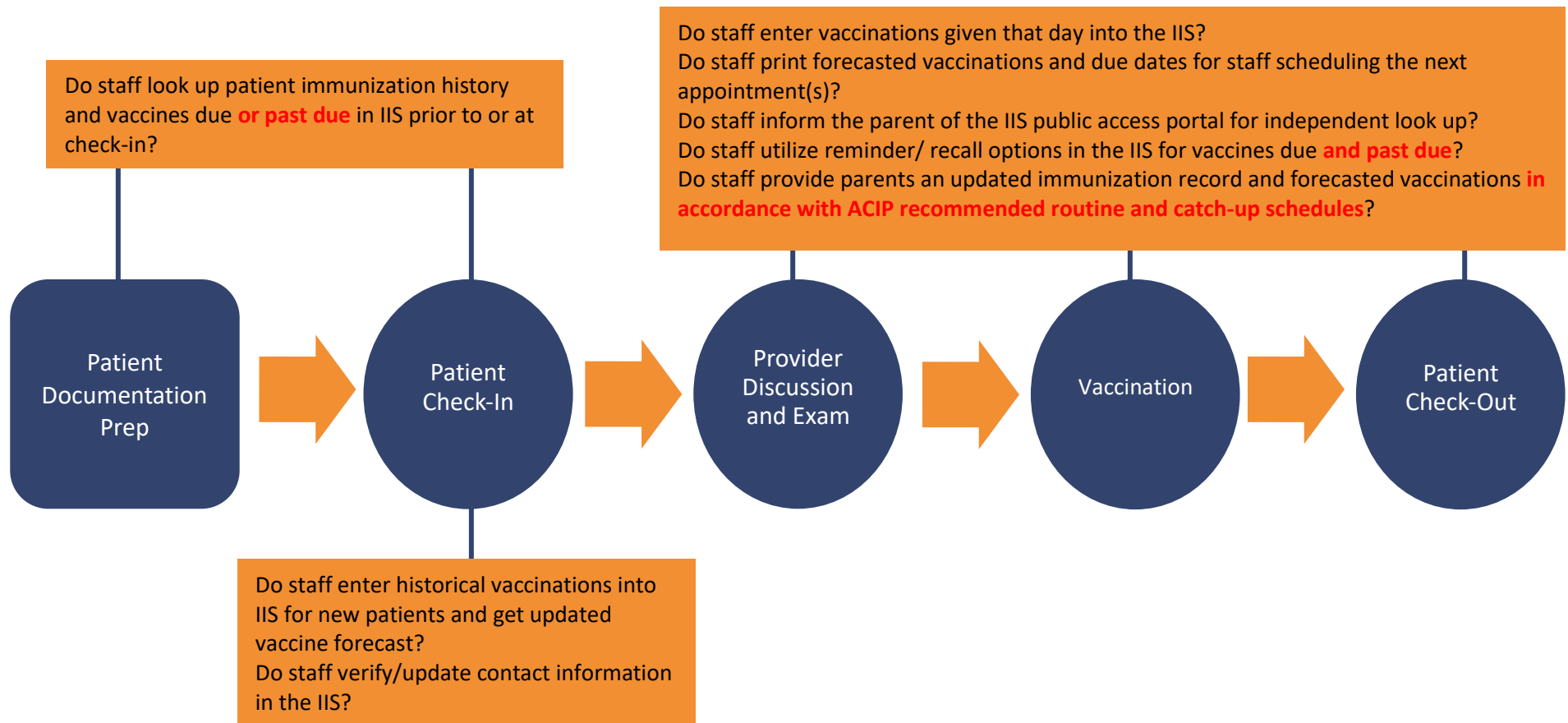# Core Strategy: Leverage IIS Functionality to Improve Immunization Practice – Direct Data Entry – Discussion Prompts

Vaccination Restart and Catch-Up

Task	Notes
Assess patient's immunization status *How do staff identify which doses are due or past due?*	
Ensure accurate immunization record *How do staff gather information from the parent/ patient about any immunization record information from another provider?*	
Determine which vaccines are due next and the earliest date they may be given *Where and how do clinic staff determine future immunizations and due dates based on the ACIP recommended catch-up schedule vs. routine schedule? How is this information documented and shared with the parent?*	
Maintain accurate demographic and contact information *How do staff ensure they can contact parent/guardian easily for past due vaccines or other care issues? How is contact information verified? How frequently?*	
Remind/recall parent/patient about upcoming/past immunization visit(s) *Which methods (text, e-mail, postcard, and/or phone reminders) does clinic staff use to ensure that the patient stays up to date on their immunization schedule?*	
Support parent/guardian knowledge of their child's immunization status *Does the staff provide an updated immunization record to the parent/guardian, or tell them where/how they can access it independently? Does it include possible ACIP catch-up schedule recommendations?*	
Ongoing quality assurance of immunization records *How is staff performing quality assurance on the immunizations they report to the IIS (accuracy, completeness, timeliness of data entry)?* *Is staff managing patient active/inactive status in the IIS to ensure accurate assessment reports?*	

Assessing Processes for Leverage IIS Functionality to Improve Immunization Practice – Direct Data Entry

Do staff look up patient immunization history and vaccines due **or past due** in IIS prior to or at check-in?

Do staff enter vaccinations given that day into the IIS?
Do staff print forecasted vaccinations and due dates for staff scheduling the next appointment(s)?
Do staff inform the parent of the IIS public access portal for independent look up?
Do staff utilize reminder/ recall options in the IIS for vaccines due **and past due**?
Do staff provide parents an updated immunization record and forecasted vaccinations **in accordance with ACIP recommended routine and catch-up schedules**?

Patient Documentation Prep → Patient Check-In → Provider Discussion and Exam → Vaccination → Patient Check-Out

Do staff enter historical vaccinations into IIS for new patients and get updated vaccine forecast?
Do staff verify/update contact information in the IIS?

Data quality issues to consider:
1. Do staff routinely check to ensure the clinic is reporting immunizations to the IIS in a timely manner?
2. Do staff routinely review coverage or patient lists for missed opportunities, invalid doses, and patients not up to date?
3. Do staff regularly check patients' active/inactive status in the IIS and update when needed?
4. Do staff perform spot checks for completeness and accuracy of clinic immunization records in the IIS?

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