

## **IDR - KG, 6 and 10th Grades**

Notice at end of document.

**You should have received notice from Jennifer Ralston-King announcing the new Electronic Immunization Data Report forms that are available now. The e-forms were developed in a Microsoft Excel format. Get them at [http://www.azdhs.gov/phs/immun/idr\\_forms.htm](http://www.azdhs.gov/phs/immun/idr_forms.htm)**

***You are strongly encouraged to copy the information tabulated by CHIP-AZ into the Excel form.***

As in the past CHIP-AZ users will be able to quickly generate IDR information with a few clicks of the mouse.

**Best** - CHIP v12 will produce a paper IDR from which you can make entries into the .Excel xls document. Follow the instructions on using / saving the .xls carefully. See “**Instructions for completing electronic IDR forms**” at [http://www.azdhs.gov/phs/immun/idr\\_forms.htm](http://www.azdhs.gov/phs/immun/idr_forms.htm)

***CHIP-AZ Support will NOT provide support on the use of the Excel document.***

**Or** - There will be some schools that do not have access to Excel or may find it very difficult to use the .xls. For those schools that cannot or choose not to use the .xls, the correctly completed paper IDR printed from CHIP will be acceptable to send.

**Pima County will NOT accept the Excel .xls. Send the IDR generated by CHIP-AZ.**

***CHIP-AZ Support will NOT provide support on the use of the Excel document.***

***Tips on next page...***

**Tips** – More **exemption** information is requested this year. Use CHIP-AZ links on the IDR Entry screen to list those students with exemptions entered on their record. Be sure to enter the number of exemptions for each vaccine on the screen and then write in the **Exemption TYPE**, such as Med Perm, on the printed IDR prior to mailing.

### CHIP-AZ IDR Summary Entry

<b>7. Varicella (chicken pox) vaccine:</b>	How many students have received 2 doses of Varicella vaccine? (Include those who have had chicken pox disease in addition to the immunizations.)	<input type="text" value="129"/>	<a href="#">List</a>
	How many students have received one dose of Varicella vaccine, OR have history of chicken pox disease, OR have both the vaccine and history of disease?	<input type="text" value="445"/>	<a href="#">List</a>
	How many students have no history of chicken pox and no varicella vaccine doses? **	<input type="text" value="11"/>	<a href="#">List</a>
	<a href="#">List how many of the students who do not meet the requirements are exempt?</a>	<input type="text" value="3"/>	
<b>TOTAL (must equal number enrolled, see #1)</b>		<input type="text" value="585"/>	
<b>8. Exemptions:</b>			
	How many students have a Personal Beliefs exemption?	<input type="text" value="1"/>	<input type="text" value="20"/>
	How many students have a Medical exemption?	<input type="text" value="0"/>	<input type="text" value="3"/>
	How many students have Laboratory Evidence of Immunity?		<input type="text" value="1"/>
<a href="#">List</a>	Lab Evid List:	<input type="text" value="HepB"/>	
		<b>Does not meet requirements</b> <b>Caution</b>	
<a href="#">Top</a>			

### CHIP IDR (printed)

<b>Immunization Data Report - 10</b>			
<b>6. Hepatitis B:</b>			
	How many students have completed the Hepatitis B series with at least 3 doses?	<input type="text" value="569"/>	
	How many students have documentation stating that they completed the special 2-dose adolescent Hepatitis B series, given to individuals 11-15 years of age?	<input type="text" value="0"/>	
<b>TOTAL (must equal number enrolled, see #1)</b>		<input type="text" value="585"/>	<input type="text" value="0"/>
<b>7. Varicella (chicken pox):</b>			
	How many students have received 2 doses of Varicella vaccine and had chicken pox disease in addition to the immunizations.)	<input type="text" value="129"/>	
	How many students have received one dose of Varicella vaccine, OR have history of chicken pox disease, OR have both the vaccine and history of disease?	<input type="text" value="445"/>	
	How many students have no history of chicken pox and no Varicella vaccine doses?	<input type="text" value="11"/>	
<b>TOTAL (must equal number enrolled, see #1)</b>		<input type="text" value="585"/>	<input type="text" value="3"/>

**Write in the exemption type such as Med Perm**

**CHIP will print the entry you made on the screen.**

Save a copy and mail the document as instructed.

## Notice:

Dear School Health Office and/or Principal:

Each year by November 15, all Arizona schools must submit an Immunization Data Report (IDR) on students enrolled in preschool, kindergarten, sixth and tenth grades. Electronic Immunization Data Report forms are now available to streamline your reports on kindergarten, sixth and tenth grade students. The e-forms were developed in a Microsoft Excel format. They are posted on our website at: [www.azdhs.gov/phs/immun/idr\\_forms.htm](http://www.azdhs.gov/phs/immun/idr_forms.htm).

Detailed instructions for using the electronic IDR forms are on our website with the forms. To ensure that your school's report is correctly identified, the instructions will ask that you save each IDR form by the name of the form (for example, "IDRkdg" for the kindergarten IDR), plus the CTDS number for your school. Screen shots showing the Macro settings to use with Excel 2003 and Excel 2007 are available on our website. The e-mail address for sending all electronic IDRs is [SchoolIDR@azdhs.gov](mailto:SchoolIDR@azdhs.gov).

In addition to saving paper and postage, the electronic IDR forms are advantageous because they will calculate the percentage of students who are fully immunized and the percentage who are in compliance by being either fully immunized or exempt from immunization. The e-forms also provide you with the opportunity to specify the number of students who are exempt for each type of vaccine.

If you do not have access to a computer with the Excel program, you may complete a paper copy of the IDR and mail it to our office at Immunization Assessment, 150 N. 18<sup>th</sup> Avenue, Suite 120, Phoenix, AZ 85007. Please look for the [printable forms at www.azdhs.gov/phs/immun/idr\\_forms.htm](http://www.azdhs.gov/phs/immun/idr_forms.htm).

Please keep a copy of your completed IDR form(s). If the IDR submitted in November shows that more than 5% of students need additional vaccine doses, an updated IDR form must be submitted by January 31, 2010 to document that deficiencies have been corrected.

Arizona Revised Statute (ARS) §15-872, B, states that "a pupil shall not be allowed to attend school without submitting documentary proof to the school administrator unless the pupil is exempted from immunization pursuant to section 15-873." For your reference, these statutes are available online at [www.azleg.state.az.us/ArizonaRevisedStatutes.asp?Title=15](http://www.azleg.state.az.us/ArizonaRevisedStatutes.asp?Title=15). Charts displaying age and grade level specific immunization requirements are posted on the Immunization Program website at [www.azdhs.gov/phs/immun/back2school.htm](http://www.azdhs.gov/phs/immun/back2school.htm).

Thank you for helping us safeguard the health and well being of children, their families, your staff, and the community by ensuring that children attending your school are fully immunized. If you have any questions, please e-mail me at [Jennifer.Ralston-King@azdhs.gov](mailto:Jennifer.Ralston-King@azdhs.gov). You may also reach the Immunization Assessment Unit by phone at 602-364-3633, or toll-free at 1-866-222-2329.

Sincerely,

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602-364-3632