



Frequently Asked Questions

For online readers, Ctrl + Click will shortcut to the question below

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School and Child Care Immunization Reporting School Year 2016-17



General Questions about Reporting

1. Do all schools and child cares have to submit a report?

- **Yes.** All schools, both public and private, and all licensed child cares in Washington State are required by law ([WAC 246-105-060](#)) to submit an immunization report. In-home licensed child cares are not required to report. The report is required each year by November 1 for that school year.

2. How do I report for a public school?

- If you use a student information system that has the capability to send an electronic data file, please send this data file from your system to oi cpschools@doh.wa.gov. If you don't have a student information system, please report in the Immunization Information System (IIS): www.waiis.wa.gov. If you have never reported in the IIS, you will need to have a separate account set up. Please email waiishelpdesk@doh.wa.gov in order to obtain that account.

3. How do I report for a private school?

- Please report in the Immunization Information System (IIS): www.waiis.wa.gov. If you have never reported in the IIS, you will need to have an account set up. Please email waiishelpdesk@doh.wa.gov in order to obtain that account.

4. How do I report for child cares?

- If you are in a preschool based at a public school and you use a student information system that can generate a data file, please send the file to oi cpschools@doh.wa.gov
- For all other child cares, please fill out the report form and mail it to the Department of Health. Get a copy of the report form here: www.doh.wa.gov/Portals/1/Documents/Pubs/348-002-AnnualPreschoolChildCareImmunizationStatusReport.pdf

5. Where can I get more information about school reporting?

- Visit our School Reporting web page: www.doh.wa.gov/CommunityandEnvironment/Schools/Immunization/SchoolStatusReporting.aspx

6. Where can I get more information about reporting for child cares?

- Visit our Early Learning Programs web page: www.doh.wa.gov/CommunityandEnvironment/Schools/Immunization/ChildCareStatusReporting.aspx

7. I need more help – who do I contact?

- Email us at: oi cpschools@doh.wa.gov. We can provide more efficient support using email, including emailing detailed instructions and links to support materials.



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Questions about using the Immunization Information System (IIS) to Report

1. Can I use the IIS to report for child cares?

- No, only schools are currently reporting in this system.

2. Do I need a special account just for school reporting?

- Yes. Even if you already have an account to look up student immunizations, you need another account for reporting. If you have never reported in the IIS before, you need to email waiishelpdesk@doh.wa.gov for a new account just for reporting.

3. What if I don't have a username and/or password?

- If you've never reported before, please email waiishelpdesk@doh.wa.gov

4. I can't remember my username - what do I do?

- Send an email to waiishelpdesk@doh.wa.gov. We will email you your username.

5. I can't remember my password - what do I do?

- Please email us at waiishelpdesk@doh.wa.gov

6. I followed the steps in the IIS for my forgotten password, but I haven't received an e-mail.

- Your email should arrive when 24 hours. If not, your school's email system may block the email from the IIS. Check your junk or spam folder in your email system. If you still don't have the email, contact us at waiishelpdesk@doh.wa.gov.

7. I am logged in, but I can't find the annual school report.

- You may be logged in using your account you use to view student immunization records. You need to login using your reporting account username.

8. I am not sure what some of the report fields are asking for, how do I find this information?

- Look at the "[How to Complete the School Immunization Reporting Form](#)" document on our web page.



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9. I am logged in, but everything looks different and I can't find patient records- why?

- If you logged in with your username to report, you won't be able to see immunization records. If you want to find immunization records, login with the username that allows you to look up immunizations.

10. How do I submit reports for more than one school in the same district?

- When you are logged in to the IIS, click on the Select School from the Main menu on the left. Search and select the school you want. All user accounts are setup so you can see all the schools (public and private) that are located within the school district. If you don't see your school, email us at: oi cpschools@doh.wa.gov

11. How do I submit reports for schools in more than one district?

- You need an account for each school district. Register for an account for each school district by emailing waiishelpdesk@doh.wa.gov.

12. How do I print the completed form from the system?

- Use your browser print button. Although there is no specific button provided on the website that allows you to print, you may still print the form at any time using your browser. One quick method is to right-click on the screen, and choose "Print...", and then follow the instructions. Depending on your browser, there may also be a print option on the toolbar at the top of the screen, or under the main menu.

13. Who else can access the form for my school?

- Reports can be seen by any users if they have been set up for the same school. If the form is not submitted and locked, any user can complete and submit the form. After the report is saved and submitted, no one can edit the report. If you think someone has incorrectly completed your form, send an email to: oi cpschools@doh.wa.gov.

14. How do I make changes to my report when I am in the IIS?

- You can make changes before you submit your report. You can change the number in any box while the report is opened and you haven't previously clicked the *Save and Submit* button. You can also select the *Save* button to allow you to logout and go back at any time and makes changes to the report. You will see any information you entered and saved previously. Red messages at the top of the page tell you what fields that are not completed. If you click the *Save and Submit* button, you cannot make any further changes. If you made a mistake and need to make changes, send an email to oi cpschools@doh.wa.gov.

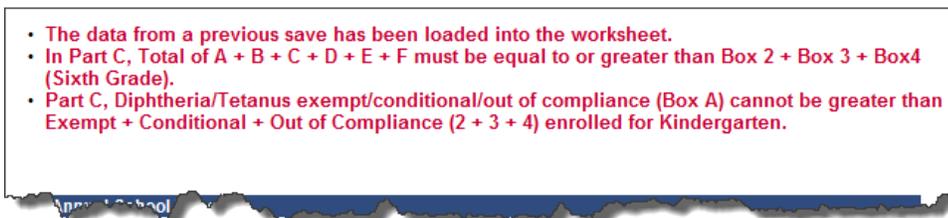
15. Is there a time limit for making edits to a previously saved form in the IIS?

- There is no time limit for making changes to your saved form. Remember to click the *Save and Submit* button when the report is final. Please be sure to submit the form before the due date of November 1.

16. I got error messages when I tried to submit the form using the IIS - what do I do now?

- Red error messages appear when the report is not completed correctly. The system is programmed to make sure you enter numbers that add correctly. The error message will appear at the top of the form, and will give a reason for the error. Although there may be several reasons listed, the error may lie in only one box.

Here is an example of an error message when a form was submitted with errors. This example error was because of a single mistyped number in Part C. The total for one box may affect more than one section, resulting in several messages.



To solve the error, do the following:

- 1) Read the message carefully and find the location of the error listed in the message.
- 2) Check that the numbers entered in the appropriate section are entered correctly. There are tips for adding under each section to help with this.
- 3) Make changes accordingly.
- 4) Re-submit the corrected form.