

Date	11-18-13	Time	9-10:30
Title of Meeting	School Module Workgroup		

Attendees	<ul style="list-style-type: none"> • Janet Boyett – School Nurse, Seattle Public Schools • Peggy Carr – Health Services Secretary, Bellingham School District • Jolene Erickson – Lincoln County Health Dept Public Health Nurse and Odessa School District School Nurse • Katherine Graff – School Nurse, Northshore School District • Katie Johnson – Student Health Services Manager, Seattle Public Schools • Tobi Melton – School Nurse, Bellingham School District • Cheryl Sampson – School Nurse Specialist, Central Valley School District • Sandie Tracy – Health and Nursing Supervisor, Northshore School District 	<p>Department of Health (DOH) Office of Immunization and Child Profile staff:</p> <ul style="list-style-type: none"> • Chris Halsell • Trang Kuss • Linda Barnhart
------------------	--	---

Topic	Discussion	For Action/Follow-Up
Review objectives and timeline for pilot project	<p>We reviewed the objectives of the pilot project and discussed what school nurses can do in the School Module (SM), not be able to do currently, and rules that we expect users to follow. This document will be posted on the School Module workgroup web page: www.doh.wa.gov/CommunityandEnvironment/Schools/Immunization/SchoolModuleWorkgroup.aspx</p> <p>We went through the current timeline for the pilot project. The timeline will be revised as we move further into the pilot project. The timeline will also be posted to the web page.</p> <p>We have been working with OSPI to get student directory information so we can electronically upload to the SM. We are close to getting a data sharing agreement signed, but this is not completed yet. We also need to develop a way in the SM to automatically upload the data without manual data entry. We hope to work on this</p>	<ul style="list-style-type: none"> • Trang will post the following documents online: <ul style="list-style-type: none"> ○ Pilot project summary ○ Timeline ○ Briefing paper ○ Consent form templates • DOH will determine if non-healthcare personnel can help with administrative tasks • Trang will send Katherine list of pilot project

Topic	Discussion	For Action/Follow-Up
	<p>during the pilot project, but in the meantime, schools will need to manually link students with a specific school, enter the school entry date, and enter the OSPI student ID.</p> <p>Before the pilot projects can begin, schools need to work with their risk managers to set up policies and procedures to obtain FERPA consent before immunizations from student records can be entered in the IIS. When a parent gives the school immunization forms, this becomes a school record. Before entering the immunizations into the IIS from the school record, parental consent needs to be obtained. Specific questions about the consent, such as whether it needs an annual review, if it needs to be in hard copy format, if it can be a part of a blanket consent form, etc., needs to be discussed with the risk manager. Trang developed a briefing paper to share with risk managers. We will post the briefing paper and several consent form templates we've found from other states here: www.doh.wa.gov/CommunityandEnvironment/Schools/Immunization/SchoolModuleWorkgroup.aspx</p> <p>Discussion:</p> <ul style="list-style-type: none"> • Is it possible for school secretaries or non-health personnel to assist school nurses to link students with a school, enter a school entry date, and run reports and letters? DOH staff will discuss this further and we will update everyone at the next meeting. • It will be difficult to get provider verified immunization records for some students. Trang gave the background for parent reported vs provider verified immunizations and why we want school nurses to enter only provider verified immunizations in the Immunization Information System (IIS). We are considering a possible WAC change possibly for the 2015-2016 school year. One of the outcomes of the pilot project is to determine how much time and effort this will entail. • Some large clinics, such as Rockwood Clinic, are not entering or sharing 	<p>members and email addresses to set up Edmoto</p>

Topic	Discussion	For Action/Follow-Up
	<p>immunizations into the IIS.</p> <ul style="list-style-type: none"> • During this pilot project, schools may want to focus only on kindergarten and 6th grade with some necessary workarounds, such as not being able to track exemptions in the SM and having to manually link students with schools. • Will school nurses need a different username to login to the IIS SM? Chris and Trang will try to keep the current username, but we won't know for sure until we set up the accounts. • Trang will develop a letter to send to superintendents and principals to make sure they are aware of the pilot project. • Katherine suggested we use Edmoto for sharing ideas and documents during this pilot project. Edmoto is like the school version of Facebook. You can use it to chat and share media. She will set this up and needs everyone's names and emails. 	
<p>Determine participating schools and users</p>	<ol style="list-style-type: none"> 1. Seattle (2)—Greenwood Elementary and Viewlands Elementary—Janet Boyett 2. Northshore (1)—Fernwood Elementary (includes 6th grade)—Katherine Graff 3. Central Valley (2)—Chester Elementary and Bowdish Middle School—Cheryl Sampson 4. Bellingham (2)—Northern Heights Elementary and Shuksan Middle School—Tobi Melton 5. Odessa (1)—PC Jantz Elementary, Odessa Middle School, Odessa High School—Jolene Erickson <p>10 schools 5 school districts 5 users</p>	
<p>Next Meeting</p>	<p>Monday, Dec 2 from 9-10:30 via GoToMeeting</p>	