

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	Suggested Site Administrator	ImmPRINT Access Level
Clinic	Staff/Office Manager, LPN, RN*	Site Administrator
Child Care Centers	Director	Child Care Director
Hospital	Managerial/HR Position*	Site Administrator
Public School	Lead Nurse	Lead Nurse
Private School	Headmaster/Designee	Headmaster/Designee
Insurance Company	Managerial Position*	Insurance Site Administrator
Pharmacy	Pharmacist/Pharm. Technician	Site Administrator
FQHC/RHC	Staff/Office Manager, LPN, RN*	Site Administrator
Long Term Care	Staff/Office Manager, LPN, RN*	Site Administrator

**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.*



Alabama Department of Public Health

Immunization Division, 201 Monroe St, Montgomery, AL 36104

1-800-469-4599 www.alabamapublichealth.gov/immunization/index.html 03/21/2022

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/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 “Maintenance”, and select “Staff List”. Please note, the active checkbox will already be indicated. See illustration.



Alabama Department of Public Health

Immunization Division, 201 Monroe St, Montgomery, AL 36104

1-800-469-4599 www.alabamapublichealth.gov/immunization/index.html 03/21/2022

Instructions

1. There can only be 1 VFC Primary and 1 VFC Backup Coordinator for a site
2. VFC Primary and VFC Backup cannot be the same user
3. Only Active users with Clinic User, Site Administrator and Pharmacy User Access can be assigned the VFC Primary and VFC Backup Coordinator roles

Userid	Name	Access Level	Active	VFC Primary Coordinator	VFC Backup Coordinator
10342	John Doe	Site Administrator	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input 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. Above the "Notes" box, 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. The "Notes" box is 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 "Maintenance", and select "Staff List". Click the staff member's name. This will open the Staff Details page. Uncheck the active box. The "Notes" box is 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

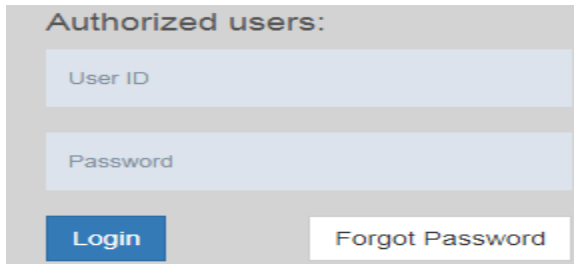


Alabama Department of Public Health

Immunization Division, 201 Monroe St, Montgomery, AL 36104

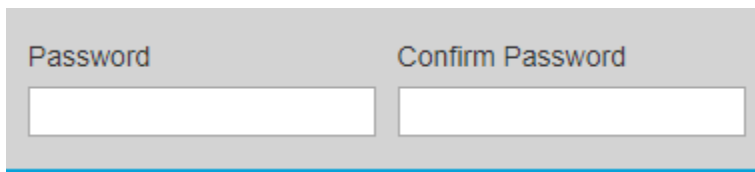
1-800-469-4599 www.alabamapublichealth.gov/immunization/index.html 03/21/2022

a staff member forgets his/her password, direct them to the “Forgot Password” feature on the log in page as shown here.



The screenshot shows a login interface with the heading "Authorized users:". Below the heading are two input fields: "User ID" and "Password". At the bottom of the form are two buttons: a blue "Login" button and a white "Forgot Password" button.

If for some reason the staff member is still unable to resolve the password issue, you may proceed to the staff member’s user details page and assign a temporary password using the two fields: “New Password” and Confirm Password”. Now click “Update”.



The screenshot shows a form with two input fields side-by-side. The left field is labeled "Password" and the right field is labeled "Confirm Password".

Have the staff member log in with the temporary password, go to their own profile page, and change their password to a more secure one.

If the Site Administrator experiences any issues during this process, please contact your Immunization Compliance Team Member.

Site Administrator Duties for HL7 Site

If your site has an HL7 interface with ImmPRINT, the 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 Administrator must also notify ImmPRINT and the HL7 team of any changes including site name changes, merges between



Alabama Department of Public Health

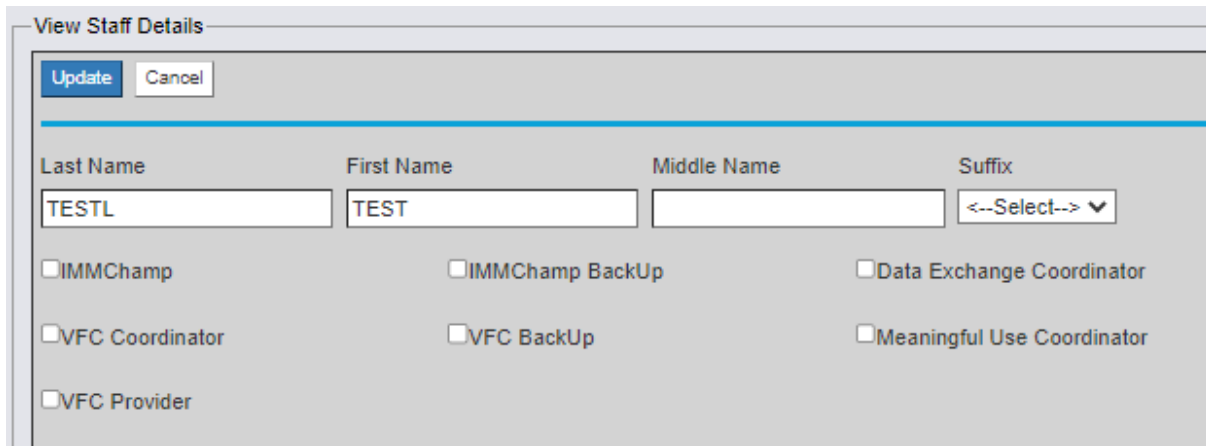
Immunization Division, 201 Monroe St, Montgomery, AL 36104

1-800-469-4599 www.alabamapublichealth.gov/immunization/index.html 03/21/2022

facilities, electronic health record (EHR) vendor changes. Please refer to the HL7 section of the manual for further details on these duties.

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, there are two buttons: "Update" (highlighted in blue) and "Cancel". Below the buttons is a horizontal line. Underneath the line, there are four input fields for names: "Last Name" (containing "TESTL"), "First Name" (containing "TEST"), "Middle Name" (empty), and "Suffix" (a dropdown menu showing "<--Select-->"). Below the name fields are six checkboxes for roles, arranged in two rows and three columns: "IMMChamp", "IMMChamp BackUp", "Data Exchange Coordinator" in the first row; "VFC Coordinator", "VFC BackUp", "Meaningful Use Coordinator" in the second row; and "VFC Provider" in the third row.



Alabama Department of Public Health

Immunization Division, 201 Monroe St, Montgomery, AL 36104

1-800-469-4599 www.alabamapublichealth.gov/immunization/index.html 03/21/2022

The following table explains each of the roles/responsibilities.

Table 2: Immunization Team Roles

<u>Role</u>	<u>Responsibilities</u>
IMM Champion	This person has administrative responsibilities, possibly over more than one site.
IMM Champion Back Up	This person will function at 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.
VFC Provider	This person is a participant in the VFC program at an enrolled VFC Site.



Alabama Department of Public Health

Immunization Division, 201 Monroe St, Montgomery, AL 36104

1-800-469-4599 www.alabamapublichealth.gov/immunization/index.html 03/21/2022