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Health Services

# *ImmTrac2*

Texas Immunization Registry

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***Schools Training:  
View Only Users***

# ImmTrac2 Schools Training – Our Agenda

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- View a client (student) record and immunizations
- How to use the “Official Immunization Record” button on the client record
- How to use the “Reports” button on the client record
- How to print reports from a list of students

# Webinar Details

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1. All attendees are muted.
2. Type your questions in the webinar panel at any time.
3. Q & A will conclude the presentation.
4. All screenshots are from the viewpoint of a “View Only” user.



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# View a Client Record and Immunizations

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# View Client Imm Report

## Immunizations

[view client imm report](#)

## Schools

[manage list](#)

[find student](#)

[check school report](#)

## Admin Support

[manufacturer listing](#)

[trade name listing](#)

[vaccine group listing](#)

[vaccine listing](#)

[vaccine relationships](#)

## Manage My Account

[edit my user account](#)

[change my password](#)

## Client Search

\* Required Field

[Quick Search](#) ▼

[Basic Search](#) ▼

[Smart Search](#) ▼



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# Quick Search

- Fastest Search

Client Search

\* Required Field

**Quick Search** ▲

Search by ImmTrac2 ID

\* ImmTrac2 ID

Search by Client Identifier

\* Client ID

Search by SSN# and DOB

\* SSN#  -  -  \* Birth Date  

Search by Medicaid ID

\* Medicaid ID

[Basic Search](#) ▼

[Smart Search](#) ▼



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# Basic Search

- Can use the wild card in date field
- Can use partial names

Client Search

\* Required Field

[Quick Search](#) ▼

**Basic Search** ▲

* First Name	<input type="text"/>	Gender	<input type="text" value="▼"/>	Children Only	<input type="checkbox"/>	<input type="button" value="Find"/>
* Last Name	<input type="text"/>	* Birth Date	<input type="text"/>	<input type="text" value="Calendar icon"/>	<input type="checkbox"/>	<input type="button" value="Clear"/>

[Smart Search](#) ▼



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# Smart Search

- Uses an algorithm
- Offers more fields to search with

[Quick Search](#) ▼

[Basic Search](#) ▼

[Smart Search](#) ▲

ImmTrac2 ID

\* First Name       Mother's First Name

\* Last Name       Mother's Maiden Name

Middle Name       Phone  -  -

\* Birth Date        \* Street Address

\* Gender  ▼      Other Address

PO Box

Zip  -

City

State TX ▼



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# Client Immunization Record

- Client Info

- Immunization Record

- Vaccines Recommended

04/16/2019

ImmTrac2 Sch

Client Information					Official Immunization Record	Reports	Cancel		
Client Name (First - MI - Last)	DOB	Gender	Tracking Schedule	Client ID					
KEISHA PURPLE	01/01/2010	F	ACIP						
Provider (PCP)	Not on file								
School	Not on file								
Comments	01/01/2012 ~ Allergy to POLYMYXIN B 02/01/2019 ~ Refusal of Td/Tdap 03/21/2019 ~ History of varicella (chicken pox)								
Current Age: 9 years, 3 months, 25 days									
Immunization Record					Tracking Schedule: ACIP				
Vaccine Group	Date Admin	Age At Immunization	Series	Vaccine [Trade Name]	Dose	Owned?	Reaction	Hist?	Disaster
HepA	<a href="#">03/21/2019</a>	9Y 2M	1 of 2	HepA, NOS [HepA, NOS ®]	Full				
HepB	<a href="#">01/01/2010</a>	0 days	1 of 3	HepB, NOS [HepB ®]	Full	No			
	<a href="#">01/02/2010</a>	1D	NOT VALID	HepB, NOS [HepB ®]	Full	No			
	<a href="#">01/29/2010</a>	28D	2 of 3	HepB, NOS [HepB ®]	Full	No			
	<a href="#">07/15/2010</a>	6M 14D	3 of 3	HepB, NOS [HepB ®]		No			Yes
Hib	<a href="#">03/01/2011</a>	14M	1 of 2	Hib, NOS					Yes
HPV	<a href="#">03/01/2019</a>	9Y 2M	1 of 2	HPV, NOS [HPV, NOS ®]					Yes
MMR	<a href="#">03/01/2011</a>	14M	1 of 2	MMR [MMR II ®]	Full	No			
	<a href="#">01/01/2012</a>	2Y	2 of 2	MMR [MMR II ®]		No			Yes
Plague	<a href="#">03/21/2017</a>	7Y 2M		Plague [Plague ®]					Yes
Polio	<a href="#">03/01/2010</a>	2M	1 of 3	Polio-Inject [Polio ®]	Full	No			
	<a href="#">04/01/2010</a>	3M	2 of 3	Polio-Inject [Polio ®]	Full	No			
	<a href="#">04/04/2019</a>	9Y 3M	3 of 3	Polio-Inject [Polio ®]	Full				
Td/Tdap	<a href="#">03/21/2017</a>	7Y 2M	1 of 4	Tdap [Boostrix ®]					Yes
	<a href="#">10/02/2017</a>	7Y 9M	2 of 4	Td (adult), NOS					Yes
Vaccines Recommended by Selected Tracking Schedule									
Vaccine Group	Vaccine	Earliest Date	Recommended Date	Past Due Date					
<a href="#">DTaP/aP</a>	DTaP, NOS		Maximum Age Exceeded						
<a href="#">HepA</a>	HepA, NOS	09/21/2019	09/21/2019	10/21/2019					
<a href="#">HepB</a>	HepB, NOS		Complete						
<a href="#">Hib</a>	Hib, NOS		Maximum Age Exceeded						
<a href="#">HPV</a>	HPV, NOS	08/01/2019	09/01/2019	04/01/2020					
<a href="#">Influenza-seasnl</a>	Flu NOS	01/01/2019	01/01/2019	01/01/2019					
<a href="#">Meningo</a>	MCV4, NOS	01/01/2020	01/01/2021	01/01/2023					
<a href="#">MMR</a>	MMR		Complete						

# Section 1: Client Info



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- Report options
- Personal information
- Tracking schedule and Client ID
- Provider & School selections (optional)
- Comments

Client Information		Official Immunization Record		Reports	Cancel
Client Name (First - MI - Last)	DOB	Gender	Tracking Schedule	Client ID	
KEISHA PURPLE	01/01/2010	F	<a href="#">ACIP</a>		
Provider (PCP)	Not on file				
School	Not on file				
Comments	01/01/2012 ~ Allergy to POLYMYXIN B 02/01/2019 ~ Refusal of Td/Tdap 03/21/2019 ~ History of varicella (chicken pox)				
Current Age: 9 years, 3 months, 25 days					

# Section 2: Immunization Record



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- Displays a separate row for each vaccine group, whether combo or single vaccine.
- Hyperlinks display Explanation of Dose Status and organization ownership.

Immunization Record Hyperlinks Tracking Schedule  ▼

Vaccine Group	Date Admin	Age At Immunization	Series	Vaccine [Trade Name]	Dose	Owned?	Reaction	Hist?	Disaster
HepB	<a href="#">01/05/2019</a>	19Y	1 of 3	DTaP-HepB-IPV [Pediarix ®]	Full	<a href="#">No</a>			
	<a href="#">02/06/2019</a>	19Y 1M	2 of 3	HepB, NOS [HepB ®]	Full				
MMR	<a href="#">01/05/2019</a>	19Y	1 of 2	MMR [MMR II ®]		<a href="#">No</a>			Yes
Polio	<a href="#">01/05/2019</a>	19Y	1 of 4	DTaP-HepB-IPV [Pediarix ®]	Full	<a href="#">No</a>			
Td/Tdap	<a href="#">01/05/2019</a>	19Y	1 of 4	DTaP-HepB-IPV [Pediarix ®]	Full	<a href="#">No</a>			

# Section 3: Vaccines Recommended



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- A dynamic display based on the client's immunization record.
- Hyperlinks to display explanation of series recommendations.

Vaccines Recommended by Selected Tracking Schedule **Hyperlinks**

Vaccine Group	Vaccine	Earliest Date	Recommended Date	Past Due Date
<a href="#">DTP/aP</a>	DTaP, NOS		Maximum Age Exceeded	
<a href="#">HepA</a>	HepA, NOS	09/21/2019	09/21/2019	10/21/2019
<a href="#">HepB</a>	HepB, NOS		Complete	
<a href="#">Hib</a>	Hib, NOS		Maximum Age Exceeded	
<a href="#">HPV</a>	HPV, NOS	08/01/2019	09/01/2019	04/01/2020
<a href="#">Influenza-seasnl</a>	Flu NOS	01/01/2019	01/01/2019	01/01/2019
<a href="#">Meningo</a>	MCV4, NOS	01/01/2020	01/01/2021	01/01/2023
<a href="#">MMR</a>	MMR		Complete	
<a href="#">Polio</a>	Polio, NOS		Complete	
<a href="#">Td/Tdap</a>	Td (adult), NOS	04/02/2018	04/02/2018	11/02/2018
<a href="#">Varicella</a>	Varicella		Contraindicated	



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# Using the Official Immunization Record Button on One Client

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# Official Immunization Record (1 of 3)



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From the client's record, click the Official Immunization Record button.

Client Information				
Client Name (First - MI - Last)	DOB	Gender	Tracking Schedule	Client ID
KEISHA PURPLE	01/01/2010	F	ACIP	
Provider (PCP)	Not on file			
School	Not on file			
Comments	01/01/2012 ~ Allergy to POLYMYXIN B 02/01/2019 ~ Refusal of Td/Tdap 03/21/2019 ~ History of varicella (chicken pox)			
Current Age: 9 years, 3 months, 15 days				

Buttons: Official Immunization Record, Reports, Cancel

# Official Immunization Record (2 of 3)

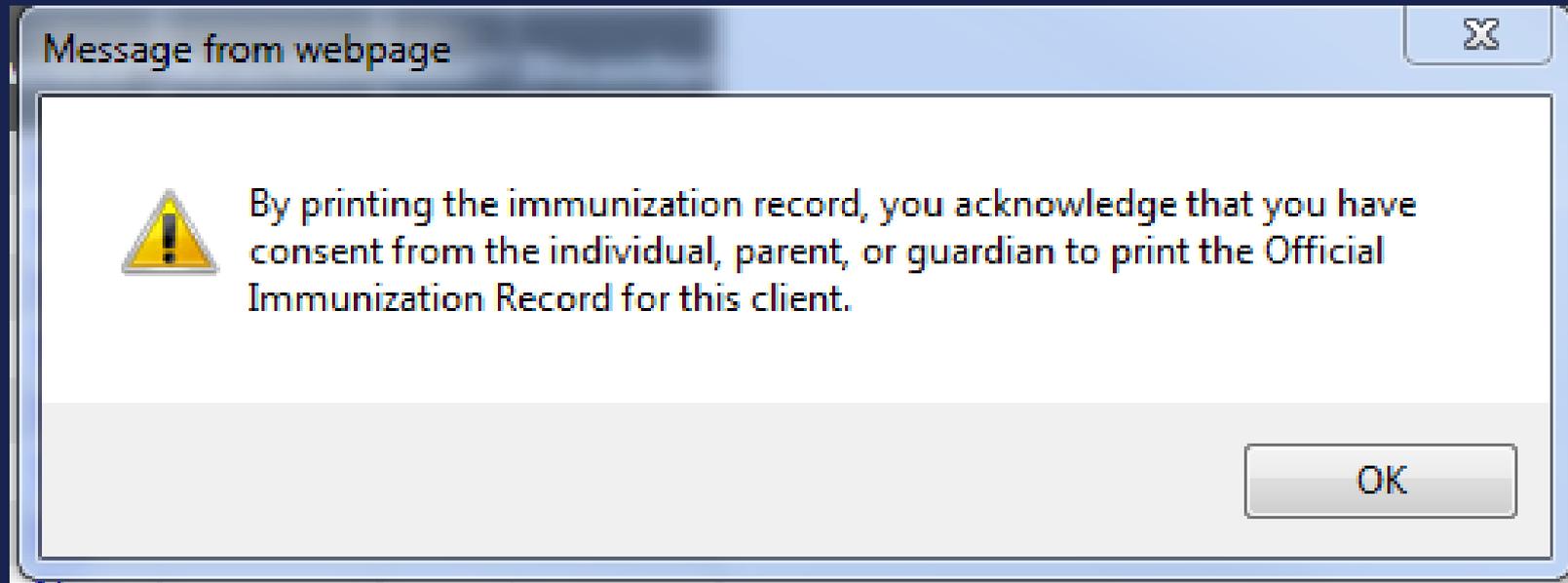


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A pop-up message displays, confirming that you have consent of the individual, parent, or guardian. Click OK to proceed.



# Official Immunization Record (3 of 3)



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The record displays in a new browser tab. You can right click on the screen to see print options.

## TEXAS DEPARTMENT OF STATE HEALTH SERVICES Official Immunization and Disaster-Related Information Record



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ImmTrac ID: 219113360

Gender: F

Client Name (L, F, M): PURPLE, KEISHA

DOB: 01/01/2005

Client Type: ImmTrac Child (IC)

Client Age: 14 years, 3 months, 28 days

Schedule: ACIP

Report Date: 04/29/2019

**NOTICE: By Texas law, the Texas Immunization Registry holds children's immunization records only for a limited time. After a child turns 18 years old, that person must sign an adult consent form to maintain his or her immunization history for a lifetime. If adult consent is not signed, the childhood history will be purged on the person's 26th birthday. Learn more at [www.immtrac.com](http://www.immtrac.com)**

Any combination vaccines (e.g. DTaP-HepB-IPV, HepB-Hib) administered are listed within each appropriate vaccine family.

### IMMUNIZATION HISTORY

Vaccine Group	Date Admin	Series	Vaccine [Trade Name]	Manufacturer	Lot #
HepA	03/21/2019	1 of 2	HepA, NOS [HepA, NOS]		ABC123
HepB	01/01/2010	1 of 3	HepB, NOS [HepB]	MSD-Merck & Co., Inc.	DEF123
	01/02/2010	Not Valid	HepB, NOS [HepB]	MSD-Merck & Co., Inc.	ABC123
	01/29/2010	2 of 3	HepB, NOS [HepB]	MSD-Merck & Co., Inc.	XYZ456
	07/15/2010	3 of 3	HepB, NOS [HepB]	MSD-Merck & Co., Inc.	
Hib	03/01/2011	Not Valid	Hib, NOS	UNK-UNKNOWN	
HPV	03/01/2019	1 of 2	HPV, NOS [HPV, NOS]		
MMR	03/01/2011	1 of 2	MMR [MMR II]	MSD-Merck & Co., Inc.	DEFG123

# Example: Selecting the ACIP Schedule (1 of 2)



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Client Information		Official Immunization Record		Reports	Cancel
Client Name (First - MI - Last)	DOB	Gender	Tracking Schedule	Client ID	
KEISHA PURPLE	01/01/2005	F	ACIP		
Provider (PCP)	Not on file				
School	Not on file				
Comments	01/01/2012 ~ Allergy to POLYMYXIN B 02/01/2019 ~ Refusal of Td/Tdap 03/21/2019 ~ History of varicella (chicken pox)				
Current Age: 14 years, 3 months, 28 days					
Immunization Record	Tracking Schedule		ACIP	▼	

# Example: Selecting the ACIP Schedule (2 of 2)



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ImmTrac ID: 219113360 Gender: F  
Client Name (L, F, M): PURPLE, KEISHA DOB: 01/01/2005  
Client Type: ImmTrac Child (IC) Client Age: 14 years, 3 months, 28 days  
Schedule: ACIP Report Date: 04/29/2019

**NOTICE:** By Texas law, the Texas Immunization Registry holds children's immunization records only for a limited time. After a child turns 18 years old, that person must sign an adult consent form to maintain his or her immunization history for a lifetime. If adult consent is not signed, the childhood history will be purged on the person's 26th birthday.

Learn more at [www.immtrac.com](http://www.immtrac.com)

Any combination vaccines (e.g. DTaP-HepB-IPV, HepB-Hib) administered are listed within each appropriate vaccine family.

## IMMUNIZATION HISTORY

Vaccine Group	Date Admin	Series	Vaccine [Trade Name]	Manufacturer	Lot #
HepA	03/21/2019	1 of 2	HepA, NOS [HepA, NOS]		ABC123
HepB	01/01/2010	1 of 3	HepB, NOS [HepB]	MSD-Merck & Co., Inc.	DEF123
	01/02/2010	Not Valid	HepB, NOS [HepB]	MSD-Merck & Co., Inc.	ABC123
	01/29/2010	2 of 3	HepB, NOS [HepB]	MSD-Merck & Co., Inc.	XYZ456
	07/15/2010	3 of 3	HepB, NOS [HepB]	MSD-Merck & Co., Inc.	
Hib	03/01/2011	Not Valid	Hib, NOS	UNK-UNKNOWN	
HPV	03/01/2019	1 of 2	HPV, NOS [HPV, NOS]		
MMR	03/01/2011	1 of 2	MMR [MMR II]	MSD-Merck & Co., Inc.	DEFG123
	01/01/2012	2 of 2	MMR [MMR II]		

# Example: Selecting the 7<sup>th</sup> – 9<sup>th</sup> Grade Schedule (1 of 2)



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Client Information		Official Immunization Record		Reports	Cancel
Client Name (First - MI - Last)	DOB	Gender	Tracking Schedule	Client ID	
KEISHA PURPLE	01/01/2005	F	ACIP		
Provider (PCP)	Not on file				
School	Not on file				
Comments	01/01/2012 ~ Allergy to POLYMYXIN B 02/01/2019 ~ Refusal of Td/Tdap 03/21/2019 ~ History of varicella (chicken pox)				
Current Age: 14 years, 3 months, 28 days					
Immunization Record			Tracking Schedule	TX 7th-9th 2018-2019 ▼	

# Example: Selecting the 7<sup>th</sup> – 9<sup>th</sup> Grade Schedule (2 of 2)



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ImmTrac ID: 219113360 Gender: F  
 Client Name (L, F, M): PURPLE, KEISHA DOB: 01/01/2005  
 Client Type: ImmTrac Child (IC) Client Age: 14 years, 3 months, 28 days  
 Schedule: TX 7th-9th 2018-2019 Report Date: 04/29/2019

**NOTICE: By Texas law, the Texas Immunization Registry holds children's immunization records only for a limited time. After a child turns 18 years old, that person must sign an adult consent form to maintain his or her immunization history for a lifetime. If adult consent is not signed, the childhood history will be purged on the person's 26th birthday.**

Learn more at [www.immtrac.com](http://www.immtrac.com)

Any combination vaccines (e.g. DTaP-HepB-IPV, HepB-Hib) administered are listed within each appropriate vaccine family.

## IMMUNIZATION HISTORY

Vaccine Group	Date Admin	Series	Vaccine [Trade Name]	Manufacturer	Lot #
DTP/aP	03/21/2017	1 of 3	Tdap [Boostrix]	SKB-GlaxoSmithKline	
	10/02/2017	2 of 3	Td (adult), NOS		
HepA	03/21/2019	1 of 2	HepA, NOS [HepA, NOS]		ABC123
HepB	01/01/2010	1 of 3	HepB, NOS [HepB]	MSD-Merck & Co., Inc.	DEF123
	01/02/2010	2 of 3	HepB, NOS [HepB]	MSD-Merck & Co., Inc.	ABC123
	01/29/2010	Not Valid	HepB, NOS [HepB]	MSD-Merck & Co., Inc.	XYZ456
	07/15/2010	3 of 3	HepB, NOS [HepB]	MSD-Merck & Co., Inc.	
Hib	03/01/2011		Hib, NOS	UNK-UNKNOWN	
HPV	03/01/2019		HPV, NOS [HPV, NOS]		
MMR	03/01/2011	1 of 2	MMR [MMR II]	MSD-Merck & Co., Inc.	DEEG123



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# Using the Reports Button for One Client

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# Reports Button

From the client's record, click Reports.

Client Name (First - MI - Last)	DOB	Gender	Tracking Schedule	Client ID
KEISHA PURPLE	01/01/2010	F	ACIP	
Provider (PCP)	Not on file			
School	Not on file			
Comments	01/01/2012 ~ Allergy to POLYMYXIN B 02/01/2019 ~ Refusal of Td/Tdap 03/21/2019 ~ History of varicella (chicken pox)			

**Current Age: 9 years, 3 months, 15 days**



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# Reports Available

- Official Immunization Record
- Immunizations Needed
- Recall Letter

Reports Available for this Client Cancel

Report	Description	Additional Information	Tracking Schedule
<a href="#">Official Immunization Record</a>	Displays official immunization history contained in the registry.	None	ACIP ▼
<a href="#">Immunizations Needed</a>	Displays demographics, contact information, immunization history, as well as immunizations needed.	None	ACIP ▼
<a href="#">Recall Letter</a>	Displays a printable Recall Letter for the client, with a list of their past due immunizations.	None	ACIP TX 10-12 2018-2019 TX 7th-8th 2017-2018 TX 7th-9th 2018-2019 TX 9-12 2017-2018 TX Child Care Reqs TX K-6 2017-2018 TX K-6 2018-2019

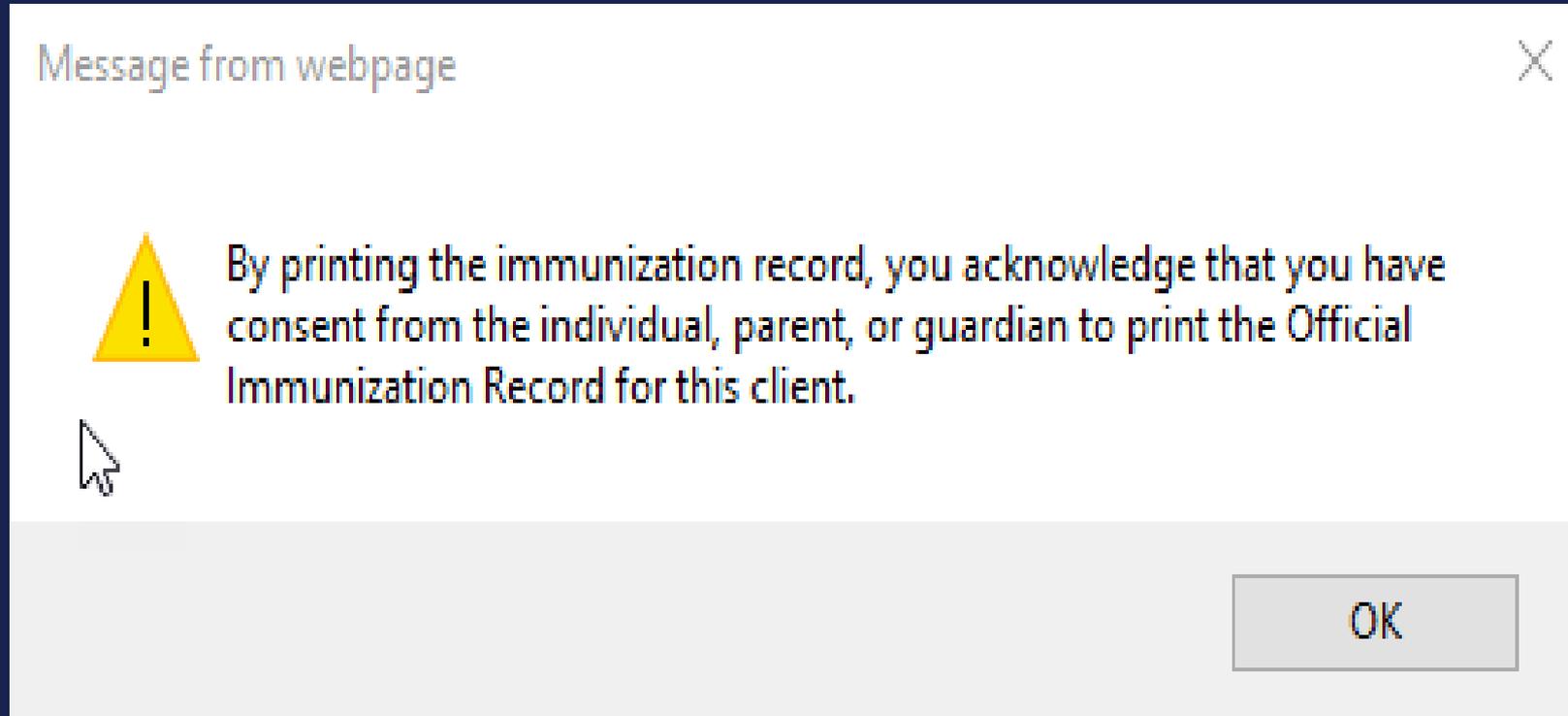
# Pop-Up Message That You Have Consent to Print



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# Official Immunization Record



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## TEXAS DEPARTMENT OF STATE HEALTH SERVICES Official Immunization and Disaster-Related Information Record



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ImmTrac ID: 219113360

Gender: F

Client Name (L, F, M): PURPLE, KEISHA

DOB: 01/01/2010

Client Type: ImmTrac Child (IC)

Client Age: 9 years, 3 months, 15 days

Schedule: ACIP

Report Date: 04/16/2019

**NOTICE:** By Texas law, the Texas Immunization Registry holds children's immunization records only for a limited time. After a child turns 18 years old, that person must sign an adult consent form to maintain his or her immunization history for a lifetime. If adult consent is not signed, the childhood history will be purged on the person's 26th birthday. Learn more at [www.immtrac.com](http://www.immtrac.com)

Any combination vaccines (e.g. DTaP-HepB-IPV, HepB-Hib) administered are listed within each appropriate vaccine family.

### IMMUNIZATION HISTORY

Vaccine Group	Date Admin	Series	Vaccine [Trade Name]	Manufacturer	Lot #
HepA	03/21/2019	1 of 2	HepA, NOS [HepA, NOS]		ABC123
HepB	01/01/2010	1 of 3	HepB, NOS [HepB]	MSD-Merck & Co., Inc.	DEF123
	01/02/2010	Not Valid	HepB, NOS [HepB]	MSD-Merck & Co., Inc.	ABC123
	01/29/2010	2 of 3	HepB, NOS [HepB]	MSD-Merck & Co., Inc.	XYZ456
	07/15/2010	3 of 3	HepB, NOS [HepB]	MSD-Merck & Co., Inc.	
Hib	03/01/2011	1 of 2	Hib, NOS	UNK-UNKNOWN	
HPV	03/01/2019	1 of 2	HPV, NOS [HPV, NOS]		
MMR	03/01/2011	1 of 2	MMR [MMR II]	MSD-Merck & Co., Inc.	DEFG123
	01/01/2012	2 of 2	MMR [MMR II]		
Plague	03/21/2017		Plague [Plague]	GRE-Greer Laboratories	
Polio	03/01/2010	1 of 3	Polio-Inject [Polio]	PMC-Sanofi Pasteur Inc.	ABC
	04/01/2010	2 of 3	Polio-Inject [Polio]	PMC-Sanofi Pasteur Inc.	LOT NO
	04/04/2019	3 of 3	Polio-Inject [Polio]	PMC-Sanofi Pasteur Inc.	ABC123
Td/Tdap	03/21/2017	1 of 4	Tdap [Boostrix]	SKB-GlaxoSmithKline	
	10/02/2017	2 of 4	Td (adult), NOS		

**Client Comments:**

History of varicella (chicken pox)  
Allergy to POLYMYXIN B

**Start Date:**

03/21/2019

**End Date:**

01/01/2012

04/16/2019



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# Immunizations Needed

16 April 2019

## ImmTrac2, the Texas Immunization Registry Immunization Record

Page 1

<b>Client ID:</b>	<b>Race:</b>	<b>Tracking Schedule:</b> ACIP
<b>Client Name (L, F, M):</b> PURPLE, KEISHA		<b>Ethnicity:</b>
<b>Birth Date:</b> 01/01/2010	<b>Gender:</b> F	
<b>Age:</b> 9 years, 3 months, 15 days		

<b>Client Comments:</b> History of varicella (chicken pox) Allergy to POLYMYXIN B	<b>Start Date:</b> 03/21/2019	<b>End Date:</b> 01/01/2012
---	----------------------------------	--------------------------------

Immunization Record				
Vaccine Group	Date Admin	Series	Vaccine [Trade Name]	Dose
HepA	03/21/2019	1 of 2	HepA, NOS	Full
HepB	01/01/2010	1 of 3	HepB, NOS	Full
HepB	01/02/2010	Not Valid	HepB, NOS	Full
HepB	01/29/2010	2 of 3	HepB, NOS	Full
HepB	07/15/2010	3 of 3	HepB, NOS	Full
Hib	03/01/2011	1 of 2	Hib, NOS	Full
HPV	03/01/2019	1 of 2	HPV, NOS	Full
MMR	03/01/2011	1 of 2	MMR	Full
MMR	01/01/2012	2 of 2	MMR	Full
Plague	03/21/2017		Plague	Full
Polio	03/01/2010	1 of 3	Polio-Inject	Full
Polio	04/01/2010	2 of 3	Polio-Inject	Full
Polio	04/04/2019	3 of 3	Polio-Inject	Full
Td/Tdap	03/21/2017	1 of 4	Tdap	Full
Td/Tdap	10/02/2017	2 of 4	Td (adult), NOS	Full

Immunizations Due Record	
Vaccine	Date Needed
HepA	09/21/2019
HPV	09/01/2019
Influenza-seasnl	01/01/2019
Meningo	01/01/2021
Td/Tdap	04/02/2018



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# Recall Letter

COMMUNITY HEALTH CENTER

Some address in Texas

and a phone number

April 16, 2019

Parent or Guardian of / Padre, Madre o Tutor de:

KEISHA PURPLE

925 BROADWAY

LUBBOCK, TX 79401

Our records indicate that Keisha Purple may soon be due for the vaccines noted on this letter.

If you have recently taken your child to a health care provider for vaccines, please call the provider to ensure your child's immunization records are updated.

If your child has not received the doses indicated below, please call your provider to arrange an appointment for your child.

Nuestros registros indican que posiblemente a Keisha Purple pronto le toquen las vacunas que se anotan en esta carta.

Si recientemente usted llevó a su niño(a) con quien le proporciona atención de salud para recibir las vacunas, sírvase llamar a quien lo atiende para asegurarse que sean actualizados los registros de inmunización de su niño(a).

Si su niño(a) no ha recibido las dosis que abajo se indican, sírvase llamar a quien lo atiende para hacer los arreglos necesarios y hacerle una cita a su niño(a).

Vaccine(s) Due /  
Vacuna Necesaria

HepA

HPV

Influenza-seasonl

Meningo

Td/Tdap

Varicella

Date(s) Recommended /  
Fecha en la que se Recomienda

09/21/2019

09/01/2019

01/01/2019

01/01/2021

04/02/2018

01/29/2012



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Services

---

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Health Services

# **Print Reports from a List of Students (multiple clients)**

---



TEXAS  
Health and Human Services

Texas Department of State  
Health Services

# School Lists (1 of 2)

“Schools” let you organize students into groups (lists) to print reports for all students on a list.

.....  
**Immunizations**

view client imm report

**Schools**

manage list

find student

check school report

**Admin Support**

manufacturer listing

trade name listing

vaccine group listing

vaccine listing

vaccine relationships

**Manage My Account**

edit my user account

change my password



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# School Lists (2 of 2)

---

You can:

- Create, edit, or delete school lists
- Find students, to add or remove them from a list
- Access pre-configured School List Reports
- Assess students by a Texas school compliance vaccine schedule

# Creating Reports from School Lists



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1. Click Manage List to create a new student list



2. Click Find Student to add students to the list



3. Click Manage List again to run reports from the list



4. Click School Report to view reports you've run.

# 1. Let's Create a List!



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Health Services

## Immunizations

view client imm report

## Schools

manage list

find student

check school report

## Admin Support

manufacturer listing

trade name listing

vaccine group listing

vaccine listing

vaccine relationships

## Manage My Account

edit my user account

change my password



# Create a School List



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Enter a New List Name and Click Save.  
Your list isn't functional until you add students, or clients, to it.

The list has been created successfully.

**Manage List**

\* New List Name  

**Report List**

List Name	Last Updated Date	Student Count	Delete	Edit
2017-2018 7th graders	07/07/2017	0	<input type="button" value="Delete"/>	<input type="button" value="Edit"/>
<a href="#">2017 Kinder Registration</a>	05/04/2017	1	<input type="button" value="Delete"/>	<input type="button" value="Edit"/>
<a href="#">Master List</a>	03/22/2017	9	<input type="button" value="Delete"/>	<input type="button" value="Edit"/>



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# No Duplicate List Names

---

Report List Name already in use, please choose a different list name.

OK

# Change the Name of a School List (1 of 2)



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Health Services

- Click the Edit button on the row of the School List you want to rename.

Manage List

\* New List Name  Save

Report List

List Name	Last Updated Date	Student Count	Delete	Edit
<a href="#">Yaupon Elementary</a>	04/15/2019	2	<span>Delete</span>	<span>Edit</span>

# Change the Name of a School List (2 of 2)



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- Enter the new name for the school list and click Save.

Edit List Name

Current List Name      Yaupon Elementary

\* New List Name    Yaupon Elementary 2020 | x

Save      Cancel



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Health Services

# Delete a School List (1 of 2)

Click the Delete button.

**Manage List**

\* New List Name

**Report List**

List Name	Last Updated Date	Student Count	Delete	Edit
<a href="#">Yaupon Elementary</a>	04/15/2019	2	<input type="button" value="Delete"/>	<input type="button" value="Edit"/>



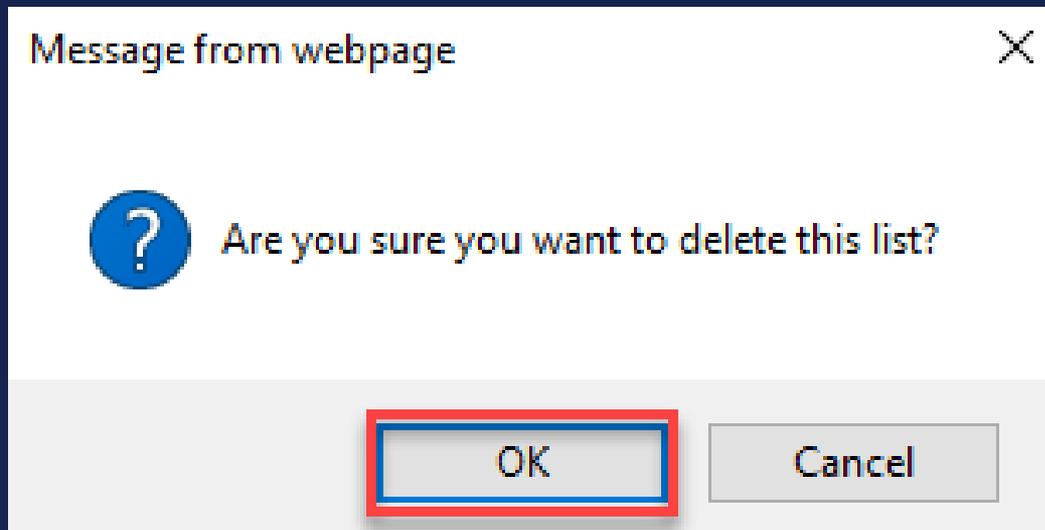
TEXAS

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# Delete a School List (2 of 2)

You are asked if you're sure you want to delete the list. Click the OK button to delete the list.



## 2. Let's Add Students to the List!



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Click "Find Student" to look up a student or client, then do a search for the student.

A screenshot of the ImmTrac2 Schools Training interface. On the left is a blue sidebar menu with the following items: "Training Region 4.0.0", "Immunizations" (with sub-item "view client imm report"), "Schools" (with sub-items "manage list" and "find student" which is highlighted with a red box and a red arrow), and "Admin Support" (with sub-items "manufacturer listing", "trade name listing", "vaccine group listing", "vaccine listing", and "vaccine relationships"). Below these are "Manage My Account" (with sub-items "edit my user account" and "change my password"). On the right is a white panel titled "Student Search Criteria" with a "\* Required Field" label and three search options: "Quick Search", "Basic Search", and "Smart Search", each with a dropdown arrow.



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# Find Student

On the client record, add the student to the list.

.....

**Immunizations**  
view client imm report

**Schools**  
manage list  
find student  
check school report

**Admin Support**  
manufacturer listing  
trade name listing  
vaccine group listing  
vaccine listing  
vaccine relationships

**Manage My Account**  
edit my user account  
change my password

---

**Student Information**      ImmTrac2 ID 219113740      Official Immunization Record      Cancel

Student Name (First - MI - Last)	DOB	Gender	Tracking Schedule
KARL GREEN	01/01/2004	M	ACIP <input type="button" value="v"/>

**Current Age: 15 years, 3 months, 14 days**

**Reports**

[Add this Student to a Report List](#)        
Yaupon Elementary

**Current Report Lists**

**Immunization Record**

# 3. Let's Print Some Reports from a List!



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Health Services

Click Manage List again to access reports and student details.

Immunizations  
view client imm report  
Schools  
**manage list** ←  
and student  
check school report  
Admin Support  
manufacturer listing  
trade name listing  
vaccine group listing  
vaccine listing  
vaccine relationships  
Manage My Account  
edit my user account  
change my password



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# Print Reports (1 of 5)

Select the list you want to print from.

home registration/renewal manage access/account forms related links logout contact us

organization COMMUNITY HEALTH CENTER OF LUBBOCK PEDIATRIC CLINIC • user PAUL SPOCK •  
role View Only Non-Providers no/DE

Manage List

\* New List Name  Save

Report List

List Name	Last Updated Date	Student Count	Delete	Edit
<u>Yaupon Elementary</u>	04/15/2019	1	Delete	Edit



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# Print Reports (2 of 5)

The report options display.

Reports Available for: Yaupon Elementary

Report Name	Description
<a href="#">Student List</a>	Displays the name and date of birth for each student on the list sorted alphabetically by last name.
<a href="#">Official Immunization History List</a>	Displays the official immunization history for each student on the list sorted alphabetically by last name.
<a href="#">Immunizations Due</a>	Displays the name, date of birth and all immunization information for immunizations due for each student on the list sorted alphabetically by last name.

Select Tracking Schedule

Tracking Schedule  ▼

Client List for: Yaupon Elementary

Delete	Last Name	First Name	Middle Name	Birth Date
<input type="checkbox"/>	<a href="#">AARON</a>	PABLO		01/01/2000
<input type="checkbox"/>	<a href="#">GREEN</a>	KARL		01/01/2004



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# Print Reports (3 of 5)

Select ACIP or the appropriate Texas school vaccine schedule.

Reports Available for: Yaupon Elementary

Report Name	Description
<a href="#">Student List</a>	Displays the name and date of birth for each student on the list sorted alphabetically by last name.
<a href="#">Official Immunization History List</a>	Displays the official immunization history for each student on the list sorted alphabetically by last name.
<a href="#">Immunizations Due</a>	Displays the name, date of birth and all immunization information for immunizations due for each student on the list sorted alphabetically by last name.

Select Tracking Schedule

Tracking Schedule [ACIP](#)

- TX 10-12 2018-2019
- TX 7th-8th 2017-2018
- TX 7th-9th 2018-2019
- TX 9-12 2017-2018
- TX Child Care Reqs
- TX K-6 2017-2018
- TX K-6 2018-2019

Client List for: Delete Cancel

Delete	First Name	Middle Name	Birth Date
<input type="checkbox"/>	<a href="#">AARON</a>	PABLO	01/01/2000
<input type="checkbox"/>	<a href="#">GREEN</a>	KARL	01/01/2004

# Print Reports (4 of 5)

## Delete Student from List



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Click the box of the student you want to delete from the list, then click Delete button.

Reports Available for: Yaupon Elementary

Report Name	Description
<a href="#">Student List</a>	Displays the name and date of birth for each student on the list sorted alphabetically by last name.
<a href="#">Official Immunization History List</a>	Displays the official immunization history for each student on the list sorted alphabetically by last name.
<a href="#">Immunizations Due</a>	Displays the name, date of birth and all immunization information for immunizations due for each student on the list sorted alphabetically by last name.

Select Tracking Schedule

Tracking Schedule

Client List for: Yaupon Elementary

Delete	Last Name	First Name	Middle Name	Birth Date
<input checked="" type="checkbox"/>	<a href="#">AARON</a>	PABLO		01/01/2000
<input type="checkbox"/>	<a href="#">GREEN</a>	KARL		01/01/2004



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# Print Reports (5 of 5)

Click a report link to run a report.

Reports Available for: Yaupon Elementary

Report Name	Description
<a href="#">Student List</a>	Displays the name and date of birth for each student on the list sorted alphabetically by last name.
<a href="#">Official Immunization History List</a>	Displays the official immunization history for each student on the list sorted alphabetically by last name.
<a href="#">Immunizations Due</a>	Displays the name, date of birth and all immunization information for immunizations due for each student on the list sorted alphabetically by last name.

Select Tracking Schedule

Tracking Schedule

Client List for: Yaupon Elementary Delete Cancel

Delete	Last Name	First Name	Middle Name	Birth Date
<input type="checkbox"/>	<a href="#">AARON</a>	PABLO		01/01/2000
<input type="checkbox"/>	<a href="#">GREEN</a>	KARL		01/01/2004



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# Student List

## ImmTrac2, the Texas Immunization Registry Student Listing

*Report run on: 04/17/2019*

ImmTrac2 ID	Last Name	First Name	Middle Name	Birth Date
219112820	AARON	PABLO		01/01/2000
219113740	GREEN	KARL		01/01/2004

# Official Immunization History List



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Official Immunization Report Job Status

Refresh Cancel

Report Name	Started	Completed	Status	Students
<a href="#">Yaupon Elementary</a>	2019-04-25 16:36:29.0	2019-04-25 16:36:30.0	100%	2
<a href="#">Yaupon Elementary</a>	2019-04-25 16:34:56.0	2019-04-25 16:34:57.0	100%	2
<a href="#">Yaupon Elementary</a>	2019-04-25 07:25:39.0	2019-04-25 07:25:41.0	100%	2
<a href="#">Yaupon Elementary</a>	2019-04-17 10:20:36.0	2019-04-17 10:20:36.0	100%	2
<a href="#">Yaupon Elementary</a>	2019-04-17 10:20:12.0	2019-04-17 10:20:14.0	100%	2

# Official Immunization Reports (for all on the list)



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## TEXAS DEPARTMENT OF STATE HEALTH SERVICES Official Immunization and Disaster-Related Information Record



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ImmTrac ID:	219112820	Gender:	M
Client Name (L, F, M):	AARON, PABLO	DOB:	01/01/2000
Client Type:	ImmTrac Adult (IA)	Client Age:	19 years, 3 months, 16 days
Schedule:	ACIP	Report Date:	04/17/2019

**NOTICE: By Texas law, the Texas Immunization Registry holds children's immunization records only for a limited time. After a child turns 18 years old, that person must sign an adult consent form to maintain his or her immunization history for a lifetime. If adult consent is not signed, the childhood history will be purged on the person's 26th birthday. Learn more at [www.immtrac.com](http://www.immtrac.com)**

Any combination vaccines (e.g. DTaP-HepB-IPV, HepB-Hib) administered are listed within each appropriate vaccine family.

### IMMUNIZATION HISTORY

Vaccine Group	Date Admin	Series	Vaccine [Trade Name]	Manufacturer	Lot #
HepB	01/05/2019	1 of 3	DTaP-HepB-IPV [Pediarix]	SKB-GlaxoSmithKline	TEST123
MMR	01/05/2019	1 of 2	MMR [MMR II]		
Polio	01/05/2019	1 of 4	DTaP-HepB-IPV [Pediarix]	SKB-GlaxoSmithKline	TEST123
Td/Tdap	01/05/2019	1 of 4	DTaP-HepB-IPV [Pediarix]	SKB-GlaxoSmithKline	TEST123

<b>Client Comments:</b> Allergy to latex (anaphylactic)	<b>Start Date:</b> 03/01/2019	<b>End Date:</b>
--	----------------------------------	------------------

# Immunizations Due (1 of 3)



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## School Immunization Due List Request

Select the Vaccine Group To Report on ...

- Use All Vaccine Groups
- Use Vaccine Groups Selected

Adeno  
Amantadine

Add

Remove

Enter the Date Criteria ...

*NOTE: If Target Date is blank, today's date will be used.*

- Target Date Range

From



To



Generate

Cancel

# Immunizations Due (2 of 3)



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## Immunization Due Report Job Status

Started	Completed	Status	Students	Target From	Target To
04/17/2019 10:35 AM	04/17/2019 10:35 AM	100 %	2	04/17/2019	04/17/2019

Refresh

Cancel

## School Report Status

Name	Type	Requested	Started	Completed	Status
<a href="#">Due Report 04-17-2019 10:35:39</a>	Imm. Due	04/17/2019 10:35 AM	04/17/2019 10:35 AM	04/17/2019 10:35 AM	Ready
<a href="#">Due Report 04-15-2019 12:29:37</a>	Imm. Due	04/15/2019 12:29 PM	04/15/2019 12:29 PM	04/15/2019 12:29 PM	Ready

# Immunizations Due (3 of 3)



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Report run on : 04/17/2019

## Student Immunization Due List

Student Name (L, F, M):

PABLO AARON - 01/01/2000

Tracking Schedule: ACIP

Vaccine	Immunizations Due	Immunization Dates
DTP/aP	Max Age Exceeded	
HepB	02/02/2019	1) 01/05/2019
HPV	01/01/2011	
Influenza-seasnl	07/01/2018	
Meningo	01/01/2016	
MMR	02/05/2019	1) 01/05/2019
Polio	03/05/2019	1) 01/05/2019
Td/Tdap	02/05/2019	1) 01/05/2019

KARL GREEN - 01/01/2004

Tracking Schedule: ACIP

Vaccine	Immunizations Due	Immunization Dates
HepA	01/01/2005	
HepB	01/01/2004	
HPV	01/01/2015	
Influenza-seasnl	07/01/2018	
Meningo	01/01/2015	
MMR	01/01/2005	
Polio	03/01/2004	
Td/Tdap	01/01/2011	
Varicella	01/01/2017	

# 4. Check School Report Shows Completed Reports

Click Check School Reports to access the reports you've run.

.....	Check School Report Status		
<b>Immunizations</b> view client imm report	<b>Report Name</b>	<b>Description</b>	<b>Output</b>
<b>Schools</b> manage list find student <b>check school report</b>	Official Immunization History List	Displays the official immunization history for each student on the list sorted alphabetically by last name.	<a href="#">Status</a>
<b>Admin support</b> manufacturer listing trade name listing vaccine group listing vaccine listing	Immunizations Due	Displays the name, date of birth and all immunization information for immunizations due for each student on the list sorted alphabetically by last name.	<a href="#">Status</a>



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# Summary (Part 1 of 2)

---

- View Client Imm Report – One Student
  - Official Immunization Record
  - Immunizations Needed (Imms given & due)
  - Recall Letter (lists past due immunizations in English and Spanish)



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# Summary (Part 2 of 2)

---

- Manage List – One or More Students
  - Student List – (ImmTrac2 ID, Name, Birthday)
  - Official Immunization Records
  - Immunizations Due – Name, Birthday, and Immunizations Due



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**Thank you from the  
ImmTrac Group**

---

**[ImmTrac2@dshs.texas.gov](mailto:ImmTrac2@dshs.texas.gov)**

**(800) 348-9158**



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# **Back-To-School Vaccine Requirements**

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**School Compliance Team  
(DSHS Immunization  
Assessment, Compliance, &  
Evaluation Group)**

# Topics



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- Vaccine Requirements
- Doses vs Intervals
- Provisional Enrollment
- Conscientious Exemptions
- Valid Vaccine Record
- Tracking Immunization Records
- Resources
- Records Retention

# TAC Rule §97.63



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- The required vaccines and number of doses for individuals attending childcare facilities, Pre-K programs, elementary schools, and secondary schools.
- [https://texreg.sos.state.tx.us/public/readtac\\$ext.TacPage?sl=R&app=9&p\\_dir=&p\\_rloc=&p\\_tloc=&p\\_ploc=&pg=1&p\\_tac=&ti=25&pt=1&ch=97&rl=63](https://texreg.sos.state.tx.us/public/readtac$ext.TacPage?sl=R&app=9&p_dir=&p_rloc=&p_tloc=&p_ploc=&pg=1&p_tac=&ti=25&pt=1&ch=97&rl=63)

# Texas Minimum State Vaccine Requirements

## 2019 - 2020 Texas Minimum State Vaccine Requirements for Students Grades K - 12

This chart summarizes the vaccine requirements incorporated in the Texas Administrative Code (TAC), Title 25 Health Services, §§97.61-97.72. This document is not intended as a substitute for the TAC, which has other provisions and details. The Department of State Health Services (DSHS) is granted authority to set immunization requirements by the Texas Education Code, Chapter 38.

### IMMUNIZATION REQUIREMENTS

A student shall show acceptable evidence of vaccination prior to entry, attendance, or transfer to a public or private elementary or secondary school in Texas.

Vaccine Required (Attention to notes and footnotes)	Minimum Number of Doses Required by Grade Level												Notes			
	Grades K - 6th						Grade 7th	Grades 8th - 12th								
	K	1	2	3	4	5	6	7	8	9	10	11		12		
Diphtheria/Tetanus/Pertussis <sup>1</sup> (DTaP/DTP/DT/Td/Tdap)								3 dose primary series and 1 booster dose of Tdap / Td <i>within the last 5 years</i>							For K – 6 <sup>th</sup> grade: 5 doses of diphtheria-tetanus-pertussis vaccine; 1 dose must have been received on or after the 4 <sup>th</sup> birthday. However, 4 doses meet the requirement if the 4 <sup>th</sup> dose was received on or after the 4 <sup>th</sup> birthday. For students aged 7 years and older, 3 doses meet the requirement if 1 dose was received on or after the 4 <sup>th</sup> birthday. For 7 <sup>th</sup> grade: 1 dose of Tdap is required if at least 5 years have passed since the last dose of tetanus-containing vaccine.* For 8 <sup>th</sup> – 12 <sup>th</sup> grade: 1 dose of Tdap is required when 10 years have passed since the last dose of tetanus-containing vaccine.* *Td is acceptable in place of Tdap if a medical contraindication to pertussis exists.	
Polio <sup>1</sup>															4 doses or 3 doses	For K – 12 <sup>th</sup> grade: 4 doses of polio; 1 dose must be received on or after the 4 <sup>th</sup> birthday. However, 3 doses meet the requirement if the 3 <sup>rd</sup> dose was received on or after the 4 <sup>th</sup> birthday.
Measles, Mumps, and Rubella <sup>1,2</sup> (MMR)															2 doses	For K – 12 <sup>th</sup> grade: 2 doses are required, with the 1 <sup>st</sup> dose received on or after the 1 <sup>st</sup> birthday. Students vaccinated prior to 2009 with 2 doses of measles and one dose each of rubella and mumps satisfy this requirement.
Hepatitis B <sup>2</sup>															3 doses	For students aged 11 – 15 years, 2 doses meet the requirement if adult hepatitis B vaccine (Recombivax <sup>®</sup> ) was received. Dosage (10 mcg / 1.0 mL) and type of vaccine (Recombivax <sup>®</sup> ) must be clearly documented. If Recombivax <sup>®</sup> was not the vaccine received, a 3-dose series is required.
Varicella <sup>1,2,3</sup>															2 doses	For K – 12 <sup>th</sup> grade: 2 doses are required with the 1 <sup>st</sup> dose of received on or after the 1 <sup>st</sup> birthday.
Meningococcal <sup>1</sup> (MCV4)															1 dose	For 7 <sup>th</sup> – 12 <sup>th</sup> grade, 1 dose of quadrivalent meningococcal conjugate vaccine is required on or after the student's 11 <sup>th</sup> birthday. Note: If a student received the vaccine at 10 years of age, this will satisfy the requirement.
Hepatitis A <sup>1,2</sup>															2 doses	For K – 10 <sup>th</sup> grade: 2 doses are required, with the 1 <sup>st</sup> dose received on or after the 1 <sup>st</sup> birthday.

NOTE: Shaded area indicates that the vaccine is not required for the respective grade.

↓ Notes on the back page, please turn over. ↓

Rev: 03/2019



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# Doses vs. Intervals



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- State of Texas vaccine requirements are based on the number of doses.
- ACIP recommendations are based on interval of doses.
- Some vaccine doses are required to be received on or after a specific birthday.

# Doses vs Intervals

## Example 1



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Shayla is moving from Arkansas and her parents want to enroll her in 3<sup>rd</sup> grade at Smith Elementary School. When Nurse Bee was reviewing Shayla's immunization record, she noticed that Shayla received the 2<sup>nd</sup> dose of MMR when she was 3½ .

Nurse Bee isn't sure if Shayla should be allowed to enroll since Shayla received the 2<sup>nd</sup> dose of MMR earlier than the ACIP recommendations.

Is Shayla allowed to enroll at Smith Elementary School?

# Doses vs Intervals

## Example Answer



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Yes, Shayla should be allowed to enroll at Smith Elementary School.

Since Shayla received two doses of MMR, she meets the State of Texas Minimum Vaccine Requirements.

# Doses vs. Intervals

## Example 2



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Tyrus needs to enroll in Jones elementary as a 5<sup>th</sup> grade student. He received both doses of varicella two weeks apart when he was two years old.

Does Tyrus need an additional dose?

# Doses vs. Intervals

## Example 2 Answer



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No, Tyrus does not need an additional dose of varicella in order to be in compliance with State of Texas Minimum Vaccine Requirements because he received the right number of doses.

It is recommended that Tyrus should receive another dose of varicella vaccine since the two doses were given too close together.

# Provisional Enrollment



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## Students Who Qualify

- Texas Transfer Student
- Homeless Student
- Active Duty Dependents
- Children in Foster Care
- Students In-Progress

## Initial # of Days

- 30 days

# Provisional Enrollment & Catch-Up Schedule



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- DSHS Provisional Enrollment Vaccine Dosing Schedule:  
<https://www.dshs.texas.gov/immunize/school/publications.aspx>
- ACIP Catch-Up Schedule:  
<https://www.cdc.gov/vaccines/schedules/hcp/imz/catchup.html>

# Provisional Enrollment Transfer Student Example



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Liam and his family are moving from Florida to Texas and he will be enrolled in 8<sup>th</sup> grade. Due to the differences in state vaccine requirements, Liam has not received two doses of Hep A or one dose of meningococcal.

Would Liam qualify for provisional enrollment since he will be transferring middle schools?

# Provisional Enrollment Transfer Student Example Answer



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Liam's immunization record is delinquent by State of Texas standards.

If Liam receives one dose of Hep A and the required dose of MCV4, Liam is able to provisionally enroll in 8<sup>th</sup> grade because he has started all vaccine series.

# Conscientious Exemptions



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- TAC Rule, Subchapter B, §97.62:  
[https://texreg.sos.state.tx.us/public/readtac\\$ext.TacPage?sl=R&app=9&p\\_dir=&p\\_rloc=&p\\_tloc=&p\\_ploc=&pg=1&p\\_tac=&ti=25&pt=1&ch=97&rl=62](https://texreg.sos.state.tx.us/public/readtac$ext.TacPage?sl=R&app=9&p_dir=&p_rloc=&p_tloc=&p_ploc=&pg=1&p_tac=&ti=25&pt=1&ch=97&rl=62)
- DSHS School Exemptions FAQs:  
<https://www.dshs.texas.gov/immunize/school/exemption-faq.aspx>
- Conscientious exemptions include exemptions for religious & personal beliefs.
- Some students may have a conscientious exemption on file for some vaccines, but not all vaccines.
- If the exemption is not for all vaccines, a valid shot record must also be included with the student's file.

# Conscientious Exemptions Cont.



TEXAS  
Health and Human  
Services

Texas Department of State  
Health Services

- Request via fax, online, or mail
- Printed on special paper
- Sent via USPS
- Valid two years after notarized
- Must be notarized by a notary public for the State of Texas
- No grace period

# Conscientious Exemption Affidavit Paper Update



TEXAS  
Health and Human  
Services

Texas Department of State  
Health Services



Difference	Old Affidavit Exemption Paper	New Affidavit Exemption Paper
Weight/thickness	<ul style="list-style-type: none"><li>• Heavier, thicker paper</li><li>• Feels more like an index card or cardstock</li></ul>	<ul style="list-style-type: none"><li>• Lighter, thinner paper</li><li>• Feels more like computer paper</li></ul>

# Transferring Schools Example



TEXAS  
Health and Human  
Services

Texas Department of State  
Health Services

Mai Ling has a conscientious exemption on file at her current middle school. Mai Ling's family will be moving from Waco to Houston.

When her mom went to withdraw Mai Ling from school, her mom intended on taking her daughter's original conscientious exemption affidavit since it would still be valid for one more year.

The school registrar stated the original affidavit must remain at the school, but Mai Ling's mom disagrees. Who is correct?

# Transferring Schools Example Answer



TEXAS  
Health and Human  
Services

Texas Department of State  
Health Services

Mai Ling's mom is correct. When a student withdraws from a school, the original conscientious exemption affidavit should be returned to the parent/guardian.

The school does not need to keep the original for record retention purposes.

# Obtaining a Conscientious Exemption Affidavit Example



TEXAS  
Health and Human  
Services

Texas Department of State  
Health Services

Shannon attends Washington High School, which is part of Dallas ISD. It is August 15<sup>th</sup> and school starts August 19<sup>th</sup>. Shannon's father realizes her conscientious exemption affidavit has expired.

Which one is **NOT** an option for obtaining a conscientious exemption affidavit?

- A. Drive to Austin and obtain in person
- B. Submit a request via fax
- C. Submit a request via online
- D. Submit a request via mail

# Obtaining a Conscientious Exemption Affidavit Example Answer



TEXAS  
Health and Human  
Services

Texas Department of State  
Health Services

A. Drive to Austin and obtain the document in person.

Conscientious exemption affidavit requests are not processed in person, although the request form can be dropped off.

Conscientious exemption affidavit requests are processed year round.

# Valid Vaccine Record



TEXAS  
Health and Human  
Services

Texas Department of State  
Health Services

- Validated by a physician or public health personnel
- Month, day, and year of when vaccination was received
- Clinic contact information & the provider's signature/stamp if generated from an electronic health record
- Official immunization record from a state or local health authority (e.g. ImmTrac2)
- Official record from school officials, including a record from another state
- TAC Rule §97.68:  
[https://texreg.sos.state.tx.us/public/readtac\\$ext.TacPage?sl=R&app=9&p\\_dir=&p\\_rloc=&p\\_tloc=&p\\_ploc=&pg=1&p\\_tac=&ti=25&pt=1&ch=97&rl=68](https://texreg.sos.state.tx.us/public/readtac$ext.TacPage?sl=R&app=9&p_dir=&p_rloc=&p_tloc=&p_ploc=&pg=1&p_tac=&ti=25&pt=1&ch=97&rl=68)

# Tracking Immunization Records



TEXAS  
Health and Human  
Services

Texas Department of State  
Health Services

- ImmTrac2
- School immunization tracking software
- Change schedule from ACIP recommendations to State of Texas requirements
- Student's immunization records

# School Immunization Tracking Software Error Message Example



TEXAS  
Health and Human  
Services

Texas Department of State  
Health Services

RN Fisher's school immunization tracking software provides a report when immunizations are due. According to the school immunization tracking software, Shelby a kindergartner, is due for a final dose of DTaP.

RN Fisher is confused because Shelby has received five doses of DTaP. What should RN Fisher do?

- A. Check ImmTrac2
- B. Review Shelby's immunization record
- C. A and B are correct

# School Immunization Tracking Software Error Message Example Answer



TEXAS  
Health and Human  
Services

Texas Department of State  
Health Services

A & B are correct

ImmTrac2 is a great place to start.

# Records Retention



TEXAS  
Health and Human  
Services

Texas Department of State  
Health Services

- A records retention schedule provides guidance on the length of time an entity is required to keep documents.
- Public School District Record Retention Schedule: <https://www.tsl.texas.gov/slr/localretention#SD>
- Part 5: Student Health Records

# Immunization Resources



TEXAS  
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- ACIP Catch-Up Schedule:  
<https://www.cdc.gov/vaccines/schedules/hcp/imz/catchup.html>
- DSHS School & Childcare Immunization Website:  
<https://www.dshs.texas.gov/immunize/>
- ImmTrac2:  
<https://immtrac.dshs.texas.gov/TXPRD/portalHeader.do>



TEXAS  
Health and Human  
Services

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Texas Department of State  
Health Services

**Thank you from the Assessment,  
Compliance, & Evaluation Group**

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