



2018-19 Instructions for Reporting School Immunization Summaries

Ohio Revised Code section 3313.67 requires all schools to report a summary of the immunization status of pupils each year to the Director of Health by **October 15**. Each school or portion of a school that has its own IRN number must submit separate reports for kindergarten, 7th grade, 12th grade and new pupils in grades 1-6 and 8-11. The Ohio Department of Health (ODH) facilitates the reporting of school immunization summaries using an online reporting process that allows each school in Ohio to submit electronic reports.

Information needed for access, instructions, worksheets and reporting tools can be found at:

<http://schoolreporting.odh.ohio.gov>

Reporting Instructions

All documents mentioned in these instructions are available to download and print at <http://schoolreporting.odh.ohio.gov>. **Summary reports should only be printed and mailed to ODH in the event that your school is unable to access the online reporting module.**

Schools must submit separate Immunization Summary Reports for pupils in each kindergarten, 7th grade, 12th grade and pupils who are new to your district in grades 1-6 and 8-11. ODH strongly recommends to first print and complete the worksheets that correspond to your school's population. Here are a few examples:

- If your school is an elementary school with grades kindergarten through 6th grade, you will need to complete the 'Kindergarten Immunization Survey Worksheet 2018-19' and the 'Grades 1-6 & 8-11 Immunization Survey Worksheet 2018-19'.
- If your school is a high school with grades 9 through 12, you will need to complete the '12th Grade Immunization Survey Worksheet 2018-19' and 'Grades 1-6 & 8-11 Immunization Survey Worksheet 2018-19'.

Once the paper worksheets are completed, you will be ready to report your school's immunization level summary online.

- To access the reporting tool(s) for your school, return to <http://schoolreporting.odh.ohio.gov>.
- Click on the light blue box titled, "Submit a summary report on the immunization status of pupils in Kindergarten, Grade 7, Grade 12 and Grades 1-6 & 8-11".
- Search for your school by entering the school IRN number or the school zip code. If you use the school zip code search option, use the drop-down menu to select the name of your school.
- Select the type of report you are entering (Kindergarten, Grades 1-6 & 8-11 report, etc.) and click "Continue", you will then be directed to the reporting page for your school.
- Complete the form.
- Once you have completed the form, you can either click the "Save" or "Submit" button. The 'Save' button will keep the information you have entered and will allow you to go back and edit it. Once you click 'Submit', you will not be able to make any additional edits to the information you have entered.

- After you submit an online report, you will be directed to a confirmation page. Please print this page for your records.
- From the confirmation page, you can return to the main reporting page to complete other forms or exit.

If you would like to print out a summary of the information you entered, you will need to return to the main reporting page, find your school in the drop-down menu, “Select” the type of report you entered (Kindergarten, Grades 1-6 & 8-11 report, etc.) and click “Continue”. You will then be directed to the completed reporting page for your school. From this page you can print out a summary of the information you entered.

If your school is not able to submit these reports online, you will need to print the necessary summary report forms, complete each form, and submit the forms by mail. All instructions, forms and mailing information will be printable from the ODH website. Schools that do not have internet access must work with their district office to access the reporting site. Reporting is to be completed and submitted to ODH by **October 15, 2018.**

Paper summaries can be mailed to:

**Ohio Department of Health
Bureau of Infectious Diseases
Immunization Program
35 E. Chestnut, 6th Floor
Columbus, OH 43215**

Immunization Requirements and Documentation

Information regarding immunization requirements in Ohio can be found at:

<http://www.odh.ohio.gov/odhprograms/bid/immunization/imunchsc>

- Vaccine doses should be administered according to the current version of the *Recommended Immunization Schedules for Persons Aged 0 Through 18 Years* or the *Catch-up Immunization Schedule for Persons Aged 4 Months Through 18 Years Who Start Late or Who Are More Than 1 Month Behind*, as published by the Advisory Committee on Immunization Practices.
- It is important to document each dose of vaccine that a child has received. The format of month/day/year (e.g. 3/19/2009) of each dose of each vaccine received should be on record.
- Ohio law requires that the vaccines for varicella, measles, mumps and rubella be administered on or after the child’s first birthday and be documented with a specific date of vaccination.
- A parent, guardian or doctor’s written statement that a child has already had the disease is acceptable in place of vaccination for measles, mumps and varicella only. For rubella, only a record of actual vaccination or laboratory test results showing evidence of immunity is acceptable.
- Blanket statements that all immunizations are “up-to-date” or “valid” are not acceptable.
- Vaccine doses administered ≤ 4 days before the minimum interval or age are valid – this is referred to as the grace period. Doses administered ≥ 5 days earlier than the minimum interval or age are not valid doses and should be repeated as age-appropriate. If MMR and Varicella are not given on the same day, the doses must be separated by at least 28 days with no grace period.

VACCINES	<i>FALL 2018</i> IMMUNIZATIONS FOR SCHOOL ATTENDANCE
DTaP/DT Tdap/Td Diphtheria, Tetanus, Pertussis	<u>K</u> Four (4) or more doses of DTaP or DT, or any combination. If all four doses were given before the 4 th birthday, a fifth (5) dose is required. If the fourth dose was administered at least six months after the third dose, and on or after the 4 th birthday, a fifth (5) dose is not required. * <u>1-12</u> Four (4) or more doses of DTaP or DT, or any combination. Three doses of Td or a combination of Td and Tdap is the minimum acceptable for children age seven (7) and up. <u>Grades 7-12</u> One (1) dose of Tdap vaccine must be administered prior to entry. **
POLIO	<u>K-8</u> Three (3) or more doses of IPV. The FINAL dose must be administered on or after the 4 th birthday regardless of the number of previous doses. If a combination of OPV and IPV was received, four (4) doses of either vaccine are required. *** <u>Grades 9-12</u> Three (3) or more doses of IPV or OPV. If the third dose of either series was received prior to the fourth birthday, a fourth (4) dose is required; If a combination of OPV and IPV was received, four (4) doses of either vaccine are required.
MMR Measles, Mumps, Rubella	<u>K-12</u> Two (2) doses of MMR. Dose one (1) must be administered on or after the first birthday. The second dose must be administered at least 28 days after dose one (1).
HEP B Hepatitis B	<u>K-12</u> Three (3) doses of Hepatitis B. The second dose must be administered at least 28 days after the first dose. The third dose must be given at least 16 weeks after the first dose and at least 8 weeks after the second dose. The last dose in the series (third or fourth dose), must not be administered before age 24 weeks.
Varicella (Chickenpox)	<u>K-8</u> Two (2) doses of varicella vaccine must be administered prior to entry. Dose one (1) must be administered on or after the first birthday. The second dose should be administered at least three (3) months after dose one (1); however, if the second dose is administered at least 28 days after the first dose, it is considered valid. <u>Grades 9-12</u> One (1) dose of varicella vaccine must be administered on or after the first birthday.
MCV4 Meningococcal	<u>Grade 7-9</u> One (1) dose of meningococcal (serogroup A, C, W, and Y) vaccine must be administered prior to entry. <u>Grade 12</u> Two (2) doses of meningococcal (serogroup A, C, W, and Y) vaccine must be administered prior to entry. ****

NOTES:

- Vaccine should be administered according to the most recent version of the *Recommended Immunization Schedule for Children and Adolescents Aged 18 Years or Younger* or the *Catch-up Immunization Schedule for Persons Aged 4 Months Through 18 Years Who Start Late or Who Are More Than 1 Month Behind*, as published by the Advisory Committee on Immunization Practices. Schedules are available for print or download at <https://www.cdc.gov/vaccines/schedules/index.html>.
- Vaccine doses administered ≤ 4 days before the minimum interval or age are valid (grace period). Doses administered ≥ 5 days earlier than the minimum interval or age are not valid doses and should be repeated as age-appropriate. If MMR and Varicella are not given on the same day, the doses must be separated by at least 28 days with no grace period.
- For additional information please refer to the Ohio Revised Code 3313.67 and 3313.671 for School Attendance and the ODH Director's Journal Entry (available at <http://www.odh.ohio.gov>, Immunization: Required Vaccines for Childcare and School). These documents list required and recommended immunizations and indicate exemptions to immunizations.
- Please contact the Ohio Department of Health Immunization Program at (800) 282-0546 or (614) 466-4643 with questions or concerns.

* Recommended DTaP or DT minimum intervals for kindergarten students four (4) weeks between doses 1-2 and 2-3; six (6) month minimum intervals between doses 3-4 and 4-5. If a fifth dose is administered prior to the 4th birthday, a sixth dose is recommended but not required.

** Pupils who received one dose of Tdap as part of the initial series are not required to receive another dose. Tdap can be given regardless of the interval since the last Tetanus or diphtheria-toxoid containing vaccine. DTaP given to patients age 7 or older can be counted as valid for the one-time Tdap dose.

*** The final polio dose in the IPV series must be administered at age 4 or older with at least six months between the final and previous dose.

**** Recommended MCV4 minimum interval of at least eight (8) weeks between dose one (1) and dose two (2). If the first (1st) dose of MCV4 was administered on or after the 16th birthday, a second (2nd) dose is not required. If a pupil is in 12th grade and is 15 years of age or younger, only 1 dose is required. Currently there are no school entry requirements for meningococcal B vaccine.

In Process

Please note: the section toward the end of each Summary Report enables you to indicate the number of pupils listed on the Worksheet who have no exemption and have not received the minimum number of immunizations, but are “in process.” “In process” means the pupils have all the vaccines they can get at this time, but are not complete. The pupils must wait for the minimum intervals of time to elapse before they may receive additional doses.

A line list of students exempt and “in process” should be maintained in each school building. The list can then be used to identify children who would be susceptible to a vaccine-preventable disease should an outbreak occur, and for follow-up of those who are “in process.”

Transfer students entering your school(s) during the year must be reviewed for immunization compliance. The immunization requirements are to be enforced throughout the school year. Below is a list of examples of students who are “new to the district/system”:

School last attended	School Now Attending	“NEW?”	Comment
Powers Elementary School Cleveland City Schools	Dalton Elementary Cleveland City Schools	No	The pupil remained in the same school district
Terrapin High Dayton City Schools	Euclid High Cleveland City Schools	Yes	The pupil moved to a new public school district.
St. Mary’s Elementary Cincinnati, private	Sayler Park Elementary Cincinnati City Schools	Yes	The pupil changed from a private system to a public school district. Even though they are in the same geographic area, they changed districts.
Jefferson Jr. High Tipp City Schools	First Christian School Lima, private	Yes	The pupil moved from a public district to a private system.
St. Pius X Elementary Columbus, private	Brice Christian Academy Columbus, private	Yes	The pupil moved from one private system to another private system, even though they are in the same city or geographic area.
Sacred Heart Elementary Youngstown, private Youngstown Diocese	St. Mary’s Elementary Massillon, private Youngstown Diocese	No	The pupil remained in the same Catholic Diocese.

Thank you for your cooperation. If you have any questions, please call the Immunization Program at 1-800-282-0546.