

# VFC FSR TIP SHEET

## Using PEAR Reports to Review Documentation

Before submitting FSRs, be sure to review for accuracy in data entered – PIN, date, activity type, etc. The guidance below provides an overview in how to use PEAR for VFC FSR review. Be sure to also utilize the FSR LHD Checklist, and the “Instructions” tab within the FSR.

### Generate PEAR Report

1. In PEAR, select the “**Reports**” tab from the upper task bar.
2. On the right side of the screen, locate the first report “**All Visits and Contacts**”. Choose the correct drop-down corresponding with the current fiscal year.
3. After selecting the year, click on the **Excel icon** to the right.
4. “**Open**” the document and follow additional steps below to filter report and compare to FSR.

The screenshot shows the PEAR interface with the 'Reports' tab selected (1). Under 'REPORT LISTING', the 'All Visits and Contacts' report is selected (2). The fiscal year dropdown is set to '7/2019 - 6/2020' (2), and the Excel icon is clicked (3). A file dialog box shows the 'Open' button highlighted (4).

### Filter the PEAR Report for Easier Review

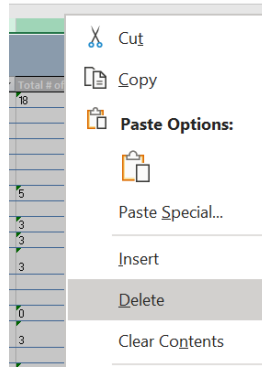
5. When the document opens, select “**Enable Editing**” near the task bar at the top of the screen:

The screenshot shows an Excel spreadsheet with the 'Enable Editing' button highlighted in the top right corner of the ribbon.

6. Remove any columns that are not necessary – consider H through T for removal. To remove, select columns by clicking on the letter of the first column, hold down, and drag until you scroll to select all columns to be deleted:

PEAR Entry	# of Days to Submit	Reviewer	Provider Staff	Overall Score	SMH Score	Non SMH Score	Total # of Follow-ups	# of Outstanding Follow-ups	# of Overdue Follow-ups	Current Provider Type	Current Provider Size	Provider Urbanicity	Region
12/17/2019	0	April Denny		72%	90.8%	57.1%	18	9	2	SoloGroup/HMO practice S		Urbanized Area	Wayne
8/29/2019		Barb Todaro	Stephanie Zlaro, Allysia Doan							SoloGroup/HMO practice N/A		No Urbanicity Data	St. Clair
10/16/2019		April Denny								SoloGroup/HMO practice L		Urbanized Area	Wayne
10/9/2019		Amy Turner	MA 2	N/A	N/A	N/A				SoloGroup/HMO practice L		Urbanized Area	Genesee
11/20/2019		Amy Turner	Dr. Choudhary and Madis	N/A	N/A	N/A				SoloGroup/HMO practice L		Urbanized Area	Genesee
10/9/2019		Lindsay Boike	MA 7, Other 1	N/A	N/A	N/A				SoloGroup/HMO practice M		Urbanized Area	Jackson

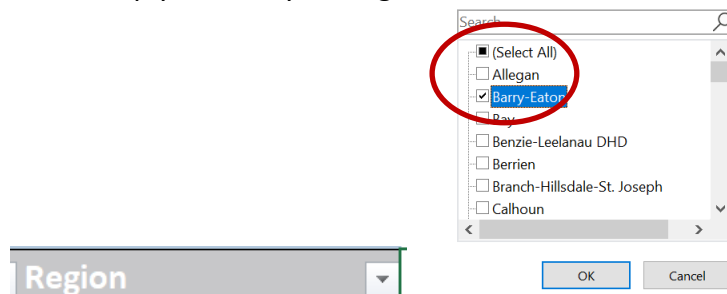
7. With columns highlighted, right click and select **“Delete”**:



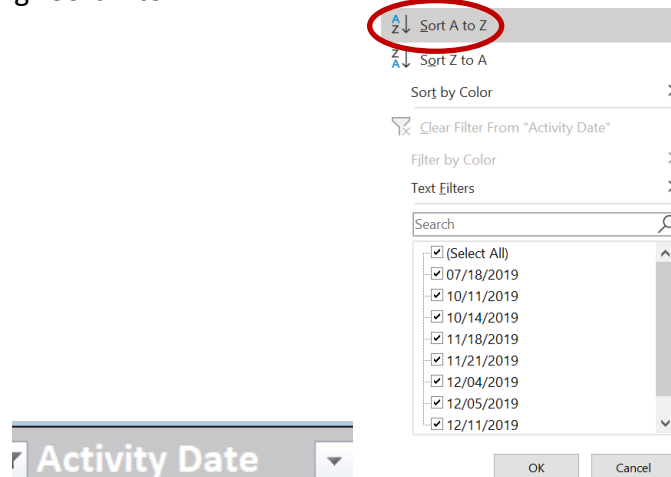
8. Your spreadsheet should appear more manageable:

Provider Name	Provider PIN	Current Prov	Activity Date	Activity Type	Activity S	Activity Descrip	Region
ACC Community Health Cente	MIA820582	Enrolled	12/17/2019	Compliance	Submitted	Online	Wayne
Algonac Family Practice-Colun	MIA740070	NEW	09/09/2019	Enrollment	Completed	Enrollment Visit	St. Clair
ALI NASSER MD PC	MIA820398	Enrolled	10/15/2019	Annual Training	Completed	Self-paced Training	Wayne
All Star Pediatrics	MIA250334	Enrolled	09/10/2019	VFC Contact	Completed	Other	Genesee

9. Now use the table functions to filter and sort as you see fit. First, narrow down to show only your county. In column H **“Region”** – select the arrow button, un-select **“Select All”**, so that all regions are no longer selected. Then, simply click on your region and select **OK**:



10. Only your region’s data should remain. Next, sort the data by **“Date”** in column D by selecting the arrow button and choosing **“Sort A to Z”**:



11. Delete rows that pertain to previous FSR time periods. For example, for the quarter October through December, select the rows that have dates prior to October. Do this by clicking the numbered row, hold and drag to select all that apply. Right click and select **“Delete Row”**:

	Provider Name	Provider PIN	Current	Activity Date	Activity Type	Activity S	Activity Descrip	Region
15	Barry COUNTY	MIA080000	Enrolled	07/18/2019	VFC Contact	Completed	Other	Barry-Eaton
16	GROUP-OLIVET	MIA230037	Enrolled	10/11/2019	VFC Contact	Completed	Other	Barry-Eaton
17	EDICINE	MIA080016	Enrolled	10/14/2019	VFC Contact	Completed	Other	Barry-Eaton
18	EDICINE	MIA080016	Enrolled	11/18/2019	Compliance	Submitted	Online	Barry-Eaton
19	Practice	MIA080005	Enrolled	11/21/2019	VFC Contact	Completed	Other	Barry-Eaton
19	WEST SIDE	MIA230042	Enrolled	12/04/2019	Compliance	Submitted	Online	Barry-Eaton
36	Barry COUNTY	MIA080000	Enrolled	12/05/2019	Compliance	Submitted	Online	Barry-Eaton
38	EATON	MIA230000	Enrolled	12/05/2019	Compliance	Completed	Online	Barry-Eaton
40	FAMILY PRACTICE	MIA230043	Enrolled	12/11/2019	VFC Contact	Completed	Other	Barry-Eaton

12. Data should now reflect activities as entered in PEAR, for the correct time frame and region:

### All Visits and Contacts, 7/2019-6/2020 Visits

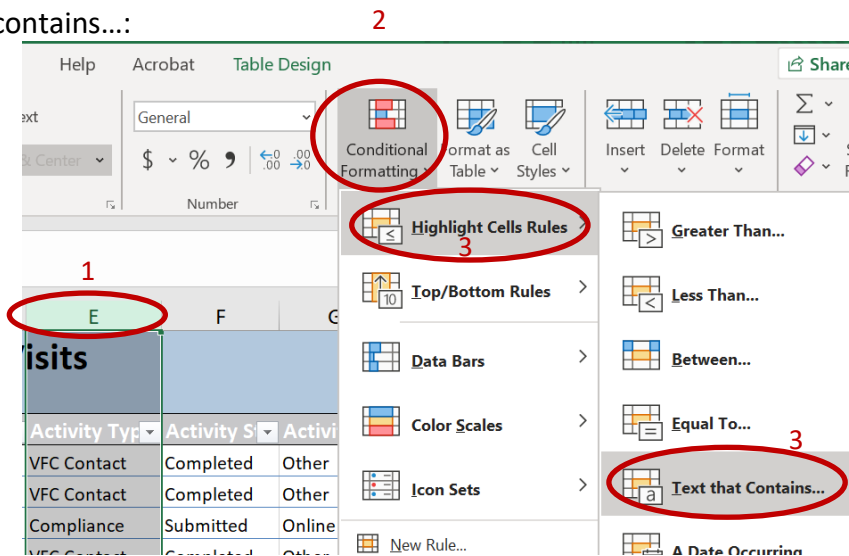
Report Date: 1/6/2020 10:30:52 AM

Provider Name	Provider ID	Current	Activity Date	Activity Type	Activity S	Activity Descrip	Region
OAKLAWN MEDICAL GROUP-OLIVET	MIA230037	Enrolled	10/11/2019	VFC Contact	Completed	Other	Barry-Eaton
GUN LAKE FAMILY MEDICINE	MIA080016	Enrolled	10/14/2019	VFC Contact	Completed	Other	Barry-Eaton
GUN LAKE FAMILY MEDICINE	MIA080016	Enrolled	11/18/2019	Compliance	Submitted	Online	Barry-Eaton
Middleville Family Practice	MIA080005	Enrolled	11/21/2019	VFC Contact	Completed	Other	Barry-Eaton
MSU PEDIATRICS - WEST SIDE	MIA230042	Enrolled	12/04/2019	Compliance	Submitted	Online	Barry-Eaton
BARRY Eaton DHD Barry COUNTY	MIA080000	Enrolled	12/05/2019	Compliance	Submitted	Online	Barry-Eaton
BARRY-EATON DHD-EATON	MIA230000	Enrolled	12/05/2019	Compliance	Completed	Online	Barry-Eaton
EATON RAPIDS FAMILY PRACTICE	MIA230043	Enrolled	12/11/2019	VFC Contact	Completed	Other	Barry-Eaton

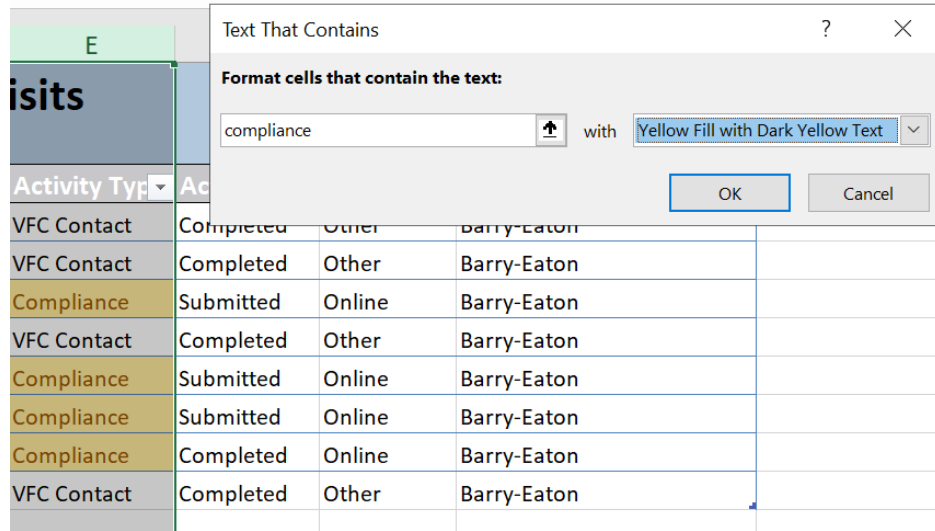
**Optional Tip:**

You may wish to use “Conditional Formatting” to color-code certain types of activities. For example, you could color code all “Compliance” visits to assess only these visits first. To do so,

1. Highlight the column by clicking on the letter (E).
2. Select the option “Conditional Formatting” in the upper task bar
3. Hover over “Highlight Cell Rules”
4. Select “Text that contains...:



- Type in the text that you want color coded. For example, I typed “Compliance” into the box, and indicated that all boxes with “Compliance” be made yellow. Once selecting “OK”, all boxes in that column will be color-coded yellow if they contain the word “Compliance”.



## Compare the PEAR Report to your FSR – Make any corrections

- Before you forget, be sure to save your filtered document. Select “File”, “Save as” and name it, identifying the quarter (time frame) you are reviewing.
- Compare the FSR and PEAR report for accuracy: VFC Provider names, VFC PINs, activity dates, etc.

A	B	C	D	E	F	G	H
<b>All Visits and Contacts, 7/2019-6/2020 Visits</b>							
<b>Report Date: 1/6/2020 10:30:52 AM</b>							
Provider Name	Provider #	Current	Activity Date	Activity Type	Activity S	Activity I	Region
OAKLAWN MEDICAL GROUP-OLIVET	MIA230037	Enrolled	10/11/2019	VFC Contact	Completed	Other	Barry-Eaton
GUN LAKE FAMILY MEDICINE	MIA080016	Enrolled	10/14/2019	VFC Contact	Completed	Other	Barry-Eaton
GUN LAKE FAMILY MEDICINE	MIA080016	Enrolled	11/18/2019	Compliance	Submitted	Online	Barry-Eaton
Middleville Family Practice	MIA080005	Enrolled	11/21/2019	VFC Contact	Completed	Other	Barry-Eaton
MSU PEDIATRICS - WEST SIDE	MIA230042	Enrolled	12/04/2019	Compliance	Submitted	Online	Barry-Eaton
BARRY Eaton DHD Barry COUNTY	MIA080000	Enrolled	12/05/2019	Compliance	Submitted	Online	Barry-Eaton
BARRY-EATON DHD-EATON	MIA230000	Enrolled	12/05/2019	Compliance	Completed	Online	Barry-Eaton
EATON RAPIDS FAMILY PRACTICE	MIA230043	Enrolled	12/11/2019	VFC Contact	Completed	Other	Barry-Eaton

- Column E “Activity Type” shows:
  - Compliance – was this a combined VFC/QI visit? If so, make sure IQIP data entry matches PEAR data entry. And don’t forget to have your visit QA’ed!
    - Was this a Birthing Hospital (Universal Hep B) visit? If so, make sure the visit is documented as “Birthing Hospital”:
  - VFC Contact – was this an INE? If so, make sure INE data entry matches PEAR data entry.
  - Enrollment – enrollment visits qualify for “VFC Only” visits

A	B	C	D	E	F	G	H	I	J	K
<b>IMMUNIZATION Fixed Fees Quarterly Summary Worksheet FY 2019-2020</b>										
		<b>Agency Name</b> Barry-Eaton								
		<b>Quarter Report</b> First Quarter - October through December								
Provider VFC PIN	Provider Name	Date of Visit/ Session	New VFC Enrollment Visit (\$150)	VFC only Visit (\$150)	Birthing Hospital Visit (\$350)	VFC -QI Combined Visit (\$350)	QI Follow Up Visit Complete (\$100)	Nurse Education Regular Session (\$200)	Nurse Education Lifespan Session (\$250)	Quarterly total for provider
230037	OAKLAWN MEDICAL GROUP-OLIVET	10/10/2019	0	0	0	0	0	1	0	\$200
080017	GUN LAKE FAMILY MEDICINE	10/14/2019	0	0	0	0	0	1	0	\$200
080016	GUN LAKE FAMILY MEDICINE	11/18/2019	0	0	0	1	0	0	0	\$350
080005	Middleville Family Practice	11/21/2019	0	0	0	0	0	1	0	\$200
080000	BARRY Eaton DHD Barry COUNTY	12/05/2019	0	0	0	1	0	0	0	\$350
230000	BARRY-EATON DHD-EATON	12/05/2019	0	0	0	1	0	0	0	\$350
230043	EATON RAPIDS FAMILY PRACTICE	12/11/2019	0	0	0	0	0	0	1	\$250