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<b>Title:</b> CHIRP - Record Inactivation	<b>Policy #:</b> IDOH Immunization Division Policy 21
<b>Effective dates:</b> 01-Jan-24 to 31-Dec-24	<b>Approvals:</b>  _____ Dave McCormick, Immunization Director  July 7, 2024 _____ Date

## Policy Statement

The Children and Hoosiers Immunization Registry Program (CHIRP) is the immunization registry used by the State of Indiana. Data contained in CHIRP can be used to inform vaccination initiatives and help improve immunization rates throughout the state. Inactivating appropriate records in CHIRP is key to ensuring the accuracy of immunization data, not only in Indiana but nationwide. Record inactivation in CHIRP must be performed consistently by CHIRP users to achieve the most accurate data possible. According to guidance set forth by the American Immunization Registry Association (AIRA), patients should be inactivated in immunization registries for specific, defined reasons that should be used consistently by all registry users.

Each user must be granted access in CHIRP to perform the activity of inactivation of a record, regardless of the reason for inactivation. If a user needs to inactivate records, the CHIRP helpdesk (888-227-4439) may be contacted to request this access.

Examples of appropriate scenarios to inactivate a patient in CHIRP:


- Lost to follow-up – Three documented failed attempts at contact over a period of time using phone, mail, or listed family physician. At least one contact attempt must be by mail.
- No longer a patient – The relationship between a provider organization and a patient is terminated because the patient has left or transferred to another provider organization
- No address and no vaccination – No address or vaccination information for an individual has been recorded in CHIRP



- Moved out of the area – Verification from school, parents, neighbor or friend that a family has moved out of the providers “practice locale” or county
- Deceased – confirmed death of a patient

Please contact the CHIRP helpdesk at 888-227-4439 or [chirp@health.in.gov](mailto:chirp@health.in.gov) for additional guidance.

## References

American Immunization Registry Association (AIRA) (2015). Replacement of 2005 Guidelines. Recommendations of the American Immunization Registry Association (AIRA) Modeling of Immunization Registry Operations Work Group (MIROW)   
<http://www.immregistries.org>



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