

THE FUNDAMENTALS OF RPMS IMM DATA MANAGEMENT

It is important to note that there are different levels of access to RPMS IMM. Most staff need the EDIT key to add immunizations, update immunization records, inactivate and compile reports. RPMS IMM MANAGER key provides access to the Manager Menu (MGR) needed to maintain the IMM site parameters. The LOT key is appropriate from pharmacy staff responsible for lot number entry and vaccine inventory accountability.

The quality of the regional immunization program quarterly reports is dependent upon good IMM data management. These are the fundamentals:

Good Quality Data Entry:

- add immunizations as precisely as possible
- edit for refusals and contraindications
- give vaccines according to the RPMS forecast
- force valid only vaccines given 1-2 days too early, otherwise repeat doses via the appropriate interval

Updated Records:

- seek out and enter historical data on children with incomplete records

Routine Recall:

- send due letters out monthly or call families with children due for vaccines
- create due lists via 'LLS' or via the 'not current' option in the 'QTR' report to identify children in your system who are behind in immunizations
- investigate "return-to-sender" due letters; inactivate or update address

Appropriate Inactivation:

- inactivate children in the system whom are known to have moved or are getting all treatment at another local clinic or are ineligible or have deceased

Routine Review of Database:

- review database monthly to:
 - identify children who need to be inactivated
 - find incomplete records to update
 - identify children due who need a due letter or phone call

For local immunization coordinators:

- set up and maintain the Site Parameters
- update VIS dates (IE: done annually for the Influenza vaccines)
- add and edit lot numbers when receiving vaccine supply
(may be done by the pharmacy or some other arrangement)
- customize a Standard Due Letter