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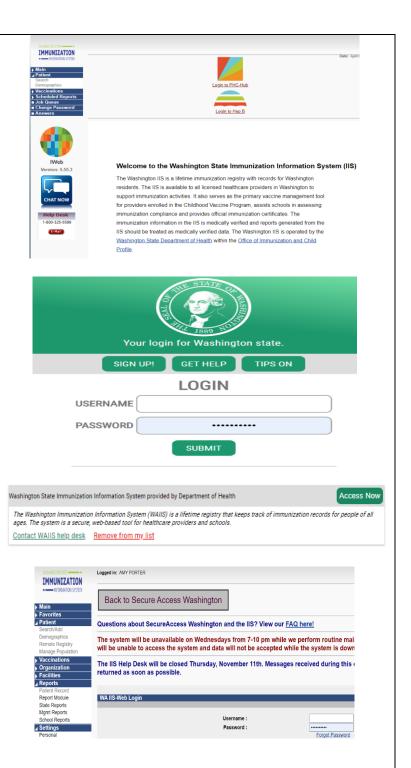


Log In

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

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 and Child Care Immunization Module.)
- Click submit and you will be taken to the login page for the School and Child Care Immunization 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 it 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.



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

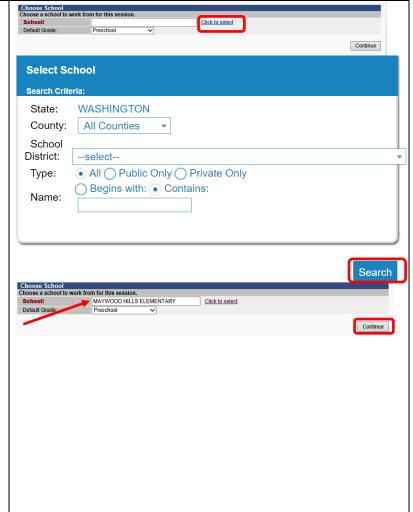


Choose a School

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

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.
- Scroll down and you will see the schools you have access to listed. You may need to use the arrows at the bottom of the list to scroll through different pages to find the school you are looking for.
- From the list, click on 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

Important Note 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: <u>How to Search for a Student</u> and Report Duplicate Records - Video

- 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.

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Add a Student to the IIS

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

A student not in the School and Child Care Immunization 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 as seen in the image with light blue text.
- 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 the School Entry Date.
- Click Save.

Patient Search First Name or Initial: Last Name or Initial: SIIS Patient ID: Dog Student ID Birth Date 05/01/2003 Family and Address Inform Guardian First Name Wal 123 Dogpark Ave Street: City: OLYMPIA State Select Zip Code 98501 (123)456-7890 Phone Numbe Country: United States of America Check here if adding a new patient ds are highlighted Clear Search Note: When searching by First and Last Name, you may use the wildcard character % to replace multiple characters and to replace a single characte Patient Search Results Records Found = 0 rch Criteria: Advanced Search - Add / Edit / Viev Show 10 v entries Search Birth Date
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GUIDE

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.

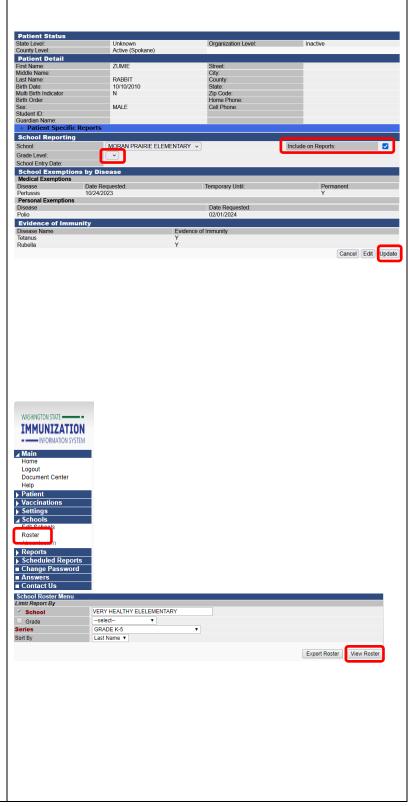
If the school they attend is not in the school drop down field, then select the "Select a School" button in the top left corner to choose a different school and follow the above steps for selecting a school again.

Important Note Students can only be listed on one roster at a time. If they attend multiple locations, they should be listed on their school or records roster or the roster for the location where they spend most of their time.

View/Export the Student Roster

Watch our video tutorial for: <u>How to View and Export</u> the Student Roster - Video

- 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 an excel .csv file by clicking the *Export Roster* button.



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Edit the Roster

Important Note 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

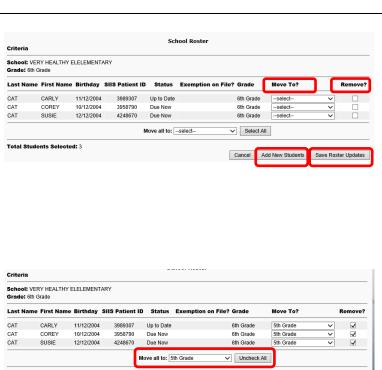
- Select the desired grade from the dropdown list next to the student's name in the *Move To* column.
- Click the *Save Roster Updates* button.

Remove a whole grade of Students:

- 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 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.



Cancel Add New Students

Save Roster Updates

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Total Students Selected: 3

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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 and Child Care</u> <u>Immunization Module Website</u> under section 3, number 1.

Watch our video tutorial about the <u>Vaccination</u> <u>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 be displayed 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 and Child Care Immunization Module (instructions below). Exemptions entered in the School and Child Care Immunization 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.

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9



WASHINGTON STATE

SCHOOL AND CHILD CARE IMMUNIZATION MODULE TRAINING

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

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



Vaccination View/Add Page

Watch our video tutorial: <u>The Vaccination View Add</u> <u>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 and Child Care Immunization 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 and Child Care Immunization 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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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.



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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DT	DT (pediatric)			
Нер А	Hep A 2 dose –	Ped/Adol (Havr	ix, Vaqta)	
Нер В	Hep B Ped/Ado	– Preserv Free	(Engerix, Reco	mbivax)
Hib	Hib-unspecified	formulation		
Flu	Influenza, unsp	ecified		
MMR	MMR (MMRII)			
Pneumococcal	Pneumococcal,	unspecified for	mulation	
Td	Td Adult, Prese	rv Free (Tenivad	, Td-Merck, Td	-MassBio)
Tdap	Tdap (Boostrix,	Adacel)		
Varicella	Varicella (Variva	ax)		
Vaccine OVID-19, mRNA, LNP-S, PF, 3 mcg/0.2 mL se, tris-sucrose (Pfizer 6m-4y (Maroon))	X 02/12/2022	2	3	4
se, tris-sucrose (Pfizer om-4V (Maroon))				
	08/22/2015 *	08/22/2015 *	10/22/2015 *	08/22/201
TaP (Daptacel,Infanrix,Tripedia)	08/22/2015 *	08/22/2015 • 11/22/2016 •	10/22/2015 *	08/22/201
TaP (Daptacel, Infanrix, Tripedia) ep A. ped/adol, 2 dose (Havrix, Vaqta) ep B Ped/Adol - Preserv Free (Engerix, combivax)			10/22/2015 *	08/22/201

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



Delete an Immunization

Watch our video tutorial: <u>How to Delete an</u> 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.

	Patient Name:	MOLLY THE	CAT SIIS Patient ID:	5408455
	Date of Birth:	10/01/2010	Age:	306 weeks, 70 months, 5 yrs
	Guardian:		Status:	Active
	Vaccination/Medicine	Detail		
	Vaccine:		MMR	
	Date Administered:		10/01/2011	
	Invalid Vaccination:		Invalid MMR: Live vaccines not administered on san	e date must be separated by 28 days.
	Historical: Confidential:		Yes No	
rad	Provider Noted on Recon	d:	140	
ered	Lot Noted on Record:			
	Manufacturer Noted on R	ecord:		
	Manufacturer: Lot Number:			
	Lot Facility:			
d	Funding Source:			
u	Vaccinator:			
	Organization (IRMS):		1943 - NORTHSHORE SCHOOL DISTRICT	
	Facility: Anatomical Site:			
	Anatomical Route:			
	Dose Size:		Full	
	Volume (CC):			
	VFC Status: Revaccination Reason:		VFC eligible— Medicaid/Medicaid Managed Care	
	Adverse Reaction:			
	District/Region:			
	Dates of VIS Publications	i:		
	Date VIS Form Given:			
1	Ordering Provider: Comments:			
	Entered By:		KATHERINE GRAFF	
	Entry Date:		08/17/2016 01:03:16 PM	
	Last Updated By:		KATHERINE GRAFF	
•	Last Update:		08/17/2016 01:03:16 PM	
e				Cance Delete Record
n	Dates of VIS Publications: Date VIS Form Given:			
	Ordering Provider:			
	Comments:			
				Cance Delete Record
	If you are sure you wi	sh to delete	this vaccination, click 'Delete'.	
	If you do not want to	delete this v	accination, press 'Cancel'.	
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Chickenpox History

Watch our video tutorial on: <u>Chickenpox History - Video</u> **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

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Add/Delete an Immunization Exemption

Also see: Enter Exemptions into the School and Child Care Immunization 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 and Child Care Immunization 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.

Patient Detail					
First Name: Middle Name:	HAPPY	Street: City:		123 DOGPARK AVE BOTHELL	
Last Name: Birth Date:	DOG 05/08/2005	County:		SNOHOMISH WASHINGTON	
Multi Birth Indicator	N	State: Zip Code:		98012	
Birth Order Sex:	MALE	Home Phone: Cell Phone:			
Student ID:	99999999	Contribute.			
Guardian Name: Inactive:					
+ Patient Specific Reports					
School Reporting School:	MAYWOOD HILLS ELEMENTAR	Y V	Include	on Reports:	
Grade Level:	6th Grade 🗸				
School Entry Date:	03/15/2015			Cancel	Update
- School Exemptions by Disease Medical Exemptions: Disease:	select	Tompo	ary Until:		
Disease: Date Requested:	select	Tempor Permar			
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WASHINGTON STATE IMMUNIZATION INFORMATION SYSTEM

SCHOOL AND CHILD CARE IMMUNIZATION MODULE TRAINING

Delete an Immuni From the Patient I	zation Exemption Demographics Edit page:
	- to expand School Exemptions by
Disease.	
Click the R	Remove button of the desired
exemption	n series.
Click the S	ave button.



Add Immunity to a Disease

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

✓ Titers entered in the School and Child Care Immunization 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 & Cor	ntact				
First Name:			select	ne:	
Contact Type:	selec	ct	Juicut		
Address 1:			Diphtheria		
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+ School			Tetanus		
+ School Exem	ptions by Di	sease			
- Evidence of			Varicella		
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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.

Search Results	RY HEALTHY ELEL	School Nan EMENTARY	1e	
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				Cancel Save

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School Reports

Watch our tutorial on School Reports Overview - Video

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 and Child Care Immunization Module and are **not** accurate for Washington state:

- 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.

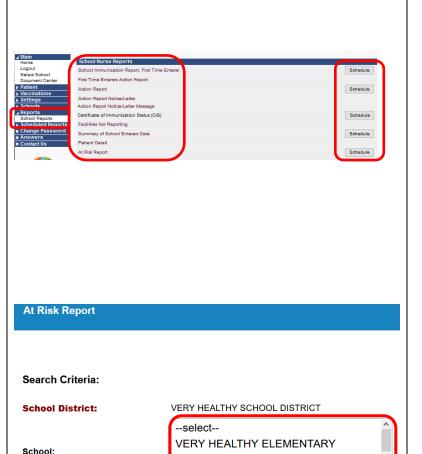
At Risk Report

This report lists students by grade who are "at risk" for a specific vaccine preventable disease based off the AICP vaccination schedule. These are students who do not have immunity, by vaccination or provider documentation, to the disease selected.

Select a School

This is only an option if you have access to multiple schools under your account. If your school is already selected under the "School:" section skip down to the instructions for selecting a grade.

- To run this report for more than one school at a time but not for a whole district, click on the name of the first location and then hold down the *"ctrl"* key while clicking on the names of the other locations you wish to see.
- To run this report for all the schools in your district or program do not select a location under the school list section. Click on the "– select—" option at the top of the list making it highlighted gray.



--select--

-select--

1

2

3

VERY HEALTHY MIDDLE SCHOOL VERY HEALTHY HIGH SCHOOL

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Grade Level:

Disease:



GUIDE

Select the Grade/s

- To run for one grade, select the grade you wish to see from the grade list.
- To run this report for multiple grades, click the first grade you wish to see. Next, hold down the *"ctrl"* key on your keyboard. While holding down the *"ctrl"* key click on the other grades you want to run the report for.

Select the Disease

• Select the disease by clicking on the disease you want the report to run against. You can only select one disease at a time.

Create Report

- Click on the "*Create Report*" button to run the report in the Module.
- Click the "Export" button to open the report in Microsoft Excel

Action Report

Watch our tutorial on the Action Report - Video

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 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 AND CHILD CARE IMMUNIZATION</u> <u>MODULE COVID-19 REPORT (wa.gov)</u>
 Highlighter:
 VERY HEALTHY SCHOOL DISTRICT

 VeRY HEALTHY HIGH SCHOOL
 VERY HEALTHY HIGH SCHOOL

 VERY HEALTHY HIGH SCHOOL
 DISTRICT

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 Roundup, TKK 1.2.3.4.5.6.7.8.6(10.11.2.13).HS, Staff, TD

 Ster:
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School Nurse At Risk Report

First Name	Last Name	DOB	SIIS ID	Student ID	School	Grade	Status	Temp ExemptionExemption Exp Date
ASHE	CAT	08/28/2005	9745045	8632972313	VERY HEALTHY HIGH SCHOOL	12th Grade	Out Of Compliance	
ADMIRE	CAT	12/09/2008	10862145		VERY HEALTHY HIGH SCHOOL	11th Grade	Out Of Compliance	
LEWIS	CAT	01/07/2004	11709540		VERY HEALTHY HIGH SCHOOL	Grade 13	Out Of Compliance	
DOREAMON	CAT	01/01/2006	11859990		VERY HEALTHY HIGH SCHOOL	12th Grade	Out Of Compliance	Medical Exemption
LINUS	CAT	02/01/2006	11887285		VERY HEALTHY HIGH SCHOOL	12th Grade	Out Of Compliance	Medical Exemption

 Action Report

 Search Action

 Search Activitia:

 State:

 County:

 Sehool District:

 NORTHSHOPE SCHOOL DISTRICT

 Type:

 ● All ○ Public Only ○ Phrate Only

 Name:

 Verkt MEALTHY ELECEMENTARY 128772

 Series:
 SY 2016-17 GRADE 6-12

 Series:
 SY 2016-17 GRADE 6-12

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							accinations			
	th Grade			2		2				
irand Totals 2 2	Grand Totals			2		2				

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WASHINGTON

NORTHSHORE SCHOOL DISTRICT

All
 Public Only
 Private Only
 FERNWOOD ELEMENTARY 88757
 SY2016-17 GRADE K-5

Action Report Notice/Letter Select School

State: County:

Type

School District:

GOIDE

Action Report Notice/Letter

Watch our tutorial: <u>Action Report/ Notice Letter</u> <u>Messages - 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.

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.

						Bac	Search
Search R Select	School Name	Street	City	State	Zip Code	Public	Grade
						School	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						

IMMUNIZATION



Vaccine Family	Dose	Recommended Date	Minimum Valid Date	Status
POLIO	1	01/15/2008	12/27/2007	Conditional
HEP-B 3 DOSE	1	11/15/2007	11/15/2007	Conditional
MMR	1	11/15/2008	11/15/2008	Conditional
VARICELLA	1	11/15/2008	11/15/2008	Conditional

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.



GUIDE

Certificate of Immunization Status (CIS) *Important Note* A CIS for a student does not need to be on file at your school If their immunizations are complete in the IIS and they are on your SCCIM Roster. Students who are not complete in the IIS must have a CIS on file at their school. Keep any immunization records and parent permission used to update the IIS in the student's file.

Watch our video tutorial: Certification of Immunization Status / CIS - Video

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

- Select the Series. Make sure it is the series that includes the student's grade
- Click Create PDF

A CIS can also be printed from the:

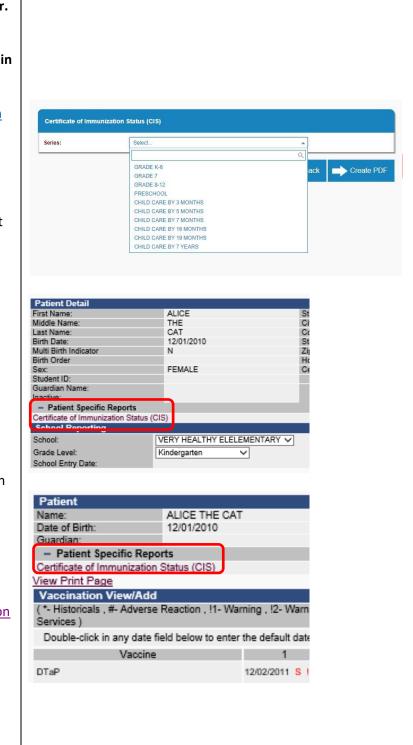
Demographics page

- 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.

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)



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

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IMMUNIZATION INFORMATION SYSTEM



IMMUNIZATION

GUIDE

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 wish 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.

Student Compliance Report

This report shows a complete overview of the vaccination status of students on a roster. The vaccination status is determined by the parameters set when running the report. It can be run for all the students who attend one school or a group of schools in the same district or. organization at one time. In addition to vaccination status, this report details each students' exemptions and immunity.

Select the School

This is only an option if you have access to multiple schools under your account. If your school is already

School Nurse Reports chool Immunization Report First Time Entere Schedule Action Report Schedule Action Report Notice/Letter Action Report Notice/Letter Message Schedule Certificate of Immunization Status (CIS) Facilities Not Reporting Schedule Summary of School Enterers Data Patient Detail At Risk Report Schedule Select User First Name 🗢 Last Name 🗢 Organization ۵ VERY HEALTHY SCHOOL KATHERINE GRAFF V DISTRICT Back Schedule Reports School Reports ▲ Scheduled Reports Search Report Jobs Received Reports Scheduled Reports Received Show 10 v entries Search: Report Name ♦ Report Type ♦ Report Date 01/11/2021 11:10:20 AM CERTIFICATE OF IMMUNIZATION STATUS PDF Delete Showing 1 to 1 of 1 entries First Previous 1 Next Last School Nurse Reports School Immunization Report, First Time Enterer Action Report Action Report Notice/Letter Action Report Notice/Letter Message Certificate of Immunization Status (CIS) Facilities Not Reporting Summary of School Enterers Data Patient Detail At Risk Report Student Compliance Report School Compliance Report

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GUIDE

selected under the "School:" section skip down to the instructions for selecting a grade.

- To run this report for more than one school at a time but not all the schools you have access to click on the name of the first location and then hold down the *ctrl* key while clicking on the names of the other locations you wish to see.
- To run this report for all the schools in your program or district do not select a location under the school list section. Click on the "– select—" option at the top of the list making it highlighted gray.

Select the grade

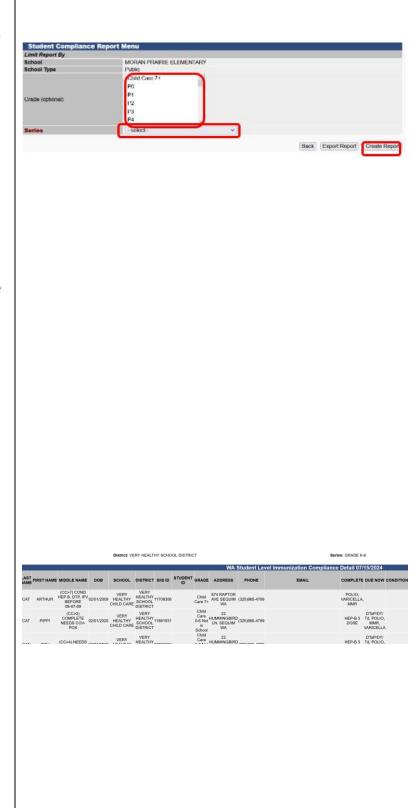
- To run for one grade, select the grade you wish to see from the grade list.
- To run this report for multiple grades, click the first grade you wish to see. Next, hold down the "Ctrl" key on your keyboard. While holding down the "Ctrl" key click on the other grades you want to run the report for.
- To see all the grades at all your schools leave the grade section blank and do not click on any grade options.

Select the Series

• Select the series by clicking on the series that aligns with the grades you are running the report for. You may need to run the report multiple times with different series/grades to get the correct status for students of different ages.

Create Report

- Click the *"Export"* button to open the report in Microsoft Excel. The report is most useful this way as you can then filter and sort the excel document and add in your own notes.
- Or click on the "*Create Report*" button to run the report in the Module.



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

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IMMUNIZATION



School Immunization Report, First Time Enterer

School Nurse Reports

Action Report Notice/Letter

Facilities Not Reporting

Action Report Notice/Letter Message

Certificate of Immunization Status (CIS)

Action Report

School Compliance Report This report gives a snapshot of the compliance totals for students at a school, district or group of schools in the same organization. It does not include individual student vaccination information.

It includes the total number and percent of students who are; *out of compliance, complete, in conditional status, due now for a vaccine, have exemptions, and the total students enrolled.*

For more information on this report please see the

School Compliance Report Quick Reference Guide SCCIM (wa.gov)

Select the School

This is only an option if you have access to multiple schools under your account. If your school is already selected under the "School:" section skip down to the instructions for selecting a grade.

- Click on the name of the school you would like to run the report for.
- To run this report for all the schools in your district or program do not select a location under the school type, make sure the bubble is checked next to "District".

Select the grade

- To run for one grade, select the grade you wish to see from the grade list.
- To run this report for multiple grades, but not all of them, click the first grade you wish to see.
 Next, hold down the "*Ctrl*" key on your keyboard. While holding down the "*Ctr*l" key click on the other grades you want to run the report for.
- To see all the grades at all your locations, leave the grade section blank and do not click on any grade options.

Select the Series

 Select the series by clicking on the series that aligns with the grades you are running the report for. You may need to run the report multiple times with different series/grades to get the correct status for children of different ages.

Create Report

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

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	of Sch	nool	Enter	ers Da	ta								
Patient Det	tail												
At Risk Re	port												
Student Co	omplia	ance	Repo	ort									
School Cor	mplia	nce l	Repo	t									
School Complian	nce Re	port M				_		_		_	_		
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SCHOOL AND CHILD CARE IMMUNIZATION MODULE TRAINING

- Click the "*Export*" button to open the report in Microsoft Excel. The report is most useful this way as you can then filter and sort the excel document and add in your own notes.
- Or click on the "*Create Report*" button to run the report in the Module.

Annual Immunization Reporting

An active user of the School and Child Care Immunization 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 and Child Care Immunization Module users, the report will be pulled from the School and Child Care Immunization Module on your behalf. To report through the School and Child Care Immunization 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.

As previously noted, do not use the "complete Annual School Report" or "WA Annual School Report – Print Blank Worksheet" from the reports page. These reports do not apply to Washington State.

More information on School Reporting can be found here: <u>Public and Private K-12 Schools Immunization</u> <u>Reporting</u> | Washington State Department of Health

Additional Resources

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

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

IMMUNIZATION



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



WASHINGTON STATE IMMUNIZATION INFORMATION SYSTEM

Hepati	tis B (l	lep	В)
Dose #			Physician/Clinic
1			Dr-Carter's clini
2	4110	100	Dr. Carter's elin
3	10/12	100	Dr. Carter's cliv
Diphth	eria, Te	etan	us, Pertussis (DTaP
Dose #	Date G	iven	Physician/Clinic
1 0	5 111	100	Dr. Carter's climic
2			Dr. Carter's climic
3	10/30	0103	Dr. Carter's clini
4	313	105	Dr. Heitink's cling
5	1	1	
	1	1	10
Tetarus	1	1	
diphtheria (Tď)	1	1	
	1	1	0.120
Booster Dose	1	1	
Every	1	1	1
Years	1	1	

Dase	ŧi.		influe Siven	Physician/Clinic						
1	-	E III	inn	Dr. Carterie climic.						
2		10/12	100	Dr. Carter's climic						
3		10/30	203	Dr. Carters clinic						
4	ſ	1	1	10						
Polio					Not const					
Dose #	(P)	V OPV	Date	Given	Physician/Clinic					
1	1		411	0100	Dr. carters of					
2	V		10/12	2100	Dr. Carter's cl					
3	V		10/3	0103	Dr. Carter's cl					
4	~	-	313	3 105	Dr. Hechink's U					
1.5	:		1	1	n n					
á.			1	1	1					
16				4	(0.0)()					
	_				te (PCV)					
Dose	#	Date	Given	Physician/Clinic						
L	1	8.12	101	Dr.C	arter's clinic					
2		1	1		0.02					
3		`·/	1							
4	-	1	I.	26	9					

Type of Varcine	Dose #	Date		Physician/Clin
MMR	L	812	101	Dr. Carter's e
MMR	2	313	105	MARK A HOMA
MMR	8 8 8	1	1	
Measles		1	1	
Mumps	1	1	1	(4)
Rubella	1	1	1	
Varice	lla (Va	-)		
Dose #				clan/Clinic
1	812	101	Dr. Ca	arter's Clini
	1	1	1.1	
Hepat	titis A (Hep	A)	
Dose #	Date (Given	Physi	cian/Clinic
	1	1		- 10 S - 11
	1213 8.5			

- Duballa (MMD)

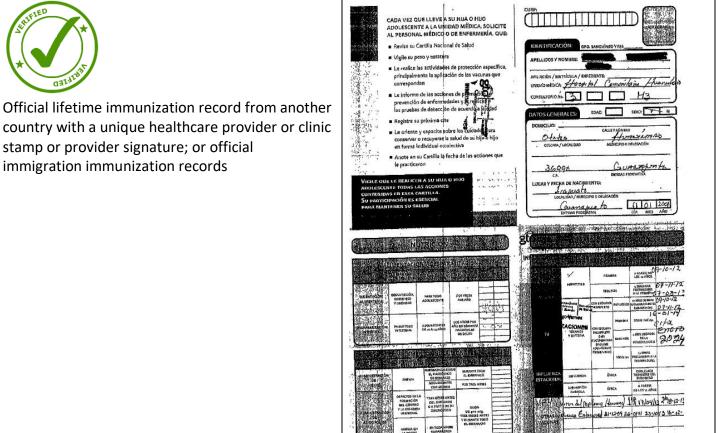
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IMMUNIZATION







GUIDE



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

aclowood Clin	nic- Medical Re enue PO Box 364	ecords	99220-3649		October 30, 2 Pi	2 <i>014</i> age 1
tient Inforn	nation					
r : Anno lizatio	n Record-201	002124161 DOB 1 ation Record			NTIAL - Do no per authorization	
				4	5	6
Vaccine	1	2	3	07/19/2007	0	
HepB Hepatitis B	01/18/2007	03/15/2007	05/24/2007	05/06/2008	02/02/2011	
DTP Diphtheria, Tetanua,	03/15/2007	05/24/2007	07/19/2007	00/06/2006	02/02/2011	
Fertussis HIB Haemophilus influenzae	03/16/2007	05/24/2007	07/19/2007	04/14/2010		X000000XXXX
Type b IPV Inactivated Poliovírus	03/15/2007	05/24/2007	07/19/2007	02/02/2011		
MMR Measics,	05/06/2008	02/02/2011		XXXXXXXXXXXX	000000000000000000000000000000000000000	X00000000X
Nomps, Rubella Varicella	#1 given 05/06/2008	#2 given 02/02/2011		XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX	X000000000	XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
Varivax Pneumococcal	03/15/2005	05/24/2007	07/19/2007	05/06/2008		
Hep A				XXXXXXXXXXXXXX	XXXXXXXXXXXXXX	XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
Hepatitis A					1. 1. 1. 1. 1. 1.	
Tetanus Booster Dats and Type of Last: Tdap Given: Tdap: may be due	Fiu Shot Date of Last Flu Vax: 11/11/2009 Flu Vax #2 Date of Last:	Last Two (2) Documentad Flu Vex; Flu-Historical (11/11/2009)	HINI#1 Date of Last: HINI#2 Date of Last:	Pneumovax Date of Last	Meningococcal Vaccine Given: Meningococcal #2	
			Other Vaccines			
HPV	Vaccine/	Vaccine/	Vaccine/		X000000000	20000000000
	Date of Last:	Date of Last:	Date of Last:	XXXXXXXXXXXX		
Rotavirus	Vaccine/ Date of Last:	Vsccine/ Date of Last:	Vaccine/ Date of Last:	XXXXXXXXXXXXXX	X000000000X	XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
Zostavax	Vaccino/ Date of Last	XXXX000XXXX	XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX	xxxxxxxxxxx		XXXXXXXXXXXXXX

WASHINGTON STATE IMMUNIZATION INFORMATION SYSTEM



WASHINGTON STATE **IMMUNIZATION** INFORMATION SYSTEM

- -

Vaccine Administrat 🕹 Record Patient Nassit: _____ -- ___ -512:00 Birthdata: ____ For Children and 1 tenning any resolutions, price the percent/generate an uppropriate copies of Varriae technologies. Association (VSS) and undertified the ratio and bareful of the vaccingta). Update the pris personal report or provide a star sea witch Signaturel Initiate of Type of Veccine Vac Cate given Rotae Silte gives (BA, LA, BT, LT) Vaccine SZP. 21.5 ##:: 25-2 61 Nepalitic 51 long. Hup3. Hits-Nep3 Offic: Hep3-LPV 1ED 64 6104 0 12 100 85 MB ACOK 730-1 9 and The ang Written Immunization Record from a healthcare DIMP IM provider or clinic N. N. (PH DH. Hsemophilus Inituenzaa type b[†] rc.g., Hib, Hib-BepR, DT>P-Hibr 184 Įм Гм 6-104 mes UT WOOD of Mul 1-1.00 11:65 TElangoneliu IPV. Polle^T Kig. IPV. DTaP-Rep8-IPV) IM-SC IM-SC IM-SC MG MJ Pneumoor conjugate IPCV2 PH. DLO31 M MELL HSO3 6 204 TBCONGONIU 104 ORT MMR Meosies, Accella (M (R) V8:-5604 (Vc. \$0 DILOS M DOCO W HRA AHAV ADORA 1200 Chef He nalits A" (H - J Ini' anza JM. ME IM IM

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GUIDE



Immunization Record printed from a healthcare provider, clinic or hospital's Electronic Health Record with a written note or addition

Vaccine	Type.	bete Given	Route	Site	Lots	Mr.	Exil	Date on VIS	VIS Given	Vaccinator	
philioria, Tatanua, Partussis	¢Tø₽	04/16/08	м	RT	ac145054bs	GLAXO3MIT HKUNE			04/15/08	kbales	
	DTaP	07/07/05				TRAINE.			07/07/05		
	DTaP-Hoad-								10/07/04		
	IPV	10.01/01				5			1		
	DTaP	08/10/04							05/10/04		
	DTeP-Hep8-	06/01/04							05/01/04		
aeroophilus Influenzae Type 8	HID	03/28/05	8 C						05/28/05		2.6
	HIB	10/07/04							10/07/04		
	Hib	05/10/04							06/10/04		
	HPb	08/01/04							06/01/04		
epoliie A	НерА	04/15/08	IM.	LT	ahenti216ea	GLAXOSMIT		03/21/06	04/15/06	kbales	
	HepA	04/24/06							04/24/08		
cpaills 0	OTsP-Hep8-	10/07/04							10/07/04		
	DTsP-Hep8- IPV	08/01/04							08/81/04		
Ruenza	TIV	11/14/05							11/18/05		
	TIV	10/07/04							10/07/04		
easles, Mumps, Rubelle	MKR	04/15/08	SQ	LT	04180	MERCK & CO.		05/13/08	04/15/06	kbalas	
8	MMR	03/28/05							-03/25/05		
neumpooccal	PCV7	03/28/05			3 7				03/28/05		
	PCV7.	10/07/04							10/07/04		
	PCV7_	08/10/04							08/10/04		
	PCV7	06/01/04							06/01/04		
olio	(PV	04/15/08	SQ	LY	20018	AVENTIS PASTEUR	8	01/01/00	04/15/08	kbalas	
	OTaP-Hap8- IPV	10/07/04	6						10/07/04		
	IPV	06/10/04	8 6						08/10/04		
	DTaP-HepB- IPV	06/0.1/04							06/01/04		
aricelta	Vəf	04/15/08	SQ	RT	17870	MERCK&			04/15/08	kbales	2
	Ver	07/07/05							07/07/05		

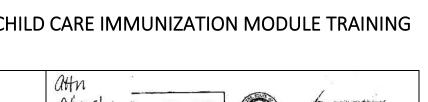
WASHINGTON STATE

IMMUNIZATION - INFORMATION SYSTEM



Use required on or after July 1, 2010. Tennessee Department of Health CERTIFICATE OF IMMUNIZATION TEMPORARY NEW 7 GRADE, 13 YEARS OLD. Section 1a. Religious sild's Name (Last name, first name, middle) b. Health Exa nation De Ian Name (Last name, first name, middle) (154)789-5623 IED 1212 OLD HICKORY BLVD Ic. Check if n HERMITAGE TENNESSEE 37076 Vision Scre Immunization Record printed from the WA IIS or are facility in Tennessee. Detailer Unless t instructi at the Te specifically e DATE DATE DATE DATE DATE DATE VACCINE the IIS of another state Section 2a. Required Vaccines for School or Child Care Atte e (Dates Requ Child Care Only (<5 years) Pneumococcal (PCV) Child Care Only (<5 years) DTP, DTap, DT, Td Poliom Hepatitis B 10/24/2014 Hepatitis A Measles Mumps Rubella Varicella Tdap Bo Section 2b. Rec Rotavirus Influenza Meningo HPV ection 3. Provider Assessment (select one*, not valid if blank) 4. (Required) Printed or Stamped Name, Address, fied Healthcare Provider (MD, DO, PA, Advanced P of Qu rary Cer ate - Expires Expenden date one month after date next catch op immunization is date — B) Up to Date for Child Care Entry and <18 Months of Age AL CENTER 8TH STREET MED 215 8TH STREET CLARKSVILLE, 37040 (931)542-0010 C) Complete for Child Care / Pre-School* Validated by the TN State In Information System 09 22 2015 MV 00 Prove Date of Issue RDA-NW Certified by (Signa tap) or TennillS P11-4163 (Rev. 4/13)





WASHINGTON STATE **IMMUNIZATION** INFORMATION SYSTEM

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