



## Colorado Immunization Information System (CIIS) Instructions for Child Care Centers (Read-Only Users)

The CIIS School Application web address is: <https://ciis.state.co.us/school>

**CIIS Read-Only Users:** Can view patient immunization records and print immunization certificates and may have the ability to enroll students and run reports (e.g., *Immunization Rates* report).

### **How to log-in to CIIS:**

1. Enter the CIIS website address in your browser.
2. Enter your current CIIS User Name and Password. **Note:** User Name is NOT case sensitive; however, the system will auto-convert it to all caps. The password IS case sensitive.
3. Click the “Log In” button or hit the Enter key on your keyboard. **Note:** When you first log-in to CIIS, the system will prompt you to change your password and to answer password security questions.

**Note:** If you forget your password in CIIS, you can click the “Forgot Password?” link located on the CIIS Login screen to reset your own password. You **must** have answered your password security questions in order to utilize this feature.

 The Help icon, located on most screens within CIIS, gives you more information about the topics on the screen.

### **Default Provider/Clinic and School District/School**

Due to how CIIS is configured, all Childcare Users will have a default Provider and Clinic show up at the top of the Home Screen. Your **default Provider** should always be “Colorado School District,” and your **default Clinic** should always be “Colorado School.” Initially, your **default School District** will also say “Colorado School District” and your **default School will say “Colorado School.”**

**Note:** Your Childcare center will be able update the default School District and School with which you are associated. To do so, your CIIS Site Administrator will need to send an email to the main CIIS email box: [CDPHE.CIIS@state.co.us](mailto:CDPHE.CIIS@state.co.us) indicating which CIIS users should be associated with the appropriate Childcare Center. It is possible for CIIS users to be associated with more than one School/Childcare Center/Head Start within the system. Being associated with your childcare center will allow you to enroll students in CIIS and run school reports (e.g. *Student Roster*, *CIIS Immunization Rates* reports).

### **How to search for a student:**

1. Click the “Patients” link located in the left-hand menu. Doing so will navigate you to the Search screen.
2. Enter your search criteria and click the “Search” button.

**Tip:** The most effective way to search for a student is to enter the first few letters of the student name and the DOB in the search criteria boxes. If the student is not returned in the search try using other fields in the search box.

3. Once you locate your patient in the search results, click the corresponding radio button to select your patient.

**Important:** When you first select your patient in search results (by clicking the radio button), you **must** click one of the gray buttons beneath the search results to navigate to the corresponding module/screen (e.g., Immunizations, Demographics), **before** you can use the menu on the left-hand side of your screen to navigate between modules for your patient. Once you have “activated” the patient using one of the gray buttons on the Search Results screen, you can then use the links in the left-hand menu.

### **How to view patient demographics:**

Click the “Demographics” link or button to open the Demographics screen for your patient.

### **How to view a patient’s record:**

Click the “Immunizations” link or button once you have selected your patient. You can view/print the patient’s record on the Immunizations Home screen, as well as view recommended vaccines and immunization details for the patient.

### **How to print a patient's record:**

There are several places in CIIS from which you can print a patient's record. Links to immunization records and certificates are located on the following screens:

- Search Results screen (located at the top and bottom of the screen).
- Demographics screen (located at the top and bottom of the screen).
- Immunizations Home screen (located at the top of the screen).
- Reports/Forms screen (located at the top of the screen).

To print a patient record, navigate to the top of one of the above screens. You will see a list of immunization certificates that can be printed (e.g. Immunization Record (Yellow Card), College Certificate of Immunization, School Certificate of Immunization). Click on the immunization certificate you want to print. Next, click on the  icon.

### **Enrolling a patient as a student in your school district/school:**

1. Search for the patient you want to work with and select the radio button for the correct patient.
2. Click the "Education" button located on the Search Results screen.
3. Click "Add School Enrollment" on the Education screen.
4. Enter enrollment information (required fields in bold) on the Add Education screen, and click the "Create" or "Update" button to save the record.

**Tip:** Double-clicking in date fields will auto-populate today's date.

**Note:** Enrolling patients as students in your childcare will allow you to run *Student Roster* and *Immunization Rates* reports. Before using this feature, users should be associated with the appropriate Childcare Center. Please refer to the Default Provider/Clinic and School District/School section of this document for further information.

For further questions and information on additional CIIS childcare user training, please contact your CIIS Coordinator or CIIS User Support at 1-888-611-9918 option #1 or 303-692-2437 option #2. Additional CIIS training materials can be found at: [www.ColoradoIIS.com](http://www.ColoradoIIS.com). Once you are on the website, click on the "Training" link. Next, click on the link "For childcare providers" and you will see the links to various training materials, including the CIIS online training video, webinars and job aids.