

# Immunization Registry Information System (IRIS) School and Child Care Audit Reporting Instructions August 2022

All school and child care audit data must be reported in IRIS. Please do not mail paper audit forms to the Iowa Department of Health and Human Services, Immunization program.

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 individuals who do not have School Audit access, please complete the <u>IRIS Authorized Site Agreement- Organization Form</u>, and select "LPHA Org Admin" or "LPHA Standard User" under the Planned Use of IRIS, School Audit section. Send completed forms to <a href="mailto:irisenrollment@idph.iowa.gov">irisenrollment@idph.iowa.gov</a>. IRIS staff will add the school audit role to the user's existing access.

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

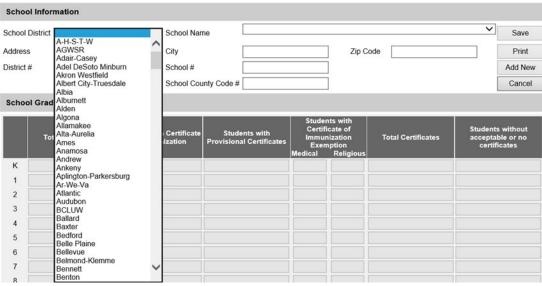
LPHA partners should review all instructions and provided School and Child Care Audit materials prior to reporting data in IRIS to avoid common data errors. Inappropriate reporting requires time intensive follow up from IDPH, and LPHAs will be asked to correct reporting errors.

#### **Submitting 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.

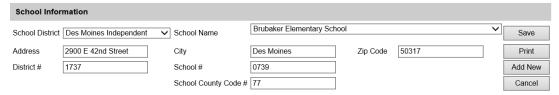


School Information School District Des Moines Independent ▼ School Name Save Bergman Academy Brody Middle School Address City Print Brubaker Elementary School Callanan Middle School District # 1737 School # Add New Capitol View Elementary School Carver Elementary
Cattell Elementary School School County Code Christ The King School Cowles Elementary School School Grade Information Des Moines Independent Comm School District Downtown School East High School Total Enrollment Edmunds Fine Arts Academy Findley Elementary School Garton Flementary Goodrell Middle School Κ Greenwood Elementary School Hanawalt Elementary Harding Middle School 1 2 Hiatt Middle School Hillis Elementary School 3 Holy Family School 4 Holy Trinity School Hoover High School

3. Select the School Name from the "School Name" dropdown menu.

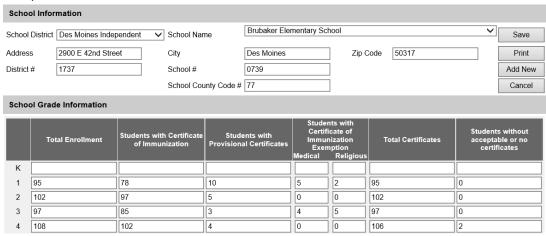
4. The school's address, district #, school #, and school county code will automatically populate based on the District and School selected.

Howe Elementary



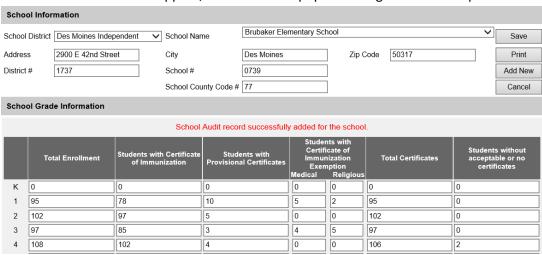
5. Enter the school's audit results in the first five columns, which include the "Total Enrollment," "Students with Certificate of Immunization," "Students with Provisional Certificates" and "Students with Certificate of Immunization Exemption" for Medical and Religious exemptions.

The "Total Certificates" and "Students without acceptable or no certificates" columns and the "Total" row 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.



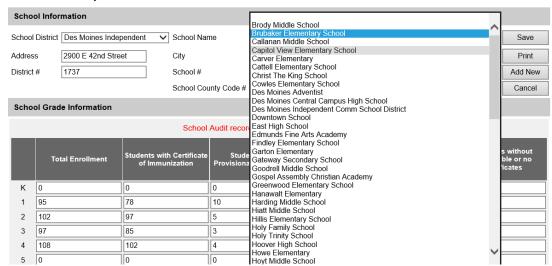
6. After entering the school's audit information, select the "Save" button to submit and save the audit.

\*\*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.

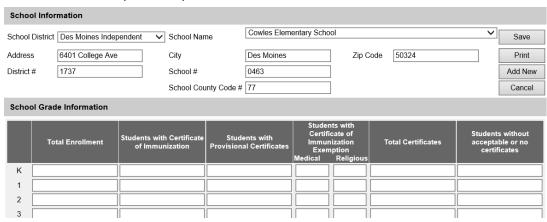


7. To complete or enter a new audit, either select the School District and School Name from the dropdown menu or select the "Add New" button, which will reset all the fields on the page.

Note: School Districts should not be used to report audit data with the exception of home-schooled student records maintained at the school district office. If a school district does not maintain home-school records, leave the district blank. IRIS will not allow zeros to be entered.



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



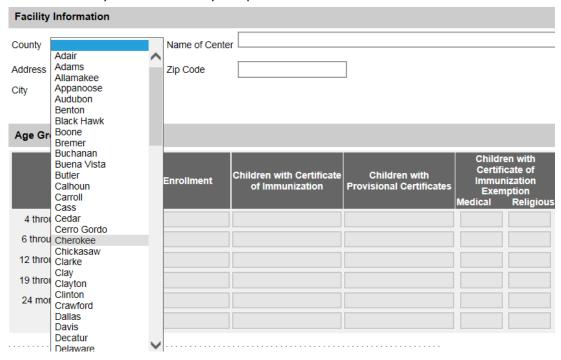
9. Although all schools and districts can be selected from the menu, IRIS will only return final audit results for School Names with entered data. Schools and districts without audit data should be left blank.

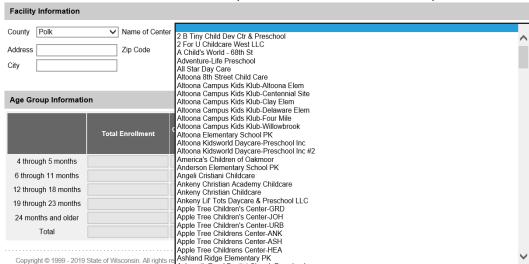
#### **Submitting Child Care Audits**

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.





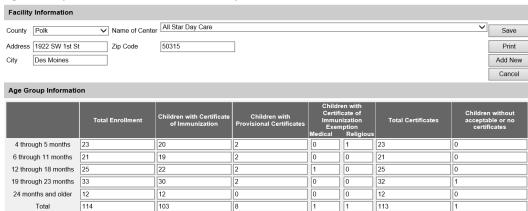
3. Select the name of the child care facility from the "Name of Center" dropdown menu.

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 1-800-831-6293 ext. 4.



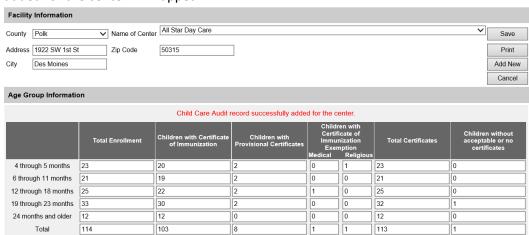
5. Enter the child care facility's audit results in the first five columns, which include the "Total Enrollment," "Children with Certificate of Immunization," "Children with Provisional Certificates" and "Children with Certificate of Immunization Exemption" for Medical and Religious exemptions.

The "Total Certificates" and "Children without acceptable or no certificates" columns and the "Total" row 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.

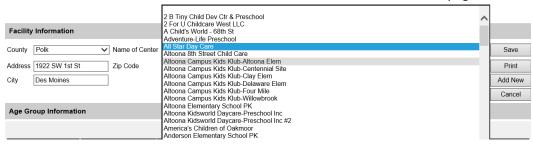


6. After entering the child care facility's audit results, select the "Save" button to submit and save the audit.

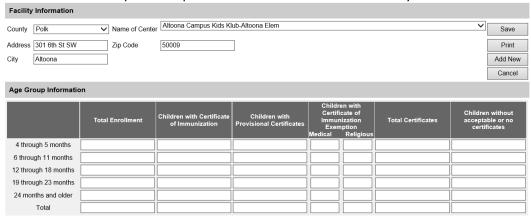
\*\*Navigating away from this page without selecting "Save" will result in loss of data. Be sure to save
before closing or navigating away from the page. The message "Child Care Audit record successfully
added for the center" will appear.



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.



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



9. Although all centers can be selected from the menu, IRIS will only return final audit results for Centers with entered data. Centers without audit data should be left blank.

### Viewing, Editing, and Deleting Audits – Audit Lists

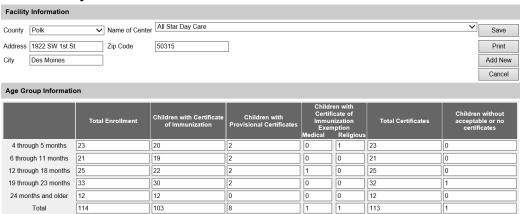
1. To view or edit completed audits, select the "audit lists" under the School Audits section.

#### School Audits school audit child care audit audit lists

All of the audits completed by the organization will be listed. Audits can be deleted by selecting the
delete button. Audits cannot be deleted within the individual school or child care data entry pages.
 Audits can be edited or updated by selecting the blue link for the school or child care facility and resaving
the edited information.



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

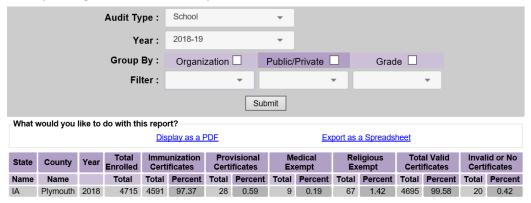


## **Reviewing Final Data - Audit Reports**

1. To generate an audit report in IRIS, select the "audit report" link under the School Audits section. **LPHA partners should use the report functionality to review entered data.** 



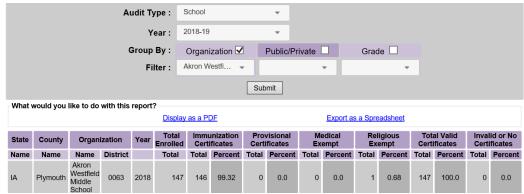
2. The report will default to display the total enrollment numbers of all completed audits for the county during the current school year.



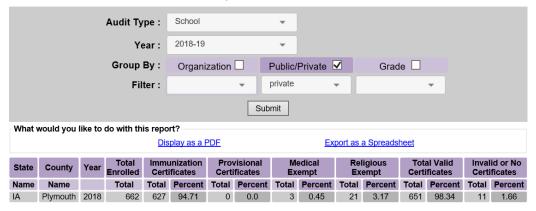
3. The report allows users to filter the audit results by Organization, Public/Private schools, or by Grade. To filter a report by all organizations, select the Organization checkmark box and select Submit. The report will display the total by school for all completed audits in the county.



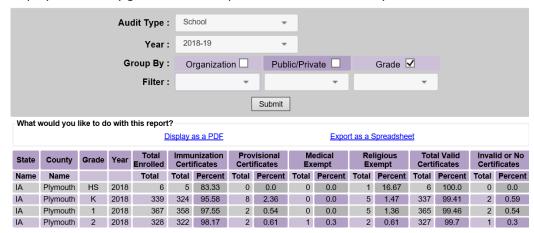
4. To filter a report by a specific organization, select the Organization checkmark box and select the organization name from the dropdown menu and select Submit. Although all schools can be selected from the menu, IRIS will only return results for the audits completed in the county.



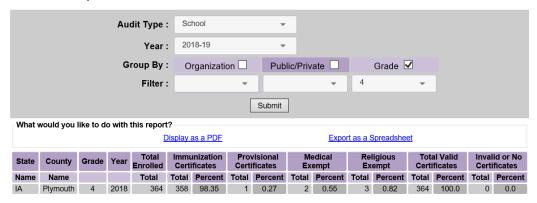
5. To filter a report by public or private schools, select the Public/Private checkmark box and select either Private or Public from the dropdown menu and select Submit.



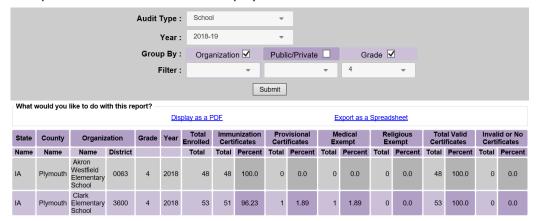
6. To filter a report by all grades, select the Grade checkmark box and select Submit. The report will display the total by grade for all completed audits in the county.



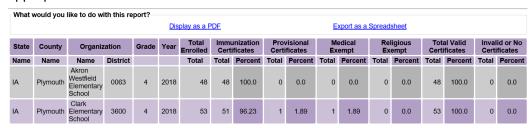
7. To filter a report by a specific grade, select the Grade checkmark box and select the number grade from the dropdown menu and select Submit.



8. More than one filter can be selected for an audit report. A report can be generated by selecting multiple filters and the results will display.



9. The results of the report can also be exported in a PDF or Excel spreadsheet by selecting on the appropriate link.

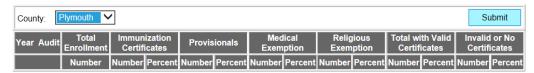


### Summary by County Report – Summary - County

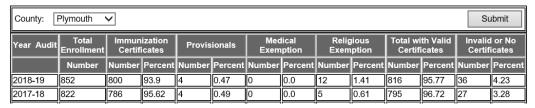
1. To generate a summary county report in IRIS, select the "summary-county" link under the School Audits section.



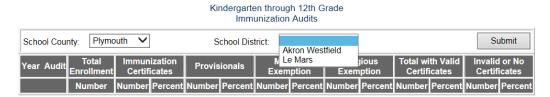
2. To generate the county child care summary, select the county from the dropdown menu and select Submit. Please note only counties the provider has completed audits for will display from the dropdown menu.



3. A summary of child care audits in the county will display.



4. To generate the Kindergarten through 12<sup>th</sup> Grade summary, select the county and school district from the dropdown menus and select Submit. Please note only counties the provider has completed audits for will display from the dropdown menu.



5. A summary of students Kindergarten through 12<sup>th</sup> Grade will display.

