

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

This guide describes how to use the online AISR reporting tool. This online tool can be used by childcare providers and administrators to submit their annual reports summarizing the immunization status of all enrolled children. The School Immunization Law (Minnesota Statutes, Section 121A.15) requires all DHS Rule 3 licensed childcare centers to submit their childcare immunization report each year to the Minnesota Department of Health (MDH) by Dec. 1.

Contents

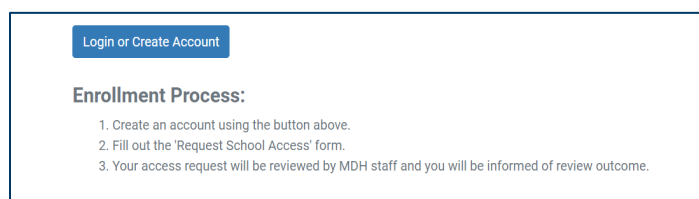
- Childcare Annual Immunization Status Report (AISR) Online Reporting Tool User Guide..... 1
 - Accessing the online reporting tool 1
 - Register as a new user..... 1
 - Request school access 2
 - Steps to complete the AISR 3
 - Step 1: Verify contact information..... 3
 - Step 2: Select age categories 3
 - Step 3: Complete enrollment information..... 3
 - Step 4: Complete the vaccine tables..... 4
 - Reporting help 5
 - Resources 5

Accessing the online reporting tool

- Go to [Childcare Providers Immunization Reporting \(www.health.state.mn.us/people/immunize/ed/childcare.html\)](http://www.health.state.mn.us/people/immunize/ed/childcare.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.



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

- 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.

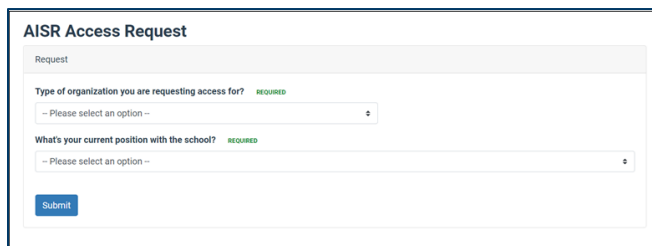
- After registering as a new user, you will automatically be logged into the system. You will need to follow the steps in the Request School Access section below to get access to the appropriate childcare center(s).

Request school access

When you first register as a new user, you will not see any childcare centers listed within the application. You need to request access to the childcare center that you need to access for reporting. Users can request access for additional centers by submitting a request for each individual center.

- To begin, click on the Request School Access button.
- 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: “Childcare Center”.
 - Your current position with the childcare center.
 - Your DHS license number.

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

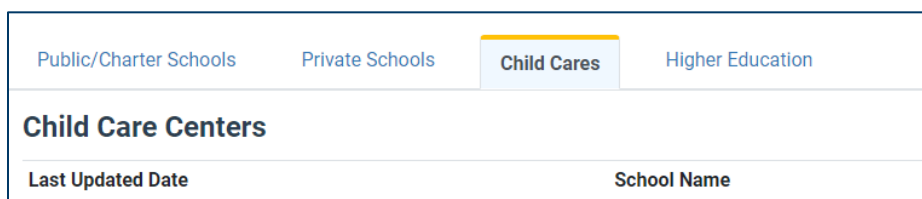


Note: The bulk query is not available to childcare centers for the 2023 reporting year. Please do not request bulk query access even though the option appears on the AISR Access Request page.

Steps to complete the AISR

Step 1: Verify contact information

- Click on the “Childcares” tab to view your center(s).



- If you do not see your center, please complete a Request School Access form.
- If you have already requested access, and still do not see the center 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.
- To complete the AISR, click on the “Add Report” button.

Note: You will not be able to save your data unless all the fields are completed on the contact information page.

Step 2: Select age categories

- After clicking on the “Add Report” button, you will be directed to a page where you will be asked to select the age categories for which you **currently** have children enrolled.
- Select each age category that you have enrollment for by clicking on the corresponding check box.
- Double check that you have selected the correct age categories, then click the “Submit Report” button.
- You can edit the age categories 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

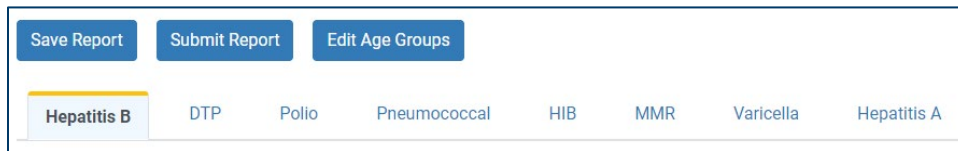
- Enter enrollment numbers for each age category in the Hepatitis B section. Enrollment numbers should include the total number of children enrolled in each age category at the time of reporting.
- Enrollment numbers will autofill for all the remaining vaccine sections after they are entered into the Hepatitis B section, and you have clicked “save report”.

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

- To change the enrollment numbers, you will have to modify the enrollment in the Hepatitis B 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.
- Save your work **OFTEN** 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 15 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 [Childcare Immunization Report: Vaccine Doses Guide \(www.health.state.mn.us/people/immunize/ed/ccdosesguide.pdf\)](http://www.health.state.mn.us/people/immunize/ed/ccdosesguide.pdf) document to see which vaccines are required for enrollment and when they are required.
- Click on the tabs at the top of the screen to navigate between vaccine sections.



- Account for each child in this report.
- Count children that have all required doses of a vaccine in the “All Required Doses” column for that vaccine.
- Count children that have received at least one dose but are missing the required number of doses, and **do not** have an exemption on file for the vaccine, in the “In Progress/Missing Doses” column for the given vaccine.
- Count children that are missing all required doses, and **do not** have an exemption on file for the vaccine, in the “No Doses” column for the given vaccine.
- Count children that have the proper documentation showing that they have a history of varicella in the “History of Disease” column.
- Count children that have a non-medical exemption on file for a vaccine in the “Non-Medical Exemption” column for that vaccine.
- Count children that have a medical exemption on file for a vaccine in the “Medical Exemption” column for that vaccine.

Note: Include children 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” + “No Doses” + “Non-medical Exemption” + “Medical Exemption” must be equal to the enrollment for each age category.

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

- If you entered your data correctly, the cells in the row will turn green after you save your work.

Diphtheria, Tetanus & Pertussis						
Grade	Enrollment	All Required Doses	In Progress/Missing Doses	No Doses	Non-Medical Exemption	Medical Exemption
3-4 Months	2	2 <input checked="" type="checkbox"/>	0 <input checked="" type="checkbox"/>	0 <input checked="" type="checkbox"/>	0 <input checked="" type="checkbox"/>	0 <input checked="" type="checkbox"/>
		Row counts balance.	Row counts balance.	Row counts balance.	Row counts balance.	Row counts balance.
5-6 Months	7	5 <input checked="" type="checkbox"/>	2 <input checked="" type="checkbox"/>	0 <input checked="" type="checkbox"/>	0 <input checked="" type="checkbox"/>	0 <input checked="" type="checkbox"/>
		Row counts balance.	Row counts balance.	Row counts balance.	Row counts balance.	Row counts balance.
7-15 Months	10	8 <input type="checkbox"/>	3 <input type="checkbox"/>	0 <input type="checkbox"/>	0 <input type="checkbox"/>	0 <input type="checkbox"/>
		Row counts do not balance.	Row counts do not balance.	Row counts do not balance.	Row counts do not balance.	Row counts do not balance.
16-23 Months	11	1 <input type="checkbox"/>	0 <input type="checkbox"/>	0 <input type="checkbox"/>	0 <input type="checkbox"/>	0 <input type="checkbox"/>
		Row counts do not balance.	Row counts do not balance.	Row counts do not balance.	Row counts do not balance.	Row counts do not balance.
24 months - First day of kindergarten	25	20 <input checked="" type="checkbox"/>	3 <input checked="" type="checkbox"/>	1 <input checked="" type="checkbox"/>	1 <input checked="" type="checkbox"/>	0 <input checked="" type="checkbox"/>
		Row counts balance.	Row counts balance.	Row counts balance.	Row counts balance.	Row counts balance.

Note: The rows that remain highlighted red and have a red exclamation point symbol in each field after saving have an error or are missing data.

- Data for age groups 3 to 4 months, 5 to 6 months, and 24 months to first day of kindergarten have been entered correctly. These rows are highlighted green, with a green checkmark symbol.
- The total enrollment for the 7 to 15 month category is ten, but there are eleven students accounted for in the row. The cells in this row remain highlighted red indicating there is an error.
- The cells for the 16 to 23 month age category remain highlighted red because data are missing for these grades. Only one student has been accounted for in this age category.

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 \(www.health.state.mn.us/people/immunize/basics/kids.html\)](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.
- [Childcare Immunization Report: Vaccine Doses Guide \(https://www.health.state.mn.us/people/immunize/ed/ccdosesguide.pdf\)](https://www.health.state.mn.us/people/immunize/ed/ccdosesguide.pdf)

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

09/18/2023

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