Enrollment in CoPHR/CIIS

Education & Child Care Sites

Colorado's Integrated Public Heath Reporting portal (CoPHR) allows Colorado's health care community to register intent for Meaningful Use for the following public health programs: Cancer Registry Reporting, Electronic Lab Reporting, Immunization Reporting, and Syndromic Surveillance Reporting. **This guide describes how to enroll an educational or child care site location in CoPHR and in the CIIS Resource Center (CRC) for immunization reporting only. This guide does not address the other public health programs.**

CoPHR is the primary portal for all public health reporting in Colorado. Within CoPHR there is an immunization-specific sub-portal called the CIIS Resource Center (CRC). The CRC is a self-service system that allows you to do a number of tasks once enrollment is complete, including:

- Enroll your organization for participation in CIIS.
- Submit new user account requests.
- Access training information and resources.
- Submit online support tickets to the CIIS Help Desk for assistance.

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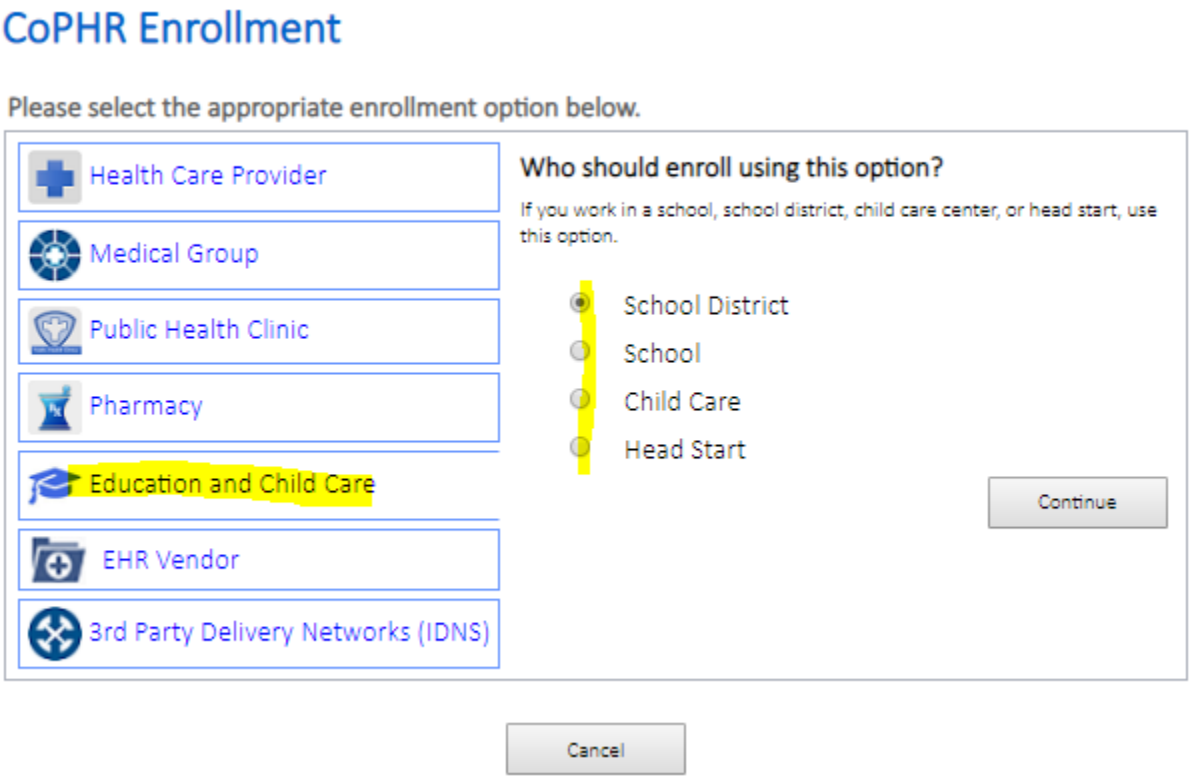
Getting Started- Enrollment

This section describes all steps involved with setting up an account in Colorado's Public Health Reporting portal (CoPHR). This document walks through all steps needed to register an educational or child care site in CoPHR which will simultaneously enroll you in the CIIS Resource Center immunization portal within CoPHR.

This guide is for IMMUNIZATION REPORTING only.

1. Click *Register* on the CoPHR Home Page (www.cophr.com).

2. Select Education and Child Care via the tabs (on the left) and then the specific radio button (on the right). Click *Continue*.

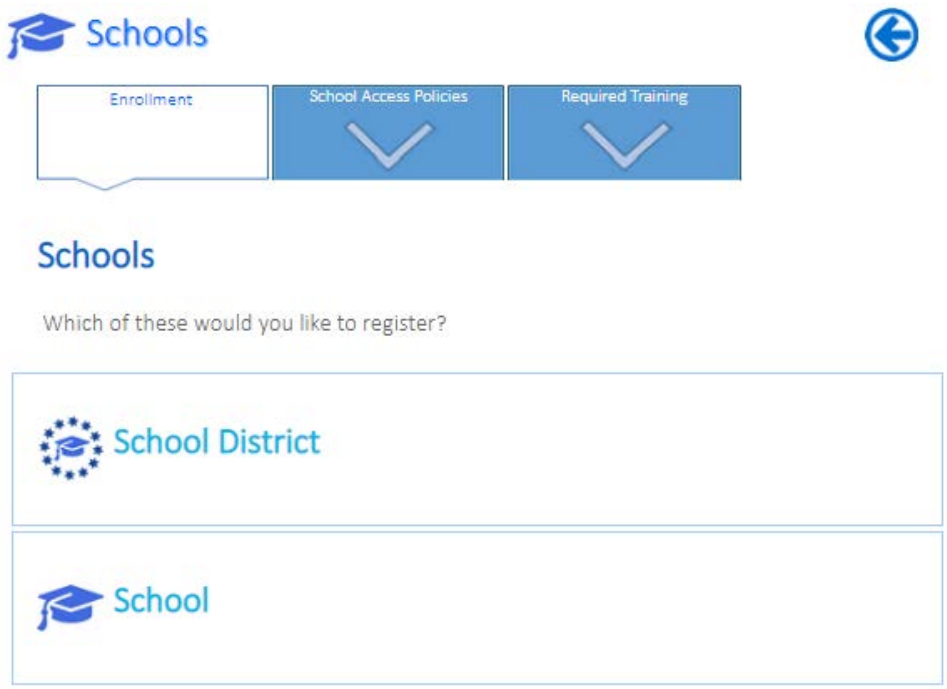


Note: This guidance document is targeted at those enrolling *Education and Child Care* ONLY. There are separate enrollment guidance documents for Health Care Providers, Medical Groups, Public Health Organizations, Pharmacies, Schools, EHR Vendors, and IDNS.

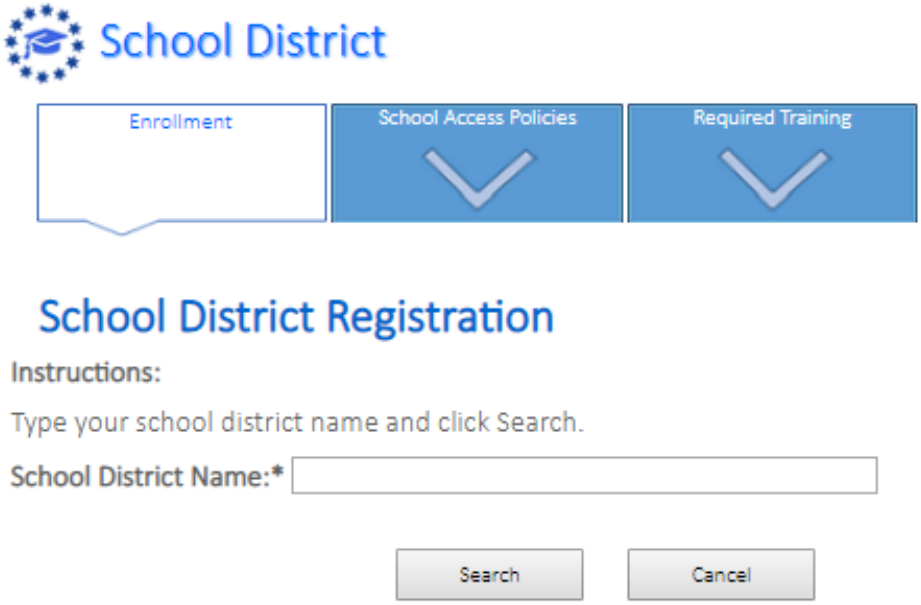
Enrolling a School District

1. You will be prompted to decide if you are enrolling a School District or a School.

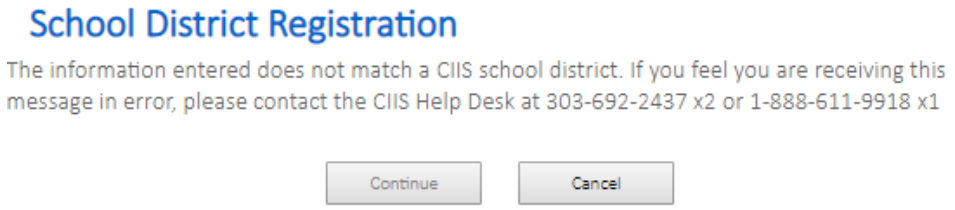
NOTE: You can also access the light blue tabs for additional information on School Access Policies and Required Training.



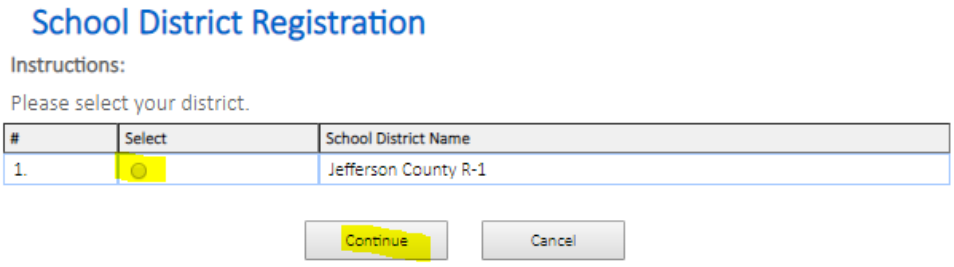
2. Select *School District*.
3. Enter the name of the School District. Click *Search.*



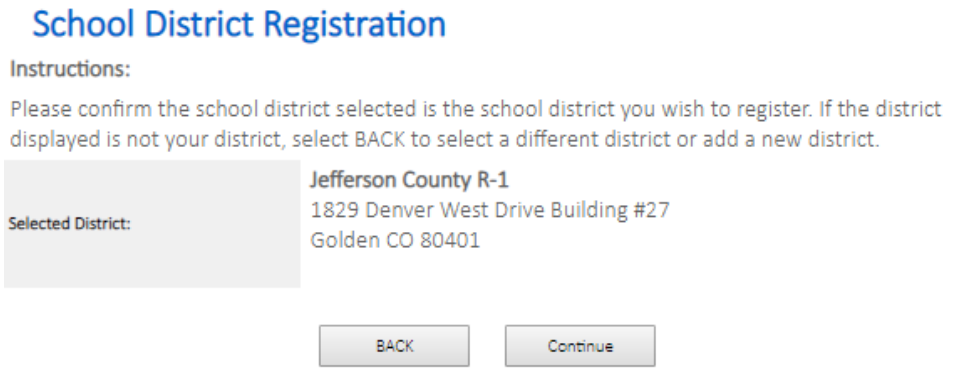
4. If your search does not generate a result, contact the CIIS Help Desk.



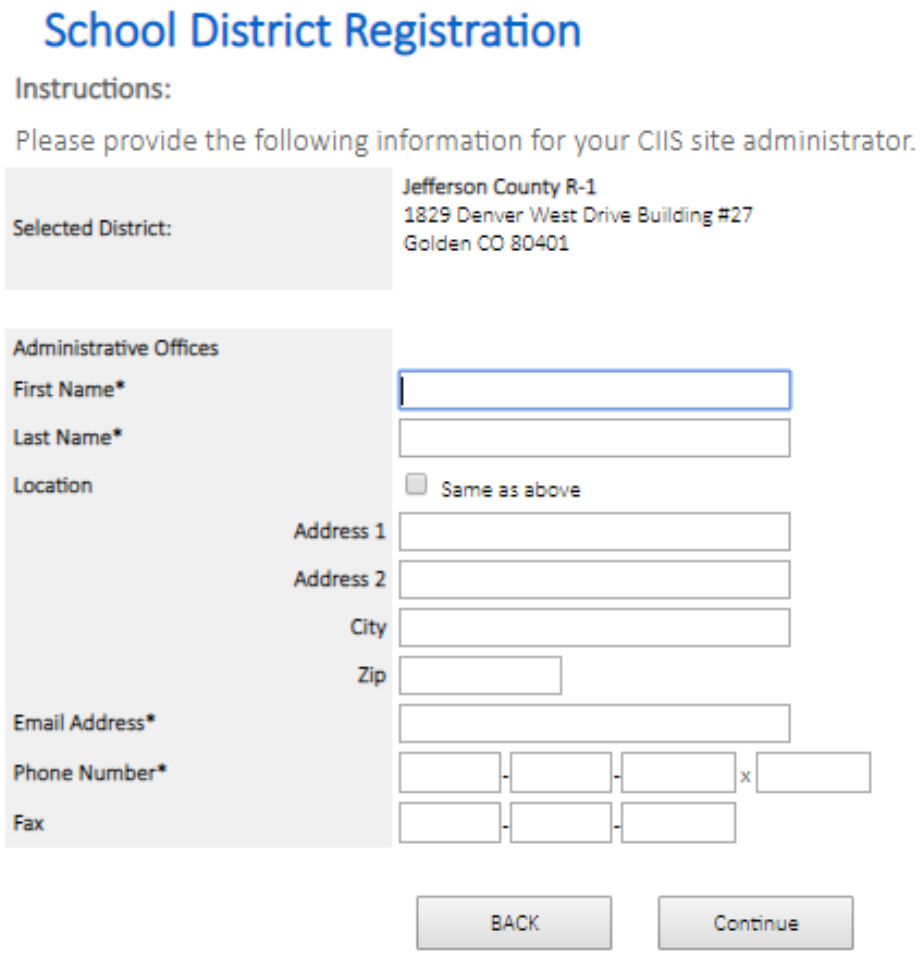
5. If your search generates a correct result, select the radio button for your district and click *Continue*.



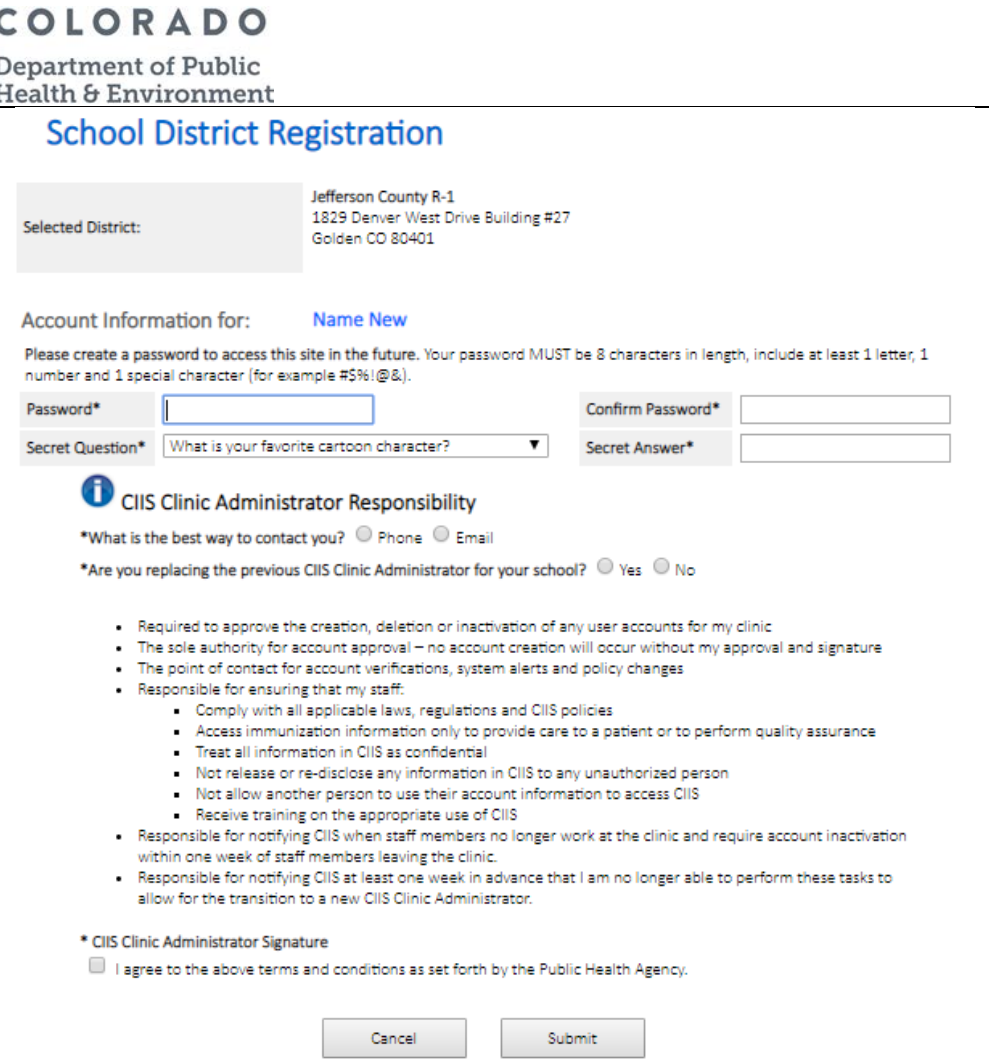
6. Confirm your district's information. Click *Continue.*



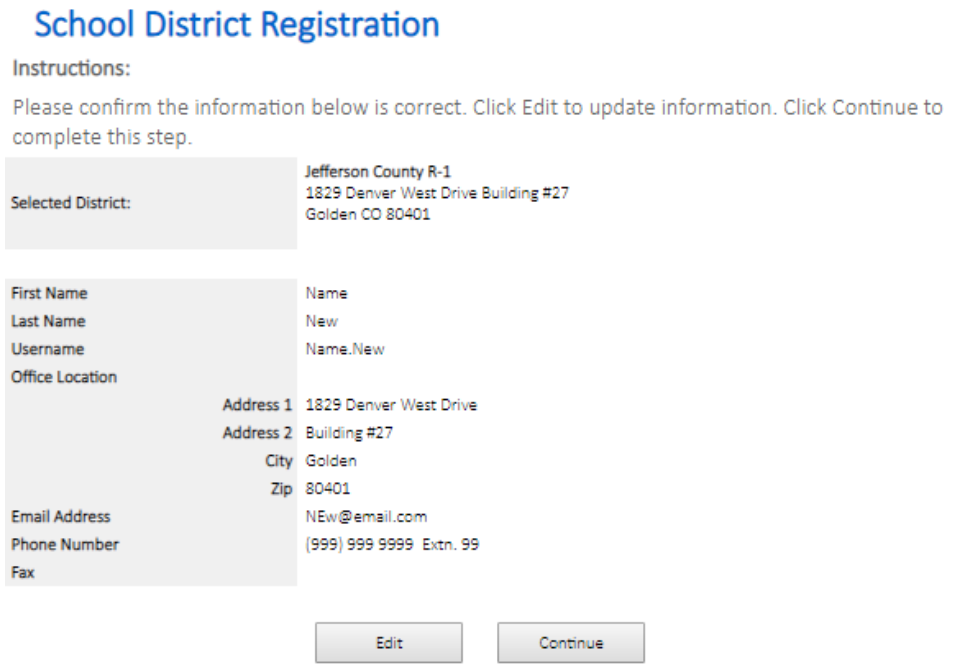
7. Complete all required fields for Site Administrator. Click *Continue*.



8. Create a password and a secret question and answer. Then, complete all required fields for the CIIS Administrator Form. Click *Submit*.



9. Confirm your enrollment information is correct. Click *Continue*.



10. AT this point you will be directed into the CIIS Resource Center and will see 6 widgets.

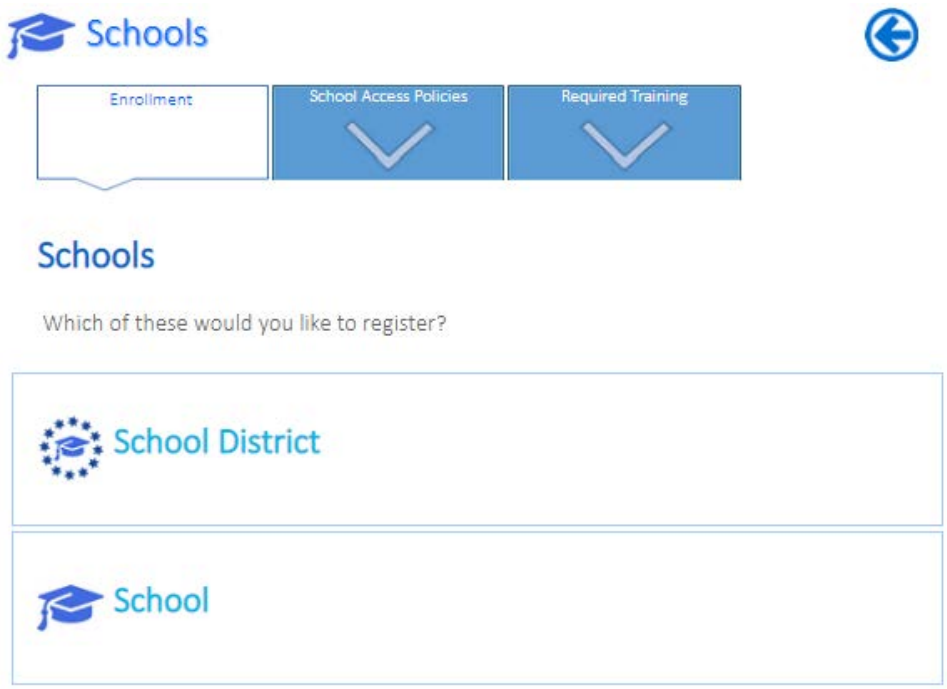
Please see the Education and Child Care Navigation guidance document on the right hand side of the webpage for more information how to navigate within the portal.

Colorado Immunization Information System (CIIS)
CIIS Resource Center
Name.New
Jefferson County R-1
1829 Denver West Drive Building #27
Golden, CO 80401
Phone: (303) 982 6500
Fax: (303) 982 6676
Name New
Phone: (999) 999 9999 Extn. 99
Email: NEw@email.com
Username: Name.New
Get Started . . .
Click below to complete tasks to finish setting up your district's account.
Usage Agreements
Complete & submit required forms:
Submit New LOA
CIIS Administrator Form -
Users & Contacts
Add Individual Users
Annual User Review
Manage Schools
View Schools in District
Add Schools
Training Resources
View Training Calendar
Help Desk
Submit a Support Ticket
View Ticket Status
Request CIIS User Account
My Account

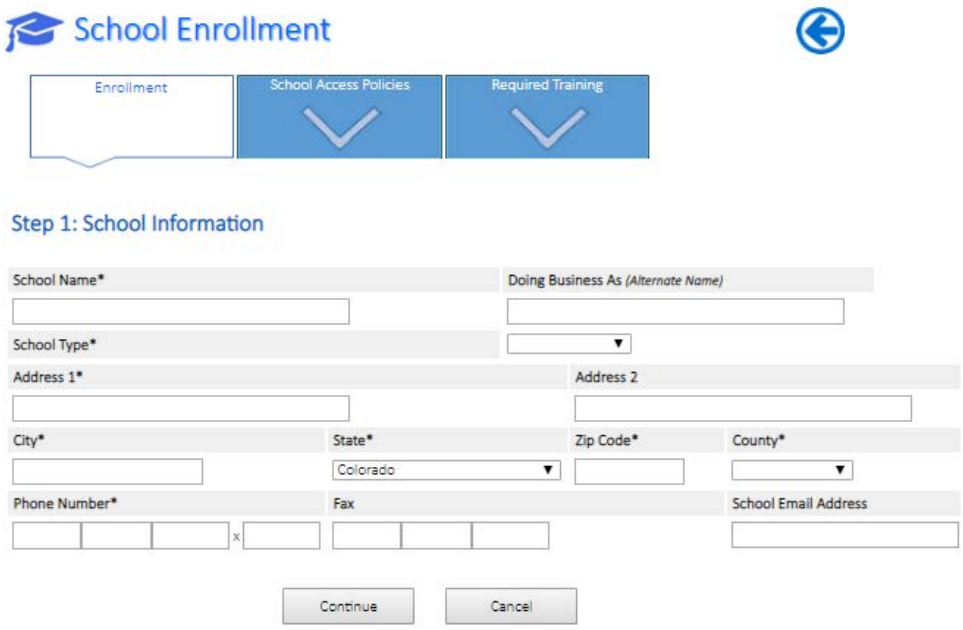
Enrolling a School

1. You will be prompted to decide if you are enrolling a School District or a School.

NOTE: You can also access the light blue tabs for additional information on School Access Policies and Required Training.

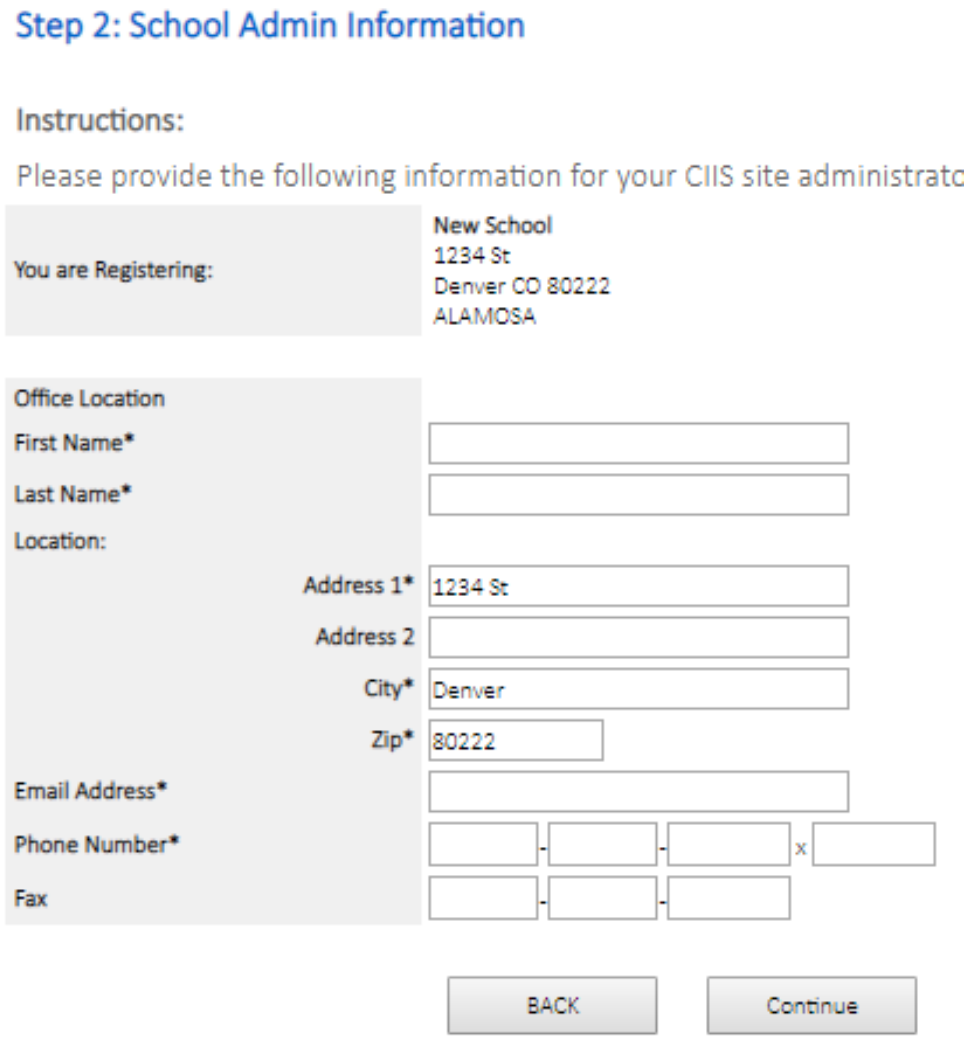


2. Select *School.*
3. Under *Step 1: School Information*, enter all required information. Click *Continue*.

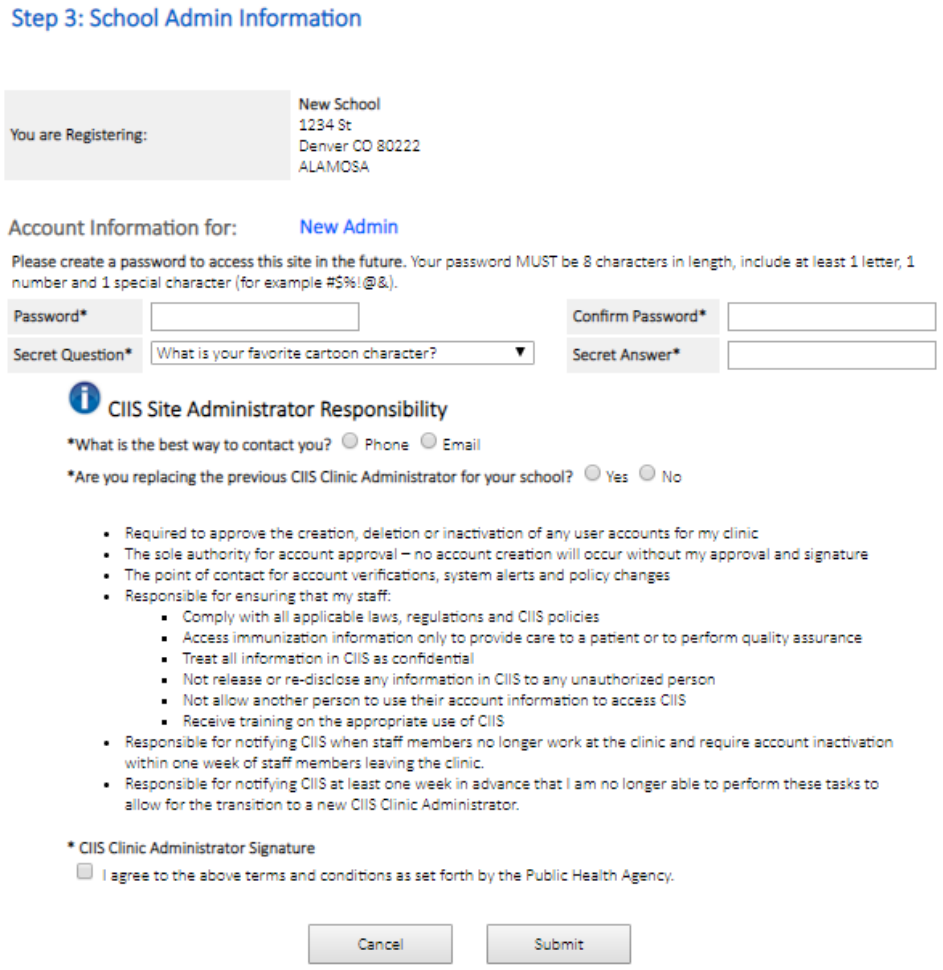


NOTE: As you fill out information, more questions may appear depending on your answers.

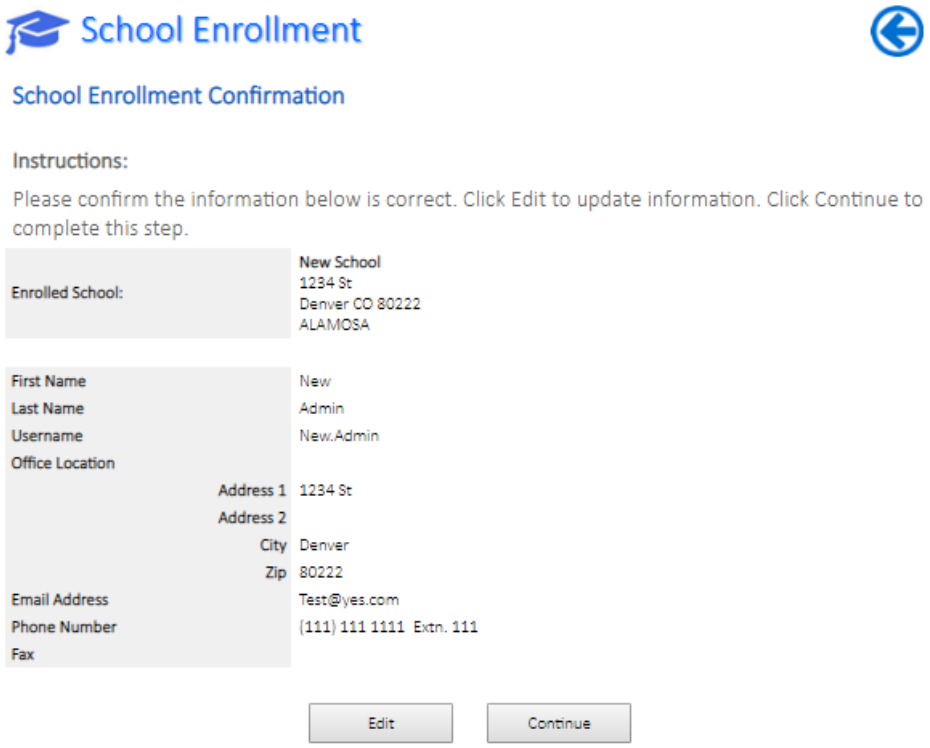
4. Under *Step 2: School Admin Information*, complete all required fields. Click *Continue*.



5. Under *Step 3: School Admin Information*, generate a password, secret question, and answer. Complete all required fields and click *Submit*.

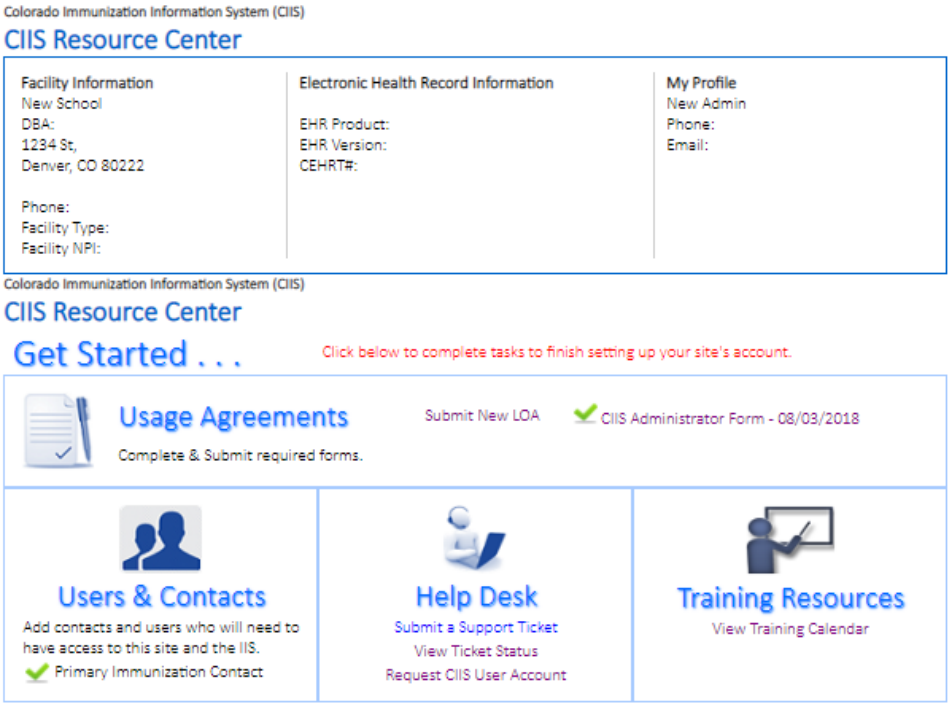


6. Confirm all of the information on the confirmation page. Click *Continue*.



7. At this point you will be directed into the CIIS Resource Center and will see 3 widgets.

Please see the Education and Child Care Navigation guidance document on the right hand side of the webpage for more information how to navigate within the portal.


Colorado Immunization Information System (CIIS)

CIIS Resource Center

Facility Information	Electronic Health Record Information	My Profile
New School		New Admin
DBA:	EHR Product:	Phone:
1234 St,	EHR Version:	Email:
Denver, CO 80222	CEHRT#:	
Phone:		
Facility Type:		
Facility NPI:		

Colorado Immunization Information System (CIIS)

CIIS Resource Center

Get Started . . .

Click below to complete tasks to finish setting up your site's account.

Usage Agreements

Complete & Submit required forms.

Submit New LOA

CIIS Administrator Form - 08/03/2018

Users & Contacts

Add contacts and users who will need to have access to this site and the IIS.

Primary Immunization Contact

Help Desk

Submit a Support Ticket

View Ticket Status

Request CIIS User Account

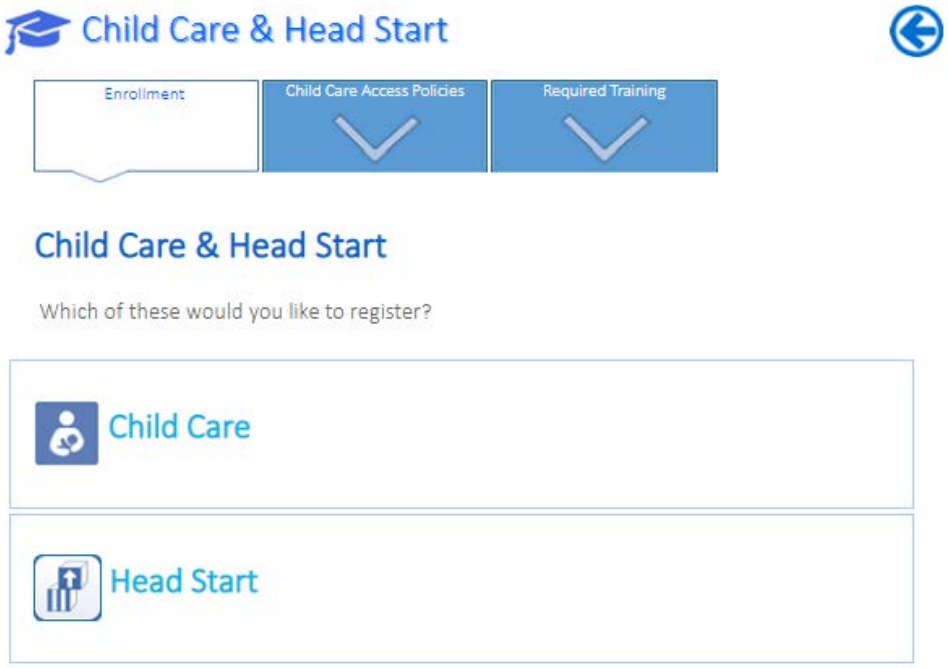
Training Resources

View Training Calendar

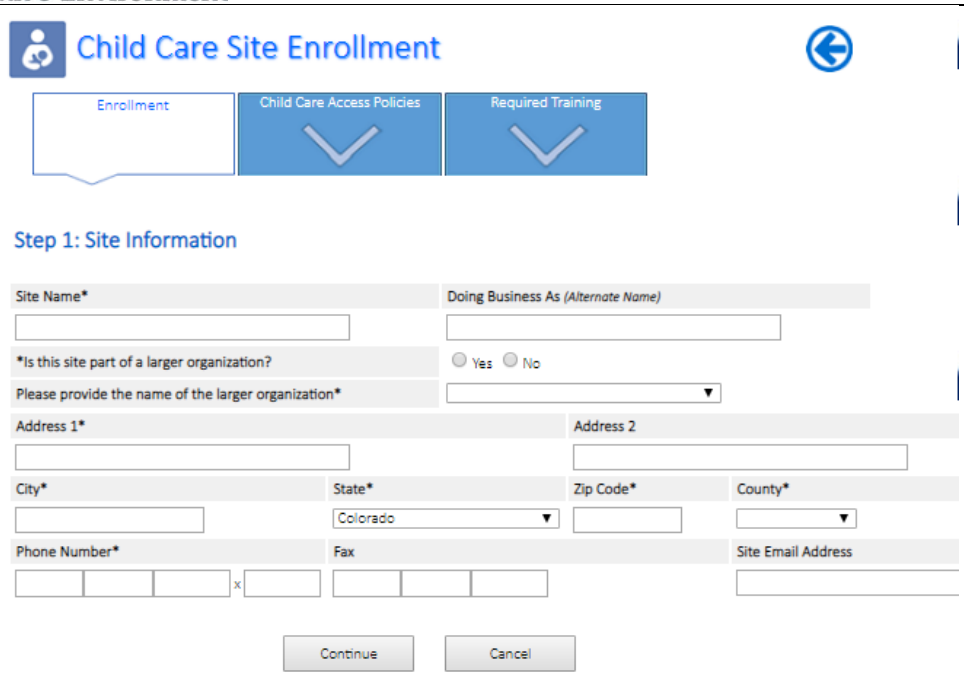
Enrolling a Child Care

1. You will be prompted to decide if you are enrolling a Child Care or Head Start.

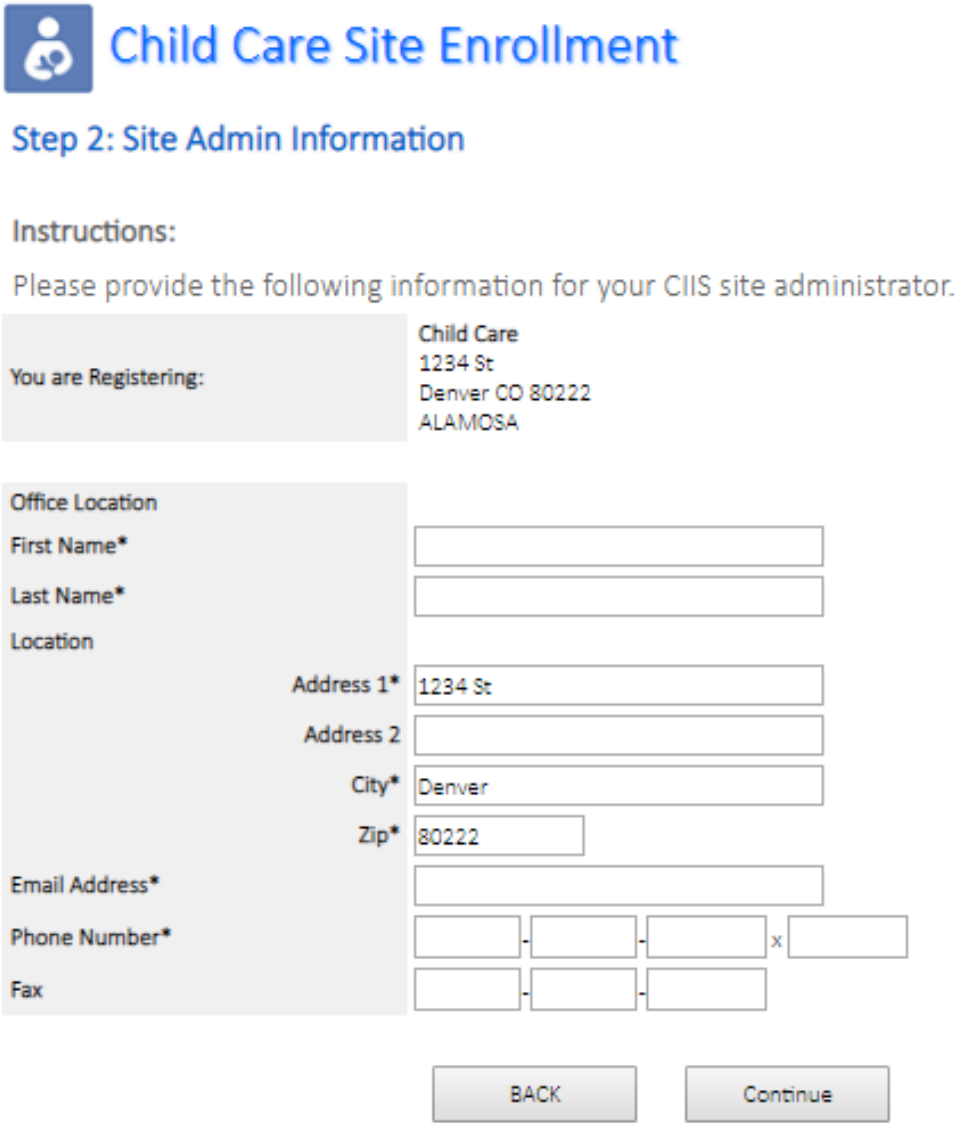
NOTE: You can also access the light blue tabs for additional information on Child Care Access Policies and Required Training.



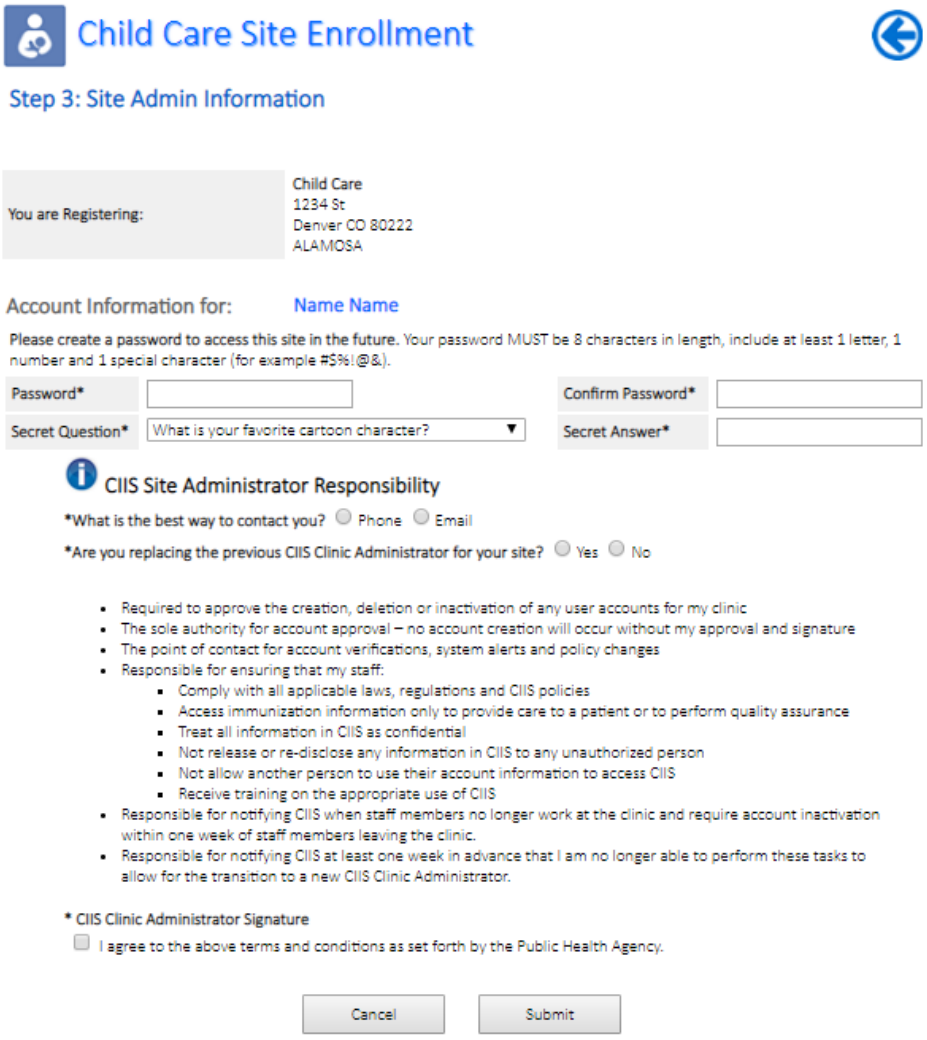
2. Select *Child Care.*
3. *Under Step 1: Site Information,* enter all required information. Click *Continue.*



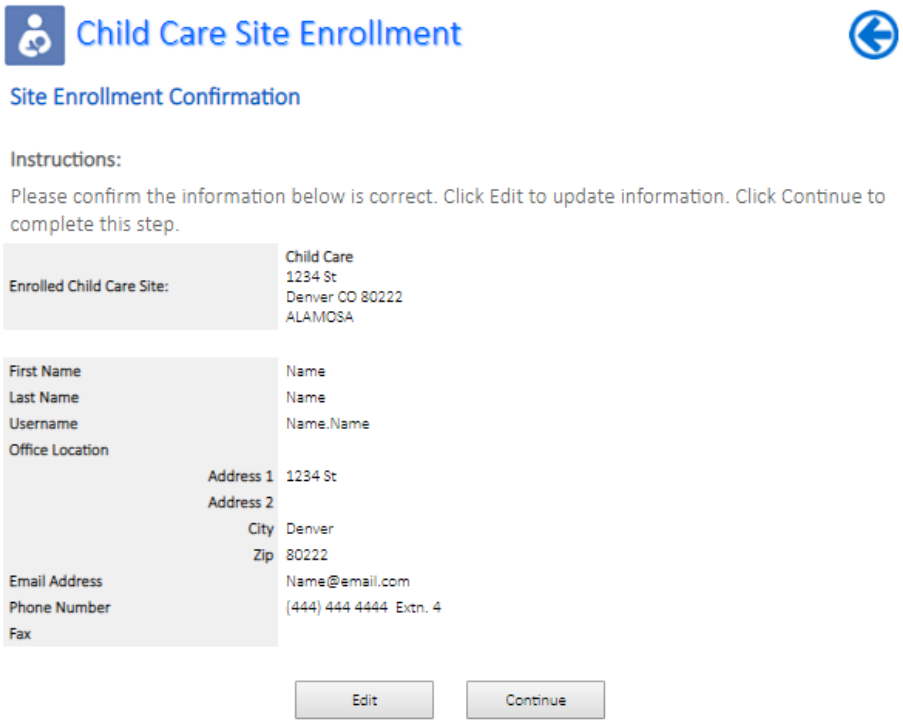
4. A list of existing Child Cares will appear. If your site is listed, select the appropriate radio button. If not, select *Site is not in the list above and is a New Site* at the bottom of the list. Click *Continue*.
5. Under *Step 2: Site Admin Information*, complete all required information. Click *Continue*.



6. Under *Step 3: Site Admin Information*, generate a password, secret question, and answer. Complete all required fields. Click *Submit*.



7. Confirm all information is correct on the confirmation page. Click *Continue*.



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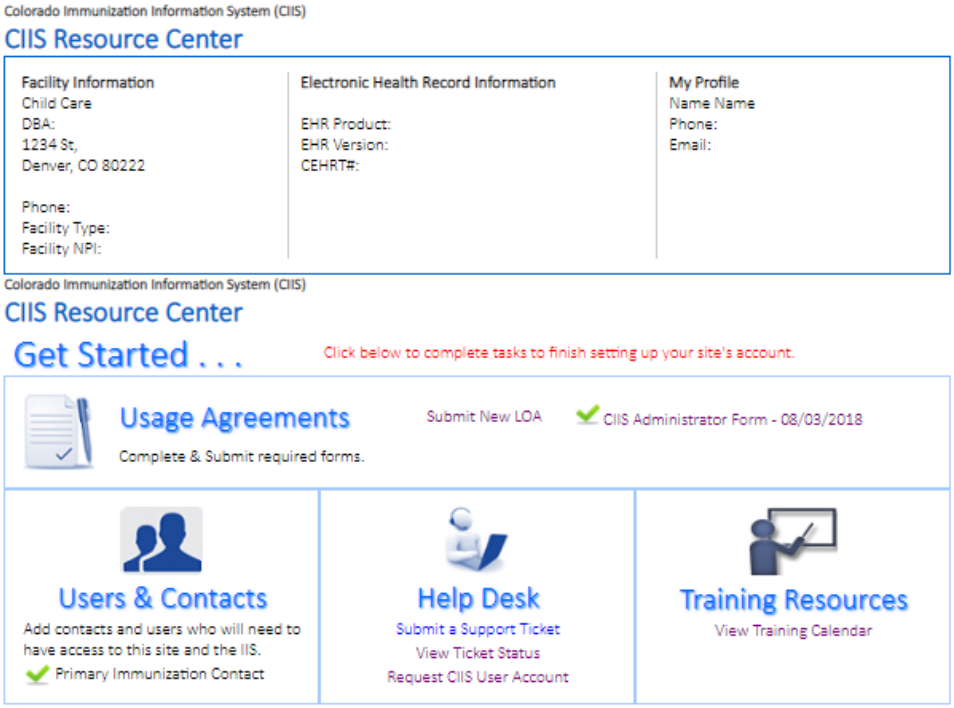
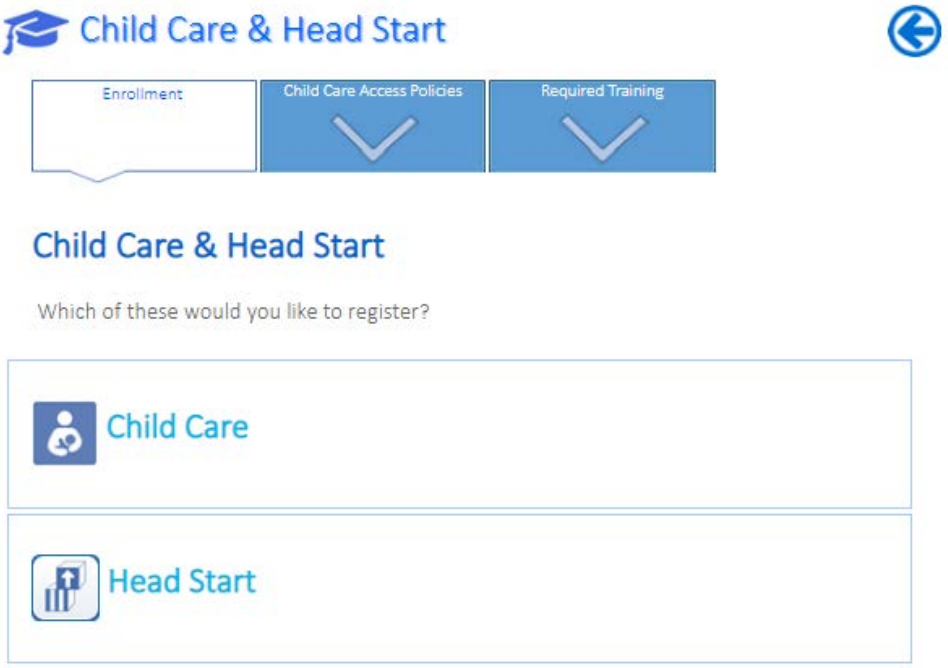

Colorado Immunization Information System (CIIS)
CIIS Resource Center
Facility Information
Child Care
DBA:
1234 St,
Denver, CO 80222
Phone:
Facility Type:
Facility NPI:
Electronic Health Record Information
EHR Product:
EHR Version:
CEHRT#:
My Profile
Name Name
Phone:
Email:
Colorado Immunization Information System (CIIS)
CIIS Resource Center
Get Started . . .
Click below to complete tasks to finish setting up your site's account.
Usage Agreements
Complete & Submit required forms.
Submit New LOA
CIIS Administrator Form - 08/03/2018
Users & Contacts
Add contacts and users who will need to have access to this site and the IIS.
Primary Immunization Contact
Help Desk
Submit a Support Ticket
View Ticket Status
Request CIIS User Account
Training Resources
View Training Calendar

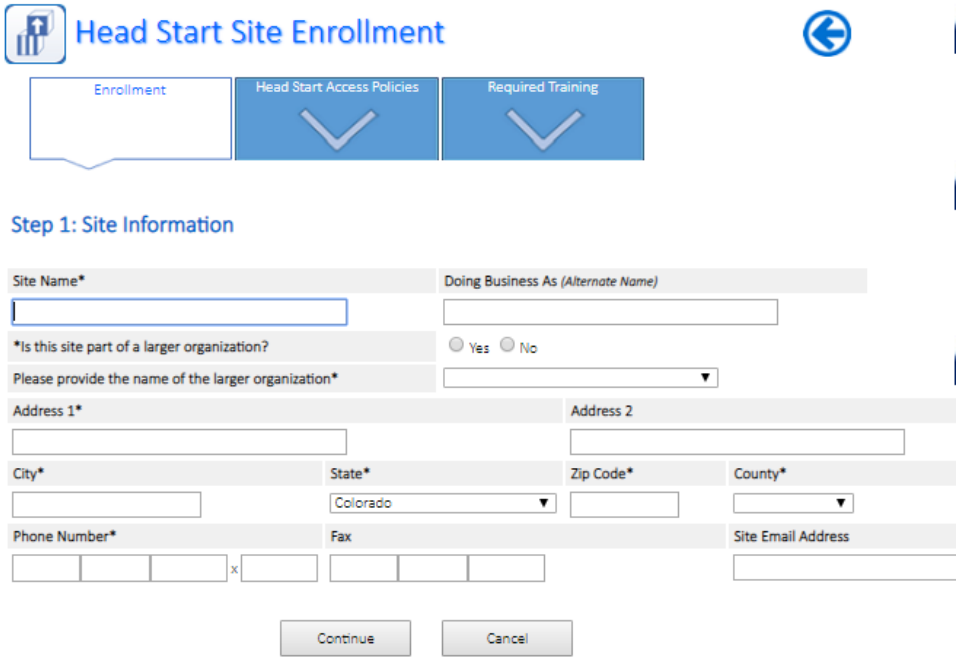
Enrolling a Head Start

1. You will be prompted to decide if you are enrolling a Child Care or Head Start.

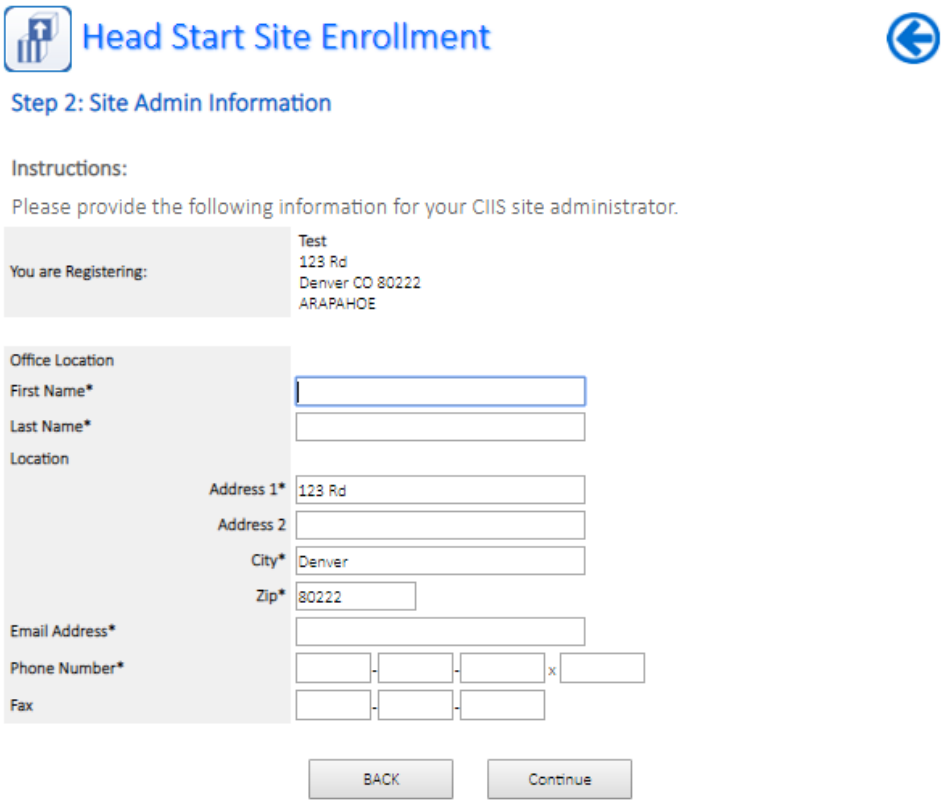
NOTE: You can also access the light blue tabs for additional information on Child Care Access Policies and Required Training.



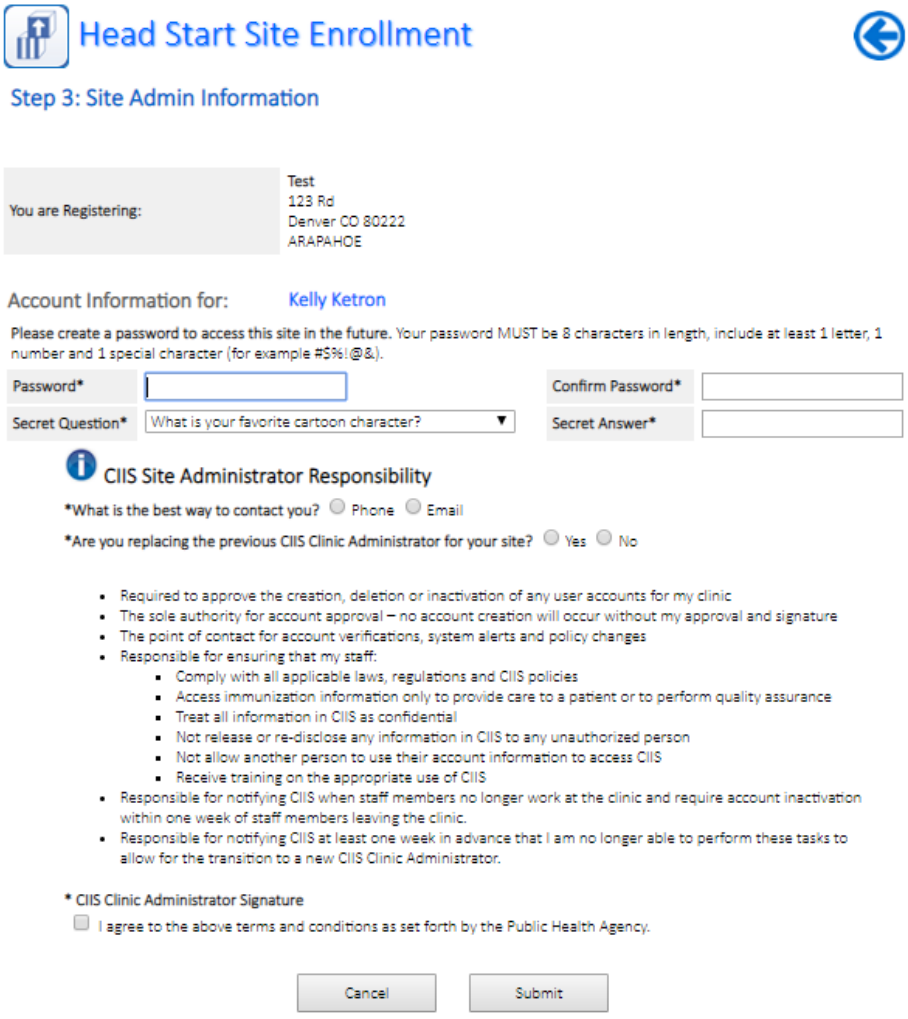
2. Select *Head Start.*
3. *Under Step 1: Site Information,* enter all required information. Click *Continue.*



4. A list of existing Head Starts will appear. If your site is listed, select the appropriate radio button. If not, select *Site is not in the list above and is a New Site* at the bottom of the list. Click *Continue*.
5. Under *Step 2: Site Admin Information*, complete all required information. Click *Continue*.



6. Under *Step 3: Site Admin Information*, generate a password, secret question, and answer. Complete all required fields. Click *Submit*.



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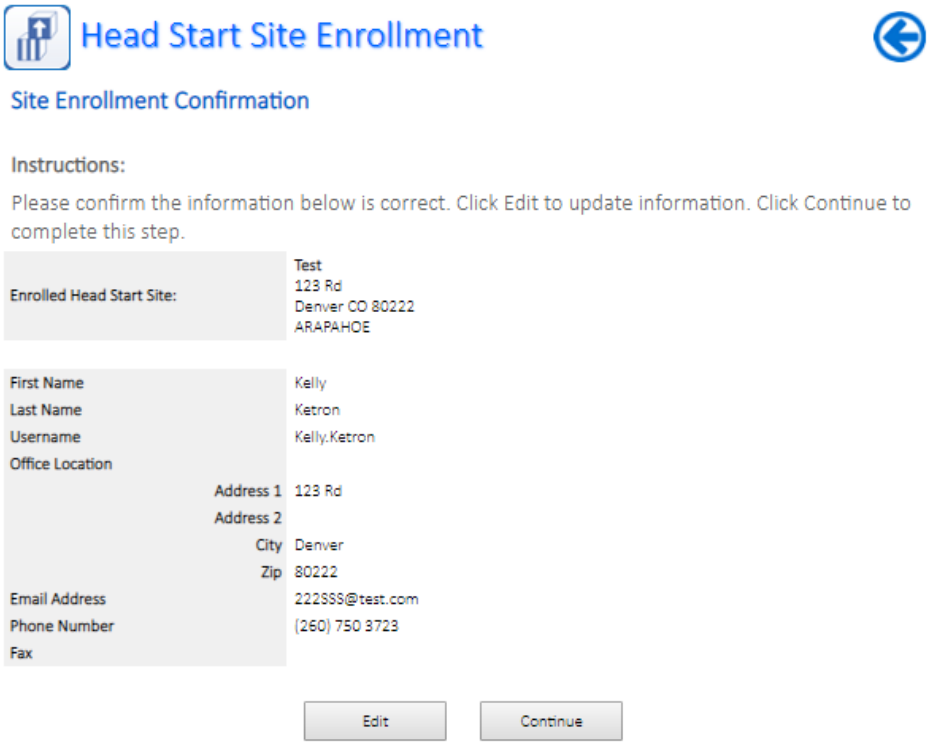

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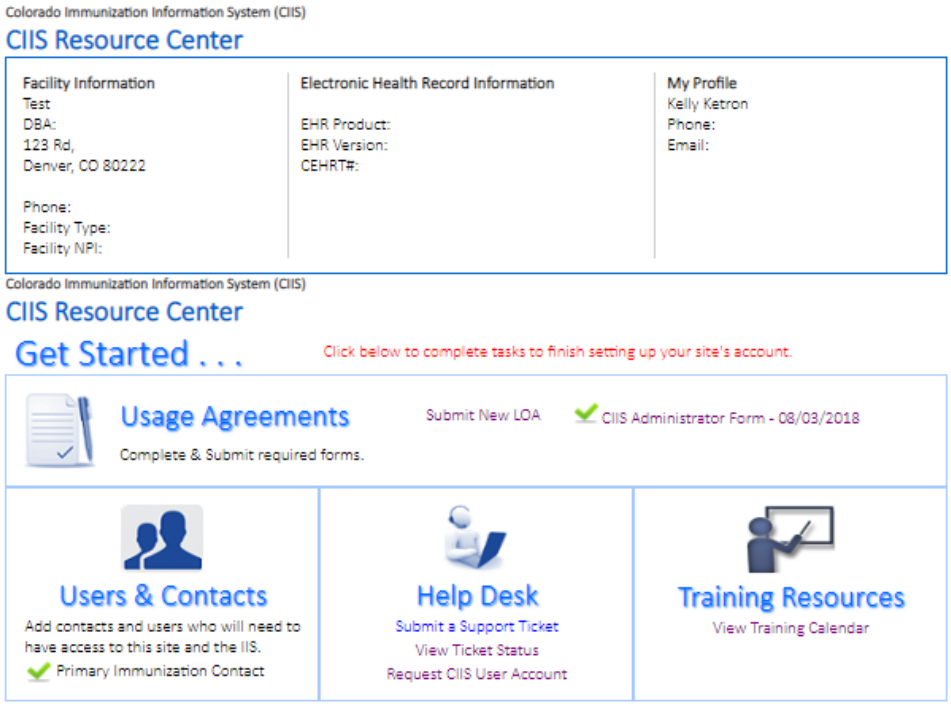

Questions?

CIIS Help Desk
Phone: 303-692-2437 option 2
Toll Free: 1-888-611-9918 option 1
Fax: 303-758-3640

Send us an email:
Cdphe.ciis@state.co.us