

School Immunization Rule, Reporting and Audits

June 7, 2016

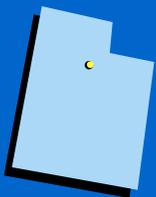


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Understanding Utah School Immunization Rule for Students

- > Describe the Utah School Immunization Rule and the types of schools for which the Rule applies
- > Immunization Exemptions
- > Describe immunization requirements for Kindergarten and 7th grade entry
- > Describe the purpose and procedure for school immunization record reviews (Audits)
- > Define "USIR"
- > Describe the four-day grace period
- > Define "Conditional Admission"
- > Define "Not-in-Compliance"
- > Describe appropriate immunization documentation
- > Describe the conditions for which a student may be excluded
- > Define "Homeless Students and Military Children"
- > Describe how to complete the required immunization report
- > Describe the importance of immunization in relation to school district funding
- > Utah Statewide Immunization Information System (USIIS) overview

What is the Utah School Immunization Rule for Students?



- Requires that children in private, public or parochial schools and early childhood programs are appropriately immunized for age.
- All U.S. states have school entry immunization requirements.

Utah Immunization Rule for Students (R396-100)

Who does the law apply to?

The following students are required to show proof of immunization upon enrollment:



- Students attending public, private, and parochial schools, kindergarten, elementary, or secondary school through grade 12.
- Students attending licensed day care center, child care facility, family home-care, or Head Start program
- It establishes required doses and frequency of vaccine administration; reporting of statistical data; and time periods for conditional enrollment.

Utah Statutory Code 53A-11-301

Why Immunize?

- Anytime we bring children to a group setting, there is the risk of spreading infectious diseases.
- To prevent/reduce common diseases like chickenpox and measles, which also protects you from weeks of absent children as it spreads from one child to another.
- To prevent/reduce infections that are common in other parts of the world (disease is only a plane ride away).

A Word on Immunization Exemptions...



- The Utah Immunization Rule for Students (R396-100) allows for three types of exemptions:
 - Medical
 - Personal
 - Religious

R396-100-5

Claiming an Exemption

- A parent may claim an exemption to an immunization for medical, religious, or personal reasons, as allowed by Section 53A-11-302 of the Utah Statutory Code.
- Each exemption claimed must be documented on the exemption form provided by the Utah Department of Health Immunization Program.
- Personal and religious exemption forms may be obtained from local health departments. Medical exemption forms may be obtained from health care providers.
- Schools must attach the exemption form to the Pink Card and place in the student file.

Exempted children **MUST** be excluded from school in the event of an outbreak

- Children who are conditionally enrolled or those who have claimed an exemption and have not received the immunization for which there is an outbreak are to be encouraged to complete immunizations or are to be excluded from school.
- These children are at most risk for contracting a vaccine-preventable disease.

What immunizations are required for Kindergarten Entry?

A student entering Kindergarten:

- 5 DTaP/DT (4 doses of DTaP, if 4th dose given on/or after the 4th birthday)
- 4 Polio (3 doses, if 3rd dose was given on/after the 4th birthday)
- 2 Measles, Mumps, Rubella
- 3 Hepatitis B
- 2 Hepatitis A
- 2 Varicella (Chickenpox) - *history of disease is acceptable, parent must sign verification statement on school immunization record*

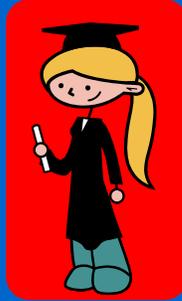


*** Flyer is available on the Utah Immunization website at www.immunize-utah.org

What immunizations are required for Seventh Grade Entry?

A student entering Seventh Grade:

- Hepatitis B
- Varicella (previous disease OK)
- Tdap
- Meningococcal



*** Flyer is available on the Utah Immunization website at:
www.immunize-utah.org

School immunization Record Reviews (Audits)

Why?

- Ensure schools enforce the Utah School Immunization Law.
- Educate school staff on the requirements and answering questions.

How?

- Contact school principal/director (not mandated).
- Review 20 records randomly, on-site.
- Check the Utah School Immunization Record (USIR) for two things:
 - Immunization Compliance:
Dates, spacing, supportive documentation (imms./proper exemption), parent signature if history or chicken pox, etc.
 - Documentation Compliance:
Current USIR, filled out completely (ALL boxes and lines), signed, not a copy, etc.
- Provide on-site education based on review (USIIS, information on requirements, etc.).
- Compare Record Review findings to November Report.
- Summary letter sent to principal/director and USOE Finance Department.

Maintaining Immunization Records

- Each school must maintain on file, the official Utah School Immunization Record (USIR) for each student in all grades.
 - For Kindergarten and 7th grade students, all records must be on the currently updated USIR form (last update, 12/2014).
- A Utah Department of Health issued exemption form must accompany each student claiming an exemption
- The school must maintain up-to-date records of the immunization status for all students in all grades so they can quickly exclude all non-immunized students if an outbreak occurs.

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How to fill out the USIR? (con't)

UTAH SCHOOL IMMUNIZATION RECORD

This record is part of the student's permanent school record (cumulative folder) as defined in Section 53A-11-304 of the Utah Statutory Code and shall transfer with the student's school record to any new school. The Utah Department of Health and local health departments shall have access to this record. This immunization record may be entered into the Utah Statewide Immunization Information System (USIIS). Licensed early childhood programs in Utah are required to keep this record in each child's file.

Student Information
 Student Name _____ Gender Male Female Date of Birth _____
 Name of Parent/Guardian _____

| VACCINE | Record the month, day, & year vaccine was given. | | | |
|--|--|-----------------|-----------------|-----------------|
| | 1 st | 2 nd | 3 rd | 4 th |
| DTaP, DTaP-IPV, Td, TdIP <small>(Diphtheria, Tetanus, Pertussis, or another combination)</small> | | | | |
| Tdap (upon after 7 years of age) | | | | |
| Polio (IPV or OPV) | | | | |
| Haemophilus influenzae type b (Hib) | | | | |
| Pneumococcal | | | | |
| Measles, Mumps, and Rubella (MMR) <small>(First dose is recommended at age 12 months)</small> | | | | |
| Measles II (MMR2) <small>(Second dose is recommended at age 4 years)</small> | | | | |
| Hepatitis A (HAV) <small>(First dose is recommended at age 12 months)</small> | | | | |
| Hepatitis B (HBV) <small>(First dose is recommended at birth)</small> | | | | |
| Meningococcal | | | | |

SCHOOL AND EARLY CHILDHOOD PROGRAM USE ONLY

1. ALL REQUIREMENTS MET date: _____
 Adequately immunized
 Or Exemption was granted for:
 Medical (Exempt) on: _____
 Religious

2. Conditional Admission date: _____
 3. Not in Compliance date: _____
(If exemption is temporary, please indicate condition, expiration date and/or other notes.)

Disease Verification
 My child has history of the chickenpox disease, and therefore, does not need the Varicella vaccine.
 Signature of Parent/Guardian: _____
 Age of child at time of disease: _____

* If a student has history of the chickenpox disease, parent must sign to the right.

Utah Department of Health
 Division of Disease Control & Prevention
 Immunization Program Fax: 1-801-733-4144
 www.immunize-utah.org

Record Source: Physician Registered Nurse Health Dept. USIIS
 I have reviewed the records available and to the best of my knowledge, this student has received the above immunizations.
 Authorized Signature: _____ Date: _____ Title: _____

How to fill out the USIR?

- A school may enroll to use USIIS and print out the USIR for the student's file from USIIS. Unless a school enrolls and uses USIIS, a USIR form must be completed and placed in the student's cumulative file.
- If USIIS is not used, the USIR can be printed directly off immunize-utah.org

R396-100-4

How to fill out the USIR? (con't)

• Each school should accept any immunization record provided by a licensed physician, registered nurse, or public health official as certification of immunization. You must transfer this information to the USIR and complete the following information:

- (a) Student Information;
- (b) Vaccine Information;
- (c) Record Source/Signature;
- (d) School and Childhood Program Use Only; and
- (e) Disease Verification, if applicable.

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When should immunization records be reviewed to determine those students who are "not-in-compliance?"

- The time to first assess a child's immunization status is upon entry into school. At that time, if a student does not have documentation to show that he/she has received all the required vaccine, or an exemption, he/she **MUST BE EXCLUDED** as the first day of the school.
- A "log" should be established to serve as a reminder about children needing additional doses of vaccine at a later date (conditionally enrolled students).

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Four-Day Grace Period

- The four-day grace period was implemented in the 2002 General Recommendations from the U.S. Advisory Committee on Immunization Practices.
- A four-day grace period may be used for auditing purposes only.
- It allows the record reviewer to give a four-day grace period if a dose of any vaccine was given too early.

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Vaccines From Other Countries

- Reports from other countries can be accepted IF the same dosing schedule that is used in the United States was used.
- Often foreign countries use a different schedule than in the United States. The Utah Immunization Rule is based on the "Recommended Childhood Immunization Schedule" that is used in the United States.

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Conditional Enrollment—Suspension for noncompliance procedure

- A Student can be conditionally enrolled if he/she has received at least one dose of each required vaccine and is currently on schedule for subsequent immunizations.
- If the subsequent immunization is one calendar month past due, the student will be considered “not-in-compliance” and the exclusion process must immediately begin. (In summary, if a student is eligible to receive ANY of the required vaccines, the student should not be enrolled until the next dose(s) are received).

53A-11-306

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Word on Homeless Students and Military Children

- McKinney-Vento Homeless Assistance Act offers guidelines to assist you: School should immediately enroll the child/youth, even if the child or youth lacks records normally required for enrollment, such as previous academic records, medical records, proof of residency or other documentation.
- Homeless students may be admitted conditionally without required immunization documentation.
- If a child or youth lacks immunization or immunization records, the enrolling school must refer the parent/guardian to the district appointed liaison, who shall help obtain necessary immunizations or immunization records.
- McKinney-Vento Homeless Assistance Act isn't a “pass” to skip immunizations.

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Word on Homeless Students and Military Children (Con't)

- A military child who at the time of school enrollment has not been completely immunized against each specified disease may attend under a conditional enrollment, and shall be given 30 days from the day of enrollment to obtain:
 - a. each specified vaccine if the specified vaccine only requires one dose; and
 - b. at least the first dose of a specified vaccine, if the specified vaccine is a series of vaccines.

Out of Compliance and Exclusion

- If subsequent immunizations are one month passed due while the student is in school this student is considered out of compliance and you must immediately start the exclusion process.
- After five days, written notice of a pending suspension and of the students rights under Section 53A-11-302 shall be mailed to the last known address of a parent, guardian, or legal age brother or sister of a student who is without parent or guardian.

Out of Compliance and Exclusion (con't)

- The governing authority of any school shall prohibit further attendance by a student under a conditional enrollment who has failed to obtain the immunization required within time period set forth in sections 53A-11-302 or otherwise established by the rule.
- Parents or guardians of children who are prohibited from attending school for failure to comply with the provisions of this part shall be referred to the juvenile court.

What does NOT-IN-COMPLIANCE as the first day of school mean?

A student meeting any of the following conditions:

1. Has received fewer than the required number of doses, and is one month past due for subsequent immunizations, or
2. Has received one or more doses at less than the minimum interval or less than the minimum age, or
3. Has not received any doses of the required immunizations and has not claimed an exemption, or
4. Has no immunization record.

NOTICE: If a student meets any of the above criteria he/she must be excluded from the school on the first day of school.

Example

- Students that enter seventh grade can not be admitted to school as the first day of school if they are missing Tdap or meningococcal vaccine.
- No policy/practice allowing school entry outside the school immunization statute can be enacted. A district or school principal/administration can not enact a policy.

What about the Annual School Immunization Reports?

• November 30 of Each Year

Schools report on immunization coverage for each Of the following grades:

- Kindergarten Summary Report
- Second Dose Measles Vaccine Summary Report (K-12)
- 7th Grade Report
- Early Childhood Program report (if there is a preschool/daycare)

*A statistical report of the immunization status of students enrolled in kindergarten, 7th grade, and kindergarten through twelfth grade students for two-dose MMR

• June 15 of Each Year

- Year-End Report
- A statistical follow-up report of students not appropriately immunized from the November report in all public schools, kindergarten through twelfth grade.

R396-100-6

How to complete the immunization Report?

- You must go to the Utah Immunization website at www.immunize-utah.org to complete the on-line report.
- Instructions on how to complete this report are mailed out to your facility in early October.
- Instructions are also available on the on-line report
- There are also some educational modules on line to help you with the report.
- You can also find some step by step instructions on the back of the Utah Immunization Guidebook available on our website only www.immunize-Utah.org .

Why do we collect this information?

- To determine health of Utah's students.
- Centers for Disease Control and Prevention (CDC) collects nationwide data on immunization rates.



School District Funding

- Results of the reports are sent to the Utah State Office of Education and at that point they may put penalties in place.
- School districts receive funding based on a formula (weighted pupil units) that includes the average daily membership of students in attendance. See [Utah Code 53A-17a-106](#).
- NOTE: [Utah Code 53A-11-301](#) states that schools may not receive these funds for a student unless the student has obtained an immunization record or qualifies for conditional admission or a Personal, Medical or Religious Exemption.
- For more information contact your district liaison.

R396-100-9



USIIS Overview

- The Utah Statewide Immunization Information System (USIIS).
- USIIS consolidates immunization records from multiple providers into a central location, reducing the need to rely on parents to obtain information.
- Is a free, voluntary, confidential, web-based information system that maintains immunization histories for Utah residents.
- Only accessible by health care providers, hospitals, health departments, schools, and licensed early childhood programs.



USIIS Highlights

- Schools and ECP's may view or enter immunization histories.
- Prints the official Utah School Immunization Record.
- Generates information that assists with compiling the School/Childcare immunization Report.
- Determines which vaccines are current, due, or overdue.
- Identifies why vaccines are not valid.

USIIS Verses Other SIS Programs

- School Information Systems, such as PowerSchool, may not have the updated immunization information therefore their forecasters may not be reliable.
- USIIS has the ability to print out the USIR card, which is required.

If interested in accessing USIIS,
Call 801-538-9450.



Handy Dandy Hints...

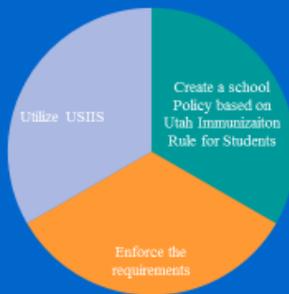
- No student should be enrolled who is not up-to-date or have not claimed an exemption
- Exclusion- A sample of the exclusion letter is available on the Utah Immunization Program website



What do I do if a student has a vaccine preventable disease at our school?

- Contact your local health department office or the Office of Epidemiology at the Utah Department of Health at 1-888-374-8824.
- Information and prevention guidelines for child care centers and schools:
<http://health.utah.gov/epi/cdepi/daycarebook.pdf>
- List of all the local health departments:
<http://www.ualhd.org/lhds.html>

Improving School Immunization Rates



Remember to...

- Base the policy on Utah Immunization Rule for Schools, train School staff on the policy and enforce the policy, and educate parents. Provide them with the immunization requirement flyer and The Utah School Immunization Rule, and educate parents about the Vaccines for Children Program (VFC) and where students can receive immunization.
- Exclude students: don't enroll students if they don't have their immunization record or exemption.
- Access student immunization records through USIIS for missing vaccines, etc.

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For more information contact:

Utah Immunization Program
801-538-9450

Utah Immunization Guidebook
http://www.immunize-utah.org/pdf/2012-2013_Immunization_Guidebook.pdf

Utah Immunization Hotline
1-800-275-0659

Utah Immunization Program Website
www.immunize-utah.org

Centers for Disease Control and Prevention (CDC)
<http://www.cdc.gov/vaccines>

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