

- 1. Ensure monthly on-time reporting to keep KIDS Plus data current.**
- 2. Keep login IDs and passwords confidential – do not share with coworkers!**
- 3. Send historical vaccine records to the KIDS Plus Program to ensure the most complete KIDS Plus patient data.**
- 4. Answer three security questions in KIDS Plus so you can re-set your own password.**
- 5. User security and confidentiality agreements are renewed annually, ensure yours is returned on time to guarantee continued access to KIDS Plus.**
- 6. Passwords expire after 90 days of not logging into KIDS Plus.**
- 7. Data errors can happen! Inform KIDS Plus staff of any data errors you find.**
- 8. Navigate through KIDS Plus using the left side menu tabs. DO NOT use the backward or forward browser navigation buttons.**
- 9. Manual reporting sites should always use the most current version of Immunization Reporting Log.**
- 10. Use clinic and provider level reports to assist your practice in reaching your immunization goals!**