

At-A-Glance: School Year 2022-23





Immunization Data Systems

Last Revised: September 23, 2022

The purpose of this document is to provide information about each of DC Health's immunization data systems available to schools. Each system requires access, credentials and training and has a unique purpose in immunization compliance.

	Immunization Compliance Portal (Salesforce)	DOCIIS	School Health Management	One Login (Self-Service Portal)
Purpose	Produce reports on overall immunization compliance for students at either the student-level or school-level .	Track all vaccine administrations for DC residents and visitors.	Used by school nurses to manage health services provided in schools.	Submit medical exemptions and immunization records to be translated in an encrypted manner.
Scope and Use	Student-level reports display student-level compliance and list specific vaccinations due or overdue by the student and include protected Health Information (PHI). Therefore, this level of access is the most restricted.	Health care providers, including those at clinics, hospitals and pharmacies use DOCIIS to transmit immunization information and check immunization history, as well as complete other vaccine management tasks.	Nurses can manage and view student health records including but not limited to immunizations. Schools with access to this system may use it for immunization data entry.	Used solely to submit forms that are not accepted by DOCIIS.

	Immunization Compliance Portal (Salesforce)	DOCIIS	School Health Management	One Login (Self-Service Portal)
Scope and Use (cont'd)	School-level reports display aggregate rates of compliance by total raw numbers and percentages for the school. No PHI is included.	<p>DOCIIS contains protected health information (PHI) for all District residents and non-District residents immunized in DC.</p> <p>Schools without access to School Health Management should use DOCIIS for immunization data entry.</p> <p>Schools must not use DOCIIS to alter rosters.</p> <p>Immunization data entered in School Health Management is updated in DOCIIS in approximately 24 hours.</p>	<p>Immunization data entered in DOCIIS for students enrolled in DC schools is updated in School Health Management in approximately 24 hours.</p> <p>Nurses in charter schools not participating in the school health services program can opt into using this management system.</p> <p>This system is not yet available to private, parochial, or independent schools.</p>	

	Immunization Compliance Portal (Salesforce)	DOCIIS	School Health Management	One Login (Self-Service Portal)
Access	 <p>Access HERE or at https://dccovid.force.com/overthecounter/login</p>	 <p>Access HERE or at https://dccp1web.stchealthops.com/iweb/</p>	 <p>School nurses at participating schools have the required link for access.</p>	 <p>Access HERE or at octo.onelogin.com/login</p>
Features	<ul style="list-style-type: none"> • Read-Only • Compliance reports with two different levels of access <ul style="list-style-type: none"> ○ School-Level User ○ Student-Level User • Export into an Excel file or .csv (usually faster) • NO bulk letter printing 	<ul style="list-style-type: none"> • Update/edit student vaccination records • View exemption documentation • Bulk letter printing • NO roster altering 	<ul style="list-style-type: none"> • Update/edit student health records • Regular bi-directional system feeds from DOCIIS daily 	<p>Upload fields to submit the following:</p> <ul style="list-style-type: none"> • Immunization records in need of language translation • HPV Opt-Out forms • UHCs with medical exemptions • Religious exemptions are NOT accepted here

	Immunization Compliance Portal (Salesforce)	DOCIIS	School Health Management	One Login (Self-Service Portal)
Eligibility for Access	<p><u>School-Level Access</u></p> <ul style="list-style-type: none"> School administrators LEA leaders or data managers <p><u>Student-Level Access</u></p> <ul style="list-style-type: none"> Immunization Point of Contact (IPOC) IPOC backups Patient Care Technicians School nurses Sometimes granted to registrar or school staff that need information related to enrollment 	<p>Limited to:</p> <ul style="list-style-type: none"> School administrators School nurses IPOCs <p>Note: Patient Care Technicians (PCTs) are NOT eligible for access.</p> <p>DOCIIS contains protected health information that is used by health providers for administering necessary vaccines. DOCIIS data can be manipulated by users, so access should be restricted only to those who have a genuine and appropriate need for the data.</p>	<p>Limited to:</p> <ul style="list-style-type: none"> School nurses Trained school IPOCs at schools without a school nurse in the school nurse services program <p>Not available to private, parochial, or independent schools.</p>	<p>Limited to:</p> <ul style="list-style-type: none"> School nurses IPOCs

	Immunization Compliance Portal (Salesforce)	DOCIIS	School Health Management	One Login (Self-Service Portal)
Process to Gain Access	Email DOCIIS Help Desk at dociis.helpdesk@dc.gov	Email DOCIIS Help Desk at dociis.helpdesk@dc.gov	Access through Children’s School Services (CSS). For schools without a school health services program nurse, shs.program@dc.gov	Email DC Health’s Immunization team at doh.immunization@dc.gov
Training Requirements for Access	No required training. See reference guide for additional information.	Approved users must first view a training video and score at least 7/10 on the post-training assessment.	Training is required and offered by DC Health.	No required training.
Contact for Help	Help Desk at (202) 576-9301 or dociis.helpdesk@dc.gov	Help Desk at (202) 576-9301 or dociis.helpdesk@dc.gov	School Health Services Program shs.program@dc.gov	Help Desk at (202) 576-9301 or DC Health’s Immunization team at doh.immunization@dc.gov

FAQs

Q1: What are the requirements for student immunizations?

A1: For the 2022-23 school year, the District is enforcing the [District of Columbia Immunization Attendance Policy](#). [District law](#) and [regulations](#) require all schools in the District of Columbia, including private, parochial and independent schools, to verify student compliance with the [immunization requirements](#). **Please refer to the August 2022 notice from the Deputy Mayor for Education for [public and public charter school leaders](#) as well as [private, parochial, and independent school leaders](#) regarding the recommended enforcement timeline for the 2022-23 school year.**

Q2: Which immunization data system should I use for generating immunization compliance lists for my school?

A2: School officials should utilize the Immunization Compliance Portal (Salesforce) for generating school-level and student-level compliance reports. The Immunization Compliance Portal read-only reports are refreshed in the portal daily and can be used by your school nurses and immunization points of contact (IPOCs) to generate and review lists of your school's immunization compliance.

Separately, DOCIIS is the District's primary immunization registry and contains protected health information that is used by health providers for determining when an individual is due for an immunization. Since DOCIIS is a health registry used by health providers, it is essential that the data is accurate and protected. DOCIIS should primarily be utilized by school nurses and essential school staff who are trained on accurately retrieving immunization records, inputting immunization records, and generating compliance letters.

Q3: When my school nurse enters a new record into DOCIIS, how quickly will it update?

A3: When an immunization record is updated in DOCIIS, it will be reflected in DOCIIS immediately and in the Immunization Compliance Portal (Salesforce) the next day.

Q4: I should have received an email to register for the Immunization Compliance Portal (Salesforce), but I did not receive it. What can I do?

A4: This email often gets marked as spam. Search your inbox and spam folders for an email from noreply@salesforce.com with a subject line that reads “Welcome to the Immunization Compliance Portal.” If you still do not have the email, then reach out to the DOCIIS Help Desk at (202) 576-9301 or dociis.helpdesk@dc.gov. The link to login or reset your password expires after 24 hours. If the link to the login has expired, please email dociis.helpdesk@dc.gov and ask for a resend.

Q5: I forgot or lost my password for the Immunization Compliance Portal (Salesforce). What do I do?

A5: The compliance portal login screen has a hyperlink labeled as “Forgot Your Password?”. When clicking on the link you will be prompted to enter your compliance portal username. Do not forget to include the “.nsns” at the end of your username. A password reset link will be sent to the email address associated with the username. Please check the spam folder as this password reset email will come from noreply@salesforce.com and is titled “Welcome to the Immunization Compliance Portal”.

Q6: I am trying to download my school’s immunization compliance report from the Immunization Compliance Portal (Salesforce), but nothing is loading. How can I fix this?

A6: The compliance reports are generated via a pop-up window, if exported. To run a report in the Immunization Compliance Portal (Salesforce), your pop-up blocker must be disabled, either once or permanently. If you are unsure of how to disable your pop-up blocker, please consult your technical support staff. Some organizations may use an additional layer of internet security protection such as Proof Point and the user must exit the protected view to generate a report. Please follow up with your IT team for additional help.

Q7: Can I make updates to my school’s enrollment data or rosters in any of these systems?

A7: No. The DC Office of the State Superintendent of Education (OSSE) is considered the authority on enrollment (not DOCIIS or any DC Health data system). All enrollment changes must be made by the LEA Data Manager or LEA leader through your student information system (SIS) which feeds into the OSSE enrollment data. OSSE then submits a daily feed to both DOCIIS and the Immunization Compliance Portal (Salesforce).



Q8: How can I make sure my school staff have access to the appropriate data systems?

A8: Every school should have an immunization point of contact (IPOC) and an IPOC backup designated with DC Health. The IPOC is the primary point of contact for parents and guardians, students, school leaders, LEA central office staff, and DC Health regarding immunization compliance at the school. The IPOC has primary access to the Immunization Compliance Portal (Salesforce) for identifying non-compliant students, and to School Health Management (or DOCIIS if the school does not have access to School Health Management) for entering immunization records.

In schools that participate in the DC Health School Health Services Program (SHSP), the IPOC shall be a designated member of the health suite personnel, such as the school nurse or health technician. In schools that do not participate in SHSP, the school leader shall identify a member of the school staff to serve as the IPOC. The IPOC backup should have access to the Immunization Compliance Portal (Salesforce) in order to generate school and student-level compliance lists, and access to DOCIIS if deemed necessary. If you are not sure which of your school staff have access to DOCIIS and/or the Immunization Compliance Portal (Salesforce), please contact DC Health at DOCIIS.Helpdesk@dc.gov.

Q9: My LEA designated our IPOCs by submitting this information to OSSE through IDS (formerly known as eSchoolPLUS). Why don't these individuals have access to the appropriate DC Health data systems yet?

A9: IPOCs designated through OSSE's IDS are granted access to an OSSE-generated data system called the Qlik Early Access application. The Early Access Application was built to offer LEAs a high-level analysis of student-level immunization compliance data *before the start of the school year* when enrollment data has not yet reached Stage 5. This data includes which students are identified by DC Health as compliant, overdue, or due for immunizations before the start of school. *Once the school year begins*, schools and LEAs should utilize the above DC Health data systems rather than the Early Access Qlik application for up-to-date reporting.

Q10: Can I enter an HPV Opt-Out form, medical exemption, or religious exemption into DOCIIS or the Immunization Compliance Portal (Salesforce)?

A10: No. To submit a medical exemption or HPV Opt-Out form, please email DC Health at doh.immunization@dc.gov to get access to the One Login Portal (also known as the Self-Service Portal), which allows you to send an encrypted email to DC Health with the medical exemption or HPV Opt-Out form. No exemptions can be submitted via the Immunization Compliance Portal or DOCIIS.

Religious exemptions are a separate process. Families interested in requesting a religious exemption must either email DC Health at doh.immunization@dc.gov or visit the DC Health office in-person to request the exemption. Additional information on the religious exemption



process is available [here](#). School nurses and IPOCs should not distribute or receive religious exemption requests from students' families. A student who is granted a religious exemption from any vaccine will have their vaccination record updated by DC Health in DOCIIS to reflect the exemption status.

Q11: How can I conduct bulk letter printing of notifications for students who are out of compliance for immunizations at my school?

A11: Bulk printing must be done via DOCIIS. The bulk printing function, also referred to as Action Report Letters, generates letters for all students on the school roster regardless of immunization compliance status. In order to determine which students require notification letters, schools must download the most accurate and up-to-date student-level compliance report from the Immunization Compliance Portal. School staff should then carefully select and print from DOCIIS only the letters for students listed in the Immunization Portal as noncompliant.

Q12: I'm a school nurse or immunization point of contact (IPOC) and need to enter immunization records. Which system should I use?

A12: Public and Public Charter Schools Participating in the DC Health School Health Services Program: If your school participates in the DC Health School Health Services Program, then your school nurse has access to School Health Management and may enter the records in the **School Health Management** system. Student immunization records coming from DOCIIS can be viewed and updated as needed in School Health Management.

Public Charter Schools Not Participating in the DC Health School Health Services Program: Public charter schools that do not participate in the DC Health School Health Services Program (SHSP) can opt-in to use the School Health Management (SHM) to assist in managing and viewing student health records, including student immunization records. Email shs.program@dc.gov if you are a public charter school without an SHSP nurse and are interested in gaining access to SHM.

If your public charter school does not have access to School Health Management, then you should enter records in DOCIIS.

Private, Parochial, and Independent Schools: IPOCs at private, parochial, and independent schools should enter records in DOCIIS.