INSTRUCTIONS FOR COMPLETING THE KINDERGARTEN WORKSHEET EXCEL FILE
2018-2019

Below are the instructions for completing the 2018-2019 Oklahoma State Department of Health Kindergarten Immunization Survey worksheet. Once the worksheet is completed, please upload the finished worksheet into the online survey. If you have any questions regarding the Excel file or any of the vaccine coverage fields, please contact the OSDH Immunization Service via e-mail at ksurvey@health.ok.gov or by phone at (405) 271-4073.

1. Open the Excel file from the survey.
2. Save the document as your school name. (ex. CRAWFORDELE.xlsx)
3. Complete the excel file using the following instructions:

- **COLUMN A and B**
    i. COLUMN A is auto-populated.
    ii. COLUMN B: Enter the student name OR unique identifier for each student.

Student name or unique identifier

- **COLUMN C – Immunization Record**
    i. Answer 'yes' if there is an immunization record *AND/OR* notes from the student's healthcare provider stating they have "laboratory evidence of immunity" (via blood test or other lab-type test) that show they are immune to these vaccine-preventable diseases. *Refer to Oklahoma Administrative Code 310:535-1-2 for criteria for immunizations required.*
    ii. Answer 'No' if the student has no immunization record *OR* documentation from a healthcare provider stating the student has laboratory evidence of immunity to the vaccine-preventable diseases.

Utilize the drop-down box to enter 'yes' or 'no' for each student.

- **COLUMN D –Exemption Form**
    i. Answer 'yes' if the student has an exemption form on file for one or more of the required vaccines.
        - If the student has record of vaccination but is not current on vaccination AND has an exemption form for the vaccination; mark "Yes" for exemption form.
            - *Example*: A student has 3 doses of DTaP along with an exemption form for DTaP vaccination. Enter 'yes' for exemption form.
    ii. Answer 'No' if the student has no exemption form on file.
        - If the student has record of vaccination and is current on vaccination but still has an exemption form for that vaccine, enter 'no' for exemption form.

Utilize the drop-down box to enter 'yes' or 'no' for each student.

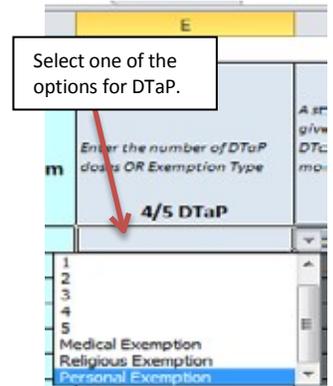- *Example*: A student has one dose of varicella vaccine, but also has an exemption for varicella vaccine. One dose of vaccine is considered current/compliant, so the exemption form would not be needed. Enter 'no' for exemption form.

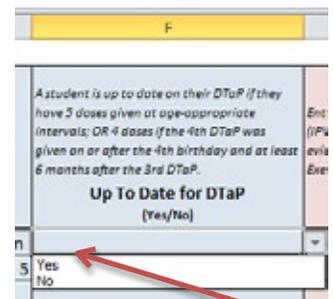- **COLUMN E and F – DTaP (Diphtheria, Tetanus, Pertussis)**
  i. COLUMN E: Select one of the following from the drop-down box under DTaP:
     - Number of DTaP doses the student has on file (0-5); **OR**
     - The type of exemption on file.

  ii. COLUMN F: Up-to-Date (Compliant) for DtaP (Diphtheria, Tetanus, Pertussis)
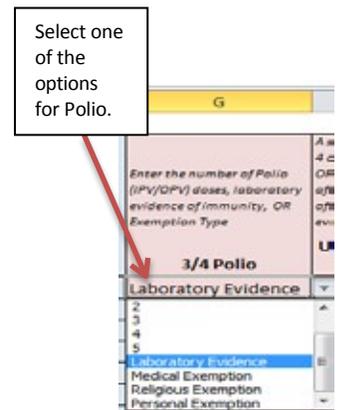   - Utilizing the students records, determine if the student is Up-to-Date for DTaP.
     - A student is considered Up-to-Date (Compliant) for DTaP if they meet any of the following criteria:
        - 5 doses of DTaP given at age-appropriate intervals (refer to CDC immunization schedule https://www.cdc.gov/vaccines/hcp/acip-recs/index.html); **OR**
        - 4 doses of DTaP if dose #4 was given on or after the 4th birthday and at least 6 months after dose #3.
     - A student is NOT Up-to-Date (non-compliant) for DTaP:
        - If they do not have the minimum number of doses of DTaP (4 or 5); **OR**
        - If they have an exemption form for DTaP and do not have the minimum number of DTaP doses.

Select one of the options for DTaP.

Determine if the student is up-to-date for DTaP and choose the appropriate selection.

- **COLUMN G and H – Polio (IPV/OPV)**
  i. COLUMN G: Select one of the following from the drop-down box under Polio:
     - Number of Polio (IPV or OPV) doses the student has (0-5); **OR**
     - Laboratory evidence of immunity for polio; **OR**
     - The type of exemption on file.

  ii. COLUMN H: Up-to-Date (Compliant) for Polio (IPV/OPV)
     - Utilizing the students records, determine if the student is Up-to-Date for Polio.
     - A student is considered Up-to-Date (Compliant) if they meet any of the following criteria:

Select one of the options for Polio.

- 4 doses of Polio given at age-appropriate intervals (refer to CDC immunization schedule https://www.cdc.gov/vaccines/hcp/acip-recs/index.html); **OR**
- 3 doses of Polio if dose #3 was given on or after the 4th birthday and at least 4 weeks after dose #2; **OR**
- Laboratory evidence of immunity for Polio.
- ✳ *History of polio disease is not considered proof of immunity.*
- A student is NOT Up-to-Date (non-compliant)
    - If they do not have the minimum number of doses of Polio (3 or 4); **OR**
    - If they have an exemption form for Polio and do not have the minimum number of Polio doses.

Determine if the student is up-to-date for polio and choose the appropriate selection.

- **COLUMN I and J – MMR (Measles, Mumps, and Rubella)**
    - i. COLUMN I: Select one of the following from the drop-down box under MMR:
        - Number of MMR(V) doses the student has (0-5); **OR**
        - Laboratory evidence of immunity for measles, mumps, AND rubella ; **OR**
        - The type of exemption on file.

    Select one of the options for MMR.

    - ii. COLUMN J: Up-to-Date (Compliant) for MMR (Measles, Mumps, Rubella)
        - Utilizing the students records, determine if the student is Up-to-Date for MMR.
        - A student is considered Up-to-Date (Compliant) if they meet any of the following criteria:
            - 2 doses of MMR(V) given at age-appropriate intervals (refer to CDC immunization schedule https://www.cdc.gov/vaccines/hcp/acip-recs/index.html); **OR**
            - Laboratory evidence of immunity for measles, mumps AND Rubella.
        - A student is NOT Up-to-Date (non-compliant)
            - If they do not have the minimum number of doses of MMR(V) (2); **OR**
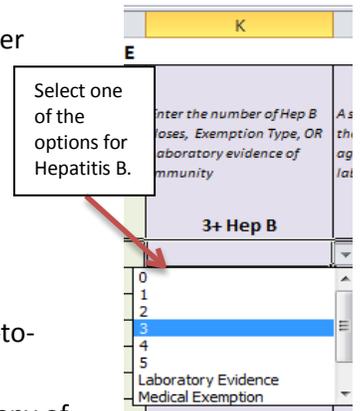   - If they have an exemption form for MMR and do not have the minimum number of MMR doses.

    Determine if the student is up-to-date for MMR and choose the appropriate selection.

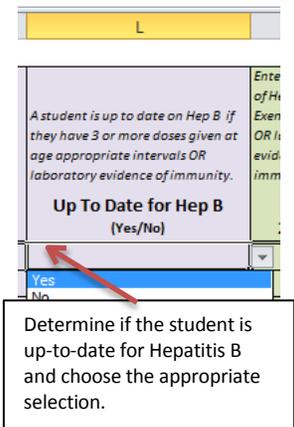- **COLUMN K and L – Hepatitis B**
  - i. COLUMN K: Select one of the following from the drop-down box under Hepatitis B:
    - Number of Hepatitis B doses the student has (0-5); **OR**
    - Laboratory evidence of immunity for Hepatitis B ; **OR**
    - The type of exemption on file.

  - ii. COLUMN L: Up-to-Date (Compliant) for Hepatitis B
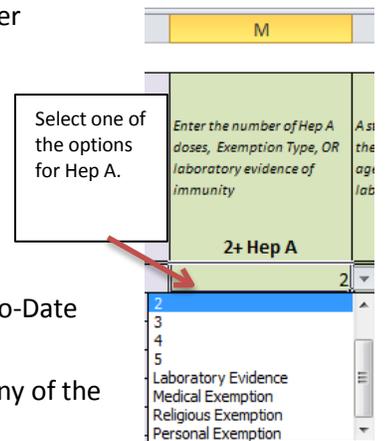   - Utilizing the students records, determine if the student is Up-to-Date for Hepatitis B.
    - A student is considered Up-to-Date (Compliant) if they meet any of the following criteria:
      - 3 doses of Hepatitis B given at age-appropriate intervals (refer to CDC immunization schedule https://www.cdc.gov/vaccines/hcp/acip-recs/index.html); **OR**
      - Laboratory evidence of immunity for Hepatitis B.
      - ✳ *History of disease is not considered proof of immunity for Hepatitis B.*
    - A student is NOT Up-to-Date (non-compliant)
      - If they do not have the minimum number of doses of Hepatitis B (3); **OR**
      - If they have an exemption form for Hepatitis B and do not have the minimum number of Hepatitis B doses.

- **COLUMN M and N – Hepatitis A**
  - i. COLUMN M: Select one of the following from the drop-down box under Hepatitis A:
    - Number of Hepatitis A doses the student has (0-5); **OR**
    - Laboratory evidence of immunity for Hepatitis A ; **OR**
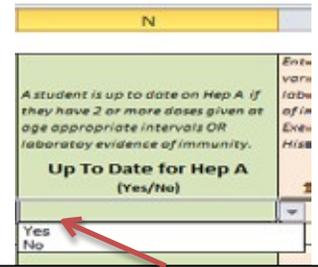   - The type of exemption on file.

  - ii. COLUMN N: Up-to-Date (Compliant) for Hepatitis A
    - Utilizing the students records, determine if the student is Up-to-Date for Hepatitis A.
    - A student is considered Up-to-Date (Compliant) if they meet any of the following criteria:
      - 2 doses of Hepatitis A given at age-appropriate intervals (refer to CDC immunization schedule https://www.cdc.gov/vaccines/hcp/acip-recs/index.html); **OR**
      - Laboratory evidence of immunity for Hepatitis A.
      - ✳ *History of disease is not considered proof of immunity for Hepatitis A.*

- A student is NOT Up-to-Date (non-compliant)
    - If they do not have the minimum number of doses of Hepatitis A (2); **OR**
    - If they have an exemption form for Hepatitis A and do not have the minimum number of Hepatitis A doses.
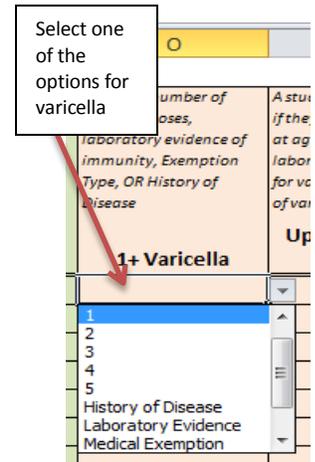
Determine if the student is up-to-date for Hepatitis A and choose the appropriate selection.

- **COLUMN O and P – Varicella vaccination**
    - i. COLUMN O: Select one of the following from the drop-down box under Varicella:
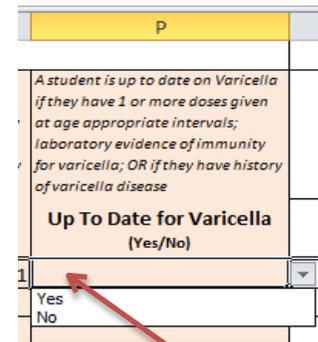   - Number of varicella (Varicella or MMRV) doses the student has; **OR**
        - Laboratory evidence of immunity for varicella; **OR**
        - History of varicella disease (parent note or healthcare provider note); **OR**
        - The type of exemption on file.
            - If the student has 1 dose of varicella vaccine but has an exemption for the second dose of vaccine, choose the option of "1 dose."

Select one of the options for varicella

    - ii. COLUMN P: Up-to-Date (Compliant) for Varicella
        - Utilizing the students records, determine if the student is Up-to-Date for varicella.
        - A student is considered Up-to-Date (Compliant) if they meet any of the following criteria:
            - 1 dose of varicella-containing vaccine; **OR**
            - History of disease (documented by a note from a parent or healthcare provider); **OR**
            - Laboratory evidence of immunity for varicella.
            - ✱ *If a student has 1 dose of vaccine on file but then has an exemption on record for the 2nd vaccine, they are STILL considered up to date.*
        - A student is NOT Up-to-Date (non-compliant)
            - If they do not have the minimum number of doses of varicella (1); **OR**
            - No documentation of history of disease; **OR**
            - If they have an exemption form for varicella and do not have the minimum number of varicella doses.

Determine if the student is up-to-date for varicella and choose the appropriate selection.

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4. Upload the completed Excel file into redcap.
5. Utilizing the information gathered with the Excel file, answer the questions on "Vaccine Coverage" and "Vaccine Exemptions" to complete the survey.