



Indiana Department of Education

Dr. Katie Jenner, Secretary of Education

SCHOOL HEALTH REPORT - FREQUENTLY ASKED QUESTIONS **April 2021**

Q: What are the mandated health screenings for Indiana?

A: Indiana requires that schools complete vision and hearing screenings, as well as immunization verification for students in specific grade levels.

Q: What students must be included in each of these mandatory health screenings?

A: Vision acuity screening is required for students enrolled or transferring into: either kindergarten or grade one, grades three, five, and eight, as well as any student suspected of having a visual defect. Vision Modified Clinical Technique (MCT) screening, by a licensed eye professional, is required for students in either kindergarten or grade one.

Hearing screening is required for students enrolled in grades one, four, seven, and 10, as well as any student who has transferred into the school corporation or any student suspected of having a hearing defect.

Immunization verification is required for every child enrolled at an accredited Indiana school.

Q: Did the requirements for these health screenings change this year due to COVID-19?

A: No. The laws and requirements related to these health screenings remain the same.

Q: Where can I find more information regarding these screenings?

A: More information can be found on the Indiana Department of Education (IDOE) [Health webpage](#), under the Health Screenings dropdown.

Q: Are all schools required to complete these health screenings?

A: Yes. These screenings are mandatory for all accredited Indiana schools.

Q: Are all schools required to report their health screening data to IDOE?

A: No. Although all accredited Indiana schools are required to complete the mandated health screenings, not all schools are required to report this health data to IDOE.

Public and state accredited non-public schools are required to submit their vision, hearing, and immunization data to IDOE at the end of each school year via the School Health Report.

The drop-down list in the School Health Report includes the names of the school corporations and schools that are required to complete the report. Schools are listed alphabetically with public schools listed first, followed by an alphabetical listing of state accredited non-public schools.

Only those schools that are required to report their data to IDOE will appear in the drop-down list. If your school does not appear, please report this health data to your school administrator.



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Q: Where can I find my school's accreditation type?

A: Schools can view their accreditation type in the [IDOE INView Portal](#). Only those schools listed as state accredited are required to complete the School Health Report.

Q: Where can the School Health Report be found?

A: The School Health Report is located in the [IDOE Online System](#).

Q: How do I know if I have access to the School Health Report?

A: It is recommended that each school designate a point person for completing the School Health Report. This designee should log into the IDOE Online System in April to ensure they have an active account and correct password.

Q: How do I create an account for the IDOE Online System?

A: The form to create a IDOE Online Account can be found [here](#).

- Upon submitting the form, you will receive an email confirming the submission.
- Upon approval, you will receive an email with a username/password. This email will come from "noreply@doe.in.gov." (Be sure to add this email address to your address book/safe sender list so that this email does not go to your spam or junk mailbox.)
- Additional instructions for creating an account can be found [here](#).
- Please note - this is a different/separate account than your IDOE Moodle Account that you use to access online school nursing courses or the School Nurse Community.

Q: What if I can't remember my password?

A: Contact the [IDOE Help Desk](#) and submit a ticket.

- Under "Description," type: "Requesting an IDOE Online Password Reset for access to the School Health Report."
- If you are unable to submit a Help Desk Ticket, you may call the Help Desk at (800) 527-4931 or (317) 232-0808.
- You will receive an email for a username/password reset. The email will come from "noreply@doe.in.gov." (Be sure to add this email address to your address book/safe sender list so that this email does not go to your spam or junk mailbox.)

Q: Where can I find instructions for completing the School Health Report?

A: Instructions for completing the School Health Report can be found [here](#).

Q: What if my school was not able to complete the vision acuity and hearing screenings for all required students?

A: If schools were unable to screen all students in the required grade levels, schools should enter as much data as possible into the School Health Report. Schools should report the number of students per grade level in a particular school and include the number screened, the number passed, and the number failed.



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If a student was not screened, they should not be included in your report. Only report those students for which you completed a vision or hearing screening and their results. Any students in the required grade levels that were not screened this year should be added to the list for screening next year.

Q: What if my school was not able to complete the Modified Clinical Technique (MCT) portion of the vision screening?

A: If schools were unable to complete the MCT portion of the vision screening, state law allows schools to request a waiver. The waiver request form can be found [here](#).

Q: If my school is granted a waiver for the MCT portion of the vision screening, are we still required to complete the vision acuity screening?

A: Yes. The waiver only applies to the MCT portion of the vision screening.

Q: How do I complete the immunization section of the School Health Report?

A: All students must be accounted for regarding their immunization status. Each student must fit into one of the following four categories:

- Meet the minimum immunization requirements
- Be in the process of obtaining immunizations – requires a written schedule, approved by a health care provider who is authorized to administer the immunizations or the local health department, for the completion of the remainder of the immunizations
- Have a religious objection on file
- Have a medical exemption on file

Schools will not be able to submit their School Health Report unless all students are accounted for regarding their immunization status. If a student is not up to date with the required immunizations and does not have a religious objection or medical exemption on file at the school, parents must be notified, and the student should be counted as “in-process.” Due to COVID-19, more students may be “in-process” this year than is typical. It is imperative that schools are vigilant in contacting parents to ensure students receive missing immunizations over the summer. Schools should advise parents that students will need to fit into one of the four categories above in order to attend school in the fall.

Q: Do schools have additional responsibilities regarding student immunizations?

A: Yes. Schools must also ensure that student immunization information has been entered into the state immunization registry known as the Children and Hoosier Immunization Registry Program (CHIRP). A frequently asked questions document regarding schools’ responsibilities regarding student immunizations and CHIRP can be found [here](#). Additional information was shared from the Indiana State Department of Health regarding immunization requirements on the Friday, March 19 Back to School Webinar. A recording of this webinar can be found [here](#).



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It is also important to note that there are two immunization reports.

- **School Health Report** – schools submit aggregated vision, hearing, and immunization numbers to the Indiana Department of Education. Questions regarding the School Health Report should be directed to ccoffey@doe.in.gov.
- **School Vaccination Coverage Report Card** – immunization data in the report cards is from the information schools report to the CHIRP School Nurse Module. Questions regarding the report card can be directed to the Indiana Department of Health at schoolvax@isdh.in.gov or 1-800-701-0704.

Q: What if parents refuse to have their student screened or will not bring virtual students into school for a vision or hearing screening?

A: Schools have the responsibility to *offer* vision and hearing screenings to all students in the required categories, including virtual students. Parents may accept or decline, as no student should be required to submit to a screening test if objection by the parent is submitted to the school. If the student did not show up for an offered screening opportunity, the school should document this in the student's record.

If a student was not screened, they should not be included in your report. Only report those students for which you completed a vision or hearing screening and their results. Any students in the required grade levels that were not screened this year should be added to the list for screening next year.

Q: Can we combine building reports into one corporation report?

A: No. Every school listed in the drop-down list in the School Health Report must submit a report. Reports cannot be submitted at the corporation level and must be individually submitted by each building.

Q: My data looks different this year. Will I still be able to submit my report as I normally would?

A: Yes. As long as the total number of enrolled students (both in-person and virtual) is listed for each grade level, and all students are accounted for regarding their immunization status, the School Health Report should submit as it normally does. If schools were unable to screen all students in the required grade levels, schools should enter as much data as possible into the School Health Report. It is understood that vision and hearing data may look different this year, especially if a number of parents of virtual students declined the screenings.

Q: Do the normal rules apply to the report this year?

A: Yes. For a school to submit their School Health Report, the normal rules apply and must be followed:

- Lines C + D + E = B
- Lines G + H = F
- Lines I + J + K + L = A



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If your data for each column does not follow these rules, you will receive an error message and your data will not be saved or submitted.

Q: How will I know if my data has been submitted properly?

A: Schools can enter data into their report as often as they would like as only the last submission is saved. Parts one and two of the report will save automatically, but to save any new data entered into the Data Chart, you must click the “Submit Data” button on the lower right corner of the chart.

The “Submit Data” button is the same as a “Save” button. Each time the “Submit Data” button is clicked, you will see a box appear that says either:

- “Your data is submitted to IDOE. Thank you.” OR
- “Your form contains errors. Your data will not be submitted until the errors listed at the bottom of the page are corrected.”

If you receive the first note, your data has been submitted and saved. If you receive the second note, scroll down below the chart to see the error listed in red. Correct the error and click the “Submit Data” button again. Your data is not saved until you receive the note: “Your data is submitted to IDOE. Thank you.”

Detailed instructions, along with pictures and screen shots, for completing the School Health Report can be found [here](#).

Q: Who can I contact with additional questions?

A: If you have any questions regarding your School Health Report, please contact Cherie Coffey at ccoffey@doe.in.gov.