Reporting Requirements at a Glance

COVID-19 Vaccine

This guide outlines requirements in CDC's COVID-19 Vaccination Program Provider Agreement and Vaccine Storage & Handling Toolkit. Resources can be found on COVID-19 Reporting Requirements Resources.

Topic	Requirements & Guidance	Resource
Reporting Doses Administered	*Within 24 hours of administering a dose of COVID-19 vaccine and adjuvant (if applicable), Organization must record in the vaccine recipient's record and report required information to the relevant state, local, or territorial public health authority. Details of required information (collectively, Vaccine Administration Data) for reporting can be found on CDC's website. (CDC Provider Agreement #2)* *Organization must submit Vaccine Administration Data through either (1) the immunization information system (IIS) of the state and local or territorial jurisdiction or (2) another system designated by CDC according to CDC documentation and data requirements. (P.A. #2)* Reporting is critical for the state to optimize allocations statewide. COVID-19 vaccination providers must document vaccine administration in their medical record systems within 24 hours of administration and report administration data daily. Documenting "race/ethnicity" for every immunized patient is a requirement of the California COVID-19 Vaccination Program. Vaccinators who agree to participate in the third-party administrator's (Blue Shield) provider network must use My Turn (or an EHR system that is connected to My Turn) to report doses administered to the California Immunization Registry (CAIR). For more information about onboarding timelines and training, go to My Turn Onboarding.	Reporting Doses Administered Report Race & Ethnicity
Reporting Inventory before Vaccine Requests	*Organization must report the number of doses of COVID-19 vaccine and adjuvants that were unused, spoiled, expired, or wasted as required by the relevant jurisdiction. (P.A. #8)* For non-TPA providers, report COVID-19 doses on hand as part of each submitted re-order. Inventory will be reported through myCAvax **Vaccine Orders**. (For providers in the TPA	See myCAvax system job aid and video

	Network, submit Vaccine Capacity reports every Monday by 4 pm to guide allocation decisions.)	
Reporting Inventory to Vaccine Finder	*Organization must report the number of doses of COVID-19 vaccine and adjuvants that were unused, spoiled, expired, or wasted as required by the relevant jurisdiction. (P.A. #8)* All COVID-19 vaccination providers must report COVID-19 doses on hand daily into VaccineFinder. The organization identified during enrollment may choose to report inventory for all affiliated provider locations. Or the organization may choose to push reporting responsibility down to the provider locations. Inventory will be reported directly to VaccineFinder's COVID Locating Health provider portal.	Reporting Inventory to Vaccine Finder VaccineFinder Updates
Reporting Temperature Excursions	*Organization must comply with each relevant jurisdiction's immunization program guidance for dealing with temperature excursions. (P.A. #7c)* Report all temperature excursions in vaccine storage units, thermal shippers, and transport containers. Storage unit temperatures must be checked and recorded twice daily to ensure the viability of your vaccine supply. For out-of-range temperatures, complete the worksheet the capture the details the manufacturer will need, then contact the manufacturer to determine vaccine stability. Report the excursion using myCAvax. Click the **Vaccine Inventory** tab to access the Excursion button.	Reporting Temperature Excursions & Worksheet
Report Shipping Incidents	For vaccines exposed to out-of-range temperatures during shipment, report these as shipment incidents. Instructions can be found in receiving & storing job aids for Pfizer, Moderna, and Janssen. Go to myCAvax Vaccine Inventory. Click Shipment Incident to report.	Receiving & Storing Pfizer | Moderna | Janssen
Reporting Doses Wasted, Spoiled, & Expired	*Organization must report the number of doses of COVID-19 vaccine and adjuvants that were unused, spoiled, expired, or wasted as required by the relevant jurisdiction. (P.A. #8)* Do not return COVID-19 vaccines. For Pfizer and Moderna vaccines, vaccines may be disposed of in Sharps containers following practice protocols; guidance for Janssen to follow. Report spoiled, expired, or wasted doses using myCAvax. Click the **Vaccine Inventory** tab to access the Waste button. **For Pfizer vaccine:** If you are unable to draw a 6th dose from a vial, report the 6th dose as waste with Waste Reason of "Other."	Reporting Doses Spoiled, Expired, or Wasted

Reporting Adverse Events to VAERS	*Organization must report any adverse events following vaccination to the Vaccine Adverse Event Reporting System (VAERS) (1-800-822-7967 or http://vaers.hhs.gov/contact.html). (P.A. #10).*	Reporting Adverse Events to VAERS 12 Things States Need to Know about VAERS