ImmTrac 2
Texas Immunization Registry

Provider Online Enrollment

Last Modified February 13, 2017

TEXAS Health and Human Services | **Texas Department of State Health Services**

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Introduction

ImmTrac2 offers immunization providers and other authorized organizations, secure online access to the Texas Immunization Registry via the Internet. By law, only authorized users are allowed to access immunization information in ImmTrac2. These providers are required to have registered with legacy ImmTrac or with ImmTrac2 before being able to access the web-based immunization system. Authorized users include health care providers, local health departments, schools, and child care facilities who have an approved registration. The ImmTrac2 system and is available at https://immtrac.dshs.texas.gov.

This document will assist organizations with submitting the online ImmTrac2 Registration and Renewal application.

Chapter 1: Registration

All organizations must submit an ImmTrac2 registration to request access to the immunization system. Organizations can also request to enroll in the Texas Vaccines for Children (TVFC) and the Adult Safety Net (ASN) programs while registering for ImmTrac2. The registration must be renewed annually (TVFC and ASN) or bi-annually (ImmTrac2 Registry Only) after the initial registration is approved.

Any person can access and complete a registration for their organization, but only authorized signers can submit the form for approval to the Department of State Health Services (DSHS). Once the application is submitted and approved and user accounts have been created, users can sign into the registry system.

Chapter 2: Accessing a Registration

There are two different ways to access the online registration form. Non-registered ImmTrac2 users must access the enrollment registration on the https://immtrac.dshs.texas.gov landing page. Registered ImmTrac2 users should access the registration or renewal form after logging into the registry.

Non-Registered ImmTrac2 Users

To access the Enrollment Registration form, follow the steps below. See Figure 1: Accessing the Registration Form (Non-Registered ImmTrac2 Users) Steps 1-2.

1. On the ImmTrac2 landing page, click the "Registration" link.
2. Then click the "Register" link to open the enrollment page.

Figure 1 - Accessing the Registration Form (Non-Registered ImmTrac2 Users) Steps 1-2

See Figure 2: Accessing the Registration Form (Non-Registered ImmTrac2 Users) Steps 3-4

3. On the Enrollment Screen, input a unique email address and the organization's TVFC PIN if applicable.
   - A unique email is an email address that does NOT already exist in ImmTrac2.
   - If the email address has already been used, a message dialog box will appear with instructions for how to proceed. See Figure 3: Email Already Exists notification.
4. Click the "Continue" button to open the enrollment form.

Figure 2 - Accessing the Registration Form (Non-Registered ImmTrac2 Users) Steps 3-4

Figure 3 - Accessing the Registration Form – Email Already Exists Notification

Registered ImmTrac2 Users

Users who have access to ImmTrac2 should access the registration form after logging into the registry system. After successful login, select the registration link from the "Registration/Renewal" menu bar. This will give the user quick access to in-progress and previously approved registrations. (*Only do a new registration if you are adding a New Sub-Site to the Parent Organization or submitting on behalf of a new standalone organization not already registered in ImmTrac2.*)

If you need to complete a renewal for an existing Organization, please skip to Chapter 5, Renewals.

To access the Enrollment Registration form, follow the steps below. See Figure 4: Accessing the Registration Form (Registered ImmTrac2 Users) Steps 1-2

1. After logging into the ImmTrac2 registry, click on the "Registration/Renewal" tab.
2. Then click the "Register a new Organization" link to open the enrollment page.
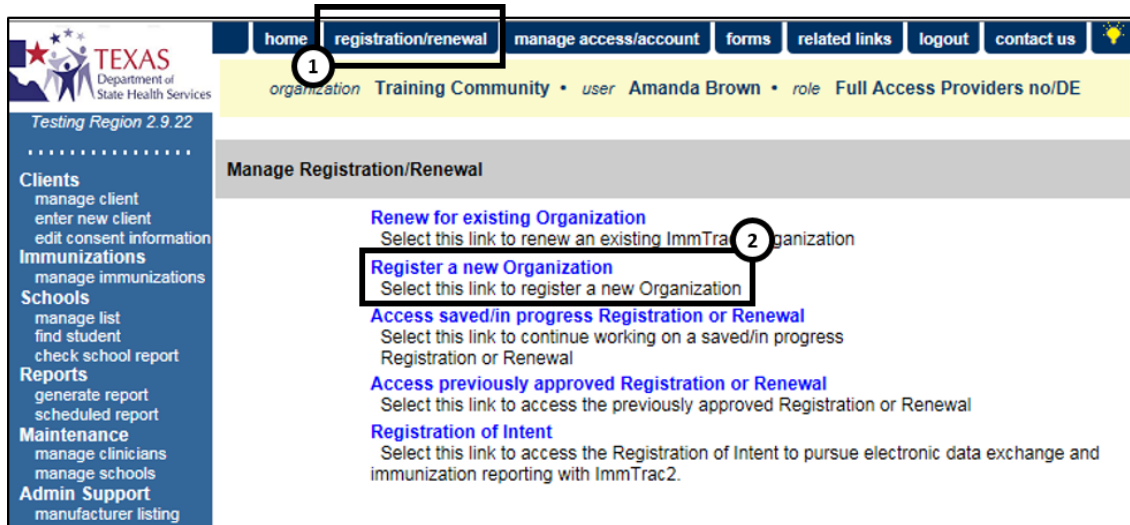
Figure 4 - Accessing the Registration Form (Registered ImmTrac2 Users) Steps 1-2

See Figure 5:   Accessing the Registration Form (Registered ImmTrac2 Users) Steps 3-4

3. On the Enrollment Screen, input the email address of the organizations Point of Contact (POC) and the organization's TVFC PIN if applicable.
4. Click the "Continue" button to open the enrollment form.

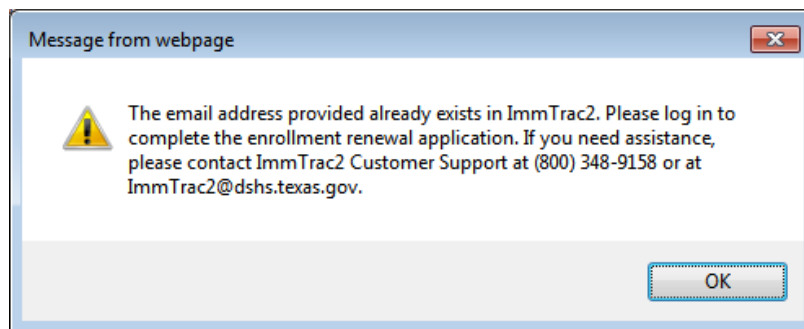*Figure 5 - Accessing the Registration Form (Registered ImmTrac2 Users) Steps 3-4*

Chapter 3: Completing a Registration

Registration Basics

Before beginning the registration process, users need to know the basics.
See Figure 6: Online Enrollment Form

- Each section of the Enrollment form must be completed and all required fields marked with an asterisks (*****) must be populated.
- Some sections will only appear depending on the selections made in the "Registration Questions" tab.
- When the enrollment form opens, all sections will be minimized but can be expanded using the expand ▼ button or clicking on "expand all" link at the top of the form.
- Progress can be saved and the partially completed form can be re-accessed at a later time.
- Applications that are left inactive for more than 7 days will be deleted and a new application must be completed.
- Applications must be electronically signed and submitted for approval by the authorized signer designated for the organization.
- If there are any questions about the registration process, call ImmTrac2 Customer Support at 1-800-348-9158 or via email at ImmTrac2@dshs.texas.gov.
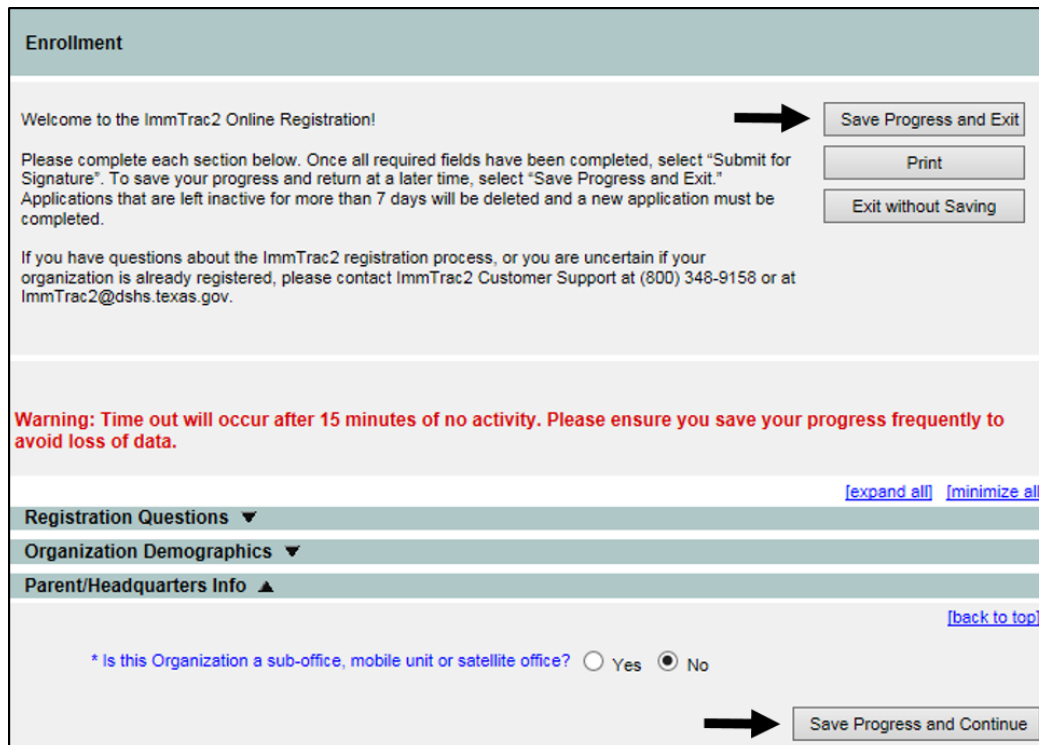
Figure 6 - Online Enrollment Form

Saving Progress

As progress is made in completing the enrollment form, it is recommended that the information is periodically saved to avoid data loss due to technical difficulties or system issues. Use the "Save Progress and Continue" button at the bottom of each section to periodically save the information and continue with the process.

If the registration must be completed at a later time, use the "Save Progress and Exit" button to save the form and return at a later time to submit for approval. See Figure 7: Online Enrollment Form - Save Progress

Figure 7 - Online Enrollment Form - Save Progress

Non-Registered ImmTrac2 User: When a "Save Progress and Continue" or "Save Progress and Exit" button is clicked, an email will be sent to the Organization Point of Contact (POC) with a Random Access Code (RAC) and a link to return to the in-progress enrollment form. If a POC is not yet identified, the email will be sent to the email address used to enter the registration. See Figure 8: Saved Progress Email with Random Access Code

Tue 11/29/2016 5:17 PM

ImmTrac2@dshs.texas.gov

ImmTrac2 Registration - Saved Progress

To

We have temporarily saved the data entered during the ImmTrac2 Registration/Renewal process. Should you lose connectivity and need to return to the last saved version of the Registration/Renewal you are working on, please click the link below. Please provide your email address and this access code: 87J3YES6. Should you have any issues, please contact the ImmTrac2 Customer Support Team at (800) 348-9158 or at ImmTrac2@dshs.texas.gov

The URL to access the incomplete Registration/Renewal is: https://uat-immtrac.dshs.state.tx.us/TXUAT/enrollProviderEntry.do?action=LOADFROMRAC

Figure 8 - Saved Progress Email with Random Access Code

Accessing Saved In Progress Applications

Non-Registered ImmTrac2 Users

Non-registered users must access the in-progress registration via the link and Random Access Code (RAC) in their "ImmTrac2 Registration – Saved Progress" email. After clicking the link in the email, users are redirected to ImmTrac2, See Figure 9 Accessing in Progress Registration Form – Non-Registered ImmTrac2 Users, to enter the random access code and the email address where the random access code was sent.

Figure 9 - Accessing in Progress Registration Form – Non-Registered ImmTrac2 Users

Once the RAC and email are accepted and validated, the application will display the partially completed form, See Figure 10 Saved in Progress Registration Form – Non-Registered ImmTrac2 Users.

Figure 10 - Saved in Progress Registration Form – Non-Registered ImmTrac2 Users

Registered ImmTrac2 Users

Existing registered ImmTrac2 users do not receive an email when progress is saved. Users must access the in-progress registration via ImmTrac2 after logging in.

To access the Enrollment Registration form, follow the steps below. See Figure 11: Accessing in Progress Registration or Renewal Form – ImmTrac2 User Steps 1-3

1. After logging into the ImmTrac2 registry, click on the "Registration/Renewal" tab.
2. Then click the "Access saved/in progress Registration or Renewal" link to open in-progress applications.
   - A Full Access Provider will typically only have access to one organization and the Registration application will automatically load.
3. If the user has access to multiple organizations, or is a parent organization with subsites, more than one in-progress application may display. Click the "Form ID" hyperlink of the application you would like to access.
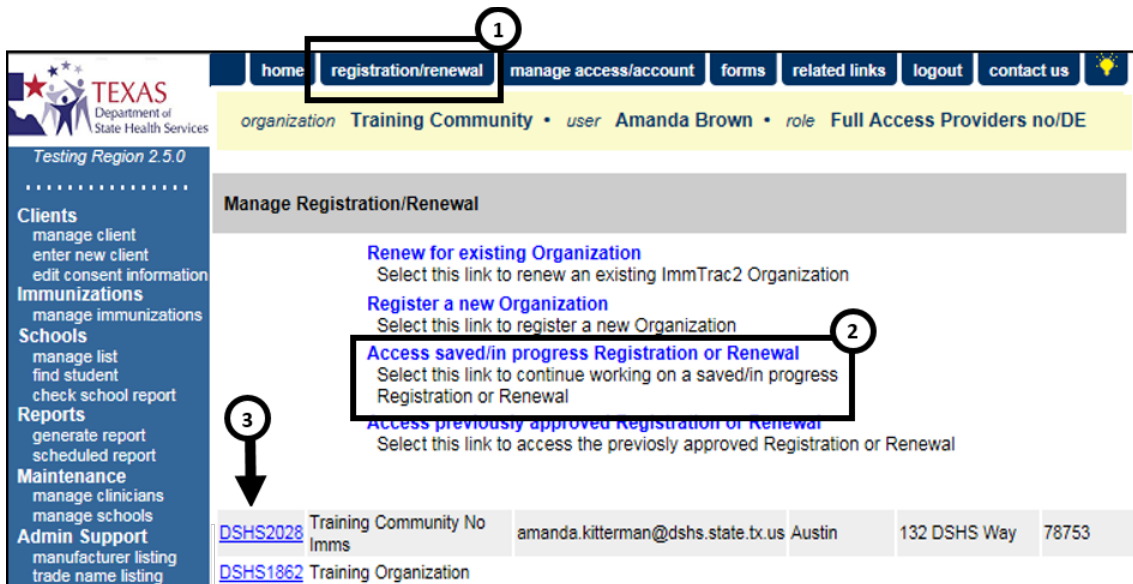
Figure 11 - Accessing in Progress Registration or Renewal Form – ImmTrac2 User Steps 1-3

Registration Questions

The "Registration Questions" tab is the first tab on the form. All Yes/No questions will default to "No." The answer to these questions determines if other tabs will be displayed. If the answer to a question is changed to "Yes," the page will quickly refresh and more options may become visible. See Figure 12: Registration Questions 1-4

Figure 12 - Registration Questions 1-4

Question 1:

"1. Does your Organization administer immunizations?"

If the registering organization will administer immunizations, select "Yes" to question #1. This will trigger a page refresh and question #3 becomes

editable and the following two tabs will be added to the tab selections. See
Figure 13: Registration Questions 1-4

- Responsible Medical Provider or Authorized Signer
- Practicing Providers with Prescribing Authority

Figure 13 - Registration Question 1-4

Question 2:

"2. The TVFC Program serves financially vulnerable children from birth through 18 years of age. Would you like to be contacted with more information on the TVFC Program?"

If the POC would like to be contacted with more information on the TVFC (Texas Vaccines for Children) Program, select "Yes." This is a program that provides financially vulnerable children with needed immunizations. The POC will be provided with more details at a later date. See Figure 14: Registration Questions 2-3

Question 3:

"3. Would you like to enroll in the TVFC Program now?"

If the registering organization would like to participate and enroll in the TVFC program, select "Yes." This will trigger a page refresh and the following five tabs will be added to the enrollment form tab selections. The authorized signer must read and agree to the TVFC Provider Agreement as part of the enrollment process. See Figure 14: Registration Questions 2-3

- Client Demographic Info
- TVFC Coordinator Info
- Vaccines Offered/Delivery Info
- Provider Population Estimates
- TVFC Provider Agreement

Figure 14 - Registration Questions 2-3

Question 4:

"4. Select your Organization Type"

Use the drop down arrow to select the organization type. When any of the following organization type options are selected, questions 5-6 regarding the ASN (Adult Safety Net) Program will display on the Registration Questions tab. See Figure 15: Registration Question 4

Organization Types:

- Local Health Department
- Federal Qualified Health Clinic
- Rural Health Clinics
- Family Planning
- STD/HIV Clinics
- Drug Treatment Facility

Figure 15 - Registration Question 4

Question 5:

"5. The ASN Program serves uninsured adults 19 and over. Would you like to be contacted with more information on the ASN Program?"

If the POC would like to be contacted with more information on the ASN Program, select "Yes." This is a program that provides qualified uninsured adults with immunizations. The POC will be provided with more details at a later date. See Figure 16: Registration Questions 5-7

Question 6:

"6. Would you like to enroll in the ASN Program now?"

If the registering organization would like to enroll in the ASN program, select "Yes." This will trigger a page refresh and question 7 will become visible. Also, the ASN Provider Agreement tab will be added to the tab selections. The authorized signer must read and agree to the ASN Provider Agreement as part of the enrollment process. See Figure 16: Registration Questions 5-7

Question 7:

"7. Will your organization administer vaccines under ONLY the adult program, or both adult and pediatric programs?"

Use the radio buttons to select which program(s) the registering organization will participate in, the Adult or the Adult and Pediatric programs. Select "Adult (ASN)" if the intention for the registering organization is to participate in the ASN program and not participate in TVFC. If the registering organization intends to participate in both programs, select "Adult and Pediatric (TVFC and ASN)". **In order to register for ASN, organizations must also register for TVFC, even if they don't intend to participate in the TVFC program**. See Figure 16: Registration Questions 5-7

Figure 16 - Registration Questions 5-7

Organization Demographics

The Organization Demographics tab is designed to get basic information about the registering organization such as the organization name, organization email, organization addresses and phone numbers. The organization name and email address must be entered before the application can be saved. If the user attempts to save before entering it, a message dialog box will appear asking the user to enter the information. See Figure 17: Organization Demographics Tab

Figure 17 - Organization Demographics Tab

Parent/Headquarters Info:

Select "Yes" if the organization is a sub-office, mobile unit or satellite office and is managed by a Primary or Parent Organization. The Parent organization must be already registered with ImmTrac2. Initially, only the question with the Yes/No selection is visible. Only upon selecting "Yes" will the other fields display. Enter the parent TXIIS ID and use the "Search" button for validation. After entering a valid TXIIS ID and hitting the 'Search" button, the system will display selected parent organization demographic information at the bottom of the tab to validate that the correct parent organization has been selected.

If you are unsure if the parent organization is registered, or if the parent organization TXIIS ID is unknown, call ImmTrac2 Customer Support at 1-800-348-9158 or via email at ImmTrac2@dshs.texas.gov for assistance. See Figure 18: Parent/Headquarters Info Tab Steps 1-5

1. In the Parent/Headquarters Info tab, select the appropriate "Yes/No" option.

2. If "Yes" was selected in step 1, select a child site type in the dropdown. Available values include:
   a. Sub-Office
   b. Mobile Site
   c. Satellite Office
3. If "Yes" was selected in step 1, enter the parent organization's TXIIS ID.
4. If "Yes" was selected in step 1, after entering the parent organization's TXIIS ID, select the "Search" button.
5. If "Yes" was selected in step 1, after selecting the "Search" button as described in step 4, the system will display selected organization attributes of the parent organization. If the parent organization is not in the system under that TXIIS ID, an error message pop-up window will be displayed. See Figure 19: Parent/Headquarters Info Tab Parent Org Not Found

Figure 18 - Parent/Headquarters Info Tab Steps 1-5
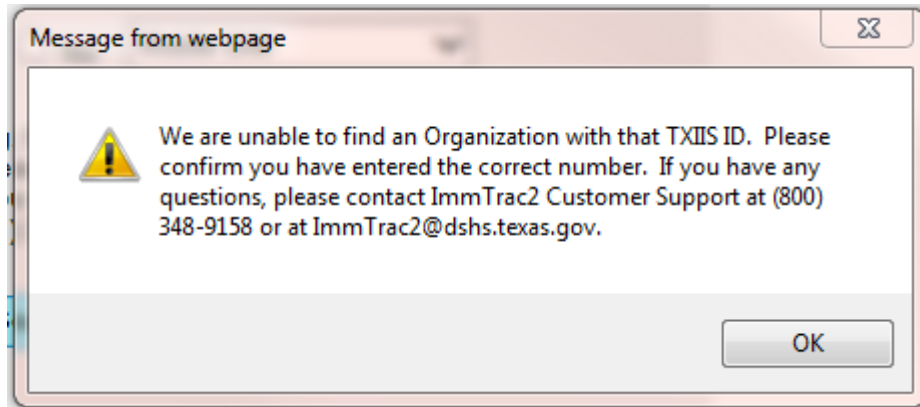
Figure 19 - Parent/Headquarters Info Tab Parent Org Not Found

Organization Point of Contact (POC):

The POC serves as the organization's main point of contact for ImmTrac2. This individual is responsible for completing the ImmTrac2 registration/renewal. The POC will also receive email notifications regarding organization renewal dates.

The POC email address field will auto populate based on the email address used to access the enrollment application. Enter the additional contact information, and update the email as needed. Use the check box to designate if the POC will require an ImmTrac2 user account. See Figure 20: Organization Point of Contact Tab

Figure 20 - Organization Point of Contact Tab

Primary Registry Contact:

The Primary Registry Contact is the main point of contact for ImmTrac2 registry related matters and client immunization related items. The ImmTrac2 Primary Registry contact may be the POC or other contacts. This contact may receive email notifications about topics such as enrollment renewals and policy changes.

Enter the Primary Registry contact information, and use the check box to designate if the person will require an ImmTrac2 user account. See Figure 21: Primary Registry Contact Tab

Figure 21 - Primary Registry Contact Tab

User Accounts Info

The User Account Info tab is designed to setup initial user accounts, or to associate existing ImmTrac2 users to the new organization. After entering the user information, if the email address is already assigned to an ImmTrac2 account, the "Current ImmTrac2 Username" field will auto-update with the existing user's ImmTrac2 username. To designate the user as a Provider Supervisor, select the "Yes" radio button. There is a limit of two Providers Supervisors in any one organization. To set up additional user accounts, click the "+Add Additional entry" hyperlink.

Additional user accounts can be created at a later time by the Provider Supervisor for the organization or by DSHS Customer Support using the "Add User" process. *See the ImmTrac2 User Manual for assistance in adding new users.* See also Figure 22: User Accounts Info Tab

Figure 22 - User Accounts Info Tab

✏️ **Note**: *If the registering organization will not administer immunizations, users may skip to the [Agree and Sign](#) section.*

Responsible Medical Provider or Authorized Signer

*** *The Responsible Medical Provider or Authorized Signer tab is only visible if the organization will administer immunizations <u>AND DOES NOT</u> participate in the TVFC program.*

The organizations must have a designated Authorized Signer for ImmTrac2 Registration or Renewal actions. The Authorized Signer must be authorized to electronically sign on behalf of the registering or renewing Organization. If the person filling out the form isn't the organization's Authorized Signer, an email will be sent to the Authorized Signer so that they may review and complete the registration or renewal signature process.

All organizations with no licensed medical provider and no licensed prescribing authority should designate the highest ranking authority within the registering or renewing Organization to be the Authorized Signer.

The "License Number" field requires a specific format depending on the License Type selected. If the number format for this field is entered incorrectly, an error validation message will display and the correct number format will be provided. *See Figure 23: Responsible Medical Provider or Authorized Signer Tab*

Figure 23 - Responsible Medical Provider or Authorized Signer Tab

Medical Director or Equivalent (Responsible Medical Provider)

*** The Medical Director or Equivalent tab is only visible if the organization will administer immunizations AND will participate in the TVFC program.

The organizations must have a designated Authorized Signer for ImmTrac2 Registration or Renewal actions, and must be a licensed medical provider and/or a licensed prescribing authority for the organization. The Authorized Signer must be authorized to electronically sign on behalf of the registering or renewing Organization. An email will be sent to the Authorized Signer so that they may review and complete the registration or renewal signature process.

For Organizations participating in the TVFC Program, this individual is the Medical Director or Equivalent. This person will also electronically sign the Vaccines for Children Program's Provider Agreement.

The "License Number" field requires a specific format depending on the License Type selected. If the number format for this field is entered incorrectly, an error validation message will display and the correct number format will be provided. See Figure 24: Medical Director or Equivalent Tab

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Figure 24 - Medical Director or Equivalent Tab

Practicing Providers with Prescribing Authority

**** The Practicing Providers with Prescribing Authority tab is only visible if the registering organization will administer immunizations.*

In this tab please add all licensed health care providers (Example: MD, DO, NP, PA, and pharmacist) at your facility who have prescribing authority. The "License Number" field requires a specific format depending on the License Type selected. If the number format for this field is entered incorrectly, an error validation message will display and the correct number format will be provided.

To add additional providers, click the "+Add Additional entry" hyperlink. To add Practicing Providers after the application is submitted, the POC may need to contact ImmTrac2 Customer Support at 1-800-348-9158 or via email at ImmTrac2@dshs.texas.gov. See Figure 25: Practicing Providers with Prescribing Authority Tab

Figure 25 - Practicing Providers with Prescribing Authority Tab

Note: If the registering organization is not enrolling in the TFVC or ASN programs, users may skip to the *Sign and Agree* section.

Client Demographic Info

*** *The Client Demographic tab is only visible if the registering organization is enrolling in the TVFC (Texas Vaccines for Children) Program.*

This tab is designed to collect with information about the organization's client demographic info. Select all the applicable age groups of the clients that are immunized at the provider organization, and all the applicable immunization payer sources (selected insurance types that are accepted by the organization). All four questions on this tab are required and responses must be selected. See Figure 26: Client Demographic Info Tab

Figure 26 - Client Demographic Info Tab

TVFC Coordinator

*** The TVFC Coordinator tab is only visible if the registering organization is enrolling in the TVFC (Texas Vaccines for Children) Program.

The TFVC Coordinators are the organization's Primary Vaccine Coordinator (Primary Inventory) and Backup Vaccine Coordinator (Secondary Inventory) contacts. These individuals will get enrollment and renewal notifications via email as well as other notifications regarding policy changes.

Enter the contact information, and use the check box to designate if the TVFC Coordinator will require an ImmTrac2 user account. For information regarding the "Annual Training" requirements please contact TVFC Customer Support at (800)-252-9152 or by email at ImmTrac2@dshs.texas.gov. See Figure 27: TVFC Coordinator Info Tab

Figure 27 - TVFC Coordinator Info Tab

Vaccines Offered/Delivery Info

*** The Vaccines Offered/Delivery Info tab is only visible if the registering organization is enrolling in the TVFC (Texas Vaccines for Children) Program.

The "Vaccines Offered/Delivery Info" tab is used to give general information about the types of vaccines the organization will offer, and/or to identify an organization designated as a "Specialty Provider" by the TVFC Program. When the "Offers Select Vaccines" option is selected, use the checkboxes to identify all vaccines that are offered by the provider.

This tab is also used to indicate the address, date and time for vaccine deliveries. Select the days and times the vaccines can be delivered using the check boxes and drop down lists. Times are available in 15 minute increments. See Figure 28: Vaccines Offered/Delivery Info Tab

Note: *Vaccine inventory is not a capability available in ImmTrac2 at this time.*

Figure 28 - Vaccines Offered/Delivery Info Tab

Provider Population Estimates

*** **The Provider Population Estimates tab is only visible if the registering organization is enrolling in the TVFC (Texas Vaccines for Children) Program.**

This tab is used to report the provider's population data based on clients seen during the previous 12 months. Use the Vaccine Eligibility Categories

tables to document how many children received VFC and non-VFC vaccines by category and age groups. Use the check boxes at the bottom of the section to select the type of data used to determine the provider population. See Figure 29: Provider Population Estimates Tab

Provider Population Estimates ▲

Provider Population based on clients seen during the previous 12 months. Report the number of children who received vaccinations at your facility, by age group. Only count a child once based on the status of the last immunization visit, regardless of the number of visits made. The following table documents how many children received VFC vaccine, by category, and how many received non-VFC vaccine.

VFC Vaccine Eligibility Categories	# of children who received VFC Vaccine by Age Category			
	<1 Year	1-6 Years	7-18 Years	Total
Enrolled in Medicaid	0	0	0	0
No Health Insurance	0	0	0	0
American Indian/Alaska Native	0	0	0	0
Underinsured in FQHC/RHC or Deputized Facility[1]	0	0	0	0
Total VFC	0	0	0	0

Non-VFC Vaccine Eligibility Categories	# of children who received non-VFC Vaccine by Age Category			
	<1 Year	1-6 Years	7-18 Years	Total
Insured (private pay/health insurance covers vaccines)	0	0	0	0
Other underinsured[2]	0	0	0	0
Childrens Health Insurance Program(CHIP)[3]	0	0	0	0
Total Non-VFC	0	0	0	0
Total Clients	0	0	0	0

Adult Safety Net Program Population Estimate:

Please provide the number of uninsured adults (19+ years of age) your organization served in the previous 12 month period:

[1]Underinsured includes children with health insurance that does not include vaccines or only covers vaccines types. Children are only eligible for vaccines that are not covered by health insurance.

In addition, to receive VFC Vaccine, underinsured children must be vaccinated through a Federally Qualified Health Center (FQHC) or Rural Health Clinic (RHC) or under an approved deputized provider. The deputized provider must have a written agreement with an FQHC/RHC and the state/local/territorial immunization program in order to vaccinate these underinsured children.

[2]Other underinsured are children that are underinsured but are not eligible to receive federal vaccine through the VFC program because the provider or facility is not a FQHC/RHC or a deputized provider. However, these children may be served if vaccines are provided by the state program to cover these non-VFC eligible children.

[3]CHIP - Children enrolled in the state Children's Health Insurance Program (CHIP). These children are considered insured and are not eligible for vaccines through the VFC program. Each state provides specific guidance on how CHIP vaccine is purchased and administered through participating providers.

TYPE OF DATA USED TO DETERMINE PROVIDER POPULATION (Choose all that apply)

☐ Benchmarking   ☐ Doses Administered

☐ Medicaid Claims   ☐ Provider Encounter Data

☐ IIS   ☐ Billing System

☐ Other (must describe):

[Save Progress and Continue]

Figure 29 - Provider Population Estimates Tab

TVFC Provider Agreement

*** *The TVFC Provider Agreement tab is only visible if the registering organization is enrolling in the TVFC (Texas Vaccines for Children) Program.*

The authorized signer must read and agree to the terms and conditions listed in the TVFC Provider Agreement tab in order to be enrolled in the TVFC Program. All organizations participating in the TVFC Program must renew the registration annually, if not sooner, based on the agreed terms. See Figure 30: TVFC Provider Agreement Tab (the TVFC Provider Agreement is only partially displayed in the following screen shot).
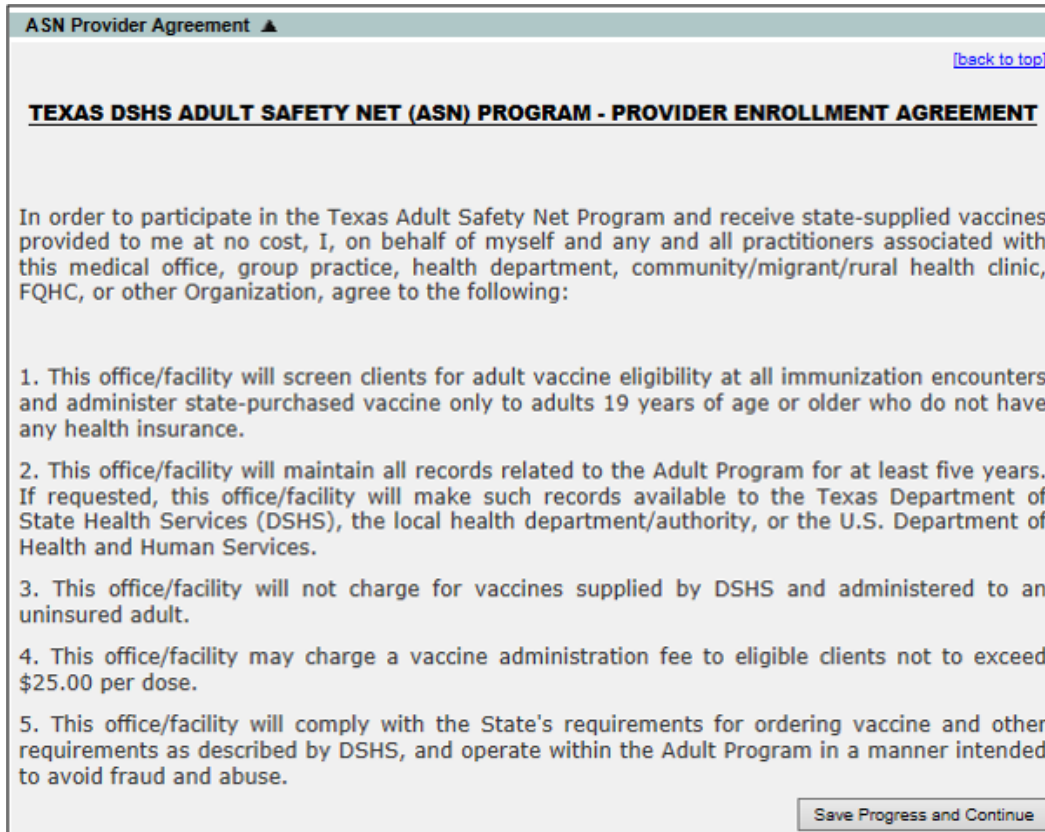
TVFC Provider Agreement ▲

[back to top]

PROVIDER AGREEMENT

To receive publicly funded vaccines at no cost, I agree to the following conditions, on behalf of myself and all the practitioners, nurses, and others associated with the health care facility of which I am the medical director or equivalent:

1.	I will annually submit a provider profile representing populations served by my practice/facility. I will submit more frequently if 1) the number of children served changes or 2) the status of the facility changes during the calendar year.

2.	I will screen patients and document eligibility status at each immunization encounter for VFC eligibility (i.e., federally or state vaccine-eligible) and administer VFC-purchased vaccine by such category only to children who are 18 years of age or younger who meet one or more of the following categories:
	
	A. Federally Vaccine-eligible Children (VFC eligible)
	  1. Are an American Indian or Alaska Native;
	  2. Are enrolled in Medicaid;
	  3. Have no health insurance;
	  4. Are underinsured: A child who has health insurance, but the coverage does not include vaccines; a child whose insurance covers only selected vaccines (VFC-eligible for non-covered vaccines only). Underinsured children are eligible to receive VFC vaccine only through a Federally Qualified Health Center (FQHC), or Rural Health Clinic (RHC) or under an approved deputization agreement.
	
	B. State Vaccine-eligible Children
	  1. In addition, to the extent that my state designates additional categories of children as "state vaccine-eligible", I will screen for such eligibility as listed in the addendum to this agreement and will administer state-funded doses (including 317 funded doses) to such children.
	
	Children aged 0 through 18 years that do not meet one or more of the eligibility federal vaccine categories (VFC eligible), are **not** eligible to receive VFC-purchased vaccine.

3.	For the vaccines identified and agreed upon in the provider profile, I will comply with immunization schedules, dosages, and contraindications that are established by the Advisory Committee on Immunization Practices (ACIP) and included in the VFC program unless:
	
	  a) In the provider's medical judgment, and in accordance with accepted medical practice, the provider deems such compliance to be medically inappropriate for the child;
	  b) The particular requirements contradict state law, including laws pertaining to religious and other exemptions.

Figure 30 - TVFC Provider Agreement Tab

ASN Provider Agreement

*** *The ASN Provider Agreement tab is only visible if the registering organization is enrolling in the ASN (Adult Safety Net) Program.*

The authorized signer must read and agree to the terms and conditions listed in the ASN Provider Agreement tab in order to be enrolled in the ASN Program. Figure 31: ASN Provider Agreement Tab

Figure 31 - ASN Provider Agreement Tab

Agree and Sign

The "Sign and Agree" tab contains the Organization Agreement and Confidentiality Statement for ImmTrac2 that must be read and agreed to by the authorized signer. See Figure 32: Agree and Sign Tab (the Agree and Sign tab is only partially displayed in the following screen shot.)
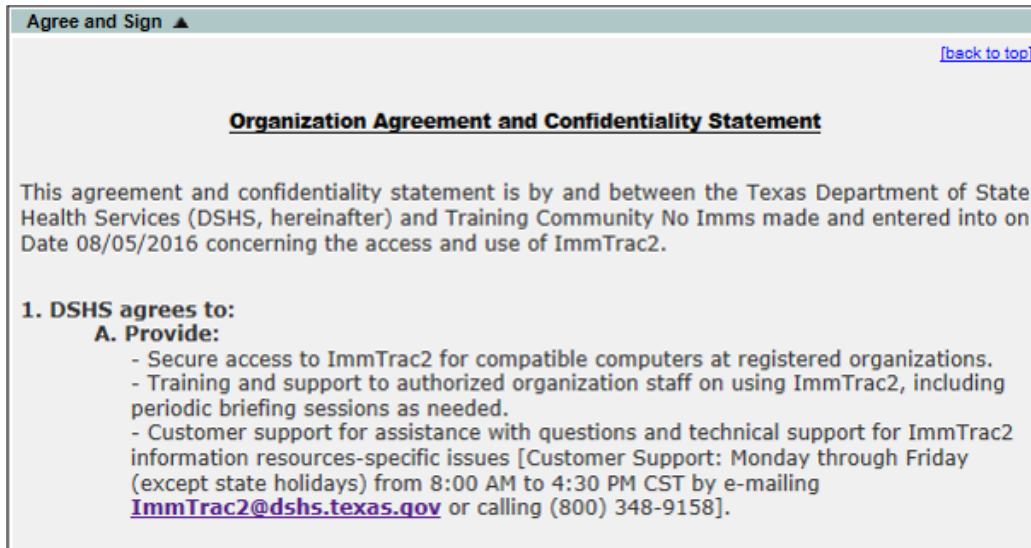
Figure 32 - Agree and Sign Tab

Chapter 4: Submitting a Registration

NON-Authorized Signer (Submit for Signature):

At the bottom of the enrollment application on the Agree and Sign tab, are options for submitting the application to the authorized user for approval or submitting the application for approval to DSHS.

If the organization is applying for the TVFC program, the authorized user is the person listed on the Medical Director tab. If the organization is not applying for TVFC, the authorized user is the person listed on the Responsible Medical Provider or Authorized Signer tab.

If the person who completed the application is NOT the authorized signer, select the "I am not the Authorized Signer" radio button. This will activate the "Submit for Signature" button. Click the "Submit for Signature" button to send a request for signature email notification to the Authorized Signer. The Authorized Signer will have the opportunity to review all data entered into the enrollment form, adjust any data as desired, read the Provider Agreements, and then electronically sign the enrollment form.

Figure 33 - Agree and Sign Tab

If any required fields are not populated, or do not meet the field requirements, a Validation Error message will display at the top of the page. The user must review each section of the application for any validation errors. Once all errors are corrected, scroll to the Agree and Sign tab and submit the application.

Figure 34 - Validation Error Message

Authorized Signer (Submit for Approval):

If the person who completed the application is the authorized signer, select the "I am the Authorized Signer" radio button.

Follow the steps below to submit the application for approval. See Figure 35: Submit for Approval Steps 1-4

1. Click the "I am the Authorized Signer" radio button.
   - This will trigger the "Organization Agreement and Confidentiality Statement Acceptance" options and the "Submit for Approval" button to display.

2. Click the check box to signify that you have read and agree to the Provider Agreements.
   - The available acceptance options are dependent upon the programs the organization is registering for.
3. Enter Signature, Title and Email information.
4. Click the "Submit for Approval" button.

Figure 35 - Submit for Approval Steps 1-4

Submit for Approval Using the Random Access Code

If the registration application was "Submitted for Signature" by a NON-Authorized Signer, the Authorized Signer will receive an "ImmTrac2 Registration – Your action is needed" email.

The email will contain a link to sign the incomplete registration/renewal, another link to decline signing the registration/renewal, and a Random Access Code (RAC). The RAC will be active for 30 day. After this time the POC will need to contact ImmTrac2 Customer Support at 1-800-348-9158 or via email at ImmTrac2@dshs.texas.gov to request a new code. See Figure 36: "ImmTrac2 Registration – Your action is needed" Email
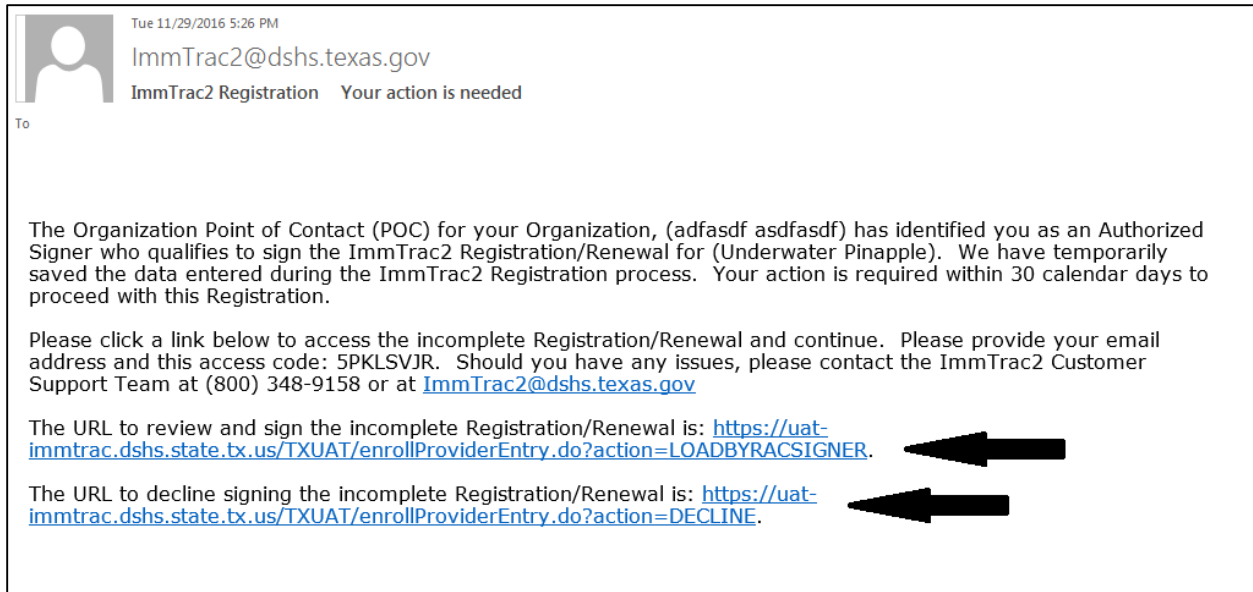
Figure 36 - "ImmTrac2 Registration – Your action is needed" Email

To electronically sign and submit the registration/renewal form for approval, follow the steps below. See Figure 37: Submit for Approval Using the Random Access Code Steps 2-3

1. Click on the link in the "action required" email to review and sign the application. *(shown above)*
2. When the Enrollment screen loads, enter the following information.
    *   Random Access Code provided in the email
    *   POC email address that received the "action required" email
3. Click the "Submit" button.
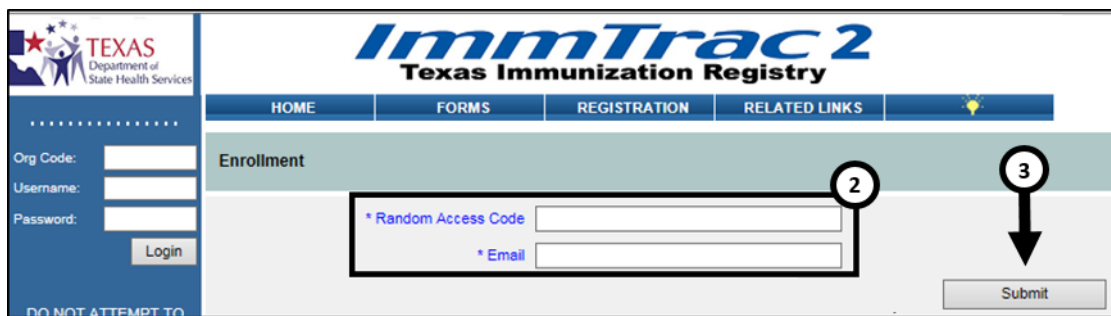
Figure 37 - Submit for Approval Using the Random Access Code Steps 2-3

See Figure 38: Submit for Approval Using the Random Access Code Steps 4-7

4. When the registration/renewal loads, review the form, read the appropriate agreements, and then scroll down to and expand the Sign and Agree tab and select the "I am the Authorized Signer" radio button.
   - This will trigger the "Organization Agreement and Confidentiality Statement Acceptance" options and the "Submit for Approval" button to display.
5. Click the check boxes to signify that you have read and agree to the applicable Provider Agreements.
   - The available acceptance options are dependent upon the programs the organization is registering for.
6. Enter Signature, Title and Email information.
7. Click the "Submit for Approval" button.

Figure 38 - Submit for Approval Using the Random Access Code Steps 4-7

Upon submitting the registration or renewal application, the POC will receive an "ImmTrac2 Registration" email confirmation with next step instructions. For renewal applications, once the Authorized Signer has submitted the form to DSHS for processing, all org users will be able to log into ImmTrac2, even if the DSHS approval process results in approval after the previous

organization agreements expire. For any additional questions, please contact ImmTrac2 Customer Support at 1-800-348-9158 or at ImmTrac2@dshs.texas.gov.

Tue 7/19/2016 10:05 AM

ImmTrac2@dshs.texas.gov

ImmTrac2 Registration

To

Your ImmTrac2 Registration request for Training City No Imms has been received. Please allow 10-14 days for processing. If you do not receive an e-mail after 14 days of your registration submission date confirming approval or denial, contact the ImmTrac2 Customer Support Team at 1-800-348-9158 or at ImmTrac2@dshs.texas.gov.
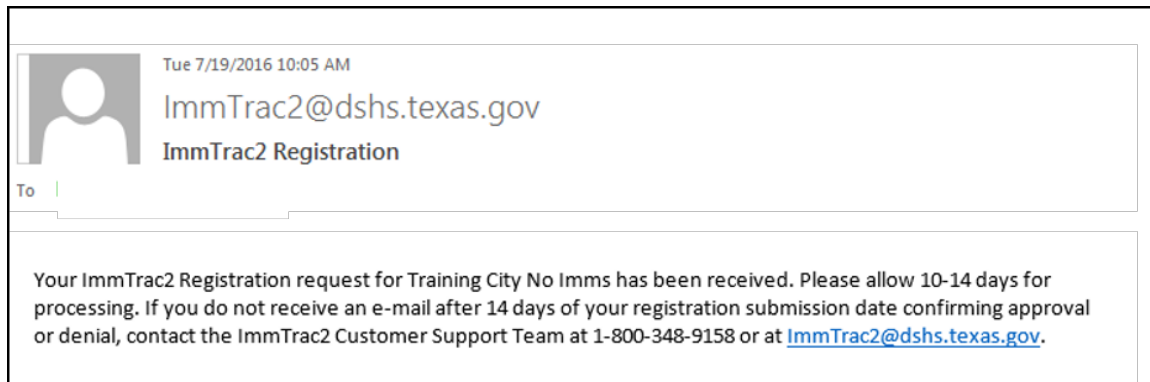
Figure 39 - ImmTrac2 Registration Confirmation Email

Decline Signing the Registration

If the designated Authorized Signer is not the person initially filling out the form, an email will be sent to the Authorized Signer with instructions to access the form to review and submit if for approval. The designated Authorized Signer can choose to either complete the submission or can decline to sign the form. To decline signing the registration form, the Authorized Signer will execute following the steps below. See Figure: Decline Signing the Registration/Renewal Steps 2-3

1. Click on the "URL to decline signing the registration" link in the "action required" email. See Previous Figure: "ImmTrac2 Registration – Your action is needed" Email
2. When the Enrollment screen loads, enter the following information.
   - Random Access Code provided in the email
   - POC email address
3. Click the "Decline" button.
   - Users are redirected to the ImmTrac2 login page and will not receive a validation or successful message on the screen.
   - An email will be sent to the organization's POC(s) notifying them of the declined application.
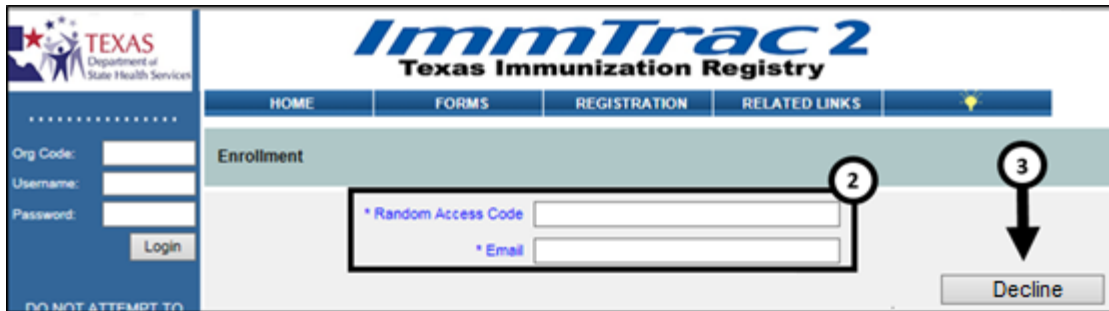
Figure 40 - Decline Signing the Registration/Renewal Steps 2-3

Approved Registrations

The registration will be reviewed by ImmTrac2 Customer Support. If the application is approved, the POC, authorized signer, and (or) the primary and secondary inventory contacts will receive a "Welcome to ImmTrac2" email, or multiple emails depending on the programs the organization enrolled in. It is possible to be approved for one program and not another.

Welcome to ImmTrac2 Email

Mon 8/8/2016 12:54 PM

ImmTrac2@dshs.texas.gov

Welcome to ImmTrac2

To

Your enrollment application for ImmTrac2 has been approved. You will soon receive a separate e-mail with your login information.

If you have any questions, please contact the ImmTrac2 Customer Support Team at 1-800-348-9158 or at ImmTrac2@dshs.texas.gov.
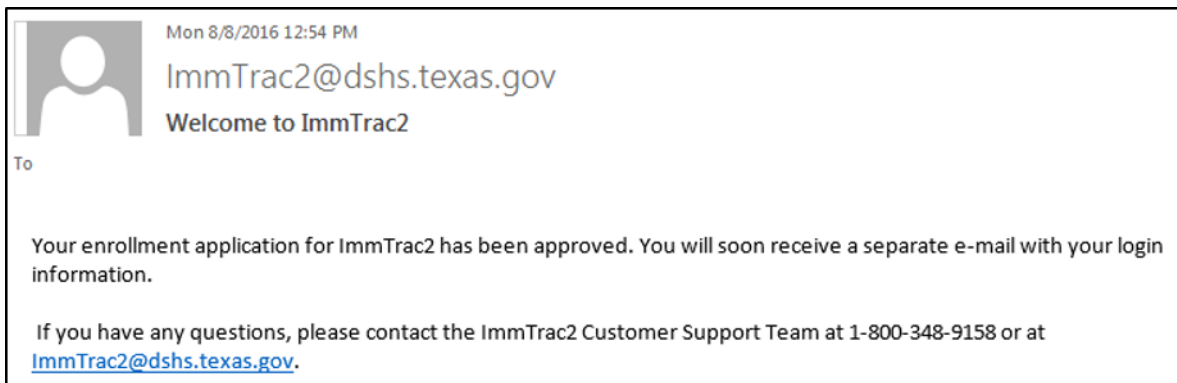
Figure 41 - Welcome to ImmTrac2 Email

Welcome to TVFC Email

Mon 8/8/2016 12:54 PM

ImmTrac2@dshs.texas.gov

Welcome to the TVFC Program

To

Your enrollment application for the Texas Vaccines for Children (TVFC) Program has been approved. You will soon receive a separate e-mail with your Provider Identification Number (PIN). After you have received your PIN, please log in to ImmTrac2 to place your initial vaccine order.

If you have any questions, please contact the ImmTrac2 Customer Support Team at 1-800-348-9158 or at ImmTrac2@dshs.texas.gov.

Figure 42 - Welcome to TVFC Email

Welcome to ASN Email

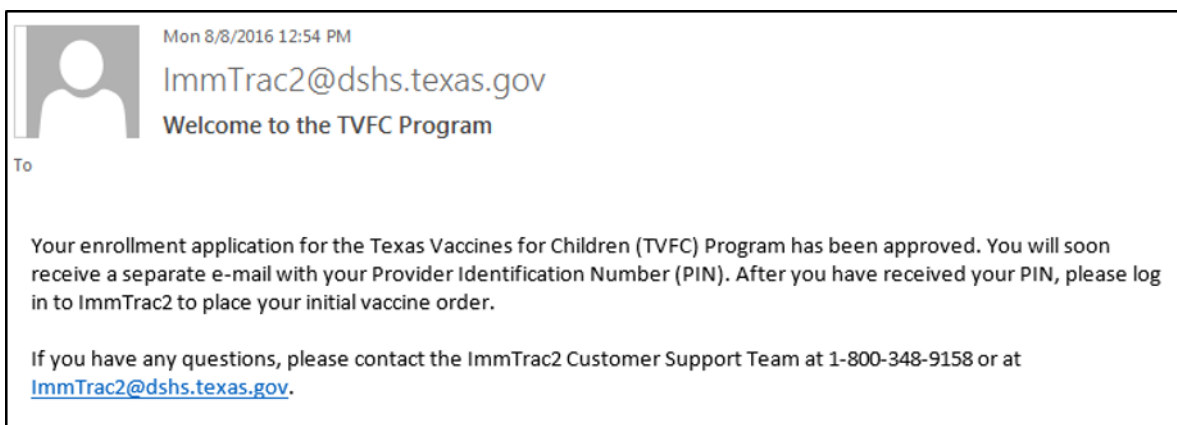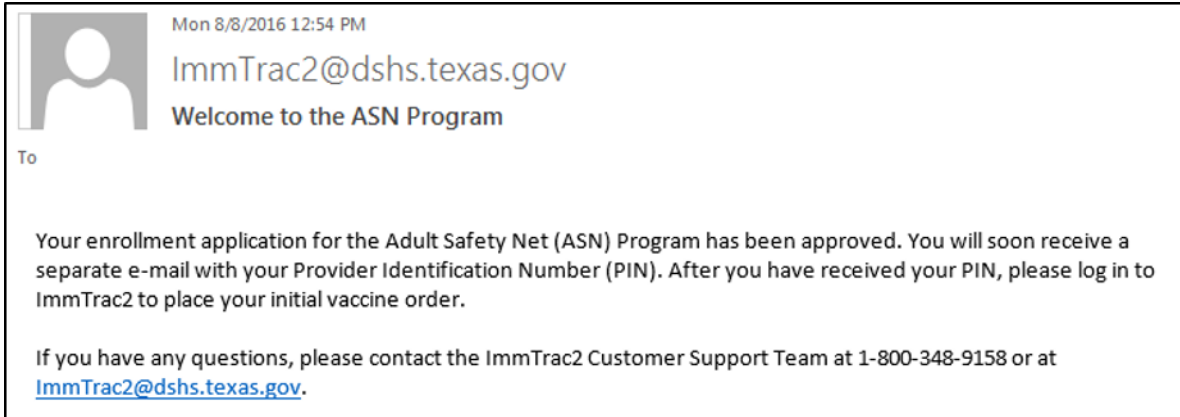*Figure 43 - Welcome to ASN Email*

Unapproved Registrations

If an organization is not approved for access to a particular program, the appropriate POCs will receive an email notifying them of the decision. It is possible to be approved for one program and not another. See Figure 44: Unapproved Registration Notification Email

Please email ImmTrac2 Customer Support at ImmTrac2@dshs.texas.gov if you have any questions.
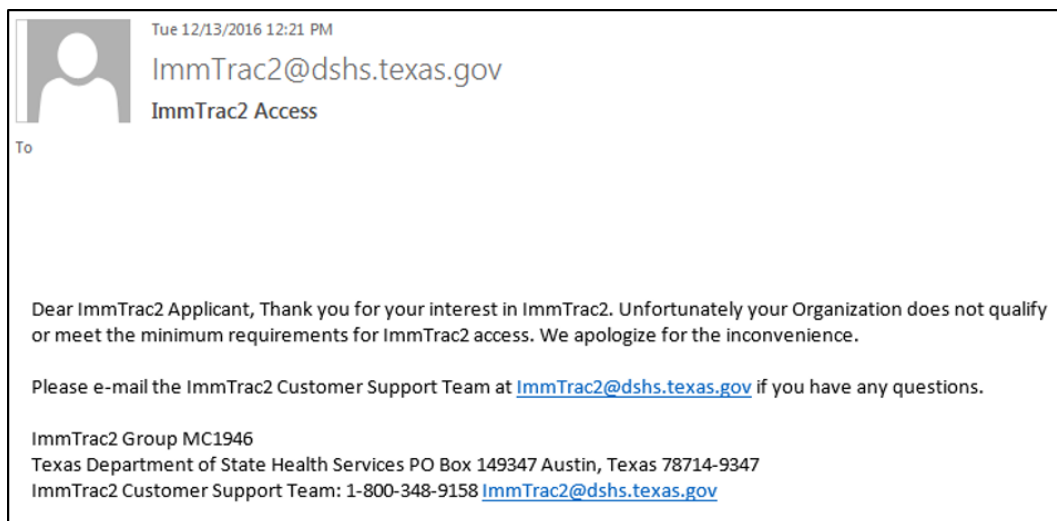

Figure 44 - Unapproved Registration Notification Email

Returned Registrations

In some instances, an ImmTrac2 Customer Support team member may need additional information or may need make changes to the submitted registration application. When this occurs, the enrollment application will be

"Returned" and the authorized signer will receive an email. The email will provide detailed information as to why the application was returned for re-submission, and it will list any changes made by DSHS. The Authorized Signer will be asked to review the changes made by DSHS, make any additional updates necessary, and resubmit the application for approval. See Figure 45: Returned Registration Email – Non ImmTrac2 User

Non-Registered ImmTrac2 Users

Non-registered users will receive an email with instructions to access the registration form via a link and Random Access Code. After accessing the returned application, review the changes or make updates as instructed and resubmit the registration. If there are there are any questions about this email or the recertification process, please contact ImmTrac2 Customer Support at 1-800-348-9158 or ImmTrac2@dshs.texas.gov.

Figure 45 - Returned Registration Email – Non ImmTrac2 User

Registered ImmTrac2 Users

Users who submitted a new Registration after logging into ImmTrac2 will receive an email similar to the following example. Users should follow the instructions listed in the email to login, review, and resubmit the application.

If there are there are any questions about this email or the recertification process, please contact ImmTrac2 Customer Support at 1-800-348-9158 or ImmTrac2@dshs.texas.gov.
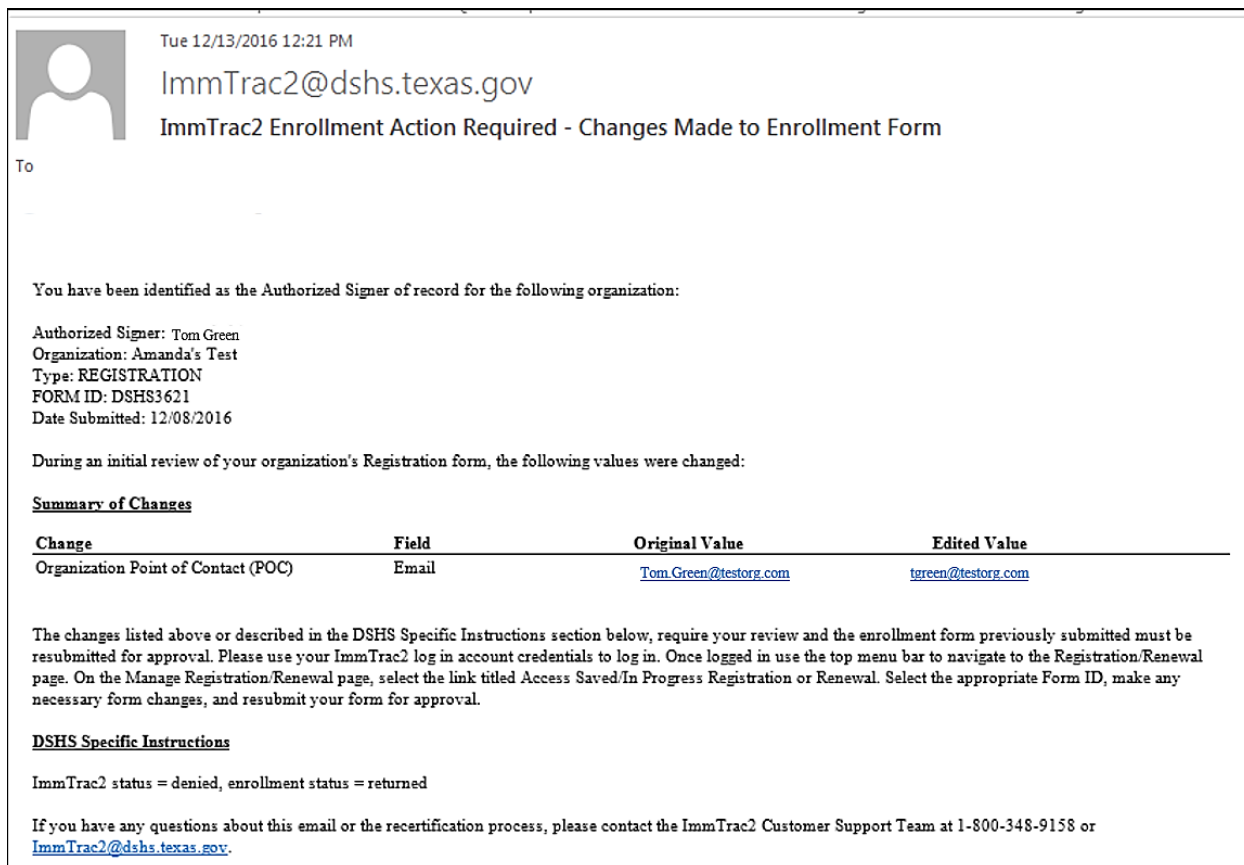

Figure 46 - Returned Registration Email – ImmTrac2 User

Chapter 5: Renewals

Renewals go through the same approval process as first time enrollments. However, the renewal application is pre-populated with existing organization information which makes the process more efficient. Providers are required to review the application in full and make any needed updates prior to submitting the renewal application.

Organizations are required to renew their access to ImmTrac2 on a yearly or bi-yearly basis depending on the organization type prior to the expiration of their site agreement date.

- **TVFC Organizations** renew annually.
- **Non-TVFC orgs (registry only organizations)** renew bi-annually.

If a user is attempting to access an organization with an expired site agreement date, they will see the site agreement expiration page. The organization's Authorized Signer must submit a renewal form for approval before any users in that organization can access ImmTrac2. See Figure 47: Site Agreement Expired Message
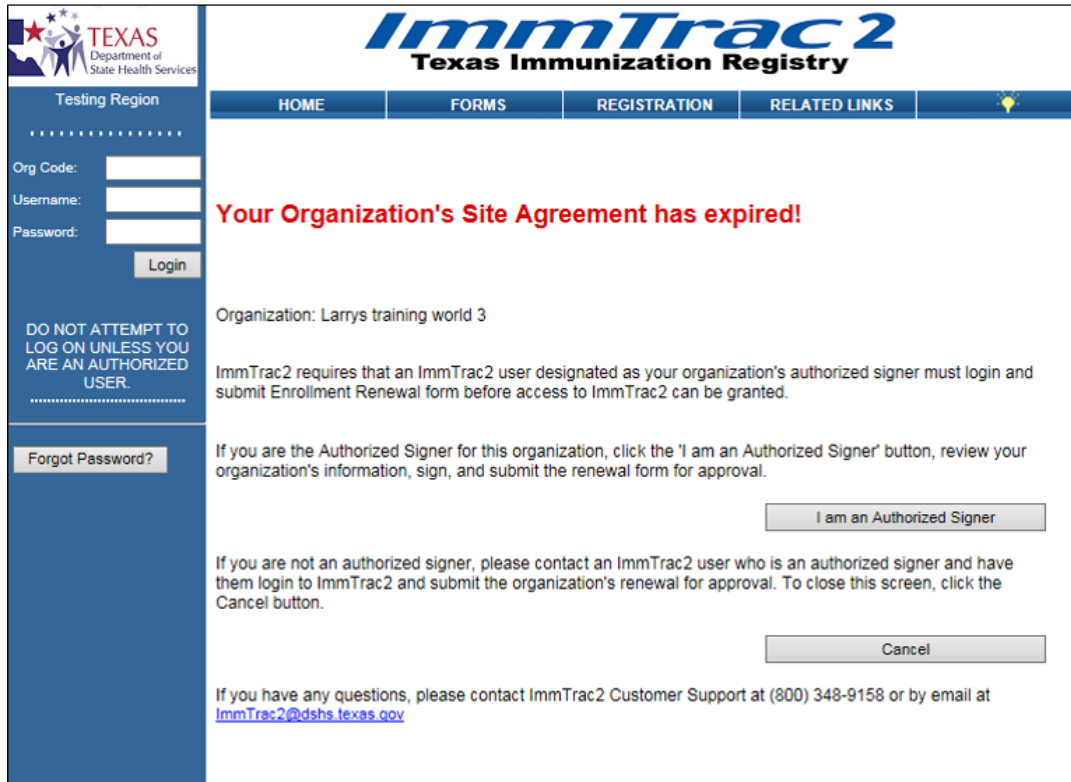

Figure 47 - Site Agreement Expired Message

Chapter 6: Renewal Notifications

TVFC Annual Re-Enrollment Message

Users are notified of an upcoming renewal period on the ImmTrac2 application home page via the "TVFC Annual ————Re-enrollment" message. This message will display for Organization's that participate in the TVFC program during the DSHS established annual re-enrollment period. Organizations are encouraged to submit the renewal application during this time regardless of their site agreement date and when it will expire.
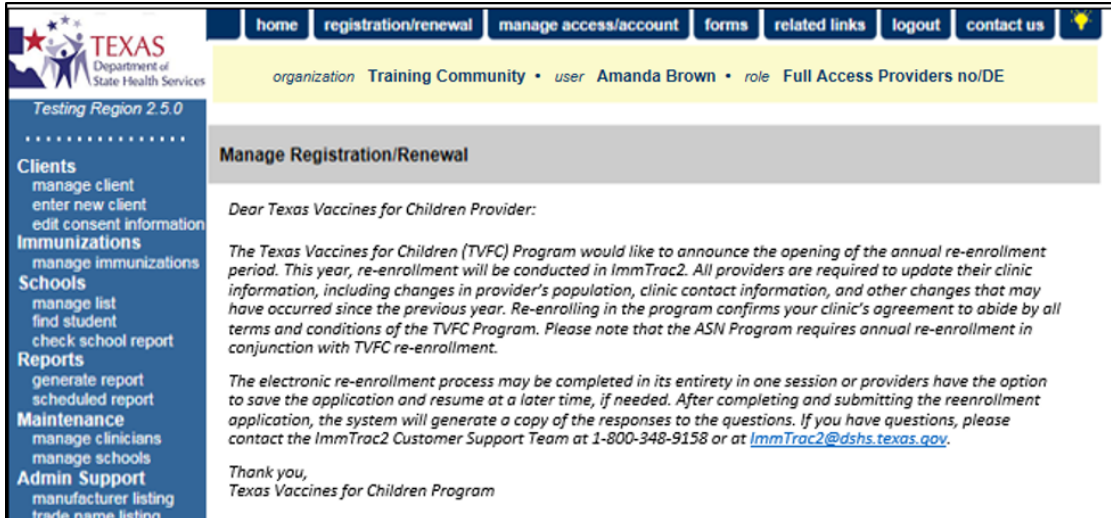
Figure 48 - ImmTrac2 TVFC Annual Re-enrollment Message

Site Agreement Expiration Warning

The Site Agreement expiration warning message will display on the application home page 60 days prior to the organization's Site Agreement expiration date, then again at 45 days, 15 days and then daily beginning at 10 days. If an organization's site agreement is due to expire prior to the annual re-enrollment period, orgs must submit a renewal application. The message will no longer display once the Renewal has been successfully submitted for approval.
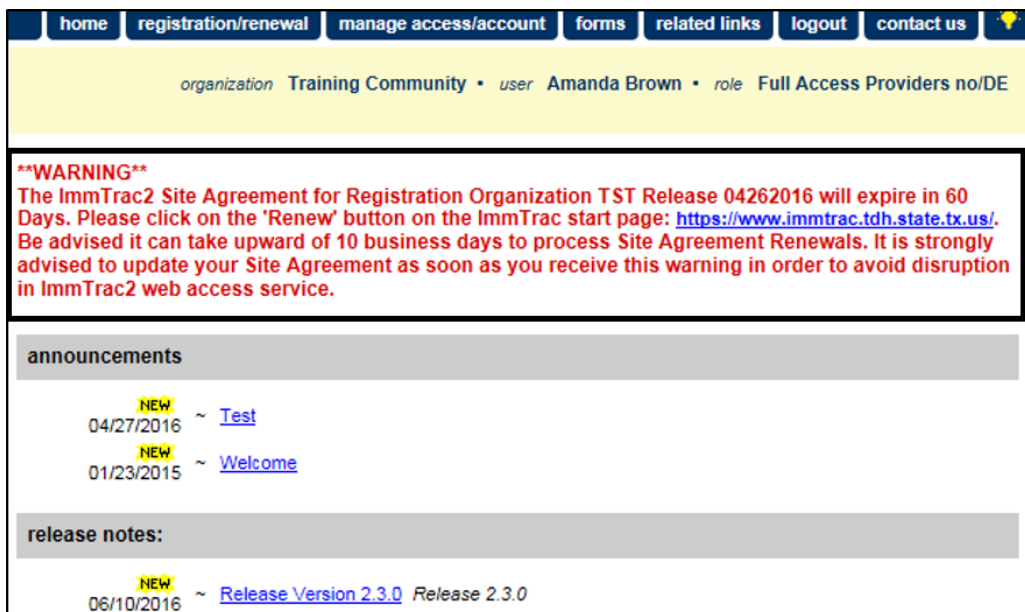

Figure 49 - Application Home Page Renewal Notification

Site Agreement Expiration Email

In addition to the home page notification, the POC and the Primary and Secondary (Backup) Inventory Contacts will receive an "ImmTrac2 Renewal Due for your Organization" email. This email will be sent 60 days prior to the organization's Site Agreement expiration date, then again at 45 days, 15 days and then daily beginning at 10 days.
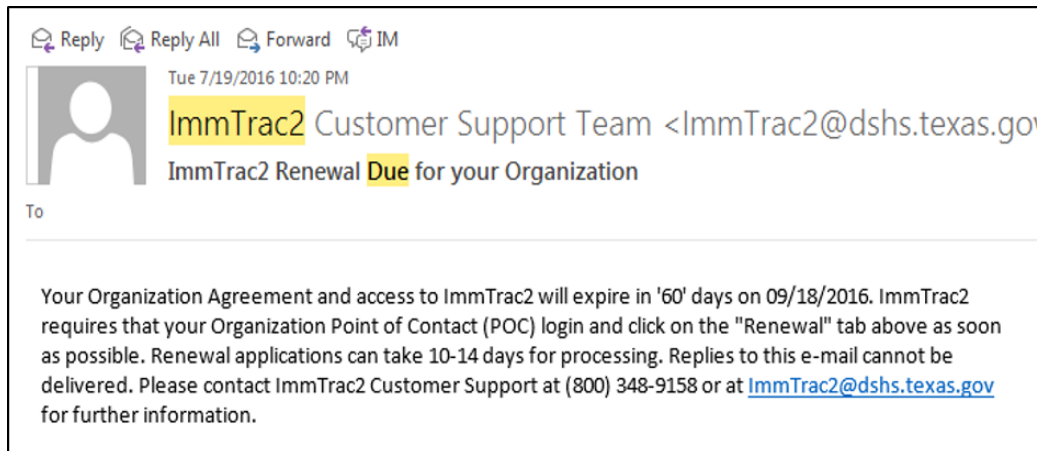

Figure 50 - Renewal Notification Email

Chapter 7: Accessing a Renewal

There is only one path to access the online renewal form for registered ImmTrac2 users. The renewal form is accessible via the "Registration/Renewal" menu bar.

To access the Enrollment Registration form, follow the steps below. See Figure 51: Accessing a Renewal Form Steps 1-2

1. After logging into the ImmTrac2 registry, click on the "Registration/Renewal" tab.
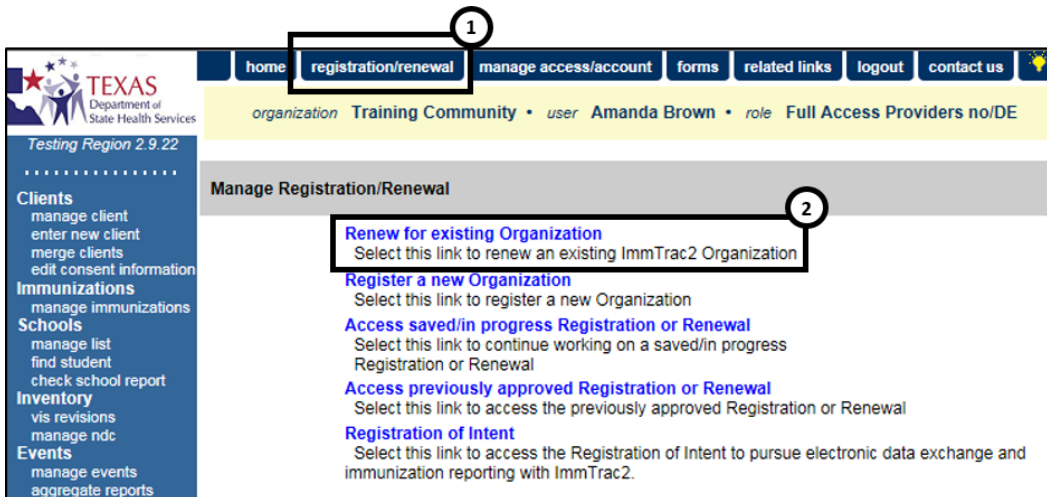2. Then click the "Renew for existing Organization" link.

Figure 51 - Accessing a Renewal Form Steps 1-2

3. The Renewal form will load to the Enrollment screen with pre-populated information.

Figure 52 - Accessing the Renewal Form (Registered ImmTrac2 Users)

Chapter 8: Completing a Renewal

A renewal application is exactly the same as the registration, but is pre-populated with existing organization information based on the original registration and updates that may have been made after the registration was approved. After accessing the renewal application, applicants must review all sections of the form and make updates as needed.

If any of the answers on the "Registration Questions" tab changes to a "Yes," additional tabs will become visible and must be completed. See Chapter 3: Completing a Registration section for details about each tab, information on Saving Progress, or Accessing Saved in Progress Applications.

Chapter 9: Submitting a Renewal

Submitting a renewal application is the same as submitting a registration. It can only be submitted for approval by the authorized signer. Users who are not the authorized signer can complete the form and submitted it for signature to the authorized signer. Please review the Submitting a Registration section for more details on how to submit an application, next steps, approved, denied or returned applications and email notifications.

Upon submitting the registration or renewal application, designated POCs will receive an "ImmTrac2 Registration" or "ImmTrac2 Renewal" email confirmation with next step instructions. For any additional questions, please contact ImmTrac2 Customer Support at 1-800-348-9158 or at ImmTrac2@dshs.texas.gov See Figures 53 & 54: ImmTrac2 Registration Confirmation Email and TVFC Registration Confirmation Email
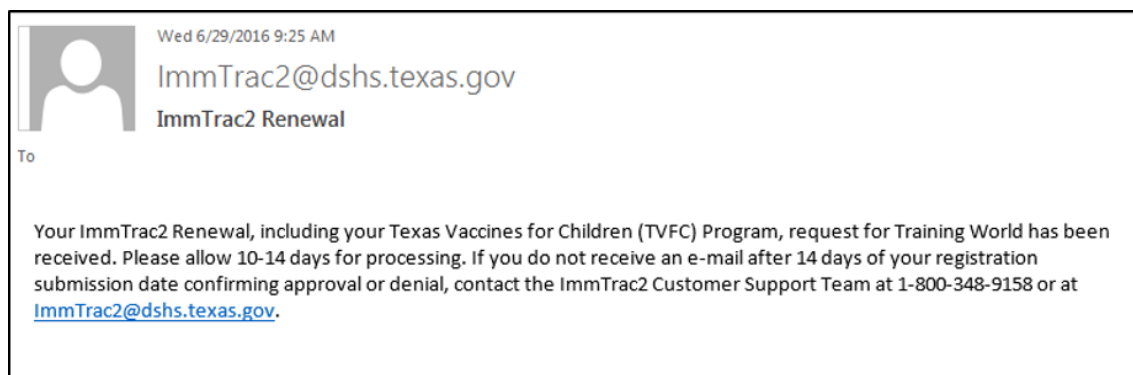

Wed 6/29/2016 9:25 AM

ImmTrac2@dshs.texas.gov

ImmTrac2 Renewal

To

Your ImmTrac2 Renewal, including your Texas Vaccines for Children (TVFC) Program, request for Training World has been received. Please allow 10-14 days for processing. If you do not receive an e-mail after 14 days of your registration submission date confirming approval or denial, contact the ImmTrac2 Customer Support Team at 1-800-348-9158 or at ImmTrac2@dshs.texas.gov.

Figure 53 - ImmTrac2 Registration Confirmation Email

Approved Renewal

The renewal will be reviewed by ImmTrac2 Customer Support. If the application is approved, the appropriate contacts will receive a "Program

Renewal" email. Once a renewal has been submitted, organizations will be able to continue to access ImmTrac2 during the DSHS review and approval period.
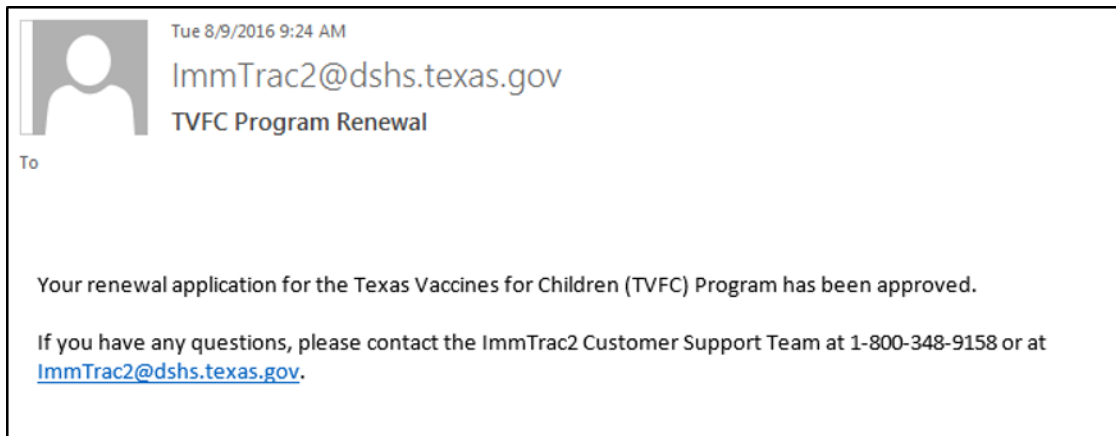

Figure 54 - TVFC Registration Confirmation Email

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