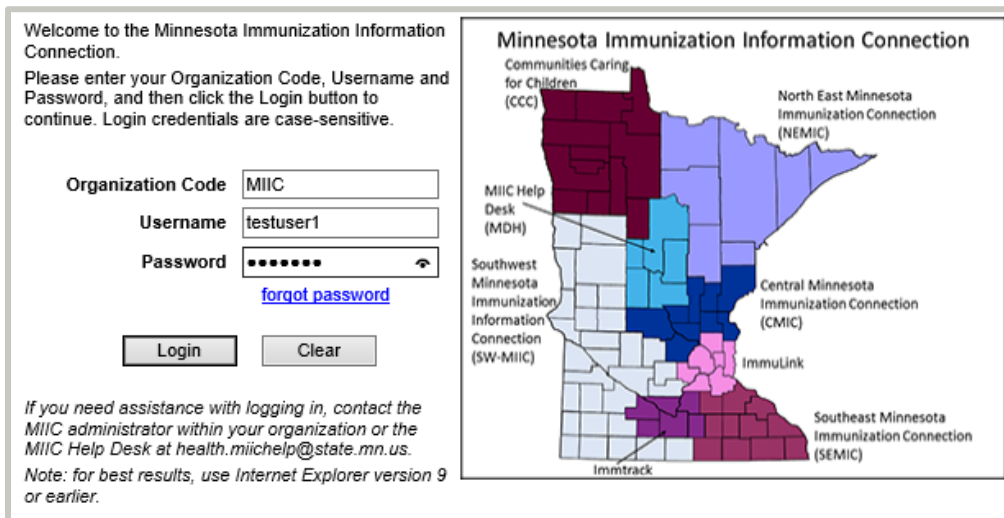


# Running FluSafe Reports

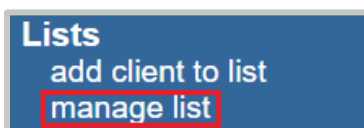
## MIIC USER GUIDANCE TRAINING RESOURCE

This guide describes how to run a FluSafe report to get your facility's FluSafe rate. Please note that to run a FluSafe report you must already have a list in the Minnesota Immunization Information Connection (MIIC).

1. Go to [MIIC \(miic.health.state.mn.us/miic/\)](http://miic.health.state.mn.us/miic/).
  - a. Internet Explorer version 9 is the preferred web browser for MIIC. MIIC may not work correctly with other web browsers or newer versions of Internet Explorer.
  - b. If you are using another version of Internet Explorer and experience compatibility issues upon login, please refer to the [User Guidance: Compatibility View Mode \(PDF\) \(www.health.state.mn.us/people/immunize/miic/train/compatview.pdf\)](http://www.health.state.mn.us/people/immunize/miic/train/compatview.pdf).
2. Login to MIIC.
  - a. All the login credentials are case-sensitive and must be entered exactly as they were given to you.
  - b. Hit "Enter" on your keyboard or click the "Login" button.



- c. If you cannot log into MIIC, contact the MIIC Help Desk at 651-201-5207 or [health.miichelp@state.mn.us](mailto:health.miichelp@state.mn.us) for assistance.
3. Select "manage list" in the "Lists" menu in the left-hand navigation menu.



4. Click on the view icon (looks like two people) next to the specific list on which you wish to run a report.

RUNNING FLUSAFE REPORTS

**Manage List**

**List Options**

Create a New List Manually (one client at a time)  
 Create or Update by Uploading a File

The list has been created successfully.

**Existing Lists**

View	Delete	List Name	Generated By	Count	Last Updated Date	
		Test List 2	MIIC User	(141)	10/21/2021	<input type="button" value="Save As"/>

5. Click on the “View/Create Output” button on the top right of the screen.

List Name	Test List 2	<input type="button" value="Back to Manage Lists"/>
Client Count	141	<input type="button" value="View/Create Output"/>
Generated By	MIIC User	
Last Updated Date	10/21/2021	

<input type="checkbox"/>	Last Name	First Name	Middle Name	Birth Date
<input type="checkbox"/>	MOUSE	MICKEY		05/04/1925

6. In the “List Based Output” screen, select the “FluSafe Reports” radio button.

**List Based Output**

List Name	Test List 2	<input type="button" value="Back to Manage Lists"/>
Client Count	141	<input type="button" value="Manage Clients"/>
Generated By	MIIC User	
Last Updated Date	10/21/2021	

**Select Output**

Member List  
 Member Immunization History List  
 Immunization Due  
 FluSafe Reports  
 Client Query Files

**Generated Reports**





View	Delete	Report Type	Started	Status
No reports found				

**FluSafe Report Options**

Target Date Range:   To:

## RUNNING FLUSAFE REPORTS

- a. Choose a “Target Date Range.” The default date range will start with the most recent July 1st and goes through the day you are running the report (the date range of the standard flu season). This can be adjusted to any date range you choose.
8. Select the button with the report you would like:
  - a. **Generate FluSafe:** summary report that includes total on list, total flu shots, percent of staff vaccinated, and percent of staff vaccinated in house.
  - b. **Generate Refusal of Influenza:** includes total on list, total refusals, percent of staff refused, employee names, comments, and date.
  - c. **Generate Medical Exemption of Influenza:** includes total on list, total exemptions, percent of staff exempt, employee names, comments, and date.
  - d. **Note:** PDF and CSV versions of the reports all have the same information. CSV files are easier to sort and filter with external programs, like Excel, and can be helpful if you wish to group the information from these reports into similar sections.
9. The status will indicate “Ready” when done. Clicking “Refresh” allows you to keep checking for current information on report status. Click on the view icon when the report is ready (it looks like a document).

Generated Reports				
View	Delete	Report Type	Started	Status
		FluSafe Detail	10/21 03:28:11 PM	Ready
		FluSafe Detail	10/21 03:26:49 PM	Ready

Minnesota Department of Health  
FluSafe Program  
PO Box 64975, St. Paul, MN 55164-0975  
651-201-5503  
[health.flusafe@state.mn.us](mailto:health.flusafe@state.mn.us)

10/21/21

To obtain this information in a different format, call: 651-201-5203.