



North Carolina Department of Health and Human Services
Division of Public Health

Roy Cooper
Governor

Dempsey E. Benton
Interim Secretary

Daniel Staley
Division Director

January 23, 2017

Memorandum

TO: Local Health Department Immunization Staff

FROM: Wendy Holmes, RN, Head *WH*
Immunization Branch

SUBJECT: Annual Child Care Immunization Reports

North Carolina immunization law [G.S. 130A-155(c)] requires all licensed child care facilities to submit an immunization report on newborn through preschool aged children annually. The purpose of this report is to ensure that all children enrolled in early childhood programs are protected against vaccine-preventable diseases and to determine the number of children who meet state immunization requirements.

In the past, child care operators sent yellow carbon copy versions of the report to the local health departments. However, a recent evaluation of the process showed that this was not the most effective way to collect meaningful information on child care populations.

To assist local health departments in the evaluation of this information, child cares will submit their immunization information for 0 to 24 month aged children and 24 month through pre-kindergarten aged children as an aggregate report to the Immunization Branch.

The Immunization Branch has also created worksheets to assist child care operators in evaluating the immunization status of their children. Some health departments have the capacity to assist their child care operators with the collection of this information, and child care operators are being informed that the worksheets may be requested by local health department staff.

If your local health department has the capacity to assist in the collection of immunization reports from delinquent child care operators, please designate a staff person to email Amanda Ellis, amanda.ellis@dhhs.nc.gov. The staff person will be included in communications regarding the collection of immunization reports from child care facilities. The due date for child care operators to submit their child care immunization report is March 17, 2017. The Immunization Branch will continue to collect child care immunization reports until April 14, 2017. The report will then be closed and finalized for distribution to the local health departments.

If you have questions about the immunization reporting process, please contact the N.C. Immunization Branch at 919-707-5558 or immunization.reports@dhhs.nc.gov.

cc: Local Health Directors
Regional Immunization Staff
Child Care Health Consultants

www.ncdhhs.gov | www.publichealth.nc.gov | www.immunize.nc.gov
Tel 919-707-5550 • Fax 919-870-4824
Location: 5601 Six Forks Road • Raleigh, NC 27609
Mailing Address: 1917 Mail Service Center • Raleigh, NC 27699-1917
An Equal Opportunity / Affirmative Action Employer

