Ohio Revised Code section 3313.67 states:

• All Ohio schools are required to report a summary of the immunization status of pupils by **October 15** each year
Ohio Department of Health (ODH) surveys all schools in Ohio for:

- **Kindergarten** immunization summaries
- 7th grade immunization summaries
- 12th grade immunization summaries
- ‘New pupils’ grades 1-6 & 8-11 immunization summaries

Each school or portion of school that has its own IRN Number* must submit a separate report for each category applicable.

*IRN: Informational Retrieval Number is a six-digit number assigned by Ohio Department of Education to an education or education-related entity.
All summaries must be reported online at:

http://schoolreporting.odh.ohio.gov

- Documents needed for completing reports can be found online

- Summary reports should **ONLY** be printed and mailed in the event the online reporting module is unavailable
Helpful forms can be found online (http://schoolreporting.odh.ohio.gov)

1. Instructions for Immunization Level Reporting
   - Reporting Instructions
   - Immunization Requirements and Documentation
   - Immunization Summary for School Attendance, 2016-2017
   - ‘In Process’ and ‘New to District/System’ definition

2. Immunization Survey Worksheets
   - Helpful forms to be used to assist in preparing summary reports

3. Summary Reports (PDFs)
Summary Reports

- Each category (i.e. kindergarten, 7th grade, etc.) will have its own summary form.

Kindergarten

7th Grade

12th Grade

New Pupils
Information you will need to submit on the summary:

1. Demographics
2. Number of pupils enrolled
3. Number of pupils with all required immunizations
4. Number of Exemptions
   - Medical
   - ‘Good Cause’
   - Vaccine specific exemptions (medical or ‘Good Cause’)
5. Number of pupils not complete
   - No record
   - Need vaccine
6. Number of ‘In-process’ (vaccine specific)
Each school or portion of school that has its own IRN Number must submit a separate summary report for each category applicable.

Example:

- If your school is an elementary school with grades kindergarten through 6th grade, you will need to submit a summary for your kindergarten and new pupils grade 1-6 (total of 2 summaries).
Each school or portion of school that has **its own IRN Number** must submit a **separate summary report** for each category applicable.

**Example:**

- If your school is a high school (7th through 12th grades), you will need to submit a summary for your 7th grade, 12th grade and new pupils grade 8-11 (total of 3 summaries).
All summaries must be reported online

Summary reports should **ONLY** be printed and mailed in the event the online reporting module is unavailable.
How to submit a summary online:

• Go to: http://schoolreporting.odh.ohio.gov

• Click on box titled, ‘Submit a summary report on the immunization status of pupils in Kindergarten, Grade 7, Grade 12 and New Pupil Grades 1-6 & 8-11’

• Search for school (either by IRN or zip code)

• Select type of report (e.g. kindergarten, etc.)

• Click ‘Continue’

• Complete report

• Click ‘Save’ or ‘Submit’
  – ‘Save’: will keep information entered and allow you to go back to edit it
  – ‘Submit’: will submit report, you will not be able to edit information
Helpful Forms: Worksheets

• Use the worksheet(s) to assist you in gathering data before entering your report online. This will save you time and ensure your summary is accurate and complete.

• Each category (e.g. kindergarten, 7th grade, etc.) will have its own worksheet

• Worksheet packets will include the following helpful information:
  – Summaries of **minimum doses** needed to meet requirement (p.1)
  – ‘In Process’ Definition (p.1)
  – Exemption Line List (p. 2)
  – Pupils Not Complete Lind List (p.3)
  – Summary Form (p.4)
Helpful Forms: Worksheet packet

Summaries of minimum doses needed to meet requirement & ‘In Process’ Definition (Page 1)

Exemption Line List (Page 2)

Pupils Not Complete Line List (Page 3)
1. **Summaries of minimum doses needed to meet requirement**
   - Lists minimum requirements

2. **‘In Process’ Definition**
   - Pupils who have not received the minimum number of immunizations and are not otherwise exempt
     - Pupils must finish the series as soon as the scheduled minimum interval between doses permits. These pupils, while listed as incomplete, are considered “in process.”
1. Exemption Line List
   a) Pupils who have an exemption on file either medical or ‘Good Cause’
   b) Specific vaccine(s) for which the pupil has an exemption

- You can use this list to gather the ‘count’ for the following questions in your summary report:
  1. Number of pupils who have a medical contraindication on file
  2. Number of pupils who have a reason of conscience/religious objection on file (‘Good Cause’)
  3. Number of pupils with exemptions for specific antigens
1. Pupils Not Complete Line List
   a) Pupils **not complete** with **no exemption** on file.
   b) Reason not complete:
      I. Record **not** on file (e.g. has no immunization record on file)
      II. Record **on file** but needs at least one required vaccine (e.g. pupils missing at least one vaccine or dose within a series or ‘in-process’)

You can use this list to gather the ‘count’ for the following questions in your summary report:

1. **Number of pupils NOT complete and have NO exemption on file** (include pupils ‘in process’)
2. Record not on file
3. Record on file but indicates the need for a specific vaccine or dose
4. Total ‘in process’ or ‘in process’ for a specific vaccine
Why should you use ‘Exemption’ and ‘Pupils Not Complete’ Worksheets?

- Will help you complete summary reports

- Lists pupils who are not fully immunized so they can easily be identified in a case of an outbreak

- List pupils who are not in compliance with requirements and need follow-up

- **Please note:** These lists have patient specific information, please keep for your records only. **DO NOT send patient specific information to ODH**
2016-17 SCHOOL IMMUNIZATION SURVEY FAQs
Q: How do I confirm I have submitted my report?

- Once a form is completed, there are two options, ‘Save’ or ‘Submit’

- If you click on ‘Save’, the information you have entered is saved, but the form is **not** yet submitted. You will be able to go back in and **edit** information you have entered.

- If you click on ‘Submit’, you will be taken to a screen **confirming** the report has been submitted.

- There is a ‘Print’ button you can use to print the confirmation for their records.
Q: Why won’t the computer let me submit my report?

• If you click ‘Submit’ and are not directed to the confirmation page, it means either you have not completed all the required fields or that the information entered violates the ‘math checks’.

• Once all the required fields are completed and the ‘math checks’ are correct, you will be able to submit the form.

• **Note:**
  – All of the numeric fields are required. If your school does not have any students that fall into that category, you should enter “0”.
  – All fields that are a sub category (e.g. vaccine specific exemptions, reasons for not complete status, ‘in process’, etc.) must be less than or equal to the main category they fall under.
Q: How do I print out a summary of the information I entered?

You can print out a summary of the information you submitted to ODH for your records by doing the following:

1. Go to the main reporting page
2. Find your school (either IRN or zip code)
3. Select report type (e.g. kindergarten, grades 1-12, etc.)
4. Click ‘Continue’
5. You will be directed to the completed reporting page for your school which can be printed for your records
Q: My school does not show up in the drop-down menu?

- Search separately by both **zip code** and **IRN**. If your school recently changed names you may need to look under the former name.

- If you are still unable to find your school, you can add it by clicking on the ‘Add School’ button. You will be required to enter **IRN**, **address**, **city**, and **zip code**.

- Once you click ‘Save’, you will be directed back to the search screen and you will have to search again by either zip code or IRN.
Q: My IRN/License number/other contact information is not correct.

- If your school name is incorrect, but the IRN number and other identifying information (i.e. address) is correct, **report online**.

- If all of your information is incorrect, **create a new school** (see instructions on previous slide)
Q: How do I know if a student is ‘new’?

- 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.

- New to the district/system examples:
  - Pupil changed from a private system to a public school district. Even though they are in the same geographic area, they changed districts.
  - Pupil moved from a public district to a private system (visa versa).
  - Pupil moved from one private system to another private system, even though they are in the same city or geographic area.
  - Pupil moved to a new public school district.

- **Note:** ‘new’ kindergarten, 7th and 12th grade pupils should be included in your summary reports for kindergarten, 7th and 12th grade (respectively). You will not include them in the ‘new pupil’ summary report.
Q: Do foreign exchange students have to meet the minimum requirements?

- Yes. Even if the child is only going to be in the U.S. for part of the school year, the same requirements apply.
For Questions, please contact:

The Ohio Department of Health Immunization Program
Toll free: 1-800-282-0546
35 E. Chestnut, 6th Floor
Columbus, OH 43215