



Montana Childcare
Review Guide

By:

Montana Immunization Program

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INTRODUCTION AND PURPOSE

In accordance with administrative Rules of Montana (ARM) 37.95.140, before a child may attend a Montana childcare facility, that facility must be provided with the documentation recorded on the Montana certificate of immunization form (HES-101). The purpose is to help identify the immunization status of children enrolled in childcare facilities and to obtain additional immunization information. The worksheet is intended to assist on-site data collection prior to online data entry and does not need to be submitted to DPHHS.

Please take a few moments to read through the guide before completing the reviews. If after reading the guide you have questions, please call the IZ Program at 406-444-5580.

GENERAL INSTRUCTIONS:

- ***Please completely fill in the Immunization Status Report Worksheet before you enter your results into Montana Childcare Review System (MCR).***
 - Link to the worksheet on MT Immunization website: <https://mcr.hhs.mt.gov>
- This review is for all children in the facility.
- If you have any difficulty entering your data, please call the IZ Program at 406-444-5580 for guidance.
- The number of reviews, determined by the yearly IAP contract, must be completed by **June 30th** of each contract year.

INSTRUCTIONS FOR FILLING IN THE WORKSHEET

Complete all information on the worksheet as indicated to correctly enter information into MCR.

Center Information

- Enter the complete name, address, and county name for the childcare facility being reported on.
- Please check the type of facility you are reporting on (Center, Family, Group).
- Enter your full name, phone number, and email in case we have questions and need to contact you.
- Enter the date you completed the review.
- Enter PV# if available.

Section 1. Child Immunization Status

- Total Number of Children Enrolled
 - Enter the number of children enrolled at the facility.
- Number of Children in compliance
 - Enter the number of children who are fully UTD OR have a valid exemption or conditional attendance form on file.
- Number of Children Missing Record
 - Enter the total number of children with NO record on file.
- Number of Children Conditionally Attending
 - Enter the number of children with Conditional attendance. A child may initially conditionally attend a day care facility if:
 - (a) the child has received at least one dose of each of the vaccines required for the child's age;

- (b) a form prescribed by the department documenting the child's conditional immunization status is on file at the day care facility and is attached to the department's Montana certificate of immunization (HES-101); and
 - (c) the child is not past due for the next required dose (as noted on the conditional enrollment form) of the vaccine in question.
- Number of Children Exempt by Category: 4a. Medical; 4b. Religious
 - Enter the number of children with a medical or religious exemption. A child is not required to have any immunizations which are medically contraindicated. A written and signed statement from a physician (licensed in the US or Canada) or APRN (licensed in MT) that an immunization otherwise required is medically contraindicated will exempt a child from those immunization requirements as deemed necessary by the physician. It is preferred, but not mandatory, that a physician's medical exemption be recorded on HES-101.
 - A claim of exemption on religious grounds for HIB must be notarized and maintained on an Affidavit of Exemption on Religious Grounds form (HES-113) provided by the department.

Section 2. Staff Immunization Status

- Number of Childcare Staff in Facility
 - Enter the total number of staff in the facility including all employees, volunteers, and/or any resident at the facility
- Number of Childcare Worker Up-to-Date (Tdap and MMR)
 - Enter the number of childcare staff UTD with documentation of at least one dose of Tdap vaccine, and for all adults born in 1957 or after, one dose of MMR vaccine unless they have a medical contraindication to the vaccines or laboratory evidence of immunity to each of the three diseases.
- Follow-Up
 - If facility is not 100% compliant, reviewer will initiate follow-up procedure outlined by the Immunization Program. Reviewer will state reasons for follow-up in the “Follow-up Details” section.

After you have completed the worksheet you are now ready to enter the results into the MCR <https://mcr.hhs.mt.gov>. Follow the steps below to enter your childcare reviews.

STEP 1: GOING TO THE WEBSITE (DATABASE)

This section contains information and resources about immunization rules in Montana regarding children entering licensed childcare facilities. Links to forms, resources and how-to informational guides is explained below. <https://mcr.hhs.mt.gov/Facility>

Montana Childcare Reviews Search Contact

ePass Montana

▶ Login using ePass Montana

Montana Childcare Reviews (MCR)

Note: ePass Login is for State Users Only.

Enter Childcare Review

Forms

Resources

How to Guides

FORMS

Links to all forms are listed on the main page.

Forms

- [Certificate of Immunization](#)
- [Conditional Attendance Form](#)
- [Medical Exemption Form](#)
- [Religious Exemption Form](#)
- [History of Varicella](#)

Resources

How to Guides

RESOURCES

Additional resources are available on the main page including the link to enter complaints on the Childcare Licensing site: <https://dphhs.mt.gov/qad/licensure/childcarecomplaint>.

Forms

Resources

- MCR Guide
- [MCR Worksheet](#)
- [Immunization Exemption Log](#)
- [Required Immunizations for Childcare](#)

How to Guides

STEP 2: SEARCHING FOR CHILDCARE FACILITIES

To enter a childcare review, select the “Enter Childcare Review Button” to open search page.



SEARCH PAGE

1. Select your County from the drop-down list.
 - a. **NOTE:** To get a complete list *Select “No” under “Hide Inactives?”*.
 - b. Once a county is selected, and BEFORE you hit search, the county information with completed reviews will show below for the current fiscal year.
 - c. Select Search to show childcare facilities in your county.
 - d. Select Reset to clear selected filters.
2. The search button will take you to the Facility Index page with your search results listed.

Search

Search on any combination of the filters

County * The County field is required.

Last Review

Type

STARS

Does Last Review Need Follow-Up?

Facility Name

Provider Number (PV)

Hide Inactives?

Select your county and the review information will be shown below (before you hit the Search button).

Type	Current FY Reviews	Total	Percent
Centers	0	0	0
Groups & Families	0	0	N/A
STARS	0	0	0
All Facilities	0	0	0

Type of Facility

of Facilities Reviewed this Fiscal Year

Total Facilities

% Complete

Type	Current FY Reviews	Total	Percent
Centers	0	6	0.0 %
Groups & Families	1	31	N/A
STARS	1	16	6.3 %
All Facilities	1	37	2.7 %

County * CUSTER

The County field is required.

Last Review All

Type All

STARS All

Does Last Review Need Follow-Up? All

Facility Name

Provider Number (PV)

Hide Inactives? No



Search Reset

FACILITY INDEX PAGE

1. The Facility Index page will list the search results for the chosen county based on the filters selected.
 - a. The list can be printed by selecting the Print button.
 - i. **Sort columns by selecting the column headers BEFORE printing to change order.**
 - b. Select Details to view individual facility information including address, phone number, etc.

Facility Index

Copy Excel CSV Column visibility Show 5 entries

Sort then select "Print" for best results

Print Clear Page Filters Search:

Provider Number	Facility Name	Owner / Director	Provider Type	Phone	City	County Name	Enrolled In Stars?	Facility Status	Last Review Date	Needs Follow-up?	Buttons
PV107670	Canvas Early Learning Center	Aaron	Center	(406) 925-3058	Dillon	BEAVERHEAD	No	Active	2018-08-31	No	Details Reviews
PV95493	Diana Brown	D		683-5466		EAD	No	Active	2018-08-30	No	Details Reviews
PV105516	Gmom's Place	Kathy Munson	Family	(406) 925-9986	Dillon	BEAVERHEAD	No	Active	2018-08-31	No	Details Reviews
PV103906	Itty Bitty Beavers	Kimberlee Andelin-Womack	Group	(406) 274-7738	Dillon	BEAVERHEAD	No	Active	2018-09-05	No	Details Reviews
PV76317	Janet Fjeseth	Janet M Fjeseth	Group	(406) 683-6341	Dillon	BEAVERHEAD	Yes	Active	2018-09-30	No	Details Reviews

Showing 1 to 5 of 7 entries

Color Key: Older or Never Reviewed Reviewed Previous Fiscal Year Reviewed this Fiscal Year

Details

Facility

County Name BEAVERHEAD
Provider Number PV107670
Facility Name Canvas Early Learning Center
Owner / Director Aaron
Provider Type Center
Phone (406) 925-3058
Email canvasetc@gmail.com
Facility Address 512 1/2 N. Washington St
City Dillon
State MT
Zip 59725
Enrolled In Stars? No
Facility Status Active
Last Activation Date 5/22/2019
License Expiration Date
Added Date 4/19/2018 3:19:01 PM
Added By Script
Modified Date 5/16/2019 8:46:18 AM
Modified By Script

Back to Facilities

EXPORTING DATA

To export the data, select the Copy, Excel or CSV buttons depending on your program preference.

Note: Before exporting the data select “Column visibility” to select the desired columns to export.

Types of Export Options:

- Copy
 - Copies data to be pasted into a document including Word, Notebook, etc.
- Excel
 - Opens data in an excel document for calculation, graphing, pivot tables, and macro programming.
- CSV
 - Opens a comma-separated values file that is a delimited text file and uses a comma to separate values in plain text.

Your county childcare facility list can be downloaded using the “Copy”, “Excel” or “CSV” buttons.

Facility Index

Copy Excel CSV Column visibility Show 5 entries

Provider Number	Facility Name	Owner / Director	Provider Type	Phone
PV108078	Clarissa Marotti	Clarissa Marotti	Family	

Exported data columns can be edited through the “Column Visibility” and select desired information.

Column visibility

Provider Number

Facility Name

Owner / Director

Provider Type

Phone

Facility Address

City

County Name

Enrolled In Stars?

Facility Status

Last Review Date

Needs Follow-up?

Email

Buttons

REVIEW PAGE

ABC Daycare
Montana
(406) 555-5555
PV108040

Index

+ New Review

To enter a new review, select the blue "New Review" button

Review Date Needs Follow-Up? Is Revision? Reviewer Name Reviewer Phone Buttons

No data available in table

Showing 0 to 0 of 0 entries

◀ Back to Facilities

◀ Back to Search

To add a New Review:

1. Select the New Review button to open a new page.
2. Enter the information gathered on the Childcare Review Worksheet into the online database.
3. If a facility is not 100% in compliance, select "Yes" under Needs Follow-up.
 - a. Follow-up Details are required if "Yes" is selected. E.g. Facility is missing records for 5 children and facility will be reaching out to parents to obtain required documentation.
4. Select Save.

Create

Review

Provider Number	<input type="text" value="PV108040"/>
Facility Name	<input type="text" value="ABC Daycare"/>
Owner / Director	<input type="text" value="Moana"/>
City	<input type="text" value="Montana"/>
Phone	<input type="text" value="(406) 555-5555"/>
Provider Type	<input type="text" value="Center"/>
Enrolled in STARS?	<input type="text" value="No"/>
Review Date	<input type="text" value="2019-05-30"/>
Number Enrolled	<input type="text" value="0"/>
Number in Compliance*	<input type="text" value="0"/>
Number Missing Record	<input type="text" value="0"/>
Number Conditionally Attending	<input type="text" value="0"/>
Number with Medical Exemption	<input type="text" value="0"/>
Number with Religious Exemption for HIB	<input type="text" value="0"/>
Number of Workers	<input type="text" value="0"/>
Number of Workers in Compliance	<input type="text" value="0"/>
Needs Follow-Up?	<input type="text" value="Select One"/>
Follow-up Details	<input type="text"/>

Information in grey is auto populated. If the information is not correct, please contact the IZ Program at 444-5580.

Review Date is auto populated, but can be changed

Enter the information gathered at the facility review in the boxes.

*Note: If site is not 100% compliant a "Follow-up" is required.

*Note: If a follow-up is needed the "Follow-up Details" box is required. Please enter the reason for the follow-up, e.g. Facility has 5 children with missing records.

Save

STEP 3: FOLLOW-UP PROCEEDURE

When the Public Health Nurse (PHN) finds a childcare facility **not in compliance** with their immunization records:

- The PHN shall advise the facility director they have **7 days** to correct the noncompliance and obtain the documentation to complete the record.
- If the record is not complete after this time, the PHN will formally notice the facility director. Another **7-day** time period should be granted, and the facility director informed that non-compliance after this time will result in the child being excluded from the facility.
- Should the facility not comply after the 2nd 7-day period
 - the PHN will order the exclusion of the child from the facility, **AND**
 - will make a formal complaint to the Childcare Licensing Site:
<https://dphhs.mt.gov/qad/licensure/childcarecomplaint>.

The local licensor will then contact the facility director for follow-up action if needed within 7 days.

Index

[+ New Review](#)

Review Date	Needs Follow-Up?	Is Revision?	Reviewer Name	Reviewer Phone	Buttons
2019-05-30	Yes	No	Mickey	406-555-5555	Revise

Showing 1 to 1 of 1 entries

[◀ Back to Facilities](#) [◀ Back to Search](#)

If facility requires a Follow-up Revision, the “Revise” button will show to enter that review once complete.

FOLLOW-UP REVISION ENTRY

To complete the follow-up review for a facility that is not 100% compliant select the Revise button next to the most recent review needing a follow up.



1. Review the data that is auto populated from the original review and edit any sections that may have changed.
 - a. **Note: The filled in numbers are there as a reminder of the original review only and can be edited.**
2. Once the new information has been entered, review for accuracy and if no additional review is needed (facility is now in compliance) select Save.
3. If the facility is still not in compliance, select “Yes” for Needs Follow-up and fill in the details why.
 - a. **Follow non-compliance procedure outline above.**

Create

Follow-up Review

Reviewer Name	<input type="text" value="Mickey"/>
Reviewer Phone	<input type="text" value="406-555-5555"/>
Reviewer Email	<input type="text" value="abc123@email.com"/>
Review Date	<input type="text" value="2019-05-30"/>
Number Enrolled	<input type="text" value="10"/>
Number in Compliance*	<input type="text" value="5"/>
Number Missing Record	<input type="text" value="5"/>
Number Conditionally Attending	<input type="text" value="0"/>
Number with Medical Exemption	<input type="text" value="0"/>
Number with Religious Exemption for HIB	<input type="text" value="0"/>
Number of Workers	<input type="text" value="3"/>
Number of Workers in Compliance	<input type="text" value="3"/>
Needs Follow-Up?	<input type="text" value="Select One"/>
Follow-up Details	<input type="text"/>
	<input type="button" value="Save"/>

The information from the previous review will auto populate but **can be edited** if information has changed.

*Note: If an additional follow-up is needed, “Follow-up Details” are required.

For assistance with the system or to report an issue please contact the Montana Immunization Program at 406-444-5580.