DEPARTMENT OF SCHOOL HEALTH SERVICES
Multnomah Education Service District
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Immunization Process-Management of HLT 414 Report

1) Correct records with **"Insufficient"** status: Secretary, SHA, or RN researches Alert, enters dates into Synergy (if trained). If there is no Alert record, the parent must correct the error on the CIS form, re-sign, and date. The Alert record is then placed into a zip file and saved onto the desktop for future scanning. If not trained, then digitally forward the file to tramirez@mesd.k12.or.us. If forms need to be faxed, include a cover sheet with the number of forms, and send to 503-257-1768. Forms can also be sent by pony to MESD/SHS Immunization Program. Include the number of forms on the pony envelope.

2) Research "No Record" students: Secretary, SHA, or RN researches Alert. If the record is located, follow the same process as in #1.

3) Research "Incomplete" students: Secretary, SHA, or RN researches Alert to obtain additional immunization dates. If found, follow the same process as in #1.

4) Pony CIS form copies to SHS immunization program. Write the number of records sent and school name on the front on the pony envelope. An email will be sent by the immunization program staff prior to deadlines regarding whether records should be sent by pony or faxed.

5) The Alert record is filed or scanned into the student's cumulative (CUM) file.

Nonmedical education certificates and the signed CIS form need to be sent (pony or fax) to the Immunization program for data entry.

Parent notification letters are sent out via US mail in the fall and again two weeks prior to exclusion day in February.

Key:

 CIS—Certificate of Immunization Status. The state required form for immunization information.

Incomplete—indicates the need for required immunizations. Parent follows up and provides school with documentation of immunizations or nonmedical exemption information.

Insufficient—indicates an error on the CIS, such as transcription, birthdate, immunization date.

No Record—No immunization information has been entered into the district database

HLT414—The printout from the district database system that provides immunization information for all students in the school setting.

CUM—Cumulative Record or Permanent School Record