Providers: How to Generate & Retrieve Adolescent AFIX Reports in Michigan

This document provides general information on how to generate and retrieve adolescent AFIX reports using the Michigan Care Improvement Registry (MCIR). Specific questions about how to utilize the AFIX reports should be directed to the immunization staff at your Local County Health Department or the AFIX-QI staff at MDHHS: Stephanie Sanchez at Sanchezs@michigan.gov or Alyssa Nowak at NowakA@michigan.gov.

How to Generate AFIX Reports

1. Under the Reports section on the MCIR Home screen, click AFIX.

Once you click on AFIX, the AFIX reporting screen will appear.

Defaults for the AFIX reports:
People: 24 – 36 months old
Vaccines: 4 doses DTaP, 3 doses polio, 1 dose MMR, 3 doses Hib, 3 doses HepB, 1 dose varicella, 4 doses PCV and 2 doses HepA
Gender: All
Select People By: Provider ID
Patient Status: Standard

Each of these defaults can be changed. Contact your LHD/County Immunization Staff with questions about changing the defaults and what effect it will have on the results generated.
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2. Select the AFIX report you wish to generate. Providers can choose from 10 types of AFIX reports. The Basic Overview Report is most commonly used for coverage rates. The Immunizations Coming Due Report is strongly encouraged for providers to be proactive in immunizing their patients ON TIME.

Generating an Adolescent Basic Overview Report

Once you click Adolescent (13-17 years of age), the following defaults will appear:

- *999 checks for series Up-to-Date (UTD)
- People: 156 – 216 months
- Vaccines: 1 Tdap, UTD polio, 2 MMR, UTD HepB, 2 varicella, UTD HPV, 2 HepA and UTD meningococcal.
- Gender: All
- Select People By: Provider ID
- Patient Status: Standard
- List People Not Meeting Criteria: No
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Generating an Adolescent Basic Overview Report for 11-12 year old patients

11-12 year olds is the ACIP recommended age for routine administration of HPV vaccine

- Change the age range to 132 but not yet 156 months
- Enter either 999 to check for UTD HPV (UTD with either 2 or 3 doses) or 1 to check for initiation of the series
- To obtain influenza coverage levels for patients in this age cohort, input 1 into Doses of Influenza

Generating an Immunizations Coming Due Report

This report allows the practice to be proactive in identifying patients who are eligible, but not yet overdue for vaccines.

Once you choose “Immunizations Coming Due” from the drop-down, the following defaults will appear:

- **Age:** 156-216 months
- **Vaccines:** UTD polio, 2 MMR, UTD HepB, 2 varicella, UTD HPV, 2 HepA and UTD meningococcal.

- “Immunizations Coming Due” reports can be generated for any age group up to 20 years. This report is for patients, 11-12 years of age, who are eligible for any dose of HPV (999 searches for UTD HPV)
- Once submitted, a list of patients, 11-12 years old who are eligible, but not yet overdue, for HPV vaccine, will be generated.
If you choose to display a detailed list of patients who are eligible for a vaccine, click Yes from the drop down next to List People Not Meeting Criteria. MDHHS highly recommends that you print immunization records in Landscape view. The landscape version is more easily interpreted and can help ensure that adolescents are being vaccinated with all of the ACIP recommended vaccines on time.

3. Change the Name of the report (i.e. Sample_Adolescent Basic)  
Changing the name allows you to easily identify the report when you go to retrieve it.

4. Click Submit  
MCIR will return to the home screen once you click the Submit button.
How to Retrieve Submitted AFIX Reports

Note: MCIR reports may not generate immediately; reports may take a few hours (possibly overnight) prior to being available.

5. Under the Reports section from the MCIR Home Screen, click Retrieve Results

![Retrieve Results]

6. The AFIX reports are available when Report Ready appears
   If the report status says Job submitted or Processing MCIR Data, click Refresh

![Report Ready]

Depending on the size of the practice, some reports will take longer than others. It is highly suggested that you allow up to 24 hours for AFIX reports to generate.

![Processing MCIR Data]

The AFIX reports are available when Report Ready appears in the status column. Click on Report to open the report you generated.
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7. The AFIX report will appear in a PDF view report window

Example of an Adolescent Basic Overview Report

It is strongly encouraged that provider offices generate AFIX Basic Overview Reports on a regular basis and share the reports with physicians and other staff. One key to successfully increasing vaccination of all patients is ensuring that all staff are aware of current immunization coverage levels.
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Example of an Immunizations Coming Due Report

Prior to recalling the patients on this list, please review the patient’s medical chart for the status of the 4th DTaP. In some cases the 4th DTaP may have been given off the ACIP recommended schedule but does not need to be repeated if administered between 4 and 6 months after the 3rd DTaP.

Total # of Patient Records with Immunizations Coming Due: 129

If you choose to include the landscape immunization record for each patient, the records will be attached to the AFIX Immunizations Coming Due report.

Example of a Landscape Immunization Record
How to “Inactivate – MOGE”

Changing the Provider Patient Status to Inactive moved or gone elsewhere will remove the person from the practice MCIR Provider Id. The person will not be included in coverage levels, overdue lists, recall or other activities for the practice. Once the person is vaccinated in Michigan and the data is entered into MCIR, the Provider Patient Status will become ACTIVE automatically for the practice that vaccinated.

1. Find the person in MCIR and click on Edit

2. From the drop-down box next to Patient Provider Status, choose Inactive – moved or gone elsewhere.

3. Click Submit

You must document in a patient’s chart that the person is no longer a patient with one of the following reasons:

- Return to Sender letter/postcard
- Pt. states they are moving
- Record Request
- Pt. states they are changing provider
- Aged out
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For assistance with generating/retrieving AFIX reports, contact your Regional MCIR helpdesk

**Region 1**
City of Detroit, Livingston, Macomb, Monroe, Oakland, St. Clair, Washtenaw and Wayne Counties
- 1-888-217-3900

**Region 2**
Allegan, Berrien, Branch, Calhoun, Cass, Hillsdale, Ionia, Jackson, Kalamazoo, Kent, Lenawee, Muskegon, Ottawa, St. Joseph and Van Buren Counties
- 1-888-217-3901

**Region 3**
Barry, Clinton, Eaton, Gratiot, Ingham and Montcalm Counties
- 1-888-3902

**Region 4**
Bay, Genesee, Huron, Lapeer, Midland, Saginaw, Sanilac, Shiawassee and Tuscola Counties
- 1-888-217-3903

**Region 5**
Alcona, Alpena, Antrim, Arenac, Benzie, Charlevoix, Cheboygan, Clare, Crawford, Emmet, Gladwin, Grand Traverse, Iosco, Isabella, Kalkaska, Lake, Leelanau, Manistee, Mason, Mecosta, Missaukee, Montmorency, Newaygo, Oceana, Ogemaw, Oscoda, Osceola, Otsego, Presque Isle, Roscommon and Wexford Counties
- 1-888-217-3904

**Region 6**
Alger, Baraga, Chippewa, Delta, Dickinson, Gogebic, Houghton, Iron, Keweenaw, Luce, Mackinac, Marquette, Menominee, Ontonagon and Schoolcraft Counties
- 1-888-217-3905

**Statewide MCIR Help Desk:** 1-888-243-6652