

## Step-By-Step Instructions

*With new requirements being requested by our industry partners we are now requesting the following be completed by students before enrolling in a CNA course.*

- Student will need to create an account with American DataBank and purchase CSI Tracking Package with Complio (12 months - \$12) and Background Check (\$50 + additional fee for county).
  - See "Student Guide to Complio" on page 3

## Required Immunizations

- Student will receive a current TB test from preferred provider. Student will upload final results documentation to Complio account.
  - Physician's Immediate Care Center is providing this service to CSI students for the cost of \$20.
- Student will receive a current Flu vaccination from preferred provider and upload documentation to Complio account.
  - Flu exemption either religious or medical can be found on Complio account
- Student will receive COVID vaccination from preferred provider and upload documentation to Complio account.
  - Covid exemption either religious or medical can be found on Complio account

## Drug Screen Info

- Student will electronically sign a drug consent form on Complio account
- Student can either go to Physician's Immediate Care or Sterling Urgent Care and results will automatically be sent to HSHS Staff. *(See attached document)*
- If student prefers another provider, student must arrange for provider to send results to HSHS Staff.
  - Drug screens handed in or submitted by students will not be accepted.
  - Must be a 7-panel or more drug screen.
  - Results can be sent via email: [mmwolfe@csi.edu](mailto:mmwolfe@csi.edu) or fax: 208-736-4743

## After Completion

Once complete with all requirements for admission, the student will be contacted by one of the following HSHS office staff with registration instructions:

Lee Ann Erickson, Office Specialist II

- [leeannerickson@csi.edu](mailto:leeannerickson@csi.edu)
- 208-732-6700

Rae Jean Larsen, HSHS Office Manager

- [rlarsen@csi.edu](mailto:rlarsen@csi.edu)
- 208-732-6701

Matilda Wolfe, HSHS Admin Assistant II

- [mmwolfe@csi.edu](mailto:mmwolfe@csi.edu)
- 208-732-6702

## Compliance for CNA program

The following items need to be completed and uploaded to American DataBank in order to be compliant and allowed to register for the CNA program:

1. Tuberculosis Skin Test
  - a. The test requires a two to three-day period between the implant date and the read date
  - b. The form that the doctor provides will be accepted as long as it has these items:
    - i. Implant date
    - ii. Read date
    - iii. Induration amount
    - iv. Negative or Positive
    - v. Must be on facility's letterhead
    - vi. Student's name
  - c. If you receive a positive Tuberculosis Skin Test, you will be required to complete a chest x-ray as well as answer a questionnaire that can be found on American DataBank. Chest x-rays are good for 4 years, and student will redo questionnaire every year.
2. Influenza Vaccine
  - a. Required during Flu Season
    - i. October 1st to April 30th
    - ii. You are allowed to receive and submit the Flu vaccine at any time, even if it isn't flu season
  - b. Outside of Flu Season, please try to submit documentation that states when you last received the vaccine.
3. Drug Consent Form
  - a. This authorizes CSI to file your drug screen
  - b. American DataBank allows you to electronically sign the document, if you can't get it to work, print out the consent form, sign it, then take a photo and submit it.
4. Drug Screen
  - a. The drug screen will not be uploaded to American DataBank, but it is sent to CSI via fax or email if prearranged with CSI, if it is not student is responsible to have provider send it to us.
5. Background Check
  - a. Background Check is completed through American DataBank. When you set up the account you will pay \$50 + county fees to start it.
  - b. Once completed, American DataBank will automatically upload the background check so no need to do anything else.
6. COVID Vaccine
  - a. All FDA approved vaccine are accepted.
  - b. Only first series is required at this time.
  - c. Medical and Religious Exemption forms are accepted at this time at CSI, but are subject to change. Some facilities do not accept exemption forms. If student has exemption form, they may be assigned to a facility that requires more travel time. These forms can be found on American DataBank under the COVID section.

## Student guide to American Data Bank – Complio

### What you need to know about compliance and immunization requirements

College of Southern Idaho students will need to provide documentation regarding the completion of their required immunizations, certifications, background check, and drug screen. CSI keeps track of all of this by using a website called American Data Bank which in turn helps students track, access, and maintain their immunization records while in the programs. The website is called American Data Bank, but the system that tracks the immunization records is called Complio, so it is referred to as both ways. It also has a neat feature that notifies students when immunization or compliance records are expiring so that students can get ahead and update their records as needed.

This guide's purpose is to help you complete the compliance process by showing you how to upload your immunization records and certification requirements which must be completed before the student is allowed to register for the program. Please take a look at the following steps and if you have any questions or concerns, please take a look at the contact information that can be found on the last page.

Congrats and welcome to CSI!

#### 1. Creating your Complio account

- a. Using Chrome or Firefox go to the website: <http://www.csidahocompliance.com>
- b. Once the website loads, you will click the button that says, **NEW USERS** *Create Your Account*
- c. After clicking the button, it will take you to a screen where you will input personal information. Be sure to double check what you fill in as this will be used to do your background check. This screen will also have you create a username and password for your account.
- d. Once you have filled out the correct information, click on the Create Account & Proceed button, it will take you to the next page which will ask that you check the email you set the account up with, and look for an activation link.



- e. After you activate the account, it will have you order a subscription package. Select your program of study and click on the load packages button.
  - i. You will see several different packages listed. If you are unsure of what to order, STOP, and please contact CSI to confirm.

**Packages –** What falls underneath the packages you select?

**Nursing**

- Registered Nursing
- Practical Nursing
- CNA

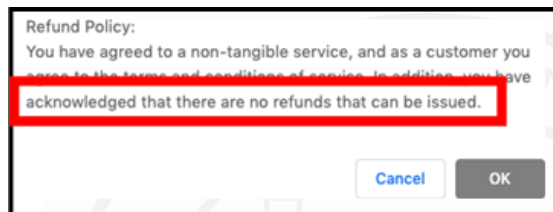
**Allied Health**

- Radiologic Technology
- Medical Assisting
- Phlebotomy
- Physical Therapy Assistant
- Surgical Technology
- Dental Assisting
- Dental Hygiene

- f. During this step you will also select the Background Check Package. After you have selected it, it will ask you to confirm the personal information that you input at the beginning when you created the account.
  - i. Please double check that all the information is correct. If there is an error and it is not caught, you will be required to repurchase the background check and there is no refund available.
  - ii. Once you have double checked your information, it will have you sign some forms that acknowledge the background check information. Use your mouse or track pad and click next to proceed.



- g. The set-up process is almost done! On the next screen it will have you confirm your order. **PLEASE** double check that you have selected the correct package and have input the correct information for the background check. Once you have entered your payment information, your order will not be eligible for a refund. If you have made an error (selected the wrong package for example) Please contact CSI and we will see how we can work with you.



**Your account is set up!**

**2. How to upload immunization records and certificates**

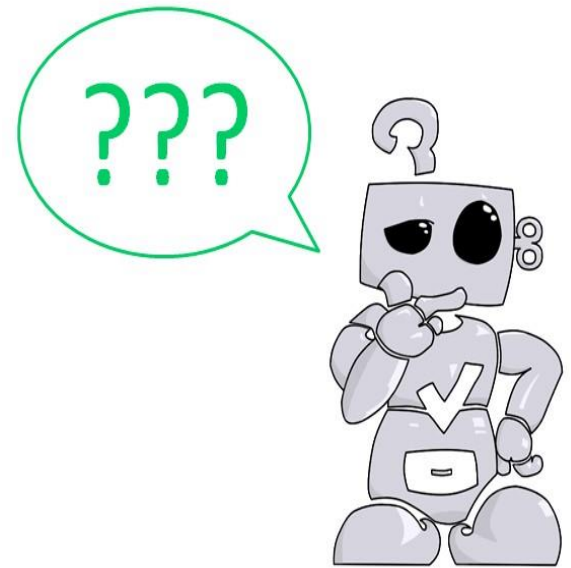
- a. Luckily there is a great video that you can watch that shows you step by step on how to upload documents. But here's some information in case.
- b. Once you're done watching the video, you will be able to see a list of all your requirements. Click on "Enter Requirements" on the right side and indicate which items you are submitting.
- i. You will be able to see what steps are required to become compliant for each category as soon as you click, "Enter Requirements."
- c. Choose your pathway to compliance in the dropdown section.
- i. Once you choose your option, Complio will ask you for additional information. Please enter all applicable details.
- ii. Don't forget to click Submit!
- d. You may need to submit multiple items for a single compliance category. Our most common ones are for MMR, Varicella, and Hep B as these are immunization series that require more than one dose of the vaccine. (Unless you submitted a titer)



- e. Once you have uploaded a document onto Complo, there is no need to keep uploading the same document for each compliance item you fill out. A lot of students will receive a history of their immunization paperwork and several of the needed items will be on one page. Just click on the “Document” drop down once you select your requirement.
  - i. It helps if you name the document with the immunization it is associated with. For example, if you have a document that has your MMR, Varicella, and Hep B on it, just label it, “MMR, Varicella and Hep B.”
- f. Once you have submitted all the documents you are able to, you will probably see a yellow exclamation sign pop up next to it. Don’t worry, that just means that it needs to be reviewed by CSI to make sure all the information is in correctly. Give CSI 1-3 business days to go in and either approve or deny the document.
- g. “My document was denied. What do I do now?”
  - i. Don’t fret, it happens to everyone. You will click on the compliance category and there will be a short explanation as to why we couldn’t accept the document.
    1. Some of the most common ones are:
      - a. *Student’s name could not be located on document uploaded.*
      - b. *Date could not be read on the document uploaded.*
      - c. *You are missing the second or third dose required to be compliant in this category.*
    - ii. If you feel like an error has been made, please contact CSI, and we will work with you to figure out what can be done.
    - iii. One note: Sometimes the documents slip past us and are approved by the company itself, if you feel like the Complo has made a mistake, please contact CSI and we will work with you to correct it.



# Questions?



©American DataBank is always happy to help. You may call, email, or message us with any questions or concerns you have about Complio.

**Email:** [Complio@americandatabank.com](mailto:Complio@americandatabank.com)

**Phone:** **800-200-0853**

**Live Service:** 7am-6pm MT M-F; 8am-4pm MT Sa

**Address:** 110 16<sup>th</sup> Street  
Suite 800  
Denver, CO 80202

**CNA Candidates**  
**Physicians Immediate Care**  
**Student discount pricing**

- **TB Test** Discount Cost: \$20.00 – Student must upload test results to their Complio Account
- **7 Panel Drug Screen** Discount Cost: \$20.00 – Physician’s Immediate Care Will Provide Results to CSI HSHS Department

**Two locations:**

**Physicians**  
Immediate Care Center

WORKER'S COMPENSATION ABOUT OUR LOCATION CONTACT PATIENT PAPERWORK PATIENT PORTAL BLOG TELEMEDICINE

**URGENT CARE HOURS**  
Open 7 days a  
week: 8am to 7pm

**CONTACT US**  
(208) 736-7422

**VISIT US**  
243 Cheney Drive W  
Suite 200, Twin Falls, ID  
83301-4278

**Page Family Medicine (Quick Care)**  
1252 Bennett Ave Suite B, Burley, ID  
208 647 0656

**NO APPOINTMENT NEEDED FOR QUICK CARE  
WALK-INS ARE ALWAYS WELCOME AT PHYSICIANS IMMEDIATE CARE CENTER**

For questions please contact:

Lee Ann Erickson [leeannerickson@csi.edu](mailto:leeannerickson@csi.edu) 208-732-6700 *CSI HSHS Student Services Specialist II*  
Rae Jean Larsen [rlarsen@csi.edu](mailto:rlarsen@csi.edu) 208-732-6701 *CSI HSHS Office Manager*  
Matilda Wolfe [mmwolfe@csi.edu](mailto:mmwolfe@csi.edu) 208 732 6702 *Admin Assistant II*