

VaxCheck User Guidance

The VaxCheck program is a tool designed to collect consent to share immunization information from the Minnesota Immunization Information Connection (MIIC) with enrolled organizations. Employers can use VaxCheck to collect consent from staff to view employee immunization from MIIC.

This guide walks the User through enrollment, user management, and collecting consent via VaxCheck. For further assistance, email Health.VaxCheck@state.mn.us.

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Getting started

If your organization is already enrolled but you do not have a user account, connect with your organization's administrator, or email the VaxCheck Team at Health.VaxCheck@state.mn.us.

VaxCheck is available to organizations that require immunization information for surveillance or reporting purposes and are ineligible to participate in MIIC for these purposes. This may include health care facilities or other organizations seeking immunization information from their employees.

If you have questions about if your organization qualifies to use VaxCheck email Health.VaxCheck@state.mn.us.

Organization enrollment

VaxCheck is available to organizations that require immunization information for surveillance or reporting purposes and are ineligible to participate in MIIC for these purposes. These organizations include health care facilities or other organizations seeking immunization information from their employees.

Enrolling your organization

If your organization is already enrolled, but you do not have an account, connect with your organization's administrator, or email the VaxCheck Team at Health.VaxCheck@state.mn.us.

1. Navigate to [VaxCheck Portal \(https://vaxcheck-admin.web.health.state.mn.us/\)](https://vaxcheck-admin.web.health.state.mn.us/) and click the **Enroll** button, which will direct you to the **Organization Enrollment Page**.

2. Organization Enrollment Intended Use.

- Type your organization's name in the text box labeled **Organization Name**.
- Using the consent type drop-down menu, select **Employees**.

- Upon selecting the consent type, a new drop-down menu for **Intended Use** will appear with a prepopulated list of organization types. Select the type that best describes your organization, and then click **Proceed to move to the next page**.

Note: When selecting **Long-term care (LTC) facility**, a final drop-down menu will appear, allowing you to select the appropriate LTC type. After selecting the LTC type, click **Proceed to the next page**.

- Depending on the 'intended use' selected, you may need to provide facility-specific information. Hospitals and long-term cares must enroll each facility individually. Other health care facilities, such as clinics, can enroll as an organization or system. On the **Facility Information** page, enter all required facility names and address information and then click **Proceed to move to the next page**.

- On the **Primary contact information** page, enter your organization's required primary contact information. This will be the individual MDH contacts if there are questions about your organization's use of VaxCheck. Once entered, click the **Submit** button.

- Once the primary contact information is submitted, you will receive confirmation that your enrollment information was successfully submitted to MDH. All enrollment requests are reviewed by the MDH VaxCheck team within five business days. If more information is required, or if the enrollment request is denied, the MDH VaxCheck team will contact you.

- Once a registration request is approved, the primary contact will receive a welcome notification email containing the next steps for login.

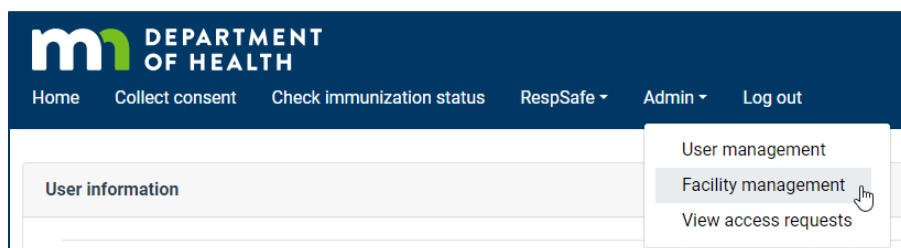
Note: For organizations with multiple facilities to enroll (e.g., long-term cares and hospitals), the primary contact must enroll each facility individually. Follow the steps above to enroll the first facility. Once approved and granted access to VaxCheck, follow the steps in [Facility enrollment](#).

Facility enrollment

Organizations with multiple facilities must register their first facility following the steps in Organization enrollment. Once the organization has a facility active in VaxCheck, users can follow the steps below to enroll additional facilities.

Note: Some organizations have multiple facilities but review their employee flu and COVID-19 immunization information system-wide. Hospitals and long-term care facilities must register each facility individually if seeking to participate in RespSafe. Other multi-facility organizations may discuss with the MDH VaxCheck team if they'd like to have a single organizational account.

1. Once logged into VaxCheck select “Facility management” under the Admin tab at the top of the screen.



2. Click the “Request new facility” button.
3. The “Intended use” fields will pre-populate based on the information used in the organization’s initial enrollment. Update these fields based on the type of facility you are now enrolling. Select “Proceed to next page” and input facility details.

 A screenshot of the 'Intended use' form section. It contains several fields: 'Organization name' (a text input field), 'Consent type' (a dropdown menu with 'Employees' selected), 'Intended use' (a dropdown menu with 'Long-term care facility' selected), and 'Type of Long-term care Facility' (a dropdown menu with 'Assisted living facility' selected). At the bottom of this section are two buttons: '< Back to previous page' and 'Proceed to next page >'.

 A screenshot of the 'Facility information' form section. It contains several fields, each marked as 'REQUIRED' in red text: 'Facility name', 'Address', 'City', 'State' (a dropdown menu with 'Minnesota' selected), and 'Zip code'. At the bottom of this section are two buttons: '< Back to previous page' and 'Proceed to next page >'.

4. Input information for the primary contact for the facility’s participation in VaxCheck then select “Submit.”

5. Your submitted facility enrollment will be reviewed by MDH staff.

Logging into VaxCheck

Note: User account email addresses **must** be work addresses, not personal emails.

New users

1. Speak to your organization's VaxCheck administrator or email the VaxCheck team at Health.VaxCheck@state.mn.us and ask them to create an account for you and provide you with a temporary password.
2. Once you have received your login credentials, navigate to the VaxCheck login page, and click the **Login** button.

3. On the login page, enter the provided login information and click the **Sign In** button.

4. Immediately upon signing in, you will be prompted to change your password. Follow the onscreen prompts to change your password and click the **Submit** button.

5. You now have access to VaxCheck.

Returning users

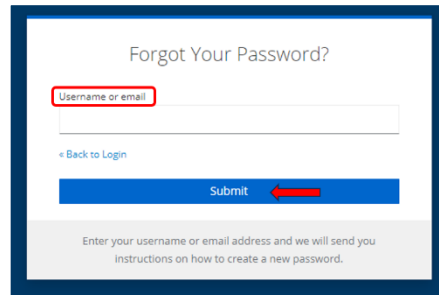
1. Navigate to the VaxCheck login page and click the **Login** button.

2. On the login page, enter your username and password and click the **Sign In** button.

Forgotten passwords

1. If you have forgotten your password, click the blue **Forgot Password** link on the login page.

- On the next screen, enter your email and click the **Submit** button.



- You will receive an email from VaxCheck that contains a link that will allow you to change your password.

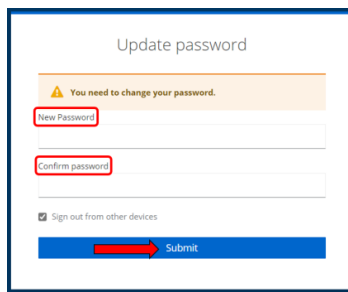
Someone just requested to change your MIIC Vaxcheck Program account's credentials. If this was you, click on the link below to reset them.

[Link to reset credentials](#)

This link will expire within 5 minutes.

If you don't want to reset your credentials, just ignore this message and nothing will be changed.

- In the browser window that opens, you will be prompted to change your password. Follow the onscreen prompts to change your password and click the **Submit** button.



- You now have access to VaxCheck.

User information

Upon logging in, the VaxCheck home page will open, showing your user information.

- Name of organization
- Name of user
- User role
 - General user
 - May have access to multiple organizational facilities that participate in the program.
 - Has access to all VaxCheck functionality except managing user accounts.
 - Admin
 - This role has access to all VaxCheck functionality, including the ability to manage user accounts.
 - Has the privilege to add or remove another facility administrator or general User.
 - Has the authority to select user roles when creating a new user.

- Can grant user access to specific facilities.
- Facility name(s): This section displays a list of all facilities to which they have access.

User management

Note: Only VaxCheck administrators can access user management functions.

Click the **Admin** drop-down menu on the main menu bar and select **User Management**.

Searching for users

- Select the applicable facility from the drop-down menu, enter user information, and then click the **Search** button.

- If the User is located, their user account information will be displayed.

Selected	Username	First Name	Last Name	Email	Is Active?
	JSmith1	John	Smith	email@email.com	Inactive

Adding new user to organization or facility

- Navigate to User Management using the site file path Admin Dropdown → User Management.
- Select which organization and facility to assign to the new user using the Organization and Facility dropdown menu.

- Once you have selected the new user's organization and facility, click the **Add User** Button.

- The **User Management – Account Verification** window will open. Enter the User's email in the space provided and click **Search**.

- If a user account is located, a popup will appear asking whether you want to grant them access to the organization account. Click the **Yes** button to grant the user access.

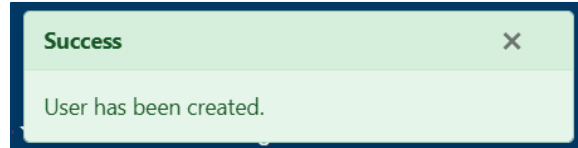
- If no user account is located, a popup will ask whether you want to create a new account using the associated email. Click **Yes** to create a new user account. Continue to step below [Creating New Users](#).

Creating new users

- Assign the user to the appropriate security level using the Security Role dropdown menu.

- Organization User:** Assign this role to organizational staff who require access to VaxCheck but will not be managing users within VaxCheck.

- **Organization Administrator:** Assign this role to at least one individual who requires access to VaxCheck and has the authority to manage user accounts within VaxCheck.
2. Fill in the first name and last name, then click the **Create Account** button.
 3. Once the account is created, a confirmation message will display.



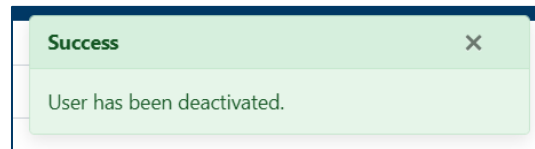
Deactivating users

If a user currently does not require access to VaxCheck, the administrator or MDH staff must manually deactivate it.

1. Navigate to the **User Management** page and [search](#) for the user account. click the check the box under the Selected column and click the **Deactivate/Reactivate User** button.

Selected	Username	First Name	Last Name	Email	Is Active?
☒	email@email.com	Pretend	User	email@email.com	true
Add User Remove User Deactivate/Reactivate User					

2. A popup will appear informing you that the user has been successfully deactivated.



3. To ensure the user is deactivated, search for the user again and ensure the **Is Active** column has changed from **true** (active) to **false** (inactive).

Selected	Username	First Name	Last Name	Email	Is Active?
☒	email@email.com	Pretend	User	email@email.com	false
Add User Remove User Deactivate/Reactivate User					

Reactivating users

If a user account goes inactive and the user cannot log in, the administrator or MDH staff must reactivate it.

1. Navigate to the **User Management** page and [search](#) for the user account. click the check the box under the Selected column and click the **Deactivate/Reactivate User** button.

Selected	Username	First Name	Last Name	Email	Is Active?
☒	email@email.com	Pretend	User	email@email.com	false
Add User Remove Deactivate/Reactivate User					

2. A popup will appear informing you that the user has been successfully reactivated.
3. To ensure the user is reactivated, search for the user again and ensure the **Is Active** column has changed from **false** (inactive) to **true** (active).

Selected	Username	First Name	Last Name	Email	Is Active?
☒	email@email.com	Pretend	User	email@email.com	true
Add User Remove User Deactivate/Reactivate User					

Collecting consent

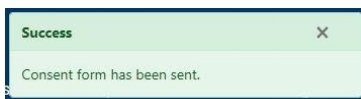
Consent is required annually after the beginning of each respiratory season (July 1). To collect consent, click the **Collect Consent** option in the VaxCheck main menu. There are two ways to collect consent for immunization information from MIIC to be shared, via email or via a link. Select the facility in the drop-down menu that is associated with the individual whose immunization information you are requesting.

Collecting consent via email

1. Select the facility where the employee is assigned from the **Facility** dropdown menu. Enter the employee email address(es) in the text box provided, using a semicolon to separate multiple email accounts. Then, press the **Send Consent Form** button.

The screenshot shows the 'Collect consent' form. At the top, there is a 'Facility (select one)' dropdown menu with a red arrow pointing to it. Below the dropdown, there are instructions: 'Consent is required annually after the beginning of each respiratory season (July 1). Employees can access and complete the consent form in one of two ways: 1. Sending the consent form to the employee by typing their work email address in the text box below. 2. Asking the employee to navigate to the consent form on their own using: 1. <https://vaxcheck.nonprod.health.state.mn.us/employee?orgCode=undefined> For more information on how to use the upload file functionality to send the consent form to employees, email health.VaxCheck@state.mn.us.' Below the instructions is a text box with the placeholder 'Enter employee email addresses here (separated by semicolon)'. At the bottom left of the form is a 'Send Consent Form' button with a red arrow pointing to it.

2. A popup will inform you that the consent for has been sent via email.



Collecting consent via link

1. Select the facility where the employee is assigned from the **Facility** dropdown menu.
2. Once the facility is selected, a link will auto populate a link which can be provided directly to the employee.

The screenshot shows the 'Collect consent' form. At the top, there is a 'Facility (select one)' dropdown menu with 'testing124' selected. Below the dropdown, there are instructions: 'Consent is required annually after the beginning of each respiratory season (July 1). Employees can access and complete the consent form in one of two ways: 1. Sending the consent form to the employee by typing their work email address in the text box below. 2. Asking the employee to navigate to the consent form on their own using VaxCheck Program Consent Form. (<https://vaxcheck.nonprod.health.state.mn.us/employee?orgCode=29496a90-e03f-4676-bbc6-5625ea61ed98>) For more guidance on sharing the consent form with employees, email Health.VaxCheck@state.mn.us.' The link is highlighted with a red box.

Completing the consent form

Once the employee opens the emailed or direct link, they will need to provide their consent to share their immunization data with VaxCheck.

1. The employee should review the form and familiarize themselves with the provided Minnesota Government Data Practices Act Release Form. The employee should then click the checkbox confirming that they have read the consent form and consent with sharing their immunizations with VaxCheck.

☐ By checking this box, I attest I have read the VaxCheck Consent Form above and consent to release my flu and COVID-19 immunization data to my employer. (required)

2. Upon clicking the box, a form will appear showing the employer identification code listed in the top left text box. To complete the consent request, the employee must fill in all required information and then click the **Submit** button.

Employer Identification Code
29496a90-e03f-4676-bbc6-5625ea61ed98

Employee ID (required)
Fill in your employee ID. If your employer does not have an employee ID for you, type N/A.

Employee First Name (required)

Employee Last Name (required)

Employee Middle Name

Employee Date of Birth (required)
MM/DD/YYYY

Employee Email (required)

Mother's Maiden Last Name

Employee Phone Number (required)

Employee Signature (required)
Type your full name above.

SUBMIT

Immunization reports

The immunization report provides immunization information for those who have provided consent to share this information with you.

Downloading an immunization report

To open the immunization report, click the **Check Immunization Status** button on the main menu. Select the facility from the drop-down menu to see the report. Reports are updated in real-time as new consent forms are completed. To view the immunization report, click the **Download** button under the **Actions** menu.

Facility (select one) Business Team Fac1

Immunization report

The immunization report provides immunization information for employees who have provided consent to share this information with you.
For more information on how to read this report email Health.VaxCheck@state.mn.us.
Reports are updated daily.

Selected	File Name	Last Modified	File Size	Actions
☐	employee_vaccine_data.xlsx	2024-11-26 12:33	6.01 KB	download delete

Interpreting immunization report data

Immunization reports are provided by a spreadsheet document with **two** sheet tabs: One for COVID (**COVID_Output**) and one for Flu (**FLU_Output**). Click each tab to view its report which includes the following information:

- Employee ID
- First name
- Last name
- DOB:** Date of birth (YYYY-DD-MM)

- **MIIC match (Y/N):** Indicates whether there was a match to the employee or client in MIIC.
- **Y:** Yes, the information the employee provided matches to a client record in MIIC.
- **N:** No, the information the employee provided does not match to a client record in MIIC.
- **Date of vaccine (COVID or current flu season):** Displays the most recently administered vaccine date.
- **COVID or current flu season product:** Provides product/manufacturer details for the indicated vaccine.

VaxCheck help

For assistance with VaxCheck, contact the VaxCheck Team at Health.VaxCheck@state.mn.us.

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PO Box 64975
St. Paul, MN 55164-0975
Health.VaxCheck@state.mn.us

1/30/2025

To obtain this information in a different format, email Health.VaxCheck@state.mn.us.