



## KSWebIZ User Security and Confidentiality Policy

The Kansas Immunization Information System (KSWebIZ) is a confidential computer system that collects and selectively discloses information to authorized persons about the identity, demographics, and vaccination history of persons in the State of Kansas.

The purpose of the Kansas Immunization Information System is to consolidate immunization information among health care professionals, assure adequate immunization levels, and to avoid unnecessary immunizations. Kansas Immunization Information System data is used to: monitor the immunization status of children and adults; assure compliance with state statutes immunization requirements for individuals; assess immunization practices employed by health care providers; identify geographic areas at high risk due to deficient immunization coverage; and document/assess vaccination coverage during disease outbreaks. This policy defines provisions under which the system operates.

Access is limited to individuals and entities that either provide immunization services or are required to ensure that persons are immunized. Patient specific information is only available to authorized users.

The privacy of participants and the confidentiality of information contained in the Kansas Immunization Information System shall be protected at all times by all authorized users.

Parents are notified of the Kansas Immunization Information System through their child's birth certificate registration, or through executing consent at their health care provider's office or their child's school. Consenting to have a record in the Kansas Immunization Information System means that personally identifiable information and data describing immunizations will be entered into the system and disclosed as permitted by law. Parents/guardians of children may "opt-out" of the Kansas Immunization Information System on behalf of their children/wards by requesting, in writing to KDHE, that the records be removed from the Kansas Immunization Information System, KSWebIZ.

All users of the Kansas Immunization Information System must sign the Kansas Immunization Information System (KSWebIZ) User Security and Confidentiality Agreement.

### **I Use of Kansas Immunization Information System Data**

- Authorized users may access the Kansas Immunization Information System, when necessary, to coordinate immunization services, assure adequate immunization, assess immunization coverage levels, confirm compliance with statutory and regulatory immunization requirements, control disease outbreaks, and compile statistics describing immunization status for groups of enrolled health plan clients.
- Users who access KSWebIZ shall comply with all the terms and conditions of the KSWebIZ User Security and Confidentiality Agreement and with all applicable state and federal laws, regulations and rules regarding use and disclosure of such information. User access level will be determined by the KDHE at the time of user enrollment.

- Health plans and researchers approved by KDHE may request access to Kansas Immunization Information System data for research and statistical purposes determined in accordance with all applicable state and federal laws, rules and regulations. Health plans and researchers approved by KDHE may view but only access records of patients for whom they are clinically or contractually responsible.
- Parents/guardians and individuals may access a child's immunization record through their health care provider, local county health department or the Kansas Department of Health and Environment.

## **II. Security Procedures**

- All enrolled individuals and entities shall maintain reasonable and appropriate administrative, technical, and physical safeguards to ensure the integrity and confidentiality of health information. Kansas Immunization Information System staff shall conduct periodic assessments of privacy and security policies.
- KDHE will maintain a file of authorized users. This file shall include at the minimum:
  - a. Name, address, contact information, and type of agency.
  - b. Original signed and dated confidentiality agreement for each authorized end user.
- Secondary dissemination to outside requestors is allowed only upon KDHE's approval and legitimate justification must be submitted. Data can only be aggregate information stripped of identifiers and must be in accordance with all applicable state and federal laws, regulations and rules that govern medical confidentiality and duty of parental notification.
- In the event that a user or KDHE discovers unauthorized dissemination of Kansas Immunization Information System data, the user or KDHE shall promptly notify the original provider(s) of said data if possible.

## **III. Record Retention Term**

- KDHE shall retain data provided to the Kansas Immunization Information System for as long as it is deemed necessary.