QUICK REFERENCE GUIDE FOR

COMPLETING THE STATE IMMUNIZATION ASSESSMENTREPORT:

Pre-Kindergarten (Preschool), Kindergarten & Seventh Grade

Generate Welligent Report/s FIRST

Welligent immunization count data have a lag of one day.

Pre-Kindergarten (Child Care/Preschool), Welligent Rpt ID 3063. This report contains data from the Pre-School programs using **MiSiS** and ECED (Early Childhood Education Division App). Kindergarten (cumulative counts for TKE, TK, K). Welligent Rpt ID 3047 Seventh Grade, Welligent Rpt ID 3046

Seventin Grade, Weiligent Rpt ID 3046

After generating the Welligent reports, go to the Reporting Site

Detailed Instructions:

 Step 1
 Log into Welligent at https://welligent.lausd.net, using your single sign-on (SSO) account.



Step 2 Click Reports

Clear the Report Category and use the Report ID field. Enter **3046** for Seventh Grade Annual Immunization Report Click the check mark to the left of the appropriate report

Search Criteria Report Category: Keyword: Report ID: 3046 Find Dashboards:	(Note: To search for multiple keywords, separate entries by a comma (e	g., Active, Code).)	
Select Report Name	Report Description	Report ID	Category
eventh Grade Annual Immunization Report	Seventh Grade Annual Immunization Report	3046	Clinic Reports
~ 1			



Reports			\frown				
Seventh Grade Annua Nursing Management	al Immunization Report(3046) Reports	Schedule	Run	Excel	(+) Hot List	Reset	Close
Report Engine: Report Description:	Print Listing Seventh Grade Annual Immunization Report						
Filter	Value						
District	All Districts	\checkmark					
Campus	Adams MS						
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Step 5 See below for a sample Seventh Grade Annual Immunization Report.

SEVENTH GRADE ANNUAL IMMUNIZATION REPORT									Lausd adi	MINISTRATIO 333 South I Los An	N DISTRICT Beaudry Avenue geles CA 90017									
					Distric Locatio	t			Report Criteria							3			۲	ゝ
Creat	PDF																			_
District	Cost Center	Location Code	Location Name	Total number of Seventh grade Students	Requirements Met Varicella	Requirements Met Tdap	Permanent Medical Exemption Varicella	Permanent Medical Exemption Tdap	MD/DO Verification of Varicella Disease	IEP Services Varicella	IEP Services	IND Varicella	IND Tdap	Home Varicella	Home Tdap	Conditional Varicella	Temporary Medical Exemption Varicella	Temporary Medical Exemption Tdap	Overdue varicella	Overdue Tdap
East	1256201	2562	BROOKLYN AVE EL	61	59	60	o	0	o	1	0	0	0 0	,	ō	0	0	o	1	1

Note: The numbers in the Overdue columns (one for Varicella and one for Tdap) contain the number of non-compliant students. If the number is a zero, it means, all students are 100% compliant at the time the report was generated. The number within the Permanent Medical Exemption, IEP Services, Conditional Entrant and Temporary Medical Exemption are not counted in this column. The column, **Students are missing doses** found on reports 3047 and 3063 are all students missing doses because they're Overdue, with Medical Exemption, IEP or Conditional). To find out the student names that are included in the Overdue column, generate report ID 3045; for kindergarten, use Rpt ID 3172 which includes K, TK and TKE.

To find out the names of all students with Conditional Status and with Exemption, generate Rpt ID 2982 (for Pre-K, 7th and other grade levels) and Rpt ID 3173 for all Kindergarten (TKE, TK, and K combined). Student names that are on Conditional Status do not appear on Rpt ID 3045 until about 2 weeks before the Conditional period ends. Please refrain from following up on the students on Conditional Status with more than 2 weeks before they become Overdue for the next dose. Please refer to page 2 of the state guidelines for Conditional Admission. <u>Child Care</u> (Pre-K) | <u>TK/K–12</u>.

Step 6 Reporting site: <u>https://cairhub.cdph.ca.gov/home</u>.

NOTE: If you do not have access to CAIR Hub, please click on this <u>sharepoint link</u> to enter your information. Your account will be setup then you will receive an email from **CDPH – CAIR Hub** to continue registration. Please <u>DO NOT initiate the registration</u> <u>process</u> or click the link to register on the CAIR Hub website as this will create issues that will prolong the process of registration.

Step 7

Step 8 Search for the school's name. Follow the prompt on each screen.

Immunization Reporting	ADD MORE SCHOOLS/FACILITIES									
Reporting Website This side is for school and child care staff to submit emulai reports on the immunization status of their subsets.	1 of 1 row(s) selected	()								
	School Code/ Facility Number Q	DR Conty/subsidion	Control C	Q, Ente	r Address	٩				
	SCHOOL CODE/FACILITY NUMBER	SCHOOL NAME	ADDRESS IL CITY	Ц різтист	11 SCHOOL TYPE	u u				
Enter Site	6015713	Aldama Elementary	632 North Avenue 50 Los Angeles	Los Angeles Unified	Public	(2)				
	Rows per page 10 + 1-1 of 1 < >				Refresh	Add Selection				

NOTE: The report or data entered on CAIR-Hub may be updated until the state due date. Some students may still be on Conditional Status even after the due date. After the due date, continue following up on immunization compliance, upload the CAIR ME exemption in the Welligent Office Visits making your school audit-ready.