



PERTUSSIS BOOSTER IMMUNIZATION REQUIREMENT (AB 354) - 2011 SUGGESTED CHECKLIST FOR SCHOOLS

1. IMMUNIZATION RECORD COLLECTION AND DOCUMENTATION SYSTEM

- ☐ Review requirement & materials available on www.shotsforschool.org with administration and staff.
- ☐ Consider consulting with elementary schools, which have extensive experience implementing kindergarten immunization requirements (similarities and differences to new requirement).
- ☐ Contact local health department as needed for additional requirement stickers and forms.

DEVELOPMENT - Determine primary and backup roles at your school for:

- ☐ Coordinator/Lead
 - ☐ Reviewing immunization records
 - ☐ Entering data
 - ☐ Completing forms
 - ☐ Maintaining rosters of students who have met and not met the new requirement
 - ☐ Answering questions from families and students
 - ☐ Contacting families of students who have not met the requirement
 - ☐ Collecting summary data for the Fall 2011 report (see page 3)
 - ☐ Other tasks?
- ☐ Train staff.
 - ☐ Any policies and procedures needed? Where will they be compiled?
 - ☐ Using California immunization Registry (CAIR) or not? – CAIR can print updated Blue Cards.
 - ☐ Using School Information System software or not? – Some systems may be able to print updated Blue Cards by Spring or Summer 2011.

IMPLEMENT ASAP - Sample plan – your details may vary:

- ☐ Direct parents to drop vaccine records off at office.
- ☐ If needed, copy submitted vaccine records.
- ☐ Can you easily contact families if further information needed?
- ☐ Collect vaccine records in designated location for health staff to review.
- ☐ Answer questions from families in person, by phone, or by email.
- ☐ Enter information into record systems – complete student stickers and Blue Cards.
- ☐ Update lists of those immunized and unimmunized at each grade.
- ☐ Continue outreach to families that haven't submitted documentation yet.
- ☐ Implement system to collect and review information during summer vacation.

BACK-TO-SCHOOL PERIOD

- ☐ Identify any additional staffing needed.
- ☐ Continue collection of student records – modify systems as needed.
- ☐ Are there records that arrived during summer vacation that have not been reviewed yet?

Avoid the need to exclude students from class - Reduce the number of students arriving on first day of new school year without immunization or completed records through

- ☐ Incentives – Schools report that they are considering linking receipt of records to
 - ☐ Release of class schedules
 - ☐ Raffle or other contests
- ☐ Ongoing communications – see next page.
- ☐ Work with local health departments to identify last-minute local immunizers and direct students to them, such as
 - ☐ Regular providers
 - ☐ Community health centers
 - ☐ Local health departments
 - ☐ School health centers
 - ☐ Other immunizers
- ☐ Implement exclusion procedures until student fulfills requirement.
 - Some schools consider the first sports, band, or other practice as start of the school year for participating students.

2. ONGOING NOTIFICATION TO PARENT AND STUDENTS

- ☐ Review materials for schools available on www.shotsforschool.org. Notify parent and students about the new requirement on school using
 - ☐ Mailers and emails
 - ☐ Automated telephone messages
 - ☐ Outdoor signs and marquees
 - ☐ Websites — also post web banners found at http://www.eziz.org/new_rule_banner.html
 - ☐ Newsletters, daily notices and student newspapers
 - ☐ Report cards, registration notices, school calendars, etc.
 - ☐ PTA, Parents' Club, and other partner organizations
- ☐ Provider detailed notification on where, when and how students should submit vaccine information to school.
- ☐ Coordinate with LHDs and private providers to notify parents and students.

Continue to notify to parents and schools:

- ☐ March–April: “Immunize during Spring Break.”
- ☐ March–June: “Immunize and bring in records by specified date before the end of school.”
- ☐ June–August: “Immunize during summer vacation.”
- ☐ July–September: “Immunization needed before school starts.”
- ☐ Messages should include what types of information schools will need from parents:
 - ☐ Immunization record
 - ☐ Parent and provider contact information
 - ☐ Specify date for immunization information to be received by school
 - ☐ End-of-School alert: Once school is out, how should parents share information with school?

3. REPORTING

Schools with students in Grades 7 through 12 will need to report the total numbers of children immunized or with medical or personal beliefs exemptions by December 2011.

Each school's immunization rates will be posted for public review.

More information on reporting will become available by Autumn 2011.