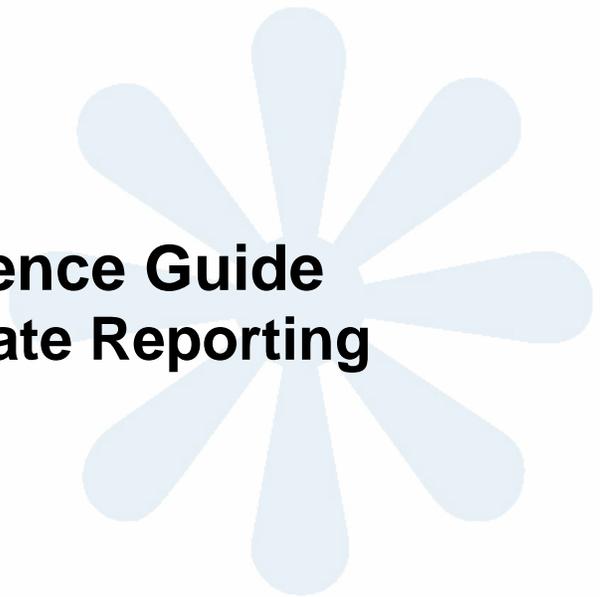




Protecting Our Children's Health
Securely, Accurately, Confidentially

Quick Reference Guide
H1N1 Aggregate Reporting



* Support Telephone: (888)688-4667 * Support E-mail: imr@vdh.state.vt.us

Sites who receive H1N1 vaccine from the Vermont Department of Health are required to report aggregate "doses administered" information. This is because health officials are interested in keeping close watch on the needs of each community around H1N1 vaccine, and because we are required to report this information to the CDC every week. Once your practice has received H1N1 vaccine, you will need to report back to us each week -- **no later than Mondays by noon** -- the number of doses of H1N1 you administered to people in a number of categories. This weekly "aggregate" reporting will be done over the internet, and this guide will walk you through entering this information.

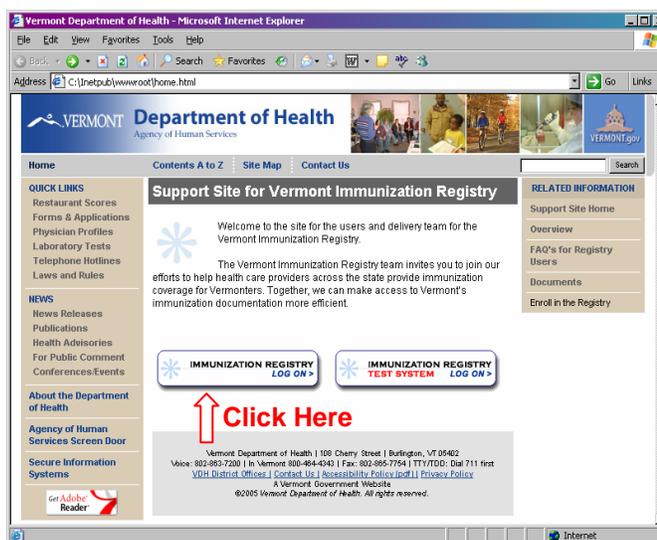
You will be reporting for the doses you administered in your practice for the **previous week**. We suggest you track the doses you administer during the week using the H1N1 Tracking form, and use this form to enter the information into the system. The whole process of entering the information over the internet should take only a few minutes.

WHAT DO I NEED TO ACCESS THE SITE?

- A **USER NAME** and **PASSWORD**. Please call or email support if you have forgotten yours.
- An Internet connection.
- Internet Explorer, version 5 or later.
- You should also have a completed Tally Sheet on which you've kept track of the number of H1N1 Immunizations administered in the previous week.

HOW DO I LOG IN?

- Open Microsoft Internet Explorer.
- Go to <http://healthvermont.gov/hc/IMR/index.aspx>
- Select Immunization Registry Log In button.



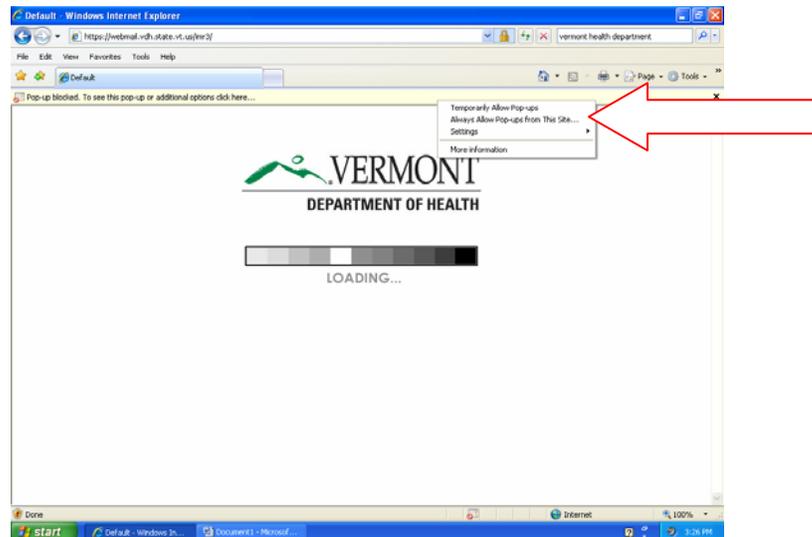
- Enter your user name and password in the box that pops up, and click **OK**. Remember passwords are Case Sensitive, so be careful to use capital letters where they appear.

YOU MIGHT HAVE TO DO THIS

- If you see the box below, select YES.



- If you see the "Loading" Screen below, you might have to make a small adjustment.
- **RIGHT** Click on the yellow bar to show the drop down list and choose [Always allow pop-ups from this site.](#)



- If you see the dialogue box below, choose YES.



IF YOUR PRACTICE HAS BEEN TRAINED TO USE THE REGISTRY...

- You will see a screen like this. Click the [H1N1 Reporting Tab](#) at the upper right corner.

The screenshot shows a web browser window titled "Individual Profile ***** TEST VERSION *****". The page has a navigation bar with tabs: Immunization Registry, Blood Lead, WIC, Metabolic Screening, Hearing, and H1N1 Reporting. The "Search Patient" tab is active. Below the navigation bar, there is a "Search Patient" section with a search form. The form includes fields for First Name, Middle Name, Last Name, Date of Birth, and Identifiers. There are buttons for "New Search", "Find", "Add Type", "Save", and "Cancel". A red arrow points to the "H1N1 Reporting" tab in the navigation bar.

- This will take you to the H1N1 reporting screen. Go to page 5 for a bigger picture and directions.

The screenshot shows the "H1N1 Reporting" screen. It features a form for entering practice information and a table for reporting vaccine doses. The form includes fields for Practice ID (06204), Practice Name (Castleton Family Health Center), Phone # (802)223-4444, and Start/End Dates. The table below is titled "H1N1 VACCINE WEEKLY DOSES ADMINISTERED AGGREGATE COUNTS".

TARGET GROUP	AGE GROUPS							TARGET AGE GROUP TOTAL	DOSE NUMBER			TARGET GROUP DOSE TOTAL
	6-23 months	24-59 months	5-18 years	19-24 years	25-49 years	50-64 years	>= 65 years		1st	2nd	Unknown	
Pregnant women												
Person who lives with or provides care for infants aged less than 6 months (e.g., parents, brothers or sisters, and daycare providers)												
Health care and emergency medical services personnel												
Person aged 6 months - 24 years												
Person aged 25-64 years who has medical conditions that put you at higher risk for influenza-related complications												
Number of Vaccines												
TOTAL:												

IF YOUR PRACTICE HAS NOT BEEN TRAINED TO USE THE REGISTRY...

- You will go directly to the H1N1 Reporting Screen, which looks like this:

SOME THINGS WILL AUTO-FILL FOR YOU

- Entered by (your user name) and entry date will fill in automatically when everything is complete.
- Practice ID, Practice phone, and Practice name will also fill in automatically.

SELECT THE DATE RANGE FOR REPORTING

The system allows you to report data for previous week. The reporting period is Sunday through Sunday. We expect sites will report on MONDAYS by noon.

- Select the calendar button.
- Select the previous SUNDAY as your start date. The end date will calculate automatically, based on the start date.
- Warning: You will only be able to report once for the date range you selected!**

ENTER YOUR NUMBERS FROM THE TALLY SHEET

- Enter the number of doses of H1N1 administered in the appropriate columns. The totals will be added for you when you select [REFRESH](#).
- If you administered no H1N1, simply enter zero in all columns.
- Select [REFRESH](#) to subtotal the columns.
- Select [VALIDATE](#) to check for completeness.
- Select [SAVE](#) only when you are sure you've entered everything you wanted.

Warning: Age Group totals for a Target Group must equal the total Dose Number for that group.

MAKE IT EASY

You can print **more copies** of the Tally Sheet for tracking H1N1 doses (or this guide) on the IMR website. Keeping track over the week means entering the information on Monday will take only a few minutes.

- Go to <http://healthvermont.gov/hc/IMR/index.aspx>

... IF YOU MAKE A MISTAKE

- Once you hit [SAVE](#), you will not be able to enter more information into the system until the following week.
- If you have entered **TOO MANY** immunizations, please call the Immunization Program at (802) 863-7240.
- If you find you missed information and entered **TOO FEW**, please add those to your tracking sheet for next week.

HOW DO I LOG OUT?

- Click on the **red X** in the right hand corner of the screen.

WHAT IF I NEED MORE HELP?

- Call (888) 688-4667 to talk with the IMR support line, or email us at imr@vdh.state.vt.us