

User Guide: Annual Immunization Status Report (AISR) Online Reporting Tool

This guide describes how to use the online AISR reporting tool. This online tool can be used by school administrators and health personnel to submit their annual reports summarizing the immunization status of all enrolled students. The School Immunization Law (Minnesota Statutes, Section 121A.15) requires school administrators to submit their AISR each year to the Minnesota Department of Health by Feb. 1.

Contents

Accessing the online reporting tool	2
Login to the reporting tool.....	2
Steps to complete the AISR	3
Step 1: Verify contact information.....	3
Step 2: Select grades	3
Step 3: Complete enrollment information.....	4
Step 4: Complete the vaccine tables	4
Step 5: Complete the meningococcal booster dose for 12 th grade students.....	5
Step 6: Complete the exempt to all tables.....	6
Reporting help	6
Resources.....	6

Accessing the online reporting tool

- Go to [School Health Personnel Immunization and Disease Reporting \(www.health.state.mn.us/people/immunize/ed/school.html\)](http://www.health.state.mn.us/people/immunize/ed/school.html) and follow the link for “Annual Immunization Status Report.”

The screenshot shows the Minnesota Department of Health website. The main heading is "School Health Personnel Immunization and Disease Reporting". Below the heading, there is a note about reporting the booster dose of meningococcal vaccine for 12th grade students. A red box highlights a list of links:

- Annual Immunization Status Report - Due February 1, 2021
- User Guide: Annual Immunization Status Report (AISR) Online Reporting Tool (PDF)

Instructions for submitting data to the AISR reporting tool.

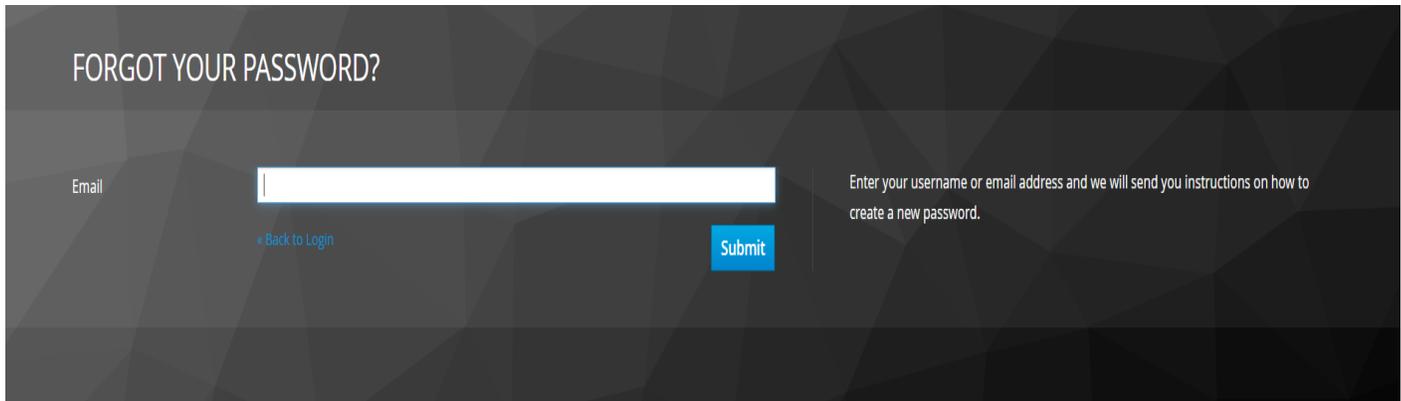
Login to the reporting tool

- The preferred internet browsers to use AISR are Microsoft Edge or Google Chrome.
- If you are a new user, click the “New User Registration” link to register for the AISR application.
- If you have used the AISR reporting tool in the past, you may begin by clicking on the “Login” link.

The screenshot shows the Minnesota Department of Health website. The main heading is "Annual Immunization Status Report (2020 - 2021)". Below the heading, there is a "Home" link and a prominent "Login" link. Below the "Login" link is a "New User Registration" link.

USER GUIDE: ANNUAL IMMUNIZATION STATUS REPORT (AISR)
ONLINE REPORTING TOOL

- If you forgot your password, click the “Forgot Password” link to reset your password.
- Enter your email address into the box on the “Forgot Password” page, then click the blue “Submit” button. After several minutes, you should receive an email with instructions to reset your password.



- If you receive an error message or do not receive an email after several minutes, you may need to clear your web browser cache/cookies. Please see [How to Clear you Browser's Cache \(www.wikihow.com/Clear-Your-Browser's-Cache\)](http://www.wikihow.com/Clear-Your-Browser's-Cache).

Steps to complete the AISR

Step 1: Verify contact information

- Click on the “Browse Schools” link to see a list of all schools in your district.
- Find your school in the school list.
 - If you do not see your school please email health.aisr@state.mn.us or call Lisa Harris at 651-201-5503 (metro) or 1-800-657-3970 (greater MN).
- Review and update your contact information by clicking on the “Edit Contact Information” link.
 - Note: You will not be able to save your data unless all of the fields are completed on the school contact information page.
- To complete the AISR, click on the “Add Report” link.

Step 2: Select grades

- After clicking on the “Add Report” link, you will be directed to a page where you will be asked to select the grades for which you currently have students enrolled.
- Select each grade that you have enrollment for by clicking on the corresponding check box.
- Double check that you have selected the correct grades before clicking “Save.” You will not be able to go back and edit grades after you have saved your data. If you make a mistake in selecting your grades, call MDH **before** you enter your data. We are the only ones who can change the grades. If you enter data, it will be deleted and you will have to start over.

Step 3: Complete enrollment information

- Enter enrollment numbers for each grade in the Diphtheria, Tetanus and Pertussis (DTaP) section.
 - Enrollment numbers will autofill for all of the remaining vaccine sections after they are entered into the DTaP section and you press the “Autofill Enrollment Values” button.
 - To change the enrollment numbers, you will have to modify the enrollment in the Diphtheria, Tetanus, and Pertussis (DTaP) section and then click the “Autofill Enrollment Values” button.
- Enrollment numbers should include the total number of students enrolled in each grade at the time of reporting.
- After saving the enrollment data, the cells in the vaccine tables will be highlighted purple. This indicates that you still need to complete the row, are missing data, or have a data entry error. See the example on page 5.
 - You may save your work at any time by pressing the “Save Report” button.
 - The AISR application is a real-time system. Once your data has been saved, MDH will be able to view any data you have entered, and you can return and update your data at any time.
 - Make sure to save your information as you go. After 30 minutes of no activity, the system will log you out and any unsaved data will be deleted. There is a “Save” button at the bottom of each tab within the report.

Step 4: Complete the vaccine tables

- Fill out the tables for each specific vaccine. You can refer to the [Are Your Kids Ready?](http://www.health.state.mn.us/people/immunize/basics/kids.html#whowhen) (www.health.state.mn.us/people/immunize/basics/kids.html#whowhen) document to see which vaccines are required for school enrollment and when they are required.
- Click on the tabs at the top of the screen to navigate between vaccine sections.



- Account for each student in this report.
- Count students that have all required doses of a vaccine in the “All Required Doses” column for that vaccine.
- Count students that are missing any or all required doses, and **do not** have an exemption on file for the vaccine, in the “In Progress/Missing Doses” column for the given vaccine.
- Count students that have the proper documentation showing that they have a history of varicella in the “History of Disease” column.
- Count students that have a non-medical exemption on file for a vaccine in the “Non-Medical Exemption” column for that particular vaccine.
- Count students that have a medical exemption on file for a vaccine in the “Medical Exemption” column for that particular vaccine.
 - Note:** Include students in the “Exemption” columns even if they have started a vaccine series but have not finished it because they filed an exemption.

USER GUIDE: ANNUAL IMMUNIZATION STATUS REPORT (AISR)
ONLINE REPORTING TOOL

Example

- The sum of “All Required Doses” + “In Progress/Missing Doses” + “Non-medical Exemption” + “Medical Exemption” must be equal to the enrollment for each grade.
- If you entered your data correctly, the cells in the row will turn white after you save your work.

Varicella						
Grade	Enrollment	All Required Doses	In Progress/Missing Doses	History of Disease	Exempt to Varicella	
					Non-Medical Exemption	Medical Exemption
K	50	<input type="text" value="45"/>	<input type="text" value="2"/>	<input type="text" value="2"/>	<input type="text" value="1"/>	<input type="text" value="0"/>
1	59	<input type="text" value="52"/>	<input type="text" value="5"/>	<input type="text" value="0"/>	<input type="text" value="2"/>	<input type="text" value="0"/>
2	55	<input type="text" value="53"/>	<input type="text" value="2"/>	<input type="text" value="2"/>	<input type="text" value="2"/>	<input type="text" value="2"/>
3	58	<input type="text" value="56"/>	<input type="text" value="1"/>	<input type="text" value="0"/>	<input type="text" value="1"/>	<input type="text" value="0"/>
4	57	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="1"/>	<input type="text" value="0"/>
5	55	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="1"/>	<input type="text" value="0"/>

Note: The rows that remain highlighted purple after saving have an error or are missing data.

- Data for grades kindergarten (K), first (1), and third (3) have been entered correctly.
- The total enrollment for second grade (2) is 55, but there are 61 students accounted for in the row. The cells in this row remain highlighted purple indicating there is an error.
- The cells for fourth (4) and fifth (5) grade remain highlighted purple because data are missing for these grades.

Step 5: Complete the meningococcal booster dose for 12th grade students

- Reporting of the meningococcal vaccine booster dose for 12th grade students is **OPTIONAL** for the 2020-21 school year. All schools will be required to report the meningococcal vaccine booster dose in the 2021-22 school year.
- All Required Doses – Students in 12th grade are required to have 2 doses of meningococcal ACWY vaccine. Only one dose is required if the first dose was given at or after the age of 16 years.
- In Progress/Missing Doses – Students with only a single dose of meningococcal ACWY vaccine, given before the age of 16 years, are considered In Progress/Missing doses.
- Non-medical and Medical Exemptions – Students will not need a separate exemption for the meningococcal booster dose. Exemptions that were submitted to schools for the first dose of meningococcal will also count for the booster dose.

Meningococcal ACWY Booster Dose					
Grade	Enrollment	All Required Doses	In Progress/Missing Doses	Exempt to Meningococcal Booster	
				Non-Medical Exemption	Medical Exemption
12	0	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>

Step 6: Complete the exempt to all tables

Note: Only complete the exempt to all tables for kindergartners and seventh graders.

- Count the kindergarten and seventh grade students that have a legal exemption for every single required vaccine in the “Exempt to All” table.

Example

DTP
Polio
MMR
Hepatitis B
Varicella
Exemptions

In the section below, enter the number of kindergartners who are exempt from all of the vaccine requirements. Do not count kindergartners who are exempt from only some of the requirements.

Example:

<p><u>Chien Nguyen</u></p> <p>DTaP - Exempt Polio - Exempt Hep B - Exempt MMR - Exempt Varicella - Exempt</p>	<p><u>My Linh</u></p> <p>DTaP - Exempt Polio - Exempt Hep B - Up to date MMR - Up to date Varicella - Exempt</p>
---	--

Chien Nguyen is exempt to all and should be counted in this section. My Linh should not.

How many current Kindergartners have a legal exemption for all required immunizations?

	Exempt to All Vaccines	
Enrolled K	Non-Medical Exemption	Medical Exemption
50	<input style="width: 40px;" type="text" value="1"/>	<input style="width: 40px;" type="text" value="0"/>

Cancel
Save Report
Submit Report

Print Report

Reporting help

- If you need assistance completing your report, please email health.aisr@state.mn.us or call Lisa Harris at 651-201-5503 or 1-800-657-3970.

Resources

- [School Immunization Law in Minnesota \(www.health.state.mn.us/people/immunize/basics/kids.html\)](http://www.health.state.mn.us/people/immunize/basics/kids.html)
- [Who Needs Vaccines, When \(www.health.state.mn.us/people/immunize/basics/kids.html\)](http://www.health.state.mn.us/people/immunize/basics/kids.html)
Immunization schedules for children, adolescents and adults.

Minnesota Department of Health
Immunization Program
PO Box 64975
St. Paul, MN 55164-0975
651-201-5503
health.aisr@state.mn.us
www.health.state.mn.us/immunize

10/07/20

To obtain this information in a different format, call: 651-201-5414.