



**.rise to.
immunize**

Data Reporting Instructions

Version 1.1 | October 8, 2021



Advancing High Performance Health

1 PURPOSE

The purpose of this document is to instruct participating health care organizations (HCOs) on submitting data for AMGA Foundation's national adult immunization campaign, Rise to Immunize™(RIZE).

2 OVERVIEW OF THE SUBMISSION PROCESS

Aggregate population-level numerators and denominators for each measure will be reported for active patients who meet each specific vaccination numerator and denominator requirement (see Section 3.1 of the [Rise to Immunize™ Measure Specifications](#)). If HCOs choose the Basic Track, they will only report numerators and denominators for Measures 1 & 2. If HCOs choose the Core Track, they will report all Measures (1 through 5).

Data will be submitted **quarterly**. Reports are due approximately two weeks after the end of each reporting quarter (RQ). See [Table 1](#) for due dates by quarter.

An excel reporting template will be provided to participating HCOs prior to the baseline reporting deadline (see the [data submission webpage](#) to download). **HCOs must submit data by attaching the reporting template to an e-mail addressed to DataForRize@amga.org, a secure data repository that enables automatic parsing and consistency checking for submitted files.** E-mails from a secure e-mail server cannot be processed. No patient-level data will be reported or submitted.

The excel reporting template will provide a cumulative record of the HCOs' reported measures data so the organization can evaluate the consistency of their data from quarter to quarter. While this can also be used to track progress throughout the campaign, we recommend that participants track their data more frequently, e.g., monthly. Following each submission deadline, AMGA will provide blinded comparative benchmarking reports across all organizations participating in the campaign. These reports will be released approximately one and a half months after the quarterly due date.

For questions or concerns regarding the data specifications, problems submitting data, or issues with the data portal described later in this document, please contact AMGA staff at RiseToImmunize@amga.org.

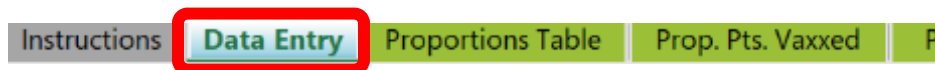
Table 1: Reporting Quarters and Due Dates

Phase		Reporting Quarter	Data submission window	
			Open	Close (Due Date)
Baseline	2019 <i>(Pre-COVID)</i>	Q3 2019	2/1/2022	2/15/2022
		Q4 2019		
		Q1 2020		
		Q2 2020		
	2020 <i>(Intra-COVID)</i>	Q3 2020		
		Q4 2020		
		Q1 2021		
		Q2 2021		
Intervention Measurement Year ¹	2021	Q3 2021	2/1/2022	2/15/2022
		Q4 2021		
		Q1 2022	4/1/2022	4/15/2022
		Q2 2022	7/1/2022	7/15/2022
	2022	Q3 2022	10/1/2022	10/14/2022
		Q4 2022	1/2/2023	1/17/2023
		Q1 2023	4/1/2023	4/14/2023
		Q2 2023	7/1/2023	7/14/2023
	2023	Q3 2023	10/1/2023	10/16/2023
		Q4 2023	1/2/2024	1/16/2024
		Q1 2024	4/1/2024	4/15/2024
		Q2 2024	7/1/2024	7/15/2024
	2024	Q3 2024	10/1/2024	10/15/2024
		Q4 2024	1/2/2025	1/15/2025
		Q1 2025	4/1/2025	4/15/2025
		Q2 2025	7/1/2025	7/15/2025

3 REPORTING INSTRUCTIONS

3.1 DATA ENTRY

1. After reviewing the [Rise to Immunize™ Measure Specifications](#), go to the [Data Submission](#) page and open the RIZE Reporting Template Excel file. A copy of these instructions can be found in the Instructions tab.
2. Data is entered on the Data Entry tab:



3. Please enter your organization name in cell E4. This will help us to identify and track your submission. Your organization name will then be populated for the rest of the reporting and summary tabs. In cell E5, indicate which Track (Basic or Core) your organization has chosen. After entering Organization Name and Track, the cells for data entry will be revealed.

Organization Name:	
Track:	

4. Enter your data in the **blue shaded cells**. Entering data from left to right will maximize data validation built into the template. White cells will be auto populated. To preserve data validation, **please do not copy and paste values across cells**.

Each Reporting Quarter, fill out all blue cells in your organization's chosen track. If your organization chose the Basic Track, report Measures 1 and 2:

- Measure 1: Influenza: Proportion of eligible patients who received an influenza vaccination any time during the current flu season, i.e., the Measurement Year
 - Enter Denominator first, followed by Numerator.
- Measure 2: Pneumococcal: Proportion of eligible patients who were administered a pneumococcal vaccine during the Measurement Year or are documented as up to date on their pneumococcal vaccination.
 - Enter Denominator first, followed by Numerator Part A, followed by Numerator Part B

4 QUICK LINKS & CONTACT INFORMATION

[Measurement Overview](#)

[Measurement Specifications](#)

[Data Submissions page](#) (Reporting Template can be found here)

General Questions: RiseToImmunize@amga.org

Data Submissions only: DataForRize@amga.org