Understanding the Utah School Immunization Rule

Module III
Online Immunization Reporting Procedures
Online Immunization Reporting Procedures
About This Module

**Purpose:** To assist school personnel in utilizing the online School and Childcare Reporting System pertaining to the Utah Immunization Rule.

**Goal:** To improve understanding and compliance of online reporting procedures for completing the required school immunization reports.

**Objectives:**
- Describe the process for completing the Annual Reports.
- Describe the process for completing the Second Dose Measles Report.
- Describe the process for completing the Year-End Reports.
- Describe the process for correcting reporting errors and re-submitting reports.
Login

- Type in www.immunize-utah.org on your web browser.
- Click on the Immunization Reporting link located on the left side of the page.
- Click on School and Childcare Immunization Reporting System.
- Click on “Login to the School & Childcare Immunization Reporting System.”
- Click on the Login box.
- Enter your School User ID.
- Your user ID is the same as your Utah State Office of Education (USOE)-assigned school number. The Utah Department of Health, Immunization Program (Telephone: 801-538-9450), will send a reminder each fall with your user ID and reporting instructions.
- Click on Submit.
SELECTING REPORTS

- A screen listing all the reports for your school and due dates will appear. Not all reports shown in this example will appear for your school.
- Select the report you will be completing.
- Follow the same instructions for completing all annual reports.
- Complete the name, title and phone number of the person completing the report.
- The following example will provide instructions for completing the Kindergarten Summary Report.
Part 1: Exemptions:

- If the Kindergarten Summary Report does not apply to your school, check the box “Does Not Apply.”
- There are three types of exemptions: Medical, Religious and Personal.
- Enter the number of students for each vaccine and each type of exemption.
- Part 1(G): Total Number of Students who claimed an Exemption: This is the total number of exemption forms you have.

**NOTE:** If a student has claimed any exemption, do not count the student in the immunized category - even if the student has received some vaccine doses. For the purpose of this report, exemptions cover all vaccine requirements, not individual vaccines.
Part 2: Conditional Admissions:
- Enter the number of students who are less than one month past due for any single vaccine on the first day of school.

Part 3: Students Not-in-Compliance:
- Enter the number of students who meet the definition for “Not-in-Compliance” on the first day of school.

NOTE: Students who are Not-in-Compliance must be excluded from school.
**Annual Report**  
**Part 4: Adequate for School Entry**

- **Part 4(a): Number of Students with history of chickenpox disease:**  
  Enter **only** the number of students who had the chickenpox disease.

**NOTE:** For the purpose of this report, when calculating the number for Part 4(a), do not include the number of exemptions, number of Conditionally Admitted students, or number of students Not-in-Compliance. Include ONLY the number of students who had the chickenpox disease.
Annual Report
Part 4: Adequate for School Entry:

Part 4: Adequate for School Entry:

○ Part 4(b): Number of students who have received all doses of each required vaccine for school entry:
  Enter the number of students who have completed all required vaccinations.

NOTE: For the purpose of this report, when calculating the number for Part 4(b), do not include the number of students who had chickenpox disease, do not include the number of exemptions, number of Conditionally Admitted students, or number of students Not-in-Compliance. Include ONLY the number of students who are completely immunized.

○ Part 4(c): Total Adequate for School Entry is automatically calculated [sum of parts 4(a) and 4(b)].
Part 5: Total Number of Students Enrolled:

- Enter the total number of students from Parts 1(G), 2, 3, and 4(c).

Part 6: Breakdown of Students Conditionally Admitted and/or Not-in-Compliance:

- Enter the number of students who are missing at least one dose of each vaccine listed or who have no immunization records.
- You must complete the Comment Field if you reported Conditionally Admitted and/or Not-in-Compliance students.
- Click on Submit. Once you submit a report, you will return to the list of reports. The completed report will be highlighted in red.
- Print a copy of the completed report for your records.
Reporting Errors

- If there is an error in any submitted report, the report will re-appear on the screen with errors highlighted in red.
- Correct the errors and re-submit the report.
- If the program does not show the list of reports with your completed report highlighted in red (it is still blue), the report submission was unsuccessful. Select the report again and repeat the reporting process.
- If you realize that you made an error after successful submission of your report, call the Utah Immunization Program at 801-538-9450. Your report will be re-set and you can start again.
- Provide your name, phone number, school, and username/password to Immunization Program personnel to confirm your report was re-set.
The following example will provide instructions for completing the Two Dose MMR Summary Report for Kindergarten/Elementary schools.

Follow the same instructions for completing the Junior High/Middle School and High School Reports.

Select the appropriate report from the screen showing the list of required reports.

Enter the name, title, and telephone number for the person completing the report.
Two Dose MMR Summary Report
Part 1: Exemptions
Part 2: Conditional Admissions

Part 1: Exemptions:

- There are three types of exemptions: Medical, Religious, or Personal.
- Part 1(A): Enter the number of students for each type of exemption.
- Total Exemptions Claimed will be automatically calculated.

Part 2: Conditional Admissions:

- Enter the number of students who are less than one month past due for their second dose Measles vaccine on the first day of school.
Part 3: Students Not-in-Compliance:

- Enter the number of students who meet the definition for “Not-in-Compliance” on the first day of school.

**NOTE:** Students who are Not-in-Compliance must be excluded from school.

Part 4: Total Adequate for School Entry:

- Enter the total number of students in elementary school (not just Kindergarten) who have received two doses of the Measles vaccine at the correct interval.
# Two Dose MMR Summary Report

**Part 5: Total Number of Students Enrolled**

- Enter the total number of students from Parts 1(A), 2, 3 and 4.

**Part 6: Breakdown of Students Conditionally Admitted and/or Not-in-Compliance**

- Enter the number of students who are more than one month past due for their second Measles dose, have no immunization record or received their second Measles dose less than 28 days from the first dose.
- You must complete the Comment Field if you reported Conditionally Admitted and/or Not-in-Compliance students.
- Click on Submit.
- Print a copy of the completed report for your records.

## 2015/2016

<table>
<thead>
<tr>
<th>Elementary School</th>
<th>TWO DOSE MMR SUMMARY REPORT</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Part 1: Exemptions</strong></td>
<td><strong>Medical Exemption</strong></td>
</tr>
<tr>
<td>A. Measles, Mumps, and Rubella (MMR)</td>
<td></td>
</tr>
<tr>
<td><strong>Part 2: Conditional Admissions</strong></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Part 3: Students Not In Compliance (Should have been excluded on the first day of school)</strong></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Part 4: Total Adequate for School Entry</strong></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Part 5: Total Number of Students Enrolled (Sum of 1A, 2, 3 and 4)</strong></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Part 6: Breakdown of Students Conditionally Admitted and/or Not-In-Compliance</strong></td>
<td>A.</td>
</tr>
<tr>
<td>A. Students who are more than one month past due for their second dose of MEASLES</td>
<td></td>
</tr>
<tr>
<td>B. Students with NO IMMUNIZATION RECORDS</td>
<td></td>
</tr>
<tr>
<td>C. Students that their second dose is less than 28 days from their first dose</td>
<td></td>
</tr>
<tr>
<td>D. Students that have received one dose of the measles vaccine and are currently on schedule for the next dose</td>
<td></td>
</tr>
<tr>
<td>E. Students that have received their first dose more than 28 days prior to their 1st birthday</td>
<td></td>
</tr>
</tbody>
</table>

**Comment:**
Year-End Reports

**NOTE:** Report only on those students who were reported Not-in-Compliance or Conditionally Admitted in the November report.

- Follow the same instructions for selecting all year-end reports.
- From the list of reports screen, select the report you will be completing.
- Enter the name, title, and telephone number of the person completing the report.
Year-End Report Totals

- The numbers from the November report will appear in the first column.
- These numbers are provided for your information only and should not be included in your year-end totals.
- **Report only on the numbers appearing in the box titled Total!**
- In this example, the report should be for five students.
- Enter your year-end totals in the blank field to the right of the November numbers.

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Medical Exception</td>
<td>Religious Exception</td>
<td>Personal Exception</td>
</tr>
<tr>
<td>1</td>
<td>2</td>
<td>0</td>
</tr>
<tr>
<td>2</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>3</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>4</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>5</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>6</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>7</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

**Part 2: Conditional Admission**
- Conditional Admission [to be submitted] 5

**Part 3: Personal No-Exc. Compliance (to be submitted)** 7

**Part 4: Adequacy for School Year**
- Number of Students with History of Aidornt Disease 10
- Number of Students who have received all doses of each required vaccine for school entry 10
- Total Adequate for School Entry (sum of #1 & #2) 20

**Part 5: Lab School**
- Total Adequate Last Date Membership (AIB) of students [SUBMITTED] in compliance

**Part 6: Conditional Admission and/or Non-Compliance**
- Students with less than the required number of HIB/DTaP/DT 5
- Students with less than the required number of PPD 6
- Students with less than the required number of Mumps, Measles, and Rubella (MMR) 6
- Students with less than the required number of Rubella (measles) 7
- Students with less than the required number of Rubella (measles) 7
- Students with less than the required number of Rubella A vaccine dose 8
- Students with less than the required number of Rubella B vaccine dose 8
- Students with less than the required number of Measles (measles) 8
- Students with non-current immunization records |
Part 1: Exemptions:
- Enter the number of students for each vaccine and each type of exemption.
- **Total Exemptions Claimed**: Total will be automatically calculated in Part 1(G).

Part 2: Conditional Admissions:
- Enter the number of students who continue to be conditionally enrolled, meaning they have received at least one dose of each required vaccine and are on schedule for subsequent immunizations.

Part 3: Students Not-in-Compliance:
- Enter the number of students who continue to meet the definition for “Not-in-Compliance.”
## Year-End Reports

### Part 4: Adequate for School Entry

- **Adequate for School Entry** is the number of students who have been vaccinated.

- **Part 4(a): Number of Students with history of chickenpox disease:** Enter the number of students who had the chickenpox disease.

### NOTE:
For the purpose of this report, when calculating the number for Part 4(a), do not include the number of exemptions, number of Conditionally Admitted students, or number of students Not-in-Compliance. Include ONLY the number of students who have had the chickenpox disease.

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<table>
<thead>
<tr>
<th>Year</th>
<th>Kindergarten</th>
<th>Title of Report</th>
</tr>
</thead>
<tbody>
<tr>
<td>2015-2016</td>
<td>Kindergarten</td>
<td>SUMMARY REPORT</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Part 1: Exemptions</th>
<th>Medical</th>
<th>Religious</th>
<th>Personal</th>
<th>Total</th>
<th>Medical</th>
<th>Religious</th>
<th>Personal</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>A. Mumps, Measles, and Rubella (MMR)</td>
<td>1</td>
<td>2</td>
<td>0</td>
<td>3</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>B. Mumps</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>C. Mumps, Measles, and Rubella (MMR)</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>D. Mumps</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>E. Mumps</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>F. Varicella (Chickenpox)</td>
<td>0</td>
<td>0</td>
<td>3</td>
<td>3</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

- **Part 2: Conditional Admission:** 6
- **Part 3: Student Not-In-Compliance:** 7
- **Part 4: Adequate for School Entry:**
  - Number of students with medical exemptions for chickenpox | 10
  - Number of students with religious exemptions for chickenpox | 10
  - Number of students with personal exemptions for chickenpox | 20
  - Total Number of Students Total Required for Admission | 38
  - Total Adequate for School Entry (Part 4) | 12

**TOTAL = 12**

- **Part 5: Left School:** 0
- **Part 6: Total Admissions Due Membership:** 0
- **Adequate for Immunization:** 0
Part 4: Adequate for School Entry:

- **Part 4(b):** Number of students who have received all doses of each required vaccine for school entry: Enter the number of students who have completed all required vaccinations.

**NOTE:** For the purpose of this report, when calculating the number for Part 4(b), do not include the number of exemptions, number of Conditionally Admitted students, or number of students Not-in-Compliance. Include ONLY the number of students who are completely immunized.

- **Part 4(c):** Total Adequate for School Entry is automatically calculated [sum of Parts 4(a) and 4(b)].
Year-End Report

Totals Number of Students to be Reported on

Part 5: Left School

Part 6: Total Aggregate Days of Membership

Total Number of Students To Be Reported On:

○ This number has already been calculated for you.

Part 5: Left School:

○ Enter the number of students who left school since you submitted your November report.

Part 6: Total Aggregate Days of Membership:

○ For each student who is Not-in-Compliance (Part 3) at the end of school, total the number of days each student attended school while Not-in-Compliance. Then enter the total number of days for all students who are Not-in-Compliance.
Year-End Report
Part 7: Breakdown of Students Conditionally Admitted and Not-in-Compliance

- Part 7: Breakdown of Students Conditionally Admitted and Not-in-Compliance:
  - If you reported students in Part 2 or 3, enter the number of students in each category.

**NOTE:** You must complete the comment field if you reported Conditionally-Admitted and/or Not-in-Compliance students.

- Click on Submit and you will return to the list of reports.
- Select the report and print a copy of the completed report for your records.
- Continue the same process until you have completed each required report.

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