

DOCIIS 2.0

Training Modules

DC Health/Immunization Division | April 2022

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Sign in/select your school

1. Enter: <https://dccb1web.stchealthops.com/iweb/> for Login Page
2. Side Bar Navigation – Drop down **MAIN** - select **LOGIN**
3. Enter **USERNAME** and **PASSWORD** - click **LOGIN**.
4. If you are a school nurse **working multiple schools**, click - **CLICK TO SELECT** button.
5. A Pop-up box appears to complete your selection process.
 - a. Choose **COUNTY**. Choose "District Of Columbia"
 - b. The **SCHOOL DISTRICT** will reflect your user credentials
 - c. PUBLIC SCHOOL for DCPS user accounts; and PUBLIC CHARTER SCHOOL for PCS user accounts.
 - a. Type the school's name in the **NAME** field to search for a particular school
 - b. Click **SEARCH** to show a listing of schools
 - c. Click **CLEAR** to clear out search fields.
 - d. Click **CANCEL** to exit select school screen.
6. The **SEARCH RESULTS** will populate with schools matching the criteria selected.
 - a. Click on the **arrow** under "Select" in the far-left column.
7. Click **CONTINUE** to work with your selected school.

4

Organization: DC HEALTH (1859)

Date: February 28, 2022

Choose School

Choose a school to work from for this session.

School:

Default Grade: Pre-K ▼

[Click to select](#)

5

DOCIS-Select School - Work - Microsoft Edge

https://dccb1web.stchealthops.com/iweb/select_school.jsp?stateCode=8&county=...

Select School

Search Criteria:

State: DISTRICT OF COLUMBIA

County: DISTRICT OF COLUMBIA

School District: PUBLIC SCHOOLS

Type: ☒ All ☐ Public Only ☐ Private Only

Name:

☐ Begins with: ☐ Contains:

Select School

Search Criteria:

State: DISTRICT OF COLUMBIA

County: DISTRICT OF COLUMBIA

School District: PUBLIC SCHOOLS

Type: ☒ All ☐ Public Only ☐ Private Only

Name:

☐ Begins with: ☐ Contains:

[Search](#)

6

Select	School Name	Street	City	State	Zip Code	Public School
→	ACADEMY FOR IDEAL EDUCATION	33 RIGGS ROAD NE	WASHINGTON	DC	20011	Private
→	ADAMS ELEMENTARY SCHOOL	2020 19TH ST NW	WASHINGTON	DC	20009-1308	Public
→	ADVANCEPATH ACADEMY			DC		Public
→	ANACOSTIA HIGH SCHOOL	1601 16TH ST SE	WASHINGTON	DC	20020-5503	Public
→	BARD HIGH SCHOOL EARLY COLLEGE DC			DC		Public
→	BENJAMIN BANNEKER HS			DC		Public
→	BRIGHT BEGINNINGS INC.			DC		Public
→	BROOKLAND MS			DC		Public
→	BROWNE EC			DC		Public
→	BRUCE MONROE ES AT PARK VIEW			DC		Public
→	CAPITOL HILL MONTESSORI SCHOOL AT LOGAN			DC		Public
→	CARDOZO EC			DC		Public
→	CARE CENTER AT SHAW JHS-RELIG			DC		Public
→	CHILD & FAMILY SERVICES- REGULAR ED			DC		Public
→	CHOICE ACADEMY @ WASH MET			DC		Public
→	CHOICE ACADEMY AT EMERY			DC		Public
→	COLUMBIA HEIGHTS EC (CHEC)			DC		Public
→	DC YOUTH RE-ENGAGEMENT CENTER			DC		Public
→	INCARCERATED YOUTH PROGRAM CORRECTIONAL DETENTION FACILITY			DC		Public

[Cancel](#) [Reset](#) [Clear](#)

7

Choose School

Choose a school to work from for this session.

School: ADAMS ELEMENTARY SCHOOL [Click to select](#)

Default Grade: Pre-K ▼

[Continue](#)

Search for students

REMINDER: A school must be selected to view the Student list.

- After a school is selected, the **Patient Search** screen appears.
 - Patients = Students.**
 - Users can also access this page by clicking on the
 - SEARCH/ADD button in the left pane navigation under Patient Section.
- To search for students,
 - Enter the first name and birth date (DOB) of the student
 - DOB: **enter 2-digit Month (MM) / 2-digit day (DD) / 4-digit year (YYYY).**

Note: Users only enter in numbers for the DOB.

- Use the **%** symbol after the name or initial. This will allow the system to call up all students within the search criteria chosen. The **%** symbol will search for multiple matches of students' first or last names.
- In this example, the user is going to search for all students as follows:
 - First letter **%**
 - Last name **%TEST**
 - Click **SEARCH** for results.
 - To view all entries, you can
 - Expand the box **SHOW -- ENTRIES**, or
 - Use the **Arrows** to advance through the list of names
 - To view individual students, click on **Student's First Name**
 - To reset the **Search** screen, click on **Clear** button.

1

4

First Name	Last Name	Birth Date	SIIS Patient ID	Grd First Name	Grd Last Name
AARON	TEST	02/01/1990	677		
ADAM	TEST	10/04/2015	1243	MARLIN	TEST
AMY	TEST	02/01/2007	1222	ROBERT	WILLIAMS
BEN	TEST	07/01/1990	671		
BENIFER	TEST	07/04/1990	1223		
CALLIE	AMBTES	01/18/1992	1289		
CALLIE	AMBTES	03/12/1991	1284		
CAROLINE	TEST	04/01/1990	260		
CHRISTIAN	LEE	03/17/2017	1301	MOM	JANE
CHRISTIAN	TEST	03/17/2018	1317		

Showing 1 to 10 of 41 entries

Report Duplicates

Edit student demographics

REMINDER: Patients = Students

Users can also access this page by clicking on the **DEMOGRAPHICS** button in the left pane navigation under **Patient Section**.

UPDATING STATUS: Users can update the grade of the student within the Patient Status Screen.

STUDENT SEARCH REVIEW - EXAMPLE:

- First letter %
- Last name %TEST
- Click **SEARCH** for results.
- To view all entries, expand the box to **SHOW- 50 -**
- ENTRIES** or Use the **Arrows** to advance through the list of names

- The Patient Status Page opens displaying the “Test” student’s information.
 - Click **EDIT** to make any changes to the Student’s record.
 - The **EDIT** screen will open. Fields in **RED** are required to save the changes.
 - Click on **INCLUDE ON REPORTS** to ensure the student is in your school reports.
- On this screen, you can:
 - Add Patient Name, Sex, Race, Ethnicity and additional miscellaneous data.
 - Add Patient Primary and Additional Address Information
 - Add Patient Primary and Additional Phone Numbers
 - Add Patient Primary and Additional Family & Contact Information
 - Add Patient School Entry Date

1

Patient Status		
State Level:	Active	Organization Level:
County Level:	Active (District Of Columbia)	Inactive

Patient Detail		
First Name:	TEST	Street:
Middle Name:		City:
Last Name:	TEST	County:
Birth Date:	01/10/2001	State:
Multi Birth Indicator:	N	Zip Code:
Birth Order:		Home Phone:
Sex:	MALE	Cell Phone:
Student ID:		
Guardian Name:		

+ Patient Specific Reports

School Reporting		
School:	ADAMS ELEMENTARY SCHOOL	Include on Reports:
Grade Level:	K	
School Entry Date:		

Cancel **Edit** Update

2

Patient Demographics Edit				
State Level:		Active	Organization Level:	Inactive
County Level:		Active (District Of Columbia)		

Patient		Race:	
First Name:	TEST	White	
Middle Name:		Black or African American	
Last Name:	TEST	Asian	
Suffix:	--none--	Ethnicity:	--select--
Birth Date:	01/10/2001	SSN:	
Birth File #:		Birth Order:	Single Birth
Sex:	MALE	Nationality:	--select--
		Passport #:	
		Visa #:	

Address		City:	
Address:		State:	--select--
Address 2:		Zip Code:	
Country:	United States of America	Valid?	<input type="checkbox"/>
County/Parish:	--select--	Primary?	<input type="checkbox"/>
Address Type:	--select--	Add	

Patient Phone Number(s)		Phone Use Code		Equipment Type	
Phone Number	Extension:	--select--		--select--	

Family & Contact		Middle Name:		Last Name:	
First Name:					
Contact Type:	--select--	SSN:		Guardian?	<input type="checkbox"/>
Address 1:					
Address 2:		City:		State:	--select--
Country:	United States of America	Zip Code:			
Phone Number		Phone Use Code		Equipment Type	
		--select--		--select--	
Email:					

First	Last	Type	Phone Number	Guardian?	Phone Use Code	Equipment Type
+ School						

Cancel **Save**

Update/add student address

REMINDER: Patients = Students

Users can also access this page by clicking on the **DEMOGRAPHICS** button in the left pane navigation under **Patient Section**.

TRAINING REVIEW: PATIENT SEARCH

- First letter % - Last name %TEST
- Click **SEARCH** for results.
- To view all entries, expand the box to **SHOW- 50 – ENTRIES**, or
- Use the **Arrows** to advance through the list of names

- The Patient Status Page opens displaying the “Test” student’s information.

- Click **EDIT** to make changes to the **Student’s Address**.
- The **EDIT** screen will open.
- Fields in RED are required** to save changes.
- The **Patient Demographics Edit** screen opens.

- Go to the Address Section. In this section you can:
 - Click **REMOVE** to delete the address completely.
 - Click **EDIT** to make changes to the current address
 - Click **ADD** to enter additional addresses

- TO EDIT:
 - Click **EDIT** next to the address you wish to edit.
 - A dialog box will appear. Click **OK**.
 - The Address section auto-fills, ready to edit.
 - Review and edit the **Valid** and **Primary** check boxes as well

- TO ADD:
 - Click **ADD**. A blank, gray line will open under the current address.
 - Click **EDIT** next to the blank link to enter address information.
 - Click **UPDATE**.
 - A dialog box appears. Click **OK**

- Click **SAVE** after any changes have been completed.
 - The Patient (student) Status Page opens again displaying **“Patient record updated successfully”**.

1

Patient Status

State Level: Active

County Level: Active (District Of Columbia)

Organization Level: Inactive

Patient Detail

First Name: TEST

Middle Name:

Last Name: TEST

Birth Date: 01/10/2012

Multi Birth Indicator: N

Birth Order:

Sex: FEMALE

Student ID:

Guardian Name: ALLEN

Street: 5052 LEARNING WAY SW

City: WASHINGTON

County: DISTRICT OF COLUMBIA

State: 20009

Zip Code: 20009

Home Phone: (202)121-1212

Cell Phone:

+ Patient Specific Reports

School Reporting

School: ADAMS ELEMENTARY SCHOOL

Grade Level: K

School Entry Date:

Include on Reports: ☒

Cancel Edit Update

2

Patient Demographics Edit

Patient Status

State Level: Active

County Level: Active (District Of Columbia)

Organization Level: Inactive

Patient

First Name: TEST

Middle Name:

Last Name: TEST

Suffix: --none--

Birth Date: 01/10/2012

Birth File #:

Sex: FEMALE

Race: White

Black or African American

Asian

Ethnicity: Hispanic or Latino

SSN: - - -

Birth Order: Single Birth

Nationality: --select--

Passport #:

Visa #:

Student ID:

Address

Address:

Address 2:

Country: United States of America

County/Parish: --select--

Address Type: --select--

City: WASHINGTON

State: --select--

Zip Code: 20009

Email:

Valid? ☐

Primary? ☐

Add

3

Address:

Address 2:

Country: United States of America

County/Parish: DISTRICT OF COLUMBIA

Address Type:

City: WASHINGTON

State: DC

Zip Code: 20009

Email:

Valid? ☒

Primary? ☒

Update

Street: 5052 LEARNING WAY SW

City: WASHINGTON

ZIP: 20009

Type: Y

Valid: Y

Primary: Y

Remove

4

Street: 5052 LEARNING WAY SW

City: WASHINGTON

ZIP: 20009

Type: Y

Valid: Y

Primary: Y

Edit

Remove

Street: 5052 LEARNING WAY SW

City: WASHINGTON

ZIP: 20009

Type: N

Valid: N

Primary: N

Edit

Remove

5

Cancel

Save

• Patient record updated successfully

Patient Status

State Level: Active

County Level: Active (District Of Columbia)

Organization Level: Inactive

DC HEALTH
 GOVERNMENT OF THE DISTRICT OF COLUMBIA

School Nurse Module Job Aid Rev. 3/2022

Update/add student phone number

REMINDER: Patients = Students

Users can also access this page by clicking on the **DEMOGRAPHICS** button in the left pane navigation under **Patient Section**.

TRAINING REVIEW: STUDENT SEARCH

- First letter % - Last name %TEST
- Click **SEARCH** for results.
- To view all entries, expand the box to **SHOW- 50 - ENTRIES**, or
- Use the **Arrows** to advance through the list of names

- The Patient Status Page opens displaying the "Test" student's information.
 - Click **EDIT** to make changes to the **Student's Phone Number**.
 - The **EDIT** screen will open. **Fields in RED are required** to save any changes.
 - The **Patient Demographics Edit** screen opens.

1

Patient Status
 State Level: Active
 County Level: Active (District Of Columbia)
 Organization Level: Inactive

Patient Detail
 First Name: TEST
 Middle Name:
 Last Name: TEST
 Birth Date: 01/10/2012
 Multi Birth Indicator: N
 Birth Order:
 Sex: FEMALE
 Student ID:
 Guardian Name: ALLEN
 Street: 5052 LEARNING WAY SW
 City: WASHINGTON
 County: DISTRICT OF COLUMBIA
 State: DISTRICT OF COLUMBIA
 Zip Code: 20009
 Home Phone: (202)121-1212
 Cell Phone:

+ Patient Specific Reports
School Reporting
 School: ADAMS ELEMENTARY SCHOOL
 Grade Level: K
 School Entry Date:
 Include on Reports: ☒

Cancel Edit Update

- Go to the Phone Number Section. In this section you can:
 - Click **REMOVE** to delete a phone number completely.
 - Click **EDIT** to make changes to any current phone numbers.
 - Click **ADD** to enter additional phone numbers

2

- Patient Phone Number(s)

Phone Number	Extension	Phone Use Code	Equipment Type	Primary	
(202)121-1212		Primary residence number	Fax	<input checked="" type="radio"/>	Edit Remove
(202)983-2921		Work number	Telephone	<input type="radio"/>	Edit Remove
		--select--	--select--	<input type="radio"/>	Add

- TO EDIT:
 - Click **EDIT** next to the phone number you wish to edit. The line will highlight in yellow. Make edits.
 - Click **UPDATE**.
 - Continue to edit any other number listed by clicking **EDIT** next to each line, then click **UPDATE**.

3

- Patient Phone Number(s)

Phone Number	Extension	Phone Use Code	Equipment Type	Primary	
(202)121-1212		Primary residence numb	Fax	<input checked="" type="radio"/>	Update Edit Remove
(202)983-2921		Work number	Telephone	<input type="radio"/>	Edit Remove
		--select--	--select--	<input type="radio"/>	Add

- TO ADD:
 - You **MUST FIRST** enter the Phone Number and Phone Use Code.
 - The Equipment Type is optional.
 - After the information is entered, click **ADD**

4

- Patient Phone Number(s)

Phone Number	Extension	Phone Use Code	Equipment Type	Primary	
(202)121-1212		Primary residence number	Fax	<input checked="" type="radio"/>	Edit Remove
(202)983-2921		Work number	Telephone	<input type="radio"/>	Edit Remove
		--select--	--select--	<input type="radio"/>	Add

- Click **SAVE** after any changes have been completed.
 - The Patient (student) Status Page opens again displaying "Patient record updated successfully".

5

- Patient Phone Number(s)

Phone Number	Extension	Phone Use Code	Equipment Type	Primary	
(202)121-1212		Primary residence numb	Fax	<input checked="" type="radio"/>	Update Edit Remove
(202)983-2921		Work number	Telephone	<input type="radio"/>	Edit Remove
		--select--	--select--	<input type="radio"/>	Add

6

Cancel Save

Patient record updated successfully

Patient Status
 State Level: Active
 County Level: Active (District Of Columbia)
 Organization Level: Inactive

Patient Detail

Immunization assessment: vaccination forecast

REMINDER: Patients = Students

Users can access students' vaccine compliance information. This section alerts the User to vaccines a student is eligible for in the future and required vaccines a student has not received as of the current date.

TRAINING REVIEW: STUDENT SEARCH

- a. First letter % - Last name %TEST
 - b. Click **SEARCH** for results.
 - c. To view all entries, expand the box to **SHOW- 50 – ENTRIES**, or
 - d. Use the **Arrows** to advance through the list of names
1. In the left side navigation bar, Click **Vaccinations** to drop down the menu
 - a. Click **Forecast**
 2. The Student's Vaccination Forecast opens. Remember, this section focuses on vaccines the student is eligible for in the future **AND** alerts to any required vaccine not yet received, or **Past Due**.
 3. **NOTE:** Any row with a status of Past Due, indicates the student is **NOT COMPLIANT** for the vaccine.
 4. Column Explanations:
 - a. Vaccine Group: Upcoming types of vaccines student is eligible to receive.
 - b. Forecasted Dose: The next expected dose of that vaccine for the student to be compliant.
 - c. Recommended Date: The date student is eligible to receive the vaccine.
 - d. Minimum Valid Date: The first date the student is eligible to receive the vaccine.
 - e. Overdue Date: The first day when a student is considered overdue for the vaccine.
 - f. Status: Indicates one of the following:
 - a. The student is overdue for their vaccine and thus **NOT COMPLIANT** for the vaccine (**PAST DUE**).
 - b. The student is expecting a dose (**NOT YET DUE**).
 - c. The student is within a range for recommended-maximum valid date (**DUE NOW**).

Patient Status

State Level: Active

County Level: Active (District Of Columbia)

Organization Level: Inactive

Patient Detail

First Name: TEST

Middle Name:

Last Name: TEST

Birth Date: 01/10/2012

Multi Birth Indicator: N

Birth Order:

Sex: FEMALE

Student ID:

Guardian Name: ALLEN

Street: 5052 LEARNING WAY SW

City: WASHINGTON

County: DISTRICT OF COLUMBIA

State: DISTRICT OF COLUMBIA

Zip Code: 20009

Home Phone: (202)121-1212

Cell Phone:

+ Patient Specific Reports

School Reporting

School: ADAMS ELEMENTARY SCHOOL

Grade Level: K

School Entry Date:

Include on Reports: ☒

Cancel Edit Update

1

Main

Home

Logout

Select School

Help

Patient

Vaccinations

View/Add

Forecast

Summary

Settings

Schools

2

Schools

Patient				
Name:	TEST TEST	SIIS Patient ID:	1290	
Date of Birth:	01/10/2012	Age:	10 yrs	
Guardian:		Organization Level Status:	Inactive	

Vaccination Forecast

The forecast automatically switches to the catch-up schedule when a patient is behind schedule.

Vaccine Group	Forecasted Dose	Recommended Date	Minimum Valid Date	Overdue Date	Status
FLU	1	07/01/2021	07/01/2021	07/28/2021	Past Due
DTaP/DT/Td	3	01/12/2022	01/12/2022	01/12/2022	Past Due
Coronavirus (SARS-CoV-2)(COVID-19)	1	02/04/2022	02/04/2022	02/04/2022	Past Due
POLIO	2	02/20/2022	02/20/2022	03/22/2022	Due Now
MENINGOCOCCAL	1	01/10/2023	01/10/2023	02/06/2025	Not Yet Due

Due Now -- As of today's date, the patient's age falls between the recommended minimum age and the recommended maximum age for this dose and the absolute minimum interval has been met since the last dose.

Past Due -- As of today's date, the recommended maximum age or the recommended maximum date for this dose has passed.

Not Yet Due -- As of today's date, the patient is not due or past due.

Optional -- This vaccine may be administered today. Although the usual "recommended" date has not been met, the minimum valid date for this dose has been met.

Immunization summary: vaccination records

REMINDER: Patients = Students

TRAINING REVIEW: STUDENT SEARCH

- a. First letter % - Last name %TEST
 - b. Click **SEARCH** for results.
 - c. To view all entries, expand the box to **SHOW– 50 – ENTRIES**, or
 - d. Use the **Arrows** to advance through the list of names
1. In the left side navigation bar, Click **Vaccinations** to drop down the menu
 - a. Click **Summary**
 2. The Summary Section opens.
 - a. This section provides the dates the student received a dose of a vaccine. The numbered columns correspond to the specific dose received within the vaccination series.
 - b. Some vaccine dates may be marked with a **red X**.
 - c. The **red X** indicates any vaccine provided to the student outside of the recommended scheduled date. The vaccines marked “X” are invalid (improper) for the student.
 - See “Invalid Vaccines”
 3. Invalid Vaccines:
 - a. This section explains why a vaccine is marked with an “X” under the Summary Section.
 4. Deferrals:
 - a. This section list if there are any delays to a student getting a vaccine.
 5. Vaccine Contraindications/Exemptions/Precautions:
 - a. Contraindications – conditions that prevent a student from taking a vaccine.
 - b. Exemptions – conditions that exempt a student from a vaccine for religious or parental reasons.
 - c. Precautions – conditions where nurses should exercise caution before providing the vaccine.

Patient Status

State Level: Active

County Level: Active (District Of Columbia)

Organization Level: Inactive

Patient Detail

First Name: TEST

Middle Name:

Last Name: TEST

Birth Date: 01/10/2012

Multi Birth Indicator: N

Birth Order:

Sex: FEMALE

Student ID:

Guardian Name: ALLEN

Street: 5052 LEARNING WAY SW

City: WASHINGTON

County: DISTRICT OF COLUMBIA

State: DISTRICT OF COLUMBIA

Zip Code: 20009

Home Phone: (202)121-1212

Cell Phone:

+ Patient Specific Reports

School Reporting

School: ADAMS ELEMENTARY SCHOOL

Grade Level: K

School Entry Date:

Include on Reports: ☒

Cancel Edit Update

1

Main

Home

Logout

Select School

Help

Patient

Vaccinations

View/Add

Forecast

Summary

2

Patient				
Name:	TEST TEST	SIIS Patient ID:	1290	
Date of Birth:	01/10/2012	Age:	10 yrs	Inactive
Guardian:		Organization Level Status:		
Vaccination Summary				
Vaccinations outside the ACIP schedule are marked with an "X".				
Vaccine	1	2	3	4
DTaP/DTTd	03/10/2021 9 years	07/12/2021 9 years		
OPV/IPV	01/23/2022 10 years			
MMR	11/10/2019 3 years	01/23/2022 10 years		
Hib	X 04/20/2018 6 years	X 04/12/2021 9 years		
Hep B - 3 Dose	04/20/2018 6 years	11/06/2021 9 years	01/01/2022 9 years	
Coronavirus (SARS-CoV-2)(COVID-19)	X 02/01/2022 10 years	X 02/04/2022 10 years		

3

Invalid Vaccinations		
Invalid Vaccinations	Date	Reason
HIB	04/20/2018	Patient age outside of recommended schedule.
HIB	04/12/2021	Patient age outside of recommended schedule.
Coronavirus (SARS-CoV-2)(COVID-19)	02/01/2022	No immunization schedule found for this vaccine type.
Coronavirus (SARS-CoV-2)(COVID-19)	02/04/2022	No immunization schedule found for this vaccine type.
Vaccine Deferrals		
Vaccine	Dose	Date

4

Vaccine Contraindications / Exemptions / Precautions				
Contraindications				
Vaccine	Special Consideration	Permanent	Unverified	Disease Date
varicella	History of Varicella Infection	Y		
Exemptions				
Vaccine	Special Consideration	Permanent	Unverified	Disease Date

Immunization summary: view vaccinations

REMINDER: Patients = Students

TRAINING REVIEW: STUDENT SEARCH

- a. First letter % - Last name %TEST
- b. Click **SEARCH** for results.
- c. To view all entries, expand the box to **SHOW- 50 - ENTRIES**, or
- d. Use the **Arrows** to advance through the list of names

Patient Status

State Level: Active

County Level: Active (District Of Columbia)

Organization Level: Inactive

Patient Detail

First Name: TEST

Middle Name:

Last Name: TEST

Birth Date: 01/10/2012

Multi Birth Indicator: N

Birth Order:

Sex: FEMALE

Student ID:

Guardian Name: ALLEN

Street: 5052 LEARNING WAY SW

City: WASHINGTON

County: DISTRICT OF COLUMBIA

State: DISTRICT OF COLUMBIA

Zip Code: 20009

Home Phone: (202)121-1212

Cell Phone:

+ Patient Specific Reports

School Reporting

School: ADAMS ELEMENTARY SCHOOL

Grade Level: K

School Entry Date:

Include on Reports: ☒

Cancel Edit Update

- 1. In the left side navigation bar, Click **Vaccinations** to drop down the menu
 - a. Click **View/Add** for the section to open.
- 2. View/Add Section
 - a. Vaccination Forecast
 - b. Special Consideration on Record
 - c. Special Considerations and Contraindications

NOTE: Contraindications, precautions, or exemptions for students are entered by the student's healthcare provider or DC Health.

2 a

Vaccinations

View/Add

Forecast

Summary

Patient

Name: TESTF TEST

Date of Birth: 01/10/2012

Guardian:

SIIS Patient ID: 1290

Age: 10 yrs

Organization Level Status: Inactive

+ Patient Specific Reports

Vaccination Forecast

The forecast automatically switches to the catch-up schedule when a patient is behind schedule.

Vaccine Group	Forecasted Dose	Recommended Date	Minimum Valid Date	Overdue Date	Status
FLU	1	07/01/2021	07/01/2021	07/28/2021	Past Due
Coronavirus (SARS-CoV-2)(COVID-19)	1	02/04/2022	02/04/2022	02/04/2022	Past Due
POLIO	2	02/20/2022	02/20/2022	03/22/2022	Past Due
MENINGOCOCCAL	1	01/10/2023	01/10/2023	02/06/2025	Not Yet Due
DTaP/DT/d	B	02/03/2032	02/03/2027	03/01/2032	Not Yet Due

Vaccination View/Add

Special considerations on record for patient, please review notes below.

The patient was reported to have had the Chickenpox disease.

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

2 b

Double-click in any date field below to enter the default date: 03/23/2022

Vaccine	1	2	3	4	5	6
COVID-19 vaccine, vector or rS-ChAdOx1, PF, 0.5 mL	X 02/01/2022 +	X 02/04/2022				
DTaP	03/10/2021 +	07/12/2021 +	02/03/2022 +			
Hep B Ped/Adol - Preserv Free	11/06/2021 +	01/01/2022 +				
Hib, unspecified formulation	X 04/12/2021 +					
Hib-Hep B	X 04/20/2016 +					
IPV	01/23/2022					
MMR	11/10/2015 +	01/23/2022				
Td (adult), 2 Lf tetanus toxoid, preservative free, adsorbed						
pneumococcal conjugate PCV 7						
varicella						
meningococcal MCVP						
--select--						

History

Remove Chickenpox History

2 c

Special Considerations

+ Special Considerations

Contraindications

Vaccine	Special Consideration	Permanent	Unverified	Disease Date
varicella	History of Varicella Infection	Y		

Exemptions

Vaccine	Special Consideration	Permanent	Unverified	Disease Date
Hep A, pediatric, unspecified formulation	Parent or Patient Refusal: Religious	N		

Precautions

Vaccine	Special Consideration	Unverified	Disease Date
influenza, H5N1-1203	Egg allergy other than hives, e.g., angioedema, respiratory distress, lightheadedness, recurrent emesis; or required epinephrine or another emergency medical intervention (IPV may be administered in an inpatient or outpatient medical setting and under the supervision of a health care provider who is able to recognize and manage severe allergic conditions).		

Vaccination records: add a historical vaccination

REMINDER: Patients = Students

TRAINING REVIEW: STUDENT SEARCH

- First letter % - Last name %TEST
- Click **SEARCH** for results.
- To view all entries, expand the box to **SHOW- 50 - ENTRIES**, or
- Use the **Arrows** to advance through the list of names

NOTE: Users will only be able to enter in historical vaccines for the students.

NOTE: Users will not enter any contraindications, precautions, or exemptions for students.

1

Double-click in any date field below to enter the default date: 03/23/2022

Vaccine	1	2	3	4	5	6
COVID-19 vaccine, vector-nr, rS-ChAdOx1, PF, 0.5 mL	X 02/01/2022 +	X 02/04/2022				
DTaP	03/10/2021	07/12/2021 *	02/03/2022 +			
Hep B Ped/Adol - Preserv Free	11/06/2021	01/01/2022 +				
Hib, unspecified formulation	X 04/12/2021 *					
Hib-Hep B	X 04/20/2018 *					
IPV	01/23/2022					

1. View Historical Vaccine Section

- Column Numbers represents the Dose Number within the vaccine series.
- Vaccines with a red asterisk (*) AFTER the date indicates an historical vaccine.
- Vaccines with a red "+" AFTER the date, indicates unverified (information about the vaccine was provided but not checked).
- Vaccines with a red "X" BEFORE the date, indicates it was provided outside of the vaccine schedule.

2. Add Vaccines Section

- Add the **DATE** the vaccine was provided.
- Click **ADD HISTORICALS** to complete the entry.
- Click **CLEAR** to vacate the date.
- To use the default date, double-click on the date.

2

Double-click in any date field below to enter the default date: 03/23/2022

Vaccine	1	2	3	4	5	6
COVID-19 vaccine, vector-nr, rS-ChAdOx1, PF, 0.5 mL	X 02/01/2022 +	X 02/04/2022				
DTaP	03/10/2021 *	07/12/2021 *	02/03/2022 +			
Hep B Ped/Adol - Preserv Free	11/06/2021 +	01/01/2022 +				
Hib, unspecified formulation	X 04/12/2021 *					
Hib-Hep B	X 04/20/2018 *					
IPV	01/23/2022					
MMR	11/10/2015 *	01/23/2022				
Td (adult), 2 Lf tetanus toxoid, preservative free, adsorbed						
pneumococcal conjugate PCV 7						
varicella						
meningococcal MCV4P						
--select--						

History

☐ Do not take ownership when adding vaccinations.

2c Clear 2b Add Historicals

Vaccination records: view & add student roster

REMINDER: Patients = Students

- In the left side navigation bar, Click **Schools** to drop down the menu
 - Click **Roster** for the section to open.
- School Roster Menu
 - Select your **School**
 - Click the down arrow next to **Series**.
 - For this example, select **ACIP RECOMMENDED VACCINATIONS**
 - To export and open a .CSV file, click **Export Roster**.
 - For this example, click **View Roster**.
 - The School Roster will open.

1 Schools
Edit Schools
Roster
Absenteeism

2 School Roster Menu
Limit Report By
School ADAMS ELEMENTARY SCHOOL
Grade --select--
Series ACIP RECOMMENDED VACCINATIONS
Sort By First Name
Export Roster View Roster

3 School Roster
Criteria
School: ADAMS ELEMENTARY SCHOOL
Grade: All

Last Name	First Name	Birthday	SIIS Patient ID	Status	Grade	Move To?	Remove?
TEST	ADAM	10/04/2015	1243	COMPLETE	K	--select--	<input type="checkbox"/>
TEST	ADAM	12/11/2015	797	COMPLETE	K	--select--	<input type="checkbox"/>
TEST	TESTF	01/10/2012	1290	COMPLETE	Other	--select--	<input type="checkbox"/>

Move all to: --select-- Select All

Total Students Selected: 3

Cancel **Add New Students** Save Roster Updates

Add students

In the Student Roster screen, users can:

- Move a single student, or multiple students, to another grade.
- Remove a student from the Roster.
- Add New Student by clicking on the **ADD NEW STUDENTS** button.

3. Add a New Student to the Roster.

- Click **ADD NEW STUDENTS**
- The Patient Search screen will open.
- Check the box: **Check here if adding new patient.**
- All Required Fields are **HIGHLIGHTED** red.
- Click **SEARCH**.
- The SEARCH section opens with the following message:
"Before adding, check to make sure the patient you want to add is not listed above or not pending manual review."
- Click **ADD PATIENT**
 - The **NEW PATIENT** SECTION will expand. Add information to additional **HIGHLIGHTED** fields:
 - Sex
 - Race
 - Ethnicity
 - Phone Number
 - Phone Use Code
 - Click **SAVE**

3b Patient Search

Click here to use the "advanced" search

First Name or Initial: WIC ID:
 Last Name or Initial: SIIS Patient ID / Bar Code:
 Birth Date: mm/dd/yyyy Chart Number:
 SSN:
 Passport #:
 Visa #:

Family and Address Information:
 Guardian First Name: Mother's Maiden Name:
 Street:
 City: State: Select...
 Zip Code: Phone Number:
 Country: United States of America

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

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

Clear Search

3f Patient Search Results

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

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

Show 10 entries Search:

First Name	Middle Name	Last Name	Birth Date	SIIS Patient ID	Grd First Name	Grd Last Name
No data available in table						

Showing 0 to 0 of 0 entries

Before adding, check to make sure the patient you want to add is not listed above or not pending manual review.

Add Patient

Vaccination records: student roster

Move or remove students

In the Student Roster screen, users can:

- Move a single student, or multiple students, to another grade.
- Remove a student from the Roster.
- Add New student by clicking on the **ADD NEW STUDENTS** button.

1. Move one or multiple students to another grade.

- Drop down the **SELECT** arrow.
- Select the grade required
- Click **SAVE ROSTER UPDATE**

1

The screenshot shows the 'School Roster' interface for 'ADAMS ELEMENTARY SCHOOL'. It features a table with columns: Last Name, First Name, Birthday, SIIS Patient ID, Status, Grade, Move To?, and a 'Remove?' checkbox. The first student, ADAM, is highlighted. The 'Move To?' dropdown menu is open, showing a list of grades. A red box highlights the 'Move To?' column header and the dropdown menu. A red box also highlights the 'Save Roster Updates' button at the bottom right. A green arrow points from the first step of the instructions to the 'Move To?' dropdown.

Last Name	First Name	Birthday	SIIS Patient ID	Status	Grade	Move To?
TEST	ADAM	10/04/2015	1243	COMPLETE	K	--select--
TEST	ADAM	12/11/2015	797	COMPLETE	K	--select--
TEST	TESTF	01/10/2012	1290	COMPLETE	Other	--select--

Total Students Selected: 3

Cancel Add New Students Save Roster Updates

2. Remove a student from the Roster.

- Check The Box next to the student to be removed.
- NOTE: If the student is removed from the School Roster, the student is still in the Immunization Registry.
- Click **SAVE ROSTER UPDATE**

2

The screenshot shows the 'School Roster' interface for 'ADAMS ELEMENTARY SCHOOL'. It features a table with columns: Last Name, First Name, Birthday, SIIS Patient ID, Status, Grade, Move To?, and a 'Remove?' checkbox. The first student, ADAM, is highlighted. The 'Remove?' checkbox is checked. A red box highlights the 'Remove?' column header and the checkbox. A red box also highlights the 'Save Roster Updates' button at the bottom right. A green arrow points from the second step of the instructions to the 'Remove?' checkbox.

Last Name	First Name	Birthday	SIIS Patient ID	Status	Grade	Move To?	Remove?
TEST	ADAM	10/04/2015	1243	COMPLETE	K	--select--	<input checked="" type="checkbox"/>
TEST	ADAM	12/11/2015	797	COMPLETE	K	--select--	<input type="checkbox"/>
TEST	TESTF	01/10/2012	1290	COMPLETE	Other	--select--	<input type="checkbox"/>

Total Students Selected: 3

Cancel Add New Students Save Roster Updates

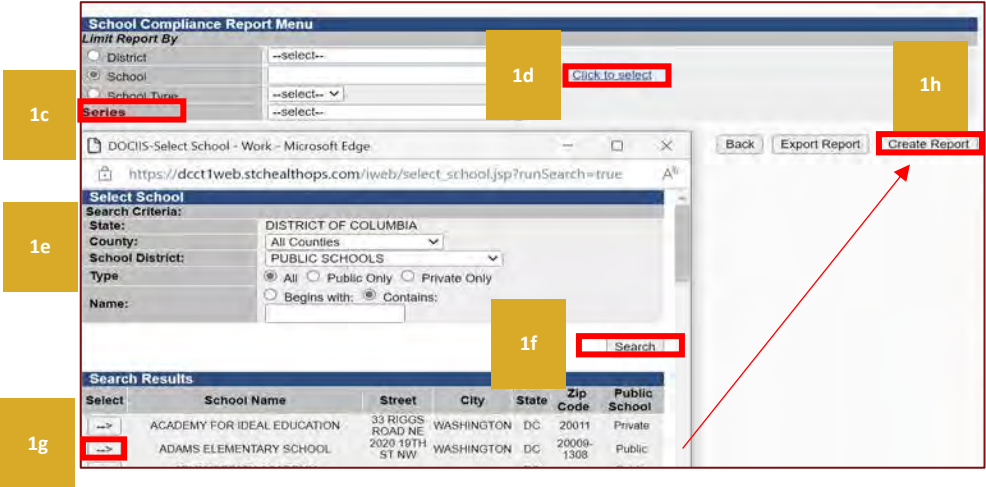
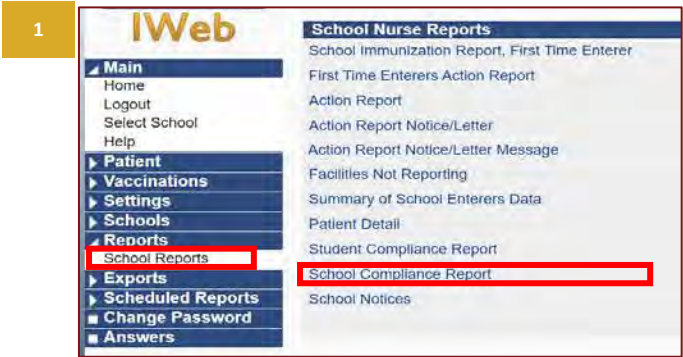
Report: School compliance report

REMINDER: Patients = Students

REVIEW OF REPORTS

The **SCHOOL Compliance Report** reveals overall compliance rate for the school
The **STUDENT Compliance Report** reveals the compliance status for each student
The **PATIENT DETAIL Report** reveals listing of students and their vaccination status
The **ACTION Report** reveals which vaccines for which a student is out of compliance.

- In the left side navigation bar, Click **Reports** to drop down the menu
 - Click **School Reports** for the reports menu to open.
 - Click **School Compliance Report**.
 - Drop down arrow next to Series. **Select ACIP Recommended Vaccinations**.
 - Click the **Click to Select** button
 - Select School section opens. Enter parameters.
 - Click **Search**.
 - For this example, select **Adams Elementary School**
 - Click **Create Report**. (To export a CSV file, click **Export File**.)
- Summary School Compliance Report Opens
 - This report will reveal the vaccination compliance level for the entire school.
 - NUMBER OF STUDENTS OVERDUE
 - PERCENT OF STUDENTS OVERDUE
 - NUMBER OF STUDENTS COMING DUE
 - PERCENT OF STUDENTS COMING DUE
 - NUMBER OF STUDEENTS COMPLIANT
 - PERCENT OF STUDENTS COMPLIANT



2

School: ADAMS ELEMENTARY SCHOOL				Series: ACIP RECOMMENDED VACCINATIONS						
DCPS School Level Immunization Compliance Detail 04/05/2022										
SCHOOL DISTRICT	SCHOOL NAME	SCHOOL TYPE	NUMBER OF STUDENTS OVERDUE	PERCENT OF STUDENTS OVERDUE	NUMBER OF STUDENTS COMING DUE	PERCENT OF STUDENTS COMING DUE	NUMBER OF STUDENTS COMPLIANT	PERCENT OF STUDENTS COMPLIANT	TOTAL NUMBER OF STUDENTS ENROLLED	REPORT DATE
PUBLIC SCHOOLS	ADAMS ELEMENTARY SCHOOL	Public	0	0.0%	0	0.0%	6	100.0%	6	04/05/2022
SUMMARY			0	0.0%	0	0.0%	6	100.0%	6	04/05/2022

Report: Student compliance report

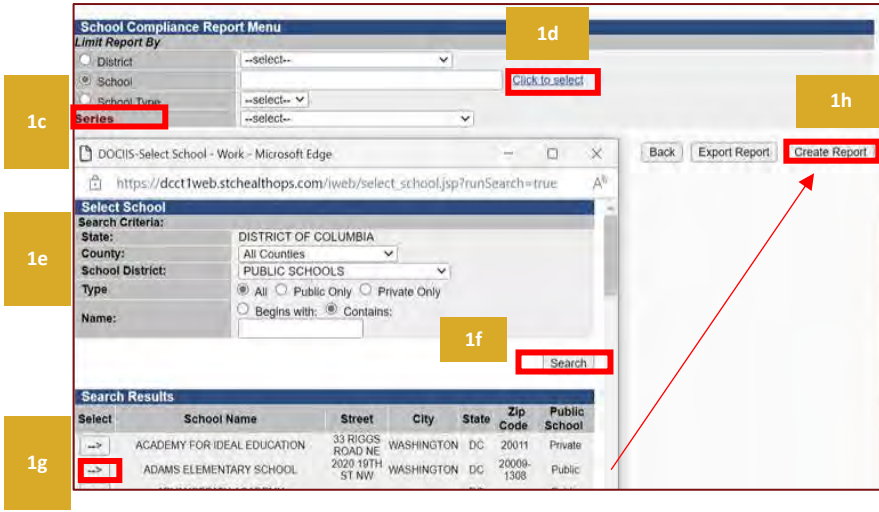
REMINDER: Patients = Students

REVIEW OF REPORTS

- The **SCHOOL Compliance Report** reveals overall compliance rate for the school
- The **STUDENT Compliance Report** reveals the compliance status for each student
- The **PATIENT DETAIL Report** reveals listing of students and their vaccination status
- The **ACTION Report** reveals which vaccines for which a student is out of compliance.

- In the left side navigation bar, Click **Reports** to drop down the menu
 - Click **School Reports** for the reports menu to open.
 - Click **Student Compliance Report**.
 - Drop down arrow next to Series. Select **ACIP Recommended Vaccinations**.
 - Click the **Click to Select** button
 - Select School section opens. Enter parameters.
 - Click **Search**.
 - For this example, select **Adams Elementary School**
 - Click **Create Report**. (To export a CSV file, click **Export File**.)

- Student Compliance Report Opens. This report will reveal the vaccination compliance for each student.
 - COMPLIANT (with vaccine schedule. Y/N)
 - OVERDUE (for a vaccine – Y/N)
 - DUE (for a vaccine – Y/N)



2

School: ADAMS ELEMENTARY SCHOOL

Series: ACIP RECOMMENDED VACCINATIONS

DCPS Student Level Immunization Compliance Detail 04/05/2022													
LAST NAME	FIRST NAME	MIDDLE NAME	BIRTH DATE	GENDER	SCHOOL	GRADE	DCPS SCHOOL CODE	USI	RACE	ETHNICITY	COMPLIANT	OVERDUE	DUE
TEST	TESTF	K	12/11/2015	M	ADAMS ELEMENTARY SCHOOL	K	16551	797	Black or African American	UNKNOWN	Y	No	No
TEST	TESTF		01/10/2012	F	ADAMS ELEMENTARY SCHOOL	Other	16551	1290	White	Hispanic or Latino	Y	No	No
TEST	ADAM		10/04/2015	M	ADAMS ELEMENTARY SCHOOL	1st	16551	1243	Black or African American	Hispanic or Latino	Y	No	No
TEST	TESTF		01/10/2012	F	ADAMS ELEMENTARY SCHOOL	Other	16551	1290	Black or African American	Hispanic or Latino	Y	No	No
TEST	ADAM		10/04/2015	M	ADAMS ELEMENTARY SCHOOL	1st	16551	1243	Black or African American	Hispanic or Latino	Y	No	No
TEST	TESTF		01/10/2012	F	ADAMS ELEMENTARY SCHOOL	Other	16551	1290	Asian	Hispanic or Latino	Y	No	No

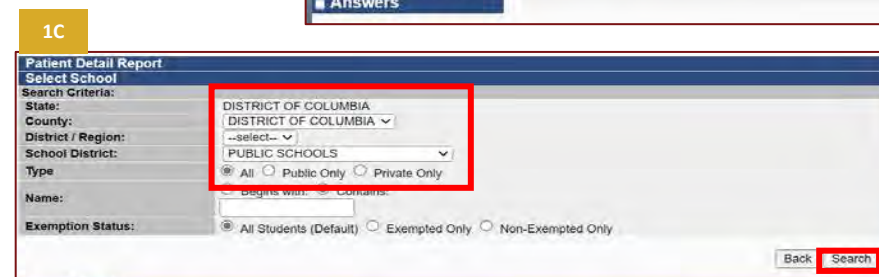
Report: Patient detail

REMINDER: Patients = Students

REVIEW OF REPORTS

- The **SCHOOL Compliance Report** reveals overall compliance rate for the school
- The **STUDENT Compliance Report** reveals the compliance status for each student
- The **PATIENT DETAIL Report** reveals listing of students and their vaccination status
- The **ACTION Report** reveals which vaccines for which a student is out of compliance.

- In the left side navigation bar, Click **Reports** to drop down the menu
 - Click **School Reports** for the reports menu to open.
 - Click **Patient Detail**.
 - Select School section opens. Fill in the parameters. Click **Search**.
- Search Results opens. Locate your school.
 - Click the **Arrow** button to reveal all students, in all grades.
 - To view one specific grade level or several, Click the **Select** button at the left of the results box.
 - Then, click the **Arrow** button to reveal only the students in the grade(s) you selected.
- Patient Detail Report opens.
 - Top line shows how many Patients (Students) there are in the list you selected.
 - The second line shows each Patient (Student) ID, Name, DOB, and additional information including grade.
 - For each student, the report reveals:
 - VACCINE NAME
 - VACCINATION DATE
 - HISTORICAL (Y/N)



Total Patients Selected: 3								
Patient ID	First Name	Middle Name	Last Name	Birthday	Guardian	Phone Number	Grade Level	
767	ADAM	JOHN	SMITH	12/11/2015			K	
Vaccine Name				Vaccination Date		Historical		
DTaP				04/14/2016		N		
DTaP				07/06/2018		N		
DTaP-Hep B-IPV				02/11/2016		N		
DTaP-Hep B-IPV				08/22/2016		N		
DTaP-Hib-IPV				01/24/2017		N		
DTaP-IPV				04/14/2021		N		
Hep A, unspecified formulation				01/24/2017		N		
Hep A, unspecified formulation				08/24/2017		N		
Hep B, unspecified formulation				12/11/2015		Y		
Hib, unspecified formulation				02/11/2016		N		
Hib, unspecified formulation				04/14/2016		N		
Hib, unspecified formulation				08/22/2016		N		
IPV				04/14/2016		N		
MMR				01/24/2017		N		

Historical vaccinations: a vaccine that was administered likely in the past by a medical provider but is not recorded at time of administration. This is a manual entry that school nurses will be able to enter into the student's vaccination record

Report: Action report

REMINDER: Patients = Students

REVIEW OF REPORTS

- The **SCHOOL Compliance Report** reveals overall compliance rate for the school
- The **STUDENT Compliance Report** reveals the compliance status for each student
- The **PATIENT DETAIL Report** reveals listing of students and their vaccination status
- The **ACTION Report** reveals which vaccines for which a student is out of compliance.

- In the left side navigation bar, Click **Reports** to drop down the menu
 - Click **School Reports** for the reports menu to open.
 - Click **Action Report**
 - Select School section opens. Fill in the parameters. Click **Search**.
 - Click the Arrow button next to **your school** to view all students,
 - To view students from a particular grade or grades, **FIRST** click the **Select** button at the right of the results box.
 - Check the grade or grades you want to view.
 - Click the **Arrow** button next to school name to view those students.

- Action Report opens.
 - Vaccine Group – list of vaccines students have not yet received.
 - Forecasted Dose – next expected dose for the student
 - Recommended Date from ACIP schedule
 - Minimum Valid Date they can receive the vaccine
 - Status
 - Past Due** – Out of compliance
 - Not Yet Due** – Not yet eligible

1

IWeb

Main

Home

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Select School

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Patient

Vaccinations

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Reports

School Reports

Exports

Scheduled Reports

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Answers

School Nurse Reports

School Immunization Report, First Time Enterer

First Time Enterers Action Report

Action Report

Action Report Notice/Letter

Action Report Notice/Letter Message

Facilities Not Reporting

Summary of School Enterers Data

Patient Detail

Student Compliance Report

School Compliance Report

School Notices

Action Report

Select School

Search Criteria:

State:

County:

School District:

Type:

Name:

Series:

DISTRICT OF COLUMBIA

DISTRICT OF COLUMBIA

PUBLIC SCHOOLS

All Public Only Private Only

Begin with: Contains:

ACIP RECOMMENDED VACCINATIONS

Back

Search

Search Results

Select	School Name	Street	City	State	Zip Code	Public School	Grade Levels
→	ACADEMY FOR IDEAL EDUCATION	33 RIGGS ROAD NE	WASHINGTON	DC	20011	Private	Select
→	ADAMS ELEMENTARY SCHOOL	2020 19TH ST NW	WASHINGTON	DC	20009-1308	Public	Select

Search Results

Select	School Name	Street	City	State	Zip Code	Public School	Grade Levels
→	ACADEMY FOR IDEAL EDUCATION	33 RIGGS ROAD NE	WASHINGTON	DC	20011	Private	Select
→	ADAMS ELEMENTARY SCHOOL	2020 19TH ST NW	WASHINGTON	DC	20009-1308	Public	Select

Kindergarten

First Grade

Other

2

School Nurse Action Report

School: ADAMS ELEMENTARY SCHOOL

Grades: All

Series Name: ACIP RECOMMENDED VACCINATIONS

Report Date: April 08, 2022

Student: 797

SIIS ID: K

Grade Level: K

Physician Name: Exempt

Guardian: 12/11/2015

Date of Birth: 12/11/2015

Home Phone: Y

Physician Phone: Y

Record Found: Y

Vaccine Group	Forecasted Dose	Recommended Date	Minimum Valid Date	Status	Temp Exemption Exp Date
MENINGOCOCCAL	1st	12/11/2026	12/11/2026	Not Yet Due	
FLU	2nd	02/21/2017	02/21/2017	Past Due	
Coronavirus (SARS-CoV-2)(COVID-19)	1st	12/12/2020	12/12/2020	Past Due	

Student: ADAM TEST

SIIS ID: 1243

Grade Level: 1st

Physician Name: Exempt

Guardian: MARLIN TEST

Date of Birth: 10/04/2015

Home Phone: (202)487-2321

Physician Phone: Y

Record Found: Y

Vaccine Group	Forecasted Dose	Recommended Date	Minimum Valid Date	Status	Temp Exemption Exp Date
HEP-B 3 DOSE	1st	10/04/2015	10/04/2015	Past Due	
MENINGOCOCCAL	1st	10/04/2026	10/04/2026	Not Yet Due	
FLU	1st	04/04/2016	04/04/2016	Past Due	

Report: Action report notice with letter

REMINDER: Patients = Students

REVIEW OF REPORTS

- The **SCHOOL Compliance Report** reveals overall compliance rate for the school
- The **STUDENT Compliance Report** reveals the compliance status for each student
- The **PATIENT DETAIL Report** reveals listing of students and their vaccination status
- The **ACTION Report** reveals which vaccines for which a student is out of compliance.

- In the left side navigation bar, click **Reports** to drop down the menu
 - Click **School Reports** for the reports menu to open.
 - Click **Action Report Notice/Letter**
 - Select School section opens. Fill in the parameters.
 - Drop down the arrow next to Message. Select **Immunization Requirement** for this example. Click **Search**. (The Immunization Requirement Letter is preloaded into DOCIIS)
 - Click the **Arrow** button next to school name to view all students,
 - To view students from a particular grade or grades, **FIRST** click the **Select** button at the right of the results box.
 - Check the grade or grades you want to view.
 - Click the **Arrow** button next to school name to view those students.
- Notice Letter Menu opens.
 - You can select to **Run Labels**
 - You can select to **Run Letter**.
 - Select **Run Letters** for this example.
 - The Immunization Requirement Letter is preloaded into DOCIIS.
 - The Letter includes the Vaccine Group of vaccines for which a student is out of compliance.

1

IWeb

School Nurse Reports

School Immunization Report, First Time Enterer

First Time Enters Action Report

Action Report

Action Report Notice/Letter

Action Report Notice/Letter Message

Facilities Not Reporting

Summary of School Enters Data

Patient Detail

Student Compliance Report

School Compliance Report

Main

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Select School

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Vaccinations

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Schools

Reports

School Reports

Exports

Action Report Notice/Letter

Select School

Search Criteria:

State: DISTRICT OF COLUMBIA

County: DISTRICT OF COLUMBIA

School District: PUBLIC SCHOOLS

Type: ☒ All ☐ Public Only ☐ Private Only

Begin with: ☒ Contains:

Name:

Series: ACIP RECOMMENDED VACCINATIONS

Message:

Get Vaccinated

Get Vaccinated

Immunization Requirement

Test

Test 2

Test DC

your new test letter

Search Results

Select

School Name

Street

City

State

Zip Code

Public School

Grade Levels

→	ACADEMY FOR IDEAL EDUCATION	33 RIGGS ROAD NE	WASHINGTON	DC	20011	Private	Select
→	ADAMS ELEMENTARY SCHOOL	2020 19TH ST NW	WASHINGTON	DC	20009-1308	Public	Select

☒ Kindergarten

☒ First Grade

☒ Other

2

Notice Letter Menu

Select

Run Labels(Avery 5160)

(Only includes patients with valid addresses)

Run Letters

Labels Print Settings

Mailing Labels (PRINT SETTINGS):

In order for your data to print out with the correct spacing (to fit Avery 5160 Mailing Labels), select in the "Print box" the following:

• Page Scaling: NONE

• Auto-Rotate: UNCHECKED

• Center: UNCHECKED

Regarding:

2400 POMEROY ROAD SE

WASHINGTON

DC - 20020

Vaccine Group	Dose	Recommended Date	Minimum Valid Date	Status
MENINGOCOCCAL	1	12/11/2026	12/11/2026	Not Yet Due
FLU	2	02/21/2017	02/21/2017	Past Due
Coronavirus (SARS-CoV-2)(COVID-19)	1	12/12/2020	12/12/2020	Past Due

Dear Parent/Guardian:

All students entering and attending child care or school in the District of Columbia are required to show documented proof of complete, correctly spaced immunizations or proof of medical or religious exemption (Immunization of School Students Act of 1979 - DC Law 3-20, and DCMR Title 22, Chapter 1). Please note that the immunization regulations were revised in 2008 to include new immunization requirements.

A review of your child's immunization record was recently completed and showed the need for the additional vaccinations. Please review the list of vaccinations required and provide documentation of completion.

Contact your healthcare provider to make an appointment for your child to receive the required vaccine(s) or provide the most recent documentation of the above vaccine(s) administered to your child's school/childcare facility.

If you do not have health insurance or need a healthcare provider, please contact the Citywide Call Center at 3-1-1. If you have other questions or would like more information, please contact:

Sincerely,

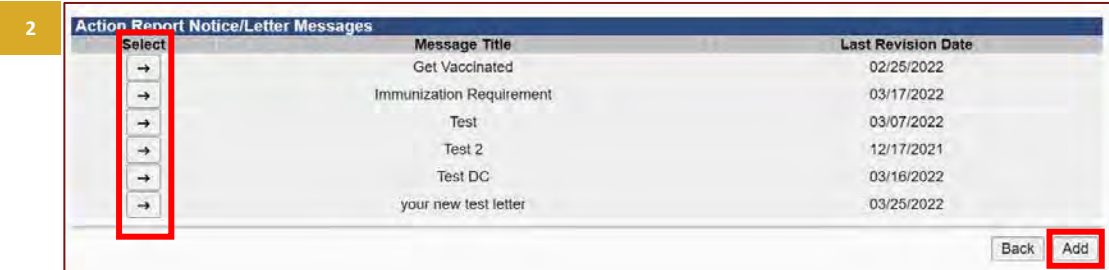
Report: Action report notice/letter message

REMINDER: Patients = Students

REVIEW OF REPORTS

- The **SCHOOL Compliance Report** reveals overall compliance rate for the school
- The **STUDENT Compliance Report** reveals the compliance status for each student
- The **PATIENT DETAIL Report** reveals listing of students and their vaccination status
- The **ACTION Report** reveals which vaccines for which a student is out of compliance.

- In the left side navigation bar, Click **Reports** to drop down the menu
 - Click **School Report** for the reports menu to open.
 - Click **Action Report Notice/Letter Messages**
- Notice/Letter Messages Menu opens.
 - Click the **ADD** button for this example to create a message.
 - Here you can create a template to use for the future, or one unique message.
 - Next to Description, Title your message.
 - Add your content.
 - Click **Save**



Action Report Notice/Letter Message

Add/Edit Letter Message

Description

Content

Is Global ☐

Back Delete Reset Save

Revert To Default