Connecticut Immunization Registry and Tracking System (CIRTS) Overview & Read-Only Access Training for School Nurses

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Association of School Nurses Of Connecticut Continuing Educational Webinar Series
August 8, 2017 4pm – 5pm

Connecticut Department of Public Health

Learning Objectives

1) What is CIRTS?
2) How are children enrolled?
3) How are immunizations captured?
4) How can School Nurses access CIRTS?
5) How to log in?
6) How to search for a student?
7) How to view immunization summary and forecast?
8) How to print official immunization certificates?

Since 1997, CIRTS has been the statewide Immunization Information System (IIS) that helps providers and families by consolidating immunization information into one reliable source.

Currently in CIRTS:
- >820,400 patients
- 37,000 children added annually
- >13,600,000 vaccines records

Currently have access to CIRTS:
- 290 School Nurses (Read-Only)
- 12 School Based Health Centers
- 16 Local Health Departments
- 30% of Pediatric Practices
Benefits of CIRTS

- Permanent records of children's shots
- Let doctors keep track of their patients' immunization histories in a web-based registry
- Provides Immunization Forecasts of due/overdue vaccines
- Give parents their children's official immunization certificates for daycare, school, and camp
- Local Immunization Action Plan (IAP) Coordinators conduct outreach and tracking on children to ensure they have a current medical home.
  - Some records may be blank or not updated as they have transferred or moved and are still being tracked by IAPs or were lost to follow up.

Who Can Access CIRTS

Per State Regulations:

- **Pediatricians/Family Practitioners (Public and Private)** (online access)
  - Who vaccinate children; are mandated to report to CIRTS
- **Local Health Departments** (online access)
  - Who run immunization clinics
- **IAP Coordinators** (online access)
  - To determine children overdue for immunizations and provide outreach
- **School Nurses** (online access read-only; read-write if they vaccinate)
  - To view and print vaccination records
- **Parents/Guardians** (can request their record, with proof of ID)
  - Obtain children's vaccination record/certificate

How are Children Enrolled in CIRTS?

Per State Regulations:

- Children are **automatically enrolled** in CIRTS from CT State Vital Records (birth records).
- Since 1998, all children born in CT were enrolled Statewide
- Includes Hep B birth dose
- Parents can sign to Opt-Out (<1%)
- Children born out-of-state can be manually enrolled but will be primarily enrolled once we receive electronic reporting from Electronic Health Records (EHRs).
How are Immunizations Captured in CIRTS?

Per State Regulations, Pediatric Providers are mandated to report:
• CIRTS sends providers reports of their patients at 8 & 20 months and 2 years of age.
  — CIRTS is generally up to date for children up to age 3.
• Some providers enter immunization records directly into CIRTS.
• Majority of immunization records are sent to DPH by mail or fax and entered into CIRTS by DPH staff.
• Providers who are online may enter immunizations beyond age two, as CIRTS is capable of capturing immunizations through the lifespan.
• CIRTS is currently working with pilot EHRs sites. Once providers electronically report from their EHRs to CIRTS we will be able to capture data beyond age two.

Types of CIRTS Access for School Nurses

• “Read-Only”
  — View and Print:
    • Immunization Summary and Forecast
    • Official Immunization Certificate
  — (no updating)
• “Read-Write” (those who vaccinate)
  — View, Print, Update
  — (ex. School Based Health Center)

Process to Request “Read-Only” access to CIRTS

1) Email DPH.CIRTS@ct.gov to request a Statement of Confidentiality.
2) Complete, sign and return the CIRTS Statement of Confidentiality to DPH by fax 860-509-8370 or scan and email to DPH.CIRTS@ct.gov.
3) School RN will receive an email with their username, temporary password and training materials.
4) School RN should set up their security question and change their password.
5) If a School Nurse user leaves, please notify DPH.CIRTS@ct.gov or 860-509-7929 so DPH can deactivate their username.
Form to Request CIRTS Read-Only Access

STATE OF CONNECTICUT

CIRTS Statement of Confidentiality

Information provided to the CONNECTICUT INVESTIGATION RESPONSE TEAM (CIRTS) is intended to be maintained in confidence and limited to the persons authorized to receive such information. CIRTS will not disclose such information to persons not authorized to receive it, unless directed by the requesting party or required by law. It is the responsibility of each person to whom this information is disclosed to comply with these requirements. Any unauthorized person so notified must agree to maintain confidentiality of the information. The CIRTS system is not protected from unauthorized access. Authorization is required before any information retrieved from CIRTS may be used for a purpose not required by the user. Users are required to sign the 'Statement of Confidentiality' before using the system.

How to Login to CIRTS

1) Check your email for your username and temporary password
2) Login to CIRTS (refer to Quick Reference for URL)

Setting Up Security Question and Resetting Password
Setting up Security Question and Resetting Password

Click **Edit Profile** on the top right after you login:

- **You MUST Set up Your Security Question**
  - This will enable you to reset your own password.
  - Failing to do this means you must email [DPH.CIRTS@ct.gov](mailto:DPH.CIRTS@ct.gov) to have DPH reset your password!
  - After you enter and save your security question, it will no longer display but has saved

- **Resetting your Password**
  - You will automatically be prompted to do this the first time.

CIRTS Passwords Expire!

- Passwords expire every 60 days
  - Email Reminders 5 and 1 days prior to expiration are sent to remind you to reset your password
- You can reset your own password (under Edit Profile on the top right)
  - As long as your account is active and not locked out
  - And you have already set up your Security Question
  - If you forget your password, upon Login, click “Reset Password” but only if you already set up your security question

Training – Quick References

Quick References will be emailed to the School Nurse once access to CIRTS is granted:
- Login to CIRTS
- Setting up Security Question/Resetting a Password
- Search for a Child
- Recent Cases
- Demographics
- View and Print Immunization Summary and Forecast
- View and Print Official Immunization Certificate
CIRTS Splash Page

Searching for a Child

1) Select “Immunization Record” from Record Type drop-down
2) Enter 3 pieces of identifying information into search criteria
3) Always use a * (wildcard search) – can be used before and after letters
4) Don’t type the entire name (in case you unsure of spelling)
5) Click on Search – Click on child’s name in the search results

Searching for a Child (continued)

- CIRTS includes legal names from Vital Records.
  - Insurers or providers often use mother’s name(s) as the child’s last name.
- If you cannot find a child:
  - Use other identifying info such as mother’s maiden or last name.
  - Often mother’s name, coupled with child’s first name and DOB, will locate the child in CIRTS.
  - With hyphenated names, use name(s) independently
Recent Cases and Bookmarking

- **Recent Cases** (push-pin icon) on the CIRTS Dashboard toolbar.
  - will display with up to thirty most recent records
  - will display any bookmarked records

- **Bookmark** (star)
  - click the star to keep them in your list until you unclick the star

Child’s Record Splash Page

- Immunization Record Section links:
  - immunization summary & forecast link
  - immunization certificate link
  - Links to CDC schedules

- It also displays overdue (red) and due (green) vaccines

Patient Information Section links:
- click on any link to view desired data on child such as Demographics or Immunization Detailed History

Viewing a Child’s Demographics
Viewing & Printing
Immunization Summary and Forecast
(earliest, recommended, overdue dates)

Official Immunization Certificate can be Printed from CIRTS
• Just click the link and hit print!
• This can be attached to the school, daycare and camp forms.

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