Excerpt from the Sentinel Practices Data (SPDS) Project – Phase 1 Data Cleansing Manual

Child Immunisation due

1. Click on view filter
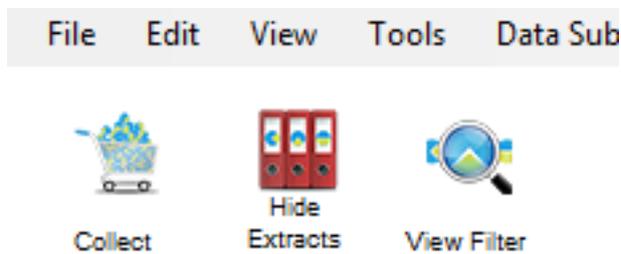
2. Under the General section of the filter area select age as either:
   a. Start Age as 12 and End Age as 15 months   OR
   b. Start Age as 24 and End Age as 27 months   OR
   c. Start Age as 60 and End Age as 63 months

3. Click the Recalculate button located on the upper right corner of PenCS CAT Screen.

4. The charts below will now only display information for children aged within the categories selected step 2.

5. Click on the tab that says Immunisation

6. Click on the sub-tab that says child
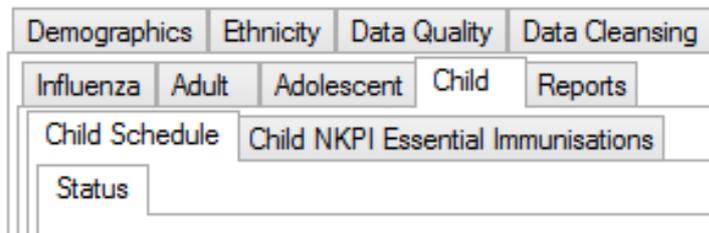
7. Select the sections of the pie chart that says Due and Overdue
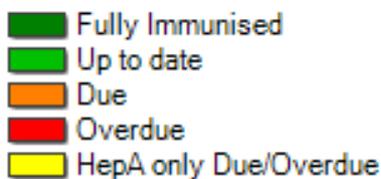
8. You can now either click on Report

Report

OR

Click on the Worksheet button located on the right and side corner of the pie chart
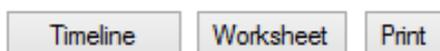
9. Click on the Show Percentage box

10. This will show up the list of children which can be printed out and then these patients can be recalled and immunised for their relevant due vaccines

11. Click on Clear Filters button located near the upper right corner of PenCS CAT screen

12. Select clear all filters selections and clear all reports selection on the pop-up and click OK

13. Now you are ready to run the next data cleansing activity
14. Repeat steps 2-12 for the other age groups as identified in Step 2 of this activity