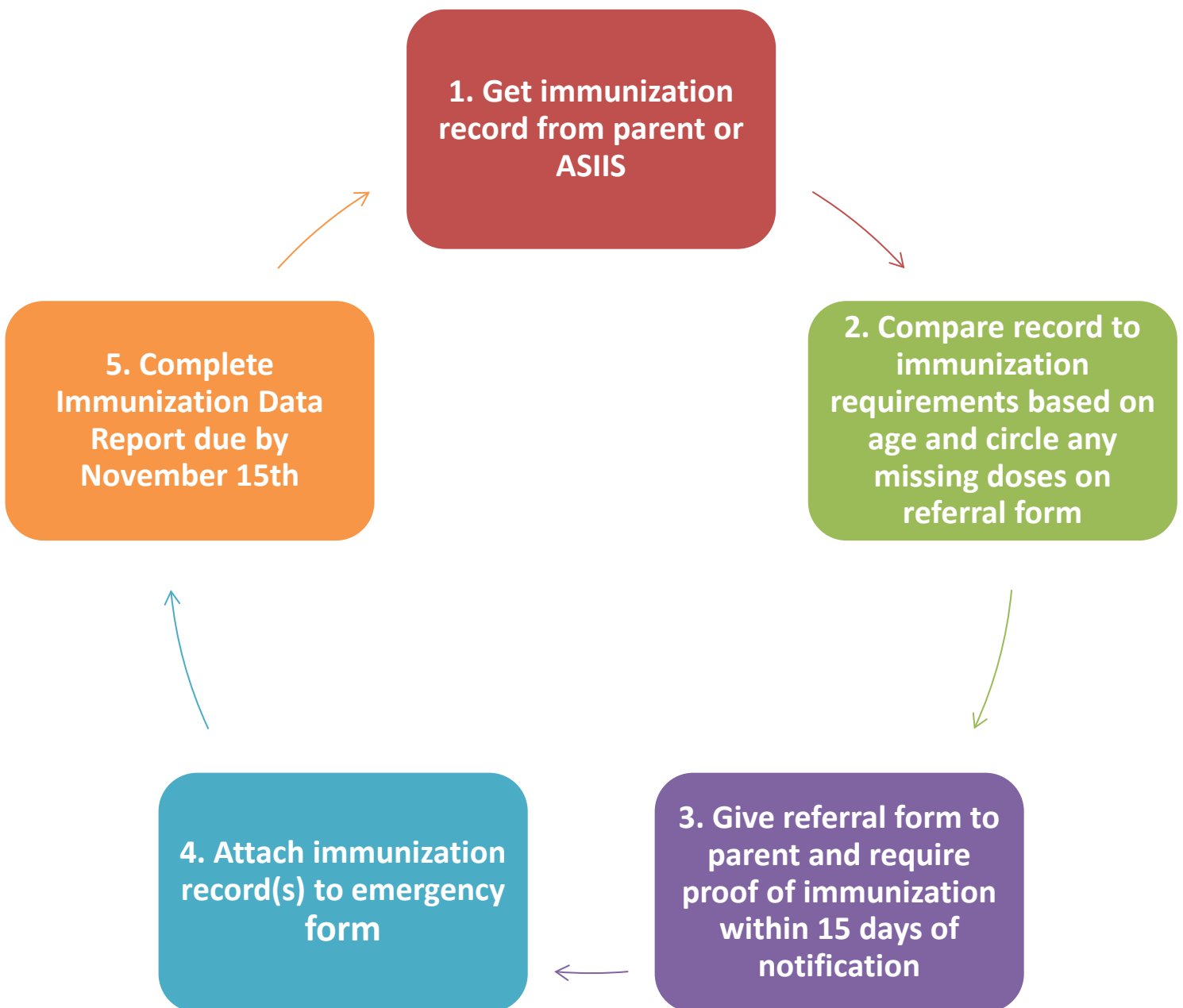




Child Care Immunization Quick-look Toolkit





Dear Child Care, Preschool or Head Start staff,

The Arizona Department of Health Services (ADHS) Immunization Program Office is pleased to provide this toolkit for your use. This is intended to be a quick-look toolkit that can be used to help complete essential tasks. Within this kit you will find:

- How to enroll in our online registry “Arizona State Immunization Information System” (ASIIS)
- Filling out and understanding forms associated with immunizations such as:
 - ✓ Requirements form
 - ✓ Screening and Referral form
 - ✓ Exemption forms
- Tips on how to complete the annual Immunization Data Report (IDR)

For more detailed information please refer to our *Arizona Immunization Handbook for Schools and Child Care Programs*, the *Vaccine Flowchart Resource*, and the *Arizona Guides to Immunizations Required for Entry*. You may also visit our website for more educational materials and school-related documentation at <http://www.azdhs.gov/phs/immunization>.

Thank you,

Arizona Immunization Program Office

Douglas A. Ducey | Governor Cara M. Christ, MD, MS | Director

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Health and Wellness for all Arizonans


1. Get immunization record from parent or ASIS

- Ask the parent/guardian for the child's immunization record(s) at the time of enrollment. This record may come from the child's healthcare provider or may be a printed copy of the child's ASIS record from the Arizona Immunization Program Office.
- Enroll in ASIS, the Arizona State Immunization Information System, so that you can look up the immunization records of your students.



AZ State Immunization Information System- ASIS

For Schools & Childcare

It's As Easy As 1,2,3

 <h3>1. Free To Enroll</h3>	<p>Go to www.azdhs.gov/phs/asis/enrollment.htm</p> <p>Call 602-364-3899 or toll-free 877-491-5741</p> <p>Sign up today ASISHelpDesk@azdhs.gov</p>
 <h3>2. Easy To Use</h3>	<p>Web-based application</p> <p>Stores childhood immunization information (since 1998)</p> <p>Help Desk available and FAQ @ www.azdhs.gov/phs/asis/faqs.htm</p>
 <h3>3. Benefits To You</h3>	<p>Look up children's / student's immunization records</p> <p>Print official immunization records for your files</p> <p>Retrieve important immunization information during outbreaks</p>



WhyImmunize.org

2. Compare record to immunization requirements based on age and circle any missing doses on referral form

EXAMPLE:

- George is 3 years old and entering an Arizona preschool.
- The preschool director checked his immunization record and compared it to the requirements for children 18 months and older.

ARIZONA GUIDE TO IMMUNIZATIONS REQUIRED FOR ENTRY**Child Care, Preschool, or Head Start (School year 2020-2021)**

- Requirements are shown below as stated in [Arizona Administrative Code, R9-6-702, Table 7.1 \(B\)](#) and Table 7.2
- Please review the [Arizona Immunization Handbook for Schools and Child Care Programs](#) along with the [Vaccine Flowchart Resource](#) for further information and details about school immunization requirements.
- Vaccines must follow minimum intervals and ages to be valid. See page 2 for minimum interval and catch-up schedule information.
- A vaccine-administration 4-day grace period applies in most situations.



Vaccine	2-3 months	4-5 months	6-11 months	12-14 months	15-17 months	18 months – 59 months
HepB Hepatitis B	1 dose (May get dose 1 at birth and dose 2 as early as 1 month of age)	2 doses	2 doses (May receive dose 3 as early as 6 months)	3 doses (Final dose must be given at 24 weeks of age or older)	3 doses	3 documented doses (Final dose must be given at 24 weeks of age or older)
DTaP Diphtheria, Tetanus, and Pertussis	1 dose	2 doses	3 doses	3 doses	4 doses	4 documented doses
Hib <i>Haemophilus influenzae</i> type b	1 dose	2 doses	2-3 doses	2-3 doses (A Hib dose at/after 12 months is required for all children under 5 years)	3-4 doses (or 1 dose at or after 15 months of age)	3-4 documented doses OR 1 dose at or after 15 months of age
Polio IPV	1 dose	2 doses	2 doses	3 doses	3 doses	3 documented doses
MMR Measles, Mumps and Rubella	Not given before 12 months of age			1 dose	1 dose	1 documented dose
VAR Varicella (chickenpox)	Not given before 12 months of age			1 dose	1 dose	1 documented dose
HepA Hepatitis A	Not given before 12 months of age The Hepatitis A vaccine series (2 doses) is REQUIRED in Maricopa County for children 1-5 years of age, but is recommended in all other counties.			1 dose	1 dose	2 documented doses

- According to his record, George is missing DTaP #4 and Hib #4. These are both required for entry into child care/preschool in Arizona.
- The director circles the missing doses on the Immunization Screening and Referral Form for Child Care. She also notices that he is missing his yearly flu vaccine. She circles this as a **recommended** vaccine.

Required Vaccine	Dose Missing			
DTaP/DTP/DT (Diphtheria, Tetanus, Pertussis)	1	2	3	4
Hib (haemophilus influenza type b)	1	2	3	4
IPV (Polio)	1	2	3	
MMR (Measles, Mumps, Rubella)	1			
Hepatitis B	1	2	3	4 ^x
Varicella (Chickenpox)	1			
Hepatitis A *	1	2		
CDC Recommended Vaccine**	Dose Missing			
Hepatitis A*	1	2		
Rotavirus	1	2	3	
Seasonal Influenza (Flu)	1			
Pneumococcal (PCV13)	1	2	3	4

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

- The director completes the screening and referral form and gives it to George's parents.
- George's parents have 15 days from the notification date to bring his up-to-date immunization record to the preschool, in order for him to continue attending.



Immunization Screening and Referral Form for Child Care and Preschool

Our records show that your child has not received all immunizations required for child care/preschool attendance by Arizona State Law (Arizona Administrative Code R9-5-305). The immunization doses due now are circled or highlighted.

Student Name: George Washington Date of Birth: March 1

School/Facility Name: Love and Learn Preschool Date of Notice: August 10

Contact Person at School/Facility: Anne Sullivan Phone Number: 602-867-5309

In accordance with Arizona State Law, students in school or child care must have proof of all required immunizations in order to attend. Lack of proper documentation may result in your child being excluded from school or child care until such documentation is provided to your school health office. Your child's immunization record with the below missing immunization(s) must be submitted:

By this Date: August 25 *(15 days from notification date)*


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. **ADHS strongly encourages schools and child care providers to promote immunization whenever possible, leaving non-medical exemptions as a last resort.**
 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.
- The July 2013 version of the ADHS Religious Beliefs Exemption Form is the ONLY acceptable exemption form for parents of child care or preschool children who state that vaccination is against their religious beliefs. This form may have an updated “revised” date. The ADHS Personal Beliefs Exemption Form is only valid for K-12 students. Parents may not create their own exemption form or alter the ADHS exemption form in any way. The parent is to complete all areas of the form, sign the form and provide it to the child care, preschool or Head Start facility.
- If a parent states there is a medical reason why their child cannot be vaccinated, provide the July 2013 version of the ADHS Medical Exemption Form to parents. This form may have an updated “revised” date. **All Medical Exemption Forms must be signed and completed by the healthcare provider (physician or nurse practitioner) before you accept them from the parent.** For medical exemptions due to history of disease, lab serology must be attached to the exemption form for measles, rubella, and varicella. For all other disease histories, physician statement of disease history or lab serology is acceptable.
- Visit <https://www.whyimmunize.org/free-materials/> for free handouts about immunizations and vaccine safety.

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](#) (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 and dates of referrals are on the back of the EIIRC.

		CDC/SGH# or name: _____
Arizona Department of Health Services Bureau of Child Care Licensing Emergency, Information and Immunization Record Card		
Child's Name:		Date Enrolled:
Home Address (#, Street, City, State, Zip Code):		Updated:
Home Phone:	Date of Birth:	Date Disenrolled:
		Sex: <input type="checkbox"/> male <input type="checkbox"/> female
Parent or Guardian Name:		Home Address (#, Street, City, State, Zip Code):
Cell Phone (optional):	Contact Telephone Number:	
Parent or Guardian Name:		Home Address (#, Street, City, State, Zip Code):
Cell Phone (optional):	Contact Telephone Number:	
I authorize the following individuals to collect my child from the facility in case of emergency or if I cannot be contacted: (Pursuant to R9-5-304.B, at least two contact persons are required.)		
Name:		Contact Telephone Number:
Name:		Contact Telephone Number:
Name:		Contact Telephone Number:
Name:		Contact Telephone Number:
If Medical care is necessary, call:		
Health Care Provider*	Name:	Contact Telephone Number:
*A Health Care Provider is a physician, physician assistant or registered nurse practitioner.		
In case of injury or sudden illness, I request that this individual be called first:		
The following individual(s) may NOT remove my child from the facility: Name(s): _____		
Custody papers have been provided and are on file at the facility. <input type="checkbox"/> yes <input type="checkbox"/> no		
Telephone Authorization Code (optional): _____		



5. Complete
Immunization Data
Report due by
November 15th

- The Immunization Data Report (IDR) is required each year. The application opens in September and must be completed no later than November 15th. It is highly recommended that you start early to allow yourself time complete your report and ask questions or seek assistance if necessary.

The IDR application and instructions are posted at:

<https://www.azdhs.gov/preparedness/epidemiology-disease-control/immunization/index.php#schools-immunization-reports>

- To complete the IDR, you will need the immunization and exemption records of all enrolled children who are 18 months through 5 years old and not yet in kindergarten as of the date you submit your IDR. Programs that ONLY provide before and after school care should not submit an IDR.