

Using the Citywide Immunization Registry for Tracking and Reporting H1N1 Vaccinations

1. What is the Citywide Immunization Registry (CIR)?

The Citywide Immunization Registry is a centralized repository for immunization records for people vaccinated in New York City (NYC). The CIR was first mandated in 1997. Currently, both the NYC Health Code and New York State Public Health Law §2168 require reporting to the CIR all immunizations administered in NYC to children and adolescents younger than 19 years of age.

2. What is the role of CIR in the upcoming influenza vaccination season for outpatient centers?

Currently, the NYC DOHMH uses the CIR to track the number of doses of vaccines used in a facility in order to know how much vaccine to ship to the facility through the Vaccine for Children (VFC) Program. The DOHMH tracks adverse events that are reported via the CIR.

For the upcoming influenza seasons, NYC DOHMH will be using the CIR to track the number of doses of H1N1 vaccine used and any adverse events from the H1N1 vaccine. For these reasons, all centers receiving H1N1 vaccine are required to register with the CIR.

3. How do I know if my center is already registered with the CIR?

Because NYC Health Code currently requires that all immunizations administered to children < 19 years of age be reported to the DOHMH, most providers and outpatient centers who immunize children are already enrolled in the CIR and do not need to re-register.

However, providers and centers that care for adult patients and are not currently registered with the CIR will need to enroll and report doses administered to receive novel H1N1 influenza vaccine.

4. How do I register my center with the CIR?

To register your center with the CIR in order to order and report H1N1 vaccine, please call (212) 676-2323.

5. How is the outpatient center expected to report the H1N1 immunizations to CIR?

Currently, outpatient centers report immunizations to the CIR via two modalities:

1. In batch, by submitting a file extracted from your Electronic Medical Record (EMR) or billing system
2. Through the web, via the online CIR web based application

*If your center is already registered with the CIR, and is **reporting by submitting a file from your EMR or billing system** then you can work with your IT department to expand the reporting to include the non-pediatric population that will be receiving the H1N1 vaccine.* **NOTE:** Even if you are reporting in batch, you will still need to learn how to use the CIR web based application*

in order to report adverse events from the H1N1 vaccinations through the CIR. Adverse events have to be entered separately.

*If your center is already registered with the CIR, and is **reporting manually via the online CIR web based application**, then additional staff may have to be trained in manually reporting the H1N1 vaccinations through the CIR.*

If your center is not already registered with the CIR, then your center will have to register with the CIR.

6. What does my center need to do to get started with the CIR in order to get the vaccine and start tracking the doses?

The DOHMH will be providing a one-hour webinar on enrolling and implementing the CIR vaccine tracking system for the H1N1 vaccine. To accommodate schedules, we have set up six (6) separate webinar sessions. **YOU ONLY HAVE TO ATTEND ONE SESSION.** DOHMH is asking that all centers identify staff to participate in one of these webinars. Suggested staff that should attend:

- IT staff (especially in those centers where CIR is already being reported electronically via billing data or if the center plans to report electronically)
- Staff that are already familiar with the CIR system and would be able to train others
- Staff that are responsible for operationalization of workflows in the facility

7. If my center is already registered with the CIR, do I still need to attend the webinar?

Yes, it is important that all centers participate in the webinar regardless of whether or not they have enrolled in CIR as the webinar will provide additional information on tracking H1N1 vaccines and reporting adverse events.

8. When is the webinar?

In order to accommodate schedules, the DOHMH has set aside six (6) different time slots for individuals to sign up:

September 22, Tuesday	11am-12pm OR 3pm-4pm
September 24, Thursday	11am-12pm OR 3pm-4pm
September 30, Wednesday	11am-12pm OR 3pm-4pm

9. How does the center sign up for the webinar?

Please identify staff to participate in the webinar and send the following information to Nairobi Shellow at nshellow@CHCANYS.org. Information on webinar logistics will be sent:

1. Name of staff participating
2. Title of staff participating
3. Email address and phone number of staff
4. Date and time of webinar that each staff will attend.