

# 6 Steps to a Complete Immunization Report

## 2024-2025

- Step 1**      **Fall**
- Collect immunization records for each child enrolled at your facility.
  - Sign up for the ALERT immunization registry ([www.alertiis.org](http://www.alertiis.org)) to access immunization records for children at your facility.
- Step 2**      **Fall**
- Using **ALERT, Transparent Overlays, or the Immunization Primary Review Table**, assess each child's record. Determine which children are not up to date.
  - Set a deadline for parents to get the updated records returned to you.
- Step 3**      **December/January**
- Once records are assessed and updated, fill out Section A (Page 1) of the **Immunization Primary Review Summary**. Make a copy, and keep it for your records.
  - If all children are up-to-date***, complete Step 6 and email, fax, or mail Page 1 **and** Pages 3 and 4 to the Multnomah County Health Department (MCHD) by January 15, 2025. You are finished!
- OR...**
- If you have children with incomplete or missing records***, fill out Section B (Page 2) of the **Immunization Primary Review Summary** with the names, grades, birthdates, and addresses of children who have incomplete/missing records. Make a copy, and keep it for your records. Move on to Step 4.
- Step 4**      **By January 15, 2025**
- Email, fax, or mail the following to the Multnomah County Health Department (MCHD):
    - Section A (Page 1)
    - Section B (Page 2)
    - Photocopies of the **CIS forms** or ALERT records for the children listed in Section B.

MCHD will re-assess the records of the children that are not up to date and will issue **Exclusion Orders** to parents on February 5, 2025. Copies of Sections B, C, and D (Page 2) and copies of the Exclusion Orders will be sent to your school or facility. These documents confirm the immunizations each child needs to receive in order to prevent exclusion.

- Step 5**      **Between February 5 and February 19, 2025 (Exclusion Day)**
- Fill out Section D (Page 2) of the **Immunization Primary Review Summary** with the dates records are returned to you (cancelling exclusion orders).
  - If a child's record is not up to date by the beginning of the school day on February 19, 2025, they will not be able to attend school UNTIL you have an updated record. If updated records are returned AFTER the beginning of the school day on February 19, 2025, the child is considered "Excluded." Mark a "Y" in the appropriate column in Section D (Page 2) of the **Immunization Primary Review Summary**. Make a copy, and keep it for your records.

**Step 6**

**Between February 20  
and March 3, 2025**

- ☐ Using the **Tally Worksheets**, complete the **Immunization Primary Review Summary** – Section E (Page 3), and Sections F, G, H (Page 4) as appropriate for your facility.
  - Section E for preschool, daycare, or Head Start
  - Section F for Kindergarten
  - Section G for 7<sup>th</sup> graders
  - Section H for Kindergarten-12<sup>th</sup> gradersMake a copy, and keep it for your records.

**By March 3, 2025**

- ☐ Email, fax, or mail the following to MCHD by March 3, 2025:
  - Page 2 of the Immunization Primary Review Summary with Section D completed.
  - Page 3 of the Immunization Primary Review Summary.
  - Page 4 of the Immunization Primary Review Summary.

Scan/email to:  
immiprogram@multco.us

Fax to:  
503-988-3917

Mail reports to:  
Multnomah County Health Department  
Community Immunization Program  
619 NW 6<sup>th</sup> Avenue, 2<sup>nd</sup> floor  
Portland, OR 97209

Questions:  
503-988-4724, option 2  
immiprogram@multco.us