

IMMUNIZATION AUDIT REPORT WORKSHEET (IMM-14) INSTRUCTIONS

The Immunization Audit Report Worksheet (IMM-14) has been developed to assist you in completing the Immunization Audit Report (IMM-15). This is an active worksheet identifying pupils who need follow up to achieve compliance with NJ immunization requirements. It also identifies exempted and provisional pupils.

The IMM-14 is to be kept as an internal tracking record for local health departments to follow up. It **does not** need to be submitted to NJDOH. Please leave a copy of the IMM-14 with the school and retain a copy for your files.

***NOTE:** The use of this form is not mandatory as long as you are using some type of tracking form (hard copy or electronic) to minimally capture the information on the audit report.*

One worksheet may be used for multiple grades within the same facility, however, for ease of transferring information onto the IMM-15 it is recommended that a separate worksheet be utilized for each grade.

DEMOGRAPHICS	This information should be transferred to the final IMM-15 before submission to NJDOH.
PUPILS EXEMPTED OR NOT COMPLIANT	List pupil's name, date of birth and grade.
NO RECORD	Indicate if the pupil does not have an immunization record. <i>NOTE: Pupils without an immunization record should be noted and reminded that they should not be admitted or enrolled in childcare/preschool/school; out-of-state and out-of-country pupils are allowed 30 days to present documentation of vaccine.</i>
MISSING VACCINE ANTIGENS	Indicate one or more vaccines that a pupil is deficient in. As appropriate use designation of P (Provisional), R (Religious Exemption) or M (Medical Exemption) as applicable for specific vaccine(s). If a pupil is exempted from all vaccines you may indicate it in the "All vaccines" box or list the individual antigens (based on preference and ease of transferring information on the IMM-15). <i>NOTE: Pupils who have medical or religious exemptions for one or more vaccines are not considered deficient. However, they should be listed on the IMM-14 to capture the number of exemptions by grade within the same facility.</i>
PUPILS EXCLUDED	Indicate if the pupil was excluded from school due to any vaccine deficiency (including a lack of immunization record).
COMMENTS	Use this section as appropriate. It may include guidance for follow up with deficiencies, vaccine due dates for provisional pupils, date of scheduled appointment, etc.
<ul style="list-style-type: none"> • Copy of IMM-14 worksheet should be given to facility at initial audit. Local health departments are encouraged to utilize some type of enforcement letter to resolve the deficiencies listed within 30 days. • Provisional admitted pupil tool (IMM-16) may be completed at the time of audit to assist with timely follow up. • A current list of the facility's exempted pupils should be maintained by the school nurse or facility director. Those additional exemptions identified through the audit should be added. 	