

School Nurse Training Guide

For the Children and Hoosier Immunization Registry Program

The Children and Hoosier Immunization Registry Program (CHIRP) was established in 2002 as a database to collect immunization records for individuals of all ages in Indiana. By centralizing immunization records individuals in the state can gain access to their records through private providers, local health departments and schools.

The Indiana Code that established CHIRP is IC 16-38-5 which is included in the back of this training guide.

The Indiana State Department of Health (ISDH) has determined that schools should report their immunization data through CHIRP and the Indiana Code allows for nurses to access CHIRP to do so. It is important to note that CHIRP does NOT require parental notification or permission to enter records. There is a separate federal law that does oversee schools called FERPA. FERPA requires that schools gain permission to release data from school records. So while you do not need parental permission to enter the data into CHIRP, you should check with your school administrators about what type of FERPA consent you may need to release data from school records.

This guide covers how to search, enter, and edit records. Reports will be covered in a second training program.

OBTAINING CHIRP ACCESS

Each school nurse who needs access to CHIRP is required to have a unique user name and password. To obtain a user name and password please follow the steps below:

1. On the Internet go to chirp.in.gov.
2. Click on the icon "Document Center."
3. Scroll down to the area labeled "Public/Private Schools, Daycare."
4. Click on "Download/View" next to Individual User Agreement.
5. Print this form out and read it completely.
6. Fill out the area (including e-mail) for the employee information.
7. For the facility information please include your school district and school.
8. Under facility type select Public/Private School.
9. Have your school principal or district school nurse indicate that you need School Nurse access and then have them sign the form as Site Manager.
10. Fax the form to the number at the top of the form.
11. It takes between 3 and 5 business days for your user name to be emailed to you along with instructions for resetting your password.

LOGGING INTO CHIRP

To log into CHIRP please follow the steps below:

1. On the Internet go to chirp.in.gov.
2. On the menu bar to the left click on the Login option.
3. Enter the user name you were assigned.
4. Enter the password you were assigned.
5. Click on the button labeled Login below where you typed in your user name and password
6. If you have forgotten your password, please follow the steps under "Reset Password" and a temporary password will be sent to the email you have on file with CHIRP.

RESET PASSWORD

Your user name is unique to your use and should never be shared under any circumstances. To access CHIRP your unique user name is required along with a password. The CHIRP Helpdesk Staff cannot see your password so if you forget your password you must reset it. The "Forgot Password" feature in CHIRP only works if you have an email associated with your user name. To reset your password follow the steps below:

1. On the Login Screen below the Password box click on Forgot Password.
2. A new screen appears that has two boxes: User Name and Email.
3. Do not complete both boxes, only one is required.
 - a. If you are confident that you know your user name then type it in the box and click on the Send button.
 - b. If you are unsure about your user name, then type in your email address and click on the Send button.
4. Check your email for a message with a temporary password.
5. Use the temporary password to login to CHIRP received via email.
6. After logging into CHIRP you will be required to create a new password (at least 8 characters long and one character must be a number).
7. After creating the new password, logout.
8. Log back in with the new password.

CONFIDENTIALITY AGREEMENT

If you are a first time user or it is the beginning of the school year a Confidentiality Agreement will appear before you can access CHIRP. If you are in agreement and understand the Confidentiality Agreement, please click Accept. Otherwise, click Do Not Accept. If you do not accept, you will not be able to access CHIRP.

GETTING STARTED

After you login to CHIRP and you have accepted the Confidentiality Agreement the next screen that appears is the Choose School screen. This screen has two fields: School and Default Grade. Please follow the following steps to complete this screen:

1. School (required)
 - a. Since many school nurses go to several schools CHIRP allows you to select the school so students will be assigned to a specific school.
 - b. You may not type in the box for school.
 - c. You may only select a school associated with your district.
 - d. Click on “Click to select.”
 - e. A pop-up window appears – **DO NOT** change any settings, simply click on Search.
 - f. All schools associated with your district will appear. If a school does not appear, then call the CHIRP Helpdesk at (888) 237-4439.
 - g. If the school you are looking for appears, then click the arrow next to the school in the Select Column.
 - h. The school name now appears in the box.
2. Default Grade (optional)
 - a. Default grade allows you to have a pre-selected grade for all students you are targeting.
 - b. This may be changed at any time when editing a student record.
 - c. This may be helpful if you know all the data you are entering will be for a specific grade of children.
3. Click the Continue button to process

PATIENT SEARCH (STUDENT SEARCH)

If a student is already in CHIRP you will not have to update or enter demographic data. You will simply need to indicate that the student is associated with your school and verify that all immunizations are entered into CHIRP. Remember, you do not need parental permission to enter the data into CHIRP, but may need parental permission to release data from the school record according to FERPA (see Introduction).

The Patient Search screen appears automatically after making your school choice. Searching for a patient/student is pretty straightforward. Below are the steps:

1. Enter either the student’s first name or first initial with wild card. Example: Enter Betty into the first name field. If you are unsure if the student spells their name “Betty” or “Bettie” then you would want to just enter “B” with the wild card character of ‘%’ (not case sensitive) (i.e. B%).
2. Enter either the student’s last name or last initial with wild card. Example: Enter Smith into the last name field. If you are unsure if the student spells their name “Smith” or “Smythe” then you would want to just enter “S” with the wild card character of ‘%’ (not case sensitive) (i.e. S%).

3. Enter the student's date of birth. If you are unsure about the accuracy of the date of birth, then leave that field blank
4. Click on the Run Search button
5. A list of possible students appears. Verify the correct student and click on the arrow under the select column next to the student.
6. If the student does not appear on the list, please refer to "ADD A NEW STUDENT DEMOGRAPHICS" later in this guide.

ADDING A STUDENT TO THE SCHOOL ROSTER

Once you have selected the appropriate student you need to add the student to the school roster. The steps below add a student to your school roster:

1. When you click the arrow next to the appropriate student in the above instructions the Patient Detail screen comes up.
2. Click the box next to "Include on Reports" so that a check appears in the box.
3. Click the Update button (**YOU MUST CLICK UPDATE OR THE CHECK IN THE BOX WILL DISAPPEAR**).
4. This student is now included on your school reports.

REMOVING A STUDENT TO THE SCHOOL ROSTER

Usually you will not have to worry about removing a student from your school roster. When a student moves to a school in Indiana the incoming school nurse should move the student to their roster. A student may only be associated with one school. If you choose to do so, you may take a student off the school roster using the following steps:

1. When you click the arrow next to the appropriate student in the above instructions the Patient Detail screen comes up.
2. Click the box next to "Include on Reports" so that a check does not appear in the box.
3. Click the Update button (**YOU MUST CLICK UPDATE OR THE CHECK IN THE BOX WILL DISAPPEAR**).
4. This student has been removed from your school reports.

CHANGING A SCHOOL OR GRADE LEVEL

The school and grade level are indicated on the same screen as the Patient Detail screen used in the above procedure.

1. When you click the arrow next to the appropriate student in the above instructions the Patient Detail screen comes up.
2. Click on the arrow next to School and select the correct school from the drop-down menu.
3. Click on the arrow next to the Grade Level and select the correct grade level from the drop-down menu.
4. Click the Update button (**YOU MUST CLICK UPDATE OR THE CHOICES WILL BE LOST**)
5. This student's school and grade level have now been updated.
6. Students are automatically rolled to the next grade level every July.

INDICATING A STUDENT IS EXEMPT FROM IMMUNIZATION

In Indiana students may be exempt from receiving immunizations in two reasons. One is a medical exemption and the other is a religious exemption. The exemption is noted on the same screen as the Patient Detail screen used in the above procedure.

1. When you click the arrow next to the appropriate student in the above instructions the Patient Detail screen comes up.
2. In to the Exemption field click on the appropriate exemption (none, medical, religious).
3. Click the Update button (**YOU MUST CLICK UPDATE OR THE CHOICE WILL BE LOST**)
4. This student's exemption has been noted in CHIRP.

EDITING OR UPDATING DEMOGRAPHIC INFORMATION

School Nurses are not required to update demographic information, but may choose to do so. It may be beneficial if the School Nurse plans to mail letters from CHIRP to notify parents about deficiencies in vaccination. The demographics are edited on the same screen as the Patient Detail screen used in the above procedure.

1. On the Patient Detail screen click the Edit button.
2. The following fields are required if you Edit a record:
 - a. First Name: This is the legal first name of the child. Nicknames must be entered in the Alias First Name field only.
 - b. Last Name: This is the legal last name of the child. Other last names must be entered in the Alias Last Name field only.
 - c. Race: Use the "down arrow" on the side of the box to select the appropriate race.
 - d. Date of Birth: Legal data of birth of the individual.

- e. VFC Status: While this field is required, it is locked for School Nurse Module.
3. The following fields are optional:
- a. Middle Name: This is the legal middle name of the individual.
 - b. Suffix: This is a drop down box accessed from the arrow to the right the field. Choices include JR, SR, I, II, III, IV, and V.
 - c. Alias First: This field is used to add a first name that the individual may use, but it is not their legal first name. Example: Legal First Name is Thomas, but the Alias First is Tommy. Legal First Name is Cleatus, but the Alias First is Rocky.
 - d. Alias Last: This field is used to add a last name that the individual may use, but it is not their legal last name.
 - e. Address: If mail delivery is to a street address, use the Street field. If mail delivery is to a P.O. Box address, then use the P.O. Box field with the option of a physical address field if you know it.
 - f. ZIP: If you complete ZIP then the city, state, and country should auto populate for you.
 - g. Phone: Contact phone number for the individual.
4. The following fields are **NOT** used and should not be completed:
- a. SSN:
 - b. Birth File #:
 - c. Birth Order:
 - d. Birth County:
 - e. District/Region:
 - f. Guardian 1 SSN:
5. After updating the demographics, please select one of the follow buttons:
- a. Cancel: Cancel all changes and return to the student record.
 - b. Reset: Cancel all changes and stay on the demographic screen.
 - c. Save: Save all changes and return to the student record.

CREATING A NEW RECORD FOR A STUDENT NOT IN CHIRP

School Nurses may occasionally have to create a record for a student who is not already in CHIRP. To do so please follow the steps below:

The Patient Search screen appears automatically after making your school choice. Searching for a patient/student is pretty straightforward. Below are the steps:

1. From the left-hand menu click on Patient.
2. From the left-hand menu under Patient click on Search/Add.
3. Enter either the student's first name or first initial with wild card. Example: Enter Betty into the first name field. If you are unsure if the student spells their name "Betty" or "Bettie" then you would want to just enter "B" with the wild card character of '%' (not case sensitive) (i.e. B%).
4. Enter either the student's last name or last initial with wild card. Example: Enter Smith into the last name field. If you are unsure if the student spells their name "Smith" or "Smythe" then you would want to just enter "S" with the wild card character of '%' (not case sensitive) (i.e. S%).
5. Please note if you use a wild card in one name field, you must use it in both name fields.
6. Enter the student's date of birth. If you are unsure about the accuracy of the date of birth, then leave that field blank.
7. Click on the Run Search button.
8. If the individual does not appear on the list after the search then click on "*Check here if adding a new patient*" found under the ZIP CODE field.
9. The following fields are now required:
 - a. First Name: This is the legal first name of the child. Nicknames must be entered in the Alias First Name field only (available later on the next screen)
 - b. Last Name: This is the legal last name of the child. Other last names must be entered in the Alias Last Name field only (available later on the next screen)
 - c. Date of Birth: Legal data of birth of the individual
 - d. Guardian First Name: This is the first name of the parent or guardian of the individual.
 - e. Street: Either a P.O. Box or a street address must be added
 - f. ZIP Code: By completing ZIP Code then city and state will automatically populate
 - g. Phone Number: Is not a required field even though it appears to be required
10. Click the Search button
11. A pop-up box will appear that says "Before adding, check to make sure the patient you want to add is not listed in the Patient Search Results."
12. Click OK
13. Verify that the individual is not already in CHIRP
14. Click on Add Patient button
15. Now additional required fields appear on the new screen:
 - a. First Name: Auto completed from the New Patient Search screen. May not edit on this screen.
 - b. Last Name: Auto completed from the New Patient Search screen. May not edit on this screen.

- c. Race: Use the “down arrow” on the side of the box to select the appropriate race.
 - d. Date of Birth: Auto completed from the New Patient Search screen. May not edit on this screen.
 - e. VFC Status: While this field is required, it is locked for School Nurse Module.
 - f. Address: If mail delivery is to a street address, use the Street field. If mail delivery is to a P.O. Box address, then use the P.O. Box field with the option of a physical address field if you know it.
 - g. ZIP: If you complete ZIP then the city, state, and country should auto populate for you.
 - h. School: Auto completed from the school currently associated with the School Nurse. May not edit on this screen.
 - i. Guardian 1 First: Auto completed from the New Patient Search screen. May not edit on this screen.
16. The following fields are optional:
- a. Middle Name: This is the legal middle name of the individual.
 - b. Suffix: This is a drop down box accessed from the arrow to the right the field. Choices include JR, SR, I, II, III, IV, and V.
 - c. Alias First: This field is used to add a first name that the individual may use, but it is not their legal first name. Example: Legal First Name is Thomas, but the Alias First is Tommy. Legal First Name is Cleatus, but the Alias First is Rocky.
 - d. Alias Last: This field is used to add a last name that the individual may use, but it is not their legal last name.
 - e. Phone: Contact phone number for the individual is not a required field even though it appears to be.
17. The following fields are not used and should not be completed:
- a. SSN:
 - b. Birth File #:
 - c. Birth Order:
 - d. Birth County:
 - e. District/Region:
 - f. Guardian 1 SSN:
 - g. Association:
 - h. Medicaid Provider #:
18. After updating the demographics, please select one of the follow buttons:
- a. Cancel: Cancel all changes and return to the student record.
 - b. Reset: Cancel all changes and stay on the demographic screen.
 - c. Add Patient: Save all changes and return to the student record.

ADDING/REVIEWING VACCINATION RECORDS FOR INDIVIDUALS

School nurses may review and/or enter vaccination records for individual students. If you are unfamiliar with vaccination records or need assistance, the Indiana State Department of Health's Immunization Division offers various training classes. To learn more about training opportunities, please call the Immunization Division at (800) 701-0704. Follow the steps below to review and/or add immunization records to CHIRP:

1. You must first find the patient before you can access the immunization history.
2. On the left-hand menu click on Patient
3. On the left-hand menu under Patient click on Search/Add
4. Enter either the student's first name or first initial with wild card. Example: Enter Betty into the first name field. If you are unsure if the student spells their name "Betty" or "Bettie" then you would want to just enter "B" with the wild card character of '%' (not case sensitive) (i.e. B%).
5. Enter either the student's last name or last initial with wild card. Example: Enter Smith into the last name field. If you are unsure if the student spells their name "Smith" or "Smythe" then you would want to just enter "S" with the wild card character of '%' (not case sensitive) (i.e. S%).
6. Please note if you use a wild card in one name field, you must use it in both name fields.
7. Enter the student's date of birth. If you are unsure about the accuracy of the date of birth, then leave that field blank
8. Click on the Run Search button
9. A list of possible students appears below. Verify the correct patient/student and click on the arrow under the select column next to the patient/student.
10. The Patient Detail screen appears for the selected individual.
11. On the left-hand menu click on Vaccinations
12. On the left-hand menu under Vaccinations click on View/Add
13. To add vaccinations
 - a. Find the appropriate vaccine.
 - i. In the CHIRP Document Center is a document called "*Vaccine Trade Name to CHIRP Code Sheet*" which you may find helpful.
 - b. In a blank box on the same line as the appropriate vaccine type in the date of vaccination (mm/dd/yyyy). CHIRP will automatically put in date order after you click Add Historicals.
 - c. Continue on adding all dates as needed.
 - d. Click Add Historicals.

ADDING HISTORY OF VARICELLA

School nurses may need to add a history of varicella (chickenpox) for specific students. Follow the steps below to do so:

1. You must first find the patient before you can access the immunization history.
2. On the left-hand menu click on Patient
3. On the left-hand menu under Patient click on Search/Add
4. Enter either the student's first name or first initial with wild card. Example: Enter Betty into the first name field. If you are unsure if the student spells their name "Betty" or "Bettie" then you would want to just enter "B" with the wild card character of '%' (not case sensitive) (i.e. B%).
5. Enter either the student's last name or last initial with wild card. Example: Enter Smith into the last name field. If you are unsure if the student spells their name "Smith" or "Smythe" then you would want to just enter "S" with the wild card character of '%' (not case sensitive) (i.e. S%).
6. Please note if you use a wild card in one name field, you must use it in both name fields.
7. Enter the student's date of birth. If you are unsure about the accuracy of the date of birth, then leave that field blank
8. Click on the Run Search button
9. A list of possible students appears below. Verify the correct patient/student and click on the arrow under the select column next to the patient/student.
10. The Patient Detail screen appears for the selected individual.
11. On the left-hand menu click on Vaccinations
12. On the left-hand menu under Vaccinations click on View/Add
13. Verify that the word HISTORY does not already appear next to the Varicella vaccine name. If it does, it has already be noted in CHIRP and you are finished.
14. If it does not, scroll to down further till you see a button that reads "Add Chickenpox History".
15. Click this button and HISTORY will now appear next to the Varicella vaccine.



Information Maintained by the Office of Code Revision Indiana Legislative Services Agency
IC 16-38-5

Chapter 5. Immunization Data Registry

IC 16-38-5-1

Development of registry; purposes

Sec. 1. (a) The state department may develop and maintain an immunization data registry to collect, store, analyze, release, and report immunization data.

(b) Data in the immunization registry may be used only for the following purposes:

- (1) To assure that necessary immunizations are provided and overimmunization is avoided.
- (2) To assess immunization coverage rates.
- (3) To determine areas of underimmunization and other epidemiological research for disease control purposes.
- (4) To document that required immunizations have been provided as required for school or child care admission.
- (5) To accomplish other public health purposes as determined by the state department.

As added by P.L.231-1999, SEC.14. Amended by P.L.135-2003, SEC.1.

IC 16-38-5-2

Provision of immunization data to registry; exemption forms; written information on immunization registry

Sec. 2. (a) A provider, a physician's designee, or a pharmacist's designee may provide immunization data to the immunization data registry in a manner prescribed by the state department and for the purposes allowed under this chapter unless:

- (1) the patient; or
- (2) the patient's parent or guardian, if the patient is less than eighteen (18) years of age; has completed and filed with the provider, physician's designee, or pharmacist's designee a written immunization data exemption form.

(b) The state department shall create and provide copies of immunization data exemption forms to:

- (1) providers who are:
 - (A) licensed under IC 25; and
 - (B) authorized within the provider's scope of practice to administer immunizations; and
 - (2) individuals;
- who request the form.

(c) The state department shall distribute to providers, upon request, written information to be disseminated to patients that describes the immunization data registry. The written information must include the following:

- (1) That the provider may report immunization data to the immunization data registry.
- (2) That the patient or the patient's parent or guardian, if the patient is less than eighteen (18) years of age, has a right to

exempt disclosure of immunization data to the registry and may prevent disclosure by signing an immunization data exemption form.

- (3) That the patient or the patient's parent or guardian, if the patient is less than eighteen (18) years of age, may have the individual's information removed from the immunization data registry.

(4) Instructions on how to have the information removed.

As added by P.L.231-1999, SEC.14. Amended by P.L.135-2003, SEC.2; P.L.161-2009, SEC.1.

IC 16-38-5-3

Confidentiality of information; release of information; statistics; panel on expanding access

Sec. 3. (a) Records maintained as part of the immunization data registry are confidential.

(b) The state department may release an individual's confidential information to the individual or to the individual's parent or guardian if the individual is less than eighteen (18) years of age.

(c) Subject to subsection (d), the state department may release information in the immunization data registry concerning an individual to the following entities:

- (1) The immunization data registry of another state.
- (2) A provider or a provider's designee.
- (3) A local health department.
- (4) An elementary or secondary school that is attended by the individual.
- (5) A child care center that is licensed under IC 12-17.2-4 in which the individual is enrolled.
- (6) The office of Medicaid policy and planning or a contractor of the office of Medicaid policy and planning.
- (7) A child placing agency licensed under IC 31-27.
- (8) A college or university (as defined in IC 21-7-13-10) that is attended by the individual.

(d) Before immunization data may be released to an entity, the entity must enter into an agreement with the state department that provides that information that identifies a patient will not be released to any other person without the written consent of the patient.

(e) The state department may release summary statistics regarding information in the immunization data registry if the summary statistics do not reveal the identity of an individual.

(f) The state department shall convene a panel to discuss expanding access to the immunization data registry. The panel must include at least one (1) representative of an insurance organization and at least one (1) member of a health maintenance organization. The state department shall submit the recommendations of the panel to the legislative council by October 1, 2009, in an electronic format under IC 5-14-6.

As added by P.L.231-1999, SEC.14. Amended by P.L.135-2003, SEC.3; P.L.161-2009, SEC.2.

IC 16-38-5-4

Immunity for providing data; penalty

Sec. 4. (a) An entity described in section 3(c) of this chapter, the state department, or an agent of the state department who in good faith provides or receives immunization information is immune from civil and criminal liability for the following:

- (1) Providing information to the immunization data registry.
- (2) Using the immunization data registry information to verify that a patient or child has received proper immunizations.
- (3) Using the immunization data registry information to inform a patient or the child's parent or guardian:
 - (A) of the patient's or child's immunization status; or
 - (B) that an immunization is due according to recommended immunization schedules.

(b) A person who knowingly, intentionally, or recklessly discloses confidential information contained in the immunization data registry in violation of this chapter commits a Class A misdemeanor.

As added by P.L.135-2003, SEC.4. Amended by P.L.97-2004, SEC.66.