

# CT WiZ Basics for School Nurses







### What is CT WiZ?



CT WiZ is a comprehensive web-based immunization information system (IIS) for Connecticut.

It has replaced CIRTS and has many new features.





### How does CT WiZ work?



- Integrates both patient immunization and vaccine information - real time reporting by providers utilizing electronic data transmission directly from their EHR to CT WiZ
- Intended to include information on CT children and eventually adults - accurate up to date information beyond the age of 3
- Allows for two-way communication with clinic EHRs (using HL7 messaging) - query the recommender and history



### Learning Objectives



- How to request access for School Nurses and School Based Health Centers
- How to request Training Materials/Help Desk
- View Official Immunization Record and Recommender
- Overview on Roster Upload, Grade Advancement and Enrollment/Unenrollment



## Things You Should



CT WiZ is accessed on the web.

These web browsers are recommended when using CT WiZ:

Chrome - Download at https://www.google.com/chrome



• Firefox - Download at https://www.mozilla.org/en-US/firefox/new



CT WiZ may not work as expected when using Internet Explorer or Edge.

Disable Pop-Up Blocker

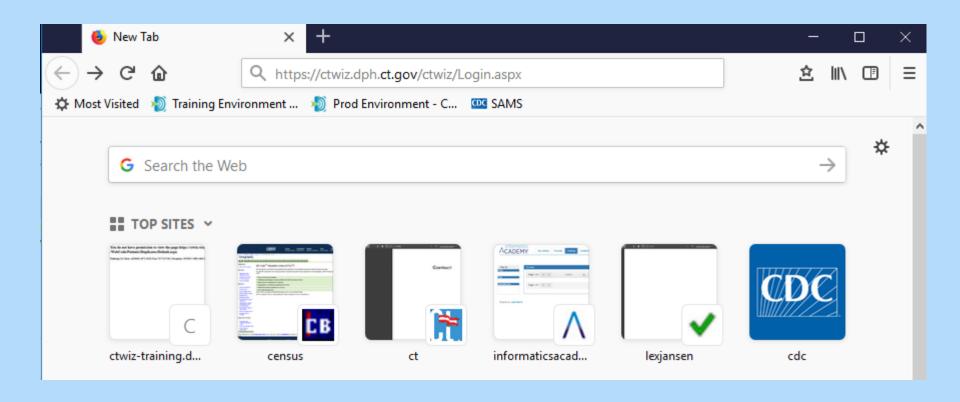


### Getting to CT WiZ



### Enter this address into your web browser:

https://ctwiz.dph.ct.gov/ctwiz/Login.aspx









### Connecticut's Immunization Information System

### **Account Registration** Contact Enter your contact information. First Name \* Middle Name Last Name \* **VFCCOORDINATOR** ROSIE THE Phone Number \* Email \* Fax ROSIE@ROSEGARDENPEDS.COM 888-888-8888 888-888-8887 Role VFC Pin Access Requested \* DATA ENTRY/REPORTS/INVENTO V NURSE 999999999 Requesting Registrant's NPI 9999999 Organization Enter your organization information. Organization Name \* Type \* ROSE GARDEN PEDIATRICS PRIVATE PRACTICE Address Line 1\* Address Line 2 25 HAPPY STREET City \* State \* Zip \* CONNECTICUT MIDDLETOWN 06457 Provider Name DR JONES

Complete
your contact
and
Organization
Information
\*= required



# Review & Accept the User Agreement



### **Documents**

Review and Accept all documents.

CT WiZ User Agreement



Review

### STATE OF CONNECTICUT

Raul Pino, M.D., M.P.H. Commissioner



Dannel P. Malloy Governor Nancy Wyman

### CT WiZ User Agreement

The Connecticut Immunization Information System ("CT Wi2") is a confidential computer system that collects and selectively discloses information to authorized individuals about the identity, demographics and vaccination history of people in the State of Connecticut.

The information in CT WiZ must be treated in a manner that preserves the confidentiality and privacy of those people and promotes access to timely and accurate information.

### By checking the 'Click to Accept' this Agreement box I indicate that I agree to the following:

- I have received from my employer, read and will abide by the <u>CT WiZ Confidentiality</u> Agreement.
- 2. I will provide immunization data to CT WiZ in a timely and accurate manner.
- I will not knowingly enter invalid or false data into CT WiZ or falsify any data obtained from CT WiZ.

I understand that, if I violate this CT WiZ User Agreement, my access to CT WiZ can be terminated; and I may be subject to criminal, civil or criminal and civil penalties under the law.



DPH Connection Department of Public Health Phone: (860) 509-7929 • Fax: (860) 707-1925 Telecommunications Relay Service 7-1-1 410 Capitol Avenue, P.O. Box 340308 Hartford, Connecticut 06134-0308 www.ct.gov/dph/immunizations Affirmative Action/Equal Opportunity Employer



Click on Review.

The User
Agreement
will pop up in
a new
window.

Read the agreement careful.

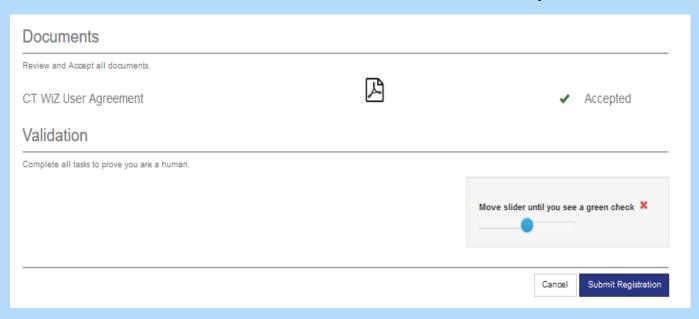


# Click to Accept the User Agreement



Documents		
Review and Accept all documents.		
CT WiZ User Agreement	凸	Click To Accept

Once you have opened the CT WiZ User Agreement Document the "Review" button will become the "Click to Accept" button





### School Based Health Center Nurse Access

Your EHR vendor/IT contact should visit our website EHR Data Exchange for step by step instructions and application form







### Initial Log In





### Connecticut's Immunization Information System

# Login Username Password Forgot Password? Enter your username The recent stall to provide the provided assigned to you Login Login Login Login Login Login Login

access. Any unauthorized and improper use of this system may result in disciplinary action or criminal and civil penalties.

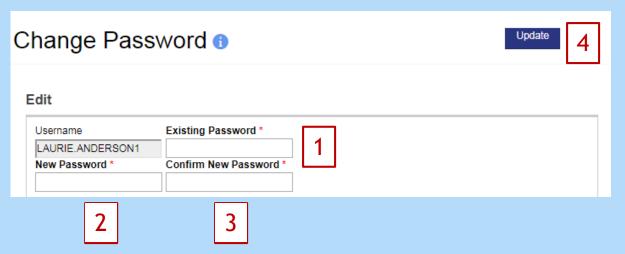




### Creating Your Own Password



When you first log in, you will be asked to change your temporary password to one of your own.



Your password must contain: A minimum of nine (9) characters including:

- A combination of upper and lower case letters
- At least one (1) number. (0-9)
- At least one special character. (Ex. #, %, \*, !, \$, etc.)
- \* Passwords must be changed a minimum of 6 times before re-use.

- 1. Enter the temporary password assigned to you.
- 2. Enter a new password into the "New Password" box
- 3. Re-enter the same new password in the "Confirm New Password" box.
- 4. Click on Update to create your new password.



# Set Your Password Questions (aka security questions)



Password Questions	Update 2
Edit	
You must answer at least 9 questions.	
Question Answer	
What was your first pet's name?	
What is your mother's maiden name?	
What was you high school's name?	
What was your first car?	
Where were you born?	
What was your first email address?	
Where is your favorite place to vacation?	
What was your favorite place to visit as a child?	
What was the name of your favorite school teacher?	

To set your password questions

- 1. Answer each of the questions
- 2. Click on Update to save.







It is very important that you answer each of the password questions.

These questions can be used to verify your identity.

If you establish these questions, you will be able to reset your password without contacting DPH.

You may wish to make note of your answers to these questions.



# If you have forgotten your password

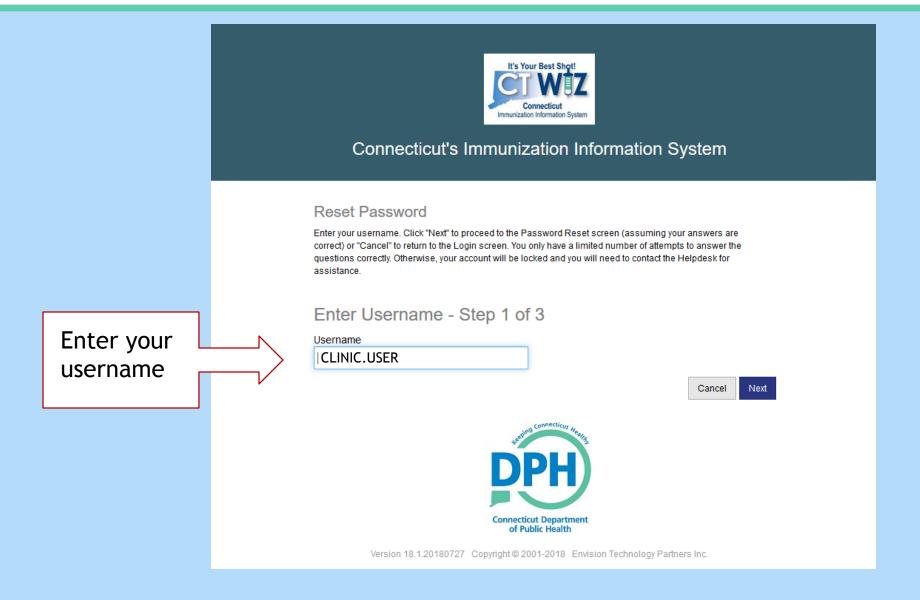


	Connecticut's Immunization Information System						
Click Here	\	Login Username  Forgot Password?  Trouble Logging in?  Request User Account	Password  Login				
		with these terms and any other applicable policies. The in accordance with the terms outlined in the User Conmay access this system. Monitoring may be conducted or access. Any unauthorized and improper use of this civil penalties.  Connection of Put	s of the Connecticut Department of Health (DPH) that Users are responsible for ensuring they act in accordance the recipient shall notify DPH of a violation of these policies fidentiality Agreement. Only authorized users of this site d for the protection against improper or unauthorized use system may result in disciplinary action or criminal and  Connecticut Management  Other Protection Adaptation  The Protection Adaptation of the Protection of the Protecti				



# Re-Setting Your Own Password







# Answering Your Security Questions





### Connecticut's Immunization Information System

### Reset Password

Select a unique question and enter the correct answer for each of the row(s) displayed. Click "Next" to proceed to the Password Reset screen (assuming your answers are correct) or "Cancel" to return to the Login screen. You only have a limited number of attempts to answer the questions correctly. Otherwise, your account will be locked and you will need to contact the Helpdesk for assistance.

### Reset Password - Step 2 of 3

Question	Answer
Where were you born?	NEW YORK CITY
What is your mother's maiden name?	MAHER
What was your first car?	SUBARU IMPREZA

Cancel

Next

- Answer each of the questions
- 2. Click on Update to save.



### Create a New Password





### Connecticut's Immunization Information System

### Reset Password

Enter a new password (following the guidelines displayed). Click "Next" to save your new password or "Cancel" to return to the Login screen.

### Reset Password - Step 3 of 3

New Password

Confirm New Password

Cancel Next 3

2. Re-enter the same new password in the "Confirm New

Password" box.

1. Enter a new password

into the "New

Password" box.

3. Click on Update to create your new password.

- Passwords must be a minimum of 9 characters long.
- Passwords must include a combination of upper and lower case letters.
- · Passwords must include at least one number. (0-9)
- Passwords must include at least one special character. (Ex: #, %, \*, !, \$, etc.)

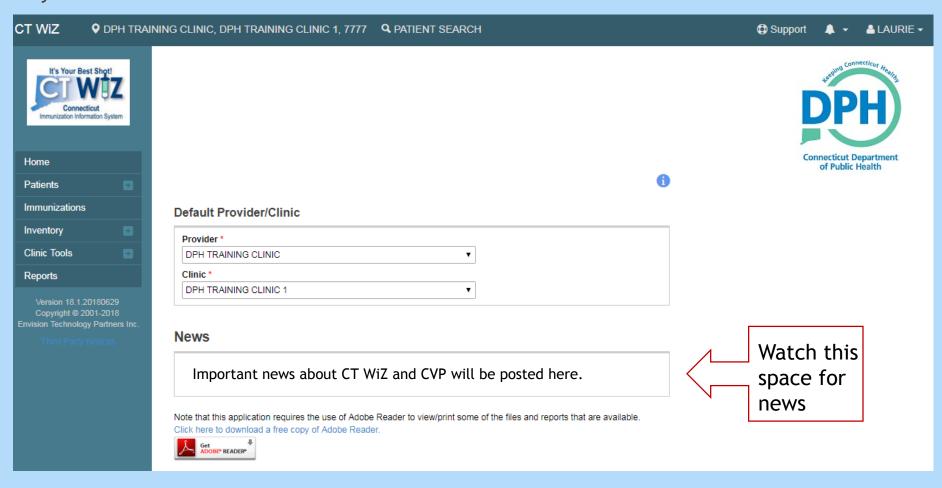
Don't forget when creating a new password



### Each time you log in remember to check for News



News is one important way that CT DPH will communicate CT WiZ and CVP information you need to know.





# Getting Around in CT WiZ

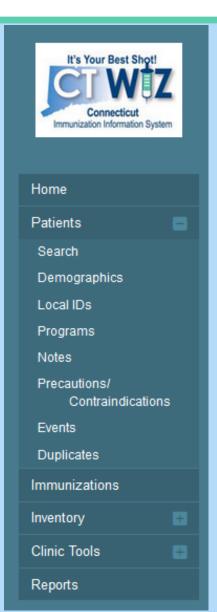






### Navigation in CT WiZ





- Use the Modules menu to navigate (which is shown in the left in green)
  - Click a Module with a + sign to expand the menu.
  - Click a Module with a sign to collapse the menu.
- Avoid using the browser back and forward buttons.



## Important Icons in CT WiZ - The Patient Record



0	Adverse Reaction	Vaccination has an adverse reaction documented for patient.
*	Dose Not Administered	Vaccination has been added to patient's record, but has not been administered.
0	Invalid Dose (Manual)	Vaccination has been manually invalidated by a user.
!	Invalid Dose (Recommender)	Vaccination has been marked as invalid by the recommender.
	Notes	Patient record includes notes
<b>P</b>	Opted Out	Patient has chosen not to participate in the IIS
0	Precautions / Contraindications	Patient has one or more allergies or risks that may impact recommended immunizations.
	Vaccination Comments	Vaccination has comments.



# Important Icons in CT WiZ - Using CT WiZ



Q	Lookup	Click to search for a patient record.
6	Online help	Click to view online help for the page
ā	Print	Click to view a PDF of the associated report, which can then be printed.
e	Exemption	Displayed in patient banner when exemption exists.



# Searching for and Viewing a Patient Record

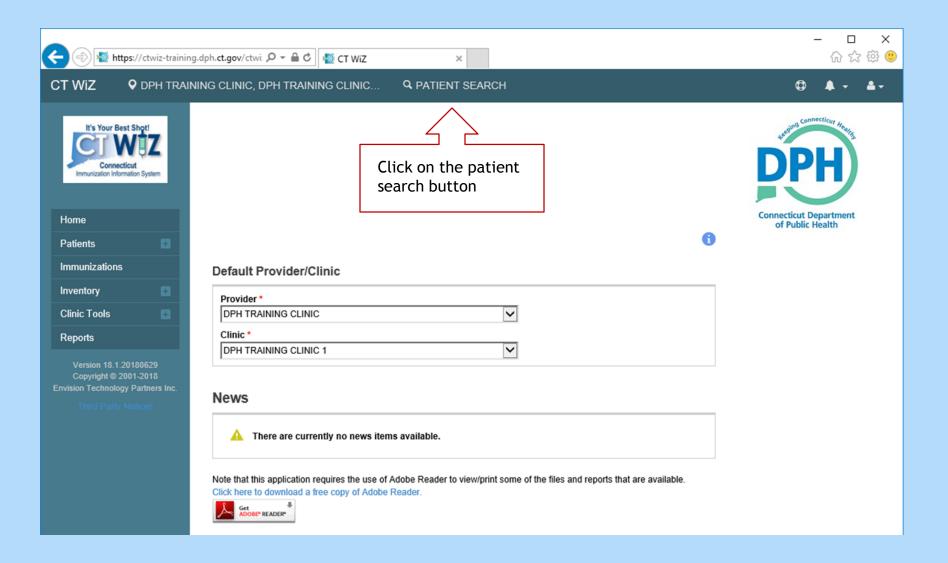






# Ways to get to the search screen - Method 1

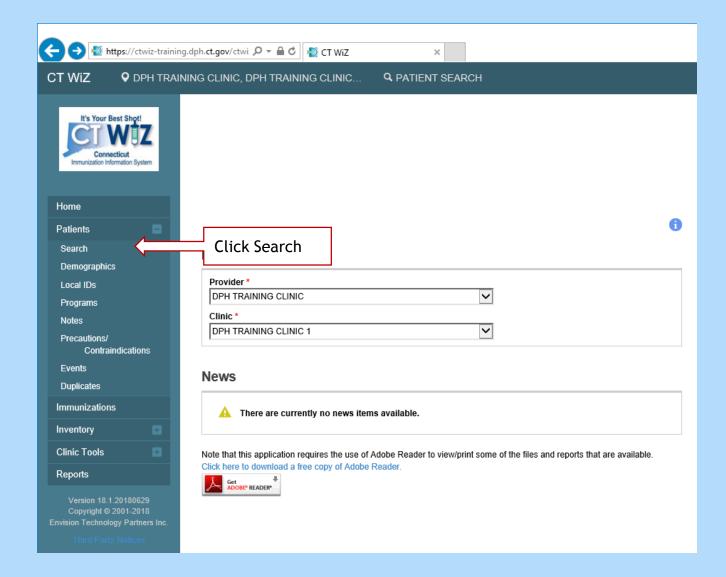






# Ways to get to the search screen - Method 2





- 1. Go to the Modules in the left side of the page
- 2. Click on the + sign next to the Patients module
- 3. Click on the Search option



### Conducting a Search



https://ctwiz-trainin	ng.dph.ct.gov/ctwiz_training/WebCode/Patients/Se
CT WIZ    □ DPH TRAI	NING CLINIC, DPH TRAINING CLINIC 1, 7777 Q PATIENT SEARCH  Patient Search  ☐ Links ▼
Connecticut Immunization Information System	Search Criteria
Home	Patient ID Identifier Type Identifier Value
Patients  Search  Demographics  Local IDs  Programs  Notes  Precautions/ Contraindications  Events  Duplicates  Immunizations  Inventory  Clinic Tools	Previous Criteria  e the creation of duplicates and aid in the identification of existing duplicates, please initially search for g the first two letters of the first and last name and the date of birth. If a duplicate is found, please notify  Previous criteria button pulls up the most recent search
Reports  Version 18.1.20180629  Copyright © 2001-2018  Envision Technology Partners Inc.  Third Party Molices	

Once you are at the patient search screen:

- Enter your search criteria
- Click on the Search button to find any matching patients

### Possible search criteria:

- First 2 letters of first and names (John Smith = Jo & Sm)
- Patient ID
- Patient date of birth
- Other identifier (see Identifier Type drop down)

Up to 50 records will be displayed for a search. The more information, the better the search.



# Viewing a patient record

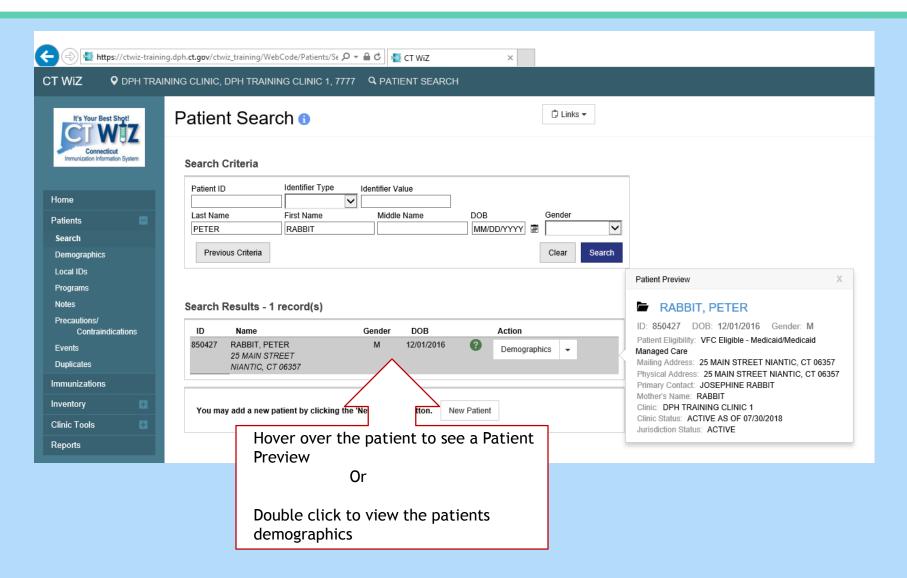






### View a Patient Record

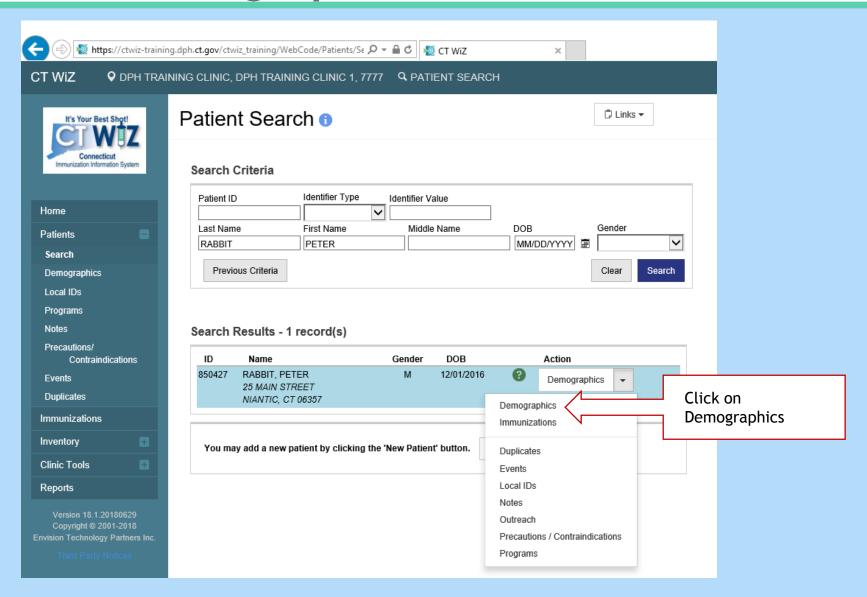






# Navigating to the Patient Demographic Screen

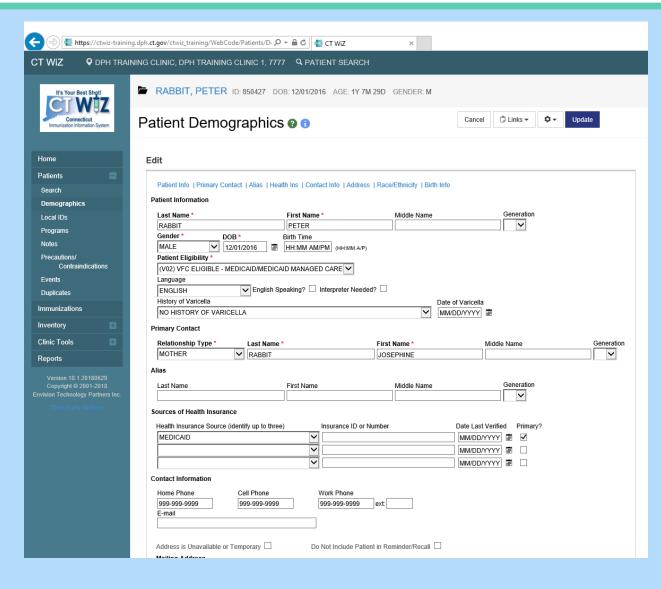






### Patient Demographics Screen





### This section includes:

- Name DOB
- VFC eligibility
- Parents names
- Contact information
- Insurance
- Address

Click on the To view the patient's emergency contact.



### Add an Exemption

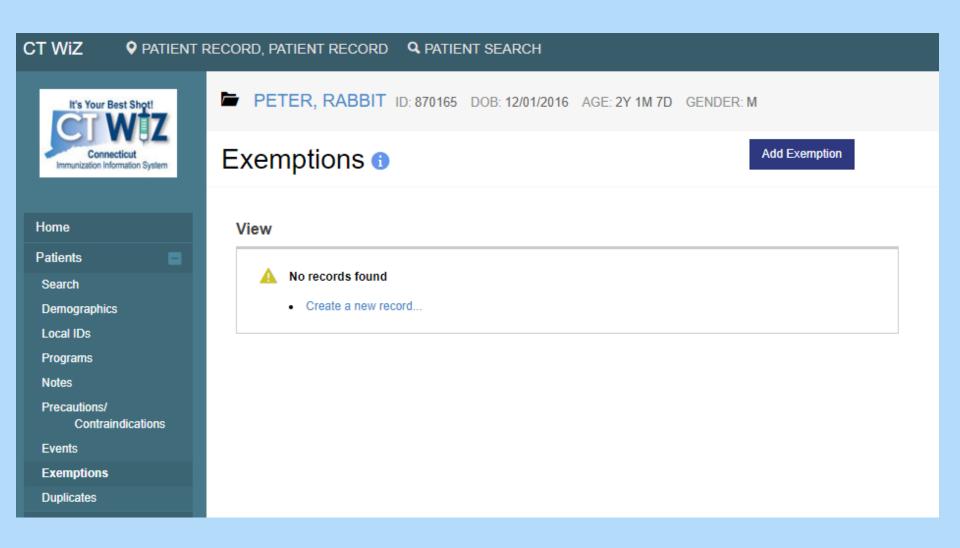


CT WiZ 👂 P/	ATIENT REC	CORD, PATI	ENT RECORE	Q PATIENT	SEARCH					
It's Your Best Shot	7	Patien	t Searc	h 🙃						□ Links ▼
Connecticut Immunization Information Syr	stem	Search (	Criteria							
		Patient ID		Identifier Type			Identifie	r Value		
Home						•				
Patients		Last Nam	e	First Name RAB	N	Aiddle N	Name		DOB MM/DD/YYYY	Gender
Search		TETEK		IVID					WWW.DD/TTTT	
Demographics		Previo	ous Criteria							Clear Search
Local IDs										
Programs										
Notes		Search F	Results - 1 r	ecord(s)						
Precautions/ Contraindicatio	ns	ID	Name		Gender	DO	В		Action	
Events		870165	PETER, RABB 25 MAIN ST	IT	М	12/0	1/2016	3	Demographic	cs 🔻
Exemptions			NIANTIC, CT 0	06357				Demograp	phice	
Duplicates								Immuniza		
Immunizations		V		:4 b1:-1: 4b.	. IN D. 6		_			
Education		You may	y add a new pat	ient by clicking the	e 'New Patie	nt butte	on.	Duplicates Education		
IZ Quick Add	<b>=</b>							Events		
Inventory	•							Exemption	ns	
Clinic Tools								Local IDs		
Program Tools								Notes Outreach		
									ns / Contraindic	ations
Reports								Programs		
Outreach	•									
VTrckS Interface	•									
Administration	₩.									



### Add an Exemption







### Add an Exemption



CT WIZ PATIENT F	RECORD, PATIENT RECORD
It's Your Best Shot!	► PETER, RABBIT ID: 870165 DOB: 12/01/2016 AGE: 2Y 1M 7D GENDER: M
Connecticut Immunization Information System	Add/Edit Exemptions (1) Cancel Create
Home	Add
Patients	Exemption Reason * Begin Date * End Date
Search	▼ MM/DD/YYYY ■ MM/DD/YYYY ■
Demographics	
Local IDs	Vaccine Groups
Programs	Available Selected
Notes	CHOLERA DTAP / TD / TDAP
Precautions/	H1N1-09 HEP A
Contraindications	HEP B
Events	HPV
Exemptions	INFLUENZA JAPANESE ENCEPHALITIS  <<
Duplicates	MENINGOCOCCAL MENINGOCOCCAL B
Immunizations	MENINGOCOCCAL B
Education	
IZ Quick Add	
Inventory	

-Medical and **Religious Exemptions** -A gray flag icon displays in patient banner when exemption added. -Run a report to find totals of students with exemptions vaccines



### Patient Demographics Screen - Viewing Precautions/Contraindications



CT WiZ	INING CLINIC, DPH TRAINING CLINIC 1, 7777   Q PATIENT SEARCH
It's Your Best Shot!	RABBIT, PETER ID: 850427 DOB: 12/25/2016 AGE: 1Y 7M 5D GENDER: M • Precautions / Contraindications ARE specified
Connecticut Immunization Information System	Patient Demographics ② ①
Home	Click to see Precautions
Patients Search	Patient Info   Primary Contact   Alias   Health Ins   Contact Info   Addres  Patient Information  Patient Information
Demographics Local IDs Programs	Last Name * First Name * Middle Name Generation  RABBIT PETER  Gender * DOB * Birth Time
Notes  Precautions/  Contraindications	MALE
Events  Duplicates	Language  ENGLISH  ✓ English Speaking? ☐ Interpreter Needed? ☐  History of Varicella  Date of Varicella
Immunizations Inventory	NO HISTORY OF VARICELLA  Primary Contact
Clinic Tools  Reports	Relationship Type * Last Name * First Name * Middle Name Generation  MOTHER RABBIT JOSEPHINE

Click on the red cross icon on the Banner across the patient record



### Navigating to the Immunization Home Screen

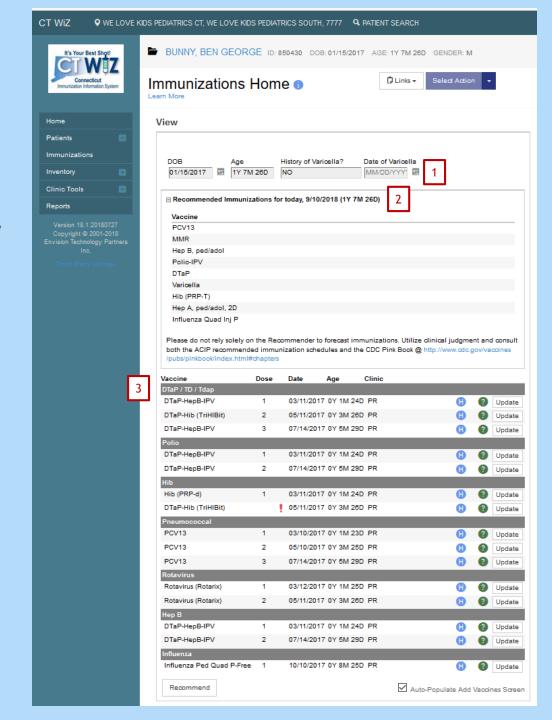


https://ctwiz-training	ng.dph. <b>ct.gov</b> /ctwiz_training/WebCode/Patients/S¢ ♀ ♀ ♀ ♂ ♂ ♥  CT WiZ ×	
CT WiZ	NING CLINIC, DPH TRAINING CLINIC 1, 7777 Q PATIENT SEARCH	
It's Your Best Shot!	Patient Search 1	
Connecticut Immunization Information System	Search Criteria	
Home	Patient ID Identifier Type Identifier Value  Last Name First Name Middle Name DOB Gender	
Patients == Search	Last Name First Name Middle Name DOB Gender  RABBIT PETER MMM/DD/YYYY   MM/DD/YYYY   T	
Demographics	Previous Criteria Clear Search	
Local IDs		
Programs Notes	Search Results - 1 record(s)	
Precautions/	ID Name Gender DOB Action	
Contraindications Events	850427 RABBIT, PETER M 12/01/2016 ② Demographics	
Duplicates	25 MAIN STREET NIANTIC CT 06357	
Immunizations	Demographics Click on Immunizations	
Inventory	You may add a new patient by clicking the 'New Patient' button.  Duplicates	
Clinic Tools	Events	
Reports	Local IDs	
Version 18.1.20180629	Notes Outreach	
Copyright © 2001-2018 Envision Technology Partners Inc.	Precautions / Contraindications	
Third Party Notices	Programs	

### Immunization Home Screen

The immunization home screen shows:

- 1. Varicella history
- 2. Recommended vaccines for that day
- 3. Vaccine history (including an ! to indicate invalid doses)





### Printing an Official Immunization Record

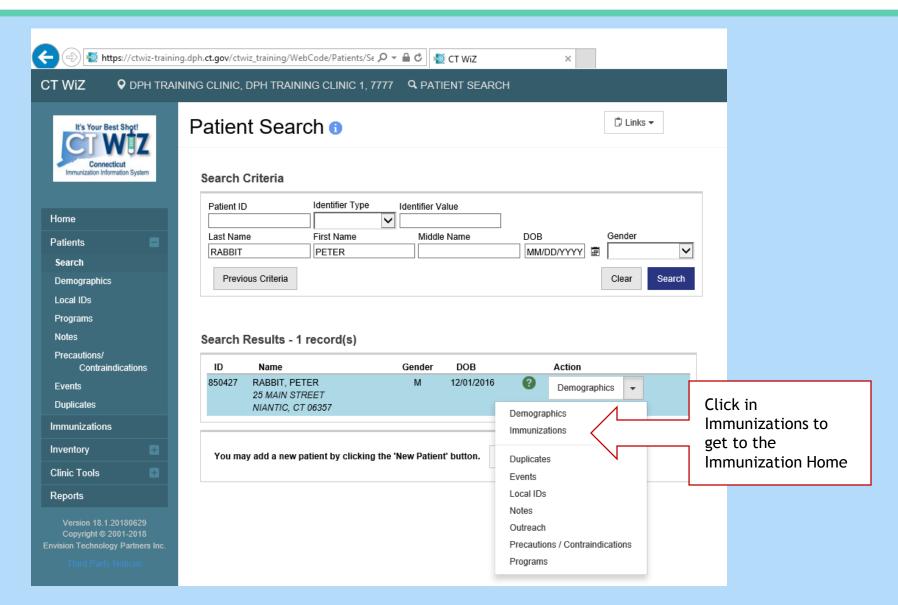






### Navigating to the Immunization Home

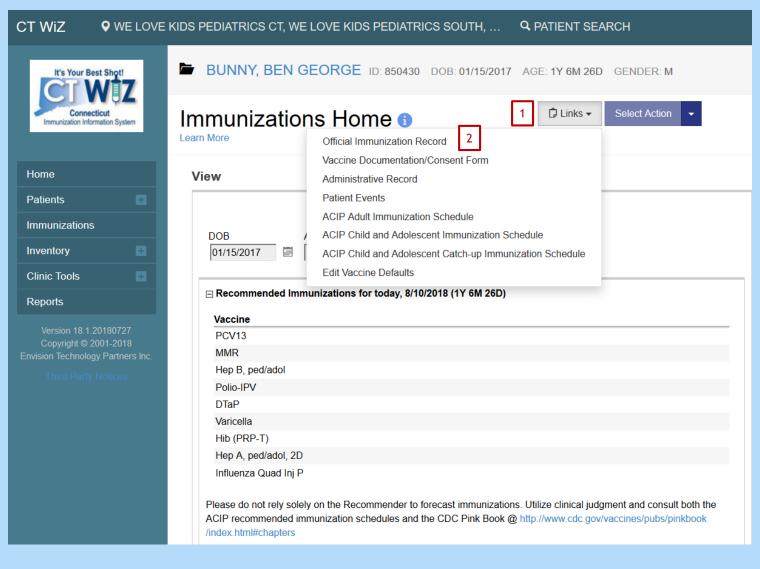






### Accessing the Record from the Immunization Home Screen





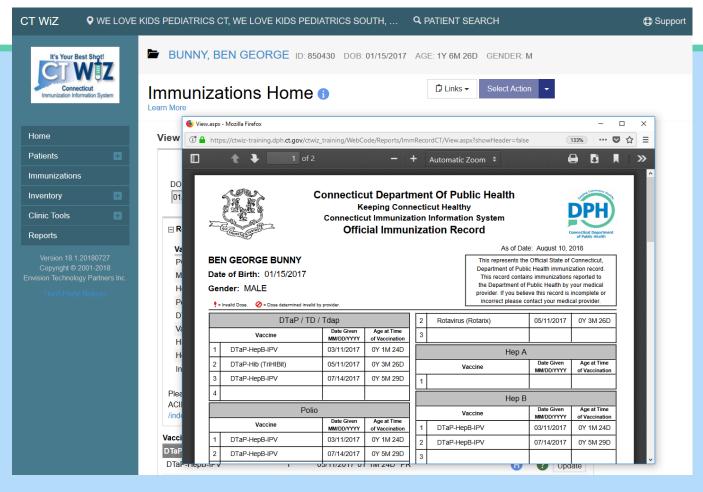
### To access the report:

- 1. Click on Links
- 2. Click on Official Immunization Report



### Official Immunization Record





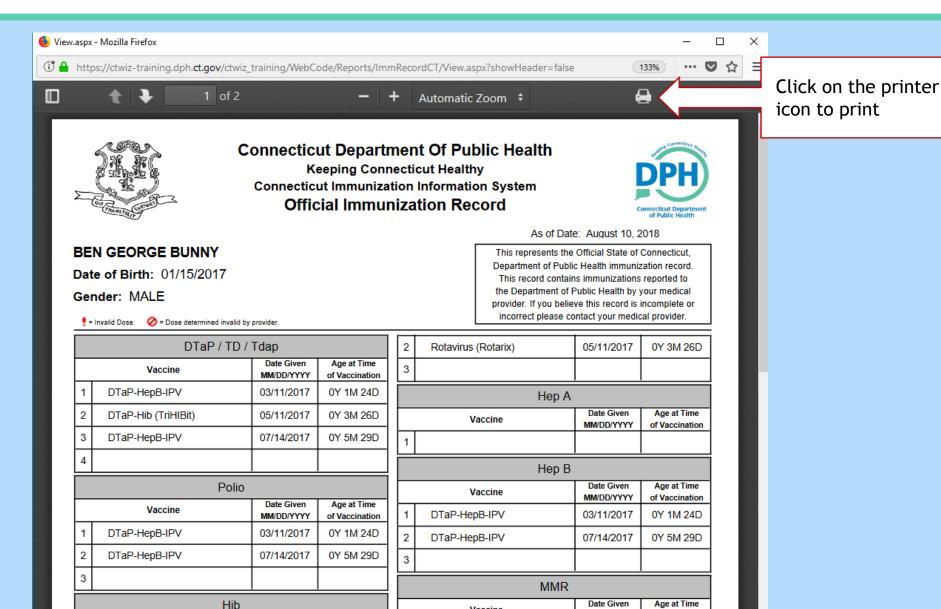
An Adobe .pdf version of the record pops up in a new window.

- You may need to disable your pop up blocker in your browser.
- You need Adobe Reader on your computer. You should have it. If you don't, you can download it here: https://get.adobe.com/reader/



### Printing the Record







### Important Website to Bookmark

### CT Immunization Program

https://portal.ct.gov/DPH/Immunizations/CONNECTICUT-IMMUNIZATION--PROGRAM

All About CT WiZ - Training Material and Help Desk

https://portal.ct.gov/DPH/Immunizations/ALL-ABOUT-CT-WiZ



