

MIIS

Training Resources Guide

The Massachusetts Department of Public Health (MDPH) Immunization Program has created a variety of training tools and materials to help users of the Massachusetts Immunization Information System (MIIS) learn how to navigate and use the system. Training is essential for all MIIS users, and the following describes our recommended approach to self-paced training. All of the training tools and materials for the system referenced in this document are found in the Training Library of the [ContactMIIS Resource Center](http://contactmiis.info) (contactmiis.info).

MIIS Training Videos

The MIIS [Training Videos](#) provide a quick and easy way to learn how to login, navigate and use key features and functions of the MIIS. The videos are short in nature (5-15 minutes in length) and were designed to focus on specific topic areas of the system. Each video gives both audio and visual step-by-step instruction, to be used in conjunction or independently, on performing particular tasks and operations within the system.

These videos are beneficial to both users who will be manually entering immunization data into the MIIS and those that are associated with provider sites that will be exchanging data through their electronic health record (EHR) system. At electronic data exchange sites, immunization information will be automatically transmitted to the registry from their EHRs, but there are specific functions that must still be performed directly in the MIIS through the user interface, such as searching for a patient new to your practice, managing a patient's data sharing status, looking up due/overdue shots, and generating reminder/recall and other practice-level reports.

The videos are the foundation of our MIIS training tools and we recommend that users view each, in sequential order, at least once prior to using the system. The videos can be accessed online at any time. You may start, stop, rewind, or fast-forward as necessary at any point in time.

[Introduction, Login and Navigation](#) (~14 minutes)

Immunization Registry

- [Data Sharing](#) (~18 minutes)
- [Search/Add Patient Immunization Record](#) (~15 minutes)
- [Entering Immunizations](#) (~13 minutes)
- [Individual Patient Reports](#) (~11 minutes)
- [Immunization Forecast Module](#) (~13 minutes)
- [Clinical Comments](#) (~16 minutes)
- [Reminder/Recall Report](#) (~12 minutes)
- [Managing Duplicate Records](#) (~15 minutes)
- [Roster Entry](#) (~10 minutes)
- [Add or View Historical Immunizations](#) (~7 minutes)
- [Practice Population Reports](#) (~5 minutes)
- [Patients Vaccinated Reports](#) (~5 minutes)

Vaccine Management

- [Annual Provider Enrollment](#) (~13 minutes)
- [Creating Vaccine Orders](#) (~15 minutes)
- [Vaccine Inventory](#) (~11 minutes)
- [Accepting State-Supplied Shipments for Inventory](#) (~8 minutes)
- [Vaccine Transfers](#) (~9 minutes)
- [Vaccine Reports](#) (~10 minutes)
- [Coverage Reports](#) (~10 minutes)
- [Vaccine Temperature Log Upload](#) (~5 minutes)
- [Storage & Handling](#) (~10 minutes)
- [Temperature Logs](#) (~8 minutes)

School Module

- [School Immunization Survey](#) (~10 minutes)
- [Student Assignment & Grade Advancement](#) (~20 minutes)
- [Assigning/Advancing Students through the Immunization Registry](#) (~5 minutes)

Additional Training Resources

The MIIS [Quick Reference Guides](#) (QRGs) are designed to be quickly accessible reminders of the steps necessary for completing specific tasks and/or actions in the MIIS. Each guide is one page (double-sided) that can be printed out and used as a “quick reference” while using the MIIS.

[Accessing the MIIS and the MIIS Home Page](#)

Immunization Registry

[Data Sharing](#)
[Search, Create, and View Immunization Records](#)
[Immunization Forecast Module \(IFM\) and Clinical Comments](#)
[Individual Patient Immunization Reports](#)

[Reminder-Recall Report](#)
[Managing Duplicate Patient Records](#)
[Managing Duplicate Immunization Records](#)
[Roster Entry](#)
[Coverage Reports](#)

Vaccine Management

[Annual Provider Enrollment](#)
[Creating Vaccine Orders](#)
[Vaccine Inventory](#)
[Vaccine Reports](#)
[Accepting Vaccine Orders](#)

[Creating New Flu Order](#)
[Flu Reconciliation](#)
[Fridge Tag 2L Data Logger](#)
[Temperature Log Upload w Fridge Tag 2L](#)

School Module

[Student Assignment & Grade Advancement](#)
[School Immunization Survey](#)

[Student Assignment](#)
[Student Grade Advancement](#)

Recorded Training Webinars

Live MIIS Training Webinars are scheduled and presented on specific functions of the MIIS on an ongoing basis. These webinars are recorded and can be accessed at any time to review step-by-step demonstrations of these specific operations completed in the MIIS training website, which mirrors the live MIIS.

MIIS Training Website

Before your practice begins using the Live MIIS, it is recommended that you utilize the [MIIS Training Website](#), which allows you to practice using the MIIS without entering test patient data in the live system. Only test patient data should be used in the MIIS Training Website and only real patient data should be used in the Live MIIS. If you need new or additional logins for the Training Website, please contact the MIIS Help Desk.

MIIS User Manual

The MIIS [User Manual](#) is a detailed document that can be viewed online or downloaded to your computer and printed. The manual describes all of the current functions available in the MIIS and includes detailed step-by-step instructions on how to use each feature. We recommend that new users have at least one copy of the most up-to-date User Manual available at their site as a reference for more detailed questions or instructions.

Known Issues and Training Notes

The [Known Issues and Training Notes](#) provide details about functions that do not yet behave as expected within the MIIS. In this document, each table provides a label for the issue, a description of the issue, and some suggestions of how to work around the issue. Please review this document to better inform your use of the MIIS and use it as a reference in the case that you find a system “bug”, as it may describe a work-around for your issue. This document will be updated routinely as known issues arise and are resolved.

For more information, please contact the MIIS Help Desk:

Phone: (617) 983-4335 Fax: (617) 983-4301

Email: MIIShelpdesk@state.ma.us

Websites: <http://www.contactmiis.info> | www.mass.gov/dph/miis

