

Date	10-15-13	Time	10:30-11:30
Title of Meeting	School Module Workgroup		

Attendees	<ul style="list-style-type: none"> • Peggy Carr – Health Services Secretary, Bellingham School District • Rebecca Cavanaugh – Interim Health Services Supervisor, OSPI • Gail Ann Fast – School Nurse Corps Administrator • Gini Gobeske – Tacoma Pierce County Health Department • Katie Johnson – Student Health Services Manager, Seattle Public Schools • Becky Linn – Spokane Regional Health Dept Immunization Outreach and Vaccine Accountability • Tobi Melton – School Nurse, Bellingham School District • Lynn Nelson – School Nurse Corps Administrator • Mary Newell – School Nurse, Kent School District • Cheryl Sampson – School Nurse, Central Valley School District • Les Stahlnecker – School Nurse Corps Administrator • Sandie Tracy – School Nurse, North Shore School District 	DOH Office of Immunization and Child Profile staff: <ul style="list-style-type: none"> • Chris Halsell • Trang Kuss • Linda Barnhart
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Topic	Discussion	For Action/Follow-Up
Reporting Update	Chris provided an update on the progress of the reporting through the WA Immunization Information System (IIS). The system is ready. Registered users got an email with their username and password. New users need to register. About 75 schools already reported. After the end of December, we will no longer accept reports unless DOH granted prior approval for an extension. We will again work with the School Nurse Corps Administrators to follow-up with schools that didn't report.	
Updates - Gearing Up for Pilot Project	<ol style="list-style-type: none"> 1. Pilot projects expected to begin around January 2014 <ol style="list-style-type: none"> a. School districts participating: Northshore, Central Valley, Odessa, and Seattle Public Schools 	

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	<ul style="list-style-type: none"> b. 5-6 schools; elementary and junior high 2. Technology changes <ul style="list-style-type: none"> a. We had some additional funds to make changes to the Module; we put forth these requests to get dollar estimates. We will know soon if we are able to fund these changes. b. Feature to capture exemption type by vaccines or diseases c. Change the status terminology in the Module to be specific to WA State—so the Module will show students complete, conditional, and out of compliance rather than up to date, past due, due now (these are clinical terms used in the IIS). All the reports and letters will reflect the new terms d. Create a new report called At Risk Report—this report shows students incomplete for immunizations; those who have an exemption, in conditional status, or out of compliance e. Auto check “Include on Reports” box so all students are automatically checked to be included on reports such as out of compliance reports. Schools will need to manually uncheck these students if they aren’t a part of the roster 3. Student enrollment data feed from OSPI <ul style="list-style-type: none"> a. OSPI developing a data sharing agreement with DOH to provide student’s name, DOB, school name, school entry date, and other pertinent demographic info for better matching b. DOH is working with vendor on feature to upload the data and work on de-duplication c. The feature won’t be available until the spring of 2014 d. In the spring, pilot schools will need to manually link students with a school 4. FERPA consent <ul style="list-style-type: none"> a. Relates to school immunization records that will need parental consent before the info is entered in the IIS b. Initiated discussion with OSPI, but they wanted to wait until we tackled student enrollment data; also change in Assistant Attorney General c. In the meantime, we have gathered other states’ consent forms; school districts will need to develop one 5. Policies and procedures 	

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	<ul style="list-style-type: none"> a. Started discussions with our Assistant Attorney General about moving from parent reported immunizations to healthcare provider verified immunizations b. Initiated procedures for students in the IIS, not in the IIS during spring, and what constitutes valid immunization records c. Initiated instructions for data entry 	
Discussion	<ol style="list-style-type: none"> 1. Spring workflow using the Module <ul style="list-style-type: none"> a. Some schools enter immunizations into the student information system (SIS) when students register in the spring; some schools wait until Sept when the enrollment is final. b. No law that doesn't allow entering immunizations into the SM in the spring. There may be procedural variations depending on school district. c. Schools need to get student ID first before they enter the student in the SIS. Enrollment staff obtains ID from OSPI. This won't cause an issue in the School Module. There is a field to capture the ID, but it's not crucial before school nurses can enter missing immunizations. d. Some schools do compliance checks after July 1 after the "records roll up" e. Les suggested that the School Module allow a student to be "pre-enrolled" to hold them before they move up a grade. For example, indicate the student be in kindergarten round-up as opposed to being enrolled in kindergarten. This would help for sorting purposes. 2. Conditional status <ul style="list-style-type: none"> a. We are changing the status types in the SM to reflect students in conditional status and out of compliance. b. The conditional status will reflect the current WAC. For example, students in the process of completing a hep B series will have 30 days after the next dose is due to remain in conditional status. c. Also, this means students will show up on the out of compliance report at day 31 after the first day of attendance. d. Schools will make the decision to follow-up with parents and to exclude. 3. Phased roll out of the Module <ul style="list-style-type: none"> a. We don't have the staff resources to be able to roll out the SM to all schools at one 	

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	<p>time, so considering a phased roll out. For example, start pilot schools in Jan 2014. Add more schools in Fall 2014 and Fall 2015.</p> <ul style="list-style-type: none"> b. A suggestion was made that we roll out the Module to an entire district rather than certain schools in that district. c. Cheryl would like to pilot her entire district rather than a few schools. 	
Future Meetings	DOH staff will meet with pilot projects in November and December. We will have a large workgroup meeting in December or later when updates are available.	