



## Scott County Health Department

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Date: August 15, 2018

Dear Principal, School Nurse, or Director,

Each year, the Scott County Health Department (SCHD) is mandated to complete an immunization audit of all licensed child care facilities, preschool programs and all public/non-public schools in Scott County.

This year the auditing process will begin the week of October 8<sup>th</sup>. SCHD will contact you indicating the date your audit is scheduled. We are unable to give you an exact time. Please remember that the scheduling is done at random; no schools/centers are targeted to be audited first or last. It is not necessary for you to be present at the audit, but in order to more efficiently accomplish the audit, we ask each site to have the following information prepared in advance:

<b>Child Care Center/Preschools</b>	<b>Elementary and Secondary Schools</b>
<p>Enrollment numbers and list grouped by age alphabetically:</p> <ul style="list-style-type: none"> <li>4-5 months</li> <li>6-11 months</li> <li>12-18 months</li> <li>19-23 months</li> <li>24 months or older</li> </ul> <p>Audit only the before and after school programs that meet one of the two criteria found in Iowa Law Chapter 7, 641-7.1:</p> <ul style="list-style-type: none"> <li>• Pre-K or preschool</li> <li>• Licensed child care center that is regulated by the Department of Human Services.</li> </ul>	<p>Enrollment numbers and list grouped by grade/section alphabetically</p> <p>Audit only the before and after school programs that meet one of the two criteria found in Iowa Law Chapter 7, 641-7.1:</p> <ul style="list-style-type: none"> <li>• Pre-K or preschool</li> <li>• Licensed child care center that is regulated by the Department of Human Services.</li> </ul>
<p>Immunization Certificates grouped by age alphabetically:</p> <ul style="list-style-type: none"> <li>4-5 months</li> <li>6-11 months</li> <li>12-18 months</li> <li>19-23 months</li> <li>24 months or older</li> </ul> <p>Certificates are not allowed to be in plastic sleeves.</p>	<p>Immunization Certificates, for each student, by grade or class in alphabetical order in groups of 25 or less</p> <p>Certificates are not allowed to be in plastic sleeves.</p>
<p>Total facility enrollment number</p>	<p>Total school enrollment numbers by grade and class District and school number</p>

Certificates that are not in compliance will be counted as “Not Acceptable/No Card.” Please review your certificates carefully to ensure they are filled out properly and completely. Refer to the Audit Guide for specific information.

If you need a copy of the Audit Guide, please go to the Scott County Health Department’s website at: <http://www.scottcountyiowa.com/health/immunization>.

We hope the auditing process will go smoothly and that any questions can be answered in advance of our audit visit. Please feel free to contact the SCHD regarding any questions you may have.

Thank you in advance for your cooperation.

Sincerely,

*Roma Taylor, RN., B.S.N*

Roma Taylor, RN., B.S.N.  
Clinical Services Coordinator