

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, prints two copies of the CIS form, enter student ID#, school name, and grade in the box titled “For school/facility use only.” Send one copy to the immunization program for data entry. If no Alert record, the parent must correct the error on the CIS form, re-sign and date. Copy and forward updated CIS forms to the immunization program for data entry.
- 2) Research “**No Record**” students: Secretary, SHA, or RN researches Alert. If the record is found, print two copies of the CIS form, label with student ID#, school name, and grade in the area box titled “For school/facility use only.”
- 3) Submit one copy to immunization program staff for data entry.
- 4) Research “**Incomplete**” students: Secretary, SHA, or RN researches Alert to obtain additional immunization dates. If found, print two copies of CIS, label with student ID#, school name, and grade in the box titled “For school/facility use only.” Submit one copy to immunization program staff for data entry.
- 5) Parent notification letters are mailed via US mail in the fall and again two weeks prior to exclusion day in February.
- 6) Pony CIS form copies to SHS immunization program. Write the number of records sent and school name on the front on the pony envelope. Information will be emailed by immunization program staff prior to deadlines regarding whether records should be sent by pony or faxed.
- 7) School secretary files the processed CIS form (legally a school record) in the student’s cumulative (CUM) file.

Key	
CIS —Certificate of Immunization Status	Incomplete —indicates the need for required immunizations. Parent follows up and provides school with documentation of immunizations.
CUM —Cumulative Record or Permanent School Record	Insufficient —indicates an error on the CIS, such as transcription, birthdate, immunization date.
No Record —No CIS collected by school, or CIS collected but unprocessed, (filed in CUM but was not forwarded for data entry).	HLT414 —A printout from the Synergy district database system that provides immunization information for all students in the school setting.