Dear Child Care, Preschool, or Head Start staff,

The Arizona Department of Health Services (ADHS) Bureau of Immunization Services 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:

- **Obtaining a child’s immunization records**
- **How to enroll in our online registry “Arizona State Immunization Information System” (ASIIS)**
- **Filling out and understanding forms associated with immunizations such as:**
  - Detailed information about requirements and scenarios
  - Reading a child’s record
  - Screening and Referral form
  - Exemption forms
  - Where to store a child’s record
- **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 the Immunization Program website for more educational materials and school-related documentation.

Thank you,

Arizona Bureau of Immunization Services
Child Care Immunization Record Review Flowchart

1. Get immunization record from parent or ASIIS

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

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

4. Attach immunization record(s) to emergency form

5. Complete Immunization Data Report due by November 15th
Obtaining the Student’s Immunization Record

● 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 ASIIS record from the Bureau of Immunization Services.

● Enroll in ASIIS, the Arizona State Immunization Information System, so that you can look up the immunization records of your students. Select the View Only Access option.

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AZ State Immunization Information System- ASIIS
For Schools & Childcare
It’s As Easy As 1,2,3

1. Free To Enroll
Go to www.azdhs.gov/phs/aiis/enrollment.htm
Call 602-364-3899 or toll-free 877-491-5741
Sign up today ASIISHelpDesk@azdhs.gov

2. Easy To Use
Web-based application
Stores childhood immunization information (since 1998)
Help Desk available and FAQ @ www.azdhs.gov/phs/aiis/faq.htm

3. Benefits To You
Look up children’s / student’s immunization records
Print official immunization records for your files
Retrieve important immunization information during outbreaks

Bureau of Immunization Services (602)-364-3630
Child Care Immunization Quick-look Toolkit (Revised: July 2023)
**Requirements**

**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 2023-2024)**

- Requirements are shown below as stated in Arizona Administrative Code, R9-6-702, Table 7.1 and Table 7.2.
- Please review the Arizona Immunization Handbook for Schools and Child Care Programs along with the Vaccine Catch-Up Flowcharts & FAQs, for further information and details about immunization requirements and exemptions.
- Vaccines must follow ACIP minimum intervals and ages to be valid. See page 2 for minimum interval and catch-up schedule information.
- The 4-day grace period only applies to vaccine-administration minimum age and interval. Refer to the Handbook for questions.

<table>
<thead>
<tr>
<th>Vaccine</th>
<th>2-3 months</th>
<th>4-5 months</th>
<th>6-11 months</th>
<th>12-14 months</th>
<th>15-17 months</th>
<th>18 months - 59 months</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hepatitis B (HepB)</td>
<td>1 dose</td>
<td>2 doses</td>
<td>2 doses</td>
<td>3 doses</td>
<td>3 doses</td>
<td>3 documented doses</td>
</tr>
<tr>
<td>(May get dose 1 at birth and dose 2 as early as 1 month of age)</td>
<td></td>
<td></td>
<td>(May receive dose 3 as early as 6 months)</td>
<td></td>
<td></td>
<td>(Final dose must be given at 24 weeks of age or older)</td>
</tr>
<tr>
<td>DTaP</td>
<td>1 dose</td>
<td>2 doses</td>
<td>3 doses</td>
<td>3 doses</td>
<td>4 doses</td>
<td>4 documented doses</td>
</tr>
<tr>
<td>Diphtheria, Tetanus, and Pertussis</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Hib (Haemophilus influenzae type b)</td>
<td>1 dose</td>
<td>2 doses</td>
<td>2-3 doses</td>
<td>2-3 doses</td>
<td>3-4 doses</td>
<td>3-4 documented doses</td>
</tr>
<tr>
<td>(A Hib dose 2/after 12 months is required for all children under 5 years)</td>
<td></td>
<td></td>
<td></td>
<td>(or 1 dose at or after 15 months of age)</td>
<td></td>
<td>(or 1 dose at or after 15 months of age)</td>
</tr>
<tr>
<td>Polio B/V</td>
<td>1 dose</td>
<td>2 doses</td>
<td>2 doses</td>
<td>3 doses</td>
<td>3 doses</td>
<td>3 documented doses</td>
</tr>
<tr>
<td>MMR</td>
<td>Not given before 12 months of age</td>
<td>Not given before 12 months of age</td>
<td>Not given before 12 months of age</td>
<td>Not given before 12 months of age</td>
<td>Not given before 12 months of age</td>
<td>Not given before 12 months of age</td>
</tr>
<tr>
<td>Varicella (chickenpox)</td>
<td>Not given before 12 months of age</td>
<td>Not given before 12 months of age</td>
<td>Not given before 12 months of age</td>
<td>Not given before 12 months of age</td>
<td>Not given before 12 months of age</td>
<td>Not given before 12 months of age</td>
</tr>
<tr>
<td>Hepatitis A</td>
<td>Not given before 12 months of age</td>
<td>Not given before 12 months of age</td>
<td>Not given before 12 months of age</td>
<td>Not given before 12 months of age</td>
<td>Not given before 12 months of age</td>
<td>Not given before 12 months of age</td>
</tr>
<tr>
<td><strong>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.</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Select English or Spanish to access the Arizona Guide to Immunizations Required for Entry: Child Care & Preschool. To see requirements for children in grades K-12 click here.
### Review Record and Refer for Missing 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.

<table>
<thead>
<tr>
<th>Required Vaccine</th>
<th>Dose Missing</th>
</tr>
</thead>
<tbody>
<tr>
<td>DTaP/DTP/DT (Diphtheria, Tetanus, Pertussis)</td>
<td>1 2 3 4</td>
</tr>
<tr>
<td>Hib (haemophilus influenza type b)</td>
<td>1 2 3 4</td>
</tr>
<tr>
<td>IPV (Polio)</td>
<td>1 2 3</td>
</tr>
<tr>
<td>MMR (Measles, Mumps, Rubella)</td>
<td>1</td>
</tr>
<tr>
<td>Hepatitis B</td>
<td>1 2 3 4</td>
</tr>
<tr>
<td>Varicella (Chickenpox)</td>
<td>1</td>
</tr>
<tr>
<td>Hepatitis A *</td>
<td>1 2</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>CDC Recommended Vaccine**</th>
<th>Dose Missing</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hepatitis A*</td>
<td>1 2</td>
</tr>
<tr>
<td>Rotavirus</td>
<td>1 2 3</td>
</tr>
<tr>
<td>Seasonal Influenza (Flu)</td>
<td>1</td>
</tr>
<tr>
<td>Pneumococcal (PCV13)</td>
<td>1 2 3 4</td>
</tr>
</tbody>
</table>
Immunization Screening and Referral Form

- 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.

Click the link to access the Screening & Referral Form Child Care and Preschool in English or Spanish.
Exemptions FAQs
What if the parent requests to sign an exemption form instead of bringing in the child’s immunization record?

ADHS strongly encourages schools and child care providers to promote immunization whenever possible, leaving non-medical exemptions as a last resort. A.R.S. 15-872 (I) A school and its employees are immune from civil liability for decisions concerning the admission, readmission, and suspension of a pupil that are based on a good faith implementation of the requirements of this article. Tell the parent about the types of exemptions available in child care, preschool, and Head Start programs:

- Religious exemptions are available for Preschool and Child Care children whose parents are raising their child in a religion that opposes immunization.
- 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 most current form found on the ADHS website is the only acceptable version of the exemption form for parents of child care or preschool children who state that vaccination is against their religious beliefs. 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 most current version of the ADHS Medical Exemption Form to parents. 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, mumps, rubella, and varicella. For all other disease histories, a physician statement of disease history or lab serology is acceptable.

The ADHS Personal Beliefs Exemption Form is only valid for K-12 students.
Attaching Immunization Records to the 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 are on the back of the EIIRC.

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**Bureau of Immunization Services** (602)-364-3630

*Child Care Immunization Quick-look Toolkit (Revised: July 2023)* 9
Completing the Immunization Data Report (IDR)

- 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 to complete your report and ask questions or seek assistance if necessary.
- The IDR application and instructions are posted on the Immunization Program website. Useful tutorial slides can also be found online for Child Care and Preschool as well as Kinder and Sixth.
- 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.