Florida SHOTS™

QUICK TIPS

FOR VIEW-ONLY ACCOUNTS
IN COUNTY HEALTH DEPARTMENTS

Contact Information

www.flshots.com

Free help desk:
877-888-SHOT (7468)
Monday – Friday, 8 A.M. to 5 P.M. Eastern

Florida Shots™
keeping shots in check

Quick Content Finder

1. LOGGING IN

Login Screen

- URL:
  https://www.flshots.com/flshots/signin.csp

- For quick access, add this URL to your "Favorites" within Internet Explorer.

- Passwords must be entered *exactly* as they were created. We recommend that passwords be created in all caps and that you keep your computer in CAPS LOCK at login.
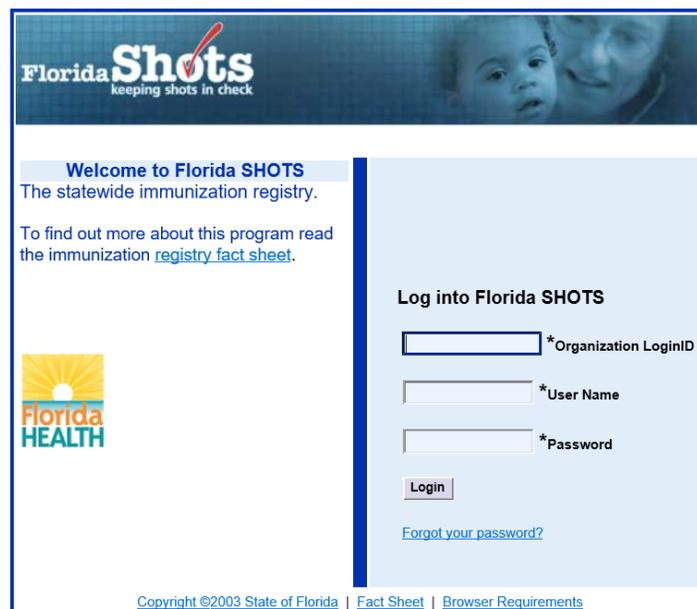
How to Log In

- **Organization Login ID (OLI):** The OLI is a unique identifier assigned to your organization by the Florida Department of Health (DOH).

- **User Name:** The user name is a unique alphanumeric identifier that informs the system of the user's identity within the provider organization. DOH assigns the site administrator's user name, and then the administrator may add or delete additional users. (Florida SHOTS will automatically create those IDs, or you can override the names with your own.)

- **Password:** When your account is activated, DOH or your local administrator will provide you with a password to access the system. For security purposes, you will be required to change this password following initial access.

  - Passwords must be at least seven characters long, are case-sensitive, and must be kept confidential.
  - They should be changed once every 90 days.
  - If your password doesn't work after you've tried to enter it twice, use the **"Need your Password Assistance?"** function to reset it.

After three failed login attempts, the account will be locked, and an administrator will need to unlock it. The local administrator will be able to unlock the individual accounts of staff members they have added to their organization's account. However, if the local administrator on the account is locked out, that person will need to reset their password or call the Florida SHOTS help desk directly to have their account unlocked.

2. RESETTING PASSWORDS

Setting Security Questions

Florida SHOTS allows you to reset your password by answering user-selected security questions. If you have not selected security questions and answers, you will be prompted to do so when you log into the system. To change these questions and answers later, select the **"Security Question Edit"** link from the **"Administration"** menu.

2. RESETTING PASSWORDS (cont.)

Password Assistance Link

Once questions and answers are on file, if you forget your password or need to reset an expired password, click the **"Need Password Assistance?"** link on the login screen
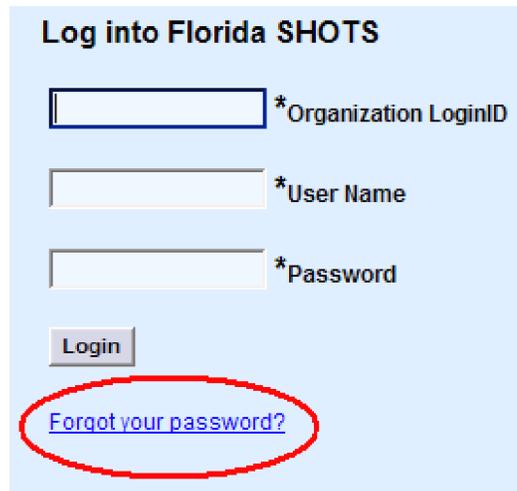
Log into Florida SHOTS

	*Organization LoginID
	*User Name
	*Password

Login

~~Forgot your password?~~

Security Prompts

You will be prompted to enter your organization login ID and username and then answer your security questions. If the questions are answered correctly, you will be allowed to reset your password. If the questions are not answered correctly after three attempts, your account will be locked and your local account administrator or the Florida SHOTS help desk will need to unlock the account.

Use the menu on the left side of the screen to perform various functions regarding your patients' records, administration of your account, running reports, extracts, and reminder recall, getting help with using Florida SHOTS, and providing feedback.

Florida Shots keeping shots in check

Forgot Your Password?

To reset your password enter your organization's login id and and your user name.

When you click the Submit button your security questions will be displayed.

If you provide the correct answers to the security questions you will be allowed to enter a new password.

Organization LoginID *

User Name: *

Submit   Back

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3. UNLOCKING AND RESETTING USERS (ADMINISTRATIVE USERS ONLY)

Occasionally, users may be locked out or their account may expire. Accounts can become locked after an invalid login information is entered three times, and an account can expire if the user hasn't changed their password in more than 90 days from the last time it was set or changed. Administrators may unlock these accounts through the **"Personnel Maintenance"** screen of the affected user(s). To get to a particular user's maintenance screen, simply click on the row with the user's name in the **"Personnel List"** screen, accessed by clicking on **"Personnel List"** in the **"Administration"** submenu. If a user is locked out, the **"Account Locked"** checkbox will be checked and must be unchecked prior to any further maintenance.

A user's password can be reset at any time by entering a new password and confirming the password.

Changing a password will automatically renew a user's expiration date. After any of these changes are made, the administrator must click the **"Submit"** button to save the changes. The administrator can then verify that the changes have been made by checking the personnel list.

If a password has not been reset for 90 days (expired for 60 days), the system automatically changes the user's status to inactive. To reactivate the user, go to **"Personnel List"** and place a check mark in the **"Inactive"** box and click on **"Display."** Click on the personnel record and take out the end date for the user you are reactivating and assign a new password. (The user must change that password when they log in.)

If you do not know who your local organization administrator is, please click on **"Customer Support"** in the menu and find the **"Contacts"** link. This provides users with the local organization administrator, as well as contact information for the Florida SHOTS team.

4. ADDING AND DELETING PERSONNEL (ADMINISTRATIVE USERS ONLY)

Edit Contact Information

Local organization administrators can edit the contact information in the **"Organization Edit"** screen from the sidebar menu. If any information is incorrect, please send an email to Florida SHOTS staff **(FLSHOTS@FLHealth.gov)**. Once the **"Organization Edit"** link has been used, the **"Organization Maintenance"** screen will appear.

Administration

Change Password
Security Question Edit
Organization Edit
Personnel List
Service Site List
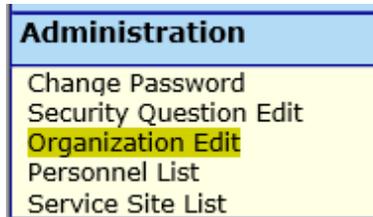
The local Florida SHOTS administrator is the individual(s) designated by the responsible authorized individual within the enrollment application as a participant in Florida SHOTS with authority to manage system access for other users within the organization. The administrator(s) displayed may or may not be the same as the responsible authorized individual. This person will be able to grant access to others within the facility as approved by the responsible authorized individual. Administrators can also click on any user to change their access information. From the **"Personnel List"** administrators have the ability to add a new user or change the status and access of an existing user.

Adding New Users

The **"Add New Person"** button within the **"Personnel List"** screen takes administrators to the **"Personnel Maintenance"** screen for creating a new system user. There, administrators can enter several key pieces of information regarding the new user to be added. The system administrator must have the user's start date prior to entry into the system. End dates are not required but should be added when a user leaves or no longer requires access to Florida SHOTS. The system will only accept an end date that is equal to or less than the password expiration date.
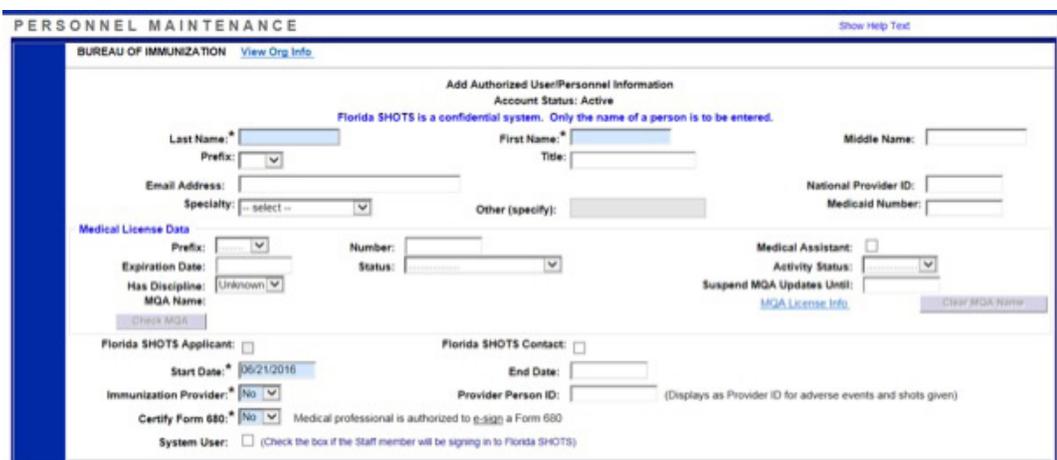
Only users who physically inject patients with vaccine should have a **"Yes"** in the **"Immunization Provider"** box. Users who do not provide immunizations should have a **"No."** Any user who can legally sign his or her own name on the DH Form 680 should have a **"Yes"** in the **"Certify Form 680"** box. Users who cannot sign Form 680s should have a **"No"** in that box. The **"Provider Person ID"** is generated by the system for immunization providers only. This is a unique ID that cannot be changed once submitted. The **"System User"** box should only be checked for users who will require access to Florida SHOTS. If the box is left unchecked, the user will not be able to log into Florida SHOTS, but will appear on your organization's list of immunization providers.

Florida SHOTS Applicant: ☐	Florida SHOTS Contact: ☐	
Start Date:* 06/21/2016	End Date:	
Immunization Provider:* No ▼	Provider Person ID:	(Displays as Provider ID for adverse events and shots given)
Certify Form 680:* No ▼	Medical professional is authorized to e-sign a Form 680	
System User: ☐	(Check the box if the Staff member will be signing in to Florida SHOTS)	

Users who will require access to Florida SHOTS must have the following information included in their user account: **"System User ID"** is generated by the system, but can be changed by the administrator. **"Password Expiration"** is also generated by the system each time a new password is created. **"System Password"** must initially be set by the administrator. The password will need to be entered again in the **"Confirm Password"** box. **"Authorization"** must be set to **"Full Access"** for the user to have access to have Florida SHOTS. **"Role"** should be **"Org View Only"** since this is for view-only accounts. **"Create Certified Form 680"** should be set to **"No"** for view-only access. To save the changes the administrator must click the **"Submit"** button.

<table>
<tr><td colspan="3">Only for Staff who sign in to Florida SHOTS</td></tr>
<tr><td>System User ID:* TURNERAL</td><td>Password Expiration:* 06/21/2016</td><td></td></tr>
<tr><td>System User Start Date: 08/12/2013</td><td>System User End Date: (Login disabled as of this date)</td><td></td></tr>
<tr><td>System Password:*</td><td>Confirm Password:*</td><td>Account Locked: ☐</td></tr>
<tr><td>Authorization:* Full Access ▼</td><td>Roles: Local Org Staff / Org View Only / Regional Coordinator / System Administrator   View Privileges</td><td>Is trainer: ☐</td></tr>
<tr><td colspan="3">Selected Roles: Data Exchange Administrator, FLSHOTS Helpdesk</td></tr>
<tr><td>Create Certified Form 680:* No ▼</td><td colspan="2">Is authorized to create a Certified (e-signed) Form 680 in Florida SHOTS</td></tr>
<tr><td>☐ User must change password at next logon</td><td colspan="2">☑ Florida SHOTS training acknowledged on 08/12/2013</td></tr>
<tr><td colspan="3">* Asterisk indicates a required field</td></tr>
<tr><td>Submit</td><td>Return to Personnel Listing   Service Site Responsibilities</td><td>Cancel</td></tr>
</table>

5. FUNCTIONS AVAILABLE ON THE REGISTRY'S MAIN MENU

Menu Options

- **Patients:** Search for patient information (e.g., demographics, immunization, etc.), view and print forms, and release the patient record.

Patients
Search for Patient
Redisplay Search Results
Today's Patient List
Search for Form 680
Patient Data
Patient Identification
Patient Information
Parent/Guardian
Immunization Status
Vaccinations

- **Reminder Recall:** Run reports and create labels for patients who are, or will be, due for immunizations within specified date ranges or for certain vaccinations.

Reminder Recall
Recall Patients

- **System Transactions:** This function is available to administrators and users with **"System Transactions"** permissions to learn the high-level overview of activity that has been performed within their organization. These functions also show statistical information related to interactions between the HMS database system and Florida SHOTS.

System Transactions
Transaction Statistics

- **Vaccine Inventory:** Run reports and view information regarding refrigerator/freezer temperatures, past, current and incoming inventory, as well as transfers and transactions.

Vaccine Inventory
Order
Temperature Logs
Order Requests
Flu Pre Booking
Receive
Pending Receipts
Receive Inventory
List Receipts
Adjust
Adjust Inventory
Report Returns/Waste
Shipping Labels
Transfer

- **Assess Imm Levels:** Run reports used to evaluate immunization coverage levels for your organization.

Assess Imm Levels
Create Assessment File
Survey Report
Summary Report
AFIX Assessment Report
Patient List Report
Create CASA Extract File

- **Reports:** Create, view, print, and download various useful reports including vaccine utilization, physical inventory, and immunization statistics.

Reports
Vaccine Utilization
Physical Inv Report
Doses Administered
Vaccine Accountability
Vacc Demand Forecast
VFC Reenrollment
Relig Exemptions
Patient Status Report

- **Administration:** Manually update your password or security questions/answers, view organization details, and for users with administrative rights, add users within your facility, unlock passwords, manage user accounts, and update limited information about your organization.

Administration
Change Password
Security Question Edit
Organization Edit

- **Customer Support:** Access links to announcements, contacts, provider feedback, user guide, and Web-based training.

Customer Support
Announcements
Contacts
Provide Feedback
User Guide
Training

Note: Every screen has a **"Help Text"** toggle link. Click on it to **"Show"** or to **"Hide"** helpful information about how to complete that page.

6. DH FORM 680 (FLORIDA CERTIFICATION OF IMMUNIZATION)

Printing DH Form 680s

To view and print an electronically certified DH Form 680 for a patient, open the patient record and click on the **"Form 680"** link located in the left menu. Once this link is clicked, the Florida Certification of Immunization screen appears. You have the option to download the DH Form 680 to a PDF file or to print for school and childcare use.

FORM 680

> * Asterisk indicates a required field
> Certified (e-signed) 680s
> GTLKBNR642J On 07/07/2016 by TAMPA FAMILY HEALTH CENTERS Part A(K-12) [View]

After the form has been verified or "e-signed" by a qualified user on Florida SHOTS, you have the option to print the form in several different formats, according to the intended use of the form and status of the patient. You may also print instructions for the parent/guardian so that they are able to access Florida SHOTS and print the DH Form 680 themselves, or you can download the 680 to a PDF File for your office's records.

Searching for DH Form 680s

Task List

Patients

Search for Patient
Redisplay Search Results
Today's Patient List
Search for Form 680
To-be Certified 680s

To search for patients with certified DH Form 680s, you may choose to search all of Florida SHOTS by selecting **"By patient"** or just search Form 680 records certified by your organization by selecting the **"By my organization only"** search option (default).

SEARCH FOR FORM 680   Show Help Text

Search for certified Form 680: * ○ By patient (certified by any organization)
                                 ◉ By my organization only

Patient 680 Search Criteria

Last Name : [   ]   First Name : [   ]
Date of Birth : [   ]   Sex : [-Select-▼]

My Organization 680 Search Criteria

Certification Identifier: [   ]
Certification Date From: * [06/26/2016]   Thru: * [07/26/2016]
Certifier: * ◉ All
           ○ ABBATOY, ASHLEY
              AHL, SUSAN
              ANDERSON, CHARLES
              ANDREWS, JOAN
Imm Service Site: * ◉ All
                   ○ POLK CHD
                      POLK CHD - AUBURNDALE
                      POLK CHD - BARTOW
                      POLK CHD - HAINES CITY

[Retrieve Certified Form 680s meeting the above criteria]