

Immunization HLT 414 Review and Response Process

Students will be on the HLT 414 report for a variety of reasons:

- 1) Insufficient—indicates an error on the CIS, such as transcription, birthdate, immunization date. The secretary, SHA, or RN researches Alert, and enters dates into Synergy (if trained). If there is no Alert record, the parent must correct the error on the CIS form, re-sign the CIS, and date. Information on the CIS record is then entered into the district database system (Synergy) if trained. If not trained, a copy is faxed, or sent by pony to the MESD/SHS Immunization Program.*
- 2) No Record—no immunization information has been entered into the district database. The Secretary, SHA, or RN will need to do research in Alert. If the record is located, follow the same process as in #1.*
- 3) Incomplete—indicates the need for required immunizations. Parent follows up and provides the school with documentation of immunizations or nonmedical exemption information. The Secretary, SHA, or RN does research in Alert to obtain additional immunization dates. If dates are found, follow the same process as in #1.*
- 4) If pony or FAX CIS form copies are sent to SHS immunization program, write the number of records sent and school name on the front of the pony envelope or FAX cover sheet. 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.

Key:

CIS—Certificate of Immunization Status. This is the state required form used for documenting immunization information.

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

***If data entry trained and the dates are entered into Synergy, the CIS form can be filed at the school. It is not necessary to send the CIS form to the SHS Immunization program.**