

Title: Importing State Immunization Requirements in 4.1.9 or higher – PSN Website

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Product: SNAP Health Center

Key words: Downloading, Importing, State Immunization Requirements, 4.1.9

Relevant to Version: 4.1.9 and higher

Referenced articles:

Background:

This article explains how to import your state's immunization requirements into SNAP Health Center version 4.1.9 or higher from the PSNI Website. This import will allow SNAP's Immunization Module to evaluate a student's compliance based on your state's immunization requirements for school attendance. This import should be done periodically throughout the school year to make sure you have the most up to date setup for your state. At times changes have to be made during the school year e.g. new vaccine names added to list or clarification of new rules by state department of health.

It is **STRONGLY RECOMMENDED** that the school nurse be present during the import of these immunization requirements. In the event you need to **ADD** or **REPLACE** vaccine names, the school nurse will need to determine whether the vaccines being imported match ones currently in her SNAP Health Center program. Failing to **ADD** or **REPLACE** vaccines properly will result in inaccurate compliance issues.

Instructions:

1. If you have not entered student immunization data or have just entered a few records, the easiest way to import is to open the Vaccine Association Table and delete the vaccines that have never been used. If this is a brand new install of version 4.1.9 or higher, you can skip this step. *If you have student immunization data already entered into the program you can skip this step.*
 - Go to **Library | Immunizations | Vaccine Association Table**
 - Click on the first vaccine name in the list
 - Click **Delete**
 - If you have used the vaccine in a student health record, you will get a message telling you it cannot be deleted, click **OK**, and try the next one in the list. If you have not used the vaccine in a student health record it will ask you to confirm the deletion.
 - Repeat this for each vaccine in the list.
2. Scan your list for duplicate vaccines, for example – M.M.R and MMR. Duplicate vaccines can result in inaccurate reports and compliance issues and need to be

merged prior to importing your state requirements. Please call PSNI nursing technical support at 1-800-889-7627 for assistance. If this is a brand new installation of version 4.1.9 or higher you can skip this step.

3. Go to **Library | Immunization | Import Setup | PSN Website**
4. Pick your state and click **Next**
5. If there is more than one setup for your state, your choices will appear below. Pick the setup you would like to import and click **Next**.
6. The License Agreement will appear. If you understand and agree to the terms and conditions click **I agree**, click **OK**.
7. The Read Me file will appear. Click the **Print** button in the lower left corner. This document contains information regarding your state's compliance calculation setup. It also references where PSNI got their information regarding your state's laws. You may find it helpful in checking your compliance or selecting the appropriate vaccine when entering student immunization data in SNAP Health Center. Click **OK** to continue.
8. The next screen is your last chance to stop the import.
 - It is recommended at this time that you click **No**. Read the readme file you printed. It will possibly give important import information regarding what to do on the Warning screen. When done reading, restart the import from **Step 3**.
 - If you want to continue click **Yes**.
9. The Immunization Add/Replace screen will appear (figure 1) only if there are vaccine names in the import file that do not match exactly for spelling, spacing, and/or punctuation any of the vaccine names already in your program.

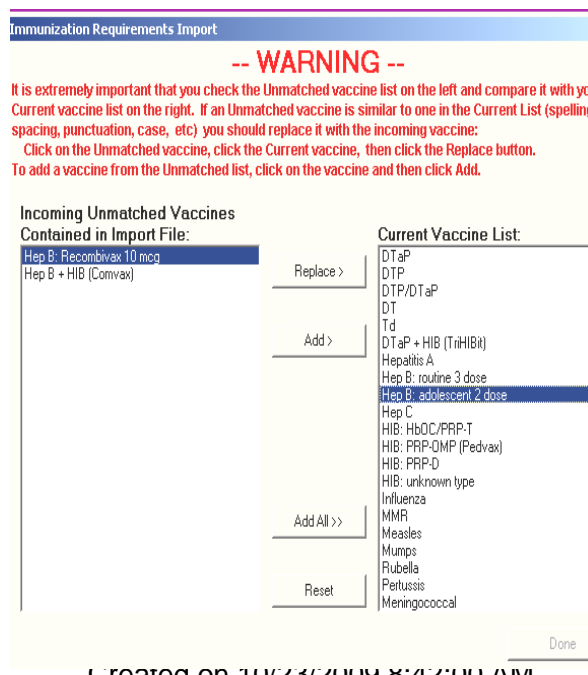


Figure 1 Immunization Add/Replace Screen

10. The list of vaccine names on the **left** represent vaccine names in the import file. The list of vaccine names on the **right** represents vaccine names currently in your program.
11. If this is the first time the immunization setup is being imported into your program, your vaccine list on the right will be empty
 - Click the **Add All** button to move all the vaccine names to the list on the right.
 - Click **Done**
 - Go to Step # 13
12. **Updating Setups** - If you are updating your setup and the Warning screen appears you will have vaccine names in both lists. You will need to decide if a vaccine name in the list on the left is already in your list on the right (but spelled differently) or if it isn't in the list on the right and needs to be added. If you are unsure whether a vaccine needs to be added or replaced *please call PSNI for assistance*. If you do this incorrectly, you could end up with duplicate vaccines or incorrectly rename a vaccine currently being used in student health records.
HINT: *The readme file that comes in during the import will tell you if new vaccines are being added or names already listed in SNAP are being changed. Be aware, if someone manually added new vaccine name to the list, it may not be in the readme.*

Use the following controls to Add or Replace vaccines on the right.

Replace: If the vaccine name on the left represents a vaccine already listed on the right (perhaps spelled, spaced, or named differently) then you will use the Replace function.

- Click once on the vaccine name on the left, it will highlight.
- Click once on the vaccine name it will replace on the right, it will highlight
- Click the **Replace** button

Add: If the vaccine name on the left is not the same vaccine as any of the vaccines listed on the right then you will use the Add function.

- Click once on the vaccine name on the left, it will highlight.
- Click the **Add** button

Add All: If the entire right side of the screen is blank or if all of the vaccine names listed on the left side of the screen need to be added to the list simply

click the **Add All** button to bring everything thing in the list on the left over to the list on the right.

Reset: The **Reset** button will bring the table back to its original state before you used the Replace, Add or Add All buttons.

Done: Click **Done** when the list on the left is blank.

Warning: It is imperative that you are sure the vaccines you are adding are not already referenced in another way in the list on the right. Adding a vaccine that is already referenced will cause duplicates and will result in incorrect compliance reporting. It is equally important you do not replace a vaccine incorrectly. Replacing a vaccine will rename it in every health record the previously named vaccine was used in.

Examples:

Changing DTaP to Tdap is wrong, they are 2 different vaccines.

Changing M.M.R. to MMR is fine, they mean the same thing

If in doubt, call PSNI to clarify if you should be adding or replacing.

13. A summary of everything you changed will appear. Review it to be sure your changes are accurate.
 - Click **Yes** to continue
 - Click **No** to go back to the Immunization Add/Replace screen.
14. A message will appear if there were changes asking if you want to “Place a copy to the clipboard”.
 - Click **Yes** if you want to save it – *(this will allow you to paste it into another document, e.g. word processing document, an email to send to the nurses so they know what names were added or changed)*
 - Click **No** if you do not want to save it.
15. The last screen verifies that the import has been completed. Click **OK**.
16. To alphabetize your Vaccine list:
 - Click Library
 - Click Immunizations
 - Click Vaccine Association Table
 - Click the Alphabetize button at the bottom of the screen.
 - You can move individual vaccines, by clicking once, then clicking the Up or Down buttons at the bottom of the table as many rows as you want it to move in your list.
17. Close SNAP and reopen it before continuing to work in the program. If you are on a network with other school nurses, they should close their SNAP Program and reopen before looking at student immunization compliance.