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CIR Citywide Immunization Registry

We help you call the shots!
nyc.gov/health/cir

Web File Repository Basics Guide

1. Contact the Citywide Immunization Registry (CIR) to obtain a User Name and Password for the Web File Repository (WFR) at: **(347) 396-2400**. *[Note: For eCW users, you will receive your ID and PW through eCW.]*
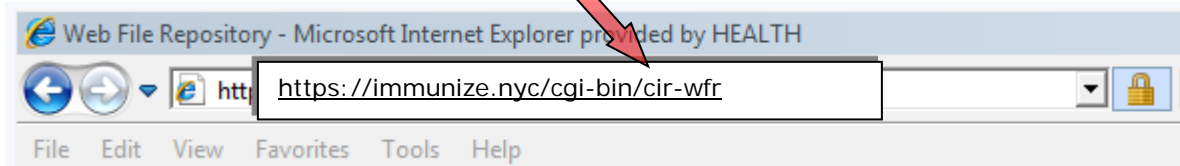
2. Prerequisites:

- Internet account set up through an Internet Service Provider, such as Earthlink, MSN, AT&T, Verizon, AOL, or an "always-on" internet service provided by your organization.

- Internet Browser, such as Chrome, Internet Explorer or Firefox.

3. Log In: a. Log onto the internet.

b. Make sure a browser is open or open one by clicking on your browser icon.

c. Type in the address below in the address window:

https://immunize.nyc/cgi-bin/cir-wfr

d. A log-in screen will open. Enter your CIR WFR Login Username and then your Password. Click the "Login" button .

4. Uploading Files:

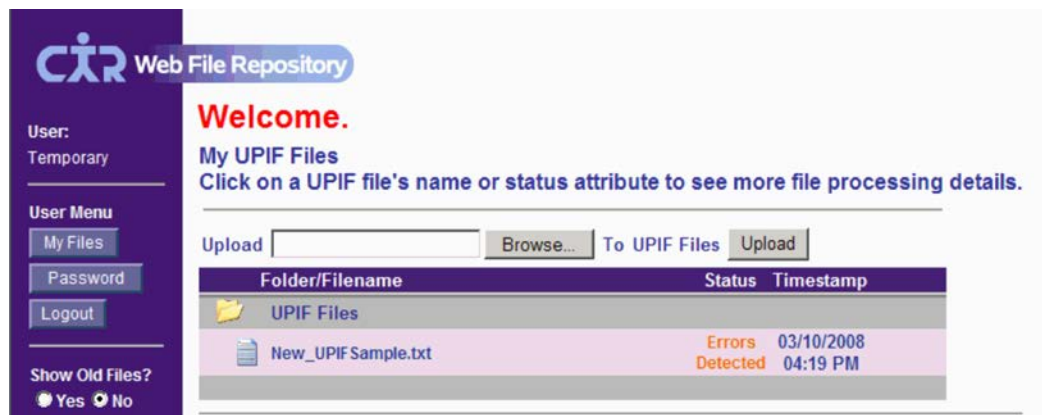After successful log on, you should see a Welcome screen with your User Name, similar to this:

The user may change the password here, by clicking on the Password Button in the left-hand column, and following the directions.

To upload your files to the UPIF Files folder of the CIR:

*[Note: For eCW users, skip and go to **5- Obtain Feedback**.]*

a. First click on the Browse button [Browse...] (near the top of the screen) and browse your directories to select your file(s). Once you have located your file(s), click on the Upload Button

   [Upload] to upload your file(s) into the UPIF Files folder of the CIR. The UPIF folder is the default. You may upload as many files as you need. If you have large files or many files, you may submit a zipped file. Our system will accept compressed files, such as zip and tar. Each file should be no larger than 1MB.

b. If your Upload is successful, you will see your file(s) listed, along with the Status and Timestamp. See example, below. The file will be automatically processed after about 5 minutes usually, and the Status will change. (If there are a number of large files in queue from your practice or other practices, processing may take longer.)

5. Obtain Feedback:

After you see the Status change from Pending to a different message, click on either the file name or file status to view the file processing results.

Interpreting file level status feedback messages:

a. **Pending**: (in blue text) The file is not yet processed.

b. **Processed**: (in green text) The file is processed and no errors were detected. Click on either the filename or the status and a new window will open up with summary statistics at the file level.

c. **Errors detected**: (in orange text) The file is processed, but there was at least one record in the file with an error. Click on either the filename or status and a new window will open up with summary statistics at the file level, as well as, detailed information on the errors that were found in the file.

d. **Rejected, Error, or Preproc Rejected:** (in red text) If you receive any one of these three messages, the file was rejected. Click on either the filename or the status and a new window will open up that will describe the reason why the file was rejected.

e. **Click for Details:** (in black text) Multiple files were processed in the batch and some errors were detected. Click on either the filename or the status and a new window will open with summary statistics at the file level as well as detailed information on the errors that were detected. The first line tells the number of files processed, followed by the file names and file status. Usually one or more files either had errors or were rejected.

If you need any further details about your files, please call the CIR at, **(347) 396-2400**, and ask to speak to Fritzner Paul.

Interpreting file summary statistics:

Example:

Explanation:

1 **UBL Log for file: New_UPIFSample.txt**

2 Number of results: 1

3 UPIF Preprocessed File: U9999Q99_080705016001 [detail]
4 Process Time: '03/10/2008 04:03:50'
5 Status: PROCESSED_WITH_REJECTED_RECORDS
5a   Message: Some UPIF records are rejected by UBL.

6 UPIF Details: U9999Q99_080705016001 [top]

7 Date Completed	03/10/2008	
8 # of Patients	**Total** 12	**New** 6
9 # of Immunizations	**Total** 14	**New** 12
10 # of Rejected Records	4	
11 Duplicate File?	N	
12 Min DOB	03/19/1992	
13 Max DOB	09/02/2006	
14 Min Imm Date	04/29/1993	
15 Max Imm Date	02/10/2008	
16 Median # of days from immunization to entry into the CIR	392	

17 DOB Year Distribution

Year	Count	%
2006:	1	8.33%
2005:	5	41.67%
2004:	1	8.33%
2003:	1	8.33%
2001:	1	8.33%
1999:	1	8.33%
1997:	1	8.33%
1992:	1	8.33%

18 Vaccine Distribution

Vaccine	Count	%
DTaP:	2	14.29%
DTaP (DAPTACEL):	1	7.14%
DTaP NOS:	1	7.14%
Hib NOS:	1	7.14%
Hib-PRP-T (ActHIB):	1	7.14%
Hib/HepB (COMVAX):	2	14.29%
IPV:	2	14.29%
MMR:	1	7.14%
Pneumococcal conjugate (Prevnar):	3	21.43%

19 Records with Errors/Warnings

Error/Warning Reason	Count	%
required field left empty:	1	11.11%
unknown hispanic indicator code:	2	22.22%
wrong field length for a fixed-length field:	6	66.67%

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Explanation:

1) Name of file you submitted.
2) Total # of batch files in the file.
3) File name given by CIR.
4) CIR process date and time of file.
5) Status of file.
   a) Message about errors.
6) File Summary Details
7) Date file was produced by the practice.
8) Total # of patients represented in the file and number of new patients reported to the CIR.
9) Total # of immunizations in the file and number of new that were reported to the CIR.
10) Number of lines in the file that were rejected, includes patient demographics and/or immunizations. (See "Details of records with errors or warnings" below.)
11) Duplicate file--was this file previously processed?
12) Minimum date of birth range in file.
13) Maximum date of birth range in file.
14) Minimum immunization date reported in file.
15) Maximum immunization date reported in file.
16) Median time from administration of immunization to date of entry to CIR.
17) Frequency distribution of DOB by year in the file.
18) Frequency distribution of immunizations reported in the file. Please inspect this section of the vaccines codes carefully to ensure that:
   a) *All vaccines your practice administered is truly represented in the file*
   b) *No deleted vaccines codes are used. (See list of CPT-CVX Codes.)*
19) Type, number and percent of errors/warnings. (See details below.)

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20 **Details of records with errors or warnings** - first 5 records for each field error or warning

21 `<!>` markers indicate error/warning location.
22 Note: errors are critical and result in rejecting the whole patient or immunization record while warnings result in rejecting the value in that field if it isn't required, but the patient or immunization record is still processed.
23 Record Error/Warning Field Summary for: unknown hispanic indicator code
   – see UPIF Reference Table for field specification details

23a

Record Type	Field Position	Total Records with Errors/Warnings
Patient information records:		
warnings:		
	31:	2
Patient information record subtotal:		2
Record total:		2

23b Example record data:
0000002|P|S|56076|AB12345C|12/12/2001|F|MINI|MOUSE|N|JONES|01/01/1960|||||125|N ONAME STREET|4A|NEW YORK|NY|11222||2121234567||MOUSE||MOUSE|||`<!>9<!>`|||||1||
      - warning in patient information record. Field position: 31. Field value: Hispanic. Field type: char(1). Field required?: No. Field description: Must be Y (yes), N (no), or U (unknown).

0000009|P|S|67187|DE67890F|09/21/1999|M|BART|SIMPSON|N||08/21/1958|||||77|BROADW AY|3|NEWYORK|NY|11587||2129876543|MADGE|SIMPSON|HOMER|SIMPSON|||`<!>9<!>`|||||1||

      - warning in patient information record. Field position: 31. Field value: Hispanic. Field type: char(1). Field required?: No. Field description: Must be Y (yes), N (no), or U (unknown).

24 Record Error/Warning Field Summary for: required field left empty
   – see UPIF Reference Table for field specification details

24a

Record Type	Field Position	Total Records with Errors/Warnings
Immunization event records:		
errors:		
	9:	1
Immunization event record subtotal:		1
Record total:		1

24b Example record data:
0000016|M|S|||05/31/1994|F|ROSA|`<!><!>`|||||||||41-03 VERNON BLVD #1F||LONG ISLAND CITY|NY|11101||3472323576|07/18/2006|115|V|JANE|ZUCKER|168661||C2492BA|AV B|9|||
      - error in immunization event record. Field position: 9. Field value: Last Name. Field type: varchar(25). Field required?: Yes. Field description: Patient's last name. Primary search key.

25 Record Error/Warning Field Summary for: wrong field length for a fixed-length field
   – see UPIF Reference Table for field specification details

25a

Record Type	Field Position	Total Records with Errors/Warnings
Patient information records:		
warnings:		
	36:	1
Patient information record subtotal:		1
Immunization event records:		
warnings:		
	33:	1
	31:	1
errors:		
	25:	1
	26:	1
	6:	1
Immunization event record subtotal:		5
Record total:		6

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20) Details of records with errors or warnings.
21) `<!>` markers indicate where the error/warning was triggered. (Refer to CIR UPIF Specifications).
22) Note: Records with errors do not get loaded to the CIR, while records with warnings get loaded, but may represent an issue that should be fixed in your system.
23) Type of error/warning, i.e, "unknown hispanic indicator code."
   a) Summary detail of error/warning, i.e., patient record or immunization record, field position, count of the error.
   b) Example of the warning. In the two examples a number was incorrectly entered in a "Yes/No" field. (Field 31-refer to CIR UPIF specifications).
24) Type of error, i.e, "required field left empty."
   a) Summary detail of error, i.e., patient record or immunization record, field position, count of the error.
   b) Example of the error. In this example the last name of the patient, which is a required field is missing (Field 9- refer to CIR UPIF specifications).
25) Type of error, i.e, "wrong field length."
   a) Summary detail of error, i.e., patient record or immunization record, field position, count of the error.

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25b Example record data:
     0000016|M|S|||05/31/1994|F|ROSA|<!><!>||||||||||41-03 VERNON BLVD #1F||LONG
    ISLAND
    CITY|NY|11101||3472323576|07/18/2006|115|V|JANE|ZUCKER|168661||C2492BA|AVB|9|||
          - error in immunization event record. Field position: 9. Field value: Last
    Name. Field type: varchar(25). Field required?: Yes. Field description:
    Patient's last name. Primary search key.
     8A||BROOKLYN|NY|11207||7189999999|12/26/2007||V|EDOUARD|KATHLEEN|172353|<!>BOOST
25c ER<!>|C2904AA||9|99||
          - warning in immunization event record. Field position: 31. Field value:
    Dose Number. Field type: number(2). Field required?: No. Field description: Dose
    number is used for reference purposes only.
     0000008|M|S|6321||06/04/2004|F|GARY|COLE||||||||||2836 VALENTINE AVE 1
    FL||BRONX|NY|10458||7189336578|02/04/2008|106|V|UNKNOWN|UNKNOWN|999999|0|C2765AA
25d |<!>SOL<!>|1|XX||
          - warning in immunization event record. Field position: 33. Field value:
    Manufacturer Code. Field type: varchar(6). Field required?: Yes. Field
    description: Refer to Manufacturer reference table.
    show/hide remaining errors...
```

b) Example of error. In this example the last name of the patient, which is a required field, is missing (Field 9- refer to CIR UPIF specifications).

c) This example shows a warning in the "dose number" field, where a text was entered into a number field. (Field 31- refer to CIR UPIF specifications.)

d) This example shows a warning in the "Manufacturer code" field, where an unrecognized manufacturer code was entered. (Field 33- refer to CIR UPIF specifications.)

Note: Difference between errors and warnings found in records:

Records with errors will not be uploaded into the CIR. Missing required fields; vaccinations date earlier than date of birth or later than today; invalid date format; and, unknown vaccine code are a few examples of errors that may be found in the record.

Records with warnings will be uploaded into the CIR, however, such errors may indicate a problem in your EHR or billing system and may be in your best interest to fix. Invalid Medicaid number format; unknown VFC code; and, unknown manufacturer code are a few examples of warnings.

6. To Log Out:

Click the Logout Button **Logout** in the left-hand column.

Additional Resources

1. Online Registry:

To make corrections in the CIR for each patient record, go to nyc.gov/health/cir.

Please call the CIR at, **(347) 396-2400**, if you or your practice does not already have access to the Online Registry.

2. UPIF Specifications:

http://www1.nyc.gov/assets/doh/downloads/pdf/cir/upif-guide.pdf

3. List of CPT-CVX codes:

https://www2a.cdc.gov/vaccines/iis/iisstandards/vaccines.asp?rpt=cpt