



Immunization Data Report Tutorial

For Child Care, Preschool, and Head Start

Arizona Immunization Program Office
Arizona Department of Health Services



ARIZONA DEPARTMENT
OF HEALTH SERVICES

Health and Wellness for all Arizonans

Objectives

Learn how to successfully

Register and obtain your password

Add/Search Child Care Facility Demographics

Enter Child Care IDR Survey

Print Child Care Survey

Certificates/Letters

Edit IDR survey



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How to access the IDR

• Flu Season Helpful Hints
• ADHS Pneumococcal Vaccination Algorithms for Adults
• Pentacel Manufacturing Delay Letter to VFC Providers
• CDC Guidance for Vaccinating Children during the 2015-2016 Pentacel Manufacturing Delay

- Get Vaccinated**
Clinic locations & recommended schedules.
- Parents & Public**
Info and resources for adults, adolescents and children.
- School & Childcare**
Immunization Requirements & Data Reports.
- Vaccines for Children (VFC)**
Info for providers who participate in this federally funded program.
- ASIS**
Arizona State Immunization Information System
- Healthcare Professionals**
Immunizations vary by age group, find great resources here.
- Statistics & Reports**
Up-to-date reports on immunizations in Arizona.
- Newsletters**
Archive of Immunizations publications and news articles.

Every year, over 85,000 children are born in Arizona, and all must be immunized against childhood diseases to protect their health and future. Our 2020 goal is to have at least 90% of all children immunized with 4 doses of DTaP; 3 doses of IPV; one dose of MMR; 3 or more doses of Hib; 3 or more doses of Hep B vaccine; and 1 dose of Varicella vaccine by 2 years of age. As of September 2013 the U.S. immunization rate for 4:3:1:3:3:1 is 72%. Arizona's rate is 69%.

Step 1 – go to our home page :

<http://azdhs.gov/phs/immunization/index.htm>

Arizona Immunization Program

ADHS Home / Public Health Preparedness / Epidemiology & Disease Control / Arizona Immunization Program - Schools & Childcare Centers - Immunization Data Reports (IDRs)

- Home
- Get Vaccinated
- Parents & Public
- Schools and Child Care Centers**
 - Home
 - Immunization Requirements & Forms
 - Immunization Data Reports (IDRs)**
 - Vaccines for Children (VFC)
 - ASIS
 - Healthcare Professionals

Schools & Childcare Centers - Immunization Data Reports (IDRs)

Arizona schools must submit an annual Immunization Data Report (IDR) on students enrolled in child care/pre-school/Head Start, kindergarten and sixth grades by November 15th each year.

Immunization Data Reports for 2016-2017 School Year

All Arizona child care centers, small group child care homes, head start and schools must submit their annual Immunization Data Report through the [Immunization Data Report \(IDR\) web application](#).

- Instructions on how to complete the child care/pre-school/head start IDR
- Instructions on how to complete the Kindergarten and 6th Grade IDR

The web application will be open for use **in the fall**. Please visit [the application](#) to create a log-in for your school and review the questions included in the reports. Immunization Data Reports are due by **November 15, 2016**.

Immunization coverage and exemption data ascertained from the Immunization Data Report for previous school years can be found on [Statistics and Reports](#).

Step 2 – All child care, preschool and Head Start IDRs will be completed online at [AZ IDR Web App](#)

How to Register and get a password



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Register

You must first register to begin submitting your immunization data. Make sure to enter an email address to which you actually have access.

You will receive an email with your password. You will use your email address and password to log in to access this system. Please be sure to check your junk mail folder if it isn't in your inbox.

The next step will be to enter in your school's information.

After that, enter the vaccination information for each of the pertinent grade levels (PreK/Childcare, Kindergarten and Sixth grade)

Email:

Verify Email:

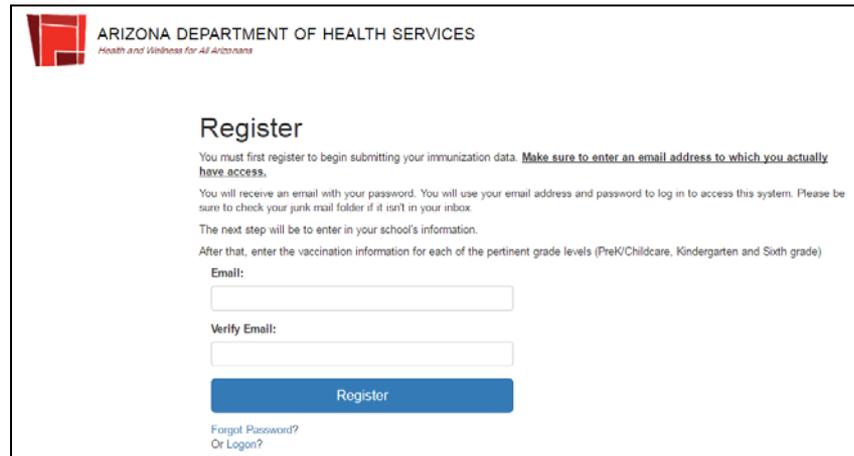
[Register](#)

[Forgot Password?](#)
[Or Logon?](#)



Step 1 – Registration

Enter a valid email address to which you actually have access to



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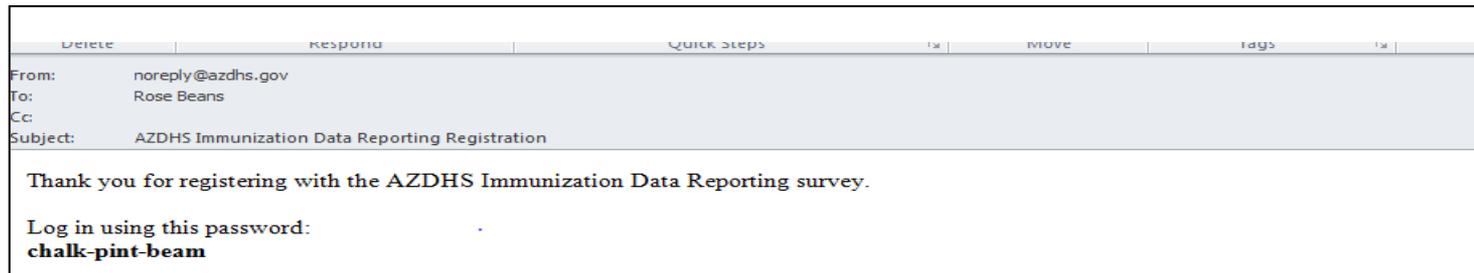
Email:

Verify Email:

[Register](#)

[Forgot Password?](#)
[Or Log in?](#)

You will receive an email from noreply@azdhs.gov with your password
You **cannot** change your password that is issued, so be sure to save it



Delete Respond Quick Steps Move Tags

From: noreply@azdhs.gov
To: Rose Beans
Cc:
Subject: AZDHS Immunization Data Reporting Registration

Thank you for registering with the AZDHS Immunization Data Reporting survey.

Log in using this password:
chalk-pint-beam

Please check your **spam** or **junk** email if the password isn't in your inbox

Forgot Password?

If you forgot your password, click on [Forgot Password](#) link

Enter your email address and click on [Get Password](#)

A new password will be emailed to you

IDR Sign in

Username:

Password

[Sign In](#)

[Don't have an account? Create an Account](#)
[Or Forgot Password?](#)



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Forgot Password:

Username:

[Get Password](#)

[Don't have an account? Create an Account](#)
[Or Logon?](#)

IDR Sign in

Success! Your new password has been sent to your email. Please check your inbox.

Username:

Password

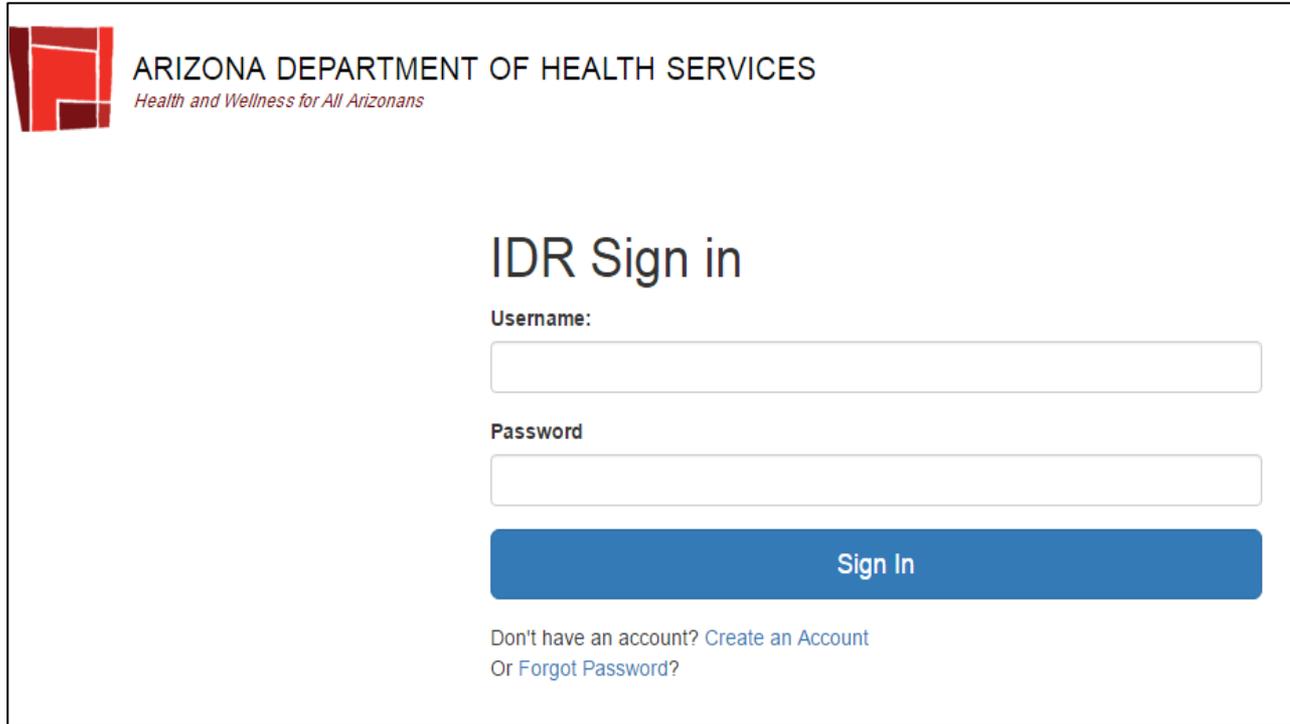
[Sign In](#)

[Don't have an account? Create an Account](#)
[Or Forgot Password?](#)

Step 2 – Log In

Enter your email address

Enter the password that was emailed to you



The screenshot shows the login interface for the Arizona Department of Health Services. At the top left is the department's logo, a red square with white geometric shapes. To its right is the text "ARIZONA DEPARTMENT OF HEALTH SERVICES" and the tagline "Health and Wellness for All Arizonans". The main heading is "IDR Sign in". Below this are two input fields: "Username:" and "Password". A blue "Sign In" button is positioned below the password field. At the bottom, there are links for "Create an Account" and "Forgot Password?".

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IDR Sign in

Username:

Password

Sign In

[Don't have an account? Create an Account](#)
[Or Forgot Password?](#)



ARIZONA DEPARTMENT
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Starting a new Immunization Data Report

Welcome to the School Immunization Data Reporting Site!

Child Care, Kindergarten, and/or Sixth Grade Immunization Data Reports (IDR) are due November 15, 2016.

You will be asked basic questions about your school, and specific questions regarding the enrollment and vaccination status of students attending Child Care/Preschool, Kindergarten and/or Sixth Grades. You may begin the survey for each grade level at your school and return to complete the survey(s) at a later date (by November 15th) if you prefer. No update reports are required or requested unless your school is contacted individually. **Please print a copy of the final report(s) to share with your school administrator/principal and to retain for your files.**

Choose [Start a new 2016 School Immunization Data Report](#) to begin the report for the 2016-17 school year.

Choose [Search for existing 2016 School Immunization Data Report](#) to resume a report that has been started.

School administrators/principals are responsible for reviewing this report and ensuring that areas of non-compliance with immunization requirements are corrected. Important information below:

- **% Fully Immunized** = the percentage of students who have received the required doses for each vaccine type. Target range is 95% to 100% to curtail spread of diseases.
- **% In Compliance** = the percentage of students who have either an immunization record or a valid exemption on file at the school. Target range is 100% of students.
- For Child Care and School Requirements please visit our webpage [here](#).

Step 1

Click on the link to start a new IDR

To **edit** an IDR, click on *Search for existing 2016 School Immunization Data Report*

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Home Start a new 2016 School ImmunizationReport Signed in as: BRENDA.JONES@AZDHS.GOV Logoff

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Step 2

Start by entering your name

Check the box that says **Does this school have a Preschool or Child Care**

Select **Lookup School** to find your child care facility

If you do not see your facility, exit and manually enter school information

Identify school type as private

The School Identifier for Child Care is the license number issued by the Bureau of Child Care Licensing

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Home Start a new 2016 School Immunization Report Signed in as: WENDY.ODONNELL@AZDHS.GOV Logoff

Register School for 2016 School IDR

***The Child Care/Preschool IDR survey must be completed separately from the Kindergarten and Sixth Grade.** If you select that your school has a Child Care/Preschool, you will be unable to select Kindergarten and/or Sixth Grade. If your school has a Child Care/Preschool and a Kindergarten and/or Sixth Grade, complete the Child Care/Preschool IDR survey **first** then go back to the home page and select "Start a new 2016 School Immunization Data Report" to register your Kindergarten and/or Sixth Grade. Kindergarten and Sixth Grade may be registered simultaneously by selecting both boxes.

School Information

Your name

Does this school have a nurse? What type of license does your nurse have?

Does this school have a Kindergarten? Does this school have a 6th grade?

Does this school have Preschool OR Child Care

Lookup School

School Name

If your school has a Preschool AND Kindergarten/6th Grade, please register the preschool as a separate school.

School Type CTD5 School Identifier

(Private schools use phone number)

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Home Start a new 2016 School Immunization Report Signed in as: WENDY.ODONNELL@AZDHS.GOV

Lookup School

School Name

If your school has a Preschool AND Kindergarten/6th Grade, please register the preschool as a separate school.

School Type CTD5 School Identifier

(Private schools use phone number)

Physical Address

Physical Address Line 1

Physical Address Line 2

Physical City Physical Zip Physical County

Phone Number Fax Number

Mailing Address

Check if mailing address is the same as physical address.

Mailing Address Line 1

Mailing Address Line 2

Mailing City Mailing Zip Mailing County

Principal Information

Principal or Director First Name Principal or Director Last Name Principal or Director Email

Continue

Step 2 cont'd

If you did not find your child care facility, please enter your mailing information and licensing number (CDC-#####)

If the information populated was incorrect, please enter the correct information



Search School

Enter your school's name or CTDS number and we'll try to retrieve as much info about your school as we can.
If you cannot locate your school here, select "close" and manually enter school information fields on the registration page.

Enter School Name or CTDS:

School Name:

School CTDS:

Address:

City: County: Zip:

Phone:

Fax:



This is how your screen will look if you were able to find your school under **Lookup School**

Check to make sure information populated is correct

Does this school have Preschool OR Child Care

School Name:

If your school has a Preschool AND Kindergarten/0th Grade the Preschool needs to be registered as a separate school

School Type: CTDS School Identifier:
(Private schools use phone number)

Physical Address

Physical Address Line 1:

Physical Address Line 2:

Physical City: Physical Zip: Physical County:

Phone Number: Fax Number:

Step 3

School Details

Click on **Edit** to start the survey for Preschool/Child Care

Schools

Click on school to edit and begin survey(s).

Show 10 entries

Edit	School Name	School ID	School Type	Created By	Created Date	Modified By	Modified Date
Edit	Phoenix Day Child And Family Learning Center	CDC-0037	Public	Amanda Lusk	08/26/2016	Amanda Lusk	08/26/2016

Showing 1 to 1 of 1 entries

First Previous 1 Next Last

Click on **Start Survey** for child care/Preschool

Phoenix Day Child And Family Learning Center [Edit School Information](#)

School Type: Public
Principal Name: Amy White
School Id Number: CDC-0037

School Survey

[Start survey for Child Care/Preschool](#)
In order to view your school reports for Kindergarten and Sixth graders or Child Care/Preschool, you must complete at least a kindergarten and/or a sixth grade survey or a Child Care/Preschool survey.

Child Care/Preschool IDR Survey

Click on **Back Up** at anytime to back up your partially completed 2016-2017 survey

You can use **Retrieve** to find data saved from partially completed 2016-2017 survey

Complete basic information with valid e-mail

Child Care/Preschool IDR Survey

[Back to School Details](#)

Basic Questions

Name of person filling out IDR survey: Email of person filling out IDR survey:

What best describes the role of the person filling out this survey?

Are there any enrolled Preschool/Child Care students who do not have an immunization record or an exemption on file?

For the following questions, count each student only once.

Part One: 0-17 months of age (as of September 1, 2016)

To determine if student is "up to date", please see information next to each vaccine to see how many doses of a particular vaccine is required at a particular age. [Vaccine Requirements](#)(link will open in another tab)

[Back Up](#)

[Retrieve](#)

When you are ready to submit to AZDHS, scroll to the bottom of the page and click on 'Submit to AZDHS'

IDR Child Care Survey Questions

Step 1

Survey will have two parts

Part one: 0-17 months
All questions on survey
must be answered

Count each child once for
each required immunization

Count each child once if
exempt for religious,
temporary or permanent
exemption

Part One: 0-17 months of age (as of September 1, 2016)
To determine if student is "up to date", please see information next to each vaccine to see how many doses of a particular vaccine is required at a particular age.
[Vaccine Requirements](#)(link will open in another tab)

Enrollment and Documentation (Part One)

How many students are currently enrolled between 0-17 months of age?

How many students have an immunization record and/or valid exemption?

DTAP (Part One)

1 DTaP is required at 2 months; 2 DTaP is required at 4 months; 3 DTaP is required at 6 months; 4 DTaP is required at 15 months

How many students are up to date for DTaP?

How many students are exempt from DTaP?

Final Questions

The questions below must be answered if any students were listed as exempt to one or more vaccines in previous questions. Count each student only once in answering the first 3 questions below.

How many students have a religious exemption for one OR more required immunizations?

How many students have a temporary medical exemption for one OR more required immunizations?

How many students have a permanent medical or lab evidence of immunity exemption for one OR more required immunizations?

What is the total number of students who have a religious exemption from every state required immunization?

Step 1 cont'd

Part two: 18-60 months

All questions on survey must be answered

Count each child once for each required immunization

You can use your mouse to enter data or use tab button to continue to next question

TOTAL, % fully immunized and % in compliance boxes will auto-populate

Part Two: 18-60 months of age (as of September 1, 2016)

Enrollment and Documentation (Part Two)

How many students are currently enrolled between 18-60 months of age?

How many students have an immunization record and/or valid exemption between 18-60 months of age?

How many children have NO documentation of vaccination or exemption between 18-60 months of age?

DTaP (Part Two)

1 DTap is required at 2 months; 2 DTap is required at 4 months; 3 DTap is required at 6 months; 4 DTap is required at 15 months

How many students have 4 OR more doses of DTap?

How many students are exempt from DTap?

How many students have NOT received all required doses?

TOTAL (must equal number enrolled)

% fully immunized

% in compliance

When you are ready to submit to ADHS, scroll to the bottom of the page and click on 'Submit to ADHS'

Step 2

Count each child only once for this exemption section

Enter total number of students who are exempt from **every** state required immunization

Comments/clarifications

Please answer the question if the County Health Department assisted in submission of IDR

Click on **Submit to ADHS** to electronically send to ADHS

Final Questions

The questions below must be answered if any students were listed as exempt to one or more vaccines in previous questions. Count each student only once in answering the first 3 questions below.

How many students have a religious exemption for one OR more required immunizations?

How many students have a temporary medical exemption for one OR more required immunizations?

How many students have a permanent medical or lab evidence of immunity exemption for one OR more required immunizations?

What is the total number of students who have a religious exemption from every state required immunization?

Comments and clarifications

The County Health Department assisted me in the submission of this Child Care IDR.
 Yes No

If yes, please name County Health Department nurse/staff member who assisted you, date(s) of assistance, and number of hours of assistance provided.

[Back to School Details](#)

When you are ready to submit to ADHS, scroll to the bottom of the page and click on 'Submit to ADHS'

Step 2 cont'd

Errors in entering data

If incorrect data is entered, a pop up will show up in the **% fully immunized** and **% in compliance** boxes indicating value cannot be greater than 100%

MMR (Part Two)

1 MMR is required at 12 months of age

How many students have 1 OR more doses of MMR?

How many students are exempt from MMR?

How many students have NOT received all required doses?

TOTAL (must equal number enrolled1)

Value cannot be greater than 100%

Value cannot be greater than 100%

Once data is corrected, click on **Submit to ADHS** at the bottom of the survey

The County Health Department assisted me in the submission of this Child Care IDR.

Yes No

If yes, please name County Health Department nurse/staff member who assisted you, date(s) of assistance, and number of hours of assistance provided.

barb 2 hours

[Back to School Details](#)

Submit to ADHS

Printing your IDR

You will receive a message informing you the survey was successfully saved

Make sure your IDR status says; Child Care/Preschool survey status **Completed/Submitted**

Click on [Print report](#)

If your IDR status says *Start survey for Preschool/Child Care*, IDR was not submitted and you need to click on [Start survey for Preschool/Child Care](#) and retrieve data if saved; if not please start new survey. Click on **Submit to ADHS** at the end of the survey

ARIZONA DEPARTMENT OF HEALTH SERVICES
Health and Wellness for All Arizonans

Home Start a new 2016 School Immunization Report Signed in as: BRENDA.JONES@AZDHS.GOV Logoff

Your Preschool/Child Care survey was successfully saved.

Test Child Care [Edit School Information](#)

School Type: Public
Principal Name: Good Principal
School Id Number: 1234567

School Survey

Pre K/Child Care Status: **Completed/Submitted** ←

[Edit/Update survey for Preschool/Child Care](#)

[Print report \(PDF \)](#)

Adobe Reader is required to view PDF files

Get ADOBE READER

Yellow Brick Road Preschools [Edit School Information](#)

School Type: Private
Principal Name: Director Director
School Id Number: CDC-14254

School Survey

[Start survey for Child Care/Preschool](#) ←

In order to view your school reports for Kindergarten and Sixth graders or Child Care/Preschool, you must complete at least a kindergarten and/or a sixth grade survey or a Child Care/Preschool survey.

Child Care Immunization Data Report

This is how your new IDR will look

Please keep a copy of your printed IDR



Arizona Department of Health Services Immunization Data Report				
Test Child Care - 1234567 : Principal Good Principal				
Child Care/Preschool Immunization Report: 2016-2017				
Part One: 0-17 months of age.				
Basic Info		Varicella		
Missing Records	0	At least 1 dose 0		
Date of Report				
Reported By				
Child Care/Preschool Immunization Report: 2016-2017				
Part Two: 18-60 months of age.				
Enrollment and Documentation		Varicella		
Total Enrollment Count	20	At least 1 dose 17		
Immunizations/valid exemptions	19	Evidence of Chickenpox disease 0		
No record, no exemption	0	Submitted exemption 1		
DTaP				
Meets requirements	19	No record, no exemption 3		
Submitted exemption	1	Total 20		
No record, no exemption	1	% fully immunized 85		
Total	20	% in compliance 90		
% fully immunized	95	Exemption Info		
% in compliance	100	Religious Belief Exemption	2	
Polio			Temporary Medical Exemption	0
Meets requirements	19	Permanent Medical Exemption	1	
Submitted exemption	1	Exempt from All Vaccines	1	
No record, no exemption	1	CHD Assistance Info		
Total	20	The County Health Department assisted me?	Y	
% fully immunized	95	barb 2 hours		
% in compliance	100	MMR		
MMR			Meets requirements	18
Meets requirements	18	Submitted exemption	1	
Submitted exemption	1	No record, no exemption	2	
No record, no exemption	2	Total	20	
Total	20	% fully immunized	90	
% fully immunized	90	% in compliance	95	
% in compliance	95	Hib		
Hib			Meets requirements	18
Meets requirements	18	Submitted exemption	1	
Submitted exemption	1	No record, no exemption	2	
No record, no exemption	2	Total	20	
Total	20	% fully immunized	90	
% fully immunized	90	% in compliance	95	
% in compliance	95	Hepatitis A		
Hepatitis A			Facility located in Maricopa County?	Y
Facility located in Maricopa County?	Y	Meets requirements	19	
Meets requirements	19	Submitted exemption	1	
Submitted exemption	1	No record, no exemption	1	
No record, no exemption	1	Total	20	
Total	20	% fully immunized	95	
% fully immunized	95	% in compliance	100	
% in compliance	100	Hepatitis B		
Hepatitis B			Meets requirements	18
Meets requirements	18	Submitted exemption	2	
Submitted exemption	2	No record, no exemption	2	
No record, no exemption	2	Total	20	
Total	20	% fully immunized	90	
% fully immunized	90	% in compliance	100	
% in compliance	100			

School administrators/principals are responsible for reviewing this report and ensuring that areas of non-compliance with immunization requirements are corrected. Important information below:

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- % In Compliance = the percentage of students who have either an immunization record or a valid exemption on file at the school. Target range is 100% of students.

Understanding your Immunization Data Report

What is the difference between fully immunized and in compliance?

- **Fully immunized/coverage** – the percent of student who have received the required doses for each vaccine type and are up to date
 - Target range is 95% and above
- **Compliance**- the percent of students who either have an **immunization record** or a **valid exemption** on file
 - Target range in 100%
- For example: if there are 10 students in a class. 8 are fully vaccinated for MMR, 1 is exempt and 1 is not exempt but also is not up to date.
 - Coverage: 8/10 are fully vaccinated → **80% fully immunized**
 - Compliance: 9 are either up to date OR exempt for MMR → **90% compliant**

Certificates

“Certificate of Excellence in Immunization Coverage”

- 95% and above **fully immunized/coverage**
- To receive a certificate of “Excellence in Immunization Coverage”, coverage for **ALL** state required immunizations must be at or above 95%

“Certificate of Recognition”

- 100% **compliance**

Facilities will receive a letter from AIPO to inform them of their fully immunized percentages. We will review every state required immunization to determine this. Facilities that fall into the below categories:

- 95% and above
- 90-94%
- 0-89%
- Did Not Submit

This means that one or more of the state required immunizations falls into this category. For example if the coverage is 95% for DTaP but 91% for Polio and MMR- you will receive a notification saying your coverage is between 90-94% for one or more state required immunizations.

Office of Child Care Licensure is notified of sites that have not submitted their Immunization Data Reports





Certificate of Recognition
in Immunization Compliance for the
2016-2017 School Year

Achieved 100%
compliance for
Child Care or
Pre-School

in recognition of valuable
contributions to
a disease-free Arizona

 ARIZONA DEPARTMENT
OF HEALTH SERVICES

May 5, 2017
Date



Certificate of Excellence
in Immunization Coverage for the
2016-2017 School Year

Achieved 95% or
higher immuniza-
tion coverage for
Child Care or
Pre-School

In Recognition of Valuable Contributions
to a Disease-Free Arizona

 ARIZONA DEPARTMENT
OF HEALTH SERVICES

May 5, 2017
Date



To Update your IDR

On the home screen choose [Search for existing 2016 School Immunization Data Report](#)

Next, you will see the school you can edit. Click on [Edit](#)

Then you will be directed to the school details screen and click on [Edit/Update survey for Preschool/Child Care](#) screen to return to your IDR for changes, make sure to click on **submit to ADHS** in order for changes to be submitted to ADHS

Click on [Print Report](#)

Make sure your final report is submitted by November 15.

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Schools

Click on school to edit and begin survey(s).

Show entries

Edit	School Name	School ID	School Type	Created By	Created Date	Modified By	Modified Date
Edit	Phoenix Day Child And Family Learning Center	CDC-0037	Public	Amanda Lusk	08/26/2016	Amanda Lusk	08/26/2016

Showing 1 to 1 of 1 entries

First Previous **1** Next Last

Phoenix Day Child And Family Learning Center [Edit School Information](#)

School Type: Public
Principal Name: Amy White
School Id Number: CDC-0037

School Survey

Pre K/Child Care Status: **Completed/Submitted**

[Edit/Update survey for Preschool/Child Care](#)

[Print report \(PDF \)](#)

Adobe Reader is required to view PDF files





You're Finished!



ARIZONA DEPARTMENT
OF HEALTH SERVICES

Health and Wellness for all Arizonans



Questions?

Rose Ann Beans

Immunization Assessment/AFIX Specialist

Rose.Beans@azdhs.gov

602-364-3633

Arizona Immunization Program Office

602-364-3630



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