



Colorado Immunization Information System Delegatory Letter of Agreement – Frontline Education Participant

Date:
School District Name:
Address:
City, State, Zip:

Frontline Education
550 E Swedesford Road, Suite 360
Wayne, PA 19087

State law authorizes the Colorado Department of Public Health and Environment (CDPHE) to operate a web-based state immunization registry, the Colorado Immunization Information System (CIIS). C.R.S. §25-4-2401 *et seq.* 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. State law authorizes schools to submit immunization information to and receive information from CIIS. C.R.S. §25-4-2403(2)(c) and (3)(c).

Participating School

The term “Participating School” refers to the entity identified at the top of this Letter of Agreement (LOA). Per C.R.S. §25-4-901, schools are defined as a public, private, or parochial nursery school, day care center, child care facility, family child care home, foster care home, head start program, kindergarten, elementary or secondary school through grade twelve, or college or university. 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 C.R.S. §25-4-901;
- 3) the Participating School authorizes Frontline Education to electronically share protected health information of its students with CIIS and receive information from CIIS regarding the immunization status of its students;
- 4) if the Participating School discloses information to CIIS through Frontline Education, 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;
- 5) the Participating School will permit access to the disclosed information only for clinical, quality improvement and school entry law purposes;
- 6) the Participating School will treat all information obtained from CIIS as confidential;
- 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, including obtaining consent, as required by the Family Educational Rights and Privacy Act (FERPA), for sharing individual student data with CIIS; and
- 8) the Participating School is responsible for ensuring that all persons 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.

To terminate this delegatory LOA and respective data sharing with CIIS through Frontline Education, 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 prior to a school’s termination of participation.

Frontline Education

Frontline Education provides health information management services to schools, and is a current contractor of the Participating School to provide this service. By signing this LOA, Frontline Education acknowledges they have read and understand the CIIS policies, including the Confidentiality and Security Policies and agree to comply with all requirements set forth in this agreement. Frontline Education agrees to:

- 1) keep all data received from CIIS confidential and secure in compliance with applicable laws and regulations;
- 2) not disclose individually identifiable data received from CIIS to any third party other than the Participating School; and
- 3) send query messages in compliance with CIIS’s most current Health Level 7 (HL7) messaging specifications. You may obtain a copy of the current CIIS HL7 specifications at www.ColoradoIIS.com.



CIIS

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; and
- 3) investigate and resolve potentially inaccurate data.

Failure to follow the requirements as described in this LOA may result in immediate termination of the LOA by CDPHE through the issuance of a written notice of termination.

By: _____
Participating School Representative Printed Name

Date: _____

By: _____
Participating School Representative Signature

By: _____
Frontline Education Representative Printed Name

Date: _____

By: _____
Frontline Education Representative Signature

By: _____
Kim Gulliver
Colorado Immunization Information System and Data Operations Manager

Date: _____

