

How to Correctly Track VFC Eligibility in CIIS

Vaccines For Children (VFC) providers who document *VFC Eligibility* status for their patients within CIIS can run the *VFC Category Patient Count Report* to identify and correct records that have a *VFC Eligibility* status of *Unknown*. This report will generate a breakdown of patients by age and VFC eligibility who belong to your clinic and who received immunizations during the date range specified in the report criteria.

IMPORTANT: The *VFC Category Patient Count Report* will give you accurate counts of your VFC eligible patients **ONLY** if you have correctly tracked VFC eligibility status for your patients within CIIS. To ensure that the *VFC Category Patient Count Report* accurately reflects your VFC patient population, the following steps should be taken:

1. Upon screening your patient for VFC eligibility and **BEFORE** adding any immunizations to their record in CIIS, verify that the patient's VFC eligibility status has been entered and saved on the *Patient Demographics* screen.
2. **AFTER** verifying that the patient's VFC eligibility status is successfully updated on the *Patient Demographics* screen, proceed to the *Immunizations* module to add and administer immunizations to the patient within CIIS.

It is **EXTREMELY** important to track a patient's VFC eligibility status in the order described above to ensure that the **correct** VFC eligibility status is associated with the publicly-funded vaccines that the patient receives during their visit. If you mistakenly add the immunizations to the patient's record before updating/verifying their VFC eligibility status, the patient will not be counted among your VFC patient population in the *VFC Category Patient Count Report*. Instead, they will be counted among the *Unknowns* in the output of the report.

Upon screening your patient for VFC eligibility and **BEFORE** adding any immunizations to their record in CIIS, verify that the patient's VFC eligibility status has been entered and saved on the *Patient Demographics* screen. See screen shot.

PROVIDER: PHYLLIS MANUAL CLINIC, CLINIC: PHYLLIS MANUAL CLINIC

TESTING, KARL
ID: 3800486 DOB: 02/01/2013 AGE: 1Y 10M 8D

Patient Demographics

Click "Update" to save the record or "Cancel" to return to the previous page.

Immunization Record (Yellow Card)
College Certificate of Immunization
School Certificate of Immunization

Edit TESTING, KARL (3800486) DOB: 02/01/2013 AGE: 1Y 10M 8D

Update Cancel

Patient Info | Primary Contact | IZ Program Status | Alias | Health Ins | Contact Info | Address | Race/Ethnicity | Employment Info | Medical Home Information | Birth Info

Address History Insurance History Default Clinic Contacts Set Defaults

Patient Information

Last Name: TESTING First Name: KARL

Gender: MALE DOB: 02/01/2013

VFC Eligibility: (1) VFC-MEDICAID

(1) VFC-MEDICAID
(2) VFC-NO INSURANCE
(3) VFC-AMERICAN INDIAN/ALASKAN NATIVE
(4) VFC-UNDERINSURED (FQHC/RHC/LPHA ONLY)
(5) NOT VFC ELIGIBLE
(6) UNKNOWN

The *VFC Eligibility* status field is located on the CIIS *Patient Demographics* screen within the *Patients* module. You can select the appropriate status by using the drop-down arrow. Next, click on the *Update* button to save the *VFC Eligibility* status.

How to Run the VFC Category Patient Count Report

The first step in correcting a patient's VFC eligibility status on their immunization record is to run the *VFC Category Patient Count Report*.

This report displays a breakdown of patients by age and VFC eligibility who belong to your clinic and who received immunizations during the date range specified in the report criteria. The results of this report can: (1) be viewed in an Excel spreadsheet which displays the CIIS Patient IDs for all of the patients, and (2) help you determine which patients have a VFC eligibility status of *Unknown*.

To run the *VFC Category Patient Count Report*, follow the instructions below:

Step 1: Click the *VFC Category Patient Count Report* link located within the *VFC Reports* category of the *Reports/Forms* module.

The screenshot displays the CIIS web application interface. On the left is a dark blue sidebar with the CIIS logo at the top, a search bar, and a navigation menu. The 'Reports/Forms' menu item is highlighted with a red arrow. The main content area is light gray and shows a hierarchical list of reports. Under the 'VFC Reports' category, the 'VFC Category Patient Count Report' is selected and highlighted. A yellow callout bubble with a pointer to the selected report contains the text: 'Click on the Reports/Forms module. Next, click on the VFC Category Patient Count Report'.

Step 2: Enter your report criteria (e.g., provider, clinic, vaccination date range).

Step 3: For the *Output Type*, select *Extract* and enter a comma (,) in the *Delimiter* field. (This will allow you to view the report results in an Excel spreadsheet which contains the CIIS Patient IDs for your patients.)

Step 4: Click the “Run Report” button to generate the results of the report.

The screenshot shows the 'VFC Category Patient Count Report' form. The 'Report Selection Criteria' section includes dropdowns for 'Provider' and 'Clinic', both set to 'PHYLLIS MANUAL CLINIC'. The 'Vaccination Date Range' is set from '11/01/2014' to '12/05/2014'. The 'Output Type' is set to 'EXTRACT' with a comma in the 'Delimiter' field. A red arrow points to the comma in the delimiter field. The 'Run Report' button is highlighted. Three callouts provide instructions: 'Verify your Provider and Clinic and enter the Vaccination Date Range.', 'For Output Type, select Extract and enter a comma (,) in the Delimiter field.', and 'Click Run Report.'

Report Results

This report displays a breakdown of patients by age and VFC eligibility who belong to your clinic and who received immunizations during the date range specified in the report criteria. In this report example, Patient ID 3800486 received a MMR vaccination on 12/5/2014 and had an *Unknown* VFC eligibility status at the time of the service. **Note:** The *Vaccination Codes* column displays the vaccine that was administered and the date of service, and the *VFC Desc* column displays the VFC eligibility status recorded for the patient at the time of the service.

	A	B	C	D	E	F	G	H
1	Patient Id	Age At Shot (Yrs)	VFC Desc	Vaccination Codes	Provider Desc	Clinic Desc		
2	3800486	1	Unknown	MMR-12/05/2014	PHYLLIS MANUAL CLINIC	PHYLLIS MANUAL CLINIC		
3	3856679	3	VFC--Medicaid	Hep A Ped/Adol-10/08/2014 Influenza Quad Inj P-12/04/2014	PHYLLIS MANUAL CLINIC	PHYLLIS MANUAL CLINIC		
4								
5								
6								
7								
8								
9								
10								

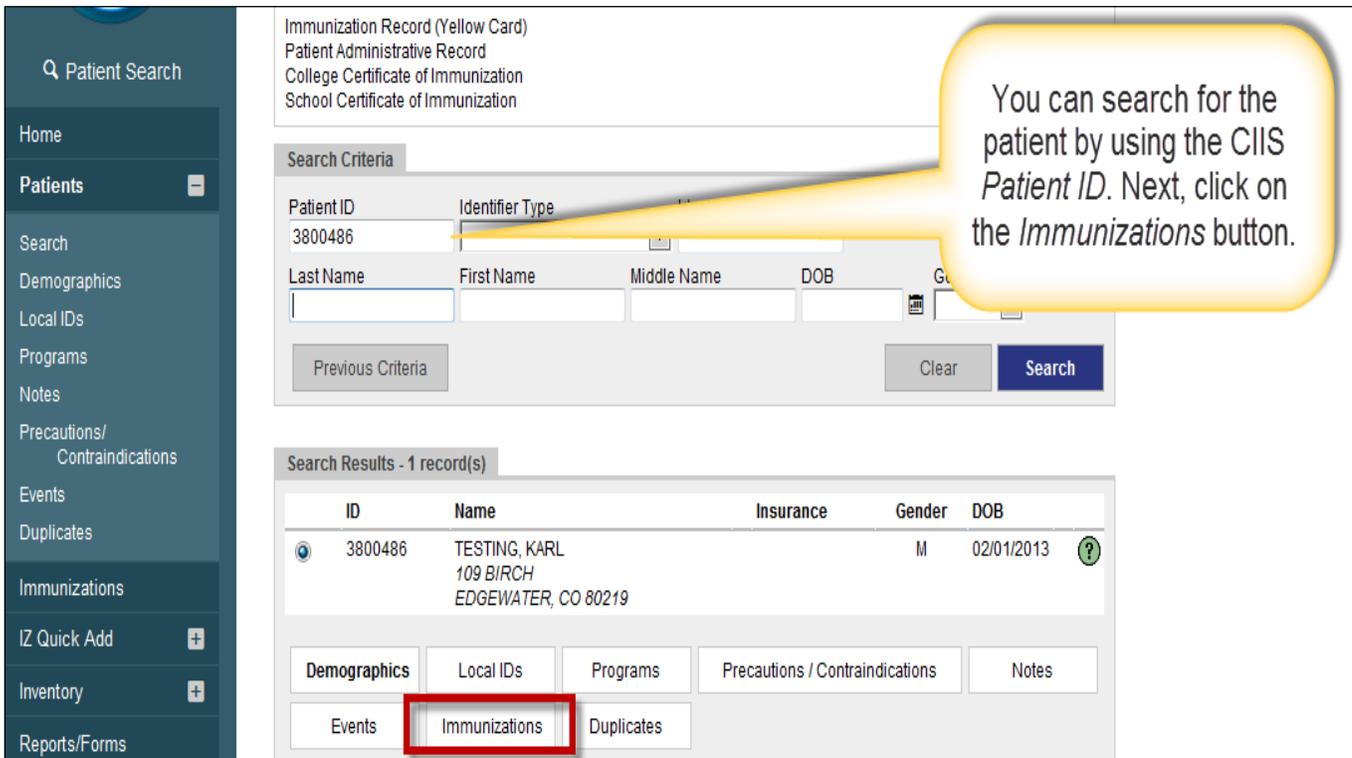
This report displays a breakdown of patients by age and VFC eligibility who belong to your clinic, and who received immunizations during the date range specified in the report criteria. In this report example, Patient Id 3800486 has an MMR vaccination that was administered on 12/5/2014 with an *Unknown* VFC eligibility status. This report gives you the information needed to correct the patient's VFC eligibility status in CIIS.

If you have *Unknown* patients in your *VFC Category Patient Count Report* as displayed in the *VFC Desc* column in the spreadsheet, your next step is to find these patients in CIIS so that you can make corrections to their immunization records. (See screen shots on pages 4 and 5 of this tutorial.)

How to Correct VFC Eligibility from the Patient Immunization Record in CIIS

In this example, according to the *VFC Category Patient Count Report* on page 2 of this tutorial, Patient ID 3800486 received a MMR vaccination on 12/5/2014 and had an *Unknown* VFC eligibility status at the time of the service. To correct this patient's immunization record in CIIS, follow the directions below.

Step 1: Search for the patient in CIIS. **Tip:** Use the Patient ID number from the *VFC Category Patient Count Report* to quickly search for the patient. Once you have found the patient, click on the *Immunizations* button, and you will be navigated to the patient's *Immunization Home* screen.



Immunization Record (Yellow Card)
Patient Administrative Record
College Certificate of Immunization
School Certificate of Immunization

Search Criteria

Patient ID	Identifier Type
3800486	

Last Name: [] First Name: [] Middle Name: [] DOB: []

Previous Criteria Clear Search

Search Results - 1 record(s)

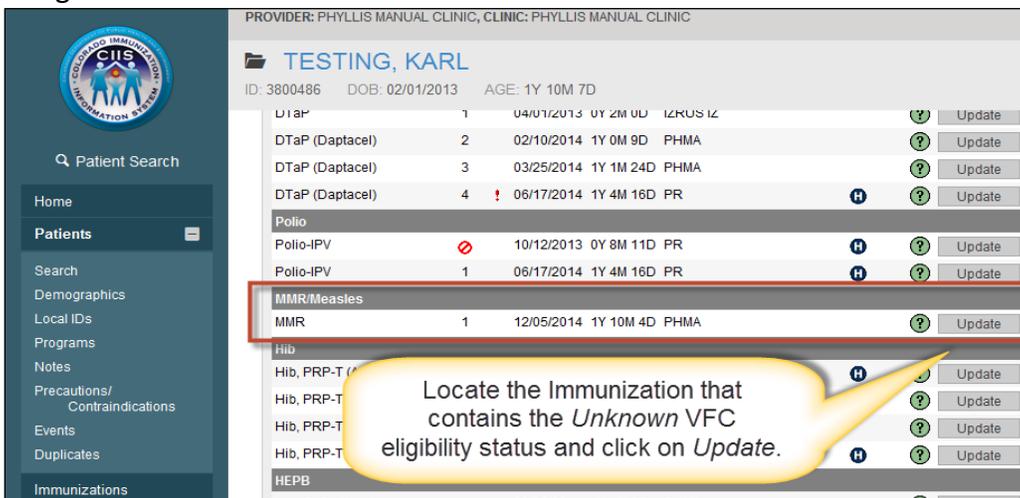
ID	Name	Insurance	Gender	DOB
3800486	TESTING, KARL 109 BIRCH EDGEWATER, CO 80219		M	02/01/2013

Demographics Local IDs Programs Precautions / Contraindications Notes

Events **Immunizations** Duplicates

You can search for the patient by using the CIIS Patient ID. Next, click on the Immunizations button.

Step 2: Locate the immunization on the patient's record that contains an *Unknown* VFC eligibility status and click on the *Update* button. (In this example, it is the MMR vaccine administered on 12/5/2014). You will be navigated to the *Immunizations Edit* screen.



PROVIDER: PHYLLIS MANUAL CLINIC, CLINIC: PHYLLIS MANUAL CLINIC

TESTING, KARL

ID: 3800486 DOB: 02/01/2013 AGE: 1Y 10M 7D

Vaccine	Count	Date	Time	PHMA	PR	Update
DTaP	1	04/07/2013	0Y 2M 0D	PHMA		Update
DTaP (Daptacel)	2	02/10/2014	1Y 0M 9D	PHMA		Update
DTaP (Daptacel)	3	03/25/2014	1Y 1M 24D	PHMA		Update
DTaP (Daptacel)	4	06/17/2014	1Y 4M 16D	PHMA		Update
Polio						
Polio-IPV	1	10/12/2013	0Y 8M 11D	PHMA		Update
Polio-IPV	1	06/17/2014	1Y 4M 16D	PHMA		Update
MMR/Measles						
MMR	1	12/05/2014	1Y 10M 4D	PHMA		Update
Hib						
Hib, PRP-T	1	04/07/2013	0Y 2M 0D	PHMA		Update
Hib, PRP-T	1	02/10/2014	1Y 0M 9D	PHMA		Update
Hib, PRP-T	1	03/25/2014	1Y 1M 24D	PHMA		Update
Hib, PRP-T	1	06/17/2014	1Y 4M 16D	PHMA		Update
HEPB						
Hep B, Ped/Adol	1	03/03/2014	1Y 1M 2D	PHMA		Update

Locate the Immunization that contains the Unknown VFC eligibility status and click on Update.

Step 3: Change the *VFC Eligible* data field from *Unknown* to the patient's correct VFC eligibility status by using the drop-down arrow. Next, click on the *Update and Return* button to save your correction.

The screenshot shows the 'Immunizations Edit' screen for patient KARL (ID: 3800486, DOB: 02/01/2013, AGE: 1Y 10M 17D). The 'VFC Eligible' dropdown menu is open, displaying the following options:

- (1) VFC-MEDICAID
- (2) VFC-NO INSURANCE
- (3) VFC-AMERICAN INDIAN/ALASKAN NATIVE
- (4) VFC-UNDERINSURED (FQHC/RHC/LPHA ONLY)
- (5) NOT VFC ELIGIBLE
- (6) UNKNOWN

The 'Update and Return' button is highlighted with a red box. A yellow callout box contains the following text:

From the *Immunizations Edit* screen, correct the *VFC Eligible* data field by using the drop-down arrow. Next, click on *Update and Return* to save this information and return to the *Immunizations Home* screen.

Please Note:

- Once you correct the *VFC Eligibility* on the patient's immunization record, be sure the *VFC Eligibility* field on the *Patients Demographics* screen is also up-to-date. See the screen shot on page 1 of this tutorial for instructions.
- After all corrections have been made, it is recommended that you run your *VFC Patient Category Report* again. If you still see *Unknowns* in the report results, it may be that your patient(s) received an immunization elsewhere, and you may not be able to correct these records in CIIS.

If you have questions, please contact the CIIS Help Desk at 303-692-2437, option 2.