



**Maryland Department of Health & Mental Hygiene  
Prevention and Health Promotion Administration**

**Center for Immunization**

**Validation Survey of Students  
Attending Private Schools  
(Maryland School Year 2013-2014)**

**- Survey Instructions -**





# Validation Survey Instructions

## TABLE OF CONTENTS

I.	Introduction.....	2
II.	Procedures.....	3
A.	Online Survey Access.....	3
B.	Sampling Guidance .....	3
C.	Students to be Reviewed.....	4
III.	Data Definitions .....	6
A.	School Information.....	6
B.	Immunization Status .....	7
IV.	Submitting the Survey.....	8

## APPENDICES

Appendix A: Validation Survey Worksheet

Appendix B: Non-Compliance Worksheet



## Validation Survey Instructions

### I. Introduction

Thank you for completing the *Validation Survey for Students Attending Private Schools* for the Maryland School Year 2013-2014. Please review the following instructions before you complete the online survey. You should also note the following:

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**The on-line survey should not be completed until after the 30-day follow-up period has passed. You may not access the survey once it has been completed.**

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- Do not include information on pre-school or pre-K students in your responses;
- Do not use abbreviations when filling out the survey;
- You will need to have your completed summary worksheet (Attachment A) and your non-compliance worksheet (Attachment B) available to complete this survey;
- The word **STUDENTS** in the survey refers to students in the sample of schools selected for this survey only and not the entire student population (in all the schools) in your county;
- For all questions **NEW students** refer to students in that grade who were **not enrolled** in the school the previous year. **ALL** students refer to the total number of students enrolled in that grade;
- Please review the information on a page before submitting. Once you click “Submit”, you are unable to change information on the preceding page;
- You should print the report before you submit it if you would like a copy for your records; and
- Do not leave any questions blank. Please fill in **N/A** if a question does not pertain to the school. If the answer is none, enter the number **0**.

If you need assistance or need to make corrections after your submission, please contact Kurt Seetoo at 410-767-6679.

**Your jurisdiction’s aggregate report is due March 31, 2014.**



## Validation Survey Instructions

### II. Procedures

#### A. Online Survey Access

In order to access the survey, you need to:

- 1) Click on the **Validation School Immunization Survey** link at <http://tinyurl.com/pxrd4mp>

#### B. Sampling Guidance

DHMH will provide you with a random sample of schools that you will be auditing from the total number of private schools in your jurisdiction. The immunization status of at least 20% of the private schools in your jurisdiction must be assessed, as per the FY 2011 Unified Grant Award conditions of award. Additional schools may be audited based on local needs.

Please contact the Center for Immunization if have questions about your sample.

**\*\*Please note that we are not requesting information for Pre-schools or Pre-Kindergarten.\*\***



## Validation Survey Instructions

### C. Students to be Reviewed

Once you have selected the schools please review the following students in each of the following grades:

Grade	Review New or All Students?	Sample Definition
Kindergarten (K)	All	All kindergarten students in your selected sample of schools.
Grades 1 - 5	New only	New 1 <sup>st</sup> , 2 <sup>nd</sup> , 3 <sup>rd</sup> , 4 <sup>th</sup> , and 5 <sup>th</sup> grade students in your selected sample of schools.
Grade 6	New only	New 6 <sup>th</sup> grade students in your selected sample of schools.
Grade 7	New only	New 7 <sup>th</sup> grade students in your selected sample of schools.
Grade 8	New only	New 8 <sup>th</sup> grade students in your selected sample of schools.
Grades 9 - 12	New only	New 9 <sup>th</sup> , 10 <sup>th</sup> , 11 <sup>th</sup> , and 12 <sup>th</sup> grade students in your selected sample of schools.

**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 student's age. Please refer to the table below for additional guidance.

Student's Age	Review New or All Students?	Record in Grade Category
Age 5	All	Kindergarten (K)
Age 6 to 11	New only	Grades 1 - 5
Age 11 to 12	New only	Grade 6
Age 12 to 13	New only	Grade 7
Age 13 to 14	New only	Grade 8
Age 14 to 18+	New only	Grades 9 - 12

**Remember:** For all questions NEW students refers to students in that grade who were not enrolled in that particular school the previous year. ALL students refer to the total number of students enrolled in that grade.



## Validation Survey Instructions

A **minimum of ten (10)** records/students from each group in the school (K, G1-5, G6, G7, G8, and G9-12) should be reviewed. Please use the following selection method.

<b>Minimum Student Record Review Requirements</b>		
<b>If the number of student records from each group is:</b>		<b>Then:</b>
0-10		Select all records/students
11-20		Select every other record/student
21-30		Select every third record/student
31-40		Select every fourth record/student
41-50		Select every fifth record/student
51-60		Select every sixth record/student
61-70		Select every seventh record/student
71-80		Select every eighth record/student
81-90		Select every ninth record/student
91-100		Select every tenth record/student
<b>And so on ...</b>		



## Validation Survey Instructions

### III. Data Definitions

#### A. School Information

**Question 1:** Complete all county contact information (name, phone, mailing address, e-mail address and person completing report) as indicated.

**Question 2:** Enter the date the report was completed after 30 days from the date of the initial assessment. (It is not necessary to enter the time.)

**Question 3:** Provide the total number of private schools, grades K-12 only, in your jurisdiction. A school that teaches nursery, Pre-K, and Kindergarten should be included in your sample because Kindergarten is included in our target population.

**Question 4:** Provide the total number of private schools, grades K-12 only, audited. This number should be at least 20% of the number recorded in Question 3.

**Question 5:** The **“Total number of students enrolled”** is a count of **all** current students enrolled in Kindergarten and only **new** student enrollees in grades 1-12.

**Question 6:** Provide the **“Total number of records/students reviewed in your sample”** by grade.

\*\*\*\*\*  
**Note: Questions #7 – 20 only refer to those students selected for your record review in Question #6, not the entire student population of the school, unless you have included all students in your sample.**  
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**Question 7:** The **“Number of students with immunization records”** is a count of **all** current students enrolled in Kindergarten and only **new** student enrollees in grades 1-12, among the students selected for your sample.

**Question 8:** The **“Number of students without immunization records”** is a count of **all** current students enrolled in Kindergarten and only **new** student enrollees in grades 1-12, among the students selected for your sample.

**Question 9:** 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 medical exemption (or contraindication) on file, among the students selected for your sample.



## Validation Survey Instructions

**Question 10:** 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 with a religious exemption on file, among the students selected for your sample.

### B. Immunization Status

The questions in this section (questions 10-16) are designed to assess the number of students with immunization records, among those in your sample, who NEED (i.e. ARE MISSING) one or more of the following vaccine doses listed.

Example: If one new enrollee in 3<sup>rd</sup> grade needs **one** dose of Polio and one new enrollee in 4<sup>th</sup> grade needs **two** doses of Polio, then the total number of students needing one or more doses of polio vaccines is **two**. Students with exemptions are not counted as students needing a dose of vaccine.

### Minimum Vaccine Requirements

Please refer to the “*Minimum Vaccine Requirements for Children Enrolled in Pre-School Programs and in Schools*” 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>.

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**Question 11:** Provide a count of students, by grade, who have **less than** the required number of DTaP/Td/DT vaccinations, depending on age and grade (see minimum vaccine requirements).

**Question 12:** Provide a count of students, by grade, who have **less than** the required **3** doses of Polio vaccine.

**Question 13:** Provide a count of students, by grade, who have **less than** the required **2** doses of Measles vaccine.



## Validation Survey Instructions

- Question 14:** Provide a count of students, by grade, who have less than the required 2 doses of Rubella vaccine.
- Question 15:** Provide a count of students, by grade, who have less than the required 2 doses of Mumps vaccine.
- Question 16:** Provide a count of students, by grade, who have less than the required 3 doses of Hepatitis B vaccine.
- Question 17:** Provide a count of students, by grade, 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.
- Question 18:** Indicate the total number of students, among those selected for your sample, who were in compliance on the day of this audit.
- Question 19:** Indicate the total number of students, among those selected for your sample, who were in compliance 30 days after the date of the first audit.
- Question 20:** Indicate the number of schools in your sample that currently *use* DHMH Form 896 to document student immunization information.
- Question 21:** Indicate the number of schools in your sample that currently *do not use* DHMH Form 896 but use other methods 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.