



## PPS School Staff Responsibilities Pertaining to Student Immunization Records

School personnel have a responsibility to collect proof of student immunization status. Usually, collection of the information takes place at enrollment. This document outlines the responsibilities of PPS school staff and MESD health services in the collection, communication and storage of student records that document student immunization status. School personnel also have a responsibility to enforce state-mandated immunization requirements. This means school staff are required to exclude students who fail to provide proper documentation of immunization by the 3<sup>rd</sup> Wednesday in February.

Immunization laws apply to all children attending public, private, charter and alternative schools (ORS 333-050-0030). MESD supports Multnomah County schools with immunization management by providing data entry, parent notification letters, and school exclusion oversight.

Please see the following link to MESD for more information about immunization requirements:

<http://www.mesd.k12.or.us/Page/166>

MESD Health Services supports PPS in managing state-mandated immunization requirements (ORS 333-050-0010- 0110) in partnership with Multnomah County Health Department. Monitoring records minimizes the number of students excluded (for vaccine preventable diseases) due to non-compliance, and maximizes student attendance and learning time. Nurses, together with the MESD immunization team, assist families to navigate the health system to access resources for required vaccines.

Please see the MESD Health Services home page to learn more about MESD Health Services: <http://www.mesd.k12.or.us/Page/135>. Please understand that MESD Health Services serves all school districts in Multnomah county, so in some cases instructions for PPS school staff differ from those posted on their website for other districts. **Please contact PPS Student Services ([studentservices@pps.net](mailto:studentservices@pps.net)) with any questions about school staff responsibilities.**

Below there are several scenarios that outline workflow to be used for collecting immunization information. Use the workflow for the scenario that best matches your situation:

- **Scenario A:** A family arrives for enrollment with a complete and signed [Certificate of Immunization Status \(CIS\)](#) record:
  1. Make sure the form includes Date of Birth, Student Name, ID, School, Parent Signature and Date, and dates for all required immunizations. It helps with MESD data entry if the dates are in chronological order.
  2. Secretary makes one COPY of the completed CIS and places it in the nurse's communication box. In order to support timely data entry by MESD, one month prior to "exclusion day" the secretary may batch copies of the CIS for the day and pony them to MESD School Health Services for data entry. In this case, please include number of records on outside of envelope.
  3. The original CIS form is scanned by the secretary into student's PPS electronic database, then shredded.



- **Scenario B.** A family arrives for enrollment with clinic record of the immunizations rather than a completed [CIS](#):
  1. Ask the parent/guardian to transcribe the information onto the Certificate of Immunization Status (CIS) record.
  2. Make sure the form includes Date of Birth, Student Name, ID, School, Parent Signature & Date, and dates for all required immunizations. It helps with MESD data entry if the dates are in chronological order.
  3. Secretary makes one COPY of the completed CIS and places it in the nurse's communication box.

In order to support timely data entry by MESD, one month prior to "exclusion day" the secretary may batch copies of the CIS for the day and pony them to MESD School Health Services for data entry. In this case, please include number of records on outside of envelope.
  4. The original CIS form is scanned by the secretary into student's PPS electronic database, then shredded.
  
- **Scenario C.** Family is unable to transcribe the information onto the [CIS](#) form and/or information about immunizations is incomplete.

*Helpful hint: This workflow involves using the Oregon immunization database called ALERT. Because the ALERT system provides the most current CIS, you may always choose to use this process.*

  1. School secretary will use the ALERT system to locate and print TWO COPIES of the CIS. In schools where there is an MESD School Health Assistant, this responsibility may be shared.

*See attached instructions for signing up for an ALERT account.*
  2. Secretary makes one COPY of the completed CIS and places it in the nurse's communication box.

In order to support timely data entry by MESD, one month prior to "exclusion day" the secretary may batch copies of the CIS for the day and pony them to MESD School Health Services for data entry. In this case, please include number of records on outside of envelope.
  3. The original CIS form is scanned by the secretary into student's PPS electronic database, then shredded.
  
- **Scenario D.** A family arrives for enrollment without an immunization record:
  1. School secretary will use the ALERT system to generate and print TWO COPIES of the CIS. In schools where there is an MESD School Health Assistant this responsibility may be shared.

***See below for instructions to establish an ALERT account.***
  2. If the student is NOT FOUND in the ALERT system, it means they need to be immunized.
  3. Refer family to a location for immunization  
See MESD website Where To Go For Immunizations:  
<http://mesd.schoolwires.net/cms/lib8/OR01915807/Centricity/domain/42/pdfs/immunizations/2015-2016%20WHERE%20TO%20GO%20FOR%20IMMUNIZATIONS--SHS%20webpage.pdf>



- **Scenario E.** The family brings additional record(s) to update the student immunization record:
  1. Provide the CIS form to parent.
  2. Parent completes student Date of Birth, Student Name, ID, School, documents new vaccine dates, signs or initials the form, and dates it.
  3. Secretary makes one COPY of the completed CIS.
  4. Secretary makes one COPY of the completed CIS and places it in the nurse's communication box.

In order to support timely data entry by MESD, one month prior to "exclusion day" the secretary may batch copies of the CIS for the day and pony them to MESD School Health Services for data entry. In this case, please include number of records on outside of envelope.
  5. The original CIS form is scanned by the secretary into student's PPS electronic database, then shredded.

### Special Considerations:

- **Homeless youth:**
  1. Establish a school Homeless Student Liaison (ORS 399.115(7)) and refer the student for immunizations.
  2. Link to Title X Coordinators by school:  
<http://portland.schoolwires.net/Page/1429>
- **Families without insurance or families who do not know how to access an immunization resource:**
  1. Refer family to a location for immunization  
See MESD website Where To Go For Immunizations:  
<http://mesd.schoolwires.net/cms/lib8/OR01915807/Centricity/domain/42/pdfs/immunizations/2015-2016%20WHERE%20TO%20GO%20FOR%20IMMUNIZATIONS--SHS%20webpage.pdf>
  2. Refer the family to the school MESD nurse for assistance.
- **If the family chooses not to vaccinate their child:**
  1. An online tutorial must be viewed by the family and a completed **Vaccine Education Certificate of Completion** must be provided to the school office and forwarded to MESD (SB 895) *along with the CIS form*. Link to Exemption Form:  
<http://public.health.oregon.gov/PreventionWellness/VaccinesImmunization/GettingImmunized/Pages/non-medical-exemption.aspx#parents>
  2. Provide a blank CIS form to parent, who completes student Date of Birth, Student Name, ID, School, checkmarks the exempted vaccines, signs, and then dates the form.
  3. Secretary makes ONE COPY each of the completed CIS and Vaccine Education Certificate of Completion, and attaches the certificate to each CIS.



4. Secretary makes one COPY of the completed CIS and places it in the nurse's communication box.  
In order to support timely data entry by MESD, one month prior to "exclusion day" the secretary may batch copies of the CIS for the day and pony them to MESD School Health Services for data entry. In this case, please include number of records on outside of envelope.
5. The original CIS form is scanned by the secretary into student's PPS electronic database, then shredded.

### **Exclusion of students**

- Students who either do not have documentation of immunization **OR** students with incomplete immunization records by the 3<sup>rd</sup> Wednesday of Feb ("exclusion day") must be excluded from attending school and school related activities.
- To prevent such exclusions, MESD mails letters to families 2 weeks prior to "exclusion day."
- School staff and MESD health services staff coordinate outreach efforts inform families of immunization requirements.
- Students issued exclusion letters may not attend class or participate in school activities until required immunization information has been provided.

### **Establishing an ALERT account:**

Go to link the following link where you will find the ALERT training webinar (allow 30-45 minutes for the webinar):

<http://public.health.oregon.gov/PreventionWellness/VaccinesImmunization/alert/Pages/schooltraining.aspx>

Scroll to the video clip, click on the blue arrow "Start Video"

When the webinar is completed, print out the "Certificate of Course Completion" and fax to 971.673.0276 **OR** scan and email to [alertiis@state.or.us](mailto:alertiis@state.or.us) .

The ALERT system will then email the secretary an "Org Code," and a temporary password.

*Helpful hint: Save the ALERT database link to your favorites: [www.alertiis.org](http://www.alertiis.org). Using the ALERT system may be a preferred method to generate the required CIS and is always acceptable.*