



**TEXAS**  
Health and Human  
Services

**Texas Department of State  
Health Services**

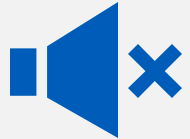
# Spring 2024 School Nurse Webinar



**TEXAS**  
Health and Human  
Services

Texas Department of State  
Health Services

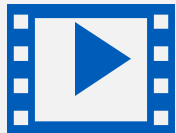
# Webinar Reminders



All participants are automatically muted by webinar administrators.



Please type questions using the Q&A feature.



This webinar is being recorded for learning purposes.

# Agenda

- Renew ImmTrac2 Access
- Nurses as Full Access Providers
- Consents
- Official Immunization Record and Schedules
- Using the Reports Button
- Create School Lists
  - Print reports from a school list
- Questions and Answers

# Renew ImmTrac2 Access



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# Renew Your ImmTrac2 Access

ImmTrac2 access needs to be renewed annually.

- Remember to:
  - Login to ImmTrac2 the day before leaving for summer or winter breaks.
  - Renew your access for the organizational site you are currently working at and not a previous site.

You will receive several reminders 90, 60, 30, 15, and 10 days prior to your access expiring.

# IAMOnline

Okta error message:

If users are getting an error when clicking on the “Activate Account” button in the email they received:

- Please ask your IT folks to whitelist “noreply@okta.com” on your organization infrastructure. Email server security setups that review links from [noreply@okta.com](mailto:noreply@okta.com) could be triggering the ‘Activate Account’ token within the email message, which will make it invalid when the user clicks on it.

# Nurses as Full Access Providers





# ImmTrac2 User Roles

## **View Only Non-Provider**

- View and print immunization records
- Create and print school report lists
- Manage account or reset password
- Submit registrations and renewals

## **Full Access Provider**

Same as View Only Non-Provider, but with additional ability to:

- Add and edit client information
- Add, edit, and delete immunizations

# Update to Full Access Provider

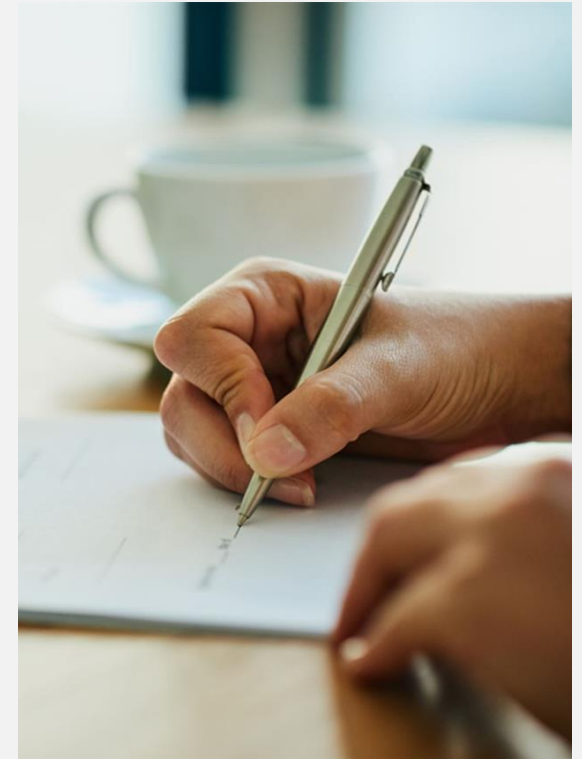
- “To update to a Full Access Provider, email your nurse’s license number to [ImmTrac2@dshs.texas.gov](mailto:ImmTrac2@dshs.texas.gov). Include ‘Attn: Review for Full Access’ in the subject line.”
- The ImmTrac2 Customer Service Support Team will confirm your license number is active and change user to Full Access Provider in ImmTrac2.

# Consents



# Disaster Consents

- Disaster consent – Disaster immunizations are sent to ImmTrac2 regardless of whether there is a consent on file for that client. Without a disaster consent, we can only retain those immunizations for 5 years after the disaster has ended.
- Once a disaster is declared over, clients and their disaster immunizations will not be visible to providers nor other ImmTrac2 users without a disaster consent on file.
- Disaster consents can be signed at any time, you don't have to be in a disaster.



# When a Minor becomes an Adult

- Once the client turns 18, they become a pending adult. As a pending adult (PA), they must sign an adult standard consent by the age of 26 to retain childhood immunizations for life.
- If the adult standard consent is not signed by the age of 26, the client's childhood records are purged from the ImmTrac2.
- In addition, when a client turns 18, their standard immunization records become inaccessible to providers until the client signs an adult standard consent.
- Have clients sign both standard and disaster consents.

# Consent Best Practices

- Minor Standard consent - Parent or legal custodian signs to keep their child's childhood immunizations in ImmTrac2.
- Adult Standard consent - Client or legal custodian signs an adult consent; ImmTrac2 stores their standard immunizations for life.
- Disaster consent - Client signs a disaster consent; ImmTrac2 stores disaster immunizations will be stored for life.
- Consents can be signed at any time.

# Official Immunization Record and Schedules








# Official Immunization Record (1 of 3)

Select the "Print Official Immunization Record" button.

Last Immunization Date: 01/06/2023

[Add New Imms](#) [Add Historical Imms](#) [Edit Client](#) [Reports](#) [Print Official Immunization Record](#)

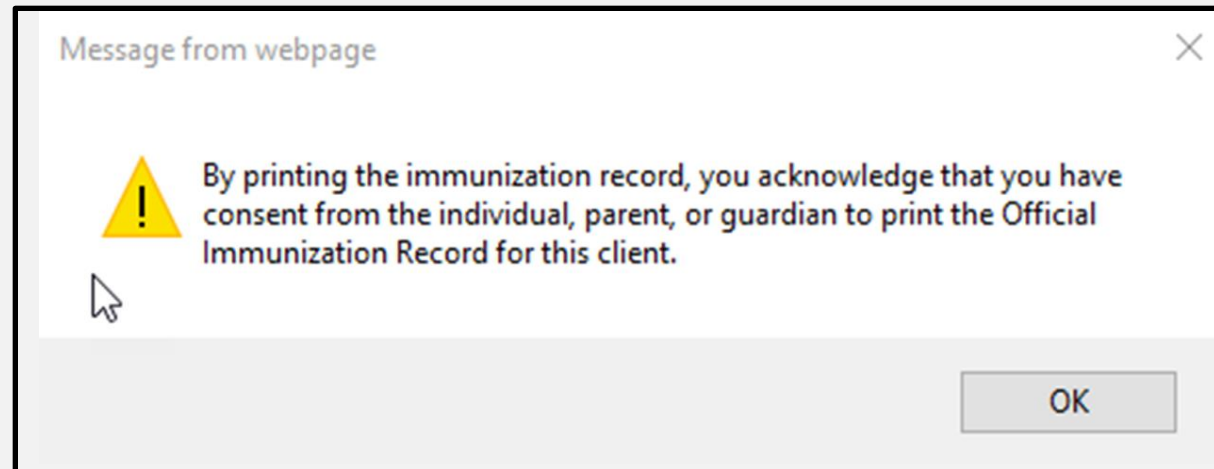
Immunization Record Tracking Schedule ACIP ▼

| Vaccine Group  | Date Admin                 | Age At Immunization | Series  | Vaccine [Trade Name]  | Dose | Owned?             | Reaction | Hist? | Disaster            | Edit  |
|----------------|----------------------------|---------------------|---------|---|------|--------------------|----------|-------|---------------------|---|
| Influenza-H1N1 | <a href="#">10/29/2009</a> | 44Y 9M              |         | Influenza-H1N1-09, NOS  | Full | <a href="#">No</a> |          |       | <a href="#">Yes</a> |    |
| SARS-COV2      | <a href="#">12/29/2020</a> | 55Y 11M             | 1 of 2  | COVID-19,mRNA,LNP-S,PF,100mcg/0.5 mL [Moderna COVID-19 Vaccine ®] | Full | <a href="#">No</a> |          |       | <a href="#">Yes</a> |   |
|                | <a href="#">01/20/2021</a> | 56Y                 | 2 of 2  | COVID-19,mRNA,LNP-S,PF,100mcg/0.5 mL [Moderna COVID-19 Vaccine ®] | Full | <a href="#">No</a> |          |       | <a href="#">Yes</a> |  |
|                | <a href="#">10/26/2021</a> | 56Y 9M              | Booster | COVID-19,mRNA,LNP-S,PF,100mcg/0.5 mL [Moderna COVID-19 Vaccine ®] | Full | <a href="#">No</a> |          |       | <a href="#">Yes</a> |  |
|                |                            |                     |         | COVID-19mRNA,LNP-   |      |                    |          |       |                     |  |




# Official Immunization Record (2 of 3)

A pop-up message displays, confirming that you have consent of the individual, parent, or guardian. Click "OK" to proceed.



# Official Immunization Record (3 of 3)

Right-click the screen or click the printer icon to see print options.

| TEXAS DEPARTMENT OF STATE HEALTH SERVICES<br>Official Immunization and Disaster-Related Information Record   |                    |  <b>TEXAS</b><br>Health and Human<br>Services |                             | Texas Department of State<br>Health Services |            |
|--|--------------------|--|-----------------------------|--|------------|
| ImmTrac ID:  | 219113360          | Gender:  | F                           | DOB:   | 01/01/2005 |
| Client Name (L, F, M):   | PURPLE, KEISHA     | Client Age:  | 14 years, 3 months, 28 days | Report Date:                                 | 04/29/2019 |
| Client Type:   | ImmTrac Child (IC) |  |                             |  |            |
| Schedule:  | ACIP               |  |                             |  |            |
| <b>NOTICE: By Texas law, the Texas Immunization Registry holds children's immunization records only for a limited time. After a child turns 18 years old, that person must sign an adult consent form to maintain his or her immunization history for a lifetime. If adult consent is not signed, the childhood history will be purged on the person's 26th birthday. Learn more at <a href="http://www.immtrac.com">www.immtrac.com</a></b> |                    |  |                             |  |            |
| Any combination vaccines (e.g. DTaP-HepB-IPV, HepB-Hib) administered are listed within each appropriate vaccine family.  |                    |  |                             |  |            |
| <b>IMMUNIZATION HISTORY</b>  |                    |  |                             |  |            |
| Vaccine Group  | Date Admin         | Series   | Vaccine [Trade Name]        | Manufacturer                                 | Lot #      |
| HepA   | 03/21/2019         | 1 of 2   | HepA, NOS [HepA, NOS]       |  | ABC123     |
| HepB   | 01/01/2010         | 1 of 3   | HepB, NOS [HepB]            | MSD-Merck & Co., Inc.                        | DEF123     |
|  | 01/02/2010         | Not Valid  | HepB, NOS [HepB]            | MSD-Merck & Co., Inc.                        | ABC123     |
|  | 01/29/2010         | 2 of 3   | HepB, NOS [HepB]            | MSD-Merck & Co., Inc.                        | XYZ456     |
|  | 07/15/2010         | 3 of 3   | HepB, NOS [HepB]            | MSD-Merck & Co., Inc.                        |            |
| Hib  | 03/01/2011         | Not Valid  | Hib, NOS                    | UNK-UNKNOWN                                  |            |
| HPV  | 03/01/2019         | 1 of 2   | HPV, NOS [HPV, NOS]         |  |            |
| MMR  | 03/01/2011         | 1 of 2   | MMR [MMR II]                | MSD-Merck & Co., Inc.                        | DEFG123    |

# Selecting the ACIP Schedule

Last Immunization Date: 01/06/2023

Add New Imms   Add Historical Imms   Edit Client   Reports   Print Official Immunization Record

Immunization Record   Tracking Schedule

| Vaccine Group  | Date Admin                 | Age At Immunization | Series  | Vaccine [Trade Name]  | Dose | Owned? | Reaction | Hist? | Disaster | Edit |
|----------------|----------------------------|---------------------|---------|---|------|--------|----------|-------|----------|------|
| Influenza-H1N1 | <a href="#">10/29/2009</a> | 44Y 9M              |         | Influenza-H1N1-09, NOS  | Full | No     |          |       | Yes      |      |
| SARS-COV2      | <a href="#">12/29/2020</a> | 55Y 11M             | 1 of 2  | COVID-19,mRNA,LNP-S,PF,100mcg/0.5 mL [Moderna COVID-19 Vaccine ®] | Full | No     |          |       | Yes      |      |
|                | <a href="#">01/20/2021</a> | 56Y                 | 2 of 2  | COVID-19,mRNA,LNP-S,PF,100mcg/0.5 mL [Moderna COVID-19 Vaccine ®] | Full | No     |          |       | Yes      |      |
|                | <a href="#">10/26/2021</a> | 56Y 9M              | Booster | COVID-19,mRNA,LNP-S,PF,100mcg/0.5 mL [Moderna COVID-19 Vaccine ®] | Full | No     |          |       | Yes      |      |
|                |                            |                     |         | COVID-19mRNA,LNP-   |      |        |          |       |          |      |

# Seventh to Ninth Grade Schedule Selection

| Client Information                              |   |        |                   |                        |
|---|---|--------|-------------------|------------------------|
| Client Name (First - MI - Last)                 | DOB   | Gender | Tracking Schedule | Client ID              |
| KEISHA PURPLE                                   | 01/01/2005  | F      | ACIP              |                        |
| Provider (PCP)                                  | Not on file   |        |                   |                        |
| School  | Not on file   |        |                   |                        |
| Comments  | 01/01/2012 ~ Allergy to POLYMYXIN B<br>02/01/2019 ~ Refusal of Td/Tdap<br>03/21/2019 ~ History of varicella (chicken pox) |        |                   |                        |
| <b>Current Age: 14 years, 3 months, 28 days</b> |   |        |                   |                        |
| Immunization Record                             |   |        | Tracking Schedule | TX 7th-9th 2018-2019 ▼ |

# Seventh to Ninth Grade Schedule

## Selection Continued

|                        |                      |              |                             |
|------------------------|----------------------|--------------|-----------------------------|
| ImmTrac ID:            | 219113360            | Gender:      | F                           |
| Client Name (L, F, M): | PURPLE, KEISHA       | DOB:         | 01/01/2005                  |
| Client Type:           | ImmTrac Child (IC)   | Client Age:  | 14 years, 3 months, 28 days |
| Schedule:              | TX 7th-9th 2018-2019 | Report Date: | 04/29/2019                  |

**NOTICE:** By Texas law, the Texas Immunization Registry holds children's immunization records only for a limited time. After a child turns 18 years old, that person must sign an adult consent form to maintain his or her immunization history for a lifetime. If adult consent is not signed, the childhood history will be purged on the person's 26th birthday. Learn more at [www.immtrac.com](http://www.immtrac.com)

Any combination vaccines (e.g. DTaP-HepB-IPV, HepB-Hib) administered are listed within each appropriate vaccine family.

### IMMUNIZATION HISTORY

| Vaccine Group | Date Admin | Series | Vaccine [Trade Name]  | Manufacturer          | Lot #  |
|---------------|------------|--------|-----------------------|-----------------------|--------|
| DTP/aP        | 03/21/2017 | 1 of 3 | Tdap [Boostrix]       | SKB-GlaxoSmithKline   |        |
|               | 10/02/2017 | 2 of 3 | Td (adult), NOS       |                       |        |
| HepA          | 03/21/2019 | 1 of 2 | HepA, NOS [HepA, NOS] |                       | ABC123 |
| HepB          | 01/01/2010 | 1 of 3 | HepB, NOS [HepB]      | MSD-Merck & Co., Inc. | DEF123 |
|               | 01/02/2010 | 2 of 3 | HepB, NOS [HepB]      | MSD-Merck & Co., Inc. | ABC123 |

# Using the Reports Button



# Reports Button

From the client's record, click "Reports."

| Client Information                             |   | Official Immunization Record |                   |           | Reports | Cancel |
|--|---|------------------------------|-------------------|-----------|---------|--------|
| Client Name (First - MI - Last)                | DOB   | Gender                       | Tracking Schedule | Client ID |         |        |
| KEISHA PURPLE                                  | 01/01/2010  | F                            | ACIP              |           |         |        |
| Provider (PCP)                                 | <i>Not on file</i>  |                              |                   |           |         |        |
| School   | <i>Not on file</i>  |                              |                   |           |         |        |
| Comments                                       | 01/01/2012 ~ Allergy to POLYMYXIN B<br>02/01/2019 ~ Refusal of Td/Tdap<br>03/21/2019 ~ History of varicella (chicken pox) |                              |                   |           |         |        |
| <b>Current Age: 9 years, 3 months, 15 days</b> |   |                              |                   |           |         |        |

# Reports Available

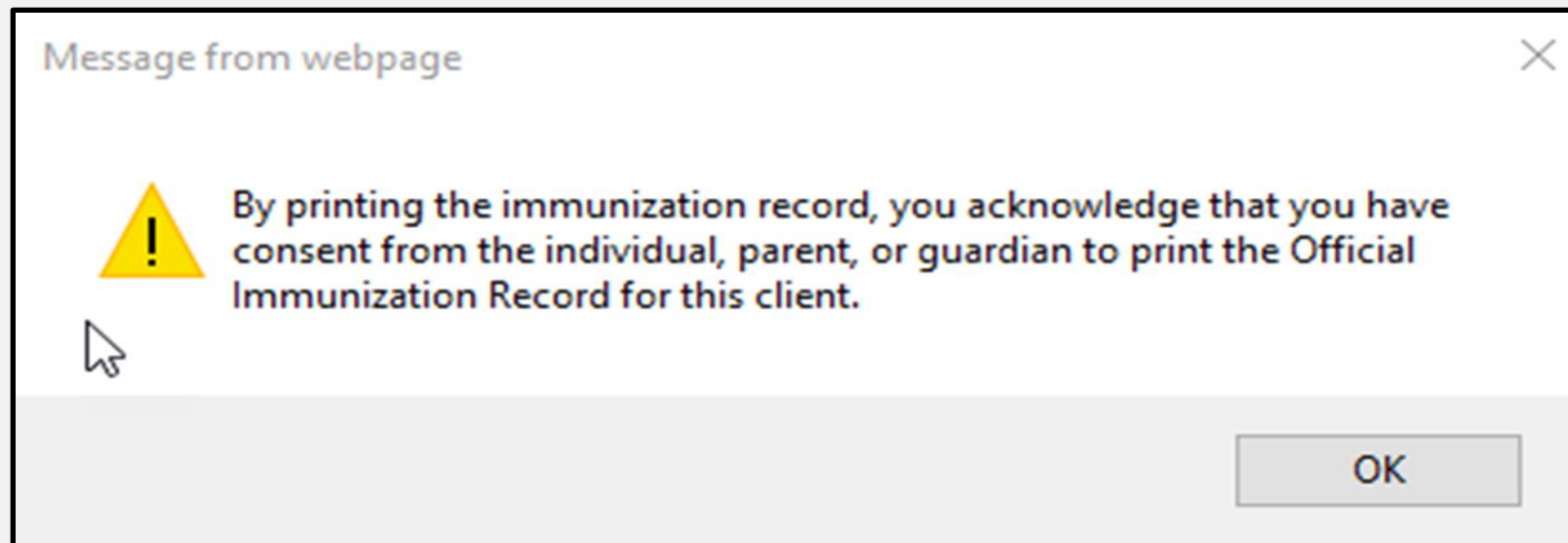
- "Official Immunization Record"
- "Immunizations Needed"
- "Recall Letter"

| Reports Available for this Client            |  |                        |                   | Cancel |
|--|--|------------------------|-------------------|--------|
| Report                                       | Description  | Additional Information | Tracking Schedule |        |
| <a href="#">Official Immunization Record</a> | Displays official immunization history contained in the registry.                                  | None                   | ACIP              | ▼      |
| <a href="#">Immunizations Needed</a>         | Displays demographics, contact information, immunization history, as well as immunizations needed. | None                   | ACIP              | ▼      |
| <a href="#">Recall Letter</a>                | Displays a printable Recall Letter for the client, with a list of their past due immunizations.    | None                   |                   |        |




# Pop-Up Message

A message will pop-up confirming you have consent to print.



# Immunization Record

| TEXAS DEPARTMENT OF STATE HEALTH SERVICES   |                    | Official Immunization and Disaster-Related Information Record |                            |  <b>TEXAS</b><br>Health and Human Services   Texas Department of State Health Services |                                |
|---|--------------------|---|----------------------------|---|--------------------------------|
| ImmTrac ID:   | 219113360          | Gender:   | F                          |   |                                |
| Client Name (L, F, M):  | PURPLE, KEISHA     | DOB:  | 01/01/2010                 |   |                                |
| Client Type:  | ImmTrac Child (IC) | Client Age:   | 9 years, 3 months, 15 days |   |                                |
| Schedule:   | ACIP               | Report Date:  | 04/16/2019                 |   |                                |
| <p><b>NOTICE:</b> By Texas law, the Texas Immunization Registry holds children's immunization records only for a limited time. After a child turns 18 years old, that person must sign an adult consent form to maintain his or her immunization history for a lifetime. If adult consent is not signed, the childhood history will be purged on the person's 26th birthday. Learn more at <a href="http://www.immtrac.com">www.immtrac.com</a></p> |                    |   |                            |   |                                |
| <p>Any combination vaccines (e.g. DTaP-HepB-IPV, HepB-Hib) administered are listed within each appropriate vaccine family.</p>  |                    |   |                            |   |                                |
| <b>IMMUNIZATION HISTORY</b>   |                    |   |                            |   |                                |
| Vaccine Group   | Date Admin         | Series  | Vaccine [Trade Name]       | Manufacturer  | Lot #                          |
| HepA  | 03/21/2019         | 1 of 2  | HepA, NOS [HepA, NOS]      |   | ABC123                         |
| HepB  | 01/01/2010         | 1 of 3  | HepB, NOS [HepB]           | MSD-Merck & Co., Inc.   | DEF123                         |
|   | 01/02/2010         | Not Valid   | HepB, NOS [HepB]           | MSD-Merck & Co., Inc.   | ABC123                         |
|   | 01/29/2010         | 2 of 3  | HepB, NOS [HepB]           | MSD-Merck & Co., Inc.   | XYZ456                         |
|   | 07/15/2010         | 3 of 3  | HepB, NOS [HepB]           | MSD-Merck & Co., Inc.   |                                |
| Hib   | 03/01/2011         | 1 of 2  | Hib, NOS                   | UNK-UNKNOWN   |                                |
| HPV   | 03/01/2019         | 1 of 2  | HPV, NOS [HPV, NOS]        |   |                                |
| MMR   | 03/01/2011         | 1 of 2  | MMR [MMR II]               | MSD-Merck & Co., Inc.   | DEFG123                        |
|   | 01/01/2012         | 2 of 2  | MMR [MMR II]               |   |                                |
| Plague  | 03/21/2017         |   | Plague [Plague]            | GRE-Greer Laboratories  |                                |
| Polio   | 03/01/2010         | 1 of 3  | Polio-Inject [Polio]       | PMC-Sanofi Pasteur Inc.   | ABC                            |
|   | 04/01/2010         | 2 of 3  | Polio-Inject [Polio]       | PMC-Sanofi Pasteur Inc.   | LOT NO                         |
|   | 04/04/2019         | 3 of 3  | Polio-Inject [Polio]       | PMC-Sanofi Pasteur Inc.   | ABC123                         |
| Td/Tdap   | 03/21/2017         | 1 of 4  | Tdap [Boostrix]            | SKB-GlaxoSmithKline   |                                |
|   | 10/02/2017         | 2 of 4  | Td (adult), NOS            |   |                                |
| <b>Client Comments:</b><br>History of varicella (chicken pox)<br>Allergy to POLYMYXIN B   |                    |   |                            | <b>Start Date:</b><br>03/21/2019  | <b>End Date:</b><br>01/01/2012 |

# Immunizations Needed

16 April 2019

ImmTrac2, the Texas Immunization Registry

Page 1

## Immunization Record

**Client ID:** \_\_\_\_\_ **Race:** \_\_\_\_\_ **Tracking Schedule:** ACIP  
**Client Name (L, F, M):** PURPLE, KEISHA **Ethnicity:** \_\_\_\_\_  
**Birth Date:** 01/01/2010 **Gender:** F  
**Age:** 9 years, 3 months, 15 days

**Client Comments:** History of varicella (chicken pox) **Start Date:** 03/21/2019 **End Date:** \_\_\_\_\_  
 Allergy to POLYMYXIN B **End Date:** 01/01/2012

### Immunization Record

| Vaccine Group | Date Admin | Series    | Vaccine [Trade Name] | Dose |
|---------------|------------|-----------|----------------------|------|
| HepA          | 03/21/2019 | 1 of 2    | HepA, NOS            | Full |
| HepB          | 01/01/2010 | 1 of 3    | HepB, NOS            | Full |
| HepB          | 01/02/2010 | Not Valid | HepB, NOS            | Full |
| HepB          | 01/29/2010 | 2 of 3    | HepB, NOS            | Full |
| HepB          | 07/15/2010 | 3 of 3    | HepB, NOS            | Full |
| Hib           | 03/01/2011 | 1 of 2    | Hib, NOS             | Full |
| HPV           | 03/01/2019 | 1 of 2    | HPV, NOS             | Full |
| MMR           | 03/01/2011 | 1 of 2    | MMR                  | Full |
| MMR           | 01/01/2012 | 2 of 2    | MMR                  | Full |
| Plague        | 03/21/2017 |           | Plague               | Full |
| Polio         | 03/01/2010 | 1 of 3    | Polio-Inject         | Full |
| Polio         | 04/01/2010 | 2 of 3    | Polio-Inject         | Full |
| Polio         | 04/04/2019 | 3 of 3    | Polio-Inject         | Full |
| Td/Tdap       | 03/21/2017 | 1 of 4    | Tdap                 | Full |
| Td/Tdap       | 10/02/2017 | 2 of 4    | Td (adult), NOS      | Full |

### Immunizations Due Record

| Vaccine          | Date Needed |
|------------------|-------------|
| HepA             | 09/21/2019  |
| HPV              | 09/01/2019  |
| Influenza-seasnl | 01/01/2019  |
| Meningo          | 01/01/2021  |
| Td/Tdap          | 04/02/2018  |

# Recall Letter

A customizable reminder letter sent to clients due or past due for immunizations

- Benefits:
- Save up to three personalized letters for reminders and recalls,
- Choose to include client's immunization history or recommended vaccinations,
- Choose how to word the letters to clients, and
- Choose to display in English or Spanish.

COMMUNITY HEALTH CENTER  
Some address in Texas  
and a phone number

April 16, 2019

Parent or Guardian of / Padre, Madre o Tutor de:  
KEISHA PURPLE  
925 BROADWAY  
LUBBOCK, TX 79401

Our records indicate that Keisha Purple may soon be due for the vaccines noted on this letter.

If you have recently taken your child to a health care provider for vaccines, please call the provider to ensure your child's immunization records are updated.

If your child has not received the doses indicated below, please call your provider to arrange an appointment for your child.

Nuestros registros indican que posiblemente a Keisha Purple pronto le toquen las vacunas que se anotan en esta carta.

Si recientemente usted llevó a su niño(a) con quien le proporciona atención de salud para recibir las vacunas, sírvase llamar a quien lo atiende para asegurarse que sean actualizados los registros de inmunización de su niño(a).

Si su niño(a) no ha recibido las dosis que abajo se indican, sírvase llamar a quien lo atiende para hacer los arreglos necesarios y hacerle una cita a su niño(a).

| <u>Vaccine(s) Due /<br/>Vacuna Necesaria</u> | <u>Date(s) Recommended /<br/>Fecha en la que se Recomienda</u> |
|--|--|
| HepA   | 09/21/2019   |
| HPV  | 09/01/2019   |
| Influenza-seasn                              | 01/01/2019   |
| Meningo                                      | 01/01/2021   |
| Td/Tdap                                      | 04/02/2018   |
| Varicella                                    | 01/29/2012   |

Thank You.

# Create School Lists



**TEXAS**  
Health and Human  
Services

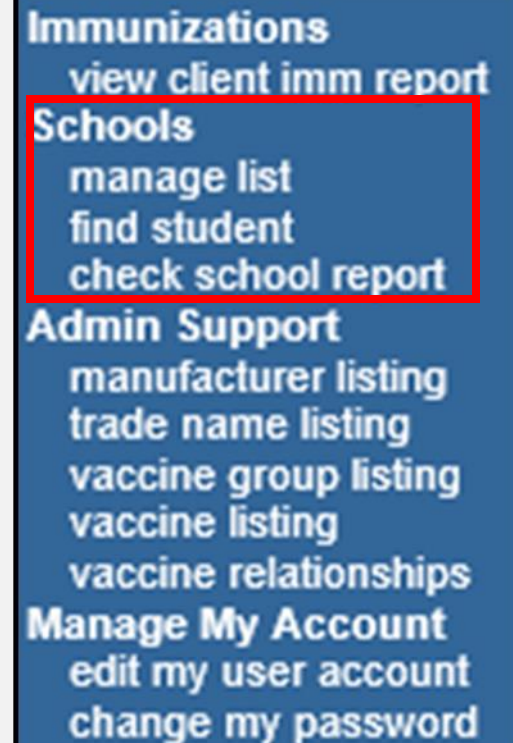
Texas Department of State  
Health Services

# School Lists

The Schools tab allows users to view and print student lists and reports.

Users can:

- Create, edit, or delete school lists
- Find students to add or remove them from a list
- Access pre-configured school list reports
- Check students' compliance with Texas vaccine requirements for K-12 schools



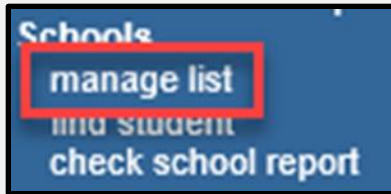
Immunizations  
view client imm report

**Schools**  
manage list  
find student  
check school report

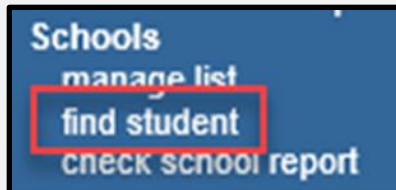
Admin Support  
manufacturer listing  
trade name listing  
vaccine group listing  
vaccine listing  
vaccine relationships

Manage My Account  
edit my user account  
change my password

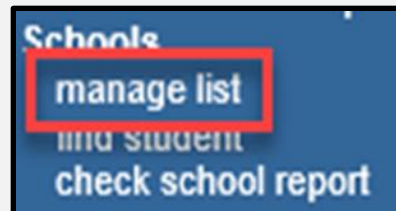
# Create Reports from School Lists



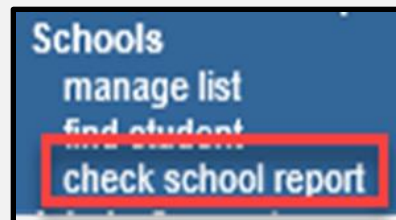
1. Click "manage list" to create a new student list.



2. Click "find student" to add students to the list.



3. Click "manage list" again to run reports from the list.

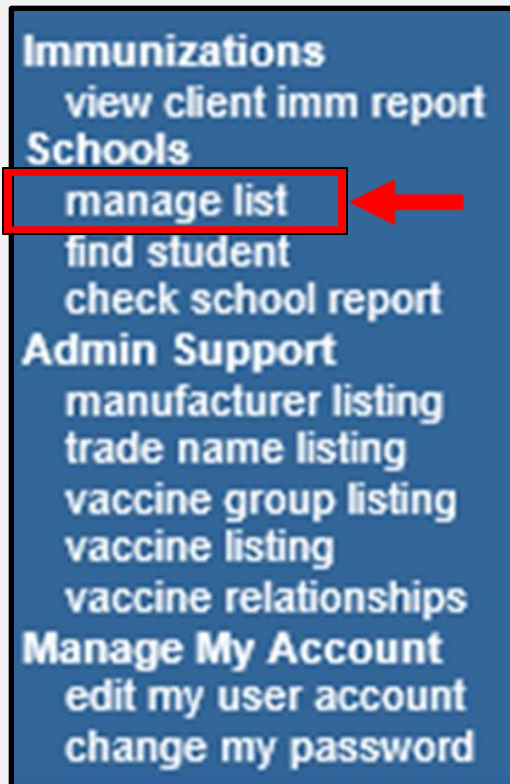


4. Click "check school report" to view reports you have run.



# Create a School List

Click "manage list."



A screenshot of a blue menu with white text. The menu is organized into sections: **Immunizations** (with sub-item 'view client imm report'), **Schools** (with sub-items 'manage list', 'find student', and 'check school report'), **Admin Support** (with sub-items 'manufacturer listing', 'trade name listing', 'vaccine group listing', 'vaccine listing', and 'vaccine relationships'), and **Manage My Account** (with sub-items 'edit my user account' and 'change my password'). The 'manage list' option under the 'Schools' section is highlighted with a red rectangular box, and a red arrow points to it from the right.

- Immunizations**
  - view client imm report
- Schools**
  - manage list
  - find student
  - check school report
- Admin Support**
  - manufacturer listing
  - trade name listing
  - vaccine group listing
  - vaccine listing
  - vaccine relationships
- Manage My Account**
  - edit my user account
  - change my password




# Create a New List Name

Enter a new list name and click "Save."

Your list is not functional until you add students or clients to it.

The list has been created successfully.

**Manage List**

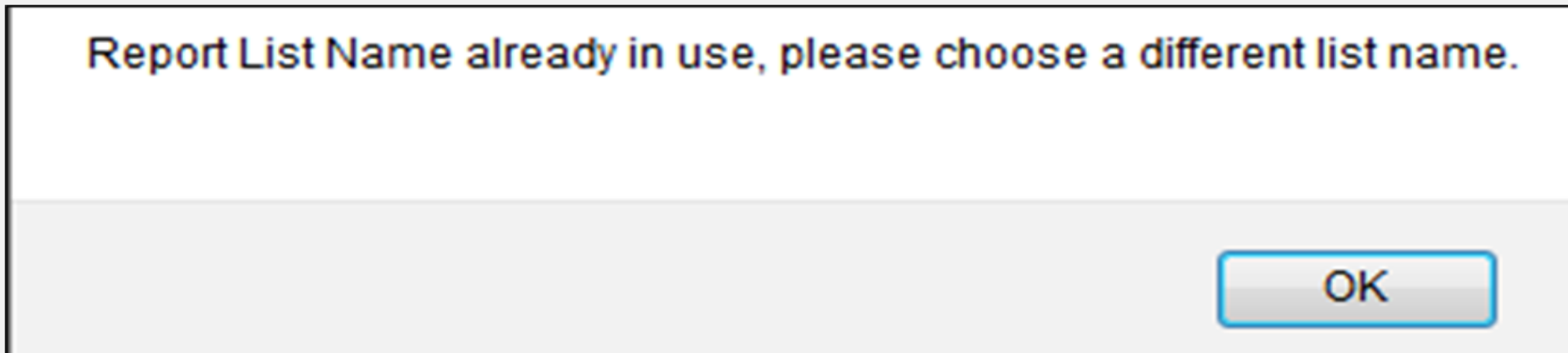
\* New List Name   Save

**Report List**

| List Name                                | Last Updated Date | Student Count | Delete | Edit |
|--|-------------------|---------------|--------|------|
| 2017-2018 7th graders                    | 07/07/2017        | 0             | Delete | Edit |
| <a href="#">2017 Kinder Registration</a> | 05/04/2017        | 1             | Delete | Edit |
| <a href="#">Master List</a>              | 03/22/2017        | 9             | Delete | Edit |

# No Duplicate List Names

List names cannot be duplicated.



# Change a School List Name

Click the "Edit" button on the row of the list name you want to rename.


**Manage List**

\* New List Name  Save

---

**Report List**

| List Name                         | Last Updated Date | Student Count | Delete | Edit |
|-----------------------------------|-------------------|---------------|--------|------|
| <a href="#">Yaupon Elementary</a> | 04/15/2019        | 2             | Delete | Edit |



# Change a School List Name

## Continued

Enter the new name for the school list and click "Save."

**Edit List Name**

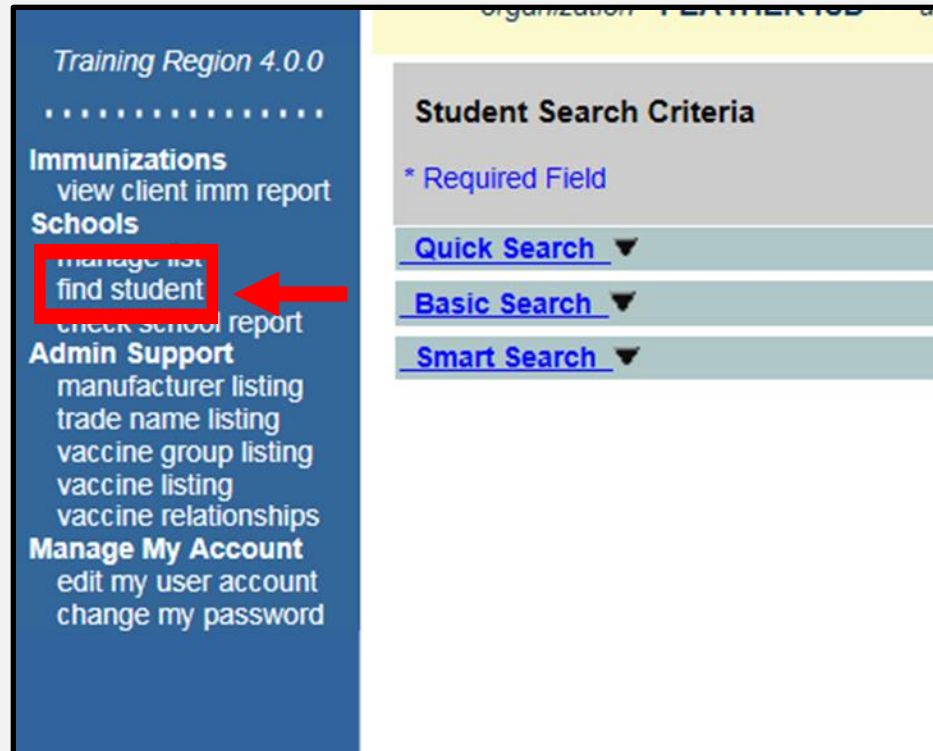
Current List Name      Yaupon Elementary

\* **New List Name**      Yaupon Elementary 2020 | ×

Save      Cancel

# Add Students to the List

Click “find student” to look up a student or client. Then search for the student’s name.



The screenshot displays a web application interface. On the left is a dark blue navigation menu with the following items:

- Training Region 4.0.0
- .....
- Immunizations**
  - view client imm report
- Schools**
  - manage list
  - find student** (highlighted with a red box and a red arrow pointing to it)
  - check school report
- Admin Support**
  - manufacturer listing
  - trade name listing
  - vaccine group listing
  - vaccine listing
  - vaccine relationships
- Manage My Account**
  - edit my user account
  - change my password

On the right is a white content area with a yellow header bar. Below the header is a section titled "Student Search Criteria" with a legend: "\* Required Field". Below this are three search options, each with a dropdown arrow:

- [Quick Search](#)
- [Basic Search](#)
- [Smart Search](#)

# Find a Student

On the client record, add the student to the list.

.....

**Immunizations**  
view client imm report

**Schools**  
manage list  
find student  
check school report

**Admin Support**  
manufacturer listing  
trade name listing  
vaccine group listing  
vaccine listing  
vaccine relationships

**Manage My Account**  
edit my user account  
change my password

**Student Information**      ImmTrac2 ID 219113740           

| Student Name (First - MI - Last) | DOB        | Gender | Tracking Schedule         |
|----------------------------------|------------|--------|---------------------------|
| KARL GREEN                       | 01/01/2004 | M      | ACIP <input type="text"/> |

**Current Age: 15 years, 3 months, 14 days**

**Reports**

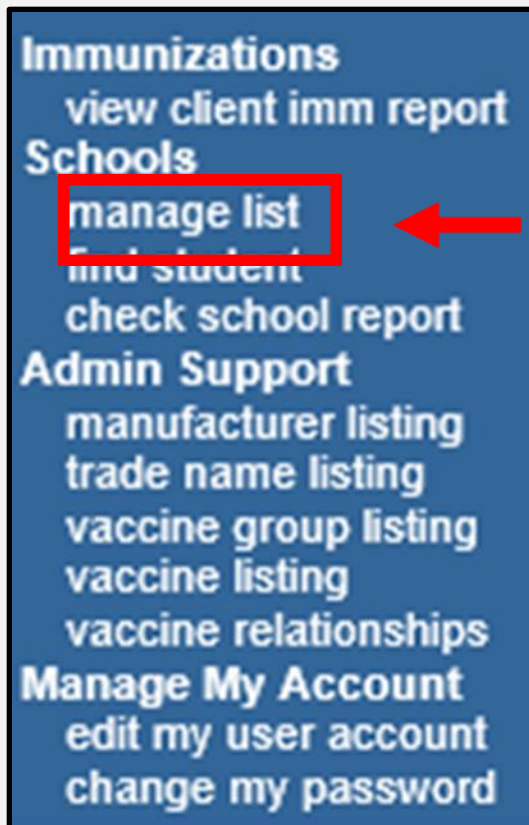
[Add this Student to a Report List](#)        
Yaupon Elementary

**Current Report Lists**

**Immunization Record**

# Print Reports from a School List

Click "manage list" again to access reports and student details.



# Print Reports (1 of 5)

Select the list to print from.

home registration/renewal manage access/account forms related links logout contact us

organization COMMUNITY HEALTH CENTER OF LUBBOCK PEDIATRIC CLINIC • user PAUL SPOCK •  
role View Only Non-Providers no/DE

**Manage List**

\* New List Name  Save

**Report List**

| List Name                | Last Updated Date | Student Count | Delete | Edit |
|--------------------------|-------------------|---------------|--------|------|
| <u>Yaupon Elementary</u> | 04/15/2019        | 1             | Delete | Edit |



# Print Reports (2 of 5)

Choose the report option.

Reports Available for: Yaupon Elementary

| Report Name  | Description  |
|--|--|
| <a href="#">Student List</a>                       | Displays the name and date of birth for each student on the list sorted alphabetically by last name.   |
| <a href="#">Official Immunization History List</a> | Displays the official immunization history for each student on the list sorted alphabetically by last name.  |
| <a href="#">Immunizations Due</a>                  | Displays the name, date of birth and all immunization information for immunizations due for each student on the list sorted alphabetically by last name. |

Select Tracking Schedule

Tracking Schedule

Client List for: Yaupon Elementary

| Delete                   | Last Name             | First Name | Middle Name | Birth Date |
|--------------------------|-----------------------|------------|-------------|------------|
| <input type="checkbox"/> | <a href="#">AARON</a> | PABLO      |             | 01/01/2000 |
| <input type="checkbox"/> | <a href="#">GREEN</a> | KARL       |             | 01/01/2004 |

# Print Reports (3 of 5)

Select "ACIP" or the appropriate Texas school vaccine schedule.

Reports Available for: Yaupon Elementary

| Report Name  | Description  |
|--|--|
| <a href="#">Student List</a>                       | Displays the name and date of birth for each student on the list sorted alphabetically by last name.   |
| <a href="#">Official Immunization History List</a> | Displays the official immunization history for each student on the list sorted alphabetically by last name.  |
| <a href="#">Immunizations Due</a>                  | Displays the name, date of birth and all immunization information for immunizations due for each student on the list sorted alphabetically by last name. |

Select Tracking Schedule

Tracking Schedule: **ACIP**  
TX 10-12 2018-2019  
TX 7th-8th 2017-2018  
TX 7th-9th 2018-2019  
TX 9-12 2017-2018  
TX Child Care Reqs  
TX K-6 2017-2018  
TX K-6 2018-2019

Client List for: Delete Cancel

| Delete                   | First Name            | Middle Name | Birth Date |
|--------------------------|-----------------------|-------------|------------|
| <input type="checkbox"/> | <a href="#">AARON</a> | PABLO       | 01/01/2000 |
| <input type="checkbox"/> | <a href="#">GREEN</a> | KARL        | 01/01/2004 |

# Print Reports (4 of 5)

Click the box of the student you want to delete from the list.

Reports Available for: Yaupon Elementary

| Report Name  | Description  |
|--|--|
| <a href="#">Student List</a>                       | Displays the name and date of birth for each student on the list sorted alphabetically by last name.   |
| <a href="#">Official Immunization History List</a> | Displays the official immunization history for each student on the list sorted alphabetically by last name.  |
| <a href="#">Immunizations Due</a>                  | Displays the name, date of birth and all immunization information for immunizations due for each student on the list sorted alphabetically by last name. |

Select Tracking Schedule

Tracking Schedule

Client List for: Yaupon Elementary

| Delete                              | Last Name             | First Name | Middle Name | Birth Date |
|-------------------------------------|-----------------------|------------|-------------|------------|
| <input checked="" type="checkbox"/> | <a href="#">AARON</a> | PABLO      |             | 01/01/2000 |
| <input type="checkbox"/>            | <a href="#">GREEN</a> | KARL       |             | 01/01/2004 |

# Print Reports (5 of 5)

Click a report link to run a report.

Reports Available for: Yaupon Elementary

| Report Name  | Description  |
|--|--|
| <a href="#">Student List</a>                       | Displays the name and date of birth for each student on the list sorted alphabetically by last name.   |
| <a href="#">Official Immunization History List</a> | Displays the official immunization history for each student on the list sorted alphabetically by last name.  |
| <a href="#">Immunizations Due</a>                  | Displays the name, date of birth and all immunization information for immunizations due for each student on the list sorted alphabetically by last name. |

Select Tracking Schedule

Tracking Schedule

Client List for: Yaupon Elementary

| Delete                   | Last Name             | First Name | Middle Name | Birth Date |
|--------------------------|-----------------------|------------|-------------|------------|
| <input type="checkbox"/> | <a href="#">AARON</a> | PABLO      |             | 01/01/2000 |
| <input type="checkbox"/> | <a href="#">GREEN</a> | KARL       |             | 01/01/2004 |

# Student List

ImmTrac2, the Texas Immunization Registry  
Student Listing

*Report run on: 04/17/2019*

| ImmTrac2 ID | Last Name | First Name | Middle Name | Birth Date |
|-------------|-----------|------------|-------------|------------|
| 219112820   | AARON     | PABLO      |             | 01/01/2000 |
| 219113740   | GREEN     | KARL       |             | 01/01/2004 |

# Immunization History List

| Official Immunization Report Job Status |                       |                       |  |                                       |
|---|-----------------------|-----------------------|--|---------------------------------------|
|   |                       |                       | <input type="button" value="Refresh"/> | <input type="button" value="Cancel"/> |
| Report Name                             | Started               | Completed             | Status                                 | Students                              |
| <a href="#">Yaupon Elementary</a>       | 2019-04-25 16:36:29.0 | 2019-04-25 16:36:30.0 | 100%                                   | 2                                     |
| <a href="#">Yaupon Elementary</a>       | 2019-04-25 16:34:56.0 | 2019-04-25 16:34:57.0 | 100%                                   | 2                                     |
| <a href="#">Yaupon Elementary</a>       | 2019-04-25 07:25:39.0 | 2019-04-25 07:25:41.0 | 100%                                   | 2                                     |
| <a href="#">Yaupon Elementary</a>       | 2019-04-17 10:20:36.0 | 2019-04-17 10:20:36.0 | 100%                                   | 2                                     |
| <a href="#">Yaupon Elementary</a>       | 2019-04-17 10:20:12.0 | 2019-04-17 10:20:14.0 | 100%                                   | 2                                     |

# Immunizations Due (1 of 3)

**School Immunization Due List Request**

Select the Vaccine Group To Report on ...

Use All Vaccine Groups  
 Use Vaccine Groups Selected



Adeno  
Amantadine

Add  
Remove

Enter the Date Criteria ...

*NOTE: If Target Date is blank, today's date will be used.*

Target Date Range

From   To  

Generate Cancel

# Immunizations Due (2 of 3)

| Immunization Due Report Job Status |                     |        |          |             |            |
|------------------------------------|---------------------|--------|----------|-------------|------------|
| Started                            | Completed           | Status | Students | Target From | Target To  |
| 04/17/2019 10:35 AM                | 04/17/2019 10:35 AM | 100 %  | 2        | 04/17/2019  | 04/17/2019 |

Refresh  
Cancel

| School Report Status                           |          |                     |                     |                     |        |
|--|----------|---------------------|---------------------|---------------------|--------|
| Name   | Type     | Requested           | Started             | Completed           | Status |
| <a href="#">Due Report 04-17-2019 10:35:39</a> | Imm. Due | 04/17/2019 10:35 AM | 04/17/2019 10:35 AM | 04/17/2019 10:35 AM | Ready  |
| <a href="#">Due Report 04-15-2019 12:29:37</a> | Imm. Due | 04/15/2019 12:29 PM | 04/15/2019 12:29 PM | 04/15/2019 12:29 PM | Ready  |



# Immunizations Due (3 of 3)

Report run on : 04/17/2019 **Student Immunization Due List**

Student Name (L, F, M):  
PABLO AARON \_01/01/2000 Tracking Schedule: ACIP

| Vaccine          | Immunizations Due | Immunization Dates |
|------------------|-------------------|--------------------|
| DTP/aP           | Max Age Exceeded  |                    |
| HepB             | 02/02/2019        | 1) 01/05/2019      |
| HPV              | 01/01/2011        |                    |
| Influenza-seasn1 | 07/01/2018        |                    |
| Meningo          | 01/01/2016        |                    |
| MMR              | 02/05/2019        | 1) 01/05/2019      |
| Polio            | 03/05/2019        | 1) 01/05/2019      |
| Td/Tdap          | 02/05/2019        | 1) 01/05/2019      |

KARL GREEN - 01/01/2004 Tracking Schedule: ACIP

| Vaccine          | Immunizations Due | Immunization Dates |
|------------------|-------------------|--------------------|
| HepA             | 01/01/2005        |                    |
| HepB             | 01/01/2004        |                    |
| HPV              | 01/01/2015        |                    |
| Influenza-seasn1 | 07/01/2018        |                    |
| Meningo          | 01/01/2015        |                    |
| MMR              | 01/01/2005        |                    |
| Polio            | 03/01/2004        |                    |
| Td/Tdap          | 01/01/2011        |                    |
| Varicella        | 01/01/2017        |                    |

# Check School Report

Click “check school report” to access completed reports.

| <b>.....</b><br><b>Immunizations</b><br>view client imm report<br><b>Schools</b><br>manage list<br>find student<br><b>check school report</b><br><b>Admin Support</b><br>manufacturer listing<br>trade name listing<br>vaccine group listing<br>vaccine listing | <b>Check School Report Status</b>  |  |                        |
|---|------------------------------------|--|------------------------|
|   | Report Name                        | Description  | Output                 |
|   | Official Immunization History List | Displays the official immunization history for each student on the list sorted alphabetically by last name.  | <a href="#">Status</a> |
|   | Immunizations Due                  | Displays the name, date of birth and all immunization information for immunizations due for each student on the list sorted alphabetically by last name. | <a href="#">Status</a> |

# Summary of School Lists

- View Client Immunization Report – one student
  - Official Immunization Record
  - Immunizations needed (immunizations given and due)
  - Recall Letter (lists past due immunizations in English and Spanish)
- Manage List – one or more students
  - Student List – (ImmTrac2 ID, name, birthday)
  - Official Immunization Records
  - Immunizations due – name, birthday, and immunizations due

# Email Us

- [ImmTrac2@dshs.texas.gov](mailto:ImmTrac2@dshs.texas.gov)  
Access, site registrations or renewals, ImmTrac2 user changes, registry trainings, or publications
- [ImmTracMU@dshs.texas.gov](mailto:ImmTracMU@dshs.texas.gov)  
Data exchange questions, interoperability promotion, and data quality reports



# Q&A



**TEXAS**  
Health and Human  
Services

Texas Department of State  
Health Services

# Thank You

The Texas Immunization Registry (ImmTrac2)

[ImmTrac2@dshs.texas.gov](mailto:ImmTrac2@dshs.texas.gov)



TEXAS  
Health and Human  
Services

Texas Department of State  
Health Services