

Immunization Audit Tips and Reminders August 2023

Prior to the audit:

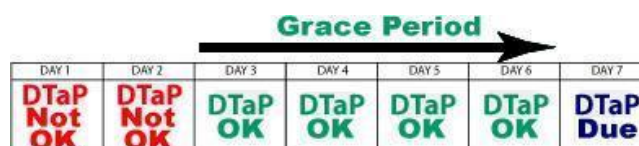
- Contact school nurses and child care directors to communicate audit processes.
- Explain preparation to be completed prior to the audit and answer any questions.

Allow plenty of time for audit completion:

- Consider variables such as snow days, illnesses, holidays/vacations, etc., as well as other public health responsibilities. Auditing records takes time, especially in large programs or schools.
- Due date for submitting audit data in IRIS:
 - School audits - **October 27, 2023**
 - Child Care audits - **January 26, 2024**

When performing the audit:

- Review the total number of doses required in each vaccine series as well as minimum ages and minimum intervals between doses (e.g., hepatitis B vaccine-the child must be at least 24 weeks of age for the final dose; live vaccines must have been received on the same day or separated by at least 4 weeks). Iowa immunization requirements follow the Advisory Committee on Immunization Practices (ACIP) recommendations for minimum ages and interval spacing of vaccines.
- When a child has fallen behind on immunizations, they may not require as many doses in a vaccine series (e.g., the 5th dose of DTaP is not necessary if the 4th dose was administered on or after 4 years of age). Reference footnotes on [Iowa Immunization Requirements Chart](#). Indications in the footnotes supersede requirements listed in the chart.
- Some vaccine requirements continue to be phased in. Review the grade level and date of birth for school age requirements such as Meningococcal (A, C, W, Y).
- Assure the vaccine listed on the certificate of immunization is the vaccine included in the requirement (Meningococcal A, C, W, Y versus Meningococcal B vaccine; Tdap versus Td)
- Iowa Immunization Code allows for a 4-day grace period. The 4-day grace period should not be applied to the interval between live vaccines.
 - 7.4(2) Vaccine doses administered less than or equal to 4 days before the minimum interval or age shall be counted as valid. Doses administered greater than or equal to 5 days earlier than the minimum interval or age shall not be counted as valid doses and shall be repeated as appropriate.



- While conducting audits, mark or stamp school age records audited as valid certificates. During future audits, marked records do not need to be reviewed for each vaccine requirement and can be counted in the particular grade as a valid certificate until they need to be audited again for certain grade level requirements. For example, a record audited and marked as meeting kindergarten requirements will not need to be reviewed again until 7th grade for the additional requirements of Tdap and Meningococcal (A, C, W, Y) vaccines. If the record meets the requirements of these additional vaccines, it can be marked/stamped again indicating it has been audited and is a valid certificate. These records will not need to be reviewed again until 12th grade for the Meningococcal (A, C, W, Y) vaccine requirement.
- When school nurses receive or print an updated certificate of immunization, the previously audited/stamped record should be attached if possible. For example, if a student's record was stamped in kindergarten as meeting the requirements and an updated record is received now that the student is in 7th grade, review the record for the 7th grade requirements rather than reviewing the entire record again for compliance.
- Upon completion of the audit, a copy of the audit should be given to the school admitting official or child care director.

Suggested resources to perform immunization audits:

- [Iowa Immunization Administrative Code](#)
- [Iowa Immunization Requirements Chart](#)
- [Child Care Immunization Record Review Form](#)
- [School Immunization Record Review Form](#)
- Blank Copies of the [Certificate of Immunization](#), [Provisional Certificate](#), [Medical Exemption Certificate](#), [Religious Exemption Certificate](#)
- [Iowa Immunization Law and You Pamphlets](#) to leave with the school
- [CDC Minimum Ages and Intervals Chart](#)
- [2023 CDC Immunization Schedule](#)
- Preprinted stamp for marking records as valid
- Pens
- Calculator
- Sticky notes
- Iowa Immunization Program phone number: 1-800-831-6293
- [Immunization Audits – Frequently Asked Questions](#)
- [School and Child Care Audit IRIS Instructions](#) (for entering final audit data into IRIS)