

The below email was sent on 9/20/2022 from Dph.immunizations@ct.gov to 390 CVP clinics across Connecticut. If your CVP clinic's initial report was not run, we still encourage you and all CVP clinics to review all available reports in CT WiZ. For trainings on reports, visit: [CT WiZ Training](#)

Please note this additional tip: When you navigate to Patient Reminder/Recall in the reports section of CT WiZ, you will need to click on **“filter”** in the bottom right of the screen for the previously run reports to show up below. If you do not see the **“filter”** button, please submit a [Helpdesk ticket](#) to the DPH Immunization Program for additional support.

From: Dph.immunizations <Dph.immunizations@ct.gov>
Sent: Tuesday, September 20, 2022 2:13 PM
Subject: Reminder/Recall Report – Please Review in CT WiZ

Dear CVP Provider,

To assist providers with catching up children who have fallen behind with routine vaccinations, the CT Department of Public Health (CT DPH) has run your clinic's Reminder/Recall Report in the Connecticut Immunization Information System (IIS), CT WiZ to assist with your initial review. **Please note:** these reports reflect what was reported to CT WiZ from providers and interstate IIS to IIS electronic data exchange. If providers reported partial records or did not report 'legacy' historical records when you onboarded with your electronic health record (EHR), your patients may have incomplete records.

To find your Reminder/Recall Report:

1. [Log into CT WiZ](#)
 - o If you don't have a username, [request access](#) and ensure your [contact information is updated](#).
2. **Click on Reports on the left in CT WiZ.**
 - Scroll down to Patient Management and click on **“Patient Reminder/Recall”**
 - Access your clinic's **“Fall 2022 Clinic Reminder Recall”** report to review your patients 25-48 months of age who are not up to date.
 - View Report Results by clicking the down arrow next to View and select **Report**.
 - View [trainings](#) on how to generate outputs to help with your outreach including:

- **View:** Displays the parameters entered for the run.
- The **Reprocess** option is not recommended to be used at this time.
- **Unvaccinated Report:** Lists patients meeting Reminder/Recall criteria that have not returned for immunizations since the reminder/recall was run.
- **Report:** Lists all patients meeting Reminder/Recall criteria.
- **Extended Report:** Provides additional patient details.
- **Dymo Labels, Avery Labels, and Postcard:** If the mailing address is empty in Demographics then only the patient's name will appear on the label.
- **Full Extract, Auto-Dialer Email Extract and Auto Dialer Phone Number Extract:** Generates a CSV. file containing patient data for patients included in the Reminder/Recall.

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3. Review your report and conduct outreach as needed

- If you have an [IAP Coordinator in your area](#), please reach out to them for assistance with outreach or with [CT WiZ training](#).

4. Providers should run the Reminder/Recall reports in CT WiZ regularly to assess your patients who are not up to date and conduct outreach as needed.

- Visit the [CT WiZ training webpage](#) and [CT WiZ Reports Manual](#)
- *CT DPH will offer a webinar, stay tuned for more information.*
- The [recent case of polio in NY](#) brings added attention to reviewing patients' records to ensure they are up to date. [Click here for the polio catch-up schedule](#).

Need additional help?

- If you cannot find the answers on our [training webpage](#), please contact your [local IAP Coordinator in your area](#) or submit a [Helpdesk ticket](#) to the DPH Immunization Program for additional support.

Thank you,
Connecticut Immunization Information System (CT WiZ)
Connecticut Department of Public Health
Webpage: <https://portal.ct.gov/immunization/>

