**Document Instructions**

The purpose of document is to provide guidance to schools and school districts when making a School Module Implementation Plan. After you read these instructions, they can be deleted. This section is not included in the Table of Contents.

This document template contains directions and examples to guide you when filling out this template. These directions are enclosed in brackets (< >) and are italicized. They are included to help you fill out the form. As you complete the form, you may delete the instructions.

If you have any questions or would like guidance in developing your implementation plan, please send us an email at schoolmodule@doh.wa.gov and we would be happy to assist you.

**<*School District or School Name*>**

**School Module Implementation Plan**

**Table of Contents**

[Implementation Approach 2](#_Toc518979653)

* Proposed Implementation Options
* Proposed Approach Benefits and Considerations
* Determined Implementation Approach

[Roles and Responsibilities 3](#_Toc518979654)

* School Module Lead
* School Module Super Users
* User Administrator
* Roster Administrators

[Implementation Activities 4](#_Toc518979655)

* Introduction to the Project
* Planning Meeting
* Operational Readiness
* Technical Readiness
* Go-Live

[Resources & Support 6](#_Toc518979656)

* School Module Support
* School Clinical Support
* User Account Support

#

# Implementation Approach

*< Brainstorm several options for implementing the School Module and determine which implementation option will work best for your school or district. We included some examples in the table below. You can have as many or as few as you would like. >*

**Proposed Implementation Options**

|  |  |
| --- | --- |
| **Implementation Options** | **Description** |
| Approach 1: <*School Module roll up*> | <*Roll up the School Module in each school starting with the earliest grade first*> |
| Approach 2: *<District wide>* | *<Use the School Module for all schools and all grades>* |

**Proposed Approach Benefits and Considerations**

|  |  |  |
| --- | --- | --- |
| **Implementation Options** | **Approach Benefits** | **Approach Considerations** |
| Approach 1: <*School Module roll up*> | <*Reduces the workload of collecting medically verified records*> | <*Will need manage multiple systems based on a student’s grade-level and it will take 5 years to complete implementation**Will need to collate annual report information from 2 systems and report to the state*> |
| Approach 2: *<District wide>* | *<Uses one system* *Do not need to submit the annual report>* | *<Adds to workload to collect medically verified records for students missing dates in the IIS**Initial decrease in immunization rates due to lack of documentation>* |

**Determined Implementation Approach**

Determined Approach: *<School Module roll up>*

Key Aspects of Approach: *<The School Module will be implemented in schools as a roll up. It will start in the earliest grade first and each year will include the next grade up until full implementation is reached. Two systems will need to be managed during implementation, the School Module for impacted grades and our already existing system for those in the interim.>*

# Roles and Responsibilities

Successful implementation of the School Module requires the establishment of roles and responsibilities. The table below outlines the responsibilities for implementing and maintaining the School Module.

*<This table is an example of duties that should be assigned to specific school staff. It can be modified based on individual school or district needs. All responsibilities listed should be listed only once. Individuals can be assigned to multiple roles>*

|  |  |  |
| --- | --- | --- |
| **Role** | **Responsibilities**  | **Person(s)/Staff Assigned** |
| **School Module Lead(s)** | * Oversees, all aspects of implementing the School Module, including the development of the implementation plan, the overall meeting/activity guidance, and the communication and delivery of activities
* Manages the strategy and planning components related to implementation
* Manages the deployment and delivery activities related to implementation
* Communicates relevant information to the implementation leads
* Manages the implementation tools and presentations
* Manages the Implementation Scorecard and communicates relevant information to project management
* Manages and facilitates the resolution of policy-related/operational issues
* Manages implementation presentations and materials
* Manages and facilitates implementation meetings
 | *<Typically the district-level nurse or nurse supervisor>* |
| **School Module Super User(s)** | * Provides primary contact for the Implementation Team Manager and Members
* Assists in the development and delivery of implementation planned meetings and activities
* Provides site support during go-live
* Communicates unresolved issues and participates in the resolution
* Utilizes tools and presentations to teach readiness activities
 | *<Recommend one or two nursing staff>* |
| **User Administrator**  | * Manages system user accounts for the school district
* Tracks and manages confidentiality agreements for each user
* Provides School Module training information
* Sets up new user accounts after training is completed
* Inactivates user accounts as needed
 | *<Typically a district-level staff person>* |
| **Roster Administrator(s)** | * Adds new students to the student roster as they enroll
* Removes students from the rosters when they leave the school
* Updates student demographic information, as needed
 | *<Typically school-level staff>* |

# Implementation Activities

The next step in the development of the Implementation Plan is the definition of the implementation activities to support the implementation approach. The implementation activities were developed using lessons learned from previous projects and were based on DOH best practices. The implementation activities are some of the most critical components to a successful implementation. This section outlines the activities, meetings, and tools to guide implementation of the School Module.

The chart below outlines the implementation preparation tasks that need to be completed for successful implementation:

|  |  |  |
| --- | --- | --- |
| **Activity**  | **Target Date** | **Objectives** |
| **Introduction to Project**  | <date> | * This activity is typically conducted by DOH
* Provide background of project as well as benefits of the system
* Provide demonstration of the School Module
* Provide overview of School Module processes
* Introduce the concept of roles and responsibilities
 |
| **Planning Meeting** | <date> | * Review and determine roles and responsibilities
* Review implementation activities and timeline
* Provide orientation to implementation team members on:
	+ School Module Guidance & Expectations
	+ School Module Training
	+ User Account Set-up
* Discuss and determine rollout approach
 |
| **Operational Readiness** | By <date> | * Determine process & procedures for:
	+ Collecting parent consent
	+ Reconciling record differences between IIS and SIS
	+ Collecting medically verified records
	+ Entering immunization records and exemption forms
	+ Managing the student roster
* Distribute communications to staff, parents, and nursing staff
* Discuss the methods for disclosing the Release of Directory information
 |
| **Technical Readiness** | By <date> | * Verify receipt of training materials and access to resources
* Ensure each of the necessary staff has completed the training and complete form to set up user account
* Confirm access to systems
* Set up rosters manually or by submitting a roster csv file to Department of Health
 |
| **Go-Live**  | By <date> | * Answer specific questions regarding the applications use
* Facilitate conversations regarding business processes as related to system use
* Troubleshoot
 |

# Resources & Support

**School Module Support**

The School Module Team at the Department of Health is available to assist schools and districts implement the School Module as well as helping school nurses and staff to use the School Module. If you need assistance or have any questions please contact us at schoolmodule@doh.wa.gov.

School Module tools and resources can be found on the School Module website at [www.doh.wa.gov/schoolmodule](http://www.doh.wa.gov/schoolmodule).

**School Clinical Support**

If you have clinical questions related to immunization records, school requirements, vaccine forecasting and reporting send an email to OICPschools@doh.wa.gov .

**User Account Support**

If you are having technical issues accessing your School Module account or if you need to inactive an account, you can contact the Washington State IIS Help Desk by calling 1-800-325-5599 or sending an email to WAIISHelpDesk@doh.wa.gov .