

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:

WELCOME TO THE
COLORADO IMMUNIZATION INFORMATION SYSTEM
SCHOOL APPLICATION

If your CIIS account is associated with more than one school or child care, you will be able to select these locations from the drop down menus.

Default Provider/Clinic	
Provider	School District
COLORADO SCHOOL DISTRICT	ASPEN 1
Clinic	School
COLORADO SCHOOL	ASPEN ELEMENTARY SCHOOL

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.

Lorin Scott-Okerblom, MPH

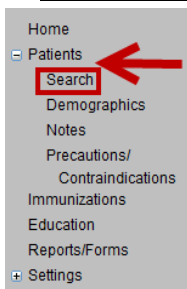
CIIS School Coordinator

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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.

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.

Search Criteria

Patient ID Identifier Type Identifier Value

Last Name First Name Middle Name DOB Gender

Search Results - 1 record(s)

	ID	Name	Gender	DOB	School	
	3856673	TEST, KALI HALLEY	F	01/28/2000		

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

Education

Click "View" to see the details of an existing record or "Add School Enrollment" to create a new record.



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 one 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.

Education

Click "View" to see the details of an existing record or "Add School Enrollment" to create a new record.



View TEST, KARA (444393) DOB: 06/07/2006 AG

School District	School	Enrollment Date	Unenrollment Date	FERPA Date	
Aspen 1	ASPEN COMMUNITY CHARTER SCHOOL	07/26/2013		07/26/2013	 View

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.

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

School District

School

Author

Student ID Enrollment Date Unenrollment Date Grade Level

Comments

FERPA Consent

Date Method Relationship

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.



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*.

A screenshot of the 'Report Selection Criteria' form. It has three sections: 'School District' with a dropdown menu showing 'CHILDREN'S DAY CARE'; 'School' with a dropdown menu showing 'CHILDREN'S DAY CARE'; and 'Report Type' with two radio buttons. The first radio button, labeled 'Appropriate Statistics Summary', is selected. The second radio button is labeled '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.

A screenshot showing two filter options. On the left, the 'Age Range' section has 'From: 16', 'Through: 19', and 'UOM: MONTHS'. In the center is the word 'OR'. On the right, the 'Grade Range' section has 'From K' and '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.

A screenshot of the 'As Of Date Range' form. It has two date pickers. The first is labeled 'From:' and contains the date '06/26/2014'. The second is labeled 'Through:' and also contains the date '06/26/2014'. Both date pickers have a small calendar icon to their right.

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 <i>Hepatitis B</i>	DT, DTP, or DTaP, Tdap <i>Diphtheria, Tetanus, Pertussis</i>	IPV <i>Inactivated Polio Vaccine</i>	MMR <i>Measles, Mumps, Rubella</i>	Varicella <i>Chickenpox</i>	Hib <i>Haemophilus influenzae type b</i>	PCV7 or PCV13 <i>Pneumococcal Disease</i>
	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 ^o
2 - 4 years	3	4	3	1	1	4 [^]	4 ^o
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 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.

^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 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.

- 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

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

Report Selection Criteria

School District
CHILDREN'S DAY CARE

School
CHILDREN'S DAY CARE

Report Type
☒ Appropriate Statistics Summary
☐ Patients not Properly Immunized Detail

Doses By Vaccine Series
 Vaccine Series Dose Presets
 DTaP/Tdap Hepatitis A Hepatitis B HIB
 4 0 3 2
 HPV Influenza Meningococcal MMR
 0 0 0 1
 Pneumococcal Polio Rotavirus Varicella
 3 3 0 1

Age Range
 From: 16 Through: 19 UOM: MONTHS
 As Of Date Range
 From: 06/26/2014 Through: 06/26/2014

Grade Range
 From Through

Compliance By
 Age MONTHS Or Date
☒ Exclude Patients with Less than 2 non- Influenza/H1N1 Vaccinations?

You do not need to enter information into these sections.

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.



June 18, 2014

Immunization Rates Appropriate Immunizations

School District = Children's Day Care, School = Children's Day Care, DTaP/Tdap Series Count = 4, HepB Series Count = 3, HIB Series Count = 4, MMR Series Count = 1, PCV7 Series Count = 4, Polio Series Count = 3, Varicella Series Count = 1, Age Range = 19 - 35 (MONTHS) As Of 06/18/2014 - 06/18/2014, Exclude = Y

Total Patients
Total INACTIVE Patients
Adjusted Total Patients

Patients GIVEN appropriate number of doses of all indicated antigens
Patients NOT GIVEN appropriate number of doses of all indicated antigens

Total number of children in this age group

Full Data Set

Compliance Criteria Subset

4
0
4
1
3

(25.00)
(75.00)

Total number of children in this age group that are up-to-date on their immunizations.

()
()

Children Given the following vaccine combinations:

Patients with at least 4 valid doses in the Tetanus containing/Tdap vaccine series	3	(75.00)	()
Patients with at least 3 valid doses in the Polio vaccine series	3	(75.00)	()
Patients with at least 1 valid doses in the MMR/Measles vaccine series	3	(75.00)	()
Patients with at least 4 valid doses in the Hib vaccine series	3	(75.00)	()
Patients with at least 3 valid doses in the HEPB vaccine series	2	(50.00)	()
Patients with at least 1 valid doses in the Varicella(CPOX) vaccine series	4	(100.00)	()
Patients with at least 4 valid doses in the Pneumo vaccine series	1	(25.00)	()

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.

<u>Up-to-Date Immunization Rate:</u>	
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.

<u>Exemption Rate:</u>	
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.



Search criteria is listed on the top of the report.

Student Roster

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 (3856678)	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