

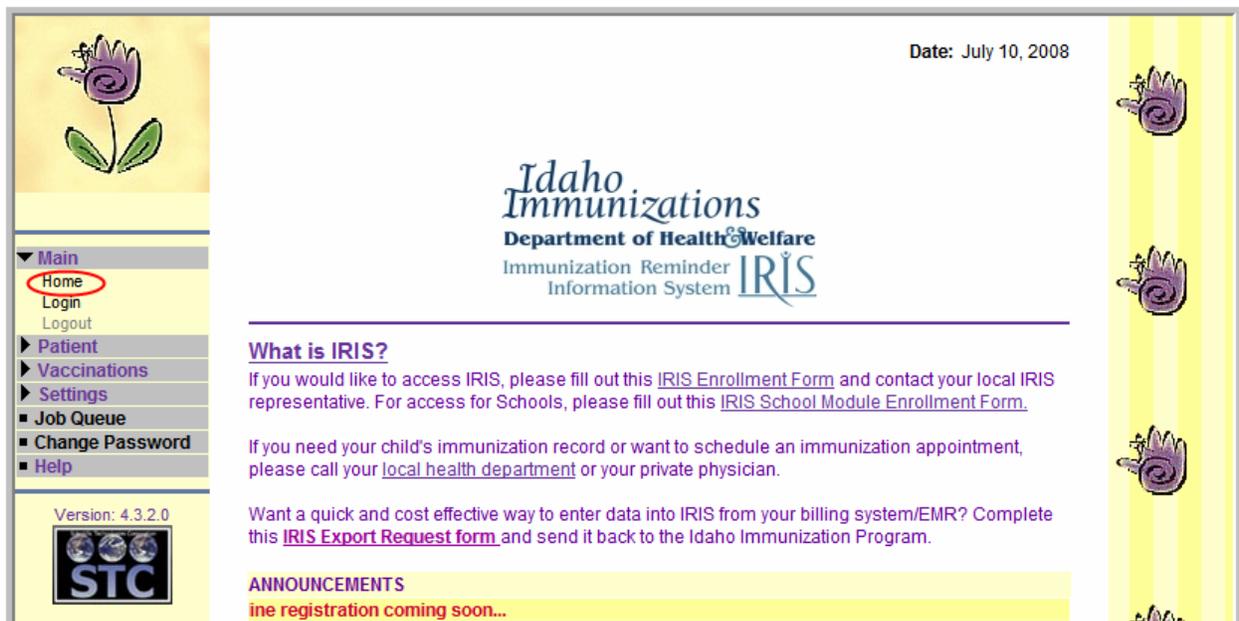
## CHILD CARE TRAINING

### LOGGING IN

1. Open **Internet Explorer (IE)** and enter the web address for IRIS:  
<https://iris.idaho.gov>

The “**Welcome to IRIS**” window appears.

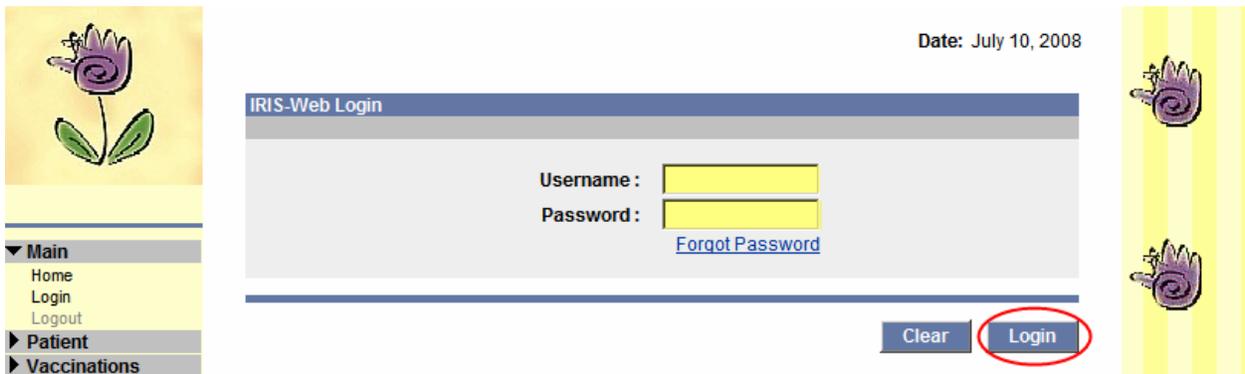
**Note:** This window is also referred to as the “**Home**” window. It appears when the **HOME** option is clicked.



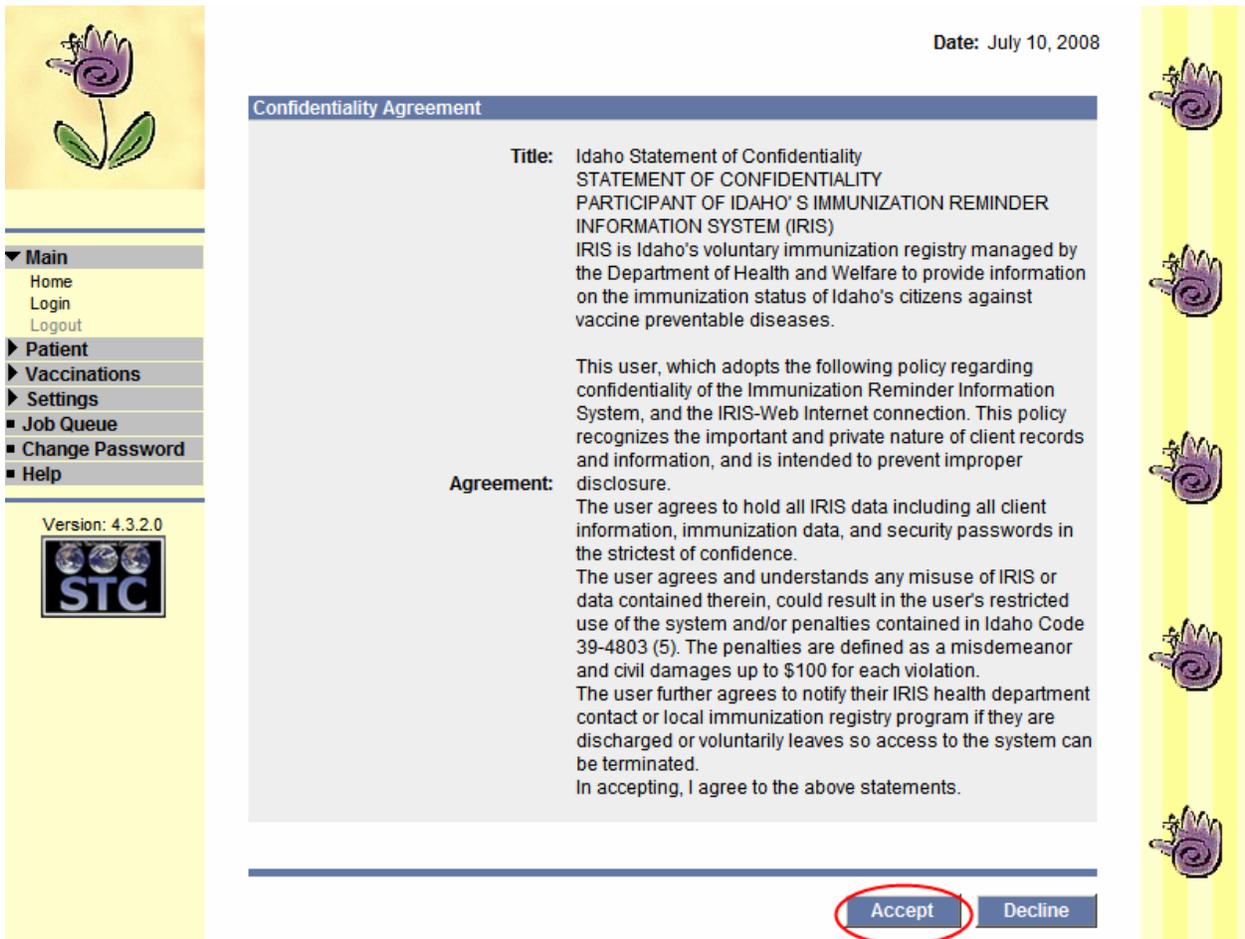
2. Locate the **MAIN** menu on the left side of the window's SideBar and point and click on the **LOGIN** option.



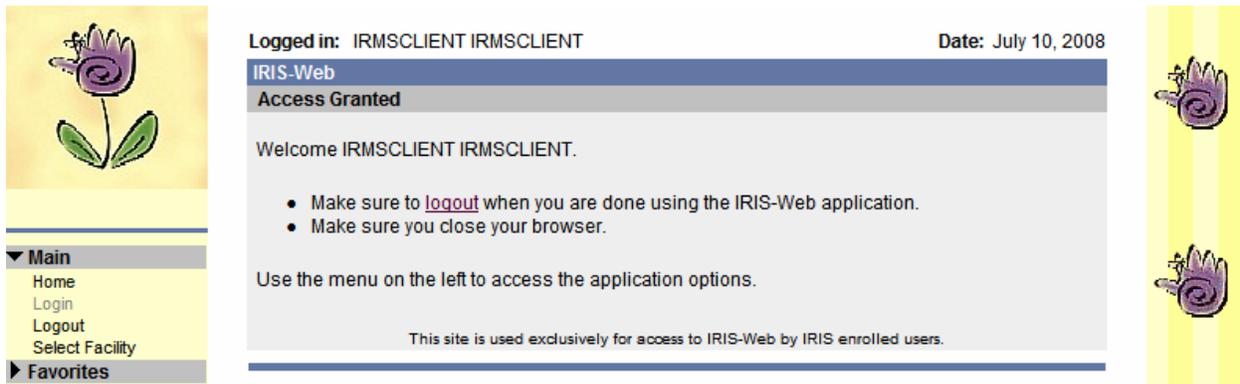
3. The “**IRIS-Web Login**” window appears with the mouse pointer positioned in the username field. Enter your **USERNAME** and **PASSWORD** and click on the **LOGIN** button.



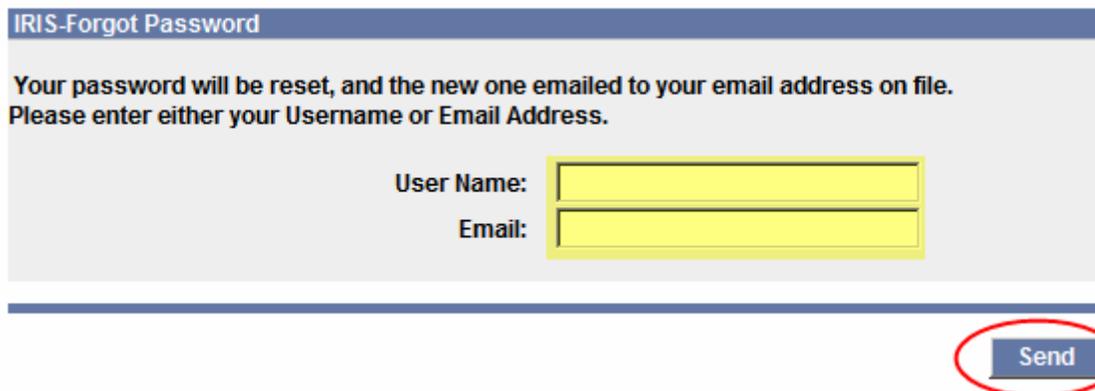
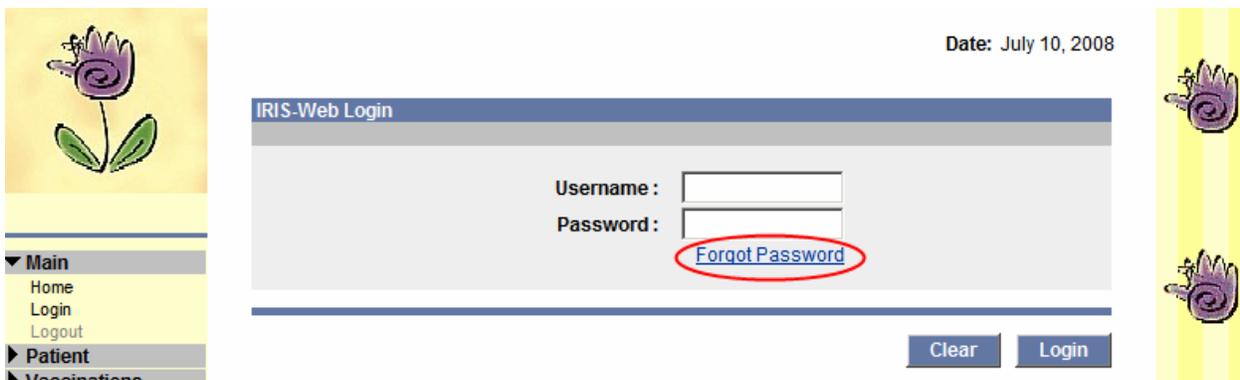
4. Next the **CONFIDENTIALITY AGREEMENT** will appear. After you have read the agreement, click the **ACCEPT** button.



5. The ACCESS GRANTED window will appear and you are ready to use IRIS.

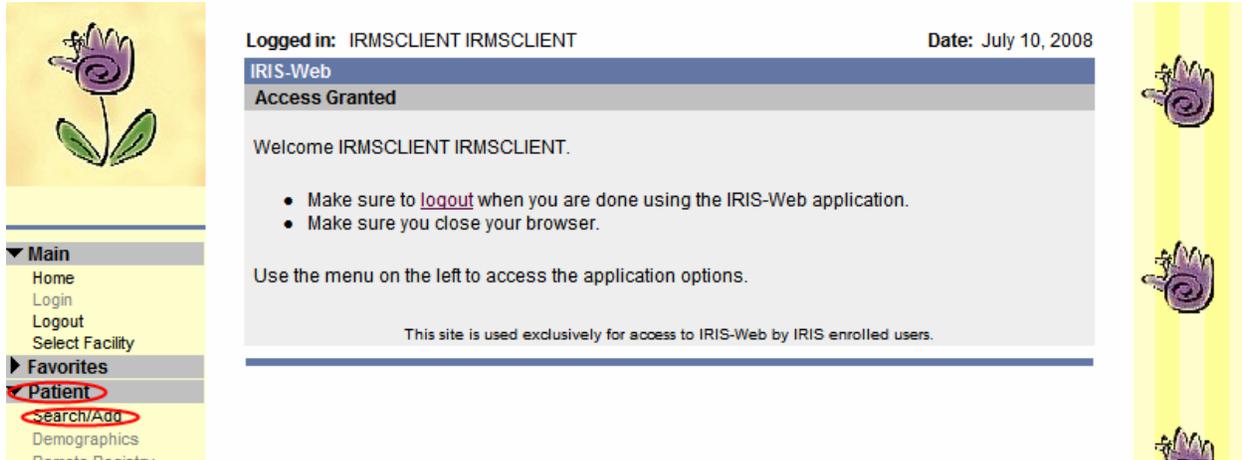


**Note:** If you select the link for **FORGOT PASSWORD**, a box will display where you can enter your username and an email address. Once you have filled it in, click SEND and you will receive a new password via email. You can also contact the IRIS Helpdesk at [iris@dhw.idaho.gov](mailto:iris@dhw.idaho.gov) or 208-334-5995.



# PATIENT SEARCH

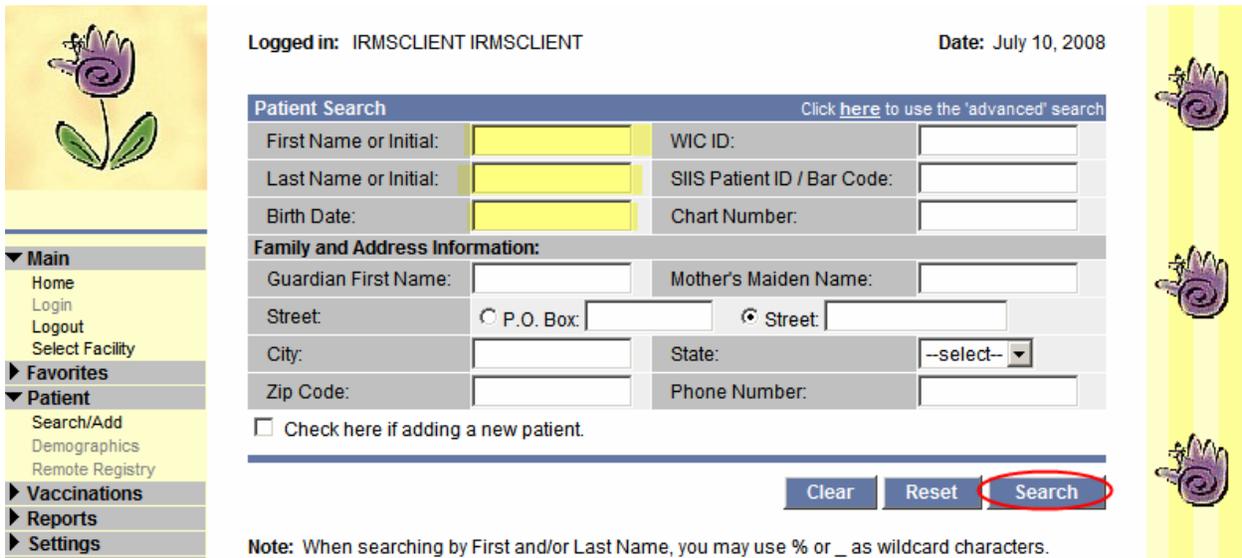
1. From the **PATIENT** menu, point and click on the **SEARCH/ADD** option.



The screenshot shows the IRIS-Web application interface. On the left is a navigation menu with sections: Main (Home, Login, Logout, Select Facility), Favorites (Patient, Search/Add, Demographics, Remote Registry), Vaccinations, Reports, and Settings. The 'Patient' and 'Search/Add' options are circled in red. The main content area shows the user is logged in as IRMSCLIENT IRMSCLIENT on July 10, 2008. A blue header reads 'IRIS-Web Access Granted'. Below is a welcome message and instructions: 'Welcome IRMSCLIENT IRMSCLIENT. Make sure to logout when you are done using the IRIS-Web application. Make sure you close your browser. Use the menu on the left to access the application options. This site is used exclusively for access to IRIS-Web by IRIS enrolled users.'

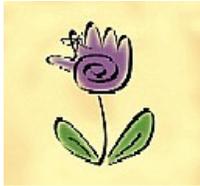
The “Patient Search” window appears.

2. Type the search criteria into the corresponding fields then click the **SEARCH** button. The more criteria that you enter, the fewer returned results.



The screenshot shows the 'Patient Search' form. It includes fields for: First Name or Initial, Last Name or Initial, Birth Date, WIC ID, SIIS Patient ID / Bar Code, Chart Number, Guardian First Name, Mother's Maiden Name, Street (with radio buttons for P.O. Box or Street), City, State (dropdown menu), Zip Code, and Phone Number. There is a checkbox for 'Check here if adding a new patient.' and buttons for 'Clear', 'Reset', and 'Search' (circled in red). A note at the bottom states: 'Note: When searching by First and/or Last Name, you may use % or \_ as wildcard characters.'

3. Next the “Patient Search Results” section of the window appears. Depending on whether a match is found or not, the “Patient Search Results” window appears with record results or without.
  - a. If a match is found based on the criteria entered, the “Patient Search Results” appear in the bottom half of the window. Continue to the next step. (In this example, five records were located.)



Logged in: IRMSCLIENT IRMSCLIENT

Date: July 10, 2008

- ▼ Main
  - Home
  - Login
  - Logout
  - Select Facility
- Favorites
- ▼ Patient
  - Search/Add
  - Demographics
  - Remote Registry
- Vaccinations
- Reports
- Settings
- CASA Export
- Reminder Recall
- Exports
- Job Queue
- Change Password
- Help

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**Patient Search** Click [here](#) to use the 'advanced' search

First Name or Initial:	<input type="text"/>	WIC ID:	<input type="text"/>
Last Name or Initial:	chapton	SIIS Patient ID / Bar Code:	<input type="text"/>
Birth Date:	<input type="text"/>	Chart Number:	<input type="text"/>
<b>Family and Address Information:</b>			
Guardian First Name:	<input type="text"/>	Mother's Maiden Name:	<input type="text"/>
Street:	<input type="text"/>	<input type="radio"/> P.O. Box: <input type="text"/>	<input checked="" type="radio"/> Street: <input type="text"/>
City:	<input type="text"/>	State:	--select--
Zip Code:	<input type="text"/>	Phone Number:	<input type="text"/>

Check here if adding a new patient.

**Note:** When searching by First and/or Last Name, you may use % or \_ as wildcard characters.

**Patient Search Results**

Records Found = 5      Search Criteria: Last Name (Exact)

Select	First Name	Middle Name	Last Name	Birth Date	SIIS Patient ID	Grd First Name	Grd Last Name
-->	ADELINE	G	CHAPTON	12/05/2003	270191	MICHAEL TEN	CHAPTON
-->	ALEXANDER		CHAPTON	02/01/1999	137463	MICHAEL TEN	CHAPTON
-->	MICHAEL	EDGAR	CHAPTON	09/23/1968	261652		
-->	SAVANNAH		CHAPTON	04/08/2001	118981	MICHAEL TEN	CHAPTON
-->	TENEALE	ANNE	CHAPTON	10/07/1976	261653		

# VACCINATION VIEW

- Once you have selected a patient the demographic screen will appear, click the **VACCINATION VIEW, FORECAST, OR SUMMARY** menu option.



- ▼ **Main**
- Home
- Login
- Logout
- **Favorites**
- ▼ **Patient**
- Search
- Demographics
- Remote Registry
- ◀ **Vaccinations**
- View
- Forecast
- Summary
- **Settings**
- **Job Queue**
- **Change Password**

Logged in: REGISTRYVIEW REGISTRYVIEW Date: July 22, 2008

Patient Demographics			
Patient			
First Name	ADELINE	Race:	
Middle Name:	G	Ethnicity:	
Last Name	CHAPTON	Language:	
Suffix:			
Birth Date:	12/05/2003	Medicaid:	
Birth File #:		Multiple Birth:	1 of 1
Age:	241 weeks, 55 months, 4 yrs	Military:	
Block Recall:		Recall Attempts:	0
Gender:	FEMALE	Inactive:	
Mother Maiden Nm:		VFC status:	(ineligible)
Primary Address			
Address 1:		Address 2:	
City:		State:	
Zip Code:			
Phone Number:			
Country:	United States	County/Parish:	
Family & Contact			
Contact 1 First:	MICHAEL TEN	Contact 2 First:	
Contact 1 Middle:	ANNE	Contact 2 Last:	
Contact 1 Last:	CHAPTON		





- a. If you select **VIEW**, the “**Vaccination View**” window will appear and if you scroll down you will also see the “**Vaccination Forecast**” window.

Logged in: REGISTRYVIEW REGISTRYVIEW Date: July 22, 2008

**Patient**  
 Name: ADELINE G CHAPTON SIIIS Patient ID: 270191  
 Date of Birth: 12/05/2003 Age: 241 weeks, 55 months, 4 yrs  
 Guardian: MICHAEL TEN ANNE CHAPTON Status: Active

Print Page

**Vaccination View**  
 (\* - Historicals, # - Adverse Reaction, ! - Warning, + - Unverified Historicals, ^ - Compromised Vaccination)

Vaccine	1	2	3	4	5	6
DTaP	02/05/2004 04/07/2004 *	06/10/2004 *	03/14/2005 04/28/2008			
Hep B Ped/Adol - Preserv Free	12/06/2003					
Hep B/Hib	02/05/2004 X 04/07/2004 *	12/13/2004				
IPV	02/05/2004 04/07/2004 *	06/10/2004 *	04/28/2008			
MMR	03/14/2005 04/28/2008					
Pneumococcal(PCV7)	02/05/2004 04/07/2004 *	09/17/2004	12/13/2004			
Varicella	03/14/2005 04/28/2008					
DTaP/Hep B/IPV						
Tdap						
MMR/Varicella						
Hib-PRP-OMP						
Hib-PRP-T						
Hep A 2 dose - Ped/Adol						
Meningococcal Conjugate (MCV4)						
Influenza split, 6-35 mos, presv free						
Influenza split, 36+ mos, presv free						
Influenza Nasal Spray						
Influenza split, 6-35 mos.						
Influenza split, 36 mos. and older						
Rotavirus, pentavalent						
HPV, quadrivalent						

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**Vaccination Forecast**  
 The forecast automatically switches to the accelerated schedule when a patient is behind schedule.

Vaccine Family	Dose	Recommended Date	Minimum Valid Date	Overdue Date	Status
HEP-A	1	12/05/2004	12/05/2004	01/05/2006	Past Due
FLU	1	05/26/2008	05/26/2008	06/25/2008	Past Due
DTaP/DT/Td/Tdap*	6	12/05/2014	12/05/2014	12/05/2016	Up to Date
HPV	1	12/05/2014	12/05/2012	12/05/2016	Up to Date
MENINGOCOCCAL	1	12/05/2014	12/05/2005	12/05/2016	Up to Date

\* DTaP or DT should be given to patients under 7 years of age. Td should be given to patients over 7 years of age. Patients over the age of 11 should receive one dose of Tdap.  
 \*\* If an adolescent has already begun the routine 3 dose Hep-B schedule, they should not be changed to the 2 dose schedule.

**Due Now** – As of today's date, the patient's age falls between the recommended minimum age and the recommended maximum age for this dose and the absolute minimum interval has been met since the last dose.  
**Past Due** – As of today's date, the recommended maximum age or the recommended maximum date for this dose has passed.  
**Up to Date** – As of today's date, the patient is not due or past due.  
**Optional** – This vaccine may be administered today. Although the usual "recommended" date has not been met, the minimum valid date for this dose has been met.

- From the **Vaccination View** screen you can print a copy of the patient record by clicking the **PRINT PAGE** hyperlink.

Logged in: REGISTRYVIEW REGISTRYVIEW Date: July 22, 2008

**Patient**

Name:	ADELINE G CHAPTON	SIIS Patient ID:	270191
Date of Birth:	12/05/2003	Age:	241 weeks, 55 months, 4 yrs
Guardian:	MICHAEL TEN ANNE CHAPTON	Status:	Active

[Print Page](#)

**Vaccination View**  
 (\* - Historicals , #- Adverse Reaction , !- Warning , +- Unverified Historicals , ^ - Compromised Vaccination )

Vaccine	1	2	3	4	5	6
DTaP	02/05/2004	04/07/2004 *	06/10/2004 *	03/14/2005	04/28/2008	
Hep B Ped/Adol - Preserv Free	12/06/2003					
Hep B/Hib	02/05/2004 X	04/07/2004 *	12/13/2004			
IPV	02/05/2004	04/07/2004 *	06/10/2004 *	04/28/2008		

- If you select **FORECAST**, only the “**Vaccination Forecast**” window will appear.

Logged in: REGISTRYVIEW REGISTRYVIEW Date: July 22, 2008

**Patient**

Name:	ADELINE G CHAPTON	SIIS Patient ID:	270191
Date of Birth:	12/05/2003	Age:	241 weeks, 55 months, 4 yrs
Guardian:	MICHAEL TEN ANNE CHAPTON	Status:	Active

**Vaccination Forecast**  
 The forecast automatically switches to the accelerated schedule when a patient is behind schedule.

Vaccine Family	Dose	Recommended Date	Minimum Valid Date	Overdue Date	Status
HEP-A	1	12/05/2004	12/05/2004	01/05/2006	Past Due
FLU	1	05/26/2008	05/26/2008	06/25/2008	Past Due
DTaP/DT/Td/Tdap*	6	12/05/2014	12/05/2014	12/05/2016	Up to Date
HPV	1	12/05/2014	12/05/2012	12/05/2016	Up to Date
MENINGOCOCCAL	1	12/05/2014	12/05/2005	12/05/2016	Up to Date

\* DTaP or DT should be given to patients under 7 years of age. Td should be given to patients over 7 years of age. Patients over the age of 11 should receive one dose of Tdap.  
 \*\* If an adolescent has already begun the routine 3 dose Hep-B schedule, they should not be changed to the 2 dose schedule.

**Due Now** -- As of today's date, the patient's age falls between the recommended minimum age and the recommended maximum age for this dose and the absolute minimum interval has been met since the last dose.  
**Past Due** -- As of today's date, the recommended maximum age or the recommended maximum date for this dose has passed.  
**Up to Date** -- As of today's date, the patient is not due or past due.  
**Optional** -- This vaccine may be administered today. Although the usual "recommended" date has not been met, the minimum valid date for this dose has been met.

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- c. If you select **SUMMARY**, you will see the “**Vaccination Summary**” screen and the “**Vaccination Forecast**” screen.



Version: 4.3.2.0



Logged in: REGISTRYVIEW REGISTRYVIEW Date: July 22, 2008

**Patient**

Name:	ADELINE G CHAPTON	SIIS Patient ID:	270191
Date of Birth:	12/05/2003	Age:	241 weeks, 55 months, 4 yrs
Guardian:	MICHAEL TEN ANNE CHAPTON	Status:	Active

**Vaccination Summary**

Does not include all vaccination types.  
Vaccinations outside the ACIP schedule are marked with an 'X'.

Vaccine Family	1	2	3	4	5	6	7	8
DTaP/DT/Td/Tdap	02/05/2004	04/07/2004	06/10/2004	03/14/2005	04/28/2008			
OPV/IPV	02/05/2004	04/07/2004	06/10/2004	04/28/2008				
MMR	03/14/2005	04/28/2008						
Hib	02/05/2004	04/07/2004	12/13/2004					
Hep B - 3 Dose	12/06/2003	02/05/2004	X 04/07/2004	12/13/2004				
Varicella	03/14/2005	04/28/2008						
Pneumo (PCV7)	02/05/2004	04/07/2004	09/17/2004	12/13/2004				

**Invalid Vaccinations**

Invalid Vaccinations	Date	Reason
HEP-B 3 DOSE**	04/07/2004	Minimum age for this dose not met.

**Vaccine Deferrals**

Vaccine	Dose	Date
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**Vaccine History/Exemption/Contraindications**

- History/Exemption/Contraindications
- Exemptions
- Precautions

**Vaccination Forecast**

The forecast automatically switches to the accelerated schedule when a patient is behind schedule.

Vaccine Family	Dose	Recommended Date	Minimum Valid Date	Overdue Date	Status
HEP-A	1	12/05/2004	12/05/2004	01/05/2006	Past Due
FLU	1	05/26/2008	05/26/2008	06/25/2008	Past Due
DTaP/DT/Td/Tdap*	6	12/05/2014	12/05/2014	12/05/2016	Up to Date
HPV	1	12/05/2014	12/05/2012	12/05/2016	Up to Date
MENINGOCOCCAL	1	12/05/2014	12/05/2005	12/05/2016	Up to Date

\* DTaP or DT should be given to patients under 7 years of age. Td should be given to patients over 7 years of age. Patients over the age of 11 should receive one dose of Tdap.  
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