TEXAS Health and Human Services | Texas Department of State Health Services

The Texas Immunization Registry

Guide to the Modernized Client and Immunization Count by Organization

Texas Department of State Health Services
Immunizations Section
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Accessing the Report

The Clients and Immunization Count by Organization report displays the number of clients that received a dose and the total number of doses administered by an organization in a specified period. This does not include historical immunizations entered by the organization.

To generate the Clients and Immunization Count by Organization report follow the steps below.

Navigate to IAMOnline.hhs.state.us and log in using your IAMOnline user credentials and password. Then select the ImmTrac2 application to log in.

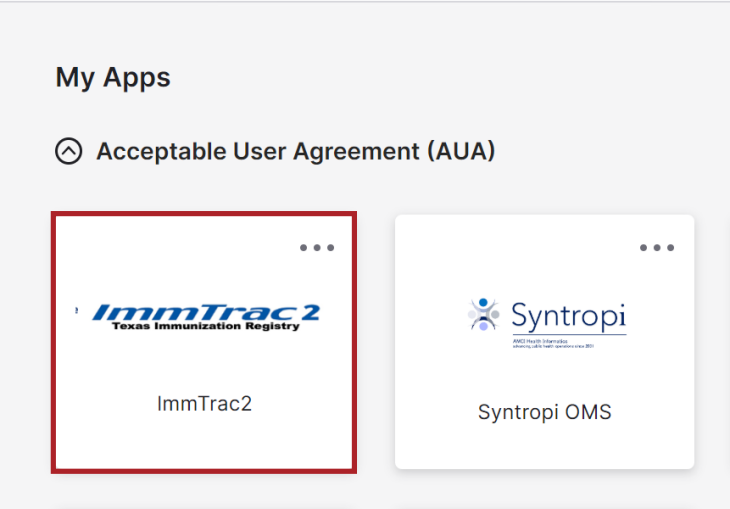


Figure 1: IAMOnline Application Page

Once logged into ImmTrac2, navigate to the Reports section, and click “modernized reports”.

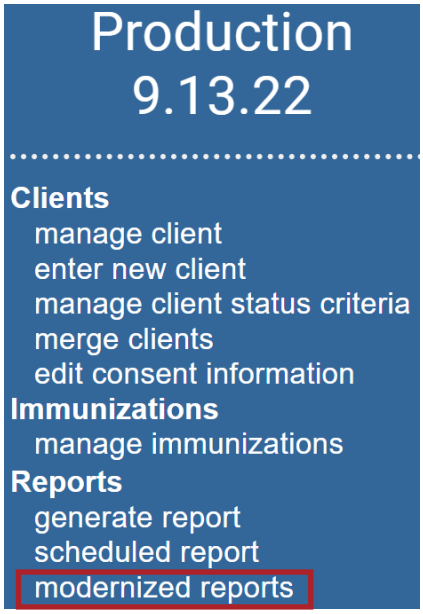


Figure 2: Modernized Reports Link

Select the Clients and Immunization Count by Organization link from the report list.

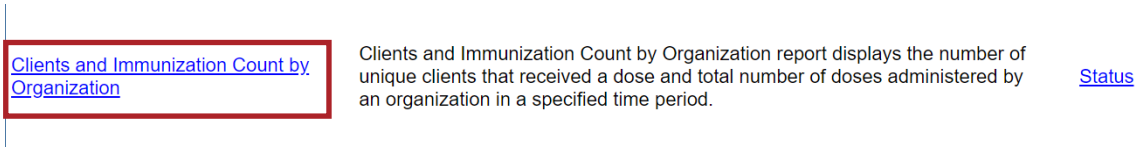


Figure 3: Modernized Reports Link

Generate Report

On the dashboard page enter the Target Date Range using the MM/DD/YYYY format or use the calendar icon (up to 12 months) The date range is available for a roll of five years, meaning that the dates inserted should reach a max of five years.

Figure 4: CINCO Filters

Select Generate Report to generate and view the report from the status hyperlink.

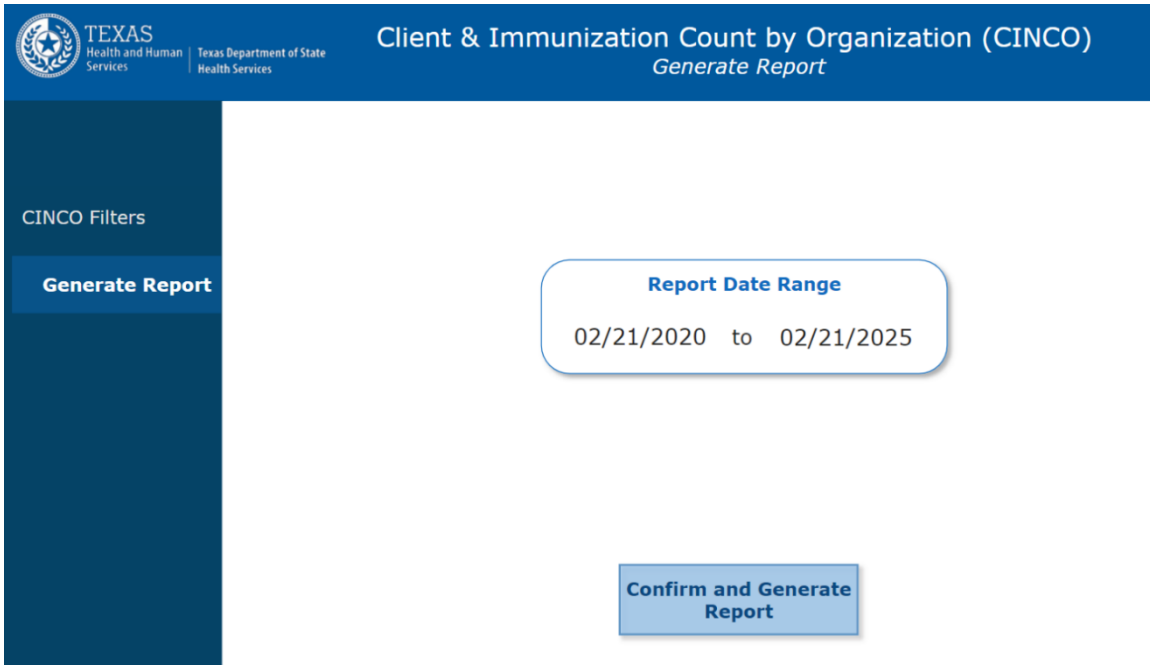
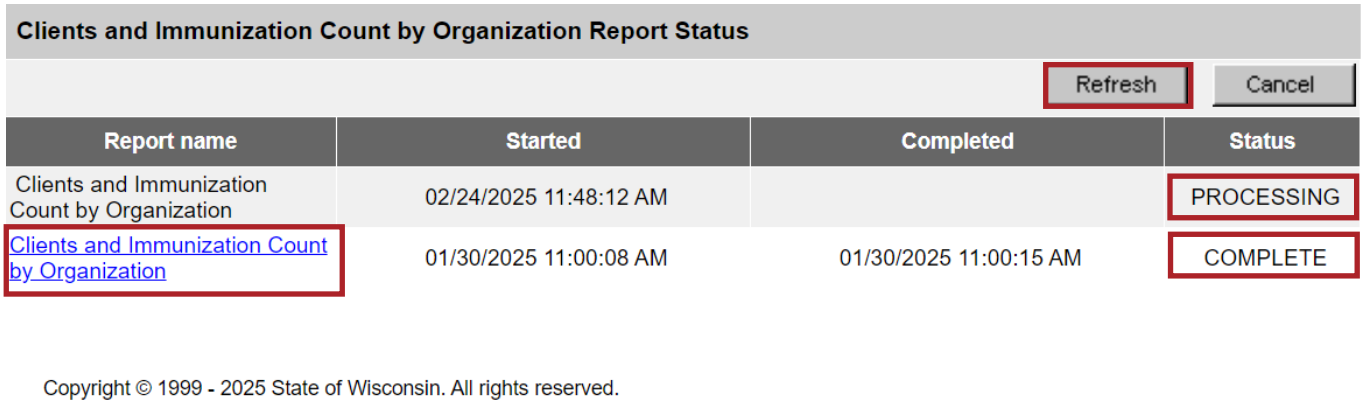


Figure 5: Generate Report

On this page, click the “Refresh” tab to reload the page to facilitate the processing of the report until the Status states “COMPLETE”. Once the status is “COMPLETE” select the hyperlink to view the report. The first line indicates the report is still processing, while the second line shows the report is complete and the report name is a hyperlink to access the report.



Clients and Immunization Count by Organization Report Status

Refresh | Cancel

Report name	Started	Completed	Status
Clients and Immunization Count by Organization	02/24/2025 11:48:12 AM		PROCESSING
Clients and Immunization Count by Organization	01/30/2025 11:00:08 AM	01/30/2025 11:00:15 AM	COMPLETE

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Figure 6: Report Status

Report Dashboard

Once the hyperlink is selected, the report dashboard is opened, based on the filters and date parameters set when generating the report. The report can be viewed either for a Count of Clients or a Count of Immunizations as shown below. You can toggle between these views by selecting their respective tabs. The dashboard defaults to opening the Count of Clients view.

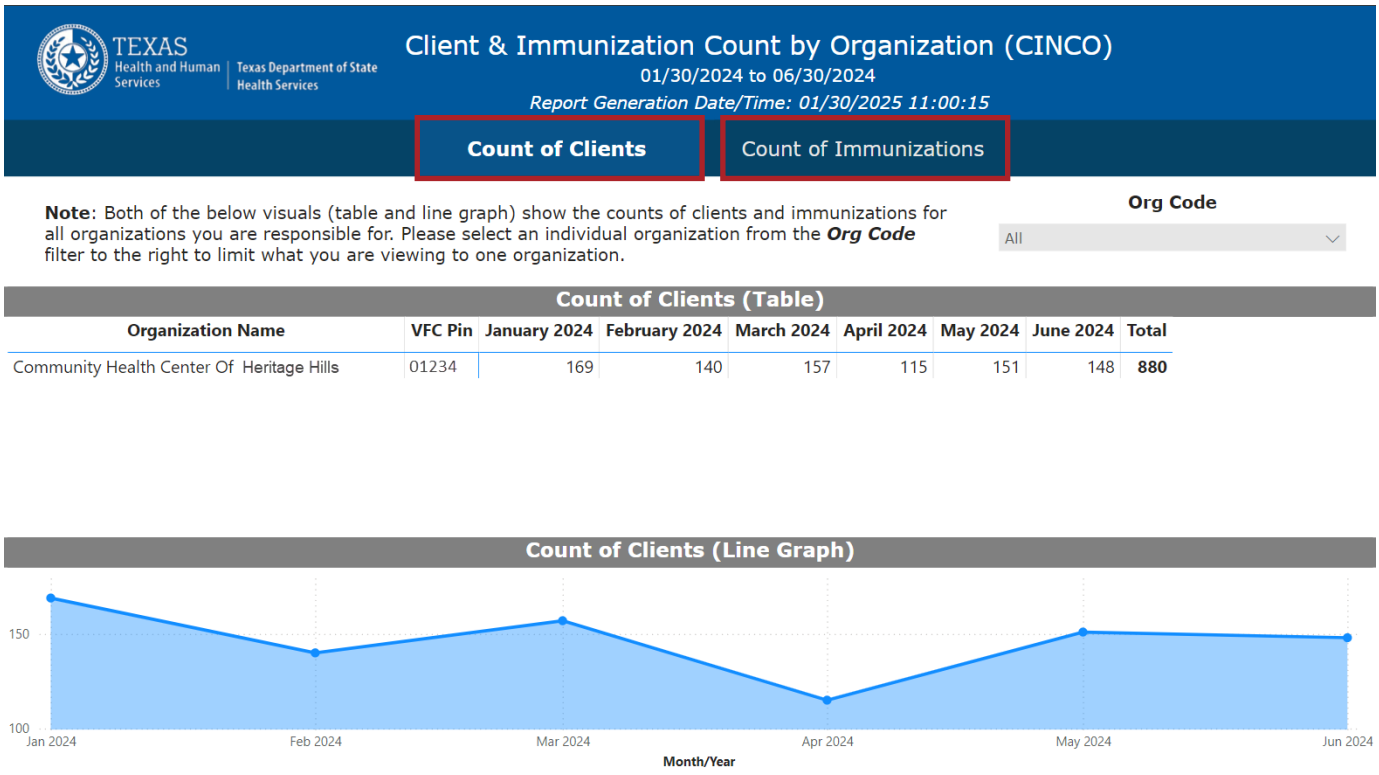


Figure 7: Report Dashboard Showing Count of Clients and Count of Immunizations Tabs

The dashboard consists of the following four sections:

Section One – Heading and View Selection

The heading consists of the type of report, the filter parameter set, and the date and time the report was generated. Beneath the parameters and dates are the view tabs: Count of Clients and Count of Immunization. The view that is displayed is highlighted. The report opens in the Count of Clients view, which is the default.

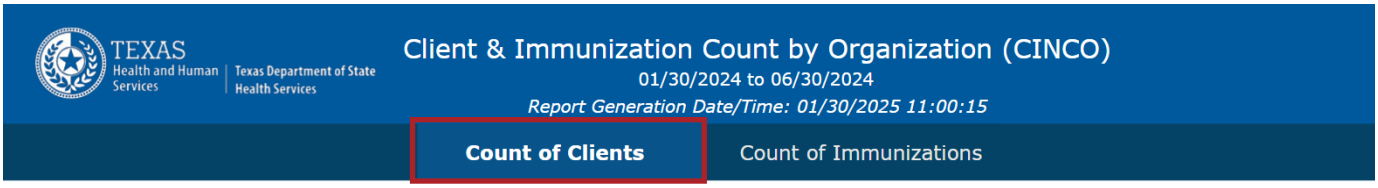


Figure 8: Section 1 – Heading

Section Two - Note and Org Code Dropdown

Below the heading is a notation of the report and how to use the Org Code dropdown. On the right side of the report below the view highlight is the “Org Code” dropdown section. Users can use this section to select the organization report that they prefer to view on the table and graph.

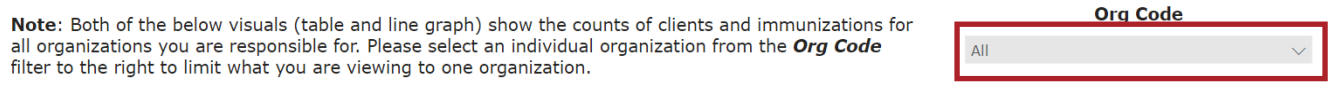


Figure 9: Section 2 – Note and Org Code Dropdown.

Org Code Selection

The Org Code dropdown is used to select organization(s) data that the user would prefer to view on the dashboard and print. Organizations listed under this dropdown are organizations that the users are associated with.

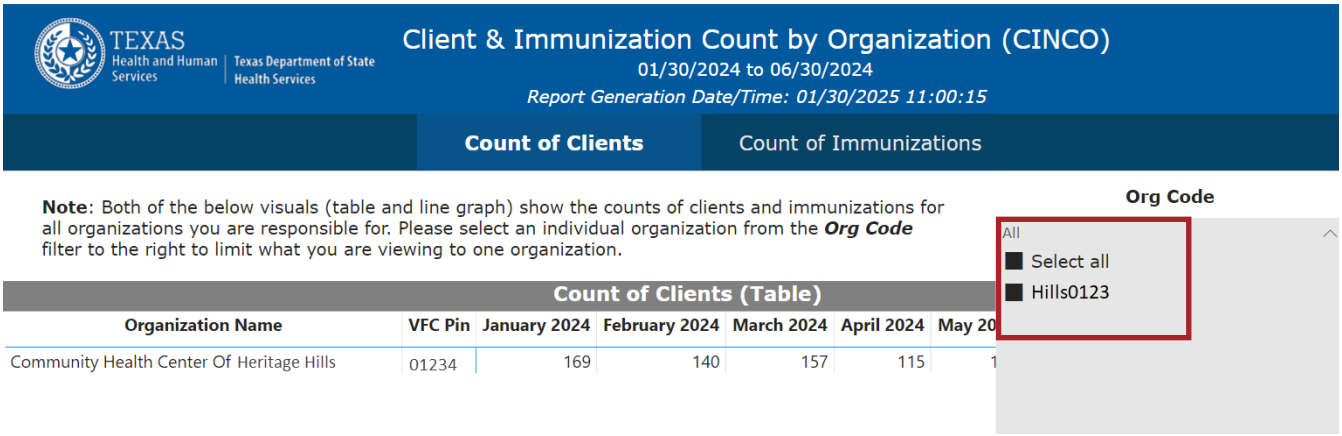


Figure 10: Count of Clients- Org Code Selection

No Org Code Selection

If no Org Code is selected the dashboard displays no data as shown below.

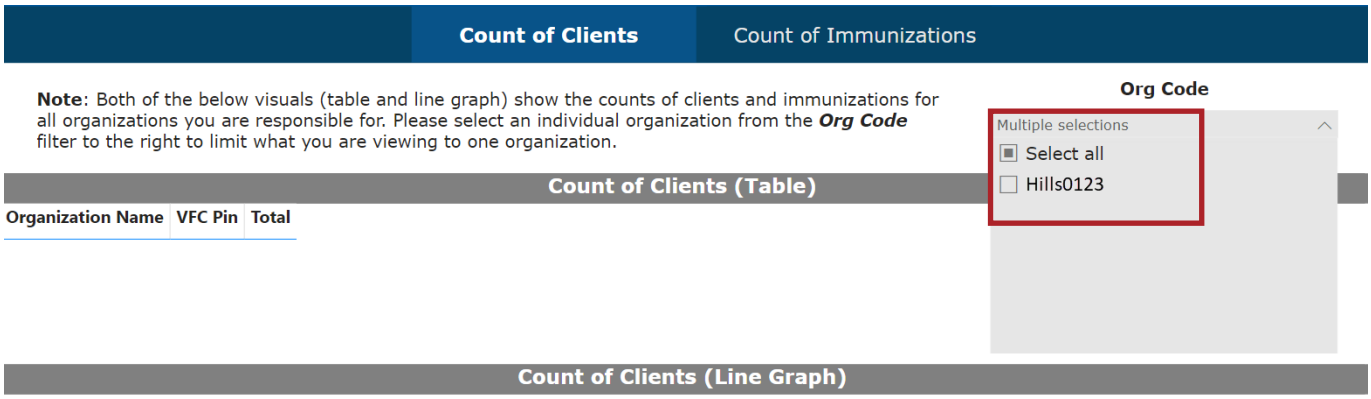


Figure 11: Count of Clients - No Org Code Selected

Section Three - Counts in a Table

The counts, either clients or immunizations, depending on whether you selected the “Count of Clients” tab or the “Count of Immunizations tab in the heading, are displayed a in a table format for all organizations selected for which a user is responsible.

Count of Clients (Table)

Organization Name	VFC Pin	January 2024	February 2024	March 2024	April 2024	May 2024	June 2024	Total
Community Health Center Of Heritage Hills	1234	169	140	157	115	151	148	**880**

Figure 12: Section 3 – Counts in a Table

Section Four - Counts in a Line Graph

The counts are also displayed as a line graph below the table. This section of the report displays the counts of clients or immunizations, depending on which was chosen, in a line graph. It reflects the total count of clients or immunizations for each month based on the parameter of dates inserted. Hovering the mouse over this graph on each reveals the count for that month.

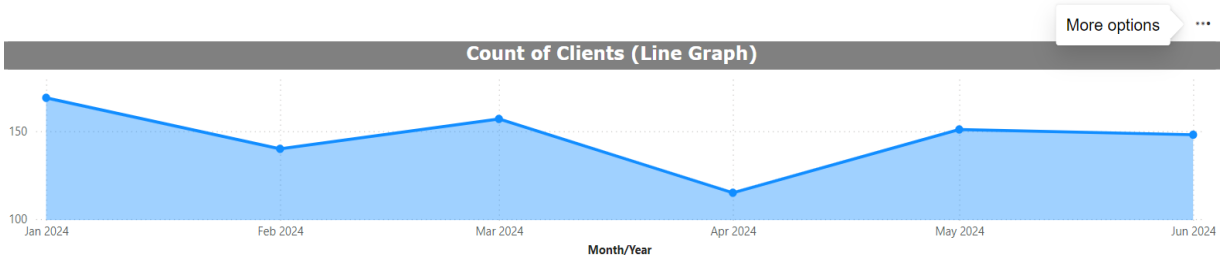


Figure 13: Section 4 – Counts in a Line Graph

Download Report

When the mouse is hovered above the table on the far right, a “More Option” is revealed. Every option found under the “More Option” is related to the table. Users can choose to print only the table information from this option.

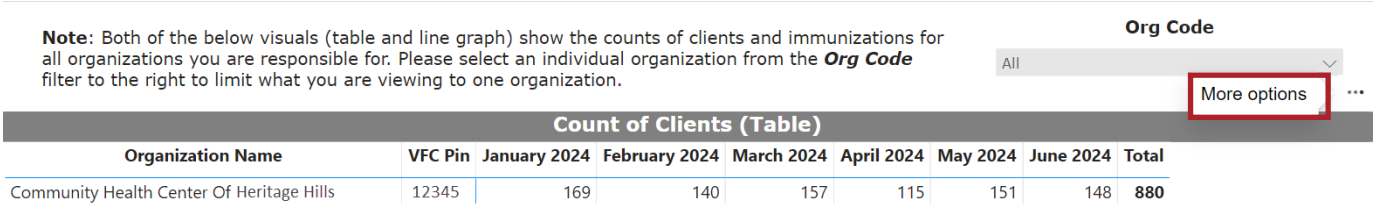


Figure 14: More Options

From the list of available options select “Export data” to display the data format option.

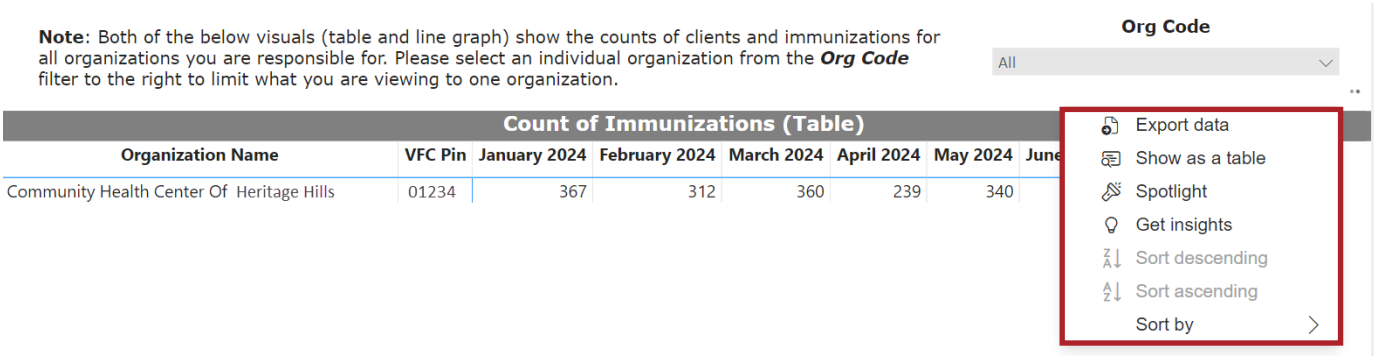


Figure 15: Count of Clients - Available Options

Select the preferred format, “Data with current Layout” or “Summarized data.” Once selected, click on “Export” at the bottom of the page to download the data.

- If “Data with current layout” is chosen as the export format, the data is exported as an Excel spreadsheet.
- If “Summarized data” is chosen as the export format, the data is exported as a table in Excel with filters applied to the columns.

Note: The Summarized data export option is the only format option available for the Line graph count.

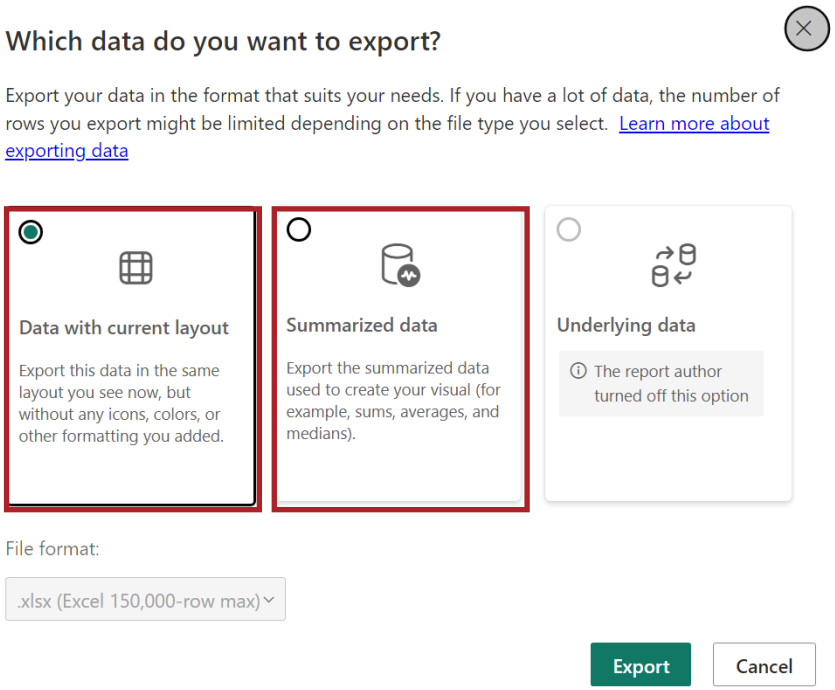


Figure 16: Count of Clients Data Format

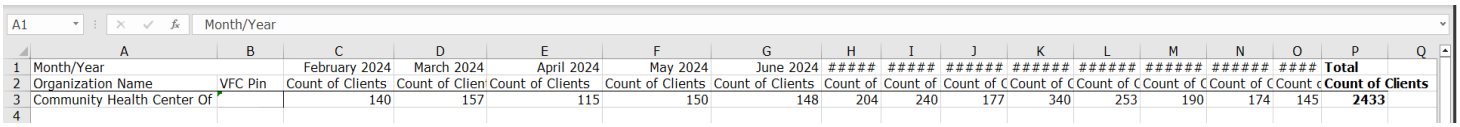
Examples of Downloaded Data

Note: Downloaded reports are generated in a table format for all reports. This includes tables and line graphs of both Client and Immunization Counts.

- Count of Clients and Immunization tables can be exported or downloaded in two formats: Data with Current Layout and Summarized Data
- Count of Client or Immunization Line Graph has only one available format option, which is the Summarized Data Format.

Data with Current Layout Format

Count of Clients Table Example.



	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q
1	Month/Year		February 2024	March 2024	April 2024	May 2024	June 2024	#####	#####	######	######	######	######	######	####	**Total**	
2	Organization Name	VFC Pin	Count of Clients	Count of Clien	Count of Clients	Count of Clients	Count of Clients	Count of	Count of	Count of C	Count of C	Count of C	Count of C	Count of C	Count c	**Count of Clients**	
3	Community Health Center Of		140	157	115	150	148	204	240	177	340	253	190	174	145	**2433**	
4																	

Figure 17: Count of Clients Exported Data

Example of Count of Clients Line Graph Exported

	A	B
1	No filters applied	
2		
3	Month/Year	Sum of CLIENT_COUNT
4	February 2024	140
5	March 2024	157
6	April 2024	115
7	May 2024	150
8	June 2024	148
9	July 2024	204
10	August 2024	240
11	September 2024	177
12	October 2024	340
13	November 2024	253
14	December 2024	190
15	January 2025	174
16	February 2025	145

Figure 18: Count of Clients line Graph Exported Data

Summarized Data Layout

Example of the Count of Immunizations Table exported in a Summarized data layout format.

	A	B	C	D
1	No filters applied			
2				
3	Organization Name	VFC Pir	MONTH_YEAR	Count of Immunizations
4	Community Health Center Of		February 2024	312
5	Community Health Center Of		March 2024	360
6	Community Health Center Of		April 2024	239
7	Community Health Center Of		May 2024	339
8	Community Health Center Of		June 2024	300
9	Community Health Center Of		July 2024	442
10	Community Health Center Of		August 2024	515
11	Community Health Center Of		September 2024	404
12	Community Health Center Of		October 2024	642
13	Community Health Center Of		November 2024	434
14	Community Health Center Of		December 2024	337
15	Community Health Center Of		January 2025	338
16	Community Health Center Of		February 2025	326

Figure 19: Count of Immunization Table Exported Data

Example of the Count of Immunizations exported in the Summarized data layout format.

	A	B	C
1	No filters applied		
2			
3	Month/Year	Sum of IMMS_COUNT	
4	February 2024	312	
5	March 2024	360	
6	April 2024	239	
7	May 2024	339	
8	June 2024	300	
9	July 2024	442	
10	August 2024	515	
11	September 2024	404	
12	October 2024	642	
13	November 2024	434	
14	December 2024	337	
15	January 2025	338	
16	February 2025	326	
17			

Figure 20: Count of Immunization Line Graph Exported Data

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