



KIDS Plus Immunization Information System (IIS) 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 Immunization Information System (IIS) or KIDS Plus, to record all immunization data.

The KIDS Plus IIS 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 IIS 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 IIS must complete and sign the KIDS Plus IIS 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 IIS Information**) will subject the user, health care entity, authorized agency, or school to termination of electronic access to the KIDS Plus IIS and may result in civil or criminal penalties for improper disclosure of health information. Access to the KIDS Plus IIS 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 IIS 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 IIS. This disclosure form can be found on the KIDS Plus IIS 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 IIS. 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 receiving immunizations in Philadelphia is enrolled into the KIDS Plus IIS 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 Participation 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 IIS user subsequently tries to access that patient record, the user 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 IIS Information

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

- Assist providers and social service agencies 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 IIS) 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 IIS 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 and/or distributing KIDS Plus IIS 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 IIS login and password with others (even within your organization).
- Using another person's KIDS Plus IIS 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 IIS User Security and Confidentiality Agreement prior to gaining access to KIDS Plus IIS 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 PATIENT INFORMATION	CLINIC & PROVIDER LEVEL REPORTS	VFC VACCINE ORDERING & INVENTORY
Immunization Providers (Public and Private)	•	• ¹	• ²	•
Managed Care Organizations (MCO)	•			
Public, Private and Charter Schools	•			
Social Service Agencies	•			
PDPH Employees and its Authorized Agents	•	•	•	•

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

² - Only a subset of users have access to clinic or provider level reports

- **View Demographics & Immunizations** indicates 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** indicates 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 IIS.
- **Clinic and Provide level reports** indicates select users have access to run two levels of reports:
 - 1) Clinic Level Reports – includes coverage rate assessments and reminder/recall reports for a specific clinic.
 - 2) Provider Level Reports – includes 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).
- **VFC Vaccine Ordering & Inventory** indicates the user can track vaccine inventory and/or order VFC vaccines through KIDS Plus.

Only those whose assigned work duties include functions associated with the immunization of patients will be given access to KIDS Plus IIS information. All personnel including permanent and temporary employees, volunteers, contractors, and consultants will be required to complete and sign a KIDS Plus IIS User Security and Confidentiality Agreement before gaining access as a KIDS Plus IIS 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 use and/or disclosure of health information.

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

- The KIDS Plus IIS User Security and Confidentiality Agreement must be completed and signed prior to gaining access to KIDS Plus IIS data. Once KIDS Plus personnel receive the signed agreement and user eligibility is verified, a password will be created and the new user can access the KIDS Plus IIS 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 IIS 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.



**KIDS Plus User Security and
 Confidentiality Agreement
 User Signature Form**



Please complete one form per user. All information is required. Please PRINT Clearly.

CLINIC NAME:	CLINIC PIN:
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TODAY'S DATE:	<input type="checkbox"/> I am a new user <input type="checkbox"/> I am currently or have previously had access to the KIDS Plus IIS	KIDS Plus USER NAME:
LAST NAME	FIRST NAME	MIDDLE NAME:
TITLE:		

ADDRESS:		
CITY:	STATE:	ZIP CODE:
EMAIL ADDRESS:		
PHONE NUMBER:	EXTENSION:	FAX NUMBER:

TO BE COMPLETED BY LICENSED MEDICAL PROFESSIONALS ONLY:

MEDICAID PROVIDER ID:		
NATIONAL PROVIDER IDENTIFICATION NUMBER (NPI NUMBER):		
PENNSYLVANIA MEDICAL LICENSE NUMBER:	LICENSE ISSUE DATE:	LICENSE EXPIRATION DATE:

- Clinic Level Reports** - I am the primary immunization contact at my clinic and need access to Clinic Level Reports, such as coverage rate assessments and reminder/recall reports. I understand only one user per clinic can have access to these reports unless special permissions are granted.
- Provider Level Reports** - I am the primary immunization contact for multiple related clinics and need access to Provider Level Reports, such as health system coverage rate assessments and reminder/recall reports.
- VFC Ordering/Inventory Contact** - I am the person responsible for ordering VFC vaccines or tracking VFC vaccine inventory in my office.
- I, the undersigned, have read and agree to abide by the KIDS Plus Registry User Security and Confidentiality Agreement and understand other providers will have access to data entered into the KIDS Plus registry.**

_____ _____
 SIGNATURE DATE

PLEASE FAX ALL COMPLETED FORMS TO 215-238-6944
 For Questions, Email KIDSRegistry@phila.gov
 Philadelphia Department of Public Health; 500 S. Broad Street, Philadelphia, PA 19146

PDPH USE ONLY

Approved? _____ Entered By: _____

Date entered into KIDS Plus: _____

Clinic Associations: _____

System Permission:

<input type="checkbox"/> Read-Only	<input type="checkbox"/> Clinic Level Reports
<input type="checkbox"/> Data Entry	<input type="checkbox"/> Provider Level Reports
<input type="checkbox"/> Vaccine Ordering	<input type="checkbox"/> Vaccine Inventory