For additional support, the following resources are available:

CAIR Help Desk
   Hours: Monday - Friday 8:00AM - 5:00PM
   Phone: 800-578-7889
   Email: CAIRHelpDesk@cdph.ca.gov

Local CAIR Representatives (LCRs): [http://cairweb.org/lcrs/](http://cairweb.org/lcrs/)

CAIR Website: [www.cairweb.org](http://www.cairweb.org)

Table of Contents
Introduction........................................................................ 3
   What is CAIR2?............................................................ 3
   User Responsibilities................................................ 3
Accessing CAIR2 .............................................................. 3
   Home Page................................................................... 4
Common CAIR2 Tools, Windows and Menus......................... 4
   Menu Bar..................................................................... 4
   User Confirmation Bar................................................ 5
   Menu Panel ................................................................. 5
Searching for Patients....................................................... 5
Viewing a Patient’s Immunization Record............................ 6
   Patient Information.................................................... 6
   Immunization Record.................................................. 7
   Vaccine Recommendations by Selected Tracking Schedule.. 7
Patient Reports .................................................................. 7
   Immunization History Report....................................... 8
   Immunizations Needed/Routing Slip............................ 10
   Yellow Card............................................................... 10
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 and hospitals as well as other approved agencies such as schools, child care facilities and foster care. CAIR2 helps these providers/agencies track and update their patient/student/client immunization and tuberculosis (TB) test 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 entities to store and access a person’s complete immunization and TB test history, forecasting the immunizations that are due based on ACIP recommendations, generating patient/student immunization documentation (e.g., Yellow Card, Blue Card), and helping immunization providers manage their vaccine inventory, generate practice-level immunization reports and conduct reminder/recall activities. A major objective of CAIR2 is to reduce both missed opportunities to immunize and unnecessary duplicate immunizations.

User Responsibilities
Records stored in CAIR2 are confidential medical information. 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 that are related to providing immunization services.
• Use CAIR2 only from work computers at your worksite (not from home).
• Use CAIR2 only to find records for persons coming to your clinic/agency for services.
• Keep your user account and password confidential; do not share your account/password with anyone else.
• Log-off from CAIR2 at the end of your shift or at any time when you must leave your work area. Also make sure other people cannot see the CAIR2 information on your computer screen.
• Keep the patient information you get from CAIR confidential. This is required by law.
• Do not use your CAIR2 login from a past job – ask the CAIR Help Desk to transfer your account.
• Understand that CAIRs automatically tracks which patient records you have accessed.

II. Accessing CAIR2
CAIR2 is a web application; a computer with Internet and web browser is needed. To access CAIR2:
1. Open a web browser (e.g., Internet Explorer, Chrome, Firefox, Safari) and go to https://cair.cdph.ca.gov.
2. On the Login screen: Enter your CAIR2 Org Code, Username, and Password and click the Login button.
**Additional Information:**

- The first time you log in to CAIR2, you will be asked to read and agree to the Security Notification, change your password and enter answers to Security Questions.
- If no email address has been entered you will be prompted to enter it.
- If you forget your password, click the **Forgot Password?** button to reset your password.
- Passwords must be changed every 60 days; the system will prompt you to change your password.
- A session will time out after 60 minutes of inactivity.
- User accounts will be disabled after one year of no activity.

**Home Page**

Once you log into CAIR2, the home page will appear. The home page is divided into the following sections:

- **Announcements:** Contains important information about maintenance for CAIR2.
- **Release Notes:** Contains information regarding bug fixes and enhancements to CAIR2.

---

III. **Common CAIR2 Tools, Windows and Menus**

**Menu Bar**

Once you are logged into CAIR2, several menu options are listed across the top of the screen. These options appear on every screen. The following options are available in the Menu Bar:

- **Home:** Returns you to the CAIR2 home page from anywhere within the application.
- **Manage Access/Account:** Allows you to update your user account information (e.g., contact information, password, security questions). Select each option on the blue menu on the left of this screen. To return to the application click on the blue hyperlink for your organization.
- **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.
- **Online Help:** Represented by a light bulb icon, online help displays page-specific help in a new window.

**User Confirmation Bar**

Directly beneath the Menu Bar is a row highlighted in light yellow which displays your organization, user name, and user role (level). This row appears on every screen.

**Menu Panel**

The Menu Panel appears in blue on the left side of the screen and contains the links to navigate 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.

   ![Image of CAIR2 interface]

   The Patient Search Criteria screen will appear.

   ![Patient Search Criteria form]

   The Patient Search Criteria screen will appear.

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, we recommend also searching by Last Name and Birth Date and/or First Name and Birth Date.

   Note: When searching using first and/or last names, CAIR2 disregards 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 CAIR ID#).

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

4. Look closely to find the correct patient and then click on the patient’s Last Name to view the patient’s record.
V. Viewing a Patient’s Immunization Record

The patient’s History/Recommendations screen has three sections: Patient Information, Immunization Record, and Vaccines Recommended by Selected Tracking Schedule.

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 CAIR. Some Comments impact the vaccines recommendations for the patient (see Section 3).

**IMPORTANT NOTE:** As a Read-only user, you are not allowed to see Comments except for ‘History of Varicella – Chickenpox’ when viewing a patient’s record or viewing/printing patient reports.

Clinical users (Regular/Power) are able to see all Comments. Clinical users at your site should view/print the patient’s records if those Comments need to be seen.

There are also four buttons at the top of this section:
- Print: Allows you to print an exact copy this screen.
- Print Confidential: Allows you to print the screen without address, phone or comments.
- 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 in each vaccine group where it counts.
   - **Date Admin:** Shows the date the shot was administrated. 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’ is displayed, you can click on the Date Admin hyperlink for that shot for an explanation. If nothing is displayed, it means that an extra shot in the series was given, but that it 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 CAIR. It is not who gave the shot. If it is blank that means your site entered the shot. For example, if it is a historical shot, if your site entered it, then it will show you as the owner, even if you 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. You can click the ‘Yes’ hyperlink in this column to see a description of the reaction.
   - **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. This section lists the Earliest Date, Recommended Date and Past Due date for the vaccine based on the ACIP schedule. If a vaccine series is complete, contraindicated, or if the patient has documented immunity or has aged out of a specific vaccine series, this will be documented in this section next to the vaccine.

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 displayed below. To view/print each of these reports:

1. On the patient’s History/Recommendation screen click the **Reports** button at the top of the screen. 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 display as an Adobe® PDF file.
3. To print the report, click the printer icon on the Adobe® toolbar. Click the OK button in the Print dialog box.
4. To return to the Patient Reports screen, you may close the Acrobat Reader® by clicking the X button in the upper right corner of the Immunization History Report window.
IMPORTANT REMINDER: As a Read-only user, you are not allowed to see Comments except for ‘History of Varicella – Chickenpox’ when viewing a patient’s record or viewing/printing patient reports.

Examples of Patient Reports
1. Immunization History Report

The Immunization History Report displays demographics, contact information, and a detailed summary of the patient’s immunization history. This report may be provided to the patient or parent/guardians 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.

<table>
<thead>
<tr>
<th>Vaccine Group</th>
<th>Date Admin</th>
<th>Series</th>
<th>Vaccine [Trade Name]</th>
<th>Dose</th>
<th>Mfg Code</th>
<th>Lot #</th>
<th>Bod St.</th>
<th>Bod St.</th>
<th>Provider of Information</th>
<th>Shot Giver</th>
<th>VIS Date</th>
<th>React</th>
</tr>
</thead>
<tbody>
<tr>
<td>DTPaP</td>
<td>12/16/2017</td>
<td>1 of 5</td>
<td>DTaP-HepB-IPV [Pediarix] ©</td>
<td>Full</td>
<td>SKB</td>
<td>RX123</td>
<td>ID</td>
<td>LD</td>
<td>CAIR Clinic 11</td>
<td>S Bloker</td>
<td>08/18/2010</td>
<td></td>
</tr>
<tr>
<td>HepB</td>
<td>10/19/2016</td>
<td>1 of 3</td>
<td>HepB-Peds [Engerix-B Peds] ©</td>
<td>Full</td>
<td>SKB</td>
<td>HEPB999</td>
<td>IM</td>
<td>LA</td>
<td>CAIR Clinic 11</td>
<td>S Bloker</td>
<td>10/12/2016</td>
<td></td>
</tr>
<tr>
<td></td>
<td>12/16/2017</td>
<td>2 of 3</td>
<td>DTaP-HepB-IPV [Pediarix] ©</td>
<td>Full</td>
<td>SKB</td>
<td>RX123</td>
<td>ID</td>
<td>LD</td>
<td>CAIR Clinic 11</td>
<td>S Bloker</td>
<td>08/18/2010</td>
<td></td>
</tr>
<tr>
<td>MMR</td>
<td>12/16/2017</td>
<td>1 of 2</td>
<td>MMR [Salk II] ©</td>
<td>Full</td>
<td>MSD</td>
<td>MMR1101</td>
<td>SC</td>
<td>LD</td>
<td>CAIR Clinic 11</td>
<td>S Bloker</td>
<td>08/18/2010</td>
<td></td>
</tr>
<tr>
<td>Polio</td>
<td>12/16/2017</td>
<td>1 of 4</td>
<td>DTaP-HepB-IPV [Pediarix] ©</td>
<td>Full</td>
<td>SKB</td>
<td>RX123</td>
<td>ID</td>
<td>LD</td>
<td>CAIR Clinic 11</td>
<td>S Bloker</td>
<td>08/18/2010</td>
<td></td>
</tr>
</tbody>
</table>

Reaction Descriptions:
No Records Found.

Patient Comments:
History of varicella (chicken pox) Start Date: 08/18/2010

*Comments other than History of Varicella will not appear for this level of User Access.

Primary Physician:
Address:

Physician’s Signature
LIZA LOU 10/18/2016
2. Immunizations Needed/Routing Slip Report

The Immunizations Needed/Routing Slip report displays demographics, contact information, immunization record, and immunizations recommended by date. It can also be used by the clinic/doctor’s office to document the shots to be given/given today for entry into CAIR after the appointment is finished. In addition, this report may be provided to the patient or parent/guardian as it identifies the upcoming immunizations needed. It also provides a place to document the next appointment date and clinic/agency phone number.

### Immunization Record

<table>
<thead>
<tr>
<th>Vaccine Group</th>
<th>Date Admin</th>
<th>Series</th>
<th>Vaccine [Trade Name]</th>
<th>Dose</th>
</tr>
</thead>
<tbody>
<tr>
<td>DTP/aP</td>
<td>12/16/2017</td>
<td>1 of 5</td>
<td>DTaP-HepB-IPV [Pediarix ©]</td>
<td>Full</td>
</tr>
<tr>
<td>HepB</td>
<td>10/19/2016</td>
<td>1 of 3</td>
<td>HepB-Peds [Engerix-B Peds ©]</td>
<td>Full</td>
</tr>
<tr>
<td>HepB</td>
<td>12/18/2017</td>
<td>2 of 3</td>
<td>DTaP-HepB-IPV [Pediarix ©]</td>
<td>Full</td>
</tr>
<tr>
<td>MMR</td>
<td>12/16/2017</td>
<td>1 of 2</td>
<td>MMR [MMR II ©]</td>
<td>Full</td>
</tr>
<tr>
<td>Polio</td>
<td>12/16/2017</td>
<td>1 of 4</td>
<td>DTaP-HepB-IPV [Pediarix ©]</td>
<td>Full</td>
</tr>
</tbody>
</table>

### Immunizations Due Record

<table>
<thead>
<tr>
<th>Vaccine</th>
<th>Date Needed</th>
<th>Trade Name/ Lt #/Funding Source</th>
<th>Give These</th>
</tr>
</thead>
<tbody>
<tr>
<td>DTP/aP</td>
<td>01/13/2018</td>
<td></td>
<td></td>
</tr>
<tr>
<td>HepA</td>
<td>10/18/2017</td>
<td></td>
<td></td>
</tr>
<tr>
<td>HepB</td>
<td>02/10/2018</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Hib</td>
<td>01/18/2018</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Influenza-seasnl</td>
<td>09/01/2018</td>
<td></td>
<td></td>
</tr>
<tr>
<td>MMR</td>
<td>10/18/2020</td>
<td></td>
<td></td>
</tr>
<tr>
<td>PneumoConjugate</td>
<td>10/18/2018</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Polio</td>
<td>01/13/2018</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Varicella</td>
<td>01/13/2018</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### TB Test

<table>
<thead>
<tr>
<th>Test Type</th>
<th>Give These</th>
</tr>
</thead>
<tbody>
<tr>
<td>PPD – Mantoux</td>
<td></td>
</tr>
<tr>
<td>QuantiFERON</td>
<td></td>
</tr>
<tr>
<td>T-Spot</td>
<td></td>
</tr>
<tr>
<td>X-Ray</td>
<td></td>
</tr>
</tbody>
</table>

Clinician’s Signature: ____________________________

Appointment: ___/_______/__________

Provider Phone Number: __________________________
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.

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>
</thead>
<tbody>
<tr>
<td>MMR</td>
<td>12/16/2017</td>
<td>CAP Clin I</td>
<td>10/16/2020</td>
</tr>
<tr>
<td>HEPB</td>
<td>10/19/2016</td>
<td>CAP Clin I</td>
<td></td>
</tr>
<tr>
<td>DTaP-HePB-IPV</td>
<td>12/16/2017</td>
<td>CAP Clin I</td>
<td>02/10/2018</td>
</tr>
<tr>
<td>Pneumococcal</td>
<td>10/16/2018</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Pneumopolysaccharide</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>VZV</td>
<td>01/13/2018</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Type**
- MMR
- HEPB
- DTaP-HePB-IPV

**Tests**
- MV: 9/30/10
- PPD-Mantoux: 11/14/10
- PPD-Mantoux: 07/13/10

**Interpretation**
- Normal
- Abnormal

**Parental Consent**
- Your child must meet California immunization requirements to be enrolled in school.
- Keep this record as proof of immunization.

**Vaccine**
- MMR = measles, mumps, rubella, paperas, sarampión, Rubéola
- HEPB = hepatitis B
- DTaP-HePB-IPV = difteria, tétanos, pertusis (whooping cough) difteria, tétanos, y tos ferina
- VZV = varicela (chickenpox) varicela
- PM 239 (736)
**Yellow Card**

**IMMUNIZATION RECORD**

**Name:** LIZA LOU  
**Birthdate:** 10/18/2016  
**Sex:** Female  
**Allergies:**  

**Vaccine Reactions:**  
**History of Chickenpox:** Yes  
**Note of varicela:**  

---

**VACCINE**  
**DATE GIVN:** Date of vaccination  
**DOCTOR OFFICE OR CLINIC:** Médico o oficina  
**DATE NEXT DUE:** Date next due  

<table>
<thead>
<tr>
<th>VACCINE</th>
<th>DATE GIVN</th>
<th>DOCTOR OFFICE OR CLINIC</th>
<th>DATE NEXT DUE</th>
</tr>
</thead>
<tbody>
<tr>
<td>MMR</td>
<td>12/16/2017</td>
<td>CAIR-Clinic 11</td>
<td>10/16/2020</td>
</tr>
<tr>
<td>HEPB</td>
<td>12/16/2017</td>
<td>CAIR-Clinic 11</td>
<td>02/10/2018</td>
</tr>
<tr>
<td>Pneumovacc conjugate</td>
<td>10/16/2018</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Varicella (chickenpox) varicela</td>
<td>01/13/2018</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

---

**TB Tests:**  
**Pulmonary:**  
**Interpretation:**
- *QuantiFERON* 9/29/2016: 1.53 kU/L (Ag only)  
  - Negative
- *PPD-Martoux* 9/29/2016: Induration: 1 mm  
  - Negative
- *PPD-Martoux* 9/29/2016: Induration:  
  - Induration

---

**Note:** Only the three most recent TB tests are shown.

---

**CHEST X-RAY:**  
**Film date:** 03/29/2017  
**Interpretation:**
- *Normal*  
- *Abnormal*

**Signature/Agency:** KRACHTER MD

**Parent:** Your child must meet California immunization requirements to be enrolled in school. Keep this record as proof of immunization. Su hijo debe cumplir con los requisitos de vacuna para la escuela. Mantenga este documento.

---

**DTP = diphtheria, tetanus, pertussis (whooping cough) **  
**Hib = Haemophilus influenzae B**  
**MMR = measles, mumps, rubella**  
**PM 23B (7/98) = meningitis**  
**VZV = varicella (chickenpox) varicela**

---

* Indicates a dose number in a series.