

School Immunization Mass Import to Infinite Campus

Getting Started

The North Dakota Immunization System (NDIIS) is a confidential, population-based, information system that collects and consolidates vaccination data for North Dakota residents. The NDIIS provides an important service to North Dakotans by consolidating vaccination information from multiple providers, generating vaccination reminders, and providing an official certificate of immunization.

The NDIIS receives student enrollment information from the Department of Public Instruction (DPI) daily that is matched to existing NDIIS records and fills in the student's state ID, school, and grade. New records are not created in the NDIIS from the DPI enrollment information. Students who do not match between DPI and the NDIIS or who have recently moved to North Dakota and do not have an NDIIS record will need to have a record created in the NDIIS by an NDIIS user.

NDIIS offers a variety of tools and functions to assist North Dakota schools in reviewing and reporting [student immunizations as required by North Dakota Century Code 23-07-17](#). These tools and functions are only available and viewable to NDIIS school users with standard-level access and include:

- [viewing and modifying existing records](#)
- [creating new records](#)
- [viewing and entering immunizations](#)
- [student list report](#), listing all students assigned to the selected school by grade
- [school coverage rate report](#), showing the number and percent of students up to date with school-required immunizations by grade and vaccine
- [student exemption report](#), showing the number and percent of students with a documented exemption by grade, vaccine, and exemption type
- [student not up-to-date report](#), listing specific students who are not up to date with school-required immunizations

- [student immunization record export](#), listing all students and the immunizations they have received to be imported into Infinite Campus
- [school specific reminder-recall](#), generates a mailing list of students not up to date with school-required immunizations

[NDIIS recommends that all school users review available guides and tip sheets.](#)

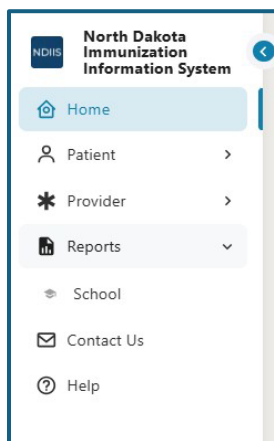
Records cannot be exported from Infinite Campus and uploaded to the NDIIS. Schools with students that do not have a record or do not have a complete record in the NDIIS should enter the information in NDIIS first and then use the recommended report to import the data to Infinite Campus.

The NDIIS recommends that schools run the student list report to compare to enrollment and make sure all students have the correct school and grade assigned in their NDIIS record before exporting the student immunization record report. School users are encouraged to update any student information that is not correct or is missing in the NDIIS to ensure all students are included in the NDIIS export and all other school reports.

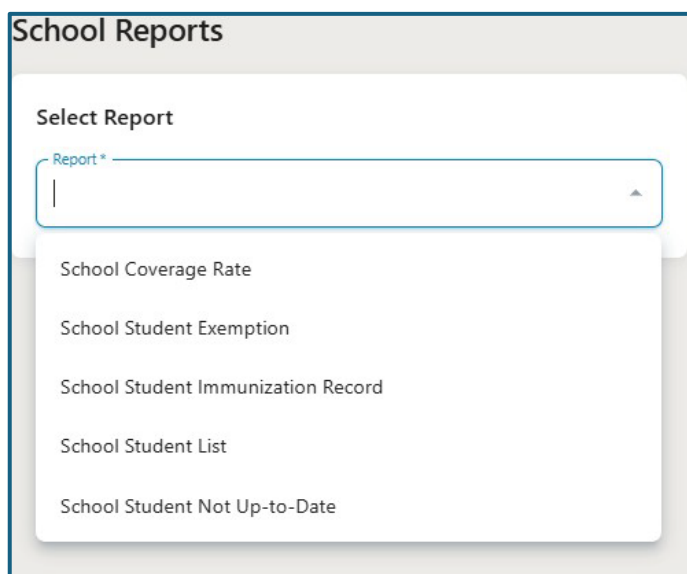
The following guide outlines the recommended steps for running the NDIIS immunization record report export and uploading student immunization information to Infinite Campus. The NDIIS does not support or provide any additional information to Infinite Campus regarding student immunizations.

NDIIS Student Enrollment Validation

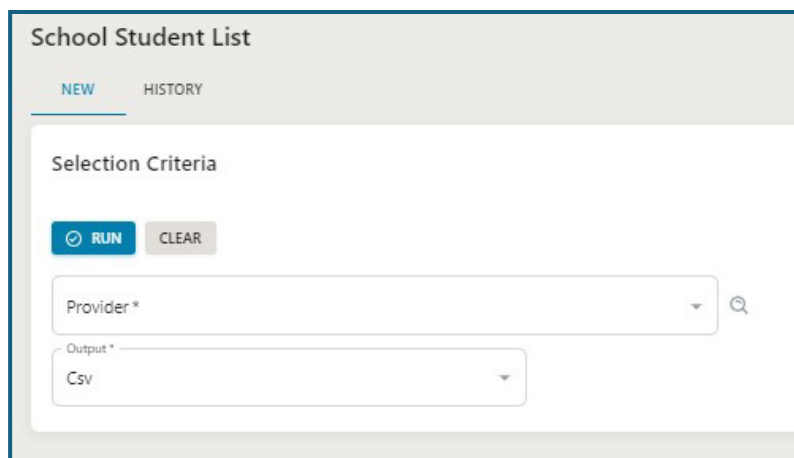
1. From the NDIIS main menu on the left side of the homescreen, click the Reports drop down then click Schools. The School Reports module will open with a drop down to select the report to run.



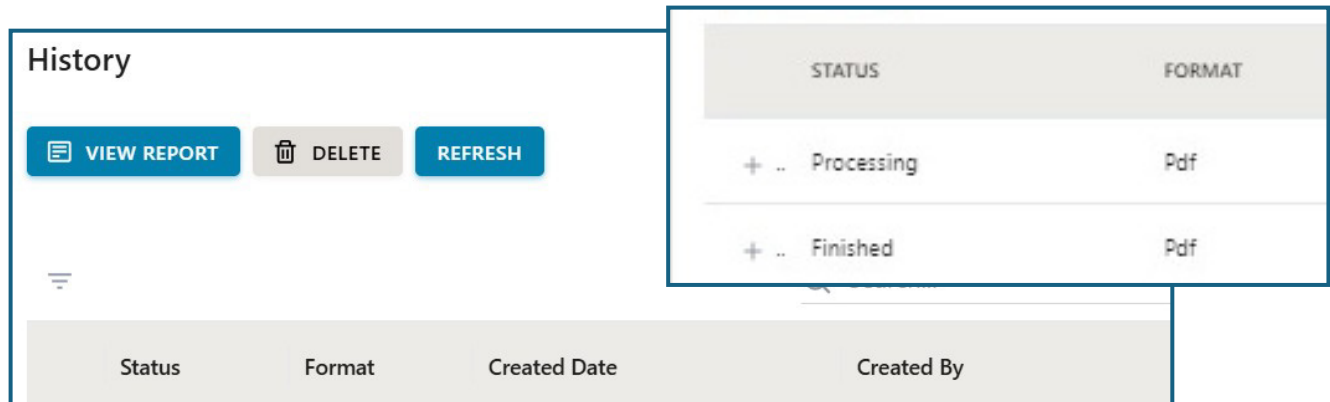
2. From the drop down, select School Student List report.
3. From the Provider drop down, select the school you are running the report for. This report can only be run for one school at a time.



4. Click Run.



5. Select the History tab to view the report. Once the report has finished processing, select the report from the list and click View Report to download the CSV file.



- If the report status is listed as "Processing", click Refresh to update results until the status reads "Finished".
6. The report output includes student state ID, last name, first name, date of birth, grade, and home school designation. Students are listed in alphabetical order by grade.
- If students are missing from the report, [school users can search for the student in the NDIIS and manually add the student by assigning them to their school](#), entering the student state ID, and confirming grade. Re-run the report to confirm the student has been added to the School Student List.
 - If a student is newly enrolled from out of state, they may need to have a record created in the NDIIS and their immunization history manually entered by the school.

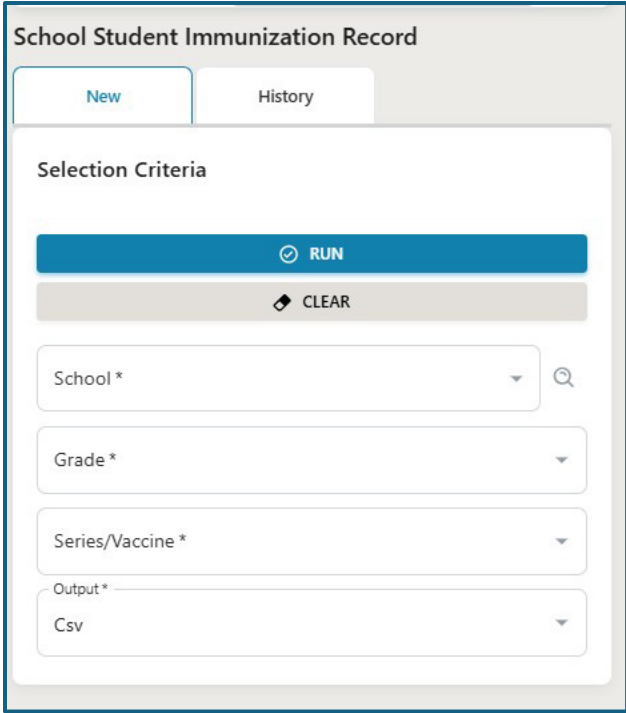
NDIIS Student Immunization Record Report Export

1. In the NDIIS Main Menu on the left side of the homescreen, click the Reports drop down then click School. The School Reports module will open with a drop down to select the report to run.

2. From the drop down, select School Student Immunization Record.

3. From the School drop down, select the school you are running the report for. Select the grades and immunizations. The [following immunizations](#) are required for attendance and reporting:

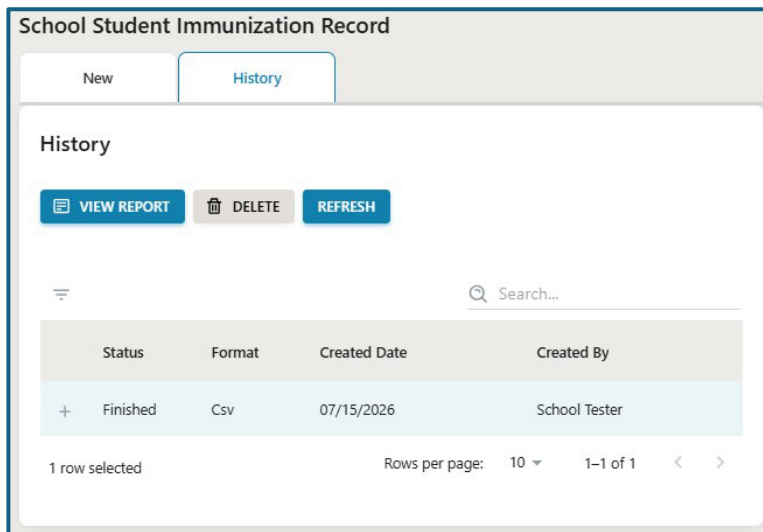
- Students in grades Kindergarten through 6th grade are required to be up to date (UTD) with or have a documented exemption for Hepatitis B (HepB), DTaP, Polio (IPV), MMR(V), and Varicella (Chickenpox).
- Students in grades 7th through 10th, in addition to the immunizations for kindergarten through 6th, are also required to have one dose each of Meningococcal (MCV4) and Tdap or have a documented exemption
- Students in grades 11th and 12th, in addition to the immunizations for kindergarten through 10th, are also required to have two doses of Meningococcal (MCV4) or have a documented exemption.



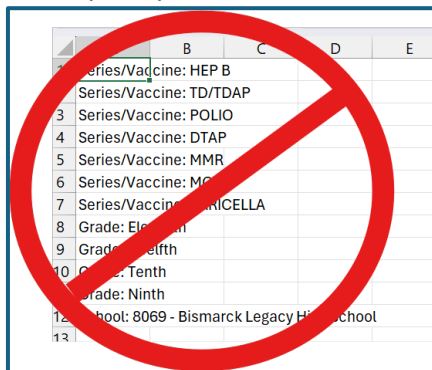
The screenshot shows the 'School Student Immunization Record' interface. At the top, there are two tabs: 'New' (active) and 'History'. Below the tabs is a 'Selection Criteria' section. It contains a blue 'RUN' button with a circular arrow icon and a grey 'CLEAR' button with a trash icon. Below these are four dropdown menus: 'School *', 'Grade *', 'Series/Vaccine *', and 'Output *'. The 'Output *' dropdown is currently set to 'Csv'. A magnifying glass icon is next to the 'School *' dropdown.

4. After all report criteria have been selected, click Run.

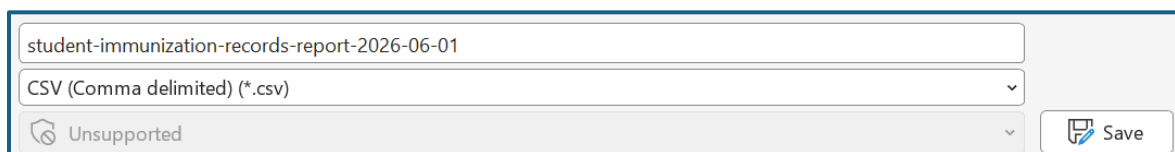
5. Select the History tab to view the report. Once the report has finished processing, select the report from the list and click View Report to download the CSV file.



6. Open the downloaded report file. Delete the top section of the report showing the report parameters.

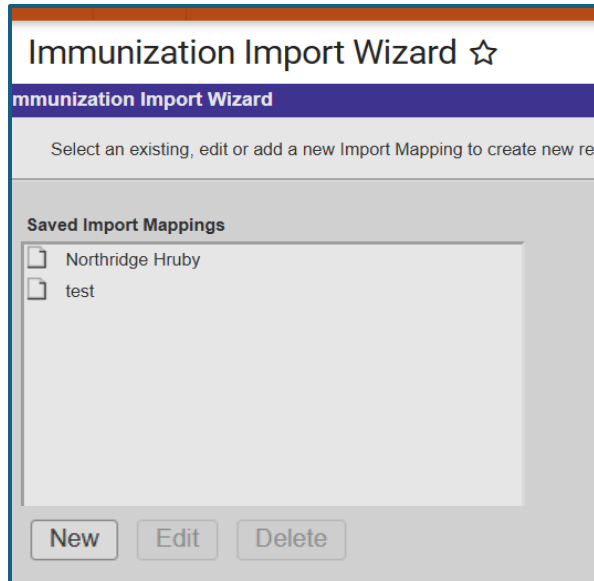


7. Save the report as a CSV file. It is recommended that you include the date of the report's creation in the file name.

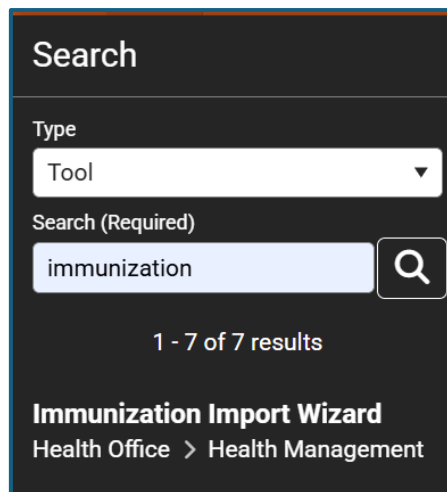


Infinite Campus Immunization Import

1. Open Infinite Campus. Make sure you are in the Calendar that you ran the immunization report for.

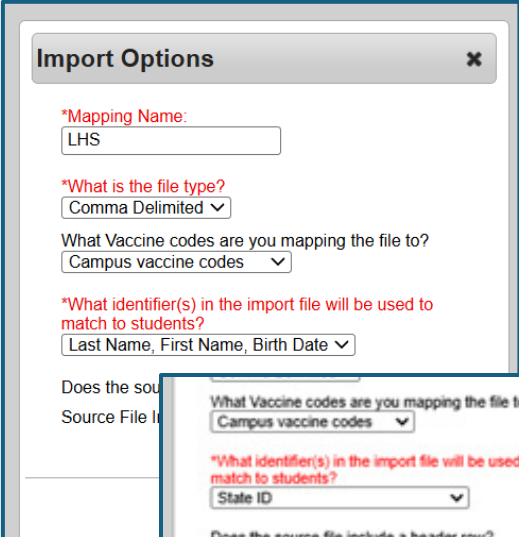


2. In the Search function select "Tool" from Type drop down menu. In the Search field, enter "immunization". Choose Immunization Import Wizard.



3. In the Immunization Import Wizard, click New under Saved Import Mappings.
4. This will open the module to the Import Options. Enter the information for the file.
 - The Mapping Name is school's choice
 - The file type selection must be Comma Delimited

- Select Campus Vaccine codes in the vaccine codes being mapped drop down
- There are two recommended methods for identifying fields in the source file. Users can either select "Last Name, First Name, Birth Date" OR "State ID" as column identifiers
- Click the source file includes header checkbox



Import Options

*Mapping Name:
LHS

*What is the file type?
Comma Delimited

What Vaccine codes are you mapping the file to?
Campus vaccine codes

*What identifier(s) in the import file will be used to match to students?
Last Name, First Name, Birth Date

Does the source file include a header row?
Source File Includes Header: ☒

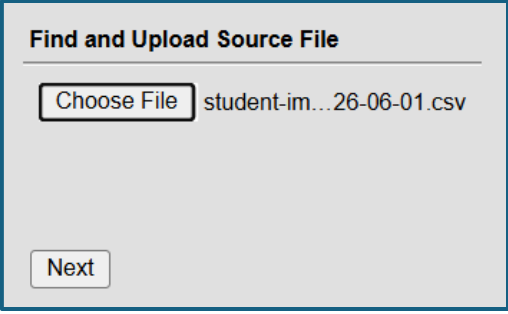
What Vaccine codes are you mapping the file to?
Campus vaccine codes

*What identifier(s) in the import file will be used to match to students?
State ID

Does the source file include a header row?
Source File Includes Header: ☒

Cancel Save

5. Click Choose File and select your saved NDIIS School Student Immunizations Report. Click Next.

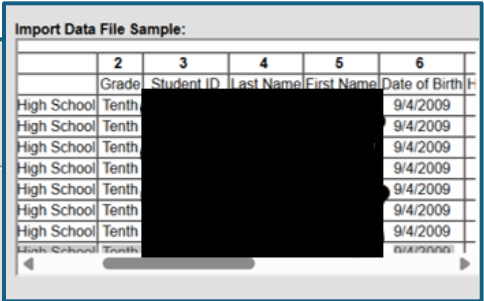


Find and Upload Source File

Choose File student-im...26-06-01.csv

Next

6. Type the column number from the NDIIS School Student Immunizations Report spreadsheet into the corresponding fields.
 - Please note that the Birth Date Format must be MM/DD/YY in the selection drop down or the import will fail to match records.



Enter the column number(s) from the import file that contain the student identifier(s):

Field Name	Sequence in Import File
*First Name	5
*Last Name	4
*Birth Date	6
*Birth Date Format	MM/DD/YY or MM/DD/YYYY

To import data, enter the Sequence in the Import File box with the column number from the Import File that corresponds with the Campus field. To batch update a field with the same value for all records, leave the sequence field blank.

Import Data File Sample:

	2	3	4	5	6
	Grade	Student ID	Last Name	First Name	Date of Birth
High School	Tenth				9/4/2009
High School	Tenth				9/4/2009
High School	Tenth				9/4/2009
High School	Tenth				9/4/2009
High School	Tenth				9/4/2009
High School	Tenth				9/4/2009
High School	Tenth				9/4/2009

- Enter the column number for Date and click Map Field. Select Import from the Action drop down. Select the correct MM/DD/YYYY in the Date Format drop down.

Enter the column number(s) from the import file that contain the student identifier(s):

Field Name	Sequence in Import File
*State ID	3

To import data, enter the Sequence in the Import File box with the column number from the Import File that corresponds with the Campus field. To batch update a field with the same value for all records, leave the sequence field blank.

Field Name	Sequence in Import File	Action
*Date	9	Map Field Import

Import Data File Sample:

1	2	3	4	5
School	Grade	Student ID	Last Name	First Name
harck Century High School	Twelfth			
harck Century High School	Twelfth			
harck Century High School	Twelfth			
harck Century High School	Twelfth			
harck Century High School	Twelfth			
harck Century High School	Twelfth			

- Repeat the step to map Vaccine Code. A date format is not required.

Enter the column number(s) from the import file that contain the student identifier(s):

Field Name	Sequence in Import File
*State ID	3

To import data, enter the Sequence in the Import File box with the column number from the Import File that corresponds with the Campus field. To batch update a field with the same value for all records, leave the sequence field blank.

Field Name	Sequence in Import File	Action
*Date	9	Map Field Import
*Vaccine Code	8	Map Field Import

Select the Map Field button to select the action you want for each field.

Run Test or Run Tool

Test or Batch Queue - Test

Import Data File Sample:

5	6	7	8	9
Name	Date of Birth	Home School	Vaccine Code	Dose Date
ITON	7/16/2007	No	HepB	7/17/2007
ITON	7/16/2007	No	HepB	9/17/2007
ITON	7/16/2007	No	HepB	11/19/2007
ITON	7/16/2007	No	HepB	1/23/2008
ITON	7/16/2007	No	DTaP-DTP	9/17/2007
ITON	7/16/2007	No	DTaP-DTP	11/19/2007
ITON	7/16/2007	No	DTaP-DTP	1/23/2008

date Field Map

Action
Import

Date Format

MM/DD/YY or MM/DD/YYYY

- The first time running the import, please verify that Tdap is coded correctly in the Infinite Campus Immunization Import Wizard. Users may see Tdap appear as "Other" in the drop-down selection instead of as "Tdap".

code Field Map

Data File code	Campus vaccine code
HepB	HepB: HepB
DTaP-DTP	DTaP-DTP: DTaP-DTP
MMR	MMR: MMR
Varicella	Varicella: Varicella
Polio	Polio: Polio
TD/TDAP	Other: Other
MCV4	MCV4: MCV4

code Field Map

Data File code	Campus vaccine code
HepB	HepB: HepB
DTaP-DTP	DTaP-DTP: DTaP-DTP
MMR	MMR: MMR
Varicella	Varicella: Varicella
Polio	Polio: Polio
TD/TDAP	Tdap: Tdap
MCV4	MCV4: MCV4

10. Run a test – If there are errors in the import process you will receive a report. If there are no errors in the import, click Add/Edit records.

Immunization Summary	
Diphtheria-tetanus-pertussis, combined [DTaP, DTP] (code:DTaP-DTP)	Compliant
Polio [IPV, OPV] (code:Polio)	Compliant
Measles-Mumps Rubella [MMR] (code:MMR)	Compliant
Hepatitis B [Hep B] (code:HepB)	Compliant
Varicella (code:Varicella)	Compliant
Tetanus, Diphtheria and Acellular Pertussis [Tdap] (code:Tdap)	Compliant
Meningococcal(MenACWY) (code:MenACWY)	Compliant

Diphtheria-tetanus-pertussis, combined [DTaP, DTP] (code:DTaP-DTP)	
Shots	02/22/2010 04/19/2010 06/21/2010 12/01/2010 02/06/2015
Waiver	
Date:	
Expires:	

Tetanus-diphtheria [Td] (code:Td)	
Polio [IPV, OPV] (code:Polio)	
Shots	02/22/2010 04/19/2010 06/21/2010 12/01/2010 02/06/2015

11. Return to Infinite Campus. Search for a student and enter their record. Select Health and click Immunizations to verify the upload was successful.

If any students show as not compliant in their Infinite Campus records, school users should manually review the students' record in the NDIIS. Then complete the export/import process again to update those students in Infinite Campus.