UNIVERSITY OF HAWAII AT HILO
HEALTH CLEARANCE POLICY AND PROCEDURES
Revised 12/13/2023

I. PURPOSE
   A. To promote public health, prevent incidence of disease, and monitor the potential for the spread of communicable disease among students on campus.
   B. To comply with the Hawaii State Department of Health’s (DOH) Administrative Rules requiring all students to meet immunizations requirements before they attend post-secondary school.  (See Chapter 11-157 for immunization requirements and Chapter 11-164.2 for tuberculosis clearance information.)

II. HEALTH REQUIREMENTS
   Students must get cleared for tuberculosis and obtain certain immunizations for post-secondary school attendance in Hawaii.  Required immunizations include measles, mumps, and rubella (MMR); tetanus-diphtheria-pertussis (TDAP); and varicella.  The meningococcal conjugate (MCV) immunization is also required for students aged 21 years or younger who will be living in on-campus housing for the first time.
   Students only need to clear health requirements upon initial admission into the UH System (fall or spring).  Clearance is required before students can register for classes, with the following exceptions:
   ● Students enrolling in fully online courses.
   ● UH students transferring from one UH campus to another UH campus if cleared by the previous campus.
   ● Students exempted from health requirements on the basis of medical and/or religious reasons.
   ● International students:  International students are permitted to register for classes prior to clearing health requirements because Hawaii State law states that tuberculosis testing must be done in the U.S. (or by a U.S.-licensed medical practitioner) and because some immunizations are not available in some places outside the U.S.  However, they must clear all health requirements upon arrival in the U.S.
   ● Dual enrollment (high school and college) students (e.g., Early College and Running students):  These students are covered by the compulsory school (K-12) requirements and do not need to provide tuberculosis clearance or immunization documentation to enroll in college courses.  (This provision excludes home schooled students.)  However, dual enrollment students must comply with the University’s health requirements once they graduate from high school and apply for admission as a traditional college student.  They must comply with the health requirements in effect at the time of their post-high school admission.
   ● There may be unusual circumstances warranting an exception.  Requests for exceptions can be submitted to the Vice Chancellor for Student Affairs (VCSA) here.  If an exception is approved by the VCSA, the STAR team will enable the student to register for classes.  When an exception is approved, the student will still be required to clear health requirements by the end of the 45 days of provisional attendance in face-to-face classes that was allowed.
III. PROCEDURES

Upon acceptance to UH Hilo, the Admissions Office will notify students of the health requirements and provide information about how to clear the requirements. Students will be directed to https://hilo.hawaii.edu/studentaffairs/health/ for the latest details regarding medical clearance requirements.

Through its onboarding process of admitted students, the International Student Services office will inform international students about health requirements, assist them with registering for classes (including in-person classes) prior to clearing all health requirements, advise them to submit as much health records documentation as possible prior to arriving in the U.S., and facilitate the completion of any remaining health requirements once they are on campus during orientation.

Students are required to create an account with Med+Proctor and upload documentation of tuberculosis screening/testing and required immunizations (preferably using the UH Health Immunization Clearance Form) to Med+Proctor. Med+Proctor will review the documentation and determine whether students have cleared the health requirements. Once students have been cleared by Med+Proctor, they will be able to register for classes. The information from Med+Proctor flows into Banner, typically within 24-48 hours. Banner cannot be manually written into as it will be written over—except for MCV—and can corrupt the algorithm.

Students who encounter issues with Med+Proctor should contact Med+Proctor support for assistance via chat or email. Information on Med+Proctor and uploading can be found on the UH Hilo Student Medical Services website.

Med+Proctor will send an email once a week to students missing requirements until their requirements are met. Students (except for international students) can see which health requirements are missing by accessing their Med+Proctor account as well as in STAR using the “Clipboard” function. UH Hilo Student Medical Services does not review the information submitted in Med+Proctor, but can assist with questions about health requirements, administer immunizations and screen/test for tuberculosis, and provide documentation to be uploaded to Med+Proctor. Student Medical Services cannot upload documentation to Med+Proctor, fix mistakes by Med+Proctor, or make any changes to Banner or STAR to enable a student to register. Any potential mistakes in Med+Proctor should be reported on the UH Account–Med+Proctor Issues/Errors list here so they can be reviewed and addressed.

The UH Hilo Housing Office should strongly recommend that any potential on-campus residents state they are housing on Med+Proctor and upload the appropriate MCV documentation as soon as possible to Med+Proctor to avoid delays in moving into the residence halls. Student Medical Services can administer and add MCV information to Banner if necessary. Upon completion, students are provided MCV documentation, which they should also upload to Med+Proctor.

Housing should have Banner access to check for MCV clearance. Housing should run a list of on-campus residents who need to clear the MCV requirement and compare it to the Med+Proctor MCV list that they have access to target outreach. Housing should have a plan for rooms to be utilized by students who are checking in after hours or who have not cleared the MCV requirement. Housing staff should be trained to look up MCV status on Banner and in Med+Proctor.

IV. PROVISIONAL ATTENDANCE AND EXCLUSION FROM CLASSES

The Hawaii State Department of Health Administrative Rules Chapter 11-157 requires students who fail to comply with the immunization requirements to be excluded from school. However, Chapter 11-157-6.2 of the Rules allows for provisional attendance. A student who does not have evidence of all of the required immunizations may attend school provisionally if they provide evidence from a practitioner that they are in the process of receiving the required immunizations. Evidence may include but is not limited to Student Medical Services confirming that a student has a scheduled appointment to receive an immunization. The provisional attendance period can be no longer than 45 calendar days after the first day of instruction for the term. Before a student is excluded from school, the following procedures will be followed:
• One week after the 45-day provisional attendance period, Student Medical Services will run a list of students who are not in compliance with immunization requirements using Academic Logic. The list will be sorted to remove PHARM (College of Pharmacy) and SPEH (eligible dual high school and college enrollment) students. Students on this list will be emailed once weekly for two weeks by the Office of the Vice Chancellor for Student Affairs office (see email example). In addition, students should be receiving weekly email reminders from Med+Proctor (assuming the student has created an account in Med+Proctor).

• The students who are still on the list after the 2 emails sent by Office of the Vice Chancellor for Student Affairs office (see email example) will be sent a letter (through USPS) and an email from the Office of the Vice Chancellor for Student Affairs, informing them that they must not attend in-person classes or participate in school activities until documentation that the required immunizations has been provided.

V. REPORTING
Per the DOH Administrative Rules Chapter 11-157, the University of Hawaii System will report the names of the students who have been provisionally admitted, who have been excluded for failure to fully comply with the immunization or examination requirements, or who have medical or religious exemptions to the DOH by October 10th and January 10th of each school year. (Note that the DOH Administrative Rules stipulate October 10th and January 10th of each school year, but this is typically the beginning of the Spring term at the University. Therefore, the list will likely not include students who have been excluded for failure to fully comply with health requirements, given the allowance for 45 days of provisional attendance.)

Addendum
See addendum for Health Administrative Rules, calendar, an example of Med+Proctor email, an example to email students missing health clearances etc.*

DEFINITIONS:
Immunization Record aka Health Clearance Records - will be classified as an “education record.”
Continuing Student - Students who had no break in their enrollment. This includes: students who are transferring between colleges within the UH system, students changing home institutions, and auto admit recipients.
SPEA (dual enrollment) Students -Includes all high school students.
  - Early College = high school student taking college classes at the high school with dual credit possibility.
  - Running Start = high school student taking college classes at the college campus with dual credit possibility.
  - Early Admit = high school student taking college classes at the college campus with NO intention of dual credit.
  - Homeschool = high school student that is homeschooled. Admissions or the Registrar needs to identify these students and they must submit health clearances

Med+ Proctor - Third party Vendor that processes health clearances for UH system
Banner - The “official” university student information system.
Star- Registration portal, students and staff can view health clearance status.
Onbase: - The “official” university document imaging system. Past immunization records uploaded, TB and immunization records that were administered at Uh Hilo Student Medical Services are archived Onbase.

HEALTH ADMINISTRATIVE RULES:

HAR 11-157

11-157-6.4: School, post-secondary school, and child care facility reporting and records. (a) Each school and childcare facility shall report to the department by October 10th and January 10th of each school year the names of all students or children who have been provisionally admitted, who have been excluded for failure to comply fully with the immunization or examination requirements in this chapter, or who have medical or religious exemptions. This report shall include the types of immunizations and dose numbers which are incomplete for each of these students or children and shall be in format as specified by the department. Each school and childcare facility is required to submit the report even if all students or children have met the immunization and examination requirements.

11-157-6.2: The provisional attendance period shall be no longer than three calendar months after the date of provisional attendance to a school or childcare facility and no longer than 45 calendar days after the date of provisional attendance to a post-secondary school.