



# COLORADO

Department of Public Health & Environment

Dedicated to protecting and improving the health and environment of the people of Colorado

## Colorado Immunization Information System (CIIS)

<b>Policy:</b>	<b>Opt-Out</b>
<b>Date Introduced:</b>	August 1, 2001
<b>Dates Revised:</b>	Nov 25, 2002; Aug 5, 2003; July 7, 2004; Feb 15, 2007; May 21, 2007; Dec 22, 2008; Oct 8, 2014; July 11, 2016

Colorado Revised Statute (CRS) § 25-4-2403 (7) provides that an individual or a parent or legal guardian has the right to exclude immunization information from the Colorado Immunization Information System (CIIS).

CRS § Section 25-4-2403 (7) requires that the:

- Colorado Department of Public Health and Environment shall ensure that the process to exclude immunization information from CIIS is readily available and not burdensome.
- The physician, licensed health care practitioner, clinic, hospital or local health department shall inform the individual, parent, or legal guardian of the option to exclude immunization information from CIIS and the potential benefits of inclusion in CIIS. In addition, the physician, licensed health care practitioner, clinic, hospital, or local health department shall inform such parent or legal guardian of a minor individual of the option to refuse an immunization on the ground or medical, religious or person belief considerations under CRS Section 24-4-903 (school entry requirements).

Each Participating Site that discloses immunization information to CIIS is required to provide the individual, parent or legal guardian notice of the option to exclude immunization information from CIIS and the potential benefits of inclusion in CIIS.

### Participating Site Responsibilities

All forms can be printed from the CIIS website located at [www.ColoradollS.com](http://www.ColoradollS.com).

#### A. Notice of Opt-Out Option:

To meet the statutory notice requirement each Participating Site that discloses immunization information to CIIS can choose one or more of the following procedures to inform the individual, or parent or legal guardian of the option to exclude immunization information from CIIS:

1. (a) Post notice, in both English and Spanish, informing individuals, parents and guardians that immunization records are added to CIIS and their right to have that information excluded; and  
(b) Have the Colorado Immunization Information System--Frequently Asked Questions handout available for distribution, or



2. Give the individual or parent or guardian the Colorado Immunization Information System--Frequently Asked Questions, for example, at the same time the first Vaccine Information Statement is given to the individual or parent or guardian, in the birth hospital, as a part of a vaccine reference book provided to patients, or at any other appropriate opportunity, or
3. Any other appropriate means, including notifications on the organization's website.

#### **B. Opt-Out Procedure:**

1. The Participating Site should
  - a) Direct individuals, parents or guardians who request to exclude immunization information to the CIIS Opt-Out Form.
  - b) Attach one signed CIIS Opt-Out Form to the patient's medical record in the usual location for the immunization record, if applicable or practical for site's clinic work flow.
2. The individual, or parent or guardian must:
  - a) Complete and sign the CIIS Opt-Out Form.
  - b) Mail or fax one copy of the CIIS Opt-Out Form to the Colorado Department of Public Health and Environment at the address shown on the CIIS Opt-Out Form.
  - c) Retain one signed copy of the CIIS Opt-Out Form for their personal records.

#### **C. Rescind Opt-Out Procedure:**

1. The Participating Site should
  - a) Direct individuals, or parents or guardians who request to delete a prior opt-out notification to the CIIS Rescind Opt-Out Form.
  - b) Attach one signed CIIS Rescind Opt-Out Form to the patient's medical record in the usual location for the immunization record, if applicable or practical for site's clinic work flow.
2. The individual, or parent or guardian must:
  - a) Complete and sign the CIIS Rescind Opt-Out Form.
  - b) Mail or fax one copy of the CIIS Rescind Opt-Out Form to the Colorado Department of Public Health and Environment at the address shown on the CIIS Rescind Opt-Out Form.
  - c) Retain one signed copy of the CIIS Rescind Opt-Out Form for their personal records.

#### **Colorado Immunization Information System Responsibilities:**

##### **A. Opt-Out Notice:**

1. The Colorado Department of Public Health and Environment will provide the Colorado Immunization Information System--Frequently Asked Questions handout to birthing hospitals for distribution to all parents of newborns. The document includes instructions on how to find the CIIS Opt-Out Form for completion by the parent.
2. CIIS Program staff will generate a standard Opt-Out Notice poster available in English and Spanish from the CIIS office or the CIIS website.

3. CIIS Program staff will generate a standard Colorado Immunization Information System--Frequently Asked Questions handout available in English and Spanish from the CIIS office or the CIIS website.

**B. Opt-Out Procedure:**

1. CIIS Program staff will complete the opt-out procedure and send an acknowledgment letter to the individual, or parent or guardian.
2. The individual's or child's name and date of birth will be retained in the opt-out table in the registry. The individual's or child's immunization and other demographic information will be removed from the registry.

**C. Rescind Opt-Out Procedure:**

1. CIIS Program staff will complete the rescind opt-out procedure and send an acknowledgment letter to the individual, or parent or guardian.
2. The individual's or child's name and date of birth will be removed from the opt-out table in the registry. The individual's or child's demographic information will be entered in the registry, and Participating Sites will be able to add immunization information to the patient's record.