# GRITS

**Georgia Registry of Immunization Transactions and Services**

# School User Manual

Production Build 6.7.0

# D H R

**GEORGIA**
**DEPARTMENT OF**
**HUMAN RESOURCES**

# *Introduction*

The following sections are an overview of immunization registries reproduced with the permission of All Kids Count, a nonprofit organization dedicated to the improvement of immunization rates in children.

## What Are Immunization Registries?

Immunization registries are confidential, computerized state- or community-based information systems. In the Healthy People 2010 program, the U.S. Department of Health and Human Services set a goal of enrolling 95% of children from birth through age five in a fully functioning immunization registry, noting "Population-based immunization registries will be a cornerstone of the nation's immunization system by 2010."

Registries enable public and private health care providers to consolidate and maintain computerized immunization records on all children within a given geographic area. They enable multiple authorized health care professionals to access the consolidated information on the immunizations that any child has received. They help doctors remind parents when their children are due or overdue for immunizations. They help health care professionals stay abreast of the complex immunization schedule.

## Why We Need Immunization Registries

The U.S. now enjoys the highest immunization rates and lowest disease levels ever, but sustaining them is not easy. One of the greatest challenges is the growing complexity and volume of immunization information:

- Over 11,000 children are born each day, each needing 18-22 shots by age six to protect them from debilitating, life-threatening diseases.

- An increasingly complex childhood immunization schedule makes it difficult for health professionals to keep up, even with the help of books, charts, and training.

- Families are more mobile than ever before. They relocate, change employers, change insurers, and change doctors with increasing frequency.

- Research shows that many parents whose children are not up to date with their immunizations mistakenly believe that they are. Many doctors also overestimate the coverage of their patients.

- Because of increasing concerns about vaccine safety, some parents, in the absence of disease, may not choose to immunize their children. Better data about the immunizations given can help address these concerns.

Immunization registries help to avoid the "peaks and valleys" of disease outbreaks by providing accurate, up-to-date information about the immunizations that children receive.

## The Georgia Registry of Immunization Transactions and Services

The Georgia Registry of Immunization Transactions and Services (GRITS) is a population-based Web application containing consolidated demographic and immunization history information. GRITS is able to perform a variety of functions for health care providers, including:

- Recording immunizations, contraindications, and reactions.

- Validating immunization history and providing immunization recommendations.

- Producing recall and reminder notices, vaccine usage and client reports, and Clinic Assessment Software Application (CASA) extracts.

- Managing vaccine inventory.

When a provider is entered into GRITS, immunization data from existing electronic data systems can be loaded into the registry's database. In addition, GRITS receives weekly birth and death data from the Georgia Vital Statistics database. New births are generally loaded into GRITS within two to three weeks. GRITS also contains all Georgia birth data from January 1, 1998, to the present.

GRITS is provided to health care providers in Georgia. To use the registry, providers are required to attend a GRITS training session and sign an enrollment agreement.

The State of Wisconsin developed the Immunization Registry in 1999. The Georgia Department of Human Resources modified it to be Georgia specific and is now the GRITS application we know today.

# *System Requirements*

## Internet Access

Since GRITS is a Web-based application, you will need reliable Internet access, preferably with a dedicated connection, to access GRITS.

A modem connection will also work, but will perform more slowly. Using modem access with a cellular phone is not recommended. This type of connection is expensive and too unreliable to support a Web application.

## Hardware Requirements

- The following are minimum hardware requirements for accessing GRITS:
- Pentium 100 MHz computer (500 MHz or higher recommended).
- 32 MB RAM (64 MB or higher recommended).
- 500 MB free disk space.
- Screen display set at a minimum of 800 x 600 resolution and 256 colors.
- Mouse.

## Software Requirements

- Internet Browser software:
    - Microsoft® Internet Explorer, version 5.0 or higher, is strongly recommended.
    - Netscape® version 4.7 is compatible with GRITS.
- Windows® 95, 98, Millennium Edition, NT, 2000 or XP.
- Adobe Acrobat Reader® 5.0 or higher.
- For networked computers, port 443 of the network firewall must be open for outgoing HTTPS (secure HTTP). To verify, try typing the GRITS Web address on your Internet browser: *https://www.grits.state.ga.us*. If you are unable to access the site, contact your network administrator.

# Accessing GRITS

**In this chapter:**

Accessing the GRITS Web Site
Exiting GRITS
Time Outs in GRITS

## Accessing the GRITS Web Site

To access the GRITS Web site, do the following:

1. Open your Internet browser. To open your browser, locate the browser icon on your computer's desktop (screen with program icons). Your icon will either be for Microsoft® Internet Explorer or Netscape®. Once you have located the icon, double click on it with your left mouse button.

2. Click File and choose Open (Open Web Location in Netscape®). If you are unable to see your browser's menu bar, you may have it set to Full Screen view. To switch this view, press F11 on your keyboard. This key toggles the Full Screen view on and off.

3. Type in the full GRITS address: https://www.grits.state.ga.us. Press [ OK ] (Internet Explorer) or [Open] (Netscape®). If you do not reach the GRITS security/certificate warnings or the GRITS Login screen after correctly typing in this address, port 443 of your network's firewall may be closed. Contact your network administrator to open this port for outgoing HTTPS, which is secure HTTP.

4. Depending on your browser, you may receive one or more security/certificate warnings before the browser will open the site. Accept any warnings regarding secure connections or security certificates. Both Netscape® and Internet Explorer will give you the option of turning off these warnings for future use.

5. At the GRITS login screen, enter your organization code, username, and password. The information on this screen is case sensitive; enter the information exactly as you received it.
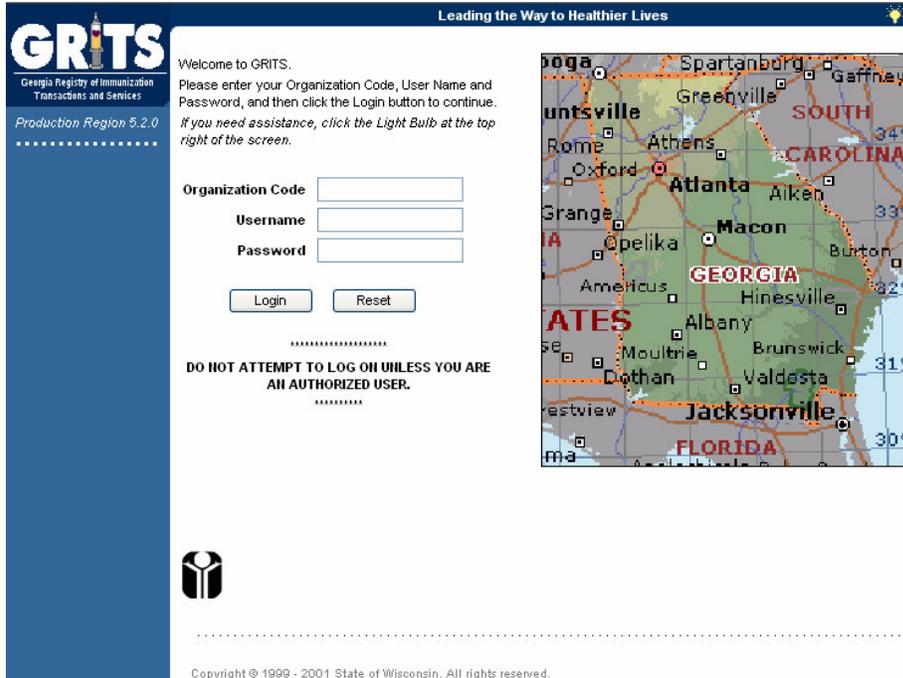
The information on the Login screen is case sensitive; in other words, you need to enter the data in upper- and/or lower-case, exactly how you received it.

6. Press the [Login] button.

7. You will now be at the GRITS home page.

Refer to the Optimizing GRITS chapter in this manual to create a favorite or shortcut for the GRITS Web site on your computer.

## Exiting GRITS

To exit from the GRITS Web site, press the [logout] button on the GRITS menu bar at the top of the screen. GRITS may be closed this way from any screen within the registry. Once you press the [logout] button, you will be returned to the GRITS Login screen. You may minimize your browser at this point by pressing [-] in the upper right corner of your computer screen.

If you wish to close your browser completely, you may either press [X] in the upper right hand corner of your computer screen, or you may click on File and then Close on the browser's menu bar. If you do not see the menu bar, your browser may be in Full Screen view; press F11 on your keyboard.

## Time Outs in GRITS

For security reasons, your session with GRITS will time out after one hour of inactivity. A message to that effect will be displayed briefly and then the login screen will be displayed. To continue to use GRITS, you will need to log in again.

# *Optimizing GRITS*

## Creating Favorites and Shortcuts

To access GRITS quickly, we recommend you set up a shortcut icon for GRITS, set GRITS as a favorite (also known as a bookmark), or set GRITS as your browser's home page.

*Adding GRITS to Favorites (Internet Explorer):*

1.  Click File and choose Open.
2.  Type in the GRITS Web address, https://www.grits.state.ga.us. Press [ OK ].
3.  Accept any security or certificate warnings.
4.  Once at the login screen, prior to entering any information, click on Favorites on your browser's menu bar or press [ ⭐ Favorites ].
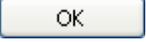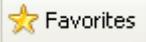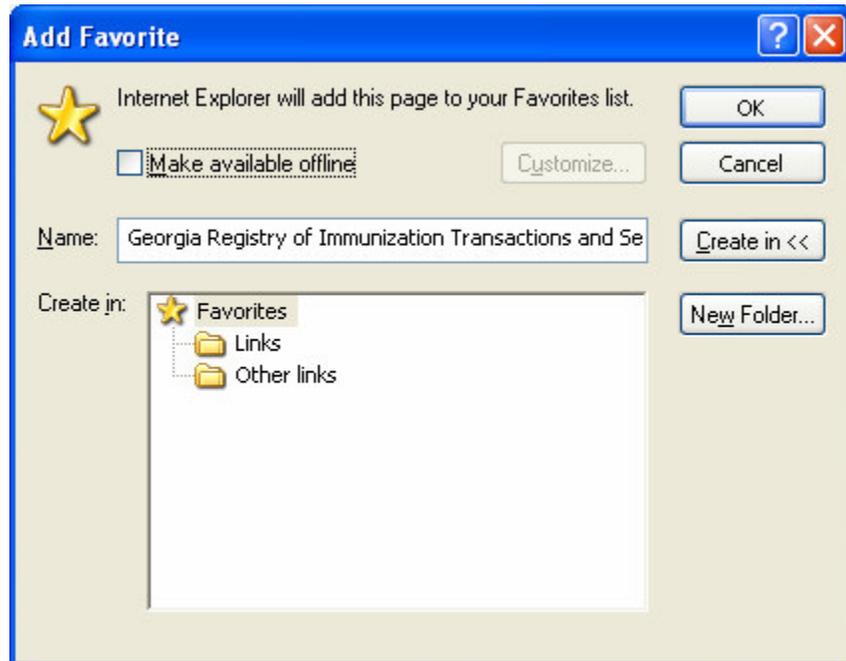


5.  Click Add to Favorites and press [ OK ].
6.  The Georgia Registry of Immunization Transactions and Services should now appear on your browser's list of favorite sites.

*Creating a GRITS Shortcut on Your Desktop (Internet Explorer):*

Once you add GRITS as a favorite, you may copy it as a shortcut to your computer's desktop. Once the shortcut is created, simply double-click on it to open your browser to the GRITS login screen. To create a GRITS shortcut:

1. Click on Favorites and right-click on the Georgia Registry of Immunization Transactions and Services favorite.
2. Click on Send To and then Desktop (create shortcut).
3. Press [ OK ].
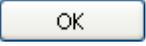
If there is no Desktop option under the Send To pop-up menu, do the following:

1. After right-clicking on the Georgia Registry of Immunization Transactions and Services favorite, choose Copy.
2. Minimize the Internet Explorer screen.
3. Choose an open area on your desktop and right-click.
4. Choose Paste Shortcut.

Alternately, you may set a shortcut by doing the following:

1. At the GRITS login screen, before entering any data, choose File from the menu bar.
2. Click on Send and Shortcut to Desktop.

## Setting GRITS as Your Browser's Home Page (Internet Explorer):

1. At the GRITS login screen, before entering any data, choose Tools from the menu bar.
2. Click on Internet Options.

3.  In the Internet Options box, click on the General tab.

4.  On the Home Page section of the box, press [Use Current].

5.  Press [OK].

## Adding a GRITS Bookmark (Netscape® 4.7):

1.  Click File and choose Open Web Location.

2.  Type in the GRITS Web address, *https://www.grits.state.ga.us.* Press [OK].

3.  Accept any security or certificate warnings.

4.  Once at the login screen, click on Bookmarks on your browser's menu bar. Choose Add Current Page.

5.  The Georgia Registry of Immunization Transactions and Services should now appear on your browser's list of bookmarks.

## Setting GRITS as Your Browser's Home Page (Netscape® 4.7):

1.  At the GRITS login screen before entering any data, click Edit and choose Preferences.
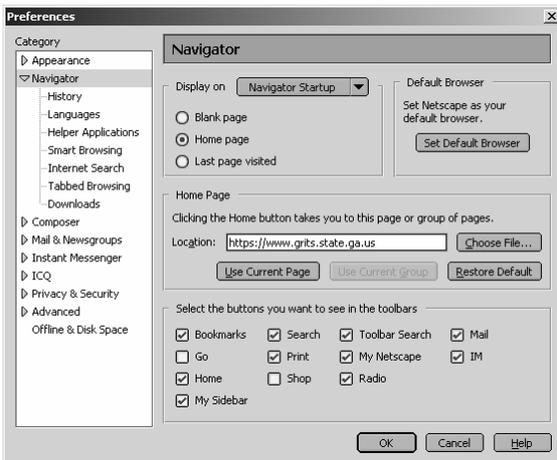
2. Click the Navigator category.

3. In the Home Page section, press Use Current Page to make the page currently displayed in the browser window your home page.

4. Press OK.

**Optimizing Browser Performance**

Unless instructed to do otherwise, your browser will automatically save a copy of each new Web page you visit to your computer's hard drive. Over time, these saved files can slow down your browser's performance. To avoid this problem, you may set your browser to automatically delete the temporary Internet files each time the browser is closed.

*Deleting Temporary Internet Files (Internet Explorer 5.0)*

To automatically delete all temporary Internet Files each time Internet Explorer is closed, follow these steps:

1. Click on Tools on your browser's menu bar.

2. Choose Internet Options.

3. Click on the Advanced tab.
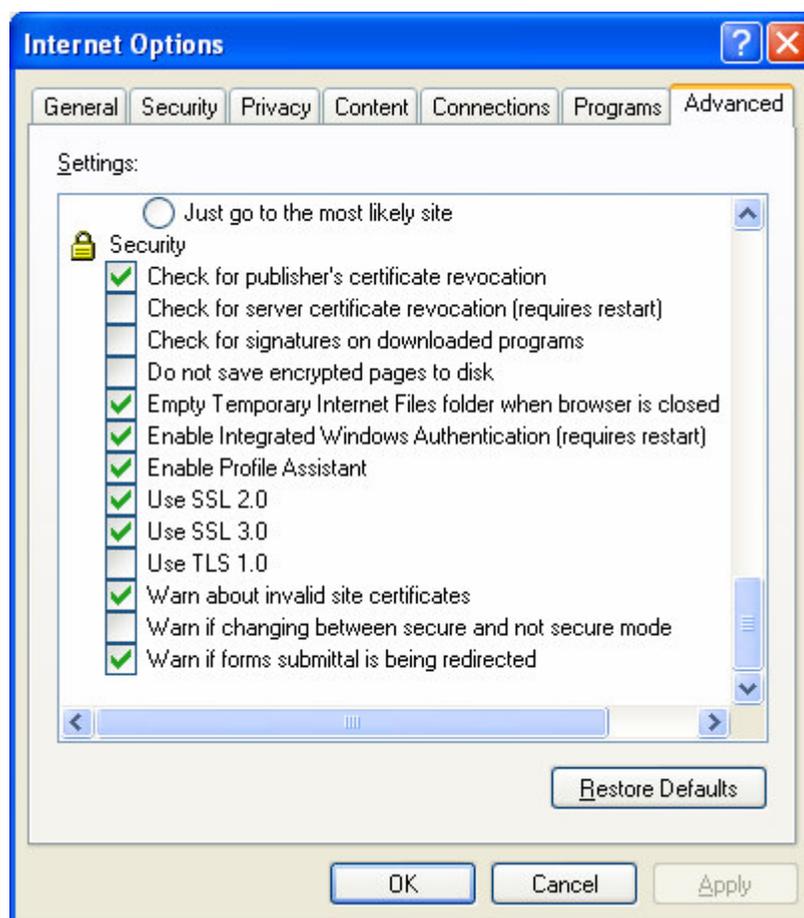
4. Scroll down the list until you see the Security heading.

5. Put a check mark next to the command, "Empty Temporary Internet Files folder when browser is closed."

6. Press [ OK ].

*Clearing History Files (Netscape® 4.7)*

1. Click Edit and choose Preferences.

2. Under the Navigator category, choose History (if no options are visible in this category, click the arrow to expand the list).



3. Press [Clear History] and/or [Clear Location Bar] to remove all previously visited Web pages from the lists.

4. To limit how long pages remain in the History list, click the field next to "Pages in history expire after:" and type in a number of days.

5. Press [OK].

## *Operating in Full-Screen Mode (Internet Explorer)*

To view most elements of GRITS with a minimal amount of scrolling, set your browser to full screen mode by pressing F11 on your keyboard. This mode gives you minimal browser commands and maximum viewing area for GRITS screens. To return to normal screen mode, press F11 again.

# Running Reports with Adobe Acrobat Reader®

GRITS uses Adobe Acrobat Reader® 5.0 to display reports in portable document file (PDF) format. This format allows you to print reports exactly as they appear online.

## *Running Acrobat Reader® Files*

The first time a report is displayed using Acrobat Reader®, a window may appear asking whether you want to run the file or save the file to disk. Choose "Run the file" and "Do not display this message again."

If you try to print a report in Acrobat® and find that some of the text is illegible, choose File, Preferences, and General on the Acrobat® menu bar. In the General Preferences dialog box, make sure the "Smooth Text and Images" box is checked.

### Problems Running Reports in Acrobat®

If, while using Adobe Acrobat Reader® 5.0, you get a small icon resembling a segmented cube and the report does not display, Acrobat Reader® needs to be opened in a separate window. To do this, follow these steps:

1. Press the `Start` button on the lower left corner of your computer screen.
2. Click on Programs.
3. Click on Adobe Acrobat® 5.0.
4. Click on Acrobat Reader® 5.0.
5. On the Acrobat Reader® menu bar, click on File.
6. Choose Preferences.
7. Choose General.
8. Under Options, uncheck Web Browser Integration.
9. Press `OK`.

Try running your report again. If you continue to have problems, contact the GRITS Help Desk at (866) 483-2958.

### File Transfer Protocol Server Access

When running reports and data downloads, GRITS queries a File Transfer Protocol (FTP) server to read the file. If your network has blocked FTP access for any reason or if FTP wasn't installed with your browser, you will be unable to run reports or download data. Contact your information systems (IS) staff if you suspect your FTP access is blocked.

## Efficient Screen Navigation

Microsoft® Windows® often allows users several ways to accomplish certain tasks. Because GRITS runs under Windows®, it also allows users to use these methods to enter data. Learning the shortcuts in this section will help you increase your efficiency when entering data in GRITS, particularly by reducing the number of times you will need to switch from keyboard to mouse. These shortcuts will work in almost all Microsoft® software, not just Internet Explorer.

## Keyboard Shortcuts in GRITS

Shortcuts below that are marked with an asterisk (*) behave differently in Netscape® than they do in Internet Explorer. Read the explanation for the shortcut in question for more information.

| | |
|---|---|
| Deleting data: | When a field or a portion of a field is highlighted, typing something deletes the highlighted information and replaces it with the characters you typed. If you hit the Delete or Backspace key, the highlighted information is deleted. To place the cursor in a specific position within highlighted text, position the cursor where you want it and click the left mouse button once. |
| Tab*: | The Tab key advances the cursor to the next field. Internet Explorer moves through the fields in the order specified by the Web page. When the cursor reaches the last field, it advances back to the first field on the screen when Tab is pressed.<br><br>*In Netscape®, the Tab key moves the cursor from left to right, top to bottom, regardless of the tab order specified by the Web page. |
| Shift+Tab*: | Holding down the Shift key and pressing the Tab key will bring the cursor back to the previous field. In Internet Explorer, the cursor will go back to the previous field defined by the Web page.<br><br>*In Netscape®, the cursor will go to the previous field as defined by the order described above. |
| Enter*: | In most cases, the Enter key will complete entry of information on the current screen. Most screens have a default button that is activated when the Enter key is pressed — this button could be called Save, Submit, OK, etc.<br><br>*Netscape® does not recognize the Enter key. |
| ←(Left Arrow): | The left arrow moves the cursor one character to the left. |

| | |
|---|---|
| → (Right Arrow): | The right arrow moves the cursor one character to the right. |
| Ctrl+←: | Holding down the Ctrl key and pressing the left arrow key moves the cursor one word to the left. |
| Ctrl+→: | Holding down the Ctrl key and pressing the right arrow key moves the cursor one word to the right. |
| Ctrl+A: | Holding down the Ctrl key and pressing the A key will select all the text in the current field. |
| Ctrl+C: | Holding down the Ctrl key and pressing the C key will copy all highlighted text in the current field to the clipboard without changing the highlighted field. |
| Ctrl+V: | Holding down the Ctrl key and pressing the V key will insert ("paste") the contents of the clipboard at the current cursor position. |
| Ctrl+X: | Holding down the Ctrl key and pressing the X key will cut all highlighted text from the current field and place it on the clipboard. |
| Delete: | This key deletes the character to the right of the cursor. If the field is highlighted, all highlighted text is deleted. |
| Backspace: | Backspace deletes the character to the left of the cursor. If the field is highlighted, all highlighted text is deleted. |
| Home: | The Home key positions the cursor to the left of the first character in the field. |
| End: | The End key positions the cursor to the right of the last character in the field. |
| Shift: | Using the Shift key in conjunction with any key affecting cursor position will highlight all characters in the field between the starting cursor position and the ending cursor position. For example, if the cursor is at the end of a field and Shift+Home is typed, the cursor is repositioned to the left of the beginning of the field and the entire field is highlighted. |

Ctrl: Using the Ctrl key in conjunction with any key affecting cursor position will move the cursor all the way to either end of the field, or the next space in the indicated direction. Using the Ctrl and Shift keys simultaneously not only moves the cursor, but also highlights all text in the field between the starting cursor position and the ending cursor position.

Space: When the cursor is at a check box, the Space bar toggles the check mark on and off.

## Mouse Shortcuts in GRITS

Unless otherwise specified, mouse clicks refer to the left mouse button. Internet Explorer automatically positions the cursor in the field specified by the Web page; Netscape® does not. To position the cursor, click the mouse in the desired field.

*Clicking in a field:* Clicking in a field will place the cursor in that position.

*Double clicking in a field:* When a field contains one character string with no spaces, you may highlight the entire field by double clicking anywhere in the field. If the field contains words separated by spaces, double clicking highlights only the word at which the cursor is pointing.

*Triple clicking in a field:* When a field contains words separated by spaces, the entire field may be highlighted by triple clicking anywhere in the field.

*Dragging the mouse:* To highlight a field, hold down the left mouse button within a field and drag the mouse across the field.

*Right clicking in a field:* When you right click in a field, GRITS displays a pop-up menu with various options. If any items are grayed out, there is either no text currently selected or no text is currently on the clipboard. The pop-up menu options are as follows:

Undo: Undo reverses your last action. Undo may be repeated several times.

Cut: Cut deletes all highlighted text in the current field and places it on the clipboard.

Copy:      Copy duplicates all highlighted text in the current field on to the clipboard without changing the highlighted field.

Paste:     Paste inserts the contents of the clipboard into the current field.

Delete:    Delete removes the highlighted text without placing it on the clipboard.

Select All: Select All highlights all text in the current field.

# *Home Page*

**In this chapter:**

Menu Bar
Menu Panel
Announcements
Release Notes
Resources/Upcoming Events

The home page of the GRITS Web site opens after you have provided a valid organization code, username, and password. The home page of GRITS is divided into several sections.



## Menu Bar

At the top of the screen toward the right side, you have several menu options. These menu options will appear on every screen within GRITS. The options available are the following:

1. Home: Clicking this menu option will return you to the GRITS home page from anywhere in the registry.

2. Change Password: You may change your password for GRITS at any time. To do so, follow these steps:

   • Click on Change Password on the menu bar.

   • When the Change Password dialog box appears, type in a new password (choose a password four to 16 characters in length).

   • Tab to the Confirm New Password input box.

   • Retype your new password.

   • Press Save .

- "Password Updated" will appear in red at the top of the Change Password dialog box after your password has been successfully saved.

3. Logout: Clicking on the Logout menu option will log the user out of the current GRITS session and return you to the Login screen. The user may logout from any screen within GRITS.

4. Help Desk: Clicking on the Help Desk menu option will give you a screen with contact information for the GRITS Help Desk.

5. Online Help: Clicking on the light bulb in the right corner of the screen brings up page-specific help. Refer to the Appendix of this manual for more information on online help.

   Directly below the menu bar is a row of information highlighted in a different color. This row contains your organization's name, your first and last name, and your role within the organization. If any of this information is incorrect, contact your organization administrator.

## Menu Panel

The menu panel is color-shaded and appears on the left of all screens within GRITS.

### Menu Selections

The menu panel contains links — options that, when clicked, take you to the functions of the GRITS Web site. These links, which include functions under Reports, Immunizations, Clients, Maintenance, and others, are used to navigate the GRITS Web site. Your role will determine your access to these functions.

## Announcements

The right hand portion of the home page, which has a white background, contains recent information on enhancements and maintenance relating to GRITS. Recent announcements that have not been viewed will have "New" highlighted in yellow alongside them. Once you have viewed the announcement and returned to the home page, the flag will disappear. To view a full announcement, do the following:

1. Click on the underlined announcement title.

2. The GRITS Announcement screen will display, giving full details and the posting date of the selected title.

3. Click on the Return to Main Page link to return to the home page.

## Release Notes

Release Notes are found under the Announcements section of the home page. This section contains information regarding new releases of GRITS and features included in the releases. Release notes may be viewed in the same manner as announcements.

## Resources on the Web

The bottom portion of the main screen contains Resources on the Web, which are links to websites pertaining to immunizations. Examples include:

The Adult ACIP Schedule link brings the user to a section of the Centers for Disease Control and Prevention's (CDC) website pertaining to the Adult ACIP schedule.

The Child ACIP Schedule link brings the user to a section of the Centers for Disease Control and Prevention's (CDC) website pertaining to the Child ACIP schedule.

The GRITS FAQs link brings the user to a section of the Georgia Immunization Program website with answers to frequently asked questions regarding GRITS and other immunization registry topics.

The Georgia Academy of Family Physicians link brings the user to the official Web site for information on the Georgia Academy of Family Physicians.

The Georgia Chapter of the American Academy of Pediatrics link brings the user to the official Web site for information on the Georgia Chapter of the American Academy of Pediatrics.

The Georgia Immunization Program link brings the user to the official Web site for information on the Georgia Immunization Program.

The Georgia Public Health Publications and Forms link brings the user to a site containing many forms such as Hearing and Vision Screening Annual Reporting forms.

The Georgia Registry of Immunization Transactions and Services link brings the user to the official Web site for information on the Georgia Immunization Registry, and is the source for answers to frequently asked questions.

The National Immunization Program link brings the user to the Centers for Disease Control and Prevention's (CDC) Web site for immunization information.

The State Electronic Notifiable Disease Surveillance System link brings the user to the state of Georgia's SendSS web site where the user can report any instance of a required notifiable disease.

The Vaccine Adverse Event Reporting System link brings the user to VAERS, an information and reporting system for vaccine safety. Adverse events can be reviewed and reported on this site.

The Vaccine Information Sheets link brings the user to the Immunization Action Coalition's Web site, which provides downloads of the CDC's Vaccine Information Statements (VISs) in many languages.

## Upcoming Events

The Upcoming Events section of the main screen lists immunization conferences and events that may be of interest to immunization providers.

# *Maintenance*

# Managing Users

GRITS is set up to accommodate a variety of user types. Each user will have access to certain features on the site based on the role assigned to him or her. The roles, or levels of access, for GRITS are hierarchical and defined as follows for School Access:

1. **School Administrator:** This is the main contact for GRITS within the school organization. The School Administrator is responsible for the maintenance of all organization-specific users. The School Administrator can switch organizations and access the functions available to the School Access role described below.

2. **School Access:** This is the primary school user of GRITS. The School Access user may find students, manages school lists, and prints immunization reports for students.

## Adding Users

A person with School Administrator access may add, delete, or edit users of GRITS. To add a user to the registry, follow these steps:

**Adding users**

1. Click on Manage School Users under Maintenance in the menu panel.

2. To add a user, press the [ Add User ] button. Enter the following information for the user:
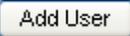
   • First name, last name, and middle initial (optional).

- Username. The username must be a minimum of four characters in length and may include mixed-case letters and numbers.
- Password. The password must be a minimum of four characters in length and may include mixed-case letters and numbers.

3. Choose the user's role from the pick list provided, according to the level of access you desire for that user. See the role descriptions on the previous page for more information.

4. Check the appropriate radio button to determine if a user is active or inactive. See *Inactivating Users* in this chapter for more information.

5. Enter additional information if desired, such as the user's postal and e-mail addresses.

6. Press [ Save ].

7. Once a user is successfully saved in the database, "User Added" will appear at the top of the Edit School User screen.

8. Press [ Cancel ] to return to the Manage School Users screen.


**Adding Multiple Users**

1. Click on Manage School Users under Maintenance in the menu panel.

2. To add multiple users, press the [ Add Users ] button on the Manage School Users screen.

3. In the dialog box, enter the number of users you will be adding. Press [ OK ].

4. On the Add School Users screen, enter the following information for each user:

| Add School Users | | | | | |
|---|---|---|---|---|---|
| **Last Name** | **First Name** | **User Name** | **Password** | **Role** | |
| User | Ima | useri | •••••• | School Administrator | Save |
| Jones | Jerry | jonesj | •••••• | School Access User | Cancel |

- Last name and first name.
- Username: The username must be a minimum of four characters in length and may include mixed-case letters and numbers.
- Password: The username must be a minimum of four characters in length and may include mixed-case letters and numbers.

The username and password fields are generally entered with lowercase letters. However, if they are entered in mixed case (upper- and lower- case), be sure to enter them the same way on the GRITS login screen.

Since no password verification exists on the Add School User screen, enter this information carefully. Once the Submit button is pressed, there is no way for the School Administrator to look up the password. If the password was entered incorrectly or the user forgets the password, the School Administrator may go into the Edit School User function to reset the password.

- Role: Choose the user's role from the pick list provided, according to the level of access you desire for that user. See the role descriptions listed previously for more information.

5. Press [ Save ] when you have entered all data for each user.

6. Once all users are successfully saved in the database, "**<#> Users Added**" will appear at the top of the Search Results box.

## Editing Users

A person with School Administrator rights may look up or edit information on any GRITS user in his or her organization. To find or edit user information, follow these steps:

1. Click Manage School Users under Maintenance in the menu panel.

2. To find existing users, do one of the following:

**User Search**

Last Name [          ]     First Name [          ]

[ Find ]
[ Add User ]
[ Add Users ]
[ Cancel ]

To get a complete list of users, leave both fields blank and click the **Find** button.

- To locate a particular user, enter the last and first name of the user in the User Search box. Press [ Find ].

- To locate all existing users, leave the First Name and Last Name fields blank on the User Search screen. Press [ Find ].

3. The Search Results box will list all users in your organization that match the criteria you have entered.

4. To edit information on one of these users, click on the user's last name.

5. On the Edit School User screen, change information as appropriate.

- If you decide not to make any changes to a user's information, press [ Cancel ]. Then press [ OK ] in the cancel confirmation box. GRITS will return you to the Manage School Users screen.

5. When your changes are complete, press [ Save ].

6. When the updated information is saved to the registry database, the message "**User Updated**" will appear in the upper right corner of the Edit School User screen.

To view a list of ALL existing users, leave the First Name and Last Name fields blank on the User Search screen.

Press [ Find ].

7. To return to the Manage School Users screen, press [Cancel] once.

## Inactivating Users

A user is active by default until you indicate otherwise in the Edit School User screen. By making a user inactive, you are denying that user access to GRITS until he or she is made active again. For example, if a user takes a leave of absence, you may wish to make him or her inactive. To make a user inactive, follow these steps:

1. Follow Steps 1-3 under *Editing User Information*.
2. On the Edit School User screen, click the Inactive radio button under Status.
3. Press [Save].
4. When the updated information is saved to the registry database, the message "User Updated" will appear in the upper right corner of the Edit School User screen.
5. To return to the Manage School Users screen, press [Cancel].

## Deleting Users

To delete a user from your organization's database, follow these steps:

1. Follow Steps 1-3 under *Editing User Information*.
2. Press [Delete].
3. Press [OK] in the delete confirmation box.
4. When the information is deleted from the registry database, the message "User Deleted" will appear in the upper right hand corner of the Search Results box.

### Printing a User List

To print out a list of your organization's users, follow these steps:

1. Click Manage School Users under Maintenance on the menu panel.
2. Press [Find] in the User Search box.

**User Search**

| | | |
|---|---|---|
| Last Name | First Name | Find |
| | | Add User |
| | | Add Users |
| To get a complete list of users, leave both fields blank and click the **Find** button. | | Cancel |

**Search Results**

| Reset Password | Last Name | First Name | MI | User Name | Status |
|---|---|---|---|---|---|
| R | User | Ima | | useri | Active |
| R | User | Inactive | | userinactive | Inactive |

3. Do one of the following:
   - Choose File, then Print, from your browser's menu bar. In the Print dialog box, press OK .
   - Or, press the printer icon on your browser's toolbar.

4. If your printout is cut off, try setting your printer to landscape. To do this:
   - Choose File, then Print, from your browser's menu bar.
   - In the Print dialog box, press Preferences or Properties... .
   - In the Preferences or Properties box, find the section where you may specify orientation. Choose landscape.
   - Press OK .
   - Press OK in the Print dialog box.

# *School Access*

**In this chapter:**

Finding Students
Student Immunization History
Managing Student Lists
Report/Student List
Check School Report
Upload List
Check Status

# Finding Students

The **Find Student** screen is used to search and locate any school student existing in the GRITS system using predetermined sets of search criteria.

1.  Click on Find Student under the Student Access section of the menu panel.

2.  In the Student Search Criteria section, you have several options for finding your student.



**Last Name:** Enter the student's last name. You may also enter the first three letters or more of the student's last name to initiate a search of all students matching those letters. Entering fewer than three letters in the last name field will result in an exact name search; for example, entering the letters "Li" will produce only last names of "Li."

**First Name:** Enter the student's first name. You may also enter the first two letters or more of the student's first name to initiate a search of all students matching those letters.

**Middle Name:** Enter the student's middle name or initial.

*Note: DO NOT search using a middle name or initial unless you are sure the information is in GRITS.*

**Mother's Maiden Last:** Enter the mother's maiden last name in combination with the data entered for last name and first name to narrow your search for a student with a common name.

*Note: You may find all students associated with a mother by entering only the mother's first name and maiden last name.*

**Mother's First Name:** Enter the mother's first name in combination with the data entered for last name, first name, and/or mother's maiden last fields to narrow a search for a client with a common last name.

*Note: You may find all students associated with a mother by entering only the mother's maiden first and last names.*

**Birth Date:** Enter the student's birth date in the format MM/DD/YYYY. It is recommended that the birth date be used in

combination with at least one other set or search criteria such as last name and first name.

**Gender:** Select the gender of the student to narrow a search for a common name, especially if the first name is androgynous. By default, N/A is selected and a search is conducted using other search criteria independent of the student's gender in the system.

**Phone:** Enter the seven-digit phone number of a student's responsible person. You may also enter the Area Code, but it is optional.

*Note: This method is not recommended, as a phone number relates to a responsible person, not directly to the student and may change over time. The Phone search works independently of other search criteria. All student's whose corresponding Responsible Person's phone number is an exact match to the Phone search will be returned, regardless of other search criteria entered.*

3. Press [ Find ].

4. If multiple records are found matching the information you entered, a table listing up to 75 matches with detailed information on each will be shown below the Find Student information box. To choose a student from this list, click on the student's last name, underlined and in blue.

| Last Name | First Name | Birth Date | Chart # | Mother's Maiden First | Mother's Maiden Last | Gender | Telephone |
|-----------|-----------|-----------|---------|----------------------|---------------------|--------|-----------|
| MILLER | JOHN | 02/20/1993 | | JOY | DEPAS | M | |
| MILLER | JOHN | 10/01/2001 | | BETSY | MILLER | U | 555-5555 |

If the number of possible matches exceeds 75, a list of possible matches will not be returned. Instead, the following message will display:

**XX students were found. Please refine your search criteria to limit your student list.** (Where XX is the total number of possible matches found in the search.)

5. If no students match your search, recheck the information you entered for accuracy. Otherwise, the student may not have been entered into the system.

6. If one student matches your search, the Student Immunization History screen for that individual will display automatically.

## *Student Access Restricted*

The GRITS system grants requesters the option of having their demographic and immunization records available only to their primary care physician. The client's demographic and immunization information is then locked from all other organizations in GRITS.

**Form 3231 or Student Immunization History Report:**
When the student has met the requirements for school attendance or is up-to-date by age, the applicable message will appear in red text after the screen name:

- 3231 Complete
- 3231 Up-To-Date

Both the 3231 and the Immunization History are available to view or print.

**Student Immunization History Report Only:**
If the requirement for school attendance is not met or the 3231 expires within 30 days, the applicable text message will be:

- **3231 Expires Within 30 Days. Print Imm History.**
- **3231 Expired. Print Imm History**

**USG Form:**
USG users will not see a header message. The USG Form button will display the USG Form with the student's immunization history without analysis whether it meets USG requirements.

When you locate a client whose access has been restricted by another organization, the following screen will appear:



You cannot add a restricted client to a student list.

## Student Immunization History

For School Access Users, School Administrators, Day Care Users, and USG Users the **Student Immunization History** screen displays a student's immunization history and provides immunization recommendations based on the assigned tracking schedule. From this screen, you are also able to select and add the student to a specific student list. This will allow you to run reports for that student.

### Student Information Header

The Student Information section at the top of the Student Immunization History screen displays student-specific information fields including the student's name, gender and birth date, and also displays the student's selected tracking schedule.

If the student, through age 6 years, has been assessed for lead screening, the Lead Screening section will display with the Test Last Completed information: either the date of the last completed test or "No completed test on file." Lead test information will not appear on the 3231 or the Student Immunization History Report.

A pick list is also provided for adding a student to available report lists.



For USG Users, there will be no status message in the Student Information header, and the USG Form button will appear in place of the Form 3231 button.

## Adding Students to a List

To add a student to a student report list, follow these steps:

1. At the Student Immunization History screen, choose the desired report list from the pick list provided.



2. Press [Add]. A message will display saying 'Student has been added to the selected list'.

## Reports Available for a Student

One of two reports is available for a student on the Student Immunization History screen. When a student has completed all Georgia requirements for school attendance, both the Certificate of Immunization (Form 3231) and the Student Immunization History report are available to view or print. If the student has not completed all requirements for school attendance or if the Form 3231 will expire within 30 days, only the Student Immunization History report will be available.

### Form 3231 – Certificate of Immunization

The Certificate of Immunization is required for each child to attend any school or childcare facility in Georgia. The form displays client and guardian information, immunization history, immunity dates and medical exemptions that pertain to Georgia requirements for attendance and a pre-populated signature and date from the Georgia Immunization Registry Manager. The Complete For School Attendance box will be filled in, when a child has met all requirements for school attendance.

If the child is up-to-date by age but not complete for school, the 3231 will display a future expiration date as long as the report will not expire within 30 days.

### Student Immunization History Report

The Student Immunization History report displays basic demographics, immunization history, and immunizations recommended by date according to the CDC/ACIP tracking schedule assigned to the client.

**USG Form**

The USG Form displays basic student demographic information and applicable immunization history according to the CDC/ACIP tracking schedule assigned to the student and USG requirements and recommendations.  Currently, no evaluation is applied to the form as to whether USG requirements are met.

## *Printing a Report*

To generate the Certificate of Immunization (Form 3231), follow these steps:
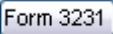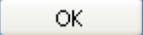
1. From the Student Immunization History screen, click on the Form 3231 button.
2. Once the report is generated, it will be displayed using Adobe Acrobat Reader®.  Refer to the Optimizing GRITS chapter in this manual for more information on Acrobat Reader®.
3. To print the report, press the printer icon on the Adobe® toolbar. Press OK in the Print dialog box.
4. To return to the Student Immunization History screen, press Back on your browser.

To generate the Student Immunization History report, follow these steps:
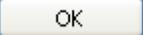
1. From the Student Immunization History screen, click on the Imm Hist button.
2. Once the report is generated, it will be displayed using Adobe Acrobat Reader®.  Refer to the Optimizing GRITS chapter in this manual for more information on Acrobat Reader®.
3. To print the report, press the printer icon on the Adobe® toolbar. Press OK in the Print dialog box.
4. To return to the Student Immunization History screen, press Back on your browser.

To generate the USG Form, follow these steps:

1. From the Student Immunization History screen, click on the USG Form button.
2. Once the report is generated, it will be displayed using Adobe Acrobat Reader®.  Refer to the Optimizing GRITS chapter in this manual for more information on Acrobat Reader®.

3. To print the report, press the printer icon on the Adobe® toolbar. Press [ OK ] in the Print dialog box.

4. To return to the Student Immunization History screen, press [ ◐ Back ▾ ] on your browser.

## *Student Immunization History*

The Immunization History table lists all the immunizations the client has received to date. Immunizations are listed alphabetically by vaccine group and ordered by "Date Administered."

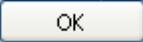| Vaccine Group | Date Administered | Series | Trade Name | Dose |
|---|---|---|---|---|
| DTP/aP | 08/07/2007 | 1 of 5 | Pediarix ® | |
| | 10/07/2007 | 2 of 5 | Tripedia ® | |
| | 12/07/2007 | 3 of 5 | Pediarix ® | |
| HepB | 06/07/2007 | 1 of 3 | Engerix-B Peds ® | |
| | 08/07/2007 | 2 of 3 | Pediarix ® | |
| | 12/07/2007 | 3 of 3 | Pediarix ® | |
| Hib | 08/07/2007 | 1 of 4 | PedvaxHIB ® | |
| | 10/07/2007 | 2 of 4 | PedvaxHIB ® | |
| | 12/07/2007 | 3 of 4 | PedvaxHIB ® | |
| PCV | 08/07/2007 | 1 of 4 | Prevnar ® | |
| | 10/07/2007 | 2 of 4 | Prevnar ® | |
| | 12/07/2007 | 3 of 4 | Prevnar ® | |
| Polio | 08/07/2007 | 1 of 4 | Pediarix ® | |
| | 10/07/2007 | 2 of 4 | IPOL ® | |
| | 12/07/2007 | 3 of 4 | Pediarix ® | |

**Vaccine Group:** This is the vaccine group name.

**Date Administered:** This date is the actual day the client was given the vaccine.

**Series:** The number in this column is created by validating the immunization date against the client's assigned tracking schedule. The system then provides the number of the immunization within the series or indicates that the vaccine was not valid. Immunizations may be not valid because the client was too old or too young to receive the vaccine or the time interval between doses is too small.

**Trade Name:** This is the manufacturer's trade name of the vaccine.

## *Viewing Dose Status*

To view an Explanation of Dose Status, click on the Date Administered for the dose, which is underlined and in blue. If an immunization is Not Valid the Explanation of Status will list the reason. The rules for the current vaccine series are also displayed. The dose number that GRITS attempted to validate is highlighted in yellow.

| Explanation of Status |
|---|
| Dose was given before the earliest acceptable date. |

**Series: HepB  {Vaccine Group: HepB}**

| Dose | Min Age | Min Rec Age | Min Overdue Age | Min Valid Interval | Min Interval Between | Rec Interval Between | Overdue Interval Between | Max Age |
|---|---|---|---|---|---|---|---|---|
| 1 | | | 1 M | | 28 D | | | 19 Y |
| 2 | | 1 M | 3 M | | 28 D | 1 M | 2 M | |
| 3 | 6 M | 6 M | 19 M | | 56 D | 2 M | 3 M | |

## *Viewing Student's Current Age:*

The student's age shows in a solid blue field between the student immunization history and before the recommendations. Here is an example of what it looks like:

| Current Age: 4 years, 2 months, 2 days |
|---|

## *Recommended Vaccinations*

This table lists all vaccines recommended by the tracking schedule associated with the client. Immunizations are listed alphabetically.

**Vaccines Recommended by Selected Tracking Schedule**

| Vaccine Group | Earliest Date | Recommended Date | Overdue Date | Latest Date |
|---|---|---|---|---|
| DTP/aP | Maximum Doses Met or Exceeded for Vaccine Group | | | |
| HepA | Immunity Recorded for Vaccine Group | | | |
| HepB | 10/10/2004 | 10/10/2004 | 11/10/2005 | |
| Hib | 08/29/2004 | 08/29/2004 | 11/01/2004 | 04/09/2009 |
| Influenza | 04/02/2007 | 03/05/2008 | 09/05/2008 | |
| Measles | Contraindicated | | | |
| Mumps | Contraindicated | | | |
| PCV | Complete | | | |
| Polio | 04/16/2008 | 04/19/2008 | 04/10/2011 | |
| Rotavirus | Maximum Age Exceeded | | | |
| Rubella | Contraindicated | | | |
| Varicella | 06/02/2008 | 06/02/2008 | 04/10/2011 | |

**Vaccine Group:**  This column lists the vaccine group name.

**Earliest Date:**  This date is the earliest date that the client may receive the vaccine.  An immunization will be deemed Not Valid if given before this date.  The Earliest Date will appear shaded in yellow when today's date is on or after the *earliest* date and is before the *recommended* date.

**Recommended Date:**  This date is the recommended date that the client may receive the vaccine.  For vaccines recommended over a specific age range (i.e. 12-15 months) the recommended date is the beginning of this time period.  The Recommended Date will appear shaded in green when today's date is on or after the *recommended* date and is before the *overdue* date.

**Overdue Date:** This date is the last date of the recommended date range. After this date, the immunization is considered past due for the client. This will also trigger the use of an accelerated schedule for future immunizations. The Overdue Date will appear shaded in blue when today's date is on or after the *overdue* date.

**Latest Date:** This date is the latest date that the client may receive the vaccine.

**Complete** The pink shading will only be applied to an immunization series that has been completed according to the CDC/ACIP schedule. The pink shading will span across all columns in the table.

**Maximum Age Exceeded** Reflects whether a student has exceeded the maximum age to receive a specific vaccine. For instance, if a student has already reached the age of 5 and hasn't completed the Pneumococcal series, then the recommendation for Pneumococcal at the bottom of the student immunization history will show "Maximum Age Exceeded".

**Maximum Doses Met Or Exceeded For Vaccine Group** Indicates the maximum number of doses that can be administered for the specified vaccine series.

**Immunity Recorded for Vaccine Group** Indicates a client comment has been added that specifies a client is immune to a specific virus.

**Contraindicated** Indicates a client comment has been added that contraindicates administration of a specific vaccine.

| Select | Vaccine Group | Earliest Date |
|--------|---------------|---------------|
| ☑ | DTP/aP | 03/23/2005 |
| ☑ | HepB | 07/27/2005 |
| ☑ | Hib | 05/07/2005 |

Indicates a combination vaccine, such as Comvax, has been administered to a client and the vaccine groups for the combination vaccine have different recommendations for the next dose. Each vaccine group's Earliest Date is surrounded by a gray border as a warning to ensure the next combination vaccine is administered correctly for both earliest dates.

## *Opt Out Clients*

The Georgia Immunization Registry Law (OCGA sec. 31-12-3.1) as interpreted by the Rules and Regulations, grants requesters the option of having immunization records removed from the immunization registry by submitting a written opt-out request. The regulation further states that if an opt-out request is received prior to

enrollment of a child in the registry, then no immunization record shall be created.  If this request is received following enrollment of a child in the registry, the Department shall remove all immunization records for the child from the registry.

When a client has opted out of the registry, all immunization data is removed from the client record.  A client record is maintained with enough demographic information to identify the client.  The following opt-out indicator appears on the Student Immunization History screen when you find a student who has opted out of the registry:

| Student Immunization Information | **''CLIENT OPTED-OUT''** |
| --- | --- |

## Managing Student Lists

The **Manage List** screen is used to create new and manage existing student list(s) to be used for reporting purposes by school users.

### Creating a List

To create a new student list, follow these steps:

1. Click on Manage List under the Student Access section of the menu panel.

2. In the Manage List section, Enter a name for your list in the 'New List Name' text field.

| Manage List | | |
| --- | --- | --- |
| New List Name | | Save |

3. Press Save .  The following message will appear at the top of the screen, "The list has been created successfully."

### Viewing a List

The Report section displays a table of all student lists that have been created by school users.

| **List Name** | **Last Updated Date** | **Student Count** | **Delete** |
| --- | --- | --- | --- |
| List4 | 01/25/2005 | 0 | Delete |
| List 2 | 01/25/2005 | 3 | Delete |
| List1 | 01/19/2005 | 4 | Delete |
| List3 | 07/09/2004 | 2 | Delete |

**List Name:**  This column displays the name given to the list by the creator of the list. The List Name is a link, which you click on to

view a detailed display of your student list on the Report/Student List screen.

**Last Updated Date:** This column displays the date the list was last updated.

**Student Count:** This column denotes the number of students within the particular list. The count is determined by how many students you have assigned to that list.

**Delete:** This column displays a delete button for each student list, which is used to delete a student list.

1. To view a student list, click on the <u>List Name</u> of the student list you wish to view.
2. You will be taken to the 'Report/Student List' screen where you can view a detailed display of the student list.

*Note: If no students have been added to the student list (the Student Count is 0), the list name will not act as a link to the 'Report/Student List' screen.*

## *Deleting a List*

To delete a student report list, follow these steps:

1. Press Delete .
2. The following prompt will appear, "Are you sure you want to delete this list?" Press OK to delete the student list and remove it from the Manage List screen. Press Cancel if you do not wish to delete the report list.

*Note: Once you delete a list, there is no way to recover it!*

## Report/Student List

The **Report/Student List** screen is used to view student's added to your student list and generate reports for the students on the list.

The Options Available for <Student List name> section provides reports and maintenance options for your selected student list. The reports and maintenance options are explained in detail below.

| Options Available for: list 1 | |
|---|---|
| Generate the complete student list – name and date of birth... | Student List |
| Generate Form 3231 for each student complete for school attendance and an Immunization History Report for all others. Summary list of all students included... | Student Imm Status Reports |
| Generate Form 3231 for students newly complete for school attendance and an Immunization History Report for those who have expired or will expire within 30 days. Summary included... | Periodic Imm Status Reports |
| Print Form 3231 or Immunization History report for SELECTED students... | Print |
| Delete SELECTED students from Student List... | Delete |
| Return to Manage List screen... | Cancel |

## *Student List Report*

The Student List report displays the name and date of birth for each student on the student list sorted alphabetically by last name.  To generate the report, follow these steps:

1.  From the Report/Student List screen, press 
     Student List .

2.  Once the report is generated, it will be displayed using Adobe Acrobat Reader®.  Refer to the Optimizing GRITS chapter in this manual for more information on Acrobat Reader®.

3.  To print the report, press the printer icon on the Adobe® toolbar.  Press  OK  in the Print dialog box.

4.  To return to the Report/Student List screen, press  Back ▾  on your browser.

## *Student Immunization Status Reports*

[These reports are not currently available.]

The Student Immunization Status Reports are a group of three reports that are generated for a student list:

**Immunization Status Summary Report**:  Displays a list of students who are "Complete" for school attendance and a list of students who are "Incomplete" for school attendance.

**Immunization Status Form 3231:**  Displays a Form 3231 for all students who are "Complete" for school attendance.

**Immunization Status Immunization History:**  Displays a Student Immunization History report for all students who are "Not Complete" for school attendance.

## *Generating the Report:*

To generate the Student Immunization Status Reports, follow these steps:

1. From the Report/Student List screen, press
   `Student Imm Status Reports`.

2. The *Check School Report* screen will display indicating the percentage of report completion. (See Check School Report section for information regarding the Check School Report screen.)

*Note: When this group of reports is generated, students on the student list whose Form 3231 is "Complete" for school attendance, will have a date added to the Date 3231 Generated column on the student list.*

## Periodic Immunization Status Reports

[These reports are not currently available.]

The Periodic Immunization Status Reports are a group of four reports that are generated for a student list:

**Periodic Report Summary**: Displays a list of students who are "Newly Complete" for school attendance, a list of students whose Form 3231 will expire within 30 days, and a list of students whose Form 3231 is currently expired.

**Periodic Report Form 3231:** Displays a Form 3231 for all students who are 'Newly Complete' for school attendance.

**Periodic Report Status Expired:** Displays a Student Immunization History report for all students whose Form 3231 is currently expired.

**Periodic Report Status Expire <= 30 Days:** Displays a Student Immunization History report for all students whose Form 3231 will expire within 30 days.

### Generating the Report:

To generate the Periodic Immunization Status Reports, follow these steps:

5. From the Report/Student List screen, press
   `Periodic Imm Status Reports`.
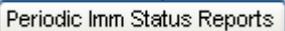
6. The *Check School Report* screen will display indicating the percentage of report completion. (See Check School Report section for information regarding the Check School Report screen.)

*Note: When this group of reports is generated, students on the student list who are "Newly Complete" (i.e., Form 3231 is "Complete" for school attendance, and Date 3231 Generated is blank) will have a date added to the Date 3231 Generated column on the student list.*

## Status Reports for selected students

[These reports are not currently available.]

The Status Reports for Selected Students are the same group of three reports as the Student Immunization Status reports, but the reports are run only for selected students, not an entire student list:

**Immunization Status Summary Report**:  Displays a list of students who are "Complete" for school attendance and a list of students who are "Incomplete" for school attendance.

**Immunization Status Form 3231:**  Displays a Form 3231 for all students who are "Complete" for school attendance.

**Immunization Status Immunization History:**  Displays a Student Immunization History report for all students who are "Not Complete" for school attendance.

*Generating the Report:*

To generate the Status Reports for Selected Students, follow these steps:

1. On the Report/Student List screen, select the students from your student list for which you would like to generate reports by placing a check mark in the "Select" column next to the student's last name.

2. Press [ Print ].

3. The *Check School Report* screen will display indicating the percentage of report completion.  (See Check School Report section for information regarding the Check School Report screen.)

**Note:**  *The Date 3231 Generated column on the student list will NOT be updated when generating reports using the* [ Print ] *button.*

## Removing Students from a List

1. Place a checkmark in the Select column next to the student you wish to remove.  You can select one or more clients at a time.

2. Press [ Delete ].

3. You will be prompted with a confirmation to delete.  Press [ OK ].
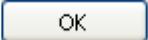
4. When the student has been removed from the list, a message will appear: "**The list has been updated successfully.**"

*Return to Manage List screen:*

1. Press [ Cancel ].  You will be returned to the Manage List screen.

## *Student List section*

This *Student List* section provides a list of all students contained on a single student list.



**Last Name:** The last name of the student. It is also used as a link to the 'Student Immunization History' screen.

**First Name:** The first name of the student.

**Middle Name:** The middle name of the student.

**Birth Date:** The date of birth of the student.

**Date 3231 Generated:** This field displays the date a Form 3231 was generated for a student on the student list.  The date only applies to Form 3231's generated using the buttons.

*Selecting a student on your list:*

1. Press [ Select All ] to select all students in your list.

2. Press [ Unselect All ] to unselect all students in your list.

*Note  - When students are selected, you can either use the Print button to generate Immunization Status reports or the Delete button to remove the students from the student list.*

*Index search:*

Directly above the *Student List*, the letters of the alphabet from A to Z are displayed, underlined and in blue.  These letters are links that allow you to jump through a large list of students to locate last names that start with a selected letter.

*Viewing Student Immunization History:*

From the student list, you can review a student's immunization history. To view a student's immunization history, follow these steps:

1. On the student list, click the last name for the student whose immunization history you want to view.

2.  The *Student Immunization History* screen will be displayed for the selected student..

*Note - When students are selected, you can either use the Print button to generate Immunization Status reports or the Delete button to remove the students from the student list.*

## Check School Report

[This functionality is not currently available.]

The **Check School Report** screen is used to display and/or determine the status of a report request.

### School Report Job Status

The *School Report Job Status* section contains information regarding the status of the report(s) being generated, including, date/time the job was started and completed, status of the job as a percentage, the number of students on the report, and the target date range if one was specified.

| School Report Job Status | | | | | | Refresh |
|---|---|---|---|---|---|---|
| **Started** | **Completed** | **Status** | **Students** | **Target From** | **Target To** | Cancel |
| JUL-09-2004 10:10 AM | JUL-09-2004 10:10 AM | 100 % | 2 | | | |
| JUL-09-2004 10:10 AM | JUL-09-2004 10:10 AM | 100 % | 1 | | | |
| JUL-09-2004 10:10 AM | JUL-09-2004 10:10 AM | 100 % | 1 | | | |

### Explanation of Status:

**QUEUE:** The report job had been requested, but the report job has not begun processing.

**0 - 99%:** The report job is currently being processed. This is the percentage of completion.

**100%:** The report job has completed processing.

### School Report Status

The *School Report Status* section displays report links for the reports generated under your school. It contains the name of the report, type of report, date/time the report was requested, started processing and completed, and the status. Reports are listed in the order that they are generated with the most recent report at the top.

| School Report Status | | | | | |
|---|---|---|---|---|---|
| **Name** | **Type** | **Requested** | **Started** | **Completed** | **Status** |
| List1 07-09-2004 10:10:00 | Imm. Status Summary | 07/09 10:15 AM | 07/09 10:15 AM | 07/09 10:15 AM | Ready |
| List1 07-09-2004 10:10:00 | Imm. Status History | 07/09 10:15 AM | 07/09 10:15 AM | 07/09 10:15 AM | Ready |
| List1 07-09-2004 10:10:00 | Imm. Status 3231 | 07/09 10:15 AM | 07/09 10:15 AM | 07/09 10:15 AM | Ready |

*Explanation of Status:*

**QUEUE:** The report PDF file has been requested, but the report PDF file has not begun to be built.

**Processing:** The report PDF file is currently being built.

**Ready:** The report PDF file has been built. It appears as a hyperlink and is available to the user for downloading or viewing.

## Generating Group Reports

Depending upon the number of students associated with your student list, it may take several minutes to generate the data for the various reports. While the data are being generated, the *Check School Report* screen indicates the percentage of completion. Periodically press Refresh to update the status. You may work in other areas of the system while waiting for the report request to complete. You may check the status of your request by clicking on *Check School Report* under the School Access menu.

## Viewing Reports

On the School Report Status table, when a report has completed processing and is ready for downloading or viewing, the name of the report appears as a hyperlink and the status displays 'Ready'. To view a report, follow these steps:

1. From the *Check School Report* screen, click the <u>Name</u> of the report.

2. Once the report is generated, it will be displayed using Adobe Acrobat Reader®. Refer to the Optimizing GRITS chapter in this manual for more information on Acrobat Reader®.

3. To print the report, press the printer icon on the Adobe® toolbar. Press OK in the Print dialog box.

4. To return to the *Check School Report* screen, press Back on your browser.

*Return to previous screen:*

1. Press Cancel. You will be returned to the previous screen.

## Upload List

The **Upload List** screen is used to create a new student list or update an existing student list using a file of students as input.

### *Uploading a list*

To upload a list, follow these steps:

1.  Click on Upload List under the Student Access section of the menu panel.
2.  In the Upload List section, options exist for uploading a student list.



> **New List:** This is the list name for a new list.  If you are creating a new list from the student list file type the desired list name here.
>
> **Update List:** This is the list name of an existing list.  If you are updating an existing list, select the existing list to update from this pick list.
>
> **List File Name:** This is the list file name containing students that will be used for the input file.  Type the full path of the list file in this field or use the Browse button to navigate to the list file.

3.  If creating a new student list, type the desired list name in the New List text box.  If updating an existing student list, select the list to updated from the Update List pick list that is provided.
4.  Type the file path of the list file you wish to load, or press [Browse...] to select the appropriate list file.
5.  Press [Upload].
6.  Press [OK] at the confirmation message to begin uploading your list file
7.  The Upload List Result screen will display, listing the list file that was uploaded and will confirm the job name to the user.

8. Press ⬚Check Status⬚.

9. The Exchange Data Status screen will display.  This screen will contain the job name, user name, exchange data date, process start and end date, and status of the current job.

## Check Status

The **Exchange Data Status** screen is used to display and/or determine the status of a list upload request. It contains the job name, user name, exchange data date/time, process start and end date/time of report, and the status.

| Exchange Data Status | All | | | | Refresh |
|---|---|---|---|---|---|
| **Job Name** | **User Name** | **Exchange Data Date** | **Process Start Date** | **Process End Date** | **Status** |
| test | School User | 03/15/2005 10:15:43 | 03/15/2005 10:15:45 | 03/15/2005 10:15:51 | COMPLETE |
| 1st Grade List | School User | 03/08/2005 09:32:09 | 03/08/2005 09:32:09 | | ERROR |
| Test upload file | School User | 03/03/2005 14:14:22 | 03/03/2005 14:14:24 | 03/03/2005 14:14:34 | COMPLETE |

### *Viewing an Upload Request*

To view the status or results of an upload request, follow these steps:

1. Press ⬚Refresh⬚ periodically to check the status of the job. Depending upon the number of students associated with your upload list, it may take several minutes to complete the upload process. You may work in other areas of the system while waiting for the upload to complete. You may check the status of your request by clicking on *Check Status* under the School Access menu.

2. When a job is completed, the job name will appear underlined and in blue.  Under the status column, one of three messages may appear:

   **Complete**: This message indicates the job has completed processing.

   **Error**:  This message indicates the job could not be processed because of formatting errors in the file.

   **Exception**: This message indicates that the job could not be processed because of an internal system error.

3. Click on the underlined job name.  If the job completed successfully, the Job Detail screen will display.

This screen contains three sections:



**Download Files for: <Job Name>:** This section contains all output files available for you to download, including the **Response** File and any **Rejected File** or **No Match File** which may have been generated during processing.  Click on the blue, underlined File name to view the file.

*Note: This section contains information regarding activity of the download file, including file name, user name, and date/time of the download.*

**Summary Information for: <Job Name>:** This section contains all information pertinent to the list file received and processed. Categories include:

*Processed:* The number of students who were processed during the upload.

*Added:* The number of students that were added to a list during the upload.

*Already on list:* This category represents the number of students that were not added to an existing list during the upload because they were already present on the list. This category only appears for jobs that update existing lists.

*Rejected:* The number of students that were not accepted for processing.  The reason for the rejection can be viewed in the Response File listed in the Download Files section.

*Note: The rejected file can be saved to your computer, corrected and resubmitted using the Upload List screen.*

*Pending:* The number of students that were not added to a list because they have multiple matches in the GRITS system. Details on the multiple matches founds can be viewed in the Response File listed in the Download Files section.

**Saving Files:**

Rejected Files or No Match Files, which may be generated during processing, can be downloaded to your computer, updated with additional/correct information, and resubmitted using the Upload List screen.  To save these files:

- Right click on the blue, underlined file name and select "Save As" to save the download the file to your local machine.

*Note:* *To add a pending student to a list, use the Find Student menu item and manually add the pending student  to the a list on the Student Immunization History screen.*

**No Match:** The number of students that were not added to a list because no match was located in the GRITS system.  Details on students who produced no match can be viewed in the Response File listed in the Download Files section.

**Note:**  Students that do not exist in the GRITS system cannot be added to a student list.

# *Organizations*

# Parent/Child Switch Org

The "Parent/Child Switch Org" screen will allow school administrator users who belong to a 'parent' organization or a 'vendor' organization to switch to their 'child' or 'client' organizations without having to log out and log back into the registry. In order to switch to your related organizations, a parent/child or vendor/client relationship must be requested by your organization and created at the state level by DHR.

The Parent/Child Switch Org screen displays the parent/vendor organization followed in alphabetical order by the child/client organizations associated to the parent in the Switch to Organization pick list.

Users who belong to child/client organizations cannot switch to their parent/vendor or peer organizations. When a child/client organization is the parent/vendor of another organization, switching to the lower-level organization is allowed.

To switch to a child/client organization, follow these steps:

1. Click on Parent/Child Switch Org under the Organizations section of the menu panel.

2. On the Parent/Child Switch Org screen, choose the child/client organization from the Switch to Organization pick list.

3. Press OK.

4. The user will be switched to the requested organization. After the switch occurs, the 'organization' name on the yellow title bar at the top of the screen and the 'Current Organization' listed on the Parent/Child Switch Org screen will be changed to the organization selected. The Switch to Organization pick list will continue to display the parent/vendor organization followed by its child/client organization(s).

5. The School Administrator user will have access to the same features on that organization based on the role assigned to him/her at the parent/vendor organization.

6. Press Cancel to return to the home page.

# *Appendix*

## Online Help

GRITS' online help function provides you with both screen-specific help and a general help index. You may access online help from any screen in GRITS by pressing the yellow light bulb on the menu bar in the right corner of the screen.

### Screen-Specific Help

To access screen-specific help, follow these steps:

1.  Press the light bulb on the menu bar located at the top-right of the screen on which you would like help.
2.  A box with screen-specific help information will display. This help box may have any or all of the following features:
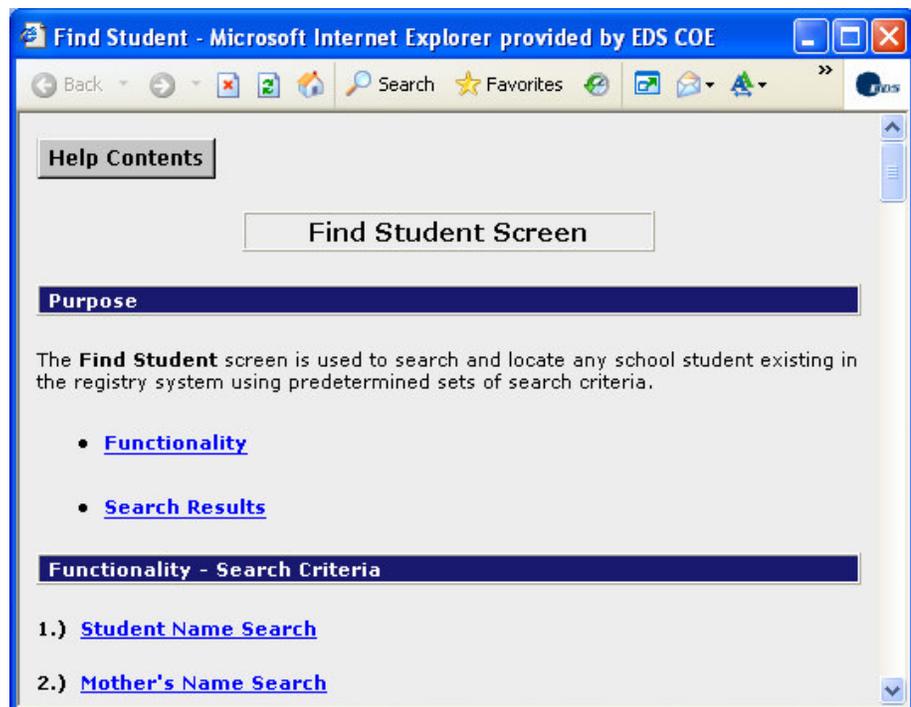


- Purpose. This section describes what the screen is meant to do or what kind of information needs to be entered.
- Required fields. This section lists the required fields on the screen and describes the information needed for these fields.
- Other fields. This section lists and describes non-required fields.

- Information provided. This section lists the information that may be found on the screen.

- Functionality. This section gives step-by-step instructions on how to enter information on the screen or features on the screen and describes their function.

- Results. This section describes the outcome of a search, report, download, or other information entered into the database.

- User tips. This section has advice or further information on how to use this screen.

3. To view these features, you may either click the links under the Purpose section or scroll down the box.

4. To close the help box, press the ⬚X button in the top right corner of the box.

GRITS' online help function includes a notes feature. Notes appear underlined and in red type; click on the "*Note" link to view.

## *General Help*

General help contains information on screens throughout GRITS. You may access this information by viewing the contents of general help, by viewing or searching the general help index, or by searching general help using a keyword.

**Contents of general help**

To access the contents of general help, follow these steps:

1. Press the light bulb on the menu bar.

2. Press the Help Contents button in the top right corner of the help box.

3. A box will open asking if you want to display both secure and non-secure items; press Yes.
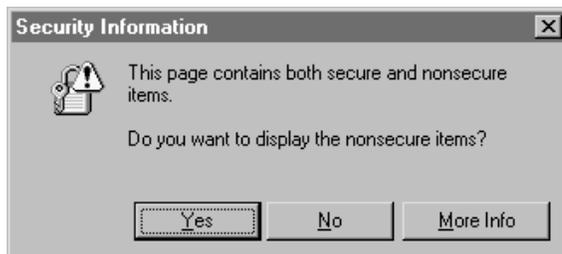
4. Press the "+" sign to the left of "GRITS" on the left side of the Contents box. A list of index items will display, with a "+" sign to the left of each item.
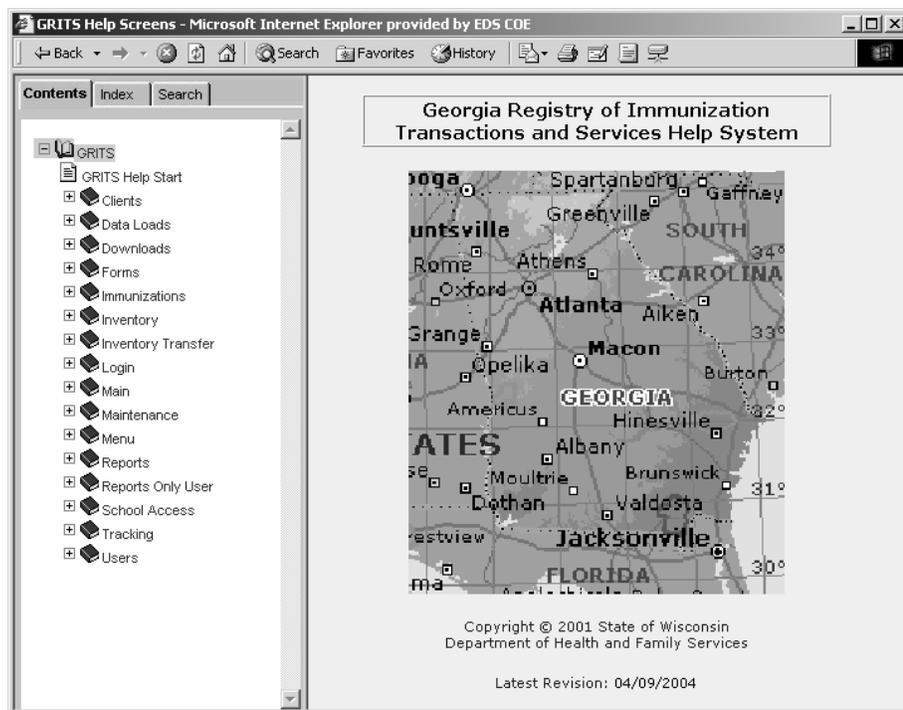


5. Press the "+" sign next to the index item you wish to view. A list of help items will appear.

6. Click on the name of the help item to view it. You may also click on the document icon next to the help item.

7. The help information you selected will display on the right side of the help box.

8. Use the links at the top of the screen or scroll down to view the information you need.

9. To return to a previous help screen or to skip ahead one screen, use the box's Back and Forward buttons.

10. To collapse an index item, press the "-" sign next to the item.

11. To close out of the help box, press the X button in the top right corner of the box.

**Viewing/searching the general help index**

To view or search the general help index, follow these steps:

1. Follow Steps 1-3 under *Contents of general help*.

2. Press the Index tab on the top left side of the help box.
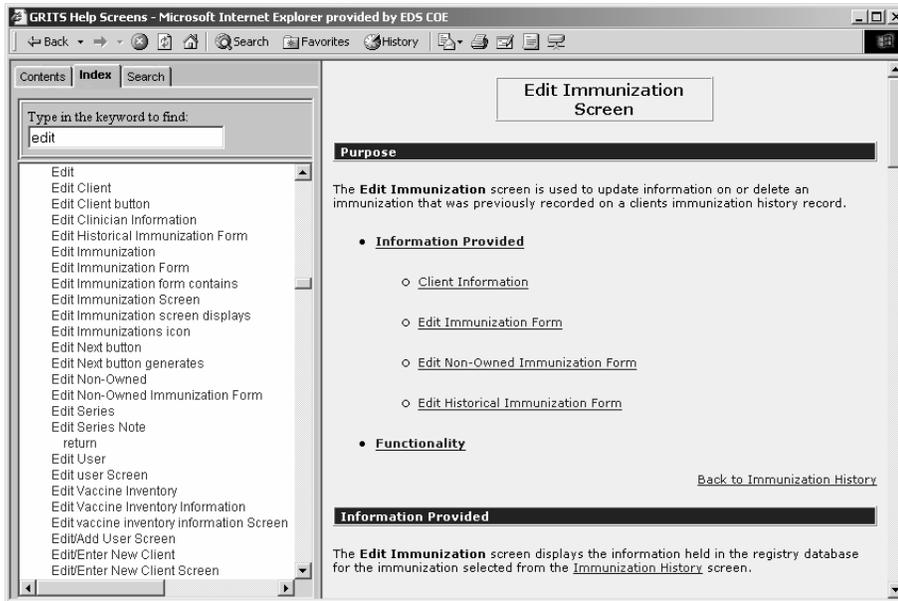


3. To find an index topic, do one of the following:

   - Use the scroll bar to view index topics.

   - Enter a keyword in the field provided. As you type, the index will display help items containing the letters you enter.

4. Click on one of the help items to view the item.

5. The help information you selected will display on the right side of the help box.

6. To return to a previous help screen or to skip ahead one screen, use the box's Back and Forward buttons.

7. To close out of the help box, press the X button in the top right corner of the box.

**Searching general help**

To search general help using a keyword, follow these steps:

1. Follow Steps 1-3 under *Contents of general help*.
2. Press the Search tab on the top left side of the help box.
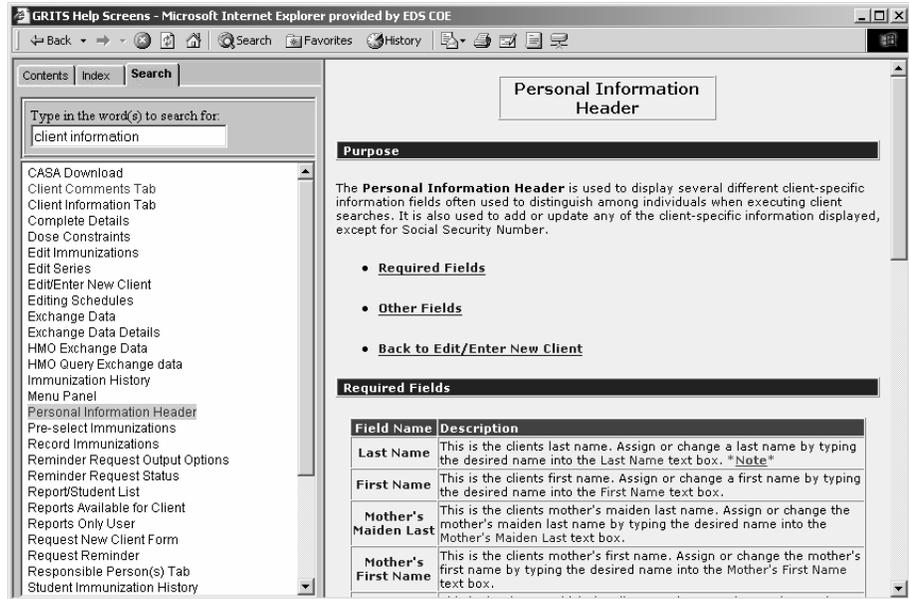3. Type in a word to search for in the field provided.
4. Press Enter.

5.  Click on one of the help items in the box below the search field to view the item.



6.  The help information you selected will display on the right side of the help box.

7.  Use the links at the top of the screen or scroll down to view the information you need.

8.  To return to a previous help screen or to skip ahead one screen, use the box's Back and Forward buttons.

9.  To close out of the help box, press the X button in the top right corner of the box.

## GRITS Help Desk

If you are experiencing difficulties or have questions regarding GRITS, you may contact the GRITS Help Desk. Several individuals staff the help desk. All calls are logged and tracked through to completion; calls are put in a pending status until a remedy to the user's problems is found.

The GRITS Help Desk hours are 8:00 a.m. to 5:00 p.m. EST, Monday through Friday.

Help Desk telephone number:     (866) 483-2958

Help Desk e-mail address:         *gaimmreg@dhr.state.ga.us*

If you experience any problems accessing or dealing with the help desk, please contact Lisa Roberts, DHR Immunization Registry Manager at (888) 223-8644 or email @ gaimmreg.dhr.state.ga.us.

# *Glossary*

**3231 Report**
*see* Certificate of Immunization

**Access Restricted**
Clients may have their primary care physician restrict access to all demographic and immunization information in GRITS. When access is restricted, only the PCP organization can view the client's information in GRITS.

**ACIP**
Advisory Committee on Immunization Practices. Along with the Centers for Diseases Control and Prevention (CDC), provides written recommendations on the administration of vaccines to adults and children in the United States. These recommendations include a schedule of dosage, contraindication, and periodicity information for each vaccine. This "harmonized schedule" is the default schedule within GRITS.

**Bookmark**
A browser tool used for accessing Web sites quickly. After setting a bookmark at a Web page, you may return to that page simply by clicking on its bookmark, rather than entering the entire Web address. Also known as a favorite.

**Browser**
A software program you use to access the Internet. The two most common browsers are Netscape® and Internet Explorer.

**CDC**
Centers for Disease Control and Prevention. The CDC is the lead federal agency for protecting the health and safety of people, providing information to enhance health decisions.

**CDC/ACIP tracking schedule**
Centers for Diseases Control and Prevention (CDC) along with the Advisory Committee on Immunization Practices (ACIP), provide written recommendations on the administration of vaccines to adults and children in the United States. These recommendations include a schedule of dosage, contraindication, and periodicity information for each vaccine. This "harmonized schedule" is the default schedule within GRITS.

**Certificate of Immunization (Form 3231)**
The official Georgia certificate required for all children attending any school or childcare facility, which displays the immunization history for a child.

**Client**
Anyone who has an immunization recorded in GRITS by a provider organization. For School Users, a GRITS client may be your student.

**Deduplication**
An automatic process that displays potential client matches to help ensure that client records are not duplicated in GRITS.

**Desktop**
The default screen on your computer that displays when no programs are open. The desktop contains shortcut icons that allow the user to open the represented programs and files from the desktop screen.

**Favorite**
*See* Bookmark.

**GRITS**
Georgia Registry of Immunization Transactions and Services. A population-based Web application containing consolidated demographic and immunization history information.

**Home Page**
The opening page of a Web site. GRITS' home page is the page that displays after you successfully log in. It contains announcements, release notes, resources, and the menu.

**Hyperlink**
A word or group of words that is underlined and appears in a colored font, usually blue, in GRITS. When you click on the underlined text, the Web site, page, or document that is described will be displayed. Also known as a link.

**Index Search**
Letters from A to Z, which are hyperlinks on the Report/Student List screen. Each letter will jump through a list of students to last names that start with the letter selected.

**Student Immunization History Report**
A student report that displays basic demographics, immunization history, and immunizations recommended by date according to the CDD/ACIP tracking schedule.

**Immunization Registry**
Confidential, computerized information system containing client demographics and immunization histories. Registries enable public and private health care providers to maintain consolidated immunization records.

**Login**
The first screen (aside from any security/certificate warnings) that appears after you access GRITS' Web address. The Login screen requires you to enter your organization's name, your

username, and your password to access GRITS.

**Logout**
Button on GRITS' menu bar that allows you to exit GRITS and return to the Login screen. You may logout from any screen in GRITS.

**Menu Bar**
GRITS' menu bar is dark blue and appears at the top of every screen within the registry. The menu bar has several menu options: home, change password, logout, and help (light bulb). The menu bar on your Internet browser, on the other hand, is located near the top of your computer screen and contains words with drop-down lists such as File, Edit, View, Tools, etc.

**Menu Panel**
GRITS' menu panel is a medium blue color and appears to the left of every screen within the registry. The menu panel lists all of the GRITS functions available to the user.

**Opt Out**
A person who has elected, or whose parent/guardian(s) have elected not to have the child's immunizations stored in GRITS. Demographic information is stored in GRITS but no immunizations.

**Parent/Child Switch Org**
A feature that allows a user that belongs to a 'parent' or 'vendor' organization to switch to an associated 'child' or 'client' organization without having to log out and log back into the registry.

**PDF**
Portable document file. A file format that allows you to view and print a document online in its original format.

**Queue**
A report processing stage in which the report request has been submitted by a

school user, but the report job has not begun processing.

**Radio Button**
An input circle that, when clicked, fills with a black dot to indicate a selection. For example, on the Manage Clients screen of GRITS, the client's gender is indicated by selecting the radio button beside M, F, or N/A.

**Release**
A new version of an application, which usually includes enhancements and software fixes. Each release of an application is indicated with a number; for example, GRITS release version 3.0.

**Sequence**
Identifies which dose is being referred to within a vaccine series. For example, a number "2" sequence indicates the second dose of the series.

**Series**
The compilation of doses for one vaccine that provides immunity for a certain disease or diseases. For example, the recommended series for the DTP/aP vaccine contains five doses.

**Shortcut**
An icon located on your computer's desktop which, when double-clicked, will open the program displayed by the icon.

**Student**
See client.

**Student List**
A list of students from which you can run various student reports.  A list is created on the Manage List screen, and students are added to the list from the Student Immunization History screen..

**Toolbar**
Located near the top of your computer screen, the toolbar on your Internet browser contains several buttons, such as Back, Forward, Stop, Refresh, and Home.

**Trade Name**
See vaccine trade name.

**Tracking Schedule**
A schedule of recommended vaccines, their dosage and periodicity information. The tracking schedule is used to validate a client's immunization history and makes recommendations for future vaccinations based on that history.

**Upload List**
School users can create and/or maintain a student list by uploading a .txt document containing student names and other identifying information into GRITS.

**User Roles**
GRITS users are categorized into hierarchical roles that determine their level of access to the functions of GRITS. The four School Access roles are School Administrator, School Access User, Daycare User, and USG User.

**Users**
Individuals who access GRITS in some way, whether it be for printing reports, entering immunization information, tracking inventory, or entering organization-specific maintenance information.

**USG Form**
The official University System of Georgia (USG) form, required for college students attending USG college or university, which displays the student's immunization history .

**Vaccine Group**
A category that describes one type of vaccination. For example, the vaccine trade names Engerix-B and Recombivax fall under the Hepatitis B vaccine group; whereas, Comvax falls under both the

Hepatitis B and Hib (Haemophilus influenzae type b) vaccine groups.

**Vaccine Trade Name**
A unique, identifying name for a vaccine series given by the manufacturer. For example, Engerix-B is the trade name for a Hepatitis B vaccine manufactured by GlaxoSmithKline.

**VFC**
Vaccines For Children.  A Federally funding Program in which vaccines are distributed for free to VFC-eligible children.