Iowa Department of Public Health
Promoting and Protecting the Health of Iowans

Thomas Newton, MPP, REHS
Director

Chester J. Culver
Governor

Patty Judge
Lt. Governor

MEMORANDUM

DATE: November 24, 2008

TO: School nurses and school administrators

FROM: Rita Gergely, Chief
Bureau of Lead Poisoning Prevention
Iowa Department of Public Health
800-972-2026
rgergely@idph.state.ia.us

RE: Lists of kindergarten children for matching to blood lead data.

I am writing to provide instructions on how to send a list of kindergarten children to the Iowa Department of Public Health (IDPH) so that we can determine which children have received blood lead testing as required by *Iowa Administrative Code* 641—Chapter 67.6(1).

FORMAT OF SPREADSHEET

Please submit information regarding the kindergarten children in your school and/or district in the format of the "kindergarten spreadsheet, which is at http://www.idph.state.ia.us/eh/lead_poisoning_prevention.asp#testing on our web site. Please "right click" on the "kindergarten spreadsheet." It will show a file name of"kindergarten_spreadsheet.zip." Pick "save target as," and save the file to your computer where you will be able to find it. Then, go to this file on your computer and "double click" on it. This should unzip the file "kindergarten_spreadsheet.xls." You should also save this file on your computer where you will be able to find it. You may want to save it with the name of your school or school district as part of the spreadsheet name. If you have any problems with unzipping and saving this file, please contact us for assistance.

The spreadsheet contains the following columns:

- **Last name** – please list the child's last name.
- **First name** – please list the child's first name.
- **Date of birth (mm/dd/yyyy)** – please list the child's date of birth in the following format: 08/05/2003. If you are copying the date of birth from another list or spreadsheet, please check to make sure that it has not changed after you paste it into this spreadsheet. In one of the test matches that we did this spring, a fixed number of days was added to each child's date of birth during one of these "copy and paste" operations.
- **Street Address** – please list the child's current street address in the following format: 123 A Street East.

- **City** – please list the city of the child's address.
- **State** – please list the child's state, which will likely be Iowa.
- **Zip** – please list the child's zip code.
- **School Facility** – this field is optional and is for your use. If you have several elementary schools and/or several programs (kindergarten, junior kindergarten, preschool) and want to be able to look at the results by facility or program, you can enter something here. We will NOT change this field during our matching process. It will be unchanged on the spreadsheet that we send back to you.
- **Religious Exemption** – if you have a religious exemption for the blood lead test on file for a child, please put an "X" in this field. If you do not have an exemption on file, leave the field blank.
- **Very Low Risk Exemption** – if you have a very low risk exemption on file for a child, please put an "X" in this field. If you do not have an exemption, leave the field blank. Please note that a valid "very low risk exemption" must be signed by me (Rita Gergely, Chief, Bureau of Lead Poisoning Prevention). I have approved only ONE of these exemptions statewide, so you should not be seeing many of these.

VERSION OF EXCEL

If you are using Excel 2007, please save the file as an Excel 2002 file. If you do not know how to do this, please contact us for assistance.

WHERE TO SEND THE SPREADSHEET

Please email the Excel spreadsheet to the following email address: bmcpartl@idph.state.ia.us

WHAT YOU WILL RECEIVE FROM IDPH

After we perform the match, you will receive the results back from us with a "yes" or "no" beside each child's name to indicate whether or not they have received a blood lead test.

WHEN TO EXPECT RESULTS FROM IDPH

We anticipate that results of the matching will be available by January 31, 2009.

WHAT SHOULD WE DO AFTER WE GET THE RESULTS OF THE MATCHING?

When we send the results back to you, there will be additional instructions regarding what to do with the results. Please think about whether you want to contact the parents of the children who have not been tested or whether you want us to do this. If you want to contact the parents, we will provide a letter template for you to use. If your school is in the area of a local childhood lead poisoning prevention program (CLPPP), this program might wish to be involved in helping to contact the parents of children who have not been tested. If you do not know whether your school is in the area of a local CLPPP, please ask us for this information.

WHAT SHOULD I DO IF I ALREADY SENT YOU AN ELECTRONIC SPREADSHEET?

I will try to get back to everyone who already sent me an electronic spreadsheet to let you know if we can use what you sent us. If you do not hear from me, feel free to contact me to ask this question.

QUESTIONS

If you have questions please contact Rita Gergely at 800-972-2026 or rgergely@idph.state.ia.us (please DO NOT send spreadsheets to this email address.)