



**Colorado Immunization Information System
Participating School or Child Care Facility
Letter of Agreement**

Date:

Name of School/School District/Child Care:

Address:

City, State Zip:

Pursuant to C.R.S. § 25-4-2403, the Colorado Department of Public Health and Environment (CDPHE), operates a web-based immunization registry, the Colorado Immunization Information System (CIIS). CIIS is a confidential, computerized, population-based system that collects and consolidates vaccination data and provides tools for designing and sustaining effective immunization strategies to prevent disease and reduce healthcare costs.

The term “Participating School” refers to the entity identified at the top of this Letter of Agreement (LOA). Per Colorado Board of Health Rule 6 CCR 1009-2, a school is defined as “all child care facilities licensed by the Colorado Department of Human Services including: child care centers, school-age child care centers, preschools, day camps, resident camps, day treatment centers, family child care homes, foster care homes, and head start programs; public, private, or parochial kindergarten, elementary or secondary schools through grade twelve, or a college or university. Schools do not include a public services short-term child care facility as defined in section 26-6-102(30), C.R.S., a guest child care facility as defined in section 26-6-102(16), C.R.S., a ski school as defined in section 26-6-103.5 (6), C.R.S., or college or university classes which are: offered off-campus; offered to nontraditional adult students as defined by the governing board of the institution; offered at colleges or universities which do not have residence hall facilities; or, a school whose normal course of student instruction is delivered online only.”

By returning a signed copy of this LOA you acknowledge and confirm that:

1. You are authorized to sign this LOA on behalf of the Participating School.
2. The Participating School is a Colorado School as defined in Colorado Board of Health Rule 6 CCR 1009-2.
3. The Participating School will only permit access to the disclosed information for clinical, quality improvement and school entry law purposes.
4. The Participating School will treat all information in CIIS as confidential.
5. The Participating School will only disclose information to CIIS from official immunization records (e.g. Colorado Yellow Card with immunizations listed and signature of administering provider, clinic record with physician's office stamp/notation, other state immunization record, etc.).
6. If the Participating School discloses information to CIIS, it has provided notice to individuals, parents or guardians as required by C.R.S. § 25-4-2403, stating that the individual, parent or guardian can choose to have their (or their child's) immunization information excluded from CIIS.
7. It is the responsibility of the Participating School to follow all statutes set forth by federal, state, or local entities in regards to disclosure of official immunization records.
8. The Participating School is responsible for the provision and maintenance of any necessary computer hardware, network connections, telecommunication lines, and internet access which may be necessary for the school's participation in CIIS.
9. The Participating School is responsible for ensuring that all people or entities (including staff, students, volunteers, contractors and agents) who access information through CIIS are authorized to receive access to such information and will comply with all applicable laws, regulations and CIIS policies, including the CIIS Confidentiality Policy and the CIIS Security Policy. The CIIS Confidentiality Policy and CIIS Security Policy are reviewed and potentially revised at least annually. You may obtain a copy of current policies at www.ColoradoIIS.com.

CIIS agrees to:

1. Provide and maintain a secure and functional immunization registry.
2. Provide ongoing technical assistance and support to facilitate access to and use of the system.
3. Investigate and resolve potentially inaccurate data.

To terminate your access to and participation in the CIIS program, please email us at CDPHE.CIIS@state.co.us at least 30 days prior to your planned termination date. Please note that CDPHE will not delete any data sent to CIIS by any Participating School prior to a school's termination of participation

Participating School/School District/Child Care Representative Printed Name	Date:
Participating School/School District/Child Care Representative Signature I agree to the above terms and conditions as set forth in this agreement.	Date:
Kim Gulliver, MS Colorado Immunization Information System and Data Operations Manager	Date: