

**New Jersey Department of Health
Vaccine Preventable Disease Program
Annual Immunization Status Report (IMM-7) FAQs
January 2025**

SPECIAL INSTRUCTIONS:

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

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

On the Required Immunization Survey:

- **For Childcare Facilities:** On the Pre-K row of the survey, enter the immunization status of all enrolled children over 2 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 Implementation Vaccination Survey:

- This section only pertains to pupils between ages 6-59 months subject to the flu vaccine requirement and who received the flu vaccine by the December 31st deadline of the respective influenza season.

What is an IMM-7?

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

Who needs to fill out the IMM-7?

All New Jersey schools (licensed childcare facilities and preschool through high school) must complete the IMM-7 report in its entirety. Summer camps, after-school programs, and sick childcare 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 (or on specified date). It is the responsibility of the principal, director, or person in charge of a school, preschool, or childcare facility to assess if students are complying 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 14 for the 2024-2025 academic year. Any school or childcare 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 childcare 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/Childcare, 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 time frame for the IMM-7?

The reporting time frame 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 time frame. 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 childcare and/or preschool facility. IMM-7 submissions must be received between January 1 and February 1 (or on specified date).

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

The IMM-7 on-line report is accessible during the reporting period of January 1 through February 1 (or on specified date). Complete 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 (summing columns or rows). **A tutorial is available to assist you with the successful completion of the IMM-7 report accessible under the ASR section at nj.gov/health/cd/imm_requirements.**

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" including 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. Keep the summary report that was emailed to you for your files and mail a hard copy or send an electronic copy to your local health department for proof of submission.

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.

What if my school's name or address has changed?

If your school's name or address has changed, you will have the ability to edit that information by submitting the NJDOH ASR ID Request and School Information Change form accessible at healthsurveys.nj.gov/NoviSurvey. Once the NJDOH's master list reflects the updated information you will be able to view it on the ASR ID Search Tool available at healthapps.state.nj.us/imm/searchschoolid, and complete the ASR.

What if I do not have any pupils to report?

If you have grades that are listed on the ASR but don't have any children to report, select the respective grade and enter "0" for each of the respective category.

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

All schools that have children 6 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 complying with New Jersey's immunization requirements?

NJ has several guidance documents available on the Vaccine Preventable Disease Program's website: 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 front cover sheet. 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 (or on specified date). 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."