

SCHOOL AND CHILD CARE IMMUNIZATION MODULE TRAINING GUIDE FOR CHILD CARES

Table of Contents

| | |
|--|----|
| Log In..... | 2 |
| Choose a Child Care | 3 |
| Search for a Child | 4 |
| Add a Child and Attach Them to a Child Care Roster | 5 |
| View/Export the Child Care Roster | 7 |
| Edit the Roster | 7 |
| Edit Grade Levels | 8 |
| Add an Immunization Exemption | 9 |
| Delete an Immunization Exemption | 9 |
| Add Immunity to a Disease | 10 |
| Delete Immunity to a Disease | 10 |
| Reports | 11 |
| Action Report | 12 |
| Action Report Notice/Letter | 13 |
| Action Report Notice/Letter Messages | 13 |
| Annual Immunization Reporting | 18 |
| Additional Resources | 18 |

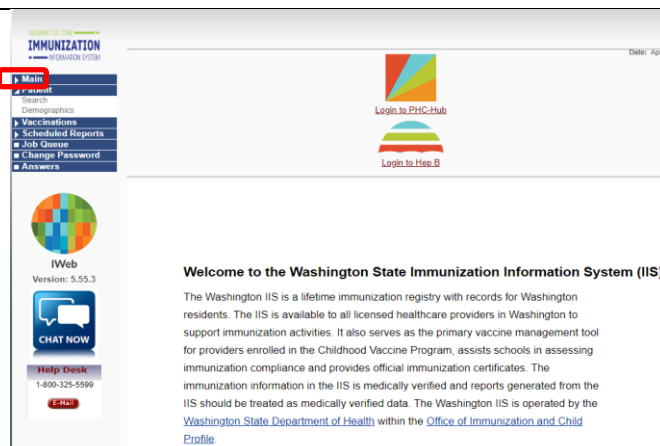
SCHOOL AND CHILD CARE IMMUNIZATION MODULE TRAINING GUIDE FOR CHILD CARES

Log In

Watch: [How to Log into Secure Access WA/SAW and The School and Child Care Immunization Module - 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 and Child Care Immunization Module.*)
- Click submit and you will be taken to the login page for the School and Child Care Immunization Module website.
- 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 child care the system will take you to the **Choose School** screen.



LOGIN

USERNAME

PASSWORD

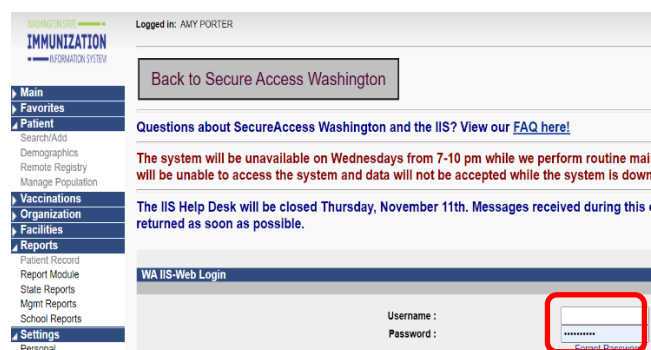
SUBMIT

Washington State Immunization Information System provided by Department of Health

[Access Now](#)

The Washington Immunization Information System (WAIIS) is a lifetime registry that keeps track of immunization records for people of all ages. The system is a secure, web-based tool for healthcare providers and schools.

[Contact WAIIS help desk](#) [Remove from my list](#)



SCHOOL AND CHILD CARE IMMUNIZATION MODULE TRAINING GUIDE FOR CHILD CARES

Choose a Child Care

Watch our video tutorial for: [How to Choose a Child Care - Video](#)

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

- Click on **Click to Select** to open the *Select School* window.
- Type the name of the child care or first few letters of the name. If you do not enter a name clicking *Search* will display a list of all child cares in your program.
- Click **Search** or press **Enter** on your keyboard.
- From the list, click on the arrow button to the left of the Name to select that location.
- The *Select School* window closes, and the selected location is shown in the *school* field.
- Ignore the *Default Grade* selection/dropdown box.
- Click the **Continue** button.

Choose School
Choose a school to work from for this session.

School: **Click to select**

Default Grade:

Continue

Select School

Search Criteria:

State:

County:

School District:

Type: ☒ All ☐ Public Only ☐ Private Only

☐ Begins with: ☒ Contains:

Name:

Search

Choose School
Choose a school to work from for this session.

School: **Click to select**

Default Grade:

Continue

SCHOOL AND CHILD CARE IMMUNIZATION MODULE TRAINING GUIDE FOR CHILD CARES

Search for a Child

Important Note Only look up children within your program. Employee records can only be viewed if the Employee has given written consent.

Watch our video tutorial: [How to Search for a Child 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., child's name, birth date, SIIS 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 child's name by clicking once on the name. This opens **the Patient Demographic** screen.

Reporting Duplicate Records

When searching for a child in the IIS, you may see multiple records for the same child. 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 children's vaccination records. For more information on reporting duplicate records please review [How to Report Duplicate Patients Quick Reference Guide](#).

Bad Merges

Sometimes profiles accidentally get merged in the IIS. This happens most commonly with siblings, especially twins, who have similar first names. If you suspect that profiles have been merged incorrectly, send us an email (schoolmodule@doh.wa.gov) With the SIIS ID number that you want us to review.

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

Patient Search Click here to use the "advanced" search

First Name or Initial: SIIS Patient ID:

Last Name or Initial: Student ID:

Birth Date:

Family and Address Information:

Guardian First Name:

Street:

City: State: Select...

Zip Code: Phone Number:

Country: United States of America x

☐ Check here if adding a new patient.

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

Patient Search Results

Records Found = 6 Search Criteria: Last Name (Exact)

Show 10 entries

| First Name | Middle Name | Last Name | Birth Date | SIIS Patient ID | Grd First Name | Grd Last Name |
|------------|-------------|-----------|------------|-----------------|----------------|---------------|
| CAT | | DOG | 11/11/2011 | 5367420 | ARNOLD | SMITH |
| DOG | | DOG | 01/01/2003 | 6166744 | 3333333 | AAADD111 |
| NICE | | DOG | 10/23/1981 | 6166744 | | |
| PLUTO | B | DOG | 01/01/2010 | 5285783 | | |
| UNDER | | DOG | 10/10/2015 | 6214022 | OVER | |
| WONDER | | DOG | 01/11/1970 | 6214024 | WANDA | |

Showing 1 to 6 of 6 entries

SCHOOL AND CHILD CARE IMMUNIZATION MODULE TRAINING GUIDE FOR CHILD CARES

Add a Child and Attach Them to a Child Cares Roster

A child not in the School and Child Care Immunization Module can be added on the *Search/Add* screen under the *Patient* menu.

Watch our video tutorial for: [How to Add a Child and Attach them to a Child Care - Video](#) and [Short Video – Adding Patients to the IIS - YouTube](#)

- Enter the child'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 child 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 drop-down list.
- 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 child's preferred name in the Alias section.
- Enter additional information if it is available.
- Do not enter the School Entry Date.
- Click **Save**.

Patient Search Click here to use the "advanced" search

| | | | |
|------------------------|---|------------------|----------------------|
| First Name or Initial: | <input type="text" value="Duffy"/> | SIIS Patient ID: | <input type="text"/> |
| Last Name or Initial: | <input type="text" value="Dog"/> | Student ID: | <input type="text"/> |
| Birth Date: | <input type="text" value="05/01/2003"/> | | |

Family and Address Information:

| | | | |
|----------------------|---|---------------|--|
| Guardian First Name: | <input type="text" value="Walt"/> | | |
| Street: | <input type="text" value="123 Dogpark Ave"/> | | |
| City: | <input type="text" value="OLYMPIA"/> | State: | <input type="text" value="Select..."/> |
| Zip Code: | <input type="text" value="98501"/> | Phone Number: | <input type="text" value="(123)456-7890"/> |
| Country: | <input type="text" value="United States of America"/> | | |

☒ Check here if adding a new patient. (Required fields are highlighted)

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

Patient Search Results

Records Found = 0 Search Criteria: Advanced Search - Add / Edit / View

Show entries Search:

| First Name | Middle Name | Last Name | Birth Date | SIIS Patient ID | Grd First Name | Grd Last Name |
|----------------------------|-------------|-----------|------------|-----------------|----------------|---------------|
| No data available in table | | | | | | |

Showing 0 to 0 of 0 entries

Before adding, check to make sure the patient you want to add is not listed above or not pending manual review

Patient Demographics Edit

Patient Status

State Level Organization Level

County Level

Patient

| | | | |
|--------------------|--|--------------------------------|---|
| First Name | <input type="text" value="ALICE"/> | Race | <input type="text" value="Select..."/> |
| Middle Name | <input type="text" value="(KATHERINE)"/> | Ethnicity | <input type="text" value="--select--"/> |
| Last Name | <input type="text" value="TEST"/> | Language | <input type="text" value="--select--"/> |
| Suffix | <input type="text" value="--none--"/> | | |
| Birth Date | <input type="text" value="02/01/2018"/> | Medicaid # | <input type="text"/> |
| Birth File # | <input type="text"/> | Birth Order | <input type="text" value="Single Birth"/> |
| Sex: | <input type="text" value="FEMALE"/> | Nationality | <input type="text" value="--select--"/> |
| Mother Maiden Name | <input type="text"/> | Passport # | <input type="text"/> |
| VFC Status | <input type="text" value="--select--"/> | Visa # | <input type="text"/> |
| Military | <input type="checkbox"/> | Reminder/Recall Publicity Code | <input type="text" value="--select--"/> |

Comments

--Address

| | | | |
|---------------|--|-----------|---|
| Address 1 | <input type="text"/> | City | <input type="text"/> |
| Address 2 | <input type="text"/> | State: | <input type="text" value="--select--"/> |
| Country | <input type="text" value="United States of A..."/> | Zip Code: | <input type="text"/> |
| County/Parish | <input type="text" value="--select--"/> | Email | <input type="text"/> |
| Address Type | <input type="text" value="--select--"/> | Valid? | <input type="checkbox"/> |
| | | Primary? | <input type="checkbox"/> |

-- Patient Phone Number(s)

| Phone Number | Extension | Phone Use Code | Equipment Type | Primary |
|----------------------|----------------------|---|---|-----------------------|
| <input type="text"/> | <input type="text"/> | <input type="text" value="--select--"/> | <input type="text" value="--select--"/> | <input type="radio"/> |

-- Family & Contact

| | | | | | |
|--------------|---|----------------|---|----------------|---|
| First Name | <input type="text"/> | Middle Name | <input type="text"/> | Last Name | <input type="text"/> |
| Contact Type | <input type="text" value="--select--"/> | Guardian? | <input type="checkbox"/> | | |
| Address 1 | <input type="text"/> | | | | |
| Address 2 | <input type="text"/> | | | | |
| Country: | <input type="text" value="United States of ..."/> | State | <input type="text" value="--select--"/> | Zip Code | <input type="text"/> |
| Phone Number | <input type="text"/> | Phone Use Code | <input type="text" value="--select--"/> | Equipment Type | <input type="text" value="--select--"/> |
| Email: | <input type="text"/> | | | | |

First Last Type Phone Number Guardian? Phone Use Code Equipment Type

- + Alias
- + Secondary Patient Demographics
- + School
- + Medical Home
- + Birth & Death

SCHOOL AND CHILD CARE IMMUNIZATION MODULE TRAINING GUIDE FOR CHILD CARES

- The system will take you to the *Patient Detail* page.
- Select the correct **Grade Level** from the drop-down list.
- Click the checkbox to **Include on Reports**.
- Click the **Update** button.
- You can return to the *Patient Detail* screen by clicking *Demographics* under the Patient menu heading.

Important Note Children can only be on one roster at a time. If a child that attends your child care also attends a school do not add them to your roster. They should only be listed on their school of records roster.

| Patient Status | | Organization Level: | |
|----------------|------------------|---------------------|----------|
| State Level: | Active | Organization Level: | Inactive |
| County Level: | Active (Clallam) | | |

| Patient Detail | | Street: | |
|------------------------|-----------------|-------------|----------------|
| First Name: | SPROUT | City: | 443 EAGLE AVE. |
| Middle Name: | CC | County: | SEQUIM |
| Last Name: | CAT | State: | CLALLAM |
| Birth Date: | 02/01/2021 | Zip Code: | WASHINGTON |
| Multi Birth Indicator: | N | Home Phone: | 98382 |
| Birth Order: | | Cell Phone: | |
| Sex: | MALE | | |
| Student ID: | | | |
| Guardian Name: | KATHERINE GRAFF | | |

» Patient Specific Reports

| School Reporting | |
|--------------------|------------------------------|
| School: | VERY HEALTHY CHILD CARE |
| Grade Level: | Child Care 0-6 Not in School |
| School Entry Date: | |

Include on Reports: ☒

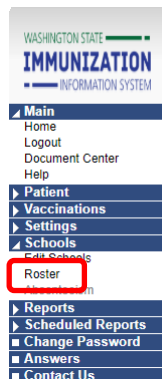
Cancel Edit Update

SCHOOL AND CHILD CARE IMMUNIZATION MODULE TRAINING GUIDE FOR CHILD CARES

View/Export the Child Care Roster

Watch our video tutorial for: [How to View and Export the 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 children on the roster.
- Select the desired **Series** using the dropdown list to apply compliance rules to the Roster. Use the series that is for the age of the children on the roster. For example, select 'Child Care 0-6 Years Not in School'. 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 Microsoft Excel .csv file by clicking the **Export Roster** button.



Edit the Roster

To keep the Roster up to date children must be added and removed as they enroll and withdraw.

Important Note Children can only be on one roster at a time. If a child that attends your child care also attends a school do not add them to your roster. They should only be listed on their school of records roster.

Add A Child to the Roster

- Click the **Add New Students** button to go to the Patient Search/Add Screen

Remove a Child from the Roster

- Check the box in the **Remove** column next to the child 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.

| Last Name | First Name | Birthday | SIIS Patient ID | Status | Exemption on File? | Grade | Move To? | Remove? |
|-----------|------------|------------|-----------------|------------|--------------------|-----------|------------|--------------------------|
| CAT | CARLY | 11/12/2004 | 3989307 | Up to Date | | 6th Grade | --select-- | <input type="checkbox"/> |
| CAT | COREY | 10/12/2004 | 3958790 | Due Now | | 6th Grade | --select-- | <input type="checkbox"/> |
| CAT | SUSIE | 12/12/2004 | 4248670 | Due Now | | 6th Grade | --select-- | <input type="checkbox"/> |

Move all to: --select--

Total Students Selected: 3

SCHOOL AND CHILD CARE IMMUNIZATION MODULE TRAINING GUIDE FOR CHILD CARES

Grades

Use the following grades for Child Care:

- **Child Care 0-6 Not in School**, use for children less than 7 years old not attending school.
 - The status for children less than 19 months of age will be, 'Not Complete' or 'Conditional'. 'Conditional' means vaccines are coming due soon.
- **Child Care 4+ In School**, use this for children who are 4 years old or older who are attending school.
- **Child Care 7+ Years**, use this grade for children who are 7 years old or older whether they are attending school.

Change a Child's Grade Level

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

Edit Grade Levels

To add or remove a grade level from a child care:

- 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.

Criteria

School: VERY HEALTHY ELEMENTARY
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 | Up to Date | | 6th Grade | 5th Grade | <input checked="" type="checkbox"/> |
| CAT | COREY | 10/12/2004 | 3958790 | Due Now | | 6th Grade | 5th Grade | <input checked="" type="checkbox"/> |
| CAT | SUSIE | 12/12/2004 | 4248670 | Due Now | | 6th Grade | 5th Grade | <input checked="" type="checkbox"/> |

Move all to: 5th Grade

Total Students Selected: 3

Search Results

Select School Name

VERY HEALTHY ELEMENTARY

Grade Levels

| Available Grade Levels | | School's Grade Levels |
|------------------------|------------------------------------|-----------------------|
| Preschool | <input type="button" value=""/> >> | Kindergarten Roundup |
| 7th Grade | <input type="button" value=""/> << | Kindergarten |
| 8th Grade | | 1st Grade |
| 9th Grade | | 2nd Grade |
| 10th Grade | | 3rd Grade |
| 11th Grade | | 4th Grade |
| 12th Grade | | 5th Grade |
| Other | | 6th Grade |

SCHOOL AND CHILD CARE IMMUNIZATION MODULE TRAINING GUIDE FOR CHILD CARES

Add an Immunization Exemption

[Enter Exemptions into the School and Child Care Immunization Module Quick Reference Guide](#)

- ✓ Medical, Personal and Religious Exemptions require both parent/guardian and healthcare practitioner signatures on the Certificate of Exemption Form.
- ✓ Religious Membership Exemptions require only a parent/guardian signature on the Certificate of Exemption Form.
- ✓ 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.

Add an Exemption

- After selecting a child, 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

• Patient record updated successfully

| Patient Detail | | | |
|------------------------|------------|-------------|-----------------|
| First Name: | HAPPY | Street: | 123 DOGPARK AVE |
| Middle Name: | | City: | BOTHELL |
| Last Name: | DOG | County: | SNOHOMISH |
| Birth Date: | 05/08/2005 | State: | WASHINGTON |
| Multi Birth Indicator: | N | Zip Code: | 98012 |
| Birth Order: | | Home Phone: | |
| Sex: | MALE | Cell Phone: | |
| Student ID: | 9999999 | | |
| Guardian Name: | | | |
| Inactive: | | | |

+ Patient Specific Reports

| School Reporting | | | |
|--------------------|--------------------------|---------------------|-------------------------------------|
| School: | MAYWOOD HILLS ELEMENTARY | Include on Reports: | <input checked="" type="checkbox"/> |
| Grade Level: | 6th Grade | | |
| School Entry Date: | 03/15/2015 | | |

Cancel **Edit** Update

| Medical Exemptions | | | |
|---------------------------------|----------------|-----------------|--------------------------|
| Disease | --select-- | Temporary Until | |
| Date Requested | | Permanent | <input type="checkbox"/> |
| Add | | | |
| Personal Exemptions | | | |
| Disease | --select-- | Date Requested | |
| Add | | | |
| Religious Exemptions | | | |
| Disease | --select-- | Date Requested | |
| Add | | | |
| Religious Membership Exemptions | | | |
| Disease | --select-- | Date Requested | |
| Add | | | |
| Vaccine | | | |
| | Date Requested | | |

| Disease | Date Requested | Temporary Until | Permanent | |
|---------|----------------|-----------------|-----------|---|
| Measles | 06/04/2024 | | Y | Edit Remove |

SCHOOL AND CHILD CARE IMMUNIZATION MODULE TRAINING GUIDE FOR CHILD CARES

Add Immunity to a Disease

Also see: [Entering Immunity into the SCCIM Quick Reference Guide](#)

- ✓ 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 from:

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

Important 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 child, 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

| Disease Name | Evidence of Immunity | |
|--------------|----------------------|------------------------|
| Varicella | Y | Remove |

SCHOOL AND CHILD CARE IMMUNIZATION MODULE TRAINING GUIDE FOR CHILD CARES

Reports

Watch our tutorial on Reports here: [School and Child Care Immunization Module Reports Overview - Video](#)

To be accurate all reports that calculate compliance need to be run with the appropriate grade or age compliance series.

Disregard the following reports. They 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
- Summary of School Enterers Data
- Complete Annual School Report
- WA Annual School Report – Print Blank Worksheet

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 children by grade who are “at risk” for a specific vaccine preventable disease based off the AICP vaccination schedule. These are children who do not have immunity, by vaccination or provider documentation, to the disease selected.

Select the Child Care

This is only an option if you have access to multiple child cares under your account. If your child care is already selected under the “School:” section skip down to the instructions for selecting a grade.

- To run this report for more than one child care at a time 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 Child Cares in your program do not select a location under the

The screenshot shows two parts of the software interface. The top part, titled "School Nurse Reports", lists various report types on the left and "Schedule" buttons on the right. The bottom part, titled "At Risk Report", shows search criteria for School, Grade Level, and Disease, with dropdown menus for selection. At the bottom right are buttons for Back, Export, and Create Report.

| School Nurse Reports | |
|--|----------|
| School Immunization Report, First Time Enterer | Schedule |
| Action Report | Schedule |
| Action Report Notice/Letter | |
| Action Report Notice/Letter Message | |
| Certificate of Immunization Status (CIS) | Schedule |
| Facilities Not Reporting | |
| Summary of School Enterers Data | Schedule |
| Patient Detail | |
| At Risk Report | Schedule |
| Student Compliance Report | |
| School Compliance Report | Schedule |

At Risk Report

Search Criteria:

School: MORAN PRAIRIE ELEMENTARY

Grade Level: P5, K, 1

Disease: --select--

Buttons: Back, Export, Create Report

SCHOOL AND CHILD CARE IMMUNIZATION MODULE TRAINING GUIDE FOR CHILD CARES

school list section. Click on the “**select**—” option at the top of the list making it highlighted gray.

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 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

This report lists children in *Out of Compliance* or *Conditional Status* that are due now or past due for a required vaccine.

Watch our tutorial on how to run the action report here: [Action Report - Video](#)

- Select the **Series** rules to apply with the dropdown list.
- Click the **Select** button under the *Grade Levels* column to open the grade list.
- Click the **Boxes** next to the *Grade Levels* you wish to run the report for. Make sure you only select grades that are a part of the compliance series you selected above.
- 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 [School and Child Care Immunization Module - Covid-19 Report](#)

School Nurse At Risk Report

District/Region: SPOKANE PUBLIC SCHOOLS
School: MORAN PRAIRIE ELEMENTARY
Grade: 5
Disease: COVID-19

Report Date: July 02, 2024

| First Name | Last Name | DOB | SIS ID | Student ID | School | Grade | Status | Temp Exemption Exp Date |
|------------|-----------|------------|----------|------------|--------------------------|-----------|-------------------|-------------------------|
| OSO | RABBIT | 09/17/2012 | 11979659 | | MORAN PRAIRIE ELEMENTARY | 5th Grade | Out Of Compliance | |

Action Report
Select School

Search Criteria:

State: WASHINGTON
County: --select--
School District: VERY HEALTHY SCHOOL DISTRICT
Type: ☒ All ☐ Public Only ☐ Private Only
Name:
Series: CHILD CARE 0-6 NOT IN SCHOOL

Back Search

Search Results

| Select | School Name | Street | City | State | Zip Code | Public School | Grade Levels |
|-------------------------------------|-------------------------|---------------------|--------|-------|----------|---------------|--------------|
| <input checked="" type="checkbox"/> | VERY HEALTHY CHILD CARE | 22 HUMMINGBIRD LN 8 | SEQUIM | WA | 98382 | Public | Select |

☐ Child Care 7+
☒ Child Care 0-6 Not in School
☐ Child Care 4+ in School

School Nurse Action Report

School: VERY HEALTHY ELEMENTARY
Grade: 5th Grade
Series Name: ST 2015-17 GRADE 5-12
Legend: 1 Year - 0 Yrs / 1 Yr - 2 Yrs - 3 Yrs

Report Date: August 15, 2016

| Student | Guardian | Date of Birth | Home Phone | Physician Phone | Report Found | Status | Temp Exemption Exp Date |
|--|--|-------------------------|------------|-----------------|--------------|-------------|-------------------------|
| Student: COREY CAT SIS ID: 205795 Grade Level: 5th Grade Physician Name: Exemption on File? Vaccine Family: Date: 12/12/2015 Recommended Date: 12/12/2015 Minimum Valid Date: 12/12/2015 | Guardian: Date of Birth: 10/12/2004 Home Phone: Physician Phone: Report Found: Y | | | | | Conditional | |
| Student: SUSE CAT SIS ID: 424875 Grade Level: 5th Grade Physician Name: Exemption on File? Vaccine Family: Date: 12/12/2015 Recommended Date: 12/12/2015 Minimum Valid Date: 12/12/2015 | Guardian: Date of Birth: 12/12/2004 Home Phone: Physician Phone: Report Found: Y | | | | | Conditional | |
| Grade Level 5th Grade | Total Patients 2 | Total Vaccinations 2 | | | | | |
| Grand Totals | 2 | 2 | | | | | |

SCHOOL AND CHILD CARE IMMUNIZATION MODULE TRAINING GUIDE FOR CHILD CARES

Action Report Notice/Letter

Watch our tutorial on the action report/ notice letter messages here: [Action Report/ Notice Letter Messages - Video](#)

This report produces a letter for each child based upon the parameters selected. The following letters are available:

- **Conditional Letter:** Letter to parent/guardian stating that child 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 facility.
- **Missing Immunizations Letter:** Letter to parent/guardian of child 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 child's 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 create their own editable messages. To edit any of 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.

Action Report Notice/Letter

Select School

Search Criteria:

State: WASHINGTON

County: --select--

School District: NORTHSHORE SCHOOL DISTRICT

Type: ☒ All ☐ Public Only ☐ Private Only

Name: FERNWOOD ELEMENTARY 88757

Series: SY2016-17 GRADE K-5

Message: Missing Immunizations Letter

Back Search

Search Results

| Select | School Name | Street | City | State | Zip Code | Public School | Grade Levels |
|--------------------------|---------------------|----------------|---------|-------|----------|---------------|--------------|
| <input type="checkbox"/> | FERNWOOD ELEMENTARY | 3933 JEWELL RD | BOTHELL | WA | 98012 | Public | Select |

☒ Use for K Roundup Forecasting Only

☒ Kindergarten

☒ 1st Grade

☒ 2nd Grade

☒ 3rd Grade

☒ 4th Grade

☒ 5th Grade

☐ 6th Grade

Regarding:
MAX CAT
98976TH
BOTHELL
WA - 98012

| 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.

Action Report Notice/Letter Messages

| Select | Message Title | Last Revision Date |
|--------------------------|--------------------------------|--------------------|
| <input type="checkbox"/> | Conditional Letter | 05/26/2016 |
| <input type="checkbox"/> | HCP Letter for Medical Records | 12/30/2015 |
| <input type="checkbox"/> | Missing Immunizations Letter | 10/16/2014 |
| <input type="checkbox"/> | Parent Letter Record Request | 10/16/2014 |
| <input type="checkbox"/> | SPS - Missing Immunizations | 07/16/2014 |
| <input type="checkbox"/> | Tdap Letter | 10/16/2014 |

Back Add

SCHOOL AND CHILD CARE IMMUNIZATION MODULE TRAINING GUIDE FOR CHILD CARES

Certificate of Immunization Status (CIS)

Watch our video tutorial about certificates of immunization status here: [Certification of Immunization Status / CIS - Video](#)

Important Note A CIS does not need to be on file at your facility for a child if their immunizations are complete in the IIS and they are on your School and Child Care Immunization Module Roster. You must have a CIS on file for children who are not complete in the IIS or who are not on your Roster. This includes those who are not on your roster because they are on the school's Roster.

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

- Select the **Series**
 - **Child Care 0-6 Not in School**, use for children less than 7 years old not attending school
 - Note the status for children less than 19 months of age will be 'Not Complete' or 'Conditional'. If 'Conditional' it means vaccines are coming due soon.
 - **Child Care 4+ In School**, use this for children who are 4 years old or older who are attending school.
 - **Child Care 7+ Years**, use this grade for children who are 7 years old or older.
- 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

| Patient Status | |
|--|--------------------------|
| State Level: | Active |
| County Level: | Active (Spokane) |
| Patient Detail | |
| First Name: | SAMMY |
| Middle Name: | SEE |
| Last Name: | RABBIT |
| Birth Date: | 05/03/2002 |
| Multi Birth Indicator | N |
| Birth Order | |
| Sex: | FEMALE |
| Student ID: | |
| Guardian Name: | |
| Patient Specific Reports | |
| Certificate of Immunization Status (CIS) | |
| School Reporting | |
| School: | MORAN PRAIRIE ELEMENTARY |
| Grade Level: | P5 |
| School Entry Date: | |



DOH 348-889 March 2025

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

SCHOOL AND CHILD CARE IMMUNIZATION MODULE TRAINING GUIDE FOR CHILD CARES

- 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 children at once. Also see: [Scheduling Reports \(PDF\)](#)

- 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 then 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.

Patient

| | |
|----------------|------------------|
| Name: | SAMMY SEE RABBIT |
| Date of Birth: | 05/03/2002 |
| Guardian: | |

Patient Specific Reports

Certificate of Immunization Status (CIS)
Print Page View Print Page

Vaccination Forecast

School Nurse Reports

| | |
|--|----------|
| School Immunization Report, First Time Enterer | Schedule |
| Action Report | Schedule |
| Action Report Notice/Letter | |
| Action Report Notice/Letter Message | |
| Certificate of Immunization Status (CIS) | Schedule |
| Facilities Not Reporting | |
| Summary of School Entrers Data | Schedule |
| Patient Detail | |
| At Risk Report | Schedule |

| Select User | First Name | Last Name | Organization |
|-------------------------------------|------------|-----------|------------------------------|
| <input checked="" type="checkbox"/> | KATHERINE | GRAFF | VERY HEALTHY SCHOOL DISTRICT |

Back

Schedule

Reports
School Reports

Scheduled Reports
Search Report Jobs
Received Reports

Scheduled Reports Received

Show 10 entries
Search:

| Report Name | Report Type | Report Date | |
|------------------------------------|-------------|------------------------|--------|
| CERTIFICATE OF IMMUNIZATION STATUS | PDF | 01/11/2021 11:10:20 AM | Delete |

Showing 1 to 1 of 1 entries

First Previous 1 Next Last

SCHOOL AND CHILD CARE IMMUNIZATION MODULE TRAINING GUIDE FOR CHILD CARES

Student Compliance Report

For additional instructions and information on this report please visit [348-1056 Student Compliance Report Quick Reference Guide](#)

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

Select the Child Care

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

- To run this report for more than one child care at a time 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 Child Cares in your 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 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 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

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 |

Student Compliance Report Menu

| | |
|------------------|--|
| Limit Report By | |
| School | MORAN PRAIRIE ELEMENTARY |
| School Type | Public |
| Grade (optional) | <div>Child Care 7+</div> <div>P0</div> <div>P1</div> <div>P2</div> <div>P3</div> <div>P4</div> |
| Series | --select-- |

Back Export Report **Create Report**

SCHOOL AND CHILD CARE IMMUNIZATION MODULE TRAINING GUIDE FOR CHILD CARES

multiple times with different series/grades to get the correct status for children 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.

School Compliance Report

This report gives a snapshot of the compliance totals for children at a child care or group of child cares in the same organization. It does not include individual child vaccination information. It includes the total number and percent of children who are; out of compliance, complete, in conditional status, due now for a vaccine, have exemptions, and the total children enrolled.

For additional instructions and information on this report please visit [School Compliance Report Quick Reference Guide SCCIM \(wa.gov\)](#)

Select the Child Care

This is only an option if you have access to multiple child cares under your account. If your child care is already selected under the “School:” section skip down to the instructions for selecting a grade.

- Click on the name of the child care you would like to run the report for.
- To run this report for all the Child Cares in your 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, 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.

District: VERY HEALTHY SCHOOL DISTRICT Series: GRADE K-6

WA Student Level Immunization Compliance Detail 07/15/2024

| LAST NAME | FIRST NAME | MIDDLE NAME | DOB | SCHOOL | DISTRICT | SIIS ID | STUDENT ID | GRADE | ADDRESS | PHONE | EMAIL | COMPLETE | DUE NOW | CONDITION |
|-----------|------------|---|------------|-------------------------------|---------------------------------------|----------|------------|---|--------------------------------------|---------------|-------|--------------------------------------|----------|-----------|
| CAT | ARTHUR | (CC-7) COND HEP-B, DTP, IPV BEFORE 08-07-08 | 02/01/2009 | VERY HEALTHY CHILD CARE | VERY HEALTHY SCHOOL DISTRICT | 11709356 | | Child Care 7+ | 874 RAPTOR AVE SEQUIM WA | (325)965-4789 | | POLIO, VARICELLA, MMR | | |
| CAT | PIPPY | (CC-2) COMPLETE NEEDS COV- POX | 02/01/2020 | VERY HEALTHY CHILD CARE | VERY HEALTHY SCHOOL DISTRICT | 11881931 | | Child Care g4/Not in School | 22 HUMMINGBIRD LN SEQUIM WA | (325)965-4789 | | HEP-B 3 DOSE MMR, VARICELLA | DTaP/DT/ | |
| | | (CC-4) NEEDS | | VERY HEALTHY | | | | Child Care | 22 HUMMINGBIRD | | | HEP-B 3 | DTaP/DT/ | |

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](#)

School Compliance Report Menu

Limit Report By

School MORAN PRAIRIE ELEMENTARY

School Type Public

Child Care 7+
P0
P1
P2
P3
P4

Grade (optional)

Series -select-

Back Export Report Create Report

SCHOOL AND CHILD CARE IMMUNIZATION MODULE TRAINING GUIDE FOR CHILD CARES

- 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

- 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, makes sure missing immunization dates are entered and enters exemptions), does not have to file a report. The required report data will be pulled from the School and Child Care Immunization Module on your behalf at the reporting deadline. We will reach out to you close to the reporting window with further information and instructions.

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.

Additional Resources

[Washington State Immunization Information System \(IIS\) School and Child Care Immunization Module | Washington State Department of Health](#)
[School and Child Care Immunization | Washington State Department of Health](#)
[IIS Training Materials](#)

Contact us at: SchoolModule@doh.wa.gov

District: VERY HEALTHY SCHOOL DISTRICT

Grade: K,1,2,3,4,5

Series: GRADE K-6

| WA School Level Immunization Compliance Detail 07/09/2024 | | | | | | | | | | | | | | |
|---|-------------------------|-------------|----------------------------|-----------------------------|--------------------------------|---------------------------------|----------------------------|-----------------------------|---------------------------|----------------------------|-----------------------------|------------------------------|-----------------------------------|-------------|
| SCHOOL DISTRICT | SCHOOL NAME | SCHOOL TYPE | NUMBER OF STUDENTS OVERDUE | PERCENT OF STUDENTS OVERDUE | NUMBER OF STUDENTS CONDITIONAL | PERCENT OF STUDENTS CONDITIONAL | NUMBER OF STUDENTS DUE NOW | PERCENT OF STUDENTS DUE NOW | NUMBER OF STUDENTS EXEMPT | PERCENT OF STUDENTS EXEMPT | NUMBER OF STUDENTS COMPLETE | PERCENT OF STUDENTS COMPLETE | TOTAL NUMBER OF STUDENTS ENROLLED | REPORT DATE |
| VERY HEALTHY SCHOOL DISTRICT | VERY HEALTHY ELEMENTARY | Public | 19 | 42.2% | 0 | 0.0% | 4 | 8.8% | 19 | 42.2% | 7 | 15.5% | 45 | 07/09/2024 |
| Y | | | 19 | 42.2% | 0 | 0.0% | 4 | 8.8% | 19 | 42.2% | 7 | 15.5% | 45 | 07/09/2024 |



DOH 348-889 March 2025

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

SCHOOL AND CHILD CARE IMMUNIZATION MODULE TRAINING GUIDE FOR CHILD CARES