Washington State Department of
Health

December 10, 2021
DOH 346-121

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<mark>PLEASE ACCESS WA HEALTH USING MICROSOFT EDGE, FIREFOX, OR GOOGLE CHROME</mark>

WA HEALTH
Onboarding Guide for Vaccinate WA (Vaccine Locator)

WA HEALTH is a technology platform that collects key health care data and provides the data in a

 seamless way to help support leaders across the state make timely and informed decisions in response to public health threats.
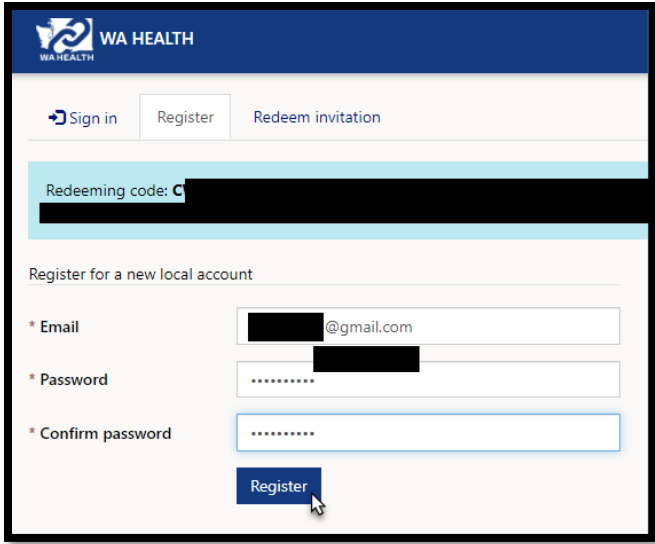
This abridged WA HEALTH User Guide is intended to help support the onboarding and data submission for partners across the state who are helping to vaccinate Washingtonians. Vaccine reporting to WA HEALTH started Monday, January 25, 2021.

If you have any questions regarding the WA HEALTH platform, vaccine data reporting in this system, or how WA HEALTH updates data presented to the Vaccine Locator website, please email us at wahealth@doh.wa.gov. Additionally, check out our WA HEALTH and Vaccines FAQs document.
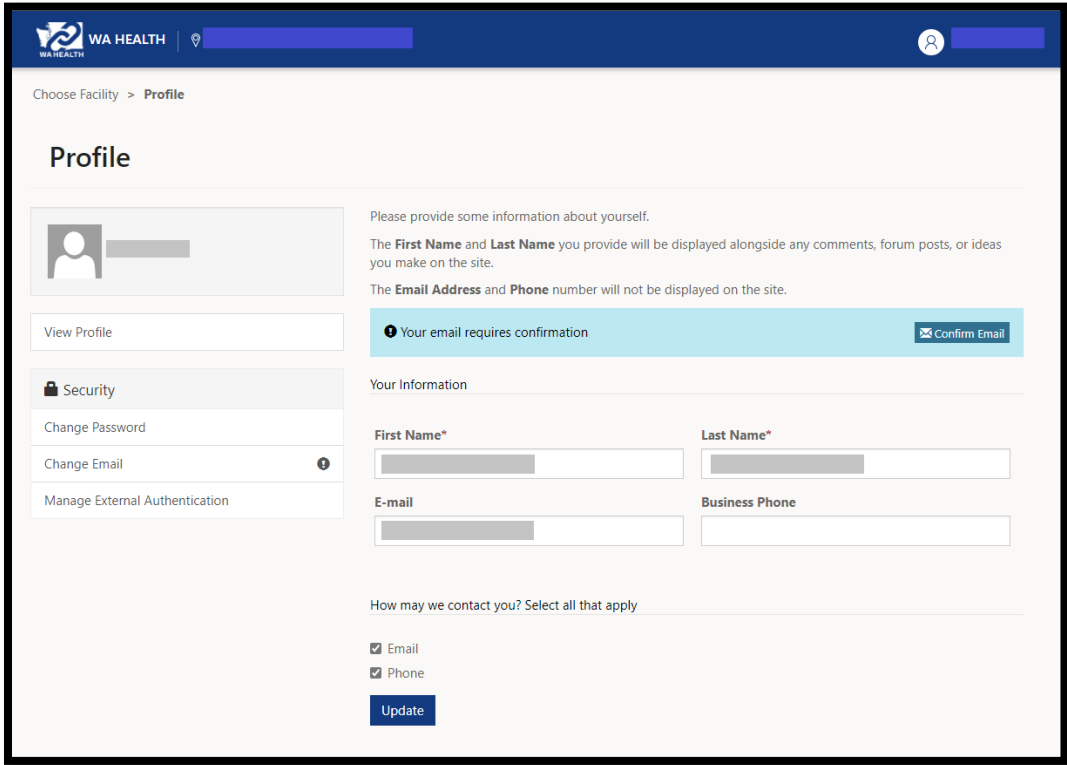
Regards,
Your WA HEALTH Team

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Getting Started

<mark>Please access WA HEALTH using Microsoft Edge, Firefox, or Google Chrome browsers.</mark>

<mark>Other browsers will function improperly.</mark>

Creating a Portal User Account

1. Check with your organization to see if your facility has an account in WA HEALTH.

   a. If your facility does **not** have a WA HEALTH account, please email our team at wahealth@doh.wa.gov to create one.

2. If your facility does have an account in WA HEALTH, reach out to the Parent Organization Administrator at your site to create an account for you. Refer to Parent Organization Tasks on page 5 of this document.

3. An email notification will come from **DOH WA HEALTH** with a unique invitation code to complete the creation of your account.

   a. From the email delivered by DOH WA HEALTH, click on the words "REDEEM INVITATION" that will take you to the WA HEALTH registration page.

   b. **Do not check "I have an existing account"**
   c. Click **Register**.
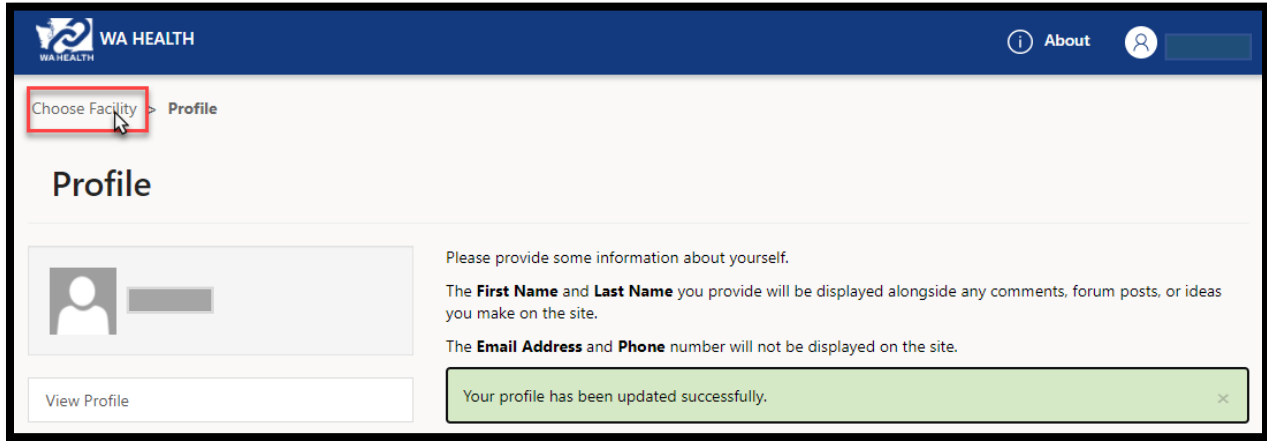
4. Add/Confirm **Password** and click on **Register**

5. Complete Account **Profile** and click on the **Update** button

a. Note: You can return to this page any time to update your contact information and password as needed.

6. When your registration is complete, the "updated successfully" message appears. Click on the **Choose Facility** link at the top left corner:

Parent Organization Administrator Tasks

Only users with the web role of **Parent Organization Administrator** will see the **Administration** box to add or update user information.
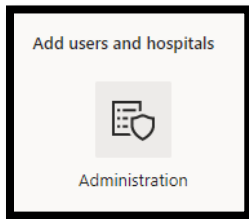
Adding a New Portal User

To add a new user, use the **Create** button to the right of the **Search** feature.

Add your user, select their web role(s), and click on **Submit**.

Updating active user information

1. Click on **Users**
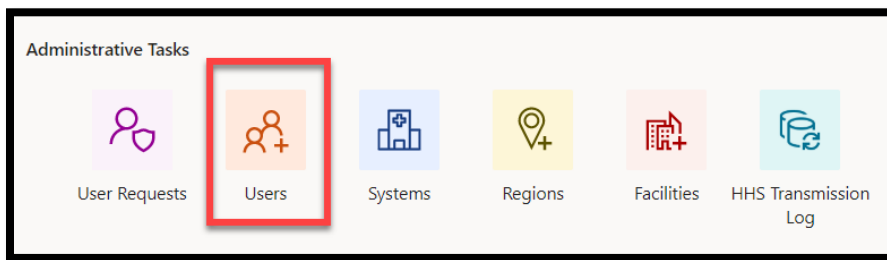
2. Click on the account (you can click on the user's name or the **View details** option):

3. Update assigned roles for each user and click **Submit**.

4. Click on '**Administration Home'** to return to the **Parent Organization Administrator Tasks**.


Please note: The images shared are screenshots from the WA HEALTH testing (QA) environment and may include features of the portal not applicable to all users.

Submitting Vaccine Data for Multiple Facilities

Any individual needing to update COVID-19 vaccine appointment availability information for multiple facilities will need the web role of **Organizational Healthcare Worker**. Also, to update COVID-19 vaccine appointment availability information, each facility must be selected individually (i.e. the following steps are repeated when the same individual reports on multiple facilities). Information entered in WA HEALTH will flow over the Vaccine Locator website approx. every 30 minutes.

1. Click on the name of your Parent Organization next to the WA HEALTH logo
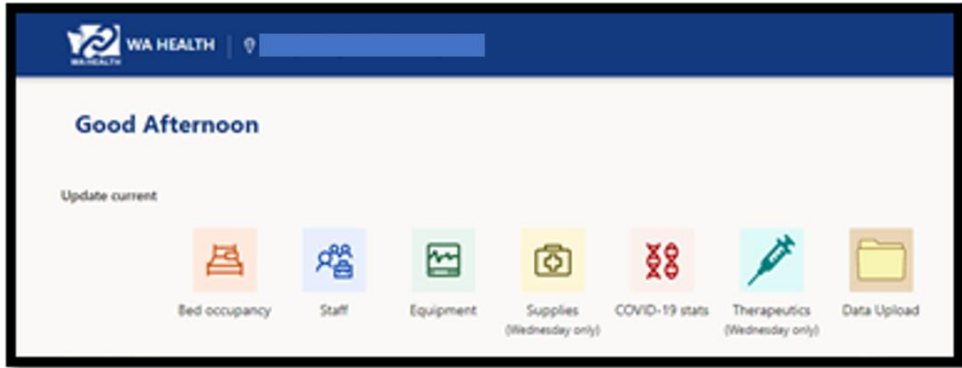
2. Click on the magnifying glass next to the Facility name to see a complete list of your facilities (see Figure 1)
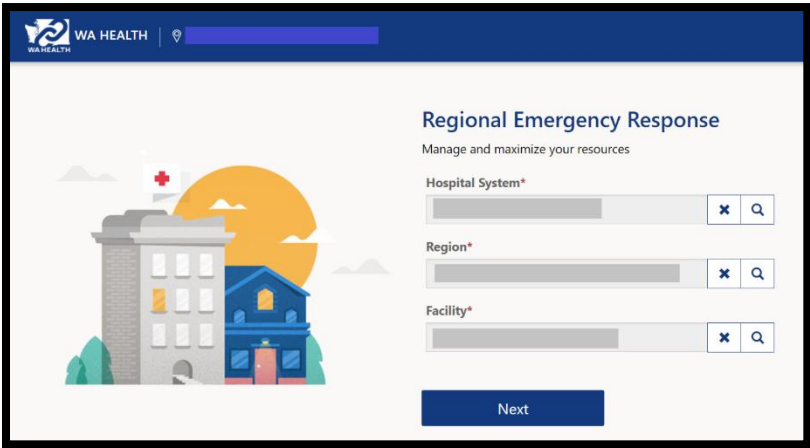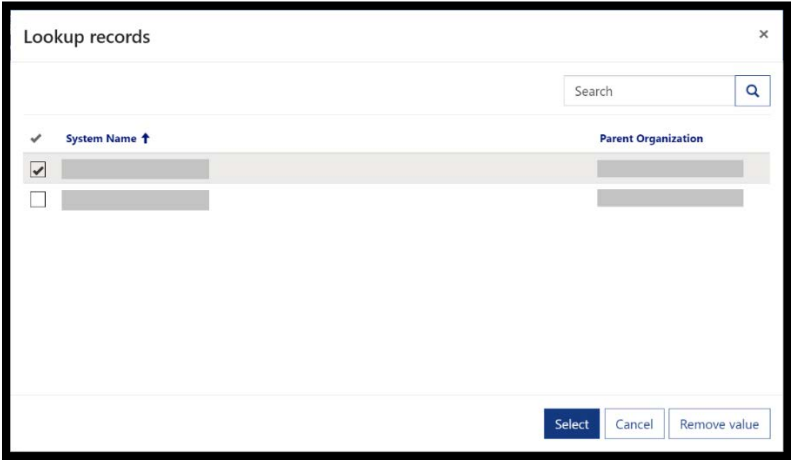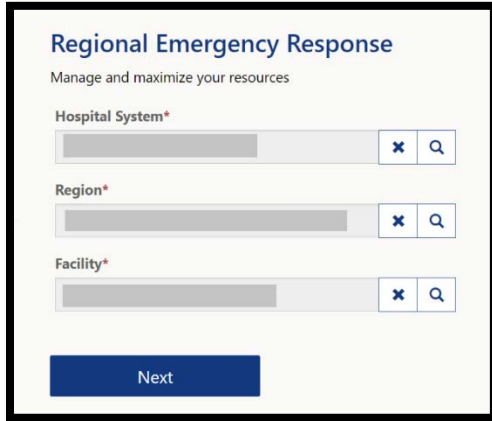

Figure 1: Example of complete list of facilities

3. Place a checkmark to the left of the facility you need to update then click **Select**

4. Click on **Next**:

5. The **Next** button will change to **Processing**:

Organizational Healthcare Worker Tasks

Only users with the web role of **Organizational Healthcare Worker** can update COVID-19 vaccine appointment availability information in WA HEALTH.

Submit COVID-19 Vaccine Appointment Availability Information

Update COVID-19 vaccine appointment availability information at least monthly and also whenever you have new vaccine availability information to share with the public.

1. From the WA HEALTH home page, click the **Vaccine Locator Settings** tile to access.
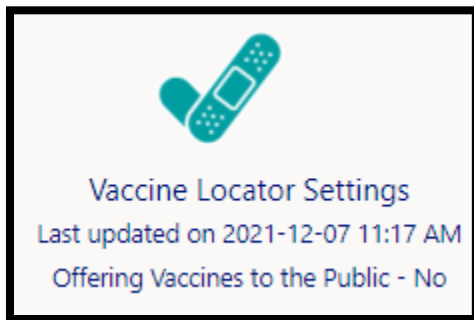
2. The first possible question is a 'Yes/No' question stating, "We are offering vaccine appointment to the general public"
    a. Please toggle to 'Yes' if you are actively offering appointments. Otherwise, please toggle to 'No' (toggling to 'No' removes your site from public view).
    b. By toggling to 'Yes,' more questions will be revealed, and this site will appear on the Vaccine Locator website.

3. For 'Facility Display Name,' please use your site's name as you specifically want it displayed to the public in Vaccine Locator.

4. The 'Vaccine Name' section requests you to confirm which vaccine types you have available at your site. You must select at least one vaccine name that you are offering.

5. Please confirm all possible methods the general public can schedule an appointment (e.g. call, email, and/or register online) and confirm if walk-in appointments are allowed and if a waitlist is available.

Schedule online   Yes ○

Scheduling link

http://contactlan.com

Schedule by phone   Yes ○

Info/Scheduling Phone

(222) 222-2222

Schedule by email   Yes ○

Info/Scheduling Email

ian's testing@gmail

Walk-in   ● No

Instructions for Walk-in Clinic

Wait-list   Yes ○

Information Website

Instructions for Public

6. Under 'Accessibility', toggle to "yes" the services available at your site.

Accessibility

Site has walk up services ⓘ	Yes ●
Site has drive-up services ⓘ	● No
Sitting/Waiting area available ⓘ	● No
Individuals needing additional support can have family, friends accompany them ⓘ	● No
Site has accessible parking ⓘ	● No
Site is wheelchair accessible ⓘ	● No
Vaccine communication card available ⓘ	● No
Vaccine communication card available in braille ⓘ	● No
Interpreters on site or available ⓘ	● No

Accessibility Information webpage ⓘ

7. Under 'Children and Youth Services', more questions will appear if you toggle "yes" to offering vaccines to kids ages 5-11 or kids ages 12-17. Customize these settings to match what your facility is offering.

8. Share as many details you would like to provide the public about connecting with your facility then click 'Submit.'

9. If reporting data for multiple facilities, repeat steps starting from Submitting Vaccine Data for Multiple Facilities.

Dashboard

A user with the web role of either **Report Viewer** or **Regional Report Viewer** can view and export all data submitted in WA HEALTH via the Dashboard. All data can be filtered at the state, county, city, and facility levels with visualizations.

Use the small black arrow at the bottom left of the window to view more report options such as **Census Data.**

We Are Here for You

Thank you for your meaningful contribution to our state's vaccination effort by providing updated vaccine appointment availability information.

Additional resources, including WA HEALTH Frequently Asked Questions (FAQs), can be found on Department of Health's dedicated WA HEALTH webpage. You can always reach us directly with any questions or ideas for how we can better support you at wahealth@doh.wa.gov.