

Wisconsin Student Immunization Law: What schools need to know for Fall 2016

1

Stephanie Schauer

Ruth Koepke

Wisconsin Immunization Program

Wisconsin Department of Health Services (DHS)

Freddi Adelson

School Nurse Consultant

Wisconsin Department of Public Instruction (DPI)

August 25, 2016



This webinar is for

2

- **Schools**
- Local health departments

Agenda

3

- Background
- School booklet materials now online only
- Updated materials for schools
- Changes to School Report to Local Health Dept.
- Family Educational Rights and Privacy Act (FERPA) and release of student information
- Feedback from 2015-2016 school year
- Example using flowchart

Background

4

Wisconsin Student Immunization Law

5

- **Purpose:** To prevent disease and disease transmission among Wisconsin students.
- Describes vaccinations that are required for school entry in Wisconsin. Allows waivers for medical, religious and personal conviction reasons.
- Describes actions that schools, local health departments, and the state health department must take to assess, report, and ensure student compliance with the law.

School responsibility

6

- Schools/school districts are responsible for:
 - Educating parents about the immunization requirements and sharing educational materials provided by DHS (or CDC).
 - Collecting student vaccination records.
 - Assessing whether students meet the minimum requirements or have a waiver on file.
 - Following up with students who do not meet the minimum requirements.
 - Sending the legal notice and notice of exclusion as necessary.
 - Excluding noncompliant students as necessary.
 - Reviewing waivers annually to determine if the student has been vaccinated and, therefore, the waiver is no longer needed.

Purpose of today's webinar

7

- Inform schools of important issues:
 - The law itself has not changed.
 - However, to improve efficiency and clarity, DHS and DPI have worked together to streamline the directions and materials provided to schools to assess, report and ensure student compliance.
 - Starting fall 2016, all materials for schools will be online only.
 - We are in Stage 1 of improving the School Report to Local Health Department.
 - Remind schools about FERPA and release of student names.
 - Share feedback from schools for the 2015-2016 school year.
 - Demonstrate how to use the flowchart.

School booklet materials online only

8

School booklet materials

9

- Starting fall 2016, school booklet materials will be online only.
- No booklet will be mailed to your school.
- Instead, materials can be found on the DHS Wisconsin Immunization Program website:
<https://www.dhs.wisconsin.gov/immunization/REQS.htm>

School booklet materials on DHS website

10



WISCONSIN DEPARTMENT
of HEALTH SERVICES

Search Wisconsin DHS



About DHS Data & Statistics Diseases & Conditions Health Coverage

Topics A-Z: A B C D E F G

Immunization Requirements



School Requirements, 2016-2017

To learn more, schools are encouraged to attend a **webinar** on August 25, 2016 at 2:00 pm.

Instructions for Schools

- Wisconsin School Immunization Requirements Booklet, 2016-2017 (PDF, 3.7 MB)
- Letter to schools (PDF, 30 KB)
- Timeline and flowchart of actions required by schools (PDF, 279 KB)
- Immunization law clarification (PDF, 205 KB)
- Immunization requirements - English (PDF, 12 KB) - Spanish (PDF, 12 KB) - Hmong (PDF, 12 KB) - Somali (PDF, 12 KB)

Forms, Reports, and Letters

- Student immunization record - English (PDF, 150 KB) - Spanish (PDF, 96 KB) - Hmong (PDF, 94 KB)
- Legal notice - English (PDF, 89 KB) - Spanish (PDF, 95 KB) - Hmong (PDF, 117 KB) - Somali (PDF, 166 KB)
- Notice of exclusion - English (PDF, 66 KB) - Spanish (PDF, 10 KB) - Hmong (PDF, 71 KB) - Somali (PDF, 67 KB)

Postcard was sent to your school

11

- In early August, a postcard was mailed to all schools on file with DPI as of July 1, 2016.
- The postcard includes:
 - A notification that the school booklet will no longer be mailed.
 - The website address where the materials are located.
 - The school's DPI LEA (district) code and DPI school code.

The Wisconsin School Immunization Requirements Booklet is Now Online!

Starting with school year 2016-2017, instructions on how Wisconsin schools must assess and report compliance with the Wisconsin Student Immunization Law* will only be available on the Wisconsin Department of Health Services website: <https://www.dhs.wisconsin.gov/immunization/reqs.htm>.

Please download these materials and follow the instructions to assess and report student compliance to your local health department by the 40th school day.

You will notice the School Report to the Local Health Department (F-04002) has a slightly different look.

- ◆ Read the instructions carefully before completing the form.
- ◆ Instructions and compliance definitions can be found on the back of the form.
- ◆ Enter the Department of Public Instruction LEA (District) Code and School Code in Section A. Your school's codes are printed above the bar code and address block on the reverse side of this postcard.
- ◆ *Keep this postcard for your reference. In future years your school may not receive a postcard.*
- ◆ Complete the new "Row 9," which collects data on the number of students who have received none of the required vaccines and have waivers for all of those vaccines.

*Wis. Stat. ch. 252 and Wis. Admin. Code DHS 144

**Wisconsin Department of Health Services
Division of Public Health
Immunization Program**

US POSTAGE PAID MADISON WI PERMIT NO 134

Wisconsin Immunization Program
Wisconsin Department of Health Services
Division of Public Health
1 West Wilson Street
Room 202
Madison, WI 53702

LEA (District) Code: 0063
School Code: 0060

*****AUTO**SCH 3-DIGIT 535 1 1
School Administrator / Immunization Compliance Manager
Albany Community Mid
PO BOX 349
ALBANY WI 53502-0349

If you have questions, please call or email us.
Phone: 608-267-9959
Email: DHSImmProgram@wi.gov

Updated materials for schools

12

No changes: Immunization Requirements

13

STUDENT IMMUNIZATION LAW AGE/GRADE REQUIREMENTS

The following are the minimum required immunizations for each age/grade level according to the Wisconsin Student Immunization Law. Additional immunizations may be recommended for your child depending on his/her age. Please contact your doctor or local health department to determine if your child needs additional immunizations.

Grade/Age	Number of Doses					
Pre-K (ages 2 through 4 yrs)	4 DTaP/DTP/DT ¹	3 Polio	3 Hepatitis B ⁵	1 MMR ⁶	1 Varicella ⁷	
5K Kindergarten through Grade 5	4 DTaP/DTP/DT/Td ^{1,2}	4 Polio ⁴	3 Hepatitis B ⁵	2 MMR ⁶	2 Varicella ⁷	
Grades 6 through 12	4 DTaP/DTP/DT/Td ¹	1 Tdap ³	4 Polio ⁴	3 Hepatitis B ⁵	2 MMR ⁶	2 Varicella ⁷

- D= diphtheria, T= tetanus, P= pertussis vaccine. DTaP/DTP/DT/Td vaccine for all students Pre-K through 12: Four doses are required. However, if a student received the 3rd dose after the 4th birthday, further doses are not required. Note: a dose four days or less before the 4th birthday is also acceptable.
- DTaP/DTP/DT vaccine for children entering 5K Kindergarten: Each student must have received one dose after the 4th birthday (either the 3rd, 4th, or 5th dose) to be compliant. Note: a dose four days or less before the 4th birthday is also acceptable.
- Tdap is adolescent tetanus, diphtheria and acellular pertussis vaccine. If a student received a dose of a tetanus-containing vaccine, such as Td, within five years before entering the grade in which Tdap is required, the student is compliant and a dose of Tdap vaccine is not required.
- Polio vaccine for students entering grades 5K Kindergarten through 12: Four doses are required. However, if a student received the 3rd dose after the 4th birthday, further doses are not required. Note: a dose four days or less before the 4th birthday is also acceptable.
- Laboratory evidence of immunity to hepatitis B is also acceptable.
- MMR is measles, mumps, and rubella vaccine. The first dose of MMR vaccine must have been received on or after the first birthday Note: a dose four days or less before the 1st birthday is also acceptable. Laboratory evidence of immunity to all three diseases (measles and mumps and rubella) is also acceptable.
- Varicella vaccine is chickenpox vaccine. A history of chickenpox disease or laboratory evidence of immunity to varicella is also acceptable.

Timeline: old version

14

School Compliance Timeline 2015-2016 School Year

School day	Action	Form to use ¹
1 st	Admission to school	
15 th	Legal notice to parents of students with NO RECORD or BEHIND SCHEDULE or IN PROCESS (as needed)	F-44001
25 th	Legal notice (plus Exclusion letter, if applicable)	F-44001
30 th	<p>First Deadline: Exclusion is mandatory for noncompliant public school students in Grades K (5 years old) to 6 (through Grade 5) if the public school district compliance level from the previous year is less than 99 percent. The same applies to private school students in Grades K to 6 (through Grade 5) if that school's compliance level from the previous year is less than 99 percent. Exclusion is optional for schools who do meet the compliance standards.</p> <p>Noncompliant students include:</p> <ul style="list-style-type: none"> • NO RECORD on file • BEHIND SCHEDULE for the first dose of polio, MMR, DTP/DTaP/DT/Td, hepatitis B and varicella vaccines in all grades and the booster dose of Tdap vaccine in Grades 6 through 12² • BEHIND SCHEDULE for the third and/or fourth doses of polio, final dose of DTP/DTaP/DT/Td (third, fourth or fifth) and the third dose of hepatitis B vaccines for all students who were not complete during their previous school year • NO WAIVER ON FILE 	
40 th	School report to local health department	F-44002
80 th	Legal notice to parents of noncompliant students for the second deadline	F-44001
90 th	<p>Second Deadline:</p> <p>BEHIND SCHEDULE for second doses of polio, MMR, DTP/DTaP/DT/Td, hepatitis B and varicella vaccines in all grades</p>	

Updated: Timeline

15

- Streamlines and describes required actions for schools.
- Includes links to letters, forms, resources.
- Includes Somali translations.

Wisconsin Student Immunization Law Timeline: Actions Required of Schools

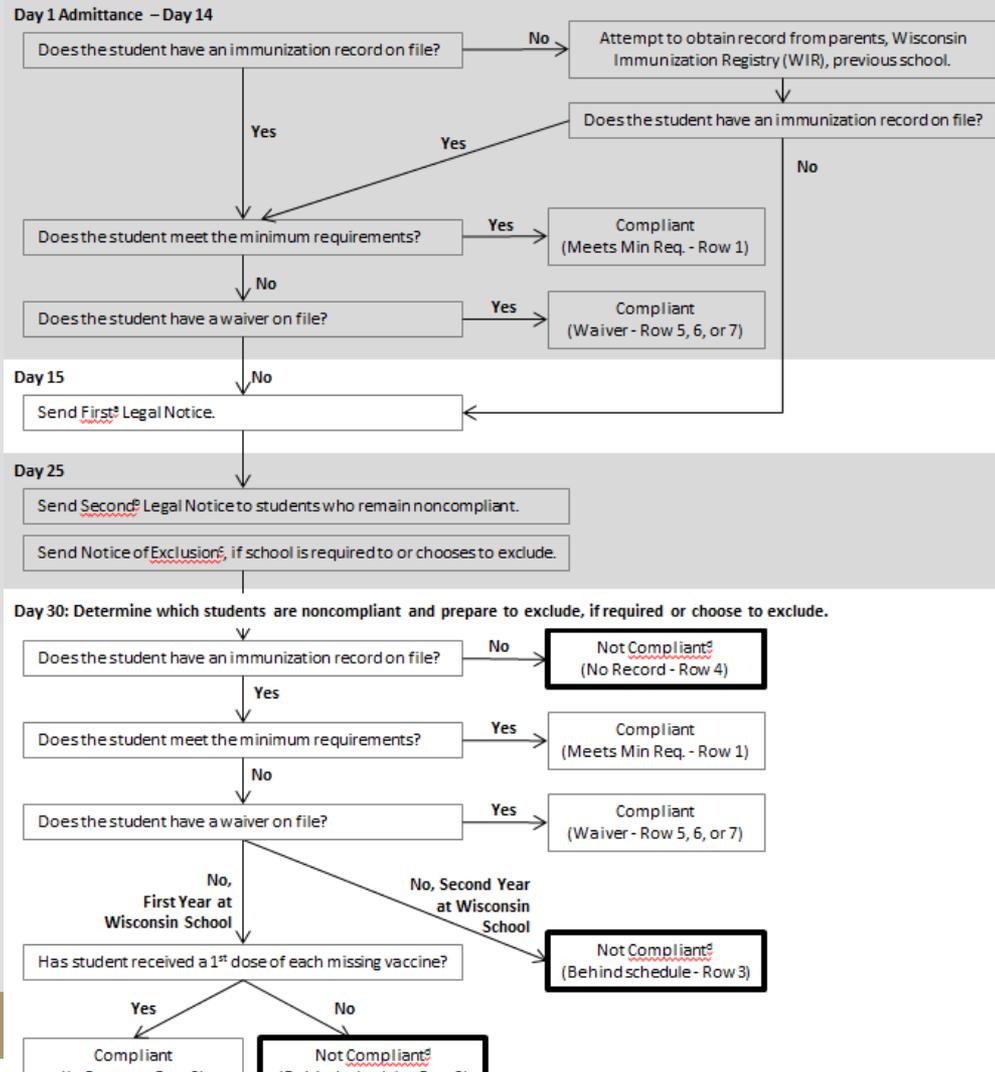
The timeline below describes the actions that must be taken by Wisconsin schools to ensure compliance with the Wisconsin Student Immunization Law. These actions are described by the school day by which they must occur.

School Day	School Actions	Forms and Resources
1 st	Admission to School	
1 st - 14 th	Assess Compliance Schools assess compliance for all students, paying particular attention to students who: <ul style="list-style-type: none"> • Are new to the school. • Are entering grades with new requirements (5K, 6th grade). • Were 'In Process' last school year. • Were noncompliant last school year. 	Schools can look up student immunization histories in the Wisconsin Immunization Registry . Use the Flow Chart on the opposite page and compliance definitions on page 2 of form F-04002 to determine a student's compliance category.
15 th	First Legal Notice³ Schools send the First Legal Notice and the Student Immunization Record form F-04010L to parents of students who are behind schedule or have no record.	Legal Notice (F-44001) English Spanish Hmong Somali Student Immunization Record (F-04020L) English Spanish Hmong Somali
25 th	Second Legal Notice⁵ Schools send the Second Legal Notice and the Student Immunization Record form F-04010L to parents of students who are behind schedule or have no record. Schools also send the Notice of Exclusion ⁶ if the school is required to or chooses to exclude noncompliant students.	Legal Notice (F-44001) English Spanish Hmong Somali Student Immunization Record (F-04020L) English Spanish Hmong Somali Notice of Exclusion English Spanish Hmong Somali
30 th	First Deadline: Exclusion Schools determine which students are noncompliant ⁴ and exclude noncompliant students in 5K through Grade 5, starting on the 31 st school day, if one of the following is true: <ul style="list-style-type: none"> • The school is a public school and the school district's compliance level from the previous school year was less than 99%. • The school is a private school and the school's compliance level from the previous school year was less than 99%. Exclusion is optional for grades 6-12 and for schools that met the 99% compliance level in the previous year.	Compliance results from previous school year Public school districts Private schools
40 th	School Report to Local Health Department Start Noncompliance Roster Schools send the School Report to the Local Health Department with the aggregate data. Schools generate Noncompliance Roster and keep it on file at school. <i>Note:</i> the information on the School Report to Local Health Department is used to determine a school's compliance level and whether a school/district will need to exclude students on the 31 st day of the next school year.	School Report to Local Health Department F-04002 Noncompliance Roster F-01580
90 th	Second Deadline Schools add noncompliant ⁴ students to the Noncompliance Roster. <i>Optional:</i> Schools may send reminder letters to parents of students who are 'In Process' and parents of students who are noncompliant ⁴ .	90 th day letter-In Process English Spanish Hmong Somali 90 th day letter-Not Compliant English Spanish Hmong Somali

New: Flowchart

16

- Describes the actions required of schools.
- Helps categorize students into compliance categories.
- Clarifies “in process” during 2nd year at school.



New: 90th day letters

17

- Schools may choose to send letters to students who are in process or not compliant after the 90th school day.
 - Gives parents time to get their child vaccinated before the beginning of the next school year.
 - Replaces the legal notice that was previously sent on the 80th school day to parents of noncompliant students.
 - *This is optional* but is recommended.

90th Day Letter-In Process

Date:

Dear Pa

Accordi
required
vaccina
that you

Vaccina
disease
especial
close co

In order
contact
your ch
vaccina
needs t
local he
the heal
this web

Please
will be n
or has a
might b

For add
<http://w>

90th Day Letter-Not Compliant (Behind Schedule or No Record)

Date:

Dear Parent:

According to our records, this school year your child was not in compliance with the Wisconsin Student Immunization Law. This means that your child did not have appropriate documentation of appropriate vaccination and did not have a vaccination waiver on file.

Vaccinations are one of the most important methods of protecting our children from communicable diseases and the complications that can occur from these diseases. Vaccination is especially important for school-aged children because children in school are in close contact with others who may or may not be protected from these diseases.

In the coming months, we encourage you to make an appointment with your health care provider to get your child vaccinated. Encourage your child's health care provider to use the Wisconsin Immunization Registry and any vaccination records you have for your child to determine which vaccines your child needs. If your child does not have a health care provider, please contact your local health department to determine if your child is eligible to receive vaccinations at the health department. Local health department contact information can be found on this website:

<https://www.dhs.wisconsin.gov/lh-depts/counties.htm>

Please be aware that in the fall of the next school year, your child's vaccination status will be reassessed to ensure that he/she is sufficiently vaccinated for his/her school year or has a waiver on file. If sufficient documentation is not supplied for your child, your child may be required to attend school with a medical exemption.

Updated: Laboratory evidence of immunity

18

- Small changes were made to three forms to clarify that laboratory evidence of immunity to certain diseases is acceptable to meet the minimum requirements for that vaccine.

Forms affected

Legal notice

Notice of exclusion

Immunization requirements

Applies to diseases/vaccines

varicella

hepatitis B

MMR

Note: *the student must have evidence of immunity to all three diseases (measles, mumps, and rubella) in order to meet the minimum requirement for MMR vaccine.*

Changes to the School Report to Local Health Department (LHD)

School Report to LHD

20

- After assessing and assuring student compliance, schools must report aggregate compliance for students at their school.
- Aggregate compliance must be reported to the local health department (LHD) by the 40th school day using the School Report to LHD.
- Results are used to:
 - assess and monitor statewide compliance.
 - determine which schools will be required to exclude noncompliant students in the next school year.

Why is the form being changed?

21

- To answer questions that we cannot answer with the current form, such as:
 - How many students have received none of the required immunizations and have waived all vaccines?
 - For each disease, how many students are fully vaccinated?
 - How many students have waived only some vaccines?
 - Which vaccines are being waived most often?
 - If an outbreak occurs at a school, how many students are susceptible to the disease?
- To improve the efficiency of the reporting process.

Plan for change

22

- Stage 1 changes: 2016-2017 school year
 - Start collecting how many students have received no required immunizations and have waived all vaccines.
 - Improve the ability to track schools over time by using their DPI district and school codes.
 - Clarify instructions and locate them on the back of the form.
- Ultimate goal
 - A web-based system that allows schools to enter online the number of students who are compliant with each vaccine (DTaP, MMR, etc.) for each grade.

DPI LEA (district) and DPI school codes

23

- Each school has a unique ID assigned by DPI.
- This ID is a combination of the DPI LEA (district) code and the DPI school code.
- These two codes can be found by asking your school administrator or by:

Using DPI search screen

The screenshot shows the 'Public School Search' interface. At the top is the Wisconsin Department of Public Instruction logo. Below it are navigation tabs: 'DPI Home', 'School Directory', 'Search', and 'Secure Home'. Under 'Search', there are sub-tabs for 'Public Districts', 'Public Schools', and 'Private Schools'. The 'Public School Search' section includes a 'Search Text' field with a placeholder '*Leave Search Text Blank to Search all Schools', a 'County' dropdown menu, and a 'CESA' dropdown menu. Below these are checkboxes for 'School Type' including Regular, Alternative, Vocational, Special Ed, Charter, Magnet, Partnership, Virtual, and 2r Charter. At the bottom are 'Search' and 'Clear' buttons.

Looking above the address label on the postcard sent to your school

The postcard features the Wisconsin Department of Health Services logo on the left. The text on the right reads: 'Wisconsin Immunization Program', 'Wisconsin Department of Health Services', 'Division of Public Health', and 'Immunization Program'. Below this is a barcode and the text: 'LEA (District) Code: 0063', 'School Code: 0060', '*****AUTO**SCH 3-DIGIT 535 1 1', and 'School Administrator / Immunization Compliance Manager'. At the bottom right, it says 'PO BOX 349', 'ALBANY WI 53502-0349'. A red arrow points from the text 'LEA (District) Code: 0063' to the barcode area. In the top right corner, there is a small box that says 'US POSTAGE PAID MADISON WI PERMIT NO 134'.

Reporting by DPI school codes

- Starting fall 2016, each school (as designated by a unique combination of the DPI LEA (district) and DPI school code) should complete a separate School Report to LHD.
- Compliance results from schools with different codes should **not** be combined.

4K Reminder

25

- If you have 4K students enrolled in your district, make sure you assess their immunization status and report them with the appropriate district and school codes.
 - Check with your administrator if you not sure which school your 4K students are associated.
- Children enrolled in licensed day cares will be assessed during the day care immunization assessment in January/February 2017.

Instructions and Section A

26

DEPARTMENT OF HEALTH SERVICES
Division of Public Health
F-04002 (Rev. 06/2016)

STATE OF WISCONSIN
Wis. Stat. § 252.04

SCHOOL REPORT TO LOCAL HEALTH DEPARTMENT

Wisconsin Stat. § 252.04 requires that all students through grade 12 must present written evidence of being in compliance with the student immunization law by having received the required number of vaccinations, being in the process of receiving the required number of vaccinations, or by having a signed waiver (see instructions and compliance definitions on the next page). Each year schools must report to the local health department the aggregate compliance, by school, on or before the 40th school day.

INSTRUCTIONS

Complete a separate F-04002 for each school. Report results for only one school (one DPI School Code) on each form.

Section A: Complete the contact information for this school including the DPI LEA (District) Code, DPI School Code, and the grades that are enrolled at this school. Click to search for DPI codes for [public schools](#) and [private schools](#). See instructions on next page.

Section B: List the number of students that fall into each category (rows 1 through 7) for all students enrolled in 5K Kindergarten in Column A, and then for all students enrolled at this school (including 3K or early childhood, 4K, 5K through the highest grade) in Column B. For rows 1-7, each student should be listed in only one category. Definitions of each category 1-7 are found on the next page. Row 8 must equal the sum of categories 1 through 7. Row 8 must also equal the total enrollment for all the grade(s) in that column.

Section C: In row 9, list the number of students who have received no immunizations and have a waiver for all vaccines. Please do this for all students enrolled in 5K Kindergarten in Column A, and then for all students enrolled at this school (including 3K or early childhood, 4K, 5K through the highest grade) in Column B.

Mail or fax this form (F-04002) to your local city or county health department.

Section A

At this school, we have the following grades:

to

DPI LEA (District) Code

DPI School Code

Name of School

Address, City, Zip

Phone number

County

Print Name of Person completing form

Email address of person completing form

Section B

1. Updated instructions, including how to find the school's DPI codes.

2. Indicate the grades at this school.

3. Enter the two 4-digit DPI codes for this school.

Section B

27

Print Name of Person completing form

Email address

**5. Reduced to two columns:
(A) 5K kindergarten students
(B) All students at school**

Section B

		Column A	Column B
	List the number of students in each category	5K Kindergarten* (leave this column blank if there are no 5K students at this school)	All students enrolled at this school (including 3K or early childhood, 4K, 5K through the highest grade)
1	Meets all minimum requirements		
2	In process		
3	Behind schedule		
4	No record		
5	Health waiver		
6	Religious waiver		
7	Personal conviction waiver		
8	TOTAL (must equal enrollment for grade(s) included in the column)	0	0

4.
Definitions for each row are found on the back of the form.

Section C

9	List the number of students who have received no immunizations and have a waiver for all vaccines		
---	---	--	--

* 5K Kindergarten = 5 year-old kindergarten

Clear Form

Section C

28

Section B

		Column A	Column B
	List the number of students in each category	5K Kindergarten* (leave this column blank if there are no 5K students at this school)	All students enrolled at this school (including 3K or early childhood, 4K, 5K through the highest grade)
1	Meets all minimum requirements		
2	In process		
3	Behind schedule		
4	No record		
5	Unimmunized		
6	Unimmunized and have a waiver for all vaccines		
7	Unimmunized and have a waiver for all vaccines		
8	Unimmunized and have a waiver for all vaccines		
	Total enrollment for grade(s) included in the column)	0	0

6. New Row 9: For columns A and B, list number of students who have received no required immunizations **and** have a waiver for all vaccines.

Section C

9	List the number of students who have received no immunizations and have a waiver for all vaccines		
---	---	--	--

* 5K Kindergarten = 5 year-old kindergarten

Clear Form

Back of form

Instructions and Compliance Definitions

7. Instructions for locating a school's unique DPI LEA (district) code and DPI school code.

Department of Public Instruction (DPI) LEA and school codes

Each School Report to Local Health Department should include the aggregate results for only one school. Each school has a unique identification number assigned by DPI. That unique identification number is represented by two codes: the LEA code (which is also the district code) and the DPI school code. Therefore, each School Report to Local Health Department should include results for only one LEA code-school code combination. In Section A, please report both the DPI LEA (district) code and the DPI school code for this school. You can search for your school's codes using the following links.

- Public schools: <https://apps4.dpi.wi.gov/SchoolDirectory/Search/PublicSchoolsSearch>
- Private schools: <https://apps4.dpi.wi.gov/SchoolDirectory/Search/PrivateSchoolsSearch>

In the "search text" field, type all or part of the name of your school. Private school search results will immediately include the LEA (district) code and the school code. These are the codes that should be entered in Section A.

When public schools search for their name, they will immediately see the school code. However, to view the LEA (district) code, public schools will need to click on the name of the school.

Row 1: Meets all minimum requirements

A student is considered to "meet all minimum requirements" if the student has an immunization record with documentation of receiving the following vaccines for the student's age/grade level:

Grade/Age	Number of Doses					
Pre-K (ages 2 through 4 yrs)	4 DTaP/DTP/DT ¹		3 Polio	3 Hepatitis B ⁵	1 MMR ⁶	1 Varicella ⁷
5K Kindergarten through Grade 5	4 DTaP/DTP/DT/Td ^{1,2}		4 Polio ⁴	3 Hepatitis B ⁵	2 MMR ⁶	2 Varicella ⁷
Grades 6 through 12	4 DTaP/DTP/DT/Td ¹	1 Tdap ³	4 Polio ⁴	3 Hepatitis B ⁵	2 MMR ⁶	2 Varicella ⁷

8. Definitions of each compliance category are now found on the back of the form. The definitions themselves have not changed.

1. D= diphtheria, T= tetanus, P= pertussis vaccine. DTaP/DTP/DT/Td vaccine for all students Pre-K through 12: Four doses are required. However, if a student received the 3rd dose after the 4th birthday, further doses are not required. (Note: a dose 4 days or less before the 4th birthday is also acceptable).
2. DTaP/DTP/DT vaccine for children entering 5K Kindergarten: Each student must have received one dose after the 4th birthday (either the 3rd, 4th, or 5th dose) to be compliant. (Note: a dose 4 days or less before the 4th birthday is also acceptable).
3. Tdap is adolescent tetanus, diphtheria and acellular pertussis vaccine. If a student received a dose of a tetanus-containing vaccine, such as Td, within 5 years before entering the grade in which Tdap is required, the student is compliant and a dose of Tdap vaccine is not required.
4. Polio vaccine for students entering grades 5K Kindergarten through 12: Four doses are required. However, if a student received the 3rd dose after the 4th birthday, further doses are not required. (Note: a dose 4 days or less before the 4th birthday is also acceptable).
5. Laboratory evidence of immunity to hepatitis B is also acceptable.
6. MMR is measles, mumps, and rubella vaccine. The first dose of MMR vaccine must have been received on or after the first birthday (Note: a dose 4 days or less before the 1st birthday is also acceptable). Laboratory evidence of immunity to all three diseases (measles and mumps and rubella) is also acceptable.
7. Varicella vaccine is chickenpox vaccine. A history of chickenpox disease or laboratory evidence of immunity to varicella is also acceptable.

Row 2: In process

A student is considered "in process" if the student does not meet the minimum requirements, but is working towards meeting the minimum requirements. To be considered "in process," the student must provide the immunization dates demonstrating receipt of the first doses of required vaccines within 30 school days of admission. A student cannot be considered "in process" if the missing vaccine is a single-dose vaccine requirement (i.e., Tdap); this student would be "behind schedule."

Row 3: Behind schedule

A student is considered "behind schedule" if the student has an immunization record, but all of the following conditions are met:

- The student does not meet the minimum immunization requirements. AND

Changes shared with partners

30

- These changes have been shared with:
 - Infinite Campus
 - Skyward
 - PowerSchool
 - RECIN
 - WIR
- If you use one of these systems to help you complete the School Report to LHD, you may want to contact them for technical assistance.

Family Educational Rights and Privacy Act (FERPA)...

31

...and release of
personally identifiable
information (PII)

FERPA

32

- Applies to all public schools and any private schools that receive funding from the U.S. Department of Education.
 - Ask your administrator if you are not sure whether FERPA applies to your school.
- Protects privacy of student education records, including immunization records.
- Generally, schools must have written permission from the parent to release information from a student's record.
- However, FERPA allows schools to share records without consent in certain limited circumstances, including:
 - To comply with a judicial order or lawfully issued subpoena.
 - To appropriate officials in cases of health and safety emergencies.

Sharing PII with the LHD: **Outbreaks**

35

- If the LHD declares a health emergency due to an outbreak of a vaccine-preventable disease at your school, the LHD may ask you to share the information on the Noncompliance Roster with them in order to control the outbreak of a certain disease.
- Your school should assess whether disclosure for this purpose is necessary to protect the health or safety of one or more students or adults, consistent with federal law.

Feedback from 2015-2016 school year

36

Survey of school nurses and personnel

37

- **Purpose:** Identify new strategies and share best practices from the 2015-2016 school year.
- Emailed survey to school nurse listserv in April 2016.
- 282 responses
 - 61% nurses, 21% secretaries, 11% office personnel, 7% other
 - From 62 of 72 Wisconsin counties
 - Represented elementary, middle and high schools

Following best practices

38

- **99%** - Notified families of imm requirements
 - By letter, newsletter, email, phone, school website.
- **96%** - Used the WIR to look up imm histories
- **99%** - Followed up with students who did not submit vaccination record or a waiver
 - By letter, phone, email, parent meetings, home visits.
- **93%** - Referred students to the LHD, health care provider, pharmacy, or free clinics for vaccines.
- **77%** - Worked with LHD to ensure compliance
 - By asking questions, having imm clinics, meetings.

Possible areas for improvement

39

- **79%** - Completed Noncompliance Roster and kept it on file
- **20%** - Systematically collected FERPA release
- **18%** - Partnered with others to have vaccination clinics at school

New strategies: themes

40

- Communications
 - Increased number and type of communications to parents.
 - ✦ Letters, emails, website, newsletters, texts, robo-calls, parent night, parent meetings, home visits.
 - Communicated early and often.
 - Engaged district or other staff members to help communicate the importance of becoming compliant.
- Networking with partners
- School-based immunization clinics
- Exclusion

Increased number and types of communications

Comments from schools:

- “We sent frequent reminders to parents about required immunizations, especially 5k and 6th grade, through **handouts** or **emails**.”
- “We had **continuing contact** with family until students became compliant.”
- “Put more hours into contacting families by helping them find ways to get the needed immunizations for their student (e.g., **transportation, clinic hours, clinic location**).”
- “We have a **district Remind-101 system** and will have reminders during the **summer** for all upcoming 6th grade families.”

Increased number and types of communications

Comments from schools:

- “We **simplified our first mailing** to parents for incoming kindergarten and 6th grade student immunizations onto a **postcard**. Hoping that it would be more likely to be read and less confusing as it has less information. We then plan to follow up with phone calls and letters later, for those who don't respond.”
- “For incoming 6th graders we increased our communication efforts throughout their 5th grade year and at **orientation** nights”
- “Added Tdap for 6th graders to **school supply list**.”
- “We sent **emails over the summer** reminding 6th graders about the mandatory Tdap. This really helped.”

Engaged district or other staff members to help

Comments from schools:

- “Names of noncompliant students were given to the assistant **superintendent**. These families were sent letters from that central/district office and phone calls were also made from that office.”
- “Sent letters from the **district level** explaining that students would be excluded if not in compliance... Referenced credible sources that urge immunization rather than making statements that would indicate a district opinion.”
- “Asked **secretaries** to hand immunization record forms to parents, in person, when the parents might stop into school...”
- “Left letters with the **teachers** to talk to the parents at parent teacher conferences.”
- “We sent names to the **administrative team** and they did follow up and mailings.”

Networking with partners

44

Comments from schools:

- “We made contact with the **clinic coordinator.**”
- “Attended immunization **coalition meetings.**”
- “Had **public health nurse** present immunization information at school and sports registration.”
- “**Called providers** to inform them that they missed an opportunity to immunize and to please contact their clients to immunize.”

School-based immunization clinics

45

Comments from schools:

- “Offered more **clinics in schools.**”
- “Offered Tdap at **school-based** influenza **clinics.**”
- “We are holding a **spring vaccination clinic** for 5th graders to get the required 6th grade Tdap vaccine. Letters explaining this requirement and sign-up sheets were mailed home.”
- “We are trying to incorporate a **clinic at our forms and fees day.**”

Exclusion

46

Comments from schools:

- “**Mandatory exclusion of all non-compliant students** was implemented 2 years ago and has been successful in increasing our compliance rates to 100% on exclusion day.”
- “We are going to **exclude all students in PreK - grade 12** that are out of compliance from here on out even if our compliance percentage is 99% or above.”
- “We **told parents** that if students were non-compliant that they **would be excluded** from school.”

Example

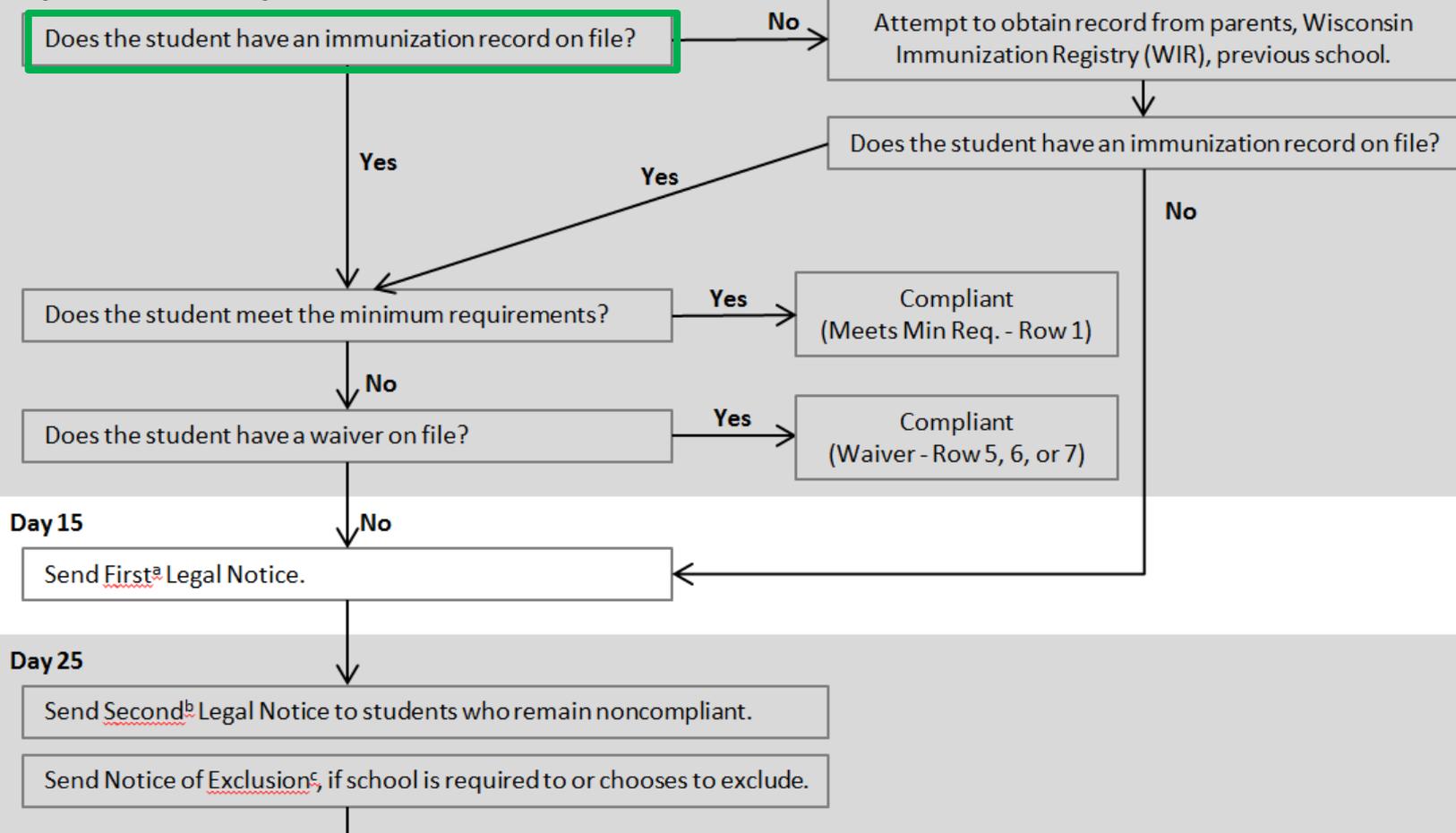
47

Your school has a new 5K kindergarten student who does not submit an immunization record.

Day 1-14: Record on file?

48

Day 1 Admittance – Day 14



Day 1-14: Attempt to obtain record

49

Day 1 Admittance – Day 14

Does the student have an immunization record on file?

No

Attempt to obtain record from parents, Wisconsin Immunization Registry (WIR), previous school.

Yes

Does the student meet the minimum requirements?

Yes

Compliant
(Meets Min Req. - Row 1)

No

Does the student have a waiver on file?

Yes

Compliant
(Waiver - Row 5, 6, or 7)

No

Does the student have an immunization record on file?

Yes

Day 15

Send First^a Legal Notice.

No

Day 25

Send Second^b Legal Notice to students who remain noncompliant.

Send Notice of Exclusion^c, if school is required to or chooses to exclude.

Day 1-14: Record on file?

50

Day 1 Admittance – Day 14

Does the student have an immunization record on file?

No

Attempt to obtain record from parents, Wisconsin Immunization Registry (WIR), previous school.

Does the student have an immunization record on file?

Yes

Yes

Does the student meet the minimum requirements?

Yes

Compliant
(Meets Min Req. - Row 1)

No

Does the student have a waiver on file?

Yes

Compliant
(Waiver - Row 5, 6, or 7)

No

Send First^a Legal Notice.

No

Day 15

Day 25

Send Second^b Legal Notice to students who remain noncompliant.

Send Notice of Exclusion^c, if school is required to or chooses to exclude.

Day 15: Send 1st legal notice

51

Day 1 Admittance – Day 14

Does the student have an immunization record on file?

No

Attempt to obtain record from parents, Wisconsin Immunization Registry (WIR), previous school.

Does the student have an immunization record on file?

Yes

Yes

Does the student meet the minimum requirements?

Yes

Compliant
(Meets Min Req. - Row 1)

No

Does the student have a waiver on file?

Yes

Compliant
(Waiver - Row 5, 6, or 7)

No

No

Day 15

Send First^a Legal Notice.

Day 25

Send Second^b Legal Notice to students who remain noncompliant.

Send Notice of Exclusion^c, if school is required to or chooses to exclude.

Day 25: Send 2nd legal notice, notice of exclusion

52

Day 1 Admittance – Day 14

Does the student have an immunization record on file?

No

Attempt to obtain record from parents, Wisconsin Immunization Registry (WIR), previous school.

Yes

Does the student have an immunization record on file?

Yes

Does the student meet the minimum requirements?

Yes

Compliant
(Meets Min Req. - Row 1)

No

Does the student have a waiver on file?

Yes

Compliant
(Waiver - Row 5, 6, or 7)

No

Day 15

Send First^a Legal Notice.

No

Day 25

Send Second^b Legal Notice to students who remain noncompliant.

Send Notice of Exclusion^c, if school is required to or chooses to exclude.

Update

53

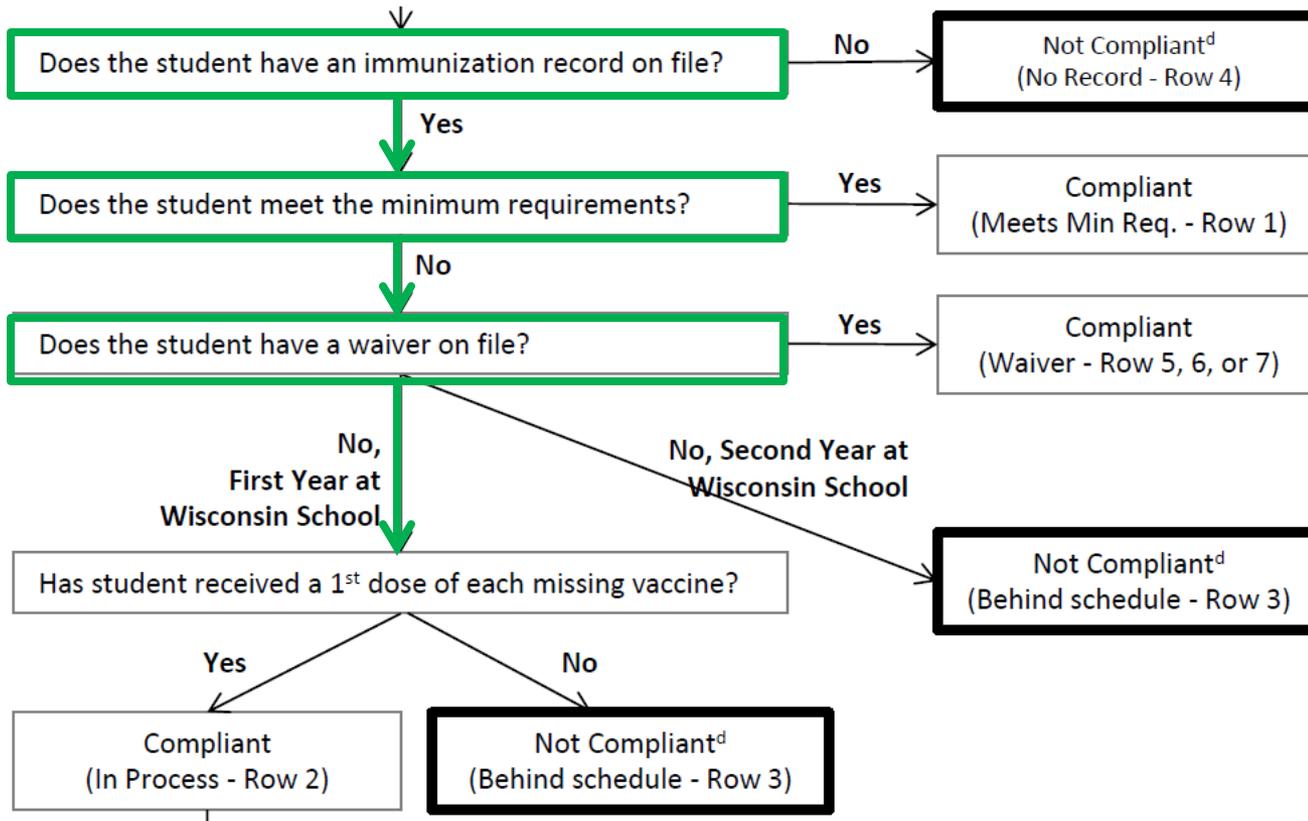
Before Day 30, the parents submit records that indicate the student has received:

- 1 dose of polio vaccine
- 1 dose of DTaP vaccine
- 1 dose of MMR vaccine
- 1 dose of hepatitis B vaccine
- 1 dose of varicella vaccine

Day 30: Reassess and prepare to exclude

54

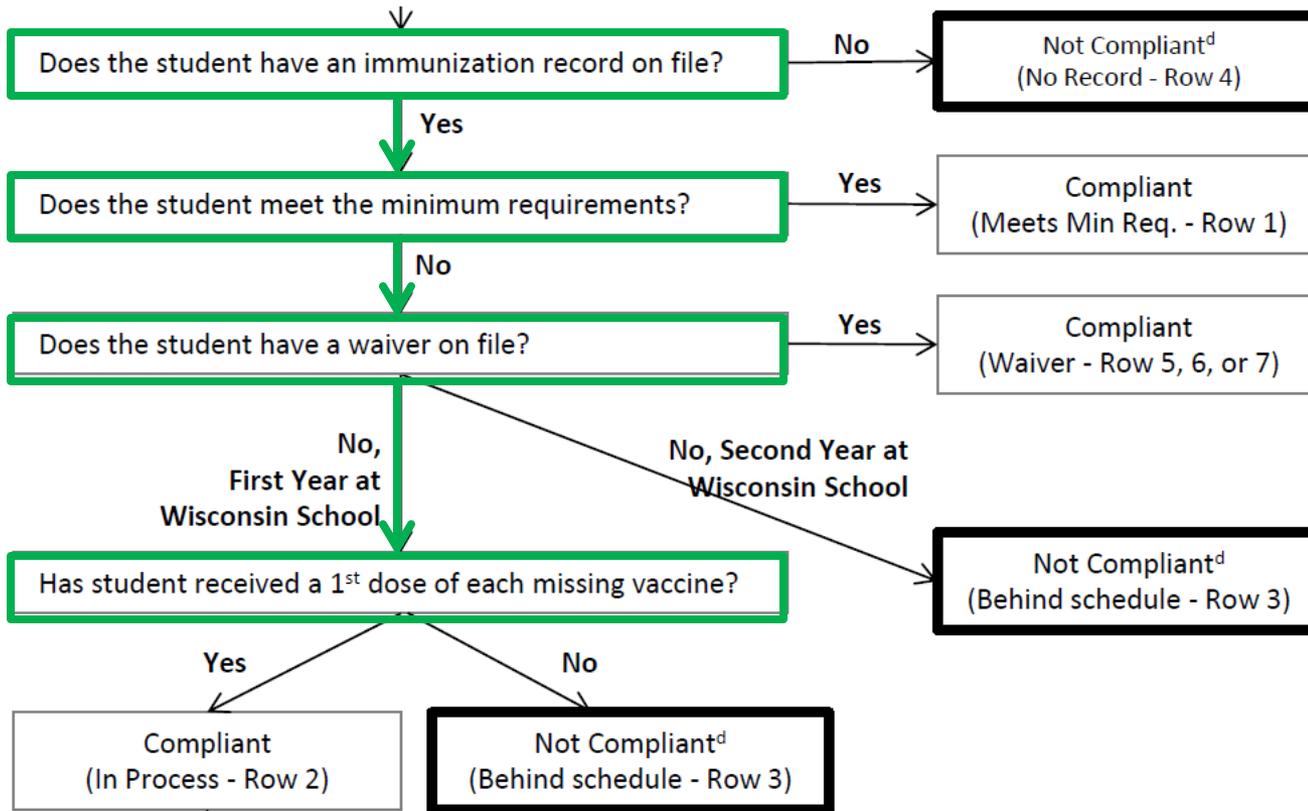
Day 30: Determine which students are noncompliant and prepare to exclude, if required or choose to exclude.



Day 30: Received 1st dose of each vaccine?

55

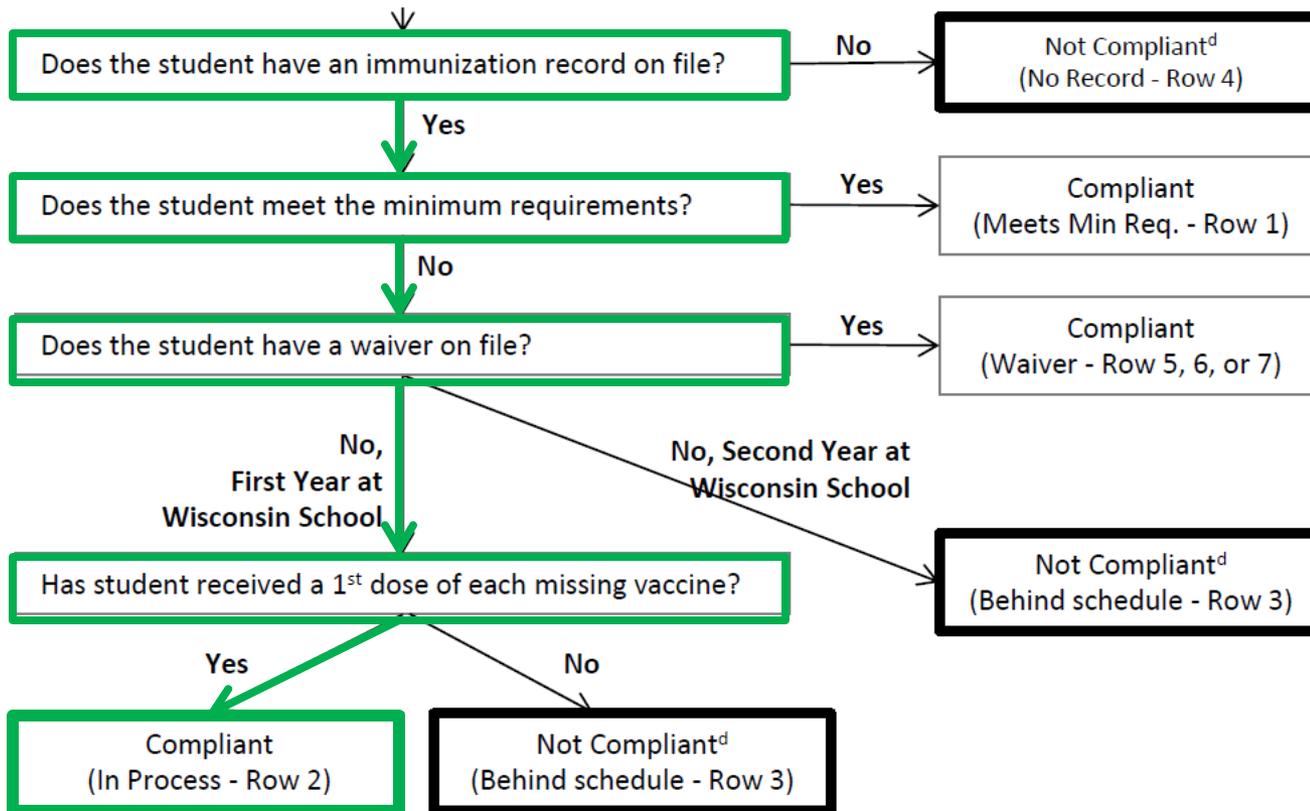
Day 30: Determine which students are noncompliant and prepare to exclude, if required or choose to exclude.



Classify as In Process, Row 2

56

Day 30: Determine which students are noncompliant and prepare to exclude, if required or choose to exclude.



This student is classified as **In Process** because the student provided documentation that he/she had received the 1st dose of each required vaccine by the 30th school day and it is the student's first year at this school.

Day 40: School Report to LHD, Noncomp Roster

57

Day 40: School Report to the Local Health Department, Start Noncompliance Roster

Count the student in Row 2 of the School Report to the LHD.
Add the student to the Noncompliance roster.

DEPARTMENT OF HEALTH SERVICES
Division of Public Health
F-04002 (Rev. 06/2016)

STATE OF WISCONSIN
Wis. Stat. § 252.04

SCHOOL REPORT TO LOCAL HEALTH DEPARTMENT

Section B

		Column A	Column B
	List the number of students in each category	5K Kindergarten* (leave this column blank if there are no 5K students at this school)	All students enrolled at this school (including 3K or early childhood, 4K, 5K through the highest grade)
1	Meets all minimum requirements		
2	In process		
3	Behind schedule		
4	No record		
5	Health waiver		
6	Religious waiver		
7	Personal conviction waiver		
8	TOTAL (must equal enrollment for grade(s) included in the column)	0	0

Update

58

The student received no additional doses of vaccine by the 90th school day.

Day 90: Subsequent doses received?

59

Day 40: School Report to the Local Health Department, Start Noncompliance Roster

Day 90

Has student received a subsequent dose of each missing vaccine?

Yes

No

Compliant
(In Process)

Reassess next year

Not Compliant^d
(Behind schedule)

Reassess next year

Optional: 90th day letters

60

Day 40: School Report to the Local Health Department, Start Noncompliance Roster

Day 90

Has student received a subsequent dose of each missing vaccine?

Yes

No

Compliant
(In Process)

Reassess next year

Not Compliant^d
(Behind schedule)

Reassess next year

Optional: Because the student did not receive the 2nd dose of the required vaccines by the 90th day, the school is recommended to send to the parents the 90th day letter for students who are Not Compliant.

Summary

61

Summary

62

- The student immunization law and the immunization requirements have **not** changed.
- Materials for schools are now online only. No booklet will be mailed to your school.
- The School Report to the Local Health Department has changed slightly from previous years.
 - Contact your student information system vendor if you have questions about using their immunization reports.
- Contact DHS or DPI if you have other questions.

Contact

63

Wisconsin Immunization Program

DHSImmProgram@wi.gov

608-267-9959

Wisconsin Immunization Registry (WIR) Help Desk

608-266-9691

DHSwirhelp@wi.gov

Department of Public Instruction

Freddi Adelson

Freddi.Adelson@dpi.wi.gov

Bette Carr

Bette.Carr@dpi.wi.gov