



2020-2021 OKLAHOMA STATE DEPARTMENT OF HEALTH KINDERGARTEN IMMUNIZATION SURVEY INSTRUCTIONS

Below are the instructions to complete the 2020-2021 Oklahoma State Department of Health (OSDH) Kindergarten Immunization Survey. The length of time it takes to complete will depend on the total kindergarten enrollment at your school. Please plan for approximately 1 to 2 hours to complete the survey. You may exit and return to the survey at any time utilizing a special code given to you when you exit the survey. It is encouraged to have your kindergarten vaccination numbers prepared before beginning the survey. However, if you need to return to your survey and have lost your special code, please email Ksurvey@health.ok.gov or if it is an urgent matter, contact Mike Mannell or Ozair Naqvi in the OSDH Acute Disease Service at 1-800-234-5963 or (405) 271-4060. To complete the survey you will need the following: 1) access to a computer with online capabilities; 2) total number of kindergartners at your school; 3) shot records or other evidence of immunity for each kindergartner; 4) completed exemption forms on your kindergartners (*if applicable*); and 5) access to Microsoft Excel or the summary of vaccinations and exemptions produced by your school's immunization record system.

PART 1: SCHOOL INFORMATION

Please complete all portions of the school information section including the contact information of the person completing the survey. Enter your official school name so we can match it to the list of schools we've obtained from the Oklahoma Department of Education and Oklahoma Private Schools Association. We've included this list along with other resources for your reference. Also indicate the total kindergarten enrollment at your school.

PART 2: COMPLETING THE 2019-2020 KINDERGARTEN IMMUNIZATION SURVEY

In addition to submitting aggregate vaccination numbers, the survey also requires uploading a document with individual vaccination and exemption information. The OSDH does comply with HIPAA requirements and all individual data is confidential. It is important to receive individual data so that we can ensure that each data point is as accurate as possible and, if needed, complete data validation by pulling the student's original record. If your school chooses to use an ID number rather than the student's name, you may do so. However, there may be instances in which an individual vaccine record may need to be reviewed so it is important that we are able to cross-reference an ID number with a student record. **IT IS IMPORTANT THAT YOU KEEP RECORD OF ALL THE DATA THAT IS ENTERED OR UPLOADED INTO THE SURVEY.**

Schools may either complete the attached excel file or upload a report with student-specific vaccination data from your school's immunization system. Both options require a file to be uploaded and vaccine coverage/exemptions to be entered using the data from the files.



Excel option: This option is best for schools that have smaller numbers of kindergartners or that do not have the capability to create reports in the software system used to document student immunization records.

- Download the Excel file onto your computer.
- Download the instructions for completion of the Excel file.
- Once the Excel file is completed, upload the file back into the survey.
- Using the data that was entered into the survey, complete the “Vaccine Coverage” and “Vaccine Exemptions” sections.

School immunization program option: This option is best for schools that have the capability to generate a report from the software system used to maintain student vaccination records. The report can be uploaded into the survey.

- Create a report that has student-specific vaccination data from your school’s immunization system. Upload the report to the survey.
- Using your school’s report, complete the “Vaccine Coverage” and “Vaccine Exemptions” sections.

PART 3: VACCINATION COVERAGE

This section asks about vaccination coverage of the kindergartners in your school. As described below, there are some vaccine-preventable diseases for which laboratory tests or a history of illness are evidence of immunity and are an acceptable alternative to vaccination.

Kindergartners with laboratory evidence of immunity should be included in the total count of “compliant” or “up-to-date.”

- Laboratory Evidence of Immunity
 - Hepatitis A, Hepatitis B, Polio, or Varicella:
 - A kindergartner is considered ‘up to date’ (compliant) if they have a note from a licensed healthcare provider reporting laboratory evidence of immunity (usually a blood test) specific to one or more of these diseases. For varicella (chicken pox), a parent note reporting history of disease is acceptable as evidence of immunity.
 - MMR:
 - A kindergartner is considered ‘up to date’ (compliant) for MMR if they have a note from a licensed healthcare provider reporting laboratory evidence of immunity for ALL THREE components of the vaccine (measles, mumps, AND rubella). If they do not have laboratory tests showing immunity to all three diseases covered by the combination vaccine, they are NOT considered ‘up to date’ (compliant) and need to have documentation of 2 doses of MMR vaccination to be considered ‘up to date’.
 - DTaP:
 - Laboratory evidence of immunity does not apply to DTaP (diphtheria, tetanus, and pertussis). A student must have all required doses of DTaP to be considered ‘up to date’ (compliant).
- Complete the questions regarding number of students that are ‘up to date’ (compliant)



for each vaccine based upon doses of vaccine received or other evidence of immunity (see criteria above).

- Varicella questions:
 - There are four questions specific to varicella vaccination.
 1. How many have 1 dose of varicella vaccine on record?
 - For this question, only record the kindergartners with ONLY 1 dose of varicella vaccine on record.
 2. How many have 2 or more doses of varicella vaccine on record?
 - Only include the kindergartners with 2+ doses of varicella vaccine on record.
 3. How many have documented laboratory evidence of immunity or history of disease for varicella?
 - Only include those with parental or physician notes reporting history of chicken pox or laboratory (usually blood test) evidence of immunity AND no record of varicella vaccination.
 4. Total number of kindergartners 'up to date' (compliant) for varicella.
 - *Reminder: 1 dose of varicella is considered compliant in Oklahoma.*
 - Please review the following example for a better understanding of the varicella categories.

Total kindergartners: 50 (48 have two doses of varicella and 2 have only one dose of varicella. All 50 students are in compliance and considered up-to-date).

Only 1 varicella: 2
2 or more varicella: 48
History of disease: 0
Total up-to-date for varicella: 50

Please note that the three varicella categories are equal to the total up-to-date for varicella. The total cannot exceed the total number of kindergarten students.

PART 4: VACCINE EXEMPTIONS

This section refers only to those kindergartners who have exemption forms on file. Complete the survey questions with information obtained from the exemption forms. If a student has both an exemption form AND a history of vaccine doses for some vaccine types, determine whether the student is 'up to date' (compliant) with the vaccine record. Enter the 'up to date' vaccinations accordingly. If the student is not 'up to date', then utilize the exemption form.

Example: A student has 1 dose of a varicella-containing vaccine AND has an exemption form



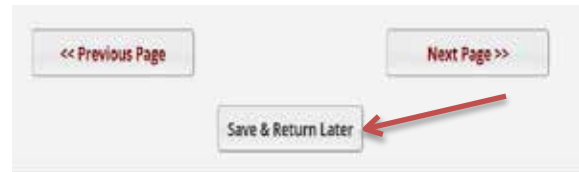
for varicella vaccination. The student would be considered 'up to date' (compliant) since only 1 varicella-containing vaccination is required for kindergarten enrollment. In this situation, disregard (do not count) the exemption and consider the student current on varicella vaccination.

RETURNING TO THE SURVEY

If you are unable to complete the survey in one session, or would like to return to your survey at a different time after completion (prior to the close date) to review your entries, you will need a unique access code.

Obtaining the unique survey return code:

- If you are in the middle of the survey and wish to exit, please choose the option "Save and Return Later."



- Once you choose that option, a screen will pop up with a 'Return Code.' **KEEP THIS RETURN CODE IN A SAFE PLACE.** You will need it to return where you left off in the survey.

Close survey

Thank you for completing the 2019-2020 Oklahoma State Department of Health Kindergarten Immunization Survey. **Please keep all records and documents used to complete the survey. You may either print or save a copy of your completed survey.** You may be contacted if there are questions during the review process.

To access your survey again, please copy the code and keep for safekeeping. If you have questions about survey completion or how to answer the survey questions, please contact the OSDH Immunization Service by e-mail: ksurvey@health.ok.gov or 1-800-234-6196 or (405) 271-4073. If you have questions about REDCap or need technical assistance with REDCap please contact Mike Mannell or David Samkutty in the OSDH Acute Disease Service at 1-800-234-5963 or (405) 271-4060.

Thank you again for your time.

Enter your email to receive confirmation message?
A confirmation email is supposed to be sent to all respondents that have completed the survey, but because your email address is not on file, the confirmation email cannot be sent automatically. If you wish to receive it, enter your email address below.

Enter email address Send confirmation email

* Your email address will not be stored

You may return to this survey in the future to modify your responses by navigating to the survey URL and entering the code below.

Return Code: **XH3WWD...**

- If you have completed the survey, there will be a re-entry code located on the bottom of the screen. **KEEP THIS CODE** to return to your survey at any time during the open survey completion dates.



Using the unique code to re-enter a survey:

- To return to the survey, click on the original survey link: <https://is.gd/1920KGIMMSurvey>
- On the home page click on the 'Returning?' icon on the top right-hand corner of the screen:



- Type in the 'Return Survey Code' and hit 'Submit your Return Code.' You can now view and edit your survey.

