



March 4, 2024
DOH 346-121

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 doh.information@doh.wa.gov.

PLEASE ACCESS WA HEALTH USING MICROSOFT EDGE, FIREFOX, OR GOOGLE CHROME

WA HEALTH Onboarding Guide for Vaccinate WA (Vaccine Locator)

WA HEALTH is a technology platform that collects key healthcare data and provides the data in a seamless way to help support leaders across the state make timely and informed decisions in response to public health threats.

This abridged WA HEALTH User Guide is intended to help support the onboarding and data submission for partners across the state who are helping to provide COVID-19 vaccines to Washingtonians.

If you have any questions regarding the WA HEALTH platform, how to update COVID-19 vaccine availability within your facility, or how WA HEALTH updates data presented to the [Vaccine Locator website](#), please email us at wahealth@doh.wa.gov. Additionally, check out our WA HEALTH and Vaccines FAQs document found here: [WA HEALTH | Washington State Department of Health](#).

Regards,
Your WA HEALTH Team

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Getting Started

Please access WA HEALTH using Microsoft Edge, Firefox, or Google Chrome browsers.

Other browsers will function improperly.

Creating a Portal User Account

1. Check with your organization to see if your facility has an account in WA HEALTH.
 - a. If your facility does **not** have a WA HEALTH account, please email our team at wahealth@doh.wa.gov to create one.
2. If your facility does have an account in WA HEALTH, reach out to the Parent Organization Administrator at your site to create an account for you. Refer to Parent Organization Tasks on page seven of this document.
3. Before you can access the WA HEALTH platform, you will need to have a Secure Access Washington (SAW) Account that uses the same email that you will be using with WA HEALTH. This email must be your **primary** email in SAW. Sign up for a SAW account here: [Secure Access Washington](#)

Sign Up! x

Sign Up For An Account [Español](#)

Fill in the following form to sign up for an account. If you are not sure if you already have an account, [check here](#).

Personal Information

First Name

Last Name

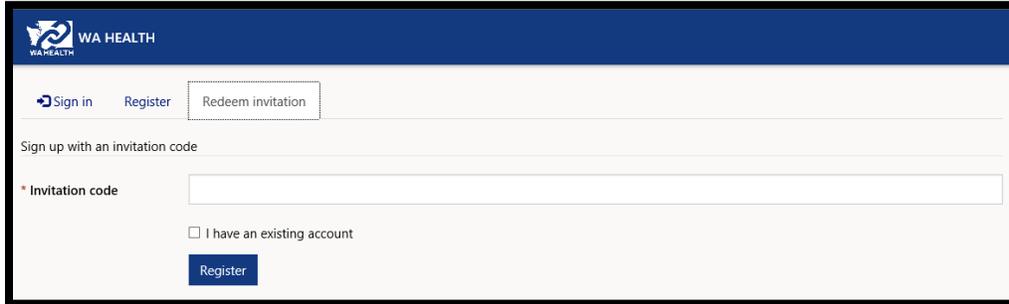
Primary Email

Contact Information For Security (Optional)

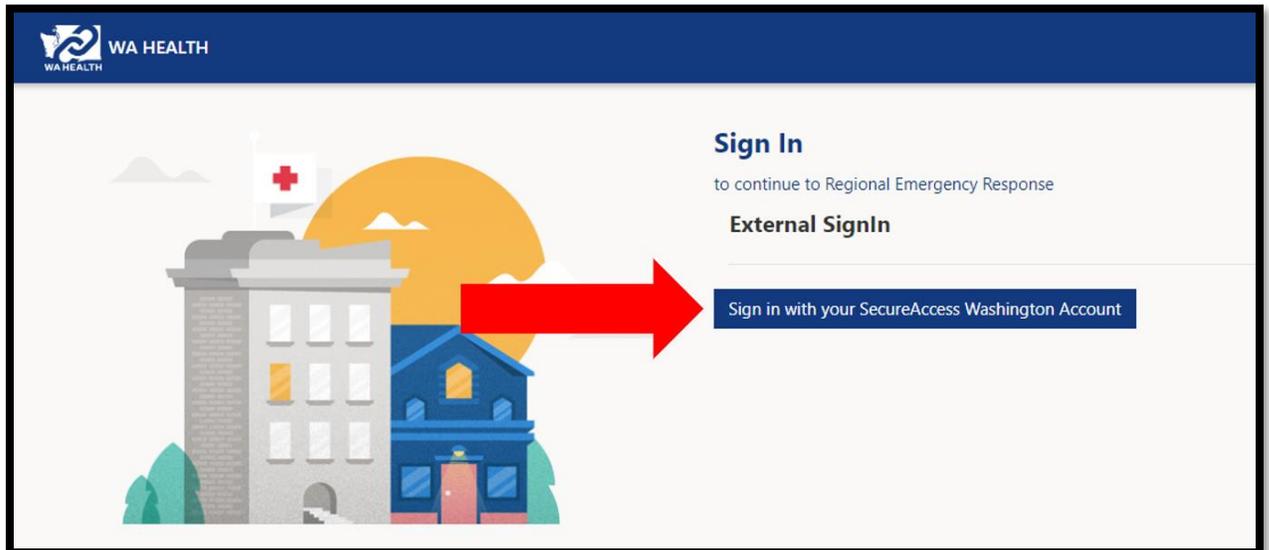
Provide additional contact information to receive security codes and reduce the chance of losing access to your account. You can add or edit additional contact information later in your SAW account settings.

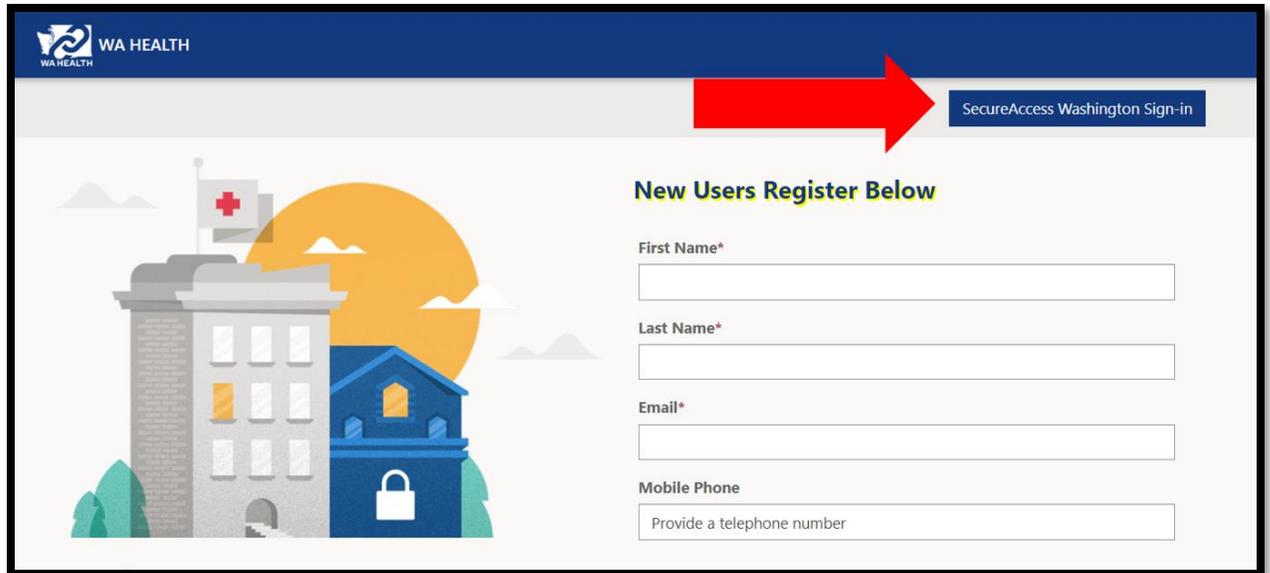
Additional Email Address (Optional)

4. To activate your WA HEALTH account, an email invitation will come from **DOH WA HEALTH** with a unique invitation code to complete the creation of your account.
 - a. From the email delivered by DOH WA HEALTH, click on the words “REDEEM INVITATION” that will take you to the WA HEALTH registration page.

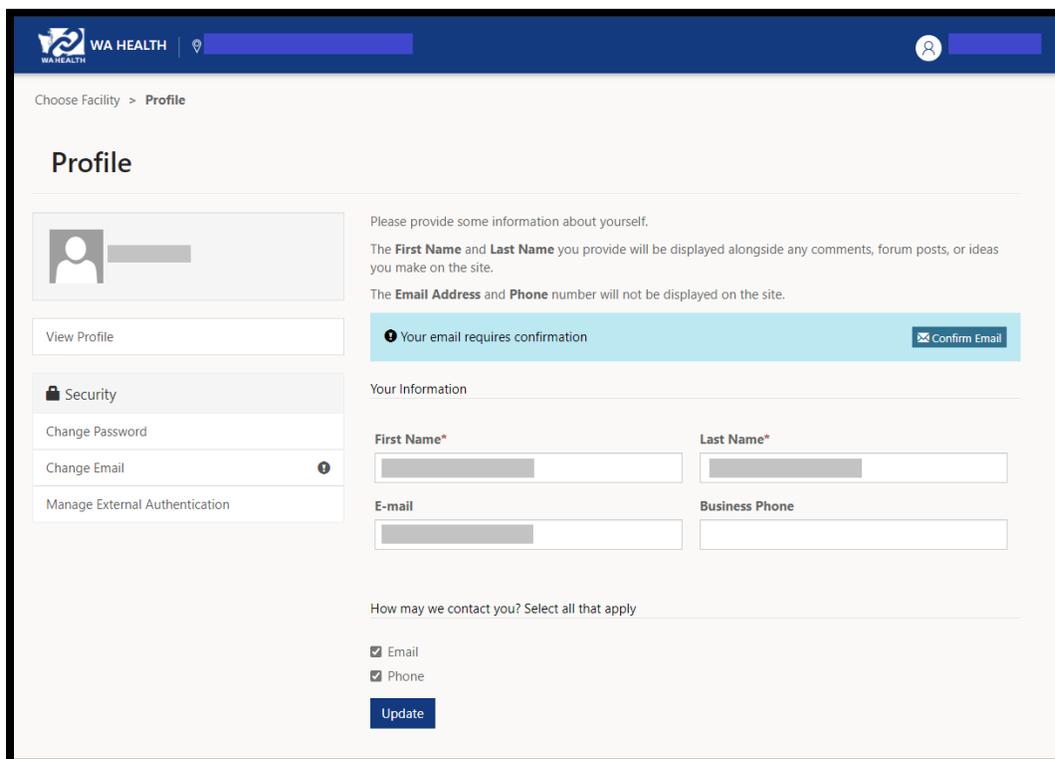


- b. **Do not check “I have an existing account.”**
 - c. Click **Register**.
5. After registering for your Secure Access Washington account and activating your WA HEALTH account, you can login to WA HEALTH using either of the two links below:
<https://wahealth.doh.wa.gov/SignIn>
[Choose Facility · WA HEALTH](#)
6. Click on the “Sign In” button (indicated by the red arrows in the screenshots below). You will be directed to Secure Access Washington to sign in. After your successful sign in, you will be redirected to the WA HEALTH portal.

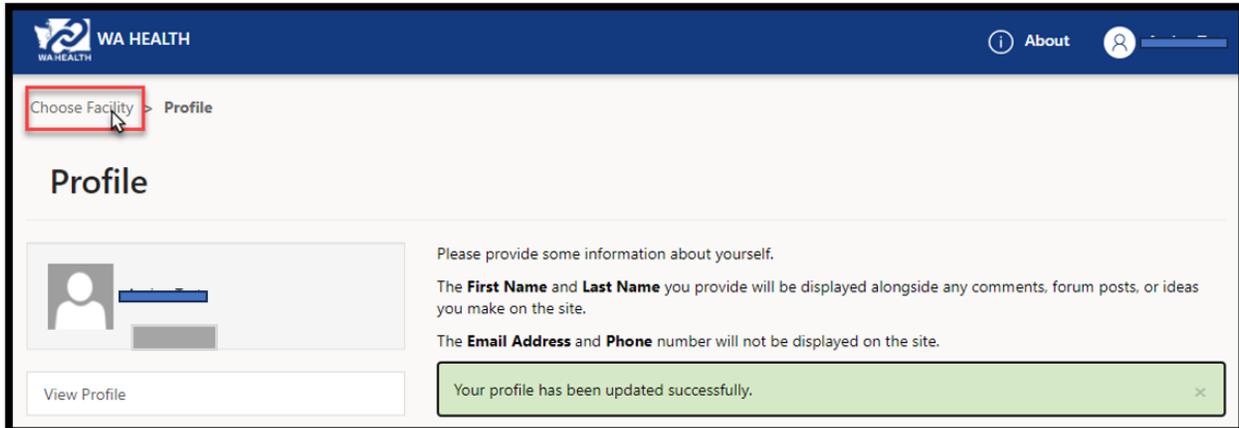




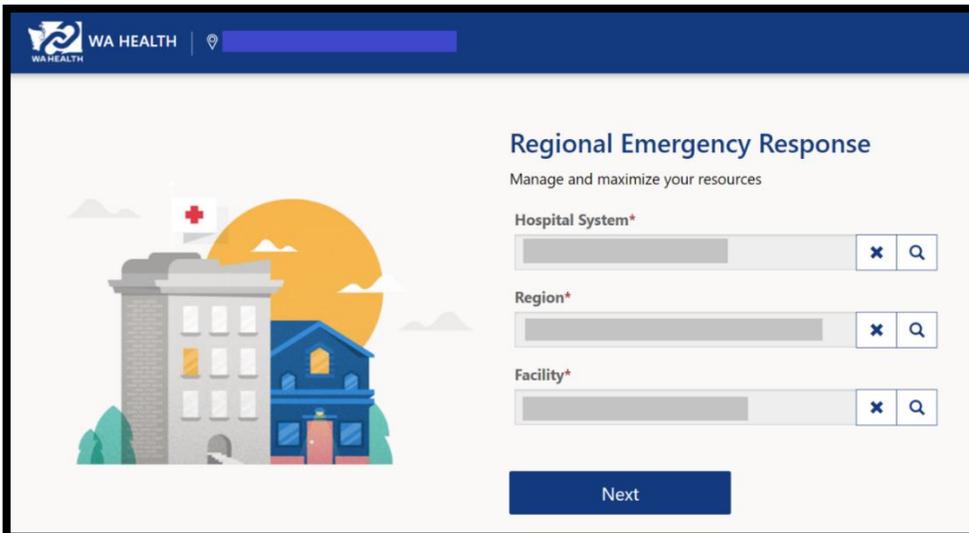
7. Complete Account **Profile** and click on the **Update** button.



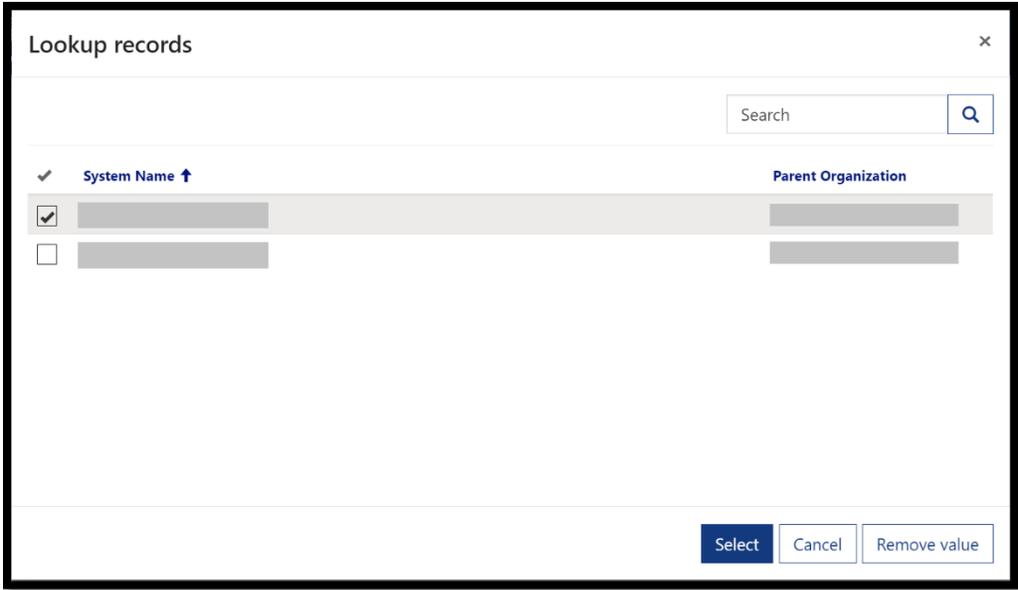
- a. Note: You can return to this page any time to update your contact information and password as needed.
8. When your profile is complete, the “updated successfully” message appears. Click on the **Choose Facility** link at the top left corner:



After you sign in to the portal, you'll see **Hospital System**, **Region**, and **Facility** selectors that you must choose before you can begin to submit data:

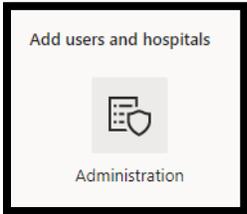


Enter your choices before you proceed to the next step. You can use the search button to lookup facility and search for your desired system, region, or facility:



Parent Organization Administrator Tasks

Only users with the web role of **Parent Organization Administrator** will see the **Administration** box to add or update user information.



Adding a New Portal User

To add a new user, scroll to the Administration tile & click on this tile.

Click on the Users tile. Use the **Create** button to the right of the **Search** feature.



Create

User Information

First Name*

Last Name*

Email*

Mobile Phone
Provide a telephone number

Choose roles for the user

- Organizational HealthCare Worker
- Parent Organization Administrator
- Regional Report Viewer
- Report Viewer
- Vaccine Locator Role (Members of the Vaccine Locator Role cannot be in any other role)

Submit

Add your user, select their web role(s), and click on **Submit**. You will need to give the user either the Organizational Healthcare Worker or Vaccine Locator Role to view the vaccine locator settings. **Note:** If you give a user the Vaccine Locator Role, they will not be able to have any other user roles/permissions.

WA HEALTH Portal User Web Roles:

Users may see different information based on their assigned web role(s).

Parent Organization Administrator – can access the Administration section of the WA HEALTH portal where facility and user information are updated. Limiting the number of users with this role is recommended.

Organizational Healthcare Worker – responsible for submitting and updating data on behalf of the facility.

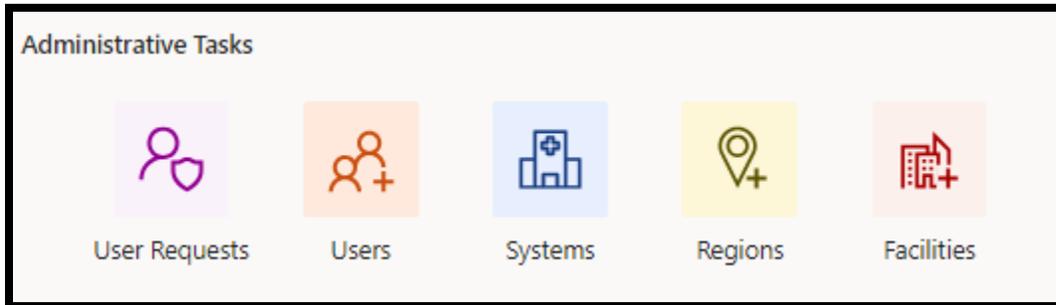
Report Viewer – can access the dashboard and export reports for various facilities. Note: Export to Excel is located under the ellipses (“...”) on the top right of the report.

Regional Report Viewer – can only access the dashboard and export reports for various facilities. Users with this role do not need to be associated with a specific facility or parent organization. Note: Export to Excel is located under the ellipses (“...”) on the top right of the report.

Vaccine Locator Role – can only update vaccine locator settings information for a facility. If users have this role, they cannot have other user roles.

Updating active user information

1. In the Administration tile, Click on **Users**.



2. Click on the account (you can click on the user's name or the **View details** option):



3. Update assigned roles for each user and click **Submit**.

View details

User Information

First Name

Last Name*

Email

Mobile Phone

Choose roles for the user

- Organizational HealthCare Worker
- Parent Organization Administrator
- Regional Report Viewer
- Report Viewer
- Vaccine Locator Role (Members of the Vaccine Locator Role cannot be in any other role)

Submitting Vaccine Data for Multiple Facilities

You will be able to update Vaccine Locator Settings for each facility under your Parent Organization.

1. Click on the magnifying glass next to the Facility name to see a complete list of your facilities (see Figure 1).

WA HEALTH

Regional Emergency Response

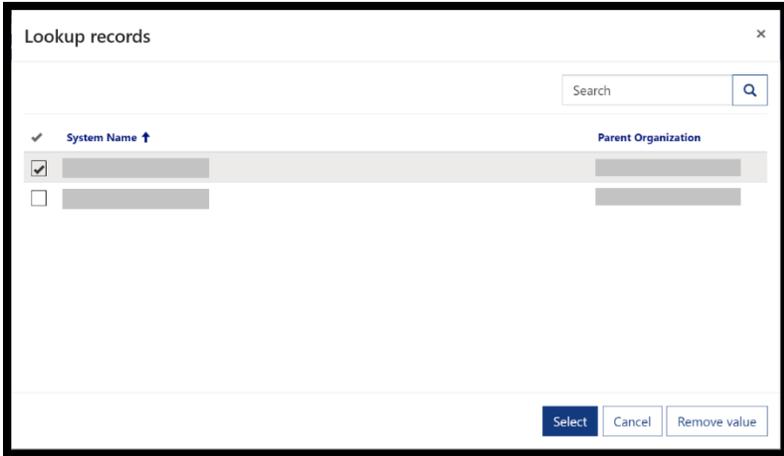
Manage and maximize your resources

Hospital System*

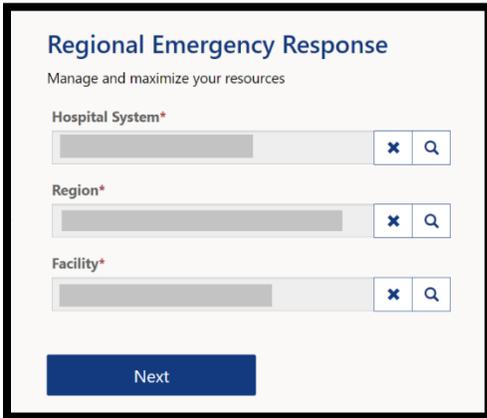
Region*

Facility*

Figure 1: Example of complete list of facilities.



2. Place a checkmark to the left of the facility you need to update then click **Select**.
3. Click on **Next**:



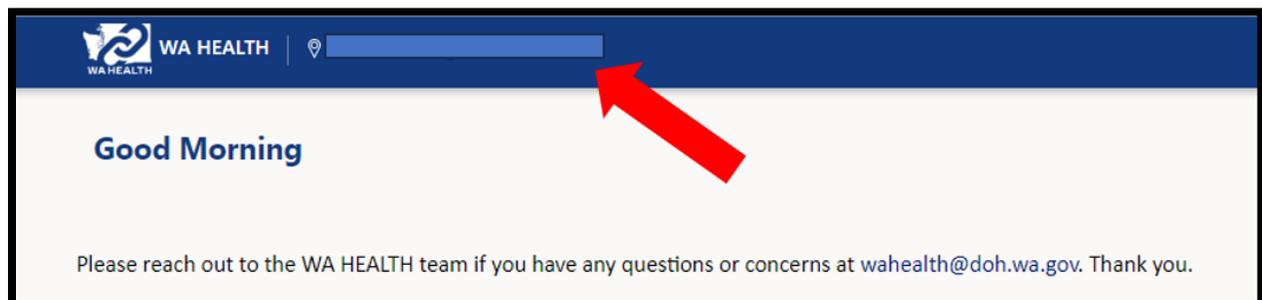
4. The **Next** button will change to **Processing**:



5. You will be taken to the main landing page to enter data.



6. To switch between different facilities, click on the name of your facility next to the WA HEALTH logo. You will be able to use the magnifying glass to switch to a different facility.



Updating Vaccine Locator Settings

Only users with the web role of **Organizational Healthcare Worker** or **Vaccine Locator Role** can update COVID-19 vaccine appointment availability information in WA HEALTH.

[Submit COVID-19 Vaccine Appointment Availability Information](#)

Update COVID-19 vaccine appointment availability information at least monthly and also whenever you have new vaccine availability information to share with the public.

1. From the WA HEALTH home page, click the **Vaccine Locator Settings** tile to access.



1. The first possible question is a 'Yes/No' question stating, "Offering vaccine to the public."
 - a. Please toggle to 'Yes' if you are actively offering COVID-19 vaccine appointments. Otherwise, please toggle to 'No' (toggling to 'No' removes your site from public view).
 - b. By toggling to 'Yes,' more questions will be revealed, and this site will appear on the [Vaccinate WA website](#).
3. For 'Facility Display Name,' please use your site's name as you specifically want it displayed to the public in Vaccine Locator.
4. The 'Vaccine Name' section requests you to confirm which COVID-19 vaccine types you have available at your site. You must select at least one vaccine name that you are offering.

Vaccine Locator Information

Last updated 2/23/2024 8:06:23 PM by System

Offering Vaccine to General Public* Yes

If Yes, this facility will appear to the public on the Vaccine Locator.

Facility Display Name

Provide a Facility Display Name only if you want Vaccine Locator to show a different name for this facility than what is shown in WA HEALTH

Vaccines

Pfizer-BioNTech, ages 6 months – 4 years	<input checked="" type="checkbox"/> Yes
Moderna, ages 6 months – 11 years	<input checked="" type="checkbox"/> Yes
Pfizer-BioNTech, ages 5 – 11 years	<input checked="" type="checkbox"/> Yes
Moderna, ages 12 years and up	<input checked="" type="checkbox"/> Yes
Pfizer-BioNTech, ages 12 years and up	<input checked="" type="checkbox"/> Yes
Novavax, ages 12 years and up	<input checked="" type="checkbox"/> Yes

5. Please confirm all possible methods the public can schedule an appointment (e.g. call, email, and/or register online) and confirm if walk-in appointments are allowed and if a waitlist is available.

Schedule online Yes

Scheduling link

Schedule by phone Yes

Info/Scheduling Phone

Schedule by email Yes

Info/Scheduling Email

Walk-in No

Instructions for Walk-in Clinic

Wait-list Yes

Information Website

Instructions for Public

6. Under 'Accessibility', toggle to "yes" the services available at your site.

Accessibility

Site has walk up services Yes

Site has drive-up services No

Sitting/Waiting area available No

Individuals needing additional support can have family, friends accompany them No

Site has accessible parking No

Site is wheelchair accessible No

Vaccine communication card available No

Vaccine communication card available in braille No

Interpreters on site or available No

Accessibility Information webpage

- Under 'Children and Youth Services', more questions will appear if you toggle "yes" to offering vaccines to kids ages 5-11 or kids ages 12-17. Customize these settings to match what your facility is offering.

Children and Youth Services

Provide vaccines to children ages 6 months - 5 years Yes

Provide vaccines to children ages 5 - 11 Yes

Provide vaccines to youth ages 12 - 17 No

Consent allowed from a foster parent or other person authorized by a court to consent to medical care for a child in an out-of-home placement No

Consent allowed from a person with signed authorization from parent to make health care decisions No

Consent allowed from a relative responsible for health care Yes

Consent allowed from school nurse, counselor, or homeless liaison (for a youth defined as homeless under the federal McKinney-Vento Homeless Education Act) No

Consent allowed from youth who are legally emancipated or married to an adult No

Consent allowed from Mature Minor Doctrine No

Verbal consent allowed (over the phone) No

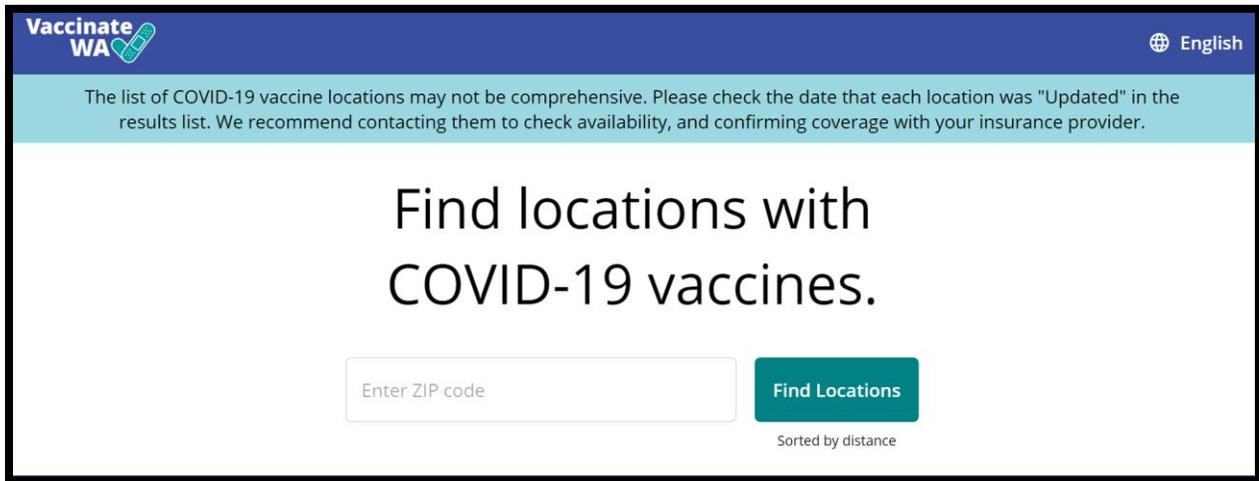
Written consent allowed No

Parent/Guardian/Authorized adult does not need to be physically present No

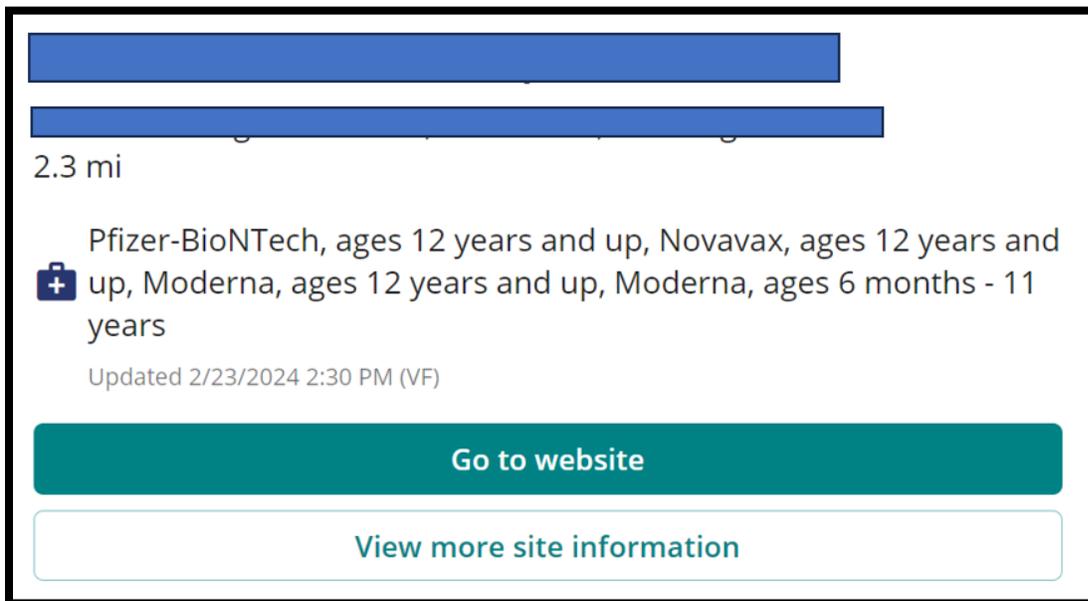
- Share as many details as possible you would like to provide the public about connecting with your facility then click 'Submit.'
- If reporting data for multiple facilities, you can switch to a different facility and complete the steps for updating Vaccine Locator Settings.

Vaccinate WA

The information entered in WA HEALTH's Vaccine Locator Settings will populate in the [Vaccinate WA website](#). Vaccinate WA refreshes approximately every 30 minutes.



To find your facility in Vaccinate WA, search for the zip code. You can double check that your information looks correct.



Vaccinate WA users can filter for specific features offered at a COVID-19 vaccine site.

Find Locations

Sorted by distance

Filters (0) ^ Clear filters

Vaccine types ^

Pfizer-BioNTech, ages 6 months - 4 years

Moderna, ages 6 months - 11 years

Pfizer-BioNTech, ages 5 - 11 years

Moderna, ages 12 years and up

Pfizer-BioNTech, ages 12 years and up

Novavax, ages 12 years and up

Please select the type of vaccine you want, whether this is a primary or booster dose.

Scheduling preferences ^

Schedule online

Schedule by phone

Schedule by email

Walk-ins accepted

Waitlist available

Accessibility v

Child and Youth Services v

We Are Here for You

Thank you for your meaningful contribution to our state’s COVID-19 vaccination effort by providing updated COVID-19 vaccine appointment availability information.

Additional resources, including WA HEALTH Frequently Asked Questions (FAQs), can be found on Department of Health’s dedicated [WA HEALTH webpage](#). You can always reach us directly with any questions or ideas for how we can better support you at wahealth@doh.wa.gov.