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|-------------------------|-------------------------|-------------|------------|
| <b>Date</b>             | 4-25-13                 | <b>Time</b> | 9:30-11:00 |
| <b>Title of Meeting</b> | School Module Workgroup |             |            |

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| <b>Attendees</b> | <ul style="list-style-type: none"> <li>• Peggy Carr—Bellingham School District</li> <li>• Becky Droter-Ellis – Spokane Regional Health Dept Immunization Outreach and Vaccine Accountability</li> <li>• Gail Ann Fast – School Nurse Corps Administrators</li> <li>• Gini Gobeske – Tacoma Pierce County Health Department</li> <li>• Katherine Graff – North Shore School District</li> <li>• Katie Johnson – Interim Health Services Supervisor, Office of Superintendent of Public Instruction (OSPI)</li> <li>• Jill Lewis – Seattle Public Schools</li> <li>• Tobi Melton – Bellingham School District</li> <li>• Mary Newell – School Nurse, Kent School District</li> <li>• Sandra Polzin – Seattle Public Schools</li> <li>• Les Stahlnecker – School Nurse Corps Administrator</li> <li>• Sandie Tracy – School Nurse, North Shore School District</li> <li>• Jan Wisner – School Nurse, Bellingham School District</li> </ul> | DOH Office of Immunization and Child Profile staff: <ul style="list-style-type: none"> <li>• Pat deHart</li> <li>• Chris Halsell</li> <li>• Trang Kuss</li> <li>• Jeff Wise</li> </ul> |
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| Topic                                    | Discussion   | For Action/Follow-Up |
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| Graphic of IIS and School Module         | Chris shared a graphic that shows the relationship between the School Module and the WA State Immunization Information System (IIS). Rather than think of the School Module as a separate system in the IIS, think of the Module as a doorway leading to the IIS. Look here to view the graphics (saved under April 2013):<br><a href="http://www.doh.wa.gov/CommunityandEnvironment/Schools/Immunization/SchoolModuleWorkgroup.aspx">www.doh.wa.gov/CommunityandEnvironment/Schools/Immunization/SchoolModuleWorkgroup.aspx</a> |                      |
| Discuss Exploration of the School Module | Chris went through all the features that we asked everyone to explore. Here are the suggestions and comments: <ul style="list-style-type: none"> <li>• <b>Demographics</b> <ul style="list-style-type: none"> <li>○ Students start registering in the spring for the following school year.</li> </ul> </li> </ul>   |                      |

| Topic | Discussion   | For Action/Follow-Up |
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|       | <p>On the demographics page, the school entry date can't be entered as a future date.</p> <ul style="list-style-type: none"> <li>○ Is it possible for the school entry date to be auto filled?</li> <li>○ Should school staff edit demographics?</li> <li>○ Is it possible to have all students automatically included on reports and only check if the student should be excluded.</li> <li>○ Another viewpoint: don't auto check all students. Schools should verify if the right student is connected with the right school</li> <li>○ Add school entry date to the patient detail page.</li> </ul> <ul style="list-style-type: none"> <li>● <b>Roster</b> <ul style="list-style-type: none"> <li>○ Can all students in kindergarten be moved to 1<sup>st</sup> grade? Yes, can move all.</li> <li>○ What will the process be for moving students to another school?</li> </ul> </li> <li>● <b>Reports/Letters</b> <ul style="list-style-type: none"> <li>○ Need a report that shows students exempt by vaccine.</li> <li>○ The action report doesn't show students in conditional status. The School Module should have a tickler system that notifies school staff before the conditional status is up so they can notify parents before they are excluded.</li> <li>○ A personal school letter couldn't be saved</li> </ul> </li> <li>● <b>Exemption</b> <ul style="list-style-type: none"> <li>○ Is there a way to eliminate an exemption entered under a specific vaccine in the IIS?</li> </ul> </li> <li>● <b>Other</b> <ul style="list-style-type: none"> <li>○ Does the IIS currently include other states' immunization data? A few states use the same vendor, so we have data uploads from these states. There is functionality to do state to state exchange, but Dept.</li> </ul> </li> </ul> |                      |

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|         | <p>of Health staff isn't familiar with this functionality yet.</p> <ul style="list-style-type: none"> <li>○ Per Katie, based on discussion with a school registrar who enters immunizations into a student information system. She spends about 10 minutes to enter immunizations for each kindergartener. There are about 80,000 kindergarteners per year. Schools may potentially save 11,000 hours of data entry if the School Module was available for schools to use.</li> </ul>  |                      |
| Wrap-Up | <p><b>Assignment for next meeting</b></p> <ul style="list-style-type: none"> <li>● We need to discuss the timeline for rolling out the School Module. We would like feedback from workgroup members at the next meeting. Are there "show stoppers" that would prevent the Module from being rolled out in the near future? Show stoppers are items that make it impossible to use the School Module. Or, is the School Module ready at this point for schools to use with future modifications?</li> <li>● We are continuing discussion with OSPI to get the student roster information to be auto populated in the IIS. There are also FERPA questions, policy discussions, and process discussions. However, are these issues that won't allow the School Module to be used?</li> <li>● For the next meeting, send Trang what you think are the 2 top priorities for School Module modification.</li> </ul> <p><b>Next meeting (last meeting for the year): Thurs, May 23 from 9:30 AM - 11 AM</b></p> |                      |