

Quick Reference Guide

Organization and Facility Structure

Why is it important to understand how CHIRP is structured?

The structure of CHIRP affects all data and user accounts in the system. CHIRP is structured by organization (IRMS) and facility. The examples below show how an organization with one facility and an organization with multiple facilities are structured in CHIRP (see Figures 1 and 2)

figure 1

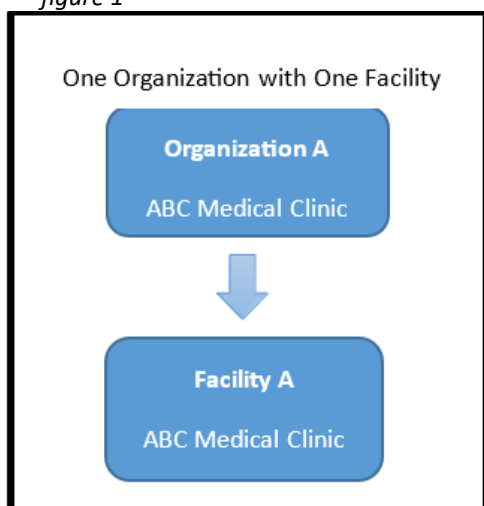
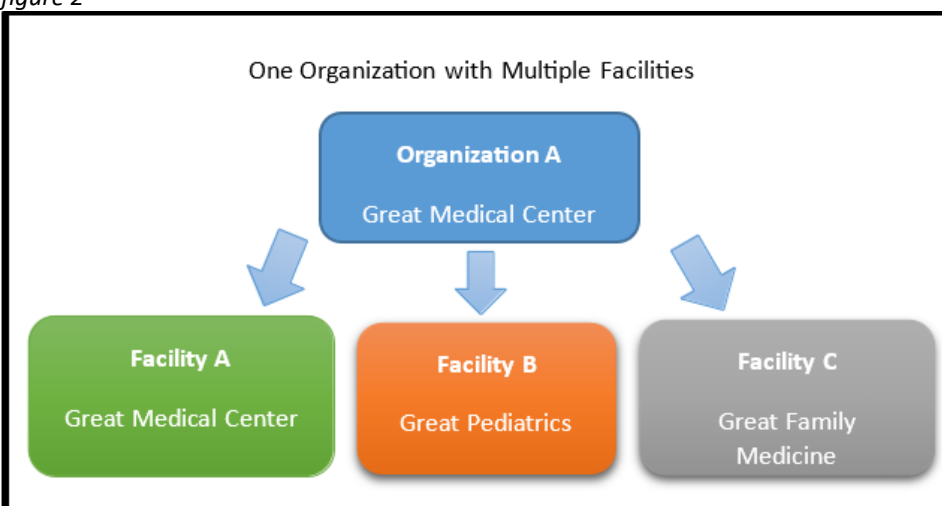


figure 2



How can an Organization get Access to CHIRP?

Each organization must have an approved Provider Site Enrollment Agreement and Individual User Agreements (IUA) in order to access CHIRP. For more information about accessing these forms, click [here](#). By signing the Provider Site Enrollment Agreement and IUA, the organization accepts responsibility for all CHIRP activity by users granted access under that organization.

Once the signed Provider Site Enrollment Agreement and IUA are received and approved, the new organization and any associated facilities are set up in the system. CHIRP will reach out to the designated system administrator or clinical lead defined in the Provider Site Enrollment Agreement to set up CHIRP user accounts and electronic import. If a facility or organization would like to enroll in the Vaccines for Children (VFC) Program, they must also submit a Provider Agreement and other required paperwork. All paperwork must be completed before the facility can order state supplied vaccine.

Figure 3



What types of entities are considered organizations in CHIRP?

An organization is generally a legal business entity. An organization most likely has one specific Employer Identification Number (EIN) and Universal Business Identifier (UBI). An organization has authority over any facility listed in CHIRP under their organization and all the users granted access to CHIRP by that organization (see figure 3).

What are the responsibilities of organizations who participate in CHIRP?

- Organizations are responsible for ensuring all their authorized CHIRP users adhere to confidentiality laws related to Protected Health Information
- CHIRP staff must be notified immediately to determine the required steps for any changes occurring in CHIRP
- Organizations must also notify CHIRP staff of any changes in advance of the effective date when opening or closing facilities. If you are an organization that wants to add a facility to your interface, [click here](#)

How are organizations and interfaces structured in CHIRP?

- Each organization must have at least one associated facility. Interfaces (both one-direction and bi-directional) can only be associated with one organization
- Patient ownership is determined at the organization level. Patients can only be "owned" by one organization and one facility at a time
- It is a breach of the User Agreement for an organization to submit data and/or queries via an HL7 interface for a facility that is not under their legal authority. This may also be a violation of HIPAA
- CHIRP is unable to connect multiple organizations or show that multiple organizations are associated with each other

What type of entities are considered facilities in CHIRP?

A facility is an individual site or location. It is generally a healthcare clinic, hospital, school or pharmacy

How are facilities structured in CHIRP?

- Organizations may have many facilities. However, each facility can only be associated with one organization (see figure 4)
- Facilities associated with an organization cannot be broken down into sub-groups under that organization

