

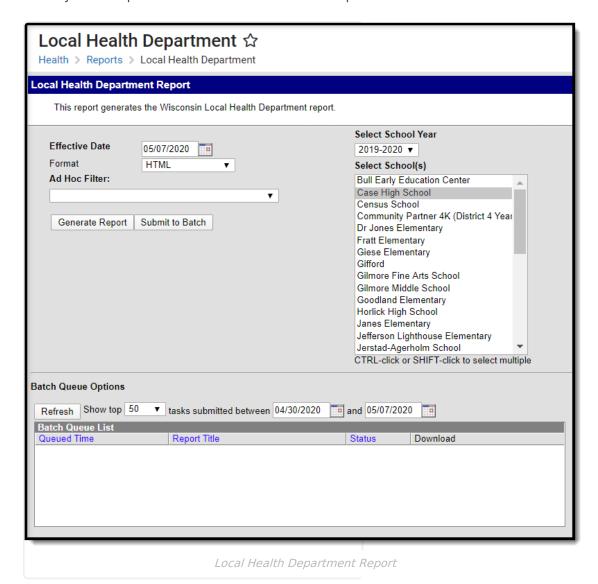
## **Local Health Department (Wisconsin)**

Last Modified on 11/26/2025 12:31 pm CST

Report Logic | Report Editor | Generate the Report | Report Layout

Tool Search: Local Health Department

The Local Health Department Report contains two parts and is due 40 days after the start of the school year. It reports students' immunization compliance.



**Read** - Generate the local health department report.

Write - N/A

Add - N/A

Delete - N/A

For more information about Tool Rights and how they function, see this Tool Rights article.



## **Report Logic**

### **Vaccine Exemptions/Waivers**

Waivers must be mapped to a State Exemption Code. When waivers are assigned to students but not mapped to a state exemption code, the report does not calculate accurately.

Exemptions are pulled from the Vaccine Exemption Code. Only these Exemption Codes are recognized.

- M: Medical
- R: Religious
- · C: Per Conv
- H: Hx/Dis for Varicella Only

#### **State Exclude**

The following State Exclude logic pertains to the Local Health Department Report:

- A student enrolled in a grade level marked as state exclude is not included on the report.
- A student enrolled in a calendar marked as state exclude is not included on the report.

### **Student Population**

Students can only count in one row per vaccine. Meningococcal counts are only for 7th- and 12th-grade students.

A count is tallied in each of the following areas:

Compliance Status	Description
Meets all minimum requirements	Reports a total of all students in the grade grouping being reported who have a compliance of <i>Compliant, No Requirement, Lab Conf</i> or do not have applicable rules for all vaccines and have a dose of any vaccine.
In process	Reports a total of all students in the grade grouping being reported who have a compliance status of <i>In Process</i> for any vaccine and no vaccines with a compliance state of <i>Non-Compliant</i> and have a dose of any vaccine.
Behind Schedule	Reports a total of all students in the grade grouping being reported who have a compliance status of <i>Non-Compliant</i> for any vaccine or have a waiver for any vaccine with a name other than <i>Hx/Dis, Religious, Health, Lab Conf or Per Conv</i> and have a dose of any vaccine. Students who have no doses of any vaccine but do have an immunization record also report as <i>Behind Schedule</i> .
Health waiver	Reports a total of all students in the grade grouping being reported who have a status of <i>Exempt - Health</i> for any vaccine and do not have a status of <i>Non-Compliant</i> or <i>In-Process</i> for any vaccine.



Compliance Status	Description
Religious waiver	Reports a total of all students in the grade grouping being reported who have a status of <i>Exempt - Religious</i> for any vaccine and do not have a status of <i>Non-Compliant, Exempt - Health</i> or <i>In-Process</i> for any vaccine.
Personal conviction waiver	Reports a total of all students in the grade grouping being reported who have a status of <i>Exempt - Per Conv</i> for any vaccine and do not have a status of <i>Non-Compliant, Exempt - Health, Exempt - Religious</i> or <i>In Process</i> for any vaccine.
No Record	Reports a total of all student in the grade grouping being reported who have not received a dose of the selected vaccine and does NOT have a waiver.
History of Varicella Disease Varicella Only	Reports a total of students with an <i>Exempt - Hx/DIS</i> waiver for Varicella.
Vaccine Total	Reports the sum of the above compliance statuses per vaccine.

# **Report Editor**

The following fields are available for entry on the Local Health Department Report.

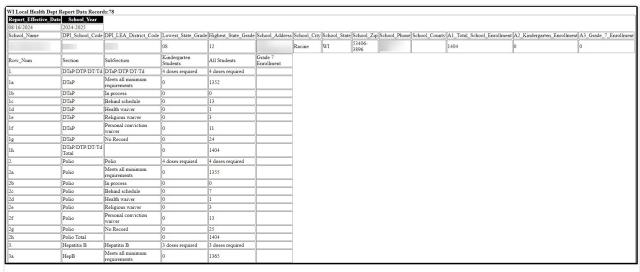
Field	Description
Effective Date	Entered date returns only those students actively enrolled on that date. Dates are entered in <i>mmddyy</i> format or can be chosen by clicking the calendar icon.
Format	The Local Health Department Report can be generated in either HTML or CSV. Data returned on the HTML or Comma Delimited output is then entered into a F-04002 form (available from DPI) for each school.
Ad hoc Filter	Selecting an Ad hoc Filter returns only those students who are included in that filter and meet the reporting requirements of the report itself.
Calendar Selection	Indicates from which calendar of enrollment information is reported. The calendar chosen in the Campus toolbar is automatically selected. The report can be generated for one school at a time, or a set of schools at a time (all elementary schools, for example). At least one calendar needs to be selected. Calendars can be listed by the Active Year, by School name or by Year.  Note that when more than one calendar is selected, the report must be submitted to the batch for generation. It is recommended that users do not select all schools in the district at one time.



Field	Description
Report Generation	The report can be generated immediately using the <b>Generate Extract</b> button. When there is a larger amount of data chosen (several calendars, large date range, etc.), use the <b>Submit to Batch</b> button, which allows the user to choose when the report is generated. See the <u>Batch Queue</u> article for more information.

### **Generate the Report**

- 1. Enter the **Effective Date**.
- 2. Select the desired **Format** of the report.
- 3. If desired, select an Ad hoc Filter.
- 4. Select the **Calendars** to include in the report.
- 5. Select the **Generate Extract** button or use the **Submit to Batch** option. The report displays in a separate window in the designated format.





5a	Varicella	Meets all r	0	1346		
5b	Varicella	In process	0	0		
5c	Varicella	Behind sc	0	7		
5d	Varicella	Health wa	0	1		
5e	Varicella	Religious	0	3		
5f	Varicella	Personal (	0	13		
5g	Varicella	History of	0	8		
5h	Varicella	No Record	0	26		
5i	Varicella 1	Total	0	1404		
6a	Tdap (Gra	Meets all r	0	1286	443	0
6b	Tdap (Gra	In process	0	0	0	0
6c	Tdap (Gra		0	57	9	0
6d	Tdap (Gra	Health wa	0	1	1	0
6e	Tdap (Gra	Religious	0	6	1	0
6f	Tdap (Gra	Personal (	0	30	12	0
6g	Tdap (Gra	No Record	0	24	6	0
6h	Tdap Tota	l	0	1404		0
7a	MenACWY	Meets all r	0	702	6	0
7b	MenACWY	In process	0	0	0	0
7c	MenACWY	Behind sc	0	282	282	0
7d	MenACWY	Health wa	0	0	0	0
7e	MenACWY	Religious	0	0	0	0
<b>7</b> f	MenACWY	Personal (	0	0	0	0
7g	MenACWY	No Record	0	420	184	0
8	Section C	At least or	0	2		
9	Section C	At least or	0	10		
10	Section C	At least or	0	43		
11	Section C	Students v	0	0		
12	Section D	Meets all r	0	696		
13	Section D	In process	0	0		
14	Section D	Behind sc	0	674		
15	Section D	No record	0	29		
16	Section D	Any waive	0	5		
17	Section D	Total Stud	0	1404	0	0

Local Health Department Report Comma Delimited - Rows 5a-17

# **Report Layout**

Column	Description	Location	
Header			
Report Effective Date	The effective date of the report selected in the report editor.  Alphanumeric, 10 (MM/DD/YYY)	Report editor	
School Year	The school year selected in the report editor.  Alphanumeric, 9 (YYYY-YYYY)	Report editor  School.endYear	



Column	Description	Location
School Name	The name of the school(s) selected in the report editor.	Report editor
	Alphanumeric	School.name
DPI School Code	The code associated with the school.  Numeric, 4 (XXXX)	School Information > State School Number
		School.number
DPI LEA District Code	The district code.  Numeric, 4 (XXXX)	District Information > District Detail > State District Number
		District.number
Lowest State Grade	The lowest grade associated with the school.	Calendar > Grade Levels
	Alphanumeric, 2 (XX)	GradeLevel.stateGrade
Highest State Grade	The highest grade associated with the school.	Calendar > Grade Levels
	Alphanumeric, 2 (XX)	GradeLevel.stateGrade
School Address	The address of the school.	School Information > Address
	Alphanumeric	School.address
School City	The school's city.	School Information > City
	Alphanumeric	School.city
School State	The school's state.	School Information > State
	Alphanumeric, 2 (WI)	School.state
School Zip	The school's zip.	School Information > Zip
	Numeric, 10 (XXXXX-XXXX)	School.zip



Column	Description	Location
School Phone	The school's phone number.  Alphanumeric, Ex. (555)555-5555	School Information > Phone School.phone
School County	The county of the school.  Alphanumeric	District Information > County District.county
A1: Total School Enrollment	The total number of students enrolled at the school.  Numeric	Calculated
A2: Kindergarten Enrollment	The total number of kindergarten students at the school.  Numeric	Calculated
A3: Grade 7 Enrollment	The total number of students at the school in grade 7.  Numeric	Calculated
Report		
Row Num	The row number.  Alphanumeric	Not dynamically stored
Section	The immunization name.  Alphanumeric	Not dynamically stored
Sub Section	The break down of the each vaccine, by:  • Meets all minimum requirements  • In process  • Behind schedule  • Health waiver  • Religious waiver  • Personal conviction waiver  • History of Varicella disease (Varicella only)  • No Record  Alphanumeric	Not dynamically stored



Column	Description	Location
Kindergarten Students	The total count of kindergarten students who meet the requirements for the row.  Numeric	Calculated
		Enrollments > Grade
		Enrollment.grade
		Calendar > Grade Levels > State Grade Level Code  GradeLevel.stateGrade
All Students	The total count of all students who meet the requirements for the row.	Calculated
	Numeric Numeric	Enrollments > Grade Enrollment.grade
		Calendar > Grade Levels > State Grade Level Code
		GradeLevel.stateCode
Grade 7 Enrollment	The total count of all 7th grade students who meet the requirements for Tdap and Meningococcal.  Numeric	Calculated
		Enrollments > Grade
		Enrollment.grade
		Grade Levels > State Grade Level Code
		GradeLevel.stateCode



Column	Description	Location

### **Section C**

Section C displays the summary totals at the bottom of the report in rows 8-11. The following Compliance Statues are summed, and the sum values display in the Kindergarten Students, All Students, and Grade 7 Enrollment columns:

- 8: At least one health waiver
- 9: At least one religious waiver
- 10: At least one personal conviction
- 11: Students who have received no immunizations and have a waiver for all vaccines

### **Section D**

Section D displays the summary totals at the bottom of the report in rows 12-17. The following Compliance Statues are summed, and the sum values display in the Kindergarten Students, All Students, and Grade 7 Enrollment columns:

- 12: Meets all minimum requirements
- 13: In process
- 14: Behind schedule
- 15: No record
- 16: Any waiver
- 17: Total Student Count

### **Previous Versions**

<u>Local Health Department (Wisconsin) [.2239 - .2335]</u> <u>Local Health Department (Wisconsin) [.2215 - .2235]</u>