

Immunization Requirements Procedure

Head Start	ECEAP	WAC
1302.42	ENV-23	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.

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” within 30 days of FDS. 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.
- NOT COMPLETE - A child has not completed all the required immunizations and is past the temporary conditional period.
- 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.* A child is in the process of completing a series of vaccinations and is within the temporary conditional period. For a child to attend school in conditional status the parent or guardian must sign the conditional status acknowledgment on the CIS and receive a conditional status letter from a Family Advocate or Home Visitor.
- 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](#).



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

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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.

<p>HS EHS EHS-HB</p> <p>Upload the CIS to ChildPlus annually and when updates occur. Upload any Certificate of Exemption (COE) to Child Plus.</p>	<p>ECEAP</p> <p>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.</p>
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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 receiving immunizations. A child must be excluded from participating in the program if immunizations are not up to date within 30 days.** Staff will use Conditional Immunization Attendance Letter to notify families and document notification in Child Plus. A flag in Child Plus must be entered and staff must track when these are due.
 - **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.**
5. Document all of your efforts and any updates in Child Plus under Immunization Tab.
6. Any letter sent to a family should be attached in Child Plus and documented on the Immunization Tab.
7. 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.



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.



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

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Reading WAIS Documents and CIS/COE forms:

These terms indicate whether a child has completed or not completed the vaccinations needed to meet the immunization requirements for school or child care entry. The terms are defined as:

- Use of the upper right box is optional and intended for staff usage.

Child Plus Documentation:

- All documentation regarding immunizations should be documented under Immunization Tab and in the Immunization Notes:
 - It is not a requirement to attach a new CIS from the WAIS database for each new immunization-even if the child's status has changed. You can change Child Plus and make a note in the Immunization Notes.
 - A new signed CIS must be completed annually.
 - A COE form does not expire and does not need to be renewed annually unless changes are required or dictated by a medical provider or parent/guardian.
 - 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="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.

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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"/>

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	Status Updated: 11/21/2019