Tracking Flu Vaccine Status for Your Staff

Note: access to reports is NOT automatic; you must be set up with the appropriate access. Click here to fill out the report access request form. This process may take 1-2 business days.

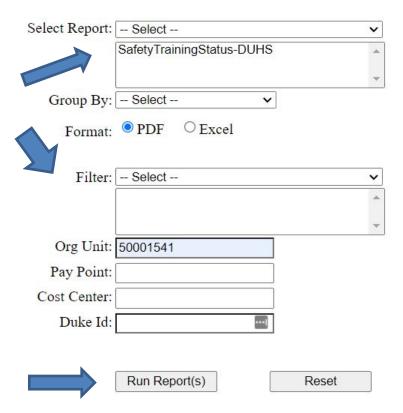1. **Currently there are three reports available for keeping track of Flu Vaccination status**:
   a. **Flu Vaccination**
      i. All staff need to be in compliance with the HCW influenza vaccination policy by the due date of **10/29/2024 at 10am**. Managers will be asked to submit reports on the status of employees listed as non-compliant on the OESO reports to the Universal Flu Vaccination Work Group on October 15th, October 22nd and finally October 29th.
      ii. Additional details on this centralized reporting will be distributed in mid-October.
      iii. **InfluenzaStatusReport-Mandatory:** A Status Report will show you the NAMES of all staff (which you can group by organizational unit, cost center, etc.) and their recent vaccinations.
         1. This will be reflected as the date they took action (i.e., received vaccine or exemption).
      iv. **InfluenzaStatusSummaryReport-Mandatory:** A Summary Report will show you the numbers and % who have received vaccination and/or exemption by the grouping you select (e.g., Department/Org unit, Entity or Cost Center) and the grand total at the bottom.
      v. **InfluenzaStatusExceptionReport-Mandatory:** A Status Exception Report will show you the NAMES of all staff (which you can group by organizational unit, cost center, etc.) that did **NOT** receive vaccination and/or exemption.

2. **Running a Flu Vaccination Status Reports for an Entire Work Area/Group**:
   a. Go to safety.duke.edu --> Applications --> Flu Vaccine Reports. Login with Net ID and password. **Note: DUHS employees, if working remotely, must be connected via DUHS VPN to access the reports. For Duke University employees accessing the reports remotely OR from campus, you must be connected via VPN. Select VPN Group "INTL-DUKE" or "Library Resources Only" to avoid a "This site can't be reached"error.**
   b. Select Report from "Select Report" dropdown list.
   c. Your report access may include one or more **filters, org units or cost centers**
      i. Select **ONE** of the following, depending on your report options:
         1. Filter
         2. Org Unit
         3. PayPoint

4. Cost Center
5. DukeID
   ii. Click "Run Report(s)"

Select Report: [-- Select -- ▾]

SafetyTrainingStatus-DUHS ▲
                         ▼

Group By: [-- Select -- ▾]

Format: ● PDF   ○ Excel

Filter: [-- Select -- ▾]
                        ▲
                        ▼

Org Unit: [50001541]
Pay Point: [ ]
Cost Center: [ ]
Duke Id: [⋯]

[Run Report(s)]   [Reset]

   iii. OPTIONAL features
        1. Use the **Group By** option if you have a large filter to subdivide your results
        2. Click on the **Excel** radio button if you would prefer the report in an Excel format
   d. **Note: if someone is on your report who shouldn't be:**
        i. Staff who have **left employment** at Duke will fall off reports within 3 days of termination and/or after benefits have ceased. The manager should note that this person has left Duke and exclude them from the calculations.
        ii. If an employee has **moved to a different department**, please contact your HR representative to be sure all the necessary information needed to process this change has been submitted. The OESO database updates every night with a feed from the payroll database.
            1. Please allow 10 calendar days after payroll has made this change for this update to occur in the OESO database. If this change is not showing after that time, please send an email to safety@mc.duke.edu.
        iii. If you don't **recognize the employee name** on your report, contact your HR representative.

e. If someone is missing from your report, send an email to safety@mc.duke.edu.

f. **Note: Employees who are vaccinated outside of work even if vaccinated at a Duke Primary Care or DHIP practice need to provide suitable documentation to EOHW via Duke VaxTrax. This compliance data will then transfer into the EOHW database. From there, the information will be downloaded into the OESO (reports) database. This is NOT an instantaneous process; please allow 3 business days after EOHW has received the proper documentation for this data to be reflected on the reports/in the employee record.**

    i. **If the record has not been updated in the OESO safety management system 3 business days after the proper documentation was provided to EOHW, please contact EOHW (919.684.3136).**