

Date	11-15-12	Time	9:30-11:00
Title of Meeting	School Module Workgroup		

Attendees	<ul style="list-style-type: none"> • Janet Boyett – School Nurse, Shoreline School District • Linda Condit – School Nurse, Shoreline School District • Gini Gobeske – Tacoma Pierce County Health Department • Katie Johnson – OSPI Interim Health Services Supervisor • Mary Newell – School Nurse, Kent School District • Cheryl Sampson – SNOW; Central Valley School District • Kristi Siahaya – Spokane Health 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 • Chris Halsell • Trang Kuss • Jeff Wise
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Topic	Discussion	For Action/Follow-Up
	<ul style="list-style-type: none"> • The new reporting system is going into production on Nov. 16. • We are asking only Tumwater, Olympia, and North Thurston school districts to try out the system for reporting Nov. 19-21 before the system goes live to all schools statewide. • If everything is working correctly with no major issues, the following week after Thanksgiving, schools may start to enter data. An email with username and temporary password will be sent to all registered users the week of Nov. 26 • If schools already sent a paper copy or a cvs file, it is not necessary to report in the new system, but if staff want to try the new system, they can also enter data in the system. 	
Review and Revise Business Workflow	Workgroup members had provided input into the spring and fall/throughout the year work flows. We discussed the revised work flows and further revisions were suggested.	The work flows will be revised and a link will be sent to workgroup members.

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	<p>Points of discussion:</p> <ul style="list-style-type: none"> • Schools track students by running out of compliance reports or at-risk report (if using Skyward). Students are crossed off the report when they are complete. Skyward doesn't have a way to track all the parent contact (no place to add notes). Schools may also use a manual tracking sheet to follow-up on students. • For registered students, data entry occurs when there is time to enter immunizations. • Schools sometimes will get several CISs with different dates. • We may be underestimating the amount of polluted data on CIS form. • FERPA requires parental consent to add vaccinations from a student record to the Immunization Information System. • There is no requirement to send the CIS to another school. If the new school requests, then the previous school will send the CIS. Student information is shared from school to school in the same district. Parents may need to sign consent to obtain the student's record from another school district. There is no law against sharing data from district to district. • Student Information Systems (SIS) such as Skyward allow Tdap to be entered in 5th grade if the student is in the same district. • Schools keep a file for each student with the CIS, email interactions with parents, or a log of parent contact. • School staff don't have time to formally document immunization updates from parents even though this is the guidance from the Department of Health. The immunizations are just entered into the SIS. Parent consent isn't always obtained when immunizations are obtained from the WA State Immunization Information System,; the immunizations are just entered into the SIS. If we want schools to formally document updates to the CIS, we need to train schools and create a way for school staff to enter this documentation in the 	

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	<p>School Module.</p> <ul style="list-style-type: none"> Healthcare providers in Bellingham are requiring parental release of information before they provide immunization records. According to HIPAA and the 1991 Uniform Health Care Information Act, no parental release of information is needed. However, providers can choose to require parent signature. 	
<p>Wrap-Up and Next Meeting</p>	<p>We started to discuss FERPA issues related to the School Module. We need to identify all the FERPA issues before we get an opinion from our Assistant Attorney General.</p> <p>Is there FERPA training for school staff?—No, there is no general FERPA training through OSPI or the Department of Education. Certificated staff gets FERPA training through Pacific Lutheran University or Washington State University.</p> <p>December meeting: Thurs., Dec. 13 (changed from Dec. 27) from 9:30-11.</p>	<p>Be prepared to further discuss FERPA issues as they relate to the School Module. We will also discuss other issues related to the Module as well as walk through the Module during the next meeting.</p>