Florida SHOTS™

UPLOAD DATA QUALITY REPORT

Florida Shots™
keeping shots in check

UPLOAD DATA QUALITY REPORT

The Upload Data Quality Report is a tool to assist you on ensuring the data you transmit to SHOTS is correctly and successfully recorded. The report allows you to select a date range and generate a spreadsheet with all the errors and warnings from that period. This is an easy-to-use option to review data quality to help your practice quickly identify any problems and make the necessary corrections. Users who have access to the "**System Transactions**" menu item, also have access to the "**Upload Data Quality Report.**"

1. Navigate to the "**System Transactions**" menu item and click on "**Upload Data Quality Report.**"

2. If no reports have been generated previously, you will see the "**Upload Data Quality Report Criteria**" screen to enter your selection criteria.

- **Processed:** Select the day or date range that the files were processed. The system will default to "**Yesterday,**" but you may select "**Today**" or fill in the "**From**" and "**Thru**" dates to limit the list to only files that were processed between the two dates.

    NOTE: Please keep in mind that the amount of days will increase the amount of time spent on the report generating. We advise to do a few days at a time.

- **Field Errors and Warnings**: You may select to generate the report for "**All**" errors and warnings or click on the yellow "**Retrieve Errors and Warnings**" button to select from a list of errors and warnings that were logged during the specified date range.

    - The list will appear to the right of the button and you may click on one or more (hold down Ctrl key to select more than one) from that list of errors and warnings to further filter the information displayed on the report.

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- **Include Detail Values for:** To see the details of the uploaded data that caused the errors and warnings, check one or all of the following:
  - **High Priority Errors/Warnings:** This shows the details of certain errors and warnings designated by Florida SHOTS that should be addressed immediately.
  - **Selected Errors/Warnings:** This displays only certain selected errors from the list located in the "Field Errors and Warnings" from the date range selected above the "Fields Errors and Warnings".
  - **Full Record Detail for Selected Errors/Warnings:** This shows the full record detail of all the uploaded record(s) that contain the selected errors and warnings.

    NOTE: See page 3 for a list of common high priority errors and warnings.

3. Click on "**Generate Report.**"
   - Your report will start to process, and you will be taken to the **Upload Data Quality Report List**. The report may take some time to generate, depending on how large the files are. You may continue to

   use the Registry during this time. Click on "**Refresh List**" until the status indicates "**Completed**."

4. Click on the row to download the report.
   - The Excel spreadsheet will open. Note: you may get a pop-up stating "The file format does not match…"
   - Click "**OK**" to open the Excel spreadsheet containing the Upload Data Quality report. Click on the tabs at the bottom to view the details of the report.

Organization	LoginID	VFC	Upload Type	EHR(s)	Total Files	Total Recs in All Files	Files with E/W	Total Recs in E/W Files	Error - Address: Required field is missing.	Error - City: Required field is missing.	Error - Process Error: Patient record will not be added without	Error - State: Required field is missing.
TAMPA FAMILY HEALTH CENTERS	SRF50609	Yes	Batch	ATHENA HUB - Active GREENWAY INTERGY CS - Active GREENWAY INTERGY HUB - Active	13	46	12	40	1	1	1	1

Errors and Warnings by Org | Errors and Warnings Statistics | Org Statistics | Selection Criteria | TAMPA FAMILY HEALTH CENTE1

If you have questions about your errors or warnings or would like additional training, please contact our Post-Implementation Specialist. You can find contact details at www.flshotsusers.com/contact.

EXAMPLES OF HIGH PRIORITY ERRORS AND WARNINGS

- Process Error ~ Invalid name(s) in the incoming record
  - Example: Boy/Girl, Female/Male, Test, Twin A, Twin B, etc.

- Completion Status ~ Value is not equal 'CP'
  - Example: patient refuses vaccine – Completion status = RE

- Vaccination Alternate Code ~ Could not locate corresponding IMM Vaccine Type.
  - Example: EHR system sends both the CPT & CVX codes and the CPT is not mapped to the correct CVX code per the CDC's IIS: Current HL7 Standard Code Set

- Vaccination Code ~ Could not locate a distinct corresponding IMM Vaccine Type.
  - Example: EHR system sends both the CPT & CVX codes and the CPT is not mapped to the correct CVX code per the CDC's IIS: Current HL7 Standard Code Set

- Vaccination Code ~ Could not locate corresponding IMM Vaccine Type.
  - Example: used an inactive CVX code which is not on the Valid Values list

- Vaccination Code ~ Vaccination code not allowed in private provider upload process.
  - Smallpox – DryVax

- Vaccination Code ~ Vaccine not available in the U.S. on the date given.
  - Example: historical shot was entered, however, the CVX code uploaded from the EHR system is inactive for the DOS

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EXAMPLES OF WARNINGS

- Birth Order ~ Invalid value - converted to NULL
  - Example: an invalid data format was used

- Birth Order ~ Multiple Birth Indicator/Birth Order values conflict - converted to NULL
  - Example: an invalid data format was used

- Invalid Multiple Birth Indicator value - this value will be ignored.
  - Example: used 1 for the first born, 2 for the second, etc. This field is useful in matching client data to existing records

- Eligibility ~ Could not be validated based on other field values - converted to NULL.
  - Example: the incorrect VFC Eligibility code was entered

- Service Site ID ~ No match found on file - converted to NULL.
  - Example: The Site ID uploading from the EHR system does not match what is on file with FL SHOTS

In addition, if Florida SHOTS receives messages/files where any of the required fields are missing for a patient or vaccination record, it will be in the high priority errors/warnings. Examples below:

TYPE	APPLIES TO	FIELD	MESSAGE	RECORD COUNT
Error	PatientRecord	Address	Required field is missing	21
Error	PatientRecord	City	Required field is missing	21
Error	PatientRecord	State	Required field is missing	21
Error	VaccRecord	Vaccination Date	Invaild date	3