IRIS School Module Training

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

TRAINING OBJECTIVES

By the end of this 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 School Immunization Report using IRIS

HOW WILL THE IRIS SCHOOL MODULE BENEFIT ME?

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 School Immunization Report.

GAIN CONSENT FIRST

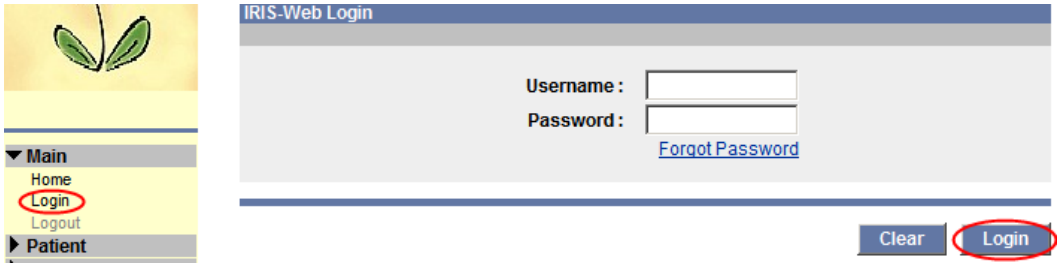
IRIS is a consent **ONLY** registry. Before entering any vaccination records into IRIS, it is required that a consent form be signed by a parent or guardian. File the consent form in the student's permanent record.

Table of Contents

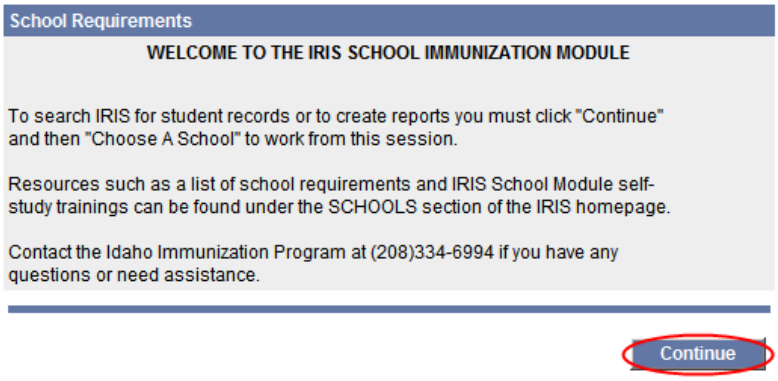
IRIS School Module Training 1
TRAINING OBJECTIVES 1
HOW WILL THE IRIS SCHOOL MODULE BENEFIT ME? 1
GAIN CONSENT FIRST 1
LOGGING IN 3
CHOOSE SCHOOL 3
STUDENT SEARCH 5
ADDING A STUDENT 7
ADDING HISTORICAL VACCINATIONS 9
Table 1. Vaccine Types 10
SCHOOL ACTION REPORT 11
SCHOOL IMMUNIZATION REPORT 12

LOGGING IN

1. Open Internet Explorer and enter the web address for IRIS: https://iris.idaho.gov
2. The "**Welcome to IRIS**" window appears. Locate the **Main** menu on the left hand side of the screen. Click on the **Login** option.
3. Enter your IRIS School Module **Username** and **Password** and click **Login**.



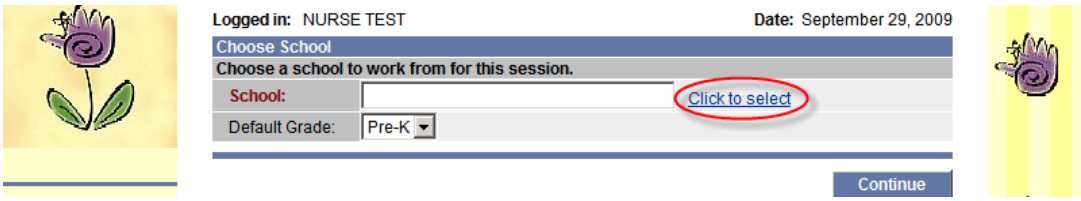
4. If this is the first time you have logged into the IRIS School Module, a **Confidentiality Agreement** will appear. After you have read the agreement, click the **Accept** button.
5. A list of **School Requirements** will appear, click **Continue**.



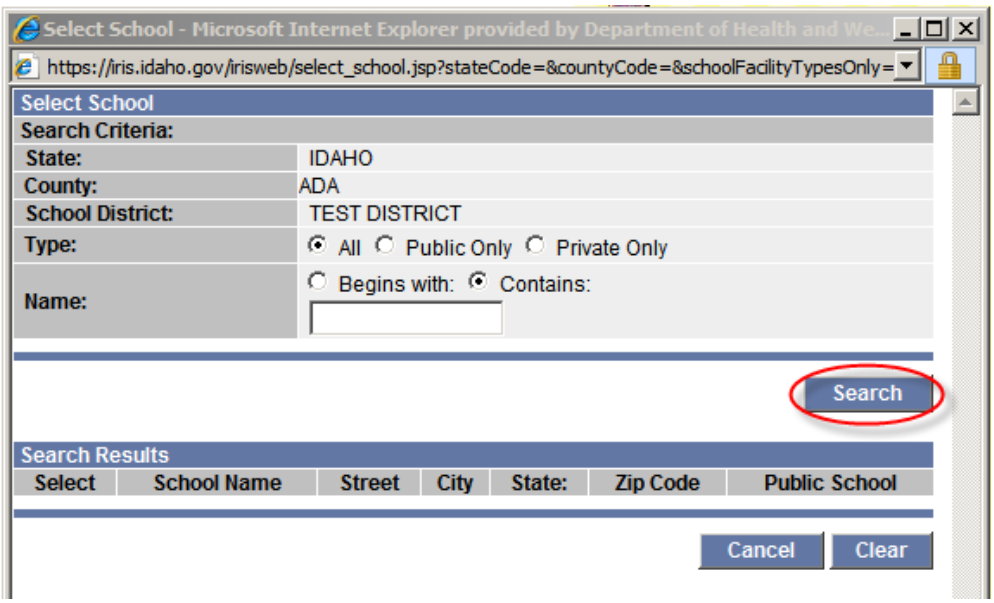
CHOOSE SCHOOL

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

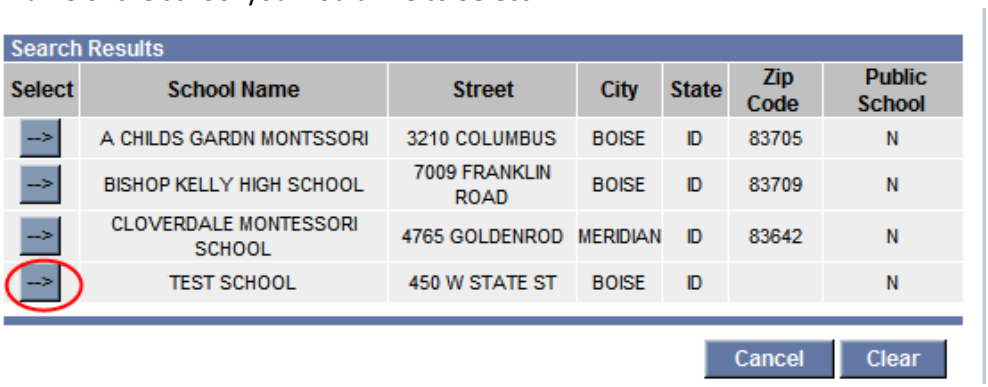
***NOTE:** You **<u>MUST</u> Choose a School** in order to search for immunization records and access the School Immunization Report.



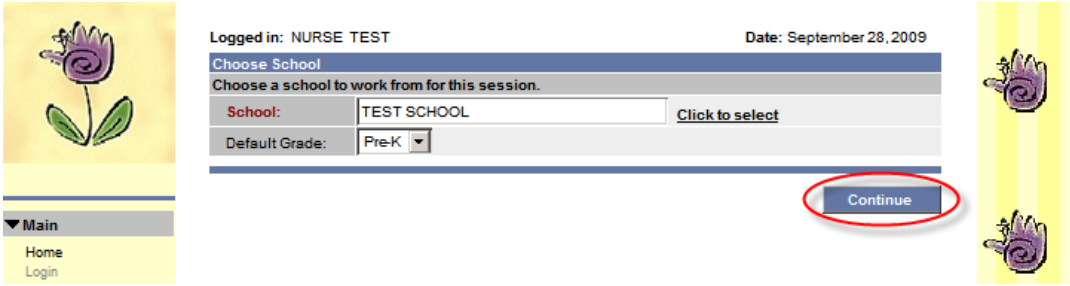
7. The **Select School** pop-up box will appear. All fields are pre-filled and do not need to be completed. Click **Search**.



8. 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**.

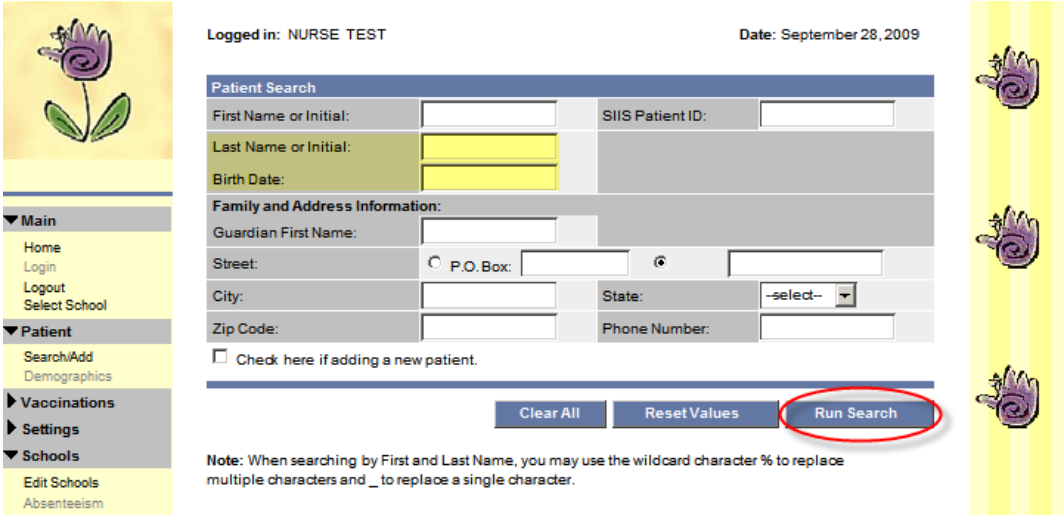


9. The **School** field screen will contain the name of the school you selected. Click **Continue**.

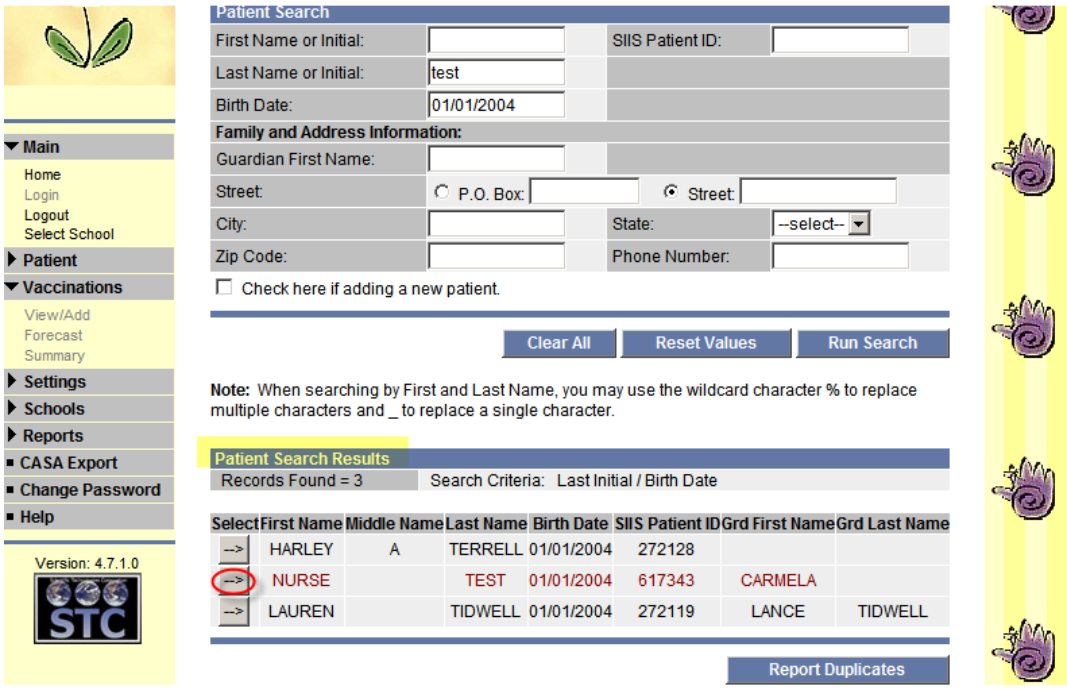


STUDENT SEARCH

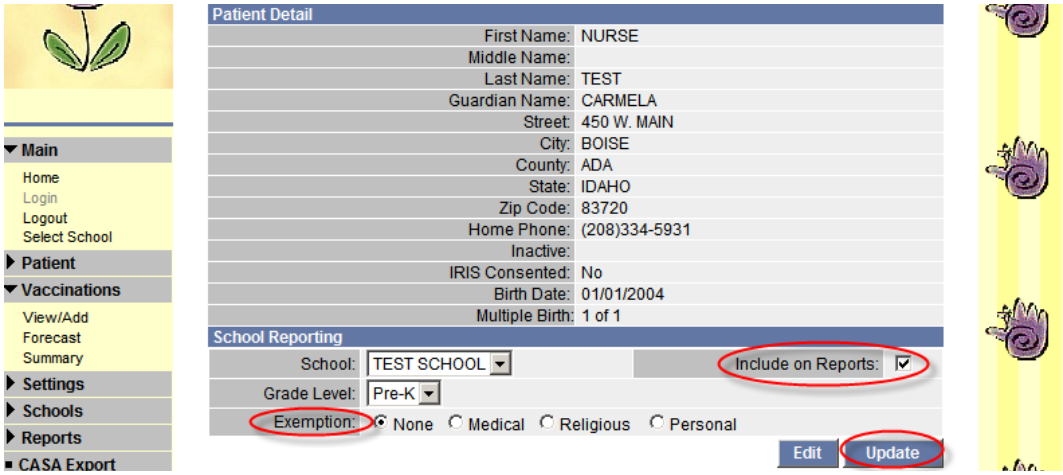
10. Type the student's **Last Name** and **Birth Date** into the corresponding fields of the **Patient Search** screen then click **Run Search**.
*__NOTE__: Only enter Last Name and Birth Date. Entering other criteria may limit **Search Results**.



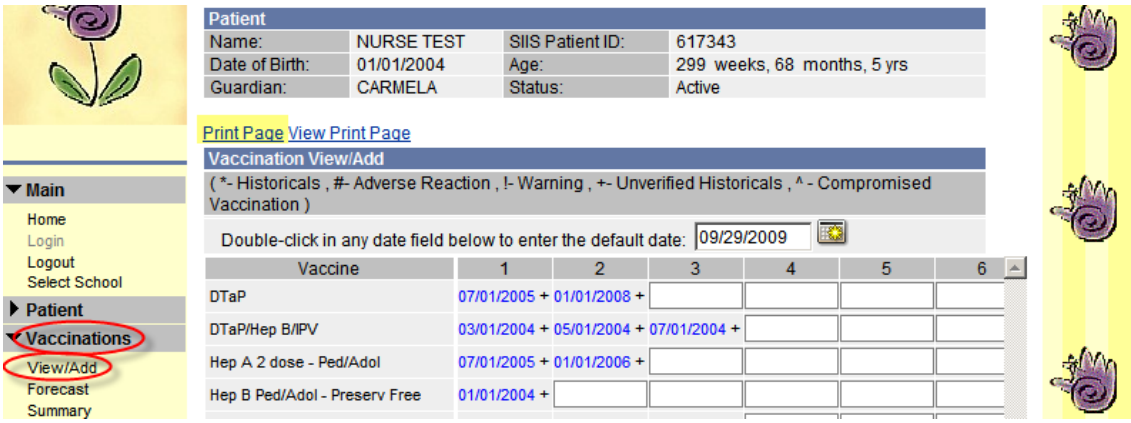
11. The **Patient Search Results** appear below the **Patient Search** window and contain a list of patients matching the search criteria you entered. To select and view a patient record, click the arrow (-->) next to the patient's name. If no patients are listed in the **Patient Search Results**, try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



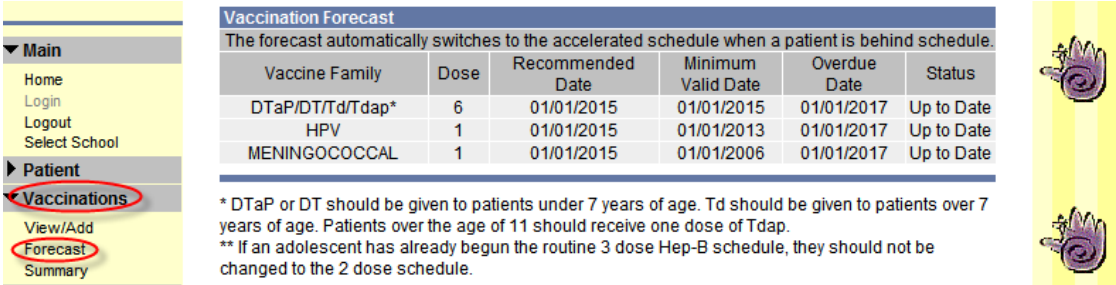
12. A **Patient Detail** screen appears for the patient you selected. Verify that patient demographics match the student enrolled at your school. To create reports including this student, check the **Include on Reports** box in the **School Reporting** section. Verify that **School** and **Grade Level** 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**.



13. 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. At the top of the **Vaccination View/Add** screen there is a **Print Page** option to create a printer friendly copy of the student's immunization record.



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

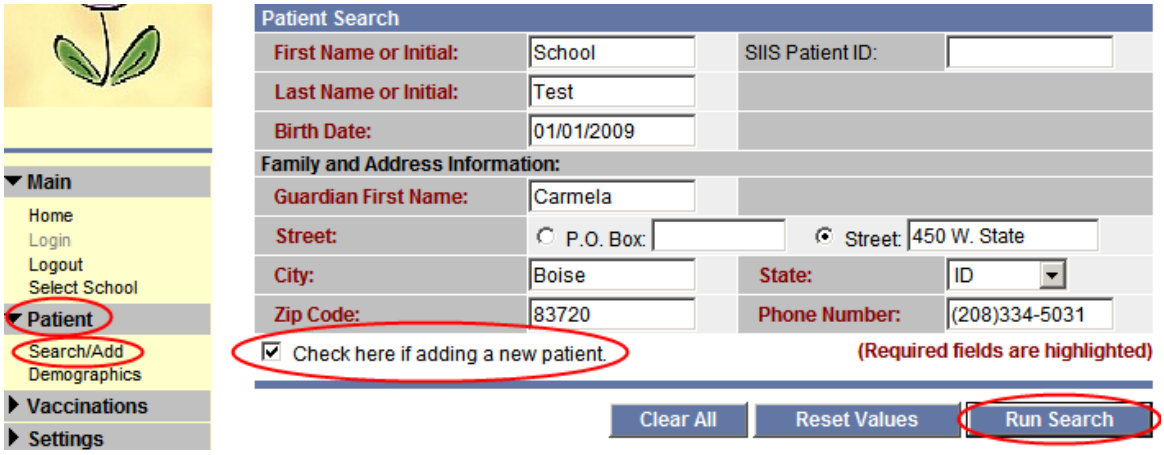


15. To search for additional student records in IRIS go to the **Patient Menu** click **Search/Add**. The **Patient Search** screen will appear.

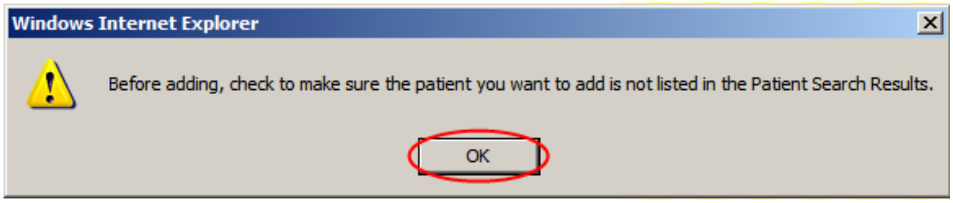
ADDING A STUDENT

You must have parental or guardian consent to add student immunization information to IRIS. Parental consent can be obtained by asking for a parent/guardian to sign an IRIS Consent Form provided by the Idaho Immunization Program (available on the IRIS homepage). Place signed IRIS Consent Forms in the student's cumulative file or health file.

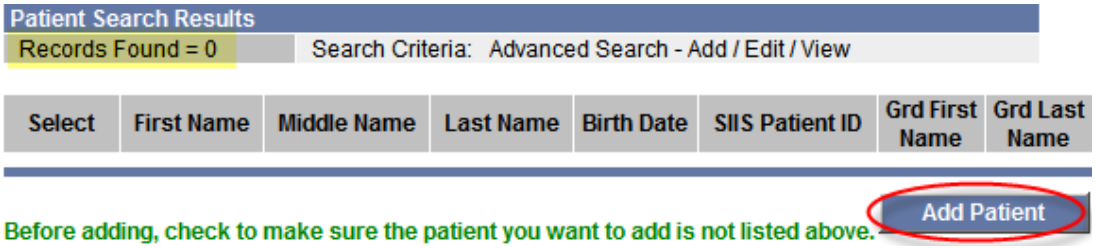
16. To add a student record to IRIS, select **Search/Add** from the **Patient Menu.** At the bottom of the **Patient Search** screen check the box that says **Check here if adding a new patient.** Fill in all **red** highlighted fields. Select **Run Search**.



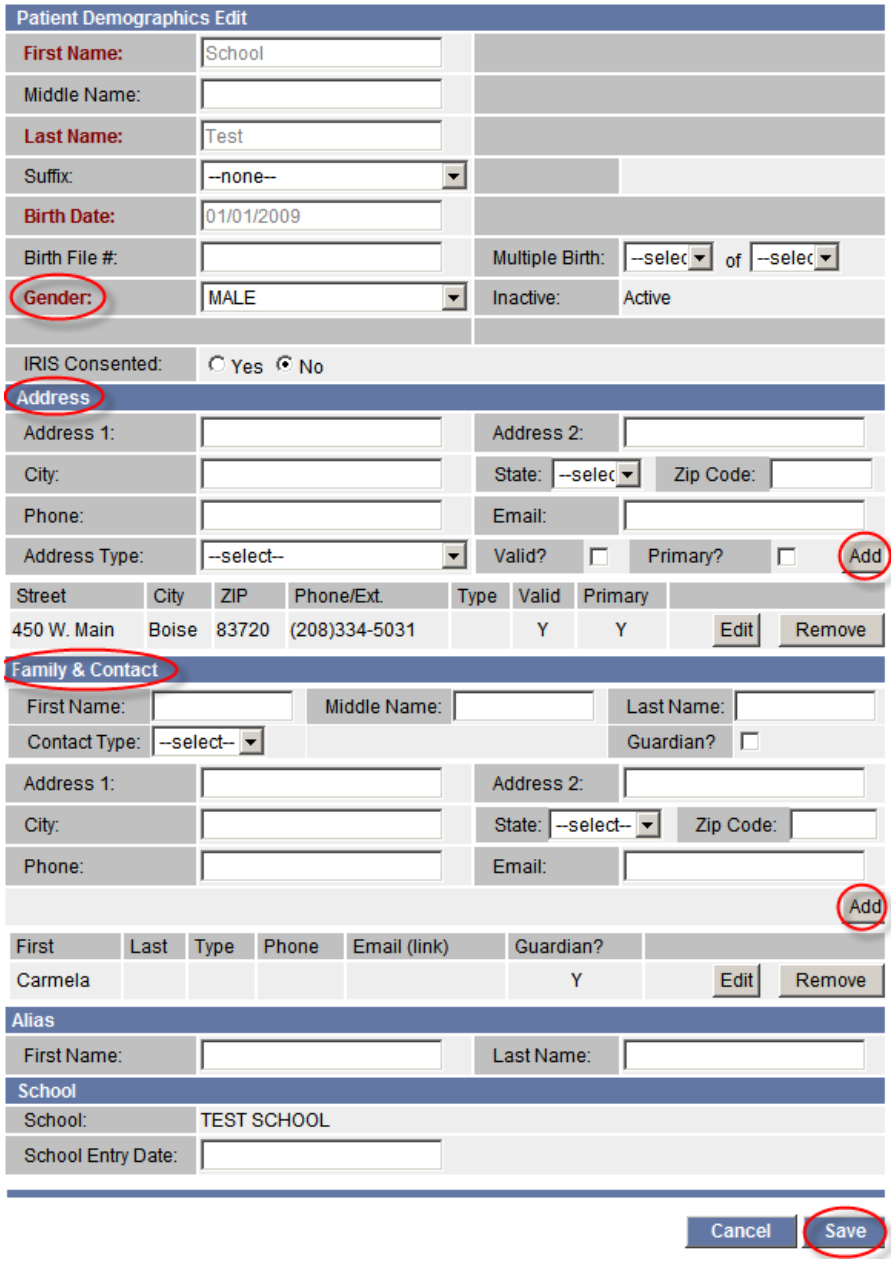
17. A pop-up box warning will appear. Click **OK**.



18. 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**.



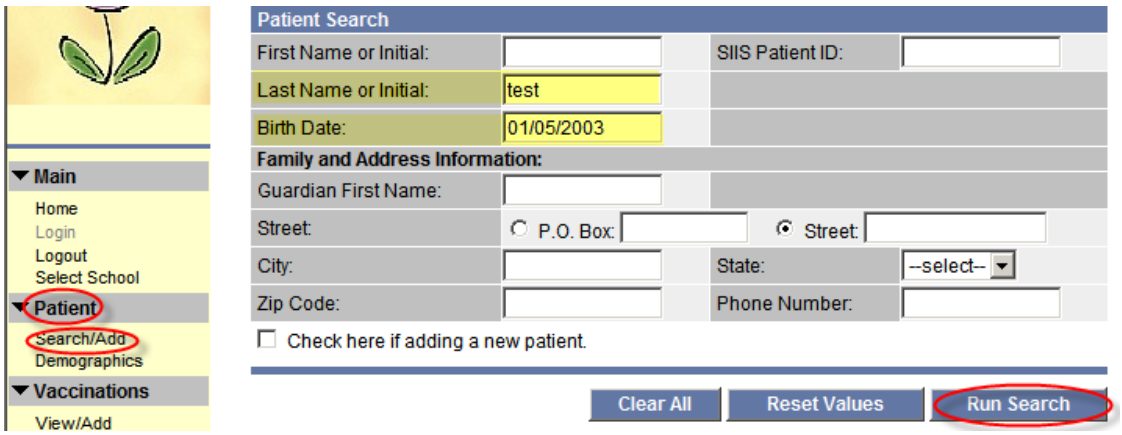
19. The **Patient Demographics Edit** screen will appear. You must add the student's **Gender, Address, Family & Contact** information. Click **Add** in the **Address** and **Family & Contact** sections. Click **Save**.



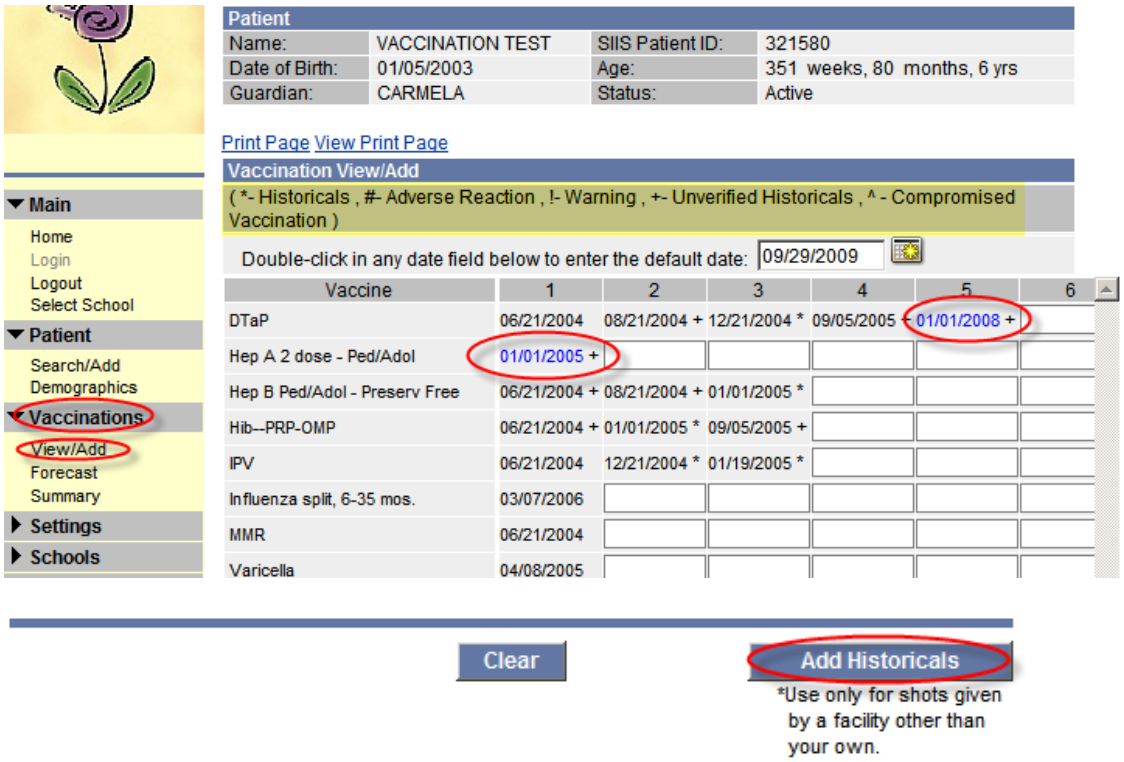
20. The **Patient Detail** screen displays once the patient demographics are saved. Again, be sure to select **Include on Reports** in the **School Reporting** section. Students not selected will **NOT** be included in reports. Verify that **School** and **Grade Level** are correct. Make changes using the drop down menus. Indicate student Exemptions by selecting None, Medical, Religious, or Personal. Click **Update**.

ADDING HISTORICAL VACCINATIONS

21. 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**.



22. 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.



***NOTE:** 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.

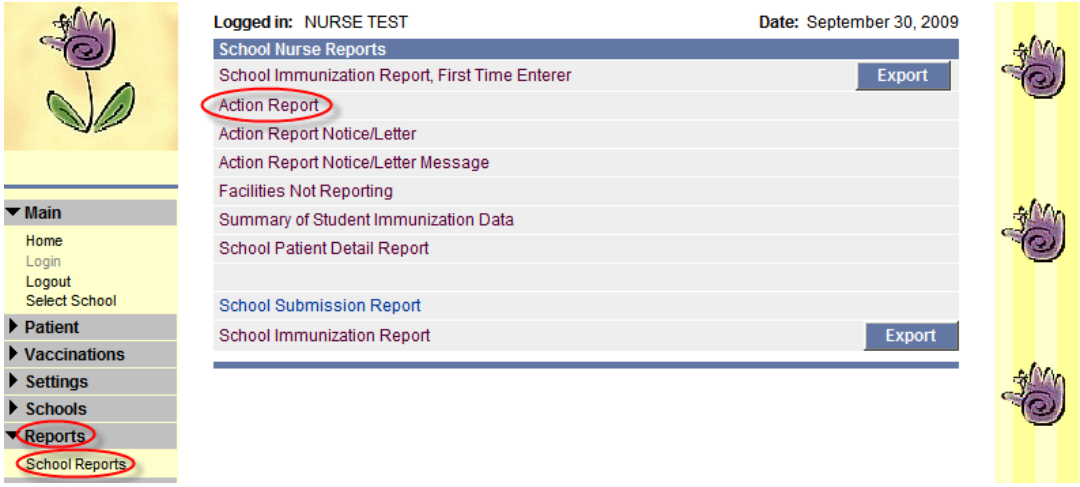
Table 1. Vaccine Types

Vaccine Type	Brand Name	What does it mean?
DTaP/Hep B/ IPV	Pediarix	A 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 US after 1996)
DT		Diphtheria and Tetanus vaccine
Tdap	Boostrix or Adacel	This vaccine is a Tetanus, Diphtheria, and acellular Pertussis booster vaccine for teens/adults (new 2005)
Td	-	This vaccine is a Tetanus and Diphtheria booster vaccine for teens/adults
IPV	-	Inactivated Polio vaccine
OPV	Trivalent	Oral Polio vaccine (no longer used in the US as of 1999)
MMR	MMRII	Measles, Mumps, and Rubella vaccine
MMR/Varicella	ProQuad	This is a combination vaccine containing Measles, Mumps, Rubella, and Varicella (chickenpox) (new 2006)
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	A combination vaccine containing Hepatitis B and *Haemophilus influenzae* type B
Hib-PRP-OMP	PedvaxHIB	*A 3 doses series Haemophilus influenzae* type B vaccine
Hib-PRP-T	ActHIB	*A 4 dose series Haemophilus influenzae* type B vaccine
Pneumococcal (PCV7)	Prevnar	Pneumococcal vaccine for kids <5 years
Meningococcal conjugate (MCV4)	Menactra	Bacterial Meningitis vaccine for teens/adults (new 2006)
HPV, quadrivalent	Gardasil	Human Papillomavirus vaccine for girls/women (new 2006)

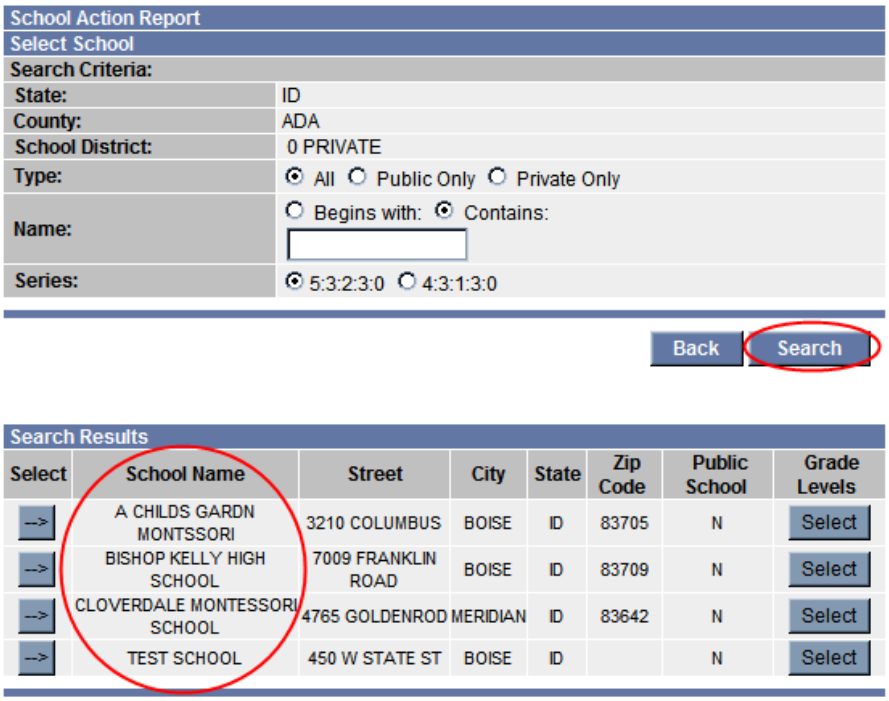
SCHOOL ACTION REPORT

The School Action Report allows for quick identification of students who have not met School Immunization Requirements.

23. 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.



24. The school you selected initially 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.



25. 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.

Search Results

Select	School Name	Street	City	State	Zip Code	Public School	Grade Levels
-->	TEST SCHOOL	450 W STATE ST.	BOISE	ID	83720	Private	Select

- ☐ Preschool
- ☑ Kindergarten
- ☑ First Grade
- ☐ Second
- ☐ Third
- ☐ Fourth
- ☐ Fifth
- ☐ sixth
- ☑ 7th Grade

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

Search Results

Select	School Name	Street	City	State	Zip Code	Public School	Grade Levels
-->	TEST SCHOOL	450 W STATE ST.	BOISE	ID	83720	Private	Select

27. 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

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

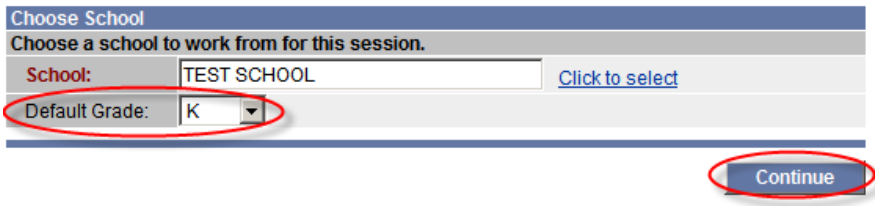
Vaccine Family	Dose	Recommended Date	Minimum Valid Date	Status
HEP-B 3 DOSE	1st	02/03/2001	02/03/2001	Past Due
DTaP/DT/Td/Tdap	2nd	08/06/2008	08/06/2008	Past Due
POLIO	2nd	08/06/2008	08/06/2008	Past Due
MMR	2nd	02/25/2009	02/25/2009	Past Due

SCHOOL IMMUNIZATION REPORT

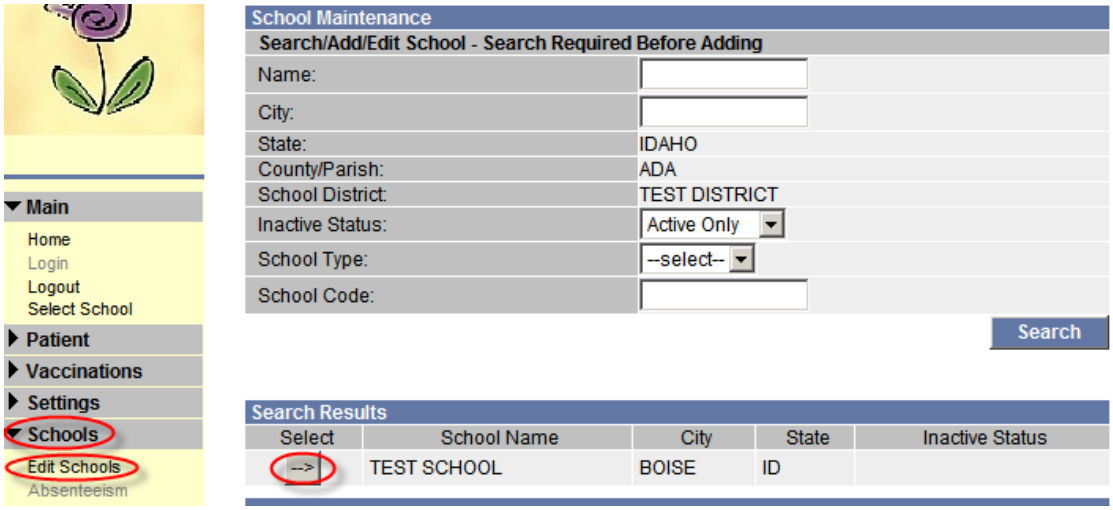
*The School Immunization Report is due **November 1st**.*

28. You **must Choose a School** in order to access the School Immunization Report. Do so by following the directions in the Choose School section.

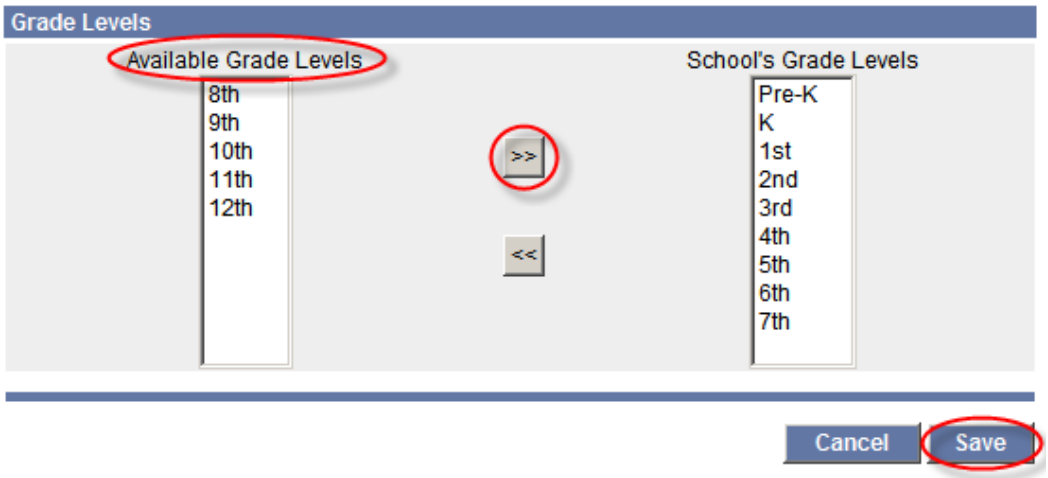
29. The **School** field on the **Choose School** screen will contain the name of the school you selected. Choose a **Default Grade** and click **Continue**.



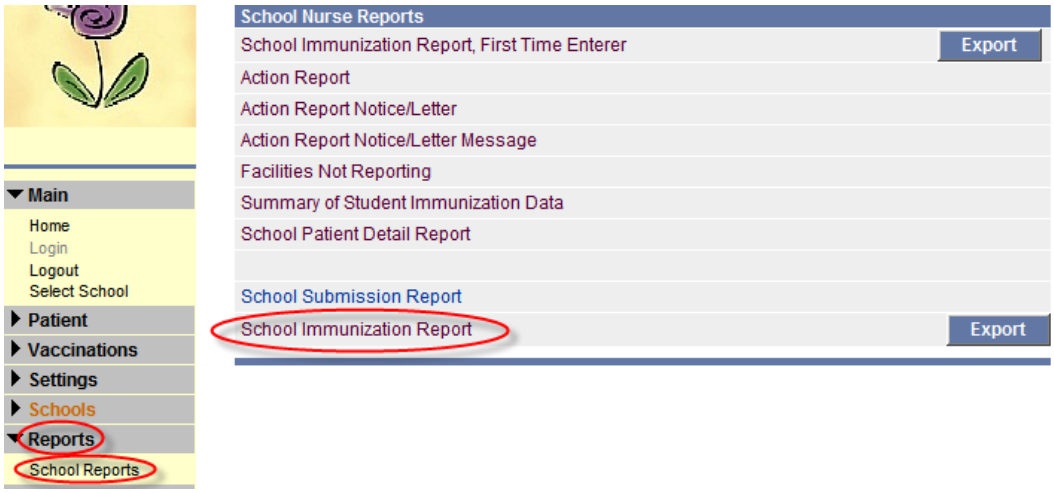
30. Before you can complete the School Immunization Report go the **Schools** menu and click **Edit Schools**. The **School Maintenance** and **Search Results** screens will appear. In the **Search Results** click on the arrow (-->) in the **Select** column next the name of the school you want to edit.



31. 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.



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



33. There are two options to complete and submit the School Immunization Report using IRIS.

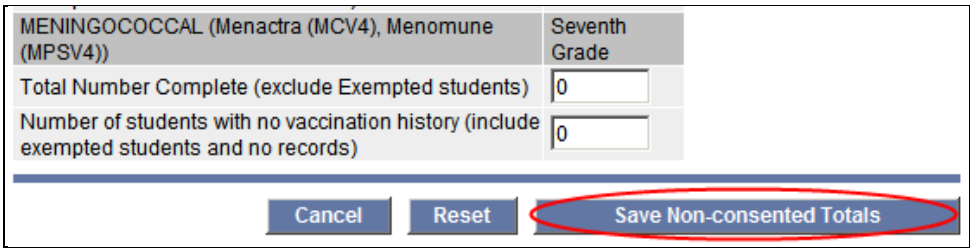
    a. IRIS can calculate the School Immunization Report for you. To do this you must search IRIS for all students enrolled in kindergarten, first, and seventh grade at your school. Refer to the **Student Search** instructions above for details on how to do this. IRIS will calculate whether these kids meet school requirements. You can account for student records not found in IRIS (Non-consented students) in the Non-Consented Totals section of IRIS. To do this, pull the immunization record for any child not in IRIS from your school files. Calculate if each student not in IRIS has met school requirements. Follow the instructions below on how to enter this cumulative data into the Non-Consented Values section of IRIS to complete the School Immunization Report.

    b. Calculate data for the School Immunization Report yourself and enter cumulative data into the Non-Consented Totals section of IRIS (similar to how you reported in the past).

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

Non-Consented Values			
Selected School: TEST SCHOOL			
TOTAL NON-CONSENTED STUDENTS	Kindergarten	First Grade	Seventh Grade
Total Number of Non-consented Students	4	0	0
TOTAL COMPLETE	Kindergarten	First Grade	Seventh Grade
Total Number Complete (exclude Exempted students)	1	0	0

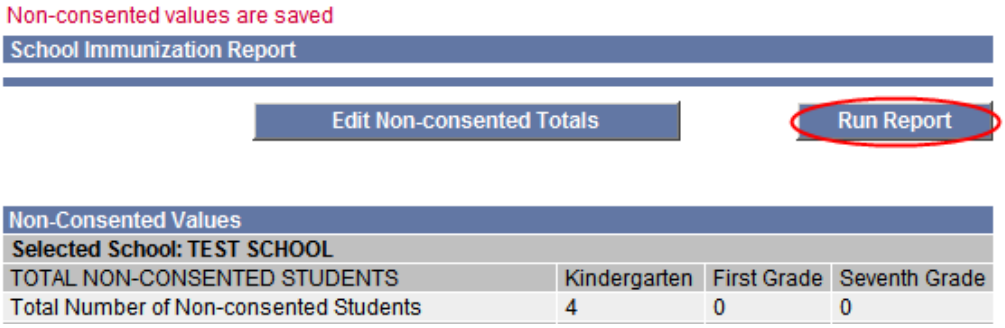
35. Type in the numbers you have calculated for each section. Scroll to the bottom of the **Edit Non-Consented Values** section and click **Save Non-Consented Totals**. If you receive any red error messages, the database is indicating that the information you have entered is not logical. Please review your entries to identify and remedy the problem.



MENINGOCOCCAL (Menactra (MCV4), Menomune (MPSV4))	Seventh Grade
Total Number Complete (exclude Exempted students)	0
Number of students with no vaccination history (include exempted students and no records)	0

Cancel | Reset | Save Non-consented Totals

36. To **<u>SUBMIT</u>** a final School Immunization Report click **Run Report** at the top of the **School Immunization Report** screen.



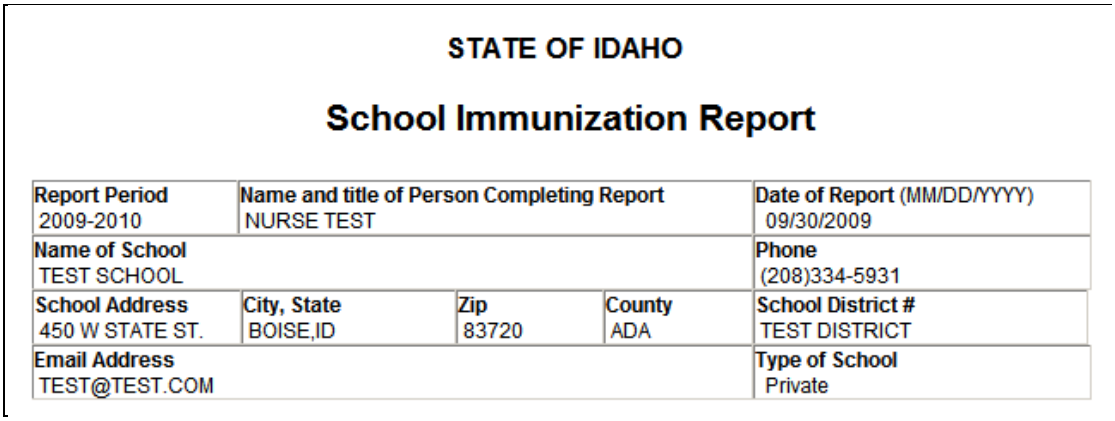
Non-consented values are saved

School Immunization Report

Edit Non-consented Totals | Run Report

Non-Consented Values			
Selected School: TEST SCHOOL			
TOTAL NON-CONSENTED STUDENTS	Kindergarten	First Grade	Seventh Grade
Total Number of Non-consented Students	4	0	0

37. A **State of Idaho School Immunization Report** will be created. This report combines all non-consented student data you just entered and all students you found a record on in IRIS (if you searched for student records in IRIS and selected **Include on Reports**).



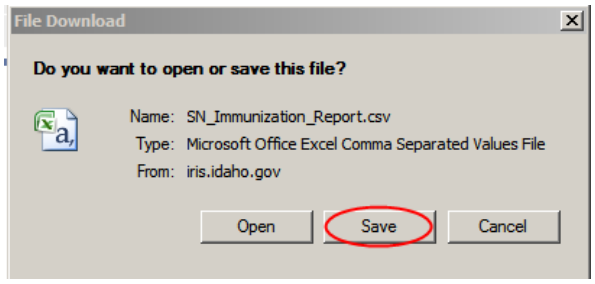
STATE OF IDAHO

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

38. Verify that the information entered into each section of the **State of Idaho School Immunization Report** is accurate. If there are no changes then click **Submit** at the bottom of the page. Please print or export a copy of the School Immunization Report for your records.

Submit

39. 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.

40. When promoted choose to **Save** the file. Open Microsoft Excel and open the file to view your report data.