HOW TO USE CHILDCARE RATE REPORTING TEMPLATE

WHAT IS THE TEMPLATE?

The Child Care Rate Reporting Template is a spreadsheet meant to assist childcare / accommodation facilities when they complete their annual immunization rate reporting. The goal of the template is to help childcare facilities determine the ages of the children in their facility when they received certain vaccines, helping to answer questions 1 – 14 in the childcare reporting survey.

This template is for internal use and should guide you through the process of filling in the childcare immunization survey – you will not submit this template to NSIP.

WHO SHOULD USE THE TEMPLATE?

Anyone from a childcare facility who is responsible for submitting the immunization rate reporting survey can use this template.

HOW DO I USE THE TEMPLATE?

1. Since the survey only asks for information related to children 6 months old – 4 years old, you will import only the children in that age range into the template. Names are technically not needed, but having a column for name may make it easier for you when you are importing the children's ages.
2. All that you need to import about the child is their Date of Birth and date of vaccine doses. The Excel template will do the rest of the math for you. Please ensure you input the date as: "09/26/2024," otherwise the formatting will be off.
    a. The vaccine doses the template asks about include: 4th and 5th doses of DTaP, 1st and 2nd doses of Hepatitis A, 3rd dose of Hib, 1st and 2nd doses of MMR, 4th dose of PCV13, 3rd and 4th doses of Polio, and 1st and 2nd doses of Varicella.
3. Once the vaccine dose dates are inputted, the correct age as of September 1st, 2024 will populate and you will be able to answer the questions in the survey a lot quicker.
4. The ages will display as "x" years, "x" months, for instance – if a child was born on 9/1/2020, the age as of 09/01/2024 will display as "4Y0M", meaning that child is 4 years old, 0 months old.

*Note: The Excel template will have preset "ages" in column D (age today) and column F (age as of September 1). Once you add in the children in your facility with their DOB, the columns will update with the appropriate age.