

# Vaccines Given Report

## MIIC USER GUIDANCE TRAINING RESOURCE

This guide describes how to use the Minnesota Immunization Information Connection (MIIC) to generate a vaccines given report.

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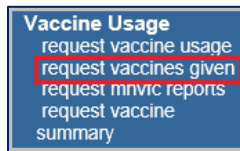
### Getting started

1. Log in to MIIC by going to [MIIC \(https://miic.health.state.mn.us\)](https://miic.health.state.mn.us).
2. Enter your organization code, username, and password. Select **Login**.

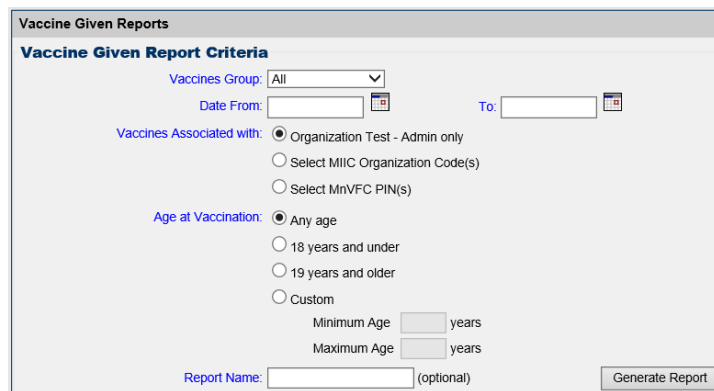
Note: If you cannot log in to MIIC, contact your organization’s MIIC Administrator or the MIIC Help Desk at [health.miichelp@state.mn.us](mailto:health.miichelp@state.mn.us).

### Creating a vaccines given report

1. Select **request vaccines given** under **Vaccine Usage** in the left-side navigation bar.



2. Select your vaccine given report criteria.



**Vaccine Given Reports**

**Vaccine Given Report Criteria**

Vaccines Group: All

Date From: [ ] To: [ ]

Vaccines Associated with:
 

- Organization Test - Admin only
- Select MIIC Organization Code(s)
- Select MnVFC PIN(s)

Age at Vaccination:
 

- Any age
- 18 years and under
- 19 years and older
- Custom
  - Minimum Age: [ ] years
  - Maximum Age: [ ] years

Report Name: [ ] (optional) Generate Report

## VACCINES GIVEN REPORT

- **Vaccine group:** This is a required field. If you are only interested in a specific vaccine group, you can select that from the dropdown menu. You can only select one vaccine group at a time. If you are interested in multiple vaccine groups, select **All** and then filter the report once it is generated.
  - All: This is the default option. This returns all vaccines entered by the organization.
  - Vaccine: If you select a specific vaccine group, you will have the option to further narrow your report search criteria. You can select/deselect the checkboxes as you desire.
- **Date from/to:** Date range is a required field.
  - Date from: Enter the earliest vaccination date you are interested in. You can either use the calendar icon to the right of the field or type the date directly in the field using the MM/DD/YYYY format. The system will automatically input the forward slashes in the date as you type.
  - Date to: Enter the latest vaccination date you are interested in. You cannot select a future date. You can either use the calendar icon to the right of the field or type the date directly in the field using the MM/DD/YYYY format. The system will automatically input the forward slashes in the date as you type.
- **Vaccines associated with:** This field only displays if you are acting on behalf of a parent, or administrative, account. If present, this field is required. Different options will display depending on your organization's set-up in MIIC and which MIIC Organization Code is associated with your user account.
  - Current organization only: This is the default option. This returns all immunizations associated with this organization, or this one facility, in MIIC.
  - Select MIIC organization Code(s): Selecting this option allows you to further specify your search criteria. The box on the left will display the available facilities (by MIIC Organization Code and name). Highlight the facilities you are interested in and select **Add >**. The facilities you have selected will display in the box on the right. To deselect a facility, highlight the facility in the box on the right and select **< Remove**. You can also use the **Add All >>** and **<< Remove All** buttons as desired.

Available MIIC Organization Code(s)		Selected MIIC Organization Code(s)
*OrgTest - Organization Test - Admin OrgTes1 - Organization Test site 1	<input type="button" value="Add &gt;"/> <input type="button" value="Add All &gt;&gt;"/> <input type="button" value="&lt; Remove"/> <input type="button" value="&lt;&lt; Remove All"/>	OrgTest2 - Organization Test 2 OrgTes3 - Organization Test 3

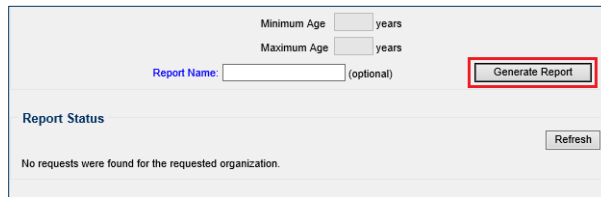
Note: Selecting the facility with an asterisk (\*) in front of the Organization Code may result in duplicate immunizations in the final report.

- **Select MnVFC pin(s):** Selecting this option allows you to further specify your search criteria. The box on the left will display the available facilities (by MnVFC PIN and name). Highlight the facilities you are interested in and select **Add >**. The facilities you have selected will display in the box on the right. To deselect a facility, highlight the facility in the box on the right and select **< Remove**. You can also use the **Add All >>** and **<< Remove All** buttons as desired.

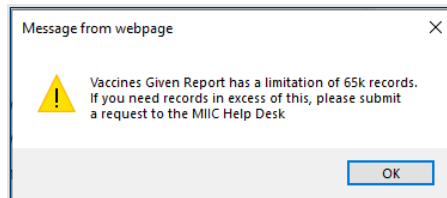
Available MnVFC PIN(s)		Selected MnVFC PIN(s)
*111111 - Organization Test 100002 - Organization Test VFC site 1 111111 - Organization Test	<input type="button" value="Add &gt;"/> <input type="button" value="Add All &gt;&gt;"/> <input type="button" value="&lt; Remove"/> <input type="button" value="&lt;&lt; Remove All"/>	

## VACCINES GIVEN REPORT

- **Age at vaccination:** This field is required. This field examines the client's age at the time of vaccination, not the client's current age.
    - Any age: This is the default option. This returns all immunizations.
    - 18 years of age and under: This will return only immunizations that were administered to a client prior to their 19th birthday.
    - 19 years of age and older: This will return only immunizations that were administered to a client on or after their 19th birthday.
    - Custom age: You can set a custom age range in years.
  - **Report name:** Name your report using the **Report Name** box
    - This is not required, but it can be a good way to keep track of what you are running.
    - If you do not input a unique report name, the name of your report will be the name of the organization you're logged in under followed by the date and time the report was generated.
3. Once you are done reviewing and selecting details about your report, select the **Generate Report** button.

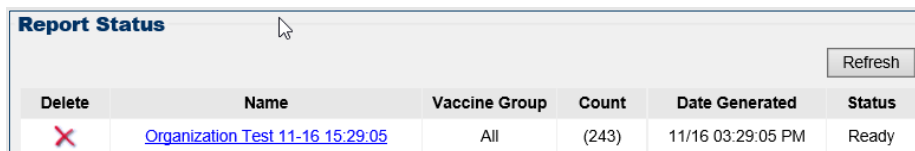


4. The following pop-up message will appear. If you need more than 65,000 records, contact the MIIC Help Desk at [health.miichelp@state.mn.us](mailto:health.miichelp@state.mn.us) for assistance.



## Processing and viewing the report

1. Once you have selected the **Generate Report** button to create the report, the generated report will appear under the **Report Status** section of the page.
2. You can periodically click on the **Refresh** button to check on the report status. The report is finished processing once the **Status** column displays **Ready**. This may take a few minutes.



Delete	Name	Vaccine Group	Count	Date Generated	Status
X	<a href="#">Organization Test 11-16 15:29:05</a>	All	(243)	11/16 03:29:05 PM	Ready

3. The number of immunizations that met the search criteria and that are included in the report will be noted in the **Count** column.
4. Select the report you wish to view by clicking on the report name in the **Name** column. When selected, you have the option to open or save/save as the report.

## VACCINES GIVEN REPORT

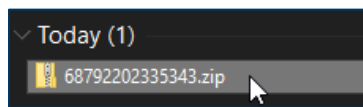
Note: If you select open, a new window will appear with the report output. The file name will be a long number. Open the file in this window to view the report. You will need to save the file to your computer to access it in the future without going back into MIIC.

5. Your reports will be available to download in MIIC for two weeks. Once you no longer need a report, in the **Report Status** list, select the red **X** icon to the left of the report name to delete report.

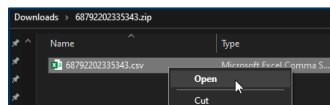
### Viewing report output for non-English characters in client name

If your report contains an immunization belonging to a client with a non-English character in their name, the report may not display the correct character. For the report to display the correct characters in the client's first and/or last name, you will need to take the following steps to open and view the report output.

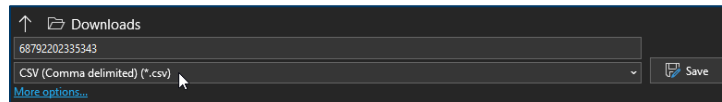
1. Open the zip folder that the report is downloaded to.



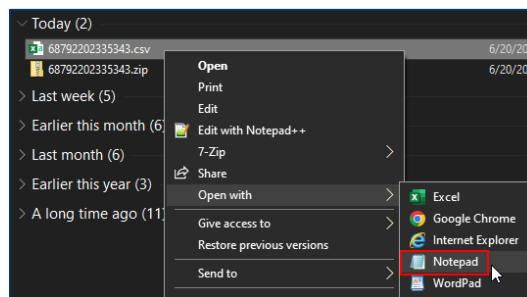
2. Open the report in Excel.



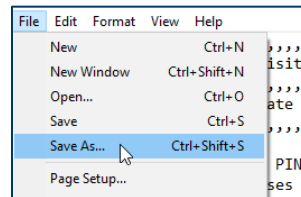
3. In Excel, select **File** then **Save As**. Choose a folder location then save the document as file type .csv.



4. Navigate to the folder you saved the document in. Right-click on the file and choose **Open with** then select **Notepad**.

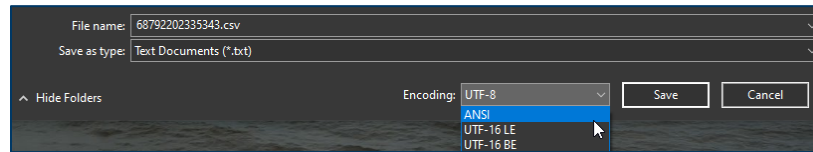


5. In Notepad, select **File** then **Save As**.

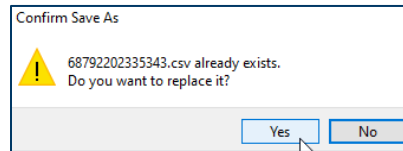


6. Select **ANSI** from the Encoding drop-down then select **Save**.

## VACCINES GIVEN REPORT



- If a pop-up window asks about replacing an existing file, select **Yes**.



7. Return to the folder you saved the report in. Open the output in Excel. Any non-English characters will now display correctly.

## Interpreting and using the report

	A	B	C	D	E	F	G	H	I	J	K	L
1	Vaccine Given Report											
2	Organization	MIIC										
3	Vaccine Group	All										
4	Vaccination From:	11/01/2021	- To:	11/30/2021								
5	Report Run	#####										
6												
7	MIIC ORG	MNVFC PIN	PROVIDER	VACCINE	VACCINE I	TRADE NA	LOT NUME	VACCINAT	HISTORIC	REPORTE	CLIENT	FIF CLIENT LA

The vaccines given report shows all vaccine doses reported to MIIC during the selected date range. The vaccines given report displays the following information:

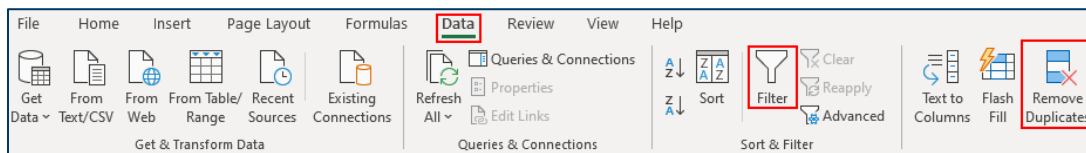
1. A report header reflecting general information about your report.
2. A line list table with the below information, not necessarily in this exact order.
  - **Provider information:**
    - MIIC organization code
    - MnVFC pin
    - Provider organization name
    - Site the immunization was administered at (for providers that use the Inventory function in MIIC)
    - Provider organization ID
  - **Client information:**
    - Client name
    - Date of birth
    - Age at vaccination
    - Address
    - MIIC client ID – unique MIIC identifier
  - **Vaccination information:**
    - Vaccine type/group
    - Vaccine name

## VACCINES GIVEN REPORT

- Trade name
- Lot number
- Vaccination date
- Historical/administer

  - ‘Administered’ doses were reported to MIIC by the administering organization.
  - ‘Historical’ doses were reported to MIIC on behalf of the administering organization.

- Reported by method
  - How the immunization was reported to MIIC.
- Dose-level eligibility status
- MIIC Immunization ID – unique MIIC identifier.



Note: Highlight Row 7 in the excel spreadsheet (the row with the column headings) and select **Filter** from the Data tab in the top ribbon bar. You can now sort and filter by each of the data elements in MIIC.

Select **Remove Duplicates**. In the pop-up click the **Unselect All** button and then re-select **MIIC Immunization ID**. Click **OK**. This will remove any duplicate MIIC Immunization IDs in the report. MIIC Immunization IDs are unique to each immunization reported to MIIC.

The Vaccines Given Report may display duplicate immunizations if you have selected a MIIC Organization Code or MnVFC PIN with an asterisk (\*).

## MIIC help

For assistance with the MIIC Vaccines Given Report, contact the MIIC Help Desk at [health.miichelp@state.mn.us](mailto:health.miichelp@state.mn.us).

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Minnesota Immunization Information Connection (MIIC)  
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04/09/2025

To obtain this information in a different format, call: 651-201-5207.