# VFC/WyVIP Program

# 2013 Benchmarking Guide

## INTRODUCTION

The Benchmarking Process is an annual activity that is required for all VFC/WyVIP providers. This data collection provides the program with valuable information regarding patient eligibility, age, and insurance carrier. Providers should carefully review the guidelines below as the process for benchmarking has recently changed.

- Data must be collected on each patient under age 19 who receives a publicly-supplied vaccine during the month of **May 2013**.
- The 2013 Benchmarking Report will be available on the Immunization Unit webpage for electronic submission on May 31, 2013 and is due by **June 14, 2013**.
  - *The 2013 Benchmarking Form is an electronic PDF Form similar to those used to report Vaccine Returns and Short-Dated Vaccine Transfer Requests.*


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## INSTRUCTIONS

Providers should follow the steps below to complete the 2013 Benchmarking Process

1. **Data Collection**

   This step can be completed in a number of ways depending on the provider's capabilities.

   a. <u>EHR Users</u>

   Providers that have Electronic Health Records (EHR) may be able to pull data from a report created by the EHR. It is recommended that these providers review the *Sample* Form for Data Compilation Form found on page 5 to ensure the data requested is available from the EHR.

   b. <u>Active WyIR Users</u>

   Providers that are actively using the WyIR to capture administered vaccine must ensure that patient demographic information is being entered correctly, to include the insurance carrier. These providers can pull several reports from the WyIR to complete the annual benchmarking process.

   c. <u>Patient Level Collection</u>

   This method may be used by any provider who will not be running EHR or WyIR reports. To collect data on a per-patient basis, providers should complete the **Patient Data Collection Form** found on page 4 of this guide. This form should be completed for each child less than 19 years of age who receives a publicly-supplied vaccine during May 2013.

## 2. Data Compilation

Providers may use the *Sample* form found on page 5, and then transfer the data from the *Sample* into the electronic Benchmarking Report to submit the required data.

a. EHR Users

Providers using an EHR should run a report that will provide the data requested on the 2013 Benchmarking Form. If the provider's EHR cannot report the required information, an alternative method for data compilation should be used.

b. Active WyIR Users

WyIR Users will need to run two reports to obtain the information needed to complete the *draft* Benchmarking Reporting Form.

**Data for Section One**

To complete Section One of the Benchmarking Report, WyIR users will need to run the report four (4) times to get data for each age range using the dates listed in step 2.

1. Reports → Report Module → **Patient Detail** (located under the "Patients" header on the top right of the page)
2. Enter Vaccination Date Range: From: 05/01/2013 To: 05/31/2013
3. Enter Birth Data Range: (run report separately for each data range below)
   a. Under 1 year: From: 06/01/2012 To: 05/31/2013
   b. 1-2 years: From: 06/01/2013 To: 05/31/2012
   c. 3-6 years: From: 06/01/2007 To: 05/31/2010
   d. 7-18 years: From: 06/01/1995 To: 05/31/2007
4. Verify IRMS and Facility
5. Select "Yes" for Publicly Supplied Vaccine
6. Select Age Group: Include 0-18 Years of Age
7. Click "Create Report"

**Data for Section Two**

1. Reports → Report Module → Patient Totals (located under the "Patients" header on the top right of the page)
2. Enter Immunization Dates: From: 05/01/2013 To: 05/31/2013
3. Enter Birth Dates: 05/01/1995 To: 05/31/2013
4. Verify IRMS and Facility
5. **Un**check "Total Patients Per Provider"

c. Patient Level Collection

The provider should gather all of the **Patient Data Collection** forms that were completed during the month and complete a manual tally to complete the *draft* Benchmarking Reporting Form.

**3. Data Submission**

The electronic 2013 Benchmarking Report should be completed **after** the data has been compiled or is easily accessible.

**a. The link to complete the 2013 Benchmarking Report is found on the homepage of the Immunization Unit webpage located at www.immunizewyoming.com.**

1. When the link to the form is clicked, an Adobe Acrobat screen will appear. Providers will have the option to download or open the form. The form will open after the selection is made.
2. Type the benchmarking data into the form. **DO NOT** print the form and fax it in.
3. After the form is completed simply click "Submit Form" in the top right corner.
4. Upon clicking "Submit Form" a "Send Form" box will appear asking for the Email Address and Full Name of the person reporting. This information must be provided. Click "Send."
5. A confirmation stating "Your response was successfully sent" will appear in the top right corner.
6. Once the form has been submitted, it is recommended that providers save a copy of the form for their records.

b. Providers having trouble submitting the form should verify they have the most recent version of Adobe Reader installed. The most recent version can be downloaded from http://get.adobe.com/reader/ .

Thank you for your cooperation in this process and for your commitment to the program and to protecting children in Wyoming against vaccine preventable diseases.
If you have any questions about this process please contact Jude Serrano, Vaccine Program Specialist at 307-777-2413, or jude.serrano1@wyo.gov.

# VFC/WyVIP Program
# Patient Data Collection

This form may be used to gather patient data on a per-patient basis. If this method is used, this form should be completed for every child less than 19 years of age who receives a **publicly-supplied** vaccine during **May 2013**.

- The information from these sheets will need to be compiled and entered into the electronic 2013 Benchmarking Report found on the Immunization Unit webpage.

Questions may be directed to Jude Serrano, Vaccine Program Specialist, at 307-777-2413 or jude.serrano1@wyo.gov.

| **Patient ID:** | **Date of Visit:** |
|---|---|

**Check the appropriate boxes below**

| | | | | |
|---|---|---|---|---|
| **Age:** | ☐ Under 1 year | ☐ 1-2 years | ☐ 3-6 years | ☐ 7-18 years |

| | | | | |
|---|---|---|---|---|
| **Eligibility:** | ☐ Underinsured *(see below)* | ☐ Insured *(see below)* | ☐ No Insurance | ☐ Medicaid |
| | ☐ American Indian/ Alaskan Native | | | |

**PATIENT INSURANCE INFORMATION (if applicable)**

| | |
|---|---|
| **Name of Insurance Company:** | |
| **If Underinsured, reason for underinsured status (select one):** | ☐ Insurance does not cover immunizations.<br>☐ Maximum immunization benefit has been met.<br>☐ Insurance does not cover certain vaccines. |

**Note:** A high deductible is not a valid reason for a child to be categorized as underinsured. Those patients are considered insured

**This form is for collection purposes only.**
**DO NOT send this form to the Immunization Unit.**

# Optional: *Sample* Form for Data Compilation

This form may be used to compile data in preparation for completing the electronic 2013 Benchmarking Report.

The following information should include all children under the age of 19 who received a **publicly-supplied** vaccine during **May of 2013**.

| SECTION ONE: AGE AND ELIGIBILITY | | | | |
|---|---|---|---|---|
| | **Under 1 year** | **1-2 years** | **3-6 years** | **7-18 years** |
| **Underinsured** | | | | |
| **Insured** | | | | |
| **No Insurance** | | | | |
| **Medicaid** | | | | |
| **American Indian/Alaskan Native** | | | | |

| SECTION TWO: INSURANCE INFORMATION<br>** The numbers below may not match those listed above.* | |
|---|---|
| **Name of Insurance Company** | **Number of Patients** |
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SAMPLE

**Once completed, the data should be entered electronically and NOT faxed to the Immunization Unit.**