



# CHIRP School Nurse Module

## School Reports

There are 3 reports in the school nurse module that will assist school health personnel to ensure all students are up to date on their vaccines:

1. School Immunization Report
2. Action Report
3. Student Detail Report

### How to access these reports:

1. Click on Reports on the blue menu block on the left side of the screen.
2. Select School Reports

### Action Report

This is the best way to track students who are out of compliance. Students who are due for the next dose in a series will appear on this report.

Select the most appropriate series from the drop-down list for the grade(s) you are reviewing. CHIRP defaults to ACIP recommended vaccines for the “series” field, so it is important to change it to one of the following:

- Grades K-5
- Grades 6-7
- Grades 8-11
- Grade 12

1. In the Search Results field, click the “Select” button to include only records for certain grade levels.
2. Once grade levels have been selected, click on the arrow to the left of the school name to generate the report.

### School Immunization Report

Select the most appropriate series from the drop-down list for the grade(s) you are reviewing. CHIRP defaults to ACIP recommended vaccines for the “series” field, so it is important to change it to one of the following:

- Grade K-5
- Grades 6-7
- Grades 8-11
- Grade 12

1. Select grade levels in the “included grade levels” section.
  - You can hold down ‘Ctrl’ down to select multiple grades.
2. Select ‘Needing Vaccination’ or ‘Completed Vaccination’ in the “Vaccination Details By:” field.
3. Click on the “Create Report” button.

### Student Detail Report

1. In the Search Results field, click the “Select” button to include only records for certain grade levels.
2. Once grade levels have been selected, click on the arrow to the left of the school name to generate the report.