



Immunizations

User Guide

Last Updated May 18, 2017

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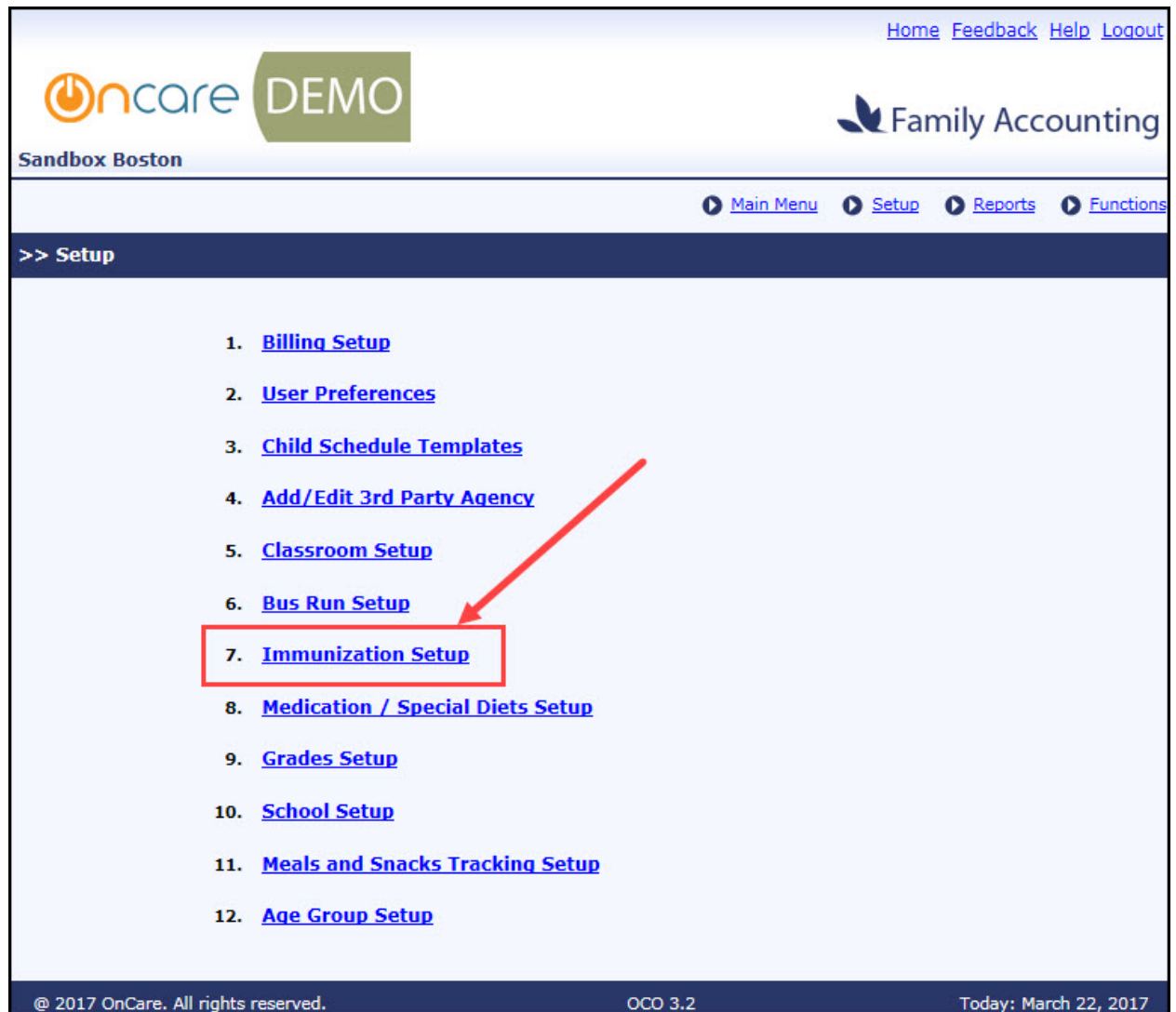
1 Introduction

This User Guide gives details of immunization setup, methods and various other features related to child and staff immunization records.

2 Child Immunization

2.1 Immunization Setup

Immunization setup option is available under the **Setup** Menu.





Sandbox Boston

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>> Immunization Setup

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[Dosage Exemption Reason Setup](#)

There are two methods how immunization data is captured and tracked in OnCare. Please select the method that applies best to your center.

☒ **Detailed Immunization Date**
Capture and track all the dates for each required immunization.

☐ **Immunization Expiration Date Only**
Capture and track only one active expiration date only. (For state like FL)

The default immunization is based on national CDC recommendations. You can customize the immunization to meet your local needs by changing the description, months, status and display order. Click "Edit" to make the necessary changes.

[Add New](#)

Dosage Exemption Yes ▼
View Active (A) ▼

Immunization/ Vaccination	1st (in months)	2nd (in months)	3rd (in months)	4th (in months)	5th (in months)	6th (in months)	7th (in months)	Status	Display Order	Action
DTP	2 - 2	4 - 4	6 - 6	15 - 18	48 - 72			A	▲ ▼	Edit
POLIO	2 - 2	4 - 4	6 - 18	48 - 72				A	▲ ▼	Edit
MMR	12 - 15							A	▲ ▼	Edit
HIBMENI	2 - 2	4 - 4	6 - 6	12 - 15				A	▲ ▼	Edit
VARCEL	12 - 15							A	▲ ▼	Edit
TB								A	▲ ▼	Edit
Pneumococcal (State specific)	2 - 2	4 - 4	6 - 6	12 - 15				A	▲ ▼	Edit
Hepatitis A vaccine (HAV)	12 - 15	15 - 18						A	▲ ▼	Edit
Hepatitis B vaccine	0 - 0	2 - 2	15 - 18					A	▲ ▼	Edit
Rotavirus	2 - 2	4 - 4						A	▲ ▼	Edit
Influenza	6 - 72							A	▲ ▼	Edit

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Immunization Setup Page

The immunization recommendations by the CDC are displayed by default. Please contact Client Support at clientsupport@oncarecloud.com if a new immunization needs to be created.

Note: Dosage exemption by default is 'No'.

2.1.1 Add/Edit Immunization

Click Add New or Edit in the 'Immunization Setup Page'.

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oncare DEMO

Family Accounting

Sandbox Boston

Main Menu

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>> Immunization Setup

<< Back

Dosage Exemption Reason Setup

Add / Edit Immunization

There are two methods how immunization data is captured and tracked in Oncare.
Please select the method that applies best to your center.

Immunization/ Vaccination

StatusActive

1st(in months)

to

2nd(in months)

to

3rd(in months)

to

4th(in months)

to

5th(in months)

to

6th(in months)

to

7th(in months)

to

Detailed Immunization Date

Capture and track all the dates for each required immunization.

Immunization Expiration Date Only

Capture and track only one active expiration date only. (For states that require only one active expiration date only.)

Save

Cancel

The default immunization is based on national CDC recommendations. You can customize the immunization to meet your local needs by changing the description, months, status and display order. Click "Edit" to make any changes.

Dosage ExemptionYes

ViewActive (A)

Add New

Immunization/ Description	1st For month(s)	2nd For month(s)	3rd For month(s)	4th For month(s)	5th For month(s)	6th For month(s)	7th For month(s)	Status	Display Order	Action
------------------------------	---------------------	---------------------	---------------------	---------------------	---------------------	---------------------	---------------------	--------	------------------	--------

Add / Edit Immunization Pop-up

Enter/update the immunization's details and click **Save**.

2.1.2 Capturing Methods

There are two methods of capturing the immunization data in OnCare:

1. Detailed Immunization Date
2. Immunization Expiration Date only

2.1.2.1 Detailed Immunization Date

This method helps to capture and track all the dates (dosage) of the required immunization for the child.

Immunization and Physical Examination Information							
<input type="checkbox"/> Fully Exempted (Check this if the child is fully exempted from all immunization. When check, table below will be hidden) Immunization Setup							
<input checked="" type="checkbox"/> Show Immunization Missing Add Dosage Exemption Date							
Please enter the immunization date or select an exemption for individual dosage							
Immunization / Vaccination	1st	2nd	3rd	4th	5th	6th	7th
DTP	Religious Exem	Medical Exem	Medical Exem	12/11/2010	11/14/2012		
Polio	Medical Exem						
MMR	12/11/2010						
HIB/MENI	12/11/2010	12/11/2011	12/11/2012				
VARCEL							
TB							
Pneumococcal (State specific)							
Hepatitis A vaccine (HAV)							
Hepatitis B vaccine							
Rotavirus							
Influenza							
Meningococcal							
Human Papillomavirus							
Last Physical Health Exam Date MM/DD/YYYY				Next Physical Health Exam Date MM/DD/YYYY			

Child Info Page – Detailed Immunization Date

2.1.2.2 Immunization Expiration Date Only

This method enables tracking-only of one active expiration date

Immunization and Physical Examination Information			
<input type="checkbox"/> Fully Exempted (Check this if the child is fully exempted from all immunization. When check, table below will be hidden) Immunization Setup			
Immunization Expiration Date MM/DD/YYYY			
Last Physical Health Exam Date MM/DD/YYYY		Next Physical Health Exam Date MM/DD/YYYY	

Child Info Page – Immunization Expiration Date Only

Here the user just needs to enter the 'Immunization Expiration Date'.

2.2 Immunization exemption

A child can be exempted from the immunization. It can be either at the child level or dosage level.

2.2.1 Exemption at Child Level

This option will completely exempt the data capture of immunizations of a child.

To enable this feature, select the “Exemption” option in the child info page.

Immunization and Physical Examination Information

☒ Fully Exempted (Check this if the child is fully exempted from all immunization. When check, table below will be hidden) [Immunization Setup](#)

Medical Exemption

Last Physical Health Exam Date MM/DD/YYYY Next Physical Health Exam Date MM/DD/YYYY

Check this option and select the exemption reason below

Child Info Page – Child Level Exemption

2.2.2 Exemption at Dosage Level

This option enables to exempt the immunization at dosage level. User can choose the relevant dosage and mark it as exempted with specific reason.

To enable this feature, select the ‘Dosage Exemption’ option as ‘Yes’ in the Immunization Setup page.

2.2.2.1 Add Dosage Exemption Reason

Immunization and Physical Examination Information

☐ Fully Exempted (Check this if the child is fully exempted from all immunization. When check, table below will be hidden) [Immunization Setup](#)

☒ Show Immunization Missing [Add Dosage Exemption Date](#)

Please enter the immunization date or select an exemption for individual dosage

Immunization / Vaccination	1st	2nd	3rd	4th	5th	6th	7th
DTP	Religious Exen	Medical Exem	Medical Exem	12/11/2010	11/14/2012		
Polio	Medical Exem						
MMR	12/11/2010						
HIBMENI	12/11/2010	12/11/2011					
VARCEL							
TB							
Pneumococcal (State specific)							
Hepatitis A vaccine (HAV)							
Hepatitis B vaccine							
Rotavirus							
Influenza							
Meningococcal							
Human Papillomavirus							

Last Physical Health Exam Date MM/DD/YYYY Next Physical Health Exam Date MM/DD/YYYY

Enter the Immunization Date or choose from the available exemption reason.

Child Info Page – Dosage Level Exemption

2.2.2.2 Add Dosage Exemption Date

Click 'Add Dosage Exemption Date' in the Immunization section of Child Info page to add the date when the respective dosage exemption was received:

Immunization and Physical Examination Information

☐ Fully Exempted (Check this if the child is fully exempted from all immunization. When check, table below will be hidden)

☒ Show Immunization Missing

Please enter the immunization date or select an exemption for individual dosage

[Immunization Setup](#)

[Add Dosage Exemption Date](#)

Add Dosage Exemption Date 1

Immunization and Physical Examination Information

☐ Fully Exempted (Check this if the child is fully exempted from all immunization. When check, table below will be hidden)

☒ Show Immunization Missing

Please enter the immunization date or select an exemption for individual dosage

[Immunization Setup](#)

[Add Dosage Exemption Date](#)

Family Account Key ADAMS **Child Name Ella Adams**

Immunization / Vaccination	Exemption Reason	Exemption Date
DTP 1st	Religious Exemption	03/01/2017
DTP 2nd	Medical Exemption	MM/DD/YYYY
DTP 3rd	Medical Exemption	MM/DD/YYYY
Polio 1st	Medical Exemption	MM/DD/YYYY

Submit **Cancel**

Add Dosage Exemption Date 2

Select the exemption date for the respective Immunization dosage that has been exempted and click **Submit**.


2.3 Reports

2.3.1 Child Immunization / Physical Health Exam Report

The following reports will display the immunization details of the Children.

2.3.1.1 Immunization History Report

This report will display the dates on which specific immunization dosage was given to the child.



Page 6 of 11

Company Name : Oncare Demo Company

Center Name : Sandbox Boston

Immunization History Report

Classroom Name : Kidergarden


Child Name	DTP	POLIO	MMR	HIBMENI	VARCEL	TB	Pneumococcal (State specific)	Hepatitis A vaccine (HAV)	Hepatitis B vaccine	Rotavirus	Influenza	Meningococcal	Human Papillomavirus
Marley Adams 12/10/2007 9 Years - 3 Months	Medical Exemption Medical Exemption 12/12/2017			Religious Exemption			Medical Exemption						

Immunization History Report

2.3.1.2 Immunization Missing Report

This report will display the immunization dosages that are missing for the respective children.

Note: The exempted dosages will not be shown here as missing.



Page 1

Company Name : Oncare Demo Company

Center Name : Sandbox Boston

Immunization Missing Report

Classroom Name : Kidergarden

Child's Name	Child's DOB	Child's Age	Immunization Due
Marley Adams	12/10/2007	9 Years - 3 Months	DTP 4th DTP 5th POLIO 1st POLIO 2nd POLIO 3rd POLIO 4th MMR 1st HIBMENI 1st HIBMENI 2nd HIBMENI 4th VARCEL 1st Pneumococcal (State specific) 1st Pneumococcal (State specific) 3rd Pneumococcal (State specific) 4th Hepatitis A vaccine (HAV) 1st Hepatitis A vaccine (HAV) 2nd Hepatitis B vaccine 1st Hepatitis B vaccine 2nd Hepatitis B vaccine 3rd Rotavirus 1st Rotavirus 2nd Influenza 1st

Immunization History Report

2.3.2 Family Information Sheet / Family Notes Report

This report will display the complete details of a family, which also includes the child immunization dates.


Allergy / Medication / Special Diets	
Allergies :	
Additional Information	
IFSP : No	IFSP Creation Date :
Child Immunizations	
Immunization Name	Dose Dates
Pneumococcal (State specific)	Medical Exemption
HIBMENI	Religious Exemption
DTP	12/12/2017, Medical Exemption, Medical Exemption

Family Information Sheet


2.4 Send Reminder Email

This feature is available under the 'Batch Email' module. It helps to send reminder emails to the families on the Immunization Due Date or to download the information for a print-out to give to families.

Home Feedback Logout




OnCare OfficeHello, Viji Raju




Online Center Management

- [Family Accounting](#)
- [Time / Attendance Tracking](#)
- [Enrichment Programs](#)
- [Camp / Event Registration](#)




Online Marketing

- [Center Tour Request](#)
- [Waitlist Online](#)
- [Interested Families Mgmt](#)




System Administration

- [Administrative Functions](#)
- [Reports](#)



Employee / Staff

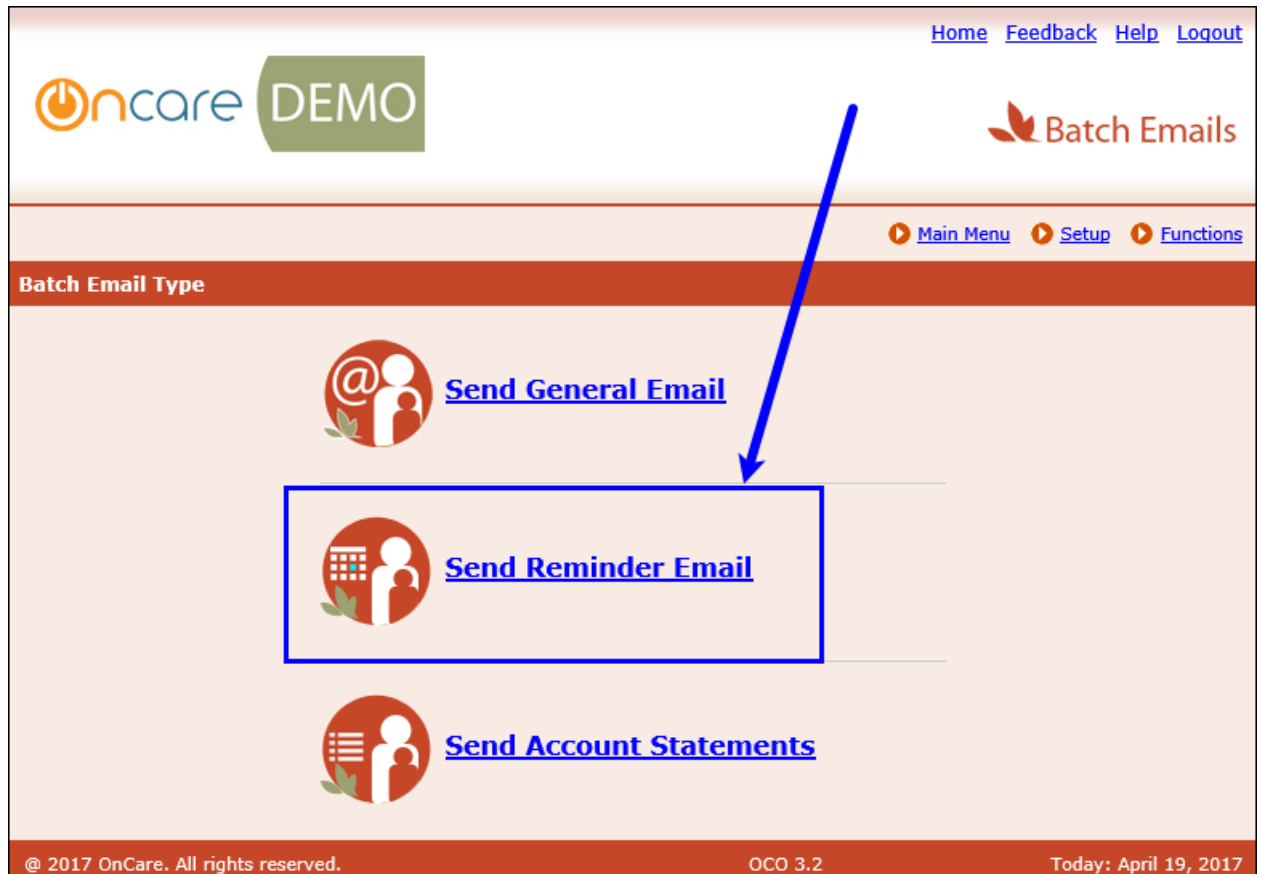
- [Staff Record / Time Sheet](#)



Parents Communication

- [Batch Emails](#)

OnCare Home Page



Batch Email Page

OnCare DEMO

Home Feedback Help Logout

Batch Emails

Main Menu Setup Functions

Send Email Reminder

>> Select Families

Select Immunization Due Reminder

☐ Immunization due as of this Assessment Date

☒ Immunization Missing

Reminder Type Download in PDF to Print

Submit Back

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Send Email Reminder Page

Select 'Immunization Due Reminder' option and search families based on **Immunization Missing** or **Immunization due on** a specific date.

Here the user has 2 options:

1. Download Reminder in PDF to Print
2. Send Reminder via Email

2.4.1 Download Reminder in PDF to Print



This option helps the user to download the reminder email in PDF format and print it.

Select the reminder type as 'Download in PDF to Print' and click **Submit**.

The families will be listed based on the below logic:

1. Here the families will be listed based on the 'Home Address'.
2. If the parents have different home address, then both will be listed here.
3. If both the parents in the family have the same home address then only the Sponsor will be listed here.
4. If any of the parent's address field is blank, then the parent with an address will only be listed here.

HomeFeedbackHelpLogout



Send Email ReminderMain MenuSetupFunctions

>> Select Families

SelectImmunization Due Reminder

☐ Immunization due as of this Assessment Date

☒ Immunization Missing

Reminder TypeDownload in PDF to Print

Submit

Back

No.	Sel. <input type="checkbox"/>	Family Acct Key	First Name	Last Name	Type	Child First Name	Home Address
1	<input type="checkbox"/>	ADAMS	Andrea	Adams	parent #1	Ella	13005 N. Desert Address
2	<input type="checkbox"/>	ADAMS	Andrea	Adams	parent #1	Marley	13005 N. Desert Address
3	<input type="checkbox"/>	AMER	Mary	Amer	parent #1	Amanda	216 white field
4	<input type="checkbox"/>	ANDREW	Joe	Andrew	parent #1	Silvia	1952 Whaley Lane
5	<input type="checkbox"/>	BROWN	Khalid	Brown	parent #1	Yasmina	3393 Patterson Street

Download

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Today: April 10, 2017

Download in PDF to Print

Select the relevant families to download the email reminder in PDF to print them, and click **Download**.



Page 1 of 2

Sandbox Boston
111, Test Street
Oregon, OR 95023

Monday, April 17, 2017

Assessment Date: 04/17/2017

Taisha Parsons
13012 N. Desert Address
Queen Creek, AR 85755

This letter is to inform you that **Sandbox Boston** needs additional immunization information for **Serene Parsons**.

Oregon law requires every child in a school or children's facility to have up-to-date immunizations unless she has a medical or nonmedical exemption on file.

All schools and child care providers must keep an up-to-date Certificate of Immunization Status (CIS) on file for each child. Parents need to inform **Sandbox Boston**, in writing, when your child receives additional immunizations.

According to our record, your child's CIS form shows the following shots are needed:

1. DTP #1,#2,#3,#4,#5
2. Polio #1,#2,#3,#4
3. MMR #1
4. HIBMENI #1,#2,#3,#4
5. VARCEL #1
6. Pneumococcal (State specific) #1,#2,#3,#4
7. Hepatitis A vaccine (HAV) #1,#2
8. Hepatitis B vaccine #1,#2,#3
9. Rotavirus #1,#2
10. Influenza #1

Sincerely,

Oncare Demo Company



Sandbox Boston
111, Test Street
Oregon, OR 95023

Child Name: Serene Parsons

Parent / Guardian: Please fill out the date the shot was given and sign and date at the bottom	
DTP #	Date:
Polio #	Date:
MMR #	Date:
HIBMENI #	Date:
VARCEL #	Date:
TB #	Date:
Pneumococcal (State specific) #	Date:
Hepatitis A vaccine (HAV) #	Date:
Hepatitis B vaccine #	Date:
Rotavirus #	Date:
Influenza #	Date:
Meningococcal #	Date:
Human Papillomavirus #	Date:
Name:	Signature of the Parent / Guardian: Today's Date:

2.4.2 Send Reminder via Email

This option enables the user to send the immunization due reminder email to the selected families.

Select the reminder type as 'Send via Email' and click **Submit**.

Here the families will be displayed based on the email preference:

OnCare DEMO

[Home](#) [Feedback](#) [Help](#) [Logout](#)

Batch Emails

Send Email Reminder

[Main Menu](#) [Setup](#) [Functions](#)

>> Select Families

Select Immunization Due Reminder

☒ Immunization due as of this Assessment Date 12/1/2004
☐ Immunization Missing

Reminder Type Send via Email

Submit

Back

No.	Sel.	Family Acct Key	First Name	Last Name	Type	Child First Name	Email
1	<input type="checkbox"/>	AMER	Mary	Amer	parent #1	Amanda	amer@beyonduniverse.in
2	<input type="checkbox"/>	ANDREW	Joe	Andrew	parent #1	Silvia	andrew@beyonduniverse.in
3	<input type="checkbox"/>	BROWN	Khalid	Brown	parent #1	Yasmina	brown@beyonduniverse.in
4	<input type="checkbox"/>	FIMBERS	Monique	Fimbres	parent #1	Cerese	fimbres@beyonduniverse.in
5	<input type="checkbox"/>	MURA	Muratalieva	Daniyar	parent #1	John	mura@beyonduniverse.in
6	<input type="checkbox"/>	MURA	Muratalieva	Daniyar	parent #1	Makenzie	mura@beyonduniverse.in
7	<input type="checkbox"/>	MURA	Nataliya	Korosteleva	parent #2	John	nate@beyonduniverse.in
8	<input type="checkbox"/>	MURA	Nataliya	Korosteleva	parent #2	Makenzie	nate@beyonduniverse.in

Continue

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Send Via Email

Select the relevant families to send the reminder email and click **Continue**, then the compose message page will be displayed:

[Send Mail](#)

>> Compose Message and Send

« [Back](#)

From Sandbox Boston

Subject	Your child immunization due reminder
----------------	--------------------------------------

Message

This is a reminder that your child have immunization due.

Please provide us the updated immunization details as soon as you have it.

Please let me know if you have any questions.

Regards

Andrew

☐ Restore original reminder message text



Review

Clear

Compose Message Page

Compose the message and click **Review** to continue sending the email.

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Sandbox Boston

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Review Message

[Back](#)

Note: It might take up to 2 hours for emails to be generated and sent to families. Thanks for your patience.

Message

Subject: Your child immunization Due reminder

This is a reminder that your child have immunization due.
Please provide us the updated immunization details as soon as you have it.
Please let me know if you have any questions.
Regards
Andrew

Contact Name	Action
George Campbell	Review Attachment
Joe Andrew	Review Attachment

Send

Cancel

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Review Message Page

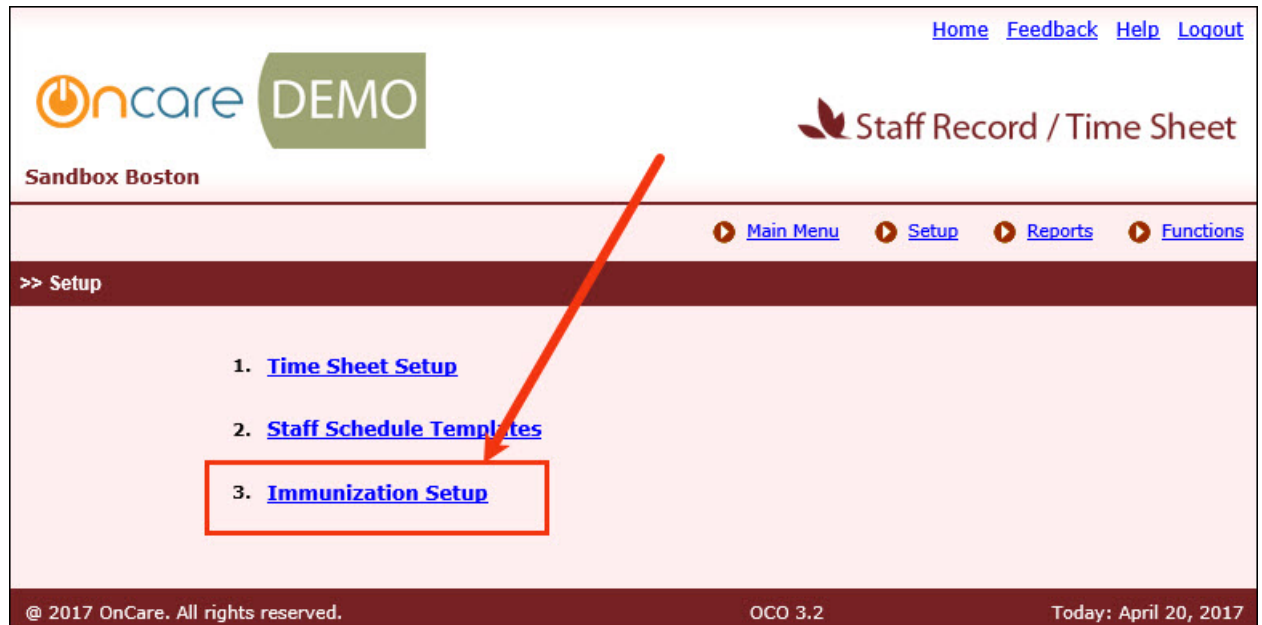
1. Click 'Review Attachment' against the relevant contact to review the attachment before sending.
2. Click **Send** to send the reminder email.

3 Staff Immunization

3.1 Immunization Setup

Immunization setup option is available under the Setup Menu:

Staff Record/Time Sheet → Setup → Immunization Setup



Immunization Setup Page

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[Feedback](#)
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Sandbox Boston

Staff Record / Time Sheet

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>> Immunization Setup

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The default immunization is based on national CDC recommendations. You can customize the immunization to meet your local needs by changing the description, months, status and display order. Click "Edit" to make the necessary changes.

[Add New](#)

View Active (A)

Immunization/ Vaccination	19 - 21 Yrs	22 - 26 Yrs	27 - 49 Yrs	50 - 59 Yrs	60 - 64 Yrs	≥65 Yrs	Status	Display Order	Action
Influenza	19 - 21	22 - 26	27 - 49	50 - 59	60 - 64	65 - 100	A	▲ ▼	Edit
Tetanus, diphtheria, pertussis (Td/Tdap)	19 - 21	22 - 26	27 - 49	50 - 59	60 - 64	65 - 100	A	▲ ▼	Edit
Varicella	19 - 21	22 - 26	27 - 49	50 - 59	60 - 64	65 - 100	A	▲ ▼	Edit
Human papillomavirus (HPV) Female	19 - 21	22 - 26					A	▲ ▼	Edit
Human papillomavirus (HPV) Male	19 - 21	22 - 26					A	▲ ▼	Edit
Zoster					60 - 64	65 - 100	A	▲ ▼	Edit
Measles, mumps, rubella (MMR)	19 - 21	22 - 26	27 - 49	50 - 59			A	▲ ▼	Edit
Pneumococcal 13-valent conjugate (PCV13)	19 - 21						A	▲ ▼	Edit
Pneumococcal polysaccharide (PPSV23)	19 - 21	22 - 26					A	▲ ▼	Edit
Hepatitis A	19 - 21	22 - 26	27 - 49				A	▲ ▼	Edit
Hepatitis B	19 - 21	22 - 26	27 - 49				A	▲ ▼	Edit
Meningococcal	19 - 21	22 - 26	27 - 49				A	▲ ▼	Edit
Haemophilus influenzae type b (Hib)	19 - 21	22 - 26	27 - 49				A	▲ ▼	Edit

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Immunization Setup Page

The immunization recommendations by the CDC are displayed by default. We can edit them to make necessary changes or create new ones.

Click Add New or Edit in the 'Immunization Setup Page'.

Add/Edit Immunization Page

Enter/update the immunizations details and click **Save**.

3.2 Capturing Data

The immunization details of a staff are captured in the Add/Edit Staff Record Page:

Immunization Information

[Immunization Setup](#)

☒ Show Immunization Missing

Immunization / Vaccination	19-21 Yrs	22-26 Yrs	27-49 Yrs	50-59 Yrs	60-64 Yrs	≥65 Yrs
Influenza						
Tetanus, diphtheria, pertussis (Td/Tdap)						
Varicella						
Human papillomavirus (HPV) Female						
Human papillomavirus (HPV) Male						
Zoster						
Measles, mumps, rubella (MMR)						
Pneumococcal 13-valent conjugate (PCV13)						
Pneumococcal polysaccharide (PPSV23)						
Hepatitis A						
Hepatitis B						
Meningococcal						
Haemophilus influenzae type b (Hib)						

Add/Edit Staff Record Page

Enter the dates for the required dosages and click **Save**.