

# 2024-2025 Immunization Data Report Tutorial

For Child Care, Preschool, and Head Start

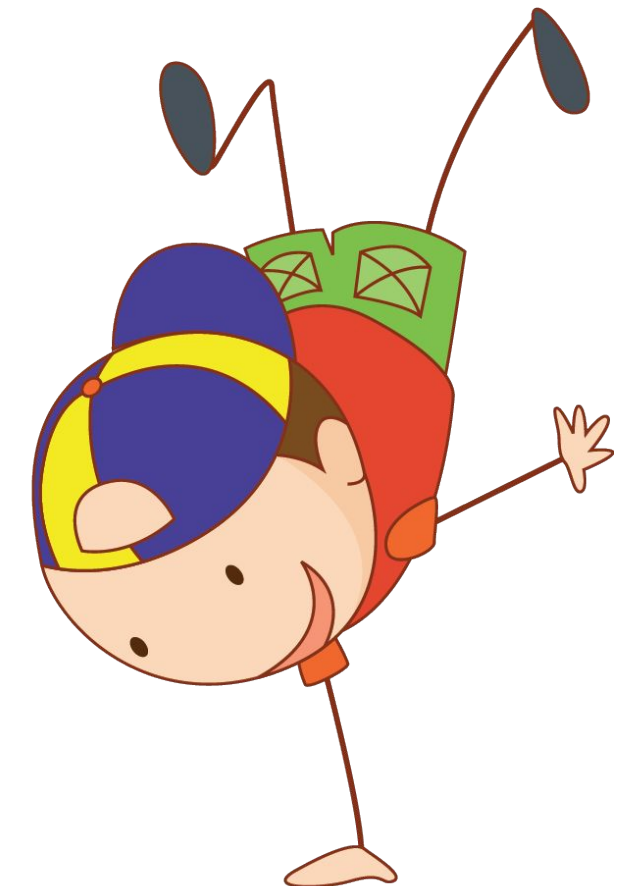
# Table of Contents

- Login and Register
- Select your child care facility/facilities
- Understand & complete the child care IDR survey
- Understand Immunization Requirements
- Guides and other helpful links



# Who Needs to Complete a Child Care IDR?

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




# Getting Started

- Gather immunization records for children who are 18 months through 5 years of age as of the **date you submit your report**.
- You do NOT need to submit information for children younger than 18 months.
- Submit total counts rather than individual children's records.
- Submit the total number of exemptions on file.
- Submit how many children have exemptions to EVERY required vaccine (NOTE: exemptions may vary for each vaccination type).
- Login (or register) to the [IDR web page](#) to the enter the data collected.



Immunization Data Report

 Register

 Login

# Previous IDR Users

- Login with the same email address and password used last year.
- If there is a new email address you must re-register the IDR account.
- If you forgot your IDR password, click “Reset Password”.
  - NOTE: Sometimes a password may erroneously auto populate with your ASIIS Password; this is **NOT** your IDR password.
- Access IDR tutorials located below the login for more information.


The screenshot shows the login interface for the 2023-24 IDR system. At the top, it says "Welcome to the 2023-24 IDR" and "New Users REGISTER for 2023-24 IDR by clicking Register". Below this is a note: "Please use Edge or Google Chrome to use this website." The login form contains two input fields: "Username/Email:" and "Password:". A red "Login" button is positioned below the password field, and a "Reset Password" link is located to the right of the "Login" button. A callout bubble points to the "Reset Password" link with the text "Reset Password Button Location". At the bottom, there is a "Tutorials" section with links for "Child Care/Preschool IDR" and "Kindergarten/6th grade IDR".

# Previous IDR Users: Reset Password

- Complete the fields in yellow then click SAVE.
- Proceed to login using your email address and new password.
- Contact [AZIDR@azdhs.gov](mailto:AZIDR@azdhs.gov) if you need additional assistance.



RESET PASSWORD


 Please use the form to reset your password:

Username(Email):  \*


Password should be at least 4 characters and max of 10 characters

New Password:  \*

Confirm New Password:  \*

 **Captcha Challenge**

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.

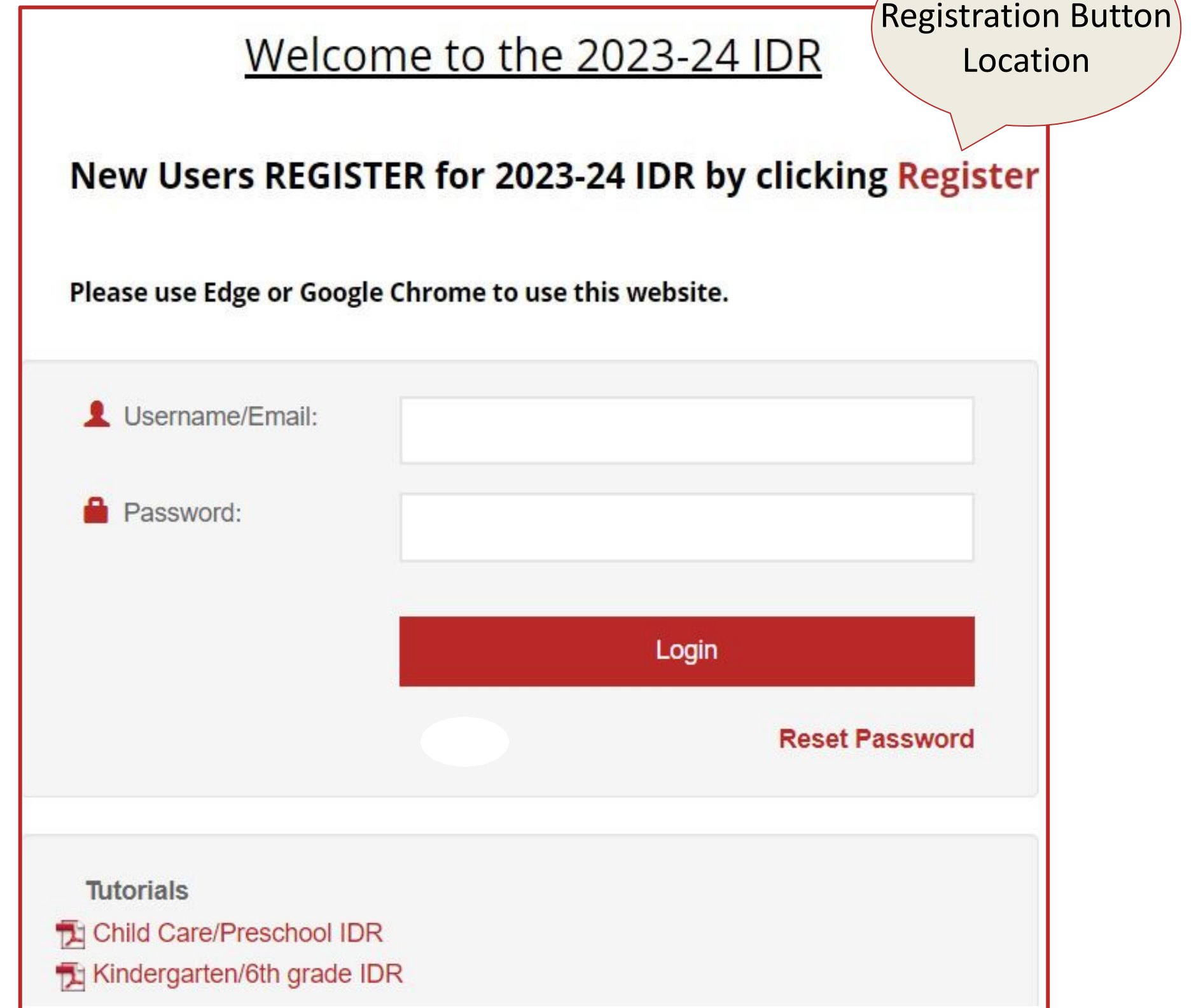


CaptchaText  \*

# New IDR Users: IDR Registration

Registration is required for:

- All new IDR account holders.
- Previous users with a new email address.



Welcome to the 2023-24 IDR

New Users REGISTER for 2023-24 IDR by clicking **Register**

Please use Edge or Google Chrome to use this website.

Username/Email:

Password:

Login

Reset Password

Tutorials

- Child Care/Preschool IDR
- Kindergarten/6th grade IDR

Registration Button Location

# New IDR Users: Create a Profile

- After clicking **Register** you will be brought to the page on the right to create your profile and add your school/facility.
- Enter **your** profile information.
- Select the school in which data will be reported then click the red **ADD** button.
  - NOTE: You can add multiple schools by repeating this process.
- If your facility is not listed, notify [AZIDR@azdhs.gov](mailto:AZIDR@azdhs.gov) asap.

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

Please answer the questions below for user registration

Username(Email):  \*

Password should be at least 4 characters and max of 10 characters

Password:  \*

First Name:  \*

Last Name:  \*

Phone:  \*

Ext:

Role:  \*

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

School Type:  County:  School:

**ADD**



# New IDR Users: Facility Profile

- 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.
- Complete all the fields in yellow.
- A unique ID number and facility address may auto populate (these are non-editable).
- **NOTE:** Ensure the correct facility was selected since many facilities have similar names.
- Incorrect or incomplete facility information can be modified by contacting [AZIDR@azdhs.gov](mailto:AZIDR@azdhs.gov)

**PRINCIPAL/DIRECTOR**

First Name  \* Last Name  \*

Email  \* Phone  \* Ext

**PRIMARY IDR CONTACT**

First Name  \* Last Name  \*

Email  \* Phone  \* Title  \*

**SCHOOL DETAILS:**

Does this school have a Nurse?  \* Nurse Type

How many nurses are at your school?

Who is filling out the IDR?

# Facilities with Private Kindergarten or Higher Grades

ADDITIONAL INFORMATION

Does your preschool run a private kindergarten or 6th grade that is not affiliated with a public school district?  Yes  No \*

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

Yes

- Child care center with a private kindergarten
- Private school with grades higher than preschool; e.g. preschool - kindergarten, preschool - 8<sup>th</sup> grade

No

- Preschool is physically located on a public school campus
- Facility does not operate grades above preschool

# Facilities with Private Kindergarten or Higher Grades

- If you selected Yes, you will be asked to select the private grade school from the drop down list.
- If your facility is not listed, check the box “My grade school is not listed” (NOTE: This will auto-populate the grade school information).
- Contact [azidr@azdhs.gov](mailto:azidr@azdhs.gov) to have incorrect or incomplete information modified.

Does your preschool run a private kindergarten or 6th grade that is not affiliated with a public school district?  Yes  No \*

Please select your private K or 6 school:

OR

My grade school is not listed. Information will be automatically added below.

**PRINCIPAL/DIRECTOR: Private K or 6**

First Name  \* Last Name  \*

Email  \* Phone  \* Ext

**PRIMARY IDR CONTACT**

First Name  \* Last Name  \*

Email  \* Phone  \* Title

**SCHOOL DETAILS: Private K or 6**

Does this school have a Nurse?  \*

# Home Page: Facility Profile

HOME - Welcome to 2023-24 IDR

The screenshot displays a web interface for a facility profile. On the left, there are two sections: 'SCHOOL LIST : CHILD CARE/PRESCHOOL' and 'SCHOOL LIST : GRADE SCHOOLS', both with redacted content. Below these is a red 'Add/Remove School' button. On the right, there are fields for 'County: N' and 'Address:' with redacted content. Below these is a 'PreSchool' section containing a toggle button labeled 'Preschool/Child Care/Head Start' with a red square icon, and a 'Print a Copy' button. Below the toggle is the text 'This is for your records only'. At the bottom right, there are fields for 'Status: New', 'Last Updated By:', and 'Updated Date:'.

- There are separate lists for child care/preschool facilities and grade schools.
- If you are not submitting a child care/preschool survey, the child care/preschool list will be blank.
- The Preschool/Child Care/Head Start survey will only be available for schools in your child care/preschool list.
- The Kindergarten and a 6<sup>th</sup> Grade Survey will only be available for schools in your grade school list.
- Toggle between schools using the red square above the school name.

# Home Page: Adding or Removing a School

HOME - Welcome to 2023-24 IDR

SCHOOL LIST : CHILD CARE/PRESCHOOL

SCHOOL LIST : GRADE SCHOOLS

Add/Remove School

County: M

Address:

PreSchool

Preschool/Child Care/Head Start

Print a Copy

This is for your records only

Status: New

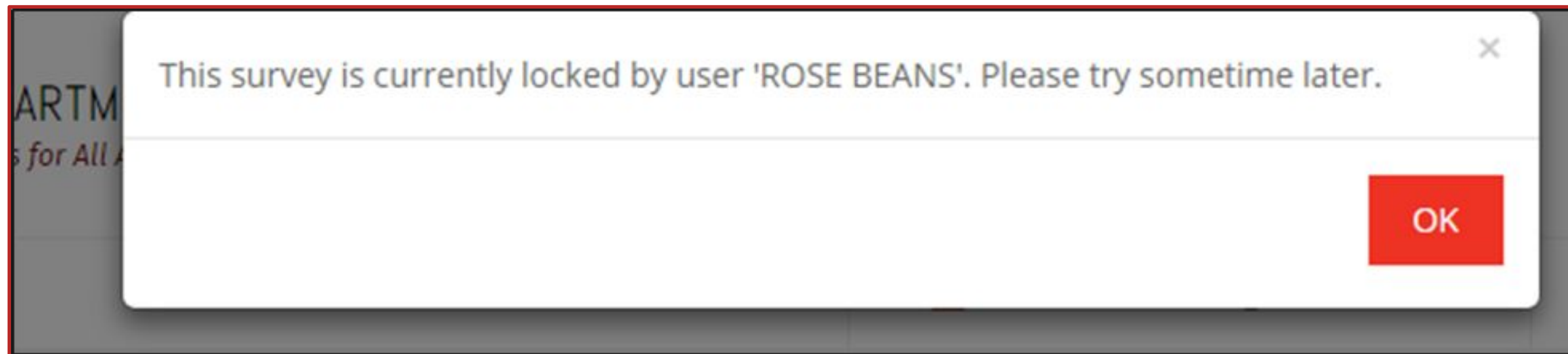
Last Updated By:

Updated Date:

- Once you login, you can add your schools by clicking the **“Add/Remove School”** button.
- **You may need to re-add your school even if you submitted last year.**
- If needed, this is also how you will **add additional schools** or remove schools from your profile.

# Multiple Survey Reporters

- Multiple reporters for a school is permissible, however, only one person may work on a survey 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.
- You are able to see who last edited the survey and when.



# Child Care Survey With $\leq 10$ Students


- Reminder: Children under 18 months are not counted in the survey.
- Child care facilities with **10 or less** children between ages 18 months-5 years check the “No” box indicating that you do not need to complete a survey.
  - NOTE: if enrollment increases to more than 10 students next year, an IDR survey will be required.
- Click “Submit to ADHS” upon completion of the fields.

CHILD CARE SURVEY

You do not have to submit a survey for children under 18 months

**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 to ADHS". You must resubmit every time you make changes.**

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

 Student Count

Do you have 10 or fewer students (18 months through five years) enrolled in Child Care/Preschool?  Yes  No \*

# Completing the Survey

- Survey in progress will turn from **gray** to **yellow**. Submitted surveys will turn **green**.
- Printable PDFs are available 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 nor will replace the online submission of the survey.
- Modifications can be made to the survey using the ADHS portal even after a survey was submitted up until **November 15th**, the date the portal will be closed.

HOME - Welcome to 2023-24 IDR

SCHOOL LIST: CHILD CARE/PRESCHOOL

Child Care

SCHOOL LIST: GRADE SCHOOLS

Grade School

Add/Remove School

County: MARICOPA School: [REDACTED]

Kindergarten

Kindergarten Print a Copy

This is for your records only

Status: In Progress

Last Updated By: BLAKE MAIHACK Updated Date: 9/9/2020 2:20 PM

Sixth Grade

Sixth Grade Print a Copy

This is for your records only

Status: New

Last Updated By: Updated Date:

✓ 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: MARICOPA School: [REDACTED] Child Care [CDC- [REDACTED]

PreSchool

Preschool/Child Care/Head Start Print a Copy

This is for your records only

Status: Submitted [REDACTED]

Last Updated By: [REDACTED] Updated Date: [REDACTED]



# Completing the Survey

- **Save your work often!**
  - If logged out due to prolonged inactivity, power failure, or you accidentally exit the application you will LOSE unsaved work.
  - Saved work can be revisited at any time upon logging in again.
- Answer each question as accurately as possible.
- Make sure numbers entered equal the enrollment number.





# Arizona Immunization Requirements

## FAQs

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

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

*Arizona Revised Statutes 15-871 to 15-874 require all students to be vaccinated to be enrolled in school. The law states students are not allowed to attend and can be removed if they fail to attain the required immunizations or a valid exemption.*

## What do conditional admission, catch-up, and minimum interval mean?

- **Conditional admission** - the student is in process of completing the required vaccinations.
- **Catch-up** - children who have had at least one dose, usually late, and are utilizing the minimum interval period before they can receive the next dose. The IDR survey catch-up question does NOT include children who:
  - Have had less than one dose of the vaccine being reported on.
  - Have no record of immunization.
  - Either have an exemption form on file or no exemption on file.
    - NOTE: If someone is choosing not to vaccinate their child they're not in a catch-up scenario.
- **Minimum interval** - the least amount of time required between vaccine doses to be considered valid.

[Guide to Arizona Immunizations Required for Entry: Child Care or Preschool](#)

[ADHS Vaccine Catch Up Flow Chart](#)

# What are the Hepatitis A reporting requirements?

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

- **All preschools/child care facilities in all counties are required to answer the Hepatitis A questions.**
- While Hepatitis A is only a child care entry requirement in Maricopa county, ADHS requires the data for analysis and reporting purposes.
- If you are outside of Maricopa county, your responses to Hepatitis A questions **will not** affect your ability to get a certificate.
  - It is not necessary to add a comment in the comment sections about your facility being outside of Maricopa county or that Hepatitis A is not required. This will be reflected when ADHS assesses the data.

# County Health Department Assistance

- Contact your local County Health Department for assistance with:
  - Completing the IDR survey.
  - Vaccine access and complex vaccine issues.
  - Assistance with foreign vaccine records.



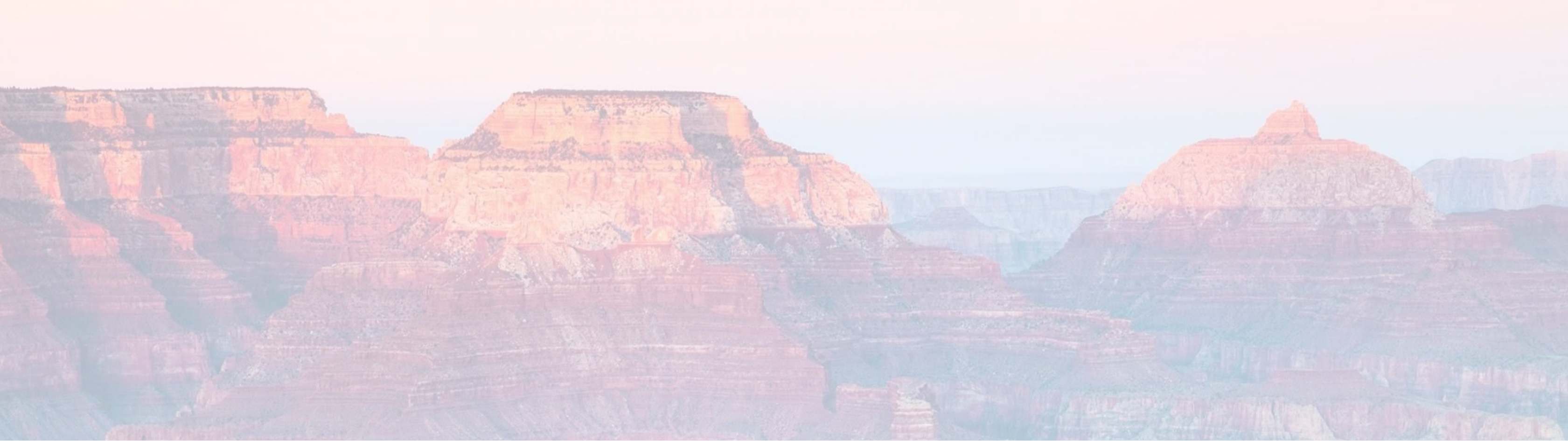
Apache	928-333-2415
Cochise	520-432-9400
Coconino	928-679-7272
Gila	928-425-3189
Graham	928-428-1962
Greenlee	928-865-2601
La Paz	928-669-1100
Maricopa	602-506-8815

Mohave	928-753-0714
Navajo	928-532-6050
Pima	520-724-7988
Pinal	520-866-7358
Santa Cruz	520-281-1550, ext. 1410, 1416
Greenlee	928-865-2601
Yavapai	928-583-1000
Yuma	928-317-4559

# Links and Resources

- [Link to the IDR](#)
- [Immunization Handbook](#)
- [Catch-Up Flowchart & FAQ](#)
- [Immunization Dose Requirements Guide](#)
- [Screening and Referral Form](#)
- [Immunization Quick-look Toolkit](#)
- [ASIIS Training Slides](#)
- [ADHS website](#)

Contact [AZIDR@azdhs.gov](mailto:AZIDR@azdhs.gov) for any additional IDR assistance



# Thank you for all you do!

If you have any IDR questions, contact [AZIDR@azdhs.gov](mailto:AZIDR@azdhs.gov)

**Lauren Krebs, MPH**

Epidemiology Assessment Coordinator

Immunization Program Office

Work: (480) 490-6084