

Instructions on How to Complete the Annual School Immunization Survey

Surveys for the 2019-2020 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, 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 *).

Updates to Survey for the 2019-2020 year:

- The Twelfth grade survey has been removed. Schools will be now be required to submit surveys Kindergarten, Seventh and Eleventh grades only.
- One new question added this year
 - Number of students with an EXPIRED certificate on file

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

IMPORTANT: You will NOT be able to revise any of your numbers after your survey has been submitted. **If you need to edit your survey please DO NOT submit a new survey.** Instead, contact the School Immunization Survey Coordinator to update the survey you already submitted.

If you miss the December 31st deadline, you may be subjected to a full certificate audit in the Spring of 2020.

Links to the surveys:

Kindergarten: <https://prdweb.chfs.ky.gov/GenLogEX/Detail.aspx?TK=96&Item=0>

Seventh: <https://prdweb.chfs.ky.gov/GenLogEX/Detail.aspx?TK=97&Item=0>

Eleventh: <https://prdweb.chfs.ky.gov/GenLogEX/Detail.aspx?TK=98&Item=0>

School Immunization Survey Coordinator:

Sarah Wible

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Immunization Survey Information

Schools should use these instructions as a guide to complete the **GenLog** survey form. Vaccine specific instructions are not included in this document. Instead, they can be found directly on the survey in GenLog for each specific grade

All surveys are to be completed by **December 31, 2019**. 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.

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<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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CERTIFICATE & EXEMPTION INFORMATION	
To be filled out on survey	Instructions
Current/Provisional Certificate	Enter the number of children who have a current/provisional certificate on file according to the ACIP schedule. Do NOT include certificates that have either a medical or religious exemption in this total.
Medical Exemption	Enter the number of children who have 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 survey.
Religious Exemption	Enter the number of children who have a religious exemption for some or all recommended immunizations. If a child has a religious 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 survey.
Expired Certificate	Enter the number of children who have an expired certificate on file.
No Certificate on File	Enter the number of children who have no certificate on file.

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