

Site Administrator

Objective: At the completion of this section, the user will know the:

- Staff considered to be the Site Administrator
- Duties of a Site Administrator in ImmPRINT
 - User Activation and Deactivation
 - Training
 - Submitting and updating the Site Enrollment Agreement (SEA)
 - Assigning New Immunization Team Roles

The first step to participating in the ImmPRINT registry is designating your organization's Site Administrator. Selecting the Site Administrator will depend upon your facility type, and will determine your facility's access type in ImmPRINT. Table 1 displays the suggested designated Site Administrator per facility type.

Table 1: Designated Site Administrators per Site Type

Facility Type	Designated Site Administrator
Clinic	Staff Manager/Office Manager*
Child Care Centers	Director
Hospital	Managerial Position*
Public School	Lead Nurse
Private School	Headmaster/Designee
Insurance Company	Managerial Position*
Pharmacy	Pharmacist
FQHC	Managerial Position*
RHC	Managerial Position*
Youth Facility	Managerial Position*

**Ideal or recommended staff member to serve as Site Administrator but may not be possible or appropriate for the site. In these cases, selecting the Site Administrator is at the discretion of the site.*



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Site Enrollment Agreement (SEA)

The SEA is the agreement completed by all sites. This will ensure all ImmPRINT sites meet and remain compliant with ImmPRINT’s standards and rules. The Site Administrator is responsible for submitting the initial and annual site enrollment agreement, and adding new providers to the site’s enrollment agreement. The “Site Enrollment” section of this manual explains how to complete this process.

Training

The Site Administrator is responsible for ensuring his/her site’s ImmPRINT personnel undergo and receive the appropriate and necessary ImmPRINT training. As a new site, Site Administrators must coordinate site and staff training with the Immunization Compliance Manager (ICM). After initial ImmPRINT training, the Site Administrator is responsible for training any new ImmPRINT users for his/her site. For additional help with new staff training, please contact your ICM.

User Activation and Deactivation

Once a site has been initially trained and activated as an ImmPRINT site, the Site Administrator is responsible for activating and deactivating users at his/her site. At the completion of a new user registration, the following message box will appear.

Please have your Site Administrator activate your account. If problems arise during this process please call 1-800-469-4599 or 334-206-5023

OK

The Site Administrator needs to log into ImmPRINT, click “Site Maintenance”, and select “Staff List”. Please note, the active checkbox will already be indicated. See illustration.



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Userid	Name	Active
58285	COFFEE LOVE	<input checked="" type="checkbox"/>

For new users, the account is not yet active, but pending. Therefore, continue activating the new user’s account by clicking on the staff member’s name. Next to the user’s name, a drop down box will have “Pending Approval” in the access level field. Select the arrow and assign the appropriate access level. Access level will be determined by the site’s type. For example, a new user type at a clinic will be “Clinic User”, while a school will have “School Nurse” as a user type. There is a “Notes” box available to be used at the Site Administrator’s discretion to document changes to the staff member’s details page (i.e. activation). Click “Update” at the top of the page. If the Site Administrator experiences any issues during this process, please contact your Immunization Compliance Team Member.

The Site Administrator also must deactivate users from his/her site when users no longer require ImmPRINT access. Examples that warrant deactivation include: a user separating from employment, extended medical/personal leave, or no longer performs ImmPRINT activities. Deactivation should occur within one business day of the user’s leave or separation. The Site Administrator will log into ImmPRINT, click “Site Maintenance”, and select “Staff List”. Click the staff member’s name. This will open the Staff Details page. Uncheck the active box. There is a “Notes” box available to be used at the Site Administrator’s discretion to document changes to the staff member’s details page. Click “Update” at the top of the page. If the Site Administrator experiences any issues during this process, please contact your Immunization Compliance Team Member.



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Resetting User Passwords

As site administrator, you have the ability to reset user's passwords. To reset a user's password, proceed to the staff list and click the employee's name. The "Staff Details" page is now visible. Toward the center of the screen, there are two fields labeled "New Password" and "Confirm Password". Give the user a temporary password by typing it in each of the fields and click "Update". Take this opportunity to verify that the user has the correct login id and give him/her the temporary password. After the user logs in, talk him/her through changing his/her password to one of his/her own choice. Direct the user to log in using the temporary password you created. Direct the user to click "Maintenance" which will release a drop-down menu. Direct the user to click "Profile/Update" followed by clicking his/her name. The User Details page will now be visible. Have the user type a new password in the two fields labeled "New Password" and "Confirm Password". Be sure the new password meets the requirements of being at least eight characters long, possessing at least one capital letter, at least one number, and at least one special character.

Site Administrator Duties for HL7 Site

If your site has an HL7 interface with ImmPRINT, Site Administrator must ensure the HL7 reports are reviewed regularly for each site to ensure data accuracy. These reports confirm the site is submitting vaccine data on a continuous basis, and show the errors that have occurred during data transmission. Lastly, the Site Administrators must also notify ImmPRINT and the HL7 team of any changes including site name changes, merges between facilities, electronic health record (EHR) vendor changes. Please refer to the HL7 section of the manual for further details on these duties.



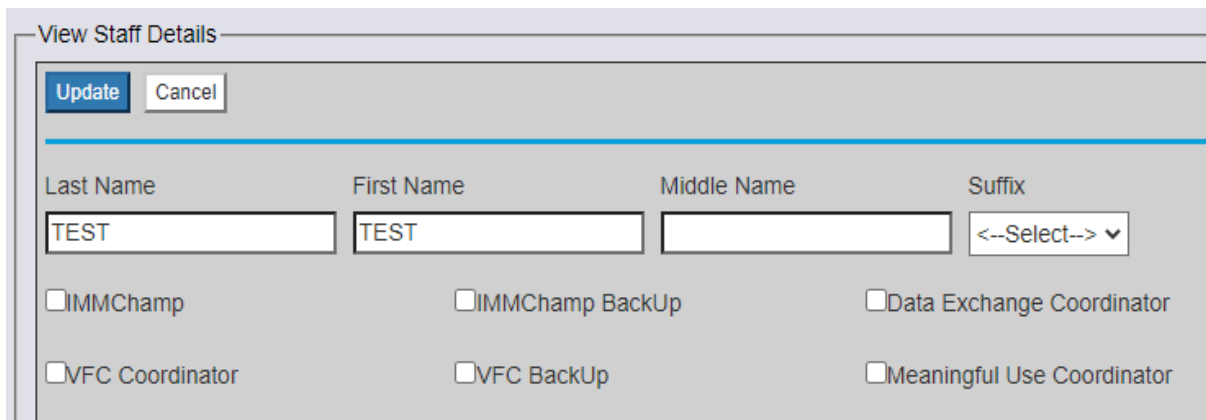
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Assigning New Immunization Team Roles

The Site Administrator must also assign the new immunization team roles located on the “User Details” page. This new feature can be accessed from the Staff List by clicking on an employee’s name. Once the “User Details” page is displayed, the Site Administrator will need to select this employee’s role in the organization. Please see below. Be sure to click “Update”.



The screenshot shows a web form titled "View Staff Details". At the top left are "Update" and "Cancel" buttons. Below are four input fields: "Last Name" (containing "TEST"), "First Name" (containing "TEST"), "Middle Name" (empty), and "Suffix" (a dropdown menu with "--Select--"). Below the name fields are six checkboxes for roles: "IMMChamp", "IMMChamp BackUp", "Data Exchange Coordinator", "VFC Coordinator", "VFC BackUp", and "Meaningful Use Coordinator".

The following table explains each of the roles/responsibilities.



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Table 2: Immunization Team Roles

<u>Role</u>	<u>Responsibilities</u>
IMM Champion	This person has administrative responsibilities over more than one site.
IMM Champion Back Up	This person will function as the IMM Champion in his/her absence.
VFC Coordinator	This person is responsible for carrying out all VFC Requirements
VFC Back Up	This person will function as the VFC Coordinator in his/her absence.
Data Exchange Coordinator*	This person is responsible for onboarding and checking HL7 Error reports.
Meaningful Use Coordinator*	This person is responsible for making sure all requirements are met for this federal entitlement program

*to be released soon



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