



A guide to using the District of Columbia Facility Compliance Report

(Version 3.0)

Section 1: Starting a Facility Compliance Report

To access the Immunization Web Facility Compliance Listing, 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 interface. At the top, there is a navigation menu with options like Home, Services, Health Professionals, Infants, Children and Teens, HIV/AIDS, Resources, Vital Records, and About DC Health. Below the menu, the DC Health logo is prominently displayed. The main content area is divided into several sections: 'Database Access' with links to ACIP/AAP recommendations and EHR IT Teams; 'Trainings' for in-person and online; 'Forgot your DCIIS password?' with a password reset request link; 'DCIIS Account Management (Need to Change Your DCIIS Password?)' with a password change link; 'DCIIS Reports' including Facility Compliance Listing, Enrollment Listing, Doses Administered, and VFC coCASA File Export; 'DCIIS Bulk Printing' with form printing instructions; and 'DCIIS Documents' with a link to the release of information form. A sidebar on the left provides office hours, contact information for LaQuandra S. Nesbitt MD, MPH, and language options. On the right, there are sections for 'Important Telephone Numbers' and 'Free STD Testing'.

Immunization Homepage

Under “Reports,” click on the words “Facility Compliance Listing – now with links to records.” This will take you to a new window that will allow you to log into the facility compliance listing. 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 facility compliance listing and take you to the facility type page to select the appropriate report for immunization compliance.

The login screen is a simple form with a light blue background. It contains three input fields stacked vertically, labeled 'User Name:', 'Password:', and 'Context:'. Below the fields is a button labeled 'Login' in a stylized font.

Login Screen

Section 2: Selecting a Facility Type

The facility type page allows you to select the type of facility center for which you would like to run an immunization compliance report by placing a check in the appropriate facility type box. For certain facility types, such as Daycare, HeadStart, and School, you may choose if you would like the facility listings to be grouped together by area (SE, NW, etc.), type (private, public, etc.), or ward. Once you have checked the facility type and the grouping method (if applicable), click on the "Next" button at the bottom of the screen. This will take you to the facility name page.

Washington DC Department of Health

Select the facility types you want to include in the report.

Facility Type	Group Facilities By*
<input type="checkbox"/> Clinic	
<input type="checkbox"/> Daycare	(none) ▾
<input type="checkbox"/> Doctor's Office	
<input type="checkbox"/> HeadStart	(none) ▾
<input type="checkbox"/> Insurer	
<input type="checkbox"/> School	(none) ▾
<input type="checkbox"/> WIC	

*Grouping the facilities may help you find and select the facilities more easily in the following steps. This option will also group the summary totals and vaccine totals if those sections are included in the report.

Next *Logout*

Facility Type Screen

Section 3: Selecting a Facility Name

The facility name page allows you to select the name of the facility for which you would like an immunization compliance report by placing a check in the box(es) next to the appropriate facility name(s). Once you have checked the facility name(s), click on the "Next" button at the bottom of the screen. This will take you to the vaccines page. (Note: if you have selected to run a report on a school, then the next step will be to select the grades from that school that you would like to have included in the report. After that you will be taken to the vaccines page.)

Select the clinics you want to include in the report.		
Check All		Uncheck All
<input type="checkbox"/> <Unknown>	<input type="checkbox"/> American University SHS	<input type="checkbox"/> Anacostia CHC, Unity
<input type="checkbox"/> Andromeda Transcultural Health	<input type="checkbox"/> Belcrest Road Health Center	<input type="checkbox"/> Bishop AA Owens Jr Immunization Cli
<input type="checkbox"/> Bread for the City Medical Clinic	<input type="checkbox"/> Brentwood Square Health Ctr, Unity	<input type="checkbox"/> Brightwood School-Based Clin (Mary)
<input type="checkbox"/> CLOSED - 15th Street -Center 17 NHC	<input type="checkbox"/> CLOSED - Adams Morgan NHC Adult Cl	<input type="checkbox"/> CLOSED - Arthur Capper NHC
<input type="checkbox"/> CLOSED - Ballou Adolescent Hlth Ctr	<input type="checkbox"/> CLOSED - Benning Heights NHC	<input type="checkbox"/> CLOSED - Brookland Sr Day Care Ctr
<input type="checkbox"/> CLOSED - Chartered Health Plan	<input type="checkbox"/> CLOSED - Children's Adolescent Clin	<input type="checkbox"/> CLOSED - Children's Mob Peds Van #1
<input type="checkbox"/> CLOSED - Children's Mob Peds Van #2	<input type="checkbox"/> CLOSED - Children's Mob Van FereHp	<input type="checkbox"/> CLOSED - Columbia Hospital fr Women
<input type="checkbox"/> CLOSED - Community Medical	<input type="checkbox"/> CLOSED - Comprehensive Care	<input type="checkbox"/> CLOSED - Corcoran School of

Facility Name Screen

Section 4: Selecting Vaccines

The vaccine page allows you to select the type of vaccines that you would like to have included in your report. You can choose to have the report assess either for all recommended immunizations or only for DC REQUIRED doses. If you would like to limit the report to only include DC required doses, then check the box labeled “Only include vaccine if dose is required”. Once you have checked the appropriate boxes, click on the “Next” button at the bottom of the screen. This will take you to the birth date range page.

Select the vaccines you want to include in the report.

DC Childcare/Schools

Include Vaccines Only include vaccine if dose is required.

Check DC School Requirements	Check All	Uncheck All
<input type="checkbox"/> Anthrax		
<input type="checkbox"/> DT		
<input type="checkbox"/> DTaP		
<input type="checkbox"/> Flu		
<input type="checkbox"/> HPV		
<input type="checkbox"/> Hep A		
<input type="checkbox"/> Hep B		
<input type="checkbox"/> Hib		
<input type="checkbox"/> IPV		
<input type="checkbox"/> MMR		
<input type="checkbox"/> Me		
<input type="checkbox"/> Meningococcal		

Section 5: Birth Date Range

The birth date range allows you to limit the report to assess only patients that were born between certain dates. To do this, enter the minimum birth date and the maximum birth date of patients to include in the report. If you would like to include all patients regardless of age then leave the fields blank. When you are finished, click on the “Next” button at the bottom of the screen. This will take you to the scheduled vaccines page.

Enter the minimum birth date and maximum birth date of the individuals to include in the report.
To include all, leave the dates blank.

Minimum DOB:

Maximum DOB:

(mm/dd/yyyy)

Back *Next* *Logout*

Section 6: Scheduled Vaccines

The scheduled vaccine page allows you to include projected future scheduled vaccinations in your report. To do so, click on the box labeled "Include Schedule". You may limit the future scheduled vaccinations to a particular time frame by entering the beginning and ending dates. For example, if you want to know how many clients will need shots next month, click on the "Include Schedule" box and fill in the begin and end dates for that month. (Note: the report automatically assumes that clients needing vaccinations will be given them today, and so projects when their *next doses* would be due). If you want to include all future vaccines then leave the date fields blank. Click on the "Next" button at the bottom of the screen. This will take you to the final screen page.

Select whether to include the scheduled vaccinations.
To select the range of vaccines to schedule, enter a begin window and end window.
To select all future vaccines, leave the dates blank.

Include Schedule

Begin Window:

End Window:

(mm/dd/yyyy)

[Back](#) [Next](#) [Logout](#)

Section 7: Final Screen

The final screen of the facility compliance 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 given either as a web page or as an Excel spreadsheet for you to download and save on your computer.

Report Section Options

The report section options have four sections which you can choose to include in your report. The “Criteria” section includes the criteria that you have selected in customizing the report. The “Summary” section reports the overall compliance totals. The “Vaccines Totals” section breaks down the non-compliance by vaccine type. The “Detail” section provides a list of the patient names and additional information that you may choose to include (as listed below in “Detail Section Options”).

Summary Section Options

The “Summary” section allows you to choose how the patient compliance summary list is grouped together in the report. (For example, if you run a compliance report on patients enrolled in a particular insurer and school, you may select whether to group the patients by the insurer or by the school.)

Detail Section Options

The Detail Section has four groups of options that you can choose to include in your report:

The “Sort Details” option allows you to sort patients by various patient information, such as birth date, grade, or last name.

The “Include” option allows you to select the following:

- ❖ **Overdue** – Patient has exceeded the routinely recommended age or spacing from the last dose to receive a vaccine dose which is still needed. This corresponds to any time period past the “due window” while the patient still needs the vaccine dose based on age and previous immunization history.
- ❖ **Due** – Patient has reached the routinely recommended age or spacing from to receive the next vaccine dose. This corresponds to the “bars” on the Routine ACIP/AAP Schedule. Each vaccine dose has a “window” of time from one month to several months that it is acceptable to schedule a patient visit to receive the vaccine dose;

during this “window” of opportunity the patient is “due” for the vaccine.

- ❖ **Also Consider** – Patient has reached at least the earliest age or spacing from the last dose to validly receive a vaccine dose, or the patient is eligible to receive a routinely recommended vaccine if further medical screening indicates. Any routinely recommended vaccine for which the patient has reached the minimum age and/or minimum spacing from last dose is something for a physician/nurse to “also consider” giving to the patient during a visit for: (a) disease prevention, (b) to consolidate office visits, (c) to catch-up a patient who has fallen behind the routine schedule or is traveling, (d) for which patient or family history screening may indicate a reason for vaccination, etc.

- ❖ **Compliant** – Patient is up-to-date with all immunizations.

The “Include Columns” option allows you to select additional patient information that you would like to include in the report, such as Clinic, Day Care, Doctor.

The “Group By” option allows you to choose how the individual patient listing is grouped together in the report.

The screenshot shows a configuration window with the following sections:

- Output Type:** A dropdown menu set to "HTML".
- Report Section Options:** A group box containing four checkboxes: "Criteria", "Summary", "Vaccine Totals", and "Detail".
- Summary Section Options:** A group box containing a dropdown menu for "Group Totals By" set to "Clinic".
- Detail Section Options:** A group box containing a dropdown menu for "Sort Details By" set to "Last Name".
- Include:** A group box containing four checkboxes: "Overdue", "Due", "Also Consider", and "Compliant".
- Include Columns:** A group box containing ten checkboxes: "Clinic", "Daycare", "Doctor", "Head Start", "Insurer", "Insurer Code", "Medicaid Number", "School", "WIC", and "WIC Number".

Once you have selected all of the appropriate boxes, click on the “RUN” button at the bottom of the screen. This will take you to the final screen page.

Section 8: Exiting Facility Compliance

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 ("Facility Report"). You can click on this link to save the file to your hard drive.

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 Facility Compliance Report. We hope that you will enjoy using this system.