

## How to Generate Immunization Quality Improvement for Providers (IQIP) Coverage, Recall Lists and Letters

1. After logging in to the Online Registry, on the top-horizontal navigation bar, click  to open the Tools section, Coverage Reports tab. Click on the new link, "[Create Standard, IQIP, Flu Coverage Reports.](#)"



- This page shows Coverage Reports you have created in the last year. For Coverage Report instructions, click [here](#). For a brief guide on Influenza Coverage Report Click on the link "Done" in the Report Status column on the right to view a Coverage Report. Recall List for patients who need immunizations.



2. Shown below is the new Coverage Report screen. Near the bottom of the screen, you will find choices for IQIP coverage reports. You may choose more than one report at a time to run:

Use this page to find out which patients are up to date and optionally create a Recall List for patients who need immunizations. For Coverage Report instructions, click [here](#). For a brief guide on Influenza Coverage Reports, click [here](#). Consider using [Refresh MyList](#) before running a coverage report.

**Create New Coverage Report**

- Standard Coverage Report
- Influenza Coverage Report
- IQIP Assessments**  
Immunization Quality Improvement for Providers (IQIP) visits are performed by NYC DOHMH, BOI staff. Use these lists and reports to improve on-time vaccination of your patients and track the vaccination rates of your practice. **The IQIP coverage reports are not based on your MyList population but, instead, replicate the methodology used in coverage reports you receive at IQIP site visits. You may view the population parameters shown below each report option.**
  - 24-35 month-olds:**  
A 24-35 month-old patient is defined as belonging to your facility if you reported the last 4:3:1.4:3:1.4 series immunization administered to the patient at 361 days of age or older. Review date is today. 4 DTaP, 3 Polio, 1 MMR, 3 HepB, Hib complete, 1 Var, PCV complete is assessed by 2nd birthday.
  - 13 year-olds:**  
A 13 year-old patient is defined as belonging to your facility if you reported the last immunization administered to the patient at or after 9 years of age. Review date is today. 1 Tdap, 1 MCV, and HPV complete (2 or 3 doses) is assessed by 13th birthday.
  - 13 year-olds with...**  
HPV complete (2 or 3 doses) by 13th birthday (Males and females included)

(For flu/IQIP reports, the age range will be appended to the name)  
Report Name for identification later:

Cancel  Clear  Continue

The Report Name is editable. Once completed, the report names will automatically include the age range descriptions for each report.

Note: IQIP coverage is assessed retrospectively, as of a certain age. Refer to the population parameters detailed below each choice for assessment.

3. IQIP Coverage Results: The reports will take some time to finish for facilities that serve a large number of patients. Please be patient. The total number of patients and the percent who are up-to-date (UTD) will be listed. Reports are complete when "[Done](#)" appears in the "Report Status" column. The list of reports will include past reports generated by staff with accounts at your facility.

[Coverage Report](#) | [Immunization Schedule](#) | [Lead Guidelines](#)

- This page shows Coverage Reports you have created in the last year. For Coverage Report instructions, click [here](#). For a brief guide on Influenza Coverage Reports, click [here](#). Click on the link "Done" in the Report Status column on the right to view a Coverage Report. You may use it to create a Recall List for patients who need immunizations.

[Create Standard, IQIP, Flu Coverage Reports](#)

[Refresh](#)

Recent Coverage Reports (15 Reports)							
	Type	Name	Patients	UTD%	Coverage Status as of:	Date Created	Report Status
<input type="checkbox"/>	IQIP Coverage Report	"Username_20200123_01__13y_HPVM"	2	0.0%	01/23/2020	01/23/2020 1:36 PM	<a href="#">Done</a>
<input type="checkbox"/>	IQIP Coverage Report	"Username_20200123_01__13y"	2	0.0%	01/23/2020	01/23/2020 1:36 PM	<a href="#">Done</a>
<input type="checkbox"/>	IQIP Coverage Report	"Username_20200123_01__24-35m"	0	0.0%	01/23/2020	01/23/2020 1:36 PM	<a href="#">Done</a>

To view a list of patients who do not meet the UTD criteria, click on the corresponding "[Done](#)" link.

4. You are now viewing a list of patients who are not UTD according to CIR records as of the report run date. To create a Recall list, labels and/or letters, click [Create Recall List](#)

[Coverage Report](#) | [Immunization Schedule](#) | [Lead Guidelines](#)

- This page lists the results of your Coverage report. The patients listed below are overdue for a vaccine under assessment.

**IQIP Coverage Report: Username\_20200123\_01\_\_13y**

0 of 2 patients are up to date (0.0%) as of 13<sup>th</sup> birthday

IQIP cohort: 13 year-olds assessed by 13th birthday	Doses: 1 Tdap, 1 MenACWY, HPV series complete	As Of: 01/23/2020
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2 of 2 patients are not up to date (100.0%) as of date of review 01/23/2020

Last/First	Gender	DOB
Edison, Thomas	M	06/02/2006
Testteen, Testteen	F	02/14/2006

5. You are now in the "Reminder/Recall" section. Your list of patients is ready for review.

[Reminder / Recall](#)

- Our records show that these patients may need the vaccines as shown. To recall patients, first review the records and add any immunizations that were given but not reported to the CIR.
- 1. Mark the patients who need Recall Letters, then click Continue.
- 2. Select to make Labels & Letters or make a List.
- 3. Select or compose a Message.
- 4. Confirm and retrieve your Recall job.

Who's in Recall List? Currently showing patients from the selected Coverage Report.													
	CIR Id	Imm Status	Last/First	Gender	DOB	Missing	Address	Home Phone	Mobile Phone	Accepts Texts	Last Accessed	Last Recall	Update?
<input type="checkbox"/>	Recall These patients have immunizations that are DUE NOW												
<input checked="" type="checkbox"/>	543145836		<a href="#">Edison, Thomas</a> (a)	M	06/02/2006	Influenza1, DTP5, MMR2, Mening (MenACWY)1, HPV1	26 Lafayette Ny, NY 10013	212-676-2312		No	01/23/2020	02/26/2019	<a href="#">Addr/Ph Imms</a> (b)
<input checked="" type="checkbox"/>	909881755		<a href="#">Testteen, Testteen</a>	F	02/14/2006	Influenza1, HepB1, DTP1, Polio1, MMR1, Varicella1, HepA1, Mening (MenACWY)1	, NY		917-319-0521	Yes	08/01/2019	11/21/2019	<a href="#">Addr/Ph Imms</a> (c)

[Cancel](#) [Continue](#)

- (a) To view a record, click on the patient name. To return to the list, click on the back button in your browser;
- (b) To edit patient contact information, in the "Update" column on the right, click on the "[Addr/Ph](#)" link;
- (c) To edit an immunization record, in the "Update" column on the right, click on the "[Imms](#)" link.

6. Create recall list, letters, and labels, by following the four-step instruction near the top of the screen, next to the purple tip arrow:

**Reminder / Recall**

- Our records show that these patients may need the vaccines as shown. To recall patients, first review the records and add any immunizations that were given but not reported to the CIR.
- ➔ ● **1. Mark the patients who need Recall Letters, then click Continue.**
- 2. Select to make Labels & Letters or make a List.
- 3. Select or compose a Message.
- 4. Confirm and retrieve your Recall job.

Note: Add a descriptive name to your files.

7. The recall list, letters, and labels files will take some time to generate for facilities that serve a large number of patients. Please be patient. The files are located in the "Reminder/Recall" tab. When completed, the "Status" column will change and appear as illustrated below:

Reminder/Recall Job List

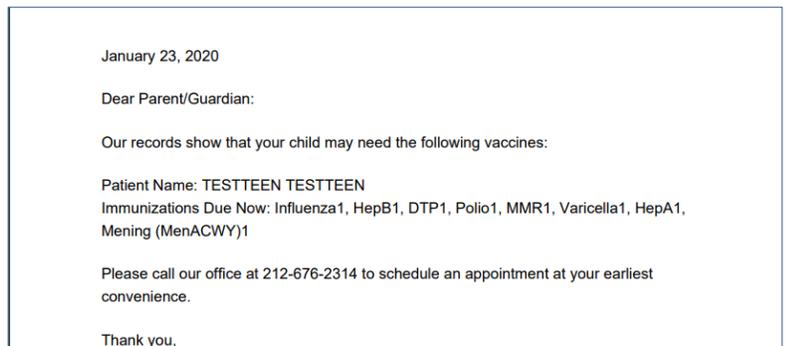
Job Name	Contact Method	Based On	Status	Patients	Date Created	Cancel Job
"Username_20200123_13 yo IQIP recall"	List or Letters	Coverage Report	List   Labels   Letters	2	01/23/2020 2:13pm	

8. Click on the link, [List](#), to view and download the summary and list of patients:

Last Name	First Name	DOB	Gender	CIR Id	Medrec Num	Address	City	State	Zip	Home Phone	Cell Phone	Opted Out	Text Msg	Tdap	MenACWY	HPV	Childhood Catch-up	Influenza
EDISON	THOMAS	06/02/2006	M	543145836		26 Lafayette	NY	NY	10013	212-676-2312		Y		Tdap-5	Mening-1	HPV-1 MMR-2		Flu-1
TESTSTEEN	TESTSTEEN	02/14/2006	F	909881755				NY			917-319-0521	N		Tdap-1*	Mening-1*	Polio-1*, MMR-1*, HepB-1*, Var-1*, HepA-1	Flu-1	

9. Click on [Letters](#), in the Status column. You may use paper preprinted with your office letterhead to print the letters.

10. Click on [Labels](#). To print labels, use standard address labels, 1" x 2-5/8".



Text messaging is not yet available for the IQIP recall lists. For a review of the Recall instructions, please visit: <http://www.nyc.gov/html/doh/downloads/pdf/cir/cir-recall-guide.pdf>.

Questions? Email [nycimmunize@health.nyc.gov](mailto:nycimmunize@health.nyc.gov) or call 347-396-2400, and ask for Online Registry, IQIP Support help.