

Instructions for Completing VPD Surveillance Section of Triannual Immunization Report, FY 2011-2012 (Using Microsoft Excel 2010)

In order to run the appropriate reports in NBS, you must have access rights to the Immunizations, Varicella, Respiratory, and Hepatitis A program areas. If you have issues with access rights, please contact the NEDSS office by emailing NEDSS@dshs.state.tx.us.

Please note that the individual(s) completing this report should have basic knowledge of Microsoft Excel. These instructions were written using Microsoft Excel 2010, if using an earlier version you may want to refer to instructions using Microsoft Excel 2003. If you need assistance completing this report, please contact Rachel Wiseman at 512-776-2632 or Lucille Palenapa at 512-776-6611. You may also send questions or comments to rachel.wiseman@dshs.state.tx.us or lucille.palenapa@dshs.state.tx.us.

NBS Report

Please be sure to run your report on the appropriate data extraction snapshot date corresponding to the triannual period you are completing. It is important to adhere to this date as your health service region will also run a NEDSS report of your data on this date. Because NEDSS is a live database, pulling reports on different dates may result in data discrepancies between your counts and your regional office. All local health departments and their respective regional headquarters will run reports on the same data extraction snapshot date. If for any reason you have missed running and saving your data on the proper extraction date, please contact Central Office and we will provide you with a copy for your area.

Triannual Period	Data Extraction Snapshot Date
1 st (Sep-Dec)	1/17/12
2 nd (Jan-Apr)	5/14/12
3 rd (May-Aug)	9/17/12

The purpose of this report is to aid in the completion of the VPD section of the Triannual Immunization Report. The volume of VPD cases entered and the timeliness of investigations may be assessed through report findings. The following instructions will guide you through the running of reports in NBS and in data preparation and analysis steps using Microsoft Excel.

First time running this report?	Please follow instructions below.
Yes	Begin instructions with I. under Report Setup.
No	Begin instructions with II. under Report Setup.

Report Setup:

I. Saving from Public to Private Reports Section (This step only needed upon first time running report.)


- In the NBS *Public Reports* section, run the report, *VPD Triannual/Site Visit Report*. In the upper right hand corner of the new screen, select the *Run* button. Next, hit *Save As New* button.
- In the new screen, be sure that *Private* is selected as the report design. Enter *Triannual Immunization Report* in the *Report Name* field. Choose *Default Report Section* in the area entitled *Report Section*. Then hit the *Save* button. The following screen that appears will be the default NBS Reports page.

II. Running Report from Private Reports Section

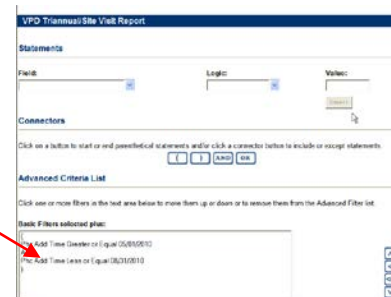
- Under *Private Reports*, expand the *Default Reports Section*. *Triannual Immunization Report* should be listed.
- Run the report *Triannual Immunization Report*.
 - **Basic Filter** – All VPD conditions should be pre-selected: *Diphtheria; Haemophilus influenzae type b (Hib); Hepatitis A, Hepatitis B, Viral Infection Perinatal; Hepatitis B, Acute; Measles (Rubeola); Mumps; Neisseria meningitidis, invasive (Mening. Disease); Pertussis; Poliomyelitis, Paralytic; Poliovirus infection nonparalytic; Rubella; Rubella, Congenital Syndrome (CRS); Streptococcus pneumoniae, invasive disease (IPD); Tetanus, and Varicella.*
 - **Advanced Filter** – This report utilizes an advanced filter to select Phc Add Times corresponding to the appropriate triannual period. You may need to modify the Phc Add Time dates to correspond to the triannual period for which this report is being run. (*PHC Add Time Greater or Equal to MM/DD/YYYY AND PHC Add Time Less or Equal to DD/MM/YYYY*)
 - The following table lists triannual period by appropriate dates:

Triannual Period	Dates
1st	9/1/2011 – 12/31/2011
2nd	1/1/2012 – 4/30/2012
3rd	5/1/2012 – 8/31/2012

Modifying Date Fields

- In the *Advanced Tab*, see the *Basic Filters selected plus* box under *Advanced Criteria List*.
 - Select the line *Phc Add Time Greater or Equal 09/01/2011*. Hit the Remove button. (The remove button is the second button located in the vertical column to the right of the text box.) 
 - Under *Statements*, In the *Field* drop down menu, choose *Phc Add Time*. In the *Logic* drop down menu, choose *Greater or Equal*. In the *Value* field, enter a start date (MM/DD/YYYY). Hit the *Insert* button.
 - Select the line *Phc Add Time Less or Equal 12/31/2011*. Hit the *Remove* button.
 - Choose *Phc Add Time* from *Field* drop down menu. Select *Less or Equal* from *Logic* drop down menu. Enter an end date (MM/DD/YYYY) into the *Value* field. Hit the *Insert* button. (Note: Future dates cannot be entered into NBS.)
 - Please be sure that your criteria follow the exact order of the formula below. The *Basic Filters Selected Plus* box below *Advanced Criteria List* should be listed as follows:

(
 Phc Add Time Greater or Equal MM/DD/YYYY
 AND
 Phc Add Time Less or Equal MM/DD/YYYY
)



- **Column Selection** – All columns should be pre-selected: *PHC Add Time, MMWR Year, MMWR Week, Condition, Person Name, Birth Time, Street Address 1, Street Address 2, City, County, Zip Code, Current Sex Code, Concatenated Race Description, Ethnic Group, Jurisdiction, Case Status, Investigation Status Code, Event Date, Condition Description, Diagnosis Date, Person Local Id, Age Category Code, Age Reported, Age Reported Unit Code, Concatenated Race Category Code, Ethnic Group Indicator, Investigation ID, Investigation ID2, Report Date, and First Notification Date.*
 - Export the file.
 - Save as *VPD Data mmddyy.csv*.
 - Open and save as an Excel file (*VPD Data mmddyy.xlsx*).

- Hit Select-all button, go to Home ribbon, click on Format button, then select AutoFit Column Width.
- Rename the main worksheet in *VPD Data mmddy.xlsx* as *AllVPD_mmddy*.

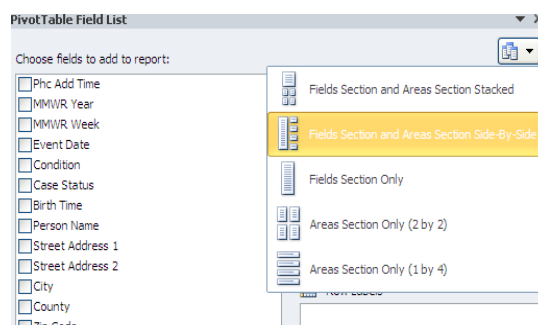


Excel Processing

Completing Triannual questions:

- A. **#Total VPD investigations conducted (including all case statuses- Confirmed, Probable, Not a Case, and Suspect)**- Calculate and enter the total number of suspected cases reported by VPD condition.

1. Using the excel file, *VPD Data mmddy.xls*, go to the main worksheet, *AllVPD_mmddy*, and go to the *Insert* ribbon and select *Pivot Table*. A prompt box will appear, click the *Ok* button.
2. A pivot table will be created in a new worksheet. In the *Pivot Table Field List* box, choose *Field Section and Areas Section Side-by-Side*.
3. Rename the resulting pivot worksheet as *VPDTable*.
4. In *VPDTable*, look for the *Pivot Table Field List*, then select and drag *Condition* to the *Row Labels* box. Next, select and drag *Case Status* to the *Column Labels* box. Select and drag *Condition* again from the *Pivot Table Field List* this time to the *Values* box.
5. Use the *Grand Total* column numbers to complete the column titled **#Total VPD investigations conducted (including all case statuses- Confirmed, Probable, Not a Case, and Suspect)** in the Triannual Report. If a condition is not listed, enter 0 for that respective condition in the Triannual Report.




- i. If your respective jurisdiction does not enter all *Not a Case* status reports into NBS, you will need to add to the case totals by also counting your own logged calculations of VPD investigations for the respective time frame.

Count of Condition	Column Labels					Grand Total
Row Labels	N	P	S	U (blank)		
Haemophilus influenzae, invasive	4	1				5
Hepatitis A, acute	61	134	5	1	1	202
Hepatitis B Viral Infection, Perinatal	1					1
Hepatitis B virus infection, Chronic	313	178	304	2	7	804
Hepatitis B, acute	54	55	4	8	1	122
Measles (Rubeola)	17					17
Mumps	10	110	11	1		132
Neisseria meningitidis, invasive (Mening. disease)	10	2	1			13
Pertussis	146	262	144	9	6	567
Rubella	14	1				15
Streptococcus pneumoniae, invasive disease (IPD)	380	16	1			397
Tetanus	1	1				2
Varicella (Chickenpox)	710	28	3	1	2	746
Grand Total	1684	822	475	23	2	3003

Condition	A. # Total VPD investigations conducted (including all case statuses - C, P, N, S, U)	B. # Cases Confirmed (C)	C. # Cases Probable (P)	D. # Total VPD investigations completed in 30 days or less of Case Report (C+P)	E. % of Cases Reported 30+
IRS					
Diphtheria					
Haemophilus influenzae					
influenzae (type B, Infl)					
Hepatitis A					
Hepatitis B, Acute					
Hepatitis B, Perinatal					
Measles					
Mumps					
Neisseria meningitidis, invasive					
Pertussis					
Rubella					
Streptococcus pneumoniae					
Tetanus					
Varicella					
Total VPD Conditions					

- B. **#Cases Confirmed (C) and**

- C. **#Cases Probable (P)**- Calculate and enter the total number of confirmed and probable cases reported by VPD condition.

1. In *VPDTable*, select down carrot symbol  to the right of *Column Labels* to display the drop down menu. Uncheck the *Select All* box and then check only *C* and *P* to select only confirmed and probable cases. Hit *Ok* button.
2. Use the totals generated to complete columns *B (#Cases Confirmed (C))* and *C (#Cases Probable (P))* in *VPD Reporting Tab* of the *Triannual Immunization Report*.

Count of Condition	Column Labels	C	P	Grand Total
Haemophilus influenzae, invasive		1		1
Hepatitis A, acute		61	5	66
Hepatitis B virus infection, Chronic		313	304	617
Hepatitis B, acute		54	4	58
Mumps		10	11	21
Neisseria meningitidis, invasive (Mening. disease)		10	1	11
Pertussis		146	144	290
Streptococcus pneumoniae, invasive disease (IPD)		380	1	381
Tetanus			1	1
Varicella (Chickenpox)		710	3	713
Grand Total		1684	475	2159

Condition	A. # Total VPD investigations completed (including all cases - C, P, & S)	# Cases Confirmed (C)	# Cases Probable (P)	D. # Total C&P VPD investigations completed in 30 days or less	E. % Investigations Timely
Cholera					
Dysentery					
Haemophilus influenzae					
Influenzae type A (incl)					
Hepatitis A					
Hepatitis B					
Hepatitis B, acute					
Hepatitis B, chronic					
Hepatitis E					
Measles					
Mumps					
Pertussis					
Streptococcus pneumoniae, invasive disease (IPD)					
Tetanus					
Varicella					
Streptococcus pneumoniae					
Cholera					
Dysentery					
Haemophilus influenzae					
Influenzae type A (incl)					
Hepatitis A					
Hepatitis B					
Hepatitis B, acute					
Hepatitis B, chronic					
Hepatitis E					
Measles					
Mumps					
Pertussis					
Streptococcus pneumoniae, invasive disease (IPD)					
Tetanus					
Varicella					
Total VPD investigations					
Completed					

D. **#Total C&P VPD investigations completed in 30 days or less-** Calculate and enter the total number of confirmed and probable cases reported in 30 days or less by VPD Condition.

1. In *VPDTable*, with Confirmed and Probable still being only case status selected, double-click on the cell positioned at bottom right hand corner of the table (the sum amount for the Grand Total column).

Count of Condition	Case Status	C	P	Grand Total
Haemophilus influenzae, invasive		5		5
Hepatitis A, acute		33		33
Hepatitis B Viral Infection, Perinatal		2	1	3
Hepatitis B, acute		109	2	111
Measles (Rubeola)		4		4
Mumps		35	15	50
Neisseria meningitidis, invasive (Mening. disease)		21	1	22
Pertussis		288	196	484
Streptococcus pneumoniae, invasive disease (IPD)		907		907
Tetanus			1	1
Varicella (Chickenpox)		1003		1003
Grand Total		2407	216	2623

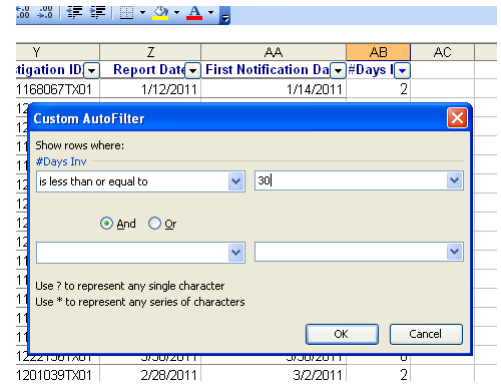
2. The resulting sheet contains all investigations with Confirmed and Probable case statuses. Rename the new worksheet tab as *LT=30days*. We will now need to take a few data preparation steps in order to prepare for calculating investigation timeliness.
3. In the *LT=30days* tab, select column Z (Report Date), right click and select Format Cells. Under the Number tab that results, choose Date and select the first format listed as *3/14/2001. Repeat the same step to column AA (First Notification Date) by selecting the column and pressing F4 to repeat the last function.

4. Now select filter drop down menu for *First Notification Date* (AA) column. Scroll down and deselect the (*Select All*) box. Place a check mark next to the (*Blanks*) box. Note that these are investigations for which no notification has been submitted. Move your cursor to the far left hand column, select and drag down all (*Blanks*), right-click and select *Delete Rows*. Be careful not to delete the headers (first row).
5. After deleting rows, go back to the *First Notification Date* drop down menu and choose (*Select All*).

Y	Z	AA	AB
Investigation ID	Report Date	First Notification Date	#Days Inv
1168067TX01	1/12/2011	1/14/2011	2
1237046TX01	9/2/2010	4/20/2011	230
1237042TX01	7/21/2010	4/20/2011	273
1237039TX01	1/28/2010	4/20/2011	447
1231013TX01	3/14/2011	4/12/2011	29
1163047TX01	12/15/2010	3/2/2011	77
1241103TX01	4/25/2011	4/26/2011	1
1166078TX01	12/22/2010	1/12/2011	21
1166135TX01	6/24/2010	1/12/2011	141
1172206TX01	12/17/2010	2/3/2011	48
1172208TX01	7/22/2010	1/20/2011	182
1178018TX01	12/31/2010	1/28/2011	28
1183078TX01	9/29/2010	2/3/2011	127
1183090TX01	8/26/2010	2/3/2011	161
1188087TX01	2/7/2011	2/10/2011	3
1189003TX01	2/10/2011	2/14/2011	4
1190114TX01	2/14/2011	3/2/2011	16
1190120TX01	2/14/2011	3/2/2011	16
1191144TX01	1/24/2011	2/15/2011	22
1230116TX01	4/11/2011	4/11/2011	0
1230085TX01	4/11/2011	4/11/2011	0
1230034TX01	7/24/2011	4/11/2011	46

6. Next, create a new column entitled *#Days Inv*. In cell AB1 enter a new heading, *#Days Inv*. Enter the following formula in cell AB2: =INT(AA2-Z2) then hit return. (Important note: If you have added columns or deleted, you may need to readjust the formula to read =INT(FirstNotificationDate-ReportDate). Be sure to insert the corresponding alphanumerical heading into the formula.) Once you have entered the formula, the entire AB column should auto-populate.

- Next, filter the column *#Days Inv*, select *Number Filters*, choose *Less Than or Equal To*. Enter 30 in the second column. Hit *Ok*.
- Create a new worksheet and title it *#Final*.
- Return to *LT=30days* tab, right click on *Select All* button, choose *copy* and then *paste* (entire *LT=30days* worksheet) into *#Final* worksheet.
- In *#Final* worksheet, hit *Select All* button, then go to *Insert* ribbon and select *Pivot Table*. Click *Ok* button. Rename the resulting pivot worksheet as *#FinalTable*.
- In *#FinalTable*, look for the *Pivot Table Field List*, then select and drag *Condition* to the *Row Labels* box. Next, drag *Condition* again from the *Pivot Table Field List* to the *Values* box.



- Use the *Total* column numbers to complete the column titled **D. #Total C&P VPD investigations completed in 30 days or less** in the Triannual Immunization Report. **If a condition is not listed, enter 0 for that respective condition in the Triannual Report.**

Row Labels	Count of Condition
Hepatitis A, acute	54
Hepatitis B virus infection, Chronic	91
Hepatitis B, acute	40
Mumps	20
Neisseria meningitidis, invasive (Mening. disease)	10
Pertussis	237
Streptococcus pneumoniae, invasive disease (IPD)	347
Tetanus	1
Varicella (Chickenpox)	619
(blank)	
Grand Total	1419

Condition	A. # Total VPD investigations conducted (including all cases, status: C, P, & S)	B. # Cases Confirmed (C)	C. # Cases Probable (P)	D. # Total C&P VPD investigations completed in 30 days or less	E. % Investigation Timeliness of C&P Cases
CRS					
Diphtheria					
Haemophilus influenzae type b (Hib)					
Hepatitis A					
Hepatitis B, acute					
Hepatitis B, perinatal					
Measles					
Mumps					
Neisseria meningitidis, invasive					
Pertussis					
Streptococcus pneumoniae, invasive					
Tetanus					
Varicella					
Total VPD Conditions					

- %Investigation Timeliness of C&P Cases (completed in 30 days or less)-** This column will automatically calculate the percentage of all confirmed and probable cases that were completed in 30 days or less.
 - Do not attempt to enter any values into this column (E). A pre-entered formula is in place and will populate once values are entered for columns A through D.
- Total VPD Conditions (Row 22)-** Please note that a sum formula (=SUM(B22:D22)) has been entered into these cells to assist in calculating overall VPD investigation timeliness for the entire jurisdiction.

You have now completed all the necessary steps to produce the numbers needed to complete the VPD worksheet of the Triannual Immunization Report. It is highly recommended that you refer to the handout, *Instructions for Running VPD Data Quality Assurance and VPD Rejected Notifications Report in NBS*. That document will guide you through quality assurance procedures to help you identify VPD case investigations which may require additional information or further examination.