



CITY OF PHILADELPHIA

DEPARTMENT OF PUBLIC HEALTH
1101 Market Street
Philadelphia, PA 19107

CHERYL BETTIGOLE, MD, MPH
Health Commissioner

SARA ENES, MBA, MSW
Acting Director, Division of Disease
Control

JESSICA CAUM, MA, MPH
Acting First Administrator, Division of
Disease Control

February 1, 2023

Dear Child Care Provider:

On an annual basis, the Pennsylvania Department of Health in collaboration with the Philadelphia Department of Public Health conducts an immunization records review of a random sample of childcare facilities from the Department of Human Services list of childcare group settings throughout the Commonwealth. This year, your facility has been chosen.

The goal of this review is to ensure all children receive their required immunizations and are protected against vaccine preventable diseases.

During the review, we will examine the immunization histories for all children enrolled at your facility and validate their completeness. Per the regulations for childcare facilities, all ACIP recommended vaccines are required for children unless an exemption is on file.

On the day of the review I will need access to the Child Health Assessment Form (CD 51) for all children enrolled in your facility who are 2 months through 59 months of age, with a **date of birth from 9/2/2017 – 7/1/2022.**

You may send me this information in one of the following ways:

- Fax the forms to our offices at 215-238-6948 (Tanya Jones) or 215-238-6944 (Nichole Taylor)
- Request a representative of Philadelphia Department of Public Health (PDPH) retrieve the forms from your center.
- You or your staff may deliver the forms to
 - ❖ Philadelphia Department of Public Health (PDPH)
1101 Market Street, 12th Floor
Philadelphia, PA 19107
- Mail the forms to the offices of Philadelphia Department of Public Health (PDPH), 1101 Market Street, 12th Floor, Philadelphia, PA 19107
 - ❖ If you elect to mail the CD51 forms to PDPH please ensure they are mailed using United States Postal Service (USPS) Registered Mail or Express Mail; Federal Express(FedEx); or United Parcel Service (UPS) ensuring the package is traceable and delivery confirmation is available.

The deadline to submit requested information is September 30, 2022.

Thank you for your time and attention to this matter.

Sincerely,

Tanya Jones
Community Based Outreach Coordinator
Philadelphia Department of Public Health
1101 Market Street, 12th Floor 1412-D Philadelphia PA 19107
Phone: 215-685-6652 Fax: 215-238-6948
Email: tanya.jones@phila.gov