CT WiZ Provider/Clinic Task Module

June 2025

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What is the CT WiZ Task Module?

Tool for task creation, tracking and secure communication from the Connecticut Department of Public Health (DPH) CT WiZ staff to users on assigned tasks. To view the module the user must have permission.

Task Types:

- **Informational:** Conveys knowledge, communications, or guidance. It does not involve direct action or a measurable outcome.

- **Actionable:** It requires a specific, achievable step be taken to move forward towards a goal, activity or project.

- **Actionable with Approval:** It also requires an achievable step to be taken, but completing the action step requires rejection/approval by the DPH CT WiZ staff.

Location: It is on the main left menu of CT WiZ under the name of Tasks.
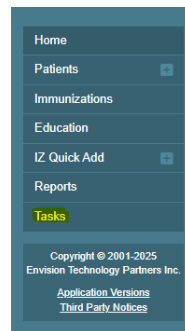
Requirements to access the Task Module

Username to access CT WiZ:
- If you don't already have a **username and password** for CT WiZ, review the **user access types** to ensure you request the correct type of access.
- If requesting 'clinic access' type, ensure your primary, backup vaccine coordinator or main contact has added you to the clinic staff in CT WiZ before you submit your username request. DPH refers to the clinic staff screen when reviewing user requests.
- If you're associated with multiple clinics, enter each clinic's PIN in the "Organization Name" field, separated by a comma, if applicable.
- Request a username account **here**.

You must be added as a contact at your provider/clinic:
- Click on the blue link to learn how to add yourself to the clinic staff.

You must have access to the Task Module:
- If you do not have the necessary permissions to perform your job duties in CT WiZ, please submit a helpdesk ticket and select Immunization (CT WiZ) and the applicable category and topic.
- Include your access type, and information on which functions you are missing, e.g., "search for patients", "clinic information", "running reports".
- Reminder: please review the **user access types** to ensure you request the correct type of username access.

Email Notifications

Every time you are added or assigned to a task you will receive a "no-reply" email notification from this **No-Reply email:**

NOREPLY-CTWIZ_TASKS@IISREGISTRY.NET

This is an automatically generated email from the Connecticut Department of Public Health (DPH) CT WiZ.

- Make sure to validate and mark this email as trusted so it does not end up in your spam email folder.

- Do not reply to this email as it does not accept email replies and it is not a monitored email.

If you have questions, please:

- Update the tasks in the Task Module, as applicable.

- Or submit a helpdesk ticket, email DPH.Immunizations@ct.gov or visit Contact Us for more information.

Note: **If you do not receive these email notifications as expected**, please check your personal notification settings within the email client or service you're using, and try troubleshooting email rules, spam folders, or firewall restrictions. If these steps do not enable you to receive these email notifications, please contact your IT department to investigate potential organizational policies or server-side issues.

Task Module Functionality

Login to CT WiZ, click on the task option in the main menu:

- Module has several search options: by ID, priority, date range, and task status. By default, it displays all tasks that are do not have "closed" in their status.

- Every time you are added or assigned to a task you will receive an email notification, or you can view your tasks by accessing CT WiZ directly in the Task Module.

Task Module has three sections:

1. **Individual:** View all tasks that were assigned to the CT WiZ user.
2. **Provider/Clinic:** View all tasks that went to the provider/clinic. Anyone who received the assignment or has permission at your location can view and update it. Assigned assignments by location only need to be updated by one of the people who received the assignment.
3. **C.C.:** List of the people who were copied to be informed about the task.

Task Main Screen

My Tasks

Search Criteria

Task ID

Priority

Task Status

Available Items

CLOSED

Selected Items

INFO
OPEN
IN PROGRESS
SOLUTION PROVIDED

Due Date Range

Start Date

MM/DD/YYYY

End Date

MM/DD/YYYY

Note: Hold the Ctrl key to select or deselect multiple items.

Search

Search section, you can filter for any of the fields in the screen, and then click in search.

Individual

⚠ There are currently no tasks that match your search criteria.

Provider/Clinic

Task ID	Provider Name	Clinic Name	Task Status	Due Date	Priority	Subject	Created Date	Icons	Audit	Action
59		TEST ALEJA	IN PROGRESS		MEDIUM	CLINIC INFORMATION PENDING UPDATE	06/03/2025		❓	View
58		TEST ALEJA	OPEN	05/30/2025	MEDIUM	PATIENT INFORMATION NEEDS TO BE CORRECTED	05/28/2025		❓	View

To view the detail of specific task, click on view button.

Task Detail Screen

On this screen, you can view task details, view attachments if any exist, update the status, and add comments.

Once you have completed the changes, click the Update button to save them.

These are the people assigned the task. Any of these people can complete the task, just one of them is enough to complete the task at the provider/clinic level.

Expected date to be completed.

Status of the task, here you can select the status of the task according with the type.

Add your comment here, once completed click on Add button, **if you do not click on add the comment will not be saved.**

Notes history

How to interpret and update the Status field

Depending on the type of task, the user will select different types of statuses:

- **Informational:** Action is to read and review the notification.

- **Actionable:** Three status options:
    - **Open:** Task is active, available, or has not been viewed or completed.
    - **In Progress:** Once you view the task, it will update to be in progress, being worked on, or actively happening but has not yet been completed.
    - **Closed:** Task is completed. Please remember to add notes to the task as applicable.

- **Actionable with Approval:** Three status options:
    - **Open:** Task is active, available, or has not been viewed or completed.
    - **In Progress:** Once you view the task, it will update to be in progress, being worked on, or actively happening but has not yet been completed.
    - **Solution Provided:** Task is completed, and the DPH CT WiZ staff must review and approve the task to close it. Please remember to add notes to the task as applicable.

How To Get Help

- Visit the [CT WiZ Training](#) webpage for numerous trainings.

- Click on the icor ⓘ located at the top of the CT WiZ pages to get a description of the screens.

- Click on the Learn More on top of some pages in CT WiZ to see short "How To" videos.

- Submit a help desk ticket at: https://dph-cthelpdesk.ct.gov/ select Immunizations (CT WiZ) and the applicable category, topic, and sub-topic.