

## Child Care Tracking Worksheet

The worksheets are for your convenience to help fill out the survey. **Please do not send in the worksheets.** The survey must be completed and submitted online.

### How to Use

*Print out* this document. Gather your enrollment data and *split the children into the following age group categories*. Use the child's current age. *Each child will be entered on one line on the page for their age group.*

Birth to 3 months      4 to 5 months      6 to 11 months      12 to 18 months      19 to 47 months      48 to 60 months (4 to 5 years)

*Write the child's name* in the first column.

*Please enter the status for each vaccine.* If the child is up to date, mark the first column. If 2 doses of vaccine are due and the child has 2 doses, place an **X** in the box for this vaccine being up to date. If at least one dose but not the required number of doses have been received, mark the second column. Finally, if no doses have been received, mark the third column. *Do so for each listed vaccine.*

*If an exemption exists for the child, please write the type in the Exempt column.* If the exemption is only for specific vaccines, enter the exemption type AND fill in all vaccines the child has received. If no exemption is on file, leave the exemption column blank.

*Example:* An up-to-date birth-3 month old child with no exemptions would be entered like this.

Name	Hep B		Rotavirus		DTaP		Hib		PCV13, PCV15, or PCV20		IPV (Polio)		RSV		Exempt
	1 dose (meets req)	No doses	1 dose (meets req)	No doses	1 dose (meets req)	No doses	1 dose (meets req)	No doses	1 dose (meets req)	No doses	1 dose (meets req)	No doses	1 dose (meets req)	No doses	
John Doe	X		X		X		X		X		X		X		

Once you are finished with the page, count up the number of **X**'s in each column and write it under Total. Use the numbers in **green** to report the number of children up to date on the survey.

**Total Value for Each Vaccine Group must equal the total number of children in this age group.**

If you run out of space, print more than one copy of this document or consider using the electronic Excel version that was sent via email.





Child Care Tracking Worksheet

Number of Children Ages 4-5 months: \_\_\_\_\_

Name	Hep B			Rotavirus			DTaP			Hib			PCV13, PCV15, or PCV20			IPV (Polio)			RSV		Exempt	
	2 doses (meets req)	In progress	No doses	2 doses (meets req)	In progress	No doses	2 doses (meets req)	In progress	No doses	2 doses (meets req)	In progress	No doses	2 doses (meets req)	In progress	No doses	2 doses (meets req)	In progress	No doses	1 dose (meets req)	No doses		Medical (M), Ethical (E), or Religious (R)
<b>Total X's in Each Column:</b>																						
<b>Total for Each Vaccine: (Add columns together.)</b>																						

Total for each vaccine group must be the same as total enrolled for age group.



Child Care Tracking Worksheet

**6-11 months**

Number of Children Ages 6-11 months: \_\_\_\_\_

Name	Hep B			Rotavirus			DTaP			Hib			PCV13, PCV15, or PCV20			IPV (Polio)		Flu		Exempt			
	3 doses (meets req)	In progress	No doses	2 doses (meets req)	In progress	No doses	3 doses (meets req)	In progress	No doses	2 doses (meets req)	In progress	No doses	3 doses (meets req)	In progress	No doses	3 doses (meets req)	In progress	No doses	Current (meets req)		Not current	Medical (M), Ethical (E), or Religious (R)	
<b>Total X's in Each Column:</b>																							
<b>Total for Each Vaccine: (Add columns together.)</b>																							

**Total for each vaccine group must be the same as total enrolled for age group.**



Child Care Tracking Worksheet

12-18 months

Number of Children Ages 12-18 months: \_\_\_\_\_

Name	Hep B			Rotavirus			DTaP			Hib			PCV13, PCV15, or PCV20			IPV (Polio)			Flu		MMR		Varicella		Hep A		Exempt		
	3 doses (meets req)	In Progress	No doses	2 doses (meets req)	In Progress	No doses	4 doses (meets req)	In Progress	No doses	3 doses (meets req)	In Progress	No doses	4 doses (meets req)	In Progress	No doses	3 doses (meets req)	In Progress	No doses	Current (meets req)	Not current	1 dose (meets req)	No doses	1 dose (meets req)	No doses	1 dose (meets req)	No doses		Medical (M), Ethical (E), or Religious (R)	
<b>Total X's in Each Column:</b>																													
<b>Total for Each Vaccine: (Add together.)</b>																													

Total for each vaccine group must be the same as total enrolled for age group.



Child Care Tracking Worksheet

19-47 months

Number of Children Ages 19-47 months: \_\_\_\_\_

Name	Hep B			Rotavirus			DTaP			Hib			PCV13, PCV15, or PCV20			IPV (Polio)		Flu		MMR			Varicella			Hep A			Exempt				
	3 doses (meets req)	In Progress	No doses	2 doses (meets req)	In Progress	No doses	4 doses (meets req)	In Progress	No doses	3 doses (meets req)	In Progress	No doses	4 doses (meets req)	In Progress	No doses	3 doses (meets req)	In Progress	No doses	Current (meets req)	Not current	1 dose (meets req)	In Progress	No doses	1 dose (meets req)	In Progress	No doses	2 doses (meets req)	In Progress		No doses	Medical (M), Ethical (E), or Religious (R)		
<b>Total X's in Each Column:</b>																																	
<b>Total for Each Vaccine: (Add together.)</b>																																	

**Total for each vaccine group must be the same as total enrolled for age group.**



Child Care Tracking Worksheet

48-60 months (4-5 years)

Number of Children Ages 48-60 months: \_\_\_\_\_

Name	Hep B			Rotavirus			DTaP			Hib			PCV13, PCV15, or PCV20			IPV (Polio)			Flu		MMR			Varicella			Hep A			Exempt			
	3 doses (meets req)	In Progress	No doses	2 doses (meets req)	In Progress	No doses	5 doses (meets req)	In Progress	No doses	3 doses (meets req)	In Progress	No doses	4 doses (meets req)	In Progress	No doses	4 doses (meets req)	In Progress	No doses	Current (meets req)	Not current	2 doses (meets req)	In Progress	No doses	2 doses (meets req)	In Progress	No doses	2 doses (meets req)	In Progress	No doses		Medical (M), Ethical (E), or Religious (R)		
<b>Total X's in Each Column:</b>																																	
<b>Total for Each Vaccine: (Add above.)</b>																																	

Total for each vaccine group must be the same as total enrolled for age group.