SCHOOL AND CHILD CARE IMMUNIZATION MODULE ONBOARDING CHECKLIST

The following checklist will help guide you through the School and Child Care Immunization Module onboarding process. If you have any questions or need assistance, please contact us by email at schoolmodule@doh.wa.gov.

PART 1: ACCESS CHECKLIST

Talk to your school/childcare administrators and IT staff about the School and Child Care Immunization Module. Use these School and Child Care Immunization Module Talking Points (PDF) to help guide the conversation.

PART 2: SELECT AND SUBMIT AN INFORMATION SHARING AGREEMENT:

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 is to ensure confidentiality, privacy, and security of WAIIS. Both agreements, allow schools and child cares to use the School and Child Care Immunization Module to track compliance of the students or children in their care. Use the information below to determine which ISA is best for you.

- o School and Child Care Immunization Module Information Sharing Agreement – Full Access Use this ISA if your public school district, private school, charter school, head start/ECEAP, or child care employs or is contracted with a licensed medical professional (ex. a nurse). This ISA grants the ability to view and print the Certificate of Immunization Status (CIS), access to the School and Child Care Immunization Module reports and letters, and allows the ability to add/edit vaccinations dates in the IIS. For this type of access both a licensed medical professional and the superintendent, head of school, or child care administrator must sign the ISA.
  OR
  School and Child Care Immunization Module Information Sharing Agreement – Limited Exchange Use this if your private school, charter school, head start /ECEAP or child care **does not** employ or contract with a licensed medical professional (ex. a nurse). This ISA grants the ability to view and print the Certificate of Immunization Status (CIS), grants access to the School and Child Care Immunization Module reports and letters but, does not grant the ability add vaccination dates to the IIS. This type of access does not need a licensed medical professional to sign the ISA. It only requires the signature of the head of school or child care administrator.

- o When you have selected the Information Sharing Agreement that is right for you, use the Information Sharing Agreement Reference Guide to guide you in filling out and

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submitting the document. All ISA's must be submitted online. We are no longer accepting ISA's via mail.

☐ Next, collect the Confidentiality Agreement for each School and Child Care Immunization Module user within your School, District, Child Care or Facility.
   o The Confidentiality Agreement can be found in attachment B of the Information Sharing Agreement. One agreement is required for each user.

☐ Wait for an approval email from us letting you know your ISA has been signed off on and next steps. It will take about a month from the date that the Information Sharing Agreement was sent in for it to be approved.

PART 2: DEVELOPMENT OF POLICIES AND COMMUNICATION

☐ Review the School and Child Care Immunization Module Guidance and Expectations document and use it to guide the development of your policies and procedures for implementing and using the system.

☐ Consult your administrators regarding the Family Education Rights and Privacy Act (FERPA) and the release of directory information and student immunization records.

☐ You can choose to send a letter to parents explaining the changes in immunization recordkeeping. You can download and edit the letter as you see fit or, create your own.

☐ You can choose to send a memo to staff (such as secretaries and IT personnel) about the changes to record keeping. You can download and edit the letter as you see fit or, create your own.

PART 3: ADD STUDENTS TO YOUR ROSTERS:

Once you have received an email from us indicating your Information Sharing Agreement has been approved the next steps is to add students to the rosters.

☐ Adding students to the roster can be done one of two ways:

1. If you have a small school, district, child care or facility you can add students to your roster by hand. If you wish to do this, please skip down to part 4 and start setting up accounts.

OR

2. You can create and send in a roster for us to upload on your behalf. This is the best option for larger schools, districts or child cares and automates the process so that you don't have to add students to the rosters one by one.

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Review the steps to create and send in your roster 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 4: TRAINING CHECKLIST:

Users can now begin to set up individual accounts to access the system. There are two different types of accounts.

1. **Full access** – this type of access is for nurses and provides the ability to add/edit immunizations.
2. **Limited Access** – this type of access is limited to updating the roster and printing reports and letters.

☐ **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. You will receive a new username and password for your School and Child Care Immunization Module account.

1. Review our [School Module Training Guide](#) or our [School Module Training Guide for Childcares](#) and watch the videos tutorials linked within.
2. Complete the [WA IIS School and Child Care Immunziation Module Training Posttest](#)
3. Once the Posttest is complete, each person will receive an automated email with next steps for setting up their account. If you do not receive this email, please reach out to us at schoomodule@doh.wa.gov.
   ▪ Make sure you fill out the google sheet questionnaire within this email to let our helpdesk know you need an account.
   ▪ For question 12. of the questionnaire select the bubble next to: "School Module (training code required) - View/add immunizations, and print CIS - If you have not completed the training but would like more information about the School Module, please email SchoolModule@doh.wa.gov".
   ▪ Please use a work email for this, we do not accept any personal emails.
4. Your new username and password will be sent to you via email by our IIS vendor within 48 business hours of the request being received. There may be longer wait times in the fall.

☐ OPTIONAL: Nurse Delegation of Vaccination Add/Edit Ability to Non-Licensed Staff
Have a Nurse give non licensed staff the ability to add/edit vaccination records with oversight.

1. Ensure that you/ 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 into 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.

PART 5: START USING THE MODULE:

Congratulations, you completed the onboarding process and are ready to use the School and Child Care Immunization Module! Please see our website for checklists for the Beginning of the Year, End of Year and Continual Use of the System.

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