The NCIR Benchmark Report, which is located in the NCIR under the Reports menu and named “benchmark report,” provides a summary of the immunization status of a particular group of clients at a certain benchmark age. Please refer to the NCIR User Manual, Chapter 10, Reports, pages 10.24 through 10.27 for further information about how to generate and view the Benchmark Report.

The purpose of this document is to show commonly used options for assessing the immunization status of two year old clients within the NCIR.

From the NCIR User Manual, page 10.25 where Paragraph # 4. says “Select the age, birth date range, or age range of the clients by choosing one of the following (note that an adolescent/adult benchmark would use the birth date or age range):” the common option:

- For the Local Health Department (LHD) annual immunization assessment: to assess for clients who will be included in the upcoming assessment on October 2, 2012, always use the “Birth date range” with the “Earliest Birth date” as 10-02-2009 and “Latest Birth date” 10-01-2010.

- For Private Provider assessments: Use “Age range” with “Youngest Age”: 24 “Months” and “Oldest Age” 36 “Months”.

- For Federally Qualified Health Center (FQHC) required reporting: Depending on the request, determine the “Birth date range”, e.g., for clients who were 2 year olds during 2011, use all clients born during 2009, those with birth dates between 01-01-2009 to 12-31-2009; for those who are or will be 2 year olds during 2012, use all clients born during 2010, with birth dates 01-01-2010 to 12-31-2010; etc. See example below.
Common Options for Assessing Immunization Status of Children
Using the North Carolina Immunization Registry (NCIR) Benchmark Report

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

**“Select Benchmark”; “Age”; “@ 24 months”,** click entire row to highlight in black as shown below.

*This is in the NCIR User Manual, page 10.26 where Paragraph # 7. says “Select the benchmark(s) to be used on the report.”*

![Select Evaluation Date](image)

Click the **“Generate”** button, *(only one time Please, and then wait…)*

Wait for the **“Benchmark Report Status”** page to appear, as shown below.

![Benchmark Report Status](image)

When the link is ready, click under **Report Type** where it says **BENCHMARK** to view the **“Benchmark Report Results”** screen similar to that shown below. From here see a list of clients who did NOT meet the selected benchmark(s), and are not up-to-date for the specified vaccinations. Other report options, such as exporting as text or as a spreadsheet and displaying as a pdf, are also available from this screen.

![Benchmark Report Results](image)