

Mission:

To protect, promote & improve the health of all people in Florida through integrated state, county & community efforts.




Rick Scott
Governor

John H. Armstrong, MD, FACS
State Surgeon General & Secretary

Vision: To be the Healthiest State in the Nation

INTEROFFICE MEMORANDUM

DATE: August 2, 2013
TO: County Health Department Directors/Administrators
FROM: Celeste Philip, M.D., M.P.H. 
(Interim) Deputy Secretary for Health
SUBJECT: Compulsory School Immunizations
Annual Report and Survey – 2013-2014 School Year

ACTION

REQUIRED: Review and comply with standards **DUE DATE:** October 31, 2013

Each October, 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 to the requirements of Section 1003.22, *Florida Statutes*, and Section 64D-3.046, *Florida Administrative Code*.

Public schools electronically submit compulsory immunization data to the Department of Education (DOE) each October. The DOE then submits an *Annual Report of Compliance Compulsory Immunization, District Report (Survey 2)*, for both kindergarten and seventh grade to the Florida Department of Health (DOH) Immunization Section by December 1, 2013.

Private schools manually complete and submit an *Immunization Annual Report of Compliance for Kindergarten and Seventh Grade* (DH Form 684) to the local county health department (CHD) by October 1, 2013, for both kindergarten and seventh grade. Each CHD then submits a *Kindergarten and Seventh Grade Annual Report of Compliance County Summary Compulsory Immunization-Florida Statutes 1003.22* (DH Form 685) by October 31, 2013.

Proper categorization of each student's immunization status is essential to ensure an accurate reflection of Florida's school coverage rates. The *Kindergarten and Seventh Grade Validation Survey* for 2012-2013 revealed that more than 20% of the 2,400 randomly selected immunization records were improperly certified or missing. Following the below steps will significantly improve the integrity of the data reported.

- Categorize public school students who are fully immunized for kindergarten or seventh grade entry as "Total Certificates of Immunization" for Survey 2. This includes students issued a Temporary Medical Exemption (TME), but received all immunizations required.
- Categorize private school students who are fully immunized for kindergarten or seventh grade entry as "Fully Immunized" on the DH Form 685. This includes students issued a TME, but have received all immunizations required.

Florida Department of Health

Division of Disease Control and Health Protection
Bureau of Communicable Diseases • Immunization Section
4052 Bald Cypress Way, Bin A-11 • Tallahassee, FL 32399-1719
PHONE: 850/245-4342 • FAX 850/922-4195

www.FloridasHealth.com

TWITTER: HealthyFLA

FACEBOOK: FLDepartmentofHealth

YOUTUBE: fidoH

- Public and private school students with a 30-day exemption, but who have been enrolled for more than 30 days, should be reported in the “Out of Compliance” category.

CHD/Private School-specific:

- Each CHD will visit the DOE website at <https://www.floridaschoolchoice.org/information/PrivateSchoolDirectory/> for a list of private schools in their district (county). Identify all schools with a kindergarten and/or seventh grade. Combine this list with the active list of private schools from the previous year’s compulsory report.
- CHDs will contact these private schools, distributing a DH Form 684 and the instruction sheet.
- CHDs will ensure these private schools submit a completed DH Form 684 by October 1, 2013. CHDs are responsible for tracking these private schools for form submission.
- CHDs will review each DH Form 684, ensuring the combined total of the categories in (C) *Summary Information* is equivalent to the number of *Students Enrolled in Grade*.
- CHDs will compile the data from all DH Form 684s onto a DH Form 685. CHDs with no private schools in their county must also complete a DH Form 685.
- CHDs will submit the completed DH Form 685 via email to Amy_Wilson@doh.state.fl.us, or via fax to (850) 412-5815 by October 31, 2013.

Immunization Section field staff will conduct the *Kindergarten and Seventh Grade Validation Survey 2013-2014* during the fall and winter months. All public and private schools randomly selected to participate in the survey will be notified in advance.

For questions concerning this survey, please contact your field staff consultant (see Enclosure) or our survey and assessment consultant, Ms. Amy Wilson, at (850) 245-4444, extension 2395.

CP/CHA/aw
Enclosures

cc: Stacy Shiver, Interim Bureau Chief
Bureau of Communicable Diseases
Patricia L. Ryder, M.D., M.P.H., Interim Director
Division of Disease Control and Health Protection
Charles H. Alexander, Administrator
Immunization Section, Bureau of Communicable Diseases
Monica Verra-Tirado, Ed.D., Chief
Bureau of Exceptional Education and Student Services
Department of Education
Tammy Duncan, Chief
Bureau of Education Information and Accountability Services
Department of Education
County Health Department Nursing Directors
Immunization Section Field Staff