



2023-2024 Immunization Data Report Tutorial

For Child Care, Preschool, and Head Start

Bureau of Immunization Services



ARIZONA DEPARTMENT
OF HEALTH SERVICES

Health and Wellness for all Arizonans

Who Needs to Complete a Child Care IDR?

- All licensed child care providers that serve children who are **18 months through 5 years old**, including child care centers, home-based providers, Head Start/Early Head Start, preschools, and pre-kindergarten, will need to register for the IDR.
- If your facility provides **ONLY** before and/or after school care for elementary children, you do NOT need to submit an IDR for those grades. Kindergarten students should be counted by their school if they're attending full time.



Objectives

Learn how to:

- ✓ [Register and Create Account](#)
- ✓ [Select your child care facility/facilities](#)
- ✓ [Understand & complete the child care IDR survey](#)
- ✓ [Understand Immunization Requirements](#)
- ✓ [Tips, Tricks, Scenarios, Questions](#)
- ✓ [COVID-19 and Immunizations](#)
- ✓ [Guides and other helpful links](#)



Getting Started

- Gather immunization records for children who are 18 months through 5 years of age as of the **date you submit your report**. You will **not** need to submit information for children younger than 18 months. You will be submitting total counts rather than individual children' records.
- You will need to know the total number of exemptions on file, as well as how many children have exemptions to EVERY required vaccine (exemptions can vary for each vaccination type).
- Go to the IDR web page at:
 - <https://apps.azdhs.gov/IDR>

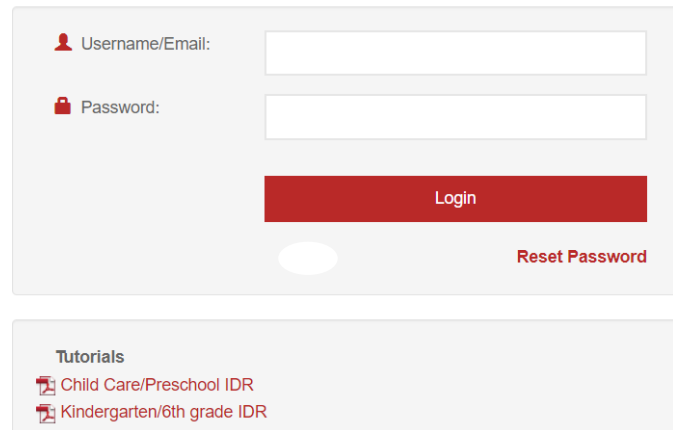
Registration

- If you created an account last year and have the same email address, you can sign in using last year's information.
- If you did not create an account last year, click the word **Register** to create an account.
- **This password is not the same as your ASIIS Password which may also auto populate.**

Welcome to the 2023-24 IDR

New Users **REGISTER** for 2023-24 IDR by clicking **Register**

Please use Edge or Google Chrome to use this website.



Username/Email:

Password:

Login

Reset Password

Tutorials

- Child Care/Preschool IDR
- Kindergarten/6th grade IDR

If you forgot your password, click "Reset Password".

Please read the tutorial slides for the most up to date instructions and guidance on reporting the IDR.

AFTER CLICKING REGISTER you will be brought to the screen below to create your profile and add your school/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”.

NOTE: If you are having difficulty registering or logging in, please email AZIDR@azdhs.gov for assistance.

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

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: *

You can add multiple schools by repeating the process for your other schools.

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


School Type: County: School:

ADD

Hit the **ADD** button after you have selected your facility.




- When you select a facility, 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 facility has a nurse. If you do not find your facility in the list, please let us know at AZIDR@azdhs.gov.
- Your 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, check to make sure you selected the right facility, there may be similar sounding facility names.
- If the correct school is selected but information is wrong please contact us with the correct information at AZIDR@azdhs.gov.

 PRINCIPAL/DIRECTOR


First Name * Last Name *

Email * Phone * Ext

 PRIMARY IDR CONTACT

First Name * Last Name *

Email * Phone * Title *

 SCHOOL DETAILS:

Does this school have a Nurse? * Nurse Type *

How many nurses are at your school? *

Who is filling out the IDR? *

 PRIMARY IDR CONTACT


First Name *

Last Name *

Email *

Phone *


Title *

 SCHOOL DETAILS:

Does this school have a Nurse?
 *

Who is responsible for student health records?
 *

Who is filling out the IDR?
 *

 SCHOOL DETAILS:

Does this school have a Nurse?
 *

Nurse Type

How many nurses are at your school?

Who is filling out the IDR?

NEW SECTIONS: This year we have added a new “Primary IDR Contact” section to better address needs at the facility level. There are also new questions about nurse and health staff to better suit each facilities unique situation. Please reach out if you have any questions by email to AZIDR@AZDHS.gov.



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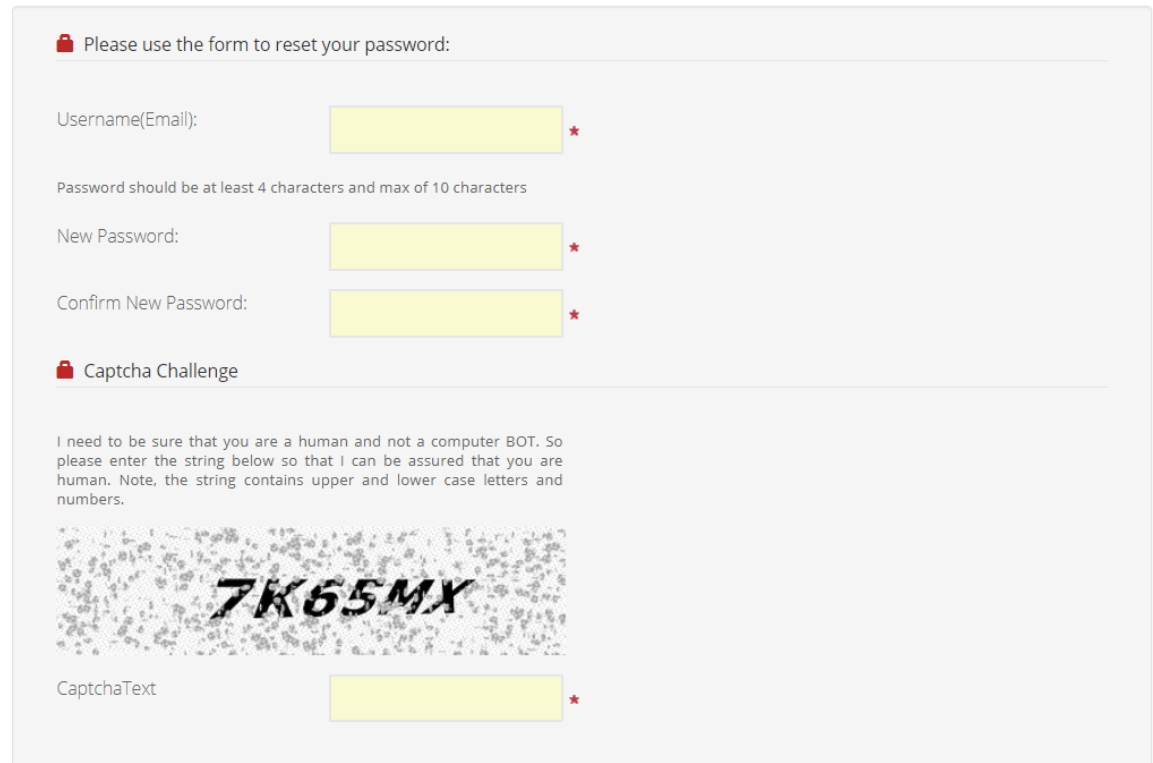
Selecting Your School or Child Care Facility



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): *

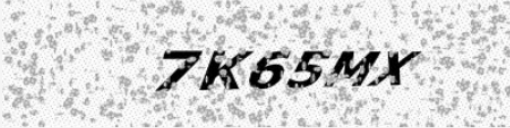
Password should be at least 4 characters and max of 10 characters

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

**YOUR ASIIS PASSWORD/EMAIL MAY
BE DIFFERENT THAN THE ONE FOR
YOUR IDR.**

ADDITIONAL INFORMATION

Does your preschool run a private kindergarten or 6th grade that is not affiliated with a public school district? Yes No *

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

Save

Close

- This question is here so that you can easily link your preschool to an existing school. You also can also address any private schools not in our system. You will only see this question when selecting a child care/preschool.
- You will be asked if your facility is affiliated with a private grade school. If your preschool is physically located on a PUBLIC school campus, or if you do not operate any grades above preschool, select “No”.
- You might select “Yes” if you are:
 - A child care center that includes a private kindergarten
 - A private school that includes grades higher than preschool (for example, preschool and kindergarten, preschool through 8th grade, etc.)

Does your preschool run a private kindergarten or 6th grade that is not affiliated with a public school district? Yes No *

Please select your private K or 6 school:

OR

My grade school is not listed. Information will be automatically added below.

 PRINCIPAL/DIRECTOR: Private K or 6

First Name	Last Name	
<input type="text" value="First Name"/> *	<input type="text" value="Last Name"/> *	
Email	Phone	Ext
<input type="text" value="Email"/> *	<input type="text" value="999-999-9999"/> *	<input type="text" value="99999"/>

 PRIMARY IDR CONTACT

First Name	Last Name	
<input type="text" value="First Name"/> *	<input type="text" value="Last Name"/> *	
Email	Phone	Title
<input type="text" value="Email"/> *	<input type="text" value="999-999-9999"/> *	<input type="text" value=""/>

 SCHOOL DETAILS: Private K or 6

Does this school have a Nurse?
 *

- If you select “Yes”, you will then be asked to find your private grade school from the drop down list.
- If it isn’t in the list, you will be able to check the box that says “My grade school is not listed”. This will auto-populate the grade school information.
- If your facility operates a private grade school that is not in the drop down list and has a different name from what is automatically populated for you, please let us know at azidr@azdhs.gov so we can update our records.

SCHOOL LIST : CHILD CARE/PRESCHOOL

[Red Square] [Blacked Out Name]

SCHOOL LIST : GRADE SCHOOLS

[Red Square] [Blacked Out Name]

Add/Remove School

County: M [Blacked Out]

Address: [Blacked Out]

PreSchool

Preschool/Child Care/Head Start

Print a Copy

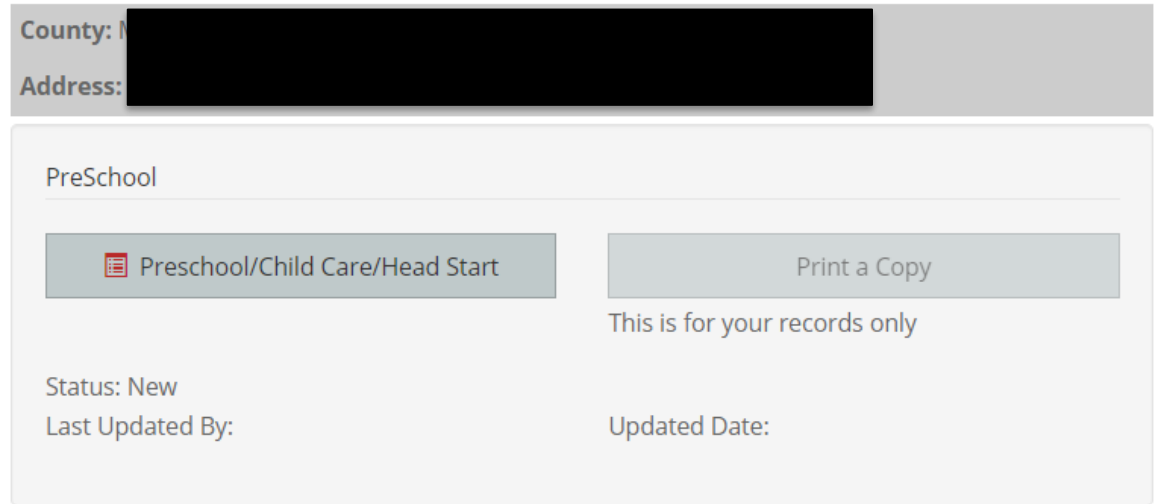
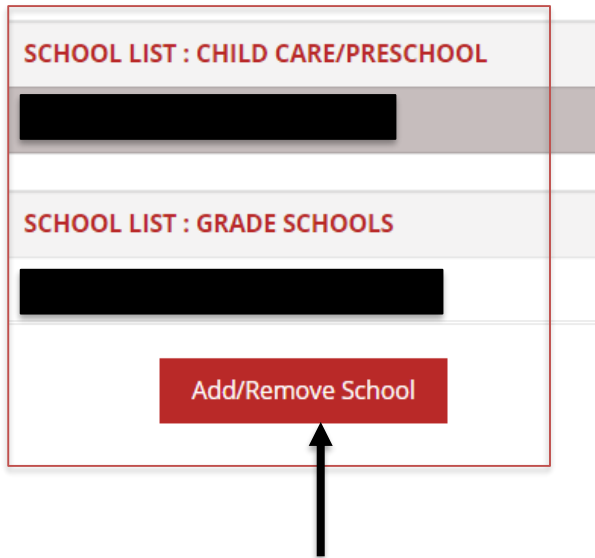
This is for your records only

Status: New

Last Updated By:

Updated Date:

- If applicable 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 6th Grade Survey will be available for schools in your grade school list.
- **Click on the name of each school in the red square above to switch between.**



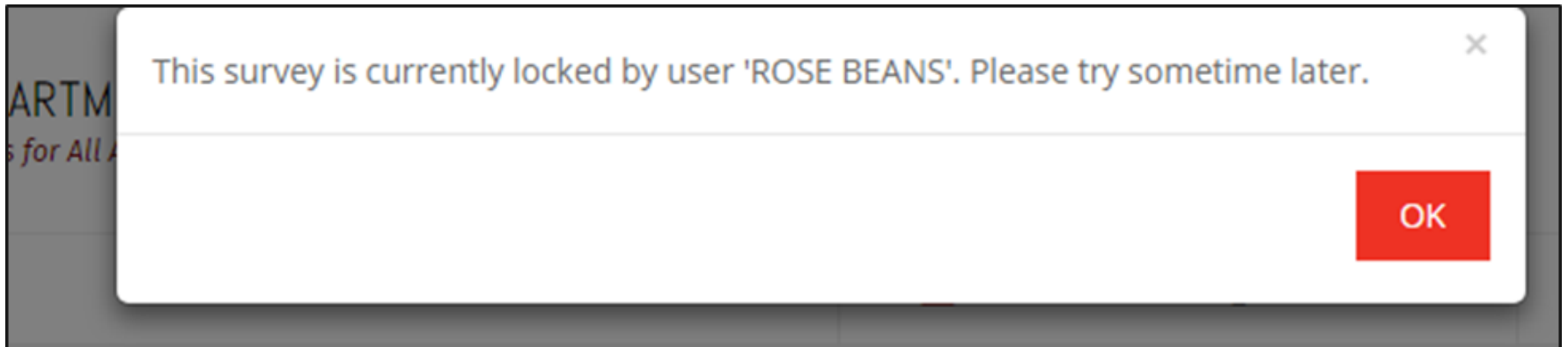
- Once you login or create your account, you can add your schools by clicking the “**Add/Remove School**” button on your home page. You will then follow the steps that begin on slide 9.
- **You may need to re-add your school even if you submitted last year.**
- This is also how you will **add additional schools** or remove schools from your profile, if needed.

Completing Your



Multiple Reporters? A-OK

- 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 2023-24 IDR



SCHOOL LIST: CHILD CARE/PRESCHOOL
[REDACTED] ss, L.L.C.
[REDACTED] Child Care

SCHOOL LIST: GRADE SCHOOLS
[REDACTED] SCHOOL
[REDACTED] Y SCHOOL
[REDACTED] Y SCHOOL

Add/Remove School

County: MARICOPA School: [REDACTED]



Kindergarten

 Kindergarten  Print a Copy

This is for your records only

Status: In Progress
Last Updated By: BLAKE MAIHACK
Updated Date: 9/9/2020 2:20 PM

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.
- You can access your report via this portal after you have submitted and up until the IDR closes on November 15th.

CHILD CARE SURVEY

You do not have to submit a survey for children under 18 months

Save

Cancel


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.

Submit to ADHS

These questions pertain to children 18 months through 5 years of age who are currently enrolled in your child care/preschool center.

 Student Count

Do you have 10 or fewer students (18 months through five years) enrolled in Child Care/Preschool? Yes No *

- If you have 10 or fewer children in your child care facility 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 create an IDR** for your facility, even if you need your facility to be added.
- You will register or login, select your school, go to the IDR survey, and check the box then hit **“submit to ADHS”.**

Understanding your Immunization Requirements

What is the difference between fully immunized and in compliance?

- **Fully immunized/coverage** – the percent of children 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 children who either have an [immunization record](#) or a [valid exemption](#) on file
 - Target range is **100%**
- For example: There are 100 children 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**
- Arizona Revised Statutes 15-871 to 15-874 require all students to be vaccinated to be enrolled in school. The law states students are not allowed to attend and can be removed if they fail to attain the required immunizations or a valid exemption.

3. How many students have received a total of 4 or more doses?



4. How many students have an ADHS religious exemption form or ADHS medical exemption form on file for DTaP/DTP?



5. How many students are in a conditional admission/catch-up status for DTaP/DTP?



6. How many students DO NOT have up-to-date record of immunization OR valid ADHS exemption form for DTaP?



% fully immunized

% in compliance

- Please answer each question as accurately as possible. Read each question.
- **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. Please make sure your numbers add up to your enrollment.
- **Catch-Up** scenarios are unique situations where children cannot get vaccinated due to a minimum interval between vaccines. **Not because someone chooses to not vaccinate or did not make a timely doctor's appointment.**

What does conditional admission/ catch-up/minimum interval mean?

- For immunizations for which more than 1 dose is required, you will be asked how many children are on a “catch-up” schedule.
- This question is referring to children 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: Child Care or Preschool](#).
- The catch-up question should NOT include children who have not had at least one dose, children who have an exemption form on file, or children for whom you have no record of immunization or exemption.
- If someone is choosing not to vaccinate their child they’re not in a catch-up scenario.
- Another useful tool is the [ADHS Vaccine Catch Up Flow Chart](#).

HOME - Welcome to 2023-24 IDR

SCHOOL LIST: CHILD CARE/PRESCHOOL

, L.L.C.

Child Care

SCHOOL LIST: GRADE SCHOOLS

SCHOOL

RY SCHOOL

Add/Remove School

✓ 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.

County: MARICOPA School: Child Care [CDC-

PreSchool

Preschool/Child Care/Head Start

Print a Copy

This is for your records only

Status: Submitted

Last Updated By: BLAKE MAIHACK

Updated Date: 9/9/2020 1:56 PM

- 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.
- All surveys must be submitted online to ADHS no later than **November 15th**! 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 15th.

Helpful Tips:

- The questions in the child care survey will pertain to children who are 18 months through 5 years old, and not yet in kindergarten at the time you are filling out the survey. You do not need to report information for children younger than 18 months.



- **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.

Questions and Assistance

- If you have any questions or challenges while completing your IDR, please email AZIDR@azdhs.gov. Someone will return your email as soon as possible **during business hours.**
- Remember, your IDR is due **no later than November 15th**! 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.

Hep A Questions

While Hep A is not required for child care attendance outside of Maricopa County, every Arizona child care/preschool must answer the following questions.

- As you will see noted in the IDR survey, **all preschools/child care facilities in all counties are required to answer the Hep A questions.**
- We are aware that this is only a child care entry requirement in Maricopa county, but we still need the data for analysis and reporting purposes. If you are outside of Maricopa county, your responses to Hep A questions **will not** affect your ability to get a certificate.
- **It is not necessary to add a comment in the comment sections about your facility being outside of Maricopa county or that Hep A is not required. This will be reflected when we assess the data.**

Useful Links & Information

- [Link to the IDR](#)
- [Immunization Handbook](#)
- [Catch-Up Flowchart & FAQ](#)
- [Immunization Dose Requirements Guide](#)
- [Screening and Referral Form](#)
- [Immunization Quick-look Toolkit](#)
- [ASIIS Training Slides](#)
- [Additional Info](#)



County Contact Information

The following phone numbers correspond to the respective County Health Department. From here you can reach out to your county representative for assistance with vaccine availability, how to work with complex issues, and more. You may always reach out to the IDR team at AZIDR@AZDHS.gov for questions as well.

- Apache: 928-333-2415
- Cochise: 520-432-9400
- Coconino: 928-679-7272
 - Gila: 928-425-3189
- Graham: 928-428-1962
- Greenlee: 928-865-2601
 - La Paz: 928-669-1100
- Maricopa: 602-506-8815
- Mohave: 928-753-0714
- Navajo: 928-532-6050
- Pima: 520-724-7988
- Pinal: 520-866-7358
- Santa Cruz: 520-281-1550
ext. 1410, 1416
- Yavapai: 928-583-1000
- Yuma: 928-317-4559



Thank you for all you do!

Blake Maihack, MPH

Epidemiology Assessment Coordinator

Bureau of Immunization Services

Arizona Department of Health Services

150 North 18th Avenue, Suite 260, Phoenix, AZ 85007

AZIDR@azdhs.gov

Work: (480) 490-6084

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