



North Carolina Department of Health and Human Services  
Division of Public Health

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May 6, 2013

**MEMORANDUM**

**TO:** Local Health Department Immunization Staff  
**FROM:** Beth Rowe-West, RN, BSN, Head *BWR*  
Immunization Branch  
**SUBJECT:** The 2013 Annual Immunization Assessment  
Using the North Carolina Immunization Registry (NCIR)

The purpose of this memo is to review main points about the 2013 annual immunization assessment process and to provide information for tracking the assessment cohort. The 2013 assessment will review NCIR records of children 24 through 35 months of age who are active in each Local Health Department (LHD), as well as those who reside in the corresponding county. **There is one change for this year's assessment.** The assessment will still determine the "immunization compliance rate," which refers to the percentage of children who have documentation of being up-to-date (UTD) by 24 months of age with the required vaccinations. This year the assessment will add **pneumococcal conjugate vaccine (PCV)** to the measured series, which then becomes the **4:3:1:3:3:1:4** (4DTaP, 3Polio, 1MMR, 3Hib, 3HepB, 1Var and 4PCV) series. The birth date range of the clients to be assessed is **10/02/2010 to 10/01/2011**. Data will be extracted from the NCIR on **Wednesday, October 2, 2013**.

Again this year, LHD staff has the ability to run their own reports using the NCIR Benchmark Report. Reports may be generated at any time, but if generated on the day of the assessment (Wednesday, October 2, 2013); the results will reflect the final assessment rate to be reported by the Immunization Branch. Accompanying this memo is instructional information about using the NCIR Benchmark Report.

As described in the annual LHD agreement addenda, an overall county compliance rate and an organization (LHD) compliance rate will be calculated and reported. Some children may be excluded (made "inactive") from your LHD in accordance with the categories defined in the "Exclusion Criteria for Making Clients Inactive From an Organization" document, which also accompanies this memo.

If you have any questions, please contact your Regional Immunization Consultant. As always, the Immunization Branch appreciates your commitment to assuring the health of North Carolina's children.

Enclosures (2)

CC: Immunization Central Office Staff      Regional Immunization Nurses (RINs)      Danny Staley  
Regional Immunization Consultants (RICs)      SMT      Joy Reed

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## Exclusion Criteria for Making Clients Inactive From an Organization

### *Guidance for Local Health Departments for the 2013 Annual Immunization Assessment*

Every year the North Carolina Immunization Program (NCIP) conducts assessments of immunization compliance among two year olds in each Local Health Department (LHD) and each county. Assessments are conducted using data extracted from the North Carolina Immunization Registry (NCIR) to determine an “immunization compliance rate,” which is the percentage of children who have documentation of being up-to-date (UTD) by 24 months of age with the complete 4:3:1:3:3:1:4 (4DTaP, 3Polio, 1MMR, 3Hib, 3HepB, 1VAR, 4PCV) series of vaccinations.

In order for LHD assessments to provide an accurate portrayal of their own organization’s active clients' vaccination status, clients should be "excluded" from the active client list by having their client status set to ‘Inactive’ or ‘Permanently Inactive-Deceased’ when applicable.

Using the **Status** field on the “Client Information” tab within the NCIR screen as shown below:

The screenshot shows the 'Client Information' tab in the NCIR system. It features three main sections: 'Eligibility', 'Provider Organization Specific Data', and demographic fields. The 'Status' dropdown menu is open, showing options: 'Inactive', 'Active', 'Inactive', and 'Permanently Inactive - Deceased'. The 'Inactive' option is highlighted. Below the dropdown, the 'Ethnicity' field is set to 'Not Hispanic or Latino' and the 'Race' field is set to 'White'.

Set the client's status to "Inactive" if he/she fits into one of the following categories:

**Moved or Going Elsewhere (MOGE)**: (set NCIR status to “**Inactive**”) any client confirmed as receiving immunization services elsewhere. Document this in the client’s permanent medical record. The documentation must include the estimated date of transfer of service **and** the new service provider (as specific as possible; e.g., Client transferred to C. Pediatrics in Nov 2012), if known.

**Unable to locate**: (set NCIR status to “**Inactive**”) the expectation is that LHDs will make reasonable efforts to locate a client who may be in need of immunizations. However, tracking resources should be allocated in an efficient manner. Therefore a LHD may identify a client as “unable to locate” if **all** three of the following conditions are met:

- 1) The client has not received any service from the LHD in the last 12 months, **AND**
- 2) The telephone number(s) is no longer valid for the client (either the phone is disconnected, or the family no longer resides at that number), **AND**
- 3) A postcard or letter has been returned and no other address is known; **or** a certified letter is returned; **or** there is no address entered for the client. *Note*: The client will remain in the county assessment and will be identified as unable to locate. Please do not change the client’s county of residence unless you know the correct county.

Any relevant information should be documented in the client’s medical record. The documentation must include:

- ✓ The date the phone number was verified as no longer valid, and
- ✓ The date the address was validated as being no longer valid (as specific as possible).

## **Exclusion Criteria for Making Clients Inactive From an Organization (cont.)**

### *Guidance for Local Health Departments for the 2013 Annual Immunization Assessment*

Within the NCIR, every client's County of residence and Responsible Person(s) address information should be verified at each encounter. If a client has moved out of state, you should change the county of residence to "Out of State", as shown below:

Middle Name	T	* Birth Date	02/15/1943
* Mother's Maiden Last		County of Residence	Out of State
* Mother's First Name		Last Notice	

*NOTE: Fields marked with an asterisk \* are required.*

If you are uncertain of the NC County, please ask the client/responsible person. No client should ever have "Unknown" listed as their county of residence. All clients within a corresponding county of residence (regardless of their client status within any organization) will be included in calculating a county immunization compliance rate. Countywide compliance rates are used in determining the statewide rate.

If you only provide a client with a specific vaccination(s) such as a giving a flu shot, you are still responsible for assuring the client is age appropriately immunized with all vaccinations. You should always update a client's NCIR record with any historical immunization(s), as well as the immunization(s) administered during any visit, and then provide the client with a completed, current copy. If the client is receiving all immunizations elsewhere, you may set his/her status to 'inactive'. If the client is **NOT** age appropriately immunized, and does not have another immunization home, you should continue follow-up with the client until the client is age appropriately immunized, or until their status should be changed to "inactive" due to a valid reason.

A client/parent/guardian who delays or refuses to come to your facility for an immunization(s), even after repeated follow-up should not be made "inactive." Instead, you should;

- Document the dates of notification (phone calls or letters sent) in the client's permanent medical record according to your agency's protocol.
- You may set the NCIR Responsible person(s) notices to "no" if you do not want to continue to try to contact the client via that method, but the client should remain active in your organization, as further follow-up will be necessary until they are appropriately vaccinated.

If a client/parent/guardian refuses an immunization(s), or for some other reason is unable to receive an immunization(s) at a routine office encounter, you should;

- Document that information appropriately in the NCIR Client Comment(s),
- Document in the medical record according to your agency protocol. The client should remain active with your organization, as further follow-up will be necessary.

Determining who is unvaccinated is an important public health function for disease prevention, especially when disease outbreaks occur. Having an accurate assessment of immunization compliance within your facility, as well as within the county is critical for this purpose.

If you have questions about which status to assign to a specific client, contact your Regional Immunization Consultant; see [www.immunize.nc.gov/contact.htm](http://www.immunize.nc.gov/contact.htm) for contact information.

# The NCIR Benchmark Report

Guidance for Local Health Departments for the 2013 Annual Immunization Assessment

The NCIR Benchmark Report provides a summary of the immunization status of a particular group of clients for a specific immunization benchmark or predefined series of benchmarks.

To view your Local Health Department's current number and percentage of clients who meet the benchmark criteria for this year's annual assessment, and to obtain a list of clients who are NOT yet up-to-date for the required vaccinations; verify that the LHD Client Population is selected.

**Select Client Population**

Clients Associated with Selected Site ▼  
 Clients Associated with MITCHELL COUNTY HEALTH DEPARTMENT  
 Clients Residing in Mitchell County  
 Clients Associated with MITCHELL COUNTY HEALTH DEPARTMENT AND Clients Residing in Mitchell County

Enter the **birth date range**: Earliest Birth date: 10/02/2010 Latest Birth date: 10/01/2011

**Select Age or Birth Date Range**

Less than or equal to 72 months old  
 Birth date range  
 Age range

Earliest Birth date:  📅      Latest Birth date:  📅  
 Youngest Age:  Days ▼      Oldest Age:  Days ▼

Enter the Evaluation date as the **current date**, (either manually type in the date or select it from the pop up calendar),

**Select Evaluation Date**

📅

Select the benchmark; at the **Age @ 24 months**, by clicking the entire row to highlight.

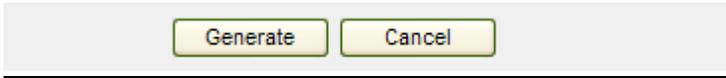
**Select Benchmark**

Age Specific Immunization Benchmarks							
Age	DTaP	Hep B	Hib	MMR	Polio	Pneumo	Varicella
@ 3 months	1	1	1		1	1	
@ 5 months	2	2	2		2	2	
@ 7 months	3	2	2		2	2	
@ 9 months	3	2	2		2	2	
@ 12 months	3	2	2		2	2	
@ 16 months	4	3	3	1	3	3	1
@ 19 months	4	3	3	1	3	3	1
@ 21 months	4	3	3	1	3	3	1
@ 24 months	4	3	3	1	3	4	1
@ 72 months	5	3	4	2	4	4	1

## The NCIR Benchmark Report (cont.)

### Guidance for Local Health Departments for the 2013 Annual Immunization Assessment

Click “Generate” only once and wait for the Benchmark Report Status page to appear.



You need to click “Refresh” a few times and wait for the **BENCHMARK** link to appear as shown below.

Benchmark Report Status					Refresh	Cancel
Report Type	Started	Completed	Status	Row Count		
<a href="#">BENCHMARK</a>	01/09/2012 10:56 AM	01/09/2012 10:58 AM	DONE	65814		

When the report link is ready, click the link to view the report results and to see a list of clients who did not meet the benchmarks and who are not yet up-to-date for the required vaccinations.

#### Benchmark Report Results

What would you like to do with this report?  
[Export as Text](#)      [Export as a Spreadsheet](#)      [Display as a PDF](#)

**Report 1836**  
North Carolina Immunization Registry  
Report generated on 01/09/2012  
Report generated by Beth Quinn  
NORTH CAROLINA IMMUNIZATION REGISTRY

Filter conditions used for this report:

- All Clients from: NORTH CAROLINA IMMUNIZATION REGISTRY
- Clients who did NOT meet the selected benchmark(s)
- Just consider immunizations as meeting the benchmark
- Birth date between 10/02/2009 and 10/01/2010
- Evaluation date: 01/09/2012
- Benchmark age @ 24 months

Selected benchmarks: DTaP (4), HepB (3), Hib (3), MMR (1), Polio (3), Pneumo (4), Varicella (1)  
Total clients: 133065; 67251 clients (51%) met all benchmark criteria, 65814 clients did not  
Late up-to-date: 67545 clients (51%) met all benchmark criteria as of report generated date, 65520 clients did not

**Report 1836; Results 1 - 250 of 65814**  
[Next 250 >>](#)

No	First Name	Last Name	Birth Date	Primary Phone Number	Street	City	State	Zipcode	DTaP (4)	HepB (3)	Hib (3)	MMR (1)	Polio (3)	Pneumo (4)	Varicella (1)
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To view the current number and percentage of clients in NCIR listed as residing **in your county**, change the client population as shown below, and generate the report again using the same criteria (birth date range, evaluation date, and benchmark) as used for the LHD report.

#### Select Client Population

- Clients Associated with Selected Site
- Clients Associated with MITCHELL COUNTY HEALTH DEPARTMENT
- Clients Residing in Mitchell County
- Clients Associated with MITCHELL COUNTY HEALTH DEPARTMENT AND Clients Residing in Mitchell County

If you have questions about this report, please contact your Regional Immunization Consultant; see [www.immunize.nc.gov/contacts.htm](http://www.immunize.nc.gov/contacts.htm) for contact information.