

**Policy & Procedure Title** CHIRP-Record Inactivation  
**Policy & Procedure Number** 21

**Issuing Date** 11/1/2012

**Revision Date** 01/01/2023

**Policy & Procedure Approval Authority** *Dave McConnick*

## Policy Statement

The Children and Hoosiers Immunization Registry Program (CHIRP) is the immunization registry used for the state of Indiana. Many initiatives can be used from the data contained in CHIRP to improve immunization rates throughout the state. Inactivation of a record in CHIRP must be performed consistently among users of CHIRP to ensure the accuracy of the data utilized in these endeavors not only within the state of Indiana, but nationwide. 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 has a need for inactivating records, the CHIRP helpdesk (888-227-4439) may be contacted to request this access.

## Examples of when it is appropriate 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 attempted contact must be by mail.
- No longer a patient. The relationship between a provider organization and a patient is terminated because the patient has gone or transferred to another provider organization.
- No address - no vaccination. CHIRP has never received an address and has never received vaccination information about an individual.
- Moved out of the area. Verification by school, parents, neighbor, or friend that a family has moved out of the providers "practice locale" or county.
- Deceased-confirmed death of a patient.

Whenever there is a unique situation or assistance in determining the conditions of inactivation of a record, please contact the CHIRP helpdesk for guidance (888-227-4439 or [chirp@isdh.in.gov](mailto:chirp@isdh.in.gov)).

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## References & Resources

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/resources/FINAL\\_AIRA\\_PAIS\\_Guide\\_FullFormat.pdf](http://www.immregistries.org/resources/FINAL_AIRA_PAIS_Guide_FullFormat.pdf)

## Revision History

11/01/2012, created  
02/05/2020, updated  
03/07/2022, Revised  
01/01/2023, Revised