Self ImmAGE

Instruction Manual

(Rev. 08/2024)

Alaska Immunization Program

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How to use this Manual

This manual is intended to be a step-by-step guide to assist in the use of Self ImmAGE. Closely following this manual should help you save time and data and facilitate your understanding of this tool.

The Accessing Self ImmAGE section contains the links necessary to set up accounts and provide access to Self ImmAGE. Once you have gained access to the program you can bookmark for future use.

Should you need further assistance, contact us (see cover).

What is Self ImmAGE?

Vaccine schedules are complex, and it may be difficult to determine a student's compliance with Alaska immunization requirements. Self ImmAGE (Self Immunization Assessment and Goal Evaluation) is a web-based tool that may be used to help with this process.

Self ImmAGE allows you to:

- Enter vaccine history for each student in the school/child care facility
- Edit previously entered information for an individual student
- Calculate and display a student's immunization status
- Forecast future immunization needs for each student
- Promote, inactivate, or delete students
- Transfer students from school to school (contact us for instructions)
- Produce helpful reports:
  - Exclusion Letter(s) – Letter(s) to notify parents/guardians of noncompliance and their child will be denied attendance at your facility
  - Exemption List – A list of students with medical or religious exemptions, and students with documentation of immunity (internal report for facility use)
  - Immunization History – A list of the immunization histories of all students in the facility (internal report for facility use)
  - Noncompliant Child List – A list of students who are not in compliance with Alaska immunization requirements (internal report for facility use)
  - Parent Letter(s) – Letter(s) to notify parents/guardians that their child is out of compliance and is in need of additional immunizations/documentation
  - Annual Self-Assessment Survey-Summary of facility level compliance (internal report for facility use)

Accessing Self ImmAGE

Recommended browsers include Microsoft Edge, Google Chrome, and Mozilla Firefox.

(Please note that some functionality may not be available with the use of Safari and that the State of Alaska is unable to provide technical support for that browser.)

To access Self ImmAGE you must have a myAlaska account. Although you may currently have a myAlaska account you use for personal business you conduct with the State of Alaska, you may create a myAlaska account and profile specifically for Self ImmAGE use. Do not share your myAlaska username or password with anyone.

- If you are using an established myAlaska account, log in here: https://selfimmage.health.alaska.gov
- If you do not have a myAlaska account, or decided to create one specifically for Self ImmAGE use
  - o Click the link to go to myAlaska login page: https://my.alaska.gov/
  - o Select 'Register for a myAlaska Account' and fill out the required information
  - o An email confirmation will be sent to the address you provided with instructions
  - o Once you accept the terms, click 'Continue' and go to https://selfimmage.health.alaska.gov/ to login to Self ImmAGE
- Bookmark the Self ImmAGE login page

Updating myAlaska Profile

After you have established a myAlaska account, login and update your profile.

- Click 'myProfile'
- Enter your profile information and save
- Use your Self ImmAGE bookmark to log into Self ImmAGE

Using Self ImmAGE

Using the menu items on the left-hand side of the screen, you are able to manage students and your facility(s), view vaccine information, and run reports.

A facility must exist before students can be entered into Self ImmAGE. See Facility section first. If you are unsure whether there is already a Self ImmAGE account for your facility, contact selfimmage@alaska.gov.

All children regardless of age or your facility type will be referred to as Students in this manual.

All dates entered into Self ImmAGE will be mmddyy and slash marks are automatically inserted.

Self ImmAGE will time out without notifying you. Simply click sign out and log back into the system.

The Home Page will contain announcements for Self ImmAGE users.

Students

New Student

Click 'New Student' for a blank student information screen. To avoid having duplicate student records in your facility database, it is recommended you search for similar names prior to entering student information. For students with the same name, use additional identifiers such as a middle initial or nicknames.

Student Information Screen

Click on the field in which you would like to enter information (i.e., name, date of birth, etc.). Required fields are marked with a red asterisk.

It is important to enter a correct grade so that the student's immunization history can be evaluated accurately. For example, a student in kindergarten who attends an after-school program at a child care facility should be classified with a grade of 'kindergarten' in their child care facility.

Additional Information

In the upper right-hand corner, additional information may be added by checking on the box next to the following:

'No Immunization Record' should be selected anytime a student attending school/child care does not have the required immunization record.

'Inactive' should be selected when a student has withdrawn from school/child care but may be returning to your facility in the future. Inactive students are not permanently deleted in the system and can be reactivated.

'Exclusion Due to Noncompliance' should be selected when a student is excluded from school/child care due to noncompliance.

'Religious Exemption' should be selected when a student's parent/guardian submits a valid religious exemption. (Religious exemptions expire on June 30th of each year.)

Vaccine Information

Each student's immunization history is entered in these fields. After entering the date for the first vaccine, tab or use mouse to move to next desired cell.

NOTE: The Recombivax vaccine date fields are to be used only for the two-dose series of hepatitis b vaccine which may be given between the ages of 11 and 15 years.

Medical Exemption – Disease History Information

Directly below 'Vaccine Information' is the 'Medical Exemption – Disease History Information' section. If this section is closed, click on the blue bar to access the medical exemption and disease history check boxes. Note: use 'disease history' if the child's Medical Exemption – Immunity Form indicates 'immunity' for select diseases.

The Medical Exemption section is used to document a child's valid medical exemption for a vaccine. For multiple antigens (DTaP and MMR), mark only the appropriate box(es). For example, if a child has a medical exemption for measles, check only the measles box. Mumps and rubella immunizations may still be required.

The Disease History section is used to document a student has immunity to a particular disease as noted by a medical practitioner.

The Notes section is optional and may be used to enter additional information for individual students, such as when letters were sent to parents or physical exam information.

Save the information you have entered by clicking 'Save' or pressing the enter key. The program will automatically check your data for compliance.

Compliance Icons

A smiling face will appear after you have saved the data if the student is compliant.

A frowning face will appear after you have saved the data if the student is not compliant. Below the frowning face are options to print detailed noncompliance charts and letters. (More information can be found in the Reports section.)

A red exclamation mark (!) will appear next to a noncompliant vaccine on the right side of the screen. Hover over the exclamation mark and you will see the reason for noncompliance. At times, a black arrow will appear below the exclamation mark(s) to indicate the row next to the arrow goes with the row above.

Click on the compliant or noncompliant face icon or 'Compliance Status' to produce a printer friendly 'Compliance Chart.'

Search

There are several options you may use to search for students already in your data base. You can look for students with the following search options:

- Active Students
- Inactive Students
- All Students
- With Religious Exemption
- With Medical Exemption
- With Disease History
- Noncompliant Students

A search by 'Active Students' will find students you have entered in your data base who are currently active. To narrow the search, provide information in the 'Name contains' field (first letter, first name, or last name) and/or 'Grade' field and select a facility.

Selecting 'Facility' will provide a drop-down list of facilities to which you have access. You must select a facility to conduct a search for active or inactive students.

Once you have selected a facility and/or other sorting features mentioned above, click 'Search' to view a list of students meeting your search criteria.

Facility

A facility will be needed first before adding students, either create a facility or work in an existing facility. To create a new facility, see instruction below. If you cannot access an existing facility, contact selfimmage@alaska.gov.

New Facility

Click 'Facilities' on the left side of the screen (scroll down if you do not see it). Click 'New Facility' and a blank 'Facility Information' screen will appear. Enter in your facility information and 'Save' at the bottom of the screen. All required fields are marked with a red asterisk.

Facility Information Screen

To access the 'Facility Information' screen (which contains the demographic information for a facility), click on the facility's name. This screen allows you to edit the facility information. After making changes, click 'Save' at the bottom of the screen.

Schools will have additional fields for grade cohorts. It is important the grades listed are accurate as they impact the program's ability to promote and delete students.

You may delete a facility by clicking 'Delete' at the bottom of the screen. A pop-up window will ask you to verify you want to permanently delete the facility and all student information from Self ImmAGE. Once you click 'OK,' the facility and the students within it will be permanently deleted.

Users

A new user can be added by sending them an invitation (see Invitations below). Once they have accepted your invitation, you can change their role from 'User' to 'Administrator' and vice versa by changing the label in the drop-down menu next to their name under the 'Role' column.

To delete a user, click 'Delete' next to the person's name.

Administrator Rights verses User Rights

- **Administrator:** Staff with 'Administrator' rights have access to all functions of the program for their facilities. While in the 'Facility Information' screen, a person with 'Administrator' rights can edit, add, and/or delete facilities and may invite others to be users and/or administrators for a facility. Staff with 'Administer' rights are also able to promote, inactivate and delete groups of students from the facility.
- **Users:** Inviting 'Users" allows more than one person at the facility to add or edit student data. 'Users' do not have access to features found in 'Facilities' and cannot delete students.

Invitations

To invite another person to access your facility as an 'User' or 'Administrator':

- On the facility information screen, below facility information is the 'Users – Invitations' section
- Select the invitation type from the drop-down menu, either 'User' or 'Administrator,' then type in their email address
- Click 'Add Invite' then 'Save' and an automatic invitation will be sent

The user will have access to the students in the facility after the invitation has been accepted. A link to the Self ImmAGE facility and instructions for this process are in the email. Invitations expire in seven days from the date it was sent. If the invitation expires before the user accepts it, simply invite the user again.

To delete an invitation, click 'Delete' next to the invited person's email address.

Promote Students

Promoting students advances students to the next higher grade level. This can be done in two ways.

1. Promote a single student (active or inactive)
   a. Go to the individual student's information screen
   b. Change the student's grade
   c. Click 'Save' at the bottom of the screen
2. Promote a group of students at one time. The students must be marked as active in their individual student information screen.
   a. Click on 'Facility' on the left-side menu
   b. Click 'Promote Students'
   c. 'Step One: Select Facilities' will display with a list of facilities
   d. Select one or more of the facilities that contains the students you would like to promote and click 'Next'
   e. 'Step Two: Select Students' will display which includes a list of students eligible to be promoted
   f. Select the students by highlighting those you would like to promote, use >> button to move the selected students to the 'Students to Promote' field and click 'Next'
   g. 'Step Three: Promote Students' will display a list of students you selected to promote
   h. Review the list for accuracy, there is an option to print the list of students
      i. If the list is inaccurate, click 'Previous'

        ii.   To end the promotion process, click 'Cancel'
        i.   Click 'Promote' once only and the screen will display a list of students you have successfully promoted

Clicking the 'Promote' button more than once will promote the students multiple times. If you do promote your students more than one grade, you will have to go into each student's information screen and manually enter the appropriate grade.

NOTE: Students who are promoted outside of the established range of grades for a school or students who are promoted from the 12th grade are automatically inactivated by the program, but not deleted.

Inactivating Students

Inactivating students is used when a child temporarily leaves your facility, when deleting a group of children from your records, or when a school transfers students to another school. This can be done in two ways.

1. Inactivate a single student
    a. Go to the individual student's information screen
    b. Place a check mark in the box labeled 'Inactivate' on the right side of the screen
    c. Click 'Save' at the bottom of the screen
2. Inactive a group of students
    a. Click on 'Facility' from left-side menu
    b. Click 'Inactive Students'
    c. 'Step One: Select Facility' select one or more of the facilities that contains the students you want to inactivate and click 'Next'
    d. 'Step Two: Select Students' includes a list of active students who are eligible for inactivation
    e. Highlight the students you want to inactivate, then click the >> button to move them to the 'Students to Inactivate' field and click 'Next'
    f. 'Step Three: Inactivate Students' which shows the list of students selected
    g. Review the list of students selected and there is an option to print the list
        i. If the list is inaccurate, click 'Previous'
        ii. To end the inactivation process, click 'Cancel'
    h. Click 'Inactivate' and the screen will display a list of students you have successfully inactivated

Deleting Students

Deleting students is a permanent removal of students from your facility. The process can be done in two ways.

1. Delete a single student
    a. Go to the individual student's information screen
    b. Click 'Delete' at the bottom of the screen and a pop-up window will ask if you are sure you want to delete this student
    c. Click 'Ok,' and the student will be permanently deleted from your facility

2. Delete a group of students at one time the students must be marked as inactive before deleting
    a. Click 'Facilities' from left-side menu
    b. Select 'Delete Students'
    c. 'Step One: Select Facilities' display select one or more of the facilities that contains the students you want to delete and click 'Next'
    d. 'Step Two: Select Students' includes a list of inactive students who are eligible for deletion
    e. Highlight the students you want to delete then click the >> button to move them to the 'Students to Delete' field, and click 'Next'
    f.   'Step Three: Delete Students' shows the list of students you selected to delete
    g. Review the list for accuracy and there is an option to print list
        i. If the list is inaccurate, click 'Previous'
        ii. To end the deleting process, click 'Cancel'
    h. Click 'Delete' and the screen will display a list of students you have successfully deleted
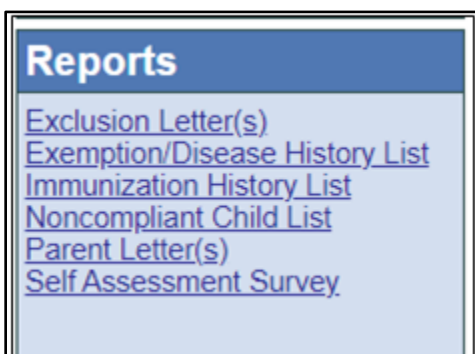
Transferring Students

For instructions on how to transfer students from one school to another, please contact us at selfimmage@alaska.gov.

Vaccines
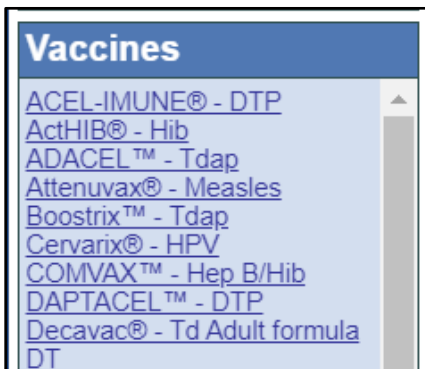
A list of common vaccines and vaccine combination names for immunizations and the disease they protect against.

Reports

Self ImmAGE has several reports available to assist in efforts to ensure that Alaska's children are safe from vaccine preventable diseases and help you with maintaining compliance with State requirements.

Pop-ups from this website must be allowed to see the report windows. This is an internet browser option and is usually displayed in the tool bar.

Exclusion Letter(s)

The Exclusion letter informs parents/guardians that their noncompliant child will be excluded from your facility if appropriate follow up on noncompliance issues is not completed. You may produce exclusion letters by individual noncompliant students or for all noncompliant students in the facility.

Individual Exclusion Letter
- Go to the 'Student Information' screen for that individual student
- If the student is noncompliant, click on 'Exclusion Letter' under the frowning face icon
- An option to enter an exclusion date, contact name and phone number for facility staff to be printed on the letter or leave them blank to fill in by hand
- Click on printer icon to print letter

Multiple Students' Exclusion Letters
- Click 'Reports' on left-side menu
- Click on 'Exclusion Letter(s)'
- A pop-up with 'Facility' name and 'Student Status' are required fields to be selected
  - All other fields are optional
- Click 'View Report' and in a new tab the 'Exclusion Letters' for the facility will appear
- The printable letters will be sorted first by grade and then by student's first names

Exemption/Disease History List

The Exemption/Disease History List is a list of medically and religiously exempted students, as well as those who have documentation of immunity.

- Click 'Reports' on left-side menu
- Click on 'Exemption/Disease History List'
- A pop-up with 'Facility' name and 'Student Status' are required fields to be selected
  - An option to include notes written in the 'Student Information' screen
- Click 'View Report' and the list will appear
- The printable list will be sorted first by grade and then by students' last name, first name

Immunization History List

The 'Immunization History List' provides a detailed list of each of your students' immunization histories.

- Click 'Reports' on left-side menu
- Click 'Immunization History List'
- A pop-up with 'Facility' name and 'Student Status' are required fields to be selected

- An option to include notes written in the 'Student Information' screen
- Click 'View Report' and the list will appear
- The printable list will be sorted first by grade and then by students' last name, first name

Noncompliant Child List

A Noncompliant Child list provides a detailed list of students who are not in compliance with State of Alaska immunization requirements and offers a brief explanation of why the student is noncompliant. This report allows you to enter a future date to forecast upcoming immunization needs so that action can be taken before a student becomes noncompliant.

- Click 'Reports' on left-side menu
- Click 'Noncompliant Child List'
- A pop-up with 'Facility' name and 'Student Status' are required fields to be selected, you can change the default date and enter a future date for which you would like to calculate compliance
  - An option to include notes written in the 'Student Information' screen
- Click 'View Report' and the list will appear
- The printable list will be sorted first by grade and then by students' last name, then first name

Parent Letter

The 'Parent Letter' informs parents/guardians of noncompliant children of compliance issues. This letter can (and should) be taken to the student's immunization provider as it describes specific non-compliant vaccine needs for the student. You may produce parent letters for students individually or multiple letters for all noncompliant students at one time.

Individual Parent Letter

- Go to 'Student Information' screen for the individual student
- For noncompliant students, click 'Parent Letter' under the frowning face icon
- Enter the 'Compliance Date' field (current date or future date)
  - Additional Options: facility contact name and phone number, or notes written in the 'Student Information' screen
- Click Print

Multiple Parent Letters

To produce multiple 'Parent Letters' at one time. This feature allows you to enter in a future date to forecast upcoming immunization needs before a student becomes noncompliant.

- Click 'Reports' from left-side menu and click 'Parent Letter(s)'
- Complete required fields (for compliance date, you can use current or future day)
  - Additional Options: facility contact name and phone number, or notes written in the 'Student Information' screen
- Click 'View Report'
- These printable letters will be sorted first by grade and then by attendee's first name

Self-Assessment Survey

Select Self-Assessment Survey to produce an Annual Immunization Status Report for internal use. This report will show child care/pre-school facility compliance that includes all children in the selected facility. Schools will see general overall compliance and select grade compliance.

- Click 'Reports' on left-side menu
- Click on 'Self-Assessment Survey' and select facility from drop-down list
- Click 'View Report' and the survey will appear

Troubleshooting

Reports will not open

- Ensure pop-ups are allowed for this site in your internet browser options
- Do not use Safari or Internet Explorer as browsers
- Try signing out, closing the browser you are currently working in and open a new browser
- If these efforts fail to correct the problem, contact our office, and request Self ImmAGE support

Unable to login to myAlaska

The State Immunization Program does not have access to usernames and passwords. These are myAlaska features so you will need to work through myAlaska processes. When establishing your myAlaska account, carefully select a username and password that you will remember and document it somewhere.

- First see if the username and password are being entered correctly and they are the ones you are using for your Self ImmAGE account if you have multiple myAlaska accounts
- If you are still unable to login, then utilize the functions below:
  - myAlaska 'Forgot my Username' function
  - myAlaska 'Forgot my Password' function (Helpful hint: Write down the answer to your secret question and your new password for future reference)

If you are still not able to log into myAlaska, see 'Help' tab on the myAlaska page.

Facility name is not listed in Self ImmAGE 'Facility' fields

Often when a person is unable to see their facility name in the 'Facility' name field, it is because the login and/or password being used is not the one established for this facility.

Follow the instructions above in the 'Unable to login into myAlaska' section to ensure you are using the correct login information or to obtain a listing of your usernames or to change your password.

Login after going through these steps. Note username and password if facility is now available.

Student's name does not appear in lists

First ensure you are using the correct username and password in myAlaska. If you are still having difficulty, search for the child using the filter fields under 'Students' heading:

- inactive,
- active, and
- all student statuses

Additionally, you can search for students using the 'name contains' and 'grade' filters.

Enter information in the search filter fields you would like to use.

Select the facility in which you wish to search. If you have more than one facility, you may need to conduct a search in each facility.

Helpful Hints

- Look for similar names or possible alternative names, for example, Jonathan may have been entered as John
- Be aware that a student's name may have been misspelled during data entry or that a student may have been mistakenly assigned to an incorrect grade or facility during data entry
- Close your browser and start Self ImmAGE again, the student should appear

If you still are unable to locate the student's name, it may be that

- The student has not been entered into Self ImmAGE
- The student was deleted from Self ImmAGE

I promoted my students more than one grade

- Manually correct each student's grade in their student information screen

Additional Self ImmAGE Support is needed

Contact the Alaska Immunization Program

Phone number: 907-269-8088 (Anchorage) or 1-888-430-4321 toll free

Email: selfimmage@alaska.gov