

### Running Report 3320: Immunization Record Report

1) Select **Reports**

ChildPlus.net Agency= PugetSound/AppEntry

Services Status Center Entry Express Reports Setup Enter Report # ▾

Participants (12) ^ ▾ Change List <

Kardashian, Kim	4/06/11
Kardashian, Kourtney	3/22/11
Lovegood, Luna	1/01/12
One, Thing	11/07/10
Patil, Padma	1/01/12
Potter, Harry	5/29/12
Potter, James D.	9/03/10
Snape, Severus	4/02/11
Squarepants, SpongeBob	10/04/10
Star, Patricia	6/03/11
Tentacles, Squidward	1/17/12
Weasley, Fred	1/01/12

← Select a Participant

2) Select a Report

3) Select Health

4) Click on 3320 – Immunization Record

The screenshot shows the ChildPlus.net interface. At the top, there is a teal header with the text "ChildPlus.net Agency= PugetSound/AppEntry". Below this, there are navigation tabs: "Services", "Status Center", "Entry Express", "Reports", and "Setup". To the right of these tabs is a search box labeled "Enter Report #".

Below the header, there is a "Select a Report" dropdown menu. This menu is open, showing a list of categories on the left and a list of reports on the right. The categories on the left include: Administration, Attachments, Attendance, Disability, Education, Enrollment, Family, Fees, Health, Internal Monitoring, Labels, LiveLetter, LiveReport, Mapping, PIR, Pregnancy and Birth, and Transportation. The "Health" category is selected and highlighted.

The "Health Reports" section on the right contains the following list of reports:

- 3001 - Management Report - Health Services
- 3002 - Management Report - Health Treatments
- 3010 - Health History
- 3015 - Health Requirements
- 3016 - EHS Health Requirements
- 3020 - Requirements Assessment
- 3025 - Health Requirements Setup
- 3030 - Participant Health Summary
- 3035 - Latest Occurrence of Health Events
- 3036 - Latest Occurrence of Health Events (Columnar)
- 3050 - Health Actions
- 3060 - Expired Health Events
- 3065 - Health Event Status
- 3310 - Immunization by Series
- 3320 - Immunization Record**
- 3330 - Immunization Status Statistics
- 3410 - Growth Charts
- 3420 - Growth Assessments

Arrows from the numbered instructions point to the "Reports" tab, the "Health" category, and the "3320 - Immunization Record" report.

5) Select the correct Program Term for your program, site, or class(es).

6) Select the Site and Classroom(s) you wish to view

For a detailed explanation of report set-up options, see [Glossary for ChildPlus Report Set-Up](#) under General ChildPlus Resources

8) Leave date fields blank to view all children, or enter date(s) to include only children with immunizations due by a certain date/date range

9) Select "At End of Enrollment" to see current immunization status (vs. the status at enrollment)

10) Select immunization status(es) you want to include

Advanced Setup can be used to choose multiple Sites or Classrooms, or multiple program terms (e.g. Head Start and Early Head Start)

7) Select enrollment status to include Enrolled, Dropped, Drop/Wait, Drop/Accept, Completed.  
You can choose to view only currently Enrolled children or all program that have been in the program this year (as above). All children enrolled, even for one day, are counted for the end-of-year Program Information Reporting.

11) Select Custom Filters tab

12) Scroll down and put a checkmark in "Termination Code is Empty or Other Than No Show"

13) When done with setup criteria, select Preview to view your report

ChildPlus.net Agency= PugetSound/AppEntry  
Services Status Center Entry Express Reports Setup Enter Report #  
Select a Report 3320 - Immunization Record  
General Custom Filters (1) Individuals Print Preview

Use Fil...	Category	Custom Filter Name	Custom Filter Text
<input type="checkbox"/>	Family Information	Primary Language at Home Not English	Family.Primary Language At Home Code NOT EQUAL TO 'English'
<input type="checkbox"/>	Participants	Race is American Indian or Alaska Native	Participant.Race EQUALS 'American Indian or Alaska Native'
<input type="checkbox"/>	Participants	Race is Asian	Participant.Race EQUALS 'Asian'
<input type="checkbox"/>	Participants	Race is Black or African American	Participant.Race EQUALS 'Black or African American'
<input type="checkbox"/>	Participants	Race is Multi-Racial	Participant.Race EQUALS 'Multi-racial/Biracial'
<input type="checkbox"/>	Participants	Race is Native Hawaiian/Other Pacific Islander	Participant.Race EQUALS 'Native Hawaiian/Other Pacific Islander'
<input type="checkbox"/>	Participants	Race is Unspecified	Participant.Race EQUALS 'Unspecified'
<input type="checkbox"/>	Participants	Race is White	Participant.Race EQUALS 'White'
<input type="checkbox"/>	Participants	SSI Status is N	PIR Addendum.Supplemental Security Income EQUALS 'No'
<input type="checkbox"/>	Participants	SSI Status is Y	PIR Info.Supplemental Security Income EQUALS 'Yes'
<input type="checkbox"/>	Participants	Teaching Strategies Gold Participants Missing Info	Participant.Name (First) IS EMPTY OR Participant.Name (Last) IS EMPTY OR Participant.Gend...
<input type="checkbox"/>	Participants	Term Date is Blank	Enrollment.Termination Date IS EMPTY
<input checked="" type="checkbox"/>	Participants	Termination Code is Empty or Other Than No Sh...	((Enrollment.Termination Reason Code IS EMPTY ) OR (Enrollment.Termination Reason Cod...
<input type="checkbox"/>	Participants	Termination Reason Like -	Enrollment.Termination Reason Code EQUALS 'Aged Out of the Program'
<input type="checkbox"/>	Participants	Termination Window	Enrollment.Termination Date IS EMPTY OR Enrollment.Termination Date GREATER THAN OR...
<input type="checkbox"/>	Participants	WCELI Enrollment Window	Enrollment.Enrolled Date GREATER THAN '5/31/2011' AND Enrollment.Enrolled Date LESS T...
<input type="checkbox"/>	Participants	WCELI LEP Consent is Yes	Participant.LEP Consent (HL Use Only) EQUALS 'True'
<input type="checkbox"/>	Participants	WCELI Termination Window	Enrollment.Termination Date GREATER THAN '5/31/2011' AND Enrollment.Termination Date ...

Clear Selection Copy Add Edit Delete

Selected Custom Filters  
"Termination Code is Empty or Other Than No Show"

Show Details

*This custom filter will eliminate any children that never actually attended. We do not have to track or collect data about those children. Remember that once you select a Custom Filter, ChildPlus will remember that you used that filter. The next time you go to run that report your previous Custom Filter will automatically be selected. Clear Selection as the bottom left of the screen will remove any filters selected.*

This report will identify the immunization status of each child. "At End of Enrollment" reflects their current status (vs. at time of enrollment).

ChildPlus.net Agency= PugetSound/AppEntry  
 Services Status Center Entry Express Reports Setup Enter Report #  
 Select a Report 3320 - Immunization Record  
 Go to Page 100% Save As PDF, Excel, etc. Search

Main Report

4/19/2016 10:39 am acelc1

### Puget Sound ESD - HS/EHS

#### 3320 - Immunization Record

Program Term: 2015 - 2016 HS, Enrollment Status: Enrolled, Dropped, Drop/Wait, Drop/Accept, Completed Custom  
 Filter: "Termination Code is Empty or Other Than No Show"

**Puget Sound ESD - HS/EHS**  
**Apple Cheeks ELC**

**Kardashian, Kim**      **Birthdate:** 04/06/2011      **Current Age:** 5y 0m (60m)

	At Enrollment	Completed all for age	At End of Enrollment	Completed all for age	Next Immunization Due Date	
	First	Second	Third	Fourth	Fifth	Next D
IPV						06/05/20
DTaP						06/05/20
MMR						03/31/20
Hib						06/05/20
HepatitisB						04/06/20
Varicella						03/31/20
HepatitisA						03/31/20
PCV						06/05/20
Influenza						
Rotavirus						
MCV, MPSV						
HPV						
H1N1						

**Kardashian, Kourtney**  
**At Enrollment** Not Received All/Pastdue

	At Enrollment	Completed all for age	At End of Enrollment	Completed all for age	Next Immunization Due Date	
	First	Second	Third	Fourth	Fifth	Next D
IPV						06/05/20
DTaP						05/21/2011

#### Immunization Status Glossary

- **Complete** = Immunizations are complete for the whole program year
- **Up to date** = Immunizations were up to date when assessed, but child may need other immunizations during program year
- **Not Received All / Past Due** = Child is overdue for one or more immunization(s)
- **Not Marked** = Immunization information has not been received, or **has been received but not assessed/coded (see red text below)**
- **Exempt** = Exempt from immunizations (for any reason)
- **Exception/Waiver** = PSESD does not use this category, so you should not see it

*Note: To see documentation that has been received and attached by PSESD but not yet entered, run the Participant Attachment Listing (Report #2132). If documentation has been attached but entered into data fields, it will not be reflected in the 3320 report.*