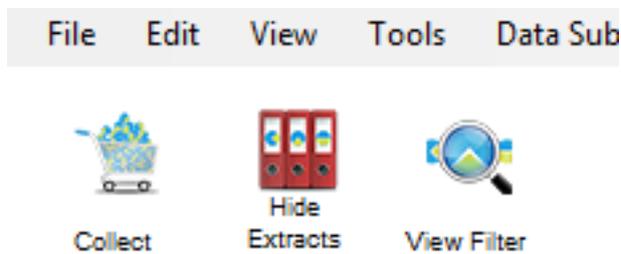


Child Immunisation due

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

Age

Start Age

End Age

Yrs Mths

No Age

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

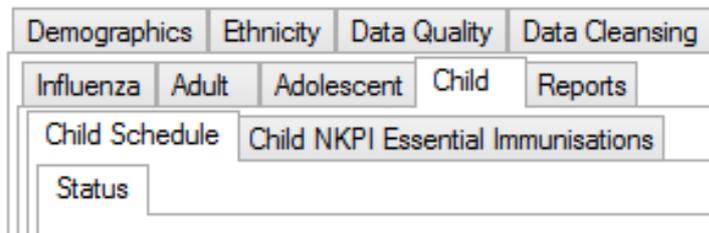


4. The charts below will now only display information for children aged within the categories selected step 2.

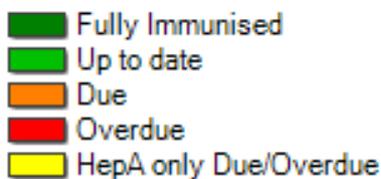
5. Click on the tab that says Immunisation



6. Click on the sub-tab that says child



7. Select the sections of the pie chart that says Due and Overdue



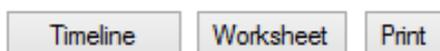
8. You can now either click on Report



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

The screenshot shows a software interface with several tabs: Demographics, Ethnicity, Data Quality, Data Cleansing, Influenza, Adult, Adolescent, Child (selected), and Reports. Below these are sub-tabs: Child Schedule (selected) and Child NKPI Essential Immunisations. A Status dropdown menu is visible, and at the bottom, there are two checkboxes: 'Select All' (unchecked) and 'Show Percentage' (checked).

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

The screenshot shows a spreadsheet titled 'Reidentify Report [patient count = 766] - CHILDHOOD IMMUNISATION WORKSHEET'. The selected filter is 'Imm Status (Overdue, * = next dose overdue)'. The table has the following columns: ID, Surname, First Name, Sex, D.O.B, Age Mths, Status, HepB, DTPa, Hib, and Polio.

ID	Surname	First Name	Sex	D.O.B	Age Mths	Status	HepB	DTPa	Hib	Polio
294	Surname	Firstname_4136	F	13/10/2008	84	Overdue	4	4	4	4
1125	Surname	Firstname_4179	M	13/10/2008	84	Overdue	0*	0*	0*	0*
1025	Surname	Firstname_4188	F	13/10/2008	84	Overdue	0*	0*	0*	0*
1054	Surname	Firstname_4194	F	13/10/2008	84	Overdue	0*	0*	0*	0*
819	Surname	Firstname_4199	M	13/10/2008	84	Overdue	0*	0*	0*	0*

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

The screenshot shows a dialog box with the title 'Please tick which selections you want to clear'. It contains two checkboxes, both of which are checked: 'Clear all Filter Selections' and 'Clear all Report Selections'. At the bottom of the dialog box are two buttons: 'OK' and 'Cancel'.

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