



Department of Public Health and Human Services

Public Health & Safety Division ♦ Communicable Disease Control & Prevention Bureau

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Steve Bullock, Governor

Sheila Hogan, Director

To: All Child Care Providers
From: Montana Immunization Program and Childcare Licensing
Date: July 27, 2019
Subject: Immunization Non-Compliance Procedure

In collaboration with the Quality Assurance Division (QAD), the Montana Immunization Program works closely with local public health agencies and Montana's childcare providers to ensure a safe environment. As part of this effort, the Montana Immunization Program provides support to public health authorities and operators to ensure compliance with Administrative Rules of Montana (ARM) related to immunizations. Below you will find information on current requirements for children and staff members and an overview of how our agencies will coordinate to review records and ensure compliance with relevant administrative rules.

Documentation of required immunizations must be provided for any child attending a licensed childcare facility, unless the child qualifies for a conditional attendance or exemption (ARM 37.95.140). Additionally, childcare staff must now have one dose of the tetanus, diphtheria, and pertussis vaccine (Tdap) and for all adults born in 1957 or after, measles, mumps, rubella vaccine (MMR), unless they have a medical contraindication to the vaccines or laboratory evidence of immunity to each of the three diseases (ARM 37.95.184). Prior June 2018, staff were required to have only the tetanus, diphtheria (Td) vaccine. Now is a good time to check staff records to make sure they are also in compliance.

In accordance with Childcare Licensing procedure for a facility not in compliance, the following steps will be taken following a record review performed by state or local public health staff:

- The Public Health Nurse (PHN) will inform the facility director they have **7 days** to correct the issue and receive the documentation to complete the record.
- If the record is not complete after this time, the PHN will formally notify the facility director that the documentation **must be submitted within 7 days** to keep the child from being **excluded from the facility**.
- Should the facility not comply after the 2nd 7-day period:
 - the PHN will require the child to be excluded from the facility until documentation has been turned in,
 - AND**
 - the PHN will notify staff at the Quality Assurance Division.
- QAD staff will then contact the facility director for follow-up action if needed within 7 days.

Should you have any questions about the immunization requirements for licensed childcare-facilities, please contact the Montana Immunization Program at (406) 444-5580 or HHSIZ@mt.gov or the Quality Assurance Division at (406) 444-2012 or childcarelicensing@mt.gov.