**How to Get Access to the Washington Immunization Information System (WA IIS)
School and Child Care Module:
A Step-by-Step Guide for Child Care and Early Learning Programs**

Purpose: This is a step-by-step guide to help child care and early learning programs gain access to the Washington Immunization Information System (WA IIS) School and Child Care Module. WA IIS is the state registry that keeps track of immunization records of people of all ages. Having access to the School and Child Care Module allows child care and early learning programs to:

- view and print enrolled children's Certificate of Immunization Status (CIS).
- meet Washington Department of Health's (DOH) Annual Immunization Report requirement. As long as your program has a current Roster uploaded to WA IIS, and you keep it up-to-date as children enter and leave your program, DOH will run the immunization report each year so you don't have to!
- obtain a report of children missing or due for vaccine(s).
- add immunization exemptions (religious, medical, and personal/philosophical).
- view and print School and Child Care Immunization Module reports and letters for Parents or Guardians.
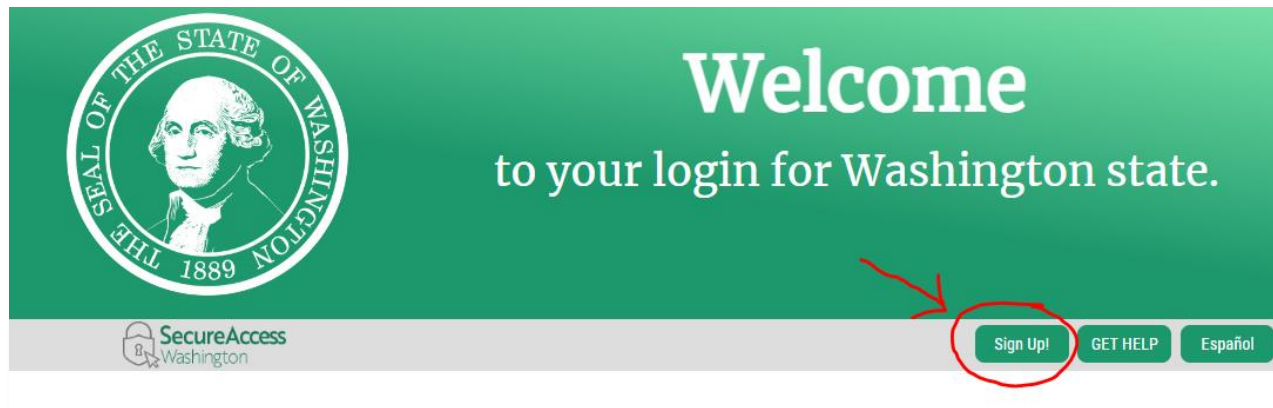
Child care and early learning programs are **not able to add or edit vaccination history to WA IIS** through the School and Child Care Module.

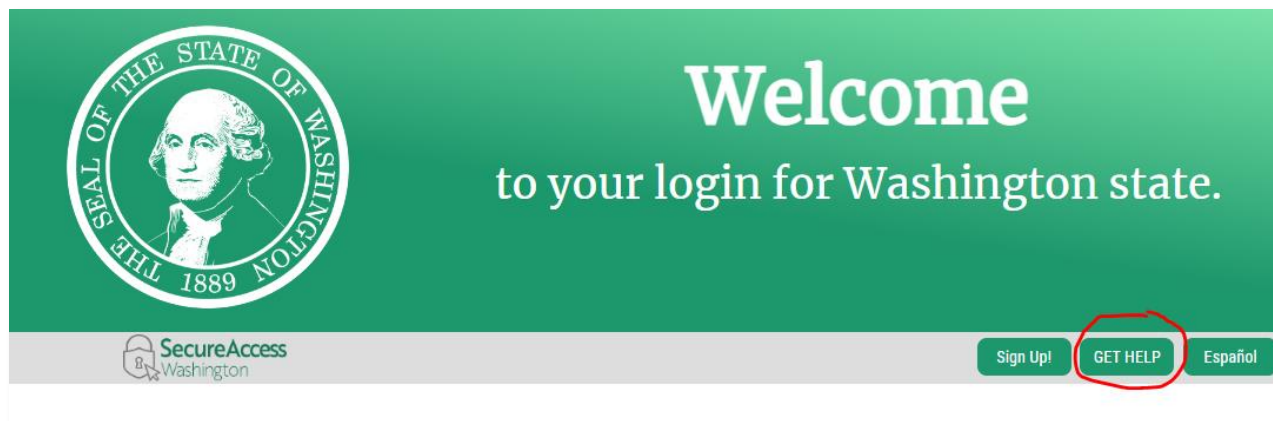**To gain access to WA IIS School and Child Care Module, you will need:**
- <mark>a staff person who can **dedicate 2-3 uninterrupted hours** to work through these instructions to complete the process most efficiently.</mark>
- a Secure Access Washington (SAW) account
- a completed and signed Limited Exchange – Information Sharing Agreement (ISA)
- to pass the WA IIS School Module training post-test

STEP 1: Set up a SAW account

- SAW is a secure gateway that allows individuals to access multiple online state agencies. **All authorized WA IIS users will need a SAW account in order to log in to WA IIS.**
  - If you are not sure if you already have a SAW account, click here to check.
- To set up a SAW account:
  - Go to https://secureaccess.wa.gov and click "Sign Up!" See image below:

- o Enter your: name, email address, user ID, password, and secret question/answer. SAW uses this information to verify (authenticate) your identity.
- o Click the green "Create Account" button at the bottom.
- o **Remember your username and password for SAW.** (You will need it later in STEP 6)
- If you need assistance with logging into SAW, there is an [FAQ guide](#) or you can select the green, "Get Help" button on the [SAW website](#), as pictured below.

STEP 2: Complete and submit this [Limited Exchange – Information Sharing Agreement (ISA)](#) found on the [WA IIS website](#). This ISA is a contract between DOH and the child care or early learning program/organization.

- Use a web browser (Chrome, Internet Explorer, etc.) to fill out this form and submit it online.
- **Helpful instructions when filling out the ISA:**
    - o On page 1, enter the complete name of the child care or early learning program where it says: (Organization/Agency).
    - o At the top of page 6, under the header "Agency," complete the contact information for the child care or early learning program. **Typically, the "Contact Person" would be the Director or Owner of the program.**
    - o On page 6, the Director or Owner will sign under "Agency Signatory."

- o Print a Copy of Page 8 (Attachment B), the WA IIS Confidentiality Agreement. **Each person in your child care or early learning program who will have a WA IIS Log In/Username needs to sign a copy of this agreement.**

STEP 3: After you submit the ISA online, consider how you would like your program's Roster to be set up in WA IIS. **DOH will want to know this information when they set up your School and Child Care Module account.** Consider the options below:

Option 1: A program can choose to create their Roster by hand and upload it to the School and Child Care Module after they get access.
This may be the best option for your program if:
- You are a smaller program with little turnover or a small number of students.
- You don't want to go through the roster upload process before you get access to the School and Child Care Module
- You think it will be easier to add and remove students on your own when they start or leave the program.

Option 2: DOH can upload an initial Roster for you when they are first creating a School and Child Care Module account for a child care or early learning program.
This may be the best option for your program if:
- You have a large program with a lot of students (and you do not want to add each student to the roster one at a time)
- You have a lot of turnover within your program (students enter and leave each month)

If you are interested in a Roster upload, you can view DOH's step-by-step guide for how to create and send in the roster document here: Roster Upload Quick Reference Guide.

STEP 4: Send an email to DOH's School Module team at schoolmodule@doh.wa.gov with the subject line "Limited Exchange Sharing Agreement application".

For programs with only one location, include the following information:

- "My name is _____, and I just submitted my Limited Exchange Sharing Agreement. The name of my program is _____, and it is a child care/early learning program. I'm working on completing my training and post-test requirements. Please reach out to me directly if you have any questions about my application."

- **Inform DOH which Roster upload option in Step 3 you have chosen,** and include one of the following statements in your email:
  - o "I would like to add enrolled students by hand and do not want DOH to do a roster upload. I have ____ total children enrolled in my program."
    OR
  - o "I would like DOH to upload an initial Roster for my program when my School and Child Care Module profile is created."

If you have multiple locations under one ownership, include the following because each location will need its own Log In to run site-specific immunization reports:

- "My name is _____, and I just submitted my Limited Exchange Sharing Agreement for my child care/early learning programs. The Agreement is for___ (name of Organization/Agency) with ___# of programs, and each program will need ___# of Log Ins for access to the module.

  I'm working on completing my training and post-test requirements. Please reach out to me directly if you have any questions about my application."

- **Inform DOH which Roster upload option in Step 3 you have chosen,** and include one of the following statements in your email:
    - "I would like to add enrolled students by hand and do not want DOH to do a roster upload. I have ___ total children enrolled in my program."
                                        OR
    - "I would like DOH to upload an initial Roster for my program when my School and Child Care Module profile is created."

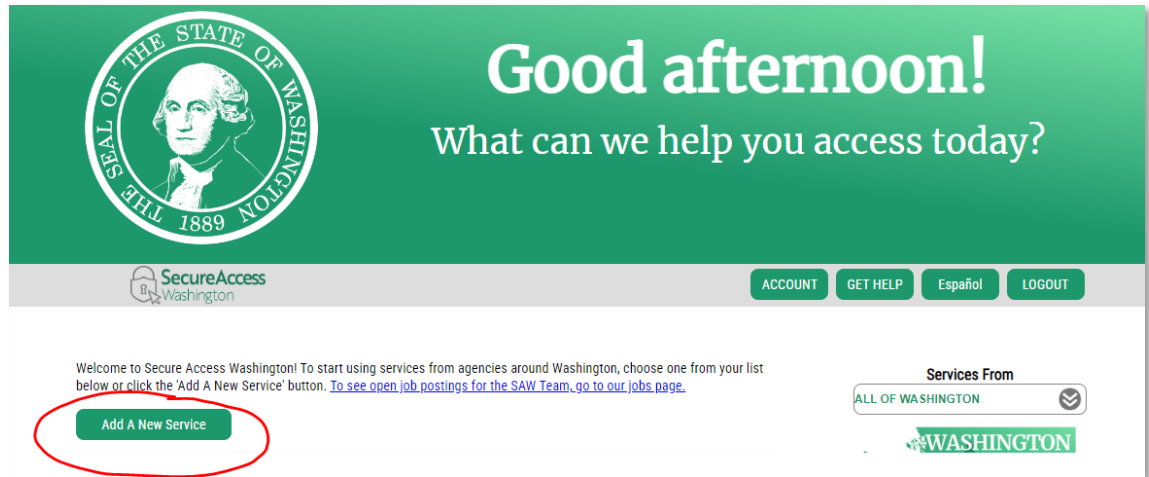## STEP 5: Complete the School Module Training Post-test
You and anyone else who needs School and Child Care Module access will need to:
- Review the [School and Child Care Immunization Module Training Guide](#).
- Watch all the videos linked in the above training guide, as information in these videos may be included in the required post-test.
- Take the [School and Child Care Immunization Module Training Post-test](#). **Note: You cannot get access to WA IIS until you pass this post-test.**

An automated email will be sent to each person after they pass the post-test. This email will include directions on setting up a WA IIS account. If you do not receive these directions, please email: schoolmodule@doh.wa.gov.

STEP 6: Add your WA IIS account to your SAW account.

- Go to https://secureaccess.wa.gov
- Log in to your **SAW** account using the Username and Password you entered when signing up.
- Once logged in, you will need to add **WA IIS** as a service. Select the "Add a New Service" button. See image below:

- Select "I have been given a code by an agency."
- Enter the code: **WAIIS**
- You will be prompted to answer a series of questions based on your public record data to complete the Identity Verification process. If you choose to bypass this process, access to WA IIS will be delayed until your identity can be manually verified.
- WA IIS should now be a service available through your SAW account. Click 'Access Now'.
- You will be prompted to choose a method for completing a Multi-Factor Authentication. Enter the code sent to you and click 'Submit'. Click 'CONTINUE' to access the WA IIS.

STEP 7: Review the [School and Child Care Immunization Module Training Guide for Child Cares](#) for instructions on how to:

- Log in and access the School Module and SAW
- Search for a child. **Only look up children within your program.**
- Add a child and attach them to a Facility (your child care or early learning program)
- View and send the Child Care Roster
- Edit the Roster
- Add Immunization Exemptions
- Create a report (Out of Compliance, Conditional status, At Risk, etc.)
- Access letters to families and the health care provider about missing immunizations, records requests, etc.