



January 2016

Dear OSIIS User,

The new Oklahoma State Immunization Information System (OSIIS) is launching on February 8th! This letter details the information you need in order to transition to the new system. Please read it thoroughly and contact your Immunization Field Consultant if you need clarification on any issue. The current OSIIS will be unavailable starting at 5 pm on Thursday, February 4th. Section 5 below details the tasks that should be completed before that time to ensure a smooth transition to the new OSIIS.

This letter includes the following information:

1. [Accessing the new OSIIS](#)
2. [OSIIS User Roles](#)
3. [Training Options including Webinar Training Schedule](#)
4. [Electronic Data Exchange, including Meaningful Use \(MU\)](#)
5. [* Items to complete before new OSIIS launch \(before February 5th\) *](#)
6. [* Items to complete after new OSIIS launch \(February 8th\) *](#)
7. [Where to get more information](#)

1. [Accessing the new OSIIS](#)

Your current username and password will give you access to the new OSIIS. The new system was built to be more user-friendly, therefore, you are not required to complete any trainings in order to begin using the system. However, we strongly encourage you to take advantage of all the training opportunities listed below that apply to you.

Please note that new OSIIS requires Internet Explorer (IE) 11 for optimal performance.

You may click [here](#) to update now.

2. [OSIIS User Roles](#)

There are five user roles in the new OSIIS system. Each user has access to certain features and functions within the system. If you need a different user role, please contact your organization's Site Administrator.

- **Site Admin Full** – This is the primary clinic contact for OSIS. Users with this role can access all features within the system and are responsible for managing OSIS users within their clinic.
- **Site User View/Edit/Inventory** – This is the most common user type. In many clinics, these users enter vaccines administered and histories, review client records and manage vaccine inventory.
- **Site User View/Edit** – This user type enters administered vaccines and histories and reviews client records but does not manage vaccine inventory.
- **Site Admin View Only** – These users have access to view client shot records but may not make edits within the system. Site Admin View Only users are also responsible for managing OSIS users within their clinic.
- **View Only User** – These users have access to view client shot records but may not make any edits within the system.

3. [Training Options](#)

There are several different training options available to all OSIS users. We encourage you to access them early and often for a system walk-through, quick tips, and guidance on completing specific tasks. Each of the training options below may be accessed [online](#).

- *Live interactive webinars* will be offered several days each week over the next several weeks. These webinars will be open to all OSIS users on a first-come-first-serve basis and give you an opportunity to ask questions during the training.

The current webinar schedule will be posted [online](#).

- *Video Shorts* are brief tutorials that walk you through key system topics. The video shorts can be viewed [online](#) at any time that is convenient for your schedule.
- *Tip Sheets* outline the steps to completing a specific task. Tip Sheets may be viewed [online](#) or downloaded and saved.
- *Face-to-face trainings* may be held in a provider's clinic upon request. If your clinic needs this training, please send a request by email to OSIStrain@health.ok.gov.
- *Group Trainings* are classroom-style OSIS trainings held throughout the state. Group trainings focused on view-only user roles will be primarily for schools and child care centers and attendees will receive in-service certificates. Group trainings focused on a full system overview are better suited for clinic users.

4. [Electronic Data Exchange, including Meaningful Use \(MU\)](#)

Later in the year, the new OSIIS will have the ability to be interoperable with electronic health record systems. If you are interested in electronic data exchange (this includes those participating in CMS' Meaningful Use incentive program), your practice may **register intent** now.

5. [Items to complete before new OSIIS launch \(before February 5th\)](#)

- Please complete all data entry before 5 pm on Thursday, February 4, 2016.
- We strongly encourage you to reconcile your vaccine inventory.
- Print a copy of your current OSIIS vaccine inventory before this day. This will be a useful tool for inventory comparison as you begin navigating through the new system.

**** On Friday February 5th the current OSIIS will be no longer be available. ****

6. [Items to complete after new OSIIS is launched](#)

When you log in to the new OSIIS, please compare reconciled inventory printout to inventory in new system. If you find any discrepancies, please contact your IFC immediately.

7. [Where to get more information](#)

- Frequently Asked Questions are posted [online](#) and will be updated weekly. We encourage you to review the FAQs for answers to questions you may have.
- Contact your IFC
- Email the OSIIS Trainers at OSIIStrain@health.ok.gov

Best regards,



Lori Linstead, Director
Immunization Service
Oklahoma State Department of Health

