School Module - Immunization Survey

Massachusetts Department of Public Health, Massachusetts Immunization Information System (MIIS)

School nurses can use the School module to submit their annual kindergarten and/or grade 7 Immunization Surveys to MDPH. Nurses can view and update information in the MIIS to assign students to a grade and school in their district and use a built-in worksheet to automatically generate aggregate data for the surveys. Worksheet totals can be updated prior to survey submission and all submitted surveys are saved and available for review at any time.

To begin an Immunization Survey
1. Log into the MIIS and select the School module from the left navigation menu. This will open the School Profile Data screen.

School Profile Data
2. Select the school that you want to complete an immunization survey from the School Name drop-down list. Review the information on the School Profile Data tab to ensure it is all correct, including the questions on if your school includes Kindergarten and/or includes Grade 7 - this allows you to send a survey for the indicated grade(s) electronically to MDPH.

Immunization Survey Tab
3. Once you have reviewed and saved any updates on the School Profile Data tab, click on the Immunization Survey tab. Select the grade for which you are generating the immunization survey from the Grade drop-down, and click Submit.

Immunization Survey Worksheet
4. The Immunization Survey Worksheet shows all students who are currently assigned to the selected school and grade, along with the immunization statuses for specified vaccines based on the grade selected. Kindergarten through Grade 6 shows: DTaP, Polio, MMR, HepB and Varicella, and Grade 7 through 12 shows: MMR, HepB, Varicella and Tdap.

Note: The Immunization Survey Worksheet is optional, if you prefer not to utilize it, click the Generate Survey button to be taken directly to the Immunization Survey.

MIIS Help Desk: Phone: 617-983-4335 | Fax: 617-983-4301 | MIIShelpdesk@state.ma.us

Training Videos on how to use the MIIS are available at ContactMIIS Resource Center at www.contactmiis.info
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5. If all your students from the selected school and grade are not displayed, you may manually add more students directly into the worksheet by specifying a number of blank rows and clicking **Add Rows** located at the bottom of the student table. You may then enter the information on the missing students in the blank rows that were added. If too many rows were added, you can remove extra the rows by clicking on the **Remove** link.

<table>
<thead>
<tr>
<th>Student</th>
<th>No Vaccine Record</th>
<th>DTaP (6/4)</th>
<th>Polio (6/4)**</th>
<th>MMR (3)**</th>
<th>HepB (3)</th>
<th>Varicella (1)**</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sample Student 1</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sample Student 2</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

6. Use the dropdown selections to determine the **Vaccination Status** for each student:

- **Select Vac** if a student has documentation of the required number of doses of a given vaccine.

- **Select History of Disease** for Varicella if a student has a documented history of disease.

- **Select Immune** for MMR, Hep B or Varicella if a student has laboratory evidence of immunity.

- **Select Part Vac** if a student has been partially vaccinated because they have received at least one dose, but not all doses required for school entry.

**7. The Summary table below the worksheet at bottom of the Immunization Survey screen displays a running total of the counts entered on the worksheet of students who:**

- **Are Vaccinated**
- **Have Medical Exemptions**
- **Have Religious Exemptions**
- **Have Laboratory Evidence of Immunity**
- **Have a History of Disease**
- **Are Partially Vaccinated**
- **Are Unvaccinated**
- **Have no Vaccination Record**

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Immunization Survey

8. Once you have reviewed and made any updates to the Immunization Survey Worksheet, click Generate Survey to view the Immunization Survey pre-populated with the information entered on your survey worksheet.

9. You can update the Total Number of Students field located at the top of the survey to account for additional students of the selected school and grade that you want to add to the immunization survey in the aggregate.

If the Total Number of Students field is updated, please ensure that you update the totals in the Number of Students column to reflect the immunization statuses of the additional students.

10. If you are completing a survey for kindergarten or grade 7, a Send to MDPH button is available to easily send the completed survey to the MDPH electronically through the MIIS. If you are completing a survey for grades other than kindergarten or grade 7, only an Immunization Survey PDF button is available to generate a PDF of the completed survey.

11. When you click Send to MDPH a Warning pop-up will appear as a reminder about the steps to be taken before submitting the survey to MDPH. Click Submit to continue sending electronically to MDPH, or click Cancel to return the survey without submitting and make any necessary edits.

Survey History:

12. All previously submitted surveys will be displayed in the Survey History table on the Immunization Survey tab. Click on the appropriate hyperlink to view the submitted Survey or the associated Compliance Report or Student Roster Report.