

Date	12-16-13	Time	9-10 AM
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 • 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 	Department of Health (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
Updates	<p>Interagency Agreement with OSPI</p> <ul style="list-style-type: none"> • 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. OSPI has drafted the agreement. We have a meeting on Dec. 16 to discuss questions we have about data disposal after the data are uploaded into the Immunization Information System. • The directory information includes: student name, DOB, school, school district, school entry date, grade level. No address information will be shared. <p>Districts share student directory information directly with DOH</p> <ul style="list-style-type: none"> • Even though we are working on this agreement with OSPI, we are concerned that the directory information may not be complete or timely. Sharing student directory information and having DOH upload data electronically will help school nurses not have to manually enter all of the information for each student. The option is always there for schools to enter this information manually, but electronic data upload is much preferred. Is it possible for each 	

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	<p>school district to send data directly to DOH?</p> <ul style="list-style-type: none"> • Pilot sites should start talking with appropriate staff in your district to talk about this possibility. • We will share the appropriate specification for each data field with everyone. • Concern was expressed that the district needs the OSPI and DOH Interagency Agreement in place before data can be shared. DOH will continue to work on this with OSPI and will share when available. <p>Information sharing agreement Department of Health is working with our Assistant Attorney General (AAG) on an information sharing agreement. For various reasons, the AAG is revising the current agreement with schools and healthcare providers. We are considering an amendment to the agreement for the schools involved in the pilot project instead of using the revised agreement, which is not yet done. The agreement should be complete and will be going out for superintendent and school nurse signature in January. This agreement will need to be signed before pilot projects can start using the School Module and entering immunizations. We'll give you a heads-up when the agreement is ready so you can get the required signatures quickly.</p>	
Sharing time	<p>FERPA consent form to allow schools to enter school immunization records into the School Module</p> <ul style="list-style-type: none"> • Northshore School District has developed a form and posted to Edmodo. • Central Valley is currently working with administrators on the consent form. The supervisor is supportive. • All the other pilot sites are also currently working on the form. • Sample consent forms from other states are posted to the DOH web page: www.doh.wa.gov/CommunityandEnvironment/Schools/Immunization/SchoolModuleWorkgroup.aspx <p>Consent required from parent before getting records from healthcare provider?</p> <ul style="list-style-type: none"> • We discussed at our last meeting whether parental consent is needed before 	

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	<p>getting immunization records from a healthcare provider.</p> <ul style="list-style-type: none"> Cheryl provided a link to the Health and Human Services (HHS) website that discusses whether parental consent is required: www.hhs.gov/ocr/privacy/hipaa/understanding/coveredentities/studentimmunizations.html Central Valley School District interprets that parental consent is not required. The HHS info does NOT discuss student directory information nor the FERPA consent needed before student immunization records can be entered into the School Module. The School Immunization Manual (page 25) addresses this question: www.doh.wa.gov/Portals/1/Documents/Pubs/348-124_ImmunizationSchoolManual.pdf School districts need to review all the applicable laws and develop policies and procedures to address this question. 	
Housekeeping	<p>Username and name of non-healthcare personnel to help with administrative tasks</p> <ul style="list-style-type: none"> Everyone will be able to use their current usernames to access the School Module. There will be only one username required to look up immunizations, use the School Module, and report the immunization data. If you are interested in having an administrative staff help you with the pilot project, please send an email to Trang. Peggy Carr will be one of the staff helping for Bellingham School District. <p>Chris was able to set up a grade level or “holding room” for students registering in the spring for kindergarten. He named this grade level “Kindergarten Roundup.” These students can be assessed according to the 2014-15 school requirements and they need to be moved into Kindergarten in the fall.</p> <p>Trang is still updating the School Module Policy and Procedures. This will be posted to the School Module web page when available.</p>	<ul style="list-style-type: none"> Send Trang the name of one administrative staff you would like to help with the pilot project. Trang will post the Policy and Procedures in January to this web page: www.doh.wa.gov/CommunityandEnvironment/Schools/Immunization/SchoolModuleWorkgroup.aspx Trang will send monthly check-in calendar appts

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	<p>There are two scheduled trainings on Jan 13 and Jan 15. Jolene and Becky Linn with Spokane Regional Health District will cover how to enter immunizations on Jan 13. Jan 15 will be a refresher on the School Module. Trang developed quick reference guides for helping users with the School Module, so we will test these guides on Jan 15.</p> <p>We need to set up hourly check-in monthly meetings between Jan-May. The best day will be the 4th Wed of each month.</p>	<p>to everyone.</p>
Next Meeting	Monday, Jan. 13 from 1-3 PM via GoToMeeting: immunization data entry training.	