



KIDS Plus IMMUNIZATION REGISTRY



KIDS Plus User and Confidentiality Agreements Due **December 15, 2011**

All KIDS Registry users are required to **complete, sign and submit** a new ***KIDS Plus User Security & Confidentiality Agreement***. Access to the KIDS Plus Registry requires a commitment on the part of all users to safeguard the privacy and confidentiality of KIDS Plus data, which makes annual renewal of user agreements essential.

The user agreement has changed!

Several changes have been made to the KIDS Plus User Security and Confidentiality Agreement including:

- Incorporation of new reporting requirements of immunizations administered to adults
- Updated User Signature Form
 - Users must now provide complete contact information and medical license information (when appropriate).
 - Indicate the KIDS Provider Pin for ALL Clinics you would like to be associated to in the system.
- User permissions
 - **Clinic Level Reports** – KIDS Plus allows users to run Clinic Level Reports including coverage rate assessments and reminder/recall reports. Only one user per clinic may have permissions to run these reports. Requests for permissions can be made by checking the box on the User Signature Form.
 - **Provider Level Reports** – KIDS Plus allows users to run Provider Level Reports including coverage rate assessments and reminder/recall reports. A 'Provider' in Kids Plus includes multiple related clinics (e.g. physician at multiple clinics, health system, etc). Access to Provider Level Reports will be made on case by case basis. Requests for access can be made by checking the box on the User Signature Form.

Instructions for returning User Agreements:

- The updated KIDS User Security and Confidentiality Agreement is attached.
- Every individual who requires KIDS Registry access must **read** and **sign** the agreement regardless of the time of last signature.
- Fax completed Agreements to 215-238-6944.
- Ensure all information is completed fully. PLEASE PRINT CLEARLY.

IMPORTANT NOTE:

- *New* KIDS Registry users will receive a username and password only after signing and returning the Agreement.
- *Existing* KIDS users' access will remain unchanged as long as their names/signatures appear on the form.
- *Existing* KIDS users will be **deactivated** if a signed Agreement is not received by **December 15, 2011**.

PLEASE FAX ALL COMPLETED FORMS TO 215-238-6944 BY December 15, 2011

For Questions, Email KIDSRegistry@phila.gov



KIDS Plus User Security and Confidentiality Agreement



I. Background

Pursuant to its public health authority under section 6-210 of the Philadelphia Health Code, the Philadelphia Board of Health has issued Regulations that mandate reporting of immunization data for children 0-18 years of age and adults over 18 years of age to a citywide immunization registry. The Philadelphia Department of Public Health (PDPH), Immunization Program maintains the Kids Immunization Database/Tracking System Plus (KIDS Plus), heretofore referred to as the KIDS Plus Registry or KIDS Plus, to record all immunization data.

The KIDS Plus Registry is a secure web-based application that offers medical providers consolidated immunization records for their patients as well as recommendations based on the most recent immunization schedule. KIDS Plus can be accessed via the internet (<https://kids.phila.gov>). All healthcare providers who administer immunizations in Philadelphia are required to report all vaccine doses, whether supplied by Vaccines for Children (VFC), Vaccines for Adults at Risk (VFAAR) programs or privately purchased.

The KIDS Plus Registry is available to the employees of Philadelphia health care entities, schools, social service agencies, as well as, PDPH employees and their select representatives. With few exceptions, access is limited to those who serve children and adults within the city of Philadelphia. Employees of any health care entity, authorized agency, or school who will be given access to the KIDS Plus Registry must complete and sign the KIDS Plus Registry User Security and Confidentiality Agreement.

II. Confidentiality

Protecting the privacy of patients and the security of information contained in KIDS Plus is an important priority for the Philadelphia Department of Public Health.

KIDS Plus data are confidential. Breach of confidentiality requirements (**See Section V. Access to and Disclosure of KIDS Plus Registry Information**) will subject the user, health care entity or school to termination of electronic access to the KIDS Plus Registry and may result in civil or criminal penalties for improper disclosure of health information. Access to the KIDS Plus Registry is password-protected with Secure Sockets Layer (SSL) encryption, and the database is protected by firewall from unauthorized access.

KIDS Plus is HIPAA compliant. HIPAA regulations do not prohibit covered entities or their business associates from reporting notifiable diseases/conditions or events, such as immunizations, to public health authorities. Submitting data on reportable diseases/conditions or events does not require covered entities to seek patient authorization for release of information, nor to document that information will be disclosed to public health authorities.

The KIDS Plus Registry Disclosure Form is available to provide an explanation to patients, parents and/or guardians that information about their immunizations or their child's immunizations will be recorded in the KIDS Plus Registry. This disclosure form can be found on the KIDS Plus Registry website or by contacting the PDPH Immunization Program. Patients, parents, guardians or legal custodians may opt-out of participation in KIDS Plus.

III. Notification

Providers are not required to obtain a release or authorization from patients, parents, or guardians to report immunizations to the KIDS Plus Registry. Pursuant to its public health authority under section 6-210 of the Philadelphia Health Code, the Philadelphia Board of Health has issued Regulations stating that PDPH "...has the authority to obtain and store medical information, including photocopies of medical records and medical summaries, regarding immunizations governed by this Regulation without a signed authorization from the patient or patient's representative."

In addition, HIPAA Section 164.512 (b)(1)(i) allows disclosure for public health activities to "a public health authority that is authorized by law to collect or receive such information for the purpose of preventing or controlling disease, injury, or disability...the conduct of public health surveillance, public health investigations, and public health interventions..."

IV. Patient Participation

Every person residing in Philadelphia is enrolled into the KIDS Plus Registry using information derived from the birth record or health care provider.

A patient, parent, guardian or legal custodian can refuse to participate in KIDS Plus and may have their record or their child's record locked by completing the KIDS Plus Registry Refusal to Share Request Form and submitting the completed form to KIDS Plus personnel. KIDS Plus personnel will then update the patient's record to indicate that data is not to be shared. If a KIDS Plus Registry provider subsequently tries to access that patient record, the provider will be unable to view the patient's immunization history and personal information. Only KIDS Plus personnel have the ability to view or unlock a locked patient record.

V. Access to and Disclosure of KIDS Plus Registry Information

The information contained in KIDS Plus shall only be used for the following purposes:

- Assist providers in keeping a patient's immunization status up-to-date including historical validations and recommendations based on a pre-determined schedule.
- Prevent the administration of duplicate immunizations.
- Provide documentation of a patient's immunizations (as reported to the KIDS Plus Registry) to the patient, child's parent, guardian or legal custodian.
- Permit schools to determine the immunization status of students enrolled at that specific school.
- Provide or facilitate third party payments for immunizations (e.g. MCO).

KIDS Plus data that identifies individual patients will not be disclosed to unauthorized individuals, including law enforcement, without the approval of the Director of the Division of Disease Control. Any request for KIDS Plus data (including subpoenas, court orders, and other legal demands) must be brought to the attention of the KIDS Plus Registry Coordinator, who will consult PDPH legal counsel before any data can be released.

IMPORTANT NOTE: Any unauthorized use of KIDS Plus data is prohibited, including the following:

- Accessing KIDS Plus Registry records for any activity other than those outlined above, including (but not limited to) research, presentations, publications, sharing with unauthorized individuals.
- Sharing your KIDS Plus Registry login and password with others (even within your organization).
- Using another person's KIDS Plus Registry login and password.

VI. User Participation

Users are defined as anyone with access to KIDS Plus, and each user must read, complete and sign the KIDS Plus Registry User Security and Confidentiality Agreement prior to gaining access to KIDS Plus Registry data. The following table outlines the different types of KIDS Plus users and access allowed for each user group type:

USER TYPE	VIEW DEMOGRAPHICS & IMMUNIZATIONS	ADD/EDIT INFORMATION
Immunization Providers (both public and private)	•	• ¹
Managed Care Organizations (MCO)	•	
Public and Private Schools	•	
Social Service Agencies	•	
PDPH employees and its Authorized Agents (e.g. KIDS Plus Registry personnel)	•	•

¹ - only a subset of immunization providers have access to add or edit information

- **View Demographics & Immunizations** means the user has permission to view information about the patient, including the patient’s name, date of birth, parent/guardian name, address, telephone number, the entire immunization history and status (i.e., whether or not the child is up-to-date with recommended immunizations).
- **Add/Edit Information** means the user can add new demographic and immunization data to a patient’s record; edit demographic and immunization data previously recorded in a patient’s record; and add a new patient to the KIDS Plus Registry.

Only those whose assigned work duties include functions associated with the immunization of patients will be given access to KIDS Plus Registry information. All personnel including permanent and temporary employees, volunteers, contractors, and consultants will be required to complete sign a KIDS Plus Registry User Security and Confidentiality Agreement before gaining access as a KIDS Plus Registry user. Any user that violates this agreement will be subject to revocation of their access privileges and may result in civil or criminal penalties for improper disclosure of health information.

In order to maintain the security and confidentiality of KIDS Plus Registry data, new agreements are to be signed annually by all users.

- The KIDS Plus Registry User Security and Confidentiality Agreement must be completed and signed prior to gaining access to KIDS Plus Registry data. Once KIDS Plus personnel receive the signed agreement, a password will be created and the new user can access the KIDS Plus Registry via the internet.
- Each person granted access to KIDS Plus must have a unique login ID and password.
- Shared login IDs and passwords are not permitted. Users are prohibited from disclosing KIDS Plus Registry access codes or protocol to unauthorized persons.
- Users who fail to access KIDS Plus for more than 90 consecutive days will have their accounts inactivated by KIDS Plus personnel.
- Users who manage clinics or multiple clinics may have permissions to access Clinic Level Reports (reports for one individual clinic) and Provider Level Reports (reports for multiple related clinics or health systems). Examples of clinic and provider level reports include coverage rate reports and reminder/recall reports. Only one user per clinic and/or provider can have access to these reports unless special permissions are granted.

