

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

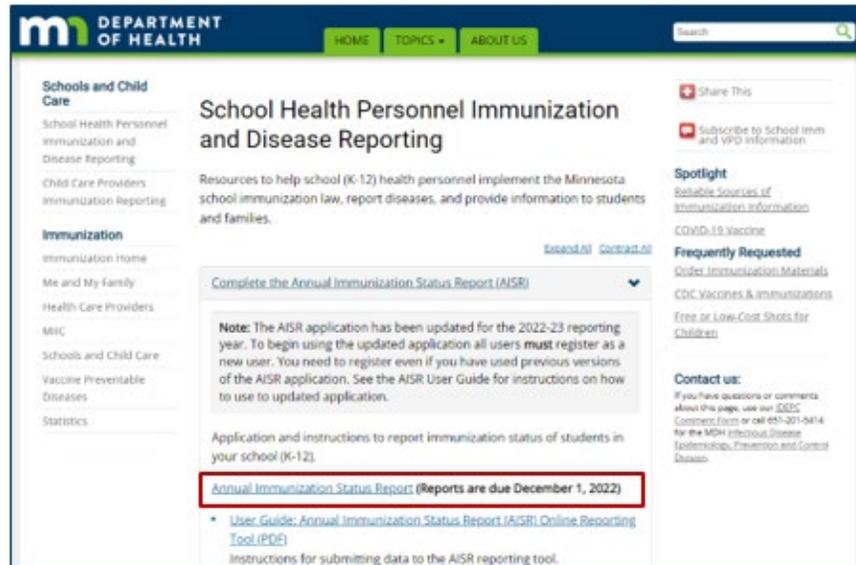
This guide describes how to use the online AISR reporting tool. This online tool can be used by school administrators and health personnel to submit their annual reports summarizing the immunization status of all enrolled students. The School Immunization Law (Minnesota Statutes, Section 121A.15) requires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

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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 preferred internet browsers to use AISR are Microsoft Edge or Google Chrome.

Register as a new user

- Click on the Login or Create Account button.

[Login or Create Account](#)

Enrollment Process:

1. Create an account using the button above.
2. Fill out the 'Request School Access' form.
3. Your access request will be reviewed by MDH staff and you will be informed of review outcome.

- To register as a new user, click on the Register link on the bottom of the screen.

Log in to Annual Immunization Status Report

Email

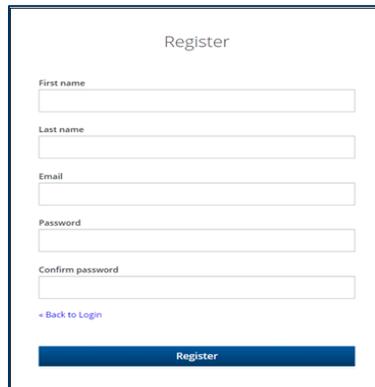
Password

[Forgot Password?](#)

[Log In](#)

New user? [Register](#)

- Complete the fields with your first name, last name, email address, and create a password. Click on the Register button after completing all the fields and creating a password.



The screenshot shows a registration form titled "Register". It contains the following fields: "First name", "Last name", "Email", "Password", and "Confirm password". Each field is represented by a white input box with a light gray border. Below the "Confirm password" field, there is a blue link that says "Back to Login". At the bottom of the form, there is a dark blue button with the text "Register" in white.

- After registering as a new user, you will automatically be logged into the system. You will need to follow the steps in the Request School Access section below to get access to the appropriate schools.

Request School Access

When you first register as a new user, you will not see any schools listed within the application. You need to request access to the school district or schools that you need to access for reporting. Users can request access for multiple school districts. Private school access needs to be requested separately from public school access.

- To begin, click on the Request School Access button.



The screenshot shows a user profile header for "Annual Immunization Status Report (2021 - 2022)" with the name "Ben Christianson". Below the name, there is a small text instruction: "If you do not see a school or organization that you need access to, click on the Request School Access button and fill out the request form." At the bottom of this section, there is a blue button with the text "Request School Access" in white.

- You will need to complete several fields for the MDH admin team to review and approve your request. The required information includes:
 - The type of organization that you are requesting access for.
 - **Note:** if you need to request access to public schools and private schools, you will need to complete multiple Request Access forms.
 - Your current position with the school
 - Your 4-digit school district number
 - If you are registering for a private school, please list the school(s) that you will need to access for reporting purposes.

Steps to complete the AISR

Step 1: Verify contact information

- Find your school in the school list.
 - If you do not see your school, please complete a Request Access form.
 - If you have already requested access, and still do not see the school listed on your screen, 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” button on the right-hand side of the screen.
 - Note: You will not be able to save your data unless all the fields are completed on the school contact information page.
- To complete the AISR, click on the “Add Report” button.

Step 2: Select grades

- After clicking on the “Add Report” button, 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, then click the “Submit” button. You will be brought to the vaccine tables screen, and you should see a row for each grade level you had checked.
- You can edit the grades that you have selected by using the “Edit Grades” button on the top left-hand side of your screen, just under the contact information for the school.

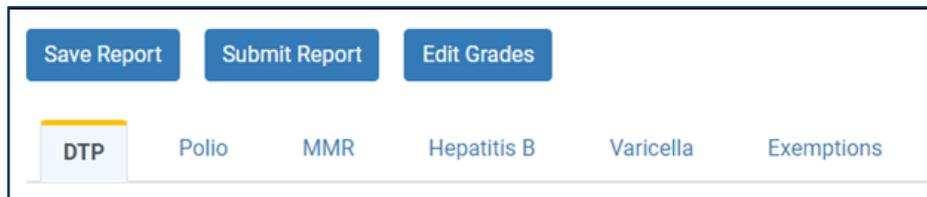
Step 3: Complete enrollment information

- Enter enrollment numbers for each grade in the Diphtheria, Tetanus and Pertussis (DTaP) section. Enrollment numbers should include the total number of students enrolled in each grade at the time of reporting.
 - Enrollment numbers will autofill for all the remaining vaccine sections after they are entered into the DTaP section.

- To change the enrollment numbers, you will have to modify the enrollment in the Diphtheria, Tetanus, and Pertussis (DTaP) section and click the “Save Report” button.
- You may need to hit the refresh button on your browser for the updated enrollment numbers to display properly.
- After saving the enrollment data, the cells in the vaccine tables will be highlighted red and have a red exclamation point symbol. This indicates that you still need to complete the row, are missing data, or have a data entry error. See the example on page 7.
 - 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 Report” button located on the top left-hand side of each vaccine 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? \(www.health.state.mn.us/people/immunize/basics/kids.html\)](http://www.health.state.mn.us/people/immunize/basics/kids.html) 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 vaccine.
- Count students that have a medical exemption on file for a vaccine in the “Medical Exemption” column for that 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.

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 green after you save your work.

Varicella						
Grade	Enrollment	All Required Doses	In Progress/Missing Doses	History of Disease	Non-Medical Exemption	Medical Exemption
K	50	45 ✓	2 ✓	2 ✓	1 ✓	0 ✓
1	59	52 ✓	5 ✓	0 ✓	2 ✓	0 ✓
2	55	53 ⚠	2 ⚠	2 ⚠	2 ⚠	2 ⚠
3	58	56 ✓	1 ✓	0 ✓	1 ✓	0 ✓
4	57	0 ⚠	0 ⚠	0 ⚠	1 ⚠	0 ⚠
5	55	0 ⚠	0 ⚠	0 ⚠	1 ⚠	0 ⚠

Step 5: Complete the exempt to all tables

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.

How many current Kindergartners have a legal exemption for all required immunizations?
 In the table, 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:

Chien Nguyen	My Linh
DTaP - Exempt	DTaP - Exempt
Polio - Exempt	Polio - Exempt
Hep B - Exempt	Hep B - Up to date
MMR - Exempt	MMR - Up to date
Varicella - Exempt	Varicella - Exempt

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

Exempt to All Vaccines			
Grade	Enrollment	Non-Medical Exemption	Medical Exemption
K		0	0

Step 6 (optional): Print your report

- If you would like a hard copy of your completed report for your files, you can print your report by clicking on the “Print Report” button in the lower left-hand corner.

Grade	Enrollment	All Required Doses
6	5 ✓	5 ✓ <small>Row counts balance</small>
7	5 ✓	5 ✓ <small>Row counts balance</small>
8	5 ✓	5 ✓ <small>Row counts balance</small>

Buttons: Save Report, Submit Report, Edit Grades, 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 (metro) or 1-800-657-3970 (greater MN).

Resources

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

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

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