

COVID Vaccination Data Collection

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Governor's Proclamation

The full proclamation can be found here:

https://www.governor.wa.gov/sites/default/files/proclamations/proc_20-12.4.pdf

[Proclamation 21-14.1](#) added early learning, K-12 employees and higher education employees to a proclamation requirement vaccinations for state employees.

Glossary of Terms

- Immunization/Vaccination

These terms are used interchangeably in the documentation and in our systems.

- Category 4 Data

Highly sensitive data requiring special handling (OCIO Data Classification Category 4 data). Examples of Category 4 data in ctcLink include SSN and Bank Account Number in addition to Immunizations.

- Attestation

Personal declaration that something is true and factual. This is only required/recorded for Student and Employee self-service entry. You cannot attest for someone else. As an administrator, you are required to validate the data you are entering in the system.

- HR Verification

An HR Administrator must review an employee's vaccination records to confirm the data entered by the employee. SBCTC advises colleges to not keep copies of vaccination documents. There is not and will not be functionality in ctcLink (or Legacy) to retain this documentation.

Legacy

New Web Application Forms – Student Facing

Two new web application forms have been developed to collect vaccine information from students and employees in the form of a self-attestation. Installation instructions for these applications will be sent in a future memo.

COVID-19 Vaccination Attestation
Yakima Valley College

Student Login

Student ID:

Student PIN:

[Sign In](#)

COVID-19 Vaccination Attestation
Yakima Valley College

Test Student

Choose vaccine brand or exemption type:

When did you receive your vaccine?

Date of first shot:

Date of second shot:

I declare that the information I have provided is accurate and true, and I acknowledge that it may be subject to further verification.

I acknowledge that knowingly providing incorrect information and/or not following college COVID protocols, including policies on face coverings, may result in disciplinary action.

[Delete](#) [Update](#) [Submit](#)

[Log out](#)

New PPMS Screen – Staff Facing

This new screen (PS0036) will allow college staff to enter, change, and otherwise maintain employee vaccine information. Please ensure that relevant college users are given security access to this screen.

```

Secure2: 0 (DEV02)
File Edit Config Options Troubleshoot Print Help
PS0036-002      EMPLOYEE COVID-19 VACCINATION TRACKING

      SID [          ]      EMPLOYEE NAME [          ]
      VAX TYPE [        ]      VAX NAME [          ]
      VAX DATE1 [ / / ]      VAX DATE2 [ / / ]
      COLLEGE VERIFIED [ ]      VERIFICATION DATE [ / / ]      BY [          ]
      BOOSTER TYPE [        ]      BOOSTER NAME [          ]
      BOOSTER DATE [ / / ]      BOOSTER VERIFICATION DATE [ / / ]      BOOSTER BY [          ]
      AGREEMENT [        ]
      DISCIPLINE [        ]

      UPDATE BY [          ]      UPDATE DATE [ / / ]

NEXT:  FUNC [I]  SCREEN [PS0036]  KEY1 [ ]  KEY2 [ ]  KEY3 [ ]
9031:Key data missing or is incomplete

[CANCEL] [NEXT SCREEN] [PRINT] [REFRESH] [PREVIOUS] [NEXT] [HELP] [MENU]
SSH: dev2@skool (CAP-M)  NUM: 003 043  --- HP Overwrite X [ ] unlocked  11/09/21, Tuesday, 21 August 2021
    
```

New Administration Screen – Staff Facing

A new screen in SMS, SM2006, will allow college staff to enter, change, and otherwise maintain student vaccine information. Please ensure that relevant college users are given security access to this screen .

```

SM2006-001      STUDENT COVID-19 VACCINATION TRACKING

      SID [ ] [ ] [ ] [ ]      STUDENT NAME [          ]
      VACCINE TYPE [        ]      VACCINE NAME [          ]
      VACCINE DATE 1 [ / / ]      VACCINE DATE 2 [ / / ]
      BOOSTER TYPE [        ]      BOOSTER DATE [ / / ]
      AGREEMENT [        ]
      DISCIPLINE [        ]

      UPDATE BY [          ]      UPDATE DATE [ / / ]
    
```

New Database Tables

New database tables have been added in databases SM, EMP, and TBL3 to accommodate this effort.

The tables are STU-VAX-D, EMP-VAX-D, and VAX-TYP-TBL-M, respectively. These tables are read-protected and will require a special username and password to access the data via DATA or any other queries.

Security

The new database tables are read-protected and will require a special username and password to access the data via DATA or any other queries.

Legacy user security managers should submit a request to support@sbctc.edu to be provided with this username and password combination.

Codes and Descriptions

- PF - PFIZER
- MD - MODERNA
- JJ - JOHNSON & JOHNSON
- OT - OTHER VACCINE
- XMED - EXEMPTION - MEDICAL
- XREL - EXEMPTION - RELIGIOUS

New Data Express Procedures

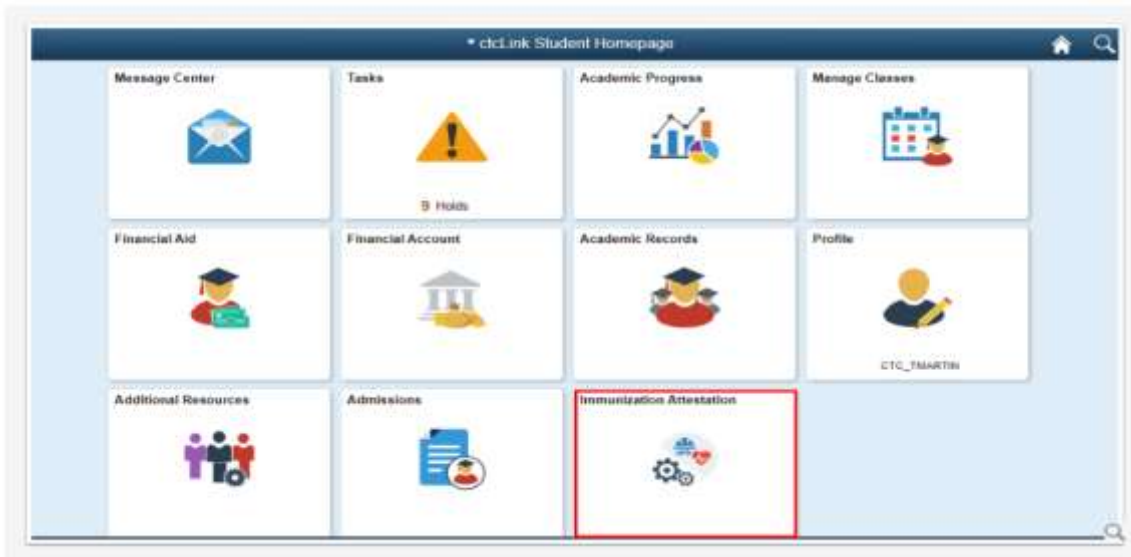
- SM2006R for student
- PS0036R for employees.
- Both are in the ../../PLIB/INFORM catalog

ctcLink

Self-Service Navigation

New navigation tiles and pages have been implemented in ctcLink.

Student



Employee



New Data Collection Page

Student

COVID-19 Vaccination Attestation

Admissions Test

Vaccination Details

*Immunization	Date Taken
Moderna - 1st dose	05/08/2021
Moderna - 2nd dose	05/29/2021

Self Attestation

I declare that the information I have provided is accurate and true, and I acknowledge that it may be subject to further verification.

No I Agree

Disciplinary Action

I acknowledge that knowingly providing incorrect information and/or not following college COVID protocols, including policies on face coverings, may result in disciplinary action.

No I Agree

Submit

Quick Reference Guide: [Entering Student Immunization and Health Information \(COVID-19\)](#)

Staff

The COVID-19 Vaccination Attestation & Vaccination Details page for Employees, which includes the HR Verification information.

Before HR Verification

COVID-19 Vaccination Attestation

Vaccination Details

*Immunization	Date Taken	Verified by HR	Date Verified
Moderna - 1st dose	04/08/2021	No	---
Moderna - 2nd dose	05/05/2021	No	---

Self Attestation

I declare that the information I have provided is accurate and true, and I acknowledge that it may be subject to further verification.

Yes I Agree

Disciplinary Action

I acknowledge that knowingly providing incorrect information and/or not following college COVID protocols, including policies on face coverings, may result in disciplinary action.

Yes I Agree

Submit

After HR Verification

COVID-19 Vaccination Attestation

Vaccination Details

*Immunization	Date Taken	Verified by HR	Date Verified
Moderna - 1st dose	04/08/2021	Yes	08/25/2021
Moderna - 2nd dose	05/05/2021	Yes	08/25/2021

Self Attestation

I declare that the information I have provided is accurate and true, and I acknowledge that it may be subject to further verification.

Yes I Agree

Disciplinary Action

I acknowledge that knowingly providing incorrect information and/or not following college COVID protocols, including policies on face coverings, may result in disciplinary action.

Yes I Agree

Submit

Quick Reference Guide: [Entering Immunization and Health Information on Behalf of Employee](#)

New Administration Pages for Staff

Campus Solutions

Navigation: Campus Community > Personal Information (Student) > Health Information (Student) > Immunizations and Health

Quick Reference Guide: [Entering immunization and health information on behalf of student](#)

Human Capital Management (HCM)

Navigation: Workforce Administration > CTC Custom > Immunizations and Health

Quick Reference Guide: [Entering immunization and health information on behalf of employee](#)

Immunization Status = Complete Records Received to indicate Verification by HR for Employees

Security

Immunization data is considered OCIO Data Classification 4, highly sensitive data needing special handling.

College ctcLink security administrators will need to assign users one or more of the new roles described below in Campus Solutions and HCM as appropriate. Keep in mind that these roles provide access to highly sensitive data and role assignments should be limited.

Campus Solutions

- **ZD_DS_QRY_CC_VACCINE_HIGH_SENS** (New Role): which allows access to query Vaccine data within the Campus Community Module that is considered highly sensitive data requiring special handling (Category 4 data).
- **ZD CC Immunization** (New Role): Read-only access for selected staff to the Immunization and Health page. Navigation: Main Menu > Campus Community > Personal Information > Health Information > Immunizations and Health.
- **ZZ CC Immunization** (New Role): Update access for selected staff to the Immunization and Health page. Navigation: Main Menu > Campus Community > Personal Information > Health Information > Immunizations and Health.
- **ZZ SS Student** has been updated with access to the Immunization self-service tile.

Human Capital Management

- **ZD_DS_QRY_HRCORE_VACC_HI_SENS** (New Role): Allows access to query Vaccine data within the HR Core Module that is considered highly sensitive data requiring special handling (Category 4 data).
- **ZD Immunization** (New Role): Read-only access for selected staff to the Immunization and Health page. Navigation: Main Menu > Workforce Administration > CTC Custom > Immunizations and Health.
- **ZZ Immunization** (New Role): Update access for selected staff to the Immunization and Health page. Navigation: Main Menu > Workforce Administration > CTC Custom > Immunizations and Health.
- **ZZ PeopleSoft User** has been updated with access to the Immunization self-service tile.

Codes and Descriptions

The codes and descriptions have been configured the same in both Campus Solutions and HCM.

- CEXMD - Exemption - Medical
- CEXRL - Exemption - Religious
- CJJ1 - Johnson & Johnson / Janssen
- CMO1 - Moderna - 1st dose
- CMO2 - Moderna - 2nd dose
- COT1 - Other COVID-19 Vaccine
- CPB1 - Pfizer-BioNTech - 1st dose
- CPB2 - Pfizer-BioNTech - 2nd dose

New Views and Queries

The SBCTC Data Services ctcLink Reporting team have created custom queries and views including a derived fully vaccinated flag. This flag represents the completion of the required vaccination series. It does not factor in nor evaluate the time between shots or since the last shot.

A value of “Yes” represents:

- The Student or Staff have received 1 Johnson & Johnson/Janssen vaccine
or
- The Student or Staff have received both Moderna vaccines
or
- The Student or Staff have received both Pfizer-BioNTech vaccines
or
- The Student or Staff have received 1 Other COVID-19 Vaccine

The following lists are not all inclusive, additional views, queries and reports will become available over time.

For a complete list, search [metaLink](#) using the search term “COVID”.

Campus Solutions

Data Services Custom Views: (available to query developers)

- VCS_IMMUN_VAX_V – Institution in view is associated with student from Admission Program or Academic Program data. Uses maximum Received Date for each Immunization/Vaccine Type. Contains a fully vaccinated flag.
- VCS_IMM_VAX_DTL – Institution associated with student from Admission Program or Academic Program data. All rows returned.
- VCS_IMM_VAX_CS – All students eligible to enroll in the Term by Institution. Contains an Enrolled Flag, Online Only Flag, Responded flag, and Fully Vaccinated flag.
- VCS_IMM_VAX_AGG – Count students eligible to enroll in the Term by Institution. Contains an

Enrolled Flag, Online Only Flag, Responded flag, and Fully Vaccinated flag. - Not Highly Sensitive

Custom Queries:

- QCS_CC_COVID_FULLY_VAX_YN_FLAG - Contains a fully vaccinated flag.
- QCS_CC_COVID_VAX_DETAILS - All rows returned.
- QCS_CC_COVID_ENROLL_ELIG - All students eligible to enroll in the Term by Institution. Contains a Enrolled Flag, Online Only Flag, Responded flag, and Fully Vaccinated flag,
- QCS_CC_COVID_VAX_STNDT_COUNT – Count students eligible to enroll in the Term by Institution. Contains a Enrolled Flag, Online Only Flag, Responded flag, and Fully Vaccinated flag. - Not Highly Sensitive

Human Resources:

Data Services Custom Views: (available to query developers)

- VHC_IMMUN_VAX_V – Uses maximum Received Date for each Immunization/Vaccine Type. Contains a fully vaccinated flag and HR Verified Flag.
- VHC_IMM_VAX_DTL – All rows returned.
- VHC_IMM_VAX_HR – Active Employees with Fully vaccinated flag and HR Verified Flag.
- VHC_IMM_VX_HRSU – Active Employees with Supervisors and Fully vaccinated flag and HR Verified Flag.
- VHC_IMM_VAX_AGG – Active Employee Counts with flags – Not Highly Sensitive

Custom Queries:

- QHC_HR_COVID_FULLY_VAX_YN_FLAG - For HR Admin Uses maximum Received Date for each Immunization/Vaccine Type. Contains a fully vaccinated flag and HR Verified Flag.
- QHC_HR_COVID_VAX_DETAILS – For HR Admin All rows returned.
- QHC_HR_COVID_VAX_ACTIVE_EMPL – For HR Admin Active Employees with Fully vaccinated flag and HR Verified Flag.
- QHC_HR_COVID_VAX_EE_COUNT – Active Employee Counts with Flags – Not Highly Sensitive
- QHC_HR_COVID_SU_FULLVAX_YN_FLG – Secure by Supervisor
- QHC_HR_COVID_SUP_VAX_DETAILS – Secure by Supervisor
- QHC_HR_COVID_SUP_ACTIVE_EE – Secure by Supervisor

*Immunization Status is used in HR Verification of employee data; C = Complete Records Received indicates HR Verification.

Campus Solutions Records

- IMMUNIZATIONS
 - Contains the student's vaccination or exemption status entered by or on behalf of the student
 - This record includes the student's EMPLID
 - May include non-COVID related entries
 - Campus Solutions delivered record
- IMMUNIZATN_TBL
 - Contains the configured immunization codes and descriptions
 - Campus Solutions delivered record
- CTC_EMP_IMMUNIZ
 - Contains the student's vaccination or exemption status entered by or on behalf of the student
 - This record includes the student's EMPLID
 - Same as delivered IMMUNIZATIONS record but limited to only COVID related vaccination types
 - Campus Solutions custom record
- CTC_IMMU_ATTEST
 - Contains the student's attestation information and date
 - This record includes the student's EMPLID
 - This record is not used for reporting. The student cannot save the immunization information without attesting.
 - Campus Solutions custom record

Human Capital Management (HCM) Records

- IMMUNIZATIONS
 - Contains the employee's vaccination or exemption status entered by or on behalf of the employee
 - This record includes the employee's EMPLID
 - May include non-COVID related entries
 - HCM delivered record

- IMMUNIZATN_TBL
 - Contains the configured immunization codes and descriptions
 - HCM delivered record
- CTC_EMP_IMMUNIZ
 - Contains the employee's vaccination or exemption status entered by or on behalf of the employee
 - This record includes the employee's EMPLID
 - Same as delivered IMMUNIZATIONS record but limited to only COVID related vaccination types
 - HCM custom record
- CTC_IMMU_ATTEST
 - Contains the employee attestation information and date
 - Includes a field representing that the information has been verified
 - This record includes the employee's EMPLID
 - HCM custom record

dataLink Tables and Views

ctcLink records that do not include an institution identifier must be filtered by institution in dataLink. This is done in dataLink through the use of the GGvw views. The definition of each table and view listed below are the same as the ctcLink tables defined above.

Campus Solutions

- SYSADM_CS.PS_IMMUNIZATIONS_GGvw
- SYSADM_CS.PS_IMMUNIZATN_TBL
- SYSADM_CS.PS_CTC_EMP_IMMUNIZ_GGvw
- SYSADM_CS.PS_CTC_IMMU_ATTEST_GGvw

Human Capital Management (HCM)

- SYSADM_HCM.PS_IMMUNIZATIONS_GGVW
- SYSADM_HCM.PS_IMMUNIZATN_TBL
- SYSADM_HCM.PS_CTC_EMP_IMMUNIZ_GGVW
- SYSADM_HCM.PS_CTC_IMMU_ATTEST_GGVW

Implementation Notes

- College ctcLink security administrators will need to assign users to the new roles described in this document for Campus Solutions and HCM as appropriate. Keep in mind that these roles provide access to highly sensitive and role assignments should be limited.
- There is no integration of this data between the ctcLink CS and HCM pillars. The information would need to be entered in both pillars if a person is both a student and staff.
- These enhancements became available in legacy and ctcLink on August 13th, 2021.
- The State Board is working through the conversion process for integrating DG5 and DG6 data from the Legacy application into ctcLink. More details to follow.
- The philosophical exemption is no longer a valid exemption for students or employees. This exemption was deactivated on August 8th, 2021. Student records in Campus Solutions associated to this exemption were removed. Data Services retained a listing of the EMPLID's. Email dataservices@sbctc.edu if you need a listing for your colleges.

Technical Frequently Asked Questions (FAQ)

Who has access to this information?

This is determined by the college. This data is considered highly sensitive information requiring special handling (OCIO Data Category 4) and therefore access should be given only to staff who require the access.

Is this available in mobile?

No, not at this time.

What about checklists? Will the agency be providing a new checklist code?

Each college can create a checklist for the attestation. No global checklist will be delivered.

QRG for [Creating a Checklist](#)

Will student attestation OR vaccination status be displayed on rosters in some way?

An attestation on a roster would display if a student had completed an attestation, not their vaccination status, this was not part of the agency project roll out. If a college wanted a student vaccination status to be reflected on a roster, that would be a local college decision and therefore a local design responsibility and project.

Is there an option to upload copy of proof of attestation or vaccination status?

Students do have an option to upload documents in Additional Resources to Upload a Doc, functionality exists in PeopleSoft, however that would be a local college decision if a college chooses to collect this information and decides to store said information in some way. See [Student Upload Documents \(Fluid\) QRG](#).

If this is an attestation by the student why is there the ability to add/update by a staff member?

Some students do not have access to technology and may have to attest in a different way, in person for example; therefore we have two methods for entering data, student-facing and staff-facing.

Can a student edit their attestation?

Yes, however please keep in mind that if a student goes back in to edit their attestation, the page will reset all information as if the student were entering data for the first time.

What do we do if a student refuses to attest?

Impacts to students who refuse to attest would depend on each college local business and student code of conduct decisions.

Will SBCTC be sending this information to other agencies if requested?

We're aware there is a desire for aggregate numbers to be reported out but this would not be unit record data. An official request from the Governor office has not been requested yet and the agency would need to do further analysis to determine if we have the authority to release said data.

Can the "Immunization Attestation" tile be removed?

No, this is global and pursuant to the proclamation from the Governor office to collect immunization attestation from staff and students. In addition, removing the tile would make it challenging for a college or the agency to collect this information and report system wide in the event colleges choose to do so, or a request from the Governor office occurs.

Is an employee attestation synched with student attestation; for example, if an individual is a student employee?

No, HCM and CS immunization data are not integrated. A student employee would enter one Immunization Attestation as an employee and one as a student.

If they are a student at more than one college will they have fill it out another attestation at the other college?

No, this information is stored at the Person level and is not associated to a specific college.

Is a booster something we can log?

A booster is not an option at this time, but the solution was designed with the capability of adding a booster option if and when boosters become available.