



State of New Jersey  
**DEPARTMENT OF HEALTH**  
COMMUNICABLE DISEASE SERVICE  
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[www.nj.gov/health](http://www.nj.gov/health)

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*Lt. Governor*

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

December 2020

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 1<sup>st</sup> 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 can be accessed and submitted on-line from January 1<sup>st</sup> through February 1<sup>st</sup> at <https://healthapps.state.nj.us/imm/annualstatusrpt.aspx>. A link to the FAQs will be available directly on the IMM-7 report which includes the steps and required information for filling out and submitting the IMM-7 report. Please 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. Additionally, upon successful completion of the IMM-7 you will be able to print the summary report. A copy of this summary report will also be sent to the email address entered on the form for the person who completed the report. You will find the details of the form updates in the enclosed FAQs, under the question "How do I fill out and submit the IMM-7?"

Lastly, 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.

Review the enclosed Special Notice document in its entirety which has updates and reminders on pertinent information you should be aware of.

Please continue to inform the VPDP of any changes to your school or child care center's open or close status, 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.

Felicia Walton  
Program Manager  
Vaccine Preventable Disease Program

**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 31<sup>st</sup>, 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 1<sup>st</sup>. 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 1<sup>st</sup> 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 1<sup>st</sup> through December 31<sup>st</sup> 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 1<sup>st</sup> and February 1<sup>st</sup>.

## 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<sup>st</sup> through February 1<sup>st</sup> 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 sent to your local health department, while the other should be retained for your file.

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/](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 1<sup>st</sup>. 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 Vaccine Preventable Disease Program *Special Notice* November 2020

### Important Updates and Reminders

#### **Importance of Flu Vaccination during COVID-19 Pandemic**

- The CDC and the New Jersey Department of Health (NJDOH) recommend everyone six months of age and older receive a flu vaccine **every year**. Getting a yearly flu vaccine helps to protect you and those around you who **are more vulnerable to serious flu illness, like babies and young children, older people, and people with certain chronic health conditions**.
- Since COVID -19 will likely be circulating during this year's flu season, getting a flu vaccine this fall will be more important than ever. Getting a flu vaccine will not protect against COVID-19; however, the vaccine can reduce flu illnesses and hospitalizations.
- It is recommended to receive the flu vaccine before the end of October; Use the slogan, "Be seen by Halloween" to help you remember. It takes two weeks for the vaccine to take about **two weeks** after **vaccination** for antibodies (protective proteins) to develop in the body and provide protection against influenza virus infection. That's why it's best to get vaccinated before influenza viruses start to spread in your community
- ***The following are steps you can take to prevent spread of flu, the common cold, and COVID-19:***
  - Wash hands often with soap and water for at least 20 seconds. If not available, use hand sanitizer.
  - Avoid touching your eyes, nose, or mouth with unwashed hands
  - Avoid contact with people who are sick
  - Stay home while you are sick and avoid contact with others
  - Cover your mouth and nose with a tissue or sleeve when coughing or sneezing

- There are many locations to receive your flu vaccine such as your healthcare provider's office, local health department, federally qualified health center (FQHC), and local pharmacies. Check with your healthcare provider to learn if vaccines will be available in outdoor settings or if other precautions are in place to maximize patient safety (e.g. separate times for vaccine visits vs. sick visits). The following are some places where you may access flu vaccines:
  - NJ local health department directory: <http://localhealth.nj.gov>.
  - NJ FQHC directory: <https://healthapps.state.nj.us/fhs/cphc/cphcSearch.aspx>
  - Flu Vaccine Finder: <https://vaccinefinder.org/>

For more information on flu, please visit <https://www.cdc.gov/flu/>, <https://nj.gov/health/fightheflunj> or <https://nj.gov/health/cd/topics/flu.shtml>

Follow the New Jersey Department of Health on Twitter @njdeptofhealth, Facebook /njdeptofhealth, Instagram @njdeptofhealth and Snapchat @njdoh.

### **Request for Medical Exemption from Mandatory Immunization Form**

The New Jersey Department of Health (NJDOH) created a Request for Medical Exemption from Mandatory Immunization Form (IMM-53) and guidance document available at <https://www.nj.gov/health/forms/imm-53.pdf>. The use of this form is not mandatory but serves as a tool that may be used by healthcare providers, schools, preschools, childcare facilities, and local health departments in determining the validity of a medical exemption from a mandatory immunization.

### **Communicable Disease in School and Child Care Settings**

The New Jersey Department of Health (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.

**NEW!** A dedicated school health page for easy access to the information about topics related prevention and control of communicable disease in the school setting can be found on the NJDOH website Health Topics A-Z List at <https://www.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

Check the NJDOH website Health Topics A-Z List at <https://www.nj.gov/health/cd/topics/schoolhealth.shtml> for this new school resource page.

### **Viral Respiratory Disease Surveillance**

As part of the NJDOH viral respiratory disease surveillance, NJDOH collects information on school absenteeism. This is a voluntary surveillance program in which schools report their total census and the number of children absent from that school on one day each week. This information is used to determine when influenza and other communicable diseases might be impacting school-aged children. This information can help schools track their own absenteeism data and determine when additional public health assistance might be needed. Schools interested in participating can send an email to [InfluenzaAdvisoryGroup@doh.nj.gov](mailto:InfluenzaAdvisoryGroup@doh.nj.gov).

### **Immunization Initiatives**

#### **NJ Hot Shots for Tots Immunization Campaign**

The Hot Shots for Tots Immunization Campaign is a voluntary, point-based incentive program for child care facilities. The campaign encourages and facilitates a collaboration with immunization stakeholders to promote best practices and improve immunization coverage. 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 (NJIIS), and providing information to parents about childhood immunizations. For a complete list of activities and more details about the campaign visit [https://nj.gov/health/cd/imm\\_requirements/vdpd\\_hotshots.shtml](https://nj.gov/health/cd/imm_requirements/vdpd_hotshots.shtml).

The Hot Shots for Tots campaign will not be taking place for the 2020-2021 school year due to COVID-19 priorities. The campaign is expected to resume next fall. In the interim, please reference the campaign activities and resources to establish and/or maintain immunization best practices for your facility. If you have any questions, please send an email to [jennifer.smith@doh.nj.gov](mailto:jennifer.smith@doh.nj.gov).

#### **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 eighth annual *Protect Me With 3+* poster and video contest. 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 conjugate (MenACWY) and flu vaccines. This can serve as a great class project, especially for remote learning environments.

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. This year, we will be accepting electronically submitted entries. 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 contest is currently accepting submissions through January 24, 2021. A promotional toolkit is available upon request. Please email [info@protectmewith3.com](mailto:info@protectmewith3.com) to request a toolkit. For more information, please visit [www.protectmewith3.com](http://www.protectmewith3.com).

## New Jersey Influenza Honor Roll

The New Jersey Influenza Honor Roll 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. Last year, 24 submissions were received and are highlighted on the NJDOH website, including campaign ideas from the honorees. Applications for the 2020-21 flu season will be accepted through March 31, 2021. Please consider submitting an application detailing how you helped to prevent the flu.

For more information about the New Jersey Department of Health's Influenza Honor Roll, please visit [www.nj.gov/health/cd/edu\\_training/vpdp\\_flu\\_honor\\_roll.shtml](http://www.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.

A new enhanced NJIS was launched on January 31, 2018. The improved user-friendly design adapts to multiple devices for ease of viewing. Additionally, enhancements were made to vaccine calculations and forecasting algorithms to be consistent with the current ACIP recommendations.

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 <https://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 home page**  
<https://nj.gov/health/cd/vpdp.shtml>
- **New Jersey Immunization Coverage and Exemption data**  
<https://nj.gov/health/cd/statistics/imm-status-reports/>
- **\*Flu and Healthcare Workers Flyer**  
[https://nj.gov/health/cd/documents/flu/hcw\\_flu\\_flyer.pdf](https://nj.gov/health/cd/documents/flu/hcw_flu_flyer.pdf)
- **\*Why You Need A Flu Vaccine Flyer**  
[https://nj.gov/health/cd/documents/flu/why\\_you\\_need\\_flu\\_vaccine.pdf](https://nj.gov/health/cd/documents/flu/why_you_need_flu_vaccine.pdf)
- **\*HPV Vaccine: Information for Parents Fact Sheet**  
<https://www.nj.gov/health/cd/topics/hpv.shtml>  
available in English, Spanish, Arabic, Hindi, Gujarati, Polish, Portuguese, and Chinese

**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**  
[www.nj.gov/health/cd/documents/topics/hpv/hpv\\_data\\_brief.pdf](http://www.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**  
[www.nj.gov/health/cd/documents/topics/meningo/are\\_you\\_protected.pdf](http://www.nj.gov/health/cd/documents/topics/meningo/are_you_protected.pdf) (English)  
[www.nj.gov/health/cd/documents/topics/meningo/are\\_you\\_protected\\_spanish.pdf](http://www.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, please contact the Vaccine Preventable Disease Program at 609-826-4861.*