

# ImmPact

## Maine's Immunization Information System

### User Agreement

**This agreement outlines the responsibilities of the ImmPact User, the Maine Centers for Disease Control and Prevention (Maine CDC) and the Maine Immunization Program, (MIP) with regard to:**

1. Enrolling and maintaining clients in ImmPact
2. Maintaining confidentiality and security of ImmPact Data
3. Uses of ImmPact data
4. Training and support

#### **Enrolling and maintaining Patients in ImmPact**

**The user agrees to ensure the following as designated by role:**

1. Inform clients at their first encounter that their immunization information will be in ImmPact and of their right to opt out.
2. Immunizations administered are recorded into ImmPact in a timely manner. The current expectation is that vaccine administration and reconciliation will be completed on a monthly basis.
3. Update client demographics, previously administered vaccinations, and other data as necessary.
4. On request, to opt clients out of ImmPact and process opt out forms immediately upon request.

#### **The Maine CDC, MIP agrees to the following:**

1. To provide all necessary informing brochures, and opt out forms.
2. To maintain continuity and quality of patient data feeds
3. Provide continuous de-duplication of patients.

#### **Maintaining confidentiality and security of ImmPact Data**

**The User agrees to the following:**

1. To uphold their legal responsibilities under the State's confidentiality laws, ImmPact Confidentiality Policy and all other applicable Federal laws relating to the confidentiality and use of client information.

**Note:** - The User understands that violations of the ImmPact Confidentiality Policy will result in termination of the access login and possible referral to the State Attorney General office.

2. To acknowledge that the client, parent, legal guardian and those legally authorized to care for a child (i.e. Foster parents) have a right to know the information relevant to the client contained in ImmPact; and pledges to respect and facilitate access to that data (printed copies etc.) if desired, at no cost to them.
3. To utilize ImmPact only for the purpose of obtaining information needed for treating, coordinating care for the client, or complying with State or Federal regulations.
4. To receive annual confidentiality and security training.
5. To renew this agreement annually prior to the anniversary of the signature date.

#### **The Maine CDC, MIP agrees to the following:**

1. Abide by all applicable Federal and State laws regarding the use, confidentiality and release of information stored in ImmPact.
2. Develop and disseminate new/updated policies and procedures regarding confidentiality, security, and use of ImmPact data.
3. To automatically require users to change passwords every 6 months or earlier as required by the ImmPact Confidentiality Policy.
4. To provide annual confidentiality training to all ImmPact users.

#### **Use of Data**

##### **The Maine CDC, MIP agrees:**

1. Not to release or publish ImmPact aggregate data identifiable to a specific provider without the provider's written consent except, as otherwise required by law.
2. Maintain an active communication with MaineCare regarding the sensitivity of provider data and reporting requirements of MaineCare.

#### **Training Support**

##### **The Maine CDC, MIP agrees to provide:**

1. A number of training opportunities. The State will provide online webinars, onsite training by request, regional training sessions that will be made available yearly.
2. A hard copy ImmPact desktop reference guide to each site with periodic updates.
3. A staffed "Service Support Unit" for troubleshooting, questions and answers. This will be accessed through a toll free number during regular business hours.

#### **Technical Support**

##### **The User agrees to the following:**

The site is responsible for maintaining their equipment/hardware used to access ImmPact, internet connectivity, and for software used by their practice for purposes other than ImmPact, and for internet access.

##### **The Maine CDC, MIP agrees to:**

1. Maintain and support the ImmPact database and software.
2. Provide on-site assistance in assessing the necessary methods/options for connecting to ImmPact.
3. Disseminate notification of upgrades to the ImmPact software.
4. Work closely with the provider's software vendors, if desired and as staff are available, to facilitate the development of modifications to file exports from their existing software to promote easy electronic transfer of data to and/or from ImmPact.

## **ImmPact**

### *Maine's Immunization Information System*

Maine Department of Health and Human Services  
Maine Centers for Disease Control and Prevention  
Maine Immunization Program

11 State House Station 286 Water Street, 9<sup>th</sup> floor

Augusta, Maine 04333

Phone: 1-800-867-4775

ImmPact Support Desk 1-800-906-8754

ImmPact Support Desk Email [immimpact.support@maine.gov](mailto:immimpact.support@maine.gov)

TTY Users call Maine Relay 711

**Fax: 207-287-8127**

# ImmPact User Agreement

Please complete all fields

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First name

Last name

\*Personal user number

Organization name

Site name

VFC PIN

Number and street name

City/Town

Zip

County

Telephone number

Fax number

Email address

**User access needed: Please check all that apply**

Client Maintenance

Client Read Only

Cold Chain

Historical Entry

Inventory Management

Mass Immunization data entry

Mass Immunization registration set up

Mass Immunization with inventory

Ordering

Provider Vaccine Agreement

Reports (Client specific)

Reports (Coverage rates, reminder recall)

**I have read, understand and agree to abide by the ImmPact User Enrollment Agreement and the outlined requirements.**

User signature

Date

Site Administrator signature (Vaccine coordinator, Practice Manager, Principal)

Date

\*Personal User Number is a four digit number that you assign to yourself and can be viewed under manage password.

ImmPact use only

Received by:

Date:

**Please return this page either by email or fax:**

Email: [ImmPact.Support@maine.gov](mailto:ImmPact.Support@maine.gov)

Fax: 207-287-8127