

School Reporting System – Admin User Procedures

Contents:

Overview of the Shots for School Immunization Reporting System	2
How to Register for CAIR Hub.....	3
How to Sign in to CAIR Hub and Access the SFS Reporting Module.....	3
Reporting Admin Site Dashboard Navigation	5
Left-hand Navigation Menu.....	5
How to Log out.....	6
The Dashboard Menu	6
How to Run an Immunization Reporting Summary	6
Department.....	8
Reporting Categories Scale	8
How to Run the Reporting categories scale	8
How to Run Cumulative Percent Reported in Local Health Department by Date	9
How to Download a School/Facility List	10
The Schools/Facilities Page.....	12
How to Filter the School List-Submission Status List.....	12
How to Filter by Cohort	12
How to Filter by Code, Name, Zip Code, City, LHJ, and District.....	12
How to Filter by School Year.....	13
How to Filter by Report Status	13
How to Remove a Filter You Have Set	14
How to Download a List.....	14
How to Reset the List to Unfiltered	15
How to Use the Links Provided for Each School/Facility in the School List.....	15
Assigned Schools.....	18

Version 3.2, January 2025 (SRS R4.1)

Overview of the Shots for School Immunization Reporting System

The Shots for School (SFS) Immunization Reporting system is a secure application that is accessible to registered users from schools and childcare facilities in California, as well as program administrators from the California Department of Public Health (CDPH) and local health departments (LHDs) in the state.

The site permits schools and childcare facilities to report the vaccination status of children in specific cohorts/grades (Pre-K, TK-Kindergarten, and 7th Grade). These reports are filed every school year by staff (School/Facility users) from schools or childcare facilities.

SFS administrators include the following user roles:

- CDPH Field Staff
- Reporting - CDPH Health E-Administrator
- Local HealthDepartment
- Help Desk Administrator
- CDPH Program Administrator

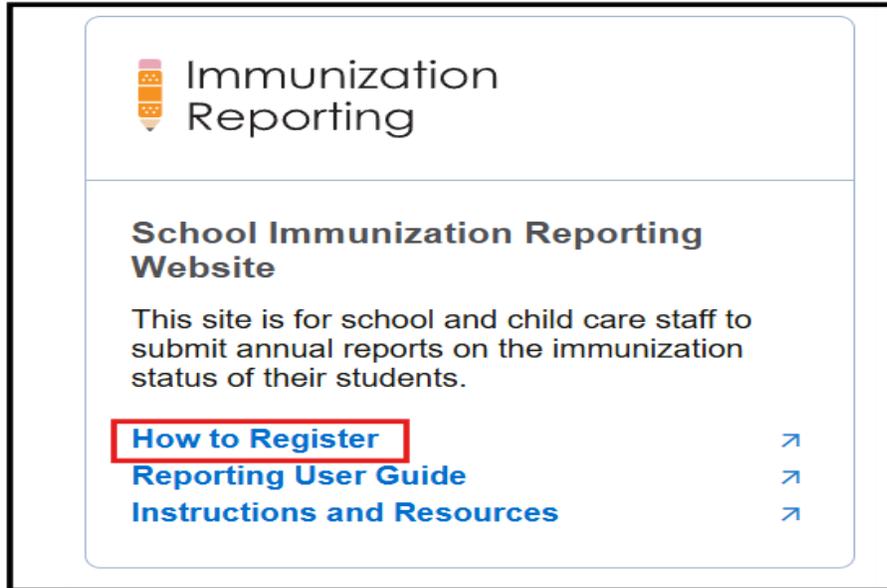
This document provides procedures for the following CDPH SFS Administrator user functions:

- Log in to/log out of CAIR Hub
- Access the Administrator site from the CAIR Hub dashboard
- View the Administrator site navigation
- Run and download various immunization reporting reports
- Download lists of reporting data
- View the reporting status for a school or child care facility.
- Assign schools/facilities to user profile and report

How to Register for CAIR Hub

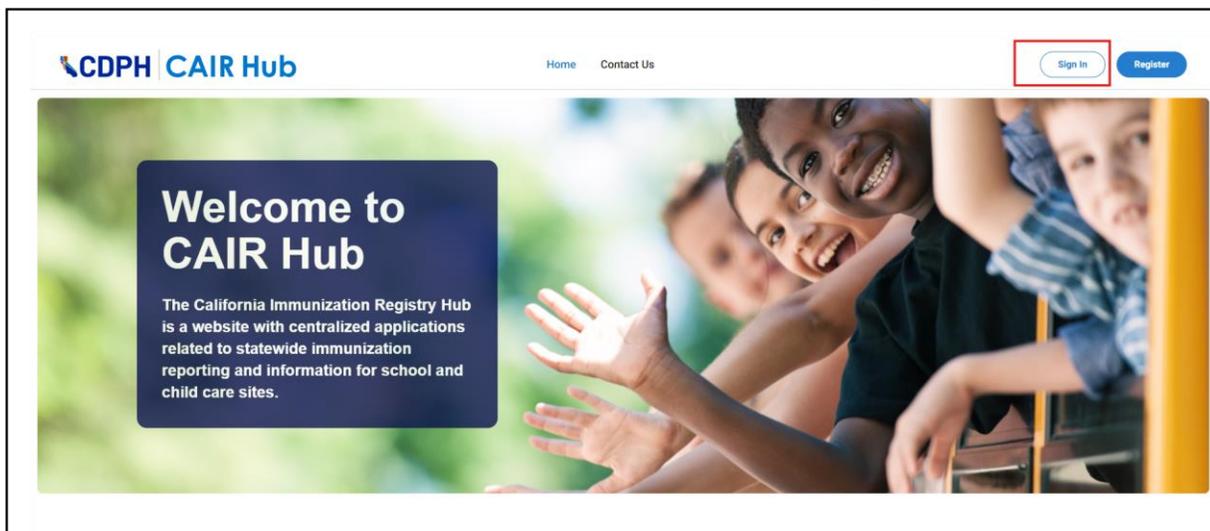
To register for CAIR Hub the Admin User must receive an invitation email.

To register, follow the instructions in the email and/or click on the 'How to Register' link in the Immunization Reporting section of the CAIR Hub Home page as shown below. Please note, once you register and are directed to the CAIR Hub dashboard, your user role should be automatically set up.



How to Sign in to CAIR Hub and Access the SFS Reporting Module

To be able to access the SFS immunization reporting module, you must sign in to CAIR Hub.



1. On the CAIR Hub Home page, click on the Sign In button.

CDPH

Sign in with your email address

Email Address

Password

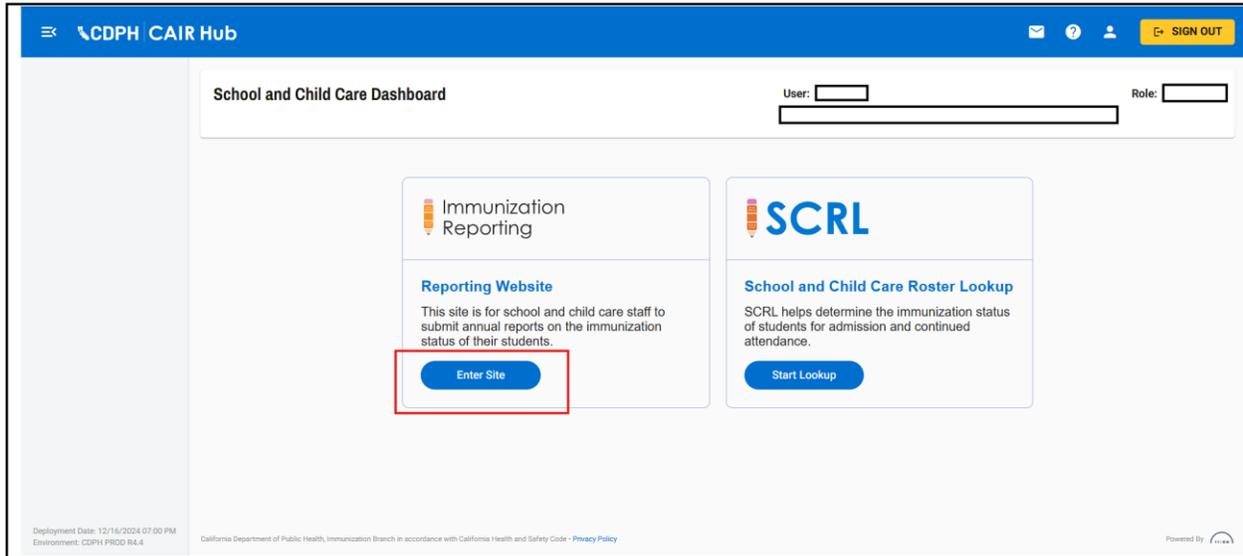
[Forgot your password?](#)

Sign in

Sign in with your social account

CDPH Azure AD

2. Enter your username and password, and then click on the Sign in button, or if you are signing in using your social account, click on the CDPH Azure AD button, and then pick an account on the Microsoft screen that opens.
The School and Child Care Dashboard opens.



3. Click on the Enter Site button.

The admin will land on the SFS Immunization Reporting Dashboard Menu page.



Note: All Admin users have access to both the SFS Admin site and School/Facility site (the Assigned Schools tab).

Reporting Admin Site Dashboard Navigation

Left-hand Navigation Menu

- ADMIN
 - **Dashboard Menu:** This page allows you to access and filter reporting summaries and download a variety of lists and summary reports. It has the following sections:
 - a. Immunization Reporting Summary
 - b. Reporting Categories
 - c. Cumulative Percent Reported In Local HealthDepartment (LHJ) and Immunization Rate By Local HealthDepartment

- d. Downloads
 - **Schools/Facilities:** This page allows you to see a school’s or a facility’s submission status for a particular reporting year.
 - **Closure Groups:** This page allows you to change the dates on the default closure group or create a customized closure group preventing the submission of reports based on those open and closed dates.
- **SCHOOLS**
 - **Assigned Schools:** This page gives you the ability to assign schools/facilities to your list. It is also the pathway for preparing an immunization report on a school or facility’s behalf.
- **SUPPORT**
 - **How to Use the Admin:** Access the Admin user document – this document.
 - Top Right-hand Navigation
 - **CAIR Hub:** This tab returns you to the School and Child Care dashboard.
 - **Your Name:** Shows your email address and gives you the ability to log out of the Shots for School Immunization Reporting system.

How to Log out



1. Click on your name in the top-right-hand navigation.
2. Click on the Log Out button.

The Dashboard Menu

How to Run an Immunization Reporting Summary

This graph shows the percentage of schools in each LHJ that have submitted an immunization report using the SFS Immunization Reporting application.



1. From the 'Select Year' dropdown, users can view the immunization reporting summary graph and reporting categories scale for the current year and the previous years.
2. From the 'Cohorts' field drop-down list, select the cohort for which you wish to see reports. The default is 'All Cohorts' and the other options are:
 - Pre-K/Child Care
 - TK/Kindergarten
 - 7th Grade.

Important: Whatever Cohort you select, the filter applies to all graphs shown on the page. It also applies to the Downloads section at the bottom of the page.

3. From the 'Show Region' field drop-down list, select the region which you want to see on the Immunization Reporting Summary graph. The default is 'All' and the other options are:
 - Central
 - Los Angeles
 - Northern
 - SF Bay Area
 - Southern

Important: Region filter applies only to All Cohorts Immunization Reporting Summary Graph and Reporting categories scale.

4. If necessary, from the 'Sort by' field drop-down list, select either 'Name Ascending' or 'Name Descending'. This changes the alphabetical order of the Department names on the graph.

5. From the "Download" button, users can download an Excel file with the data displayed in the immunization Reporting Summary Graph.

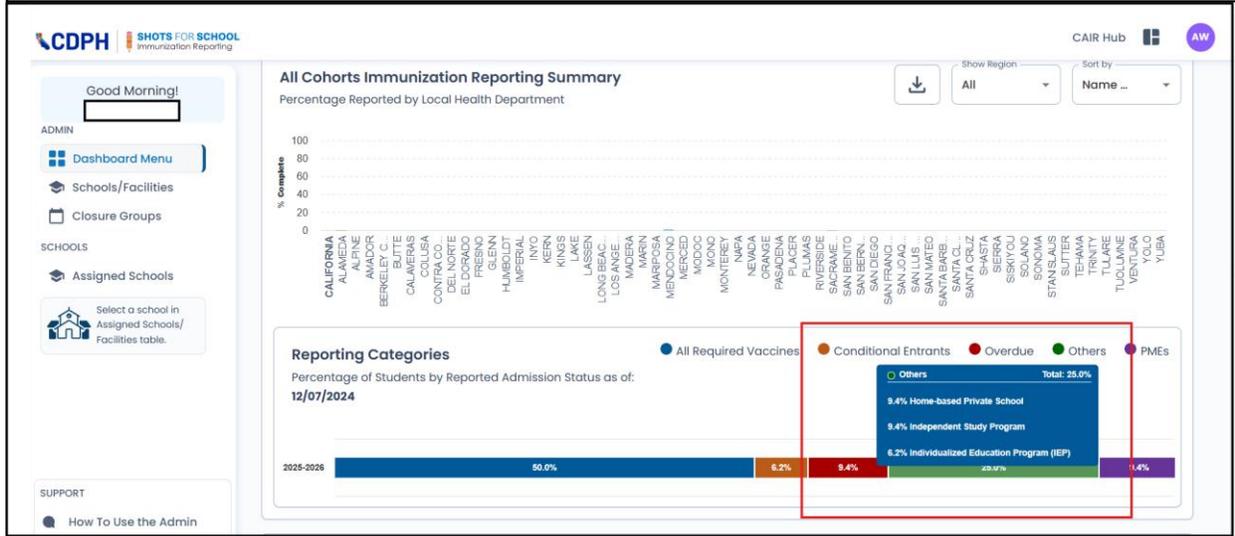
Department Reporting Categories Scale

How to Run the Reporting categories scale

The reporting categories scale will display the percentage distribution of students in each vaccine categories for the current school year. Admin users can use the cohort filter and region filter on the page to view the scale for a specific cohort /region



- When you hover over a vaccine category on the scale in the Reporting Category section, a tooltip appears with the details of the Vaccine category and the percentage completion information about that category.



How to Run Cumulative Percent Reported in Local Health Department by Date



6. From the 'Local Health Department' field drop-down list, select the LHJ for which you want to see data on cumulative report submission.

Note: If you want to see data for a particular cohort, go to the 'Cohorts' field at the top right of the screen and select that cohort from the drop-down list.

The system generates two graphs:

- e. Cumulative Percent Reported in Local Health Department by Date

This graph shows the percentage of reports submitted by month by that LHJ.

Note: The graph is calculated cumulatively – the total for any month includes the reports submitted that month and all previous months in the reporting period.

- f. Immunization Rate By Local HealthDepartment

This graph shows the percentage of students that have met all immunization requirements within schools that have submitted reports in the selected LHJ.

Note: When the page filter is set to '7th Grade,' the graph measures the 7th Grade Tdap percentage only.

How to Download a School/Facility List

The Downloads section of this dashboard allows you to download a selection of school/facility lists by reporting year, including the following:

- **All List:** A list of all schools/facilities in the selected cohort regardless of report submission status.
- **Delinquent List:** A list of all schools/facilities in the selected cohort that have not yet submitted reports.
- **Completed List:** A list of all schools/facilities in the selected cohort that have submitted reports.
- **Summary Report:** A list of all schools/facilities in the selected cohort that have submitted reports with immunization percentages pulled from the completed reports.
- **> = 10% Conditional and Overdue:** A list of all the schools/facilities in the selected cohort that have submitted reports in which 10% or more children/students have conditional admission or are overdue for required immunization.
- **County Summary:** A list of counties in the selected cohort that have submitted reports with immunization percentages pulled from the completed reports of all the Schools/Facilities in the County

The School/ChildCare facility lists from CDE and CDSS were last updated on [Data Dictionary](#)

Downloads Pre-K/Child Care School Year
2024-2025

[All List](#) [Delinquent List](#) [Completed List](#) [Summary Report](#) [>=10% Conditional + Overdue](#) [County Summary](#)

Downloads TK/Kindergarten School Year
2024-2025

[All List](#) [Delinquent List](#) [Completed List](#) [Summary Report](#) [>=10% Conditional + Overdue](#) [County Summary](#)

Downloads 7th School Year
2024-2025

[All List](#) [Delinquent List](#) [Completed List](#) [Summary Report](#) [>=10% Tdap Conditional + Overdue](#) [>=10% Var Conditional + Overdue](#)
[County Summary](#)

1. From the School Year field drop-down list, select the reporting year for the list(s) you want to download.
2. Click on any of the download buttons.
The system downloads the corresponding data to your computer in an Excel file.

NOTE: The Data Dictionary download provides a comprehensive list of all columns included in the download, along with their definitions.

The Schools/Facilities Page

The Schools/Facilities page shows a list of all schools/facilities that are active in the state of California as per the records from the Californian Department of Education and the California Department of Social Services.

You can filter this list to see the reporting status of a school/facility or several schools/facilities by cohort(s) and year. You can further filter the reporting status to show 'All', 'Submitted', 'In Progress' and 'Not Started.'

How to Filter the School List-Submission Status List

1. Click on the Schools/Facilities tab in the left-hand navigation menu.

How to Filter by Cohort

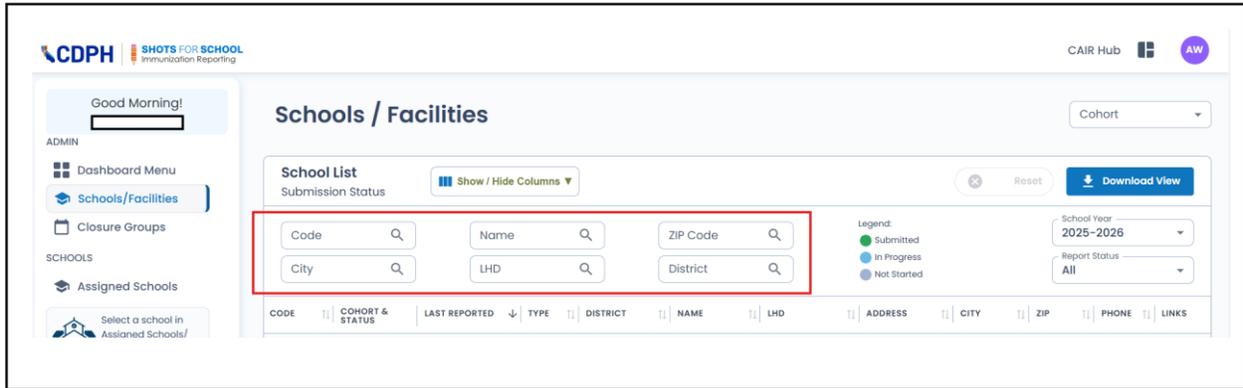
The screenshot shows the 'Schools / Facilities' page. On the left is a navigation menu with 'Schools/Facilities' selected. The main area contains a 'School List' table with search filters for Code, Name, ZIP Code, City, LHD, and District. A legend indicates submission status: Submitted (green), In Progress (blue), and Not Started (grey). A 'Cohort' dropdown menu is open, showing options for 'Pre-k/Child Care', 'K/Kindergarten', and '7th Grade', with 'All' selected at the bottom. The table lists two schools: Robert L. McCaffrey Middle and Alameda Community Learning Center.

CODE	COHORT & STATUS	LAST REPORTED	TYPE	DISTRICT	NAME	LHD	ADDRESS	CITY	ZIP	PHONE	LINKS
0100040	7th	12/6/2024	Public	GALT JOINT UNION ELEMENTARY	Robert L. McCaffrey Middle	SACRAMENTO	997 Park Terrace Dr.	Galt	95632-3766	(209) 745-5462	⋮
0130609	7th	12/6/2024	Public	ALAMEDA UNIFIED	Alameda Community Learning Center	ALAMEDA	1900 Third St.	Alameda	94501-1851	(510) 995-4300	⋮

1. In the Cohort field, click on the drop-down arrow to open the cohort drop-down list.
2. Click on one (or more) of the cohort check boxes to select it.

How to Filter by Code, Name, Zip Code, City, LHD, and District

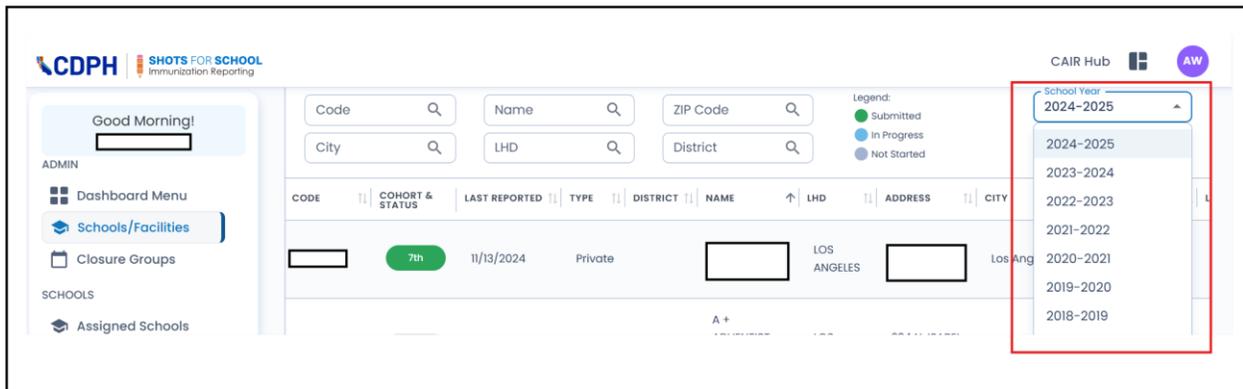
3. Enter the appropriate information in any of the fields.



4.

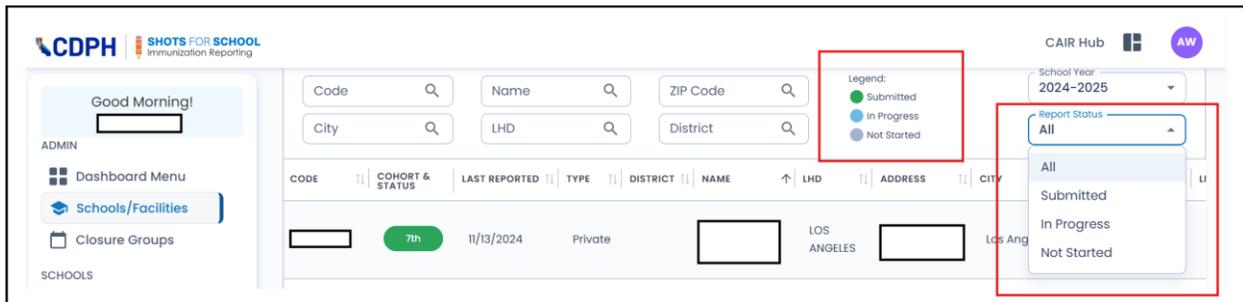
How to Filter by School Year

5. In the School Year field, click on the drop-down arrow to open the drop-down list.



6. Click on a school year to select it.

How to Filter by Report Status

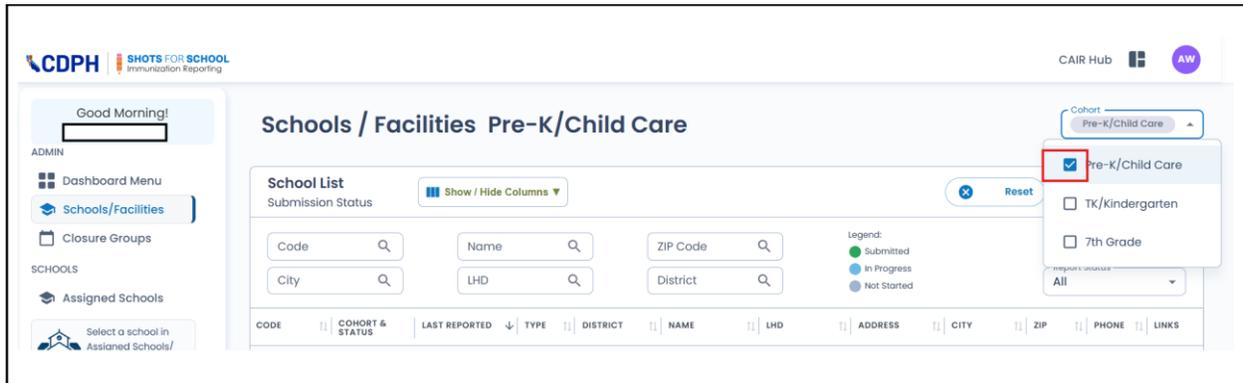


1. In the Report Status field, click on the drop-down arrow to open the drop-down list.

Note: The default is 'All.'

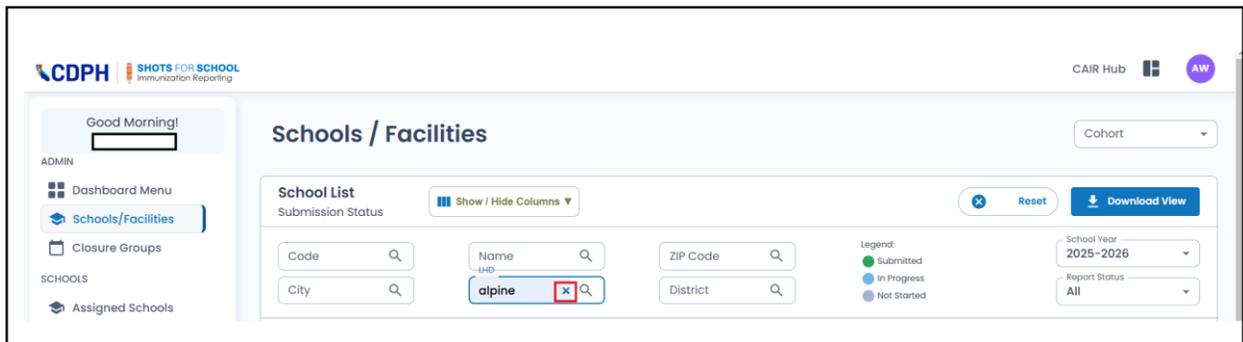
2. Click on a report status to select it.

How to Remove a Filter You Have Set



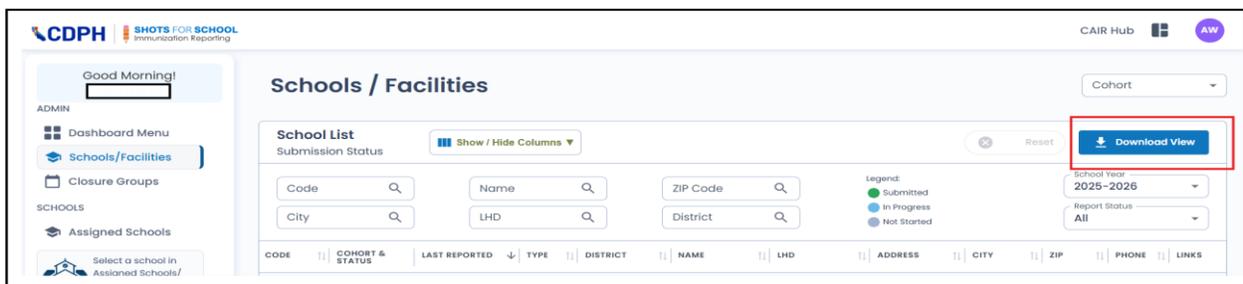
1. To remove a cohort filter, open the Cohort field drop-down list, and then click on one of the selected cohorts.

Note: To close the drop-down list, click anywhere on the screen outside the drop-down list box.



2. To remove any filter in the screenshot above, click on the X in the appropriate field.

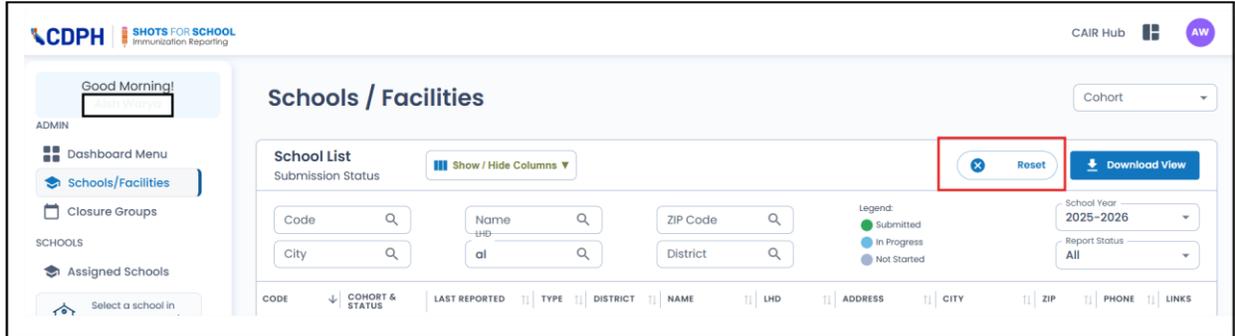
How to Download a List



1. Click on the Download button.
The system downloads the list to your computer as an Excel file as in the example below.

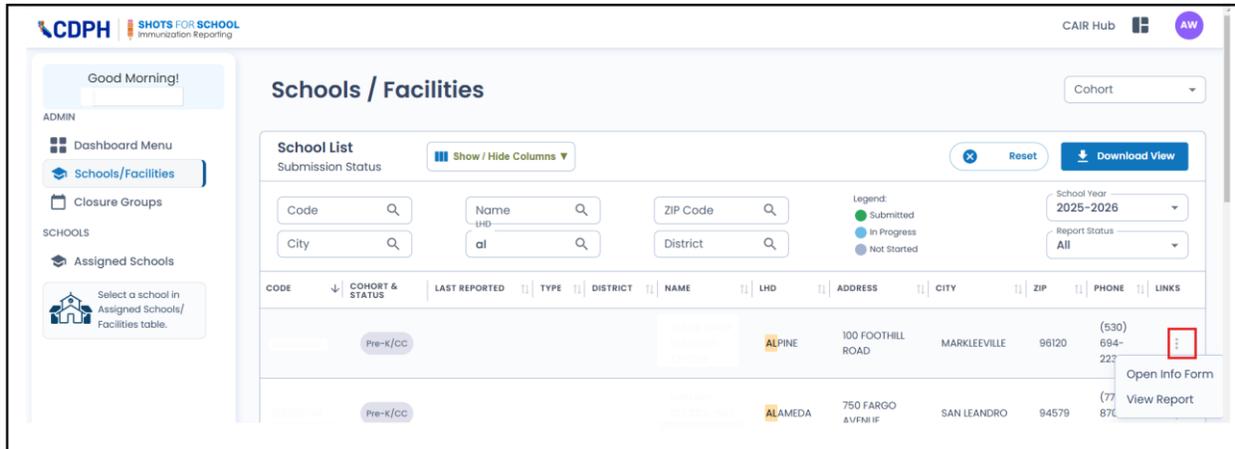
	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
1	id	isArchived	isDeleted	code	name	phone	schoolType	physicalStreet	physicalCity	physicalZip	healthJurisdiction	district	7th Grade TK/Kinder; Pre-K/Child Care			
2	446f9306-	FALSE	FALSE	101022	Rio Norte	(661) 295-	Public	28771 Rio Nort	Santa Clarita	91354-1700	LOS ANGELES	WILLIAM	Completed			
3	fd749306-	FALSE	FALSE	126391	Lucille Roy	(323) 826-	Public	3232 Saturn Av	Huntington Pa	90255-5440	LOS ANGELES	LOS ANGELES UNIFIE	Completed			

How to Reset the List to Unfiltered



2. Click on the Reset button.

How to Use the Links Provided for Each School/Facility in the School List



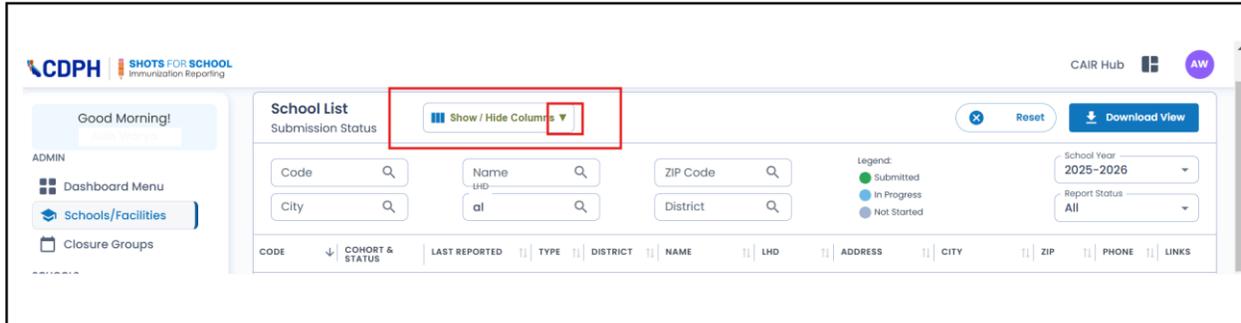
The last column of each row in the School List contains three vertical dots. If you click on these dots, the following two links open:

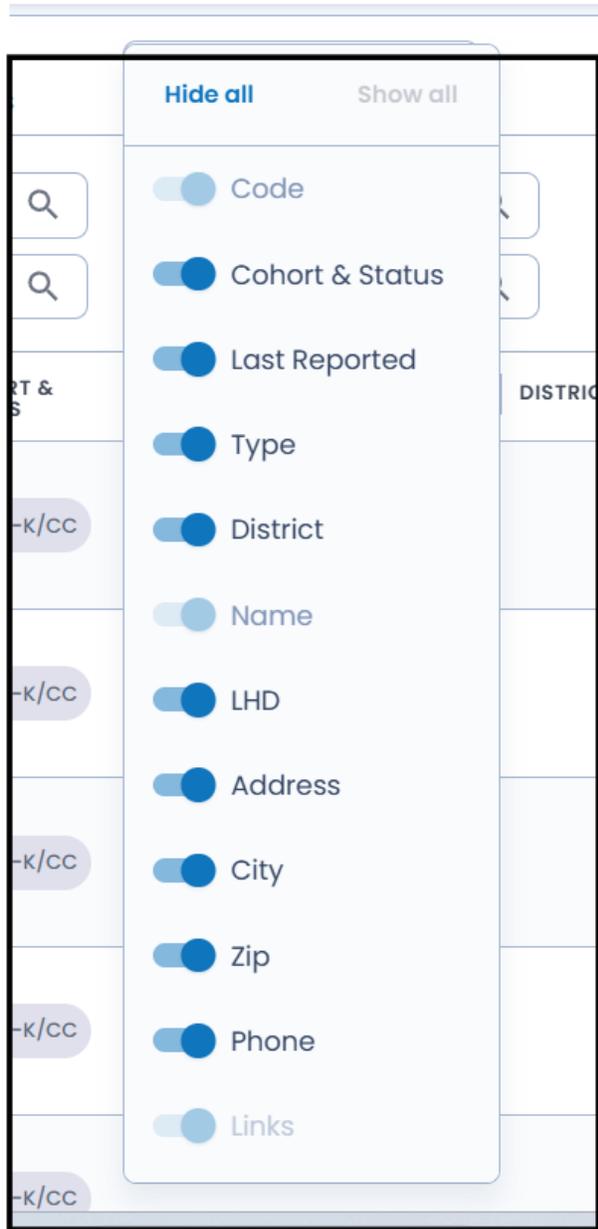
- **Open Info Form** – If you click on this link, the system opens that school/facility in Assigned Schools at the Information page. Here you can start reporting for this school/facility. (See the section below for more information.)
- **View Report** – If you click on this link, the system opens the View & Print page for that school/facility in Assigned Schools. Here you can view and print details of the reporting status for this school/facility. (See the section below for more information.)

How to use Show/Hide columns dropdown

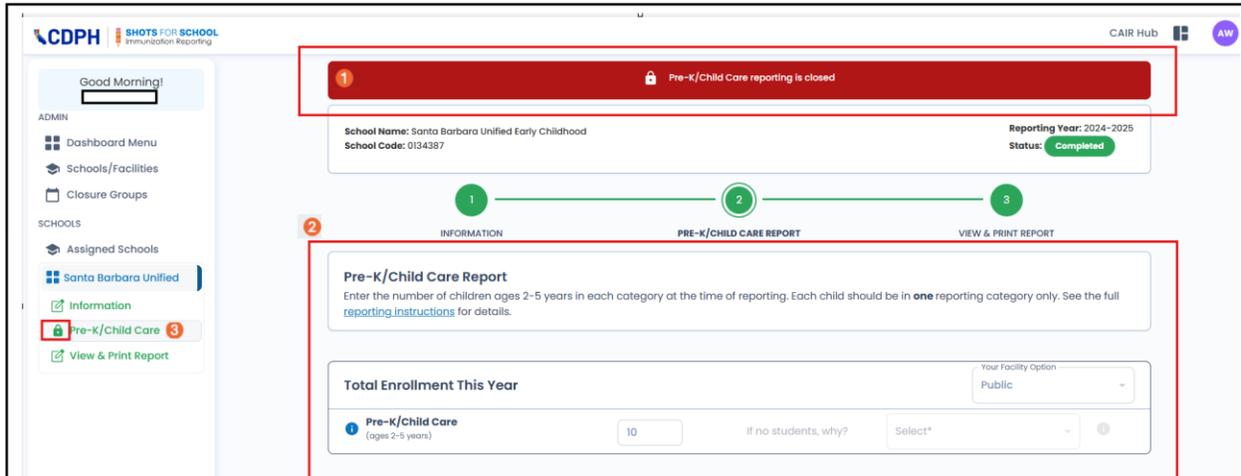
- Click on the Show/Hide Columns menu at the top of the table
- Each column in the table is listed with a toggle switch next to it

- To hide a column, turn its toggle switch off and to display the column back ensure the toggle switch is turned back on. Once you are done, click outside the menu and return to your workflow
- By default, all columns will be displayed in the table





How to Determine if the Reporting Period is Closed



1. When a Closure Group is active and it is now after the close date, a red banner with a reporting closed school year alert is displayed on the top of the specific cohort page.
2. The user will not be able to submit or edit reports for that reporting period.
3. A “Lock” icon will also be displayed to the left of the cohort listed under Assigned Schools dashboard for that school. If the color of this lock is green then the reporting was submitted by the school, if the color of the lock is blue then the reporting for the cohort were started and left incomplete and lastly, if the color of the lock is grey then the reporting was not started for that cohort.

Assigned Schools

This section of the CDPH SFS Admin Immunization Reporting site is where the actual reporting happens. This is exactly the same section that School/Facility Users access when they open their Immunization Reporting site.

Using the Assigned Schools page, you can do the following:

- Add a school/facility to your list of assigned schools/facilities
- Sort the assigned school/facility list
- Remove a school or facility from the assigned school/facility list
- Open and view an assigned school/facility to start reporting
- Add or modify contact information for a school/facility
- Add or remove a designated school/facility contact
- Input reporting data by cohort for a school/facility
- View, edit, and print summaries of completed reports

To see instructions on how to execute the procedures listed above, open the following user document: *CDPH School Reporting System - School-Facility User Procedures*. To open this document, go to <https://cairhub.cdph.ca.gov/home>, and then click on the 'Reporting User Guide' link in the Immunization Reporting section of the Home page as shown below.

For School and Child Care Staff

Immunization Reporting

Reporting Website

The Shots for School Immunization Reporting website is the new location for school and child care staff to submit annual reports.

- [How to Register](#) ↗
- [Reporting User Guide](#) ↗
- [Instructions and Resources](#) ↗

SCRL

School and Childcare Roster Lookup

SCRL helps determine the immunization status of students for admission and continued attendance.

- [How to Enroll in SCRL](#) ↗
- [SCRL User Guides](#) ↗
- [SCRL FAQs, Trainings and Resources](#) ↗