorgs/>

