

# SCHOOL AND CHILD CARE IMMUNIZATION MODULE

## School Compliance Report Quick Reference Guide

### What is the School Compliance Report?

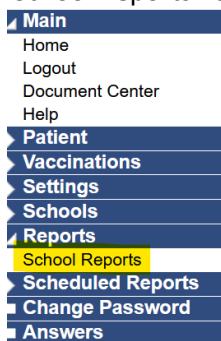
The School Compliance Report gives a snapshot of the compliance totals for students or children at a district, private school, child care, or group of child cares and private schools in the same organization. It does not include individual student or child vaccination information. It does include the total number and percent of children who are; out of compliance, complete, in conditional status, due now for a vaccine, have exemptions, and the total enrolled. This could be helpful information to provide to administration at your district, school or child care and can give an overall understanding of where your schools or child cares stand when it comes overall vaccination status and numbers.

### 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 School Compliance Report in the SCCIM?

1. Log into your School and Child Care Immunization Module account.
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 "School Compliance Report" button as highlighted in yellow below.



### How do I run the Student Compliance Report?

To request this document in another format, call 1-800-525-0127. Deaf or hard of hearing customers, please call 711 (Washington Relay) or email [doh.information@doh.wa.gov](mailto:doh.information@doh.wa.gov).

DOH 348-1043 August 2024

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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:**

**a. 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

**b. 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 schools 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 'School Compliance Report Menu' with the following fields:

- Limit Report By:** Radio buttons for 'District' (selected), 'School', and 'School Type'. A dropdown menu next to 'District' shows 'SPOKANE PUBLIC SCHOOLS'. A 'Click to select' button is highlighted in yellow.
- Grade (optional):** A dropdown menu with options: Child Care 7+, P0, P1, P2, P3, P4.
- Series:** A dropdown menu with '--select--'.

**c. 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 yellow in the image below.

This screenshot is identical to the previous one, but the 'Click to select' button is highlighted in yellow.

- 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 contains the following search criteria:

- State:** WASHINGTON
- County:** All Counties
- School District:** SPOKANE PUBLIC SCHOOLS
- Type:** All (selected), Public Only, Private Only
- Search Method:** Begins with (selected), Contains
- Name:** [Empty text input field]

**Search**

- When you find the location, you would like to run the report for, click on its name and the pop-up window will disappear.

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- You should now see the name of location you would like to run the report for in the “School” section of the School 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.

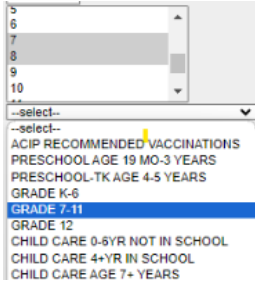
- To select multiple consecutive grades: select one grade and then hold the shift key while selecting the last grade.

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

**4. 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.

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### 5. Run the Report:

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



The report will look like this:

District: VERY HEALTHY SCHOOL DISTRICT      Grade: K,1,2,3,4,5      Series: GRADE K-6

WA School Level Immunization Compliance Detail 07/09/2024														
SCHOOL DISTRICT	SCHOOL NAME	SCHOOL TYPE	NUMBER OF STUDENTS OVERDUE	PERCENT OF STUDENTS OVERDUE	NUMBER OF STUDENTS CONDITIONAL	PERCENT OF STUDENTS CONDITIONAL	NUMBER OF STUDENTS DUE NOW	PERCENT OF STUDENTS DUE NOW	NUMBER OF STUDENTS EXEMPT	PERCENT OF STUDENTS EXEMPT	NUMBER OF STUDENTS COMPLETE	PERCENT OF STUDENTS COMPLETE	TOTAL NUMBER OF STUDENTS ENROLLED	REPORT DATE
VERY HEALTHY SCHOOL DISTRICT	VERY HEALTHY ELEMENTARY	Public	19	42.2%	0	0.0%	4	8.8%	19	42.2%	7	15.5%	45	07/09/2024
Y			19	42.2%	0	0.0%	4	8.8%	19	42.2%	7	15.5%	45	07/09/2024

- 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
1	WA School Level Immunization Compliance Detail														
2	VERY HEALTHY K,1,2,3,4,5	GRADE K-6													
3	SCHOOL DISTRICT	SCHOOL NAME	SCHOOL TYPE	NUMBER OF STUDENTS OVERDUE	PERCENT OF STUDENTS OVERDUE	NUMBER OF STUDENTS CONDITIONAL	PERCENT OF STUDENTS CONDITIONAL	NUMBER OF STUDENTS DUE NOW	PERCENT OF STUDENTS DUE NOW	NUMBER OF STUDENTS EXEMPT	PERCENT OF STUDENTS EXEMPT	NUMBER OF STUDENTS COMPLETE	PERCENT OF STUDENTS COMPLETE	TOTAL NUMBER OF STUDENTS ENROLLED	REPORT DATE
4	VERY HEALTHY SCHOOL DISTRICT	VERY HEALTHY ELEMENTARY	Public	19	42.20%	0	0.00%	4	8.80%	19	42.20%	7	15.50%	45	07/09/2024
5	SUMMARY			19	42.20%	0	0.00%	4	8.80%	19	42.20%	7	15.50%	45	07/09/2024
6															

## Understanding the School Compliance Report results:

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

### Exemption



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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).

### **What is a Complete Student?**

A student/child has met all the immunization requirements for the series selected. These children can have a combination of vaccinations, exemptions, and immunity to meet complete status. These children do not have any vaccines that are due now, in conditional status or, out of compliance/past due.

### **What does Due Now mean?**

A student/child is missing vaccination/s in the series selected and they do not have an exemption or immunity listed for this disease/s in the missing vaccination and at least one of the missing vaccinations have a status of “Due Now” in the WAIS forecast. A vaccination with a forecast status of “Past Due” will not be counted in this column.

### **What does Conditional mean?**

A student/child is missing vaccination/s in the series selected and all of the missing vaccinations are < 31 days past the recommended due date in the IIS forecast and they do not have an exemption or immunity listed for this disease/s in the missing vaccination.

### **What does Out of Compliance mean?**

A student/child is missing vaccination/s in the series selected and one or more vaccines are 31+ days past the recommended due date in the IIS forecast AND they do not have an exemption or immunity listed for this disease/s in the missing vaccination.

### **What is an Exempt student?**

A student/child is missing vaccination/s in the series selected and they have one or more exemptions documented on the SCCIM on the demographic page. For more information on exemptions please see our: [Enter Exemptions into the SCCIM Quick Reference Guide \(wa.gov\)](#)

### **How is the number of students enrolled calculated?**

This is based off the of the students listed on your school or child care roster in the Module. For students to be listed on a roster the “Include in Reports” box must be checked on the demographic page for the school or child care they attend.

### **How are the percentages on the School Compliance Report calculated?**

This is based on the number of children who fall under each category (Out of Compliance, Complete, etc.) divided by the number of children covered in the report. Children included in the report are only those who are on the rosters for the locations selected and, only those who fall within the grades you chose to run the report for.