Iowa Department of Public Health
Bureau of Immunization & Tuberculosis
Child Care Immunization Record Review

County Name _____

Name of Center _____

Address _____

City _____

Ages	A Pupils with Certificate of Immunization	B Pupils with Provisional Certificates	C Pupils with Certificate of Immunization Exemption		D Total Certificates (add columns A + B + C)	E Total Enrollment	F Pupils without acceptable or no certificates (subtract columns E–D)
			Medical	Religious			
4 through 5 months							
6 through 11 months							
12 through 18 months							
19 through 23 months							
24 months and older							
Total							

Submitted by: _____ Title: _____ Date: _____

Representing: _____ Address: _____ Phone #: _____

Refer to Chapter 7 Immunization Requirements chart for vaccines required by age.

Chapter 7: Immunization and Immunization Education: Persons Attending Elementary or Secondary Schools, Licensed Child Care Center or Institutions or Higher Education,

7.4(2) states: "Vaccine doses administered ≤4 days before the minimum interval or age shall be counted as valid. Doses administered ≥5 days earlier than the minimum interval or age shall not be counted as valid doses and shall be repeated as age-appropriate."

7.4(3) states: "For vaccine administration, the minimum age and intervals recommended by the Advisory Committee on Immunization Practices shall be followed."

Child Care Center Copy

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IDPH Copy

Instructions for completing child care immunization audits

Immunization audits of child care centers, preschools, and Head Start centers will assure that young children are properly immunized and protected from vaccine preventable diseases.

1. Determine the child care centers, preschools, and Head Start Centers within the jurisdiction of your local board of health to be audited. Local public health agencies need to determine who will conduct the audit.
2. Determine a time to perform the audit that is most convenient for you and the administration and make an appointment.
3. Visit with the appropriate administrator at the time of the audit to discuss enrollment and any problems associated with the audit.
4. Count the various certificates by age and report the results. All Certificates of Immunization and Certificates of Exemption must be properly completed and validated (signed by an appropriate health professional). Provisional Certificate of Immunization must be signed by the appropriate health professional and include expiration date not to exceed 60 days. Any child that has not received the first dose of all required vaccines may not be on provisional enrollment. Children < 2 months of age are exempt from immunization requirements.
5. Include the complete name of the child care center and address. This will help identify the center each year for data entry. Data from the Head Start center audit is entered into a specific Head Start report; it is important to include the words "Head Start" under the area titled "Name of Center" when completing the audit forms.
6. Column A should equal the number of children who have a valid Certificate of Immunization.
   Column B should equal the number of children who have not received all required immunizations and have completed a valid Provisional Certificate of Immunization.
   Column C should equal the number of children who have completed a valid Certificate of Exemption for medical or religious reasons.
   Column D should total all certificates from columns A-C.
   Column E should include all children enrolled in the school (number provided from the school administrator).
   Column F should include any students who are not counted in columns A-C.
   Students should only be counted once.
7. When the record review is complete give a copy to the appropriate administrator, keep a copy at the local public health agency, and send the cardstock copy to:
   Iowa Department of Public Health
   Immunization Program
   321 E. 12th St., Lucas Building
   Des Moines, IA 50319-0075

If you have questions, contact the Immunization Program at 800-831-6293, ext 4.