

# 6 Steps to a Complete Immunization Report

## Do These Steps Now



### Step 1

- 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

- Use **Transparent Overlays** and the **Immunization Primary Review Table** to 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

- 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 Multnomah County Health Department (MCHD) by **January 16, 2019**. 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.

## Do This Step by January 16, 2019



### Step 4

- Email, FAX, or mail the following to Multnomah County Health Department (MCHD):
  - Section A (Page 1)
  - Section B (Page 2)
  - Photocopies of the **CIS forms** or ALERT records for children listed in Section B

***MCHD will re-assess the records of the children who are not up to date and will issue Exclusion Orders to parents on February 6, 2019. Copies of Sections B, C, and D (Page 2) and copies of the Exclusion Orders will be sent to you before that date. These documents confirm the immunizations each child needs to receive in order to prevent exclusion.***

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**Between February 7 and February 20, 2019 (Exclusion Day)**

## Step 5

- Fill out Section D (Page 2) of the **Immunization Primary Review Summary** with the dates the 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 20, 2019, 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 20, 2019, 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.



**Between February 21 and March 4, 2019**

## Step 6

- Using the **Tally Worksheets**, complete the **Immunization Primary Review Summary** – Sections E, F, G (Page 3), and 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.
- Email, FAX, or mail the following to Multnomah County Health Department (MCHD) no later than **March 4, 2019**:
  - 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

### **Questions?**

**Call our hotline!**

**503-988-4724**

**We're here to help.**

**Thank you for your  
work.**

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**Fax reports to:**

**503-988-5847**

**Or scan/email reports to:**

**immiprogram@multco.us**

**Or mail reports to:**

**Multnomah County Health Department**

**Community Immunization Program**

**426 SW Stark St., 3rd Floor**

**Portland, OR 97204**