SDIIS MEMORANDUM 2023-02

TO: All Vaccine Providers

FROM: Brett Oakland

DATE: 04/5/2023

RE: SDIIS Transition to a New Platform – **IMPORTANT ACTION REQUIRED - Update**

The new South Dakota Immunization Information System (SDIIS) will be live on May 1, 2023. To ensure that you are set up for success, we have partnered with STChealth to provide robust training and resources for all users.

We are delighted to invite you to the SDIIS Implementation Training. Users must complete at least one training assessment before receiving login credentials to the new SDIIS platform. Two training options are available within **STChealth's Learning Management System (LMS)**: online modules and virtual instructor-led trainings. Only one of the training options is required. However, you are welcome to participate in both.

- **Online modules** can be completed at your own pace before the SDIIS is live on May 1, 2023. The online modules will continue to be available as a refresher at any time over the next twelve months. After completing the online modules, an assessment will be required before you can request user credentials for the new SDIIS platform.

- **Virtual instructor-led courses** will be conducted by subject matter experts. Each virtual training course will include the same content reviewed in the online modules. After completing the virtual instructor-led courses, an assessment will be required before you can request user credentials for the new SDIIS platform. The instructor-led training curriculum consists of four (4) courses offered and repeated during the weeks of April 17th, April 24th, May 1st, and May 8th.

Attendees are asked to individually register and join from a computer or tablet that will allow them to see the software demonstrations and slide decks. Each user's job role will determine how much training is needed for the new system.

Registration Instructions

Registration for virtual training or online courses will occur through STChealth's LMS **STC|U**.
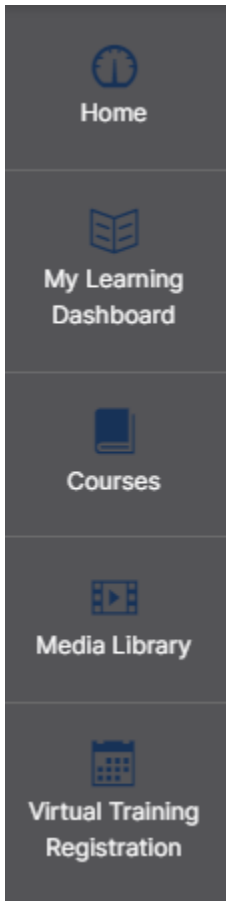
Follow the instructions below to register.

1. Navigate to the STC|U Learning Management System here:
    https://southdakotalms.stchealth.us/

2. Select **'Register Here'** at the top of the page to begin your registration.
    a. Four "job roles" are listed
        i.   **BASIC ACCESS (VIEW ONLY)**
        ii. **VACCINE ADMINISTRATORS**
        iii. **INVENTORY MANAGEMENT**
        iv. **VFC AND IQIP COORDINATORS**
    b. Read the description of each job role and choose the ONE option that best describes your role and usage of SDIIS.
    c. Click the **REGISTER** button under your chosen job role. **You may only register for one job role.**
    d. Complete the fields and click **REGISTER**.
        i.   The users will create a username and password to register.
        ii. The users will need to know the facility name and facility PIN.
            1. Find your facility name and PIN by logging into the current SDIIS and viewing a patient record. You will see your name and clinic at the top of the PATIENT SUMMARY page. Your clinic name should include your facility name and PIN.

PATIENT SUMMARY

USER NAME: Brett Oakland   **CLINIC:** Test Clinic (#7734)

    e. You will see the menu as shown on the left.
        i.   **Courses** – select if you prefer online modules
            1. Online modules associated with your job role will be included here marked as **RECOMMENDED**
            2. Assessments associated with your chosen job role are also included here marked as **ASSIGNED**
        ii. **Virtual Training Registration** – select if you prefer instructor-led demos
            1. Click View Details under the time you would like to schedule the training(s) available to you. For your convenience, four options are available for each training. You need not register for the same virtual demo more than once. Please note, times of events are noted in Mountain Time (MDT).
            2. Click **REGISTER (Individual)**
            3. Complete any empty fields and click **Process Registration**

Home

My Learning Dashboard

Courses

Media Library

Virtual Training Registration

4. You should receive a calendar invitation for your training

   iii. The user may complete either the online modules or virtual courses. Users may choose both learning options, but it is not required.

3. Complete the assigned online modules and assessment for your user group.

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<or>

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Register for the virtual instructor-led training for your role, attend the trainings, and complete your user group's assigned assessment(s).

Return to **Courses** and complete the **ASSIGNED** assessment(s) for your trainings.

4. Participants must obtain a **minimum passing score of 80%** on the assigned assessments to be granted login credentials. There is no limit to the number of test attempts. After completing the assigned assessments, follow the **'Congratulations'** page link to request user credentials to the SDIIS. Once a participant obtains the passing score, the individual's name and email address will be approved for account creation. STChealth staff will create user accounts with the permissions associated with the user's role. User credentials will be sent within 2-3 business days after the access is requested.

5. Here is a summary of the virtual instructor-led trainings and the time slots offered. Each course is offered four times for your convenience.

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Virtual Training Schedule & Curriculum

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Week	MONDAY	TUESDAY	WEDNESDAY	THURSDAY
April 17-20	**Course 1: Patients & Vaccinations** **Audience:** View Only users, Direct manual data entry users, view, print <u>Duration:</u> 1 hour 11 am-12 pm MT 12-1 pm CT	**Course 2: Inventory Management** **Audience:** Inventory Manager, vaccine ordering <u>Duration:</u> 1.5 hours 11 am-12:30 pm MT 12-1:30 pm CT	**Course 3: Correct Decrementation** <u>Audience:</u> Inventory Manager with HL7 Interface <u>Duration:</u> 1.5 hours 11 am-12:30 pm MT 12-1:30 pm CT	**Course 4: SMaRT AFIX/IQIP** <u>Audience:</u> VFC/IQIP Coordinator, Reminder/Recall <u>Duration:</u> 1 Hour 11 am-12 pm MT 12-1 pm CT
April 24-27	**Course 1: Patients & Vaccinations** 6:30-7:30 am MT 7:30-8:30 am CT	**Course 2: Inventory Management** 6:30-8:00 am MT 7:30-9:00 am CT	**Course 3: Correct Decrementation** 11 am-12:30 pm MT 12-1:30 pm CT	**Course 4: SMaRT AFIX/IQIP** 11 am-12 pm MT 12-1 pm CT

	Course 1: Patients & Vaccinations	Course 2: Inventory Management	Course 3: Correct Decrementation	Course 4: SMaRT AFIX/IQIP
May 1-4	11 am-12 pm MT 12-1 pm CT	11 am-12:30 pm MT 12-1:30 pm CT	6:30 am-8:00 am MT 7:30 am-9:00 am CT	6:30 am-7:30 am MT 7:30 am-8:30 am CT
May 8-11	11 am -12 pm MT 12-1 pm CT	11 am-12:30 pm MT 12-1:30 pm CT	11 am-12:30 pm MT 12-1:30 pm CT	11 am-12 pm MT 12-1 pm CT

Please Note: User credentials will be issued for the live system. Users must NOT create 'test' orders or 'practice' patients to review functionality. Any temporary or practice records may affect live inventory, reports, and other elements in the new SDIIS.

We appreciate your support during this transition and all you do every day. If you have questions at any time, please do not hesitate to contact us by email. **Please share this communication with everyone in your facility using the new SDIIS and ensure each user knows the facility name and PIN.**

Thank you.

BRETT OAKLAND
Immunization Registry Coordinator
Office of Disease Prevention and Health Promotion
SOUTH DAKOTA DEPARTMENT OF HEALTH