

New Jersey Department of Health
Vaccine Preventable Disease Program
Annual Immunization Status Report (IMM-7) FAQs
December 2020

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 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: Includes 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 6-59 mos.** subject to the flu vaccine requirement who received flu vaccine by December 31st, 2020.

What is an IMM-7?

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 1st. It is the responsibility of the principal, director or person in charge of a school, preschool, or childcare 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 1st 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 time frame for the IMM-7?

The reporting time frame on students' immunization status is from September 1st through December 31st of the respective academic year (with the exception of 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 child care and/or preschool facility.

Submissions must be received between January 1st and February 1st.

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

The IMM-7 on-line report is accessible during the reporting period of January 1st through February 1st at <https://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 (summing columns or rows).

NOTE: New functions have been 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 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 is 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 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 on-line 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 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 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: http://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" 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.

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 1st. 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".