

SCHOOL AND CHILD CARE IMMUNIZATION MODULE

School Compliance Report Quick Reference Guide

What is the School Compliance Report?

The School Compliance Report gives a snapshot of the compliance totals for students or children at a district, private school, child care, or group of child cares and private schools in the same organization. It does not include individual student or child vaccination information. It does include the total number and percent of children who are; out of compliance, complete, in conditional status, due now for a vaccine, have exemptions, and the total enrolled.

What is the School Compliance reports intended use?

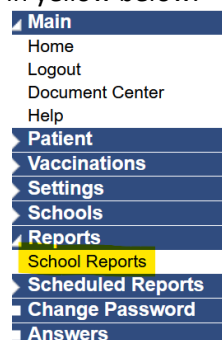
To provide a quick and easy way to see the total number of children who are out of compliance, complete, in conditional status, due now for a vaccine, have exemptions, and are enrolled at a location or group of locations. This is great information to provide to administration at your district, school or child care and can give an overall understanding of where your schools or child cares stand when it comes overall vaccination status and numbers.

Who has access to the School Compliance Report?

All School and Child Care Immunization Module (SCCIM) user accounts have access to the report. The ability to run the report for multiple schools or child cares at one time will be determined by the type of account you have. If you have access to multiple schools, child cares, or a whole district, you will be able to run the report for all those locations at one time. If you only have access to one school or child care you can only run the report for that location.

How do I access the School Compliance Report in the School and Child Care Immunization Module?

1. Log into your School and Child Care Immunization Module account.
2. On the right side of the page, click on the word, "Reports" to show the "School Reports" button as highlighted in yellow below.



SCHOOL AND CHILD CARE IMMUNIZATION MODULE

School Compliance Report Quick Reference Guide

3. On the reports page, select the “School Compliance Report” button as highlighted in yellow below.

School Nurse Reports
School Immunization Report, First Time Enterer
Action Report
Action Report Notice/Letter
Action Report Notice/Letter Message
Certificate of Immunization Status (CIS)
Summary of School Enterers Data
Patient Detail
At Risk Report
Student Compliance Report
School Compliance Report

Run the Report: If your account only has access to one School or Child Care this will be auto selected for you, and you can skip to step 6 below. If you have access to multiple schools or child care, please see steps a. and b. below.

- a. **Run the Report for a whole District:** If you have access to a District and would like to run the report for all the schools within it, you do not need to select a School. Make sure the bubble is filled in next to “District” as highlighted in the image below and move on to step 6.

School Compliance Report Menu

Limit Report By

<input checked="" type="radio"/> District	SPOKANE PUBLIC SCHOOLS ▾	
<input type="radio"/> School	<input type="text"/>	Click to select
<input type="radio"/> School Type	--select-- ▾	
Grade (optional)	<div style="border: 1px solid #ccc; padding: 2px;"> Child Care 7+ P0 P1 P2 P3 P4 </div>	
Series	--select-- ▾	

SCHOOL AND CHILD CARE IMMUNIZATION MODULE

School Compliance Report Quick Reference Guide

b. Run the report for one school or child care when you have access to multiple locations from your account:

i. Click on the “Click to Select” button highlighted in yellow in the image below.

ii. A pop-up window should have opened as seen in the image below. In the pop-up window, you can search for the location by name or, click the “Search” button without typing in the name to see a list of all the locations you have access to. If you have access to multiple locations, you may need to use the arrow button at the bottom of the page to see them all.

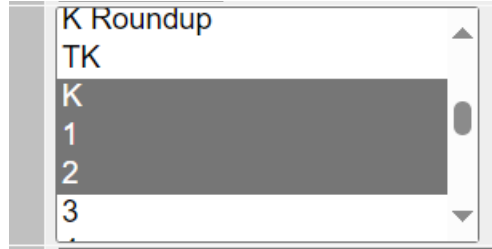
iii. When you find the location, you would like to run the report for, click on its name and the pop-up window will disappear.
 iv. You should now see the name of location you would like to run the report for in the “School” section of the School Compliance Report Menu

4. **School Type:** Leave this section blank. No information is needed here to run this report.

SCHOOL AND CHILD CARE IMMUNIZATION MODULE

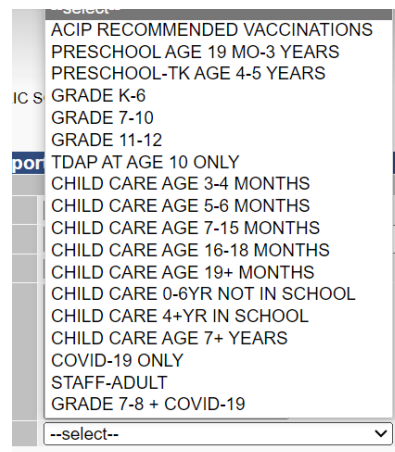
School Compliance Report Quick Reference Guide

5. **Select the grades you would like to run the report for:** Keep in mind that the grades need to align with the series you select. You will need to run different grades with different series to get the correct results. For example, only K-6 graders should be run together under the series K-6.
 - a. To run this report for multiple grades at one time, click the first grade you wish to see. Next, hold down the “Ctrl” key on your keyboard. While holding down the “Ctrl” key click on the other grades you want to run the report for. The multiple grades you selected should appear grayed out like the image below.



- b. To see all the grades at all your locations leave the grade section blank and do not click on any grade options.

6. **Select the Series:** Select the series from the drop-down list that aligns with the grades you chose to run the report for. You will need to run different grades with different series to get the correct results. For example, only K-6 graders should be run together under the series K-6. Click on the series to select it and you will see it auto populate in the series box.



7. **Run the Report:**
 - a. **Run the Report in the Module:** Select “Create Report” as highlighted yellow in the screen shot below to run the report in the Module.

SCHOOL AND CHILD CARE IMMUNIZATION MODULE

School Compliance Report Quick Reference Guide

The report should look like the below image.

District: VERY HEALTHY SCHOOL DISTRICT Grade: K,1,2,3,4,5 Series: GRADE K-6

WA School Level Immunization Compliance Detail 07/09/2024														
SCHOOL DISTRICT	SCHOOL NAME	SCHOOL TYPE	NUMBER OF STUDENTS OVERDUE	PERCENT OF STUDENTS OVERDUE	NUMBER OF STUDENTS CONDITIONAL	PERCENT OF STUDENTS CONDITIONAL	NUMBER OF STUDENTS DUE NOW	PERCENT OF STUDENTS DUE NOW	NUMBER OF STUDENTS EXEMPT	PERCENT OF STUDENTS EXEMPT	NUMBER OF STUDENTS COMPLETE	PERCENT OF STUDENTS COMPLETE	TOTAL NUMBER OF STUDENTS ENROLLED	REPORT DATE
VERY HEALTHY SCHOOL DISTRICT	VERY HEALTHY ELEMENTARY	Public	19	42.2%	0	0.0%	4	8.8%	19	42.2%	7	15.5%	45	07/09/2024
Y			19	42.2%	0	0.0%	4	8.8%	19	42.2%	7	15.5%	45	07/09/2024

- b. **Run the Report in Microsoft Excel:** Select "Export Report" to run the report in Microsoft Excel as highlighted in yellow in the image below. This creates an editable excel document.

The report will look like the below image when exported to Excel:

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
1	WA School Level Immunization Compliance Detail														
2	VERY HEALTHY K,1,2,3,4,5 GRADE K-6														
3	SCHOOL DISTRICT	SCHOOL NAME	SCHOOL TYPE	NUMBER OF STUDENTS	PERCENT OF STUDENTS	NUMBER OF STUDENTS	PERCENT OF STUDENTS	NUMBER OF STUDENTS	PERCENT OF STUDENTS	NUMBER OF STUDENTS	PERCENT OF STUDENTS	NUMBER OF STUDENTS	PERCENT OF STUDENTS	TOTAL NUMBER	REPORT DATE
4	VERY HEALTHY SCHOOL DISTRICT	VERY HEALTHY ELEMENTARY	Public	19	42.20%	0	0.00%	4	8.80%	19	42.20%	7	15.50%	45	07/09/2024
5	SUMMARY														
6				19	42.20%	0	0.00%	4	8.80%	19	42.20%	7	15.50%	45	07/09/2024

Understanding the School Compliance Report results:

What does Out of Compliance mean?

A student/child is missing vaccination/s in the series selected and one or more vaccines are 31+ days past the recommended due date in the IIS forecast and they do **not** have an exemption or evidence of immunity listed for this disease/s in the missing vaccination.



To request this document in another format, call 1-800-525-0127.

Deaf or hard of hearing customers, please call 711 (Washington Relay) or email doh.information@doh.wa.gov

SCHOOL AND CHILD CARE IMMUNIZATION MODULE

School Compliance Report Quick Reference Guide

What does conditional status mean?

A student/child is missing vaccination/s in the series selected and all of the missing vaccinations are less than 31 days past the recommended due date in the IIS forecast and they do **not** have an exemption or evidence of immunity listed for this disease/s in the missing vaccination.

What does Due Now mean?

A student/child is missing vaccination/s in the series selected and they do **not** have an exemption or evidence of immunity listed for this disease/s in the missing vaccination and at least one of the missing vaccinations have a status of “Due Now” in the WAIS forecast. A vaccination with a forecast status of “Past Due” will not be counted in this column.

What is an exempt student?

A student/child is missing vaccination/s in the series selected and they have one or more exemptions documented on the SCCIM on the demographic page. For more information on exemptions please see our: [Enter Exemptions into the SCCIM Quick Reference Guide \(wa.gov\)](#)

What is a Complete Student?

A student/child has met all the immunization requirements for the series selected. These children can have a combination of vaccines, exemptions, and immunity to meet complete status. These children do not have any vaccines that are due now, in conditional status or, out of compliance/past due.

How is the number of students enrolled calculated?

This is based off the of the students listed on your school, child care or districts roster in the Module. For students to be listed on a roster the “Include in Reports” box must be checked on the demographic page for the school or child care they attend.

If you don’t have any children on your roster or need to add students/update your roster you can complete a roster upload. For more information on roster uploads please see our: [Roster Upload Quick Reference Guide SCCIM](#)

How are the percentages on the School Compliance Report calculated?

This is based on the number of children who fall under each category (Out of Compliance, Complete, etc.) divided by the number of children covered in the report. Children included in the report are only those who are on the rosters for the locations selected and, only those who fall within the grades you chose to run the report for.