Search for Student

1) Go to https://www.tennesseeiis.gov and login.

2) If Select Facility screen appears, click the drop-down arrow to select facility. Click Continue button.

4) Click Search.

5) Patient Search screen displays.
6) Enter search criteria using these search tips:
   • Enter child’s first name and last name OR
   • Enter child’s first name or last name and birth date OR
   • Enter partial first name and partial last name with wildcard “%”.

7) Click Search button or press Enter key.
8) If Patient Search Results display, select child from list by clicking on their name.

Questions about this TennIIS QRG or immunization requirements for Childcare/Preschool/Head Start attendance?
Contact Becky Pearsall RN-BC, RHIA (becky.pearsall@tn.gov or 615-532-6608) or David Baron RN (david.baron@tn.gov or 615-253-8669)

Revised 12/21/2016
9) Patient Demographic screen displays with selected child's demographic information.

To Update or Edit Demographic Record:

1) Click Edit button in lower right corner of Patient Demographic screen.

2) Patient Demographic Edit screen displays.

3) Edit fields as needed.

4) Click Save button.
1) Using Navigation Menu, click Vaccinations.
2) Click View.

3) Vaccination View screen displays. This screen has three sections:
   - **Patient**
   - **Vaccination Forecast**
     - Vaccine Family name displays if series not complete
     - Recommended Date is routine ACIP schedule.
     - Minimum Valid Date is earliest vaccine could be given to be valid dose.
     - Status is as of today and will be either Past Due, Due Now, or Up-to-Date.
   - **Vaccination View**
     - * after date = historical vaccination
     - No * after date = administered vaccination
     - X in front of date = invalid vaccination

Questions about this TennIIS QRG or immunization requirements for Childcare/Preschool/Head Start attendance?
Contact Becky Pearsall RN-BC, RHIA (becky.pearsall@tn.gov or 615-532-6608) or David Baron RN (david.baron@tn.gov or 615-253-8669)

Revised 12/21/2016
4) Click on vaccine date on Vaccination View screen to display Vaccination Detail screen.
   - Organization and/or Facility fields show facility that entered administered and/or historical vaccinations into TennIIS.

Use ICVT to Evaluate Immunization Record for Validated Immunization Certificate

1) Using Navigation Menu, click Reports.
2) Click State Reports.
3) Click IMMCert

4) Tennessee Immunization Certificate screen displays with different buttons depending on age of child. Click button for certificate needed:
   - Up to Date for Child Care Entry and < 18 months of Age
   - Complete for Childcare/Pre-school and Kindergarten

5) Click View Certificate/Document button in lower right corner of Tennessee Immunization Certificate screen.

Questions about this TennIIS QRG or immunization requirements for Childcare/Preschool/Head Start attendance?
Contact Becky Pearsall RN-BC, RHIA (becky.pearsall@tn.gov or 615-532-6608) or David Baron RN (david.baron@tn.gov or 615-253-8669)

Revised 12/21/2016
6) If immunization record in TennIIS meets requirements for certificate type, Validation Result screen displays links for validated certificate and validation report. Click link to produce either validated complete certificate or validation report for desired certificate type:

Validated complete certificate
- No signature is required
- Invalid doses do not display

Questions about this TennIIS QRG or immunization requirements for Childcare/Preschool/Head Start attendance?
Contact Becky Pearsall RN-BC, RHIA (becky.pearsall@tn.gov or 615-532-6608) or David Baron RN (david.baron@tn.gov or 615-253-8669)

Revised 12/21/2016
Validation report
- Displays vaccine requirements with pass status
- Displays pass status for certificate type
- Displays invalid vaccine doses and reason dose is invalid

7) If immunization record in TennIIS does not meet requirements for certificate type, Validation Results screen displays link for validation report only. Click link to produce validation report for desired certificate type:

Validation report
- Displays vaccine requirements with pass or fail status
- Displays fail status for certificate type
- Displays invalid vaccine doses and reason dose is invalid

Questions about this TennIIS QRG or immunization requirements for Childcare/Preschool/Head Start attendance?
Contact Becky Pearsall RN-BC, RHIA (becky.pearsall@tn.gov or 615-532-6608) or David Baron RN (david.baron@tn.gov or 615-253-8669)

Revised 12/21/2016
8) If immunization record in TennIIS does not meet requirements for certificate type, but student is as up-to-date as possible as of today:

Validation Results screen displays links for temporary validated certificate and validation report. Click link to produce either validated temporary certificate or validation report for desired certificate type:
Validated temporary certificate
- Expiration date displays in Section 3
- No signature is required
- Invalid doses do not display

Validation report
- Displays vaccine requirements with pass or fail status
- Displays fail status for certificate type
- If invalid dose in record, displays invalid vaccine dose and reason dose is invalid

Questions about this TennIIS QRG or immunization requirements for Childcare/Preschool/Head Start attendance?
Contact Becky Pearsall RN-BC, RHIA (becky.pearsall@tn.gov) or 615-532-6608 or David Baron RN (david.baron@tn.gov) or 615-253-8669

Revised 12/21/2016
9) Use web browser’s print function to print certificates and/or validation reports.

## Access TennIIS Resources

1) Using Navigation Menu on the left side of the page, click Main.
   
2) Click Home.

3) Click School Immunization Requirements bar
   
4) Click link for desired document
   - Diseases Covered by Tennessee Child Care and School Immunization Requirements Table
   - Immunization Requirement Summary for Child Care through 12th Grades

5) Click Contact the Tennessee Immunization Program bar

6) Contact TennIIS Help Desk

7) Contact TennIIS Registration

8) Contact TennIIS Training

Questions about this TennIIS QRG or immunization requirements for Childcare/Preschool/Head Start attendance?
Contact Becky Pearsall RN-BC, RHIA ([becky.pearsall@tn.gov](mailto:becky.pearsall@tn.gov) or 615-532-6608) or David Baron RN ([david.baron@tn.gov](mailto:david.baron@tn.gov) or 615-253-8669)

Revised 12/21/2016