

Connecticut Department of Public Health  
Policies and procedures regarding  
The Connecticut Immunization Information System

Under the regulatory authority of Conn. Gen. Stat. § 19a-7h as amended by Section 493 of Public Act 22-118, each health care provider, school nurse, local health department or district, or federal agency providing healthcare services and other states' immunization information systems shall comply with the following policies and procedures in order to utilize the Department's immunization information system. These policies and procedures replace the requirements of sections 19a-7h-1 to 19a-7h-5, inclusive, of the Regulations of Connecticut State Agencies.

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**Section 19a-7h-1. Definitions.**

- (1) "Connecticut vital registry system" means the department's computer database of all birth data from electronic transmission of birth information data by hospitals to the department as authorized by section 7-48 of the Connecticut General Statutes.
- (2) "Department" means the Connecticut Department of Public Health.
- (3) "Health care provider" has the same meaning as provided in section 19a-7h of the Connecticut General Statutes as amended by Section 493 of Public Act 22-118.
- (4) "HL7 reporting" means electronic reporting from an electronic health record system to the immunization information system, following Health Level Seven international standards for secure transfer for clinical and administrative data between applications.
- (5) "Immunization information system" means a system used by the Department for managing and tracking vaccines and recording vaccines administered for use in determining appropriate vaccinations for a vaccine recipient and in guiding public health action with the goals of improving rates and reducing vaccine-preventable disease.

(6) "Onboarding" means the process for establishing electronic data exchange between the health care provider and the immunization information system.

(7) "School nurse" has the same meaning as provided in section 10-212-1 of the Regulations of Connecticut State Agencies.

(8) "User" means a person who is authorized under 19a-7h of the General Statutes or by these policies and procedures.

(9) "Vaccine recipient" means an individual who is receiving or has received a vaccine from a health care provider.

### **Section 19a-7h-2. Registration in the immunization information system**

(a) The administrator of the Connecticut vital registry system shall report identifying and locating information and, to the extent the information is contained in it, any information on in-hospital newborn vaccination, non-household contact persons, and designated well health care provider, to the immunization information system on all children residents born in Connecticut hospitals. The administrator of the Connecticut vital registry system shall electronically submit this information to the immunization information system within 7 days of the information being received at the department. Identifying and locating information shall be:

- (1) the infant's name, birthdate, hospital of birth, birth certificate number, birth order if applicable, weight (grams), address, ethnicity and race;
- (2) the infant's parents' or guardians' names, birthdates, and addresses.

(b) The administrator of the Connecticut vital registry system shall electronically report to the immunization information system any known change of identifying or locating information on that child each time a change becomes known to the Connecticut vital registry system.

### **Section 19a-7h-3. Accessing and reporting to the immunization information system by health care providers.**

(a) All health care providers intending to administer a vaccine shall submit the following to the Department:

- (1) A completed immunization information system reporting profile, which shall include, but not be limited to, names and titles of all staff within their office or facility who will be accessing the immunization information system's user interface and signed by the chief of staff, medical director, or local health director; and
- (2) A completed immunization information system [HL7 application](#) for health care providers who wish to report electronically through HL7 reporting, or a completed immunization information system user information reporting agreement for health care providers who do not wish to report electronically by HL7.

(b) The Department shall review each health care provider's request for access and conduct any necessary training not later than sixty days of receiving the providers completed request to be fully

onboarded and able to report vaccinations. Health care providers currently reporting by paper to the Department shall continue reporting by paper until complying with the following schedule for completing their electronic access to the immunization information system:

(1) Health care providers who administer more than 1,000 doses of vaccine per year, shall onboard their electronic health records systems with the immunization information system for electronic data exchange, or shall report in the immunization information system user interface on or before December 31, 2022.

(2) Health care providers who administer fewer than 1,000 doses of vaccine per year, shall onboard their electronic health record system with the immunization information system for electronic data exchange, or shall report in the immunization information system user interface on or before March 1, 2023.

(c) Each health care provider who has administered a vaccine shall report the following information regarding the vaccine administration and vaccine recipient to the Department through the immunization information system not more than forty-eight hours after the administration of the vaccine:

1) the vaccine recipient's name, birthdate, address, ethnicity and race;

(2) the name of the vaccine, manufacturer, the date of administration, the lot number and expiration date, and such additional information as the Department may require, and

(3) if the vaccine recipient is under the age of 18, the names of the vaccine recipient's parents or guardians and their addresses.

(d) Each health care provider who has provided a child with a "Student Medical Exemption Certificate for Required Immunizations" form issued by the Department in accord with section 19a-7q of the General Statutes shall file a copy of the form in such a manner as the Department may require. Forms completed prior to July 1, 2022 shall be filed no later than October 1, 2022.

**Section 19a-7h-4. Release of information by the immunization information system.**

(a) Health care providers intending to administer vaccines to a Connecticut resident who need to know vaccine recipient's immunization history for purposes of determining whether additional doses of vaccine are needed and health care providers who need to officially document an individual's immunization status to meet state day care or school or higher education immunization entry requirements or for the provision of health care services to such individual and who have complied with the requirements of section 19a-7h-5 shall be allowed to obtain information from the immunization information system about the immunization status of said vaccine recipient(s). Health care providers shall provide the immunization information system with sufficient identifying information to identify an individual and shall be provided a complete record of that individual's immunization status, including name and date of each vaccine dose given or permanently exempted, and name and birthdate of the individual. Until a health care provider has received access to the immunization information system's user interface or electronically by HL7, the health care provider may request access to the immunization record either via a secure computer connection to the immunization information system at the time of the query, via fax given by the health care provider, via telephone followed by mailing or faxing of a written or printed copy, by

written or printed copy, or by other such methods determined by the commissioner to assure that the report is being made to a health care provider who has complied with section 19a-7h-5.

(b) A vaccine recipient, or if the recipient is a minor child, the recipient's parent or guardian may request and obtain printed or electronic copy of the recipient's immunization record from the immunization information system's central office or the public portal.

(1) If a vaccine recipient, or if the recipient is a minor child, the recipient's parent or guardian directly requests a copy of the recipient's immunization record from the immunization information system's central office, such request shall be made in the form or manner as prescribed by the Department, and photographic identification shall be presented, if available. Should a photographic identification be unavailable, originals or photocopies of any two of the following documents may be substituted for it:

- (i) written verification of identity from employer;
- (ii) current automobile registration;
- (iii) current copy of utility bill showing name and address;
- (iv) current checking account deposit slip stating name and address;
- (v) current voter registration card

(2) A vaccine recipient or vaccine recipient's court-appointed guardian or conservator, if applicable, or, in the case of a child who received a vaccine, such child's parent or guardian may access the immunization information system public portal to receive their immunization record that has been reported to the immunization information system. Such access to their immunization record shall be granted as follows:

(i) A vaccine recipient or vaccine recipient's court-appointed guardian or conservator shall enter proof of identity into the immunization information system's public portal to obtain a two-factor authentication code. Such information may include, but not be limited to the following:

(A) vaccine recipient's first name, last name, date of birth, gender, email or cell phone

(ii) A parent or guardian of a minor child vaccine recipient shall provide the following information:

(A) minor child's (less than age 18 years) vaccine recipient's first name, last name, date of birth, gender, and the parent or guardian's email or cell phone

(3) A vaccine recipient, or if the vaccine recipient is a child, the parent or guardian may authorize the Department to disclose information in the immunization information system regarding the vaccine recipient to a person of their choice upon providing the Department with the following information:

(i) vaccine recipient's first name, last name, date of birth, relationship to the vaccine recipient, photo identification, and contact information of the person authorized to receive the information including the name, fax or mailing address.

(4) The immunization record provided may include the vaccine recipient's name, date of birth, and the name and date of each vaccine dose given or exempted. If a vaccine is permanently

exempted, the copy shall state whether the exemption is because the vaccine recipient already has evidence of immunity or because the individual has a contraindication to vaccination and is still thought to be susceptible to the infectious agent against which the exempted vaccination is meant to protect. It shall not have additional identifying information, including current or past addresses of the individual. The copy shall contain a statement that the record was provided by the Connecticut State Immunization Information System and can be used as an official immunization record for the vaccine recipient.

#### **Section 19a-7h-5. Accessing the immunization information system**

- (a) No user, including designees, may be granted access to the immunization information system until they sign a user agreement and a confidentiality agreement that they shall follow the provisions of section 19a-7h of the General Statutes and any regulations, policies and procedures adopted by the Department. Such written agreements shall be renewed every twenty-four months and shall be kept on file for seven years in the immunization program of the Department.
- (b) A school nurse who wishes to access the immunization information system for students enrolled in their school to verify the student's immunization status shall request access in the form and manner as prescribed by the Department.
- (c) The director of health of any municipality or health district or their designee(s) may request information on the vaccine recipients who live in such director's jurisdiction and who are listed on the immunization information system in order to address under vaccinated communities and improve health equity in the form and manner as prescribed by the Department.
  - a. A completed immunization information system reporting profile for each designee of the director, including but not be limited to, names and titles of such designees shall be submitted to the Department and signed by the director.

#### **Section 19a-7h-6. Declining participation in the immunization information system.**

- (a) The vaccine recipient, or if the vaccine recipient is a minor child the parent or guardian, who is listed or eligible to be listed in the immunization information system shall receive a written informational statement from the Department about the immunization information system at the time of birth or, for qualifying vaccine recipients who come to Connecticut after birth, at the time of their coming to the attention of the immunization information system. Such statement shall inform the vaccine recipient, and parent or guardian if the child is a minor, that the vaccine recipient's immunization information will be reported to and maintained by the immunization information system and that a written request to the immunization information system may be submitted at any time requesting that the vaccine recipient's immunization record no longer be maintained.
- (b) The Department shall provide each health care provider with information that explains the process for how a vaccine recipient can contact the Department to decline participation in the immunization information system. Such health care provider shall provide said participation information to each vaccine recipient, or in the case of a child who received a vaccine, to such child's parent or guardian upon the office encounter where the vaccine is administered. A request to decline participation in the immunization information system shall be in writing and include the vaccine recipient's full legal name, date of birth, and address. The request shall be sent to the Department by first class mail or by fax to the address and fax number listed on the Department's Internet website. Once the request

is received by the Department, the immunization information system shall no longer update nor make available that vaccine recipients immunization record as specified in Section 19a-7h-8 of the Regulations of Connecticut State Agencies.

**Section 19a-7h-7. Data exchange between federal health care service provider entities and the immunization information system**

- (a) A federal health care service provider entity providing vaccinations in Connecticut seeking to report to and access the immunization information system shall submit a request to establish electronic data exchange of Connecticut residents' vaccination information in a form and manner as prescribed by the Department.
- (b) A data exchange agreement is required.

**Section 19a-7h-8. Data exchange between state or city immunization information systems**

- (a) A state or city immunization information system seeking to report the Connecticut immunization information system shall submit a request to establish electronic data exchange of Connecticut residents' vaccination information in a form and manner as prescribed by the Department.
- (b) A data exchange agreement is required.
- (c) Before each data exchange between and IIS and IIS, the immunization program will obtain an approval from the Commissioner of Public Health.

(Adopted effective July 1, 2022)