

SCHOOL AND CHILD CARE IMMUNIZATION MODULE

Student Compliance Report Quick Reference Guide

What is the Student Compliance Report?

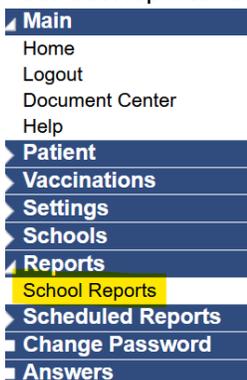
The Student Compliance Report in the School and Child Care Immunization Module (SCCIM) gives a comprehensive picture of individual student immunization information. It will show if the vaccinations in the series selected are complete, conditional, out of compliance. It will show if they are due now in the WAIS forecast and all exemptions and immunity entered into the SCIIM.

Who has access to the School Compliance Report?

All School and Child Care Immunization Module (SCCIM) user accounts have access to the report. The ability to run the report for multiple schools or child cares at one time will be determined by the type of account you have. If you have access to multiple schools, child cares, or a whole district, you will be able to run the report for all those locations at one time. If you only have access to one school or child care you can only run the report for that location.

How do I access the Student Compliance Report in SCCIM?

1. Log into your School and Child Care Immunization Module account and be sure to select your organization a
2. On the right side of the page, click on the word, “Reports” to show the “School Reports” button as highlighted in yellow below.



3. On the reports page, select the “Student Compliance Report” button as highlighted in blue below.



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How do I run the Student Compliance Report?

If your account only has access to one School or Child Care this will be auto selected for you, and you can skip to step 6 below. If you have access to multiple schools or child care, please see steps a. and b. below.

1. Run the report for one school or child care or all of the schools in a district:

- **Run the report if you only have access to one school:**

The School field will be automatically selected and you can proceed to step 3

- **Run the report for all of the schools in a district:**

If you have access to a District and would like to run the report for all the students within it, you do not need to select a School. Make sure the bubble is filled in next to “District” as highlighted in the image below and move on to step 3.

The screenshot shows the 'Student Compliance Report Menu' with the 'Limit Report By' section. The 'District' radio button is selected and highlighted in green. The 'VERY HEALTHY SCHOOL DISTRICT' is selected in the dropdown menu. Below it, a list of school types is visible: Child Care 7+, P0, P1, P2, P3, and P4. The 'Click to select' button is highlighted in blue. At the bottom right, there are buttons for 'Back', 'Export Report', and 'Create Report'.

- **Run the report for one school or child care when you have access to multiple locations from your account:**

Click on the “Click to Select” button highlighted in blue in the image below.

This screenshot is similar to the previous one, but the 'Click to select' button is highlighted in blue. The 'District' radio button is still selected. The 'VERY HEALTHY SCHOOL DISTRICT' is selected in the dropdown menu. The 'Click to select' button is highlighted in blue. At the bottom right, there are buttons for 'Back', 'Export Report', and 'Create Report'.

- A pop-up window will open so you can search for the location by name or click the “Search” button without typing in the name to see a list of all the locations you have access to. If you have access to multiple locations, you may need to use the arrow button at the bottom of the page to see them all.

The 'Select School' pop-up window has a search criteria section with the following fields: State (WASHINGTON), County (All), School District (--select--), Type (All, Public Only, Private Only), and Name (Begins with, Contains). A 'Search' button is located at the bottom right of the window.

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- When you find the location you would like to run the report for, click on its name and the pop-up window will disappear.
- You should now see the name of location you would like to run the report for in the “School” section of the Student Compliance Report Menu.

2. School Type: Leave this section blank. No information is needed here to run this report.

3. Select the grades you would like to run the report for: Keep in mind that the grades need to align with the series you select. You will need to run different grades with different series to get the correct results. For example, only K-6 graders should be run together under the series K-6.

- To select multiple nonconsecutive grades: select one grade and then hold the control button before selecting any additional grades.

- To select multiple consecutive grades: select one grade and then hold the shift key while selecting the last grade.

- To see all the grades at all your locations leave the grade section blank and do not click on any grade options.

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- Select the Series:** Select the series from the drop-down list that aligns with the grades you chose to run the report for. You will need to run different grades with different series to get the correct results. For example, if you're running a report for grades 7 and 8, select series "Grade 7-11". Click on the series to select it and you will see it auto populate in the series box.

- Run the Report.**

- Select "Create Report" to open the report in a browser window.

The report will look like this:

WA Student Level Immunization Compliance Detail 08/09/2024																					
LAST NAME	FIRST NAME	MIDDLE NAME	DOB	SCHOOL	DISTRICT	SIIS ID	STUDENT ID	GRADE	ADDRESS	PHONE	EMAIL	COMPLETE	DUE NOW	CONDITIONAL	OVERDUE	PERSONAL EXEMPTIONS	RELIGIOUS EXEMPTIONS	RELIGIOUS-MEMBERSHIP EXEMPTIONS	MEDICAL EXEMPTIONS	MEDICAL EXEMPTIONS EXPIRATION DATES	IMMUNITY
CAT	FERN	(7) COMPLETE NO TDAP FLU-HDSD-4666	02/01/2012	VERY HEALTHY	VERY HEALTHY MIDDLE SCHOOL	11952643		7	222 RAPTOR LN SEQUIM WA	(325)965-3255		POLIO, HEP-B 3 DOSE, MMR, VARICELLA, DTaP/DT/Td	Tdap		Tdap						
CAT	KYONA	(8) TDAP CATCH-UP MMD MEVT	01/01/2011	VERY HEALTHY	VERY HEALTHY MIDDLE SCHOOL	6050822		8	2254 HUMMINGBIRD LN SEQUIM	(206)450-1478		POLIO, HEP-B 3 DOSE, MMR, VARICELLA			MMR, Tdap						

- Select "export Report" to open the report as a .csv file which will open in Excel.

The report may save into your downloads folder. It will look like this:

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R
1																		
2	WA Student Level Immunization Compliance Detail																	
3	VERY HEAL' 7,8 GRADE 7-11																	
4	LAST NAME	FIRST NAME	MIDDLE NA	DOB	SCHOOL	DISTRICT	SIIS ID	STUDENT ID	GRADE	ADDRESS	PHONE	EMAIL	COMPLETE	DUE NOW	CONDITION	OVERDUE	PERSONAL	RELIGIOUS
5	CAT	FERN	(7) COMPLE	02/01/2012	VERY HEAL'	VERY HEAL'	11952643		7	222 RAPTOI	(325)965-3255		POLIO, HEP	Tdap		Tdap		
6	CAT	KYONA	(8) TDAP C/	01/01/2011	VERY HEAL'	VERY HEAL'	6050822		8	2254 HUMN	(206)450-1478		POLIO, HEP-B 3 DOSE, VARICELLA,	MMR, Tdap				
7	CAT	LOUISE	(7) 6 DT-NE	02/01/2012	VERY HEAL'	VERY HEAL'	11707231		7	2266 HUMN	(206)450-3654		POLIO, HEP-B 3 DOSE, MMR, VARIC	Tdap, Tdap				
8	CAT	MUFFIN	(7) DT/DT N	02/01/2012	VERY HEAL'	VERY HEAL'	11707243		7	2244 HUMN	(206)450-4567		POLIO, HEP-B 3 DOSE, MMR, VARIC	Tdap, Tdap				
9	CAT	PAKA	(8) PERTUS:	01/01/2011	VERY HEAL'	VERY HEAL'	7588023		8	2224 HUMN	(206)450-1475		Tdap, POLIO, HEP-B 3 DOSE, MMR, VARICELLA, DTaP/DT/Td	Pertussis				
10	CAT	SUSIE	(7) DT ONLY	02/01/2011	VERY HEAL'	VERY HEAL'	11707232		7	2266 HUMN	(206)450-1234		POLIO, HEP-B 3 DOSE, MMR, VARIC	Tdap				
11	CAT	THUNDER	(7) POLIO	11/15/2011	VERY HEAL'	VERY HEAL'	11840246		7	54 RAPTOR	(678)777-8888		DTaP/DT/Td, POLIO, HEP-B 3 DOSE, MMR, VARIC	Polio				
12																		

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Understanding the Student Compliance Report results:

Use these definitions to understand the output in the report columns below:

Series Complete

A vaccine is series complete when they have the number of valid vaccine doses required in the compliance series selected.

Exemption

An exemption had been entered in the SCCIM from a Certificate of Exemption form on file at the school or child care.

Immunity

Immunity has been entered in the SCCIM (from health care provider documentation given to the school or child care) or entered into the WAIS (by a health care provider).

Use the definitions above to understand the output in the report columns below:

Complete

A vaccine is complete when the vaccination series is complete OR there is an exemption OR immunity for all of the diseases in the vaccine. The vaccine is not due now, in conditional status or, out of compliance/overdue.

Due Now

A vaccine is Due Now if the vaccine is not series complete AND is “due now” in the WAIS forecast AND they do not have an exemption AND they do not have immunity for all of the diseases in the vaccine. Once the WAIS forecast status changed to “Past Due” the vaccine will no longer display in the “Due Now” column. The vaccine will also be in the Conditional or Out of Compliance columns.

Conditional

A vaccine is conditional if it is not series complete AND it is < 31 days past the recommended date in the WAIS forecast AND they do not have an exemption AND they do not have immunity to all of the diseases in the vaccine due.

Out of Compliance

A vaccine is out of compliance if it is not series complete AND it is 31+ days past the recommended date in the forecast AND they do not have an exemption or evidence of immunity listed for this disease/s in the missing vaccination.

Exemptions

If an exemptions has been entered in the SCCIM it will display in the corresponding column. If it is a medical exemption the expiration date for a permanent exemption will list as “N” and if temporary will display the expiration date.

Immunity

If immunity has been entered in the SCCIM it will display in the Immunity column. Immunity entered in the WAIS by a health care provider does not display in this column.