

Quick Reference Guide: WyIR School Module

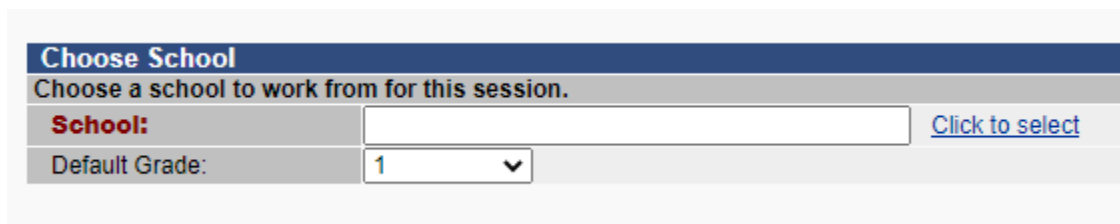
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This quick reference guide outlines the process for using the Wyoming Immunization Registry (WyIR) School Module. School-authorized users can search for a student, print an Official Record of Immunization (certificate of immunization status), view a vaccination forecast, run reports, and add historical vaccines.

The school-authorized user can only access the student's immunization record in the WyIR if parent or guardian consent is obtained. For more information on parent or guardian consent, please visit the Immunization Unit's [webpage](#). Access must NOT be used to search for school staff, family, or friends.

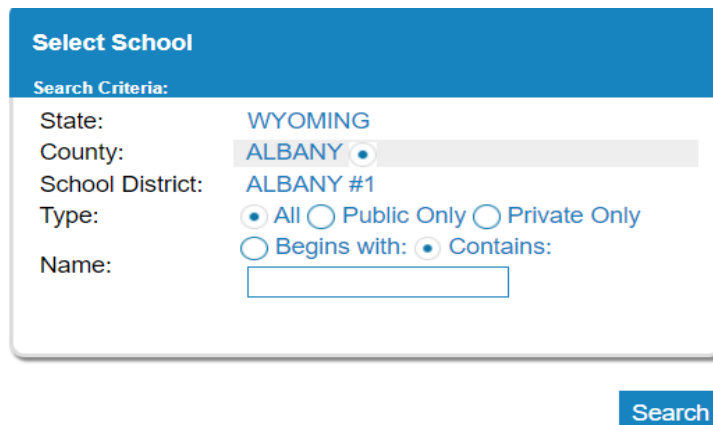
Steps for logging in and accessing the WyIR school module:

1. Log in to the WyIR.
2. WyIR users with school district access will be shown the "Choose School" page. Use the "Click to select" button to choose the school from a list.



The screenshot shows the 'Choose School' page. At the top, there is a blue header with the text 'Choose School'. Below this, a grey bar contains the instruction 'Choose a school to work from for this session.' The main area has two rows: 'School:' with a text input field and a 'Click to select' link to its right, and 'Default Grade:' with a dropdown menu currently showing '1'.

3. The "Select School" page will populate. Use the "Name" box to search for the school. Click the selected school within the "Search Results" box. Then click "Continue."



The screenshot shows the 'Select School' page. It has a blue header with the text 'Select School'. Below the header, the section 'Search Criteria:' contains several fields: 'State:' with 'WYOMING' selected, 'County:' with 'ALBANY' selected, 'School District:' with 'ALBANY #1' selected, 'Type:' with radio buttons for 'All' (selected), 'Public Only', and 'Private Only', and 'Begins with:' and 'Contains:' radio buttons. There is a text input field for 'Name:'. A blue 'Search' button is located at the bottom right of the form.

- This will direct the school district-authorized user to the “Patient Search” page. The school nurse access level authorized user will automatically populate the page.

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:	Select...	
Zip Code:		Phone Number:		
Country:	United States of America			
☐ Check here if adding a new patient.				
				Clear Search

Search for a student:

- To search for a student, please see the [Quick Reference Guide: Search for a Patient](#).
- From the “Patient Search Results” select the correct student.

Patient Search Results						
Records Found = 1			Search Criteria: First Name / Last Name (Exact)			
Show	10	entries	Search:			
First Name	Middle Name	Last Name	Birth Date	City	Grd First Name	Grd Last Name
TIMMY		TEST	07/04/2005	CHEYENNE	MOMMY	

- Once you select the correct student, the “Patient Detail” screen will populate.

Patient Detail			
First Name:	TIMMY	Street:	6101 YELLOWSTONE
Middle Name:		City:	TORRINGTON
Last Name:	TEST	County:	GOSHEN
Birth Date:	07/04/2005	State:	WYOMING
Multi Birth Indicator:	N	Zip Code:	82240
Birth Order:		Home Phone:	
Sex:	MALE	Cell Phone:	
Student ID:			
Guardian Name:	MOMMY		
+ Patient Specific Reports			
School Reporting			
School:	ANDERSON ELEMENTARY SCHOOL	Include on Reports:	☒
Grade Level:			
School Entry Date:			
Cancel Edit Update			

- From this screen, you can update the grade level and choose to include this student on your school reports. Once you have made the changes and selections, click the “Update” button.

5. The school-authorized user can use the patient detail report to view student demographic information, vaccination history, forecast, and summary.
 - a. To navigate to this report, click on the “Reports” tab on the left side of the menu bar. Under this tab click “School Reports.”

Steps for viewing and printing the certificate of immunization status (CIS):

1. After a student is selected, click on the “Reports” tab on the left side of the menu bar. Under this tab click “School Reports.”



2. The “School Nurse Reports” page will populate. Click on “Certificate of Immunization.”
3. On this page, click on the options from the “Series” box. Click on the appropriate selection. Click on the appropriate selection, then select “Create PDF.” This will populate the form so that it can be viewed and printed.

 A screenshot of the 'Certificate of Immunization' form. At the top is a blue header with the title 'Certificate of Immunization'. Below the header is a 'Series:' label followed by a dropdown menu. The dropdown menu is open, showing two options: 'AGES 4-6 YEARS (KINDERGARTEN)' and 'AGES 11-12 YEARS (MIDDLE SCH.)'. At the bottom right of the form are two buttons: a 'Back' button with a circular arrow icon and a 'Create PDF' button with a right-pointing arrow icon.



WY Certificate of Immunization Status (CIS)

Reviewed by: _____ Date: _____
Signed COE on File? ☐ Yes ☐ No

Child's Last Name:	First Name:	Middle Name:	Birthdate (MM/DD/YYYY):	SIIS ID Number
TEST	AAA		05/18/1952	988080
This CIS is an immunization record generated by the Immunization Information System on behalf of the State Health Officer and qualifies as written documentary proof of immunization. See Wyo. Stat. Ann. § 21-4-309(a); Rules, Dep't of Health, Wyo. Imm. Prog., ch. 3, § 5(a)(i) (2018). This CIS is an official state record and may not be altered.			I acknowledge that my child is entering school/child care in conditional status. For my child to remain in school I must provide the required documentation of immunization within the established deadlines. See back for information about conditional status.	
			Parent/Guardian Signature Required if Starting in Conditional Status Date	

NOT COMPLETE

Assessment of Required Immunizations for AGES 4-6 YEARS (KINDERGARTEN)

Conditional Status: Following the 30 day exclusion date, a school or child caring facility administrator may grant conditional enrollment to a child who is not fully immunized upon receipt of written documentation in accordance with chapter 4 of the Immunization Administrative Rules.

	Date MM/DD/YY	Date MM/DD/YY	Date MM/DD/YY	Date MM/DD/YY	Date MM/DD/YY	Date MM/DD/YY	Positive Titer
Required vaccines for schools (K-12) and child care/preschool							
DTaP (Diphtheria, Tetanus, Pertussis)							
Tdap (Tetanus, Diphtheria, Pertussis)							
DT or Td (Tetanus, Diphtheria)							
Hepatitis B							
Hib (<i>Haemophilus influenzae</i> type b)							
IPV/OPV (Polio)							
MMR (Measles, Mumps, Rubella)							
PCV (Pneumococcal)							
Varicella (Chickenpox) ☐ History of disease verified by IIS							
Rotavirus							
Recommended Vaccines (Not Required for School or Child Care Entry)							
Flu (Influenza)	09/27/2022						
Hepatitis A							
HPV (Human Papillomavirus)							
MCV/MPSV (Meningococcal Disease types A, C, W, Y)							
MenB (Meningococcal Disease type B)							

Viewing the vaccination forecast:

The vaccination forecast within the WylR should assist in understanding what vaccinations are due next or may be missing.

Steps to viewing the vaccination forecast:

1. After a student is selected, Click on the "Vaccinations" tab on the left side of the menu bar. Under this tab click "Forecast."

Main Home Logout Select School Document Center Help Patient Search/Add Demographics Vaccinations View/Add Forecast	Patient Search	
	First Name or Initial:	timmy
	Last Name or Initial:	test
	Birth Date:	
	Family and Address Information:	
	Guardian First Name:	
	Street:	
	City:	
	Zip Code:	
	Country:	United States of America

2. The vaccination forecast screen will populate as shown below.



**IMMUNIZATION
UNIT**

**Wyoming Department of Health
Immunization Unit
(307) 777-7952
www.immunizewyoming.com**

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

Within the forecast table, the forecasted doses are presented in this order: “Vaccine Group,” “Forecasted Dose,” “Recommended Date,” “Minimum Valid Date,” “Overdue Date,” and “Status.” The WylR presents the recommended date and status that are past due in red. This output may benefit school-authorized users by letting them know which dose is due next for the provisional students and by letting the parent or guardian know which vaccination is due next.

Adding historical vaccines:

School-authorized users can receive permission to add historical vaccinations to student records from an official record of immunization. To receive permission, school-authorized users must complete Wyoming Department of Health Immunization Unit-led editing access training. Once training is completed, permission will be assigned to the school-authorized user. To add historical vaccines (after the permission has been assigned) see the [Quick Reference Guide: Adding Historical Vaccines](#).

Resources:

[Quick Reference Guide: Adding Historical Vaccines](#)

[Quick Reference Guide: School Module Reports](#)

[Quick Reference Guide: Search for a Patient](#)

Questions? Please contact: WylR Help Desk: 833-231-1451 or wylr.helpdesk@wyo.gov



**IMMUNIZATION
UNIT**

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