Basic IRIS Guide: School Users

USE IRIS TO ENSURE YOUR SCHOOL'S STUDENTS ARE PROTECTED FROM VACCINE-PREVENTABLE DISEASE.

How to Find a Student in IRIS

IRIS can be a helpful and efficient tool to ensure that students attending your school are up-to-date on their required immunizations. To find a student, log into IRIS. On the left-hand side, click Find Student. We recommend searching by first and last name OR by gender and date of birth. If students are not in IRIS, it is possible they are not immunized or received immunizations in a different state.

Search by the Student's Name

Last Name: Enter at least the first three letters of the student's last name.

First Name: Enter at least the first two letters of the student's first name.

Search by Gender & Birth Date

To search by birth date, use the following format: MM/DD/YYYY. Then use the gender drop-down menu to select either male or female.

HELPFUL TIP

A (%) can be used to substitute unknown letters of the child's last name or first name. Ex: First name: T%% would find a child named Tim, Tom or Ted.

Results

- Exact Match – If IRIS only found one student matching your search, the student's immunization history will be displayed.
- List of Possible Matches – If a list of names appears, then the search returned between 2 and 75 possible matches. Using the information displayed, select the student by clicking on the last name. The student's immunization history will then appear.
- Threshold Limit – If IRIS finds more than 75 possible matches from the search criteria, no students will be listed for further selection. Instead, the following message will appear:

"XX students were found. Please refine your search criteria to limit your student list" (where XX is the total number of students found in the search.)

In this instance, try searching with more specific information to identify the child.

IN THIS GUIDE, LEARN HOW TO:

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IRIS Training & Questions

Please contact the Idaho Immunization Program for questions or additional IRIS training:

∴ (208) 334-5931
∴ iip@dhw.idaho.gov

How to View a Student's Immunization History

The Immunization History screen includes basic demographic information and the student's immunization history. The current status will indicate whether a child is adequately immunized, conditionally admitted, or incomplete. This feature may help schools accurately complete the annual School Immunization Report.

Patient Information IRIS ID: 1458051 VFC Eligible: No

Patient Name (First - MI - Last)	DOB	Gender	Mother's Maiden	Tracking Schedule	Patient ID
TEST TEST	11/01/2000	U	TEST	DOB 9/2/99-9/1/2005	

Address: 684 WEST RD, PO BOX 324, PELLA, ID 50219

Current Status: Incomplete

Reports

Please Pick a Report List | Add to Report

History Edit Patient | Reports | Print | Print Confidential

Vaccine Group	Date Administered	Series	Trade Name	Dose	Owned?	Reaction	Hist?
Polio	02/01/2001	1 of 3			No		Yes
	04/01/2001	2 of 3			No		Yes
	10/01/2001	3 of 3			No		Yes

Current Age: 13 years, 1 month, 17 days

Vaccines Required For School Entry

Vaccine Group	Earliest Date	Recommended Date	Overdue Date	Latest Date
DTP/aP	Maximum Age Exceeded			
HepB	01/26/2002	01/26/2002	01/26/2002	
MMR	Complete			
Polio	Complete			

Vaccines Required for School Entry

IRIS forecasts when a student requires immunizations. The **Earliest Date** shows the earliest date a child could receive the immunization. If the date is highlighted in yellow, it means the child could receive the immunization now. The **Recommended Date** is highlighted in green and shows the date the child should receive the immunization. The **Overdue Date** is highlighted in blue. Children should not attend school with overdue immunizations. The child should receive the vaccine that is overdue as soon as possible. The pink bar labeled **Maximum Age Exceeded** indicates the child is too old to receive the required vaccine. For example, an 8-year old who hasn't completed the DTap series will show "Maximum Age Exceeded" for DTap. The pink bar labeled **Complete** indicates the student has completed that immunization series. Tdap and Meningococcal vaccines are required for 7th grade students and will appear under Vaccines Per Grade Level Requirement.

How to Print a Valid Immunization Record

All public and private schools must have a valid immunization record on file for each student unless the student has a completed state exemption on file. To print a student's immunization history from IRIS, you may need to change your internet settings. To do so:

- Click File and then Page Setup.
- Look at Headers and Footers and remove any entry in the Footer.
- Click Ok. Now you are ready to print.
- Open up the student's record and click Print as seen below.
- Once the record comes up in the print window, click on File and then Print in your browser.
- IRIS works best in Internet Explorer 7.0 or higher. IRIS may have limited functionality in Firefox or Safari. Adobe Acrobat is recommended.

Current Status: Adequately Immunized

Reports

Please Pick a Report List | Add to Report

History Edit Patient | Reports | Print

IDAPA 16, Title 02 requires

all children in preschool and grades K-12 to meet immunization requirements before attending school.

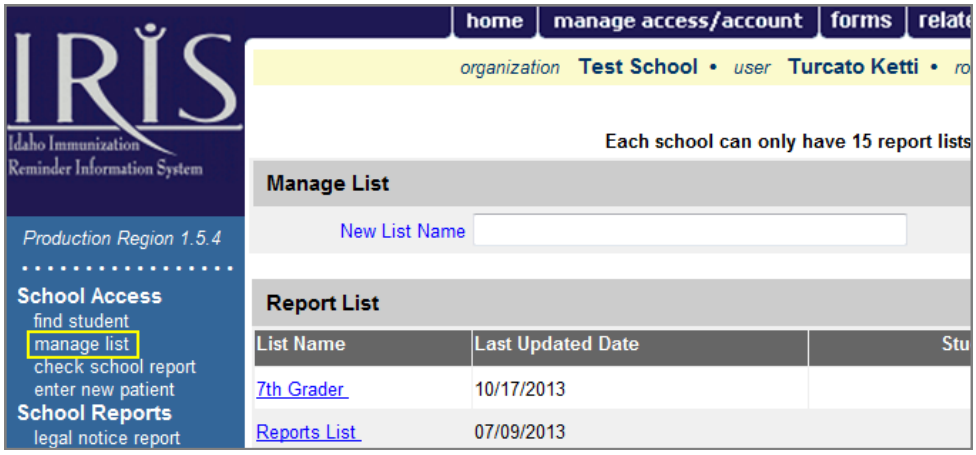
Children Should Not Attend School

without proof of immunization status or a valid exemption form on file. Use IRIS to ensure your students are adequately immunized during registration. IRIS may also help schools complete the annual school immunization report.

DID YOU KNOW?

85%

of children in Idaho's school are adequately immunized.



How to Create and Manage Lists

Create a New List

- Click on Manage List (as shown above) and then enter a name in the New List Name field.
- Click Save. The list will be added and "The list has been created successfully" will appear at the top.
- Each school can create up to 15 lists. To change the name of a list, click on the list. Type in a new name and click Rename.

Add Students to a List

- Open up a student's immunization record by searching for a student.
- Under Reports, click on the drop down box and select a list.
- Click Add to Report. To add the student to multiple lists, select another list and click Add to Report again.
- After adding students to a list, click on the list name to view the students. Students can be added or removed from a list at any time.

Deleting a List

- Click Manage List to view your lists.
- Click Delete to the right of the list.
- You will be given a prompt: "Are you sure you want to delete this list?" Click Ok or Cancel.
- Click Ok to delete the list. Click Cancel to return to the Manage List screen. Deleting a list will not delete a student's record.

Reports Available for: 4th Grade

Report Name	Description
Student List	Displays the name and date of birth for each student on the list sorted alphabetically by last name.
Student Immunization History List	Displays the name, date of birth and immunization history for each student on the list sorted alphabetically by last name.
Immunization Due	Displays the name, date of birth and all immunization information for immunizations due for each student on the list sorted alphabetically by last name.

Client List for: 4th Grade Rename Delete Cancel

Delete	Last Name	First Name	Middle Name	Birth Date
☐	LISA	MONA	VARICELLA	09/04/2005

How to Run and Open Reports from Lists

Run a Report

Reports can help you quickly access immunization records for several students at once. For example, a report could help you identify all 1st graders at your school with missing immunizations. To access reports, click on Manage List. Select the name of a list.

The Student List Report shows the name and birth date for each student on a list sorted by last name.

The Student Immunization History List Report displays the immunization history and recommended vaccines for each student on a list. To view this report:

◊ Click on the Student Immunization History List link. You will be taken to a School Report Job Status screen where you can view the status of the report you are running.

◊ Click Refresh until a report appears. When the report is ready to view, the link will turn blue and the status will say "100%." Click on the History Report link to view the report.

The Immunization Due Report allows you to search for specific overdue vaccines for students on a list. For example, you may want to know how many 7th graders at your school are overdue for the Tdap vaccine or which students will be due for immunizations within the upcoming month. To run this report:

◊ Click on the Immunization Due link. You will be taken to a screen where you can enter search criteria.

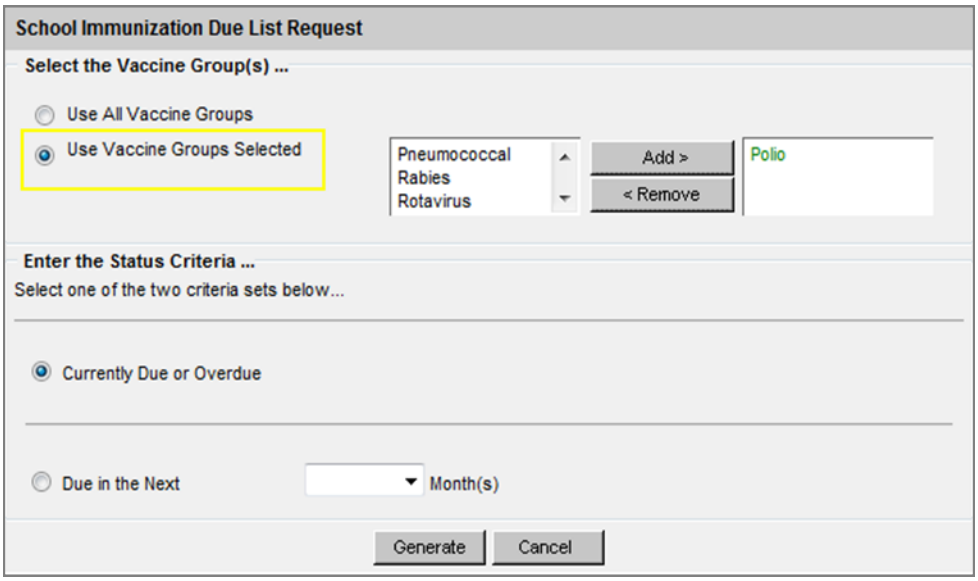
◊ Within the Select the Vaccine Group section, select Use All Vaccine Groups if you want to look at all vaccines. Select Use Vaccine Groups Selected (as shown above) if you want to look at only a few vaccines. To search for specific vaccines:

∴ Scroll through the vaccine list and select the vaccine. Click Add. All selected vaccines will appear in the box to the right in green font as seen below.

∴ To remove vaccines from the report criteria, click on the selected vaccine from the box to the right and click Remove.

◊ The status criteria section allows you to select children that are currently due for an immunization or will be due for an immunization in the next <#> months. Select either Currently Due or Due in the Next <#> Month(s). Choose the number of months from the dropdown menu list.

◊ Once you are finished with the search criteria, click Generate. You will be taken to a Report Job Status screen. Click Refresh until the status is 100% and a report appears. Click on the blue link to view the report.



Open a Report

IRIS reports will open as an Adobe Acrobat document. Additionally, IRIS can only create one report at a time. Once you run a new report, your previous reports may be erased. If your report criteria did not apply to any students on your list the message "*No School Report Logged*" will appear.

As soon as the report name appears in blue or the status displays Ready, the report is ready for viewing.

To view the report, click on the report name. Depending on the size of the report, it may take some time to open the report in Adobe Acrobat Reader. If there is a problem viewing your report, please contact the Idaho Immunization Program:

∴ (208) 334-5931

∴ iip@dhw.idaho.gov

HELPFUL TIP

You do not have to remain on the Report Status screen while a report is running. Feel free to go elsewhere in IRIS while your report runs in the background. Click Check School Report to check on the status of a report. Then click Refresh.

How to Create Legal Notices for Parents

Choosing Not to Immunize

is a decision some parents may make. Parents must complete the state exemption form before the child attends school if they choose not to immunize. Schools should keep a list of all exempted students on file in the event of a disease outbreak. Idaho's immunization exemption forms are available at www.immunizeidahoschools.com.

IRIS gives school users the ability to quickly create legal notices to inform parents if their children are missing immunizations. Legal notices include the student's name, missing immunizations, instructions and a deadline for follow-up. Each notice also includes the school's name, phone number, and point of contact. E-mail the IRIS Help Desk at IRIS@dhw.idaho.gov to change information about your school in IRIS.

Create a Legal Notice for One Student

To create a legal notice for a parent of a specific child, find the student and open up student's patient information screen. Click on Reports as seen to the left. The Reports screen will be displayed. Here you have the option to print this notice in English or Spanish and choose a deadline date. The deadline date will automatically display as two weeks from today's date unless you specify otherwise. Once you are finished, click the blue Legal Notice hyperlink. The notice will appear in a new window. See page 6 for an example of the legal notice.

Create Legal Notices for Multiple Students

To create legal notices for multiple students, you must have included the students on a list. On the IRIS homepage, click on Legal Notice Report. A Legal Notice Report screen will open. Here you have the option to create legal notices to give to parents for every student with missing immunizations at your school. You can also select students by list (for example: Kindergarten) to only print notices for a specific group of students. Once you finished selecting your criteria, click Generate. Click Refresh until a blue Legal Notice Report appears. Click on the report to open up an Adobe Acrobat file with multiple legal notices.

How to Create Conditional Admission Forms

Conditional admission forms must be signed by parents of children who conditionally attend school. To be eligible for conditional admission, a student must have received at least one dose of each required vaccine and currently be on schedule for subsequent immunizations. Conditional admission forms are created in the same way as legal notices.

Conditional Admission Form for One Student

To create a conditional admission form for a specific student, open up the student's immunization history screen and click on Reports as seen above. If the student is eligible for conditional admission, a conditional admission form will appear. Select either English or Spanish and then click on the blue Conditional Admission hyperlink to open the form.

Conditional Admission Forms for Multiple Students

To create conditional admission forms for several students at once, click on the Conditional Admission link under School Reports. Select search criteria or simply click Generate to create conditional admission forms for every eligible child associated with your school. Click Refresh until the form is ready and then click the blue Conditional Admission Report. In the event no students are conditionally admitted to school, the report will not appear as a hyperlink and the record count will be zero. See page 7 for an example of a conditional admission form.

FOR MORE INFORMATION

- To learn more about Idaho's school immunization requirements visit www.immunizeidahoschools.com.
- To request additional training or for further questions, call (208) 334-5931 or e-mail iip@dhw.idaho.gov.

Examples of IRIS Letters: Parent Legal Notice

FOR INCOMPLETE STUDENTS

DEPARTMENT OF HEALTH AND WELFARE
Idaho Immunization Program

STATE OF IDAHO
IDAPA 16.02.15

LEGAL NOTICE
Required Immunizations (shots) for Admission to Idaho Schools

To the Parent, Guardian or Legal Custodian of MONA LISA, Grade 2.

Idaho Code requires that children be up-to-date on their immunizations (shots) to attend school. Whenever children are brought into group settings, there is a potential for the spread of infectious diseases. To enter or transfer into public or private schools in Idaho, all children in preschool and grades K-12, unless exempted, must meet school immunization requirements at registration and before attendance. According to our records, your child is not compliant because either an immunization record is not available at school or an immunization(s) is needed (see reason for noncompliance marked below).

You need to act right away to keep your child in school. According to Idaho law, we cannot allow your child to attend school unless we receive evidence that Idaho school immunization requirements are met by 12/20/2013.

Reason for Noncompliance:

☐ No Record

☒ Your child needs the following checked vaccines: [1]

DTaP/Td	Polio	MMR	Hepatitis B	Varicella [2]	Hepatitis A	Tdap	Mening
☒ 1st Dose	☐ 1st Dose	☐ 1st Dose	☐ 1st Dose	☐ 1st Dose	☐ 1st Dose	☐ 1st Dose	☐ 1st Dose
☐ 2nd Dose	☐ 2nd Dose	☒ 2nd Dose	☐ 2nd Dose	☐ 2nd Dose	☒ 2nd Dose		
☐ 3rd Dose	☐ 3rd Dose		☐ 3rd Dose				
☐ 4th Dose	☐ 4th Dose						
☐ 5th Dose							

1 If your child needs more than one dose of any one vaccine, the series must be started by the deadline specified above and the Idaho Conditional Attendance to Childcare form must be completed. Your child will be permitted to attend childcare on the condition that they will receive still-needed doses as they become due.

2 If your child already had chickenpox disease, varicella vaccine is not required. Please provide the childcare with documentation from your child's physician or licensed health care professional indicating that your child has had chickenpox.

Your immediate cooperation is appreciated.

Test School	(208) 334-6994
School	Phone
Ketti Turcato	12/06/2013
School Official (Title)	Date sent

Examples of IRIS Letters: Conditional Admission Forms

To be eligible for CONDITIONAL ADMISSION, a child must have received at least one dose of each required vaccine and currently be on schedule for subsequent immunizations.

IDAHO CONDITIONAL ADMISSION TO SCHOOL

Schedule of Intended Immunizations Form

The Schedule of Intended Immunizations Form is required by IDAPA 16.02.15 to document the intended immunization schedule of a child who has not received all required immunizations for school admission. To be eligible for conditional attendance, a child must have received at least one dose of each required vaccine and currently be on schedule for subsequent immunizations following the intervals listed below.

SECTION 1: This section is to be filled out by school official. Sections 1 and 2 must be completed for this form to be valid.

A. NAME OF STUDENT: TEST, JOHNNY CONDITIONAL DATE OF BIRTH: 01/01/1997

B. VACCINES NEEDED:

Check box(es) of MISSING required vaccines	Enter date of LAST dose received (mm/dd/yyyy)	Interval between doses	Enter due date of NEXT dose(s) (mm/dd/yyyy)
[X] **Diphtheria, Tetanus, Pertussis (DTaP, DTP, DT, Td)**	**Dose 1:**	**2nd dose:** 4 weeks after 1st dose	**Dose 2 due:**
	Dose 2:	**3rd dose:** 4 weeks after 2nd dose (or 6 months after 2nd dose if 1st dose administered at 12 months or older)	**Dose 3 due:**
	Dose 3:	**4th dose:** 6 months after 3rd dose	**Dose 4 due:**
	Dose 4:	**5th dose:** 6 months after 4th dose (not required if 4th dose received on or after 4th birthday)	**Dose 5 due:**
		Additional dose(s) required to complete this series	**Dose due:** 01/01/2022
[ ] **Polio**	**Dose 1:**	**2nd dose:** 4 weeks after 1st dose	**Dose 2 due:**
	Dose 2:	**3rd dose:** 4 weeks after 2nd dose	**Dose 3 due:**
	Dose 3:	**4th dose:** 6 months after 3rd dose (and child is at least 4 years of age)	**Dose 4 due:**
[ ] **Measles, Mumps, Rubella (MMR)**	**Dose 1:**	**2nd dose:** 4 weeks after 1st dose	**Dose 2 due:**
[ ] **Hepatitis B**	**Dose 1:**	**2nd dose:** 4 weeks after 1st dose	**Dose 2 due:**
	Dose 2:	**3rd dose:** 8 weeks after 2nd dose (and at least 16 weeks after 1st dose)	**Dose 3 due:**
[ ] **Varicella**	**Dose 1:**	**2nd dose:** 3 months after 1st dose	**Dose 2 due:**
[ ] **Hepatitis A**	**Dose 1:**	**2nd dose:** 3 months after 1st dose	**Dose 2 due:**

As the _____(title) at Test School_____(name of school), I certify the child named above has record of receiving at least one dose of each required vaccine and as such is legally eligible for conditional admission. I will review the immunization status of this child until all requirements are met. This conditional admission form expires on: 01/15/2022 (two weeks after the earliest due date above)

Ketti Turcato		12/06/2013
Name of School Official (PRINT)	Signature of School Official	Date

SECTION 2: This section is to be signed by parent/guardian.

As the parent/guardian of TEST, JOHNNY CONDITIONAL, I understand that my child is allowed to attend school on a conditional basis and I agree to have my child vaccinated as required, meeting the deadlines stated above. I also understand that it is my responsibility to provide the school with proof of the vaccines above and that failure to do so will result in exclusion of my child from school. I acknowledge that I have read this document in its entirety and I fully understand it.

Name of Parent/Guardian (PRINT)	Signature of Parent/Guardian	Date

IDAHO DEPARTMENT OF HEALTH & WELFARE

DIVISION OF PUBLIC HEALTH

♦ Idaho Immunization Program ♦ 450 W. State Street ♦ Boise, ID 83720 ♦ (208) 334-5931 ♦ www.immunizeidahoschools.com ♦