



STUDENT GUIDE TO **HEALTH COMPLIANCE**

Got a question about health compliance, immunization requirements, or Complio?

Contact the **Health Compliance Office** at healthcompliance@dyc.edu.



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HEALTH COMPLIANCE & WHAT IT MEANS

WHY WE COLLECT STUDENTS' VACCINATION RECORDS

The New York State Department of Health requires certain students attending a college or university in-person in New York State to provide proof of immunity to measles, mumps, and rubella (NYS PHL S 2165), as well as meningococcal immunization information (NYS PHL S 2167) to the institution.

The DYU Health Compliance Office collects students' vaccination records to ensure that students comply with these requirements. University-partnered compliance-tracking system, **Complio**, is used to securely and paperlessly collect, review, and store students' records for these purposes.

HEALTH NON-COMPLIANCE

Incoming *resident* students must be health compliant by the day they move into university housing. Non-compliant residents are not permitted to receive their dorm key until they become health compliant. Incoming *commuter* students must be health compliant by their first day of classes.

Any non-exempt student found non-compliant after the Add/Drop period of their first semester in college will have a hold placed on their Self Service account terminating their course registration abilities and risks having their swipe access terminated.

Non-compliant students also risk being fined by the NYS Health Department and/or being withdrawn from the university.

HOW TO BECOME HEALTH COMPLIANT

This document is an instructional guide on becoming health compliant for DYU students. If you encounter any technical difficulties or have any questions about any step in this process, contact the Health Compliance Office at healthcompliance@dyc.edu.

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 to ensure students' compliance with state immunization requirements.

Some students are exempt from complying with these requirements, including:

- Students who are registered for **less than 6 credits** in an academic semester.
- Students who **are enrolled in an online-only program AND ALSO do not reside on-campus.**
- Students who are **born before 1957.**

If you are considered exempt from complying with immunization requirements, **do not complete any of the following steps in this guide and do not order a tracking package in Complio.** Instead, email healthcompliance@dyc.edu to verify your exempt status.

MEASLES, MUMPS, AND RUBELLA (MMR) IMMUNIZATION REQUIREMENT

To become compliant with this immunization requirement category, students must provide the University with supporting documentation, i.e. a personal vaccination record, that they have **EITHER** received two (2) doses of the MMR vaccine **OR** three (3) positive antibody titers (one for each component of MMR).

MENINGOCOCCAL IMMUNIZATION REQUIREMENT

Students are not required to be immunized against meningitis to become compliant with this immunization requirement category, but are required to provide the University with the following information based on which of the two circumstances below best apply to them:

- If the student **HAS** had a meningitis vaccine administered within the past five (5) years of their program start date, the student must provide the University with their vaccination records documenting so to meet this immunization requirement.
- If the student has **NOT** had a meningitis vaccine administered within the past five (5) years, the student must complete and submit a Meningococcal Vaccination Declination Waiver--available for download through their account with Complio, once created. By completing this form, the signee acknowledges the risks of not being immunized against meningitis, but is declining to obtain or re-obtain the meningitis vaccine.

See the following two pages to review this declination waiver.

DYOUVILLE

New York State Public Health Law (NYS PHL) §2167 requires all post-secondary institutions to distribute information about meningococcal disease and vaccine to all students enrolled in a program, taking six (6) credits or more, as well as collect information regarding students' meningococcal vaccination status, all in accordance with New York State Public Health Law Section 2165 to ensure students' compliance with state immunization requirements.

This waiver functions as an acknowledgement of the risks associated with not being immunized against meningitis and the symptoms of meningococcal disease, as well as a refusal to obtain or re-obtain meningococcal vaccination, signed by the student if the student is 18 years of age or older, or by the student's parent or legal guardian if below the age of 18.

Meningococcal disease is rare. However, when it strikes, its flu-like symptoms make diagnosis difficult. Meningococcal disease can cause serious illnesses such as infection of the lining of the brain and spinal column (meningitis) or blood infections (sepsis). The disease strikes quickly and can lead to severe and permanent disabilities, such as hearing loss, brain damage, seizures, limb amputation and even lead to death.

Meningococcal disease can be easily spread from person-to-person by coughing, sharing beverages or eating utensils, kissing, or spending time in close contact with someone who is sick or who carries the bacteria. People can spread the bacteria that causes meningococcal disease even before they know they are sick.

The single best way to prevent meningococcal disease is to be vaccinated. The meningococcal ACWY (MenACWY) vaccine protects against four major strains of bacteria which cause about two-thirds of meningococcal disease in the United States (U.S.). The MenACWY vaccine is recommended for all U.S. teenagers and young adults up to age 21 years. Protection from the MenACWY vaccine is estimated to last about 3 to 5 years, so young adults who received the MenACWY vaccine before 16 years old should get a booster dose before entering college. The meningococcal B (MenB) vaccine protects against a fifth type of meningococcal disease, which accounts for about one-third of cases in the U.S. Young adults aged 16 through 23 years may choose to receive the MenB vaccine series. They should discuss the MenB vaccine with a healthcare provider.

All private insurance plans not grandfathered under the Affordable Care Act are required to cover the cost of MenACWY and MenB vaccines. Contact your health insurance plan to determine whether it covers MenACWY and MenB vaccines. The federal Vaccines for Children (VFC) and NYS Vaccines for Adults (VFA) programs will cover both MenACWY and MenB vaccines for children and adults who have no health insurance or whose health insurance does not cover these vaccines, as well as for children less than 19 years of age who are American Indian or Alaska Native or eligible for Medicaid or Child Health Plus.

Immunizations should be discussed with your physician during your college physical to ensure that you meet all the requirements. If you are looking to obtain a meningitis vaccine and cannot see your physician, you may be able to receive the vaccine from the following locations: Erie County Department of Health or Erie County Medical Center.

Please carefully review the attached Meningococcal Disease Fact Sheet at the following link:
www.health.ny.gov/publications/2168.pdf.

To learn more about meningococcal disease and the vaccine, please feel free to visit the Centers for Disease Control and Prevention website at www.cdc.gov/meningococcal.

DYOUVILLE

MENINGOCOCCAL VACCINATION DECLINATION WAIVER

New York State Public Health Law (NYS PHL) §2167 requires all post-secondary institutions to distribute information about meningococcal disease and vaccine to all students enrolled in a program, taking six (6) credits or more, as well as collect information regarding students' meningococcal vaccination status, all in accordance with New York State Public Health Law Section 2165 to ensure students' compliance with state immunization requirements. This waiver functions as an acknowledgement of the risks associated with not being immunized against meningitis and the symptoms of meningococcal disease, as well as a refusal to obtain or re-obtain meningococcal vaccination, signed by the student if the student is 18 years of age or older, or by the student's parent or legal guardian if below the age of 18. **Students and/or their parent or legal guardian must review, sign, and submit this waiver to their school to indicate their declination and to be in compliance with this federal immunization requirement.**

Read, print name, and sign below:

I, _____, have read, or have explained to my child

*If student is 18 years old or above, **print** student's first and last name.*

*If student is younger than 18 years old, **print** parent or legal guardian's first and last name.*

(the student) the information provided above regarding the risks associated with not being immunized against meningitis and the symptoms of meningococcal disease, but hereby refuse, or refuse on behalf of my child (the student), to obtain or re-obtain an up-to-date meningococcal vaccination.

Sign first and last name

Date

Student's date of birth

Phone number

Mailing address Street name

City, State, and Postal Code

UNDERSTANDING YOUR IMMUNIZATION REQUIREMENTS *cont.*

HEALTH PROFESSIONS, PHARMACY & NURSING STUDENTS: ADDITIONAL HEALTH REQUIREMENTS MAY APPLY

Most students enrolled in a health professions, nursing, and pharmacy program will be required to comply with additional program-specific health requirements, separate from the requirements outlined in this guide, before they may begin clinical rotations.

Do not order a tracking package in Complio unless you have been instructed to by the Health Compliance Center or by a clinical coordinator.

For more information, contact your program's clinical coordinator:

<p>Occupational Therapy Justin Popp, poppj@dyc.edu</p> <p>Nidhi Garapati, garapatn@dyc.edu</p>	<p>Physician Assistant Nicole Cwiklinski, cwiklinn@dyc.edu</p> <p>Gigi LoTempio, lotempio@dyc.edu</p>	<p>Physical Therapy Justin Popp, poppj@dyc.edu</p> <p>Nidhi Garapati, garapatn@dyc.edu</p>
<p>Pharmacy Steven Wrobel, wrobels@dyc.edu</p>	<p>Chiropractic Rachel Ersing, ersingr@dyc.edu</p> <p>Joanne Bovey, boveyj@dyc.edu</p>	<p>Nutrition & Dietetics Naheed Ali-Sayeed, sayeedn@dyc.edu</p>
<p>Nursing Emily Jacob-Zysman, zysmane@dyc.edu</p>	<p>Nurse Practitioner Sarah Wolcott-Nelson, wolcotts@dyc.edu</p>	<p>Clinical Education Justin Popp, poppj@dyc.edu</p> <p>Nidhi Garapati, garapatn@dyc.edu</p>

UNDERSTANDING YOUR IMMUNIZATION REQUIREMENTS *cont.*

Contact your primary care provider or family doctor for further details about these immunizations, questions about which immunizations you or your student does or does not have, how to obtain a photocopy or digital copy of your vaccination records, how to schedule an appointment to obtain any necessary immunizations, etc.

D'Youville's on-campus pharmacy, Vital Pharmacy, is also able to administer vaccines to students including MMR and meningitis. For more information, please contact Vital Pharmacy directly at their contact information below:

Vital Pharmacy, located within the HUB
301 Connecticut Street
Buffalo, NY 14213

716.923.4603

info@vitalservicesrx.com



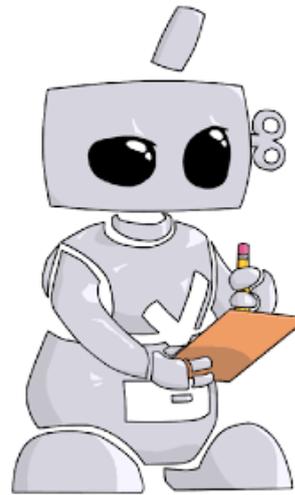
INTRODUCTION TO **complio** *powered by American DataBank*

Complio is an online compliance-tracking program that allows university health administrators to paperlessly and securely collect, review, and store students' vaccination records, monitor students' health compliance statuses over time, and notify students of required action, upcoming immunization expiration dates, changes in compliance status, etc.

Incoming DYU students will use Complio to:

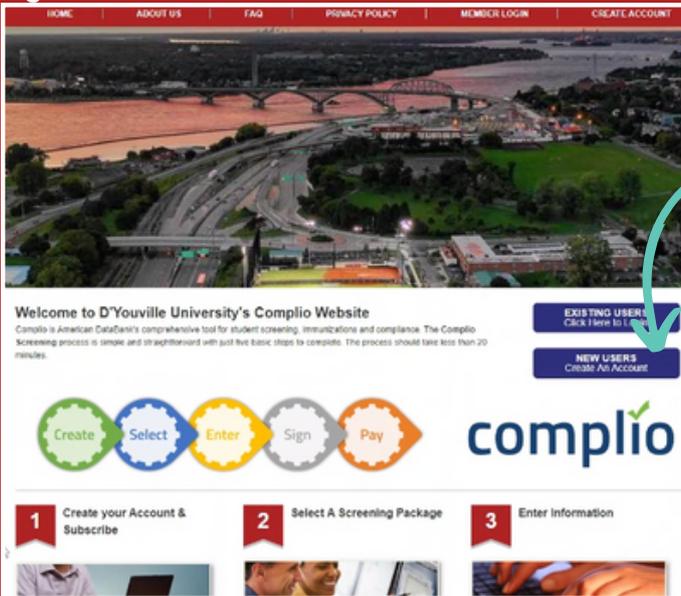
1. Create a University-affiliated account,
2. Place an online order (free of charge) through their Complio account for a package subscription that will track their compliance with NYS immunization requirements,
3. Upload and submit their vaccination records for review by American DataBank's team of representatives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

ACCOUNT CREATION



Students are responsible for creating their Complio account and uploading all required documents through it.

Fig. A



Step 1

To get started, click [HERE](#).

Step 2

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

Step 3

Once your account has been created, your email address will be sent an email with a link you'll click on to finish activating your account.

Step 4

Return to the page linked in Step 1 and now select "EXISTING USERS: Click Here to Login" and log in with the credentials you just created (fig. C).

Fig. B

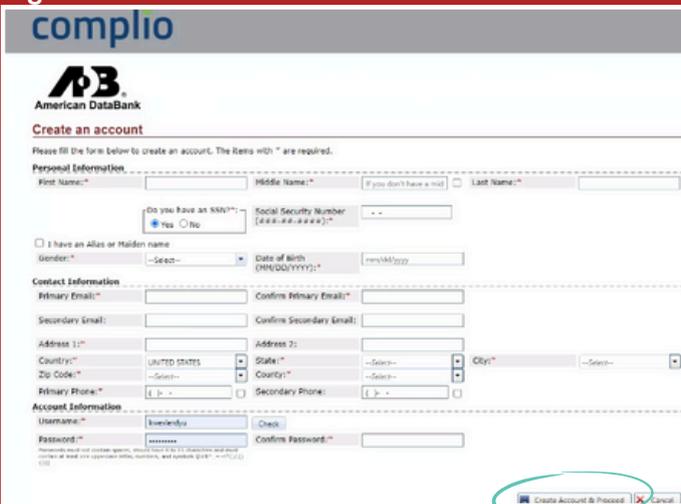
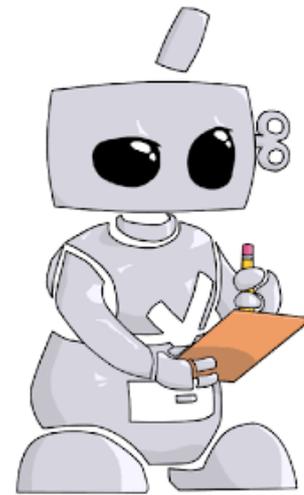


Fig. C



ACCOUNT CREATION *cont.*



Students are responsible for creating their Complio account and uploading all required documents through it.

*Account Creation Tips

Social Security Number

If you do not have a SSN or would not like to provide it, select the check box next to the blank field and proceed with account creation.

Maiden Name

Please provide your maiden name during account creation. If your full name on your records does not match your full name on your Complio account your submissions for your immunization requirements will be rejected.

Entering Address Information

1. When entering your address information, you need to enter your information in the following order: Address 1>>(Address 2)>>Country>>State>>Zip Code>>County. If you do not fill in the information in this order it will not save successfully.
2. Your address information will not autofill in the fields, when you type the information in each field you need to then select the correct address information that appears in the drop box. Sometimes you will need to scroll far up or far down to see the information appear in the drop box to select it. If you do not select your address information from the drop boxes it will not save correctly.
3. Complio is compatible with most devices, but it is most compatible and is easiest to use on a desktop or laptop. If you are using a mobile device, it may be more difficult to successfully enter your address information.

Email Address

It is not required for students to use their dyc.edu email address to create their Complio account, but it is recommended.

Password

It is not required for students to use their dyc.edu credentials to create their Complio account, but it is recommended.

PLACING AN ORDER

Fig. D

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 5

Log in and select the "Get Started" tile to begin placing your order. Select "**University Required Health Records**" for the School, and select the **\$0.00 D'Youville Tracking Package**. If you are prompted to pay by credit card you have selected the incorrect School.

Access Code: **DYHC**

*Do not proceed with order placement if you are an **online-only student**. Instead, exit Complio and contact the Health Compliance Office to verify your exempt status at healthcompliance@dyc.edu.*

Fig. E

American DataBank

Order (Step 3 of 7)

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

DocumentViewer.aspx

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

Step 6

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

Fig. F

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 7

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.

PLACING AN ORDER *cont.*

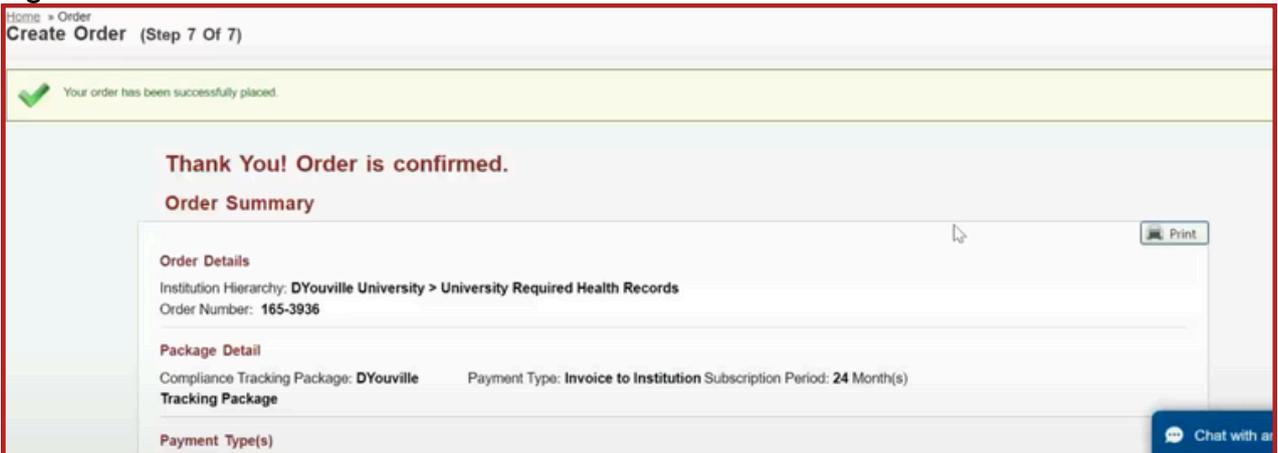
Fig. G



Step 8

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

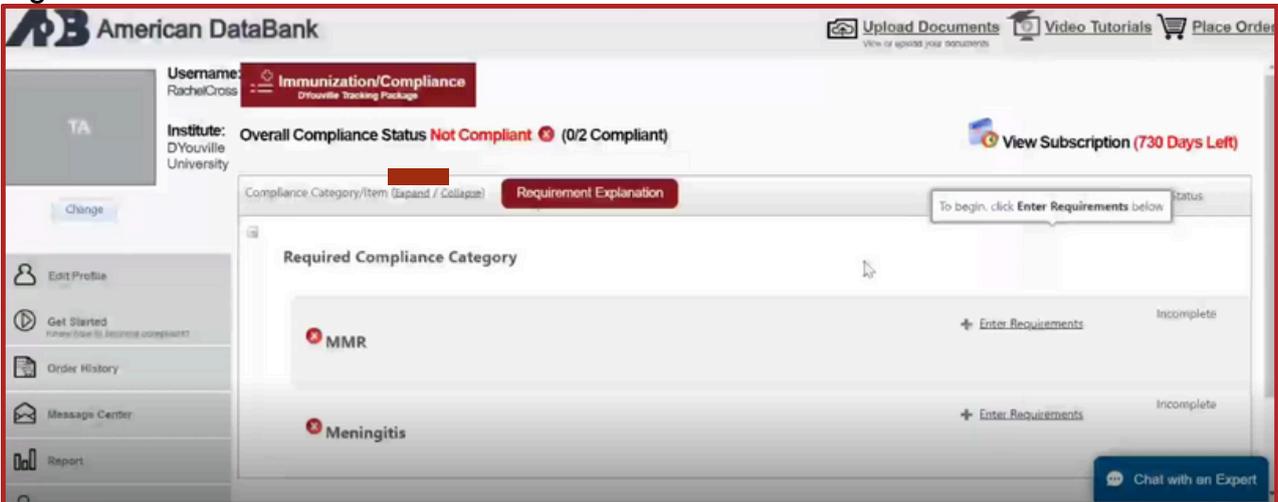
Fig. H



Step 9

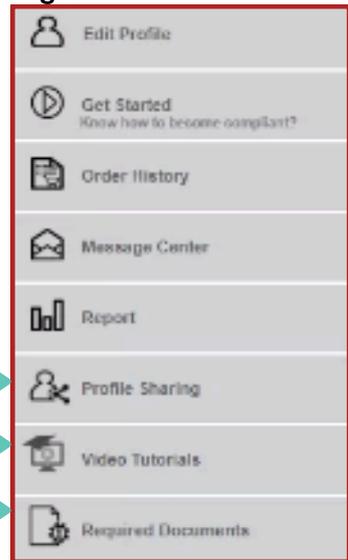
To view your immunization requirements to upload your records to, **scroll to the bottom of your Order Summary and select "Proceed to Dashboard,"** (Dashboard pictured in fig. I).

Fig. I



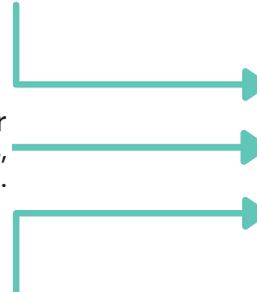
NAVIGATING YOUR COMPLIO ACCOUNT

Fig. J



Share your profile and completed requirements with an external program, department, or rotation.

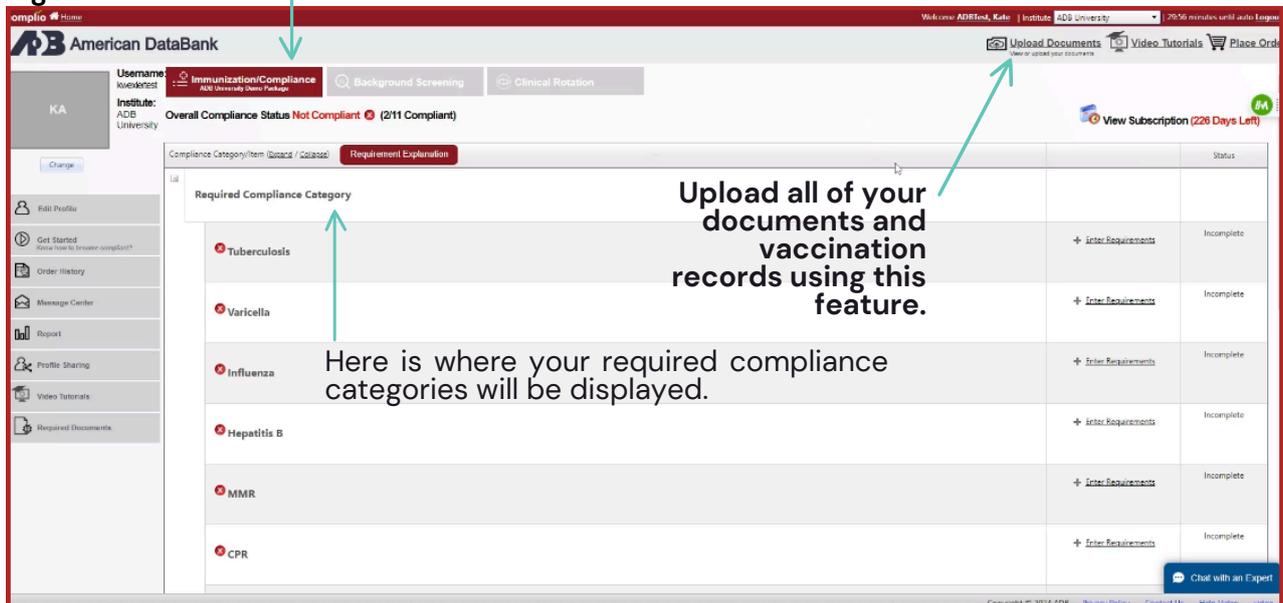
View detailed video tutorials for further instructions on uploading documents, navigating your account, etc.



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

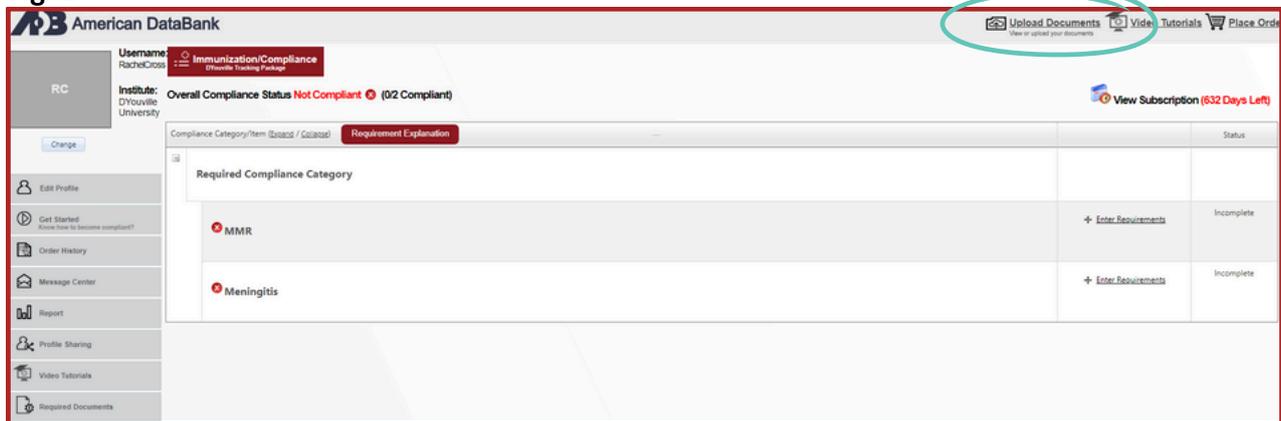
If you have ordered more than one package in Complio you can toggle in between each packages' requirements by selecting the red/gray tiles at the top of your Dashboard.

Fig. K



SUBMITTING YOUR VACCINATION RECORDS

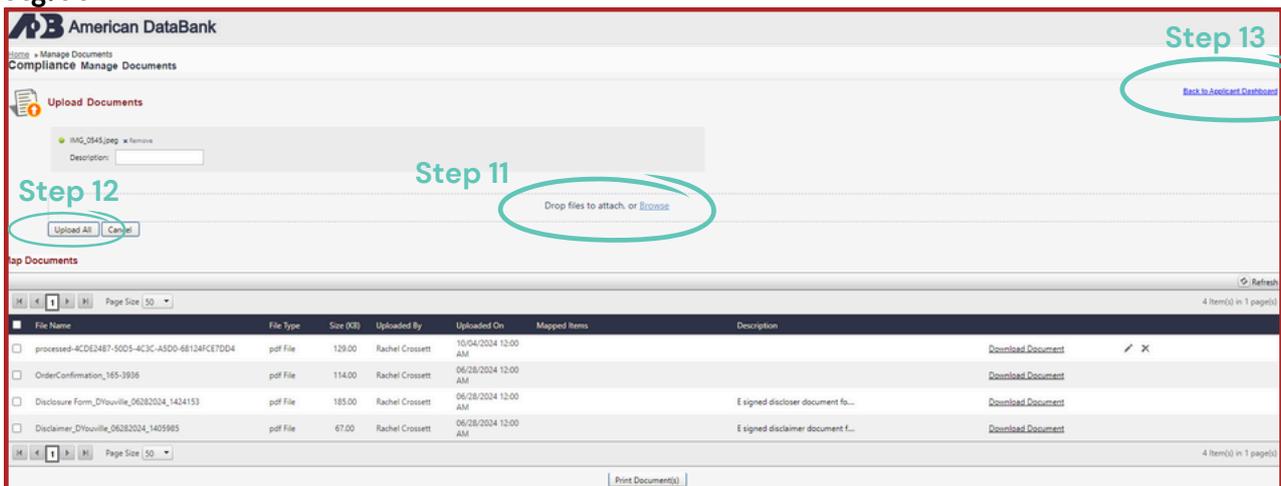
Fig. L



Step 10

Locate and select "Upload Documents" in the top right corner of your Dashboard.

Fig. M



Step 11

Drop files of your vaccination records in the outlined box or select "Browse" to search through the files on your device.

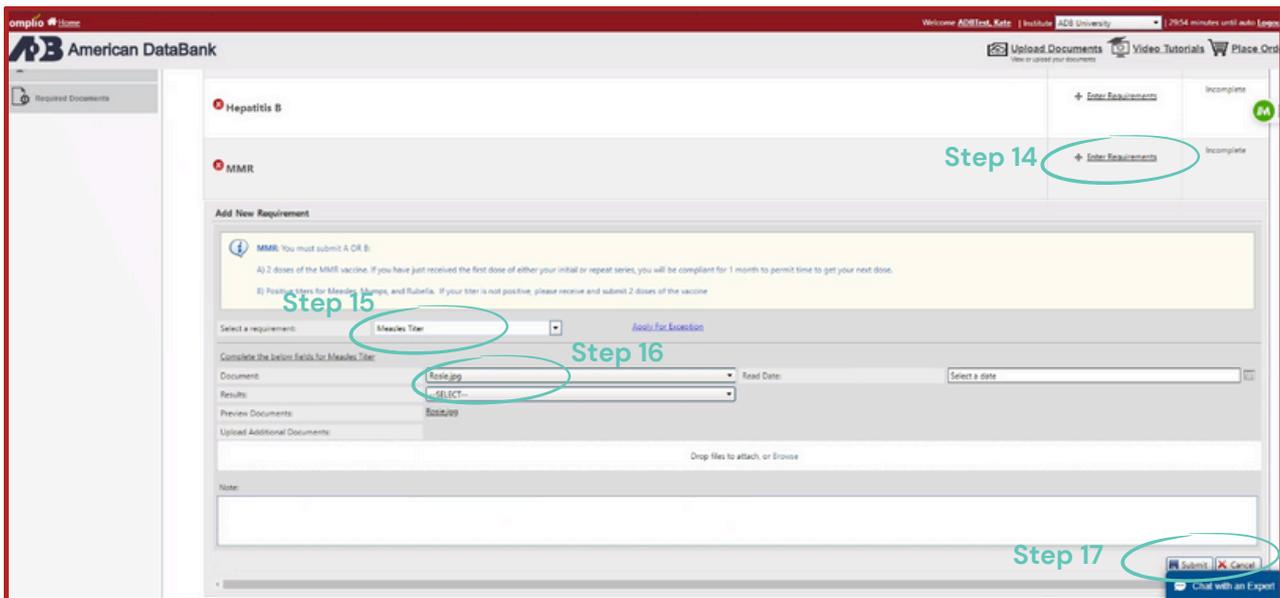
Step 12

Select "Upload All" when you've selected all files of your records.

Step 13

Return to your Dashboard by selecting "Back to Student Dashboard" in the top right corner.

SUBMITTING YOUR VACCINATION RECORDS *cont.*



Step 14

To begin submitting your vaccination records, from your Dashboard select “Enter Requirements” on the right side of a required compliance category.

Step 15

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.

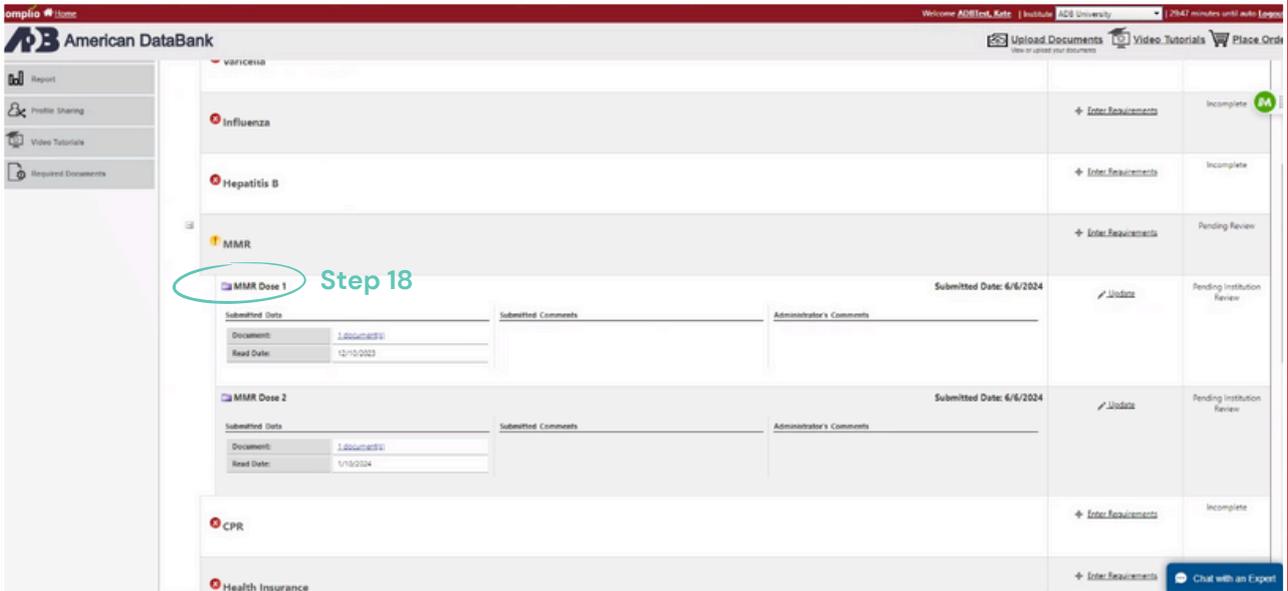
Step 16

Select “Documents” and choose a file or files to upload all applicable sections of your vaccination record.

Step 17

Select “Submit” when you’ve uploaded the correct document(s).

SUBMITTING YOUR VACCINATION RECORDS *cont.*



Step 18

Repeat steps 14–17 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.

Note: Once you have submitted all of your records properly, it will take 1–3 days for your records to be reviewed and accepted or rejected. Once your documents have been reviewed, you will be notified of a change in your overall compliance status from non-compliant to compliant or if any further action is required of you.

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

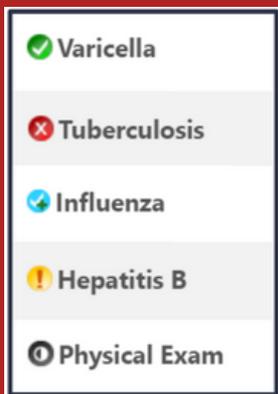
Compliant: All individual requirements within the required compliance category have been met and approved by a University administrator. The hold on your account will be lifted. No further steps are necessary.

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?

D'Youville Student Health Information

[D'Youville Student Health Information Website](#)

[D'Youville Complio Splash Page](#)

[Complio User Log In](#)

Health Compliance Office

healthcompliance@dyc.edu
KAB 205, 320 Porter Ave,
Buffalo, NY 14201