

Texas County Retrospective Immunization School Survey

Survey Manual



Immunization Branch
Texas Department of State Health Services
1100 West 49th Street
Austin, Texas 78756

Disease Prevention and Intervention Section, September 2007

Texas County Retrospective Immunization Survey (TCRISS)

Background:

The Texas County Retrospective Immunization School Survey (TCRISS) is designed to assess the vaccination coverage levels of public school kindergarteners when they were two years of age (three years prior to the survey date). The survey has a two-stage design with first a simple random sample of schools from a county and then a simple random sample of kindergartners from each school. If there are less than 25 schools in the county, then all schools will be included in the survey. If there are 25 or more schools, then schools will be picked randomly from a list of schools in the county using a statistical formula. Data supplied by the Texas Education Agency will be used to determine the number of schools and kindergartners for each county from the previous year's enrollment numbers. The sample size required for the survey will be calculated and a determination made as to the number of kindergarten students to sample per school. However, if there are less than 800 kindergarten students in the county, all kindergarten students will be included in the survey. **The Department of State Health Services (DSHS) Austin will assist in the survey by recommending an appropriate kindergarten sample size and the number of schools to include in the survey.**

Overview of Data Collection:

This manual provides detailed instructions on how to conduct the survey using the Comprehensive Clinic Assessment Software Application (CoCASA) to select records for the survey (if required) and to enter the immunization records. Version 2.1 of CoCASA is currently available for use. The CoCASA instructions for the survey were written with reference to version 2.1.

- Once the kindergarten sample size and the number of schools to include in the survey have been determined, the school administrator for each school should be contacted concerning their school's participation in the survey. If data collection will be done on site, the date and time for the visit will need to be arranged. Data collection may also be coordinated through the mail.
- The school or the Public Education Information Management System (PEIMS) Coordinator at the district should provide a complete sequential numbered roster of active kindergarten students. Two copies are needed. One copy contains personal identifiers (such as student's name) and the other copy is removed of all identifiers except date of birth. The school nurse or PEIMS coordinator at the district will keep the roster that contains the personal identifiers and give the copy containing only the dates of birth to the reviewer. To maintain compliance with the Family Education Rights and Privacy Act (FERPA), the reviewer cannot view the names of the students at any time during the survey nor enter them into CoCASA.
- If sampling of kindergarten records is required for the survey, then the random number generator in CoCASA will be used to select kindergarten students for the survey from the

numbered copy of the roster containing the dates of birth. The reviewer will request the immunization records of the corresponding students.

- Once all of the immunization histories are entered into CoCASA for all schools selected for the survey, a diskette of CoCASA data transfer files should be submitted to DSHS Austin for analysis.

Questions concerning the TCRISS may be directed to the DSHS Services and Data Coordination Group:

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CoCASA INSTRUCTIONS

Version 2.1 of CoCASA is to be used for the 2007 Validation Survey. CoCASA may be obtained from the CDC's website at <http://www.cdc.gov/vaccines/programs/cocasa/default.htm>. For further reference the CoCASA User's Manual is also available at this site.

SURVEY PROCEDURE

The CoCASA instructions for all population assessments, including the county retrospective survey, were written with reference to CoCasa Version 2.1. Instructions specific to conducting a survey procedure can be found in the **Conducting Population Assessments Using CoCasa Manual**. A copy of the manual and additional PowerPoint slides are provided and are available upon request through the epidemiologist at the DSHS Central Office.

SECTION A: INSTRUCTIONS FOR SAMPLING SCHOOL RECORDS

(For counties with 800 or more kindergarten students and sampling students is required)

1. The school nurse or the PEIMS Coordinator at the district should have the numbered roster of students generated before completing these steps. Two copies are needed. One copy contains personal identifiers (such as student's name) and the other copy is removed of all identifiers except date of birth. The enrollment number that was provided should match the total on the roster. The school nurse or PEIMS coordinator will keep the roster that contains the personal identifiers. The roster provided to the reviewer should be removed of all personal identifiers except date of birth. It is important that both numbered lists are generated at the same time and both match up correctly. For example, the number 10 student on both lists should be the same person. This procedure will allow the reviewer to be relatively assured the immunization records of the students sampled for the survey are the ones pulled, while maintaining compliance with FERPA. A photocopy of the numbered roster can also be made and the names and the other identifiers blacked out and given to the reviewer if one cannot be generated electronically. If the survey is to be done on site, have the school generate these lists prior to the reviewer's visit. If record collection is by mail, have them send the reviewer the numbered roster removed of all personal identifiers except date of birth.

If a numbered roster cannot be generated and the school maintains a card file of immunization records, an alternative sampling method would need to be used. Have the school nurse take the total number of cards in the file and starting at one end, count the cards until the first card corresponding to the first random number generated by CoCASA's Random Number Generator is reached, and pull that card. Continue from that point until all the cards corresponding to the random numbers have been pulled. The school nurse will need to make copies of the cards and black out the names, phone numbers, addresses, social security numbers, or any other identifiers (except date of birth) on the photocopies before providing them to the reviewer.

2. Determine the total number of kindergarten students currently enrolled at the school. Record this number on the TCRISS sample log for the school.
3. Use the Random Number Generator in CoCASA to select the student records to be reviewed:

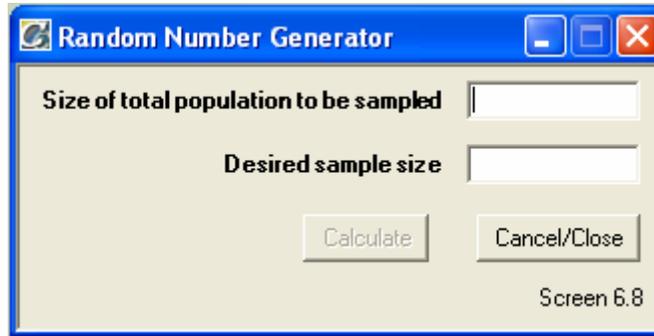
- *Double-click on the CoCASA for Windows icon or menu option in Windows.

- *Choose the **Assessment Tools** menu.

- *Click once on the **Random Number Generator**.

- *Type in the total number of students in the selected grade (i.e. determined in step #1) in the space next to **Size of total population to be sampled**.

- *Type in the number of students included in the sample in the space next to **Desired Sample Size**.



*Click on the **Calculate** button (it will be highlighted once you've entered in the sample information). Write down these numbers on your TCRISS school sample log if you do not have access to a printer or click on **Print** to print out the numbers produced by the random number generator. *NOTE: If there is less than the desired number of children for the sample, all kindergarten students at the school will need to be included in the survey.* Closing the print window will automatically close the random number generator. If not, use the **Cancel/Close** button on the random number generator to exit.

3. Working from the copy of the numbered roster that includes only the dates of birth highlight the entries corresponding to the numbers generated from the random number generator. Provide the sheet to the school nurse so that the records of students corresponding to the numbers on the school's copy of the roster can be pulled.

If you have not already done so, record the total kindergarten enrollment in the space provided on the TCRISS school sample log.

SECTION B: INSTRUCTIONS FOR ENTERING IMMUNIZATION HISTORIES

1. If the survey is done on site, the school nurse will need to pull the records, photocopy them, and black out the names and social security numbers on the copies. If the survey is coordinated through the mail, the school nurse will obtain the immunization records of the students selected for the survey and mail them to the reviewer. The records may either be electronic or paper. If an electronic file is provided, it should be sent on a diskette and in a format that can be easily opened with other programs (text files, dbf, or excel). Collection of the following information is **required**:

- Student's date of birth
- Dates of DTP/DTaP/DT/Td doses
- Dates of Hib doses
- Dates of polio doses
- Dates of Hepatitis B doses
- Dates of Hepatitis A doses (if applicable)
- Dates of MMR doses (or the individual components)
- Date of Varicella dose
- History of Varicella disease
- Any Exemptions (medical, religious, conscientious)

Collection of the following additional information is also **recommended** if available:

- Dates of pneumococcal doses
- Dates of influenza doses
- Dates of additional hepatitis A (even if not applicable)

For confidentiality purposes, personal identifiers (name or social security number) CANNOT be included. If paper records are being sent, then the names and social security numbers should be blacked out.

2. Referring to your copy of the roster, double check to make sure the correct records were pulled based on the date of birth. Contact the school nurse if you notice any discrepancies.

SECTION C: SAVING AND BACKING UP YOUR DATA AND SUBMITTING FILES TO THE DSHS REGIONAL OR CENTRAL OFFICE

After all of the vaccination histories have been entered and the survey is completed, you will save and back-up your data files prior to sending them on. Submit your diskette(s) to the DSHS central office. Use your **Conducting Population Assessments Using CoCasa Manual** or the training presentation to guide you through the procedure to save your data onto a diskette after all of the vaccinations histories have been entered for a given school.

It's also important to back up the CoCasa databases following the procedure in your **Conducting Population Assessments Using CoCasa Manual** after the survey is completed for each school.

The procedure shown below should be used after **ALL** assigned school reviews are completed.

1. Consolidate diskettes containing your saved files.
2. Make copies of each diskette. Retain one copy and mail the other set of diskette(s) to:

**Department of State Health Services
Disease Prevention and Intervention Section #1946
Services and Data Coordination Group, Attn: Epidemiologist
1100 West 49th Street
Austin, Texas 78756**

3. **Include copies of all your sampling worksheets with the diskettes.** It is not necessary to send copies of the student immunization records.

NOTE: The procedure is similar if copying the transfer files to CD. It may be easier to send the transfer files to a location on your computer or network first, and then burn them onto a CD. If emailing transfer files, first send the transfer files to a location on your computer or network (you can also send them to a diskette). Open your email program, click on new message, attach the transfer files (there will be one file per site) from the location you saved them, and email them to the designated person.