

Frequently Asked Questions: MIIC Data Use Agreement

MIIC USER GUIDANCE AND TRAINING RESOURCE

This document responds to frequently asked questions about completing the Minnesota Immunization Information Connection (MIIC) Data Use Agreement (DUA).

What are the organization types?

For data privacy, security, and data quality reasons, some functions are limited to certain organization types. Choosing the correct organization type when completing your DUA is important for making sure you have access to all of the functions you need to within MIIC.

A brief description of each organization type is noted below. When completing your DUA, please choose the organization type that most closely matches the functions and purpose of your organization. This list of organization types can also be referenced when completing your facilities spreadsheet.

Organization types within MIIC

Organization Type	Definition
Admin Org	The main reporting entity for an organization with multiple facilities. Use this option when you are completing the DUA on behalf of multiple sites.
Child Care/Head Start	Organizations focused on the care and learning of children five and under. Access to MIIC is only available to child care centers with an active DHS Rule 3 license.
College/University	Institutions of higher education.
College/University Health Services	Clinics or health care providers based out of a college or university and providing health care to their students.
Community Action Agency	Organization providing local, state, federal, and private resources to low-income families. They oversee head starts, WIC, and some child care programs. Community Action Agencies are defined in MN state Statute section 256E.31, subdivision 1 (www.revisor.mn.gov/statutes/cite/256E.31#stat.256E.31.1) .
Community Vaccinator	Organizations providing community-based interventions to increase vaccination rates in targeted populations.
Convenience/Retail Clinic	Organizations providing medical care for non-life-threatening conditions on a walk-in basis only. They typically operate within retail or grocery stores.
Correctional Facilities	Organizations providing medical care at a jail, prison, or other place of incarceration.
Family and Social Services	Organizations that provide community-based nonmedical care that promotes the welfare of others.
Head Start Grantee	Local public or private non-profit agencies that have been designated as a Head Start agency under 42 U.S.C. 9836 and have been granted financial assistance by the responsible HHS official to operate a Head Start program.
Health Plan	Organizations that manage private and public health insurance policies.
Home Care/Hospice	Organizations providing supportive care in the home or providing care for the sick or terminally ill.
Hospital	Health care facilities providing inpatient and emergency-based care.

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Organization Type	Definition
MDH/Regional Organization	Organizations that contract with Minnesota Department of Health to provide local outreach, training, and user support for primary care and local public health users of MIIC.
Nursing Home/Long Term Care	Organizations that provide residential accommodations with healthcare, including the provision of rehabilitative, restorative and/or ongoing skilled nursing care to those in need of assistance with activities of daily living.
Occupational Health	Organizations providing care for the well-being and safety of employees in a workplace.
Pharmacy	Organizations that dispense medications.
Preschool	Organizations providing early learning to pre-Kindergarten-age children. In-school or school readiness programs are administered by the Minnesota Department of Education (MDE).
Primary Care Clinic	Outpatient health care facilities providing preventative care for children, adolescents and/or adults.
Public Health	Local public health agencies and community health boards.
School	Institutions providing education to K-12 students.
School-Based Clinic	Primary care clinics providing services within a school.
Specialty Clinic	Outpatient health care facilities providing specialized medical care, including OB/GYN.
Urgent Care Clinic	Dedicated medical facilities providing acute care for non-life-threatening conditions.
Vendor	Organizations that report data on behalf of the organization that provide services. This includes EHR providers and HIE's.
Other	If you do not think your site falls under the above-mentioned organizations, please contact the MIIC Help Desk at health.miichelp@state.mn.us .

Some organization types will prompt a follow-up question to gain a better understanding of your organization. A brief description of these organization sub-types is noted below.

Organization sub-types within MIIC

Child Care Center

Sub-Type	Definition
Child Care Center	Organizations that are licensed and monitored by the Minnesota Department of Human Services (DHS) or tribal human services agency and provide care and education for children in age-based groups, either full-time or part-time. These programs are often in free-standing buildings, businesses, community centers, or places of worship.
Head Start Facility	Organizations that operate a Head Start or Early Head Start program for eligible children.

College/University

Sub-Type	Definition
Private College/University	A privately funded institute of higher education.
Public College/University	A college or university primarily funded by a state government.

Family and Social Services

Sub-Type	Definition
County/City Family or Social Services	County- or city-operated organizations that provide nonmedical care that promotes the welfare of others.
Shelter	Organizations that provide temporary residence for homeless individuals and families.
Substance Use	Organizations that provide services for individuals impacted by the misuse of substances.
Other family/social services	Privately-operated organizations that provide nonmedical services other than shelter or programming for individuals impacted by the misuse of substances.

Nursing Home/Long Term Care Facility

Sub-Type	Definition
Federally certified skilled nursing facility	An institution (or a distinct part of an institution) that provides skilled nursing care and related services for qualifying Medicare beneficiaries, on a limited basis, who require medical or nursing care, or rehabilitation services for the rehabilitation of injured, disabled, or sick persons, and is not primarily for the care and treatment of mental diseases.
Non-Federally certified skilled nursing facility	An institution (or a distinct part of an institution) licensed under Minnesota Statute 144A to provide skilled nursing care and related services for five or more residents who require medical or nursing care, or rehabilitation services for the rehabilitation of injured, disabled, or sick persons, and is not primarily for the care and treatment of mental diseases and does not receive Federal funding from Centers for Medicare & Medicaid Services (CMS).
Assisted Living facility	A facility registered as a housing with services establishment under Minnesota Statute Chapter 144D and provides home care services or has contracted with a comprehensive home care provider providing services to at least one resident.
Intermediate Care Facility for Individuals with Developmental Disabilities (ICF-DD)	A licensed supervised living facility that provides active treatment to people who have developmental disabilities or related conditions that serves from four to 64 persons.
Combination	A facility that falls under two or more sub-types.
Other	Any facility for post-acute care that does not fall into the previous sub-types.

Occupational Health

Sub-Type	Definition
Occupational health clinic	Organizations that offer comprehensive medical care for those with work-related injuries and illnesses.
Health care employee health	Health services offered by a healthcare organization for its employees.
Non-health care employee health	Health services for employees that are offered by an employer that is not in the healthcare sector.
Occupational health contractor	An organization that provides medical services to the employees of another organization it contracts with.

Pharmacy

Sub-Type	Definition
Chain pharmacy	Organizations where two or more pharmacies operate under the same name.

Sub-Type	Definition
Health care pharmacy	A pharmacy that is affiliated with a health care organization and is oftentimes co-located within a hospital or medical clinic.
Non-chain pharmacy	A retail pharmacy that is not directly affiliated with any chain of pharmacies.

Primary Care Clinic

Sub-Type	Definition
Community Clinic	Non-profit, grant-funded, community-based, and patient-directed organizations that serve populations with limited access to health care. This includes Federally Qualified Health Centers (FQHC), FQHC look-alikes, and qualified Rural Health Clinics (RHC).
Private Clinic	Privately owned and operated clinics that are funded by insurance reimbursement or patient self-pay for services rendered.

School

Sub-Type	Definition
Charter School	A publicly funded independent school that is governed and operated jointly by licensed teachers, parents, and community members.
Public School	A school that is publicly funded for the delivery of free education to the children within a set district.
Private School	A school that is not publicly funded and instead is funded by private organizations and/or individuals, usually through charging tuition.

Specialty Clinic

Sub-Type	Definition
Asthma and Allergy Clinic	A medical clinic dedicated to the evaluation and treatment of asthma and allergies.
Kidney/Dialysis Clinic	A clinic dedicated to the evaluation and treatment of kidney disorders, including dialysis.
OB/GYN	A medical clinic offering obstetrics and gynecology services.
Family Planning, STD, and/or HIV Clinic	A clinic that provides assessment and treatment related to sexual health and contraception.
Other Specialty	A medical clinic that offers services delivered by a health care practitioner who specializes in a medical field outside of primary care.

What if the number of facilities within my organization changes?

Adding a facility

If your organization has added a new facility to the organization, notify the MIIC Help Desk within one week by sending an updated facilities spreadsheet to health.miichelp@state.mn.us.

If the new site was purchased from a different organization, please note that in your facilities spreadsheet. You can do this by either adding a comment to the spreadsheet, or noting the information in the facility name column (column A). For example, the new site’s name in the spreadsheet might read “Healthy Minnesotans - Saint Paul Clinic (formerly Medical Homes Saint Paul)”.

If your organization currently sends immunization data to MIIC through an automated system, you will need to register your intent to have the new site also send data through your automated system. To do so, complete Step 1 in the [Process for Working on Data Exchange with MIIC \(www.health.state.mn.us/people/immunize/miic/data/dxprocess.html\)](http://www.health.state.mn.us/people/immunize/miic/data/dxprocess.html).

Closing a facility

If your organization has closed one of its facilities, notify MIIC by sending an email to health.miichelp@state.mn.us. Include the organization code and address for the facility, as well as the date of when the change occurred.

Selling a facility

If your organization is selling one of its facilities to a different organization, notify MIIC by sending an email to health.miichelp@state.mn.us. Include the organization code and address for the facility, as well as the date of when the change will occur.

What if my organization changes names?

Notify MIIC by sending an email to health.miichelp@state.mn.us. Include your organization code and the date the name change occurred. Let MIIC know if the name change will affect multiple locations. The MIIC team will send you a copy of your most recent facilities spreadsheet so that you can update the document to appropriately reflect the name changes.

Note: Organization codes cannot be changed. When the organization name changes, your organization code will remain the same.

What if my organization closes?

Notify MIIC by sending an email to health.miichelp@state.mn.us. Include your organization code and the date you will be ceasing business operations.

What if my organization moves to a new address?

Notify MIIC by sending an email to health.miichelp@state.mn.us. Include your organization code and the date your organization changed addresses.

Minnesota Department of Health
Minnesota Immunization Information Connection (MIIC)
PO Box 64975
St. Paul, MN 55164-0975
651-201-5207
health.miichelp@state.mn.us
www.health.state.mn.us/miic

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To obtain this information in a different format, call: 651-201-5207.