

Updates to LHD 317 Ordering

Dear Local Health Departments,

As we approach the end of the Federal fiscal year, we are making sure all our federal funds are utilized prior to CDC's Ordering Blackout from September 30- October 1, 2024.

Please see below with updates to the LHD 317 Ordering Policy:

- 1. HPV vaccine will be unavailable to order at this time.**
- 2. Vaccine dose requests for PCV 20 and Shingrix will be capped at 40 doses. Based on available budget, this is subject to change.**

Reminders Before Placing a Vaccine Order:

3. Only the Primary Vaccine Coordinator, Back Up Vaccine Coordinator and/or Additional Coordinator have access to login to your [myCAvax](#) account to place vaccine orders.
4. Before starting your vaccine order, complete all transfers, waste events and returns.
5. LHD 317 providers are required to order based on administered doses and on hand inventory.
6. Ensure the current LHD 317 inventory in your vaccine storage units matches the On-Hand Inventory you enter.
7. Providers are accountable for all publicly supplied vaccines upon receipt and must be able to provide documentation to support their numbers.
8. Report doses administered on each vaccine order using quantities reported to the regional immunization registry (CAIR/Healthy Futures) as "317."
9. Account for every dose of 317-supplied vaccine ordered and received by the provider location.
10. The Primary and Back Up Vaccine Coordinator should monitor their emails for changes to the clinic's order status.

Vaccine Order Processing and Shipment Notes:

1. Orders will be reviewed and approved daily; however, LHD 317 sites should allow up to 2 weeks after order submission for review, processing, and shipment of the order.
2. If vaccine inventory or accountability corrections are needed prior to order approval, LHD 317 Program staff will notify the clinic's Vaccine Coordinator. Please respond as soon as possible to prevent delays in order approval. **Orders needing corrections will be held in queue until requested corrections are resolved or orders will expire after 2 weeks of pending corrections.**
3. Delivery windows are dependent on provider's days/hours of operation. Update the clinic's hours in myCAvax for any holiday or temporary closures. **McKesson does not ship vaccines on Fridays and no deliveries are made on Mondays.**
4. Monitor for emails regarding order confirmations, advance shipment notices of vaccine, and temperature monitoring alerts.

Thank you for your continued commitment to prevent the most vulnerable patients in your communities against vaccine preventable diseases!

Questions? Contact the Provider Call Center at (833) 502 – 1245 or email us at ProviderCallCenter@cdph.ca.gov.

Thank you,



California Department of Public Health | Immunization Branch
Vaccines for Adults (VFA) Program

Email: my317vaccines@cdph.ca.gov

Provider Call Center:

Phone: 833-502-1245

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