



ARIZONA DEPARTMENT  
OF HEALTH SERVICES



# **2017-2018 Immunization Data Report Tutorial**

## For Child Care, Preschool, and Head Start

Arizona Immunization Program Office



ARIZONA DEPARTMENT  
OF HEALTH SERVICES

*Health and Wellness for all Arizonans*

# Objectives

Learn how to:

- ✓ [Register and create an account](#)
- ✓ [Select your child care facility/facilities](#)
- ✓ [Complete the child care IDR survey](#)
- ✓ [Print a copy of your IDR survey responses](#)
- ✓ [Edit your IDR survey](#)
- ✓ [Earn coverage and compliance certificates](#)



# Getting Started

- Gather immunization records for students who are 18 months through 5 years of age. You will be submitting total counts rather than individual students' records.
- You will need to know the total number of exemptions on file, as well as how many students have exemptions to EVERY required vaccine.
- Go to the IDR web page at:
  - <https://apps.azdhs.gov/IDR>

# Registration

- When you get to the registration page, click the red word that says **Register**.
- Everyone will need to create a new IDR account this year, even if you have previously submitted an IDR in past years.

ARIZONA DEPARTMENT OF HEALTH SERVICES  
Health and Wellness for All Arizonans

Register Login

Welcome to 2017-18 IDR

REGISTER for 2017-18 IDR by clicking **Register**

Username/Email: rachael.salley@azdhs.gov

Password: .....

Login

Reset Password


Please use Internet Explorer 9 and above or Google Chrome to use this website

NOTE: If you are having difficulty registering or logging in, please email [AZIDR@azdhs.gov](mailto:AZIDR@azdhs.gov) for assistance.

- The AZ IDR Code is **IDR2017**. Please do not share this code with anyone who is not involved with completion of an IDR report.
- Your user name will be your email address.
- You will create your OWN password this year.
- Select your facility by selecting your county in the county drop down first. This will filter the selections available for you to choose from in the school drop down.
- You may add more than one facility to your profile, if needed.

USER REGISTRATION

NOTE: If you are having difficulty registering or logging in, please email [AZIDR@azdhs.gov](mailto:AZIDR@azdhs.gov) for assistance.

 Please use the form for user registration

AZ IDR Code:  \*

Username(Email):  \*

Password:  \*


First Name:  \*

Last Name:  \*



Phone:  \*

Ext:  \*

Role:  \*

 Select the School(s) you will be reporting for:

County:  School:



- When you select a facility, the page to the right will appear. Please fill out your principal/director's information (even if that is you) and whether or not your facility has a nurse. If you do not find your facility in the list, please let us know at [AZIDR@azdhs.gov](mailto:AZIDR@azdhs.gov).
- Your unique ID number and address is populated for you, if we already have the information. You will not be able to edit this section yourself.
- If any of the prepopulated information is incorrect or missing, please contact us with the correct information at [AZIDR@azdhs.gov](mailto:AZIDR@azdhs.gov).

SCHOOL PROFILE: DESERT VIEW ELEMENTARY SCHOOL

PRINCIPAL/DIRECTOR

First Name  \* Last Name  \*

Email  \* Phone  \* Ext

SCHOOL DETAILS:

Does this school have a Nurse?  \* Nurse Type  \*

CTDS/License

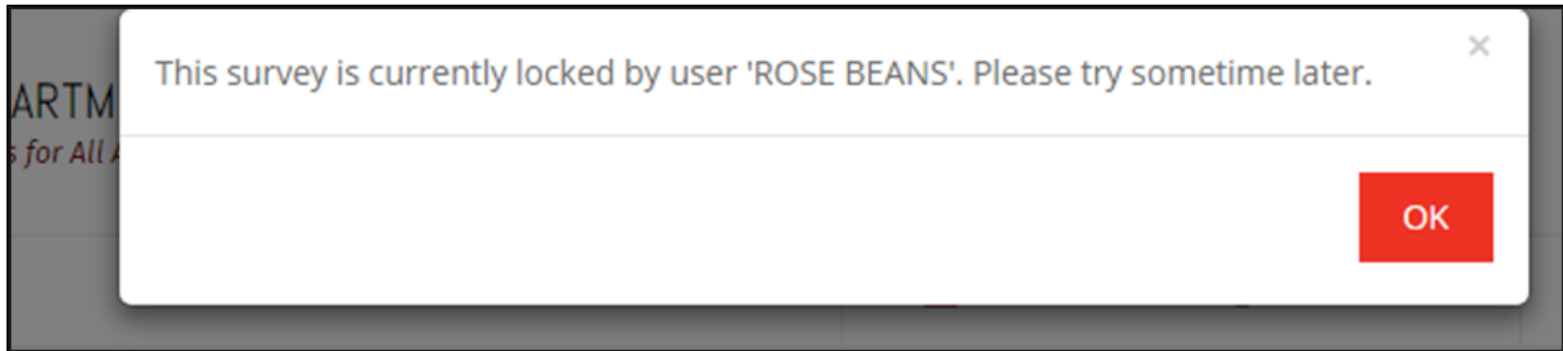
Physical Address

Mailing Address

IF SCHOOL INFORMATION (CTDS/LICENSE, SCHOOL TYPE, PHYSICAL ADDRESS, MAILING ADDRESS) IS INCORRECT, PLEASE CONTACT AZIDR@AZDHS.GOV

Save Close

# Selecting Your Facility



- If more than one person will be reporting for facility, you may each add this school to your profiles. You will be able to see who last edited the surveys and when.
- Although more than one person may work on an individual survey, only one person may work *at a time*. If someone is already working in the survey you select, you will get a message indicating who is currently working in the survey.

# About the Surveys

- After you have added your facility to your profile, you will be redirected to the log in screen to log in with your new credentials.
- This will bring you to a page that looks like the one on the right. Each school or facility will have a section for preschool, kindergarten, and 6<sup>th</sup> grade.
- If you have 10 or fewer students (including 0 students) in a particular grade, please check the box provided. You will not need to submit an IDR for that grade this year.

HOME - Welcome to 2017-18 IDR

County: YUMA School: CARPE DIEM COLLEGIATE E-LEARNING COMMUNITY [148761201]

**SCHOOL LIST**

CARPE DIEM COLLEGIATE E-LEARNING COMMUNITY

Add/Remove School

PreSchool

Preschool/Child Care/Head Start Printable PDF

Status: New  
Last Updated By: Updated Date:

I certify that there are 10 or fewer students enrolled in this grade for the 2017-2018 school year (no IDR needed this year).

Kindergarten

Kindergarten Printable PDF

Status: New  
Last Updated By: Updated Date:

I certify that there are 10 or fewer students enrolled in this grade for the 2017-2018 school year (no IDR needed this year).

Sixth Grade

Sixth Grade Printable PDF

Status: New  
Last Updated By: Updated Date:

I certify that there are 10 or fewer students enrolled in this grade for the 2017-2018 school year (no IDR needed this year).



- The section for each grade will remain **gray** until you start the survey. Surveys in progress will turn **yellow**, and **SUBMITTED** surveys will turn **green**.
- The printable PDFs will become available to you once you have submitted your survey to ADHS. The PDF is for your records only. The printed copy does not need to be sent to ADHS and will not replace the online submission of a survey.

HOME - Welcome to 2017-18 IDR

**SCHOOL LIST**

**CARPE DIEM COLLEGIATE E-LEARNING COMMUNITY**

[Add/Remove School](#)

**County:** YUMA **School:** CARPE DIEM COLLEGIATE E-LEARNING COMMUNITY [148761201]

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PreSchool

Preschool/Child Care/Head Start

Printable PDF

Status: New  
Last Updated By: \_\_\_\_\_ Updated Date: \_\_\_\_\_

I certify that there are 10 or fewer students enrolled in this grade for the 2017-2018 school year (**no IDR needed this year**).

Kindergarten

Kindergarten

Printable PDF

Status: New  
Last Updated By: \_\_\_\_\_ Updated Date: \_\_\_\_\_

I certify that there are 10 or fewer students enrolled in this grade for the 2017-2018 school year (**no IDR needed this year**).

Sixth Grade

Sixth Grade

Printable PDF

Status: New  
Last Updated By: \_\_\_\_\_ Updated Date: \_\_\_\_\_

I certify that there are 10 or fewer students enrolled in this grade for the 2017-2018 school year (**no IDR needed this year**).

# Filling out the Survey

- The questions in the child care survey will pertain to students who are 18 months through 5 years old, and not yet in kindergarten at the time you are filling out the survey. You do not need to report information for students younger than 18 months.
- **Save your work often**!! For security reasons, if you are inactive for 1 hour you will be logged out. Unsaved work will be lost, while saved work will be there when you log back in. There is a 5 minute warning that will appear before you get logged out.
- If you need more than one session to complete a survey, make sure to save before you log out. This will allow you to pick up where you left off.

CHILD CARE SURVEY

**NOTE: Please save your entries frequently. You will be logged out for inactivity longer than 60 minutes. The survey will not be saved automatically. You must click "Save" to save your work. For ADHS to receive your final data, you must click "Submit".**

These questions pertain to children 18 months through 5 years of age who are currently enrolled in your child care/preschool center.

**Enrollment**

1. How many students are enrolled in Child care?  \*

**DTaP/DTP**

2. How many students have received a total of 4 or more doses?  \*

3. How many students have an ADHS religious exemption form or ADHS medical exemption form on file for DTaP/DTP?  \*

4. How many students are in a conditional admission/catch-up status for DTaP/DTP?  \*

5. How many students DO NOT have record of immunization OR valid ADHS exemption form?  \*

% fully immunized

% in compliance

**Save** **Cancel**

- Once your survey has been submitted, you will be redirected to the home page where you will see a confirmation message and your survey button has turned **green**. The printable PDF will now be available for your records.
- All surveys must be submitted online to ADHS no later than **November 15, 2017!** You may continue to make changes until that date. A new survey must be submitted EVERY time you make changes. The IDR will be unavailable after **November 15, 2017.**

The screenshot shows the 'HOME - Welcome to 2017-18 IDR' interface. On the left, a 'SCHOOL LIST' section displays 'CARPE DIEM COLLEGIATE E-LEARNING COMMUNITY' with an 'Add/Remove School' button. A green notification banner at the top right states: 'Your survey has been submitted to ADHS. You can continue to make changes up until November 15th. You must re-submit the survey each time you make changes.' The main content area is divided into three grade-level sections: PreSchool, Kindergarten, and Sixth Grade. Each section includes a 'Printable PDF' button and a status update. The PreSchool section shows a status of 'Submitted' and a date of '8/4/2017 1:05 PM'. The Kindergarten and Sixth Grade sections show a status of 'New'.

HOME - Welcome to 2017-18 IDR

✓ Your survey has been submitted to ADHS. You can continue to make changes up until November 15th. You must re-submit the survey each time you make changes.

County: YUMA School: CARPE DIEM COLLEGIATE E-LEARNING COMMUNITY [148761201]

PreSchool

Preschool/Child Care/Head Start Printable PDF

Status: Submitted  
Last Updated By: TEST TESTSON Updated Date: 8/4/2017 1:05 PM

I certify that there are 10 or fewer students enrolled in this grade for the 2017-2018 school year (no IDR needed this year).

Kindergarten

Kindergarten Printable PDF

Status: New  
Last Updated By: Updated Date:

I certify that there are 10 or fewer students enrolled in this grade for the 2017-2018 school year (no IDR needed this year).

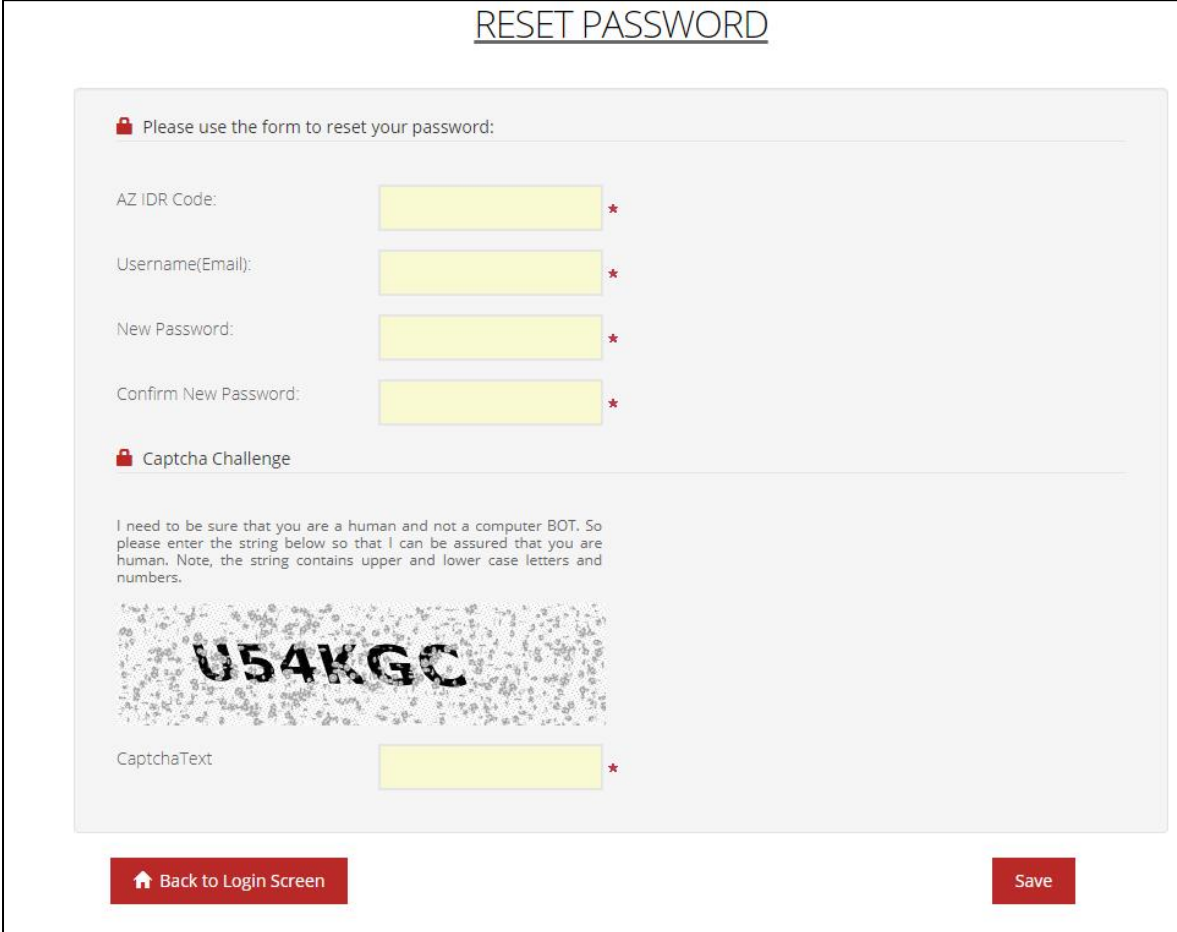
Sixth Grade

Sixth Grade Printable PDF

Status: New

# Forgot Your Password?

- If you forget your password, or want to reset it for any reason, click the “Reset Password” link on the login screen.
- Doing so will bring you to a screen like the one on the right, where you will enter the AZ IDR Code (**IDR2017**), the email address you used to register, and create your new password.
- You can then log in using your email address and new password.



The screenshot shows a web form titled "RESET PASSWORD" with a light gray background. At the top, there is a red padlock icon and the text "Please use the form to reset your password:". Below this, there are four input fields, each with a red asterisk to its right: "AZ IDR Code:", "Username(Email):", "New Password:", and "Confirm New Password:". A section titled "Captcha Challenge" follows, containing a paragraph of text: "I need to be sure that you are a human and not a computer BOT. So please enter the string below so that I can be assured that you are human. Note, the string contains upper and lower case letters and numbers." Below the text is a captcha image showing the string "U54KGC" in a bold, black font against a background of small, light gray characters. Underneath the captcha is a "CaptchaText" label and an input field with a red asterisk. At the bottom of the form, there are two red buttons: "Back to Login Screen" with a home icon and "Save".

# Hep A Questions

While Hep A is not required for child care attendance outside of Maricopa County, every Arizona child care/preschool must answer the following questions.

- As you will see noted in the IDR survey, all preschools/child care facilities in all counties are required to answer the Hep A questions.
- We are aware that this is only a child care entry requirement in Maricopa county, but we still need the data from everyone for analysis purposes. Although the responses may affect the coverage and compliance numbers you see on the survey, it will not affect your ability to receive a certificate, nor will it be reflected on our website (unless you are located in Maricopa county).

# Understanding your Immunization Data Report

## What is the difference between fully immunized and in compliance?

- **Fully immunized/coverage** – the percent of student who have received the required doses for each vaccine type and are up to date
  - Target range is **95% and above**
- **Compliance**- the percent of students who either have an immunization record or a valid exemption on file
  - Target range is **100%**
- For example: There are 10 students in a class. 8 are fully vaccinated for MMR, 1 is exempt and 1 is not exempt but also is not up to date.
  - Coverage: 8/10 are fully vaccinated → **80% fully immunized**
  - Compliance: 9 are either up to date OR exempt for MMR → **90% compliant**

# Certificates

Facilities with 95% or higher **coverage** rates for all required vaccines and facilities with 100% **compliance** rates for all required vaccines will receive a certificate. Those who qualify for both, will receive both!



These certificates can be framed and displayed to let parents know that your facility excels when it comes to the health of your students and community!



# Who Needs to Complete a Child Care IDR?


- All licensed child care providers that serve children who are 18 months through 5 years old, including child care centers, home-based providers, Head Start /Early Head Start, preschools, and pre-kindergarten, will need to register for the IDR.
- If your facility provides ONLY before and after school care for elementary students, you do NOT need to submit an IDR for those grades.





# 10 or Fewer Children

PreSchool

 Preschool/Child Care/Head Start

Printable PDF

Status: New

Last Updated By: Updated Date:

I certify that there are 10 or fewer students enrolled in this grade for the 2017-2018 school year (**no IDR needed this year**).

- If you have 10 or fewer students in the 18 month through 5 year age range at the time of survey completion, you will be able to check the box indicating that you do not need to complete a survey THIS YEAR. You will still need to register your school and select the box so that we know why we don't have a survey from you.

# Questions and Assistance

- If you have any questions or challenges while completing your IDR, please email [AZIDR@azdhs.gov](mailto:AZIDR@azdhs.gov). Someone will return your email as soon as possible during usual working hours.
- Remember, your IDR is due **no later than November 15, 2017!** We encourage you to start early. This allows you time to get answers to any questions that you may have and still submit the IDR on time.

# Thank you for all you do!

**Rachael Salley, MPH**

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Program Office

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