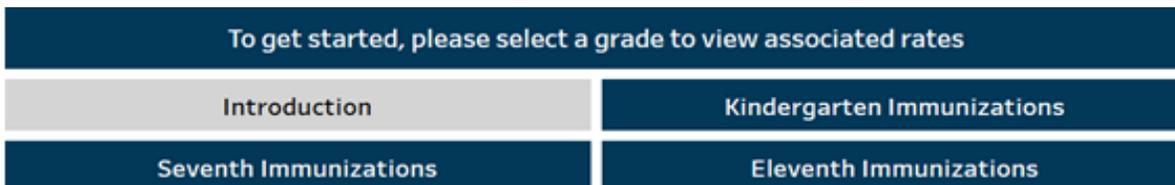




## Instructions on Downloading Data from the Kentucky School Immunization Dashboard

### 1) Accessing the Dashboard

- a) Go to: <https://healthtracking.ky.gov/Topics/immunizations/Pages/childhood-immunizations.aspx>
- b) On the School Immunization Dashboard landing page, ensure the Introduction tab is selected (shaded gray).
- c) Read the notes below the tab—they explain key terms, rate calculations, and any methodology changes over time. These notes apply to the kindergarten, 7th Grade, and 11th Grade tabs.
- d) Scroll to the bottom of the Introduction page for links to additional resources.



### 2) Selecting Your Grade Level

- a) At the top of the page, choose **Kindergarten**, **7th Grade** or **11th Grade**. The page will reload to show data for your selected grade.

### 3) Exploring the Main Views

#### a) Summary Table

- i) Directly under the grade selector, view immunization rates (e.g., DTaP, MMR, Polio, Varicella) by school year.
- ii) Click any vaccine in the table to highlight it in the Trend Line chart below.

#### b) Trend Line

- i) A line chart shows the same data over time, making it easy to spot increases or decreases.

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Select a Year to View Associated Rates

2024-2025

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Distribution of Vaccination Compliance and Exemptions Among Students
Overall Exemption Rate by County

4) **Year Filter**

- a) Use the Year dropdown to select a single school year.
- b) Your selection will affect which data you download.

5) **Percentile Filter** (for maps)

- a) Click on the ranges in the legend (e.g., 1–80%, 80–89% etc.) or (0.01%-1.99%, 2%-4.99% etc.) to the exemption or vaccination data to group counties visually.

Select a County

(All)

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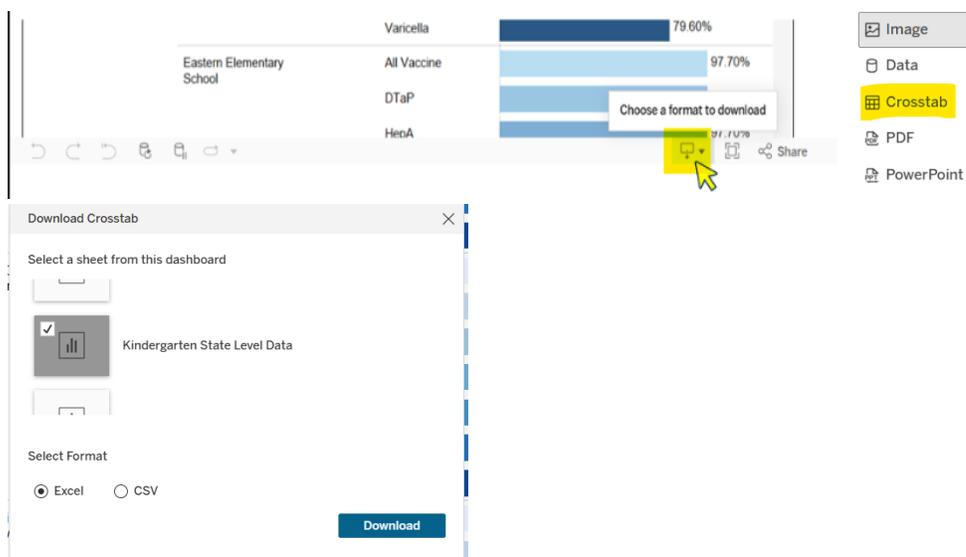
School Vaccination Data

6) **County Filter**

- a) Use this filter to view school level data by county.
- b) Note: Only schools with >10 students appear.

7) **Downloading Data (Excel/CSV files)**

- a) With your target year selected in the Year filter scroll to the bottom of the page.
- b) Click on the **Download** icon and select **Crosstab**.



School	Vaccine	Rate
Eastern Elementary School	Varicella	79.60%
	All Vaccine	97.70%
	DTaP	
	HerA	

Download Crosstab

Select a sheet from this dashboard

- Kindergarten State Level Data

Select Format

Excel  CSV

[Download](#)

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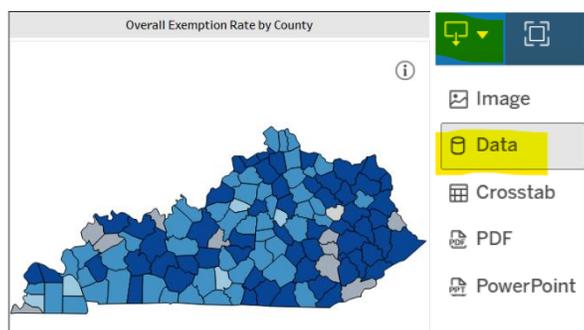
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- c) Choose among the following options:
  - i) **Bar Graph/Trend Line Data**  
(1) Excel file equivalent to the bar graph/line graph data.
  - ii) **Schools**  
(1) Every school’s vaccination rates for the selected grade and year; filterable by county, school name, or public/private status.
  - iii) **State Level Data**  
(1) County-level data by percentile groups or by county.
  - iv) **Distribution of Vaccination Compliance and Exemptions Among Students**  
(1) Sheet 1: Percent of students in each category (Medical Exemptions; No Shots/No Certificates; Not Up to Date; Religious Objections; Up to Date).  
(2) Sheet 2: Total number of surveyed students (denominator for percentages).

8) **Overall Exemption Rate by County**

- a) This view cannot be obtained via the Crosstab export.
- b) On the dashboard, click the exemption rate graph to activate.
- c) Select **Download → Data**.
- d) In the popup, click Download to export a CSV of county-level exemption rates by percentile group.



View Data: Overall Exemption Rate by County - Work - Microsoft Edge

https://ebi.chfs.ky.gov/vizql/v\_202422501061651/javascripts/hybrid-window/min/index.html?id=1iseeltut%...

Summary	K.Exemption	K.Exemption	K.Exemption	Latitude
County (K.Exemption)	Kindergarten State Exe...	State (K.Exemption)		
Spencer	>5%	Kentucky		
Metcalfe	>5%	Kentucky		

- i)
- ii) Exact county exemption values aren’t provided—only percentile groupings. To request the full county-level data, email [SchoolImmunizationSurveys@ky.gov](mailto:SchoolImmunizationSurveys@ky.gov).

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## 9) Alternate Export Options

- a) **Image:** Click Download → **Image** to grab a screenshot of the current view.
- b) **PDF:** Click Download → **PDF** and choose specific sheets or the full dashboard.
- c) **PowerPoint:** Click Download → **PowerPoint**; select specific sheets or the full dashboard.

## 10) Tips & Best Practices

- a) **File Naming:** Immediately rename each file to include grade, year, and data type (e.g., Kindergarten\_2024-25\_SchoolLevel.csv).
- b) **Consistency:** Make sure you reset filters before switching grade levels or years to avoid mistaken downloads.

11) **Privacy Suppression:** Schools with  $\leq 10$  students are excluded. County-level rates on the dashboard are unsuppressed—calculating them from the school data may yield mismatches.

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