

DATE DUE: Due by November 30, 2017

Step 1: Go to: www.immunize-utah.org

- Click on the Immunization Reporting link located on the left side of the page.
- Click on School and Childcare Immunization Reporting System.
- Click on "Login to the School & Childcare Immunization Reporting System."

Step 2: CLICK on the "LOGIN" button and enter your Facility ID.

Individual Facility has
received Facility ID

This is your Facility ID

NOTE: For the purpose of this report you only use the last digits after the dash of your facility ID on your license/certificate to login to the report. For example if your facility ID is F12-0000 enter only 0000

Step 3: CLICK the SUBMIT button.

Step 4: Your school or facility information will appear:

- SCROLL DOWN to the reports to be completed. They will be highlighted in blue.

Step 5: Click on the report name to be completed.

Step 6: Enter the name, title, and phone number of the individual completing the report.

NOTE: When you click on any field in the form, instructions will appear in a window at the bottom of the screen.

NOTE: If you have children who attend your facility before or after school, you are not required to report on them as their school will report them. However, you will still need to have an immunization record on file for them.

NOTE: Report on the immunization status of the children at your facility as of October 1, 2017.

Step 7: For the Early Childhood Program Summary Report, TAB or SCROLL DOWN and complete the form by answering the following:

Part 1: Exemptions: Enter the total number of children for each type of exemption in the spaces provided. Enter the total number of children who claimed an exemption in Part 1(I), this is the total number of exemption forms you have.

Part 2: Conditional Admissions: Enter the number of children with **conditional admissions** in the space provided. If you have any conditionally enrolled children, you must complete the Breakdown section below.

Part 3: Children Not-in-Compliance: Enter the total number of children **not-in-compliance**. If you have any children not-in-compliance, you must complete the **Breakdown** section below.

Part 4: Compliance for Early Childhood Program Entry:

Part 4(a): For the purpose of this report, **do not** include the number of exemptions, number of conditionally admitted children, number of children who had the chickenpox vaccine, or number of children not-in-compliance. **Enter only number of children with history of chickenpox disease.**

Part 4(b): For the purpose of this report, do not include the number of exemptions, number of conditionally admitted children, number of children with history of chickenpox disease, or number of children not-in-compliance. **Enter only the number of children who are completely immunized with all the required immunizations for early childhood program entry.**

Part 4(c): Enter the total number of children who have received all the required vaccines for their age but are too young for chickenpox vaccine and have also not had the chicken pox disease.

Part 4(d): The total will be automatically calculated in this field

Part 5: Total number of children enrolled: Add Parts 1(I), 2, 3, and 4(d) in the field provided.

Part 6: Breakdown of children conditionally admitted or not-in-compliance: Enter the number of children who are missing at least one dose of each vaccine listed or who have no immunization records. Each child conditionally admitted or not-in-compliance must be accounted for. In some cases, there may be more than one reason why a child is not adequately immunized. In the lettered boxes, fill in the appropriate number of children for each reason.

Step 8: Comments: For entries made in the Breakdown section, you must provide explanations in the **Comments** box.

Step 9: Once you have completed the form, CLICK SUBMIT.

a. If there are NO errors, you will see "Return to Listing." The welcome screen will appear.

- The completed report is **HIGHLIGHTED IN RED** and the date **RECEIVED** is beside the report name.
- There is also an option to print the report. Print out a copy for your records.

b. If there are errors, an ERROR MESSAGE will appear in **RED**. The errors will be highlighted. Scroll down and correct any errors. CLICK SUBMIT again.

c. If you have another report to complete, select the next report name and return to step 6. If not, you are now finished. Thank you.

If you need to make changes once the report has been submitted contact Nasrin Zandkarimi at (801) 538-9450.