

Public Health

IOWA HHS

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Date: August 11, 2023

To: Local Public Health Agencies

From: Immunization Program, Jessica Schultz, MPH

RE: 2023-24 School and Child Care Immunization Audits

Please share this information with all staff involved with school and child care immunization audits.

This memo provides information regarding the 2023-24 school and child care immunization audits and links to related information and resources. School audits can begin as early as the first day of school to allow additional time for local public health agencies to conduct audits. The due date for school audits to be completed and entered in IRIS is **Friday, October 27, 2023**. The due date for child care audits to be completed and entered in IRIS is **Friday January 26, 2024**.

Staff involved in school and child care immunization audits should review all audit information and use the IRIS Instructions, even if they have completed the audits in previous years. Audit materials and instructions have been created to avoid common audit and reporting errors.

Prior to entering audit results in IRIS, users will need access to IRIS Audit functionality. **Current School Audit Users are not required to resubmit an IRIS Authorized Site Agreement.** Individuals who do not have School Audit Access need to complete the attached IRIS Authorized Site Agreement-Organization Form, and select "LPHA Org Admin" or "LPHA Standard User" under the Planned Use of IRIS, School Audits section. The IRIS form is also available on the [IRIS webpage](#). Fax the completed form to the IRIS Help Desk at 1-800-831-6292, or send electronically to IRISenrollment@idph.iowa.gov. Questions regarding IRIS enrollment forms may be directed to the IRIS Help Desk at 800-374-3958.

The following school and child care audit information and resources are available on the Immunization Program, [School and Child Care Audits](#) webpage:

Audit Information

- [IRIS Authorized Site Agreement-Organization Form](#)
- [School](#) and [Child Care](#) Audit Forms
- [School and Child Care Immunization Record Review Information](#)
- [Immunization Audit Training Powerpoint](#)
- [School and Child Care Audit IRIS Instructions](#)
- [Immunization Audits – Frequently Asked Questions](#)
- [Audit Tips and Reminders](#)
- [Avoid Common Audit Errors](#)

Immunization Certificates

- [Certificate of Immunization](#)

- [Provisional Certificate of Immunization](#)
- [Medical Exemption Certificate](#)
- [Religious Exemption Certificate](#)
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Resources

- [Iowa Educational Directory](#)
- [Iowa Department of Human Services, Licensed Child Care Centers](#)
- [Iowa Immunization Administrative Code](#)
- [Iowa Immunization Requirements Chart](#)
- [CDC Minimum Ages and Intervals Chart](#)
- [2023 CDC Immunization Schedule](#)
- [Iowa Department of Education, Private Instruction](#)
- [Iowa Immunization Law and You Brochure](#)

Questions regarding audits or the audit process should be directed to Jessica Schultz at 1-800-831-6293 or Jessica.Schultz@idph.iowa.gov.