

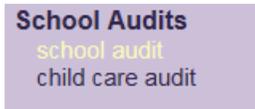


Immunization Registry Information System (IRIS) School and Child Care Audit Instructions for Local Public Health Agencies October 2015

Beginning with the 2015-2016 school year, all school and child care audit data will be reported in IRIS. Before school and child care audits are recorded in IRIS, user roles in IRIS must be updated. Please complete the [IRIS Authorized Site Agreement-Organization Form](#), and select the 'planned use of IRIS' as either 'LPHA Org Admin' or 'LPHA Standard User' under the 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 your existing access in IRIS. Please call the IRIS Help Desk at 1-800-374-3958 if you have questions about completing the form.

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.

School Information

School District	<div style="border: 1px solid gray; padding: 2px;"> A-H-S-T AGWSR Adair-Casey Adel DeSoto Minburn Akron Westfield Albert City-Truesdale Albia Alburnett Alden 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 Bellevue </div>	School Name	<input type="text"/>	Save		
Address		City	<input type="text"/>	Zip Code	<input type="text"/>	Print
District #		School #	<input type="text"/>	Add New		
		School County Code #	<input type="text"/>	Cancel		

School Grade	Total	Students with State of Iowa	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							
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 Provisional	Students without Certificate of Immunization
K	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
1	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
2	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
3	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
4	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
5	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
6	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
7	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

School Name dropdown list:

- 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
- Garton Elementary
- Gateway Secondary School
- Goodrell Middle School
- Gospel Assembly Christian Academy
- Greenwood Elementary School
- Hanawalt Elementary
- Harding Middle School
- Hiatt Middle School
- Hillis Elementary School
- Holy Family School
- Holy Trinity School
- Hoover High School
- Howe Elementary
- Hoyt Middle School

Buttons: Save, Print, Add New, Cancel

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

Buttons: Save, Print, Add New, Cancel

- 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 what is 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	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
1	<input type="text" value="95"/>	<input type="text" value="78"/>	<input type="text" value="10"/>	<input type="text" value="5"/>	<input type="text" value="2"/>	<input type="text" value="95"/>	<input type="text" value="0"/>
2	<input type="text" value="102"/>	<input type="text" value="97"/>	<input type="text" value="5"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="102"/>	<input type="text" value="0"/>
3	<input type="text" value="97"/>	<input type="text" value="85"/>	<input type="text" value="3"/>	<input type="text" value="4"/>	<input type="text" value="5"/>	<input type="text" value="97"/>	<input type="text" value="0"/>
4	<input type="text" value="108"/>	<input type="text" value="102"/>	<input type="text" value="4"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="106"/>	<input type="text" value="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: School Name:

Address: City: Zip Code:

District #: School #:

School County Code #:

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	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
1	<input type="text" value="95"/>	<input type="text" value="78"/>	<input type="text" value="10"/>	<input type="text" value="5"/>	<input type="text" value="2"/>	<input type="text" value="95"/>	<input type="text" value="0"/>
2	<input type="text" value="102"/>	<input type="text" value="97"/>	<input type="text" value="5"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="102"/>	<input type="text" value="0"/>
3	<input type="text" value="97"/>	<input type="text" value="85"/>	<input type="text" value="3"/>	<input type="text" value="4"/>	<input type="text" value="5"/>	<input type="text" value="97"/>	<input type="text" value="0"/>
4	<input type="text" value="108"/>	<input type="text" value="102"/>	<input type="text" value="4"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="106"/>	<input type="text" value="2"/>
5	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="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	Bergman Academy
Address	2900 E 42nd Street	City	Brody Middle School
District #	1737	School #	Brubaker Elementary School
		School County Code #	Callanan Middle School

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	108	102	4
5	0	0	0

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

School Information						
School District	Des Moines Independent	School Name	Cowles Elementary School			Save
Address	6401 College Ave	City	Des Moines	Zip Code	50324	Print
District #	1737	School #	0463			Add New
		School County Code #	77			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							
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	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
6 throu	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
12 thro	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
19 thro	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
24 mo	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

.....

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	

Copyright © 1999 - 2015 State of Wisconsin. All rights reserved.

4) The child care facility's address information will populate. If you do not find the child care center in the list, 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, click 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	8	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

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					

Buttons: Save, Print, Add New, Cancel

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			Save
Address	301 6th St SW	Zip Code	50009		Print	Add New
City	Altoona					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 your organization has completed, click the ‘audit lists’ under the School Audits section.

School Audits
 school audit
 child care audit
 audit lists

2) All of the audits completed by your organization will be listed. You can delete an audit 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
All Star Day Care	09/23/2015	Child Care		Delete
Brubaker Elementary School	09/23/2015	School	Des Moines Independent	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		Add New	Cancel
		School County Code #	77			

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 Kasper at 800-831-6293 ext. 1 with any questions about the school and child care audit process.