

The background of the slide is a composite image. The top left shows a line of yellow school buses, with the number '32' visible on the front of one. The bottom left shows a classroom with blue walls, decorated with colorful balloons and framed pictures. There are several small white tables and chairs arranged in the room.

Researching Vaccine Records **MADE EASY:** A Guide for the KY School Nurse

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Kentucky Department of
E D U C A T I O N

Objectives

Participants will:

- Understand the relevant Kentucky Revised Statutes (KRS) or Kentucky Administrative Regulations regarding immunizations
- Understand how to utilize the Kentucky Immunization Registry (KYIR)
- Understand how to run immunization reports from Infinite Campus (IC)
- Understand the process for review, prioritization of follow-up, outreach and ongoing documentation of immunizations
- How to use immunization reports available in IC
- Understand immunization documents found in student's cumulative health record

Kentucky Revised Statutes and Regulations

- [KRS 158.035 - Certificate of Immunization](#)
- [KRS 214:034 - Immunization of Children](#)
- [902 KAR 2:060 - Immunization Schedules for Attending](#)
- [902 KAR 2:055 - Immunization and Data Exchange](#)

KRS 158.035

Certificate of Immunization

No child shall be eligible to enroll as a student in any public or private elementary or secondary school without first presenting a certificate.


COMMONWEALTH OF KENTUCKY
IMMUNIZATION CERTIFICATE

(Required for each child enrolled in day care center, certified family child care home, other licensed facility which cares for children, preschool programs, and public and private primary and secondary schools.)

Name of Child: _____ Birthdate: _____
(Last) (First) (Middle)

Name of Parent or Guardian: _____

Address: _____
(House) (City) (State) (Zip code)

DATES IMMUNIZATIONS WERE ADMINISTERED (Month/Day/Year)

Diphtheria, Tetanus, Pertussis*	#1	#2	#3	#4	#5
HBs**	#1	#2	#3	#4	
PCV (Pneumococcal)	#1	#2	#3	#4	
Polio	#1	#2	#3	#4	
Hepatitis B***	#1	#2	#3	or Adult dose: #1	#2
MMR (Measles, Mumps, Rubella)	#1	#2			
Varicella	#1	#2	or child has had chickenpox or zoster disease (X)		
Tdap	#1	or Td	#1	Meningococcal	#1

*DTaP, DTP, or DT. **Not required at 6 years of age or more. ***Narrative two dose series of approved adult hepatitis B vaccine for adolescents 11 through 18 years of age.

This child is current for immunizations until ____/____/____ (14 days after the next shot is due) after which this certificate is no longer valid, and a new certificate must be obtained.

I CERTIFY THAT THE ABOVE NAMED CHILD HAS RECEIVED IMMUNIZATIONS AS STIPULATED ABOVE.

(Signature of physician, APRN, PA, pharmacist, LHD administrator, or nurse designee) (Date)

(Name of Office or Licensed Healthcare Facility)

This certificate should be presented to the school or facility in which the child intends to enroll and should be retained by the school or facility and filed with the child's health record.

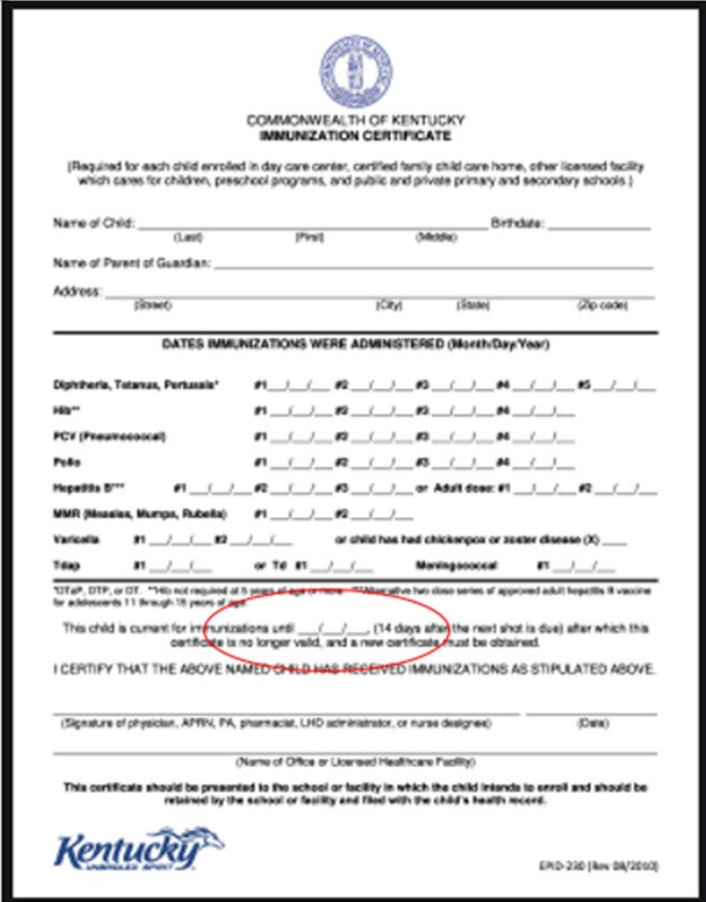
 EPD-230 (Rev. 04/2010)

KRS 214:034

Immunization Of Children

All public or private primary or secondary schools and preschool programs:

- Shall require a **current** immunization certificate for any child enrolled as a regular attendee, as provided by administrative regulation of the Cabinet for Health and Family Services, promulgated under KRS Chapter 13A, to be on file within two weeks of the child's attendance.



The image shows a sample of the Commonwealth of Kentucky Immunization Certificate. The form includes fields for the child's name (Last, First, Middle), birth date, parent/guardian name, and address (Street, City, State, Zip code). It also has a section for recording immunization dates for various vaccines: Diphtheria, Tetanus, Pertussis; Hib; PCV (Pneumococcal); Polio; Hepatitis B; MMR (Measles, Mumps, Rubella); Varicella; and Tdap. A red circle highlights the text: "This child is current for immunizations until [blank] (14 days after the next shot is due) after which this certificate is no longer valid, and a new certificate must be obtained." Below this, there is a line for the signature of the physician, APN, PA, pharmacist, LHD administrator, or nurse designated, and a line for the date. At the bottom, it states: "This certificate should be presented to the school or facility in which the child intends to enroll and should be retained by the school or facility and filed with the child's health record." The Kentucky Department of Education logo is at the bottom left, and the form number EPID-230 (Rev. 08/2002) is at the bottom right.

902 KAR 2:060

Immunization Schedules for Attending

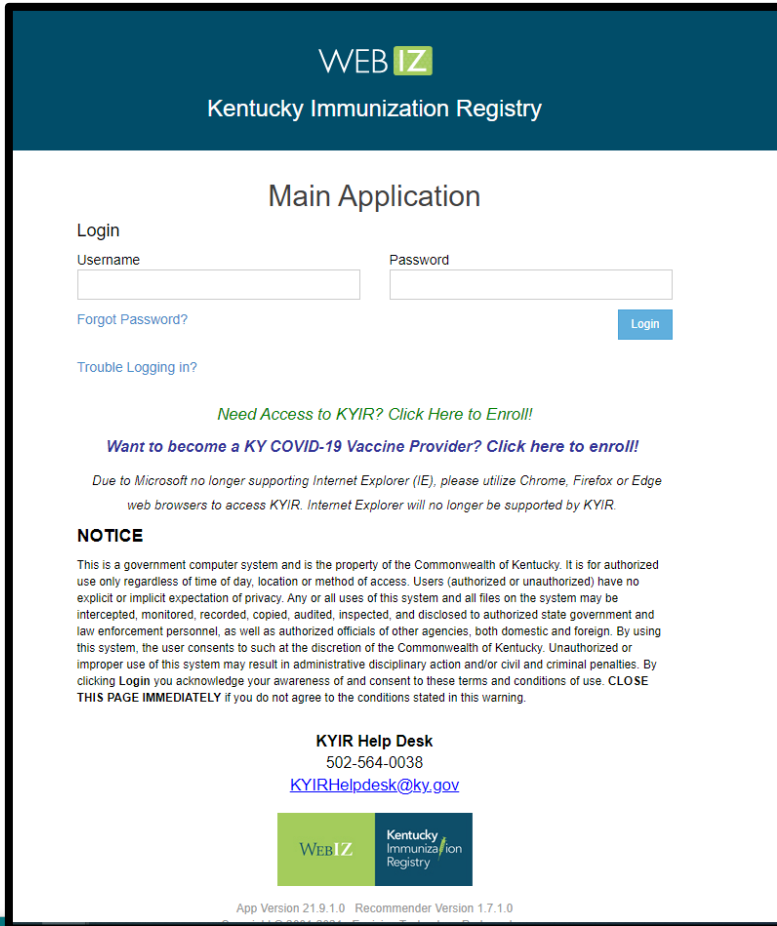
- This administrative regulation establishes the mandatory immunization schedule for attendance at
 - child day care centers
 - certified family childcare homes
 - other licensed facilities which care for children
 - preschool programs
 - public and private primary and secondary schools
- A completed immunization certificate shall:
 - Be on file for a child enrolled in a public or private primary or secondary school or preschool program

902 KAR 2:055

Immunization And Data Exchange

- This administrative regulation establishes requirements for reporting immunization results in schools by the public health immunization reporting entity, which includes public or private elementary and secondary schools and permits recording and exchange of immunization data.
- Immunization Data Exchange:
 - A public health immunization reporting entity (*aka: Health Care Provider*) may record and exchange immunization data if the person requesting the data (*aka: School Nurse*) provides health related or educational services on behalf of the patient or has a public health interest in compliance with the Health Insurance Portability and Accountability Act (HIPAA), Pub. L. 104-191

Kentucky Immunization Registry (KYIR)



The screenshot shows the 'Main Application' login page for the Kentucky Immunization Registry (KYIR). At the top, there is a dark blue header with the 'WEB IZ' logo and the text 'Kentucky Immunization Registry'. Below the header, the page title 'Main Application' is centered. The login section includes a 'Login' heading, followed by 'Username' and 'Password' labels with corresponding input fields. A 'Forgot Password?' link is located below the username field, and a blue 'Login' button is to the right of the password field. Below the login fields, there are links for 'Trouble Logging in?' and 'Need Access to KYIR? Click Here to Enroll!'. A purple link states 'Want to become a KY COVID-19 Vaccine Provider? Click here to enroll!'. A disclaimer note mentions that Microsoft no longer supports Internet Explorer (IE) and recommends using Chrome, Firefox, or Edge. A 'NOTICE' section follows, containing a detailed disclaimer about the system's use and a 'CLOSE' button. At the bottom, there is a 'KYIR Help Desk' section with the phone number 502-564-0038 and the email address KYIRHelpdesk@ky.gov. The footer includes the 'WEB IZ' logo, the 'Kentucky Immunization Registry' logo, and the version information: 'App Version 21.9.1.0 Recommender Version 1.7.1.0'.

WEB IZ
Kentucky Immunization Registry

Main Application

Login

Username

Password

[Forgot Password?](#) [Login](#)

[Trouble Logging in?](#)

[Need Access to KYIR? Click Here to Enroll!](#)

[Want to become a KY COVID-19 Vaccine Provider? Click here to enroll!](#)

Due to Microsoft no longer supporting Internet Explorer (IE), please utilize Chrome, Firefox or Edge web browsers to access KYIR. Internet Explorer will no longer be supported by KYIR.

NOTICE

This is a government computer system and is the property of the Commonwealth of Kentucky. It is for authorized use only regardless of time of day, location or method of access. Users (authorized or unauthorized) have no explicit or implicit expectation of privacy. Any or all uses of this system and all files on the system may be intercepted, monitored, recorded, copied, audited, inspected, and disclosed to authorized state government and law enforcement personnel, as well as authorized officials of other agencies, both domestic and foreign. By using this system, the user consents to such at the discretion of the Commonwealth of Kentucky. Unauthorized or improper use of this system may result in administrative disciplinary action and/or civil and criminal penalties. By clicking Login you acknowledge your awareness of and consent to these terms and conditions of use. CLOSE THIS PAGE IMMEDIATELY if you do not agree to the conditions stated in this warning.

KYIR Help Desk
502-564-0038
KYIRHelpdesk@ky.gov

WEB IZ Kentucky Immunization Registry

App Version 21.9.1.0 Recommender Version 1.7.1.0

What is KYIR?

- The Kentucky Immunization Registry (KYIR) is a Web-Based, statewide system that collects and reports immunization data across a variety of metrics.
- The system protects data quality and combines individual immunization information into a single, accurate record.
- KYIR can receive and send data securely to ensure privacy, confidentiality and accuracy.

Kentucky Immunization Registry (KYIR) (Cont.)

- Schools who enroll will initially only be given READ access to KYIR to be able to search and print Immunization Certificates.
- Access can be modified if the school indicates they collect parent consent to update data.
- Parental consent IS required to be able to edit patient demographic, immunization data or to add historical or newly administered vaccines to their students record.
- Due to the high volume of enrollment forms, there is a seven to 10-day turnaround for new clinic/school enrollments to KYIR.

Web link for the KYIR:

[Immunization Registry \(KYIR\) - Cabinet for Health and Family Services](#)



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KYIR Resources:

- [Printing Certificates and Immunization Records and COVID-19 Records](#)
- [KYIR LOG IN PAGE](#)
- [Authorization for Release of Patient Immunization Record](#)

NEW KYIR COVID record ready for PRINTING

- This COVID-19 Vaccination Record does NOT replace official card, just official vaccine administration record.
- KYIR is implementing a new feature that grants users the ability to access and print a patient's Covid-19 immunization record specifically, independent of their full record. It will be available to anyone with a user account and can be accessed in the same location as the Official Immunization Record. Please see the attached, updated user guide to learn more about this.

Once patient's demographics are confirmed, click on the Immunizations tab on the left side of the screen.

This will take you to the patient's Immunizations page. Select the "Links" button to open the drop down menu. Ensure your browser's pop-up blocker is turned off and select Official Immunization Certificate/Immunization Record to generate the PDF file to print.

1. Official Immunization Certificates are intended only for children 18 years of age and younger who are attending a child day care center, preschool program, or a public/private primary or secondary school. Certificates will not include COVID-19 Vaccinations.
2. COVID-19 Vaccination Record will show COVID-19 specific vaccination record details (doesn't replace CDC issued COVID-19 shot card).
3. Full complete immunization record.



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KYIR School Enrollment Forms

Schools that want access to the Kentucky Immunization Registry should complete the enrollment forms below and fax them to the Kentucky Immunization Branch: Fax: (502) 564-4760

[Immunization Registry \(KYIR\)](#)

[2021 School Site Enrollment Form](#)(complete one per school location)

[2021 School Participation Agreement](#)(complete one per school district for public schools/one per facility for private schools)

[KYIR User Account Confidentially Agreement](#)(complete one per log in user)

KYIR Training Materials

- Training materials, including videos and quick guides, are in the [KYIR Training and Information Resources](#)
- Updated videos are available that show how to log into KYIR and how to print the new certificate from KYIR.
 - ✓ [Tips on Logging in to the KYIR "YOUTUBE VIDEO"](#)
 - ✓ [How to Print a Certificate from the KYIR](#)

KYIR Contact Information

Available:

- Monday - Thursday 8 a.m. - 4 p.m. Eastern time
- Friday 8 a.m. - noon. Eastern time
- Phone: (502) 564-0038
- Fax: (502) 564-4760
- Email:
KYIRHelpdesk@ky.gov

Immunization Report - Infinite Campus (IC)

To run an IC immunization report:

1. HEALTH Index > Reports > Immunization certificate
2. Check the box for NO CERTIFICATE, Standard, Provisional
3. Medical, Religious (I run NO CERTIFICATE on a separate report and work this one first)
4. Generate report
5. Print report

Immunization Report - Checking DATES

Do a VISUAL SCAN and check to be sure all dates look correct

- NO CERTIFICATE will be blank all the way across the report
- PROVISIONAL should be expired or expiring soon (within 1 year)
- STANDARD should be expiring either 4th, 11th, or 16th birthday
- IC was developed based upon guidelines established by the American Academy of Pediatrics
 - Kentucky has more restrictive guidelines, so some immunizations may be required on a different schedule. Kentucky schools must follow Kentucky laws.

Immunization Certificate Report (IC)

Grade	Student	Expiration Date	Certificate Date	Certificate Type
06	Student Names Listed Here			
06				
06		12/31/2015	07/31/2008	Provisional
08		11/17/2015	06/14/2013	Provisional
08		05/08/2014	04/24/2014	Provisional
08		07/17/2015	06/24/2009	Provisional
06		10/21/2015	10/06/2010	Provisional
07		10/21/2015	12/02/2014	Provisional
08		05/20/2014	05/06/2014	Provisional
08		12/08/2014	12/08/2014	Provisional
06		05/27/2014	09/08/2008	Provisional
06		10/06/2015	07/13/2015	Provisional
06		09/15/2015	07/27/2009	Provisional
08		05/20/2014	05/06/2014	Provisional
07		10/28/2015	10/28/2015	Provisional
07		02/16/2016	01/17/2010	Provisional
08		04/08/2013	10/03/2007	Provisional
06		12/31/2015	08/12/2015	Provisional
07		09/23/2014	08/10/2010	Provisional
06		12/31/2015	10/11/2010	Provisional
08		10/17/2014	09/17/2015	Provisional

No Certificate

- Check the KYIR - If you find the record, note the vendor PIN so you can call the provider to request any missing Physical Exams (PE) needed
- Check the cumulative health folder for certificate, look through the whole folder; can be stapled to other documents
- Check the cumulative health folder for Physical Exam and record date as well as where exam was administered. If PE available, but immunization certificate is missing:
 - Call PE provider to request immunization certificate
 - Script: “I am Nurse Malicote, I see CHILD came to your office on DATE and received his/her PE. I am sure they also received their immunization update, but the record never made it here to the school.”
 - Ask them to give you the dates over the phone, if possible. Provide them with an email address or fax number to send the report to the school.

Provisional Status:

1. Child is not-up-to-date at this time.
2. Check the KYIR for missing immunization dates and print a new certificate if one is available
3. Check the cumulative health record, double check to be sure is not stapled to other documents
4. Add any missing dates for vaccines administration to IC
5. If certificate is now compliant, change certificate expiration date in IC to two weeks after 11th birthday or on 17th birthday



IC Contact Log - Documentation

Contact may be:

- KYIR (if applicable)
- Specific provider office
- Blank if recording health folder checked

What to document if no new records found:

- Health Folder/Cumulative Record checked
- Contacted Provider of Record to request document
 - Document contact at the provider office
- Deficiency Letter sent to parent
 - Document route letter was sent – mail or via student

If records were found and IC updated, no documentation is required in the IC contact log

Campus Community Provides Written Instruction and Videos on all IC Functionality

Campus Community Video on how to create letters using the ad hoc letter designer:

<https://kb.infinitecampus.com/help/letter-designer-video>

To access Campus Community, users should click on the App Switcher (or waffle) and then select Campus



Community in the upper right of their IC screen:

Once in Campus Community, there is News, Forums and Knowledge Base areas for learning. The Forum



area even has a Kentucky specific area:

Search Letter Builder for Non-Compliant Immunization Status and it will Discuss Creating Ad Hocs and Letters

- Every district user has access to Campus Community with their Infinite Campus access. Campus Community includes forums, tutorials, videos and simulations that explain all aspects of IC. It includes guidance on how to create letters and ad hocs that can be used with those letters.
- Because each district creates their own processes for collecting immunizations and contacting guardians, KDE does not create a standardized letter in IC that must be used.
- Contact District Support (Samantha Engstrom) samantha.engstrom@education.ky.gov or their district KSIS contact who can put in a ticket with IC requesting help

Deficiency letter

1. Index - General - on left hand column
2. Click ADHOC letter if applicable, developed for this specific notice, on overhead tabs
3. Click immunization letter – print - change to custom because may print extra second page
4. Fill out with specific requirements missing
5. Chart in KSIS that deficiency letter sent

NOTICE OF NONCOMPLIANCE FOR IMMUNIZATIONS
Required for Admission to Schools in Kentucky

To the Parent, Guardian, or Legal Custodian of _____ Grade _____

The Kentucky Administrative Regulation, 902 KAR 2:060, about immunization schedules for attending school requires that all students through grade 12 have received a minimum number of immunizations prior to school entrance. These requirements are documented by a current immunization certificate and can be waived only for medical or religious exemptions. Through an immunization certificate audit on _____, staff have determined your child is not compliant with the requirements of this regulation because: (1) an immunization certificate is not on file and available at school, (2) a certificate is on file, but it is incorrectly filled out, or (3) immunization(s) is/are needed (see reason for noncompliance below).

Reason for noncompliance:

☐ No Immunization Certificate or Medical Exemption or Religious Exemption on File;

OR

Your child needs the following checked vaccine or vaccines:

DTaP/DT/Td	Polio	Hepatitis B	MMR	Varicella ¹	Tdap	Meningococcal	Hepatitis A
☐ Dose 1	☐ Dose 1	☐ Dose 1	☐ Dose 1	☐ Dose 1	☐ Dose 1	☐ Dose 1	☐ Dose 1
☐ Dose 2	☐ Dose 2	☐ Dose 2	☐ Dose 2	☐ Dose 2		☐ Dose 2	☐ Dose 2
☐ Dose 3	☐ Dose 3	☐ Dose 3					
☐ Dose 4	☐ Dose 4						
☐ Dose 5							

¹Varicella – if your child has had varicella disease (i.e., chickenpox) or herpes zoster disease (i.e., shingles) either diagnosed or verified by a healthcare provider, varicella vaccine is not required.

OR

☐ Other _____

To be compliant with the law, please obtain and submit a current immunization certificate or exemption form prior to _____. Failure to do so **may result in your child's exclusion from school** until the necessary documents have been received. If you have questions about this notice, please contact the school.

A completed and current immunization certificate must be signed by one of the healthcare professionals authorized to issue immunization certificates (i.e., a physician, an advanced practice registered nurse, a physician assistant, a pharmacist, a local health department administrator, a registered nurse or licensed practical nurse designee to sign for a physician, or licensed health care facility that provides immunizations). The current certificate can be printed from the Kentucky Immunization Registry without a signature.

Your immediate cooperation is appreciated.

Kentucky Immunization Program
Department for Public Health
Cabinet for Health and Family Services
(502) 564-4478


Kentucky Public Health
Division of Immunization Services

Contact Information:

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