



# DIGITAL INFORMATION SHARING AGREEMENTS FOR WA IIS

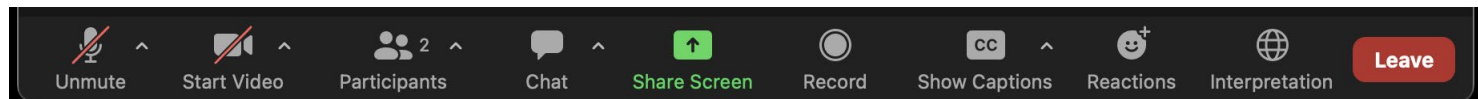
Office of Immunization

# Captions and Transcript

---

- To view live captions, click on the menu arrow next to the Closed Caption button.
- Choose from showing subtitles, a full transcript, or both.
- You may adjust the size of the captions if you wish.
- You can also Hide Subtitles if you do not want to see the text.

Enable closed  
captioning or  
transcript



# Topics

---

- ✓ How Do Organizations Get Access to the IIS?
- ✓ ISA Process
- ✓ Types of Information Sharing Agreements
- ✓ Application Submission
- ✓ Required Fields for Approval
- ✓ System Administrators
- ✓ Summary

# How Do Organizations Get Access to the IIS?

---

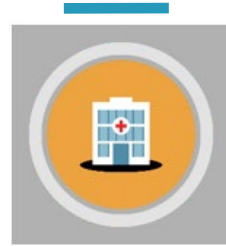
1. All organizations interested in accessing the IIS must complete an IIS Information Sharing Agreement\*
2. DOH sets up the new organization & facility in the IIS
  - For more on organization & facility structure in the IIS click [here](#)
3. IIS Help Desk/System Administrators set up IIS user accounts\*\*

\*New facilities under an existing organization are not required to complete an ISA

\*\*School Module users will need to complete required training/posttest prior to access

Washington State Immunization Information System

# ISA Process



Organization completes an Information Sharing Agreement



Organization and facility/facilities are added to the IIS



Help Desk sets up accounts for users to log in to the IIS

# View Only Information Sharing Agreement

---

- Institutions with licensed healthcare providers that wish to **view** immunization data stored within the IIS to assist in immunization verification and documentation
- View only access does not allow for adding or editing of patient records in the IIS or inventory management
- Access available with a Secure Access Washington (SAW) account, through a web-based browser

# Exchange Information Sharing Agreement

---

- Licensed healthcare organizations, providers, and public schools that wish to **exchange** immunization data with the IIS to provide or coordinate healthcare for their patients
- Public and private healthcare providers licensed to administer immunizations in Washington State
- Any clinic that receives vaccines from public sources such as the Washington State Childhood Vaccine Program and/or Adult Vaccine Program should have an exchange agreement
- Access available with a Secure Access Washington (SAW) account, through a web-based browser or through an electronic interface with an existing EHR

# Limited Exchange Information Sharing Agreement

---

- Private schools, charter schools, head start, ECEAPS, and childcare centers without a licensed health care provider
- Signatory is head of school/or childcare administrator
- School Module Training/Posttest required for access
- Access available with a Secure Access Washington (SAW) account, through a web-based browser

[WA IIS School and Child Care Immunization Module](#)



# Application Submission

---

- All Information Sharing Agreements necessary to access the WA IIS must now be submitted through a digital webform
- Processing time for submissions with complete and accurate information may be as short as 1 week

**\*Incomplete submissions will be deleted, and a new agreement will need to be submitted for review**

- All new digital agreements expire **3 years** after approval

# Required Fields for Approval

---

- ✓ Organization Name and Type
- ✓ Contact Information
- ✓ Agreed Upon Date
- ✓ System Administrator (Exchange only)
- ✓ Provider Signatory (Must have active WA Healthcare License, not required for limited)
  - ✓ Must include **credential** number
- ✓ Agency Signatory (May be same as provider signatory)
  - ✓ If 2 people, you will be asked to provide email for provider signatory after submitting and you will need to confirm your email address before it is sent to the provider signatory.

# System Administrators

---

## **What is an IIS System Administrator?**

A system administrator is an IIS user who is typically a lead or manager for an organization or facility. This person can create, edit, and inactivate IIS accounts for other users in their organization or facility and run user reports.

## **How can I become an IIS System Administrator?**

System Administration is a permission that can be added to IIS user accounts for facilities and organizations that exchange information with the IIS. Please check with your organization or a clinic manager to see if this is an appropriate permission for your role. If you would like to become a System Administrator, you can contact the Help Desk to add this permission to your user account.

[System Administrator Reference Guide](#)

# Summary

---

**There are three types of Information Sharing Agreements (ISAs) for IIS enrollment**

[Washington State Immunization Information System](#)

- View
- Exchange
- Limited Exchange

**Instructions for completing ISA**

- [Digital ISA Reference Guide](#)

**Enrollment Assistance & ISA related questions - [PCHOIISA@doh.wa.gov](mailto:PCHOIISA@doh.wa.gov)**

**[School and Child Care Immunization Module](#)**

- [SchoolModule@doh.wa.gov](mailto:SchoolModule@doh.wa.gov)

**WA IIS Account Help Desk - 1-800-325-5599 or [WAIISHelpDesk@doh.wa.gov](mailto:WAIISHelpDesk@doh.wa.gov)**

**Questions?**





DOH 348-1024 March 2024

To request this document in another format, call 1-800-525-0127. Deaf or hard of hearing customers, please call 711 (Washington Relay) or email [doh.information@doh.wa.gov](mailto:doh.information@doh.wa.gov).