

# Navigation in CoPHR/CRC

## Healthcare Provider Group/Network

Colorado's Integrated Public Health 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 a healthcare provider group can navigate the CIIS Resource Center (CRC) within CoPHR. This guide does not address the other public health programs.**

Please verify that your medical groups meets our definition below:



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.
- Provides access to electronic data exchange guidelines and CIIS messaging specifications.
- Test Health Level 7 (HL7) messages generated from your EHR against CIIS specifications for formatting accuracy (HL7 validation).
- Register your intent and receive assistance with Meaningful Use attestation for the immunization registry reporting objective.
- Submit online support tickets to the CIIS Help Desk for assistance.

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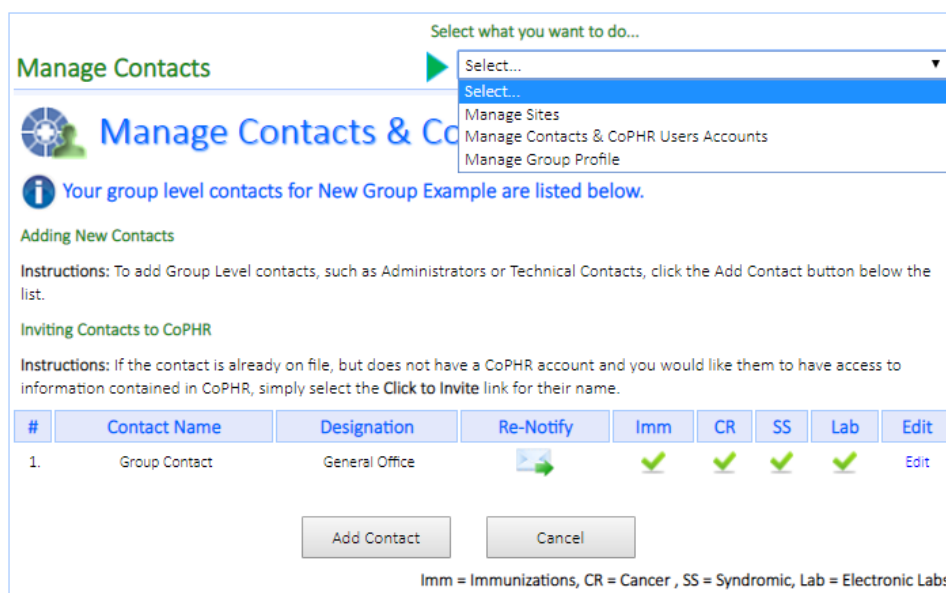
## CoPHR Group profile

This document picks up where the Group Enrollment guidance document left off. Please login to your CoPHR account on the CoPHR website ([www.cophr.com](http://www.cophr.com)).

1. On the dark blue header, click *Group Profile*.



2. A new page appears with the option to add/edit group profile information, and a dropdown menu with three options: Manage Sites, Manage Contacts & CoPHR User Accounts, and Manage Group Profile.



#	Contact Name	Designation	Re-Notify	Imm	CR	SS	Lab	Edit
1.	Group Contact	General Office						Edit

Note: This edits information for the CoPHR group profile. Much of the same edits/additions can also be done at the program level by clicking on the Public Health program of interest on the left side and navigating through the widgets.

### Manage CoPHR Group Sites

1. Select this option from the dropdown.
2. To add a new site, select *Enter Sites 1-by-1*.
  - a. Complete all required information and click *Save*.
3. To edit existing sites, click *Edit* on the far right column of the Site List.

## Manage CoPHR Group Contacts and User Accounts

1. Select this option from the dropdown.
2. To add a new contact, select *Add Contact*.
  - a. Complete all required information.
  - b. Check the boxes for each Public Health Reporting Program that the contact is affiliated with.
  - c. Click *Save*.
3. To edit existing contacts, click *Edit* on the far right column of the Contact List.
4. To re-send the email invitation to a new user, click *Re-Notify*.
  - a. This action will trigger the following email:

Dear **Group Contact**,

You have been successfully added to the CoPHR Resource Center for the following group:

New Group Example  
123456 road , Denver, CO, 80123  
DENVER

Your user account is pending enrollment. You will need to go to the CoPHR Resource Center at <http://74.118.245.168/isiiscoPreProd/enrollmentGroupUserStart.asp> to complete the enrollment process.

User Pin for [Group Contact] : 223E4

### Enrollment Instructions:

1. Click the link above in this email to access the User Enrollment page on the CoPHR Resource Center.
2. Read the information on the page.
3. Click the Begin User Enrollment button at the bottom of the page.
4. The following information will be asked for during the enrollment process:
  - The name, address, and county of the site where you work, as included in this email.
  - The User Pin included in this email.

If you need assistance, please feel free to contact us.

5. Once the contact receives this email, they should enter their code into the sit when prompted and complete their enrollment. They will then have access to the portal.

## Manage CoPHR Group Profile

1. Select this option from the dropdown.
2. Update the information as needed. Click *Update*.

## Entering the CIIS Resource Center (CRC) from CoPHR

This section describes how to complete items within each section of the IMMUNIZATION WIDGET of the CoPHR Main screen.

1. From the CoPHR Main screen, click on *Immunizations* in the left hand column.

**NOTE:** This guidance document is for steps in the Immunization sub-module (CIIS Resource Center) only. In order to get further guidance on the registries for Cancer, Syndromic Surveillance, or Electronic Lab Reporting, please see the contact information on the right-hand side of the webpage.



The screenshot shows the Colorado Department of Public Health and Environment's Colorado Public Health Reporting (CoPHR) interface. The user is logged in as 'Test.Person1'. The left sidebar shows the 'Medical Group' section with a 'Test Group' dropdown. The main content area is titled 'Immunizations' and displays 'Meaningful Use Participation' statistics: 0 Total Sites in Group, 0 Sites, 0 Sites, 0 Sites, and 0 Sites. Below this is a 'Manage Sites' section with a message: 'There are no sites associated with your group.' and a list of instructions for adding sites. The bottom of the page has two buttons: 'Enter Sites 1-by-1' and 'Upload a bulk file of all sites'.

2. You will be directed to the CIIS Resource Center's Main Page. The CIIS Resource Center main page opens and you will see 8 widgets along with a summary bar at the top.



## Colorado Department of Public Health and Environment Colorado Public Health Reporting (CoPHR)

[Main](#) [Group Profile](#) [Provider Sites](#) [Meaningful Use](#)



### Medical Group

New Group Example

Group.Contact

Immunizations

### Colorado's Immunization Information System (CIIS)

Enrolled in CIIS	Manual Entry	Electronic Reporting	Registered Intent
0	0	0	0
Sites	Sites	Sites	Sites

Select from the menu below

<b>CIIS Usage Agreements</b> Submit Group CIIS Letter of Agreement (LOA) Group CIIS Administrator Form	<b>Manage CIIS Data Exchange Profile</b> Set Mode of Connectivity Set Data Exchange Mode Set Data Exchange Type Set Frequency
<b>Manage Immunization Sites</b> View/Manage Site List Enroll New Site Update Site EHR Solutions User Reports and Agreements	<b>HL7 Message Validation</b> Validate VXU messages for a single site Validate QBP messages for a single site Validate VXU messages for the group Validate QBP messages for the group
<b>Manage User Accounts</b> View/Manage Current Users Add New Contact	<b>CIIS HL7 Interface Projects</b> View All Projects Respond to Pending Actions Requests
<b>CIIS Help Desk</b> Submit a Support Ticket View Ticket Status Request CIIS User Account	<b>Meaningful Use: Immunization Reporting</b> Submit Registration of Intent (ROI) View Group Meaningful Use Report

Note: Each section on the Main Screen will be called a widget in the remainder of this guidance document. The chart below describes what the icons stand for:

	Step Completed and approved ( if applicable)
	Step Not Completed
	Step In Process - May Need Approval

If at any time you get lost within the portal, you can navigate back to the Immunizations sub-module by clicking *Main* in the dark blue bar at the top, then redirecting back to *Immunizations*.





## Immunization Widget Navigation

This section describes how to navigate the following:

- Usage Agreements
- Managing CIIS Data Exchange Profile
- Manage Immunization Sites
- HL7 Message Validation
- Manage User Accounts
- CIIS HL7 Interface Projects
- CIIS Help Desk
- Meaningful Use: Immunization Reporting

Note:

All sites should complete the information within the Usage Agreement widget and setup users under the Users & Contacts widget.

Sites interested in developing an immunization interface should complete pre-testing or have their EHR vendor complete pre-testing for them using the HL7 testing tool under the Data Exchange Widget.

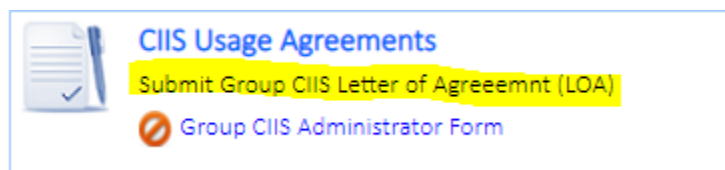
Sites participating in the Meaningful Use incentive program can register their intent to submit ongoing submissions under the Meaningful Use Immunization Reporting widget and print the Meaningful Use Report Card for attestation..

### *Usage Agreements Widget*

This section describes how to submit a group Letter of Agreement (LOA) and sign the CIIS Administrator Form.

#### *Signing the Group LOA*

1. Click on the Submit Group CIIS (LOA) link under the Usage Agreements Widget.







2. Review the Colorado Immunization Information System Participating Medical Group Letter of Agreement. Check the box next to: *I agree to the above terms and conditions as set forth by the Public Health Agency.* Click Submit.



Dedicated to protecting and improving the health and environment of the people of Colorado

Colorado's Immunization Information System (CIIS)  
Participating Medical Group  
Letter of Agreement

Date: 06/18/2018

Name of Medical Group: Test Group

Address: 123 Denver

City: Denver State: CO Zip Code: 80222

LOA to cover existing Participating Medical Group Clinics listed on the list of Provider Sites as well as Participating Medical Group Clinics which will be added in the future.

Pursuant to C.R.S. §25-4-2401 et seq., the Colorado Department of Public Health and Environment (CDPHE) operates a web-based state immunization registry, the Colorado's Immunization Information System (CIIS). The CIIS mission is to establish and maintain a population-based, confidential, fully functional, and sustainable immunization information system that facilitates the timely and complete immunization for all Coloradans to prevent disease and reduce health care costs to individuals and the State.

The term "Participating Medical Group" refers to the entity identified at the top of this Letter of Agreement (LOA). By returning a signed copy of this LOA you acknowledge and confirm that: 1) you are authorized to sign this LOA on behalf of the Participating Medical Group, 2) the Participating Medical Group is an entity authorized to disclose information to and receive information from CIIS under the Immunization Registry Act, 3) the Participating Medical Group will only permit access to the disclosed information for clinical, quality improvement and school entry law purposes, 4) if entering data manually into the CIIS web application, the Participating Medical Group must enter their clients' non-historical immunization services into CIIS within 30 days of the respective vaccine administration dates, or if submitting data electronically to CIIS, the Participating Medical Group must send their clients' non-historical immunization services to CIIS within 7 days of the respective vaccine administration dates, 5) the Participating Medical Group will treat all information in CIIS as confidential, 6) if the Participating Medical Group discloses information to CIIS, it has provided notice to individuals, parents or guardians as required by C.R.S. § 25-4-2403(7) stating that the individual, parent or guardian can choose to have their (or their child's) immunization information excluded from CIIS, 7) the Participating Medical Group is responsible for the provision and maintenance of any necessary computer hardware, network connections, telecommunication lines, internet access and data uploads/downloads from existing electronic health record systems which may be necessary for the clinic's participation in CIIS, and 8) the Participating Medical Group is responsible for ensuring that all persons or entities (including providers, staff, contractors and agents) who access information through CIIS are authorized to receive access to such information and will comply with all applicable laws, regulations and CIIS policies, including the CIIS Confidentiality Policy and the CIIS Security Policy. The CIIS Confidentiality Policy and CIIS Security Policy are reviewed and potentially revised at least annually. You may obtain a copy of current policies at [www.ColoradoCIIS.com](http://www.ColoradoCIIS.com).

CIIS agrees to: 1) provide and maintain a secure and functional immunization registry, 2) provide ongoing technical assistance and support to facilitate access to and use of the system, and 3) notify the Participating Medical Group of any potentially incorrect information in CIIS attributable to one of its patients so that it may promptly correct the information, if necessary. We also ask that the Participating Medical Group perform regular quality assurance audits of information concerning its patients to ensure the continued integrity of the system.

To terminate your access to and participation in the CIIS program, please email us at [CDPHE.CIIS@state.co.us](mailto:CDPHE.CIIS@state.co.us) at least 30 days prior to your planned termination date. Please note that CDPHE will not delete any data sent to CIIS by any Participating Medical Group prior to a clinic's termination of participation.

By: Participating Medical Group Representative Printed Name Test Person	Date: 06/18/2018
By: Participating Medical Group Representative <input type="checkbox"/> I agree to the above terms and conditions as set forth by the Public Health Agency.	
By: Heather Roth, MA Colorado Immunization Information System (CIIS) Program Manager	Date

May 2017

SUBMIT

PRINT

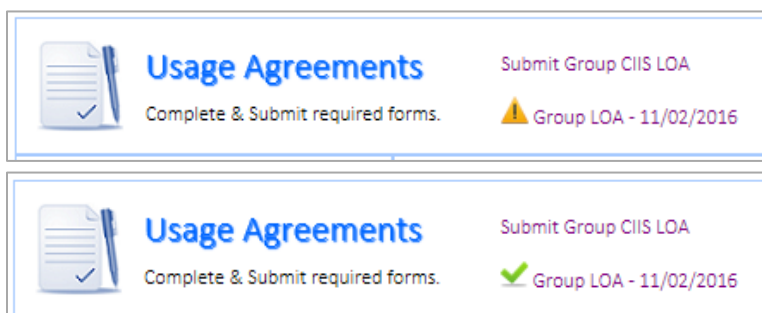
CLOSE



3. A box confirming that your LOA was submitted successfully will be displayed. Click *Close*.



4. Under Usage Agreements it will display that your group's LOA is in process. Once the LOA has been approved by the CIIS Program Manager the icon will change; displaying that it has been approved.
5. To view or print your approved CIIS Letter of Agreement click on the blue link.



### *Completing the CIIS Administrator Form*

1. Click on the Group CIIS Administrator Form link under the Usage Agreements Widget.





2. Review and complete the Colorado Immunization Information System (CIIS) Medical Group Administrator Form.
- Required question: The best way to contact you. Select phone or email.
  - Required question: Are you replacing the previous CIIS Administrator? Select yes or no.
  - Click on the box next to: *I agree to the above terms and conditions as set forth by the Public Health Agency.* Click **Submit**.



Colorado's Immunization Information System (CIIS)  
MEDICAL GROUP SITE ADMINISTRATOR FORM



Instructions: Use this form to designate a CIIS Site Administrator for your site. \*You can only complete this form if your site has a signed Letter of Agreement with CIIS. \* Please complete the form and either fax it to 303.758.3640 or email it to [cdphe.ciis@state.co.us](mailto:cdphe.ciis@state.co.us).

NOTE: All fields marked with \* are required.

Have questions on how to complete this form? Call us toll-free at 1.888.611.9918, option #1 or 303.692.2437, option #2.

Date: 06/18/2018

**PARTICIPATING MEDICAL GROUP INFORMATION**

*Group Name	Test Group
*Group Address	123 Denver
Site Suite, Floor or Building Number	
*City, State and Zip Code	Denver CO 80222
*Group Phone Number	(000) 000 0000
*Group Fax Number	
*Group County	DENVER

**CIIS MEDICAL GROUP ADMINISTRATOR INFORMATION** [Click here to edit this information](#)

*CIIS Administrator Name	Test Person
*Position/Title	Director
*Site Admin Direct Phone Number	(000) 000 0000
Site Admin Direct Fax Number	
*Site Admin Email Address	TestP@test.com
Hours Available	

\*What is the best way to contact you? ☒ Phone ☐ Email

\*Are you replacing the previous CIIS Site Administrator for your group? ☐ Yes ☒ No

**\*CIIS Medical Group Administrator Responsibilities Agreement**

I understand that by accepting the role of CIIS Medical Group Administrator, I am:

- Required to approve the creation, deletion or inactivation of any user accounts for my site
- The sole authority for account approval – no account creation will occur without my approval and signature
- The point of contact for account verifications, system alerts and policy changes
- Responsible for ensuring that my staff:
  - Comply with all applicable laws, regulations and CIIS policies
  - Access immunization information only to ensure compliance with Colorado school entry laws and regulations for enrolled students
  - Treat all information in CIIS as confidential
  - Not release or re-disclose any information in CIIS to any unauthorized person
  - Not allow another person to use their account information to access CIIS
  - Receive training on the appropriate use of CIIS
- Responsible for notifying CIIS if staff members leave site and require account inactivation.
- Responsible for notifying CIIS at least one week in advance that I am no longer able to perform these tasks to allow for the transition to a new CIIS Site Administrator.

\* Site CIIS Administrator Signature

☐ I agree to the above terms and conditions as set forth by the Public Health Agency.

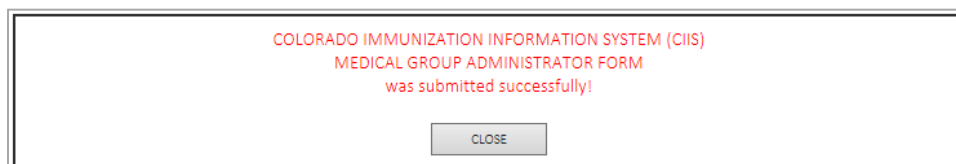
SUBMIT

PRINT

CLOSE




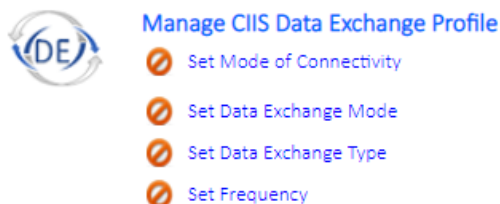
3. A box confirming that your CIIS Medical Group Administrator Form was submitted successfully will be displayed. Click *Close*.




4. Under *Usage Agreements* it will display that your *CIIS Administrator Form* has been completed.

## Manage CIIS Data Exchange Profile

- Click the Manage CIIS Data Exchange Profile widget icon  or directly select an option from within the widget.



- If you select the icon or directly choose an option within the widget, the Immunization Data Exchange (DE) Profile appears below. Click *Edit* to update the information.

 **Manage CIIS Data Exchange Profile for Electronic Imm. Reporting**

**Immunization DE Profile**

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**Group Information**

Group Name  Edit

**Data Exchange Information**

Mode of Connectivity	Data Exchange Mode	Data Exchange Type	Frequency
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**Connected**

Connectivity Requested	Connectivity Info Sent	Connectivity Established	Status
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**Pre-Production Testing**

File Submission Date	Date Added to Queue	Pre-Prod Test Date	Status
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**Production**

Initial Submission	Receipt Confirmation	Initial Load Date	Completion Date
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**Data Exchange Profile**

**Review/Update Data Exchange Information**

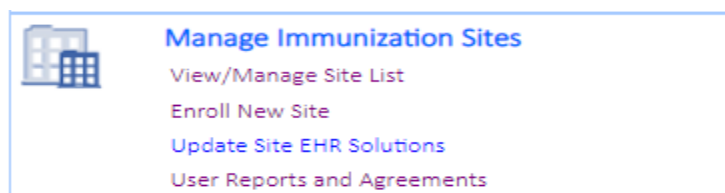
Data Exchange Type <input type="text" value=""/>	Data Exchange Mode <input type="text" value=""/>
Data Exchange Frequency <input type="text" value=""/>	Mode of Connectivity <input type="text" value=""/>


Back Save

3. Edit all fields under Review/Update Data Exchange Information. Click **Save**.
  - a. **Data Exchange Type:** This is the method of exchange, asynchronous or synchronous. CIIS can only accept a single message at a time with synchronous exchange and either single or batch update messages for asynchronous exchange.
  - b. **Data Exchange Mode:** This indicated whether the EHR will be sending updates to the IIS, receiving patient vaccinations from the IIS (by requesting a patient vaccination history), or both sending and receiving.
  - c. **Data Exchange Frequency:** This is how often message updates will be sent to CIIS. CIIS expects an upload frequency of at least weekly, but daily or real-time are the preferred frequencies as slower methods may impact patient care.  
 Note: If the data exchange type is asynchronous and the frequency is real-time, CIIS will process any messages received each evening during the hours of 6pm-8am. In this scenario, no processing occurs from 8am-6pm.
  - d. **Mode of Connectivity:** This is the method used to transfer messages to CIIS.
4. Update the DE Profile information and click **Save**.

### *Manage Immunization Sites*

Under the Manage Immunization Sites widget you can do the following: *View/Manage Site List*, *Enroll New Sites*, *Update Site EHR Solutions*, and *User Reports and Agreements*.



These options can be selected directly from within the widget or by clicking on the widget icon  which will bring up the green dropdown located toward the bottom of the screen.

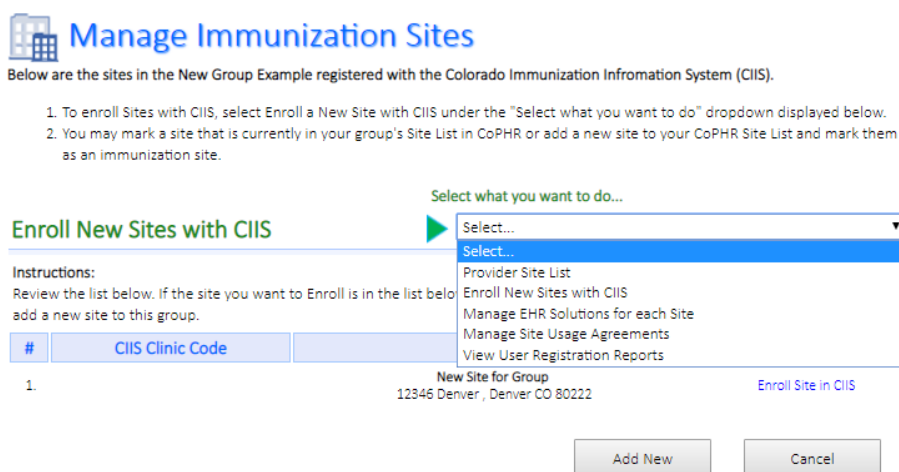
A site list will display within the widget with the following information:

- a. *Site Registration Status:* lists updated status on individual site registration in the CIIS Resource Center.
- b. *CIIS Clinic Code:* Unique ID that is assigned by CIIS staff.
- c. *Provider Site:* individual site name in CIIS database.
- d. *Location:* individual site location in CIIS database.
- e. *Provider Site Agreement:* status of CIIS Letter of Agreement (LOA) for each individual site in the group.

- f. *User Registration: displays all users that are listed in CIIS database for each individual site in the group.*
- g. *Usage Agreements: displays history of CIIS LOAs and CIIS Administrator Forms Submitted for each individual site in the group.*
- h. *Goto Provider Site: navigates you to the individual provider site within the CIIS Resource Center.*

To add additional sites that are not listed in the Provider Site table refer to the Add Provider Site section below.

To remove additional sites that should no longer be affiliated with this medical group you will need to contact the CIIS HelpDesk. This can be done by submitting a support ticket by referring to the Support Ticket section below or contact our HelpDesk directly (Phone: 1.888.611.9918 x1; Fax: 303.758.3640; Email: [cdphe.ciis@state.co.us](mailto:cdphe.ciis@state.co.us)).



### View/Manage Site List

1. Select this option from within the widget or from the dropdown if already in the widget.
2. If no sites are linked to the group yet, select *Click here to Enroll Provider Sites* at the very bottom of the screen.
  - a. If non-immunization sites are listed, click *Enroll Site in CIIS*.
    - i. Complete all required fields and click *Save & Continue*.
  - b. To add a new site that is not already listed, click *Add New*.
    - i. Step 1 - Provide Information about the Provider Site: Complete all required fields and click *Continue*.
    - ii. Step 2: Provide information about the Provider Site: Complete all required fields and click *Save & Continue*.
    - iii. All completed sites will now be listed under the CIIS Site List.
      1. From here, you can click on *View*, *Manage*, or *GoTo Site* to make additional edits.



3. If sites are already linked to the group, you can click *on View, Manage, or GoTo Site* to made additional edits.

#### *Enroll New Site*

1. Select this option from within the widget or from the dropdown if already in the widget.
2. If non-immunization sites are listed, click *Enroll Site in CIIS*.
  - a. Complete all required fields and click *Save & Continue*.
3. To add a new site that is not already listed, click *Add New*.
  - a. Step 1 - Provide Information about the Provider Site: Complete all required fields and click *Continue*.
  - b. Step 2: Provide information about the Provider Site: Complete all required fields and click *Save & Continue*.
4. All completed sites will now be listed under the CIIS Site List.
  - a. From here, you can click *on View, Manage, or Goto Site* to made additional edits.

#### *Update Site EHR Solutions*

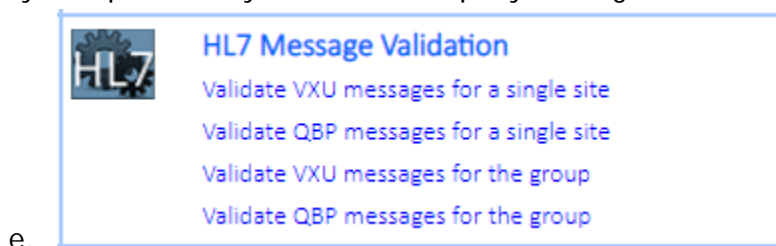
1. Select this option from within the widget or from the dropdown if already in the widget.
2. Select *Edit* from the right hand column of the Site List.
3. Edit Electronic Health Record information.
  - a. If you need to add a new EHR contact, click the blue + and add the new contact's information.
4. Click *Submit*.

#### *User Reports and Agreements*

1. Select this option from within the widget or from the dropdown if already in the widget.
2. If sites are already linked to the group, you can click *on View, Manage, or Goto Site* to made additional edits.
  - a. *View*: Shows existing User Registration Reports
  - b. *Manage*: Shows any existing site agreements (i.e. Letter of Agreement) and Administrator forms.
    - i. Also has option to *Submit New LOA*
  - c. *Goto Site*: Takes user into the individual site level of the CRC with 6 available widgets.

## HL7 Message Validation Widget


1. Click on the appropriate link in the Message Validation Widget.
  - a. Validate VXU-Update Single Site: allows you to validate update messages for a single site within the group.
  - b. Validate QBP-Query Single Site: allows you to validate query messages for a single site within the group.
  - c. Validate VXU-Update Group: allows you to validate update messages for all sites within the group.
  - d. Validate QBP-Query Group: allows you to validate query messages for all sites within the group.

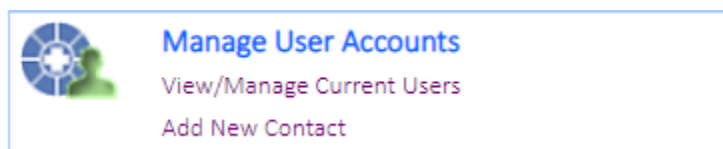


2. Refer to the HL7 Test Tool guidance documents (located on the right hand tab of the website) for information on submitting and interpreting HL7 Test Messages within the CIIS Resource Center testing tool.

## Manage CIIS Contacts & User Accounts

### Adding a New Contact


1. Click on the Manage CIIS Contacts & User Accounts widget icon  or click directly on an option within the widget. Either way, you will be directed to the CIIS Contacts & User Accounts page.



### Manage CIIS Contacts & User Accounts

Below is the list of group level contacts for New Group Example. You may identify group contacts as being immunization contacts for the Colorado Immunization Registry by selecting the desired contact from list of and marking them as immunization contacts. Click Edit to update an existing contact's information or select an action from the pick-list to add new contacts and identify them as CIIS contacts for your group.

Select what you want to do...

CIIS Contacts & User Accounts 

#	Contact Name	Contact Type	Designation	MU POC	Edit
1.	Group Contact	Primary	General Office	N	<a href="#">Edit</a>

2. To add a new contact, click Add Contact. You will be redirected to the main CoPHR group page. Click *Add Contact*.
  - a. Be sure to check *CIIS (Immunizations)* and any other public health reporting programs that the contact is affiliated with. Any additional programs selected may bring up addition questions.
  - b. Fill in all required information and click *Save*.



**Test Group**  
Select program below for more options

**Immunizations**  
Colorado's Immunization Information System (CIIS)  
Things you can do in the CIIS Resource Center...

1. Enroll Sites and User for access to CIIS

2. Training and Help Desk Support

3. Establish Electronic Immunization Reporting

4. Meaningful Use Registration and Status Reporting

**Cancer**  
Colorado's Central Cancer Registry (CCCR)  
Things you can do in the CIIS Resource Center...

1. Establish Electronic Cancer Reporting

2. Meaningful Use Registration and Status Reporting

**Syndromic Surveillance**  
CDPHE Syndromic Surveillance  
Things you can do in the CIIS Resource Center...

1. Establish Electronic Syndromic Surveillance Reporting

2. Meaningful Use Registration and Status Reporting

**Electronic Labs**  
CDPHE Electronic Laboratory Reporting  
Things you can do in the CIIS Resource Center...

1. Establish Electronic Laboratory Reporting

2. Meaningful Use Registration and Status Reporting

**Meaningful Use Participation**

Immunizations  
0  
Sites

Cancer  
0  
Sites

Syndromic Surveillance  
0  
Sites

Electronic Labs  
0  
Sites

Manage Contacts

Select what you want to do...

Select...

**Manage Contacts & CoPHR User Accounts**

1 Your group level contacts for Test Group are listed below.

**Adding New Contacts**  
Instructions: To add Group Level contacts, such as Administrators or Technical Contacts, click the Add Contact button below the list.

**Inviting Contacts to CoPHR**  
Instructions: If the contact is already on file, but does not have a CoPHR account and you would like them to have access to information contained in CoPHR, simply select the Click to Invite link for their name.

#	Contact Name	Designation	Re-Notify	Imm	CR	SS	Lab	Edit
1.	Test Person	Director						edit

Add Contact

Cancel

Imm = Immunizations, CR = Cancer, SS = Syndromic, Lab = Electronic Labs

- Once a new contact is added, a *New User has been Successfully Added* screen will appear with contact information and all Public Health Reporting Programs.

**New User has been Successfully Added**

✕

User Second Contact has been successfully added/updated.

A notification along with instructions on how to register with Colorado Public Health Reporting system has been sent to Second Contact. You have been copied on the notification.

If you have any questions, please contact the corresponding reporting program below:

**CIIS Help Desk**  
Phone: 303-692-2437 (option 2)  
Toll Free: 1-888-611-9918 (option 1)  
Fax: 303-758-3640  
Email: [cdphe.ciis@state.co.us](mailto:cdphe.ciis@state.co.us)

**Cancer Reporting Help Desk**  
Randi Rycroft, MSPH, CTP  
Unit Manager  
Colorado Central Cancer Registry  
Phone: 303-692-2542  
Email: [cdphe\\_cancer\\_mu@state.co.us](mailto:cdphe_cancer_mu@state.co.us)

**Electronic Lab Reporting  
and Syndromic Surveillance**  
Andrew Horvath  
Phone: 303-692-2025  
Email: [Andrew.Horvath@state.co.us](mailto:Andrew.Horvath@state.co.us)

Close

- Click *Close*.

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August 2018  
Navigation – Group/Network

## Editing an Existing Contact

1. To edit an existing contact, click *Edit*.

Select what you want to do...

CIIS Contacts & User Accounts Select...

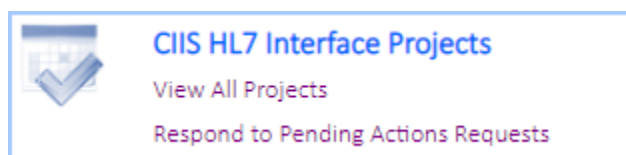
#	Contact Name	Contact Type	Designation	MU POC	Edit
1.	Group Contact	Primary	General Office	N	Edit

2. You will be redirected to edit the contact's information.
  - a. Complete all required fields.
  - b. Check the Meaningful Use box if the contact is the Meaningful Use point of Contact.
  - c. Be sure to check *CIIS (Immunizations)* and any other public health reporting programs that the contact is affiliated with. Any additional programs selected may bring up addition questions.
  - d. Fill in all required information and click *Save*.
3. You will be redirected to the Manage Contacts screen. Confirm that your new (and existing) contacts look correct.

## CIIS HL7 Interface Projects

This section describes how to monitor the immunization interface project status for each practice site within the group.

1. Click on the CIIS HL7 Interface projects widget icon or select one of the options from within the widget. Either way you will be directed to the Interface Projects page.



## CIIS Interface Projects

### Instructions

Review the Project List below. Click on the Project Name to see more details and respond to pending actions requests.

### Interface Projects

#### Current

#	Project ID	Project Name	Type	Project Status	# Action Pending
---	------------	--------------	------	----------------	------------------

No Records Found.

#### Closed

#	Project ID	Project Name	Date Completion
---	------------	--------------	-----------------


No Records Found.

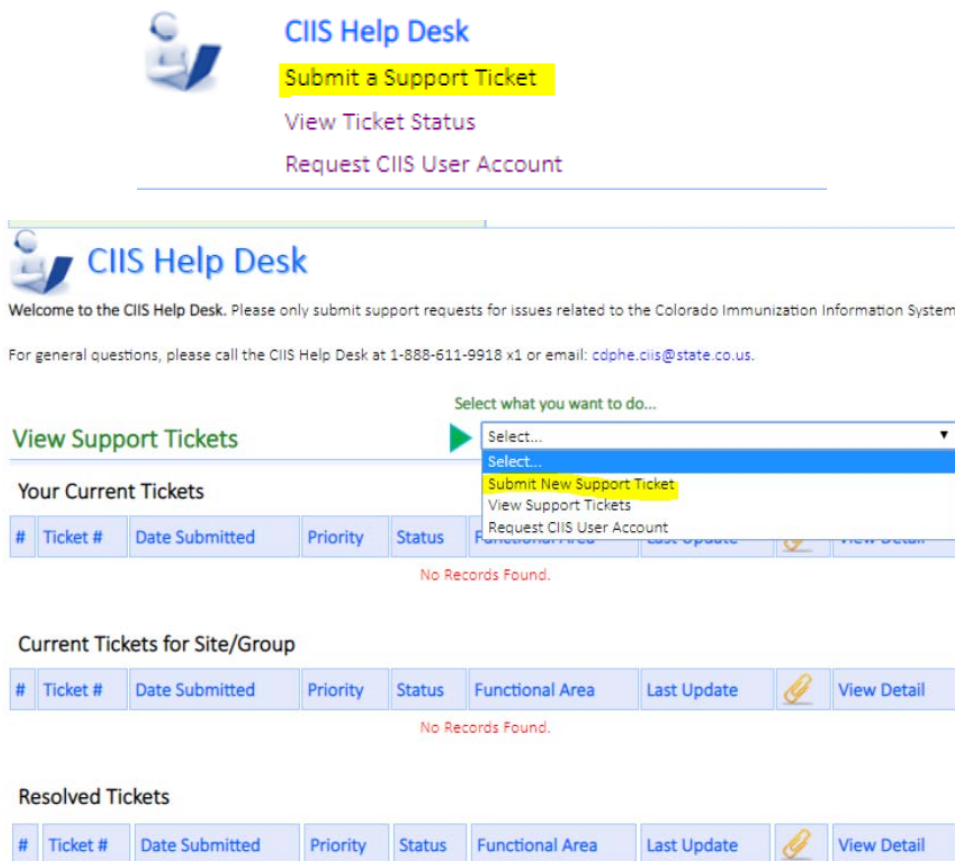
2. The Interface Project screen displays. Sites will show up here once they have been invited to onboard and have begun an immunization interface project. Click on the link under the Project Name column to see more details about that project (if one exists).
  - a. You can also view/respond to Action Requests here (if one exists) if you choose not to respond via email.

## CIIS Help Desk Widget

Refer to the Create Support Ticket guidance document for more detailed information on submitting and monitoring CIIS Help Desk Support Tickets.

### Submitting a CIIS Help Desk Support Ticket

1. Click on the *Submit a Support Ticket* link on the Help Desk Widget, or click on the Help Desk icon  to be taken into the widget and select *Submit a New Support Ticket* from the dropdown menu.



The screenshot shows the CIIS Help Desk interface. At the top, there's a header with the CIIS Help Desk logo and three main links: "Submit a Support Ticket" (highlighted in yellow), "View Ticket Status", and "Request CIIS User Account". Below this is a welcome message and contact information. A dropdown menu is open, showing options: "Select...", "Select...", "Submit New Support Ticket" (highlighted in yellow), "View Support Tickets", and "Request CIIS User Account". Below the dropdown, there are three sections: "Your Current Tickets", "Current Tickets for Site/Group", and "Resolved Tickets". Each section has a table with columns for Ticket #, Date Submitted, Priority, Status, Functional Area, Last Update, and View Detail. All three sections show "No Records Found."

2. Complete all required fields in the support ticket and click *Submit*.





### Submit a Support Ticket

First Name*	Last Name*	Phone
<input type="text" value="Group"/>	<input type="text" value="Contact"/>	<input type="text" value="000"/> <input type="text" value="000"/> <input type="text" value="0000"/>
Email*		
<input type="text" value="Test123@email.com"/>		

### Enter Your Issue Information

Issue Title*	Issue Category*
<input type="text"/>	<input type="text"/>
Issue Description*	
<input type="text"/>	

\* Required

<input type="button" value="Submit"/>	<input type="button" value="Cancel"/>
---------------------------------------	---------------------------------------

- Once the ticket is submitted, the user will receive an email confirmation and will be redirected back to the *View Support Ticket* page. This page can also be accessed by clicking *View Support Tickets* in the dropdown menu.
- The new ticket will be displayed under *Your Current Tickets*.
  - Click *View Detail* to see the information or add attachments. Click *Close* to exit.

### View Support Tickets

#### Your Current Tickets

#	Ticket #	Date Submitted	Priority	Status	Functional Area	Last Update		View Detail
1.	0000-10218	08 02 2018		Open	Log-in/Password Issues			<input type="button" value="View Detail"/>



#### Adding attachments to your Support Ticket

After have submitted the ticket, you may add attachments including screenshots by clicking the paperclip icon displayed for the ticket.

#### Support Ticket Details

Ticket #	Date Posted	Status	Functional Area	Submitting User
-10218	08 02 2018	Open	Log-in/Password Issues	Group Contact

#### Issue Title

Test Ticket 1

#### Issue Description


Test Issue

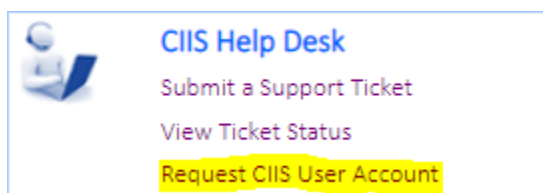
#### Ticket Log

No Records Found.

## Requesting a CIIS User Account

1. Click on the *Request CIIS User Account* link on the CIIS Help Desk widget, or click on the Help Desk


icon  to be taken into the widget and select *Request CIIS User Account* from the dropdown menu.




Select what you want to do...

View Support Tickets

Your Current Tickets

#	Ticket #	Date Submitted	Priority	Status	Functional Area	Last Update	View Detail
1.	0000-10218	08 02 2018		Open	Log-in/Password Issues		 View Detail

Current Tickets for Site/Group

#	Ticket #	Date Submitted	Priority	Status	Functional Area	Last Update	View Detail
1.	0000-10218	08 02 2018		Open	Log-in/Password Issues		 View Detail

Resolved Tickets

#	Ticket #	Date Submitted	Priority	Status	Functional Area	Last Update	View Detail
---	----------	----------------	----------	--------	-----------------	-------------	-------------


2. You will be redirected to the CIIS Login Request Form page. Complete all information on the CIIS Login Request Form. Click *Submit*.



Please complete the Colorado Immunization Information System (CIIS) User enrollment form below to begin your enrollment.

**Colorado Department  
of Public Health  
and Environment**





**Colorado Immunization  
Information System (CIIS)**

**LOGIN REQUEST FORM**

\*Attention NEW CIIS Users: Before completing a Login request form, you must complete the CIIS user training.  
Click on the [Training Information Sheet](#) for directions.

**Instructions:** Complete this online form to create a new CIIS account, change your existing CIIS account, or inactivate a CIIS account. \*You can only complete this form if your site has a signed Letter of Agreement with CIIS. \* **NOTE: All fields marked with \* are required.** Have questions about how to complete this form? Call us toll-free at 1.866.611.9918 or 303.692.2437 or email us at [CDPHE.CIIS@state.co.us](mailto:CDPHE.CIIS@state.co.us).

\* Date:


\* Why are you completing this form?

- This information will automatically be submitted to the CIIS Help Desk and all normal procedures will be followed to process the Login Request Forms. You will be notified by email once that process is completed.

## Meaningful Use Widget

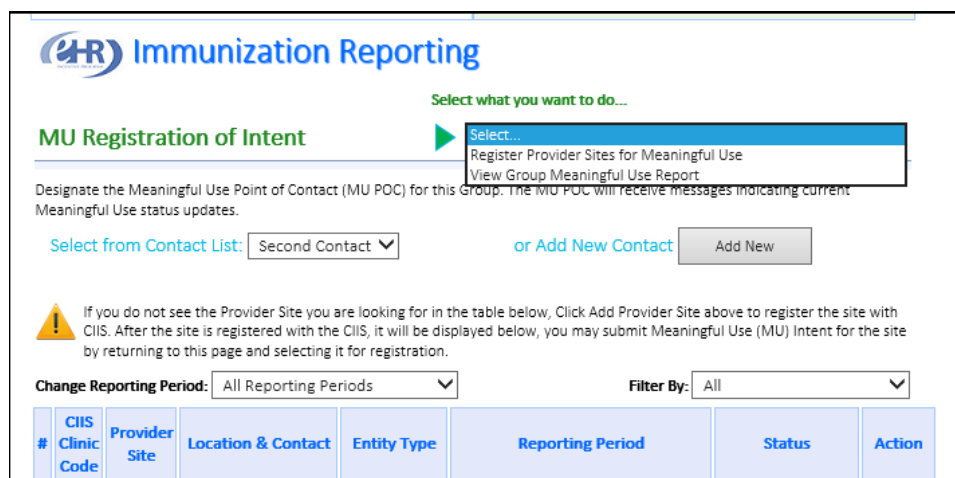
This section describes how to register your intent to submit ongoing submissions and how to download a Meaningful Use Report Card.

### Add/Edit Meaningful Use contacts

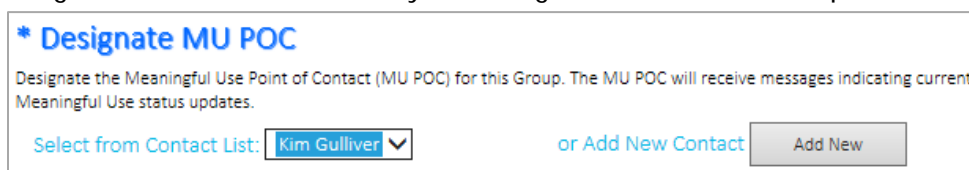
1. To enter the Meaningful Use widget, click on the icon  or on *Meaningful Use* on the dark blue bar at the top of the page.



2. You will be directed to the MU registration of Intent page which has a drop down menu with two options: *Register Provider Sites for Meaningful Use* and *View Group Meaningful Use Report*.



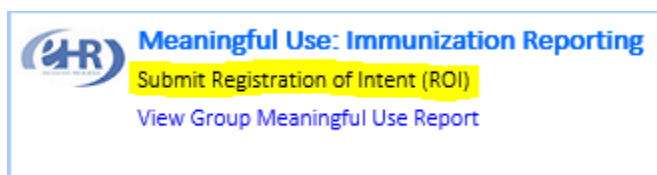
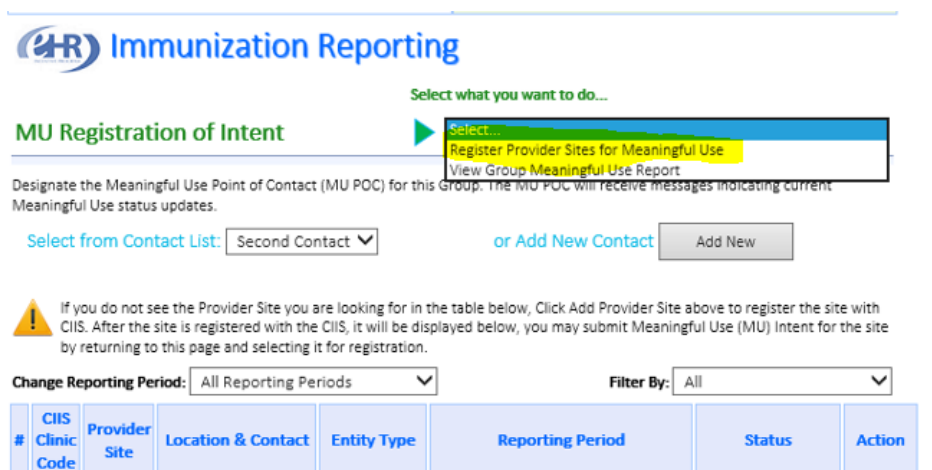
3. This page also shows the options for *Select from Contact List* or *Add New Contact* to designate the Meaningful Use Point of Contact (MU POC) for this Group.
4. Select a Meaningful Use Point of Contact by selecting a name from the drop down.



5. If you select to *Add New Contact*, you will be redirected back to the *Add Group Contact* screen in the main CoPHR portal. Complete all required fields and click *Save*.

## Submit Registration of Intent (ROI)

1. Click on the *Submit Registration of Intent* link in the Meaningful Use Widget or click *Register Provider Sites for Meaningful Use* from the dropdown menu within the widget. Either option will direct you to the same place.

2. For each site that you are completing a registration of intent select the entity type and reporting period from the drop down menu. In addition, click the checkbox in the Action column. Click *Submit*.
  - a. From this page, sites can also respond to onboarding invitations in the Action column if an invitation has been sent.



## Immunization Reporting

Select what you want to do...

### MU Registration of Intent



Select...

Designate the Meaningful Use Point of Contact (MU POC) for this Group. The MU POC will receive messages indicating current Meaningful Use status updates.

Select from Contact List: Second Contact ▼

or Add New Contact

Add New



If you do not see the Provider Site you are looking for in the table below, Click Add Provider Site above to register the site with CIIS. After the site is registered with the CIIS, it will be displayed below, you may submit Meaningful Use (MU) Intent for the site by returning to this page and selecting it for registration.

Change Reporting Period: All Reporting Periods ▼

Filter By: All ▼

#	CIIS Clinic Code	Provider Site	Location & Contact	Entity Type	Reporting Period	Status	Action
1.		New Site for Group	12346 Denver, Denver CO 80222 Contact Name: Second Contact	EP	Q4 Oct 1 2013-Dec 31 2013	Invited to On-Board: 08/01/2018 Status: Waiting for Response	<input checked="" type="checkbox"/> Site is invited to on-board <input type="checkbox"/> Respond to Onboarding Invite
2.		New Test	678, denver CO 80787 Contact Name:	<div>Select Entity Type ▼</div>	<div>Select Reporting Period ▼ select from above or enter the start date of your EHR reporting period [ ] / [ ] / [ ]</div>	Registered: 07/27/2018 Status: Not Registered	<input type="checkbox"/> Register for Meaningful Use
3.		testetst	678, Paonia CO 81428 Contact Name: Second Contact	EP	Q1 Jan 1 2014-March 31 2014	Registered: 07/27/2018 Status: Waiting for Invite	No Action Pending

Reset

Submit

Print Report

- The Meaningful Use Registration of Intent page will reload and will display the information that was previously selected.



Note: If a site is not participating in the Meaningful Use program you can select Not Participating from the Reporting Period drop down menu.

**MU Registration of Intent**

Select...

Designate the Meaningful Use Point of Contact (MU POC) for this Group. The MU POC will receive messages indicating current Meaningful Use status updates.

Select from Contact List: Second Contact

! If you do not see the Provider Site you are looking for in CIIS. After the site is registered with the CIIS, it will be displayed by returning to this page and selecting it for registration.

Change Reporting Period: All Reporting Periods

#	CIIS Clinic Code	Provider Site	Location & Contact	Entity Type
1.		New Site for Group	12346 Denver, Denver CO 80222 Contact Name: Second Contact	EP
2.		New Test	678, denver CO 80787 Contact Name:	Select Entity Type
3.		testtest	678, Paonia CO 81428 Contact Name: Second Contact	EP

Reporting Periods:

- Q4 Oct 1 2013-Dec 31 2013
- Q1 Jan 1 2014-March 31 2014
- Q2 April 1 2014-June 30 2014
- Q3 July 1 2014-Sept 30 2014
- Q4 Oct 1 2014-Dec 31 2014
- FY Oct 1 2014-Sept 30 2015
- CY Jan 1 2015-Dec 31 2015
- Q1 Jan 1 2016-March 31 2016
- Q2 April 1 2016-June 30 2016
- Q3 July 1 2016-Sept 30 2016
- Q4 Oct 1 2016-Dec 31 2016
- Q1 Jan 1 2017-Mar 31 2017
- Q2 Apr 1 2017-Jun 30 2017
- Q3 Jul 1 2017-Sep 30 2017
- Q4 Oct 1 2017-Dec 31 2017
- Q1 Jan 1 2018-Mar 31 2018
- Q2 Apr 1 2018-Jun 30 2018
- Q3 Jul 1 2018-Sep 30 2018
- Q4 Oct 1 2018-Dec 31 2018
- Not Participating**

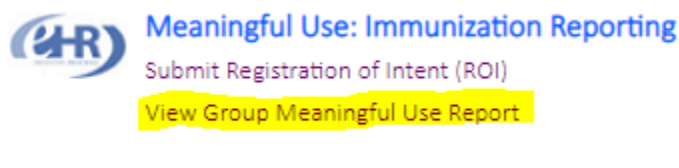
select from above or enter the start date of your EHR reporting period

Status	Action
Invited to On-Board: 08/01/2018	Site is invited to on-board
Status: Waiting for Response	Respond to Onboarding Invite
Status: Not Registered	Register for Meaningful Use
Registered: 07/27/2018	No Action Pending

### View/Print Meaningful Use Report

The Group Meaningful Use Report allows you to view or print a copy of a Meaningful Use Report Card for submission with your attestation.

1. Click on the View Group Meaningful Use Report link on the Meaningful Use Widget or click *View Group Meaningful Use Report* from the dropdown menu within the widget. Either option will direct you to the same place.



2. The Meaningful Use Report Card is displayed. Click *Print* to print this to include with your attestation.





Meaningful Use Report  
Colorado Public Health Reporting (CoPHR)  
Report Date: 08/02/2018

**Objective**

To be in active engagement with a public health agency to submit electronic public health data from CEHRT except where prohibited and in accordance with applicable law and practice.

**Measure**

To be in active engagement with a public health agency to submit immunization data.

**New Group Example**

#	CIIS Clinic Code	Provider Site	Location & Contact	Reporting Period	Status	Status Description
1.		New Site for Group	12346 Denver, Denver CO 80222 Contact Name: Second Contact	Q4 Oct 1 2013-Dec 31 2013	Invited to On-Board: 08/01/2018 Status: Waiting for Response	Registration of intent to initiate ongoing submission was made by the deadline and the Provider is still engaged in testing and validation.
2.		New Test	678, denver CO 80787 Contact Name:		Status: Not Registered	Provider has not registered their intent to initiate ongoing submission.
3.		testtest	678, Paonia CO 81428 Contact Name: Second Contact	Q1 Jan 1 2014-March 31 2014	Registered: 07/27/2018 Status: Waiting for Invite	Provider registered their intent to initiate ongoing submission and is awaiting an invitation from the PHA to begin testing and validation.

PRINT

CLOSE

## Modifying My Profile

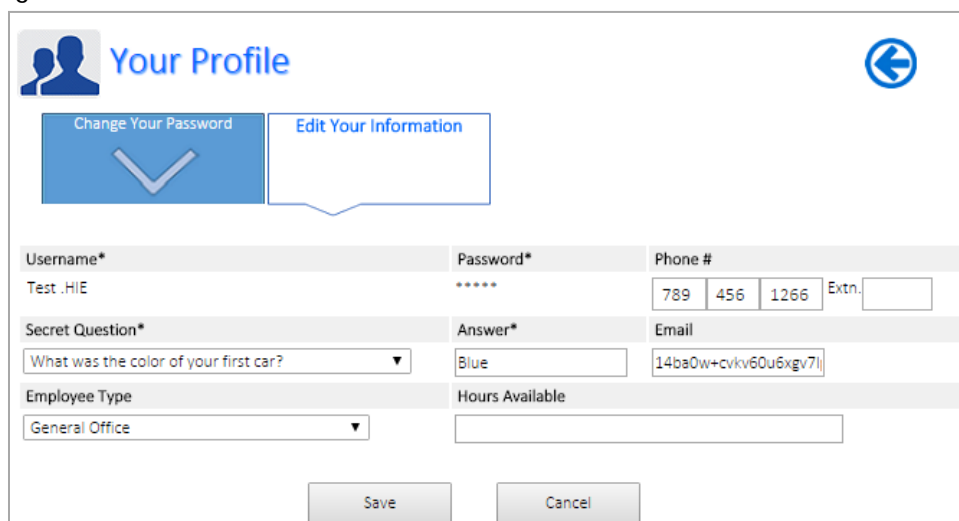
This section describes how to edit your contact information (Phone #, Secret Question/Answer, Email, and Employee Type) and change your password.

### Editing Your Information

1. Click on My Profile in the upper right corner of the screen.



2. The *Edit Your Information* sub-tab is automatically selected. Change any of the editable fields that need updating.



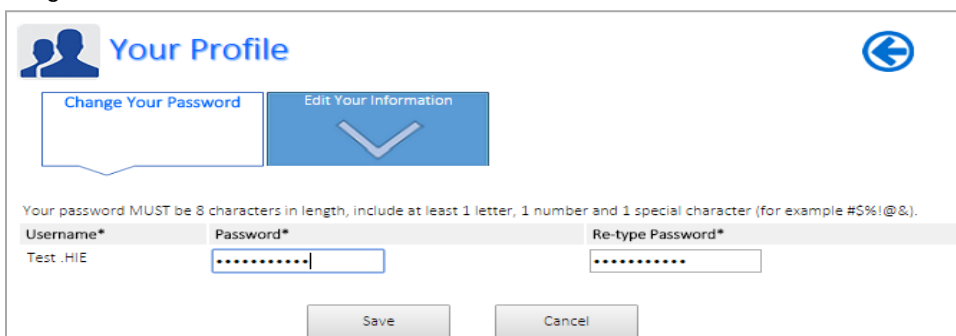
3. Click *Save* or *Cancel* to return to the Main screen.

## Changing Your Password

1. Click on My Profile in the upper right corner of the screen.



2. Select the Change Your Password sub-tab.



**Your Profile**

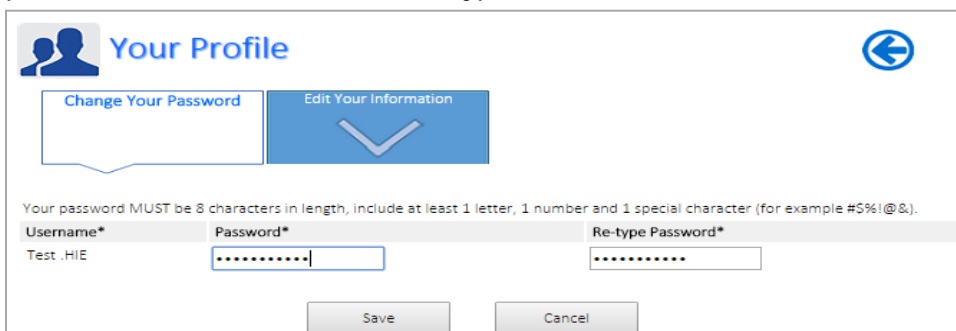
Change Your Password Edit Your Information

Your password MUST be 8 characters in length, include at least 1 letter, 1 number and 1 special character (for example #5%l@&.).

Username*	Password*	Re-type Password*
Test .HIE	.....	.....

Save Cancel

3. Enter a new password in the Password and Re-type Password fields.



**Your Profile**

Change Your Password Edit Your Information

Your password MUST be 8 characters in length, include at least 1 letter, 1 number and 1 special character (for example #5%l@&.).

Username*	Password*	Re-type Password*
Test .HIE	.....	.....

Save Cancel

4. Click Save to return to the Main page screen.



**COLORADO**  
Department of Public  
Health & Environment



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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](mailto:Cdphe.ciis@state.co.us)