

Date	6-10-14	Time	1:30-2:30 PM
Title of Meeting	School Module Pilot Project Workgroup		

Attendees	<ul style="list-style-type: none"> • Katherine Graff – School Nurse, Northshore 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"> • Trang Kuss • Chris Halsell • Linda Barnhart • Jodi Warren
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Topic	Discussion	For Action/Follow-Up
Data Request	<p>Trang sent a template with the meeting appt to request data on the number of students added to the School Module, students with a complete CIS, missing immunizations added to the Module, immunization records received from a healthcare provider or parent, and parent consent received.</p> <p>Trang also requested the tracking spreadsheet that tracked the amount of time spent working with the School Module this spring.</p>	Please send the tracking spreadsheet and requested data to Trang
Discuss Change Requests, Priorities for the Fall, Progress and Questions	<p>Top 3 system change requests</p> <ul style="list-style-type: none"> • Put exemptions on the Vaccination Summary page • Don't require address or phone number as required fields—can be obtained from the student information system. This adds extra work when adding new students • Print CIS for all students in the roster <p>Top 3 top priorities for the fall</p> <ul style="list-style-type: none"> • Getting immunization records from healthcare providers and parent consent before entering immunizations in the School Module 	

Topic	Discussion	For Action/Follow-Up
	<ul style="list-style-type: none"> • Getting student directory from OSPI • Information about which vaccines to enter if school nurse doesn't have info on the specific vaccines <p>Katherine got the letters to be formatted and to print correctly using Firefox, using a Macintosh computer. She's having difficulties with labels. The Action Report is not formatted correctly (student's name appears on one page and the vaccinations appear on the next page), even using a PC.</p> <p>Comment: roster is more helpful to see all the details than the action report.</p> <p>Question from Cheryl: according to the forecast, students are compliant, but showing up on the roster as out of compliance. The Action Report is correct. There may be glitches with the new status determination that we modified. Also, we have found that a school entry date is required for status to show up correctly on the roster, report, and letters. Trang will further review.</p>	
Pilot Schools in the Fall	<p>Schools involved in pilot in the fall</p> <ul style="list-style-type: none"> • Northshore: Fernwood Elementary (Northshore switching to different student information system) • Central Valley: Chester Elementary only <p>If additional student directory needs to be loaded, please let Trang know.</p>	
Next Meeting	Wednesday, Sept 24, 2014 from 1:30-2:30 PM	Trang will send calendar invite.