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 school¹ 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 Rates* 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

Home Patients	
Search	
Demographics	
Notes	
Precautions/	
Contraindications	
Immunizations	
Education	
Reports/Forms	

- 1. Log-in to CIIS at <u>https://ciis.state.co.us/school</u>.
- 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.

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.

	ID	Identifier Type	Identifier \	alue			
Last N	ame	First Name KAL	Middle Name	DOB	2000 🔳 Ge	ender •	
Pre	vious Criteria					Clear Se	ear
Search	Results - 1 re	cord(s)					
Search	Results - 1 re	cord(s)	Name	Gender	DOB	School	

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

iool Enrollment	0
ch	chool Enrollment

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.

View TEST, KARA (444393) DOB: 06/07/2006 AG If a child is already enrolled at a school or child care, please do not add a new enrollment location, unless the child no longer attends the old facility. School District School Enrollment Unenrollment FERPA Date Aspen 1 ASPEN COMMUNITY CHARTER 07/26/2013 07/26/2013 View	Education Click "View" to see the details of a	n existing record or "Add School		Add Scho	ol Enrollment	t	0	
School District School Enrollment Date FERPA Date FERPA Date Aspen 1 ASPEN COMMUNITY CHARTER SCHOOL 07/26/2013 07/26/2013 07/26/2013 View	View TEST, KARA (444393) DO	d. If a c DB: 06/07/2006 AG	nild is alrea do not ado child no	dy enrolled a l a new enrol onger attend	t a school (Iment locat s the old fa	or chi tion, u acility.	ild care Inless t	he
Aspen 1 ASPEN COMMUNITY CHARTER 07/26/2013 07/26/2013 07/26/2013	School District	School	Enrollment Date	Unenrollment Date	FERPA Date			
	Aspen 1	ASPEN COMMUNITY CHARTER SCHOOL	07/26/2013		07/26/2013	?[View	

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.

Add TEST, KALI (3856673) DOB: 01/28/2000 AGE: 14Y 4M 20D	
	Create Cancel
School District	
ASPEN 1	-
School	
ASPEN ELEMENTARY SCHOOL	•
Author	
LORIN SCOTT-OKERBLOM	•
Student ID Enrollment Date Unenrolled Date Grade Level [225671 [06/17/2014 III III 8 • Comments 6 1 1 1 1 1	
	* *
FERPA Consent	
Date Method Relationship	
	Create Cancel

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.

Home	
Patients	
Immunizations	
Education	
Reports/Forms	

- 1. Click on the *Reports/Forms* link in the left-hand menu.
- 2. In the School Nurse section, click on the Immunization Rates link.

School Nurse			
Immunization Rate Student Grade Adv Student Roster	s ancement		

- **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.

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				Grade Range
From: 16	Through: 19	UOM: MONTHS -	or	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 <u>each</u> 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 Meas les, 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
6 th - 12 th 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 1" 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.

^oThe 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 1" 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 1" 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.

oses By Vaccine Se Vaccine Series Do	e ries se 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.

Report Selection Cri	teria			
School District				
CHILDREN'S DAY C	ARE		-	
School				
CHILDREN'S DAY C	ARE		-	
Report Type				
Appropriate Statis	stics Summarv			
Patients not Pror	erly Immunized F)otail		
	Jeny minunized L	retail		
Doses By Vaccine S	eries			
Vaccine Series Do	se Presets			
DTaD/Tdan	Hopatitic A	Hopatitic P	UID	Ŧ
			2	
HPV	Influenza	Meningococcal	MMR	
0	0	0	1	
Pneumococcal	Polio	Rotavirus	Varicella	
3	3	0	1	
Ago Dongo			An Of Data Banga	
Age Kalige			AS OI Date Ralige	
From: 16	[hrough: 19	UOM: MONTHS	From: 06/26/201	14 Through: 06/26/2014
Grade Range				
From Thro	uch -			
	iugii 🔹			
Compliance By		Or		
Age		MONTHS - Date		
Exclude Patients	with Less than 2	non- Influenza/H1N1 \	/accinations?	
				V
You do no	ot need to en	ter information		
i	nto these sec	ctions.		Run Report Cancel

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.

	Immunization Rat Appropriate Immuniz	es zations	June 18, 2014
School District = Children's Day Care, School = Series Count = 1, PCV7 Series Count = 4, Polie 06/18/2014, Exclude = Y	Children's Day Care, DTaP/Tdap Series Count = 4, HepB Serie o Series Count = 3, Varicella Series Count = 1, Age Range = 19	s Count = 3, HIB Series Count : - 35 (MONTHS) As Of 06/18/20	= 4, MMR 14 -
	Total number of children in this age group	n Full Data Set	Compliance Criteria Subset
Total Patients		4	· · · · · · · · · · · · · · · · · · ·
Total INACTIVE Patients		0 I otal n	umber of children in
Adjusted Total Patients		4 this age date on	group that are up-to- their immunizations.
Adjusted Total Patients Patients GIVEN appropriate number o	of doses of all indicated antigens	4 this age date on 1 (25.00)	group that are up-to- their immunizations.
Adjusted Total Patients Patients GIVEN appropriate number of Patients NOT GIVEN appropriate num	of doses of all indicated antigens aber of doses of all indicated antigens	4 this age date on 1 (25.00) 3 (75.00)	group that are up-to- their immunizations.
Adjusted Total Patients Patients GIVEN appropriate number o Patients NOT GIVEN appropriate num Children Given the following vaccine	of doses of all indicated antigens hber of doses of all indicated antigens e combinations:	4 this age date on 1 (25.00) 3 (75.00)	group that are up-to- their immunizations. () ()
Adjusted Total Patients Patients GIVEN appropriate number of Patients NOT GIVEN appropriate num Children Given the following vaccine Patients with at least 4 valid doses in	of doses of all indicated antigens her of doses of all indicated antigens e combinations: the Tetanus containing/Tdap vaccine series	4 this age date on 1 (25.00) 3 (75.00) 3 (75.00)	group that are up-to- their immunizations.
Adjusted Total Patients Patients GIVEN appropriate number of Patients NOT GIVEN appropriate num Children Given the following vaccine Patients with at least 4 valid doses in Patients with at least 3 valid doses in f	of doses of all indicated antigens aber of doses of all indicated antigens e combinations: the Tetanus containing/Tdap vaccine series the Polio vaccine series	4 this age date on 1 (25.00) 3 (75.00) 3 (75.00)	group that are up-to- their immunizations.
Adjusted Total Patients Patients GIVEN appropriate number of Patients NOT GIVEN appropriate num Children Given the following vaccine Patients with at least 4 valid doses in 1 Patients with at least 3 valid doses in 1	of doses of all indicated antigens aber of doses of all indicated antigens e combinations: the Tetanus containing/Tdap vaccine series the Polio vaccine series the MMR/Measles vaccine series	4 this age date on 1 (25.00) 3 (75.00) 3 (75.00) 3 (75.00) 3 (75.00)	group that are up-to- their immunizations.
Adjusted Total Patients Patients GIVEN appropriate number of Patients NOT GIVEN appropriate num Children Given the following vaccine Patients with at least 4 valid doses in Patients with at least 3 valid doses in Patients with at least 1 valid doses in Patients with at least 4 valid doses in	of doses of all indicated antigens aber of doses of all indicated antigens e combinations: the Tetanus containing/Tdap vaccine series the Polio vaccine series the MMR/Measles vaccine series the Hib vaccine series	4 this age date on 1 (25.00) 3 (75.00) 3 (75.00) 3 (75.00) 3 (75.00) 3 (75.00) 3 (75.00)	group that are up-to- their immunizations.
Adjusted Total Patients Patients GIVEN appropriate number of Patients NOT GIVEN appropriate num Children Given the following vaccine Patients with at least 4 valid doses in Patients with at least 3 valid doses in Patients with at least 1 valid doses in Patients with at least 3 valid doses in	of doses of all indicated antigens her of doses of all indicated antigens e combinations: the Tetanus containing/Tdap vaccine series the Polio vaccine series the MMR/Measles vaccine series the Hib vaccine series the HEPB vaccine series	4 this age date on 1 (25.00) 3 (75.00) 3 (75.00) 3 (75.00) 3 (75.00) 3 (75.00) 3 (75.00) 3 (75.00)	group that are up-to- their immunizations.
Adjusted Total Patients Patients GIVEN appropriate number of Patients NOT GIVEN appropriate num Children Given the following vaccine Patients with at least 4 valid doses in Patients with at least 3 valid doses in Patients with at least 4 valid doses in Patients with at least 4 valid doses in Patients with at least 3 valid doses in Patients with at least 3 valid doses in	of doses of all indicated antigens her of doses of all indicated antigens e combinations: the Tetanus containing/Tdap vaccine series the Polio vaccine series the MR/Measles vaccine series the Hib vaccine series the HEPB vaccine series the Varicella(CPOX) vaccine series	4 this age date on 1 (25.00) 3 (75.00) 3 (75.00) 3 (75.00) 3 (75.00) 3 (75.00) 3 (75.00) 3 (75.00) 4 (100.00)	group that are up-to- their immunizations.

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 Rates* 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.



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.



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.

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

 Patients
 Immunizations

 Education
 School Nurse

 Reports/Forms
 Immunization Rates

 Student Grade Advancement
 Student Roster
 - 3. Select your facility name from the School District and School drop down menus.

Report Selection Criteria	
School District	
CHILDREN'S DAY CARE	•
School	
CHILDREN'S DAY CARE	▼

- 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.

Grade Range
From Through For schools
Sounty of Residence
(ALL) Do not select any
Information in this section.
Group Report Totals by
School District/School
© County
Enrollment Open as of
06/26/2014
Age Range
From: 19 Through: 35 UOM: MONTHS - For child cares
Sort by
Alphabetical
Student Enrollment date
Most recent FERPA date
Output Type: O PDF EXTRACT - Delimiter:
Run Report Cancel

- 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.



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 -

ame (ID)	Age	Date of Birth	Grade	Enrollment Date	Un-Enrollment Date	Most Recent FERPA Date		
EST, KADEN (3856679)	2Y 9M 2D	09/24/2011		06/17/2014	06/30/2014			
EST, KALIE (3856676)	2Y 4M 29D	01/28/2012		06/17/2014	Data	Determine elsible cuilline con essenti		
EST, KALYNN (3856678)	2Y 4M 29D	01/28/2012		06/18/2014	Date	Date this child will be un-enroli		
TEST, KASSIE (3856677)	2Y 4M 8D	02/18/2012		06/17/2014		from this facility		
				Children's [Day Care / Children's [Day Care Rationt Totals:	4	