

Regulations

Washington Administrative Code [WAC](#)
100-300-0210

Purpose

This document explains how to identify a child's immunization status and complete required forms to ensure compliance with Washington Administrative Code (WAC) 246-100-166. See the [Immunization Manual for Schools, Preschools, and Child Care Facilities](#) for reference.

Guidance

Center Based: Every Early Learning child enrolled must meet the requirements of the Washington State Immunization law **before** their first day of attendance in the program. Immunization Status must be documented in Child Plus: PIR "Immunization Status at Enrollment".

Home Based: Every Early Learning child enrolled should meet the requirements of the Washington State Immunization law. Immunization Status must be documented in Child Plus: PIR "Immunization Status at Enrollment". Children who attend Play Groups with the Home Based program must meet the requirements of Washington State Immunization law.

A child meets the State law by:

- Having "**Complete**" immunizations – signed Certificate of Immunization Status (CIS) form showing sufficient immunization dates to meet the schedule, or documented immunity.
- Having a "**Conditional**" status – signed CIS form that does not meet the requirements *but has medical proof of initiation or continuation of a schedule of immunizations and is within the recommended interval for the next dose.*
- Being "**Exempt**" – signed Certificate of Exemption (COE) form certifying that the child is exempt for one or more vaccines for medical, personal/philosophical, or religious reasons. A completed CIS form is required even if a child is exempt for all or some immunizations.

A child can be excluded if they do not meet immunization requirements according to the [Immunization Manual for Schools, Preschools, and Child Care Facilities](#).

All children should have a signed and dated CIS form updated at least annually.



A medically verified record is any of the following:

- CIS printed by a health care provider or school from the Washington State Immunization Information System. This is medically verified by the Immunization Information System.
 - CIS printed from [MyIR](#) which is a free Department of Health online tool that allows families to view and print their official immunization records themselves. This is medically verified by the Immunization Information System.
 - Hardcopy of current CIS completed by hand. Visit the [Department of Health website](#) to find the form and click on "Certificate of Immunization Status."
 - Must be verified with a health care provider signature
- or-
- Must have medical vaccination records attached so it can be verified for accuracy by school or child care staff

Immunization Requirements Procedure

Procedure

1. Follow the [Immunization Manual for Schools, Preschools, and Child Care Facilities](#) to identify if the child meets the requirement to attend preschool or child care. Exclude children from school, preschool, or childcare if they do not meet immunization requirements.
2. Help families access their child's CIS form through the [Washington State Immunization Information System](#). Make sure the CIS form is filled out completely and includes:
 - Child's name
 - Child's Date of Birth
 - Month, Day, and Year of each vaccine received

Other medically verified records (See the [back of the immunization form](#), "acceptable medical records") showing the child meets immunization requirements can be accepted.

3. Staff needs to work with the family to update the child's immunization status when the child visits the provider in the future.

HS	EHS	EHS-HB	ECEAP
Upload the CIS to ChildPlus annually and when updates occur. Upload any Certificate of Exemption (COE) to Child Plus.			ENV-23-Upload the CIS to ChildPlus annually and when updates occur. Upload any Certificate of Exemption (COE) to Child Plus. Enter the immunization status as part of the child's application in ELMS and update as needed.

4. Work with families for "Conditional" children to make sure that the child stays on schedule for the next dose.
 - From the time the next dose is due, **families have 30 days to provide medically verified documentation of needed immunizations. A child must be excluded from participating in the program if immunizations are not up to date within 30 days.** Programs may use [Notice of Exclusion for Immunization Noncompliance-sample letter](#) to notify families and document notification in Child Plus.
 - **Children covered under McKinney-Vento Act (homeless) and children currently enrolled in Foster Care are considered in "conditional" status upon enrollment. If, after 30 days, there is not progress made towards getting immunized, the student's status will become "out of compliance". These children will continue to attend and will not be excluded. CHECK INTO FOSTER KIDS**
5. Document all of your efforts and any updates in Child Plus under Immunization Tab.



Health Alert Documentation:

1. Children with Certificate of Exemptions (COEs)
 - If a child is exempt from any immunizations, enter the child's name, date of birth, and the exemption date on the *Health Alert*. Write an "Exempt" in the concern columns and include which vaccines the child is exempt.
2. Children who are Conditional
 - On the *Health Alert* –write the child's name, date of birth, and in the concern column write the due date for each immunization that needed. After evidence received that the child received the vaccine, the Health Alert must be updated.
 - Make sure there is a plan in place with the family to obtain the needed immunizations.
 - Update the CIS as needed.



- Kitsap County Health Department and Mason County Health Department will determine if a child needs to be excluded from class or program operations.

Immunization Requirements Procedure

Child Plus Documentation:

- All documentation regarding immunizations should be documented under Immunization Tab and in the Immunization Notes:
 - Entries include: conversations with families, evidence of status change (from past due to up to date), updated immunizations entered, faxes to pediatricians for information, notes for override etc.)

Immunization Notes 🕒 ABC 🖨️ ✎️ 📄 ↗️

Exemption:

- If child is exempt for one or more immunizations with evidence of exemption, click on “Exempt” box and choose the exempt reason from the drop down.

Exempt	Next Due	Override
<input type="checkbox"/>	3/15/24	<input type="text"/>
<input checked="" type="checkbox"/>	Exempt Reason: Medical	<input type="text"/>
<input type="checkbox"/>	Complete	<input type="text"/>
<input type="checkbox"/>	3/22/23	<input type="text"/>
<input type="checkbox"/>	9/15/23	<input type="text"/>
<input type="checkbox"/>	Complete	<input type="text"/>
<input type="checkbox"/>	9/15/23	<input type="text"/>

Immunization Override:

Immunization override can only be used if there is medical evidence that supports the override.

Immunization Notes 🕒 ABC 🖨️ ✎️ 📄 ↗️

1/7/2021 5:53 PM Erin Schafer
 Children who received only PedvaxHib® need a total of 3 doses including the booster dose. Child is UTD as of today. Next immunization not due until 2023.

*Override date will be child’s 6th birth date OR when the override expires.

Next Due	Override
2/01/24	<input type="text"/>
Complete	<input type="text"/>
	1/2/23 <input type="text"/>
5/18/23	<input type="text"/>
10/18/23	<input type="text"/>
Complete	<input type="text"/>
10/18/23	<input type="text"/>

Immunization Requirements Procedure

ELMS Documentation:

Within child's record, click on Medical Status tab.

Scroll down to Immunization and choose drop down current status and the date it has changed and been verified.

Immunizations (2020-2021)	Requires Follow-Up? No
At End of Last Year Complete	Current Status Complete <input type="button" value="x"/> <input type="button" value="v"/> Status Updated: 11/21/2019 