



District of Columbia
Office of the State Superintendent of Education

EARLY ACCESS TO IMMUNIZATION DATA

User Guide

Table of Contents

Overview	1
Purpose	1
Access	1
Data Refresh Schedule	2
Student Immunization Status Sheet	2
Filters	3
KPIs	4
Students in Compliance.....	4
Students Out of Compliance	5
Stacked Bar Chart	6
Table	8
Definitions	8

Overview

District law and regulations require all schools in the District of Columbia, including private, parochial, and independent schools, to verify student compliance with the immunization requirements as part of enrollment and attendance. If a student is not compliant, the school must immediately notify the parent, guardian, or adult student in writing of the missing immunization(s). If the student does not come into compliance within a 20-school day period, the school must remove the student from school and any school extracurricular activities until the immunization certification is secured by the school.

All public and public charter schools in the District are required to implement the [immunization](#) attendance policy.

Purpose

This document serves as the user guide for the Early Access to Immunization Data Qlik application. The Early Access to Immunization Data Qlik application provides a high-level analysis of student-level immunization compliance data. LEAs and schools can view whether a student is identified by DC Health as compliant, overdue, or due for immunizations. Detailed student-level immunization data, such as which immunizations are due or overdue, are available at <https://dchealth.dc.gov/dociis>.

The Early Access to Immunization Data Qlik application is released in the spring. At that time, the application displays enrolled students for the current school year and pre-enrolled students for the next school year. The application is then updated at the start of school to only show enrolled students for the current school year.

Phase 1 Release - Spring	Phase 2 Release - Fall
<ul style="list-style-type: none"> Displays enrolled students for the current school year based on data received from LEA SIS; and Displays pre-enrolled students for the next school year based on data received from My School DC. 	<ul style="list-style-type: none"> Displays enrolled students in the current school year based on data received from the LEA SIS.

Table 1: Release Schedule

Access

The below eSchoolPLUS users will have LEA- or school-level access to the application. For assistance with adding points of contact in [eSchoolPLUS](#), refer to the [Assigning Points of Contact \(POCs\) in eSchoolPLUS LEA User Guide](#).

eSchoolPLUS POCs
LEA Data Manager
Health POC
Head of School
Principal
Immunization POC

Table 2: eSchoolPLUS POCs

Data Refresh Schedule

The Office of the State Superintendent of Education (OSSE) provides student enrollment data to DC Health weekly. DC Health’s District of Columbia Immunization Information System (DOCIIS) attempts to match the students; if a match is found in DOCIIS, the student immunization data will be sent to OSSE. If DOCIIS is unable to complete a student match, the application will display ‘Not Received.’ The application is updated with the immunization data every Monday at 9 am.

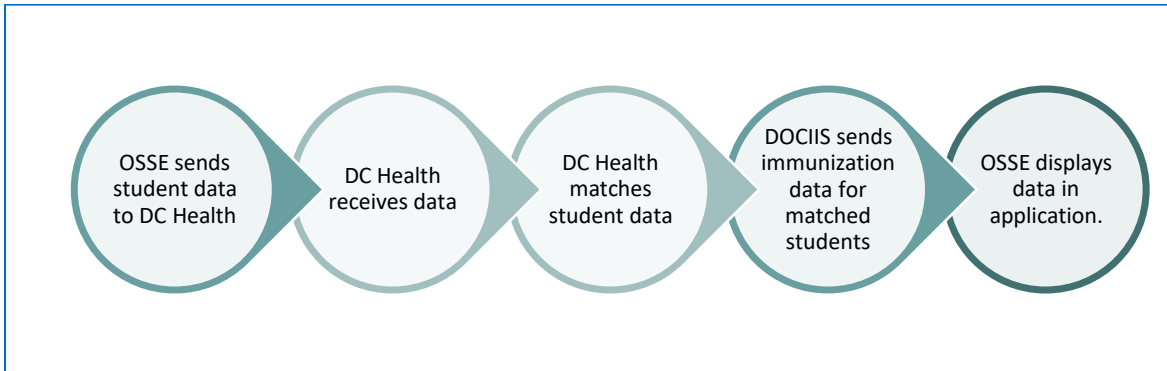


Figure 1: Data Flow

Student Immunization Status Sheet

The **Student Immunization Status** sheet displays an overview of immunization compliance at the LEA, school, and student levels. See [Definitions](#) for descriptions of the data displayed in the application.

The sheet provides visualizations highlighting the below.

- Filter by USI
- Filter by Current School Name
- Filter by New to LEA
- Filter by Returning to LEA
- Number of Students in Compliance
- Number of Students Out of Compliance

Filters

The application displays the below four filters. Applying filters will update all visualizations and data displayed.

- USI
- Current School Name
- New to LEA
- Returning to LEA

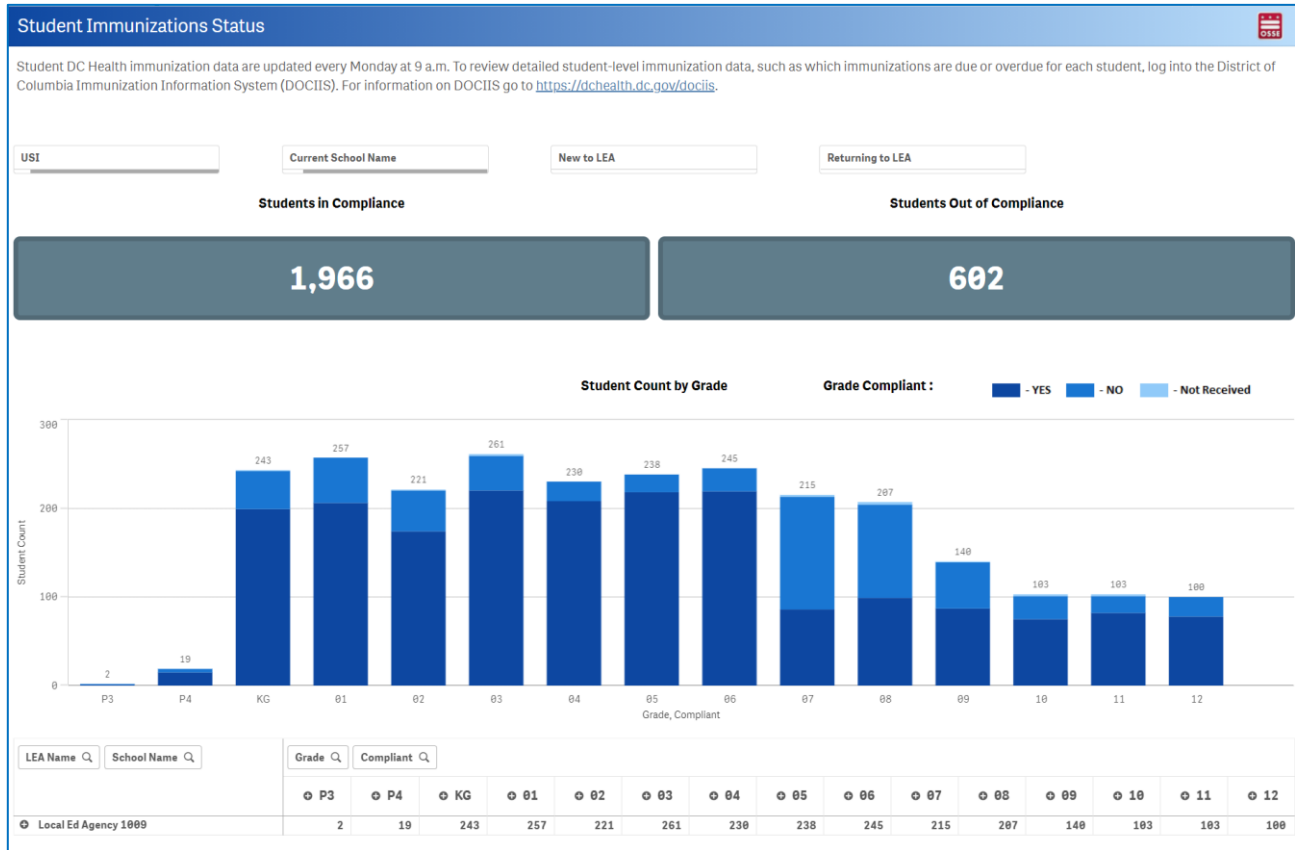


Figure 2: Student Immunization Status sheet

KPIs

The application displays two Key Performance Indicators (KPIs):

- Students in Compliance; and
- Students Out of Compliance.

Note: The KPI *Percentage of Students in Compliance* will be released at the start of the next school year. The KPI will display the percentage of stage 5 enrolled students who are compliant.

Students in Compliance

The **Students in Compliance** KPI displays the total number of unique students that are compliant based on the data received from DC Health. This KPI includes all enrolled students for the current school year and pre-enrolled students for the next school year.

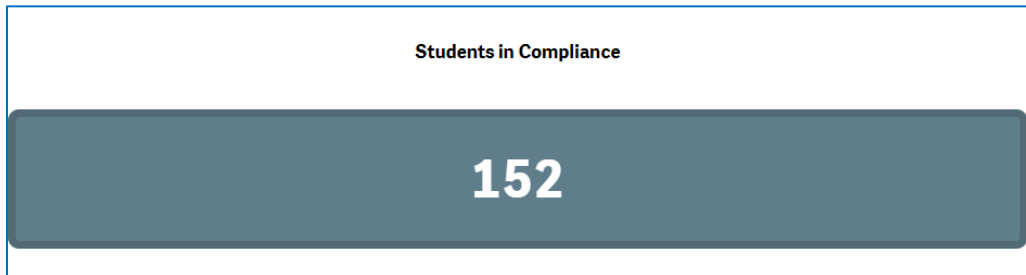


Figure 3: KPI: Students in Compliance

Question: What does compliance mean?

Compliance means the student has met **all** required vaccines for their age. This KPI also includes students who have a current exemption (medical, religious, or HPV Opt-Out Certificate). To view students who are compliant, scroll to the [Student Information Table](#) and select **Yes** in the compliant column header filter.

The image shows a dropdown menu for a filter labeled "Compliant". The menu is open, showing three options, all of which are "YES". A magnifying glass icon is visible in the top right corner of the dropdown.

Compliant
YES
YES
YES

Table 3: Student Information Table - Compliant Students

Students Out of Compliance

The **Students Out of Compliance** KPI displays the total number of unique students **who** are out of compliance based on the data received from DC Health. This KPI includes all enrolled students for the current school year and pre-enrolled students for the next school year.

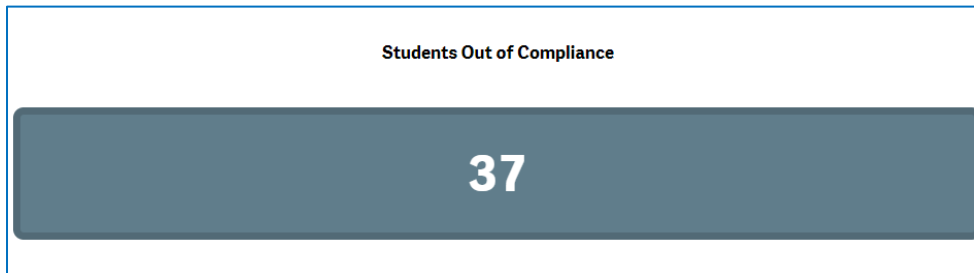


Figure 4: KPI: Students Out of Compliance

Question: What does out of compliance mean?

Out of compliance means the student has **not** met all required vaccines for their age and do not have a current exemption (medical, religious, or HPV Opt-Out Certificate). To view students who are not compliant, scroll to the [Student Information Table](#), and select **No** in the compliant column header filter.

A screenshot of a filter dropdown menu. The header is "Compliant" with a search icon. Below the header are four rows, each containing the text "NO".

Compliant
NO
NO
NO
NO

Table 4: Student Information Table - Out of Compliance Students

Stacked Bar Chart

The **Student Count by Grade** stacked bar chart displays all unique students who enrolled for the current school year and pre-enrolled for the next school year by grade and compliance status.

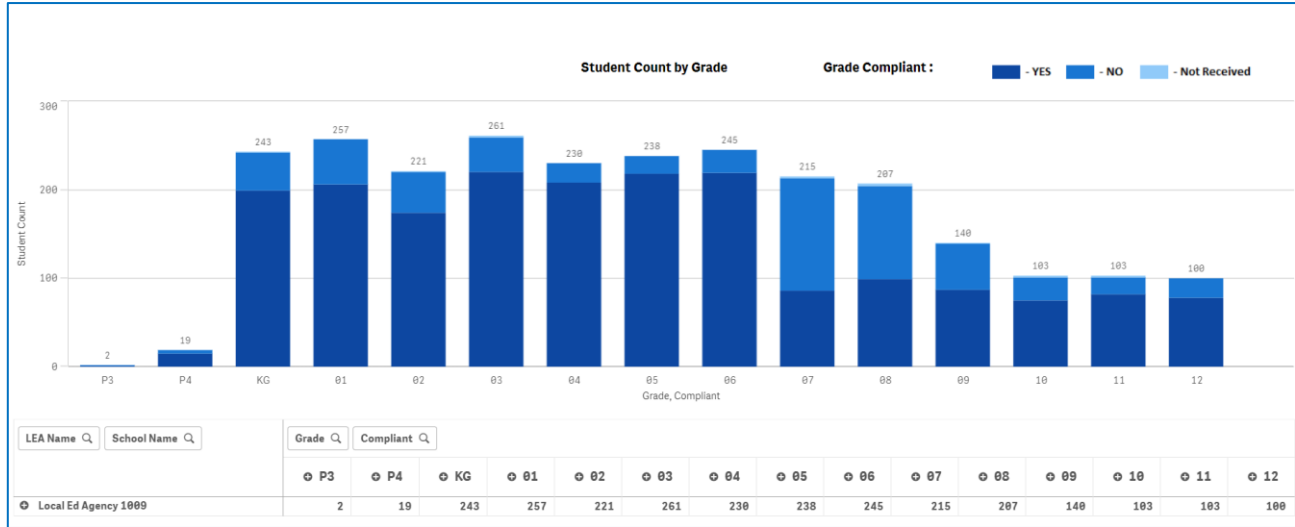


Figure 5: Student Count by Grade

The below table describes the color-coding for the bar chart.

Key	Description
	Indicates the number of students compliant by grade.
	Indicates the number of students not compliant by grade.
	Indicates the number of students not matched in DOCIIS. OSSE will continue to display the students in the application.

Table 5: Compliance Status Descriptions

There are several different ways to filter and view the data. The bar chart contains filters that provide the ability to filter the visualizations in the application based on the school name, grade, and compliance status.

LEA Name

School Name

Grade

Compliant

Figure 6: Filters on the bar chart

In **Figure 7**: Grade 3 Selected filtered the KPIs, bar chart, and student information table for the selected grade.

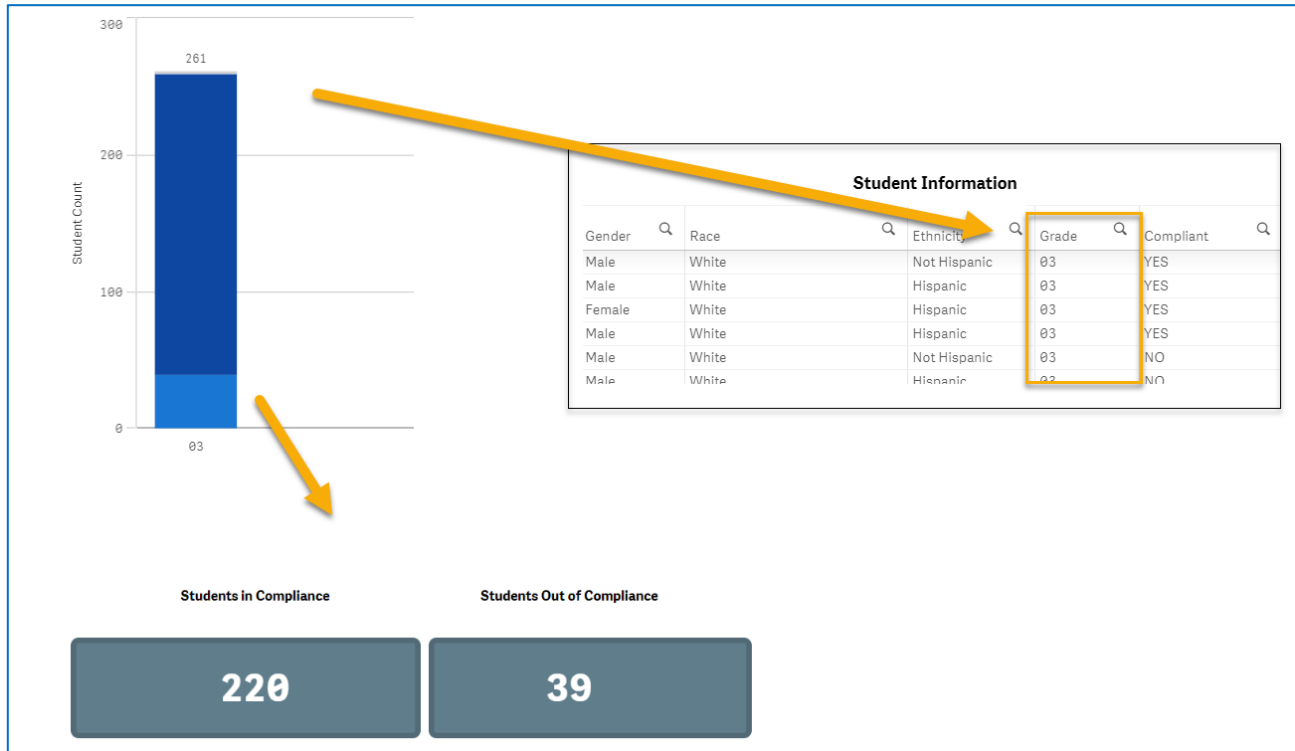


Figure 7: Grade 3 Selected

Table

The **Student Information** table displays student-level enrollment and immunization data. For a description of the column headers in the table, see [Definitions](#).

All column headers can be used to filter (🔍) and sort the data in the application. Filters applied in the table will update all the visualizations in the application.

Student Information								
Current LEA Name 🔍	Current School Code 🔍	Current School Name 🔍	Enrollment Stage 🔍	USI 🔍	First Name 🔍	Last Name 🔍	Date of Birth 🔍	
Local Ed Agency 1009	20	School Campus 20	Stage 5	0175201499	Marianna	Rojas	2014-02-05	
Local Ed Agency 1009	20	School Campus 20	Stage 5	0327311240	Takuma	Drake	2014-06-28	
Local Ed Agency 1009	20	School Campus 20	Stage 5	0446551041	Gay	Johnson	2014-03-17	
Local Ed Agency 1009	20	School Campus 20	Stage 5	1286473154	Carson	Davila	2014-11-03	
Local Ed Agency 1009	20	School Campus 20	Stage 5	1395279492	Annie	Galvan	2013-06-07	
Local Ed Agency 1009	20	School Campus 20	Stage 5	1453911104	Orva	Travis	2014-02-10	
Local Ed Agency 1009	20	School Campus 20	Stage 5	2411821423	Celesta	Knapp	2013-12-06	
Local Ed Agency 1009	20	School Campus 20	Stage 5	2641044399	Johnney	Lester	2013-07-02	
Local Ed Agency 1009	20	School Campus 20	Stage 5	2739617348	Waunita	Nichols	2014-05-24	

Figure 8: Student Information Table

Definitions

The table below displays all the data elements within the application.

Data Field	Definition	Permitted Values	Source
USI	10-digit unique student identifier, assigned by OSSE via SLED.	ten-digit numeric value	• OSSE Authoritative
Enrollment Stage	Displays the current enrollment stage for the student	<ul style="list-style-type: none"> • Stage 3 • Stage 4 • Stage 5 	<ul style="list-style-type: none"> • My School DC • SLED
First Name	The student's legal first name	Alpha	• OSSE Authoritative
Last Name	The student's legal last name	Alpha	• OSSE Authoritative
Date of Birth	The student's date of birth	MM/DD/YYYY	• OSSE Authoritative
Gender	The student's gender	<ul style="list-style-type: none"> • Male • Female • Non-binary 	• OSSE Authoritative
Race	The student's race	<ul style="list-style-type: none"> • American Indian or Alaska Native • Asian • Black or African American • Native Hawaiian or Other Pacific Islander • White • Multiple 	• OSSE Authoritative
Ethnicity	The student's ethnicity	<ul style="list-style-type: none"> • Hispanic • Not Hispanic 	• OSSE Authoritative

Data Field	Definition	Permitted Values	Source
Grade	The student's current or pre-enrolled grade level.	<ul style="list-style-type: none"> • P3 • P4 • KG • 01 • 02 • 03 • 04 • 05 • 06 • 07 • 08 • 09 • 10 • 11 • 12 • UN • AW • AB • AS • AG • AN • AL • AT • C1, C2, C3, C4, C5, C6, C7, C8 	<ul style="list-style-type: none"> • My School DC • OSSE Authoritative
Current LEA Code	Unique OSSE-assigned identifier for Local Education Agencies (LEAs), three to four digits	Numeric	<ul style="list-style-type: none"> • My School DC • SLED
Current LEA Name	Name of the LEA the student is either currently or pre-enrolled in	Alpha	<ul style="list-style-type: none"> • My School DC • SLED
Current School Code	Code of the school the student is currently or pre-enrolled in	Numeric	<ul style="list-style-type: none"> • My School DC • SLED
Current School Name	Name of the school the student is currently or pre-enrolled in	<ul style="list-style-type: none"> • Alpha • - 	<ul style="list-style-type: none"> • My School DC • SLED
Sending LEA Name	Name of the sending LEA from either My School DC or LEA SIS	<ul style="list-style-type: none"> • Alpha • - 	<ul style="list-style-type: none"> • My School DC • LEA SIS
Receiving School Name	The school in which the student is newly pre-enrolled for the next school year	<ul style="list-style-type: none"> • Alpha • - 	<ul style="list-style-type: none"> • My School DC/ LEA SIS after SIS rollover for the next school year

Data Field	Definition	Permitted Values	Source
Compliant	<p>Indicates whether the student has met all required vaccines for their age; this includes students who have a current exemption.</p> <p>Detailed student-level immunization information is available at https://dchealth.dc.gov/dociis</p>	<ul style="list-style-type: none"> • Yes • No • Not Received 	<ul style="list-style-type: none"> • DC Health
Overdue	<p>Indicates whether the student exceeded the routinely recommended age or spacing from the last dose.</p> <p>Note: If student is compliant for one vaccine and non-compliant for a different one, the student will be listed as overdue. Overdue means that the student is non-compliant.</p> <p>Detailed student-level immunization information is available at https://dchealth.dc.gov/dociis</p>	<ul style="list-style-type: none"> • Yes • No • Not Received 	<ul style="list-style-type: none"> • DC Health
Due	<p>Indicates if the student is due for a vaccine based on the guidelines set by DC Health.</p> <p>Detailed student-level immunization information is available at https://dchealth.dc.gov/dociis</p>	<ul style="list-style-type: none"> • Yes • No • Not Received 	<ul style="list-style-type: none"> • DC Health
OSSE Transportation	<p>Indicates whether the student is receiving transportation services through OSSE's Division of Student Transportation (including Extended School Year transportation)</p>	<ul style="list-style-type: none"> • Yes • No • - 	<ul style="list-style-type: none"> • TOTE
Military Status	<p>Indicates whether the student's parent/guardian is on military active duty.</p>	<ul style="list-style-type: none"> • Yes • No • - 	<ul style="list-style-type: none"> • OSSE Authoritative
Homeless Status	<p>Indicates if the student currently lacks a fixed, regular and adequate nighttime residence, see https://osse.dc.gov/service/homeless-education-program-frequently-asked-questions for more guidance.</p> <p>If a student is identified as experiencing homelessness, the student will be identified as homeless throughout the school year after the 2nd certification for Enrollment Audit, in November.</p>	<ul style="list-style-type: none"> • Yes • No • - 	<ul style="list-style-type: none"> • OSSE Authoritative (this includes data from The Community Partnership (TCP))

Data Field	Definition	Permitted Values	Source
<p>Returning to LEA</p>	<p>Students enrolling in the same LEA for the next school year are identified as returning students.</p> <p>Example: Student A was in the 5th grade at LEA 1, School 2 for the SY20-21. In SY21-22, the student was promoted to the 6th grade at LEA 1, School 3. The column will display ‘Yes’ as the student is Returning to LEA 1.</p>	<ul style="list-style-type: none"> • Yes • - 	<ul style="list-style-type: none"> • My School DC • OSSE Authoritative
<p>New to LEA</p>	<p>Students are considered new students if they are either: 1) new to the District; or 2) transferring to a different LEA.</p> <p>Example: Student A was enrolled at LEA 1 for the SY20-21. For SY21-22, the student enrolled at LEA 2. The column will display ‘Yes’ as the student is considered New to LEA 1.</p>	<ul style="list-style-type: none"> • Yes • - 	<ul style="list-style-type: none"> • My School DC • OSSE Authoritative
<p>Instructional Status 2020-21</p>	<p>Indicates the mode in which the student received instruction for the SY20-21. The status is based on the attendance codes received for the student for the entire school year.</p> <p>Note: This is a daily calculation based on attendance codes until the end of the LEA’s eSchoolPLUS calendar.</p> <p>In-Person = 100% In-person Distance Learning = 100% Distance learning Hybrid = Combination of In-Person and Distance Learning</p> <p>The list of attendance codes are available in the LEA Data Collection Template.</p>	<ul style="list-style-type: none"> • In-Person • Distance Learning • Hybrid • - 	<ul style="list-style-type: none"> • OSSE Authoritative