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# *ImmTrac2*

Texas Immunization Registry

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***Schools Training:  
View Only Users***

# *ImmTrac2 Schools Training*

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# Welcome



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# Webinar Details

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1. All attendees are muted.
2. Type your questions in the webinar panel at any time.
3. Q & A will conclude the presentation.



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# Resources

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- DSHS website: [www.immunizetexas.com](http://www.immunizetexas.com)
  - Click ImmTrac Registry & go to [ImmTrac2 webpage](#)
- Health Service Regions & Local Health Depts.
  - Staff are trained to provide support
- ImmTrac Customer Support
  - Email: [ImmTrac2@dshs.texas.gov](mailto:ImmTrac2@dshs.texas.gov)
  - Phone: 1-800-348-9158



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# System Requirements

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Reliable Internet access:

- High-speed connection preferred

Minimum software requirements:

- Microsoft® Internet Explorer, version 11.0 or higher, and Microsoft Edge
- Windows® 7, 8, or 10
- Acrobat Reader® 6.0 or higher

**NOTE:** Confirm that your IT network and security settings allow secure access to:

**<https://Immtrac.dshs.texas.gov>**



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# Texas Immunization Information System (1 of 2)

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- Confidential web-based information system
- Provides consolidated immunization information for children & adults
- An opt-in system specific to residents of the state of Texas



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# Texas Immunization Information System (2 of 2)

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Allows schools and daycares to:

- View immunizations
- Forecast vaccines due
- Print official immunization records
- Reset own password for access



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# Help Resources



**User Manual**

**Customer Support: 1-800-348-9158**



**Fax: 512-776-7790**

**Email: [ImmTrac2@dshs.texas.gov](mailto:ImmTrac2@dshs.texas.gov)**



**Online Help**

**Webinars (Live and Pre-recorded)**



**Self-guided video training**



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# Purpose

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This presentation provides a review for school-based View Only users on how to:

- Log in & reset your password
- View student immunization records
- Print the Official Immunization Record
- Create lists of students
- Access Texas school-compliance schedules

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## Logging In



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# Logging In (1 of 3)

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- Users are assigned ONE user account.
- The user account can access one or many provider locations, or Organizations.
- Users must have three codes to log in:
  - Org Code
  - Username
  - Password

# Logging In (2 of 3)



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Training Region  
.....

Org Code:

Username:

Password:

Login

DO NOT ATTEMPT TO LOG ON UNLESS YOU ARE AN AUTHORIZED USER.  
.....

Forgot Password?

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HOME FORMS REGISTRAT

## Hot Topics

**THIS IS THE IMMTRAC2 TRAINING ENVIRONMENT**

ImmTrac2 Launches on April 3, 2017! The much-anticipated arrival of ImmTrac2 here! ImmTrac2 launches on Monday, April 3, 2017. For the latest information, visit <http://www.dshs.texas.gov/immunize/immtrac/about-immtrac2.aspx>

[About ImmTrac](#)  
[ImmTrac is a Lifetime Registry](#)  
[About the Texas Vaccines for Children Program](#)  
[Meaningful Use Information](#)  
[Vaccine Education Online](#)

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# Logging In (3 of 3)

- The Confidentiality Statement displays.
- Click the "I Agree" button to access ImmTrac2.

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ng Region  
elcome  
CoTrainer

### Confidentiality Statement

I understand and agree that information entered into and contained in ImmTrac2 is confidential. I agree that I will use the information in ImmTrac2 only for the purpose for which it is intended. I acknowledge that the unauthorized disclosure of personal, identifiable information is strictly prohibited.

Immunization records may only be released to:

- the individual or the individual's legally authorized representative
- a public health district
- a local health department
- a physician to the individual
- a school or child care facility in which the individual is enrolled
- a state agency having legal custody of the individual

I verify that I am an authorized ImmTrac2 user.

I agree not to share any information that is accessible through ImmTrac2 without proper authorization.

I acknowledge that unauthorized discussion or release of the information from ImmTrac2 will expose me to civil and criminal liability under the provisions of Texas Government Code §552.352, Texas Health and Safety Code §591.022; Title 5, United States Code §552a(1); and Title 42, code of Federal Regulations, Part 2.

I agree at the end of each ImmTrac2 session, I will log out of the ImmTrac2 application and close my Internet browser.

By agreeing, I certify I have read, understood and agreed to the above statements.

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# Log In Issues (1 of 5)

Incorrect information prompts a validation error message to display.

**FORM VALIDATION ERROR(S)**

**Validation Errors**

- **The Org Code, Username and Password combination is invalid.**

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---

Ok



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# Log In Issues (2 of 5)

After three unsuccessful attempts, users are redirected to the password recall screen.

DO NOT ATTEMPT TO LOG ON UNLESS YOU ARE AN AUTHORIZED USER.

Forgot Password?

Login attempt was unsuccessful. If you remember your Org Code, Username, and Password associated with your user account and wish to continue to attempt to login to ImmTrac2, re-enter the required account information and characters displayed, then click Submit. Otherwise, click the Forgot Password button to reset your password.

Org Code:

Username:

\* Password

\*Enter the characters exactly as displayed

**CAPTCHA Image** →

\* Required field

Submit



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# Log In Issues (3 of 5)

Users have three more opportunities to log in with the CAPTCHA image.

DO NOT ATTEMPT TO LOG ON UNLESS YOU ARE AN AUTHORIZED USER.

Forgot Password?

Login attempt was unsuccessful. If you remember your Org Code, Username, and Password associated with your user account and wish to continue to attempt to login to ImmTrac2, re-enter the required account information and characters displayed, then click Submit. Otherwise, click the Forgot Password button to reset your password.

Org Code:

Username:

\* Password

\*Enter the characters exactly as displayed

**CAPTCHA Image** →

\* Required field

Submit



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# Log In Issues (4 of 5)

After three more unsuccessful attempts, the reset password screen displays.

HOME	FORMS	REGISTRATION	RELATED LINKS	
<b>User Information</b>				
To reset your password, please enter your Org Code, Username, and Email address associated with your ImmTrac2 account and click Submit.				
* Org Code:	<input type="text"/>			
* Username:	<input type="text"/>			
* Email address:	<input type="text"/>			
* Required field				
<input type="button" value="Submit"/>				
<i>If you have any questions or do not receive an email with the password reset link, please contact ImmTrac2 Customer Support at 1-800-348-9158 or at <a href="mailto:ImmTrac2@dshs.texas.gov">ImmTrac2@dshs.texas.gov</a>.</i>				



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# Log In Issues (5 of 5)

Click the Forgot Password button at any time to display the reset password screen.

The screenshot displays the ImmTrac2 Texas Immunization Registry login interface. On the left, there is a login form with fields for Org Code (TRAI2009), Username (DE1234CO), and Password. A 'Login' button is located below the password field. A red box highlights the 'Forgot Password?' button at the bottom of the login form, with a red arrow pointing to it. The main content area features a navigation menu with 'HOME', 'FORMS', 'REGISTRATION', and 'RELATED LINKS'. Below the menu, there is a 'Hot Topics' section with a 'FORM VALIDATION ERROR(S)' dialog box overlaid. The dialog box contains the following text:

**Validation Errors**

- The Org Code, Username and Password combination is invalid.
- Please enter information in all required fields with an asterisk (\*)

An 'Ok' button is visible at the bottom right of the dialog box. A red arrow also points from the 'Forgot Password?' button towards the validation error dialog.

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## Password Reset



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# Password Reset (1 of 6)

Enter your Org code, username, and the email address on file for your user account.

.....	HOME	FORMS	REGISTRATION	RELATED LINKS
Org Code: <input type="text"/>	<b>User Information</b>			
Username: <input type="text"/>				
Password: <input type="text"/>				
<input type="button" value="Login"/>	To reset your password, please enter your Org Code, Username, and Email address associated with your ImmTrac2 account and click Submit.			
DO NOT ATTEMPT TO LOG ON UNLESS YOU ARE AN AUTHORIZED USER. .....	<div style="border: 2px solid red; padding: 5px;"><p>* Org Code: <input type="text" value="TRAI1110"/></p><p>* Username: <input type="text" value="DE8974CO"/></p><p>* Email address: <input type="text" value="DeliaCoTrainer@TheTrainingClinic.com"/></p><p>* Required field</p></div>			
<input type="button" value="Forgot Password?"/>	<input type="button" value="Submit"/>			



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# Password Reset (2 of 6)

You'll receive a password reset email that is valid for 24 hours.

Delilah CoTrainer

A request has been submitted to change your ImmTrac2 password. Please follow the link below to reset your password. This link will be available for 24 hours.

<https://training-immtrac.dshs.texas.gov/TXTRN/securityNotification.do?id=-281714790561127600>

If you did not initiate this request or if you have problems accessing the reset password screen, please contact ImmTrac2 Customer Support at 1-800-348-9158 or at [ImmTrac2@dshs.texas.gov](mailto:ImmTrac2@dshs.texas.gov)

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# Password Reset (3 of 6)

Click the email link to access ImmTrac2.  
NOTE: The Confidentiality Agreement displays first. Click "I Agree".

**Confidentiality Statement**

I understand and agree that information entered into and contained in ImmTrac2 is confidential. I agree that I will use the information in ImmTrac2 only for the purpose for which it is intended. I acknowledge that the unauthorized disclosure of personal, identifiable information is strictly prohibited.

Immunization records may only be released to:

- the individual or the individual's legally authorized representative
- a public health district
- a local health department
- a physician to the individual
- a school or child care facility in which the individual is enrolled
- a state agency having legal custody of the individual

I verify that I am an authorized ImmTrac2 user.

I agree not to share any information that is accessible through ImmTrac2 without proper authorization.

I acknowledge that unauthorized discussion or release of the information from ImmTrac2 will expose me to civil and criminal liability under the provisions of Texas Government Code §552.352, Texas Health and Safety Code §591.022; Title 5, United States Code §552a(1); and Title 42, code of Federal Regulations, Part 2.

I agree at the end of each ImmTrac2 session, I will log out of the ImmTrac2 application and close my Internet browser.

By agreeing, I certify I have read, understood and agreed to the above statements.



# Password Reset (4 of 6)

- Enter the password twice to save.
- Follow the password requirements.

Region: HOME | FORMS | REGISTRATION | RELATED LINKS

organization Training Clinic • user Delia CoTrainer • role Full Access Providers no/DE

### Change Password

User: Delia CoTrainer

Username: de8974co

Org Code: TRAI1031

\* New Password:

\* Confirm New Password:

\* Required field

Save | Cancel

**Password Requirements:**  
Must be between 8 and 16 characters  
Must have at least one of each of the following:  
Upper case letter  
Lower case letter  
Numeric value  
Special character  
At least 4 characters must be different from previous password  
No dictionary words including slang  
Cannot reuse last 6 passwords



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# Password Reset (5 of 6)

When you successfully update a password, see the red message **\*\*Password Updated\*\***

The screenshot shows the ImmTrac2 user interface. The left sidebar contains navigation links: Training Region, Welcome Delia CoTrainer, Logout, Applications (with 'Switch Organizations' highlighted by a red box and a red arrow), and Manage My Account (with sub-links for Edit My User Account and Change My Password). The main content area has a top navigation bar with HOME, FORMS, REGISTRATION, and RELATED LINKS. Below this is a header showing 'organization Texas DSHS • user Delia CoTrainer • role Full Access State'. The main content area is titled 'Change Password' and contains a form with fields for User (Delia CoTrainer), Username (de8974co), and Org Code (DSHS). There are two input fields for 'New Password' and 'Confirm New Password', both marked as required. To the right of the form are 'Save' and 'Cancel' buttons. A red circle highlights the message '\*\* Password Updated \*\*' in the top right corner of the main content area. Below the form, there is a footer with contact information for ImmTrac2 Customer Support and a copyright notice for the State of Wisconsin.

# Password Reset (6 of 6)



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Click "Switch Organizations" to leave the screen.

Training Region

HOME FORMS REGISTRATION RELATED LINKS

Welcome  
Delia CoTrainer

Logout

organization Texas DSHS • user Delia CoTrainer • role Full Access State

Change Password

**Switch Organizations**

**\*\* Password Updated \*\***

Save  
Cancel

User Delia CoTrainer  
Username de8974co  
Org Code DSHS

\* New Password   
\* Confirm New Password   
\* Required field

Password Requirements:  
Must be between 8 and 16 characters  
Must have at least one of each of the following:  
Upper case letter  
Lower case letter  
Numeric value  
Special character  
At least 4 characters must be different from previous password  
No dictionary words including slang  
Cannot reuse last 6 passwords

If you have any questions regarding resetting your password, please contact ImmTrac2 Customer Support at 1-800-348-9158 or at [ImmTrac2@dshs.texas.gov](mailto:ImmTrac2@dshs.texas.gov).

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## Basic Access



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# Manage Access Portal View

- After log-in, users assigned to more than one organization see the Portal view.
- Select the ImmTrac2 button for your organization to access the Application view.



Training Region	HOME	FORMS	REGISTRATION	RELATED LINKS
Welcome Delia CoTrainer	organization FEATHER ISD • user Delia CoTrainer • role View Only Non-Providers no/DE			
Logout	ImmTrac2	Manage Access	FEATHER ISD	
<b>Applications</b> Switch Organizations	ImmTrac2	Manage Access	Texas DSHS	
<b>Manage My Account</b> Edit My User Account Change My Password	Copyright © 1999 - 2017 State of Wisconsin. All rights reserved.			



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# Application View (1 of 2)

After login, users assigned to only ONE organization see the Application home page.

home registration/renewal manage access/account forms related links logout contact us

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Texas Immunization Registry

Training Region 4.0.0

Immunizations  
view client imm report

Schools  
manage list  
find student  
check school report

Admin Support  
manufacturer listing  
trade name listing  
vaccine group listing  
vaccine listing  
vaccine relationships

organization FEATHER ISD • user Delia CoTrainer • role View Only Non-Providers no/DE

**announcements**

**NEW**  
03/04/2014 ~ [New Procedure Starting March 17](#)

**release notes:**

**NEW**  
07/31/2017 ~ [Release Version 3.3.0](#) Release 3.3.0.

# Application View (2 of 2)



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The screenshot shows the ImmTrac2 application interface. A red box highlights the top navigation menu, which includes links for home, registration/renewal, manage access/account, forms, related links, logout, and contact us. Another red box highlights the left sidebar menu, which contains sections for Immunizations, Schools, Admin Support, and Manage My Account. A third red box highlights the main content area, which includes announcements and release notes. A red arrow points from the 'Menu Bar' label to the top navigation menu, and another red arrow points from the 'Menu Panel' label to the left sidebar menu.

ImmTrac2  
Texas Immunization Registry

organization FEATHER ISD • user Delia CoTrainer View Only Non-Providers no/DE

announcements

**NEW** 03/04/2014 ~ [New Procedure Starting March 17](#)

release notes:

**NEW** 07/31/2017 ~ [Release Version 3.3.0](#) Release 3.3.0.

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**Menu Bar**

**Menu Panel**

- Immunizations
  - view client imm report
- Schools
  - manage list
  - find student
  - check school report
- Admin Support
  - manufacturer listing
  - trade name listing
  - vaccine group listing
  - vaccine listing
  - vaccine relationships
- Manage My Account
  - edit my user account
  - change my password

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## **View Student Immunizations**



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# Menu Panel Option



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home registration/renewal manage access/account forms related links logo

organization Training Clinic • user Delilah CoTrainer • role View Only Non-P

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Training Region 3.0.1

**Immunizations**  
view client imm report

**Schools**  
manage list  
find student  
check school report

**Admin Support**  
manufacturer listing  
trade name listing  
vaccine group listing  
vaccine listing  
vaccine relationships

**Manage My Account**  
edit my user account  
change my password

\* Required Field

[Quick Search](#) ▼

[Basic Search](#) ▼

[Smart Search](#) ▼



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# Client Search

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- Perform a Client Search using one of the following:
  - Quick Search
  - Basic Search
  - Smart Search
- If an exact match is found, the client's immunization record will display.
- If multiple matches are found, select from the list of possible matches.



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# Client Immunizations (1 of 2)

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The screen has three sections:

- Client Information
- Immunization Record
- Vaccines Recommended by Selected Tracking Schedule

# Client Immunizations (2 of 2)



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Client Information

Official Immunization Record
Reports
Cancel

Client Name (First - MI - Last)	DOB	Gender	Tracking Schedule	Client ID
DEB ORANGE	01/01/2014	F	ACIP	TraiClinic-DOr2014
Provider (PCP)	Not on file			
School	Not on file			
Comments	03/01/2014 ~ Allergy to egg ingestion (anaphylactic)			

**Current Age: 3 years, 2 months, 19 days**

Immunization Record

Vaccine Group	Date Admin	Series	Vaccine [Trade Name]	Dose	Owned?	Reaction	Hist?	Disaster
DTP/aP	<a href="#">03/01/2014</a>	1 of 5	DTaP-HepB-IPV [Pediarix ®]	Full	<a href="#">No</a>			
	<a href="#">06/01/2014</a>	2 of 5	DTaP-HepB-IPV [Pediarix ®]	Full	<a href="#">No</a>			
HepB	<a href="#">01/01/2014</a>	1 of 4	HepB, NOS [HepB ®]		<a href="#">No</a>		Yes	
	<a href="#">03/01/2014</a>	2 of 4	DTaP-HepB-IPV [Pediarix ®]	Full	<a href="#">No</a>			
Polio	<a href="#">06/01/2014</a>	3 of 4	DTaP-HepB-IPV [Pediarix ®]	Full	<a href="#">No</a>			
	<a href="#">03/01/2014</a>	1 of 4	DTaP-HepB-IPV [Pediarix ®]	Full	<a href="#">No</a>			
	<a href="#">06/01/2014</a>	2 of 4	DTaP-HepB-IPV [Pediarix ®]	Full	<a href="#">No</a>			

Vaccines Recommended by Selected Tracking Schedule

Vaccine Group	Vaccine	Earliest Date	Recommended Date	Past Due Date
<a href="#">DTP/aP</a>	DTaP, NOS	06/29/2014	08/01/2014	09/01/2014
<a href="#">HepA</a>	HepA, NOS	01/01/2015	01/01/2015	08/01/2015
<a href="#">HepB</a>	HepB, NOS	07/27/2014	07/27/2014	08/01/2015
<a href="#">Hib</a>	Hib, NOS	04/01/2015	04/01/2015	04/01/2015
<a href="#">Influenza-seasonl</a>	Flu NOS	<b>Contraindicated</b>		
<a href="#">MMR</a>	MMR	01/01/2015	01/01/2015	05/01/2015
<a href="#">PneumoConjugate</a>	PCV13	02/12/2014	03/01/2014	04/01/2014
<a href="#">Polio</a>	Polio, NOS	06/29/2014	08/01/2014	08/01/2015
<a href="#">Varicella</a>	Varicella	01/01/2015	01/01/2015	05/01/2015



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# Client Information (1 of 2)

- Personal information, Tracking schedule (ACIP) & Client ID (organization defined)
- Provider & School selections (optional)
- Client Comments

Client Information					Official Immunization Record	Reports	Cancel
Client Name (First - MI - Last)	DOB	Gender	Tracking Schedule	Client ID			
DEB ORANGE	01/01/2014	F	ACIP	TraiClinic-DOr2014			
Provider (PCP)	<i>Not on file</i>						
School	<i>Not on file</i>						
Comments	03/01/2014 ~ Allergy to egg ingestion (anaphylactic)						
<b>Current Age: 3 years, 2 months, 19 days</b>							



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# Client Information (2 of 2)

Click buttons to access:

- Official Immunization Record
- Reports
- Cancel (returns to previous screen)

Client Information		Official Immunization Record	Reports	Cancel
Client Name (First - MI - Last)	DOB	Gender	Tracking Schedule	Client ID
DEB ORANGE	01/01/2014	F	ACIP	TraiClinic-DOr2014
Provider (PCP)	<i>Not on file</i>			
School	<i>Not on file</i>			
Comments	03/01/2014 ~ Allergy to egg ingestion (anaphylactic)			
<b>Current Age: 3 years, 2 months, 19 days</b>				



# Immunization Record

- Displays a separate row for each vaccine group, whether combo or single vaccine.
- Hyperlinks to display Explanation of Dose Status and organization ownership.

Immunization Record								
Vaccine Group	Date Admin	Series	Vaccine [Trade Name]	Dose	Owned?	Reaction	Hist?	Disaster
DTP/aP	<a href="#">03/01/2014</a>	1 of 5	DTaP-HepB-IPV [Pediarix ®]	Full	<a href="#">No</a>			
	<a href="#">06/01/2014</a>	2 of 5	DTaP-HepB-IPV [Pediarix ®]	Full	<a href="#">No</a>			
HepB	<a href="#">01/01/2014</a>	1 of 4	HepB, NOS [HepB ®]		<a href="#">No</a>		Yes	
	<a href="#">03/01/2014</a>	2 of 4	DTaP-HepB-IPV [Pediarix ®]	Full	<a href="#">No</a>			
	<a href="#">06/01/2014</a>	3 of 4	DTaP-HepB-IPV [Pediarix ®]	Full	<a href="#">No</a>			
Polio	<a href="#">03/01/2014</a>	1 of 4	DTaP-HepB-IPV [Pediarix ®]	Full	<a href="#">No</a>			
	<a href="#">06/01/2014</a>	2 of 4	DTaP-HepB-IPV [Pediarix ®]	Full	<a href="#">No</a>			



# Vaccines Recommended

- A dynamic display based on the client's immunization record.
- Hyperlinks to display explanation of series recommendations.

Vaccine Group	Vaccine	Earliest Date	Recommended Date	Past Due Date
<a href="#">DTP/aP</a>	DTaP, NOS	06/29/2014	08/01/2014	09/01/2014
<a href="#">HepA</a>	HepA, NOS	01/01/2015	01/01/2015	08/01/2015
<a href="#">HepB</a>	HepB, NOS	07/27/2014	07/27/2014	08/01/2015
<a href="#">Hib</a>	Hib, NOS	04/01/2015	04/01/2015	04/01/2015
<a href="#">Influenza-seasnI</a>	Flu NOS	Contraindicated		
<a href="#">MMR</a>	MMR	01/01/2015	01/01/2015	05/01/2015
<a href="#">PneumoConjugate</a>	PCV13	02/12/2014	03/01/2014	04/01/2014
<a href="#">Polio</a>	Polio, NOS	06/29/2014	08/01/2014	08/01/2015
<a href="#">Varicella</a>	Varicella	01/01/2015	01/01/2015	05/01/2015

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## **Print Official Immunization Record**



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# Official Record (1 of 3)

Search for a Client, then click Official Immunization Record button.

Client Information					Official Immunization Record	Reports	Cancel
Client Name (First - MI - Last)	DOB	Gender	Tracking Schedule	Client ID			
DEB ORANGE	01/01/2011	F	ACIP				
Provider (PCP)	<i>Not on file</i>						
School	<i>Not on file</i>						
Comments							
<b>Current Age: 6 years, 7 months, 14 days</b>							

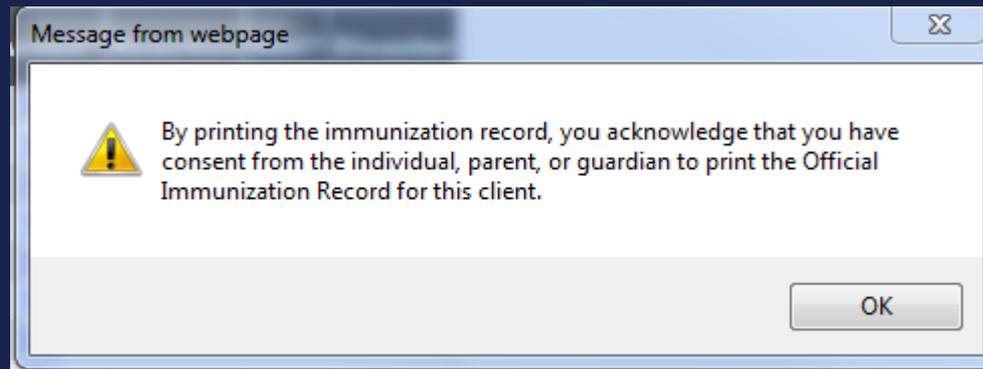


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# Official Record (2 of 3)

A pop-up message displays, confirming that you have consent of the individual, parent, or guardian. Click OK to proceed.





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# Official Record (3 of 3)

The record displays in a new browser tab. You can hover near the bottom of the screen to see print options.

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Official Immunization and Disaster-Related Information Record

ImmTrac ID: 208110668      Gender: F  
Client Name (L, F, M): ORANGE, DEB      DOB: 01/01/2011  
Client Type: ImmTrac Child (IC)      Client Age: 6 years, 7 months, 14 days  
Schedule: ACIP      Report Date: 08/15/2017

IMMUNIZATION HISTORY

Any combination vaccines (e.g. DTaP-HepB-IPV, HepB-Hib) administered are listed within each appropriate vaccine family.

Vaccine Group	Date Admin	Series	Vaccine [Trade Name]	Manufacturer	Lot #
DTP/aP	03/01/2014	1 of 4	DTaP-HepB-IPV [Pediarix]	SKB-GlaxoSmithKline	555443
	06/01/2014	2 of 4	DTaP-HepB-IPV [Pediarix]	SKB-GlaxoSmithKline	45678
	08/01/2014	3 of 4	DTaP-IPV/Hib [Pentacel]	DMC Serono Pasteur Inc	NH6578

# *ImmTrac2 Schools Training*

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## Student Lists



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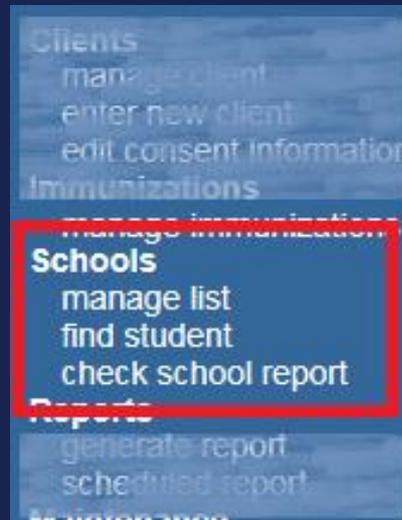
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# School Lists Purpose (1 of 2)

The purpose of "Schools" on the menu panel is to organize School clients (students) into groups (lists) to access immunization information of your students.





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# School Lists Purpose (2 of 2)

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You can:

- Create, edit, and delete school lists
- Find students, to add and remove them from a list
- Access pre-configured School List Reports
- Assess students by a Texas school compliance vaccine schedule



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# How It Works

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Manage lists in three steps:

1. Click **Manage List**, to create one or access existing ones for reporting.
2. Click **Find Student**, to search & add clients to one or more lists.
3. Click **Check School Report**, to view reports you've run from the list.

# Manage List

Enter a New List Name and Click Save.  
Your list isn't functional until you add students, or clients, to it.

The list has been created successfully.

**Manage List**

\* New List Name   Save

**Report List**

List Name	Last Updated Date	Student Count	Delete	Edit
2017-2018 7th graders 	07/07/2017	0	Delete	Edit
<a href="#">2017 Kinder Registration</a>	05/04/2017	1	Delete	Edit
<a href="#">Master List</a>	03/22/2017	9	Delete	Edit



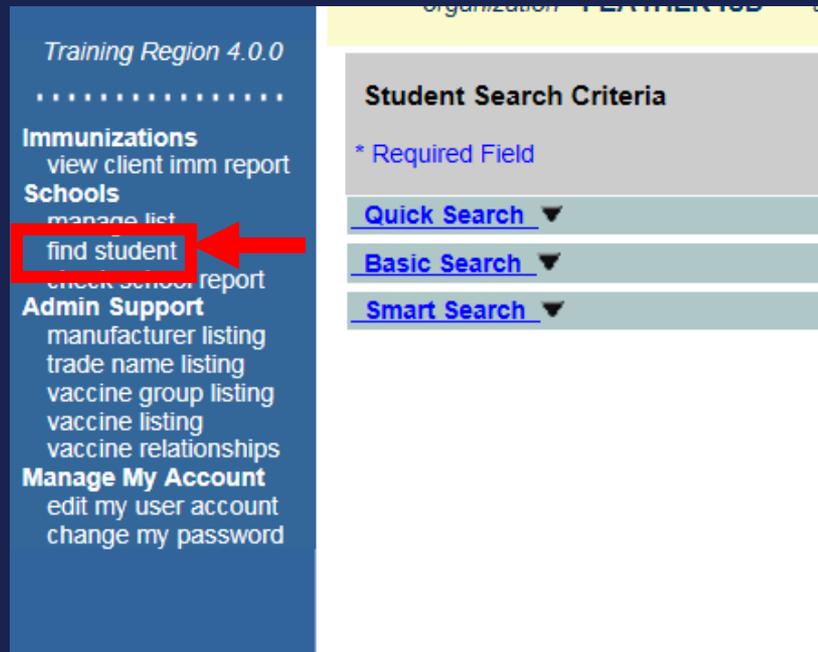
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# Find Student (1 of 2)

Click "Find Student" to look up a student, or client.



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# Find Student (2 of 2)



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Add the student to the list.

.....

**Immunizations**  
view client imm report

**Schools**  
manage list  
find student  
check school report

**Admin Support**  
manufacturer listing  
trade name listing  
vaccine group listing  
vaccine listing  
vaccine relationships

**Manage My Account**  
edit my user account  
change my password

**Student Information**      ImmTrac2 ID 208110668           

Student Name (First - MI - Last)      DOB      Gender      Tracking Schedule  
DEB ORANGE      01/01/2011      F      ACIP

**Current Age: 6 years, 7 months, 14 days**

**Reports**

[Add this Student to a Report List](#)        
Brushy Creek Elementary

**Current Report Lists**

**Immunization Record**

Vaccine Group	Date Admin	Series	Vaccine (Trade Name)	Dose	Reaction	Disaster
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# List Reports (1 of 4)

Click Manage List again to access reports and student details.

home registration/renewal manage access/account forms related links logout contact us

organization FEATHER ISD • user Delia CoTrainer • role Full Access Providers no/DE

Manage List

\* New List Name  Save

Report List

List Name	Last Updated Date	Student Count	Delete	Edit
<a href="#">Brushy Creek Elem. 2017-2018 Master List</a>	08/16/2017	2	Delete	Edit



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# List Reports (2 of 4)

The list details screen displays.

Reports Available for: **Brushy Creek Elementary**

Report Name	Description
<a href="#">Student List</a>	Displays the name and date of birth for each student on the list sorted alphabetically by last name.
<a href="#">Official Immunization History List</a>	Displays the official immunization history for each student on the list sorted alphabetically by last name.
<a href="#">Immunizations Due</a>	Displays the name, date of birth and all immunization information for immunizations due for each student on the list sorted alphabetically by last name.

Select Tracking Schedule

Tracking Schedule

Client List for: **Brushy Creek Elementary**

Delete	Last Name	First Name	Middle Name	Birth Date
<input type="checkbox"/>	<a href="#">ORANGE</a>	DEB		01/01/2011



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# List Reports (3 of 4)

Select the appropriate Texas school vaccine schedule.

Reports Available for: **Brushy Creek Elementary Master List**

Report Name	Description
<a href="#">Student List</a>	Displays the name and date of birth for each student on the list sorted alphabetically by last name.
<a href="#">Official Immunization History List</a>	Displays the official immunization history for each student on the list sorted alphabetically by last name.
<a href="#">Immunizations Due</a>	Displays the name, date of birth and all immunization information for immunizations due for each student sorted alphabetically by last name.

**Select Tracking**

- ACIP
- TX 7th 2016-2017
- TX 7th-8th 2017-2018
- TX 8-12 2016-2017
- TX 9-12 2017-2018
- TX Child Care Regs
- TX K-6 2016-2017
- [TX K-6 2017-2018](#)

Tracking Schedule

Client List for: **Brushy Creek Elementary Master List** Delete Cancel

Delete	Last Name	First Name	Middle Name	Birth Date
<input type="checkbox"/>	<a href="#">ORANGE</a>	DEBBIE		02/07/2014



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# List Reports (4 of 4)

Click the link to run a report.

Reports Available for: Brushy Creek Elementary

Report Name	Description
<a href="#">Student List</a>	Displays the name and date of birth for each student on the list sorted alphabetically by last name.
<a href="#">Official Immunization History List</a>	Displays the official immunization history for each student on the list sorted alphabetically by last name.
<a href="#">Immunizations Due</a>	Displays the name, date of birth and all immunization information for immunizations due for each student on the list sorted alphabetically by last name.

Select Tracking Schedule

Tracking Schedule

Client List for: Brushy Creek Elementary

Delete	Last Name	First Name	Middle Name	Birth Date
<input type="checkbox"/>	<a href="#">ORANGE</a>	DEB		01/01/2011



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# Check School Reports

Click Check School Reports to access the reports you've run.

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### Check School Report Status

Report Name	Description	
Official Immunization History List	Displays the official immunization history for each student on the list sorted alphabetically by last name.	<a href="#">Status</a>
Immunizations Due	Displays the name, date of birth and all immunization information for immunizations due for each student on the list sorted alphabetically by last name.	<a href="#">Status</a>



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## System Demo



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# Q & A

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