

We're Going Back To School



Immunization Data Report Tutorial

For Kindergarten and 6th Grade

Immunization Assessment Program Office
Arizona Department of Health Services



ARIZONA DEPARTMENT
OF HEALTH SERVICES

Health and Wellness for all Arizonans

Objectives

Learn how to successfully

Register and obtain your password

Add/Search School Demographics

Enter School IDR Survey

Print School Survey

Certificates/Letters

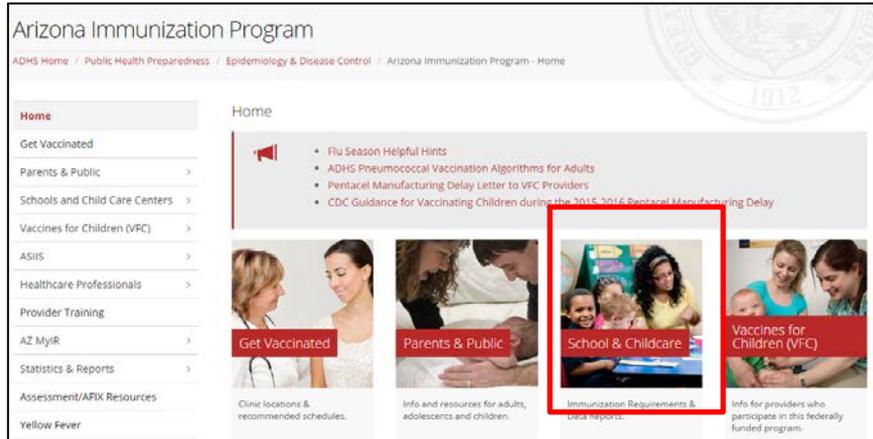
Edit IDR survey



How to access the IDR

Step 1 – go to our home page :

<http://azdhs.gov/phs/immunization/index.htm>



Step 2 – All school (including those with child care, preschool and Head Start) IDRs will be completed online at [AZ IDR Web App](#)

How to register and get a password



ARIZONA DEPARTMENT OF HEALTH SERVICES

Health and Wellness for All Arizonans

Register

You must first register to begin submitting your immunization data. **Make sure to enter an email address to which you actually have access.**

You will receive an email with your password. You will use your email address and password to log in to access this system. Please be sure to check your junk mail folder if it isn't in your inbox.

The next step will be to enter in your school's information.

After that, enter the vaccination information for each of the pertinent grade levels (PreK/Childcare, Kindergarten and Sixth grade)

Email:

Verify Email:

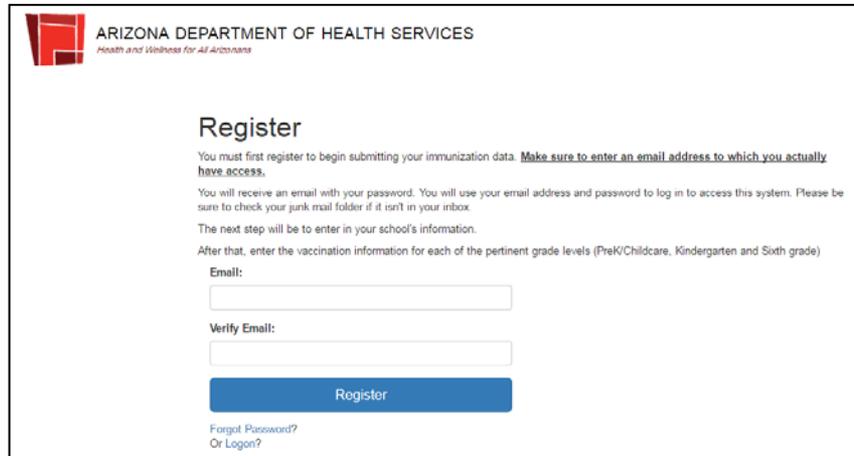
Register

[Forgot Password?](#)

[Or Logon?](#)

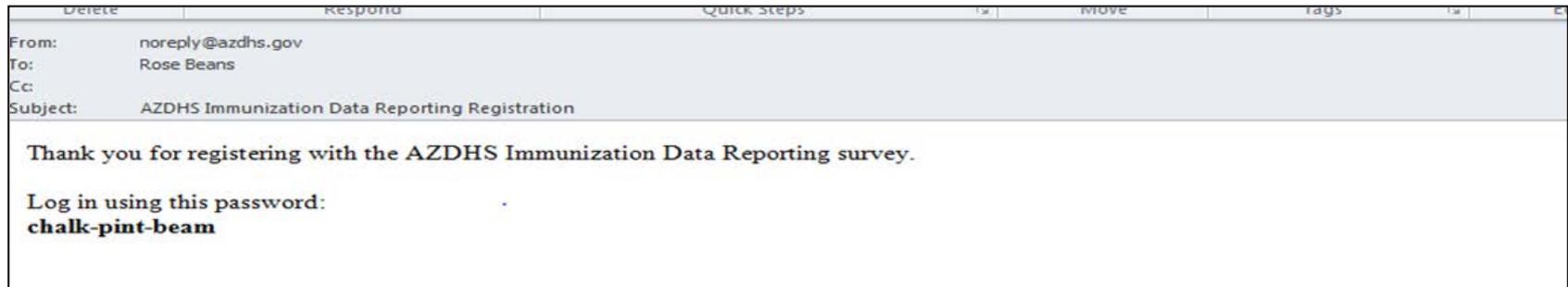
Step 1 – Registration

Enter a valid email address to which you actually have access to



The screenshot shows the registration page for the Arizona Department of Health Services. At the top left is the department's logo and name: "ARIZONA DEPARTMENT OF HEALTH SERVICES" with the tagline "Health and Wellness for All Arizonans". The main heading is "Register". Below this, there are three paragraphs of instructions: "You must first register to begin submitting your immunization data. Make sure to enter an email address to which you actually have access.", "You will receive an email with your password. You will use your email address and password to log in to access this system. Please be sure to check your junk mail folder if it isn't in your inbox.", and "The next step will be to enter in your school's information." Below the instructions, there is a section for "After that, enter the vaccination information for each of the pertinent grade levels (PreK/Childcare, Kindergarten and Sixth grade)". This section contains two input fields: "Email:" and "Verify Email:". Below these fields is a blue "Register" button. At the bottom of the form, there are links for "Forgot Password?" and "Or Logon?".

You will receive an email from noreply@azdhs.gov with your password
You **cannot** change your password that is issued, so be sure to save it



Please check your **spam** or **junk** email if the password isn't in your inbox

Forgot Password?

- If you forgot your password, click on [Forgot Password](#) link
- Enter your email address and click on [Get Password](#)
- A new password will be emailed to you

IDR Sign in

Username:

Password

[Sign In](#)

[Don't have an account? Create an Account](#)
[Or Forgot Password?](#)



ARIZONA DEPARTMENT OF HEALTH SERVICES
Health and Wellness for All Arizonans

Forgot Password:

Username:

[Get Password](#)

[Don't have an account? Create an Account](#)
[Or Logon?](#)

IDR Sign in

Success! Your new password has been sent to your email. Please check your inbox.

Username:

Password

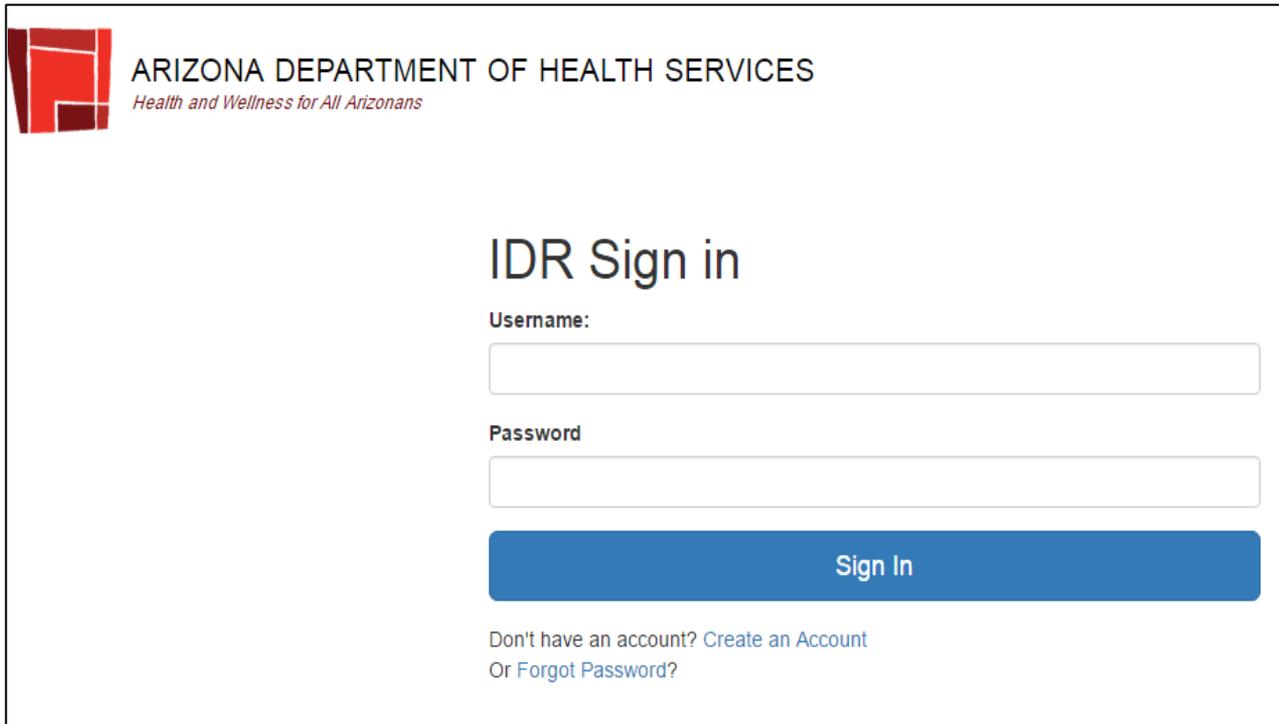
[Sign In](#)

[Don't have an account? Create an Account](#)
[Or Forgot Password?](#)

Step 2 – Log In

Enter your email address

Enter the password that was emailed to you



The screenshot shows the login interface for the Arizona Department of Health Services. In the top left corner, there is a red logo consisting of several overlapping squares. To the right of the logo, the text reads "ARIZONA DEPARTMENT OF HEALTH SERVICES" in a bold, sans-serif font, with the tagline "Health and Wellness for All Arizonans" in a smaller, italicized font below it. The main heading "IDR Sign in" is centered on the page. Below this heading, there are two input fields: the first is labeled "Username:" and the second is labeled "Password". Both fields are empty. Below the password field is a blue button with the text "Sign In" in white. At the bottom of the form, there are two links: "Don't have an account? [Create an Account](#)" and "Or [Forgot Password?](#)".

Starting a new Immunization Data Report

Welcome to the School Immunization Data Reporting Site!

Child Care, Kindergarten, and/or Sixth Grade Immunization Data Reports (IDR) are due November 15, 2016.

You will be asked basic questions about your school, and specific questions regarding the enrollment and vaccination status of students attending Child Care/Preschool, Kindergarten and/or Sixth Grades. You may begin the survey for each grade level at your school and return to complete the survey(s) at a later date (by November 15th) if you prefer. No update reports are required or requested unless your school is contacted individually. Please print a copy of the final report(s) to share with your school administrator/principal and to retain for your files.

Choose [Start a new 2016 School Immunization Data Report](#) to begin the report for the 2016-17 school year.

Choose [Search for existing 2016 School Immunization Data Report](#) to resume a report that has been started.

School administrators/principals are responsible for reviewing this report and ensuring that areas of non-compliance with immunization requirements are corrected. Important information below:

- **% Fully Immunized** = the percentage of students who have received the required doses for each vaccine type. Target range is 95% to 100% to curtail spread of diseases.
- **% In Compliance** = the percentage of students who have either an immunization record or a valid exemption on file at the school. Target range is 100% of students.
- For Child Care and School Requirements please visit our webpage [here](#).

Step 1

Click on the link to start a **new** IDR

To **edit** IDR, click on *Search for existing 2016 School Immunization Data Report*

ARIZONA DEPARTMENT OF HEALTH SERVICES
Health and Wellness for All Arizonans

Home Start a new 2016 School Immunization Report Signed in as: BRENDA.JONES@AZDHS.GOV Logoff

Welcome to the School Immunization Data Reporting Site!

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Step 2

Start by entering your name

If you have a child care or preschool read the instructions carefully

Check the box that says, **Does this school have a kindergarten?** (kindergarten and 6th grade may be registered simultaneously by selecting both boxes)

Select **Lookup School** to find your school

If you do not see your school, manually enter school information

Identify school type ex: private, public or charter

The School Identifier for School is your CTDS number which is issued by the Department of Education

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Home Start a new 2016 School ImmunizationReport Signed in as: WENDY.ODONNELL@AZDHS.GOV Logout

Register School for 2016 School IDR

***The Child Care/Preschool IDR survey must be completed separately from the Kindergarten and Sixth Grade.** If you select that your school has a Child Care/Preschool, you will be unable to select Kindergarten and/or Sixth Grade. If your school has a Child Care/Preschool and a Kindergarten and/or Sixth Grade, complete the Child Care/Preschool IDR survey **first** then go back to the home page and select "Start a new 2016 School Immunization Data Report" to register your Kindergarten and/or Sixth Grade. Kindergarten and Sixth Grade may be registered simultaneously by selecting both boxes.

School Information

Your name

Does this school have a nurse? What type of license does your nurse have?

Does this school have a Kindergarten? Does this school have a 6th grade?

Does this school have Preschool OR Child Care

Lookup School

School Name

If your school has a Preschool AND Kindergarten/6th Grade, please register the preschool as a separate school.

School Type CTDS School Identifier

(Private schools use phone number)

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Home Start a new 2016 School ImmunizationReport Signed in as: WENDY.ODONNELL@AZDHS.GOV

Lookup School

School Name

If your school has a Preschool AND Kindergarten/6th Grade, please register the preschool as a separate school.

School Type CTDS School Identifier

(Private schools use phone number)

Physical Address

Physical Address Line 1

Physical Address Line 2

Physical City Physical Zip Physical County

Phone Number Fax Number

Mailing Address

Check if mailing address is the same as physical address.

Mailing Address Line 1

Mailing Address Line 2

Mailing City Mailing Zip Mailing County

Principal Information

Principal or Director First Name Principal or Director Last Name Principal or Director Email

Continue

Step 2 cont'd

If you did not find your school, please enter mailing information and CTDS number

If the information populated was incorrect please enter the correct information

Search School

Enter your school's name or CTDS number and we'll try to retrieve as much info about your school as we can.
If you cannot locate your school here, select "close" and manually enter school information fields on the registration page.

Enter School Name or CTDS:

School Name:

School CTDS:

Address:

City: County: Zip:

Phone:

Fax:



This is how your screen will look if you were able to find your school under **Lookup School**

Check to make sure information populated is correct



Does this school have Preschool OR Child Care

School Name:

If your school has a Preschool AND Kindergarten/6th Grade the Preschool needs to be registered as a separate school

School Type: CTDS School Identifier:
(Private schools use phone number)

Physical Address

Physical Address Line 1:

Physical Address Line 2:

Physical City: Physical Zip: Physical County:

Phone Number: Fax Number:

Step 3

School Details

Click on [Edit](#) to start or edit survey for School

Click on [Start Survey](#) for kinder or sixth grade

Schools							
Click on school to edit and begin survey(s).							
Show <input type="text" value="10"/> entries							
Edit	School Name	School ID	School Type	Created By	Created Date	Modified By	Modified Date
Edit	Test Child Care	1234567	Public	Brenda Jones	08/23/2016	Brenda Jones	08/23/2016

Desert Meadows Elementary School Edit School Information	
School Type:	Public
Principal Name:	Best Director
School Id Number:	070459106
School Survey	
Start survey for Kindergarten	
Start survey for Sixth Grade	
In order to view your school reports for Kindergarten and Sixth graders or Child Care/Preschool, you must complete at least a kindergarten and/or a sixth grade survey or a Child Care/Preschool survey.	

School IDR Survey

Click on **Save** at anytime to back up your partially completed 2016-2017 survey

Complete basic information with valid e-mail

You can use **Retrieve** to find data saved from partially completed 2016-2017 survey

Basic Questions		Save
Name of person filling out IDR survey:	<input type="text" value="Rose Ann Beans"/>	Retrieve
Email of person filling out IDR survey:	<input type="text" value="rose.beans@azdhs.gov"/>	
What best describes the role of the person filling out this survey?	<input type="text" value="Administrator"/>	When you are ready to submit to ADHS, scroll to the bottom of the page and click on 'Submit to ADHS'
Do Kindergarten students receive vision screening?	<input type="text" value="Yes"/>	
Are there any enrolled kindergarten students who do not have an immunization record or an exemption on file?	<input type="text" value="No"/>	
How many students are enrolled in kindergarten?	<input type="text" value="125"/>	
For the following questions, count each student only once. To review kindergarten requirements, go to Kindergarten Requirements(link will open in another tab)		

IDR School Survey Questions

Step 1

Count each student once for each required immunization

You can use your mouse to enter data or use tab button to continue to next question

TOTAL , **% fully immunized** and **% in compliance** boxes will auto-populate

A pop-up will appear in the **% fully immunized** and **% compliance** if you have counted a student more than once

MMR

How many students have received 2 doses, both given at 12 months of age or older?

How many of the students who do NOT meet the requirements are exempt?

How many students have NOT received all necessary doses?

TOTAL (must equal number enrolled)

% fully immunized

% in compliance

DTaP/DTP/DT/Td

How many students have NOT received all necessary doses?

How many of the students who do NOT meet the requirements are exempt?

How many students have NOT received all necessary doses?

TOTAL (must equal number enrolled)

Value cannot be greater than 100%

Value cannot be greater than 100%

Step 2

Count each student only once for this exemption section

Enter total number of students who are exempt from **every** state required immunization

Comments/clarifications

Please answer the question if the County Health Department assisted in submission of IDR

Click on **Submit to ADHS** to electronically send to ADHS

Final Questions

The questions below must be answered if any students were listed as exempt to one or more vaccines in previous questions. Count each student only once in answering the first 3 questions below.

What is the total number of students who have a Personal Belief Exemption form on file?

What is the total number of students who have a Temporary Medical exemption form on file?

What is the total number of students who have a Permanent Medical OR Laboratory Evidence of Immunity exemption form on file?

What is the total number of students who have Personal Belief Exemptions from every state required immunization?

Comments and clarifications

The County Health Department assisted me in the submission of this Kindergarten IDR.
 Yes No

If yes, please name County Health Department nurse/staff member who assisted you, date(s) of assistance, and number of hours of assistance provided.

[Back to School Details](#) **Submit to ADHS**

Step 2 cont'd

Errors in entering data

If incorrect data is entered, a pop up will show up in the **% fully immunized** and **% in compliance** boxes indicating value cannot be greater than 100%

Once data is corrected, click on **Submit to ADHS** at the bottom of the survey

MMR

How many students have received 2 doses, both given at 12 months of age or older?	<input type="text" value="110"/>
How many of the students who do NOT meet the requirements are exempt?	<input type="text" value="6"/>
How many students have NOT received all necessary doses?	<input type="text" value="-2"/>
TOTAL (must equal number enrolled)	
	<input type="text" value="108"/>
	<input type="text" value="102"/>
	<input type="text" value="107"/>

Value cannot be greater than 100%

Value cannot be greater than 100%

<p>The County Health Department assisted me in the submission of this Kindergarten IDR.</p> <p><input type="radio"/> Yes <input type="radio"/> No</p>	<p>If yes, please name County Health Department nurse/staff member who assisted you, date(s) of assistance, and number of hours of assistance provided.</p> <input type="text"/>
<p>Back to School Details</p>	<p><input type="button" value="Submit to ADHS"/></p>

Printing your IDR

You will receive a message informing you the survey was successfully saved

Make sure your IDR status says; Kindergarten survey status **Completed/Submitted**

Click on [Print report](#)

If your IDR status says *Start survey for kinder or sixth grade*, survey was not submitted and you need to click on *Start survey for kinder or 6th grade* and retrieve data if saved; if not please start new survey. Click on **submit to ADHS** at the end of the survey

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Health and Wellness for All Arizonans

Home Start a new 2016 School Immunization Report Signed in as: BRENDA.JONES@AZDHS.GOV Logoff

Your kindergarten survey was successfully saved.

Desert Meadows Elementary School [Edit School Information](#)

School Type: Public
Principal Name: Best Director
School Id Number: 070459106

School Survey

Kindergarten survey status **Completed/Submitted** ←

[Edit/Update survey for Kindergarten](#)

[Start survey for Sixth Grade](#)

[Print report \(PDF \)](#)

Adobe Reader is required to view PDF files
[Get ADOBE READER](#)

Desert Meadows Elementary School [Edit School Information](#)

School Type: Public
Principal Name: Best Director
School Id Number: 070459106

School Survey

Kindergarten survey status **Completed/Submitted**

[Edit/Update survey for Kindergarten](#)

[Start survey for Sixth Grade](#) ←

[Print report \(PDF \)](#)

Adobe Reader is required to view PDF files
[Get ADOBE READER](#)

School Immunization Data Report

This is how your IDR will look

Please keep a copy of your printed IDR



Arizona Department of Health Services Immunization Data Report
Test Kinder - 2345678 : Principal Good Principal

Kindergarten Immunization Report 2016-2017

Basic Info	
Total Enrolled Count	100
Missing Records	0
Date of Report	9/6/2016
Reported By	Brenda Jones brenda.jones@azdhs.gov
Job Description	Health Aide/UAP
Job Description (other)	
Vision Screening	Y

Exemption Info	
Personal Belief Exemption	5
Temporary Medical Exemption	0
Permanent Medical Exemption/Titer	1
Exempt from all Vaccines	2

CHD Assistance Info	
The County Health Department assisted me?	N

DTaP/DTP/DT/Td	
Meets vaccination requirements	99
Submitted exemption	1
No record, no exemption	1
Total	100
% fully immunized	99
% in compliance	100

Polio	
Meets vaccination requirements	60
Submitted exemption	40
No record, no exemption	40
Total	100
% fully immunized	60
% in compliance	100

MMR	
Meets vaccination requirements	90
Submitted exemption	10
No record, no exemption	10
Total	100
% fully immunized	90
% in compliance	100

Hepatitis B	
Meets vaccination requirements	100
Submitted exemption	0
No record, no exemption	0
Total	100
% fully immunized	100
% in compliance	100

Varicella (Chicken Pox)	
2 doses	90
1 dose or established history before 9/1/11	5
Exempt count	1
Not vaccinated	5
Total	100
% fully immunized	96
% in compliance	96

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- % In Compliance = the percentage of students who have either an immunization record or a valid exemption on file at the school. Target range is 100% of students.

Understanding your Immunization Data Report

What is the difference between fully immunized and in compliance?

- **Fully immunized/coverage**- the percent of student who have received the required doses for each vaccine type and are up to date
 - Target range is 95% and above
- **Compliance**- the percent of students who either have an immunization record or a valid exemption on file
 - Target range in 100%
- For example: if there are 10 students in a class. 8 are fully vaccinated for MMR, 1 is exempt and 1 is not exempt but also is not up to date.
 - Coverage: 8/10 are fully vaccinated → **80% fully immunized**
 - Compliance: 9 are either up to date OR exempt for MMR → **90% compliant**



Certificates

“Certificate of Excellence in Immunization Coverage”

- 95% and above **fully immunized/coverage**
- To receive a certificate of “Excellence in Immunization Coverage”, coverage for **ALL** state required immunizations must be at or above 95%

“Certificate of Recognition”

- 100% **compliance**

Schools will receive a letter from AIPO to inform them of their fully immunized percentages. We will review every state required immunization to determine this. Schools who fall into the below categories:

- 95% and above
- 90-94%
- 0-89%
- Did Not Submit

This means that one or more of the state required immunizations falls into this category. For example if the coverage is 95% for DTaP but 91% for Polio and MMR- you will receive a notification saying your coverage is between 90-94% for one or more state required immunizations.



**Certificate of Recognition
in Immunization Compliance for the
2016-2017 School Year**

Achieved 100%
compliance for
Kindergarten

**in recognition of valuable
contributions to
a disease-free Arizona**

 ARIZONA DEPARTMENT
OF HEALTH SERVICES

April 6, 2017
Date

**Certificate of Excellence
in Immunization Coverage for the
2016-2017 School Year**

In Recognition to a Valuable Contributions to
a Disease Free Arizona

Achieved 95% or
higher immunization
coverage for the
Sixth Grade

 ARIZONA DEPARTMENT OF HEALTH SERVICES
Health and Wellness for All Arizonans

May 5, 2017
Date



To Update your IDR

On the home screen choose [Search for existing 2016 School Immunization Data Report](#)

Next, you will see the school you can edit. Click on [Edit](#)

Then you will be directed to the school details screen and click on [Edit/Update survey for Kindergarten or Sixth Grade](#) screen to return to your IDR for changes, make sure to click on **submit to ADHS** in order for changes to be submitted to ADHS

Click on [Print Report](#)

Make sure your final report is submitted by November 15.

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Schools

Click on school to edit and begin survey(s).

Show entries

Edit	School Name	School ID	School Type	Created By	Created Date	Modified By	Modified Date
Edit	Test Child Care	1234567	Public	Brenda Jones	08/23/2016	Brenda Jones	08/23/2016

Test 6th Grade [Edit School Information](#)

School Type: Public
Principal Name: Good Principal
School Id Number: 3456789

School Survey

Sixth Grade Survey Status: **Completed/Submitted**

[Edit/Update survey for Sixth Grade](#)

[Print report \(PDF \)](#)

Adobe Reader is required to view PDF files





You're Finished!



ARIZONA DEPARTMENT
OF HEALTH SERVICES

Health and Wellness for all Arizonans



Questions?

Rose Ann Beans

Immunization Assessment/AFIX Specialist

Rose.Beans@azdhs.gov

602-364-3633

Arizona Immunization Program Office

602-364-3630



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OF HEALTH SERVICES

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