

COVaxON Creating Vaccine Events

Target Role: Inventory Manager & Super User

<p>Role Description: Responsible for creating Vaccine Events</p> <p>Permission Level: COVax Inventory Manager, Super User, Vaccinators, Site Staff</p> <p>User Access with new AO & VE functionality:</p> <ul style="list-style-type: none"> All Users can create and manage Vaccination Events (VE) associated to the same Authorized Organization (AO) that is listed on their profile Inventory Managers and Super Users can link inventory to VEs Super Users can load clients to VEs following the client list upload process Site Staff, Vaccinators and Super Users can add the VE directly on the client record 	<p>Legend</p> <p> Pencil Icon Click this to edit any data fields</p> <p> Red Asterisks Indicates a required field</p> <p> All COVID public health measures must be followed in alignment with this process.</p>
<ul style="list-style-type: none"> This document focuses on using COVaxON to support clinical operations. Within the clinical package that each site received, there are additional forms that you will need to use alongside the COVaxON system For details about COVaxON user access, refer to the "Login, Logout, and User Settings" job aid 	
<p>Data Privacy Disclaimer: Users with access to COVaxON can see the demographic details and HCNs of other clients in the system when searching for a particular person. The information is presented this way to help ensure that users access the correct client record and to reduce the risk of either not locating a client's record or improperly creating duplicate client records.</p> <ul style="list-style-type: none"> As required by PHIPA and under the terms of the Acceptable Use Policy, system users are only permitted to access the information of individuals to whom they are providing care or for other purposes that are specifically authorized. COVaxON records detailed audit transaction logs that inform the MOH of which client records were accessed by each user, and what actions they took in the system. Any concerns that are identified about improper access to the system will be investigated and appropriate actions taken. 	

Vaccination Events (VEs) are a record type that represents the location where vaccinations are physically taking place. For example: hospital clinics, pharmacies, mass immunization clinics, LTCHs/RHs/NHs, mobile/drive through clinics, etc. Authorized Organization (AO) are the organizations that own and allocate inventory to VE. Once a VE is set up, clients can be linked to the VE and the clinical flow can begin.

Vaccination Events Activities

Please hover over the section relevant to you, and "Ctrl + Click" to jump to the desired section

Section	Description	Link(s)
1. Creating a Vaccination Event	VEs (Vaccination Events) will be created within the appropriate AO (Authorized Organization).	Creating a Vaccination Event
2. Setting up a Vaccination Event	Once a VE is created, inventory and clients can be associated/linked to the VE.	Setting up a Vaccination Event
3. Monitoring Vaccination Events	There are records in the system to monitor daily operations within a VE.	Monitoring Vaccination Events

<h3>1. Creating a Vaccination Event</h3>
<p>Description: Vaccination Events should be created by a User from the Authorized Organization as part of the planning phase of a new location (physical or mobile) that will be administering vaccinations, prior to the start date of the Event.</p>

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How:

1. To create a VE, navigate to the “**Vaccination Events**” tab. Ensure you have selected “**Organization’s Vaccination Events**” from the dropdown (rather than the default selection “All”).
2. Select “**New**” and enter the details below:
 - **Vaccination #:** can be left blank and will auto populate upon saving
 - **Vaccination Event Name*:** Naming convention: [Location] [City] [Unique Identifier]. Once the VE has started, it is important that the name does not change.
 - **Status*:** Active
 - **Vaccination Event Type*:** select the relevant type based on the event. For example, Hospital, PHU, Pharmacy, etc. **Do not select “Other”**
 - **Authorized Organization*:** the AO of the logged in User, and the AO that the VE will be associated to
 - **Public Health Unit (PHU)*:** should fall under the same PHU of the postal code associated with the VE (jurisdiction of the location), and ultimately the same PHU as on the AO of the User
 - **Start Date:** first day of the vaccinations taking place. Should be a date in the future since the Vaccination Event will be created prior to it starting. Do not select a date that is in the past.
 - **Location details:** input the address of VE, unless it is a mobile or door-to-door vaccination program
 - **Comments:** Input any comments related to the VE
3. Select “**Save**” or “**Save & New.**”

The screenshot shows the 'New Vaccination Event' form in the COVaxON system. Red callouts are placed on the interface:

- 1:** Points to the 'Vaccination Events' menu item in the top navigation bar.
- 2:** Points to the 'Organization's Vaccination Events' dropdown menu in the left sidebar.
- 3:** Points to the 'Save' button at the bottom right of the form.

The form itself contains the following fields:

- Information:**
 - Vaccination Event *Name (text input)
 - Phone (text input)
 - *Status (dropdown menu, set to 'New')
 - Fax (text input)
 - Alias (text input)
 - Website (text input)
 - Vaccination Event *Type (dropdown menu, set to '--None--')
 - Industry (dropdown menu, set to '--None--')
 - Site Location:
 - Latitude (text input)
 - Longitude (text input)
 - Authorized Organization * (dropdown menu with search)
 - Public Health Unit * (PHU) (text input with search)
 - *Start Date (calendar icon)
 - Vaccination Event # (text input)
 - Comments (text area)
- Location:**
 - Street (text input)
 - Postal Code (text input)
 - City (text input)
 - Province (text input)

Buttons at the bottom: Cancel, Save & New, Save.

Further Context

- Vaccine Event Name: The locations can choose to acronym the Authorized Organization as part of this naming convention (as their unique identifier, for example). It is recommended to maintain consistency in the naming convention. It is important NOT to enter commas in the Vaccination Event name.
- Other VE fields not specifically mentioned above are not needed or relevant on the VE record.
- Once you create a VE, you must “link” or allocate inventory within your AO to the VE, so they have inventory available to administer at individual sites. Please see the Inventory Job Aid for more details on how to link inventory records to a VE.

2. Setting up a Vaccination Event

Description: Now that the Vaccination Event (VE) record has been created, inventory and clients should be allocated to the appropriate VE.

COVaxON Creating Vaccine Events

Target Role: Inventory Manager & Super User

A. Allocating Inventory to a Vaccination Event:

- Super Users or Inventory Managers will link existing inventory records at the Authorized Organization (AO) to the VE. This allows Vaccinators to select the correct inventory when administering doses to clients. The act of linking “existing inventory records” creates a “Vaccine Event Inventory” record, tied directly to the event. Doses are administered from the Vaccine Event inventory, with “Doses Available” from the linked AO inventory record.
- The act of linking “existing inventory records” creates a “Vaccine Event Inventory” record, which is a separate record that is tied to the main AO inventory record. As doses are administered, it decrements from “Doses Available” from the linked AO inventory record.
- One AO inventory record can be associated to multiple VEs. For vaccines that require a diluent, the diluent inventory must also be linked to the VE.
- Refer to the “Inventory Job Aid” for instructions on allocating and managing VE inventory

Vaccination Events > Lakeridge Health Oshawa - Manor Village
Vaccine Event Inventory
2 Items - Updated a few seconds ago

	Vaccine Event Inventory: VE Inventory Name	VEI Status	Allocated Dos...	Extra Doses F...	No Consent f...	Doses Wasted
1	MODERNA COVID-19 mRNA-1273 0.5 ml - YU0065, 2021-05-31	Active	250	6		
2	MODERNA COVID-19 mRNA-1273 0.5 ml - LK0004, 2021-05-31	Active	200	5		

B. Associating Clients to a Vaccination Event:

All clients should be associated to the VE. This can be done in a few different ways:

- **Client List Uploads:** When a VE is created, a Vaccination Event # is autogenerated as a unique ID for the Event and can be found on the VE record." When bulk uploading clients, there is a column on the CLIENT_LOAD_TEMPLATE to allow super users to indicate which vaccination event clients will be attending. The User can copy and paste the VE # from the event information into the specified column in the upload template. Note: this method is specific to hospitals, PHUs, LTCHs/RHs, clinics.
- **Manual Association:** In cases where a bulk upload was not used to load a client and link them to the VE, the client can be associated to the VE in the following ways:
 - By searching the client from the simplified flow within the Vaccination Event and following the flow to check in, administer and check out the client. Refer to the Simplified Vaccination Flow job aid.
 - By creating the client from the simplified flow within the Vaccination Event after confirming they do not already exist. Then follow the simplified flow to check in, administer and check out the client. Refer to the Simplified Vaccination Flow job aid.
 - If using the regular clinical flow (not the simplified flow), and the client is not found from the Clients list on the VE, the VE can be manually associated on the client record after finding their record from the “Client Search” tab.

If a Vaccine Event Inventory should not be made available for selection from the VE, the Inventory Manager/Super User can change the status of the Vaccine Event Inventory to “Inactive”. Any Vaccine Event Inventory in status “Inactive” cannot be selected for administration by the Vaccinators.

VEI Status: Inactive

3. Monitoring Vaccination Events

Description: The Vaccination Event (VE) record can be used to monitor daily operations and contains a consolidated view of the Vaccination Reports, Clients, Dose Administration Records, and Inventory.

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The Vaccination Event Reports can be used to track clients and inventory availability:

These reports can be found in the top “Details” section of a Vaccination Event’s homepage, under the fourth subsection “Report Links.”

▼ Report Links

- Showing Clients for Vaccination Event
- Event Inventory Report

A. On the VE Record, Select the relevant report:

1. “Showing Clients for Vaccination Events” Report: This report provides a centralized view of all clients at a specific VE and their associated client information. This report shows all dose administrations that clients at the VE have received and if the client experienced any Adverse Events Following Immunization. For clients that have received 2 doses, the dose administration records are now grouped together with the client name.

Report: Clients with Dose Administration and Orig Vaccine Inventory
Showing Clients for Vaccination Event

total Records: 1 Total Total Valid Dose: 71 Total Any Adverse Events After I...: 19

Client Name ↑	Client Status ↑	ith card number	Person Account	Birthdate	Gender	Status	Vaccination Event	Total Valid Dose	Any Adverse Events After Immunization?
5157 Test 1 (16)	Dose 1 administered (16)	2054240		2021-02-24	Male	Administered	Rogers Convention Center	16	<input checked="" type="checkbox"/>
		2054240		2021-02-24	Male	Administered	Rogers Convention Center	16	<input type="checkbox"/>
		2054240		2021-02-24	Male	Administered	Rogers Convention Center	16	<input type="checkbox"/>
		2054240		2021-02-24	Male	Administered	Rogers Convention Center	16	<input type="checkbox"/>
		2054240		2021-02-24	Male	Administered	Rogers Convention Center	16	<input checked="" type="checkbox"/>
		2054240		2021-02-24	Male	Administered	Rogers Convention Center	16	<input checked="" type="checkbox"/>
		2054240		2021-02-24	Male	Administered	Rogers Convention Center	16	<input type="checkbox"/>
		2054240		2021-02-24	Male	Administered	Rogers Convention Center	16	<input type="checkbox"/>
		2054240		2021-02-24	Male	Administered	Rogers Convention Center	16	<input type="checkbox"/>

2. “Event Inventory” Report: Outlines the Total Sum of Allocated Doses, Sum of Extra Doses from Vial, Sum of Doses Wasted, Sum of Non-Consent Doses, the Number of Administered Doses, and total remaining doses on the event inventory. This report can be leveraged by VE staff to understand how much inventory they have remaining. The report can also be leveraged by AO Inventory Managers to collect information on adjustments required to the main inventory record."

Report: Event Inventory with Dose Admin
Event Inventory Report

Total Allocated Doses: 450 Total Extra Doses From Vial: 11 Total Doses Wasted: 0 Total No Consent for Data Collec...: 0 Number of Administered Doses: 7 Total Remaining Doses: 454

VE Inventory Name ↑	Sum of Allocated Doses	Sum of Extra Doses From Vial	Sum of Doses Wasted	Sum of No Consent for Data Collection Doses	fx Number of Adm
MODERNA COVID-19 mRNA-1273 0.5 ml - LK0004, 2021-05-31	200	5	0	0	
MODERNA COVID-19 mRNA-1273 0.5 ml - YU0065, 2021-05-31	250	6	0	0	
Total	450	11	0	0	

B. Navigating Client Records

- Clients are accessed during all stages of the clinical flow from the VE.
- Under the “Clients” section of the VE homepage, all clients associated with the VE will be listed.
- Clients who have received at least one dose of a vaccine will also appear in the “Dose Administration” record.
- Clients can also be found from the VE using the Simplified flow. Refer to the ### job aid
- Refer to the Simplified Flow, Check In, Vaccination and Check Out Job Aids for more details on the clinical flow.

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Clients (4)			
Client Name	Health card number	Birthdate	Gender
Jolly Balloon	8453627182	2000-02-01	Female
Matthew Johnson		2003-02-04	Male
Robert Jackson	6759088734	1985-02-20	Non-binary/third gender
Sammy Johnson		2002-02-01	Male
View All			

Dose Administration (3)			
Client	Status	Dose Administration	Time Given
Matthew Johnson	Administered	DA-413523	2021-02-23, 5:11 PM
Sammy Johnson	Administered	DA-413541	2021-02-24, 12:47 PM
Jolly Balloon	Administered	DA-413546	2021-02-24, 1:23 PM
View All			

C. Vaccination Event Inventory

- AO Inventory that is linked to the VE and therefore created as a "Vaccine Event Inventory" can be accessed from the VE.

Vaccination Events > Lakeridge Health Oshawa - Manor Village
Vaccine Event Inventory

2 items - Updated a few seconds ago

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- All changes to VE inventory should be done from the "main" AO inventory record from the Inventory tab (rather than directly from the Vaccination Event Inventory). Navigate there from the VE by:
 - Select the Event Inventory Hyperlink
 - Select the Inventory Hyperlink (this will bring you to the AO inventory record)

Vaccine Event Inventory
MODERNA COVID-19 mRNA-1273 0.5 ml - YU0065, 2021-05-31

Related	Details	
VE Inventory Name	MODERNA COVID-19 mRNA-1273 0.5 ml - YU0065, 2021-05-31	Inventory MODERNA COVID-19 mRNA-1273 0.5 ml - YU0065, 2021-05-31
Vaccination Event	Lakeridge Health Oshawa - Manor Village	VEI Status Active
Inventory Type	Vaccine	Inventory Product MODERNA COVID-19 mRNA-1273
Doses Wasted		Inventory Status Available
Allocated Doses	250	No Consent for Data Collection Doses
		Extra Doses From Vial 6
Created By	ellen hall, 2021-03-18, 2:31 p.m.	Last Modified By ellen hall, 2021-03-18, 2:52 p.m.

The VE record contains an inventory section, client's section, dose administration section and links to VE reports. Refer to the associated job aids for more details.

At end of shift, log out of COVaxON and clear the browser cache. Refer to the Login, Logout, User Settings job aid for detailed steps. Sanitize shared devices in accordance with location protocols.