

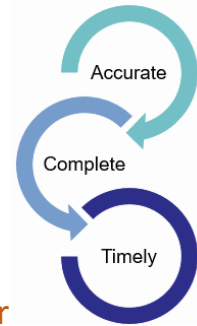


Managing data quality in the clinic setting

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Four principles for proactively monitoring data submissions:

Organizations that exchange data with ALERT IIS via Electronic Health Records systems play an important role in ensuring the accuracy, completeness & timeliness of submissions.



1. **Identify** a clinic staff person who will act as a **data steward** for their clinic or organization.
2. Ensure the data steward **receives access to training** on how to run reports and monitor data.
3. Provide the data steward with a routine window of **uninterrupted time** to do the work.
4. **Connect the data steward to the best EHR technical contact** for questions and updates related to system changes.

The role of the data steward:

1. Use report tools in ALERT IIS and EHR to routinely monitor data quality.
2. Train and communicate with clinic staff to ensure accurate data entry.
3. Maintain communication with EHR tech support and ALERT IIS team to monitor, report and resolve data exchange issues.

Oregon Immunization Program Customer Support

Hours of Operation Mon – Fri, 9- 4

ALERT IIS Help Desk

800-980-9431 alertiis@state.or.us

- Reset passwords • Set up new users
- Report duplicate records • Functionality

VFC Help Desk

971-673-4VFC VFC.help@state.or.us

- Vaccine ordering • VFC compliance
- Temp excursions • VFC certification

Additional material on back 

ALERT IIS Reports for managing data quality

Report Description	Resources for Learning
Ad Hoc report – a versatile report tool that can be tailored for a variety of uses including tracking down borrowing and error patterns in vaccine inventory reporting.	<ul style="list-style-type: none"> • Live webinars (offered monthly)* • Tip sheets for common uses**
Transactions report – Provides details of ALERT IIS inventory transactions. Use to monitor how frequently a clinic is reporting borrowing vaccine inventory (shared inventory between state-supplied & locally owned vaccine supplies).	<ul style="list-style-type: none"> • Live webinar on Inventory management (offered monthly)* • OIP staff
Accountability report - Measures a clinic's accountability for vaccine inventory, enables quick check of compliance with Oregon vaccine stewardship law, and shows how many doses you've reported as given to eligible patients, expired, spoiled, wasted, and transferred.	<ul style="list-style-type: none"> • Live webinar on Inventory management (offered monthly)* • VFC program staff
Eligibility report – provides a count of immunizations or patients as reported by VFC eligibility code	<ul style="list-style-type: none"> • VFC program staff

Common tools/functions in ALERT IIS

I want to:	Resources for Learning
Access the patient record in ALERT IIS	<ul style="list-style-type: none"> • On-demand video*
Forecast a patient's needed immunizations	<ul style="list-style-type: none"> • ALERT IIS user manual, appendix 3 (log in to ALERT and click on the 'Forms' menu)
Understand how to manage vaccine inventory in ALERT IIS	<ul style="list-style-type: none"> • Live webinar* • Tip sheets**
Order state-supplied vaccine in ALERT IIS	<ul style="list-style-type: none"> • On-demand video*
Run AFIX reports for improving immunization rates and vaccine inventory accountability	<ul style="list-style-type: none"> • http://bit.ly/oregonafix
Learn which VFC vaccine eligibility codes to use for my patients.	<ul style="list-style-type: none"> • Immunization billing resources at http://1.usa.gov/OregonVFC
Become the Super User for my clinic	<ul style="list-style-type: none"> • Live webinar (offered bi-monthly)*
Update my clinic's contacts in ALERT IIS	<ul style="list-style-type: none"> • Live Super User webinar (offered bi-monthly)*

*Access on-demand videos & live webinars through 'training' tab on ALERT IIS home page menu or at <http://bit.ly/EnrollALERT>

**Access tipsheets at: <http://1.usa.gov/ImmunizationProviderResources>