



## **NORTH DAKOTA IMMUNIZATION INFORMATION SYSTEM**

### **SCHOOL REPORTS**

The NDIIS has five reports designed to help schools manage their student population, their student immunization records, calculate immunization coverage and exemption rates, and identify students not up-to-date.

Each report has its own required selection criteria. All required fields will be marked with a red asterisk. Users will only be able to run reports for their own school. If a user has access to more than one school in the NDIIS, they must change the school they are currently logged in under on the NDIIS homepage before they will be able to run reports for that school.

If grade is one of the required criteria for a report, all grades will be available to select. Users can run a report for one grade at a time or multiple grades on a single report. If vaccine is one of the required criteria for a report, all school required immunizations will be available to select. Users can run a report for one vaccine at a time or for multiple vaccines on a single report.

Any reports set to *Run Now* will be run immediately and should be available to view within a few minutes. Reports set to *Run Later* will be saved in queue to be run during nightly system maintenance and will be available to view the next business day.

#### **Use the links below to jump to details on each school report**

[School Student List Report](#)

[School Coverage Rate Report](#)

[School Student Exemption Report](#)

[School Student Not Up-to-Date Report](#)

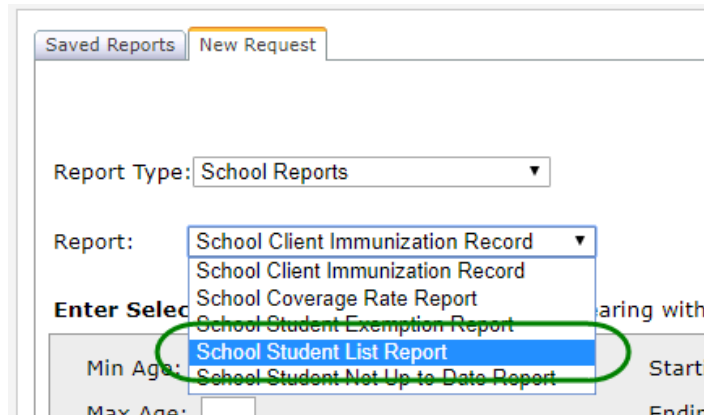
[School Student Immunization Record Report](#)

## School Student List Report

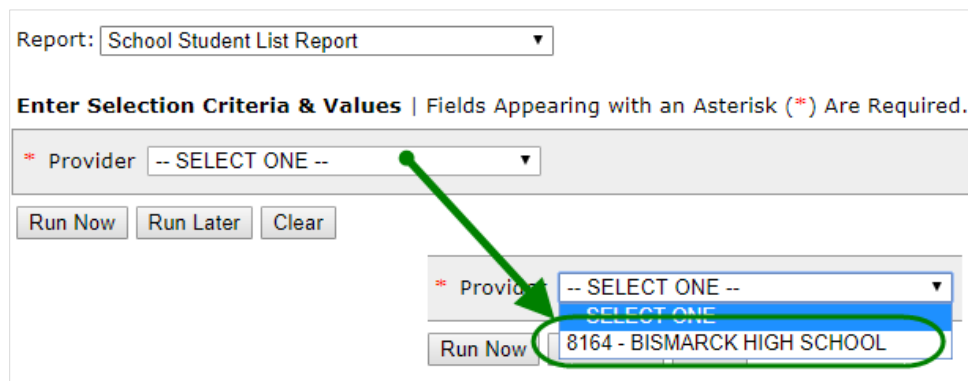
The school student list report generates a list of all students in the NDIIS that have been assigned to a specific school.

To run this report:

- 1.) Select *School Reports* from the Report Type drop-down list on the New Requests tab of the NDIIS reports module.
- 2.) Select the **Student Student List Report** from the Report drop-down



- 3.) Select your school from the Provider drop-down
  - a. This report can only be run for one school at a time.



- 4.) Click *Run Now* or *Run Later* to run the report

The completed School Student List Report, shows the selected school, the total number of students assigned to that school in the NDIIS, total students by grade, and the individual student lists. The grade totals have the number of students by grade and how many home school students are included for the school. The student list has all students in each grade listed in alphabetical order and indicates if the individual student is home schooled or not. If students are missing from the report, it means that their directory information in the NDIIS has not been updated to reflect that they belong to the selected school.

## School Student List Report

Printed on 8/16/2017 5:01:52 PM

School: 8015 - BELAIR ELEMENTARY

Total Students: 424

Grade Totals:

Home School - 1

Kindergarten - 66

First - 85

Second - 73

Third - 75

Fourth - 51

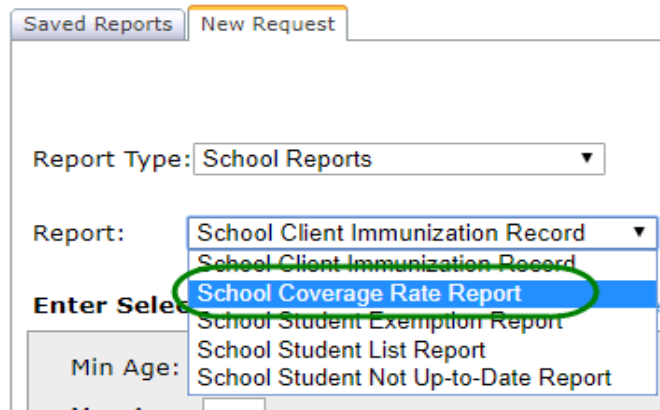
Fifth - 74

Grade: Kindergarten			
Last Name	First Name	Birthdate	Home School
AWLKNASOIO	NAJSWEHFR	09/04/2009	No
BJWNSOSKJ	PWKJSAN	03/23/2010	No
CNAWIERNI	LXMABNSK	08/05/2009	No
DJKPPWNC	CBWKJSG	04/21/2009	No
ERWOASJNG	MSNQWP	11/17/2009	Yes
FBSWKJSB	NAWOIEHRNJK	07/31/2009	No
FGAJWOEROSIN	AWNKUJH	07/16/2010	No
HQNLBN	QIANSJKGU	03/24/2010	No
JAKSNALW	UANOSF	12/03/2009	No

## School Coverage Rate Report

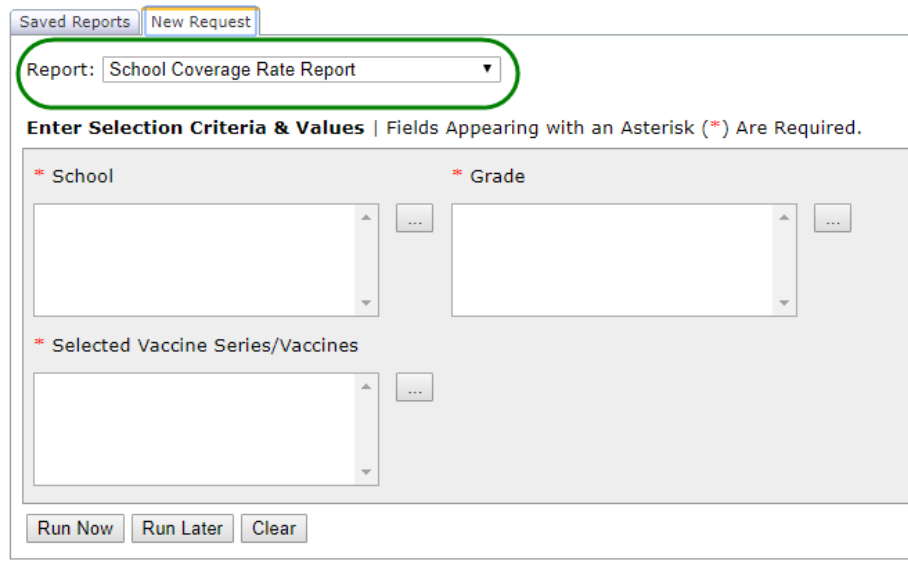
The school coverage rate report will calculate the number and percent of students who are up-to-date with the selected immunizations.

- 1.) Select *School Reports* from the Report Type drop-down list on the New Requests tab of the NDIIIS reports module.
- 2.) Select the **School Coverage Rate Report** from the Report drop-down



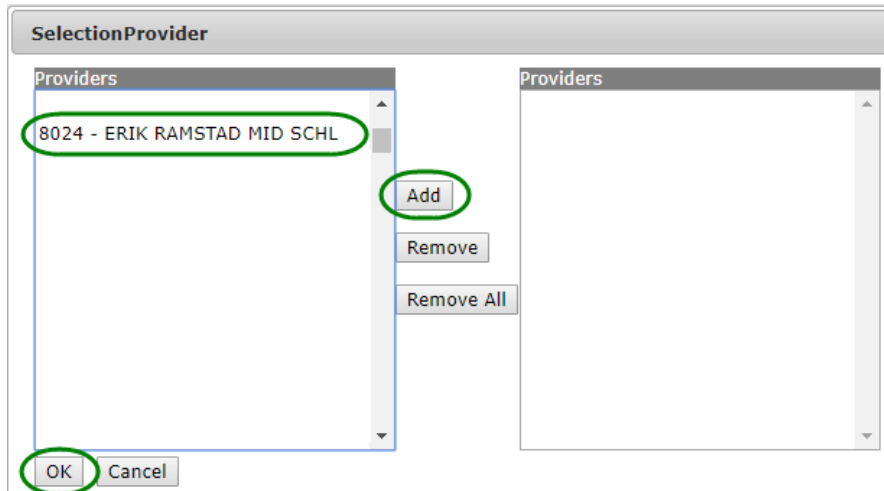
The screenshot shows the 'New Request' tab of the NDIIIS reports module. The 'Report Type' dropdown is set to 'School Reports'. The 'Report' dropdown menu is open, showing a list of report options: 'School Client Immunization Record', 'School Client Immunization Record', 'School Coverage Rate Report', 'School Student Exemption Report', 'School Student List Report', and 'School Student Not Up-to-Date Report'. The 'School Coverage Rate Report' option is highlighted with a blue background and a green circle.

- 3.) Enter all required selection criteria

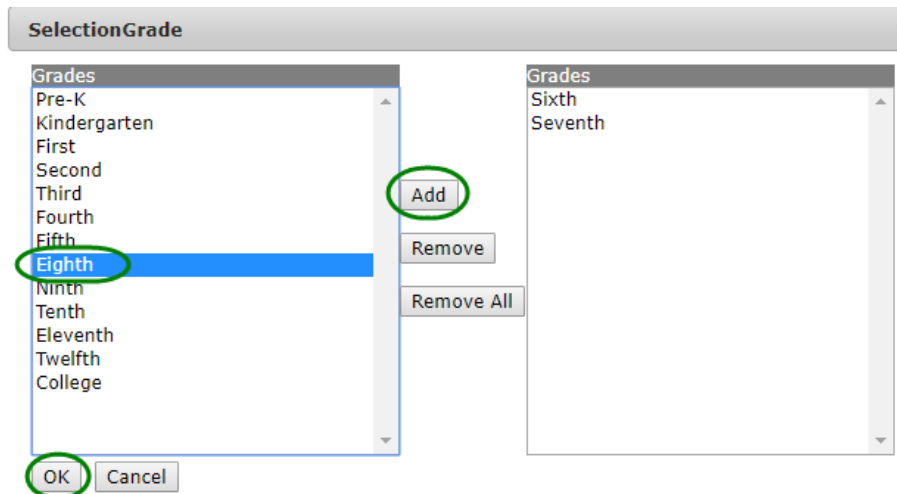


The screenshot shows the 'New Request' tab of the NDIIIS reports module. The 'Report' dropdown is set to 'School Coverage Rate Report'. Below the dropdown is the section 'Enter Selection Criteria & Values | Fields Appearing with an Asterisk (\*) Are Required.' This section contains three required fields: '\* School', '\* Grade', and '\* Selected Vaccine Series/Vaccines'. Each field has a text input area and a dropdown arrow. At the bottom of the section are three buttons: 'Run Now', 'Run Later', and 'Clear'.

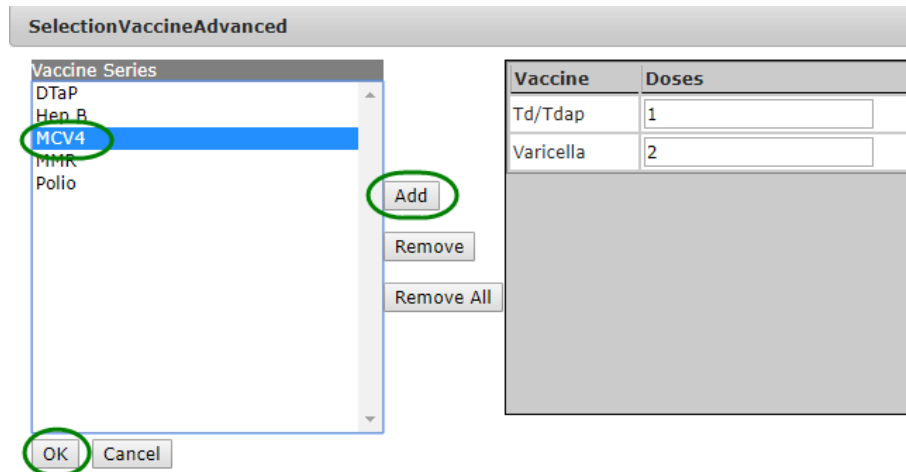
- a.) School – only the school the user is logged in under on the NDIIS home page will be available for selection



- b.) Grade – all grades are available for selection and report can be run for multiple grades in a single report



- c.) Vaccines – all school required vaccines are available for selection and report can be run for multiple vaccines in a single report
- i. Also need to indicate how many doses of each vaccine the report should look for. Use the North Dakota School Immunization Requirements document on the [Immunization Program Schools/Childcares website](#) for the current school year as a guide.



4.) Click *Run Now* or *Run Later* to run the report

The completed coverage rate report will display the selected report criteria at the top including the school, grade(s), vaccines, and number of doses of each vaccine. The summary section shows the total number of students for all selected grades, the total number of students in all the selected grades up-to-date with the selected number of doses of all the selected vaccines, and the percent up-to-date calculated by dividing the number of students up-to-date by the total number of students.

The detail section of the report breaks down the coverage rates by grade and by vaccine. The purple box shows the total number of students in that one grade, the number of students in that one grade who are up-to-date with the selected number of doses of all selected vaccines, and the percent up-to-date for that grade. The breakdown by vaccine shows the number of students up-to-date with the selected number of doses of the one vaccine and the percent of students up-to-date.

Students with a history of disease exemption are considered up-to-date. Students with a medical, religious or personal belief exemption are counted as not up-to-date.

The North Dakota school immunization requirements state that five doses of DTaP are required, however only four doses are necessary as long as the fourth dose was administered on or after the 4<sup>th</sup> birthday. Additionally, four doses of polio vaccine are required for school entry, however only three doses are required if the third dose was administered after the 4<sup>th</sup> birthday and at least six months after the previous dose. The coverage rate report has logic to account for both of these considerations when calculating coverage for DTaP and polio.

## School Coverage Rate Report

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### Report Criteria

**School:**

8015 - BELAIR ELEMENTARY

**Number of Doses - Vaccine Series:**

- 4 - Polio
- 5 - DTaP
- 2 - MMR
- 3 - Hep B
- 2 - Varicella

**Grade:**

Kindergarten

### Summary Report

School	Students	Up-to-date	% Up-to-date
8015 - BELAIR ELEMENTARY	66	44	66.7%

### Detail Report

8015 - BELAIR ELEMENTARY

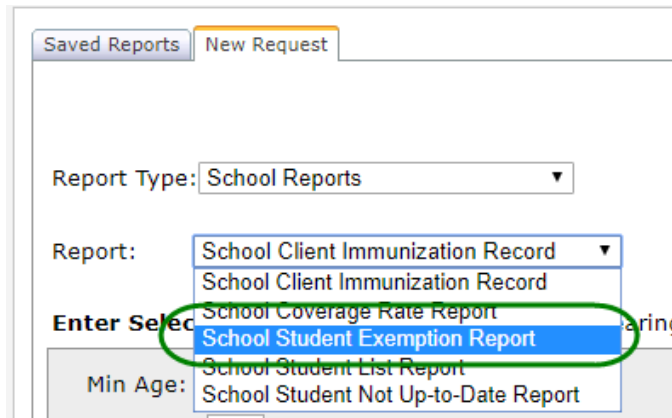
Grade: Kindergarten	Total No. of Students: 66
% Up-to-date Students: 44	Up-to-date Students: 0

Vaccine	Up-to-date	% Up-to-date
5 - DTaP	35	53.0%
3 - Hep B	44	66.7%
2 - MMR	2	3.0%
4 - Polio	10	15.2%
2 - Varicella	1	1.5%

## School Student Exemption Report

The school student exemption report calculates exemption rates by school, grade, exemption type and vaccine.

- 1.) Select *School Reports* from the Report Type drop-down list on the New Requests tab of the NDIIIS reports module.
- 2.) Select the **Student Exemption Report** from the Report drop-down



Saved Reports | New Request

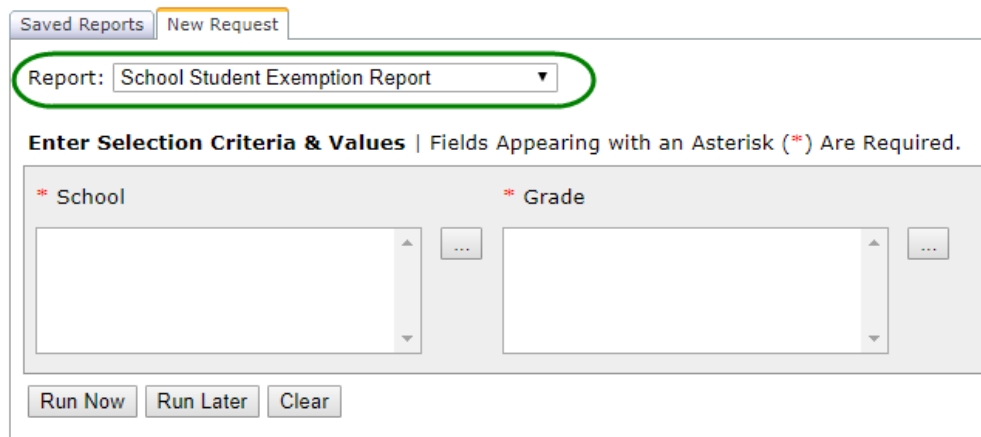
Report Type: School Reports

Report: School Client Immunization Record  
School Client Immunization Record  
School Coverage Rate Report  
**School Student Exemption Report**  
School Student List Report  
School Student Not Up-to-Date Report

Enter Selection Criteria & Values | Fields Appearing with an Asterisk (\*) Are Required.

Min Age:

- 3.) Enter all required selection criteria



Saved Reports | New Request

Report: School Student Exemption Report

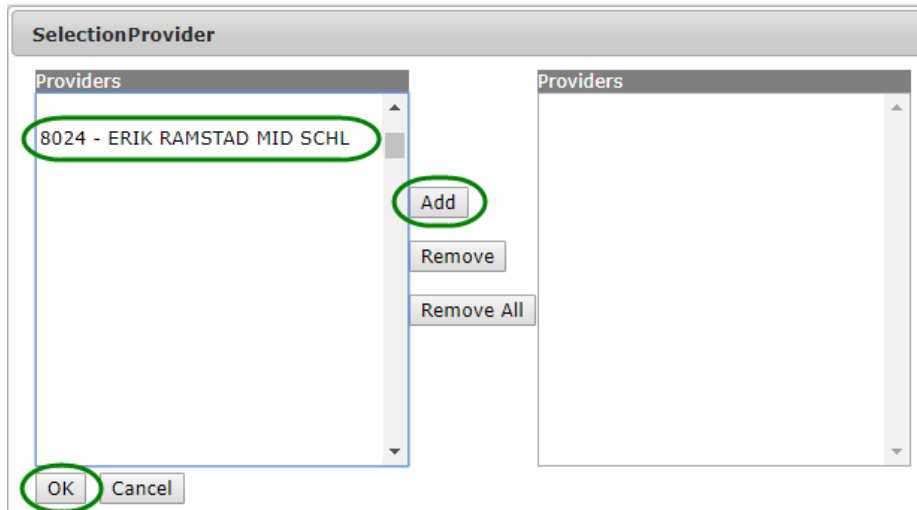
Enter Selection Criteria & Values | Fields Appearing with an Asterisk (\*) Are Required.

\* School \* Grade

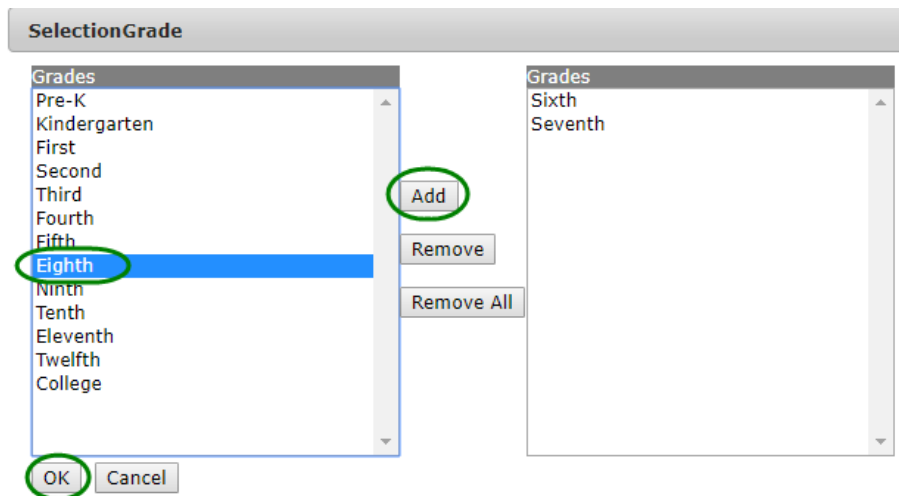
Run Now Run Later Clear



- a.) School – only the school the user is logged in under on the NDIIS home page will be available for selection



- b.) Grade – all grades are available for selection and report can be run for multiple grades in a single report



- 4.) Click *Run Now* or *Run Later* to run the report

The completed exemption rate report will display the selected report criteria at the top including the school and grade(s).

The detail section of the report breaks down the exemption rates by exemption reason and vaccine for each selected grade. The purple box shows the total exemption rate for that exemption reason. This is calculated by counting how many students have this type of exemption for at least one vaccine and dividing that number by the total number of students for the selected school and grade. Each type of exemption is further broken down by type of vaccine. This detail shows the total number of students in the selected grade with that type of exemption for that specific vaccine, the total number of students for the selected school and grade and the exemption rate for that specific vaccine.

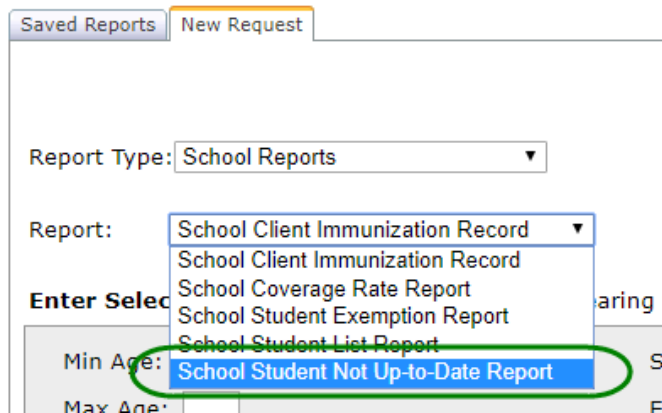
If there are no students with a specific type of exemption for a selected grade, the report will indicate that there are no results.

School Student Exemption Report			
Printed on 8/16/2017 5:15:24 PM			
<b>Report Criteria</b>			
School: 8018 - LEWIS AND CLARK ELEM			
Grade: Kindergarten First			
<b>Report</b>			
8018 - LEWIS AND CLARK ELEM			
Grade: Kindergarten			
<b>History of Disease Exemptions</b>		<b>Overall Exemption Rate: 1.4 %</b>	
<b>Vaccine</b>	<b>No. with Exemption</b>	<b>Total Students</b>	<b>Exemption Rate</b>
Varicella	1	71	1.4 %
<b>Other-Medical Exemptions</b>		<b>Overall Exemption Rate: 0.0 %</b>	
<b>Vaccine</b>	<b>No. with Exemption</b>	<b>Total Students</b>	<b>Exemption Rate</b>
No Results			
<b>Religious Exemptions</b>		<b>Overall Exemption Rate: 0.0 %</b>	
<b>Vaccine</b>	<b>No. with Exemption</b>	<b>Total Students</b>	<b>Exemption Rate</b>
No Results			
<b>Other-Moral/Philosophical Exemptions</b>		<b>Overall Exemption Rate: 1.4 %</b>	
<b>Vaccine</b>	<b>No. with Exemption</b>	<b>Total Students</b>	<b>Exemption Rate</b>
Hep B	1	71	1.4 %
MMR	1	71	1.4 %

## School Student Not Up-to-Date Report

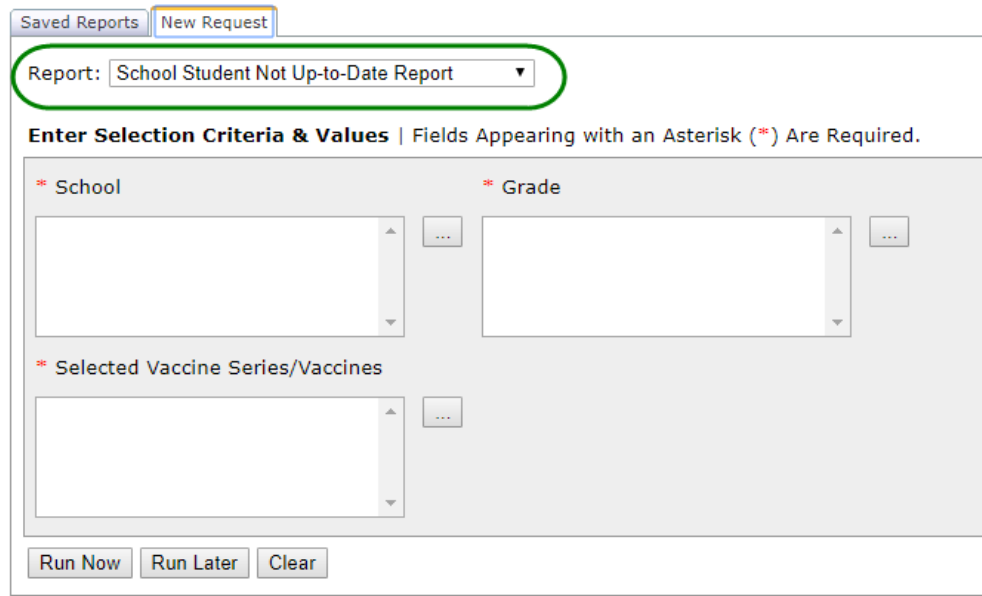
The school student not up-to-date report generates a list of students who are not up-to-date with the selected vaccines and displays their immunization forecast and any exemptions entered in the student's record. This report should be used along with the coverage rate report.

- 1.) Select *School Reports* from the Report Type drop-down list on the New Requests tab of the NDIIIS reports module.
- 2.) Select the **Student Not Up-to-Date Report** from the Report drop-down



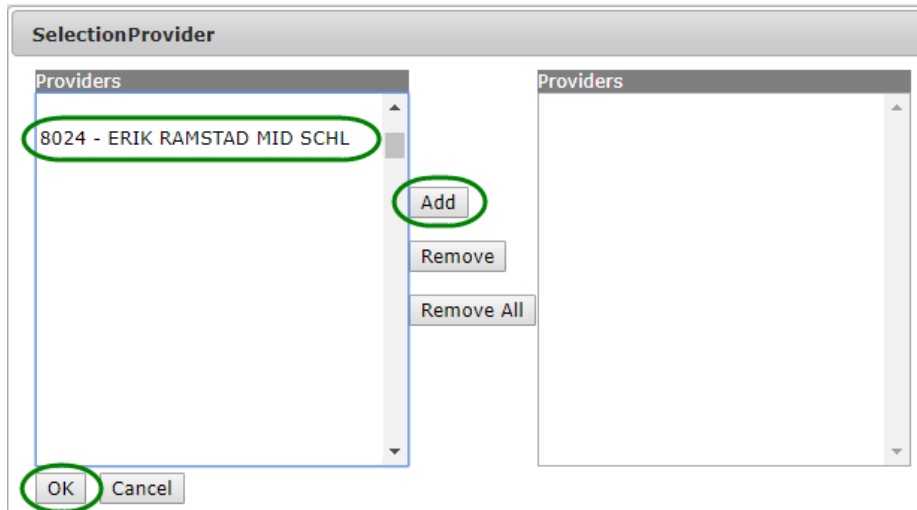
The screenshot shows the 'New Request' tab of the NDIIIS reports module. The 'Report Type' dropdown is set to 'School Reports'. The 'Report' dropdown menu is open, showing a list of options: 'School Client Immunization Record', 'School Client Immunization Record', 'School Coverage Rate Report', 'School Student Exemption Report', 'School Student List Report', and 'School Student Not Up-to-Date Report'. The 'School Student Not Up-to-Date Report' option is highlighted with a green oval. Other fields like 'Min Age' and 'Max Age' are partially visible.

- 3.) Enter all required selection criteria

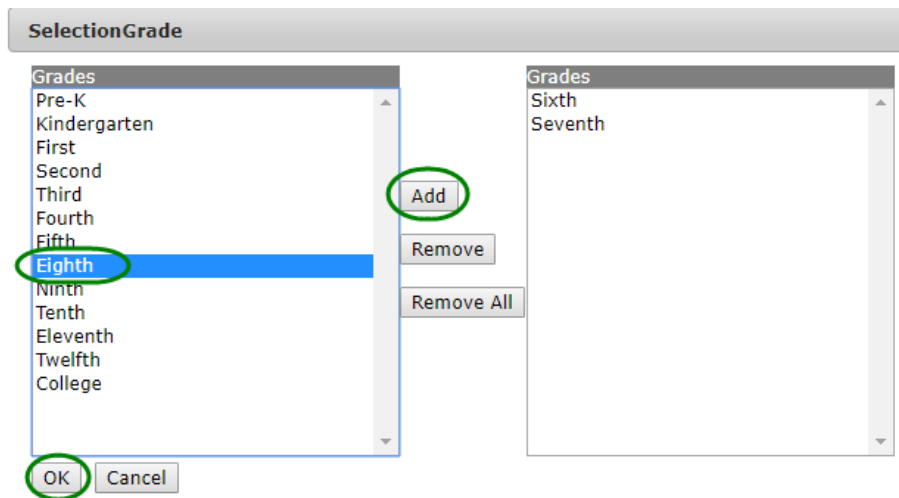


The screenshot shows the 'New Request' tab of the NDIIIS reports module. The 'Report' dropdown is set to 'School Student Not Up-to-Date Report'. Below this, the 'Enter Selection Criteria & Values' section is visible, with a note that fields with an asterisk (\*) are required. The required fields are: '\* School', '\* Grade', and '\* Selected Vaccine Series/Vaccines'. Each field has a text input area and a search button (...). At the bottom of the form, there are three buttons: 'Run Now', 'Run Later', and 'Clear'.

- a.) School – only the school the user is logged in under on the NDIIS home page will be available for selection



- b.) Grade – all grades are available for selection and report can be run for multiple grades in a single report



- c.) Vaccines – all school required vaccines are available for selection and report can be run for multiple vaccines in a single report
- i. Also need to indicate how many doses of each vaccine the report should look for. Use the North Dakota School Immunization Requirements document on the [Immunization Program Schools/Childcares website](#) for the current school year as a guide.

The screenshot shows a dialog box titled "SelectionVaccineAdvanced". On the left, there is a list of "Vaccine Series" with "MCV4" selected and highlighted in blue. The "Add" button is circled in green. Below the list are "Remove" and "Remove All" buttons. At the bottom left, the "OK" button is also circled in green, next to a "Cancel" button. On the right, there is a table with two columns: "Vaccine" and "Doses". The table contains two rows: "Td/Tdap" with a value of "1" in the "Doses" column, and "Varicella" with a value of "2" in the "Doses" column. The rest of the table area is greyed out.

4.) Click *Run Now* or *Run Later* to run the report

The completed not up-to-date report will display the selected report criteria at the top including the school, vaccines, number of doses of each vaccine and grade(s). The report will also show the total number of students in all the selected grades who are not up-to-date with the selected vaccines.

The detail section of the report breaks down the list of students by grade. Students are listed in alphabetical order and the report will include each student's name, birthdate, grade and home school status. Each student's forecast for the selected vaccines they are not up-to-date with will be shown under the student information and any exemptions will be listed below the forecast information. Exemptions are listed by exemption reason.

## School Student Not Up-to-Date Report

Printed on 8/16/2017 5:17:18 PM

### Report Criteria

**School:**

8018 - LEWIS AND CLARK ELEM

**Number of Doses - Vaccine Series:**

4 - Polio  
5 - DTaP  
2 - MMR  
3 - Hep B  
2 - Varicella

**Grade:**

Kindergarten

### Report

**TOTAL NUMBER OF STUDENTS IN REPORT: 38**

### 8018 - LEWIS AND CLARK ELEM

**Grade:** Kindergarten

**Name:** LAST NAME, FIRST NAME MI

**Birth Date:** 3/23/2010

**Home School?** No

**GradeName:** Kindergarten

Forecasted Vaccines	Recommended Date
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Polio	03/23/2014
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MMR	03/23/2014
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**History of Disease Exemptions:**

Varicella	01/15/2014
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**Other-Medical Exemptions:** None

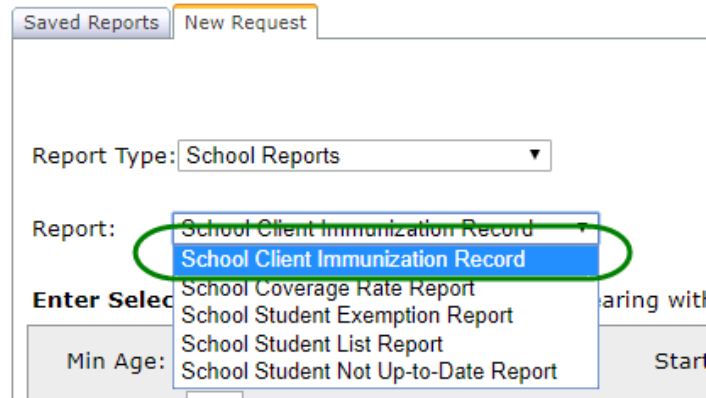
**Religious Exemptions:** None

**Other-Moral/Philosophical Exemptions:** None

## School Student Immunization Record Report

The school student immunization record report generates a list of all students for a selected school and grade or grades and lists the students' immunization records, including exemptions, for the selected vaccines.

- 1.) Select *School Reports* from the Report Type drop-down list on the New Requests tab of the NDIIS reports module.
- 2.) Select the **Student Immunization Record Report** from the Report drop-down



Saved Reports | New Request

Report Type: School Reports

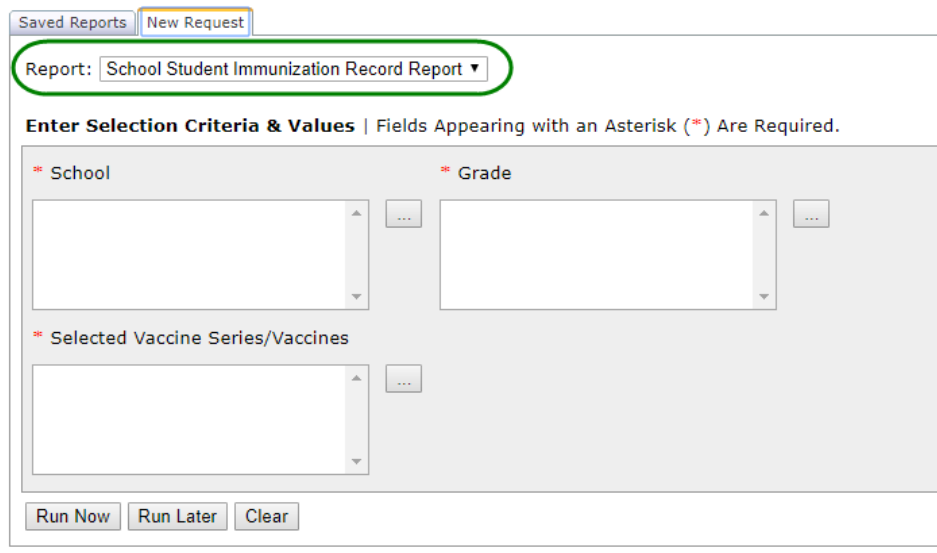
Report: School Client Immunization Record

Enter Selection Criteria

Min Age: [ ]

Start [ ]

- 3.) Enter all required selection criteria



Saved Reports | New Request

Report: School Student Immunization Record Report

**Enter Selection Criteria & Values** | Fields Appearing with an Asterisk (\*) Are Required.

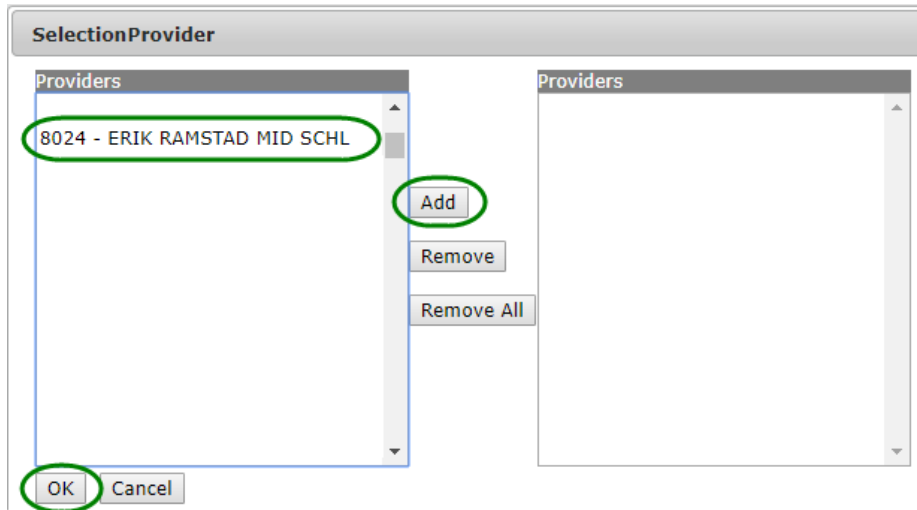
\* School [ ] ...

\* Grade [ ] ...

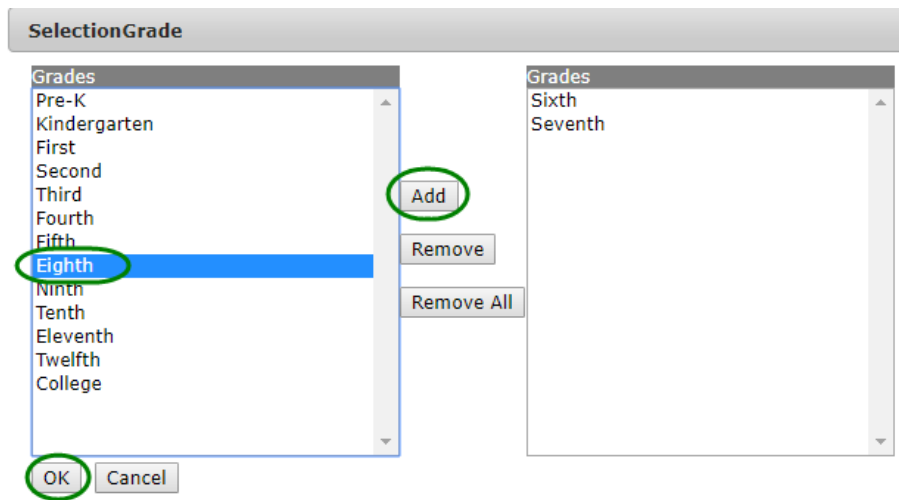
\* Selected Vaccine Series/Vaccines [ ] ...

Run Now Run Later Clear

- a.) School – only the school the user is logged in under on the NDIIS home page will be available for selection

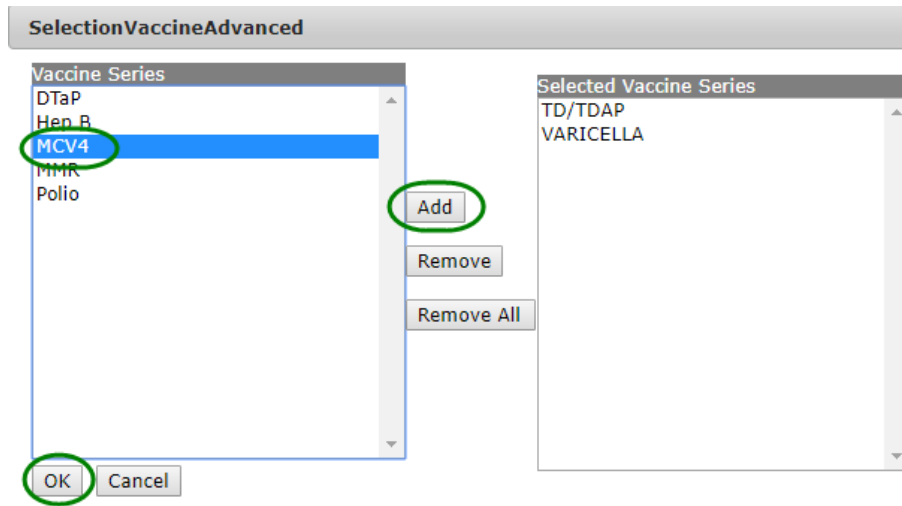


- b.) Grade – all grades are available for selection and report can be run for multiple grades in a single report





- c.) Vaccines – all school required vaccines are available for selection and report can be run for multiple vaccines in a single report



- 4.) Click *Run Now* or *Run Later* to run the report

The completed immunization record report will display the selected report criteria including the school, vaccines and grade(s). The report will also show the total number of students in all the selected grades that are included in the report.

The detail section of the report breaks down the students by grade. Students are listed in alphabetical order and the report will include each student's name, birthdate, grade and home school status. Each student's immunization record for the selected vaccines, including the date of administration for each dose in a series, will be shown under the student information and any exemptions will be listed below that. The report will only show valid immunizations. Exemptions are listed by exemption reason.

## School Student Immunization Record Report

Printed on 8/16/2017 5:08:17 PM

### Report Criteria

**School:**

8016 - BELL ELEMENTARY

**Vaccine Series:**

Varicella

**Grade:**

Kindergarten  
First

### Report

TOTAL NUMBER OF STUDENTS IN REPORT: 32

### 8016 - BELL ELEMENTARY

Grade: Kindergarten

Name: LAST NAME, FIRST NAME MI

Birth Date: 6/9/2010

Home School? No

GradeName: Kindergarten

VACCINE	1	2	3	4	5	6	7
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Varicella	09/12/2011						
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**History of Disease Exemptions:** None

**Other-Medical Exemptions:** None

**Religious Exemptions:** None

**Other-Moral/Philosophical Exemptions:** None