

Managing the Input and Output Files for the AISR Bulk Query Process

MIIC USER GUIDANCE AND TRAINING RESOURCE

This guide describes how to create the input file and how to interpret the output files for the Annual Immunization School Report (AISR) bulk query process. Please refer to [Using the Bulk Query Function \(www.health.state.mn.us/people/immunize/ed/bulkquery.pdf\)](http://www.health.state.mn.us/people/immunize/ed/bulkquery.pdf) for further details on these features.

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Creating the input file

1. Download the AISR Input Template CSV file under “Bulk query function” on [School Health Personnel Immunization and Disease Reporting \(www.health.state.mn.us/people/immunize/ed/school.html\)](http://www.health.state.mn.us/people/immunize/ed/school.html). Save the “inputtemp.csv” file to your computer and open the file.
2. The file should automatically open in Microsoft Excel.
 - a. If the file does not open automatically and you are using a PC, right-click on the file, chose “Open With”, and then select “Excel”.
 - b. If the file does not open automatically and you are using a Mac, control-click the file, chose “Open With”, and then select “Excel”.

Entering data into the spreadsheet

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
1	id_1	id_2	id_3	id_4	id_5	id_6	first_name	last_name	date_of_birth	street_address	other_address	city	state	zip_code	county	sex
2																
3																
4																
5																
6																
7																
8																
9																
10																
11																
12																
13																
14																
15																

Important: This is a .csv template and cannot contain any special characters. Do not use commas, parentheses, asterisks, etc., anywhere in the file, including the address column. If your file includes special characters, it will be rejected.

1. Please fill out the client's information beginning on row 2 of the spreadsheet. The minimum required fields for uploading data are:
 - First name (column G)
 - Last name (column H)
 - Date of birth (column I)
 - Formatted as MM/DD/YYYY including the forward slashes or YYYYMMDD.
2. Additional fields
 - ID_1 (column A)
 - Organization-specified ID. This will be sent back in the file from MIIC to help with matching back into your student information system.
 - ID_2 (column B)
 - Organization-specified ID. This will be sent back in the file from MIIC to help with matching back into your student information system.
 - ID_3 (column C)
 - Organization-specified ID. This will be sent back in the file from MIIC to help with matching back into your student information system.
 - ID_4 (column D)
 - Organization-specified ID. This will be sent back in the file from MIIC to help with matching back into your student information system.
 - ID_5 (column E)
 - Organization specified ID. This will be sent back in the file from MIIC to help with matching back into your student information system.
 - ID_6 (column F)
 - Organization specified ID. This will be sent back in the file from MIIC to help with matching back into your student information system.
 - Street address (column J)
 - Each client can only have one address.
 - Other Address (column K)
 - City (column L)
 - State (column M)

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- Use two letter abbreviations such as “MN”
- ZIP code (column N)
- County (column O)
- Sex (column P)

Important: Do not change/add/remove any of the header fields in the input file. This creates errors on the spreadsheet. You may be asked to correct data and resubmit which could result in delayed processing.

Save and upload the file

1. Once your file is created, ensure your file is saved to your computer.
2. You can rename the file as something easily identifiable for you and your team, such as the name of the school or school district, followed by the date you created the file.
3. Your file is now ready to upload into the AISR bulk query function. Please refer to the [Using the Bulk Query Function \(www.health.state.mn.us/people/immunize/ed/bulkquery.pdf\)](http://www.health.state.mn.us/people/immunize/ed/bulkquery.pdf) user guide for instructions on uploading your file.

Interpreting the output files

The AISR bulk query process generates four different types of output files: Full Vaccination, Covid Vaccination, Matching Results, and Aggregate Statistics Files. Once your file is uploaded and processed in the AISR application, you can click on the associated file link to download the output file. This guide will go over the details for each output file.

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	Get Full Vaccinations	Get Covid Vaccinations	Get Matching Report	Get Statistics

Full vaccination file

The “Full Vaccination File” shows all the vaccination information for your uploaded student list and is formatted as a pipe delimited .txt file. This includes all the vaccinations in the client record, not just COVID-19 vaccinations. The file will display row by row each vaccination associated with the corresponding MIIC client ID number.

```

id_1|id_2|id_3|id_4|id_5|id_6|miic_client_id|first_name|last_name|birth_date|sex_code|race_code|ethnicity_code|immunization
87879gg|||1673703|MICKEY|MOUSE|2006-03-11|U||2204230|COVID-19|91304|211|Novavax COVID-19 Vaccine|2021-04-20|||01|
87879gg|||1673703|MICKEY|MOUSE|2006-03-11|U||2202661|Td/Tdap|90715|115|Adace1|2020-04-10|||00|
1673703|||1673703|MICKEY|MOUSE|2006-03-11|U||2204230|COVID-19|91304|211|Novavax COVID-19 Vaccine|2021-04-20|||01|
1673703|||1673703|MICKEY|MOUSE|2006-03-11|U||2202661|Td/Tdap|90715|115|Adace1|2020-04-10|||00|
    
```

Fields in the Full Vaccination and COVID-19 Vaccination files:

- | | |
|---|----------------|
| 1. id_1 through 6: Organization-specified IDs from input file | 8. first name |
| | 9. last name |
| 7. miic_client_id | 10. birth date |

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- | | |
|------------------------|-------------------------------|
| 11. sex_code | 18. trademark_name |
| 12. race_code | 19. vaccination_date |
| 13. ethnicity code | 20. administration_route_code |
| 14. immunization_id | 21. body_site_code |
| 15. vaccine_group_name | 22. manufacturer_code |
| 16. cpt_code | 23. historical_ind |
| 17. cvx_code | 24. historical_lot_number |

Details and descriptions about codes for demographics and immunizations can be found on [MIIC Codes for Data Submission and Exchange \(www.health.state.mn.us/people/immunize/miic/data/codes.html\)](http://www.health.state.mn.us/people/immunize/miic/data/codes.html).

COVID-19 vaccination file

The “Covid Vaccination File” shows only the COVID-19 vaccination information for your uploaded student list and is formatted as a pipe delimited .txt file. The file will display row by row all COVID-19 vaccine doses associated with the corresponding MIIC client ID number.

```
id_1|id_2|id_3|id_4|id_5|id_6|miic_client_id|first_name|last_name|birth_date|sex_code|race_code|ethnicity_code|immunization
87879gg| || || |1673703|MICKEY|MOUSE|2006-03-11|U| ||2204230|COVID-19|91304|211|Novavax COVID-19 Vaccine|2021-04-20| ||01|
1673703| || || |1673703|MICKEY|MOUSE|2006-03-11|U| ||2204230|COVID-19|91304|211|Novavax COVID-19 Vaccine|2021-04-20| ||01|
1922310| || || |1922310|LITTLE|PEEP|2005-04-01|F| ||2204310|COVID-19|91300|208|Pfizer (Comirnaty)|2021-04-20| ||01|
```

Matching results file

The “Matching Results” file shows the COVID-19 vaccination information for the uploaded student list file and whether there was a match to an associated MIIC record after processing. For the students that did not match a record in MIIC, column K explains the reason for why they did not match. This file is formatted as an Excel file. The Excel file will display one MIIC client per row along with COVID-19 vaccine dose information, such as vaccination dates of each dose and the product name. If there are no doses listed, then the client record does not have any COVID-19 doses recorded.

A	B	C	D	E	F	G	H	I	J	K	L	M	N		O	P	Q	R	S	
id_1	id_2	id_3	id_4	id_5	id_6	First Name	Last Name	Date of Birth	MIIC Match Y/N	Reason record didn't match MIIC	Matched MIIC Client ID(s)	COVID 1 Date	COVID 1 Product	COVID 2 Date	COVID 2 Product	COVID Booster Date	COVID Booster Product	Date of Full Vaccination (Final Dose + 14 days)		
						Mickey	Mouse	2006-03-11	N	Record not found in MIIC or demographics submitted were not complete enough to make a match.										
						Mickey	Mouse	1995-02-02	Y	Matched	15509230									
						Wheezzy	Penguin	1999-11-12	Y	Matched	14703539	2021-02-15	Comirnaty-PFR 30mcg							

Fields in the matching results file:

- | | |
|--|--------------------------------------|
| 1. id_1 through 6: Organization-specified IDs from input file | 11. Reason record didn't match MIIC* |
| 7. First Name | 12. Matched MIIC Client ID(s) |
| 8. Last Name | 13. COVID 1 Date |
| 9. Date of Birth | 14. COVID 1 Product |
| 10. MIIC Match Y/N: whether the student matched a record in MIIC or not (yes/no) | 15. COVID 2 Date |
| | 16. COVID 2 Product |
| | 17. COVID Booster Date |

18. COVID Booster Product

19. Date of Full Vaccination (Final Dose + 14 days)

*Reasons for why a student did not match a record in MIIC:

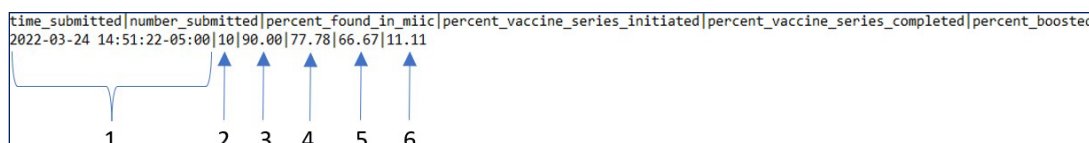
- Record not found in MIIC, or demographics submitted were not complete enough to make a match.
- There are not any potential matches identified in MIIC based on the information that was provided in the input file.
- Multiple matches. Name and date of birth matches more than one client in the MIIC database.
 - Column L lists all the MIIC IDs that could be a match.
 - This may be due to two unmerged records in MIIC, or multiple clients with the same or similar name and DOB were found in MIIC.
 - Adding more data, such as address, city, or county, may increase the likelihood of a single match.
- MIIC record is restricted. This person has not given consent to release their immunization data.
 - You will have to ask the family directly for the immunization records.
- Person is deceased.

Aggregate statistics file

The “Aggregate Statistics” file shows aggregate COVID-19 vaccination statistics for your uploaded student list file and is formatted as a pipe delimited .txt file. The file will display one line of data for the entire uploaded list. This includes:

1. The date and time the file was submitted.
2. The number of students in the list submitted.
3. The percent of students from the list found in MIIC (not COVID-19 specific).
4. The percent of those students that have at least one COVID-19 dose.
5. The percent of those students that have completed their entire COVID-19 series.
6. The percent of those students that have received a COVID-19 booster dose.

```
time_submitted|number_submitted|percent_found_in_miic|percent_vaccine_series_initiated|percent_vaccine_series_completed|percent_boosted
2022-03-24 14:51:22-05:00|10|90.00|77.78|66.67|11.11
```



AISR help and troubleshooting

If your bulk query fails to upload, the AISR contact on file will receive an email outlining what the error is. Some common errors include:

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- A row in the input file is missing a required field. If even one row is missing first name, last name, or date of birth, the input file will not upload.
- The file contains special characters. Do not use commas, parentheses, asterisks, etc., anywhere in the file, including the address column. If your file includes special characters, it will be rejected.
- The size of the file is too big. Please limit your input file to 10,000 students or less. If your file contains more than 10,000 students, we recommend that you split it into two files and upload each file separately.
- Do not change/add/remove any header fields in the input file. This creates errors on the spreadsheet and your file will be rejected.

If you need assistance in accessing or using the AISR bulk query function, please contact health.aisr@state.mn.us.

Minnesota Department of Health
PO Box 64975, St. Paul, MN 55164-0975
651-201-5414
www.health.state.mn.us/people/immunize/miic

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