

Answers to FAQ for 2014/2015 School Law Report

GENERAL INSTRUCTIONS

Please enter your school information **online**. See the instructions below for online registration. If you **do not have access to a computer**, follow the “Step-by-Step General Instructions” for entering your school report. **Shaded areas do not require a response; however, a numerical value must be entered into each un-shaded block. Complete your report form and mail** to the PA Department of Health (DOH) at the address listed on the school immunization law report.

Schools that qualify for exclusion from reporting:

- Alternative schools do not need to report as long as the home school is counting those students in their enrollment and maintaining their records.
 - The alternative school will still need to mail the Law Report to the Division of Immunizations and mark the box under “Exclusion reasons.”
- Other exclusion reasons:
 - School is closed
 - No Kindergarten and/or 7th grade
 - Preschool/daycare

ON-LINE REGISTRATION INFORMATION

The information on this sheet is available on the HELP link on the web-based computer system.

To register:

- Enter the web-based system www.health.state.pa.us/sira.
- Click “REGISTER” link on menu at left side of screen.
- Enter school’s 9-digit Administrative Unit Number (AUN#) and 4-digit school/branch number (found above your school’s address on the report that was sent to school). Do not combine two schools together onto one report.
- Click on the “ADD” button to add school to the selected schools list. (If you have more than one school, type in those AUN#’s as well and click ADD until you get all your schools listed.)
- Complete all fields under user registration.
- User names and passwords cannot be longer than 10 characters each. Keep user name and password for future use.
- Click REGISTER button.
- Click OK when registration is complete.

If already registered:

- Click on LOGIN link. Enter user name and password from previous year. **(DO NOT re-register)**. If you forgot your user name and/or password, please call the Division of Immunizations and we can provide that information.
- Click SUBMIT. Follow steps to ADD **REPORT**.

Step-By-Step General Instructions:

- Each school is given a 9-digit Administrative Unit Number (AUN#) and a 4-digit school/branch number. Each school requires a separate report. Do not combine two schools together onto one report.
- Complete top section of the form. Enter number of students in each grade who were vaccinated with the number of doses specified on the form. We are **ONLY** interested in data from kindergarten and/or 7th grade. If you do not have students in kindergarten and/or 7th grade, your facility is closed, you have students who are enrolled at home school district, or you are a preschool or daycare, check the appropriate box above and return to the DOH.
- Complete for all immunizations listed for kindergarten and /or 7th grade. If the student does not have the number of doses specified for a specific antigen, they will then be listed as “provisional,” but all other completed doses must be indicated.
- Enter the total number of students enrolled in each listed grade section (*Column A*); number of students who are medically exempt (*Column B*); the number with religious exemptions (*Column C*); the number with philosophical/strong moral or ethical conviction exemptions (*Column D*); those enrolled on a provisional basis until they complete required immunizations (*Column E*); and total number of students denied admission/attendance (*Column F*).
- Complete name, job title, telephone number and date of completion. Submit to the Department of Health, Division of Immunizations online or by mail. Return form if you are to be excluded to the address listed above. Please contact the Division of Immunizations at 717-787-5681 if there are any questions.

Tdap:

- Tdap is required for entry into 7th grade.
- Will a Tdap dose given between ages 7 to 10 years satisfy the requirement for entry into 7th grade? Yes, because currently only one dose in lifetime of Tdap is recommended; they will not be eligible for another one.
- Can you count a Tdap dose given at a less than five-year interval to meet requirement for 7th grade. Yes, our regulations state that students entering 7th grade will be immunized with the tetanus, diphtheria and acellular pertussis (Tdap) vaccine if at least five years has elapsed since their last tetanus and diphtheria immunization, however, the Advisory Committee on Immunization Practices (ACIP) states Tdap can be

administered regardless of interval since the last tetanus or diphtheria toxoid-containing vaccine.

- If a student age 7 years and older started the Td series late and received three doses, is the student considered up-to-date? Yes, the student would not have four doses of tetanus and diphtheria as required for school attendance and, per school regulations, would not have to have the last dose until five years after the last Td. Such students are considered to be up-to-date with no further documentation required.

DTaP:

- Are students over the age of 7 years who have not completed their primary DTaP series considered compliant if they receive three doses of either DTaP/DPT/Td with one dose of Tdap after 7 years of age? Yes.

MCV:

- MCV is required for entry into 7th grade. Can MPSV4 be accepted in place of MCV4? Yes, for persons 11-18 years, a dose of MPSV4 (if given instead of MCV4) does count. The booster dose should always be MCV4. The booster dose should preferably be given at 16-18 years of age.

Varicella:

- Where do we count the student who had the disease and one dose of vaccine? The column labeled “Varicella had disease” is for a student who had chickenpox disease either naturally or as a breakthrough disease from vaccine. The next column “Varicella two doses” is if the student had two doses of varicella vaccine. In this case, the child would be counted in the “Varicella had disease” column.

Shingles:

- What if a child had one dose of varicella vaccine and the medical provider indicates the child had shingles? The child would be immune and would not need an additional dose of varicella. He/she would be marked in the box labeled “Varicella had disease,” because at some point in time, this child had a case of chickenpox in order to be diagnosed with shingles.

MMR:

- If a child has one MMR vaccine and one measles vaccine, should the child be counted under the MMR 2 doses column? No, he/she would be considered provisional, since they have not received the second required mumps dose. The student would need two MMR doses to be considered in compliance.

Other questions:

- If a child has all doses specified of a certain antigen, BUT one of the shots was given too early (which makes it an invalid dose), then that child would be listed in the provisional column (*Column E*), because he/she doesn't have the required number of doses specified.
- Johnnie is in kindergarten. He has had four DT, three Polio, two MMR, two Varicella but only two Hepatitis B. You should count him up-to-date under the DT, Polio, MMR and Varicella sections, BUT he will not be counted under HepB. He will also be counted under *Column E* as provisional, since he does not have his last HepB shot. A child can be counted as compliant for any shots if he is up-to-date in the first section AND as provisional in the second section if he does not have all the required doses listed for all the antigens in the first section.
- If I am in charge of two different schools in the same district, can I enter both of them in the same report?

No, enter each school separately by their AUN#.

- Can I enter first grade in the school report? No, you are required to report kindergarten and 7th grade only.

- Can I use the same password the previous nurse used? No, you should enter your own password and keep it where it can be easily located.

- Should I send the green and white immunization cards to Department of Health? No, the green and white immunization cards are to be kept at the school and should follow the student each year they attend.

- My school has merged with another school; what 9-digit (AUN #) and a 4-digit school/branch number do I use? You should contact your school administrator and find out if your current school has a new 9-digit (AUN #) and a 4-digit school/branch number.

- My school just moved to a new location; why can I not find it to log onto to do my law report? You need to ask administration if they contacted the Department of Education and if a new 9-digit (AUN #) and a 4-digit school/branch number was assigned.

NOTE: Yearly we report school immunization vaccination coverage levels to the Centers for Disease Control and Prevention (CDC). One category we are routinely asked is the total number of religious and philosophical exemptions. We have provided the definitions below.

Medical exemption. Children are exempt from immunization if a physician or physician's designee provides a written statement that immunization may be detrimental to the health of the child.

Religious exemption. Children are exempt from immunization if the parent, guardian or emancipated child objects in writing to the immunization based on contradiction to their religious beliefs.

Philosophical/Strong Moral Ethical Conviction exemption. Children exempt from immunization if the parent or guardian or emancipated child objects in writing to the immunization based on personal beliefs.