

## IRIS School Module Guide

Thank you for enrolling in the IRIS School Module! This training is designed to orient you to using the various functions of IRIS.

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### TRAINING OBJECTIVES

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*By the end of this self-training you will be able to:*

- Access and organize students' immunization records
- Search for a student by last name and date of birth
- Select a student and verify that demographics match the patient you are searching for
- Add a student to your school report
- View student immunizations and determine if students meet immunization records
- Add historical vaccinations not in IRIS
- Run an Action Report to identify students who have not met school immunization requirements
- Complete the annual Idaho School Immunization Report using IRIS

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### HOW WILL THE IRIS SCHOOL MODULE BENEFIT ME?

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IRIS is a statewide immunization registry that is accessible to healthcare providers, schools, and child care providers. School personnel now have the ability to enter student immunization records into IRIS and create various reports. The registry saves schools time otherwise spent tracking down student immunization records and simplifies the process of submitting the annual Idaho School Immunization Report.

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### CONSENT

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Beginning July 1, 2010, IRIS is an opt-out immunization registry, which means consent will no longer be required prior to enrolling patients in IRIS. This change is a result of Senate Bill 1335 which passed during the 2010 legislative session. Patients that do not wish to be in IRIS will need to contact the Idaho Immunization Program (IIP) for removal.

***How will this change affect schools?***

- Schools that receive funds under an applicable program of the Department of Education (i.e. public schools) are bound by FERPA and still must obtain consent forms signed by parents to enter student immunization records into IRIS. Schools may then provide the IIP with the signed consent form *and* immunization record to be entered into IRIS.
- Schools that don't receive public funds (i.e. private schools) no longer need to obtain consent forms and may contact the IIP to have student immunization data entered into IRIS. Parents who do not wish to have their child enrolled in IRIS will need to contact the IIP.

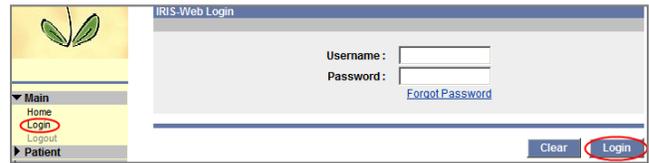
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## LOGGING IN

1. Open Internet Explorer and enter the web address for IRIS: <https://iris.idaho.gov>

2. Locate the **Main** menu on the left hand side of the screen. Click on the **Login** option. Enter your IRIS School Module **Username** and **Password** and click **Login**.



3. If this is the first time you have logged into the IRIS School Module, a **Confidentiality Agreement** will appear. After you have read the agreement, click the **Accept** button.

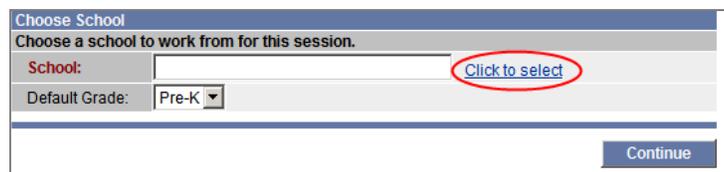
4. The **School Requirements** box will appear. New information will be updated on this screen. After reviewing, click **Continue**.



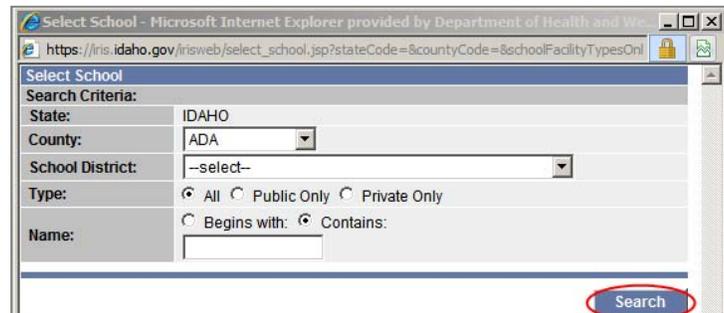
## SELECT SCHOOL (Not necessary for all users to complete)

Selecting a school upon each login is only necessary for users who submit reports for more than one school in a district. If you work at only **one** school and would like to bypass selecting a school upon login or if you need to submit a report for multiple schools and are not given the option to **Select a School**, please contact the Idaho Immunization Program to have this corrected.

5. **Choose a School** to work from for this session. To **Choose a School** you must click on the **Click to Select** link. You will not be able to type a school name into the **School** field.



6. The **Select School** pop-up box will appear. All fields are pre-filled and do not need to be completed. Click **Search**.



7. A list of all schools in your district will appear in the **Search Results**. Click the arrow (-->) next to the name of the school you would like to **Select**.

Select	School Name	Street	City	State	Zip Code	Public School
-->	TEST SCHOOL	450 W STATE ST.	BOISE	ID	83720	Private
-->	THE AMBROSE SCHOOL	6100 N. LOCUST GROVE ROAD	MERIDIAN	ID	83646	Private
-->	THE CHILDREN'S SCHOOL OF BOISE	1015 N 8TH ST	BOISE	ID	83702	Private

Cancel Clear

8. The **School** field will contain the name of the school you selected. Select a default grade if you are working on a specific grade level during this session. Click **Continue**.

**Choose School**  
Choose a school to work from for this session.

School: TEST SCHOOL [Click to select](#)

Default Grade: Pre-K

- Pre-K
- K**
- 1st
- 2nd
- 3rd
- 4th
- 5th
- 6th
- 7th
- 8th
- 9th
- 10th
- 11th
- 12th

Continue

**NOTE:** If you do not click **Continue**, your selection will not be saved and you will be unable to search for students or access reports.

## STUDENT SEARCH

9. Type the student's **Last Name** and **Birth Date** into the corresponding fields of the **Patient Search** screen. Click **Run Search**.

**NOTE:** You may also search by first and last name initials and birth date to find students whose names may have been misspelled.

**Patient Search**

First Name or Initial:  SIIS Patient ID:

Last Name or Initial:

Birth Date:

**Family and Address Information:**

Guardian First Name:

Street:  P.O. Box:  Street:

City:  State:

Zip Code:  Phone Number:

Check here if adding a new patient.

Clear All Reset Values Run Search

10. The **Patient Search Results** appear below the **Patient Search** window and contain a list of patients matching the search criteria you entered. To select and view a patient record, click the arrow (-->) next to the patient's name. If no patients are listed in the **Patient Search Results**, try broader search criteria (for example: first name initial, last name initial, and birth date).

**Patient Search Results**  
Records Found = 4 Search Criteria: Last Initial / Birth Date

Select	First Name	Middle Name	Last Name	Birth Date	SIIS Patient ID	Grd First Name	Grd Last Name
-->	HARLEY	A	TERRELL	01/01/2004	272128		
-->	INFLUENZA		TEST	01/01/2004	618692		
-->	NURSE		TEST	01/01/2004	617343	CARMELA	
-->	LAUREN		TIDWELL	01/01/2004	272119	LANCE	TIDWELL

Report Duplicates

11. A **Patient Detail** screen appears for the patient you selected. Verify that patient demographics match the student enrolled at your school. To create reports including this student, check the **Include on Reports** box in the **School Reporting** section. Verify that **School** and **Grade Level** are correct. If not, use the drop down menus to select the correct school and grade level. Indicate student **Exemptions** by selecting None, Medical, Religious, or Personal. Click **Update**.

**Patient Detail**

First Name: NURSE  
Middle Name:  
Last Name: TEST  
Guardian Name: CARMELA  
Street: 450 W. MAIN  
City: BOISE  
County: ADA  
State: IDAHO  
Zip Code: 83720  
Home Phone: (208)334-5931  
Inactive:  
Birth Date: 01/01/2004  
Multiple Birth: 1 of 1

**School Reporting**

School: TEST SCHOOL [Include on Reports:](#)

Grade Level: K

Exemption:  None  Medical  Religious  Personal

Edit Update

12. To view the student's immunization record go to the **Vaccinations** menu, click **View/Add**. The **Patient** and **Vaccination View/Add** screens will appear detailing the vaccines the student has received. Use the **Print Page** option to create a printer-friendly copy of the student's immunization record.

Vaccine	1	2	3	4	5	6
DTaP	07/01/2005 +	09/01/2009 +				
DTaP/Hep B/IPV	03/01/2004 +	05/01/2004 +	07/01/2004 +			
Hep A 2 dose - Ped/Adol	07/01/2005 +	01/01/2006 +				

13. To view the vaccinations a student will require, click **Forecast** under the **Vaccinations** menu.

Vaccine Family	Dose	Recommended Date	Minimum Valid Date	Overdue Date	Status
MMR	2	01/29/2008	01/29/2008	01/01/2011	Due Now
VARICELLA	2	04/01/2008	04/01/2008	01/01/2011	Due Now
NOVEL INFLUENZA H1N1-09	1	08/01/2009	08/01/2009	08/31/2009	Past Due
DTaP/DT/Td/Tdap*	6	01/01/2015	01/01/2015	01/01/2017	Up to Date
HPV	1	01/01/2015	01/01/2013	01/01/2017	Up to Date
MENINGOCOCCAL	1	01/01/2015	01/01/2006	01/01/2017	Up to Date

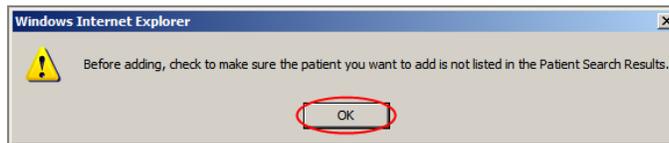
14. To search for additional student records in IRIS go to the **Patient Menu** click **Search/Add**. The **Patient Search** screen will appear.

## ADDING A STUDENT

FERPA requires **public** schools to obtain parental consent to add student immunization information to IRIS. Consent forms are available on the IRIS homepage and on the Idaho Immunization Program's website at [www.immunizeidaho.com](http://www.immunizeidaho.com). Place signed consent forms in the student's cumulative file or health file.

15. To add a student record to IRIS, select **Search/Add** from the **Patient Menu**. At the bottom of the **Patient Search** screen check the box that says **Check here if adding a new patient**. Fill in all **red** highlighted fields. Select **Run Search**.

16. A pop-up box warning will appear. Click **OK** to indicate that you will check to make sure the student you want to add is not listed in the **Patient Search Results**.



17. A list of **Patient Search Results** will be generated. Verify the student you want to add does not already have a record in IRIS. Select **Add Patient** after you have checked to make sure the student you want to add is not listed in the **Patient Search Results**.

Select	First Name	Middle Name	Last Name	Birth Date	SIIS Patient ID	Grd First Name	Grd Last Name
Before adding, check to make sure the patient you want to add is not listed above.							

18. The **Patient Demographics Edit** screen will appear. You must add the student's **Gender, Address, Family & Contact** information. Click **Add** in the **Address** and **Family & Contact** sections. Click **Save**.

19. The **Patient Detail** screen displays once the patient demographics are saved. Be sure to select **Include on Reports**, verify that **School** and **Grade Level** are correct, and indicate student **Exemption** status. Click **Update**.

## ADDING HISTORICAL VACCINATIONS

20. Click **Search/Add** below the **Patient** menu. Complete the steps necessary to **Search** or **Add** a student. Using the **Patient Detail** screen, verify that patient demographics match the student enrolled at your school. Click **Update**.

21. On the **Vaccinations** menu, click **View/Add**. The **Vaccination View/Add** screen appears detailing the vaccines the student has received. To update the immunization record in IRIS, transcribe the vaccine administration dates from the student's paper immunization record into the blank field next to the appropriate vaccine type. Scroll down and click **Add Historicals**. The unverified historical immunizations will be **blue** and marked with a plus (+) symbol.

Vaccine	1	2	3	4	5	6
DTap	06/21/2004	08/21/2004	12/21/2004	09/05/2005	01/01/2008	
Hep A 2 dose - Ped/Adol	01/01/2005	+				
Hep B Ped/Adol - Preserv Free	06/21/2004	08/21/2004	01/01/2005	*		
Hib-PRP-OMP	06/21/2004	01/01/2005	09/05/2005	+		
IPV	06/21/2004	12/21/2004	01/19/2005	*		
Influenza split, 6-35 mos.	03/07/2006					
MMR	06/21/2004					

Vaccines are listed by vaccine type in IRIS, not by brand name. It is important that the correct vaccine type is entered into IRIS in order for IRIS to correctly forecast when a student is due for additional immunizations.

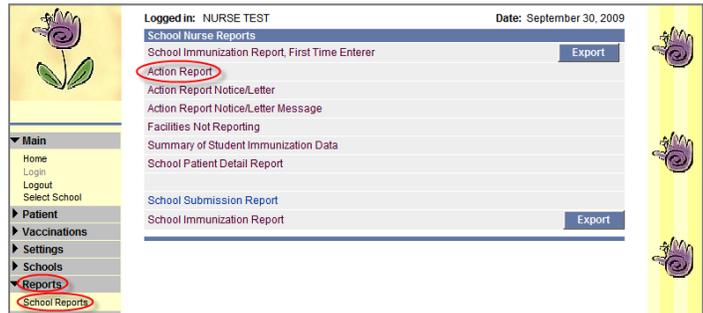
**Table 1. Vaccine Types**

Vaccine Type	Brand Name	What does it mean?
DTaP/Hep B/ IPV	Pediarix	Combination vaccine containing Diphtheria, Tetanus, acellular Pertussis, Hepatitis B and inactivated Polio
DTaP	Infanrix or Daptacel	Diphtheria, Tetanus, acellular Pertussis vaccine
DTP	Tri-Immunol	Diphtheria, Tetanus, whole-cell Pertussis (not commonly given in U.S. after 1996)
DT		Diphtheria and Tetanus vaccine
Tdap	Boostrix or Adacel	Tetanus, Diphtheria, and acellular Pertussis booster vaccine for teens/adults
Td	-	Tetanus and Diphtheria booster vaccine for teens/adults
IPV	-	Inactivated Polio vaccine
OPV	Trivalent	Oral Polio vaccine (no longer used in the U.S.)
MMR	MMRII	Measles, Mumps, and Rubella vaccine
MMR/Varicella	ProQuad	Combination vaccine containing Measles, Mumps, Rubella, and Varicella (chickenpox)
Varicella	Varivax	Varicella (chickenpox) vaccine
Hep B Ped/Adol- preserv free	Recombivax or Engerix	Hepatitis B vaccine
Hep A 2 dose – Ped/Adol	Havrix or VAQTA	Hepatitis A vaccine
Hep B/Hib	Comvax	Combination vaccine containing Hepatitis B and Haemophilus influenzae type B (Hib)
Hib-PRP-OMP	PedvaxHIB	3 dose Haemophilus influenzae type b (Hib) vaccine series
Hib-PRP-T	ActHIB	4 dose Haemophilus influenzae type b (Hib) vaccine series
Pneumococcal (PCV7)	Prevnar	Pneumococcal vaccine for children <5 years
Meningococcal conjugate (MCV4)	Menactra	Bacterial meningitis vaccine for teens/adults
HPV, quadrivalent	Gardasil	Human Papillomavirus vaccine

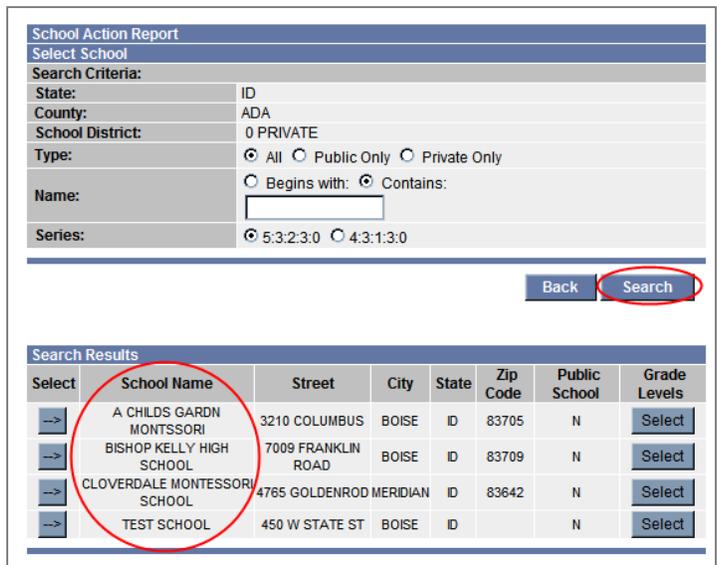
# SCHOOL ACTION REPORT

The School Action Report allows for quick identification of students who have not met Idaho school immunization requirements.

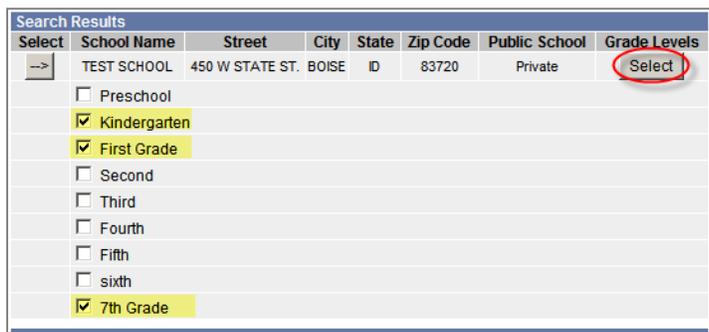
22. Run a School Action Report to determine whether a student's IRIS record meets school immunization requirements. To run a School Action Report go to the **Reports** menu, click on **School Reports**. Select **Action Report** from the **School Nurse Reports** menu.



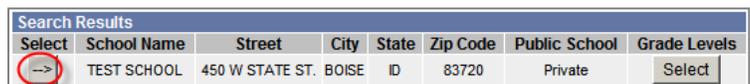
23. The school you selected when you logged into the IRIS School Module will automatically be listed in the **Search Results**. If the school you wish to create a School Action Report is not listed, click **Search**. A list of all schools in your school district will populate the **Search Results** section.



24. Click **Select** from the **Grade Levels** column to indicate which grade levels to include in the Action Report. Only grades marked by a check (✓) will be included in the Action Report.



25. To create a **School Action Report**, click on the arrow (-->) next to the school name under the **Select** column.



26. The **School Action Report** will be generated listing students whose **Status** is **Past Due** or **Due Now** for any vaccines required or recommended for school in Idaho. Notice that the grades listed are only those which were selected to be included in the report.

**School Action Report**

School: TEST SCHOOL Report Date: September 30, 2009  
 Grades: K, 1st, 7th  
 Series: 5.3.2.3.0

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Student:	A TEST	Guardian:	MOM
SIIS ID:	585293	DOB:	02/03/2001
Grade Level:	K	Home Phone:	
Physician Name:		Physician Phone:	
Exempt:		Record Found:	Y

Vaccine Family	Dose	Recommended Date	Minimum Valid Date	Status
HEP-B 3 DOSE	1st	02/03/2001	02/03/2001	Past Due
DTaP/DT/Td/Tdap	2nd	08/06/2008	08/06/2008	Past Due
POLIO	2nd	08/06/2008	08/06/2008	Past Due
MMR	2nd	02/25/2009	02/25/2009	Past Due

## SCHOOL IMMUNIZATION REPORT

The *School Immunization Report* is due each year by **November 1st**.

27. You must be assigned to a school or **Choose a School** in order to access the School Immunization Report. Do so by following the directions in the Choose School section of these instructions.

28. The **School** field on the **Choose School** screen will contain the name of the school you selected. Choose a **Default Grade** and click **Continue**.

**Choose School**  
 Choose a school to work from for this session.

School: TEST SCHOOL [Click to select](#)

Default Grade: K

[Continue](#)

29. Before you can complete the School Immunization Report go the **Schools** menu and click **Edit Schools**. The **School Maintenance** and **Search Results** screens will appear. In the **Search Results** click on the arrow (-->) in the **Select** column next the name of the school you want to edit.

**School Maintenance**  
 Search/Add/Edit School - Search Required Before Adding

Name:   
 City:   
 State: IDAHO  
 County/Parish: ADA  
 School District: TEST DISTRICT  
 Inactive Status: Active Only  
 School Type: --select--  
 School Code:

[Search](#)

Select	School Name	City	State	Inactive Status
-->	TEST SCHOOL	BOISE	ID	

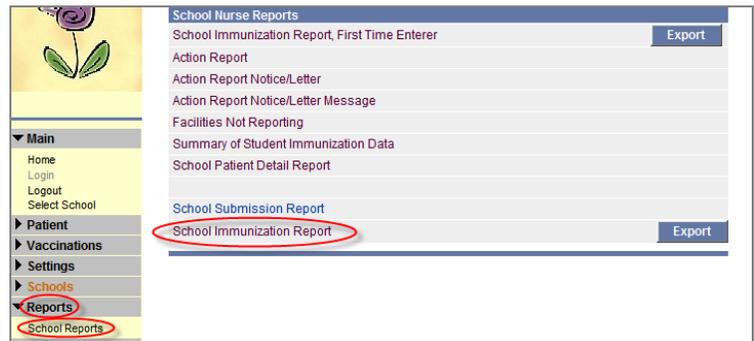
30. In the **Grade Levels** section of the **School Maintenance** screen, select the grades from the **Available Grade Levels** column that you have at your school. Move all grades that you have at your school into the **School's Grade Levels** column. To move grade levels between columns click on the double arrow (>>) buttons. Click **Save** once finished.

**Grade Levels**

Available Grade Levels		School's Grade Levels
8th	>>	Pre-K
9th	>>	K
10th	>>	1st
11th	>>	2nd
12th	>>	3rd
	<<	4th
	<<	5th
	<<	6th
	<<	7th

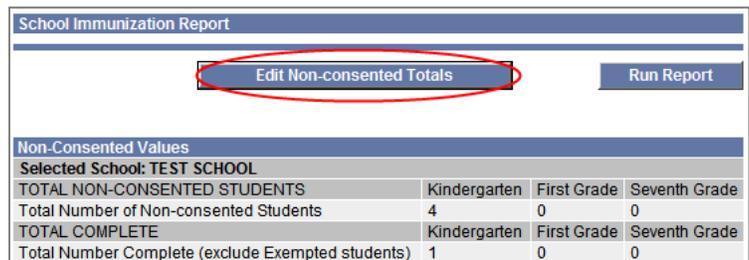
[Cancel](#) [Save](#)

31. To create a School Immunization Report go to the **Reports** menu and click on **School Reports**. The **School Nurse Reports** menu will appear. Click the words: **School Immunization Report**.

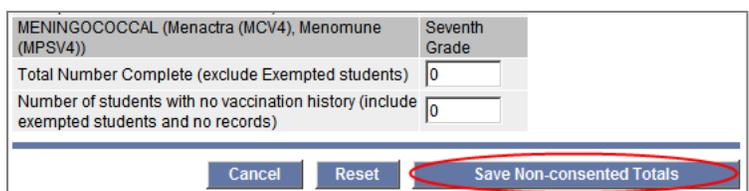


32. There are two options to complete and submit the School Immunization Report using IRIS.
- IRIS can calculate the Idaho School Immunization Report for you. To do this, search IRIS for students enrolled in kindergarten, 1<sup>st</sup>, and 7<sup>th</sup> grade at your school and associate them to your school by checking the **Include on Reports** box for each student. If all students are in IRIS, you do not need to edit the **Non-Consented Totals** section and may submit your report following the directions below. If you find that any students are not in IRIS, you can account for them in the report by adding the cumulative data in the **Non-Consented Totals** section of the School Immunization Report.
  - Review each student’s immunization records and calculate data for the School Immunization Report by hand. Enter the cumulative data into the **Non-Consented Totals** section of IRIS (similar to how you reported in the past).

33. To edit the **Non-Consented Values** section, click **Edit Non-consented Totals** on the **School Immunization Report** screen.

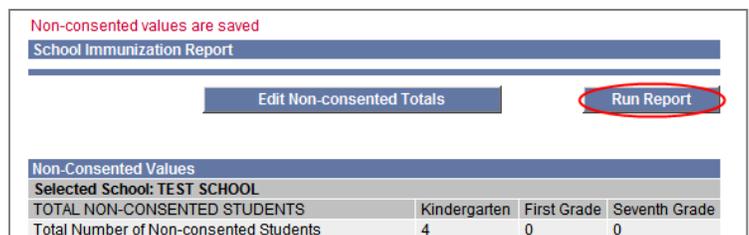


34. Type in the values you have calculated for each section. Scroll to the bottom of the screen and click **Save Non-Consented Totals**.



**NOTE:** If you receive a **red** error message, the database is indicating that the information you have entered is not logical. Please review your entries to identify and remedy the problem.

35. To **SUBMIT** the final School Immunization Report, click **Run Report** at the top of the **School Immunization Report** screen.



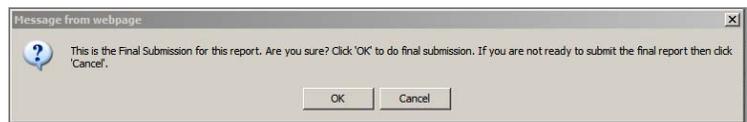
36. The **State of Idaho School Immunization Report** will be created. This report combines all non-consented student data entered and all students you found and associated to your school in IRIS (if you searched for student records in IRIS and selected **Include on Reports**).

STATE OF IDAHO				
School Immunization Report				
Report Period 2009-2010	Name and title of Person Completing Report NURSE TEST		Date of Report (MM/DD/YYYY) 09/30/2009	
Name of School TEST SCHOOL			Phone (208)334-5931	
School Address 450 W STATE ST.	City, State BOISE, ID	Zip 83720	County ADA	School District # TEST DISTRICT
Email Address TEST@TEST.COM			Type of School Private	

37. Verify that the information on the **State of Idaho School Immunization Report** is accurate. Click **Submit** at the bottom of the page.

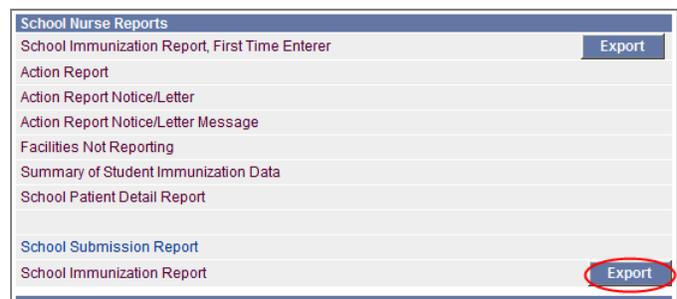


38. You must confirm that this is the final submission of the report.



39. Please print a copy of the final submitted School Immunization Report for your records.

40. School Immunization Report data can be exported to Microsoft Excel by clicking the **Export** button next to the **School Immunization Report** link on the **School Nurse Reports** screen.



41. When prompted, you may choose to **Save** the file. Exported data will save as a Microsoft Excel file.

