



**COLORADO IMMUNIZATION
INFORMATION SYSTEM
SCHOOL USER TRAINING
(READ-ONLY)**

October 2013



ACCESS THE SYSTEM

Enter the CIIS School Application URL/website address in your Internet browser:

<https://ciis.state.co.us/school>

Tip: Set the CIIS website as a Favorite and/or create a shortcut to your desktop.



WELCOME TO THE
COLORADO IMMUNIZATION INFORMATION SYSTEM
SCHOOL APPLICATION



Colorado Department
of Public Health
and Environment

Please enter your username and password to access CIIS. Note that the password is case-sensitive. Click the "Log In" button to continue ...

User Name:

Password:

Log In

Forgot your password?

CIIS User Support: (888) 611-9918 Fax: (303) 758-3640

CIIS General Mailbox: CDPHE.CIIS@state.co.us

[CIIS General User Login Request Form](#)

If you have not received a user name, you must complete the CIIS User Login Request Form. Please follow this link.

Enter your CIIS User Name and Password and click the "Log In" button.

Note: The user name is not case sensitive, though the system will auto-convert it to all caps. The password is case sensitive.

Password criteria will be discussed later in the training.



ICONS

- You will notice that CIIS uses several different icons throughout the system. To find out what these mean, just hover your pointer over the icon.

SCHOOL DISTRICT: COLORADO SCHOOL DISTRICT, SCHOOL: COLORADO SCHOOL Welcome TEST USER, Log Out



- Home
- Patients
 - Search
 - Demographics
 - Notes
 - Precautions/
Contraindications
 - Immunizations
 - Reports/Forms
- Settings

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Search Criteria

Patient ID	Identifier Type	Identifier Value		
<input type="text"/>	<input type="text"/>	<input type="text"/>		
Last Name	First Name	Middle Name	DOB	Gender
TEST	KAL	<input type="text"/>	<input type="text"/>	<input type="text"/>

Search Results - 7 record(s)

ID	Name	Gender	DOB	School		
3856682	TEST, KALAMITY	F	09/24/2010			
3856673	TEST, KALI HALLEY	F	01/28/2000	ASPEN ELEMENTARY SCHOOL		
3856676	TEST, KALIE 1452 CENTER ST DENVER, CO 80206	F	01/28/2012			
3856675	TEST, KALIF SAMUEL	M	03/15/2003			
3856674	TEST, KALLEN JOSEPH	M	03/14/2002			
444342	TEST, KALLIE ESTES PARK, CO 80517	F	05/27/2009			
3856678	TEST, KALYNN	F	07/24/2013			

Immunization Record (Yellow Card)
College Certificate of Immunization
School Certificate of Immunization (Page 1)
School Certificate of Immunization (Page 2)

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PATIENTS MODULE LAYOUT

- Search
- Demographics
- Notes
- Precautions/Contraindications



SUCCESSFUL SEARCHES

○ Searching for Patients

- It may take some time to adjust to doing effective searches
 - Provide enough criteria so that the number of rows returned is manageable.
 - Don't put in so much that an opportunity to find an existing patient record is missed.
- For example:
 - Entering a very limited search criteria could return 100's or 1000's of records.
 - Entering a very narrow search criteria, e.g. full first and last name plus a Date of Birth (DOB) could omit the record you're looking for if there is a typo or a last name change.
- **A compromise would be to search by the first few letters of the first name and DOB, or by the first few letters of the first and last name and add the DOB if there are a large number of search results.**



PATIENTS MODULE: PATIENT SEARCH

SCHOOL DISTRICT: COLORADO SCHOOL DISTRICT, SCHOOL: COLORADO SCHOOL



WELCOME TO THE
COLORADO IMMUNIZATION INFORMATION SYSTEM

Step 1: Click the "Search" option located in the Patients submenu to bring up the Patient Search screen.

- Home
- [-] Patients
 - Search**
 - Demographics
 - Notes
 - Precautions/
Contraindications
 - Immunizations
 - Education
 - Reports/Forms
 - [+] Settings

Provider	<input type="text" value="COLORADO SCHOOL DISTRICT"/>	School District	<input type="text" value="COLORADO SCHOOL DISTRICT"/>
Clinic	<input type="text" value="COLORADO SCHOOL"/>	School	<input type="text" value="COLORADO SCHOOL"/>

Help Icon

News

[11/08/2012] - CIIS General User Demonstration Webinar

CIIS General User Demonstration Webinar in November

Whether you are brand new to CIIS or just need a little refresher on the immunization registry, we encourage you to **participate in a live webinar demonstration.**

The next CIIS General User Demonstration webinar will be held on:

Wednesday, November 28 from 12 to 1p.m.

To register, please visit the [CIIS Users webpage](#), scroll down the screen and select the "CIIS Live Training Webinars" from the "Training" section.

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PATIENTS MODULE: PATIENT SEARCH (CONT'D)

SCHOOL DISTRICT: COLORADO SCHOOL DISTRICT, SCHOOL: COLORADO SCHOOL



Patient Search

Enter criteria to search for patients and click "Search" to continue.



Step 2: Enter your search criteria and click the "Search" button.

Search Criteria

Patient ID	Identifier Type	Identifier Value		
<input type="text"/>	<input type="text"/>	<input type="text"/>		
Last Name	First Name	Middle Name	DOB	Gender
<input type="text" value="TE"/>	<input type="text" value="KA"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="button" value="Previous Criteria"/>			<input type="button" value="Clear"/>	<input type="button" value="Search"/>

Note: The "Previous Criteria" button allows you to pull up the last patient you searched for without re-entering the criteria.

- Home
- Patients
 - Search
 - Demographics
 - Notes
 - Precautions/Contraindications
 - Immunizations
 - Education
 - Reports/Forms
- Settings



PATIENTS MODULE: SEARCH RESULTS



Home

- Patients
- Search
- Demographics
- Local IDs
- Programs
- Notes
- Precautions/Contraindications
- Events
- Immunizations
- Education
- Inventory
- Reports/Forms
- Settings

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Patient Search

Enter criteria to search for patients and click "Search" to continue.

Immunization Record (Yellow Card)
Patient Administrative Record
College Certificate of Immunization
School Certificate of Immunization (Page 1)
School Certificate of Immunization (Page 2)

Search Criteria

Patient ID: Identifier Type: Identifier Value:

Last Name: First Name: Middle Name: DOB: Gender:

Search Results

ID	Name	Insurance	Gender	DOB	Opt-Out	Precautions	Notes	Audit
444393	TEST, KALLIE ESTES PARK, CO 80517		F	05/27/2009	<input type="checkbox"/>			
444716	TEST, KARA ANN 5566 IVY LN TRINIDAD, CO 81082		F	06/07/2006	<input type="checkbox"/>			
444715	TEST, KAREN 5678 HAPPY LN BONCARBO, CO 81024		F	06/06/2007	<input type="checkbox"/>			
444724	TEST, KAREN 4455 PLATTE DR BLACK HAWK, CO 80422		F	06/07/2008	<input type="checkbox"/>			
444724	TEST, KATE E		F	05/04/2002	<input type="checkbox"/>			
444248	TEST, KATHY A 111 TEST LN DENVER, CO 80618		F	08/18/2009	<input type="checkbox"/>			
444362	TEST, KAYLA 2222 HAPPY CANYON RD DENVER, CO 80237		F	06/07/2005	<input type="checkbox"/>			

Demographics Local IDs Programs Precautions / Contraindications Notes

Events Immunizations Education

Step 1: Click the radio button to select your patient.

- Audit Information
- Precautions/Contraindications exist
- Notes exist for patient
- Opt-Out patient

Step 2: Click the gray button that corresponds to the screen you wish to view.

Note: You must initially click one of the gray buttons to “activate” your patient in the system. After this, you may then use the links in the menu to navigate between screens for your selected patient.

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PATIENTS MODULE: OPT-OUTS

If the patient you are searching for comes up in the search results as an Opt-Out, this indicates they chose not to have their immunization information entered into CIIS.

Search Results - 7 results

ID	Insurance	Gender	DOB						
444342	TEST, KALLIE ESTES PARK, CO 80517	F	05/27/2009						
444393	TEST, KARA ANN 5566 IVY LN TRINIDAD, CO 81082		05/27/2006	[You do not have permission to work with this patient.]					
444716	TEST, KAREN 5678 HAPPY LN BONCARBO, CO 81024		6/06/2007						
444715	TEST, KAREN 4455 PLATTE DR BLACK HAWK, CO 80422		06/07/2008						
	DENVER, CO 80618								
444362	TEST, KAYLA 2222 HAPPY CANYON RD DENVER, CO 80237	F	06/07/2005						

Demographics Local IDs Programs Precautions / Contraindications Notes
Events Immunizations Education

Opt-Out Icon

You will be able to see that they have opted-out, but will not be able to see the patient's record.



IMMUNIZATIONS MODULE

SCHOOL DISTRICT: COLORADO SCHOOL DISTRICT, SCHOOL: COLORADO SCH



Home

Patients

Immunizations

Reports/Forms

Settings

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Immunizations Home

Use this Screen to view a Patient's Immunization H

- Immunization Record (Yellow Card)
- Patient Immunization Summary
- College Certificate of Immunization
- School Certificate of Immunization (Page 1)
- School Certificate of Immunization (Page 2)

Printable immunization records and certificates are located at the top and bottom of screen. Click on the certificate you want to print or save.

View TEST, KALIE (3856676) DOB: 01/28/2012 AGE: 1Y 8M 27D



DOB: 01/28/2012 Age: 1Y 8M 27D History of Varicella?: YES Date of Varicella: 09/30/2013

The patient has previously refused one or more vaccines.

Recommended Immunizations for today, 10/25/2013 (1Y 8M 27D) (636 days)

Vaccine
Hep A, Ped/Adol
Hep B, Ped/Adol
MMR
PCV-13 (Prevnar)

Please do not rely solely on the Recommended to forecast immunizations. Utilize clinical judgment and consult both the ACIP recommended immunization schedule and the CDC website for more information: <http://www.cdc.gov/vaccines/pubs/pinkbook>

Immunization history will show in this table

The Immunizations link will allow you to view immunization records, see recommended immunizations, and print immunization records.

Vaccine	Dose	Date	Age	Clinic			
Tetanus containing							
DTaP-Hib-IPV (Pentac	1	04/01/2012	0Y 2M 4D	PR		H	?
DTaP-Hib-IPV (Pentac	2	06/01/2012	0Y 4M 4D	PR		H	?
DTaP-Hib-IPV (Pentac	3	08/01/2012	0Y 6M 4D	PR		H	?



REPORTS/FORMS MODULE

SCHOOL DISTRICT: COLORADO SCHOOL DISTRICT, SCHOOL: COLORADO SCHOOL

Welcome TEST USER, Log Out



- Home
- + Patients
- Immunizations
- Reports/Forms**
- + Settings

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Reports/Forms

Click on one of the links below to view the document or run the report.



Patient

- Immunization Record (Yellow Card)
- Patient Immunization Summary
- College Certificate of Immunization
- School Certificate of Immunization (Page 1)
- School Certificate of Immunization (Page 2)
- IZ History/Risk/Recommendations

Once on the Reports/Forms screen, you can click on the links below for more information .

Forms / Informational Documents

- ACIP Child and Adolescent Immunization Schedule
- ACIP Child and Adolescent Catch-up Immunization Schedule
- ACIP Adult Immunization Schedule
- Colorado Board of Health School Requirements
- CDC Travel Vaccine Recommendations
- Vaccine Information Statements (VIS) - English and ...
- Vaccine Information Statements (VIS) - Other Language

For information on immunization requirements for child care centers, please click on the Colorado Board of Health School Requirements

CIIS Forms and Documents

- CIIS Opt-Out Form
- CIIS Rescind Opt-Out Form
- CIIS Clinic Administrator Form
- Immunization Materials Order Form
- CIIS Notification Poster
- CIIS Frequently Asked Questions

The Reports/Forms link has general information on CIIS and immunizations



SETTINGS MODULE

SCHOOL DISTRICT: COLORADO SCHOOL DISTRICT, SCHOOL: COLORADO SCHOOL Welcome TEST USER, Log Out



- Home
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 - Search
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 - Immunizations
 - Reports/Forms
- [-] Settings
 - Change Password
 - Password Questions
 - User Defaults

Change Password

Click "Update" to save the record or "Cancel" to return to the previous page. i

Edit

Step 2: To change your password, complete the information in the Edit box and click on "Update."

Username	Existing Password
<input type="text" value="USER1"/>	<input type="password"/>
New Password	Confirm New Password
<input type="password"/>	<input type="password"/>

- Passwords must be a minimum of 8 characters long.
- Passwords must include at least one number. (0-9)
- Passwords must include at least one special character. (Ex: #, %, *, !, \$, etc.)
- Passwords must be changed a minimum of 2 times before re-use.

Note: Be sure your new password meets these requirements.

Step 1: From the Settings module, you can change your password or update the responses to your password questions.



QUESTIONS?

- CIIS User Support:
 - 1-888-611-9918 or 303-692-2437
- CIIS General Email:
 - cdphe.ciis@state.co.us
- CIIS General Website: www.ColoradoIIS.com
- CIIS School Application Website: <https://ciis.state.co.us/school>
- CIIS School Coordinator
 - Lorin Scott-Okerblom
 - lorin.scott-okerbloom@state.co.us
- CIIS Training and Outreach Coordinator
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