



A guide to using the District of Columbia Doses Administered Report

(Version 3.0)

Section 1: Starting a Doses Administered Report

To access the Immunization Web Doses Administered Report, make sure you are connected to the internet, then open your web browser and go to D.C. Immunization Program's home page at <https://dchealth.dc.gov/dociis> (make sure that there is an s at the end of *https*).

Your web browser should now look like this:

The screenshot shows the DC Health website homepage. At the top, there is a navigation bar with links for Home, Services, Health Professionals, Infants, Children and Teens, HIV/AIDS, Resources, Vital Records, and About DC Health. Below the navigation bar, the page is divided into several sections. On the left, there is a 'DC Health' logo and contact information for the District of Columbia Immunization Information System (DOCIIS), including office hours, address, and phone numbers. In the center, there are sections for 'Database Access', 'Trainings', 'Forgot your DOCIIS password?', 'DOCIIS Account Management', 'DOCIIS Reports', 'DOCIIS Bulk Printing', and 'DOCIIS Documents'. On the right, there are sections for 'Important Telephone Numbers', 'Free STD Testing', and 'EHR Resource Center'. The page is titled 'Immunization Homepage' at the bottom.

Under “Reports,” click on the words “Doses Administered”. This will take you to a new window that will allow you to log into the doses administered report. Each user should have been given a unique *User Name*, *Password*, and *Context* which you will need to type into the appropriate box. (Note: The password is case sensitive, so the password must be typed with the correct lower case and capitalization.) Once you have entered all of the information, then click on the “Login” button. This will log you into the doses administered report and take you to the date range page to select the appropriate dates for immunization given.

The screenshot shows a login screen with three input fields: 'User Name:', 'Password:', and 'Context:'. Below the fields is a 'Login' button. The background is a light blue gradient.

Login Screen

Section 2: Selecting a Date Range

The date range page allows you to limit the report to assess only doses that were given between certain dates. To do this, enter the start and end dates of doses to include in the report. When you have finished, click on the “Next” button at the bottom of the screen. This will take you to the VFC provider site account location page.



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Enter the date range for the doses that were administered.

Start Date:

End Date:

Next *Logout*

Date Range Screen

Section 3: Selecting a VFC Provider Account

The VFC provider account name page allows you to select the name of the VFC provider for which you would like an doses administered report by placing a check in the box(es) next to the appropriate VFC provider account name(s). Once you have checked the provider account name(s), click on the "Next" button at the bottom of the screen. This will take you to the vaccines source page.

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Select the VFC provider accounts to include in the report.

Check All		Uncheck All
<input type="checkbox"/> ADAMS MORGAN CLINIC/CHILDREN HOSP (000043)	<input type="checkbox"/> ADELSON & GINSBERG (FLU290)	<input type="checkbox"/> AKHIGBE (P00236)
<input type="checkbox"/> ALESKOW (FLU114)	<input type="checkbox"/> AMERICAN UNIVERSITY SHC (P00070)	<input type="checkbox"/> AMERICAN UNIVERSITY SHS (000076)
<input type="checkbox"/> ANDROMEDA TRANSCULTURAL HEALTH CTR (AHR244)	<input type="checkbox"/> ANDROMEDA TRANSCULTURAL HEALTH CTR (P00244)	<input type="checkbox"/> APRA (FLU-86)
<input type="checkbox"/> ARCHER (FLU149)	<input type="checkbox"/> ARLING & PATTERSON, PC (FLU282)	<input type="checkbox"/> ASHBY (FLU104)
<input type="checkbox"/> AVERY HEALTH CARE (FLU168)	<input type="checkbox"/> BANKS (FLU209)	<input type="checkbox"/> BARNES (FLU100)
<input type="checkbox"/> BARNES (FLU103)	<input type="checkbox"/> BERGMAN & ROBLES (FLU174)	<input type="checkbox"/> BISHOP AA OWENS JR FAMILY LIFE COM (000011)
<input type="checkbox"/> BOLTANSKY (FLU223)	<input type="checkbox"/> BORDON (FLU313)	<input type="checkbox"/> BREAD FOR THE CITY (AHR037)
<input type="checkbox"/> BREAD FOR THE CITY MEDICAL CLINIC (000037)	<input type="checkbox"/> BRIDGES (FLU248)	<input type="checkbox"/> BRIGHTWOOD SCHOOL-BASED HEALTH CTR (P00245)
<input type="checkbox"/> BROWN (FLU106)	<input type="checkbox"/> BROWN (P00067)	<input type="checkbox"/> BURRIS (FLU123)
<input type="checkbox"/> BUSHEHRI (FLU303)	<input type="checkbox"/> BUSTOS (FLU291)	<input type="checkbox"/> CACERES (FLU158)
<input type="checkbox"/> CADC - COMMUNITY ALTERNATIVES (FLU213)	<input type="checkbox"/> CALLAWAY (FLU300)	<input type="checkbox"/> CANNADAY (FLU175)
<input type="checkbox"/> CAPITAL HEART ASSOCIATES- TOM NORIS (FLU227)	<input type="checkbox"/> CAPITAL PULMONARY (FLU108)	<input type="checkbox"/> CAPITOL HILL MEDICAL CLINIC (FLU305)
<input type="checkbox"/> CAPITOL HILL MEDICAL CLINIC, NW (P00054)	<input type="checkbox"/> CAPITOL HILL MEDICAL CLINIC, PC NE (P00088)	<input type="checkbox"/> CAPITOL HILL MEDICAL CLINIC, PC SE (P00053)
<input type="checkbox"/> CAPITOL MED ASSOC (FLU177)	<input type="checkbox"/> CAPNA HEALTHCARE, LLC (P00050)	<input type="checkbox"/> CARL VOGEL CENTER (AHR250)

VFC Provider Screen

Section 4: Selecting a Vaccine Source

The vaccine source page allows you to select the type of VFC source(s) you would like to have included in your report. You can choose to have the report assess either for all VFC sources or for only a particular source. Once you have checked the appropriate box(es), click on the “Next” button at the bottom of the screen. This will take you to the report options page.

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Select the VFC sources to include in the report.

Check All	Uncheck All
<input type="checkbox"/>	<unknown>
<input type="checkbox"/>	Amer Ind/Alas Na
<input type="checkbox"/>	Federal 317
<input type="checkbox"/>	Medicaid
<input type="checkbox"/>	No Insurance
<input type="checkbox"/>	Private
<input type="checkbox"/>	SAMHSA
<input type="checkbox"/>	State
<input type="checkbox"/>	Underinsured
<input type="checkbox"/>	VFC (categ unk)

Back *Next* *Logout*

Vaccine Source Screen

Section 5: Selecting Report Options

The report options screen of the doses administered report provides a broad-range of options that allow you to customize your report.

Output Type

The output type determines whether the results will be displayed either as a HTML (web page) or as an Excel spreadsheet for you to download and save on your computer. (Note: If you have chosen to have the report run as an HTML report (default option), then the results will appear on your screen as soon as the report is completed. If you chose to have the report run as an Excel spreadsheet, then after the report has completed you will see a box labeled “Saved Report Files” with a link to the Current report (“Doses Administered”). You can click on this link to save the file to your hard drive.)

Report Section Options

The report section options have two sections which you can choose to include in your report. The “Summary” section includes the criteria that you have selected in customizing the report. The “Details” section reports the overall vaccine totals for the given time frame and the “Doses” section breaks down each vaccine dose by type. Once you have checked the appropriate box(es), click on the “Run” button at the bottom of the screen. This will take you to the final screen page.

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Select the appropriate report options below.

Output Type	
Output Type	HTML

Report Section Options	
Include Sections	<input checked="" type="checkbox"/> Summary
	<input type="checkbox"/> Details
Include Doses	<input type="checkbox"/> Doses

Back Run Logout

Report Options Screen

Section 6: Exiting Doses Administered

When you have finished running a compliance report and saving the reports if necessary, you can exit the compliance report by simply closing the Internet browser. This will log you out of the system.

Thank you for your interest in our Washington DC Immunization Doses Administered Report. We hope that you will enjoy using this system.