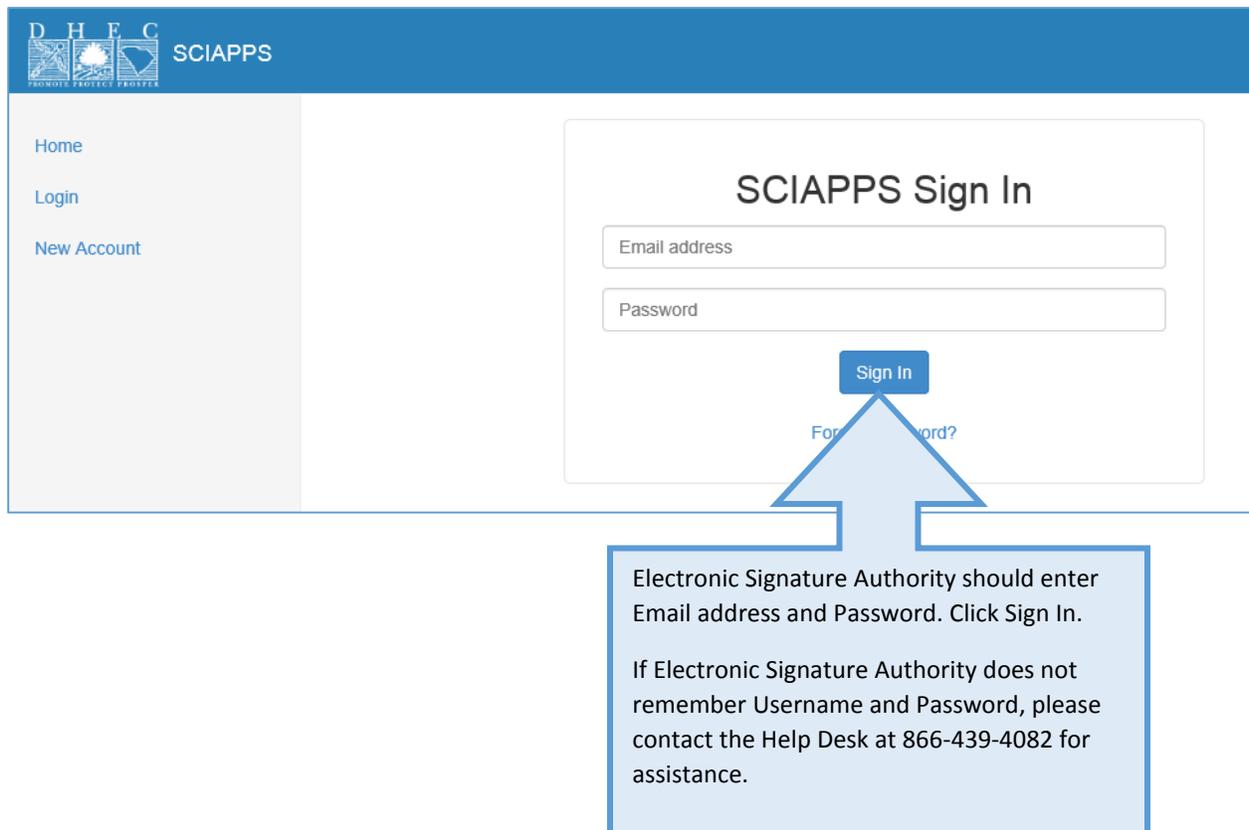


The purpose of the Quick Reference Guide for Direct Data Entry On-Boarding is to provide the Senior Prescribing Authority and Legal Signature Authority (if needed) with step-by-step instructions on the on-boarding process. If questions or concerns should arise during the on-boarding process, contact the help desk at 866-439-4082.

The electronic signature authority must have a SCIAPPS account to proceed. If the senior prescribing authority does not have a SCIAPPS account, please select and print the Quick Reference Guide for Creating a New Account on the SCIAPPS home page (<https://www.scdhec.gov/apps/health/sciapps>) and follow the step-by-step instructions to establish a new account.

## Logging into SCIAPPS

To begin the on-boarding enrollment process for Direct Data Entry with an existing SCI PAS account, Senior Prescribing Authority should go to: <https://www.scdhec.gov/apps/health/sciapps>

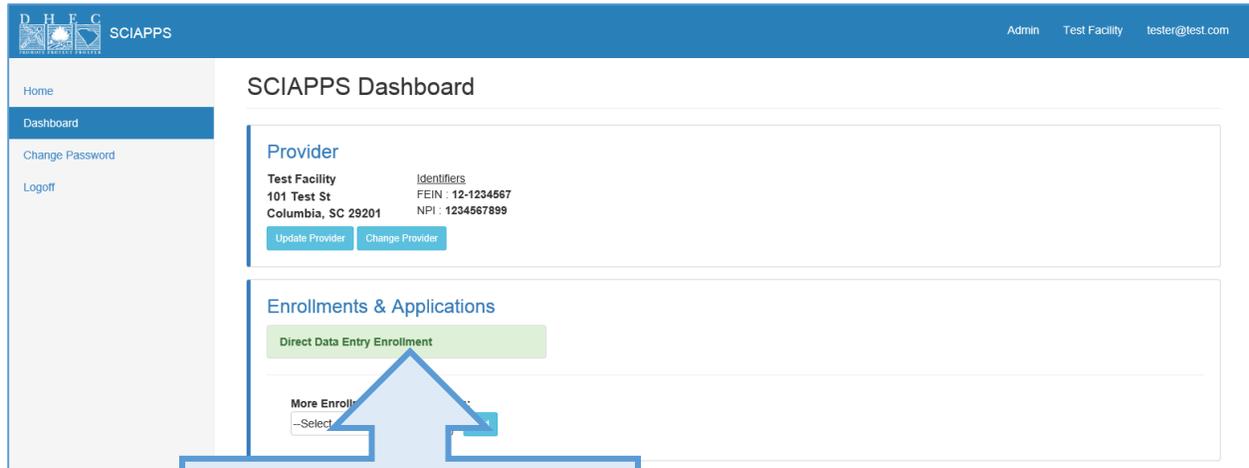


The screenshot shows the SCIAPPS Sign In page. The header includes the DHEC logo and the text 'SCIAPPS'. A left sidebar contains links for 'Home', 'Login', and 'New Account'. The main content area is titled 'SCIAPPS Sign In' and contains two input fields: 'Email address' and 'Password'. Below these fields is a blue 'Sign In' button. A light blue callout box with a blue border and a blue arrow pointing to the 'Sign In' button contains the following text:

Electronic Signature Authority should enter Email address and Password. Click Sign In.

If Electronic Signature Authority does not remember Username and Password, please contact the Help Desk at 866-439-4082 for assistance.

## Navigating To Direct Data Entry Enrollment



Click on the Direct Data Entry Enrollment entry in the Enrollments & Applications section of the SCIAPPS Dashboard.

Direct Data Entry Enrollment Overview Page

The overview page shows many different aspects of the enrollment:

- Overall enrollment application status
- Overview of the enrollment items
- Status of each enrollment item
- Notes from the Immunization Division about the enrollment application
- Ability to submit the application with additional notes to the DHEC staff after the Registry Terms of Use (DHEC 0867) has been completed
- Ability to launch the registry after the Terms of Use (DHEC 0867) has been approved and User Agreement (DHEC 0869) has been completed

The screenshot shows the 'Direct Data Entry Enrollment' web application. The header includes the DHEC logo and navigation links for 'Enroll', 'Admin', 'Test Facility', and 'tester@test.com'. The left sidebar contains a menu with 'SCIAPPS Dashboard', 'Logoff', 'Direct Data Entry Enrollment', and 'Review & Submit'. The main content area is titled 'Direct Data Entry Enrollment' and features a red warning message: 'Current Status: You cannot submit this application until all forms are completed.' Below this is a message: 'Your enrollment application is displayed below. Click each form to complete the enrollment item.' The 'Enrollment Items' section contains a table with the following data:

Form	Status	Completed
1) Registry Terms Of Use (DHEC 0867)	This form has not yet been completed.	Not Completed
2) Submit Direct Data Entry Enrollment Application		Not Submitted
User Agreement (DHEC 0869)	The Terms Of Use(DHEC 0867) must be completed and approved before the User Agreement(DHEC 0869) is available.	Not Completed

Below the table is a 'Registry Access' section with the text: 'The Registry Terms of Use must be submitted and approved along with submitting the User Agreement before access is permitted to the registry.' and a 'Launch Registry' button. At the bottom, there is a red-bordered box with the text 'Submit Direct Data Entry Enrollment Application' and a 'Submit' button.

## SC Immunization Registry Terms of Use, Form DHEC 0867

### ON-BOARDING STEP 1:

**Direct Data Entry Enrollment**

Current Status: You cannot submit this application until all forms are completed.

Your enrollment application is displayed below. Click each form to complete the enrollment item.

Form	Status	Completed
1) Registry Terms Of Use (DHEC 0867)	This form has not yet been completed.	Not Completed
2) South Carolina Direct Data Entry Enrollment Application (DHEC 0869)	The Terms Of Use(DHEC 0867) must be completed and approved before the User Agreement(DHEC 0869) is available.	Not Submitted

Click on Registry Terms of Use (DHEC 0867) to complete the South Carolina Immunization Registry Terms of Use. This is a legal document. The Electronic Signature Authority must complete the form.

**South Carolina Immunization Registry Terms of Use**

These Terms of Use govern access by Provider (Facility or Individual Provider Name) identified below to the web accessible South Carolina Immunization Registry (Registry) developed and maintained by the South Carolina Department of Health and Environmental Control (DHEC) as authorized by S. C. Code Section 44-29-40.

**I. PURPOSE AND OBJECTIVES**

The Registry is a statewide, confidential, computerized database of immunization information that consolidates patient immunization data, allowing for a complete immunization history, reducing over- and under-immunization, providing patient reminders of immunizations due and overdue, and producing school and day care certificates of immunization. Registry data may also be used to estimate population immunization coverage levels.

Registry immunization records available to authorized users depend on user submission of records. Based on these records, the Registry uses the routine immunization schedule to forecast the patient's immunization needs. The immunization provider must be knowledgeable of the schedule of recommended immunizations and use sound judgment for each vaccine recipient, taking into consideration the various vaccine contraindications, contraindications and precautions, and the Registry's forecasted immunization needs for a patient, in order to make a final judgment about the immunizations that should be administered to the patient.

**II. CO... OF INFORMATION**

The Electronic Signature Authority must read the South Carolina Immunization Registry Terms of Use. The Senior Prescribing Authority must complete all required elements of the Terms of Use.

The screenshot shows the 'Direct Data Entry Enrollment' form. The left sidebar contains navigation links: 'SCIAPPS Dashboard', 'Logoff', 'Direct Data Entry Enrollment', 'Review & Submit', and '1) Registry Terms Of Use (DHEC 0867)'. The main content area is titled 'III. PROVIDER RESPONSIBILITIES' and includes a section 'Provider agrees to:' with the following items:

- Agree**  A. Provide and maintain appropriate internet service and computer systems required for Registry access.
- Agree**  B. Ensure that the Provider and Provider's employees and agents with access to the Registry receive training provided by DHEC on proper use of the Registry before gaining access to the Registry, and as required by DHEC for continued access.
- Agree**  C. Execute the DHEC User Confidentiality Agreement and ensure that all employees and agents of the Provider who will have Registry access sign the User Confidentiality Agreement before receiving access to the Registry. A copy of each authorized user's signed User Confidentiality Agreement provided to the DHEC Immunization Division before receiving initial access to the Registry.
- Agree**  D. Maintain the confidentiality of information stored in the Registry in strict confidentiality as a patient medical record as protected by state and federal laws.
- Agree**  E. Do not disclose any information stored in the Registry by any of Provider's employees or agents unless required for patient care or as otherwise authorized in writing by the Provider.
- Agree**  F. Do not use the Registry for Registry access.
- Agree**  G. Upon learning of any actions of an employee or agent that may constitute breach of these Terms of Use, immediately notify the DHEC Immunization Division, but not limited to unauthorized access, sharing identification access or passwords, improper use of the Registry, or disclosure of Registry information.
- Agree**  H. Immediately notify the DHEC Immunization Division if there is any reason to believe that confidentiality or security of any user's access identification and password has been compromised.
- Agree**  I. Notify DHEC's Immunization Division within ten business days after an employee or agent who is an authorized user leaves employment or is no longer authorized to access the Registry on behalf of Provider.
- Agree**  J. Notify the DHEC Immunization Division if the Provider no longer requires or needs Registry access.
- Agree**  K. Obtain express written authorization from the director of the DHEC Immunization Division prior to compiling any aggregate data or statistics from the Registry database.

The Electronic Signature Authority must indicate agreement with Provider Responsibilities and Certification and Acceptance by checking each "Agree" box.

The screenshot shows the 'Direct Data Entry Enrollment' form at the 'Senior Prescribing Authority' section. The left sidebar is identical to the previous screenshot. The main content area includes the following fields:

- Senior Prescribing Authority** (MD, DO, APRN, PA, PharmD or RPh)
- Senior Prescribing Authority - Enter your email address as your electronic signature:
- Name of Senior Prescribing Authority:
- Title of Senior Prescribing Authority: --Select An Option--
- South Carolina License Number:
- Can the Senior Prescribing Authority named above legally bind Provider (Facility Name) identified above?  Yes  No

The Electronic Signature Authority must electronically sign the South Carolina Immunization Registry Terms of Use by entering his/her email address. The Senior Prescribing Authority will also enter name, title and professional license number issued by appropriate board.

The screenshot shows the 'Direct Data Entry Enrollment' form. The 'Legal Signature Authority' section is highlighted with a blue box. The form includes fields for 'Name of Senior Prescribing Authority', 'Title of Senior Prescribing Authority', 'South Carolina License Number', and a question about whether the Senior Prescribing Authority can legally bind the provider. Below this is the 'Legal Signature Authority' section, which includes instructions and a note that it is necessary in addition to the Senior Prescribing Authority. It contains fields for 'Legal Signature Authority - Enter your email address as your electronic signature', 'Name of Legal Signature Authority', and 'Title of Senior Prescribing Authority'. The 'Contact Person' section follows, with fields for 'Name', 'Email', 'Telephone', 'Fax', 'Employer ID#', and 'PIN'. A red error message at the bottom states: 'Complete all \*Required fields to activate. If applicable, a Legal Signature Authority is needed to complete the Legal Signature Authority section.' The DHEC 0867 logo is at the bottom left.

The Electronic Signature Authority must enter the contact person's information. This person will serve as your facility's primary contact for DHEC.

The Electronic Signature Authority must indicate if he/she can legally bind provider.

If the Electronic Signature Authority CAN legally bind provider, indicate YES and continue completing the form. If the answer is YES, the Legal Signature Authority section does not display.

If the Electronic Signature Authority CANNOT legally bind provider, indicate NO. The Legal Signature Authority section displays but fields are locked for Legal Signature Authority. Senior Prescribing Authority must complete the remainder of the form. Later, the Electronic Signature Authority will create an account for the Legal Signature Authority.

If the Electronic Signature Authority **CAN** legally bind the provider, the Electronic Signature Authority may submit the form, if entirely completed.

If the Electronic Signature Authority **CANNOT** legally bind the provider, the Electronic Signature Authority may not submit the form. All information is saved. The form will be submitted by the Legal Signature Authority. See pages 8-14.

## Submit Direct Data Entry Enrollment Application

The screenshot shows the 'Direct Data Entry Enrollment' application interface. At the top, there is a navigation bar with the DHEC logo and the title 'Direct Data Entry Enrollment'. On the right side of the navigation bar, there are links for 'Enroll', 'Admin', 'Test Facility', and the user email 'tester@test.com'. On the left side, there is a sidebar menu with options: 'SCIAPPS Dashboard', 'Logoff', 'Direct Data Entry Enrollment', and 'Review & Submit'. The main content area is divided into three sections:

- Progress Table:** A table with three rows showing the status of different steps:
 

1) Registry Terms Of Use (DHEC 0867)	This form has been completed.	11/14/2015 9:34:51 AM - testerlsa@test.com
2) Submit Direct Data Entry Enrollment Application		Not Submitted
User Agreement (DHEC 0869)	The Terms Of Use(DHEC 0867) must be completed and approved before the User Agreement(DHEC 0869) is available.	Not Completed
- Registry Access:** A section with the text 'The Registry Terms of Use must be submitted and approved along with submitting the User Agreement before access is permitted to the registry.' and a 'Launch Registry' button.
- Submit Direct Data Entry Enrollment Application:** A section with the heading 'Submit Direct Data Entry Enrollment Application', a sub-heading 'Additional Notes To DHEC Staff:', a text input field, and a 'Submit' button.

A blue arrow points from the 'Submit' button in the third section to a text box below the screenshot.

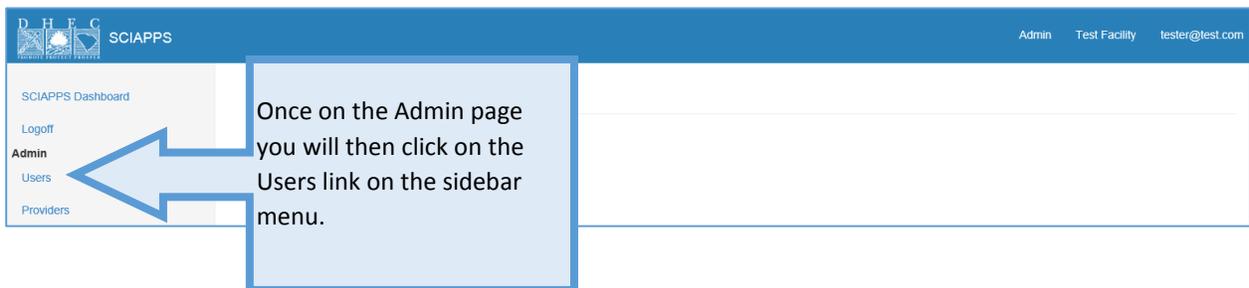
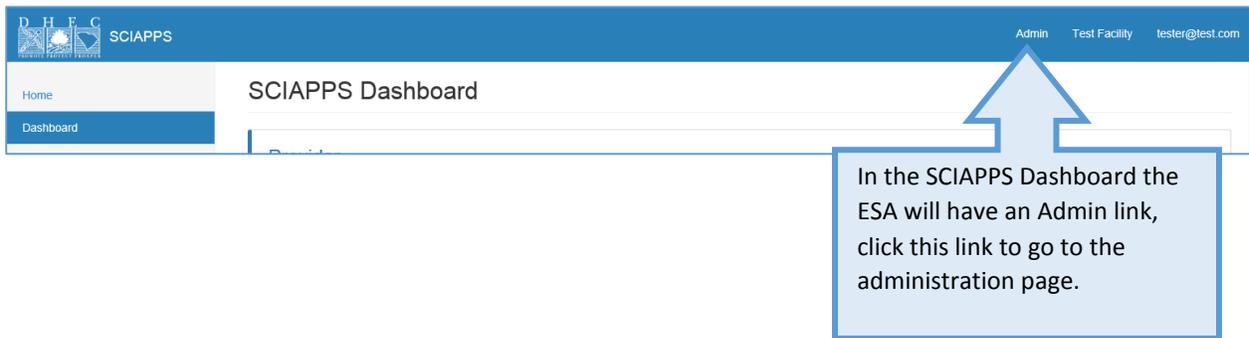
Once the Registry Terms Of Use is completed by the Electronic Signature Authority (or Legal Signature Authority, if needed), the Direct Data Entry Enrollment application can be submitted by the Electronic Signature Authority by clicking the Submit button on the Review & Submit page. Optionally, the Electronic Signature Authority can also enter additional notes to the DHEC staff to read when reviewing the application.

Once the Terms of Use (DHEC 0867) has been submitted, DHEC will review/approve your enrollment. The Electronic Signature Authority will receive an email in 2-3 days with instructions for the next step.

Direct Data Entry On-Boarding is complete if the Senior Prescribing Authority CAN legally bind provider.  
If Senior Prescribing Authority CANNOT legally bind provider, refer to Creating Legal Signature Authority Account section below.

## Creating Legal Signature Authority Account

ON-BOARDING STEP 2 (IF NEEDED):



The User Maintenance page is used to search, edit and add a provider's users.

Admin Test Facility tester@test.com

SCIAPPS Dashboard

Logoff

Admin

Users

Providers

### Users

**Search Criteria**

**User Details:**  
Email, First Name or Last Name

OR

**Providers:**  
--SELECT PROVIDER--

Username↑	First Name	Last Name	Enabled	Security Profiles
<input type="text"/>				

Enter Search Criteria To Find Users.

To create the Legal Signature Authority, click on the Add New User button at the bottom of the page.

Admin Test Facility tester@test.com

SCIAPPS Dashboard

Logoff

Admin

Users

Providers

### New User

**User Details**

Username/Email:

First Name:

Middle Name:

Last Name:

Position:

Phone Number:

Enabled:  Yes  No

Enter the Legal Signature Authority's information.

The screenshot shows the SCIAPPS dashboard interface. On the left is a navigation menu with links for 'Logoff', 'Admin', 'Users', and 'Providers'. The main content area is titled 'Providers' and contains a table with columns for 'Provider Name', 'PIN', and 'Remove'. Below the table, there is a 'Providers:' section with a dropdown menu currently set to '--SELECT PROVIDER--' and a blue 'Add Selected Provider' button. The top right of the dashboard shows 'Admin', 'Test Facility', and the user email 'tester@test.com'.

Select the provider to associate with the user from the dropdown. Once selected, click the Add Selected Provider button to add the provider to the grid. Multiple providers can be added, if necessary.

This screenshot shows the same SCIAPPS dashboard but with a provider added to the grid. The table now has one row with 'Test Facility' in the 'Provider Name' column and 'REMOVE' in the 'Remove' column. Above the table, there are fields for 'Phone Number:' and 'Enabled:' with radio buttons for 'Yes' and 'No'. The 'Providers:' dropdown menu remains at '--SELECT PROVIDER--'. The 'Add Selected Provider' button is still present. The top right of the dashboard shows 'Admin', 'Test Facility', and the user email 'tester@test.com'.

After a provider is added to the user it will appear in the grid.

The screenshot shows the SCIAPPS interface with a sidebar on the left containing 'Logoff', 'Admin', 'Users', and 'Providers'. The main content area is titled 'Security' and contains a table with the following data:

Security Profile	Description
Legal Signature Authority	Access to Terms of use on the Direct Data Entry Enrollment system and HL7 Enrollment system.
Provider Registry Override User	Access to Direct Data Enrollment system. Access to User Agreement form. Access to SCI Registry application with override rights.
Provider Registry Read Only User	Access to Direct Data Enrollment system. Access to User Agreement form. Access to SCI Registry application in ReadOnly mode.
Provider Registry Standard User	Access to Direct Data Enrollment system. Access to User Agreement form. Access to SCI Registry application.
SCION User	Access to SCIONx Enrollment System.

Below the table, there is a 'Security Profile' section with a 'Remove' button. Below that, it says 'No Security Profiles Found'. At the bottom, there is a 'Security Profiles To Add:' section with a dropdown menu labeled '--Select Security Profile--' and an 'Assign Selected Profile' button.

Select the Legal Signature Authority from the drop down and then click the Assign Selected Profile button to add the profile to the user.

This screenshot shows the same SCIAPPS interface, but now the 'Legal Signature Authority' profile has been added to the user. The table now contains:

Security Profile	Description
Legal Signature Authority	Access to Terms of use on the Direct Data Entry Enrollment system and HL7 Enrollment system.
Provider Registry Override User	Access to Direct Data Enrollment system. Access to User Agreement form. Access to SCI Registry application with override rights.
Provider Registry Read Only User	Access to Direct Data Enrollment system. Access to User Agreement form. Access to SCI Registry application in ReadOnly mode.
Provider Registry Standard User	Access to Direct Data Enrollment system. Access to User Agreement form. Access to SCI Registry application.
SCION User	Access to SCIONx Enrollment System.

The 'Remove' button next to 'Legal Signature Authority' is now labeled 'REMOVE'. The 'Security Profiles To Add:' section at the bottom remains the same.

After the security profile is added to the user, it will appear in the grid.

test Facility REMOVE

Providers:  
--SELECT PROVIDER-- Add Selected Provider

Security Profile	Description
Legal Signature Authority	Access to Terms of use on the Direct Data Entry Enrollment system and HL7 Enrollment system.
Provider Registry Override User	Access to Direct Data Enrollment system. Access to User Agreement form. Access to SCI Registry application with override rights.
Provider Registry Read Only User	Access to Direct Data Enrollment system. Access to User Agreement form. Access to SCI Registry application in ReadOnly mode.
Provider Registry Standard User	Access to Direct Data Enrollment system. Access to User Agreement form. Access to SCI Registry application.
SCION User	Access to SCIONx Enrollment System.

Security Profiles To Add:  
Profiles: --Select Security Profile-- Assign Selected Profile

Save User

Once all of the fields have been completed, the user can be saved. Upon saving the new user, an email will be sent to user with a link and instructions about setting password.

## Electronic Signature of Legal Signature Authority on South Carolina Immunization Registry Terms of Use, Form DHEC 0867

The Legal Signature of Authority will navigate through SCIAPPS and to the Terms of Use the same as the original user.

**Legal Signature Authority**

Instructions: Since the Senior Prescribing Authority cannot legally bind this form, a Legal Signature Authority must sign. If the profile can be added through the provider maintenance wizard in the admin section.

(IN ADDITION TO SENIOR PRESCRIBING AUTHORITY, IF NECESSARY)

Legal Signature Authority - Enter your email address as your electronic signature:

Name of Legal Signature Authority:

Title of Senior Prescribing Authority:

The Legal Signature Authority by entering his/her email address agrees with the South Carolina Immunization Registry Terms of Use previously electronically signed by the Electronic Signature Authority. The Legal Signature Authority will also enter name and title.

(IN ADDITION TO SENIOR PRESCRIBING AUTHORITY, IF NECESSARY)

Legal Signature Authority - Enter your email address as your electronic signature:

Name of Legal Signature Authority:

Title of Senior Prescribing Authority:

**Contact Person**

Name:

Email:

Telephone:

Fax:

If a group, etc.: Employer ID#:

If an enrolled VFC Provider: PIN

The Legal Signature Authority will click Save. If Save is inactive, the Electronic Signature Authority will need to review the form for omitted required fields.

## Submit Direct Data Entry Enrollment Application

The screenshot displays the 'Direct Data Entry Enrollment' web application. On the left is a navigation sidebar with links for 'SCIAPPS Dashboard', 'Logoff', and 'Direct Data Entry Enrollment' (with a sub-link for 'Review & Submit'). The main content area features a progress table:

1) Registry Terms Of Use (DHEC 0867)	This form has been completed.	11/14/2015 9:34:51 AM - testerlsa@test.com
2) Submit Direct Data Entry Enrollment Application		Not Submitted
User Agreement (DHEC 0869)	The Terms Of Use(DHEC 0867) must be completed and approved before the User Agreement(DHEC 0869) is available.	Not Completed

Below the table is a 'Registry Access' section with a message: 'The Registry Terms of Use must be submitted and approved along with submitting the User Agreement before access is permitted to the registry.' and a 'Launch Registry' button. The 'Submit Direct Data Entry Enrollment Application' section includes a text input field for 'Additional Notes To DHEC Staff:' and a 'Submit' button. A large blue arrow points from this 'Submit' button to the text box below.

Once the Registry Terms of Use (DHEC 0867) is completed by the Legal Signature Authority, the Electronic Signature Authority will need to log back into the system to submit the final Direct Data Entry Enrollment application. The Electronic Signature Authority can submit the application by clicking the Submit button on the Review & Submit page. Optionally, the Electronic Signature Authority can also enter additional notes to the DHEC staff to read when reviewing the application.

Once the Terms of Use (DHEC 0867) has been submitted, DHEC will review/approve your enrollment. The Electronic Signature Authority will receive an email in 2-3 days with instructions for the next step.