The following checklist will help guide you through the School Module onboarding process.
More detailed information about each part of the onboarding process can be found on our website at www.doh.wa.gov/schoolmodule. If you have any questions about the School Module or need assistance during the onboarding process, please contact us by email at schoolmodule@doh.wa.gov.

PART 1: ACCESS CHECKLIST

☐ Talk to your school administrators and IT staff about the School Module. Use the Talking Points for School Nurses (PDF) to help guide the conversation.

PART 2: SUBMIT THE INFORMATION SHARING AGREEMENT:

☐ Complete and submit the correct Information Sharing Agreement form.

- o Fill out the School Module Information Sharing Agreement – Full Access form if your school (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), School Module reports and letters, and to add vaccinations dates to 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

    Fill out the School Module Information Sharing Agreement – Limited Exchange if your school (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), and School 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 Enter the complete name of the District, Private School, ECEAP, or Facility on the top of page 1.
- o On the second bullet of page 1, check the third box for school, school district, Head Start organization, and/or ECEAP and circle the appropriate choice.
- o Complete the contact information on the top of page 4 under the header, "Provider/Plan:".
- o On page 5, the District Superintendent, Designee, or Private School Principal will sign as the Agency Signatory.
- o Also on page 5, the licensed healthcare provider/School District Nurse signs as the Provider Signatory.

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- o Collect the Confidentiality Agreement for each School Module user within your District or Private School.
    - o The Confidentiality Agreement can be found in attachment B of the Information Sharing Agreement. One agreement is required for each user.
- o Disregard attachment C of the Information Sharing Agreement. Schools do not need to fill out this form.

- ☐ It may take a few weeks from the date that the Information Sharing Agreement was sent in for it to be approved. Once approved, the School Module Team will email you next steps.

PART 3: IMPLEMENTATION CHECKLIST

- ☐ Review the School Module Guidance and Expectations document and use it to guide the development of your policies and procedures for implementing and using the School Module.
- ☐ Consult your school or district administrators regarding the Family Education Rights and Privacy Act (FERPA) and the release of directory information and student immunization records.
- ☐ Send a letter to parents explaining the changes in immunization recordkeeping at your school.
- ☐ Send a memo to school staff (such as secretaries and IT personnel) about the School Module and changes to record keeping at your school or district.
- ☐ Consider sending an announcement to your local health jurisdiction or healthcare providers in your area about your change in record keeping.

PART 4: 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, or facility you can add students to your roster by hand. If you wish to do this, please skip down to part 4.

    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 and districts and automates the process so that you don't have to add students to the rosters one by one. Review the steps to

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create and send in your roster here: 348-893-SchoolModuleRosterUpload.pdf (wa.gov)

☐ When the roster upload has been completed, we will email you to let you know.

PART 5: TRAINING CHECKLIST:

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

1. **Full access** – this type of access is for school nurses and provides the ability to enter immunizations.
   a. RNs who wish to delegate vaccination entry in the IIS to unlicensed staff with a limited account can use the School Module Delegation Sample Form. Once the form has been completed the delegating RN needs to complete this survey to request delegation: https://redcap.link/SchoolModuleUpdate. DOH staff will then change the limited account to a full access School Module account. The delegation form does not need to be sent to DOH. It is kept by the delegating RN.
2. **Limited Access** – this type of access is limited to updating the roster and printing reports and letters.

Each staff person who needs School Module access will need to:

☐ Review and watch the included videos linked in our School Module Training Guide.

☐ Complete the WA IIS School Module Training Posttest

☐ 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.

☐ Your username and password will be sent to you via email by our IIS vendor within 48 business hours of the request being received.

Congratulations, you completed the onboarding process and are ready to use the School Module!

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