

Florida SHOTS™

HOW TO GENERATE AND UNDERSTAND THE UPLOAD LOG REPORT



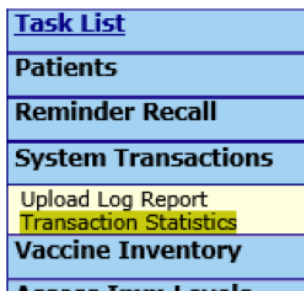
www.flshots.com

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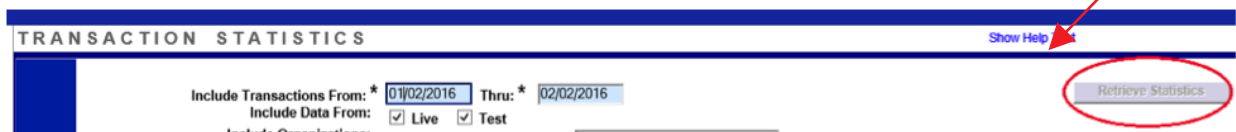
Data Upload Log Review: The main reason to generate an upload log report is to ensure that data is being uploaded to Florida SHOTS and is accurate. Even though a practice receives confirmation from their EHR, this does not mean that Florida SHOTS received the data from the EHR – there could be a problem with the transmission from the EHR. Practices are encouraged to review logs on a regular basis for accuracy and ensure no issues arise with transmission and acceptance into the registry.

1. Allow for pop-ups in your Internet Explorer browser. (You must have Microsoft Excel or equivalent to download and view the spreadsheet.)
2. Log into www.flshots.com. (Users must have “Role” as Local Org Administrator or View Transaction Stats).
3. Along the left side of the screen (under the blue “Task List”) click on “System Transactions.” Select “Upload Log Report” or “Transaction Statistics.” “Upload Log Report” allows a practice to drill down to see errors and warnings or search by patient chart number. The “Transaction Statistics” option displays patient statistics, upload statistics, service site statistics, and message statistics.

Steps to generate the report from “Transaction Statistics” under “System Transactions”



1. **Transaction Statistics:** The date range always defaults to today's date. You may change the date range and go back as far as needed in order to review uploaded data.
2. Click the greyed out “Retrieve Statistics” box (top right side of screen).



NOTE: A practice can always click on the “Show Help Text” (along the top right) and information pops up for all the different choices they have to review.

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- Under “Upload Statistics” click the number under “Files/Messages” to see all your uploads for the date range selected; or to see only rejected vaccines, click on the number under “Vaccines Rejected.”

Upload Statistics										
System	Type	Files/Messages	Unable to Process	Total Vaccinations	Clients Added	Clients Found	Clients Rejected	Vaccinations Added	Duplicate Vaccinations	Vaccinations Rejected
Live	Web Services	70		145	16	41	13	60	39	46

- The details for all the files uploaded to Florida SHOTS for the date range provided will show up at the bottom of the screen under “Detail.”
- Click on “Download Report.” This will pull up a spreadsheet for each individual file clicked on.

Detail																
Upload Files/Messages																
For the Live system upload type Web Services.																
System	Date Processed	Organization	EID	Login Id	Type	File Name	Failure Message	Vaccinations	Clients Added	Clients Found	Clients Rejected	Vaccinations Added	Duplicate Vaccines	Duplicate Series	Vaccinations Rejected	Upload Log Report
Live	01/18/2016				Web Services			2		1		1				Download Report

NOTE: The quantity of patients/vaccines that were included in that file will determine how large the spreadsheet will be.

- The spreadsheet includes the following:

Record#, Record Status, Patient Disposition, Vaccination Disposition, FLSHOTS Patient Record Info, Errors, Warnings, Patient Chart Number, Last Name, First Name, Middle Name, Date of Birth, Sex, SSN, Race, Street Address, City, State, Zip, County of Residence, Phone #, Service Site, Vaccine Description, Vaccination Date, Vaccine Code, Vaccine Manufacturer, Vaccine Lot #, Vaccine Expiration Date, VIS Publication Date, Medicaid ID, Mother Name, Mother DOB, Father Name, Father DOB, Inj Site, Inj Route, VFC Eligibility, Historical Shot Indicator, Multiple Birth Indicator, Birth Order, Vaccine Alt Code, Vaccine Alt Short Description

Some are optional fields and will be uploaded based on what EHR a practice uses.

The “Record Status” (column B) identifies success or failure. “Vaccine Disposition” (column D) identifies whether the vaccine has been rejected. “Errors” (column F) will identify why it has been rejected. A practice should correct any errors in the patient chart and resubmit the vaccine.

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A	B	C	D	E	F
Record#	Record Status	Patient Disposition	Vaccination Disposition	FLSHOTS Patient Record Info	Errors
1	Success	Updated	Added	State Imm Id: 990	
2	Failure	Updated	Rejected	State Imm Id: 9900	1) Vaccination Code=999 Could not locate corresponding IMM Vaccine Type.

NOTE: A “Record Status” of “Failure” paired with “Duplicate” or “Series Duplicate Vaccine Disposition” (column D) means that the vaccine has already been entered into Florida SHOTS.

Column G identifies warnings. Vaccines can be successfully uploaded to Florida SHOTS with warnings. Please review and enter all the missing immunization data or, if applicable, you may have to contact your practice’s EHR provider to make necessary changes to correct the warnings.

Steps to drill down to see just errors and warnings or search by patient chart number from the “Upload Log Report” under “System Transactions.”

Task List
Patients
Reminder Recall
System Transactions
Upload Log Report Transaction Statistics
Vaccine Inventory

1. **Upload Log Report:** The date range always defaults with the “From Date: *” 10 days prior to today’s date. A practice may change the date range and go back as far as needed in order to review uploaded data. Check the box for what to include in the log or enter the patient “Chart Number” or “Message Controller Id.” Click on “Search for Files” (top right side of screen).

UPLOAD LOG CRITERIA

<input checked="" type="checkbox"/> Include Only Files with Errors?	From Date: * <input type="text" value="01/24/2016"/>
<input checked="" type="checkbox"/> Include Only Failed Files?	Thru Date: * <input type="text" value="02/03/2016"/>
Search for Chart Number: <input style="width: 150px;" type="text"/>	Search for Message Controller Id: <input style="width: 150px;" type="text"/>
Or	
File Name: <input style="width: 300px;" type="text"/>	

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- The first file listed will be the most current file uploaded to Florida SHOTS successfully. You can change the sort sequence of the files by hovering over the header of each column and clicking on it. In order to review a file, click on one line at a time. Each file will list the date processed, patients processed, total vaccines, vaccines added, percentage added, duplicate vaccines, vaccines rejected and the percentage rejected.

File Name: Or

Processed File Name	Organization	Date Processed ▲	Patients Processed	Total Vaccinations	Vaccs Added	% Added	Vaccs Duplicate	Vaccs Rejected	% Rejected
InterOpVXU.20160202.094343.196109		02/02/2016	1	2	0	0%	2	0	0%
InterOpVXU.20160202.093140.47552		02/02/2016	0	1	0	0%	0	1	100%
InterOpVXU.20160202.092618.970854		02/02/2016	1	2	0	0%	2	0	0%
InterOpVXU.20160202.092538.784048		02/02/2016	1	1	0	0%	1	0	0%
InterOpVXU.20160201.173105.385204		02/01/2016	0	1	0	0%	0	1	100%

- The errors and warnings will be listed in summary form. This will give a quick and simplified overview, without having to pull up the report. If you want to review a file even further you can customize what to include on the report, for example, review only rejected files. If you click on “Specify,” under “Show Records,” it is recommended that you also choose rejected under “Vaccine Disposition”. Click on “Generate Report.”

Error/Warning Summary			
Type	Applies To	Field	Issue
Error	VaccRecord	Vaccination Code	Could not locate corresponding IMM Vaccine Type.
Warning	VaccRecord	VIS Publication Date	Could not be validated against the Vaccine/VaccDate - converted to NULL.

Show All Records
Records: Records with Errors Records with Warnings Records Added Specify

Patient Disposition: Added Matched Rejected

Vaccination Disp: Added Duplicate Series Duplicate Rejected

Errors/Warnings: Records with errors Records with warnings Records with neither errors or warnings Records which were not processed

- A box pops up that says “Report could take up to...” to indicate the system is generating the report as requested to display on a spreadsheet.

The generated spreadsheet includes the following:

Record#, Record Status, Patient Disposition, Vaccination Disposition, FLSHOTS Patient Record Info, Errors, Warnings, Patient Chart Number, Last Name, First Name, Middle Name, Date of Birth, Sex, SSN, Race, Street Address, City, State, Zip, County of Residence, Phone #, Service Site, Vaccine Description, Vaccination Date, Vaccine Code, Vaccine Manufacturer, Vaccine Lot #, Vaccine Expiration Date, VIS Publication Date, Medicaid ID, Mother Name, Mother DOB, Father Name, Father DOB, Inj Site, Inj Route, VFC Eligibility, Historical Shot Indicator, Multiple Birth Indicator, Birth Order, Vaccine Alt Code, Vaccine Alt Short Description

Correct any errors in the patient chart, enter all the missing immunization data, and resubmit to Florida SHOTS, or if applicable, you may have to contact the practice’s EHR to make necessary changes to correct errors.

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A	B	C	D	E	F
Record#	Record Status	Patient Disposition	Vaccination Disposition	FLSHOTS Patient Record Info	Errors
1	Failure	Rejected	Rejected		1) Vaccination Code=999 Could not locate corresponding IMM Vaccine Type.

Once you are done with reviewing the spreadsheet and exit, the system will bring you back to [Florida SHOTS](#). (Click the back button.) The report that was just generated will now be saved. You can delete the report or keep it as a saved file. The system will allow a practice to save up to 10 generated reports at a time.

ADDITIONAL TRAINING

In addition to a recorded webinar, we offer individual training on how to read your upload log report. Please contact Whitney Hachem our Post-Implementation Specialist at 813-351-0213 or by email at Whitney.Hachem@flhealth.gov to schedule.