

SCHOOL IMMUNIZATION TRACKING SYSTEM REQUIREMENTS

Oregon's immunization requirements for schools and child care facilities are unique to this state. Since Oregon's requirements differ from Advisory Committee on Immunization Practice (ACIP) clinical immunization schedule, student information systems (SIS) need to be specifically programed to be used by schools and child care facilities in Oregon. Any sites using a SIS to track compliance and report immunization records must be approved by the Oregon Health Authority's Immunization Program (OIP). (Oregon Administrative Rule [333-050-0060](#).) This guide explains the requirements and how a SIS gets approval to be used in Oregon for immunization assessment and reporting.

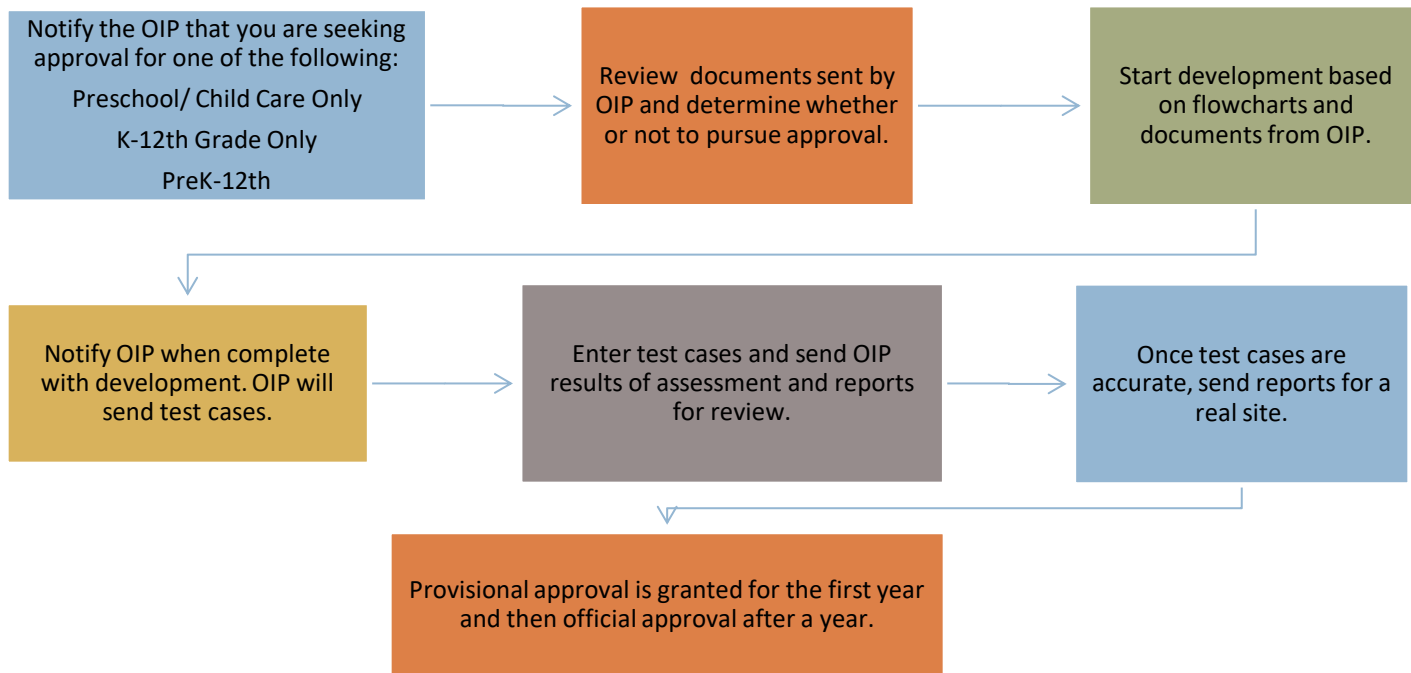
Requirements for Approval

Student information systems can be approved for use in ages younger than kindergarten, grades K-12, or both. To become an approved SIS in Oregon a system must do the following:

1. Accurately assess student immunization records based on Oregon's school or child care requirements or both, depending on what grades you are seeking approval.
AND
2. Accurately complete Oregon's Primary Review Summary (PRS) forms and create student immunization lists, including susceptibility list by vaccine.

Many SIS also provide optional documents that need approval, including parent reminder letters, the Oregon Certificate of Immunization Status, exclusion orders, and an immunization rate report.

Process for approval



IMMUNIZATION DOCUMENTATION

Approved SIS must be able to capture the information contained in the immunization documentation that schools and facilities collect for each student. This includes a combination of the following:

1. An immunization record that includes month, day and year for vaccines received by the child.
2. A nonmedical exemption that specifies for which vaccine(s) the exemption applies and month, day, and year.
3. A medical exemption that is either temporary or permanent and specifies for which vaccine(s) the exemption applies and month, day, and year.
4. Signed documentation of immunity.

ASSESSMENT CRITERIA

There are two assessments for each student. First, each vaccine series is assessed to determine compliance for the vaccine. Then an overall category is determined for each student record. Assessment includes the age of the child when a dose of vaccine was given, the current grade and age, the number of doses received, and sometimes the spacing between the doses.

Vaccine Assessment

Following are the steps for assessment for each vaccine. A record should be checked to determine:

1. If a student is too old for a required vaccine.
2. If the student is in a grade that is included for the requirement for that vaccine.
3. If all doses were given after birth.
4. If the series dates for each vaccine are in chronological order.
5. If a CIS form is marked as unsigned.

If there are problems with conditions 3-5 listed above, that vaccine series should be considered “insufficient.”

If all dates in the vaccine series pass the above screening process, then the vaccine dates should be assessed as indicated on the enclosed Visio flow charts for each required vaccine and the current Immunization Primary Review Table (PRT).

Overall Record Assessment

The following are the 8 categories for the status of the overall record, in order of precedence:

Status	Explanation
Permanent Medical Exemption	A student’s status is considered permanently medically exempt overall even if a student is permanently medically exempt for only a single dose of any vaccine. This is a status that will not change.
Temporary Medical Exemption	A student’s status is considered temporary medically exempt overall even if a student is temporarily medically exempt for only a single dose of any vaccine. It is still necessary to assess all other individual vaccine series independent of the overall assessment of medical exemption. If a signed medical exemption includes an incomplete assessment for a different vaccine series, the overall category should be assessed as a medical exemption, not as incomplete.
Insufficient	If the record does not contain a medical exemption, a student’s overall status is insufficient if there is a series that has an assessment of insufficient. It is possible that a record may contain an “insufficient” date for one vaccine but be “complete”; “incomplete”; “nonmedically exempt” or “up-to-date” for other vaccines. Except for records that contain a medical exemption, all

	unsigned records are assessed as insufficient regardless of the individual vaccine assessments.
Incomplete	A student is considered “incomplete” overall if a vaccine dose or series is incomplete and the vaccine record does not include a medical exemption or an insufficient vaccine assessment. The student may be “complete”, “up-to-date” or have a nonmedical exemption for other vaccines.
Nonmedical Exemption	A student is nonmedically exempt if there is a nonmedical exemption to even a single vaccine type and all other assessments are complete, up-to-date or nonmedically exempt.
Up-to-date	A student is up-to-date if the record only contains vaccine dose assessments that are “up-to-date” or “complete.”
Complete	A student is complete for all vaccine series or has compliance because of an immunity documentation or history of disease. A student is considered “Complete” for overall assessment for a student with a vaccine series that is not required because of age or grade
No Record	A student has No Record if there are no dates for any vaccines, documentation of immunity and no signed exemptions. The only exception is a child younger than 2 months of age who has no vaccines—this child is considered up-to-date for each vaccine series and up-to-date overall since no vaccines are required until two months of age.

REPORTS

Approved SIS must accurately generate the following required reports:

1. Oregon Immunization Primary Review Summary Sections A-H
2. Student Immunization Report
3. Susceptibility Report. The Student Immunization Report may be used as the Susceptibility Report if it may be run for specific statuses (incomplete, no record, medical exemption, and nonmedical exemption) for a specific vaccine and includes the required elements of the susceptibility report.

The following optional reports must be approved:

1. Parent notification letter

2. Certificate of Immunization Status
3. Exclusion Order
4. School immunization percentage report

For all reports:

1. Students enrolled as of a date that can be specified must be included on the report.
2. Withdrawn students must not be included on the report.
3. An assessment date that can be in the past or future must be able to be specified
4. A printable format is needed.

PRIMARY REVIEW SUMMARY REPORTS

The Primary Review Summary (PRS) are Oregon's annual immunization reporting forms. They contain Sections A through H. Copies of the form and instructions for completion are at: www.healthoregon.org/schoolpacket

PRS reports must include the following:

1. All fields included on the PRS sections A-H at, www.healthoregon.org/schoolpacket
2. Vaccines and nonmedical exemptions listed in the order on the PRS forms. Note: read vaccines across (not down) on the PRS forms—1. DTaP, 2. Polio, 3. Varicella, etc.
3. The ability to print vaccine assessment for all or any combination of grade levels, although currently there are only statistical assessment requirements for PreK, kindergarten, grade 7 and K-12.
4. The ability to exclude students from the report based on enrollment date. The enrollment cutoff date must be printed on the report. Ex. Students enrolled after 1/15/2022 are excluded from PRS reports.

STUDENT IMMUNIZATION REPORT

A student immunization report must include the following demographics:

- The name of the student information system
- School name
- Child's name
- Grade
- Date of birth
- Parent or guardian's name and mailing address

Student Immunization Report requirements include:

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- Month, day, and year for doses of vaccine, nonmedical exemptions, medical exemptions, and immunity documentation.
- Immunity documentation is accepted for varicella, measles, mumps, rubella, hepatitis B, hepatitis A, *Haemophilus influenzae type b* (Hib). Immunity documentation is not allowed for diphtheria, pertussis, tetanus, and polio. A date is not required for varicella immunity documentation, but a place to put a date is recommended.
- A date must be assigned to each form of documentation and clearly distinguishable. For example, it must be clear whether a date of 1/1/21 in the first dose of hepatitis B was a vaccine date or a nonmedical exemption.
- Date used for assessment. Ability to choose a past and future “due date” for assessment.
- Enrollment cutoff date. Capability to select a “before” or “after” enrollment date that may be used for running reports or parent notifications. It is important to be able to exclude students enrolled after a specific date from a report.
- Report run date
- Assessment of each vaccine series and overall immunization record assessment
- Capacity to code a student record as “unsigned.” The program should allow entry of records that are from an unsigned form, but the record must be coded as unsigned.
- Capacity to add fields for additional vaccine that may be required in the future.
- Enough fields to enter the following number of doses: DTaP/Tdap-7, Polio-5, Varicella-3, Measles, Mumps and Rubella (MMR)-3, Hepatitis B-4, Hepatitis A-3, Hib-4.
- Vaccine assessment results need to appear in the same order that the vaccines are listed on the Certificate of Immunization Status (CIS). These are the required vaccines in order: DTaP, Tdap, Polio, Varicella, Measles, Mumps, Rubella (MMR), Hepatitis B, Hepatitis A and *Haemophilus influenzae type B* (Hib). Hib is only required for children less than 5 years of age. The reports submitted to the Health Department must not contain vaccine dates for vaccines other than those required for Oregon school attendance.
- Capability to print student immunization reports for any and all grade levels and with the following sort selections:
 - a. School, overall assessment category, alpha by student last name
 - b. School, alpha by student last name
 - c. School, grade, alpha by student last name
 - d. School, grade, overall assessment category, alpha by student last name
 - e. School, classroom or home room teacher, alpha by student last name

- In case of information insufficient to assess the record, the program should create an error message and accept the following:
 - Vaccine dates that were before the date of birth.
 - Vaccine dates not in chronological order. The program MUST not reorder the dates.
 - Missing early dates in a vaccine series, e.g., Dose #1=no date, Dose #2=no date, Dose #3= no date, Dose #4=month/day/year.

SUSCEPTIBILITY LIST

Approved SIS must have a report to identify students susceptible for a specific disease (students not complete for the vaccine or immune) in case of an outbreak (Oregon Administrative Rule [333-050-0100](#)). The Student Immunization Report will suffice if it is designed to select susceptibility to a single vaccine such as measles or diphtheria/tetanus/pertussis containing vaccine, such as DTaP or Tdap. The report must be sorted alpha by student last name, by classroom teacher and include parent/guardian name, address, and telephone numbers.

OPTIONAL REPORTS

PARENT CONTACT LETTERS

Schools are not required to contact parents if a child is behind schedule or missing required doses of vaccine; however, most schools do send notification to parents. Some SIS send a CIS with vaccine dates on file at school or exemption information printed on the form so the parent can update, sign, and return the legal form. Parent notifications should include the following:

- Dates of doses of vaccine that are on file
- An indication of which doses are due
- A field for the parent to add vaccine dates
- A line for parent signature and date signed
- A statement that the law allows exemptions
- A text field that the school can customize
- Ability to run for students who will be due by a future date

CERTIFICATE OF IMMUNIZATION STATUS

The current Certificate of Immunization Status form can be found at,
<https://www.oregon.gov/oha/PH/PREVENTIONWELLNESS/VACCINES/IMMUNIZATION/GETTINGIMMUNIZED/Documents/SchCISform.pdf>

EXCLUSION ORDERS

If you are interested in creating these reports, contact OIP for templates.

SCHOOL IMMUNIZATION PERCENTAGE REPORT

If you are interested in creating this report, contact OIP for a template.

TEST CASES

OIP staff will supply you with a test file or files. There are two sets of test cases: PreK and grades K-12. The expected assessment results for each vaccine series and overall student record category are included.

APPROVAL PROCESS

Test deck results and report samples must be received by the OIP no later than the last working day of November in the year prior to the year in which the Primary Review Summary is due. The documents needed are:

- Results of the OIP test cases.
- Immunization assessment results for specific grades (Student Immunization Report).
Immunization assessment results for specific statuses (Student Immunization Report for incomplete, insufficient, no record and temporary medical exemption statuses)
- Primary Review Summary, Sections A, B, C, D, E, F, G and H
- A sample copy of a Susceptibility report for measles
- If the SIS will have these reports, also include sample of:
 - a. Parent notification letters
 - b. Certificate of Immunization Status form
 - c. Incomplete and No Record Exclusion Order
 - d. Immunization percentage report

You may be asked to provide additional information if there are concerns with the results of the documents listed above.

Reports submitted for approval must be in the same format that the reports will look when the school runs the reports. The computer printouts will be reviewed for essential data elements, the sequence of data elements, correct assessment, and correct report numbers. Initial approval will be provisional until after review of actual school data by local health department staff during the next January review cycle.

After provisional approval, a set of directions or training materials provided to school staff on how to run reports must be submitted to OIP.

When ORS 433.235 to 433.280 and/or administrative rules are amended, computer systems must be updated within 120 days. The Division will then allow 60 days for review, any needed changes and final approval. Computer outputs that are not in compliance will not be authorized for use during the annual review and exclusion cycle. The Division may withdraw approval if errors in reports cannot be corrected by the required submission date.

Forms, statutes, administrative rules and other related information can be found at the following:

<https://www.oregon.gov/OHA/PH/PREVENTIONWELLNESS/VACCINESIMMUNIZATION/GETTINGIMMUNIZED/Pages/school.aspx>

Please contact Stacy de Assis Matthews at (971) 673-0528, Mallory Metzger at (971) 673-0282 or email Mallory.s.metzger@state.or.us or stacy.d.matthews@state.or.us if there are any questions regarding these requirements.

PROVISIONAL APPROVAL CHECKLIST

- SIS name is on reports
- Student Immunization Report generated match test deck results
- Student Immunization Report includes student name, student grade, student date of birth, parent/guardian name(s), parent/guardian mailing address.
- Student Immunization Report includes these vaccines: DTaP/Tdap, polio, varicella, measles, mumps, rubella, hepatitis B, hepatitis A, and *Haemophilus influenzae* type B (Hib, required for younger than kindergarten only).
- Student Immunization Report includes dates for vaccines, nonmedical exemptions, medical exemptions, and immunity documentation.
- Student Immunization Report has assessment for each vaccine series and an overall assessment for the student.
- PRS reports have the correct number totals
- PRS reports include an enrollment date, assessment date, and report run

- PRS reports can be run with a past and assessment date
- Reports and student lists include the ability to exclude students from the report based on enrollment date.
- Vaccines and nonmedical exemptions are listed in the order on the PRS forms.
- Month, day, and year can be entered for doses of vaccine, nonmedical exemptions, medical exemptions, and immunity documentation.
- Immunity documentation can be accepted for varicella, measles, mumps, rubella, hepatitis B, hepatitis A, *Haemophilus influenzae* type b (Hib). Immunity documentation cannot be accepted for diphtheria, pertussis, tetanus, and polio. A date is not required for varicella immunity documentation, but a place to put a date is available.
- Susceptibility list can be generated as described in the tracking system requirements document
- Provide copy of training information given to end users
- Dates are distinguishable between different types of documentation. For example, it must be clear whether a date of 1/1/21 in the first dose of hepatitis B was a vaccine date or a nonmedical exemption.
- Capacity to code a student record as “unsigned” is included.
- System contains the capacity to add fields for additional vaccines that may be required in the future.
- System contains enough fields to enter the following number of doses: DTaP/Tdap-7, Polio-5, Varicella-3, Measles, Mumps and Rubella (MMR)-3, Hepatitis B-4, Hepatitis A-3, Hib-4.
- The system creates an error message or accepts the following and the series displays as insufficient on reports:
 - Vaccine dates that were before the date of birth.
 - Vaccine dates not in chronological order. The program MUST not reorder the dates.

- Optional: Template for parental notification letter
- Optional: If system will print exclusion orders, provide samples