SCHOOL AND CHILD CARE IMMUNIZATION MODULE TRAINING GUIDE FOR CHILD CARES

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

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

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.
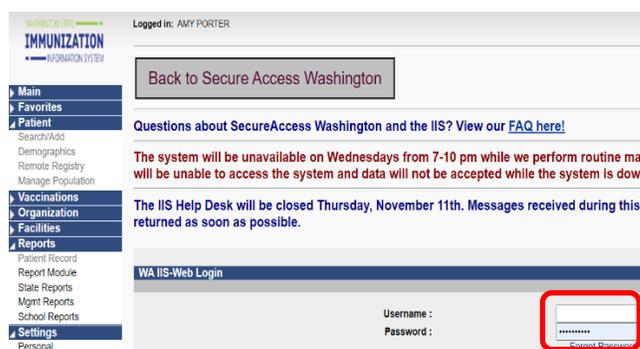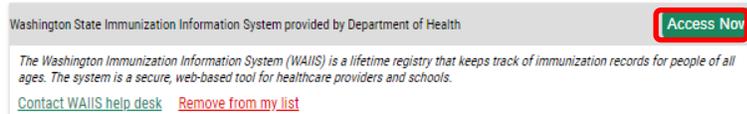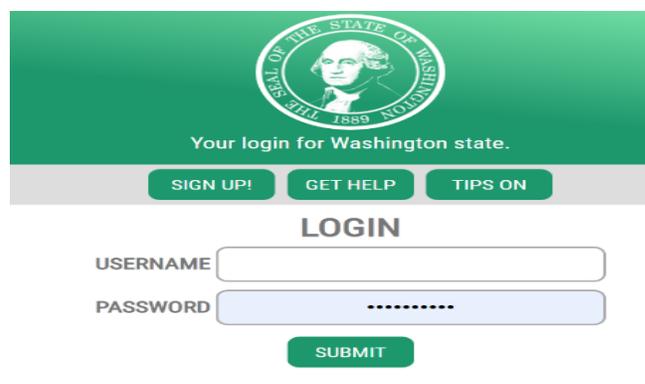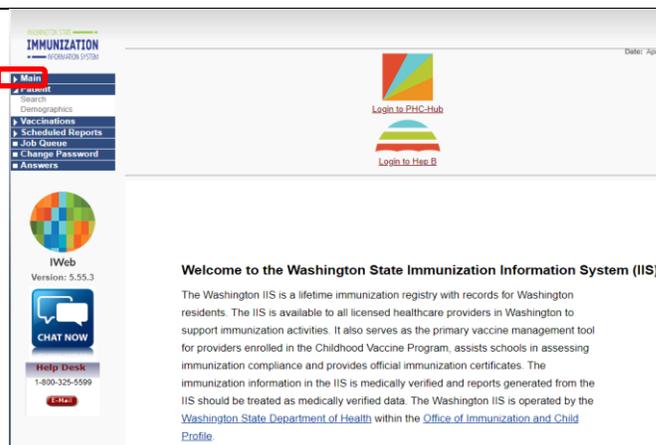
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Choose a Child Care

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: Preschool ▼
Continue

Select School
Search Criteria:
State: WASHINGTON
County: All Counties ▼
School District: --select-- ▼
Type: ◉ All ◯ Public Only ◯ Private Only
◯ Begins with: ◉ Contains:
Name: _____
Search

Choose School
Choose a school to work from for this session.
School: MAYWOOD HILLS ELEMENTARY   Click to select
Default Grade: Preschool ▼
Continue

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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.

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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.**

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- 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 <u>do not</u> add them to your roster. They should only be listed on their school of records roster.**

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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 <u>are</u> 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.
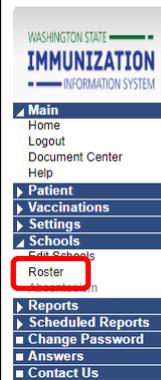
Edit the Roster

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 <u>do not</u> 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.
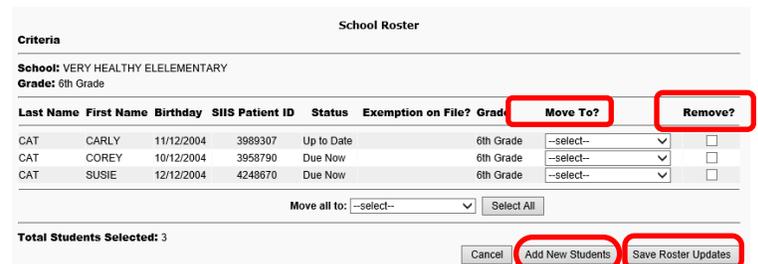
Grades

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.
  - o 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 ELELEMENTARY
Grade: 6th Grade

Last Name	First Name	Birthday	SIIS Patient ID	Status	Exemption on File?	Grade	Move To?		Remove?
CAT	CARLY	11/12/2004	3989307	Up to Date		6th Grade	5th Grade	∨	☑
CAT	COREY	10/12/2004	3958790	Due Now		6th Grade	5th Grade	∨	☑
CAT	SUSIE	12/12/2004	4248670	Due Now		6th Grade	5th Grade	∨	☑

Move all to: [5th Grade ∨] [Uncheck All]

Total Students Selected: 3

[Cancel] [Add New Students] [Save Roster Updates]

Search Results

Select	School Name
→	VERY HEALTHY ELELEMENTARY

Grade Levels

Available Grade Levels
Preschool
7th Grade
8th Grade
9th Grade
10th Grade
11th Grade
12th Grade
Other

[>>]
[<<]

School's Grade Levels
Kindergarten Roundup
Kindergarten
1st Grade
2nd Grade
3rd Grade
4th Grade
5th Grade
6th Grade

[Cancel] [Save]

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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

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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

Vaccine	Date Requested	
--Evidence of Immunity		
Disease Name	--select--	Add

Disease Name		ce of Immunity	
	--select--	Cancel	Save
	Diphtheria		
	Hepatitis B		
	Measles		
	Mumps		
	Polio		
	Rubella		
	Tetanus		
	Varicella		

Disease Name	Evidence of Immunity	
Varicella	Y	Remove

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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

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	

At Risk Report

Search Criteria:

School: MORAN PRAIRIE ELEMENTARY
--select--
P5
K
1

Grade Level:

Disease: --select--

Back | Export | Create Report

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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 Immunizaton Module - Covid-19 Report

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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.

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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

Certificate of Immunization Status (CIS)

Series: Select...

GRADE K-6
GRADE 7
GRADE 8-12
PRESCHOOL
CHILD CARE BY 3 MONTHS
CHILD CARE BY 5 MONTHS
CHILD CARE BY 7 MONTHS
CHILD CARE BY 16 MONTHS
CHILD CARE BY 19 MONTHS
CHILD CARE BY 7 YEARS

Back   Create PDF

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:	

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- 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 repot 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 which to run the CISs for.
- In the *Scheduler* section, enter when you want the report to run. Note: If you wish to run the report only once instead of scheduling it to run repeatedly, select the **Run Now** check box instead of entering a time.
- Enter your first and last names in the Search User section, then click **Search**.
- A list of users will populate in the search results.
- Click the checkbox next to your username 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.

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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

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.

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- 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

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