

Instructions on How to Complete the Annual School Immunization Survey

Surveys for the 2018-2019 school year will be completed on the GenLog application. Individuals will no longer need a username and password to log in to complete the survey. Instead, each survey will be disseminated in a link form. This year, schools are asked to complete a Survey for Kindergarten, Seventh, Eleventh and Twelfth grade. Simply click the individual link for the grade(s) in which needs completed for your school.

Using the Annual School Immunization Survey worksheets and instructions, please complete all the required fields (as indicated by an *).

- Two new survey's added for the 2018-2019 school year (11th and 12th grades). Additional surveys needed to capture new Hepatitis A and Meningococcal vaccine requirements mandated by regulation passed in July, 2017.
- Seventh grade survey will replace the 6th grade survey in order to capture new Hepatitis A regulation passed in July, 2017.
- Two new questions this year
 - Number of homeschool children enrolled in school activities.
 - Number of children that have had chickenpox and 0 doses of Varicella
 - Number of children that have had chickenpox and 1 dose of Varicella
 - Number of children that have received 2 doses of the Hepatitis Vaccine
 - Number of children that have completed the Meningococcal vaccine series.

Once you complete all the fields, click Save. Your answers will be submitted and you will be in compliance for survey submission.

You will be able to revise any of your numbers until December 31, after this date the tracking system will be shut down and all data uploaded.

If you miss the December 31st deadline, you may be subject to a full certificate audit.

This process meets all FERPA and HIPAA confidential security measures. Please write down your password and answers to security questions, and keep them in a secure location. You will need these again to access the survey in subsequent years.

Immunization Survey Demographic Information

Schools should use these instructions as a guide to complete the **GenLog** survey form.

All surveys are to be completed by **December 31, 2016**. If you do not complete the survey by this date, you will be subject to a full certificate audit in the spring.

The survey form cannot be changed because its content is written in the legislation (for further details, refer to 902 KAR 2:055). The following instructions are intended for clarity and to explain how to complete the survey.

DEMOGRAPHIC INFORMATION	
To be filled out on survey	Instructions
Name of person completing form	Enter the name of the individual who is completing the survey.
Credentials	Enter any professional credentials for person completing the survey
County:	Enter the name of the county where your school is located.
District:	Enter the name of the district your school is located. If you are a private school, just re-enter the name of your school again and proceed to the next question.
School Name:	Enter the name of your school.
Address: City: State: ZIP Code:	Enter the address; including city, state, and ZIP Code, for the school.
Phone Number:	Enter the telephone number of the school, with area code.
Email:	Enter the email for the individual completing the survey
Type of Facility:	Select the appropriate button for public or private.



<p># Enrolled:</p> <p># Homeschool students who participate in school activities:</p> <p>Grand Total:</p>	<p>Number enrolled: Enter the number of children enrolled in <i>the specific grade</i> at the time the survey is completed. DO NOT include children who are only receiving services if they are enrolled at another facility. The immunization status of these children will only be reported on this form. All remaining questions pertain ONLY to these children.</p> <p>Number of Homeschool children enrolled in school activities: enter the number of homeschool children who participate in school extracurricular activities. These students' certificates should also be reviewed and should be included in your total student population.</p> <p>Grand Total: total number of children enrolled and number of homeschool children enrolled in school extracurricular activities.</p>
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Instructions for Completing the Annual School Immunization Survey Worksheet

Schools should use these instructions as a guide to complete the survey worksheet form. The worksheet form will assist in totaling the vaccine-specific counts needed to report for a given grade on the Annual School Immunization Survey using the GenLog application. Worksheets **will not be collected**; however the Kentucky Immunization Program requests you keep all survey materials on file until April 30, 2018, in case further questions arise as part of the data cleaning process.

Please read if you plan to use Infinite Campus to complete this survey

Schools which enter vaccine-specific information into Infinite Campus should not need to complete a survey worksheet. Please use the **Immunization Compliance Summary Report**, including the **Compliance Totals** and **Dose Count Totals** for all immunizations for the specific age group.

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Below is an example of the administered immunization section of the Commonwealth of Kentucky Certificate of Immunization Status.

(NEW CERTIFICATE ISSUED AFTER AUGUST 1, 2017)

The total number of doses a child has received of one immunization can be determined by counting the number** of doses listed (or how many date blanks have been completed) on the child's Commonwealth of Kentucky Immunization Certificate next to the corresponding vaccine.

VACCINE	DOSE 1 MM/DD/YYYY	DOSE 2 MM/DD/YYYY	DOSE 3 MM/DD/YYYY	DOSE 4 MM/DD/YYYY	DOSE 5 MM/DD/YYYY
Hepatitis B	/ /	/ /	/ /	/ /	
Alt. Adult Hepatitis B ¹	/ /	/ /			
DTaP/DTP/DT²	/ /	/ /	/ /	/ /	/ /
Hib³	/ /	/ /	/ /	/ /	
Pneumococcal (PCV13)	/ /	/ /	/ /	/ /	
Polio	/ /	/ /	/ /	/ /	/ /
Influenza	/ /	/ /			
MMR	/ /	/ /			
Varicella	/ /	/ /	Had Chickenpox or Zoster Disease Yes No		/ /
Hepatitis A	/ /	/ /			
Meningococcal	/ /	/ /			
Td	/ /	/ /			
Tdap	/ /	/ /			
Rotavirus	/ /	/ /	/ /		
HPV	/ /	/ /	/ /		
Men B	/ /	/ /	/ /		
Pneumococcal (PPSV23)	/ /	/ /			

****Note** KIP relies on healthcare providers to accurately administer all vaccines according to the Advisory Committee on Immunization Practices (ACIP) recommended schedule. However, we know that some immunizations reflected on the Commonwealth of Kentucky Immunization Certificate are not valid as they have been given at inappropriate intervals. Although this survey appears as though we are only concerned with the number of doses administered, it is our expectation that you are familiar with the ACIP recommended schedule and 902 KAR 2:060 outlining school-entry vaccination requirements. Thereby, recommending children receive additional immunizations when vaccinations are not administered correctly, regardless of the number of doses listed on the certificate.

Instructions for Completing the Annual School Immunization Survey Worksheet

Certificate Information		
Item to be filled out on worksheet	Instructions	Notes
Child ID and Date of Birth	Enter each child's name or child's designated ID in your facility in this column. Enter child's date of birth	You may enter any identifier you assign in order to complete the worksheet. KIP only uses this information to clean the data and make corrections with each institution as necessary. Please enter the date of birth in the format MM/DD/YY
Certificate Expiration Date	Enter the date the Immunization Certificate will expire	Please enter the date in the format of MM/DD/YY
Current/Provisional Certificate	Indicate with a checkmark if the child's Certificate is Current/Provisional 	Check this box if the child has a current/provisional certificate and has all the immunizations required according to the ACIP schedule.
Expired Certificate	Indicate with a checkmark and write Exp. next to the mark in the Current/Provisional/Expired column of the worksheet if the child's certificate is Expired  Exp.	Check the current/provisional certificate box and write Exp. next to the checkmark if a child's certificate is Expired. Continue to record all of the vaccine-specific data, including expiration date on the worksheet.
Medical Exemption	Indicate with a checkmark if the child has a medical exemption 	Check this box if the child has a medical exemption for some or all recommended immunizations. If a child has a medical exemption, but has had some vaccinations, please record the total number of doses for each immunization a child has received in the Vaccination-Specific section of the worksheet. If the medical exemption lists specific vaccination(s) the child is exempt from receiving, please highlight the cell(s) in the matching vaccine column(s) in the corresponding row for this child.
Religious Exemption	Indicate with a checkmark if the child has a religious exemption 	Check this box if the child has a religious exemption for all immunizations. In some instances, some children with religious exemptions may have received vaccinations as an infant or young child. Please mark in the Vaccination-Specific section of the worksheet all of the number of immunizations the child has received prior to acquiring a religious exemption.
No Certificate on File	Indicate with a checkmark if the child does not have a certificate on file 	Only check this box if a child does not have <u>ANY</u> certificate on file.

Vaccine-Specific Information

Item to be filled out on worksheet	Instructions	Notes
DTaP/DTP/DT	Enter the total number of doses of DTaP/DTP or DT the child has received.	If the child has received less than 4 doses of the DTaP/DTP/DT vaccine, circle it on the worksheet.
Pneumococcal/PCV	Enter the total number of Pneumococcal/PVC vaccine the child has received.	If the child has received less than 4 doses of Pneumococcal/PVC vaccine, circle it on the worksheet.
Polio (IPV, OPV)	Enter the total number of doses of Polio the child has received.	If the child has received less than 3 doses of the Polio vaccine, circle it on the worksheet.
Hepatitis B	3 Dose Enter the total number of Hepatitis B vaccine doses the child has received. Alt. 2 Adult Dose Schedule Enter the total number of doses of alternate 2 dose schedule Hepatitis B vaccine the child or adolescent has received.	If the child has received less than 3 doses of the Hepatitis B vaccine, circle it on the worksheet. The alternate 2 dose adult Hepatitis B is for Sixth Graders only as part of the catch-up schedule.
Hepatitis A	Enter the total number of Hepatitis A vaccine the child has received.	If the child has received less than 2 doses of the HEP A vaccine circle it on the worksheet
MMR	Enter the total number of doses of MMR the child has received.	If the child has received less than 2 doses of MMR vaccine, circle it on the worksheet.
Varicella	Enter the total number of doses of Varicella the child has received, or note if this child has had chickenpox.	If the child has received less than 2 doses of Varicella vaccine, circle it on the worksheet. Chickenpox If a provider has diagnosed a child with chickenpox or the herpes zoster virus, and it is documented on the immunization certificate, write CP on the worksheet in the corresponding row for that child. Count the number of cells with CP written in the Varicella column and report that number in the Vaccine Dose Summary for Chickenpox on the survey.
Tdap	Enter the total number of doses of Tdap the child has received.	Seventh, Eleventh and Twelfth grade ONLY If the child has received less than 1 dose of Tdap vaccine, circle it on the worksheet.
Meningococcal/MCV/ MenAWCY	Enter the total number of Meningococcal doses the child has received.	Seventh graders ONLY If the child has received less than 1 dose of Meningococcal vaccine, circle it on the worksheet. Eleventh and Twelfth Grade ONLY If the child has received less than 2 doses of the Meningococcal vaccine, circle it on the worksheet. **Count any child who has received the MenACWY 2-dose series OR one dose at or after 16 years of age as having a complete series

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How to Handle Unknown Information

It is very important to distinguish between data which are unknown, missing, and/or a zero. An unknown or missing data entry is something which there is no record and you cannot retrieve it from a given location. In regard to Immunization Data you gather from the Immunization Certificate, if a certificate is not part of a child's file, it is missing or unknown. If you do not have a certificate to provide you with the necessary information to complete the survey, then this information is considered missing and should be noted as such. Use DK (Don't Know) for any entry in the Annual School Survey Worksheets where you do not have a certificate from which to gather any data.

Zeros on the other hand are very important and useful data and paint a very different picture in the data world! They tell us that a child does have a certificate, but for whatever reason does not have the required shots for his or her age group.

It is very important that all fields where entries are required are filled in. Blank data fields cause us to follow up with schools to determine if the data are missing or zero. If you come across something that doesn't look right or is confusing, please call or email us and we would be happy to assist you with the survey.

**Questions? Contact Kentucky
Immunization Registry
Helpdesk**

502-564-0038

KYIRhelpdesk@ky.gov

