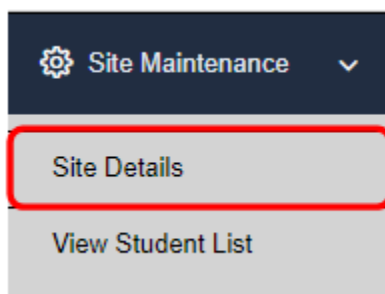


## School Lead Nurse (Public Schools Only)

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

- lead nurses' duties and functions in ImmPRINT

A lead nurse can only be designated for a public school. The lead nurse has the same duties and functions in ImmPRINT as a school nurse. For details about the school nurse functions please see the School Nurse section of this manual. In addition to the school nurse functions, a lead nurse manages existing nurses' accounts for their schools. Management duties include activating and training new nurses, deactivating nurses, resolving password issues, updating Site Details screen for each school, and running the CDC Survey Report in ImmPRINT. To access a particular nurse's account, the lead nurse must be logged into that nurse's school. Therefore, the lead nurse needs to be assigned to each of their designated schools. Please review the "User Profile" section for instructions on adding additional school sites to your account. In order to complete the CDC Survey by using ImmPRINT, please make sure that all students are assigned to the correct school manually or by submitting a student spreadsheet for a one-time upload. Be sure to include any medical or religious exemptions on the students' records. After that, check the Site Details page to assign the grade levels to that specific school.



Alabama Department of Public Health

Immunization Division, 201 Monroe St, Montgomery, AL 36104

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Check the boxes of the grades that a school contains and click “Update” at the top to save.

Grades served by this facility:

<input type="checkbox"/> PRE-KINDERGARTEN 2	<input checked="" type="checkbox"/> THIRD GRADE	<input type="checkbox"/> EIGHTH GRADE
<input type="checkbox"/> PRE-KINDERGARTEN 3	<input type="checkbox"/> FOURTH GRADE	<input type="checkbox"/> NINTH GRADE
<input type="checkbox"/> PRE-KINDERGARTEN 4	<input type="checkbox"/> FIFTH GRADE	<input type="checkbox"/> TENTH GRADE
<input type="checkbox"/> KINDERGARTEN	<input type="checkbox"/> SIXTH GRADE	<input type="checkbox"/> ELEVENTH GRADE
<input checked="" type="checkbox"/> FIRST GRADE	<input type="checkbox"/> SEVENTH GRADE	<input type="checkbox"/> TWELFTH GRADE
<input checked="" type="checkbox"/> SECOND GRADE		

## CDC Survey Report

Under Site Maintenance, choose Reports, then CDC Survey to complete the CDC Survey for each school in your school system. You will need to check all boxes (grades) to run the report. You will have to log into each school to run the report for that specific school.

Grade	# of Students	# With 1+ Vaccinations	# Up-to-Date	# Up-to-Date with Rel. Exempt	# Up-to-Date with Partial Rel. Exempt	# Up-to-Date with Partial Med. Exempt	# Up-to-Date with Med. Exempt	# With Partial Rel. Exempt Unspecified vaccine	# With Partial Med. Exempt Unspecified antigen	# Not Up-to-Date
KINDERGARTEN	17	16	12	1	0	0	0	0	0	4
FIRST GRADE	30	30	26	1	0	0	0	0	0	3
SECOND GRADE	28	28	22	1	0	0	0	0	0	5
THIRD GRADE	15	15	14	0	0	0	0	0	0	1
FOURTH GRADE	12	12	12	0	0	0	0	0	0	0
FIFTH GRADE	34	34	27	0	0	0	0	0	0	7

Vaccine Specific Information					
Grade	# UTD DTaP	# UTD Polio	#UTD MMR	#UTD Varicella	# UTD Tdap
KINDERGARTEN	13	12	13	15	0
FIRST GRADE	26	28	27	29	0
SECOND GRADE	23	24	22	26	0
THIRD GRADE	14	14	14	15	0
FOURTH GRADE	12	12	12	12	0
FIFTH GRADE	27	33	34	34	9

Rundate: 09/06/2018



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## Activating/Deactivating Staff Members

If a school nurse is changing from one school to another or is changing from a clinic/hospital to a school, the lead nurse will need to contact his/her local immunization compliance team to add the staff member. To activate a new nurse who has never used ImmPRINT before, the lead nurse will need to log into the specific school, click “Site Maintenance”, and select “Staff List”. Please note that it is common to see the staff member’s name to have checkbox under the active column. For new users, this does not mean the account is active. Therefore, continue activating the new user’s account by clicking on the staff member’s name. Above the “Notes” box, a drop down menu will display “Pending Approval” in the access level field. Select the arrow and assign the appropriate access type. Access type will be determined by the site’s facility type. For example, a new user type at a school will have “School Nurse” as a user type. There is a “Notes” box available to be used at the lead nurse’s discretion to document changes to the staff member’s details page (i.e. activation, deactivation). Click “Update” at the top of the page. The lead nurse 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 lead nurse will log into the specific school in ImmPRINT, click “Maintenance”, and select “Staff List”. Click the staff member’s name. This will open the Staff Details page. Uncheck the active box. Click “Update” at the top of the page.

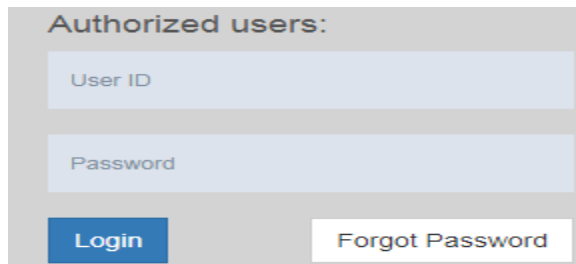


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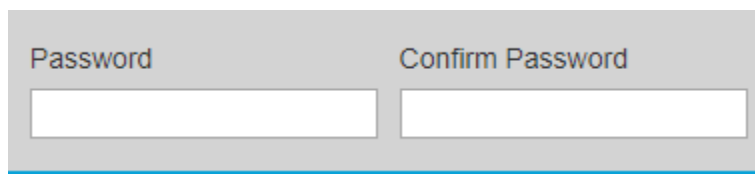
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If a staff member forgets his/her password, direct them to the “Forgot Password” feature on the log in page as shown here.



The image 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 image 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 lead nurse experiences any issues during this process, please contact the local immunization compliance team found on the ImmPRINT Compliance Managers map at the following link:

<https://www.alabamapublichealth.gov/immunization/assets/icmmap09282021.pdf>



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