



**Maryland Department of Health & Mental Hygiene (DHMH)
Prevention and Health Promotion Administration (PHPA)**

Maryland Center for Immunization

2013 Annual School Immunization Survey

- Online Survey Instructions -

August 2013





Instructions for Annual School Immunization Survey (Online Version – 2013)

I. Introduction

Thank you for completing the *2013-2014 Annual School Immunization Survey*. Please review the following instructions before you complete the online survey. You should also note the following:

For all questions only include **all current students enrolled in Kindergarten** and only **newly enrolled students in grades 1-12.**

Grade	Review new or <i>all</i> student records?	Targeted population for survey
Kindergarten (K)	All	All kindergarten students in your school.
Grades 1-12	New only	Newly enrolled students (grades 1-12) in your school. This includes students who have newly transferred to your school from another school in your jurisdiction.
Non-graded (Age 5 years)	All	All students (non-graded - age 5 years) in your school.
Non-graded (Ages 6 to 18+ years)	New only	Newly enrolled students (non-graded - age 6 to 18+ years) in your school.

- You should try to obtain immunization information on students whose records were not available on the day of your initial assessment;
- Do NOT include information on pre-school or pre-k students in your responses;
- Do not use abbreviations when filling out the survey;
- Please review the information prior to submitting the survey. Once you click “Submit”, you are unable to change information;
- You should print the survey before you submit it if you would like a copy for your records; and
- Do not leave any questions blank. Please fill in **0 (zero)** if a question does not pertain to your school. You will be unable to advance in the survey if an entry is not made in all fields.

If you need assistance or need to make corrections after your submission, please call the Center for Immunization at 410-767-6679.

The survey should be completed by Friday, November 15, 2013.



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II. Minimum Vaccine Requirements

Please refer to the “*Vaccine Requirements for Children Enrolled in Pre-School Programs and in Schools, Maryland School Year 2013-2014*” to determine age-appropriate immunity for kindergarten through grade 12 enrollees. The minimum vaccine requirements and DHMH COMAR 10.06.04.03 are available at <http://phpa.dhmh.maryland.gov/OIDEOR/IMMUN/SitePages/back-to-school-immunization-requirements.aspx>.

III. Non-graded students

These are students who are assigned to programs or classes without standard grade designation. These students should be recorded in the grade category that best corresponds with the students’ age. Please refer to the table below for additional guidance.

Student’s Age	Record in Grade Category	Review new or all student records
Age 5	Kindergarten (K)	All
Age 6 to 11	Grade 1 – 5	New only
Age 11 to 12	Grade 6	New only
Age 12 to 13	Grade 7	New only
Age 13 to 14	Grade 8	New only
Age 14 to 18+	Grade 9 – 12	New only

IV. Procedures

A. Instructions to Access the Online Survey

In order to access the survey, you need to:

- 1) Click on <http://tinyurl.com/lcoplej>.

B. Survey Questions – General Information

Question 1: Complete all contact information (name of person completing the report/primary contact person, phone number, and e-mail address) as indicated.

Question 2: Enter the date the report was completed. (It is not necessary to enter the time.)

Question 3-6: Complete all school information (school name, phone number, mailing address, county/jurisdiction, and type of school) as indicated.



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Record the grade levels for your school (e.g., grades 1 – 5). Enter the county/jurisdiction where your school is located. Be sure to make the distinction between Baltimore County and Baltimore City.

- Question 7:** Record the “*Total number of students currently enrolled in the entire school*” by grade level. This count should be based on all students, regardless of whether (1) they are newly enrolled (or not) or (2) have medical/religious exemptions.
- Question 8:** The “*Number of students with immunization records*” is a count of **all current students enrolled in Kindergarten** and only **newly enrolled students in grades 1-12**.
***Do not include students with exemptions in this count.*
- Question 9:** The “*Number of students without immunization records*” is a count of **all current students enrolled in Kindergarten** and only **newly enrolled students in grades 1-12**.
***Do not include students with exemptions in this count.*
- Question 10:** The “*Total number of students with and without records being reviewed*” is a count of the total number of student immunization records. Note: This number should equal the sum of the responses in questions #8 and #9.
***Do not include students with exemptions in this count.*
- Question 11:** The “*Number of students who have a medical exemption*” is a count of **all** current students enrolled in Kindergarten and only **new** student enrollees in grades 1-12 with a documented (by a health care provider) permanent or temporary medical exemption or contraindication on file.
***Note: Students with medical exemptions should not be included in the number of students with or without immunization records.*
- Question 12:** The “*Number of students who have a religious exemption*” is a count of **all** current students in Kindergarten and only **new** student enrollees in grades 1-12 whose parents have signed the religious exemption portion of the official Maryland Immunization Certificate (DHMH 896).
***Note: Students with religious exemptions should not be included in the number of students with or without immunization records.*
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C. Survey Questions - Immunization Status

The questions in this section (questions 13-19) are designed to assess the number of students with immunization records who NEED (i.e.; ARE MISSING) one or more of the following vaccine doses listed. Please refer to the “*Vaccine Requirements for Children Enrolled in Pre-School Programs and in Schools, Maryland School Year 2013-2014*” to determine age-appropriate immunity for Kindergarten through grade 12 enrollees.



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REMEMBER: For all questions include all current students enrolled in Kindergarten and only newly enrolled students in grades 1-12.

Students with exemptions are not counted as students needing a dose of vaccine.

EXAMPLE: If one newly enrolled student in 3rd grade needs one dose of Polio vaccine; **AND** one newly enrolled student in 4th grade needs two doses of Polio vaccine; **THEN** the TOTAL number of students needing one or more doses of Polio vaccines is 2.

Question 13: Provide a count of all students enrolled in Kindergarten and only newly enrolled students in grades 1-12, by grade, who have less than the required number of DTaP/Td/DT/Tdap vaccinations, depending on age and grade (see minimum vaccine requirements). Do not include exemptions.

Question 14: Provide a count of all students enrolled in Kindergarten and only newly enrolled students in grades 1-12, by grade, who have less than the required 3 doses of Polio vaccine. Do not include exemptions.

Question 15: Provide a count of all students enrolled in Kindergarten and only newly enrolled students in grades 1-12, by grade, who have less than the required 2 doses of Measles vaccine. Do not include exemptions.

Question 16: Provide a count of all students enrolled in Kindergarten and only newly enrolled students in grades 1-12, by grade, who have less than the required 2 doses of Rubella vaccine. Do not include exemptions.

Question 17: Provide a count of all students enrolled in Kindergarten and only newly enrolled students in grades 1-12, by grade, who have less than the required 2 doses of Mumps vaccine. Do not include exemptions.

Question 18: Provide a count of all students enrolled in Kindergarten and only newly enrolled students in grades 1-12 who have less than the required 3 doses of Hepatitis B vaccine. Do not include exemptions.

Question 19: Provide a count of all students enrolled in Kindergarten and only newly enrolled students in grades 1-12 who have less than the required doses of Varicella vaccine, depending on age and grade (see minimum vaccine requirements) **AND** no history of chickenpox disease. Do not include exemptions.

Question 20: Provide the method (DHMH Form 896 or another method) your school uses



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to document student immunization information.

IV. Submitting the Survey

When you have finished answering the survey questions please click the “SUBMIT” button at the bottom of the survey screen.

V. Frequently Asked Questions

1. Should I review the records of all students in grades K-12?

- ✓ For kindergarten students: Yes. All kindergarten records should be reviewed, including records of students who were enrolled in your pre-school program the prior year.
- ✓ For students in grades 1-12: No. You should only review the records of students who are newly enrolled for this academic year.

2. For questions 7-10, how do I calculate the *total number of students enrolled* if I am only reviewing students who are newly enrolled in grades 1-12?

- ✓ Question 7 refers to all students in your school (grades K-12), regardless of whether they are newly enrolled or not.
- ✓ Questions 8-9 refer to all kindergarten students and only newly enrolled students in grades 1-12. Do not include children with medical or religious exemptions in this count.
- ✓ Question 10 refers to the number of students you are reviewing for this survey. When responding to question 10, the total number of student records being reviewed should ALWAYS equal:
 - Question 8: the number of children with records (among kindergarten students and only newly enrolled students in grades 1-12, excluding exemptions);
PLUS
 - Question 9: the number of children without records (among kindergarten students and only newly enrolled students in grades 1-12, excluding exemptions);

You should attempt to collect immunization information on students whose records were missing on the day of your initial assessment.

3. Do I have to complete the survey if my school only includes pre-school or pre-kindergarten?



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- ✓ No. Preschool and pre-kindergarten are not included in this year's survey. Only grades K-12 are included.

4. Can I include information for several schools on one form?

- ✓ No. You will need to create a separate form for each school. Each school must be a unique entry in the database. *Please do not aggregate your data.*

5. Can I print a copy of my online survey for my records?

- ✓ Yes, prior to clicking the "SUBMIT" button at the end of the survey, right click the survey and print it.
- ✓ If you have already completed the survey without printing it and would like a copy, please call the Center for Immunization at (410) 767-6679 and we will mail or fax you a copy.

6. What should I record if I do not have information for one of the items?

- ✓ Please complete all fields. If a question does not pertain to your school, please fill in 0 (zero).

7. If I sent in the paper form do I need to complete the online survey?

- ✓ No. If you mailed or faxed in a hard copy, you do not need to complete the online survey. We would prefer that you do complete the online survey rather than fax or mail a hard copy.

8. Do I count students with exemptions as students who are in need of vaccines?

- ✓ No.

9. Do I have to print and mail in a hard copy of the online survey?

- ✓ No. If you complete the online survey, you do not need to print and mail a copy in. You may want to print a copy for your own records though.

10. Is this survey required for home schooled children?

- ✓ No.

If you need assistance or need to make corrections after your submission, please call the Center for Immunization at 410-767-6679.