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MEMORANDUM

To: District School Superintendents

From: Jim Warford

Date: September 2, 2003

Subject: **SCHOOL IMMUNIZATION ANNUAL REPORTS AND SURVEYS 2003-2004**

Section 1003.22(8), Florida Statutes, and Rule 64D-3.011(3), Florida Administrative Code, require the Department of Health (DOH) to collect annual reports from all public and private schools to certify compliance with the compulsory school immunization law. The Department of Education and the Department of Health continue to work collaboratively to provide technical assistance and support to school districts and local health departments regarding the implementation of these requirements.

Please find attached a copy of a memorandum from the Department of Health regarding Compulsory School Immunizations – Annual Reports and Surveys. You may wish to make copies and distribute to the schools in your district. If you have questions or need additional information, please contact the DOH Immunization Program Office at (850) 245-4342 or SunCom 205-4342.

Thank you for your assistance with this activity.

JW:mjbo

Attachments

cc: Student Services Directors
MIS Directors
Student Data Base Contacts
School Health Services Coordinators

Jeb Bush
Governor

FLORIDA DEPARTMENT OF HEALTH

John O. Agwunobi, M.D., M.B.A.
Secretary

INTEROFFICE MEMORANDUM

DATE: July 29, 2003

TO: County Health Department Directors/Administrators

FROM: Bonita J. Sorensen, M.D., M.B.A.
Deputy State Health Officer

SUBJECT: Compulsory School Immunizations
Annual Reports and Surveys – 2003/04 School Year

ACTION REQUIRED: Review and comply with standards. **DUE DATE:** 10/30/03

In October of each year, all public and private schools submit reports in compliance with the compulsory school immunization law indicating the status of their kindergarten and seventh grade students pursuant with the requirements of Chapter 1003.22, Florida Statutes, and Chapter 64D-3.011 (3), Florida Administrative Code.

Public School Reporting

Electronic reporting

Electronic reporting is accepted by the Department of Health from public school districts that achieved a standard of less than five percent variance between the electronic and manual reporting over a three-year period. These school districts have adequately resolved and updated immunization data (i.e., Temporary Medical Exemptions) into their electronic database.

- The list of school districts approved for electronic only reporting of kindergarten or seventh grade compliance will be updated annually until all school districts are reporting data electronically (Attachments 1 and 2).
- These school districts do not need to submit the Department of Health, Immunization Annual Report of Compliance for Kindergarten and Seventh Grade, Form 684, to the county health department.

Manual reporting

County health departments are responsible for collecting Form 684, by October 1, 2003, from public school districts with a kindergarten and/or seventh grade not included on the attached lists and not approved for electronic only reporting.

Private School Reporting

Private schools with a kindergarten and/or seventh grade are required to submit Form 684 to the county health department by October 1, 2003.

Method

County health departments should distribute supplies of Form 684, sample attached, to public and private schools with kindergartens and/or seventh grade.

- Do not send Form 684 to the public school districts accepted for electronic only kindergarten and seventh grade reporting (Attachments 1 and 2).
- All private schools with kindergarten and/or seventh grade should be provided with Form 684 for manual reporting to the county health department.
- A separate Form 684 must be completed for kindergarten and/or seventh grade and is due in the county health departments by October 1, 2003.
- The county health departments will summarize the data from the Form 684s on Kindergarten and Seventh Grade Annual Report of Compliance County Summary, Department of Health, Form 685, sample attached, and submit it to the Bureau of Immunization by October 30, 2003.
- County health departments should complete a separate Form 685, sample attached, for each grade—one for kindergarten and one for seventh grade.
- The completed form is due October 30, 2003 and may be submitted through e-mail to Deanna_Bishop@doh.state.fl.us or by United States mail to:

  Bureau of Immunization
  Bin A11
  4052 Bald Cypress Way
  Tallahassee, Florida 32399-1719

In addition, immunization field staff will be conducting kindergarten and seventh grade validation surveys during the winter months. A survey protocol has been prepared and randomly selected schools will be notified well in advance of this audit.

If you have any questions concerning this information, please contact your immunization field staff, list attached, or Deanna Bishop at (850) 245-4342, extension 2395, or SUNCOM 205-4342.

BJS/cha/dlb
Attachments
cc: Annie R. Neasman, R.N., M.S.
Deputy Secretary for Health
Landis K. Crockett, M.D., M.P.H., Director
Division of Disease Control
Annette Phelps, A.R.N.P., M.S.N., Director
Division of Family Health Services
Charles H. Alexander, Chief
Bureau of Immunization
Mary Jo Butler
Department of Education (without Attachment Form 685)
County Health Department Nursing Directors
Bureau of Immunization Field Staff

PUBLIC SCHOOL DISTRICTS (COUNTIES)
ACCEPTED FOR ELECTRONIC REPORTING FOR KINDERGARTEN

The fifty-seven <u>public</u> school districts (counties) listed below have consistently achieved a standard of less than five percent variance in their electronic data and manual reporting for kindergarten during the years of dual reporting. Their electronic data is acceptable and they are exempted from submitting Form 684 for <u>public</u> school kindergarten for the school year 2003/04.

Alachua	Baker
Bay	Broward
Calhoun	Citrus
Clay	Collier
Columbia	Miami-Dade
DeSoto	Dixie
Duval	Escambia
Flagler	Gilchrist
Glades	Gulf
Hardee	Hendry
Hernando	Highlands
Hillsborough	Holmes
Indian River	Jackson
Jefferson	Lafayette
Lake	Lee
Levy	Madison
Manatee	Marion
Martin	Nassau
Okaloosa	Okeechobee
Orange	Osceola
Palm Beach	Pasco
Pinellas	Polk
Putnam	St. Johns
St. Lucie	Santa Rosa
Sarasota	Seminole
Sumter	Suwannee
Taylor	Volusia
Wakulla	Walton
Washington	

PUBLIC SCHOOL DISTRICTS (COUNTIES)
ACCEPTED FOR ELECTRONIC REPORTING FOR SEVENTH GRADE

The forty-seven <u>public</u> school districts (counties) listed below have consistently achieved a standard of less than five percent variance in their electronic data and manual reporting for seventh grade during the years of dual reporting. Their electronic data is acceptable and they are exempted from submitting Form 684 for <u>public</u> school seventh grade for the school year 2003/04.

Alachua	Baker
Bradford	Brevard
Calhoun	Charlotte
Citrus	Clay
Collier	Miami-Dade
Desoto	Dixie
Duval	Escambia
Flagler	Gilchrist
Gulf	Hardee
Highlands	Hillsborough
Holmes	Indian River
Jackson	Lafayette
Lee	Levy
Madison	Manatee
Marion	Martin
Okaloosa	Okeechobee
Orange	Palm Beach
Pasco	Pinellas
Polk	St. Johns
St. Lucie	Santa Rosa
Sarasota	Seminole
Sumter	Taylor
Volusia	Wakulla
Washington	