

## Immunization Record Review Information School Immunization Audits 2023-24 School Year

The following information is intended to assist Local Public Health Agencies (LPHAs) with the completion of school immunization audits. Chapter 139A.8(6) of the immunization law and 641-7.8(139A) of the administrative rules require annual audits of all immunization records for public and nonpublic students in kindergarten through 12<sup>th</sup> grade. 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**. For questions regarding audits, contact Jessica Schultz at 800-831-6293 or [Jessica.Schultz@idph.iowa.gov](mailto:Jessica.Schultz@idph.iowa.gov).

### School Audit Information

1. Determine the schools (elementary, secondary, public and nonpublic) to be audited within the local board of health's jurisdiction. One school district may be divided into two or more counties. Local public health agencies will need to determine which agency will conduct the audit.
2. Establish a time to perform the audit.
3. A paper version of the IRIS school audit can be used to complete school audits when access to IRIS is unavailable or while at the school building. *All audits must be submitted in IRIS. Please do not mail paper audit forms to the Iowa Department of Health and Human Services.*
4. Certificate Requirements - All Certificates of Immunization, Provisional Certificates of Immunization, and Certificates of Immunization Exemption must be properly completed to be valid. A faxed copy, photocopy, or electronic copy is acceptable. In addition, each certificate should include the following to be valid:
  - **Certificate of Immunization:** applicant's last name, first name, date of birth, vaccine(s) administered, date(s) given, and the signature of a physician, physician assistant, nurse, or certified medical assistant.
  - **Provisional Certificate of Immunization:** applicant's last name, first name, date of birth, vaccine(s) administered, date(s) given, remaining vaccine(s) required, reason applicant qualifies for provisional enrollment, the signature of the physician, physician assistant, nurse, or certified medical assistant, and an expiration date not to exceed 60 days. There are two situations that warrant the use of a Provisional Certificate of Immunization:
    - The student has transferred from a domestic (U.S.) school system and the records have not arrived, or
    - The student has received at least one dose of each required vaccine but has not completed the required immunizations.
  - Provisional Certificates of Immunization should be issued to the admitting official of the school upon enrollment. At the time of the audit, if the Provisional Certificate of Immunization is expired (greater than 60 days) and a Certificate of Immunization has not been issued for the

student, the record shall be counted as invalid and included in the “students without acceptable or no certificates” column of the audit form.

- **Certificate of Immunization Exemption - Religious:** applicant’s last name, first name, date of birth, signature of applicant, parent or guardian and signature of a notary public.
  - **Certificate of Immunization Exemption - Medical:** applicant’s last name, first name, date of birth, vaccine(s) exempted, an expiration date (if applicable), and printed name, Iowa medical license number and signature of physician, physician assistant, or nurse practitioner. Previous versions of the Certificate of Immunization Exemption already on file remain valid, and student records do not need to be updated to the current version dated January 2017. Previous versions of the Certificate of Immunization Exemption remain valid and can be accepted for upcoming school years.
5. Certificates should be audited for vaccine doses administered at the minimum age and intervals as recommended by the Advisory Committee on Immunization Practices (ACIP). Doses administered  $\leq$  4 days before the minimum interval or age shall be counted as valid.

### Conducting School Audits

1. Use the School and Child Care Audit IRIS Instructions to enter School audit data. Enter school audit data in IRIS under the appropriate school found in the *School Name* drop down menu. When multiple grades are located in the same building, enter the appropriate grade level audit data into the corresponding school. **School districts, school buildings and grade levels are available in the [Iowa Educational Directory](#).**
2. **The School Name drop down menu includes a school district for each district in Iowa. *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. Inappropriate reporting in the school district requires time intensive follow up from Iowa HHS and LPHAs, and is the number one reporting error for school audits.***
3. The audit form includes the following fields:
  - *Total Enrollment* is the number of students in each grade enrolled in the school (number provided from the school). Each student should only be counted once.
  - Students with a *Certificate of Immunization* are the number of students who have a valid Certificate of Immunization.
  - Students with a *Provisional Certificate* are the number of students who have a valid Provisional Certificate of Immunization.
  - Students with *Certificates of Immunization Exemption* are the number of students who have a valid Certificate of Immunization Exemption for medical or religious reasons.
  - *Total Certificates* is the total number of Certificates of Immunization, Provisional Certificates of Immunization, and Certificates of Immunization Exemption.

- *Students without a certificate or an acceptable certificate* are the number of students who do not have a valid certificate. The number of students without acceptable or no certificates is the difference between Total Enrollment and Total Certificates.
- The *Home School* category should be used for all Competent Private Instruction (CPI) students. CPI students should be counted in the Home School row of the corresponding school. CPI is defined as private instruction provided to a child using a plan and course of study in a setting other than a public or organized accredited nonpublic school. The Home School category includes CPI Option 1 children and Option 2 children receiving dual enrollment. *Children receiving Independent Private Instruction (IPI) are exempt from immunization requirements and should not be included in the audit or counted in the Total Enrollment.*

Home-schooled student records should be documented in the school where the immunization record is maintained (e.g., elementary school). If home-schooled student records are maintained at the school district office, these should be reported under the school district. IRIS includes a school district office for each district in Iowa. **School districts should not be used to report audit data with the exception of home-schooled student records maintained at the school district office.**

4. Special Education students are assigned to a grade level and should not be counted separately.
5. Preschool children who attend a school system shall be entered only on the Child Care Immunization Record Review form. Preschool children should be audited for child care level requirements  $\geq 24$  months of age.
6. Upon completion of the audit, a copy of the audit should be given to the school admitting official.

## Immunization Record Review Information Child Care Immunization Audits 2023-2024 School Year

The following information is intended to assist LPHAs with the completion of licensed child care immunization audits. The due date for child care audits to be completed and entered in IRIS is **Friday January 26, 2024**. **Child care immunization audits include licensed child care centers, preschools, and Head Start centers.** For questions regarding audits, contact Jessica Schultz at 800-831-6293 or [Jessica.Schultz@idph.iowa.gov](mailto:Jessica.Schultz@idph.iowa.gov).

### Child Care Audit Information

1. Determine the licensed child care centers, preschools, and Head Start Centers to be audited within the local board of health's jurisdiction. A list of licensed childcare and preschool providers by county is available on the [Iowa Department of Health and Human Services webpage](#).
2. Establish a time to perform the audit.
3. A paper version of the IRIS school audit can be used to complete school audits when access to IRIS is unavailable or while at the school building. *All audits must be submitted in IRIS. Please do not mail paper audit forms to the Iowa Department of Health and Human Services.*
4. Certificate Requirements - All Certificates of Immunization, Provisional Certificates of Immunization, and Certificates of Immunization Exemption must be properly completed to be valid. A faxed copy, photocopy, or electronic copy is acceptable. In addition, each certificate should include the following to be valid:
  - **Certificate of Immunization:** applicant's last name, first name, date of birth, vaccine(s) administered, date(s) given, and the signature of a physician, physician assistant, nurse, or certified medical assistant.
  - **Provisional Certificate of Immunization:** applicant's last name, first name, date of birth, vaccine(s) administered, date(s) given, remaining vaccine(s) required, reason applicant qualifies for provisional enrollment, the signature of the physician, physician assistant, nurse, or certified medical assistant, and an expiration date not to exceed 60 days. There are two situations that warrant the use of a Provisional Certificate of Immunization:
    - The student has transferred from a domestic (U.S.) school system and the records have not arrived, or
    - The student has received at least one dose of each required vaccine but has not completed the required immunizations.
  - Provisional Certificates of Immunization should be issued to the admitting official of the school upon enrollment. At the time of the audit, if the Provisional Certificate of Immunization is expired (greater than 60 days) and a Certificate of Immunization has not been issued for the student, the record shall be counted as invalid and included in the "students without acceptable or no certificates" column of the audit form.
  - **Certificate of Immunization Exemption - Religious:** applicant's last name, first name, date of birth, signature of applicant, parent or guardian and signature of a notary public.
  - **Certificate of Immunization Exemption - Medical:** applicant's last name, first name, date of birth, vaccine(s) exempted, an expiration date (if applicable), and printed name, Iowa medical license number and signature of physician, physician assistant, or nurse practitioner. Previous versions of the Certificate of Immunization Exemption already on file remain valid, and student records do not need to be updated to the current version dated January 2017. Previous

versions of the Certificate of Immunization Exemption remain valid and can be accepted for upcoming school years.

5. Certificates should be audited for vaccine doses administered at the minimum age and intervals as recommended by the Advisory Committee on Immunization Practices (ACIP). Doses administered  $\leq 4$  days before the minimum interval or age shall be counted as valid.

### Conducting Licensed Child Care Audits

1. Use the School and Child Care Audit IRIS Instructions to enter child care audit data. Enter audit data in IRIS under the appropriate child care found in the Name of Center drop down menu.
2. Preschool children who attend a school system shall be entered on the Child Care Immunization Record Review form. **Preschool children should be audited for child care level requirements  $\geq 24$  months of age.**
3. The audit form includes the following fields:
  - *Total Enrollment* is the number of children enrolled in the licensed child care center (number provided from the administrator). Each student should only be counted once.
  - Children with a *Certificate of Immunization* are the number of children who have a valid Certificate of Immunization.
  - Children with a *Provisional Certificate* are the number of children who have a valid Provisional Certificate of Immunization.
  - Children with *Certificates of Immunization Exemption* are the number of children who have valid Certificates of Immunization Exemption for medical or religious reasons.
  - *Total Certificates* is the total number of Certificates of Immunization, Provisional Certificates of Immunization, and Certificates of Immunization.
  - *Students without a certificate or an acceptable certificate* are the number of children who do not have a valid certificate. The number of students without acceptable or no certificates is the difference between Total Enrollment and Total Certificates.
4. A copy of the audit should be given to the center administrator.