



Colorado Immunization Information System Opt-Out Policy and Procedure

Date Introduced:	August 1, 2001
Dates Revised:	Nov 25, 2002; Aug 5, 2003; July 7, 2004; Feb 15, 2007; May 21, 2007; Dec 22, 2008; Oct 8, 2014; July 11, 2016; Feb 6, 2020; Sept 8, 2020

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

CRS § Section 25-4-2403 (7) requires:

- The Colorado Department of Public Health and Environment (CDPHE) to ensure that the process to exclude immunization information from CIIS is readily available and not burdensome.
- The physician, licensed health care practitioner, clinic, hospital or local health department to inform the individual, parent, or legal guardian of the option to exclude immunization information from CIIS and the potential benefits of inclusion in CIIS.
- The physician, licensed health care practitioner, clinic, hospital, or local health department shall inform parents or legal guardians of a minor individual of the option to refuse an immunization on the ground or medical, or nonmedical (religious or person belief) considerations under CRS § 25-4-903.

Each Participating Site that discloses immunization information to CIIS is required to provide the individual, parent or legal guardian notice of the option to exclude immunization information from CIIS and the potential benefits of inclusion in CIIS. It is the responsibility of the individual, parent or legal guardian to submit their opt-out request to CDPHE for processing. If an individual, parent or legal guardian chooses to exclude information from CIIS, they are responsible for keeping track of their/their child's immunization record. All forms referenced in this document can be printed from the CIIS website located at www.ColoradoIIS.com.

Participating Site Responsibilities

A. Notice of Opt-Out Option

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

1. (a) Post a notice, in both English and Spanish, which informs individuals, parents and legal guardians that immunization records are added to CIIS and of their right to have that information excluded; **and**

(b) Have the [Colorado Immunization Information System--Frequently Asked Questions](#) handout available for distribution, **or**

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

B. Opt-Out Procedure

The Participating Site should:

- a) Direct individuals, parents or legal guardians who request to exclude immunization information to the [CIIS Opt-Out Form](#).
- b) Attach one signed copy of the CIIS Opt-Out Form to the patient's medical record in the usual location for the immunization record, if applicable or practical for site's clinic workflow.

C. Rescind Opt-Out Procedure

The Participating Site should:

- a) Direct individuals, parents or legal guardians who request the deletion of a priorly processed opt-out to the [CIIS Rescind Opt-Out Form](#).
- b) Attach one signed copy of the CIIS Rescind Opt-Out Form to the patient's medical record in the usual location for the immunization record, if applicable or practical for site's clinic workflow.

Individual, Parent or Legal Guardian Responsibilities

A. Opt-Out Procedure

The individual, parent or legal guardian must:

- a) Complete and sign the CIIS Opt-Out Form.
- b) Mail, email or fax one signed copy of the CIIS Opt-Out Form to CDPHE at the address shown on the CIIS Opt-Out Form.
- c) Retain one signed copy of the CIIS Opt-Out Form for their personal records.

B. Rescind Opt-Out Procedure

The individual, parent or legal guardian must:

- a) Complete and sign the CIIS Rescind Opt-Out Form.
- b) Mail, email or fax one signed copy of the CIIS Rescind Opt-Out Form to CDPHE at the address shown on the CIIS Rescind Opt-Out Form.
- c) Retain one signed copy of the CIIS Rescind Opt-Out Form for their personal records.

CDPHE Responsibilities

A. Opt-Out Notice

- a) CDPHE will provide the Colorado Immunization Information System--Frequently Asked Questions handout to birthing hospitals for distribution to all parents of newborns. The document includes instructions on how to find the CIIS Opt-Out Form.
- b) CDPHE will post a standard [CIIS Provider Notification Poster](#) available for download from the CIIS website.
- c) CDPHE will create and maintain a standard Colorado Immunization Information System--Frequently Asked Questions handout available in English and Spanish from the CIIS website.

B. Opt-Out Procedure

CDPHE will process the CIIS Opt-Out Form and send an acknowledgment letter to the individual, parent or legal guardian upon completion. Hard copies of processed opt-out forms are retained for one year and then destroyed. *NOTE: CIIS works on a search function; system users have to search for and find an individual in CIIS prior to viewing or updating the individual's record. The following demographic information is kept in CIIS for opt-out individuals: First Name, Last Name, Date of Birth, Gender, City, County and Zip Code. This information is retained to prevent CIIS users from inadvertently adding opt-out individuals back into CIIS. As immunization data may be provided to CIIS from multiple sources, such as healthcare providers, school officials, or parents/guardians, retaining limited demographic information is the only way to guarantee that if new immunization information is received by CIIS after the individual has opted out, the information will not be included in CIIS.*

C. Rescind Opt-Out Procedure

CDPHE will process the Rescind Opt-Out Form and send an acknowledgment letter to the individual, parent or legal guardian upon completion. Hard copies of processed rescind opt-out forms are retained for one year and then destroyed.