



Childcare/ Preschool User

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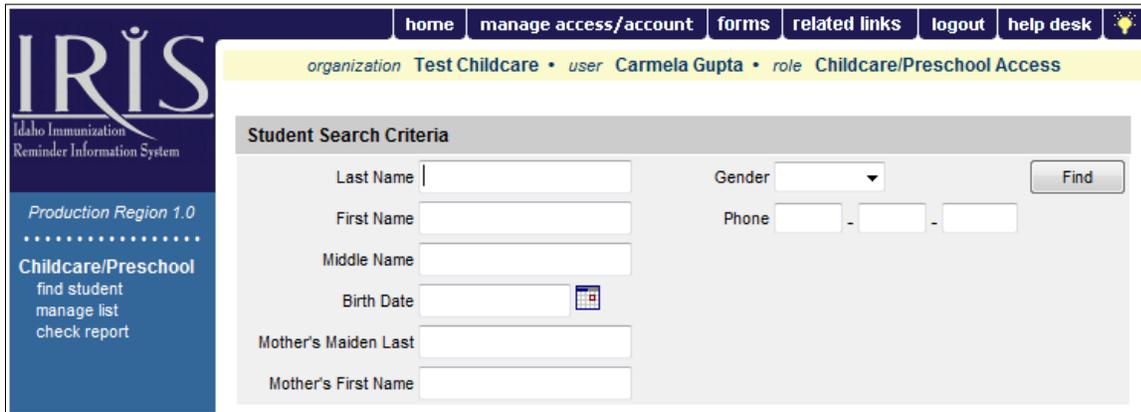
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Finding Student Screen

The **Find Student** screen is used to search and locate any child existing in the IRIS application using predetermined sets of search criteria.

There are two main sections used in the **Find Student** screen.

- Enter Search Criteria for a Child
- Search Results



Search Criteria

Listed below are the main items used to search for a child in IRIS.

- Child's Name
- Mother's Name
- Birth Date
- Gender
- Phone Number

Student Name Search

In order to locate a child in IRIS using his or her name, a certain portion of each of the child's Last Name and First Name must be entered into the respective information fields as described below.

Last Name - At a minimum, the first three characters of the child's last name must be entered.

A search can be executed using less than three characters for the Last Name. In this case, the system will search the database for a child whose Last Name *exactly* matches the search.

First Name - At a minimum, the first two characters of the child's first name must be entered.

Middle Name - There is no minimum character entry for the middle name field. The middle name is only functional when used in conjunction with the child's

last or first name or both. If the patient does not have a middle initial recorded in IRIS, using it in your search will not produce a match.



Note: For quicker, more precise searches, entire Last Names and First Names should be used whenever available. The middle name will not function if used with any criteria other than first and last name.



Mother's Name Search

In order to locate a child in IRIS using his or her Mother's Maiden Name, a certain portion of each of the Mother's Maiden Last Name and Mother's First Name must be entered into the respective information fields as described below. The Mother's Name Search can be used independently or in conjunction with the Student Name Search.

Mother's Maiden Last - At a minimum, the first three characters of the Mother's Maiden Last name must be entered.

Mother's First Name - At a minimum, the first two characters of the Mother's First Name must be entered.

Birth Date Search

In order to locate a child in IRIS using his or her Birth Date, the criteria must be entered as described below.

Birth Date - Can be a valid date between 01/01/1880 and the current date and it must be entered in the following format MM/DD/YYYY.

The search will return all children whose corresponding birth dates exactly match the dates entered. The Birth Date Search can be used independently, but is recommended that it only be used in conjunction with at least one other set of search criteria, such as Last Name. Typically there may be hundreds of children born on that particular day which will cause IRIS to hit the threshold limit.

Gender Search

The Gender Search can only be used in helping to locate a child in IRIS when used in conjunction with one or more other set(s) of search criteria.

Gender - Select one of the three options, Male, Female, or Unknown.

Phone Number Search

In order to locate a child in IRIS using his or her Phone Number, the criteria must be entered as described below.

Phone Number - A valid seven-digit Phone Number must be entered.

The search will only return students whose corresponding Phone Number *exactly* matches the Phone Number entered. An Area Code can be entered in the first information field after Phone as an additional means to narrow the search, but is never required. The Phone Number Search can be used independently or in conjunction with other search criteria.

Once you have entered all your criteria for the search, click on the button to execute the search. Results are described below.

Search Results

Exact Student Match - An Exact Student Match means IRIS returned only one student. When this occurs, the **Student Immunization History** screen is displayed containing all of the relevant information regarding the child. An Exact Student Match will usually occur when the search criteria entered contains information inherently specific to a particular child.

List of Possible Matches

A List of Possible Matches means the search returned more than one and less than or equal to 75 possible student matches. All possible student matches returned are then displayed in a table. The student result table is sorted alphabetically by Last Name. Middle name, birth date and gender are also included in the table for each child. Using the information displayed for each of the students in the table, the student can be selected by clicking on the Last Name. The **Student Immunization History** screen is then displayed containing all relevant information regarding the selected child.

Threshold Limit

When executing a search in the database, IRIS may find multiple possible matches from the search criteria entered. If the number of students exceeds 75 available matches, then no students will be listed for further selection. Instead, the following message will display:

"XX students were found. Please refine your search criteria to limit your student list." (Where XX is the total number of students found in the search.)

This threshold limit occurs to restrict the extremely long lists of possible students.

In the event a threshold limit is encountered while executing a student search, the scope of the search must be narrowed. Revisit the search criterion that was previously used, and add additional information available for the child. Be sure to observe the search criteria restrictions listed above in the Student Search Criteria section.

Student Immunization History Screen

The **Student Immunization History** screen displays a child's immunization history and provides immunization recommendations based on the ACIP schedule. From this screen, you are also able to select and add the student to a specific student list. This will allow you to run reports for that student.

There are three main sections used in the **Student Immunization History** screen.

- Student Information
- Student Immunization History
- Recommended Vaccinations

Student Information					
Student Name (First - MI - Last)		DOB	Gender	Tracking Schedule	
TEST TEMPLE		11/01/2007	F	ACIP	
Comments					
Reports					
Add this Student to a Report List				Please Pick a Report List	
History					
Vaccine Group	Date Administered	Series	Trade Name	Dose	Reaction
DTP/aP	01/07/2008	1 of 5			
	03/04/2008	2 of 5			
	05/02/2008	3 of 5			
	02/09/2009	4 of 5	Pentacel ®		
HepA	11/03/2008	1 of 2			
	09/24/2009	2 of 2			
HepB	01/07/2008	1 of 3			
	03/04/2008	2 of 3			
	05/02/2008	3 of 3			
Hib	01/07/2008	1 of 3	PedvaxHIB ®		
	03/04/2008	2 of 3	PedvaxHIB ®		
	02/09/2009	3 of 3	Pentacel ®		
MMR	11/03/2008	1 of 2	MMR II ®		
Pneumococcal	01/07/2008	1 of 4	Prevnar 13 ®		
	03/04/2008	2 of 4	Prevnar 13 ®		
	05/02/2008	3 of 4	Prevnar 13 ®		
	02/09/2009	4 of 4	Prevnar 13 ®		
Polio	01/07/2008	1 of 4	IPOL ®		
	03/04/2008	2 of 4	IPOL ®		
	02/09/2009	3 of 4	Pentacel ®		
Rotavirus	01/07/2008	1 of 3	RotaTeq ®		
	03/04/2008	2 of 3	RotaTeq ®		
	05/02/2008	3 of 3	RotaTeq ®		
Varicella	02/09/2009	1 of 2	Varivax ®		
Current Age: 4 years, 3 months, 28 days					
Vaccines Recommended by Selected Tracking Schedule					
Vaccine Group	Earliest Date	Recommended Date	Overdue Date	Latest Date	
DTP/aP	11/01/2011	11/01/2011	11/01/2013	10/31/2014	
HepA	Complete				
HepB	Complete				
Hib	Complete				
MMR	03/09/2009	11/01/2011	11/01/2013		
Pneumococcal	Complete				
Polio	03/09/2009	11/01/2011	11/01/2014		
Rotavirus	Complete				
Varicella	05/09/2009	11/01/2011	11/01/2013		

Student Information

The **Student Immunization History** screen displays a student information header at the top of the page. This header includes student name, selected tracking schedule, as well as other student-distinct information.

The information contained in the header (ex., name , date of birth and gender) can be used to confirm that you have located the correct child, especially if you have made an exact match and were directed to the **Student Immunization History** screen following a student search.

Student Information			
Student Name (First - MI - Last)	DOB	Gender	Tracking Schedule
PATIENT TEST	12/14/2006	F	ACIP
Comments			
Reports			
Add this Student to a Report List			Please Pick a Report List

Adding Children/Students to Report List

To add a child to a list, you must have first created specific student lists in the Manage Lists section of the application.

- Click on the drop down box and select your list from the available options.
- Then click the “Add this student to a Report List” hyperlink.
- Once a child has been added to a list, the child cannot be added to the same list again until removed from that list. The child can however be added to more than one list.

Student Immunization History

The **Student Immunization History** table lists all vaccinations the selected child has received to date. Immunizations listed in the table are ordered alphabetically first, then by 'Date Administered'. The table columns are defined as follows:

Vaccine Group: This column lists the vaccine group name for each immunization received.

Date Administered: This column gives the actual day the child was given the vaccine.

Series: Validates vaccine administration per the ACIP schedule and denotes the sequence number within the immunization series.

Trade Name: This column displays the trade name of the vaccination received.

Dose: This column indicates whether full, half or multiple doses were administered to the child.

Reaction: If this column indicates “Yes” and appears in red, it means a reaction to a vaccine was recorded. To view the child’s reaction, click on the “Yes” link in the Reaction column.



Note: The child's age shows in a solid blue field between the student immunization history and before the recommendations.



Recommended Vaccinations

The recommended vaccinations and corresponding dates for the selected child reside in a table titled 'Vaccines Recommended By Selected Tracking Schedule'. The vaccine group list appearing in this table represents all vaccinations included in the tracking schedule assigned to this child. The table columns are defined as follows:

Vaccine Group:	This column gives the vaccine group name.
Earliest Date:	This column displays dates which note the earliest date the child could receive the corresponding immunization.
Recommended Date:	This column displays dates which note the date that the child is recommended to receive the corresponding immunization.
Overdue Date:	This column displays dates which note the date that the child is past due for the corresponding immunization.

The dates found in the **Vaccines Recommended by Selected Tracking Schedule** table can be shaded with color for emphasis. The colors applied to the dates within the columns are defined as follows:

Yellow will only be applied to those dates in the **Earliest Date** column. Yellow shading indicates that today's date is equal to or past the earliest date, and is before the recommended date. Therefore, the child could receive the immunization now.

Green will only be applied to those dates in the **Recommended Date** column. Green shading indicates that today's date is equal to or past the recommended date, and is before the overdue date. Therefore the immunization is recommended to be administered now.

Blue will only be applied to those dates in the **Overdue Date** column. Blue shading indicates that today's date is equal to or past the overdue date and before the latest date. Therefore the patient is overdue for the immunization and should receive it as soon as possible.

Maximum Age Exceeded Reflects whether a child has exceeded the maximum age to receive a specific vaccine. For instance, if a child has already reached the age of 5 and hasn't completed the Pneumococcal series, then the recommendation for Pneumococcal at the bottom of the child immunization history will show "Maximum Age Exceeded".

Maximum Doses Met or Exceeded for Vaccine Group Indicates the maximum number of doses that can be administered for the specified vaccine series.

Complete Indicates that an immunization series has been completed according to the ACIP schedule.

Information about printing an immunization record

The **Student Immunization History** screen displays the information held in the IRIS database for the selected child. It is possible to print this screen, but if you do print screens, please note the following:

The Printer Icon or File>Print in the browser isn't an IRIS system function, but rather a function of Internet Explorer and Netscape.

Due to security issues, to correctly print the screen simply follow the steps below:

1. Click on File>Page Setup
2. Look at the 'Footer' section of 'Headers and Footers', remove any entry or "code" in the 'Footer' field.
3. In Netscape look at the Header section, remove the checkmarks for "Document Title" and "Document Location (URL)".
4. Click Ok. Now you are ready to print.
5. Open up the Student record you want to print, click on the Print button in IRIS (under the Add button).
6. Once the record comes up in the print window, click on the print icon or File>Print in your browser.



Note: This setting should remain on your computer but you may have to change it on others.



Manage List Screen

The **Manage List** screen is used to create new and manage existing student lists to be used for reporting purposes. A maximum of ten lists can be created by each facility. This is noted at the top of the screen.

There are two main sections used in the Manage List screen.

- Manage List
- Report List

Each school can only have 10 report lists.			
Manage List			
New List Name <input type="text"/>			Save
Report List			
List Name	Last Updated Date	Student Count	Delete
All Children	02/29/2012	19	Delete
Four Year Olds	02/29/2012	4	Delete
Preschool Room	02/29/2012	3	Delete
Three Year Olds	02/29/2012	3	Delete
Two Year Olds	02/29/2012	3	Delete
One Year Olds	02/29/2012	3	Delete
Infants	02/29/2012	3	Delete

- Manage List:** This section is used to add new lists to your facility in IRIS. The 'New List Name' text field is displayed. You can enter in a new name and save it as a new list.
- Report List:** This section displays a table of all lists added to IRIS by the facility in alphabetical order. Information contained within the table is described below.
- List Name:** This column displays the name given to the list by the creator of the list. If you click on the name you can view a detailed display of your students within the list on the Detail List screen.
- Last Updated Date:** This column displays the date the list was last updated.
- Student Count:** This column denotes the count of children within the particular list. The count is determined by how many children you have assigned to that list.
- Delete:** This column displays a delete button for each list. If you click on the delete button you can delete the desired list.



Note: Once you delete a list you cannot retrieve it. Deleting a list removes all children from the list.



Creating a New Student List

1. Enter a name in the 'New List Name' text field.
2. Next click the Save button and the list name will be added.
3. The message will appear at the top, "The list has been created successfully." An example of a list name may be: Class of 2015. You will later add children to this list.



Note: Once you create a list, you cannot edit the name of it. Make sure to choose a list name that will not need to be revised (avoid generic names or current references).



Opening the Report/Student List Screen

1. Click on a list name for the list you wish to view.
2. You will be taken to the Report/Student List screen where you can view your student list. Further explanation can be found on the Report/Student List section.

Removing a list

1. Click on the Delete button to the right of the list.
2. When the Delete button is clicked you will be given a prompt "Are you sure you want

to delete this list?" Your option is either Ok or Cancel.

- Clicking on Ok will delete the list and remove it from the Manage List screen. Clicking Cancel will cancel the delete and return you to the Manage List screen.

Report Student List Screen

The **Report/Student List** screen is used to view students added to your facility list, and run reports for the children in the list. You can also view a child's history and remove a child from your list.

There are two main sections used in the **Report/Student List** screen.

- Student List
- Reports Available for School/Facility

Reports Available for: All Children				
Report Name	Description			
Student List	Displays the name and date of birth for each student on the list sorted alphabetically by last name.			
Student Immunization History List	Displays the name, date of birth and immunization history for each student on the list sorted alphabetically by last name.			
Immunization 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.			

Client List for: All Children					Delete	Cancel
Delete	Last Name	First Name	Middle Name	Birth Date		
<input type="checkbox"/>	ALLMAN	SIERRA	ROSE	01/01/2011		
<input type="checkbox"/>	ANGULO	BRANDON	GUADALUPE	12/12/2010		
<input type="checkbox"/>	ANNEN	ADDISON	JOAN	01/01/2011		
<input type="checkbox"/>	ARIAS	ALEXANDER		12/12/2010		
<input type="checkbox"/>	ARMENTA	KAILEY		01/01/2011		
<input type="checkbox"/>	BALTAZAR	JAYDEN	RIDER	12/12/2010		
<input type="checkbox"/>	BRADSHAW	JAMES	CLINTON	12/12/2010		
<input type="checkbox"/>	BRYAN	ELUAH	CALVIN	01/01/2011		
<input type="checkbox"/>	COWGER	KATIE	JO	01/01/2011		

Student List

This section is for viewing student immunization history, and to remove a child from your list. Information contained within the student list table is described below.

Delete: If you wish to remove a child from your list, place a checkmark in the box beside the child's name in the Delete column. You can remove as many children as you like at one time by checking multiple children. Next, click on the Delete button. Once you have confirmed the delete, a message will display: "The list has been updated successfully" and your student(s) will be removed.

Last Name: This displays the child's last name and provides a link back to the Student Immunization History screen.

First Name: This field displays the child's first name.

Middle Name: This field displays the child's middle name.

Birth Date: This field displays the child's date of birth.

Reports Available for Facilities

This section provides three student reports within the list:

Student List: This report displays the name and date of birth for each child on the list sorted alphabetically by last name.

Student Immunization History List: This report displays the name, date of birth and immunization history for each child on the list sorted alphabetically by last name.

Immunization Due: This report displays the name, date of birth and all immunization information for immunizations due for each child on the list sorted alphabetically by last name. See Immunization Due Report notes below.

Generating the Student List Report

1. Click on the Student List link.
2. The student list report will open in a pdf document.

Generating the Student Immunization History List Report

1. Click on the Student Immunization History List link. You will be taken to the Check Report screen where you can view the status of the report you are running.
2. Once your report has finished generating, the report name will turn blue, and the report status will say "ready." You can now click the link and view the report.
3. The report displays the Immunization History and the Recommended Vaccines for each child on your list.

Generating the Immunizations Due List Report

When requesting the Immunization Due report you will be taken to a screen where you can enter criteria used for the report. The criteria for this report are explained below.

Selecting Vaccine Groups

Choosing vaccine groups allows you to single out any given vaccines within the selected tracking schedule. If the child is overdue for any of the selected vaccine groups, then he or she will be included in the facility report outcome, given all other report criteria are met.

1. Within the 'Select the Vaccine Group(s)' section, select the 'Use All Vaccine Groups' option, or select the 'Use Vaccine Groups Selected' option. If the 'Use vaccine Groups Selected' option is selected, choose the vaccine groups to include.
 - Scroll through the vaccine group list and either double-click on the desired vaccine group name, or click on the vaccine group name and then click the Add button. All selected vaccine groups will appear in the right list box in green font.
 - To remove any vaccine groups from the report criteria, either double-click the selected vaccine group name in the right list box, or click on the selected vaccine group name from the right list box and then click the Remove button.

Status Criteria

Choosing the status criteria allows you to single out patients based on whether they are Currently Due or Overdue for an immunization, or are going to be Due in the next <#> Months.

2. Select whether to return patients based on two criteria:
 - 1) Currently due or overdue for an immunization from the vaccine groups indicated.
 - 2) Will become due for an immunization from the vaccine groups indicated and within the input number of months.
3. Click on Generate

- You will be taken to the Check Report screen where you can view the status of the report you are running. Once your report has finished generating, the report name will turn blue, and the report status say “ready.” You can now click the link and view the report. The report displays the Immunizations Due for each child on your list.

Check Report Screen

The **Check Report** screen is used to display and/or determine the status of a report request. The screen is separated into two sections.

- School Report Job Status
- School Report Status

School Report Job Status						Refresh
Started	Completed	Status	Students	Target From	Target To	Cancel
02/29/2012 12:45 PM	02/29/2012 12:45 PM	100 %	17	02/29/2012	02/29/2012	

School Report Status					
Name	Type	Requested	Started	Completed	Status
Due Report 02-29-2012 12:45:38	Imm. Due	02/29/2012 12:45 PM	02/29/2012 12:45 PM	02/29/2012 12:45 PM	Ready

School Report Job Status

This section displays date and time a report was started and completed, the overall status in percentage, the number of children returned, and the target date range if one was specified. You can only have one job listed in this section. Once you run a new report your previous job will be erased.

School Report Status

This section displays reports generated from the Report/Student List screen. It contains the name of the report (i.e. History Report 06-27-2002 09:42:55), the type of report, the date and time the report was requested, what time it started, and the status. Your reports will be sorted by time generated, with the latest report at the top. Based upon your report selection (student immunization history list or immunization due), you will see the status for that report in the top section. If the report returned with at least one child, it will then place a link below corresponding to the report you selected.

To get the latest update on all the requests listed in the table, click on the **REFRESH** button. This will show the most current status for each request from the IRIS database.

You do not have to remain on this screen while the reports are running. You can navigate away from this screen and go somewhere else in the application while your

report runs in the background. To get back to the 'check status' screen, click on the 'check report' link in the menu panel on your left.

As soon as the report name appears as a hyperlink or the 'Status' displays 'Ready', it has completed processing and is ready for viewing. To view the report, simply click on the desired report name hyperlink. (This process can take some time depending on the size of the report) The selected report will automatically be displayed using the Adobe Acrobat Reader. If there is a problem viewing your report please contact the IRIS Help Desk.

At any time, click the **CANCEL** button to return to the screen you were previously on.