**Updating The Baby Day Immies Outreach Tracker**

1. Regardless of the call results, all calls must be tracked in the Baby Day Outreach Tracker. Document the necessary information in each field:
   1. Eligible Client Name: patient’s name
   2. MRN: medical record number
   3. DOB: date of birth
   4. Parent/Guardian Name: who was spoken to
   5. Contact Number: phone number that was called
   6. Needed vaccines
   7. Date of call
   8. Outcome of Call
      1. SC WCC: scheduled well child visit
      2. SC IMMI: scheduled immie visit on baby day
      3. LM: left a voicemail
      4. NA: no answer and no voicemail, busy signals, etc
      5. Refused: parent/guardian refused appt, document why in the notes
      6. Other: use if you left message with family members or if parent would like a call back

i. Clinic Scheduled: Where the Baby Day is being held

i. EC Baby Day: East County Health Center

ii. NE Baby Day: North Portland County Health Center

iii. RW Baby Day: Rockwood Health Center

iv. SE Baby Day: Southeast County Health Center

j. Appt Date: If an appointment was scheduled either for a WCC or a baby day immi appointment, notate the date of the appointment.

k. Notes: Notate anything pertinent regarding the call

l. Appt Completed: This section is notated at the end of the baby day appts

i. Yes: The patient attended the immie appt and received vaccines.

ii. No: The patient no showed to their immie appt.

**Setting Up For Baby Day - Night Before**

1. Put conditioned water bottles in the freezer
2. Put glycol bottle in either the fridge or freezer, depending on which is needed, both if necessary
3. Plan for what vaccines will be needed on Baby Day. Account for potential last minute add ons.
   1. What vaccines will be needed?
   2. Are they refrigerated or frozen?
   3. Are they prefilled, in a single dose vial or a multidose vial?
   4. What size needle/syringes will be needed?

4. What VIS’ will be needed?

1. Print more out if necessary
2. One VIS per vaccine will be needed

5. Print out Immie Schedule

1. Notate what vaccine each pt is due for
2. Notate when their baby day appt is

6. Print out Baby Day schedule

1. Highlight in yellow the patients that are scheduled on the Immie schedule and what vaccines they are due for
2. Highlight in pink the patients that are due for immies, but were unable to get scheduled and what vaccines they are due for.

7. Print out VARS in case they are needed for last minute add ons

8. Print out vaccine worksheets for last minute add ons

9. Stock Supply Tote

1. Needles/Syringes w/needles
2. Alcohol wipes
3. Bandaids
4. Hand Sanitizer
5. Gloves
6. Stickers
7. Sharps Container
8. Tissues
9. Sani Wipes

10. Place supplies and materials in secure place.

**Setting Up For Baby Day - Day Of**

1. Prep water bottles
   1. Frozen Vaccines: No prep needed. Pull them directly from freezer and place in cooler. Allow 30-40 minutes for cooler to acclimate to the right temperature before adding vaccines.
   2. Refrigerated Vaccines: Run water bottles under warm water until ice in the center of the bottle spins freely and place in cooler. Allow 30-40 minutes for cooler to acclimate to the right temperature before adding vaccines.

2. Activate the Data Logger

1. Plug in data logger into USB port in computer.
2. Open Easy Log Application
3. Select “Set Up And Start USB Data Logger”
4. Choose how long display stays on
   1. I use “LCD Always On” to monitor temperature

e. Select how logger should perform when full

i. I recommend “Logger Stops”

f. Hit Next

g. Select High/Low Alarms and choose what values they should be and hit Next

H. Select number of consecutive alarms it should log and hit Next

I. Select “Start when the data logger button is pressed”

J. Select Finish and remove from USB drive

K. Display on data logger will flash PS

m. Connect the probe to the data logger and place the silver end into the glycol solution bottle.

n. Place data logger on the outside of the cooler and the glycol bottle in the cooler.

3. Prepare Cooler

1. Place a single layer of conditioned water bottles on the bottom
2. Place a single layer of cardboard on top of the water bottles
3. Place container of vaccines on top of the cardboard
4. Line the outer area around the vaccine container with more cardboard or filler material and a few more water bottles
5. Place glycol solution in holder with probe inside in the cooler close to the vaccines.

4. Take separate notation of different temperature settings

1. Note when the water bottles are placed in the cooler and what temperature it is
2. Note when the vaccines are placed in the cooler and what the temperature is
3. Note when the vaccines are returned to the fridge/freezer and what the temperature is
4. Note when the water bottles are returned to the freezer.

5. Gather necessary vaccines and place in cooler when cooler is at the right temperature

6. Gather supply tote, coolers, VIS and other necessary paperwork, laptop and any other essentials and place on a cart.

7. Collect Privacy screens, if needed.

8. Take everything to designated area of Immie Clinic Station

9. Collect table and chairs if needed.

10. Lay out supplies in an orderly fashion so they are easily accessible but not in the way.

**Baby Day Visit**

1. When patient arrives they are checked in by the Baby Day Dental staff
   1. If patient is a last minute add on, CMA will add them to their schedule and then Baby Day Staff will check them in.
   2. VAR and vaccine worksheet are given to the patient at the beginning of the dental appt.

2. Patient completes their dental visit and checks in at the Immi Station

3. CMA takes VAR and vaccine worksheet from patient

4. CMA verifies patient by at least 2 identifiers

5. CMA verifies what vaccines are being administered

6. Vaccines are administered

7. CMA notates info on the worksheet

1. Name of the vaccine
2. Site vaccine was given
3. Time vaccine was given
4. Lot number/expiration date of vaccine

8. Parent/Guardian is given VIS and released

9. CMA charts encounter at the end of the Baby Day Clinic

**Charting Encounters for Baby Day Immies**

1. Rooming Tab

1. Chief Complaint: Use “Dental Baby Day Immunizations”
2. Quick Questions: Use “9- Immunizations”

2. Order Entry

1. Order vaccines as needed
   1. Type in name of vaccine in “New Order” field and select appropriate choice
   2. Select necessary vaccines from preference list, if one is created.

b. Associate the appropriate diagnosis code

i. Enter “z23” in the “Add Diagnosis” field and select the appropriate diagnosis code.

ii. Select “Associate”

c. Sign Orders

i. Click the “Sign Orders” button

ii. Authorizing provider: Martin Grasmeder

3. Flowsheet

1. Enter answers VAR questions
2. If any answers are a “yes,” get permission from medical provider and notate who gave you permission
3. Click File to save answers

4. Immunizations

1. Input all immunizations given by clicking on them individually or clicking “Incomplete Administration” button
2. Enter lot number of vaccine and everything else should auto populate. Verify the information that populates
3. Enter time vaccine was given
4. Verify dosing is correct
5. Enter the site location the vaccine was given
6. Verify correct route populates
7. Enter date that the VIS was given
   1. It should always be the same day the vaccine was given

h. Check “Yes” for VFC stock

I. Do NOT check “Yes” for “Free Vaccine”

j. Check appropriate immunization eligibility code

k. Check appropriate answer for current immunization status.

l. Click Accept after reviewing that all information entered is accurate

m. Mark “Reviewed” on the Immunization page

5. Wrap Up

1. Level of Service
   1. Mark “Imm Only”
   2. Authorizing provider: Martin Grasmeder

6. Notes

1. Type appropriate note. Can use my smart phrase: .sjvaccine
2. Hit F2 to fill in the starred fields
   1. 1st set of stars: his/her/their
   2. 2nd set of stars: who gave consent for the vaccines

7. Sign the Visit