Child Care Immunization Toolkit

1. Get immunization record from parent or ASIIS

2. Count doses on record and circle missing ones on referral form

3. Give referral form to parent and require proof of shots within 15 days

4. Attach immunization record(s) to emergency form

5. Complete immunization data report due November 15th
1. Get immunization record from parent or ASIIS

- Ask the parent/guardian for the child's immunization record(s) at the time of enrollment.

- Enroll in ASIIS, the Arizona Immunization Information System, so that you can look up the immunization records of children.
2. Count doses on record and circle missing ones on referral form

EXAMPLE:

- Nathan is 3 years old and entering a Maricopa County preschool.
- The preschool director checked the referral notice to see the requirements for children 15 months and older.
- Nathan is missing Hep B #3, DTaP #4, MMR #1 and Hepatitis A #2
- The immunization doses Nathan is missing are circled on the referral notice.
EXAMPLE:

- Minnie is 7 1/2 months old.
- Her immunization record was found in ASIIS and printed.
- The child care director checks the referral notice to see requirements for 6 months of age.
- Minnie is missing Hep B #2, DTaP #3 and Hib #2 from her record.
- The immunization doses Minnie is missing are circled on the referral notice below.
EXAMPLE:

- Child care centers are required to review each child’s record of immunization and to notify parents if required doses are missing.

- Harry’s parents will have 15 days from the date of notice (7/25/13) to provide proof that he has received the circled MMR #1.

- The referral notice also advises parents about exemptions to immunization requirements.
What if the parent requests to sign an exemption form instead of bringing in the child’s immunization record?

- Tell the parent about the types of exemptions available in child care, preschool and Head Start programs:
  
  1. **Religious exemptions** are available for children of parents who are raising their child in a religion that opposes immunization.
  
  2. **Medical exemptions** are available for children whose physician or nurse practitioner determines that there are medical reasons why the child should not be vaccinated.

- Provide the July 2013 version of the ADHS “Religious Beliefs Exemption Form” to *all* parents who state that vaccination is against their religious beliefs. Parents who have an older version of the religious exemption form on file need to complete the new form. After the parent has completed all areas of the form, make a copy and give it to the parent.

- Provide the July 2013 version of the ADHS “Medical Exemption Form” to parents who state that there are medical reasons why their child cannot be vaccinated. **All Medical Exemptions must be signed and completed by the health care provider before you accept them from the parent.**

4. Attach immunization record(s) to emergency form

- Attach immunization record(s) and exemption forms to the child’s [Emergency Information and Immunization Record Card](http://www.azdhs.gov/phs/immun/index.htm) (EIIRC).

- If an exempt child has received *any* vaccine doses in the past, attach record of the doses to the EIIRC. This will be very important if there is an outbreak of disease in your center.

**Note:** Immunization status & dates of referrals on back of the EIIRC.
The Immunization Data Report (IDR) is required by November 15th each year.

IDR forms and directions are posted at http://www.azdhs.gov/preparedness/epidemiology-disease-control/immunization/index.php#schools-immunization-reports

If you use a software program to track immunizations and you would like to create your own IDR form contact the School and Child Care Helpline at 1-866-222-2329 to receive instructions.

To complete the IDR, you will need the immunization records of all enrolled children who are under the age of 5 years as of October 1st.

Separate children by age group when completing the report. Check the dates listed on the current year’s report when listing children’s names.

Use as many copies of the report form as necessary to list each child, the date of birth and the number of DTaP, Polio, MMR, Hib, Hep A and Varicella vaccine doses listed on the child’s immunization record(s).

See the immunization record for “Nathan Arizona” on page 3 for an example of a child with the following vaccine doses: 3 DTaP, 3 Polio, 3 Hib, 2 Hep B, 1 Hep A and 1 Varicella vaccine. Doses of vaccines not listed on the IDR form are not required.
Before completing Immunization Data Report forms, separate the immunization records of enrolled children into one of the two age groups shown below:

**EXAMPLE:** IDR form listing children born from October 1, 2008 through March 31, 2012

<table>
<thead>
<tr>
<th>Child's Name</th>
<th>Date of Birth</th>
<th>DTaP</th>
<th>Polio</th>
<th>MMR</th>
<th>Hib</th>
<th>Hep A</th>
<th>Hep B</th>
<th>Varicella</th>
<th>Exemptions</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Alexandria Baldwin</td>
<td>10/11/10</td>
<td>4</td>
<td>3</td>
<td>1</td>
<td>3</td>
<td>2</td>
<td>3</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>2. Carlos Garcia</td>
<td>6/18/09</td>
<td>3</td>
<td>3</td>
<td>1</td>
<td>4</td>
<td>1</td>
<td>4</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>3. Lawrence Begay</td>
<td>3/30/11</td>
<td>4</td>
<td>3</td>
<td>0</td>
<td>1</td>
<td>0</td>
<td>3</td>
<td>0</td>
<td>X</td>
</tr>
</tbody>
</table>

**EXAMPLE** of IDR form listing children born April 1, 2012 or later

<table>
<thead>
<tr>
<th>Child's Name</th>
<th>Date of Birth</th>
<th>DTaP</th>
<th>Polio</th>
<th>MMR</th>
<th>Hib</th>
<th>Hep A</th>
<th>Hep B</th>
<th>Varicella</th>
<th>Exemptions</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Noah Blake</td>
<td>9/27/12</td>
<td>3</td>
<td>2</td>
<td>3</td>
<td>3</td>
<td>3</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2. Sarah Simple</td>
<td>6/1/12</td>
<td>3</td>
<td>3</td>
<td>1</td>
<td>3</td>
<td>1</td>
<td>4</td>
<td></td>
<td></td>
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<tr>
<td>3. Randy Aros</td>
<td>4/14/13</td>
<td>2</td>
<td>2</td>
<td>2</td>
<td>2</td>
<td></td>
<td></td>
<td></td>
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</tr>
<tr>
<td>4. Jose Sanchez</td>
<td>12/1/12</td>
<td>3</td>
<td>3</td>
<td>3</td>
<td>3</td>
<td></td>
<td></td>
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<tr>
<td>5</td>
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</tr>
</tbody>
</table>

Note: Birth date range of children listed on the IDR changes each year. Dates shown above are for an IDR due on 11/15/13.