



Immunization Unit
 Public Health Division
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 Director

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Policy Title:	IIS Audits	
Policy Number:	IMM-007	
Effective Date:	February 6, 2024	
Approval:	<u>Stephanie Pyle</u> Stephanie Pyle, MBA Senior Administrator, Public Health Division	<u>2-21-24</u> Date

Purpose: This policy establishes the process by which the Wyoming Department of Health (WDH), Immunization Unit may audit a user's access in the Immunization Information System (IIS).

Definitions:

“Authorized user” means an individual who is employed by an organization and for whom access to the IIS has been requested and granted.

“Parental consent” means the following:

- a. A completed Consent to Access IIS Record Agreement between a parent and school or child caring facility;
- b. Electronic consent captured in the school or child caring facilities’ computer system with language consistent with the Consent to Access IIS Record Agreement; or
- c. The documentation of verbal consent from parent or guardian (including the date and place) to be recorded in the child’s school or child caring facility record.

“Security incident” as stated in 45 CFR § 164.304 means the attempted or successful unauthorized access, use, disclosure, modification, or destruction of information or interference with system operations in an information system.

Policy:

1. IIS Data maintained for use in an audit

- a. The IIS tracks an authorized user’s activity including but not limited to:
 - i. The date and time of activity;
 - ii. Origin of activity;
 - iii. Identification of user performing activity;
 - iv. Data accessed, including but not limited to patient demographics and immunization data;
 - v. Data modification or deletion;
 - vi. Failed authentication attempts;

- vii. General log-in activity; and
 - viii. Password change activity.
- 2. Audits**
- a. Audits will be conducted using authorized user’s activity:
 - i. To verify that an authorized user’s IIS access is for an authorized use or disclosure permitted by the Immunization Unit’s administrative rules and policies or required by law, including but not limited to the Health Insurance Portability and Accountability Act (HIPAA).
 - ii. To ensure parental consent is obtained prior to accessing IIS records for individuals attending school or child caring facilities.
 - b. IIS audits shall be conducted pursuant to the forms, and processes outlined by the Immunization Unit.
 - c. Audit documentation shall be retained in accordance with WDH policy.

Contacts:

Immunization Unit Main Line	307-777-7952
Immunization Unit Manager	307-777-6001
Immunization Registry Records and Data Manager	307-777-8503
School and Community Partnership Coordinator	307-777-7481

Forms:

Consent to Access IIS Record Agreement

References:

45 CFR § 164.304
 WDH Immunization Program Administrative Rules and Regulations
 Immunization Unit Processes and Procedures