

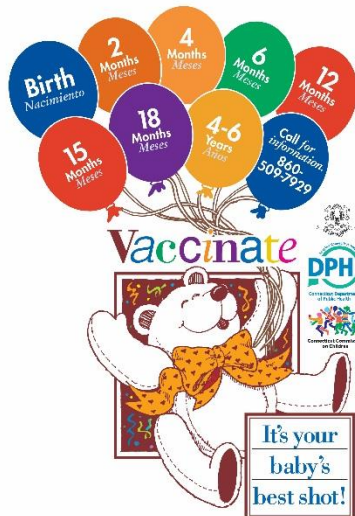


# Connecticut Immunization Registry and Tracking System

Release 3.3

## CIRTS User Manual

February 2017



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# Introduction

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## Welcome

Welcome to the Connecticut Immunization Registry and Tracking System (CIRTS).

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## Purpose

The goal of this manual is to provide you with a thorough understanding of the Connecticut Immunization Registry and Tracking System (CIRTS).

Upon successful completion of this training, you will be given a User ID and Password with authorization to use CIRTS.

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## Objectives

Upon completion of this manual, you will be able to:

- Log in and out of the CIRTS application
- Navigate through the CIRTS application
- Create, find, and modify immunization records
- Find and modify facility records
- Enter data in CIRTS Question Packages
- Work with CIRTS system tasks and concerns
- View, run, and print CIRTS reports
- Print Immunization Certificates
- Follow links to DPH and CDC resources such as immunization schedules, immunization practice recommendations, and vaccine information statements

## AGENDA

### Overview

The agenda for this guide is as follows:

Chapter	Purpose
<b>Chapter 1:</b> CIRTS System Overview	<ul style="list-style-type: none"> <li>• Explain the basic structure, purpose and benefits of the Maven Connecticut Immunization Registry and Tracking System (CIRTS)</li> <li>• Demonstrate the ability to Log In and Out of CIRTS</li> </ul>
<b>Chapter 2:</b> Searching	<ul style="list-style-type: none"> <li>• Demonstrate how to search for Immunization and Facility records based on specified selection criteria</li> </ul>
<b>Chapter 3:</b> Immunization Record Creation and Management	<ul style="list-style-type: none"> <li>• Demonstrate the ability to create and modify records</li> <li>• Explain deduplication</li> </ul>
<b>Chapter 4:</b> CIRTS System Environment	<ul style="list-style-type: none"> <li>• Identify the main parts of the CIRTS Splash screen and Dashboard and specify the purpose of each</li> </ul>
<b>Chapter 5:</b> Immunization Certificates, Forecast, and Summary	<ul style="list-style-type: none"> <li>• Demonstrate how to view and print an Official Immunization Certificate, Immunization Summary, and Immunization Forecast</li> </ul>
<b>Chapter 6:</b> Concerns	<ul style="list-style-type: none"> <li>• Explain how to view and update information for system-generated concerns</li> <li>• Explain how to enter user-generated concerns</li> </ul>
<b>Chapter 7:</b> Question Packages – General Operating Procedures	<ul style="list-style-type: none"> <li>• Explain the general operating procedures for CIRTS Pre-Defined Question Packages</li> </ul>
<b>Chapter 8:</b> Medical Home Question Package	<ul style="list-style-type: none"> <li>• Explain how to use and enter information in the Medical Home Question Package</li> </ul>
<b>Chapter 9:</b> Demographics Question Package	<ul style="list-style-type: none"> <li>• Explain how to use and enter information in the Demographics Question Package</li> </ul>
<b>Chapter 10:</b> CIRTS Consent Question Package	<ul style="list-style-type: none"> <li>• Explain how to use and enter information in the CIRTS Consent Question Package</li> </ul>
<b>Chapter 11:</b> Clinical Comments Question Package	<ul style="list-style-type: none"> <li>• Explain how to use and enter information in the Clinical Comments Question Package</li> </ul>
<b>Chapter 12:</b> Immunization Detailed History Question Package	<ul style="list-style-type: none"> <li>• Explain how to use and enter information in the Immunization Detailed History Question Package</li> </ul>
<b>Chapter 13:</b> Immunization Administration – Current Provider Question Package	<ul style="list-style-type: none"> <li>• Explain how to use and enter information in the Immunization Administration – Current Provider Question Package</li> </ul>



<b>Chapter 14:</b> Immunization Administration – Historical Provider Question Package	<ul style="list-style-type: none"><li>• Explain how to use and enter information in the Immunization Administration – Historical Provider Question Package</li></ul>
<b>Chapter 15:</b> Insurance Question Package	<ul style="list-style-type: none"><li>• Explain how to use and enter information in the Insurance Question Package</li></ul>
<b>Chapter 16:</b> Electronic Birth Certificate Download Question Package	<ul style="list-style-type: none"><li>• Explain how to use and enter information in the Electronic Birth Certificate Download Question Package</li></ul>
<b>Chapter 17:</b> Deleted Immunization History Question Package	<ul style="list-style-type: none"><li>• Explain how to use and enter information in the Deleted Immunization History Question Package</li></ul>
<b>Chapter 18:</b> Tasks	<ul style="list-style-type: none"><li>• Explain how to create, review and complete tasks</li></ul>
<b>Chapter 19:</b> Reports	<ul style="list-style-type: none"><li>• Explain how to view, print, and export CIRTS reports</li></ul>
<b>Chapter 20:</b> Workflows	<ul style="list-style-type: none"><li>• Demonstrate the importance and use of the Workflow Queues</li></ul>

# Chapter 1: Maven Connecticut Immunization Registry and Tracking System Overview

## OVERVIEW

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### Purpose

Explain the basic structure, purpose and benefits of the CIRTS system and demonstrate how to log into the CIRTS system.

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### Objectives

- User Groups and Permissions
  - Log into CIRTS
  - Log out of CIRTS
  - Understand how system passwords work
-

## CONNECTICUT IMMUNIZATION REGISTRY AND TRACKING SYSTEM (CIRTS) OVERVIEW

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The Connecticut Immunization Registry and Tracking System (CIRTS) is an electronic immunization tracking system that allows public health officials and medical providers to receive, manage, process, and analyze immunization-related data. Data from CIRTS can be extracted for the purposes of monitoring, reporting, and performing trend analysis.

CIRTS is based on Conduent Software's (a Xerox Company) Maven - a commercial-off-the-shelf (COTS), web-based business rules engine that has been modified for the Connecticut Department of Public Health. It provides interactive, automated information gathering and decision support processes for each record and is compatible with state and national IT standards. It also complies with the Centers for Disease Control and Prevention (CDC) Public Health Information Network (PHIN) published standards and National Vaccine Advisory Committee (NVAC) functional standards.

CIRTS allows secure communication and coordination between the Department of Public Health and medical providers. CIRTS is a secure environment that only displays the data someone needs and is authorized to see. CIRTS can:

- provide a reliable immunization history for any child, whether a new or continuing patient
- consolidate immunizations from all providers into one record
- determine immunizations due or overdue
- provide reminders and recalls for immunizations due or overdue
- generate official immunization records needed for school and day care entry
- generate immunization coverage reports
- provide current recommendations and information on new vaccines
- facilitate introduction of new vaccines or changes in the immunization schedule
- import and export immunization data electronically



CIRTS is HIPAA compliant.



The Maven software application has been designed and modified for use by several DPH programs. Although extensive modifications have been made to adapt it to meet CIRTS needs, you might still see some functionality that will not be used by CIRTS at this time.

## USER GROUPS AND PERMISSIONS

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Information entered into CIRTS is very sensitive, health-related material. System security is in accordance with established HIPAA standards. Users will be assigned a username and password that will provide access to the system. Each username is connected to one or more roles and one or more groups, which give access to specific system features. The roles and groups to which a user is assigned depend on their job function. Permissions, roles, and groups are described in detail below.

- **Permission:** Permissions in the CIRTS provide the ability within the system to perform certain actions, such as “add a new case” or “manage people and facilities”.
- **Role:** A group of permissions makes up a role. For example, one role is a Provider Site. This role has permissions such as “add a new case” or “edit immunizations given at own site”. The role of DPH Admin comes with additional permissions, such as the ability to manage people and facilities and run coverage reports. The Provider performs different job functions and therefore has a different set of permissions than a DPH Admin.
- **Group:** Users are members of groups based on the provider facility. Each provider facility may only see and/or modify those facility or immunization records that they have permissions to view and/or modify.



User must be assigned to both **DPH-EditAllPatientsGroup** and **DPH-ViewAllFacilityGroups** in addition to specific facility groups in order to view and modify immunization records.

## CIRTS ROLES

---

There are six roles in CIRTS:

- **DPH Super Administrator:** This is the highest level role. It has permissions to access all CIRTS functions and it is limited to DPH only. Users with this role can:
  1. Log into the CIRTS Administration application
  2. Modify all user accounts
  3. Create, modify, and delete immunization and facility records
  4. View, run, and print CIRTS reports
  5. Access CIRTS workflows
  6. Import and export records
  7. Create, modify, and assign tasks and concerns
  8. Deduplicate case records
  9. Access all CIRTS case functionality
  
- **DPH Administrator:** This role is granted to DPH Administrators. Users with this role can:
  1. Create and modify immunization and facility records
  2. View, run, and print CIRTS reports
  3. Import and export rosters
  4. Access all CIRTS case functionality
  5. Import and export records
  6. Create, modify, and assign tasks and concerns
  7. Deduplicate case records
  
- **DPH Staff:** Users with this role can:
  1. Create and modify immunization records
  2. View facility records
  3. View, run, and print CIRTS reports
  4. Create, modify, and assign tasks and concerns
  
- **Provider Site:** Users with this role can:
  1. Create and modify immunization records
  2. Modify the facility record for their assigned group
  3. View, run, and print CIRTS reports
  4. Create, modify, and assign tasks and concerns

- **Edit Facility:** Users with this role can:
  1. Create and modify immunization records
  2. Modify the facility record for their assigned group
  3. View, run, and print CIRTS reports
  4. Create, modify, and assign tasks and concerns



A Provider must be assigned to the both the **Edit Facility** role and the **Provider Site** role in order to create and modify immunization records.

- **Provider Site Read Only:** Users with this role can:
  1. View and print immunization records
  2. View, run, and print CIRTS reports

## LOGGING IN

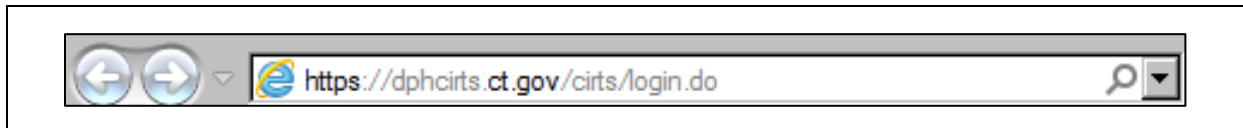
CIRTS is accessed through a web browser.



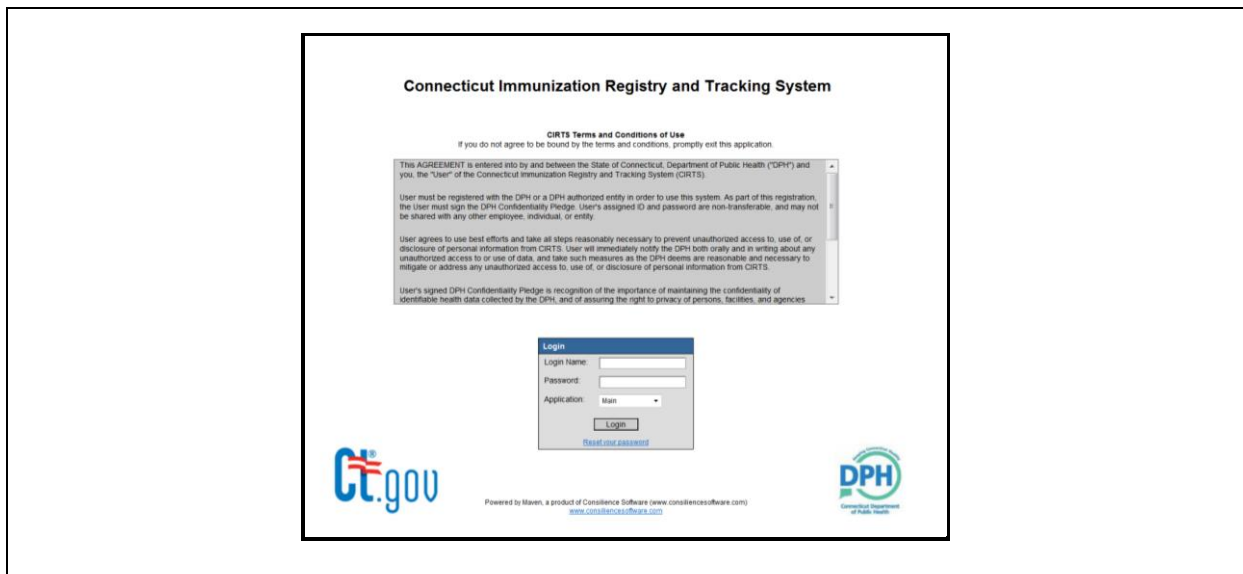
CIRTS is supported by the following web browsers: Internet Explorer (version 7.0 or greater), Google Chrome, and Mozilla Firefox. Chrome and Firefox might run faster than Internet Explorer.

### To log into CIRTS

1. Open an Internet browser and type the following URL:



2. Click the **Go** button or press the **Enter** key. The following Login screen will display:



3. Enter your assigned **Username** and **Password** in the appropriate text boxes.



**Caution:** Username and Password are case sensitive so be sure to enter them exactly as they were provided. For example, XYZ123 is not the same password as xyz123.

4. Click the **Login** button.

The CIRTS Splash screen will display. CIRTS will also revert to this Splash screen when no record is open (loaded).

## THE CIRTS SPLASH SCREEN

### Overview

The screenshot shows the CIRTS splash screen with the following sections and callouts:

- Dashboard:** A toolbar at the top left containing various icons for navigation and actions.
- Alerts & Notifications:** A section on the left displaying alerts and notifications, including a list of children with certain medical conditions.
- Workflows:** A section on the left showing workflow queues and tasks.
- Tasks:** A section on the left displaying a list of tasks with columns for Type, Priority, Name, and Record Type.
- Recent Records:** A section on the left showing a list of recent records with columns for CIRTS ID, Name, and Record Type.
- Home Button:** A button at the top right for returning to the splash screen.
- Case ID Search:** A search box at the top right for finding records by Case ID.
- Edit Profile/Logout:** A button at the top right for user profile management.
- General Information:** A section on the right providing an overview of the system's functionality.
- Alerts:** A section on the right displaying active recalls and alerts.
- Resources & Support:** A section on the right providing links to various resources and support materials.

The CIRTS Splash screen is divided into several separate areas:

1. **Dashboard:** contains icons that perform the majority of the functions within the application. Depending on a user's role, the number of icons in the toolbar may vary
2. **Home Button:** returns to the CIRTS Splash screen
3. **Case ID Search:** used to find and open a specific CIRTS record based on the CIRTS ID
4. **Edit Profile/Logout:** displays the commands to change User Profile/password and to Logout of CIRTS
5. **Alerts & Notifications:** will display only if CIRTS has active alerts or notifications and provides information regarding active news alerts
6. **Workflows:** displays Workflow queues with summary information and links to the displayed queues
7. **Tasks:** displays a list of tasks assigned to the user with summary information and links to the displayed tasks
8. **Recent Records:** displays the last five records accessed
9. **General Information:** provides an overview of CIRTS functionality



10. **Alerts:** provides Alert information regarding active recalls/shortages of vaccines and news alerts
11. **Resources & Support Info:** contains Help Desk contact information for CIRTS system support and problem reporting; also contains links to helpful information such as Immunization Schedules and Vaccine Information Statements

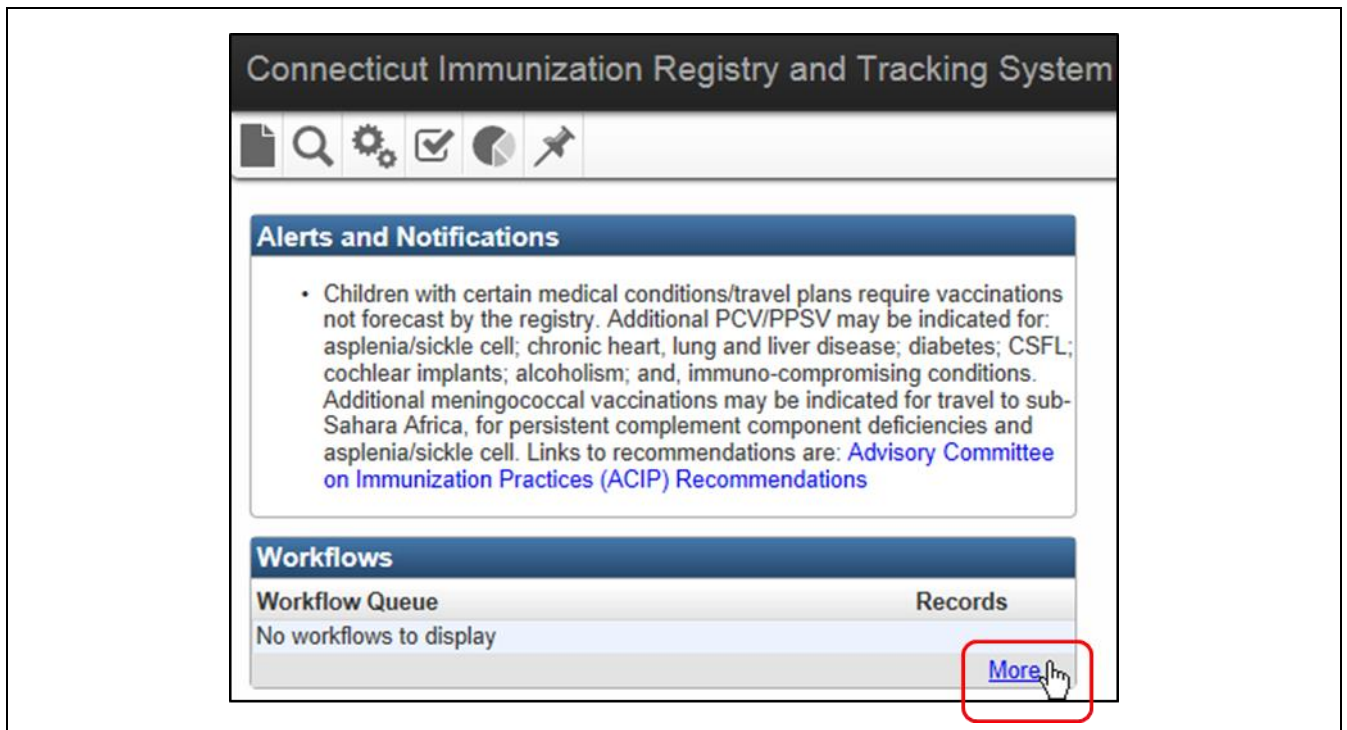
## SPLASH SCREEN NAVIGATION

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The Splash screen has a toolbar that provides tools to create new records, search for existing records, access workflows and tasks, open reports, and find recent records accessed. The Splash screen also provides links to Workflow Queues, Tasks, and helpful links.

### Workflows queues

1. Click the **More** link to display the Workflow Queues for Provider Sites.



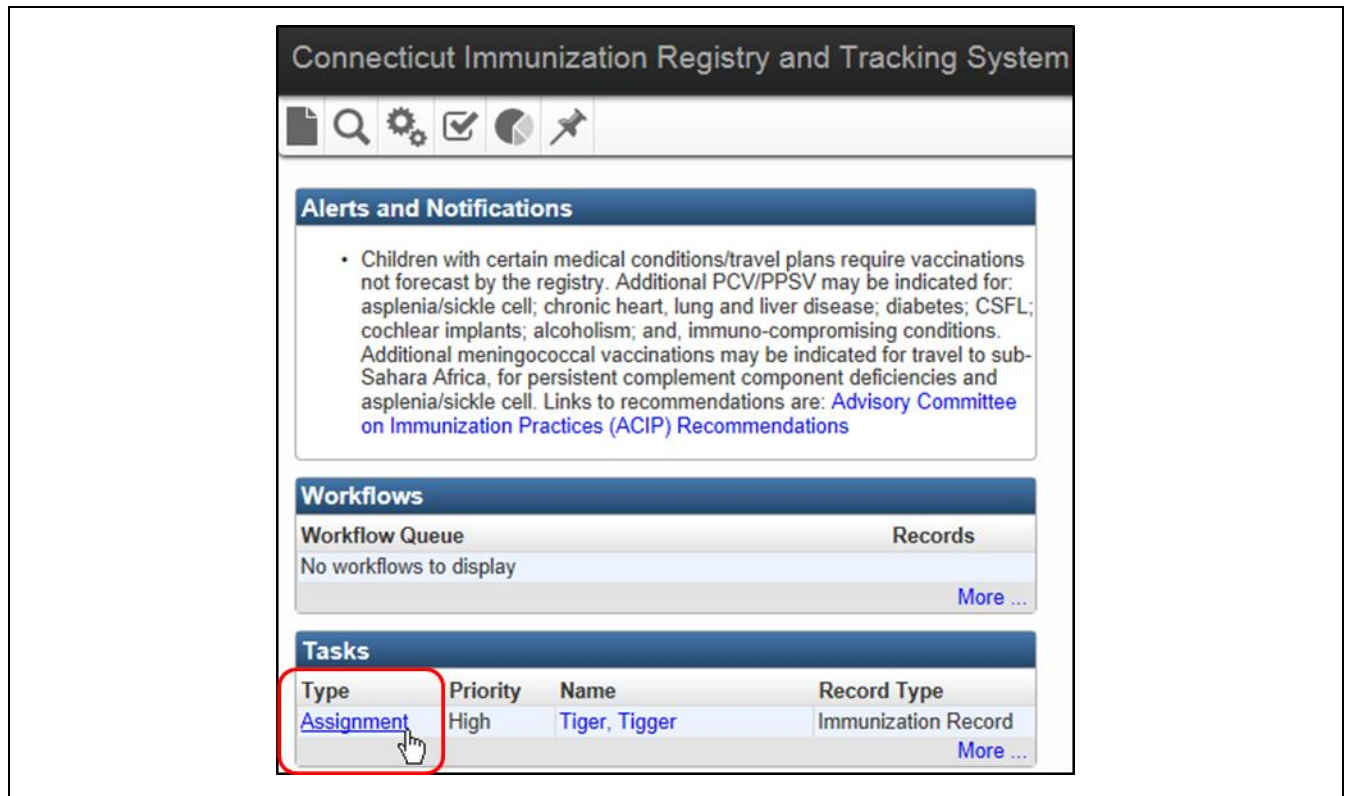
2. Refer to the instructions in Chapter 20 (Workflows) of this guide for complete instructions on using Workflows.

### Tasks

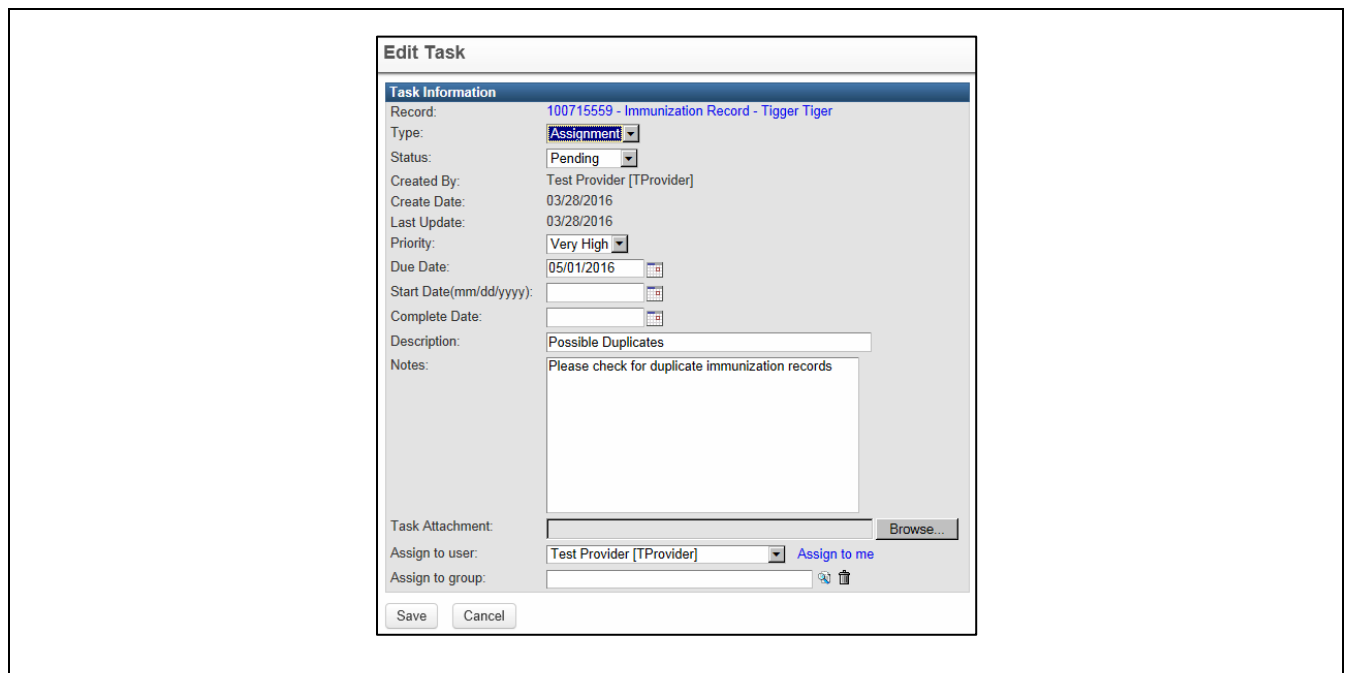
Tasks can be assigned to a specific record or they can be non record-specific.

To display a task:

1. In the Tasks list, click the link for the appropriate task.



The Task Information screen for the selected task will display.



- Refer to the instructions in Chapter 18 (Tasks) of this guide for complete information on using tasks.

## Alerts

The Alerts area of the Splash screen provides information about active recalls/shortages of vaccines and news alerts.

**Alerts and Notifications**

- Children with certain medical conditions/travel plans require vaccinations not forecast by the registry. Additional PCV/PPSV may be indicated for: asplenia/sickle cell; chronic heart, lung and liver disease; diabetes; CSFL; cochlear implants; alcoholism; and, immuno-compromising conditions. Additional meningococcal vaccinations may be indicated for travel to sub-Saharan Africa, for persistent complement component deficiencies and asplenia/sickle cell. Links to recommendations are: [Advisory Committee on Immunization Practices \(ACIP\) Recommendations](#)

## Resources and Support

The Resources & Support area contains Help Desk contact information for CIRTS system support and problem reporting; it also contains links to helpful information such as Immunization Schedules and Vaccine Information Statements

**Resources & Support**

**Department of Public Health, Immunization Program**  
**Phone: 860-509-7929**  
**Fax: 860-509-8370**  
**Email: [DPH.CIRTS@ct.gov](mailto:DPH.CIRTS@ct.gov) (preferred contact method)**  
 In your email "subject line" please specify if you have a login issue, username issue, provider update, EHR question, etc.  
**Monday through Friday 8:00 a.m. to 4:30 p.m.**

**Helpful Links**

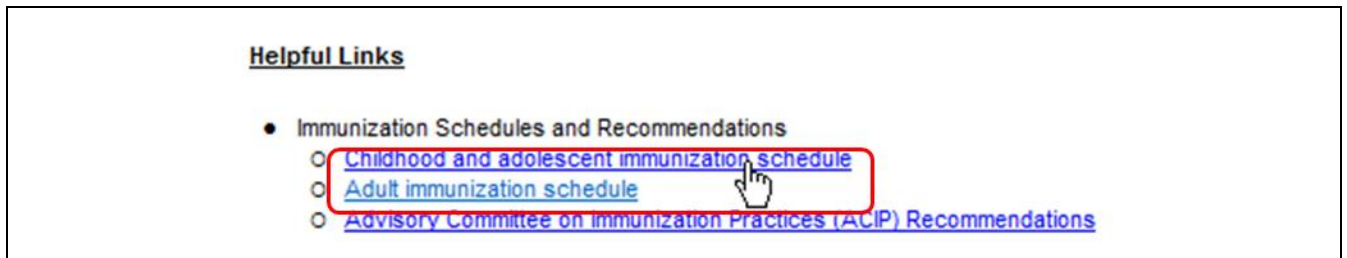
- Immunization Schedules and Recommendations
  - [Childhood and adolescent immunization schedule](#)
  - [Adult immunization schedule](#)
  - [Advisory Committee on Immunization Practices \(ACIP\) Recommendations](#)
- Vaccine Information Statements (VISs)
  - [Vaccine Information Statements](#)
  - [Vaccine Information Statements in foreign languages](#)
- Reporting Vaccine Errors and Adverse Reactions
  - [Vaccine Adverse Event Reporting System \(VAERS\)](#)
  - [Institute for Safe Medication Practices \(for reporting errors\)](#)
- Other Resources
  - [CIRTS FAQs and Provider User Guide](#)
  - [CT Department of Public Health, Immunization Program](#)
  - [CDC's National Center for Immunization and Respiratory Diseases](#)
  - [CDC Vaccine Safety web page](#)
  - [Travelers' Health web page](#)

The current links in the resources & Support area include:

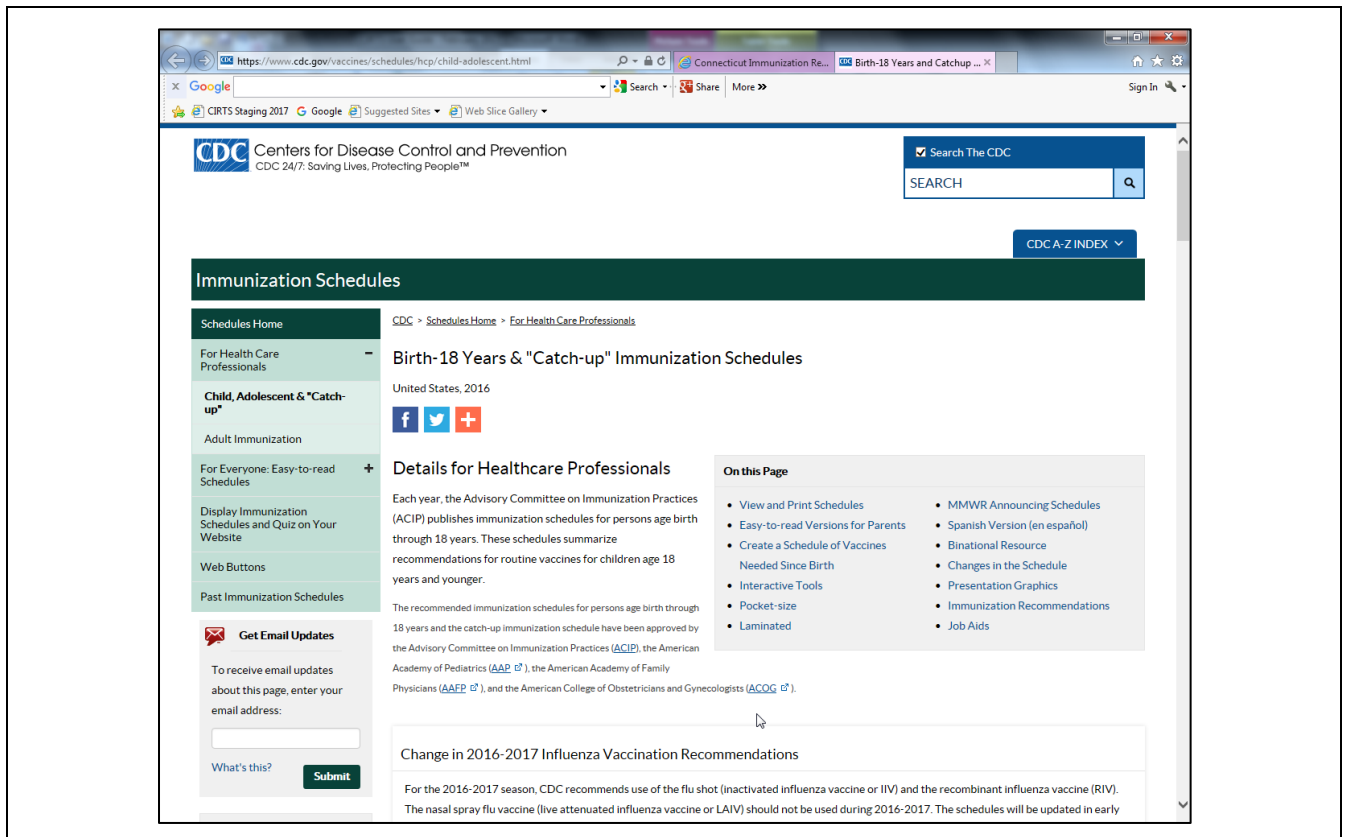
- Immunization Schedules & Recommendations
- Vaccine Information Statements (VISs)
- Reporting Vaccine Errors and Adverse Reactions
- Other Resources (CDC sites, etc.)

### To open a link

1. Point to one of the links with your mouse and click.



The selected site will open in its own new window.



2. When the selected site is closed, you will be returned to the CIRTS Splash screen.

## LOGGING OUT

Because of the sensitive nature of the data in CIRTS, each user should exercise care when using the system. The CIRTS system is only as secure as the person using it. Therefore:

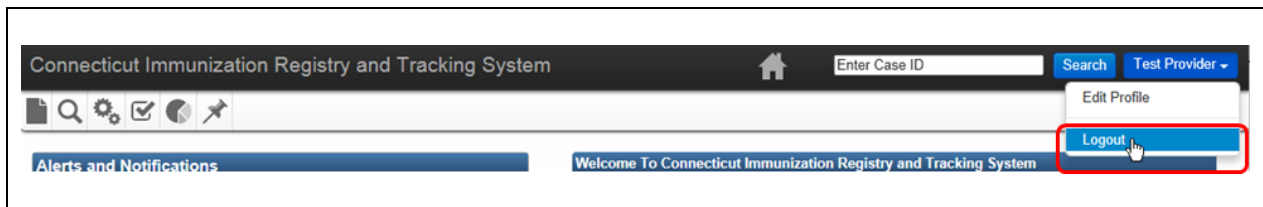
- Never share a password or use another user's password or login name
- Always log out of the system whenever you leave your computer

### To log out of CIRTS

1. Click the **Edit Profile/Logout** button in the upper right corner of either the CIRTS Splash screen or the CIRTS Main screen.

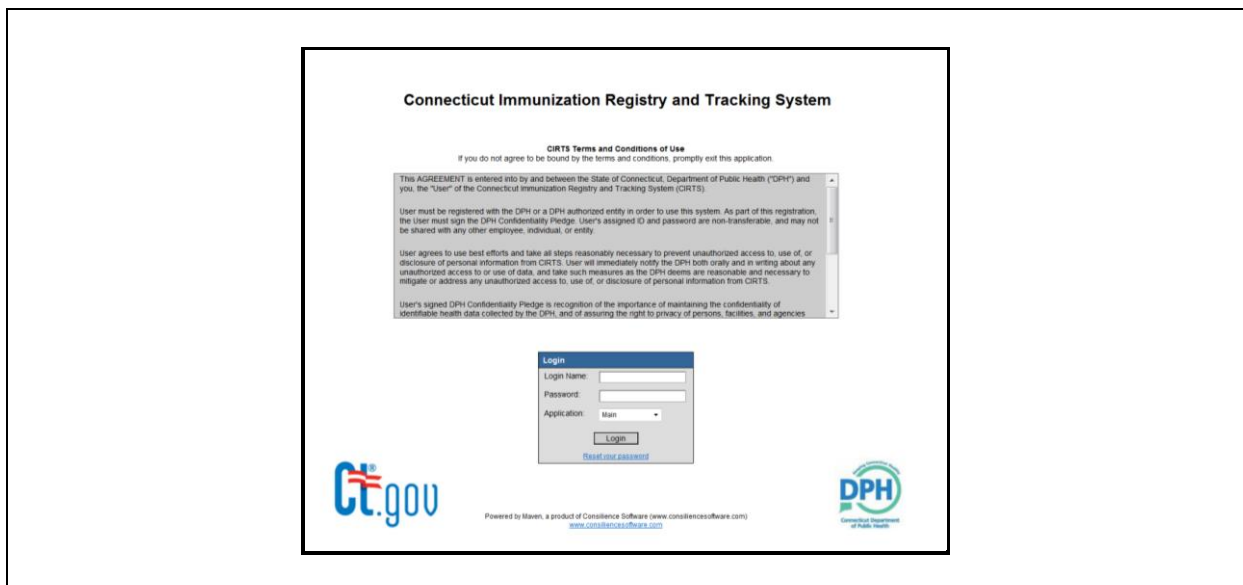


The dropdown list will display.



2. Select **Logout** from the dropdown list.

This action will end the Maven CIRTS session and return to the CIRTS Login screen.



## OPERATING IN THE MAVEN CIRTS ENVIRONMENT

---

While CIRTS is a very intuitive environment, there are a few general operating rules that a user must know to use the system efficiently and avoid problems

- Always use the command buttons and links provided by CIRTS
- Use the Tab key or the mouse to navigate between data fields
- **Do not** use the Enter key to navigate between data fields
- **Do not** use the web Browser's Back button
- CIRTS will time-out after thirty minutes of inactivity

## SYSTEM PASSWORDS & USER INFORMATION

**CIRTS Passwords expire every 60 days.** You will receive an email at 5 days before it expires and again at 1 day before it expires reminding you to change your password.

A user can unsuccessfully attempt to login to CIRTS a maximum number of three times before being locked out of the system. Once locked out, the user must contact a CIRTS System Administrator (DPH.cirts@ct.gov) to reset the password and regain access to the system

Users can change a password themselves at any time as long as the account has not been locked out.

CIRTS requires users to establish “Strong” passwords with the following requirements:

- Must be at least 9 characters in length
- Must contain at least one number
- Must contain at least one lower case letter
- Must contain at least one upper case letter
- Must contain at least one symbol
- Cannot be a previously used password



**Important:** Passwords are case-sensitive. For example, XYZ123 is not the same password as xyz123.



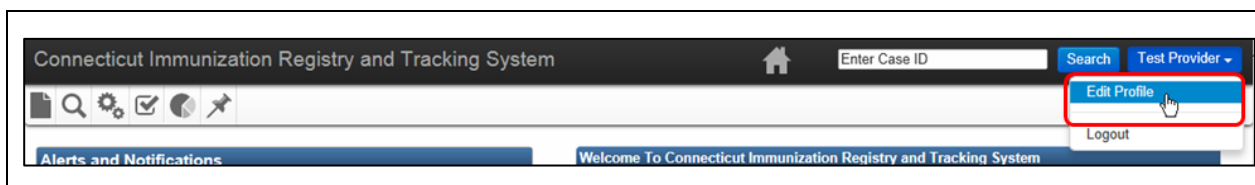
The first time you log in, you must set up your security question and change your password. If your security question is not set up, you cannot reset your own password.

### To change a password before it expires

1. Click the **Edit Profile/Logout** button in the upper right corner of either the CIRTS Splash screen or the CIRTS Main screen.



The dropdown list will display.





2. Select **Edit Profile** from the dropdown list.

The Edit User Information screen will display.

### Edit User Information

---

**User Information**

First Name: <input type="text" value="Test"/>	Last Name: <input type="text" value="Provider"/>
Middle Name: <input type="text"/>	
Title: <input type="text"/>	Gender: <input type="text" value="Male"/>
Email: <input type="text"/>	Secondary Email: <input type="text"/>
Supervisor: <input type="text"/>	
Time Zone: <input type="text"/>	Accessibility Mode: <input type="checkbox"/>

---

**Login Credentials**

Username: <input type="text" value="TProvider"/>	Please fill out password fields only if you want to change your password
Password: <input type="text"/>	Confirm Password: <input type="text"/>
Please fill out only if you want to change the security question or answer	
Security Question: <input type="text"/>	
Security Answer: <input type="text"/>	Confirm Security Answer: <input type="text"/>

---

**Contact Information**

Street 1: <input type="text"/>	
Street 2: <input type="text"/>	
City: <input type="text"/>	State: <input type="text" value="CT"/>
Zip Code: <input type="text"/>	Country: <input type="text" value="USA"/>
Home Phone: <input type="text"/>	Work Phone: <input type="text"/>
Cell Phone: <input type="text"/>	Pager: <input type="text"/>
Fax: <input type="text"/>	

3. Enter a new **Password**.
4. Enter the same password information in **Confirm Password**.
5. Click the **Save** button to complete the process.

If the new **Password** and the **Confirm Password** fields do not match, the following error message will display and the information will have to be re-entered.

### Edit User Information

---

**Please correct the indicated errors before proceeding:**

- Passwords do not match

6. Logout of CIRTS and then login with the new password to verify that it works.



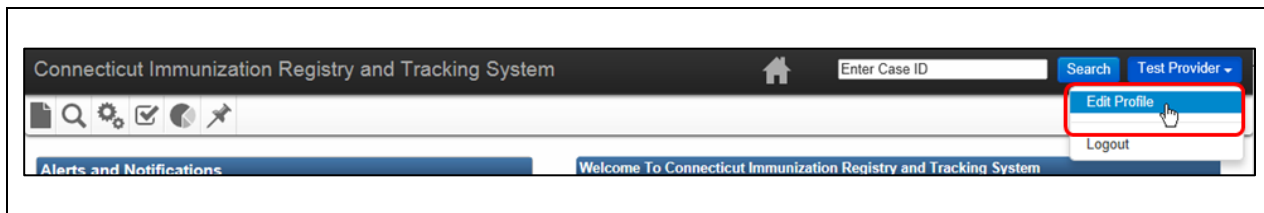
If the password has already expired, the user will have one opportunity to login with the old password. At the time of that login, the system will force the user to change the password.

### To change Contact Information

1. Click the **Edit Profile/Logout** button in the upper right corner of either the CIRTS Splash screen or the CIRTS Main screen.



The dropdown list will display.



2. Select **Edit Profile** from the dropdown list.

The Edit User Information screen will display.

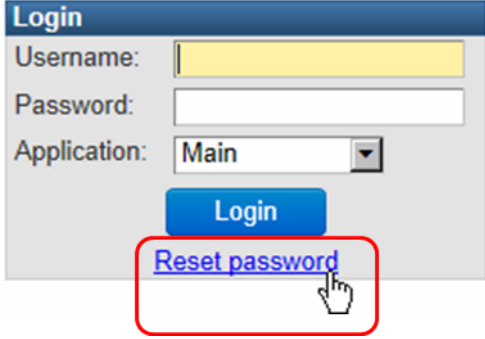
#### Edit User Information

User Information			
First Name:	<input type="text" value="Test"/>	Last Name:	<input type="text" value="Provider"/>
Middle Name:	<input type="text"/>	Gender:	<input type="text" value="Male"/>
Title:	<input type="text"/>	Secondary Email:	<input type="text"/>
Email:	<input type="text"/>	Supervisor:	<input type="text"/>
Supervisor:	<input type="text"/>	Time Zone:	<input type="text"/>
Accessibility Mode:	<input type="checkbox"/>		
Login Credentials			
Username:	<input type="text" value="TProvider"/>	Please fill out password fields only if you want to change your password	
Password:	<input type="text"/>	Confirm Password:	<input type="text"/>
Please fill out only if you want to change the security question or answer			
Security Question:	<input type="text"/>	Confirm Security Answer:	<input type="text"/>
Security Answer:	<input type="text"/>		
Contact Information			
Street 1:	<input type="text"/>	State:	<input type="text" value="CT"/>
Street 2:	<input type="text"/>	Country:	<input type="text" value="USA"/>
City:	<input type="text"/>	Work Phone:	<input type="text"/>
Zip Code:	<input type="text"/>	Pager:	<input type="text"/>
Home Phone:	<input type="text"/>		
Cell Phone:	<input type="text"/>		
Fax:	<input type="text"/>		

3. Enter the appropriate information (Street, City, etc.) in the **Contact Information** section.
4. Click the **Save** button to complete the process.

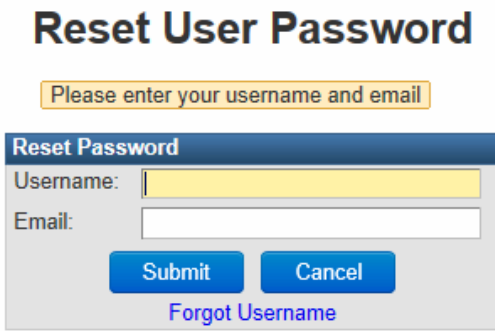
**If you forget your Username**

1. In the CIRTS login screen, click the **Reset password** link.



The screenshot shows the CIRTS login interface. It includes a blue header with the word "Login". Below the header are three input fields: "Username:" (highlighted in yellow), "Password:" (white), and "Application:" (a dropdown menu with "Main" selected). Below these fields are two blue buttons: "Login" and "Reset password". The "Reset password" link is highlighted with a red rectangular box, and a mouse cursor is pointing at it.

The Reset User Password screen will display.



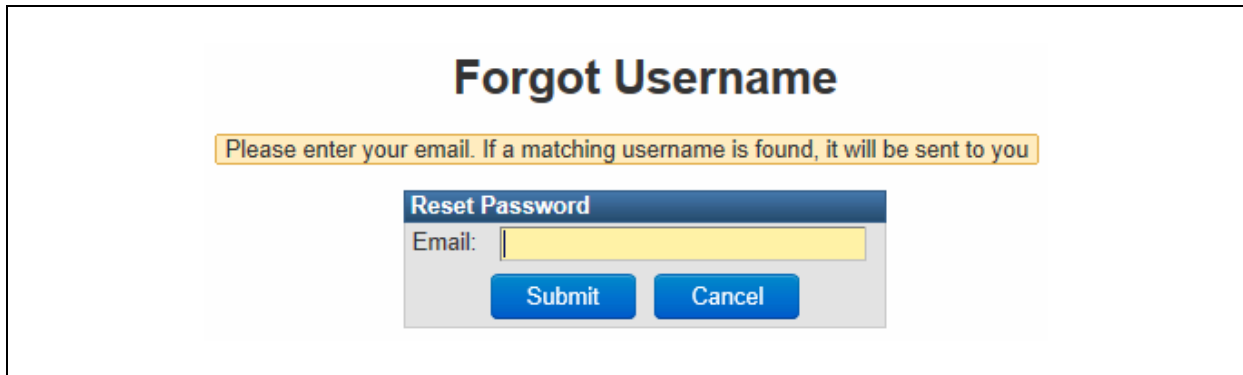
The screenshot shows the "Reset User Password" screen. At the top, the title "Reset User Password" is displayed in large, bold, black font. Below the title is a yellow box containing the text "Please enter your username and email". Underneath this is a blue header with the text "Reset Password". Below the header are two input fields: "Username:" (highlighted in yellow) and "Email:" (white). At the bottom of the form are two blue buttons: "Submit" and "Cancel". Below the buttons is a blue link labeled "Forgot Username".

2. Click the **Forgot Username** link.



This screenshot is identical to the previous one, showing the "Reset User Password" screen. However, the "Forgot Username" link at the bottom is now highlighted with a red rectangular box, and a mouse cursor is pointing at it.

The Forgot Username screen will display.



**Forgot Username**

Please enter your email. If a matching username is found, it will be sent to you

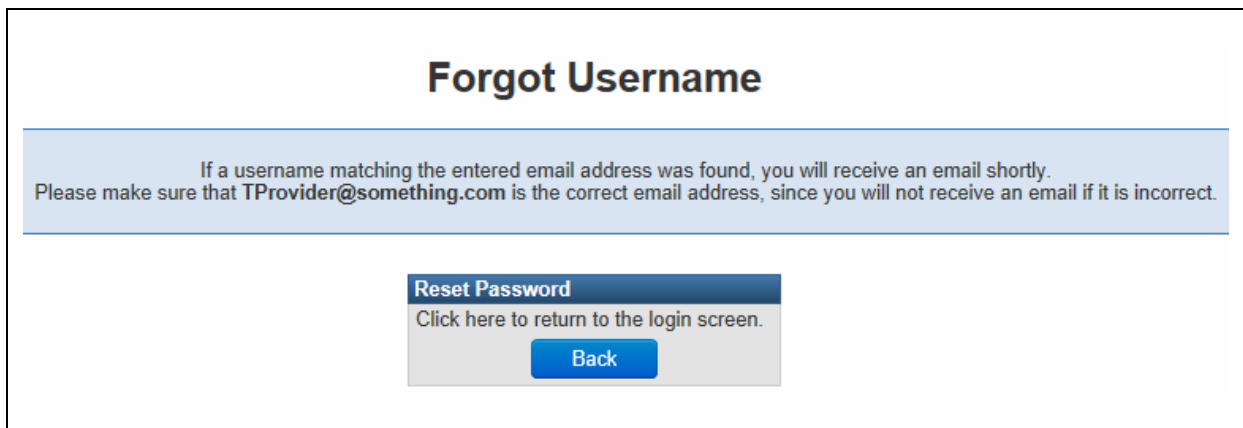
**Reset Password**

Email:

[Submit](#) [Cancel](#)

3. Enter the **Email** address that was entered in your CIRTS Contact Information.
4. Click the **Submit** button.

The Forgot Username screen will display with a message indicating that you will receive an email if the submitted address is correct.



**Forgot Username**

If a username matching the entered email address was found, you will receive an email shortly. Please make sure that TProvider@something.com is the correct email address, since you will not receive an email if it is incorrect.

**Reset Password**

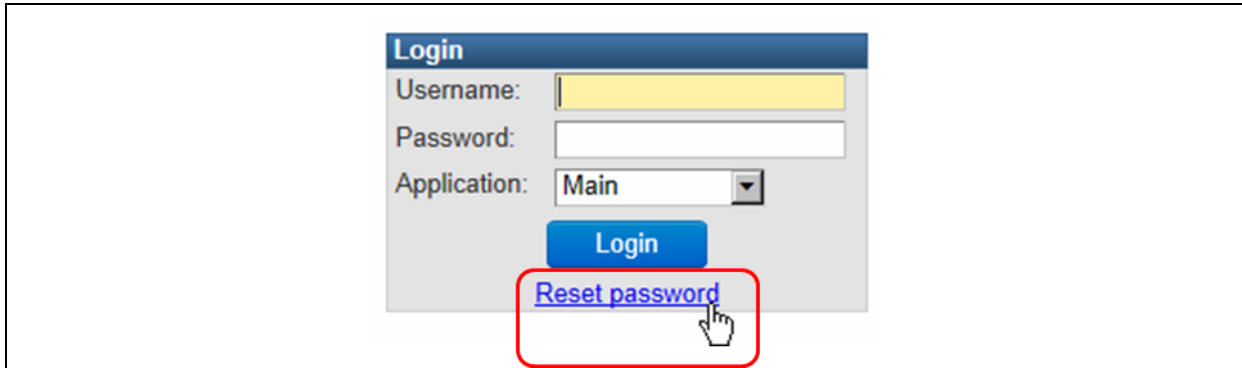
Click here to return to the login screen.

[Back](#)

5. Click the **Back** button to return to the CIRTS login screen.
6. Check your email for the CIRTS email containing your Username.

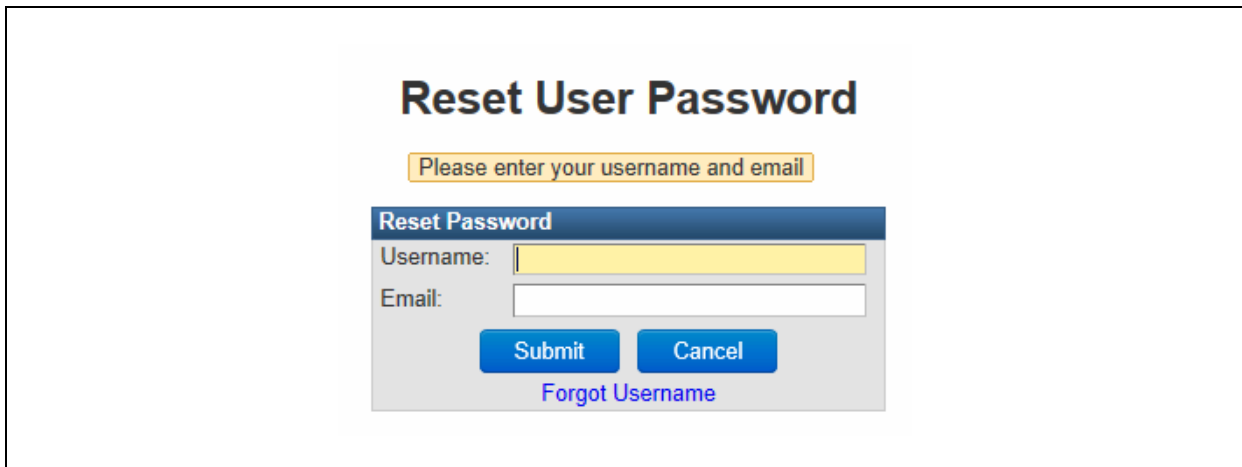
**If you forget your Password before it expires**

1. In the CIRTS login screen, click the **Reset password** link.



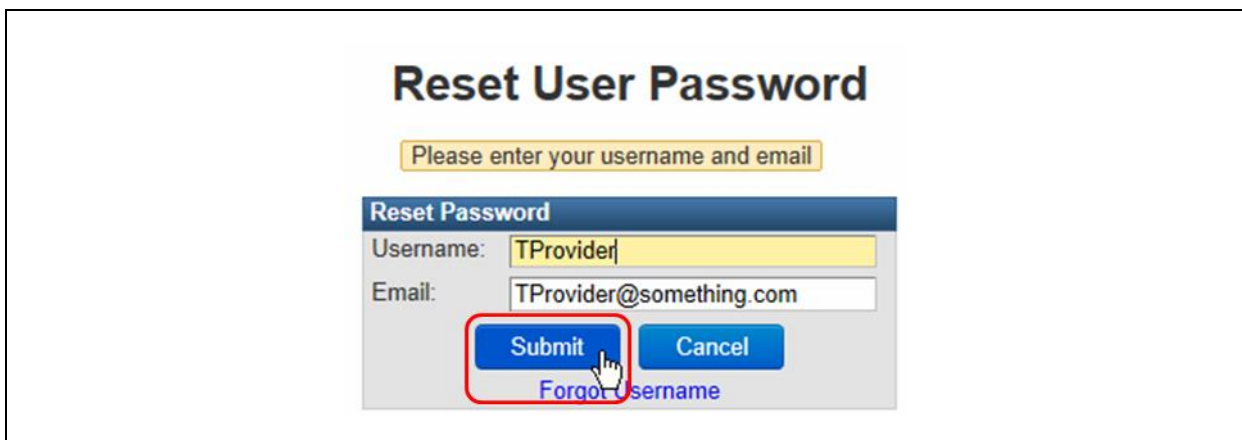
The screenshot shows the CIRTS login interface. It features a blue header with the word "Login". Below the header are three input fields: "Username:" (with a yellow background), "Password:" (with a white background), and "Application:" (with a dropdown menu set to "Main"). Below these fields is a blue "Login" button. Underneath the "Login" button is a blue link labeled "Reset password", which is enclosed in a red rectangular box. A mouse cursor is positioned over the "Reset password" link.

The Reset User Password screen will display.



The screenshot displays the "Reset User Password" screen. At the top, the title "Reset User Password" is centered. Below the title is a yellow message box that says "Please enter your username and email". Underneath this is a form titled "Reset Password" with a blue header. The form contains two input fields: "Username:" (with a yellow background) and "Email:" (with a white background). Below the input fields are two blue buttons: "Submit" and "Cancel". At the bottom of the form is a blue link labeled "Forgot Username".

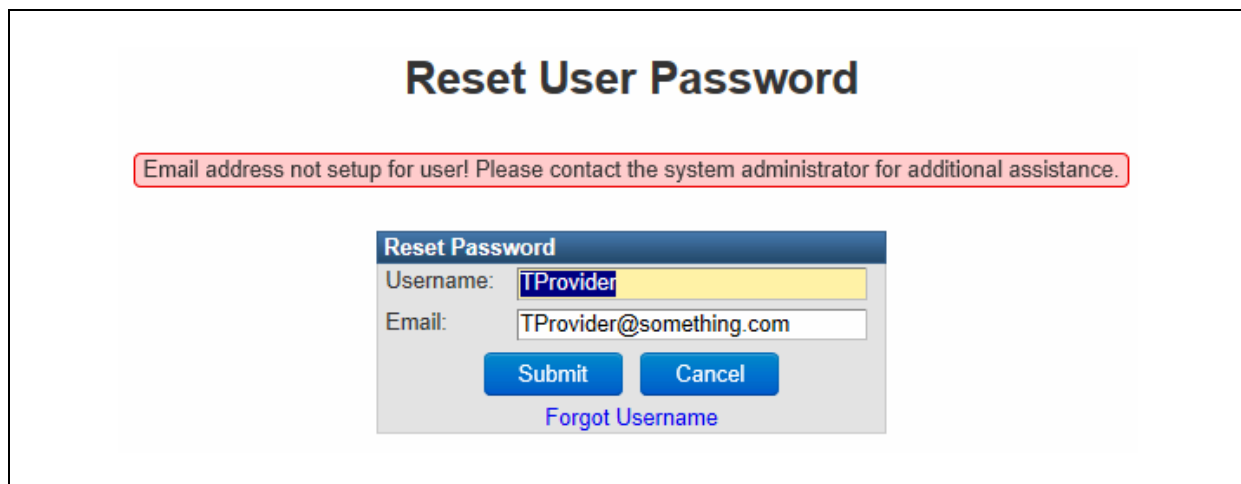
2. Enter your **Username** and the **Email** address that was entered in your CIRTS Contact Information.



This screenshot shows the "Reset User Password" screen with the "Submit" button highlighted. The form fields are now populated: the "Username:" field contains "TProvider" and the "Email:" field contains "TProvider@something.com". The "Submit" button is enclosed in a red rectangular box, and a mouse cursor is pointing at it. The "Forgot Username" link remains visible at the bottom of the form.

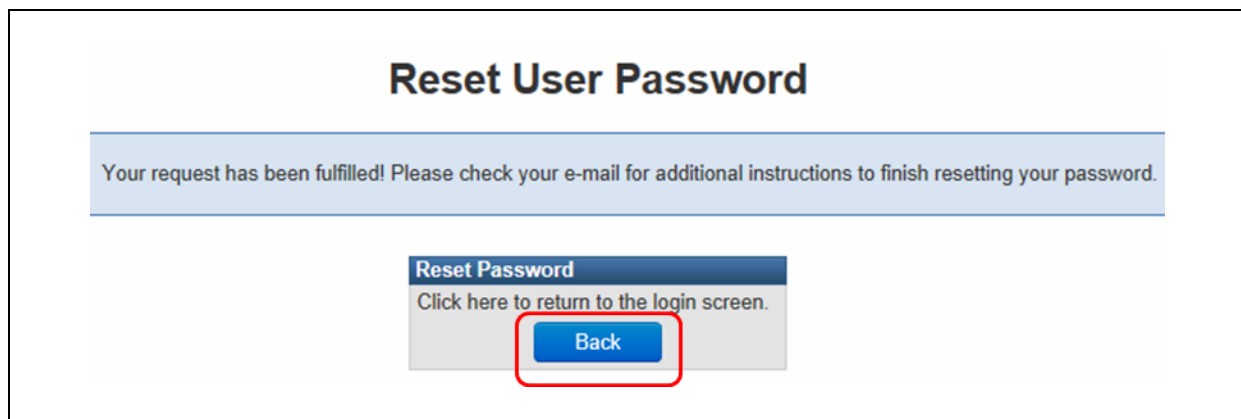
3. Click the **Submit** button.

If CIRTS does not find matching information for the Username and email address, an error message will display and you will have to correct the information and re-submit.



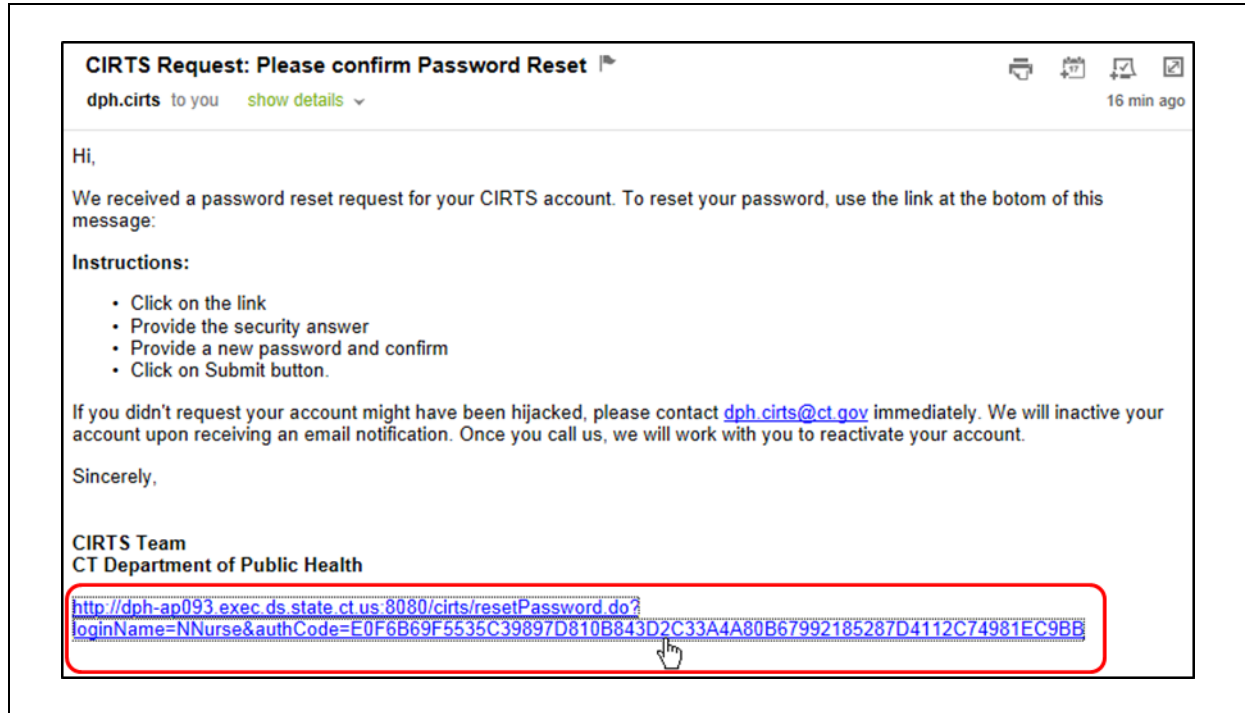
The screenshot shows a web form titled "Reset User Password". At the top, a red-bordered error message reads: "Email address not setup for user! Please contact the system administrator for additional assistance." Below the message is the form itself, which has a blue header with the title "Reset Password". The form contains two input fields: "Username:" with the value "TProvider" and "Email:" with the value "TProvider@something.com". Below the fields are two blue buttons: "Submit" and "Cancel". At the bottom of the form is a blue link labeled "Forgot Username".

If CIRTS does find the matching information for the Username and email address, a confirmation message will display.



The screenshot shows the same "Reset User Password" form. A blue-bordered confirmation message at the top reads: "Your request has been fulfilled! Please check your e-mail for additional instructions to finish resetting your password." Below the message is a smaller version of the form with a blue header "Reset Password" and the text "Click here to return to the login screen." A blue button labeled "Back" is highlighted with a red border.

4. Click the **Back** button to return to the CIRTS login screen.
5. Check your email for the CIRTS email.
6. Click the **link** in that email that brings you back to CIRTS.



The Reset User Password screen will display.

## Reset User Password

Reset Password	
Username:	NNurse
Security Question:	What was your first pet's name?
Security Answer:	<input type="text"/>
New Password:	<input type="text"/>
Confirm Password:	<input type="text"/>

7. Enter the **Security Answer** to your **Security Question**.
8. Enter a new **Password** and **Confirm Password**.
9. Click the **Submit** button.

If you answer the **Security Question** correctly, a confirmation message will display and you will receive a confirmation email.



10. Click the **Back** button to return to the CIRTS login screen.

If you answer the **Security Question** incorrectly, you will have three opportunities to provide the valid answer. After three tries, you will receive the following message: "Number of failures too great! Please try again later, or contact the system administrator for additional assistance."



**Remember:** Passwords are case-sensitive. For example, XYZ123 is not the same password as xyz123.



Only CIRTS System Administrators can reset system passwords that have been locked. A user will be locked out after three unsuccessful attempts to login. Provider Site users must contact the [DPH.cirts@ct.gov](mailto:DPH.cirts@ct.gov) to resolve any password or account problems.



## Chapter 2: Searching in the CIRTS Application

### OVERVIEW

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#### Purpose

Explain how to search for an existing Immunization or Facility record

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#### Objectives

- Enter Search criteria
  - Search Recent Records
  - Use Wildcard searches
- 



Before creating an immunization record (only DPH Administrators can create facility records), users should always perform a thorough search to see if the record has already been entered into the CIRTS system. This will help prevent duplicate information in the system and help ensure the integrity of the data.

## SEARCHING

Often it is necessary to view an existing record for informational purposes or to find an existing record to add or change information.

### To search for an existing record

1. Click the **Search Case** button (the magnifying glass icon) on CIRTS Dashboard toolbar.



The Search Case screen will display.

### Search Case

**Search Criteria**

Last Name:

First Name:

Birth Date(mm/dd/yyyy):

Gender:

Alias:

Mother's Maiden Name:

Street:

City:

State:

Zip Code:

Record Type: 

Facility  
Immunization Record

Mother's First Name:

Mother's Last Name:

Home Phone:

Cell Phone:

Site ID:

VTrcks PIN:

**Sort Options**

Sort By:

Sort Order:

**Search Options**

Search History:

Search Soundex:

**Search Results**

CIRTS ID	Name	Birth Date(mm/dd/yyyy)	Record Type	Status	Create Date	Report ID
No search done						

Showing 0 to 0 of 0 entries

2. Select either **Facility** or **Immunization Record** from the **Record Type** list box. *If you do not select a Record Type, your search will return no results – you will receive an error message above the Search Results table.*

**Search Case**

**Search Criteria**

Last Name:

First Name:

Birth Date(mm/dd/yyyy):

(Inexact)

Gender:

Alias:

Mother's Maiden Name:

Street:

City:

State:

Zip Code:

Record Type:

Mother's First Name:

Mother's Last Name:

Home Phone:

Cell Phone:

Site ID:

VTrcks PIN:

**Sort Options**

Sort By:

Sort Order:

**Search Options**

Search History:

Search Soundex:

**Search Results**

Please correct the indicated errors before proceeding:

- No product is selected. Please select a product first

CIRTS ID	Name	Birth Date(mm/dd/yyyy)	Record Type	Status	Create Date	Report ID
No results found						

Showing 0 to 0 of 0 entries

The Search Case screen will change based on the selected record type.

**Search Screen for an Immunization record**

**Search Case**

**Search Criteria**

Last Name:

First Name:

Birth Date(mm/dd/yyyy):

(Inexact)

Gender:

Alias:

Mother's Maiden Name:

Street:

City:

State:

Zip Code:

Record Type:

Mother's First Name:

Mother's Last Name:

Home Phone:

Cell Phone:

**Sort Options**

Sort By:

Sort Order:

**Search Options**

Search History:

Search Soundex:

**Search Results**

CIRTS ID	Name	Birth Date(mm/dd/yyyy)	Status	Report ID	City	Mother's Maiden Name
No search done						

Showing 0 to 0 of 0 entries

**Search Screen for a Facility record**

The screenshot shows the 'Search Case' interface. On the left, under 'Search Criteria', there are input fields for Name, Street, City, State, Zip Code, Site ID, and VTrcks PIN. The 'Record Type' dropdown is set to 'Facility' and is highlighted with a red box. Below these are 'Sort Options' (Sort By: Create Date, Sort Order: Descending) and 'Search Options' (Search History and Search Soundex checkboxes). At the bottom left are 'Search' and 'Clear' buttons. On the right, under 'Search Results', there is a table with columns: CIRTS ID, Name, Record Type, Open Status, Create Date, and Report ID. The table content is 'No search done'. Below the table are 'Showing 0 to 0 of 0 entries' and navigation buttons: First, Previous, Next, Last. There are also 'Select' and 'Cancel' buttons.

3. Enter the appropriate **Search Criteria** (such as City, Last Name, First Name, and Birth Date).

CIRTS provides multiple search criteria to find cases. Please note: the more search criteria provided; the fewer results will display.



- **For an Immunization record search:** at least three qualified search fields (in addition to Record Type) must be entered. The qualified search fields are: Last Name, First Name, City, Mother’s First Name, Mother’s Last Name, Mother’s Maiden Name, and Home Phone.
- **For a Facility record search:** at least one search field (in addition to Record Type) must be entered

**The Search criteria for an Immunization record are:**

<b>Last Name</b>	Allows the user to specify the Last Name of the client
<b>First Name</b>	Allows the user to specify the First Name of the client
<b>Birth Date</b>	Enter Birth Date using the mm/dd/yyyy search format
<b>Gender</b>	Select Gender: Male, Female, or Transgender
<b>Alias</b>	Allows the user to specify an alternate name for the client
<b>Mother’s Maiden Name</b>	Allows the user to specify the maiden name for the mother of the client
<b>Street</b>	Allows the user to specify the residence Street associated with the client

<b>City</b>	Allows the user to specify the residence City associated with the client
<b>State</b>	Allows the user to specify the residence State associated with the client
<b>Zip Code</b>	Allows the user to specify the residence Zip Code associated with the client
<b>Record Type</b>	Select <b>Immunization Record</b>
<b>Mother's First Name</b>	Allows the user to specify the First Name of the client's mother
<b>Mother's Last Name</b>	Allows the user to specify the Last Name of the client's mother
<b>Home Phone</b>	Allows the user to specify the Home Phone number of the client
<b>Cell Phone</b>	Allows the user to specify the Cell Phone number of the client
<b>Sort By</b>	Allows the user to specify which field to sort the results by: Create Date, CIRTS ID, Name
<b>Sort Order</b>	Allows the user to specify the order in which the results will be displayed: Ascending or Descending
<b>Search History</b>	Check this box to display the cases that were most recently accessed
<b>Search Soundex</b>	Check this box to perform a name Soundex search

**The Search criteria for a Facility record are:**

<b>Name</b>	Allows the user to specify the Name of the facility
<b>Street</b>	Allows the user to specify the residence Street Address associated with the facility
<b>City</b>	Allows the user to specify the residence City associated with the facility
<b>State</b>	Allows the user to specify the residence State associated with the facility
<b>Zip Code</b>	Allows the user to specify the residence Zip Code associated with the facility
<b>Record Type</b>	Select <b>Facility</b>
<b>Site ID</b>	Allows the user to specify the system-assigned Site ID for the facility
<b>VTrckS PIN</b>	Allows the user to specify the PIN assigned to the practice enrolled in the Connecticut Vaccine Program (CVP)
<b>Sort By</b>	Allows the user to specify which field to sort the results by: Create Date, Facility ID,

	Name
<b>Sort Order</b>	Allows the user to specify the order in which the results will be displayed: Ascending or Descending
<b>Search History</b>	Check this box to display the cases that were most recently accessed
<b>Search Soundex</b>	Check this box to perform a name Soundex search

### Wildcard Searches

Searching within the CIRTS system supports wildcard characters. To use a wildcard, type an asterisk (\*) wherever there are characters that you are unsure of.

To use a wildcard, at least one character must be specified in the search field in addition to the asterisk (\*). The asterisk can be used anywhere in the search field (Ex: \*Br\*, \*Br, Br\*).

In the example below, entering “Te\*” in the Name criteria for a Facility search returned several matching records. The search is not case-sensitive. It returns matches for both uppercase and lowercase values.

The screenshot shows the 'Search Case' interface. In the 'Search Criteria' section, the 'Name' field contains 'Te\*' and is highlighted with a red box. The 'Record Type' is set to 'Facility'. The 'Search Results' section displays a table with 3 entries:

CIRTS ID	Name	Record Type	Open Status	Create Date	Report ID
100793812	Tester Facility	Facility	OPEN	02/01/2017	1073
100793811	Testing Facility	Facility	OPEN	02/01/2017	1072
100793810	Tester Pediatrics	Facility	OPEN	02/01/2017	1071

Below the table, it says 'Showing 1 to 3 of 3 entries' and includes navigation buttons: First, Previous, 1 (selected), Next, Last. There are also 'Select' and 'Cancel' buttons.



Searching is also tied to security. Search results will only yield cases that the user has permissions to see.

### Searching on Birth Date

For most date fields in CIRTS, the user may either type the date in mm/dd/yyyy format or select the date by clicking on it in the calendar.

The screenshot shows a form with a 'Birth Date(mm/dd/yyyy): (Inexact)' field. A calendar is open, showing February 2017. The date '1' is highlighted in yellow, and a red box highlights the calendar icon in the top right corner of the form. Other fields in the form include Gender, Alias, Mother's Maiden Name, Street, City, State, Zip Code, Record Type, Mother's First Name, and Mother's Last Name.



**Please do not use the Inexact option at this time. It is not fully functional and will be updated in a future CIRTS release.**

**Search Case**

**Search Criteria**

Last Name:

First Name:

Birth Date(mm/dd/yyyy):  (Inexact)

Gender:

**Search Results**

Search Results						
CIRTS ID	Name	Birth Date(mm/dd/yyyy)	Record Type	Status	Create Date	Report ID
No search done						

Showing 0 to 0 of 0 entries

4. Optionally: Select the appropriate additional **Search Options**.
5. Click the **Search** button to perform the search.

The Search Results will be displayed in a pane at the right of the Search Case dialog box.

**Search Case**

**Search Criteria**

Last Name:

First Name:

Birth Date(mm/dd/yyyy):  (Inexact)

Gender:

Alias:

Mother's Maiden Name:

Street:

City:

State:

Zip Code:

Record Type:

Mother's First Name:

Mother's Last Name:

Home Phone:

Cell Phone:

**Sort Options**

Sort By:

Sort Order:

**Search Options**

Search History:

Search Soundex:

**Search Results**

Search Results						
CIRTS ID	Name	Birth Date(mm/dd/yyyy)	Status	Report ID	City	Mother's Maiden Name
100793814	Tillie Tiger	01/01/2015	Open	PBWEVBTZEWGF	Windsor	
100793813	Tony Tiger	01/01/2015	Open	PBWEVBTZAXGE	Hartford	
100793809	Tiger T Tigger	01/01/2015	Open	PBWEVBOKQZFZ	Hartford	

Showing 1 to 3 of 3 entries

The Search Results pane displays a navigation bar to let you scroll through the results if there are multiple records returned. Click the appropriate navigation button (**First, Prev, Next, Last**) or page number button to find the correct results record.



**Search Results**

CIRTS ID	Name	Birth Date(mm/dd/yyyy)	Status	Report ID	City	Mother's Maiden Name
100793814	Tillie Tiger	01/01/2015	Open	PBWEVBTZEWGF	Windsor	
100793813	Tony Tiger	01/01/2015	Open	PBWEVBTZAXGE	Hartford	
100793809	Tiger T Tigger	01/01/2015	Open	PBWEVBOKQZFZ	Hartford	

Showing 1 to 3 of 3 entries

First Previous 1 Next Last

Select Cancel

To see more of the record data than what is displayed in the Search Results table, click the Preview button to the right of the CIRTS ID to display the Preview window.

**Search Results**

CIRTS ID	Name	Birth Date(mm/dd/yyyy)	Status	Report ID	City	Mother's Maiden Name
100793814	Tillie Tiger	01/01/2015	Open	PBWEVBTZEWGF	Windsor	
100793813	Tony Tiger	01/01/2015	Open	PBWEVBTZAXGE	Hartford	
100793809	Tiger T Tigger	01/01/2015	Open	PBWEVBOKQZFZ	Hartford	

Showing 1 to 3 of 3 entries

First Previous 1 Next Last

**Preview**

CIRTS ID: 100793809

Name: Tiger T Tigger

Birth Date (mm/dd/yyyy): 01/01/2015

Address: 1 Honetpot Lane, Hartford, CT 06101

Gender: Male

Enrolled in CIRTS: Yes

Mother's Maiden Name:

- If the search *does not* find the case that you want, click the **Clear** button to re-set the search criteria to do a new search.

**Search Case**

**Search Criteria**

Last Name: T\*

First Name: T\*

Birth Date(mm/dd/yyyy): 02/02/2015 (Inexact)

Gender: [Dropdown]

Alias: [Text]

Mother's Maiden Name: [Text]

Street: [Text]

City: [Text]

State: [Dropdown]

Zip Code: [Text]

Record Type: Immunization Record [Dropdown]

Mother's First Name: [Text]

Mother's Last Name: [Text]

Home Phone: [Text]

Cell Phone: [Text]

**Sort Options**

Sort By: Create Date [Dropdown]

Sort Order: Descending [Dropdown]

**Search Options**

Search History:

Search Soundex:

Search [Clear]

**Search Results**

CIRTS ID	Name	Birth Date(mm/dd/yyyy)	Status	Report ID	City	Mother's Maiden Name
No results found						

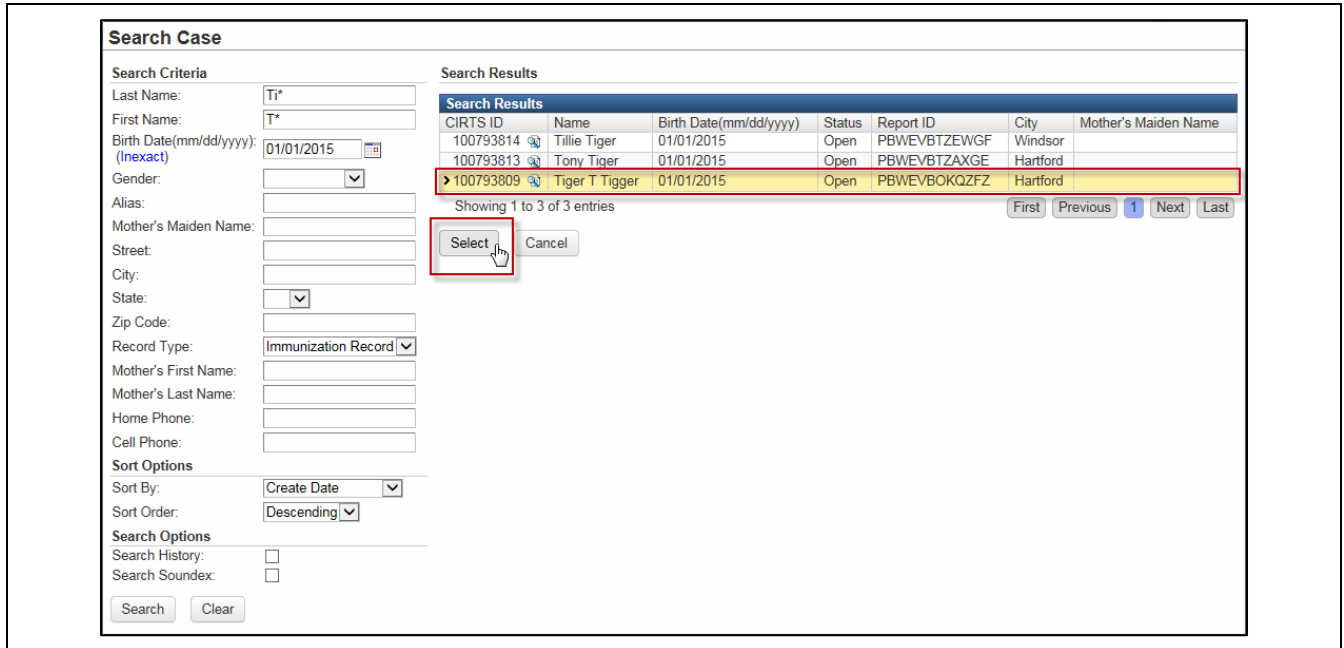
Showing 0 to 0 of 0 entries

Select Cancel

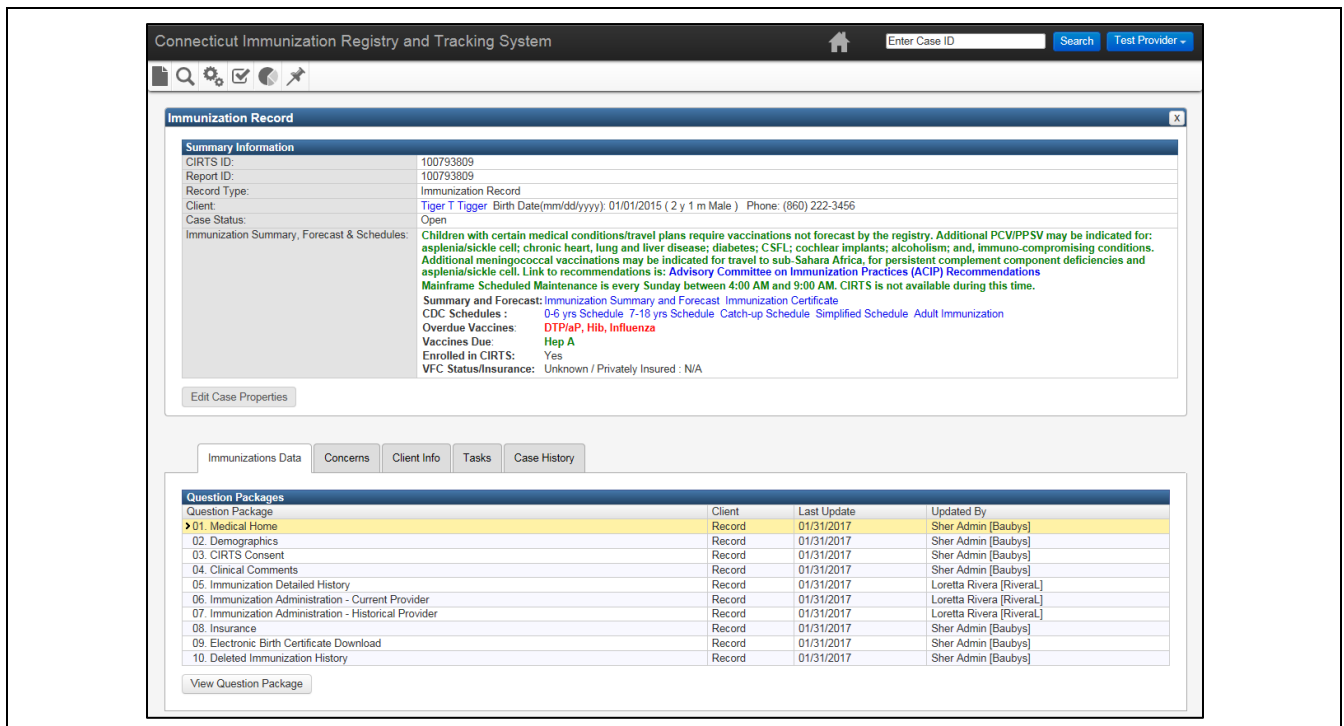
First Previous Next Last

7. If the search does find the case that you want, either:

- **double-click** the results record
- or
- click the results record and then click the **Select** button to open the case in the Maven CIRTS Dashboard screen.



The selected record will display in the CIRTS Main screen. The record can be updated, printed, or reviewed as required.



## RECENT CASES

A simple alternative to the regular Search is to use the Recent Cases button on the CIRTS toolbar. This option is a quick method of locating the thirty most recent records on which the user has worked.

1. Click the **Recent Cases** button (the push-pin icon) on the CIRTS Dashboard toolbar.



The Recent Cases screen will be displayed with up to thirty record results.

Recent Cases						
CIRTS ID	Report ID	Client	Status	Record Type	Access Time	Bookmark
100793818	100793818	Loompas, Oompa	Open	Immunization Record	02/01/2017 03:47 PM	📌
100793817	100793817	Heffalump, Hattie	Open	Immunization Record	02/01/2017 03:46 PM	📌
100793809	100793809	Tigger, Tiger T	Open	Immunization Record	02/01/2017 03:37 PM	📌
100793816	100793816	Tiger, Tina	Open	Immunization Record	02/01/2017 03:14 PM	📌
100793815	100793815	Tiger, Tiny	Open	Immunization Record	02/01/2017 03:13 PM	📌
100793814	100793814	Tiger, Tillie	Open	Immunization Record	02/01/2017 03:12 PM	📌
100793813	100793813	Tiger, Tony	Open	Immunization Record	02/01/2017 03:11 PM	📌
100793808	100793808	Piglet, Peter	Open	Immunization Record	01/31/2017 12:50 PM	📌

Home

The columns in the Recent Cases screen are:

<b>CIRTS ID</b>	Displays the system-assigned CIRTS ID of a specific record
<b>Report ID</b>	For an Immunization record: <ul style="list-style-type: none"> <li>• same as the CIRTS ID if the record was manually entered into CIRTS</li> <li>• the child's old ID number from the previous system (not the same as the CIRTS ID) if the record was imported into CIRTS from Vital Records</li> </ul> For a Facility record: the assigned SiteID (not the same as the CIRTS ID)
<b>Client</b>	The full name of the client or facility
<b>Status</b>	For an Immunization record: Active, Deceased, or Moved Out of State For a Facility record: Open or Closed
<b>Record Type</b>	The type of client record: Facility or Immunization Record
<b>Access Time</b>	The date and time that the record was last accessed in CIRTS
<b>Bookmark</b>	Click the Bookmark symbol to "anchor" the selected record in the Recent Cases grid. The symbol will turn yellow and the record will always appear in the screen.

- Click the **CIRTS ID** link of the record to be opened. This action will close the Recent Cases window and will open the record in the CIRTS Main screen.

Recent Cases						
CIRTS ID	Report ID	Client	Status	Record Type	Access Time	Bookmark
<a href="#">100793818</a>	100793818	Loompas, Oompa	Open	Immunization Record	02/01/2017 03:47 PM	
<a href="#">100793817</a>	100793817	Heffalump, Hattie	Open	Immunization Record	02/01/2017 03:46 PM	
<a href="#">100793809</a>	100793809	Tigger, Tiger T	Open	Immunization Record	02/01/2017 03:37 PM	
<a href="#">100793816</a>	100793816	Tiger, Tina	Open	Immunization Record	02/01/2017 03:14 PM	
<a href="#">100793815</a>	100793815	Tiger, Tiny	Open	Immunization Record	02/01/2017 03:13 PM	
<a href="#">100793814</a>	100793814	Tiger, Tillie	Open	Immunization Record	02/01/2017 03:12 PM	
<a href="#">100793813</a>	100793813	Tiger, Tony	Open	Immunization Record	02/01/2017 03:11 PM	
<a href="#">100793808</a>	100793808	Piglet, Peter	Open	Immunization Record	01/31/2017 12:50 PM	

Home

- To close the Recent Cases window without selecting and opening a case, click the **Home** button at the bottom of the screen to return to the CIRTS Main screen.

Recent Cases						
CIRTS ID	Report ID	Client	Status	Record Type	Access Time	Bookmark
<a href="#">100793818</a>	100793818	Loompas, Oompa	Open	Immunization Record	02/01/2017 03:47 PM	
<a href="#">100793817</a>	100793817	Heffalump, Hattie	Open	Immunization Record	02/01/2017 03:46 PM	
<a href="#">100793809</a>	100793809	Tigger, Tiger T	Open	Immunization Record	02/01/2017 03:37 PM	
<a href="#">100793816</a>	100793816	Tiger, Tina	Open	Immunization Record	02/01/2017 03:14 PM	
<a href="#">100793815</a>	100793815	Tiger, Tiny	Open	Immunization Record	02/01/2017 03:13 PM	
<a href="#">100793814</a>	100793814	Tiger, Tillie	Open	Immunization Record	02/01/2017 03:12 PM	
<a href="#">100793813</a>	100793813	Tiger, Tony	Open	Immunization Record	02/01/2017 03:11 PM	
<a href="#">100793808</a>	100793808	Piglet, Peter	Open	Immunization Record	01/31/2017 12:50 PM	

Home

## Chapter 3: Immunization Record Creation and Management

### OVERVIEW

---

#### Purpose

Explain how to create a new Immunization record in CIRTS

---

#### Objectives

- Create a new Immunization record
  - Enter Client record information
  - Manage duplicate child records
  - View record Concerns
  - Change properties and client information for existing records
- 



Provider Site users can create only Immunization records. Only DPH Administrators can create Facility records.

## WORKING WITH RECORDS IN CIRTS

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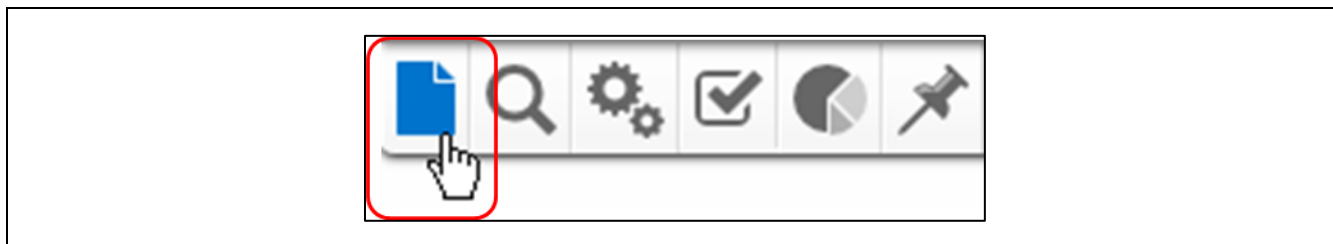
This chapter will focus on creating and modifying records.



The availability of some system functionality will vary according to the specific role of the user. For example, a user with the Provider Site role does not have the permissions to “Edit Case Properties” or “Add Address”; the buttons for those functions will be dimmed and unavailable.

### To create an immunization record in CIRTS

1. **Before creating an immunization record, *always* perform a thorough search to see if the record has already been entered into the CIRTS system. This will help prevent duplicate information in the system and help ensure the integrity of the data.**
2. Click the **Add New Case** button (the “blank page” icon) on the CIRTS Dashboard toolbar.



The Add New Patient screen will display.

### Add New Patient

#### Record Information

Record Type:

#### Patient Information

First Name:


Middle Name:

Last Name:

Suffix:

Alias:

Mother's Maiden Name:

Birth Date(mm/dd/yyyy):  

Gender:

#### Contact Information

Address Type:

Street:

City:

State:

Zip Code:

Country:

Home Phone:

Cell Phone:

Work Phone:

Email:

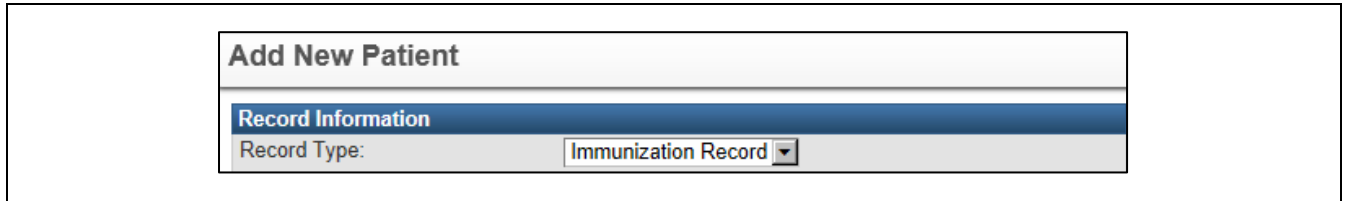
The Add New Patient screen is divided into three separate sections:

- Record Information
- Patient Information
- Contact Information

## RECORD INFORMATION

---

The first section is Record Information.



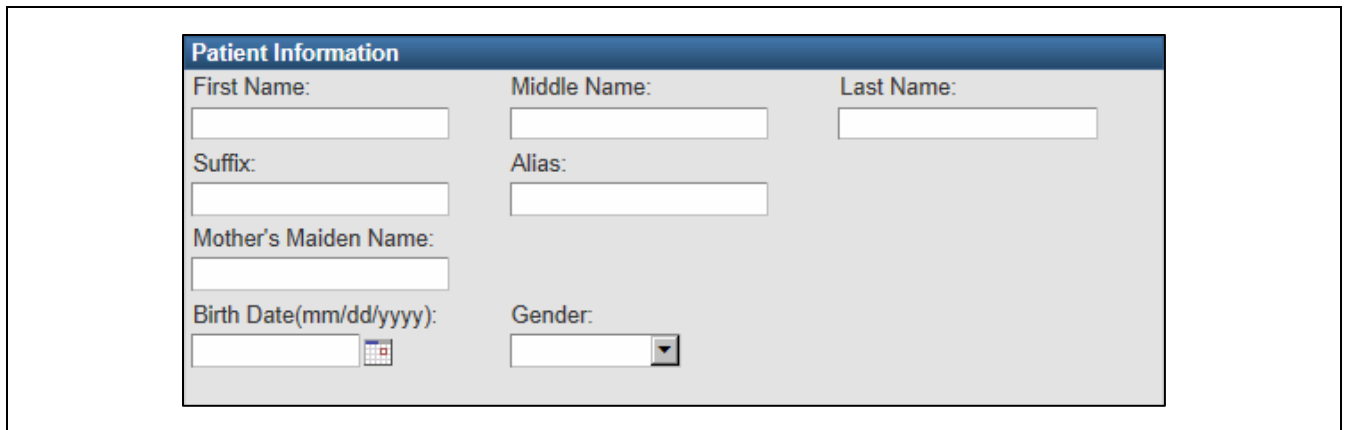
The screenshot shows a form titled "Add New Patient". Below the title is a section labeled "Record Information". Under this section, there is a label "Record Type:" followed by a dropdown menu that currently displays "Immunization Record".

In the **Record Type** list, Immunization Record is the only option.

## PATIENT INFORMATION

---

The second section is Patient Information.



The screenshot shows a form titled "Patient Information". It contains several input fields: "First Name:", "Middle Name:", "Last Name:", "Suffix:", "Alias:", "Mother's Maiden Name:", "Birth Date(mm/dd/yyyy):" (with a calendar icon), and "Gender:" (with a dropdown arrow).



**Remember:** In order to avoid duplicate data entry, prior to creating the new record, the **Search** feature should be used to locate a client who may already be in CIRTS. See Chapter 2 in this guide for information related to Searching.

The Patient Information section requires the following fields:

- First Name
  - Last Name
  - Birth Date
3. Enter the Patient Information data field information



4. If the field data is not entered or if there is some other type of data entry error, an Error screen will display when the Save button is clicked

The screenshot shows a web form titled "Add New Patient". At the top, there is a red error message box that says "Please correct the indicated errors before proceeding:" followed by a bullet point: "Date of birth not specified". Below this, the form is organized into sections: "Record Information" with a dropdown menu set to "Immunization Record"; "Patient Information" with fields for First Name (Tigger), Middle Name, Last Name (Tiger), Suffix, Alias, Mother's Maiden Name, Birth Date (mm/dd/yyyy), and Gender (Male); and "Contact Information" with fields for Address Type (Home), Street (1 Main St), City (Hartford), State (CT), Zip Code (06001), Country (USA), Home Phone, Cell Phone, Work Phone, and Email. At the bottom right of the form is a "Clear Fields" button, and at the bottom left are "Save" and "Cancel" buttons.

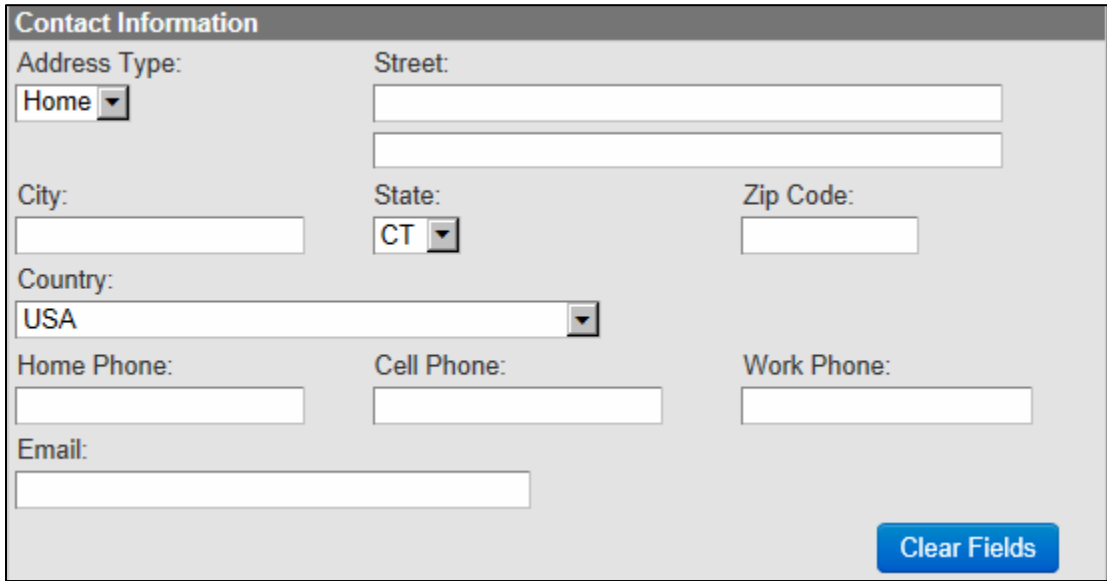


The patient record will not be created until the error is corrected and all required data has been entered.

## CONTACT INFORMATION

---

The third section is Contact Information.



The screenshot shows a form titled "Contact Information" with the following fields and controls:

- Address Type:** A dropdown menu with "Home" selected.
- Street:** Two stacked text input fields.
- City:** A text input field.
- State:** A dropdown menu with "CT" selected.
- Zip Code:** A text input field.
- Country:** A dropdown menu with "USA" selected.
- Home Phone:** A text input field.
- Cell Phone:** A text input field.
- Work Phone:** A text input field.
- Email:** A text input field.
- Clear Fields:** A blue button located at the bottom right of the form.

The Contact Information section requires the following fields:

- Street Address
- City
- Zip Code

Note that some fields (Address Type as Home and State as CT) are filled in by default, but if the information is incorrect, simply use the dropdown menu and select the appropriate entry. Any data that needs to be changed after entry can always be updated later using the Demographics Question Package and the Edit Person screen.

5. Click the **Save** button to create the record and return to the CIRTS main screen.

## DUPLICATE CHILD RECORDS

When an Immunization record is added, CIRTS will check existing records on key fields (name, address, date of birth, etc.) for a potential duplicate child record. If a potential match is found, the **Client Matches** screen will display.

1. Always check the **Mark as pending deduplication** box if you create a new case. This will ensure that DPH can review the record to verify that it is really not a duplicate.

**Client Matches**

Please review the existing cases before proceeding.

**Entered information:**

Name:	Tigger Tiger
Gender:	Male
Birth Date(mm/dd/yyyy):	01/01/2015
Address:	1 Main Street, Hartford, CT 06001
Country:	USA
Phone:	
Email:	

**Mark as pending deduplication**

**Potential Client Match Found!**

**Matched Record 1**

Name:	Tigger T Tiger <a href="#">[Details]</a>
Gender:	Male
Birth Date(mm/dd/yyyy):	01/01/2015
Address:	1 Honeypot Lane, Hartford, CT 06001
Country:	USA
Phone:	(H) (860) 222-3456
Email:	

**Patients**

CIRTS ID	Report ID	Status	Record Type	City	Mother's Maiden Name	Plurality	Mother's First Name	Mother's Last Name	Mother's Maiden Name	Mother's DOB	Birth Hospital	Action
100715559	100715559	Open	Immunization Record	Hartford	Tigress				Tigress		OTHER HOSPITAL	<a href="#">Use this existing record</a>

2. If this is not a duplicate child, click the **Create new case and person** button.

**Client Matches**

Please review the existing cases before proceeding.

**Entered information:**

Name:	Tigger Tiger
Gender:	Male
Birth Date(mm/dd/yyyy):	01/01/2015
Address:	1 Main Street, Hartford, CT 06001
Country:	USA
Phone:	
Email:	

**Mark as pending deduplication**

3. If this is a duplicate child, click the **Use this existing record** link in the Patients list of the Potential Client Match Found section.

Potential Client Match Found!

Matched Record 1												
Name:	Tigger T Tiger [Details]											
Gender:	Male											
Birth Date(mm/dd/yyyy):	01/01/2015											
Address:	1 Honeypot Lane, Hartford, CT 06001											
Country:	USA											
Phone:	(H) (860) 222-3456											
Email:												

Patients												
CIRTS ID	Report ID	Status	Record Type	City	Mother's Maiden Name	Plurality	Mother's First Name	Mother's Last Name	Mother's Maiden Name	Mother's DOB	Birth Hospital	Action
100715559	100715559	Open	Immunization Record	Hartford	Tigress				Tigress		OTHER HOSPITAL	<a href="#">Use this existing record</a>

- Click the **Cancel** button to stop the Add New Case process. The record will not be added into CIRTS.

Client Matches

Please review the existing cases before proceeding.

Entered Information:												
Name:	Tigger Tiger											
Gender:	Male											
Birth Date(mm/dd/yyyy):	01/01/2015											
Address:	1 Main St, hartford, CT 06001											
Country:	USA											
Phone:												
Email:												

Mark as pending deduplication

Potential Client Match Found!

Matched Record 1												
Name:	Tigger T Tiger [Details]											
Gender:	Male											
Birth Date(mm/dd/yyyy):	01/01/2015											
Address:	1 Honeypot Lane, Hartford, CT 06001											
Country:	USA											
Phone:	(H) (860) 222-3456											
Email:												

Patients												
CIRTS ID	Report ID	Status	Record Type	City	Mother's Maiden Name	Plurality	Mother's First Name	Mother's Last Name	Mother's Maiden Name	Mother's DOB	Birth Hospital	Action
100715559	100715559	Open	Immunization Record	Hartford	Tigress				Tigress		OTHER HOSPITAL	<a href="#">Use this existing record</a>

## CHANGING PATIENT INFORMATION

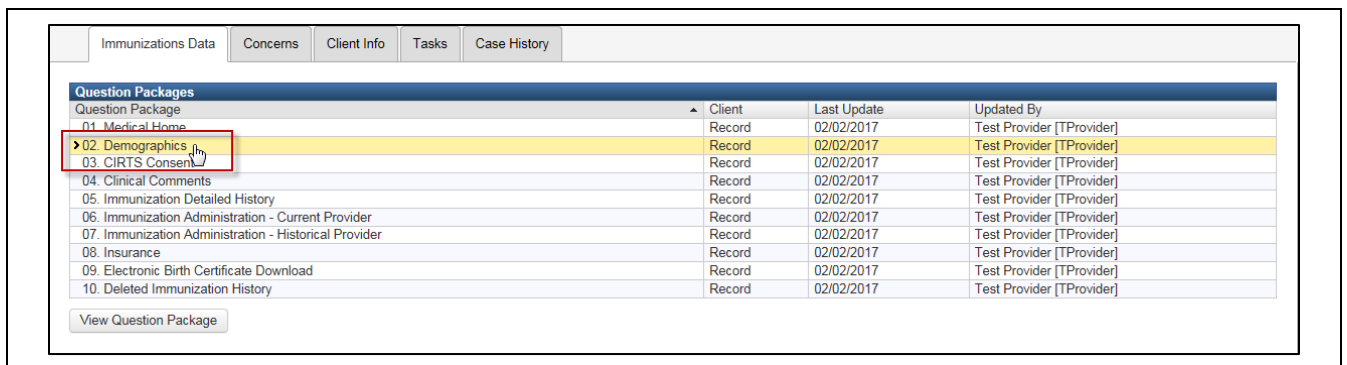
The role of Provider Site user does not have system permissions to change, add, or delete patient information such as Name, Birth Date, Gender, etc. after the patient record has been created. The only patient information that a Provider Site user can change is the address information. Please contact the DPH Administrator for changes to any other patient information data.

### To change patient address information

1. Click the **Immunizations Data** tab in the Patient Information section to display the Question Packages table.



2. Double-click the **Demographics** Question Package.



The Demographics Question Package will display.

02. Demographics - Tigger T Tiger - Immunization Record

Expand Details

Demographics			
Address (Home)			
Street	1 Honeypot Lane	City	Hartford
State	CT	Zip code	06001
Email		Home Phone	(860) 222-3456
Work Phone		Cell Phone	
Birth Date (mm/dd/yyyy)	01/01/2015	Gender	Male
Above Client Info will be updated based on the Current Responsible Care Giver information below if the information is complete (*)			
Race	Unknown	Ethnicity	Unknown
Birth Country	USA	Birth State	CT
Language	English American	VFC Date Screened (mm/dd/yyyy) *	
* VFC-Eligibility (Must be screened every time a vaccine is administered) (To be completed by Provider Users only)		VFC Status	Unknown
Enrolled in CIRTS (Change Enrolled in CIRTS):		YES	
Current Responsible Care Giver Type			
Current Responsible Care Giver: Mother			
Responsible Care Giver(s) Information			
Care Giver Type	Mother	Add New	
First Name		Middle Name	
Last Name		Maiden Name	Tigress
Date of Birth (mm/dd/yyyy)		Street address *	
City *		State *	CT
Zip code *		Home Phone	
Work Phone		Cell Phone	
Email			
* Indicates required field			
Save Cancel			

3. Enter the new address information in the **Responsible Care Giver(s) Information** section of the Question Package.



In order to change the address and phone information of the child, the address and phone information must be changed here in the Responsible Care Giver(s) Information section. Please make sure you select the Current Responsible Care Giver.

4. Click the **Save** button.



The Current Responsible Care Giver Address is the child's primary home address.

Current Responsible Care Giver Type			
Current Responsible Care Giver: Mother			
Responsible Care Giver(s) Information			
Care Giver Type	Mother	Add New	
First Name	Tillie	Middle Name	
Last Name		Maiden Name	Tigress
Date of Birth (mm/dd/yyyy)	MM/DD/YYYY	Street address *	
City *		State *	CT
Zip code *		Home Phone	(860) 222-3456
Work Phone		Cell Phone	
Email			
* Indicates required field			
Save Cancel			

The new address information will now display in the Client Info tab table.

Immunizations Data	Concerns	Client Info	Tasks	Case History
<b>Client Info</b>				
Name	Gender	Birth Date(mm/dd/yyyy)	Address	Status
▶ Tigger T Tiger	Male	01/01/2015	1 Honeypot Lane, Hartford, CT 06001	Active

## Chapter 4: The Main Application CIRTS Environment

### OVERVIEW

---

#### Purpose

Describe the basic operating environment of CIRTS

---

#### Objectives

- Explain the four elements of the CIRTS environment
    1. The CIRTS Dashboard
    2. Edit Profile/Logout Bar
    3. Immunization/Organization Record
    4. Patient/Facility Information
-



## THE CIRTS ENVIRONMENT

The CIRTS environment is divided into four separate areas:

1. **Dashboard:** contains icons that perform the majority of the functions within the application. Depending on a user's role, the number of icons in the toolbar may vary. For example, a DPH Administrator user will see the "Manage People and Facilities" icon, while Provider Site user will not see that icon because the assigned role does not permit that action.
2. **Edit Profile/Logout:** has a dropdown list with commands to edit the User Profile, change Password, and Logout of the CIRTS application.
3. **Immunization/Organization Record:** contains summary information specific to each immunization or organization record depending on the type of record that has been opened. If an immunization record was opened, the section will have the heading "Immunization Record". If a facility record was opened, the section will have the heading "Organization Record".
4. **Patient/Facility Information:** contains the detailed information about the immunization record or facility record depending on the type of record that has been opened. If an immunization record was opened, the first section tab will be "Immunizations Data". If a facility record was opened, the first section tab will be "Facility Data".

### CIRTS Main Screen for a Facility Record

Connecticut Immunization Registry and Tracking System

Home Button | Enter Case ID | Search | Test Provider

Dashboard | Case ID Search | Edit Profile/Logout

**Organization Record**

**Summary Information**

CIRTS ID: 100793812 (Read Only)  
 Facility ID: 1073  
 Record Type: Facility  
 Client: Test Facility Phone: (860) 456-7890  
 Case Dates: Create Date: 02/01/2017  
 Case Status: Open  
 Notifications: Mainframe Scheduled Maintenance is every Sunday between 4:00 AM and 9:00 AM. CIRTS is not available during this time.  
 Facility VTrcks PiN: Unassigned

Edit Case Properties

Facility Data | Concerns | Facility Info | Tasks | Case History

**Question Packages**

Question Package	Facility Record	Last Update	Updated By
Facility Demographics	Record	02/02/2017	Sher Admin [Baubys]

View Question Package

**Facility Information**



The Provider Site role does not have the permissions to create or edit a facility record. The record is opened in Read-Only mode and the Dashboard does not contain the Add New icon.

**CIRTS Main Screen for an Immunization Record**

**Immunization Record Summary Information**

CIRTS ID:	100793809
Report ID:	100793809
Record Type:	Immunization Record
Client:	Tiger T Tigger Birth Date(mm/dd/yyyy): 01/01/2015 ( 2 y 1 m Male )
Case Status:	Open

**Immunization Summary, Forecast & Schedules:**  
 Children with certain medical conditions/travel plans require vaccinations not forecast by the registry. Additional PCV/PPSV may be indicated for asplenia/sickle cell; chronic heart, lung and liver disease; diabetes; CSFL; cochlear implants; alcoholism; and, immuno-compromising conditions. Additional meningococcal vaccinations may be indicated for travel to sub-Sahara Africa, for persistent complement component deficiencies and asplenia/sickle cell. Link to recommendations is: [Advisory Committee on Immunization Practices \(ACIP\) Recommendations](#)  
 Mainframe Scheduled Maintenance is every Sunday between 4:00 AM and 9:00 AM. CIRTS is not available during this time.  
 Summary and Forecast: Immunization Summary and Forecast Immunization Certificate  
 CDC Schedules : 0-6 yrs Schedule 7-18 yrs Schedule Catch-up Schedule Simplified Schedule Adult Immunization  
 Overdue Vaccines: **DTP/aP, Hib, Influenza**  
 Vaccines Due: **Hep A**  
 Enrolled in CIRTS: Yes  
 VFC Status/Insurance: Unknown / Privately Insured : N/A

**Question Packages**

Question Package	Client	Last Update	Updated By
01. Medical Home	Record	02/02/2017	Test Provider [TProvider]
02. Demographics	Record	02/02/2017	Test Provider [TProvider]
03. CIRTS Consent	Record	02/02/2017	Test Provider [TProvider]
04. Clinical Comments	Record	02/02/2017	Test Provider [TProvider]
05. Immunization Detailed History	Record	02/02/2017	Test Provider [TProvider]
06. Immunization Administration - Current Provider	Record	02/02/2017	Test Provider [TProvider]
07. Immunization Administration - Historical Provider	Record	02/02/2017	Test Provider [TProvider]
08. Insurance	Record	02/02/2017	Test Provider [TProvider]
09. Electronic Birth Certificate Download	Record	02/02/2017	Test Provider [TProvider]
10. Deleted Immunization History	Record	02/02/2017	Test Provider [TProvider]

## THE DASHBOARD

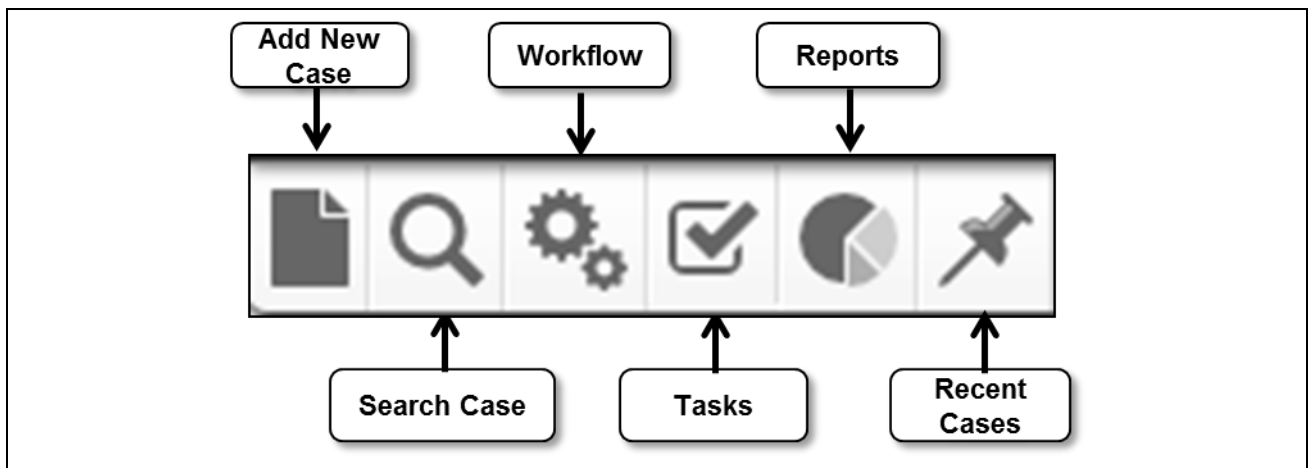
---

The CIRTS Dashboard is the point from which most actions take place. Here are some examples of what users can access from this screen:

- Create a new immunization record
- Search for an existing immunization or facility record
- Access the Workflow queues
- View a task
- Generate reports
- View recently accessed records

The design of the CIRTS is “context-sensitive”. This means that the content of toolbars and dialog boxes will change according to the current login role. For example, when you first log into the system and before a CIRTS record is opened, the following generic Dashboard icons will be displayed.

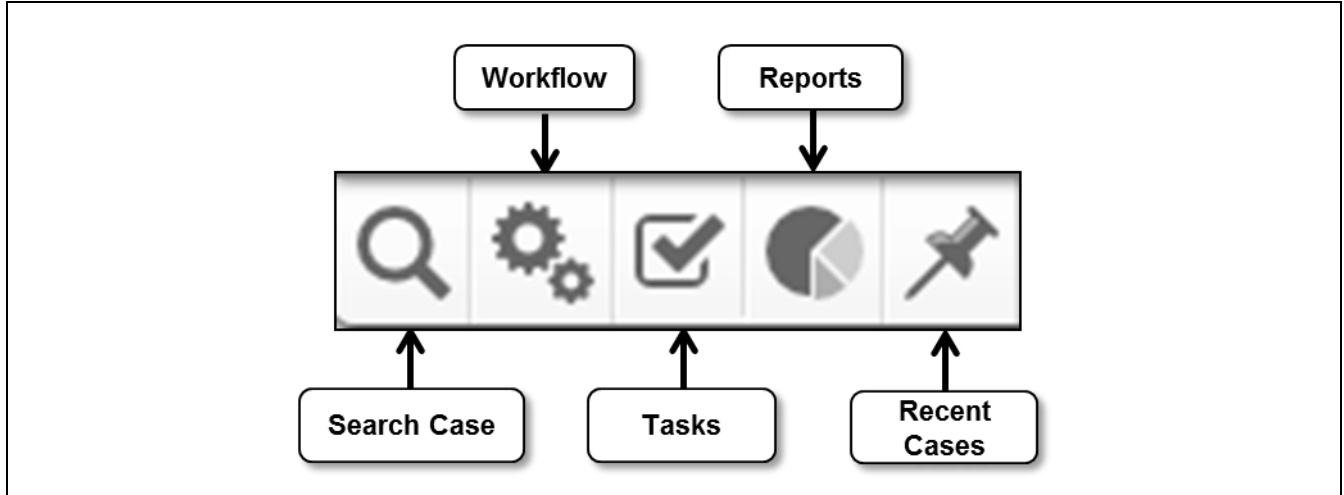
### Generic and Immunization Record Dashboard Icons



The same icons will be displayed when an Immunization record is created or opened.

When a Facility record is created or opened, the Dashboard icons will change to be specific to a Facility record. The CIRTS Facility record Dashboard icons are illustrated below. Note that there is no “Add a New Case” icon in the Facility record Dashboard; only DPH Administrators can create a Facility record.

Facility Record Dashboard Icons



**CIRTS DASHBOARD ICONS**

	<b>Add New Case</b>	Used to create a new immunization record – facility records cannot be created by Provider Site users
	<b>Search Case</b>	Used to search for an existing immunization or facility record based on various search criteria
	<b>Workflow</b>	Used to view user specified workflow
	<b>Tasks</b>	Used to create, assign, and update status of specific tasks
	<b>Reports</b>	Used to generate and print reports based on data entered in CIRTS
	<b>Recent Cases</b>	Provides easy access to the previous 30 cases that have been worked on by the current user

## CASE ID SEARCH BAR

---

The Case ID Search bar allows the user to:

- **Find and Open an Immunization or Facility record:** To locate a record by its CIRTS Case ID, enter the Case ID in the textbox and either press the **Enter** key on the keyboard or click the **Search** button.



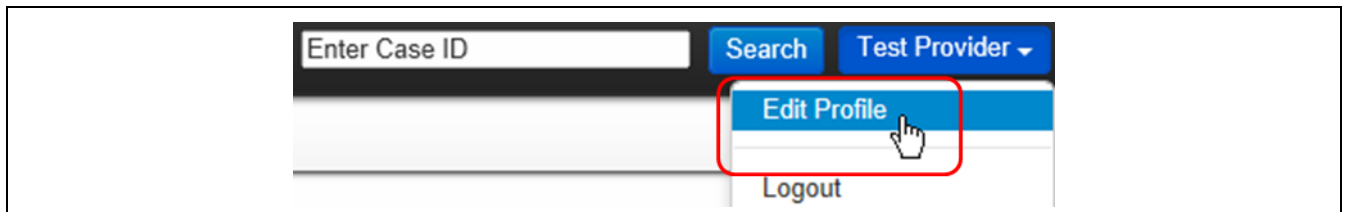
The CIRTS ID is system generated and cannot change - please confirm that the correct facility record or child immunization record is displayed.



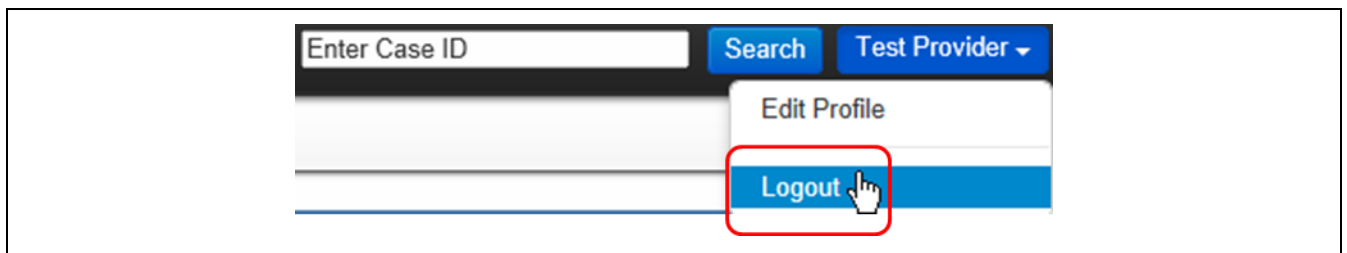
## EDIT PROFILE/LOGOUT BAR

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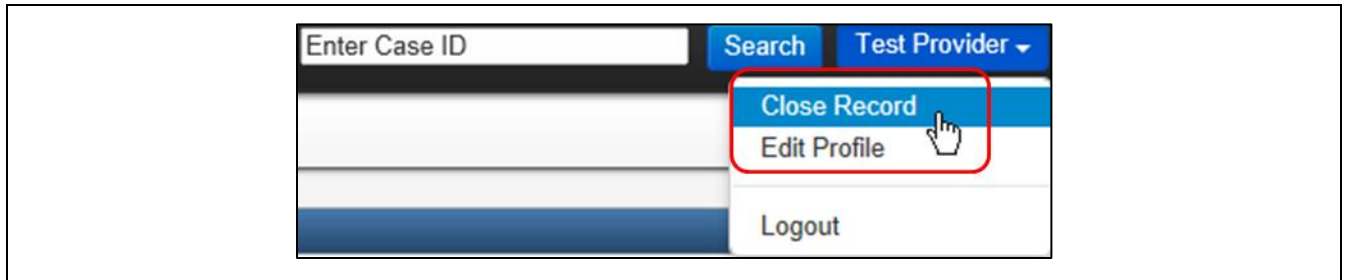
- **Edit the User Profile and Change Password:** Click the **Edit Profile** command. This action will display the Edit User Information screen.



- **Logout:** To logout of the system, click the **Logout** button. This action will take the user back to the login screen.



- **Close Record:** When either an immunization or facility record is open, the Close Record command displays. To close the record and return to the CIRTS Splash screen, click the **Close Record** button.



## IMMUNIZATION/ORGANIZATION RECORD

The Immunization/Organization section contains summary information specific to each immunization or organization record depending on the type of record that has been opened. If an immunization record was opened, the section will have the heading “Immunization Record”. If a facility record was opened, the section will have the heading “Organization Record”.

This section is divided into two parts:

- Summary Information
- Edit Case Properties button

The Edit Case Properties button opens the Edit Case Properties dialog box when clicked. This feature is not available to the Provider Site role.

**Immunization Record** x

Summary Information	
CIRTS ID:	100793809
Report ID:	100793809
Record Type:	Immunization Record
Client:	Tiger T Tigger Birth Date(mm/dd/yyyy): 01/01/2015 ( 2 y 1 m Male )
Case Status:	Open
Immunization Summary, Forecast & Schedules:	<p>Children with certain medical conditions/travel plans require vaccinations not forecast by the registry. Additional PCV/PPSV may be indicated for: asplenia/sickle cell; chronic heart, lung and liver disease; diabetes; CSFL; cochlear implants; alcoholism; and, immuno-compromising conditions. Additional meningococcal vaccinations may be indicated for travel to sub-Saharan Africa, for persistent complement component deficiencies and asplenia/sickle cell. Link to recommendations is: <a href="#">Advisory Committee on Immunization Practices (ACIP) Recommendations</a></p> <p>Mainframe Scheduled Maintenance is every Sunday between 4:00 AM and 9:00 AM. CIRTS is not available during this time.</p> <p>Summary and Forecast: <a href="#">Immunization Summary and Forecast</a> <a href="#">Immunization Certificate</a></p> <p>CDC Schedules : <a href="#">0-6 yrs Schedule</a> <a href="#">7-18 yrs Schedule</a> <a href="#">Catch-up Schedule</a> <a href="#">Simplified Schedule</a> <a href="#">Adult Immunization</a></p> <p>Overdue Vaccines: <b>DTP/aP, Hib, Influenza</b></p> <p>Vaccines Due: <b>Hep A</b></p> <p>Enrolled in CIRTS: Yes</p> <p>VFC Status/Insurance: Unknown / Privately Insured : N/A</p>

## SUMMARY INFORMATION

The Summary Information section highlights the following subjects for every record.

Summary Information	
CIRTS ID:	100793809
Report ID:	100793809
Record Type:	Immunization Record
Client:	Tiger T Tigger Birth Date(mm/dd/yyyy): 01/01/2015 ( 2 y 1 m Male )
Case Status:	Open
Immunization Summary, Forecast & Schedules:	<p>Children with certain medical conditions/travel plans require vaccinations not forecast by the registry. Additional PCV/PPSV may be indicated for: asplenia/sickle cell; chronic heart, lung and liver disease; diabetes; CSFL; cochlear implants; alcoholism; and, immuno-compromising conditions. Additional meningococcal vaccinations may be indicated for travel to sub-Saharan Africa, for persistent complement component deficiencies and asplenia/sickle cell. Link to recommendations is: <a href="#">Advisory Committee on Immunization Practices (ACIP) Recommendations</a></p> <p>Mainframe Scheduled Maintenance is every Sunday between 4:00 AM and 9:00 AM. CIRTS is not available during this time.</p> <p>Summary and Forecast: <a href="#">Immunization Summary and Forecast</a> <a href="#">Immunization Certificate</a></p> <p>CDC Schedules : <a href="#">0-6 yrs Schedule</a> <a href="#">7-18 yrs Schedule</a> <a href="#">Catch-up Schedule</a> <a href="#">Simplified Schedule</a> <a href="#">Adult Immunization</a></p> <p>Overdue Vaccines: <b>DTP/aP, Hib, Influenza</b></p> <p>Vaccines Due: <b>Hep A</b></p> <p>Enrolled in CIRTS: Yes</p> <p>VFC Status/Insurance: Unknown / Privately Insured : N/A</p>

<b>CIRTS ID</b>	The unique record number automatically assigned by the CIRTS is displayed here
<b>Report ID</b>	<p>For an Immunization record:</p> <ul style="list-style-type: none"> <li>• same as the CIRTS ID if the record was manually entered into CIRTS</li> <li>• the child's old ID number from the previous system (not the same as the CIRTS ID) if the record was imported into CIRTS from Vital Records</li> </ul> <p>For a Facility record: the assigned SiteID (not the same as the CIRTS ID)</p>
<b>Record Type</b>	The type of CIRTS record: Immunization or Facility
<b>Client</b>	<p>The client about whom data is entered when a record is input into CIRTS - clicking the name link displays the Client/Facility Summary which provides additional demographic information</p> <ul style="list-style-type: none"> <li>• Contains Name, Birth Date, and Phone for Immunization record</li> <li>• Contains Name and Phone for Facility record</li> </ul>
<b>Case Dates</b>	<u>Displays for Facility records only</u> – contains the record Create Date
<b>Case Status</b>	The current status of the CIRTS record: Open or Closed



<b>Immunization Summary, Forecast &amp; Schedules</b>	<u>Displays for Immunization records only</u> –contains links to: <ul style="list-style-type: none"> <li>• Client's Immunization Summary and Forecast and Certificate</li> <li>• CDC Schedules</li> <li>• Due and Overdue vaccines</li> <li>• CIRTS enrollment status</li> <li>• VFC/Insurance status</li> <li>• Active Clinical Comments</li> </ul>
<b>Notifications</b>	<u>Displays for Facility records only</u> – contains any facility notifications. This section will only display if there is an active Concern with a status of Very High.



If there is an open Concern (with a Severity of Very High) on an Immunization record, the Concern will be displayed in red text at the beginning of the Immunization Summary, Forecast & Schedules section. Refer to the instructions in Chapter 6 (Concerns) of this guide for complete information on using Concerns.

**PATIENT/FACILITY INFORMATION**

The Patient/Facility Information contains the detailed information about the immunization record or facility record depending on the type of record that has been opened. If an immunization record was opened, the section will have the heading “Patient Information”. If a facility record was opened, the section will have the heading “Facility Information”.

The Patient/Facility Information section is divided into two smaller sections:

- Tabs
- Basic Information or Details

The Basic Information/Details section will change based on which of the Patient/Facility Information Tabs is activated. For example, if the Immunization Data Tab is activated for an immunization record, the Question Packages are listed. A Record Tab is activated by clicking on it.

**Patient Information for an Immunization Record**

Question Package	Client	Last Update	Updated By
>01. Medical Home	Record	02/02/2017	Test Provider [TProvider]
02. Demographics	Record	02/02/2017	Test Provider [TProvider]
03. CIRTS Consent	Record	02/02/2017	Test Provider [TProvider]
04. Clinical Comments	Record	02/02/2017	Test Provider [TProvider]
05. Immunization Detailed History	Record	02/02/2017	Test Provider [TProvider]
06. Immunization Administration - Current Provider	Record	02/02/2017	Test Provider [TProvider]
07. Immunization Administration - Historical Provider	Record	02/02/2017	Test Provider [TProvider]
08. Insurance	Record	02/02/2017	Test Provider [TProvider]
09. Electronic Birth Certificate Download	Record	02/02/2017	Test Provider [TProvider]
10. Deleted Immunization History	Record	02/02/2017	Test Provider [TProvider]

**Facility Information for a Facility Record**

Question Package	Facility	Last Update	Updated By
> Facility Demographics	Record	09/25/2014	Abhilasha Korade [KoradeA]

## PATIENT INFORMATION TABS

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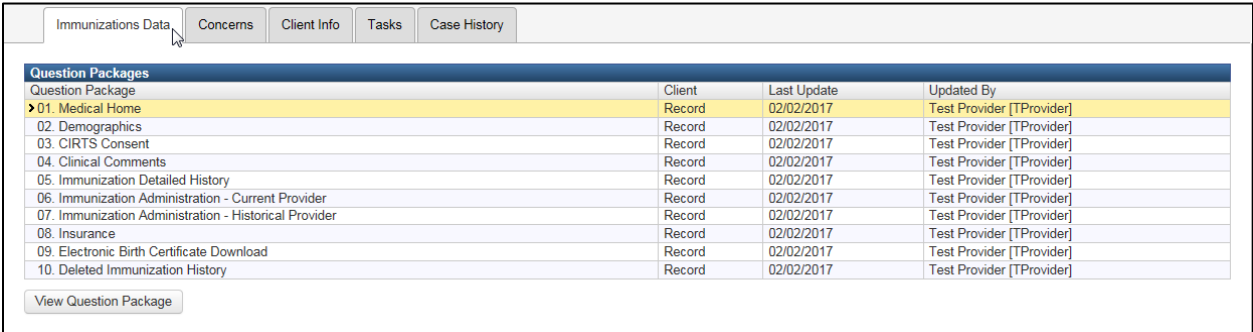
The Patient Information Tabs section has five tabs:



<b>Immunization Data</b>	Clicking the <b>Immunization Data</b> tab presents the user with the Question Packages specific to the client's demographic and immunization record
<b>Concerns</b>	Clicking the <b>Concerns</b> tab allows the user to view and add concerns/issues regarding the record - currently, there are five levels of Concerns severity in CIRTS
<b>Client Info</b>	Clicking the <b>Client Info</b> tab allows the user to view demographic information for the client - only DPH Administrators can edit Patient Information in the Client Info tab
<b>Tasks</b>	Clicking the <b>Tasks</b> tab allows the user to view and add tasks to the open record - tasks will display here regardless of who is assigned the task
<b>Case History</b>	Clicking the <b>Case History</b> tab will display a chronological list of changes that have been applied to the record

## PATIENT INFORMATION: IMMUNIZATION DATA

The Immunization Data Tab contains the record's Question Packages.



The screenshot shows a web application interface with a navigation bar containing tabs: Immunizations Data (selected), Concerns, Client Info, Tasks, and Case History. Below the tabs is a table titled "Question Packages". The table has four columns: Question Package, Client, Last Update, and Updated By. The first row is highlighted in yellow and shows "01. Medical Home" as the Question Package, "Record" as the Client, "02/02/2017" as the Last Update, and "Test Provider [TProvider]" as the Updated By. There are ten rows in total. Below the table is a button labeled "View Question Package".

Question Package	Client	Last Update	Updated By
01. Medical Home	Record	02/02/2017	Test Provider [TProvider]
02. Demographics	Record	02/02/2017	Test Provider [TProvider]
03. CIRTS Consent	Record	02/02/2017	Test Provider [TProvider]
04. Clinical Comments	Record	02/02/2017	Test Provider [TProvider]
05. Immunization Detailed History	Record	02/02/2017	Test Provider [TProvider]
06. Immunization Administration - Current Provider	Record	02/02/2017	Test Provider [TProvider]
07. Immunization Administration - Historical Provider	Record	02/02/2017	Test Provider [TProvider]
08. Insurance	Record	02/02/2017	Test Provider [TProvider]
09. Electronic Birth Certificate Download	Record	02/02/2017	Test Provider [TProvider]
10. Deleted Immunization History	Record	02/02/2017	Test Provider [TProvider]

A Question Package is a group of questions that share a common theme. There are ten Question Packages for a CIRTS Immunization record: Medical Home, Demographics, CIRTS Consent, Clinical Comments, Immunization Detailed History, Immunization Administration – Current Provider, Immunization Administration – Historical Provider, Insurance, Electronic Birth Certificate Download, and Deleted Immunization History.

The Question Package table is divided into four columns. Those columns are:

<b>Question Package</b>	Identifies the title of the Question Packages
<b>Client</b>	Will always be "Record"
<b>Last Update</b>	Displays the date that each Question Package was last updated
<b>Updated By</b>	Identifies the CIRTS username for the user that made the last update or modification to the Question Package

The Question Package may be viewed either by selecting it and then clicking on the View Question Package button or by double-clicking on the Question Package title in the table.

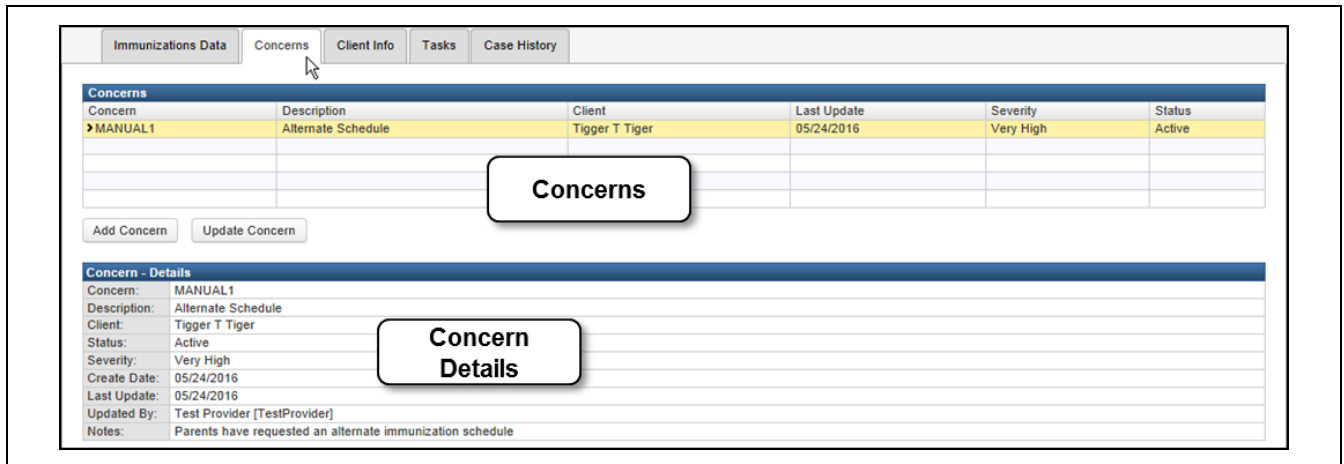
View Question Package

**PATIENT INFORMATION: CONCERNS**

The Concerns tab is used to enter information regarding any immunization concerns/issues that a Provider has about the client. If a Concern is assigned a Severity type of “Very High”, the Concern will be displayed in red text at the beginning of the Immunization Summary section of the Immunization record.

The Concerns section is further divided into two sections:

- Concerns
- Concern – Details



The Concerns table is divided into six columns. Those columns are:

<b>Concern</b>	The Concern name. This is system-generated and will be “MANUAL” for a user-defined Concern.
<b>Description</b>	The Concern description entered by the Provider.
<b>Client</b>	Indicates the name of the client involved in the concern
<b>Last Update</b>	Displays the date that the concern was last updated
<b>Severity</b>	Identifies the severity of the concern: Very Low, Low, Medium, High, Very High
<b>Status</b>	Refers to the current status of the concern - either Active or Resolved

**To view or modify a concern**

1. Click on the concern in the Concerns table and then click the **Update Concern** button.

Concerns					
Concern	Description	Client	Last Update	Severity	Status
MANUAL1	Alternate Schedule	Tigger T Tiger	05/24/2016	Very High	Active

The Edit Concern dialog box will display.

### Edit Concern - Tigger T Tiger - Immunization Record

#### Concern Information

**Concern:** MANUAL1  
**Client:** Tigger T Tiger  
**Create Date:** 05/24/2016  
**Last Update:** 05/24/2016  
**Updated By:** Test Provider [TestProvider]  
**Severity:** Very High  
**Status:** Active  
**Description:**   
**Notes:**

Parents have requested an alternate immunization schedule

This screen allows the user to specify that the concern has been resolved and also allows the user to make a note which will persist throughout the life of the record.

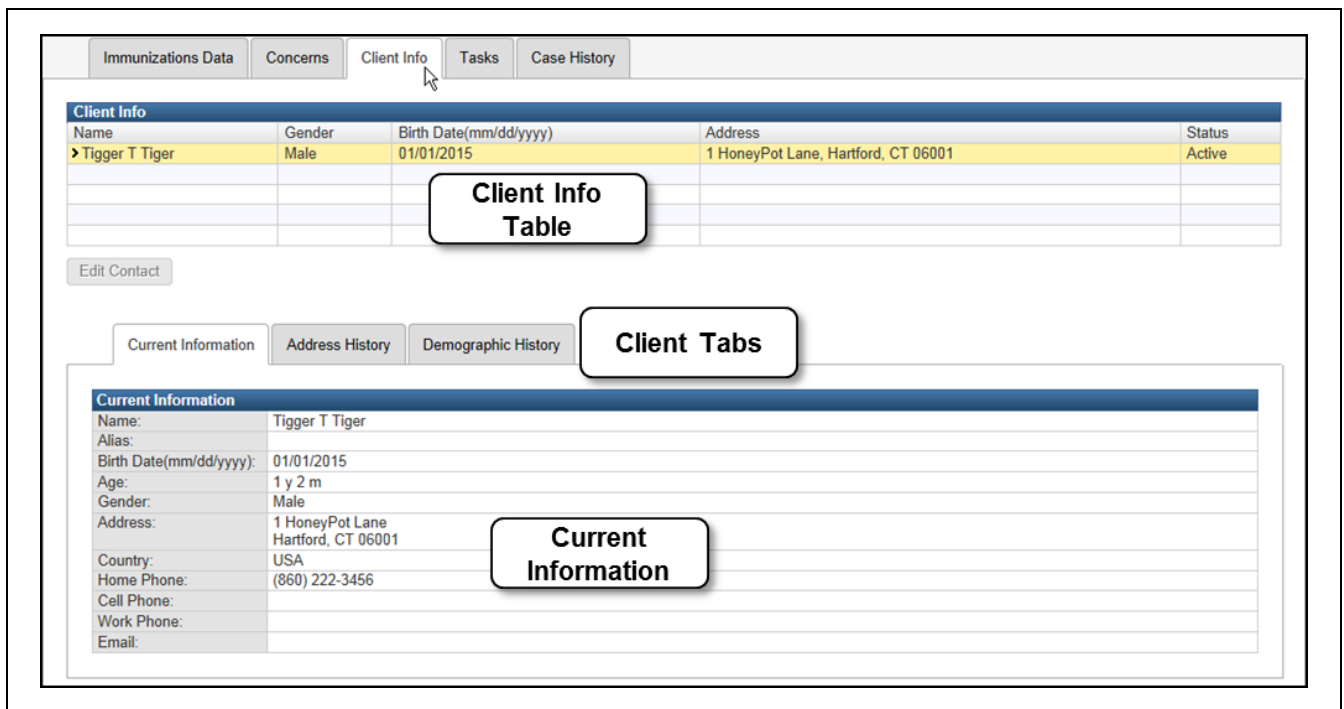
2. Set the **Status** to Resolved: to indicate that someone has acknowledged the concern and the appropriate action has been taken.
3. Enter or modify the concern **Description**.
4. Enter any appropriate **Notes**.
5. Click the **Save** button.

**PATIENT INFORMATION: CLIENT INFO**

The Client Info tab is used to view address or name information as well as to view other historical demographic information. Provider Site users may view, but not modify, client data in this section; only DPH Administrators have the system permissions to edit this data.

The Client Info section is further divided into three sections:

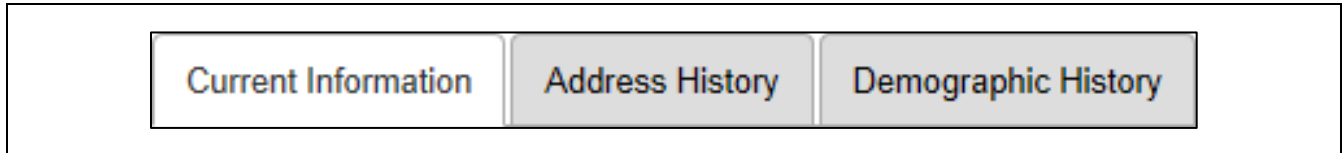
- Client Info Table
- Client Tabs
- Current Information



The Client Info table is divided into five columns. Those columns are:

<b>Name</b>	Indicates the name of the client in the immunization record
<b>Gender</b>	Indicates the Gender of the client: Male, Female, Transgender
<b>Birth Date</b>	Indicates the date of birth of the client
<b>Address</b>	Displays the current address of the client
<b>Status</b>	Refers to the current status of the client: Active, Deceased, Moved Out of State

The Client Tabs section has three tabs: Current Information, Address History, and Demographic History.

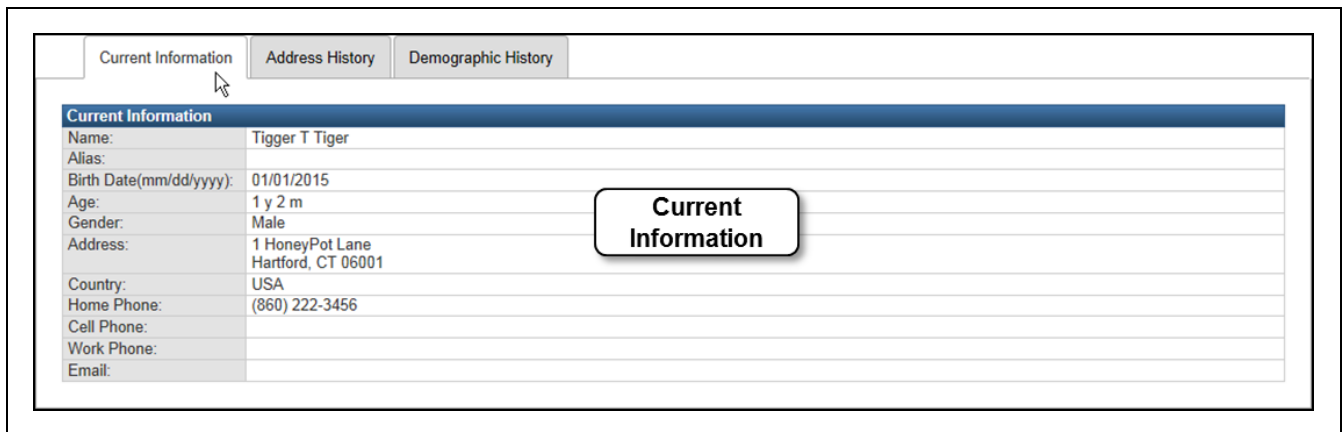


<b>Current Information</b>	Contains information such as client Full Name, Birth Date, Gender, Address, and Phone
<b>Address History</b>	Contains information for the current and other historical address(es)
<b>Demographic History</b>	Contains current and historical client information such as client First Name, Last Name, Middle Name, Birth Date, and Gender



**Important:** The Current Information, Address History, and Demographic History tabs are for DPH Administration use only. Provider Site users should refer to the information in the Demographics Question Package to view or modify client information. In order to change the phone and address information of a child, the information must be changed in the Responsible Care Giver(s) Information section of the Question Package.

**Current Information:**





**Address History:**

The screenshot displays the 'Address History' section of the application. At the top, there are three tabs: 'Current Information', 'Address History', and 'Demographic History'. The 'Address History' tab is active. Below the tabs, there is a table with columns for 'Type', 'Address', and 'Phone'. The first row is highlighted in yellow and shows 'Home \* Primary' as the type, '1 HoneyPot Lane, Hartford, CT 06001' as the address, and '(H) (860) 222-3456' as the phone number. Below this table are three buttons: 'Add Address Type', 'Edit Address', and 'Remove Address'. A callout box labeled 'Address History' is positioned over the table. Below the buttons, there is another table titled 'Address History' with columns for 'Effective Dates', 'Address', 'Phone', and 'Email'. This table shows two rows of historical data, both for the address '1 HoneyPot Lane, Hartford, CT 06001' and the phone '(H) (860) 222-3456'.

Type	Address	Phone
> Home * Primary	1 HoneyPot Lane, Hartford, CT 06001	(H) (860) 222-3456
	1 Woods Way, Hartford, CT 06001	(H) (860) 123-4567

Effective Dates	Address	Phone	Email
03/28/2016 - 03/28/2016	1 HoneyPot Lane, Hartford, CT 06001	(H) (860) 222-3456	
03/20/2016 - 03/28/2016	1 HoneyPot Lane, Hartford, CT 06001		

**Demographic History:**

The screenshot displays the 'Demographic History' section of the application. At the top, there are three tabs: 'Current Information', 'Address History', and 'Demographic History'. The 'Demographic History' tab is active. Below the tabs, there is a table with columns for 'Date', 'Field', 'Old Value', and 'New Value'. The first row shows a change on '03/31/2016' for the 'Middle Name' field, with the 'New Value' being 'T'. The second row shows a change for the 'Mother's Maiden Name' field, with the 'New Value' being 'Tigress'. A callout box labeled 'Demographic History' is positioned over the table.

Date	Field	Old Value	New Value
03/31/2016	Middle Name		T
	Mother's Maiden Name		Tigress

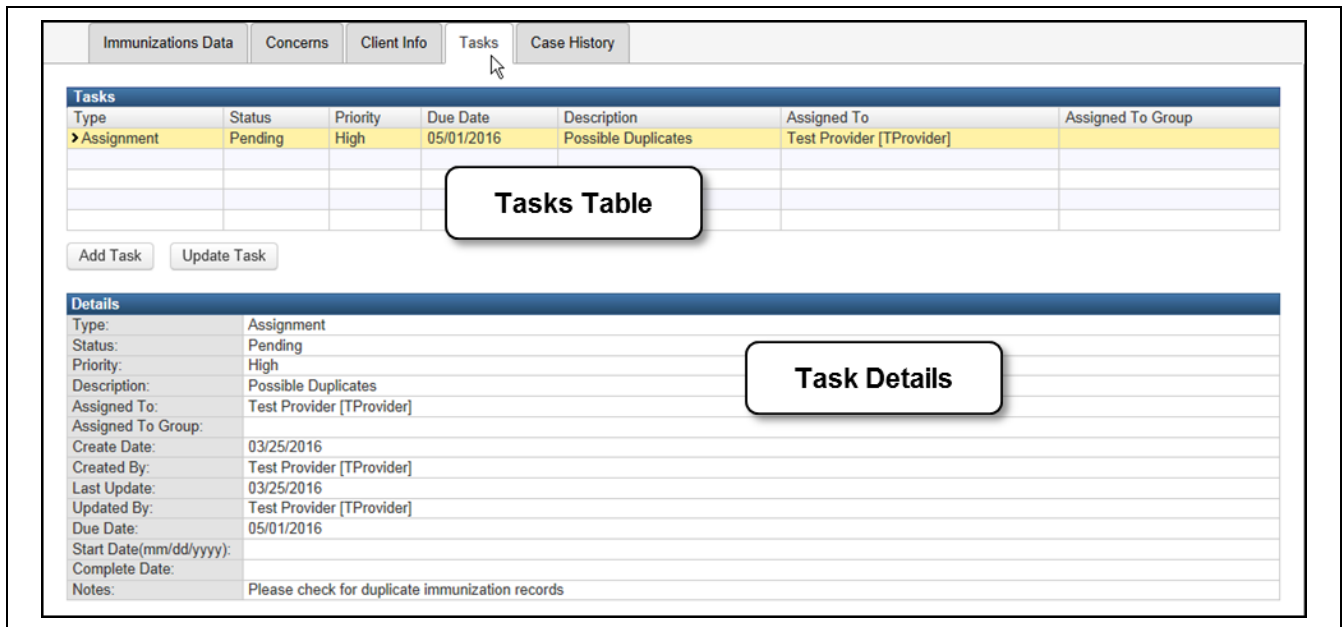
If changes are made to the Demographic History data, historical information will be displayed along with the current information. In the above example, a Middle Name and the Mother's Maiden Name were added to the client record; the Demographic History displays the current information in the table followed by the historical information.

**PATIENT INFORMATION: TASKS**

The Tasks tab provides information about the tasks associated with the open record.

The Tasks section is further divided into two sections:

- Tasks Table: The tasks associated with the open record will display in the table at the top of the section
- Details: Details about a selected task will display in the bottom of the section



The Tasks table is divided into seven columns. Those columns are:

<b>Type</b>	Displays the type of the task: will always be Assignment
<b>Status</b>	Displays the current status of the task: Pending, In Progress, Completed
<b>Priority</b>	Indicates the task priority as set by the task creator: Very Low, Low, Medium, High, Very High
<b>Due Date</b>	Displays the date that the task is due to be completed
<b>Description</b>	Displays the short description of the task
<b>Assigned To</b>	Indicates the user assigned to perform the task
<b>Assigned To Group</b>	Indicates the group assigned to perform the task

The Add Task feature will be available (or not) based on the assigned user permissions.

The Details section will display summary information about the selected Task.

Details	
Type:	Assignment
Status:	Pending
Priority:	High
Description:	Possible Duplicates
Assigned To:	Test Provider [TProvider]
Assigned To Group:	
Create Date:	03/25/2016
Created By:	Test Provider [TProvider]
Last Update:	03/25/2016
Updated By:	Test Provider [TProvider]
Due Date:	05/01/2016
Start Date(mm/dd/yyyy):	
Complete Date:	
Notes:	Please check for duplicate immunization records

<b>Type</b>	Displays the task type: will always be Assignment
<b>Status</b>	Displays the current status of the task: Pending, In Progress, Completed
<b>Priority</b>	Indicates the task priority as set by the task creator: Very Low, Low, Medium, High, Very High
<b>Description</b>	Displays the short description of the task
<b>Assigned To</b>	Indicates the user assigned to perform the task
<b>Assigned To Group</b>	Indicates the group assigned to perform the task
<b>Create Date</b>	Displays the date that the task was created
<b>Created By</b>	Identifies the user that created the task
<b>Last Update</b>	Displays the date that the task was last updated
<b>Updated By</b>	Identifies the user that made the last update or modification to the task information
<b>Due Date</b>	Displays the date that the task is due to be completed
<b>Start Date</b>	Displays the date that the task was started
<b>Complete Date</b>	Displays the date that the task was completed
<b>Notes</b>	Displays any notes attached to the task

## PATIENT INFORMATION: CASE HISTORY

The Case History tab provides information about changes that have been applied to the open immunization record.

The change information will be displayed in chronological order with the oldest change at the top of the list.

Time	Event	Message	User
05/24/2016 12:43 PM	Question Package Updated	Updated question package: 08. Insurance	Test Provider [TestProvider]
05/24/2016 12:43 PM	Question Package Updated	Updated question package: 09. Electronic Birth Certificate Download	Test Provider [TestProvider]
05/24/2016 03:42 PM	Question Package Updated	Updated question package: 04. Clinical Comments	Test Provider [TestProvider]
05/24/2016 04:05 PM	Concern Updated	Updated concern: Alternate Schedule [Tigger T Tiger]	Test Provider [TestProvider]

Displaying item(s) 11...14      << First < Prev 2 / 2 Next > Last >>

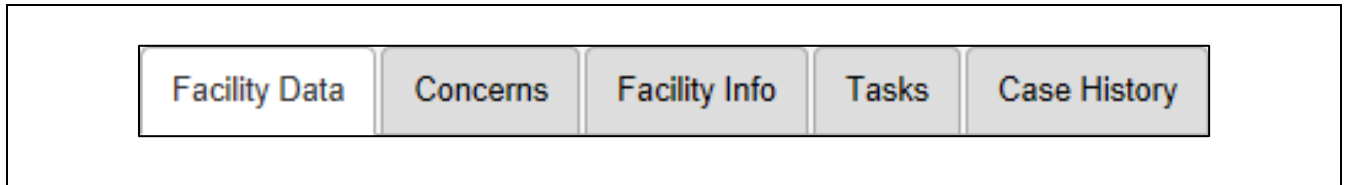
The Case History table is divided into four columns. Those columns are:

<b>Time</b>	Displays the date and time that the change was applied
<b>Event</b>	Displays the type of change that was applied
<b>Message</b>	Displays more specific information about the change that was applied
<b>User</b>	Displays the login ID of the user who made the change

## FACILITY INFORMATION TABS

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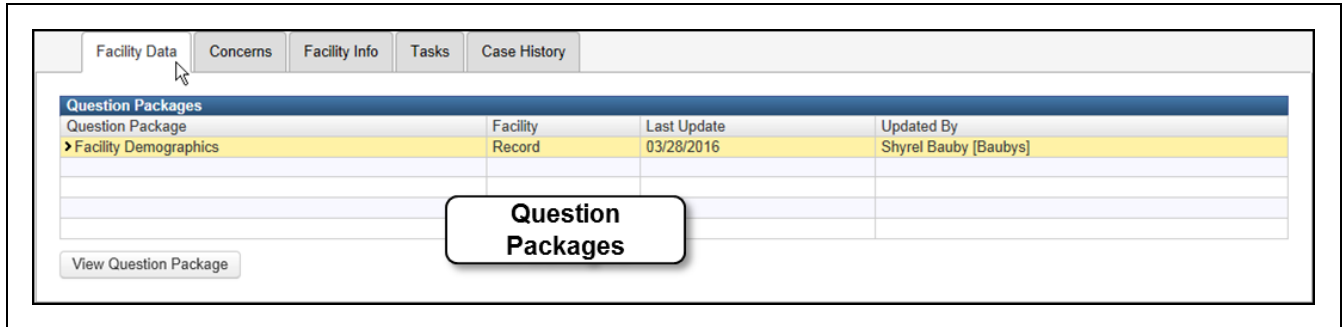
The Facility Information Tabs section has five tab buttons:



<b>Facility Data</b>	Clicking the <b>Facility Data</b> tab presents the user with the Question Packages specific to the facility record
<b>Concerns</b>	Clicking the <b>Concerns</b> tab allows the user to view and add concerns/issues regarding the record - currently, there are five levels of Concerns severity in CIRTS
<b>Facility Info</b>	Clicking the <b>Facility Info</b> tab allows the user to view demographic information for the client - only DPH Administrators can edit Facility Information in the Facility Info tab.
<b>Tasks</b>	Clicking the <b>Tasks</b> tab allows the user to view and add tasks to the open record - tasks will display here regardless of who is assigned the task
<b>Case History</b>	Clicking the <b>Case History</b> tab will display a chronological list of changes that have been applied to the record

**FACILITY INFORMATION: FACILITY DATA**

The Facility Data section contains the record’s Question Packages:



A Question Package is a group of questions that share a common theme. At this time, there is one Question Package for a CIRTS Facility record: Facility Demographics.

The Question Package table is divided into four columns. Those columns are:

<b>Question Package</b>	Identifies the title of the Question Package
<b>Facility</b>	Will always be “Record”
<b>Last Update</b>	Displays the date that each Question Package was last updated
<b>Updated By</b>	Identifies the CIRTS username for the user that made the last update or modification to the Question Package

The Question Package may be viewed either by selecting it and then clicking on the View Question Package button or by double-clicking on the Question Package title in the table.



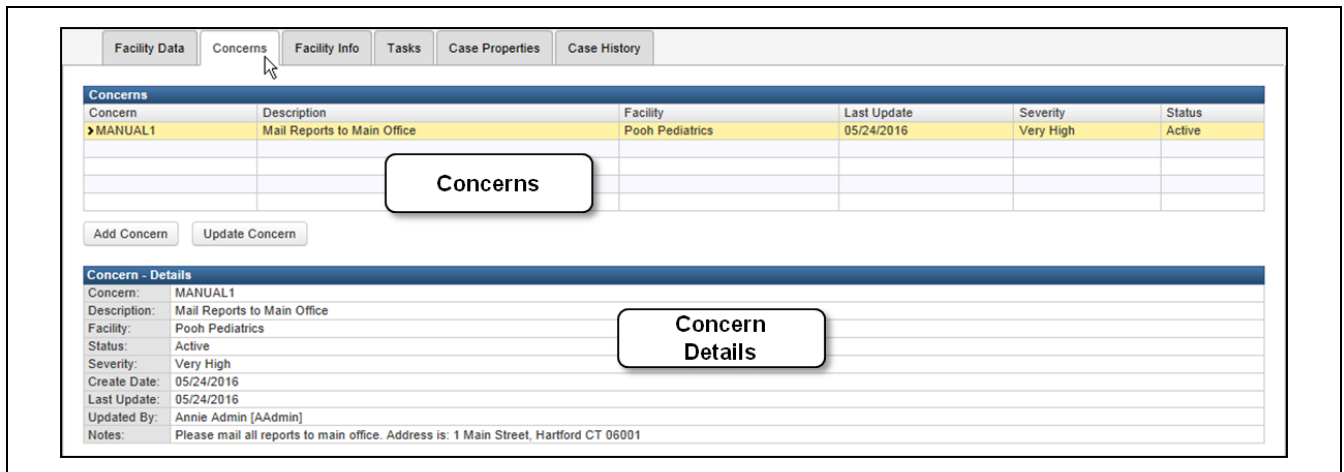
**FACILITY INFORMATION: CONCERNS**

The Concerns tab is used to view information regarding any concerns/issues about the client. If a Concern is assigned a Severity type of “High”, the Concern will be displayed in red text at the beginning of the Immunization Summary section of the Immunization record.

Only DPH Administrators have the system permissions to add and edit Concerns.

The Concerns section is further divided into two sections:

- Concerns
- Concern – Details

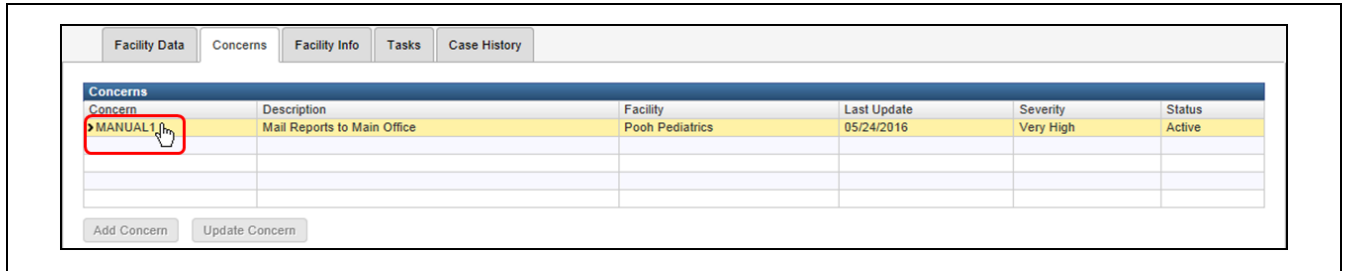


The Concerns table is divided into six columns. Those columns are:

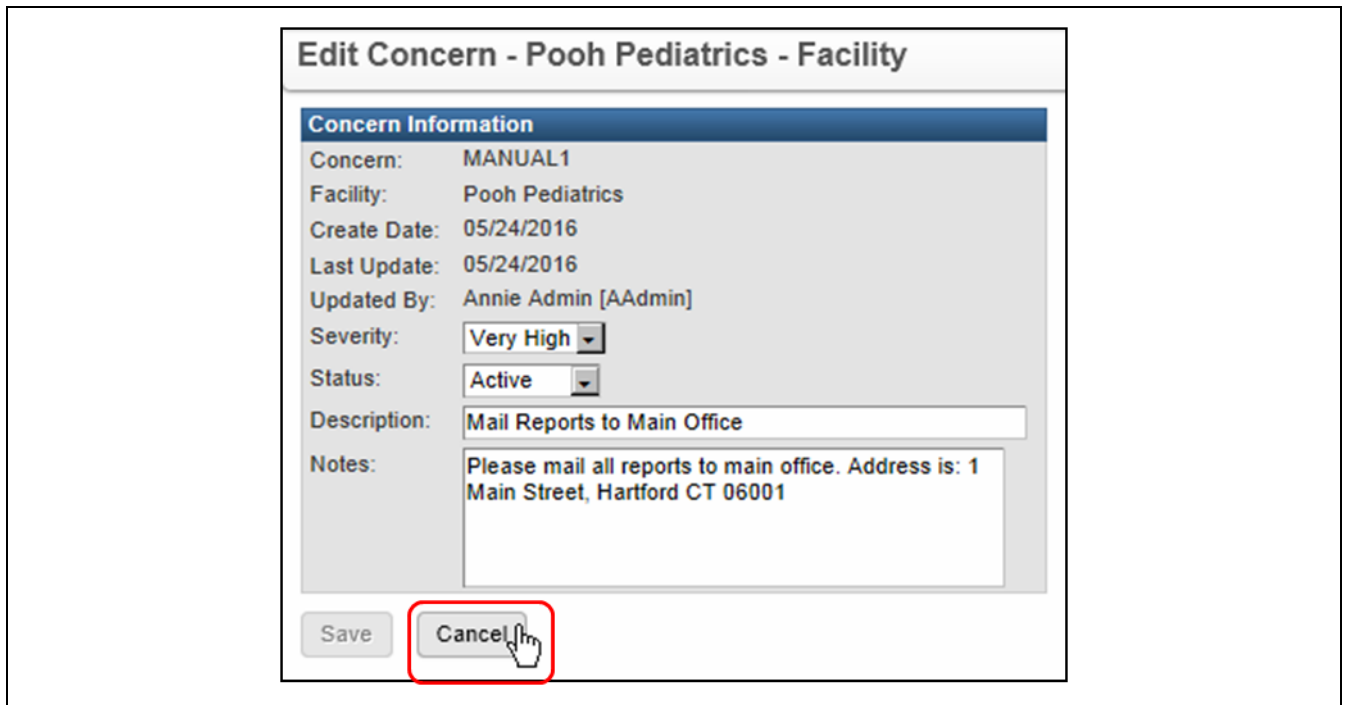
<b>Concern</b>	The Concern name entered by the DPH Administrator
<b>Description</b>	The Concern description entered by the DPH Administrator
<b>Facility</b>	Indicates the name of the facility involved in the concern
<b>Last Update</b>	Displays the date that the concern was last updated
<b>Severity</b>	Identifies the severity of the concern: Very Low, Low, Medium, High, Very High
<b>Status</b>	Refers to the current status of the concern - either Active or Resolved

**To view a concern**

1. Double-click on the concern in the Concerns section.



The Edit Concern dialog box will display.



2. Click the **Cancel** button to close the dialog box and return to the Facility record.



## FACILITY INFORMATION: FACILITY INFO

The Facility Info tab is used to view address or name information as well as to view other historical demographic information. Provider Site users may view facility data in this section; they may only modify the information for their own facility. Only DPH Administrators have the system permissions to edit the data for all facilities.

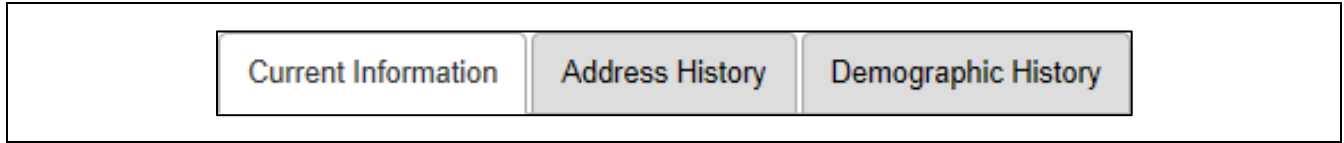
The Facility Info section is further divided into three sections:

- Facility Info Table
- Facility Tabs
- Facility Info Details

The Facility Info table is divided into three columns. Those columns are:

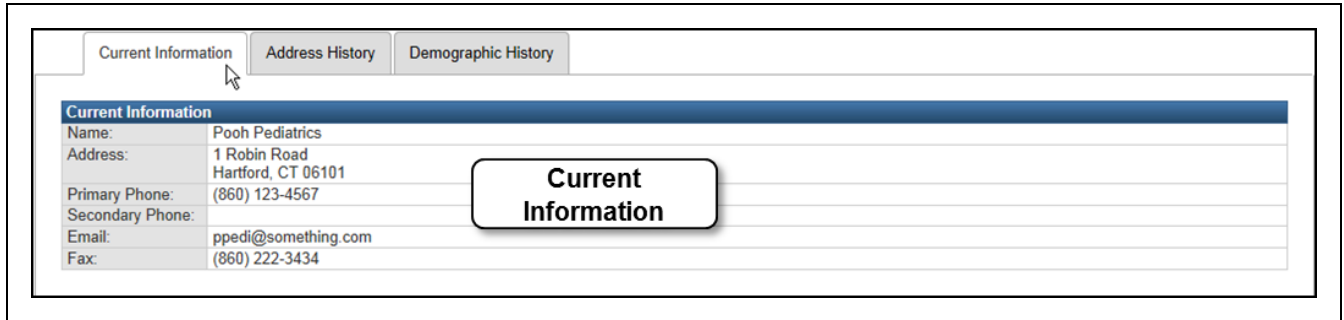
<b>Name</b>	Indicates the name of the facility in the facility record
<b>Address</b>	Displays the current address of the facility
<b>Status</b>	Refers to the current status of the facility: Active, Closed

The Facility Tabs section has three tabs: Current Information, Address History, and Demographic History.

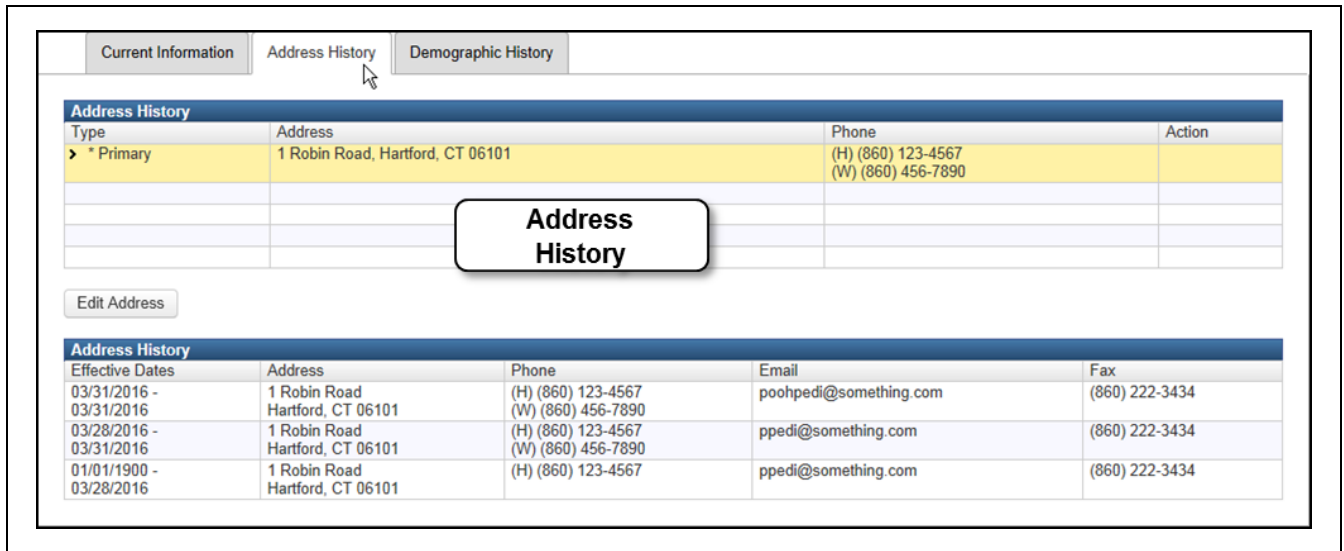


<b>Current Information</b>	Contains information such as Facility Name, Address, Phone, Email, and Fax
<b>Address History</b>	Contains information for the current and other historical address(es)
<b>Demographic History</b>	Currently, the Demographic History feature has been deactivated and no information will be displayed in this section

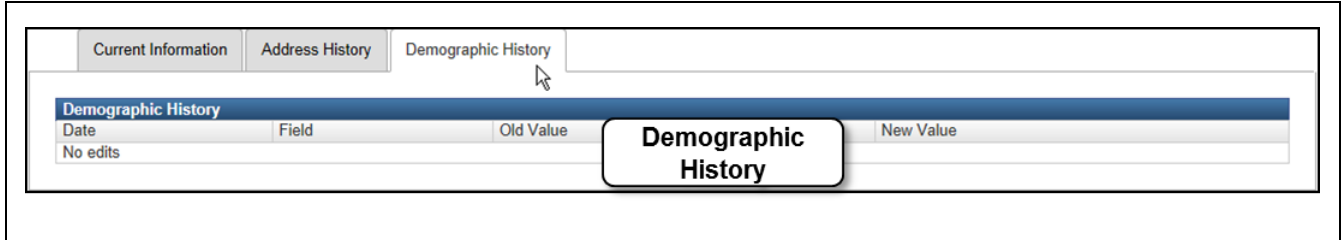
**Current Information:**



**Address History:**



**Demographic History:**



Currently, the Demographic History feature has been deactivated and no information will be displayed in this section.



Please remember to notify DPH/CIRTS if any of your facility demographic information changes.

## FACILITY INFORMATION: TASKS

The Tasks tab provides information about the tasks associated with the open facility record.

The Tasks section is further divided into two sections:

- **Tasks Table:** The tasks associated with the open record will display in the table at the top of the section
- **Details:** Details about a selected task will display in the bottom of the section

The Tasks table is divided into seven columns. Those columns are:

<b>Type</b>	Displays the type of the task: will always be Assignment
<b>Status</b>	Displays the current status of the task: Pending, In Progress, Completed
<b>Priority</b>	Indicates the task priority as set by the task creator: Very Low, Low, Medium, High, Very High
<b>Due Date</b>	Displays the date that the task is due to be completed
<b>Description</b>	Displays the short description of the task
<b>Assigned To</b>	Indicates the user assigned to perform the task
<b>Assigned To Group</b>	Indicates the group assigned to perform the task

The Add Task feature will be available (or not) based on the assigned user permissions. The Provider Site role will be able to update tasks using the **Update Task** button.

The Details section will display summary information about the selected Task.

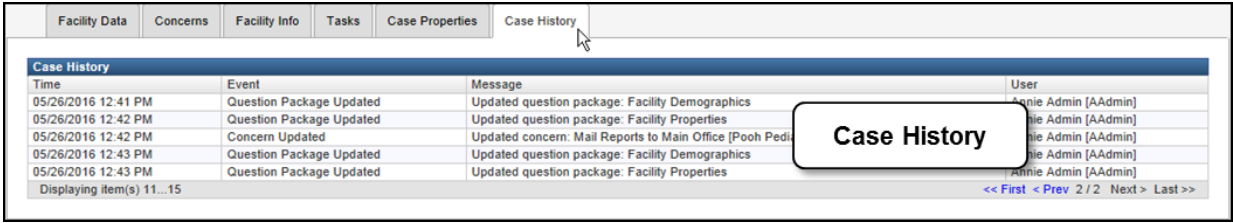
Details	
Type:	Assignment
Status:	Pending
Priority:	Very High
Description:	Update Demographics
Assigned To:	Test Provider [TProvider]
Assigned To Group:	
Create Date:	03/28/2016
Created By:	Shyrel Bauby [Baubys]
Last Update:	03/28/2016
Updated By:	Test Provider [TProvider]
Due Date:	04/15/2016
Start Date(mm/dd/yyyy):	
Complete Date:	
Notes:	Please review and update all demographic information for facility - might not be current.

<b>Type</b>	Displays the task type: will always be Assignment
<b>Status</b>	Displays the current status of the task: Pending, In Progress, Completed
<b>Priority</b>	Indicates the task priority as set by the task creator: Very Low, Low, Medium, High, Very High
<b>Description</b>	Displays the short description of the task
<b>Assigned To</b>	Indicates the user assigned to perform the task
<b>Assigned To Group</b>	Indicates the group assigned to perform the task
<b>Create Date</b>	Displays the date that the task was created
<b>Created By</b>	Identifies the user that created the task
<b>Last Update</b>	Displays the date that the task was last updated
<b>Updated By</b>	Identifies the user that made the last update or modification to the task information
<b>Due Date</b>	Displays the date that the task is due to be completed
<b>Start Date</b>	Displays the date that the task was started
<b>Complete Date</b>	Displays the date that the task was completed
<b>Notes</b>	Displays any notes attached to the task

## FACILITY INFORMATION: CASE HISTORY

The Case History tab provides information about changes that have been applied to the open Facility record.

The change information will be displayed in chronological order with the oldest change at the top of the list.



Time	Event	Message	User
05/26/2016 12:41 PM	Question Package Updated	Updated question package: Facility Demographics	Annie Admin [AAdmin]
05/26/2016 12:42 PM	Question Package Updated	Updated question package: Facility Properties	Annie Admin [AAdmin]
05/26/2016 12:42 PM	Concern Updated	Updated concern: Mail Reports to Main Office [Pooh Ped...	Annie Admin [AAdmin]
05/26/2016 12:43 PM	Question Package Updated	Updated question package: Facility Demographics	Annie Admin [AAdmin]
05/26/2016 12:43 PM	Question Package Updated	Updated question package: Facility Properties	Annie Admin [AAdmin]

Displaying item(s) 11...15

<< First < Prev 2 / 2 Next > Last >>

The Case History table is divided into four columns. Those columns are:

<b>Time</b>	Displays the date and time that the change was applied
<b>Event</b>	Displays the type of change that was applied
<b>Message</b>	Displays more specific information about the change that was applied
<b>User</b>	Displays the login ID of the user who made the change

## Chapter 5: Immunization Summary and Forecast and Certificate

### OVERVIEW

---

#### Purpose

Explain how to view and print the Immunization Summary and Forecast and Certificate for a client

---

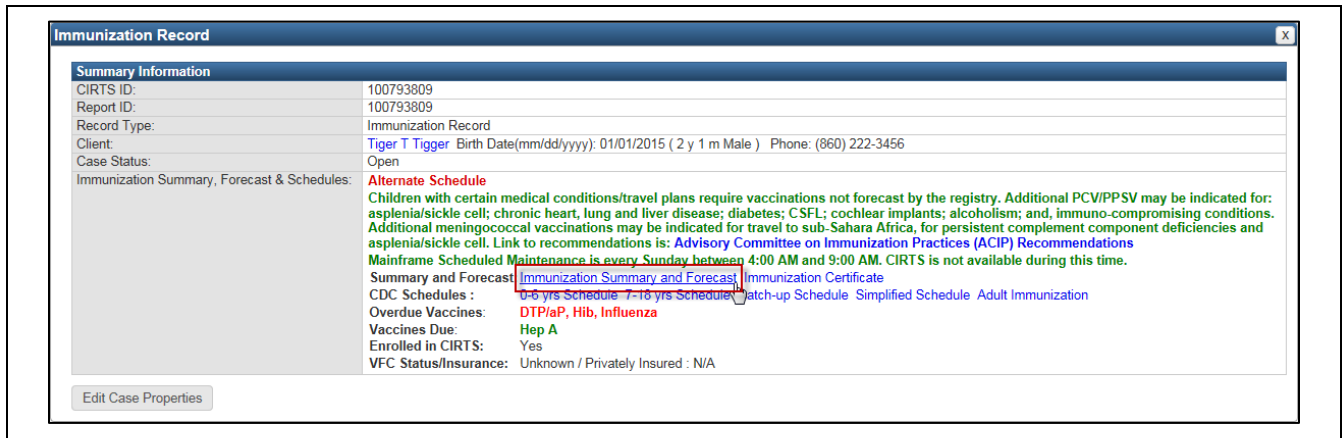
#### Objectives

- View and print the Immunization Summary and Forecast
  - View and print the Immunization Certificate
-

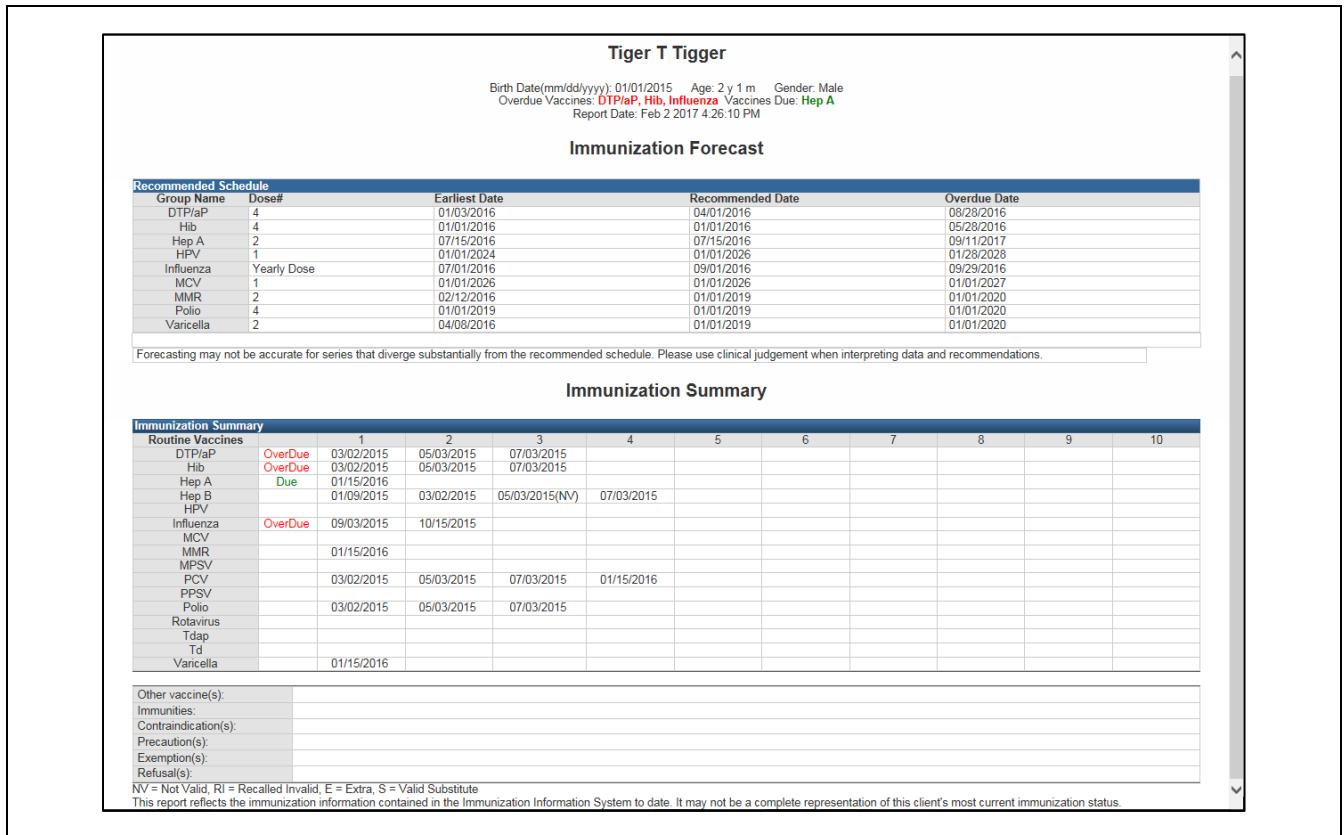
IMMUNIZATION SUMMARY AND FORECAST

To display the Immunization Summary and Forecast

1. Click the **Immunization Summary and Forecast** link in the Summary Information section of the immunization record.

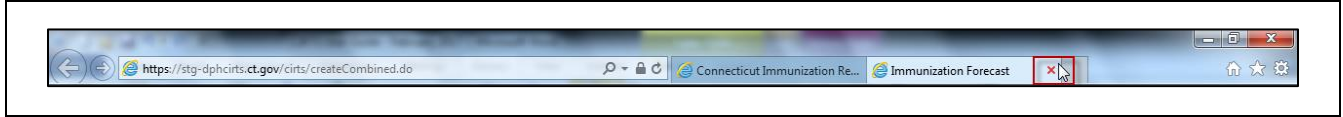


The Immunization Summary and Forecast will display in a new window in the browser.





2. Click the **Close Tab** button in the browser to close the Immunization Forecast window and return to CIRTS.



## IMMUNIZATION CERTIFICATE

### To display the Immunization Certificate


1. Click the **Immunization Certificate** link in the Summary Information section of the immunization record.

The screenshot shows a web browser window titled "Immunization Record". The "Summary Information" section contains the following data:

CIRTS ID:	100793809
Report ID:	100793809
Record Type:	Immunization Record
Client:	Tiger T Tigger Birth Date(mm/dd/yyyy): 01/01/2015 ( 2 y 1 m Male ) Phone: (860) 222-3456
Case Status:	Open
Immunization Summary, Forecast & Schedules:	<p><b>Alternate Schedule</b></p> <p>Children with certain medical conditions/travel plans require vaccinations not forecast by the registry. Additional PCV/PPSV may be indicated for: asplenia/sickle cell; chronic heart, lung and liver disease; diabetes; CSFL; cochlear implants; alcoholism; and, immuno-compromising conditions. Additional meningococcal vaccinations may be indicated for travel to sub-Saharan Africa, for persistent complement component deficiencies and asplenia/sickle cell. Link to recommendations is: <a href="#">Advisory Committee on Immunization Practices (ACIP) Recommendations</a></p> <p>Mainframe Scheduled Maintenance is every Sunday between 4:00 AM and 9:00 AM. CIRTS is not available during this time.</p> <p>Summary and Forecast: <a href="#">Immunization Summary and Forecast</a> <a href="#">Immunization Certificate</a></p> <p>CDC Schedules : <a href="#">0-6 yrs Schedule</a> <a href="#">7-18 yrs Schedule</a> <a href="#">Catch-up Schedule</a> <a href="#">Simplified Schedule</a> <a href="#">Adult Immunization</a></p> <p>Overdue Vaccines: <b>DTP/aP, Hib, Influenza</b></p> <p>Vaccines Due: <b>Hep A</b></p> <p>Enrolled in CIRTS: Yes</p> <p>VFC Status/Insurance: Unknown / Privately Insured : N/A</p>

An "Edit Case Properties" button is located at the bottom left of the window.

The Immunization Certificate screen will display in a new window in the browser.



**CONNECTICUT DEPARTMENT OF PUBLIC HEALTH**  
Keeping Connecticut Healthy

**CT Immunization Registry and Tracking System (CIRTS)**

Immunization Program  
410 Capitol Ave. MS# 11MUN  
P.O. Box 340308  
Hartford, CT 06134-0308  
Phone: 860-509-7929  
www.ct.gov/dph/immunizations

Official Immunization Record As of: 02/02/2017

Name <b>Tiger T Tigger</b>		Date of Birth <b>01/01/2015</b>		Sex <b>Male</b>	
-------------------------------	--	------------------------------------	--	--------------------	--

Vaccine	#	Date	Vaccine Type	Vaccine	#	Date	Vaccine Type	
Hepatitis B	1	01/09/2015	Hep B, adolescent or pediatric	Pneumococcal Conjugate	1	03/02/2015	Pneumococcal conjugate PCV 13	
	2	03/02/2015	DTaP-Hep B-IPV		2	05/03/2015	Pneumococcal conjugate PCV 13	
	3	05/03/2015(NV)	DTaP-Hep B-IPV		3	07/03/2015	Pneumococcal conjugate PCV 13	
	4	07/03/2015	DTaP-Hep B-IPV		4	01/15/2016	Pneumococcal conjugate PCV 13	
	5				5			
	6				6			
Diphtheria, Tetanus, Pertussis	1	03/02/2015	DTaP-Hep B-IPV	Measles, Mumps, Rubella	1	01/15/2016	MMR	
	2	05/03/2015	DTaP-Hep B-IPV		2			
	3	07/03/2015	DTaP-Hep B-IPV		3			
	4				4			
	5				5			
	6				6			
	7				7			
Haemophilus Influenzae type b(Hib)	1	03/02/2015	Hib (PRP-T)	Varicella	1	01/15/2016	varioella	
	2	05/03/2015	Hib (PRP-T)		2			
	3	07/03/2015	Hib (PRP-T)		3			
	4				1			
	5				2			
	6				3			
Polio	1	03/02/2015	DTaP-Hep B-IPV	Pneumococcal Polysaccharide	1			
	2	05/03/2015	DTaP-Hep B-IPV		2			
	3	07/03/2015	DTaP-Hep B-IPV		3			
	4				Hepatitis A	1	01/15/2016	Hep A, ped/adol, 2 dose
	5					2		
	6					3		
1			1					
Rotavirus	2			Human Papillomavirus	2			
	3				3			
	4				4			

FLU: Influenza, injectable, quadrivalent, preservative free, pediatric (09/03/2015); Influenza, injectable, quadrivalent, preservative free, pediatric (10/15/2015)

Other Vaccine(s):


Permanent Medical Exemption:

Religious Exemption:

Serologic Proof of Immunity:

---

NV = Not Valid, RI = Recalled Invalid, E = Extra, G = Valid Substitute



- Click the **Close Tab** button in the browser to close the Immunization Certificate window and return to CIRTS.



## Chapter 6: Concerns

### OVERVIEW

---

#### Purpose

Describe system-generated and manually created concerns.

---

#### Objectives

- View Concerns
  - Update Concerns
  - Manually create Concerns
-

## CONCERNS

A Concern is a free text note that anyone can enter in a patient record to indicate a potential immunization issue that may need to be addressed. Concerns may be manually created and modified by the user; they cannot be deleted and the concern history can always be viewed with the record. Concerns are located in the Patient Information section of the Immunization record.

Concern	Description	Client	Last Update	Severity	Status
MANUAL1	Alternate Schedule	Tigger T Tiger	05/24/2016	Very High	Active

Buttons: Add Concern, Update Concern

**Concern - Details**

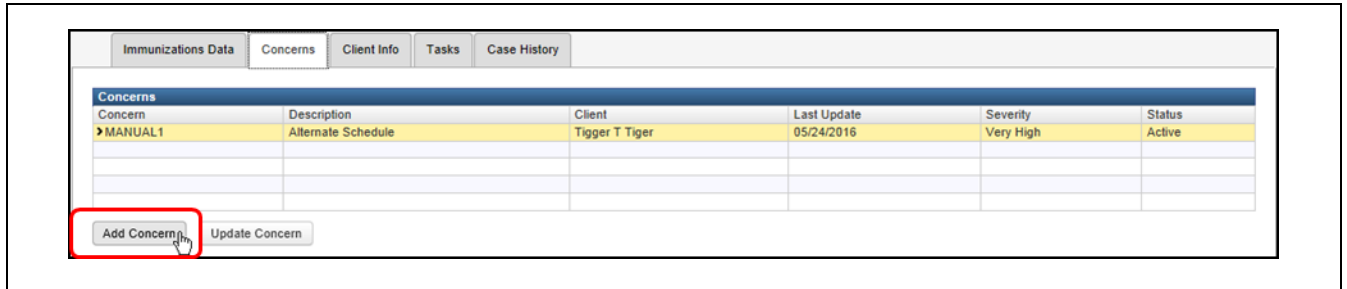
Concern: MANUAL1  
 Description: Alternate Schedule  
 Client: Tigger T Tiger  
 Status: Active  
 Severity: Very High  
 Create Date: 05/24/2016  
 Last Update: 05/24/2016  
 Updated By: Test Provider [TestProvider]  
 Notes: Parents have requested an alternate immunization schedule

Some examples of concerns that might be added to a record are:

- Parent requested an alternate schedule
- Vaccines given on \_\_\_date were given out of the country in Mexico
- Administered MMR early due to travel abroad- will need to administer 2<sup>nd</sup> MMR
- Patient in China for the summer

**To add a concern**

1. Click the **Add Concern** button at the bottom of the Concerns table.



The Add Concern screen will display.

The fields in the Add Concern screen are:

<b>Concern</b>	The name of the concern. If the concern has been manually created, this will be "MANUAL".
<b>Severity</b>	Indicates the severity of the concern: Very Low, Low, Medium, High, Very High
<b>Status</b>	Indicates the status of the concern: Active or Resolved
<b>Description</b>	Describes the concern
<b>Notes</b>	Displays any notes regarding the concern

2. Enter the **Severity**, **Status**, **Description**, and any related **Notes**.
3. Click the **Save** button.

### Add Concern - Tigger T Tigger - Immunization Record

**Concern Information**

Concern: MANUAL2

Severity: Very High

Status: Active

Description: Need 2nd MMR

Notes: Administered MMR early due to travel abroad- will need to administer 2nd MMR

Save
Cancel

- The concern will be applied and the system will return to the CIRTS main screen with the concern displayed in the Patient Information section.

Immunizations Data   Concerns   Client Info   Tasks   Case History

Concerns						
Concern	Description	Client	Last Update	Severity	Status	
MANUAL 1	Alternate Schedule	Tiger T Tigger	02/02/2017	Very High	Active	
▶ MANUAL2	Need 2nd MMR	Tiger T Tigger	02/04/2017	Very High	Active	

Add Concern
Update Concern

**Concern - Details**

Concern: MANUAL2

Description: Need 2nd MMR

Client: Tiger T Tigger

Status: Active

Severity: Very High

Create Date: 02/04/2017

Last Update: 02/04/2017

Updated By: Test Provider [TProvider]

Notes: Administered MMR early due to travel abroad. Will need to administer 2nd MMR.

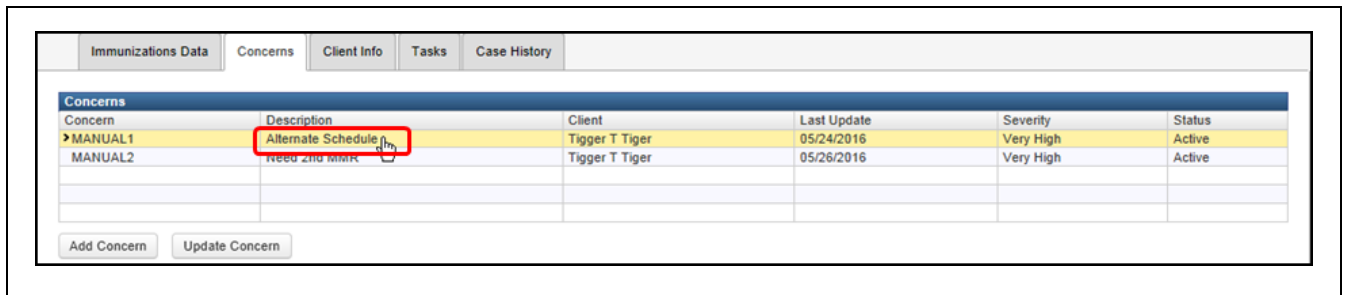


If a concern is assigned a Severity of “Very High”, the concern will be displayed in red text in the Summary Information section of the immunization record.

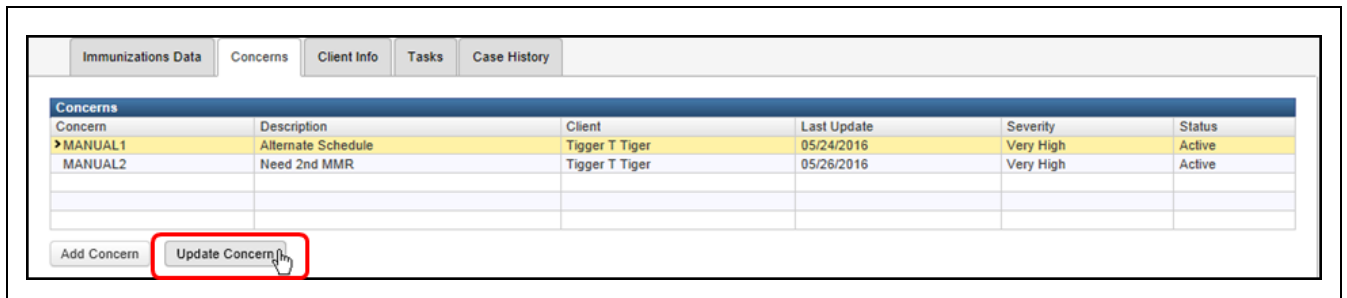
Summary Information	
CIRTS ID:	100793809
Report ID:	100793809
Record Type:	Immunization Record
Client:	Tiger T Tigger Birth Date(mm/dd/yyyy): 01/01/2015 ( 2 y 1 m Male ) Phone: (860) 222-3456
Case Status:	Open
Immunization Summary, Forecast & Schedules:	<div style="border: 1px solid red; padding: 2px; display: inline-block;"> <span style="color: red; font-weight: bold;">Alternate Schedule</span>  <span style="color: red; font-weight: bold;">Need 2nd MMR</span> </div> <p style="font-size: small; color: green;">Children with certain medical conditions/travel plans require vaccinations not forecast by the registry. Additional PCV/PPSV may be indicated for: asplenia/sickle cell; chronic heart, lung and liver disease; diabetes; CSFL; cochlear implants; alcoholism; and, immuno-compromising conditions. Additional meningococcal vaccinations may be indicated for travel to sub-Saharan Africa, for persistent complement component deficiencies and asplenia/sickle cell. Link to recommendations is: <a href="#">Advisory Committee on Immunization Practices (ACIP) Recommendations</a></p> <p style="font-size: small; color: green;">Mainframe Scheduled Maintenance is every Sunday between 4:00 AM and 9:00 AM. CIRTS is not available during this time.</p> <p style="font-size: small; color: blue;">Summary and Forecast: <a href="#">Immunization Summary and Forecast</a> <a href="#">Immunization Certificate</a></p> <p style="font-size: small; color: blue;">CDC Schedules : <a href="#">0-6 yrs Schedule</a> <a href="#">7-18 yrs Schedule</a> <a href="#">Catch-up Schedule</a> <a href="#">Simplified Schedule</a> <a href="#">Adult Immunization</a></p> <p style="font-size: small; color: red;">Overdue Vaccines: <a href="#">DTP/aP, Hib, Influenza</a></p> <p style="font-size: small; color: green;">Vaccines Due: <a href="#">Hep A</a></p> <p style="font-size: small; color: green;">Enrolled in CIRTS: Yes</p> <p style="font-size: small; color: blue;">VFC Status/Insurance: Unknown / Privately Insured : N/A</p>

**To modify a concern**

1. Click the Concerns tab.
2. Select a concern by clicking it in the Concerns table.



3. Click the **Update Concern** button.



The Edit Concern – Immunization Record screen will display.

### Edit Concern - Tigger T Tiger - Immunization Record

#### Concern Information

**Concern:** MANUAL1  
**Client:** Tigger T Tiger  
**Create Date:** 05/24/2016  
**Last Update:** 05/24/2016  
**Updated By:** Test Provider [TestProvider]  
**Severity:** Very High  
**Status:** Active  
**Description:**   
**Notes:**

4. Update the appropriate information for **Severity**, **Status**, and **Notes**.



- Click the **Save** button to complete the process.

### Edit Concern - Tigger T Tiger - Immunization Record

**Concern Information**

Concern: MANUAL1  
 Client: Tigger T Tiger  
 Create Date: 05/24/2016  
 Last Update: 05/24/2016  
 Updated By: Test Provider [TestProvider]  
 Severity: Very High  
 Status: Active  
 Description: Alternate Schedule  
 Notes: Patient in Africa for summer.  
Parents have requested an alternate immunization schedule

Save
Cancel



Note: Even if the Status of a concern has been changed to “Resolved”, the concern history will still display in the Concerns table of Patient Information. Concerns cannot be deleted.

Immunizations Data					
Concerns					
Concern	Description	Client	Last Update	Severity	Status
MANUAL1	Alternate Schedule	Tigger T Tiger	05/26/2016	Very High	Active
▶MANUAL2	Need 2nd MMR	Tigger T Tiger	05/26/2016	Very High	Resolved

Add Concern
Update Concern

# Chapter 7: Question Packages – General Operating Procedures

## OVERVIEW

---

### Purpose

Describe the purpose and general operating procedures for all the predefined CIRTS Question Packages

---

### Objectives

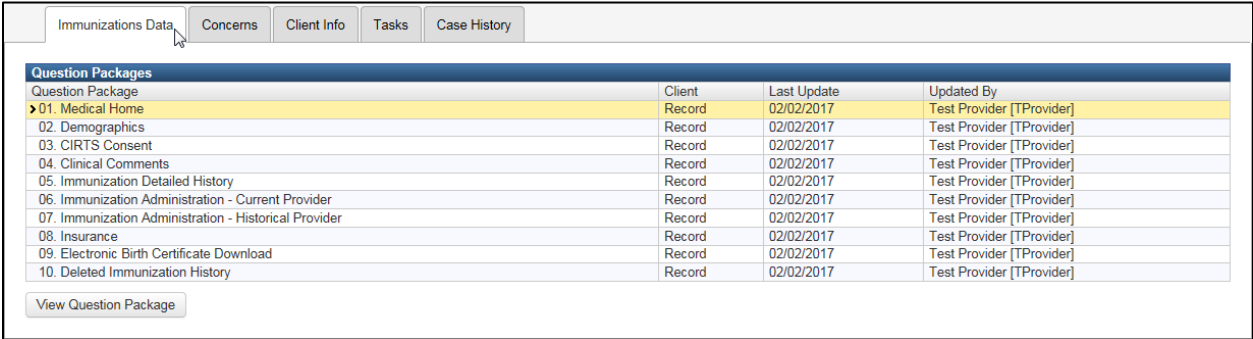
- Define Question Packages
  - Describe fields in the Question Package table
  - Explain how to view individual Question Packages
  - Discuss required fields and notifications
-

## QUESTION PACKAGES

A Question Package is a set of information (questions) that should be filled out for each record. They include critical information about the client. CIRTS has ten Question Packages:

- Medical Home
- Demographics
- CIRTS Consent
- Clinical Comments
- Immunization Detailed History
- Immunization Administration – Current Provider
- Immunization Administration – Historical Provider
- Insurance
- Electronic Birth Certificate Download
- Deleted Immunization History

The Question Packages are displayed in the Immunizations Data section of Patient Information.



Question Packages	Client	Last Update	Updated By
01. Medical Home	Record	02/02/2017	Test Provider [TProvider]
02. Demographics	Record	02/02/2017	Test Provider [TProvider]
03. CIRTS Consent	Record	02/02/2017	Test Provider [TProvider]
04. Clinical Comments	Record	02/02/2017	Test Provider [TProvider]
05. Immunization Detailed History	Record	02/02/2017	Test Provider [TProvider]
06. Immunization Administration - Current Provider	Record	02/02/2017	Test Provider [TProvider]
07. Immunization Administration - Historical Provider	Record	02/02/2017	Test Provider [TProvider]
08. Insurance	Record	02/02/2017	Test Provider [TProvider]
09. Electronic Birth Certificate Download	Record	02/02/2017	Test Provider [TProvider]
10. Deleted Immunization History	Record	02/02/2017	Test Provider [TProvider]

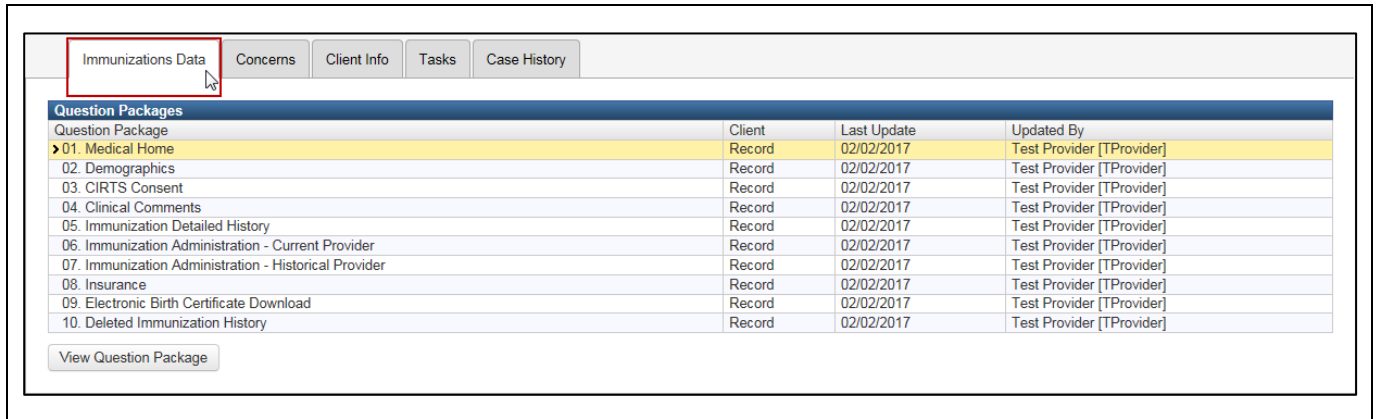
View Question Package

The fields in the Question Package table are:

<b>Question Package</b>	Identifies the title of the Question Package
<b>Client</b>	Will always be "Record"
<b>Last Update</b>	Displays the date that each Question Package was last updated
<b>Updated By</b>	Identifies the user that made the last update or modification to the Question Package

**To view a Question Package**

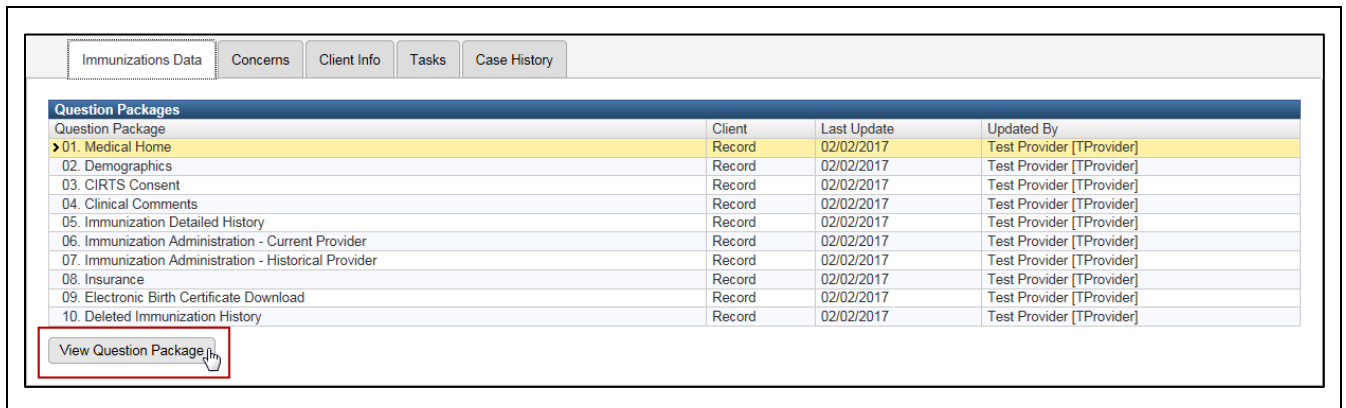
1. Open a CIRTS record (immunization record).
2. The Question Packages should already be displayed. If they are not displayed, click the **Immunization Data** tab in the Patient Information section.



3. To view the entire Question Package, either **double-click** the Question Package name in the Question Packages table

or

**Click** the Question Package name in the Question Packages table and then click the **View Question Package** button.



The selected Question Package will display.

Required questions are indicated by an asterisk ("\*"); Question Packages will still be saved with unanswered "required" questions.

- After viewing and editing the questions in the Question Package, click the **Save** button to save the changes and return to the CIRTS main screen

or

Click the **Cancel** button to return to the CIRTS main screen without saving any changes.

It is recommended that users save frequently. CIRTS will time out after thirty minutes of inactivity. If the user receives a phone call, for example, the user should save the Question Package before taking the call. If the user does not click the Save button and the product does time out, the data that has been entered since the last save will be lost.

The user is advised to open each Question Package and answer as many questions as possible within that package until each Question Package has been completed.



Remember: CIRTS is “context-sensitive”, the questions in a package will change according to the selections and answers to other questions in the package. For example, when the Demographics package is first displayed, the Care Giver Type field is blank.

Current Responsible Care Giver Type	
Current Responsible Care Giver	Mother
Responsible Care Giver(s) Information	
Care Giver Type	
* Indicates required field	

When a Care Giver Type is selected, the fields for Care Giver Name, Date of Birth, Address, etc. will display.

Responsible Care Giver(s) Information			
Care Giver Type	Mother	<a href="#">Add New</a>	
First Name		Middle Name	
Last Name		Maiden Name	Tigress
Date of Birth (mm/dd/yyyy)		Street address *	
City *		State *	CT
Zip code *		Home Phone	
Work Phone		Cell Phone	
Email			


Fields that are grayed-out cannot be changed from within the Question Package. They must be either changed in other screens in the CIRTS or will be calculated by the system based on the data entered in related fields.

For example, in the Responsible Care Giver Information section, the field for Maiden Name of the care giver (if Care Giver Type is “Mother”) is grayed out. It cannot be changed by a Provider Site user after the immunization record is created; only DPH can change this field.

### **Expand Details**

- When a Question Package is viewed, by default the top of the Question Package screen displays the number and name of the Question Package and the name of the patient.

01. Medical Home - Tigger T Tiger - Immunization Record

 Expand Details

2. Click the **Expand Details** command to display additional information such as Birth Date, Age, Gender, VFC Status, Insurance, and Address.

01. Medical Home - Tigger T Tiger - Immunization Record

 Expand Details

01. Medical Home - Tigger T Tiger - Immunization Record

Birth Date(mm/dd/yyyy): 01/01/2015 Age : 1 Yr 3 Mo Gender: Male VFC Status: Unknown Insurance:  
Address: 1 Honeypot Lane, Hartford, CT 06001

 Close Details


3. Click the **Close Details** command to return to the default display.

01. Medical Home - Tigger T Tiger - Immunization Record

Birth Date(mm/dd/yyyy): 01/01/2015 Age : 1 Yr 3 Mo Gender: Male VFC Status: Unknown Insurance:  
Address: 1 Honeypot Lane, Hartford, CT 06001

 Close Details

01. Medical Home - Tigger T Tiger - Immunization Record

 Expand Details

## Chapter 8: Medical Home Question Package

### OVERVIEW

---

#### Purpose

Describe the Medical Home Question Package.

---

#### Objectives

- View the Medical Home Question Package
  - Define the fields in the Medical Home Question Package
  - Change a Facility in the Question Package
-

## MEDICAL HOME QUESTION PACKAGE

The Medical Home Question Package is a set of information (questions) relating to the Client including:

- Facility (Medical Home)
- Medical Record Number
- Patient Status

### To view the Medical Home Question Package

1. Search for and open a Client record.
2. Either **double-click** Medical Home in the Question Package table, or click once on Medical Home in the Question Package table and then click the **View Question Package** button.

Question Package	Client	Last Update	Updated By
01. Medical Home	Record	02/02/2017	Test Provider [TProvider]
02. Demographics	Record	02/02/2017	Test Provider [TProvider]
03. CIRTS Consent	Record	02/02/2017	Test Provider [TProvider]
04. Clinical Comments	Record	02/02/2017	Test Provider [TProvider]
05. Immunization Detailed History	Record	02/02/2017	Test Provider [TProvider]
06. Immunization Administration - Current Provider	Record	02/02/2017	Test Provider [TProvider]
07. Immunization Administration - Historical Provider	Record	02/02/2017	Test Provider [TProvider]
08. Insurance	Record	02/02/2017	Test Provider [TProvider]
09. Electronic Birth Certificate Download	Record	02/02/2017	Test Provider [TProvider]
10. Deleted Immunization History	Record	02/02/2017	Test Provider [TProvider]

View Question Package

The Medical Home Question Package will display.

**01. Medical Home - Tiger T Tigger - Immunization Record**

Birth Date(mm/dd/yyyy): 01/01/2015 Age : 2 Yr 1 Mo Gender: Male VFC Status: Unknown Insurance:  
Address: 1 Honetpot Lane, Hartford, CT 06101

Close Details

Facility	Pooh Pediatrics	Medical Record Number	
Patient Status	Active	Outreach Status	

Save Cancel

The data fields in the Medical Home Question Package are:



Child Demographic Information section	
<b>Facility</b>	The medical facility that is currently servicing the client: initially pre-filled with the name of the Provider Site that either created the immunization record or that was reported to CIRTS on the CIRTS enrollment form
<b>Medical Record Number</b>	Client's Medical Record Number assigned by the provider facility: alpha-numeric free text field
<b>Patient Status</b>	Status of the client: Active, Deceased, Moved out of State
<b>Outreach Status</b>	Outreach status of the client: 2. Patient Unknown, 3. Lost to Follow-Up, 4. Transferred to Unknown

Required questions are indicated by an asterisk ("\*"); Question Packages will still be saved with unanswered "required" questions. There are no required questions in the Medical Home Question Package.

3. Answer as many questions as possible.
4. After answering the questions, click the **Save** button to save changes and return to the CIRTS main screen. Click the **Cancel** button to return to the CIRTS main screen without saving any changes.

**Entering the Patient Status**

If "Deceased" is selected for the Patient Status field, the section changes to display a new field for the Date of Death.

Facility	Pooh Pediatrics	Medical Record Number	<input type="text"/>
Patient Status	Deceased	Death Date (mm/dd/yyyy)	<input type="text"/>

**Modifying Facility Information**

The Facility field is initially pre-filled with the name of the Provider Site that either created the immunization record or that was reported to CIRTS on the CIRTS enrollment form. To change the Facility, it is necessary to perform a search; the Facility cannot be typed directly into the field.

1. Click the **Search** button to the right of the Facility link.

01. Medical Home - Tiger T Tigger - Immunization Record			
<a href="#">Expand Details</a>			
Facility	Pooh Pediatrics	Medical Record Number	<input type="text"/>
Patient Status	Active	Outreach Status	<input type="text"/>
<input type="button" value="Save"/> <input type="button" value="Cancel"/>			

The Search Party dialog box will display.

2. Enter the name of the Facility in the **Name** field.



If you are not sure of the spelling or of how the facility is listed in CIRTS, use an asterisk (\*) to perform a wildcard search.

3. Enter any other Search criteria as necessary.

4. Click the **Search** button.

The Search Results will display.

**Search Party**

**Search Criteria**

Name:

City:

State:

Zip Code:

Street:

**Sort Options**

Sort By:

Sort Order:

**Search Options**

Search History:

Search Soundex:

**Search Results**

Name	Street Address	City	State	Zip Code	Report ID
TEST COVERAGE FACILITY 1	410 CAPITOL AVE	Hartford	CT	06106	1048
TEST COVERAGE FACILITY 2	450 CAPITOL AVE	Hartford	CT	06106	1049
TEST COVERAGE FACILITY 3	480 CAPITOL AVE	HARTFORD	CT	06106	1050
TEST PEDS	TEST DRIVE	Manchester	CT	06042	1055
Test Facility	265 Slater Street	Hartford	CT	06512	1033
Testing Facility	456 Main	Manchester	CT	06040	1047

Showing 1 to 6 of 6 entries

5. Click the name of the Facility in the Search results list to select it.

**Search Party**

**Search Criteria**

Name:

City:

State:

Zip Code:

Street:

**Sort Options**

Sort By:

Sort Order:

**Search Options**

Search History:

Search Soundex:

**Search Results**

Name	Street Address	City	State	Zip Code	Report ID
TEST COVERAGE FACILITY 1	410 CAPITOL AVE	Hartford	CT	06106	1048
TEST COVERAGE FACILITY 2	450 CAPITOL AVE	Hartford	CT	06106	1049
TEST COVERAGE FACILITY 3	480 CAPITOL AVE	HARTFORD	CT	06106	1050
TEST PEDS	TEST DRIVE	Manchester	CT	06042	1055
Test Facility	265 Slater Street	Hartford	CT	06512	1033
Testing Facility	456 Main	Manchester	CT	06040	1047

Showing 1 to 6 of 6 entries

6. Click the **Select** button.

The selected Facility will be displayed in the Facility field.

**01. Medical Home - Tiger T Tigger - Immunization Record**

Facility:

Medical Record Number:

Patient Status:

Outreach Status:

### Deleting Facility Information

If the current Facility is unknown, the Facility data can be deleted.

1. Click the **Clear** button (the Trashcan icon) to the right of the Facility link.

01. Medical Home - Tiger T Tigger - Immunization Record

Expand Details

Facility	Test Facility	Medical Record Number	
Patient Status	Active	Outreach Status	

Save Cancel

The Facility link will be removed and the words “Not answered” will display in its place.

01. Medical Home - Tiger T Tigger - Immunization Record

Expand Details

Facility	Not answered	Medical Record Number	
Patient Status	Active	Outreach Status	

Save Cancel

### Viewing Facility Information

To view additional information about the Facility:

1. Click the **View Summary** button to the right of the Facility link.

01. Medical Home - Tiger T Tigger - Immunization Record

Expand Details

Facility	Pooh Pediatrics	Medical Record Number	
Patient Status	Active	Outreach Status	

Save Cancel

The Client/Facility Summary screen will display.

**Client/Facility Summary**

**Client/Facility Summary**

Name: Pooh Pediatrics  
 Create Date: 03/28/2016  
 Notes:

**Address History**

Type	Dates	Address
	03/31/2016 - 04/06/2016	1 Robin Road, Hartford, CT 06101
	03/28/2016 - 03/31/2016	1 Robin Road, Hartford, CT 06101
	01/01/1900 - 03/28/2016	1 Robin Road, Hartford, CT 06101

**Patients**

CIRTS ID	Report ID	Client	Status	Create Date	Record Type	City	Mother's Maiden Name
100715555	1051	Pooh Pediatrics	Open	03/28/2016	Facility	OPEN	OFFLINE

Close

2. Click the **Close** button at the bottom of the screen to return to the Medical Home Question Package.

**Updating the Outreach Status**

To update a child's Outreach Status:

1. Click the **Outreach Status** list button to display the status options.

01. Medical Home - Tiger T Tigger - Immunization Record

Expand Details

Facility: Pooh Pediatrics | Medical Record Number: | Patient Status: Active | Outreach Status:

Save Cancel

2. Select either Patient Unknown, Lost to Follow Up, or Transferred to Unknown from the list. This will send the child's record to a DPH Outreach Workflow.
  - **Patient Unknown:** If the child was never your patient
  - **Lost to Follow Up:** If the child has not been seen in 6 months or more
  - **Transferred to Unknown:** Please make every effort to learn where the patient has gone. This simple step of glancing at a chart or asking a parent greatly aids our outreach efforts.

01. Medical Home - Tiger T Tigger - Immunization Record

Expand Details

Facility: Pooh Pediatrics | Medical Record Number: | Patient Status: Active | Outreach Status:

Save Cancel



When an Outreach Status is selected, the Facility is changed to Unknown Facility once the Save button is clicked.

**01. Medical Home - Tiger T Tigger - Immunization Record** Expand Details

Facility	Pooh Pediatrics	Medical Record Number	
Patient Status	Active	Outreach Status	3. Lost to Follow Up
Save <input type="button" value="Save"/> <input type="button" value="Cancel"/>			

**01. Medical Home - Tiger T Tigger - Immunization Record** Expand Details

Facility	Unknown Facility	Medical Record Number	
Patient Status	Active	Outreach Status	3. Lost to Follow Up
Save <input type="button" value="Save"/> <input type="button" value="Cancel"/>			

A message stating that “Medical Home for the patient is UNKNOWN due to the Outreach Status” is now displayed in the Summary Information section of the immunization record.

**Immunization Record**

Summary Information	
CIRTS ID:	100793809
Report ID:	100793809
Record Type:	Immunization Record
Client:	Tiger T Tigger Birth Date(mm/dd/yyyy): 01/01/2015 ( 2 y 1 m Male ) Phone: (860) 222-3456
Case Status:	Open
Immunization Summary, Forecast & Schedules:	<p><b>Alternate Schedule</b></p> <p><b>Need 2nd MMR</b></p> <p>Children with certain medical conditions/travel plans require vaccinations not forecast by the registry. Additional PCV/PPSV may be indicated for: asplenia/sickle cell; chronic heart, lung and liver disease; diabetes; CSFL; cochlear implants; alcoholism; and, immuno-compromising conditions. Additional meningococcal vaccinations may be indicated for travel to sub-Saharan Africa, for persistent complement component deficiencies and asplenia/sickle cell. Link to recommendations is: <a href="#">Advisory Committee on Immunization Practices (ACIP) Recommendations</a></p> <p>Mainframe Scheduled Maintenance is every Sunday between 4:00 AM and 9:00 AM. CIRTS is not available during this time.</p> <p><b>Medical Home for this patient is UNKNOWN due to the Outreach Status</b></p> <p>Summary and Forecast: Immunization Summary and Forecast Immunization Certificate</p> <p>CDC Schedules : 0-6 yrs Schedule 7-18 yrs Schedule Catch-up Schedule Simplified Schedule Adult Immunization</p> <p>Overdue Vaccines: DTP/aP, Hib, Influenza</p> <p>Vaccines Due: Hep A</p> <p>Enrolled in CIRTS: Yes</p> <p>VFC Status/Insurance: Unknown / Privately Insured : N/A</p>



When the Medical Home Facility is updated, **the Outreach Status field must be cleared** for the Facility to be saved in the Question Package.

## Chapter 9: CIRTS Demographics Question Package

### OVERVIEW

---

#### Purpose

Describe the CIRTS Demographics Question Package.

---

#### Objectives

- View the CIRTS Demographics Question Package
  - Define the fields in the CIRTS Demographics Question Package
  - Enter information in the CIRTS Demographics Question Package
-

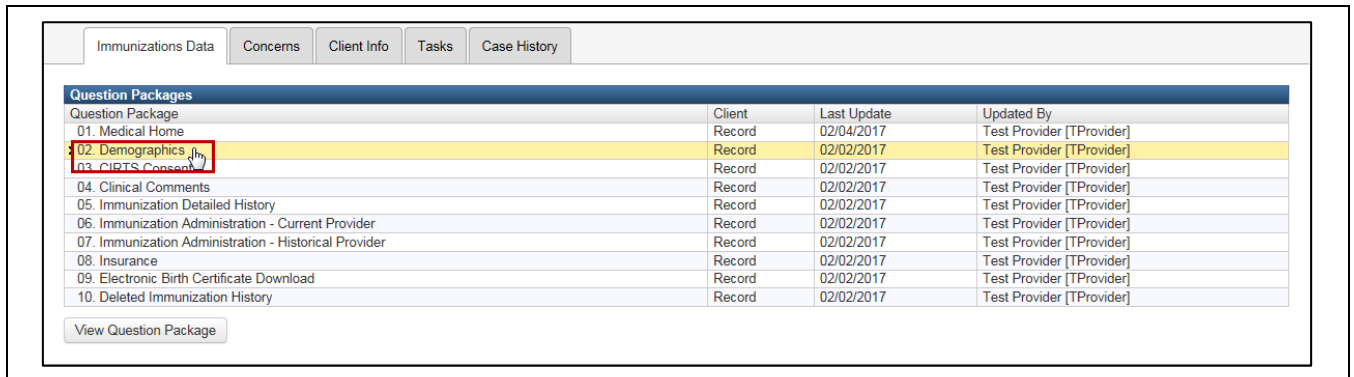
**CIRTS DEMOGRAPHICS QUESTION PACKAGE**

The Demographics Question Package is a set of information (questions) relating to the Client including:

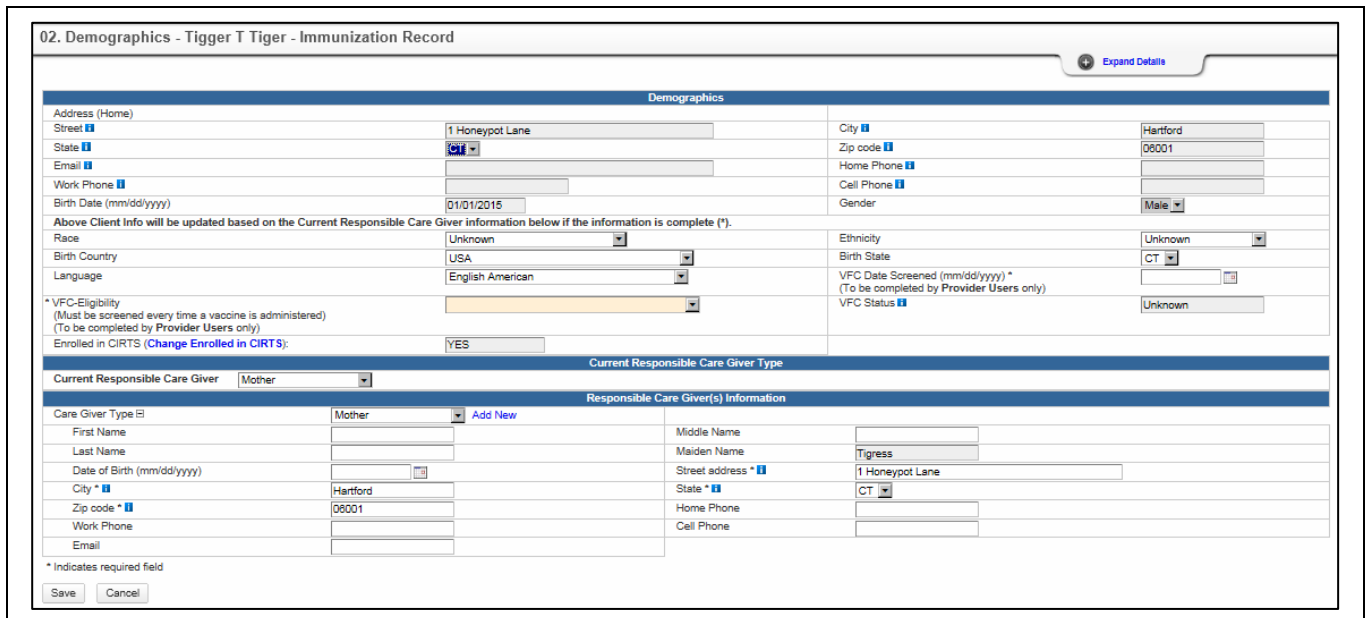
- Demographics information
- Responsible Care Giver information

**To view the Demographics Question Package**

1. Search for and open a Client record.
2. Either **double-click** Demographics in the Question Package table, or click once on Demographics in the Question Package table and then click the **View Question Package** button.



The Demographics Question Package will display.





The data fields in the Demographics Question Package are:

<b>Demographic section</b>	
<b>Address (Home)</b>	Address information of the child: Pre-filled from Add New Patient screen
<b>Street</b>	Street Address of child: Pre-filled from Add New Patient screen
<b>City</b>	City of child: Pre-filled from Add New Patient screen
<b>State</b>	State of child: Pre-filled from Add New Patient screen
<b>Zip code</b>	Zip Code of child: Pre-filled from Add New Patient screen
<b>Email</b>	Email of child: Pre-filled from Add New Patient screen
<b>Home Phone</b>	Home Telephone of child: Pre-filled from Add New Patient screen
<b>Work Phone</b>	Work Telephone of child: Pre-filled from Add New Patient screen
<b>Cell Phone</b>	Mobile Phone of child: Pre-filled from Add New Patient screen
<b>Birth Date</b>	Birth Date of child: Pre-filled from Add New Patient screen
<b>Gender</b>	Gender of child: Pre-filled from Add New Patient screen – Male, Female, Transgender
<b>Race</b>	Race of child: American Indian/Alaskan Native, Asian, Black/African American, Native Hawaiian/Pacific Islander, Other, Unknown, White
<b>Ethnicity</b>	Ethnicity of child: Hispanic or Latino, Unknown, not Hispanic or Latino
<b>Birth Country</b>	Birth Country of child
<b>Birth State</b>	Birth State of child
<b>Language</b>	Language of child
<b>VFC Date Screened (mm/dd/yyyy)</b>	Date of VFC Screening. To be completed by Provider Users only.
<b>VFC Eligibility</b>	1. Insured, 2. Husky B, 3. Under-insured, 4. Husky A, 5. Native American/Alaskan Native, 6. No Health Insurance  To be completed by Provider Users only.
<b>VFC Status</b>	VFC Status of child: VFC-Eligible, VFC-Ineligible, Unknown

<b>Enrolled in CIRTS</b>	CIRTS Enrollment Status of child: Yes, No
<b>Current Responsible Care Giver Type section</b>	
<b>Current Responsible Care Giver</b>	Child's Current Responsible Care Giver Type: Father, Guardian, Mother, Non-household Contact, Self
<b>Responsible Care Giver(s) Information section</b>	
<b>Care Giver Type</b>	Child's Current Responsible Care Giver Type: Father, Guardian, Mother, Non-household Contact, Self
<b>First Name</b>	First Name of child's Responsible Care Giver
<b>Middle Name</b>	Middle Initial of child's Responsible Care Giver
<b>Last Name</b>	Last Name of child's Responsible Care Giver
<b>Maiden Name/Suffix</b>	If Care Giver Type is Mother: Mother's Maiden Name If Care Giver Type is Father: Father's Name Suffix For any other Care Giver Type this field does not display
<b>Date of Birth (mm/dd/yyyy)</b>	Date of Birth of child's Responsible Care Giver
<b>Street address</b>	Street Address of child's Responsible Care Giver
<b>City</b>	City of child's Responsible Care Giver
<b>State</b>	State of child's Responsible Care Giver
<b>Zip code</b>	Zip Code of child's Responsible Care Giver
<b>Home Phone</b>	Home Telephone number of child's Responsible Care Giver - enter "(999) 999-9999" if unknown
<b>Work Phone</b>	Work Telephone of child's Responsible Care Giver
<b>Cell Phone</b>	Mobile Phone of child's Responsible Care Giver
<b>Email</b>	Email address of child's Responsible Care Giver

Required questions are indicated by an asterisk ("\*"); Question Packages will still be saved with unanswered "required" questions.

3. Answer as many questions as possible.
4. After answering the questions, click the **Save** button to save changes and return to the CIRTS main screen. Click the **Cancel** button to return to the CIRTS main screen without saving any changes.



Reminder: To delete any item that has been selected from any list in the Question Package, scroll to the top of the list and select the "empty" item.

### Entering Responsible Care Giver(s) Information

If a Care Giver Type has not been selected in the Responsible Care Giver(s) Information section, no additional fields will be displayed; additional fields will display after a selection is made from the list.

A screenshot of a web form showing a dropdown menu titled "Current Responsible Care Giver Type". The dropdown is currently empty, and the text "Current Responsible Care Giver" is visible to the left of the dropdown arrow.

1. Select a **Current Responsible Care Giver** from the dropdown list.

A screenshot of the "Responsible Care Giver(s) Information" section. The "Current Responsible Care Giver" dropdown is open, showing a list of options: Father, Guardian, Mother, Non-household Contact, and Self. The "Care Giver Type" field is empty. There are "Save" and "Cancel" buttons at the bottom left. A red box highlights the dropdown menu.

2. Select a **Care Giver Type** from the dropdown list.

A screenshot of the "Responsible Care Giver(s) Information" section. The "Current Responsible Care Giver" dropdown is now set to "Mother". The "Care Giver Type" dropdown is open, showing the same list of options as in the previous screenshot. A red box highlights the dropdown menu.

The additional fields will display in the Responsible Care Giver(s) Information section.

Current Responsible Care Giver Type			
Current Responsible Care Giver	Mother		
Responsible Care Giver(s) Information			
Care Giver Type	Mother	<a href="#">Add New</a>	
First Name		Middle Name	
Last Name		Maiden Name	Tigress
Date of Birth (mm/dd/yyyy)		Street address *	
City *		State *	CT
Zip code *		Home Phone	
Work Phone		Cell Phone	
Email			
* Indicates required field			
Save		Cancel	

3. Enter the appropriate Care Giver information.

**Entering Multiple Responsible Care Giver(s) Information**

If the patient has multiple Responsible Care Givers:

1. Click the **Add New** link to the right of the Care Giver Type field.

Responsible Care Giver(s) Information			
Care Giver Type	Mother	<a href="#">Add New</a>	
First Name		Middle Name	
Last Name		Maiden Name	Tigress
Date of Birth (mm/dd/yyyy)		Street address *	
City *		State *	CT
Zip code *		Home Phone	
Work Phone		Cell Phone	
Email			
* Indicates required field			
Save		Cancel	

An additional Care Giver Type field will display below the previous Responsible Care Giver(s) Information.

Responsible Care Giver(s) Information			
Care Giver Type	Mother		
First Name		Middle Name	
Last Name		Maiden Name	Tigress
Date of Birth (mm/dd/yyyy)		Street address *	
City *		State *	CT
Zip code *		Home Phone	
Work Phone		Cell Phone	
Email			
Care Giver Type			
* Indicates required field			
Save		Cancel	

## Chapter 10: CIRTS Consent Question Package

### OVERVIEW

---

#### Purpose

Describe the CIRTS Consent Screening Question Package.

---

#### Objectives

- View the CIRTS Consent Question Package
  - Define the fields in the CIRTS Consent Question Package
  - Enter Information in the CIRTS Consent Question Package
-

## CIRTS CONSENT QUESTION PACKAGE

The Consent Question Package is a set of information (questions) relating to the Client including:

- CIRTS Consent History
- Declaration



Children can opt in and opt out of CIRTS at any time. Please contact the DPH Administrator to change the CIRTS consent status

### To view the Consent Question Package

1. Search for and open a Client record.
2. Either **double-click** CIRTS Consent in the Question Package table, or click once on CIRTS Consent in the Question Package table and then click the **View Question Package** button.

Question Package	Client	Last Update	Updated By
01. Medical Home	Record	02/04/2017	Test Provider [TProvider]
02. Demographics	Record	02/02/2017	Test Provider [TProvider]
03. CIRTS Consent	Record	02/02/2017	Test Provider [TProvider]
04. Clinical Comment	Record	02/02/2017	Test Provider [TProvider]
05. Immunization Detailed History	Record	02/02/2017	Test Provider [TProvider]
06. Immunization Administration - Current Provider	Record	02/02/2017	Test Provider [TProvider]
07. Immunization Administration - Historical Provider	Record	02/02/2017	Test Provider [TProvider]
08. Insurance	Record	02/02/2017	Test Provider [TProvider]
09. Electronic Birth Certificate Download	Record	02/02/2017	Test Provider [TProvider]
10. Deleted Immunization History	Record	02/02/2017	Test Provider [TProvider]

View Question Package

The CIRTS Consent Question Package will display.

03. CIRTS Consent - Tigger T Tiger - Immunization Record

Expand Details

CIRTS Consent History	
Enrolled in CIRTS	Effective Date (mm/dd/yyyy) *
Yes	03/28/2016

Declaration

Declaration:

Children are automatically enrolled in CIRTS at time of birth through birth certificate information unless parents elect not to have their children enrolled by signing the opt-out portion of the CIRTS Enrollment Form (bottom right of the form)

If parents would like to:

- 1) opt-out their children who are already in CIRTS.
- or,
- 2) enroll children who previously opted out.

parents must indicate their wish on the CIRTS Enrollment Form. The completed form must then be sent to the Immunization Program.

[CIRTS Enrollment Form in English](#)  
[CIRTS Enrollment Form in Spanish](#)

\* Indicates required field

Save Cancel

The data fields in the CIRTS Consent Question Package are:

CIRTS Consent History section	
<b>Enrolled in CIRTS</b>	Is child enrolled in CIRTS: Yes, No – can only be entered by DPH Staff
<b>Effective Date (mm/dd/yyyy)</b>	Effective Date of child's enrollment in CIRTS - can only be entered by DPH Staff
Declaration section	
<b>CIRTS Enrollment Form in English</b>	A link that displays a CIRTS enrollment form in English
<b>CIRTS Enrollment Form in Spanish</b>	A link that displays a CIRTS enrollment form in Spanish

Required questions are indicated by an asterisk ("\*"); Question Packages will still be saved with unanswered "required" questions. There are no required questions in the CIRTS Consent Question Package.

3. Answer as many questions as possible.
4. After answering the questions, click the **Save** button to save changes and return to the CIRTS main screen. Click the **Cancel** button to return to the CIRTS main screen without saving any changes.

### To view the CIRTS Enrollment Form

1. Click either the **CIRTS Enrollment Form in English** or the **CIRTS Enrollment Form in Spanish** link at the bottom of the Declaration section.

03. CIRTS Consent - Tigger T Tiger - Immunization Record

Expand Details

**CIRTS Consent History**

Enrolled in CIRTS	Effective Date (mm/dd/yyyy) *
Yes	03/28/2016

**Declaration**

Declaration:

Children are automatically enrolled in CIRTS at time of birth through birth certificate information unless parents elect not to have their children enrolled by signing the opt-out portion of the CIRTS Enrollment Form (bottom right of the form)

If parents would like to:

- 1) opt-out their children who are already in CIRTS;
- or,
- 2) enroll children who previously opted out,

parents must indicate their wish on the CIRTS Enrollment Form. The completed form must then be sent to the Immunization Program.

[CIRTS Enrollment Form in English](#)

[CIRTS Enrollment Form in Spanish](#)

\* Indicates required field

Save Cancel


The selected CIRTS Enrollment Form will open in a new window.

Rev 11/2015

**Connecticut Immunization Registry and Tracking System (CIRTS)**  
 Connecticut Department of Public Health Immunization Program  
 410 Capitol Ave. MS 11 MUN Hartford, CT 06134-0308 Phone: 860-509-7929 Fax: 860-509-8370 Website: [www.ct.gov/dph/immunizations](http://www.ct.gov/dph/immunizations)

**The Department of Public Health congratulates you on the birth of your baby!**

CIRTS is a confidential, computerized information system that keeps track of your child's shots at no cost to you.



**CIRTS can:**

- Give you a permanent record of your child's shots;
- Let your doctor know if your child has missed a shot;
- Give you a back-up shot record if your child's records are destroyed, if you change clinics, or if the clinic closes;
- Give your doctor the health forms needed for daycare, school, camp or college.

*For more information, please ask the nurse for a brochure.*

**THIS INFORMATION WILL BE KEPT  
CONFIDENTIAL**  
*According to regulation §19a-7h-4 of the CT General Statutes*

**Please fill out ALL fields if you live in and/or your baby's doctor is in Connecticut**

Baby's Name \_\_\_\_\_ Date of Birth \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ Sex: Boy Girl  
(first) (middle) (last) month day year (please circle)

Mother's Name \_\_\_\_\_ Mother's Date of Birth \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
(first) (maiden) (last) month day year

Address \_\_\_\_\_ Town \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Home Phone # (\_\_\_\_) \_\_\_\_\_ Cell Phone # (\_\_\_\_) \_\_\_\_\_ Work Phone # (\_\_\_\_) \_\_\_\_\_

Name of Emergency Contact \_\_\_\_\_ Emergency Phone # (\_\_\_\_) \_\_\_\_\_ BABY'S Birth Hospital \_\_\_\_\_

Name of BABY's Doctor \_\_\_\_\_ Name of BABY's Clinic/Practice \_\_\_\_\_ Town of Clinic \_\_\_\_\_

\*Your child will be automatically enrolled if you live in Connecticut.

If you DO NOT want your child enrolled, **you must send a signed written request to opt out of CIRTS.**  
 Please include your child's full name and date of birth. By opting out, your child's shot record will no longer be available in CIRTS.  
 Mail to: CIRTS, 410 Capitol Avenue MS 11 MUN, Hartford, CT 06134 or Fax to: 860-509-8370

2. Click the **Print** icon in your browser to print the form.



## Chapter 11: Clinical Comments Question Package

### OVERVIEW

---

#### Purpose

Describe the Clinical Comments Question Package.

---

#### Objectives

- View the Clinical Comments Question Package
  - Define the fields in the Clinical Comments Question Package
  - Enter information in the Clinical Comments Question Package
-

## CLINICAL COMMENTS QUESTION PACKAGE

The Clinical Comments Question Package is a set of information (questions) relating to the Client including:

- Refusals
- Allergies
- Precautions
- Immunities
- Contraindications

Clinical Comments will display on the Immunization Certificate and will impact the Immunization Forecast. For example: if there is a reaction to a particular vaccine, the vaccine will not display as due or overdue in the Forecast. In the following example, Varicella is scheduled. After a Clinical Comment for a contraindication is added, Varicella no longer appears on the recommended schedule.

Recommended Schedule				
Group Name	Dose#	Earliest Date	Recommended Date	Overdue Date
DTP/aP	4	01/03/2016	04/01/2016	08/28/2016
Hib	4	01/01/2016	01/01/2016	05/28/2016
Hep A	2	07/15/2016	07/15/2016	09/11/2017
HPV	1	01/01/2024	01/01/2026	01/28/2028
Influenza	Yearly Dose	07/01/2016	09/01/2016	09/29/2016
MCV	1	01/01/2026	01/01/2026	01/01/2027
MMR	2	02/12/2016	01/01/2019	01/01/2020
Polio	4	01/01/2019	01/01/2019	01/01/2020
Varicella	2	04/08/2016	01/01/2019	01/01/2020

Recommended Schedule				
Group Name	Dose#	Earliest Date	Recommended Date	Overdue Date
DTP/aP	4	01/03/2016	04/01/2016	08/28/2016
Hib	4	01/01/2016	01/01/2016	05/28/2016
Hep A	2	07/15/2016	07/15/2016	09/11/2017
HPV	1	01/01/2024	01/01/2026	01/28/2028
Influenza	Yearly Dose	07/01/2016	09/01/2016	09/29/2016
MCV	1	01/01/2026	01/01/2026	01/01/2027
MMR	2	02/12/2016	01/01/2019	01/01/2020
Polio	4	01/01/2019	01/01/2019	01/01/2020

### To view the Clinical Comments Question Package

1. Search for and open a Client record.
2. Either **double-click** Clinical Comments in the Question Package table, or click once on Clinical Comments in the Question Package table and then click the **View Question Package** button.

Question Package	Client	Last Update	Updated By
01. Medical Home	Record	02/04/2017	Test Provider [TProvider]
02. Demographics	Record	02/02/2017	Test Provider [TProvider]
03. CIRTS Consent	Record	02/02/2017	Test Provider [TProvider]
04. Clinical Comments	Record	02/04/2017	Test Provider [TProvider]
05. Immunization Details History	Record	02/02/2017	Test Provider [TProvider]
06. Immunization Administration - Current Provider	Record	02/02/2017	Test Provider [TProvider]
07. Immunization Administration - Historical Provider	Record	02/02/2017	Test Provider [TProvider]
08. Insurance	Record	02/02/2017	Test Provider [TProvider]
09. Electronic Birth Certificate Download	Record	02/02/2017	Test Provider [TProvider]
10. Deleted Immunization History	Record	02/02/2017	Test Provider [TProvider]

The Clinical Comments Question Package will display.

The data fields in the Clinical Comments Question Package are:

Active Clinical Comments section	
<b>Category</b>	Category of the Active Clinical Comment: Contraindications – Allergy Previous Dose, Contraindications – Allergy Vaccine Component, Immunity by History or Titer, Precautions, Refusals, Religious exemptions, and Medical Conditions / Risk Factors
Inactive Clinical Comments section	
<b>Category</b>	Category of the Inactive Clinical Comment: Contraindications – Allergy Previous Dose, Contraindications – Allergy Vaccine Component, Immunities, Precautions, Refusals, Religious exemptions, and Medical Conditions / Risk Factors

Required questions are indicated by an asterisk ("\*"); Question Packages will still be saved with unanswered “required” questions. There are no required questions in the Clinical Comments Question Package.

3. Answer as many questions as possible.
4. After answering the questions, click the **Save** button to save changes and return to the CIRTS main screen. Click the **Cancel** button to return to the CIRTS main screen without saving any changes.



Reminder: To delete any item that has been selected from any list in the Question Package, scroll to the top of the list and select the “empty” item.

### Entering Clinical Comments

If a Clinical Comments Category has not been selected in either the Active Clinical Comments section or the Inactive Clinical Comments section, no additional fields will be displayed; additional fields will display after a selection is made from one of the lists.

1. Select a **Category** from the dropdown list.

The additional fields will display in the Active or Inactive Clinical Comments section. The additional field type will vary based on the selected Category. For example, if “Contraindications – Allergy Previous Dose” was selected, the new field displayed is “Contraindications”. If “Refusal” was selected, the new field displayed is “Refusal”.

2. Select the appropriate Category information from the new list.

Based on the selection, even more additional fields will display in the Active or Inactive Clinical Comments section. For example, if “Contraindication: severe allergic reaction (e.g. anaphylaxis) after a previous dose of Measles)” was selected, new fields are displayed for “Applied Date” and “End Date”.

04. Clinical Comments - Tigger T Tiger - Immunization Record

Expand Details

**Active Clinical Comments**

Category: [ ] Contraindications - Allergy Previous Dose [v] Add New

Contraindication: Contraindication: Severe allergic reaction (e.g., a [v])

Applied Date (mm/dd/yyyy): 04/12/2016 [ ]

End Date (mm/dd/yyyy): [ ]

**Inactive Clinical Comments**

Category: [ ] Refusals [v] Add New

Refusal: [ ]

Save Cancel

3. Enter the appropriate information in the new fields.

**Entering Multiple Clinical Comments**

If the immunization record has multiple Clinical Comments:

1. Click the **Add New** link to the right of the Category field.

04. Clinical Comments - Tigger T Tiger - Immunization Record

Expand Details

**Active Clinical Comments**

Category: [ ] Contraindications - Allergy Previous Dose [v] Add New

Contraindication: Contraindication: Severe allergic reaction (e.g., a [v])

Applied Date (mm/dd/yyyy): 04/12/2016 [ ]

End Date (mm/dd/yyyy): 04/01/2017 [ ]

**Inactive Clinical Comments**

Category: [ ] Refusals [v] Add New

Refusal: [ ]

Save Cancel

An additional Category field will display below the previous Category Information.

04. Clinical Comments - Tigger T Tiger - Immunization Record

Expand Details

**Active Clinical Comments**

Category: [ ] Contraindications - Allergy Previous Dose [v]

Contraindication: Contraindication: Severe allergic reaction (e.g., a [v])

Applied Date (mm/dd/yyyy): 04/12/2016 [ ]

End Date (mm/dd/yyyy): 04/01/2017 [ ]

Category: [ ]

**Inactive Clinical Comments**

Category: [ ] Refusals [v] Add New

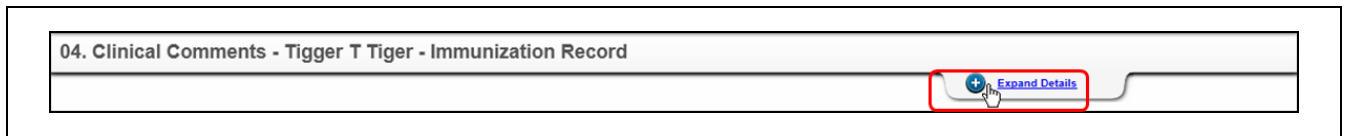
Refusal: [ ]

Save Cancel

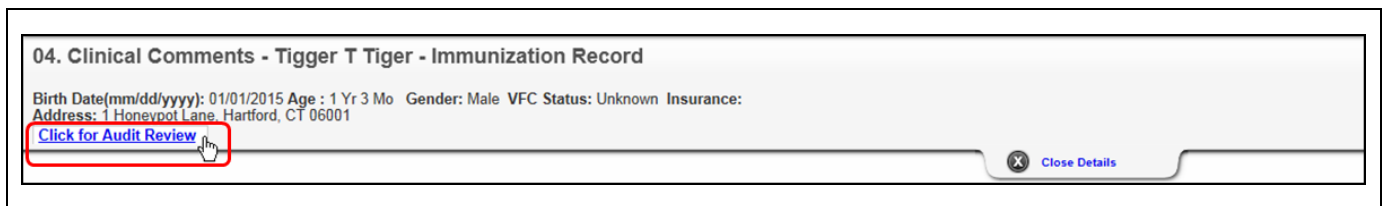
**Audit Review of Clinical Comments**

For a list of the Clinical Comments history:

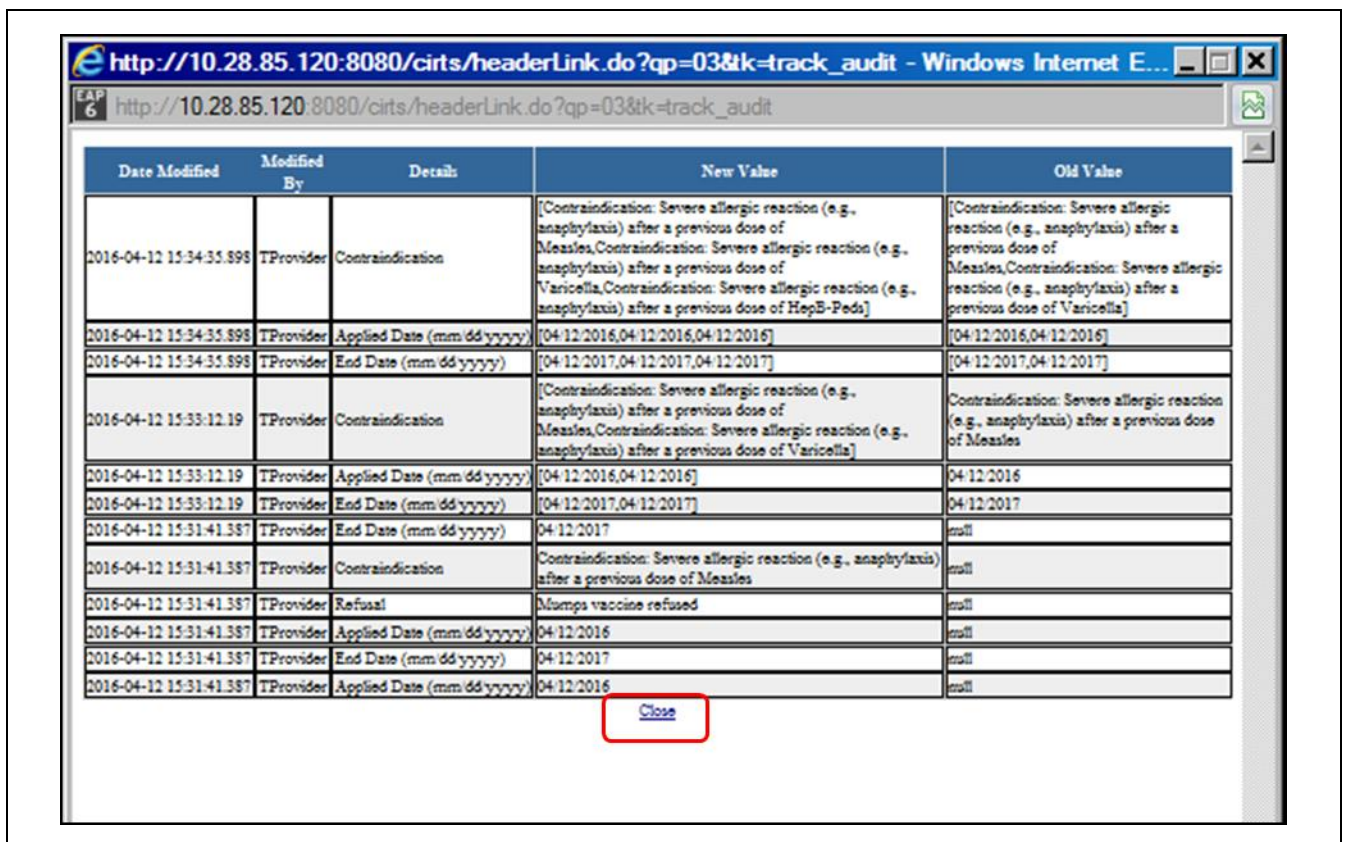
1. If necessary, click the **Expand Details** link at the top of the Question Package.



2. Click the **Click Here for Audit Review** link at the top of the Question Package.



An Audit Review report will display in a new window.



3. Click the **Close** link to close the Audit Review window and return to the Clinical Comments Question Package.

# Chapter 12: Immunization Detailed History Question Package

## OVERVIEW

---

### Purpose

Describe the Immunization Detailed History Question Package.

---

### Objectives

- View the Immunization Detailed History Question Package
  - Define the fields in the Immunization Detailed History Question Package
  - Enter information in the Immunization Detailed History Question Package
-

## IMMUNIZATION DETAILED HISTORY QUESTION PACKAGE

The Immunization Detailed History Question Package is a set of information (questions) relating to the Client including:

- Client's history of vaccinations

### To view the Immunization Detailed History Question Package

1. Search for and open a Client record.
2. Either **double-click** Immunization Detailed History in the Question Package table, or click once on Immunization Detailed History in the Question Package table and then click the **View Question Package** button.

Question Package	Client	Last Update	Updated By
01. Medical Home	Record	02/04/2017	Test Provider [TProvider]
02. Demographics	Record	02/02/2017	Test Provider [TProvider]
03. CIRTS Consent	Record	02/02/2017	Test Provider [TProvider]
04. Clinical Comments	Record	02/04/2017	Test Provider [TProvider]
05. Immunization Detailed History	Record	02/02/2017	Test Provider [TProvider]
06. Immunization Administration - Current Provider	Record	02/02/2017	Test Provider [TProvider]
07. Immunization Administration - Historical Provider	Record	02/02/2017	Test Provider [TProvider]
08. Insurance	Record	02/02/2017	Test Provider [TProvider]
09. Electronic Birth Certificate Download	Record	02/02/2017	Test Provider [TProvider]
10. Deleted Immunization History	Record	02/02/2017	Test Provider [TProvider]

View Question Package

The Immunization Detailed History Question Package will display.



If no immunization information has been entered in either the Immunization Administration – Current Provider Question Package or the Immunization Administration – Historical Provider Question Package, the Immunization Detailed History Question Package will display a message stating that “There is no immunization detail history available for the client”.

05. Immunization Detailed History - Eyore Donkey - Immunization Record

Expand Details

There is no immunization detail history available for the client

\* Vaccine Groups:

\* Indicates required field

Save Cancel





After data is entered in either the Immunization Administration – Current Provider Question Package or the Immunization Administration – Historical Provider Question Package, the data is moved to the Immunization Detailed History Question Package and will no longer display in the Immunization Administration – Current Provider Question Package or the Immunization Administration – Current Provider Question Package.

05. Immunization Detailed History - Tiger T Tigger - Immunization Record Expand Details

* Vaccine Groups: <input type="checkbox"/> DTP1aP		Trade Name: PEDIARIX	** Date Given: (mm/dd/yyyy) 03/02/2015
** Vaccine: DTaP-Hep B-IPV		Manufacturer: GlaxoSmithKline	Lot Number: <input type="text"/>
Historical shot: <input type="checkbox"/> No		Dose: <input type="text"/>	* Expiration Date: MMDDYYYY <input type="text"/>
Date Reported: (mm/dd/yyyy) 01/31/2017		Route: <input type="text"/>	Site: <input type="text"/>
Incomplete Dose: <input type="checkbox"/> No		VIS Publication Date: MMDDYYYY <input type="text"/>	
VIS Given: (mm/dd/yyyy) MMDDYYYY <input type="text"/>		Vaccine Administered By: <input type="text"/>	Admin Facility: <a href="#">Pooh Pediatrics</a>
Data Entered By: Loretta Rivera		Ordering Physician Last Name: <input type="text"/>	Ordering Physician Title: <input type="text"/>
Ordering Physician First Name: <input type="text"/>		Is State Supplied? <input type="checkbox"/>	Expired lot administered? <input type="checkbox"/>
VFC Status: Unknown		Vaccine Data Source: <input type="text"/> User Adding Child	
Delete shot record due to data entry error <input type="checkbox"/> Yes			
Medical Record Number: <input type="text"/>			

Vaccine Groups: <input type="checkbox"/> Hep B		Trade Name: ENGERIX B-PEDS	** Date Given: (mm/dd/yyyy) 01/06/2015
** Vaccine: Hep B, adolescent or pediatric		Manufacturer: GlaxoSmithKline	Lot Number: <input type="text"/>
Historical shot: <input type="checkbox"/> No		Dose: <input type="text"/>	* Expiration Date: MMDDYYYY <input type="text"/>
Date Reported: (mm/dd/yyyy) 01/31/2017		Route: <input type="text"/>	Site: <input type="text"/>
Incomplete Dose: <input type="checkbox"/> No		VIS Publication Date: MMDDYYYY <input type="text"/>	
VIS Given: (mm/dd/yyyy) MMDDYYYY <input type="text"/>		Vaccine Administered By: <input type="text"/>	Admin Facility: <a href="#">Pooh Pediatrics</a>
Data Entered By: Loretta Rivera		Ordering Physician Last Name: <input type="text"/>	Ordering Physician Title: <input type="text"/>
Ordering Physician First Name: <input type="text"/>		Is State Supplied? <input type="checkbox"/>	Expired lot administered? <input type="checkbox"/>
VFC Status: Unknown		Vaccine Data Source: <input type="text"/> User Adding Child	
Delete shot record due to data entry error <input type="checkbox"/> Yes			
Medical Record Number: <input type="text"/>			

The data fields in the Immunization Detailed History Question Package are:

Vaccine Information section	
<b>* Vaccine Group</b>	*Required field – vaccine group name
<b>** Vaccine</b>	**Required field – vaccine name
<b>Trade Name</b>	Vaccine trade name
<b>** Date Given</b>	**Required field – date vaccine was administered to the patient
<b>Historical Shot</b>	This field is checked when the vaccine was entered under the Immunization Administration – Historical Provider Question Package
<b>Manufacturer</b>	Vaccine manufacturer
<b>Lot Number</b>	Vaccine lot number – free text field
<b>Date Reported</b>	Date the vaccine was imported or data was entered into the registry – automatically populated by CIRTS
<b>Dose</b>	Amount of the vaccine administered
<b>Incomplete Dose</b>	Incomplete vaccine dose: Yes or No
<b>Route</b>	Route of vaccine administration: Intramuscular, Subcutaneous, Multiple Puncture, Oral, Intradermal

<b>Site</b>	Site of vaccine administration: Left Deltoid, Left Gluteus Medius, Left Leg, Left Lower Forearm, Left Thigh, Left Upper Arm, Left Vastus Lateralis, Other, Right Deltoid, Right Gluteus Medius, Right Leg, Right Lower Forearm, Right Thigh, Right Upper Arm, Right Vastus Lateralis
<b>VIS Given</b>	Date the Vaccine Information Statement (VIS) was given to the patient
<b>VIS Publication Date</b>	Date the Vaccine Information Statement (VIS) was published – drop down list
<b>Data Entered By</b>	The Name of the CIRTS user who entered the vaccine data in CIRTS
<b>Vaccine Administered By</b>	The provider who administered the vaccine – free text field
<b>Admin Facility</b>	Medical home facility
<b>VFC Status</b>	The patient's Vaccines for Children (VFC) eligibility status
<b>Ordering Physician First Name</b>	The First Name of the physician who ordered the vaccine – free text field
<b>Ordering Physician Last Name</b>	The Last Name of the physician who ordered the vaccine – free text field
<b>Ordering Physician Title</b>	The Title of the physician who ordered the vaccine – free text field
<b>Is State Supplied?</b>	State supplied vaccine: Yes or No
<b>Expired Lot Administered?</b>	Vaccine with an expired lot number administered: Yes or No
<b>Delete shot record due to data entry error</b>	Click to delete a shot record due to a data entry error (this will only delete the shot and not the patient record.)
<b>Vaccine Data Source</b>	Will always be "User Adding Child"
<b>Medical Record Number</b>	Client's Medical record Number assigned by the provider facility

Required questions are indicated by an asterisk (\*). Required questions in order to **save** are indicated by a double asterisk (\*\*). The required fields in the Immunization Detailed History Question Package are:

- Vaccine Group
- Vaccine Name
- Date Given



The Immunization Detailed History Question Package ***will not be saved with unanswered “required” questions.***

3. Answer as many questions as possible.
4. After answering the questions, click the **Save** button to save changes and return to the CIRTS main screen. Click the **Cancel** button to return to the CIRTS main screen without saving any changes.

Reminder: To delete any item that has been selected from any list in the Question Package, scroll to the top of the list and select the “empty” item.

## Chapter 13: Immunization Administration – Current Provider Question Package

### OVERVIEW

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#### Purpose

Describe the Immunization Administration – Current Provider Question Package.

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#### Objectives

- View the Immunization Administration – Current Provider Question Package
  - Define the fields in the Immunization Administration – Current Provider Question Package
  - Enter information in the Immunization Administration – Current Provider Question Package
-

## IMMUNIZATION ADMINISTRATION – CURRENT PROVIDER QUESTION PACKAGE

The Immunization Administration – Current Provider Question Package is a set of information (questions) relating to the Client including:

- Immunization Summary information
- Current provider vaccine information



After data is entered in the Immunization Administration – Current Provider Question Package, the data is moved to the Immunization Detailed History Question Package and will no longer display in the Immunization Administration – Current Provider Question Package.

### To view the Immunization Administration – Current Provider Question Package

1. Search for and open a Client record.
2. Either **double-click** Immunization Administration – Current Provider in the Question Package table, or click once on Immunization Administration – Current Provider in the Question Package table and then click the **View Question Package** button.

Question Package	Client	Last Update	Updated By
01. Medical Home	Record	02/04/2017	Test Provider [TProvider]
02. Demographics	Record	02/02/2017	Test Provider [TProvider]
03. CIRTS Consent	Record	02/02/2017	Test Provider [TProvider]
04. Clinical Comments	Record	02/04/2017	Test Provider [TProvider]
05. Immunization Detailed History	Record	02/02/2017	Test Provider [TProvider]
06. Immunization Administration - Current Provider	Record	02/02/2017	Test Provider [TProvider]
07. Immunization Administration - Historical Provider	Record	02/02/2017	Test Provider [TProvider]
08. Insurance	Record	02/02/2017	Test Provider [TProvider]
09. Electronic Birth Certificate Download	Record	02/02/2017	Test Provider [TProvider]
10. Deleted Immunization History	Record	02/02/2017	Test Provider [TProvider]

View Question Package

The Immunization Administration – Current Provider Question Package will display.

06. Immunization Administration - Current Provider - Tiger T Tigger - Immunization Record

Expand Details

\* Vaccine Trade Name: (To be completed by Provider Users only)

Select from the dropdown to add new 'Shots'

\* Indicates required field

Save Cancel

- There are two ways to find the Vaccine Trade Name. The first method is easier but the second method is more powerful.
- The first Search method: Click inside the Vaccine Trade Name text box and start typing the name. As characters are entered, CIRTS will display matches. Click on the appropriate vaccine in the results list.

In the following example, the letters “ha” are typed and HAVRIX-PEDS and HAVRIX0-ADULT appear in the results list.

06. Immunization Administration - Current Provider - Tiger T Tigger - Immunization Record

\* Vaccine Trade Name: (To be completed by Provider Users only) Select from the dropdown to add new 'Shots'

\* Indicates required field

Save Cancel

ha

HAVRIX-PEDS

HAVRIX-ADULT

Expand Details

- The second Search method: Click the **Search** button to the right of the Vaccine Trade Name text box.

06. Immunization Administration - Current Provider - Tiger T Tigger - Immunization Record

\* Vaccine Trade Name: (To be completed by Provider Users only) Select from the dropdown to add new 'Shots'

\* Indicates required field

Save Cancel

Search

Expand Details

The Search Reference Code dialog box will display.

**Search Reference Code**

Vaccine Trade Name: (To be completed by Provider Users only) Select from the dropdown to add new 'Shots'

Search term(s):

Match Type: And

Search Clear

**Search Results**

No data available in table

Showing 0 to 0 of 0 entries

First Previous Next Last

Select Cancel

- Enter the Vaccine Trade Name.

If you are not sure of the spelling or of how the vaccine is listed in CIRTS, use an asterisk (\*) to perform a wildcard search.

**Search Reference Code**

Vaccine Trade Name: (To be completed by Provider Users only) Select from the dropdown to add new 'Shots'

Search term(s):

Match Type:

**Search Results**

No data available in table

Showing 0 to 0 of 0 entries

7. Click the **Search** button.

The Search Results will display at the bottom of the dialog box.

**Search Reference Code**

Vaccine Trade Name: (To be completed by Provider Users only) Select from the dropdown to add new 'Shots'

Search term(s):

Match Type:

**Search Results**

▶ PNEUMOVAX 23

Showing 1 to 1 of 1 entries

8. Click the vaccine in the Search Results to select it.

9. Click the **Select** button.

**Search Reference Code**

Vaccine Trade Name: (To be completed by Provider Users only) Select from the dropdown to add new 'Shots'

Search term(s):

Match Type:

**Search Results**

▶ PNEUMOVAX 23

Showing 1 to 1 of 1 entries

10. The selected Vaccine Trade Name will be displayed in the text box and additional fields will be displayed in the Question package.

The data fields in the Immunization Administration – Current Provider Question Package are:

Current Vaccine Information section	
<b>** Vaccine Trade Name</b>	**Required field – vaccine trade name
<b>Vaccine</b>	**Required field – Vaccine name
<b>Lot Number</b>	Vaccine lot number – free text field
<b>Expiration Date</b>	The date the vaccine expires
<b>** Date Given</b>	**Required field – date vaccine was administered to the patient
<b>Manufacturer</b>	Vaccine manufacturer
<b>Incomplete Dose</b>	Incomplete vaccine dose: Yes or No
<b>Dose</b>	Amount of the vaccine administered
<b>Route</b>	Route of vaccine administration: Intramuscular, Subcutaneous, , Multiple Puncture, Oral, Intradermal
<b>Site</b>	Site of vaccine administration: Left/Right Deltoid, Gluteus Medius, Lower Forearm, Thigh, Upper Arm, Vastus Lateralis
<b>Is State Supplied?</b>	State supplied vaccine: Yes or No
<b>Date Entered By</b>	The Name of the CIRTS user who entered the vaccine data in CIRTS
<b>Admin Facility</b>	Medical home facility
<b>VIS Given</b>	Date the Vaccine Information Statement (VIS) was given to the patient
<b>VIS Publication Date</b>	Date the Vaccine Information Statement (VIS) was published – drop down list



<b>Vaccine Administered By</b>	The provider who administered the vaccine – free text field
<b>Ordering Physician First Name</b>	First Name of physician ordering the vaccine
<b>Ordering Physician Last Name</b>	Last Name of physician ordering the vaccine
<b>Ordering Physician Title</b>	Title of physician ordering the vaccine
<b>Medical Record Number</b>	Client's Medical record Number assigned by the provider facility

Required questions are indicated by an asterisk ("\*"). Required questions in order to **save** are indicated by a double asterisk ("\*\*"). The required fields in the Immunization Administration – Current Provider Question Package are:

- Vaccine Group
- Vaccine Name
- Date Given



The Immunization Administration – Current Provider Question Package **will not be saved with unanswered “required” questions.**

11. Answer as many questions as possible.

12. After answering the questions, click the **Save** button to save changes and return to the CIRTS main screen. Click the **Cancel** button to return to the CIRTS main screen without saving any changes.



Reminder: To delete any item that has been selected from any list in the Question Package, scroll to the top of the list and select the “empty” item.

### **To view the Immunization Summary**

For a list of the routine and non-routine shots in the Immunization Summary:

1. If necessary, click the **Expand Details** link at the top of the Question Package.

The Immunization Summary will display at the top of the Question Package.

**06. Immunization Administration - Current Provider - Tiger T Tigger - Immunization Record**

Birth Date(mm/dd/yyyy): 01/01/2015 Age : 2 Yr 1 Mo Gender: Male VFC Status: Unknown Insurance:  
Address: 1 Honetpot Lane, Hartford, CT 06101

**Immunization Summary**

Routine Shots:	DTP/aP	03/02/2015	05/03/2015	07/03/2015
Hep A	01/15/2016			
Hep B	01/09/2015	03/02/2015	05/03/2015(NV)	07/03/2015
Hib	03/02/2015	05/03/2015	07/03/2015	
Influenza	09/03/2015	10/15/2015		
MMR	01/15/2016			
PCV	03/02/2015	05/03/2015	07/03/2015	01/15/2016
Polio	03/02/2015	05/03/2015	07/03/2015	
Varicella	01/15/2016			

Immunization Summary and Forecast

Support Materials: [0-6 yrs Schedule](#) [7-18 yrs Schedule](#) [Catch-up Schedule](#) [Simplified Schedule](#) [Adult Immunization](#)

Non-Routine Shots:

Clinical Comments: Contraindication: Severe allergic reaction (e.g., anaphylaxis) after a previous dose of Varicella

Recommended Groups: **DTP/aP, Hib, Influenza Hep A**

\* Vaccine Trade Name: (To be completed by Provider Users only)

Select from the dropdown to add new 'Shots'

\* Indicates required field

**Entering Admin Facility Information**

The Admin Facility defaults to the facility selected in the Medical Home Question Package. To enter a different Admin Facility, it is necessary to perform a search; the Admin Facility cannot be typed directly into the field.

1. Click the **Search** button to the right of the Admin Facility field.

**06. Immunization Administration - Current Provider - Tiger T Tigger - Immunization Record**

Trade Name: (To be completed by Provider Users only)

Trade Name: Select from the dropdown to add new 'Shots'

Line:  Lot Number:  \* Expiration Date:

Given: (mm/dd/yyyy)  Manufacturer:  Incomplete Dose:

Dose:  Route:  Site:

State Supplied?  Data Entered By:  Admin Facility:

Given: (mm/dd/yyyy) CDC VIS  VIS Publication Date: CDC VIS

Line Administered By:

Ordering Physician First Name:  Ordering Physician Last Name:  Ordering Physician Title:

Administrative Record Number:

required field \*\* Indicates field required for save

The Search Party dialog box will display.

**Search Party**

**Search Criteria**

Name:

City:

State:

Zip Code:

Street:

**Sort Options**

Sort By:

Sort Order:

**Search Options**

Search History:

Search Soundex:

**Search Results**

Search Results					
Name	Street Address	City	State	Zip Code	Report ID
No search done					

Showing 0 to 0 of 0 entries

2. Enter the name of the Admin Facility in the **Name** field.



If you are not sure of the spelling or of how the facility is listed in CIRTS, use an asterisk (\*) to perform a wildcard search.

3. Enter any other Search criteria as necessary.

### Search Party

**Search Criteria**

Name:

City:

State:

Zip Code:

Street:

**Sort Options**

Sort By:

Sort Order:

**Search Options**

Search History:

Search Soundex:

**Search Results**

Search Results						
Name	Street Address	City	State	Zip Code	Report ID	
No search done						

Showing 0 to 0 of 0 entries

4. Click the **Search** button.

The Search Results will display.

### Search Party

**Search Criteria**

Name:

City:

State:

Zip Code:

Street:

**Sort Options**

Sort By:

Sort Order:

**Search Options**

Search History:

Search Soundex:

**Search Results**

Search Results						
Name	Street Address	City	State	Zip Code	Report ID	
Test Facility	1 Main Street	Windsor	CT	06095	1073	
Tester Pediatrics	1 Main St	Hartford	CT	06001	1071	
Testing Facility	2 Main St	Hartford	CT	06001	1072	

Showing 1 to 3 of 3 entries

13. **Click** the name of the Admin Facility in the Search results list to select it.

**Search Party**

**Search Criteria**

Name: test\*

City: [ ]

State: [v]

Zip Code: [ ]

Street: [ ]

**Sort Options**

Sort By: Name [v]

Sort Order: Ascending [v]

**Search Options**

Search History:

Search Soundex:

[ Search ] [ Clear ]

**Search Results**

Name	Street Address	City	State	Zip Code	Report ID
Test Facility	1 Main Street	Windsor	CT	06095	1073
▶ Tester Pediatrics	1 Main St	Hartford	CT	06001	1071
Testing Facility	2 Main St	Hartford	CT	06001	1072

Showing 1 to 3 of 3 entries

[ First ] [ Previous ] [ 1 ] [ Next ] [ Last ]

[ Select ] [ Cancel ]

14. Click the **Select** button.

The selected Facility will be displayed in the Admin Facility field.

06. Immunization Administration - Current Provider - Tiger T Tigger - Immunization Record

[ Expand Details ]

\* Vaccine Trade Name: (To be completed by Provider Users only) HAVRIX-PEOS [ Add New ]

Select from the dropdown to add new Shots [ ]

\*\* Vaccine: Hep A, ped/adol, 2 dose [v]

\*\* Date Given: (mm/dd/yyyy) 02/04/2017 [ ]

Dose: 0.5 [v]

Is State Supplied? No [v]

Click here for a table of state-supplied vaccines

VIS Given: (mm/dd/yyyy) CDC VIS [ ]

VIS Publication Date: CDC VIS [ ]

Vaccine Administered By: [ ]

Ordering Physician First Name: [ ]

Medical Record Number: [ ]

Lot Number: 456

Manufacturer: GlaxoSmithKline [v]

Route: Intramuscular [v]

Data Entered By: Test Provider

Expiration Date: [ ]

Incomplete Dose: No [v]

Site: [ ]

Admin Facility: Tester Pediatrics [v]

Ordering Physician Last Name: [ ]

Ordering Physician Title: [ ]

[ Save ] [ Cancel ]



If the Admin Facility is unknown or is an “out-of-state” facility, enter “Other Site”. If the Admin facility is an out-of-country facility, enter “Other Site/Out of Country”. Do not leave this field unanswered or “empty”.

**Deleting Admin Facility Information**

If the current Admin Facility is unknown, the Facility data can be deleted.

1. Click the **Clear** button (the Trashcan icon) to the right of the Admin Facility link.

06. Immunization Administration - Current Provider - Tiger T Tigger - Immunization Record

[ Expand Details ]

\* Vaccine Trade Name: (To be completed by Provider Users only) HAVRIX-PEOS [ Add New ]

Select from the dropdown to add new Shots [ ]

\*\* Vaccine: Hep A, ped/adol, 2 dose [v]

\*\* Date Given: (mm/dd/yyyy) 02/05/2017 [ ]

Dose: 0.5 [v]

Is State Supplied? No [v]

Click here for a table of state-supplied vaccines

VIS Given: (mm/dd/yyyy) CDC VIS [ ]

VIS Publication Date: CDC VIS [ ]

Vaccine Administered By: [ ]

Ordering Physician First Name: [ ]

Medical Record Number: [ ]

Lot Number: 456

Manufacturer: GlaxoSmithKline [v]

Route: Intramuscular [v]

Data Entered By: Test Provider

Expiration Date: [ ]

Incomplete Dose: No [v]

Site: Left Upper Arm [v]

Admin Facility: Tester Pediatrics [v] [Trashcan Icon]

Ordering Physician Last Name: [ ]

Ordering Physician Title: [ ]

[ Save ] [ Cancel ]

## Chapter 13: Immunization Administration – Current Provider Question Package

The current Admin Facility will be removed and will be replaced by the default facility in the Medical Home Question Package. In the following example, the Admin Facility named “Tester Pediatrics” is replaced with “Pooh Pediatrics” from the Medical Home Question Package.

06. Immunization Administration - Current Provider - Tiger T Tigger - Immunization Record

Expand Details

\* Vaccine Trade Name: (To be completed by Provider Users only)  
 Select from the dropdown to add new 'Shots' [HAVRIX-PEDS] Add New

\*\* Vaccine: Hep A, ped/adol, 2 dose

\*\* Date Given: (mm/dd/yyyy) 02/05/2017

Dose: 0.5

Is State Supplied? No

Click here for a table of state-supplied vaccines

VIS Given: (mm/dd/yyyy) CDC VIS

Vaccine Administered By:

Ordering Physician First Name:

Medical Record Number:

Lot Number: 456

Manufacturer: GlaxoSmithKline

Route: Intramuscular

Data Entered By: Test Provider

VIS Publication Date: CDC VIS

Expiration Date: MM/DD/YYYY

Incomplete Dose: No

Site: Left Upper Arm

Admin Facility: **Pooh Pediatrics**

Ordering Physician Last Name:

Ordering Physician Title:

\* Indicates required field \*\* Indicates field required for save

Save Cancel

### Viewing Admin Facility Information

To view additional information about the Admin Facility:

1. Click the **View Summary** button to the right of the Admin Facility link.

06. Immunization Administration - Current Provider - Tiger T Tigger - Immunization Record

Expand Details

\* Vaccine Trade Name: (To be completed by Provider Users only)  
 Select from the dropdown to add new 'Shots' [HAVRIX-PEDS] Add New

\*\* Vaccine: Hep A, ped/adol, 2 dose

\*\* Date Given: (mm/dd/yyyy) 02/05/2017

Dose: 0.5

Is State Supplied? No

Click here for a table of state-supplied vaccines

VIS Given: (mm/dd/yyyy) CDC VIS

Vaccine Administered By:

Ordering Physician First Name:

Medical Record Number:

Lot Number: 456

Manufacturer: GlaxoSmithKline

Route: Intramuscular

Data Entered By: Test Provider

VIS Publication Date: CDC VIS

Expiration Date: MM/DD/YYYY

Incomplete Dose: No

Site: Left Upper Arm

Admin Facility: Pooh Pediatrics **View Summary**

Ordering Physician Last Name:

Ordering Physician Title:

\* Indicates required field \*\* Indicates field required for save

Save Cancel

The Client/Facility Summary screen will display.

**Client/Facility Summary**

**Client/Facility Summary**

Name: Pooh Pediatrics

Create Date: 01/31/2017

Notes:

**Address History**

Type	Dates	Address
	01/31/2017 - 02/05/2017	1 Robin Road, Hartford, CT 06101

**Patients**

CIRTS ID	Report ID	Client	Status	Create Date	Record Type
100793807	1070	Pooh Pediatrics	Open	01/31/2017	Facility

Close

2. Click the **Close** button at the bottom of the screen to return to the Immunization Administration – Current Provider Question Package.

**Entering Multiple Vaccines**

If the immunization record has multiple vaccines:

1. Click the **Add New** link to the right of the Vaccine Trade Name field.

06. Immunization Administration - Current Provider - Tiger T Tigger - Immunization Record

Expand Details

\* Vaccine Trade Name: (To be completed by Provider Users only)  
Select from the dropdown to add new Shots: HA/RIX-PEDS **Add New**

\*\* Vaccine: Hep A, ped/adol, 2 dose

\*\* Date Given: (mm/dd/yyyy) 02/05/2017

Dose: 0.5

Is State Supplied? No

Click here for a table of state-supplied vaccines

VIS Given: (mm/dd/yyyy) CDC VIS

Vaccine Administered By:

Ordering Physician First Name:

Medical Record Number:

Lot Number: 456

Manufacturer: GlaxoSmithKline

Route: Intramuscular

Data Entered By: Test Provider

Expiration Date: MMDDYYYY

Incomplete Dose: No

Site: Left Upper Arm

Admin Facility: Pooh Pediatrics

VIS Publication Date: CDC VIS

MMDDYYYY

Ordering Physician Last Name:

Ordering Physician Title:

\* Indicates required field \*\* Indicates field required for save

Save Cancel

An additional Vaccine Trade Name field displays below the previous Vaccine information.

06. Immunization Administration - Current Provider - Tiger T Tigger - Immunization Record

Expand Details

\* Vaccine Trade Name: (To be completed by Provider Users only)  
Select from the dropdown to add new Shots: HA/RIX-PEDS

\*\* Vaccine: Hep A, ped/adol, 2 dose

\*\* Date Given: (mm/dd/yyyy) 02/05/2017

Dose: 0.5

Is State Supplied? No

Click here for a table of state-supplied vaccines

VIS Given: (mm/dd/yyyy) CDC VIS

Vaccine Administered By:

Ordering Physician First Name:

Medical Record Number:

Lot Number: 456

Manufacturer: GlaxoSmithKline

Route: Intramuscular

Data Entered By: Test Provider

Expiration Date: MMDDYYYY

Incomplete Dose: No

Site: Left Upper Arm

Admin Facility: Pooh Pediatrics

VIS Publication Date: CDC VIS

MMDDYYYY

Ordering Physician Last Name:

Ordering Physician Title:

\* Indicates required field \*\* Indicates field required for save

Vaccine Trade Name: (To be completed by Provider Users only)  
Select from the dropdown to add new Shots:

\* Indicates required field \*\* Indicates field required for save

Save Cancel

## Chapter 14: Immunization Administration – Historical Provider Question Package

### OVERVIEW

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#### **Purpose**

Describe the Immunization Administration – Historical Provider Question Package.

---

#### **Objectives**

- View the Immunization Administration – Historical Provider Question Package
  - Define the fields in the Immunization Administration – Historical Provider Question Package
  - Enter information in the Immunization Administration – Historical Provider Question Package
-

### IMMUNIZATION ADMINISTRATION – HISTORICAL PROVIDER QUESTION PACKAGE

The Immunization Administration – Historical Provider Question Package is a set of information (questions) relating to the Client including:

- Immunization Summary information
- Historical Vaccine information



After data is entered in the Immunization Administration – Historical Provider Question Package, the data is moved to the Immunization Detailed History Question Package and will no longer display in the Immunization Administration – Historical Provider Question Package.

#### To view the Immunization Administration – Historical Provider Question Package

1. Search for and open a Client record.
2. Either **double-click** Immunization Administration – Historical Provider in the Question Package table, or click once on Immunization Administration – Historical Provider in the Question Package table and then click the **View Question Package** button.

Question Package	Client	Last Update	Updated By
01. Medical Home	Record	02/04/2017	Test Provider [TProvider]
02. Demographics	Record	02/02/2017	Test Provider [TProvider]
03. CIRTS Consent	Record	02/02/2017	Test Provider [TProvider]
04. Clinical Comments	Record	02/04/2017	Test Provider [TProvider]
05. Immunization Detailed History	Record	02/02/2017	Test Provider [TProvider]
06. Immunization Administration - Current Provider	Record	02/02/2017	Test Provider [TProvider]
07. Immunization Administration - Historical Provider	Record	02/02/2017	Test Provider [TProvider]
08. Insurance	Record	02/02/2017	Test Provider [TProvider]
09. Electronic Birth Certificate Download	Record	02/02/2017	Test Provider [TProvider]
10. Deleted Immunization History	Record	02/02/2017	Test Provider [TProvider]

View Question Package

The Immunization Administration – Historical Provider Question Package will display.

07. Immunization Administration - Historical Provider - Tigger T Tiger - Immunization Record

Expand Details

Historical Vaccine Group \*    Historical vaccine \*\*    Administration date (mm/dd/yyyy) \*\*    Admin Facility

\* Indicates required field

Save    Cancel

The data fields in the Immunization Administration – Historical Provider Question Package are:



Historical Vaccine Information section	
<b>Historical Vaccine Group</b>	**Required field – vaccine group name
<b>Historical vaccine</b>	**Required field – vaccine name
<b>Administration date (mm/dd/yyyy)</b>	**Required field – date vaccine was administered to the patient
<b>Admin Facility</b>	Facility that administered vaccine to the patient

Required questions are indicated by an asterisk ("\*"). Required questions in order to **save** are indicated by a double asterisk ("\*\*"). The required fields in the Immunization Administration – Historical Provider Question Package are:

- Historical Vaccine Group
- Historical Vaccine
- Administration Date



The Immunization Administration – Historical Provider Question Package **will not be saved with unanswered “required” questions.**



If the Admin Facility is unknown or is an “out-of-state” facility, enter “Other Site”. If the Admin facility is an out-of-country facility, enter “Other Site/Out of Country”. Do not leave this field unanswered or “empty”.

2. After answering the questions, click the **Save** button to save changes and return to the CIRTS main screen. Click the **Cancel** button to return to the CIRTS main screen without saving any changes.

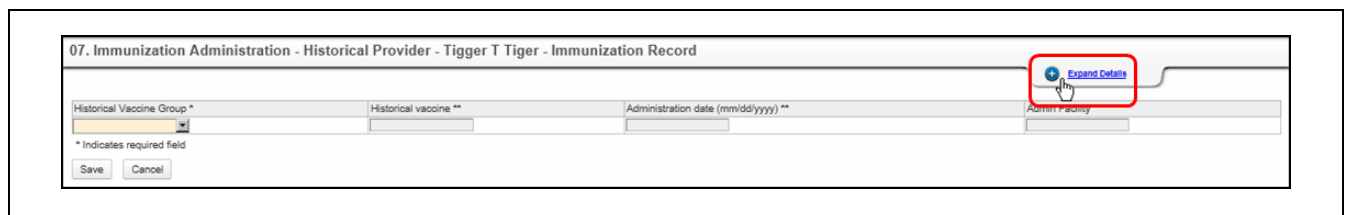


Reminder: To delete any item that has been selected from any list in the Question Package, scroll to the top of the list and select the “empty” item.

**To view the Immunization Summary**

For a list of the routine and non-routine shots in the Immunization Summary:

1. If necessary, click the **Expand Details** link at the top of the Question Package.



The Immunization Summary will display at the top of the Question Package.

07. Immunization Administration - Historical Provider - Tiger T Tigger - Immunization Record

Birth Date(mm/dd/yyyy): 01/01/2015 Age : 2 Yr 1 Mo Gender: Male VFC Status: Unknown Insurance:  
Address: 1 Honetpot Lane, Hartford, CT 06101

**Immunization Summary**

Routine Shots:	DTP/aP	03/02/2015	05/03/2015	07/03/2015	?
	Hep A	01/15/2016			?
	Hep B	01/09/2015	03/02/2015	05/03/2015(NV)	07/03/2015
	Hib	03/02/2015	05/03/2015	07/03/2015	?
	Influenza	09/03/2015	10/15/2015		?
	MMR	01/15/2016			?
	PCV	03/02/2015	05/03/2015	07/03/2015	01/15/2016
	Polio	03/02/2015	05/03/2015	07/03/2015	?
	Varicella	01/15/2016			?

Immunization Summary and Forecast

Support Materials: [0-6 yrs Schedule](#) [7-18 yrs Schedule](#) [Catch-up Schedule](#) [Simplified Schedule](#) [Adult Immunization](#)

Non-Routine Shots:

Clinical Comments: Contraindication: Severe allergic reaction (e.g., anaphylaxis) after a previous dose of Varicella

Recommended Groups: **DTP/aP, Hib, Influenza** Hep A

[Close Details](#)

Historical Vaccine Group *	Historical vaccine **	Administration date (mm/dd/yyyy) **	Admin Facility

\* Indicates required field

Save Cancel


**Entering Admin Facility Information**

To enter the Admin Facility, it is necessary to perform a search; the Admin Facility cannot be typed directly into the field.

1. Click the **Search** button to the right of the Admin Facility section.

07. Immunization Administration - Historical Provider - Tigger T Tigger - Immunization Record

[Expand Details](#)

Historical Vaccine Group *	Historical vaccine **	Administration date (mm/dd/yyyy) **	Admin Facility
Influenza	Flu seasonal High Dose injectable preservative f	04/01/2016	Unknown Fac 

\* Indicates required field \*\* Indicates field required for save

Save Cancel

The Search Party dialog box will display.

**Search Party**

<p><b>Search Criteria</b></p> <p>Name: <input type="text"/></p> <p>City: <input type="text"/></p> <p>State: <input type="text"/></p> <p>Zip Code: <input type="text"/></p> <p>Street: <input type="text"/></p> <p><b>Sort Options</b></p> <p>Sort By: <input type="text" value="Name"/></p> <p>Sort Order: <input type="text" value="Ascending"/></p> <p><b>Search Options</b></p> <p>Search History: <input type="checkbox"/></p> <p>Search Soundex: <input type="checkbox"/></p> <p>Search <input type="button"/> Clear <input type="button"/></p>	<p><b>Search Results</b></p> <table border="1"> <thead> <tr> <th>Name</th> <th>Street Address</th> <th>City</th> <th>State</th> <th>Zip Code</th> <th>Report ID</th> </tr> </thead> <tbody> <tr> <td colspan="6">No search done</td> </tr> </tbody> </table> <p>Showing 0 to 0 of 0 entries</p> <p>First Previous Next Last</p> <p>Select <input type="button"/> Cancel <input type="button"/></p>	Name	Street Address	City	State	Zip Code	Report ID	No search done					
Name	Street Address	City	State	Zip Code	Report ID								
No search done													

- Enter the name of the Admin Facility in the **Name** field.



If you are not sure of the spelling or of how the facility is listed in CIRTS, use an asterisk (\*) to perform a wildcard search. You can also run the Facility Listing Report (Chapter 19) and sort by Town to look up the name of the facility.

- Enter any other Search criteria as necessary.

### Search Party

**Search Criteria**

Name:

City:

State:

Zip Code:

Street:

**Sort Options**

Sort By:

Sort Order:

**Search Options**

Search History:

Search Soundex:

**Search Results**

Search Results						
Name	Street Address	City	State	Zip Code	Report ID	
No search done						

Showing 0 to 0 of 0 entries

- Click the **Search** button.

The Search Results will display.

### Search Party

**Search Criteria**

Name:

City:

State:

Zip Code:

Street:

**Sort Options**

Sort By:

Sort Order:

**Search Options**

Search History:

Search Soundex:

**Search Results**

Search Results						
Name	Street Address	City	State	Zip Code	Report ID	
Pooh Pediatrics	1 Robin Road	Hartford	CT	06101	1051	

Showing 1 to 1 of 1 entries

- Click** the name of the Admin Facility in the Search results list to select it.

**Search Party**

**Search Criteria**

Name:

City:

State:

Zip Code:

Street:

**Sort Options**

Sort By:

Sort Order:

**Search Options**

Search History:

Search Soundex:

**Search Results**

Name	Street Address	City	State	Zip Code	Report ID
Pooh Pediatrics	1 Robin Road	Hartford	CT	06101	1051

Showing 1 to 1 of 1 entries

Navigation:

5. Click the **Select** button.

**Search Party**

**Search Criteria**

Name:

City:

State:

Zip Code:

Street:

**Sort Options**

Sort By:

Sort Order:

**Search Options**

Search History:

Search Soundex:

**Search Results**

Name	Street Address	City	State	Zip Code	Report ID
Pooh Pediatrics	1 Robin Road	Hartford	CT	06101	1051

Showing 1 to 1 of 1 entries

Navigation:

The selected Facility will be displayed in the Admin Facility field.

07. Immunization Administration - Historical Provider - Tigger T Tiger - Immunization Record

Historical Vaccine Group *	Historical vaccine **	Administration date (mm/dd/yyyy) **	Admin Facility
Influenza	Flu seasonal High Dose injectable preservative fr	04/01/2016	Pooh Pediatrics

\* Indicates required field \*\* Indicates field required for save



If the Admin Facility is unknown or is an “out-of-state” facility, enter “Other Site”. If the Admin facility is an out-of-country facility, enter “Other Site/Out of Country”. Do not leave this field unanswered or “empty”.

**Search Party**

**Search Criteria**

Name:

City:

State:

Zip Code:

Street:

**Sort Options**

Sort By:

Sort Order:

**Search Options**

Search History:

Search Soundex:

**Search Results**

Search Results					
Name	Street Address	City	State	Zip Code	Report ID
Other Site			CT	00000	0010

Showing 1 to 1 of 1 entries

**Deleting Admin Facility Information**

If the current Admin Facility is unknown, the Facility data can be deleted:

1. Click the **Clear** button (the Trashcan icon) to the right of the Admin Facility link.

07. Immunization Administration - Historical Provider - Tigger T Tiger - Immunization Record

Historical Vaccine Group *	Historical vaccine **	Administration date (mm/dd/yyyy) **	Admin Facility
MMR	MMR	01/01/2016	Pool Pediatrics <input type="button" value="Clear"/>

\* Indicates required field \*\* Indicates field required for save

The Admin Facility will be removed and the words “Unknown Facility” will display in its place.

07. Immunization Administration - Historical Provider - Tigger T Tiger - Immunization Record

Historical Vaccine Group *	Historical vaccine **	Administration date (mm/dd/yyyy) **	Admin Facility
MMR	MMR	01/01/2016	Unknown Facility <input type="button" value="Clear"/>

\* Indicates required field \*\* Indicates field required for save

**Viewing Admin Facility Information**

To view additional information about the Admin Facility:

1. Click the **View Summary** button to the right of the Admin Facility link.

07. Immunization Administration - Historical Provider - Tigger T Tiger - Immunization Record

Historical Vaccine Group *	Historical vaccine **	Administration date (mm/dd/yyyy) **	Admin Facility
MMR	MMR	01/01/2016	Pool Pediatrics <input type="button" value="View Summary"/>

\* Indicates required field \*\* Indicates field required for save

The Client/Facility Summary screen will display.

### Client/Facility Summary

Client/Facility Summary	
Name:	Pooh Pediatrics
Create Date:	03/28/2016
Notes:	

Address History		
Type	Dates	Address
	03/31/2016 - 04/13/2016	1 Robin Road, Hartford, CT 06101
	03/28/2016 - 03/31/2016	1 Robin Road, Hartford, CT 06101
	01/01/1900 - 03/28/2016	1 Robin Road, Hartford, CT 06101

Patients							
CIRTS ID	Report ID	Client	Status	Create Date	Record Type	City	Mother's Maiden Name
100715555	1051	Pooh Pediatrics	Open	03/28/2016	Facility	OPEN	OFFLINE

- Click the **Close** button at the bottom of the screen to return to the Immunization Administration – Historical Provider Question Package.

07. Immunization Administration - Historical Provider - Tigger T Tiger - Immunization Record

[Expand Details](#)

Historical Vaccine Group *	Historical vaccine **	Administration date (mm/dd/yyyy) **	Admin Facility
MMR	MMR	01/01/2016	Pooh Pediatrics

\* Indicates required field \*\* Indicates field required for save



If the Admin Facility is unknown or is an “out-of-state” facility, enter “Other Site”. If the Admin facility is an out-of-country facility, enter “Other Site/Out of Country”. Do not leave this field unanswered or “empty”.

### Search Facility/Provider

<b>Facility/Provider Details:</b>		<b>Search Results</b>				
Category:	Organization	<b>Search Results</b>				
Name:	Other*	Name	Street Address	City	State	Zip Code
Street Address:		Other Site				
City:						
State:						
Zip Code:						
<b>Search Options</b>		Displaying result(s) 1...1, (maximum 50)				
Sort By:	Name					
Sort Order:	Ascending					
Search History:	<input type="checkbox"/>					
<input type="button" value="Search"/> <input type="button" value="Clear"/>						
		<input type="button" value="Use selected facility/provider"/> <input type="button" value="Cancel"/>				

**Entering Multiple Historical Vaccines**

After a selection has been made from the Historical Vaccine Group list box, an additional Historical Vaccine Group field will display below the previous Historical Vaccine information.

1. Select the additional Historical Vaccine Group from the list.

07. Immunization Administration - Historical Provider - Tigger T Tiger - Immunization Record

Expand Details

Historical Vaccine Group *	Historical vaccine **	Administration date (mm/dd/yyyy) **	Admin Facility
MMR	MMR	01/01/2018	Pooh Pediatrics

\* Indicates required field \*\* Indicates field required for save

Save Cancel

## Chapter 15: Insurance Question Package

### OVERVIEW

---

#### Purpose

Describe the Insurance Question Package.

---

#### Objectives

- View the Insurance Question Package
  - Define the fields in the Insurance Question Package
  - Enter information in the Insurance Question Package
-



## INSURANCE QUESTION PACKAGE

The Insurance Question Package is a set of information (questions) relating to the Client including:

- Private Insurance held on the client

### To view the Insurance Question Package

1. Search for and open a Client record.
2. Either **double-click Insurance** in the Question Package table, or click once on **Insurance** in the Question Package table and then click the **View Question Package** button.

Question Packages	Client	Last Update	Updated By
01. Medical Home	Record	02/04/2017	Test Provider [TProvider]
02. Demographics	Record	02/02/2017	Test Provider [TProvider]
03. CIRTS Consent	Record	02/02/2017	Test Provider [TProvider]
04. Clinical Comments	Record	02/04/2017	Test Provider [TProvider]
05. Immunization Detailed History	Record	02/02/2017	Test Provider [TProvider]
06. Immunization Administration - Current Provider	Record	02/02/2017	Test Provider [TProvider]
07. Immunization Administration - Historical Provider	Record	02/02/2017	Test Provider [TProvider]
08. Insurance	Record	02/02/2017	Test Provider [TProvider]
09. Electronic Certificate Download	Record	02/02/2017	Test Provider [TProvider]
10. Deleted Immunization History	Record	02/02/2017	Test Provider [TProvider]

The Insurance Question Package will display.

08. Insurance - Tigger T Tiger - Immunization Record

Private Insurer: (Insurance changes may affect VFC. Update VFC-eligibility in Demographics if needed) Private Insurance

Save Cancel

The data fields in the Insurance Question Package are:

Private Insurance section	
<b>Private Insurer</b>	Drop down list of private health insurance plans
<b>Secondary Insurer</b>	Drop down list of private health insurance plans that only displays if a Private Insurer is selected

Required questions are indicated by an asterisk ("\*"); Question Packages will still be saved with unanswered "required" questions. There are no required questions in the Insurance Question Package.

3. Answer as many questions as possible.
4. After answering the questions, click the **Save** button to save changes and return to the CIRTS main screen. Click the **Cancel** button to return to the CIRTS main screen without saving any changes.



Reminder: To delete any item that has been selected from any list in the Question Package, scroll to the top of the list and select the "empty" item.

# Chapter 16: Electronic Birth Certificate Download Question Package

## OVERVIEW

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### Purpose

Describe the Electronic Birth Certificate Download Question Package.

---

### Objectives

- View the Electronic Birth Certificate Download Question Package
  - Define the fields in the Electronic Birth Certificate Download Question Package
  - Enter information in the Electronic Birth Certificate Download Question Package
-

## ELECTRONIC BIRTH CERTIFICATE DOWNLOAD QUESTION PACKAGE

The Electronic Birth Certificate Download Question Package is a set of information (questions) relating to the Client including:

- Birth Hospital of client
- Plurality of Birth
- Birth Order

The fields in the Electronic Birth Certificate Question Package can only be updated by DPH Staff.

### To view the Electronic Birth Certificate Download Question Package

5. Search for and open a Client record.
6. Either **double-click** Electronic Birth Certificate Download Question Package in the Question Package table, or click once on Electronic Birth Certificate Download Question Package in the Question Package table and then click the **View Question Package** button.

Question Package	Client	Last Update	Updated By
01. Medical Home	Record	02/04/2017	Test Provider [TProvider]
02. Demographics	Record	02/02/2017	Test Provider [TProvider]
03. CIRTS Consent	Record	02/02/2017	Test Provider [TProvider]
04. Clinical Comments	Record	02/04/2017	Test Provider [TProvider]
05. Immunization Detailed History	Record	02/02/2017	Test Provider [TProvider]
06. Immunization Administration - Current Provider	Record	02/02/2017	Test Provider [TProvider]
07. Immunization Administration - Historical Provider	Record	02/02/2017	Test Provider [TProvider]
08. Insurance	Record	02/02/2017	Test Provider [TProvider]
09. Electronic Birth Certificate Download	Record	02/02/2017	Test Provider [TProvider]
10. Deleted Immunization History	Record	02/02/2017	Test Provider [TProvider]

The Electronic Birth Certificate Download Question Package will display.

**09. Electronic Birth Certificate Download - Tigger T Tiger - Immunization Record**

Expand Details

Birth Hospital: HARTFORD HOSPITAL

Plurality: 1

Birth Order: 1

Save Cancel

The data fields in the Electronic Birth Certificate Download Question Package are:

Birth Hospital Information section	
<b>Birth Hospital</b>	The hospital where the child was born
<b>Plurality</b>	The plurality of birth
<b>Birth Order</b>	If plural birth, the birth order

Required questions are indicated by an asterisk ("\*"); Question Packages will still be saved with unanswered "required" questions. There are no required questions in the Electronic Birth Certificate Download Question Package.

7. After viewing the questions, click the **Cancel** button to return to the CIRTS main screen.

# Chapter 17: Deleted Immunization History Question Package

## OVERVIEW

---

### Purpose

Describe the Deleted Immunization History Question Package.

---

### Objectives

- View the Deleted Immunization History Question Package
  - Define the fields in the Deleted Immunization History Question Package
  - Enter information in the Deleted Immunization History Question Package
-

## DELETED IMMUNIZATION HISTORY QUESTION PACKAGE

The Deleted Immunization History Question Package is a set of information (questions) relating to the Client including:

- Historical data for shots that were entered and then deleted in CIRTS

If a shot is entered into CIRTS due to or with data entry error, the shot record can be deleted from the Immunization Detailed History Question Package. The deleted record is then saved in the Deleted Immunization History Question Package. A record can be restored from the Deleted Immunization History Question Package if necessary.

### To view the Deleted Immunization History Question Package

1. Search for and open a Client record.
2. Either **double-click** Deleted Immunization History Question Package in the Question Package table, or click once on Deleted Immunization History Question Package in the Question Package table and then click the **View Question Package** button.

Question Package	Client	Last Update	Updated By
01. Medical Home	Record	02/04/2017	Test Provider [TProvider]
02. Demographics	Record	02/02/2017	Test Provider [TProvider]
03. CIRTS Consent	Record	02/02/2017	Test Provider [TProvider]
04. Clinical Comments	Record	02/04/2017	Test Provider [TProvider]
05. Immunization Detailed History	Record	02/02/2017	Test Provider [TProvider]
06. Immunization Administration - Current Provider	Record	02/02/2017	Test Provider [TProvider]
07. Immunization Administration - Historical Provider	Record	02/02/2017	Test Provider [TProvider]
08. Insurance	Record	02/02/2017	Test Provider [TProvider]
09. Electronic Birth Certificate Download	Record	02/02/2017	Test Provider [TProvider]
10. Deleted Immunization History	Record	02/02/2017	Test Provider [TProvider]

View Question Package

The Deleted Immunization History Question Package will display.

10. Deleted Immunization History - Tiger T Tigger - Immunization Record			
Expand Details			
* Vaccine Groups: <input type="text"/>	DTP/aP <input type="text"/>		
** Vaccine:	DTaP-Hep B-IPV <input type="text"/>	Trade Name:	PEDIARIX <input type="text"/>
** Date Given: (mm/dd/yyyy)	01/31/2017 <input type="text"/>		
Historical shot:	No <input type="text"/>	Manufacturer:	<input type="text"/>
Date Reported: (mm/dd/yyyy)	01/31/2017 <input type="text"/>	Dose:	<input type="text"/>
Incomplete Dose:	No <input type="text"/>	Route:	<input type="text"/>
VIS Given: (mm/dd/yyyy)	<input type="text"/>	VIS Publication Date:	<input type="text"/>
Data Entered By:	Loretta Rivera <input type="text"/>	Vaccine Administered By:	<input type="text"/>
Ordering Physician First Name:	<input type="text"/>	Ordering Physician Last Name:	<input type="text"/>
VFC Status:	Unknown <input type="text"/>	Is State Supplied?	<input type="text"/>
Restore shot record to detailed history?	<input type="checkbox"/> Yes	Vaccine Data Source:	User Adding Child <input type="text"/>
Medical Record Number	<input type="text"/>		

The data fields in the Deleted Immunization History Question Package are:

<b>Vaccine Information section</b>	
<b>* Vaccine Group</b>	*Required field – vaccine group name
<b>** Vaccine</b>	**Required field – vaccine name
<b>Trade Name</b>	Vaccine trade name
<b>** Date Given</b>	**Required field – date vaccine was administered to the patient
<b>Historical Shot</b>	This field is checked when the vaccine was entered under the Immunization Administration – Historical Provider Question Package
<b>Manufacturer</b>	Vaccine manufacturer
<b>Lot Number</b>	Vaccine lot number – free text field
<b>Date Reported</b>	Date the vaccine was imported or data was entered into the registry – automatically populated by CIRTS
<b>Dose</b>	Amount of the vaccine administered
<b>Incomplete Dose</b>	Incomplete vaccine dose: Yes or No
<b>Route</b>	Route of vaccine administration: Intramuscular, Subcutaneous, Multiple Puncture, Oral, Intradermal
<b>Site</b>	Site of vaccine administration: Left Deltoid, Left Gluteus Medius, Left Leg, Left Lower Forearm, Left Thigh, Left Upper Arm, Left Vastus Lateralis, Other, Right Deltoid, Right Gluteus Medius, Right Leg, Right Lower Forearm, Right Thigh, Right Upper Arm, Right Vastus Lateralis
<b>VIS Given</b>	Date the Vaccine Information Statement (VIS) was given to the patient
<b>VIS Publication Date</b>	Date the Vaccine Information Statement (VIS) was published – drop down list
<b>Data Entered By</b>	The Name of the CIRTS user who entered the vaccine data in CIRTS
<b>Vaccine Administered By</b>	The provider who administered the vaccine – free text field
<b>Admin Facility</b>	Medical home facility
<b>VFC Status</b>	The patient's Vaccines for Children (VFC) eligibility status
<b>Ordering Physician First Name</b>	The First Name of the physician who ordered the vaccine – free text field



<b>Ordering Physician Last Name</b>	The Last Name of the physician who ordered the vaccine – free text field
<b>Ordering Physician Title</b>	The Title of the physician who ordered the vaccine – free text field
<b>Is State Supplied?</b>	State supplied vaccine: Yes or No
<b>Expired Lot Administered?</b>	Vaccine with an expired lot number administered: Yes or No
<b>Restore shot record due to detailed history</b>	Click to restore a shot record to the Immunization Detailed History Question Package
<b>Vaccine Data Source</b>	Will always be “User Adding Child”
<b>Medical Record Number</b>	Client’s Medical record Number assigned by the provider facility

Required questions are indicated by an asterisk (“\*”); Question Packages will still be saved with unanswered “required” questions. There are no required questions in the Electronic Birth Certificate Download Question Package.

3. After viewing the questions, click the Save or **Cancel** button to return to the CIRTS main screen.

# Chapter 18: Tasks

## OVERVIEW

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### Purpose

Explain how and why to use tasks in CIRTS

---

### Objectives

- Explain the importance of tasks
  - Demonstrate how to use the Tasks Queue
  - View tasks
  - Create and edit tasks
-

## TASKS

---

A task within CIRTS is a technique for users to delegate assignments or work to other users or groups. Tasks are accessed in several places:

- from the Tasks section of the Splash screen
- from the Tasks icon in the toolbar
- from the Workflow icon in the toolbar
- from the Tasks tab in the Patient Information section.

Task creation can be different depending upon where the user initiated the create task action. If the user clicked the Add Task link from the Workflow Queues page (next to Task Specific Monitors), the task will not automatically be assigned to a specific record but if the user clicks the Tasks tab in the Patient Information section, the task will be associated with the currently active record.



If a task is deleted, it will no longer display in the Tasks list, in the Splash screen, or in the Tasks tab of the Patient Information section. If the task status is changed to “Completed”, however, it will still display in all places.

Some examples of tasks that could be attached to an immunization record are:

- Possible duplicate record – please verify
- Child deceased – date of death unknown – please update in system
- Child’s correct DOB is .... – please change in system
- Child’s name is incorrect - Correct spelling of this child’s name is...
- Child’s name has changed – please update in system
- Please check the date (year) of the MMR vaccine and Varicella vaccine
- Please enter the shots for this child before they transferred
- Please indicate where this child transferred (if known)
- Please see the error in the forecasting on CIRTS ID#
- Child was listed as “patient unknown”, however they had shots administered under your site. Please check for this patient again.
- Please correct the Admin Facility for the vaccines given for this child.
- Please check/correct the date of the PCV vaccine given date

**To View Tasks from the Toolbar**

1. Click the **Tasks** button on CIRTS toolbar.



If a record is open, tasks for that current record (if any) will be displayed.

All tasks assigned to the current user will also be displayed.

Tasks									
My tasks (specifically assigned to me)									
Type	Priority	Due Date	Description	Status	Created By	Record	Assigned To	Assigned To Group	Action
Assignment	Very High	03/01/2017	Possible Duplicates	Pending	Test Provider [TProvider] (02/02/2017)	100793809 - Immunization Record - Tiger T Tigger	Test Provider [Start Task]		Edit Delete
Assignment	Very High	04/15/2017	Update Demographics	Pending	Sher Admin [Baubys] (02/02/2017)	100793807 - Facility - Pooh Pediatrics	Test Provider [Start Task]		Edit Delete
Assignment	Very High	05/01/2017	Check Vaccine Dates	Pending	Test Provider [TProvider] (02/05/2017)	Not specific to a case	Test Provider [Start Task]		Edit Delete
Assignment	Very High	05/01/2017	Possible Duplicates	Pending	Test Provider [TProvider] (02/05/2017)	Not specific to a case	Test Provider [Start Task]		Edit Delete
Assignment	Medium	04/01/2017	Facility Address	Pending	Sher Admin [Baubys] (02/05/2017)	100793810 - Facility - Tester Pediatrics	Test Provider [Start Task]		Edit Delete

Filter:  Showing 1 to 5 of 5 entries

Buttons: Add Task, Home, First, Previous, 1, Next, Last

The fields in the Tasks list window are:

<b>Type</b>	Displays the Task type: Assignment
<b>Priority</b>	Indicates the Task priority: Very Low, Low, Medium, High, Very High
<b>Due Date</b>	Displays the date that the Task is scheduled for completion
<b>Description</b>	Briefly describes the task to be accomplished
<b>Status</b>	The status of the task in the queue: Pending, In Progress, Completed
<b>Created By</b>	Displays the name of the user who created the record and date record was created
<b>Record</b>	Displays the unique record number automatically assigned by CIRTS and the name of the client. If the task is not attached to a task the message "Not specific to a case" is displayed.
<b>Assigned To</b>	Identifies the user responsible for updating the Task
<b>Assigned To Group</b>	Identifies the user group responsible for updating the Task
<b>Action</b>	Displays a link to Edit or Delete the Task

- To open the record associated with a Task, click the **Immunization Record ID** link in the Tasks list.

Tasks

My tasks (specifically assigned to me)									
Type	Priority	Due Date	Description	Status	Created By	Record	Assigned To	Assigned To Group	Action
Assignment	Very High	03/01/2017	Possible Duplicates	Pending	Test Provider [TProvider] (02/02/2017)	<a href="#">100793809 - Immunization Record - Tiger T Tigger</a>	Test Provider [Start Task]		<a href="#">Edit</a> <a href="#">Delete</a>
Assignment	Very High	04/15/2017	Update Demographics	Pending	Sher Admin [Baubys] (02/02/2017)	<a href="#">100793807 - Facility - Pooh Pediatrics</a>	Test Provider [Start Task]		<a href="#">Edit</a> <a href="#">Delete</a>
Assignment	Very High	05/01/2017	Check Vaccine Dates	Pending	Test Provider [TProvider] (02/05/2017)	Not specific to a case	Test Provider [Start Task]		<a href="#">Edit</a> <a href="#">Delete</a>
Assignment	Very High	05/01/2017	Possible Duplicates	Pending	Test Provider [TProvider] (02/05/2017)	Not specific to a case	Test Provider [Start Task]		<a href="#">Edit</a> <a href="#">Delete</a>
Assignment	Medium	04/01/2017	Facility Address	Pending	Sher Admin [Baubys] (02/05/2017)	<a href="#">100793810 - Facility - Tester Pediatrics</a>	Test Provider [Start Task]		<a href="#">Edit</a> <a href="#">Delete</a>

Filter:  Showing 1 to 5 of 5 entries

The Record will display in the CIRTS main window.

Connecticut Immunization Registry and Tracking System

Enter Case ID

**Immunization Record**

Summary Information	
CIRTS ID:	100793809
Report ID:	100793809
Record Type:	Immunization Record
Client:	Tiger T Tigger Birth Date(mm/dd/yyyy): 01/01/2015 ( 2 y 1 m Male ) Phone: (860) 222-3456
Case Status:	Open
Immunization Summary, Forecast & Schedules:	<p><b>Alternate Schedule</b> <b>Need 2nd MMR</b></p> <p>Children with certain medical conditions/travel plans require vaccinations not forecast by the registry. Additional PCV/PPSV may be indicated for: asplenia/sickle cell; chronic heart, lung and liver disease; diabetes; CSFL; cochlear implants; alcoholism; and immuno-compromising conditions. Additional meningococcal vaccinations may be indicated for travel to sub-Saharan Africa, for persistent complement deficiencies and asplenia/sickle cell. Link to recommendations is: <a href="#">Advisory Committee on Immunization Practices (ACIP) Recommendations</a></p> <p>Mainframe Scheduled Maintenance is every Sunday between 4:00 AM and 9:00 AM. CIRTS is not available during this time.</p> <p>Summary and Forecast: <a href="#">Immunization Summary and Forecast</a> <a href="#">Immunization Certificate</a></p> <p>CDC Schedules : <a href="#">0-6 yrs Schedule</a> <a href="#">7-18 yrs Schedule</a> <a href="#">Catch-up Schedule</a> <a href="#">Simplified Schedule</a> <a href="#">Adult Immunization</a></p> <p>Overdue Vaccines: <b>DTP/aP, Hib, Influenza</b></p> <p>Vaccines Due: <b>Hep A</b></p> <p>Enrolled in CIRTS: Yes</p> <p>VFC Status/Insurance: Unknown / Privately Insured : N/A</p> <p>Active Clinical Comments: Contraindication: Severe allergic reaction (e.g., anaphylaxis) after a previous dose of Varicella</p>

- To view the full Task information, click the **Edit** link in the Tasks list.

Tasks

My tasks (specifically assigned to me)									
Type	Priority	Due Date	Description	Status	Created By	Record	Assigned To	Assigned To Group	Action
Assignment	Very High	03/01/2017	Possible Duplicates	Pending	Test Provider [TProvider] (02/02/2017)	<a href="#">100793809 - Immunization Record - Tiger T Tigger</a>	Test Provider [Start Task]		<a href="#">Edit</a> <a href="#">Delete</a>
Assignment	Very High	04/15/2017	Update Demographics	Pending	Sher Admin [Baubys] (02/02/2017)	<a href="#">100793807 - Facility - Pooh Pediatrics</a>	Test Provider [Start Task]		<a href="#">Edit</a> <a href="#">Delete</a>
Assignment	Very High	05/01/2017	Check Vaccine Dates	Pending	Test Provider [TProvider] (02/05/2017)	Not specific to a case	Test Provider [Start Task]		<a href="#">Edit</a> <a href="#">Delete</a>
Assignment	Very High	05/01/2017	Possible Duplicates	Pending	Test Provider [TProvider] (02/05/2017)	Not specific to a case	Test Provider [Start Task]		<a href="#">Edit</a> <a href="#">Delete</a>
Assignment	Medium	04/01/2017	Facility Address	Pending	Sher Admin [Baubys] (02/05/2017)	<a href="#">100793810 - Facility - Tester Pediatrics</a>	Test Provider [Start Task]		<a href="#">Edit</a> <a href="#">Delete</a>

Filter:  Showing 1 to 5 of 5 entries

The Edit Task dialog box will display

### Edit Task

**Task Information**

Record: 100793809 - Immunization Record - Tiger T Tigger

Type: Assignment

Status: Pending

Created By: Test Provider [TProvider]

Create Date: 02/02/2017

Last Update: 02/05/2017

Priority: Very High

Due Date: 03/01/2017

Start Date(mm/dd/yyyy): MM/DD/YYYY

Complete Date: MM/DD/YYYY

Description: Possible Duplicates

Notes: Please check for duplicate immunization records

Task Attachment: Browse...

Assign to user: Test Provider [TProvider] Assign to me

Assign to group:

Save Cancel

4. Click the **Save** button to save any changes to the task or the **Cancel** button to return to the CIRTS main window without saving any changes.

**Tasks may also be viewed from the Workflow Queues**

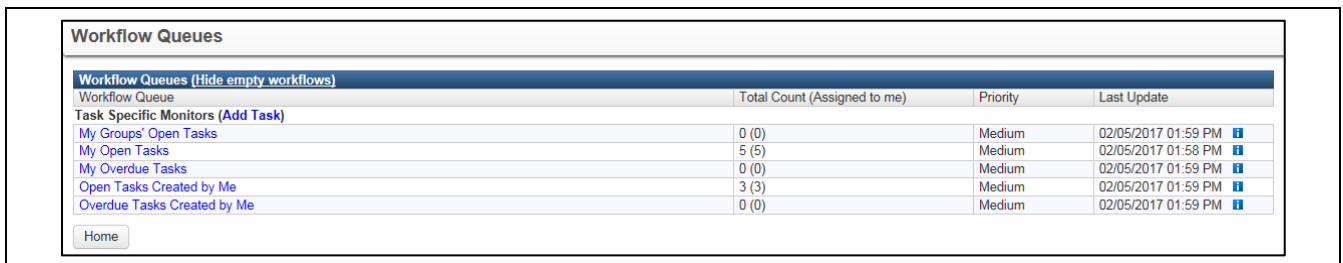
The Workflow Queues display tasks organized into categories:

- My Groups' Open Tasks
- My Open Tasks
- My Overdue Tasks
- Open Tasks Created by Me
- Overdue Tasks Created by Me

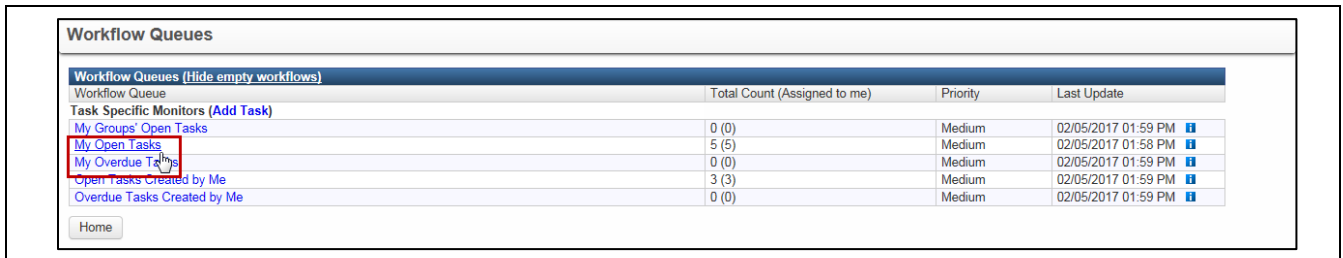
1. Click the **Workflow** button on the CIRTS Dashboard toolbar.



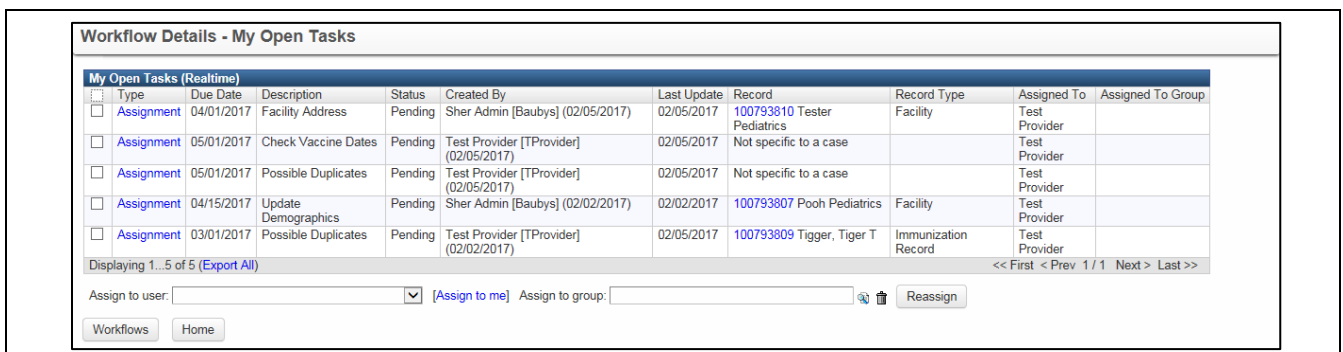
The Workflow Queue window will display.



2. Click one of the task category **links** to display the Tasks list window for the selected category.



Tasks can now be viewed and edited in the same manner as when accessed using the Tasks button in the CIRTS main toolbar



**To create an immunization record-specific task**

1. Open an immunization record.
2. Click the **Tasks** button on CIRTS toolbar.



If a record is open, tasks for that current record (if any) and the current user will be displayed.

**Tasks - Tiger T Tigger - Immunization Record**

Tasks for the selected case									
Type	Priority	Due Date	Description	Status	Created By	Record	Assigned To	Assigned To Group	Action
Assignment	Very High	03/01/2017	Possible Duplicates	Pending	Test Provider [TProvider] (02/02/2017)	100793809 - Immunization Record - Tiger T Tigger	Test Provider [Start Task]		Edit Delete

Filter:  Showing 1 to 1 of 1 entries First Previous 1 Next Last

My tasks (specifically assigned to me)									
Type	Priority	Due Date	Description	Status	Created By	Record	Assigned To	Assigned To Group	Action
Assignment	Very High	03/01/2017	Possible Duplicates	Pending	Test Provider [TProvider] (02/02/2017)	100793809 - Immunization Record - Tiger T Tigger	Test Provider [Start Task]		Edit Delete
Assignment	Very High	04/15/2017	Update Demographics	Pending	Sher Admin [Baubys] (02/02/2017)	100793807 - Facility - Pooh Pediatrics	Test Provider [Start Task]		Edit Delete
Assignment	Very High	05/01/2017	Check Vaccine Dates	Pending	Test Provider [TProvider] (02/05/2017)	Not specific to a case	Test Provider [Start Task]		Edit Delete
Assignment	Very High	05/01/2017	Possible Duplicates	Pending	Test Provider [TProvider] (02/05/2017)	Not specific to a case	Test Provider [Start Task]		Edit Delete
Assignment	Medium	04/01/2017	Facility Address	Pending	Sher Admin [Baubys] (02/05/2017)	100793810 - Facility - Tester Pediatrics	Test Provider [Start Task]		Edit Delete

Filter:  Showing 1 to 5 of 5 entries First Previous 1 Next Last

3. Click the **Add case task** button.

The Add Task dialog box will display.

**Add Task**

**Task Information**

Record: 100793809 - Immunization Record - Tiger T Tigger

Type:

Status: Pending

Priority: Medium

Due Date: MM/DD/YYYY

Start Date(mm/dd/yyyy): MM/DD/YYYY

Complete Date: MM/DD/YYYY

Description:

Notes:

Task Attachment:

Assign to user:

Assign to group:



4. Select the task **Type** (Assignment) from the list.
5. Select the task **Status** from the list: Pending, In Progress, Completed.
6. Select the task **Priority** from the list: Very Low, Low, Medium, High, Very High
7. Enter a task **Due Date**.
8. Enter a task **Description**.
9. Enter task **Notes**.
10. Select the **User** or **Group** to whom the task should be assigned
11. Click the **Save** button.

If required information is omitted, an error message will display and the task will not be assigned until the information is provided.

### Add Task

Please correct the indicated errors before proceeding:

- No user or group assignment selected for the task

#### Task Information

Record: 100793809 - Immunization Record - Tiger T Tigger

Type: Assignment ▼

Status: Pending ▼

Priority: Medium ▼

Due Date: 03/01/2017

Start Date(mm/dd/yyyy): MM/DD/YYYY

Complete Date: MM/DD/YYYY

Description: Correct Admin Facility

Notes: Please correct the admin facility for vaccines given to this child

Task Attachment:

Assign to user:

Assign to group:

When all required information is provided, the task will be saved and the system will return to the Tasks screen.

All record-specific tasks will be displayed in the Tasks tab of the Patient Information section.

Immunizations Data
Concerns
Client Info
Tasks
Case History

Tasks						
Type	Status	Priority	Due Date	Description	Assigned To	Assigned To Group
Assignment	Pending	Very High	03/01/2017	Possible Duplicates	Test Provider [TProvider]	
Assignment	Pending	Medium	03/01/2017	Correct Admin Facility	Sher Admin [Baubys]	

Add Task
Update Task

Details	
Type:	Assignment
Status:	Pending
Priority:	Medium
Description:	Correct Admin Facility
Assigned To:	Sher Admin [Baubys]
Assigned To Group:	
Create Date:	02/05/2017
Created By:	Test Provider [TProvider]
Last Update:	02/05/2017
Updated By:	Test Provider [TProvider]
Due Date:	03/01/2017
Start Date(mm/dd/yyyy):	
Complete Date:	
Notes:	Please correct the admin facility for vaccines given to this child

## CREATE A NON-RECORD-SPECIFIC TASK

It is also possible to create a task that does not relate to a specific record.

### To create a non-record-specific task

1. Click the **Tasks** button on CIRTS toolbar.

An immunization record does not have to be open.



If a record is open, tasks for that current record (if any) and the current user will be displayed.

**Tasks - Tiger T Tigger - Immunization Record**

Tasks for the selected case									
Type	Priority	Due Date	Description	Status	Created By	Record	Assigned To	Assigned To Group	Action
Assignment	Very High	03/01/2017	Possible Duplicates	Pending	Test Provider [TProvider] (02/02/2017)	100793809 - Immunization Record - Tiger T Tigger	Test Provider [Start Task]		Edit Delete
Assignment	Medium	03/01/2017	Correct Admin Facility	Pending	Test Provider [TProvider] (02/05/2017)	100793809 - Immunization Record - Tiger T Tigger	Sher Admin		Edit Delete

Filter:  Showing 1 to 2 of 2 entries First Previous 1 Next Last

My tasks (specifically assigned to me)									
Type	Priority	Due Date	Description	Status	Created By	Record	Assigned To	Assigned To Group	Action
Assignment	Very High	03/01/2017	Possible Duplicates	Pending	Test Provider [TProvider] (02/02/2017)	100793809 - Immunization Record - Tiger T Tigger	Test Provider [Start Task]		Edit Delete
Assignment	Very High	04/15/2017	Update Demographics	Pending	Sher Admin [Baubys] (02/02/2017)	100793807 - Facility - Pooh Pediatrics	Test Provider [Start Task]		Edit Delete
Assignment	Very High	05/01/2017	Possible Duplicates	Pending	Test Provider [TProvider] (02/05/2017)	Not specific to a case	Test Provider [Start Task]		Edit Delete
Assignment	Very High	05/01/2017	Check Vaccine Dates	Pending	Test Provider [TProvider] (02/05/2017)	Not specific to a case	Test Provider [Start Task]		Edit Delete
Assignment	Medium	04/01/2017	Facility Address	Pending	Sher Admin [Baubys] (02/05/2017)	100793810 - Facility - Tester Pediatrics	Test Provider [Start Task]		Edit Delete

Filter:  Showing 1 to 5 of 5 entries First Previous 1 Next Last

Add case task **Add Task** Home

2. Click the **Add Task** button.

The Add Task dialog box for a non-record-specific task will display.

**Add Task**

**Task Information**

Record: Not specific to a case

Type:

Status: Pending

Priority: Medium

Due Date: MM/DD/YYYY

Start Date(mm/dd/yyyy): MM/DD/YYYY

Complete Date: MM/DD/YYYY

Description:

Notes:

Task Attachment:  Browse...

Assign to user:  Assign to me

Assign to group:

Save Cancel

3. Select the task **Type** (Assignment) from the list.
4. Select the task **Status** from the list: Pending, In Progress, Completed.
5. Select the task **Priority** from the list: Very Low, Low, Medium, High, Very High
6. Enter a task **Due Date**.
7. Enter a task **Description**.
8. Enter task **Notes**.
9. Select the **User** or **Group** to whom the task should be assigned
10. Click the **Save** button.

If required information is omitted, an error message will display and the task will not be assigned until the information is provided.

### Add Task

Please correct the indicated errors before proceeding:

- No user or group assignment selected for the task

#### Task Information

Record: Not specific to a case

Type:

Status:

Priority:

Due Date:

Start Date(mm/dd/yyyy):

Complete Date:

Description:

Notes:

Task Attachment:

Assign to user:

Assign to group:

When all required information is provided, the task will be saved and the system will return to the Tasks screen.

#### Tasks - Tiger T Tigger - Immunization Record

Tasks for the selected case									
Type	Priority	Due Date	Description	Status	Created By	Record	Assigned To	Assigned To Group	Action
Assignment	Very High	03/01/2017	Possible Duplicates	Pending	Test Provider [TProvider] (02/02/2017)	100793809 - Immunization Record - Tiger T Tigger	Test Provider [Start Task]		<a href="#">Edit</a> <a href="#">Delete</a>
Assignment	Medium	03/01/2017	Correct Admin Facility	Pending	Test Provider [TProvider] (02/05/2017)	100793809 - Immunization Record - Tiger T Tigger	Sher Admin		<a href="#">Edit</a> <a href="#">Delete</a>

Filter:  Showing 1 to 2 of 2 entries

My tasks (specifically assigned to me)									
Type	Priority	Due Date	Description	Status	Created By	Record	Assigned To	Assigned To Group	Action
Assignment	Very High	03/01/2017	Possible Duplicates	Pending	Test Provider [TProvider] (02/02/2017)	100793809 - Immunization Record - Tiger T Tigger	Test Provider [Start Task]		<a href="#">Edit</a> <a href="#">Delete</a>
Assignment	Very High	04/15/2017	Update Demographics	Pending	Sher Admin [Baubys] (02/02/2017)	100793807 - Facility - Pooh Pediatrics	Test Provider [Start Task]		<a href="#">Edit</a> <a href="#">Delete</a>
Assignment	Very High	05/01/2017	Check Vaccine Dates	Pending	Test Provider [TProvider] (02/05/2017)	Not specific to a case	Test Provider [Start Task]		<a href="#">Edit</a> <a href="#">Delete</a>
Assignment	Very High	05/01/2017	Possible Duplicates	Pending	Test Provider [TProvider] (02/05/2017)	Not specific to a case	Test Provider [Start Task]		<a href="#">Edit</a> <a href="#">Delete</a>
Assignment	Medium	02/28/2017	Name Change	Pending	Test Provider [TProvider] (02/05/2017)	Not specific to a case	Test Provider [Start Task]		<a href="#">Edit</a> <a href="#">Delete</a>
Assignment	Medium	04/01/2017	Facility Address	Pending	Sher Admin [Baubys] (02/05/2017)	100793810 - Facility - Tester Pediatrics	Test Provider [Start Task]		<a href="#">Edit</a> <a href="#">Delete</a>

Filter:  Showing 1 to 6 of 6 entries

Tasks that are not record-specific will display in the Tasks section of the Splash screen.

Enter Case ID  [Search](#) [Test Provider](#)

#### Alerts and Notifications

- Mainframe Scheduled Maintenance is every Sunday between 4:00 AM and 9:00 AM. CIRTS is not available during this time.
- Children with certain medical conditions/travel plans require vaccinations not forecast by the registry. Additional PCV/PPSV may be indicated for: asplenia/sickle cell; chronic heart, lung and liver disease; diabetes; CSFL; cochlear implants; alcoholism; and, immuno-compromising conditions. Additional meningococcal vaccinations may be indicated for travel to sub-Saharan Africa, for persistent complement component deficiencies and asplenia/sickle cell. Link to recommendations is: [Advisory Committee on Immunization Practices \(ACIP\) Recommendations](#)

#### Welcome To Connecticut Immunization Registry and Tracking System

**Welcome to CIRTS - the Connecticut Immunization Registry and Tracking System**

CIRTS (Connecticut Immunization Registry and Tracking System), is a free, statewide, computerized program established and maintained at the Connecticut Department of Public Health for the purpose of assuring timely childhood immunizations. CIRTS currently contains the records of over 790,341 children. Each year, an additional 35,000 children, primarily newborns, are added.

CIRTS can:

- provide a reliable immunization history for any child, whether a new or continuing patient;
- consolidate immunizations from all providers into one record;
- provide definitive information on immunizations due or overdue;
- provide reminders and recalls for immunizations due or overdue;
- generate official immunization records needed for school and day care entry;
- generate immunization coverage reports;
- provide current recommendations and information on new vaccines;
- facilitate introduction of new vaccines or changes in the immunization schedule.

#### Workflows

Workflow Queue	Records
No workflows to display	<a href="#">More ...</a>

#### Tasks

Type	Priority	Name	Record Type
Assignment	Very High	Tigger, Tiger T	Immunization Record
Assignment	Very High	Pooh Pediatrics	Facility
Assignment	Very High	Possible Duplicates	
Assignment	Very High	Check Vaccine Dates	
Assignment	Medium	Tester Pediatrics	Facility

[More ...](#)

#### Recent Records

CIRTS ID	Name	Record Type
100793809	Tigger, Tiger T	Immunization Record
100793807	Pooh Pediatrics	Facility
100793812	Test Facility	Facility
100793811	Testing Facility	Facility
100793818	Loompas, Oompa	Immunization Record

[More ...](#)

#### Alerts

**Active Recalls (past 8 weeks) as of 02/05/2017 02:22 PM**

No active recalls

#### Resources & Support

Department of Public Health, Immunization Program  
 Phone: 860-509-7929  
 Fax: 860-509-8370  
 Email: [DPH.CIRTS@ct.gov](mailto:DPH.CIRTS@ct.gov) (preferred contact method)

In your email "subject line" please specify if you have a login issue, username issue, provider update, EHR question, etc.  
**Monday through Friday 8:00 a.m. to 4:30 p.m.**

#### Helpful Links

- Immunization Schedules and Recommendations
  - [Childhood and adolescent immunization schedule](#)
  - [Adult immunization schedule](#)
  - [Advisory Committee on Immunization Practices \(ACIP\) Recommendations](#)

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## DELETE A TASK

Tasks can be deleted from immunization records.

### To delete a task

1. Click the **Tasks** button on CIRTS toolbar.

An immunization record does not have to be open.



The Tasks screen will display.

Tasks - Tiger T Tigger - Immunization Record									
Tasks for the selected case									
Type	Priority	Due Date	Description	Status	Created By	Record	Assigned To	Assigned To Group	Action
Assignment	Very High	03/01/2017	Possible Duplicates	Pending	Test Provider [TProvider] (02/02/2017)	100793809 - Immunization Record - Tiger T Tigger	Test Provider [Start Task]		Edit Delete
Assignment	Medium	03/01/2017	Correct Admin Facility	Pending	Test Provider [TProvider] (02/05/2017)	100793809 - Immunization Record - Tiger T Tigger	Sher Admin		Edit Delete

Filter:  Showing 1 to 2 of 2 entries

First Previous 1 Next Last

My tasks (specifically assigned to me)									
Type	Priority	Due Date	Description	Status	Created By	Record	Assigned To	Assigned To Group	Action
Assignment	Very High	03/01/2017	Possible Duplicates	Pending	Test Provider [TProvider] (02/02/2017)	100793809 - Immunization Record - Tiger T Tigger	Test Provider [Start Task]		Edit Delete
Assignment	Very High	04/15/2017	Update Demographics	Pending	Sher Admin [Baubys] (02/02/2017)	100793807 - Facility - Pooh Pediatrics	Test Provider [Start Task]		Edit Delete
Assignment	Very High	05/01/2017	Check Vaccine Dates	Pending	Test Provider [TProvider] (02/05/2017)	Not specific to a case	Test Provider [Start Task]		Edit Delete
Assignment	Very High	05/01/2017	Possible Duplicates	Pending	Test Provider [TProvider] (02/05/2017)	Not specific to a case	Test Provider [Start Task]		Edit Delete
Assignment	Medium	02/28/2017	Name Change	Pending	Test Provider [TProvider] (02/05/2017)	Not specific to a case	Test Provider [Start Task]		Edit Delete
Assignment	Medium	04/01/2017	Facility Address	Pending	Sher Admin [Baubys] (02/05/2017)	100793810 - Facility - Tester Pediatrics	Test Provider [Start Task]		Edit Delete

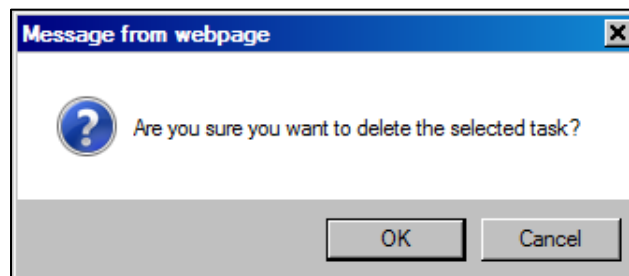
Filter:  Showing 1 to 6 of 6 entries

First Previous 1 Next Last

Add case task Add Task Home

2. Click the **Delete** link for the task that will be deleted.

A Message box asking you to verify the deletion will display.



- Click the **OK** button to delete the task or the **Cancel** button to keep the task.

The task will be deleted and will no longer display in the Tasks screen, in the Splash screen, or in the Tasks tab in the Patient Information section.

**Tasks - Tiger T Tigger - Immunization Record**

Tasks for the selected case									
Type	Priority	Due Date	Description	Status	Created By	Record	Assigned To	Assigned To Group	Action
Assignment	Very High	03/01/2017	Possible Duplicates	Pending	Test Provider [TProvider] (02/02/2017)	100793809 - Immunization Record - Tiger T Tigger	Test Provider [Start Task]		Edit Delete
Assignment	Medium	03/01/2017	Correct Admin Facility	Pending	Test Provider [TProvider] (02/05/2017)	100793809 - Immunization Record - Tiger T Tigger	Sher Admin		Edit Delete

Filter:  Showing 1 to 2 of 2 entries First Previous 1 Next Last

My tasks (specifically assigned to me)									
Type	Priority	Due Date	Description	Status	Created By	Record	Assigned To	Assigned To Group	Action
Assignment	Very High	03/01/2017	Possible Duplicates	Pending	Test Provider [TProvider] (02/02/2017)	100793809 - Immunization Record - Tiger T Tigger	Test Provider [Start Task]		Edit Delete
Assignment	Very High	04/15/2017	Update Demographics	Pending	Sher Admin [Baubys] (02/02/2017)	100793807 - Facility - Pooh Pediatrics	Test Provider [Start Task]		Edit Delete
Assignment	Very High	05/01/2017	Check Vaccine Dates	Pending	Test Provider [TProvider] (02/05/2017)	Not specific to a case	Test Provider [Start Task]		Edit Delete
Assignment	Medium	02/28/2017	Name Change	Pending	Test Provider [TProvider] (02/05/2017)	Not specific to a case	Test Provider [Start Task]		Edit Delete
Assignment	Medium	04/01/2017	Facility Address	Pending	Sher Admin [Baubys] (02/05/2017)	100793810 - Facility - Tester Pediatrics	Test Provider [Start Task]		Edit Delete

Filter:  Showing 1 to 5 of 5 entries First Previous 1 Next Last



## Chapter 19: Reports

### OVERVIEW

---

#### Purpose

Describe the CIRTS reports feature

---

#### Objectives

- View and describe the CIRTS pre-defined reports
  - Print CIRTS pre-defined reports
  - Export CIRTS pre-defined reports
-

## VIEWING REPORTS

---

Reports in CIRTS can be used to view and analyze immunization data. The reports can be displayed in two ways:

- In a non-editable format within the browser window
- Exported to Microsoft Excel. Exporting the data allows for the data to be manipulated, formatted, or even graphed.

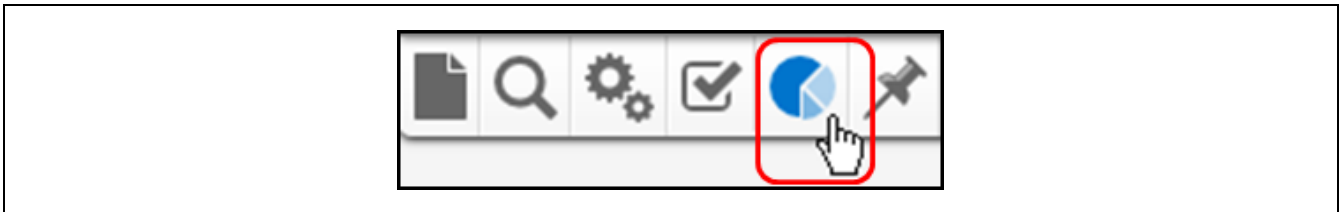
## THE FACILITY LISTING REPORT

---

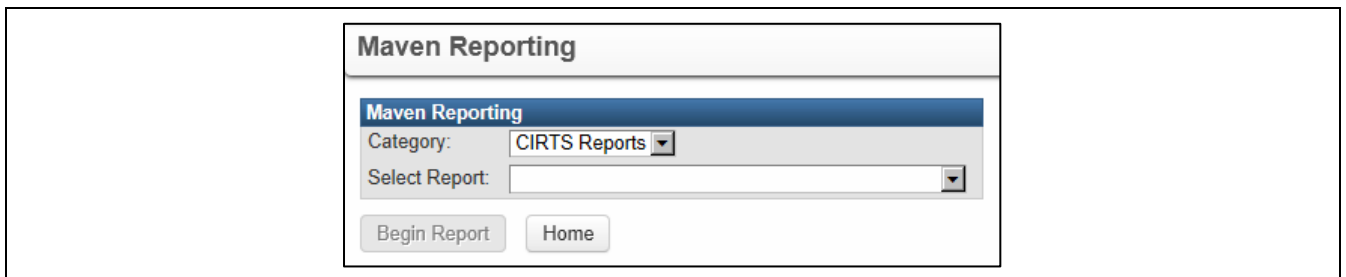
The Facility Listing Report provides a list of all the pediatric and family practices, clinics, birthing hospitals, and health departments in CIRTS.

### To view a report

1. Click the **Reports** button on CIRTS Dashboard toolbar.



The Maven Reporting window will display.



2. Select a report category from the **Category** list.  
Currently, the only available report Category for Provider Site users is "CIRT Reports".
3. Select a report from the **Select Report** list. This example views the Facility Listing Report.

The screenshot shows the 'Maven Reporting' window. At the top, there is a title bar 'Maven Reporting'. Below it, a sub-header 'Maven Reporting' is displayed. The 'Category' is set to 'CIRTS Reports'. The 'Select Report' dropdown menu is open, showing a list of reports: 'Batch Extract of Immunization Certificates Report', 'Facility Listing Report' (which is highlighted in blue and has a mouse cursor over it), 'Recall Report', 'Reminder Report', and 'Roster List Report'. A 'Begin Report' button is visible to the left of the dropdown.

Additional data fields will be displayed for the selected report. The fields will vary by report.

The screenshot shows the 'Maven Reporting' window with 'Facility Listing Report' selected in the 'Select Report' dropdown. Below the dropdown, a 'Description' field contains the text: 'This report provides facility and provider contact information'. Below the description, there are several filter options: 'Online Status', 'Open Status', 'Facility Type', and 'Sort By', each with a dropdown arrow. At the bottom of the window, there are three buttons: 'Begin Report', 'Export Results', and 'Home'.

Currently, there are five pre-defined reports for CIRTS Provider Site users:

- Batch Extract of Immunization Certificates Report – a selection of Immunization Certificates printed by Date of Birth range
- Facility Listing - a list of all the pediatric and family practices, clinics, birthing hospitals, and health departments
- Recall Report – a list of patients overdue for immunizations
- Reminder Report – a list of patients due for immunizations by Date of Birth range
- Roster List – a list of patients in a specified Date of Birth range

Additional reports may be defined and created in the future.

Provider Sites will run the Batch Extract of Immunization Certificates Report, Roster List, Reminder Report, and Recall Report for their own facility. All users can run the Facility Listing

- Enter the appropriate report criteria.



If you leave the Online Status, Open Status, and Facility Type blank, it will run the report for all of the sites.

- Click the **Begin Report** button.

### Maven Reporting

**Maven Reporting**

Category: CIRTS Reports

Select Report: Facility Listing Report

Description: This report provides facility and provider contact information

Online Status: Offline

Open Status: Open

Facility Type: Delivery Hospital

Sort By: Facility Name

Begin Report
Export Results
Home

The report will display in a new window.

Windows Internet Explorer provided by Yahoo!

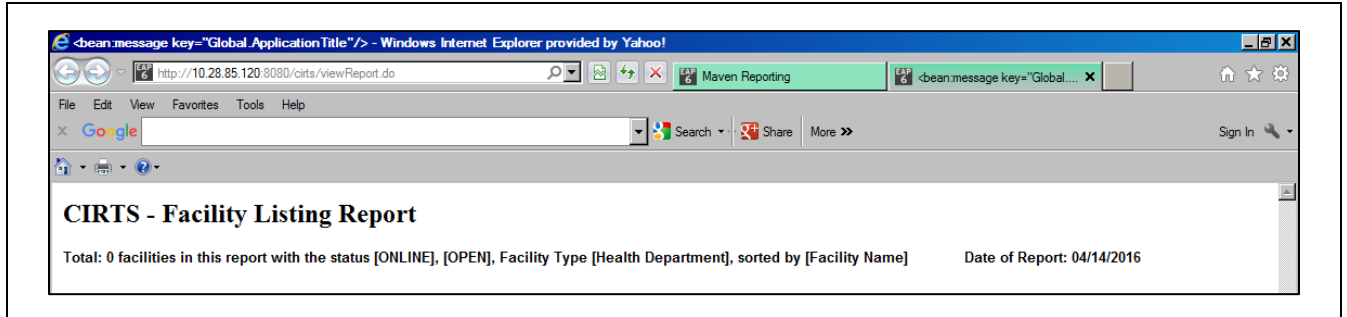
http://10.28.85.120:8080/cirts/viewReport.do

### CIRTS - Facility Listing Report

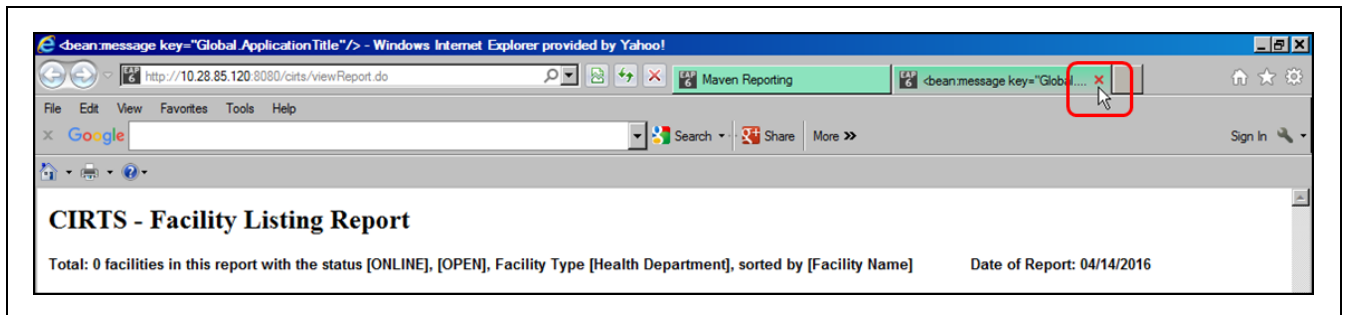
Total: 29 facilities in this report with the status [OFFLINE], [OPEN], Facility Type [Delivery Hospital], sorted by [Facility Name]      Date of Report: 04/14/2016

Facility ID	Facility Name	Provider's Name	Street	Town	State	Zip	Contact Person	Primary Phone x Ext	Secondary Phone x Ext	Fax	Open
0958	DLVRY/BACKUS Hosp		326 Washington St, D-2 Birthing Center	Norwich	CT	06360	ELAINE KEMPESTA	(860) 823-6517		(860) 823-6568	Open
0960	DLVRY/BRIDGEPORT Hosp		267 Grand St, Labor & Delivery	Bridgeport	CT	06110	EILEEN CALLAHAN	(203) 384-3749		(203) 384-4697	Open
0961	DLVRY/BRISTOL Hosp		Brewster Rd., PO Box 977	Bristol	CT	06011	JILL RUSGROVE	(860) 585-3083		(860) 585-3136	Open
0962	DLVRY/CHARLOTTE Hgfrtd Hosp		540 Litchfield St, PO Box 988	Torrington	CT	06790	LAURIE TALBOT	(860) 496-6395		(860) 496-6392	Open
0766	DLVRY/CT Childbirth & Women's Cntr		94 Locust Ave.	Danbury	CT	06810	SUSAN LEVY	(203) 748-6000		(203) 748-6771	Open
0964	DLVRY/DANBURY Hosp		24 Hospital Ave., HIS Dept 2 Stroock	Danbury	CT	06810	DORIS KOLLMAN	(203) 739-7352		(203) 739-6881	Open
0965	DLVRY/DAY Kimball Hosp		320 Pomfret St, Med Records, POBox 6001	Putnam	CT	06260	ANGELA LEVESQUE	(860) 928-6541 x 2521		(860) 963-6375	Open

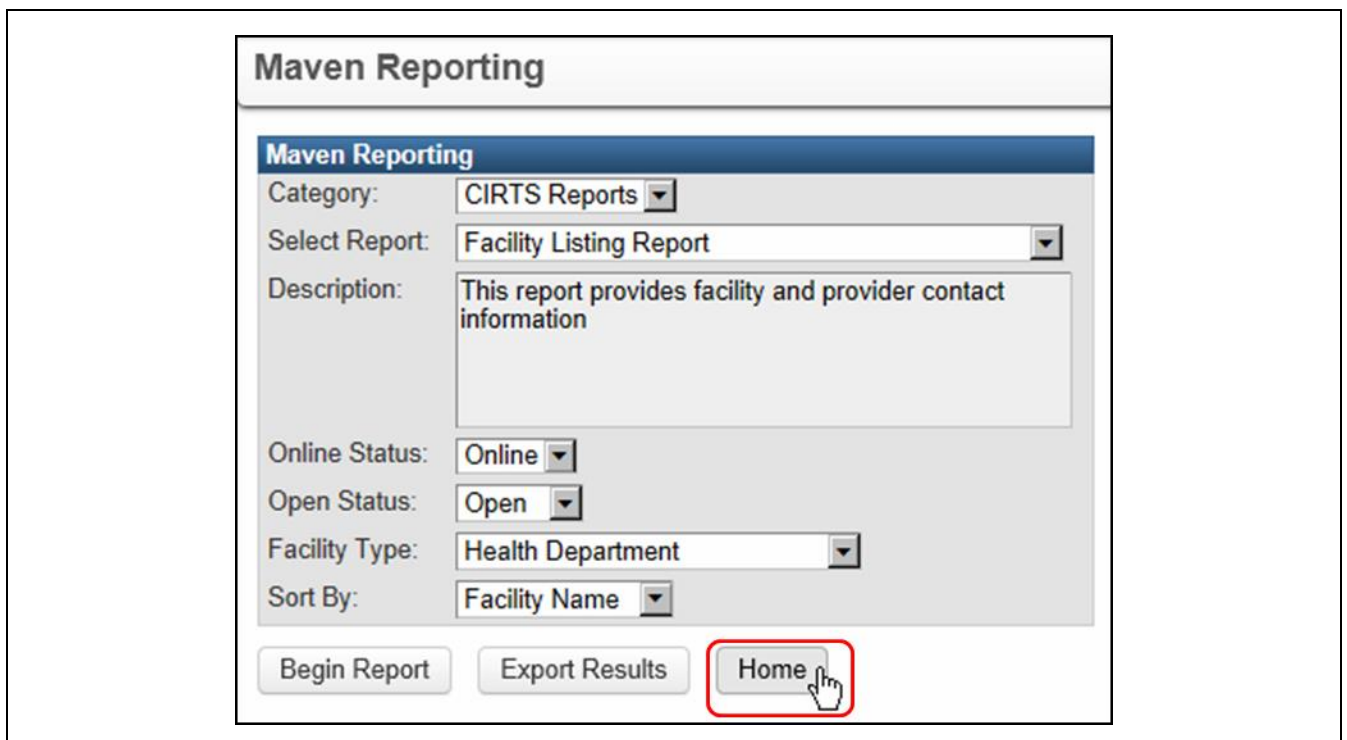
If there is no data for the report selections, the report will display with a “Total: 0” message.



6. After viewing the report, click the report window **Close** button to close the report and return to the Maven Reporting window.



7. Click the **Home** button to return to the Maven Dashboard window.

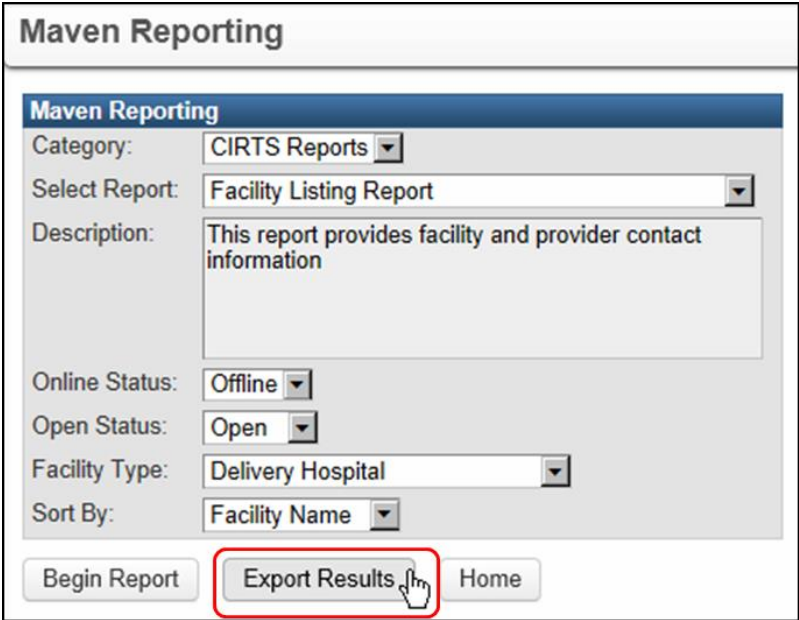


## EXPORTING REPORT DATA TO MICROSOFT EXCEL

CIRTS provides the capability to export selected report data to Microsoft Excel.

### To export data to Excel

1. Follow the steps to select report data.
2. Instead of clicking the Run Report button, click the **Export Results** button.




The screenshot shows the 'Maven Reporting' window. It contains several dropdown menus and buttons. The 'Category' is set to 'CIRTS Reports', 'Select Report' is 'Facility Listing Report', 'Description' is 'This report provides facility and provider contact information', 'Online Status' is 'Offline', 'Open Status' is 'Open', 'Facility Type' is 'Delivery Hospital', and 'Sort By' is 'Facility Name'. At the bottom, there are three buttons: 'Begin Report', 'Export Results', and 'Home'. The 'Export Results' button is highlighted with a red rectangle and a mouse cursor is pointing at it.

An Open/Save message will display.



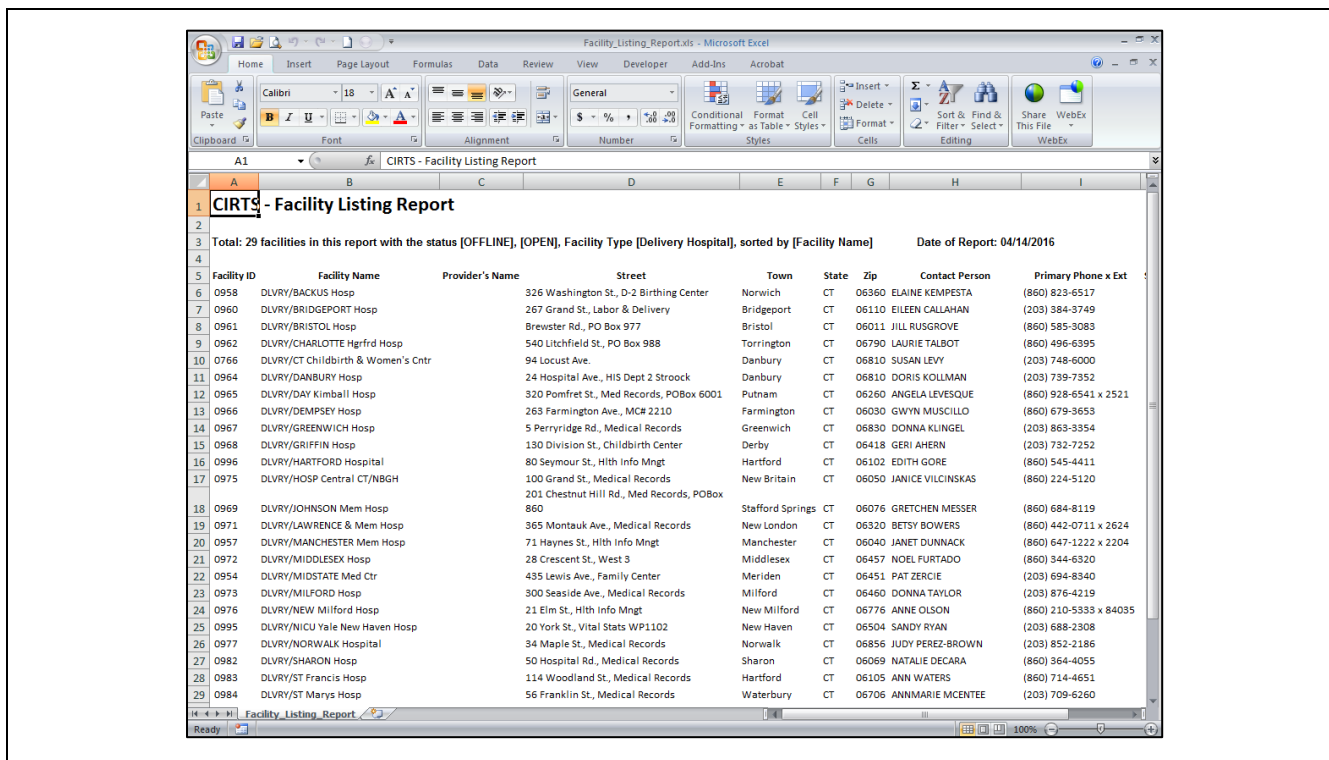
The type of message display will vary based on your operating system.



The screenshot shows a dialog box with the text 'Do you want to open or save Facility\_Listing\_Report.xls from 10.28.85.120?'. At the bottom right, there are three buttons: 'Open', 'Save', and 'Cancel'. The 'Open' button is highlighted with a red rectangle and a mouse cursor is pointing at it.

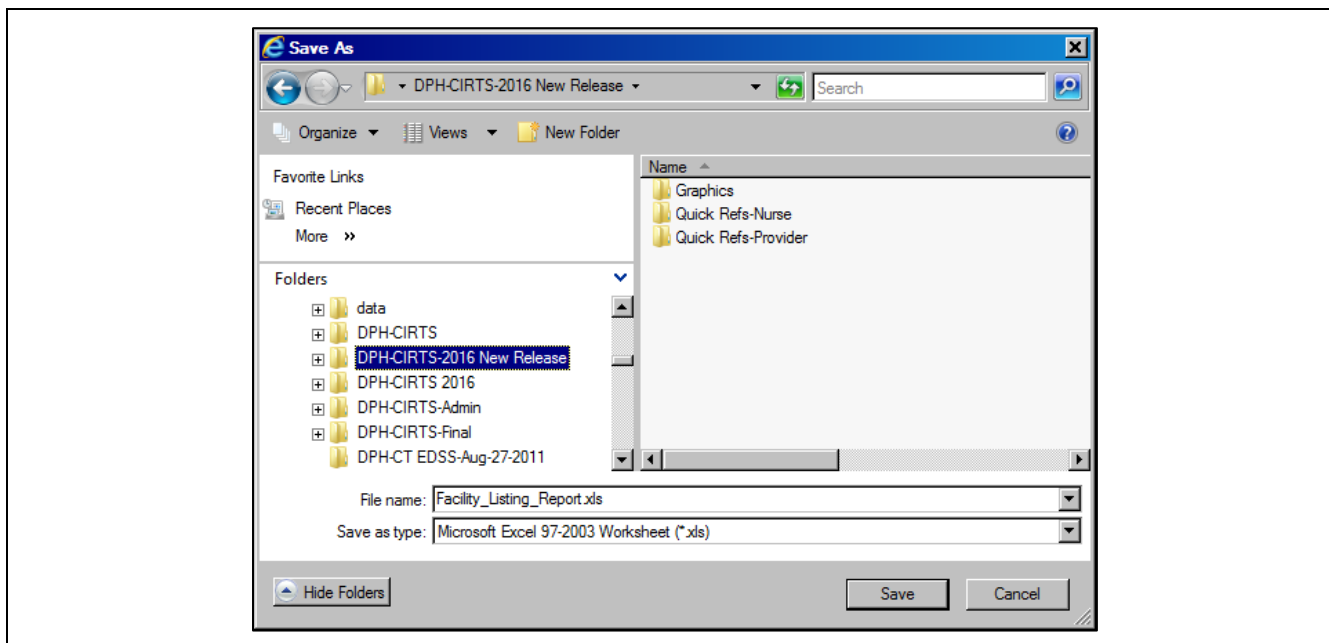
3. Click the **Open** button.

The Excel application will open automatically and a workbook file with the report data will be created.



The report data can now be manipulated just like any other Excel workbook. It is completely independent and does not have any connection to CIRTS or its data.

- If the **Save** button is clicked instead of the Open button, the Save As dialog box will display.

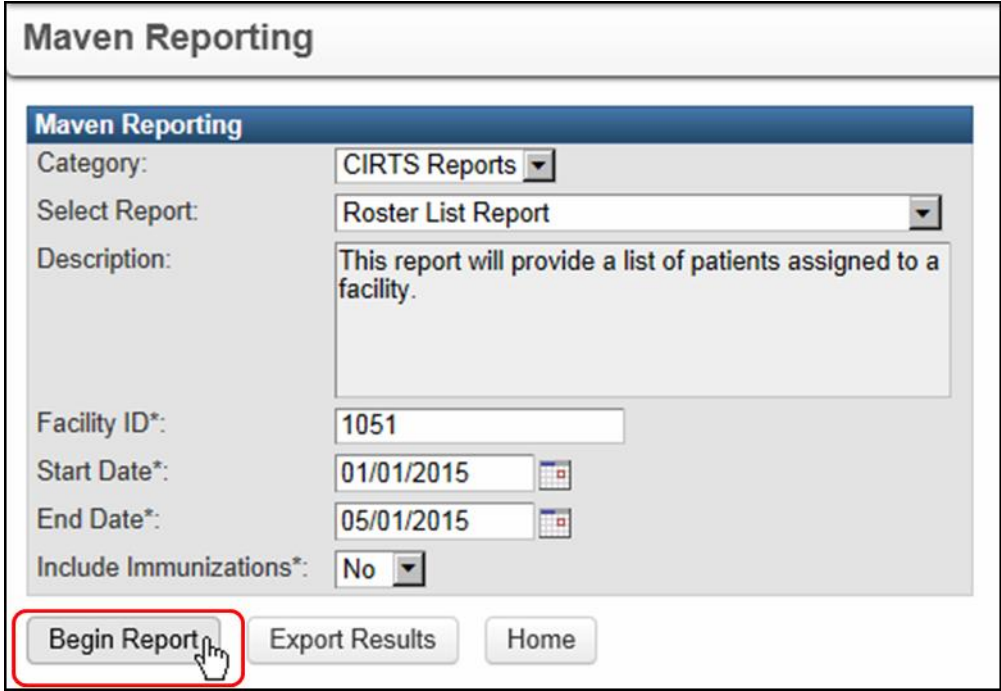


- Enter the appropriate path and file name information and click the **Save** button to create an Excel workbook with the report data. With this option, Excel will not automatically open.

## ROSTER LIST REPORT

The Roster List Report provides a list of patients for a specified Date of Birth range. The maximum date range between start date and end date is 183 (six months) days.

1. Follow the steps to view a report.
2. Select **Roster List Report** from the Select Report list.
3. Enter the appropriate report criteria.
4. Click the **Begin Report** button.



The screenshot shows the 'Maven Reporting' interface. It includes a title bar 'Maven Reporting' and a sub-header 'Maven Reporting'. The form contains the following fields and controls:

- Category: CIRT Reports (dropdown)
- Select Report: Roster List Report (dropdown)
- Description: This report will provide a list of patients assigned to a facility.
- Facility ID\*: 1051 (text input)
- Start Date\*: 01/01/2015 (calendar picker)
- End Date\*: 05/01/2015 (calendar picker)
- Include Immunizations\*: No (dropdown)
- Buttons: Begin Report (highlighted with a red box and a mouse cursor), Export Results, Home



If the date range exceeds 183 days, an error message will display.

### Roster List Report

**Error: The maximum date range between start date and end date is 183 days.**

The report will display in a new window.



### Roster List Report

Total: 5 patients in this report born in between 01/01/2015 and 05/01/2015 with the facility Pooh Pediatrics (ID: 1051 )

Birth Date	Last Name	First Name	Care Giver	Address	Phone
01/01/2015	Donkey	Eyore	Donkey, Debbie	1 Donkey Drive, Hartford, CT 06101	
01/15/2015	Piglet	Peter	Piglet, Patty	1 Pooh Corner, Hartford, CT 06101	(860) 222-3333
02/01/2015	Robin	Christy		5 Honeypot Lane, Hartford, CT 06001	
02/01/2015	Woozle	Wally	Woozle, Wendy	30 Pooh Corner, Hartford, CT 06101	(860) 333-4444
03/01/2015	Heffalump	Hattie	Heffalump, Henry	15 Pooh Corner, Hartford, CT 06101	(860) 111-2222



If “Yes” is selected from the **Include Immunizations** list, the Roster List Report will display the Vaccine Name and Vaccine Date for each selected patient.

#### Maven Reporting

**Maven Reporting**

Category: CIRTS Reports

Select Report: Roster List Report

Description: This report will provide a list of patients assigned to a facility.

Facility ID\*: 1051

Start Date\*: 01/01/2015

End Date\*: 05/01/2015

Include Immunizations\*: No  
No  
**Yes**

Begin Report
Export
Home

### Roster List Report

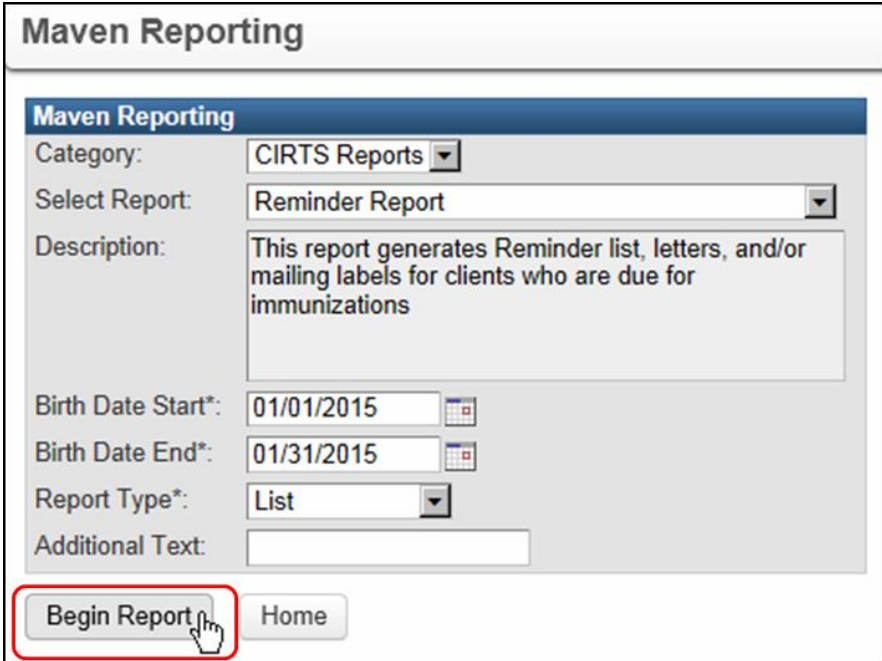
Total: 5 patients in this report born in between 01/01/2015 and 05/01/2015 with the facility Pooh Pediatrics (ID: 1051 )

Birth Date	Last Name	First Name	Care Giver	Address	Phone	Vaccine Name	Vaccine Date
01/01/2015	Donkey	Eyore	Donkey, Debbie	1 Donkey Drive, Hartford, CT 06101		DTaP-HepB-IPV (Pediarix)	04/14/2016
01/15/2015	Piglet	Peter	Piglet, Patty	1 Pooh Corner, Hartford, CT 06101	(860) 222-3333		
02/01/2015	Robin	Christy		5 Honeypot Lane, Hartford, CT 06001			
02/01/2015	Woozle	Wally	Woozle, Wendy	30 Pooh Corner, Hartford, CT 06101	(860) 333-4444	DTaP-HepB-IPV (Pediarix)	04/14/2016
03/01/2015	Heffalump	Hattie	Heffalump, Henry	15 Pooh Corner, Hartford, CT 06101	(860) 111-2222	Flu .25mL 6-35 mos	04/14/2016
						DTaP-HepB-IPV (Pediarix)	04/14/2016

## REMINDER REPORT

The Reminder Report provides a report of patients within a Date of Birth range that are due for immunizations. The maximum date range between start date and end date is 31 days. The report can display a list of patients, reminder letters for the selected patients, or mailing labels for the selected patients.

1. Follow the steps to view a report.
2. Select **Reminder Report** from the Select Report list.
3. Enter the appropriate report criteria.
4. Select **List**, **Letters**, or **Mailing Labels** from the **Report Type** list.
5. Click the **Begin Report** button.



The screenshot shows the 'Maven Reporting' interface. It features a form with the following fields and options:

- Category:** CIRT Reports (dropdown)
- Select Report:** Reminder Report (dropdown)
- Description:** This report generates Reminder list, letters, and/or mailing labels for clients who are due for immunizations
- Birth Date Start\*:** 01/01/2015 (calendar icon)
- Birth Date End\*:** 01/31/2015 (calendar icon)
- Report Type\*:** List (dropdown)
- Additional Text:** (text input field)

At the bottom of the form, there are two buttons: 'Begin Report' (highlighted with a red box and a mouse cursor) and 'Home'.



If the date range exceeds 31 days, an error message will display.

### Reminder Report

**Error: The maximum date range between start date and end date is 31 days.**

The report will display in a new window.

<b>Reminder Report</b>				
Total: 2 patients in this report born between 01/01/2015 and 01/31/2015 in TProvider's facility with due vaccines.				
<b>1051: Pooh Pediatrics</b>				
Name	Birth Date	Address	Phone	Care Giver
Donkey, Eyore	01/01/2015	1 Donkey Drive, Hartford, CT 06101		Donkey, Debbie
Piglet, Peter	01/15/2015	1 Pooh Corner, Hartford, CT 06101	(860) 222-3333	Piglet, Patty

If “**Letters**” is selected from the **Report Type** list, the Reminder Report will display reminder letters for each selected patient.

<p>Dear Parent or Caregiver of Eyore Donkey,</p> <p>Our records show that Eyore Donkey needs one or more shot(s). If Eyore received shots from another office, please call our office. We can update Eyore's record. Otherwise please call for an appointment.</p> <p>Estimados padres y/o tutores de Eyore Donkey,</p> <p>Nuestro registro indica que Eyore Donkey necesita una o más vacunas. Si Eyore recibió vacunas en otra oficina, por favor llame a nuestra oficina. Podemos poner al día el expediente de Eyore. Si no, por favor llame para hacer una cita.</p> <p>Pooh Pediatrics (860) 123-4567</p>
---

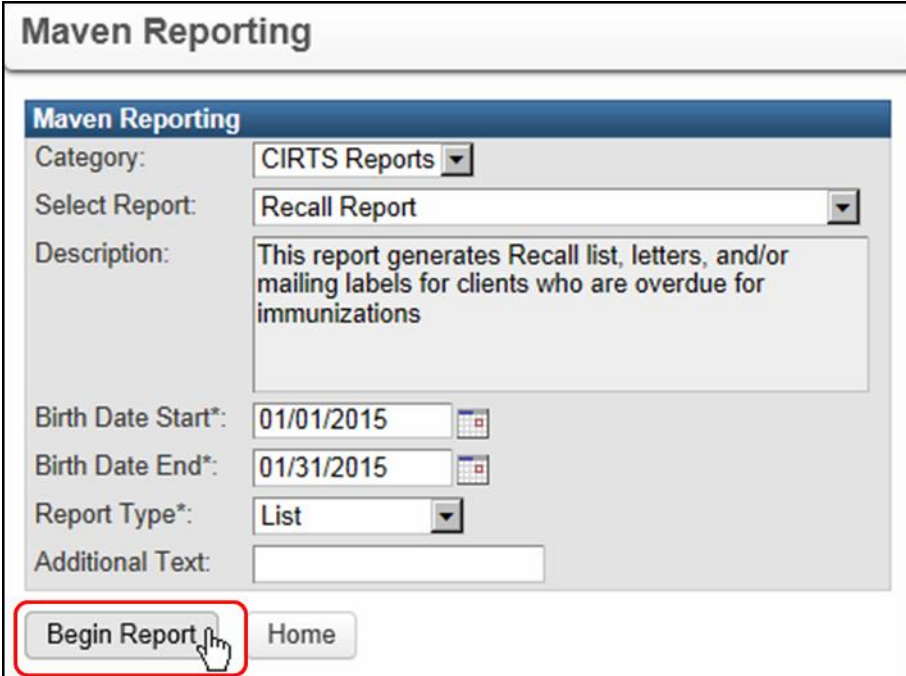
If “**Mailing Labels**” is selected from the **Report Type** list, the Reminder Report will display mailing labels for each selected patient.

<p>Eyore Donkey 1 Donkey Drive Hartford, CT 06101</p>	<p>Peter Piglet 1 Pooh Corner Hartford, CT 06101</p>
---	--

## RECALL REPORT

The Recall Report provides a report of patients within a Date of Birth range that are overdue for immunizations. The maximum date range between start date and end date is 31 days. The report can display a list of patients, reminder letters for the selected patients, or mailing labels for the selected patients.

1. Follow the steps to view a report.
2. Select **Recall Report** from the Select Report list.
3. Enter the appropriate report criteria.
4. Select **List**, **Letters**, or **Mailing Labels** from the **Report Type** list.
5. Click the **Begin Report** button.



The screenshot shows the 'Maven Reporting' interface. It features a title bar 'Maven Reporting' and a sub-header 'Maven Reporting'. The form includes the following fields:

- Category: CIRT Reports (dropdown)
- Select Report: Recall Report (dropdown)
- Description: This report generates Recall list, letters, and/or mailing labels for clients who are overdue for immunizations
- Birth Date Start\*: 01/01/2015 (calendar icon)
- Birth Date End\*: 01/31/2015 (calendar icon)
- Report Type\*: List (dropdown)
- Additional Text: (text input field)

At the bottom, there are two buttons: 'Begin Report' (highlighted with a red box and a mouse cursor) and 'Home'.



If the date range exceeds 31 days, an error message will display.

### Recall Report

**Error: The maximum date range between start date and end date is 31 days.**

The report will display in a new window.

### Recall Report

Total: 2 patients in this report born between 01/01/2015 and 01/31/2015 in TProvider's facility with overdue vaccines.

#### 1051: Pooh Pediatrics

Name	Birth Date	Address	Phone	Care Giver
Donkey, Eyore	01/01/2015	1 Donkey Drive, Hartford, CT 06101		Donkey, Debbie
Piglet, Peter	01/15/2015	1 Pooh Corner, Hartford, CT 06101	(860) 222-3333	Piglet, Patty

If “**Letters**” is selected from the **Report Type** list, the Recall Report will display reminder letters for each selected patient.

Dear Parent or Caregiver of Eyore Donkey,

Our records show that Eyore Donkey needs one or more shot(s). If Eyore received shots from another office, please call our office. We can update Eyore's record. Otherwise please call for an appointment.

Estimados padres y/o tutores de Eyore Donkey,

Nuestro registro indica que Eyore Donkey necesita una o más vacunas. Si Eyore recibió vacunas en otra oficina, por favor llame a nuestra oficina. Podemos poner al día el expediente de Eyore. Si no, por favor llame para hacer una cita.

Pooh Pediatrics  
(860) 123-4567

If “**Mailing Labels**” is selected from the **Report Type** list, the Recall Report will display mailing labels for each selected patient.

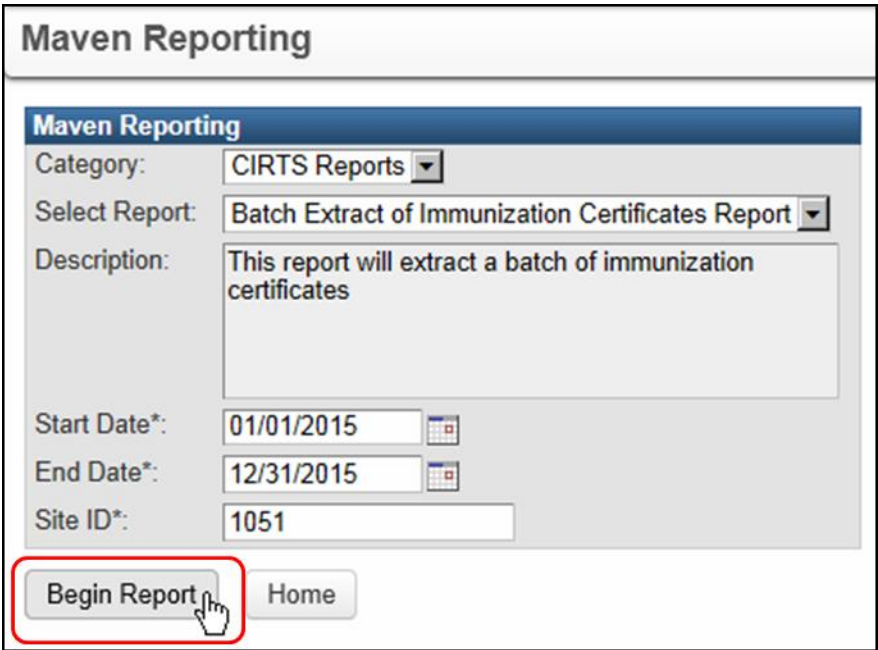
Eyore Donkey  
1 Donkey Drive  
Hartford, CT 06101

Peter Piglet  
1 Pooh Corner  
Hartford, CT 06101

## BATCH EXTRACT OF IMMUNIZATION CERTIFICATES REPORT

The Batch Extract of Immunization Certificates Report provides a batch of Immunization Certificates for all patients within a specified Date of Birth range for a specified Site ID. The maximum date range between start date and end date is 366 days.

1. Follow the steps to view a report.
2. Select **Batch Extract of Immunization Certificates Report** from the Select Report list.
3. Enter the appropriate report criteria.
4. Click the **Begin Report** button.



The screenshot shows the Maven Reporting interface. The title is "Maven Reporting". Below the title, there is a "Maven Reporting" section with the following fields:

- Category: CIRT Reports (dropdown)
- Select Report: Batch Extract of Immunization Certificates Report (dropdown)
- Description: This report will extract a batch of immunization certificates
- Start Date\*: 01/01/2015 (calendar icon)
- End Date\*: 12/31/2015 (calendar icon)
- Site ID\*: 1051

At the bottom, there are two buttons: "Begin Report" (highlighted with a red box and a mouse cursor) and "Home".



If the date range exceeds 366 days, an error message will display.

### **Batch Extract of Immunization Certificates Report**

**Error: The maximum date range between start date and end date is 366 days.**

The Immunization Certificates will display in a new window.



CONNECTICUT DEPARTMENT OF  
**PUBLIC HEALTH**  
Keeping Connecticut Healthy

Immunization Program  
410 Capitol Ave. MS# 11MUN  
P.O. Box 340308  
Hartford, CT 06134-0308  
Phone: 860-509-7929  
www.ct.gov/dph/immunizations

CT Immunization Registry and Tracking System (CIRTS)

Official Immunization Record

As of: 02/05/2017

Name	Date of Birth	Sex
Tiger T Tigger	01/01/2015	Male

Vaccine	#	Date	Vaccine Type	Vaccine	#	Date	Vaccine Type
Hepatitis B	1	01/09/2015	Hep B, adolescent or pediatric	Pneumococcal Conjugate	1	03/02/2015	Pneumococcal conjugate PCV 13
	2	03/02/2015	DTaP-Hep B-IPV		2	05/03/2015	Pneumococcal conjugate PCV 13
	3	05/03/2015(NV)	DTaP-Hep B-IPV		3	07/03/2015	Pneumococcal conjugate PCV 13
	4	07/03/2015	DTaP-Hep B-IPV		4	01/15/2016	Pneumococcal conjugate PCV 13
	5				5		
	6				6		
Diphtheria, Tetanus, Pertussis	1	03/02/2015	DTaP-Hep B-IPV	Measles, Mumps, Rubella	1	01/15/2016	MMR
	2	05/03/2015	DTaP-Hep B-IPV		2		
	3	07/03/2015	DTaP-Hep B-IPV		3		
	4				4		
	5				5		
	6				6		
	7				7		
Haemophilus Influenzae type b(Hib)	1	03/02/2015	Hib (PRP-T)	Varicella	1	01/15/2016	varicella
	2	05/03/2015	Hib (PRP-T)		2		
	3	07/03/2015	Hib (PRP-T)	3			
	4			Meningococcal	1		
	5				2		
	6				3		
Polio	1	03/02/2015	DTaP-Hep B-IPV	Pneumococcal Polysaccharide	1		
	2	05/03/2015	DTaP-Hep B-IPV		2		
	3	07/03/2015	DTaP-Hep B-IPV		3		
	4			Hepatitis A	1	01/15/2016	Hep A, ped/adol, 2 dose
	5				2		
	6				3		
Rotavirus	1			Human Papillomavirus	1		
	2				2		
	3				3		
	4				4		

Flu: influenza, injectable, quadrivalent, preservative free, pediatric (09/03/2015); influenza, injectable, quadrivalent, preservative free, pediatric (10/15/2015)

Other Vaccine(s):

Permanent Medical Exemption: Contraindication: Severe allergic reaction (e.g., anaphylaxis) after a previous dose of Varicella (02/04/2017)

Religious Exemption:

Serologic Proof of Immunity:

NV = Not Valid, RI = Recalled Invalid, E = Extra, S = Valid Substitute



## Chapter 20: Workflows

### OVERVIEW

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#### Purpose

Explain how and why to use workflows in CIRTS

---

#### Objectives

- Explain the importance of the Workflow Queue
  - Demonstrate how to use the Workflow Queue
-



## WORKFLOWS

Workflow queues are important because they allow users to keep up with Task records and work that needs to be done on them. The CIRTS Workflows can be accessed from either the Splash screen or an immunization record.

CIRTS currently has five Workflow queues available to Providers:

- My Group Open Tasks
- My Open Tasks
- My Overdue Tasks
- Open Tasks Created by Me
- Overdue Tasks Created by Me

Providers are expected to:

- Refer to the Workflows periodically
- View and update the Task records in their Workflows

Refer to the instructions in Chapter 18 (Tasks) of this guide for complete instructions on using tasks.

### To display Workflows from an immunization record or the Splash screen

1. Click the **Workflow** button (the “gears” icon) on the CIRTS Dashboard toolbar.



The Workflow Queues window will display.

Workflow Queues			
Workflow Queues (Hide empty workflows)			
Workflow Queue	Total Count (Assigned to me)	Priority	Last Update
Task Specific Monitors (Add Task)			
<a href="#">My Groups' Open Tasks</a>	0 (0)	Medium	04/14/2016 02:36 PM <a href="#">i</a>
<a href="#">My Open Tasks</a>	3 (3)	Medium	04/14/2016 02:36 PM <a href="#">i</a>
<a href="#">My Overdue Tasks</a>	0 (0)	Medium	04/14/2016 02:36 PM <a href="#">i</a>
<a href="#">Open Tasks Created by Me</a>	3 (1)	Medium	04/14/2016 02:36 PM <a href="#">i</a>
<a href="#">Overdue Tasks Created by Me</a>	0 (0)	Medium	04/14/2016 02:36 PM <a href="#">i</a>

Home

The fields in the Workflow Queue window are:

<b>Workflow Queue</b>	Indicates the name of the Queue. Workflows are organized in two sections: Case Specific Monitors (automatically generated) and Task Specific Monitors (manually created by the user)
<b>Total Count (Assigned to me)</b>	Indicates two counts. The first number is the total number of cases that have been triggered by the monitor by all users. The second number is the total number of cases in the queue that have been assigned to the user that is currently logged in to the system.
<b>Priority</b>	Indicates the Workflow or Task priority
<b>Last Update</b>	Displays the date and time that the Workflow was last updated by CIRTS

**To display the tasks in a workflow queue**

1. Click the **Workflow Queue** link for the queue that is to be displayed.

Workflow Queue	Total Count (Assigned to me)	Priority	Last Update
<b>Task Specific Monitors (Add Task)</b>			
My Groups' Open Tasks	0 (0)	Medium	04/14/2016 02:36 PM
<b>My Open Tasks</b>	3 (3)	Medium	04/14/2016 02:36 PM
My Overdue Tasks	0 (0)	Medium	04/14/2016 02:36 PM
Open Tasks Created by Me	3 (1)	Medium	04/14/2016 02:36 PM
Overdue Tasks Created by Me	0 (0)	Medium	04/14/2016 02:36 PM

The list of tasks in the selected queue will display in the Workflow Details screen.

Type	Due Date	Description	Status	Created By	Last Update	Record	Record Type	Assigned To	Assigned To Group
Assignment	06/01/2016	Name Change	Pending	Test Provider [TProvider] (04/14/2016)	04/14/2016	Not specific to a case		Test Provider	
Assignment	04/15/2016	Update Demographics	Pending	Shyrel Bauby [Baubys] (03/28/2016)	03/28/2016	100715555 Pooh Pediatrics	Facility	Test Provider	
Assignment	04/15/2016	Facility Address	Pending	Shyrel Bauby [Baubys] (03/28/2016)	03/28/2016	100712592 Test Facility	Facility	Test Provider	

The fields in the Workflow Details are:

<b>Type</b>	Displays the Task type: Assignment. This is a link is used to open and edit the task.
<b>Due Date</b>	Displays the date that the Task is scheduled for completion
<b>Description</b>	Briefly describes the task to be accomplished
<b>Status</b>	The status of the task in the queue: Pending, In Progress, Completed
<b>Created By</b>	Displays the name of the user who created the record and date record was created
<b>Last Update</b>	Date that task was last updated in the system
<b>Record</b>	Displays the unique record number automatically assigned by CIRTS and the name of the client
<b>Record Type</b>	If the task is record-specific, indicates if record is for a Facility or Immunization record
<b>Assigned To</b>	Identifies the user responsible for updating the Task
<b>Assigned To Group</b>	Identifies the user group responsible for updating the Task

- To open a Task, click the **Type** link in the Tasks list.

**Workflow Details - My Open Tasks**

My Open Tasks (Realtime)										
<input type="checkbox"/>	Type	Due Date	Description	Status	Created By	Last Update	Record	Record Type	Assigned To	Assigned To Group
<input type="checkbox"/>	<a href="#">Assignment</a>	06/01/2016	Name Change	Pending	Test Provider [TProvider] (04/14/2016)	04/14/2016	Not specific to a case		Test Provider	
<input type="checkbox"/>	<a href="#">Assignment</a>	04/15/2016	Update Demographics	Pending	Shyrel Bauby [Baubys] (03/28/2016)	03/28/2016	<a href="#">100715555 Pooh Pediatrics</a>	Facility	Test Provider	
<input type="checkbox"/>	<a href="#">Assignment</a>	04/15/2016	Facility Address	Pending	Shyrel Bauby [Baubys] (03/28/2016)	03/28/2016	<a href="#">100712592 Test Facility</a>	Facility	Test Provider	

Displaying 1...3 of 3 ([Export All](#)) << First < Prev 1 / 1 Next > Last >>

Assign to user:  [Assign to me] Assign to group:

The Edit Task screen will display.

### Edit Task

#### Task Information

Record: Not specific to a case

Type: Assignment

Status: Pending

Created By: Test Provider [TProvider]

Create Date: 04/14/2016

Last Update: 04/14/2016

Priority: Medium

Due Date: 06/01/2016

Start Date(mm/dd/yyyy):

Complete Date:

Description: Name Change

Notes: Child's name has changed - please update in the system

Task Attachment:  Browse...

Assign to user: Test Provider [TProvider] Assign to me

Assign to group:

Save Cancel

3. Enter any appropriate Task information.
4. Click the **Save** button.  
The Workflow Queues screen displays.
5. To close the Workflows Queue window, click the **Home** button.

#### Workflow Details - My Open Tasks

My Open Tasks (Realtime)										
<input type="checkbox"/>	Type	Due Date	Description	Status	Created By	Last Update	Record	Record Type	Assigned To	Assigned To Group
<input type="checkbox"/>	Assignment	06/01/2016	Name Change	Pending	Test Provider [TProvider] (04/14/2016)	04/14/2016	Not specific to a case		Test Provider	
<input type="checkbox"/>	Assignment	04/15/2016	Update Demographics	Pending	Shyrel Bauby [Baubys] (03/28/2016)	03/28/2016	100715555 Pooh Pediatrics	Facility	Test Provider	
<input type="checkbox"/>	Assignment	04/15/2016	Facility Address	Pending	Shyrel Bauby [Baubys] (03/28/2016)	03/28/2016	100712592 Test Facility	Facility	Test Provider	

Displaying 1...3 of 3 (Export All) << First < Prev 1 / 1 Next > Last >>

Assign to user:  [Assign to me] Assign to group:    Reassign

Workflows Home



When a task has a status of “Completed”, it will automatically be removed from the Workflow queue.

## Contact Information

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### Overview

For technical support and related questions, contact the following support staff:

Contacts	Phone/Fax	E-mail
<b>CIRTS Help Desk</b> (technical support for CIRTS)		<a href="mailto:DPH.CIRTS@ct.gov">DPH.CIRTS@ct.gov</a>
<b>State of Connecticut</b> <b>Department of Public Health</b> <b>Immunization Program</b> <a href="http://www.ct.gov/dph/immunizations">www.ct.gov/dph/immunizations</a>	Phone: (860) 509-7929 Fax: (860) 509-8370	
<b>Nancy Sharova</b> (CIRTS Program Supervisor)	Phone: (860) 509-7912	<a href="mailto:Nancy.Sharova@ct.gov">Nancy.Sharova@ct.gov</a>

## Appendix A: Glossary

### Overview

Some of the commonly-used terms and abbreviations in CIRTS are:

Term	Meaning
CDC	Centers for Disease Control and Prevention
CIRTS	Connecticut Immunization Registry and Tracking System
DPH	Department of Public Health, State of Connecticut
NVAC	National Vaccine Advisory Committee (NVAC) functional standards
Permission	Pre-defined rules in CIRTS that allow a user the ability to perform certain actions, such as “create an record”, “run a report” or “create a new user”
PHIN	Public Health Information Network (PHIN) published standards
Question Package	An organized set of information (questions) about a record
Role	A group of permissions (Ex: Provider Site Role)
Task	A mechanism for users to delegate assignments or work to others; may be related to a specific record or may be record-independent
User	A person who uses CIRTS
VFC	Vaccines for Children Program
Workflow	An internally-monitored mechanism within CIRTS to identify records and tasks that require user attention