

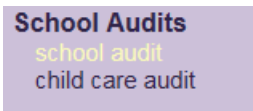


Immunization Registry Information System (IRIS) School and Child Care Audit Instructions for Local Public Health Agencies September 2017

All school and child care audit data must be reported in IRIS. Before recording audit results in IRIS, users will need access to IRIS Audit functionality. Current School Audit Users do not need to resubmit an IRIS Authorized Site Agreement. For those individuals who do not have School Audit Access, please complete the [IRIS Authorized Site Agreement-Organization Form](#), and select 'LPHA Org Admin' or 'LPHA Standard User' under the Planned Use of IRIS, School Audit section. Fax the completed form to the IRIS Help Desk at 1-800-831-6292, or send electronically to irisenrollment@idph.iowa.gov. IRIS staff will add the school audit role to the user's existing access in IRIS. Please call the IRIS Help Desk at 1-800-374-3958 with questions.

School Audits:

- 1) Select the 'school audit' link under the School Audits section of the menu panel.



- 2) Select the School District from the 'School District' dropdown menu.

The screenshot shows the 'School Information' form in IRIS. The 'School District' dropdown menu is open, displaying a list of school districts including A-H-S-T, AGWSR, Adair-Casey, Adel-DeSoto-Minburn, Akron-Westfield, Albert-City-Truesdale, Albia, Alburnett, Aiden, Algona, Allamakee, Alta, Ames, Anamosa, Andrew, Ankeny, Aplington-Parkersburg, Ar-We-Va, Armstrong-Ringsted, Atlantic, Audubon, Aurelia, BCLUW, Ballard, Battle-Creek-Ida-Grove, Baxter, Bedford, Belle-Plaine, and Bellevue. The form also includes fields for School Name, City, Zip Code, School #, and School County Code #, along with buttons for Save, Print, Add New, and Cancel.

	Total	Students with Certificate of Immunization	Students with Certificate of Immunization Exemption		Total Certificates	Students without acceptable or no certificates
			Provisional Certificates	Medical Religious		
K						
1						
2						
3						
4						
5						
6						
7						

3) Select the School Name from the 'School Name' dropdown menu.

School Information

School District: School Name:

Address: City:

District #: School #:

School County Code #:

School Grade Information

	Total Enrollment	Students with Certificate of Immunization	Students with Provisional Certificates	Students without acceptable or no certificates
K				
1				
2				
3				
4				
5				
6				
7				

Note: A dropdown menu is open showing a list of school names including Bergman Academy, Brody Middle School, Brubaker Elementary School, Callanan Middle School, Capitol View Elementary School, Carver Elementary, Cattell Elementary School, Christ The King School, Cowles Elementary School, Des Moines Adventist, Des Moines Central Campus High School, Downtown School, East High School, Edmunds Fine Arts Academy, Findley Elementary School, Garlon Elementary, Gateway Secondary School, Goodrell Middle School, Gospel Assembly Christian Academy, Greenwood Elementary School, Hanawalt Elementary, Harding Middle School, Hiatt Middle School, Hills Elementary School, Holy Family School, Holy Trinity School, Hoover High School, Howe Elementary, and Hoyt Middle School.

4) The school's address, district #, school #, and school county code will automatically populate based on the District and School selected.

School Information

School District: School Name:

Address: City: Zip Code:

District #: School #:

School County Code #:

School Grade Information

5) Enter the school's audit results. The 'Total Certificates', 'Students without acceptable or no certificates' and the 'Total' fields at the bottom of the page will auto-calculate based on data entered. Only enter data in the grades that pertain to the selected school.

School Information

School District: School Name:

Address: City: Zip Code:

District #: School #:

School County Code #:

School Grade Information

	Total Enrollment	Students with Certificate of Immunization	Students with Provisional Certificates	Students with Certificate of Immunization Exemption		Total Certificates	Students without acceptable or no certificates
				Medical	Religious		
K							
1	95	78	10	5	2	95	0
2	102	97	5	0	0	102	0
3	97	86	3	4	5	97	0
4	108	102	4	0	0	106	2

- 6) After entering the school's audit information, select the 'Save' button to submit and save the audit. ****Navigating away from this page without selecting 'Save' will result in loss of data. Be sure to select save before closing or navigating away from the page.** The message 'School Audit record successfully added for the school' will appear, and zeroes will populate for grades not completed.

School Information

School District: Des Moines Independent | School Name: Brubaker Elementary School

Address: 2900 E 42nd Street | City: Des Moines | Zip Code: 50317

District #: 1737 | School #: 0739 | School County Code #: 77

Buttons: Save, Print, Add New, Cancel

School Grade Information

School Audit record successfully added for the school.

	Total Enrollment	Students with Certificate of Immunization	Students with Provisional Certificates	Students with Certificate of Immunization Exemption		Total Certificates	Students without acceptable or no certificates
				Medical	Religious		
K	0	0	0	0	0	0	0
1	95	78	10	5	2	95	0
2	102	97	5	0	0	102	0
3	97	85	3	4	5	97	0
4	106	102	4	0	0	106	2
5	0	0	0	0	0	0	0

- 7) To complete or enter a new audit, either select the School District and School Name from the dropdown menu or select the 'Add New' button which will reset all the fields on the page.

School Information

School District: Des Moines Independent | School Name: **Brubaker Elementary School**

Address: 2900 E 42nd Street | City: | Zip Code: | District #: 1737 | School #: | School County Code #:

Buttons: Save, Print, Add New, Cancel

School Grade Information

	Total Enrollment	Students with Certificate of Immunization	Students with Provisional Certificates
K	0	0	0
1	95	78	10
2	102	97	5
3	97	85	3
4	106	102	4
5	0	0	0

Dropdown list of schools: Bergman Academy, Brody Middle School, **Brubaker Elementary School**, Callanan Middle School, Capitol View Elementary School, Carver Elementary, Castle Elementary School, Christ The King School, Cowles Elementary School, Des Moines Adventist, Des Moines Central Campus High School, Downtown School, East High School, Edmunds Fine Arts Academy, Findley Elementary School, Garton Elementary, Gateway Secondary School, Goodrell Middle School, Gospel Assembly Christian Academy, Greenwood Elementary School, Hanawalt Elementary, Harding Middle School, Hiatt Middle School, Hills Elementary School, Holy Family School, Holy Trinity School, Hoover High School, Howe Elementary, Hoyt Middle School

8) Follow the same steps to complete additional school audits for each school needed.

School Information

School District: School Name:

Address: City: Zip Code:

District #: School #:

School County Code #:

School Grade Information

	Total Enrollment	Students with Certificate of Immunization	Students with Provisional Certificates	Students with Certificate of Immunization Exemption		Total Certificates	Students without acceptable or no certificates
				Medical	Religious		
K							
1							
2							
3							
4							

Child Care Audits:

1) Select the 'child care audit' link under the School Audits section of the menu panel.



2) Select the county from the 'County' dropdown menu.

Facility Information

County: Name of Center:

Address: Zip Code:

City:

Age Gr

	Enrollment	Children with Certificate of Immunization	Children with Provisional Certificates	Children with Certificate of Immunization Exemption	
				Medical	Religious
4 thro					
6 thro					
12 thro					
19 thro					
24 mo					

- 3) Select the name of the child care facility from the 'Name of Center' dropdown menu.

Facility Information

County: Polk Name of Center: **2 B Tiny Child Dev Ctr & Preschool**

Address: Zip Code: City:

Age Group Information

	Total Enrollment
4 through 5 months	
6 through 11 months	
12 through 18 months	
19 through 23 months	
24 months and older	
Total	

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- 4) The child care facility's address information will populate. If the child care center is not listed, please contact the Iowa Immunization Program at 800-831-6293 ext. 1.

Facility Information

County: Polk Name of Center: All Star Day Care

Address: 1922 SW 1st St Zip Code: 50315

City: Des Moines

Save Print Add New Cancel

- 5) Enter the child care facility's audit results. The 'Total Certificates', 'Children without acceptable or no certificates' and the 'Total' fields at the bottom of the page will auto-calculate based on what is entered. Only enter data in the ages that pertain to the selected facility.

Facility Information

County: Polk Name of Center: All Star Day Care

Address: 1922 SW 1st St Zip Code: 50315

City: Des Moines

Save Print Add New Cancel

Age Group Information

	Total Enrollment	Children with Certificate of immunization	Children with Provisional Certificates	Children with Certificate of Immunization Exemption		Total Certificates	Children without acceptable or no certificates
				Medical	Religious		
4 through 5 months	23	20	2	0	1	23	0
6 through 11 months	21	19	2	0	0	21	0
12 through 18 months	25	22	2	1	0	25	0
19 through 23 months	33	30	2	0	0	32	1
24 months and older	12	12	0	0	0	12	0
Total	114	103	8	1	1	113	1

- 6) After entering the child care facility's audit results, select the 'Save' button to submit and save the audit. ****Navigating away from this page without selecting 'Save' will result in loss of data. Be sure to save before closing or navigating away from the page.** The message 'Child Care Audit record successfully added for the center' will appear.

Facility Information

County: Polk Name of Center: All Star Day Care

Address: 1922 SW 1st St Zip Code: 50315

City: Des Moines

Buttons: Save, Print, Add New, Cancel

Age Group Information

Child Care Audit record successfully added for the center

	Total Enrollment	Children with Certificate of Immunization	Children with Provisional Certificates	Children with Certificate of Immunization Exemption		Total Certificates	Children without acceptable or no certificates
				Medical	Religious		
4 through 5 months	23	20	2	0	1	23	0
6 through 11 months	21	19	2	0	0	21	0
12 through 18 months	25	22	2	1	0	25	0
19 through 23 months	33	30	2	0	0	32	1
24 months and older	12	12	0	0	0	12	0
Total	114	103	6	1	1	113	1

- 7) To complete or enter a new audit, either select the county and child care facility from the dropdown menu or select the 'Add New' button which will reset all the fields on the page.

Facility Information

County: Polk Name of Center: [Dropdown menu]

Address: 1922 SW 1st St Zip Code: [Dropdown menu]

City: Des Moines

Buttons: Save, Print, Add New, Cancel

Age Group Information

	Total Enrollment	Children with Certificate of Immunization	Children with Provisional Certificates	Children with Certificate of Immunization Exemption	Total Certificates	Children without acceptable or no certificates
4 through 5 months	23					

[Dropdown menu list of facilities including: 2 B Tiny Child Dev Ctr & Preschool, 2 For U Childcare West LLC, A Child's World - 68th St, Adventure-Life Preschool, All Star Day Care, Altoona Campus Kids Klub-Altoona Elem, Altoona Campus Kids Klub-Clay Elem, Altoona Campus Kids Klub-Delaware Elem, Altoona Campus Kids Klub-Four Mile, Altoona Campus Kids Klub-Willowbrook, Altoona Elementary School PK, Altoona Kidsworld Daycare-Preschool Inc, Altoona Kidsworld Daycare-Preschool Inc #2, America's Children of Oakmoor, Anderson Elementary School PK, Angeli Christian Childcare, Ankeny Christian Academy Childcare, Ankeny Christian Childcare, Ankeny L'il Toes Daycare & Preschool LLC, Apple Tree Children's Center-GRD, Apple Tree Children's Center-JCH, Apple Tree Children's Center-URB, Apple Tree Children's Center-ANK, Apple Tree Children's Center-ASH]

- 8) Follow the same steps to complete an audit for the child care facility selected.

Facility Information

County: Polk Name of Center: Altoona Campus Kids Klub-Altoona Elem

Address: 301 5th St SW Zip Code: 50009

City: Altoona

Buttons: Save, Print, Add New, Cancel

Age Group Information

	Total Enrollment	Children with Certificate of Immunization	Children with Provisional Certificates	Children with Certificate of Immunization Exemption		Total Certificates	Children without acceptable or no certificates
				Medical	Religious		
4 through 5 months							
6 through 11 months							
12 through 18 months							
19 through 23 months							
24 months and older							
Total							

Viewing or Editing Audits

- 1) To view or edit audits the organization has completed, select the 'audit lists' under the School Audits section.

School Audits
 school audit
 child care audit
 audit lists

- 2) All of the audits completed by the organization will be listed. Audits can be deleted by selecting the delete button, or edit an audit by selecting the link for the school or child care facility and resaving the edited information.

Audit List				
School/Facility Name	Last Updated Date	Audit Type	School District	Delete
B.F. Pres. Kindergarten	01/19/2016	Child Care		Delete
Building Daycare	01/19/2016	Child Care		Delete
Immanuel Little Lambs Preschool	01/19/2016	Child Care		Delete
Nodaway Valley Elementary School PK	01/11/2016	Child Care		Delete
Orant Elementary School PK	01/11/2016	Child Care		Delete
Sunshine Day Care Center (Greenfield)	01/13/2016	Child Care		Delete
Nodaway Valley Elementary School	01/11/2016	School	Nodaway Valley	Delete
Nodaway Valley High School	01/11/2016	School	Nodaway Valley	Delete

- 3) If audits are edited, select 'Save'. *****Navigating away from this page without selecting 'Save' will result in loss of data.***

School Information							
School District	Des Moines Independent	School Name	Brubaker Elementary School			Save	
Address	2900 E 42nd Street	City	Des Moines	Zip Code	50317	Print	
District #	1737	School #	0739	School County Code #		77	Add New
Cancel							
School Grade Information							
	Total Enrollment	Students with Certificate of Immunization	Students with Provisional Certificates	Students with Certificate of Immunization Exemption		Total Certificates	Students without acceptable or no certificates
				Medical	Religious		
K	0	0	0	0	0	0	0
1	95	78	10	5	2	95	0
2	102	97	5	0	0	102	0
3	97	85	3	4	5	97	0
4	108	102	4	0	0	106	2

Please call the IRIS Help Desk at 800-374-3958 with any questions about IRIS, or Sharon Richardson at 800-831-6293 ext. 1 with questions about the school and child care audit process.