

Reporting Doses Administered Using PrepMod™



California
COVID-19
Vaccination Program

PrepMod is already configured to transmit doses administered to CAIR2, SDIR, and RIDE regional registries. It is a free end-to-end system that automates all aspects of managing vaccination clinics. The system includes a web-based consent process for patients and a clinic management system for staff. PrepMod can be used by local health departments, clinics, and individual providers to schedule clinics, track vaccination distribution, and report vaccination activity.

Program Requirements

- 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.
- 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.
- Organization must preserve the record for at least 3 years following vaccination, or longer if required by state, local, or territorial law. Such records must be made available to any federal, state, local, or territorial public health department to the extent authorized by law.

Key Benefits

- PrepMod performs well on any brand tablet and on mobile devices; ideal for mobile and off-site clinics
- Clinic data automatically transmits doses administered to CAIR (all three regions)
- The public can use PrepMod public-facing site to find vaccination clinics, register, and sign the consent form
- Consent form and screening questions are defined by type of clinic (general, flu only, child only, etc.)

PrepMod Resources

- [PrepMod Enrollment Guide](#)
- [PrepMod User Manual](#)
- [PrepMod In-Clinic Handbook](#)
- [PrepMod User Roles](#)
- [PrepMod FAQ](#)

PrepMod Training

- [PrepMod Training Instructions](#)
- [PrepMod Staff Training \(Video\)](#)
- [Module 1: Clinic Planning](#)
- [Module 2: Clinic Day Tasks](#)
- [Module 3: Clinic Activity Report](#)

Support Desks

PrepModHelp Desk	For questions about the platform: contact 888-503-0515 or techsupport@vaccineconsent.com (available 8 a.m. to 8 p.m. ET Mon-Fri)
CA IZ Branch	For California-specific questions: contact Prepmod@cdph.ca.gov

Getting Started

Follow these instructions to get started.

Step	Description
1.	Review PrepMod Training Instructions for access to a training video; consider attending live training if needed.
2.	Get familiar with the PrepMod User Guide .
3.	Complete these four steps in order. (Refer to PrepMod Enrollment Guide for details.) a) Add venues/locations b) Enroll users c) Set up clinics
4.	Ensure user roles are trained on PrepMod and its key operations. (Refer to PrepMod User Manual for details.) <ul style="list-style-type: none">• Create clinics (clinic type, public/private, appointments/walk-ins, collecting insurance info, services)• Prepare for clinics (edit clinics, view registered patients and waiting lists, schedule appointments)• Perform Clinic-Day Operations (add clinic staff, add vaccine inventory, report clinic activity)

Instructions

Follow these instructions to report doses administered at the end of your clinic day.

Step	Description
1.	<p>Open the Clinic Activity Form.</p> <ol style="list-style-type: none"> Select Clinics from the menu bar. Locate your clinic by entering the clinic name in the Search field. Select Clinic Activity to open the form.
2.	<p>Add the final data to complete the Clinic Activity Form.</p> <ol style="list-style-type: none"> Select the Clinic Start Time and End Time. In the Clinic Incidents or Comments field, at the conclusion of the clinic, enter any incidents or comments you think are important to save to the clinic record. Select Save.
3.	<p>Document each patient outcome in the Clinic Activity form.</p> <ol style="list-style-type: none"> Scroll down to search for or select the Patient Name.

b. Click the appropriate outcome: Vaccinated, Refused, Sick, Absent/Withdrawn. (For example, click **Vaccinated** for Jane Jones below.)

Save Save And Submit

Search: Patient's first name or last name Search Reset

Add More Patients +

Patient Name	DOB	Vaccinated	Refused	Sick	Absent/Withdrawn	Remark	Actions
Jane Jones	(1) 05/15/1981	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	Remark	Delete
Tom Jones	(1) 11/20/1981	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Remark	Delete
Bob Jones	(1) 02/18/1981	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Remark	Delete
Joan Jones	(1) 10/09/1981	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Remark	Delete
Sarah Jones	(1) 08/14/1981	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Remark	Delete

c. If you selected **Vaccinated**, update the details in the popup window (below) and then select **Update**.

Vaccinated: Jane Jones

Select	Vaccine	Lot No.	Route	Site	Reaction	VFC Eligibility
<input checked="" type="checkbox"/>	Pfizer (COVID-19)	5555	IM	RA	None	VFC eligible - Uninsured
<input type="checkbox"/>			IM	RA	None	VFC eligible - Uninsured

General Reaction: None

Vaccinator: Jane Smith

Does this vaccination complete the series? No Yes

Update Close

d. Repeat for all patients.

4. Once you've entered all patient outcomes, then click **Save and Submit** to report doses administered to CAIR.

[Save](#) [Save And Submit](#)

Search: [Search](#) [Reset](#)

[Add More Patients +](#)

Patient Name		DOB	Vaccinated	Refused	Sick	Absent/Withdrawn	Remark	Actions
Derek Jones	(1)	? 12/18/1983	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Remark	Delete
Jane Jones	(1)	? 05/15/1981	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Remark	Delete
Tom Jones	(1)	? 11/20/1981	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Remark	Delete
Bob Jones	(1)	? 02/18/1981	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Remark	Delete
Joan Jones	(1)	? 10/09/1981	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Remark	Delete