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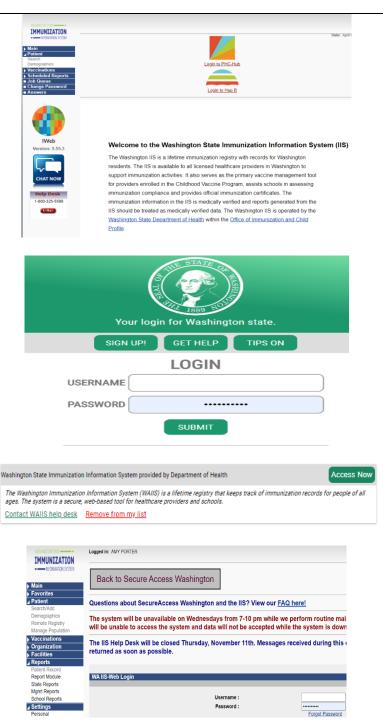


Log In

Watch our video tutorial for how to log into the School Module and Secure Access Washington Here: <u>How to</u> Log in - Video

Go to: www.waiis.wa.gov

- Click *Login* under the main menu in the top left corner.
- The homepage for Secure Access WA or SAW will open. This is a security gateway used by the State of Washington. Current users access the IIS through Secure Access Washington by adding the IIS as a service. For more information about this process see the FAQ here (PDF).
- If you need assistance with logging into SAW please select the green, "Get Help" button located under the Washington State Seal.
- Enter your SAW Username and Password. (This is a different username and password than your log in credentials for the school module.)
- Click submit and you will be taken to the login page for the School Module.
- Click the Access Now button to select the service WAIIS.
- If prompted complete the multi-step authentication and continue to the WA IIS login page
- Enter your WA IIS *Username* and *Password*. If you forget your password, you can select *Forgot Password* and reset via email. You can also contact the Helpdesk via phone or email.
- Click *Login* or press *Enter* on your keyboard.
- If your account has access to more than one school the system will take you to the *Choose School* screen.





Choose a School

Watch our video tutorial for how to choose a school here: How to Choose a School - Video

If you have access to more than one school, you will need to select a school to continue.

- Click on *Click to Select* to open the *Select School* window.
- Click *Search* without adding any information about this school. This will display a list of all the schools in the district and is the most accurate way to find your school.
- From the list, click on the arrow button to the left of the School Name to select that school.
- The *Select School* window closes, and the selected school is shown in the *School* field.
- Ignore the *Default Grade* selection/dropdown box.
- Click the *Continue* button.

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Search for a Student

*** Only look up students within your School or District. Employee records can only be viewed if the Employee has given written consent.

Watch our video tutorial on how to search for a student and report duplicates here: <u>How to Search for a Student</u> <u>and Report Duplicate Records - Video</u>

- Using the Navigation Menu, Click *Search/Add* under the Patient menu heading.
- Enter information in the Patient Search fields e.g., student name, birth date, SIIS IS, OSPI Student ID. The more information provided the shorter the search results.
- Enter the birth date as a string of numbers; for example, May 8, 2005, = 050805.
- Click *Search* or press *Enter* on your keyboard.
- Select the correct student's name by clicking once on the name. This opens the Patient Demographic screen.

Reporting Duplicate Records

When searching for students in the IIS, you may see multiple records for the same student. If you see duplicate records, please report them in the IIS. The IIS Team reviews and resolves the duplicate records within a few business days. Reporting duplicate records helps to improve the accuracy of student vaccination records. For more information on reporting duplicate students please review <u>How to Report Duplicate Patients Quick</u> <u>Reference Guide</u>.

Bad Merges

Sometimes profiles accidentally get merged by the system. This happens most commonly with siblings, especially twins, who have similar first names. If you suspect that accounts have been merged incorrectly, send us an email (<u>schoolmodule@doh.wa.gov</u>) with the SIIS ID that you want us to review.

Important Note - Please do not email student names or DOBs. If you need us to look at a specific student, please email the SIIS Patient ID.

Patient Search First Name or Initial:			SIIS Patient ID:	Click <u>here to u</u>
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Showing 1 to 6 of 6 entries	500			

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Add a Student to the IIS

Watch our video tutorial for how to search for a student and attach them to a school here: <u>How to</u> <u>Add a Student and Attach them to a School - Video</u> and <u>Short Video – Adding Patients to the IIS -</u> <u>YouTube</u>

A student not in the School Module can be added on the *Search/Add* screen under the *Patient* menu heading.

- Enter the student's first, last name and birth date.
- Check the box *Check here if adding a new patient*.
- Enter all required fields marked red.
- Click *Search* or press *Enter* on your keyboard.
- If the student is not found, click *Add Patient* under *Patient Search Results*.
- The system will open the *Patient Demographics Edit* screen.
- Enter the *Sex* of the patient using the dropdown list.
- Enter the OSPI SSID in the *Student ID* Field.
- Enter the mailing *Address* Note: enter the zip code first to auto populate fields. Click the *Add* button in the address section.
- Enter the *Phone Number* and appropriate *Phone Use Code* (usually Primary Residence Number). Click the *Add* button in the Phone section.
- Enter the name of the *Family Contact*. Click the *Add* button in the Family Contact section.
- If desired, enter a student's preferred name in the Alias section. Students whose preferred name is being used for legal reasons such as protection orders, custody issues or for those transgendered, may be eligible to have their preferred name listed as the primary name in the IIS. Email us at <u>schoolmodule@doh.wa.gov</u> to request permission to change a student's primary name from their legal name.
- Enter additional information if available. Note: do not enter a School Entry Date.
- Click Save.

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Add a student to a Roster

- Search for the student, (please see the above section titled "Search for a Student" for more information.
- Click on the student's name to open their demographic page.
- Select the correct *Grade Level* from the dropdown list.
- Click the checkbox to *Include on Reports.*
- Click the *Update* button.

If the school they attend is not in the school drop down field, then select the "Select a School" button in the top left corner to choose a different school and follow the above steps again.

View/Export the Student Roster

Watch our video tutorial for how to view/export the student roster here: <u>How to View and Export the</u> <u>Student Roster - Video</u>

- Click on *Roster* under the Schools menu heading.
- You can select the *Grade* using the dropdown list. Not selecting a grade will show all students in the roster.
- If your roster is over 1000 students, the system may time out and not allow adding or removing of students. If this happens, select a grade prior to running your roster.
- Select the desired *Series* using the dropdown list to apply compliance rules to the Roster. You are required to select a Series to view the Roster.
- Select the desired sort using the *Sort By* dropdown list.
- Click the *View Roster* button.
- You can download the roster as a .csv file by clicking the *Export Roster* button.



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Edit the Roster

To keep the Roster up to date students must be added and removed as students enroll and withdraw

Add A Student

- Click the *Add New Students* button to go to the Patient Search/Add Screen
- If your roster is over 1000 students, the system may time out and not allow you to add students. If this happens, select a grade prior to running your roster to reduce the number of students on the roster. Repeat to clear each grade individually.

Remove a student

- Check the box in the *Remove* column next to the student you wish to remove.
- Click the *Save Roster Updates* button.
- Click **OK** on the popup window asking if you are sure you want to delete.
- If your roster is over 1000 students, the system may time out and not allow you to remove students. If this happens, select a grade prior to running your roster to reduce the number of students on the roster.

Change a Student's Grade Level

- Select the desired grade from the dropdown list next to the student's name in the *Move To* column.
- Click the *Save Roster Updates* button.

Change the Grade of All Students on the Roster **Do at the End of Each School Year or send in a new roster to be uploaded. Instructions for this can be found here: <u>Roster Upload Quick Reference Guide</u>

Remove all Students in the highest grade: graduating or moving to the next school, ex. 12th grade.

- Click the *Select All* button. All the student's Remove boxes will be checked.
- Click the *Save Roster Updates* button.

Change the Grade of All Remaining Students on the Roster

- Select the desired grade from the dropdown list box next to *Move All To*. Start with the highestgrade level, ex. Move 11th grade to 12th grade.
- Click the *Save Roster Updates* button.

School Roste Criteria School: VERY HEALTHY ELELEMENTARY Grade: 6th Grad Move To? Last Name First Name Birthday SIIS Patient ID Status Exemption on File? Grade Remove? CAT 11/12/2004 3989307 CARLY 6th Grade --select-Up to Date COREY 10/12/2004 2069700 6th Grad 6th Grade CAT SUSIE 12/12/2004 4248670 Due Now Move all to: --select--✓ Select All Total Students Selected: 3 Cancel Add New Students Save Roster Upp Criteria School: VERY HEALTHY ELELEMENTARY Grade: 6th Grade Last Name First Name Birthday SIIS Patient ID Status Exemption on File? Grade Move To? Remove? CAT CARLY 11/12/2004 3989307 5th Grade Up to Date 6th Grade $\mathbf{\sim}$ \checkmark CAT COREY 10/12/2004 3958790 Due Now 6th Grade 5th Grade SUSIE 12/12/2004 4248670 Due Now 6th Grade 5th Grade • CAT Move all to: 5th Grade V Uncheck All Total Students Selected: 3 Cancel Add New Student Save Roster Updat

IMMUNIZATION

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Vaccination Summary Page

** Only nurses have access to the Vaccination Tab. If you are not a nurse and need access to the vaccination tab you can view the steps for how to complete the delegation process on the <u>School Module Website</u> under section 3, number 1.

Watch our video tutorial about the vaccination summary page here: <u>Vaccination Summary Page - Video</u>

After selecting a student, click on *Summary* under the *Vaccinations* menu heading. This view-only page will display the following sections:

Vaccination Summary

Lists a student's vaccines grouped by vaccine type. Immunizations marked with a red X are considered invalid. Click on the vaccine date for more detail, including the provider who gave the vaccine.

Invalid Vaccinations

Lists the reason a vaccine dose marked with a red X is invalid.

Vaccine Deferrals

Notes the deferrals entered by the healthcare provider about deferred.

Vaccine Contraindications/Exemptions/Precautions

Lists information entered by a healthcare provider. Some information may not display due to patient confidentiality. Exemptions entered here are provider exemptions which are not the same as school/childcare exemptions. Students with a school/childcare exemption must have a completed Certificate of Exemption on file which should be entered into the School Module (instructions below). Exemptions entered in the School Module display on the *Patient Demographics* page not in the *Vaccine Contraindications/Exemptions/Precautions*.

Vaccination Forecast

Lists vaccinations still needed and when they are due. Definitions of the Forecast Status can be found on the *Forecast* page under Vaccinations on the main menu.

For more detailed information about the vaccine summary screen review the <u>How to Review a Patient's</u> <u>Vaccination Summary and Forecast</u> quick reference guide.

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Vaccination Forecast									
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Vaccine Family	Dose	Recommended Date	Minimum Valid Date	Overdue Date	Status				
MMR	2	10(29/2015	10/29/2015	10/01/2017	Due Now				
VARICELLA	2	12/24/2015	12/24/2015	10/01/2017	Dub Now				
MENINGOCOCCAL	1	10/01/2021	10/01/2020	10/01/2023	Up to Date				
Tdap	B	10/01/2021	10/01/2021	10/01/2023	Up to Date				



Vaccination View/Add Page

Watch our video tutorial about the vaccination View/ Add page here: <u>The Vaccination View Add Page - Video</u>

After selecting a student, click on *View/Add* under the *Vaccinations* menu heading. This page will display the following areas:

Vaccination View/Add

Lists all vaccinations administered and fields to enter additional doses. Only medically verified immunization records may be entered on this page. For more information about entering immunization dates see the *Add Missing Immunization* section below.

Vaccine Contraindications/Exemptions/Precautions and Forecast

Lists information entered by a healthcare provider as well as the Vaccination Forecast. This is the same information that displays on the *Vaccination Summary* page explained above.

Add a Missing Immunization

Important:

- Only medically verified immunization records may be entered into the School Module. Follow the guidelines in the next column to determine if an immunization record is a valid medically verified record (see Appendix A for samples). The ultimate decision to enter an immunization record is based on the School Nurse's best clinical judgment.
- ✓ If the school is subject to the FERPA rules, parent consent must be obtained prior to entering the dates into the School Module. You can use the Certificate of Immunization Status (CIS) to document parent consent or obtain written consent in an alternate manner.

For strategies on how to obtain medically verified records and collecting parent consent please review the <u>Guidance and Expectations</u> document.

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/ID-19, mRNA, LNP-S, P , tris-sucrose (Pfizer 6m-		X 02/12/2022								
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IMMUNIZATION

The following are examples of medically verified immunization records that may be entered into the IIS

(see Appendix A for samples):

- Immunization records printed from a clinic or hospital Electronic Health Record.
- Immunization record or official CIS printed from another state's immunization registry.
- Official lifetime immunization record from WA or another state with a unique healthcare provider or clinic stamp, or another form of written healthcare provider documentation, such as a provider signature.
- For foreign students: official immunization record such as an immigration form or lifetime immunization record from another country with a clinic or healthcare provider stamp.
- CIS: handwritten immunizations can be accepted only if verified with a unique healthcare provider or clinic stamp, or another form of written healthcare provider documentation, such as a provider signature.

To request this document in another format, call 1-800-525-0127.

Deaf or hard of hearing customers, please call 711 (Washington Relay) or email civil.rights@doh.wa.gov D



To Enter a Date

- After selecting a student, click on *View/Add* under the *Vaccination* menu heading.
- Click into the *Box* next to the appropriate vaccine brand. If the specific vaccine name is not specified on the student's immunization record and the student was vaccinated in the U.S. use the *Default Vaccine to enter* specified in the next column. If the student was vaccinated outside of the US use the unspecified formulation of the vaccine. Additional vaccines can be found in the dropdown list at the bottom of the *Vaccine View/Add* section.
- Type the date as a string of numbers; for example, May 8, 2005 = 050805, or double click to use the *Default Date* at the top of the *Vaccination View/Add* section. The Default Date can be changed to any desired date.
- Click the Add Historicals button list at the bottom of the Vaccine View/Add section. You can add multiple dates in the vaccine fields before clicking the button. Remember to do this to save your work.
- Immunizations marked with a red X are considered invalid. Click on the vaccine date for more detail.

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Delete an Immunization

Watch our video on how to delete immunizations here: How to Delete an Immunization - Video

Immunization dates can only be deleted if you entered the date.

- After selecting a student, click on *View/Add* under the *Vaccinations* menu heading.
- Click on the *Immunization Date* entered in error. The system will open *the Vaccination/Medicine Detail* page.
- Click the *Delete Record* button. The system opens a second *Vaccination Detail* screen.
- Click the *Delete Record* button to delete the record.
- Click *Cancel* to return to the previous screen without deleting the record.

Incorrect Vaccination Dates

Incorrect vaccination dates can only be edited by the user who entered the date. To find out who entered the vaccination, click on the immunization date. That will open the *Vaccination Detail* screen which shows the organization that entered the date. You will need to contact that provider to let them know that the date is incorrect. The error will need to be fixed in the IIS and in the provider's electronic health record, so the incorrect dose doesn't return to the IIS with their next data upload.

Date of Birth: 1001/2010 Age: 300 weeks, 70 months, 5 yrs Status: Active Vaccination/Medicine Detail Vaccination/Medicine Detail Vaccination Date of MIR Date Administered: 1001/2011 Invalid Vaccinations Invalid Vaccinat	Patient Name:	MOLLY THE CAT	SIIS Patient ID:	5408455
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To request this document in another format, call 1-800-525-0127. Deaf or hard of hearing customers, please call 711 (Washington Relay) or email <u>civil.rights@doh.wa.gov</u>



Chickenpox History

Watch our video tutorial on Chickenpox history here: Chickenpox History - Video

Only healthcare providers verified history of disease may be entered.

Add Chickenpox History

- After selecting a student, click on *View/Add* under the *Vaccinations* menu heading.
- Click the *Add Chickenpox History* button.

Delete Chickenpox History

- After selecting a student, click on *View/Add* under the *Vaccinations* menu heading.
- Click the *Delete Chickenpox History* button.

Add Chickenpox History

Remove Chickenpox History

WASHINGTON STATE



Patient record updated successfully

DOG 05/08/2005 N

MALE

6th Grade 03/15/2015 ~

MAYWOOD HILLS ELEMENTARY 🗸

State: Zip Code

Home Phone

mporary Until

Permanent

Patient Detail First Name:

Birth Date: Multi Birth Indicator

Student ID: Guardian Name

+ Patient Specific Re School Rep

Medical Exemptions:

Personal Exemptions:

Date Requested:

dical Exemptions

Date Requested

Measles

Religious Exemptions

Vaccine: + Evidence of Immunity

Religious Membership Exemptions

Date Reques

Middle Name: Last Name:

Birth Order

School: Grade Level: School Entry Da

Add/Delete an Immunization Exemption

Also see: Enter Exemptions into the School Module Quick Reference Guide (wa.gov)

- Medical, Personal and Religious Exemptions require both parent/guardian and healthcare practitioner signatures on the Certificate of Exemption (COE) Form.
- ✓ Religious Membership Exemptions require only a parent/guardian signature on the COE.
- ✓ Exemptions entered in the School Module impact the Roster and reports. They do not impact the validated CIS, which measures documentation of immunity not documentation compliance.
- If a student transferred to your school any exemptions entered by their previous school will need to be removed and new exemptions will need to be added for your School/District

Add an Exemption

- After selecting a student, select Demographics under the Patient main heading.
- Click the **Edit** button. •
- The system will open the Patient Demographics . Edit page.
- Click the + to expand School Exemptions by • Disease.
- Click the desired **Disease** from the Disease *dropdown list* of the desired exemption type. Measles, mumps and rubella cannot be exempted for personal/philosophical reasons.
- Type the date of the parent/guardian signature on the Certificate of Exemption in the Date Requested field.
- If it is a Medical Exemption check the • **Permanent** box OR type the exemption expiration date in the Temporary Until field.
- Click the **Add** button.
- Click the Save button.

Delete an Immunization Exemption

From the Patient Demographics Edit page:

- Click the + to expand School Exemptions by Disease.
- Click the *Remove* button of the desired exemption series.
- Click the *Save* button.

To request this document in another format, call 1-800-525-0127. Deaf or hard of hearing customers, please call 711 (Washington Relay) or email civil.rights@doh.wa.gov

01/04/202 Permanent: Add Permanent Add 01/04/2021 Edit Remove Date Requested Add Date Requested: Add Date Requeste **Religious Membership Exemptions** Add Cancel Save Temporary Until: Edit Remove

Add

Add

Add

Add

IMMUNIZATION INFORMATION SYSTEM

BOTHELL

WASHINGTON 98012

Include on Reports

DOH 348-578 Dec. 2023



Add Immunity to a Disease

Also see: Enter Immunity into the School Module Quick Reference Guide (wa.gov)

✓ Titers entered in the School Module impact the Roster and reports. They do not impact the validated CIS or the IIS Forecast.

Enter provider documented immunity to a disease by

- Completed and signed immunity on the CIS
- Signed lab report indicating immunity.
- Provider letter stating the child is immune.

Note: a copy of the lab report is no longer required to accompany health care provider documentation of immunity by blood antibody titer.

Add Immunity

- After selecting a student, select *Demographics* under the *Patient* main heading.
- Click the Edit button.
- The system will open the *Patient Demographics Edit* page.
- Click the + to expand *Evidence of Immunity*.
- Click the desired *Disease* from the *Disease dropdown list.*
- Click the *Add* button.
- Click the *Save* button.

Delete Immunity to a Disease

From the Patient Demographics Edit page:

- Click the + to expand *Evidence of Immunity*.
- Click the *Remove* button of the desired immunity series.
- Click the *Save* button.

- Family & Cont					
First Name:		1	select	ne:	
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To request this document in another format, call 1-800-525-0127.

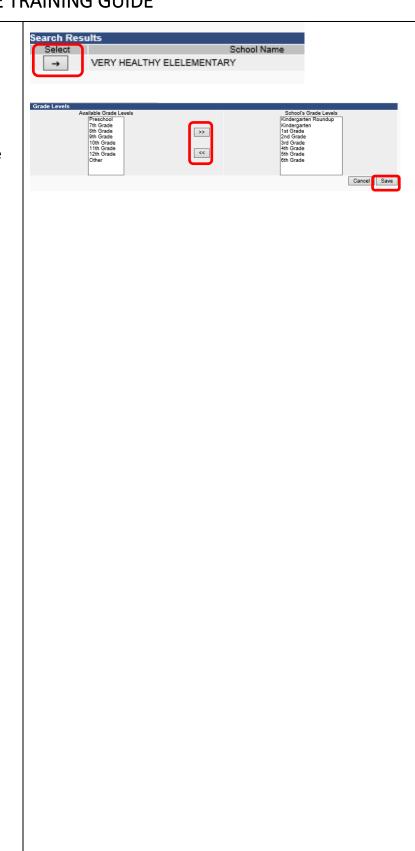
Deaf or hard of hearing customers, please call 711 (Washington Relay) or email <u>civil.rights@doh.wa.gov</u>



Edit School Grade Levels

To add or remove a grade level from a school:

- Click *Edit School* under *Schools* on the Main Menu.
- Click the *Arrow* button next to the desired school.
- Use the *Right* and *Left Arrow* buttons to move grades between the *Available Grade Level* and *School's Grade Levels* lists.
- Click the *Save* button.



WASHINGTON STATE



School Reports

Watch our tutorial on School Reports here: <u>School</u> <u>Reports Overview - Video</u>

To be accurate all reports that calculate compliance need to be run with the appropriate grade or age compliance series. The following reports are for other states using the School Module and are not accurate for Washington state School Module users:

- School Immunization Report, First Time Enterer
- First Time Enterers Action Report
- Summary of School Enterers Data

To access School Reports

- Select *School Reports* under *Reports* on the Main Menu.
- Click on the desired *Report Name* to open the report parameters.
- Some reports can be scheduled to run at a specific time, ex. after hours.

At Risk Report

This report lists students by grade who are "at risk" for a specific vaccine preventable disease. These are students who are *Out of Compliance, Conditional* or have an *Exemption* for the vaccine selected.

- Select the School by clicking on the **click to select** link.
- Choose Grade Level and Vaccine you wish to screen.
- Click on Create Report.

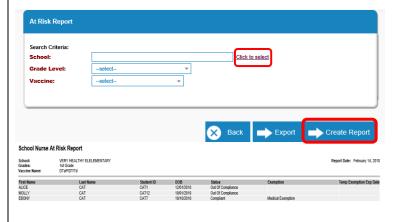
Action Report

Watch our tutorial on how to run the action report here: <u>Action Report - Video</u>

This report lists students in *Out of Compliance* or *Conditional Status who have a vaccine due now or past due.*

- Select the **Series** rules to apply with the *dropdown list*.
- Click the Select button under the Grade Levels column to open the grade list then click the Boxes next to the Grade Level to check the grades in the compliance series and uncheck the







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grade levels with different requirements than the selected series.

• Click the **Arrow** button under *Select* to run the report.

Patient Detail Report for COVID-19 Vaccine Status

Please see our step-by-step guide for how to create this report at <u>SCHOOL MODULE COVID-19 REPORT (wa.gov)</u>

Action Report Notice/Letter

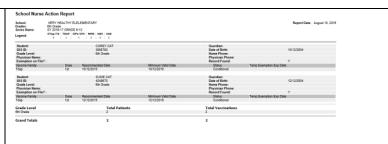
Watch our tutorial on the action report/ notice letter messages here: <u>Action Report/ Notice Letter Messages -</u> <u>Video</u>

This report produces a letter, one per student based upon the parameters selected. The following letters are available:

- **Conditional Letter**: Letter to parent/guardian stating that student is in conditional status.
- Healthcare Provider Letter: Letter to healthcare provider asking they enter immunizations into the IIS or send of list of immunizations to the School Nurse.
- Missing Immunizations Letter: Letter to parent/guardian of student out of compliance listing the missing immunizations.
- Parent Letter Record Request: Letter to parent/guardian requesting immunizations record or healthcare provider information.
- **Tdap Letter**: Letter to parent/guardian of students missing a Tdap immunization.

To Run the Letters

- Select the Series with the dropdown list.
- Select the desired *Letter* from the Message *dropdown* list.
- Click the *Select* button under the *Grade Levels* column to open the grade list then click the *Boxes* next to the *Grade Level* to check or uncheck the desired grade levels.
- Click the *Arrow* button under *Select* to run the report.



ct School	
h Criteria:	
:	WASHINGTON
ty:	select T
ol District:	NORTHSHORE SCHOOL DISTRICT
:	All O Public Only O Private Only
e:	FERNWOOD ELEMENTARY 88757
es:	SY2016-17 GRADE K-5 🔹
age:	Missing Immunizations Letter 🔹

Back Search

IMMUNIZATION

Search R	esults						
Select	School Name	Street	City	State	Zip Code	Public School	Grade Levels
-	FERNWOOD ELEMENTARY	3933 JEWELL RD	BOTHELL	WA	98012	Public	Select
	Use for K Roundup Forec	asting Only					
	Kindergarten						
	Ist Grade						
	Ind Grade						
	3rd Grade						
	4th Grade						
	Sth Grade						
	6th Grade						

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Regarding:
MAX CAT
98976TH
BOTHELL
WA - 98012
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Sele Searc State Coun Scho

Type: Nam Seri

Dece	Pasammandad Data	Minimum Valid Data	Status
Dose	Recommended Date	Minimum valid Date	otatus
1	01/15/2008	12/27/2007	Conditional
1	11/15/2007	11/15/2007	Conditional
1	11/15/2008	11/15/2008	Conditional
1	11/15/2008	11/15/2008	Conditional
	Dose 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	1 11/15/2007 1 11/15/2008	1 01/15/2008 12/27/2007 1 11/15/2007 11/15/2007 1 11/15/2008 11/15/2008

Dear Parent or Guardian:

Washington State law requires all children to be properly immunized to attend or continue attending school. According to our records above, your child did not get the required vaccinations to attend school.

Select	Message Title	Last Revision Date
→	Conditional Letter	05/26/2016
→	HCP Letter for Medical Records	12/30/2015
→	Missing Immunizations Letter	10/16/2014
→	Parent Letter Record Request	10/16/2014
→	SPS - Missing Immunizations	07/16/2014
→	Tdap Letter	10/16/2014

To request this document in another format, call 1-800-525-0127.

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Action Report Notice/Letter Messages

This screen allows the user to add their own messages which they can edit. To edit the letters above copy the text into a new message.

- Click the *Add* button under *Select* for the desired report.
- Name the new message.
- Type text in the edit boxes.
- Click the *Save* button.

Certificate of Immunization Status (CIS)

*** A CIS does not need to be on file for a student If their immunizations are complete in the IIS and they are on the School Module Roster. Students who are not complete in the IIS must have a CIS on file. Keep any immunization records and parent permission used to update the IIS in the student's file.

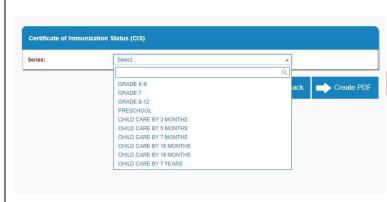
Watch our video tutorial about certificates of immunization status here: <u>Certification of Immunization</u> <u>Status / CIS - Video</u>

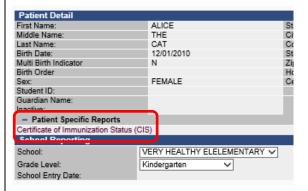
This report will produce a Certificate of Immunization Status Report (CIS) for the student selected from the Search/Add screen.

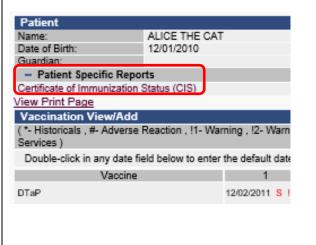
- Select the Series
 - For *Childcare* select the age that is the closest to the child without exceeding the current age, ex. For a 4-month-old child select CHILD CARE BY 3 MONTHS
 - For School select the series that includes the student's grade
- Click Create PDF

A CIS can also be printed from the: **Demographics page**

- Click *Demographics* under *Patient* on the Main Menu.
- Click the + sign to the left of *Patient Specific Reports* at the bottom of the *Patient Detail* section.
- Select *Certificate of Immunization Status (CIS)* from the list.







To request this document in another format, call 1-800-525-0127.

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Vaccination View/Add page

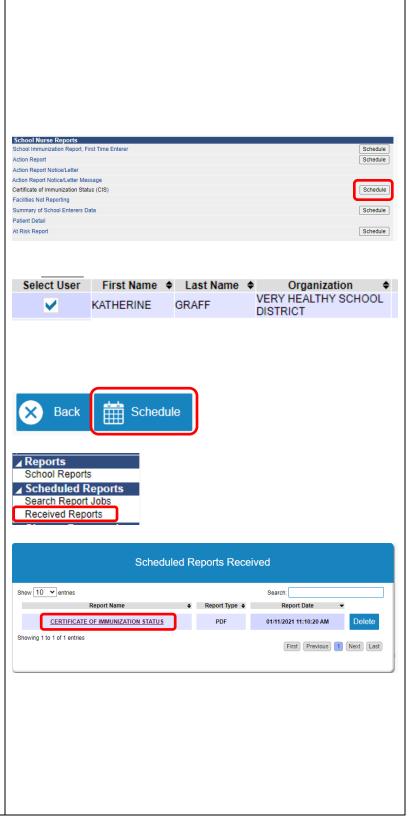
- Click View/Add under Vaccinations on the Main Menu.
- Click the + sign to the left of *Patient Specific Reports* at the bottom of the *Patient* section.
- Select *Certificate of Immunization Status (CIS)* from the list.

How to print the CIS from the Immunization Information System (PDF)

CIS Batch/Scheduled Reports

This report allows you to run CIS reports for multiple students at once.

- Click the **Schedule** button on the *Certificate of Immunization Status (CIS)* line in the School Reports screen.
- Select which grade levels and vaccine series you which to run the CISs for.
- In the Scheduler section, enter when you want the report to run. Note: If you wish to run the report only once instead of scheduling it to run repeatedly, select the **Run Now** check box instead of entering a time.
- Enter your first and last names in the Search User section, then click **Search**.
- A list of users will populate in the search results.
- Click the checkbox next to your username.
- Click the Select Users button. This will move your username down to the Selected Users section.
- Click the **Schedule** button.
- If the report is successful, you will see the message "Report scheduled successfully" at the top of your screen.
- To view the CIS report, click **Received Reports** under the *Schedule Reports* section of the Main Menu.
- In the next screen, click the name of the report you wish to open. The reports will open in a new window.



To request this document in another format, call 1-800-525-0127.

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Annual Immunization Reporting

- An active user of the School Module (who keeps the Roster up to date and enters missing immunization dates and exemptions), does not have to file an Annual Immunization report.
- For School Module users, the report will be pulled from School Module on your behalf.
- To report through the School Module, you need to make sure your rosters are up to date.
- An up-to-date roster means that all students are listed on it in the correct grade and any students who no longer attend this school have been removed. All missing vaccinations, exemptions and evidence of immunity have been entered when you have parents' consent to do so.
- More information on School Reporting can be found here: <u>Public and Private K-12 Schools</u> <u>Immunization Reporting | Washington State</u> <u>Department of Health</u>

Additional Resources

www.doh.wa.gov/schoolmodule www.doh.wa.gov/SCCI IIS Training Materials Contact us at: SchoolModule@doh.wa.gov

To request this document in another format, call 1-800-525-0127.

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Appendix A: Examples of Medically Verified Immunization Records

Official lifetime immunization record from WA or another state with a unique healthcare provider or clinic stamp, or another form of written healthcare provider documentation, such as a provider signature

SeattleD +	
+)

Hepati	tis B (I	lep	в)
Dose #			Physician/Clinic
I.			Dr-Carter's climi
2			Dr. Carter's clini
3	10/12	100	Dr. Cauter's clin
Diphth	eria, T	etan	us, Pertussis (DTaP)
Dose #	Date G	iven	Physician/Clinic
1 0	5 111	100	Dr. Canter's elinie
2			Dr. Carter's clinic
3	1013	0103	Dr. Carter's clinic
4	313	105	Dr. Heitink's clings
5	1	1	
	1	1	40
Tetarus	1	1	
diphtheria (Tď)	/	1	
	1	1	0.04
Booster	1	1	
Every	1	1	22
Years	1	1	

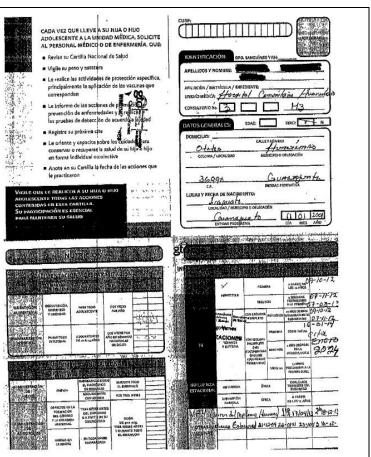
Haen	100	hilus	influe	nzae	type b (Hib)				
Dose	#	Date Q	Siven	Physic	cian/Clinic				
1		5/11	100	Dr. Canterie climic.					
2		10/12	100	Dr.C	arter's climic				
3		10/30	203	Dr.C	arters clinic				
4		T	1						
Polia									
Dose #	(P)	V OPV	Date	Given	Physician/Clinic				
1	1		411	0100	Dr. carters cl				
2	V		1011	2100	Dr. Carter's cl				
3	V		10/3	0103	Dr. Carter's ch				
4	~	1	31	3 105	Dr. Heitink's U				
	-		1	1	10				
á	1	-	1	1					
Pneu	m		al Co	njuga	te (PCV)				
Dose	#	Date	Given	Physi	cian/Clinic				
L	1	8.12	101	Dr.C	arter's clinic				
2		1	1						
3		`•/	1						
4	-	1	l.	16					

Dose #	Date		Physician/Clin
L	812	101	Dr. Carter's c
2	313	105	MARK A HOMA
1 - 1 - 8	1	1	
	1	1	
	1	1	(1)
1	1	1	
la (Va	•)		
812	101	Dr. Co	urter's Clin
1 /	1	· · · · ·	<u>k</u> - 222 <u>s</u>
itis A (Hep	A)	
Date (Given	Physi	cian/Clinic
1	1		
1	1		
	2 Date C 8 1 2 1 itis A (Date C 1	2 3/3 / / / Ia (Var) Date Given <i>S</i> / 2 /0 / / itis A (Hep Date Given / /	2 3/3/05 / / / / / / / / / / / / / / / / / / /





Official lifetime immunization record from another country with a unique healthcare provider or clinic stamp or provider signature; or official immigration immunization records



WASHINGTON STATE





Immunization Record printed from a healthcare provider, clinic or hospital's Electronic Health Record

ROCKWCODD Rockwood Clinic-Medical Records 400 Eust Fith Avenue PO Box 3649 Spokane, WA 99220-3649 509-342-3860

Patient Information

*Immunization Record-2011

MRN: 002124161 DOB: 01/18/2007 For :

CONFIDENTIAL - Do noi re-release without proper authorization

October 30, 2014 Page 1

Immunization Record for:

		2	3	4	5	6
Vaccine HepB	01/18/2007	03/15/2007	05/24/2007	07/19/2007		
Hepatitis B	03/15/2007	05/24/2007	07/19/2007	05/06/2008	02/02/2011	
Diphtheria, Tetanus, Pertussis	00/10/2007			COULD BE		x0000000000
HIB Haemophilus influenzae Type b	03/16/2007	05/24/2007	07/19/2007	04/14/2010		
IPV Inactivated	03/15/2007	05/24/2007	07/19/2007	02/02/2011		
Poliovírus MMR Measles,	05/06/2008	02/02/2011		XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX	000000000000000000000000000000000000000	X00000000X
Womps, Robella Varicella Varivax	#1 given 05/06/2008	#2 given 02/02/2011		XXXXXXXXXXXXXX	X0000000000	XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
Pneumococcal	03/15/2007	05/24/2007	07/19/2007	05/06/2008	Alexandra 2.450000	
Hep A				XXXXXXXXXXXXXX	XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX	XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
Hepatids A					1.1.1.1	
Tetanus Bocster Dats and Type of Last: Tdap Given: Tdap: may be dve	Flu Shot Date of Last Flu Vax: 11/11/2009 Flu Vax #2 Date of Last:	Last Two (2) Documentad Flu Vax: Flu-Historical (11/11/2009)	H1N1#1 Date of Last: H1N1#2 Date of Last:	Pneumovax Date of Last	Meningococcal Vaccine Given: Meningococcal #2	
	L		Other Vaccines			
HPV	Vaccine/ Date of Last:	Vaccine/ Date of Last:	Vaccine/ Date of Last:	xxxxxxxxxxxx	XXXXXXXXXXXXXXX	xxxxxxxxxxxxx
		1.1		1		
Rotavirua	Vaccine/ Date of Last:	Vaccine/ Date of Last:	Vaccine/ Date of Last:	XXXXXXXXXXXXXX	XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX	XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
		11-1122-02				
Zostavax	Vaccino/ Date of Last	XXXXXXXXXXXXXX	XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX	XXXXXXXXXXXXXXXX	xxxxxxxxxxxx	3000000000



WASHINGTON STATE IMMUNIZATION INFORMATION SYSTEM

SCHOOL MODULE TRAINING GUIDE

Journed +	Vaccine Administrat ² Record Patent Nave: SUUD For Children and 1 Birdalas SUUD source schelarung any vacces, pro to consequences at a presence region of Varier informed in Samerour Witr and makane use successing de exists and tooling of its matched. Uses a present ecolor of provide a tare for its my generalized.
TOTILIED +	Viscolne Type st Vector Date given (monopyin) Site proc. Viscolne Viscolne internation (state of vector) Site proc. Site proc. <thsite proc.<="" th=""> Site proc. <</thsite>
Written Immunization Record from a healthcare provider or clinic	Openhalts, Palaner, DTNP Cr. Lot, L. Months, Palaner, L. DTNP Cr. Lot, L. Months, Palaner, Palaner, L. Months, Palaner, L. Months, Palaner, Palaner, Palaner, L.
	We will Do. We will SC Signature Signature Signature Signature Signature Signature Signature Signature
Immunization Record printed from a healthcare	HODD MEDICAL GROUP, INC. 016/A LAKE GRANQURY PRIMAR Contaction History Vaccination History
provider, clinic or hospital's Electronic Health Record with a written note or addition	Halp 10407/04 10407/04 HB 10407/04 0647/04 HB 0647/04 0647/04 HB 0647/04 0647/04 HB 0647/04 0647/04 HapA 04/15/06 IM LT HapA 04/15/06 IM LT HapA 04/12/08 04/21/06 HepA 04/24/08 04/24/08 Influenza TIV 11/14/05 HepA 04/27/04 10/07/04 Weesales 04/15/06 korblas
	CO, 4923,005 Pheuenococcal POV7 05/28/05 03/23/05 PCV7 05/28/05 03/23/05 PCV7 05/28/05 03/23/05 PCV7 06/10/04 08/10/04 PCV7 06/10/05 09/21/04 POID IPV 04/15/05 SQ L1 ² z0/16 POID IPV 04/15/05 SQ L1 ² z0/16 IPV 04/15/06 D2/20/16 IPV 06/10/06 02/20/16 IPV 06/10/06 04/01/16
	Vericens var enrisses sa At 12874: MERCICA CAUSAR Kuskee Ver 07107105 0707105 Hep B 4-2-04 Merk Lest # 1022 N Eerop 3-06 Given @ Lake Stranbury Medical Center

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WASHINGTON STATE

SCHOOL MODULE TRAINING GUIDE

AND THE D	TEMPORARY NEW 7 C OLD, Child's Name (Lost name, first a	GRADE, 13 Y	CERTIF	01/15	OF IMM	Section 1a Check he parent/gu 1b. Health	Religious E re if religious e ardian Examination	Docume	to immunia entation		
Contraction of the state of the	PerenVGuardian Name (Last na (154)769-5623 Phone (please include area cod 1212 OLD HICKORY BLVI Address HERMITAGE	e xxx-xxx-xxxx)	TENNE	SSEE 37076			reening	1	MM	/ DD / YY	
Immunization Decord printed from the MAN US or	City Unless specifically exempted	by law, Tennesse	State se law requires a	Zip Co sertificate on file	for each child	in attendance in	any school or ch	ild care fac	ility in Tenr	ossoe. Detailed	1
Immunization Record printed from the WA IIS or	Instructions for this form and at the Tennessee Department	explanation of re of Health website	o (http://health.sta	te.tn.ue/CEDS/re	r completion o souired.htm) ar	of emmunization (ad on the Tennes	certificates" and see Web Immunia	the "Officia zation Syste	em.	tion Schedule"	
the IIS of another state	VACCINE	DATE MM/DD/YY	DATE MM/DD/YY	DATE	DATE		DATE MM/DD/YY	Cagnised (Y	+Barralogy (M	History (YY) Medical Examplice (X)	
	Section 2a.	Required	Vaccines	for Scho	ol or Chi	ild Care A	ttendanc	e (Date	es Requ	iired)	
	Child Care Only (<5 years) Pneumococcal (PCV)							-		-	
	Child Care Only (<5 years) DTP, DTap, DT, Td	09/22/2015	10/24/2014			-		-		-	
	Poliomyelitis	09/22/2015	10/24/2014 09/22/2015			-		-		-	
	Hepatitis B Check terre if 11-15 years 2 dose schedule used	10/24/2014	09/22/2015							-	
	Hepatitis A Child Care Effective 7/2010 Kindergarten Effective 7/2011							1	77		
	Measies	10/24/2014	09/22/2015						279.		
	Mumps	10/24/2014	09/22/2015						YY.		
	Rubella	10/24/2014	09/22/2015						YY		
	Varicella	10/24/2014	09/22/2015						292		
	Tdap Booster 7th Grade Entry Only	09/22/2015									
	A REAL PROPERTY AND INCOMENTATION.	Section 2	b. Recom	nended V	accines	(Documer	tation Opt	ional)			
	Rotavirus					-		-		-	
	Influenza					-	-	-			
	Meningococcal					-		-		-	
	Section 3. Provider As	sessment (select one*	not valid if	blank)	Section 4, /Re	quired) Printer	f or Stamo	neci Name	Address, Phone	
	A) Temporary Cert Explore that was readed B) Up to Date for O City of requirements in complete Go Complete for O Following Complete for O Complete for OC Complete for OC Complete for OC Complete for OC Complete for OC Complete for OC Following complete for OC Following compl	ificate - Expli for date next catch- child Care En lete, but up to date it hild Care / Pro- shid care / pre-school Grade* parter Mesogn stin gi rade or Higher de or higher	res 12 op immunization is d try and <18 N or age. Expires at 15 e-School* I or pre-K under 5 ye rade. ar	17/2015 w lonths of Ag months of age. ers of age	e casstQ	of Qualified H Nurse or Healt STH STREET M 215 8TH STREE CLARKSVILLE 37640 (931)542-0010 Validated by t0 Information Sy Certified by (Si-	lealtheare Provi th Department): EDICAL CENTER IT E. TENNESSEI he TN State Imm	ider (MD, L nunization or TennIIS	DO, PA, Ad	Nanced Practice	





provider stamp of signature

A CIS with either typed or written dates **is NOT** medically verified *unless* it has a healthcare

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Washington State L		TIF	60) requir	os that	all shuldre	MUNIZATIO					8
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HEP B	Hep B	1	OB	04	2003	MMR	MMR	1	08	04	200
	Hep B	2	08	04	2004	Measies (Rubicis)	MAR	2	1	18	07
		3	11	18	01	Mumpo & Fluinella	MMR		-		1
		4	1.	1			MEASLES		a consel		-
	DTaP	1	08	04	2003	1 1	MUNIPS	_	200-14	-	-
DTaP/DTP/	DTaP	2	10	23	2003		RUSELLA		-		1
DT	DTaP	3	01	16	2004	VARICELLA	VACCINE	1.1	08	04	200
1000	DTaP	4	08	04	2004			2	11	118	0
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Td/Tdap		2								+	-
		3		-	-			+		+	-
HIB	Hib	1	08	04	2003						+
Hoemophilus	Hib	2	10	23	2003					+	+
Infuanzae B	Hib	3	01	16	2004			+		+	1
	HID	1	80	04				1	1	+	1-
POLIO	IPV	1	08	23	2003			-		1.	
OPV (by mouth) IPV (by injection)	IPV IPV	2	10	16	2003					T	
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→ I	certify t	hat th	e infor	məti	ion pro	vided here is co	orrect ar	nd ve	rifiable	•	