The purpose of this guide is to provide an overview of the California Immunization Registry (CAIR2) and how to access and use CAIR2 for users with Read-Only access.

For additional support, the following resources are available:

Local CAIR2 Representatives (LCRs) page [go.cdph.ca.gov/cair-lcr]

CAIR2 Help Desk:
- Phone: 800-578-7889
- Fax: 888-436-8320
- Email: CAIRHelpDesk@cdph.ca.gov

CAIR2 Website [cdph.ca.gov/cair]

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I. Introduction
What is CAIR2?
The California Immunization Registry (CAIR2) is a secure web-based system available to health care providers including local health departments, community clinics, private medical offices, hospitals, pharmacies, long-term health care facilities as well as other approved organizations such as schools, child care facilities and foster care agencies. CAIR2 helps these providers/organizations track and update their patient/student/client immunization and tuberculosis (TB) records. CAIR2 is free-of-charge and managed by the California Department of Public Health.

The goal of CAIR2 is to improve immunization services by providing a central location for health care providers and other approved organizations to store and access a person’s complete immunization and TB test history. Providers/organizations using CAIR2 can view patient/student/client immunization histories and immunizations due, generate patient reports (e.g., Yellow Card, Blue Card) and practice-level reports, conduct reminder/recall activities and manage their vaccine inventory. CAIR2 helps reduce missed opportunities, minimize administration of duplicate immunizations, and increases immunization coverage rates.

User Responsibilities
Information stored in CAIR2 is confidential. Inappropriate use or disclosure of information may result in civil and criminal penalties per Federal and State laws and termination of your and/or your agency’s rights to use CAIR2. As a CAIR2 user, you agree to read, understand and abide by Section 120440 of the California Health and Safety Code and the following CAIR2 Confidentiality Policies:
• Use CAIR2 only for your assigned duties related to providing immunization-related services.
• Use CAIR2 only to find records for persons coming to your agency for services.
• Keep your CAIR2 user account and password confidential; do not share your account/password with anyone else. Employees needing access to CAIR2 are required to have their own account.
• Log-off from CAIR2 at the end of your shift or at any time when you leave your work area. Make sure other people cannot see the CAIR2 information on your computer screen.
• Keep the patient information you get from CAIR2 confidential. CAIR2 complies with federal HIPAA rules and California State law.
• Do not use your CAIR2 user account from a past job – ask your supervisor to transfer your account through the CAIR2 Account Update system.
• Understand that CAIR2 automatically tracks which patient/student/client records you open.

II. Accessing CAIR2
CAIR2 is a web-based system. To access CAIR2:
1. Go to the CAIR2 Login screen (cair.cdph.ca.gov).
2. Enter your CAIR2 Org Code, Username, and Password (case-sensitive) and click the Login button. (Note: Only the Password is case-sensitive).
Additional Login/Account Information:

- The first time you log into CAIR2, you will be asked to read and agree to the Security Notification, change your Password and enter answers to Security Questions.
  
  **Note:** If you have issues logging the first time, you must contact the CAIR2 Help Desk. The ‘Forgot Password?’ button will not work the first time you are logging into CAIR2.

- If your email address has not been entered you will be prompted to enter it.

- If you forget your Password or are locked out, click the **Forgot Password?** button on the Login screen and answer security questions to reset your Password.

- Passwords must be changed every 90 days; the system will prompt you to change your Password.

- You will be automatically logged out after 30 minutes of inactivity.

- Your User account will be automatically inactivated after 90 days of inactivity; your supervisor must request to re-activate your account by contacting the CAIR Help Desk.

- For additional information, refer to the [CAIR2 Login and Account Management Guide](#).

III. Navigating CAIR2

Once you log into CAIR2, the Home page will appear. It contains Announcements (new information about CAIR2) and Release Notes (information about bug fixes and enhancements to CAIR2).

On every page in CAIR2, the following information/navigation sections will display:

**Menu Bar:** This section is located at the top of the screen. It contains the following options:

- **Home:** Returns you to the CAIR2 home page from anywhere within the CAIR2 system.

- **Manage Access/Account:** Allows you to update your user account information (e.g., contact information, password, security questions).

- **Forms:** A list of hyperlinks for printing blank forms and support documentation.

- **Related Links:** Hyperlinks to other immunization-related websites.

- **Logout:** Logs you out of CAIR2.

- **Help Desk:** Displays contact information for the CAIR Help Desk.

- **‘Light Bulb’ Icon:** Displays information/help about what is located on that specific screen.

**User Confirmation Bar:** This section is located directly beneath the Menu Bar, highlighted in yellow. It displays your Organization’s Name, your Username, and your User Role (access level).

**Menu Panel:** This section appears in blue on the left side of the screen. It contains the link to search for a patient in CAIR2.
IV. Searching for Patients
To search for a patient in CAIR2:
1. Click the view patient report link underneath the ‘Query Only’ header in the left blue Menu Panel.

The Patient Search Criteria screen will display.

2. Enter Search information:
   Search by Patient: Enter two pieces of information (e.g., Last Name and First Name). If you don’t find the patient, try searching by Last Name and Birth Date and then by First Name and Birth Date.

   A wildcard search can also be used in the name fields – enter at least the first 3 letters of the last name or at least the first 2 letters of the first name with a second field (e.g. Birth Date). This is good for finding students with unique and hard-to-spell names.

   Note: When searching using first and/or last names, CAIR2 ignores spaces, apostrophes and hyphens.

   You can also search using one of the following fields:
   - Medical Record Number: The patient’s MRN associated with your clinic/organization.
   - CAIR ID: The patient’s unique CAIR2 ID# if you have it.

3. Click the ‘Find’ button. Results that match your search criteria will display.

4. Look at the information closely to find the correct patient.

5. Click on the patient’s Last Name to view the patient’s record.
Note: If a patient’s CAIR2 record is locked, the pop-up message below will appear indicating that you are not authorized to view this person’s information. You will need to ask the patient/parent to submit a request to unlock their CAIR2 record available at the CAIR forms page.

V. Viewing a Patient’s Immunization Record
Once you open a patient’s record, their History/Recommendations screen will appear. It has 3 sections:

1. Patient Information
2. Immunization Record
3. Vaccines Recommended by Selected Tracking Schedule

Each section is described below.

History/Recommendations screen

1. Patient Information
This section contains basic demographic information about the patient. The Comments field lists any contraindications, immunity, or refusals the patient has documented in CAIR2. Some Comments impact the vaccines recommendations for the patient (see #3 on the next page).
IMPORTANT NOTE: As a Read-only user, you are not allowed to see Patient Comments (except for History of Varicella-chickenpox) or TB test history. However, Comments that impact vaccine recommendations will be marked in the Vaccines Recommended by Selected Tracking Schedule section as ‘Contraindicated’.

Staff at your site that have CAIR2 Regular or Inventory user accounts are able to see all Comments and TB test history. These staff should view/print the patient’s record if all Comments need to be seen.

There are also 4 buttons at the top of the screen:
- **Print**: Allows you to print an exact copy of the screen above.
- **Print Confidential**: Allows you to print the screen above without Provider (PCP), School, Comments, Medical Record Number.
- **Reports**: Takes you to Patient Reports screen (see Section VI below).
- **Cancel**: Takes you back to the Patient Search screen.

2. Immunization Record
   This section displays the patient’s vaccination history. Information for each shot recorded includes:
   - **Vaccine Group**: The vaccines are in alphabetical order. If the patient received a combination vaccine (e.g., Pediarix), the shot will appear under each of the vaccine components included in the combination vaccine (e.g., for Pediarix, the shot will appear under DTaP, Hep B and Polio).
   - **Date Admin**: Shows the date the shot was administered. You can click on the hyperlink to see the vaccine schedule for that vaccine as well as other information.
   - **Series**: Shows where that shot counts in the series. If ‘NOT VALID’ or ‘SUBPOTENT’ displays you can click on the Date Admin hyperlink for that shot for an explanation. If the Series field is blank, it means that an extra shot in the series was given that is allowed by ACIP recommendations.
   - **Vaccine [Trade Name]**: Shows the vaccine and Trade Name for that shot.
   - **Dose**: Shows if the amount of vaccine given to the patient was a Full (standard) dose, or if less or more than the standard dose was given. If this column is blank, then the shot was entered as a historical dose and it should be assumed the dose was a full dose.
   - **Owned?**: This shows which site entered the shot into CAIR2. It is not necessarily which site gave the shot. If it is blank that means your site entered the shot. For example, if it is a historical shot, and your site entered it into CAIR2, then it will show your site as the ‘owner’, even if your site did not give that shot. If it says ‘No’, then your site did not enter the shot and you can click on the hyperlink it to see which site did.
   - **Reaction**: Shows if a reaction has been documented for this shot. The entire row will also appear in red text. **Note**: Read-only users are not allowed to view what type of reaction occurred.
   - **Hist?**: Indicates this is a Historical (transcribed) shot that was entered (e.g., from a Yellow Card).

3. Vaccines Recommended by Selected Tracking Schedule
   This section displays which vaccines are currently recommended for the patient. Vaccines that are due are highlighted in green. The **Earliest Date**, **Recommended Date** and **Past Due date** for each vaccine are based on the ACIP schedule.

   If a vaccine series is complete, contraindicated, or if the patient has aged out of a specific vaccine series, it will be documented in this section next to the vaccine.
Below is a more detailed explanation of the messages that may appear in grey:

- **Complete**: Indicates that the series has been completed according to the ACIP schedule.
- **Contraindicated**: Indicates the vaccine should not be given for medical reasons.
  
  **Important Note**: As a Read-only user, you are not allowed to see Patient Comments (except for ‘History of Varicella – chickenpox’) including those that may contraindicate vaccine recommendations (e.g. history of disease, allergies, immunities, etc.). **However, Comments that impact recommendations will be marked in the Vaccines Recommended by Selected Tracking Schedule section as ‘Contraindicated’**.
- **Maximum Age Exceeded**: Indicates that the patient has exceeded the maximum age to receive the vaccine. For example, if a patient has already reached the age of five and has not completed the Hib series, then the recommendation for Hib will show ‘Maximum Age Exceeded’.
- **Maximum Doses Met or Exceeded for Vaccine Group**: Indicates that the maximum number of doses recommended have been administered according to the tracking schedule.

  **Note**: Parental refusals and medical deferrals do not impact the recommendations and are not displayed.

**VI. Patient Reports**

You may view, save and/or print the following Patient Reports for the patient: Immunization History Report, Immunizations Needed/Routing Slip, Yellow Card, Blue Card (schools only).

A description and example of each report is below. To view/print any of these reports:

1. On the patient’s History/Recommendations screen click the Reports button at the top of the screen (see screenshot on Page 5). The screen below will appear.

![Reports Available for this Patient](image)

2. Click on the name of the report you want to view/print. It will generate as a PDF document which you can then save and/or print.

3. To return to the Patient Reports screen, click the back button on your browser or close the pop-up window if one appears.

**A description and example of each Patient Report is below.**
1. Immunization History Report
The Immunization History Report displays patient demographics, a detailed summary of the shots the patient has received, reactions and comments. This report may be provided to the patient or parent/guardian if requested (e.g., if the patient/parent needs more detailed information than what is contained on the Yellow Card). It can also be filed in the patient’s chart.

**IMPORTANT NOTE:** Currently, the Yellow Card may not contain all of the shots a patient has received because of a software bug in CAIR2 that will be fixed soon. For now, the Immunization History Report (which can also be used for school entry) is recommended to be provided to the patient/parent.

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[Immunization History Report with details and tables]
2. Immunizations Needed/Routing Slip Report
The Immunizations Needed/Routing Slip report displays patient demographics, Comments, immunization history and immunizations that are due/due soon and the date they are due.

This report is primarily to be used by a clinic/doctor’s office to document the shots and/or TB tests that should be given and/or that were given during the patient’s visit for entry into CAIR2 after the visit.
3. **Yellow Card**

The Yellow Card is the California Immunization Record for patients/parents/guardians. It should be printed and given to the patient/parent/guardian at the end of each visit in which immunizations were given. If TB/TB-related X-rays have been performed and entered into CAIR2, they will also display on this report.

**IMPORTANT NOTE:** Currently, the Yellow Card may not contain all of the vaccines a patient has received because of a software bug in CAIR2 that will be fixed soon. For now, the Immunization History report (which can also be used for school entry) is recommended to be provided to the patient/parent as an alternative in order to get a complete patient history.

Yellow Card, side 1

<table>
<thead>
<tr>
<th>VACCINE</th>
<th>DATE GIVEN</th>
<th>DOCTOR OFFICE OR CLINIC</th>
<th>DATE NEXT DOSE DUE</th>
</tr>
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<td>MMR</td>
<td>12/16/2017</td>
<td>CAIR Clinic 11</td>
<td>10/18/2020</td>
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<tr>
<td>HEPB</td>
<td>10/18/2016</td>
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<td></td>
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<tr>
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<td>CAIR Clinic 11</td>
<td></td>
</tr>
<tr>
<td>Tdap</td>
<td>11/1/2017</td>
<td>Transcribed by (CAIR Clinic 11)</td>
<td></td>
</tr>
<tr>
<td>HIB</td>
<td>11/2/2017</td>
<td>Transcribed by (CAIR Clinic 11)</td>
<td></td>
</tr>
</tbody>
</table>

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Yellow Card, side 2

**Immunization Record**

**Name:** Liza Lou

**Birthdate:** 10/18/2016

**Sex:** Female

**Allergies:**

**Vaccine Reactions:**

**History of Chickenpox:**

**Date Printed:** 08/13/2020

**CAIR ID#: 184**

**Med Rec#:**

**Page 1 of 2**
4. **Blue Card Report (California State Immunization Record):** The Blue Card report should only be viewed/printed by schools using CAIR2. An example of this report is not included in this guide.