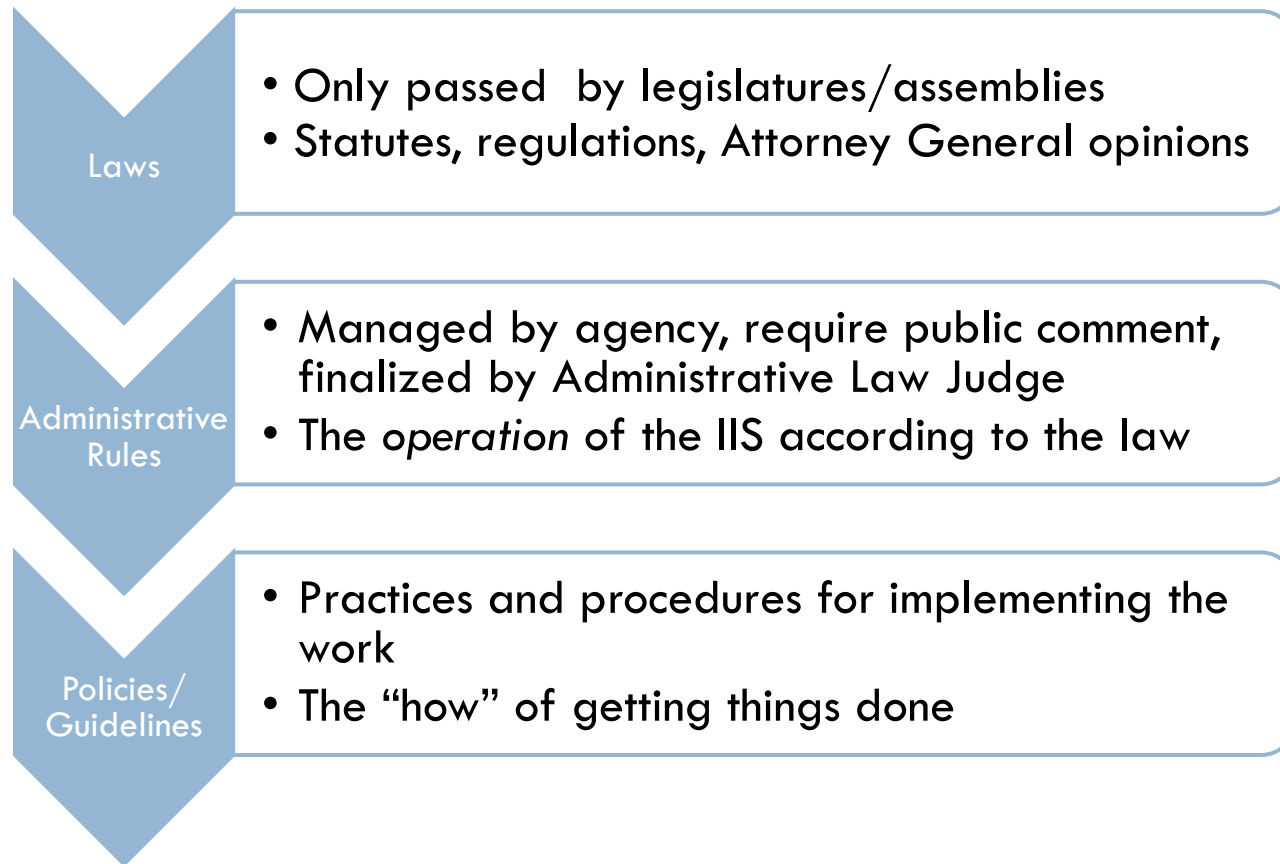# DEVELOPING AND MAINTAINING IIS POLICIES

AIRA Discovery Session Webinar, June 2, 2014
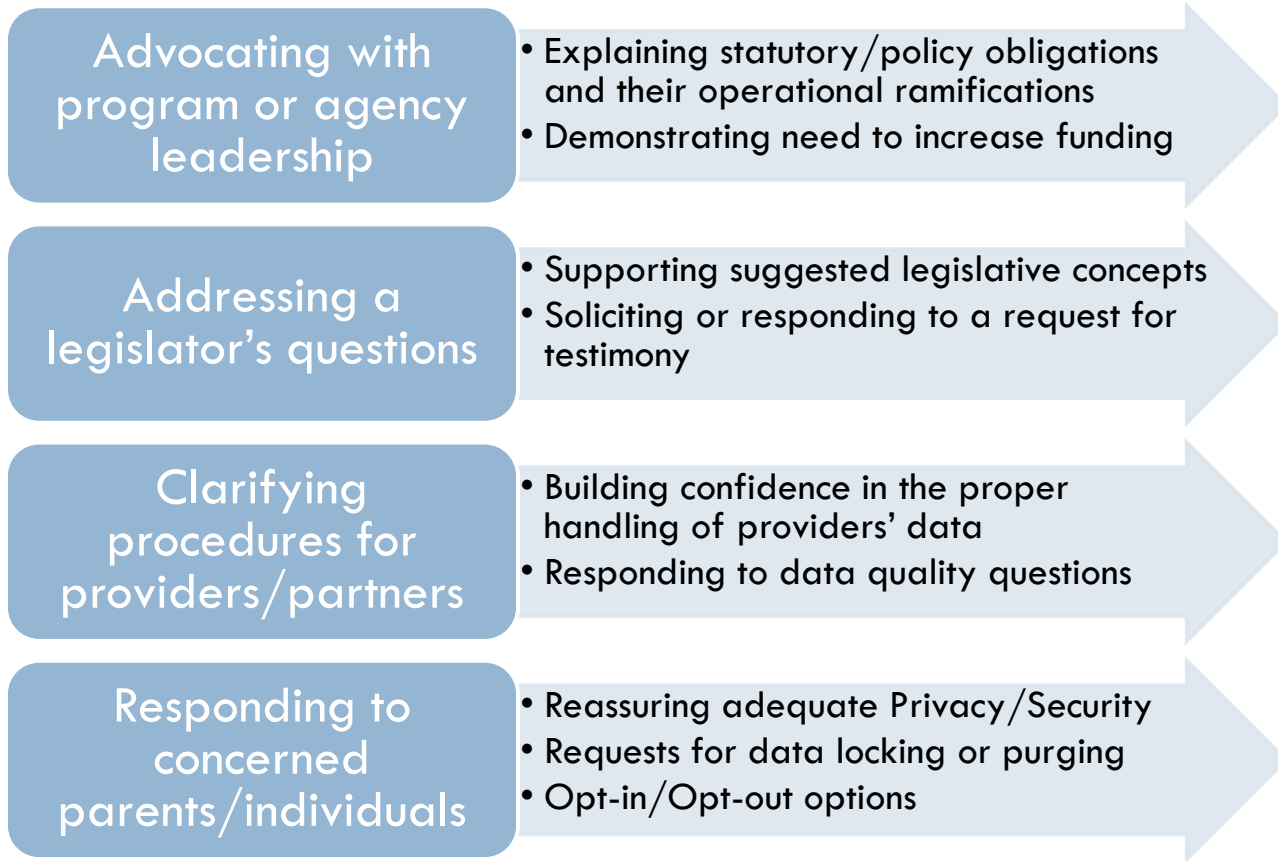
Clarifying Levels of Guidance

Laws
- Only passed by legislatures/assemblies
- Statutes, regulations, Attorney General opinions

Administrative Rules
- Managed by agency, require public comment, finalized by Administrative Law Judge
- The *operation* of the IIS according to the law

Policies/ Guidelines
- Practices and procedures for implementing the work
- The "how" of getting things done

Benefits of Maintaining Current Policies/Guidelines

- Ensures (and documents!) that your system is aligned with Laws/Rules

- Promotes consistency within your team

- Provides roadmap for cross-training/transitioning duties among staff

- Helps to highlight potential opportunities for linkages/risks for conflicts

- Provides tools to better explain your procedures to your partners/stakeholders
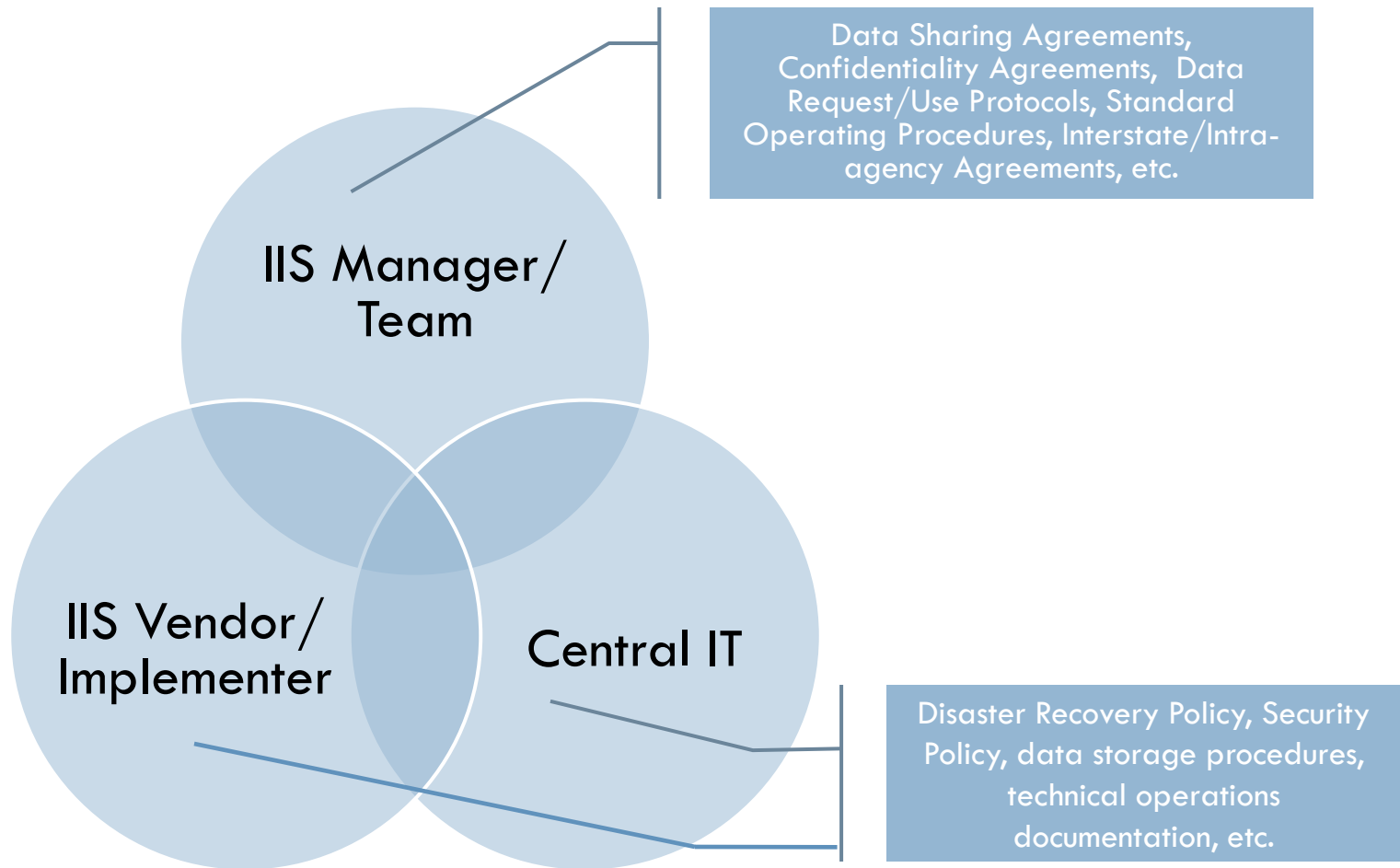
When are we likely to need to cite or translate our policies?

Advocating with program or agency leadership
- Explaining statutory/policy obligations and their operational ramifications
- Demonstrating need to increase funding

Addressing a legislator's questions
- Supporting suggested legislative concepts
- Soliciting or responding to a request for testimony

Clarifying procedures for providers/partners
- Building confidence in the proper handling of providers' data
- Responding to data quality questions

Responding to concerned parents/individuals
- Reassuring adequate Privacy/Security
- Requests for data locking or purging
- Opt-in/Opt-out options

But where do we find the time to draft, review, and revise our policies?

Share the Wealth on Policy Development

IIS Manager/ Team

IIS Vendor/ Implementer

Central IT

Data Sharing Agreements, Confidentiality Agreements, Data Request/Use Protocols, Standard Operating Procedures, Interstate/Intra-agency Agreements, etc.

Disaster Recovery Policy, Security Policy, data storage procedures, technical operations documentation, etc.

Consider an Index for Key Policies

	SOP #	Topic Area	Needed SOPs/Other Doc	SOP Author(s)	Due/Review Date	Status/Notes
1						
2	ADV001	Advisory Council	ALERT Advisory Council Planning/Support	MBK	01/01/15	Complete
3	ANL001	Analysis	Interoperability Benchmarking Processes	Mike/Deb	01/01/15	Draft
4	SYS001	System Maintenance	Updating Vaccine Codes	Deb	06/30/14	Complete
5	SYS002	System Maintenance	Maintenance Requests	Deb	06/30/14	Complete
6	SYS003	System Maintenance	Updating Orderable Vaccine	Deb	06/30/14	Complete
7	ENT001	Data Entry	Incoming Mail	Data Entry Team	06/30/14	Complete
8	ENT002	Data Entry	Document Retention	Data Entry Team	06/30/14	Complete
9	ENT003	Data Entry	Data Entry/Updates	Sarah H.	06/30/14	Complete
10	DEX003	Data Exchange	HL7 Real-Time Data Exchange	Tracy	05/15/14	Complete
11	DEX001	Data Exchange	OR-Kids Data Exchange	Deb	06/30/14	Complete
12	DEX002	Data Exchange	WIC-IMM Data Exchange	Mike	06/30/14	Complete
13	DR001	Data Extracts	Data Requests - Ad-Hoc Internal	Mike	06/30/14	Complete
14	EXT001	Data Extracts	Kaiser Extract	Azure	03/31/14	Complete
15	EXT003	Data Extracts	HEDIS Extract	Heather	03/31/14	Draft
16		Data Extracts	SCHIP Extract	Heather	06/30/14	Draft
17	EXT002	Data Extracts	WA State Extract	Azure	06/30/14	Draft
18	IMP004	Data Imports	ASPA Use	Deb	06/15/14	Complete
19	IMP001	Data Imports	Data Imports	Deb	06/15/14	Complete
20	IMP003	Data Imports	Response File Review	Michelle	06/30/14	Complete
21	IMP002	Data Imports	Import Approval	Heather	06/30/14	Complete
22	MGM001	Data Management	Locking and Purging	Amanda	06/30/14	Complete

Leverage Templates

SOP Title:	SOP Template		
Document Path:	I:\NEW IIS\SOPs\SOP Template.doc		
SOP #:	0	Version #:	1
Implementation Date:	06/21/10	Last Revision Date:	06/21/10
SOP Owner:	Mary Beth Kurilo	Approval:	ALERT Team

ALERT IMMUNIZATION INFORMATION SYSTEM

Standard Operating Procedure

1. Purpose and Background

Describe the overall purpose for <SOP Title>. Describe relevant background information.

2. Scope

Identify the intended audience and/or activities where the SOP might be relevant.

3. Prerequisites

Outline information required before proceeding with the listed procedure; for example, any needed worksheets, documents, etc.

4. Responsibilities

Identify the personnel that have a primary role (and, if relevant, personnel who are cross-trained for a back-up role) in the SOP and describe how their responsibilities relate to this SOP. If necessary, include contact information.

5. Procedure

Provide the steps required to perform this procedure (who, what, when, where, why, how). Include any critical inclusion/exclusion criteria. Include a process flowchart if needed.

6. References

List resources that may be useful when performing the procedure; for example, Immunization Program policies, manuals, FDDs, and other SOPs.
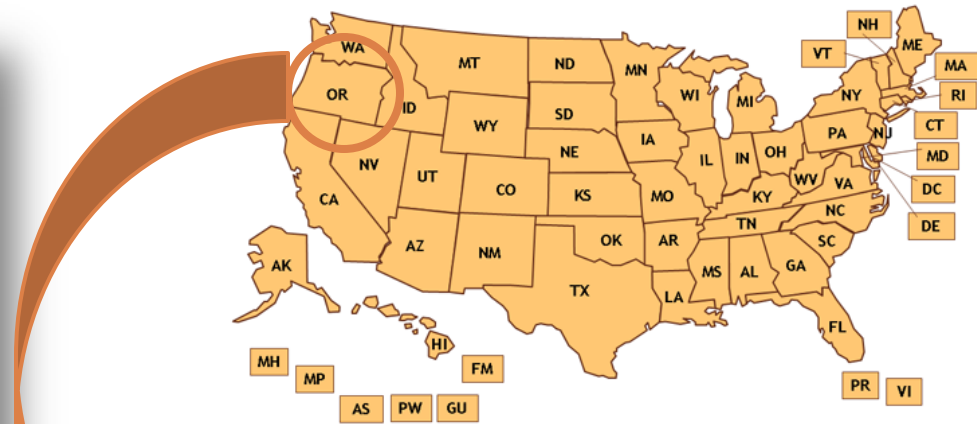
7. Definitions

Identify and define frequently used terms or acronyms. Provide additional and/or relevant information needed to understand this SOP.

Build off of Existing Documents
www.immregistries.org, www.cdc.gov

Click on the map or in the box below to access the state contacts.

Oregon

Registry:
ALERT IIS

Main Contact:
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