



State of Utah

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September 22, 2017

Dear Early Childhood Program and Daycare Provider:

SUBJECT: Annual Immunization Assessment Report

Each year, the Utah Department of Health collaborates with the Child Care Licensing Program as required by Utah Statutory Code 53A-11-303(3) to collect immunization data on currently enrolled students from all public, private, charter, and parochial schools and early childhood programs submit data regarding the immunization status of all children currently enrolled. It is that time of year again. **Report on the immunization status of the children at your facility as of October 1, 2017**

The following reports are due by November 30, 2017. Please plan accordingly to submit it before the due date. **Late reports of any kind will not be accepted:**

1. Early Childhood Program Annual Summary Report- For all children in your facility. However, if you have children who attend your facility before or after school, you are not required to report on them as their school will report them. However, you will still need to have a current immunization record on file for them.
2. Kindergarten Summary Report- (This report must be completed if there is a private kindergarten in your facility)
3. Two Dose MMR Summary Report- (This report must be completed if there is a private kindergarten in your facility)

Online reporting is available to all facilities. Enclosed are the instructions, including the website address. Please make sure this packet of information is given to the person responsible for completing your facility's reports. It is important the reports are collected on time. The on-line immunization report will open on October 1, 2017 for your facility to submit the November report for this year. A copy of the Immunization Requirements for Early Childhood Programs entry is also included.

Please note that if you have children who attend your facility before or after school, you are not required to report on them as their school will report them. However, you will still need to have an immunization record on file for them.

The Utah Immunization Program has developed on-line immunization training modules, “Understanding the Utah Immunization Rule for Students” to assist you with immunization reporting and understanding general requirements. The modules are available on our website at www.immunize-utah.org . The information is designed to be used in conjunction with the **Utah Immunization Guidebook available only on-line at www.immunize-utah.org** .

Please remember that your facility will need to maintain a system “log” to track children conditionally admitted and those that have an exemption (religious, medical, or personal). While there should be no children who are out of compliance or with no immunization record – as they should not have been admitted to your facility from their start day– they should be immediately excluded from your facility until documentation is obtained and that can be tracked by the log as well. This system will serve as a reminder about children needing additional doses of vaccine at a later date, or in case of an outbreak of vaccine-preventable disease such as chicken pox, measles, or whooping cough to present to local public health officials. You must be able to sort the list of these children by classroom/room. Immunization Program records reviewers will require this information if your facility immunization records are selected for retrospective audit. If your facility uses the Utah Statewide Immunization Information System (USIIS), this log function is available through the registry.

Early Childhood Program staff and parents must remember that should an outbreak of any vaccine-preventable disease occur for which the child is exempted, the child will be excluded from the facility for the duration of the outbreak and or/ threat of exposure. The child is allowed back only when a health department representative is satisfied that there is no longer a risk of contracting or transmitting a vaccine-preventable disease.

Utah Immunization Rule for Students (R396-100-4) states that schools and early childhood programs should use the official Utah School Immunization Record (USIR) form as the record of each child’s immunizations. The Utah Immunization Program provides USIR free of charge. You can order them at www.immunize-utah.org and click on Order Educational Materials. USIR can also be printed from our website.

If you or your staff has questions regarding this year's report, immunization requirements, or need training on USIIS, please contact me by phone at (801) 538-9450 or by email at nzandkar@utah.gov. Thank you for your effort to help keep our community protected and immunized! We appreciate your dedication to Utah's children.

Sincerely,

A handwritten signature in black ink, appearing to read 'N. Zandkarimi', with a long horizontal stroke extending to the right.

Nasrin Zandkarimi, M.Ed.
School Immunization Coordinator
Utah Immunization Program

cc: Sarah Atherton, Quality Assurance Coordinator, Child Care Licensing Program,
Bureau of Child Development

Enclosures