2019-20
New Jersey Hot Shots for Tots Immunization Campaign
Welcome Packet
**What is the New Jersey Hot Shots for Tots Immunization Campaign?**

The New Jersey Hot Shots for Tots Immunization Campaign is a point-based incentive program designed to empower child care providers to develop and implement effective best practices to maintain and/or improve immunization coverage rates.

**Who is eligible to participate?**

Child care and preschool facilities throughout New Jersey are invited and encouraged to participate in the 2019-20 campaign.

**What does my child care facility need to do to participate?**

The campaign runs from November 2019 to June 2020.

- **Step 1:** Select one staff member from the facility as the point of contact.
- **Step 2:** Enroll in the campaign by contacting Jenish Sudhakaran at 609-826-4861 or at Jenish.Sudhakaran@doh.nj.gov. **Enrollment will be on a rolling basis.**
- **Step 3:** Receive enrollment information and begin working towards completing activities and tracking your progress. A link to an online pre-campaign evaluation survey will be included with enrollment information, which is mandatory for participation.
- **Step 4:** Complete the mandatory post-campaign evaluation survey, which will be available at the close of the campaign.
- **Step 5:** Once all activities have been completed, submit documentation to the New Jersey Department of Health (details provided on page 2 of this packet).

**Take your shot at the Hot Shot Award!!**

**What are the point-based activities?**

Child care facilities are encouraged to review the attached list of activities in the Activity Log and to select the activities that they wish to complete during the campaign period. Each activity is worth a specific number of points; four of these activities are mandatory for participation. It is up to each facility to determine which activities they choose to complete. Accumulating more points will enable you to reach higher award levels.
**How are the award levels determined?**

Award levels are determined based on two factors:

1. Your facility’s immunization record audit score;
2. Total number of points awarded for the selected activities.

Complete any combination of activities to reach the award level you want to achieve: Gold, Silver, or Bronze!

Participants who complete all mandatory activities and submit, but do not reach minimum 150 points or minimum 80% audit score will receive an Honorable Mention award.

<table>
<thead>
<tr>
<th>Level</th>
<th>Immunization Record Audit Score</th>
<th>Points from Completed Activities</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Gold</td>
<td>90% or higher</td>
<td>250+ points</td>
<td>Has gone above and beyond in demonstrating commitment toward promoting immunization awareness and working towards improving coverage</td>
</tr>
<tr>
<td>Silver</td>
<td>80% or higher</td>
<td>200+ points</td>
<td>Has demonstrated strong commitment toward promoting immunization awareness and working towards improving coverage</td>
</tr>
<tr>
<td>Bronze</td>
<td>80% or higher</td>
<td>150+ points</td>
<td>Has taken initiative toward promoting immunization awareness and working towards improving coverage</td>
</tr>
<tr>
<td>Honorable Mention</td>
<td>No criteria</td>
<td>Must complete all mandatory activities</td>
<td>Has begun making efforts toward promoting immunization awareness and working towards improving coverage</td>
</tr>
</tbody>
</table>
**Will I Receive an Award?**

Participating in the campaign will provide your child care center the opportunity to receive special recognition from state and/or local health officials and to earn an award, which can be prominently displayed in your facility. As an added benefit, participation in the *New Jersey Hot Shots for Tots Immunization Campaign* will demonstrate your commitment to parents in ensuring a safe and healthy environment for their children.

Some activities align with NJ Early Learning and Preschool Standards, support Grow NJ Kids Quality Rating, and National Association of Education of Young Children (NAEYC) Accreditation Standards.

⭐ **New Jersey Influenza Honor Roll**
Additionally, conducting influenza awareness and prevention activities may make you eligible to be added to the *New Jersey Influenza Honor Roll*. See the flyer in Appendix F of the Welcome Packet.

**How do I submit my completed activities?**

Once all activities are completed, documentation must be sent to the New Jersey Department of Health Vaccine Preventable Disease Program no later than **June 1, 2020** to be eligible. You must use the Submission Form and Activity Log to help you determine what is required for documentation and to keep track of your points. All documents must be submitted at the same time. Please do not send items individually, with the exception of **Activity #7**. Materials can be faxed, mailed, or emailed to the following:

**New Jersey Department of Health**
Vaccine Preventable Disease Program
ATTN: New Jersey Hot Shots for Tots Immunization Campaign
PO Box 369
Trenton, NJ 08625-0369

**Fax:** 609-826-4866
**Email:** [Jenish.Sudhakaran@doh.nj.gov](mailto:Jenish.Sudhakaran@doh.nj.gov)

When submitting your documentation, make sure that you have included the following:

1. Submission Form – *available in the additional documents of the welcome packet*
2. Activity Log
3. Event Activity Forms
4. Any other corresponding documentation (e.g. transcription activity, copy of policy, lesson plan)
Resources

Childhood Immunization

- Centers for Disease Control and Prevention (CDC) - Flu Education Materials for Families and Children
  www.cdc.gov/flu/freeresources/print-family.htm

- CDC - If You Choose Not to Vaccinate, Understand the Risks and Responsibilities

- CDC - Immunization Schedules for Infants and Young Children
  www.cdc.gov/vaccines/schedules/easy-to-read/child.html

- CDC - Infant and Childhood Immunization Resources
  www.cdc.gov/vaccines/parents/resources/childhood.html

- CDC - Vaccine Materials in Spanish
  www.cdc.gov/vaccines/spanish/materials.html

- New Jersey Department of Health (NJDOH) - Flu Education Materials
  www.nj.gov/health/cd/topics/flu.shtml

- NJDOH - Handwashing Materials
  http://nj.gov/health/cd/handwashing.shtml

Adult Immunization

- CDC - Grandparents Can Help Protect Against Whooping Cough with Tdap Vaccine
  English version:
  Spanish version:
  www.cdc.gov/pertussis/downloads/matte-grandparents-sp.pdf

- CDC - Immunization Schedules for Adults
  www.cdc.gov/vaccines/schedules/easy-to-read/adult.html

- CDC - Pertussis Information for Parents of Young Children
  www.cdc.gov/pertussis/materials/parents.html

- CDC - Vaccine Information for Adults
  www.cdc.gov/vaccines/adults/resources.html
New Jersey Immunization Requirements

- NJDOH – Child Care/Preschool Vaccine Requirements Chart

- NJDOH – Childhood and Adolescent Recommended Vaccines Chartlet

- NJDOH - Immunization Requirements Main Page
  www.nj.gov/health/cd/imm_requirements/

- NJDOH - Provisional Admission Student Tracking Form

- NJDOH - Religious and Medical Exemptions Guidance

- NJDOH- Medical Exemption Template Form

- NJDOH - Vaccine Preventable Disease Program Main Page
  www.nj.gov/health/cd/vpdp.shtml
### Classroom Activities

- CDC - Lesson Plans and Activities for Child Care and Early Childhood Programs  

- CDC - Ready Wrigley Prepares for Flu Season (coloring and activity book)  

- CDC – “I Got My Flu Vaccine” Sticker Template  

- National Foundation for Infectious Diseases: Are You a Flu Fighter (coloring book)*  

### Standards and Accreditation

- NJ Early Learning and Preschool Standards  

- Grow NJ Kids Quality Rating*  
  [www.grownjkids.com/](http://www.grownjkids.com/)

- National Association of Education of Young Children (NAEYC) Accreditation Standards*  
  [www.naeyc.org/academy/standardsandcriteria](http://www.naeyc.org/academy/standardsandcriteria)

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*The link to this website is intended to provide additional information pertaining to immunizations strictly for informational or educational purposes. The New Jersey Department of Health is not responsible for the content of this website and does not endorse private organizations.*
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Appendix A – Activity #7

Activity #7: Complete the immunization record transcription activity by following the instructions below.

INSTRUCTIONS

1. Print out the yellow card and comments section from the next page of the welcome packet – or – print the separate file from the electronic welcome packet documents.

2. Review the scenario below and assess if the child is age-appropriately vaccinated.

3. Transcribe all immunization dates onto the yellow card.

4. Provide any/all comments related to the vaccinations (i.e. invalid dose, too short of an interval, etc.) in the comments section.

5. Fax or scan and email the transcribed yellow card and comments section to 609-826-4866 or Jenish.Sudhakaran@doh.nj.gov.

6. Once your completed transcription activity is received by NJDOH, a link to the pre-recorded webinar will be shared with you. You must submit your transcription and view the recording to receive credit for the activity.

SCENARIO:

A 3-year-old child is newly enrolling in a preschool facility in Fall 2019. The parents presented the following immunization record from their pediatrician. Please assess if this child is age-appropriately vaccinated.

DOB: 12/8/2015

- Pentacel: 2/12/16, 4/10/16
- Hepatitis B: 12/8/15
- PCV13: 12/22/16
- MMR: 12/5/16
- Varicella: 12/8/16
- Flu vaccine: 8/25/19
### New Jersey Department of Health
**STANDARD SCHOOL / CHILD CARE CENTER IMMUNIZATION RECORD**

<table>
<thead>
<tr>
<th>VACCINE TYPE</th>
<th>COMMENTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>DTaP/Td/Tdap</td>
<td></td>
</tr>
<tr>
<td>IPV</td>
<td></td>
</tr>
<tr>
<td>MMR</td>
<td></td>
</tr>
<tr>
<td>Hib</td>
<td></td>
</tr>
<tr>
<td>Hep B</td>
<td></td>
</tr>
<tr>
<td>Varicella</td>
<td></td>
</tr>
<tr>
<td>Pneumococcal Conjugate (PCV13)</td>
<td></td>
</tr>
<tr>
<td>Influenza</td>
<td></td>
</tr>
</tbody>
</table>
Appendix B – Activity #9

Activity #9: Facility has a vaccination policy for all child care/preschool staff, with a minimum requirement for influenza (flu) and/or tetanus, diphtheria and acellular pertussis (Tdap) vaccines. Facilities should have documented guidance/policy on staff immunization requirements and/or applicable exemptions.

Included below are:

- Sample policy text;
- Letter to notify staff of the details of the policy requiring immunization documentation; and
- Staff declination forms.

These documents should be reviewed and modified prior to incorporating them into your facility policy.

SAMPLE POLICY

Purpose:
The purpose of this policy is to require all child care/preschool staff members to provide documentation of vaccination against communicable diseases most likely to be transmitted in a child care setting. The National Health and Safety Performance Standard 7.2.0.3, recommends caregivers/teachers should be current with all immunizations routinely recommended for adults by the Advisory Committee on Immunization Practices (ACIP) of the Centers for Disease Control and Prevention (CDC) as shown in the “Recommended Adult Immunization Schedule” at www.cdc.gov/vaccines/schedules/index.html.

This policy is designed to protect the health of our staff and the children we serve, and to prevent the spread of communicable diseases by ensuring compliance with the ACIP recommendations.

Policy:
All staff of the [insert name of facility] shall provide immunization documentation against the following:

- Tetanus, diphtheria, pertussis (Tdap): 1 dose with additional booster every 10 years
- Hepatitis B (HepB): 3 doses (or an approved 2-dose schedule)
- Measles, mumps, rubella (MMR): 2 doses
- Varicella (Chickenpox): 2 doses or proof of previous exposure
- Influenza (Flu vaccine): 1 dose every year

If a staff member is unable or unwilling to provide appropriate documentation, the child care facility will request the employee to review and sign an educational factsheet on the importance of vaccination.

Rationale:
Routine immunization of adults is the best means of preventing vaccine-preventable diseases. Protection from vaccines received as a child can fade over time, and therefore adults may be at risk for new and different diseases. Adults vaccines, which are safe and effective in preventing these diseases, should be used to minimize disease and to eliminate potential sources of transmission.
SAMPLE LETTER

Dear Staff Member,

Immunizations are one of the safest ways for you to protect your health. Protection from vaccines you received as a child can fade over time, and you may be at risk for new and different diseases. In addition, the National Health and Safety Performance Standard 7.2.0.3, recommends caregivers/teachers should be current with all immunizations routinely recommended for adults by the Advisory Committee on Immunization Practices (ACIP) of the Centers for Disease Control and Prevention (CDC) as shown in the “Recommended Adult Immunization Schedule” at http://www.cdc.gov/vaccines/schedules/index.html.

By law, children attending school (including child care/preschool) are required to provide immunization documentation or applicable exemptions. To minimize disease and eliminate potential sources of transmission to the children we serve, [insert name of facility] is also asking staff to submit documentation showing receipt of the below ACIP recommended immunizations. Please submit documentation to [insert name] within [insert number of days] days of the start of employment.

- Tetanus, diphtheria, pertussis (Td): 1 dose with additional booster every 10 years
- Hepatitis B (HepB): 3 doses (or an approved 2-dose schedule)
- Measles, mumps, rubella (MMR): 2 doses
- Varicella (Chickenpox): 2 doses or proof of previous exposure
- Influenza (Flu vaccine): 1 dose every year

If you are unable or unwilling to provide appropriate documentation, [insert name of facility] will require you to review the Centers for Disease Control and Prevention’s “3 Important Reasons for Adults to Get Vaccinated” fact sheet available at: www.cdc.gov/vaccines/hcp/adults/downloads/fs-three-reasons.pdf. In addition, you must sign an acknowledgement form confirming you have received this information. These are measures we are taking to improve the safety of our facility for the benefit of our staff and our children. Thank you for working with us on this effort.

Please feel free to contact [insert name] with any questions or concerns you may have.

Sincerely,

[Insert Name]
Importance of Adult Immunizations- Acknowledgement Form

I have read the Centers for Disease Control and Prevention’s “3 Important Reasons for Adults to Get Vaccinated” fact sheet. I understand that, because I work in a child care/preschool facility, I may place the children we serve and my co-workers at risk if I work while infected with a vaccine preventable disease. Although I have been informed of the risks and benefits of the vaccine, I choose not to be be vaccinated at this time, however I will provide documentation if I receive vaccinations in the future.

_______________________       _____________
Print Name          Date

_______________________
Signature


**Activity #14: Maintain antigen-specific exemption list for all children in the facility.**

The template shown below can be modified to meet your needs. The full electronic version is available in the welcome packet’s additional documents.

Consider using the chart below to easily identify students who are exempt from receiving the following vaccines by marking an “R” for a religious exemption and an “M” for a medical exemption. During an outbreak, this list can help you to determine which students may be susceptible. In the example below, a student who has an exemption for the MMR vaccine could be susceptible during a measles outbreak if he/she was exposed.

<table>
<thead>
<tr>
<th>STUDENT NAME</th>
<th>DATE OF BIRTH</th>
<th>GRADE/CLASS</th>
<th>ALL ANTIGENS</th>
<th>Diphtheria, Tetanus, Pertussis (DTaP, Td, Tdap)</th>
<th>Polio (IPV, OPV)</th>
<th>Measles, Mumps, Rubella (MMR)</th>
<th>Haemophilus influenzae type b (Hib)</th>
<th>Pneumococcal Disease (PCV13)</th>
<th>Chickenpox (Varicella)</th>
<th>Influenza (Flu)</th>
<th>Meningococcal (MenACWY)</th>
<th>Hepatitis B</th>
</tr>
</thead>
<tbody>
<tr>
<td>JANE DOE</td>
<td>2/2/2016</td>
<td>MRS. SMITH</td>
<td></td>
<td></td>
<td></td>
<td>R</td>
<td></td>
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</table>
Appendix D – Activity #15

Activity #15: Recognize and promote positive immunization behaviors. An example of this activity may be to send appreciation cards/letters to parents/guardians who have up-to-date immunization records on file for their children.

This template is available as a print-out card, or as an image that can be shared electronically. A modifiable version is available in the electronic welcome packet’s additional documents.
Appendix E – Locations to Access Vaccination Services

*Activity #18: Provide information to parents about childhood immunizations.*

Provide links to locations where families may be able to access free or low-cost vaccines. This information may be distributed to parents to help them identify where they can access vaccines in their areas. This may help to meet the criteria for Activity #18.

**Local Health Departments:** [https://localhealth.nj.gov/](https://localhealth.nj.gov/)

**Federally Qualified Health Centers (FQHCs):** [https://www.nj.gov/health/fhs/primarycare/fqhc/](https://www.nj.gov/health/fhs/primarycare/fqhc/)
Appendix F – New Jersey Influenza Honor Roll

www.nj.gov/health/cd/edu_training/vdpd_flu_honor_roll.shtml

The New Jersey Influenza Honor Roll recognizes institutions that encourage and promote flu prevention within their communities.

Four categories are eligible to participate

- Educational Facilities
- Community-Based Organizations
- Healthcare Facilities
- Businesses

How you can participate


3. Send the completed application to IHR@doh.nj.gov or submit via fax at 609-826-4866 to the attention of Erika Lobe. The deadline to submit is March 31, 2020.

*Healthcare facilities that are interested in applying to New Jersey’s Influenza Honor Roll should first apply to the Immunization Action Coalition’s (IAC) Influenza Vaccination Honor Roll at www.immunce.org/Honor-roll/influenza-vaccination-honor-roll.

Activities for consideration may include, but are not limited to:

- Flu awareness and prevention campaigns
- Flu vaccination clinics
- Partnerships with local stakeholders to promote flu prevention

Get Vaccinated!
#FightTheFluNJ

CDS