

INSTRUCTIONS FOR REPORTING SCHOOL IMMUNIZATION SUMMARIES

OVERVIEW

Ohio Revised Code section 3313.67 requires all schools to report a summary of the immunization status of pupils each year to the Ohio Department of Health (ODH) by October 15. Each school or portion of a school that has its own Information Retrieval Number (IRN) must submit separate reports for kindergarten, 7th grade, 12th grade and new pupils in grades 1-6 and 8-11. ODH coordinates 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

IMMUNIZATION REQUIREMENTS

For additional information please refer to Ohio Revised Code 3313.67 (https://codes.ohio.gov/ohio-revised-code/section-3313.67) and the ODH Director's Journal Entry.

Information regarding current Ohio school requirements, including Director's Journal (https://odh.ohio.gov/know-our-programs/immunization Summary (https://odh.ohio.gov/know-our-programs/immunization), also can be found on the ODH Immunization Program webpage (https://odh.ohio.gov/know-our-programs/Immunization).

Providers should administer vaccines according to the most recent versions 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 Center for Disease Control and Prevention's (CDC) Advisory Committee on Immunization Practices.

IMMUNIZATION DOCUMENTATION

- Student immunizations must be documented with the specific **month**, **day**, and **year** of vaccine administration for each dose of each vaccine received.
 - o Blanket statements that all immunizations are "up-to-date" or "valid" do **not** meet state documentation requirements.
 - o "At hospital" or "at birth" is **not** acceptable for Hep B birth dose.

- A parent, guardian or doctor's written statement that a child has already had **measles, mumps** and **varicella** is acceptable in place of vaccination records. For **rubella**, only a record of actual vaccination or laboratory test result showing evidence of immunity is acceptable.
- Vaccine doses administered 4 days or less before the minimum interval or age are considered valid.
- If **2 LIVE virus vaccines** (measles, mumps, rubella, and varicella) were not given on the same day, they must be separated by **28 days with no grace period**.
- If an invalid dose was given, administer the next dose after waiting the **minimum interval** from the invalid dose and after reaching the minimum age requirement.

EXEMPTIONS

Medical exemption

 A licensed physician must certify in writing any immunization that is medically contraindicated.

Reason of conscience including religious convictions

• Written statement from the pupil's parent or guardian must state a reason.

NON-COMPLIANT

A student is not compliant **after 14 days** if:

- An immunization record is not on file.
- The student is not up-to-date on required vaccinations and has no exemption on file.
- The student is not "in process" of obtaining the minimum number of vaccine doses.

"IN-PROCESS" DEFINITION

A student is considered 'in-process' if:

- The student has to wait the **minimum spacing** for a second dose of a vaccine against measles, mumps, rubella (MMR), varicella (chickenpox) or meningococcal disease.
- The student received a dose of vaccine for a series of DTaP, polio and/or hepatitis B, and now must wait the required **minimum spacing** for another dose.

Such students must finish the series as soon as the scheduled **minimum interval** between doses permits.

The CDC Advisory Committee on Immunization Practices schedule provides recommended ages, minimum ages, recommended intervals and minimum intervals. You can access this information by visiting the CDC webpage (https://www.cdc.gov/vaccines/schedules/hcp/imz/child-adolescent.html).

"NEW PUPIL" DEFINITION

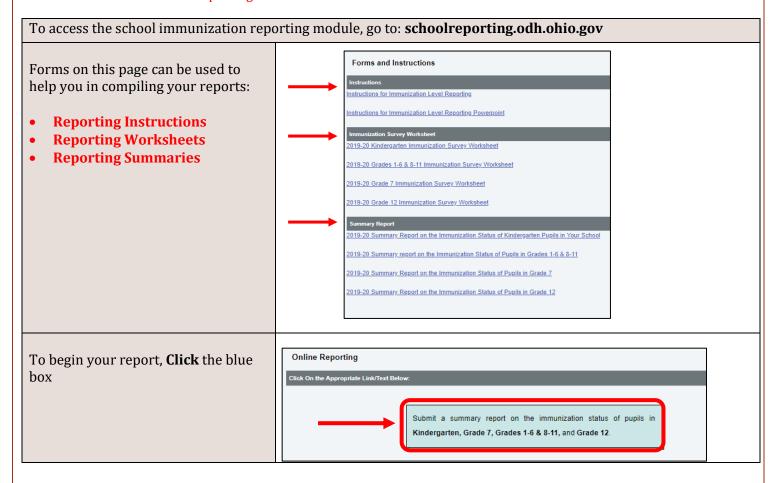
All new pupils or transfer students entering your school(s) must be reviewed for immunization compliance at the time of initial entry (and throughout the school year if new).

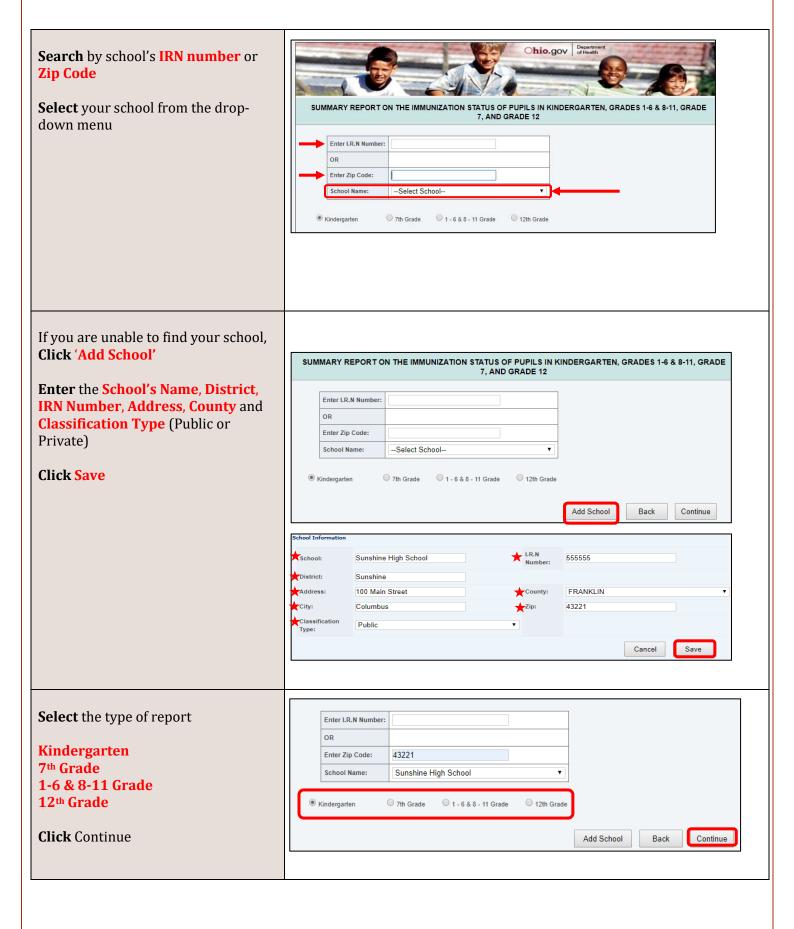
New to the district/system examples:

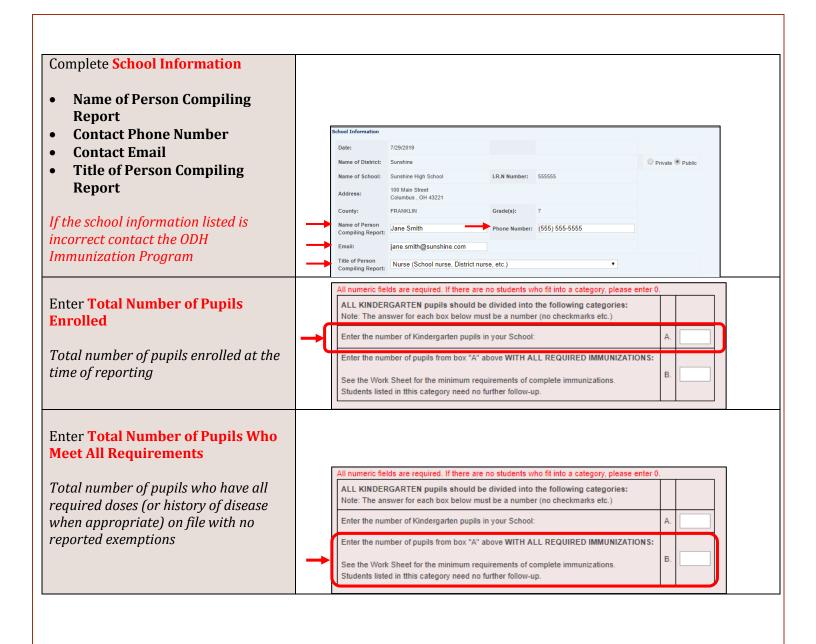
- Pupil changed from a private system to a public-school district (even if in the same geographic area).
- Pupil moved from a public district to a private system.
- Pupil moved from one private system to another private system (even if in the same city or geographic area).
- Pupil moved from one public district to another public district.

ONLINE REPORTING INSTRUCTIONS

Important Note: Summary reports should only be printed and mailed to ODH if your school is unable to access the online reporting module.







Enter Total Number of Pupils with a Medical Exemption

Total number of pupils with a medical exemption that is certified by a licensed physician

Enter Total Number of Pupils with a Reason of Conscience or Religious Objection

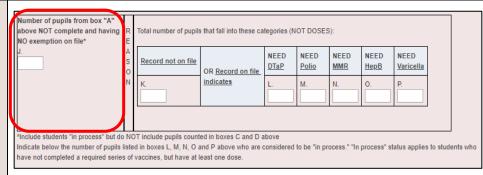
Total number of pupils with a written statement from the pupil's parent or guardian that states reason for exemption

Enter Total Number of Pupils with a vaccine specific exemption(s)

	Exemptions						
.	lumber of pupils from box "A" above WHO HAVE A MEDICAL CONTRAINDICATION ON FILE: physician or Certified Nurse Practitioner's signed statement, kept as part of the enrollee's records, is required (Do not include children "in rocess" in this category).					C.	
	Number of pupils from box "A" above WHO HAVE A REASON OF CONSCIENCE/RELIGIOUS OBJECTION ON FILE: A written statement, signed by a parent/guardian, stating the objection, must be on file as part of the enrollee's records.					D.	
	Record the number of pupils with exemptions (Medical Contraindication or Reason of Conscience or Religious Objection) for each of the following:						
r	<u>DTaP</u>	Polio	MMR	<u>НерВ</u>	<u>Varicella</u>	\bigcap	
	E.	F.	G.	H.	l.		

Enter Number of Pupils Not Complete

Total number of pupils that are missing at least one required dose <u>and</u> have no exemptions on file



Enter reason for incomplete: mber of pupils from box "A" above NOT complete and having Total number of pupils that fall into these categories (NOT DOSES) 1) Immunization Record not on NO exemption on file* NEED NEED Record not on file HepB Varicella OR Record on file ndicates Total number of pupils who have no immunization record on file and no exemption on file Include students "in process" but do NOT include pupils counted in boxes C and D above Indicate below the number of pupils listed in boxes L, M, N, O and P above who are considered to be "in process." "In process." status applies to students who -ORhave not completed a required series of vaccines, but have at least one dose. 2) Immunization Record on file but missing at least one required dose Total number of pupils who have an immunization record on file but missing at least one required dose with no exemption on file **Enter Total Number of Pupils In-Process** Total number of pupils who are waiting the minimum interval between doses (as defined by the CDC) Total number in process (in process for 1 or more vaccine series): LL. DTaP in process: MM. Polio in process: NN. MMR in process: **Enter Total Number of Pupils In-**PP. Varicella in process: OO. HepB in process: Process for specific vaccines listed Click Save or Submit

Save will keep the information you have entered and will allow you to go back and edit



After you submit an online report, you will be directed to a confirmation page. Print this page for your record.

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

- 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.)
- Click Continue
- You will be directed to the completed report. You can then print this screen for your records.

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 are printable from the ODH website (https://odh.ohio.gov/know-our-programs/Immunization). 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 15th.

Paper summaries should be mailed to:

Ohio Department of Health Bureau of Infectious Diseases Immunization Program 246 N High St, 2nd Floor Columbus, OH 43215

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