NJIIS COVID-19 FAQ's and How to Guide

What is NJIIS?

The New Jersey Immunization Information System (NJIIS), operating since 1997, is the statewide immunization information system (IIS) serving as the official repository of immunizations administered to individuals in the state of New Jersey. NJIIS is a free, confidential, population-based online system that collects and consolidates immunization information to provide an accurate immunization assessment for individuals in the state of New Jersey, as well as assists communities in assessing their immunization coverage and identifying pockets of need.

Why do I need to register with NJIIS?

In order to receive and administer COVID-19 vaccines, you will be required to register with NJIIS. The NJIIS COVID-19 Facility Enrollment form is for facilities and providers that are new to NJIIS and would like to administer COVID-19 vaccines. Once you are registered with NJIIS you will be able to complete the COVID-19 Vaccination Program Provider Agreement when NJDOH begins accepting additional applications. Please note that at this time, we are not accepting additional COVID-19 Vaccination Program Provider Agreement applications due to an overwhelming response. When vaccine availability increases, NJDOH may begin accepting additional applications. Please check the NJIIS Home Page periodically for updates.

What if I am already an NJIIS provider?

Current NJIIS facilities that wish to receive and administer COVID-19 vaccine DO NOT need to complete the NJIIS COVID-19 Facility Enrollment form, but will need to complete the COVID-19 Vaccination Program Provider Agreement when NJDOH begins accepting additional applications, and all NJIIS users will need to complete the on demand training. The VFC program will message out instructions once COVID-19 vaccine ordering through NJIIS is available.

- If your facility is already enrolled in NJIIS but needs to create additional users in NJIIS that have not yet been trained but will play a role in your COVID-19 vaccination response, please refer to the User Enrollment Guide.

Do I have to manually enter data?

Data may be entered manually. Once a staff member has completed the COVID-19 training, they will be able to log into NJIIS, with their username and password, to manually enter COVID-19 doses into NJIIS.

If you have an Electronic Health Record (EHR) and wish to establish an interface with NJIIS, please complete the [Interface Enrollment Request Form](#).

NJIIS can receive immunization data directly from a provider's office EHR system via HL7 version 2.5.1 standard messaging protocol. The time it takes to establish an interface will vary based on issues with data submissions, errors in formatting of the messages.

NJIIS is offering an Excel File Upload for COVID-19 vaccines only.

Instruction on completing the NJIIS COVID-19 Facility Enrollment Request Form:

1. The *New Facility* tab
   a. Facility Information section:
      i. Medical Facility Name (full facility name, individual physician or medical practitioner. Clinic and Hospitals should enter their full name; of the Medical Facility, please ***do not*** use acronyms)
      ii. Facility Type drop-down menu (select the facility type that best describes your facility)
         1. Facility Sub-Type (is your facility an Adult Clinic, Family Care facility or Pediatric facility)
   b. Facility Primary Contact Information:
      i. Enter the name, phone number and email address of the site administrator
   c. Facility Backup Contact Information:
      i. Enter the name, phone number and email address of the backup administrator
   d. Mailing Address:
      i. Please enter the site address, including street name, city, state, zip code, county
   e. Data Submission: please click and select from the drop down menu
      i. Manual Data Entry into NJIIS: facility staff will log into NJIIS and manually enter COVID 19 vaccines into a patient's record.
      ii. Electronic Submission through your EHR to NJIIS (Interface): facilities that successfully complete the 2 phase interface onboarding process can submit data directly from their EHR system to NJIIS.
      iii. Upload CSV File: users can upload a batch file to NJIIS.
   f. List Users: (*please note: a minimum of 2 users required*)
      i. List the names of the users who will need access to this facility in NJIIS.
      ii. To add additional users, please click the "Add More Users" button.
   g. Once completed, then click "Next".
      i. If you click "Reset", it will clear out the form and you can start the form over again.

1. The *New User* tab:
   a. Please provide the users' (facility staff member) information
   b. The Facility Information section will autofill based on the information from the New Facility tab
   c. Click "Next"

2. *Agreement* tab:
    a. The Physician/Site Administrator must read and complete the agreement.
    b. Click "Next"

3. *Review* tab:
    a. Please review the information
        i. If information is correct, click "Submit"
        ii. If information requires editing, click "Previous" until you get the section that needs to be updated.

NJIIS User Training

Please note that the COVID-19 on-demand training is mandatory for all users that will be using NJIIS. This tutorial is intended for healthcare providers who administer the COVID-19 vaccine. This tutorial will give an overview of how to utilize NJIIS, review inventory, add patients, run reports, order COVID-19 vaccine and a summary of requirements for providers administering COVID-19 vaccine. **Please Note**: The On-demand COVID-19 webinar **MUST** be taken in full in order to get credit and be able to order the COVID-19 vaccine once available. Your time and attendance will be **monitored**. Once your registration is completed, the webinar will begin. Please allow yourself approximately 1 hour and 10 minutes to complete the webinar. To register for the COVID-19 training please click here.

NJIIS Reporting Requirements

As per The Statewide Registry Act (2004) and its accompanying rules (N.J.A.C. 8:57-3:16), a healthcare practitioner that immunizes children under 7 years of age is required to enroll as an authorized user of NJIIS and report vaccinations within 30 days of administering the vaccine. It is required to report immunizations administered to those children under 7 years of age, regardless of whether they receive VFC vaccines or privately purchased vaccines.

While reporting of vaccinations administered to children under 7 years of age is mandatory, the NJIIS is a lifespan registry and will accept vaccination data on patients of all ages.

A signed CDC COVID-19 Vaccination Program Provider Agreement is required for any medical facility to receive COVID-19 vaccine.

Questions:

Please note that all NJIIS-related inquiries must be submitted via the NJIIS Online Intake Form. By clicking on the "Submit a Request" tab on the NJIIS website, the form will provide you with links for information that can help answer your question(s) and will also route your inquiry request(s) to the appropriate NJIIS staff.