



## **Procedure: Immunization Screening and Referral**

Functional Area: VIII Certification, Eligibility & Coordination of Services

Section: C 2 b

Approval Date: 01/25/2016

Citation: WC-01-35-P (#2001-7)

Revised Date: 07/2015

**Purpose** To provide guidance on appropriate screening of immunization status in infants and children, and making related referrals and documentation.

**Federal Regulation Requirements** Federal Regulations require that during a certification visit for an infant or child, the parent or authorized representative must be asked to provide an immunization record.

- When a certification or re-certification visit is scheduled for an infant or child, ask the authorized representative to bring the infant/child's immunization records to the certification visit.

**Immunization Record** At every certification or re-certification visit for an infant or child, the infant/child's immunization status should be determined using a *documented immunization record*.

A documented immunization record consists of the name(s) and date(s) the vaccination was given. The health care provider giving the vaccination may also be recorded.

Examples of an acceptable immunization record include:

1. Copy of an immunization record from the health care provider
  2. Immunization Registry
  3. Immunization record with dates and vaccinations hand written on some type of immunization record form
- Verbal reporting of dates is not considered a documented immunization record.

**Immunization Screening and Documentation** The infant/child's immunization record can be screened and documented using Journey. Immunization screening is found on the Nutrition Interview Panel. Complete the screening by indicating answers to the immunization questions.

### **Immunizations**

Can we look over SANDY's shot record today?

Yes  No

Have any DTaP shots been given?

Yes  No

# of DTaP immunizations

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**Immunization  
Screening and  
Documentation (cont.)**

The infant/child's immunization record is screened by comparing the number of DTaP immunizations received to the number of DTaP immunizations needed for the child's age, according to current CDC immunization recommendations.

Journey will indicate if the child need additional shots or if the series is complete.

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**Referral if Child is  
Missing Immunizations**

If the infant/child needs immunizations:

- Provide information on the recommended immunization schedule appropriate to the current age of the infant/child AND
  - Provide referral for immunization services, ideally to the child's usual source of medical care.
  - A referral to a local immunization program may also be given.
  - Document the referral in Journey.
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**Immunization Record  
Not Provided**

If a documented immunization record is not provided by the parent/authorized representative:

- Encourage the parent/responsible party to bring the immunization record to the next certification visit. Provide a reminder sticker for the WIC ID Folder.
  - Provide information regarding the recommended immunization schedule appropriate to the infant/child's current age.
  - Provide referral for immunization services, ideally to the child's usual source of medical care.
  - A referral to a local immunization program may also be given.
  - Document the referral in Journey.
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**Immunization Records are not required to obtain WIC benefits.**

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