

Date	10-25-12	Time	9:30-11:00
Title of Meeting	School Module Workgroup		

Attendees	<ul style="list-style-type: none"> • Gail Ann Fast – School Nurse Corps Administrators • Gini Gobeske – Tacoma Pierce County Health Department • Mona Miles-Koehler – School Nurse Corps Administrator • Cheryl Sampson – SNOW; Central Valley School District • Les Stahlnecker – School Nurse Corps Administrator • Sandie Tracy – School Nurse, North Shore School District • Janet Wisner – School Nurse, Bellingham School District 	DOH Office of Immunization and Child Profile staff: <ul style="list-style-type: none"> • Chrystal Averette • Pat deHart • Chris Halsell • Trang Kuss • Jeff Wise
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Topic	Discussion	For Action/Follow-Up
Reporting System Update	<ul style="list-style-type: none"> • Currently, about 70% of all public and private schools have registered. We published a list of schools that have registered on our main school and child care web page. This list will be updated with schools that report. • The reporting system is not yet ready to use, so the reporting deadline for schools was extended until Dec 15th. However, child care reporting is still due by Nov 1st. • When the system is ready for schools to use, all registered users will get an email with their username and temporary password. Schools can also email an electronic excel or csv file to us (Skyward and other student information systems have an export feature). • Twelve schools have already reported. • Child cares can report online through a temporary survey form that we set up (the tool that we used is similar to Survey Monkey). No registration, username, or password is necessary. Over 100 child cares have already reported using this online form. • Gail mentioned that one of the nurses working with the preschool asked if they needed to report. There are 5 kids in the preschool and they have 	Trang contacted someone at the Department of Early Learning (DEL) about the preschool question. Per DEL, preschools connected with a public school that are open more than 4 hours per day are required to be licensed. All licensed preschools are required to comply with the immunization requirements, including reporting the immunization status of their students.

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	never reported before.	
Review and Discuss Purpose and Goals of Workgroup, and One Year Timeline	We reviewed a draft purpose and goals for this workgroup, and a draft one year timeline. No revisions were suggested.	
Review and Revise Business Workflow	<p>In 2009-2010, our office received funding to interview school staff in order to make the School Module available for schools to use. At that time, we interviewed school staff about their business workflow related to immunization review.</p> <p>The workgroup reviewed the workflows that were developed 2 years ago to see if changes are needed. The two workflows included: immunization review in the spring and immunization review in the fall/throughout the year.</p> <p>Comments about the spring review workflow:</p> <ul style="list-style-type: none"> • Mona-3rd box down for kindergarten screening should be collect CIS from parents and manually reviewed. Take out the 5th box down which is a duplicate of the 3rd box • Kindergarten enrollment packet has blank CIS form; once student has been enrolled, then they can be entered. • Are students allowed to be entered into the student information system before they are enrolled? No, once they are officially enrolled, then they are entered into the electronic system. Schools have to do a manual review and not use their student information system to determine the students out of compliance. This process varies by school district. • Many kids wait until the summer to get their kindergarten shots or 6th grade Tdap shot. • In August, secretaries enter the immunizations after the students are 	<p>Trang will revise workflow and will send out another version.</p> <p>By Nov. 8, all workgroup members will review the revised workflows and provide additional revisions. Add to the workflow when schools use or enter immunizations into the student information system. Scan and email revisions to Trang, or make revisions directly in the PowerPoint document and email to Trang.</p>

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	<p>enrolled, and continue 1-2 months after school starts.</p> <ul style="list-style-type: none"> • Providers sometimes print the CIS from the WA State Immunization Information System; sometimes schools will print from the IIS. • In the past, if students were completely immunized and the CIS was complete, then they are enrolled. Now the conditional status changes this process. Students are now allowed to attend school even if they are not fully immunized. • Students don't often present the CIS showing required immunizations for child care. Parents mostly provide information for school-required immunizations only. It's too difficult for schools to also manage child care immunization requirements. • Secretaries still rely on the transparency overlay to determine if the student is in compliance. <p>Comments about the fall/throughout the year review workflow:</p> <ul style="list-style-type: none"> • Clarify what "all incoming students" mean in the first box in the fall review. • Define "iz" and "IIS" on the document. • Include in the f/u to parents: conditional status letter, out of compliance letter, automated phone system that some schools use. • Add students who remain out of compliance to the workflow. • Most student information systems contain district wide student data. Some smaller districts may have only 50 students in K-12th grades. • Clarify students who need to be reviewed throughout the year. • There aren't very many students with a temporary medical exemption that may expire. 	
Wrap-Up	<p>November and December meetings will be changed due to the holidays. November meeting: Nov. 15 (changed from Nov. 22) December meeting: Dec. 13 (changed from Dec. 27)</p>	Trang will send updated calendar appts for Nov. and Dec. meetings.