



**TEXAS**  
Health and Human  
Services

**Texas Department of State  
Health Services**

# Population Assessment Manual

Revised July 2022

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## FACILITY COMPLIANCE TIMELINE

Date	Activity
9/14/2022	Distribution of PAM and Line Listings
9/21/2022	School Compliance Quarterly Call
9/30/2022	Annual Report of Immunization Status Instructions Packet Mailed to Public ISDs and Private Schools
10/28/2022	Annual Report of Immunization Status Opens
12/09/2022	Annual Report of Immunization Status Closes
12/15/2022	School Compliance Quarterly Call
1/13/2023	ARIS Non-Responder Line Listing Distributed
3/06/2023	School Validation CoCASA files are due to <a href="mailto:Imm.Epi@dshs.texas.gov">Imm.Epi@dshs.texas.gov</a>
3/16/2023	School Compliance Quarterly Call
6/15/2023	School Compliance Quarterly Call
7/22/2023	School Audits are due to <a href="mailto:schoolimm@dshs.texas.gov">schoolimm@dshs.texas.gov</a>
7/22/2023	Childcare Audit immunization data due in CHRS

# OVERVIEW

## Population-Based Assessments

### Overview

The Centers for Disease Control and Prevention (CDC) Immunization Program Operations Manual (IPOM) lists population assessment as a vital component of a successful immunization program. Activities such as assessments validate coverage reports received from schools and sample surveys to estimate immunization and exemption rates among childcare facility attendees which help immunization programs evaluate progress toward immunization goals. The National Immunization Survey (NIS) provides immunization coverage data on children 19 through 35 months of age. Routine assessment of children entering school and childcare provide additional population data points.

Achieving and maintaining 95 percent coverage of all Advisory Committee on Immunization Practices (ACIP) recommended pediatric vaccines remains a high priority. DSHS submits an annual summary on compliance activities and coverage rates in schools to the CDC.

To comply with the Family Educational Rights and Privacy Act (FERPA), all data collected must be de-identified. DSHS and Local Health Department (LHD) personnel shall not record information such as name, social security number, address, or telephone number. However, for quality assurance purposes, the date of birth is requested.

Auditors should always request de-identified records, regardless of the method of obtaining them (mail, fax, et cetera). If data is collected at the facility by public health staff, public health staff should not record identifying information (e.g., name, address, et cetera). Records received by public health staff that are not de-identified can be de-identified by health department staff. The only exception to collecting identifying information is to collect date of birth, which is needed to validate certain records (e.g., MMR received after one year of age). The following summarizes immunization coverage assessments or surveys conducted in Texas:

### Childcare Audit

An annual childcare audit will be conducted on a randomly selected set of 20 percent of the licensed childcare centers (LCCC) and registered childcare homes (RCCH) in the Public Health Region (PHR). The audits require a review of the

immunization records of 100 percent of children enrolled in an assigned LCCC and RCCH.

### **School Audit**

An annual school audit will be conducted, in which PHRs and LHDs review a certain number of immunization records of children enrolled at assigned schools. DSHS Assessment, Compliance, and Evaluation (ACE) Branch will assign individual schools and districts to be audited based on the audit criteria: public school districts or private schools that did not respond to the most recent Annual Report of Immunization Status and those that reported unusually high numbers of students provisionally enrolled or delinquent with vaccine requirements.

### **Annual Report of Immunization Status**

An annual assessment of children in schools will be conducted during which all schools review immunization records of all children who have entered kindergarten and 7th grade to ascertain compliance with the Texas school vaccination law. This information will be used to estimate the school's coverage and compliance rates. Schools submit summary results to the DSHS ACE Branch in Austin via the web-based Child Health Reporting System (CHRS).

### **Texas School Immunization Validation Survey**

The Texas School Immunization Validation Survey will assess the reliability of the school-reported results of the Annual Report of Immunization Status. ACE staff will select schools for PHRs and LHDs to survey. A sample of students' immunization records will be assessed for compliance with immunization requirements. The results of the survey will provide a statewide immunization compliance estimate that will be used to determine the validity of the school-reported Annual Report of Immunization Status results.

More detailed information for each type of assessment or audit is available in the corresponding section in this manual.



## Concepts: Recommendations and Requirements

### **Age-Appropriate**

A vaccine dose is considered age-appropriate when it is given to a child at the age recommended by ACIP. A child is age-appropriately vaccinated if, from birth, they have received all recommended vaccines at the age at which they are recommended.

### **Up-to-Date**

A child's vaccinations are up-to-date if they have received all the vaccines recommended for their age.

All children who are age-appropriately vaccinated are up-to-date, but not all children who are up-to-date are age-appropriately vaccinated.

### **Immunization Compliance**

A child is in compliance with immunization requirements if they have received all the vaccinations required for their age or have an allowable document of immunity (e.g., laboratory evidence of prior infection) or an allowable exclusion from vaccination (e.g., medical or conscientious exemption).

### **Vaccination Coverage**

A child is "covered" (protected) according to immunization requirements if they have received all the vaccinations required for their age. All children who are "covered" are also in compliance. However, not all children who are in compliance are "covered." Therefore, any child who is either "not compliant" or "not covered" is susceptible to disease.

### **Doses versus Intervals**

Texas Administrative Code (TAC), Title 25 Health Services Rule [§97.63](#) requires children to have certain vaccines based on the total number of doses when attending child-care facilities, pre-kindergarten, early childhood programs, and Texas elementary and secondary schools. The requirements do not specify a required time between doses (interval).

If a student is provisionally enrolled, they would follow the ACIP Catch-Up Schedule. Per TAC Rule [§97.66](#), a child or student must complete the required subsequent doses in each vaccine series on schedule and as rapidly as medically

feasible. DSHS uses the ACIP Catch-Up Schedule to determine how quickly subsequent doses of a vaccine can be given to comply with the requirement of completing the doses as rapidly as medically feasible. The amount of time between intervals is different depending on the vaccine.

## Exclusions from Compliance

Title 25 of the Texas Administrative Code (TAC), Section 97.62, regulates exemptions from immunization requirements as follows:

Exclusions from compliance are allowable on an individual basis for medical contraindications, reasons of conscience, including a religious belief, and active duty with the armed forces of the United States. Children and students in these categories must submit evidence for exclusion from compliance as specified in the Health and Safety Code, §161.004(d), Health and Safety Code, §161.0041, Education Code, Chapter 38, Education Code, Chapter 51, and the Human Resources Code, Chapter 42.

(1) To claim an exclusion for medical reasons, the child or student must present an exemption statement to the school or child-care facility, dated and signed by a physician (M.D. or D.O.), properly licensed and in good standing in any state in the United States who has examined the child or student. The statement must state that, in the physician's opinion, the vaccine required is medically contraindicated or poses a significant risk to the health and well-being of the child or student or any member of the child's or student's household. Unless it is written in the statement that a lifelong condition exists, the exemption statement is valid for only one year from the date signed by the physician.

(2) To claim an exclusion for reasons of conscience, including a religious belief, the child's parent, legal guardian, or a student 18 years of age or older must present to the school or childcare facility a completed, signed, and notarized affidavit on a form provided by the department stating that the child's parent, legal guardian, or the student declines vaccinations for reasons of conscience, including because of the person's religious beliefs. The affidavit will be valid for a two-year period from the date of notarization. A child or student, who has not received the required immunizations for reasons of conscience, including religious beliefs, may be excluded from school in times of emergency or epidemic declared by the commissioner of the department.

(A) A person claiming exclusion for reasons of conscience, including a religious belief, from a required immunization may only obtain the affidavit form by submitting a request (via online, fax, mail, or hand-delivery) to the department. The request must include the following information:

(i) full name of child or student;

(ii) child's or student's date of birth (month/day/year);

(iii) complete mailing address, including telephone number; and

(iv) number of requested affidavit forms (not to exceed 5).

(B) Requests for affidavit forms must be submitted to the department through one of the following methods:

(i) written request through the United States Postal Service (or other commercial carrier) to the department at: DSHS Immunization Section, Mail code 1946, P.O. Box 149347, Austin, Texas 78714-9347;

(ii) by facsimile to (512) 776-7544;

(iii) by hand-delivery to the department's physical address at 1100 West 49th Street, Austin, Texas 78756; or

(iv) via the department's Immunization program website (at [www.ImmunizeTexas.com](http://www.ImmunizeTexas.com)).

(C) The department will mail the requested affidavit form(s) (not to exceed five forms per child or student) to the specified mailing address.

(D) The department shall not maintain a record of the names of individuals who request an affidavit and shall return the original documents (when applicable) with the requested affidavit forms.

(3) To claim an exclusion for armed forces, persons who can prove that they are serving on active duty with the armed forces of the United States are exempt from the requirements in these sections.

## Policy for Handling Immunization Exemption Affidavit Forms During Population Assessments

### **Policy Statement**

Chapter 161 of the Texas Health and Safety Code [§161.0041](#) prohibits DSHS from maintaining any record of the names of individuals requesting an exemption affidavit form. All DSHS employees must adhere to this policy to maintain the confidentiality of individuals requesting exemption affidavit forms.

### **Requirements for Handling Exemption Affidavit Forms during Population Assessment**

In some cases, PHRs or LHDs may not be able to conduct an audit or assessment on-site. If this situation occurs, the school or childcare facility may make copies of the official exemption affidavit forms and mail the copies to the PHR or LHD.

PHRs and LHDs are prohibited from scanning, e-mailing, or otherwise sharing or maintaining copies of exemption affidavit forms.

The PHR or LHD must destroy all copies of exemption affidavit forms once the audit or assessment is complete.

# CHILDCARE AUDIT

## Overview

### Timeline

- September to July annually.
- Survey assignments are emailed in September.
- Data entry into CHRS due by the third Friday in July.

### Purpose of Survey

Audits of children in selected LCCCs and RCCHs are conducted to measure facilities' compliance with state immunization requirements.

### Method of Survey

The childcare audit is conducted every year by Responsible Entity (RE) staff. RE staff will conduct a detailed audit of 20 percent of the facilities in the regional area, as assigned by the DSHS ACE Branch in Austin. One hundred percent of the immunization records in the selected facilities will be assessed. Immunization records should not be assessed for children only enrolled in before or after school programming. If an assigned facility cannot be located in CHRS, even if it is closed, email DSHS ACE Branch in Austin.

The data should be recorded onto the Childcare Audit form. A copy of the form is posted on the RE School & Childcare Compliance website. RE staff will enter data on the web-based system CHRS at <https://chrstx.dshs.state.tx.us/Login.aspx>. Your user ID and password will be the same as in previous years. New users should email [schoolimm@dshs.texas.gov](mailto:schoolimm@dshs.texas.gov) for a user ID and password. The email should include their first name, last name, and the cities or counties covered.

Texas Health and Human Services Childcare Licensing (CCL) and DSHS have developed a protocol to coordinate inspections and monitoring of LCCCs and RCCHs to eliminate duplicate inspections of immunization records. This protocol is required by House Bill 1555 of the 75th legislature, which amended Section 42 of the Human Resources Code.

This agreement requires DSHS auditors to notify the appropriate CCL regional office, in writing, of audit results within two weeks of the completion of the audit

visit. If a facility is reported to be in compliance with the minimum state vaccine requirements for Texas children, CCL will not review that facility's immunization records at the next scheduled inspection. If a facility is not in compliance after the follow-up visit conducted by DSHS, CCL will take action to assure that non-compliance is corrected. Sample letters are available in Appendix 1.

Use the list of CCL regional offices listed in the childcare audit procedure section on the CCL website to make the required notifications. It is not necessary to address the letter to a facility's specific licensing representative. CCL will distribute them to the appropriate person.

## **Roles and Responsibilities**

### **Austin**

- Establish timeline.
- Create and maintain manual.
- Provide technical assistance to REs.
- Import licensed facilities list file annually from CCL.
- Create standardized report forms for REs.
- Analyze data from audits conducted by both the PHR and LHDs.

### **Public Health Region**

- Assign facilities to LHD staff. If a childcare facility is associated with the wrong county or PHR, please contact our Austin office as soon as the error is discovered.
- Provide technical assistance to the LHD.
- Routinely meet with CCL staff to go over immunization requirements.
- Contact childcare facilities selected for audit.
- Conduct audits following DSHS audit procedures.
- Develop a remedial plan for LCCCs or RCCHs that are found to be less than 95 percent compliant.

- Notify CCL of audit results.

### **Local Health Department**

- Routinely meet with CCL staff to go over immunization requirements and foster working relationships.
- Contact childcare facilities selected for audit.
- Conduct audits following DSHS audit procedures.
- Submit audit reports during the quarter in which they are completed.
- Develop a remedial plan for LCCCs or RCCHs that are found to be less than 95 percent compliant.
- Notify CCL of audit results.



# Childcare Audit Procedure

## Contacting LCCC or RCCH Administrators

Contact the directors of the LCCCs or RCCHs to be sampled concerning their participation in the audit. Plan if the audit will be conducted on-site, through the mail, or electronically. If there are travel restrictions, the childcare facility should send the immunization records via mail or electronically. If the audit will be done on-site, arrange the date and time for the visit. Inform the LCCC or RCCH director that the enrollment total for all children in the target age levels at the facility is needed. The enrollment totals should include only children currently enrolled at these facilities. The total number should not include children that have moved and no longer attend the facility. Inquire about how immunization records are stored (paper, electronic, or both).

Contact the Childcare Licensing Representative (CCL Rep) in the area so they are aware of which facilities were selected for the audit and can provide assistance if needed. The contact information for the CCL Reps can be found at: [https://www.dfps.state.tx.us/Child\\_Care/Local\\_Child\\_Care\\_Licensing\\_Offices/default.asp](https://www.dfps.state.tx.us/Child_Care/Local_Child_Care_Licensing_Offices/default.asp)

Prior to visiting the facility, verify the facility is still open by looking on the HHS CCL website at: [https://www.dfps.state.tx.us/Child\\_Care/ACErch\\_Texas\\_Child\\_Care/ppFacilityACErchDayCare.asp](https://www.dfps.state.tx.us/Child_Care/ACErch_Texas_Child_Care/ppFacilityACErchDayCare.asp)

If the audit will be conducted on-site, explain the purpose of the survey with the director after arriving at the facility. Fill out as many sections as possible of the Detail Report of Immunization Status form prior to visiting the facility or coordinating data collection through the mail. To comply with the Family Educational Rights and Privacy Act (FERPA), all data collected must be de-identified. DSHS and LHD personnel shall not record information such as name, social security number, address, or telephone number.

**NOTE:** Before determining that a facility is a “non-responder,” three contact attempts must be made. If the facility does not respond to the attempts or refuses to participate in the audit, the facility should be reported to CCL. Example wording can be found in the resources section of this document. Documentation regarding contact attempts should be included in the non-responder audit report. The date, method of contact, address, telephone number, name of person contacted, and other notes should be included in the documentation.

## Instructions for Conducting the Audit

- 1) Review 100 percent of the immunization records for currently enrolled children in the selected facilities. All data obtained using this methodology shall be kept at the PHR. The data can be recorded onto the Childcare Audit Form which is posted on the RE School & Childcare Compliance website:  
  
<https://www.dshs.texas.gov/immunize/Responsible-Entities/Childcare-and-School-Audits/>.
- 2) The Childcare Audit Form should be used as there are built-in formulas and conditional formatting which will make it easier for the person auditing immunization records.
- 3) Per TAC Rule [§746.623](#), if a currently enrolled child does not have an acceptable vaccine record, advise facility staff to contact the clinic where the student received immunizations, search the student's name in ImmTrac2, or ask the parent or guardian for the acceptable documentation. Provide a list of noncompliant children to the director.
- 4) When counting doses, the auditor should look at the doses that the child has received up to and including their current age. As a result, the number enrolled in each group will vary. Examples are included at the end of this section.
- 5) An education opportunity presents itself if a high percentage of children are provisionally enrolled or delinquent for vaccines. PHR and LHD staff should determine the reason why the childcare facility is not in compliance (e.g., poor record keeping, misunderstanding of requirements, et cetera).

There are several tools at an auditor's disposal including:

- Texas Minimum State Vaccine Requirements
  - ACIP Recommendations
  - Provisional Enrollment Flowchart
  - Provisional Enrollment Dosing Schedule
  - Total Doses Required for Childcare & Pre-K Facilities
- 6) If a facility is below 95 percent compliance in any vaccine category, a follow-up visit must be conducted 30 days after the initial visit to the childcare

facility. If a facility is still noncompliant, a referral shall be made to the local HHS Childcare Licensing division office.

RE staff will enter all data into CHRS. Do not email or mail copies of childcare audit forms to DSHS ACE Branch in Austin. For records retention purposes, LHD staff should send completed childcare audits via email to PHR staff. Data can be entered into CHRS any time between the first of September and the fifteenth of July. It is a best practice to enter the immunization audit data into CHRS after completing the audit and not waiting until July.

7) If a facility is closed, inform DSHS ACE Branch via email.

### **Tips for Entering Immunization Records onto the Childcare Audit Form**

- Enter the number of children that are enrolled in the childcare facility.
- Organize vaccine records by the age of the children.
- Determine the number of children who have valid vaccine exemptions on file.
- Determine the number of children who are up-to-date.
- Place the information in the corresponding cells on the spreadsheet.
- The childcare audit spreadsheet will tabulate the percentage of children who are up-to-date, delinquent, and in compliance. Compliance rates **cannot** be greater than 100 percent.

A Detailed Audit Sheet is available on the RE website at <https://www.dshs.texas.gov/immunize/Responsible-Entities/Childcare-and-School-Audits/>. This is a voluntary tool that auditors may find helpful when auditing facilities.

### **Steps for Completing the Detailed Audit Sheet**

- 1) Fill in the facility information in Rows 1A-4E.
- 2) Fill in the appropriate information in rows 1AC-4AN.
- 3) For schools, beginning on line 10A-F, fill in for every student that is being reviewed. Each sheet has room for 20 students.
- 4) For daycare facilities, beginning on line 10B-F, fill in for every child that is being reviewed. Each sheet has room for 20 children.

- 5) For each dose of vaccine that was received, place a checkmark in the cell. This indicates the number of doses of that vaccine that were received.
- 6) For each dose of vaccine that is MISSING, place an "X" in the cell. To ensure it is noticed, it is recommended that a red pen is used to annotate the "X" and also a circle around the "X".
- 7) Use the abbreviations (NR=no record; PE=provisional enrollment; ME=medical exemption; RE=religious exemption; CE=conscientious exemption) in the first block of the applicable vaccine if a dose of vaccine was not received for one of the reasons. It is recommended that a red pen is used to annotate the NR, PE, ME, RE, or CE for quick identification.
- 8) It may be necessary to use more than one sheet per facility or school.
- 9) Upon completion of documenting all students or children, on each sheet:
  - (a) Count the number of students or children that are up-to-date (by checkmarks) for each vaccine. Document the number at the bottom of the page under the vaccine type.
  - (b) Count the number of students or children that have no record (NR) for each vaccine. Document the number at the bottom of the page under the vaccine type with NR.
  - (c) Count the number of students/children that are provisionally enrolled (PE) for each vaccine. Document the number at the bottom of the page under the vaccine type with PE.
  - (d) Count the number of students or children that have medical exemptions (ME) for each vaccine. Document the number at the bottom of the page under the vaccine type with ME.
  - (e) Count the number of students or children that have religious exemptions (RE) for each vaccine. Document the number at the bottom of the page under the vaccine type with RE.
  - (f) Count the number of students/children that have conscientious exemptions (CE) for each vaccine. Document the number at the bottom of the page under the vaccine type with CE.
- 10) For childcare facilities, the information from the form(s) will be entered onto the Childcare Audit Sheet and then it will be entered into CHRS.

**NOTE:** When conducting childcare audits, record any common mistakes, misunderstandings, issues, frequently asked questions, or other notable trends. Report these items to DSHS through the quarterly report process.

*Example 1.* If a child is five to six months of age, you would indicate they received the following on the childcare audit spreadsheet:

Age: By five months (five to six months)

- DTaP/DT/DTP
- PCV

Age: By five months (five to 15 months)

- Hib

Age: By five months (five to 18 months)

- Hep B
- Polio

*Example 2.* If a child is 45 months of age, you would indicate they received the following vaccines on the childcare audit spreadsheet:

Age: By 16 months (older than 16 months)

- MMR
- Varicella

Age: By 19 months (older than 19 months)

- Hep B
- DTaP/DT/DTP
- Polio

Age: By 43 months (older than 43 months)

- Hep A

RE staff may view audit data after it has been submitted into CHRS. After logging into CHRS, select "Past Individual Childcare Audit Reports." Search for a facility by either name or facility ID as seen in the screenshot below:

Facility	Immunization Report	VHSS Data	Reports	Help	Logout
			Imm Annual Reports	Public/Private School Compliance	
			VHSS Reports	Past Annual Reports	
				Past Individual Childcare Audits Reports	



# SCHOOL AUDIT

## Overview

The Chapter 38 of the Texas Education Code, Section 38.002 outlines reporting requirements for immunization records as follows:

(a) Each public school shall keep an individual immunization record during the period of attendance for each student admitted. The records shall be open for inspection at all reasonable times by the Texas Education Agency or by representatives of local health departments or the Texas Department of Health.

(b) Each public school shall cooperate in transferring students' immunization records to other schools. Specific approval from students, parents, or guardians is not required before transferring those records.

(c) The Texas Education Agency and the Texas Department of Health shall develop the form for a required annual report of the immunization status of students. The report shall be submitted by all schools at the time and in the manner indicated in the instructions printed on the form.

Added by Acts 1995, 74th Leg., Ch. 260, Sec. 1, eff. May 30, 1995.

## Timeline

- September to June.
- Line listing of public, charter, or private schools to be audited are emailed out in September and January.
- Submit school audit on the provided spreadsheet via email (schoolimm@dshs.texas.gov) to DSHS ACE Branch in Austin by the third Friday in July. Do not mail school audits to ACE. Do not email PDF versions of completed school audits. DSHS ACE Branch epidemiologists must have Excel files to compile the data into an Access database and analyze the data.

## Purpose of Survey

The DSHS ACE Branch in Austin conducts an audit of a public, charter, or private schools to measure compliance with state immunization requirements.

In accordance with Texas Education Code Section [38.002](#), public schools are required to maintain immunization records of students and make them available for

review by LHD or DSHS staff.

### **Method of Survey**

The DSHS ACE Branch in Austin will assign public school districts, charter school districts, and individual public, charter, or private schools for audit. Schools selected for audit will fall into one of three categories:

- non-responders to Annual Report of Immunization Status,
- more than five percent of student population delinquent on four or more vaccines on Annual Report of Immunization Status, or
- more than five percent of students provisionally enrolled on Annual Report of Immunization Status.

The audit lists that are distributed to each PHR will identify the audit category for each school on the list. Educate school administrators as to why they were selected for an audit. For public school districts, individual schools within the districts are identified for audit based on the immunization data the individual school submitted to their district, who in turn reported the data on the Annual Report of Immunization Status. This only applies to districts that responded to the survey. Non-responder districts should still have schools selected at random.

If a school district or private school is identified as a non-responder on the current Annual Report of Immunization Status, the facility should be audited between January and June of that same school year. The reason behind auditing non-responding facilities during the same school year as the Annual Report of Immunization Status is to encourage the facility to report the following year. Additionally, a facility may be unaware that reporting annual immunization data is required by law. DSHS ACE Branch in Austin will distribute the line listing of non-responders by the second Tuesday in January.

If a public school district or private school was audited last year, did not have a passing audit and is on the audit list again this year, educational outreach should occur. If a public school district is selected for audit again this year, but the individual schools are different than last year, it is not necessary to provide education outreach. If education outreach is necessary, it is indicated on the school line listing. RE staff should determine the reason the school was not in compliance (e.g., poor record keeping, misunderstanding of requirements, et cetera). The education provided during an audit visit could translate into more accurate immunization data reported on the Annual Report of Immunization Status, equating



to better overall data quality for the State of Texas (and less audits in the future). Education provided should be reported back to DSHS through the quarterly report process and may include instruction on:

- Texas Minimum State Vaccine Requirements,
- ACIP Recommendations,
- Provisional Enrollment Flowchart,
- Provisional Enrollment Dosing Schedule,
- Annual Report of Immunization Status PowerPoint, or
- Annual Report of Immunization Status Immunization Reporting Guide.

## **Roles and Responsibilities**

### **Austin**

- Establish timeline.
- Provide technical assistance to REs.
- Work with public school districts to identify specific schools within each district to target for auditing.
- Provide line listings of public-school districts, charter school districts, and individual public, private, or charter schools to be audited.
- Create standardized report forms for REs.
- Contact the Texas Education Agency (TEA), the Texas Private School Accreditation Commission (TEPSAC), and the International Association of Learner Driven Schools (IALDS) about facilities that did not agree to conduct a school audit.
- Analyze data.

### **Public Health Region**

- Assign school audits to LHD staff. If a school is associated with the wrong county or PHR, contact the Austin office as soon as the error is discovered.

- Provide technical assistance to LHD staff. Assign deadlines for audit completion.
- Contact school administrators prior to audit.
- Conduct audit.
- Follow DSHS audit procedures.

**Local Health Department**

- Contact school administrators prior to audit.
- Conduct audits.
- Follow DSHS audit procedures.
- Submit audit reports during the quarter in which they are completed.

# School Audit Procedure

## Contacting Public, Charter or Private Schools

- 1) DSHS ACE Branch will send out two line listings of schools to be audited. The first line listing will be distributed at the beginning of September with the childcare line listing, validation surveys, and the PAM. The first line listing will contain the names of schools that reported a high vaccine delinquent or high provisional enrollment rate on the prior school year's Annual Report of Immunization Status. These schools can be audited any time between September and June. However, DSHS ACE Branch prefers that these audits occur during the fall semester when possible to improve data reported on the current year's Annual Report of Immunization Status.
- 2) The second line listing will be distributed in January after the Annual Report of Immunization Status closes. This line listing will be of schools that did not submit an Annual Report of Immunization Status for the current school year. These schools must be audited between January and June.
- 3) Review the line listing distributed by the DSHS ACE Branch in Austin.
- 4) Plan if each audit will be conducted on-site, through the mail, or electronically. If there are travel restrictions, the school district, individual school, or private school should send the immunization records via mail or electronically.
- 5) Contact the school administrators. If the audit will be done on-site, arrange the date and time for the visit. Inform the school administrator of the reason for the audit when initial contact is made, and again when the audit occurs. Some school personnel do not submit an Annual Report of Immunization Status because they believe an audit is automatic.
- 6) If facilities do not cooperate, make two documented attempts to contact the school administrator regarding the audit. If a facility does not respond, make an in-person visit. If the facility refuses to participate in the audit, notify DSHS Central Office staff via email at [schoolimm@dshs.texas.gov](mailto:schoolimm@dshs.texas.gov) and make a note on the School Audit Form located on the RE website. DSHS Central Office staff will contact TEA, TEPSAC, or IALDS.
- 7) If a school is no longer operational, notify DSHS Central Office staff via email and make a note on the School Audit Form.

## Instructions for Sampling Public, Charter, or Private School Records

- 1) If a public school district, charter school district, or private school has been selected for audit due to being a non-responder, randomly pull 100 records from the elementary school, 100 records from the middle/junior high school, and 100 records from the high school for the identified district or school. These records must be de-identified and randomly selected. Central Office has received reports of school staff “cherry-picking” records with good immunization coverage. Use the Random Number Generator website referenced in the Validation Survey Procedures section to make the random selection.

Include the sampling worksheet you used in the audit report.

**NOTE:** If a school has fewer than 100 students, audit all records at that school.

If a district or school has been selected for audit due to a high provisional enrollment or vaccine delinquency rate, randomly pull 100 records from the specified grade listed on the line listing. These records must be de-identified and randomly selected. Use the Random Generator website referenced in the Validation Survey Procedures section to make the random selection.

Include the sampling worksheet you used in the audit report.

**NOTE:** If the specified grade has fewer than 100 students, skip the random number generator step and audit all records for the specified grade.

Please refer to the following grade break-down:

- Elementary School: K through 5th Grade
- Middle/Junior High: 6th through 8th Grade
- High School: 9th through 12th Grade

*Example 1.* A private school is selected to be audited due to not responding to the Annual Report of Immunization Status. The school has grades K through 8th. The total enrollment for K through 5th grade is 150 students and the total enrollment for 6th through 8th grade is 80.

Randomly select 100 records for the K through 5th grade audit. Audit all immunization records for 6th through 8th grade. A total of 180 immunization

records should be audited. The results should be noted on the corresponding page of the School Audit Form.

*Example 2.* A middle school has been selected for audit due to a high provisional enrollment rate for 7th graders in the Annual Report of Immunization Status. There are 75 students enrolled in 7th grade.

The auditor should audit all immunization records for students enrolled in 7th grade.

2) Complete the School Audit form.

- The assessment date is the date the audit is conducted.
- Using the assessment date of the audit, assess records for compliance using the Texas Minimum State Vaccine Requirements for Students. The school audit sheet is located on the RE website at <https://www.dshs.texas.gov/immunize/Responsible-Entities/Childcare-and-School-Audits/>.
- Compliance rates cannot be greater than 100 percent.
- Provide feedback to schools on any noncompliant students who need immunizations or updated exemptions on file. The law requires students be in compliance with vaccines in order to enroll or remain enrolled in school.

A Detailed Audit Sheet is available on the RE website at <https://www.dshs.texas.gov/immunize/Responsible-Entities/Childcare-and-School-Audits/>. This is a voluntary tool that auditors may find helpful when auditing facilities.

### Steps for Completing the Detailed Audit Sheet

(1) Fill in the facility information in Rows 1A-4E.

(2) Fill in the appropriate information in rows 1AC-4AN.

For schools, beginning on line 10A-F, fill in for every student that is being reviewed. Each sheet has room for 20 students.

For childcare facilities, beginning on line 10B-F, fill in for every child that is being reviewed. Each sheet has room for 20 children.

For each dose of vaccine that was received, place a checkmark in the cell. This indicates the number of doses of that vaccine that were received.

For each dose of vaccine that is MISSING, place an "X" in the cell. To ensure it is noticed, it is recommended to use a red pen to annotate the "X" and also a circle around the "X".

Use the abbreviations (NR=no record; PE=provisional enrollment; ME=medical exemption; RE=religious exemption; CE=conscientious exemption) in the first block of the applicable vaccine if a dose of vaccine was not received for one of the reasons. It is recommended that a red pen is used to annotate the NR, PE, ME, RE, or CE for quick identification.

It may be necessary to use more than one sheet per facility or school.

Upon completion of documenting all students/children, on each sheet:

- (a) Count the number of students/children that are up-to-date (by checkmarks) for each vaccine. Document the number at the bottom of the page under the vaccine type.
- (b) Count the number of students/children that have no record (NR) for each vaccine. Document the number at the bottom of the page under the vaccine type with NR.
- (c) Count the number of students/children that are provisionally enrolled (PE) for each vaccine. Document the number at the bottom of the page under the vaccine type with PE.
- (d) Count the number of students/children that have medical exemptions (ME) for each vaccine. Document the number at the bottom of the page under the vaccine type with ME.
- (e) Count the number of students/children that have religious exemptions (RE) for each vaccine. Document the number at the bottom of the page under the vaccine type with RE.
- (f) Count the number of students/children that have conscientious exemptions (CE) for each vaccine. Document the number at the bottom of the page under the vaccine type with CE.

For schools, the information from the form(s) will be entered onto the School Audit Form.

**NOTE:** When conducting school audits, record any common mistakes, misunderstandings, issues, frequently asked questions, or other notable trends. Report these items to DSHS through the quarterly report process.

## Submission of School Audit Form to the DSHS Regional or Austin Office

Use the Excel version of the school audit form provided by DSHS ACE Branch. REs should save the audit data by the facility name and email the spreadsheet to [schoolimm@dshs.texas.gov](mailto:schoolimm@dshs.texas.gov). RE staff should include the Public Health Region number in the email subject line.

*Example.* PHR 7 School Audits.

DSHS ACE Branch epidemiologists will compile the data and analyze the data. School audits submitted on a different format (i.e., PDF) will not be accepted.

Submit completed School Audit Form to DSHS ACE Branch in Austin by the third Friday in July. The facility identifier for school audits begins with a 7, 8, or a 10 followed by nine digits. The facility identifier for validation surveys starts with KG- or 7-. For records retention purposes, LHD staff should send completed school audits via email to PHR staff.

# ANNUAL REPORT OF IMMUNIZATION STATUS

## Overview

In accordance with Section [38.002](#) of the Texas Education Code and Rule [§97.71](#), all public school districts, accredited charter schools, and accredited private schools must complete the Annual Report of Immunization Status each year. The purpose of this report is to monitor compliance with the Texas immunization requirements outlined in 25 TAC [§97.61-97.72](#).

## Timeline

- Last Friday in October to the second Friday in December.
- The common assessment date for the survey is the last Friday in October.
- School nurses should complete data entry into CHRS by the second Friday in December.

## Purpose of Survey

Texas DSHS Immunization Section staff review immunization records of children entering schools each year to monitor compliance with the *Texas Minimum State Vaccine Requirements for Students Grades K-12*. DSHS ACE Branch in Austin distributes the Annual Report of Immunization Status to each public independent school district (ISD), accredited charter school district, and accredited private school in Texas. The data is self-reported by each ISD, charter school district, and private school. If a charter school is part of a charter school district, the district will report the immunization data for the entire district, the same as an ISD. Results of the data are submitted to the CDC each April and published on the DSHS website.

A copy of the current *Texas Minimum State Vaccine Requirements for Students Grades K-12* is available on the DSHS Immunizations website at <https://www.dshs.texas.gov/immunize/school/publications.aspx>.

## Survey Methodology

An annual survey of immunization status packet is mailed to public school districts, charter school districts, and accredited private schools throughout Texas in order to collect the immunization status of children and the number of exemption affidavit forms filed at the ISD, charter school, or private school level.

School staff must submit all reports online through CHRS. DSHS will not accept



mailed, faxed, hand-delivered, or emailed reports. Schools that submit paper copies of the report are contacted by Central Office staff and instructed to submit the report online. Reports that are only submitted via fax, mail, or email will not be included in Annual Report of Immunization Status results.

If a Pre-K only facility receives an Annual Report of Immunization Status packet, facility staff should indicate the facility is a Pre-K only facility on the first page of the instructions in the Annual Report of Immunization Status packet. Childcare facility staff should also include the facility name and facility ID on the instructions page and email the form to [chrs.loginhelp@dshs.texas.gov](mailto:chrs.loginhelp@dshs.texas.gov) or fax it to 512-776-7544. DSHS ACE Branch no longer collects Pre-K immunization data on the Annual Report of Immunization Status. This change went into effect during the 2018-2019 school year. RE staff should **not** tell Pre-K-only or childcare facilities to submit immunization data on the Annual Report of Immunization Status.

After the reporting period opens, DSHS ACE Branch will generate a weekly list of non-responders and will email the list to PHR staff/ PHR staff will distribute the list to LHD staff. RE staff should contact the public school districts, charter school districts, and private schools on the list and inform them that it is a requirement to report the immunization status annually. If a Pre-K-only facility or a closed facility is on the non-responder list, RE staff should email [schoolimm@dshs.texas.gov](mailto:schoolimm@dshs.texas.gov) and include the facility name, facility ID, and reason (i.e., Pre-K only or closed). RE staff should use the most up-to-date list of non-responders when contacting facilities on the list. The weekly spreadsheet that contains the list of non-responders is saved by the date the list was generated. If all of the private schools and public school districts are contacted from the non-responder list and the Annual Report of Immunization Status is submitted, there is a strong possibility there will be fewer facilities on the audit line listing.

It is a best practice for the RE to contact all non-reporting districts and schools on a list sent early during the survey period and then contact any districts or schools still remaining on the list toward the end of the survey period. If the school needs technical assistance to complete the report, the RE has the option of providing it or connecting the school with Central Office staff to conduct the technical assistance.

Prior to contacting the facilities on the non-responding list, RE staff can verify if a school has submitted the Annual Report of Immunization Status in CHRS. Once the RE logs into CHRS, they should select the Reports tab, then "Past Annual Reports" as seen in the screenshot below:



After selecting "Past Annual Reports," RE staff can search for a facility by either name or facility ID and the year.

RE staff may view the submission status by selecting the Facility tab, followed by "Find Facility," and then searching by name or ID.

**Search for a Facility**

Facility Id	FIN	Facility Type	FIPS County Code and Name	Source	HQ ID
9074904000	dodd9156	Public ISD	147 FANNIN	TEA	

<b>Location</b> <b>Name</b> DODD CITY ISD <input type="button" value="Find"/> <b>Address</b> 602 N MAIN ST <b>City</b> DODD CITY <b>State</b> TX <b>Zip Code</b> 75438 - 9801 <b>Director/Superintendent</b> <b>Name, Title</b> <b>Phone</b> ( ) - <b>Contact Person</b> <b>Name, Title</b> Alisha Hale <b>Phone</b> ( 580 ) 271 - 1855 <b>Fax</b> ( ) - <b>Email</b> alisha.hale@doddcityisd.com	<b>Self Report</b> <b>Most Recent Audit</b> 8/28/2015 <input type="button" value="Dropped?"/> <b>Current Status As of Date</b> Final 12/13/2018 <b>Initial Letter Sent</b> <b>Reminder Letter Sent</b> <b>Follow-up Letter Sent</b> <b>Miscellaneous Information</b> <b>Last Active School Year</b> 2018 <b>Current Enrollment</b> <b>Licenser County Code</b> 74 <b>Automated?</b> <b>HeadStart?</b>
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**Last Update:** 12/13/2018 11:07:00 AM  
**Updated By:** ahale

If the current status is "final," school staff submitted the Annual Report of Immunization Status. The "As of Date" field indicates when the Annual Report of Immunization Status was submitted. If the current status is "not final yet," school staff started working on the report, but they have not submitted the report. If the current status is "no action yet," school staff have not started working on the report. At the bottom of the screen, RE staff can also see when the report was last updated and by whom.

After searching for the facility and verifying that the Annual Report of Immunization Status has not been submitted, the RE should contact the public school district or

private school. A sample script is below:

"I am contacting you as a friendly reminder. We noticed your facility hasn't reported the immunization status of your students for the Annual Report of Immunization Status. Friday, December [day, year], is the deadline to submit the immunization data. Submitting an Annual Report of Immunization Status is required by law. If you do not submit the immunization data for your students, your facility will be audited."

## Roles and Responsibilities

### **Austin**

- Establish timeline.
- Coordinate with TEA, TEPsAC, and IALDS to identify schools and address any issues with schools not responding.
- Distribute Annual Report to public school districts, charter school districts, and accredited private schools in Texas.
- Provide technical assistance to RE staff and school nurses.
- Generate non-responder lists throughout the reporting window.
- Analyze data.
- Report data.

### **Public Health Region**

- Assist Austin staff in contacting public school districts, charter school districts, and private schools for survey submission to Austin.
- Provide technical assistance to schools and LHD staff.
- Review and distribute non-responder lists to LHD throughout the reporting window.
- Contact facilities on the non-responder list throughout the reporting window.

### **Local Health Department**

- Provide technical assistance to schools.

- Assist PHR in contacting public, charter, and private schools for survey submission to Austin.
- Contact facilities on the non-responder list throughout the reporting window.

Instructions for completion of the Annual Report of Immunization Status are available in Appendix 2.

# TEXAS SCHOOL IMMUNIZATION VALIDATION SURVEY

## Overview

### Timeline

- September through May for the current school year.
- Validation surveys should be completed after the school district or private school has submitted the Annual Report of Immunization Status in CHRS.
- For the previous school year, the CoCASA transfer files are due to the DSHS ACE Branch in Austin in early March.

### Purpose of Survey

The Texas Immunization Cooperative Agreement with the CDC requires DSHS to annually validate the school-reported immunization coverage levels. The Texas School Immunization Validation Survey is a school-based survey developed to assess the results of the Annual Report of Immunization Status for reliability, which consists of school-reported immunization compliance data from Texas public ISDs, accredited charter school ISDs, and accredited private schools. The validation survey authenticates the statewide immunization compliance levels for kindergarten and 7th grade students attending Texas schools (both public and private).

### Method of Survey

The DSHS ACE Branch in Austin provides the sampling list of schools to each PHR. PHR and LHD personnel conduct the survey based on jurisdictional responsibility. Assigned facilities and number of records to be sampled will be provided by email to the PHR offices in Excel workbooks from DSHS ACE Branch. It is the responsibility of the PHR or LHD conducting the survey to work with the school nurse or the ISD Public Education Information Management System (PEIMS) coordinator to obtain deidentified immunization records.

Data collection and entry will be completed through the [CDC's Comprehensive Clinic Assessment Software Application](#) (CoCASA). Each year the DSHS ACE Branch epidemiologists will update CoCASA to the most recent version available on the CDC's website. Before the data-entry window opens, DSHS ACE Branch epidemiologists will send out a notice with instructions on which version of CoCASA to use. Each PHR or LHD completing data collection will need to update their

CoCASA to the version in the notice prior to beginning data entry. If there are any questions regarding which version of CoCASA to use, please email [Imm.Epi@dshs.texas.gov](mailto:Imm.Epi@dshs.texas.gov).

Once the data collection phase has been completed, an e-mail containing the CoCASA records will be sent to DSHS ACE Branch in Austin. DSHS ACE Branch epidemiologists will analyze the data collected. Results will be distributed to DSHS Regional Immunization Program Managers and will also be posted on the DSHS Immunization Unit website at <http://www.dshs.texas.gov/immunize/coverage/validation.shtm>.

Participation by schools in the survey is voluntary. However, before accepting refusal from a school, the purpose and public health benefits of the survey should be discussed with school officials.

**NOTE:** If a school declines participation, is closed, or does not have students enrolled in the grade assigned for assessment, email [Imm.Epi@dshs.texas.gov](mailto:Imm.Epi@dshs.texas.gov) for a replacement school.

## Roles and Responsibilities

### **Austin**

- Establish timeline.
- Conduct sampling.
- Create and maintain manual.
- Provide technical assistance to PHRs.
- Submit validation listing to PHRs.
- Analyze and report data.

### **Public Health Region**

- Ensure receipt of school listing from Austin.
- Assign facilities to LHD staff.
- Provide technical assistance to LHD staff.
- Contact school administrators prior to survey.

- Conduct survey.
- Follow DSHS survey procedures.
- Complete survey by deadline established by DSHS ACE Branch in Austin.

**Local Health Department**

- Contact school administrators prior to survey.
- Conduct survey.
- Follow DSHS survey procedures.
- Complete survey by deadline established by PHRs.

Direct any questions regarding the survey to [Imm.Epi@dshs.texas.gov](mailto:Imm.Epi@dshs.texas.gov).

# Validation Survey Procedures

## Contacting School Administrators

- 1) Review line list distributed by DSHS ACE Branch in Austin.
- 2) Contact the school administrators in writing at the schools that will be sampled concerning their participation in the survey. Plan if the survey will be conducted on-site, electronically, or through the mail. If the survey will be done on-site, arrange the date and time for the visit.

Inform the school that the reviewer will need the enrollment total for all students in the target grade level at the school. The enrollment totals should include only students currently enrolled at these schools. Enrollment totals should not include students that have moved or transferred to another school.

Inquire about how their records are stored (paper, electronic, or both). Make sure the school or the district PEIMS Coordinator has a sequentially numbered roster of active students or can generate a numbered roster of active students in the target grade level at the selected schools. Two copies are needed. One copy contains personal identifiers (such as student's name), and the other copy has all identifiers removed except date of birth. The school nurse or PEIMS Coordinator will keep the roster that contains the personal identifiers and give the copy containing only the dates of birth to the reviewer. To maintain compliance with FERPA, the reviewer should not view the names of the students at any time during the survey. If a numbered roster is not available, then the reviewer will need to use an alternative sampling method. Details concerning the sampling procedure are addressed following this section under Instructions for Sampling School Records.

- 3) Fill out as many sections on the sampling worksheet (Appendix 4) as possible prior to visiting the school, or coordinate data collection through the mail. These sections include the name of the school, address, and grade (Kindergarten or 7th), as well as the name and contact information for the health department personnel who will conduct the survey. If it is available, record the enrollment total for the target grade on the sampling worksheet.
- 4) If the survey is conducted on-site, explain the purpose of the survey to the school administrator or school nurse.



## Instructions for Sampling School Records

- 1) Ensure that the school nurse or PEIMS Coordinator has the numbered student roster generated before completing these steps. Two copies are needed. One copy contains personal identifiers (such as student's name), and the other copy has all identifiers removed except date of birth. The enrollment number that was provided for the target grade should match the total on the roster. The school nurse or PEIMS Coordinator will keep the roster that contains the personal identifiers and give the copy containing only the dates of birth to the reviewer. It is important that both numbered lists are generated at the same time and both match exactly. For example, the number 10 student on both lists should be the same person. This procedure will allow the reviewer to be relatively assured the immunization records of the students sampled for the survey are the ones pulled, while maintaining compliance with FERPA.
- 2) If an electronic version of the roster cannot be generated, the school can give the reviewer a photocopy of the numbered roster with the names and the other identifiers blacked out. If the survey is to be done on-site, have the school generate these lists prior to the reviewer's visit. If record collection is by mail, have them send the reviewer the numbered roster removed of all personal identifiers except date of birth. If a numbered roster cannot be generated and the school maintains a card file of immunization records, alternative sampling method must be used: Have the school nurse take the total number of cards in the file and starting at one end, count the cards until the first card corresponding to the first random number generated by the Random Number Generator is reached, and pull that card. Continue from that point until all the cards corresponding to the random numbers have been pulled. There should be 100 cards pulled for public or charter schools and 24 cards pulled for private schools. If total grade enrollment is less than the preferred number of records, then all student records should be used. The school nurse will need to make copies of the cards and black out names, phone numbers, addresses, social security numbers, and any other identifiers except date of birth.
- 3) The new version of CoCASA does not have the Random Number Generator. To generate a numbered sampling list, follow the instructions below:
  - a) In a web browser, navigate to [www.randomizer.org](http://www.randomizer.org).
  - b) Scroll down to the Generate Numbers header.

- c) Type 1 into the first box, "How many sets of numbers do you want to generate?"
- d) Type the number of student records you want select (e.g., 100), into the second box, "How many numbers per set?". This is the number of records that need to be selected from the grade being sampled: 100 records for public or charter schools; 24 for private schools or IALDS. If total grade enrollment is less than the preferred number of records in the grade being sampled, all students will be selected for the sample and this random generator step can be skipped.
- e) If using the random number generator to select records for school audits, type 100 into this box regardless of the type of school that is being audited.
- f) Type 1 into the third box, "Number Range (e.g., 1-50)".
- g) Type the number of enrolled students in the grade being sampled into the fourth box: "To". It is important to use a current enrollment total to prevent a number being picked that does not have a corresponding student record.
- h) Keep "Yes" as the selection for the fifth box, "Do you wish each number in a set to remain unique?"
- i) Change "No" to "Yes, least to greatest" for the sixth box, "Do you wish to sort the numbers that are generated?"
- j) Keep "Place Markers Off" for the seventh box, "How do you wish to view your random numbers?"
- k) Figure 1 (see below). In the example, 100 records are being selected from a grade at a public or charter school that has a grade enrollment of 165.
- l) Click "Randomize Now!"
- m) In the pop-up window, "Results", click on "Download". This will generate a .csv file with a sort- ed set of numbers that you will use to identify which student records to pull.
- n) Working from the numbered roster with the dates of birth, find the student record whose number corresponds with the first number

generated from the random number generator. Write down the date of birth of this student in the adjacent column. Follow this method for the rest of the numbers generated from the random number generator.

- o) You can use the sampling worksheet provided to record the student's birthdates and randomly generated number. Alternatively, you can record the birthdates in the csv generated by the random generator website or print out the list and write out the dates. If you choose one of the latter two options, attach the list to the sampling worksheet before sending.

**Figure 1:** Example of 100 records randomly selected from enrollment of 165

The screenshot shows the 'RESEARCH RANDOMIZER' website interface. The main heading is 'GENERATE NUMBERS'. Below this, there are several input fields and dropdown menus for configuring the randomization process. The settings shown are: 'How many sets of numbers do you want to generate?' set to 1; 'How many numbers per set?' set to 100; 'Number range (e.g., 1-50)' with the first field set to 1 and the second field set to 165; 'Do you wish each number in a set to remain unique?' set to 'Yes'; 'Do you wish to sort the numbers that are generated?' set to 'Yes, least to greatest'; and 'How do you wish to view your random numbers?' set to 'Place Markers Off'. Each input field has a 'Help' link below it. At the bottom of the form is a large button labeled 'RANDOMIZE NOW!'.

RESEARCH  
RANDOMIZER

RANDOMIZE TUTORIAL LINKS ABOUT

# GENERATE NUMBERS

How many sets of numbers do you want to generate?   
[Help](#)

How many numbers per set?   
[Help](#)

Number range (e.g., 1-50)   
  
[Help](#)

Do you wish each number in a set to remain unique?  [Help](#)

Do you wish to sort the numbers that are generated?  [Help](#)

How do you wish to view your random numbers?  [Help](#)

**RANDOMIZE NOW!**

- 4) Provide the school nurse with a copy of the completed sampling worksheet so that they can pull the student records that correspond to the numbers on their copy of the roster. As an alternative, the reviewer may highlight them on a copy of the roster provided. Regardless, the sampling worksheet should still be completed.

#### Procedure for Obtaining Immunization Histories and Entering Records

- 1) If the survey is conducted on-site, the school nurse will need to pull the records, photocopy them, and black out the names and social security numbers on all copies. If the survey is coordinated through the mail, the school nurse will obtain the immunization records of the students selected for the survey and mail them to the reviewer. The school may provide records electronically or on paper. The student records should include the following:
  - Student's date of birth,
  - Dates of DTP/DTaP/DT/Td/Tdap doses,
  - Dates of Polio doses,
  - Dates of MMR doses,
  - Dates of Hepatitis B doses,
  - Date of Varicella doses,
  - History of Varicella disease,
  - Dates of Hepatitis A doses,
  - Date of MCV4 dose, and
  - Any medical, religious, or conscientious exemptions.
- 2) Referring to the sampling worksheet or roster, double-check to make sure the correct records were pulled based on the date of birth. Contact the school nurse if you notice any discrepancies.

Refer to Appendix 3: CoCASA Instructions for instructions on entering records in CoCASA.

**NOTE:** Vaccination dates after the assessment date cannot be entered into CoCASA. When conducting the survey, do not include students who left the school

prior to this date.

### Saving Validation Survey Data Files for Submission to the DSHS PHRs or DSHS ACE Branch in Austin

After the vaccination records are entered into CoCASA, export and save the data files. You can export multiple school's CoCASA assessments in one export. If sending from an LHD, save the data and send it as an email attachment to the DSHS PHR office. If sending from a DSHS PHR office, consolidate the data from each local department and submit via email attachment to the DSHS ACE Branch at [Imm.Epi@dshs.texas.gov](mailto:Imm.Epi@dshs.texas.gov). Include all sampling worksheets and the completed data quality checklist (Appendices 4 and 5) in the email attachments. Do not send copies of the child immunization records.

Refer to Appendix 3: CoCASA Instructions for instructions on exporting and backing up CoCASA data.

# APPENDIX 1: SAMPLE LETTERS

## Childcare Facilities

### Suggested Text for Childcare Facilities in Compliance

**[DATE]**

**[FACILITY NAME]**  
**[FACILITY ADDRESS]**

RE: Facility in Compliance

Dear **[NAME]**:

On **[DATE]**, Department of State Health Services (DSHS) staff audited **[FACILITY NAME]** to measure compliance with the minimum state vaccine requirements for Texas children. The immunization levels found at that audit exceeded 95 percent for each vaccine and your facility is in compliance with these requirements.

We are notifying you of this as part of the agreement reached between DSHS and Texas Health and Human Services to eliminate duplicative inspections of childcare facilities, as required by HB 1555 (75th legislature).

For additional information about this audit, please contact **[AUDITOR/PROGRAM MANAGER]** at **[AREA CODE AND PHONE NUMBER]**.

Sincerely,

**[NAME]**

**[TITLE]**

**[LHD/PHR]**

**[ADDRESS and PHONE NUMBER]**

## Suggested Text for Childcare Facilities in Compliance After Two Visits

**[DATE]**

**[FACILITY NAME]**  
**[FACILITY ADDRESS]**

RE: Facility in Compliance After Two DSHS Visits

Dear **[NAME]**:

On **[DATE]**, Department of State Health Services (DSHS) staff audited **[FACILITY NAME]** to measure compliance with the minimum state vaccine requirements for Texas children. The immunization levels found at that audit were below 95 percent for one or more vaccines and your facility was out of compliance with the requirements. A second visit was scheduled on **[DATE]**. At that visit, the auditor found that the deficiencies were corrected. The facility is now in compliance.

We are notifying you of this as part of the agreement reached between DSHS and Texas Health and Human Services (HHS) to eliminate duplicative inspections of childcare facilities, as required by HB 1555 (75th legislature).

For additional information about this audit, please contact **[AUDITOR/PROGRAM MANAGER]** at **[AREA CODE AND PHONE NUMBER]**.

Sincerely,

**[NAME]**

**[TITLE]**

**[LHD/PHR]**

**[ADDRESS and PHONE NUMBER]**

## Suggested Text for Childcare Facilities Not in Compliance After Two Visits

**[DATE]**

**[FACILITY NAME]**  
**[FACILITY ADDRESS]**

RE: Facility in Compliance After Two DSHS Visits

Dear **[NAME]**:

On **[DATE]**, Department of State Health Services (DSHS) staff audited **[FACILITY NAME]** to measure compliance with the minimum state vaccine requirements for Texas children. The immunization levels found at that audit were below 95 percent for one or more vaccines and the facility was out of compliance with the requirements. A second visit was scheduled on **[DATE]**. At that visit, the auditor found that the deficiencies had not been corrected.

We are notifying you of this as part of the agreement reached between DSHS and Texas Health and Human Services (HHS) to eliminate duplicative inspections of childcare facilities, as required by HB 1555 (75th legislature). Since this facility remains out of compliance after two visits by DSHS, additional follow-up by HHS is necessary.

For additional information about this audit, please contact **[AUDITOR/PROGRAM MANAGER]** at **[AREA CODE and PHONE NUMBER]**.

Sincerely,

**[NAME]**

**[TITLE]**

**[LHD/PHR]**

**[ADDRESS and PHONE NUMBER]**



## Suggested Text for Childcare Facilities that Did Not Respond to Three Audit Requests

**[DATE]**

**[FACILITY NAME]**  
**[FACILITY ADDRESS]**

RE: Facility Did Not Respond to Audit Request

Dear **[NAME]**:

On **[DATE]**, Department of State Health Services (DSHS) staff contacted **[FACILITY NAME]** to measure compliance with the minimum state vaccine requirements for Texas children. **[FACILITY NAME]** did not respond to the request for an audit. On **[DATE]**, DSHS made a second request but the facility did not answer. A third request on **[DATE]** also went unanswered.

We are notifying you of this as part of the agreement reached between DSHS and Texas Health and Human Services (HHS) to eliminate duplicative inspections of childcare facilities, as required by HB 1555 (75th legislature). Since this facility did not respond to multiple requests made by DSHS, additional follow-up by HHS is necessary.

For further information about this audit, please contact **[AUDITOR/PROGRAM MANAGER]** at **[AREA CODE and PHONE NUMBER]**.

Sincerely,

**[NAME]**

**[TITLE]**

**[LHD/PHR]**

**[ADDRESS and PHONE NUMBER]**

## Schools

### Suggested Text for Schools in Compliance

**[DATE]**

**[SCHOOL NAME]**  
**[SCHOOL ADDRESS]**

RE: School in Compliance

Dear **[NAME]**:

On **[DATE]**, Department of State Health Services (DSHS) staff performed an audit and reviewed the immunization records at **[SCHOOL NAME]**. The immunization levels found at that audit exceeded 95 percent for each vaccine. Your school is in compliance with these requirements.

For additional information about this audit, please contact **[AUDITOR/PROGRAM MANAGER]** at **[AREA CODE AND PHONE NUMBER]**.

Sincerely,

**[NAME]**

**[TITLE]**

**[LHD/PHR]**

**[ADDRESS and PHONE NUMBER]**

## Suggested Text for Schools in Compliance After Two Visits

**[DATE]**

**[SCHOOL NAME]**  
**[SCHOOL ADDRESS]**

RE: School in Compliance After Two DSHS Visits

Dear **[NAME]**:

On **[DATE]**, Department of State Health Services (DSHS) staff performed an audit and reviewed the immunization records at **[SCHOOL NAME]**. Immunization levels were found below 95 percent for one or more vaccines. Your school was out of compliance with the minimum state vaccine requirements.

DSHS performed a second audit on **[DATE]**. The deficiencies were corrected. Your school is now at 100 percent compliance on immunization records.

For additional information about this audit, please contact **[AUDITOR/PROGRAM MANAGER]** at **[AREA CODE AND PHONE NUMBER]**.

Sincerely,

**[NAME]**

**[TITLE]**

**[LHD/PHR]**

**[ADDRESS and PHONE NUMBER]**

## Suggested Text for Schools Not in Compliance After Two Visits

**[DATE]**

**[SCHOOL NAME]**

**[SCHOOL ADDRESS]**

RE: School Not in Compliance After Two DSHS Visits

Dear **[NAME]**:

On **[DATE]**, Department of State Health Services (DSHS) staff performed an audit and reviewed the immunization records at **[SCHOOL NAME]**. Immunization levels were found below 95 percent for one or more vaccines. Your school was out of compliance with the minimum state vaccine requirements.

DSHS performed a second audit on **[DATE]**. Some of the deficiencies were corrected. However, your school is still out of compliance because **[VACCINE]** **was/were** below 95 percent. This letter is to notify you of the final audit report.

For additional information about this audit, please contact **[AUDITOR/PROGRAM MANAGER]** at **[AREA CODE AND PHONE NUMBER]**.

Sincerely,

**[NAME]**

**[TITLE]**

**[LHD/PHR]**

**[ADDRESS and PHONE NUMBER]**

# APPENDIX 2: ANNUAL REPORT OF IMMUNIZATION STATUS PACKET

## Report Instructions

The directions to submit your facility's Annual Report of Immunization Status for this year is enclosed. This information is collected under the authority of Texas Education Code §38.002 and 25 TAC §97.71. It is used to measure compliance with immunization requirements. As required by state law, all schools must complete this report.

**IMPORTANT:** If you have received more than one Annual Report of Immunization Status form for the same school, you must contact us immediately at (800) 252-9152 or email [chrs.loginhelp@dshs.texas.gov](mailto:chrs.loginhelp@dshs.texas.gov) for detailed instructions. If one or more of the following scenarios applies to your facility, check the appropriate line(s), fill in your Facility Name and Facility ID and return it via fax (512) 776-7544 or email [chrs.loginhelp@dshs.texas.gov](mailto:chrs.loginhelp@dshs.texas.gov). If one or more of the following apply, it is not necessary to fill out the rest of the report.

- ☐ Closed or No Longer in Business
- ☐ Inactive / Temporary Closure
- ☐ Juvenile Justice Alternative Education Program (JJAEP)
- ☐ No Immunization Records Kept on Site / Students Accounted for on Survey of School Where Enrolled
- ☐ No Students Currently Enrolled
- ☐ Psychiatric Facility
- ☐ Alternative Adult Education
- ☐ Transitional Facility (houses youth that have transitioned from foster care and teaches life skills for independent living)
- ☐ Dual Credit Campus (an institution of higher education, like a university, that provides college credits to high school students)
- ☐ Pre-K Only Facility (no students in K - 12)

---

Facility Name

---

Facility ID

## Online Data Entry

Each individual public school district, charter school district, and private school must submit the Annual Report of Immunization Status online.

- (1) Go to [artximmunize.com](http://artximmunize.com) for the Annual Report of Immunization Status.
- (2) There are tutorials at the top of the web page to assist in the process. 'User Account' is a tutorial on creating a new user account; the 'Imm Data Entry' is a tutorial on immunization data entry; and the 'Imm Reporting Guide' provides guidance on commonly used terms and scenarios.

**NOTE:** 'VHSS Data Entry' tutorial provides instructions on Vision-Hearing-Spinal Screening data entry. VHSS data entry is not required until January.

Open each tutorial and either print out the slides or save the files to your computer.

Log in to the website. Your username and password are the same as last year. Refer to the 'User Account' tutorial as needed for instructions. You will need your Facility ID and FIN.

After logging in, refer to the 'Imm Data Entry' tutorial on [artximmunize.com](http://artximmunize.com). This tutorial contains instructions for entering your Annual Report of Immunization Status data online. Refer to the instructions on pages 2 - 6 of this tutorial to supplement the online data entry instructions. The data entry online report form is in the same order as it appears on your paper copy of the Annual Report of Immunization Status form.

If you have problems logging in, questions with data entry, send an email to [chrs.loginhelp@dshs.texas.gov](mailto:chrs.loginhelp@dshs.texas.gov) or call 1-800-252-9152.

Include the following information in your email so we can best assist you:

- Your first and last name,
- Your phone number,
- Your facility name,
- Your facility ID, and
- A detailed description of the issue you are having.

## Reporting Timeline

Report the immunization status of students between the last Friday in October and the second Friday in December. The Texas Department of State Health Services (DSHS) does not accept mailed or emailed copies of the immunization report.

**NOTE:** The website will not allow submission of immunization data until the last Friday in October.

DSHS does not grant extensions past the deadline. Failure to submit your Annual Report of Immunization Status by the due date will result in your facility being selected for an audit.

## Data Publication

Data provided in the Annual Report of Immunization Status is published annually online at <https://www.dshs.texas.gov/immunize/coverage/schools/>. Data entry errors made by school staff will not be corrected once the information is published. Therefore, it is imperative to check the data before submission. This immunization data is also submitted to the Centers for Disease Control and Prevention (CDC).

## Section 1: Public School District, Charter School District, or Private School Information

Use the following information to access the online Annual Report of Immunization Status:

- (a) Facility Name
- (b) Facility ID
- (c) FIN
- (d) For data reporting purposes, ensure your mailing address accurately reflects the location of your facility. If it does not match, contact us at (800) 252-9152 or email [chrs.loginhelp@dshs.texas.gov](mailto:chrs.loginhelp@dshs.texas.gov) for further instructions.

Enter your contact information:

- (e) Name and title
- (f) Email address and phone number

Complete lines (G) and (H) for your entire public school district, charter school district, or private school for all grades K through 12.

Private schools should enter your specific private school information. Do not enter diocese total or parent organization information.

- (g) Total number of students in grades Kindergarten through 7th in your public school district, charter school district, or private school with at least one conscientious exemption.
- (h) Total number of students enrolled in your public school district, charter school district, or private school regardless of what grade levels you have in your district or school. Do **not** count Pre-K students.

*Example.* A private school with only grades 8 through 12 must provide the total number of students enrolled in grades 8 through 12.

**NOTE:** If your public school district, charter school district, or private school does not provide education to students enrolled in grades K and 7 (e.g., grades 9 through 12 only), you will **only** complete Section 1. Do **not** move on to Section 2.

## Section 2: Immunization Status

The information for Section 2 must be submitted for Kindergarten and 7th grade students in your public school district, charter school district, or private school. For a list of immunization requirements, see the Texas Minimum State Vaccine Requirements for Students Grades K - 12 (Stock No. 6-14) online at <https://www.dshs.texas.gov/immunize/school/default.shtm>.

**NOTE:** If your public school district, charter school district, or private school provides education to students enrolled in Kindergarten, 7th grade, or both, you will need to select a button indicating for which grades you are submitting data after completing Section 1. Reporting options are Kindergarten and 7th grade, Kindergarten only, or 7th grade only.

### **Table 1: KINDERGARTEN and Table 2: 7th Grade**

The following refers to Lines A through G in Table 1 and Table 2.

- a. Total number of schools in your public school district with kindergarten or 7th grade.

**Hint:** For most private schools, the number should be 1.

- b. Total number of students enrolled in Kindergarten or 7th grade.
- c. Count the number of kindergarten or 7th grade students with a



conscientious exemption on file for at least one vaccine. Review the records of all students with an affidavit on file, regardless of the number of vaccines checked on the student's form.

**Hint:** If you document that you have at least one student with a conscientious exemption on file for Line C, you must also document the corresponding vaccine or vaccines that the student is exempted from in Column 3.

- d. Count the number of kindergarten or 7th grade students that presented an Exemption from Immunizations for Reasons of Conscience Form with all vaccines checked.

**Hint:** The number must be less than or equal to the number reported in Line C.

**NOTE:** You might not have any students in this category.

- e. Total number of kindergarten or 7th grade students with a medical exemption for at least one vaccine.

**Hint:** If you document that you have at least one student with a medical exemption on file in Line E, you must also document the corresponding vaccine(s) that the student is exempted from in Column 4.

- f. Count the number of kindergarten or 7th grade students that presented a medical exemption statement for all vaccines.

**Hint:** The number must be less than or equal to the number reported in Line E.

**NOTE:** You might not have any students in this category.

- g. Total number of kindergarten or 7th grade students who are provisionally enrolled.

**Hint:** This number must be less than or equal to the sum of Column 2.

- h. Total number of kindergarten or 7th grade students who do not have an immunization record on file.

**NOTE:** Do not include students with an exemption to any or all vaccine(s). Students without immunization records or valid vaccine

exemptions on file who are not enrolled provisionally must receive vaccines as soon as medically feasible. Per Texas Education Code 38.001, each student shall be fully immunized against diphtheria, measles, rubella, mumps, tetanus, and poliomyelitis, unless a valid vaccine exemption is on file or the child meets the provisional enrollment criteria.

### **Vaccine-Specific Information**

The following refers to Columns 1 through 7 in Table 1 and Table 2.

#### **(1) Up-to-Date**

Only include the number of students who are up-to-date or completely vaccinated in this column. For example, include all those who have completed all required doses of a specific vaccine for their age. A student that has provided required documentation to support serologic evidence of infection or serologic confirmation of immunity to measles, mumps, rubella, hepatitis B, or hepatitis A, should be included as being up-to-date.

**NOTE:** Students that received a varicella vaccine *and* have a history of illness must be captured only in Column 6: History.

#### **(2) Provisional**

Enter the number of students who are provisionally enrolled. A student can enroll provisionally under the following circumstances:

- When a student has started a series of required vaccinations and is on schedule to receive the remaining doses as rapidly as medically feasible;
- When a student has transferred from one Texas school to another Texas school and is waiting on the transfer of immunization records (30-day period);
- When a student is a dependent of a person who is on active duty with the armed forces of the United States and is waiting for the transfer of records from a previous school; or
- When a student fits the definition of homeless or in foster care, a student can provisionally enroll for 30 days if acceptable evidence of vaccination is not available.

Refer to 25 TAC §97.66 for complete information regarding provisional enrollment. Go to <https://www.dshs.texas.gov/immunize/school/publications.aspx> for a provisional enrollment flowchart and a provisional enrollment dosing schedule.

### (3) Conscientious

Enter the number of students who have an official Exemption from Immunizations for Reasons of Conscience affidavit form from DSHS on file.

The notarized original form must be on file at your school. The exemption affidavit is valid for **two years** from the notarized date.

### (4) Medical

Enter the number of students who have a valid medical exemption on file with your school.

A medical exemption is not a conscientious exemption.

The student's physician (M.D. or D.O.) must sign the medical exemption statement. The medical exemption must state that, in the physician's opinion, the required vaccine is medically contraindicated or poses a significant risk to the health and well-being of the child or any member of the child's household. Unless the written statement specifies that a lifelong condition exists, the exemption statement is valid for only **one year** from the date signed by the physician.

**NOTE:** Students with a history of illness of varicella should be reported in Column 6: History. Do not count them as a medical exemption.

### (5) Delinquent

Enter the number of students who are delinquent with vaccination requirements. Delinquent students are those who are not up-to-date on their immunizations; do not have the required immunizations for their age; do not qualify for provisional enrollment; or do not have a valid medical or conscientious exemption on file.

Do not include students that were accounted for in Columns 1 through 4.

**NOTE:** 25 Texas Administrative Code Rule §97.66 mandates that schools exclude delinquent students from attendance until immunization records are provided verifying that all required doses were administered.

(6) History

Enter the number of students with a documented history of varicella (chickenpox) infection. Acceptable documentation of infection is a written statement from a parent (or legal guardian or managing conservator), school nurse, or physician attesting to a child's positive history of varicella disease, or of varicella immunity, per 25 TAC §97.65.

Do not include students that were accounted for in Columns 1 through 5.

(7) Totals

Add each line for each vaccine. The total for every vaccine must equal the total enrollment for the specified grade level in Line B. The number in Column 7 must be the same for each vaccine since it is the total number of students enrolled for that reported grade.

**HINT:** As you enter your report online, automatic data validations will check the accuracy of your data.

## Additional Information

### All Schools

- Fill out all required fields for the report. If there are no students in a particular category or if the category is not applicable to you, place a zero in the box.
- If your facility only has grades above 7th grade, you are only required to complete Section 1 of this report.
- If you have access to a computer software program that calculates your Annual Report of Immunization Status, do not send the computerized printout to DSHS. Instead, use your printout to complete the Annual Report of Immunization Status online.
- Do not select "submit" until data for all grades are finalized. If you submit your information before all data is entered, contact us at (800) 252-9152 or email [chrs.loginhelp@dshs.texas.gov](mailto:chrs.loginhelp@dshs.texas.gov).

- Carefully review your report before you submit it. Once submitted, you will not be allowed to make changes. Check to ensure all numbers are entered correctly and check the calculations.
- It is very important that you keep a copy of your report for your records. After you submit your data online, you will have the opportunity to print a summary report.

### **Public School Districts**

This report must include your total district numbers for all requested grades. Do not submit a separate report for each kindergarten and 7th grade school in your district.

### **Charter School Districts**

Only one report should be submitted per charter school district. Charter school district reports must reflect all campuses assigned to each charter school district as organized in the Texas Education Agency's AskTED database, at <http://tea4avholly.tea.state.tx.us/tea.askted.web/Forms/Home.aspx>.

### **Private Schools**

- If you received more than one report and the forms have different facility ID numbers, contact us immediately by phone at (800) 252-9152 or by email at [chrs.loginhelp@dshs.texas.gov](mailto:chrs.loginhelp@dshs.texas.gov). Do not combine different reports.
- For Catholic diocese schools, submit the reports with information specific to the school name listed. Do not submit the diocese total.

### **Questions and Answers: Report Preparation**

**Q1:** Why do I need to select a button indicating I am reporting immunization data for kindergarten and 7th grade, kindergarten only, or 7th grade only?

**A:** Some school users submitted immunization data for only one grade but intended to enter immunization data for both grades after the report was fully submitted.

**Q2:** Why don't I have the option to report Pre-K data?

**A:** The Annual Report of Immunization Status no longer collects pre-kindergarten immunization data.

**Q3:** How should I answer the question that asks for the “Total number of schools in your public school district/charter school district/private school with grade K or 7?”

**A:** This number reflects the number of physical campuses in your public school district, charter school district, or private school with this grade level. Diocese schools should not report diocese totals. This also applies to the kindergarten and 7th grade data tables (Table 1 and Table 2).

**Q4:** I see the question that states, “Total number of students with a conscientious exemption for all vaccines.” What does this mean?

**A:** This question refers to the number of students that have a conscientious exemption affidavit on file and are exempt from all required vaccines. *This number is a subset of the previous question (number of students with an exemption to one or more vaccines) and should be a smaller number.* Some children may not have an immunization record on file. Others may have an incomplete record on file.

**Q5:** Some of my students have conscientious exemption affidavits with all vaccine categories checked (i.e., “exempt from all vaccines”) but also have an immunization record on file indicating that they meet some of the vaccine requirements (e.g., three doses of Hepatitis B vaccine). How should I categorize these students on the report?

**A:** If a student has received all the doses of a required vaccine and has an exemption on file for that vaccine, count this student in the number for the up-to-date total in Column 1 for that vaccine. For example, if a student received three doses of Hepatitis B vaccine and had a vaccine exemption for all required vaccines, the student would be included in the total number of students who are up-to-date in Column 1 for Hepatitis B vaccine and the student would be counted in Column 3, conscientious exemptions, for all the other vaccines. This student would be included in the total number of students with a conscientious exemption for at least one vaccine (C).

**Q6:** I see the question (2g, 3g) that asks for the total number of students without an immunization record. What does this mean?

**A:** Document the total number of students in this grade level that do not have an immunization record **or** an exemption on file. These students must be included in the counts of delinquent students in Column 5. Do not include provisionally enrolled students in Column 5.

**Q7:** Is the "Delinquent" column (5) for all my students who do not have a shot record on file?

**A:** This is for students that are out of compliance and considered delinquent. In some cases, these students may be counted as "without a shot record" in 2g/3g. The following scenarios are examples, but this is not a complete list:

- The student was provisionally enrolled but did not receive the necessary doses of vaccine or did not present an immunization record within the allotted time and is now delinquent.
- The student has not received the required vaccines and does not have a valid conscientious or medical exemption on file.
- A student has a conscientious exemption that has expired.
- A student's immunization record is not up-to-date (i.e., missing vaccine doses).

**Q8:** How do I complete the column labeled "Students with a History of Illness" for varicella (chickenpox)?

**A:** 25 TAC §97.65 allows students with a documented history of varicella (chickenpox) illness to satisfy the varicella school entry requirements. Count a student enrolled with a documented history of varicella (chickenpox) illness **only** in the "Students with a History of Illness" Column 6.

## Questions and Answers: Report Submission

**Q1:** I am a new user for my school and do not have a user ID or password. How do I get this information?

**A:** You will need your Facility ID and FIN number (located on the mailing address page in the lower right-hand side). Go to the Child Health Reporting System (CHRS) website at [www.artximmunize.com](http://www.artximmunize.com). Under the login box, choose the link "Click here to register for a new school or child-care facility user account." Refer to the tutorial on the CHRS website for more detailed instructions.

**Q2:** I don't have a password, or I forgot my password. How do I get a new one?

**A:** You will need your Facility ID and FIN number (located on the mailing address page in the lower right-hand side). Go to the CHRS home page at

[www.artximmunize.com](http://www.artximmunize.com) and select "I forgot my User ID/Password – School/Child-Care Facility User." Refer to the tutorial on the CHRS website for more detailed instructions.

**Q3:** If my password worked last year, why won't it work this year?

**A:** Passwords are required to be a minimum of eight characters long. Please select the "I forgot my password" link on the CHRS login page or email [chrs.loginhelp@dshs.texas.gov](mailto:chrs.loginhelp@dshs.texas.gov).

**Q4:** Once logged into the system, I entered my Contact Information and clicked "Save." The system will not allow me to answer the next two questions: "Total number of students with a conscientious exemption" and "Total school enrollment K - 12."

**A:** You must go back and select "Edit", enter the totals for both questions, and then select "Save" again.

**Q5:** I accidentally clicked submit before my report was complete. How can I complete my report?

**A:** Please email [chrs.loginhelp@dshs.texas.gov](mailto:chrs.loginhelp@dshs.texas.gov) and DSHS staff will unlock the report for you. Include your Facility ID and district or school name in the email.



## Annual Report of Immunization Status Final Submission Checklist

- ☐ Enter all immunization data for the school year listed on the Annual Report. Immunization data can be entered electronically between the last Friday in October and the second Friday in December. Ensure your facility's immunization data reflects the current school year.
- ☐ Verify that your school name, school address, Facility ID, and FIN are correct (located on the mailing address page in the lower right-hand side).
- ☐ Ensure **all** your contact information is complete and accurate with your name, title, phone number, and email. We may need to contact you with questions or concerns.
- ☐ Ensure you correctly answer questions G and H at the top of your report. G must reflect the number of students in K through 12 with at least one conscientious exemption on file. H must reflect your district's total K through 12 enrollment.
- ☐ In Table 1 and Table 2, ensure that the number of students with an exemption to **all** vaccines (2d/3d) is included in the number of students with an exemption to at least **one** vaccine (2c/3c).
- ☐ Verify all data has been entered for kindergarten and 7th grade. If your facility does not have kindergarten or 7th grade, you should only complete Section 1.
- ☐ Once you have verified **all** information is complete and accurate, submit your report.
- ☐ Print a copy of your completed report for your records.

If you have additional questions, contact the Immunization Unit at (800) 252-9152 or [chrs.loginhelp@dshs.texas.gov](mailto:chrs.loginhelp@dshs.texas.gov).

## APPENDIX 3: COCASA INSTRUCTIONS

**NOTE:** The following instructions are for CoCASA v16.2. Reference a previous version of the PAM if you need instructions on using an older version, though it is **required** that you update your software to the newest version every year. The software is not forward-compatible. This means you cannot open CoCASA files exported from a newer version using an older version of CoCASA.

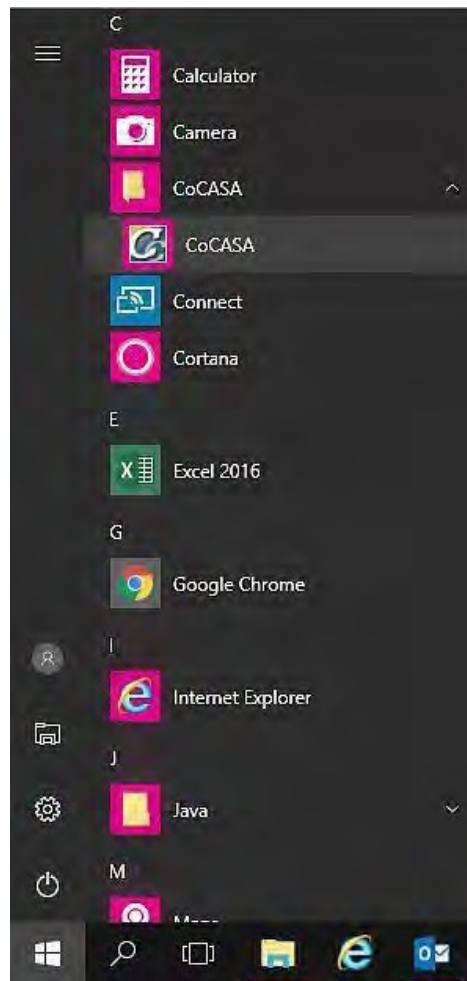
### Getting Started

It is very important that the most current version of the Comprehensive Clinical Assessment Software Application (CoCASA) is used. CoCASA may be downloaded for free from the CDC's website at

<https://www.cdc.gov/vaccines/programs/cocasa/index.html>.

Using the CoCASA software

Locate the CoCASA icon on the computer desktop and double click to open. Or click on the Start Menu > CoCASA.



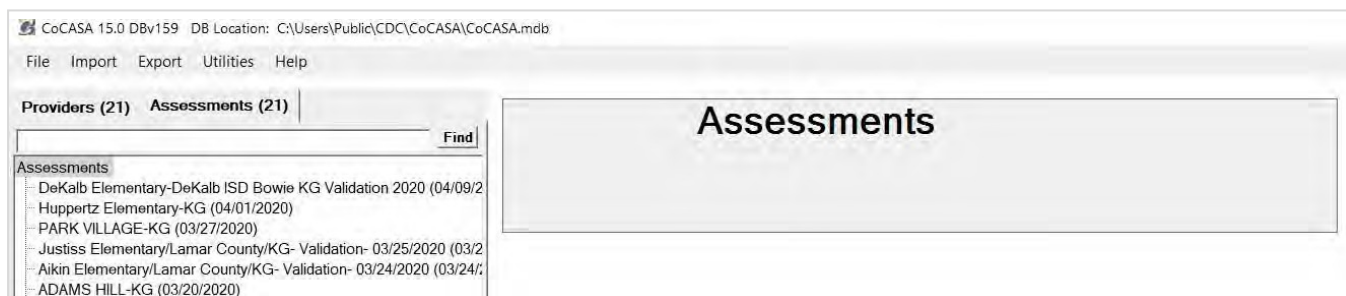
CoCASA opens to the Providers Screen. Just below the menus, there is a tab for **Providers** and another for **Assessments**. Next to the tab names **Providers** and **Assessments**, there are numbers in parentheses. These are the number of providers and assessments in the connected Access database. In the below example, there are 21 providers and 21 assessments.

On the **Providers** tab, the tree displays each school in alphabetical order, with that school's associated assessments underneath in a sub-tree. Click on the school name to view or edit the school information page. Click the plus sign next to the name of the school to expand the tree and view or edit the assessments.



On the **Assessment** tab the tree displays assessments in assessment date order, regardless of school, with the most recent assessment at the top. Click on an assessment to view or edit the assessment.

To search for a school, type part of the school name in the search bar at the top of the navigation pane and click "Find."



## Setting Up the Assessment Site Information

In the **Providers** tab, click “Add a New Provider” on the right side of the screen or right click in the navigation pane on the left side of the screen and choose “Add New Provider.”

# Providers

Add New ProviderDelete This ProviderAdd New Assessment

Provider: **New Provider**

Provider site name

School ABC

Contact name first

Last

Street address 1

123 Main St

Street address 2

City

Austin

State

Zip

78756

Office phone

(###)###-####

County

Travis

Fax

(###)###-####

Region

7

VFC PIN

KG-12345678

Required

Provider Type

E Mail address

Save ChangesUndo Changes

Fill in the site information. At minimum, provide the name of the school being surveyed (*Provider site name*), the city (*City*), zip code (*Zip*), county (*County*), and the public health region (*Region*) that the school is in.

To navigate through the fields, you can use your tab key or click the mouse in any field.

In the *VFC PIN* field, enter the school or campus ID for the school being assessed. You can find this ID on the line listing you received from DSHS.

**NOTE:** Newer versions of CoCASA do not save automatically. You must click “Save Changes” to save changes to the provider, assessment, or patient information. If you click away, a “Discard your changes?” window will pop up, asking if you want to save.

Use “Undo Changes” to revert any fields back to their previous values.

To delete a school, click “Delete This Provider” on the right side of the **Providers** screen.

## Assessment Setup

Once you have added a new provider, click on the “Add New Assessment” button in the top right-hand corner of the screen or right-click the school name in the navigation pane and choose “Add New Assessment” to open the **Assessments** screen.

**Assessment** | Patients (0) | Coverage Levels | Reports

### Assessments

Provider: School ABC (KG-12345678)  
Assessment: (01/01/0001)

Add New Assessment  
Delete This Assessment

Assessment Date: 12/11/2021      Assessment Name: School ABC - Travis KG Validation 2021

Age Range for this Assessment

From 4 To 7      ☐ Month(s)    ☒ Year(s)      As Of 12/11/2021

Earliest Date of Birth: 12/12/2013      Latest Date of Birth: 12/11/2017

**Antigens Assessed\***

- ☒ DTaP
- ☒ IPV
- ☒ MMR
- ☒ HepB
- ☒ VAR
- ☒ HepA
- ☐ PCV13
- ☐ IIV or LAIV
- ☐ Tdap
- ☐ HPV
- ☐ MenACWY
- ☐ RV
- ☐ MenB
- ☐ Hib

\*Antigens will display in the order that they are checked off

**Display Brand Names?**

- ☐ Yes
- ☒ No

Save Changes      Undo Changes

To setup the Assessment, first enter an *Assessment Name* appropriate to the assessment being conducted. Include school name, grade level, assessment type,

and year so you can easily identify which school to include when you export the files from CoCASA (for example, Pflugerville Elementary-Travis KG Validation 2020). The *Assessment Date* should be the day the survey was conducted.

Next, set the *Age Range* for this Assessment to the appropriate age range for the grade being sampled: 4 to 7 years if you are performing a Kindergarten Validation Survey and 11 to 14 years if you are performing a 7th grade Validation Survey. For the As Of date, enter the date of the last Friday in October of the current school year (e.g., 10/30/2020), regardless of when the survey is conducted. The boxes for Earliest Date of Birth and Latest Date of Birth will be calculated automatically.

Finally, check the appropriate boxes in the *Antigens Assessed* section for the grade being sampled. For the kindergarten surveys, check DTaP, IPV, MMR, HepB, VAR, and HepA. For 7th grade surveys, check DTaP, IPV, MMR, HepB, VAR, HepA, Tdap, MenACWY. Select "No" in the *Display Brand Names?* section.

To delete an assessment, click "Delete This Assessment" on the right side of the **Assessments** screen.

## Data Entry of Immunization Records

After setting up the assessment, click on the **Patients** tab at the top of the window to open that screen.

The screenshot shows the 'Patients' screen in the CoCASA application. At the top, there are tabs for 'Patients (0)', 'Coverage Levels', and 'Reports'. Below the tabs is a 'Find' button. The main header area displays the following information:

- Provider: School ABC (KG-12345678)
- Assessment: School ABC - Travis KG Validation 2021 (12/11/2021)
- Patient: New Patient

On the right side of the header, there are two buttons: 'Add New Patient' and 'Delete This Patient'.

Below the header is the 'Demographic Information' section, which includes the following fields:

- Last Name: [Text Box]
- First Name: [Text Box]
- Middle Initial: [Text Box]
- Date of Birth: [Date Picker]
- Sex: [Dropdown Menu]
- MOGE: [Dropdown Menu]
- Ethnicity: [Dropdown Menu]
- Race: [Dropdown Menu]
- Identifier 1: [Text Box]
- Identifier 2: [Text Box]
- Chart Number: [Text Box]

Below the demographic information is the 'View Doses' section, which includes tabs for 'View Doses', 'Edit Doses', and 'Reasons Not Given'. The 'View Doses' tab is selected, showing a table of immunization doses.

The table has the following columns: Antigen, Dose 1, Dose 2, Dose 3, Dose 4, Dose 5, Dose 6, and Dose 7. The rows represent different antigens: DTaP, IPV, MMR, HepB, VAR, and HepA. Each cell in the table contains a date picker (MM/DD/YYYY).

Below the table, there is a legend for the status of the doses:

- ✓ = Complete
- ⊗ = Age Non-Compliant
- ✗ = Interval Non-Compliant
- ☐ = Show Compliance?

At the bottom of the 'View Doses' section, there are several buttons for saving and undoing changes:

- Save Changes
- Undo Changes

Enter the student's *Date of Birth* (mm/dd/yyyy format). Enter corresponding the record number from the Validation Survey Sampling Sheet in the required *Identifier 1* field.

In the *Doses* tab in the bottom table, enter all vaccination dates received on or before the assessment's *As Of* date (the last Friday of October) for the antigens required for the grade being surveyed:

Kindergarten: DTaP, IPV, MMR, HepB, VAR, and HepA

7th Grade: DTaP, IPV, MMR, HepB, VAR, HepA, Tdap, and MenACWY

Do not enter dates for vaccines received after the last Friday of October in the current school year. If a student received multiple immunizations on the same date, click on the antigen and dose you'd like to add a date to and use the quick buttons F1 through F9 to add the dates that have already been entered. F10 clears all dates saved as F1 through F6, not all dates entered.

View Doses
Edit Doses
Reasons Not Given

Doses

☒ = Complete
☐ = Age Non-Compliant
☐ = Interval Non-Compliant
☐ Show Compliance?

Antigen	Dose 1	Dose 2	Dose 3	Dose 4	Dose 5	Dose 6	Dose 7
DTaP	06/21/2015	08/16/2015	10/18/2015	07/21/2016	04/19/2019	__/__/__	__/__/__
IPV	06/21/2015	08/16/2015	10/18/2015	04/19/2019	__/__/__	__/__/__	__/__/__
MMR	05/23/2016	11/03/2019	__/__/__	__/__/__	__/__/__	__/__/__	__/__/__
HepB	04/12/2015	06/21/2015	11/08/2016	__/__/__	__/__/__	__/__/__	__/__/__
VAR	__/__/__	__/__/__	__/__/__	__/__/__	__/__/__	__/__/__	__/__/__
HepA	07/21/2016	11/03/2019	__/__/__	__/__/__	__/__/__	__/__/__	__/__/__

F1: 6/21/2015  
F7: Copy First 3 Dates
F2: 8/16/2013
F3: 10/18/2009  
F8: Copy First 4 Dates
F4: 8/16/2015
F5: 10/18/2015  
F9: Copy All Dates
F6: 7/21/2016  
F10: Clear All

Save Changes
Undo Changes

In the *Reasons Not Given* tab of the table, use the *Vaccine Not Given* and the *Reason Not Given* drop-down fields to capture medical contraindications, philosophical exemptions (record parent or patient refusals under this reason), lab evidence of protection, or history of varicella (chicken pox), that may be included in the student's school immunization record. CoCASA requires a date to save the Reasons Not Given entry. If the student's school immunization record does not have a date affiliated with the reason not given, use the assessment date, in the case of MMR below, 12/11/2019.



View Doses		Edit Doses		Reasons Not Given	
<b>Reasons Not Given</b>					
	Date of Visit	Vaccine Not Given	Reason Not Given	Other RNG	
	12/11/2019	MMR	Medical Contraindication		
	02/25/2019	VAR	History of Varicella (chicken pox) ▼		
*			History of Varicella (chicken pox) ▲		
			Lab Evidence of Protection		
			MD Diagnosis of Previous Disease		
			Medical Contraindication		
			Never Offered Vaccine		
			Other		
			Parent/Patient Forgot to Vaccinate		
			Parent/Patient Refusal		

When you are finished editing *Doses* and *Reasons Not Given*, click “Save Changes” at the bottom of the **Patients** screen.

**NOTE:** CoCASA versions 14.01 and 14.02 do not have a *Reasons Not Given* section. To collect philosophical objection, medical contraindications, lab evidence of protection, or history of illness information as with previous versions, download the most current version from the CoCASA website.

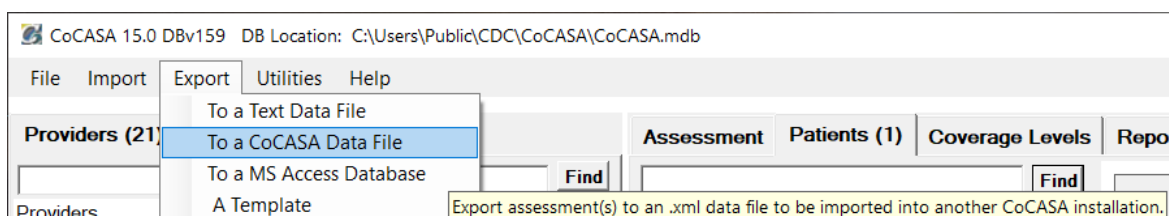
You can navigate to a student’s record by clicking on the record number in the panel left of the **Patients** screen. Alternatively, you can type the record number into the search bar at the top of the navigation pane and click “Find.”

Assessment	Patients (1)	Coverage Levels	Reports																																																															
<div> <input type="text"/> <input type="button" value="Find"/> </div> <div>01 (04/11/2015)</div>																																																																		
<b>Patients</b> <div>           Provider: School ABC (KG-12345678)           <input type="button" value="Add New Patient"/> </div> <div>           Assessment: School ABC-Travis KG Validation 2019 (12/11/2019)           <input type="button" value="Delete This Patient"/> </div> <div>           Patient: (04/11/2015)         </div>																																																																		
<b>Demographic Information</b> <div>           Last Name <input type="text"/> First Name <input type="text"/> Middle Initial <input type="text"/> </div> <div>           Date of Birth <input type="text"/> Sex <input type="text"/> MOGE <input type="text"/> </div> <div>           Ethnicity <input type="text"/> Race <input type="text"/> </div> <div>           Identifier 1 <input type="text"/> Identifier 2 <input type="text"/> Chart Number <input type="text"/> </div>																																																																		
<div> <b>View Doses</b> <b>Edit Doses</b> <b>Reasons Not Given</b> </div> <table border="1"> <thead> <tr> <th>Complete</th> <th>Antigen</th> <th>Dose 1</th> <th>Dose 2</th> <th>Dose 3</th> <th>Dose 4</th> <th>Dose 5</th> <th>Dose 6</th> <th>Dose 7</th> </tr> </thead> <tbody> <tr> <td>✓</td> <td>DTaP</td> <td>06/21/2015</td> <td>08/16/2015</td> <td>10/18/2015</td> <td>07/21/2016</td> <td>04/19/2019</td> <td></td> <td></td> </tr> <tr> <td>✓</td> <td>IPV</td> <td>06/21/2015</td> <td>08/16/2015</td> <td>10/18/2015</td> <td>04/19/2019</td> <td></td> <td></td> <td></td> </tr> <tr> <td>✓</td> <td>MMR</td> <td>05/23/2016</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>✓</td> <td>HepB</td> <td>04/12/2015</td> <td>06/21/2015</td> <td>11/08/2016</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>✓</td> <td>VAR</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>✓</td> <td>HepA</td> <td>07/21/2016</td> <td>11/03/2019</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>				Complete	Antigen	Dose 1	Dose 2	Dose 3	Dose 4	Dose 5	Dose 6	Dose 7	✓	DTaP	06/21/2015	08/16/2015	10/18/2015	07/21/2016	04/19/2019			✓	IPV	06/21/2015	08/16/2015	10/18/2015	04/19/2019				✓	MMR	05/23/2016							✓	HepB	04/12/2015	06/21/2015	11/08/2016					✓	VAR								✓	HepA	07/21/2016	11/03/2019					
Complete	Antigen	Dose 1	Dose 2	Dose 3	Dose 4	Dose 5	Dose 6	Dose 7																																																										
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✓	HepB	04/12/2015	06/21/2015	11/08/2016																																																														
✓	VAR																																																																	
✓	HepA	07/21/2016	11/03/2019																																																															
<div> <input type="button" value="Save Changes"/> <input type="button" value="Undo Changes"/> </div>																																																																		

Once you finish entering student data for this assessment, make sure that the number in the parentheses in the *Patients* ( ) tab is the number of student records you meant to sample. This should match the number of records assigned by DSHS ACE Branch for that specific school or district. If the total enrollment of the grade is less than the number of records assigned, the number in parentheses should match the total enrollment.

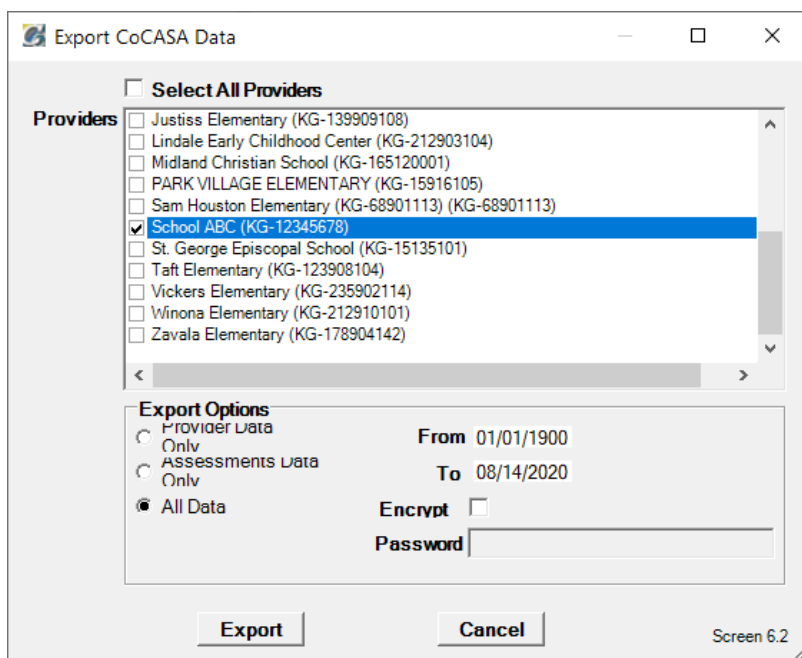
## Exporting CoCASA Data

Select "File," "Export," and then "CoCASA data" from the main menu.

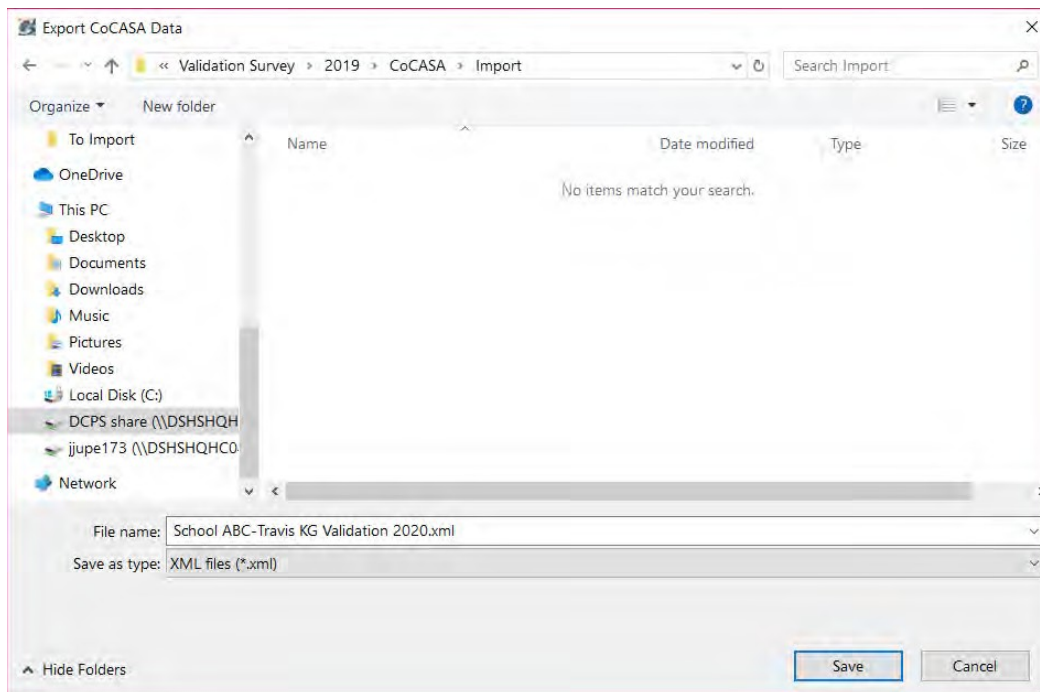


The **Export CoCASA Data** screen will appear. Check the box(es) next to the assessments to be exported from the providers list. You can export multiple schools and assessments with into one xml file with this function. Choose "All Data" under the **Export Options**. The *from* and *to* dates may be left blank. Deselect the "Encrypt" box if you do not wish to apply a password.

Hit the "Export" button and navigate to the folder where you want to save the file.



Rename the file to a name that identifies the school name, county, and assessment type (e.g., School ABC- Travis KG Validation 2020).

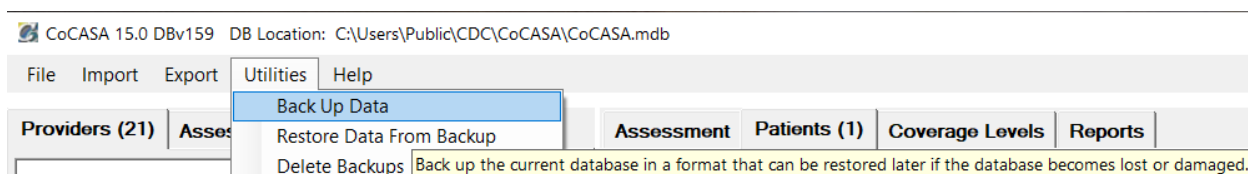


Click "Save." The **Export CoCASA Data** window will appear, notifying you that the data was exported successfully. Click "Ok."

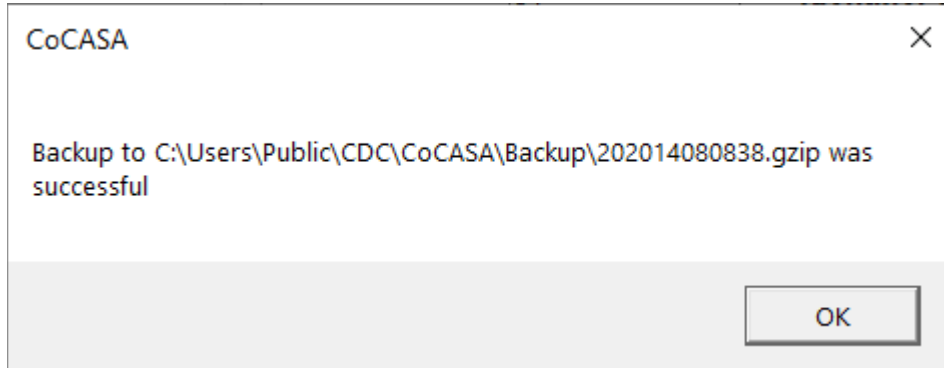
Attach the XML file(s) in an e-mail to the designated contact. If you are sending from an LHD, the designated contact is the PHR office. If you are sending from a PHR, the designated contact is the DSHS ACE Branch at [Imm.Epi@dshs.texas.gov](mailto:Imm.Epi@dshs.texas.gov). Include any sampling worksheets and all appropriate quality check lists.

## Backing Up Data

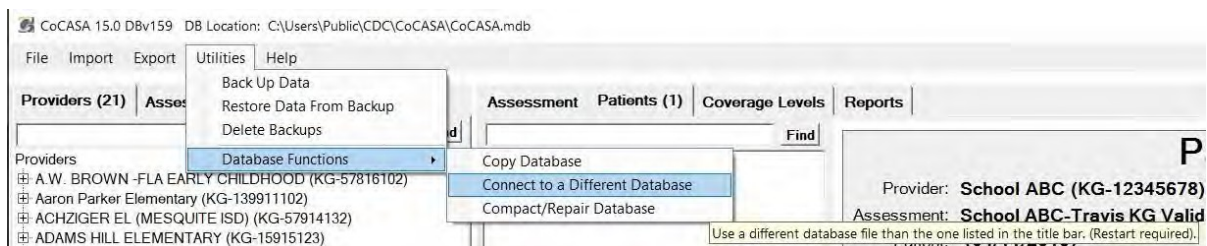
Routinely back up your CoCASA data by choosing "Back Up Data" from the *Utilities* menu.



A message box will appear to notify you that the data was backed up successfully.



**NOTE:** If you ever need the file path for the current location of your CoCASA database, refer to the top of the window next to DB Location: You can also use the *Utilities-Database Functions* menu to copy or repair the database or connect the CoCASA application to a different database.



## **APPENDIX 4: VALIDATION SURVEY SAMPLING SHEET**



## Validation Survey Sampling Sheet for [SCHOOL/FACILITY NAME]

School/Facility Address: \_\_\_\_\_

City: \_\_\_\_\_ County: \_\_\_\_\_

Facility ID: \_\_\_\_\_

School Type: ☐ Private ☐ Public/Charter

Grade to be Sampled: ☐ KG ☐ 7th

Students Currently Enrolled in the Grade to be Sampled: \_\_\_\_\_

Organization Conducting Survey: \_\_\_\_\_

Survey Conducted By: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email Address: \_\_\_\_\_

### Number of Records to Sample:

Public or Charter Schools: 100

Private Schools: 24

**NOTE:** If total grade enrollment is less than the preferred sample size, include ALL records for that grade.

Example:

Record Number	Date of Birth	Corresponding Number (Randomly Generated Number)
01	05/05/2015	18

## **APPENDIX 5: VALIDATION SURVEY DATA QUALITY CHECKLIST**



## Validation Survey Data Quality Checklist

Use this form to ensure that data submissions are complete and accurate.

CoCASA Electronic File Data Quality Checks			
Review Criteria	Yes	No	Comment/Explanation
All personal identifiers, except date of birth, have been de-identified from all records.			
All vaccine histories for each vaccine are entered for each record. Please ensure all required vaccines are recorded.			
Correct age range was used for the grade level being sampled, when setting up the assessment.			
All records requested per school are entered into CoCASA and that data file is not blank.			
Facility ID, street address, city, zip, county name, and region is entered for each school.			
The assessment date is the date of the last Friday in October.			
All schools provided on the line listing are included in the electronic file.			

I certify that the information submitted has been reviewed and verified.

---

PHR Immunization Program Manager  
or Certifier Signature

---

Date




## **APPENDIX 6: CHRS HOW-TO DATA ENTRY GUIDE**



## CHRS How-To Data Entry Guide

This how-to guide is intended for individuals who audit childcare facilities and enter data into the online reporting system. The Child Health Reporting System (CHRS) is the online tool used to enter immunization data from childcare facility audits.


Access the CHRS website at: <https://chrstx.dshs.state.tx.us/Login.aspx>. CHRS is the same website used by school personnel to enter immunization and vision, hearing, and spinal screening data. There are tutorials for Immunizations and Vision, Hearing, and Spinal Screening on the first page





TEXAS  
Health and Human  
Services


Texas Department of State  
Health Services


Tutorials


User Account


VHSS Data Entry

Imm Data Entry

Annual Report Packet

Imm Reporting Guide

VHSS Data Instruction

Contact Us



## Obtaining a User Account in CHRS

You will need a user account in order to enter childcare audit data. Individuals needing a CHRS user account should email [schoolimm@dshs.texas.gov](mailto:schoolimm@dshs.texas.gov) and ask for a CHRS user account to be created. The email should include the following:

- First name,
- Last name,
- Email address, and
- County or counties served.

The current CHRS system does not have an option to assign an auditor to a specific city. For example, even if an auditor only audits childcare facilities in Houston, that auditor will have access to all facilities located in Harris County. After an auditor has login credentials, they are ready to enter childcare facility immunization audit data.

Once you log in, the screen below will appear. There are six tabs, but the **Facility** tab and the **Immunization Report** tab are the most useful for auditors.



## Facility Tab

Use the **Find Facility** tab if you don't have the Facility ID or need help identifying information such as the facility's address or phone number.





The screen below appears after you select the **Find Facility** tab. To find a facility's information, search by Facility ID or Facility Name.

**Child Health Reporting System**  
Facility Immunization Report Data Reports Help Feedback Logout User: Local Health District

**Search for a Facility**

**Facility Id**  **FIN** **Facility Type** **FIPS County Code and Name** **Source** **HQ ID**

**Find**

**Location**

**Name**  **Find**

**Address**

**City**

**State**

**Zip Code**  -

**Director/Superintendent**

**Name, Title**

**Phone** (  )  -

**Contact Person**

**Name, Title**

**Phone** (  )  -

**Fax** (  )  -

**Email**

**Self Report**

**Most Recent Audit**  **Dropped?** ☐

**Current Status**  **As of Date**

**Initial Letter Sent**

**Reminder Letter Sent**

**Follow-up Letter Sent**

**Miscellaneous Information**

**Last Active School Year**

**Current Enrollment**

**Licenser County Code**

**Automated?** ☐

**HeadStart?** ☐

**Last Update:**

**Updated By:**

## Entering Childcare Audit Data

When you are ready to enter childcare immunization audit data, select the **Immunization Report** tab and then **Childcare Facility**.

**Child Health Reporting System**  
Facility Immunization Report Data Reports Help Feedback Logout User: Local Health District

**Child Care Facility**



You can search for a facility by Facility Name or Facility ID. The number of childcare facilities varies by county and region, so it is easier to find a facility if you search by Facility ID.



## ChildCare Facility Immunization Levels

**Name**  
5123456789 | Lola's House ▼ Select Facility

**Address**

**Facility ID**  Find

Once you find the childcare facility and are ready to enter immunization data, select the radio button next to "Initial Visit" and then click "Add Visit."



## ChildCare Facility Immunization Levels

**Name**  
5123456789 | Lola's House Clear/Cancel

**Address**  
1120 Oak Street  
Austin TX 78704 ▼

**Facility ID** 5123456789 Find

**Audit Cycle**  
**Select reason / click Save if no audit** Select a Reason ▼ Save

**required**

☒ Initial Visit ☐ Follow-up Visit Add Visit





Enter the date of the visit, completed by, title, and any pertinent comments. After entering the information, click "Save Visit."



### ChildCare Facility Immunization Levels

Name	5123456789   Lola's House	Clear/Cancel	Facility ID	5123456789	Find
Address	1120 Oak Street Austin TX 78704				Contact Info

#### Audit Cycle

Select reason / click Save if no audit required

Select a Reason	Save
-----------------	------

☒ Initial Visit ☐ Follow-up Visit [Save Visit](#) [Cancel](#)

Visit Date 5/5/2020 Completed by Sam Honey Title Auditor

Comments







Now, you are ready to enter childcare audit data for the initial visit. The picture below is the screen you will see. Transfer the data entered on the Childcare Audit Form into the table in CHRS. You can enter all immunization data for the initial visit on one page. After the immunization data is entered, select the "Yes" or "No" radio button to indicate if this is your final submission. If a facility is in compliance after the initial visit, select "Yes." If the facility is not in compliance after the initial visit, select "No."

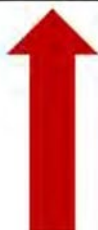
☒ Initial Visit ☐ Follow-up Visit [Edit Visit](#)

Visit Date: 5/5/2005 Completed by: Jan Honey Title: Auditor

Comments:

Initial Visit					
Vaccine Age Group and Types	# Doses Required	# Enrolled in Age Group	# With Required Doses	Exemptions	
				Medical	Conscientious
<b>By 3 Months (3 - 4 months)</b>					
Hepatitis B	1	0	<input type="text"/>	<input type="text"/>	<input type="text"/>
DTP/DTaP/DT/Td	1		<input type="text"/>	<input type="text"/>	<input type="text"/>
Hib	1		<input type="text"/>	<input type="text"/>	<input type="text"/>
Pneumococcal (PCV)	1		<input type="text"/>	<input type="text"/>	<input type="text"/>
Polio	1		<input type="text"/>	<input type="text"/>	<input type="text"/>
<b>By 5 Months (5 - 6 months)</b>					
DTP/DTaP/DT/Td	2	0	<input type="text"/>	<input type="text"/>	<input type="text"/>
Pneumococcal (PCV)	2		<input type="text"/>	<input type="text"/>	<input type="text"/>
<b>By 5 Months (5 - 15 months)</b>					
Hib	1 or 2 doses	0	<input type="text"/>	<input type="text"/>	<input type="text"/>
<b>By 5 Months (5 - 18 months)</b>					
Hepatitis B	2	0	<input type="text"/>	<input type="text"/>	<input type="text"/>
Polio	2		<input type="text"/>	<input type="text"/>	<input type="text"/>
<b>By 7 Months (7 - 15 months)</b>					
Pneumococcal (PCV)	2 or 3 doses	0	<input type="text"/>	<input type="text"/>	<input type="text"/>
<b>By 7 Months (7 - 18 months)</b>					
DTP/DTaP/DT/Td	3	0	<input type="text"/>	<input type="text"/>	<input type="text"/>
<b>By 16 Months (16 - 59 months)</b>					
Hib	1, 2, 3, or 4 doses	0	<input type="text"/>	<input type="text"/>	<input type="text"/>
Pneumococcal (PCV)	1, 2, 3, or 4 doses		<input type="text"/>	<input type="text"/>	<input type="text"/>
<b>By 16 Months (&gt; 16 months)</b>					
MMR	1	0	<input type="text"/>	<input type="text"/>	<input type="text"/>
Varicella	1		<input type="text"/>	<input type="text"/>	<input type="text"/>
<b>By 19 Months (&gt; 19 months)</b>					
Hepatitis B	3	0	<input type="text"/>	<input type="text"/>	<input type="text"/>
DTP/DTaP/DT/Td	4	0	<input type="text"/>	<input type="text"/>	<input type="text"/>
Polio	3		<input type="text"/>	<input type="text"/>	<input type="text"/>
<b>By 25 Months (25 - 42 months)</b>					
Hepatitis A	1	0	<input type="text"/>	<input type="text"/>	<input type="text"/>
<b>By 42 Months (&gt; 42 months)</b>					
Hepatitis A	2	0	<input type="text"/>	<input type="text"/>	<input type="text"/>

Is this your final submission? ☐ Yes ☐ No





## An Audit Did Not Occur

A childcare facility may be on the childcare audit line listing, but an audit may not occur due to one of the following reasons:

- It's an after school only program,
- The facility is closed,
- There aren't any children currently enrolled,
- After three contact attempts, the facility is a non-responder,
- The facility is a summer camp, or
- Another reason not listed in the drop-down menu.

After you find the childcare facility, select the reason why the audit did not occur from the drop-down menu. If the reason isn't listed on the drop-down menu, select "Other." Then, click "Save." There are no additional steps.

## Incorrect Data Entry

An error message will appear if the sum of the number required doses, medical exemptions, and conscientious exemptions is greater than the total enrolled. You will not be able to proceed until the error is corrected.

Please close and correct this error:

For By 16 months (> 16 months), the sum of # With Required Doses, Medical, and Conscientious for Varicella cannot exceed the # Enrolled in Age Group.

(You may need to scroll down to see this error.)

Close





## Adding Notes to the Comment Box

If you want to add notes to the Comments box, click the "Edit Visit" button.

### ChildCare Facility Immunization Levels

**Name** 1223344556 | Alta Vista Childcare **Clear/Cancel**

**Address** 1401 W. Pine Street  
Austin TX 78749

**Facility ID** 1223344556 **Find**

**Contact Info**

**Audit Cycle**

Select reason / click Save if no audit required **Select a Reason** **Save**

---

☒ Initial Visit ☐ Follow-up Visit **Edit Visit**

**Visit Date** 5/1/2020 **Completed by** **Title**

**Comments**

Click "Save Visit" when you are done adding notes.

☒ Initial Visit ☐ Follow-up Visit **Save Visit** **Cancel**

**Visit Date** 5/1/2020 **Completed by** Sam Honey **Title** Auditor

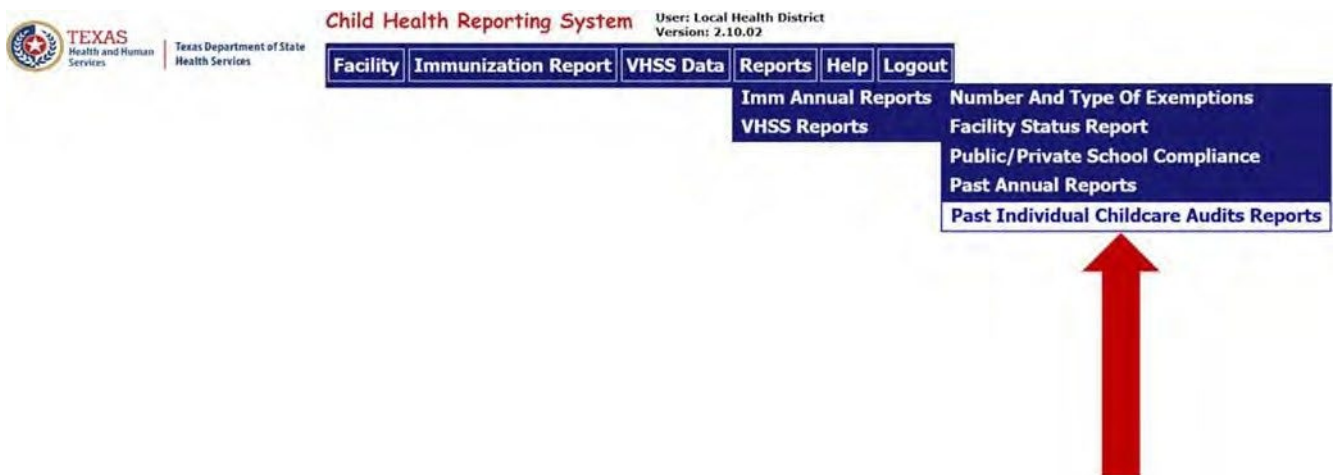
**Comments** The facility was not in compliance during the initial visit. A follow-up visit will be required 30 days after the initial visit to the childcare facility.



## View Previous Audits

After you have submitted the immunization audit data, you will have the ability to view past childcare audit reports. Follow the steps below:

- (1) Log into CHRIS.
- (2) Click the **Reports** tab.
- (3) Select **Imm Annual Reports**.
- (4) Select **Past Individual Childcare Audit Reports**.



Search for a facility by name or Facility ID.

Once you find the facility, select the school year you wish to view from the drop-down menu. Click the "View Childcare Report" button.



## Childcare Facility Reporting Criteria

Please select a Childcare Facility with the dropdown menu below or search by Facility Name or Facility ID.

Childcare Facility Name   Childcare Facility ID

Please select a Childcare facility

School Year

[View Childcare Report](#)

You will see the audit results for an Initial Visit and a Follow-Up Visit, if applicable. The percentage of children in compliance is located in the far-right column. The report also shows the date of the audit.





Vaccine Age Group and Types	# Doses Required	Completely Vaccinated	Medical Exclusions	Conscientious Exclusions	Total	Total Enrollment for this Grade	% in compliance
By 3 months (3-4 mo.)		Date of First Visit: 5/1/2020					
Polio	1	1	0	0	1	1	100.00%
DTP/DTaP/DT/Td	1	1	0	0	1	1	100.00%
Pneumococcal (PCV)	1	1	0	0	1	1	100.00%
Hepatitis B	1	1	0	0	1	1	100.00%
Hib	1	1	0	0	1	1	100.00%
By 5 months (5-6 mo.)		Date of First Visit: 5/1/2020					
DTP/DTaP/DT/Td	2	1	0	0	1	1	100.00%
Pneumococcal (PCV)	2	1	0	0	1	1	100.00%
By 5 months (5-15 mo.)		Date of First Visit: 5/1/2020					
Hib	2	9	0	0	9	13	69.23%
By 5 months (5-18 mo.)		Date of First Visit: 5/1/2020					
Hepatitis B	2	17	0	0	17	19	89.47%
Polio	2	17	0	0	17	19	89.47%
By 7 months (7-15 mo.)		Date of First Visit: 5/1/2020					
Pneumococcal (PCV)	3	10	0	0	10	12	83.33%
By 7 months (7-18 mo.)		Date of First Visit: 5/1/2020					
DTP/DTaP/DT/Td	3	15	0	0	15	18	83.33%
By 16 months (16-59 mo.)		Date of First Visit: 5/1/2020					
Hib	3	55	0	5	60	65	92.31%
Pneumococcal (PCV)	4	55	0	5	60	65	92.31%
By 16 months ( > 16 mo.)		Date of First Visit: 5/1/2020					
MMR #1	1	55	0	0	55	67	82.09%
Varicella	1	55	0	0	55	67	82.09%
By 19 months ( > 19 mo.)		Date of First Visit: 5/1/2020					
Hepatitis B	3	50	0	5	55	61	90.16%
Polio	3	50	0	5	55	61	90.16%
DTP/DTaP/DT/Td	4	50	0	5	55	61	90.16%
By 25 months (25-42 mo.)		Date of First Visit: 5/1/2020					
Hepatitis A	1	56	0	0	56	57	98.25%
By 43 months ( > 43 mo.)		Date of First Visit: 5/1/2020					
Hepatitis A	2	36	0	0	36	39	92.31%

Vaccine Age Group and Types	# Doses Required	Completely Vaccinated	Medical Exclusions	Conscientious Exclusions	Total	Total Enrollment for this Grade	% in compliance
By 3 months (3-4 mo.)		Date of Follow up Visit: 6/1/2020					
Polio	1	1	0	0	1	1	100.00%
Hepatitis B	1	1	0	0	1	1	100.00%
Hib	1	1	0	0	1	1	100.00%
DTP/DTaP/DT/Td	1	1	0	0	1	1	100.00%
Pneumococcal (PCV)	1	1	0	0	1	1	100.00%
By 5 months (5-6 mo.)		Date of Follow up Visit: 6/1/2020					
DTP/DTaP/DT/Td	2	1	0	0	1	1	100.00%
Pneumococcal (PCV)	2	1	0	0	1	1	100.00%
By 5 months (5-15 mo.)		Date of Follow up Visit: 6/1/2020					
Hib	2	9	0	0	9	13	69.23%
By 5 months (5-18 mo.)		Date of Follow up Visit: 6/1/2020					
Hepatitis B	2	17	0	0	17	19	89.47%
Polio	2	17	0	0	17	19	89.47%
By 7 months (7-15 mo.)		Date of Follow up Visit: 6/1/2020					
Pneumococcal (PCV)	3	10	0	0	10	12	83.33%
By 7 months (7-18 mo.)		Date of Follow up Visit: 6/1/2020					
DTP/DTaP/DT/Td	3	15	0	0	15	18	83.33%
By 16 months (16-59 mo.)		Date of Follow up Visit: 6/1/2020					
Hib	3	55	0	5	60	65	92.31%
Pneumococcal (PCV)	4	55	0	5	60	65	92.31%
By 16 months ( > 16 mo.)		Date of Follow up Visit: 6/1/2020					
MMR #1	1	55	0	0	55	67	82.09%
Varicella	1	55	0	0	55	67	82.09%
By 19 months ( > 19 mo.)		Date of Follow up Visit: 6/1/2020					
Polio	3	50	0	5	55	61	90.16%
DTP/DTaP/DT/Td	4	50	0	5	55	61	90.16%
Hepatitis B	3	50	0	5	55	61	90.16%
By 25 months (25-42 mo.)		Date of Follow up Visit: 6/1/2020					
Hepatitis A	1	56	0	0	56	57	98.25%
By 43 months ( > 43 mo.)		Date of Follow up Visit: 6/1/2020					
Hepatitis A	2	36	0	0	36	39	92.31%



Click the back button when you are finished viewing the report



### Print a Copy of the Audit

After you submit the audit data, you have the option to print a hard copy. Search for the audit in the **Past Individual Childcare Audits Report** tab. If you want a hard copy of the audit data, right-click the mouse and select either print or print preview. Select the correct printer and click "Print."



## Example: Facility In Compliance After Initial Visit – Lola’s House

After you enter the data for the Initial Visit and the facility is in compliance, select the “Yes” radio button indicating it is the final submission. Next, click the “Submit” button. In the example below, there are only children 16 to 59 months of age enrolled in the facility.

By 16 Months ( > 16 months)					
MMR	1	6	6	0	0
Varicella	1	6	6	0	0
By 19 Months ( > 19 months)					
Hepatitis B	3	6	6	0	0
DTP/DTaP/DT/Td	4	6	5	0	1
Polio	3	6	6	0	0
By 25 Months ( 25 - 42 months)					
Hepatitis A	1	6	6	0	0
By 43 Months ( > 43 months)					
Hepatitis A	2	4	4	0	0

Is this your final submission? ☒ Yes ☐ No

Submit

After you click “Submit,” you will see a message in red indicating all immunization data has been finalized and a message in green indicating the audit data was successfully saved. Click the “Close” button. There are no additional immunization data entry steps for this facility.

### ChildCare Facility Immunization Levels

Name5123456789 | Lola's HouseClear/Cancel

Facility ID5123456789Find

Address1120 Oak Street  
Austin TX 78704

Contact Info

The audit information for 5123456789 | Lola's House was successfully saved.

Close

Audit Cycle

Select reason / click Save if no audit requiredSelect a ReasonSave

☒ Initial Visit☐ Follow-up VisitEdit Visit

Visit Date5/5/2020Completed bySam HoneyTitleAuditor

Comments

All Immunization entries have been finalized.





## Example: Facility Not In Compliance After Initial Visit – Alta Vista Childcare

In this example, the facility was not in compliance during the initial visit. You must enter immunization data for a Follow-Up Visit. Follow the same steps for entering data outlined in the Lola's House Example but select the "No" radio button before clicking "Submit."

**Visit Date** 5/8/2020 **Completed by** Sam Honey **Title** Auditor

**Comments** The facility was not in compliance during the initial visit. A follow-up visit will be required 30 days after the initial visit to the childcare facility.

Initial Visit					
Vaccine Age Group and Types	# Doses Required	# Enrolled in Age Group	# With Required Doses	Exemptions	
				Medical	Conscientious
By 3 Months (3 - 4 months)					
Hepatitis B	1	1	1	0	0
DTP/DTaP/DT/Td	1		1	0	0
Hib	1		1	0	0
Pneumococcal (PCV)	1		1	0	0
Polio	1		1	0	0
By 5 Months (5 - 6 months)					
DTP/DTaP/DT/Td	2	1	1	0	0
Pneumococcal (PCV)	2		1	0	0
By 5 Months (5 - 15 months)					
Hib	1 or 2 doses	13	9	0	0
By 5 Months (5 - 18 months)					
Hepatitis B	2	19	17	0	0
Polio	2		17	0	0
By 7 Months (7 - 15 months)					
Pneumococcal (PCV)	2 or 3 doses	12	10	0	0



By 7 Months (7 - 18 months)					
DTP/DTaP/DT/Td	3	18	15	0	0
By 16 Months (16 - 59 months)					
Hib	1, 2, 3, or 4 doses	65	55	0	5
Pneumococcal (PCV)	1, 2, 3, or 4 doses		55	0	5
By 16 Months ( > 16 months)					
MMR	1	67	55	0	0
Varicella	1		55	0	0
By 19 Months ( > 19 months)					
Hepatitis B	3	61	50	0	5
DTP/DTaP/DT/Td	4		50	0	5
Polio	3		50	0	5
By 25 Months ( 25 - 42 months)					
Hepatitis A	1	57	56	0	0
By 43 Months ( > 43 months)					
Hepatitis A	2	39	36	0	0

Is this your final submission? ☐ Yes ☒ No

Submit



Enter the immunization data from the Follow-Up Visit. After you enter the date of the follow-up, your name, title, and comments (if applicable), click "Save Visit" just like you did when you entered the immunization data for the Initial Visit.

The immunization data from the Initial Visit will transfer to the Follow-Up immunization data entry page. Only update the immunization data if there were changes. For this example, it is necessary to update the immunization data for most of the age groups.

Changes to the data are indicated by a dark blue circle below in order to highlight the changes.





**NOTE:** These dark blue circles will not appear in CHRS when changes to data have been made.

Follow-up Visit					
Vaccine Age Group and Types	# Doses Required	# Enrolled in Age Group	# With Required Doses	Exemptions	
				Medical	Conscientious
<b>By 3 Months (3 - 4 months)</b>					
Hepatitis B	1	1	1	0	0
DTP/DTaP/DT/Td	1		1	0	0
Hib	1		1	0	0
Pneumococcal (PCV)	1		1	0	0
Polio	1		1	0	0
<b>By 5 Months (5 - 6 months)</b>					
DTP/DTaP/DT/Td	2	1	1	0	0
Pneumococcal (PCV)	2		1	0	0
<b>By 5 Months (5 - 15 months)</b>					
Hib	1 or 2 doses	13	13	0	0
<b>By 5 Months (5 - 18 months)</b>					
Hepatitis B	2	19	19	0	0
Polio	2		19	0	0
<b>By 7 Months (7 - 15 months)</b>					
Pneumococcal (PCV)	2 or 3 doses	12	12	0	0

<b>By 7 Months (7 - 18 months)</b>					
DTP/DTaP/DT/Td	3	18	18	0	0
<b>By 16 Months (16 - 59 months)</b>					
Hib	1, 2, 3, or 4 doses	65	60	0	5
Pneumococcal (PCV)	1, 2, 3, or 4 doses		60	0	5
<b>By 16 Months (&gt; 16 months)</b>					
MMR	1	67	65	0	2
Varicella	1		65	0	2
<b>By 19 Months (&gt; 19 months)</b>					
Hepatitis B	3	61	56	0	5
DTP/DTaP/DT/Td	4		56	0	5
Polio	3		56	0	5
<b>By 25 Months (25 - 42 months)</b>					
Hepatitis A	1	57	57	0	0
<b>By 43 Months (&gt; 43 months)</b>					
Hepatitis A	2	39	39	0	0

Is this your final submission? ☒ Yes ☐ No

Submit





After you click "Submit," you will see a message in red indicating all immunization data has been finalized and a message in green indicating the audit data was successfully saved. Click "Close." There are no additional immunization data entry steps for this facility.

The audit information for 1223344556 | Alta Vista Childcare was successfully saved.

Close

Audit Cycle

Select reason / click Save if no audit required Select a Reason Save

☐ Initial Visit ☒ Follow-up Visit Edit Visit

Visit Date 5/26/2020 ... Completed by Sam Honey Title auditor

Comments

All Immunization entries have been finalized.



## Tips

- Transfer audit data from the Childcare Audit Form located on the RE School & Childcare Compliance webpage at <https://www.dshs.texas.gov/immunize/Responsible-Entities/Childcare-and-School-Audits/>.
- Have completed childcare audit forms handy so the process of entering immunization data into CHRS will go smoother and take less time.
- Allow plenty of time to enter immunization data so you don't feel rushed and make mistakes.
- Enter childcare audit data after completing audits. Don't wait until the last minute to enter childcare audit data.
- If you are unable to find the facility in CHRS, email [schoolimm@dshs.texas.gov](mailto:schoolimm@dshs.texas.gov).
- You will receive an error message if you try to enter audit data for a future date.
- Submitting childcare audit data or indicating an audit did not occur is the only way to verify if an audit was completed.
- It may be helpful to have a copy of the PAM nearby. Along with instructions, the PAM contains links to online resources, sample letters, and answers to frequently asked questions.

# APPENDIX 7: FREQUENTLY ASKED QUESTIONS

## Schools

**Q1:** What is the difference between a school audit and a school validation?

**A:** The audit is required when a facility was identified to have poor compliance with immunization program requirements. A school or ISD will be selected for audit of the school if any of the following apply:

- More than five percent of the student population is delinquent on three or more vaccines;
- More than five percent of students are provisionally enrolled; or
- They were a non-responder for the Annual Report of Immunization Status.

The school validation survey randomly selects schools to participate in a survey recording dose level information to calculate a verified compliance rate among students in Texas schools. The compliance rate is compared to the immunization data the schools submitted for the Annual Report of Immunization Status.

**Q2:** Are we required to keep convenience copies of immunization records we receive from schools or child-care facilities?

**A:** Keep the courtesy copies until you are finished with the reporting period for the specific task (validations, audits, et cetera) in case there are any questions. Once the reporting period ends for the specific task, place documents in the confidential shred bin.

**Q3:** Who should audit the campus if the district administration office is located in a different county?

**A:** The audit should be conducted by the auditor who has jurisdiction over the campus.

**Q4:** What is the correct response if a school district cites violation of FERPA as a reason not to participate in the validation survey?

**A:** [Texas Education Code, Chapter 38, Section 38.002](#) requires each public school to keep an individual immunization record during the period of the attendance for each student admitted. The records shall be open for inspection at all reasonable times by the Texas Education Agency or by representatives of local health departments or the Texas Department of Health. FERPA only applies to schools that receive federal funding.

**Q5:** Can schools accept a copy of a student's immunization record emailed from the parent?

**A:** Yes. Ideally, the immunization record should be sent via secure email in case something happens to the record in transit. Best practice would be for the parent to send the record via secure email, send the record in a password protected zip file, upload the document into a secure online portal, or mail the immunization records.

Once the school receives the immunization record, FERPA goes into effect. If the parent wants the school to send them their child's immunization record, the school is required to send it securely. Districts should have a policy in place regarding emailing student records. There is a short video pertaining to emails and student privacy on the Protecting Student Privacy [website](#) some may find helpful.

**Q6:** Why can't I access CHRS using the <http://www.artximmunize.com> link?

**A:** This web address will only work for external users and will not work on a DSHS-connected network. Anyone accessing the CHRS website while on a DSHS network should use the following website:  
<http://chrstx.dshs.state.tx.us/CHRS/login.aspx>.

**Q7:** Are online-only schools required to keep immunization records for their students?

**A:** Yes. All public school districts, charter schools districts, and accredited private schools are required to keep immunization records for all students enrolled, regardless of if they are online or in person.

**Q8:** Are online schools required to submit an Annual Report of Immunization Status?

**A:** Yes.

**Q9:** For auditing purposes, how are an online school and a homeschool different?

**A:** An online school, accredited by either TEA or a private school accreditation organization, is required to follow Texas Administrative Code (TAC) rules. These schools have undergone a vetting process and are required to follow certain standards. Anyone can homeschool their children without being accredited by a private school organization or regulated by TEA. Therefore, they are not required to follow TAC rules. Every school on the audit or validation survey line listing was accredited by either TEA or a private school accreditation association.

**Q10:** In CHRS, why is there a contact listed for the school district but there isn't a contact listed for individual schools?

**A:** The contact information is filled out by the person who submits the Annual Report of Immunization Status. Even though they may only work at the elementary school, they may be the person designated to submit the district's immunization data for the ARIS. In order to find the contact information for a school on the audit line listing, look at the school's website or call the school. Contact information for individual schools is located on the AskTed webpage at <https://tea4avholly.tea.state.tx.us/tea.askted.web/Forms/Home.aspx>.

**Q11:** If there is a school that is on both the school audit list and school validation survey list, do we complete both assessments?

**A:** The expectation is that both the school audit and validation survey should be completed. If the Annual Report has already closed, the auditor can complete the school audit and validation survey at the same time. If the facility is closed, a replacement facility will be provided for the validation survey but not for the audit.

**Q12:** If we send a school or childcare facility an encrypted email and they reply by attaching their shot records to that encrypted email, is that approved?

**A:** It is acceptable if the email correspondence is secure on both sides. If the facility cannot send secure emails, records should be mailed.

**Q13:** Are we required to conduct follow-up visits for schools who are not at least 95 percent compliant?

**A:** No. Follow-up visits are not required for schools, but an auditor may choose to return to a school if they believe it will be helpful.

## Childcare

**Q1:** What should I do if the childcare facility is permanently or temporarily closed?

**A:** Notify the DSHS ACE Branch via email if the facility is permanently or temporarily closed. If the facility is closed temporarily, the facility can be visited next year.

**Q2:** If the childcare center compliance rate is 94.7 percent (i.e., it rounds up to 95 percent) on the audit, would the facility be marked as non-compliant?

**A:** The compliance rate should be indicated as 94.7 percent, but the facility should not be dinged for non-compliance.

**Q3:** What should I do if a healthcare provider argues about the age requirements for when a child should receive certain vaccines?

**A:** Provide a copy of TAC Rule [§97.63](#) since it indicates students are required by law to receive certain vaccines on or after a certain birthday. It is also a good idea to give the healthcare provider copies of the childcare and school vaccine charts so they will have references that summarize the vaccine requirements for individuals enrolled in schools and childcare facilities.

**Q4:** Where does it state children enrolled in a childcare facility must meet vaccine requirements?

**A:** TAC Rule [§746.613](#) explicitly states that children enrolled in childcare centers must meet and continue to meet applicable immunization requirements.

**Q5:** How often is the list of childcare facilities updated on the CCL website?

**A:** The CCL database updates nightly.

**Q6:** Why is a closed childcare facility on the assigned audit list?

**A:** When DSHS ACE Branch pulls the list of childcare facilities from the HHS CCL website at [https://www.dfps.state.tx.us/Child\\_Care/Search\\_Texas\\_Child\\_Care/ppFacilitySearchDayCare.asp](https://www.dfps.state.tx.us/Child_Care/Search_Texas_Child_Care/ppFacilitySearchDayCare.asp), the facilities are open. Due to the fact childcare facilities may close after the list is distributed to the regions, it is a good idea to check the HHS CCL website before reaching out to the assigned facility.

**Q7:** How often are childcare facilities audited by HHS Childcare Licensing?

**A:** Each operation has a date that their license or permit was issued. CCL must inspect annually. They usually inspect in-person and the inspection is typically within two months of the issuance date but can occur the day before the issuance date. Statutorily, HHS CCL cannot miss the annual issuance date.

**Q8:** How do I interact with childcare facility owners who don't believe in vaccines?

**A:** Be polite and professional when having the conversation with individuals who don't believe in vaccines. The law explicitly states children must be vaccinated or have a valid exemption in order to attend a childcare facility. The law also states participation in childcare audits is required.

**Q9:** What is the difference between childcare centers and childcare homes?

**A:** If a person owns a childcare home, the care is provided in the primary caregiver's home. If a person owns a childcare center, the care is provided at a location other than the license holder's home. There is not a different process for auditing childcare centers and childcare homes. The same letters can be used. All licensed childcare facilities fall under the purview of HHS Childcare Licensing.

**Q10:** Childcare facilities have children over 43 months of age enrolled. Is a four-year-old child in compliance if they have not received their four-year-old vaccines (i.e., MMR, varicella, polio, and DTaP)?

**A:** If the child meets the vaccine requirements for children 43 months of age, they are in compliance. The child should receive the four-year-old doses of MMR, varicella, polio, and DTaP before starting kindergarten.

**Q11:** If there are any childcare facilities or schools on the audit list that are located outside of our county, will we receive a replacement?

**A:** The DSHS ACE Branch distributes the line listings to PHR staff who in turn distribute the lists to LHD staff. If the facility is not located in the LHD's service area, contact PHR staff. The expectation is that the schools and childcare facilities on the line listings will be audited.

**Q12:** If an assigned childcare facility is licensed by HHS as a childcare facility but provides elementary level education to children over five years of age, which records should I audit?



**A:** These facilities are considered to be unaccredited private schools. In this scenario, the immunization records for 100 percent of the currently enrolled children should be audited. The auditor should use the childcare and school audit forms. Per TAC Rule [§746.613](#), the facility must maintain current immunization records for each child in its care.

The auditor should record the immunization data for school-age youth on a blank school audit form. The form is located on the [RE website](#). The auditor should include a note explaining this facility is licensed as a childcare facility but provides education to school-age children. The auditor will not enter the school portion of the immunization data into CHRS.

**Q13:** If the operation ID is the same for a childcare facility on the DSHS line listing and in CHRS, but the name is different in CHRS, do we enter the data anyway?

**A:** Email [schoolimm@dshs.texas.gov](mailto:schoolimm@dshs.texas.gov).

**Q14:** If there is a registered childcare home on the DSHS line listing but it cannot be found in CHRS; what do we do?

**A:** Email [schoolimm@dshs.texas.gov](mailto:schoolimm@dshs.texas.gov).

**Q15:** If a childcare facility's operation ID in CHRS does not match the one on the line listing, what do we do?

**A:** Email [Imm.Epi@dshs.texas.gov](mailto:Imm.Epi@dshs.texas.gov) and cc [schoolimm@dshs.texas.gov](mailto:schoolimm@dshs.texas.gov). DSHS will find out what happened (if the facility changed type, owner, location, et cetera) and determine if the ID number in CHRS matches the CCL site. It is likely we will just update the ID on the line listing to match the CCL and CHRS. The facility audit should still occur.

**Q16:** Are we required to audit immunization records for children who attend drop-in childcare facilities on a part-time basis?

**A:** Yes. Auditors should audit 100 percent of the immunization records for currently enrolled children.

## Vaccine Records

**Q1:** Is it acceptable if the school provides vaccine record printouts from the school's software system when I am conducting a school audit?

**A:** Yes. If you have questions while reviewing the printouts, ask to review the

paper copies of the shot records.

**Q2:** Should I mark a child delinquent on the audit if the vaccine record is missing a signature or stamp?

**A:** Yes. For audit purposes, the child is delinquent. The child should remain in the school or childcare facility, but facility staff should obtain a valid record from the parent or guardian.

**Q3:** What are the immunization requirements if a child has a vaccine record from multiple clinics?

**A:** Each vaccine record should meet the validation requirements outlined in Rule [§97.68](#) of the TAC.

**Q4:** Is a vaccine record valid if it is only signed or stamped next to the place where it states Vaccine Given/Administered By?

**A:** Texas laws and rules do not address this specifically. Best practice would be a signature, initials, or stamp next to each vaccine given. However, if the vaccine record only contains the signature or stamp next to the line "Vaccine Given/Administered By," consider it valid.

**Q5:** If an in-home childcare facility operator has children related to them in their care, do they need vaccine records for those children?

**A:** Yes. A vaccine record is required for every child attending a childcare facility, regardless of their relation to the childcare facility operator. This information is located in Rules [97.61](#) and [746.613](#) of the TAC.

**Q6:** If a student has a valid conscientious exemption affidavit with all the boxes checked *and* a partial vaccine record, are both accepted?

**A:** Yes. The student would be marked up-to-date for the number of required vaccines they received in the school EHR, Annual Report of Immunization Status, or on the audit form.

**Q7:** Is a vaccine record from a pharmacy valid?

**A:** Yes, as long as it includes all of the information required per Rule [97.68](#) of the TAC.

## Vaccine Exemptions

**Q1:** Are childcare facilities and private schools allowed to create policies excluding children with vaccine exemptions for reasons of conscience?

**A:** The Texas Attorney General issued an [opinion](#) several years ago allowing private schools to exclude children with vaccine exemptions for reasons of conscience. A private school is not allowed to accept state tax funds if such a policy is created. DSHS ACE Branch received guidance that a private childcare facility may also create a policy excluding children with vaccine exemptions for reasons of conscience. However, the childcare facility should contact the local CCL office before such a policy is created.

**Q2:** Is a conscientious exemption notarized by a notary public for another state valid?

**A:** No. A conscientious exemption affidavit is only valid if it is notarized by a notary public for the State of Texas.

**Q3:** Are non-medical vaccine exemption forms from other states valid for enrollment in Texas childcare facilities, elementary schools, secondary schools, and institutions of higher education?

**A:** No, only original State of Texas vaccine exemption affidavits are valid for people who decline vaccines for reasons of conscience, including a religious belief.

**Q4:** How do we identify altered vaccine exemptions? If exemptions are altered, how should we proceed?

**A:** A valid conscientious exemption affidavit is printed on special paper that has the following characteristics:

- A DSHS logo in upper left corner;
- The color of the exemption paper is light blue;
- A State of Texas seal is imprinted in the middle of the paper;
- A red number is located in the upper right-hand corner of the page;
- The word "VOID" will appear across the sheet of paper if a copy is made; and

- A blank back page but, when held to the light, the repeated words “Kant Kopy” appear.

The auditor should inform the school or childcare personnel the form isn’t valid and educate the facility staff on how to identify a real vs fake conscientious exemption affidavit. Additionally, the child with the invalid conscientious exemption affidavit should not be allowed to return to school until they have started the vaccine series or have a valid conscientious exemption. More information can be found in Rule [97.62](#) of the TAC.

**Q5:** Why are there conscientious exemptions printed on different weights of paper? Are both valid?

**A:** DSHS ACE Branch started using a lighter, thinner paper to print conscientious exemptions in 2019. Exemptions printed on either type of paper are valid as long as they haven’t expired, are originals, and are notarized by a notary public for the State of Texas. The differences are outlined in the table below.

Old Affidavit Paper	New Affidavit Paper
Heavier, thicker paper	Lighter, thinner paper
Feels like an index card or cardstock	Feels like computer paper

**Q6:** If a student has a valid conscientious exemption affidavit with all the boxes checked *and* a partial vaccine record, are both accepted?

**A:** Yes. The student would be marked up-to-date for the number of required vaccines they received in the school EHR, Annual Report of Immunization Status, or on the audit form.

**Q7:** If the State of Texas vaccine requirements are based on doses and not intervals, why is the date of the first dose for some vaccines important?

**A:** Research has proven that some vaccines provide greater protection when received on or after a certain birthday. The minimum age the first dose is required to be received for some vaccines is in the notes section of the State Minimum Vaccine Requirements.

**Q8:** Are children considered delinquent if the healthcare provider is out of stock of a vaccine?

**A:** Yes. The child’s parent or guardian should take them to a healthcare provider who has the vaccine in stock.

**Q9:** If the parent or guardian of a kindergarten student on the ACIP Catch-Up Schedule decides to have titers drawn rather than continue with immunizations, how often do they have to give valid lab reports showing immunity or infection to the school?

**A:** Titers are good for the duration of the student's K through 12 education and there is no need to repeat.

**Q10:** If a student transfers schools, does their original conscientious exemption affidavit go with them?

**A:** Yes. Original affidavits should transfer with the student as part of their student record. It is a best practice for schools to retain a photocopy of the exemption affidavit for documentation or audit purposes.

## Quarterly Reports

**Q1:** If I answer yes on question 2a, do I need to provide information on the education provided to all facilities?

**A:** Yes. Include the facility name, title of training, topics discussed, and the resources provided. Include education provided in person, over the phone, or via email correspondence.

**Q2:** Who should I email if I have questions regarding LHD contracts?

**A:** Email [dshsimmunizationcontracts@dshs.texas.gov](mailto:dshsimmunizationcontracts@dshs.texas.gov).

## Records Retention

**Q1:** What is the records retention schedule for immunization records?

**A:** If it is a child's immunization records, the document must be kept for 10 years after the most recent signature or until the child turns 21, whichever is later.

**Q2:** Does the records retention schedule apply to de-identified immunization records used in school and childcare audits or validation surveys?

**A:** No. De-identified immunization records are convenience copies and can be disposed of at the end of the reporting period for the specific task (validations, audits, et cetera) in case there are any questions. Once the reporting period ends for the specific task, place documents in the

confidential shred bin.

**Q3:** What is the records retention schedule for audits?

**A:** The regional health department should keep school and childcare assessments or audits for seven years after the date the audit is completed. The audits may be stored electronically or as hard copies. Physical records may be destroyed in secure shred bins after destruction approval.

## Miscellaneous

**Q:** Is there a complete list of schools and childcare facilities in my region or county?

**A:** The spreadsheets on the HHS, TEA, and TEPSAC websites may all be filtered by county. IALDS does not provide updated school listings. The locations map on their website shows the number of campuses per city. Links are below.

- HHS Childcare Facilities:

[https://www.dfps.state.tx.us/Child\\_Care/ACErch\\_Texas\\_Child\\_Care/ppFacilityACErchDayCare.asp](https://www.dfps.state.tx.us/Child_Care/ACErch_Texas_Child_Care/ppFacilityACErchDayCare.asp)

- IALDS: <https://ialds.org/about-us/#locations>

- TEA Ask Ted:

<https://tea4avholly.tea.state.tx.us/tea.askted.web/Forms/Home.aspx>

- TEPSAC: <http://www.tepsac.org/app/index.html#/search/schools>

## APPENDIX 8: RESOURCES AND TOOLS

### Tips for Conducting Audits

- Check in the Child Health Reporting System (CHRS) if the school or childcare facility has the correct address and phone number. Check the HHS childcare licensing website prior to the visit to ensure the facility is still operating.
- Send a letter to the school or childcare facility notifying them that their facility was selected for an audit.
- If an audit will be conducted in-person, contact the superintendent or principal in writing to schedule an appointment. The person conducting the audit should speak with the school nurse and explain the process, anticipated amount of time, and the documents that should be available during the audit. Contact the school or childcare facility by email or phone one week prior to the audit. Make an additional call the day before the audit to ensure the facility has all the information needed and that there have not been any changes in staff since the facility was first contacted. Familiarize yourself with rules and regulations regarding vaccine requirements in schools and childcare facilities.
- When the audit is complete, explain the results to the school or childcare staff and answer any questions.

### Timeline and Tips for Completing School and Childcare Compliance Tasks

**NOTE:** The tips and timeline below are suggestions from an auditor and are not mandatory.

- Staff should plan a “cutoff date” for completing all required tasks. Allow enough time for completing tasks such as follow-up visits to noncompliant childcare facilities and submitting documents on time.
- Allow at least 30 to 45 days for any follow-up to ensure assignments are submitted on time to either PHR or DSHS ACE Branch.
- Complete childcare audits first since follow-up visits are required for noncompliant facilities.
- Use a spreadsheet for tracking purposes.

<b>Month</b>	<b>Task</b>	<b>Amount of Time Facility Has to Prepare for Assessment</b>
September	Review the PAM, templates, and update any educational material. Compile any necessary materials.	N/A
October through February	Contact three to five LCCs at a time, notify them of the upcoming audit, and audit immunization records.	3 to 4 weeks
November through February	Complete LCCC audits.	3 to 4 weeks
November	Contact schools and remind staff to submit the Annual Report of Immunization Status.	N/A
November through December	Contact schools after they complete the Annual Report of Immunization Status (ARIS).	N/A
January through February	Contact RCCHs, notify them of the upcoming audit, and audit immunization records.	2 to 3 weeks
March through May	Notify school about the upcoming audit and audit immunization records	2 to 3 weeks

## Online Resources

- **[ACIP Catch-Up Schedule](https://www.cdc.gov/vaccines/schedules/hcp/imz/catchup.html)**: The tables provide catch-up schedules and minimum intervals between doses for children whose vaccinations were delayed. A vaccine series does not need to be restarted, regardless of the time that has elapsed between doses. Use the section appropriate for the child's age. <https://www.cdc.gov/vaccines/schedules/hcp/imz/catchup.html>
- **[ACIP Vaccine Recommendations](https://www.cdc.gov/vaccines/schedules/index.html)**: The current vaccine recommendations for children and adults. <https://www.cdc.gov/vaccines/schedules/index.html>



- **CHRS**: Website used to enter childcare facility audit data and the Annual Report of Immunization Status. <https://chrstx.dshs.state.tx.us/Login.aspx>
- **CoCASA**: The Comprehensive Clinic Assessment Software Application (CoCASA) is a tool for assessing immunization coverage and practices within a provider clinic, or any other environment where immunizations are provided. This software is designed to be used in conjunction with the Immunization Quality Improvement for Providers (IQIP) program. <https://www.cdc.gov/vaccines/programs/cocasa/index.html>
- **DSHS School & Childcare Immunization Website**: This site contains information on State of Texas school and childcare immunization requirements, immunization laws and rules, and publications. <https://www.dshs.texas.gov/immunize/school/default.shtm>
- **HHS Childcare Licensing Website**: Find regional CCL offices. <https://www.hhs.texas.gov/services/safety/child-care/contact-child-care-regulation>
- **HHS Childcare Licensing**: Search for Childcare Center or Home. [https://www.dfps.state.tx.us/Child\\_Care/Search\\_Texas\\_Child\\_Care/ppFacilitySearchDayCare.asp](https://www.dfps.state.tx.us/Child_Care/Search_Texas_Child_Care/ppFacilitySearchDayCare.asp)
- **ImmTrac2**: Daycares, schools, and healthcare providers may obtain access to immunization records by registering as an authorized organization. <https://immtrac.dshs.texas.gov/TXPRD/portalInfoManager.do>
- **ImmTrac2 Childcare Facility Sample Registration Letter**: Letter encouraging childcare facilities to register as an authorized ImmTrac2 user. [https://www.dshs.texas.gov/uploadedFiles/Content/Prevention\\_and\\_Preparedness/immunize/Responsible\\_Entities/Childcare Facility ImmTrac2 Registration Letter.docx](https://www.dshs.texas.gov/uploadedFiles/Content/Prevention_and_Preparedness/immunize/Responsible_Entities/Childcare_Facility_ImmTrac2_Registration_Letter.docx)
- **Records Retention**: Information pertaining to the retention, storage, destruction, and imaging of records. <https://hhsconnection.hhs.texas.gov/rights-responsibilities/records-management>
- **School Compliance RE Webpage**: Contains the school and childcare documents and tools, including the PAM, audit forms, and the Contractor's Guide. <https://www.dshs.texas.gov/immunize/Responsible-Entities/Childcare-and-School-Audits/>

- **[School Audit Form](https://dshs.texas.gov/immunize/docs/school_audit_form.xls)**: Form RE staff are required to use to record the compiled immunization data from school audits.  
[https://dshs.texas.gov/immunize/docs/school\\_audit\\_form.xls](https://dshs.texas.gov/immunize/docs/school_audit_form.xls)
- **[Childcare Audit Form](https://www.dshs.texas.gov/uploadedFiles/Content/Prevention_and_Preparedness/immunize/Responsible_Entities/Childcare_Audit.xlsx)**: RE staff are required to use this form to record the compiled immunization data from childcare audits.  
[https://www.dshs.texas.gov/uploadedFiles/Content/Prevention\\_and\\_Preparedness/immunize/Responsible\\_Entities/Childcare Audit.xlsx](https://www.dshs.texas.gov/uploadedFiles/Content/Prevention_and_Preparedness/immunize/Responsible_Entities/Childcare_Audit.xlsx)
- **[Communicable Disease Chart](https://dshs.texas.gov/immunize/docs/6-30.doc)**: Chart with conditions, modes of transmission, signs, symptoms, exclusion criteria, et cetera.  
<https://dshs.texas.gov/immunize/docs/6-30.doc>
- **[Detailed Audit Sheet](https://www.dshs.texas.gov/uploadedFiles/Content/Prevention_and_Preparedness/immunize/Responsible_Entities/Detail_Audit_Sheet.xls)**: Voluntary form RE staff may find helpful when auditing facilities.  
[https://www.dshs.texas.gov/uploadedFiles/Content/Prevention\\_and\\_Preparedness/immunize/Responsible\\_Entities/Detail Audit Sheet.xls](https://www.dshs.texas.gov/uploadedFiles/Content/Prevention_and_Preparedness/immunize/Responsible_Entities/Detail_Audit_Sheet.xls)
- **[Immunization Reporting Guide](https://www.dshs.texas.gov/immunize/Responsible-Entities/Imm-Reporting-Guide/)**: Annual Report of Immunization Status PowerPoint that provides definitions and examples.  
<https://www.dshs.texas.gov/immunize/Responsible-Entities/Imm-Reporting-Guide/>
- **[Immunization Record Validation Tips \(PDF\)](https://www.dshs.texas.gov/immunize/school/pdf/11-15704.pdf)**: Tips and resources for determining the validity of an immunization record.  
<https://www.dshs.texas.gov/immunize/school/pdf/11-15704.pdf>
- **[Provisional Enrollment Flowchart](https://www.dshs.texas.gov/immunize/docs/school/E11-13255.doc)**: Flowchart indicating when a student does or does not qualify for provisional enrollment.  
<https://www.dshs.texas.gov/immunize/docs/school/E11-13255.doc>
- **[Provisional Enrollment Dosing Schedule](https://www.dshs.texas.gov/immunize/school/pdf/11-15198.pdf)**: Tables with vaccines, required doses, and intervals of when subsequent vaccines are due for provisionally enrolled students. <https://www.dshs.texas.gov/immunize/school/pdf/11-15198.pdf>
- **[School & Childcare Compliance Tasks Tracking Spreadsheet](https://dshs.texas.gov/immunize/docs/Tracking_Spreadsheet.xls)**: Voluntary spreadsheet used for tracking school and childcare compliance tasks.  
[https://dshs.texas.gov/immunize/docs/Tracking\\_Spreadsheet.xls](https://dshs.texas.gov/immunize/docs/Tracking_Spreadsheet.xls)
- **[Total Doses Required for Childcare and Pre-K Facilities \(PDF\)](#)**: Total doses required for children enrolled in a childcare or Pre-K facility. The

information is the same as that on the State of Texas Minimum Requirements but in a different format.

<https://www.dshs.texas.gov/immunize/school/pdf/11-15705.pdf>

- **[Vaccine Requirements & Acceptable Evidence of Vaccination\(s\)](https://www.dshs.texas.gov/immunize/docs/11-15748.pdf)**:  
Document geared towards K through 12 non-nurse staff who review immunization records. <https://www.dshs.texas.gov/immunize/docs/11-15748.pdf>