

**TRANSCRIPT: School Immunization Requirements Training Part I**  
**Department of Health Office of Immunization and Child Profile**  
**May 2014**

**Slide 1**

- Welcome to part 1 of 3 school immunization trainings.
- This is the first part, which will focus on the Washington State IIS.
- We recently changed the name Child Profile Immunization Registry to the WA State IIS.
- In this training you will learn how to enroll your school district in the System and how to request individual user accounts.
- You will learn how to log on to the system, find, and review a student record and then print the Certificate of Immunization Status (or CIS). Every student enrolled in school in our state must have a completed CIS on file.
- Using the System will make your work easier, and will lead to more accurate reporting of student immunization status for your school and district.

**Slide 2**

- What is the WA State Immunization Information System or IIS?
- The IIS is a statewide, lifetime registry that keeps track of immunization records for people of all ages. We call it a “lifetime” system for this reason. It is web-based and secure – and is a great tool for health care providers, including school nurses. Although the IIS contains records for all ages, we currently have the most complete records for children and teens. Most doctors and clinics that give immunizations in our state participate in this statewide system.

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- Since 1993, our system has housed immunization information for all ages. We get information from providers, birth certificate data, and insurance and Medicaid billing records. Healthcare providers add information to the system when a patient is immunized. Immunizations for patients can be added manually, by data files, or electronic health records. Participation by immunization providers is voluntary. Over 95% of the health care providers who immunize children participate in the IIS. However, you will find that some records do not contain all the immunizations a student has received.

- Using the system lets providers view patient immunization records, gives them a forecasting tool to help them manage upcoming vaccinations, and prints out a patient's vaccine record. Also - it can generate a CIS with a student's immunization information automatically filled in. This can be a great time-saver for schools collecting CIS's for school entry.

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- Organizations that employ or contract with licensed healthcare professionals can enroll in the IIS. This includes private and public healthcare practices and agencies, schools, Head Start, Early Head Start, and ECEAP programs. These programs must have a formal relationship with a licensed healthcare professional – usually an RN or LPN – in order to enroll. Under this healthcare professional's authority, non-licensed staff can get assigned access to the system. The organization requesting access must first sign an Information Sharing Agreement with the Department of Health. We also require that school, Head Start, and ECEAP staff sign a confidentiality agreement before accessing the system.

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- School nurses and other school staff designated by the school nurse may use the system to look up and print a student's immunization history. The system automatically generates, completes, and prints the vaccination history on the CIS. School staff can print the CIS and give it to families to review, sign, and turn in to the school. Families may also add other immunizations the student has received by writing them on the CIS. Schools may also add immunizations to the CIS, but only after you get parent permission to do this.

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- A couple of additional requirements apply to school, ECEAP and Head Start staff who participate in the IIS. You can find more information about these requirements on the DOH Immunization website. Click on the Child Profile health Promotion link to find the IIS access information. The two call-out bubbles show where to click for school information and Head Start and ECEAP.
- Specifically, schools, ECEAP, and Head Start agencies must:
  - Maintain the confidentiality of information in the system, as described in the Confidentiality Agreement that I mentioned earlier. AND

- Give the CIS to the parent, guardian, or eligible student to review, sign, and turn in to the school. A parent or guardian signature is REQUIRED, so it is important that school staff **NOT** give the CIS directly to the school ***without a parent signature***.

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- Access to the System is easy and 85% of school districts in Washington are already enrolled. If your district does not have access, you can find an Account Application and the Information Sharing Agreement on the website, as shown here by the call-out bubble.
- Once your district submits these documents, we will contact you to set up individual user accounts with passwords for staff who will use the System.
- If you don't know if your school district has access, call our Help Desk at 1-800-325-5599.

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- Now, let's look at how to use the IIS to look up a student record and print out the CIS.
- The system is web-based, so go to the internet and type in the web address:  
[www.waiis.wa.gov](http://www.waiis.wa.gov)
- You'll come to the home page, which you see on the screen now. Bookmark this site as a "Favorite" to save yourself time in the future.
- There are some things you can do on the home page without logging in. Use the upper right hand links to read announcements, explore training guides, and find helpful hints for using the system as well as links to other vaccination related sites, including to IIS systems in other states.
- To log in, go to the vertical menu bar on the left hand side of the screen. Click on the word "Login".

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So, here we are at the Login screen.

- Usernames are not case sensitive, but passwords are.

- Notice that there is information below the login – the message in the box changes with new information about a variety of topics. You can see that there are links to click on to read more information.
- So, to log in, type your username and password in the spaces provided. You can use your tab key to move between fields or boxes, or point and click with your mouse to get from field to field or box to box.
- If you have forgotten your password, click on Forgot Password.

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- A little more about logging in.
- If a Windows message appears after you login asking something like, “Do you want Windows to remember this password, so that you don’t have to type it again the next time you visit this page?” **answer NO**. Saving your password in Windows can present a security risk and can create problems for you after the password has expired.
- Each user should have a unique account with a unique password. Please do NOT share your password with other staff.
- Your password will expire every 120 days. Once expired, the system will prompt you to change your password. If your password expires over summer break, you may need to contact the Help Desk to re-set your password.

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If you forget your password or if your password doesn’t work for some reason:

- Click the “Forgot Password” button on the Login page, and it will bring you to this screen.
- Enter just your username, NOT your email address and hit the “Send” button. We will email you a new password (make sure we have your current work email on file).
- If you get an error message after hitting “Send,” call the Help Desk.
- If you don’t get an e-mail after hitting “Send,” first check your spam or junk folders to be sure it didn’t get put there. If you still can’t find it, call the Help Desk and we will re-set your password.

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- Once you have logged in, you are ready to search for a student record. We recommend searching a few different ways before deciding that the student IS NOT in the system. I will describe the 3 most common ways to search and we recommend that you try them in this order.
- The first way to search is to type in the student's first name, last name, and date of birth in the Patient Search section. Note that you don't have to enter slashes in the date field, just the two digit month, two digit day, and four digit year. The slashes will automatically appear. Then click on the "Search" button. If a record exactly matches the information you have entered, the student's record will appear under the Patient Search Results that you see on the bottom half of the screen.
- The second way to search is to type in the student's first and last initials and date of birth. This is a really helpful way to search for a student whose last name has changed, who sometimes goes by a nickname, or if the last name is sometimes hyphenated. The list under the Patient Search Results section will likely be longer, so look down the list until you find the student you are searching for.
- The third way to search is to enter the first name and last name only, WITHOUT a date of birth. If it is a common name, you will see a list of students that exactly match on name but that have different birthdates. Look down the list until you find the student you are searching for. You may find a student with slightly different birthdates.
- Finally, if you still have not found the student, try searching for a guardian name, phone number or address.
- Once you find the student in the Patient Search Results section, click on the student's name to open the record.
- Before we move on to the next screen, please NOTE that to get around the site, DO NOT use your browser's back button. Use instead the left hand menu and clickable buttons on each screen.

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- This is the screen you'll come to when you click to open the student's record. We call it the Demographics page.
- The Demographic page shows the student's name, birthdate, age, sex, and in some cases guardian or family contact information. It may also show their most recent facility or medical home. Many of the fields, such as address and phone number, are blank because they are considered confidential and are viewable only by the healthcare

provider that entered them. Reviewing the information that is present can help confirm that you have the correct student.

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- If you're sure you have the right student – in this case, Sam Test, then you can view the student's immunization record. You can view records a couple different ways under the "Vaccinations" heading in the left menu. The options are "View/Add," "Forecast," and "Summary." If you don't see these options, then click on "Vaccinations" and they will appear.
- I'll talk about the View/Add and the Summary links for viewing a student's record. First the "View" link.
- So, when you click the "View/Add" link – you'll see this screen. Sam's Patient information is at the top and then there's the "Vaccination View/Add" section.
  - Under the vaccination view/add section, you'll see Sam's vaccines in the left most column, and the doses listed out to the right – as dose 1, dose 2, dose 3, and so on as the headers for these columns.
  - The date Sam received each dose is shown in the columns to the right of the vaccine name. You can "click" on the date to find out more detail about a particular dose of vaccine, such as which clinic or doctor gave Sam the vaccine.
- I want to draw your attention to the Red X next to Sam's Hep B Dose #2. A "Red X" indicates an invalid dose of vaccine. An invalid dose is a vaccine dose given outside of the recommended Advisory Committee on Immunization Practices (or ACIP) guidelines. Usually it means the patient must get re-vaccinated, unless subsequent doses have already met the requirements. Click on the date, and you will see the reason why the dose is invalid.
- **Please note: For many students, the system does not contain a COMPLETE record of all vaccinations received. The older the student, the less likely their record is complete because their past immunizations may not be entered.**

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- Let's follow our example of Sam's invalid hepatitis B dose. When you click on the date with the Red X, you'll come to what we call the vaccination detail page. This gives you more details about the dose.

- In this case, Sam got the dose too early, so the minimum time between this dose and the previous dose was not met. To go back to the previous page, click on the cancel button at the bottom of the screen.

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- Clicking that “Cancel” button brings us back to the same “Vaccination View/Add” page for Sam. By scrolling down, we find the sections on contraindications and the vaccination forecast, which you see on the screen now.
- Contraindications, which you can see has a red bar, can include medical reasons as well as history of disease. This information is helpful for you because a history of varicella disease will show up here.
- Next, let’s look at the vaccination forecast section which is circled in red here. The forecast shows which vaccines are Due Now, Past Due, or Up to Date. The Up to Date status is ONLY for vaccines that the student will need in the future. So, on Sam’s forecast, we see that he is Past Due for hepatitis A and flu vaccines. And we also see that Sam is Up to Date on his Tdap because it is not due until the year 2018.
- One quick note on the Up to Date status: for kids too old to get a certain vaccine, their record will not show a status of Up to Date for that vaccine. For example, a seven year old child will not have an Up to Date status for Hib vaccine, even if she did not have all her Hib doses as a baby, because she is now too old to get the vaccine.
- **PLEASE NOTE: the forecast is based solely on the data that has been entered into the IIS. A student may have additional vaccines that are not in the system. The forecast is only as accurate as the data that has been entered.** It is also important to note that this forecast does not always match school vaccine requirements. That’s because it is based on the national ACIP recommendations. These recommendations may differ from Washington State’s requirements for specific vaccines for school and child care entry. So, for Sam’s forecast above, the fact that he is Past Due does not actually matter for school because those vaccines are not required for school entry.

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- The second way to view Sam’s record that I’ll discuss is through what we call the “Summary View.” Under Vaccinations on the left hand menu, click on the “Summary” link – and you’ll see this screen. Again, Sam’s Patient information is at the top and then there’s the “Vaccination Summary” section.

- This view is similar to the Vaccination View in that the columns line up the same way. You'll see Sam's vaccines in the left most column, and the doses listed out to the right – as dose 1, dose 2, dose 3, and so on as the headers for these columns. However, the summary is different in that it groups vaccines by vaccine “family.”
  - For example, as you can see in Sam's record here, all the diphtheria, tetanus, pertussis vaccines are grouped together on one line –DTap – slash-DTP-slash-Td. Each dose has the date it was given like in the other view we saw, but it also shows Sam's age when he got the dose.
    - Using the age can be easier to compare with school requirements, which are based on age and grade level. It is, however, not possible to tell from this view whether Sam has received a pertussis containing vaccine, for example, DTaP as opposed to Td. As a side note: the pertussis booster – Tdap for older children – would be shown on a separate line.
  - Again, you can click on the date in the Summary View to find out more detail about a particular dose of vaccine, such as which clinic or doctor gave Sam the vaccine.
- Another thing to note about the Summary View is that it does not show “travel” vaccines (like yellow fever) or some adult vaccines. It does include all of the vaccines required for school (and the recommended childhood vaccines for children in the U.S.).

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- Now that we've found Sam's record and reviewed his immunizations, we're ready to find and print the Certificate of Immunization Status or CIS for him to take to school. Going to the left hand menu bar, click on “Reports” and then “State Reports.” The CIS is found here because it is specific to Washington State.

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- One of the great things about the IIS is that it completes the CIS by automatically filling in Sam's name, birthdate and immunization dates. This is a great timesaver for both schools and parents. The CIS has all school-required vaccines as well as some vaccines not currently required.
- When the certificate first comes up on your screen, it will be blank. Just wait a few seconds and you will see the dates fill in the boxes.

- Invalid vaccine doses – those that we saw with a Red X next to them – DO NOT appear on the CIS. If “history of chickenpox disease” was entered in the system like it was for Sam, this will also appear on the CIS when you print it out.
- You can print the CIS using the print button on your browser toolbar and give it to the student’s parent or guardian to review and sign. The parent or guardian may add additional information if they have valid records of immunizations given that were not entered into the system. The parent or guardian then submits the certificate to the school.
- If the student receives additional immunizations after the CIS is signed by the parent or guardian and turned into the school, you can add them to the school CIS – BUT, you can ONLY do this after the parent or guardian has had a chance to review the new information and given consent to add it to the record. If a signed CIS is already on file, it is acceptable to add this information to the CIS and get verbal consent by phone. Just be sure to document that consent was received and the date of the phone call on the printed CIS. There is a specific place for this at the bottom of the middle column.

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- The System has other reports that you can print. Sometimes you may wish to print a student’s immunization record and/or the immunization forecast to give to a family to take with them to their healthcare provider. Since the CIS does not include ALL vaccinations (such as travel vaccines), you have other report options to choose from.
- Once you have searched for and selected a patient, go to the “Reports” heading in the left-hand menu and click on “Patient Record”. Please leave default buttons set to “do not include confidential information” and “do not include confidential vaccines” as shown in the red circles. Changing those buttons may bring up confidential or even incorrect address and phone number information. “Confidential vaccines” refers to vaccines a teen may have received at special teen clinics, such as HPV vaccine. The clinic marks the vaccine as confidential in the system. Then it is up to the user to make sure the confidential doses do not show up on a report given to a parent without the teen’s consent. This confidentiality is also the reason why HPV doses are not included on the CIS, even though there is space for it.
- Now choose one of three record options or the forecast option. Create the report by clicking on the create report button.

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- Here is the report we created on the previous screen--the All Reported Vaccinations option 2 report. This report is organized by vaccine family and shows you the exact vaccine type received. It includes all vaccines entered into the system, including travel and other non-routine vaccines.

### **Slide 22**

So, we've discussed a lot of information and I'd like to give a short re-cap:

- Go to the IIS website: [www.waiis.wa.gov](http://www.waiis.wa.gov)
- Log on
- Search for the student – called “patient” in the system
- View the student’s immunization record
- Print the Certificate of Immunization Status
- Give the printed CIS to the parent or guardian to review, sign, and turn in to the school

### **Slide 23**

If you have questions about using the IIS, school immunization requirements and school reporting of immunization status, these resources are available:

- For questions about using the System – such as logging on, searching for a student, viewing a record, or printing the CIS, please call our Help Desk
- For questions about the school immunization requirements and school reporting of immunization status, click on the main Department of Health school web page as shown on the screen or call 360-236-3595.

### **Slide 24**

- We would like your feedback about this training. Please click the link on the screen to complete an evaluation.
- Once again, thank you for watching this training! We appreciate all you do to prevent vaccine-preventable diseases in our state!