

# Frequently Asked Questions (FAQs) Regarding the Recent DH680 Changes



## DH680 CHANGES

### Q. WHERE WAS THE INITIAL INFORMATION REGARDING THESE DH680 CHANGES POSTED?

A. Florida SHOTS makes every effort to inform users of upcoming releases, changes, and “fixes.” You can find this information under the “Current Announcements” section on the Florida SHOTS login page. We encourage all of our users to look at these each time they log into Florida SHOTS to be sure there is nothing new posted. We also post information in the Blog section of flshotsusers.com. You can find this in the menu bar at the top of the “Home” page.

### Q. IF I AM CURRENTLY SET TO “YES” TO CREATE A DH680, DOES THIS AFFECT ME?

A. No. The update **does not** change who can **create** a certified DH680. Remember—there is a difference between “Create” and “Certify.” If you had permissions to create a DH680 before on your personnel maintenance page, you may still do so. If you cannot certify a DH680, you can still create one and choose the name of a certifier from the dropdown certification menu. Your name will appear on the 680 as well, next to “Issued By.” **Again, those who were allowed to create the DH680s are still able to do so.**

### Q. WHO DO THESE “CERTIFY” CHANGES AFFECT?

A. If your Personnel page previously showed “Yes” next to “Certify DH680” and you:

- a. Do not have a medical license
- b. Have an expired, or otherwise invalid, medical license on your Florida SHOTS personnel page
- c. Have incorrect medical license information on file with Florida SHOTS
- d. The name on your medical license does not match the name on your Personnel page in Florida SHOTS
- e. Your license is not in accordance with the Florida statutes that list the medical license prefixes authorized to certify at least one part of the DH680

— then your Personnel page will now show “No” next to “Certify DH680” and, until the provisions of the statutes are met or proper corrections are made, cannot be changed.

### Q. WHAT SHOULD I DO TO COMPLY WITH THESE CHANGES TO THE CERTIFICATION ALLOWANCES FOR THE DH680?

A. If you are a medical professional, be certain that your medical license information (prefix and number) is included and up-to-date on your Personnel page in Florida SHOTS. If you are a Local Org. Administrator, you can go through your medically licensed personnel and ensure their information is included and correct on their Personnel page. If you have medically licensed professionals in your organization who are not set to certify DH680s, you may add them to the Certify DH680 dropdown menu at any time. Be certain that anyone selected to “Certify” a DH680 knows his or her name will be used to do so. Keep in mind that only those medical prefixes as defined by the Florida statutes will be allowed to certify Part A and/or Part B and/or Part C.

**Q. IS THERE A MINIMUM/MAXIMUM AS TO HOW MANY PROVIDERS CAN BE ALLOWED TO CERTIFY DH680S?**

**A.** No. However, you should have **at least** one medical professional in your personnel list who is able to certify Parts A, B, and C **or** 2 or 3 medical professionals listed who can collectively certify all three parts of the DH680. Please be certain that **all** medical professionals, whose names appear in the dropdown menu in order to “Certify” a DH680, **are aware** that their names are being used to certify these forms.

**Q. WHEN AN ADMINISTRATOR ADDS MEDICAL LICENSE INFORMATION TO A PERSONNEL RECORD, WILL THE PROVIDER IMMEDIATELY BE ABLE TO SIGN DH680S?**

**A.** When an administrator enters in a provider’s medical license information and selects “Yes” for “Certify DH680” and clicks “Submit,” an MQA check will automatically be done. If the MQA comes back with the required information being current and correct, that provider will immediately be able to certify DH680s.

**Q. WHY IS NO ONE SHOWING UP IN OUR CERTIFY 680 DROPDOWN MENU?**

**A.** This could be caused by a number of things. If you are a Local Org. Administrator on the account:

- Check your organization’s Personnel list and verify that all medically licensed personnel whom you wish to certify 680s have their medical prefix and license number in Florida SHOTS and that “Certify Form 680” is set to “Yes.”
- All medically licensed personnel must have up-to-date license information. Also, if their names differ in Florida SHOTS from their license, this may cause an issue. Please have the names “match.” Do not put credentials after their last name in Florida SHOTS (for example, use last name “Johnson” not “Johnson MD”).
- If you are attempting to Certify Part B or Part C of the DH680, check that your organization has a medical physician or osteopathic physician in the personnel list, along with their license information, and that “Certify Form 680” has been set to “Yes.”
- If your organization has more than one site, check the box for “Show All Certifiers” so that medical personnel, who may be specific to a different site within your organization, will also show up in the certification list for your site.

**Q. WHY CAN PHYSICIAN'S ASSISTANTS (PAs) CERTIFY/SIGN PART B AND PART C OF THE DH680, BUT ADVANCED REGISTERED NURSE PRACTITIONERS (ARNPs) CAN ONLY CERTIFY/SIGN PART A, BUT NOT PART B AND PART C?**

**A.** These changes were made in accordance with the Florida statutes, which determine who can certify each part of the DH680 based on the chapter their medical license is defined under in the statutes themselves. The individual types of license under each chapter are not weighted as to importance; instead they are addressed as a whole, and included as such. Those addressed in the DH680 statutes are Chapters: 458 (medical physicians), 459 (osteopathic), 460 (chiropractic), and 464 (nursing).

Part A: Chapters 458, 459, 460, and 464

Part B: Chapters 458, 459, 460

Part C: Chapters 458 and 459

- PAs are included in the statutes under Chapter 458, therefore they are included under the allowances for Parts A, B, and C.
- ARNPs are included in the statutes under Chapter 464, so they are included under allowances for Part A.

**Q. WHY ARE MEDICAL ASSISTANTS UNABLE TO CERTIFY DH680S?**

**A.** Although some MAs are certified, they are not licensed in the state of Florida. In order to certify a DH680, per the statutes, the certifier must have a valid Florida medical license.

**Q. WHEN A PROVIDER'S MEDICAL INFORMATION IS ADDED/UPDATED IN FLORIDA SHOTS VIA THE ADMINISTRATOR ON THEIR PERSONNEL MAINTENANCE PAGE, WILL THE ADMINISTRATOR HAVE TO CHOOSE "YES" FOR "CERTIFY DH680S" OR WILL THEY NOW BE AUTOMATICALLY ADDED TO THE DROPDOWN LIST?**

**A.** The administrator **must** select "Yes." The only automatic change that will occur here is if the MQA check returns an issue with the medical license. Then, the system will change the "Yes" to be able to certify to "No."

**Q. IF A PROVIDER'S MEDICAL LICENSE INFORMATION EXPIRES/HAS AN ISSUE IN FLORIDA SHOTS ONCE IT IS UPDATED, HOW WILL THEY REAPPEAR ON THE "CERTIFY/SIGN" DROPDOWN MENU? WILL THEY INSTANTLY BE ALLOWED TO CERTIFY DH680S AGAIN?**

**A.** The administrator must go back into the provider's Personnel file and choose "Yes" for "Certify DH680" again. An MQA check should occur immediately and, if the MQA search comes back with the required information being current and correct, the provider will be able to immediately certify DH680s.

**Q. WHAT HAPPENED TO PREVIOUSLY CERTIFIED PART AS WHERE THE PATIENT WAS NOT COMPLETE OR UP-TO-DATE AND COMPLETE?**

**A.** Part As that were certified prior to the update, but actually were **not** complete, or up-to-date and complete, are now "Decertified" in the system and should not be used. If the patient is now complete, or up-to-date and complete, you will be able to generate a new Part A. You may also create a Part B or Part C, if applicable, or print a blank DH680.

**Q. IS A DH680, PART B AND/OR PART C, THAT WAS PREVIOUSLY CERTIFIED BY A NURSE (WHO MAY NOW ONLY CERTIFY PART A), MARKED INVALID AFTER THE UPDATE?**

**A.** No. Part Bs that were created prior to the update are still valid so long as the noted expiration date of the Part B has not passed.

**Q. WERE PART Cs AFFECTED BY THE DH680 UPDATE?**

**A.** Yes. If a patient has a permanent medical exemption on file for a school-required immunization series, they must be given a Part C — along with the Part A or Part B. Those Part As that were previously certified, and did not include a Part C when the patient has a permanent medical exemption, will be decertified in the system and a Part C must now be included.

**Q. WILL BLANK DH680S BE SAVED IN FLORIDA SHOTS?**

**A.** No. The patient's identifying information — name, birthdate, and State Imm ID will be printed at the top of the DH680, but there will be no shots, no signature, no DOH seal, etc., on the blank DH680 form.

**Q. MY PATIENT HAS ALL OF THEIR SHOTS. WHY IS THE PART A NOT GENERATING AND ONLY GIVING ME A BLANK COPY?**

**A.** This may be happening for one of several reasons:

- You may see in your patient's Immunization History that they have received all of their shots; however, you should check their Vaccination Page to see if any shots were marked "Invalid." An invalid dose will have a zero for its dose number within the series, with a red asterisk. If you hover your mouse over this asterisk, you will see a popup that tells you the reason for the invalid dose. If you disagree, or have any questions, you can call or email the Florida SHOTS help desk.
- Be sure you are selecting the correct part for the DH680. If the child is entering K–6th grade, they should get a Part A, Code 1 for K-12, with the exception of 7th Grade. If the child is entering 7th – 12th grade, they should get a Part A, code 8. If the child is 4 years old or younger, and is not yet complete on all series except for the DTaP, they require a Part B, Temporary Medical Exemption with the expiration date to return for their next immunizations. Any patient who has a permanent medical contraindication affecting one of the required series for school entry will also need a Part C with either their Part A or Part B.
- If a patient, who is not grandfathered into the varicella and polio school requirements, is **up-to-date and not complete for all required vaccine series, with the exception of DTaP**, Part A, Code 1 will **not** be allowed to generate. If a patient is **not complete on all vaccine series** (with the exception of the grandfathered cases), then a Part A, Code 8 will **not** be allowed to be created. In these circumstances, we suggest you issue a Part B, Temporary Medical Exemption, instead.

**Q. MY EMR SYSTEM DOES NOT AUTOMATICALLY UPLOAD TO FLORIDA SHOTS, SO EVEN WHEN WE HAVE GIVEN THE REQUIRED VACCINES THE PART A WILL NOT GENERATE BECAUSE THE PATIENT IS STILL SEEN AS NOT BEING COMPLETE/UP-TO-DATE.**

**A.** If the shots are not crossing over immediately into Florida SHOTS and the parent is requesting a 680, you have a few options:

- Utilize the Parent PIN option. Have the parent call back on such date as the immunizations will be in Florida SHOTS. Any user authorized to "create" the DH680 may do so and give the parent their child's State Immunization ID #, along with the Parent PIN. The parent can then access the DH680 through the Parent section of flshotsusers.com in order to print the PDF or save it to his or her own device.
- Print the blank Part A and fill in the valid immunizations and authorized signature by hand.
- Enter the vaccinations that have not yet crossed over from your EMR into Florida SHOTS as "Historical." Do not check the box indicating that your organization administered the vaccines (the system will not allow an organization to put in its own vaccinations as historical within the 30-day window). The shots will appear for the DH680 to be generated and should merge upon your EMR uploading, as long as the vaccine type and date of immunization for both records are the same.
- If this is a consistent issue, your organization may want to consider switching their EMR from batch upload to Web services, which will crossover in "real time."

**Q. WHAT ABOUT THOSE PATIENTS WHO WERE “GRANDFATHERED IN” TO NOT REQUIRING THE FINAL DOSE OF VARICELLA AND/OR POLIO? WILL THEY BE ABLE TO GET A PART A?**

**A.** Yes.

- **Polio:** Patients who were born on/prior to September 1, 2006, will be able to have a Part A code 1 and/or code 8 as long as they are complete/up-to-date with all other required vaccination series and only show as needing 1 final dose to compete the polio series. We still notify the provider that these patients are not complete, and suggest that they complete the series as the CDC recommends.
- **Varicella:** Patients who were born on/prior to September 1, 2002, will be able to have a Part A code 1 and/or code 8 as long as they are complete/up-to-date with all other required vaccination series and only show as needing 1 final dose to compete the varicella series. We still notify the provider that these patients are not complete, and suggest that they complete the series as the CDC recommends.

**Q. WILL THE DH680 PART A CERTIFICATION CHANGES AFFECT THOSE PATIENTS ON AN ALTERNATE SCHEDULE?**

**A.** Possibly. As you are aware, there are a variety of alternative vaccination scenarios. While we do our best to accommodate those schedules, there are rare cases where the Part A will not be able to generate based on “catch-up” schedules. We are currently working on expanding our algorithms to allow for more of these (such as those who have gotten 3 Tdaps to complete the DTaP series); however, in the meantime we ask that you print out a blank Part A, fill it in by hand, and attach a copy of the patient’s Immunization History should the school have any questions.

**HELP DESK**

**FREE TECHNICAL SUPPORT:**

877-888-7468 (SHOT)

MONDAY – FRIDAY, 8 A.M. TO 5 P.M. EASTERN

**INCLUDING:**

- Merging duplicate shot records
- Adding account administrators
- Unlocking Florida SHOTS accounts
- Questions about any Florida SHOTS features
- Reordering Florida SHOTS immunization schedule pads or other registry materials