

Florida SHOTS™

QUICK TIPS

Contact Information

www.flshots.com

Free help desk:

877-888-SHOT (7468)

Monday – Friday, 8 A.M. to 5 P.M. Eastern

A complete user guide and Web-based training can be located under “**Customer Support**” from the registry’s sidebar menu. You may want to print out a copy of the user guide for easy reference. Free web-based training is available 24 hours a day.



Quick Content Finder

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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.

Florida SHOTS
keeping shots in check

Florida SHOTS
The statewide immunization registry.

To find out more about this program read the immunization [registry fact sheet](#).

FLORIDA DEPARTMENT OF HEALTH

Log into Florida SHOTS

*Organization LoginID

*User Name

*Password

Login

[Forgot your password?](#)

Copyright ©2003 State of Florida | [Fact Sheet](#) | [Browser Requirements](#)

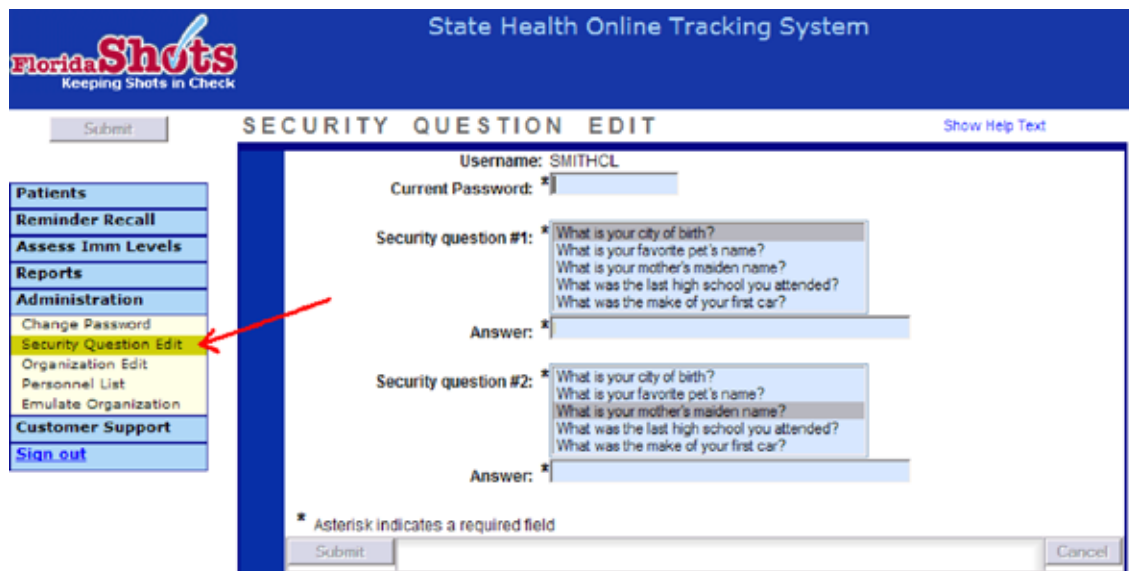
How to Log In

- **Organization Login ID (OID):** The OID 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 30 days.
 - If your password doesn’t work after you’ve tried to enter it twice, use the **“Forgot your password?”** 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. FORGOTTEN PASSWORD

Setting Security Questions

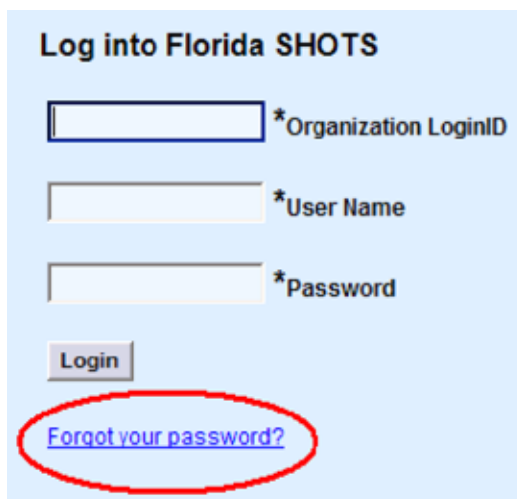
Florida SHOTS allows you to reset your password by answering user-selected security questions. If you have not selected security questions and answers, you will be prompted to do so when you log into the system. To change these questions and answers later, select the **“Security Question Edit”** link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



The screenshot shows the Florida SHOTS interface. At the top, the logo reads "Florida Shots Keeping Shots in Check" and the page title is "State Health Online Tracking System". Below the logo is a "Submit" button. The main content area is titled "SECURITY QUESTION EDIT" and includes a "Show Help Text" link. On the left, a navigation menu lists various options: Patients, Reminder Recall, Assess Imm Levels, Reports, Administration, Change Password, Security Question Edit (highlighted in yellow with a red arrow pointing to it), Organization Edit, Personnel List, Emulate Organization, Customer Support, and Sign out. The main form area displays the following fields: Username: SMITHCL, Current Password: * (with a masked input field), Security question #1: * (with a dropdown menu showing options like "What is your city of birth?", "What is your favorite pet's name?", "What is your mother's maiden name?", "What was the last high school you attended?", and "What was the make of your first car?"), Answer: * (with a masked input field), Security question #2: * (with the same dropdown menu), and Answer: * (with a masked input field). A note at the bottom states "* Asterisk indicates a required field". There are "Submit" and "Cancel" buttons at the bottom of the form.

Forgotten Password Link

Once questions and answers are on file, if you forget your password, click the **“Forgot your password?”** link on the login screen.



The screenshot shows the "Log into Florida SHOTS" login screen. It features three input fields: "Organization LoginID" with an asterisk, "User Name" with an asterisk, and "Password" with an asterisk. Below the fields is a "Login" button. At the bottom, a blue link labeled "Forgot your password?" is circled in red.

2. FORGOTTEN PASSWORD (cont.)

Security Prompts

You will be prompted to enter your organization logon 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.



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: *

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3. FUNCTIONS AVAILABLE ON THE REGISTRY'S MAIN MENU

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.

Menu Options

- **Submit:** IMPORTANT—This button results in *data being permanently stored* on the central server. This button becomes active (yellow) once changes are made to a record, and allows users to save the data at any point during the patient registration or update process, after all required information is entered.
- **Patients:** Search, complete, or update patient information (e.g., demographics, immunization, etc.), generate forms, reports, and release the patient record.
- **Reminder Recall:** Run reports and create labels for patients who have or will be due for immunizations within specified date ranges or for certain vaccinations.
- **Assess Imm Levels:** Run reports and an extract used to evaluate immunization coverage levels for your organization.
- **Reports:** Create, view, print, and download various useful reports including vaccine utilization, physical inventory, and immunization statistics.
- **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.
- **Customer Support:** Access links to announcements, contacts, provider feedback, user guide, and Web-based 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.

4. ENTERING VACCINATIONS IN THE REGISTRY

Once a patient is in the registry, you are ready to add vaccinations to their record. Click the **“Vaccinations”** link on the left side menu. Choose one of the two options to add shots: **“Add a Vaccination Record”** or **“Add Historical Vaccination Records.”**

| Vaccine Series | Vaccine Type | Date Given | Dose/Interval | Age Yr Mo/ in Days | Total Mos/ Adv Event? | Provider/Person | Del? |
|----------------|--------------|------------|---------------|--------------------|-----------------------|-------------------------|--------------------------|
| DTAP | DTAP | 02/05/2007 | 1 0 | 0-3 95 | 3 N | | <input type="checkbox"/> |
| HIB | HIB PRP-T | 06/27/2007 | 1 0 | 0-7 237 | 7 N | TESTVFC CARRIGERJ | |
| DTAP | PEDIARIX | 05/01/2007 | 2 85 | 0-5 180 | 5 N | TESTVFC IMMUNIZATION | |
| HEP B | PEDIARIX | 05/01/2007 | 1 0 | 0-5 180 | 5 N | TESTVFC IMMUNIZATION | |
| POLIO | PEDIARIX | 05/01/2007 | 1 0 | 0-5 180 | 5 N | TESTVFC IMMUNIZATION | |

Option 1: “Add a Vaccination Record”

(Recommended for VFC Participants)

We recommend using this option if you are a VFC participant so that you can appropriately record VFC eligibility for each vaccination. (Filling in all of the information required on the **“Add a Vaccination Record”** screen meets VFC auditing requirements.)

Select **“Add a Vaccination Record.”** The system will display the **“Add Vaccination Record”** screen that is equipped with pull-down lists that are kept up-to-date with new vaccines added at the central registry. To display the selections, simply click the down arrow next to each box.

4. ENTERING VACCINATIONS IN THE REGISTRY (cont.)

- **Vaccine Type:** Enter the type of vaccine the patient received.
- **Date Given:** Enter the date, or if vaccine was given today, enter “T” and the current date will automatically populate.
- **VIS Date:** Enter the date of the Vaccine Information Statement provided for this vaccination. Some combination vaccines may require multiple VIS publication dates for each statement needed. If a single VIS statement is developed where multiple are needed currently, for a limited time you may see a button labeled “Other VIS Options,” allowing you to use either the separate statements or the newer combined statement. To view current and historical VIS information, please visit <http://www.cdc.gov/vaccines/pubs/vis/default.htm>.
- **VIS Recipient:** Select the person receiving the VIS statements for this patient. Mother, father, guardian and patient names will be available when present in the patient record. “Other” may be selected and you may enter the name of the person receiving the form as well as that person’s relationship to the patient. If the relationship is mother, father, or guardian and the name entered is different than what is already on record, the user will be given the option to replace the current information with the new information. This information will be included on the Form DH687, Clinic Record Card along with whether or not this person also gave consent for treatment.
- **Consent for Treatment Given by VIS Recipient:** When VIS information is recorded, this field is enabled and required. Leave the default value at “Yes” if the person receiving the VIS gave consent for treatment. If the person giving consent is not the same as the person that received the statements, local policy on documentation of consent for treatment should be used. This information will be included on the Form DH687, Clinic Record Card along with the name of the VIS recipient.
- **Injection Site:** This field records the specific place on the body where an immunization is administered. A complete list of locations and their associated acronyms available for selection can be found in Appendix B of the Florida SHOTS User’s Guide.
- **Injection Route:** This field records the method used to administer the immunization. A detailed list of available options can also be found in Appendix B of the Florida SHOTS User’s Guide. When Intranasal or Oral is selected, an Injection Site is not required.
- **Private Provider Org. ID:** The name of the practice administering the vaccination defaults to your practice. (If you are entering historical shots not administered at your practice, you must select OTHER from the drop-down menu.)
- **VFC Eligibility:** Specify the patient’s eligibility for receiving VFC vaccine as it applies to this vaccination. This field will not be displayed unless a VFC pin number and start date are recorded for your organization by Florida SHOTS staff.

4. ENTERING VACCINATIONS IN THE REGISTRY (cont.)

Option 2: “Add Historical Vaccination Records”

(Recommended When Entering Historical Records for Patients Who Have Received Vaccines from Other Providers)

We recommend that you use the option “**Add Historical Vaccination Records**” when you are entering historical shots for patients who’ve received vaccinations from other providers and those shots aren’t yet in the registry. The “**Historical Shots**” screen lets you simultaneously enter several shots. Select a vaccine type, and then enter all the dates in which that vaccine type was given. Additionally, you can select a date and then all vaccines given on that date. (A capital “**T**” can be used to indicate today’s date.)

HISTORICAL SHOTS [Show Help Text](#)

| Vaccine Type | Date Given1 | Date Given2 | Date Given3 | Date Given4 | Date Given5 | |
|--------------|----------------------|--------------------------|----------------------|--------------------------|----------------------|--------------------------|
| --Select-- | <input type="text"/> | <input type="checkbox"/> | <input type="text"/> | <input type="checkbox"/> | <input type="text"/> | <input type="checkbox"/> |
| --Select-- | <input type="text"/> | <input type="checkbox"/> | <input type="text"/> | <input type="checkbox"/> | <input type="text"/> | <input type="checkbox"/> |
| --Select-- | <input type="text"/> | <input type="checkbox"/> | <input type="text"/> | <input type="checkbox"/> | <input type="text"/> | <input type="checkbox"/> |
| --Select-- | <input type="text"/> | <input type="checkbox"/> | <input type="text"/> | <input type="checkbox"/> | <input type="text"/> | <input type="checkbox"/> |
| --Select-- | <input type="text"/> | <input type="checkbox"/> | <input type="text"/> | <input type="checkbox"/> | <input type="text"/> | <input type="checkbox"/> |

| Date Given | Vaccine Type1 | Vaccine Type2 | Vaccine Type3 | Vaccine Type4 | Vaccine Type5 |
|----------------------|--------------------------|---------------|---------------|---------------|---------------|
| <input type="text"/> | <input type="checkbox"/> | --Select-- | --Select-- | --Select-- | --Select-- |
| <input type="text"/> | <input type="checkbox"/> | --Select-- | --Select-- | --Select-- | --Select-- |
| <input type="text"/> | <input type="checkbox"/> | --Select-- | --Select-- | --Select-- | --Select-- |
| <input type="text"/> | <input type="checkbox"/> | --Select-- | --Select-- | --Select-- | --Select-- |
| <input type="text"/> | <input type="checkbox"/> | --Select-- | --Select-- | --Select-- | --Select-- |

If you click on the checkboxes next to “**Date Given,**” you indicate that the shot was provided by your organization. **(Do not click the checkbox if your organization did not give this particular shot.)** Once you’ve entered all historical shots for a patient, click “**Next**” and you will be returned to the “**Vaccination List**” screen where you must click “**Submit**” or “**New Imm Status**” to evaluate and save the vaccinations.

5. D.H. FORM 680 (FLORIDA CERTIFICATION OF IMMUNIZATION; “BLUE FORM”)

Printing 680s

Use the “**Form 680**” link located in the left menu to view and print blue cards. Once this link is clicked, the Florida Certification of Immunization selection criteria screen appears. 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.

Electronically Certifying a Form 680

You may also be able to create an electronically certified Form 680 if authorized by your local Florida SHOTS administrator. If authorized, after clicking “**Create Current Form 680**,” you will see the completed Form 680 with three options:

- “Print Only”
- “Certify and Print”
- “Certify Only”

Before choosing one of the certify options, you must select the “**Physician or Authorized Signature**” to appear on the form from the provided drop-down list. The names that appear in this list are those to whom your local Florida SHOTS administrator has given permission to certify a Form 680.

Certificate of Immunization for K-12

PART A Immunizations are complete for school entry and attendance and meet requirements for kindergarten and/or 7th grade (and for grades kindergarten through 12.) I have reviewed the records available, and to the best of my knowledge, the above named child has been adequately immunized for school attendance as documented above. DOE Code 1

| | |
|--|---|
| <input type="checkbox"/> Show all certifiers | |
| Physician or Clinic Name: | Physician or |
| NW CLINIC | Authorized Signature: ... Select ... |
| 111 ANY ST. | Electronic Certification: TBD |
| TALLAHASSEE, FL 99999 | Date: 11/20/2007 |
| (850) 111-1111 | |

Form DH-680, 01-07 Stock Number:574009906800

Certify & Print

Certify Only

5. D.H. FORM 680 (cont.)

Once you select the desired certify option, the form will be certified and if not already printed, may be printed by selecting the **“Print Only”** option. The certified form will show the embedded authorized signature as well as a unique electronic certification number and the Florida SHOTS logo. A certified 680 form is not valid without this special number and logo. The user that created the certified Form 680 will also be displayed on the form on the **“Issued By”** line even if it is the same as the authorized signature.

Certificate of Immunization for K-12

PART A Immunizations are complete for school entry and attendance and meet requirements for kindergarten and/or 7th grade (and for grades kindergarten through 12.) *I have reviewed the records available, and to the best of my knowledge, the above named child has been adequately immunized for school attendance as documented above.* DOE Code 1

| | |
|---|---|
| Physician or Clinic Name: NW CLINIC 111 ANY ST. TALLAHASSEE, FL 99999 (850) 111-1111 | Physician or Authorized Signature: DOCTOR SHOTS Electronic Certification: 3KW7KX26RS9 Date: 11/20/2007 Issued By: JOY CARRIGER |
|---|---|

Form DH-680, 01-07 Stock Number:574009906800



Setting Preferences to Produce Certified 680s

Your local account administrator must select **“Personnel List”** under **“Administration”** in the left menu. On the **“Personnel Maintenance”** screen:

- Set up permissions for individuals whose names will be used to electronically sign the new 680 Forms (**“Certify Form 680”**).
- Set up permissions for users who will need access to issue the certified forms (**“Create Certified Form 680”**).

Once your office’s preferences are set, create a new certified 680 every time you update an immunization.

6. ADDING AND DELETING PERSONNEL (ADMINISTRATIVE USERS ONLY)

Administrative users can edit the contact information and password expiration timeframe in the **“Organization Edit”** screen from the sidebar menu. If any information is incorrect, please send an email to Florida SHOTS staff (FLSHOTSusers@doh.state.fl.us). Once the **“Organization Edit”** link has been used, the **“Organization Maintenance”** screen will appear.



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.

6. ADDING AND DELETING PERSONNEL (cont.)

Adding New Users

[Show Help Text](#)

PERSONNEL LIST

Authorized User/Personnel List
TEST ORG

| System User ID | Name | Title | Auth Level | IMM Provider | Start Date | End Date | Password Exp. | Locked | Role |
|----------------|---------------|--------|-------------|--------------|------------|----------|---------------|--------|-------------------------|
| CARRIGERJ | CARRIGER,JOY | | Full Access | N | 07/02/2007 | | 12/07/2007 | N | Local Org Administrator |
| JOHNNLX | JOHN,NURSE | DOCTOR | Full Access | Y | 07/26/2007 | | 08/25/2007 | N | Local Org Staff |
| SDOCTOR | DOCTOR,SMITH | | Full Access | Y | 06/29/2007 | | 08/31/2007 | N | Local Org Staff |
| SHAHPNX | SHAH,PRAKRUTI | | Full Access | Y | 07/02/2007 | | 11/17/2007 | N | Local Org Administrator |
| SHOTSDV | SHOTS,DOCTOR | | Full Access | Y | 08/23/2007 | | 09/22/2007 | N | Local Org Staff |
| SMITHNK | SMITH,NURSE | LPN | Full Access | Y | 08/31/2007 | | 09/30/2007 | N | Local Org Staff |

Add New Person

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 and end date (if known or needed, respectively) 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.

[Show Help Text](#)

PERSONNEL MAINTENANCE

Edit Authorized User/Personnel Information

First Name:*

Middle Name:

Last Name:*

Title:

National Provider Id:

Start Date:* End Date:

Immunization Provider:*

Certify Form 680:* Medical professional is authorized to sign a Form 680

Provider Person ID: (Displays as Provider ID for adverse events and shots given)

Work Location: Site where the staff member usually works

System User:

7. CHANGING THE PASSWORD EXPIRATION (ADMINISTRATIVE USERS ONLY)

Password Reset and Extension

Occasionally, users may be locked out or their account may expire. Accounts can become locked after invalid login information is entered three times, and an account can expire if the user hasn't changed their password in over 30 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.

System Users Only

System User ID: Expiration Date:
 (Login disabled as of this date)

System Password: Confirm Password:

Authorization: **Account Locked:**

Role: Is a trainer:

Create Certified Form 680: Is authorized to create a Certified Form 680 in Florida SHOTS

User must change password at next logon

* Asterisk indicates a required field

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. If only the expiration date needs to be changed, that can be done by itself at any time by entering **"T+30"** for a new expiration date, 30 days from today. 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.

After a password has been expired for 90 days, the system automatically changes the user's status to inactive. To reactivate the user, go to **"Personnel List"** and select the **"All"** radio button after **"Show Personnel."** Take out the end date for the user you are reactivating, change their password expiration date to **"T+30,"** and assign a new password. (The user must change that password when they log in.)

State Health Online Tracking System

PERSONNEL LIST Show Help Text

Authorized User/Personnel List

Show Personnel: Active Inactive All

| System User ID | Name | Title | Auth Level | IMM Provider | Start Date | End Date | Password Exp. | Locked | Role |
|----------------|--------------|-------|-------------|--------------|------------|----------|---------------|--------|-------------------------|
| JCARRIGER | CARRIGER,JOY | | Full Access | Y | 09/01/2006 | | 04/25/2009 | N | Local Org Administrator |
| SMITHCL | SMITH,CHRIS | | Full Access | N | 08/31/2006 | | 04/08/2009 | N | Local Org Administrator |
| SMITHCL2 | DOCTOR,BROWN | | Full Access | Y | 11/20/2006 | | 03/09/2009 | Y | Local Org Administrator |