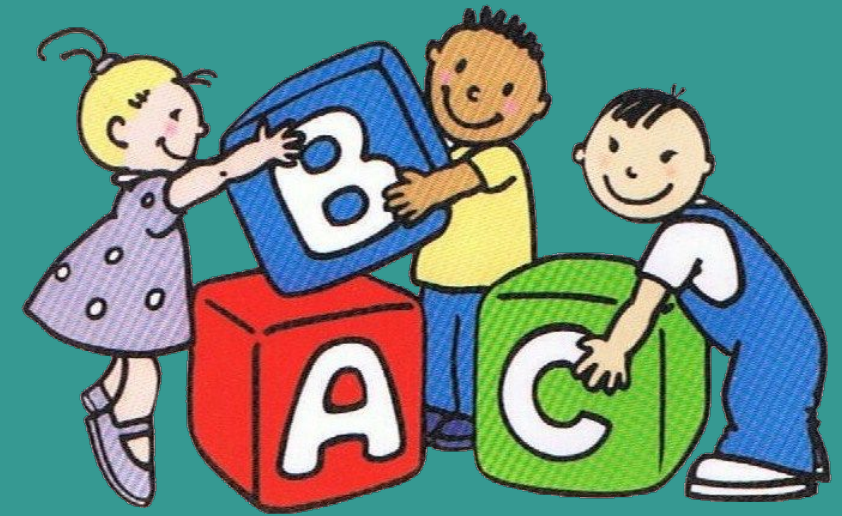
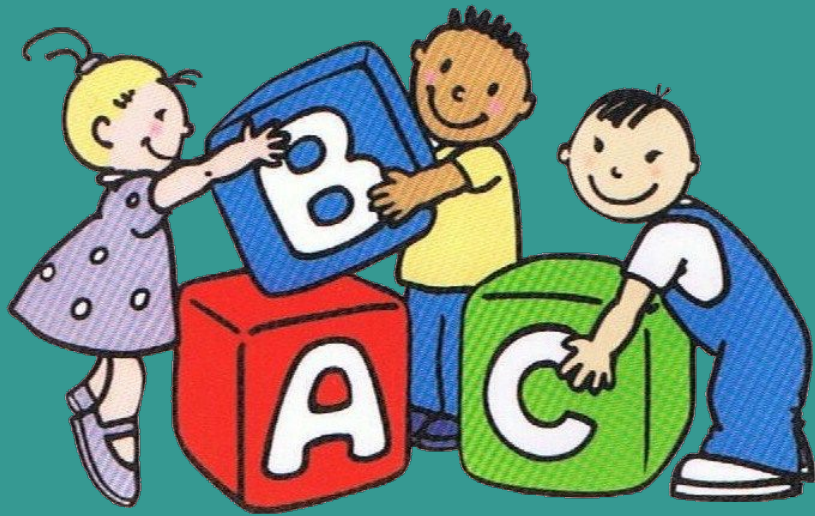


# Immunization Data Report (IDR) Tutorial

## For Child Care, Preschool, and Head Start

### 2026-2027 School Year

Bureau of Immunization Services (BIZS)



# Table of Contents

- [What it is and why it's important](#)
- [Getting Started](#)
- [Login and Register](#)
- [Select your child care facility/facilities](#)
- [Understand & complete the IDR survey](#)
- [FAQs](#)
- [Resources & Links](#)



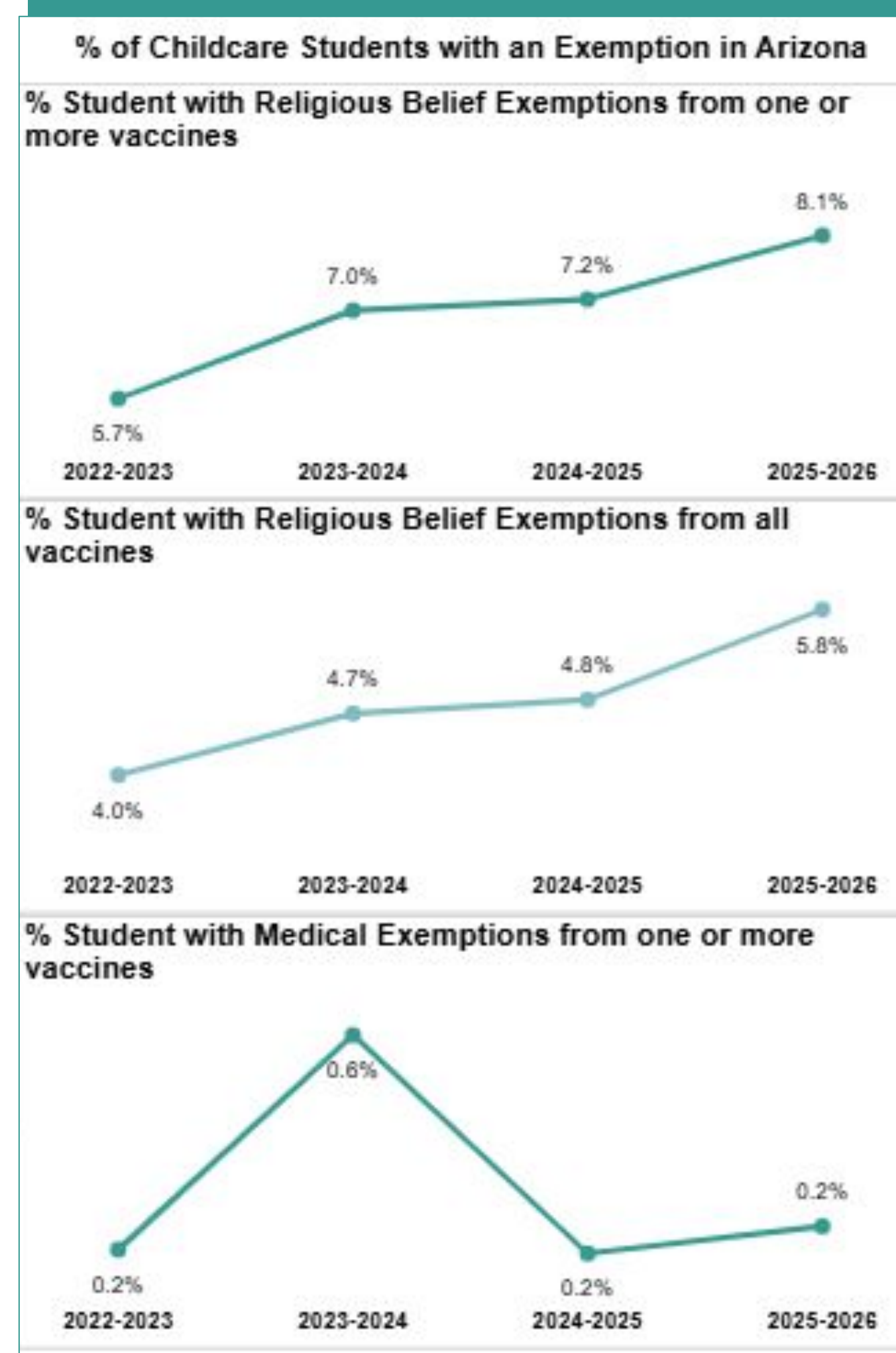
# What is the IDR?

- An annual, state level, self-reported survey about routine childhood immunizations.
- Opens early September and due by **November 15th** every year.
- Assesses immunization coverage and exemption data from the following grades:
  - Child Care/Preschool
  - Kindergarten
  - 6th grade
- Intended to be a representative sample of immunization coverage in Arizona.



# Why is the IDR Important?

- How did we get this data? the IDR!
- One of the main factors in determining state and local health department activities in regards to immunizations.
- Helps identify pockets of under-vaccinated students and supports additional measures to assess community vulnerability.
- Parents and any member of the public can look at each school's immunization rates, which may be particularly important when considering enrollment for some families.
- Data is shared with CDC, community stakeholders, and community members.



[Click here to be redirected to the data site](#)

# Who Needs to Complete the IDR?

- All licensed child care providers that serve children who are **18 months through 5 years old**.
  - 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.

**Required per Arizona Administrative Code R9-6-707**

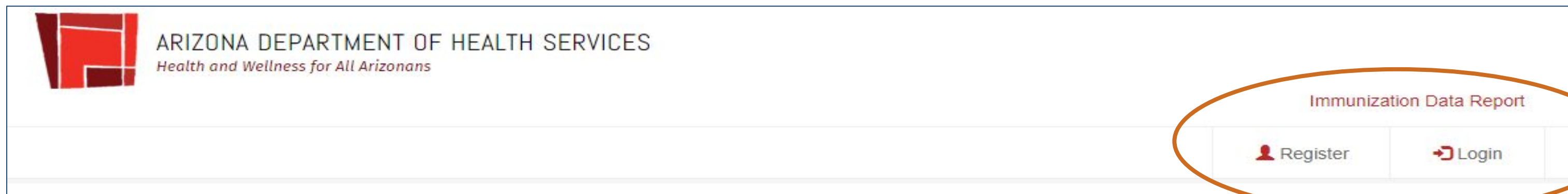


The Arizona State Seal is a circular emblem located on the left side of the image. It features a central shield with a cactus, a sun, and a mountain. The shield is surrounded by a wreath of olive and oak branches. The entire seal is set against a teal background.

# Filling out the IDR

# Getting Started

- Gather all immunization records for children 18 months through 5 years of age.
  - Age is 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.



# Getting Started

## Reported by Vaccine

Total number of students who:

- Are fully immunized
- Are on a catch-up/minimum interval schedule
- Have an exemptions on file
- Are not in compliance

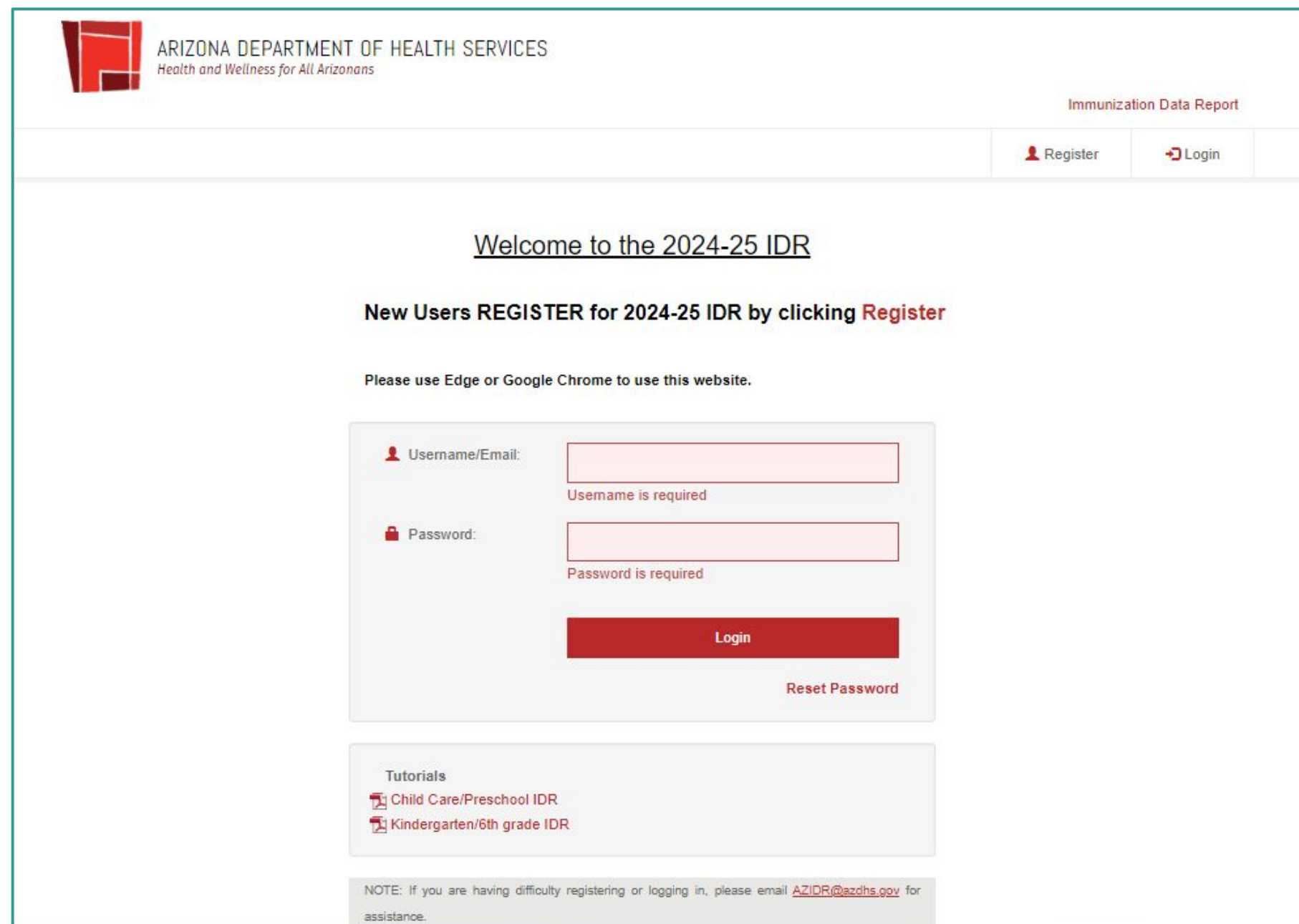
## Reported Overall

Total number of:

- Temporary medical exemptions
- Permanent medical exemptions
- Religious exemptions to 1 or more vaccines
- Religious exemptions to ALL vaccines

# Getting Started

- Login (or register) to the IDR web page to enter the data collected.
- **IDR website:** [apps.azdhs.gov/IDR](https://apps.azdhs.gov/IDR)



The screenshot shows the login page for the Arizona Department of Health Services (AZDHS) Immunization Data Report (IDR) system. The header includes the AZDHS logo and the text "ARIZONA DEPARTMENT OF HEALTH SERVICES Health and Wellness for All Arizonans". The page title is "Immunization Data Report". There are links for "Register" and "Login". The main content area says "Welcome to the 2024-25 IDR" and "New Users REGISTER for 2024-25 IDR by clicking Register". It also includes a note: "Please use Edge or Google Chrome to use this website." The login form has fields for "Username/Email:" and "Password:", both with red error messages "Username is required" and "Password is required" respectively. There is a red "Login" button and a "Reset Password" link. Below the login form is a "Tutorials" section with links for "Child Care/Preschool IDR" and "Kindergarten/6th grade IDR". At the bottom, a note states: "NOTE: If you are having difficulty registering or logging in, please email [AZIDR@azdhs.gov](mailto:AZIDR@azdhs.gov) for assistance."

ARIZONA DEPARTMENT OF HEALTH SERVICES  
Health and Wellness for All Arizonans

Immunization Data Report

Register Login

Welcome to the 2024-25 IDR

New Users REGISTER for 2024-25 IDR by clicking **Register**

Please use Edge or Google Chrome to use this website.

Username/Email:   
Username is required

Password:   
Password is required

Login

Reset Password

Tutorials

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

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

# 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”.
  - Sometimes a password may erroneously auto populate with your ASIIS Password; this is **NOT** your IDR password.

Welcome to the 2024-25 IDR

New Users REGISTER for 2024-25 IDR by clicking **Register**

Please use Edge or Google Chrome to use this website.

 Username/Email:

Username is required

 Password:

Password is required

Login

Reset Password

Tutorials

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

# Previous IDR Users: Reset Password

- 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):  \*

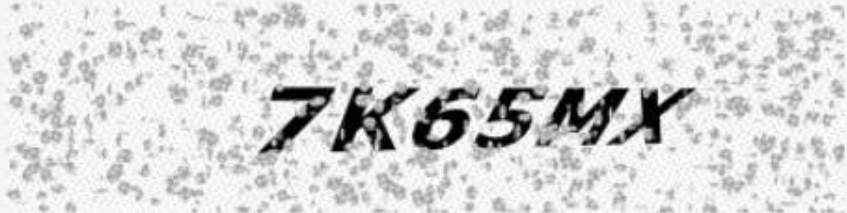
Password should be at least 4 characters and max of 10 characters

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 2024-25 IDR

New Users REGISTER for 2024-25 IDR by clicking **Register**

Please use Edge or Google Chrome to use this website.

 Username/Email:

Username is required

 Password:

Password is required

Login

[Reset Password](#)

## Tutorials

 [Child Care/Preschool IDR](#)

 [Kindergarten/6th grade IDR](#)

# New IDR Users: Create a Profile

## 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:  999-999-9999 \*

Ext:  99999

Role:  --Select-- \*

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

School Type:  --Select--

County:  --Select--

School:  -- Select School --

ADD

- After clicking Register you will be brought to the page on the left 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.
  - You can add multiple schools by repeating this process.
- If your facility is not listed, fill out the form linked on the homepage.

**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?  \*

# New IDR Users: Facility Profile

- When you select a facility, the page on the left 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).
- Incorrect or incomplete facility information can be modified by filling out the form linked on the homepage.
- Ensure the correct facility was selected since many facilities have similar names.

# 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

Save Close

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”.
  - This will auto-populate the grade school information.
- Incorrect or incomplete facility information can be modified by filling out the form linked on the homepage.

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

- 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 6th Grade Survey will only be available for schools in your grade school list.
- Toggle between schools by clicking on the one under the grade level you want.

HOME - Welcome to 2023-24 IDR

SCHOOL LIST : CHILD CARE/PRESCHOOL

SCHOOL LIST : GRADE SCHOOLS

Add/Remove School

County:

Address:

PreSchool

Preschool/Child Care/Head Start

Print a Copy

This is for your records only

Status: New

Last Updated By:

Updated Date:

# Home Page: Adding or Removing a School

- 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.

HOME - Welcome to 2023-24 IDR

SCHOOL LIST : CHILD CARE/PRESCHOOL

SCHOOL LIST : GRADE SCHOOLS

County: N

Address:

PreSchool

Preschool/Child Care/Head Start

Print a Copy

This is for your records only

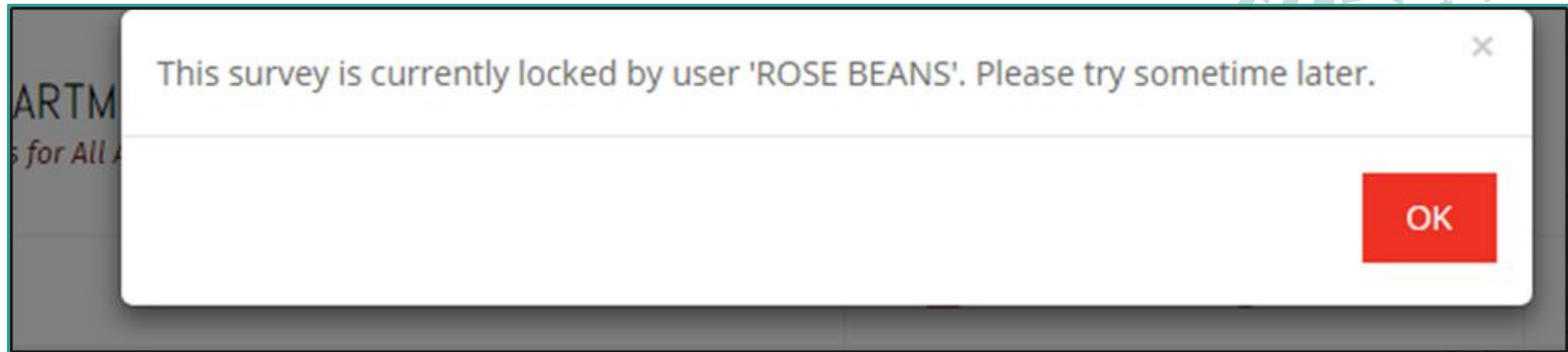
Status: New

Last Updated By:

Updated Date:

# Multiple Survey Reporters

- Multiple reporters for a school are 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 on 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 through 5 years will check the “Yes” box indicating that you do not need to complete a survey.
  - 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 \*

Buttons: Save, Cancel, Submit to ADHS (circled in orange)

# 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 even after a survey was submitted up until **November 15th**.

HOME - Welcome to 2023-24 IDR

**SCHOOL LIST: CHILD CARE/PRESCHOOL**

|                       |
|-----------------------|
| [REDACTED] ss, L.L.C. |
| [REDACTED] Child Care |

**SCHOOL LIST: GRADE SCHOOLS**

|                     |
|---------------------|
| [REDACTED] SCHOOL   |
| [REDACTED] Y SCHOOL |
| [REDACTED] Y 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  
Last Updated By: BLAKE MAIHACK  
Updated Date: 9/9/2020 1:56 PM

# Tips for 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.
- Use the resources available on our [website](#).



The logo is a circular emblem on the left side of the page. It features a central sun with rays, surrounded by various symbols including a cactus, a mountain, a river, and a hand. The entire logo is rendered in a light teal color against a darker teal background.

# 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%**
- ADHS gives out certificates to schools who meet these targets.

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 is the difference between fully immunized and in compliance?

- 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**



# What does 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.
    - 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?

- **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.

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

# County Health Department Assistance

Contact your local County Health Department for assistance with:

- Completing the IDR survey.
- Vaccine access and complex vaccine issues.
- 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 |
| Yavapai    | 928-583-1000                  |
| Yuma       | 928-317-4559                  |

# ADHS School Granicus



## BIZS School Health Stop: Connecting School Health Staff with Immunization Education

### School Immunization Documentation Updates and Reminders

#### ASIR 109 Form Update

The Arizona School Immunization Record (ASIR 109) Form has been updated on the Arizona Department of Health (ADHS), Bureau of Immunization Services (BIZS) [website](#). The [ASIR 109 form](#) is used for Kindergarten through 12th Grade school immunization documentation. This fillable pdf form can be printed on any printer paper or ordered from ADHS using [this form](#).

#### School Immunization Documentation FAQ

##### Are students required to show proof of immunization before entering school?

- Yes! Arizona law requires proof of school-required immunizations before a child may enter or attend any Arizona school or child care center. Refer to the [Arizona Immunization Handbook](#) for a list of acceptable forms of immunization records for entering school (pg. 21).
- School staff should refer parents without records to their healthcare provider or to their local/county health department. Parents can also request records [here](#) or fill out an [immunization record request form](#).

<https://public.govdelivery.com/accounts/AZDHS/subscriber/new>

# Links and Resources

- [Link to the IDR](#)
- [ADHS website](#)
- [Immunization Handbook](#)
- [Catch-Up Flowchart & FAQ](#)
- [ASIIS Training Slides](#)

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

## Childcare:

- [Immunization Quick-look Toolkit](#)
- [Immunization Dose Requirements Guide](#)
- [Screening and Referral Form](#)
- [IDR Tutorial](#)

## Grades K-12:

- [Immunization Quick-look Toolkit](#)
- [Immunization Dose Requirements Guide](#)
- [Screening and Referral Form](#)
- [IDR Tutorial](#)



# ARIZONA

**Thank you for all you do!**

If you have any IDR questions, please contact  
[AZIDR@azdhs.gov](mailto:AZIDR@azdhs.gov) or call (480) 490-6084