

<b>Date</b>	3-26-14	<b>Time</b>	1:30-2:30 PM
<b>Title of Meeting</b>	School Module Pilot Project 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>	<p>Department of Health (DOH) Office of Immunization and Child Profile staff:</p> <ul style="list-style-type: none"> <li>• Trang Kuss</li> <li>• Linda Barnhart</li> <li>• Branden Durst (new Policy and Performance Measurement Coordinator)</li> </ul>
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<b>Topic</b>	<b>Discussion</b>	<b>For Action/Follow-Up</b>
Updates and Reminders	<p>Trang provided a few updates and reminders:</p> <ul style="list-style-type: none"> <li>• All 5 districts have signed the Information Sharing Agreement and have access to the School Module!</li> <li>• All but one school has the student directories uploaded. Please check your student roster and the Action Report for accuracy. Add new students and missing immunizations.</li> <li>• For any questions related to the Immunization Information System, call or send an email to Trang. Don't contact the Help Desk.</li> <li>• Bellingham developed a great consent to use before entering student immunization records in the School Module (SM). They will share with the group. <ul style="list-style-type: none"> <li>○ The consent should include a grade</li> <li>○ The form can be sent by "kid mail" or given out at kindergarten registration</li> </ul> </li> <li>• We would like to collect data on new students and immunizations added as</li> </ul>	

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	<p>part of the pilot project, including accuracy of information entered. Please <b>fax a copy of a new student and immunizations that you enter to 360-236-3590</b>. Please fax up to 10 records per month. It is NOT necessary to fax all records that you enter.</p> <ul style="list-style-type: none"> <li>• Please remember to track all the time you spend in getting valid immunization records, entering immunizations or new students, etc. The tracking tool is found <a href="#">here</a>: <a href="http://www.doh.wa.gov/Portals/1/Documents/Pubs/SchoolModuleTrackingTool.xls">www.doh.wa.gov/Portals/1/Documents/Pubs/SchoolModuleTrackingTool.xls</a></li> <li>• Review the <a href="#">School Module Quick Reference Guide</a> and the <a href="#">Policy and Procedures</a></li> <li>• <b>For questions, call Trang (360-236-3760) or email school mailbox: <a href="mailto:oi cpschools@doh.wa.gov">oi cpschools@doh.wa.gov</a></b></li> </ul>	
Discussion	<ul style="list-style-type: none"> <li>• Trang asked everyone not to change the primary name of the students, just add a different name under the Alias. If the primary names are changed, the electronic data feed from healthcare providers may not match what the providers have for the patient name. <ul style="list-style-type: none"> <li>○ If there are name or birthdate differences, schools can call the provider and ask them to update the information.</li> </ul> </li> <li>• Jolene reminded everyone that if a provider entered the wrong immunizations, please ask the provider to change the information since school nurses aren't able to change a historical immunization.</li> <li>• Does the SM forecast Tdap at age 11 AND 6<sup>th</sup> grade? Yes, the forecast should only show students in 6<sup>th</sup> grade AND 11 years of age as needing a Tdap, unless they didn't get childhood doses of DTaP.</li> <li>• Add instructions about which vaccines to choose if the CIS doesn't show the specific vaccine brand.</li> <li>• It may be more helpful if the time tracking tool is set up to show blocks of time rather than broken out by each activity. <ul style="list-style-type: none"> <li>○ Trang suggested that everyone update the tracking tool to meet their</li> </ul> </li> </ul>	

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	<p>needs.</p> <ul style="list-style-type: none"> <li>• District-specific activities <ul style="list-style-type: none"> <li>○ Katherine added, deleted students, reviewed students who are out of compliance, added another twin and has changed some names</li> <li>○ Jolene correcting students and grades and updating immunization status. Entered a missing immunization from a provider record</li> <li>○ Jolene wonders if the Skyward report may be missing the State Student ID (SSID) because the roster dropped siblings/twins and some students have different spelling</li> </ul> </li> <li>• Sandie asked how all the districts got permission to share the SSID with DOH since the SSID isn't a part of the directory information according to the district board <ul style="list-style-type: none"> <li>○ Seattle ran the contract through their attorneys</li> <li>○ Jolene spoke with the Superintendent and got approval</li> <li>○ Bellingham talked to the IT staff and they provided the approval to send us all the directory information</li> </ul> </li> <li>• Suggestions for changes to the School Module: <ul style="list-style-type: none"> <li>○ Unable to set up favorites as was done in the IIS</li> </ul> </li> </ul>	
Next Meeting	Wednesday, April 23 from 1:30-2:30 PM via GoToMeeting	