Immunisation:
Recording, Reporting & Rates
ACIR32A database – a users guide
September 2009

Immunisation: Recording, Reporting & Rates – ACIR32A database – a users guide has been developed to support the role of divisions in immunisation data management. It should be read in conjunction with the resource Immunisation: Recording, Reporting & Rates – a step-by-step guide for division staff and Immunisation: Recording, Reporting & Rates – a step-by-step guide for practice staff which have been developed following recommendations from the Queensland immunisation data management scoping study – a joint initiative between General Practice Queensland (GPQ) and Queensland Health.

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Good faith statement: The information contained in this document has been provided in good faith to support service providers with immunisation data management. All users of this document should refer to the latest legislation, standards and best practice guidelines regarding immunisation.

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Introduction

This guide introduces division staff to a Microsoft Access database called the ACIR32A database. Divisions of general practice may choose to use this database as a strategy for increasing the awareness of their member practices about immunisation coverage rates.

Step-by-step instructions on how to order & download your ACIR32A report, then import it into the ACIR32A database follow. This guide and the ACIR32A database can be downloaded from the General Practice Queensland website at www.gpqld.com.au (refer to page 5).

Upon importing the quarterly ACIR32A reports into the database a single page letter is produced detailing a 12 month coverage rate statement for most practices registered with the General Practice Immunisation Incentives (GPII) scheme. Refer to Sample 1 below. Each letter summarises the practice’s performance over the previous four quarters, including their coverage rates, outcomes payments, Whole Patient Equivalent (WPE) and indicates whether they are receiving their GPII20A Practice Report.

Other resources that complement this guide and the database are:

1. Immunisation: Recording, Reporting & Rates – a step-by-step guide for division staff
2. Immunisation: Recording, Reporting & Rates – a step-by-step guide for practice staff

These resources can be downloaded from General Practice Queensland’s website at www.gpqld.com.au.

Sample 1: Practice letter generated by ACIR32A database
Immunisation coverage rates are calculated quarterly for practices that are registered for the GPII scheme. Approximately four weeks after the calculation occurs, divisions can download a report called the ACIR32A report from the ACIR Secure Site. This report is an Excel spreadsheet which summarises each practices performance for the quarter. Refer to Sample 2 below. It lists each practices coverage rate, their Whole Patient Equivalent (WPE), and whether they received their GPII20A Practice Report for the current and previous quarter.

Only practices that are registered with the GPII scheme under your division will be included on your ACIR32A report and provided they have at least 10 Whole Patient Equivalents (WPE). While it occurs rarely, if one of your member practices registered with the GPII in another division, then they will appear on that divisions ACIR32A Report. A practice will appear on only one divisions ACIR32A report.

Sample 2: ACIR32A Report
How to use the database

New User:

Step 1 • If your division has never used the ACIR Secure Site, you will need to apply for access. Contact the Qld ACIR Field Officer on (07) 3004 5251 for assistance.
• If you have access, log on to the ACIR Secure Site. Refer to Appendix 2 on page 8.
• Update your provider details and request automatic email notification from the ACIR when a new report is generated. Refer to Appendix 3 on page 10.
• Ensure the provider details are updated when a new employee assumes this role.

Step 2 • On the ACIR Secure Site, request that your ACIR32A Reports are automatically generated each quarter. Refer to Appendix 4 on page 11.

Step 3 • A copy of the ACIR32A database, can be downloaded from General Practice Queenslands website www.gpqld.com.au. Follow the links to “Immunisation – Resources”.
• Right click on the link “ACIR32A Database” and choose “save target as” to save the file to a folder. As this is a large file it is a zipped file.
• You will need to unzip (extract) all files before using the database. Ensure the file is saved as a “MS Access Application” (it will have .mdb indicating its file type).

Step 4 • Edit the contact details in the body of both letters. Refer to Appendix 7 on page 18.
• The letter layout may also require editing to suit your division’s letterhead. Refer to Appendix 8 on page 20.

Step 5 • Initially, the ACIR32A database will have no reports loaded. If you are already in the practice of downloading and saving your ACIR32A report each quarter, then import the last four reports into the database. Refer to Appendix 9 on page 23.
• Important: Ensure your ACIR32A reports have been saved in a format that can be imported into the database. Refer to Appendix 6 on page 14.
• If you have not been downloading your ACIR32A reports, log on to the ACIR Secure Site. Refer to Appendix 5 on page 13 and request the reports from the last 4 quarters.
• It takes at least 24 hours for reports to be generated. Upon receiving email notification that they have been generated, log onto the ACIR Secure Site to download and unzip each report. Refer to Appendix 6 on page 14.
• Import them into the ACIR32A database. Refer to Appendix 9 on page 23.

Every Quarter

Step 1 • Upon receiving email notification that the latest ACIR32A report has been generated, log onto the ACIR Secure Site. Refer to Appendix 2 on page 8. Download and unzip the report. Refer to Appendix 6 on page 14.

Step 2 • Open your ACIR32A database and delete the oldest report. Refer to Appendix 10 on page 26. Import the new report. Refer to Appendix 9 on page 23.

Step 3 • Update the name of the quarter in the letter. Refer to Appendix 7 on page 18.

Step 4 • Print off the letters. Refer to Appendix 11 page 27. Prior to posting, remove any duplicate letters. Duplicates will be generated if a practice’s details, including minor detail such as the spelling of the address, are different.
Appendix 1: Request access to the ACIR Secure Site

Go to:
www.medicareaustralia.gov.au

• Select
  For health professionals

• Select
  HPOS Logon
- Complete required details
- Select YES for Email notification
- Select Request Access

- Select Register for ACIR
Appendix 2: Log on to the ACIR Secure Site

Go to:
www.medicareaustralia.gov.au

• Select
For health professionals

• Select
HPOS Logon

• Select
Logon to ACIR only
• Select Browse
• Insert your authentication file
• Select Send Authentication File

• Insert user name and password.
• Caution: if the incorrect password is entered 3 times, access to the Secure Site will be revoked.
• Select OK

• This will open to the Main Menu.
Appendix 3: Request Email Notification

- Log on to the ACIR Secure Site. Refer to Appendix 2 on page 8.
- Select Provider Menu
- Select Update Provider Details
- Input your email address
- Select Yes for Email Notification
- Select Update Details
Divisions can request that their ACIR32A Report is automatically generated each quarter. If this request is not in place, you will need to logon to request the report every quarter.

Appendix 4: Request automatic quarterly ACIR32A Reports

- Log on to the ACIR Secure Site. Refer to Appendix 2 on pages 8.
- Select Reports Menu
- Select Request a Report
- Select ACIR032A
- Select Request Report
• Name the report. For example, ‘32A Report’. This will be the name that appears on the report every quarter.
• Select GPII Quarterly for Frequency of Report.
• Select Comma Separated for Output of Report.
• Select OK

• Input your Divisions 3 digit Number.
• Select Send Report Request.

• A message will confirm that your request has been successful.
Appendix 5: Request a report

- Log on to the ACIR Secure Site. Refer to Appendix 2 on page 8.
- Select Reports Menu
- Select Request a Report
- Select ACIR032A
- Select Request Report
When the new report has been generated, log on to the ACIR Secure Site and download and save the report. The report at this stage is a folder consisting of two compressed (zipped) files. It will need to be unzipped, in order to import the data into the ACIR32A database. Follow the steps below.

- Log on to the ACIR Secure Site. Refer to Appendix 2 on page 8.
- Select Reports Menu
- Select View a Report
- Select ACIR032A (or other report as required)
- Select View/Download Report
- Select Save

- Save Report

- Select Open
The folder at this stage is zipped. It defaults to the name: acircirsrep.zip

The compressed folder contains 2 files with the names:
- **BP** = Banner Page (a text – txt – file)
- **CR** = Coverage Rates (a comma separated version – csv – file)

It is important both of these files are saved otherwise the data will not import into the database.

The numbers in the file name refer to the date the report was generated and is in a backwards date format (ymmd).

Select **Extract all files**

Use an unzipping program such as the one in this example.

Select **Next**

If you require a program, return to the ‘View Reports’ screen (see page 14) and download the program suggested.
• Follow the instructions and save to your chosen folder location

• The folder is now unzipped and the file is ready to be imported into the ACIR32A database
Appendix 7: Edit Letter Content

- Open the ACIR32A program.

- Select **Edit Letter Content**

- There are 2 letter formats used by the database:
  1. Practices who receive their GPII20A Practice Report – shown in the screen opposite as GPII20A Report “YES”
  2. Practices NOT receiving their GPII20A Report – shown in the screen opposite as GPII20A Report “NO”

- The program automatically generates the appropriate letter for each practice. The letters must be edited separately.

- Select the ‘YES’ letter.
• The paragraphs are edited one at a time.

• Select Edit next to the paragraph you wish to edit. A popup box will appear.

• Edit the information in the paragraph. When you close the pop up box, the changes are automatically saved.

• Repeat this for each paragraph.

• Return to the Edit Letter Content menu and repeat the same steps for the ‘No’ letter.
Appendix 8: Edit Letter Layout

• In the Main Menu, select Preview Letters

• Select View
• Select Design View
• Select & move the items to the desired layout. In this example, the address details have been selected and dragged to the right.

• Select View
• Select Print Preview
• This screen depicts the new layout. Close the box.

• Select **Yes** to save the changes.
Appendix 9: Import a ACIR32A Report

The first time you use ACIR32A database there will be no ACIR32A reports imported. It is designed to have four reports from four quarters imported. Reports must be imported one at a time.

- Select Import ACIR32A Report

- The upper box lists the reports that are currently loaded in the program. In this example, there are none loaded.

- The window next to ‘Select Year’ defaults to the present year (yyyy) as usually you will be importing a report from the current year. Occasionally you may import a report from the previous year so ensure this is changed.
- From the drop down box, select the month that represents the quarter of the ACIR32A Report you are importing.

- Select Get Path
- Click through to where the ‘CRyymmdd’ unzipped file has been saved.
- As you do this, the file path will automatically insert in the ‘Path’ & ‘Date’ windows.
- If the ‘Date’ window does not automatically fill in the right format, e.g. yymmdd then the import may not occur. (An error message will appear once you select Import.)
- Ensure you have the right path and/or that the ACIR32A report is saved in the correct format. See Troubleshooting on page 28.
• Select **Import**

• A pop up box will state the number of records (practices) in this report.

• Select **OK**.

• The report is now imported. It will be listed in the upper window under ‘Reports Loaded’.

• Close this box.

• Repeat the steps above to import the next 3 reports.

• Each successfully imported report will be listed in the top window. In this example, 4 reports have been loaded.
Appendix 10: Delete a ACIR32A Report

The database is designed to hold no more than 4 reports. The oldest report will need to be deleted prior to importing the new one.

- Highlight the report you wish to delete in the ‘Reports Loaded’ window. In this example the November report is highlighted.
- Select **Delete**

- Select **OK** in the pop up box.
- The deleted report will no longer appear in the ‘Reports Loaded’ window.
Appendix 11: View & Print Letters

- Select **Preview Letters**

- A pop up box will display the letters in alphabetical order, according to the practice name. To view each letter, use the arrow at the bottom.

- To print, select **File** and then **Print**.
More letters have been generated than there are practices. For example, there are 62 practices registered but 63 letters have been generated.

EXPLANATION: If there are any changes to the practices details in any of the 4 imported reports such as a change of name, or address, or even if the abbreviation ‘St’ changes to ‘Street’, a separate letter for each variation will be generated. After printing them all off, manually remove the duplicates prior to posting.

The reports have been imported but the letters have errors in their layouts.

SOLUTION: Delete all of the reports and re-import each one again.

I am unable to import the ACIR32A reports into the database.

SOLUTION: If the file is not downloaded in the correct format, it will not import into the database. When the report is ordered, the ‘comma separated version (.csv)’ must be selected. Additionally after downloading, both the .csv and the .txt files must be saved. If this has not been done, you will need to request the reports again. Once these are generated, save again and import them into the database.