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

The Texas Immunization Registry

Guide to the Moderized 18-Year-Old Target Client List Report

Texas Department of State Health Services
Immunizations Section

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Contents

Purpose of the Report **1**

Accessing the Report **2**

Report Dashboard **3**

1.Header 3

2.Icons and Description 4

Filter Icon 4

Description 6

Question Mark Icon 6

3.Key Metrics 7

4.Data Table 7

Download Report **9**

Purpose of the Report

This report lists all clients who turned 18 in the last two months prior to the report date or are going to turn 18 within the next two months after the report date.

The Texas Immunization Registry is an “opt-in” registry. Upon reaching 18 years of age, adults with immunization records stored in the Texas Immunization Registry as minors must sign an adult consent if they wish to continue having their immunization records stored in the Registry. If adults who consented as minors do not sign an adult consent before the age of 26, their childhood immunizations stored in the Registry will be deleted. This report runs on the first of every even month and its purpose is to identify clients requiring outreach for immunization consent as an adult as they transition from children to adults.

Accessing the Report

1. To view the 18-Year-Old Target Client Report, users should:
   Navigate to IAMOnline.hhs.state.us and log in to the ImmTrac2 application.

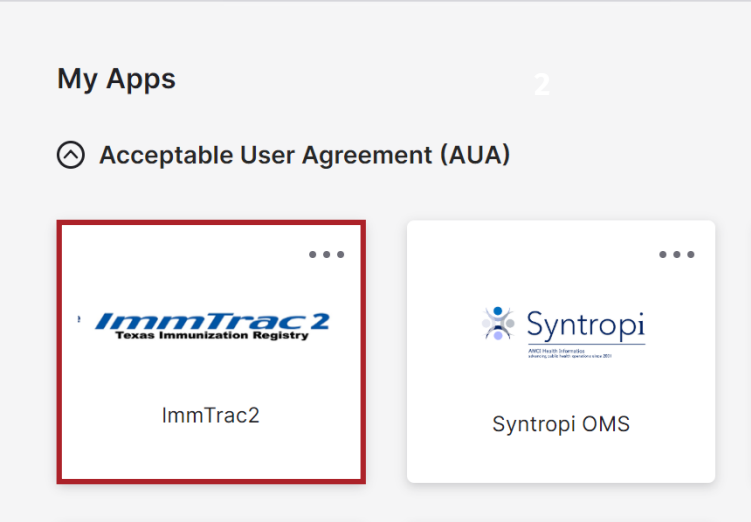

Figure 1: ImmTrac2 Application

2. Once logged into ImmTrac2, locate the Modernized Report option in the menu panel under Reports.

Figure 2: Modernized Report link

3. Select the 18-Year Target Client List report hyperlink from the list of available reports.

Figure 3: 18-Year-Old Target Client List Link

Report Dashboard

The reporting dashboard consists of filters and is divided into Sections which are:

1. Header,
2. Icons and Description,
3. Key Metrics, and
4. Data Table.

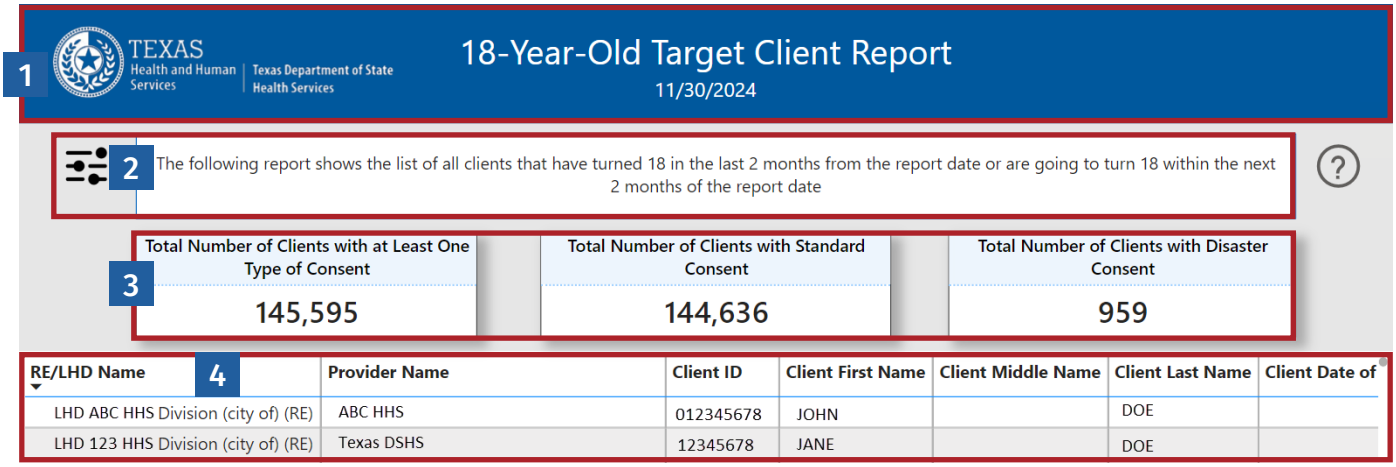

Figure 4: Report Dashboard

1. Header

The header section consists of the report title, the report's context indicating the scope (18-year-olds), and the date of the report.

Figure 5: Header

2. Icons and Description

This section of the report consists of the Filter icon on the left, the Description of the report, and the Question Mark icon on the far right.

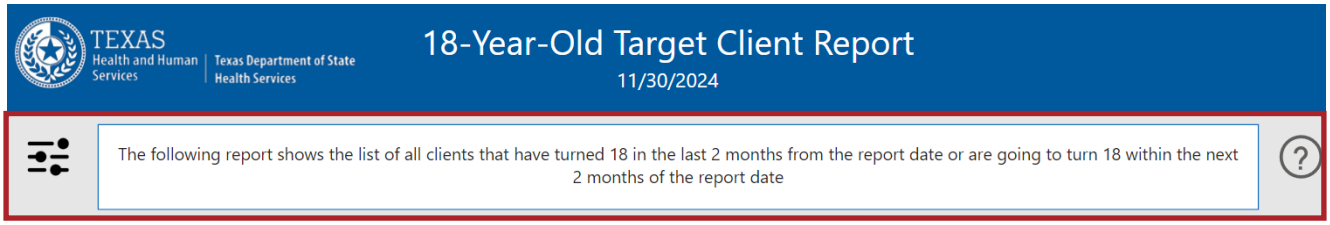

Figure 6: Icons and Description

Filter Icon

Selecting the Show Filter Pane icon on the far left of the dashboard opens the filter pane, allowing users to choose specific information to highlight on the report. The highlighted or selected information is displayed below in the Data Table section.

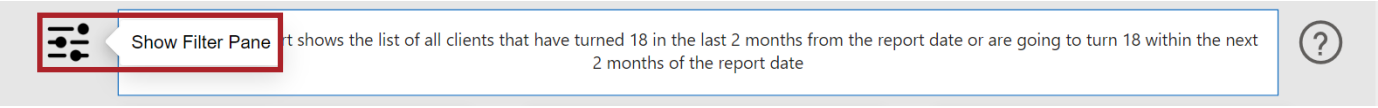

Figure 7: Open Filter Pane

Select the Close Filter Pane on the far left to close the displayed filters.

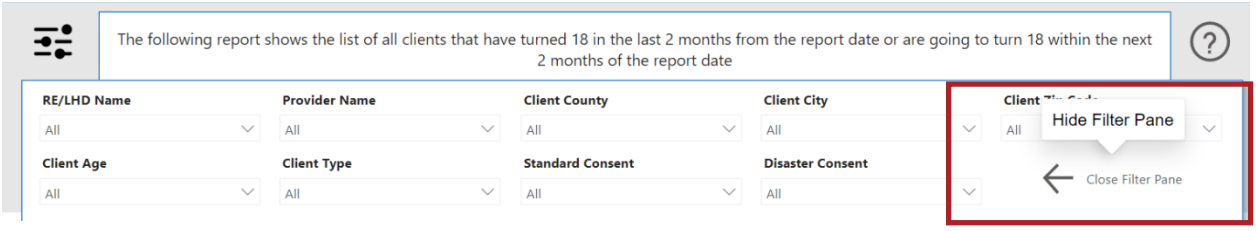

Figure 8: Close Filter Pane

Once the filter section is opened, the highlighted icons below describe how filter selections are applied to the data, making it easier to analyze and explore the data and delete the selected filter. The highlighted list (top) and eraser (bottom) icons, can be revealed by hovering the mouse between the filter roles at the top.

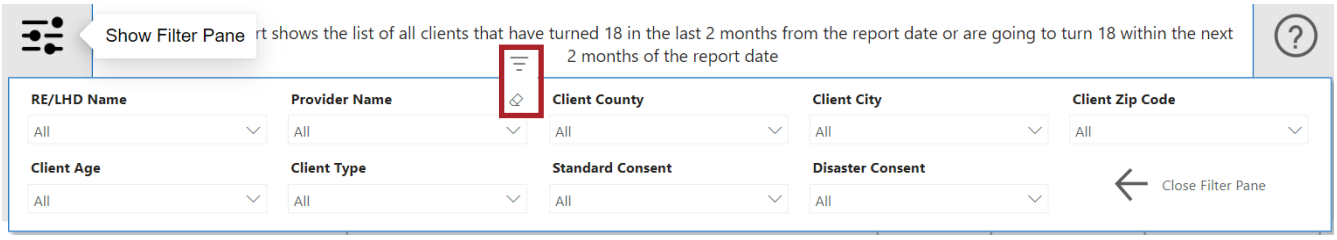

Figure 9: Icons on the Filter pane

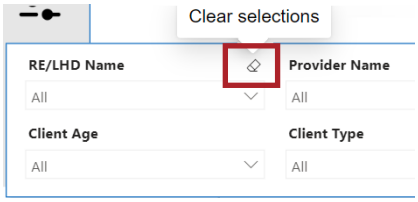

Figure 10: Eraser Icon

The List Icon shows the filters selected. If no filters are chosen, it will indicate no filters are applied.

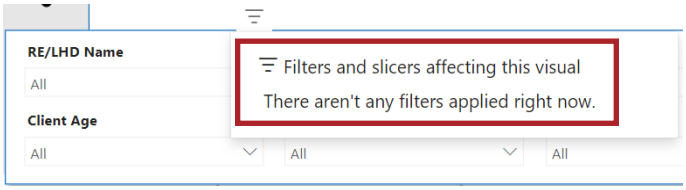

Figure 11: Listed Filter Icon

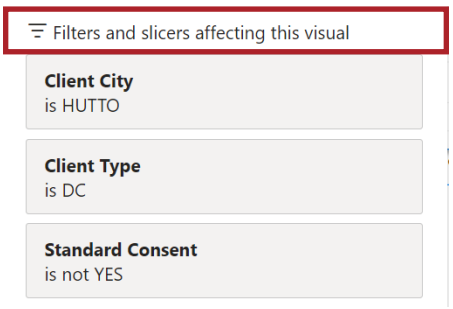

Figure 12: Selected filters listed

Description

The description states that “the following report shows the list of all clients that provides a list of all clients that have turned 18 in the last two months from the report date or are going to turn 18 within the next two months of the report date.”

Figure 13: Description

Question Mark Icon

The Question Mark icon provides additional information about Consent and Client types.
If the client has not signed an adult consent by their 18th birthday, ImmTrac2 changes their status from ImmTrac Child (IC) to Pending Adult (PA). If the client signed an adult consent upon reaching 18 years of age, their status becomes ImmTrac Adult (IA). Pending Adult records are not accessible for display in search results or in reports. The records are stored in the database, pending consent, until the individual’s 26th birthday, after which time the records are permanently deleted by state law.
To close this information select the “Close Box” with the arrow.

Figure 14: Question Mark icon

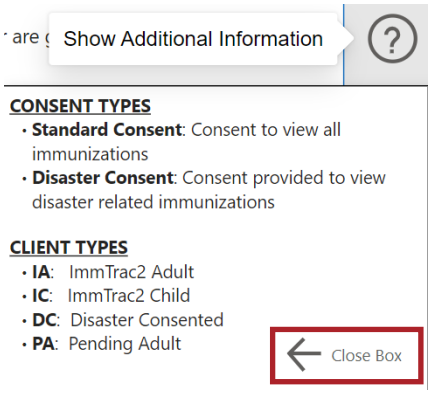

Figure 15: Additional Information

3. Key Metrics

This section highlights the summary statistics and consent types, which can be analyzed for trends, completeness, and specific consent preferences. Three key metrics provided are:

- Total number of clients with at least one type of Consent,
- Total number of Clients with Standard Consent, and
- Total Number of Clients with Disaster Consent.

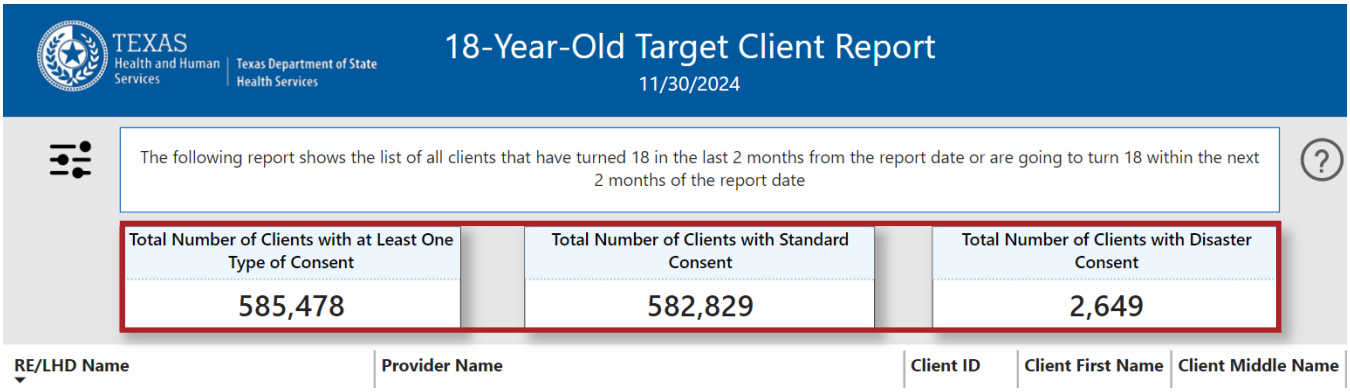

Figure 16: Key Metrics

4. Data Table

This section lists the responsible entities (local health departments) , Provider Names, Client ID, Consents, and Client demographics, in a spreadsheet format. The data can be filtered based on preferences for downloading. Use the horizontal scroll bar (at the bottom of the page) to view additional information on the data table.

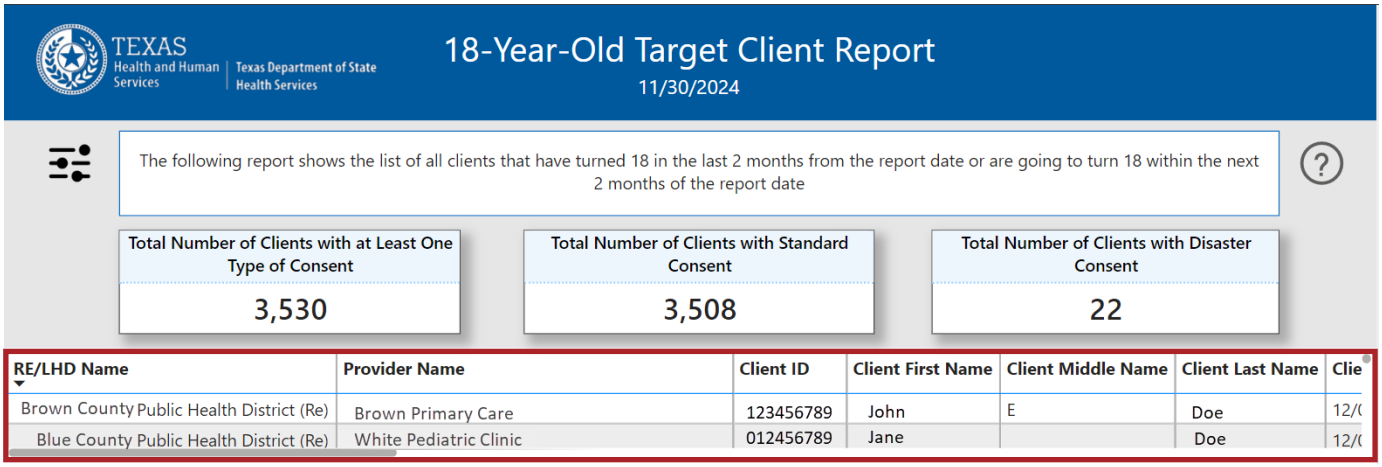

Figure 17: Data Table

The screenshot below continues the data table with client demographics, client types and consents. To access this side of the table use the horizontal scroll bar at the bottom of the report.

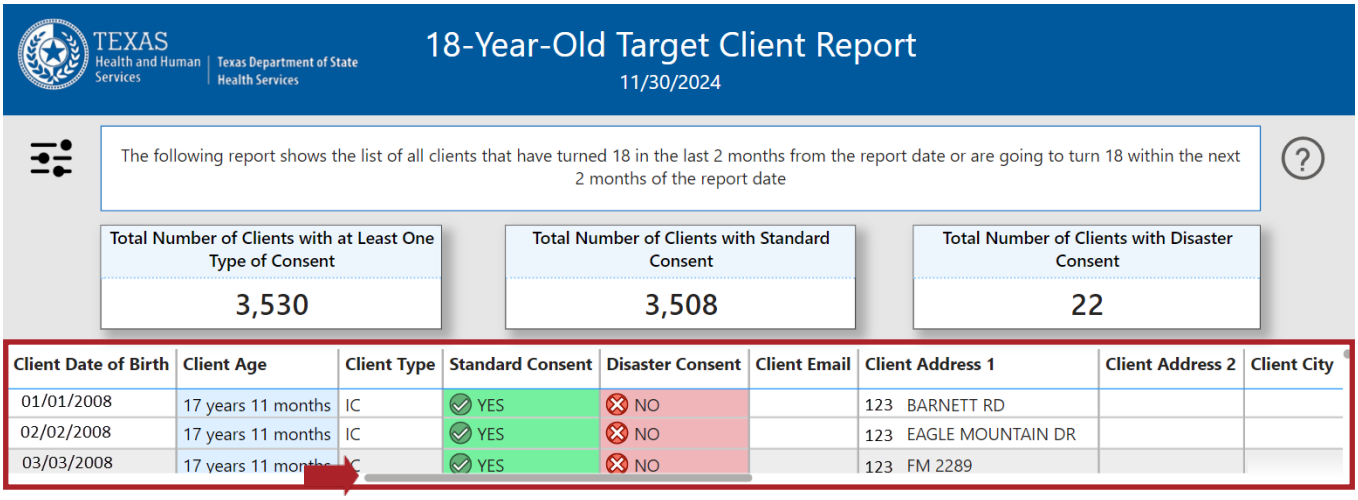

Figure 18: Data Table Demographic and Consent

Download Report

The 18-Year-Old Target Client Report generates an Excel spreadsheet. To download the report select the “More options” icon.

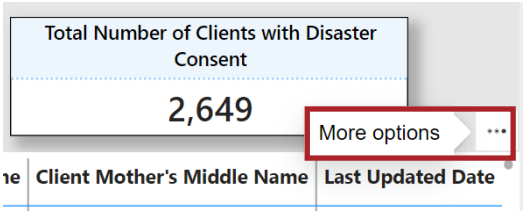

Figure 19: More Option

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

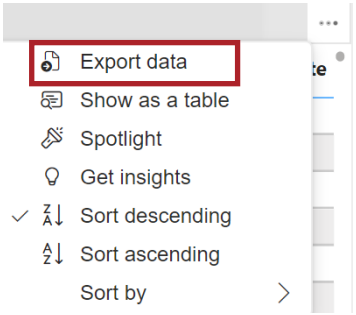

Figure 20: Export Data

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.

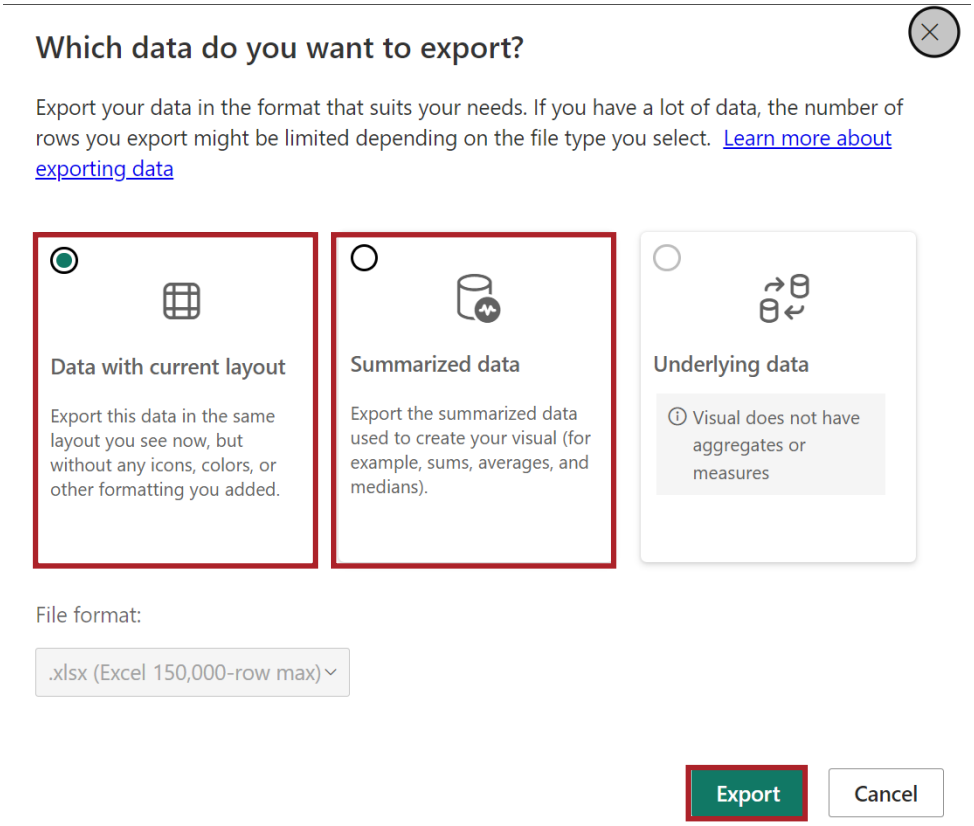

Figure 21: Export Data Format

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