

DC Health Immunization Record Data Entry Support
School Year 2024-2025

Data Entry Support Overview

- Data entry support for immunization records is available through DC Health.
- If data entry support is needed, immunization records should be sent through the Self-Service Portal, which can be accessed through the following link: <https://octo.onelogin.com/portal>.
- Data entry support requests will be filled within 5 to 10 business days.
- Questions regarding immunization record submissions and Self-Service Portal logon credentials can be sent to dociis.helpdesk@dc.gov.

Key Points for Data Submission

- Review the ICP Student Compliance Report to identify the due vaccines for a particular student and only submit documentation which includes new vaccine information for data entry.
- Prioritize submitting documentation for the temporary exclusion grades (PreK 3, K, 7th, 11th).

Documents that can be Uploaded to the Self-Service Portal

- Universal Health Certificates (UHC) for students out of compliance
- Vaccine records for students out of compliance
- HPV opt-out forms
- Religious exemptions
- Medical exemptions from medical providers and titer results

What Not to upload in the Self-Service Portal

- Sports clearances
- Medical summary without vaccine records
- Asthma action plans and oral health assessments/dental forms