

CLOUD AWARDS HOW TO CLEAN UP YOUR DATA TO IMPROVE YOUR RATES

Focus on patients who appear on the “Reminder Recall” list.

- If a dose has already been given, enter it into the patient’s record in ASIIS.
 - Remember, only doses given by **another** provider should be added as “historical”.
 - Doses **you** administer at your practice must be accounted for in ASIIS.

Recall patients who are missing doses to immunize them.

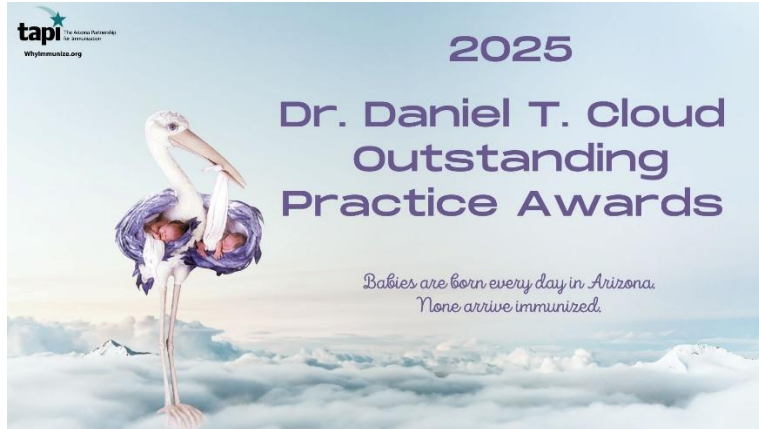
- Enter their immunization dates directly into ASIIS as soon as possible.
- Need reminder/recall postcards? Call TAPI at 602-288-7568 to request some.

Inactivate patients who have moved away or gone to another practice so no longer appear as your patients in ASIIS.

- ONLY inactivate patients for the reasons listed above.
- *DO NOT inactivate **current** patients who are not up to date to temporarily raise your rates. This practice is not considered to be in line with the spirit of the Cloud Awards.*

NEED ASSISTANCE?

- **Need Assistance with YOUR DATA in ASIIS?** Get help using ASIIS if you have questions about proper recording of immunizations or recall procedures.
 - **If you do not have an ASIIS log in and password**, please call ADHS-ASIIS at 602-364-3899 or 1-877-491-5741 to request help getting signed up to use ASIIS.
 - **If you have questions about entering immunization dates directly into ASIIS**, call the ASIIS staff at 602-364-3899 or 1-877-491-5741.
- **Need Assistance RUNNING ASSESSMENTS or have GENERAL QUESTIONS about Cloud Awards?** Call TAPI at 602-288-7568 or email awards@tapi.org if you would like help running assessments.



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ASIIS Reminder/Recall Report

Select the **Reminder/Recall** drop-down from the left-hand menu in ASIIS, then click **Reminder/Recall** to navigate to the **Reminder/Recall** page

- ▶ Organization
- ▶ Facilities
- ▶ Physicians & Vaccinators
- ▶ Inventory Management
- ▶ Registration Forms
- ▶ Reports
- ▶ Settings
- ▶ **Reminder/Recall**
 - ▶ Reminder/Recall
 - ▶ Run Templates
 - ▶ Create Templates
 - ▶ Manage Cohort
- ▶ DTT
- ▶ Scheduled Reports
- Job Queue
- Change Password
- Administration
- Answers

Reminder/Recall

1 2 3

How do you want to run this Reminder/Recall?

For all patients you own
 For all patients you have seen at your facility
 Include Inactive Patients (Excluding deceased)
Due Date Timeframe:

State Level Status:
County Level Status:
County / Parish:

Who do you want to Contact?

Patient Location:

Patient Age Range
 Patient Birth Date

Patient Gender

Exclude patients who were sent a notification in the last:
 Days Weeks Months Years

Which vaccines would you like to include?

ⓘ

I only want to see my patients who are:
 Due for all selected vaccines
 One dose away
 One visit to complete the series

How do you want to run this Reminder/Recall?



- Defaults to “For All Patients You Own”
- Due Date Timeframe: defaults to “Due Now”
- By State and County levels the Reminder/Recall can be run for patients that are: All active, All active with inactive Organizational Level Status, All unknown



Under “Due Date Timeframe” you decide which selections best fit your needs for the report you are trying to create. For instance, you can select “due now” or maybe you want to only select patients that are coming due in the next 2 months.

Who do you want to contact?



- Patient Location: Your name or clinic site/facility
- Select either : Patient Age Range or Patient Birth Date
 - Patient Age Range: For example, 24 months - 35 months or 11 years - 18 years
 - IQIP assesses 24 mos. - 35 mos. & 13 years of age, but you may want to expand your focus
- Patient DOB: mm/dd/yyyy – mm/dd/yyyy
 - You can use [this tool](#) for calculating patient ages based on birth dates



Focus on one age group at a time. Example: select patients at age 11 and recall Tdap, MCV, and HPV, or select patients 4 years of age for their kindergarten shots.

Which vaccines would you like to include?



Which vaccines would you like to include?

4:3:1:3:3:1:4

Vaccine Group	4:3:1:3:3:1:4 Number of doses in this series
DTaP/DT/Td	4
HIB	3
POLIO	3
HEP-B 3 DOSE	3
MMR	1
VARICELLA	1
PNEUMO (PCV)	4

I only want to see my patients who are:

Due for all selected vaccines

One dose away

One visit to complete the series

Clear Schedule **Generate Patient List**

- Select series for your report: For example - 4:3:1:3:3:1:4 (Toddler series); 1Tdap, 1 MCV, UTD HPV (Adolescent series)
- Select “Due for all selected vaccines”
- Click Generate Patient List

You decide which antigen(s) you would like to select for your report. For instance, if there was a measles outbreak, you can select custom - MMR to see which patients have received their MMR vaccine(s).

Creating a Customized Report



Which vaccines would you like to include?

CUSTOM

Check the box to select vaccine(s): Enter a dose number (optional):

<input checked="" type="checkbox"/>	DTaP/DT/Td	5
<input type="checkbox"/>	HIB	
<input checked="" type="checkbox"/>	POLIO	4
<input type="checkbox"/>	HEP-B 3 DOSE	
<input checked="" type="checkbox"/>	MMR	2
<input type="checkbox"/>	VARICELLA	
<input checked="" type="checkbox"/>	MENINGOCOCCAL	2
<input type="checkbox"/>	HEP-A	
<input type="checkbox"/>	FLU	
<input type="checkbox"/>	PNEUMO (PCV)	
<input type="checkbox"/>	HEP-B 2 DOSE	
<input type="checkbox"/>	ROTAVIRUS	
<input type="checkbox"/>	HPV	
<input type="checkbox"/>	ZOSTER	
<input type="checkbox"/>	Tdap	
<input type="checkbox"/>	MENINGOCOCCAL B, RECOMBINANT	
<input type="checkbox"/>	MENINGOCOCCAL B, OMV	
<input type="checkbox"/>	Coronavirus (SARS-CoV-2)(COVID-19)	
<input type="checkbox"/>	DENGUE	
<input type="checkbox"/>	ORTHOPOXVIRUS	

I only want to see my patients who are:

Due for all selected vaccines

One dose away

One visit to complete the series

Clear Schedule **Generate Patient List**

- Select “Custom”
- Check box to select vaccine(s)
- Enter dose number for select vaccine(s)
- Select “Due for all selected vaccines”
- Generate Patient List

Meningococcal B Customized Report



Patient Age Range

Which vaccines would you like to include?

CUSTOM

Check the box to select vaccine(s): Enter a dose number (optional):

<input type="checkbox"/>	DTaP/DT/Td	<input type="checkbox"/>
<input type="checkbox"/>	HIB	<input type="checkbox"/>
<input type="checkbox"/>	POLIO	<input type="checkbox"/>
<input type="checkbox"/>	HEP-B 3 DOSE	<input type="checkbox"/>
<input type="checkbox"/>	MMR	<input type="checkbox"/>
<input type="checkbox"/>	VARICELLA	<input type="checkbox"/>
<input type="checkbox"/>	MENINGOCOCCAL	<input type="checkbox"/>
<input type="checkbox"/>	HEP-A	<input type="checkbox"/>
<input type="checkbox"/>	FLU	<input type="checkbox"/>
<input type="checkbox"/>	PNEUMO (PCV)	<input type="checkbox"/>
<input type="checkbox"/>	HEP-B 2 DOSE	<input type="checkbox"/>
<input type="checkbox"/>	ROTAVIRUS	<input type="checkbox"/>
<input type="checkbox"/>	HPV	<input type="checkbox"/>
<input type="checkbox"/>	ZOSTER	<input type="checkbox"/>
<input type="checkbox"/>	Tdap	<input type="checkbox"/>
<input checked="" type="checkbox"/>	MENINGOCOCCAL B, RECOMBINANT	<input type="checkbox"/>
<input checked="" type="checkbox"/>	MENINGOCOCCAL B, OMV	<input type="checkbox"/>
<input type="checkbox"/>	Coronavirus (SARS-CoV-2)(COVID-19)	<input type="checkbox"/>
<input type="checkbox"/>	DENGUE	<input type="checkbox"/>
<input type="checkbox"/>	ORTHOPOXVIRUS	<input type="checkbox"/>

I only want to see my patients who are:

Due for all selected vaccines

One dose away

One visit to complete the series

- *Change age range 16 years to 18 years, select "Custom"
- Select type of Meningococcal B
- Leave dose number blank
- Select "Due for all selected vaccines"
- Generate Patient List

<input type="button" value="VIEW"/>	Meningococcal B, Omv Bexsero® (10pk) SKB 10 pack - SYRINGES NDC: 46028-0114-01	54321	01/12/23	VFC	Happy Tests
<input type="button" value="VIEW"/>	Meningococcal B, Recombinant Trumenba® PFR 10 pack - SYRINGES NDC: 00005-0100-10	12345	05/14/2023	VFC	Happy Tests

 Not sure which Meningococcal B to select? Check your reconciliation page in VOMS 2.0 to determine which type of Meningococcal B your clinic is administering.

Meningococcal B Recall Report & Patient Record

Patient Recall Group Listing by Ownership

Report Criteria Report Date: January 23, 2023

Organization: _____ **Facility:** All
Recall Date: _____ **Health Plan:** All
Birth Date Range: _____ **Physician:** All
Include Inactive Patients: No **Program:** All
State: All **County/Parish:** All
High Risk Category: All **Zip Code:** All
Deferred Vaccinations Only: No **District/Region Number:** All
Vacc. Groups: MENINGOCOCCAL B, RECOMBINANT, MENINGOCOCCAL B, OMV

Total Patients Selected: 1

Patient ID	First Name	Middle Name	Last Name	Birthday	Guardian F.N.	Phone Number	Chart Number

Vaccine Group Name	Dose Number	Recommended Date	Minimum Date
MENINGOCOCCAL B, RECOMBINANT	1	05/05/2021	05/05/2015
MENINGOCOCCAL B, OMV	1	05/05/2021	05/05/2015

Remember: Meningococcal B vaccine is considered a “permissive” vaccine by the CDC. This means that providers should decide on an individual basis whether or not this vaccine is right for a particular patient. Patients who need ANY dose of Meningococcal B, including the first dose, will be on the recall list.

*Meningococcal B is different from the quadrivalent MenACWY vaccine (MCV4). MenACWY is recommended for all adolescents.

What patients do you want to add to your recall group?

Reminder/Recall 1 > 2 > 3

What patients do you want to add to your recall group?

Remove Patients who don't have an available

Name Phone Address Email

Remove Patients who have received more than Select notifications.

Last	First	Age	Vaccines Due	Available Contact Methods	R/R Attempts	Reason for Inactivation
<input checked="" type="checkbox"/>	Patient 1	12	2		0	<input checked="" type="checkbox"/> Select
<input checked="" type="checkbox"/>	Patient 2	12	2		0	<input type="checkbox"/> Inactive
<input checked="" type="checkbox"/>	Patient 3	17	3		0	<input type="checkbox"/> Deceased
<input checked="" type="checkbox"/>	Patient 4	14	2		0	<input type="checkbox"/> Select

Showing 1 to 4 of 4 entries PreviousNext

Export Patient List
Submit

- Remove patients (if needed)
- Patient Demographics
- Patient address, phone, cell, or email info in ASIIS
- “Inactivate” multiple patients no longer at your clinic/practice.
- Press "Export Patient List" to export as an Excel spreadsheet
- Press "Submit" to Create the Report

There are only two selections to choose for inactivation. ONLY inactivate patients if they have moved or are no longer receiving services at your practice/clinic.

What do you want to do with your selected recall group?



Reminder/Recall

1 2 3

10 9 0 0 0

What do you want to do with your selected recall group?

- Generate A Patient List
- Print Letters
- Generate Auto-Dialer Content
- Generate Mail-Merge
- Create Avery 8387 Postcards
- Print Labels
- Save As a Patient Group (Cohort)
- Send Email

Numbered icons indicate number of patients in ASIIS:

- In your recall group
- with an address
- with any phone number
- with a cell number
- with an email address

Select “Generate A Patient List” to create your Recall Report

Generate Patient List

Create a List of Patients Not Up-to-Date in ASIIS



Reminder/Recall

Instructions


Notes:
Selecting to generate a patient list will display the reminder recall criteria, total patients from the generated final patient list, and list of vaccines due for each patient.

Click **Run** to generate the patient recall list.

Make this count towards number of recall attempts

Save as Template Run

- Instructions window message appears
- Click on “Run” to generate your patient recall list

 Keep in mind by selecting specific criteria, you are able to control the number of recall attempts on a patient, select different age ranges and antigens of patients you want recalled.

Toddler Reminder Recall Report



Patient Recall Group Listing by Ownership						
Report Criteria					Report Date: January 23, 2023	
Organization (IRMS): Recall Date: Birth Date Range: through Include Inactive Patients: No State: All High Risk Category: All Deferred Vaccinations Only: No			Facility: Health Plan: All Physician: All Program: All County/Parish: All Zip Code: All District/Region Number: All			
Vacc. Families: DTaP/DT/Td, HEP-B 3 DOSE, HIB, MMR, PNEUMO (PCV), POLIO, VARICELLA						
Total Patients Selected: 23						
Patient ID	First Name	Middle Name	Last Name	Birthday	Guardian F.N.	Chart Number
	Vaccine Family Name		Dose Number	Recommended Date	Minimum Date	
	HIB		3	11/29/2016	11/29/2016	
	MMR		1	11/29/2016	11/29/2016	
	VARICELLA		1	11/29/2016	11/29/2016	
	PNEUMO (PCV)		4	11/29/2016	11/29/2016	
	DTaP/DT/Td		4	12/23/2016	12/23/2016	

- Vaccines series
- Patients in recall group
- Patient demographics
- Missing vaccine(s), dose, recommended & minimum dates vaccine is/was due in ASIIS

Adolescent Reminder Recall report



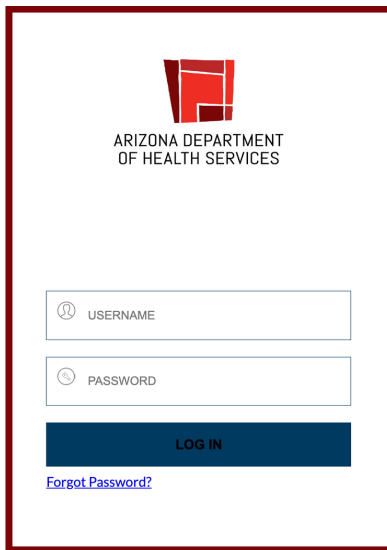
Patient Recall Group Listing by Ownership							
Report Criteria						Report Date: January 23, 2023	
Organization: 0000 ADHS INTERNAL USE Recall Date: through Birth Date Range: through Include Inactive Patients: No State: All High Risk Category: All Deferred Vaccinations Only: No				Facility: All Health Plan: All Physician: All Program: All County/Parish: All Zip Code: All District/Region Number: All			
Vacc. Groups: MENINGOCOCCAL, HPV, Tdap							
Total Patients Selected: 9							
Patient ID	First Name	Middle Name	Last Name	Birthday	Guardian F.N.	Phone Number	Chart Number
	Vaccine Group Name		Dose Number	Recommended Date	Minimum Date		
	Tdap		1	01/07/2018	01/07/2018		
	MENINGOCOCCAL		1	01/07/2022	01/07/2022		
	HPV		1	01/07/2022	01/07/2020		
Patient ID	First Name	Middle Name	Last Name	Birthday	Guardian F.N.	Phone Number	Chart Number
	Vaccine Group Name		Dose Number	Recommended Date	Minimum Date		
	Tdap		2	09/12/2020	09/12/2020		
Patient ID	First Name	Middle Name	Last Name	Birthday	Guardian F.N.	Phone Number	Chart Number
	Vaccine Group Name		Dose Number	Recommended Date	Minimum Date		
	Tdap		B	09/12/2020	09/12/2020		

- Vaccines series
- Patients in recall group
- Patient demographics
- Missing vaccine(s), dose, recommended & minimum dates vaccine due in ASIIS
- Recall Report also includes MCV #2 and Tdap #B (booster)

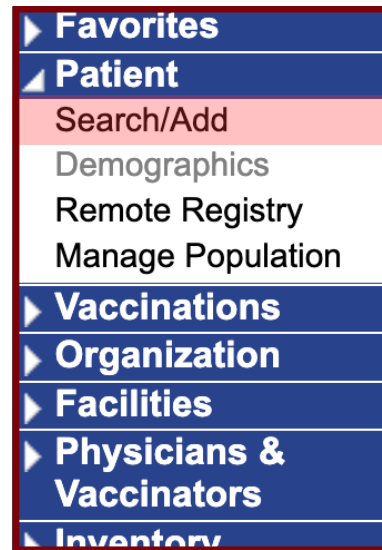
How to Inactivate Patients in ASIIS

Note: Only inactivate patients that are no longer receiving services in your practice. Inactivating patients helps to raise immunization coverage rates, and keeps ASIIS information current and up-to-date.

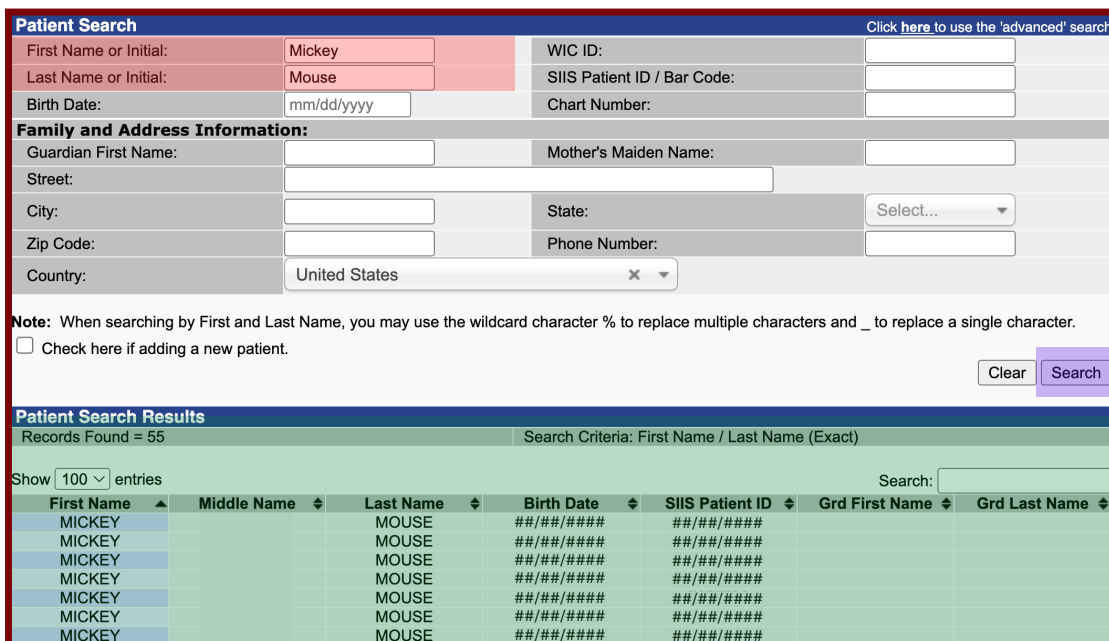
Step 1: Navigate to ASIIS
<https://asiis.azdhs.gov/> & Log in.



Step 2: Click the Patients tab, then select **Search/Add**.



Step 3: Type in the **first and last name** (and birth date if known) of the patient and press **Search** on the bottom right of the page. Below the patient search table you will see the **names of patients matching your search criteria**.



First Name	Middle Name	Last Name	Birth Date	SIIS Patient ID	Grd First Name	Grd Last Name
MICKEY		MOUSE	##/##/####	##/##/####		
MICKEY		MOUSE	##/##/####	##/##/####		
MICKEY		MOUSE	##/##/####	##/##/####		
MICKEY		MOUSE	##/##/####	##/##/####		
MICKEY		MOUSE	##/##/####	##/##/####		
MICKEY		MOUSE	##/##/####	##/##/####		



Step 4: Select the correct patient from the list by clicking on their name.

Note: Please be aware that your search may have many matching results.

Patient Search Click here to use the 'advanced' search

First Name or Initial: Mickey	WIC ID:	
Last Name or Initial: Mouse	SIIS Patient ID / Bar Code:	
Birth Date: mm/dd/yyyy	Chart Number:	

Family and Address Information:

Guardian First Name:	Mother's Maiden Name:	
Street:		
City:	State:	Select...
Zip Code:	Phone Number:	
Country:	United States	

Note: When searching by First and Last Name, you may use the wildcard character % to replace multiple characters and _ to replace a single character.
 Check here if adding a new patient.

Patient Search Results

Records Found = 55 Search Criteria: First Name / Last Name (Exact)

Show 100 entries Search:

First Name	Middle Name	Last Name	Birth Date	SIIS Patient ID	Grd First Name	Grd Last Name
MICKEY		MOUSE	##/##/####	##/##/####		
MICKEY		MOUSE	##/##/####	##/##/####		
MICKEY		MOUSE	##/##/####	##/##/####		
MICKEY		MOUSE	##/##/####	##/##/####		
MICKEY		MOUSE	##/##/####	##/##/####		
MICKEY		MOUSE	##/##/####	##/##/####		
MICKEY		MOUSE	##/##/####	##/##/####		

Step 5: Once you have clicked on the patient and the patient demographic page opens, scroll to the bottom of the patient demographic page and press the "Edit" button.

Patient Demographic Master View

Record Info

SIIS Patient ID	
Organization Owner	1066 - 0000_ADHS INTERNAL USE
Facility Owner	-
Entry Date	12/13/2012 01:18:12 PM
Last Update	12/20/2022 12:00:00 AM
Entered By	Last Updated By

Patient Status

State Level Active	Organization Level Active
County Level Active (Maricopa)	

Patient

First Name	Race
MICKEY	Black or African American,

Edit High Risk Categories

Update Programs

Back

Edit

MyIR

Verify My IR



Step 6: Select the reason for inactivation from the dropdown at the top of the patient demographic page (**Inactive or Deceased**).

Patient Demographics Edit

Patient Status			
State Level	Active	Organization Level	Active
County Level	Active (Maricopa)		
Patient			
First Name	MICKEY	Race	Black or Asian
Middle Name	D	Ethnicity	Hispanic or Latino
Last Name	MOUSE	Language	English

Step 7: Scroll to the bottom of the page and click "Save"

+ Alias
+ Secondary Patient Demographics
+ School
+ Insurance
+ Medical Home
+ Birth & Death

Cancel
Save

The patient is now Inactive.

Patient Demographic Master View

Record Info			
SIIS Patient ID			
Organization Owner	1066 - 0000_ADHS INTERNAL USE		
Facility Owner	-		
Entry Date	12/13/2012 01:18:12 PM	Last Update	12/20/2022 01:27:44 PM
Entered By		Last Updated By	
Patient Status			
State Level	Active	Organization Level	Inactive
County Level	Active (Maricopa)		
Patient			
First Name	MICKEY	Race	Black or African American, Asian
Middle Name	D	Ethnicity	Hispanic or Latino
Last Name	MOUSE	Language	English
Suffix			
Birth Date		Medicaid #	
Birth File #		Multi Birth Indicator	N
		Birth Order	

Please include your VFC PIN number on your report (hand-written is fine!)

Coverage Rate Report

VFC PIN #1111

Report Criteria

Run By: Today's Date
As of Date: Today's Date
Series: DTaP/DT/Td(4), HIB(3), POLIO(3), HEP-B 3 DOSE(3), MMR(1), VARICELLA(1), PNEUMO (PCV)(4)
Vaccine: All
State Level Status: Active
Organization Level Status: Active
Patient Race: All
State: AZ
District/Region: All
Organization: [REDACTED]
Evaluate At Age: 24 Months

Age Range: TODDLERS Age Range 24 -35 months
 24 Months through 35 Months
Vaccine Date Range: All
County Level Status: Active (All)
Vaccine Status: Valid Vaccinations Only
Gender: All
Patient County: All
Zip Code: All
Facility: [REDACTED]
Patient VFC Status: All

Aggregate (Total Only)	Total Patients	Completion By Vaccine		Incomplete Series	Series Complete	
TOTAL	24	DTaP/DT/Td	≥4	24 (100%)	1 (4%)	23 (96%)
		HIB	≥3	24 (100%)		
		POLIO	≥3	24 (100%)		
		HEP-B 3 DOSE	≥3	23 (96%)		
		MMR	≥1	24 (100%)		
		VARICELLA	≥1	24 (100%)		
		PNEUMO (PCV)	≥4	24 (100%)		

Coverage Rate Report

Report Criteria

Run By: Today's Date
As of Date: Today's Date
Series: MENINGOCOCCAL(1), HPV(3), Tdap(1)
Vaccine: All
State Level Status: Active
Organization Level Status: Active
Patient Race: All
State: AZ
District/Region: All
Organization: [REDACTED]
Evaluate At Age: All

Age Range: TEENS Age Range 13-15 years
 13 Years through 15 Years
Vaccine Date Range: All
County Level Status: Active (All)
Vaccine Status: Valid Vaccinations Only
Gender: All
Patient County: All
Zip Code: All
Facility: [REDACTED]
Patient VFC Status: All

Aggregate (Total Only)	Total Patients	Completion By Vaccine		Incomplete Series	Missed Opportunities	Series Complete	
TOTAL	85	MENINGOCOCCAL	≥1	82 (95%)	8 (9%)	4 (5%)	77 (91%)
		HPV	≥3	78 (92%)			
		Tdap	≥1	81 (95%)			