

Date	2-26-14	Time	1:30-2:30 PM
Title of Meeting	School Module Pilot Project 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 • 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
------------------	--	--

Topic	Discussion	For Action/Follow-Up
Updates	<ul style="list-style-type: none"> • Information sharing agreement <ul style="list-style-type: none"> ○ We continue to work on the information sharing agreement for the pilot project—there are minor edits to the language that is required. We hope to send the agreement to everyone for signature the week of March 3. ○ The agreement needs to be signed as quickly as possible by the superintendent or their designee, and the health services supervisor. ○ After we get the signed agreement, we will change your account so you can access the School Module. • Student directory <ul style="list-style-type: none"> ○ We continue to talk with OSPI to finalize the data sharing agreement to get student directory. ○ We have received directory information from 4 districts. We got data on current kindergarteners and 6th graders. If you want students registering for kindergarten in the fall, or current 5th graders, to check compliance, please send us these students. ○ We figured out how to electronically upload student directory in the 	<ul style="list-style-type: none"> • Watch for the information sharing agreement from Trang, sign, and send back as soon as possible. • Send students registering for kindergarten when you have this data available and current 5th graders so you can assess compliance for the fall.

Topic	Discussion	For Action/Follow-Up
	<p>School Module. However, the electronic upload currently doesn't add the student's address and phone number. The letters currently show addresses entered by healthcare providers. Schools can manually update addresses and phone numbers, especially if you need to correct the current address in the system for those students that are out of compliance. Some schools send letters home in backpacks, so the current addresses in the School Module may not be needed.</p> <ul style="list-style-type: none"> • Parental consents ready? <ul style="list-style-type: none"> ○ Parental consents are needed ONLY if a student is missing immunizations in the School Module, and the school has a valid provider immunization record that the school nurse will enter into the Module. FERPA rules require parental consent before entering a school record into the Immunization Information System. ○ If you haven't already developed this, please get the consent ready before you enter immunizations. ○ A suggestion was made to include the consent in the registration packet so you won't have track parents down in the future. ○ Another suggestion was to include the consent on the Certificate of Immunization Status (CIS). The CIS may be updated in the near future, so we will add this consent. 	
<p>Data entry checks</p> <p>Time tracking</p>	<p>We would like to check data entry done by pilot schools. We are monitoring everything closely during this pilot project and would like data to report. Please fax a copy of a new student and immunizations that you enter to 360-236-3590. Please fax up to 10 records per month. It is NOT necessary to fax all records that you enter.</p> <p>Please remember to track all the time you spend in getting valid immunization records, entering immunizations or new students, etc. The tracking tool and other helpful resources can be found here: www.doh.wa.gov/CommunityandEnvironment/Schools/Immunization/SchoolModule</p>	<p>Fax immunization records to Trang at 360-236-3590.</p>

Topic	Discussion	For Action/Follow-Up
	Workgroup.aspx	
Next Meeting	Wednesday, March 26 from 1:30-2:30 PM via GoToMeeting	