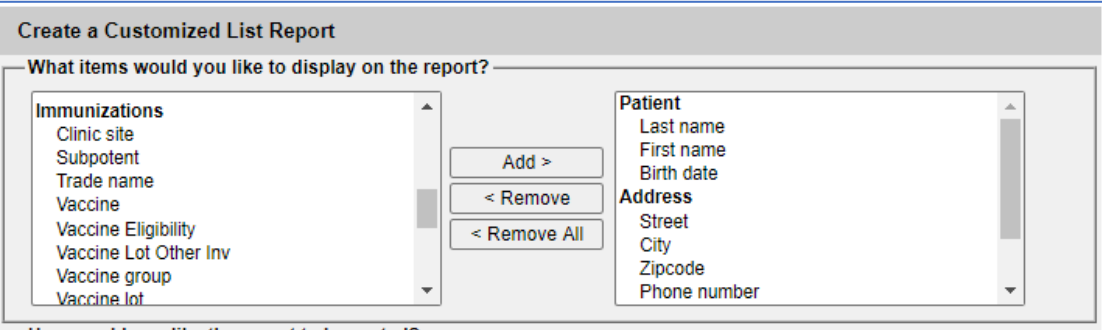


Using the CAIR2 Ad Hoc List Report to Generate List of County Patients Needing A 2nd Dose of COVID-19 Vaccine (for counties only)

1. Login to your CAIR2 Data Account (CAIR2 Org Code = [2 digit county code]DATA)
2. Click on the 'ad hoc list report' link in the left menu.



3. The 'Create A Customized List Report screen opens. Choose fields that you would like displayed in the report from the list on the left and add them to the right box by highlighting them, then clicking the **Add** button.



Useful fields to choose include:

• Last Name	• Phone number	• Street
• First Name	• Cell phone number	• Other address
• Birth Date	• Email address	• City
• Vaccination date	• Vaccine or Tradename	• Zip

4. In the next section, choose how you want the ad hoc list report sorted.

How would you like the report to be sorted?

Item to sort on (not sorted) [v]

Sort Order
 First-to-Last Last-to-First

A report takes longer to run if you want it to be sorted.

5. Next go to the filtering section and, depending on which COVID vaccine your clinic is using, add the following filters by choosing the filtering item from the drop-down list and setting that filter's parameters.

A. For Pfizer vaccine – set 'Vaccine' EQUALS 'COVID-19, mRNA, LNP-S, PF, 30mcg.0.3 mL' and click the **Add/Save Edit** button.

How would you like to filter the data?

Item to filter on Vaccine [v] Additional Optional Selection

Comparison EQUALS [v]

Value to compare to COVID-19, mRNA,LNP-S,PF, 30 [v]

and [v]

Add/Save Edit

Selected Filters

Vaccine EQUALS COVID-19, mRNA,LNP-S,PF, 30 mcg/0.3 mL

Edit

B. For Moderna vaccine – set 'Vaccine' EQUALS 'COVID-19, mRNA, LNP-S, PF, 100mcg.0.5 mL' and click the **Add/Save Edit** button.

How would you like to filter the data?

Item to filter on Vaccine [v] Additional Optional Selection

Comparison EQUALS [v]

Value to compare to COVID-19, mRNA,LNP-S,PF, 100 [v]

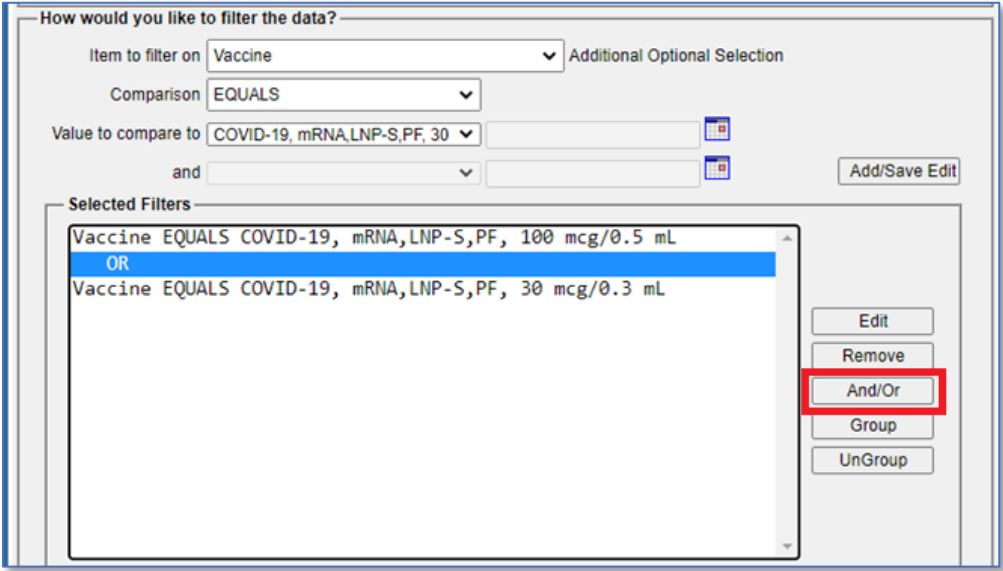
and [v]

Add/Save Edit

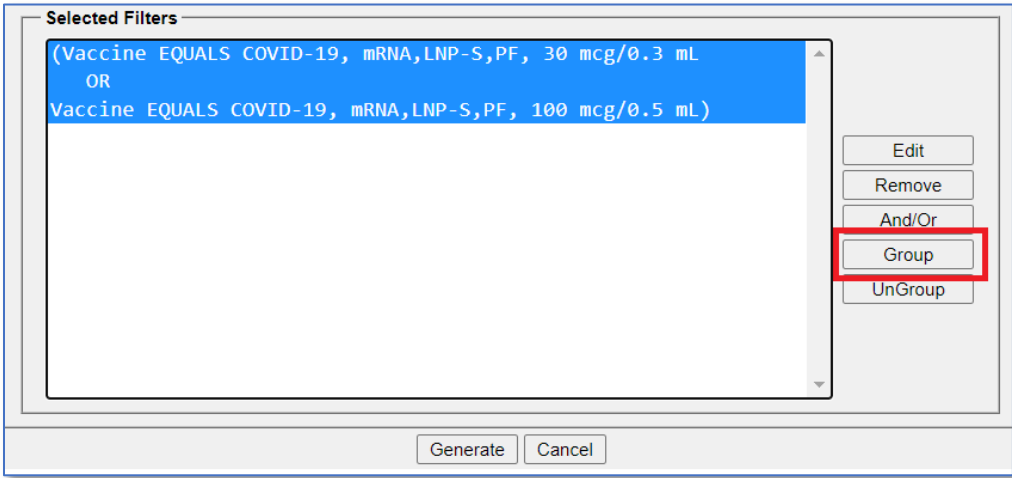
Selected Filters

Vaccine EQUALS COVID-19, mRNA,LNP-S,PF, 100 mcg/0.5 mL

- C. To include both vaccines in report, add them in sequence then highlight the AND row and click the AND/OR button to convert the AND to an OR.



- D. Now highlight both vaccines and click the **Group** button to group the vaccines. This sets the report to include patients who have received either vaccine



- E. To select for patients who have only received a single doses of COVID-19 vaccine, now select 'Has 2 or more immunizations EQUALS No' from the filter choices.

How would you like to filter the data?

Item to filter on: Has 2 or more immunizations Additional Optional Selection

Comparison: EQUALS

Value to compare to: No

and

Add/Save Edit

Selected Filters

(Vaccine EQUALS COVID-19, mRNA,LNP-S,PF, 30 mcg/0.3 mL
OR
Vaccine EQUALS COVID-19, mRNA,LNP-S,PF, 100 mcg/0.5 mL)
AND
Has 2 or more immunizations EQUALS No

Edit
Remove
And/Or
Group
UnGroup

Generate Cancel

6. Your ad hoc list query is now set up to return a list of county residents (along with their contact info) who have received a 1st dose of COVID-19 vaccine (and date) but who have not received a 2nd dose. Click the **Generate** button to generate the patient list.
7. The 'Ad Hoc Report Status' page opens. Depending on the size, the report may take some time to complete. Click the **Refresh** button at intervals to update the report status.

Ad Hoc Report Status

Refresh Cancel

Report Type	Started	Completed	Status	Row Count
LIST	11/25/2020 12:03 PM		PROCESSING	0

- When 'List' becomes hyperlink, the report is finished. Click on the hyperlink to view the report page.

Ad Hoc Report Status				
			Refresh	Cancel
Report Type	Started	Completed	Status	Row Count
LIST	11/25/2020 12:03 PM	11/25/2020 12:03 PM	DONE	9

- The report filtering parameters are listed on the 'Ad Hoc Report Status' page. Click on the [Export as a Spreadsheet](#) link to download the report. [Actual patient data redacted, Zoster example shown]

Ad Hoc Report Status				
			Refresh	Cancel
Report Type	Started	Completed	Status	Row Count
LIST	11/25/2020 11:54 AM	11/25/2020 11:55 AM	DONE	9

Ad Hoc Report Results

What would you like to do with this report?

[Export as Text](#)
[Export as a Spreadsheet](#)
[Display as a PDF](#)

Report 89266

CAIR, the California Immunization Registry
 Report generated on 11/25/2020
 Report generated by Steve Nickell

Filter conditions used for this report:

Patients associated with [REDACTED]
 Vaccine EQUALS Zoster
 AND
 Has 2 or more immunizations EQUALS No
 Sort order: Last name ascending

Report 89266; Results 1 - 9 of 9

No	Last name	First name	Birth date	Vaccine	Street	City	Zipcode	Primary phone number	Cell phone number
1	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
2	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
3	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
4	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
5	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
6	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
7	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
8	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
9	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]