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.
**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 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 student list report, shows the selected school, the total number of students assigned to that school in the NDIIS, totals 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

**School**: BELAIR ELEMENTARY  
**Total Students**: 424

## Grade Totals:
- Home School: 1  
- Kindergarten: 66  
- First: 85  
- Second: 73  
- Third: 75  
- Fourth: 51  
- Fifth: 74  

## Grade: Kindergarten

<table>
<thead>
<tr>
<th>Last Name</th>
<th>First Name</th>
<th>Birthdate</th>
<th>Home School</th>
</tr>
</thead>
<tbody>
<tr>
<td>AULKNASDIO</td>
<td>NAJSWEHFR</td>
<td>09/04/2009</td>
<td>No</td>
</tr>
<tr>
<td>BJWINSOSKJ</td>
<td>PKKKJSAN</td>
<td>03/23/2010</td>
<td>No</td>
</tr>
<tr>
<td>CJWIERNSI</td>
<td>LXMABNSK</td>
<td>08/05/2009</td>
<td>No</td>
</tr>
<tr>
<td>DJKPWWNC</td>
<td>CBWKJSG</td>
<td>04/21/2009</td>
<td>No</td>
</tr>
<tr>
<td>ERWOASJNG</td>
<td>MSONQWP</td>
<td>11/17/2009</td>
<td>Yes</td>
</tr>
<tr>
<td>FBSWKJSB</td>
<td>NAWOIEHRNJK</td>
<td>07/31/2009</td>
<td>No</td>
</tr>
<tr>
<td>FGAWOEROS</td>
<td>AWNKUJH</td>
<td>07/16/2010</td>
<td>No</td>
</tr>
<tr>
<td>HQLNLBN</td>
<td>QIANJSJKGU</td>
<td>03/24/2010</td>
<td>No</td>
</tr>
<tr>
<td>JAKSNALW</td>
<td>UANOSF</td>
<td>12/03/2009</td>
<td>No</td>
</tr>
</tbody>
</table>
**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 NDIIS reports module.

2. Select the **School Coverage Rate Report** from the Report drop-down

3. Enter all required selection criteria
a. School – only the school the user is logged in under on the NDIIS home page will be available for selection

![SelectionProvider](image)

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

![SelectionGrade](image)

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 break-down 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 4th 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 4th 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

*Printed on 8/16/2017 5:07:27 PM*

## 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

<table>
<thead>
<tr>
<th>School</th>
<th>Students</th>
<th>Up-to-date</th>
<th>% Up-to-date</th>
</tr>
</thead>
<tbody>
<tr>
<td>8015 - BELAIR ELEMENTARY</td>
<td>66</td>
<td>44</td>
<td>66.7%</td>
</tr>
</tbody>
</table>

## Detail Report

**8015 - BELAIR ELEMENTARY**

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

<table>
<thead>
<tr>
<th>Vaccine</th>
<th>Up-to-date</th>
<th>% Up-to-date</th>
</tr>
</thead>
<tbody>
<tr>
<td>5 - DTaP</td>
<td>35</td>
<td>53.0%</td>
</tr>
<tr>
<td>3 - Hep B</td>
<td>44</td>
<td>68.7%</td>
</tr>
<tr>
<td>2 - MMR</td>
<td>2</td>
<td>3.0%</td>
</tr>
<tr>
<td>4 - Polio</td>
<td>10</td>
<td>15.2%</td>
</tr>
<tr>
<td>2 - Varicella</td>
<td>1</td>
<td>1.5%</td>
</tr>
</tbody>
</table>
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 NDIIS reports module.
2. Select the Student Exemption Report from the Report drop-down

3. Enter all required selection criteria
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 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 NDIIS reports module.
2. Select the **Student Not Up-to-Date Report** from the Report drop-down
3. Enter all required selection criteria
a. School – only the school the user is logged in under on the NDIIS home page will be available for selection

![SelectionProvider]

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

![SelectionGrade]
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.

   ![Image of Vaccine Selection Interface]

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

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        |                       |              |

<table>
<thead>
<tr>
<th>Forecasted Vaccines</th>
<th>Recommended Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Polio</td>
<td>03/23/2014</td>
</tr>
<tr>
<td>MMR</td>
<td>03/23/2014</td>
</tr>
</tbody>
</table>

History of Disease Exemptions:
Varicella 01/15/2014

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

3. Enter all required selection criteria
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

**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

<table>
<thead>
<tr>
<th>Name: LAST NAME, FIRST NAME MI</th>
<th>Birth Date: 6/9/2010</th>
<th>Home School?</th>
<th>Yes/No</th>
</tr>
</thead>
<tbody>
<tr>
<td>GradeName: Kindergarten</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>VACCINE</th>
<th>1</th>
<th>2</th>
<th>3</th>
<th>4</th>
<th>5</th>
<th>6</th>
<th>7</th>
</tr>
</thead>
<tbody>
<tr>
<td>Varicella</td>
<td>09/12/2011</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**History of Disease Exemptions:** None

**Other-Medical Exemptions:** None

**Religious Exemptions:** None

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