



WA HEALTH

Onboarding Guide for COVID-19 Vaccine Reporting Partners

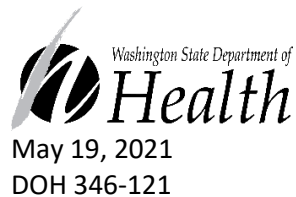
WA HEALTH is a technology platform that collects key health care data and provides the data in a seamless way to help support leaders across the state make timely and informed decisions in response to public health threats.

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 vaccinate Washingtonians. Vaccine reporting to WA HEALTH started Monday, January 25, 2021.

All vaccinations sites updating COVID-19 vaccine appointment availability in WA HEALTH must first be registered in the Washington State Immunization Information System (WAIS). Thereafter, information for vaccination sites from WAIS is imported into WA HEALTH. This process assures data integrity and consistency between the two vital systems.

If you have any questions regarding the WA HEALTH platform, vaccine data reporting in this system, or how WA HEALTH updates data presented to the Vaccine Location website, please email us at wahealth@doh.wa.gov.

Regards,
Your WA HEALTH Team



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 civil.rights@doh.wa.gov.

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

Table of Contents

Getting Started.....	4
Creating a Portal User Account.....	4
Parent Organization Administrator Tasks.....	7
Adding a New Portal User.....	7
Updating active user information.....	7
Updating Active Facility Information.....	9
Submitting Vaccine Data for Multiple Facilities.....	9
Organizational Healthcare Worker Tasks.....	11
Submit COVID-19 Vaccine Appointment Availability Information.....	11
Dashboard.....	14
We Are Here for You.....	14

Getting Started

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

Other browsers will function improperly.

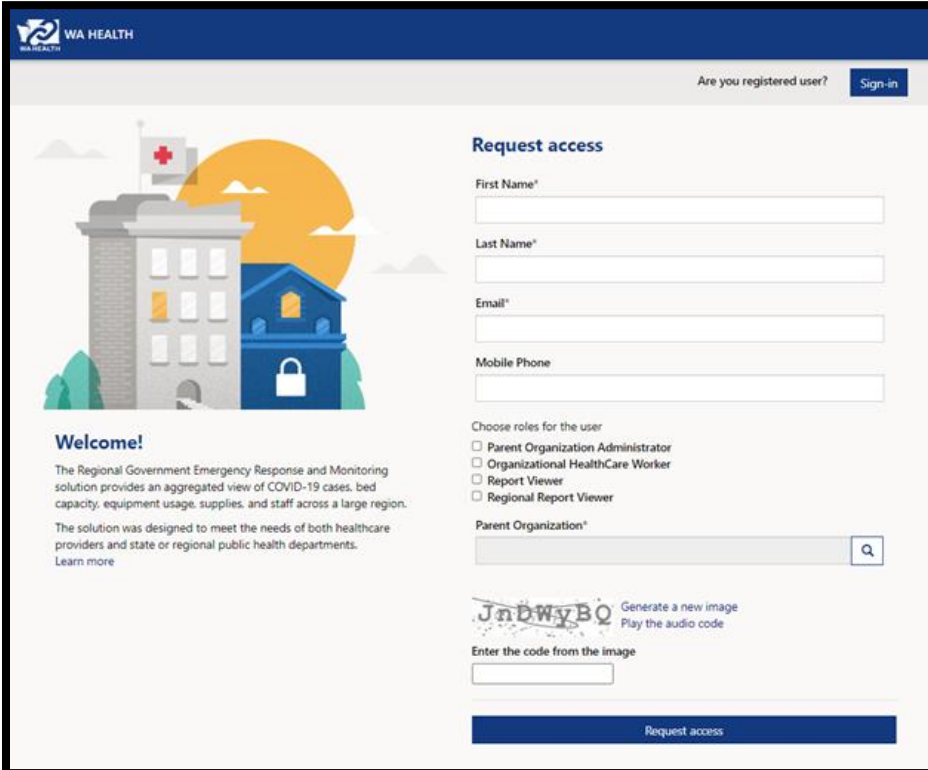
Creating a Portal User Account

Any individual providing and updating COVID-19 appointment availability information in WA HEALTH must first confirm their vaccination site (aka “Facility”) is registered in WAIS. The exception are temporary mass vaccination sites (also known as “pop-up” or mobile clinics) that do not order and report vaccine data for themselves. These sites must be manually registered in the portal by the WA HEALTH Team. Please email the WA HEALTH Team before your mass vaccination site opens to the public.

For more information on mass vaccination sites, contact your WA HEALTH Team at wahealth@doh.wa.gov.

For more information on WAIS or vaccine allocation, please feel free to email COVID.Vaccine@doh.wa.gov.

1. Create a new account at <https://wahealth.doh.wa.gov/>



The screenshot shows the WA HEALTH portal's user registration page. At the top left is the WA HEALTH logo. In the top right corner, there is a link for "Are you registered user?" and a "Sign-in" button. The main content area is divided into two columns. The left column features a graphic of a hospital building and a blue house with a padlock, set against a background of a sun and clouds. Below the graphic is a "Welcome!" section with text describing the system's purpose and a "Learn more" link. The right column is titled "Request access" and contains a form with the following fields: "First Name*", "Last Name*", "Email*", and "Mobile Phone". Below these fields are checkboxes for "Choose roles for the user": "Parent Organization Administrator", "Organizational HealthCare Worker", "Report Viewer", and "Regional Report Viewer". There is also a "Parent Organization*" search field with a magnifying glass icon. A CAPTCHA section includes a distorted image with the code "JnDwyBQ", a "Generate a new image" link, and a "Play the audio code" link. Below the CAPTCHA is a field to "Enter the code from the image". At the bottom of the form is a blue "Request access" button.

2. Submit your information into all required data fields.
3. Select appropriate web role(s):
 - a. **Parent Organization Administrator** – this role can access the Administration section of the WA HEALTH portal where facility and user information is updated. Limiting the number of users with this role is recommended.
 - b. **Organizational Healthcare Worker** – this role is responsible for submitting and updating vaccine data on behalf of the facility.
 - c. **Report Viewer** – this role can solely access the dashboard and export all reports associated with their parent org.
4. After clicking “Request access,” email notification will come from **DOH WA HEALTH** with a unique invitation code to complete the creation of your account.
 - a. From the emailed 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. Add/Confirm **Password** and click on **Register**

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

The screenshot shows the WA Health user profile page. At the top, there is a navigation bar with the WA Health logo and a user profile icon. Below the navigation bar, the breadcrumb trail reads "Choose Facility > Profile". The main heading is "Profile". On the left, there is a sidebar with a "View Profile" button and a "Security" section containing "Change Password", "Change Email", and "Manage External Authentication". The main content area is titled "Your Information" and contains the following fields: "First Name*", "Last Name*", "E-mail", and "Business Phone". Below these fields, there is a section for contact preferences: "How may we contact you? Select all that apply" with checkboxes for "Email" and "Phone", both of which are checked. A blue "Update" button is located at the bottom of the form. A light blue notification banner at the top of the form area states "Your email requires confirmation" with a "Confirm Email" button.

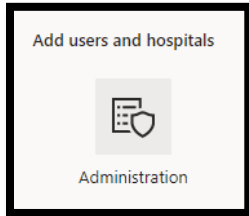
a. Note: You can return to this page any time to update your contact information and password as needed.

7. When your registration is complete, the “updated successfully” message appears. Click on the **Choose Facility** link at the top left corner:

The screenshot shows the WA Health user profile page after a successful update. The navigation bar and breadcrumb trail are the same as in the previous screenshot. The "Choose Facility" link in the breadcrumb trail is highlighted with a red box. The main heading is "Profile". The "Your Information" section is now empty, and a green notification banner at the bottom of the form area states "Your profile has been updated successfully." with a close button (X).

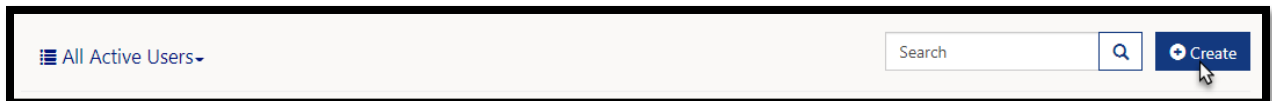
Parent Organization Administrator Tasks

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

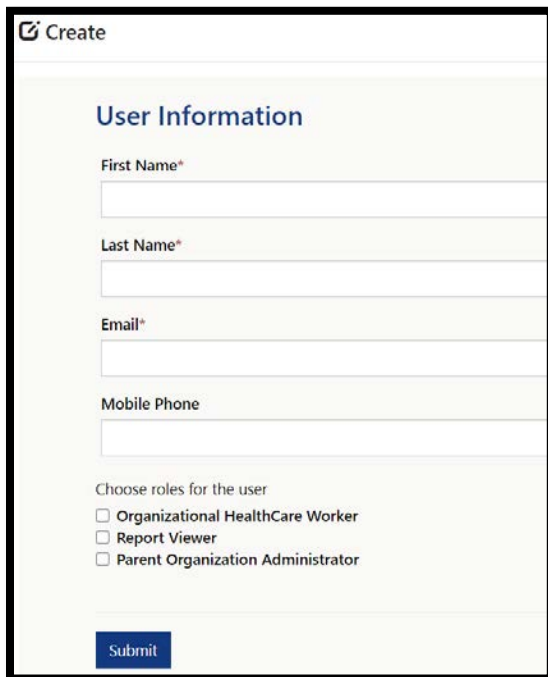


Adding a New Portal User

To add a new user, use the **Create** button to the right of the **Search** feature.

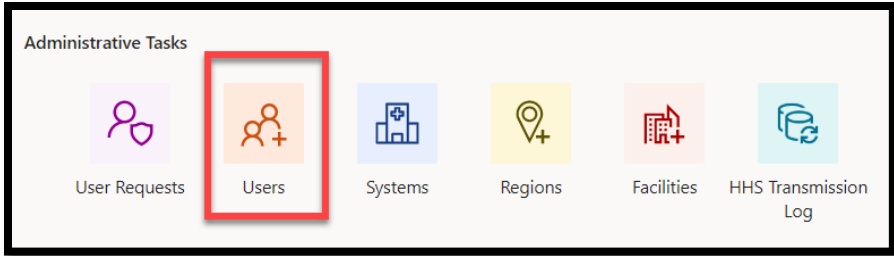


Add your user, select their web role, and click on **Submit**.

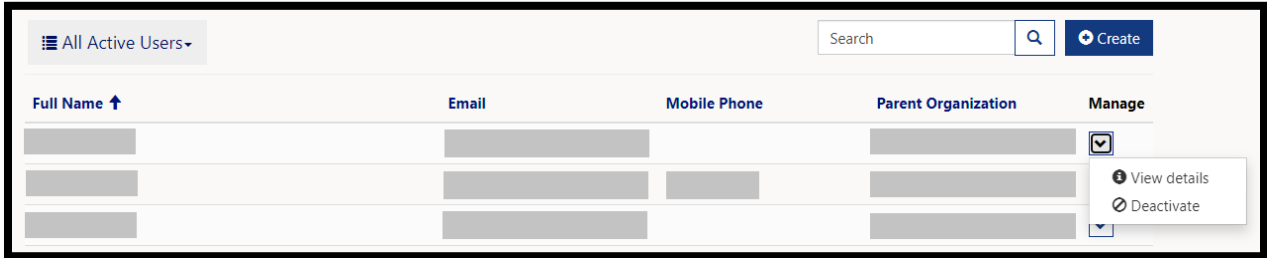
A form titled "Create" with a plus icon. The main section is "User Information" and contains four text input fields: "First Name*", "Last Name*", "Email*", and "Mobile Phone". Below these is a section "Choose roles for the user" with three checkboxes: "Organizational HealthCare Worker", "Report Viewer", and "Parent Organization Administrator". At the bottom left is a blue "Submit" button.

Updating active user information

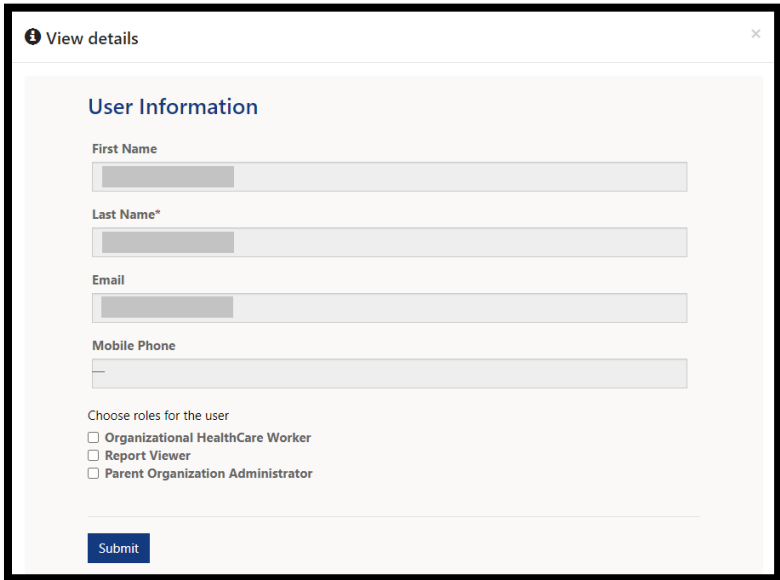
1. Click on **Users**



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**.



4. Click on 'Administration Home' to return to the **Parent Organization Administrator Tasks**.



Please note: The images shared are screenshots from the WA HEALTH testing (QA) environment and may include features of the portal not applicable to all users.

Updating Active Facility Information

In a proactive effort to align data in WA HEALTH and the Washington State Immunization Information System (WAIS) databases, **the ability to add or delete facilities is temporarily paused.**

All users will be kept apprised of data alignment efforts. Please email your WA HEALTH Team at wahealth@doh.wa.gov if any updates need to be made for the facility.

Submitting Vaccine Data for Multiple Facilities

Any individual needing to update COVID-19 vaccine appointment availability information for multiple facilities will need the web roles of both **Parent Organization Administrator** and **Organizational Healthcare Worker**. Also, to update COVID-19 vaccine appointment availability information, each facility must be selected individually (i.e. the following steps are repeated when the same individual reports on multiple facilities).

1. Click on the name of your Parent Organization next to the WA HEALTH logo



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

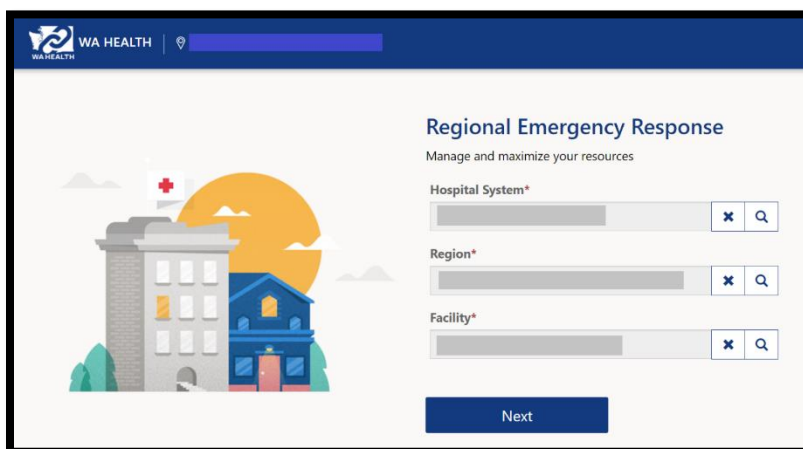
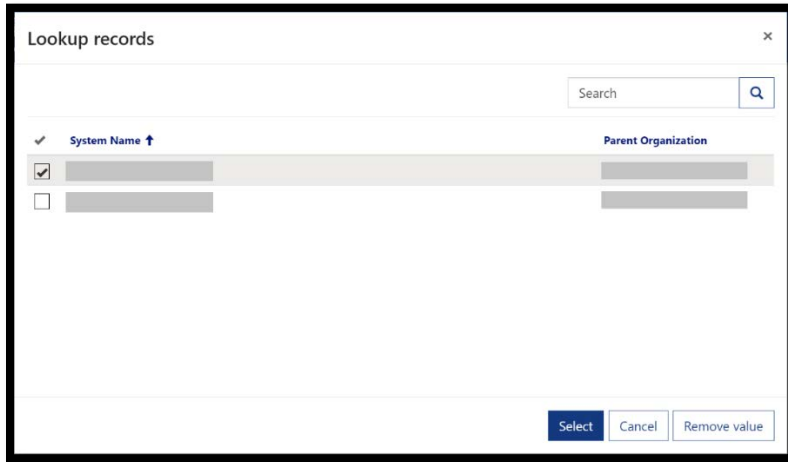
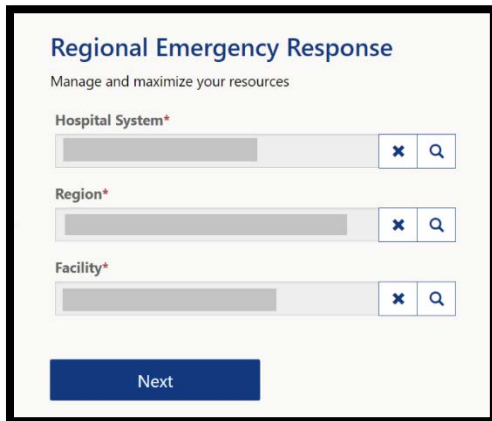


Figure 1: Example of complete list of facilities



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



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



Organizational Healthcare Worker Tasks

Only users with the web role of **Organizational Healthcare Worker** can update COVID-19 vaccine appointment availability information in WA HEALTH. If you need to update information for multiple facilities per day, you need both web roles of **Organizational Healthcare Worker** and **Parent Organization Administrator**.

Submit COVID-19 Vaccine Appointment Availability Information

Update COVID-19 vaccine appointment availability information at least every 72 hours.

1. From the WA HEALTH home page, click the **Therapeutics/Vaccines** tile to access.



2. In the 'Public Vaccination Sites' section, enter the data related to your vaccination site as you want it to appear to the public on the [Vaccine Location](#) website and map.

Accessibility Settings

Site has walk up services ?	Yes <input checked="" type="checkbox"/>
Site has drive-up services ?	Yes <input checked="" type="checkbox"/>
Sitting/Waiting area available ?	Yes <input checked="" type="checkbox"/>
Individuals needing additional support can have family, friends accompany them ?	Yes <input checked="" type="checkbox"/>
Site has accessible parking ?	Yes <input checked="" type="checkbox"/>
Site is wheelchair accessible ?	Yes <input checked="" type="checkbox"/>
Vaccine communication card available ?	Yes <input checked="" type="checkbox"/>
Vaccine communication card available in braille ?	Yes <input checked="" type="checkbox"/>
Interpreters on site or available ?	Yes <input checked="" type="checkbox"/>
Provide details of languages, including ASL ?	<input type="text"/>
Accessibility Information webpage ?	<input type="text"/>

Public Vaccination Sites

We are offering vaccine appointments to the general public Yes

NOTE: If checked, your location will appear to the public on the Vaccine Locator provider list and map

We have current vaccine appointment or walk-in availability Yes

NOTE: If checked, your location will appear to the public as having **available appointments** on the Vaccine Locator provider list and map

Schedule online Yes

Schedule by phone Yes

Schedule by email Yes

Wait-list Yes

Walk-in Yes

Facility Display Name

Vaccine Name

Moderna Yes

Pfizer Yes

J&J/Janssen Yes

3. The first possible question is a 'Yes/No' question stating, "We are offering vaccine appointment to the general public"
 - a. Please toggle to 'Yes' if you are actively offering 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 Vaccine Locator.
4. The second question is also a 'Yes/No' question stating, "We have vaccine appointment or walk-in availability."
 - c. Please toggle to 'Yes' when you have appointments available to the general public.
 - d. Please **update this information at least every 72 hours** or more frequently, if needed (i.e. toggle between 'Yes' and 'No' based on your inventory and overall appointment availability).

5. Please confirm all possible methods the general 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.
6. For 'Facility Display Name,' please use your site's name as you specifically want it displayed to the public.
7. The 'Vaccine Name' section requests you to confirm which vaccine types you have available at your site.

If you have checked the box above that you offer vaccines to the general public, the information you provide below will display on the Vaccine Locator provider list and map.

Please provide details for at least one of the following methods so the public knows how to contact you.

Information/Scheduling Email

Information Website

Information/Scheduling Phone

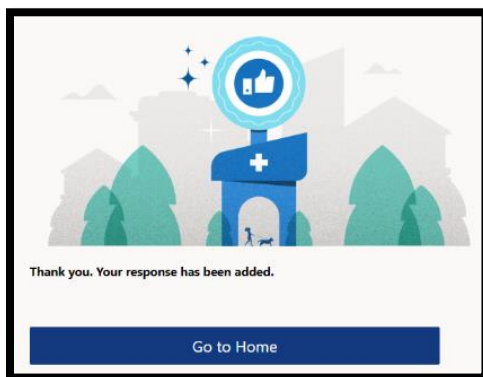
On-Line Scheduling Link (Strongly Recommended)

Instructions for the Public

Instructions for Walk-in Clinics

[Submit](#)

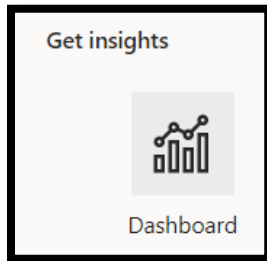
8. Share as many details you would like to provide the public about connecting with your facility then click 'Submit.'



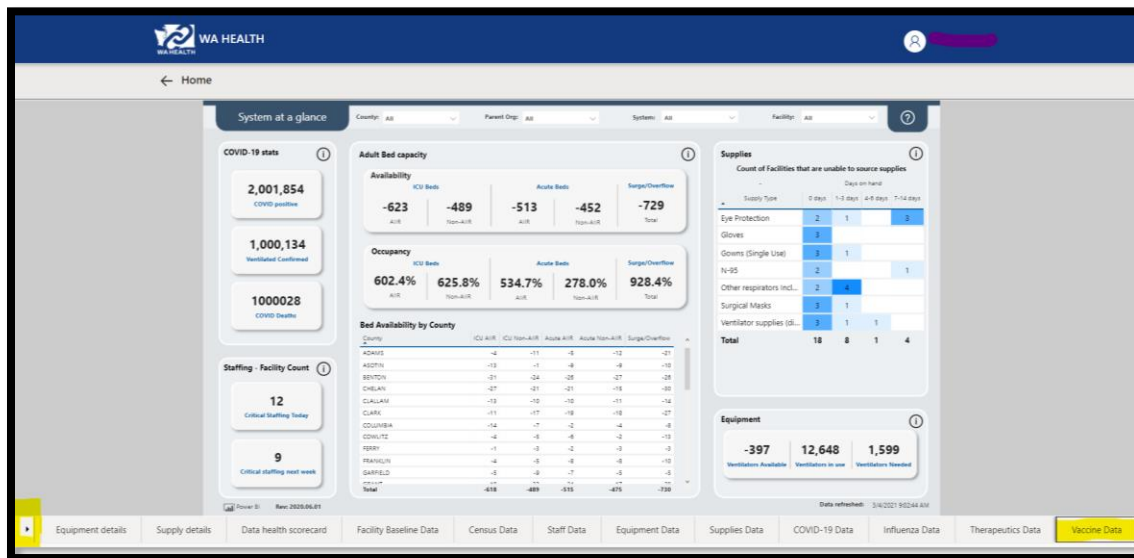
- Click on the **Go to Home** button to get back to the **Home** page. If reporting data for multiple facilities, repeat steps starting from Submitting Vaccine Data for Multiple Facilities

Dashboard

A user with the web role of either **Report Viewer** or **Regional Report Viewer** can view and export all data submitted in WA HEALTH via the Dashboard. All data can be filtered at the state, county, city, and facility levels with visualizations.



Use the small black arrow at the bottom left of the window to view more report options such as **Vaccine Data**.



We Are Here for You

Thank you for your meaningful contribution to our state’s vaccination effort by providing updated 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.