

DISTRICT OF COLUMBIA IMMUNIZATION INFORMATION SYSTEM

A guide to using the District of Columbia VFC Profile Report

(Version 3.0)

Section 1: Starting a VFC Profile Report

To access the Immunization Web VFC Profile 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 menu with links for 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. To the left, there is a sidebar with 'Office Hours' (Monday to Friday, 8:15 am to 4:45 pm), 'Connect With Us' (address, phone, fax, TTY, email), and a list of languages: Amharic, Chinese, French, Korean, Spanish, and Vietnamese. A photo of LaQuandra S. Nesbitt MD, MPH, Director, is also shown. The main content area is titled 'District of Columbia Immunization Information System (DOCIIS)'. It includes sections for 'Database Access' (Access DOCIIS Registry, EHR IT Teams), 'Trainings' (Registration for In-Person Training, DOH Immunization Program Online Training), 'Forgot your DOCIIS password?' (DOCIIS Registry Password Reset Request), 'DOCIIS Account Management (Need to Change Your DOCIIS Password?)' (DOCIIS Registry Password Change), 'DOCIIS Reports' (Facility Compliance Listing, Facility Enrollment Listing, Doses Administered, VFC coCASA File Export, VFC Profile Report, My Saved DOCIIS Report Files), 'DOCIIS Bulk Printing' (Bulk Immunization Form Printing, Bulk Form Printing Instructions), and 'DOCIIS Documents' (DOCIIS Release of Information Form PDF). On the right side, there are sections for 'Important Telephone Numbers' (with a photo of a hand on a red telephone keypad) and 'Free STD Testing' (with a photo of two people). A 'more' button is visible at the bottom right of the right-hand column.

Immunization Homepage

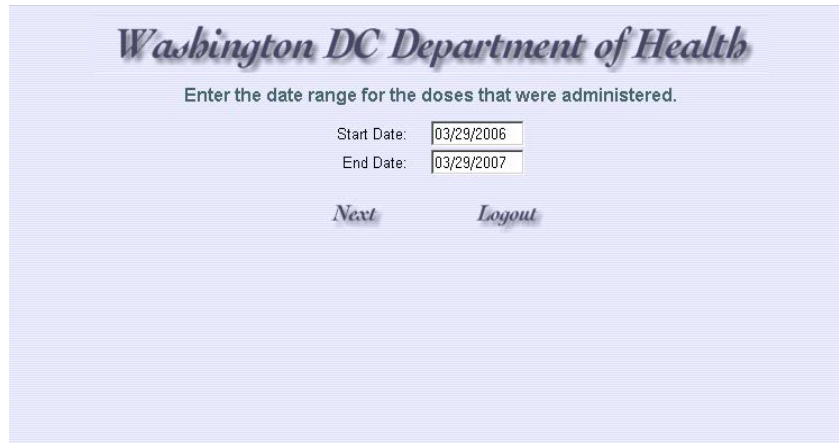
Under “Reports,” click on the words “VFC Profile”. This will take you to a new window that will allow you to log into the VFC Profile report. Each user should have been given a unique *User Name*, *Password*, and *Context* which you will need to type into the appropriate box. (Note: The password is case 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 VFC Profile report and take you to the date range page to select the appropriate dates for patients receiving immunization.

The screenshot shows a login screen with a light blue background. It contains three input fields: 'User Name:', 'Password:', and 'Context:'. Below the input fields is a 'Login' button. The text 'Login Screen' is centered below the button.

Login Screen

Section 2: Selecting a Date Range

The date range page allows you to limit the report to assess only patients that were given immunizations 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.



Washington DC Department of Health

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 page allows you to select the name of the VFC provider for which you would like an VFC Profile 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.

Washington DC Department of Health

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.

The screenshot shows a web interface for selecting VFC sources. At the top, it says "Washington DC Department of Health" in a stylized font. Below that, the instruction "Select the VFC sources to include in the report." is displayed. A table with two columns, "Check All" and "Uncheck All", is positioned above a list of source categories. Each category has a checkbox next to it. At the bottom of the form, there are three buttons: "Back", "Next", and "Logout".

Check All	Uncheck All
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>

Back *Next* *Logout*

Vaccine Source Screen

Section 5: Selecting Report Options

The Report Options page of the VFC Profile report provides a 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 (“VFC Profile Report”). 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 patient totals for the given time frame. 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.

Washington DC Department of Health

Select the appropriate report options below.

Output Type	
Output Type	HTML

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

Back *Run* *Logout*

Report Options Screen

Section 6: Exiting VFC Profile

When you have finished running a VFC Profile report and saving the reports if necessary, you can exit the VFC Profile 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 VFC Profile Report. We hope that you will enjoy using this system.