

STUDENT GUIDE TO **COMPLIO**

2024

ABOUT COMPLIO

Complio is American DataBank's comprehensive tool used for tracking and monitoring student screenings, immunizations, and general compliance, where students can also securely and privately submit their personal health and immunization records for D'Youville's immunization compliance purposes.

PURPOSE

Becoming health compliant has never been easier! This comprehensive guide will easily walk you through all the steps you need to take to ensure you become compliant with D'Youville University's immunization requirements without penalty.

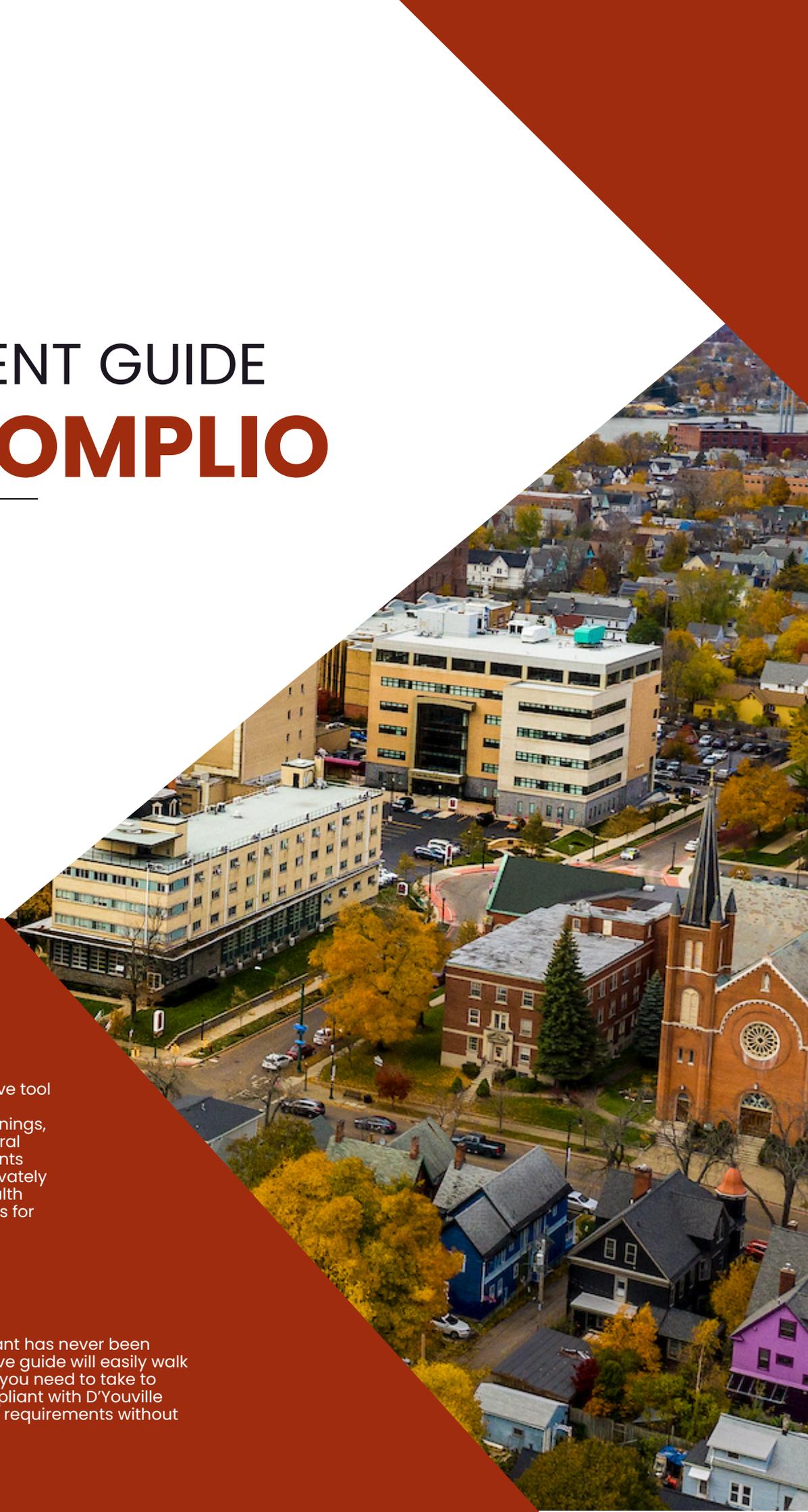


TABLE OF CONTENTS

1	Understanding Your Immunization Requirements
3	Introduction to Complio
4	Account Creation
5	Placing an Order
7	Navigating Your Complio Account
8	Submitting Your Vaccination Records
10	Understanding Your Compliance Status
11	Support

UNDERSTANDING YOUR **IMMUNIZATION** **REQUIREMENTS**

D'Youville University requires all students enrolled in a program, taking six (6) credits or more, to report their immunization/vaccination records in accordance with New York State Public Health Law Section 2165 to ensure students' compliance with state immunization requirements.

Students who are found non-compliant with the immunization requirements listed below after the add/drop period of each semester will have a hold placed on their student account preventing them from enrolling in any courses until they follow all the steps outlined in this packet to become health compliant. Non-compliant students also risk paying steep fines and/or being withdrawn from the university.

MEASLES, MUMPS, AND RUBELLA (MMR) IMMUNIZATION REQUIREMENT

All students must provide the University with supporting documentation, i.e. a personal vaccination record, that they have **EITHER** received two (2) doses/rounds of the MMR vaccine, **OR** three (3) positive antibody titers (one for each component) to support a claim of immunity.

MENINGOCOCCAL IMMUNIZATION REQUIREMENT

All students must determine which one of the following three circumstances best applies to themselves:

1. The student has received their meningitis vaccine within the past five (5) years—if administered before 2019 this requirement will **NOT** be met—and the student will provide supporting documentation to meet this immunization requirement.
2. The student is actively planning to obtain their meningitis vaccine within the next 30 days and will provide the required supporting documentation to prove they meet this requirement once they obtain the vaccine within the same 30 days to meet this immunization requirement.
3. The student acknowledges the risks of not being vaccinated for meningitis—including but not limited to infection of the lining of the brain and/or spinal column or of the blood, potentially resulting in severe and/or permanent disabilities such as hearing loss, brain damage, seizures, limb amputation and even death—yet refuses to obtain the meningitis vaccine.

Only those students who intend to refuse to obtain the meningitis vaccine must declare their voluntary choice on the Meningococcal Vaccination Response (MVR) Form—available for download through the student's Complio account and on the My D'Youville "Student Health Information" page—and submit this to the University.

UNDERSTANDING YOUR **IMMUNIZATION** **REQUIREMENTS** *cont.*

Healthcare majors are additionally required to complete a tuberculosis screening and provide an updated physical examination report every year.

Additional vaccinations may be necessary for certain students to obtain, if you are enrolled in one or more of the following programs, contact your program's clinical coordinator directly to request more information:

- Occupational Therapy
- Physician Assistant
- Pharmacy
- Chiropractic
- Nutrition & Dietetics
- Nursing
- Nurse Practitioner

Contact your primary healthcare provider or doctor for further details about these immunizations, questions about what immunizations you do or do not have, how to obtain a photocopy or digital copy of your personal vaccine record, how to schedule an appointment to obtain the necessary immunizations, etc.



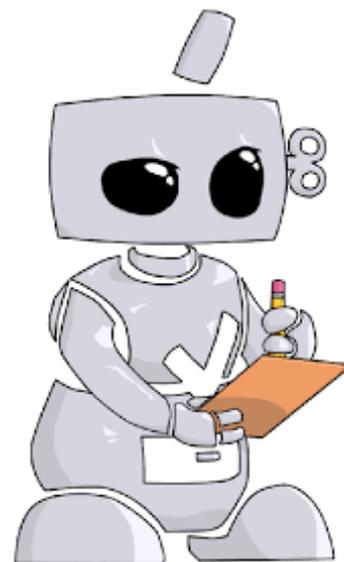
INTRODUCTION TO **complio** *powered by American DataBank*

Complio is an online compliance-tracking program that enables institutions to enforce custom compliance tools, view student details and compliance(s) statuses, allow for a paperless process for collecting documentation, monitor student compliance(s) statuses over time as well as immunization expiration dates, and communicate with students and other administrators.

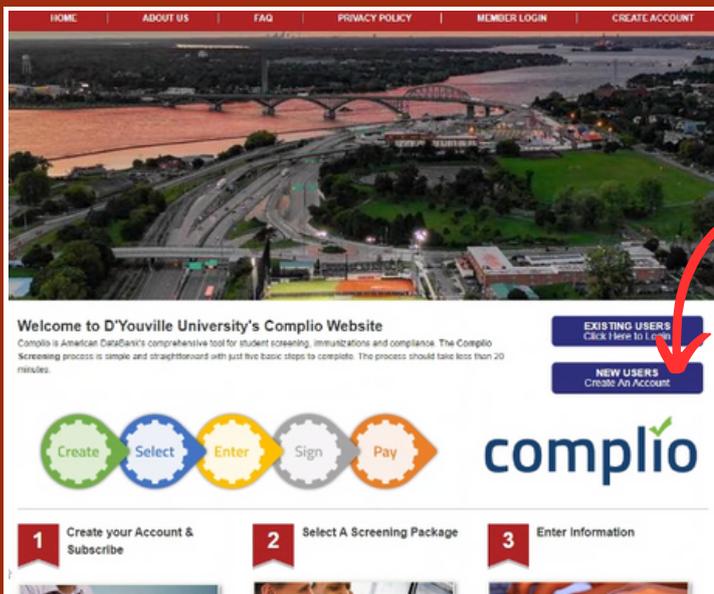
Students will use Complio to:

1. Create a University-affiliated account,
2. Place an online order (free of charge) to purchase a package subscription to track their compliance with the University's immunization requirements,
3. Safely upload and submit their personal health and vaccination records for review by American DataBank's team of representatives and University administrators, and
4. Track their compliance status throughout their enrollment at D'Youville University.

ACCOUNT CREATION



Students are responsible for creating their Complio account and all applicable personal health and vaccination records must be uploaded to their Complio account for review and approval.



HOME ABOUT US FAQ PRIVACY POLICY MEMBER LOGIN CREATE ACCOUNT

Welcome to D'Youville University's Complio Website
Complio is American DataBank's comprehensive tool for student screening, immunizations and compliance. The Complio Screening process is simple and straightforward with just five basic steps to complete. The process should take less than 20 minutes.

EXISTING USERS
Click Here to Log In

NEW USERS
Create An Account

Create Select Enter Sign Pay

1 Create your Account & Subscribe 2 Select A Screening Package 3 Enter information

Step 1

To get started, create your student account [HERE](#).

Step 2

Select "NEW USERS: Create an Account," and fill in all the required boxes (marked with red asterisks). Click "Create Account and Proceed" when finished.

Step 3

Once your account has been created, you will receive an email with a link you'll need to follow to finish activating your account, at which point you'll be re-directed to Complio's Existing User Log In.



complio

ADB
American DataBank

Create an account

Please fill the form below to create an account. The items with * are required.

Personal Information

First Name:* Middle Name:* If you don't have a mid Last Name:*

Do you have an SSN?*: Yes No Social Security Number (###-##-####)*:

I have an Alias or Maiden name

Gender:* Date of Birth (MM/DD/YYYY)*:

Contact Information

Primary Email:* Confirm Primary Email:*

Secondary Email: Confirm Secondary Email:

Address 1:* Address 2:

Country:* UNITED STATES State:* City:*

Zip Code:* Country:*

Primary Phone:* Secondary Phone:

Account Information

Username:* Check

Password:* Confirm Password:*



complio
D'Youville University

Username

Password

Sign In

[Forgot User ID or Password?](#)

New to Complio?

Preferred Browsers 

 American DataBank Group Copyright ©2024 All Rights Reserved
700 17th Street, 10th Floor, Denver, CO 80202
Business Hours: 9:00am - 6:00pm (MT) Mon - Fri



Complio Existing User Log-In screen. Log in with the credentials you just created.

PLACING AN ORDER

Please contact your institution if you are unsure what package(s) you need to order. Asterisk (*) denotes mandatory fields.

Identifying Information

Institution Name: D'Youville University
 Select School: * **University Required Health Records**

[Load Packages](#)

Tracking

Immunization Package(s)

D'Youville Tracking Package [View Package Details](#)
 24 Months

Estimated Tracking Total: \$ 0

Estimated Order Total
Estimated Order Total: \$ 0

[Previous](#) [Next](#)

Step 4

Once you've logged into your account for the first time, select the "Get Started" tile to begin placing your order for a \$0.00 D'Youville Tracking Package, which will track your compliance with the MMR and meningitis immunization requirements.

complio **American DataBank**

Create Order (Step 3 of 7)

Complio - Terms of Use (Scroll down for Signature box)

DocumentViewer.aspx 1 / 3

COMPLIO TERMS OF USE

General

Welcome to the Complio System powered by American DataBank, LLC ("ADB"). By placing an order in the Complio System ("System"), you accept and agree that the Terms of Use in this document constitute a binding agreement between you and ADB.

The term "Health Information" as used in this agreement means any of your vaccination, immunization or other health-related information, records or documents.

The term "Screening Information" as used in this agreement means any of your background screening / consumer report information, including for example criminal history, drug test and employment or education verification information.

Profile Sharing by Applicant

If you elect to use the Complio System to initiate a sharing of part or all of your Health

I Agree

Signature Box

Chat with an Expert

Step 5

Students must agree to (check off the box) and sign the Complio Terms of Use as well as an additional disclosure form.

Order Review: Please review your order details below. Make changes as necessary.

Package Details

Institution Hierarchy: D'Youville University > University Required Health Records

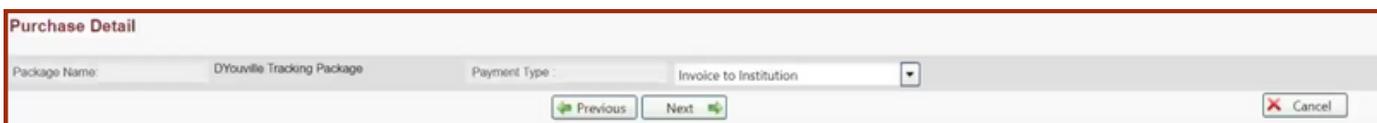
Immunization Compliance Package: D'Youville Tracking Package Subscription Period: 24 Month(s)

Step 6

Review and confirm all order details before selecting "Next", you will **NOT** be able to edit this information again once you move to the next step.

If, at any point, you require assistance, look for the blue "Chat with an Expert" tile to open a live chat with an ABD representative.

PLACING AN ORDER *cont.*



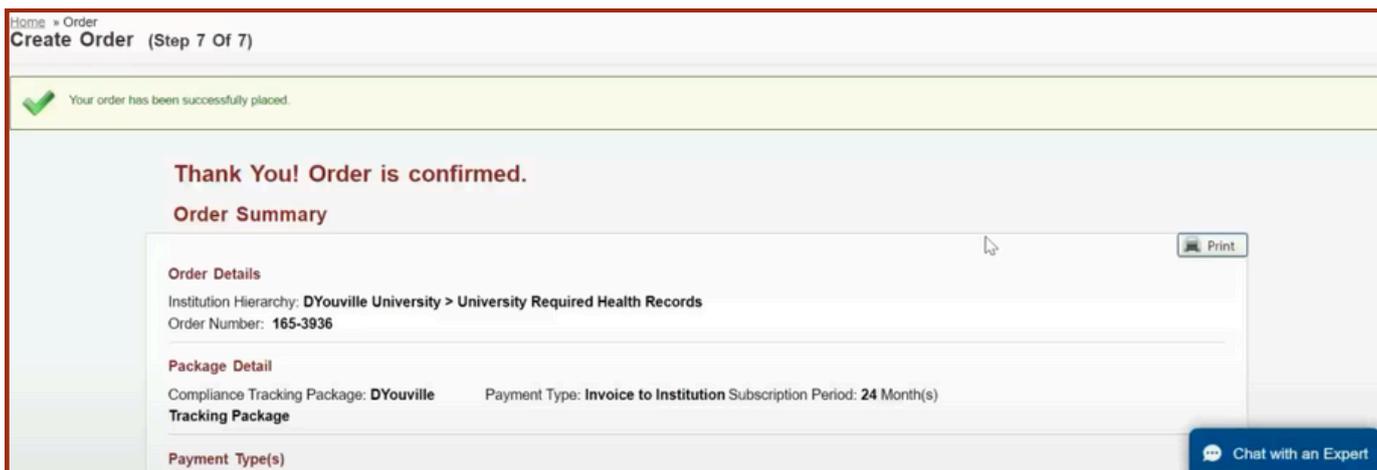
Purchase Detail

Package Name: D'Youville Tracking Package Payment Type: Invoice to Institution

Previous Next Cancel

Step 7

Before finishing, select "Invoice to Institution" and then "Next".



Home > Order
Create Order (Step 7 Of 7)

✓ Your order has been successfully placed.

Thank You! Order is confirmed.

Order Summary Print

Order Details
Institution Hierarchy: D'Youville University > University Required Health Records
Order Number: 165-3936

Package Detail
Compliance Tracking Package: D'Youville Payment Type: Invoice to Institution Subscription Period: 24 Month(s)

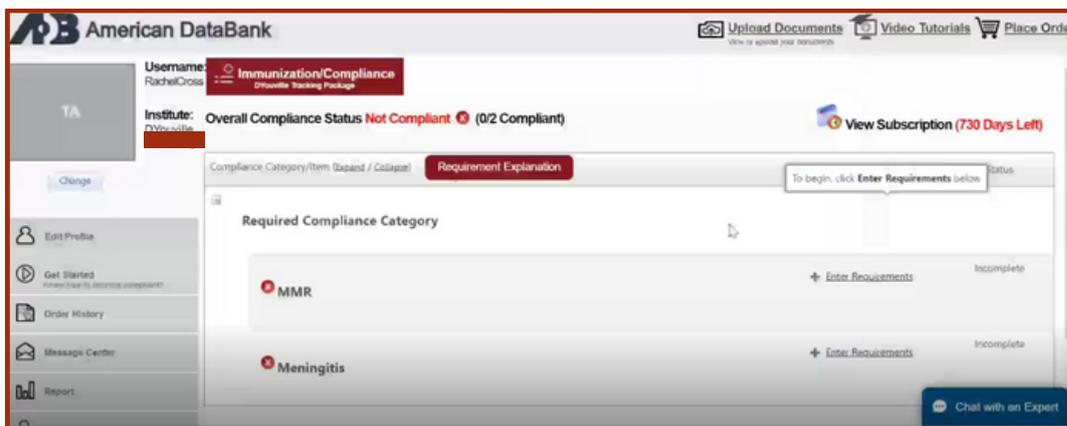
Tracking Package

Payment Type(s) Chat with an Expert

Congratulations!

You've now finished setting-up your Complio account, and can now begin the simple process of viewing your compliance requirements and uploading your documents to your required immunization categories for review and approval.

The next section of this guide reviews the basic features within your Complio account's landing page, as seen below, and how to navigate through these.



ADB American DataBank Upload Documents Video Tutorials Place Order

Username: RachelCross **Immunization/Compliance**
D'Youville Tracking Package

Institute: D'Youville **Overall Compliance Status Not Compliant (0/2 Compliant)** View Subscription (730 Days Left)

Compliance Category/Item (Based / Colspan)	Requirement Explanation	Status
Required Compliance Category		
MMR		Incomplete
Meningitis		Incomplete

To begin, click **Enter Requirements** below

Chat with an Expert

If, at any point, you require assistance, look for the blue "Chat with an Expert" tile to open a live chat with an ABD representative.

NAVIGATING YOUR COMPLIO ACCOUNT

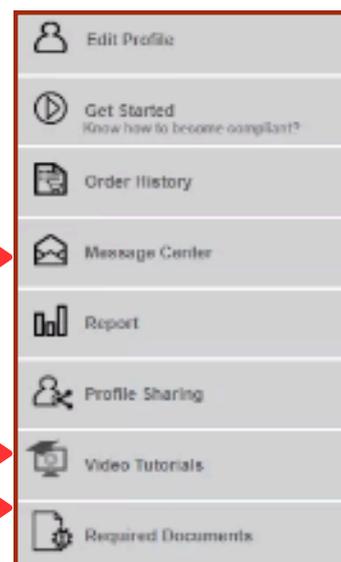
View and respond to messages regarding your compliance status(es), upcoming expirations, etc. from University administrators.

View detailed video tutorials for further instructions on uploading documents, navigating your account, etc.

View documents you are required to complete and upload along with your personal health and vaccination record(s).

Under this tab, you can view your immunization requirements and your "Overall Compliance Status;" **only when this overall status is "Compliant" will a hold placed on your D'Youville student account be removed.**

Under this tab, you can view your clinical rotation requirements if your department requires you to complete fieldwork.



Upload required personal health and vaccination records by selecting "Upload Documents" or "Enter Requirements."

Here is where your required compliance categories will be displayed. *Your major or program may require you to complete additional requirement categories.*

Compliance Category/Item	Requirement Explanation	Status
Required Compliance Category		
Tuberculosis		+ Enter Requirements Incomplete
Varicella		+ Enter Requirements Incomplete
Influenza		+ Enter Requirements Incomplete
Hepatitis B		+ Enter Requirements Incomplete
MMR		+ Enter Requirements Incomplete
CPR		+ Enter Requirements Incomplete

SUBMITTING YOUR VACCINATION RECORDS

The screenshot shows the American DataBank interface. On the right side, there are two categories: 'Hepatitis B' and 'MMR'. Both have a '+ Enter Requirements' button circled in red, labeled 'Step 1'. Below these is the 'Add New Requirement' form. In the 'Select a requirement' dropdown, 'Measles Titer' is selected and circled in red, labeled 'Step 2'. Below this, there are fields for 'Document' (with 'Result.jpg' selected), 'Results' (with '-SELECT-' selected), and 'Read Date'. At the bottom of the form, there is a 'Drop files to attach, or Browse' button circled in red, labeled 'Step 3'. At the very bottom right of the form, there are 'Submit' and 'Cancel' buttons circled in red, labeled 'Step 4'.

Step 1

To begin submitting your personal health or vaccination records, from your Dashboard select "Enter Requirements" on the right side of a required compliance category.

Step 2

Select an individual requirement, i.e. "Measles Titer," "MMR Dose 1," "Meningitis Vaccine," etc. from the drop-down box and fill out any additional boxes such as "Read/Collection Date" or "Result" that you're prompted to fill out.

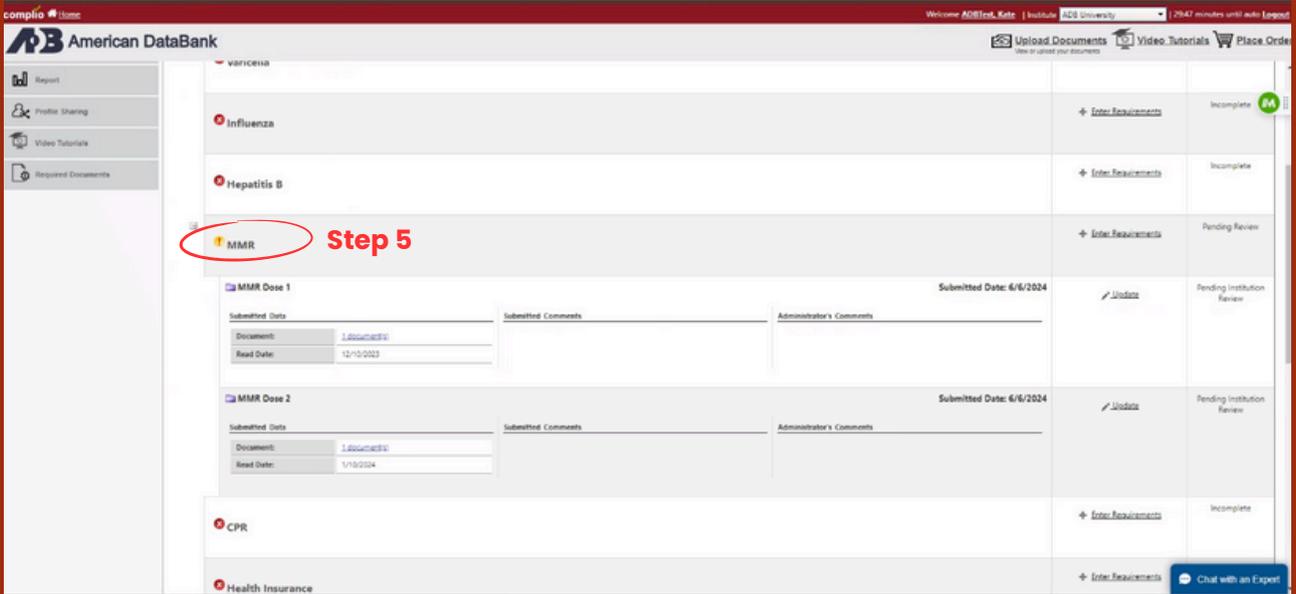
Step 3

Select "Drop Files to Attach or Browse" or "Documents" to upload a photocopy or digital copy of your personal health and/or vaccination record.

Step 4

Select "Submit" when you've uploaded the correct document(s).

SUBMITTING YOUR VACCINATION RECORDS *cont.*



Step 5

Repeat steps 1-4 until you submit supporting documentation to meet **all** individual requirements within the overall required compliance category for both the MMR and meningitis category, i.e. upload requirements for the MMR Dose 1 and 2, OR 3 MMR Titers, AND upload requirements for the Meningitis Vaccine OR the Meningitis Waiver. (You can verify that you have done so by checking the required category's compliance status symbol next to the name of the overall category).



A circled red x next to the category name indicates that the category is not complete and there are individual requirements that still need to have supporting documentation uploaded and submitted to for approval.



A circled yellow exclamation point next to the category name indicates that all individual requirements within the immunization category have been submitted and are pending review. See the next page in this guide for further details about your health compliance status.

UNDERSTANDING YOUR COMPLIANCE STATUS

Green Checkmark

Compliant: All individual requirements within the required compliance category have been met and approved by an American DataBank representative. The hold on your student account will be lifted. No further steps are necessary.

Circled Red X

Uncompliant/Incomplete Requirement Category:

The required compliance category is either incomplete and has not been met in its entirety, or previously submitted documents have been reviewed and do not meet immunization requirements. Check again or resubmit updated vaccination or health records to be sure you have met all individual requirements within the required category.

Blue Checkmark

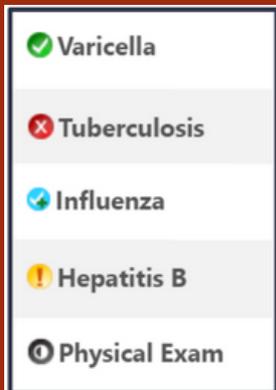
Compliant: All individual requirements within the required compliance category have been met and approved by a University administrator. The hold on your account will be lifted. No further steps are necessary.

Yellow Exclamation Point

Pending Review: All individual requirements within the required compliance category have been submitted and are pending review by an American DataBank representative. Please allow for 1-3 business days for your documents to be reviewed and either approved or rejected. If documents are approved, the category will become compliant. No further steps are necessary until further notice.

Grey Semi-Circle

Optional: This compliance category is optional, any further steps taken are voluntary.



✓	Varicella
✗	Tuberculosis
✓	Influenza
!	Hepatitis B
ⓘ	Physical Exam

NEED SUPPORT?

American Data Bank

800-200-0853

complio@americandatabank.com

D'Youville Student Health Information

*D'Youville Student Health Information
Website*

D'Youville Complio Splash Page

Complio User Log In

Coordinator for Student Affairs, Rachel Crossett

716-829-7812

crossetr@dyc.edu

*KAB 205, 320 Porter Ave,
Buffalo, NY 14201*