Colorado Immunization Information System

https://ciis.state.co.us/school

Immunization Rates for Childcares and Schools

In May 2014, the Colorado General Assembly passed House Bill 14-1288 (HB-1288). Signed by Governor Hickenlooper, HB-1288 will take effect on July 1, 2014. Per HB-1288, "each school[1] shall make the immunization and exemption rates of their enrolled student population publicly available, upon request" and the Colorado Department of Public Health and Environment shall "provide assistance to schools with the analysis and interpretation of the immunization data."

This guide explains how to use CIIS to calculate an immunization rate for child cares or schools. *Please note that CIIS strictly follows the current Advisory Committee on Immunization Practices (ACIP) recommended immunization schedule, including minimum intervals between doses and age requirements. CIIS does not take into account the ACIP catch-up schedules for 0 – 18 year olds.*

In order to run the CIIS *Immunization Rate*s report for your school or child care, your CIIS user account must be associated with the school or child care at which you work. After you log-in to CIIS, the home screen will show what facilities your user account is associated with as demonstrated below:

If your account is not associated correctly or is only associated with a generic "Colorado School District" and "Colorado School," please contact Lorin Scott-Okerblom to update your account settings prior to performing any of the other steps in this guide.

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To run a CIIS *Immunization Rates* report for your school or child care, you must first enroll all your students in your school or child care through the *Education* module within CIIS.

Step 1: Enrollment Instructions

1. Log-in to CIIS at https://ciis.state.co.us/school.
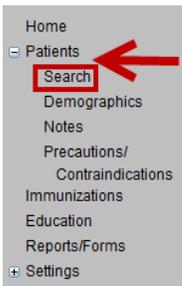
2. In the left hand menu, click *Patient* and then the *Search* link to search for a child at your facility.

3. Enter the first few letters of the child's First Name and the Date of Birth in the Search Criteria, and click the *Search* button.

4. Select the child by clicking on the radio button to the left of their name.

5. Once you have selected the child, click the *Education* button located below the search results.

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[1] Defined as a public, private, or parochial nursery school, day care center, child care facility, family child care home, foster care home, Head Start program, kindergarten, or elementary or secondary school through grade twelve, or a college or university. "School" does not include a public services short-term child care facility as defined in section 26-6-102 (6.7), C.R.S., a guest child care facility as defined in section 26-6-102 (5), C.R.S., a ski school as defined in section 26-6-103.5 (6), C.R.S., or college or university courses which are offered off-campus; or are offered to nontraditional adult students, as defined by the governing board of the institution; or are offered at colleges or universities which do not have residence hall facilities.

6. On the Education screen, click the *Add School Enrollment* button to enroll a child at your school or child care.

Note: If you enroll a child in a new school or child care, it will automatically un-enroll the child from the school or child care where they were previously enrolled and add them to your location. A child cannot be enrolled at more than location at any given time. If you would like to see all the students enrolled at your facility, you can run the *Student Roster* report located in the *Reports/Forms* module in CIIS. For instructions with this report, please see pages 7-8.

7. Select the school or child care the child attends from the drop down menus and enter the date the child was enrolled at this location in the *Enrollment Date* box. Complete the other fields if the information is available.

Note: Schools are required to follow the Family Educational Rights and Privacy Act (FERPA) regulations when entering information into CIIS. The FERPA fields can be used to record consent information. ***Child cares do not need to complete this section.***

8. Click the *Create* button to save this enrollment information. If you are ready to enroll another child at your school or child care, return to Step 2 in this process. Continue these steps for each enrollment until all of your students are enrolled in your school or child care.

Step 2: *Immunization Rates* Report Instructions

Once you have enrolled all the children at your school or child care, you can run the *Immunization Rates* report.

1. Click on the *Reports/Forms* link in the left-hand menu.

2. In the School Nurse section, click on the *Immunization Rates* link.

Home
⊞ Patients
Immunizations
Education
Reports/Forms
⊞ Settings

School Nurse
Immunization Rates ←
Student Grade Advancement
Student Roster

3. Complete the Report Selection Criteria.
   - Select your school or child care location from the drop down menu.
   - Make sure that *Appropriate Statistics Summary* is selected as the *Report Type*.

Report Selection Criteria

School District
CHILDREN'S DAY CARE ▼

School
CHILDREN'S DAY CARE ▼

Report Type
◉ Appropriate Statistics Summary
○ Patients not Properly Immunized Detail
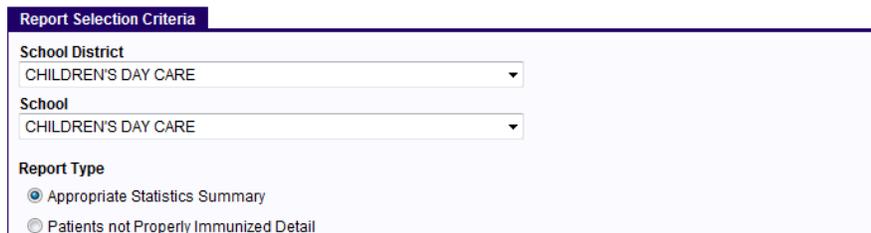
4. Choose the age range that you would like to review and enter this information in the *Age Range* boxes. Make sure you choose the correct Unit of Measurement (UOM) - you can enter the age in months or years. You can choose to use the *Grade Range* filter instead of the *Age Range* filter if it works better for your facility.

Age Range
From: 16   Through: 19   UOM: MONTHS ▼

or

Grade Range
From K ▼ Through 5 ▼

5. In the *As of Date Range*, enter the date you are running the report in both the *From* and *Through* boxes. This will calculate the immunization rate for your school or child care as of this date.

As Of Date Range
From: 06/26/2014   Through: 06/26/2014

6. Using the Child Care Immunization Chart shown below, review the number of required doses for each vaccine for your selected age range.

   For example, if you are reviewing children 16 through 19 months of age from the chart, 3 doses of Hep B, 4 doses of DTaP, 3 doses of Polio, 1 dose of MMR (and so on) would be required for the child to be considered up-to-date. **Be sure to review the entire row from left to right so that you capture the number of all of the required vaccines.**

   See chart below

Age of Child	Hep B *Hepatitis B*	DT, DTP, or DTaP, Tdap *Diphtheria, Tetanus, Pertussis*	IPV *Inactivated Polio Vaccine*	MMR *Measles, Mumps, Rubella*	Varicella *Chickenpox*	Hib *Haemophilus influenzae type b*	PCV7 or PCV13 *Pneumococcal Disease*
	Required number of doses	*Required number of doses*	*Required number of doses*	*Required number of doses*	*Required number of doses*	*Required number of doses*	*Required number of doses*
0 - 2 mo	1 (optional)	0	0	0	0	0	0
3 - 4 mos	1	1	1	0	0	1	1
5 - 6 mos	2	2	2	0	0	2	2
7 - 8 mos	3	3	3	0	0	2	3
9 - 15 mos	3	3	2	1	1	3	3
16 - 19 mos	3	4	3	1	1	4^	4°
2 - 4 years	3	4	3	1	1	4^	4°
Kindergarten	3	5*	4+	2	2	0	0
6th - 12th Grade	3	Primary Series + 1 Tdap*	4+	2	2	0	0

* DT, DTP, DTaP- 5 doses are required however, if the 4th dose is given on or after the 4th birthday, the child has met the requirement. One dose of Tdap is required for 6-12th grades.

\+ Polio (IPV) - 4 doses are required however, if the 3rd dose is given on or after the 4th birthday, the child has met the polio requirement.

^The number of Hib doses required depends on the child's current age and the age when the Hib vaccine was administered:
-    If any dose is given at or over, 15 months, the Hib requirement is met.
-    Children who begin the series before 12 months, 3 doses are required, and at least 1 dose must be at, or over, 12 months.
-    If the 1st dose was given at 12 to 14 months, 2 doses are required.
-    If the current age is 5 years or older, no new or additional doses are required.

°The number of doses of pneumococcal conjugate vaccine (PCV7 or PCV13) depends on the student's current age and the age when the 1st dose was administered.
-    If the 1st dose was administered between 2 to 6 months of age, the child will receive 3 doses plus an additional dose between 12 to 15 months of age.
-    If started between 7 to 11 months of age, the child will receive 2 doses plus an additional dose between 12 to 15 months of age.
-    If the 1st dose was given between 12 to 23 months of age, 2 doses, 2 months are required.
-    Any dose given at 24 months through 4 years of age, the PCV vaccine requirement is met.
-    No doses required once the child turns 5 years of age.

Note: Some children may be up-to-date on their vaccinations, even if they do not have the required number of doses for each vaccine. Please also use the above footnotes for more guidance.

7.   Based on your review in Step 6, enter the number of required doses for your selected age range in the *Doses by Vaccine Series* boxes on the Report Selection Criteria screen in CIIS. Following the example above, you would enter 4 in the DTaP/Tdap box because the Child Care Immunization Chart states that the number of required DTaP doses for 16-19 month olds is 4.

Doses By Vaccine Series
Vaccine Series Dose Presets

DTaP/Tdap	Hepatitis A	Hepatitis B	HIB
4	0	3	4
HPV	Influenza	Meningococcal	MMR
0	0	0	1
Pneumococcal	Polio	Rotavirus	Varicella
4	3	0	1

8. After you have entered the above information, click the *Run Report* button.

The system will generate the *Immunization Rates – Appropriate Immunizations* report as a PDF in a new window. This report will show:

- The total number of children in the age group you selected. (Total Patients)
- The total number of children in this age group that are up-to-date on their immunizations along with the percentage of children who are up-to-date. (Patients GIVEN appropriate number of doses of all indicated antigens)
- The total number of children in this age group that are NOT up-to-date on their immunizations along with the percentage of children who are not up-to-date. (Patients NOT GIVEN appropriate number of doses of all indicated antigens)
- A breakdown of up-to-date numbers and percentages by vaccine.

In this example report, only 25% of the children enrolled at Children's Day Care are up-to-date on the required immunizations for 19-23 month olds.

As noted in the Child Care Immunization Chart on page 3, immunization requirements differ by the child's age. **If you have multiple age groups that attend your facility, you will need to run a CIIS *Immunization Rate*s report for each age group individually and then tally them up for your entire facility.** For example, if you have children aged 6 months through 4 years at your center, you will need to run the CIIS *Immunization Rates* report for the following age groups: 5-6 month, 7-8 month, 9-15 month, 16-19 month, and 2-4 years. These reports will show you the number of children that are up-to-date in each age group.

To calculate the immunization rates for your entire facility (all age groups combined):
- Add up the total number of children at your facility.
- Add up the total number of children from each age group that are up-to-date on their immunizations.
- Use the box below to calculate your facility's overall immunization rate.

> **Up-to-Date Immunization Rate:**
>
> Total number of children up-to-date _____
>
> ÷
>
> Total number of children _____
>
> =_____ × 100 = _____%

Currently, there is no way for schools or child cares to calculate exemption rates in CIIS. To calculate exemption rates for your facility:
- Add up the total number of children at your facility.
- Add up the total number of children that have exemptions.

> **Exemption Rate:**
>
> Total number of children with exemptions _____
>
> ÷
>
> Total number of children _____
>
> =_____ × 100 = _____%

Student Roster Report Instructions

If you have enrolled all the children at your school or child care, you can run the _Student Roster_ report to see all the students that you have previously enrolled.


1. Click on the _Reports/Forms_ link in the left-hand menu.

2. In the School Nurse section, click on the _Student Roster_ link.

3. Select your facility name from the _School District_ and _School_ drop down menus.

4. Select the _Grade Range_ if you are associated with a school or the _Age Range_ if you are associated with a child care. This will show all the enrolled children at your facility that are in the selected grade or age range.

5. Under the _Group Report Totals By,_ select the radio button next to _School District/School_.

6. In the _Enrollment Open as of_ field, enter the date you are running the report.

7. The _Sort by_ section will allow you to choose how you want the report results to be sorted. Select the radio button next to the order in which you would like your results sorted.
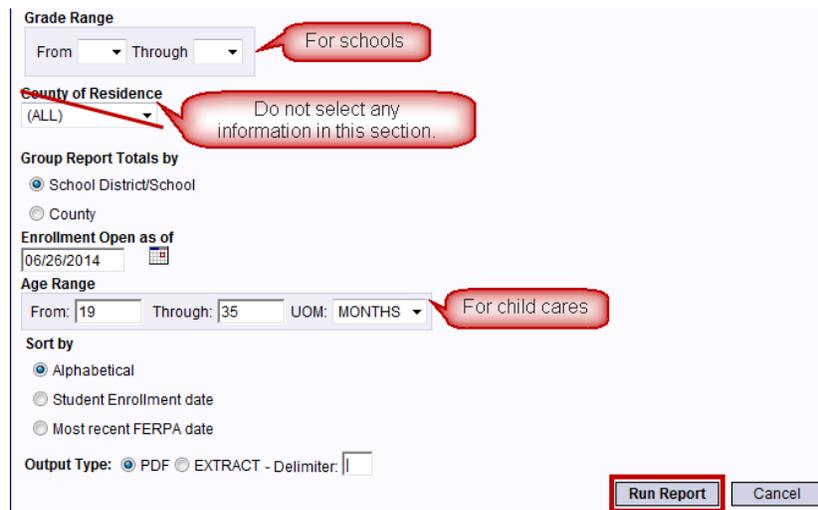
8. After you have entered the above information, click the _Run Report_ button.

The system will generate the _Student Roster_ report as a PDF in a new window. This report will show:

- A list of children that are enrolled in the facility you selected.
- Age or Grade of the child depending on what you choose on the Report Selection Criteria page.
- Child's Date of Birth.
- Enrollment Date: the date that the child was enrolled at your facility in CIIS.
- Un-enrollment Date: the date the child will be leaving your facility (if applicable).
- Most recent FERPA Date: the date when school staff received FERPA consent and entered it into CIIS.
- Total number of patients for the selected age group at you facility.

See below for an example.

Student Roster

Search criteria is listed on the top of the report.

School District = Children's Day Care, School = Children's Day Care, County = (ALL), Age From = 19, Age Through = 35, Age Unit of Measure = MONTHS, Enrollment Date = 06/26/2014, Sort By = Alphabetical

School District/School: Children's Day Care / Children's Day Care

Facility that was selected for the *Student Roster* report.

Name (ID)	Age	Date of Birth	Grade	Enrollment Date	Un-Enrollment Date	Most Recent FERPA Date
TEST, KADEN (3856679)	2Y 9M 2D	09/24/2011		06/17/2014	06/30/2014	
TEST, KALIE (3856676)	2Y 4M 29D	01/28/2012		06/17/2014		
TEST, KALYNN (3856678)	2Y 4M 29D	01/28/2012		06/18/2014		
TEST, KASSIE (3856677)	2Y 4M 8D	02/18/2012		06/17/2014		

Date this child will be un-enrolled from this facility

Children's Day Care / Children's Day Care Patient Totals: 4

Report Patient Totals: 4