



State of New Jersey

DEPARTMENT OF HEALTH

DIVISION OF EPIDEMIOLOGY, ENVIRONMENTAL AND OCCUPATIONAL HEALTH

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JUDITH M. PERSICILLI, RN, BSN, MA
Acting Commissioner

December 2022

Dear Colleague:

The Annual Immunization Status Report (IMM-7) is designed to assess the immunization status of pupils in New Jersey schools. The deadline for the submission of the IMM-7 is February 1st of the respective academic year. All schools are responsible for ensuring that pupils at all grade levels are in compliance with the New Jersey Immunization Regulations N.J.A.C. 8:57-4.1 to 8:57-4.24, which are available on the Lexis Nexis website at <http://www.lexisnexis.com/hottopics/njcode/>.

All preschools through high schools need to complete the IMM-7 report in its entirety. Please note that the IMM-7 is independent from the local health department school audit. It is the responsibility of the principal, director or person in charge of a school, preschool, or child care facility to assess if students are in compliance with New Jersey's immunization requirements. This self-survey will provide a snapshot of the immunization status of students attending school from September through December of the respective academic year.

The electronic report must be accessed and submitted on-line from January 1st through February 1st at https://www.nj.gov/health/cd/imm_requirements/annualstatusrpt.shtml. **To verify that your submission was successful, the summary page will have the following statement at the top "Thank you for submitting your Annual Immunization Status Report". If you did not see a thank you message, then your submission was unsuccessful. You must submit the form again. Print two copies of the submitted IMM-7 report with the confirmation message.** One hard copy needs to be mailed to your local health department, while the other should be retained in your files.

Additionally, the IMM-7 is accompanied by a brief influenza immunization survey. The flu survey is an important tool for the evaluation of the Vaccine Preventable Disease Program's (VPDP) policies and regulations on the influenza vaccine requirement. Although the survey is voluntary, we strongly recommend and encourage you to complete it.

Please be sure to check out the Annual Immunization Report section accessible at https://nj.gov/health/cd/imm_requirements/. In this section you will find an electronic copy of this year's packet, a link to the on-line form, an ASR ID search tool, and a new tutorial to assist you with the successful completion of the ASR.

Lastly, the enclosed FAQs contain the steps and required information for filling out and submitting the IMM-7 report. The Special Notice contains pertinent information you should be aware of, specifically, as it relates to complying with New Jersey's immunization requirements. It is important that you read both documents in their entirety as information has been updated for the current reporting year.

Please be sure to check out the Annual Immunization Status Report (ASR) section accessible at nj.gov/health/cd/imm_requirements. In this section, you will find an electronic copy of this year's packet, a link to the online form, an ASR ID search tool, and a new tutorial to assist you with the successful completion of the ASR.

Lastly, the enclosed FAQ contains the steps and required information for filling out and submitting the IMM-7 report. The Special Notice contains pertinent information you should be aware of, specifically, as it relates to complying with New Jersey's immunization requirements. It is important that you read both documents in their entirety as information has been updated for the current reporting year.

Please continue to inform the VPDP of any changes in your school or child care center name, address, or if you believe you are not responsible for filling out this report.

Should you require further assistance, please contact the Vaccine Preventable Disease Program at (609) 826-4861.

Sincerely,

A handwritten signature in black ink that reads "Felicia Walton". The signature is written in a cursive style with a long, sweeping tail on the "n" at the end.

Felicia Walton
Program Manager
Vaccine Preventable Disease Program



New Jersey Department of Health
Vaccine Preventable Disease Program
Annual Immunization Status Report (IMM-7) FAQ
December 2022

SPECIAL INSTRUCTIONS:

On the Total School/Child Care Enrollment Question (Contact & Enrollment Information Section):

- Please include the total number of pupils across **all grades**.

On the Required Immunization Survey:

- For Child Care facilities: On the Pre-K row of the survey, enter the immunization status of all enrolled children over two months of age. *Do not include flu specific exemptions and coverage data in this row. It should be included in the Influenza Vaccine Implementation Survey (IVIS) only.*
- For Grade 1: Do not include data in the Grade 1 row of the survey unless the student is beginning school for the very first time in your school district in Grade 1. Include pupils in this row if they either attended Kindergarten outside of your district or you are unsure where they attended Kindergarten.
- For Special Education Students: Ungraded special education pupils should be included with the appropriate age cohort class.
- For Transfer Students: Include all students newly transferred into Grades 2-5 and 7-12 from out-of-state/country since the submission of last year's report. Please note, out-of-district transfer students will no longer be included in the transfer student definition.

On the Influenza Vaccine Implementation Survey (IVIS):

- This section pertains only to pupils between ages six through 59 months subject to the flu vaccine requirement who received flu vaccine by December 31, 2022.

What is an IMM-7?

An IMM-7 is the Annual Immunization Status Report that assesses the immunization status of students in licensed preschool, child care, and schools (both public and non-public).

Who needs to fill out the IMM-7?

All New Jersey schools (licensed child care facilities and preschool through high school) must complete the IMM-7 report in its entirety. Summer camps, after-school programs, and sick child care need not fill out the report.

Should I wait to submit the IMM-7 until the local health department comes out to audit?

No, the IMM-7 is independent from the local health department school immunization audit. The immunization audit timeframe varies and may occur after the IMM-7 due date of February 1. It is the responsibility of the principal, director, or person in charge of a school, preschool, or child care facility to assess if students are in compliance with New Jersey's immunization requirements. This self-survey will provide a snapshot of the immunization status of students attending school from September through December of the respective academic year.

When is the IMM-7 due?

The IMM-7 is due on February 1 of the respective academic year. Any school or child care center that does not submit the required report by the deadline date will be considered delinquent. Delinquencies may be referred to the New Jersey State Department of Education, the New Jersey Department of Children and Families, and/or the local health department.

Who is included in the IMM-7?

The IMM-7 must contain information on all children in licensed preschool and child care facilities, all kindergarten students, new school entrants in Grade 1, all Grade 6 students, and transfer students (out-of-state, out-of-country) who have entered a New Jersey school since the last submission of the IMM-7. Please note the following:

- New entrants in Grade 1 are defined as all children first entering a New Jersey school at the Grade 1 level who did not attend a kindergarten class in your school district.
- Students transferring into Pre-K/Child care, Kindergarten, Grade 1, and Grade 6 should be included in that respective grade and not in the transfer row. Transfer students entering Grades 2-5 and Grade 7 and above should be included in the transfer row.

What is the reporting timeframe for the IMM-7?

The reporting timeframe on students' immunization status is from September 1 through December 31 of the respective academic year (except for transfer students). All transfer students should be reported since the last submission of the IMM-7. This will ensure that all schools are consistent in providing data for the same timeframe. Additionally, it will allow the state to capture the flu vaccine data, which is a requirement for children six through 59 months of age attending a child care and/or preschool facility.

Submissions must be received between January 1 and February 1.

How do I fill out and submit the IMM-7?

The IMM-7 online report is accessible during the reporting period of January 1 through February 1 at healthapps.state.nj.us/imm/annualstatusrpt.aspx. All schools are required to complete the School Information (including School ID), Contact & Enrollment Information, and Required Immunization Survey sections of the IMM-7, even if no pupils fall into the grades or category of students that are reported. In the Required Immunization Survey, select the boxes that correspond to the grade level(s) housed at your facility. When you click on a grade level box, a table will show up, and you should place numbers in each of the boxes. Do not perform any mathematical calculations (e.g. summing columns or rows). **A new tutorial is available to assist you with the successful completion of the IMM-7 report under the ASR section at nj.gov/health/cd/imm_requirements.**

NOTE: New functions were added to the on-line IMM-7 report to improve reporting. This includes the ability to look up your ASR ID and pre-populating your school address. Click on “Find your school ID” and then you will be able to search by county, school name, city, municipality, and zip code. Once you locate your school and click on it, it will pre-populate the school ID number along with the address that is on file for your school. If your school’s name or address has changed, you will have the ability to edit that information on the IMM-7 by answering “No” to the question “Is your school information correct?” Once the form is completed in its entirety, click on the submit button at the bottom of the page. To verify that your submission was successful, you will see a summary page with the following statement “Congratulations, you have completed your IMM-7.” You will have the ability to print the summary report, which will include a time and date stamp. A copy of this summary report will be sent to the email address entered on the form for the person who completed the report. If you do not see a summary page with the message above, then your submission was unsuccessful. You must submit the form again. Print two copies of the submitted IMM-7 report with the confirmation message. One hard copy needs to be mailed to your local health department, while the other should be retained in your files.

Schools that are unable to submit the IMM-7 or the requested influenza requirement implementation survey online should contact the Vaccine Preventable Disease Program at (609) 826-4861.

Who is responsible for filling out the optional flu vaccination survey?

All schools that have children six months through 59 months of age enrolled in their facility are recommended to complete the flu survey.

What tools can I use to assess if students are in compliance with New Jersey’s Immunization requirements?

NJ has several guidance documents available on the Vaccine Preventable Disease Program’s website, which are accessible at: nj.gov/health/cd/imm_requirements.

Where can I find my School Identification Number?

The School Identification Number is in the upper right-hand corner (i.e., ABC-12) on the cover letter. Additionally, a new functionality has been added to the IMM-7 form so you can look up your school ID. Click on “Find your school ID” to search by county, school name, city, municipality, zip code. Once you locate your school and click on it, it will pre-populate the school ID number along with the address that is on file for your school.

How do I correct an error after submission of the status report?

The IMM-7 may be submitted as many times as needed up until the due date of February 1. Your most recent submission will be used as the final version for analysis.

How do I know if my report was successfully submitted?

To verify that your submission was successful, you will see a summary page with the following statement “Congratulations, you have completed your IMM-7.”



New Jersey Department of Health (NJDOH)

Vaccine Preventable Disease Program

Special Notice

December 2022

Important Updates and Reminders

2022-2023 Influenza Vaccine

The 2022–2023 Advisory Committee on Immunization Practices (ACIP) influenza vaccine recommendations are available at cdc.gov/flu/professionals/acip/summary/summary-recommendations.htm. The ACIP recommends annual flu vaccination for everyone six months and older with any licensed age-appropriate flu vaccine. September and October are generally good times to get vaccinated; however, vaccination after October can still provide protection during the peak of flu season.

Getting the flu vaccine can markedly lower the risk of influenza-related illness, hospitalization, and death. Learn more about the flu by visiting cdc.gov/flu and nj.gov/health/cd/topics/flu.shtml.

The NJDOH DSH (Daycares, Schools, and Higher Education) Team

The Daycares, Schools, and Higher Education (DSH) Team prioritizes collaboration, education, and training to strengthen public health and minimize infectious disease transmission in daycares, schools, and higher education institutions. The DSH team creates educational materials for school nurses, child care providers, school administrators, institutes of higher education, and other stakeholders. If you have specific

communicable disease training needs, please contact the DSH team at CDS.REP.Communications@doh.nj.gov. For a database of current available webinars and training materials, visit nj.gov/health/cd/edu_training/dsh.shtml.

Viral Respiratory Disease Surveillance

As part of influenza and respiratory illness surveillance, NJDOH collects information on school absenteeism. Schools are required to report their total census, the total number of students absent, including the number of students absent due to COVID-19, influenza and other respiratory illnesses on one designated day each week. This information is used to determine when influenza and other communicable diseases might be impacting school-aged children. This surveillance helps schools track their own absenteeism data and also determines when additional public health assistance might be needed. Schools that are not yet part of this surveillance program should send an email to CDS.COVRPT@doh.nj.gov to enroll and start reporting.

Communicable Disease in School and Child Care Settings

The NJDOH requires that schools report unusual disease activity that may be occurring in the student population. This reporting regulation pertains to schools, preschools, child care centers, youth camps and institutions of higher education.

Administrators of schools or child care centers are required to call their **local health department** when any illness occurs in the student population that is above normal, there is presence of any unusual disease activity, or a suspect or confirmed outbreak exists. Unusual activity may be indicated by increased student or staff absenteeism, physician notes disclosing a diagnosed disease, or an increase in students reporting to the nurses' office with similar symptoms or complaints.

A dedicated school health page for easy access to the information about topics related to prevention and control of communicable disease in the school setting can be found on the NJDOH website Health Topics A-Z List at nj.gov/health/cd/topics/schoolhealth.shtml.

- School/child care outbreak guidance documents
- School exclusion list
- Exposure notices
- School related illnesses
- Archived webinar on school surveillance and disease reporting

Schools and child care programs should take a variety of actions every day to prevent the spread of infectious diseases, including the virus that causes COVID-19. [NJDOH COVID-19 Information for Schools](#) page provides resources to help K-12 schools and child care programs remain open and help their administrators support safe, in-person learning while reducing the spread of COVID-19.

Immunization Initiatives

Adolescent Immunization Contest

The Partnership for Maternal and Child Health of Northern New Jersey, in collaboration with the New Jersey Department of Health, will host the 11th annual *Protect Me With 3+* poster and video contest. The campaign will be rebranded for the 2022-23 cycle with a newly designed website, logo and a new tagline of "Create. Educate. Vaccinate." The contest challenges New Jersey middle and high school students in grades 5 through 12 to raise awareness about the importance of adolescent immunizations: tetanus, diphtheria, acellular pertussis (Tdap), human papillomavirus (HPV), meningococcal (MenACWY) flu, and COVID-19 vaccines. New Jersey educators are encouraged to make the *Protect Me With 3+* contest a class project. The website includes a page specifically for educators with tools to provide ideas and activities on how to include the contest in lesson plans. As an added incentive, for each category, the classroom with the most eligible submissions wins a prize!

To participate, youth must submit a video, or a hand drawn or original digital poster integrating key facts about one adolescent vaccine from the campaign website. The deadline for all entries is January 20, 2023. A promotional toolkit is available electronically at no cost upon request. Please email info@protectmewith3.com to request a toolkit. For more information, visit protectmewith3.com.

NJ Hot Shots for Tots Immunization Campaign

The Hot Shots for Tots (HSFT) Immunization Campaign is a voluntary, point-based incentive program for child care and preschool facilities. The campaign encourages and facilitates a collaboration with immunization stakeholders to promote best practices and improve immunization coverage. Participating in the program also has other benefits which include: 1) The opportunity to showcase your facility's commitment to keeping kids healthy; 2) Award and recognition from the New Jersey Department of Health and your Local Health Department; 3) Activities that may help with meeting certain Quality Rating and National Accreditation Standards, such as meeting annual health and safety requirements; and 4) Pride in knowing that your participation is part of the broader effort to reduce communicable diseases among kids in your community.

Participating facilities select from qualifying immunization-related activities to earn points toward reaching one of the three award levels: Gold, Silver, or Bronze. Examples of qualifying activities include attending an annual immunization workshop, participating in the New Jersey Immunization Information System (NJIS), and providing information to parents about childhood immunizations. For a complete list of activities and more details about the campaign, visit: nj.gov/health/cd/imm_requirements/vpdp_hotshots.shtml.

The HSFT campaign is open to all child care and preschool facilities in New Jersey. If your child care facility is interested in participating, send an email to jenish.sudhakaran@doh.nj.gov.

New Jersey Influenza Honor Roll

The New Jersey Influenza Honor Roll (NJ IHR) is an initiative that serves to recognize institutions that encourage and promote flu prevention within their communities. There are four categories of eligible institutions: educational facilities, community-based organizations, businesses, and healthcare facilities. Institutions previously named to the NJ IHR are highlighted on the NJDOH website, including campaign ideas from the honorees. Applications for the 2022-23 flu season will be accepted through March 31, 2023. Please consider submitting an application detailing how you helped to prevent the flu.

For more information about the NJDOH's Influenza Honor Roll, visit nj.gov/health/cd/edu_training/vpdp_flu_honor_roll.shtml.

New Jersey Immunization Information System (NJIS)

NJIS is a free, confidential, secured, and population-based online system that collects and consolidates vaccination data for New Jersey's children and adults. The NJIS is the official Immunization Registry per the Statewide Immunization Registry Act - NJAC 8:57, subchapter 3, pursuant to N.J.S.A. 26:4-131 et seq. (P.L. 2004, c. 138). NJIS maintains immunization data on New Jersey residents and consolidates immunization information reported from multiple providers into individual patient records to help ensure providers have accurate information for clinical decision support.

NJIS is currently being utilized by healthcare providers (both private and Vaccines for Children (VFC) providers), child care centers, public and private schools, colleges and universities, local public health and state departments, hospitals, pharmacies, and health insurance companies.

School nurses now have the capability to update student addresses and phone numbers in NJIS. They can manually update the contact information by logging into NJIS, clicking on the "Patient Information Tab" and enter the updated address under the self-address and relative address tab.

Schools who would like to establish a query interface with NJIS and your school's Electronic Health Record should access the "Getting Started" document.

A variety of training, interactive workshops, and online webinars are conducted for end users to learn how to use the system and understand its functionality and capabilities. For more information, visit NJIS online at njiis.nj.gov and click "Enrollment and Training" to view contact information for the Maternal and Child Health Consortium Regional Trainer in your county or call the Vaccine Preventable Disease Program at (609) 826-4861.

Immunization Resources

- **New Jersey Department of Health (NJDOH) Vaccine Preventable Disease Program** nj.gov/health/cd/vpdp.shtml
 - **NJ Immunization Requirements Frequently Asked Questions** nj.gov/health/cd/imm_requirements/
 - **NJ Immunization Requirements and Updates Webinar**
register.gotowebinar.com/recording/8675589156521993996
 - **New Jersey Immunization Coverage and Exemption data**
nj.gov/health/cd/statistics/imm-status-reports/
 - ***Flu and Healthcare Workers Flyer**
nj.gov/health/cd/documents/flu/hcw_flu_flyer.pdf
 - ***Why You Need A Flu Vaccine Flyer**
nj.gov/health/cd/documents/flu/why_you_need_flu_vaccine.pdf
 - **COVID-19 Vaccine Information:**
 - state.nj.us/health/cd/topics/covid2019_vaccination.shtml
 - covid19.nj.gov/
 - covid19.nj.gov/pages/finder
 - ***HPV Vaccine:**
 - **Information for Parents** [[English](#)] [[Spanish](#)] [[Arabic](#)] [[Brazilian Portuguese](#)] [[Chinese](#)] [[Gujarati](#)] [[Hindi](#)] [[Polish](#)]
 - [HPV Vaccine: Brochure for Preteens and Teens](#)
- NOTE: N.J.S.A. 18A:40-42 requires public schools to annually distribute a fact sheet about vaccination against HPV to parents or guardians of students in grade seven. Private schools are encouraged, but not required, to distribute the fact sheet.**
- ***HPV in New Jersey Data Brief**
nj.gov/health/cd/documents/topics/hpv/hpv_data_brief.pdf
 - ***Protect Me With 3+ Campaign Materials** featuring artwork from previous submissions
 - Posters (11x17")
 - Adolescent Reminder/Recall Postcards
 - Tent Cards
 - ***Meningococcal Disease: Are You Protected?** Brochures
nj.gov/health/cd/documents/topics/meningo/are_you_protected.pdf (English)
nj.gov/health/cd/documents/topics/meningo/are_you_protected_spanish.pdf (Spanish)

NOTE: N.J.S.A. 18A:40-21.2 requires that school districts annually distribute the educational fact sheet on meningitis to parents or guardians of students entering sixth grade. The fact sheet is available to private schools, although they are encouraged, but not required, to distribute the fact sheet.

*To request copies of these materials, available at no cost, contact the Vaccine Preventable Disease Program at (609) 826-4861.