

INSTRUCTIONS FOR THE 2014-2015 ANNUAL REPORT OF IMMUNIZATION STATUS

Enclosed is the 2013-2014 Annual Report of Immunization Status for schools. This information is collected under the authority of Texas Education Code §38.002 and 25 TAC §97.71. It is used to measure compliance and determine the need for further immunizations. As required by state law, **all schools must complete this report.**

IMPORTANT: If you have received more than one Annual Report form for the same school, you must contact us immediately at (512) 776-6319 for detailed instructions. However, if one or more of the following scenarios listed below applies to your facility, please put a check next to it; you **do not** need to fill out the report. Write the word “Void” across the front page of the report and call the Immunization Branch for further instructions at 512-776-6319.

- Closed or No Longer in Business
- Inactive/Temporary Closure
- Juvenile Justice Alternative Education Program (JJAEP)
- No Immunization Records Kept on Site/Students Accounted for on Home School Survey
- No Students Currently Enrolled
- Psychiatric Facility
- Alternative Adult Education

ONLINE DATA ENTRY

The Annual Report of Immunization Status should be submitted online for each individual non-public school or school district.

- 1) Go to the website located at www.artximmunize.com.
- 2) There are two tutorials at the top right-hand corner of this web page to help you. They are in PowerPoint. Refer to the ‘**User Account**’ tutorial for instructions on creating a new user account and the ‘**Imm Data Entry**’ tutorial for immunization data entry instructions.

Open each tutorial and either print out the slides or save the files to your computer. (Note, there is a third tutorial titled ‘VHSS Data Entry.’ You will NOT need this tutorial until you are instructed to enter data for Vision-Hearing-Spinal Screening later in the year).

- 3) Log in to the website. Username and Password should be the same as last year. Refer to the ‘**User Account**’ tutorial as needed for instructions. New users will need the Facility ID and ‘FIN’ number located at the top of the Annual Report form (your Annual Report

form was included in the mailing).

4) After you are logged in, refer to the **'Imm Data Entry'** tutorial that you printed or saved to your computer. This tutorial contains instructions for entering your Annual Report data online. You should also refer to the instructions on pages 2-4 of this document to supplement the online data entry instructions. The data entry online report form is in the same order as it appears on your paper Annual Report form.

Note: If you have problems logging into the website, send an email to chrs.loginhelp@dshs.state.tx.us. If you have questions with data entry, send an email to immstat.dataentry@dshs.state.tx.us.

- Your email must include the following information:
 - Your first and last name;
 - Your phone number;
 - The name of your school district or non-public school;
 - The facility ID that is printed on your Annual Report form; and
 - A detailed description of the issue you are having.

Report the status of students as of **October 31, 2014**.

You must submit your Annual Report of Immunization Status to DSHS (electronically or by mail) no later than **December 12, 2014**. DSHS does not grant extensions past the deadline. Failure to submit your annual report by the due date may result in a school audit.

SECTION 1 (A through H): DISTRICT / NON-PUBLIC SCHOOL INFORMATION

The following information should be pre-printed on the form mailed to you:

- (A)** Name of your school district or non-public school;
- (B)** Facility ID;
- (C)** FIN number; and
- (D)** Mailing Address.

Enter your contact information:

- (E)** Name and Title;
- (F)** Email address and Phone Number.

Please complete the following information (Items G and H) for your ENTIRE district or non-public school, for ALL grades K-12. If non-public school—please enter your specific non-public school information, NOT diocese total or parent organization information.

(G) Total number of conscientious exemption forms filed in your district/non-public school. ***Include the total for ALL grades K-12 and include religious exemptions. Do not include Pre-K.***

(H) Total number of students enrolled in your district (for public schools) or school (for non-public schools): ***Include the total number of students enrolled regardless of what grade levels you have in your district or school. For example, a non-public school that has***

only grades 8-12 should provide the total number of students enrolled in grades 8-12. Include the total for ALL grades K-12 only. Do not include Pre-K.

SECTION 2 (I through T): IMMUNIZATION STATUS

The information below must be submitted for Pre-Kindergarten, Kindergarten, and 7th grade students in your school district or non-public school. For a list of immunization requirements, please refer to the *Minimum State Vaccine Requirements for Students Grades K-12* (Stock # 6-14) and *Child-Care Facility Requirements* (Stock # 6-15). Both requirements can be found at www.ImmunizeTexas.com.

Table 1 Pre-Kindergarten

(I) Total number of schools in your district with grade **Pre-Kindergarten**. For most non-public schools, the number should be 1.

(J) Total number of students enrolled in **Pre-Kindergarten**.

(K) For Pre-Kindergarten there are only two vaccines DSHS is collecting information on. When completing this section only include information for two vaccines (pneumococcal and hepatitis A). Total number of **Pre-Kindergarten** students with a conscientious exemption on file, including a religious exemption. **Please Note: If you mark that you have at least one student with a conscientious exemption, you must also mark the corresponding vaccine or vaccines that the student is exempted from, in Column 3.**

(L) Total number of **Pre-Kindergarten** students without an Immunization Record on file.

Column (1) Up-to-Date / Completely Vaccinated

In this column, include only the number of students who are up-to-date/completely vaccinated. For example, this would include all those who have completed all required immunizations for their age.

Column (2) Provisional

In this column, include the number of students who are in the category of provisional enrollment. A student can be enrolled provisionally under the following circumstances:

- (1) When a student has started a series of required vaccinations and is on schedule to receive the remaining doses as rapidly as medically feasible;
- (2) When a student has transferred from one Texas school to another Texas school and is waiting on the transfer of immunization records (30 day period);
- (3) When a student is a dependent of a person who is on active duty with the armed forces of the United States and is waiting for the transfer of records from a previous school; or
- (4) Students who are defined as homeless according to the *federal McKinney-Vento Act, 42 U.S.C. §11434a*, can be admitted provisionally for 30 days if acceptable evidence of vaccination is not available.

Column (3) Conscientious

In this column, include the number of students who have an official affidavit for an **Exemption from Immunizations for Reasons of Conscience** on file from the Department of State Health Services (DSHS). Remember, only count the exemptions for Hepatitis A and Pneumococcal. The original form must be on file with the school. Students with religious exemptions filed prior to September 1, 2003 should also be included in this column.

Column (4) Medical

In this column, include the number of students who have a valid medical exemption on file with the school. The statement must be signed by the student's physician (M.D. or D.O.). The medical exemption must state that, in the physician's opinion, the vaccine required is medically contraindicated or poses a significant risk to the health and well-being of the child or any member of the child's household. Unless it is written in the statement that a lifelong condition exists, the exemption statement is valid for only one year from the date signed by the physician. Students with a history of disease for Varicella are considered up-to-date and should not be counted as a medical exemption. **Note: A Medical Exemption is not a Conscientious Exemption.**

Column (5) Delinquent

This column includes the number of students who are delinquent. Delinquent students are students who are not up-to-date on their immunizations; do not have the required immunizations for their age; do not qualify for provisional enrollment; and do not have a valid medical or conscientious exemption on file. Therefore, Column 5 should **not** include students from Columns 1, 2, 3 or 4.

Column (6) Total from Columns 1-5 (This total must equal the total enrollment for the specified grade level.) The number in Column 6 **MUST** equal the combined total of Columns 1, 2, 3, 4, and 5.

Table 2: Kindergarten (Follow the same instructions as for Table 1 in the Pre-Kindergarten example above.)

(M) Total number of schools in your district with grade **Kindergarten**. For most non-public schools, the number should be 1.

(N) Total number of students enrolled in **Kindergarten**.

(O) Total number of **Kindergarten** students with a conscientious exemption on file, including a religious exemption. **Please Note: If you mark that you have at least one student with a conscientious exemption, you must also mark that you have at least one student in the Conscientious Exemption field, Column 3 as well. The total in Column 3 should at least be equal to or more, but not less than, the total you put next to letter "O."**

(P) Total number of **Kindergarten** students without an Immunization Record on file.

Columns 1-6 Follow the same instructions as for Table 1.

Table 3: 7th Grade *Follow the same instructions for Table 1 (Pre-Kindergarten).*

(Q) Total number of schools in your district with **7th grade**. *For most non-public schools, the number should be 1.*

(R) Total number of students enrolled in **7th grade**.

(S) Total number of **7th grade** students with a conscientious exemption on file, including a religious exemption. **Please Note: If you mark that you have at least one student with a conscientious exemption, you must also mark that you have at least one student in the Conscientious Exemption field, Column 3 as well. The total in Column 3 should at least be equal to or more, but not less than, the total you put next to letter "S."**

(T) Total number of **7th grade** students without an Immunization Record on file.
Columns 1-6 *Follow the same instructions as Table 1.*

ADDITIONAL INFORMATION

Public Schools

This report should include your total district numbers for all grades being requested. Please do not submit a separate report for each Pre-Kindergarten, Kindergarten and 7th grade school in your district.

Fill out all required fields for the report. If there are no students in a particular category or if the category is not applicable to you, place a zero in the box.

Non-Public Schools and Charter Schools

If you received more than one Annual Report and the forms have different facility ID numbers, **you must contact us immediately** at (512) 776-6319, to ensure that your report will be filled out correctly. Do not combine different reports.

For Catholic diocese schools, please submit the reports with information specific to the school name that is listed, not the diocese total. If your non-public school or charter school only has grades above 7th grade, you are required to complete Section 1 of this report. (**District/Non-public School Information, A-H**).

All Schools

If your non-public school or school district has software that computerizes your annual report, please **do not send the computerized printout** to DSHS. Use your print out to complete the annual report online.

Please review your report before you submit it.

As you enter your report online, automatic data validations will check for the correctness of your data. For example, the total number of students in Columns 1-5 must equal the total enrollment number you entered for that particular grade level.

It is very important that you keep a copy of your report for your records. After you submit your data online, you will have the option of printing a summary report.



If you have questions or concerns about this report or need more information about immunization requirements, please call the Immunization Branch at **(800) 252-9152**.