

School Immunization Review Calendar—Summer

- Add the required immunization reporting dates and the exclusion date to your calendar.

	School Year 2009-2010	School Year 2010-2011
Primary Review Summary (PRS) pages 1-2 due to county health department (CHD)	January 13, 2010	January 12, 2011
Exclusion Orders Mailed by CHD	February 3, 2010	February 2, 2011
Exclusion Day	February 17, 2010	February 16, 2011
Updated Primary Review Summary pages 2-3 due to CHD	March 1, 2010	February 28, 2011
CHD submits County Immunization Status Report to the State	March 12, 2010	March 11, 2011

- Order laser sheets for printing white incomplete/insufficient (form 53-07A) or yellow no record (form 53-08A) exclusion orders from the DHS Immunization Program. Base your projections on last year's numbers with a little extra.
- Confirm the number of packets you will need for all of your schools (public and private), Certified Child Care, Preschools, and Head Start Programs, plus a few extra.
- Order a good supply of Certificate of Immunization Status (CIS) forms (53-05A) from DHS. This is the time of year when lots of requests will be coming in and it is good to be prepared. Be sure that staff knows who will be handling the requests, ordering and tracking supplies, and mailing out the forms. Have clear instructions of where CIS forms will be available for pickup if schools/children's facilities come in for their forms.
- Update your mailing list in the IRIS School Exclusion module. Look at the list of certified child care from the Child Care Division and public schools from the Department of Education to identify new sites. For new preschools and private schools, look in the phone book, community newspapers, and the internet for new sites.
- Share the schedule with staff responsible for providing immunization services in your county. This will allow for adjustment of staffing during peak periods of immunization service requests.

School Immunization Review Calendar— October/November

- ❑ Schedule training opportunities for school/children facility staff. The DHS Immunization Program can assist with training if asked at least two weeks in advance.
- ❑ Develop a cover letter to the schools/children's facilities by walking them through the steps of the primary review process. Providing a return address label can help programs get their reports back to the right person at the CHD.
- ❑ Mail or deliver packets to all of your programs. Packets generally arrive from the DHS Immunization Program around the end of October or beginning of November. The packet will include the PRS needed by the programs to report back to you.
- ❑ Schedule any special immunization clinics needed during the exclusion process at this time (if not sooner). The most effective times can be the first Saturday after exclusion letters are mailed and the day before exclusion. In some areas there is also an increased demand on exclusion day. Look at clinic attendance from previous years to help schedule your clinics.
- ❑ Schedule or alert any additional services that you may require to assist with the process. The mailroom, folding and stuffing envelopes, and other support services may need to be involved depending on the number of letters sent out.

School Immunization Review Calendar—December

- Call each school/facility about 10 days after packets are sent, to ensure:
 - the packet was delivered to the correct person
 - the contact person is the same as the previous year or is updated
 - they have begun to work on the process
 - they know when the report is due back to you
- Update the school/facility information in IRIS as needed and resend packets, or ask the program to pick up the packet if they haven't received one yet.
- Check your supplies. This includes incomplete/insufficient exclusion order paper (white), no record exclusion order paper (yellow), window envelopes for mailing exclusion orders to parents and various sizes of manila envelopes for mailing copies of the exclusion letters back to schools and facilities.
- Prepare lists or a system for documenting when reports have been received. Reports may begin to arrive soon after the packets have been sent. Log reports in as you receive them.
- Determine whether additional help may be needed during the three weeks of secondary review (January-February), and be sure that affected staff have this activity on their schedule.
- Write or update a cover letter to be mailed with exclusion letters to parents. The letter should explain to the parent/guardian the steps necessary to get their child in compliance with the school immunization law requirements. Include local information on where immunization services and/or records may be obtained.
- Arrange for the necessary space and equipment needed for staff to enter and process the exclusion orders. It is helpful for a phone, copier, and fax to be available if there are questions or missing information in the report that schools/children's facilities may need to fax to you.
- Identify staff person responsible for reviewing medical exemptions.

School Immunization Review Calendar—January

- ❑ Call all of the Schools/Children's Facilities who have not sent in reports by the first week in January to ensure they have the report, they are working on the report, and they know that the report is due to following week.
- ❑ Log reports in as they arrive. Review the materials to ensure that everything has been included and the information is accurate. Contact programs missing any information on the report.
- ❑ File the reports in a manner that makes them easy to find. Some CHDs use large manila envelopes or file folders for each school/facility. The system needs to accommodate copies of the CIS, exclusion letters and Primary Review Summary forms.
- ❑ Track all of your programs to ensure you have a report from everyone. Call sites five (or fewer) days after the date due if their report has not arrived.
- ❑ Determine staffing responsibilities. You will need time or staff to review each record sent to you to evaluate whether the child needs any required immunizations. You can also use the assessments from approved computer systems to determine required vaccines. Indicate needed vaccine(s) and dose number in Page 2, Section C of the Primary Review Summary (PRS). The staff person evaluating the records and determining what vaccines are needed can also enter exclusion order information into the IRIS School Exclusion module, or it may be more efficient to have support staff enter the letters.
- ❑ Send medical exemptions to the person designated to handle them. See medical exemptions for recommended steps for processing them.
- ❑ Print two copies of the exclusion orders. One copy goes to the parent and a second copy is mailed to the school/facility. You may also choose to print a third copy for your files, but you do not need to print out a copy of the letter for your office if you using the IRIS School Exclusion module.
- ❑ Prepare exclusion orders for mailing. Include a cover letter (recommended) and a blank or pre-printed CIS form if available. Letters must be postmarked no later than date indicated on the calendar. Letters can be mailed before this date but the exclusion date will not change.

School Immunization Review Calendar—February

- ❑ Anticipate phone calls after the letters have been mailed. Answer questions, reassure parents that their children can come into compliance, refer for immunization services, and assist with looking up records in ALERT.
- ❑ Contact schools/facilities if letters are returned as undeliverable. Resend the letter if the program has an updated address that is different. If they have the same address used for the mailing and the child is still out of compliance, ask them to make a copy of the exclusion order and send it home with the child.
- ❑ On exclusion day, or one day after, many CHDs call the schools/facilities that had exclusion letters sent to determine if all of their children came into compliance or whether they had to exclude any child. The media will likely want the information as soon as it is available. This is also an excellent time to remind the programs of the date of when the follow-up Primary Review Summary report (pages 2-3) is due back to your office, and to ask if they have any question about how to complete the report.

End of February/Beginning of March

- ❑ Collect follow-up PRS reports from all programs. Call programs that have not completed the follow-up report. They can fax the information to you or you can complete the information over the phone, if necessary.
- ❑ Enter all of the data from the follow-up reports into the IRIS School Exclusion module. Let the DHS Immunization Program know when all of your follow-up data have been entered, and the County Status Report will automatically be accessible by DHS.
- ❑ Take a day or so off. You earned it!