



Policy and Procedure

Policy Name:	California Immunization Registry (CAIR) Protocol		
Effective Date:		Revision Date:	
Department(s)/Site(s):			
Document Owners:			
Approved By:			
Relevant Law/Standard:	Title 16 California Code of Regulations (CCR) Section 1746.4 (e); APL 18-004 Department of Health Care Services (DHCS) All Plan Letter 20-006, Facility Site Reviews.		

Purpose:

DHCS contract Requirement-Immunization Registry Reporting: Contractor shall ensure that member-specific immunization information is periodically reported to an immunization registry (ies) established in the Contractor’s Service Area(s) as part of the Statewide Immunization Information System.

Definition:

The California Immunization Registry (CAIR2) is a secure, confidential, statewide, computerized immunization information system for California residents.

Registry Functions:

- Search for or replace patient immunization records;
- provide records (“yellow cards” and “blue cards,”) for school, camp, or other activities;
- forecast which vaccines are due;
- give “just-in-case” immunizations when earlier shot records are missing; request shot records from other providers;
- prepare reminder notices;
- track vaccine inventory—including separate tracking for VFC vaccine supplies;
- saves staff time by assisting with vaccine inventory;
- consolidates records when patients have been immunized by different providers;
- make rapid, accurate assessments of the complex vaccine schedule;
- and accurately tracks the practice’s coverage rates.

Policy:

Per California Immunization Registry law (Health and Safety Code, Section 120440), all patients/parents must receive proper disclosure before patient information can be entered into and shared through CAIR. Entry into and sharing of patient information

through CAIR is understood to include any and all vaccine doses or Tb test results received by the patient, regardless of when those doses or Tb tests occurred relative to the date of disclosure.

1. Patient/parents also have the right to decline to have their information in CAIR shared with other participating Organizations.
2. Organizations must use the CAIR Immunization Registry Notice to Patients and Parents ('CAIR Notice', English) (or equivalent language subject to CAIR approval) for disclosure. Translations of the 'CAIR Notice' into other languages are available on the CAIR Forms page.
3. Organizations must give a paper or laminated copy of the CAIR Notice to each patient/parent whose information will be entered into CAIR to read (patients/parents only need to be disclosed once).
4. A CAIR Notice in the patient's/parent's preferred language should be provided. The CAIR Notice is available in multiple languages on the CAIR Forms page at: <http://cairweb.org/cair-forms/>
5. If the patient is under the age of 18, the CAIR Notice must be given to the parent or guardian of that child.
6. A paper copy of the CAIR Notice must be given to the patient/parent to keep if requested.
7. Disclosure must take place prior to creating the patient's record in CAIR.
8. As an alternative to giving each patient/parent a copy of the CAIR Notice to read, the Organization may post CAIR Notice posters in their office waiting rooms, visible to all patients whose information may be entered into CAIR. Both English and Spanish versions of the poster must be posted. The posters should also be posted in other areas (e.g., exam rooms) to maximize the opportunity for patients/parents to read the information. The Organization must also give a paper copy of the CAIR Notice to patients/parents to keep if requested. CAIR Notice posters are available from your Local CAIR Representative.
9. The Organization should ensure that the patient/parent understands the information contained in the CAIR Notice and has the opportunity to ask questions if he/she is unclear about it.
10. Once disclosure has been performed, this must be documented in CAIR by selecting "Yes" to the question: "Has patient been disclosed (IZ/TB)?" on the CAIR Add New Patient when creating the record in CAIR screen in the patient record in CAIR. This will also default the "Has patient agreed to share?" field to "Yes". See the Sharing Policy below for further information. Organizations providing patient immunization data to CAIR through electronic data exchange should review the CAIR HL7 Data Exchange Specifications documents on the 5 Steps to Data Exchange page for instructions on incorporating disclosure and sharing information into immunization messages.
11. CAIR also receives public birth certificate records. Both the Disclosure and Share fields are automatically set to "No" in CAIR. These records cannot be opened until disclosure has been performed with the parent. Follow the on-screen instructions in CAIR for conducting disclosure and setting the Share filed for these records.

Procedure:

Organizations must give a paper or laminated copy of the CAIR Notice to each patient/parent whose information will be entered into CAIR to read (patients/parents only need to be disclosed once).

A CAIR Notice in the patient's/parent's preferred language should be provided. The CAIR Notice is available in multiple languages on the [CAIR Forms](http://cairweb.org/forms/) page at: <http://cairweb.org/forms/>

A reasonable mechanism must be established for patients/parents to ask questions and/or decline sharing. This should be documented in the member's medical record. Patients/parents should be referred to the CAIR Help Desk (phone: 800-578-7889, email: CAIRHelpDesk@cdph.ca.gov) if they have questions or concerns.

Alert:

Browser Issues: You may need to change settings or install a newer version of your browser if you are blocked from CAIR2. Information may not be displayed correctly on older versions of Firefox. Please update your browser to the latest version of Firefox to ensure all CAIR data is displayed correctly. There may be problems entering historical doses in the Chrome web browser. Try using Firefox or Internet Explorer instead.

Attachments:

CAIR Standard Disclosure Policy for Organizations using CAIR

- **English**
- **Spanish**
- **Chinese**

References:

<http://cairweb.org/cair-disclosure-policy/>

<http://cairweb.org/cair2-training-resources/>

<http://www.immunizeca.org/wp-content/uploads/2010/12/Registry-FAQs.pdf>

For any questions regarding these Disclosure and Share Policies, contact the CAIR Help Desk (1-800-578-7889, CAIRHelpDesk@cdph.ca.gov) or your Local CAIR Representative.

First Name Last Name – Title

Date

First Name Last Name – Title

Date

The material in this document is a knowledge-sharing tool provided by the FSR team to enhance compliance with Facility Site Review requirements. All content is for informational purposes and may be used and/or modified according to site-specific practices. Ensure appropriate review and approval by site management prior to adoption.