



**Instructions:** Use this tracking chart to document which activities you choose to complete, and to monitor your status throughout the campaign. Complete the last three columns of the chart as you select and complete activities. The first four activities (#1-4) are mandatory and must be completed to participate in the program. You may only complete each activity one time. A single activity will not receive points for more than one category. For example, a vaccine lesson plan (Activity 10) cannot be double counted as a positive immunization behavior (Activity 14).

Your final award level will be determined by two factors: immunization record audit score for your facility and total number of points awarded for the completed activities below. Complete any combination of activities to reach the award level you want to reach: **Gold, Silver, or Bronze!**

**EXAMPLES:**

**Scenario 1:**

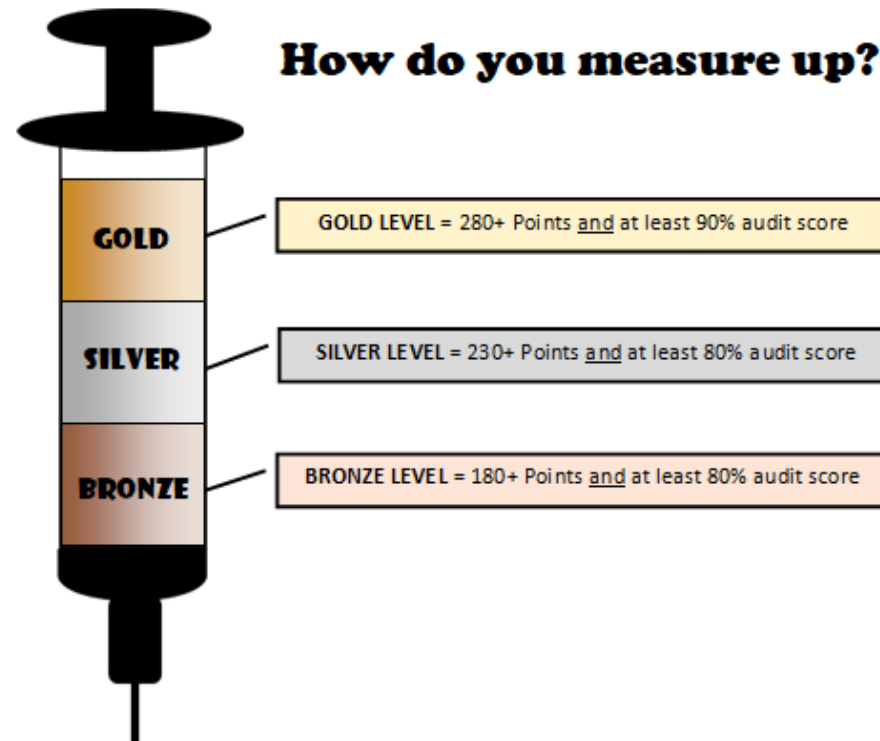
Immunization Audit Score	91%
Points from Completed Activities	280
<b>Award Level</b>	<b>GOLD</b>

**Scenario 2:**

Immunization Audit Score	85%
Points from Completed Activities	230
<b>Award Level</b>	<b>SILVER</b>

**Scenario 3:**

Immunization Audit Score	92%
Points from Completed Activities	180
<b>Award Level</b>	<b>BRONZE</b>



**NJ Hot Shots for Tots Program  
Activity Log, 2024-25**



Activity Number	Activity Description	Additional Details	Documents Needed	Point Value	Activity Selected (y/n)	Date Activity Completed	Submitted (y/n)
1	<b>MANDATORY</b> – Ensure that all children have immunization records and/or applicable exemptions on file.	All immunization records and/or exemptions will be reviewed by local health department during your annual immunization audit.	No additional documentation needed	2.5			
2	<b>MANDATORY</b> - Submit the Annual Immunization Status Report (ASR) for the respective academic year.	To be reviewed by the New Jersey Department of Health.	Submit ASR electronically	2.5			
3	<b>MANDATORY</b> – Submit the pre-program survey	Link to be circulated to all participating facilities once enrolled.	No additional documentation needed	2.5			
4	<b>MANDATORY</b> – Submit the post-program survey	Link to be circulated to all participating facilities once enrolled.	No additional documentation needed	2.5			
5	Ensure director or designee attends an annual immunization workshop/conference to identify reporting and documentation requirements.	Facilities must participate in an immunization education training sponsored by the State VPDP and/or local health department during the school year (including the summer preceding) or access the pre-recorded webinar at <a href="https://register.gotowebrinar.com/recording/1394172387172702980">register.gotowebrinar.com/recording/1394172387172702980</a>	No additional documentation needed	50			
6	Confirm facility has a 100% compliance rate at the <u>initial audit</u> conducted by their local health department.	Facilities must have no vaccine deficiencies during their initial immunization audit.  All students must have received all required immunizations or are in the process of receiving immunizations as rapidly as medically feasible (provisional admission) or have valid medical or religious exemptions on file.	No additional documentation needed	50			
7	Complete the immunization record transcription activity.	The scenario and form to complete this activity are available in <b>Appendix A</b> of the welcome packet. Once completed, email or fax the completed form to <a href="mailto:Jenish.Sudhakaran@doh.nj.gov">Jenish.Sudhakaran@doh.nj.gov</a> . You will then receive a link to view the pre-recorded webinar to review each step in correctly transcribing. Both components must be completed, no partial credit will be given. <b>NOTE: Pre-recorded webinar will be available for viewing in March 2025. This link will be emailed</b>	1. Email/fax completed yellow card  2. View the pre-recorded webinar	50			

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		out to anyone who completes the 1 <sup>st</sup> part of the activity.					
8	Review the immunization registry to see how many of the students enrolled in your facility are in the NJIIS registry	Access the NJIIS registry and determine which students are not in registry and whose entries do not match the healthcare provider records you have or are missing age-appropriate vaccine documentation for required immunizations.	Complete and submit a pre-formatted Event/Activity Form for Activity 8; send letter to families with missing vaccines.	50			
9	Confirm all children received flu vaccine by the due date of Dec. 31st or have documented exemption.	Facilities must document flu requirement information by completing the flu section of the Annual Immunization Status Report (ASR). <i>Consider using the flu vaccine tracking form in the NJ immunization requirements resources section of the welcome packet.</i>	Must complete the influenza survey section of ASR	25			
10	Incorporate vaccine-preventable disease information into a lesson plan and/or classroom activity (e.g. if COVID refer to the <i>COVID-19 resources section of the welcome packet for sample materials</i> ).	Lesson plan can include topics such as: handwashing, how to reduce spread of germs, preventing colds, flu, or COVID-19, etc. You can also invite a local health care provider to provide a presentation about the importance of vaccinations and/or personal hygiene such as handwashing. <i>(Refer to the classroom activities resources section of the welcome packet for sample lesson plan and activities.)</i>	Complete and submit an Event/Activity Form; attach additional documentation	25			
11	Participate in the New Jersey Immunization Information System (NJIIS), the Statewide Immunization Registry.	If not a current user, register to participate in the school nurse training webinar. You do not need to be a school nurse to participate. For more information, visit <a href="https://njiis.nj.gov/core/web/index.html#/home/training">https://njiis.nj.gov/core/web/index.html#/home/training</a>	Current and new users must provide your NJIIS user name on this form.	25		Provide Username for NJIIS: _____	
12	View the Hot Shots for Tots campaign kick-off webinar.	The webinar will be held on <b>January 14, 2025</b> , Facilities must view either the live webinar, or the recording of the kick-off webinar. The webinar will review various components of the campaign. Register at <a href="https://register.gotowebinar.com/register/5886299714372849750">https://register.gotowebinar.com/register/5886299714372849750</a>	No additional documentation needed	25			

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13	Maintain antigen-specific exemption list for all children in the facility.	Facilities should provide information about how students with exemptions are tracked. <i>A template exemption list is provided in Appendix C of the welcome packet. If a form is used, you must provide a blank sample copy of the form.</i>	Complete and submit an Event/Activity Form; attach additional documentation	10			
14	Recognize and promote positive immunization behaviors.	An example of this activity may be to send appreciation cards/letters to parents/guardians who have up-to-date immunization records on file. <i>A sample thank you card is provided in Appendix D of the welcome packet.</i>	Complete and submit an Event/Activity Form; attach additional documentation	10			
15	Complete an immunization-themed quiz. A link to the quiz will be shared with facilities in Feb/March.	Facilities should designate one person to take the quiz. A score of at least 80% must be reached to receive credit for the activity. You may retake the quiz if you do not get to 80% on the first attempt.	Submit quiz online	10			
16	Confirm if facility has a mechanism for tracking required childhood immunizations for provisional students.	Facilities should provide information about how students with provisional status are tracked. If a form is used, you must provide a blank sample copy of the form. A template is provided on the HSFT website.	Complete and submit an Event/Activity Form; attach additional documentation	10			

Total Points:

**Your signature below:**