

New Jersey Department of Health
Vaccine Preventable Disease Program
Annual Immunization Status Report (IMM-7) FAQs
October 2016

NOTICE

Transfer Students: Beginning with the 2016-2017 academic year, schools will be required to report all transfers students who have entered a New Jersey school since the last submission of the ASR (i.e. February of the previous school year). This is a change from how information was previously reported.

Transfer students will now include all students entering a public or non-public school in New Jersey from out-of-state, out-of-country, AND out-of-district (as applicable and with the exception of high schools). High schools are only required to report on out-of-state or out-of-country transfers. This will align with the data collected in the immunization audits performed by the local health departments.

Flu Survey: Children 5 years of age and older (60 months and older) who have received a flu vaccine should not be included in the flu table as the purpose of the survey is to assess the uptake of New Jersey's flu vaccine requirement.

Flu specific exemptions and coverage data should not be included under the childcare/preschool row in the main table.

What is an IMM-7?

IMM-7 is the Annual Immunization Status Report that assesses the immunization status of students in licensed preschool, child care, and schools (both public and nonpublic).

Who needs to fill out the IMM-7?

All New Jersey schools (licensed child care facilities and preschool through high school) must complete the IMM-7 report in its entirety. Summer camps, after-school programs, and sick child care need not fill out the report.

Should I wait to submit the IMM-7 until the local health department comes out to audit?

No, the IMM-7 is independent from the local health department school immunization audit. The immunization audit timeframe varies and may occur after the IMM-7 due date of February 1st. It is the responsibility of the principal, director or person in charge of a school, preschool, or childcare facility to assess if students are in compliance with New Jersey's immunization requirements. This self-survey will provide a snapshot of the immunization status of students attending school from September through December of the respective academic year.

When is the IMM-7 due?

The IMM-7 is due on February 1st of the respective academic year. Any school or child care center that does not submit the required report by the deadline date will be considered delinquent. Delinquencies may be referred to the New Jersey State Department of Education, the New Jersey Department of Children and Families, and/or the local health department.

Who is included in the IMM-7?

The IMM-7 must contain information on all children in licensed preschool and child care facilities, all kindergarten students, new school entrants in Grade 1, all Grade 6 students, and transfer students (out-of-state, out-of-country, AND out-of-district). Please note the following:

- New entrants in Grade 1 are defined as all children first entering a New Jersey school at the Grade 1 level who did not attend a kindergarten class in your school district.
- Students transferring into Pre-K/Childcare, Kindergarten, Grade 1, and Grade 6 should be included in that respective grade and not in the transfer row. Transfer students entering grades 2-5 and grade 7 and above should be included in the transfer row,

What is the reporting time frame for the IMM-7?

The reporting time frame on students' immunization status is from September 1st through December 31st of the respective academic year (with the exception of Transfer Students). Report all transfer students who have entered a New Jersey school since the last submission of the ASR. This will ensure that all schools are consistent in providing data for the same time frame. Additionally, it will allow the State to capture the flu vaccine data, which is a requirement for children six through 59 months of age attending a childcare and/or preschool facility.

Submissions must be received between January 1st and February 1st. For your convenience an IMM-7 worksheet will be available prior to the opening of the report at the following website: <http://nj.gov/health/cd/imm7/annualstatusrpt.shtml>. Please consider completing the worksheet, so that you can easily transfer the information once the report is available.

***NOTE:** You will not be able to submit the report on-line prior to January 1st or after February 1st. The intent of this report is to capture a snapshot (within the time period specified above) of the immunization status, (including the preschool/childcare influenza vaccine requirement) of current students enrolled in licensed preschool, child care, and schools.*

How to fill out and submit the IMM-7?

The IMM-7 report can be accessed and submitted on-line at <http://nj.gov/health/cd/imm7/annualstatusrpt.shtml>. If a school does not have internet access, you may be able to access the internet at local public libraries and/or municipal locations. Schools that are unable to submit the IMM-7 or the requested influenza requirement implementation survey on-line should contact the Vaccine Preventable Disease Program at (609) 826-4861.

All schools are required to complete the entire top half of the IMM-7, even if no pupils fall into the grades or category of students that are reported. Place numbers in the appropriate boxes in the report table on the lower of the IMM-7. Do not perform any mathematical calculations (summing columns or rows). Please note that municipality code is an optional field, therefore if you do not know your code you can skip that section and continue to fill out the rest of the form and submit.

Please print a copy for your records and also remember to send a copy to your respective Local Health Department.

Who is responsible for filling out the optional flu vaccination survey?

All schools that have children 6 months through 59 months of age enrolled in their facility are recommended to complete the flu survey.

What tools can I use to assess if students are in compliance with New Jersey's Immunization requirements?

NJ has several guidance documents available on the Vaccine Preventable Disease Program's website, which is accessible at: <http://nj.gov/health/cd/imm.shtml>. Please refer to the Vaccination Requirements and Guidance section.

Where can I find my School Identification Number?

The School Identification Number is located in the upper right hand corner (i.e. ABC-12) on the cover letter and all enclosed documents.

How do I correct an error after submission of the status report?

The (IMM-7) may be submitted as many times as needed up until the due date of February 1st. Your most recent submission will be used as the final version for analysis.

How do I know if my report was successfully submitted?

An e-confirmation page will appear with the following statement “Thank you for submitting your Annual Immunization Status Report”. Additionally, a confirmation email will be sent to the email address provided.