

# DOCIIS 2.0

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## Training Modules

DC Health/Immunization Division | April 2022

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# Sign in/select your school

1. Enter: <https://dcp1web.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.

- Choose **COUNTY**. Choose "District Of Columbia"
- The **SCHOOL DISTRICT** will reflect your user credentials
- PUBLIC SCHOOL** for DCPS user accounts; and **PUBLIC CHARTER SCHOOL** for PCS user accounts.
- Type the school's name in the **NAME** field to search for a particular school
- Click **SEARCH** to show a listing of schools
- Click **CLEAR** to clear out search fields.
- Click **CANCEL** to exit select school screen.

6. The **SEARCH RESULTS** will populate with schools matching the criteria selected.

- 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:**  Click to select

**Default Grade:** Pre-K ▼

5

DOCJIS-Select School - Work - Microsoft Edge

https://dcp1web.stchealthops.com/iweb/select\_school.jsp?stateCode=&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:

Search

6

**Search Results**

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

Organization: DC HEALTH (1859) Date: February 28, 2022

Logged in: ANNA GIBBS

STC IWeb

Patient Search [Click here to use the 'advanced' search](#)

First Name or Initial:  SIIS Patient ID:

Last Name or Initial:  Student ID:

Birth Date:

Family and Address Information:

Guardian First Name:

Street:

City:  State:

Zip Code:  Phone Number:

Country:  United States of America

Check here if adding a new patient.

Clear Search

4

Organization: DC HEALTH (1859) Date: March 01, 2022

Patient Search [Click here to use the 'advanced' search](#)

First Name or Initial:  SIIS Patient ID:

Last Name or Initial:  %Test Student ID:

Birth Date:

Family and Address Information:

Guardian First Name:

Street:

City:  State:

Zip Code:  Phone Number:

Country:  United States of America

Check here if adding a new patient.

Clear 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 = 41 Search Criteria: First Name / Last Name (Like)

Show 10 entries Show 10 entries

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	AMBTTEST	01/18/1992	1289		
CALLIE	AMBTTEST	03/12/1991	1284		
CAROLINE	TEST	04/01/1990	260		
CHRISTIAN	LEE	03/17/2017	1301	MOM	
CHRISTIAN	TEST	03/17/2018	1317	JANE	

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:

- a. First letter %
  - b. Last name %TEST
  - c. Click **SEARCH** for results.
  - d. To view all entries, expand the box to **SHOW- 50 -**
  - e. **ENTRIES** or Use the **Arrows** to advance through the list of names
1. The Patient Status Page opens displaying the “Test” student’s information.
    - a. Click **EDIT** to make any changes to the Student’s record.
    - b. The **EDIT** screen will open. Fields in **RED** are required to save the changes.
    - c. Click on **INCLUDE ON REPORTS** to ensure the student is in your school reports.
  2. On this screen, you can:
    - a. Add Patient Name, Sex, Race, Ethnicity and additional miscellaneous data.
    - b. Add Patient Primary and Additional Address Information
    - c. Add Patient Primary and Additional Phone Numbers
    - d. Add Patient Primary and Additional Family & Contact Information
    - e. Add Patient School Entry Date

1

Patient Status		
State Level:	Active	Organization Level: Inactive
County Level:	Active (District Of Columbia)	
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: <input type="checkbox"/>
Grade Level:	K	
School Entry Date:		
		Cancel <b>Edit</b> Update

2

Patient Demographics Edit		
Patient Status		
State Level:	Active	Organization Level: Inactive
County Level:	Active (District Of Columbia)	
Patient		
<b>First Name:</b>	TEST	<b>Race:</b> White
Middle Name:		Black or African American
<b>Last Name:</b>	TEST	Asian
Suffix:	--none--	<b>Ethnicity:</b> --select--
<b>Birth Date:</b>	01/10/2001	SSN: [ ] - [ ] - [ ]
Birth File #:		Birth Order: Single Birth
<b>Sex:</b>	MALE	Nationality: --select--
Student ID:		Passport #: [ ]
Visa #:		
- Address		
<b>Address:</b>		
Address 2:		
Country:	United States of America	<b>City:</b>
County/Parish:	--select--	State: --select--
Address Type:	--select--	Zip Code: [ ]
Street	City	ZIP
Type	Valid?	Primary?
- Patient Phone Number(s)		
<b>Phone Number</b>	Extension:	<b>Phone Use Code</b>
--select--		--select--
Equipment Type	Primary	
--select--	<input type="radio"/>	Add
- Family & Contact		
First Name:	Middle Name:	Last Name:
Contact Type: --select--	SSN:	Guardian? <input type="checkbox"/>
Address 1:		City:
Address 2:		State: --select--
Country:	United States of America	Zip Code: [ ]
Phone Number	Phone Use Code	Equipment Type
--select--	--select--	--select--
Email:		
First	Last	Type
Phone Number	Guardian?	Phone Use Code
Equipment Type		
+ School		
		Cancel <b>Save</b>

# 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

1

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

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

**+ Patient Specific Reports**

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

Cancel **Edit** Update

1. 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.

2

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

**Patient**  
 First Name: TEST Race: White  
 Middle Name: Black or African American  
 Last Name: TEST Ethnicity: Hispanic or Latino  
 Suffix: --none-- SSN: - - -  
 Birth Date: 01/10/2012 Birth Order: Single Birth  
 Sex: FEMALE Nationality: --select--  
 Passport #: Visa #:

Student ID:

**- Address**  
 Address: Address 2:  
 Country: United States of America City: --select--  
 County/Parish: --select-- State: --select-- Zip Code:  
 Address Type: --select-- Email: Valid?  Primary?

Street City ZIP Type Valid Primary Edit Remove  
 5052 LEARNING WAY SW WASHINGTON 20009 Y Y

2. 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

3. 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

3

**Address:** 5052 LEARNING WAY SW City: WASHINGTON  
 Address 2: State: DC Zip Code: 20009  
 Country: United States of America  
 County/Parish: DISTRICT OF COLUMBIA  
 Address Type: Valid?  Primary?

Street City ZIP Type Valid Primary Update  
 5052 LEARNING WAY SW WASHINGTON 20009 Y Y Remove

4. 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**

4

Street	City	ZIP	Type	Valid	Primary	
5052 LEARNING WAY SW	WASHINGTON	20009		Y	Y	Edit Remove
				N	N	Edit Remove

5. Click **SAVE** after any changes have been completed.

- The Patient (student) Status Page opens again displaying **“Patient record updated successfully”**.

5

Cancel **Save**

**• Patient record updated successfully**

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

**Patient Detail**

# 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**

- 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. The Patient Status Page opens displaying the “Test” student’s information.
    - a. Click **EDIT** to make changes to the **Student’s Phone Number**.
    - b. The **EDIT** screen will open. **Fields in RED are required** to save any changes.
    - c. The **Patient Demographics Edit** screen opens.
  2. Go to the Phone Number Section. In this section you can:
    - a. Click **REMOVE** to delete a phone number completely.
    - b. Click **EDIT** to make changes to any current phone numbers.
    - c. Click **ADD** to enter additional phone numbers
  3. TO EDIT:
    - a. Click **EDIT** next to the phone number you wish to edit. The line will highlight in yellow. Make edits.
    - b. Click **UPDATE**.
    - c. Continue to edit any other number listed by clicking **EDIT** next to each line, then click **UPDATE**.
  4. TO ADD:
    - a. You **MUST FIRST** enter the Phone Number and Phone Use Code.
    - b. The Equipment Type is optional.
    - c. After the information is entered, click **ADD**
  6. Click **SAVE** after any changes have been completed.
    - a. The Patient (student) Status Page opens again displaying “**Patient record updated successfully**”.

1

Patient Status			
State Level:	Active	Organization Level:	Inactive
County Level:	Active (District Of Columbia)		
Patient Detail			
First Name:	TEST	Street:	5052 LEARNING WAY SW
Middle Name:		City:	WASHINGTON
Last Name:	TEST	County:	DISTRICT OF COLUMBIA
Birth Date:	01/10/2012	State:	DISTRICT OF COLUMBIA
Multi Birth Indicator:	N	Zip Code:	20009
Birth Order:		Home Phone:	(202)121-1212
Sex:	FEMALE	Cell Phone:	
Student ID:			
Guardian Name:	ALLEN		
+ Patient Specific Reports			
School Reporting			
School:	ADAMS ELEMENTARY SCHOOL	Include on Reports:	<input checked="" type="checkbox"/>
Grade Level:	K		
School Entry Date:			
			Cancel Edit Update

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

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
(202)983-2921		Work number	Telephone	<input type="radio"/>	Edit Remove
		--select--	--select--	<input type="radio"/>	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

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
(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	Organization Level:	Inactive
County Level:	Active (District Of Columbia)		
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**).

1

- Main
  - Home
  - Logout
  - Select School
  - Help
- Patient
  - **Vaccinations**
    - View/Add
    - Forecast**
    - Summary
  - Settings
  - Schools

2

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 they 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 Organization Level: Inactive  
 County Level: Active (District Of Columbia)

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

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

- 1
- Main
  - Home
  - Logout
  - Select School
  - Help
- Patient
  - Vaccinations**
  - View/Add
  - Forecast
  - Summary**

2

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

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

**1**

**Vaccinations**

View/Add

Forecast

Summary

**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      Organization Level: Inactive

County Level: Active (District Of Columbia)

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**Patient Detail**

First Name: TEST      Street: 5052 LEARNING WAY SW

Middle Name:      City: WASHINGTON

Last Name: TEST      County: DISTRICT OF COLUMBIA

Birth Date: 01/10/2012      State: DISTRICT OF COLUMBIA

Multi Birth Indicator: N      Zip Code: 20009

Birth Order:      Home Phone: (202)121-1212

Sex: FEMALE      Cell Phone:     

Student ID:     

Guardian Name: ALLEN

---

**+ Patient Specific Reports**

**School Reporting**

School: ADAMS ELEMENTARY SCHOOL      Include on Reports:

Grade Level: K

School Entry Date:     

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

2 a

**Patient**

Name: TESTF TEST      SIIS Patient ID: 1290

Date of Birth: 01/10/2012      Age: 10 yrs

Guardian:      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-CvAdOx1, 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**

2 c

Remove Chickenpox History

**Special Considerations**

**+ Special Considerations**

**Contraindications**

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

- 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

**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

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

## 2. Add Vaccines Section

- a. Add the **DATE** the vaccine was provided.
- b. Click **ADD HISTORICALS** to complete the entry.
- c. Click **CLEAR** to vacate the date.
- d. 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						

History

--select--

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 menu is open, Roster is selected.

**2** School Roster Menu: School: ADAMS ELEMENTARY SCHOOL, Series: ACIP RECOMMENDED VACCINATIONS.

**3** School Roster Table:

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	TEST	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

Buttons: 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.

- 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 form with highlighted fields.

**3c** Check  Check here if adding a new patient.

**3f** Patient Search Results: Records Found = 0. Add Patient button highlighted.

# 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.
  - a. Drop down the **SELECT** arrow.
  - b. Select the grade required
  - c. Click **SAVE ROSTER UPDATE**

1

The screenshot shows the 'School Roster' interface for Adams Elementary School. A table lists three students: TEST ADAM (10/04/2015, SIIS Patient ID 1243, Status COMPLETE, Grade K), TEST (12/11/2015, SIIS Patient ID 797, Status COMPLETE, Grade K), and TEST TESTF (01/10/2012, SIIS Patient ID 1290, Status COMPLETE, Grade Other). The 'Move To?' column for the first student is highlighted with a red box, and a dropdown menu is open, showing options for 'K' and 'Other'. A green arrow points from the first step of the instructions to this dropdown menu. At the bottom, there are buttons for 'Cancel', 'Add New Students', and 'Save Roster Updates', with the latter being highlighted in red.

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

Total Students Selected: 3

Buttons: Cancel, Add New Students, Save Roster Updates

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

2

The screenshot shows the 'School Roster' interface for Adams Elementary School, identical to the first screenshot. The 'Remove?' column for the first student is highlighted with a red box, and a checkbox is visible next to the student's name. A green arrow points from the second step of the instructions to this checkbox. At the bottom, there are buttons for 'Cancel', 'Add New Students', and 'Save Roster Updates', with the latter being highlighted in red.

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		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

Buttons: Cancel, Add New Students, Save Roster Updates

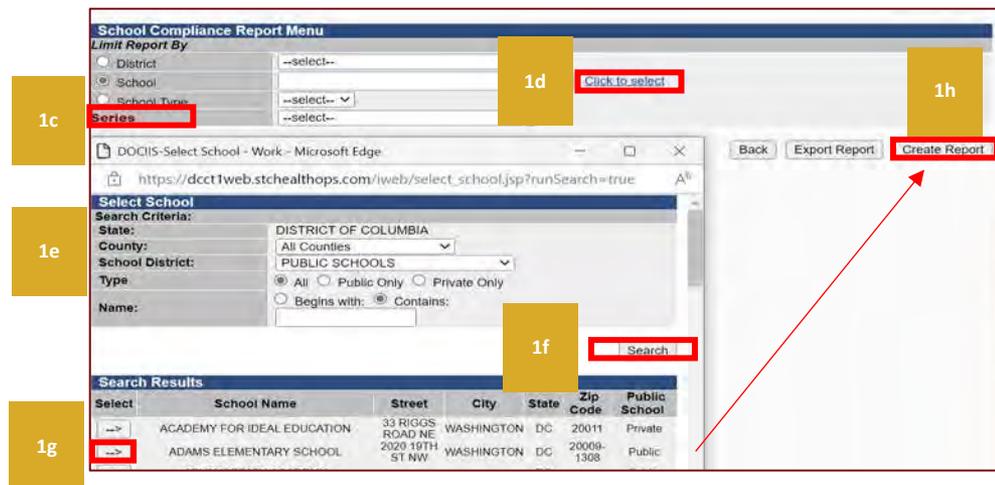
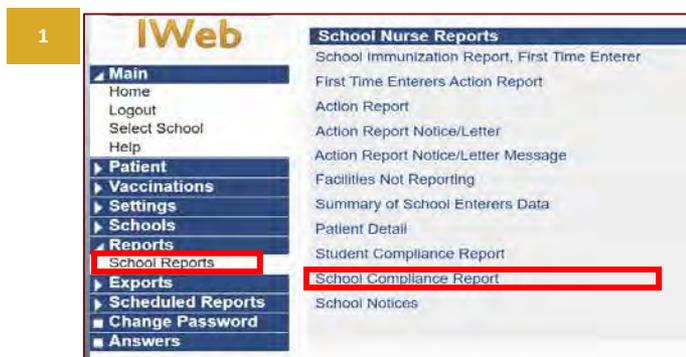
# Report: School compliance report

**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



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
<b>SUMMARY</b>			0	0.0%	0	0.0%	6	100.0%	6	04/05/2022

# Report: Student compliance report

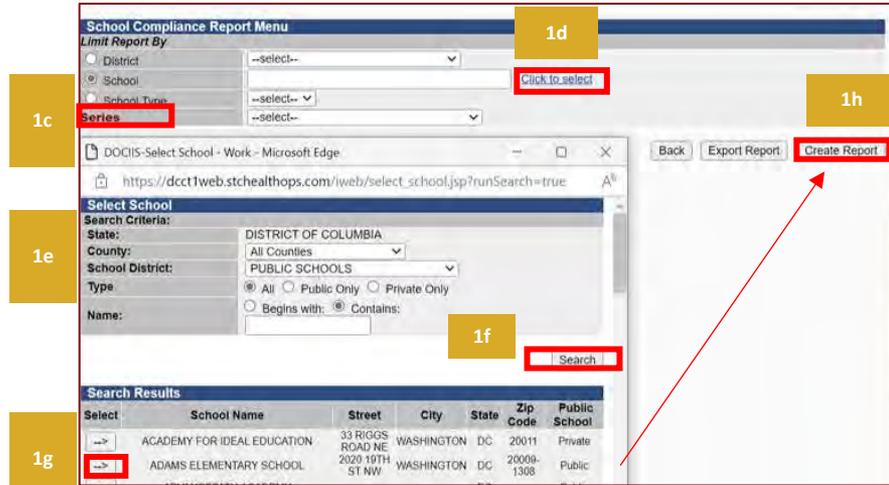
**REMINDER:** Patients = Students

## 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)

School: ADAMS ELEMENTARY SCHOOL Series: ACIP RECOMMENDED VACCINATIONS

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

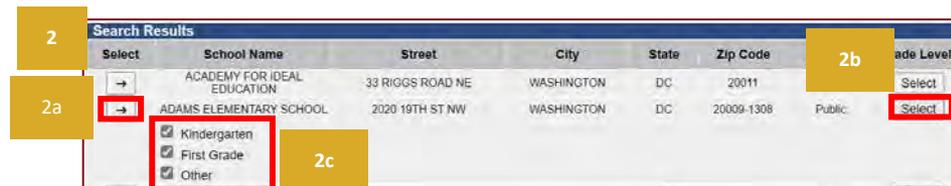
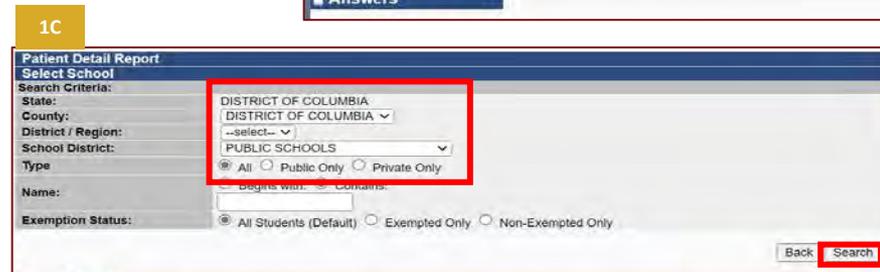
# Report: Patient detail

**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	Birthdate	Guardian	Phone Number	Grade Level
707	ADAM	ERIC	ADAMS	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

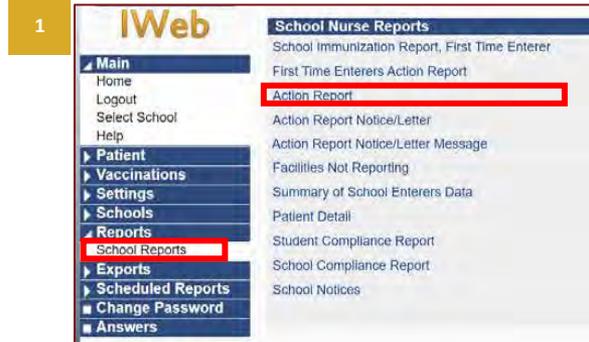
**REMINDER: Patients = Students**

## 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



School Nurse Action Report						
School:	ADAMS ELEMENTARY SCHOOL				Report Date:	April 08, 2022
Grades:	All					
Series Name:	ACIP RECOMMENDED VACCINATIONS					
Student:	[Redacted]			Guardian:		
SIIS ID:	797			Date of Birth:	12/11/2015	
Grade Level:	K			Home Phone:		
Physician Name:				Physician Phone:		
Exempt:				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			Guardian:	MARLIN TEST	
SIIS ID:	1243			Date of Birth:	10/04/2015	
Grade Level:	1st			Home Phone:	(202)487-2321	
Physician Name:				Physician Phone:		
Exempt:				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		

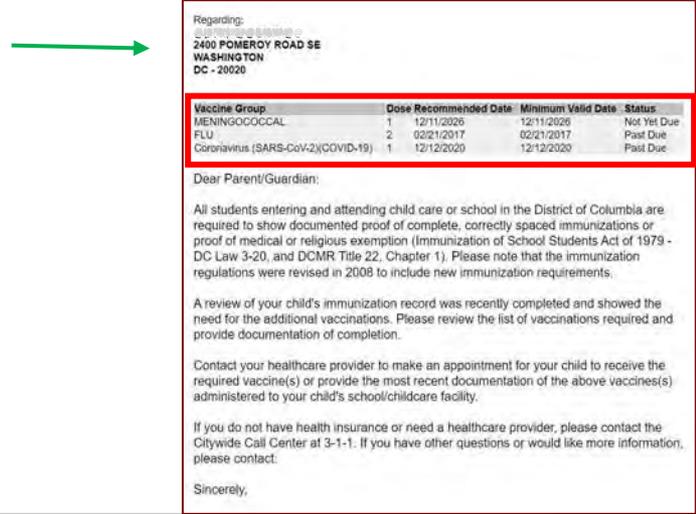
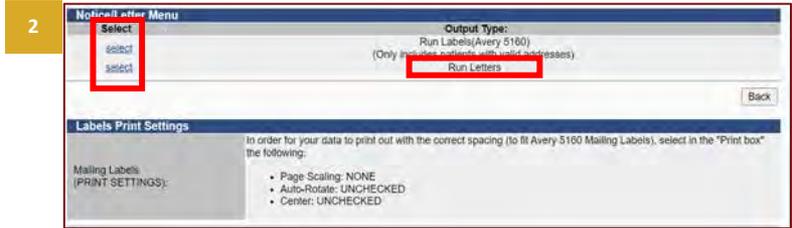
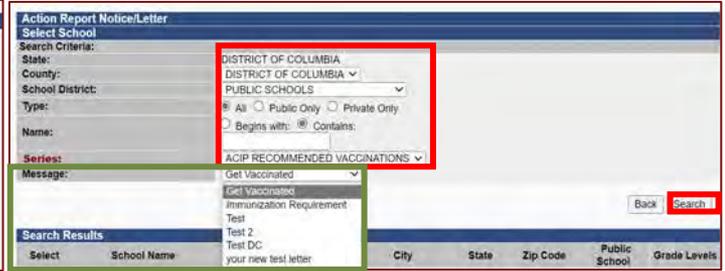
# Report: Action report notice with letter

**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.



# 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**

