Utah Statewide Immunization Information System

User Confidentiality and Security Policy:
Schools and Early Childhood Programs
I. Introduction: What is USIIS?

The Utah Statewide Immunization Information System (USIIS) is a computer based repository and tracking system implemented by the Utah Department of Health (UDOH) and its partners. USIIS is designed to coordinate immunization services. As of July 2, 2002, children, adolescent and adult immunization information may be entered into USIIS. Participation in USIIS is voluntary by both the school / facility and the student. While data may also be used for research and statistical information, the security and confidentiality of each participant is maintained. USIIS shall protect the privacy of registry participants and the confidentiality of information submitted.

USIIS is developed under the authority of the following provisions of the Utah Code: Title 26, Chapter 3, Health Statistics; Title 26, Chapter 6, Communicable Diseases Control Act, Section 26-1-17.5; Title 53A, Chapter 11, Part 3, Immunization of Students, and the Utah Administrative Rule (R386-800) Immunization Coordination.

II. Parent / Student Consent

The Utah Administrative Rule (R386-800) Immunization Coordination became effective as of June 28, 2000. This rule established a requirement allowing individuals to withdraw from the USIIS system.

A. Voluntary Participation

Individual participation in the immunization registry is voluntary. All immunization records will be included in the system unless the individual or parent / guardian withdraw.

An individual or parent / guardian who has given prior affirmative consent at a hospital, birthing center, public health clinic or school to participate in the system will be included until such time as the individual is withdrawn from the system.

Utah Code Section 26-3-7(6) permits that under specific circumstances; individually identifiable immunization information may be released to “health care personnel or public health personnel who have a legitimate need to have access to the information in order to assist the patient or to protect the health of others closely associated with the patient.”

B. FERPA (for public schools only)

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a federal law that protects the privacy of student
education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA gives parents / guardians certain rights with respect to their children’s education records. Generally, schools must have written permission from the parent or guardian before releasing any information, other than “directory” information (i.e. student’s name, address, phone number) from a student’s education record to any organization or agency that does not have a legitimate educational interest.

In Utah, immunization records are part of a student’s education record, and therefore, permission must be obtained from the parent / guardian prior to sharing or including the immunization record in USIIS. The school’s annual FERPA notification process may be used to obtain parent / guardian permission. UDOH will provide schools with the appropriate format and language to assist in this process.

C. Withdrawal

An individual or parent / guardian may withdraw their participation from the system at any time. Individual(s) or parent(s) / guardian(s) may obtain a withdrawal form by contacting UDOH or by visiting the USIIS website.

Utah Department of Health
Utah Immunization Program
P.O. Box 142001
Salt Lake City, Utah 84114-2001
Phone: (801) 538-9450 or (800) 678-3440
Fax: (801) 538-9440

A withdrawal form with the individual, parent or guardian’s signature must be received in order to complete the withdrawal request.

D. Re-enrollment

An individual or parent / guardian who has withdrawn consent but would like to re-enroll in USIIS may do so by contacting the Utah Immunization Program at the above contact information.

III. Use of Data & Classification of Users

USIIS may be accessed only by authorized providers, including healthcare personnel, schools, early childhood programs, head starts, publicly funded programs and the UDOH. Providers and their registered users may access the registry system only when needed to coordinate immunization services, such as
assuring adequate immunizations of a student, avoiding unnecessary
immunizations, confirming compliance with mandatory immunization
requirements and / or controlling disease outbreaks.

Health plans, policy makers, and bona fide researchers may request access to
the USIIS information for a specified period, solely for valid research and
statistical purposes determined in accordance with Utah Code 26-3-7(3).

Individual(s) or parent(s) / guardian(s) may query their own or their child’s
immunization information contained in USIIS through their own health care
provider if the provider participates in USIIS or through school or day care
personnel. Authorized school and day care personnel shall allow the individual
or parent / guardian to inspect, copy, and if necessary, amend or correct the
immunization records.

IV. **Data Access and Security Procedures**

A. **Enrollment**

School / facility staff is required to sign an *Enrollment Agreement: Schools
and Early Childhood Programs* form and abide by its requirements. The
enrolled principal / facility director is responsible for the actions of their
users regarding the confidentiality and security of information contained in
USIIS. A school / facility shall require each staff user to read this policy and
sign the *User Confidentiality and Security Agreement*. Once completed,
they may access identifiable patient information in the system only for
authorized purposes.

B. **Penalty**

Any person who violates any provision of the *User Confidentiality and
Security Agreement* or this *User Confidentiality and Security Policy* may be
assessed a civil money penalty not to exceed the sum of $5,000 or be
punished for violation of a class B misdemeanor for the first violation and for
any subsequent similar violation within two years for violation of a class A
misdemeanor (Utah Administrative Rule R386-800-8).

C. **User’s Agreement**

All users shall safeguard their user ID and password.
- Do NOT give a user ID and password to others.
- Do NOT post a user ID and password on any place.
D. USIIS Program Agreement

UDOH program shall maintain reasonable and appropriate administrative, technical and physical safeguards to ensure the integrity and confidentiality of health information as stated in this policy. It includes:

1. The USIIS central database resides in a secured area with an established firewall.
2. USIIS uses data encryption technology in its Internet application.
3. USIIS provides training on confidentiality and data security to its staff and users.

V. References


Massachusetts Immunization Information System: Parent Consent Status.


NOTE:

Attached is the User Confidentiality and Security Agreement that should be completed by each accessing individual after they have read this Confidentiality and Security Policy. Please make copies of the User Agreement as necessary.