

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. Those students who are already in the registry have consented and can be included in the School Immunization Report.

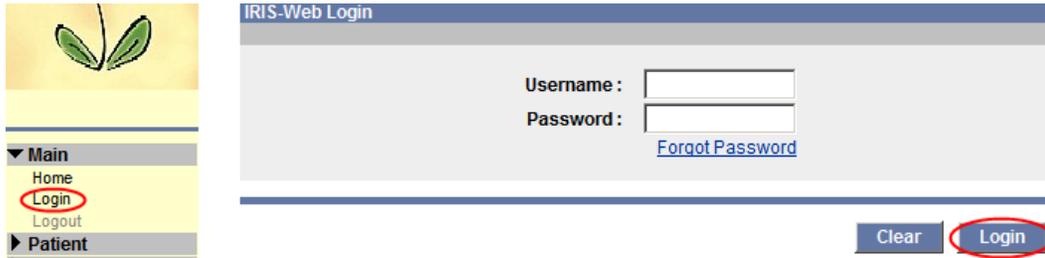
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IRIS School Module Training

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**.

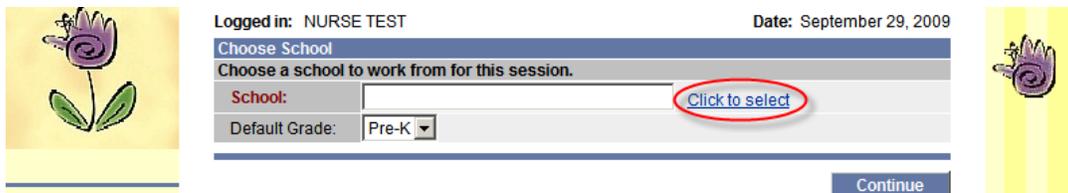


4. If this is the first time you have logged into the IRIS School Module, a **Confidentiality Agreement** will appear. After you have read the agreement, click the **Accept** button.
5. A list of **School Requirements** will appear, click **Continue**.



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 not be able to type a school name into the **School** field.
- *NOTE:** You **MUST Choose a School** in order to search for immunization records and access the School Immunization Report.



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

Select School - Microsoft Internet Explorer provided by Department of Health and We...

https://iris.idaho.gov/irisweb/select_school.jsp?stateCode=&countyCode=&schoolFacilityTypesOnly=

Select School

Search Criteria:

State: IDAHO

County: ADA

School District: TEST DISTRICT

Type: All Public Only Private Only

Name: Begins with: Contains:

Search

Search Results

Select	School Name	Street	City	State	Zip Code	Public School

Cancel Clear

- 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**.

Search Results

Select	School Name	Street	City	State	Zip Code	Public School
-->	A CHILDS GARDN MONTSSORI	3210 COLUMBUS	BOISE	ID	83705	N
-->	BISHOP KELLY HIGH SCHOOL	7009 FRANKLIN ROAD	BOISE	ID	83709	N
-->	CLOVERDALE MONTESSORI SCHOOL	4765 GOLDENROD	MERIDIAN	ID	83642	N
-->	TEST SCHOOL	450 W STATE ST	BOISE	ID		N

Cancel Clear

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

Logged in: NURSE TEST Date: September 28, 2009

Choose School

Choose a school to work from for this session.

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

Default Grade: Pre-K

Continue

Main

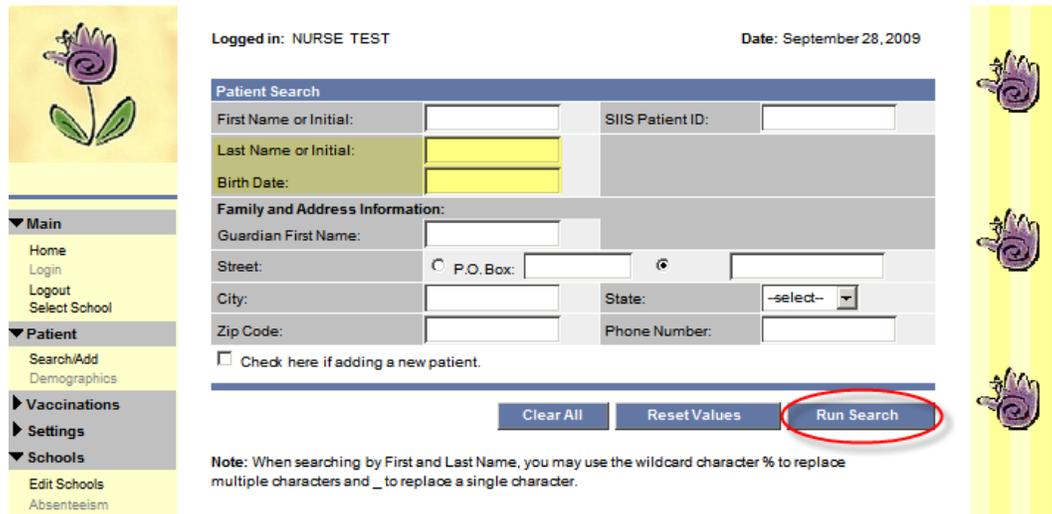
Home

Login

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**.



Logged in: NURSE TEST Date: September 28, 2009

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:

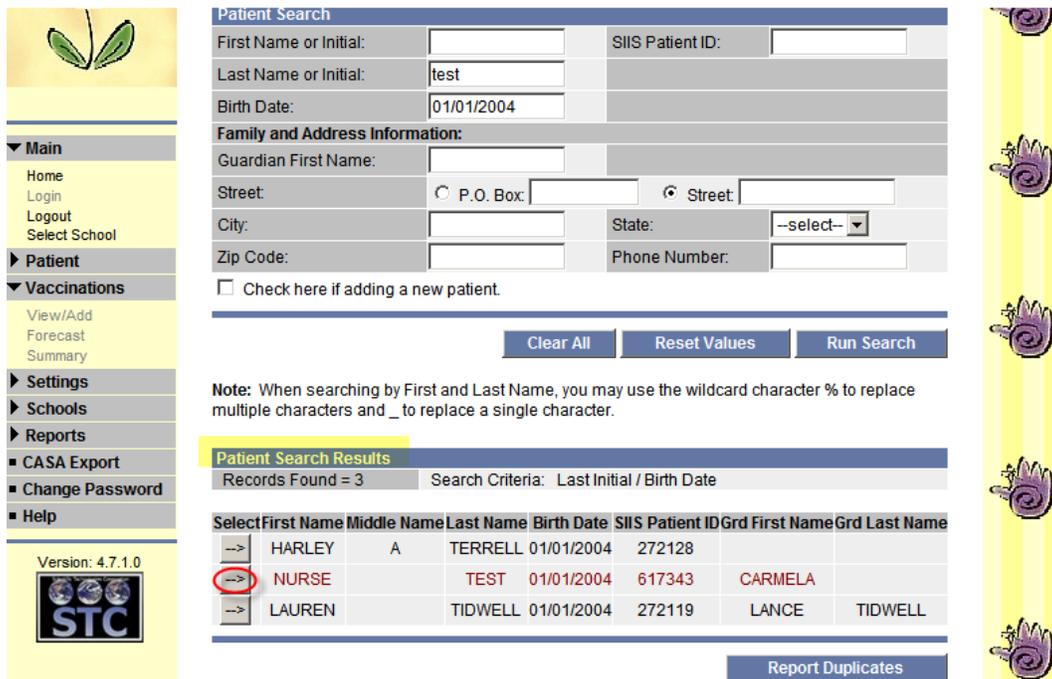
Zip Code: Phone Number:

Check here if adding a new patient.

Clear All Reset Values **Run Search**

Note: When searching by First and Last Name, you may use the wildcard character % to replace multiple characters and _ to replace a single character.

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.



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

Note: When searching by First and Last Name, you may use the wildcard character % to replace multiple characters and _ to replace a single character.

Patient Search Results

Records Found = 3 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		
-->	NURSE		TEST	01/01/2004	617343	CARMELA	
-->	LAUREN		TIDWELL	01/01/2004	272119	LANCE	TIDWELL

Report Duplicates

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**.

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:
 IRIS Consented: No
 Birth Date: 01/01/2004
 Multiple Birth: 1 of 1

School Reporting

School: TEST SCHOOL
 Grade Level: Pre-K
 Exemption: None Medical Religious Personal
 Include on Reports:
 Edit 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.

Patient

Name: NURSE TEST
 Date of Birth: 01/01/2004
 Guardian: CARMELA
 SIIS Patient ID: 617343
 Age: 299 weeks, 68 months, 5 yrs
 Status: Active

[Print Page](#) [View Print Page](#)

Vaccination View/Add
 (* - Historicals , #- Adverse Reaction , !- Warning , +- Unverified Historicals , ^ - Compromised Vaccination)

Double-click in any date field below to enter the default date: 09/29/2009

Vaccine	1	2	3	4	5	6
DTaP	07/01/2005 + 01/01/2008 +					
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 +					
Hep B Ped/Adol - Preserv Free	01/01/2004 +					

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

Vaccination Forecast
 The forecast automatically switches to the accelerated schedule when a patient is behind schedule.

Vaccine Family	Dose	Recommended Date	Minimum Valid Date	Overdue Date	Status
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

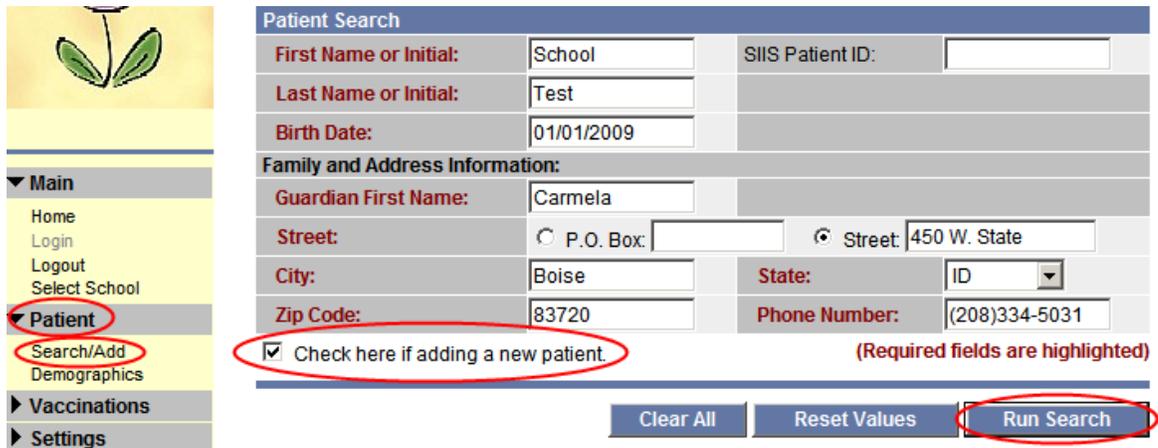
* DTaP or DT should be given to patients under 7 years of age. Td should be given to patients over 7 years of age. Patients over the age of 11 should receive one dose of Tdap.
 ** If an adolescent has already begun the routine 3 dose Hep-B schedule, they should not be changed to the 2 dose schedule.

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.

- 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**.



Patient Search

First Name or Initial: School **SIIIS Patient ID:**

Last Name or Initial: Test

Birth Date: 01/01/2009

Family and Address Information:

Guardian First Name: Carmela

Street: P.O. Box: Street: 450 W. State

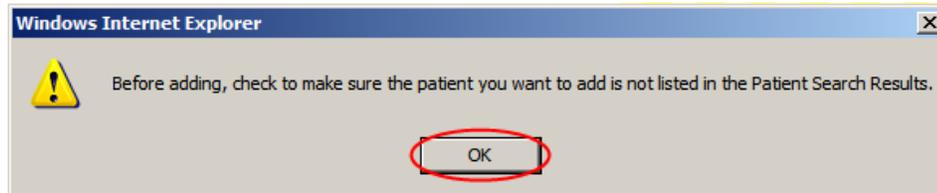
City: Boise **State:** ID

Zip Code: 83720 **Phone Number:** (208)334-5031

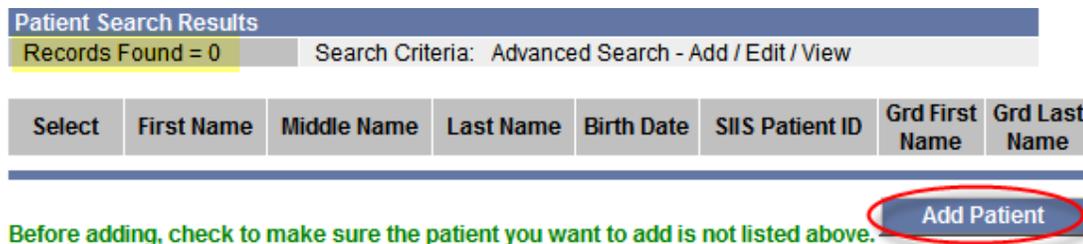
Check here if adding a new patient. (Required fields are highlighted)

Clear All Reset Values **Run Search**

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



- 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**.



Patient Search Results

Records Found = 0 Search Criteria: Advanced Search - Add / Edit / View

Select	First Name	Middle Name	Last Name	Birth Date	SIIIS Patient ID	Grd First Name	Grd Last Name
--------	------------	-------------	-----------	------------	------------------	----------------	---------------

Before adding, check to make sure the patient you want to add is not listed above. **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**.

Patient Demographics Edit

First Name: School
 Middle Name:
 Last Name: Test
 Suffix: --none--
 Birth Date: 01/01/2009
 Birth File #:
 Multiple Birth: --select-- of --select--
 Gender: MALE
 Inactive: Active
 IRIS Consented: Yes No

Address

Address 1:
 Address 2:
 City: State: --select-- Zip Code:
 Phone: Email:
 Address Type: --select-- Valid? Primary? **Add**

Street	City	ZIP	Phone/Ext.	Type	Valid	Primary	
450 W. Main	Boise	83720	(208)334-5031		Y	Y	Edit Remove

Family & Contact

First Name: Middle Name: Last Name:
 Contact Type: --select-- Guardian?
 Address 1: Address 2:
 City: State: --select-- Zip Code:
 Phone: Email:
Add

First	Last	Type	Phone	Email (link)	Guardian?	
Carmela					Y	Edit Remove

Alias

First Name: Last Name:

School

School: TEST SCHOOL
 School Entry Date:

Cancel **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**.

School Reporting

School: TEST SCHOOL **Include on Reports:**

Grade Level: Pre-K
 Exemption: None Medical Religious Personal
Edit **Update**

ADDING HISTORICAL VACCINATIONS

- 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**.

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**

- 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.

Patient

Name: VACCINATION TEST SIIS Patient ID: 321580

Date of Birth: 01/05/2003 Age: 351 weeks, 80 months, 6 yrs

Guardian: CARMELA Status: Active

[Print Page](#) [View Print Page](#)

Vaccination View/Add

(* - Historicals , # - Adverse Reaction , ! - Warning , + - Unverified Historicals , ^ - Compromised Vaccination)

Double-click in any date field below to enter the default date:

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					
Varicella	04/08/2005					

Clear **Add Historicals**

*Use only for shots given by a facility other than your own.

***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.

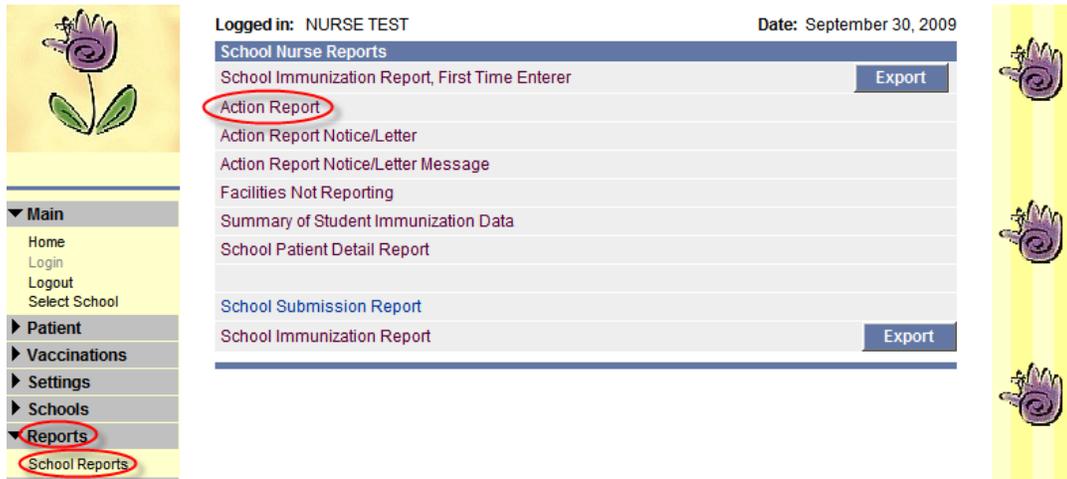
Table 1. Vaccine Types

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 <i>Haemophilus influenzae</i> type B
Hib-PRP-OMP	PedvaxHIB	A 3 doses series <i>Haemophilus influenzae</i> type B vaccine
Hib-PRP-T	ActHIB	A 4 dose series <i>Haemophilus influenzae</i> 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.

- 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.



The screenshot shows the IRIS School Module interface. On the left is a navigation menu with categories: Main (Home, Login, Logout, Select School), Patient, Vaccinations, Settings, Schools, Reports (School Reports), and a flower icon. The main content area shows the user is logged in as 'NURSE TEST' on 'September 30, 2009'. Under the 'School Nurse Reports' section, the 'Action Report' option is circled in red. Other options include 'School Immunization Report, First Time Enterer', 'Action Report Notice/Letter', 'Action Report Notice/Letter Message', 'Facilities Not Reporting', 'Summary of Student Immunization Data', 'School Patient Detail Report', 'School Submission Report', and 'School Immunization Report'. There are 'Export' buttons next to the first and last items. A vertical yellow bar with three flower icons is on the right side of the interface.

- 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.

School Action Report	
Select School	
Search Criteria:	
State:	ID
County:	ADA
School District:	0 PRIVATE
Type:	<input checked="" type="radio"/> All <input type="radio"/> Public Only <input type="radio"/> Private Only
Name:	<input type="radio"/> Begins with: <input checked="" type="radio"/> Contains: <input type="text"/>
Series:	<input checked="" type="radio"/> 5:3:2:3:0 <input type="radio"/> 4:3:1:3:0

[Back](#) [Search](#)

Search Results							
Select	School Name	Street	City	State	Zip Code	Public School	Grade Levels
->	A CHILDS GARDN MONTSSORI	3210 COLUMBUS	BOISE	ID	83705	N	Select
->	BISHOP KELLY HIGH SCHOOL	7009 FRANKLIN ROAD	BOISE	ID	83709	N	Select
->	CLOVERDALE MONTESSORI SCHOOL	4765 GOLDENROD	MERIDIAN	ID	83642	N	Select
->	TEST SCHOOL	450 W STATE ST	BOISE	ID		N	Select

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
	<input type="checkbox"/>	Preschool					
	<input checked="" type="checkbox"/>	Kindergarten					
	<input checked="" type="checkbox"/>	First Grade					
	<input type="checkbox"/>	Second					
	<input type="checkbox"/>	Third					
	<input type="checkbox"/>	Fourth					
	<input type="checkbox"/>	Fifth					
	<input type="checkbox"/>	sixth					
	<input checked="" type="checkbox"/>	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**.

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

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

Default Grade: K

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.

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

Search Results

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

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.

Grade Levels

Available Grade Levels

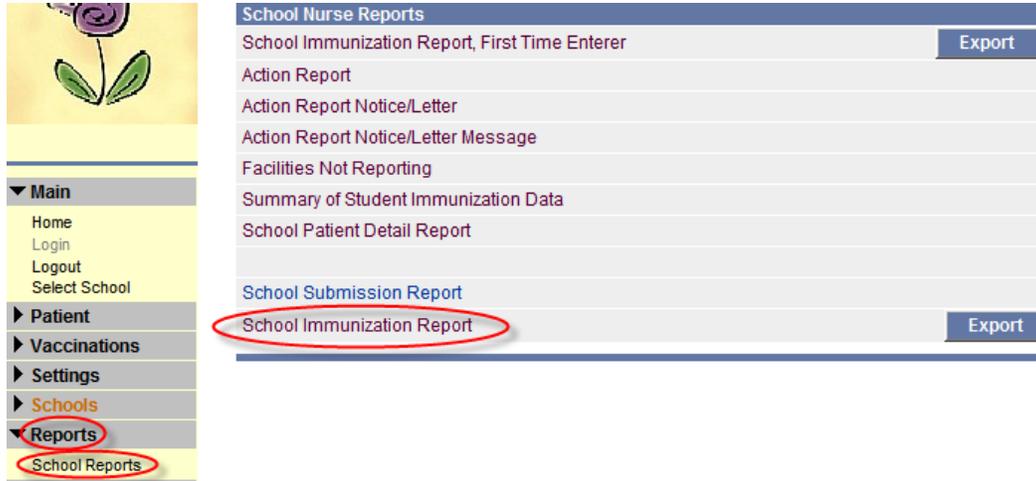
8th
9th
10th
11th
12th

School's Grade Levels

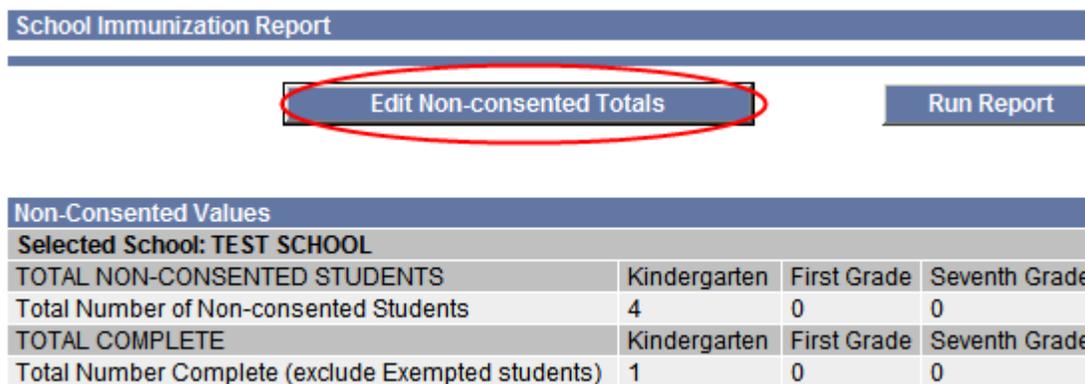
Pre-K
K
1st
2nd
3rd
4th
5th
6th
7th

Cancel Save

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.
- 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 Values 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.
 - Calculate data for the School Immunization Report yourself and enter cumulative data into the Non-Consented Values 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.



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**.

MENINGOCOCCAL (Menactra (MCV4), Menomune (MPSV4))	Seventh Grade
Total Number Complete (exclude Exempted students)	<input type="text" value="0"/>
Number of students with no vaccination history (include exempted students and no records)	<input type="text" value="0"/>

36. To **SUBMIT** 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

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**).

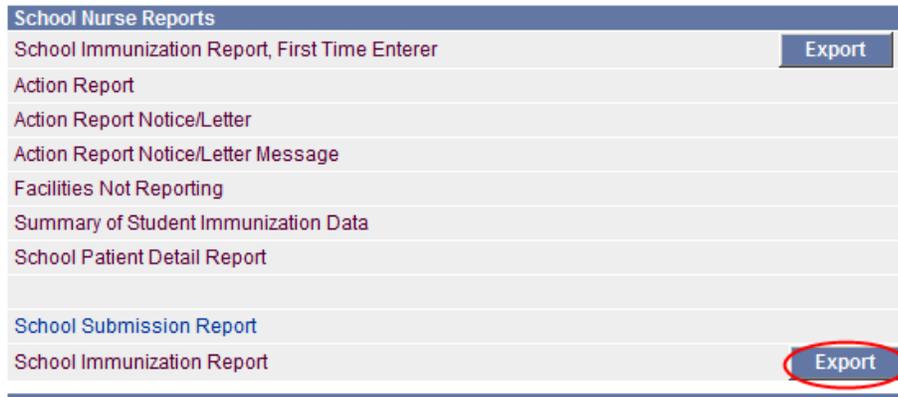
STATE OF IDAHO

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 your report is considered as having been submitted. Please print or export a copy of the School Immunization Report for your records.

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

