



CHIRP School Nurse Module School Reports

ATTENTION: As of January 2020, the **School Action Report** currently displays students with vaccination status that are "Not yet due" along with the ones that are "Past due". We are working with the vendor to exclude "Not yet due", however we currently don't have a timeline for this. **Please see Action Report below for additional details.** We sincerely apologize for the inconvenience.

Please note that students with "**Past Due**" vaccines will need to get caught up with the appropriate vaccinations.

There are 3 reports in the school nurse module that will assist school health personnel to ensure all students are up to date on their vaccines:

1. School Immunization Report
2. Action Report
3. Student Detail Report

How to access these reports:

1. Click on Reports on the blue menu block on the left side of the screen.
2. Select School Reports

Action Report

This is the best way to track students who are out of compliance. Students who are due for the next dose in a series will appear on this report.

Select the most appropriate series from the drop-down list for the grade(s) you are reviewing. CHIRP defaults to ACIP recommended vaccines for the "series" field, so it is important to change it to one of the following:

- Grades K-5
- Grades 6-7
- Grades 8-11
- Grade 12

1. In the Search Results field, click the "Select" button to include only records for certain grade levels.
2. Once grade levels have been selected, click on the arrow to the left of the school name to generate the report.

As of January 2020:

The School Action report currently displays students with vaccination status that are "**Not yet due**" along with the ones that are "**Past due**". **To speed up the processing of the report and/or letters, please use the following steps:**

1. Go to "School Reports"
2. Select "**Action Report**" or "**Action Report Notice/Letter**"
3. Select a **school** and "**Series**"
4. Select the option to "**Run Report**" or "**Run Letters**"
 - a. On this page you can search (**Ctrl + F key**) and type "**Past due**" to search for students with "**past due**" vaccines.

Please call the help desk at 1-888-227-4439 for more detailed instructions regarding the steps 1-4 above.



School Immunization Report

Select the most appropriate series from the drop-down list for the grade(s) you are reviewing. CHIRP defaults to ACIP recommended vaccines for the “series” field, so it is important to change it to one of the following:

- Grade K-5
 - Grades 6-7
 - Grades 8-11
 - Grade 12
1. Select grade levels in the “included grade levels” section.
 - You can hold down ‘Ctrl’ down to select multiple grades.
 2. Select ‘Needing Vaccination’ or ‘Completed Vaccination’ in the “Vaccination Details By:” field.
 3. Click on the “Create Report” button.

Student Detail Report

1. In the Search Results field, click the “Select” button to include only records for certain grade levels.
2. Once grade levels have been selected, click on the arrow to the left of the school name to generate the report.