



WASHINGTON STATE  
**IMMUNIZATION**  
INFORMATION SYSTEM

# IIS 101

## Basic IIS Functionality For Beginners

**PUBLIC HEALTH**  
ALWAYS WORKING FOR A SAFER AND  
HEALTHIER COMMUNITY

DOH 348-566



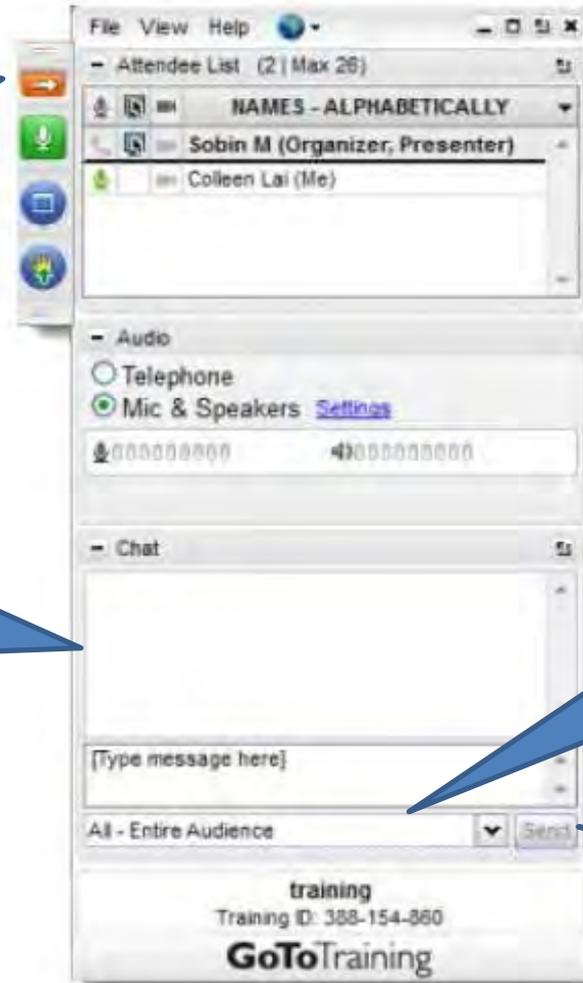
# Your GoToTraining Control Panel

Use the arrow to open and close the control panel

Use the chat box to type in questions and comments

Choose the whole audience or a specific person to receive your chat.

Click Send!



# Training Objectives

- Learn what the IIS is
- Who uses the IIS
- Types of IIS users
- How to navigate in the IIS
- Learn basic functionality

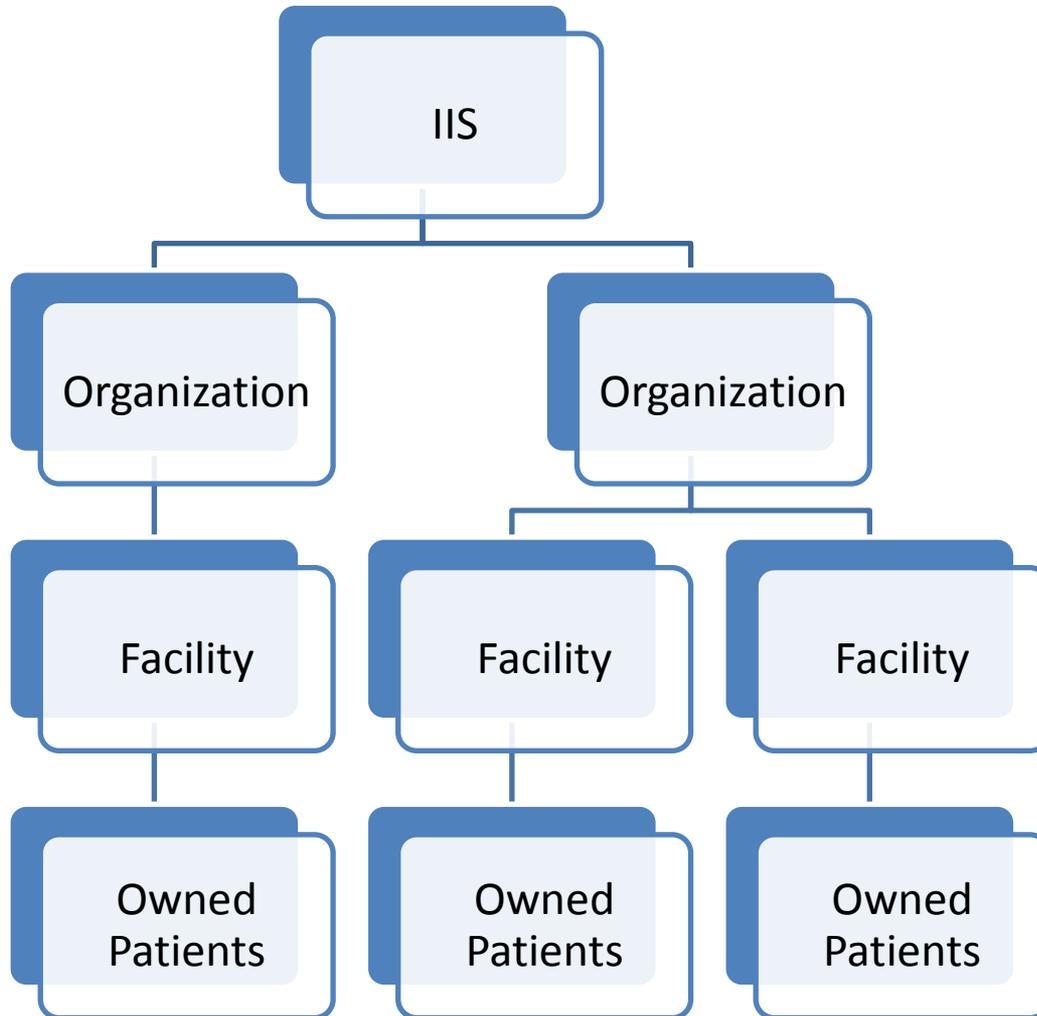
# What is the IIS?

- State-wide web based Immunization Information System.
- Includes immunization records for over 8 million people.
- Immunization data comes from about 2,100 orgs.

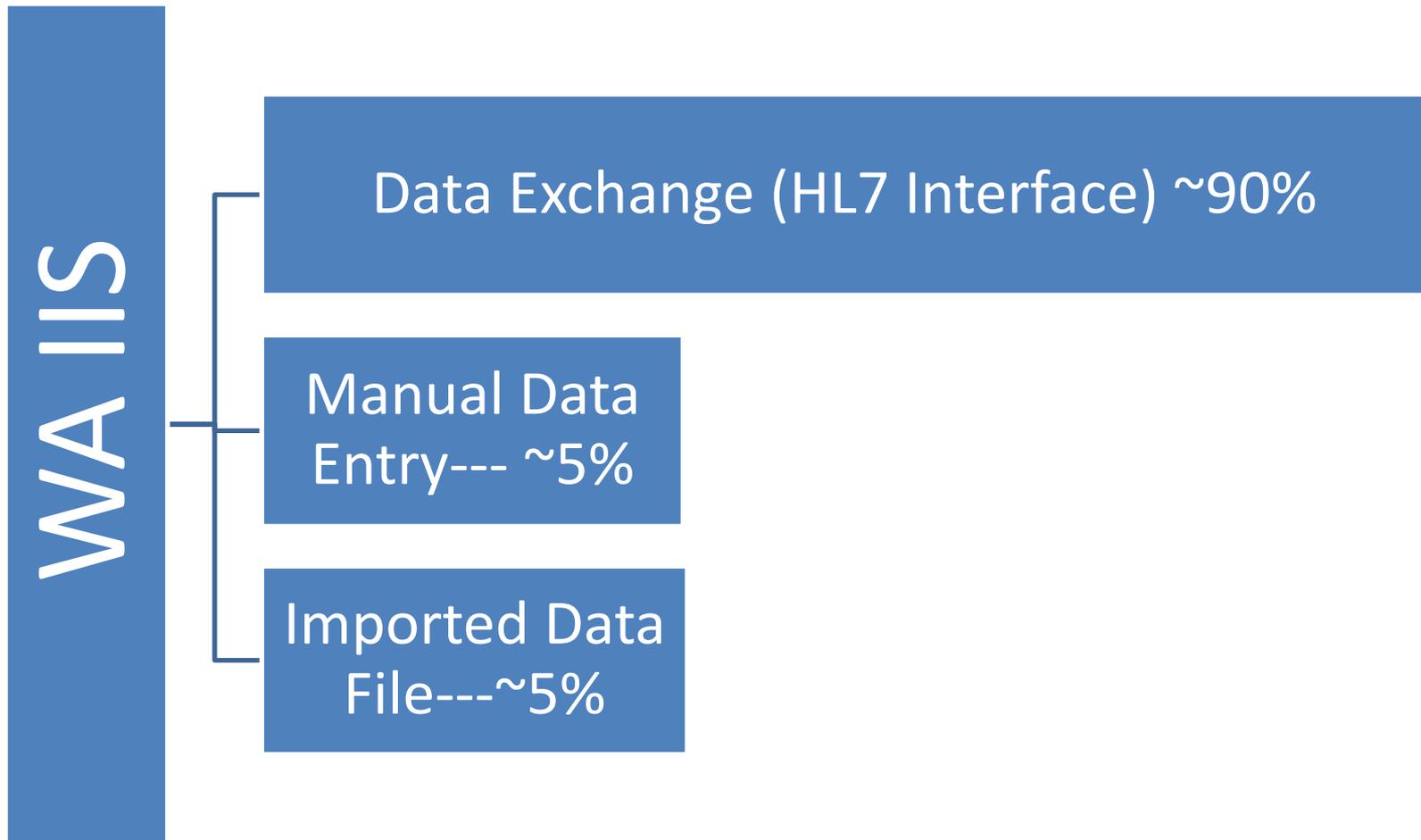
- Hospitals
- Primary Care Providers
- Pharmacists
- Childcare Centers
- Head Start/ECEAP
- Schools

- WIC Clinics
- STD/HIV Clinics
- Tribal, IHS, & Urban Indian Health Clinics
- Family Planning Clinics
- Health Plans

# Basic IIS Structure



# How Organizations Share Data



# Types of IIS User Accounts

Account Types	Description
<b>Client-type Accounts</b>	<b>Access to view &amp; edit records</b>
Registry Client	Access to all orgs/facilities
Organization Client	Access to the whole org & all facilities under org
Facility Client	Access to one facility
School Nurse Module (pilot phase)	Access to student and grade-specific data
<b>View-type Accounts</b>	<b>View-only access</b>
County View	Access to county-level reports

**Each account type has various permissions to allow the user to perform their specific job functions.**

# System Administration Permission

- Permission typically given to a lead or manager in an organization.
- Allows the org to manage their own users:
  - Inactivate users that are no longer employed.
  - Create accounts for new employees that need access.
  - Add permissions if needed for various functions.

\*\*The Help Desk refers new users to their system administrator to set up IIS accounts.

# Login to the IIS

- IIS Help Desk sets up new user accounts:
  - 1-800-325-5599 or [WAISHelpDesk@doh.wa.gov](mailto:WAISHelpDesk@doh.wa.gov)
- Passwords must be at least 8 characters and be in a similar format to (Welcome1).
- Passwords need to be updated regularly.
- Make sure your email address is on file with you account so you can use the **Forgot Password** link and receive regular updates about the IIS.

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Every age. Every vaccination.

**QA Environment**

◀ Main  
Home  
Login

▶ Patient  
▶ Scheduled Reports

<<<TEST VERSION>>>

Date: December 10, 2015

**WA IIS-Web Login**

Username :

Password :

[Forgot Password](#)

Clear Login

# Navigate through the IIS



View Patients

View/Add  
Immunizations

Manage Inventory  
(public and private)

Run Vaccine  
Accountability  
Reports

Order Childhood  
Vaccines

Run  
Reminder/Recall

View Coverage Rate  
Reports

Forecast Vaccines  
Due

Print school  
required Certificate  
of Immunization  
Status (CIS)

# Search for a Patient

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Every age. Every vaccination.

**QA Environment**

- Main
  - Home
  - Logout
  - Select Application
  - Select Organization (IRMS)
  - Select Facility
  - Select VFC Pin
  - Document Center
  - MyIR
- Message
- Favorites
- Patient
- Vaccinations
- Exec. Dashboard
- Organization (IRMS)
- Facilities
- Physicians &

Logged in: DANNETTE DRONENBURG

Organization (IRMS): 1-WA STATE IMMUNIZATION INFORMATION SYSTEM (IIS) (1033)

Date: December 10, 2015

**Patient Search** [Click here to use the 'advanced' search](#)

First Name or Initial:	<input type="text"/>	WIC ID:	<input type="text"/>
Last Name or Initial:	<input type="text"/>	SIIS Patient ID / Bar Code:	<input type="text"/>
Birth Date:	<input type="text"/>	Chart Number:	<input type="text"/>
		ACS Key Line/Serial No:	<input type="text"/>

**Family and Address Information:**

Guardian First Name:	<input type="text"/>	Mother's Maiden Name:	<input type="text"/>
Street:	<input type="text"/>		
City:	<input type="text"/>	State:	<input type="text" value="Select..."/>
Zip Code:	<input type="text"/>	Phone Number:	<input type="text"/>
Country:	<input type="text" value="United States"/>		

**Note:** When searching by First and Last Name, you may use the wildcard character % to replace multiple characters and \_ to replace a single character.

Check here if ad Check here only if unable to find patient (remember most people in WA are already in IIS)

## Tips:

- Using less criteria allows for a broader search
- If unsure of name spelling, try using the wild card (% or \_ for missing letters)
- Only add patients if unable to find using broad search

# Search Results Displayed

**Patient Search Results**  
Records Found = 170      Search Criteria: First Name / Last Name (Exact)

Show  entries      Search:

First Name ▲	Middle Name ⇅	Last Name ⇅	Birth Date ⇅	SIIS Patient ID ⇅	Grd First Name ⇅	Grd Last Name ⇅
ANDREW TEST	M	TEST	09/01/2007	565265	TEST	TEST
BABY		TEST	03/30/2010	5243558		
TEST	A	TEST	01/01/1990	5036305		
TEST	B	TEST	03/27/1934	5213145	TEST	TEST
TEST	D	TEST	03/27/1934	5071763		
TEST	E	TEST	03/23/2008	5212622	TEST	TEST
TEST	G	TEST	03/27/1934	5218411		
TEST	MIROBIOLOGY	TEST	02/02/2008	5170560	BIOLOGY	
TEST	R	TEST	09/09/1978	5607352		
TEST	SRC	TEST	07/07/1977	5718800		

Showing 1 to 10 of 170 entries

[Report Duplicates](#)

- When search results display, locate correct patient, click to open
- Search results default to 10 at a time with options to increase to 25, 50, or 100
- Click arrows next to heading to sort results by these fields

# Reporting Duplicate Records

- Sometimes patients are entered more than once (ie: manual entry, HL7 message etc.)
- Providers can report duplicate records.
- User-flagged duplicates are prioritized during manual review and typically completed in 24 hours.

**Patient Search Results**  
Records Found = 2      Search Criteria: Advanced Search - Edit / View Only

Show  entries      Search:

First Name ▲	Middle Name ◆	Last Name ◆	Birth Date ◆	SIIS Patient ID ◆	Grd First Name ◆	Grd Last Name ◆
NICOLE		TEST	01/01/1992	6172541		
NICOLE		TEST ONE	01/01/1992	6172540		

Showing 1 to 2 of 2 entries

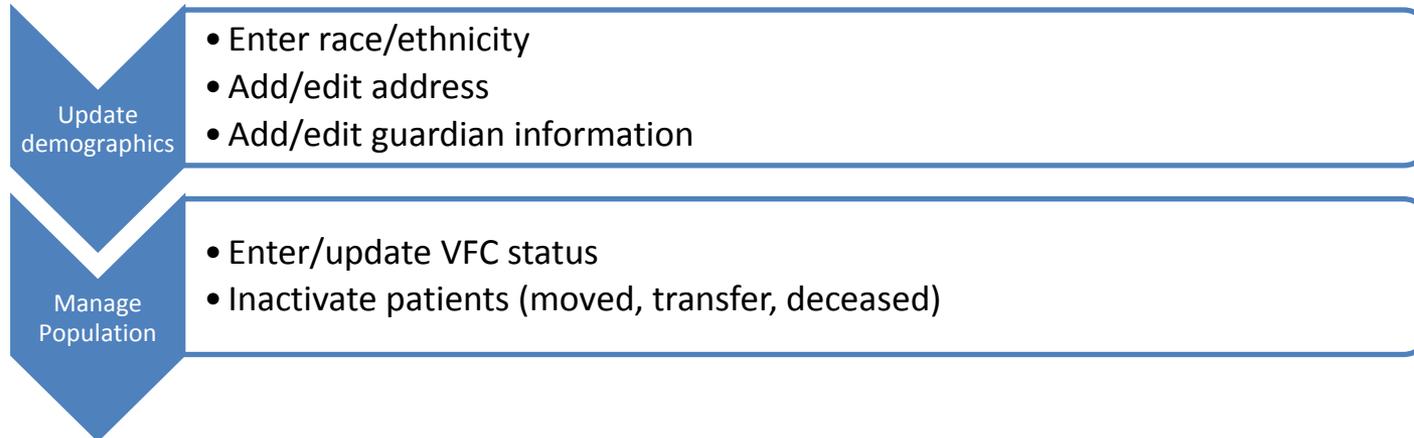
 **Report Duplicates**

[View Quick Reference Guide](#)

# Manual De-duplication

- When a record comes in that has similar patient demographic information as an existing record.
  - If close enough match → Automatic de-duplication
  - If system isn't sure → Manual de-duplication
- Manual De-duplication → Person reviews and decides if record is an exact match or a different person.
- Vaccination records are not added to the IIS until they go through the de-duplication.

# Patient Demographic Screen



Patient Demographics			
<b>Record Info</b>			
SIIS Patient ID:	6159170	Organization (IRMS) Owner:	100021 - DANNETTE'S PRACTICE
Entry Date:	11/09/2015 04:34:21 PM	Last Update:	11/16/2015 04:55:38 PM
Entered By:	DANNETTE DRONENBURG	Last Updated By:	DANNETTE DRONENBURG
<b>Patient</b>			
First Name:	CINNAMON	Race:	
Middle Name:		Ethnicity:	
Last Name:	TEST	Language:	ENGLISH
Suffix:		Medicaid #:	
Birth Date:	01/01/2001	Multiple Birth:	1 of 2
Birth File #:		Military:	
Age:	15	Recall Attempts:	0
Block Recall:		Inactive:	
Sex:	FEMALE	VFC status:	Uninsured
Mother Maiden Nm:	MOM	Vaccine Supply:	PUBLIC
Cell Phone:			
<b>— Primary Address</b>			
Address 1:	123 AWESOME ST	Address 2:	
City:	TUMWATER	State:	WA

Patients are typically “owned” by the last vaccinating facility. This ownership is displayed on the patient demographic screen.

# Vaccination View/Add Screen

View vaccinations given

Add administered vaccines

Add historical vaccines

Add contraindications and deferrals

Add chickenpox history

Washington State IMMUNIZATION INFORMATION SYSTEM

Logged in: DANNETTE DRONENBURG  
Organization (IRMS): DANNETTE'S PRACTICE (100021) Date: January 6, 2016

**Patient**  
Name: CINNAMON TEST  
Date of Birth: 01/01/2001  
Guardian: [blank]  
SIIS Patient ID: 6159170  
Age: 15 yrs  
Status: Active

**Vaccination View/Add**  
(\* - Historicals, # - Adverse Reaction, ! - Warning, I - Warning, I - Warning, S - Unverified Historicals, ^ - Compromised Vaccination, C - Confidential Services)  
Documented By: [blank]  
Double-click in any date field below to enter the default date: 01/06/2016

Vaccine	1	2	3	4	5	6
DTaP	X 01/01/2001 *	03/01/2001 *	05/01/2001 *	09/09/2015 !		
DTaP/Hep B/IPV (Pediarix)	09/01/2001 *	X 12/01/2001 *	09/01/2015 !			
HPV9 (Gardasil 9)	10/24/2015 *					
Hep A 2 dose - Ped/Adol (Havrix, Varlix)	09/01/2009 *	11/10/2015	11/15/2015 !			
Hep B Ped/Adol - Preserv Free (Engerix B, Recombivax HB)	01/01/2001 *	11/03/2015 !				
Hib - PRP-T (ActHib, Hiberix, OmniHib)	03/01/2001 *	06/01/2001 *				
Influvax 36+ mos (Fluzone 0.5 mL)	11/16/2015					
Mening. (MCV4D) (Menveo)	01/01/2012					
Pneumococcal, PCV-13 (Prevnar13)	12/01/2014 *	12/01/2015 *				
Tdap (Boostrix, Adacel)	11/10/2015					
DTaP/Hib/IPV (Pentacet)						
DTaP/IPV (Kinrix)						
HPV, bivalent (Cervarix)						
HPV, quadrivalent (Gardasil)						
IPV						

Add Administered

Clear

Add Historicals

• If a combination vaccine is marked with a 'X', please verify which components of the vaccine are outside the ACIP schedule by viewing the Vaccination Summary.

Contraindications

Deferrals

Add Chickenpox History

! = a warning for vaccine, \* = historical vaccine not given at office, X = invalid dose

# Interpret the Forecast

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Every age. Every vaccination.

**Main**

- Home
- Logout
- Select Application
- Select Organization (IRMS)
- Select Facility
- Select VFC Pin
- Document Center
- MyIR

**Message**

**Favorites**

**Patient**

**Vaccinations**

- View/Add
- Forecast
- Summary

**Exec. Dashboard**

Logged in: DANNETTE DRONENBURG

Organization (IRMS): DANNETTE'S PRACTICE (100021) Date: January 11, 2016

Patient			
Name:	CINNAMON TEST	SIIS Patient ID:	6159170
Date of Birth:	01/01/2001	Age:	15 yrs
Guardian:		Status:	Active

Vaccination Forecast					
The forecast automatically switches to the accelerated schedule when a patient is behind schedule.					
Vaccine Family	Dose	Recommended Date	Minimum Valid Date	Overdue Date	Status
MMR	1	01/01/2002	01/01/2002	05/01/2002	Past Due
VARICELLA	1	01/01/2002	01/01/2002	05/01/2002	Past Due
HPV	2	12/24/2015	11/21/2015	01/23/2016	Due Now
FLU	2	10/01/2016	08/01/2016	10/31/2016	Up to Date
MENINGOCOCCAL	2	01/01/2017	01/01/2017	01/01/2020	Up to Date
DTaP/DT/Td	B	11/10/2025	11/10/2020	12/10/2025	Up to Date

**Due Now** -- As of today's date, the patient's age falls between the recommended minimum age and the recommended maximum age for this dose and the absolute minimum interval has been met since the last dose.

**Past Due** -- As of today's date, the recommended maximum age or the recommended maximum date for this dose has passed.

**Up to Date** -- As of today's date, the patient is not due or past due.

**Optional** -- This vaccine may be administered today. Although the usual "recommended" date has not been met, the minimum valid date for this dose has been met.

The forecast displays the vaccine family, dose number, recommended date, and minimum date, overdue date, and status of a vaccine.

# Certificate of Immunization Status (CIS)

*To print a patient's school required Certificate of Immunization Status (CIS)*

**1** Search for the patient/student

Patient Search		Click here to use the "advanced" search	
First Name or Initial	<input type="text"/>	WIC ID	<input type="text"/>
Last Name or Initial	<input type="text"/>	SIS Patient ID / Bar Code	<input type="text"/>
Birth Date	<input type="text"/>	Chart Number	<input type="text"/>
		ACS Key Line/Serial No	<input type="text"/>
Family and Address Information:			
Guardian First Name	<input type="text"/>	Mother's Maiden Name	<input type="text"/>
Street	<input type="text"/>		
City	<input type="text"/>	State	<input type="text" value="Select..."/>
Zip Code	<input type="text"/>	Phone Number	<input type="text"/>
Country	<input type="text" value="United States"/>		

**2** Click on State Reports

Reports
Patient Record
Report Module
<b>State Reports</b>
Mgmt Reports
School Reports

**3** Click Certificate of Immunization Status (CIS)

State Reports
<b>Patient Specific</b>
<a href="#">Immunization Detail Record Report</a>
<a href="#">Immunization Record Consent</a>
<a href="#">Patient Immunization Forecast</a>
<b>Certificate of Immunization Status (CIS)</b>
<a href="#">Vaccination Screening Questionnaire</a>
<a href="#">PPD Report</a>
<b>Other</b>
<a href="#">VFC Patient Breakdown</a>
<a href="#">Washington State Vaccine Administered Report</a>
<a href="#">Lot Number Summary</a>
<a href="#">Washington State Vaccine Monthly Doses Administered Report</a>
<a href="#">Washington State Vaccine Administered Submission Report</a>

# Printing Patient Records

- Can print patient records in various formats.
- All include vaccine family or name, dose and date of administration.

Vaccine Family	Dose 1	Dose 2	Dose 3	Dose 4	Dose 5	Dose 6	Dose
DTaP/DTP/Td	X 01/01/2001 0 days	03/01/2001 8 weeks	05/01/2001 4 months	09/01/2001 8 months	X 12/01/2001 11 months	09/01/2015 14 years	09/09 14 y
Tdap	11/10/2015 14 years						
OPV/IPV	09/01/2001 8 months	12/01/2001 11 months	09/01/2015 14 years				
MMR	02/02/2016 15 years						
Hib	03/01/2001 8 weeks	06/01/2001 5 m					
Hep B - 3 Dose	01/01/2001 0 days	09/01/2001 8 m					
Influenza	11/16/2015 14 years						
Pneumo (PCV)	12/01/2014 13 years	12/01/2014 14					
Meningococcal	01/01/2012 11 years						
HPV	10/24/2015 14 years	02/01/2015 15					

Next Vaccine Due: HEP-A Recommended Due Date: 01/01/2002

**Patient Vaccination Record (option 2)**

All Recorded Vaccinations (option 2)

**Patient Name:** CINNAMON TEST  
**Patient Address:**  
**Date of Birth:** 01/01/2001  
**Age:** 15y

Vaccine	Dose	Date	Age
<b>DTaP/DT/Td</b>			
DTaP	1	X 01/01/2001	0m
DTaP	2	03/01/2001	2m
DTaP	3	05/01/2001	4m
DTaP/Hep B/IPV	4	09/01/2001	8m
DTaP/Hep B/IPV	5	X 12/01/2001	11m
DTaP/Hep B/IPV	6	09/01/2015	14y
DTaP	7	09/09/2015	14y
<b>HIB</b>			
Hib--PRP-T	1	03/01/2001	2m
Hib--PRP-T	2	06/01/2001	5m
<b>POLIO</b>			
DTaP/Hep B/IPV			

# Scheduling Reports in the IIS

## Schedule

You may see this “schedule” button next to various reports in the IIS.

- Scheduling reports reduces the burden of generating live data in the IIS.
- Recommended for large data sets.
- Recipient must have an IIS account.
- Access under **Received Reports** button under the **Scheduled Reports** tab.
- [View Quick Reference Guide](#)

# Live Demo

- Search patients
- Review forecast
- View/add administered & historical vaccines
- Print patient records
- Print certificate of immunization status
- Schedule reports

# Questions?

## Contact the Help Desk

- 1-800-325-5599
- [WAISHelpDesk@doh.wa.gov](mailto:WAISHelpDesk@doh.wa.gov)

## IIS Trainers

[IIS.Training@doh.wa.gov](mailto:IIS.Training@doh.wa.gov)

- Dannette Dronenburg, Provider Outreach Coordinator
- Nicole Freeto, Provider Outreach Coordinator

## Resources:

[www.doh.wa.gov/trainingIIS](http://www.doh.wa.gov/trainingIIS)