New Mexico Statewide Immunization Information System (NMSIIS) School User Manual

NEW MEXICO
DEPARTMENT OF
HEALTH

New Mexico Department of Health

NMSIIS

New Mexico Statewide Immunization Information System

Version 1.0
May 15, 2013

References

This manual uses the following resources for guidance and definitions.

Center for Disease Control and Prevention (CDC)

Visit the CDC's Vaccines and Immunizations website for general information and news about immunizations at:

http://www.cdc.gov/vaccines

New Mexico Department of Health (NMDOH) Immunization Program

View the NMDOH Immunization Program for vaccine forms and general state immunization information at:

http://immunizenm.org/

Contacts

For more information about the NMSIIS program or this manual in particular contact the following sources.

NMSIIS Program Manager

Contact the NMSIIS Program Manager for more information about NMSIIS.

(505) 476-1451

NMSIIS Training Coordinator

Contact the NMSIIS Training Coordinator for more information about NMSIIS trainings.

Peggy Cooke
Peggy.Cooke@state.nm.us
(505) 827-2417

Help Desk

Contact the Department of Health (DOH) Help Desk for NMSIIS password resets and NMSIIS troubleshooting.

DOH Help Desk
doh-helpdesk-main@state.nm.us
(505) 476-8526
1-800-280-1618

Revision History

Date	Version	Author	Changes
5/15/2013	1.0	Jamie Riera	Initial NMSIIS School User Manual.

Table of Contents

Chapter 1:
Introduction

In This Chapter

NMSIIS Overview

Intended Audience

Scope

Manual Conventions

Version 1.0
May 15, 2013

This manual provides instructions to school staff members for using the New Mexico Statewide Immunization Information System (NMSIIS). The New Mexico Immunization Act (NMSA §24.5.9) authorizes this access: *Access to the immunization registry shall be limited to primary care physicians, nurses, pharmacists, managed care organizations, school nurses, and other appropriate health care providers or public health entities as determined by the Secretary of Health*.

NMSIIS Overview

NMSIIS provides a free, secure, HIPAA compliant, electronic immunization database that can be accessed online. NMSIIS holds immunization records for clients of all ages. An authorized school may search for, receive, and print a student's immunization records. When appropriate, records also include immunization contraindications, immunities, and previous reactions.

NMSIIS's main purpose is to document a person's immunization history and provide a schedule for future recommended immunizations. Additional features in NMSIIS allow school users to obtain reports.

NMSIIS provides the means to access a single, comprehensive immunization record for each student in New Mexico. NMSIIS use became mandatory for providers with legislation passed by the 2013 New Mexico Legislature. Governor Martinez signed this into law (effective June 14, 2013).

When used appropriately, NMSIIS supports the provision of free immunizations for New Mexicans 18 years or younger, the reduction of over-immunization and missed opportunities to vaccinate, improvements in a student's health, and the reduction of incidence of communicable disease.

Intended Audience

This manual is intended to be used by school nurses and their designated school staff. Access to NMSIIS requires an approved NMSIIS Organization Agreement for your school, training for each NMSIIS user (training provided by the New Mexico Department of Health), and a NMSIIS User Agreement for each trained NMSIIS user.

Scope

This manual serves two purposes. First, it covers basic NMSIIS access and its web interface. Second, it explains student records and related reports. Other NMSIIS manuals (Administrator's, Standard, etc.) address NMSIIS features and functionality not covered in this manual for school users.

Manual Conventions

This manual uses the following conventions:

- [Dark Blue underlined text](#) - hyperlinks to online resources or email

- Light Blue text - links to internal manual sections

- *Italic Text* - shows text displayed on the NMSIIS website

- **Bold text** - emphasizes terms and selections

- Notes inform users about potential problems or usage requirements. For example:

!	Note!	May cause errors. Informs users about potential problems or usage requirements.

Chapter 2:
Web Interface

In This Chapter

Top Navigation

Left Log-In Area

Announcements

Post Log-In Top Navigation

Post Log-In Left Navigation

Post Log-In Display

Version 1.0
May 15, 2013

Before logging in, the New Mexico Statewide Immunization Information System (NMSIIS) website displays a simple interface with turquoise Top Navigation and a Left Log-In Area.

Top Navigation

Before logging into NMSIIS, the turquoise Top Navigation Menu contains four choices: *Home*, *Forms*, *Related Links*, and a Light Bulb Icon 💡 For Online Help. See Figure 2.01.

Figure 2.01 The turquoise Top Navigation Menu includes four items.

Home

The *Home* menu option returns you to the NMSIIS home page. The home page includes Announcements like maintenance and scheduled trainings, DOH Help Desk contact information, and NMSIIS information found under the *About* link.

Forms

The *Forms* option gives a link list of NMSIIS-related forms and documents. The links include options for viewing and printing.

Related Links

The *Related Links* option provides links to online resources related to immunizations.

Light Bulb Icon For Online Help

The light bulb icon 💡 in the Top Navigation Menu's right corner launches *NMSIIS Online Help*. When launched from the home page, NMSIIS displays the entire help system in a separate window. See Figure 2.02. You may view the Contents, browse the Index, and perform a Search.

Figure 2.02 The NMSIIS Online Help launches in a separate window.
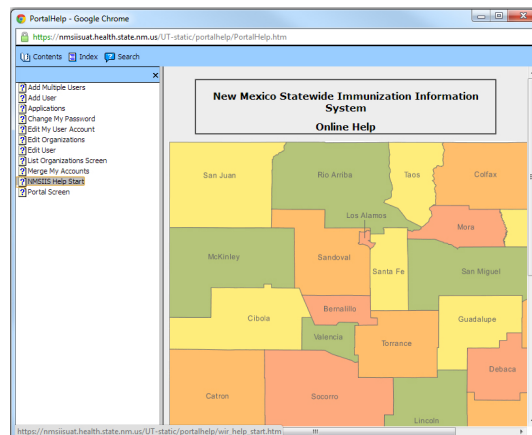
When launched from the home page, the online help initially displays the Contents area.

- **Contents** - Click the *Contents* link at the top of the online help window to view help topics alphabetically by subject. Select any subject to view its information. Figure 2.03 shows the *Change My Password* help information.

Figure 2.03 The NMSIIS Online Help Contents area lists subjects alphabetically.
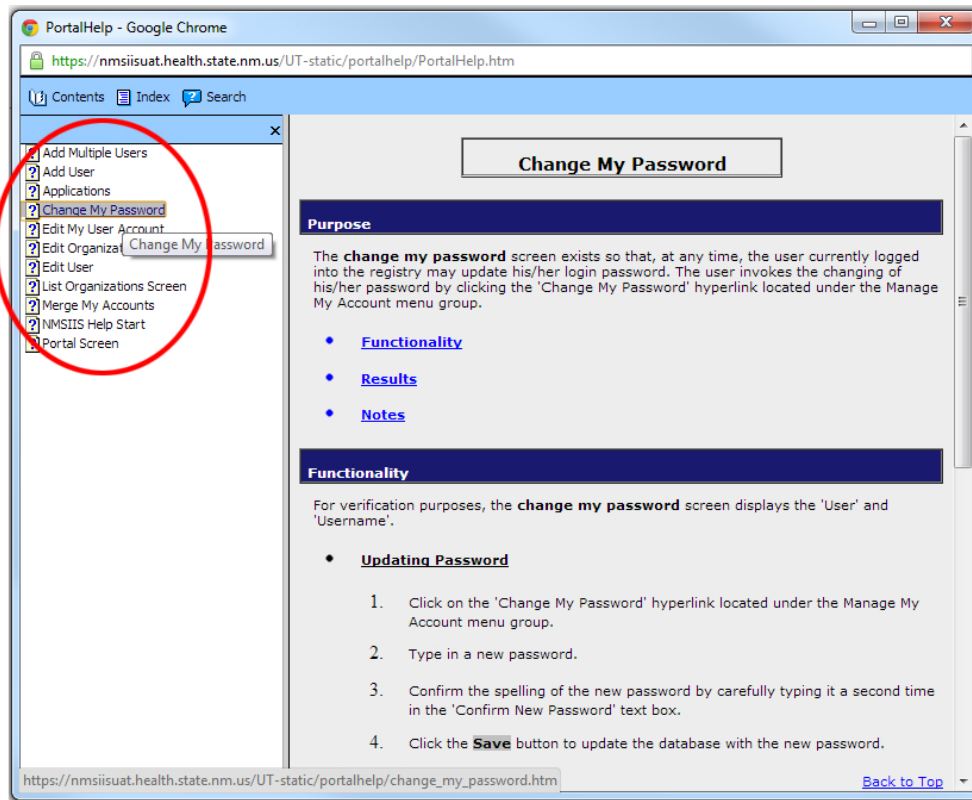
- **Index** - Click the *Index* link at the top of the online help window to view a detailed link list of important topics. Above the index list, you see a text box. Type a keyword in this box to quickly access a specific topic. You may also quickly jump to a letter in the alphabet using the keyword box.

- **Search** - Click the *Search* link at the top of the online help window to search the online help. Type a search term in the box and click *Go*. If desired, check the box to *Highlight Search Results*. NMSIIS automatically returns ten search results per page. You may change this number. You can specify up to ninety-nine results per page.

  After you click *Go*, the returned topics display under the search box. NMSIIS orders these by *Rank*. You may click a *Title* to show the help information in the large section to the right. If the search returns more than one page of results, page links display under the list of results.

Left Log-In Area

Before logging into NMSIIS, the website's left side contains the Left Log-In Area.

Figure 2.04 The log-in area is on the website's left side.
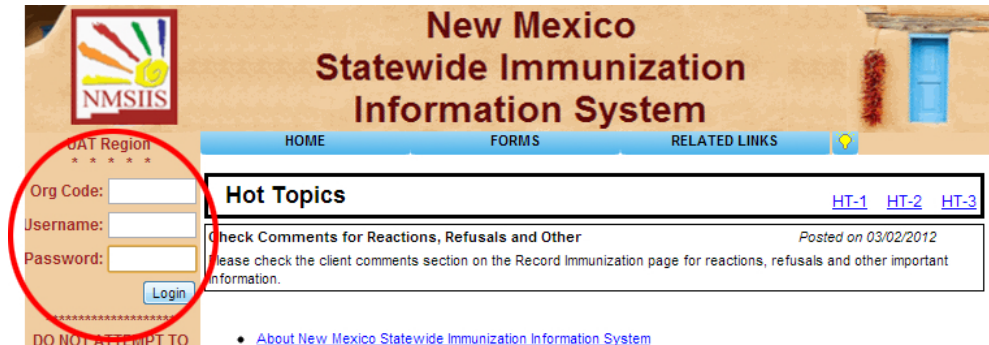
For more information on logging into NMSIIS, see Chapter 3: NMSIIS Access.

Announcements

Before logging in, the white area of the home page shows announcements known as *Hot Topics*. To the right of the *Hot Topics* heading, you find links to more topics shown as *HT-1*, *HT-2*, etc. See Figure 2.05.

Figure 2.05 Hot Topics give recent NMSIIS announcements.
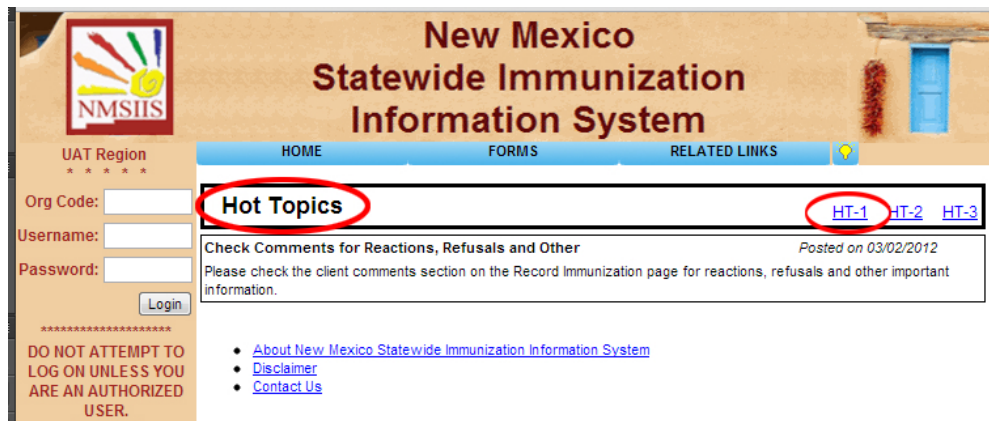
Post Log-In Top Navigation

After logging into NMSIIS, the red Post Log-In Top Navigation Menu contains seven choices:
Home, Manage Access/Account, Forms, Related Links, Logout, Help Desk, and a Light Bulb Icon For Online Help. See Figure 2.06.

Figure 2.06 The red Top Navigation Menu includes seven items.
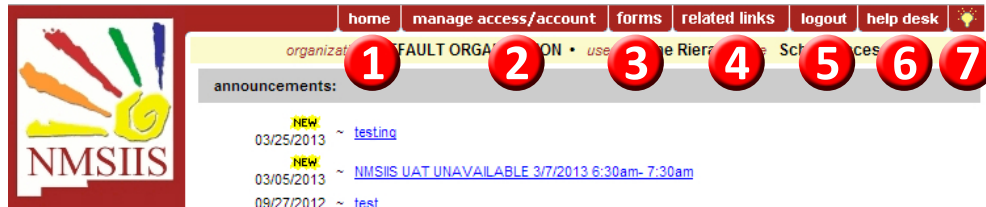
Home

The *Home* menu option returns you to the NMSIIS home page. The home page includes Announcements like maintenance and scheduled trainings and a link to the *About* page.

Manage Access/Account

The *Manage Access/Account* menu option displays the name(s) of NMSIIS sites for which you have authorized access.

> **Note!** When you click *Manage Access/Account*, NMSIIS displays the turquoise Top Navigation Menu.

Use the links in the Left Navigation Menu to access the pages for your NMSIIS account and password settings. You must change your password at least every 90 days. See Figure 2.07.

Figure 2.07 The Change My Password link lets you update your password anytime.
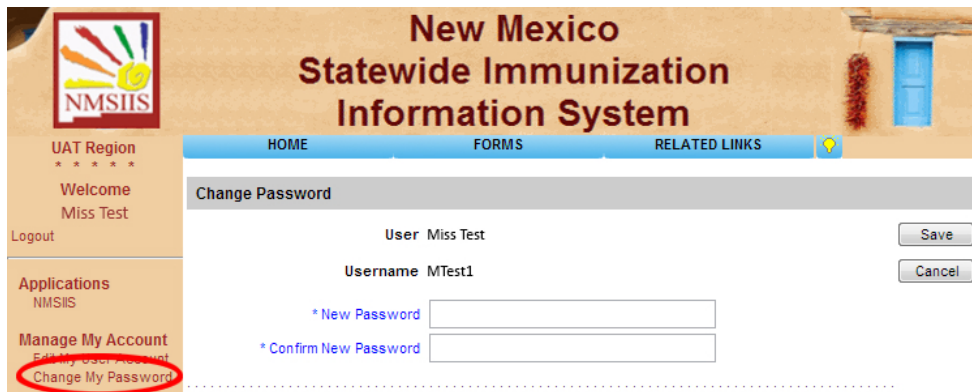
Forms

The *Forms* menu option gives a link list of NMSIIS-related forms and documents like the New Mexico Vaccine Forms.

Related Links

The *Related Links* menu option contains links to other websites with immunization information like the Center for Disease Control (CDC).

Logout

The *Logout* menu option ends your NMSIIS session. You must logout to disconnect from NMSIIS. However, for security reasons, your NMSIIS session times out after thirty minutes of inactivity.

Help Desk

The *Help Desk* menu option displays the NMSIIS Help Desk hours, phone number, and email.

Light Bulb Icon For Online Help

The light bulb icon 💡 in the Top Navigation Menu's right corner launches *NMSIIS Online Help* specific to the current page displayed.

Post Log-In Left Navigation

After logging into NMSIIS, the website's Post Log-In Left Navigation Menu contains links for *School Access* with the Manage List, Find Student, and Check School Report links. See Figure 2.08.

Figure 2.08 The Post Log-In Left Navigation Menu includes School Access links.
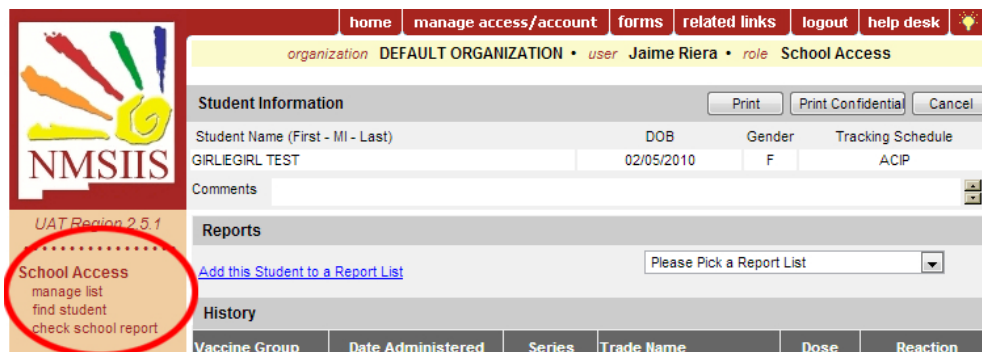
Manage List

With the *Manage List* link you can add and delete report lists, add and remove students from a report list, and generate reports.

Find Student

With the *Find Student* link you can search for, view, and print A Student Record.

Check School Report

With the *Check School Report* link you can check the status of a report and view a report.

Post Log-In Display

After logging in, NMSIIS displays a yellow bar under the red Post Log-In Top Navigation Menu. This bar shows your user information: your *Organization*, your *User* first and last name, and your user access *Role*. The website's white display area includes Announcements, and Release Notes.

Announcements

Under the *Announcements* heading, you find links to announcements arranged by date. Announcements not yet viewed display a *New* flag in yellow highlight. See Figure 2.09.

Figure 2.09 New shows in yellow highlight next to announcements not yet viewed.
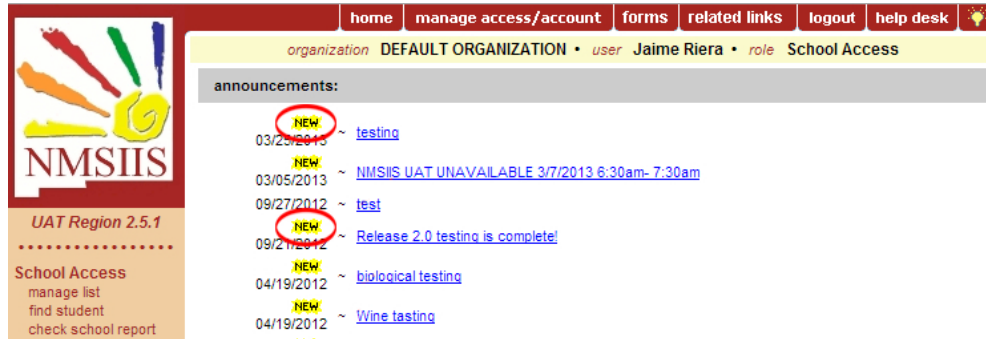
Release Notes

Under the *Announcements*, you find *Release Notes* with the latest NMSIIS version update link. Click *More Release Notes* to view previous NMSIIS version additions and changes. Release notes not yet viewed by you display a *New* flag in yellow highlight.

Figure 2.10 The More Release Notes link gives previous system releases and related notes.
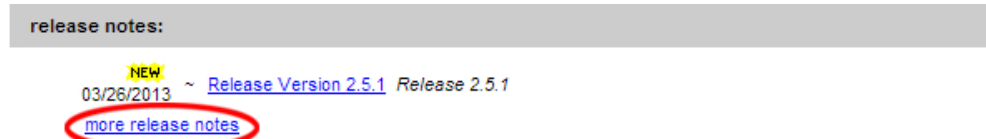
Chapter 3:
NMSIIS Access

In This Chapter

Log In

Log Out

Change My Password

Time-Outs

To access the New Mexico Statewide Immunization Information System (NMSIIS) online, go to the NMSIIS website. Accept any warnings regarding secure connections or security certificates like the one shown in Figure 3.01.
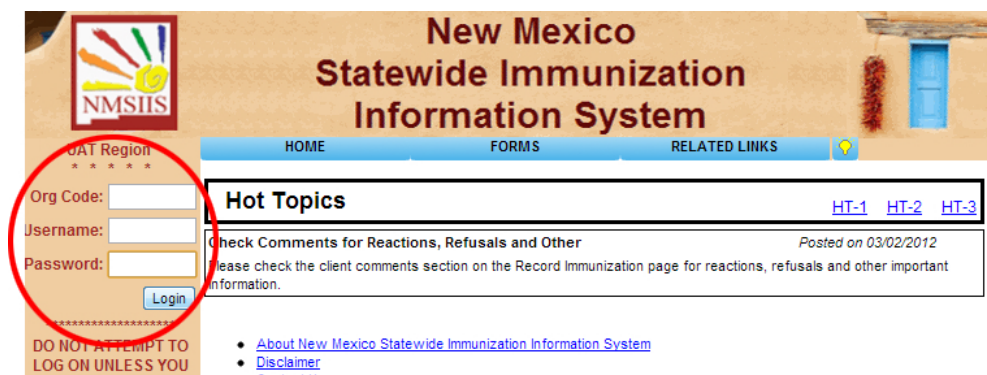
Figure 3.01 A security warning may launch depending on your browser.

Log In

To log into NMSIIS, type in your *Org Code*, *Username*, and *Password* in the appropriate text boxes. Each log-in text box is case sensitive. Click *Login*. See Figure 3.02.

Figure 3.02 The NMSIIS home page log-in area shows on the left.

> **Note!** After three unsuccessful log-in attempts, NMSIIS locks your account. Contact the NMSIIS Help Desk if you need your password reset.

The left side now shows *Welcome* and your name. If NMSIIS opens to a list of organization

names, click the desired organization from the link list. NMSIIS now displays Announcements and Release Notes.

Log Out

You may log out from any NMSIIS page. You may click *Logout* from the red Post Log-In Top Navigation Menu when you have already selected an organization. See Figure 3.03.

Figure 3.03 NMSIIS places a Logout link in the red Post Login Top Navigation Menu.
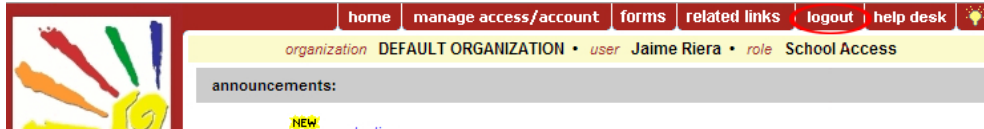
You may also click the *Logout* link from the Left Log-In Area before selecting an organization or when managing your user settings. See Figure 3.04.

Figure 3.04 The Logout link on the left side lies under the welcome message.

After logging out, NMSIIS displays a confirmation message. See Figure 3.05.

Figure 3.05 After logging out, NMSIIS displays a confirmation message.

To return to the NMSIIS home page, click the *Go To The NMSIIS Login Page* link.

Change My Password

NMSIIS requires you to change your password at least every 90 days. NMSIIS notifies you after log-in by displaying the *Change My Password* page and the message *Your Password Has Expired. Please Update Before Continuing*. See Figure 3.06.

Figure 3.06 When your password expires, NMSIIS directs you to change it.
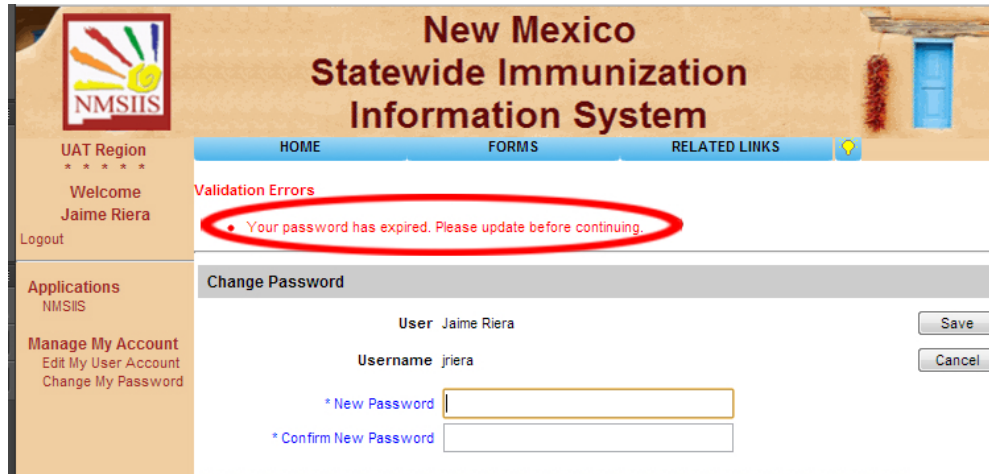
To change your password, type your new password in the *New Password* text box. Then, type it again in the *Confirm New Password* text box. Click *Save*.

> **!** Note! Your password must contain a mix of upper and lower case characters, at least one number, at least one of the special characters **!@#$%^&*+**, and must be at least eight characters in length.

Time-Outs

For security reasons, your NMSIIS session times out after thirty minutes of inactivity. Information entered and saved prior to the time-out remains stored. To continue to use NMSIIS, you will need to log in again.

Chapter 4:
Student Record

In This Chapter

Search For A Student

A Student Record

Print Student Record

Version 1.0
May 15, 2013

You can view and print a student's complete immunization record from NMSIIS. You may also add a student to reports lists from A Student Record.

Search For A Student

After logging into NMSIIS, look for the *School Access* heading in the Post Log-In Left Navigation Menu. You enter up to ten Student Search Criteria to find a student. Depending on the results found, NMSIIS returns one of four Possible Search Results.

To search for a student:

1. Click *Find Student* from the Post Log-In Left Navigation Menu.

2. Type in the first three letters of the student's *Last Name*.

3. Type in the first two letters of the student's *First Name*.

4. Click *Find*. See Possible Search Results.

Student Search Criteria

The *Student Search Criteria* page includes ten possible search criteria. The minimum required criteria are a student's *Last Name* and his/her *First Name*. When searching for a student, too much information may decrease your odds of finding the student.

The *Student Search Criteria* area requires the student's:

- **Last Name** - Type in the first three letters of the student's *Last Name*. If you enter a complete last name, but the spelling does not exactly match the spelling previously recorded, NMSIIS does not return the record. Type two or less letters to find an exact name. For example, type in the letters "Ho" to find the student "Don Ho."

- **First Name** - Type in the first two letters of the student's *First Name*. If you enter a complete first name, but the spelling does not exactly match the spelling previously recorded, NMSIIS does not return the record. Type in one letter to find an exact name. For example, type in the letter "R" to find the student "R. Garcia."

The *Student Search Criteria* area contains several optional choices for narrowing search results. These include the student's:

- **Middle Name** - Type in any amount of letters of the student's middle name.

- **Mother's Maiden Last** - Type in any amount of letters of the student's *Mother's Maiden Last* name.

- **Mother's First Name** - Type in any amount of letters of the student's *Mother's First Name*.

- **Birth Date** - Type in the month, day, and year for the student's *Birth Date* in MM/DD/YYYY format. You may also click the calendar icon 📅 to select a date.

- **Gender** - Select the student's *Gender*.

- **Phone** - Type in the student's *Phone* number. Phone numbers change frequently and/or may not exist in NMSIIS, so the phone number criterium may not be helpful.

- **NMSIIS ID** - Type in the *NMSIIS ID* to find an exact student. The NMSIIS ID is NMSIIS's unique identifier for the student. NMSIIS automatically assigns this number when the student is first entered into NMSIIS.

Possible Search Results

NMSIIS may find one student, multiple students, no students, or too many students to return results.

- **One Student Found** - If NMSIIS finds one student, it opens A Student Record. This shows basic *Student Information*, a *Reports* area where you may add the student to a report, the student's immunization *History*, and *Vaccines Recommended By Selected Tracking Schedule*. See Figure 4.01.

Figure 4.01 After finding one student, NMSIIS returns A Student Record.

- **Multiple Students Found** - If NMSIIS finds multiple students, it returns a table listing with up to 75 matches. Click on the desired student's *Last Name*, in blue underline, to open A Student Record. See Figure 4.02.

Figure 4.02 After finding multiple students, NMSIIS returns a list of students.

- **No Student Found** - If NMSIIS does not find any students, the message *No Clients Were Found For The Requested Search Criteria* displays. Check the search criteria and broaden your search. See Figure 4.03.

Figure 4.03 After not finding a student, NMSIIS returns a no-student-found message.

- **Too Many Students Found** - When NMSIIS finds more than 75 matching student records, it displays the number of records found with the message *Please Refine Your Search Criteria To Limit Your Student List*. If this happens, narrow your search by entering additional student search criteria. See Figure 4.04.

Figure 4.04 After finding more than 75 students, NMSIIS returns a refine-search message.

Depending on your search results, you may have to search additional times to find A Student Record. Strategies for additional searches include:

- Check your search criteria for typing errors and correct

- Change the Gender to one of the other possibilities

- Erase previously entered criteria and search on just the Birth Date

- Erase previously entered criteria and search on just the client's Mother's First Name and Mother's Maiden Last names

- Erase previously entered criteria and search on just the Phone number

If all your search attempts fail to locate a student's record, you can notify the student's parents/ guardians. Then, you can suggest they contact the student's primary care provider and ask him/ her to create a NMSIIS record.

A Student Record

Once you Search For A Student and click on a student from the student listing, NMSIIS opens A Student Record. It includes four sections: the basic Student Information, a Reports section where you may add the student to a report list, the student's immunization History, and Vaccines Recommended. See Figure 4.05.

Figure 4.05 A Student Record includes four sections.

Student Information

At the top of the page to the right of the *Student Information* heading, NMSIIS has three buttons related to NMSIIS functions. See Figure 4.06.

Figure 4.06 Beside the Student Information, you find three buttons for NMSIIS functions.

These functions include:

1. **Print** - Click *Print* for a printer-friendly version of the page. See Print Student Record.

2. **Print Confidential** - Click *Print Confidential* for a printer-friendly version of the page. See Print Student Record.

3. **Cancel** - Click *Cancel* to return to the previous page.

Below the function buttons, the *Student Information* section gives basic information for the student. The section shows the *Student Name*, *DOB*, *Gender*, the *Tracking Schedule*, and a scrollable list of *Comments*. Client *Comments* document critical health information like chronic conditions, acute illnesses, term conditions like pregnancy, allergies, immunization reactions,

and contraindications for immunization. They also document decisions like refusals-to-vaccinate or repetitions of a vaccine series.

Reports

The *Reports* section allows you to add the student to one or more report lists. When you add the student to a report list(s), NMSIIS will include the student in the corresponding school report(s). See Chapter 5: Reports for more information.

History

The immunization *History* section displays all of the student's recorded immunizations in a table. NMSIIS lists immunizations alphabetically by *Vaccine Group*, then orders them by *Date Administered*.

The table shows the following information:

- **Vaccine Group** - The vaccine group or vaccine family. Multiple individual vaccines used to vaccinate against a disease. These groups may represent vaccines that immunize against a single disease or multiple diseases.

- **Date Administered** - This date the student received the vaccine. Click on the date to view tracking schedule information for the vaccine. NMSIIS displays *Historic* in this column for a previously administered vaccine without an administered date.

- **Series** - The dose number in a series. NMSIIS provides the following information:

   » The number of a valid immunization in a series. For example, *1 of 3*.

   » For repeating booster doses, NMSIIS displays *Booster*.

   » NMSIIS displays *Not Valid* for immunizations the system declares invalid. NMSIIS marks an immunization as invalid either because the student was too young to receive the vaccine or not enough time elapsed between doses. Once the student completes the series, the *Series* column appears blank for any *Not Valid* doses.

   » For a partial dose, NMSIIS displays *Partial Dose*.

   » Certain immunizations appear as *Pending*. For example, a small pox immunization awaiting an evaluation.

- **Trade Name** - The manufacturer's trade name, if recorded.

- **Dose** - The dosage. NMSIIS displays full, half, or multiple doses. You should assume an empty value to be one full dose.

- **Reaction** - A reaction to an immunization. NMSIIS displays *Yes* and the entire

immunization record displays in red font. Click on the *Yes* link in the *Reaction* column to view the reaction details.

Below the *History* section, NMSIIS shows the student's exact *Current Age*.

Vaccines Recommended

The *Vaccines Recommended By Selected Tracking Schedule* section lists all immunizations recommended specifically for the student in a table with color-coding to assist in interpretations. NMSIIS arranges immunizations alphabetically by *Vaccine Group*.

Comments indicating a contraindication for immunization show below the student's name and may affect vaccine recommendations.

The *Vaccines Recommended By Selected Tracking Schedule* table gives the following information:

- **Vaccine Group** - Click the vaccine group name to view tracking schedule information and the *Explanation Of Status*, when provided by NMSIIS.

- **Earliest Date** - The earliest date that the student may receive the immunization.

- **Recommended Date** - The recommended date that the student may receive the immunization.

- **Overdue Date** - The date when the student is past due for the immunization. This date also triggers an accelerated schedule for future immunizations.

- **Latest Date** - The latest date when the student may receive the immunization.

NMSIIS color-codes the *Vaccines Recommended By Selected Tracking Schedule* to assist in interpretation. See Figure 4.07.

Figure 4.07 Vaccine recommendations include status texts and color-coding.

Current Age: 37 years, 1 month, 7 days				
Vaccines Recommended by Selected Tracking Schedule				
Vaccine Group	**Earliest Date**	**Recommended Date**	**Overdue Date**	**Latest Date**
HepB	02/14/1976	02/14/1976	05/14/1976	
Influenza	08/14/1976	08/14/1976	08/14/1976	
MMR	Complete			
Pertussis	Complete			
Polio	03/27/1976	04/14/1976	05/14/1976	
Td	03/04/2013	03/04/2013	04/04/2013	
Varicella	Contraindicated			

The color-coding displays as follows:

- **Pink** - Complete or the student has exceeded the maximum age for the vaccine.

- **Yellow** - Not complete. Today's date is equal to or past the *Earliest Date* and before the *Recommended Date*.

- **Green** - Not complete. Today's date is equal to or past the *Recommended Date* and before the *Overdue Date*.

- **Blue** - Not complete. Today's date is equal to or past the *Overdue Date* and before the *Latest Date* when a maximum age exists.

NMSIIS displays status text in the *Vaccines Recommended By Selected Tracking Schedule*. You may interpret the text as follows:

- **Complete** - Specified vaccine complete.

- **Completed Early** - Specified vaccine completed early.

- **Maximum Age Exceeded** - Student has exceeded the maximum age to receive a specified vaccine.

- **Maximum Doses Met or Exceeded for Vaccine Group** - Student has met or exceeded the maximum number of doses for the specified vaccine.

- **Contraindicated** - Student has contraindications for immunization for the specified vaccine.

- **Immunity Recorded for Vaccine Group** - Student has immunities for the specified vaccine.

Print Student Record

You may print a student's immunization history and recommendations.

To print this information:

- Click *Print* for a printer-friendly version with student information, immunization history, and recommendations.

- Click *Print Confidential* for a printer-friendly version with only immunization history and recommendations

- Print this window like printing any other page from a browser. For example, you may press your browser's printer icon or select File > Print.

Chapter 5:
Reports

In This Chapter

Create A Report List

Delete A Report List

Add A Student To A Report List

Delete A Student From A Report List

Generate A Report

Check A Report's Status

View a Completed Report

Version 1.0
May 15, 2013

You can create and delete report lists, add and delete students from a report list, generate three types of reports, check a report's status, and view completed reports that return one or more student(s).
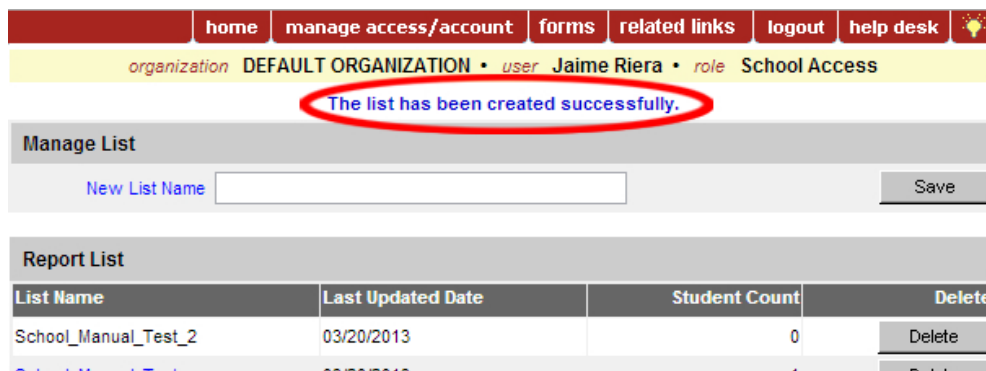
Create A Report List

A report list must exist for your school to run a report. NMSIIS supports up to ten report lists for each school.

To Create a new report list:

1. Click *Manage List* from the Post Log-In Left Navigation Menu.

2. Type in a name for your list in the *New List Name* text box.

3. Click *Save*. NMSIIS returns the message *The List Has Been Created Successfully*. NMSIIS displays the new list in the *Report List* section. See Figure 5.01.

Figure 5.01 After you create a new report list, NMSIIS returns a confirmation message.

Delete A Report List

Deleting a report list removes all students from the list. After you delete a report list, you cannot recover it.

To delete a report list:

1. Click *Manage List* from the Post Log-In Left Navigation Menu.

2. In the *Delete* column, click *Delete* for the *List Name* you want to remove. NMSIIS launches a confirmation box. See Figure 5.02.

Figure 5.02 NMSIIS launches a confirmation box before deleting a report list.
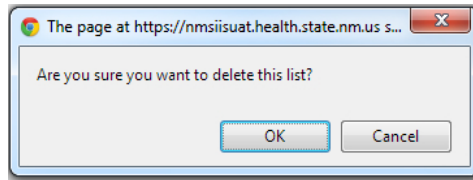
3. The confirmation box contains the question *Are You Sure You Want To Delete This List?*. Click *OK* to confirm deletion.
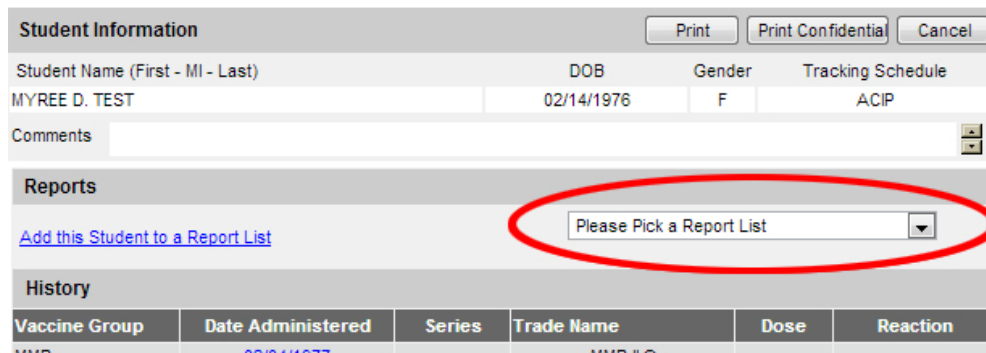
Add A Student To A Report List

You can add a student to more than one report list. After you add a student to a report list, that report's name no longer displays in the *Please Pick A Report List* drop-down box.

To add a student to a report list:

1. Click *Find Student* from the Post Log-In Left Navigation Menu.

2. Search For A Student and open A Student Record. See Chapter 4 for instructions.

3. Look under the *Reports* heading. Select which report list you want the student added to in the *Please Pick A Report List* drop-down box. See Figure 5.03

Figure 5.03 Select which report list you want to add the student to in the drop-down box.

4. Click *Add This Student To A Report List*. After you add the student to a report list, that report list's name no longer displays in the drop-down box.

Delete A Student From A Report List

You can delete one or more students from a report list at the same time.

To remove a student from a report list:

1. Click *Manage List* from the Post Log-In Left Navigation Menu.

2. Click the desired *List Name*. NMSIIS launches a new page. NMSIIS displays all the students for the chosen list in a table.

3. Check the checkbox in the *Delete* column for the student(s) you wish to remove. You may check multiple students. See Figure 5.04

Figure 5.04 You may delete multiple students from a report list.
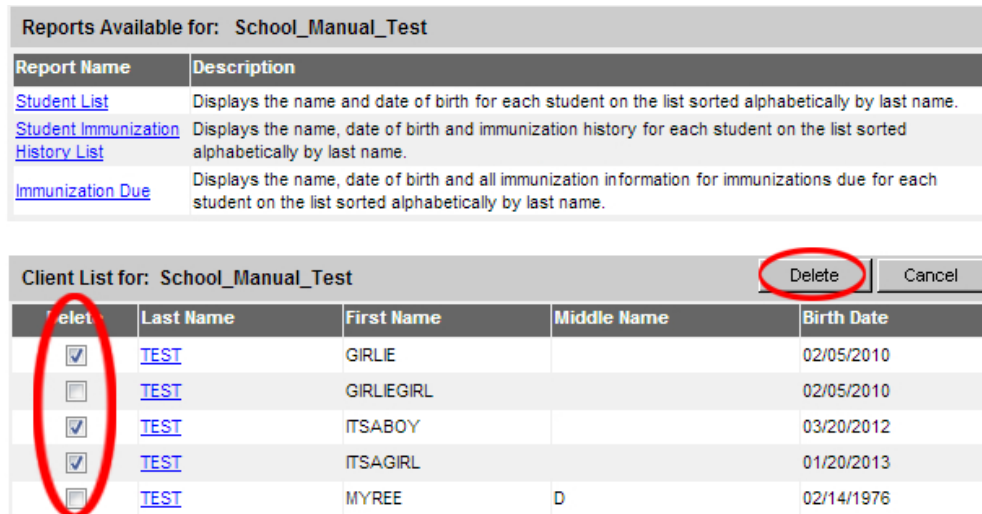
4. Click *Delete*. NMSIIS launches a confirmation box.

5. The confirmation box contains the question *Are You Sure You Want To Permanently Delete Selected Students From This List?*. Click *OK* to confirm deletion. See Figure 5.05.

Figure 5.05 NMSIIS launches a confirmation box before deleting students from a report list.
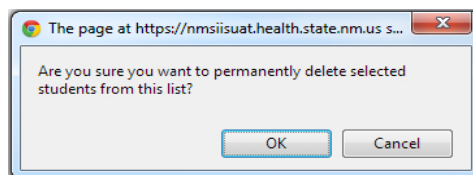
Generate A Report

You can generate three different reports for your school:

- The Student List displays the name and date of birth for each student, sorted alphabetically by last name.

- The Student Immunization History List displays the name, date of birth, and immunization history for each student, sorted alphabetically by last name.

- The Immunization Due report displays the name, date of birth, and immunization information for immunizations due for each student, sorted

alphabetically by last name.

All reports first require you to select a list. Therefore, all reports follow the same initial steps:

1. Click *Manage List* from the Post Log-In Left Navigation Menu.

2. Click the desired *List Name* to create a report using the selected list of students.
   See Figure 5.06. NMSIIS launches the *Reports Available* page.

Figure 5.06 To generate any report, you must first select a list.

3. Click the desired report name under the under the *Report Name* column. See
   Figure 5.07.

Figure 5.07 Under the Report Name column, click the report name you wish to generate.

Two reports, the Student List and the Student Immunization History List, generate automatically
when you click the *Report Name*. The third report, Immunization Due, requires you to select
report criteria.

The time needed to generate a report depends on the chosen report and the number of
students on the chosen list. NMSIIS directs you to the status page while it generates a report.
See Check A Report's Status for status page details.

Student List

The *Student List* displays the name and date of birth for each student. NMSIIS sorts students alphabetically by name.

To generate the *Student List*:

1. Click *Manage List* from the Post Log-In Left Navigation Menu.

2. Click the desired *List Name*.

3. Click *Student List* under the *Report Name* column. NMSIIS automatically launches the report in the same window. Figure 5.08 shows a Student List report. Use the browser back arrow ⬅ to return to the *Reports Available* page.

Figure 5.08 The Student List is sorted alphabetically by last name.

New Mexico State Immunization Information System
Student Listing

Report run on: 03/26/2013 11:54 AM   Page 1 of 1

Last Name	First Name	Middle Name	Birth Date
ATEST	BUBBA		03/26/2013
BTEST	TRIAL		03/26/2013
GTEST			03/26/2012
TEST	GIRLIE		02/05/2010
TEST	GIRLIEGIRL		02/05/2010
TEST	ITSABOY		03/20/2012
TEST	ITSAGIRL		01/20/2013
TEST	MYREE	D	02/14/1976

Student Immunization History List

The *Student Immunization History List* displays the name, date of birth, and immunization history for each student on the list. NMSIIS sorts students alphabetically by name.

To generate the *Student Immunization History List*:

1. Click *Manage List* from the Post Log-In Left Navigation Menu.

2. Click the desired *List Name*.

3. Click *Student Immunization History List* under the *Report Name* column. NMSIIS automatically takes you to the status page. See Check A Report's Status for more information.

4. Click *Refresh* on the status page until the *Status* shows *100%* and NMSIIS displays the report name in the School Report Status section.

5. Click the report's *Name* in the School Report Status section. Figure 5.09 shows a Student Immunization History report. NMSIIS launches the report in the same window. Use the browser back arrow ⬅ to return to the status page.

Figure 5.09   The Student Immunization History List is sorted alphabetically by name.

Immunization Due

The *Immunization Due* report displays the name, date of birth, and all immunization information for immunizations due for each student on the list. NMSIIS sorts students alphabetically by name.

You may generate the *Immunization Due* report two ways. You may *Use All Vaccine Groups* or *Use Vaccine Groups Selected* from the list box.

To generate the *Immunization Due* report with the *Use All Vaccine Groups* option:

1. Click *Manage List* from the Post Log-In Left Navigation Menu.

2. Click the desired *List Name*.

3. Click *Immunization Due* under the *Report Name* column.

4. Select the *Use All Vaccine Groups* radio button ⊙ in the *Select The Vaccine Group(s)* area. See Figure 5.10.

Figure 5.10 When you select Use All Vaccine Groups, no groups shows in the right text box.

5. Type in the month, day, and year for the *From* text box in MM/DD/YYYY format under the *Target Date Range* heading. You may also click the calendar icon 📅 to select a date. If you leave the *From* text box empty, NMSIIS uses today's date.

6. Type in the month, day, and year for the *To* text box in MM/DD/YYYY format under the *Target Date Range* heading. You may also click the calendar icon 📅 to select a date. If you leave the *To* text box empty, NMSIIS uses today's date.

> **!** Note!   If you leave the *From* and *To* text boxes empty, NMSIIS uses today's date for the *Target Date Range*.

7. Click *Generate*. NMSIIS automatically takes you to the status page. See Check A Report's Status for more information.

8. Click *Refresh* on the status page until the *Status* shows *100%* and NMSIIS displays the report name in the *School Report Status* section.

9. Click the report's *Name* in the *School Report Status* section. NMSIIS launches the report in the same window. Use the browser back arrow 🔙 to return to the status page.

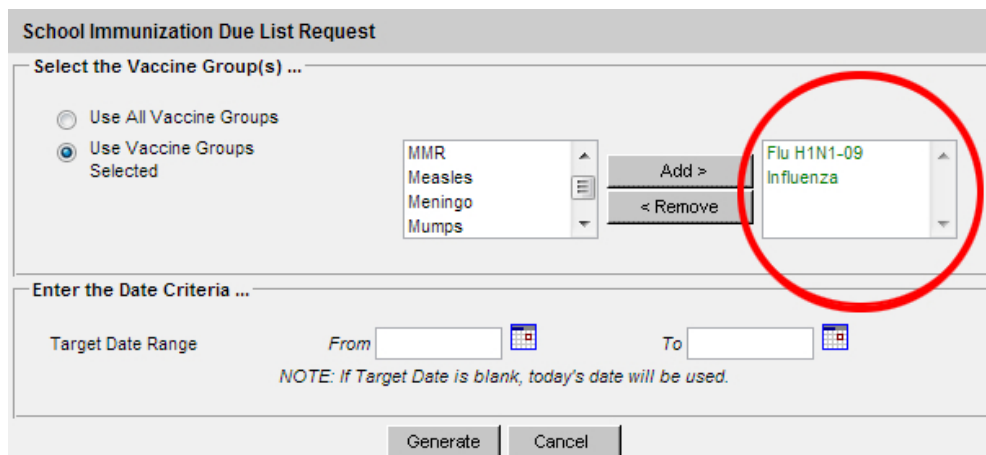To generate the *Immunization Due* report with the *Use Vaccine Groups Selected* option:

1. Click *Manage List* from the Post Log-In Left Navigation Menu.

2. Click the desired *List Name*.

3. Click *Immunization Due* under the *Report Name* column.

4. Select the *Use Vaccine Groups Selected* radio button ⦿ in the *Select The Vaccine Group(s)* area. Scroll through the list box and add a vaccine group(s) to the report criteria. See Figure 5.11.

    To select a vaccine group(s):

    »   Double click on the desired vaccine group name to add it to the report

    or

    »   Click on the selected vaccine group name and click *Add*.

Figure 5.11 Added vaccine groups appear in green font in the right list box.

| Note! | To remove a vaccine group from a report, double click on the vaccine group name in green font or single click the vaccine group name in green font and click *Remove*. |

5. Type in the month, day, and year for the *From* text box in MM/DD/YYYY format under the *Target Date Range* heading. You may also click the calendar icon to select a date. If you leave the *From* text box empty, NMSIIS uses today's date.

6. Type in the month, day, and year for the *To* text box in MM/DD/YYYY format under the *Target Date Range* heading. You may also click the calendar icon to select a date. If you leave the *To* text box empty, NMSIIS uses today's date.

> ! **Note!**   If you leave both the *From* and *To* text boxes empty, NMSIIS uses today's date for the *Target Date Range*.

7. Click *Generate*. NMSIIS automatically takes you to the status page. See Check A Report's Status for more information.

8. Click *Refresh* on the status page until the *Status* shows *100%* and NMSIIS displays the report name in the *School Report Status* section.

9. Click the report's *Name* in the *School Report Status* section to view the report. Figure 5.12 shows an Immunizations Due report. NMSIIS launches the report in the same window. Use the browser back arrow 🔙 to return to the status page.

Figure 5.12 The Immunizations Due report lists all students who are due for immunizations, sorted alphabetically by last name, with a list of the due immunizations for each student.

Check A Report's Status

When you generate a report, NMSIIS may automatically launch the status page. You can also click *Check School Report* in the Post Log-In Left Navigation Menu to go to the status page.

> ! **Note!**   You do not have to remain on the status page while NMSIIS generates a report. Click *Check School Report* in the Post Log-In Left Navigation Menu to return to the status page

When checking a report's status, NMSIIS displays two sections: the School Report Job Status

section and the School Report Status section.

As NMSIIS generates a report, its status first shows in the top School Report Job Status section.

!	Note!	If NMSIIS completes a report that returns *0* (zero) *Students*, NMSIIS does not display the link for that report in the School Report Status section.

When NMSIIS completes a report, the *School Report Status* section appears. A *Name* link displays and the *Status* in this section shows *Ready*.

School Report Job Status

The *School Report Job Status* section shows the date and time when NMSIIS *Started* and *Completed* a report(s), the *Status* as a percentage, the number of *Students* returned in the report, and the *Target From* and *Target To* date range specified for the report. Click *Refresh* to show the latest status of a report request. See Figure 5.13.

Figure 5.13 Click Refresh to show the current percentage of the School Report Job Status.

School Report Job Status						Refresh
Started	**Completed**	**Status**	**Students**	**Target From**	**Target To**	Cancel
03/20/2013 04:44 PM	03/20/2013 04:45 PM	100 %	5	03/20/1997	03/20/2013	

Once you begin generating another report, NMSIIS updates this section with the new job listing.

School Report Status

If NMSIIS finds at least one student for the report criteria, a report link displays in the *School Report Status* section. This section displays the latest completed report. It includes the report's *Name*, the *Type* of report, the date and time the report was *Requested*, when NMSIIS *Started* the report, when NMSIIS *Completed* the report, and the *Status*.

You may view a completed report when NMSIIS displays the report *Name* as a hyperlink. Click *Refresh* to show the latest *Status* of a report request. The *Status* column displays *Ready* when the report is complete. See Figure 5.14.

Figure 5.14 You may view a report when NMSIIS shows the School Report Status as Ready.

School Report Status					
Name	**Type**	**Requested**	**Started**	**Completed**	**Status**
Due Report 03-20-2013 16:45:08	Imm. Due	03/20/2013 03:45 PM	03/20/2013 03:45 PM	03/20/2013 03:45 PM	Ready

View a Completed Report

NMSIIS returns reports in Adobe Portable Document Format (PDF). After generating the Student List, NMSIIS automatically displays the report. You must view a completed Student

Immunization History List or an Immunization Due report from the status page. See Check A Report's Status for details about the status page.

To view a Student Immunization History List or an Immunization Due report:

1. Click *Check School Report* in the Post Log-In Left Navigation Menu.

2. Click the desired report *Name* from the *School Report Job Status* section. Depending on the size of the report, this may take a few minutes. See Figure 5.15.

Figure 5.15 The competed report shows up as a hyperlink when ready to view.