

# Using the Bulk Query Function

## MIIC USER GUIDANCE TRAINING RESOURCE

This guide describes how to access and use the bulk query function to efficiently query MIIC for immunization records for many students. This feature, within the AISR application, will not change the reporting process for your annual immunization reports. It is a separate, **optional**, feature that will be available for schools to retrieve student immunization information. This guide will cover the use of the bulk query feature for public schools, private and charter schools, and higher education users.

If you are trying to complete your annual immunization status report, please refer to the [User Guide: Annual Immunization Status Report \(AISR\) Online Reporting Tool](#) ([www.health.state.mn.us/people/immunize/ed/aisruserguide.pdf](http://www.health.state.mn.us/people/immunize/ed/aisruserguide.pdf)) for step-by-step instructions on how to complete your report.

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## Accessing the bulk query function

**Important note:** Depending on your school type, such as a public school, charter, private school, or higher education, certain functions in the AISR application may differ.

1. If you are a public school, private school, or charter school user, go to [Annual Immunization Status Report Login \(aisr.web.health.state.mn.us/\)](#).
2. The preferred internet browsers to use the application are Microsoft Edge or Google Chrome.

## Logging in

### New users

1. If you are a new user to the AISR application, click on the “New User Registration” link to create a new user account.
2. Complete the fields with your first name, last name, email address and create a password. Click on

the Register button after completing all the fields and creating a password.

3. Click on the “Register” button when you are finished.

## Request school access

When you first register as a new user, you will not see any schools listed within the application. You need to request access to the school district or schools that you need to access for reporting. Users can request access for multiple school districts. Private school access needs to be requested separately from public school access.

1. To begin, click on the “Request School Access” button.
2. You will need to complete several fields for the MDH admin team to review and approve your request. The required information includes:
  - a. The type of organization that you are requesting access for.
 

**Note:** if you need to request access to public schools and private schools, you will need to complete multiple Request Access forms.
  - b. Your current position with the school.
  - c. Your 4-digit school district number.

- d. If you are registering for a private school, please list the school(s) that you will need to access for reporting purposes.

## Returning users

1. If you have already created an account and requested school access, you may begin by clicking on the “Login” button and entering in your email and password credentials in the login screen.

2. If you forgot your password, click on the “Forgot Password?” link at the bottom right of the login screen to reset your password.
3. Enter your email address into the box on the “Forgot Your Password” page, then click on the blue “Submit” button.
4. After several minutes, you should receive an email with instructions to reset your password.

If you receive an error message or do not receive an email after several minutes, you may need to clear your web browser cache/cookies. Please refer to [How to Clear Your Browser's Cache \(www.wikihow.com/Clear-Your-Browser's-Cache\)](http://www.wikihow.com/Clear-Your-Browser's-Cache).

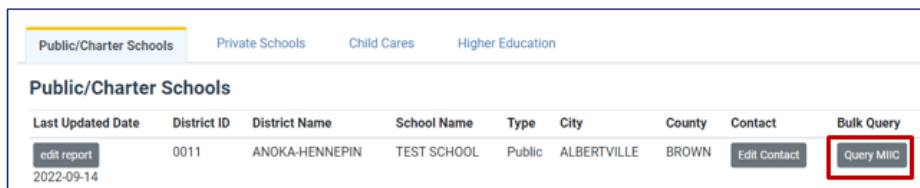
## Using the bulk query function

**Important note:** Schools without a signed Minnesota Immunization Information Connection (MIIC) Data Use Agreement (DUA) will not be able to see or access the bulk query function. This is due to the immunization sharing policy prohibiting access to immunization information in MIIC without a signed DUA. Please contact the MIIC Help Desk at [health.miichelp@state.mn.us](mailto:health.miichelp@state.mn.us) for questions on getting set up in MIIC.

1. Now that you are logged in and have requested school access, you should see the “Home Page”. For public and charter school users, you should see a list of all the schools associated with your district

listed under the “Public/Charter Schools” tab. For private school users, click on the “Private Schools” tab for your school to display.

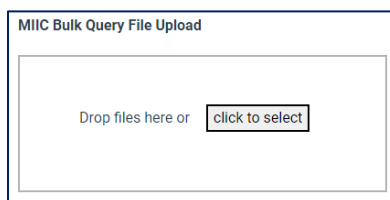
2. When you find your school, on the far right, click on the “Query MIIC” button under the “Bulk Query” column to access the “MIIC Bulk File Import” tab.
  - a. If you do not see the “Query MIIC” button, please email us at [health.aisr@state.mn.us](mailto:health.aisr@state.mn.us) for access.



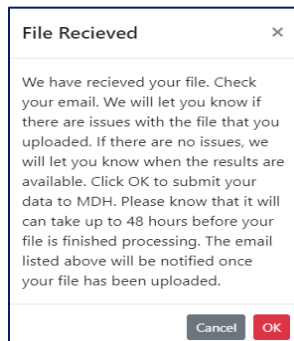
Please note, if your district has multiple schools, you can use the “Query MIIC” function from any of the school options. However, if you want to go back and view your output files from any current or previous uploads, you must go back to the same school you originally uploaded your input file under.

## Uploading a bulk query file

1. In the “MIIC Bulk File Import” tab, you will see a description text box. Please review the information which includes a summary of the bulk query function, links to related resources, and an immunization data sharing law disclaimer.
2. At the bottom of the page, you will see the “MIIC Bulk Query File Upload” section. Click on the “click to select” button to upload your student list file. Then click “ok”.



3. Please view the [Managing the Input and Output Files for the AISR Bulk Query Process \(www.health.state.mn.us/people/immunize/ed/managequery.pdf\)](http://www.health.state.mn.us/people/immunize/ed/managequery.pdf) user guide for more information on filling out the input file.
4. When you submit your input file, a pop-up message will appear. Click “OK” to proceed.



5. If your upload was unsuccessful due to a bad file upload, the AISR contact on file will receive an email. Please check if your file meets the specification requirements and reupload the file to try again. Some common things to check for:
  - a. File must have one header row.
  - b. Same order of column names (first 9 columns).
  - c. First Name, Last Name, and Date of Birth (DOB) are required values – error if missing.
  - d. Check for valid DOB formatting – MM/DD/YYYY or YYYYMMDD.
6. The file should finish processing within 48 hours. When it is complete, a notification will be sent to the email listed at the top of the page in the contact information box.

**MIIC Bulk Query**

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**TEST SCHOOL**  
 ANOKA-HENNEPIN  
 Status: Unresolved form problems  
 Mailing Address: 123 TEST AVE  
 City: ALBERTVILLE Zip: 55104  
 County: BROWN

Contact Name: TEST TEST  
 Phone Number: 333-333-3333  
 Email: bens.christianson@state.mn.us

- a. Please note, if this email address is not correct, you can change the contact information for this school/school district in the “Home screen” screen and select the “Edit Contact” button next to the bulk query tab
7. Once the file is ready, click on the “MIIC Match Results” tab to the right of the “MIIC Bulk File Import” tab to access the output files.

MIIC Bulk File Import
MIIC Match Results

The “MIIC Bulk File Import” tab is used to query the Minnesota Immunization Information Connection (MIIC) for K-12 student vaccination status. Schools can upload student list files to obtain client-specific vaccination data, as well as aggregate-level data for COVID-19 series initiation and completion. Once uploaded, the file will begin processing and finish within 48 hours. An email notification will be sent to the email listed above when it is ready.

## Viewing the output files

1. In the “MIIC Match Results” tab, you will see a table with your output files.

Input File	Upload Date	Full Vaccination Files	Covid Vaccination Files	Matching Results Files	Aggregate Statistics Files
BulkQuery_Testfile_Input.csv	9/14/2022, 2:00:26 PM	<a href="#">Get Full Vaccinations</a>	<a href="#">Get Covid Vaccinations</a>	<a href="#">Get Matching Report</a>	<a href="#">Get Statistics</a>

2. In the table, you will see the names of all the files you have uploaded that have been successfully processed along with the file upload date and four different output files.
  - a. **Full Vaccination Files:** Shows all vaccination information for your uploaded student list. Formatted as a pipe delimited .txt file.
  - b. **Covid Vaccination Files:** Shows only COVID-19 vaccination information for your uploaded

student list. Formatted as a pipe delimited .txt file.

- c. **Matching Results Files:** Shows COVID-19 information for students in the uploaded file and whether there was a match to an associated MIIC record, with explanations for why a student didn't match a record in MIIC. Formatted as an Excel file.
  - d. **Aggregate Statistics Files:** Shows aggregate COVID-19 vaccination statistics for your uploaded student list file. Formatted as a pipe delimited .txt file. Please note that the "percent\_found\_in\_miic" column is not COVID-19 specific.
3. Click on any of the output links to download the corresponding file.
  4. If you would like to upload a new file at any time, repeat the upload process in the "MIIC Bulk File Import" tab.

## AISR Help

If you need assistance in accessing or have questions about using the AISR bulk query function, please contact [health.aisr@state.mn.us](mailto:health.aisr@state.mn.us).

Minnesota Department of Health  
Immunization Program  
PO Box 64975  
St. Paul, MN 55164-0975  
651-201-5414  
[health.aisr@state.mn.us](mailto:health.aisr@state.mn.us)  
[www.health.state.mn.us/people/immunize/ed/school.html](http://www.health.state.mn.us/people/immunize/ed/school.html)

5/01/2023

*To obtain this information in a different format, call: 651-201-5414.*