

<b>Date</b>	12-2-13	<b>Time</b>	9-10:30
<b>Title of Meeting</b>	School Module Workgroup		

<b>Attendees</b>	<ul style="list-style-type: none"> <li>• Janet Boyett – School Nurse, Seattle Public Schools</li> <li>• Peggy Carr – Health Services Secretary, Bellingham School District</li> <li>• Jolene Erickson – Lincoln County Health Dept Public Health Nurse and Odessa School District School Nurse</li> <li>• Katherine Graff – School Nurse, Northshore School District</li> <li>• Katie Johnson – Student Health Services Manager, Seattle Public Schools</li> <li>• Tobi Melton – School Nurse, Bellingham School District</li> <li>• Cheryl Sampson – School Nurse Specialist, Central Valley School District</li> <li>• Sandie Tracy – Health and Nursing Supervisor, Northshore School District</li> </ul>	Department of Health (DOH) Office of Immunization and Child Profile staff: <ul style="list-style-type: none"> <li>• Chris Halsell</li> <li>• Trang Kuss</li> <li>• Linda Barnhart</li> </ul>
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<b>Topic</b>	<b>Discussion</b>	<b>For Action/Follow-Up</b>
Updates	<p><b>Student directory</b></p> <ul style="list-style-type: none"> <li>• We are continuing to work with OSPI on an Interagency Agreement to obtain CEDARS student directory information electronically. We have met with OSPI multiple times to discuss sharing of student directory with us. They agree that this should be done. We just need to formalize our discussion with an Interagency Agreement. OSPI has drafted the agreement; we just need to make some revisions before finalizing it.</li> <li>• If your administrators have concerns about sharing student directory information, please go through the appropriate procedures for contacting OSPI. We have been working with Deb Came, Director of Student Information.</li> <li>• The Immunization Information System vendor is developing a way for us to upload this data electronically. If all goes well, we should be able to have the data uploaded in January or February rather than after the pilot project as we had previously thought.</li> </ul>	

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	<p><b>Staff access to School Module</b></p> <ul style="list-style-type: none"> <li>In the previous meeting, we discussed only nurses having access to the School Module. Department of Health (DOH) staff had further discussions and made the decision to also allow school secretaries or other non-healthcare personnel access the Module. Secretaries will be able to help nurses with administrative work in the Module, such as linking students with a school and grade, or printing reports and letters, but <b>only nurses are allowed to enter immunizations.</b></li> <li>Currently, access to the Module allows <b>anyone</b> to be able to enter immunizations. Allowing access to the Module where school nurses can enter immunizations is a huge shift in the current process for our state. We need to keep tight controls during this pilot project and make it as successful as possible. Everyone is keeping a close eye on the pilot.</li> <li>The School Module, which allows the user to see all immunizations entered in the Immunization Information System (IIS), does not and should not contain parent reported immunizations. There will be no immunizations transferred from Skyward or any other student information systems into the IIS. We only want healthcare provider verified immunizations entered in the IIS.</li> </ul>	
Sharing time	<p><b>Consent form</b></p> <ul style="list-style-type: none"> <li>Central Valley is currently working with administrators on the consent form. The supervisor is supporting.</li> <li>Northshore School District has developed a form and posted to Edmoto.</li> <li>Sample consent forms from other states are posted to the DOH web page: <a href="http://www.doh.wa.gov/CommunityandEnvironment/Schools/Immunization/SchoolModuleWorkgroup.aspx">www.doh.wa.gov/CommunityandEnvironment/Schools/Immunization/SchoolModuleWorkgroup.aspx</a></li> <li>If a school gets immunization records from a healthcare provider, is parent consent required? No, Cheryl has link to HHS about not needing parent consent for a healthcare provider to release immunization records to another healthcare provider at the school. Cheryl will post to Edmoto.</li> </ul>	<ul style="list-style-type: none"> <li>Trang will send the draft letter to everyone for review.</li> <li>Trang will email the letter to all superintendents, principals, and others the week of December 9.</li> </ul>

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	<p><b>Letter to superintendents, principals</b></p> <ul style="list-style-type: none"> <li>The group agrees that a letter should be sent soon.</li> </ul> <p><b>SM training next meeting or in Jan?</b></p> <ul style="list-style-type: none"> <li>Wait until January.</li> </ul>	
Procedures	<p>We developed a draft policy and procedures for the School Module pilot project. The document includes background information, HIPAA and FERPA information, procedures, and resources. When the document is more finalized, Trang will post to the web page.</p> <p><b>Students with missing immunizations</b></p> <ul style="list-style-type: none"> <li>Trang went through the procedures for the spring using the School Module for students missing immunizations in the IIS</li> <li>Difficult to print the Certificate of Immunization Status from the IIS for all students at registration—remove this recommendation from the procedures.</li> <li>Need to develop a “waiting room” or grade level for pre-K students registering for Kindergarten. These students will then be moved to Kindergarten in the fall. They can be kept separate from current Kindergarteners.</li> </ul> <p><b>Students not in the IIS</b></p> <ul style="list-style-type: none"> <li>We went through procedures for searching for a student and adding a new student in the IIS.</li> </ul> <p><b>Valid immunization records</b></p> <ul style="list-style-type: none"> <li>We discussed what constitutes a valid, provider-verified immunization record.</li> <li>If a parent has a valid immunization record from a healthcare provider, the nurse can enter these immunizations after obtaining parent consent.</li> <li>If an immunization is different on the immunization record than in the IIS, contact the healthcare provider and verify. The school nurse won’t be able to change immunizations in the IIS, just add immunizations.</li> </ul> <p><b>Time tracking tool</b></p> <ul style="list-style-type: none"> <li>Pilot schools will be tracking the amount of time it takes to enter</li> </ul>	<p>Chris will set up a Pre-K grade level in the School Module.</p> <p>Trang will revise procedures and post them to Edmoto.</p> <p>Trang will revise the time tracking tool and will post to the DOH web page.</p>

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	<p>immunizations, add a new student, and get provider-verified immunization records. Good tracking of time during this pilot project will be crucial in helping to determine needed staff and resources.</p> <ul style="list-style-type: none"> <li>• Trang shared a draft tracking tool using excel.</li> <li>• Katherine suggested changing the format so the time can be automatically summed.</li> </ul>	
Next Meeting	Monday, Dec 16 from 9-10:30 via GoToMeeting	