



ARIZONA DEPARTMENT  
OF HEALTH SERVICES



# 2019-2020 Immunization Data Report Tutorial For Kindergarten and 6<sup>th</sup> Grade

Arizona Immunization Program Office



ARIZONA DEPARTMENT  
OF HEALTH SERVICES

*Health and Wellness for all Arizonans*

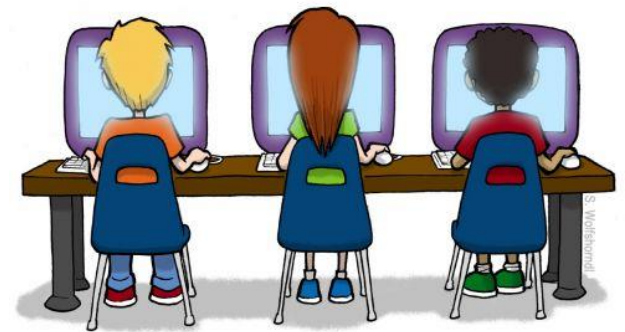
# Who Needs to Complete a School IDR?

- All schools in the state of Arizona, including public, private, and charter schools, that **serve** children who are in kindergarten or 6<sup>th</sup> grade, will need to register for the IDR, even if you do not have children in these grades ***this year.***
- If your school has a before and after school care program, the program should **not** report separately. All of the preschool, kindergarten, and 6<sup>th</sup> grade children who attend will already be counted in the child care or school IDR.



# Homeschool and Distance Learning Programs

- Homeschooled children and children who are students of distance learning programs (such as online schools) that participate in any activities on a school campus, such as sports, band, field trips, etc., must submit immunization records to that school. They should be included in that school's total count.
- Children who are entirely home-based and do not participate in any activities on a school campus do not need to submit immunization records and do not need to be included in an IDR report.



# Objectives

Learn how to:

- ✓ [Register and create an account](#)
- ✓ [Select your school/s](#)
- ✓ [Complete the school IDR survey](#)
- ✓ [Print a copy of your IDR survey responses](#)
- ✓ [Understand your IDR survey](#)



# Getting Started

- Gather immunization records for all kindergarten students and 6<sup>th</sup> grade students. You will be submitting total counts rather than individual students' records.
- You will need to know the total number of exemptions on file, as well as how many students have exemptions to EVERY required vaccine.
- Go to the IDR web page at:
  - <https://apps.azdhs.gov/IDR>

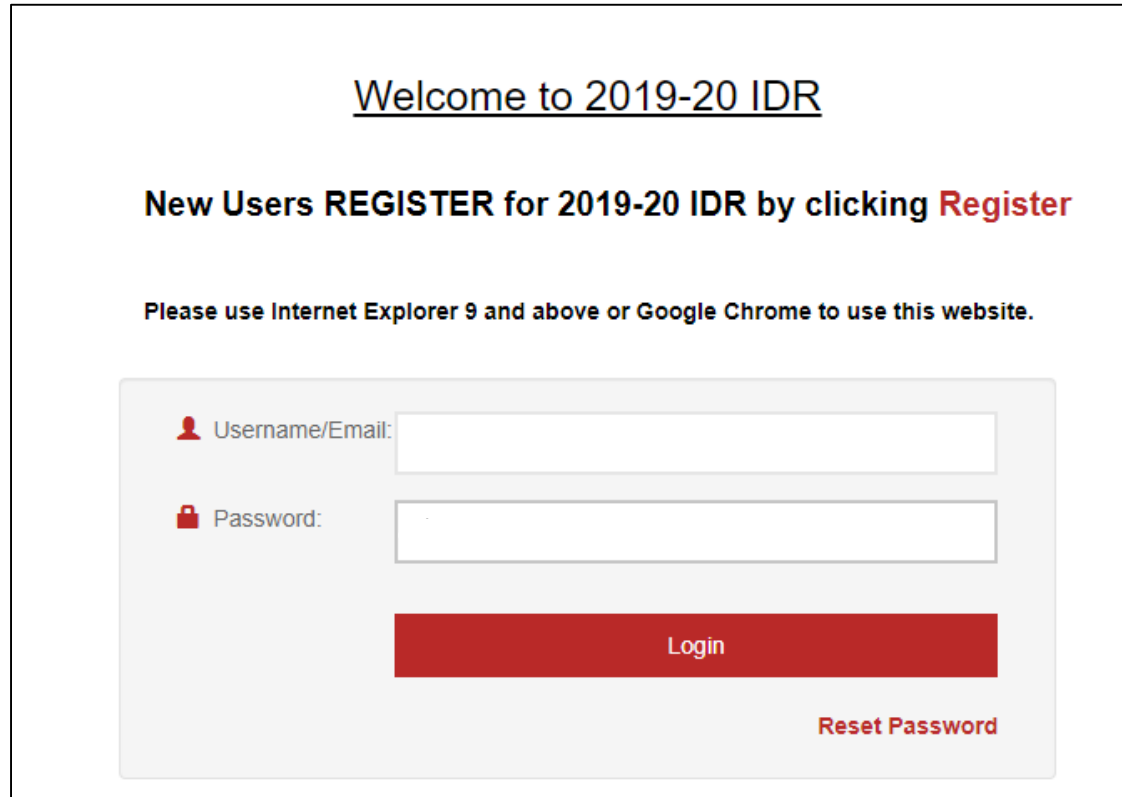
# Registering Your IDR Account

Start here if you did not create an account last year OR if you have a new email address. Otherwise, you can skip to [“Selecting Your School”](#).



# Registration

- If you created an account last year and have the same email address, you can sign in using last year's information. If you forgot your password, click "Reset Password".
- If you did not create an account last year, click the word **Register** to create an account.



Welcome to 2019-20 IDR

New Users **REGISTER** for 2019-20 IDR by clicking **Register**


Please use Internet Explorer 9 and above or Google Chrome to use this website.

Username/Email:

Password:

Login

Reset Password

 Please answer the questions below for user registration

Username(Email):  \*

Password should be at least 4 characters and max of 10 characters

Password:  \*


First Name:  \*

Last Name:  \*

Phone:  \*


Ext:

Role:  \*

 Select the School(s) you will be reporting for:

School Type:  County:  School:

Hit the ADD button after you have selected your facility.



Enter **your** information and then select the school/s you will be reporting for. Once you have selected your school, click the red button that says “ADD”.



# Selecting Your School



- When you select a school, the page to the right will appear. Please fill out your principal/director's information (even if that is you) and whether or not your school has a nurse. If you do not find your school in the list, please let us know at [AZIDR@azdhs.gov](mailto:AZIDR@azdhs.gov).
- Your school's unique ID number and address is populated for you, if we already have the information. You will not be able to edit this section yourself. Sections in yellow can be edited by you at any time.
- If any of the prepopulated information is incorrect or missing, please contact us at [AZIDR@azdhs.gov](mailto:AZIDR@azdhs.gov).
- Click "Save" when you are done.

SCHOOL PROFILE: DESERT VIEW ELEMENTARY SCHOOL

PRINCIPAL/DIRECTOR

First Name \* Last Name \*

Email \* Phone \* Ext

999-999-9999 99999

SCHOOL DETAILS:

Does this school have a Nurse? \* Nurse Type \*

Yes \* RN LPN Both

CTDS/License 30208101

Physical Address 462 S LAKE POWELL PAGE

Mailing Address PO BOX 1927 PAGE COCONINO 86040

IF SCHOOL INFORMATION (CTDS/LICENSE, SCHOOL TYPE, PHYSICAL ADDRESS, MAILING ADDRESS) IS INCORRECT, PLEASE CONTACT AZIDR@AZDHS.GOV

Save Close

## HOME - Welcome to 2019-20 IDR

### SCHOOL LIST: CHILD CARE/PRESCHOOL

AFM Chandler Montessori

### SCHOOL LIST: GRADE SCHOOLS

AFM Chandler Montessori

**BOWIE ELEMENTARY SCHOOL**

Add/Remove School

County: COCHISE School: BOWIE ELEMENTARY SCHOOL [866]

### Kindergarten

Kindergarten

Print a Copy

This is for your records only

Status: New

Last Updated By:

Updated Date:

### Sixth Grade

Sixth Grade

Print a Copy

This is for your records only

Status: New

Last Updated By:

Updated Date:

- You will have separate lists for your child care/preschool facilities and for your grade schools. If you will not be submitting a child care/preschool survey, the child care/preschool list will be blank.
- Only a Preschool/Child Care/Head Start survey will be available for schools in your child care/preschool list.
- Only a Kindergarten and a 6<sup>th</sup> Grade Survey will be available for schools in your grade school list.

## HOME - Welcome to 2019-20 IDR

### SCHOOL LIST: CHILD CARE/PRESCHOOL

AFM Chandler Montessori

### SCHOOL LIST: GRADE SCHOOLS

AFM Chandler Montessori

**BOWIE ELEMENTARY SCHOOL**

Add/Remove School



County: COCHISE School: BOWIE ELEMENTARY SCHOOL [866]

### Kindergarten

Kindergarten

Print a Copy

This is for your records only

Status: New

Last Updated By:

Updated Date:

### Sixth Grade

Sixth Grade

Print a Copy

This is for your records only

Status: New

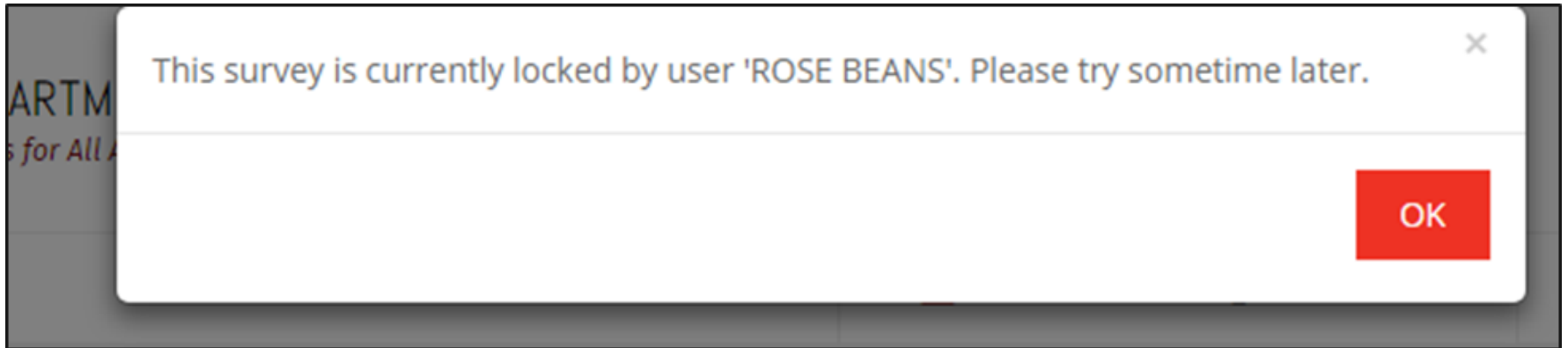
Last Updated By:

Updated Date:

- If you have an existing account, you can add your schools by clicking the “Add/Remove School” button on your home page. You will then follow the steps that begin on slide 9.
- This is also how you will add additional schools or remove schools from your profile, if needed.

# Completing Your Survey





- If more than one person will be reporting for your school, you may each add this school to your profiles. You will be able to see who last edited the surveys and when.
- Although more than one person may work on an individual survey, only one person may work *at a time*. If someone is already working in the survey you select, you will get a message indicating who is currently working in the survey.

## HOME - Welcome to 2019-20 IDR

### SCHOOL LIST: CHILD CARE/PRESCHOOL

AFM Chandler Montessori

### SCHOOL LIST: GRADE SCHOOLS

AFM Chandler Montessori

### BOWIE ELEMENTARY SCHOOL

Add/Remove School

County: COCHISE School: BOWIE ELEMENTARY SCHOOL [866]

#### Kindergarten

Kindergarten

Print a Copy

This is for your records only

Status: In Progress

Last Updated By: RACHAEL SALLEY

Updated Date: 8/23/2019 9:03 AM

#### Sixth Grade

Sixth Grade

Print a Copy

This is for your records only

Status: New

Last Updated By:

Updated Date:

- The section for each survey will remain **gray** until you start the survey. Surveys in progress will turn **yellow**, and SUBMITTED surveys will turn **green**.
- The printable PDFs will become available to you once you have submitted your survey to ADHS. The PDF is for your records only. The printed copy does not need to be sent to ADHS and will not replace the online submission of a survey.

# KINDERGARTEN SURVEY

**NOTE: Please save your entries frequently. You will be logged out for inactivity longer than 60 minutes.**


**The survey will not be saved automatically. You must click "Save" to save your work.**

**For ADHS to receive your final data, you must click "Submit to ADHS". You must resubmit every time you make changes.**

Save

Cancel

Submit to ADHS

 Student Count

Do you have 10 or fewer students enrolled in Kindergarten?

Yes

No



- If you have 10 or fewer students in kindergarten or 6<sup>th</sup> grade at the time of survey completion, you will be able to check the box indicating that you do not need to complete a survey THIS YEAR. You will still need to register your school and select the box so that we know why we don't have a survey from you.



7. How many students have received at least 3-4 doses with the last dose given at 4 years of age or older?  \*

8. How many students have an ADHS medical exemption form on file that **includes lab evidence of immunity** for polio?  \*

9. How many students have an ADHS personal belief exemption form or ADHS medical exemption form **without lab evidence** of immunity on file for polio?  \*

10. How many students are in a conditional admission/catch-up status for polio?  \*

11. How many students DO NOT have up-to-date record of immunization OR valid ADHS exemption form for POLIO?  \*

% fully immunized

% in compliance

- Please answer each question as accurately as possible
- Save your work often. If you are logged out due to prolonged inactivity, accidentally exit the application, or there is a power failure, you may LOSE unsaved work.
- Saved work can be revisited at any time. You can safely log out and return later if you have saved your work.

# What does conditional admission/catch-up mean?

- For immunizations for which more than 1 dose is required, you will be asked how many students are on a “catch-up” schedule.
- This question is referring to students who have had at least one dose, usually late, and are in the minimum interval period before they can receive the next dose.
- For information about minimum interval periods, please see the ADHS [Guide to Arizona Immunizations Required for Entry: Grades K-12](#)
- The catch-up question should NOT include students who have not had at least one dose, students who have an exemption form on file, or students for whom you have no record of immunization or exemption.

Once your survey has been submitted, you will be redirected to the home page where you will see a confirmation message and your survey button has turned **green**. The printable PDF will now be available for your records.


The screenshot displays the 'HOME - Welcome to 2019-20 IDR' interface. On the left, there are two school list sections: 'SCHOOL LIST: CHILD CARE/PRESCHOOL' and 'SCHOOL LIST: GRADE SCHOOLS', both listing 'AFM Chandler Montessori'. Below these is a red 'Add/Remove School' button. On the right, a green confirmation banner states: 'Your survey has been submitted to ADHS. You can continue to make changes up until November 15th. You must re-submit the survey each time you make changes.' Below this, the page shows 'County: MARICOPA' and 'School: AFM Chandler Montessori [G354]'. Two survey entries are visible: 'Kindergarten' and 'Sixth Grade'. Each entry has a green button with a document icon and the grade level, a 'Print a Copy' button, and a note 'This is for your records only'. The status for both is 'Submitted', last updated by 'RACHAEL SALLEY', and updated on '8/23/2019 8:32 AM'.

All surveys must be submitted online to ADHS no later than **November 15, 2019!** You may continue to make changes until that date. A new survey must be submitted EVERY time you make changes. The IDR will be unavailable after **November 15th**. After this date, you will be able to print a copy of your survey IF you submitted it on time. You will not be able to make any changes to surveys after November 15<sup>th</sup>.

# Forgot Your Password?

## RESET PASSWORD

- If you forget your password, or want to reset it for any reason, click the “Reset Password” link on the login screen.
- Doing so will bring you to a screen like the one on the right, where you will enter the email address you used to register and create your new password.
- You can then log in using your email address and new password.


 Please use the form to reset your password:

Username(Email):  \*


Password should be at least 4 characters and max of 10 characters

New Password:  \*

Confirm New Password:  \*


 Captcha Challenge

I need to be sure that you are a human and not a computer BOT. So please enter the string below so that I can be assured that you are human. Note, the string contains upper and lower case letters and numbers.



CaptchaText  \*

Save

 Back to Login Screen

# Helpful Tips:

- The questions in the kindergarten and 6<sup>th</sup> grade surveys pertain to ALL children in the grade level, regardless of chronological age.
- 4-year-old kindergarteners must have all required immunizations.



- **Save your work often!!** For security reasons, if you are inactive for 1 hour you will be logged out. Unsaved work will be lost, while saved work will be there when you log back in. There is a 5 minute warning that will appear before you get logged out.
- If you need more than one session to complete a survey, make sure to save before you log out. This will allow you to pick up where you left off.

# Understanding your Immunization Data Report

## What is the difference between fully immunized and in compliance?

- **Fully immunized/coverage** – the percent of student who have received the required doses for each vaccine type and are up-to-date
  - Target range is **95% and above**
- **Compliance**- the percent of students who either have an immunization record or a valid exemption on file
  - Target range is **100%**
- For example: There are 100 students in a class. 80 are fully vaccinated for MMR, 10 are exempt and 10 are not exempt but also are not up-to-date.
  - Coverage: 80/100 are fully vaccinated → **80% fully immunized**
  - Compliance: 90 are either up-to-date OR exempt for MMR → **90% compliant**

# Questions and Assistance

- If you have any questions or challenges while completing your IDR, please email [AZIDR@azdhs.gov](mailto:AZIDR@azdhs.gov). Someone will return your email as soon as possible **during business hours.**
- Remember, your IDR is due **no later than November 15, 2019!** We encourage you to start early. This allows you time to get answers to any questions that you may have and still submit the IDR on time.

# Thank you for all you do!

**Rachael Salley, MPH**

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