Please Note:
In an effort to increase adolescent HPV vaccinations, Georgia Department of Public Health has initiated a campaign to pilot an automated reminder system in GRITS. The automated system will call or send a text message to parents of adolescents who are overdue for their 3rd dose of HPV vaccine.

Generation of reminder and recall notices
Reminder and recall notices are generated for every responsible person associated with a client, given that the following conditions are met:

- The status “Active” on the Client Information tab is checked for your organization.
- The “Allow Reminder and Recall Contact?” indicator on the Client Information tab is checked.
- The responsible person’s “Notices?” indicator in the Responsible Person(s) tab is checked.
- The responsible person has sufficient name and address information listed in the Responsible Person(s) tab.

To select and submit reminder/recall criteria for clients, you will need to fill in the above Reminder Request screen, an online form.

From the Reports menu option, you may generate reminder and recall notices, which include letters, cards, address labels, client listings, and downloadable text files.

Follow these steps to generate reminder/recall requests:

1) Click Request Reminder under Reports on the menu panel.
2) Select Client Population: The county section is only available to county public health organizations
3) Tracking Schedule: In the top section of the Reminder/Recall
4) Vaccine groups
5) School/Primary Care Provider
Reminder/Recall Notices

6) Additional Demographic Criteria:

7) Date Criteria

   a. **Target Date Range:** When a target date is specified, the report will include those clients that are due/overdue for immunizations within the date range. To choose a target date range, enter the beginning date in the **From** text box and the ending date in the **To** text box in MM/DD/YYYY format.

   *Note:* If target date range is left blank today’s date will be used.

      i. If the **From** date is unspecified for the Target Date Range, the system will use the date that you run the report.

      ii. If the **To** date is unspecified for the Target Date Range, the system will use the date that you run the report.

      iii. If both the **From** and **To** dates are left blank, the system will find those clients who are due or overdue as of the date that you run the report.

   b. **Birth Date Range:** When a birth date range is specified, the report will return those clients who have a birth date that falls within the range entered. To choose a birth date range, enter the beginning date in the **From** text box and the ending date in the **To** text box in MM/DD/YYYY format.

      i. If the **From** date is unspecified for the Birth Date Range, the report will include the oldest clients in the system.

      ii. If the **To** date is unspecified for the Birth Date Range, GRITS will use today’s date.

   c. **Weeks Since Last Notice:** When a number is entered in this field, the report will include only those clients who have not received a reminder notice within the specified number of weeks prior to the current date.

   d. **Exclude clients more than X Month(s) Overdue:** If the user selects a number of months the system will exclude clients overdue by more than the number of months you have selected. When the user selects to exclude clients more than X months overdue, the user can also specify either of the following:

   e. **Exclude from Today’s Date:** Excluding from Today’s Date will exclude any clients overdue more than X months from today’s date.

   f. **Exclude from Target From Date:** Excluding from Target From Date will exclude any clients overdue more than X months from any target date you have specified.

*Note:* These dates can range from the past to the future; therefore, you have the capability to run a recall, reminder or a combination of the two.

*Note:* Clients are shared between organizations; therefore, another organization may have recently generated a notice for the client.

8) Gender Selection

9) Sorting Criteria:

   This section allows you to specify how the data will be sorted. If a sort order is not specified, GRITS will sort the report results first by the client’s last name in ascending order (A to Z), then by the first name in ascending order.

   a. **Sort 1st By:** Choose a primary information field by selecting from the pick list provided.
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b. Ascending/descending order: Choose how the primary field is sorted; choose either ascending (A to Z) or descending (Z to A) order from the pick list.

c. Complete additional ordering sequences for the second through fourth sorts.

10) Generate the report

Waiting for reminder requests

Once you reach the Reminder Request Status screen, it is not necessary to stay at this screen while your report is being created. You may go anywhere in the GRITS application while the report is being created and may return to the status screen by clicking on the Check Reminder Status link under Reports on the menu panel. Likewise, you may close out of GRITS and return to the status screen by clicking on the Check Reminder Status link after logging in again.

Summary Screen

When the report is complete, you may click on the blue underlined date to go to the Reminder Request Process Summary screen. The Summary screen lists the number of clients involved in the search and the criteria that were used to define the search. From the Summary screen, you may create various reminder output options.

Last Notice Date Options

On the bottom of the Reminder Request Process Summary screen, you have the option of resetting the last notice date, which will affect future reminder/recall notices generated using this information.

Reminder/Recall Output Options

The Reminder Request Output Options table, found on the Reminder Request Process Summary screen, allows you to choose how you would like to use the data from your query.

- **Letters:**

  The letter output option allows you to generate a standard form letter for the responsible person(s) for each client returned on your query. The letter allows room at the top for your organization’s letterhead. The body of the letter includes the client’s immunization history, recommended immunizations and due dates, and up to two lines of free text and/or a telephone number.

- **Cards:**

  The card output option allows you to generate a fold-over (8x5 inch) postcard, printed one card per page. The body of the card includes the client’s recommended immunizations and due dates, up to two lines of free text, and a telephone number.

- **Labels:**

  The labels output option produces 30 labels per page on Avery Mailing Labels #5160.