

School Reminder-Recall Report

Getting Started

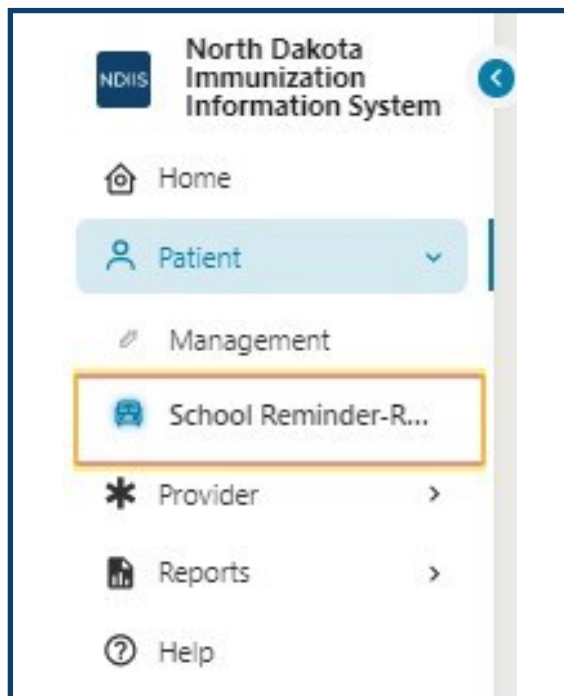
The primary benefit of reminder-recall is to **improve timeliness and completion of school required immunizations to prevent disease**. Reminder-recall is generated from the North Dakota Immunization Information System (NDIIS) based on the immunization forecast.

What's the Difference?

- ⇒ A **Reminder** is communication to a student that they are **due now or on a future date** for immunization(s).
- ⇒ A **Recall** is communication to a student that they are **past due** for immunization(s).

How to Run Reminder-Recall

1.) To access reminder-recall, select '**School Reminder-Recall**' from the **Patient** drop-down on the Main Menu. Reminder-recall will open to the **Search Criteria**.



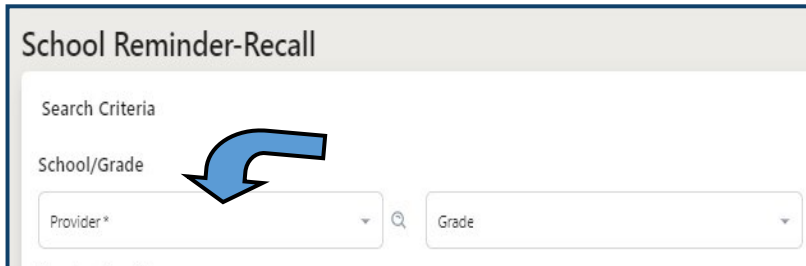
Each school is responsible for reminder-recall for their students. When running reminder-recall in the NDIIS, students will be included based on their assigned school and grade level.

The North Dakota Department of Health & Human Services (NDDHHS) Immunization Unit recommends running reminder-recall after it has been verified that all students from your school have the correct school and grade assigned in their individual NDIIS records using the [School Student List report](#).

Report Module: Selecting Criteria

School users will only be able to run the report for schools they have access to in the NDIIS and the report can only be run for one school at a time. Only the school you have selected as the active provider will be available to select in the school drop-down list.

1.) Select your school from the **School Provider** drop-down.



The screenshot shows a form titled "School Reminder-Recall". Under the "Search Criteria" section, there is a "School/Grade" label. Below it, there are two input fields: "Provider*" with a dropdown arrow and a magnifying glass icon, and "Grade" with a dropdown arrow. A blue arrow points to the "Provider*" dropdown.

2.) Select which grade(s) you would like to run reminder-recall for using the **Grade** drop-down.

⇒ Users are able to select a single grade or multiple grades at once.

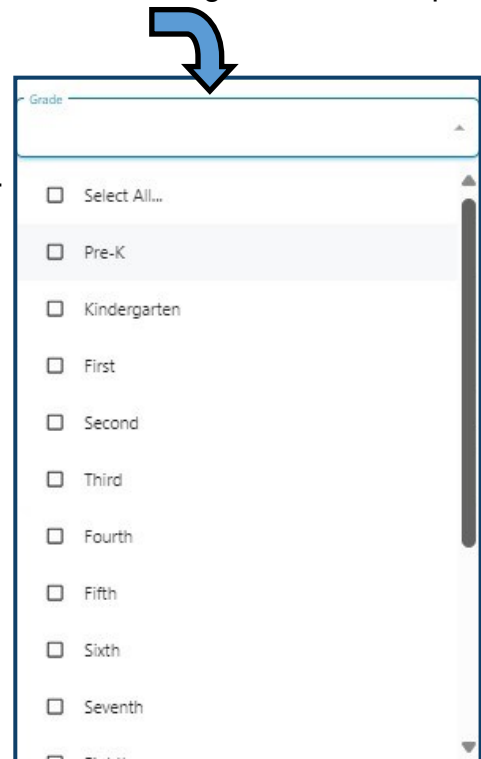
3.) Select the vaccine(s) you would like to run reminder-recall for by clicking the vaccine name from the **Vaccine Families** drop-down and clicking the **Add** button.



The screenshot shows a dropdown menu titled "Vaccine Families". It has a search box labeled "Vaccine Family". Below the search box, there is a list of vaccine families: DTaP, Hep B, MCV4, MMR, Polio, Td/Tdap, and Varicella.



A blue rectangular button with the word "ADD" in white capital letters.



The screenshot shows a dropdown menu titled "Grade". It has a search box. Below the search box, there is a list of grades with checkboxes: Select All..., Pre-K, Kindergarten, First, Second, Third, Fourth, Fifth, Sixth, and Seventh. A blue arrow points to the "Grade" dropdown.

Only school required immunizations are available for selection.

- ⇒ Users can indicate if they want the reminder-recall to look for a specific dose number in a series.

For Example: If you are a high school and you want to know how many of your current 10th, 11th, and 12th graders are missing their second dose of varicella (chickenpox) before the start of the next school year, you would add varicella in your selection criteria and then enter a number two in the **Dose Number** box next to the vaccine name. When you run the reminder-recall, it will look at your students in the selected grades whose immunization forecast says they specifically need dose two of varicella vaccine.

The screenshot shows a web interface titled "Vaccine Families". At the top, there is a search bar labeled "Vaccine Family" with a dropdown arrow and an "ADD" button. Below this, there is a grid of vaccine selection options. Each option consists of a "Vaccine Family" input field and a "Dose Number" input field, with a trash icon to the right of each pair. The visible options are: Hep B, DTaP, MMR, Td/Tdap, Varicella, Polio, and MCV4. A blue callout bubble points to the "Dose Number" field for MCV4.

Unsure how many doses are required?
Visit [ND K-12 School Requirements](#)

- ⇒ If no vaccines are selected, then students will be included if they are due for any school-required immunization.
- ⇒ If specific vaccines are selected but a dose number is not specified, students will be included if they are due for any dose of the selected immunization(s).
- ⇒ If more than one immunization is due or past due at the time the reminder-recall is run, all immunizations will be listed in a single notification. There is no need to run multiple reports for multiple immunizations.

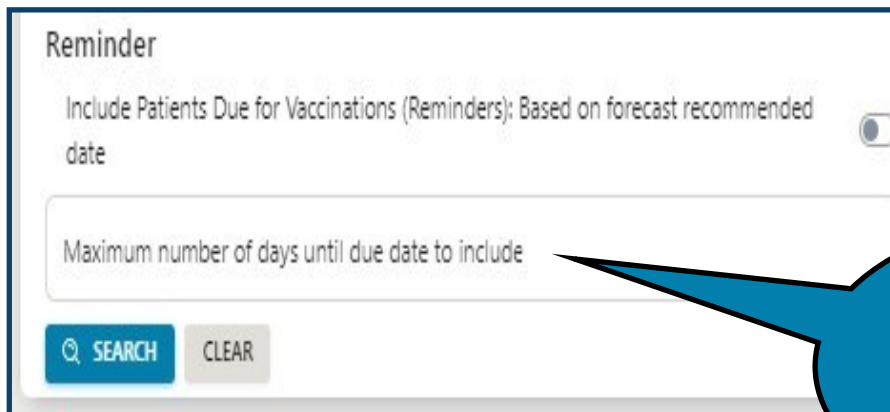
HOW DO I CHOOSE?

Deciding whether to run for reminders or recall should be influenced by the time of year you are running the report.

- ⇒ If you are running the report during the current school year, NDDHHS recommends running recalls to identify students who are not currently up-to-date.
- ⇒ If you are running the report near the end of the current school year or during the summer break, NDDHHS recommends running reminders to identify students who will be due for immunizations prior to the start of the next school year.

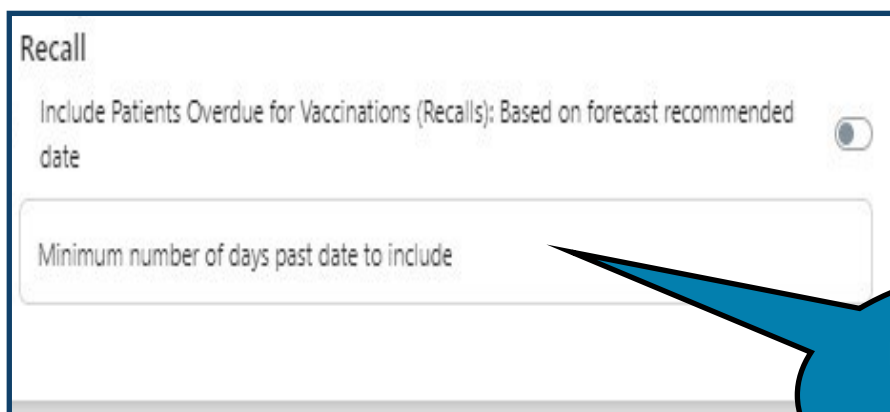
4.) Use the toggles to indicate if you want to run **Reminder**, **Recall**, or both.

- ⇒ Users are required to enter the maximum number of days until the recommended due date to include students for reminders and/or the minimum number of days past due to included students for recalls.
- ⇒ Both reminder and recall can be run in the same report.



The screenshot shows a configuration panel for 'Reminder'. At the top, it says 'Reminder'. Below that is a toggle switch for 'Include Patients Due for Vaccinations (Reminders): Based on forecast recommended date', which is currently turned on. Underneath the toggle is a text input field labeled 'Maximum number of days until due date to include'. At the bottom of the panel are two buttons: 'SEARCH' and 'CLEAR'.

NDDHHS recommends entering the number of days until the start of the next school year.

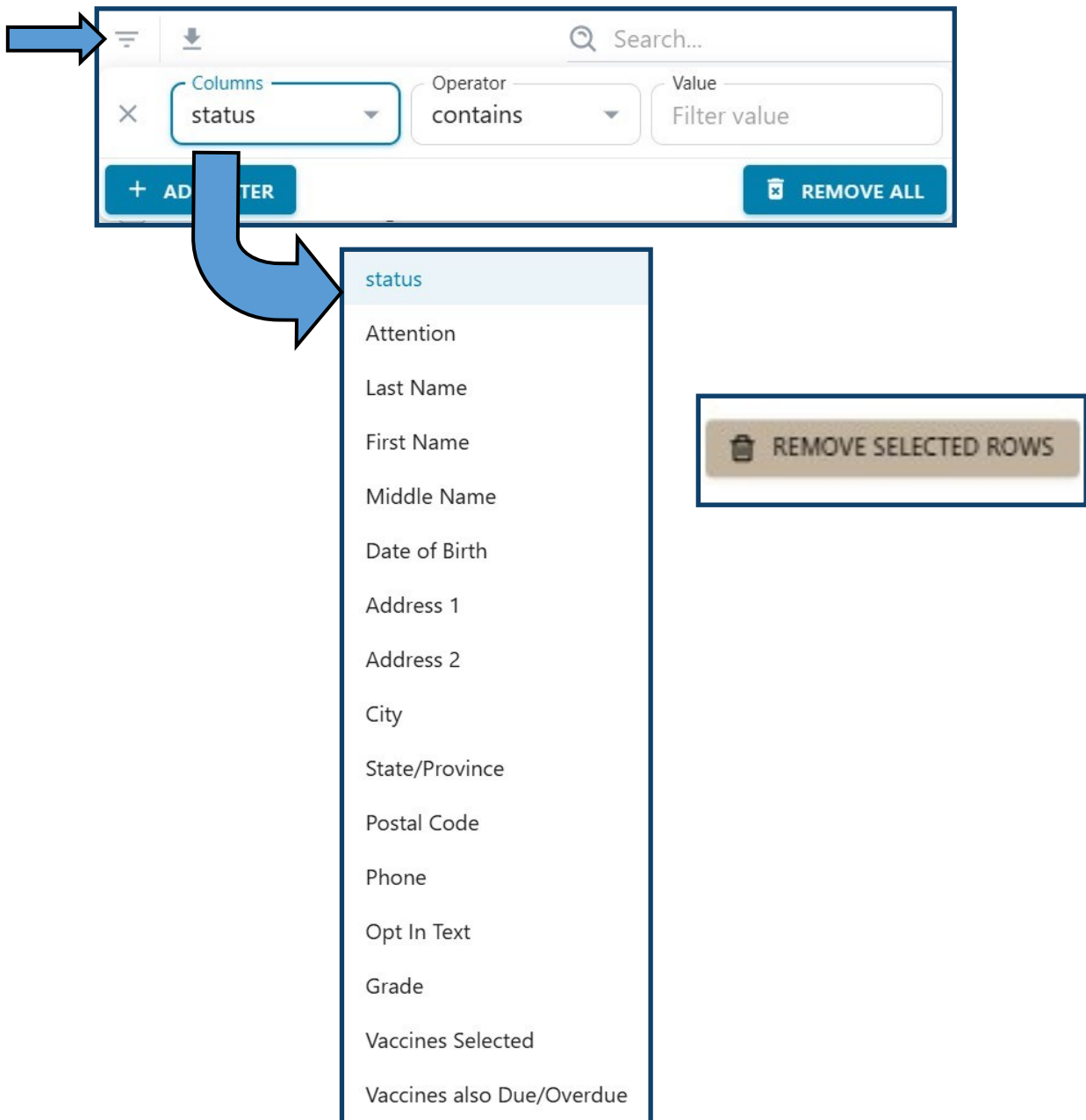


The screenshot shows a configuration panel for 'Recall'. At the top, it says 'Recall'. Below that is a toggle switch for 'Include Patients Overdue for Vaccinations (Recalls): Based on forecast recommended date', which is currently turned on. Underneath the toggle is a text input field labeled 'Minimum number of days past date to include'.

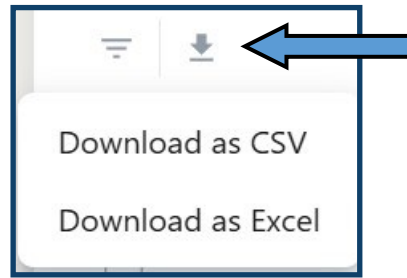
NDDHHS recommends entering ONE day for recalls

5.) Once all selection criteria have been entered, click **Search**. The reminder-recall will display the list of students matching the selection criteria.

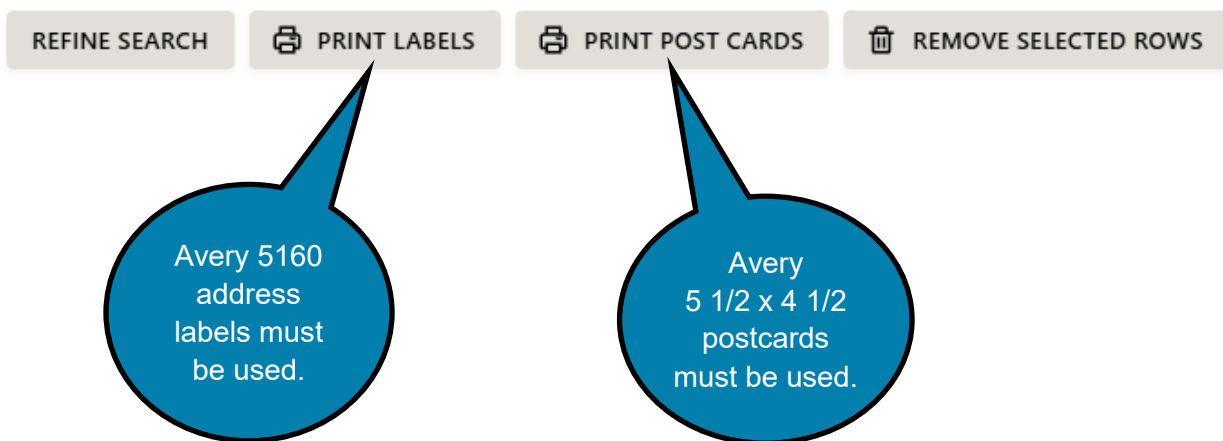
- ⇒ The report output provides basic demographic information for each student, their current grade, the selected vaccines the student is coming due/past due for, as well as other vaccines that may be due.
- ⇒ Users can utilize the **Filters** to further refine the results.
- ⇒ Users are also able to remove individual records from the reminder-recall by selecting the row and clicking **Remove Selected Rows**



6.) Users are able to export the results to as a CSV or Excel file by clicking on the export button then selecting the format of choice.



7.) Users can print labels or postcards by selecting the desired **Print Labels** or **Print Post Cards** button.



- ⇒ The return address section of the postcards will autofill with the school's address from the NDIIS.
- ⇒ A prefix stating 'TO THE PARENT/GUARDIAN OF' will be autogenerated for all labels and postcards for students younger than 18 years of age.
- ⇒ You may also need to change your browser print settings prior to printing the labels. If your print settings default to "Fit to printable area", change that setting to "Actual Size".

Special Notes on Reminder-Recall

The most cost effective reminder-recall notification methods are:

- ⇒ ***telephone calls***
- ⇒ ***postcards***
- ⇒ ***letters***

Effectiveness of reminder-recall can be increased by using a combination of notification methods instead of relying on just one method.

Schools are responsible for updating their students' contact information in the NDIIS. Student address and phone number are required fields and should be reviewed every time a record is accessed. In order to have a successful reminder-recall, valid contact information for each student is necessary.

The NDIIS is notified of deceased North Dakota residents and those residents are marked as permanently inactive in the NDIIS, removing them from reminder-recall. There is an occasional delay in the death notification, so it is important for schools to review reminder-recall lists to ensure that deceased students are not included in any notices.

After an unsuccessful reminder-recall attempt, schools should consider a different notification method. For example, if a school mails a postcard to a student and the postcard is returned, the school should try calling the student.

If the school is notified of an address or phone number change for a student after attempting reminder-recall, the school should update the NDIIS with the new contact information to facilitate successful future reminder-recall.

If a student moves out-of-state or switches schools, it is important that the student's directory information be updated to reflect this change.