



# NORTH DAKOTA IMMUNIZATION INFORMATION SYSTEM

## REMINDER/RECALL REPORT

A **Reminder** is communication to a student that he/she is ***due now or on a future date*** for immunization(s).

A **Recall** is communication to a student that he/she is ***past due*** for immunization(s).

The primary benefit of reminder/recall is **to improve the timeliness and completion of school required immunizations** to prevent disease. The reminder/recall report is generated from the North Dakota Immunization Information System (NDIIS) based on the immunization forecaster and lists all students in your school who are coming due or are past due for school required immunizations.

***Each school is responsible for the immunization reminder/recall process for their students.***

When conducting reminder/recall in the NDIIS, students will automatically be included based on their associated school and grade level. For this reason, the North Dakota Department of Health (NDDoH) recommends running the reminder/recall report after it has been verified that students from your school have the correct school and grade assigned in their individual NDIIS records.

1. To run the reminder/recall report, log in to the NDIIS.
2. Click the **Create School Reminder-Recall** hyperlink from your home screen.

3. Select your school from the **School** field drop-down box.
  - Students pulled onto the report will be based off of their associated school in the NDIIS.

School users will only be able to run the report for schools they have access to in the NDIIS and the report can only be run for one school at a time. Only the school you are logged in under on your NDIIS homepage will be available to select in the school drop-down list in the reminder/recall report.

4. Use the check boxes to indicate which grade(s) you would like the report to pull.
  - School users can run reminder/recall for multiple grades in a single report.

5. Next, select the vaccine(s) that you would like for your reminder/recall by clicking the checkbox next to the name.
- Only school-required immunizations are available for selection.
  - Users can also indicate if they want the report to look for a specific dose in vaccine series.
    - For example, if you are a high school and you want to know how many of your current 10<sup>th</sup>, 11<sup>th</sup> and 12<sup>th</sup> graders are still missing their second dose of varicella (chickenpox) vaccine before the start of the next school year you would check the box next to varicella and then enter a number two in the box next to the vaccine name. When you run the report, it will look at your students in the selected grades whose immunization forecast says they specifically need dose two of varicella vaccine.

**Vaccine Families: (If no vaccine is selected then all school forecast vaccines will be used.)**

<input type="checkbox"/> DTaP	
<input type="checkbox"/> Polio	
<input type="checkbox"/> Hep B	
<input type="checkbox"/> MMR	
<input type="checkbox"/> Varicella	
<input type="checkbox"/> Td/Tdap	
<input type="checkbox"/> MCV4	

**Vaccine Families: (If no vaccine is selected then all school forecast vaccines will be used.)**

<input type="checkbox"/> DTaP	
<input type="checkbox"/> Polio	
<input type="checkbox"/> Hep B	
<input type="checkbox"/> MMR	
<input checked="" type="checkbox"/> Varicella	2
<input type="checkbox"/> Td/Tdap	
<input type="checkbox"/> MCV4	

***If no vaccines are selected, then all vaccines will be included for which a student is due or past due.*** If more than one vaccination is due or past due at the time the reminder/recall is run, all vaccinations will be accommodated in a single notification. There is no need to run multiple reports for multiple vaccines.

6. Use the radio buttons to indicate if you want to use reminder (let students know that they are **coming due** for vaccination), recall (let students know they are **past due** for vaccination) or both.
- Schools are able to enter the number of days prior to the recommended due date to include students for reminders and the number of days past due to included students for recall. Both reminders and recalls can be run in the same report or schools can select one or the other.

**Include Patients Due for Vaccinations (Reminders)** ☐ Yes ☒ No  
*Maximum number of days until due date to include: (If Yes is Selected)*

**Include Patients OverDue for Vaccinations (Recalls)** ☐ Yes ☒ No  
*Minimum number of days past due date to include: (If Yes is Selected)*

NDDoH recommends entering the number of days until the start of the next school year

NDDoH recommends entering one day for recalls

Deciding whether to run the report for reminders or recall should be influenced by the time of year you are running the report. If you are running the report near or after the start of the current school year, we recommend running recalls to look for students that are not currently up-to-date. The report should be run for reminders near the end of the current school year or during the summer break to look for kids who will be due for immunizations prior to the start of the next school year.

7. Once all selection criteria have been entered, click the **Run Reminder Recall** button to obtain the list of desired students.

Run Reminder Recall

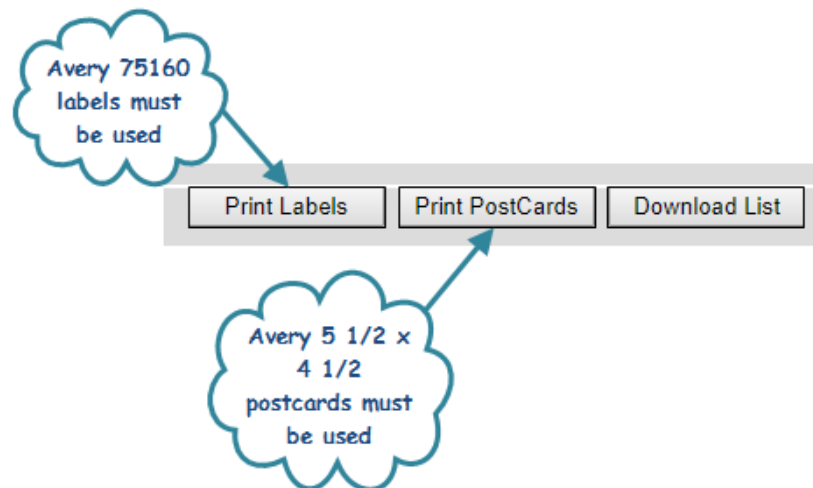
After the report has been run, a list of students matching the selected criteria will be displayed on the screen.

The report output provides basic demographic information for each student, their current grade level, the selected vaccines the student is due for as well as any other vaccines that may also be due.

Show 10 entries Search:

Remove from Printing	Last Name	First Name	Middle Name	Birth Date	Address 1	Address 2	Apartment No.	City	State	Zip	Home Phone	Grade	Vaccines Selected Due	Vaccines also Due
<input type="checkbox"/>	GLIRPSJCUY	AJOWINC	Q	10/12/2000	895 FCSP	5788 XUJX	7	MANDAN	ND	58554	5556669999	9	Varicella	Tdap, MMR, MCV4
<input type="checkbox"/>	UOIHNSOIYUOI	IUNJKSO	A	08/18/2001	3989 QWVQ	98 BGTX	1	BISMARCK	ND	58501	7776665555	9	Varicella	
<input type="checkbox"/>	PLOKKJIU	UJJISK	M	03/01/2001	1018 ILASN	3824 ONVXD	01	BISMARCK	ND	58501	9998887777	9	Varicella	IPV, MCV4
<input type="checkbox"/>	NJKYHOISNJ	LPKSJG	R	12/14/2000	633 DVFSK	164 BAWU	64	BISMARCK	ND	58501	3332221111	9	Varicella	Tdap, MCV4, IPV

- Once report results are displayed, you can choose to download the list of students, converting the report into an Excel® document, print labels to place on postcards or print postcards.



- When selecting to print either labels or postcards, a PDF document will open.
- Each address label or postcard will include a prefix saying “to the parent/guardian of”, followed by the student’s name and complete address.

- When printing postcards, the student address information will follow the same format as the address labels but will also include the school's return address as entered in the reminder/recall report.
- School return address information is stored in the report for future use.

**Return Address for Postcards:\***

Name	Sunrise Elementary		
Address 1	3800 Nickerson Ave		
Address 2			
City	Bismarck	State	ND Zip 58503

*\*only required when postcard printing is selected.*

***The most cost-effective reminder/recall notification methods are: telephone call (person-to-person not using an auto-dialer system), letter and postcard.*** Effectiveness of reminder/recall can be increased by combining various notification methods.

Schools are responsible for updating their students' contact information in the NDIIS when needed. Student address and phone number are required fields in the NDIIS. In order to have a successful reminder/recall, valid contact information for each student is necessary.

***The NDDoH Immunization Program is notified of deceased North Dakota residents and those residents are marked as such in the NDIIS and removed from reminder/recall. There is an occasional delay in the death notification, so it is important for schools to review reminder/recall lists to ensure that deceased students are not included in any notices.***

***After an unsuccessful reminder/recall attempt, schools should consider a different reminder/recall notification method.*** For example, if a school mails a postcard to a student and the postcard is returned, then the school should try calling the student.

If the school is notified of an address or phone number change for a student after attempting reminder/recall, the school should update the NDIIS with new contact information to facilitate future reminder/recall.

If a student moves out-of-state or switches schools, it is important that the student's directory information on the maintenance tab of their NDIIS record is updated to reflect this change in information.

For more information about NDIIS reminder/recall, please contact the NDDoH at 701.328.3386 or toll-free at 800.472.2180.