



TEXAS
Health and Human
Services

Texas Department of State
Health Services

The Texas Immunization Registry

Data Quality Guide

Common issues of inaccurate report data

1. Reduce Duplicate Client Records by Entering Complete Client Demographics

When entering new clients into ImmTrac2, if available enter the client's:

- Complete phone number with area code,
- Personal Email address,
- Mother's first name, and
- Mother's maiden name.

At each office visit check if the phone number and email address of the client have changed and update records. This information will help prevent duplicate clients in the immunization database.

2. Encourage Clients to Sign Both a Standard Consent and a Disaster Consent

The most common reason why client records are rejected from ImmTrac2 is due to no consent on file so offer clients the opportunity to sign both a standard consent and a disaster consent. For immunization records to be stored in ImmTrac2, the parent, legal guardian, or managing conservator must complete an ImmTrac2 Minor Consent Form for their child.

Adults must complete the ImmTrac2 Adult Consent form. These forms can be found online at dshs.texas.gov/immunizations/public/forms under the "ImmTrac2" drop-down menu.

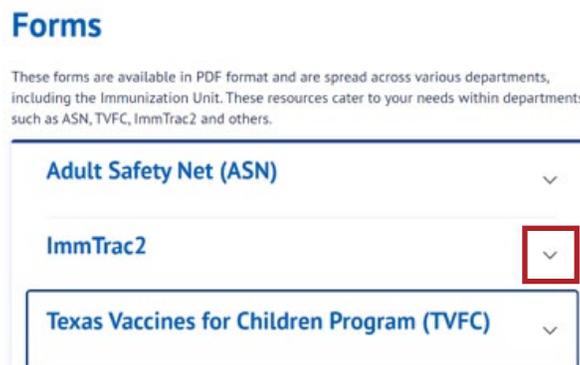


Figure 1 - ImmTrac2 Forms Link

Once the “ImmTrac2” drop-down is expanded, scroll down to choose the consent for either Immunization Registry (ImmTrac2) – Adult Consent Form (Bilingual) or Immunization Registry (ImmTrac2) – Minor Registry Consent Form (Bilingual). The Disaster Consent can be used by both minors and adults.

F11-12956	Texas Immunization Registry_(ImmTrac2)_Disaster Information Retention Consent Form	02/2022
F11-11406	Immunization Registry_(ImmTrac2)_Authorization to Release Official Immunization History (Bilingual)	02/2022
F11-11936	Texas Immunization Registry_(ImmTrac2)_Newborn Registration Form	02/2022
F11-13366	Immunization Registry_(ImmTrac2) - Adult Consent Form (Bilingual)	02/2022
C-7	Immunization Registry_(ImmTrac2) - Minor Consent Form (Bilingual)	02/2024

Figure 2 - List of Forms

Facts about consents:

- You don’t need to be in a disaster to sign a disaster consent.
- If clients were consented as a minor, when they reach the age of 18, they need to sign the consent forms as an adult. If they don’t sign the adult consent forms before the age of 26, their standard immunizations when they were a minor will be deleted from the ImmTrac registry.

3. Make Sure You Select the Correct Organization

Users who are associated to multiple organizations could potentially select the wrong organization. This could add immunizations to an organization that did not administer the vaccine.

3A. How Do I Know If I Am Associated to Multiple Organizations?

After successfully logging into ImmTrac2, is the Manage Access screen. A user may be associated to multiple organizations. For example, see Figure 3 in which a user is associated to four different organizations.

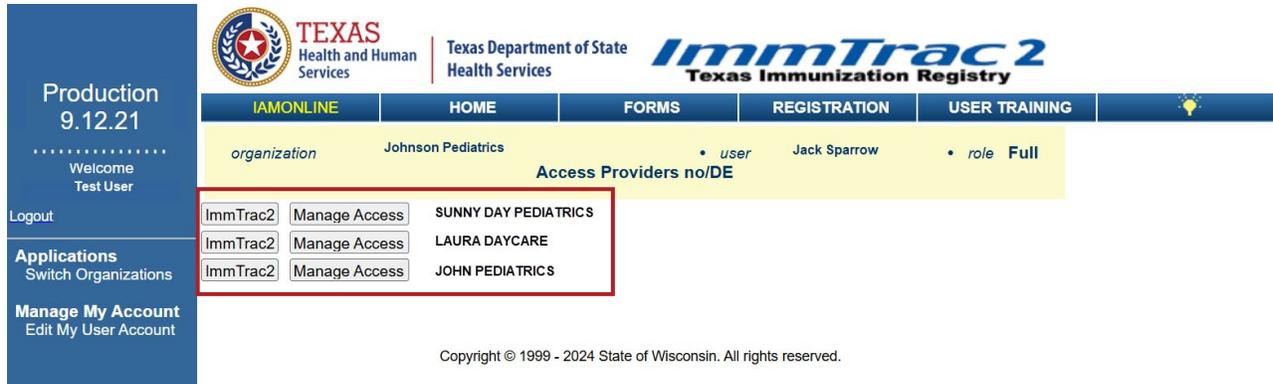


Figure 3 - User in Multiple Organizations

3B. How Do I Know If I Selected the Correct Organization?

The yellow banner at the top of the screen displays the organization name that you selected, the name of the user, and the user's role.



Figure 4 - Logged into Correct Organization

3C. How Can I Switch Between Organizations in ImmTrac2?

On the Manage Access screen, select “ImmTrac2” for the organization which you would like to add immunizations on behalf of.

The screenshot shows the ImmTrac2 interface. At the top left, it says "Production 9.12.21" and "Welcome Test User". The top right features the Texas Department of State Health Services logo and the "ImmTrac2 Texas Immunization Registry" title. A navigation bar includes "IAMONLINE", "HOME", "FORMS", "REGISTRATION", and "USER TRAINING". Below this, a yellow banner displays "organization Johnson Pediatrics", "user Jack Sparrow", and "role Full". A table lists organizations with "ImmTrac2" and "Manage Access" buttons for each. The sidebar on the left includes "Logout", "Applications Switch Organizations", and "Manage My Account Edit My User Account".

Organization	Access
SUNNY DAY PEDIATRICS	ImmTrac2 Manage Access
LAURA DAYCARE	ImmTrac2 Manage Access
JOHN PEDIATRICS	ImmTrac2 Manage Access

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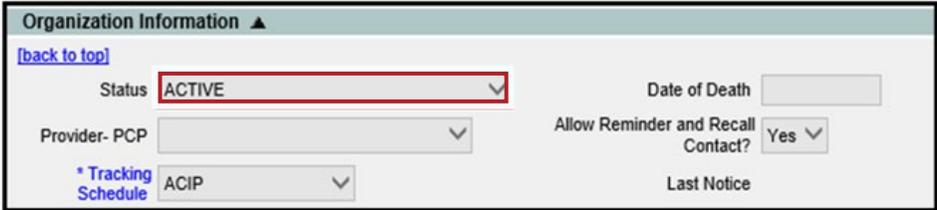
Figure 5 – Switch Between Organizations

4. Inactivate Clients You No Longer See

Some reports generated from ImmTrac2 only include clients who are listed as 'Active' with the organization (for example, the Reminder/Recall report). Important: to ensure the accuracy of these reports, update the status of clients who are no longer associated to your practice.

4A. How Do Clients Become 'Active' with an Organization?

- Each new client added to ImmTrac2 is automatically 'Active' with that organization. This applies for clients added online as well as clients added through data exchange.
- When a historical or current immunization is added to a client's record. This includes updates that occur online as well as through data exchange.
- A client can also be manually flagged as 'Active' online on the 'Edit Client' screen under the Organization Information tab.



The screenshot shows the 'Organization Information' tab in a software interface. The 'Status' dropdown menu is highlighted with a red box and is set to 'ACTIVE'. Other fields include 'Date of Death', 'Provider- PCP', 'Allow Reminder and Recall Contact?' (set to 'Yes'), '* Tracking Schedule' (set to 'ACIP'), and 'Last Notice'.

Figure 6 – Active Status

4B. How Do Clients Become 'Inactive' with an Organization?

1. **Manually:** You can manually flag a client as 'Inactive' online by going into the client record, clicking the Organization Information tab, and changing the status.



Figure 7 – Inactive Status

2. **Manage Client Status Criteria:** Another way to make clients you no longer see inactive is to go to the ImmTrac2 application and click on the "manage client status criteria" link. See the "ImmTrac2 Manage Client Status Criteria" guide at dshs.texas.gov/sites/default/files/LIDS-Immunizations/pdf/pdf_stock/11-15951.pdf. You can change the status of many clients quickly using this tool.



Figure 8 – Manage Client Status Criteria Link

3. **Data Exchange:** Clients can also be flagged as 'Inactive' through data exchange. For additional information please feel free to contact your Electronic Health Records (EHR) vendor or the ImmTrac2 Interoperability Team toll free at 800-348-9158 or email ImmTracMU@dshs.texas.gov.

4C. Other Considerations

- Only users associated to your organization can update the status of a client in ImmTrac2.
- Clients can be flagged as 'Active' for multiple ImmTrac2 organizations, which means they may show up as 'Active' for multiple organizations.

5. Incorrect Organizational Parent/Child Relationship

All client information and immunization data are submitted by the 'parent-site' on behalf of themselves and all sub-sites (child-sites) within a provider organization group.

Note: This pertains only to organizations that exchange data electronically with ImmTrac2.



Figure 9 – Parent Child Hierarchy



Figure 10 – Example of Hospital Parent/Child Relationship

If an organization is a stand-alone site, their data will transmit directly to the registry.

- a. If a sub-site (child-site) within a provider group is not correctly associated to the parent organization in ImmTrac2, their data will not be sent to ImmTrac2.
- b. It is also important for the parent-site to include which sub-site administered the vaccine within the data exchange file otherwise the parent-site will be documented as administering the vaccine.

Note: It is not uncommon for EHR systems to only list the parent-site as the submitter and as the administering provider. If reports generated in ImmTrac2 are not reflecting the correct administering provider, please contact your EHR vendor for support.

5A. How can I see the Parent/Child relationship in ImmTrac2?

1. Select 'registration/renewal' at the top of the screen.



Figure 11 – Registration/Renewal Tab

2. Select 'Manage Renewals' hyperlink.

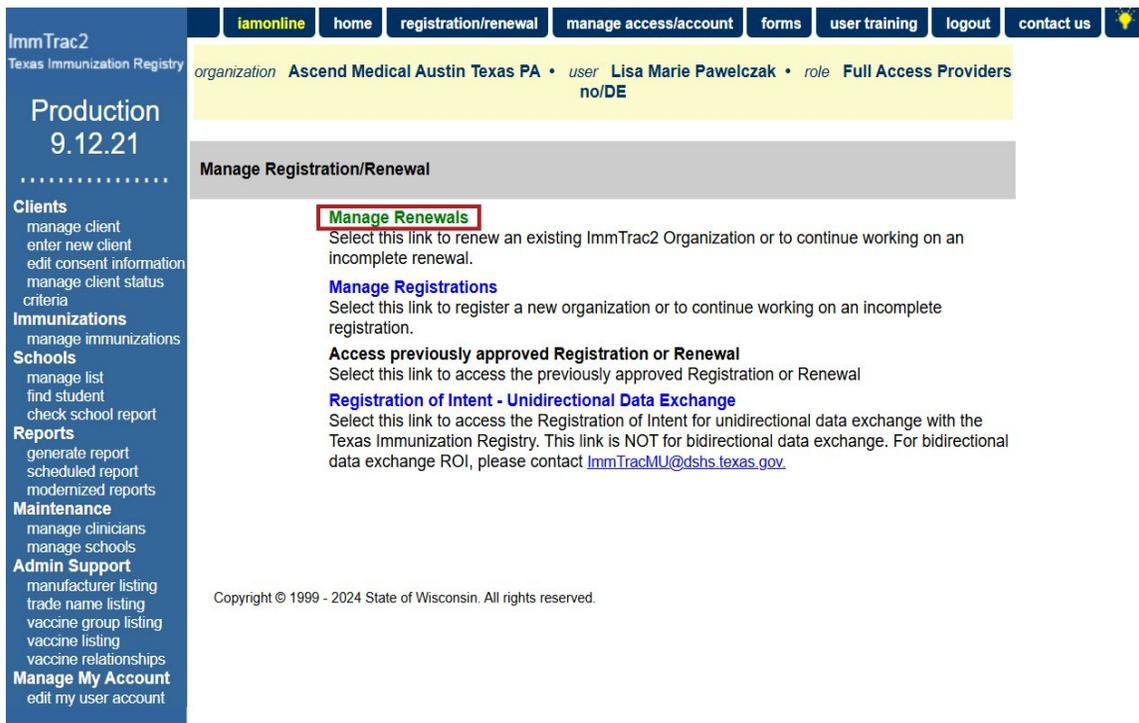


Figure 12 – Manage Renewals Hyperlink

5B. What Does a Child-Site View Look Like?

The example below is what it looks like from a sub-site, Org Code MEMO1233. The parent-site will appear on top and the child-sites below the parent. Child-sites will only be able to view their organization and their parent-site.

Renewals:
 When submitting a renewal for an existing organization, please review the information in each section of the application and make any necessary changes or updates. To save your progress and return at a later time to complete the renewal process, select "Save Progress and Exit". To continue working on an incomplete renewal, click the "Incomplete Renewal" link below.

Applications that are left inactive for more than 14 calendar days will be deleted and a new application must be started and saved.

Organization Name	Org Code	Site Agreement Expiration Date	Application Status	Last Edited By	Application Expires
Johnson Pediatrics Health Center	MEMO1234	11/12/2023			
Johnson Pediatrics Clinic	MEMO1233	12/08/2023	Click to Renew		

Figure 13 – Child-Site View

5C. What Does a Parent-Site View Look Like?

The example below is from a parent-site, Org Code **ABCD001**. The parent-site will appear on top and the child-sites below the parent. Parent-sites will be able to view their organization as well as all child-sites below them.

Renewals:
 When submitting a renewal for an existing organization, please review the information in each section of the application and make any necessary changes or updates. To save your progress and return at a later time to complete the renewal process, select "Save Progress and Exit". To continue working on an incomplete renewal, click the "Incomplete Renewal" link below.

Applications that are left inactive for more than 14 calendar days will be deleted and a new application must be started and saved.

Organization Name	Org Code	Site Agreement Expiration Date	Application Status	Last Edited By	Application Expires
Your Main Clinic	ABCD0001	10/17/2024	Click to Renew	Jane Doe	
Child Site A	ABCD0002	03/25/2023	Click to Renew	Bill Bored	
Child Site B	ABCD0003	03/25/2023	Click to Renew	John Smith	
Child Site C	ABCD0004	03/26/2023	Click to Renew	Jiminy Crickett	

Figure 14 – Parent Site View

6. Check Your Data Exchange Activity for Rejections

For guidance on how to check that your new clients and immunizations are not being rejected in data exchange,

- For FTP (batch) files, go to the Texas Immunization Provider Summary (TIPS) guide at dshs.texas.gov/immunizations/providers/materials and see how to check the acceptance rate of immunizations and clients.
- For bidirectional (BiDX) messages, check your message responses. The TIPS guide does not reflect errors in bidirectional messages.

For information on how to get started in data exchange with the Registry, see the written guides at Data Exchange Resources at dshs.texas.gov/immunizations/providers/materials and/or email us at ImmTracMU@dshs.texas.gov.

7. Contact Information

For more information and support with data exchange, contact the Texas Immunization Registry Interoperability Team. Email: ImmTracMU@dshs.texas.gov or call 800-348-9158, press option 3.

For general questions about ImmTrac2, email ImmTrac2@dshs.texas.gov or call 800-348-9158, option 2.



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