General

Q: What is the School and Child Care Immunization Module?

A: A: The School and Child Care Immunization Module is a portal into the Washington State Immunization Information System or WAIIS that schools and child cares use for immunization tracking and reporting. It can be used to access students/children's existing immunization records. It allows users to see school or child cares-specific information and reports. The goal of this system is to improve children's compliance rates and to keep children healthy and protected from vaccine-preventable diseases.

Q: What are the benefits of the School and Child Care Immunization Module?

A:

- It provides tools to quickly and accurately determine a student/child's immunization status.
- It allows users to identify vulnerable students/children during a disease outbreak.
- Allows school nurses to fill any data gaps by entering medically verified immunization dates.
- Use of system provides students/children with a complete lifetime immunization record.
- Reduces the time staff spend on immunization record keeping as many of the state administered vaccine doses are already in the system.
- Allows users to complete the Annual Immunization Report by updating their roster.

Q: Who currently use the School and Child Care Immunization Module?

A: Public School District, Private Schools, Charter Schools, ECEAPS and Child Cares across the state of Washington. A complete list of users can be found on our website at www.doh.wa.gov/schoolmodule.

Q: How do I sign up for the School and Child Care Immunization Module?

A: Steps to sign up can be found on the School and Child Care Immunization Module Onboarding Checklist (PDF)

Q: Do I need a licensed medical provider to gain access to the School and Child Care Immunization Module?

A: No, our Information Sharing Agreement - Limited Exchange (ISA) allows Schools and Child Cares to gain access to the system without the use of a licensed medical provider such as a School Nurse. This type of access is limited and does not grant the ability to add or edit vaccination records in the system. It does allow users access to the roster, reports and Certificates of Immunization Status (CIS's).

Q: What type of reports are available in the School and Child Care Immunization Module?

A:

- The 'At Risk' report lists students by grade who are "at risk" for a specific vaccine preventable disease. These are students who are *Out of Compliance, in Conditional status* or have an *Exemption* for the vaccine selected.
- The Action Report lists students in Out of Compliance or Conditional Status who have a vaccine due now or past due.

Washington State Department of HEALTH

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. **DOH 348-643 June 2024**

- Certificate of Immunization Status (CIS) batch report lists all students CIS's for a specific grade or school.

Q: Can I message parents from the School and Child Care Immunization Module?

A: The School and Child Care Immunization Module offers the following letters that can be printed and mailed or, copied and pasted into an email and sent to parents. These letters include the option to print address labels that can be attached to an envelope.

- Conditional Letter: Letter to parent/guardian stating that student is in conditional status.
- Healthcare Provider Letter: Letter to healthcare provider asking they enter immunizations into the WAIIS or send of list of immunizations to the School Nurse.
- Missing Immunizations Letter: Letter to parent/guardian of student out of compliance listing the missing immunizations.
- Parent Letter Record Request: Letter to parent/guardian requesting immunizations records or healthcare provider information.
- Tdap Letter: Letter to parent/guardian of students missing a Tdap immunization.
- Or create your own letter.

Q: What are some best practices to keep my roster up to date?

A:

- Complete a roster upload. Review and follow the steps included on the [Roster Upload Quick Reference Guide (School and Child Care Immunization Module) (PDF)](#). We encourage a roster upload at the beginning of the school year and before the annual immunization report.
- Continuously review the roster for accuracy.
- Add and remove students from the roster as they enroll and withdraw in between roster uploads.

- Update address and phone numbers for students as needed.
- Email us at schoolmodule@doh.wa.gov with any legal name changes.

Q: How do you track children whose parents opt them out of the WAIIS?

A: Very few parents opt their children out of the WAIIS. For those children you will need another method to track their immunizations such as a file or document.

Q: Will I be able to submit my annual immunization report through the School and Child Care Immunization Module?

A: Yes, the annual immunization report is automatically pulled for private schools, school districts and child cares that use the School and Child Care Immunization Module. The School and Child Care Immunization Module meets all of the state immunization reporting requirements for schools and child cares. No additional electronic record keeping is required for OSPI. To report through the SCCIM your roster needs to be up to date meaning; all children are listed on it, their grade level is correct and all medically verified records, exemptions and evidence of immunity have been entered.

For School Nurses or Licensed Medical Providers at a School or Child Care:

Q: What are some strategies to request medically verified immunization records?
A: The ultimate decision to enter an immunization record is based on the school nurse's best clinical judgment. Here are a few best practices nurses can use:

- Contact the healthcare provider directly and ask the provider to enter the immunizations into WAIIS or fax an immunization record to the school or child care.
- Ask the parent to request the provider enter the immunizations in the WAIIS.
- Ask the parent to obtain a medically verified record from a healthcare provider and the school nurse can enter the immunizations into the School and Child Care Immunization Module.
- Send a letter to parents explaining the changes in immunization recordkeeping at your school.
- Send a memo to staff, such as secretaries and IT personnel, about the School and Child Care Immunization Module implementation and how it affects immunization management.

If you have any questions about a medically verified record, please send an email to schoolmodule@doh.wa.gov.

Q: Once a district starts using the School and Child Care Immunization Module do they need to continue to manage their student immunizations in their student information system?
A: We recommend no longer tracking student immunizations in your student information system once the district starts using the School and Child Care Immunization Module.

Q: In the School and Child Care Immunization Module only medically verified immunizations can be tracked. How do you track students who have parent verified immunizations?
A: If you are unable to obtain a medically verified record, **do NOT enter the immunization dates into the School and Child Care Immunization Module**. Use another method to track students who only have parent reported immunization records. For example, you may want to make notes on a printed Action Report if a student is complete with parent reported immunizations. Medically verified immunization records have been required for all newly enrolling students since August 1st, 2020.

Q: Can staff other than the School Nurse enter immunizations into the School and Child Care Immunization Module?
A: Only school nurses or licensed medical providers may enter immunization dates into the School and Child Care Immunization Module, however they can delegate this work to unlicensed assistive personnel (UAP). If you are interested in participating in delegation to UAP see the account set-up section of the School and Child Care Immunization Module website www.doh.wa.gov/SchoolModule.

Q: Can you track Certificates of Exemption through the School and Child Care Immunization Module?
A: Exemptions granted from completed Certificates of Exemption (COE) can and should be entered into the School and Child Care Immunization Module. See the School and Child Care Immunization Module Training Guide for instructions on how to add exemptions. Exemptions entered in the School and Child Care Immunization Module are not visible to providers and do not impact the status of the Certificate of

Immunization Status form (CIS). The incomplete CIS should have a status of Not Complete and the COE should be kept with the CIS.

Q: I see that a student's previous school entered an exemption in the School and Child Care Immunization Module. Is this sufficient documentation or do I need to have the Certificate of Exemption (COE) form?
A: You must have the completed Certificate of Exemption on file at the school or child care. If the exemption is documented in the School and Child Care Immunization Module and you don't have the COE contact the parents or the previous school and request a copy of the COE. If you are unable to get a copy of the COE remove the exemption from the School and Child Care Immunization Module.

Q: If a provider enters "parent or patient refusal" in the WAIIS can I accept that instead of a Certificate of Exemption?
A: No, provider entered exemptions in the WAIIS are not the same as school exemptions. Provider exemptions mean that on that day the vaccine was offered and refused. They do not mean the parent is asking for a school exemption nor does it mean that a health care practitioner (MD, DO, ND, AP, ARNP) discussed the benefits and risks of vaccination. A Certificate of exemption is still needed to meet the exemption requirements. Once it is obtained it should be entered in the School and Child Care Immunization Module.

Q: Not all the schools in my school district want to use the School and Child Care Immunization Module. Can one school utilize the School and Child Care Immunization Module?
A: Yes, a single school can use the School and Child Care Immunization Module without the entire school district onboarding. However, the Information Sharing Agreement will still need to be signed by the superintendent. In addition, your annual report will not be able to be pulled through the School and Child Care Immunization Module. The district will need to use the same reporting method for all schools within the district.

Q: Will healthcare providers be able to see confidential student information in the WAIIS?
A: Demographic information such as address, phone number, etc. can only be seen by someone with a School and Child Care Immunization Module account. This means schools cannot see provider entered demographic information and providers cannot see demographic information entered by a school.

Q: Can the WAIIS exchange information with the Immunization Registries from other states?
A: The WAIIS can query the immunization records of a few other state's WAIIS such as Arizona and Louisiana by using the Remote Registry feature. We are hoping to have exchange agreements with Idaho, Oregon and other states in the future.

For Healthcare Providers:

Q: How does this impact my work as a healthcare provider?
A: As schools and child cares transition to using the School and Child Care Immunization Module, healthcare providers may see an increase in requests to enter missing historical immunization dates into the WAIIS or requests for immunization records so school nurses can enter immunization dates that are missing in the

WAIIS. Only medically verified immunization records may be entered in the School and Child Care Immunization Module. In addition, schools and child cares may request that providers enter vaccine contraindications, such as evidence of immunity (titers) or disease history, in the WAIIS. Having complete immunization data in the WAIIS will benefit all users by providing a complete history when making immunization decisions for patients and preventing patients from receiving unnecessary vaccinations.

Q: What are considered to be medically verified immunization records?
A: School nurses are only allowed to enter medically verified immunization records into the School and Child Care Immunization Module. Parent reported immunization dates can not be entered into the School and Child Care Immunization Module. The decision to enter an immunization record is based on the school nurse's clinical judgment of the record. The following are some examples of immunization records considered to be medically verified:

- A Certificate of Immunization Status (CIS) printed from the WAIIS or a CIS verified with a unique healthcare provider or clinic stamp, or handwritten provider signature
- Immunization records from a clinic or hospital electronic health record (EHR) with a unique healthcare provider, clinic, hospital stamp, or handwritten provider signature
- Official certificate of immunization or immunization record from another state's immunization registry
- Official lifetime immunization record from Washington or another state with a unique healthcare provider or clinic stamp, or handwritten provider signature
- An immigration form or lifetime immunization record from another country with a clinic or healthcare provider stamp, or handwritten provider signature

Q: How do I enter a contraindication to a vaccine in the WAIIS? How do I enter historical vaccinations?
A: Some vaccine contraindications impact the WAIIS Vaccine Forecast, the Certificate of Immunization Status (CIS) and the School and Child Care Immunization Module. It is important to enter contraindications so the vaccination forecast, CIS, and School and Child Care Immunization Module calculations are correct. Instructions on how to enter contraindications (evidence of immunity or disease history) can be found in the document "Adverse Reactions and Contraindications" available on the WAIIS Training Materials website.

We encourage providers to make it part of their practice to enter missing historical dates into the WAIIS for their patients. Instructions on entering historical vaccinations can be found in the document "Adding Administered and Historical Vaccinations" available on the WAIIS Training Materials website.

Q: What is the best way to enter Chickenpox History in the WAIIS?
A: History of Chickenpox disease can be entered by clicking the "Add Chickenpox History" button on the Vaccination View/Add page. Once entered, it is visible in the School and Child Care Immunization Module and on the CIS.

Q: Will school staff be able to see confidential patient information related to contraindications in the WAIIS?
A: The details of contraindications entered in the WAIIS are only visible to the organization who entered them. A different organization (including a school) can see that there is a contraindication to a vaccine but not what the contraindication is. History of Chickenpox disease is visible in the School and Child Care Immunization Module and on the CIS. Chickenpox history entered in the WAIIS meets the requirement for provider verification. In addition, demographic information such as address, phone number, etc. can only be

seen by the organization that entered the information. This means schools cannot see provider entered demographic information and providers cannot see demographic information entered by a school.

For more information about the School and Child Care Immunization Module or to access additional resources please visit our website at www.doh.wa.gov/schoolmodule. If you have any additional questions that are not answered in this document, please send us an email at schoolmodule@doh.wa.gov.