

The following checklist will assist child cares, ECEAP's and HeadStart programs in gaining access to the School and Child Care Immunization Module. If you have any questions or need assistance, please contact us by email at schoolmodule@doh.wa.gov.

PART 1: SELECT AND SUBMIT AN INFORMATION SHARING AGREEMENT (ISA):

The first step in gaining access to the School and Child Care Immunization Module is to complete an Information Sharing Agreement. All organizations, including schools and child cares, must sign one of the two Information Sharing Agreements listed below. This contract ensures confidentiality, privacy, and security of WAIS. Both agreements allow child cares to use the School and Child Care Immunization Module to track vaccination compliance of the children in their care. This contract is between your organization (not an individual person) and the Washington State Department of Health. Use the information below to determine which ISA is best for you.

- Full Exchange - School and Child Care Immunization Module Information Sharing Agreement –
 - For organizations that employ or contract with a licensed medical professional such as a nurse.
 - Both a licensed medical professional and the child care administrator/owner must sign the ISA.
 - **Grants the ability to:**
 - View and print the Certificate of Immunization Status (CIS)
 - Access the School and Child Care Immunization Module reports to identify child vaccination compliance status
 - Access to the School and Child Care Immunization Module letters to notify parents if a child is out of compliance with state required vaccines
 - The ability for licensed medical providers, and delegated staff to add/edit vaccinations dates

OR

Limited Exchange - School and Child Care Immunization Module Information Sharing Agreement

- For organizations that do **not** employ or contract with a licensed medical professional such as a nurse. (This is the ISA used by most child cares, ECEAP's and HeadStart's)
- Does not require a licensed medical professional's signature. Only requires the signature of the organization's administrator or owner

- Grants the ability to:
 - View and print the Certificate of Immunization Status (CIS)
 - Access to the School and Child Care Immunization Module reports to identify child vaccination compliance status
 - Access to the School and Child Care Immunization Module letters to notify parents if a child is out of compliance with state required vaccinations

- Does not Grant the Ability to:
 - to add/edit vaccinations dates

When you have selected the Information Sharing Agreement that is right for you, use the [Information Sharing Agreement Reference Guide](#) to assist you in filling out and submitting the document. All ISA's must be submitted online.

- Collect the Confidentiality Agreement:
 - Any staff who will be setting up an account for access to the SCCIM within your organization with need to complete the confidentiality agreement.
 - It can be found in attachment B of the Information Sharing Agreement.
 - One agreement is required for each user.

- Wait for an approval email for us:
 - We will reach out to you once we receive notice that your ISA has been approved.
 - We will request your total number of attendees and request additional information as needed.
 - Next, we will send you the steps for setting up accounts.

Please note, it can take about a month from the date that the Information Sharing Agreement was sent in for it to be approved.

PART 2: COMPLETE THE SCHOOL AND CHILD CARE IMMUNIZATION MODULE TRAINING AND POST-TEST:

After you receive your ISA approval email, staff can begin setting up individual accounts to access the system.

- Each staff person who needs an account will follow the below steps:** These steps need to be completed even if you previously had a Facility View Only account (Access to the IIS to only view CIS's).

1. Review our [School Module Training Guide for Childcares](#) and watch the videos tutorials linked within.
2. Complete the [WA IIS School and Child Care Immunization Module Training Posttest](#).
3. Receive an automated email from the SCCIM team with next steps.

PART 3: PUT IN ACCOUNT CREATION REQUEST

At the completion of the post-test each person will receive an automated email with the next steps for setting up their account. If you do not receive this email, please reach out to us at schoomodule@doh.wa.gov. The email will include the following:

- A fillable questionnaire that lets our helpdesk know you need an account.
 - For question 12. select the bubble next to: “School Module (training code required) - View/add immunizations, and print CIS -
 - Please include your work email, we cannot accept any personal emails.
- This email will also prompt you to set up a Secure Access WA/SAW account. This is a security log in that is run by a separate agency outside of DOH. You will need to log into SAW before you can log into the SCCIM. Your SAW login credentials will be different from your SCCIM log in credentials.

After you complete the questionnaire your SCCIM username and password will be sent to you via email by our IIS vendor. This is usually done within 48 business hours of the request being received. There may be longer wait times in the fall.

PART 4: LOG INTO THE SCCIM

Detailed step by step instructions for how to log into the Module can be found on page 2 of the [348-889 WAIS School Module Training Guide for Childcares](#)

- Watch our video tutorial: [SCCIM Video - Log in Guide](#)
- Please email us at schoolmodule@doh.wa.gov if you need additional log in assistance
- For log in assistance with your Secure Access WA account please go to [SecureAccess Washington](#) and select the “Get Help” button on the right side of the page.

PART 5: BEGIN ADDING CHILDREN TO YOUR ROSTERS IN THE MODULE

- The roster is what the system uses to run all reports and letters. It also, allows you to see all the children who attend your organization and their vaccination status in one location. Please note, children who attend your facility and a school should only be listed on the school's roster not, the child cares rosters. The Module only allows children to be listed on one roster at a time. There are two options to add children to your roster:
 1. **By Hand:** For most child cares the easiest way to add children to your roster is to add them by hand. This means searching for a child on the search add page of the module and clicking the include on reports button the child's demographic page. Step by step instructions on this can be found on page 5 of the [WAIIS School Module Training Guide for Childcares](#)

OR

2. **Roster Upload:** This is the best option for larger organizations that have a lot of attendees. To complete a roster upload you will need to create and send in an excel roster document in our specific format. We then upload it into the module on your behalf. To complete a roster upload, follow the steps outlined here: [School and Child Care Immunization Module Roster Upload Quick Reference Guide](#) When the roster upload has been completed, we will email you to let you know.

PART 6: START USING THE MODULE:

- Congratulations, you completed the onboarding process and are ready to use the School and Child Care Immunization Module! You can visit our website, [Washington State Immunization Information System \(IIS\) School and Child Care Immunization Module | Washington State Department of Health](#) for checklists of things to complete for the Beginning of the Year, End of Year and ongoing use of the Module.

OPTIONAL: For Child Cares who have and/or contract with a Nurse and submitted the full exchange ISA - Nurse Delegation of Vaccination Add/Edit Ability to Non-Licensed Staff

This is only an option for organizations who submit a full exchange ISA. The Nurse can give non licensed staff the ability to add/edit vaccination records with oversight.

1. Ensure that you and the person you are delegating to have a School and Child Care Immunization Module Account set up. They need to have their username and password before they are eligible to/for delegation.
2. Once the staff person has their username and password, the Delegating RN needs to complete the, [Delegation Sample Form](#) with the staff person they are delegating to. Please note, this form is for your record and does not need to be sent to us.

3. Next, the Delegating RN needs to fill out the: [Delegation Request Form](#) to request the unlicensed staff have permission to enter vaccination dates. Please ensure they have their username and password for their School and Child Care Immunization Module account not a Facility View Only account, or this request will be denied. Please see above for more details on setting up an account.
4. DOH staff will change the account settings on the staff member's account granting them vaccination add/edit ability. You, and the staff member will receive an email when the account has been updated.