

Slide #1 Welcome

Welcome to this course titled, “*Immunizations*”.

This course is developed as part of the Washington State Department of Children, Youth, and Families (DCYF) alignment process, to prepare providers and licensors in their understanding of the “why”, the “what” and the “how” of complying with the updated Foundational Quality Standards for Early Learning Programs (referred to in each course as the Foundational Quality Standards).

Early learning professionals may want to note: this module does not address the requirements pursuant to the new law removing the option for a personal/philosophical exemption to the Measles, Mumps, and Rubella vaccine. These changes, regarding MMR exemptions for children and early learning staff, will be in effect on July 28, 2019. Information and resources for early learning professionals, parents and guardians are available at the Washington State Department of Health website at doh.wa.gov. Check their website regularly for updates and information.

Slide #2 Helpful Hints

WA DCYF is pleased to present this e-Learning course! To help provide a positive learning experience for you, please take a moment to review the following “Helpful Hints” summary, detailing what you can expect from this course. A complete listing of Helpful Hints has been added to the Resources section of your learner’s screen for reference.

- If you would like to access and review the full course text, please visit the Resources section of your learner’s screen. You can view, print, or download a full version of the course text that is narrated within each module. The full text will be included in each course and listed as the first resource in the Resources section of your course frame.
- The time to complete the course will depend on the course topic and the pace at which you advance through the slides.
- To help you get the most out of the course, settings are in place to prevent users from skipping ahead through the slides. You can advance through the course when the narration for each slide concludes by selecting the “Next” button, or, go back to review material already presented by selecting the “Previous” button.
- Web links and additional resources will be utilized in some of the courses to enhance your learning experience. We hope you will take time to explore them to further develop your knowledge about the topics being presented.

Slide #3 Course Introduction

This course is designed to introduce you to the updated Washington Administrative Code or WAC, as well as outline strategies and examples of WAC compliance.

Updated WACs will be detailed in each course as a reference and a full listing of the WAC is included in the Resources section of your learner's screen. You can print or download this resource at any time, either as a reference while you complete this course, or as a resource after the course is completed.

Slide #4 Learning Outcomes

This course will help early learning professionals understand how to meet, assess for, and demonstrate ongoing compliance with the Foundational Quality Standards.

Upon completion of this course, participants will:

- Have a foundational understanding of immunization records requirements for enrolled children
- Understand policy and record keeping requirements for providers
- Understand the circumstances under which children who do not have current immunization records may still be accepted into the early learning program, and the necessary procedures parents and providers must follow to become compliant with immunization records requirements

Slide #5 Guiding Principles

As we cover the material in this course, please keep in mind the following Guiding Principles. We will revisit these at the end of the course to “check in” with you and give you an opportunity to assess your understanding and application of the course content.

Guiding Principles:

- Maintaining and administering a written immunizations policy helps to ensure the health and safety of children and adults in the early learning environment.
- The updated standards enable providers to accept children into care whose families or guardians may need additional time and supports to comply with the immunization requirements.

Slide #6 Course Introduction continued

These Foundational Quality Standards contain important details and information for all early learning providers and their staff, as well as for licensors. The standards provide a wealth of straightforward information about how to demonstrate, and assess for, compliance with the WAC.

The course will cover the following section from the Foundational Quality Standards:

- WAC 110-300-0210 Immunizations and exempt children

Slide #7 WAC 110-300-0210

This course will cover WAC requirements related to child immunizations and when children may be exempt from requirements.

When a child is enrolled in an early learning program, the child's parent or guardian must provide proof of immunization or proof of acquired immunity. Parents or guardians may do this by providing documentation in a number of ways which will be addressed later in this module.

This module will outline how providers may accept children into an early learning program without proof of vaccination or immunity. Proof must be provided, but there are provisions for handling a delay in obtaining records for some child populations. A family home or center's program health policy may exclude admitting those children without a state approved exemption. State approved exemptions are outlined in WAC 246-110 and are referenced later in this course.

WAC 110-300-0210 Immunizations and exempt children

(1) Before attending an early learning program, a child must be vaccinated against or show proof of acquired immunity for the vaccine-preventable disease, pursuant to chapter [246-105](#) WAC, as now and hereafter amended. An early learning provider may accept children without proof of vaccinations or immunity as otherwise indicated in this section.

Slide #8 Immunizations

Immunizations are a critical part of establishing and maintaining infants, toddlers and young children's health and safety. Immunizations are an important foundation to protect children from preventable and sometimes life threatening illness and disease.

Immunizations also protect the adults in the early learning environment. According to the Centers for Disease Control and Prevention (CDC): "It is always better to prevent a disease than to treat it after it occurs." (**Vaccines & Immunizations, 2018**)

Immunizations influence the health and well-being of the population. Over time, there has been a great "impact in the United States of immunization against nine vaccine-preventable diseases..." (**Ahmed, 2017**)

Many serious illnesses that can impact young children are preventable. "Vaccine-

preventable diseases have a costly impact, resulting in doctor's visits, hospitalizations, and premature deaths. Sick children can also cause parents to lose time from work." (Vaccines & Immunizations, 2018)

The appropriate vaccine may prevent contracting the disease altogether or the effect of the illness can be significantly reduced for the child. In fact, "all nine vaccine-preventable diseases have been reduced by more than 90% and many have either been eliminated or reductions of 99% or more have been achieved." (Ahmed, 2017)

Slide #9 Reasons to Immunize

The Centers for Disease Control and Prevention (CDC) outlines What are the Reasons to Vaccinate My Baby:

Serious Diseases Are Still Out There

Vaccines are the Safe, Proven Choice

Children Need Protection Early

Vaccines Mean Fewer Missed Work Days and School Days

Vaccination Protects Your Family, Friends, and Community

To learn more about the health and economic benefits of immunizations (CDC Features, 2018) select the [cdc.gov](https://www.cdc.gov) link or you can access it in the Extend Your Learning PDF located in the Resources section of your learner's screen.

Slide #10 WAC 110-300-0210 continued

In order to comply with WAC 110-300-0210 providers must receive current and complete immunization records for children in care.

WAC 110-300-0210 Immunizations and exempt children

- (2) An early learning provider must receive for each enrolled child:**
- (a) A current and complete department of health certificate of immunization status (CIS) or certificate of exemption (COE) or other department of health approved form, pursuant to WAC [246-105-050](#), as now and hereafter amended; or**
 - (b) A current immunization record from the Washington state immunization information system (WA IIS).**

Parents or guardians must provide a complete immunization record for each child they enroll in an early learning program.

There are many ways for families to access their family's immunization information and obtain the necessary documentation to enroll a child in an early learning program.

This includes the following:

Option 1: Sign up for MyIR to view, download, and print your family's immunization information. MyIR is the Washington State Department of Health's online portal to access official immunization records at no cost from a computer or mobile device.

Option 2: Visit your local clinic or school.

Option 3: Request a complete immunization record from your healthcare provider.

Option 4: Request a complete immunization record from the Department of Health.

Slide # 11 Certificates of Immunization Status and Exemption

The Washington State Immunization Information System (WA IIS) is a lifetime immunization registry that keeps track of immunization records for people of all ages across the state. The system is a secure, web-based tool for healthcare providers and schools. All records are maintained in this system but individuals can obtain their family records from WA IIS or a family's health care provider, clinic, school or the WA State Department of Health.

The WA IIS provides two types of documentation on an individual's immunizations, for both children and adults: (CIS) Certificate of Immunization Status and (COE) Certificate of Exemption. See the terms and definitions section of the module for further explanation. CIS may be obtained through all the same channels as mentioned and qualify as the required documentation early learning providers need to be in compliance and to maintain appropriate records on enrolled children. The changes to WAC 110-300-0210 now require Family Home early learning programs also maintain CIS forms in their record keeping. Record keeping will be addressed later in the module.

COE must be signed by a health care provider and obtained by parents or guardians directly from the health care provider.

You can access these forms by selecting the doh.wa.gov links or you can download them from the Resources section of your learner's screen. The MyIR portal and the forms referenced in this section can all be found at the doh.wa.gov links provided.

Slide #12 WAC 110-300-0210 continued

WAC 110-300-0210 also provides guidelines for providers to accept children who are not

current with their immunizations. The WAC outlines the necessary requirements to accept a child under these circumstances.

WAC 110-300-0210 Immunizations and exempt children

(3) To accept a child who is not current with their immunizations, an early learning provider must give written notice to that child's parent or guardian stating the child may be accepted if the immunizations are completed consistent with chapter [246-105 WAC](#) and:

- (a) Prior to enrollment the parent or guardian provides written proof the child is scheduled to be immunized; or**
- (b) The parent or guardian provides a signed and dated statement detailing when the child's immunizations will be brought up to date.**

Slide #13 WAC 110-300-0210 continued

When a child is not current with their immunizations an early learning provider must provide written notice to the parents of that child that one of the requirements in WAC 110-300-0210 must be met prior to being able to enroll the child.

A provider may provide the potential family with a letter or note explaining that written proof, sometimes referred to as an attestation, is required, demonstrating there is a scheduled plan to immunize the child. An attestation is the official verification of something as true or authentic, in this case provided in writing. The parent or guardian should also include the most recent Certificate of Immunization (CIS) they have for their child. This form will indicate which immunizations are completed for the child.

OR, If immunizations are not currently scheduled, a parent or guardian must write, sign and date a written statement explaining when the child's immunizations will be brought up to date.

For guidance and information on the Washington State Department of Health's immunization requirements and recommended schedule select the following resource link to doh.wa.gov which outlines requirements for the 2019-2020 school year.

Slide #14 WAC 110-300-0210 continued

Let's continue with WAC 110-300-0210 Immunizations and exempt children.

WAC 110-300-0210 Immunizations and exempt children

(4) An early learning provider must maintain and update each child's records relating to immunizations or exemptions, or plans to bring immunizations current. These records must be available in the licensed space or easily accessible for review by department licensors, health specialists, and health consultants.

In order to regularly maintain and update each enrolled child's immunization records, some providers have developed systems and practices to support the maintenance and upkeep of records. The following are strategies that providers may consider implementing for their record keeping, and there are many other practices providers may choose to adopt.

Slide #15 Record Keeping

Effective Record Keeping Practices:

Review each child's immunization records upon enrollment. Based on the child's individual schedule or requirements, make notes and flag reminders to regularly receive updated documentation from the parent or guardian.

Review children's records on a consistent basis, specific to the age of the child and their vaccination schedule. Early learning providers will want to ensure that parents are consistently providing updated records as their infants or young children are maintaining an active immunizations schedule over the first 24-months.

As children grow older and are no longer receiving immunizations at three to six month intervals, providers may consider reviewing records annually or as appropriate.

To comply with WAC 110-300-0210(4), early learning providers must make children's records easily accessible for review by DCYF licensing staff upon request. Providers may want to store all records in one binder, grouped by age, for example. There are many ways providers may choose to make records accessible.

Finally, immunization records must be stored in a confidential location on site in the program environment.

Slide #16 WAC 110-300-0210 continued

The 2014 Child Care and Development Block Grant (CCDBG) updated federal child care law and included new requirements related to health and safety. One of these notes that: "Lead agencies shall establish a grace period that allows children experiencing homelessness and children in foster care to receive services...while providing their families a reasonable time to take any necessary action to comply with immunization and other health and safety requirements." The CCDBG is the primary source of federal early childhood funding, and aligns with Caring for Our Children, Standard 3.6.3.3.

WAC 110-300-0210 Immunizations and exempt children

(5) An early learning provider may accept homeless or foster children into care without the records listed in this section if the child's family, case worker, or health care provider offers written proof that he or she is in the process of obtaining the child's immunization records.

It is at the discretion of an early learning provider to accept the following children into care without the immunization records required in this WAC: homeless children and children in the child welfare system. A provider may choose to accept an attestation- - written proof from the child's family, case worker or health care provider explaining the process of obtaining the records is underway. This rule allows early learning programs the flexibility to both promote the health and safety of enrolled children and manage their business.

Providers may include that they will accept written proof in their Parent Handbook and outline the details of the information they require.

Additionally, per **WAC 110-230-0500 (1) An early learning provider must have and follow a written health policy reviewed and approved by the department (2) An early learning program's health policy must meet the requirements of this chapter including, but not limited to: (h) Immunization tracking.**

If a provider chooses to accept children into care without the records listed in this section, this policy and accompanying procedures must be included in the program's health policy.

Slide #17 WAC 110-300-0210 continued

Consider this example: the parent of a currently homeless family contacts a center about enrolling their 3-year-old daughter in the program. When discussing the necessary forms that must be completed upon enrollment, proof of immunizations is mentioned. The

parent explains that their family is currently residing in temporary housing and does not have her daughter's immunizations records. The provider explains that the center permits families in this circumstance to provide written proof that they are working to obtain the necessary records. The parent agrees to provide a written statement outlining that they have a scheduled appointment or plan to obtain records online and the provider is able to enroll the child based on this documentation. The family may also request records be emailed, mailed, or faxed directly to the child care provider to speed up the process.

Slide #18 Test Your Learning

Before we continue, let's test your learning. Review the question and select the best response.

Which of the following applies to early learning provider's responsibilities related to immunizations record keeping?

- A. Early learning providers must update enrolled children's immunization records regularly
- B. Records must be kept in a confidential location on site
- C. Providers may choose their own record keeping system
- D. All of the above

Slide #19 WAC 110-300-0210 continued

WAC 110-300-0210 Immunizations and exempt children

(6) An early learning provider shall exclude a child from care according to the criteria listed in WAC [246-105-080](#).

WAC 246-105-080 includes all circumstances when a provider shall exclude a child from care and the criteria for excluding children from schools or child care centers. While Washington State Department of Health WAC 246-105-080 does not mention Family Home early learning providers, DCYF's WAC 110-300-0210(6) cites the requirement of all early learning providers to comply with this subsection. This WAC outlines DCYF's authority to mandate this requirement for all licensed child care, both center and family home early learning programs.

WAC 246-105-080 states: A school or child care center shall exclude a child if one or more of the following applies:

(1) Parent(s) fail to provide a completed CIS form on or before the child's first day of attendance.

(2) A child attending under conditional status fails to make satisfactory progress toward full immunization.

(3) A child has been admitted under a temporary medical exemption and the particular vaccine for which the exemption was granted is no longer contraindicated and the child fails to make satisfactory progress toward full immunization.

(4) A local health officer excludes a child from school or a child care center under chapter [246-110](#) WAC during an outbreak of a vaccine-preventable disease if the child has not been fully immunized against that disease due to:

- (a) Conditional status;
- (b) Medical exemption;
- (c) Religious exemption;
- (d) Philosophical exemption; or
- (e) Personal exemption.

Slide # 20 Consider this Example

Consider the following example: A child has been enrolled in a program for six weeks. At the time of enrollment, the child's parent or guardian provided a CIS form. The form currently states "fail" because the parent or guardian are in the process of catching up with their child's vaccination schedule. The early learning provider and parent discuss when the next vaccines are due and the parent or guardian signs and dates the CIS form for the child's file. The provider asks the parent or guardian if he or she would like a reminder when the next series is due? The parent or guardian thanks the provider for the additional resources and help.

The provider regularly checks in with the parent or guardian during drop off to remind them about the necessary timeline and asks that the documentation be submitted. Two additional weeks go by and the parent or guardian hasn't submitted the necessary proof of vaccinations. The provider reminds the parent or guardian that the enrollment was conditional and that without the required immunizations or documentation, their child will be unenrolled by the end of the month. The early learning provider and parent or guardian agree on a due date for the required documentation of meeting the vaccination schedule.

Slide #21 WAC 110-300-0210 continued

WAC 110-300-0210 Immunizations and exempt children

(7) If an outbreak of a vaccine-preventable disease occurs within an early learning program, an early learning provider must notify the parents or guardians of children exempt from immunization for that disease and children without vaccination documents. A provider may exclude the child from the child care premises for the duration of the outbreak of that vaccine-preventable disease.

Early learning providers must have a procedure to notify parents in the event of a vaccine-preventable disease outbreak in the program. The notification should include:

- The provider contacts the local health department for guidance
- The disease and any specific details related to signs and symptoms to watch for
- The exclusion of unvaccinated children from care, required by law
- The anticipated duration of the exclusion
- Do not indicate which children may need to be excluded from care by using names or any identifying information. These families may be contacted individually regarding the rule and the details.
 - A reminder to those families whose children are excluded from care that if appropriate documents become available there may be circumstances under which children may return to care while there is still an active disease outbreak.

To access additional resources for providers, select the Extend Your Learning PDF located in the Resources section of your learner's screen, for sample letters providers may use to develop your own notification template.

Slide #22 Test Your Learning!

Before we continue, let's test your learning. Review the question and select the best response.

True or False? An early learning provider may accept children into care without the immunization records required in WAC 110-300-0210, specifically: homeless children and children in the child welfare system.

- True
- False

Slide #23 WAC 110-300-0210 continued

WAC 110-300-0210 Immunizations and exempt children

(8) An early learning provider may have a written policy stating children exempted from immunization by their parent or guardian will not be accepted into care unless that exemption is due to an illness protected by the ADA or WLAD or by a completed and signed COE.

An early learning provider may choose to adopt a policy for their program stating that children exempted from immunization by their parent or guardian for reasons other than those protected by law will not be accepted into care. However, children who are exempted due to an illness or condition are protected by the ADA or the Washington Law Against Discrimination (WLAD) and must be accepted into care.

A provider may choose to adopt such a policy for a number of reasons, consider the following examples:

- An early learning program may have an enrolled child who is immunocompromised, with an impaired immune system and cannot be immunized. Immunization is contraindicated for the child due to their medical condition or diagnosis. As a result, all children and adults in the early learning program environment would need to be immunized to prevent the compromised person from becoming ill. The immunocompromised child's parent or guardian must provide a Certificate of Exemption certifying the medical need to abstain from immunization(s).
- A provider may be concerned about preventing possible outbreaks of disease and may choose to exclusively admit children who are vaccinated.

Slide #24 Conclusion

Immunizations are a vital part of protecting children and adults in the early learning environment. Providers are better able to serve the staff and the families that are part of their programs when they are equipped to maintain appropriate policies regarding immunizations and record keeping is accurate and up to date.

Slide #25 Guiding Principles

This concludes the content portion of this course! Thank you for your participation!

Before this course ends, please take a moment to reflect and set personal goals related to the following Guiding Principles and how these relate to early learning professionals.

Guiding Principles:

- Maintaining and administering a written immunizations policy helps to ensure the health and safety of children and adults in the early learning environment.
- The updated standards enable providers to accept children into care whose families or guardians may need additional time and supports to comply with immunization requirements.

What take-a-ways do you have? How will you change your practices as a result of participation in this learning module?

Slide #26 Course Evaluation

Please take a moment to answer the following end-of-course evaluation questions by selecting the appropriate choice.

This course improved my understanding of the course content.

- True
- False

Slide #27 Course Evaluation continued

The information presented in this course was clearly connected to the session and Learning Outcomes.

- True
- False

Slide #28 Course Evaluation continued

There are opportunities for application of this course content in my role as an early learning professional.

- True
- False

Slide #29 Course Evaluation continued

I would recommend this course to others who work in the field.

- True
- False

Slide #30 End of Course

This concludes this course on “**Immunizations**”. If you have questions following this session, please contact your supervisor or licensor.

We hope this course has been helpful in providing information about the WAC and how programs can meet the new standards with compliance.

Our goal is that all early learning professionals viewing this course have left with an increased understanding and knowledge of the updated WAC, and that you will be able to either assess programs for compliance or be able to maintain and demonstrate compliance.

Be sure to visit the Learning Management System to review and select additional modules that are part of this series.