

## Video Accompaniment – Immunizations 0-60 Months

|  |   |
|--|---|
| Immunization Flow.....                     | 1 |
| Entry of Immunization Record .....         | 1 |
| Find Student.....                          | 1 |
| Shot Dates .....                           | 2 |
| FU Due.....                                | 3 |
| Notes.....                                 | 3 |
| Review Date.....                           | 3 |
| Admitting Official .....                   | 3 |
| Documentation Presented .....              | 3 |
| Status Section.....                        | 3 |
| Exemptions .....                           | 3 |
| Management of Immunization Records.....    | 4 |
| Records Not Entered .....                  | 4 |
| Records Not Reviewed .....                 | 4 |
| Students with FU Due .....                 | 4 |
| Letters Referral .....                     | 5 |
| ASHAR Code Count Generation.....           | 5 |
| Reporting for 0-60 Months of Age .....     | 6 |
| Immunization Data Report Entry (IDR) ..... | 6 |
| Assessment Form 108-B .....                | 8 |

Videos are available at <http://www.chip-az.org/downloads.htm>

**We will cover Immunization Entry, Management and Reporting for ages 0-60 months.**

**Note1:** On preschool IDR, we are often asked, “Why not all students show on the report?  
Response: 5th birthday is before Oct. 1. ADHS does not collect info on those students over 60 months of age on October 1.

**Note2:** For a student to be included in the Child Care reporting, they must be marked Child Care in their student screen. For a student to be included in the Head Start reporting, they must be marked Head Start in their student screen.

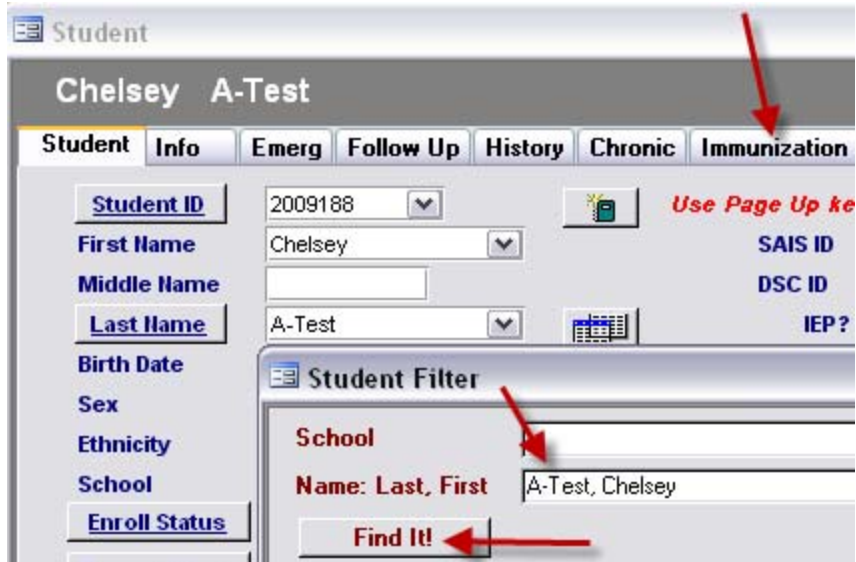
## Immunization Flow

1. Review Student Screen - Enter/Review Student Immunization Records
2. Review Student Screen - Mark Follow-up Due where appropriate
3. Immunization Reporting - Check for Records Not Entered
4. Immunization Reporting - Students with Follow-up Due list
5. Immunization Reporting – Referral and Reminder Letters
6. Immunization Data Reporting (Ages 0 - 60 months) – IDR Summary Entry and print
7. Immunization Data Reporting (Ages 0 - 60 months) – Assessment Form 108-B for appropriate age group.

## Entry of Immunization Record

### ***Find Student***

Go to Review Screens tab, Student and filter for the student or grade.



Click the Immunization tab to display the immunization record.

Notice the Student Id, Enrollment Status (E or W), Grade, DOB, Age and Gender are shown at top of screen. Students not E will not be included in IDR counts.

Prints this student's Immunization record (ASIR).

Click to add today's date and a code 50 to ASHAR count.

Status section is NOT to be used.

**FU Due** is the date on which the next dose is due. If no further dose of a series is due, the FU Due should be cleared for that series.

| Id             | 2009188 | E        | GD      | 09      | DOB     | 1/12/1994 | Age | 14 | F |
|----------------|---------|----------|---------|---------|---------|-----------|-----|----|---|
| <b>History</b> | 1       | 2        | 3       | 4       | 5       | 6         |     |    |   |
| DTP            | 3/09/94 | 5/12/94  | 7/13/94 | 1/09/96 | 3/04/98 |           |     |    |   |
| DT             |         |          |         |         |         |           |     |    |   |
| Td Ser         |         |          |         |         |         |           |     |    |   |
| Td Bst         |         |          |         |         |         |           |     |    |   |
| Tdap           | 7/01/05 |          |         |         |         |           |     |    |   |
| Polio          | 3/09/94 | 5/12/94  | 7/13/94 | 3/04/98 |         |           |     |    |   |
| MMR            | 5/24/95 | 3/04/98  |         |         |         |           |     |    |   |
| HIB            | 3/09/94 | 5/12/94  | 7/13/94 | 5/24/95 |         |           |     |    |   |
| HEP A          | 4/08/99 | 4/25/00  |         |         |         |           |     |    |   |
| HEP B          | 1/13/94 | 3/09/94  | 9/26/94 |         |         |           |     |    |   |
| HEP Ba         |         |          |         |         |         |           |     |    |   |
| TB             |         |          |         |         |         |           |     |    |   |
| Varicella      | 5/24/95 | 11/07/06 |         |         |         |           |     |    |   |
| Flu            |         |          |         |         |         |           |     |    |   |
| HPV            | 5/14/08 |          |         |         |         |           |     |    |   |
| MV             | 5/14/08 |          |         |         |         |           |     |    |   |
| PV             |         |          |         |         |         |           |     |    |   |
| Notes          |         |          |         |         |         |           |     |    |   |

## Shot Dates

Using the documentation presented, enter the shot dates for each immunization series. Dates are entered mmddyy.

## ***FU Due***

The date on which next dose of the series is due must be entered. CHIP does not calculate this. We depend on your knowledge. Blank indicates no further dose is due. If no further dose of a series is due, the FU Due must be cleared for that series.

## ***Notes***

For your use. Notes are not used in IDR calculations or follow-up..

## ***Review Date***

Click calendar to add today's date and a code 50 to ASHAR count. Need to click on Review Date calendar each time you make a change to the ASIR – adds code 50 to ASHAR.

## ***Admitting Official***

Be sure to select your from the drop-down list.

## ***Documentation Presented***

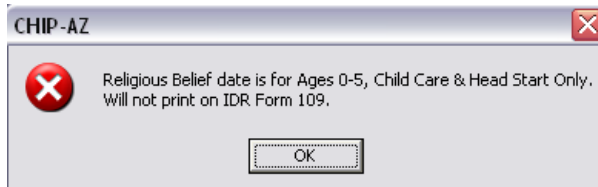
Be sure to select from the drop-down list.

## ***Status Section***

Status section is NOT to be used.

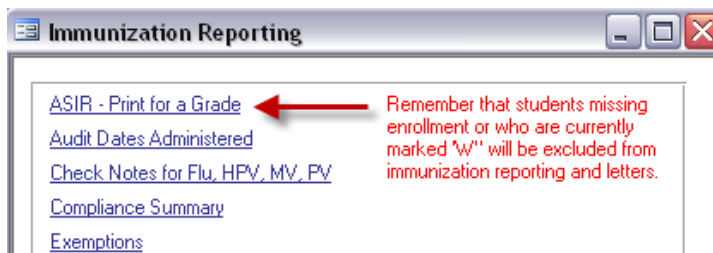
## ***Exemptions***

Enter date document received. Or if temporary, date exemption expires. If student age is > 5 years and you enter a Religious belief exemption you will see a message. This entry will not print on IDR form 109. It only prints on Childcare and Head Start form 108 and 108B.

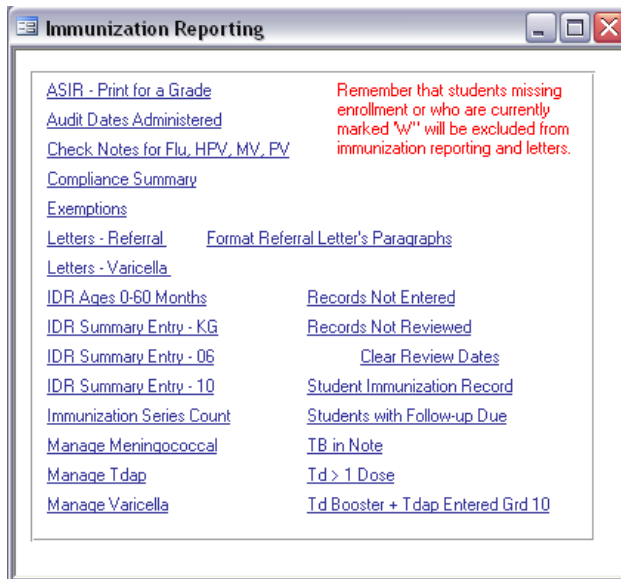


## ***Print***

Print this student's Immunization record by clicking the printer icon. You may print ASIRs' for all E students in a selected grade.



# Management of Immunization Records



Many tools are available for management. See your current CHIP-AZ User Guide for more detail and explanation. Get the latest at <http://www.chip-az.org/downloads.htm>

## ***Immunization Flow***

1. Review Student Screen - Enter/Review Student Immunization Records
2. Review Student Screen - Mark Follow-up Due where appropriate
3. Immunization Reporting - Check for Records Not Entered
4. Immunization Reporting - Students with Follow-up Due list
5. Immunization Reporting – Referral and Reminder Letters
6. Immunization Data Reporting (Ages 0 - 60 months) – IDR Summary Entry and print
7. Immunization Data Reporting (Ages 0 - 60 months) – Assessment Form 108-B for appropriate age group.

## ***Records Not Entered***

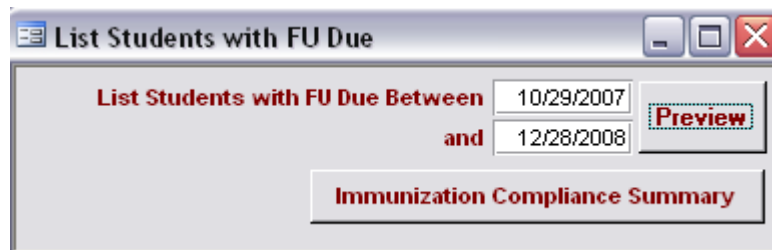
Enrolled students without an immunization record.

## ***Records Not Reviewed***

Enrolled students without a *Documentation* Review Date entry on the immunization record.

## ***Students with FU Due***

Enrolled students with FU Due Date on the immunization record that is between the dates you enter.



## Letters Referral

Immunization Referrals

Include Students with FU Due Between 8/1/2007 and 1/15/2009

Check to Show Comply Date on Letters:

"Must Comply by This Date" to Print on ALL Letters 12/26/2008

Show Incomplete Addresses

Preview/Print Letters

Preview Letter for a Student

Add Activity Code 30 and 50 Counts

Only Enrolled Students are included.

Students requiring an alternate language letter should be marked in the student screen, info tab.

- Select "Add Activity Code 30 and 50 Counts" after printing letters.
- Enter responses (new dose documentation) received via Review Student Screen
- List Students with Follow-up Due
- Generate Referral Letters again for students with FU Due


## ASHAR Code Count Generation

| Process  | How to enter ASHAR counts   |
|--|---|
| Immunization Records (new) are <b>added</b> to CHIP-AZ.  | Manual entry into Mass Entry Code 50 and possible code 30.  |
| Immunization Records are <b>updated</b> in CHIP-AZ. (New dose recorded.)                             | Manual entry into Mass Entry Code 50 and possible code 30.  |
| Immunization Records are reviewed in CHIP-AZ. (Generally this should have happened in step 1 and 2.) | Manual entry into Mass Entry Code 50.   |
| Immunization Administration  | Manual entry into Mass Entry Code 55 or 60 and possible code 30.  |
| Immunization Record Reminder Letters are <b>sent</b> using CHIP-AZ                                   | CHIP-AZ generates Codes 50 and 30 when appropriate link is pressed. (See Immunization Reporting, Referral Letters.) |

## Reporting for 0-60 Months of Age

*Students less than 60 months of age on October 1 are not reported.*

**Demo School** **2008-2009**

[IDR Summary Entry](#)  Perform IDR Summary Entry for this school year.

[Child Care](#) Check Child Care or Head Start.

[Head Start](#) Run separate Reports for Child Care and Head Start.

[Assessment Form 108-B \(0-17 months\)](#) Separate Form 108-B reports must be run for ages 0-17 and 18-60 months.

[Assessment Form 108-B \(18-60 months\)](#)

[Preview IDR Form 108 Report \(0-60 months\)](#) Single Form 108 report will include ages 0-17 and 18-60 months.

[Student Lists](#)

[Student Review Screen](#)

[Students with Varicella Hx](#) [View ADHS IDR Instructions](#)

**Tip: Close this screen before making changes to a student immunization record.**

Reports are based on your IDR Summary Entry. If data changes, you must Re-Load Immunization on the IDR Summary Entry.

Remember that students missing enrollment or who are currently marked "W" will be excluded from immunization reporting.

Mailing:

### ***Immunization Data Report Entry (IDR)***

If entering data based on a source other than CHIP-AZ, you would manually enter each field and print the report.

Open IDR Summary Entry

If immunization records have been entered into CHIP-AZ for each student...

- If not previously done, click **New** to create a new empty record for this school year.
- Select **School**, Click **Load** Immunizations then click **Calculate** Totals
- Click **Missing** to get a list of students with no immunization record in CHIP.
- Adjust if necessary and **Print** Report

**Note:** Main causes of #1 not matching #2 are students missing an immunization record or students who may still be E and should be W.

**Note:** If you change a student record... Be sure to re-select **Load Immunizations** after changes are made to student records. Enrollment will also be updated.

**Immunization Data Report (Form 108) Summary Entry**

School: **Demo School** Report Date: 10/30/2008 **2008-2009**  
 Address: **9999 Main Street 123** Contact: Karen Provider  
 City: Glendale Zip: 85301 Facility Director/Owner: Director Jones  
 County: MARICOPA Child Care License: CBA-54321  
 Phone: (623) 555-1234 Fax: (602) 555-2121 Head Start License: ABC-12345

**Re-Load Immunizations if data has changed.** [View ADHS IDR Instructions](#)

Load Immunizations Calculate Totals Missing **New** **Bottom**

|   | Age:                             | 0-17 months | 18-60 months |
|---|----------------------------------|-------------|--------------|
| 1. Attendance:  |                                  | 0           | 93           |
| 2. Immunization Records or valid Exemptions noted in CHIP |                                  | 0           | 93           |
| 3. DTaP/DTP/DT:   | 4+ (doses)                       | 0           | 91           |
|   | 3                                | 0           | 0            |
|   | 2                                | 0           | 1            |
|   | 1                                | 0           | 0            |
|   | 0                                | 0           | 1            |
|   | <b>Total (Equals Attendance)</b> | 0           | 93           |
| 4. OPV/IPV:   | 3+ (doses)                       | 0           | 91           |
|   | 2                                | 0           | 0            |
|   | 1                                | 0           | 0            |
|   | 0                                | 0           | 2            |
|   | <b>Total (Equals Attendance)</b> | 0           | 93           |
| 5. MMR:   | 2 (doses)                        | 0           | 12           |
|   | (Required) 1                     | 0           | 79           |
|   | 0                                | 0           | 2            |
|   | <b>Total (Equals Attendance)</b> | 0           | 93           |
| 6. Hib  | 4+ (doses)                       | 0           | 75           |
|   | 3                                | 0           | 13           |
|   | 2                                | 0           | 1            |
|   | 1                                | 0           | 1            |
|   | 0                                | 0           | 3            |
|   | <b>Total (Equals Attendance)</b> | 0           | 93           |
| 7. PCV7   | 4+ (doses)                       | 0           | 0            |
|   | 3                                | 0           | 0            |
|   | 2                                | 0           | 0            |
|   | 1                                | 0           | 0            |
|   | 0                                | 0           | 93           |

## Assessment Form 108-B

Be sure to print each of the four possible 108-B's that are appropriate for your school.

1. Child Care 0-17 months
2. Child Care 18-60 months
3. Head Start 0-17 months
4. Head Start 18-60 months

| IMMUNIZATION ASSESSMENT OF CHILDREN 0-5 YEARS OF AGE Due November 15, 2008 |            |            |                  |                    |                  |                  |                  |                                |                  |      |                  |  |             |             |                  |                  |              |        |   |
|--|------------|------------|------------------|--------------------|------------------|------------------|------------------|--------------------------------|------------------|------|------------------|--|-------------|-------------|------------------|------------------|--------------|--------|---|
| Name of Child Care: Demo School  |            |            |                  | License#: CBA54321 |                  |                  |                  | Contact Person: Karen Provider |                  |      |                  | Phone: (623)555-1234 Fax: (602) 555-2123 |             |             |                  |                  |              |        |   |
| Mailing Address: 9999 Main Street 123                                      |            |            |                  | City: Glendale     |                  |                  |                  | Zip: 85301                     |                  |      |                  | Date of Report: 10/30/2008               |             |             |                  |                  |              |        |   |
| Child Care 18-60 months (born 10/1/2003 through 3/31/2007)                 |            |            |                  |                    |                  |                  |                  |                                |                  |      |                  |  |             |             |                  |                  |              |        |   |
| CHILD or I.D.  | Birth Date | DTaP/DT/DT |                  | Polio              |                  | MMR              |                  | Hb                             |                  | PCV7 |                  | Hepatitis A                              |             | Hepatitis B |                  | Varicella        |              | Exempt |   |
|  |            | Tot        | Date of Lst Dose | Tot                | Date of Lst Dose | Date of 1st Dose | Date of 2nd Dose | Tot                            | Date of Lst Dose | Tot  | Date of Lst Dose | Date of 1st Dose                         | Date of 2nd | Tot         | Date of Lst Dose | Date of 1st Dose | Chick Pox Hx | R      | M |
| Adem, Tayib Suleiman   | 3/28/04    | 5          | 4/30/08          | 4                  | 4/30/08          | 8/16/05          | 4/20/08          | 3                              | 8/16/05          | 0    |                  | 10/23/07                                 | 4/30/08     | 3           | 10/29/04         | 8/16/05          |              |        |   |
| Almada Mendez, Juan  | 3/03/04    | 4          | 5/03/05          | 3                  | 10/13/04         | 6/03/05          | 4/09/07          | 4                              | 6/03/05          | 0    |                  | 3/16/06                                  | 3/12/07     | 4           | 6/03/05          | 4/09/07          |              |        |   |
| Andreas, Colton Samuel   | 4/10/04    | 4          | 6/29/05          | 3                  | 10/11/04         | 4/19/05          |                  | 4                              | 6/29/05          | 0    |                  | 4/19/06                                  | 10/20/06    | 3           | 10/11/04         | 8/30/05          |              |        |   |
| Arellano, Diana Karina   | 11/30/04   | 4          | 6/30/06          | 3                  | 6/07/05          | 12/01/05         |                  | 3                              | 6/07/05          | 0    |                  | 1/19/06                                  | 8/21/06     | 3           | 6/07/05          | 12/01/05         |              |        |   |
| Ariso, Noah James  | 12/08/03   | 4          | 12/14/04         | 3                  | 12/14/04         | 3/16/05          | 3/03/06          | 4                              | 12/14/04         | 0    |                  | 3/03/06                                  | 9/02/06     | 3           | 6/11/04          | 6/16/05          |              |        |   |
| Baker-huston, Raivoughn De'myoni   | 10/06/03   | 4          | 2/15/05          | 3                  | 4/28/04          | 7/15/05          |                  | 4                              | 8/17/05          | 0    |                  | 3/10/06                                  | 4/15/06     | 3           | 4/28/04          | 3/10/06          |              |        |   |
| Bautista, Anthony Xavier   | 11/12/03   | 5          | 1/07/08          | 4                  | 1/07/08          | 10/16/06         | 1/07/08          | 2                              | 9/09/04          | 0    |                  | 11/21/06                                 | 8/07/07     | 3           | 9/09/04          | 10/16/06         |              |        |   |
| Bautista, Brittany   | 1/29/04    | 4          | 5/02/05          | 3                  | 8/04/04          | 2/01/05          |                  | 4                              | 5/02/05          | 0    |                  | 2/03/06                                  | 1/03/07     | 3           | 8/04/04          | 2/01/05          |              |        |   |
| Blackwell, Nathaniel James   | 1/22/04    | 4          | 5/18/05          | 3                  | 7/27/04          | 2/25/05          |                  | 4                              | 5/18/05          | 0    |                  | 1/31/06                                  | 7/25/06     | 3           | 7/27/04          | 2/25/05          |              |        |   |
| Blackwell, Nicholas James  | 1/22/04    | 4          | 5/18/05          | 3                  | 7/27/04          | 1/24/05          |                  | 4                              | 5/18/05          | 0    |                  | 3/31/06                                  | 10/27/06    | 3           | 7/27/04          | 1/25/05          |              |        |   |
| Canizales, Moises Eusebio  | 1/16/04    | 4          | 4/01/05          | 3                  | 7/22/04          | 4/01/05          |                  | 4                              | 4/01/05          | 0    |                  | 12/18/06                                 | 9/07/07     | 3           | 7/22/04          | 1/07/05          |              |        |   |
| Cantellano, Alexander Michael  | 8/19/04    | 4          | 3/01/06          | 3                  | 3/09/05          | 8/26/05          |                  | 4                              | 3/01/06          | 0    |                  | 10/20/06                                 | 7/08/07     | 4           | 3/09/05          | 8/26/05          |              |        |   |
| Capriotti, Dominic James   | 10/13/03   | 5          | 3/28/08          | 4                  | 3/28/08          | 3/23/05          | 3/28/08          | 3                              | 11/01/04         | 0    |                  | 8/07/07                                  | 3/28/08     | 4           | 4/15/04          | 11/01/04         |              |        |   |

**Note1:** On preschool IDR, we are often asked, "Why not all students show on the report?"  
Response: 5th birthday is before Oct. 1. ADHS does not collect info on those students over 60 months of age on October 1.

**Note2:** For a student to be included in the Child Care reporting, they must be marked Child Care in their student screen. For a student to be included in the Head Start reporting, they must be marked Head Start in their student screen.

| Student            | Info      | Emerg | Follow Up | History | Chronic | Immunization      | Screen  |
|--------------------|-----------|-------|-----------|---------|---------|-------------------|---|
| <b>Student ID</b>  | 99135     |       |           |         |         |                   |   |
| <b>First Name</b>  | Tayib     |       |           |         |         | <b>SAIS ID</b>    | 28968368  |
| <b>Middle Name</b> | Suleiman  |       |           |         |         | <b>DSC ID</b>     |   |
| <b>Last Name</b>   | Adem      |       |           |         |         | <b>IEP?</b>       | <input type="checkbox"/> <b>IEP Se</b>          |
| <b>Birth Date</b>  | 3/28/2004 |       |           |         |         | <b>Child Care</b> | <input checked="" type="checkbox"/> <b>List</b> |
| <b>Sex</b>         | F         |       |           |         |         | <b>Head Start</b> | <input type="checkbox"/> <b>List</b>            |