

Date	1-24-13	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 • Gail Ann Fast – School Nurse Corps Administrators • Gini Gobeske – Tacoma Pierce County Health Department • Katie Johnson – Interim Health Services Supervisor, OSPI • Jill Lewis – Puget Sound Nurse Supervisors; Seattle Public Schools • Mary Newell – School Nurse, Kent School District • Lynnette Ondeck – School Nurse, Nooksack Valley 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 • Jan Wisner – School Nurse, Bellingham School District 	DOH Office of Immunization and Child Profile staff: <ul style="list-style-type: none"> • Pat deHart • Chris Halsell • Trang Kuss • Jeff Wise
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Topic	Discussion	For Action/Follow-Up
Immunization Status Reporting Update	<ul style="list-style-type: none"> • About 89% of public and private schools reported—this is the highest rate in a number of years • About 1300 schools reported in the WA State Immunization Information System (IIS) • Almost 500 excel or csv (comma separated values) files were sent from various student information systems • We received about 400 hard copies of the reporting form; about half were Skyward reports. If possible, we would like to have all Skyward users send us a csv file from the export feature. Skyward also has the ability to send district level data or school level data • We will continue to encourage two options for reporting in the fall: use the IIS or send an excel or csv file. The data file from the student information 	

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	<p>systems and emailed to our school email works really well for us because we just incorporate this data into the main excel spreadsheet.</p> <ul style="list-style-type: none"> • Comments from workgroup members: <ul style="list-style-type: none"> ○ Is it possible to get confirmation that the report was submitted? Answer: if the report was submitted correctly, the user can log into the IIS, click on the report, and he or she will see that the data was submitted, the date, and the name of the person who submitted. Suggestion was made to add this information to the instructions. ○ Is it possible to see at the district level, a list of schools that have reported in the IIS? Answer: each user is in the IIS under a school district. Any user can select a school to see if the school report has been submitted. Chris also put together a list of all schools and school districts that reported and he posted this list to the school and child care page: www.doh.wa.gov/CommunityandEnvironment/Schools/Immunization.aspx 	
School Module Demo	<p>Chris provided a demonstration of certain features of the School Module. This was meant to be an initial look at the Module. We will look at specific features of the Module in more detail in the next few months. Chris showed the student roster, entering immunizations for a student, the forecast tool, the action report, the letters, and mailing labels.</p> <p>Future considerations brought up by workgroup members:</p> <ul style="list-style-type: none"> • Is it possible to use the OSPI unique student ID in the Module? Katie will check with the Data Governance staff at OSPI. • Is it possible to get the student roster uploaded to the Module so school staff won't have to do manual data entry? • How are the students in home school or a virtual academy tracked in the Module? Also, can we track students who attend public school and a Montessori or other after school child care? 	

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	<ul style="list-style-type: none"> • Schools need a list of students who need to be excluded by specific vaccine (in the case of an outbreak) • Do the letters print to show the address in a windowed envelope? • How are exemptions captured in the Module? • Can the Module log when and how parents are contacted? • Is it possible to send a letter to multiple parents/guardians? Chris showed that the Module captures multiple contacts in the demographic screen • Does the vaccination forecast show ACIP or WA school specific immunization requirements? • Is it possible to get grant money for data entry? 	
Wrap-Up	Next meeting: Thurs, Feb. 28 from 9:30 AM - 11 AM	