**Virginia Vital Events and Screening Tracking System**

VISITS Family to Family User Access Request Form

**NAME:** Last First Middle

**E-Mail**:  **User ID:** **Phone#:**

 (**REQUIRED-** users that do not provide email address will not be approved for VVESTS/VISITS access.)

**Family-to-Family Facility Name:**

 **Address: City State Zip Code**

(Access will be associated with this address/facility ONLY)

**Working Title**: **Date:**

**Optional: Notary ID #:**  **Notary Expiration Date:**

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| --- | --- | --- |
|  | Role Name | Description of Job Function |
|[x]  BASIC\_LOGIN | This role need be assigned to all users of the application. |
|[ ]  FAM\_TO\_FAM\_SUPPORT\_ROLE | This role is used by Family-to-Family Support Service Facility to receive referral information from the Virginia Department of Health Early Hearing Detection Intervention Program (VEHDIP) and to report enrollment status on infants and children referred. |

**The user agrees to keep the access information like logon-id and password to the Virginia Vital Events and Screening Tracking System confidential. Family to Family Providers will receive an e-mail notification about infants and children reported to VDH with a diagnosed hearing loss. Family to Family Providers will access VISITS to receive referral information and report enrollment information to VDH through the VISITS reporting system.**

**SIGNATURES**

Employee/Contractor: Date:

**Supervisors will notify VDH of the termination of an employee by faxing this form to (804) 864-7721 with the below information completed. There-by terminating access to Virginia Vital Events and Screening Tracking System.**

Please terminate access of the above user:

**Notification Date:** **Last Date of Access:**

**MANAGEMENT APPROVAL:**

Supervisor/Manager/Program Director

Print Name: Last First Middle

Title: Phone #: Email:

Signature: Date:

**VDH APPROVAL:**

Division of Child and Family Health: Date:

For Program Questions please call 866-493-1090 Email; va\_ehdi@vdh.virginia.gov

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| VDH Application Help Desk Contact Information:  |
| Phone Number | 804-864-7200 and select option 2 |
| FAX Number | 804-864-7771 |
| Email | oim\_webappshelp@vdh.virginia.gov |