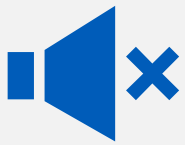
TEXAS
Health and Human Services

Texas Department of State Health Services

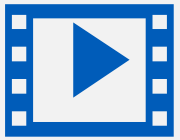
Provider Activity Dashboard

Webinar Reminders



All participants are automatically muted by webinar administrators.

Please type questions using the Q&A feature.



This webinar is being recorded for learning purposes.

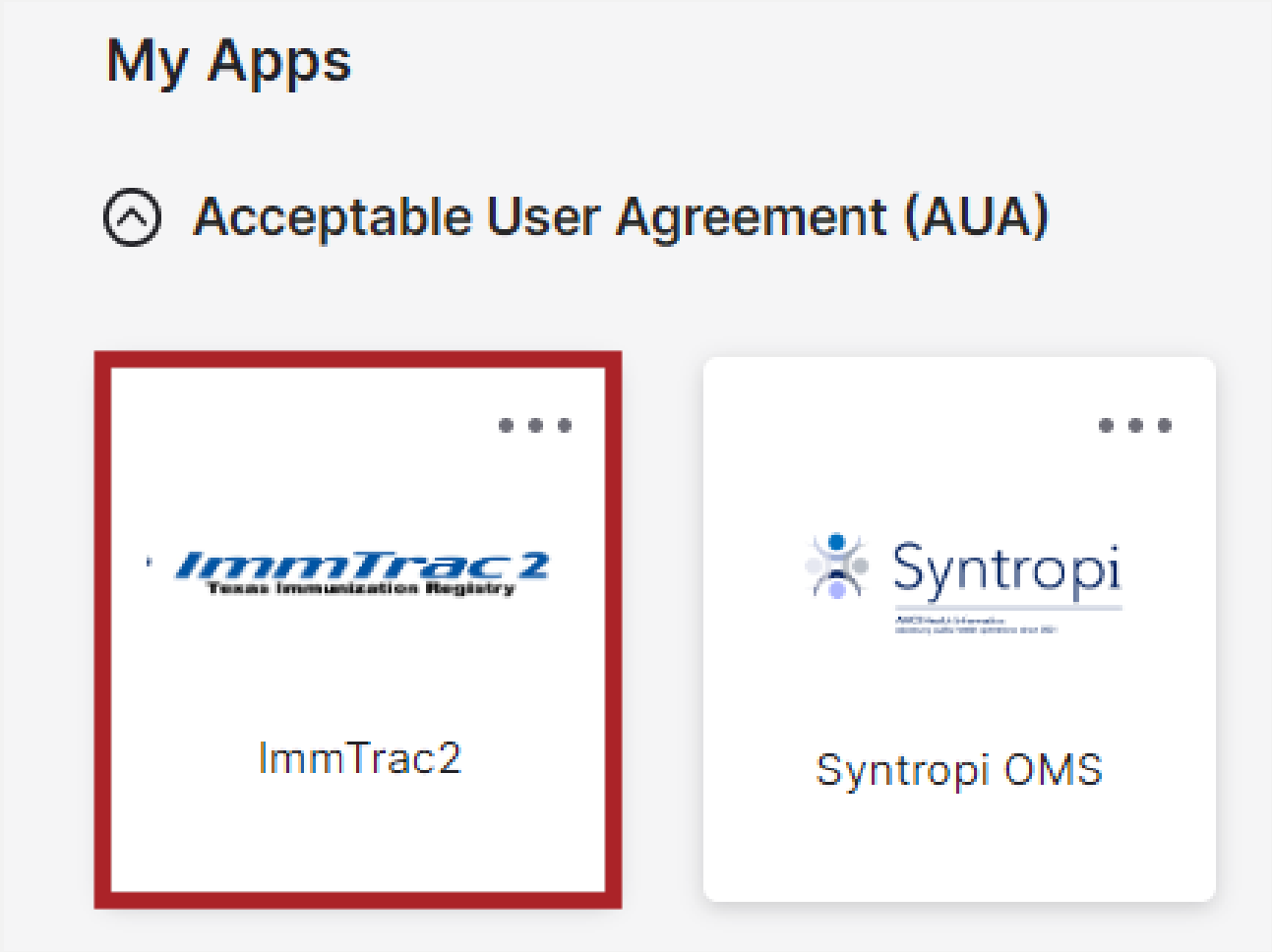
Agenda

- Navigation to the Provider Activity Dashboard Report
- Texas Immunization Provider Summary (TIPS) Report
- Consent Acceptance Rate Evaluation (CARE) Report
- Provider Activity Report (PAR)
- Q&A Session

Navigation to the Provider Activity Dashboard

IAMOnline

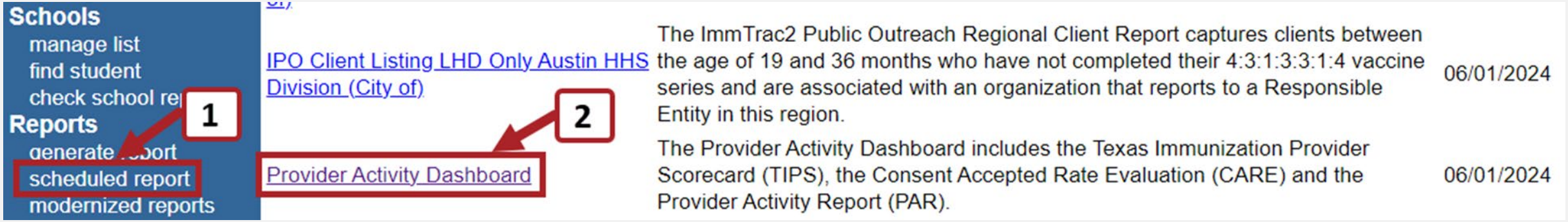
Navigate to https://IAMOnline.hhs.state.tx.us and log in.



ImmTrac2

Once logged into ImmTrac2:

1. In the Reports section, select the link for “scheduled report.”
2. Then select the “Provider Activity Dashboard” link.



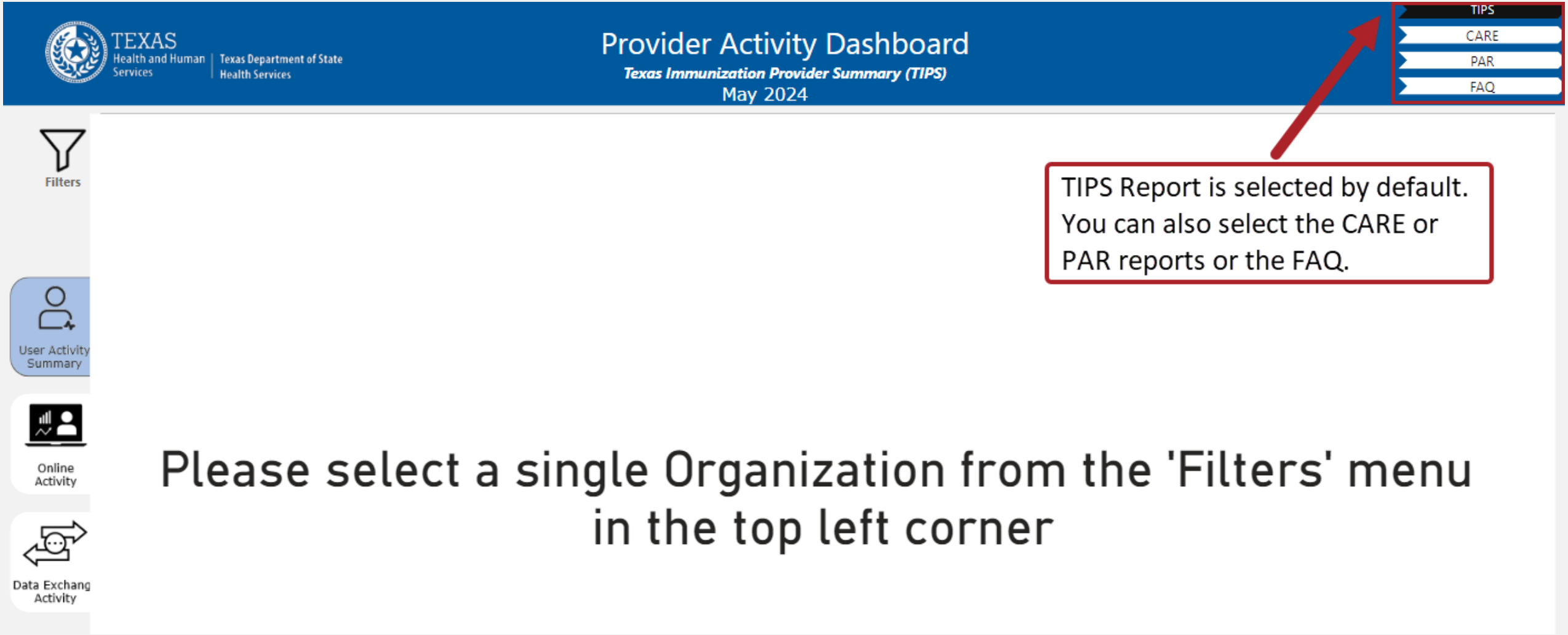
Select a Report

TIPS, CARE, or PAR

Texas Immunization Provider Summary (TIPS) Report

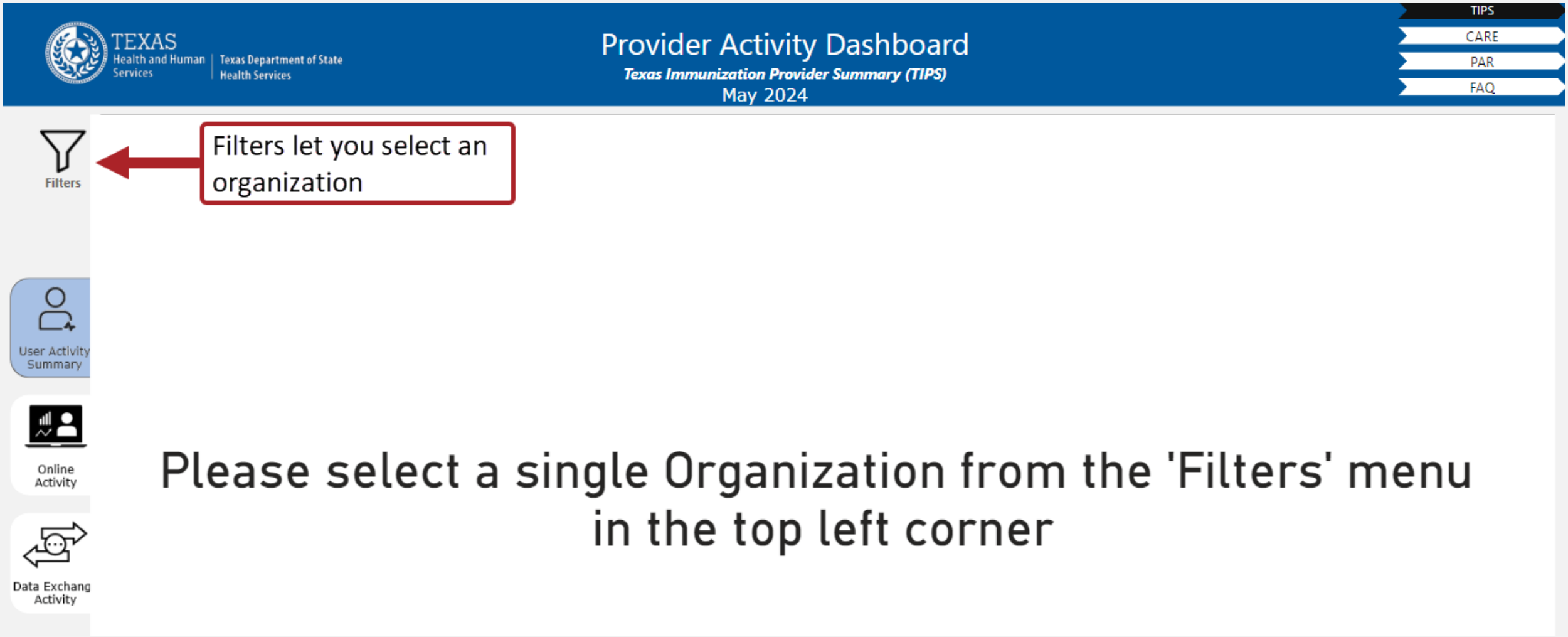
Opening the TIPS Report

Select the TIPS Report

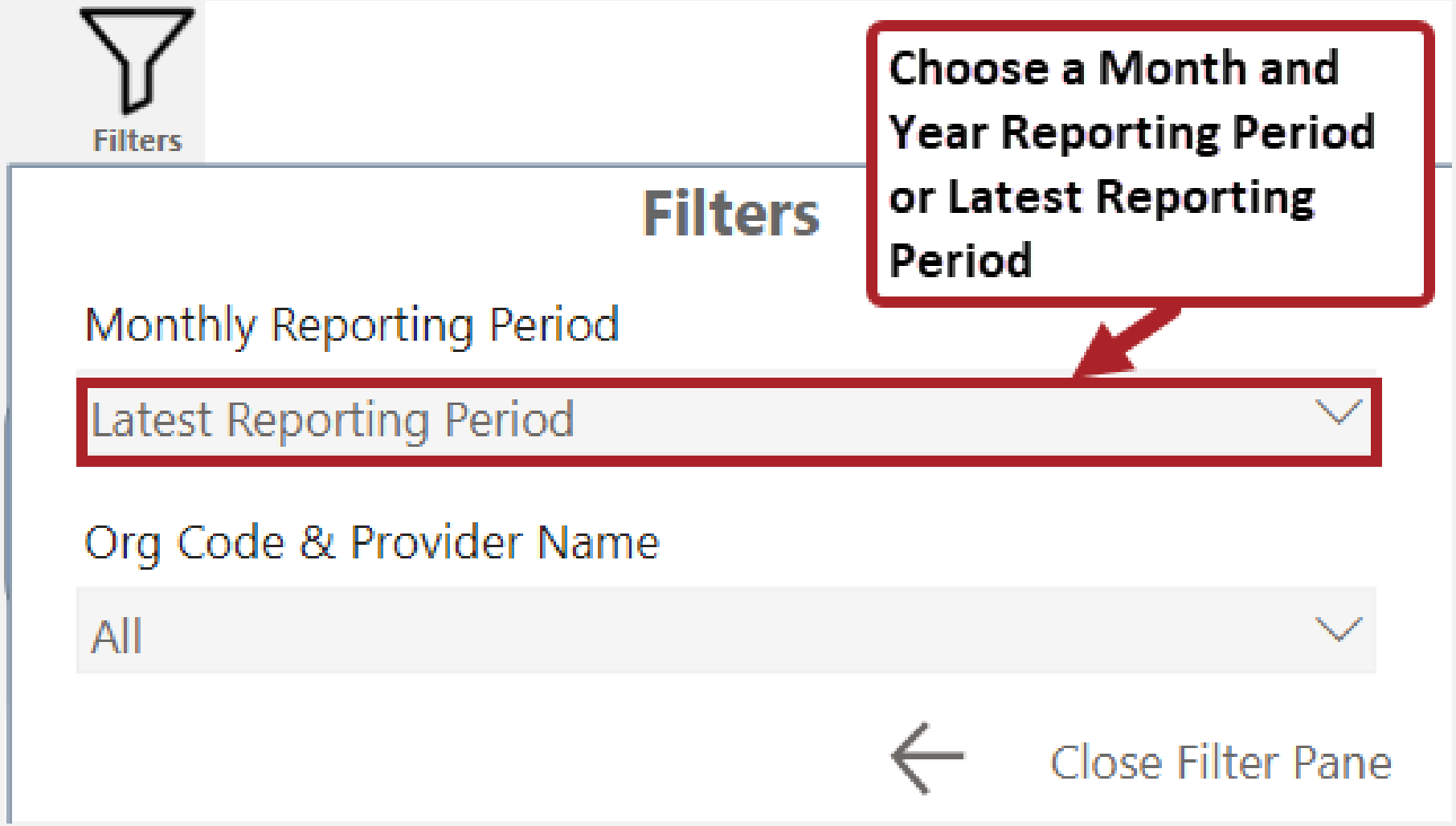


Select Filter

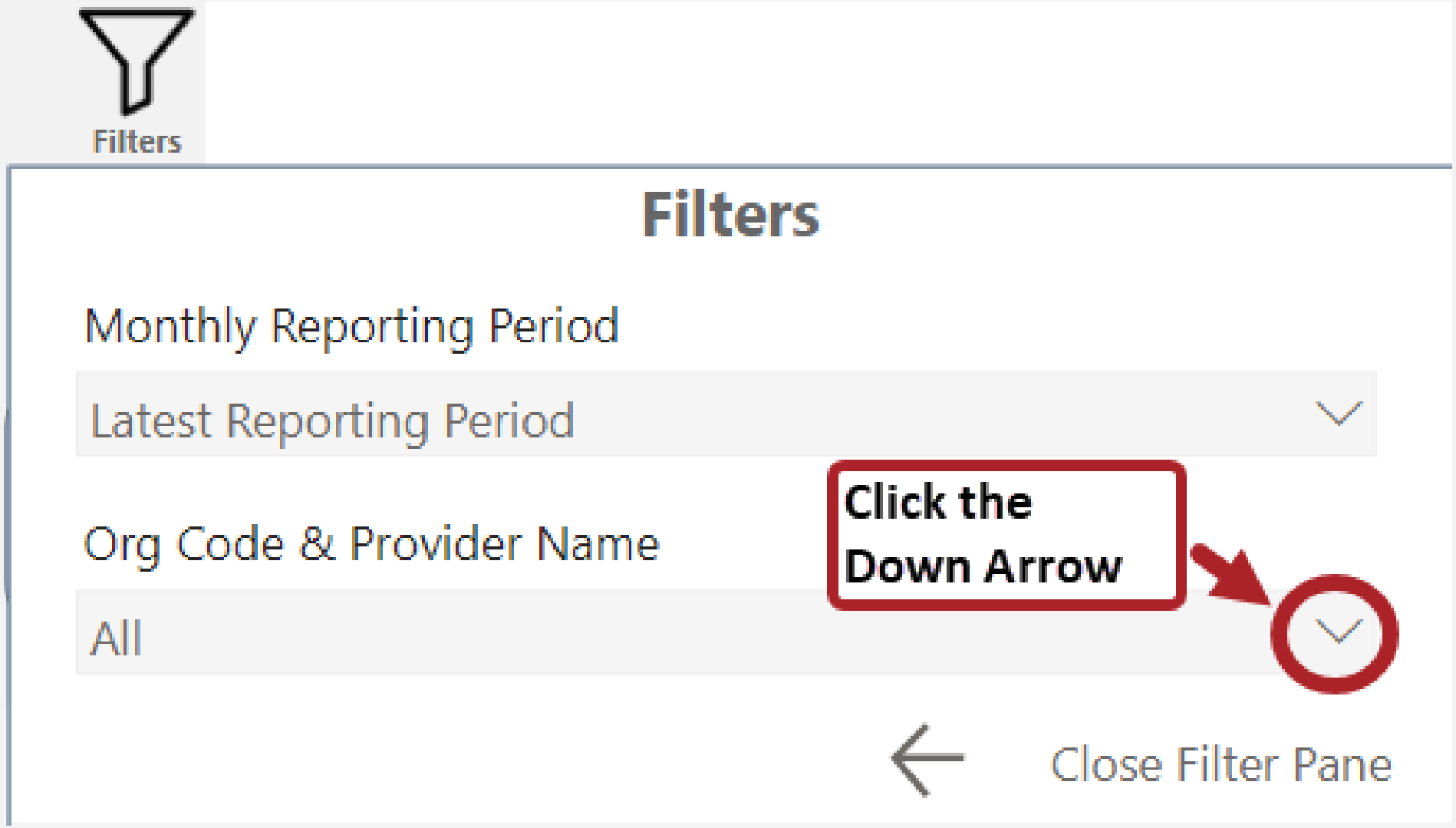
Select an Organization



Choose a Reporting Period

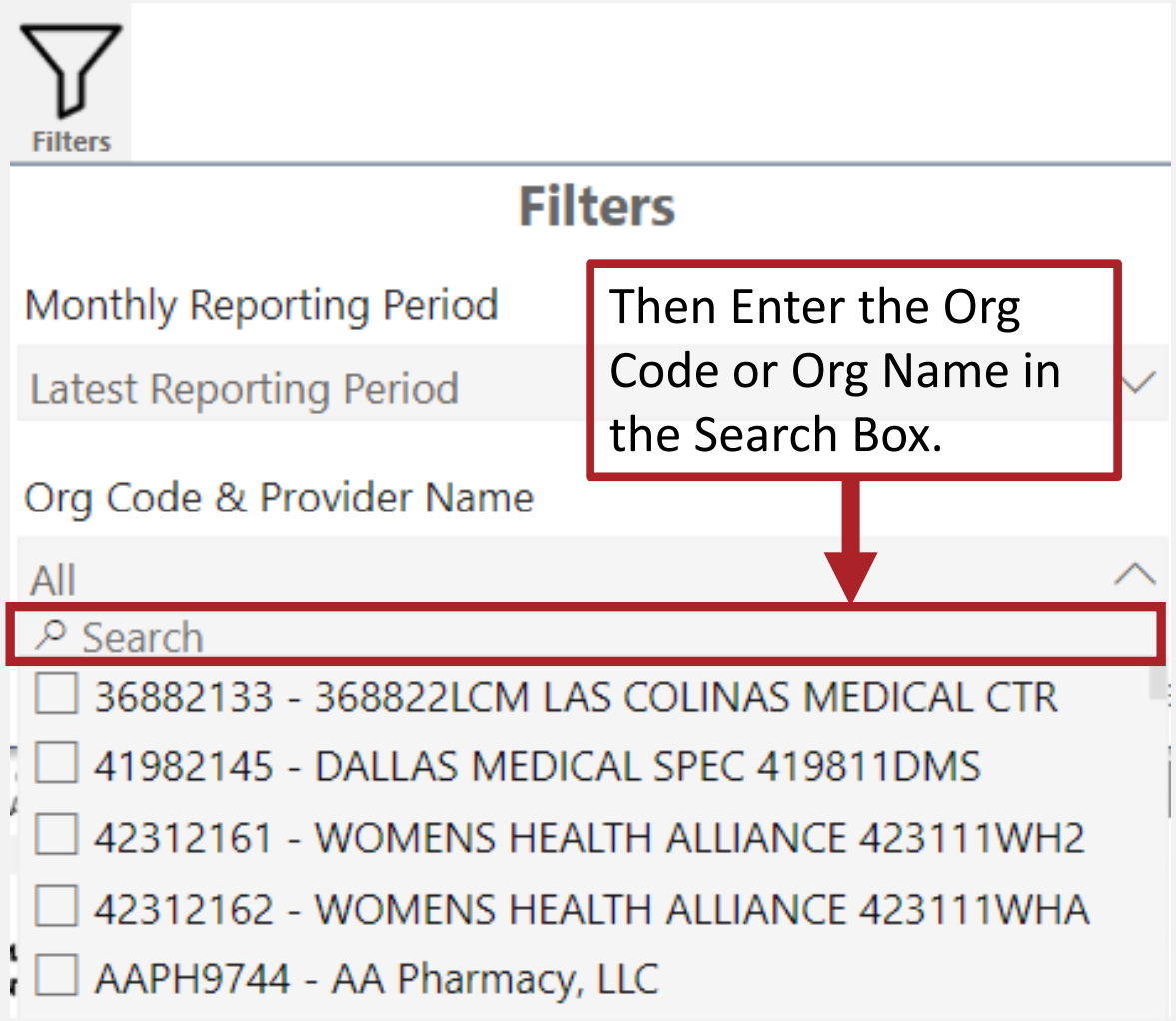


Select the Down Arrow



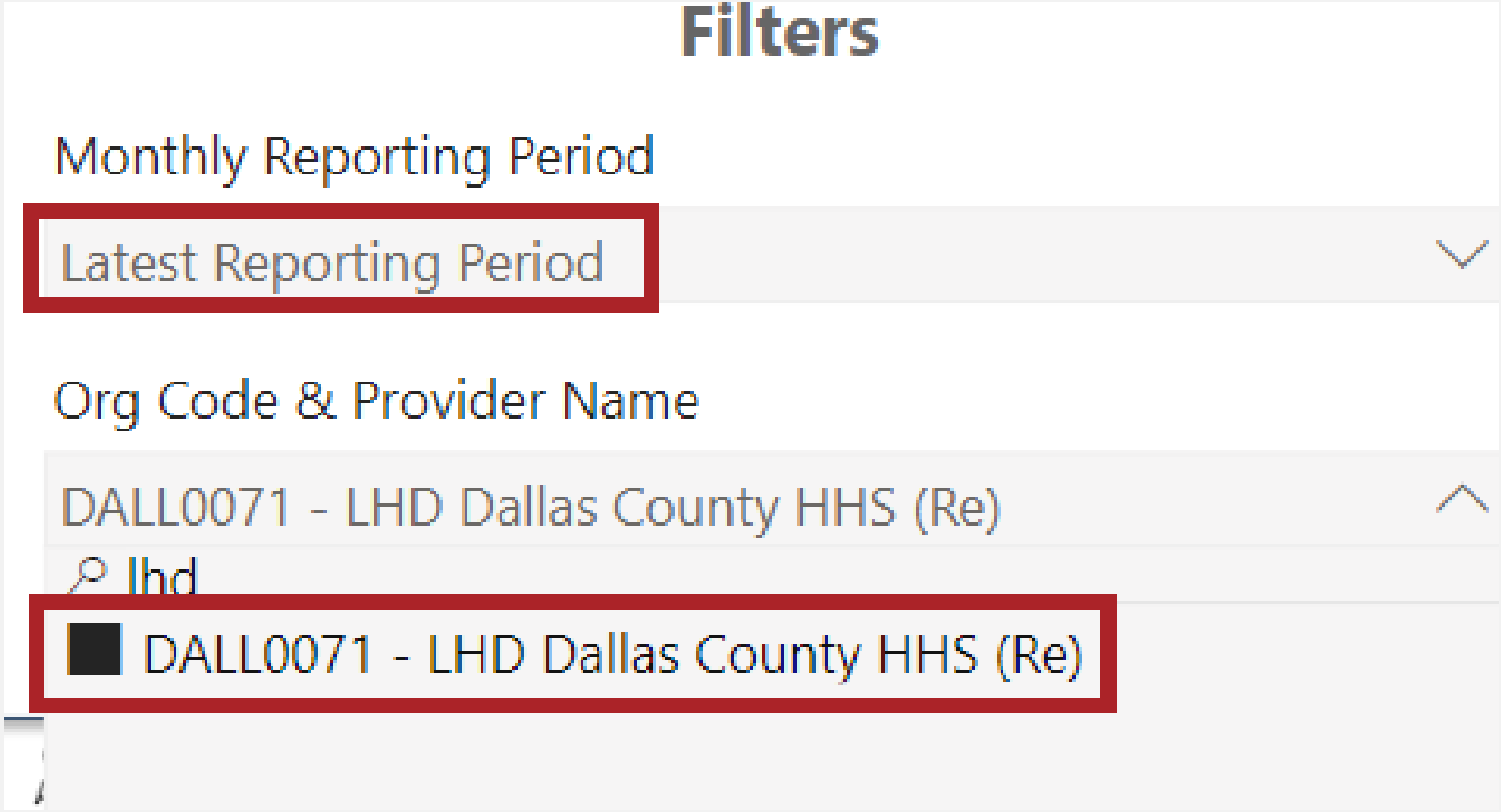
Enter Org Code or Name

If you do not have any organizations reporting to your organization, then you will only see your organization listed.

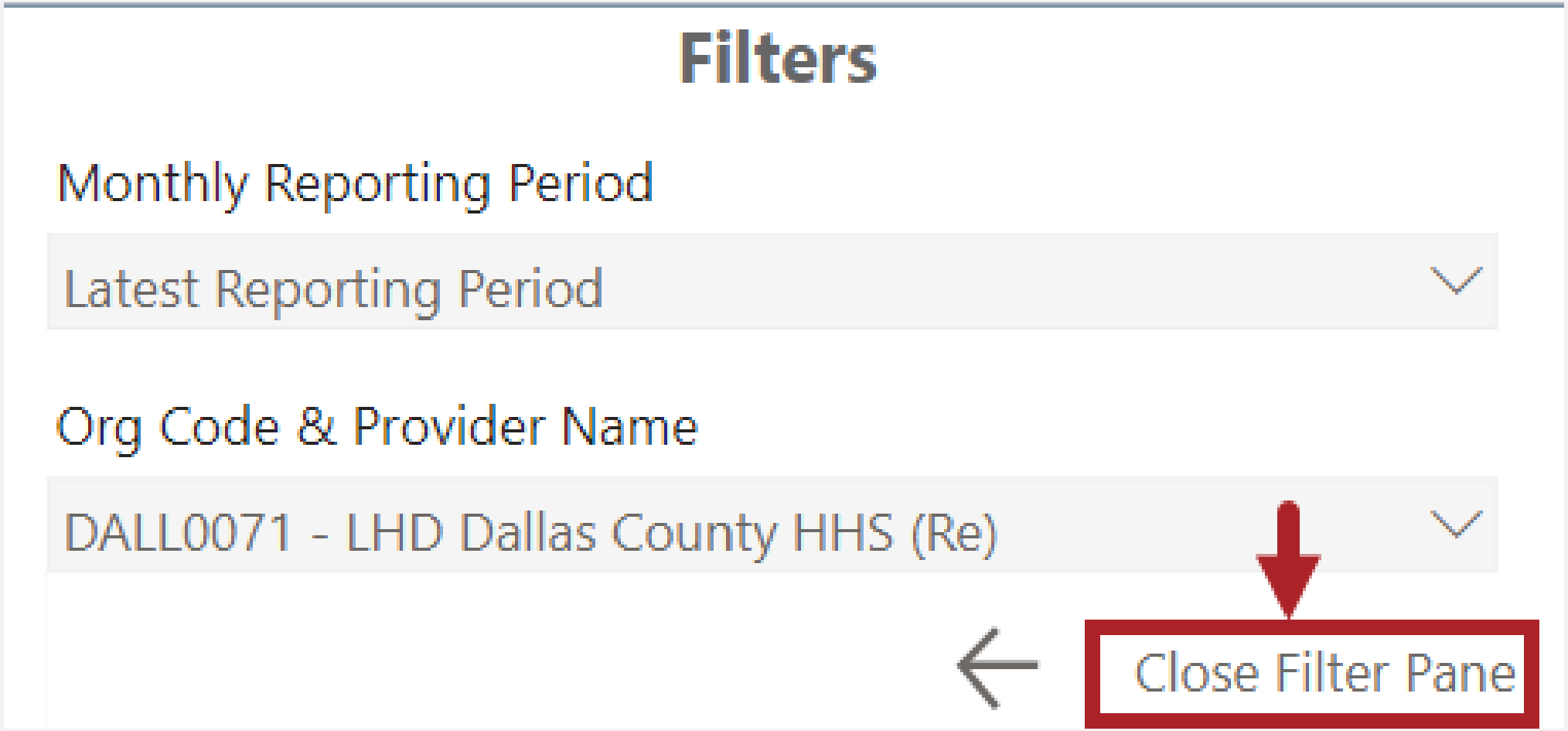


Reporting Period Example

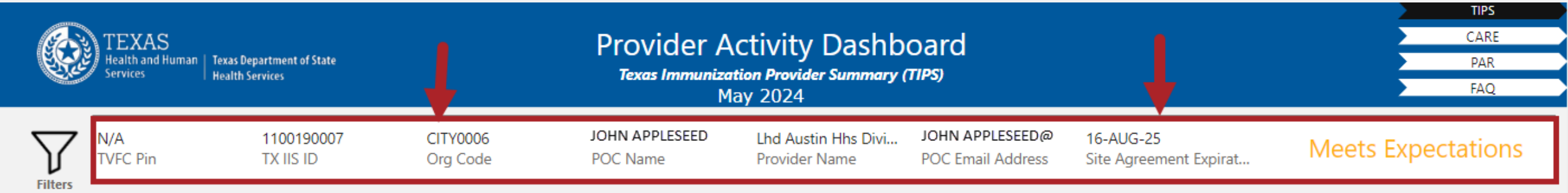
Org Selected



Close Filter Pane



Organization Information

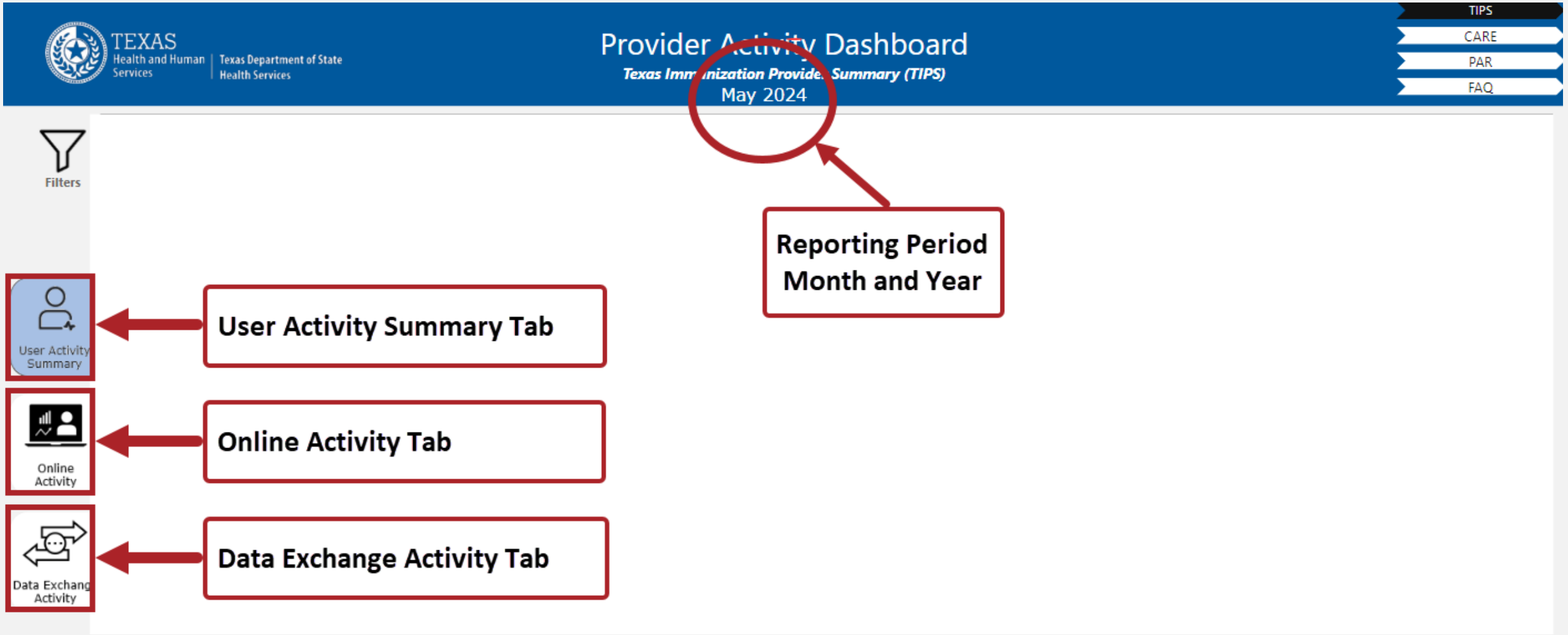


Fields at the top of the screen include the organization's:

- Texas Vaccines for Children (TVFC) Provider Identification Number (PIN)
- TX Immunization Information System (IIS) ID
- Org code
- Point of contact name
- Provider name
- Point of contact email address
- Site agreement expiration date
- TIPS rating

Select a Tab

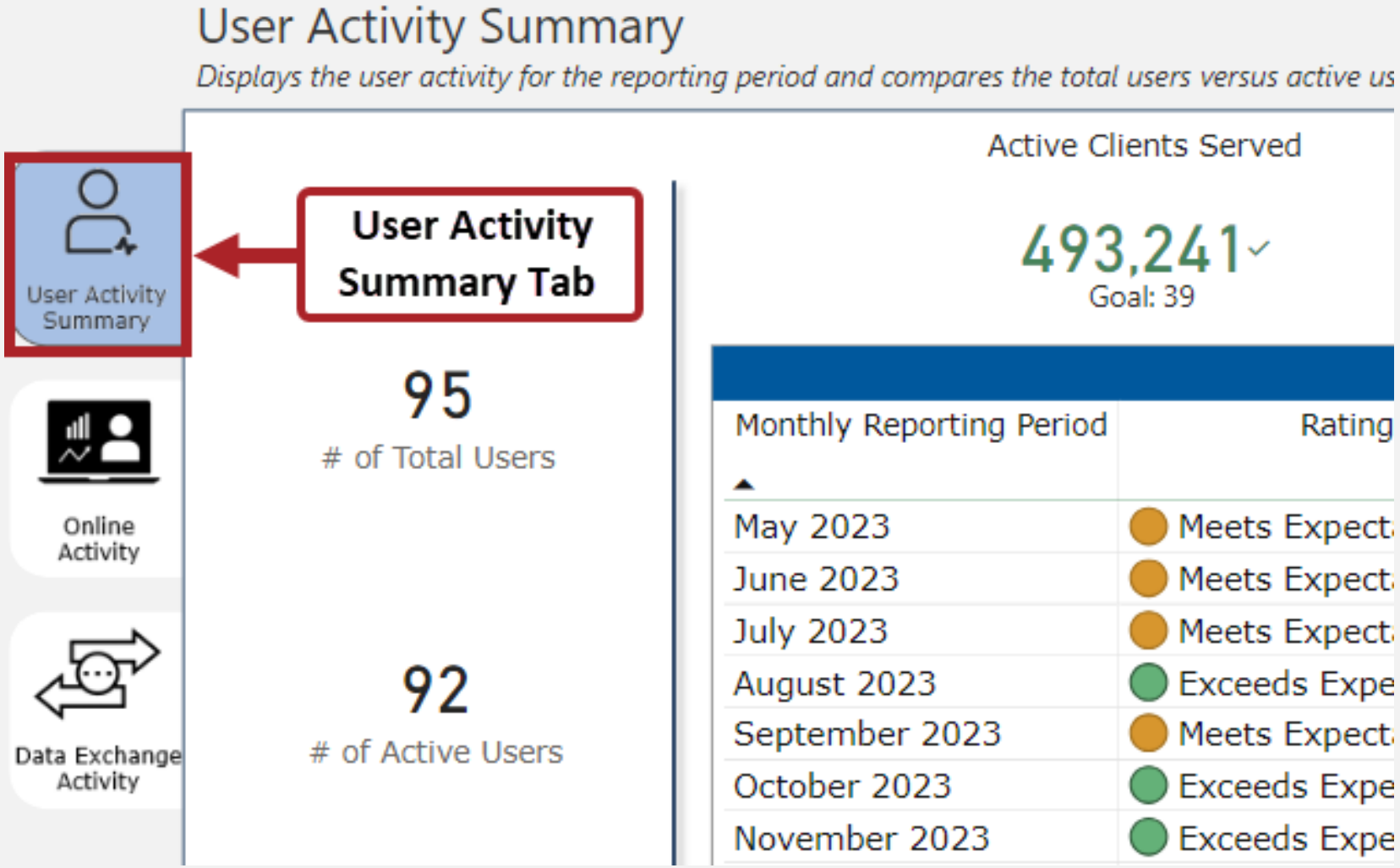
User, Online, or Data Exchange Activity



User Activity Summary

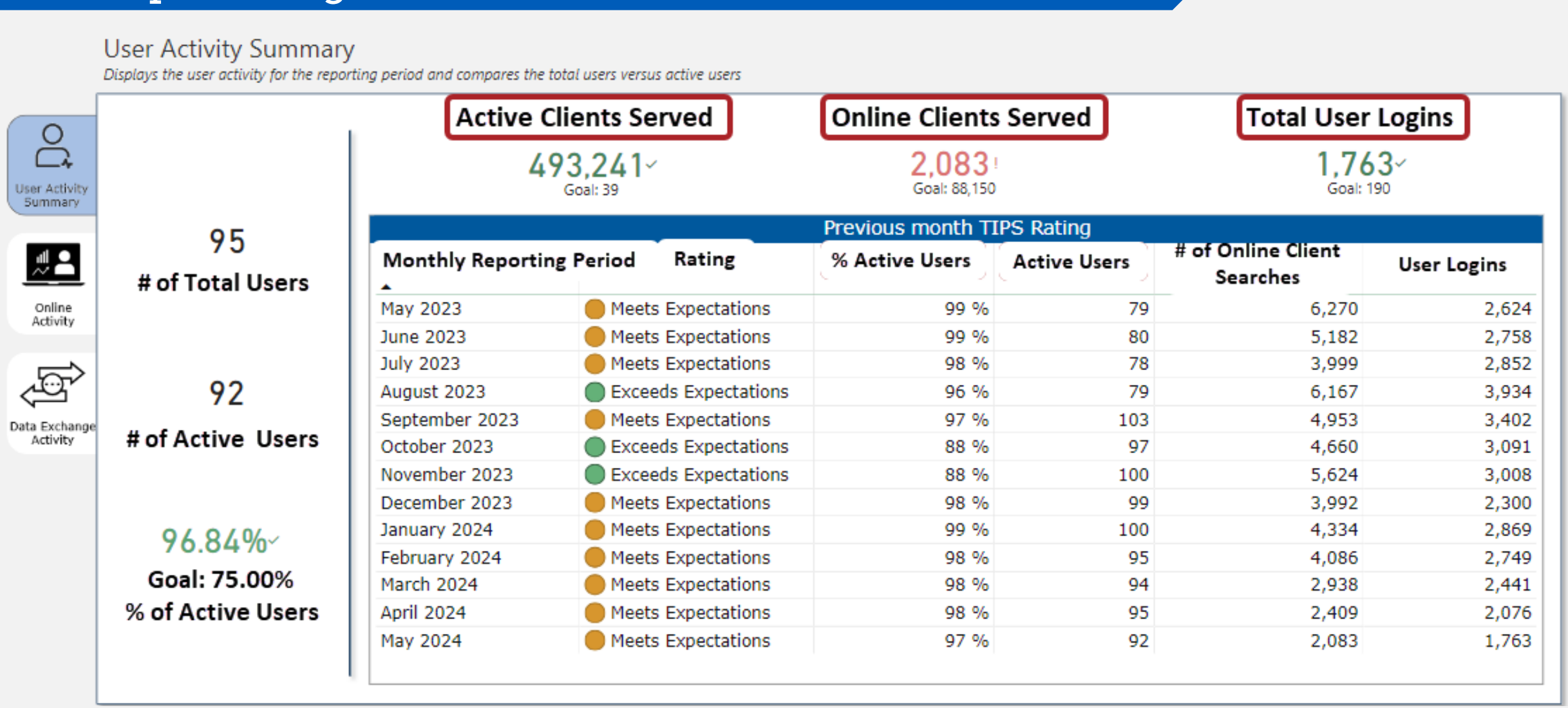
User Activity Summary

Tab



User Activity Summary

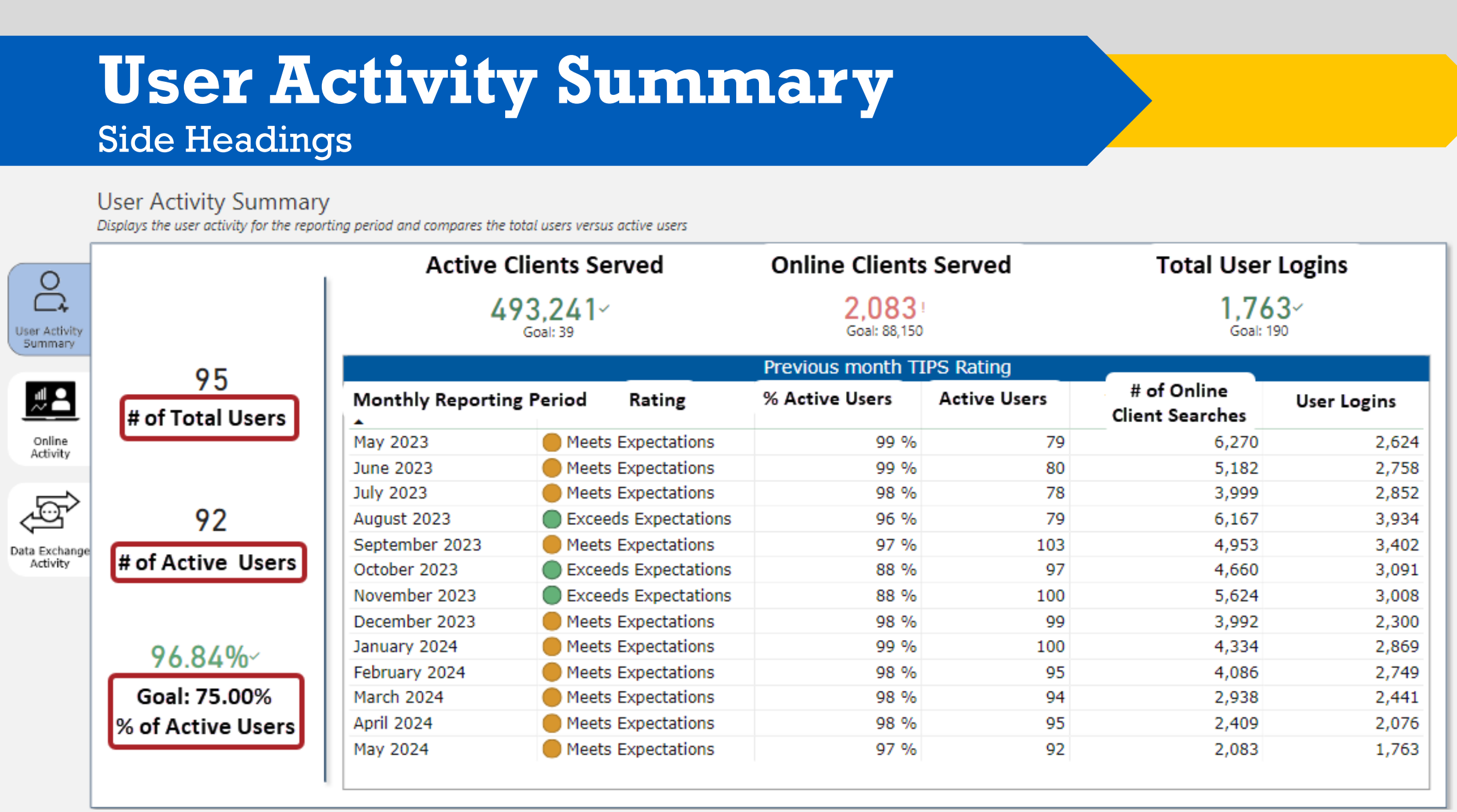
Top Headings



Monthly Reporting Period	Rating	% Active Users	Active Users	# of Online Client Searches	User Logins
May 2023	Meets Expectations	99 %	79	6,270	2,624
June 2023	Meets Expectations	99 %	80	5,182	2,758
July 2023	Meets Expectations	98 %	78	3,999	2,852
August 2023	Exceeds Expectations	96 %	79	6,167	3,934
September 2023	Meets Expectations	97 %	103	4,953	3,402
October 2023	Exceeds Expectations	88 %	97	4,660	3,091
November 2023	Exceeds Expectations	88 %	100	5,624	3,008
December 2023	Meets Expectations	98 %	99	3,992	2,300
January 2024	Meets Expectations	99 %	100	4,334	2,869
February 2024	Meets Expectations	98 %	95	4,086	2,749
March 2024	Meets Expectations	98 %	94	2,938	2,441
April 2024	Meets Expectations	98 %	95	2,409	2,076
May 2024	Meets Expectations	97 %	92	2,083	1,763

User Activity Summary

Side Headings



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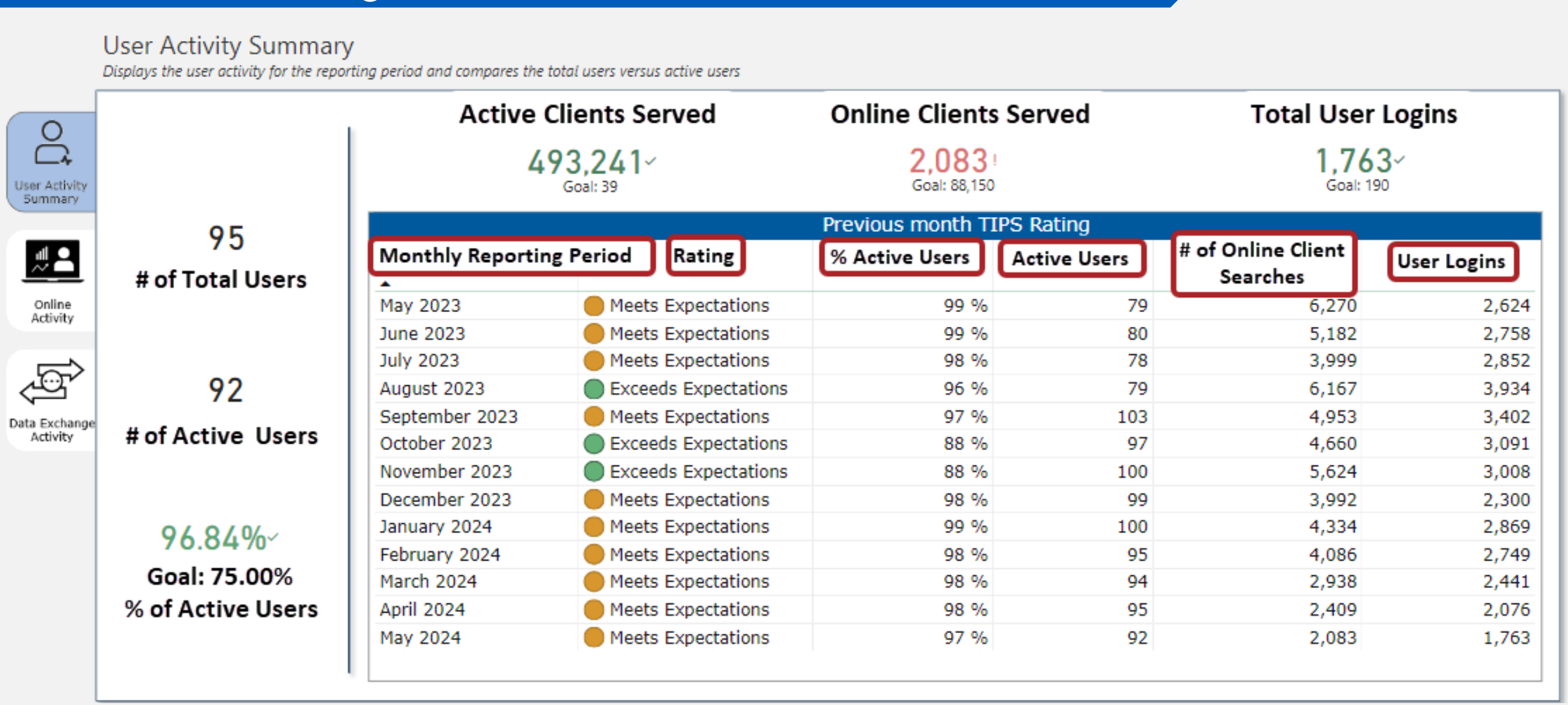
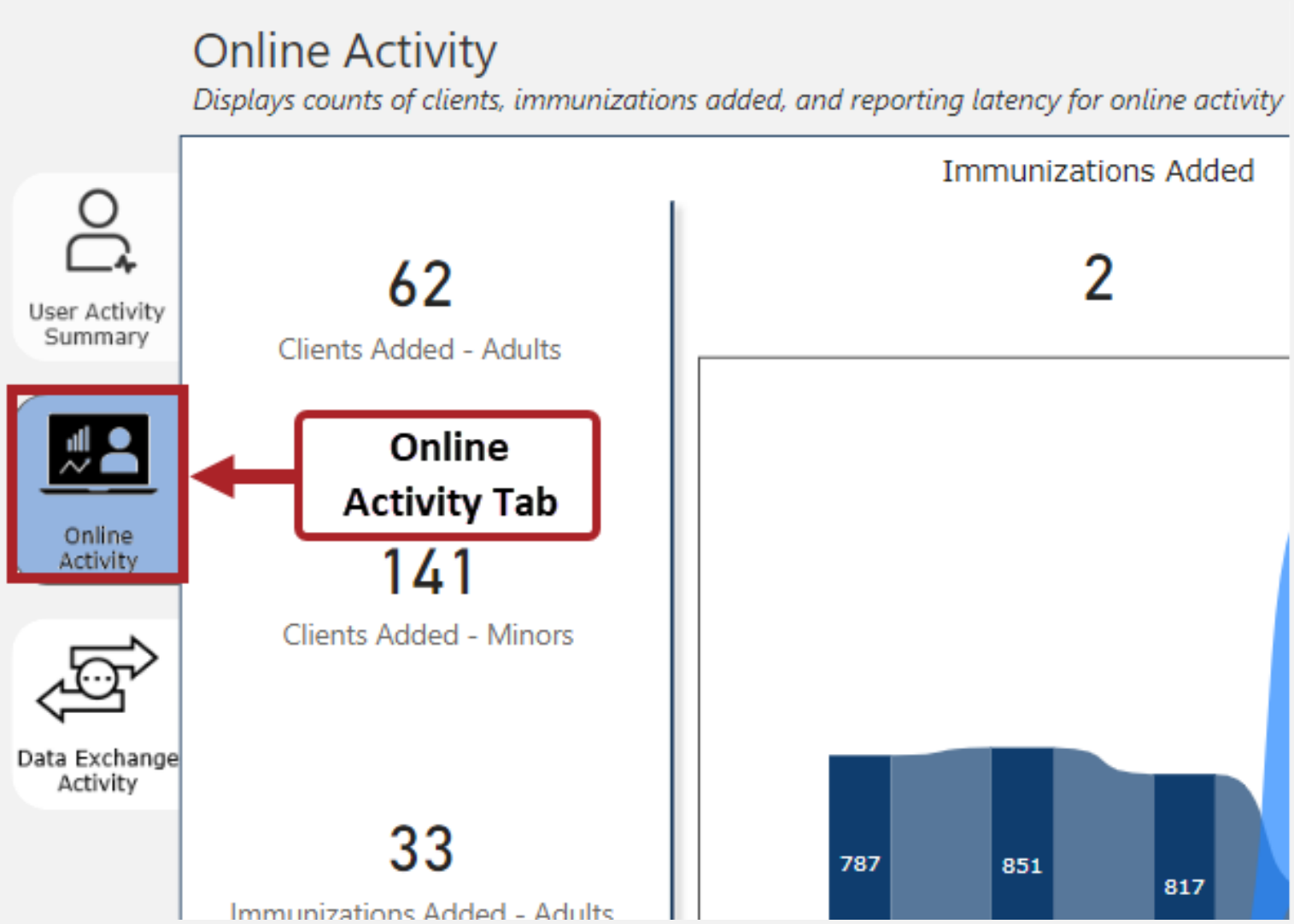
User Activity Summary

Table Headings



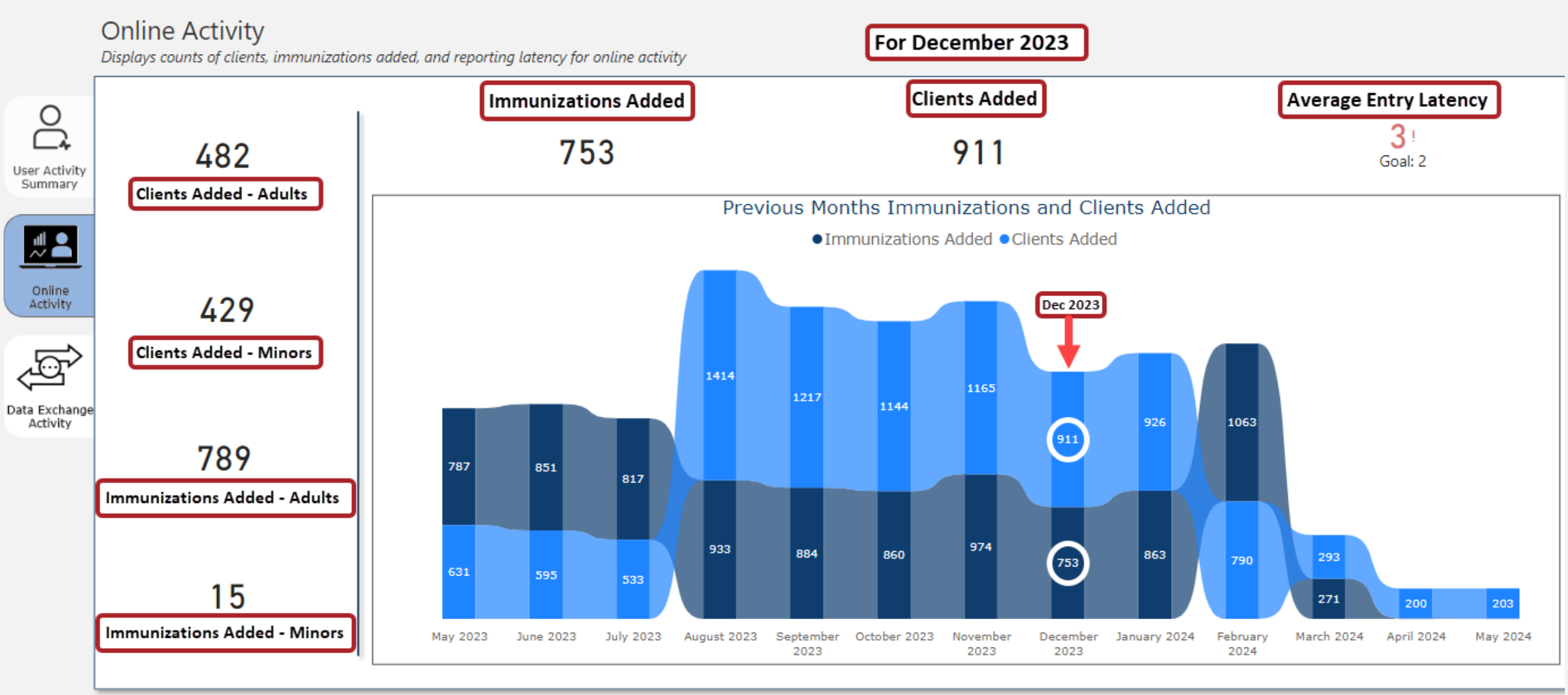
Online Activity

Online Activity
Tab



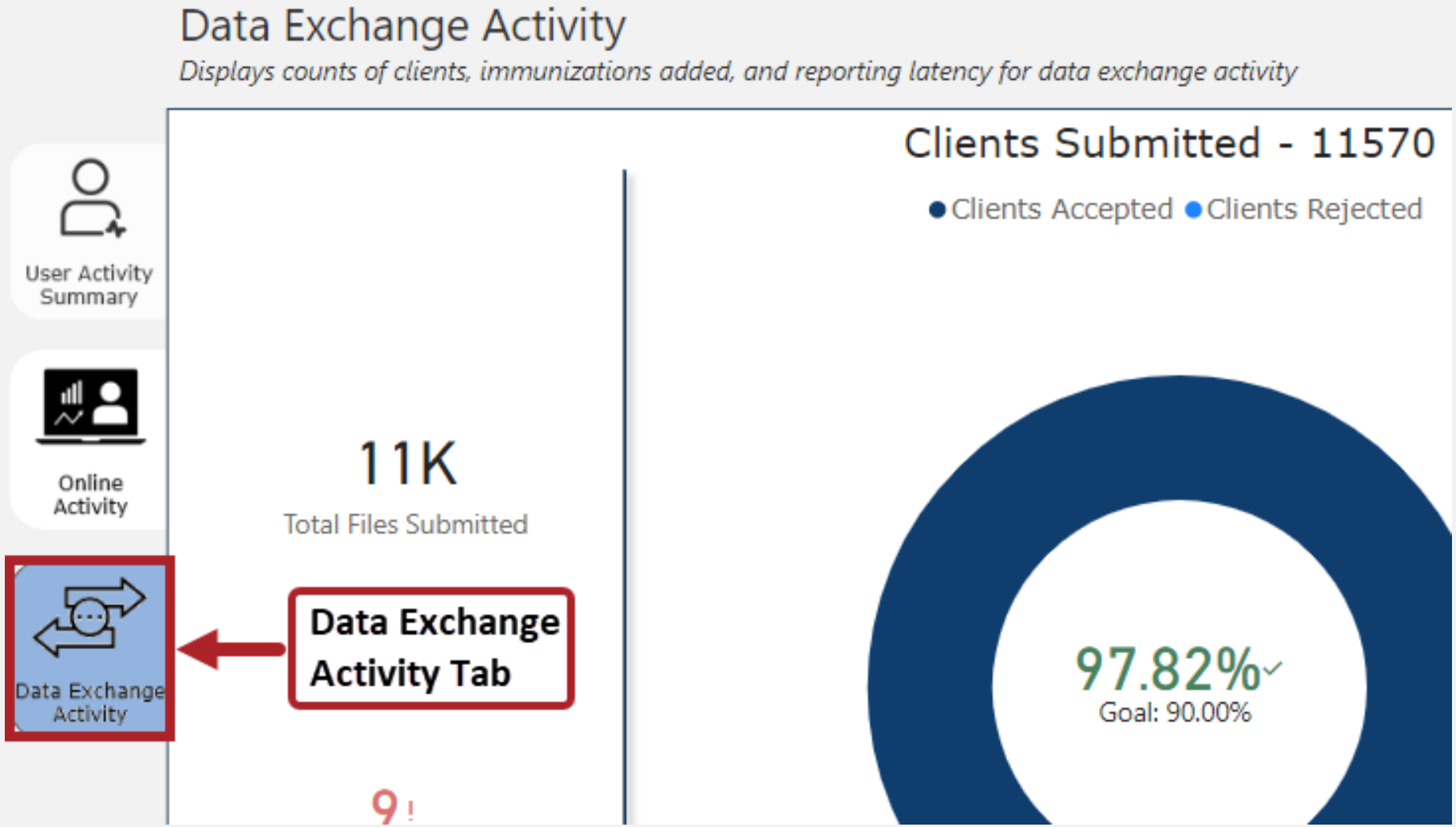
Online Activity

Display



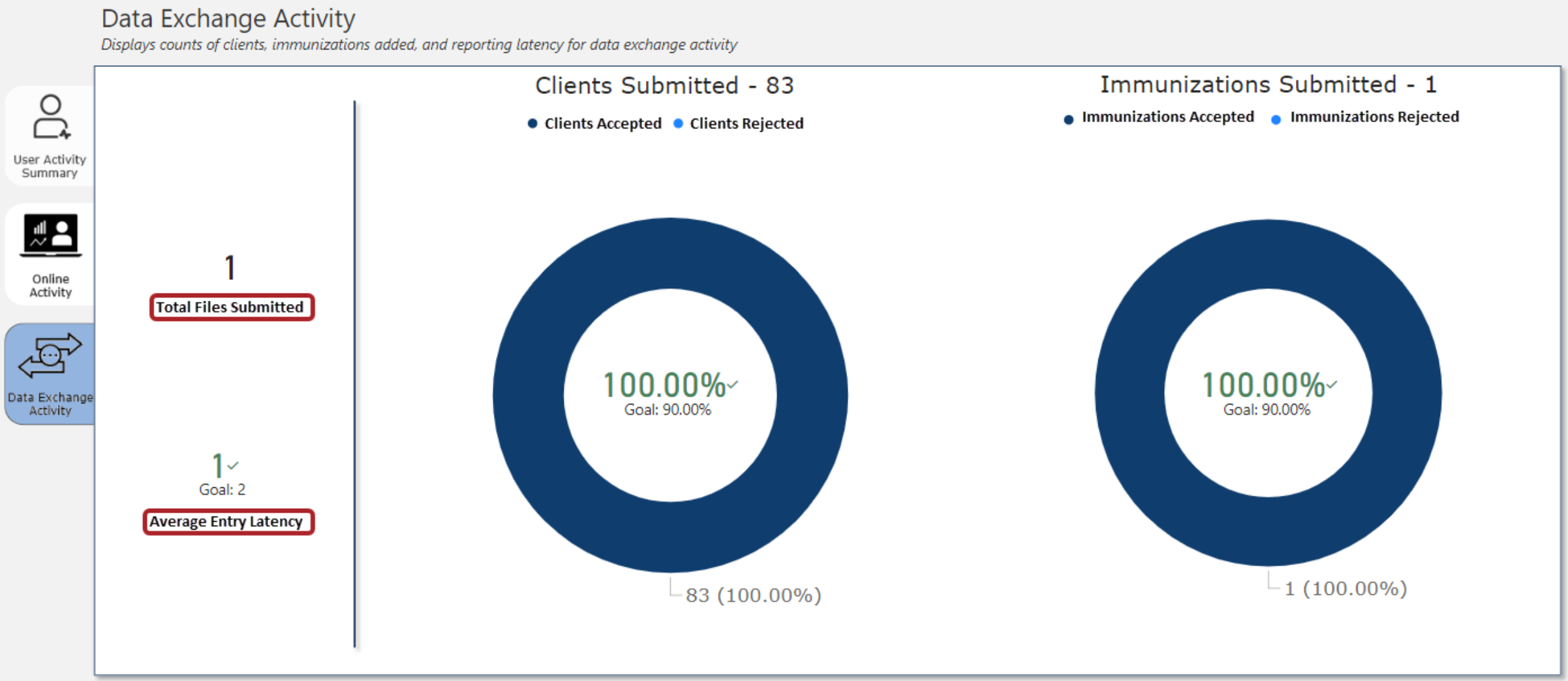
Data Exchange Activity

Data Exchange Activity
Tab



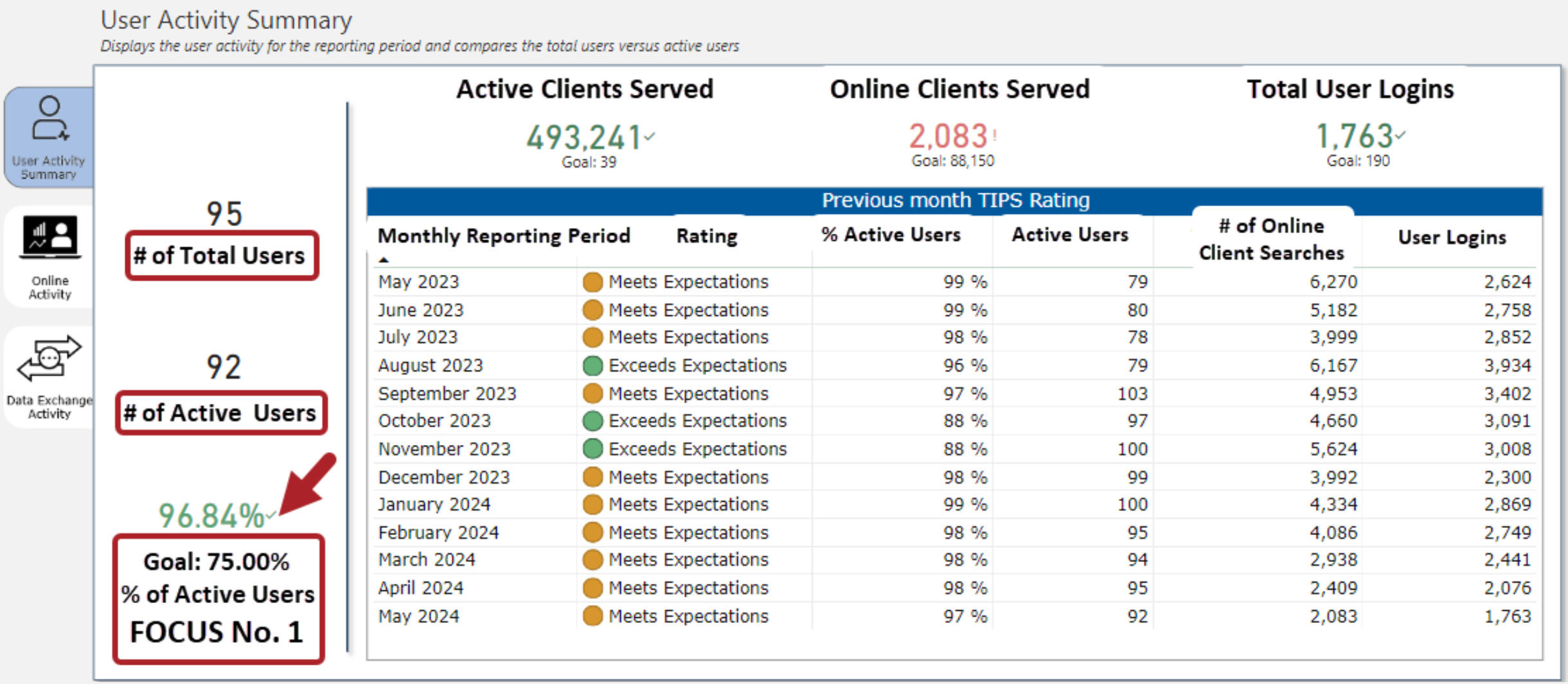
Data Exchange Activity

Display

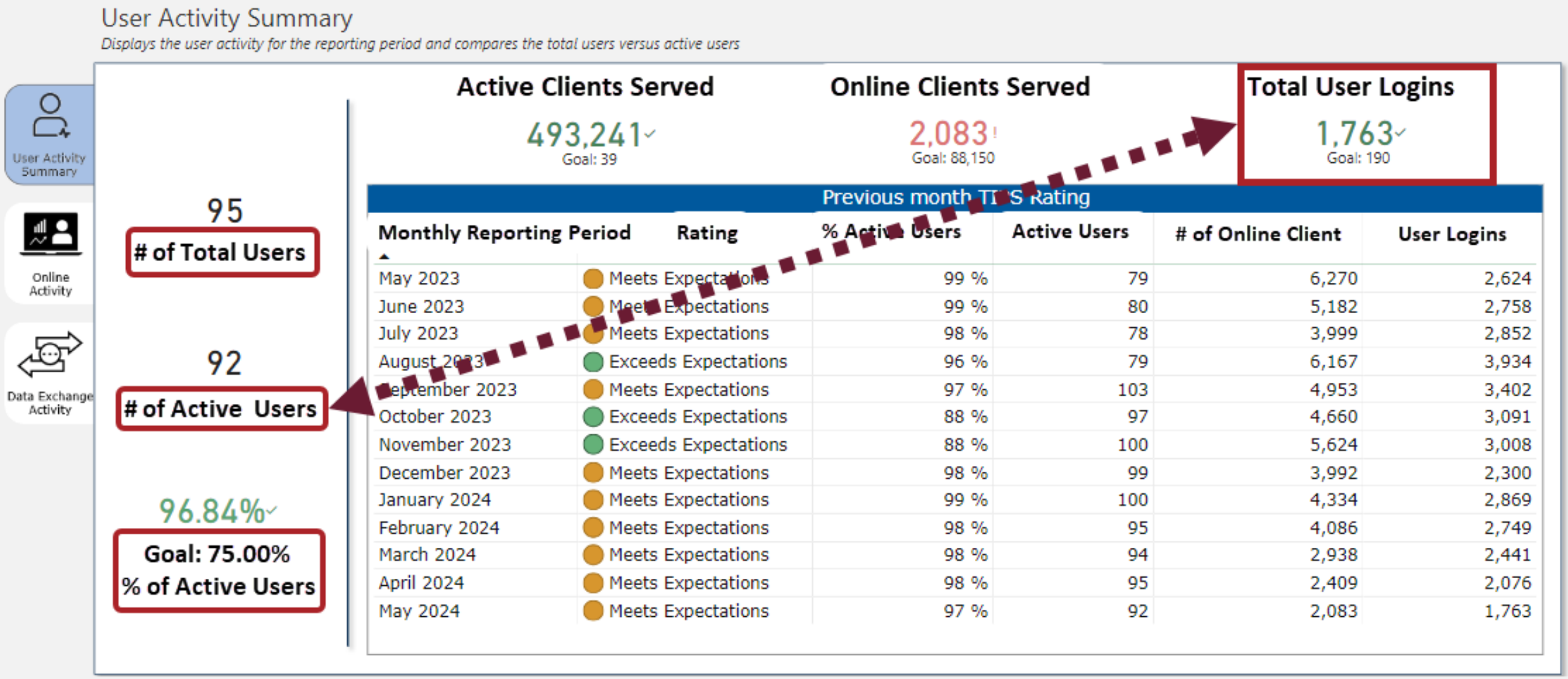


Focus Areas of the TIPS Report

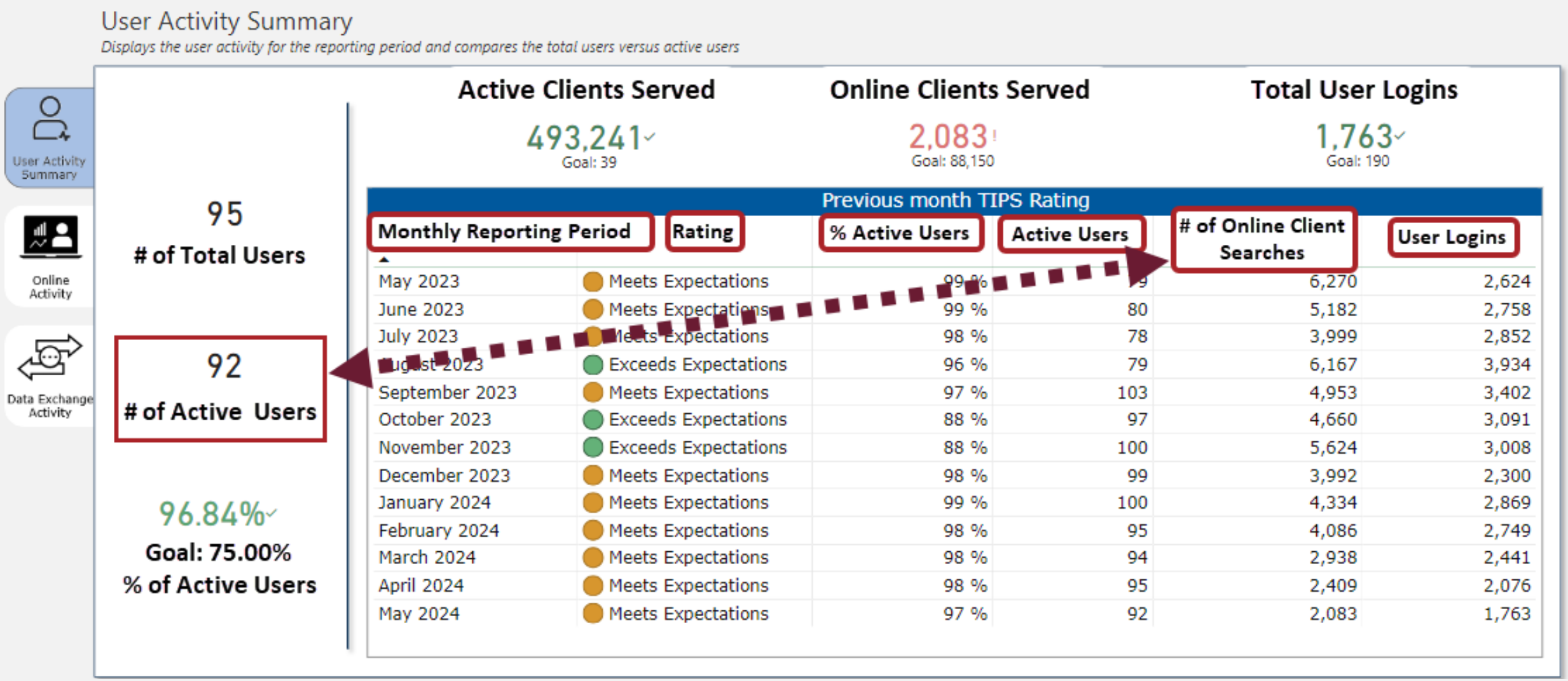
1. Percent of Active Users



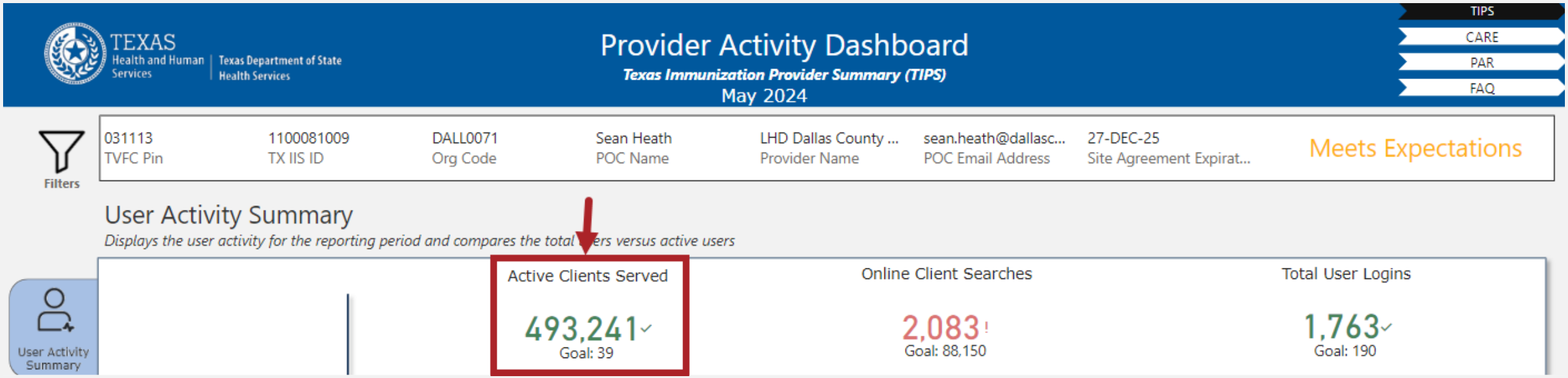
2. Logins per Active User



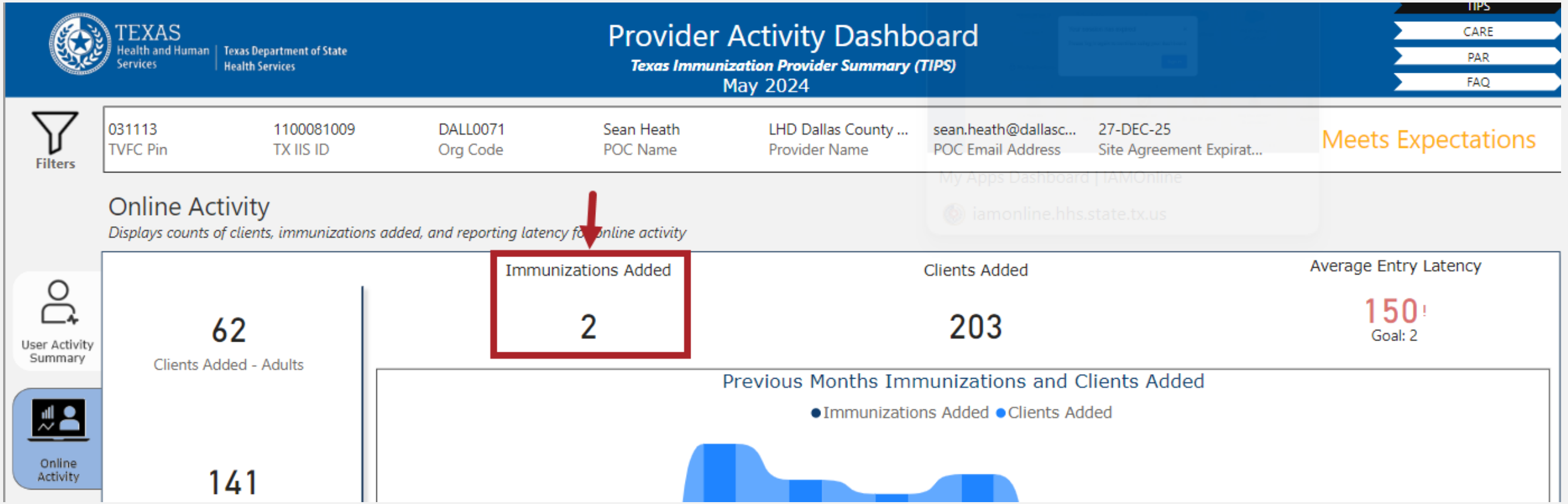
3. Online Client Searches per Active User



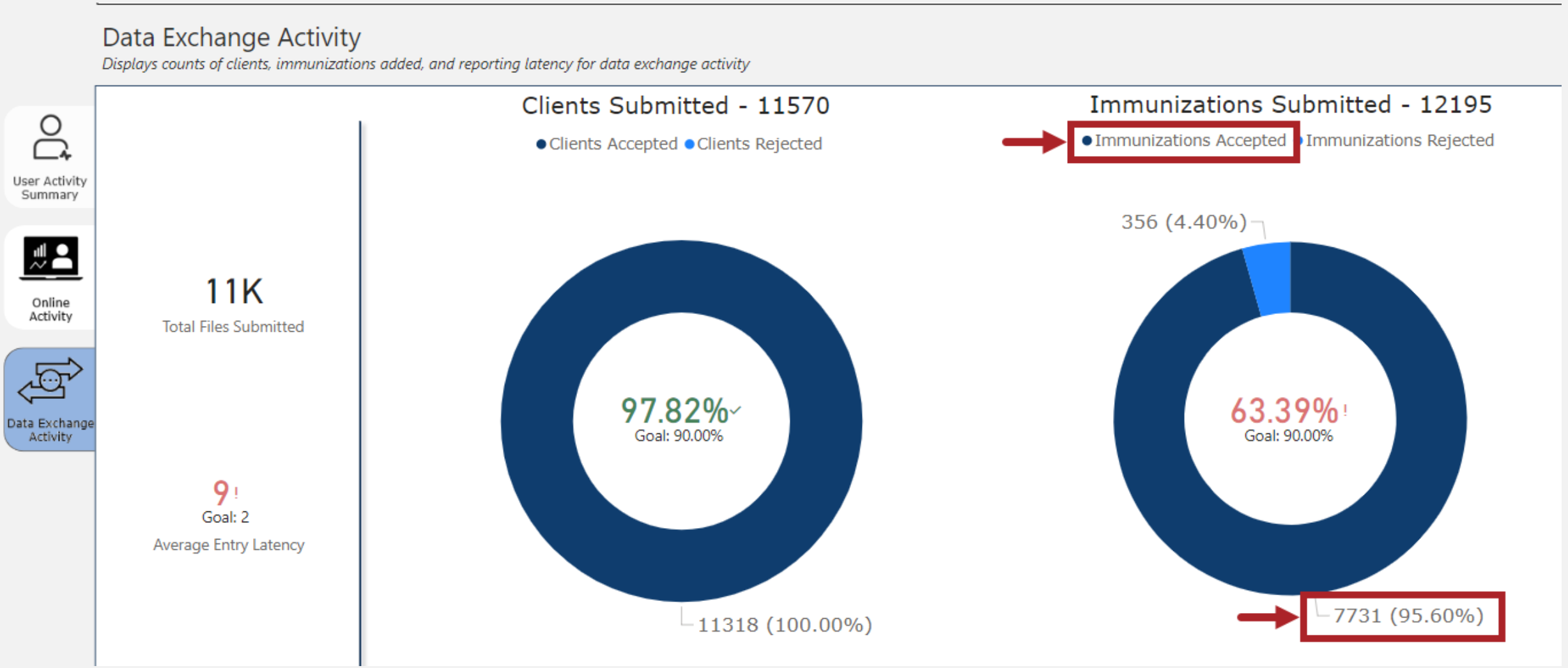
4a. Number of Immunizations Added Per Active Client – Active Clients



4b. Number of Immunizations Added Per Active Client – Online Immunizations Added



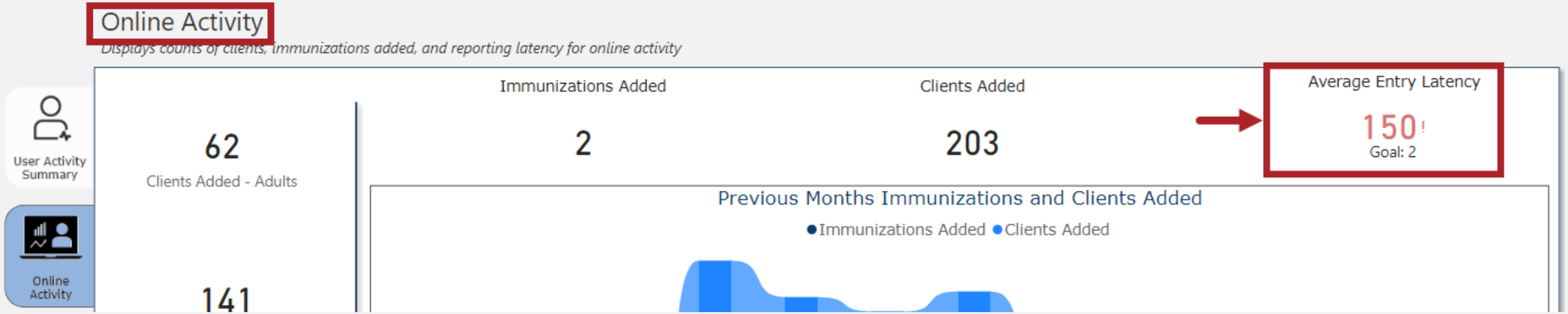
4c. Number of Immunizations Added Per Active Client – Immunizations Accepted DX



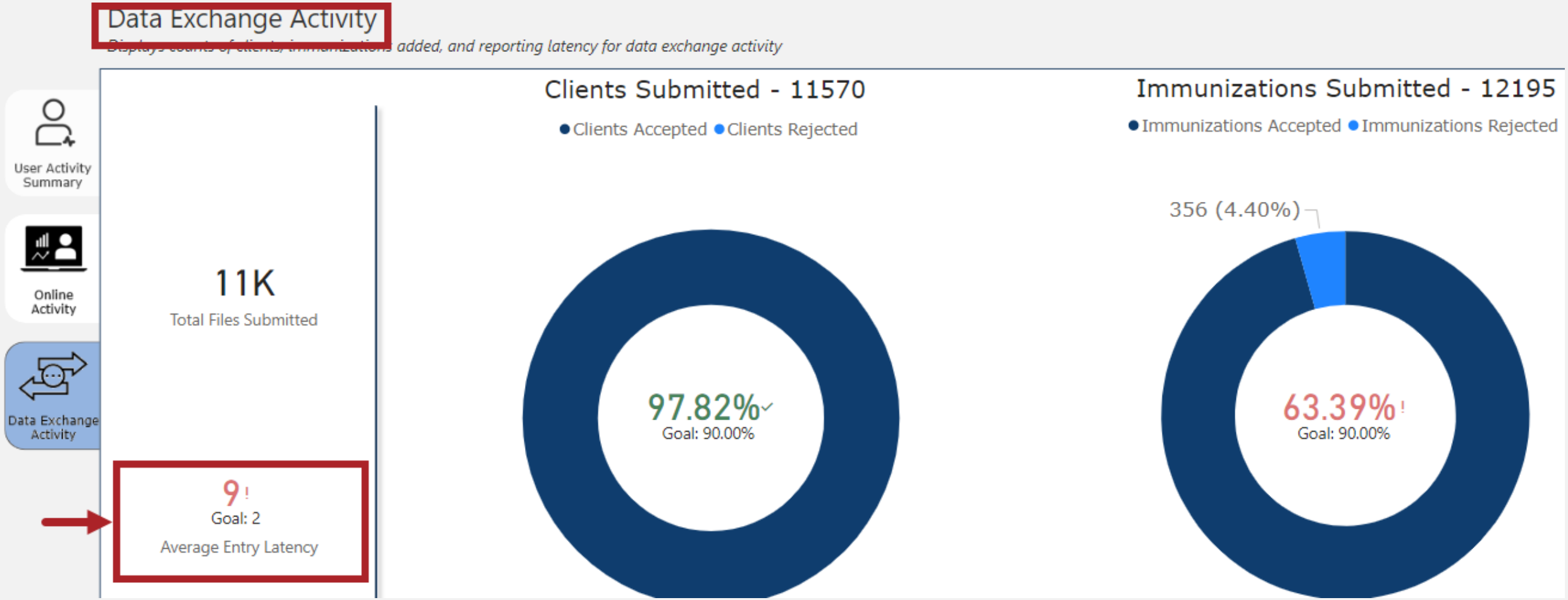
Calculation of Number of Immunizations Added per Active Client

- Add the number of online immunizations added
  (found on the "Online Activity" tab)
  to the number of data exchange immunizations accepted
  (found on the "Data Exchange Activity" tab).
- Then divide the total by the number of active clients served
  (found on the "User Activity Summary" tab).

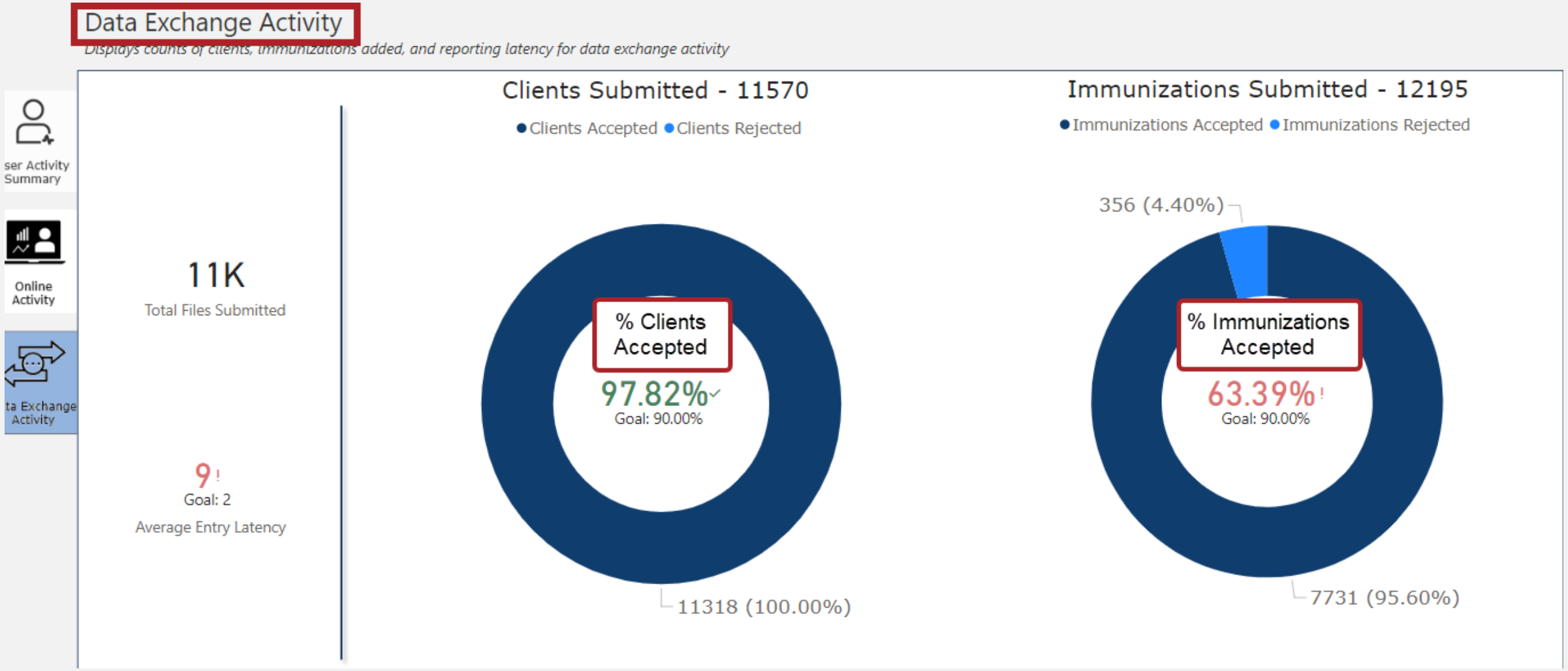
5. Average Latency - Online



5. Average Latency – Data Exchange



6. Data Exchange Acceptance Rate

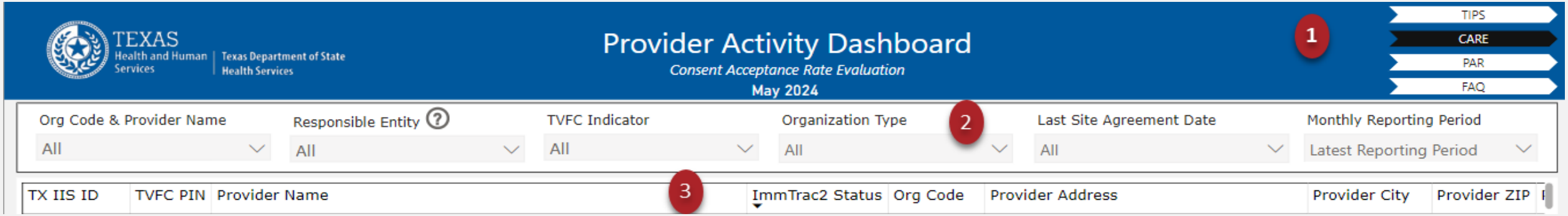


Consent Acceptance Rate Evaluation (CARE) Report

Layout of the CARE Dashboard

CARE Dashboard

1. Header
2. Search filters
3. Header and column sections



Select the CARE Report

CARE Filters

Responsible Entity

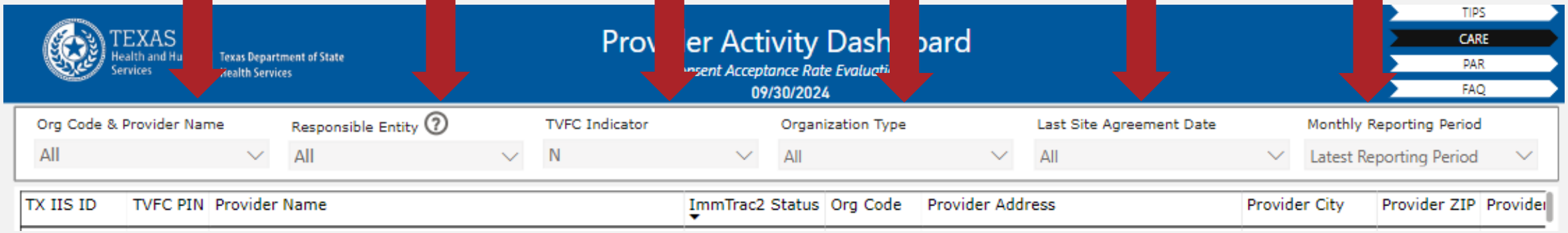
Organization type

Monthly reporting period

Org code and provider name

TVFC indicator

Last site agreement date

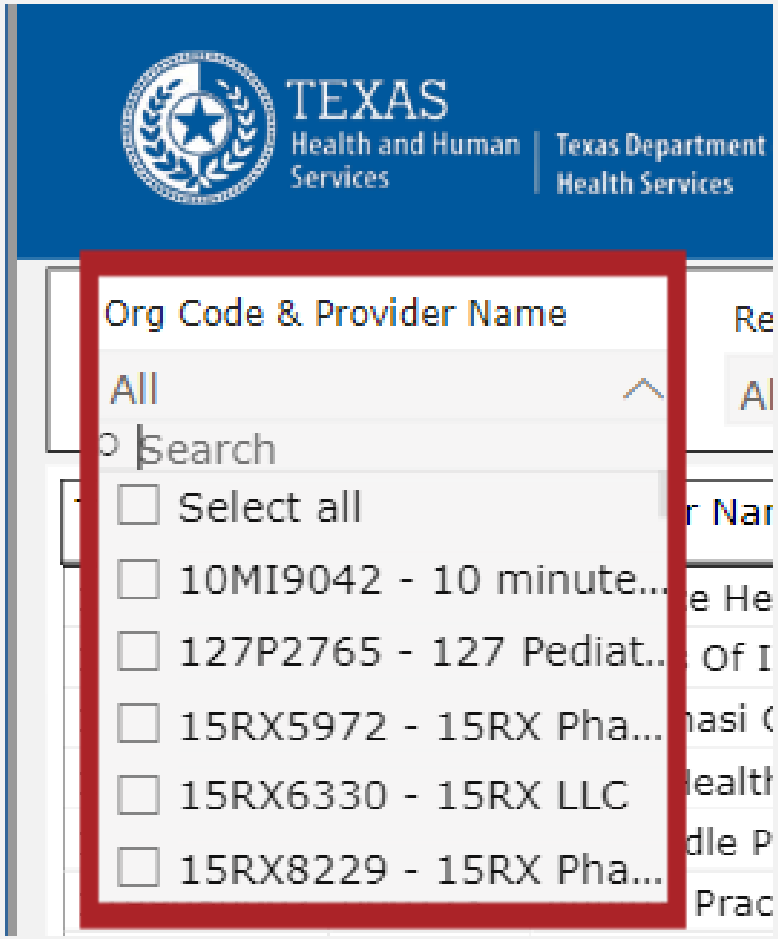


CARE Filter

Org Code and Provider Name

This filter enables users to search for organizations using their names or code.

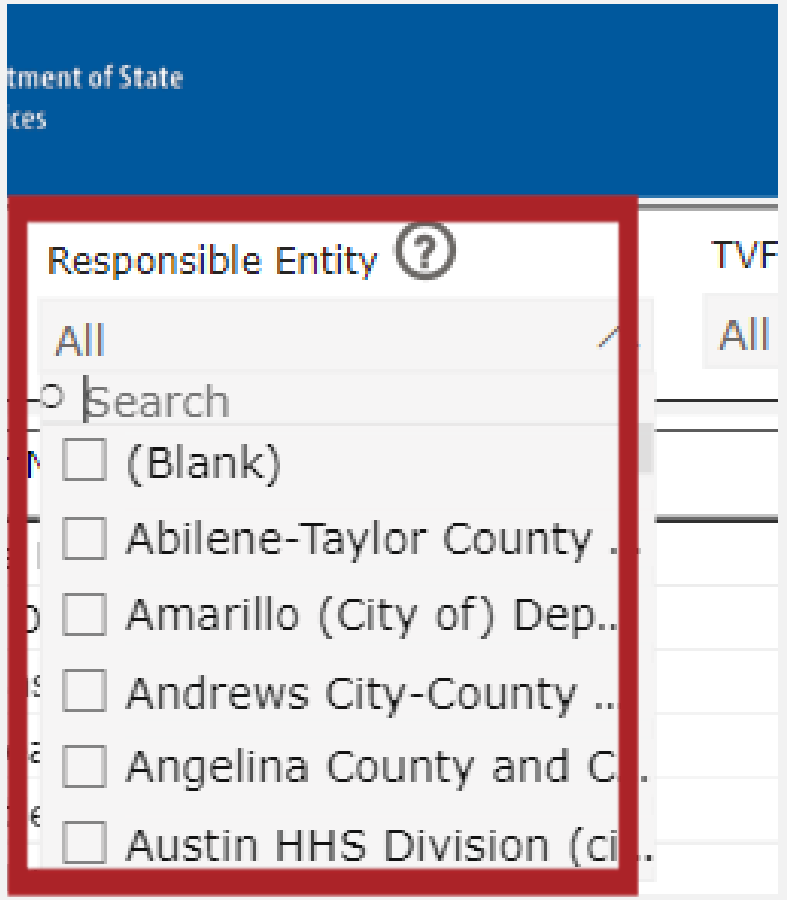
If you do not have any organizations reporting to your organization, then you will only see your organization listed.



CARE Filter

Responsible Entity

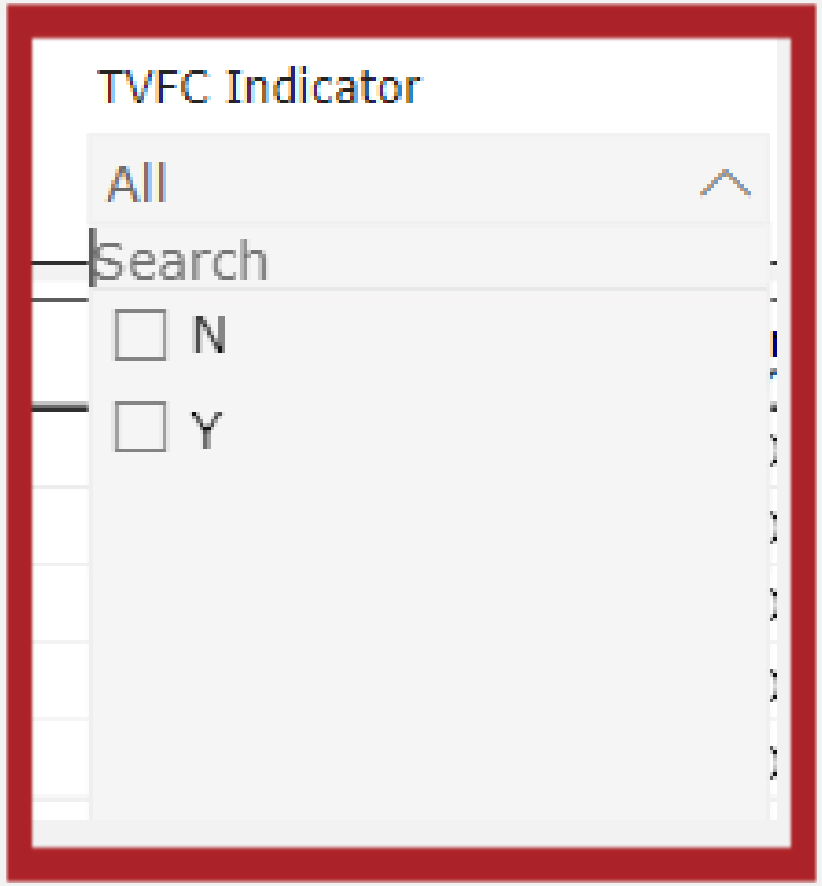
Allows users to search for a Local Health Department (LHD) or a Public Health Region (PHR).



CARE Filter

TVFC Indicator

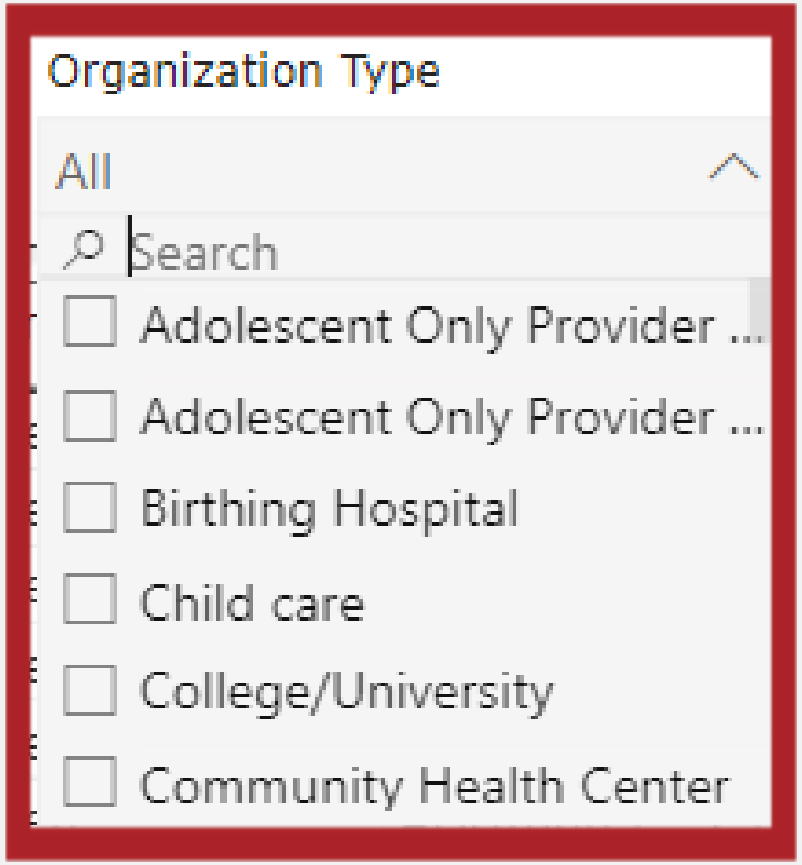
This filter identifies organizations registered with TVFC.



CARE Filter

Organization Type

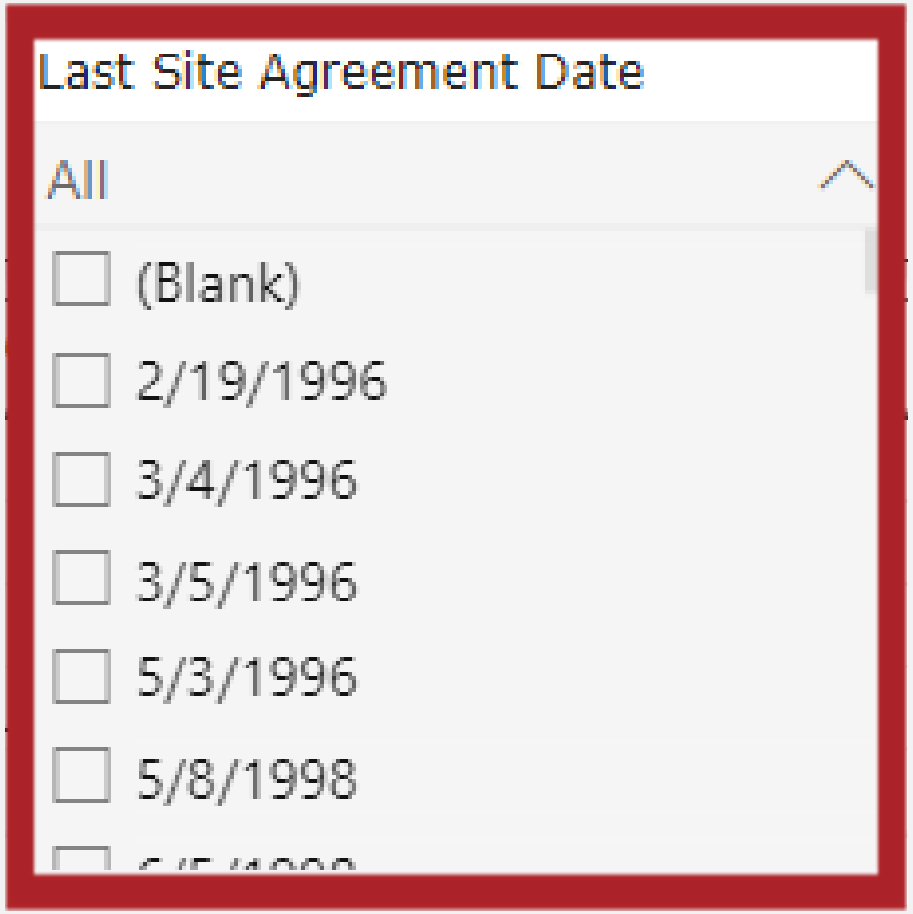
This filter categorizes PHR and LHD sites into categories of childcare, college or university, etc.



CARE Filter

Last Site Agreement Date

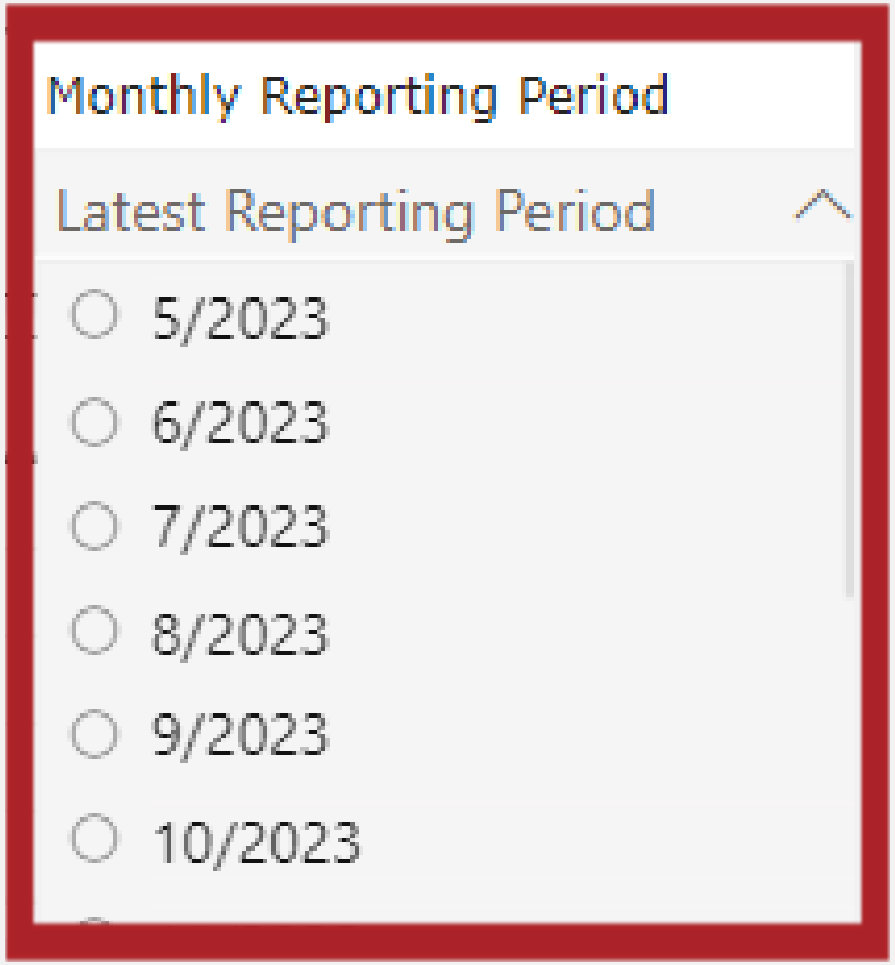
This filter displays dates related to site agreements, including the last dates of site registrations and renewals.



CARE Filter

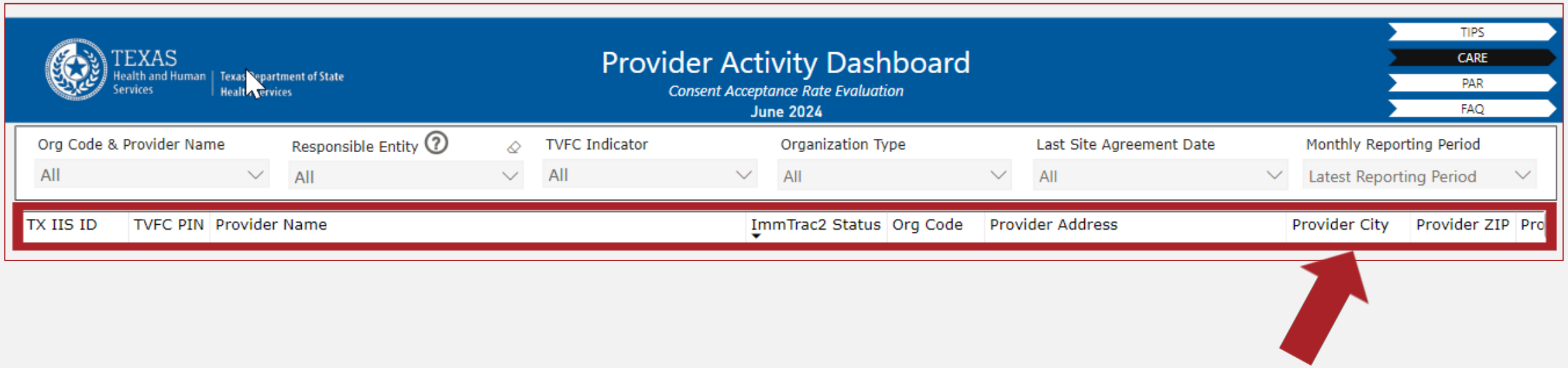
Monthly Reporting Period

This filter displays the months and years of the current and previous year's report records for organizations.



How to Download the CARE Report

Hover Over CARE Column Header



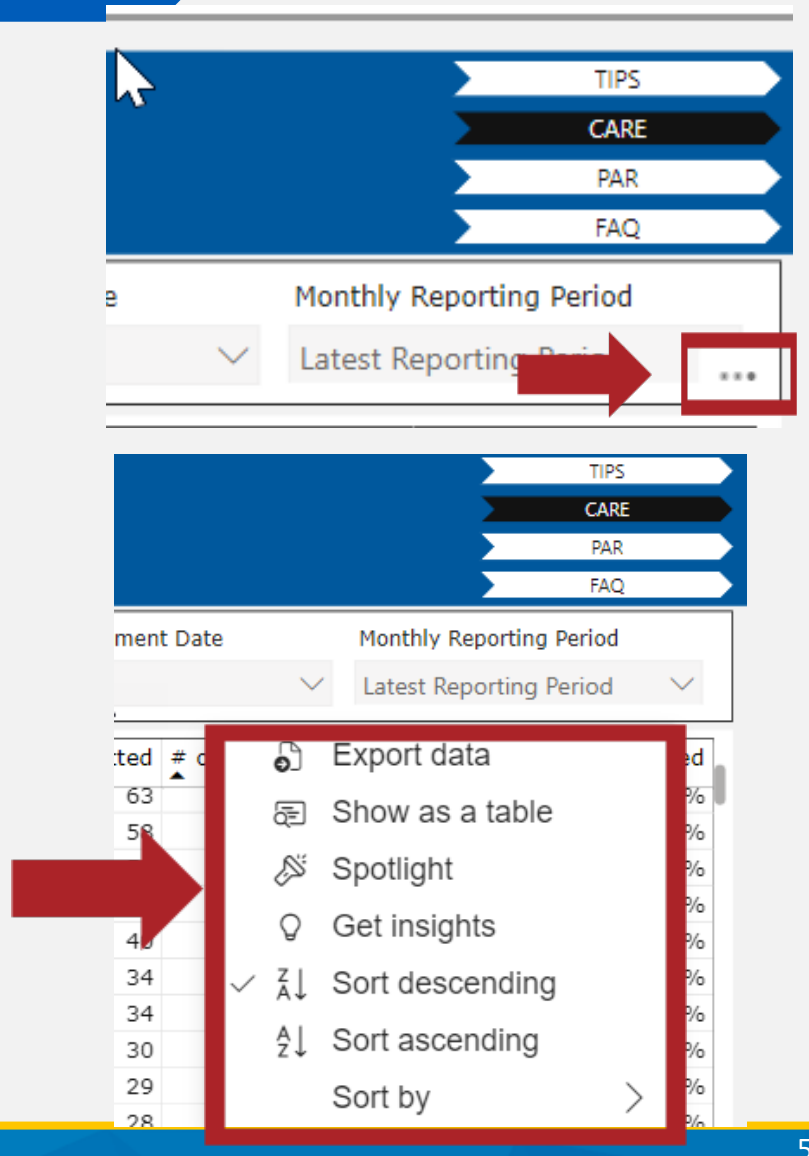
Hover in the Column Header area to make the “More Options” icon visible.

Select “More Options” Icon

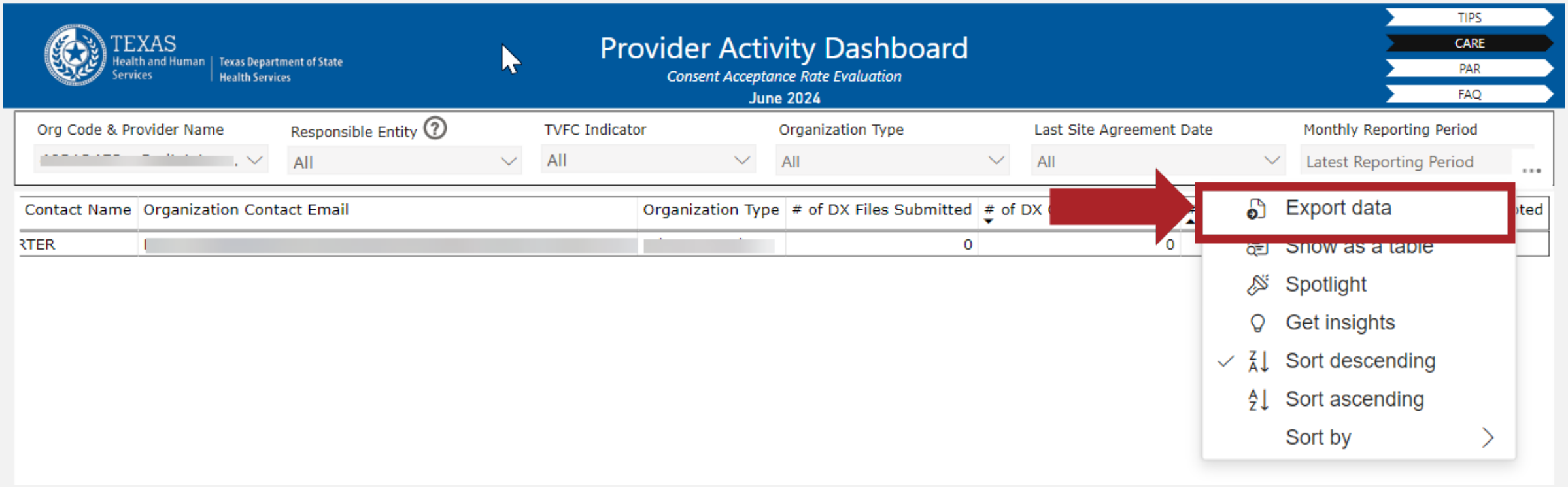
The “more options” icon (three dots) is in the upper right corner and becomes visible only when the column header is hovered over.

Options include:

- “Sort descending”
- “Sort ascending”
- “Sort by”
  - The “Sort by” option offers column categories for sorting, such as TX IIS ID or TVFC PIN.

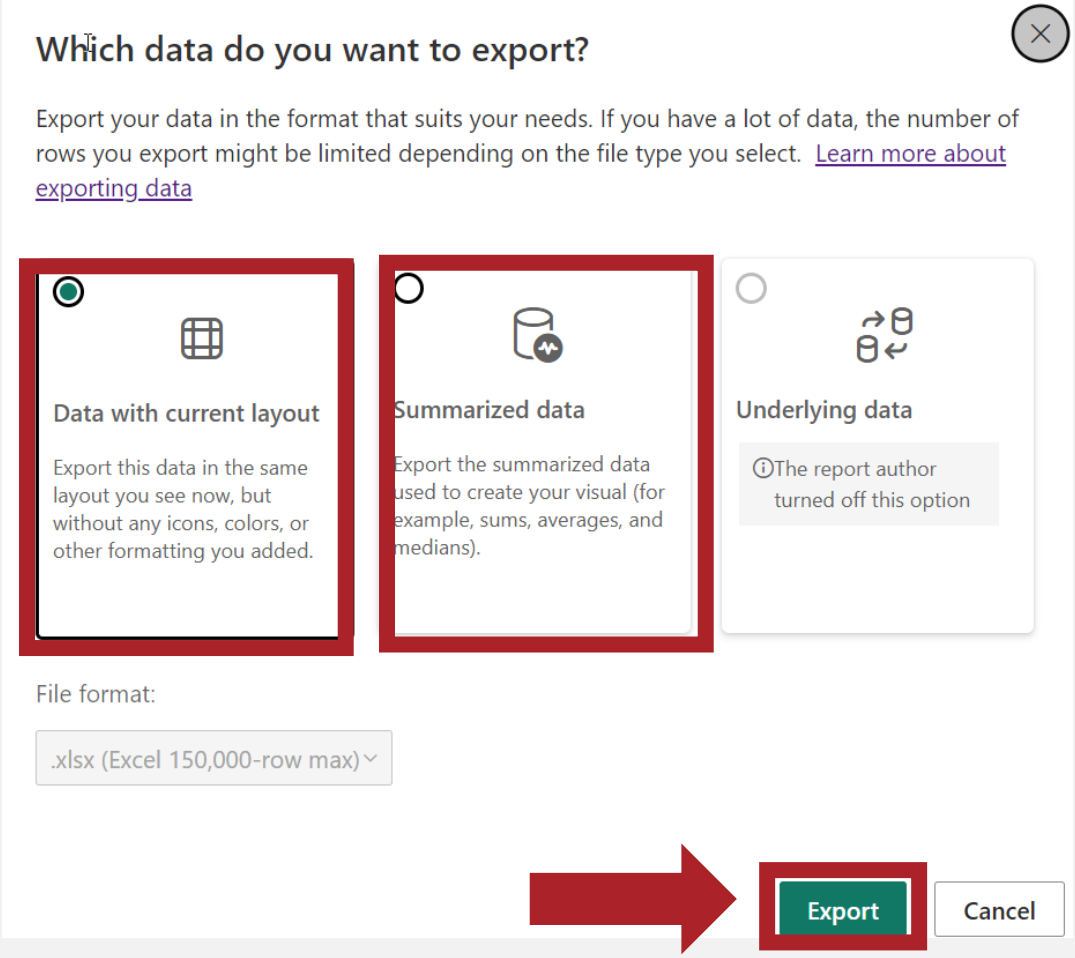


Select “Export Data” for CARE



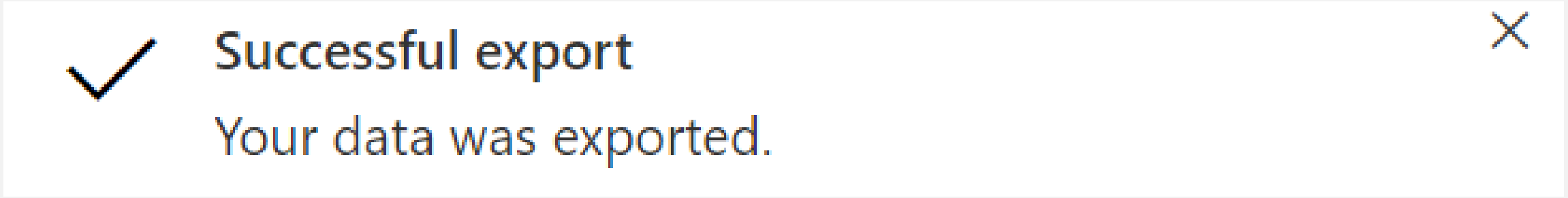
Select Download Format for CARE

- Choose a download format:
  - Data with current layout (Exports data as a simple Excel file)
  - Summarized data (Exports an Excel table with filters on each column)
- Then select “Export" at the bottom of the page.



Save and Open CARE Report

- A pop-up window confirming a “Successful export" will appear. Save the downloaded report.



CARE Report Columns

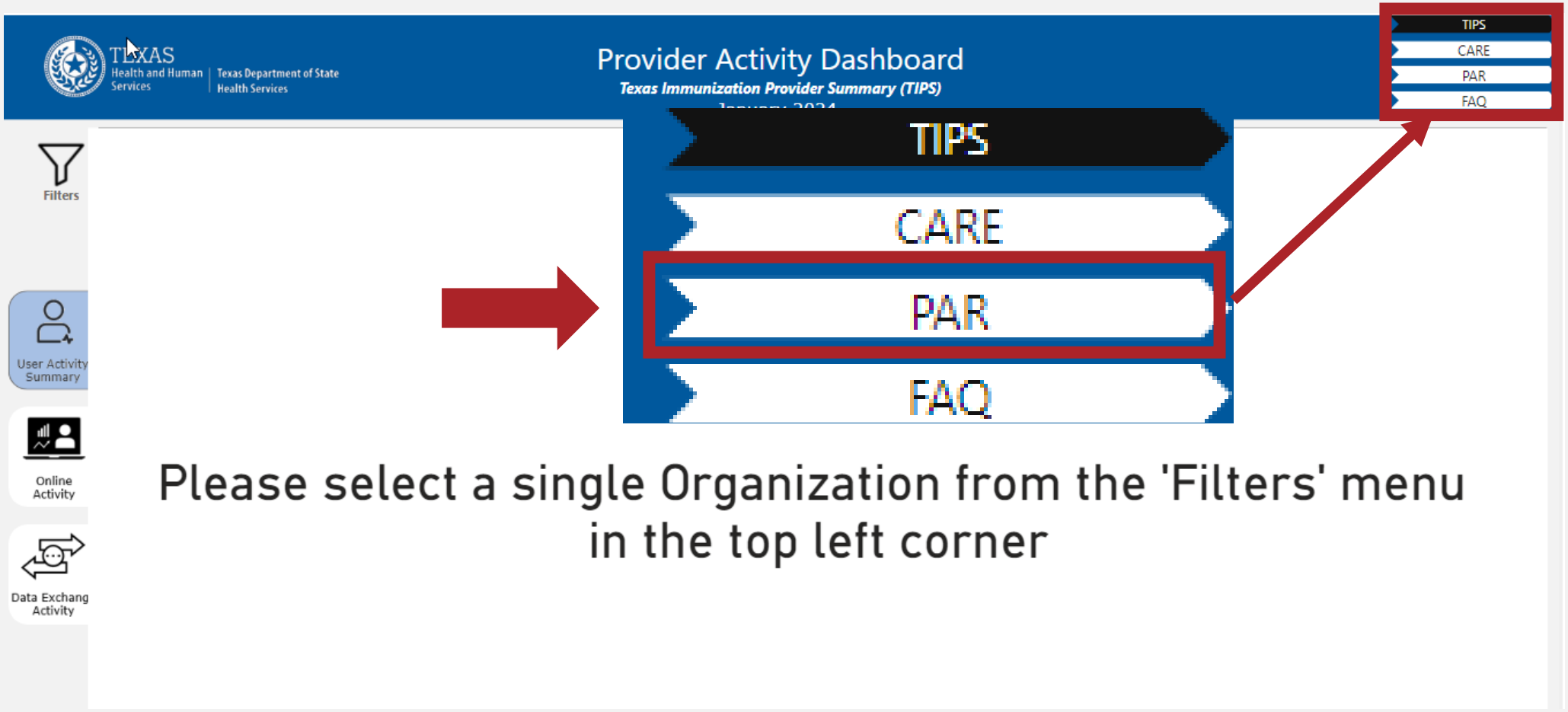
- Texas IIS ID
- TVFC PIN number
- Provider name
- ImmTrac2 status (open or closed)
- Org code
- Provider:
  - Address
  - City
  - Zip code
  - County
  - Phone
  - Fax
- Region
- Responsible Entity
- Organization contact name, email, & type
- Number of Data Exchange (DX) files submitted
- Number of DX clients submitted
- Number of DX clients accepted
- Percentage of DX clients accepted

Provider Activity Report (PAR)

How to Access the PAR

Select PAR

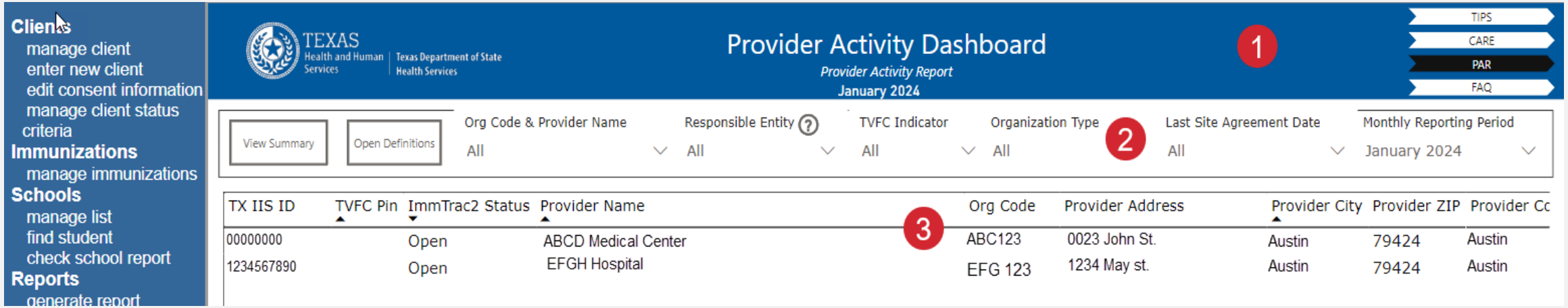
Select “PAR” to search for and view a PAR.



Layout of the PAR

PAR Dashboard

1. Header
2. Search filter
3. Column header section

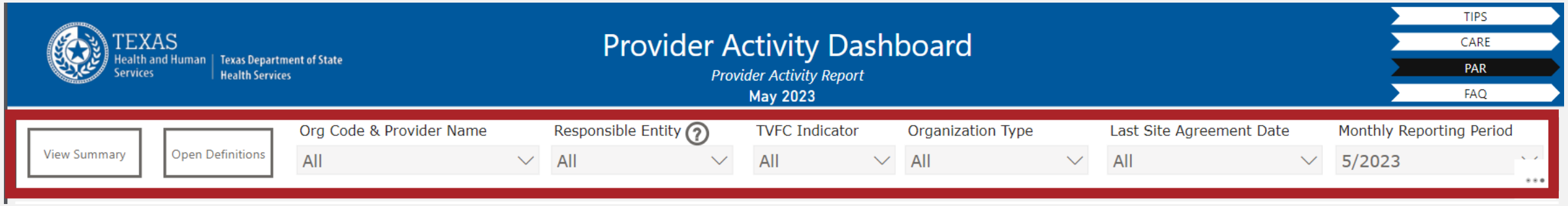


Header

The header section features the reporting month, year, and the types of reports: TIPS, CARE, PAR, and FAQ.

PAR Filters

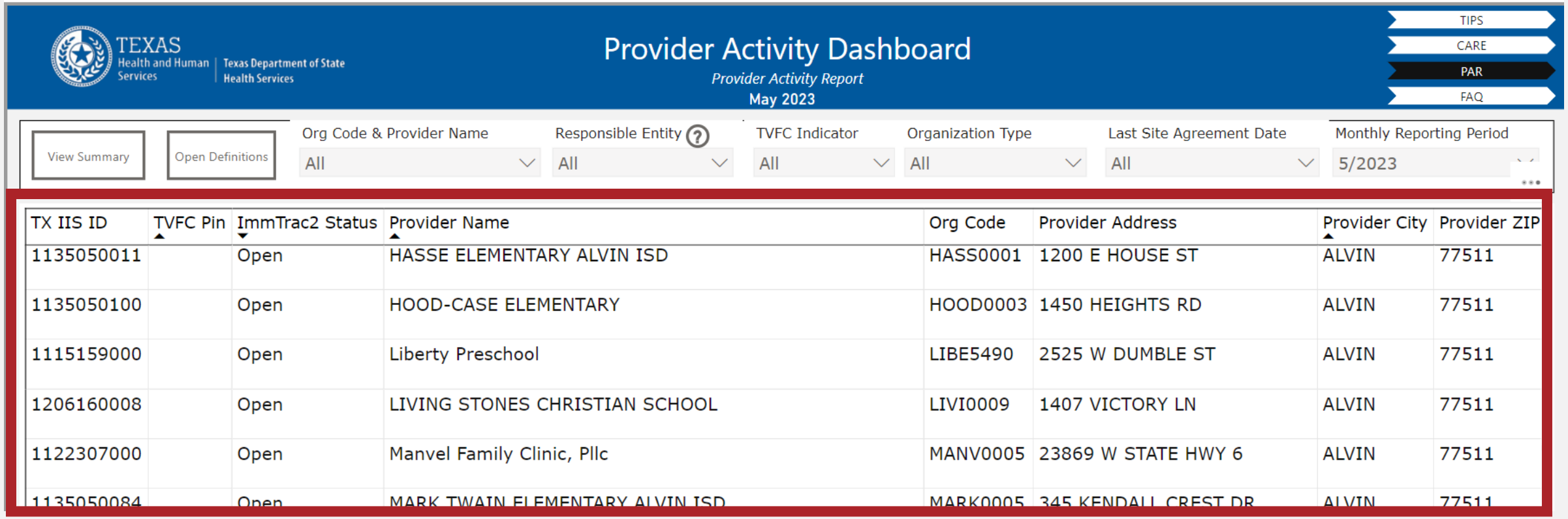
The search filter section features a set of filters equipped with dropdown menus for user selections.



PAR Filters

Detailed View

This view shows the detailed provider report after filters have been applied. If you do not have any organizations that report to your organization, then you will only see your organization listed.

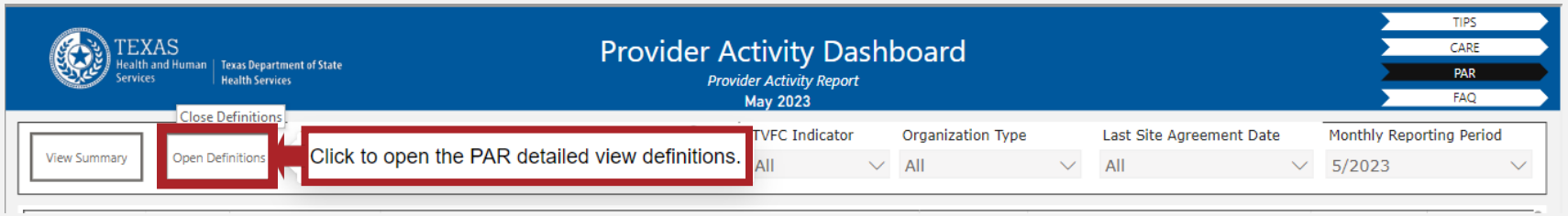


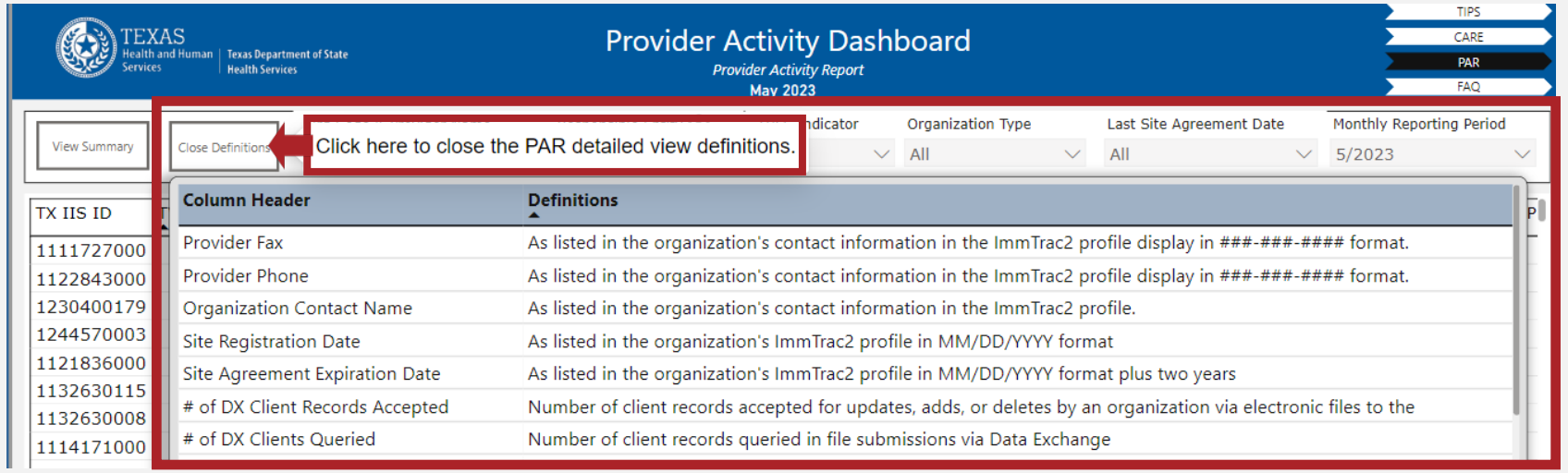
TX IIS ID	TVFC Pin	ImmTrac2 Status	Provider Name	Org Code	Provider Address	Provider City	Provider ZIP
1135050011		Open	HASSE ELEMENTARY ALVIN ISD	HASS0001	1200 E HOUSE ST	ALVIN	77511
1135050100		Open	HOOD-CASE ELEMENTARY	HOOD0003	1450 HEIGHTS RD	ALVIN	77511
1115159000		Open	Liberty Preschool	LIBE5490	2525 W DUMBLE ST	ALVIN	77511
1206160008		Open	LIVING STONES CHRISTIAN SCHOOL	LIVI0009	1407 VICTORY LN	ALVIN	77511
1122307000		Open	Manvel Family Clinic, Pllc	MANV0005	23869 W STATE HWY 6	ALVIN	77511
1135050084		Open	MARK TWAIN ELEMENTARY ALVIN ISD	MARK0005	345 KENDALL CREST DR	ALVIN	77511

PAR Filters

Detailed View Definitions

- The "Open Definitions" tab provides definitions of column headers for whichever view is currently displayed.
- The definitions for the detailed view are displayed here.

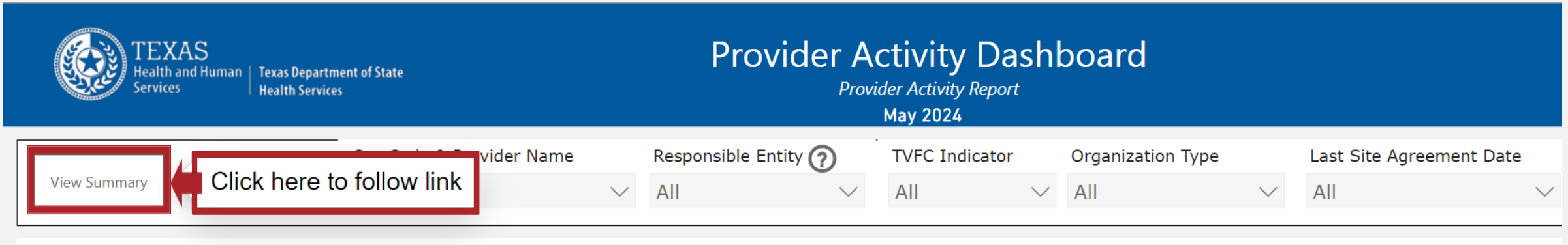




PAR Filters

Summary View

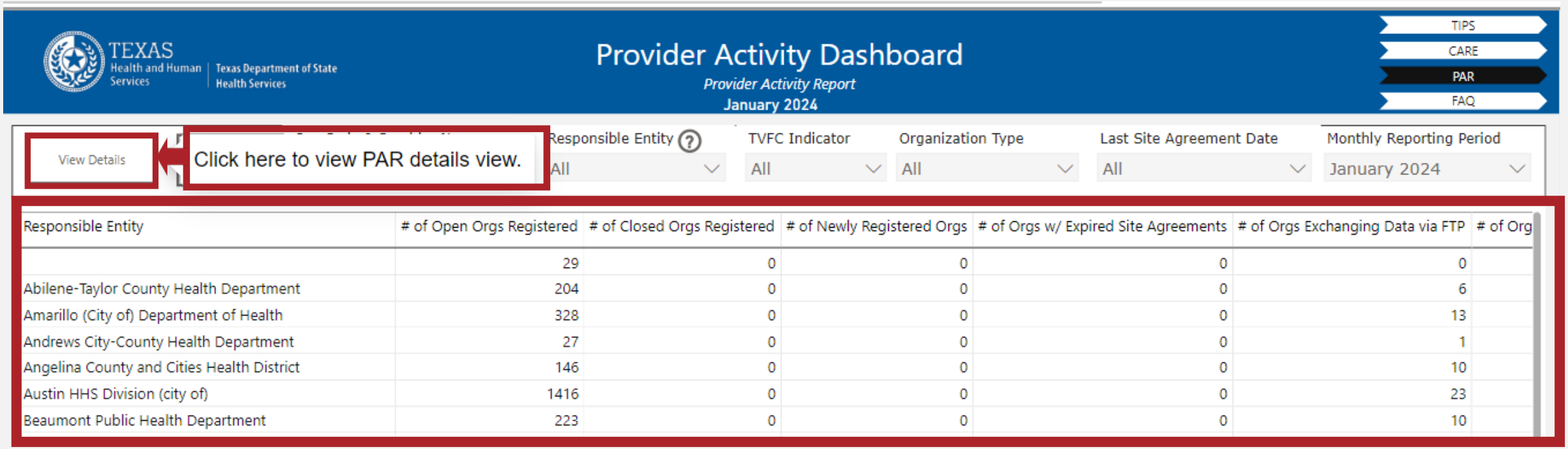
- To access the summary view, select the “View Summary” tab.
- This tab toggles between the detailed view and the summary view. Once selected, the tab changes to “View Details.”



PAR Filters

Summary and Detailed View

- This view displays a summary of the provider report.
- To undo this action, select the tab again, changing it to detailed view.

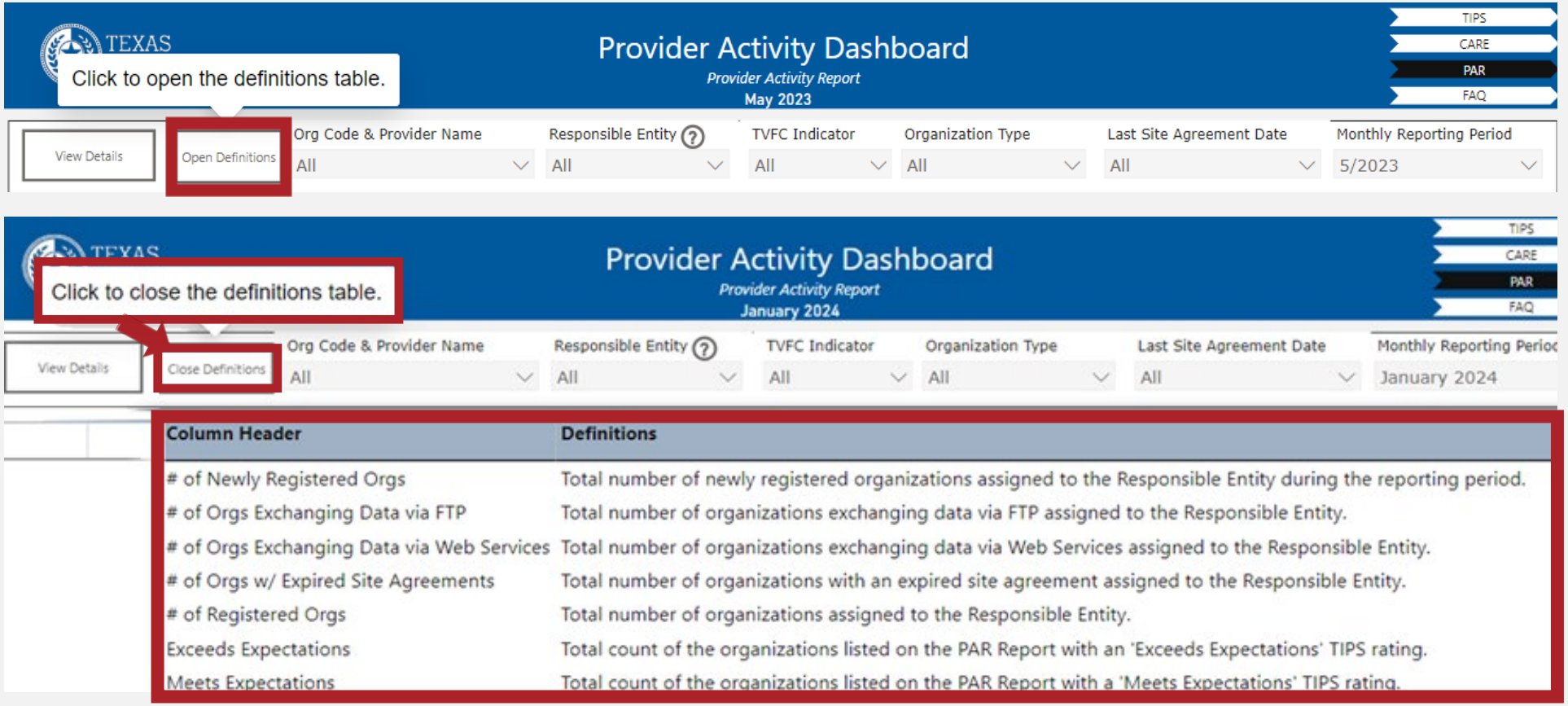


Responsible Entity	# of Open Orgs Registered	# of Closed Orgs Registered	# of Newly Registered Orgs	# of Orgs w/ Expired Site Agreements	# of Orgs Exchanging Data via FTP	# of Org
	29	0	0	0	0	
Abilene-Taylor County Health Department	204	0	0	0	6	
Amarillo (City of) Department of Health	328	0	0	0	13	
Andrews City-County Health Department	27	0	0	0	1	
Angelina County and Cities Health District	146	0	0	0	10	
Austin HHS Division (city of)	1416	0	0	0	23	
Beaumont Public Health Department	223	0	0	0	10	

PAR Filters

Summary View Definitions

The “Open Definitions” tab here provides definitions for the column headers displayed on the “Summary View”.



Column Header	Definitions
# of Newly Registered Orgs	Total number of newly registered organizations assigned to the Responsible Entity during the reporting period.
# of Orgs Exchanging Data via FTP	Total number of organizations exchanging data via FTP assigned to the Responsible Entity.
# of Orgs Exchanging Data via Web Services	Total number of organizations exchanging data via Web Services assigned to the Responsible Entity.
# of Orgs w/ Expired Site Agreements	Total number of organizations with an expired site agreement assigned to the Responsible Entity.
# of Registered Orgs	Total number of organizations assigned to the Responsible Entity.
Exceeds Expectations	Total count of the organizations listed on the PAR Report with an 'Exceeds Expectations' TIPS rating.
Meets Expectations	Total count of the organizations listed on the PAR Report with a 'Meets Expectations' TIPS rating.

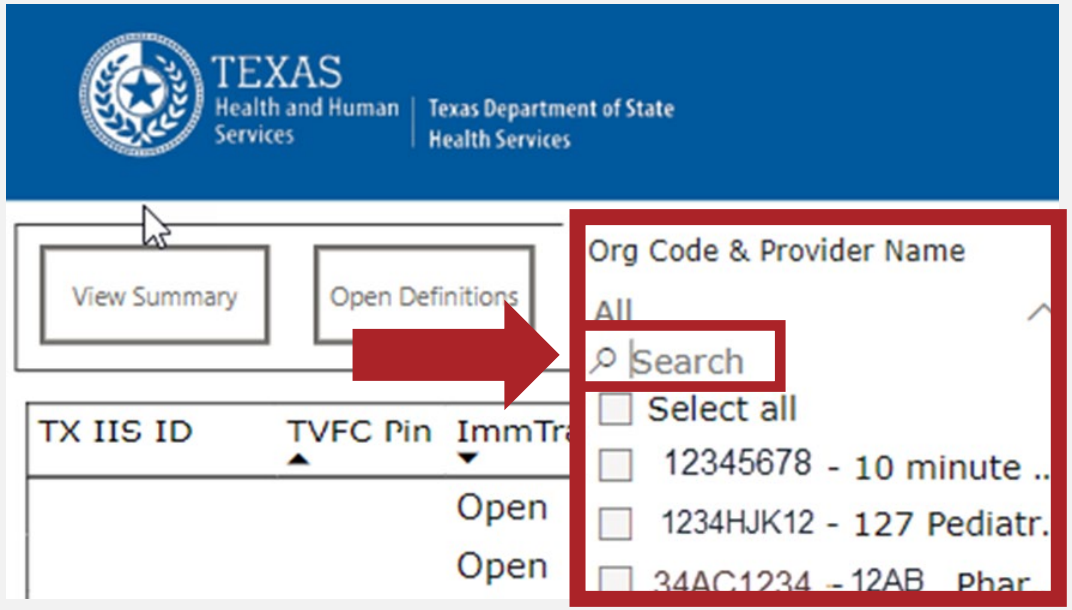
PAR Filter

Org Code and Provider Name

This filter enables users to search for organizations using their names or codes.

It allows for partial searches, meaning users can input incomplete words or phrases to find relevant organizations. This feature supports smart search functionality by recognizing related words.

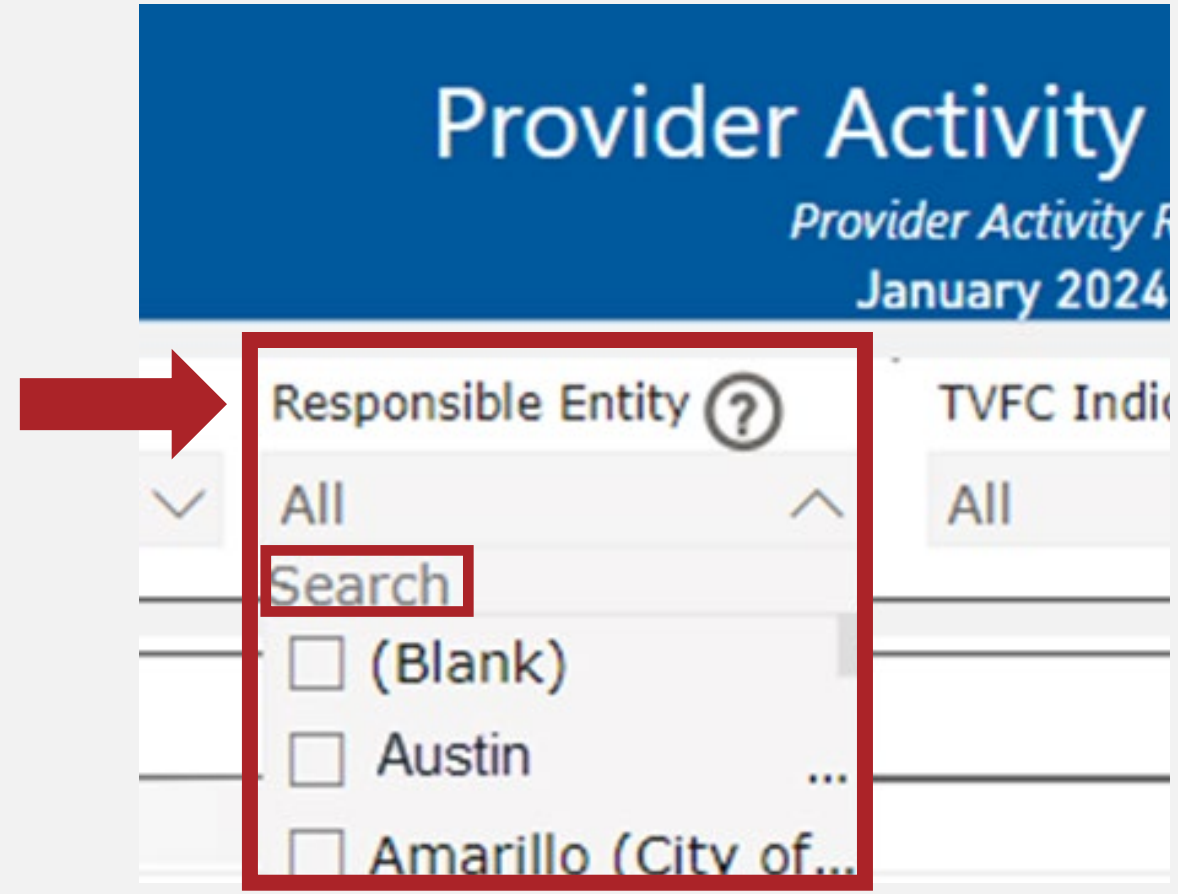
If you do not have any organizations reporting to your organization, then you will only see your organization listed.



PAR Filter

Responsible Entity

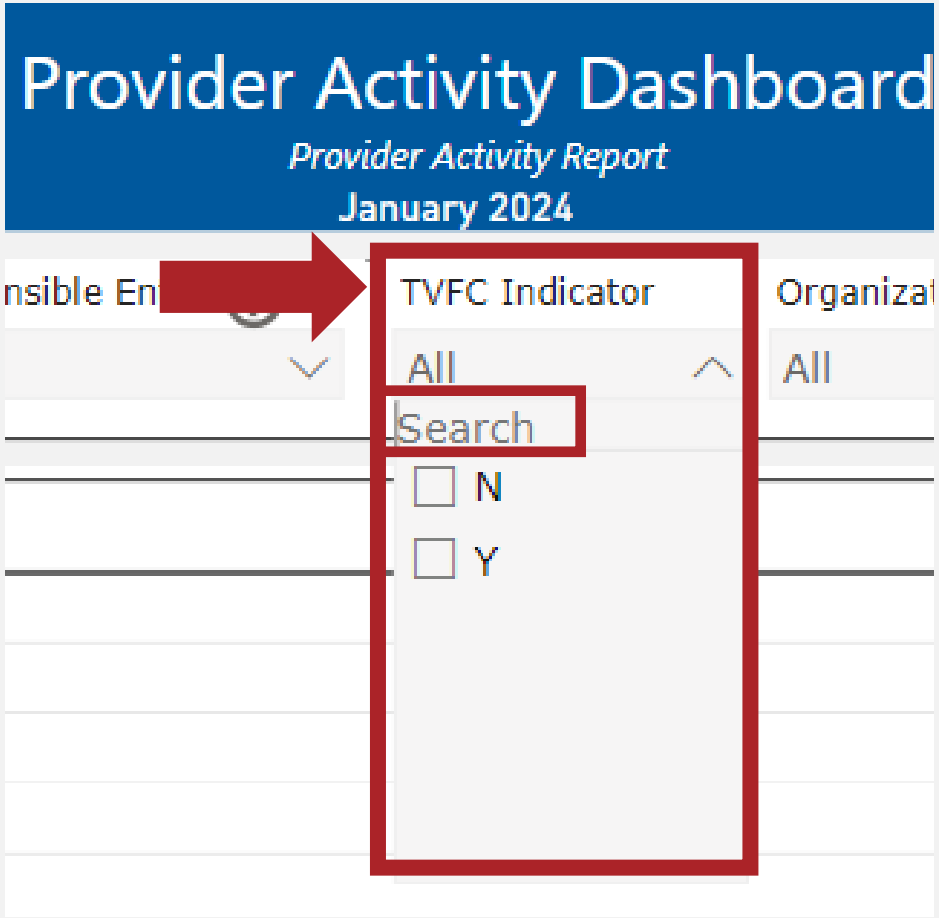
This filter uses a radio button feature that allows users to search for one LHD or PHR. It displays a comprehensive list of LHDs and PHRs contracted with ImmTrac2, such as the Austin HHS Division and LHD Dallas County.



PAR Filter

TVFC Indicator

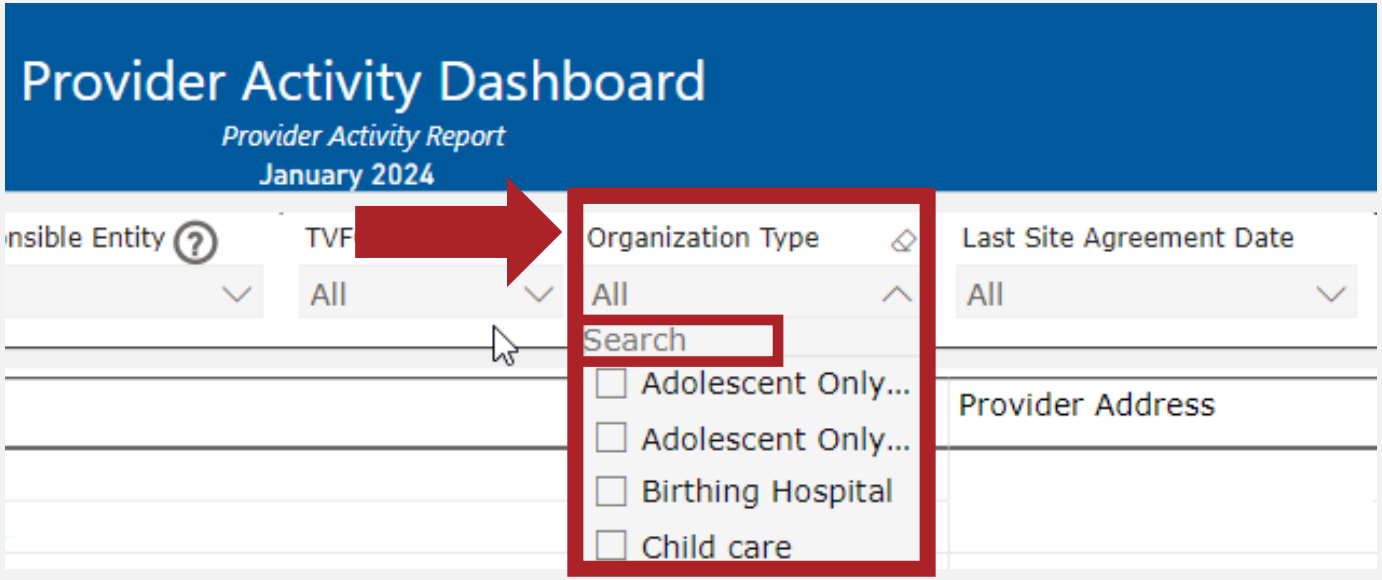
This filter identifies organizations registered with TVFC.



PAR Filter

Organization Type

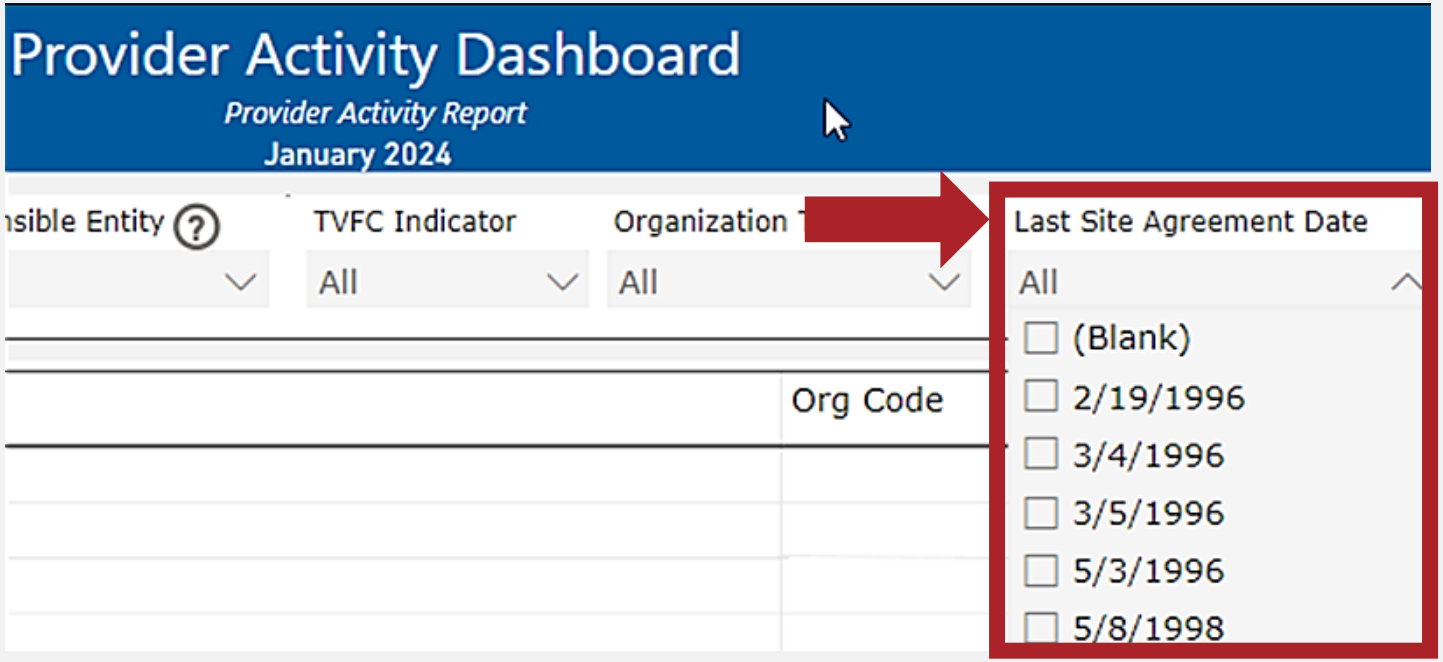
This filter categorizes PHRs and LHD sites into categories, such as childcare, correctional facilities, dialysis centers, etc. It lists the organization type of each organization listed.



PAR Filter

Last Site Agreement Date

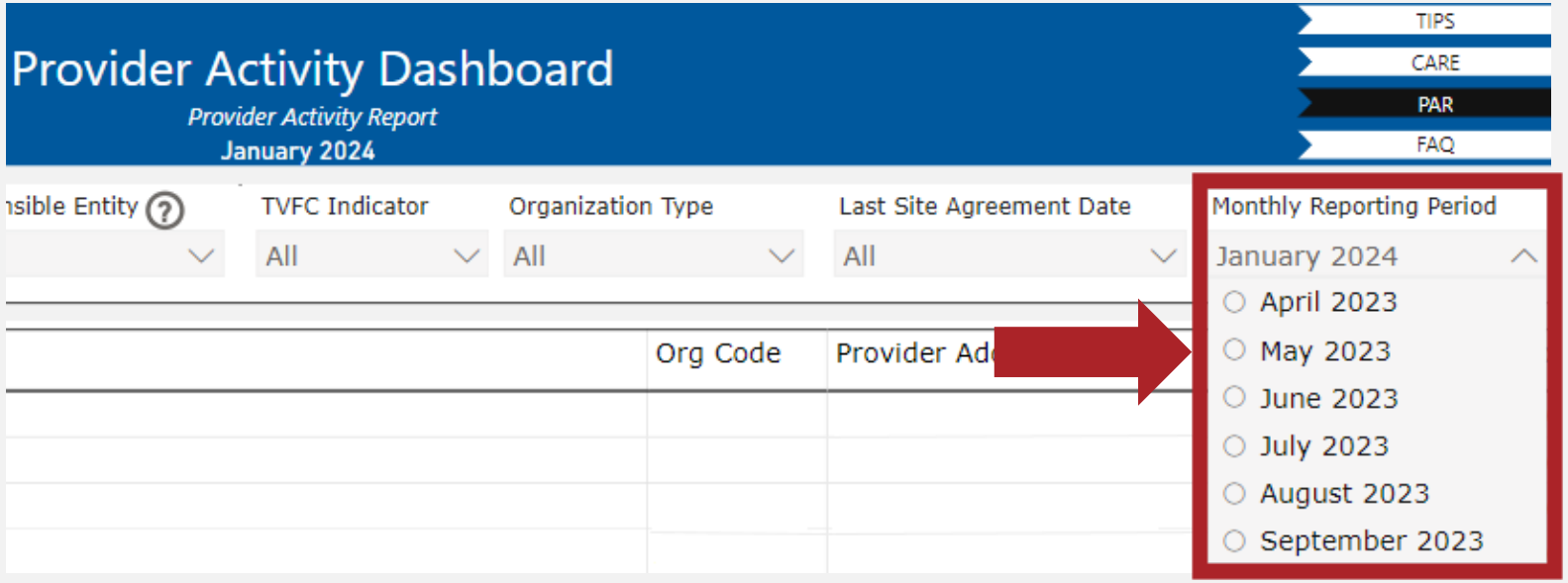
This filter displays the dates of the last site agreement for the organizations listed.



PAR Filter

Monthly Reporting Period

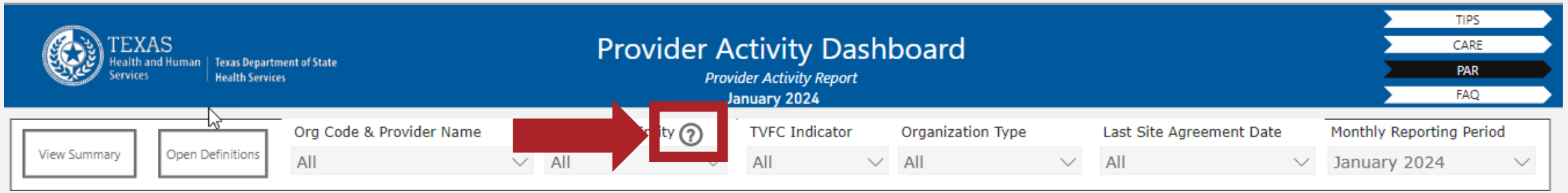
This filter displays the months and years of the current and previous year's 12-month report records for organizations.



PAR Filter

Question Mark

The question mark icon in this section states "If you are a single Responsible Entity or Provider viewing this report, please disregard this filter."



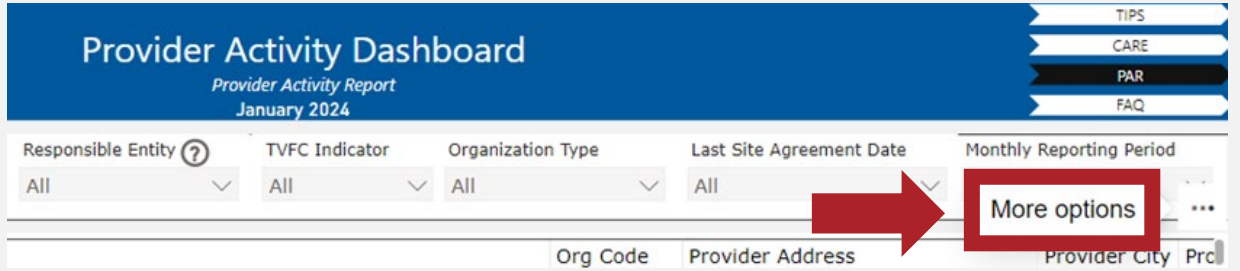
PAR Filter

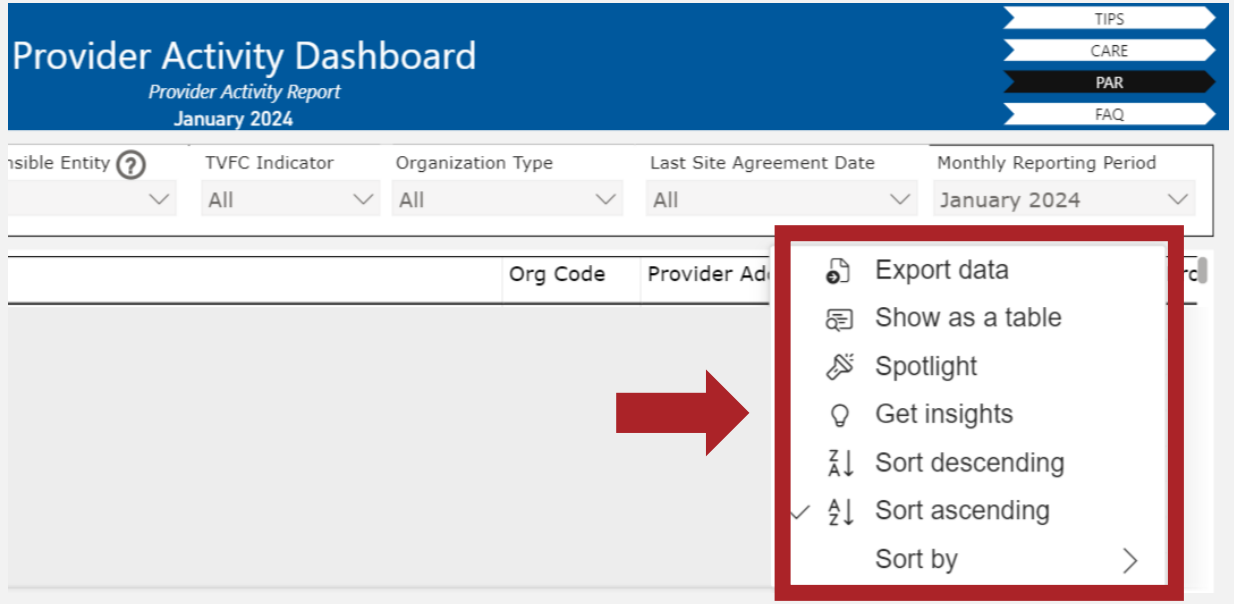
More Options

The icon for more options is in the right corner of the search filter.

The additional options include:

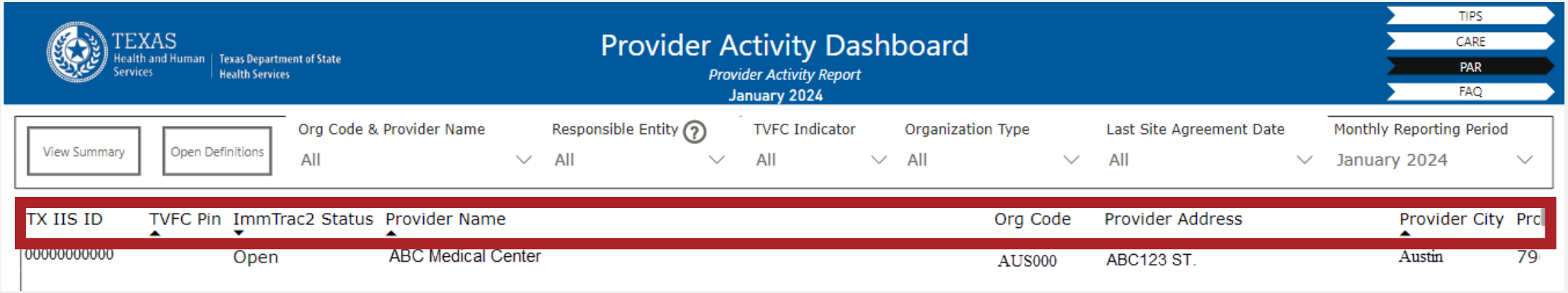
- "Export data"
- "Show as a table"
- "Sort descending"
- "Sort ascending"
- "Sort by"
  - The "Sort by" option offers column categories for sorting, such as TX IIS ID or TVFC PIN.





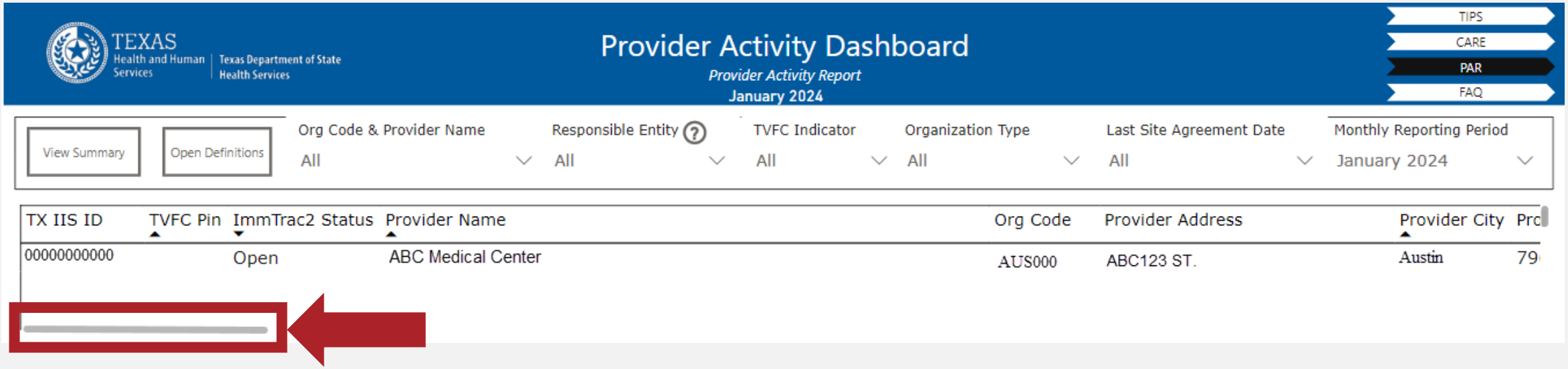
Column Header Section

- Each column header in the report features an upward or downward pointing arrow, allowing users to sort the data in ascending or descending order.
- Clicking on an arrow again reverses the sorting order.



Scroll Bar

A scroll bar is at the bottom of the PAR, enabling navigation across all columns.



Color-Coded Sections

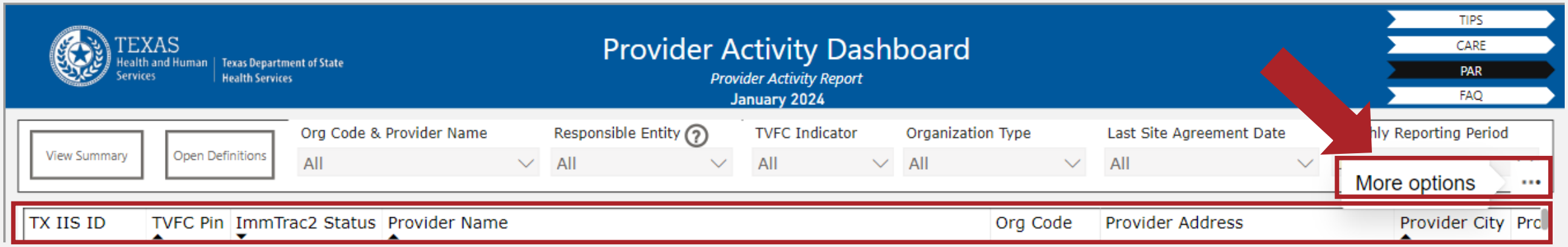
The PAR has many columns that are grouped into sections:

- Organization information
- User information
- Online activity
- Data exchange
- Consents and TIPS rating

How to Download the PAR

Select More Options

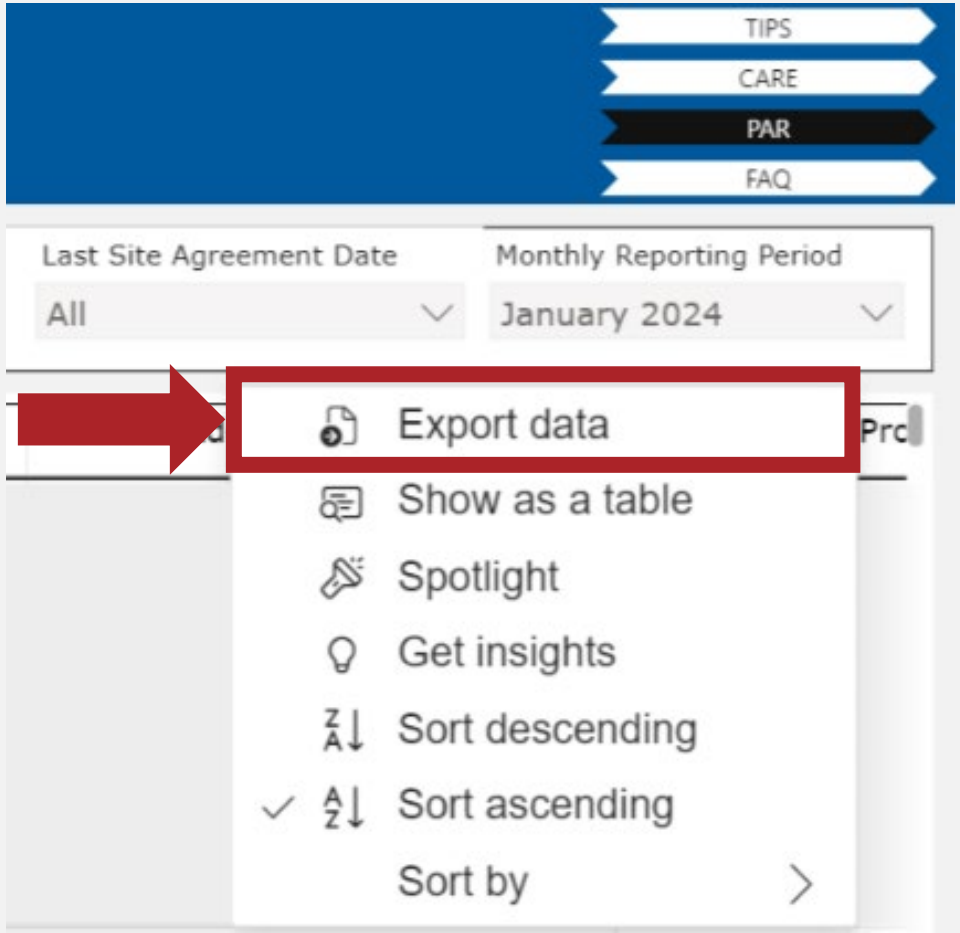
Select the “More options” icon to view more options.



Hover in the column header area to make the “More options” icon visible.

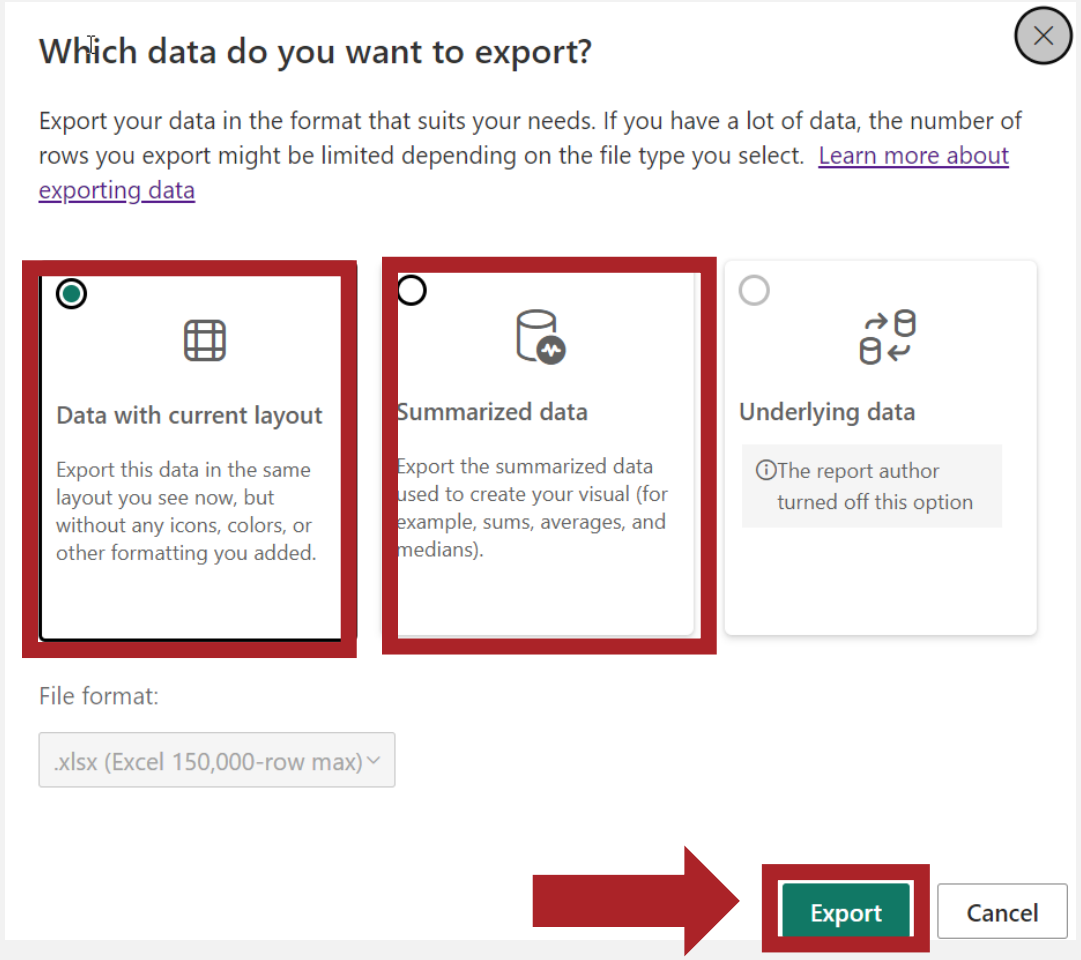
Select “Export Data” for PAR

From the list of options, select “Export data” to download the PAR for the selected month.



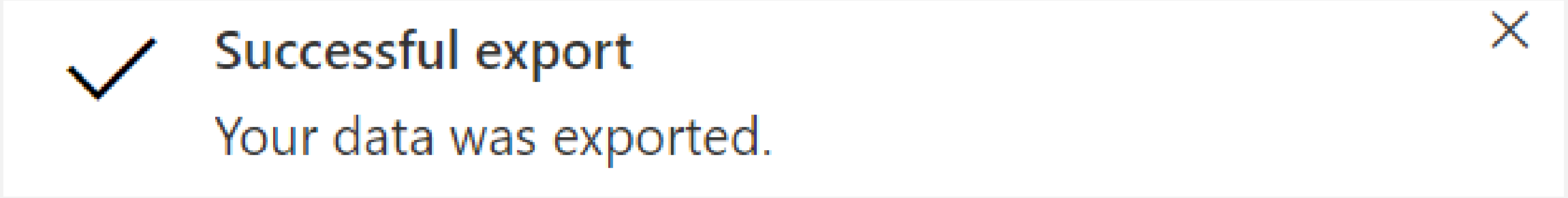
Select Download Format for PAR

- Choose the download format:
  - Data with current layout (Exports data as a simple Excel file)
  - Summarized data (Exports as an Excel table with filters on each column)
- Then select “Export" at the bottom of the page.



Save and Open PAR Report

- A pop-up window confirming a “Successful export" will appear. Save the downloaded report.
- The report will be displayed in an Excel spreadsheet format.



PAR Columns

- Texas IIS ID
- TVFC PIN
- Name and status (open or closed)
- More demographic and contact data
- Online: Number of minors, adults, and total consented online
- Online: Number of immunizations added online, historical imms added online
- Online latency
- Data exchange clients – Queried, submitted, accepted, updated, or rejected
- Data exchange consents – Minors and adults
- Immunizations – Added or rejected
- Data exchange latency
- Total: minors consented, adults consented, all consents
- TIPS rating

Need Assistance?

- Call ImmTrac2 Customer Support at 800-348-9158, Monday through Friday, between 8:00 a.m. and 4:30 p.m.
- Email ImmTrac2@dshs.texas.gov, or for data exchange questions, email ImmTracMU@dshs.texas.gov.

Q&A

Share your questions.

Thank You

Texas Immunization Registry (ImmTrac2)

ImmTrac2@dshs.texas.gov