



2018-2019 OKLAHOMA STATE DEPARTMENT OF HEALTH KINDERGARTEN IMMUNIZATION SURVEY INSTRUCTIONS

Below are the instructions to complete the 2018-2019 Oklahoma State Department of Health (OSDH) Kindergarten Immunization Survey. The length of time it takes to complete will depend on the total kindergarten enrollment at your school. Please plan for approximately 1 to 2 hours to complete the survey. You may exit and return the survey at any time utilizing a special code given to you when you exit the survey. It is encouraged to have your kindergarten vaccination numbers prepared before beginning the survey. However, if you need to return to your survey and have lost your special code, please email Ksurvey@health.ok.gov or contact Mike Mannell or Snigdha Smriti in the OSDH Acute Disease Service at 1-800-234-5963 or (405) 271-4060. To complete the survey you will need the following: 1) access to a computer with online capabilities; 2) total number of kindergartners at your school; 3) shot records or other laboratory evidence of immunity for each kindergartner; 4) completed exemption forms on your kindergartners (*if applicable*); and 5) access to Microsoft Excel or the summary of vaccinations and exemptions produced by your school's immunization record system.

PART 1: SCHOOL INFORMATION

Please complete all portions of the school information section including the contact information of the person completing the survey. Please enter your official school name so we can match it to the list of schools we've obtained from the Oklahoma Department of Education and Oklahoma Private Schools Association. We've included this list along with other resources for your reference. Also indicate the total kindergarten enrollment at your school.

PART 2: COMPLETING THE 2018-2019 KINDERGARTEN IMMUNIZATION SURVEY

The survey requires uploading a document with individual vaccination and exemption information. The OSDH does comply with HIPAA requirements and all individual data is confidential. It is important to receive individual data so that we can ensure that each data point is as accurate as possible and, if needed, complete data validation by pulling the student's original record. If your school chooses to use an ID number rather than the student's name, you may do so. However, there may be instances in which an individual vaccine record may need to be reviewed so it is important that we are able to cross-reference an ID number with a student record. **IT IS IMPORTANT THAT YOU KEEP RECORD OF ALL THE DATA THAT IS ENTERED OR UPLOADED INTO THE SURVEY.**

Schools may either complete the attached excel file or upload a report with student specific vaccination data from your school's immunization system. Both options require a file to be uploaded and vaccine coverage/exemptions to be entered using the data from the files.



Excel option: This option is best for schools that have smaller numbers of kindergartners or that do not have the capability to create reports in the software system used to document student immunization records.

- Download the Excel file onto your computer.
- Download the instructions for completion of the Excel file.
- Once the Excel file is completed, upload the file back into the survey.
- Using the data that was entered into the survey, complete the “Vaccine Coverage” and “Vaccine Exemptions” sections.

School immunization program option: This option is best for schools that have the capability to generate a report from the software system used to maintain student vaccination records. The report can be uploaded into the survey. Create a report that has student-specific vaccination data from your school’s immunization system.

- Create a report that has student-specific vaccination data from your school’s immunization system. Upload the report to the survey.
- Using your school’s report, complete the “Vaccine Coverage” and “Vaccine Exemptions” sections.

PART 3: VACCINATION COVERAGE

This section asks about vaccination coverage of the kindergartners in the school. Refer to each individual vaccine to determine if laboratory evidence of immunity is an acceptable alternative to vaccination. Kindergartners with laboratory evidence of immunity should be included in the total count of “compliant” or “up-to-date.”

- Laboratory Evidence of Immunity
 - Hepatitis A, Hepatitis B, Polio, and Varicella:
 - A kindergartner is considered ‘up to date’ (compliant) if they have a note from a licensed healthcare provider reporting laboratory evidence of immunity (usually a blood test). For varicella, a parent note reporting history of disease is acceptable as evidence of immunity.
 - MMR:
 - A kindergartner is considered ‘up to date’ (compliant) for MMR if they have a note from a licensed healthcare provider reporting laboratory evidence of immunity for ALL THREE components of the vaccine (Measles, mumps, AND rubella). If they do not have laboratory evidence of immunity to all components in the vaccine, they are NOT considered ‘up to date’ (compliant) and need to have documentation of 2 doses MMR to be considered ‘up to date’.
 - DTaP:
 - Laboratory evidence of immunity does not apply to DTaP. A student must have all required doses of DTaP to be considered ‘up to date’ (compliant).
- Complete the questions regarding number of students that are ‘up to date’ (compliant) for each vaccine based upon doses of vaccine or laboratory evidence of immunity (*see criteria above*).
 - Varicella questions:



- There are four questions specific to varicella vaccination.
 1. How many have 1 dose of varicella vaccine on record?
 - Only include the kindergartners with ONLY 1 dose of varicella vaccine on record.
 2. How many have 2 or more doses of varicella vaccine on record?
 - Only include the kindergartners with 2+ doses of varicella vaccine on record.
 3. How many have documented laboratory evidence of immunity or history of disease for varicella?
 - Only include those with notes reporting history of disease or laboratory (usually blood test) evidence of immunity.
 4. Total number of kindergartners 'up to date' (compliant) for varicella.
 - *Reminder: 1 dose of varicella is considered compliant in Oklahoma.*

PART 4: VACCINE EXEMPTIONS

This section refers only to those kindergartners that have exemption forms on file. Complete the questions with information obtained on the exemption forms. If a student has both an exemption form AND a history of vaccine doses for some pathogens, determine whether the student is 'up to date' (compliant) with the vaccine record. If the student is not 'up to date', then utilize the exemption form.

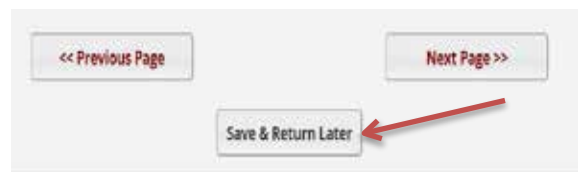
Example: A student has 1 dose of varicella-containing vaccine AND has an exemption form for varicella vaccine. The student would be considered 'up to date' (compliant) since only 1 varicella-containing vaccine is required for the survey. In this situation, disregard (do not count) the exemption and consider the student current on varicella vaccination.

RETURNING TO THE SURVEY

If you are unable to complete the survey in one session, or would like to return to your survey at a different time after completion (prior to the close date) you will need a unique access code.

Obtaining the unique survey return code:

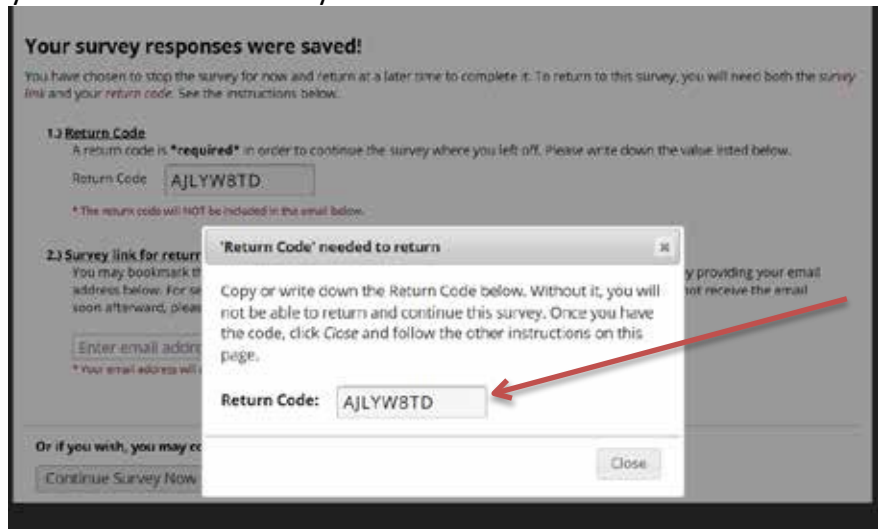
- If you are in the middle of the survey and wish to exit, please choose the option "Save and Return Later."



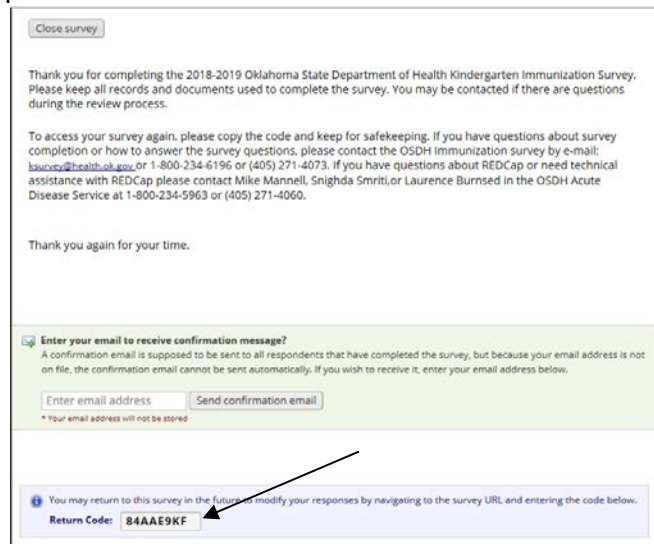
- Once you choose that option, a screen will pop up with a 'Return Code.' **KEEP THIS RETURN CODE IN A SAFE PLACE.** You will need it to return



where you left off in the survey.



- If you have completed the survey, there will be a re-entry code located on the bottom of the screen. KEEP THIS CODE to return to your survey at any time during the open survey completion dates.





Using the unique code to re-enter a survey:

- To return to the survey, click on the original survey link: <https://is.gd/1819KGIMMSurvey>
- On the home page click on the 'Returning?' icon on the top right-hand corner of the screen:



- Type in the 'Return Survey Code' and hit 'Submit your Return Code.' You can now view and edit your survey.

