

Immunization Registry Information System (IRIS) School and Child Care Audit Reporting Instructions August 2023

All school and child care audit data must be reported in IRIS. Please do not mail paper audit forms to the Iowa Department of Health and Human Services (Iowa HHS), Immunization Program.

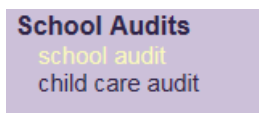
Before recording audit results in IRIS, users will need access to IRIS Audit functionality. *Current School Audit users do not need to resubmit an IRIS Authorized Site Agreement.* For individuals who do not have School Audit access, please complete the [IRIS Authorized Site Agreement- Organization Form](#), and select “LPHA Org Admin” or “LPHA Standard User” under the Planned Use of IRIS, School Audit section. Send completed forms to irisenrollment@idph.iowa.gov. IRIS staff will add the school audit role to the user’s existing access.

Please call the IRIS Help Desk at 800-374-3958 with any questions about IRIS, or Jessica Schultz at 800-831-6293 with questions about the school and child care audit process.

LPHA partners should review all instructions and provided School and Child Care Audit materials prior to reporting data in IRIS to avoid common data errors. Inappropriate reporting requires time intensive follow up from Iowa HHS, and LPHAs will be asked to correct reporting errors.

Submitting School Audits

1. Select the "School Audit" link under the School Audits section of the menu panel.



2. Select the School District from the “School District” dropdown menu.

Certificate ization		Students with Provisional Certificates	Students with Certificate of Immunization Exemption Medical Religious	Total Certificates	Students without acceptable or no certificates
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- Select the School Name from the "School Name" dropdown menu.

School Information

School District: School Name:

Address: City:

District #: School #:

School County Code #:

School Grade Information

	Total Enrollment	Students with Certificate of Immunization	Students with Provisional Certificates	Students without acceptable or no certificates
K				
1				
2				
3				
4				
5				

School Name dropdown menu items: Bergman Academy, Brody Middle School, Brubaker Elementary School, Callanan Middle School, Capitol View Elementary School, Carver Elementary, Cattell Elementary School, Christ The King School, Cowles Elementary School, Des Moines Independent Comm School District, Downtown School, East High School, Edmunds Fine Arts Academy, Findley Elementary School, Garton Elementary, Goodrell Middle School, Greenwood Elementary School, Hanawalt Elementary, Harding Middle School, Hiatt Middle School, Hillis Elementary School, Holy Family School, Holy Trinity School, Hoover High School, Howe Elementary.

- The school's address, district #, school #, and school county code will automatically populate based on the District and School selected.

School Information

School District: School Name:

Address: City: Zip Code:

District #: School #:

School County Code #:

- Enter the school's audit results in the first five columns, which include the "Total Enrollment," "Students with Certificate of Immunization," "Students with Provisional Certificates" and "Students with Certificate of Immunization Exemption" for Medical and Religious exemptions.

The "Total Certificates" and "Students without acceptable or no certificates" columns and the "Total" row at the bottom of the page will auto-calculate based on data entered. Only enter data in the grades that pertain to the selected school.

School Information

School District: School Name:

Address: City: Zip Code:

District #: School #:

School County Code #:

School Grade Information

	Total Enrollment	Students with Certificate of Immunization	Students with Provisional Certificates	Students with Certificate of Immunization Exemption		Total Certificates	Students without acceptable or no certificates
				Medical	Religious		
K							
1	95	78	10	5	2	95	0
2	102	97	5	0	0	102	0
3	97	85	3	4	5	97	0
4	108	102	4	0	0	106	2

6. After entering the school's audit information, select the "Save" button to submit and save the audit. ****Navigating away from this page without selecting "Save" will result in loss of data. Be sure to select save before closing or navigating away from the page.** The message "School Audit record successfully added for the school" will appear, and zeroes will populate for grades not completed.

School Information						
School District	Des Moines Independent	School Name	Brubaker Elementary School		Save	
Address	2900 E 42nd Street	City	Des Moines	Zip Code	50317	Print
District #	1737	School #	0739			Add New
		School County Code #	77	Cancel		

School Grade Information							
School Audit record successfully added for the school.							
	Total Enrollment	Students with Certificate of Immunization	Students with Provisional Certificates	Students with Certificate of Immunization Exemption		Total Certificates	Students without acceptable or no certificates
				Medical	Religious		
K	0	0	0	0	0	0	0
1	95	78	10	5	2	95	0
2	102	97	5	0	0	102	0
3	97	85	3	4	5	97	0
4	108	102	4	0	0	106	2

7. To complete or enter a new audit, either select the School District and School Name from the dropdown menu or select the "Add New" button, which will reset all the fields on the page.

Note: School Districts should not be used to report audit data with the exception of home-schooled student records maintained at the school district office. If a school district does not maintain home-school records, leave the district blank. IRIS will not allow zeros to be entered.

If multiple schools are located in the same building, please report audit data as the individual schools. Do not use the School District to report these schools.

School Information						
School District	Des Moines Independent	School Name	<ul style="list-style-type: none"> Brody Middle School Brubaker Elementary School Callanan Middle School Capitol View Elementary School Carver Elementary Cattell Elementary School Christ The King School Cowles Elementary School Des Moines Adventist Des Moines Central Campus High School Des Moines Independent Comm School District Downtown School East High School Edmunds Fine Arts Academy Findley Elementary School Garton Elementary Gateway Secondary School Goodrell Middle School Gospel Assembly Christian Academy Greenwood Elementary School Hanawalt Elementary Harding Middle School Hiatt Middle School Hillis Elementary School Holy Family School Holy Trinity School Hoover High School Howe Elementary Hoyt Middle School 		Save	
Address	2900 E 42nd Street	City			Print	
District #	1737	School #			Add New	
		School County Code #				Cancel

School Grade Information							
School Audit record successfully added for the school.							
	Total Enrollment	Students with Certificate of Immunization	Students with Provisional Certificates	Students with Certificate of Immunization Exemption		Total Certificates	Students without acceptable or no certificates
				Medical	Religious		
K	0	0	0	0	0	0	0
1	95	78	10	5	2	95	0
2	102	97	5	0	0	102	0
3	97	85	3	4	5	97	0
4	108	102	4	0	0	106	2
5	0	0	0	0	0	0	0

8. Follow the same steps to complete additional school audits for each school.

School Information

School District: School Name:

Address: City: Zip Code:

District #: School #:

School County Code #:

Buttons: Save, Print, Add New, Cancel

School Grade Information

	Total Enrollment	Students with Certificate of Immunization	Students with Provisional Certificates	Students with Certificate of Immunization Exemption		Total Certificates	Students without acceptable or no certificates
				Medical	Religious		
K	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
1	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
2	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
3	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

9. Although all schools and districts can be selected from the menu, IRIS will only return final audit results for School Names with entered data. Schools and districts without audit data should be left blank.

Submitting Child Care Audits

1. Select the "child care audit" link under the School Audits section of the menu panel.



2. Select the county from the "County" dropdown menu.

Facility Information

County: Name of Center:

Address: Zip Code:

City:

Age Gr

	Enrollment	Children with Certificate of Immunization	Children with Provisional Certificates	Children with Certificate of Immunization Exemption	
				Medical	Religious
4 thro	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
6 thro	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
12 thro	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
19 thro	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
24 mor	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

County dropdown list: Adair, Adams, Allamakee, Appanoose, Audubon, Benton, Black Hawk, Boone, Bremer, Buchanan, Buena Vista, Butler, Calhoun, Carroll, Cass, Cedar, Cerro Gordo, Cherokee, Chickasaw, Clarke, Clay, Clayton, Clinton, Crawford, Dallas, Davis, Decatur, Delaware

- Select the name of the child care facility from the "Name of Center" dropdown menu.

Facility Information

County: Polk Name of Center: **2 B Tiny Child Dev Ctr & Preschool**

Address: Zip Code: City:

Age Group Information

	Total Enrollment
4 through 5 months	
6 through 11 months	
12 through 18 months	
19 through 23 months	
24 months and older	
Total	

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- The child care facility's address information will populate. If the child care center is not listed, please contact the Iowa Immunization Program at 1-800-831-6293 ext. 4.

Facility Information

County: Polk Name of Center: All Star Day Care

Address: 1922 SW 1st St Zip Code: 50315 City: Des Moines

Save Print Add New Cancel

- Enter the child care facility's audit results in the first five columns, which include the "Total Enrollment," "Children with Certificate of Immunization," "Children with Provisional Certificates" and "Children with Certificate of Immunization Exemption" for Medical and Religious exemptions.

The "Total Certificates" and "Children without acceptable or no certificates" columns and the "Total" row at the bottom of the page will auto- calculate based on what is entered. Only enter data in the ages that pertain to the selected facility.

Facility Information

County: Polk Name of Center: All Star Day Care

Address: 1922 SW 1st St Zip Code: 50315 City: Des Moines

Save Print Add New Cancel

Age Group Information

	Total Enrollment	Children with Certificate of Immunization	Children with Provisional Certificates	Children with Certificate of Immunization Exemption		Total Certificates	Children without acceptable or no certificates
				Medical	Religious		
4 through 5 months	23	20	2	0	1	23	0
6 through 11 months	21	19	2	0	0	21	0
12 through 18 months	25	22	2	1	0	25	0
19 through 23 months	33	30	2	0	0	32	1
24 months and older	12	12	0	0	0	12	0
Total	114	103	8	1	1	113	1

- After entering the child care facility's audit results, select the "Save" button to submit and save the audit. ****Navigating away from this page without selecting "Save" will result in loss of data. Be sure to save before closing or navigating away from the page.** The message "Child Care Audit record successfully added for the center" will appear.

Facility Information

County: Polk Name of Center: All Star Day Care

Address: 1922 SW 1st St Zip Code: 50315

City: Des Moines

Buttons: Save, Print, Add New, Cancel

Age Group Information

Child Care Audit record successfully added for the center.

	Total Enrollment	Children with Certificate of Immunization	Children with Provisional Certificates	Children with Certificate of Immunization Exemption		Total Certificates	Children without acceptable or no certificates
				Medical	Religious		
4 through 5 months	23	20	2	0	1	23	0
6 through 11 months	21	19	2	0	0	21	0
12 through 18 months	25	22	2	1	0	25	0
19 through 23 months	33	30	2	0	0	32	1
24 months and older	12	12	0	0	0	12	0
Total	114	103	8	1	1	113	1

- To complete or enter a new audit, either select the county and child care facility from the dropdown menu or select the "Add New" button which will reset all the fields on the page.

Facility Information

County: Polk Name of Center: [Dropdown menu]

Address: 1922 SW 1st St Zip Code: [Field]

City: Des Moines

Age Group Information

Buttons: Save, Print, Add New, Cancel

- Follow the same steps to complete an audit for the child care facility selected.

Facility Information

County: Polk Name of Center: Altoona Campus Kids Klub-Altoona Elem

Address: 301 6th St SW Zip Code: 50009

City: Altoona

Buttons: Save, Print, Add New, Cancel

Age Group Information

	Total Enrollment	Children with Certificate of Immunization	Children with Provisional Certificates	Children with Certificate of Immunization Exemption		Total Certificates	Children without acceptable or no certificates
				Medical	Religious		
4 through 5 months							
6 through 11 months							
12 through 18 months							
19 through 23 months							
24 months and older							
Total							

- Although all centers can be selected from the menu, IRIS will only return final audit results for Centers with entered data. Centers without audit data should be left blank.

Viewing, Editing, and Deleting Audits – Audit Lists

- To view or edit completed audits, select the "audit lists" under the School Audits section.

School Audits
[school audit](#)
[child care audit](#)
[audit lists](#)

- All of the audits completed by the organization will be listed. Audits can be deleted by selecting the delete button. Audits cannot be deleted within the individual school or child care data entry pages. Audits can be edited or updated by selecting the blue link for the school or child care facility and resaving the edited information.

Audit List				
School/Facility Name	Last Updated Date	Audit Type	School District	Delete
All Star Day Care	08/21/2019	Child Care		Delete
Brubaker Elementary School	08/21/2019	School	Des Moines Independent	Delete

- If audits are edited, select "Save". ****Navigating away from this page without selecting "Save" will result in loss of data.**

Facility Information							
County	Polk	Name of Center	All Star Day Care				Save
Address	1922 SW 1st St	Zip Code	50315				Print
City	Des Moines						Add New
							Cancel
Age Group Information							
	Total Enrollment	Children with Certificate of Immunization	Children with Provisional Certificates	Children with Certificate of Immunization Exemption		Total Certificates	Children without acceptable or no certificates
				Medical	Religious		
4 through 5 months	23	20	2	0	1	23	0
6 through 11 months	21	19	2	0	0	21	0
12 through 18 months	25	22	2	1	0	25	0
19 through 23 months	33	30	2	0	0	32	1
24 months and older	12	12	0	0	0	12	0
Total	114	103	8	1	1	113	1

Reviewing Final Data - Audit Reports

- To generate an audit report in IRIS, select the "audit report" link under the School Audits section. **LPHA partners should use the report functionality to review entered data.**

School Audits
[school audit](#)
[child care audit](#)
[audit lists](#)
[audit report](#)

- The report will default to display the total enrollment numbers of all completed audits for the county during the current school year.

Audit Type : School

Year : 2018-19

Group By : Organization Public/Private Grade

Filter :

Submit

What would you like to do with this report?
[Display as a PDF](#) [Export as a Spreadsheet](#)

State	County	Year	Total Enrolled	Immunization Certificates		Provisional Certificates		Medical Exempt		Religious Exempt		Total Valid Certificates		Invalid or No Certificates	
Name	Name		Total	Total	Percent	Total	Percent	Total	Percent	Total	Percent	Total	Percent	Total	Percent
IA	Plymouth	2018	4715	4591	97.37	28	0.59	9	0.19	67	1.42	4695	99.58	20	0.42

- The report allows users to filter the audit results by Organization, Public/Private schools, or by Grade. To filter a report by all organizations, select the Organization checkmark box and select Submit. The report will display the total by school for all completed audits in the county.

Audit Type : School

Year : 2018-19

Group By : Organization Public/Private Grade

Filter :

Submit

What would you like to do with this report?
[Display as a PDF](#) [Export as a Spreadsheet](#)

State	County	Organization	Year	Total Enrolled	Immunization Certificates		Provisional Certificates		Medical Exempt		Religious Exempt		Total Valid Certificates		Invalid or No Certificates		
Name	Name	Name	District	Total	Total	Percent	Total	Percent	Total	Percent	Total	Percent	Total	Percent	Total	Percent	
IA	Plymouth	Akron Westfield Elementary School	0063	2018	257	254	98.83	1	0.39	1	0.39	1	0.39	257	100.0	0	0.0
IA	Plymouth	Akron Westfield Middle School	0063	2018	147	146	99.32	0	0.0	0	0.0	1	0.68	147	100.0	0	0.0

- To filter a report by a specific organization, select the Organization checkmark box and select the organization name from the dropdown menu and select Submit. Although all schools can be selected from the menu, IRIS will only return results for the audits completed in the county.

Audit Type : School

Year : 2018-19

Group By : Organization Public/Private Grade

Filter : Akron Westfi...

Submit

What would you like to do with this report?
[Display as a PDF](#) [Export as a Spreadsheet](#)

State	County	Organization	Year	Total Enrolled	Immunization Certificates		Provisional Certificates		Medical Exempt		Religious Exempt		Total Valid Certificates		Invalid or No Certificates		
Name	Name	Name	District	Total	Total	Percent	Total	Percent	Total	Percent	Total	Percent	Total	Percent	Total	Percent	
IA	Plymouth	Akron Westfield Middle School	0063	2018	147	146	99.32	0	0.0	0	0.0	1	0.68	147	100.0	0	0.0

- To filter a report by public or private schools, select the Public/Private checkmark box and select either Private or Public from the dropdown menu and select Submit.

Audit Type : School

Year : 2018-19

Group By : Organization Public/Private Grade

Filter : private

Submit

What would you like to do with this report?

[Display as a PDF](#) [Export as a Spreadsheet](#)

State	County	Year	Total Enrolled	Immunization Certificates		Provisional Certificates		Medical Exempt		Religious Exempt		Total Valid Certificates		Invalid or No Certificates	
Name	Name		Total	Total	Percent	Total	Percent	Total	Percent	Total	Percent	Total	Percent	Total	Percent
IA	Plymouth	2018	662	627	94.71	0	0.0	3	0.45	21	3.17	651	98.34	11	1.66

- To filter a report by all grades, select the Grade checkmark box and select Submit. The report will display the total by grade for all completed audits in the county.

Audit Type : School

Year : 2018-19

Group By : Organization Public/Private Grade

Filter :

Submit

What would you like to do with this report?

[Display as a PDF](#) [Export as a Spreadsheet](#)

State	County	Grade	Year	Total Enrolled	Immunization Certificates		Provisional Certificates		Medical Exempt		Religious Exempt		Total Valid Certificates		Invalid or No Certificates	
Name	Name			Total	Total	Percent	Total	Percent	Total	Percent	Total	Percent	Total	Percent	Total	Percent
IA	Plymouth	HS	2018	6	5	83.33	0	0.0	0	0.0	1	16.67	6	100.0	0	0.0
IA	Plymouth	K	2018	339	324	95.58	8	2.36	0	0.0	5	1.47	337	99.41	2	0.59
IA	Plymouth	1	2018	367	358	97.55	2	0.54	0	0.0	5	1.36	365	99.46	2	0.54
IA	Plymouth	2	2018	328	322	98.17	2	0.61	1	0.3	2	0.61	327	99.7	1	0.3

- To filter a report by a specific grade, select the Grade checkmark box and select the number grade from the dropdown menu and select Submit.

Audit Type : School

Year : 2018-19

Group By : Organization Public/Private Grade

Filter : 4

Submit

What would you like to do with this report?

[Display as a PDF](#) [Export as a Spreadsheet](#)

State	County	Grade	Year	Total Enrolled	Immunization Certificates		Provisional Certificates		Medical Exempt		Religious Exempt		Total Valid Certificates		Invalid or No Certificates	
Name	Name			Total	Total	Percent	Total	Percent	Total	Percent	Total	Percent	Total	Percent	Total	Percent
IA	Plymouth	4	2018	364	358	98.35	1	0.27	2	0.55	3	0.82	364	100.0	0	0.0

3. A summary of child care audits in the county will display.

County: <input type="text" value="Plymouth"/> <input type="button" value="Submit"/>														
Year Audit	Total Enrollment		Immunization Certificates		Provisionals		Medical Exemption		Religious Exemption		Total with Valid Certificates		Invalid or No Certificates	
	Number	Number	Percent	Number	Percent	Number	Percent	Number	Percent	Number	Percent	Number	Percent	
2018-19	852	800	93.9	4	0.47	0	0.0	12	1.41	816	95.77	36	4.23	
2017-18	822	786	95.62	4	0.49	0	0.0	5	0.61	795	96.72	27	3.28	

4. To generate the Kindergarten through 12th Grade summary, select the county and school district from the dropdown menus and select Submit. Please note only counties the provider has completed audits for will display from the dropdown menu.

Kindergarten through 12th Grade
Immunization Audits

School County: <input type="text" value="Plymouth"/> School District: <input type="text" value="Akron Westfield"/> <input type="button" value="Submit"/>														
Year Audit	Total Enrollment		Immunization Certificates		Provisionals		Medical Exemption		Religious Exemption		Total with Valid Certificates		Invalid or No Certificates	
	Number	Number	Percent	Number	Percent	Number	Percent	Number	Percent	Number	Percent	Number	Percent	

5. A summary of students Kindergarten through 12th Grade will display.

Kindergarten through 12th Grade
Immunization Audits

School County: <input type="text" value="Plymouth"/> School District: <input type="text" value="Hinton"/> <input type="button" value="Submit"/>														
Year Audit	Total Enrollment		Immunization Certificates		Provisionals		Medical Exemption		Religious Exemption		Total with Valid Certificates		Invalid or No Certificates	
	Number	Number	Percent	Number	Percent	Number	Percent	Number	Percent	Number	Percent	Number	Percent	
2018-19	724	719	99.31	1	0.14	0	0.0	4	0.55	724	100.0	0	0.0	
2017-18	745	738	99.06	1	0.13	1	0.13	5	0.67	745	100.0	0	0.0	