Headmaster/Designee (Private Schools without a nurse)

**Objectives: At the completion of this section, the user will know how to:**

- Update Site Enrollment Agreement

- Create and maintain staff list

- Assist staff with access issues

- Address training issues

- Assign grade levels to site

A Headmaster is a person who oversees the daily operation of a private school. If the headmaster is unable to assume the additional ImmPRINT duties, these tasks maybe delegated to a designee. There can be only one Headmaster/Designee per private school.

Site Enrollment Agreement

The Site Enrollment Agreement (SEA) is a legal document binding your organization to all of the requirements stated on this document. The site (private school) or ADPH may terminate this agreement at any time for failure to comply with these requirements (as stated in the SEA). This document is completed at the initial enrollment and then updated annually. If during the course of the year the SEA needs to be updated before the expiration date (for example to change the phone number), just extend the "Site Maintenance" drop down menu and click "Update Site Enrollment Agreement" as shown here.
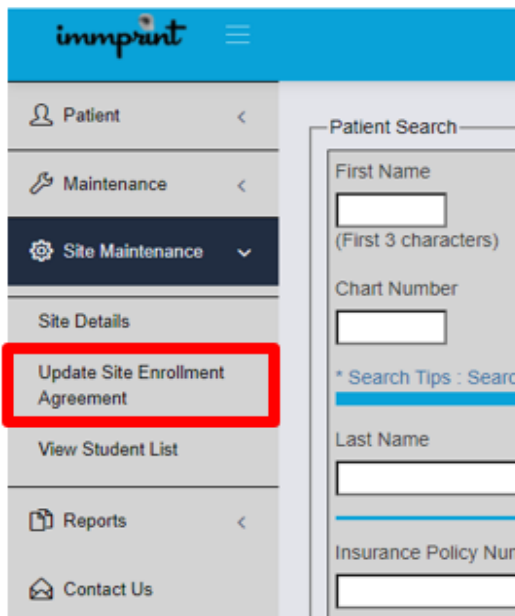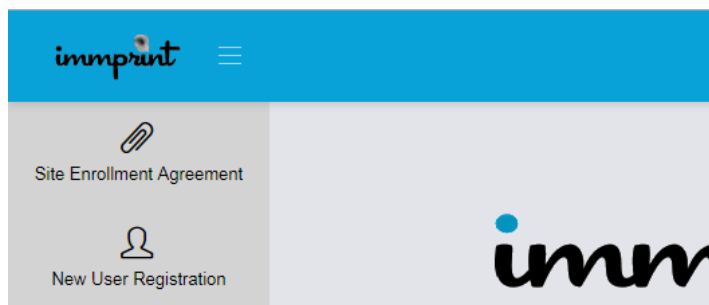
Once the SEA is displayed, simply update the needed information, sign electronically, and click "I Agree". Your SEA will now need to be updated one year from this date.
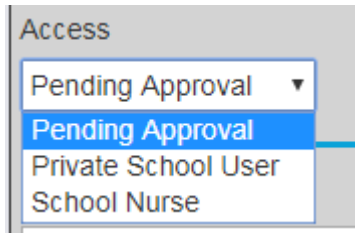
Staff List

The Headmaster/Designee will need to activate new staff members. Direct the new staff member to the "New User Registration" link on the left side of the ImmPRINT log in page.

Once registered, access your staff list by releasing the "Site Maintenance" drop down menu and click "Staff List" (refer to illustration at the top of this page). Once you have accessed the staff list, click on the new staff member's name to open the User Details

page. Be advised: the "Active" check mark will be present, but the new staff member is not yet active. Once you can see all of the new staff member's information, the access level will read "Pending Approval". You will need to set the correct access level by clicking "Pending Approval" and setting the correct access level as shown here.

Be advised: once you set the access level, you will not be able to change it. You should be setting the new staff member's access level at "School Nurse" or "Private School User". As more staff members are registered, your staff list will grow. Please inactivate any user that no longer needs access to ImmPRINT by unchecking the box and clicking on "Update" to save the change.

Choosing Grade Level for your School

In order to view the CDC Survey Report and to assign students, the grade levels that your school contains must be checked on the Site Details page first. To get to this page, click on "Site Maintenance, then "Site Details". All students must be assigned to the correct school manually or by submitting a student spreadsheet for a one-time upload.
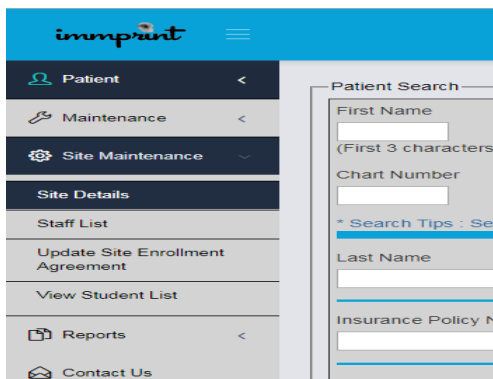
Be sure to include any medical or religious exemptions on the students' records. Check the boxes of the grades that a school contains and click "Update" at the top to save.
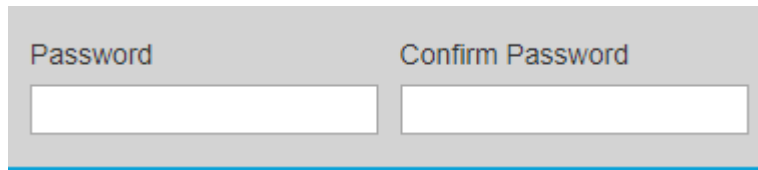

Staff Access Issues

As a Headmaster/Designee, you have the ability activate staff members, deactivate staff members, and resolve password issues. If a staff member account times out, you will need to reactivate this staff member. Simply access the staff member's user details page on the staff list as described on the previous page and replace the check mark in the "Active" box and click "Update". This staff member has now been reactivated. If a staff member separates from your organization, simply remove the check mark from the "Active" box and click update. If a staff member forgets his/her password, direct them to the "Forgot Password" feature on the log in page as shown here.

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".

Password	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.

Training Issues

The Headmaster/Designee is responsible for keeping their staff list current and up-to-date. As new staff are hired, the Headmaster/Designee must ensure the new staff members are trained and have access to ImmPRINT. The Headmaster/Designee must also 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 Headmaster/Designee 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 Headmaster/Designee's discretion to document changes to the staff member's details page. Click "Update" at the top of the page. If the Headmaster/Designeeexperiences any issues during this process, please contact your

local immunization Compliance Manager (ICM). If a new private school user joins the staff, the headmaster/designee may choose to conduct the training for this new staff member or contact the ICM for another training visit. If a new school nurse joins the staff, the headmaster/designee must contact the ICM for a training visit. This is due to the fact that a nurse can perform more tasks in ImmPRINT such as updating immunization records. The Headmaster/designee and private school user do not perform such tasks in ImmPRINT. To identify your ICM, send an email of inquiry to immprint@adph.state.al.us. Or view the map on our ImmPRINT webpage:

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

Other Information

In addition to the functions outlined here, the Headmaster/Designee can also perform all functions of the private school user. Please review the Private School User section of this manual as well.