

# WYIR SCHOOL MODULE

REV. 06/2020

School administrators and their designee(s) are granted access to the Wyoming Immunization Registry (WyIR) School Module solely for the purpose of obtaining documentary proof of immunization for students enrolled in their school in accordance with Wyo. Stat. Ann. 21-4-309. Access must **NOT** be used to search for school staff, family or friends.

Prior to accessing a child's immunization record in the WyIR, parent/guardian consent must be obtained. The following qualifies as documentation of parental consent:

- A completed *Immunization Agreement Between Parent/Guardian and School*, found at [www.immunizewyoming.com](http://www.immunizewyoming.com) and made available by the Department upon request;
- Electronic consent captured in the school's computer system with language consistent with the Immunization Agreement Between Parent/Guardian and School; or
- The documentation of verbal consent, including the date and place, in the child's school record.

Each year, the Immunization Unit will conduct an audit to ensure that consent has been obtained prior to accessing student immunization records.

## WyIR Access

School Users will be able to complete the following from the WyIR School Module:

- Search for Student Immunization Records,
- Print an Official Record of Immunization, and

USERNAME

PASSWORD

**LOG IN**

[Forgot Password?](#)

Enter your username and password, then click the **Login** button; you will then be taken to the Choose School screen if you are a district nurse OR the patient search screen if you are a single school nurse.

**Choose School**

Choose a school to work from for this session.

**School:** [Dropdown]

**Default Grade:** 1 [Dropdown]

[Click to select](#)

If you work for only one school, skip to the **SEARCHING FOR STUDENTS** section. If you are assigned to multiple schools, click on the **Click to select**.

**Select School**

Search Criteria:

State: WYOMING

County: LARAMIE

School District: LARAMIE #1

Type: ☒ All ☐ Public Only ☐ Private Only

Name:

☐ Begins with: ☒ Contains:

**Search**

To populate the school list click on the **Search** button.

Search Results						
Select	School Name	Street	City	State	Zip Code	Public School
<input checked="" type="radio"/>	AFFLERBACH ELEMENTARY SCHOOL	400 W WALLICK RD	CHEYENNE	WY	82007-9324	Public
<input type="radio"/>	ALTA VISTA ELEMENTARY SCHOOL	1514 E 16TH ST	CHEYENNE	WY	82001-4999	Public

Click on the arrow next to the school you are working under, and then you will be taken to the **Choose School** screen.

## WYIR SCHOOL MODULE

### Login/Accessing School & Grade-continued

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

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

**Default Grade:** 1 ▼

Select the default grade in the drop down menu, click the **Continue** button, and you will be taken to the **Patient Search** screen.

## Searching for Students

**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:

☐ Check here if adding a new patient.

It is recommended to enter last name, and date of birth of the student in order to yield the best results. After entering the search criteria, click on the **Search** button. If no results present, consider broadening the search approach by only searching by date of birth.

**Patient Search Results**  
Records Found = 1 Search Criteria: First Name / Last Name (Exact)

Show:  per page

First Name	Middle Name	Last Name	Birth Date	City	Grd First Name	Grd Last Name
TIMMY		TEST	07/04/2005	CHEYENNE	MOMMY	

After the **Patient Search Results** present, select the student by double clicking on their name and the **Patient Detail** screen will then populate.

**Patient Detail**

First Name: TIMMY Middle Name: Street: 6101 YELLOWSTONE

Last Name: TEST City: TORRINGTON

Birth Date: 07/04/2005 County: GOSHEN

Multi Birth Indicator: N State: WYOMING

Birth Order: Zip Code: 82240

Sex: MALE Home Phone:

Student ID: Cell Phone:

Guardian Name: MOMMY

**+ Patient Specific Reports**

**School Reporting**

School: ANDERSON ELEMENTARY SCHOOL

Grade Level: ▼

School Entry Date:

☐ Include on Reports:

From this screen you are able to update the grade level as well as choose to include this student on your school reports. Once changes and selections are made click the **Update** button. You may now proceed to printing the Official Record of Immunization (School Form).

## Printing an Official Record of Immunization

**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
- Official State Record of Immunization (School Form)
- Batch Print Official Records of Immunization

After a student is selected, click on **Reports** from the left side menu bar then select **School Reports**, then click on the **Official State Record of Immunization (School Form)**.

Print the form and sign it to include in the student's permanent record.

*Please note that school nurses are recognized as a signatory authority for the form, as presented at the bottom of the record.*

## WYIR SCHOOL MODULE

## Viewing a Vaccination Forecast

On the occasion that a student does not have the required vaccinations as displayed on the Official Record of Immunization, they may continue to attend school while they make satisfactory progress toward full immunization by starting or continuing a schedule of immunizations and are within the recommended interval for the next dose (e.g., Conditional Enrollment). The Vaccination Forecast within the WyIR should assist in understanding what vaccinations are due next. Here's how to view that information:

After the patient is selected, under the **Vaccinations** tab in the left side menu column click on the **Forecast** option as highlighted in the window:

Patient					
Name:	TIMMY TEST	SIIS Patient ID:	550084		
Date of Birth:	07/04/2005	Age:	14 yrs		
Guardian:	MOMMY	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
HEP-B 3 DOSE	1	07/04/2005	07/04/2005	07/31/2005	Past Due
POLIO	1	09/04/2005	08/15/2005	10/04/2005	Past Due
HEP-A	1	07/04/2006	07/04/2006	07/04/2007	Past Due
MMR	1	07/04/2006	07/04/2006	12/01/2006	Past Due
FLU	2	11/12/2010	11/12/2010	12/09/2010	Past Due
HPV	1	07/04/2016	07/04/2014	07/31/2018	Past Due
MENINGOCOCCAL	1	07/04/2016	07/04/2016	07/31/2018	Past Due
DTaP/DT/Td	2	11/10/2018	11/10/2018	11/10/2018	Past Due
MENINGOCOCCAL B, RECOMBINANT	1	07/04/2021	07/04/2015	08/03/2021	Not Yet Due

The Vaccination Forecast screen will present similarly to the following:

Within the forecast table, the forecasted doses are presented in order of Vaccine Group, Forecasted Dose, Recommended Date, Minimum Valid Date, the Overdue Date and the Status. The WyIR presents the recommended date and status that are Past Due in **Red**. This output may be beneficial for not only school users to know which dose is due next for the provisional students, but may also be of assistance to the parent/guardian to understand which vaccination is due next. **NOTE: In order to accommodate the viewing of the Vaccination Forecast, School Users will have the ability to add historical immunizations BUT SHOULD NOT DO SO.** WDH Administration will remove vaccinations inappropriately added by school users on a routine basis.

## Still have questions?

Send us a secure email with PHI via the WyIR [Help Desk Ticket](#) as presented on the Home Page, or Click on the **Contact Us** link within the Navigation Menu, and send us a non-secure email without PHI within the message by entering in the information required, and then clicking upon the **Submit** button.