

Orders & Distribution

California Bridge Access Program (BAP)
for uninsured & underinsured adults

For Existing COVID-19 Providers



Summary of new ordering requirements:

- Ordering cadence for BAP-supplied vaccines is to be determined
- Minimum order quantities are determined by carton size
- No ancillary kits are supplied
- Small Orders and Third-Party Redistributor (TPR) will not be available for BAP-supplied vaccines
- Providers will not use Marketplace for BAP-supplied vaccines
- Never borrow BAP-supplied vaccines to supplement private stock, or vice versa; order sufficient supply to serve BAP-eligible and private recipients.

Look for the gold stars in [Requirements at a Glance](#) that identify new requirements.

Providers will be notified when [COVID-19 Vaccine Product Guide](#) has been updated and posted after any FDA authorizations.

Click NEXT to review this lesson content.

Welcome

COVID-19 vaccines are procured and distributed by the federal government at no cost—only for approved BAP providers and for use in uninsured and underinsured adult populations.

This lesson introduces vaccine orders and distribution plus myCAvax functionality locations will use to submit orders and track shipments.

By the end of this lesson, you'll be able to

- place vaccine order requests in myCAvax,
- explain how you'll be notified of orders & shipments, and
- bookmark key resources to guide you on the job.

Review Time: about 5 minutes ([there is no audio – click Next](#))



What You'll Learn

1

**Ordering
Vaccine**

2

**Vaccine
Distribution**

Overview



Ordering Vaccine

Ordering for COVID-19 vaccines now follows guidelines for routine vaccines. Vaccine Coordinators may submit Standard Orders for any COVID-19 vaccine products in myCAvax. **Ordering cadence is to be determined**. Ancillary kits are not supplied.

Small Orders and Vaccine Marketplace are not supported for BAP-supplied vaccines.



Submit Standard Orders
(cadence TBD)



Reviewed & Approved by LHDs



Processed by California Department of Public Health



Standard Order transmitted to CDC
cannot be canceled

Bookmark Key Resources

- [Requirements at a Glance](#)

Anticipated Vaccine Products



Ordering Vaccine

NCDs listed below are for the updated vaccine products that may be authorized and approved for fall 2023. Providers will be notified when products are authorized and approved.

Manufacturer	Order Intention	NDC	CDC Description
Moderna	Mixed	80777-0102-95	12Y+, SDV, 10-pk
Novavax	Mixed	80631-0105-02	12Y+, MDV5, 2-pk
Pfizer-BioNTech	Mixed	00069-2362-10	12Y+, SDV, 10-pk

Resources: [COVID-19 Vaccine Product Guide](#) will be updated after FDA authorization.

Bookmark Key Resources

- [Requirements at a Glance](#)
- [COVID-19 Vaccine Product Guide](#)

Vaccine Order Requests

Ordering Vaccine

When placing Standard Order requests in myCAvax:

- Minimum order quantities are determined by carton size
- As with other routine vaccines, report number of doses administered (since previous order) and doses on hand (at time of order) with each order
- Vaccines ship to the location's shipping address in myCAvax
- Locations may order multiple COVID-19 vaccine products on the same vaccine order request
- Because vaccine redistribution is not allowed, order quantities may need to be adjusted for vaccination locations

Resources: See [Requirements at a Glance](#), Ordering Vaccines. For technical questions, look for the Knowledge Center link in myCAvax.



Need help? View our jobs aids in the [Knowledge Center](#) or contact us.

Bookmark Key Resources

- [Requirements at a Glance](#)
- [COVID-19 Vaccine Product Guide](#)

Vaccine Order Requests (Cont.)

Ordering Vaccine

To minimize shipment delays: Ensure your location’s information is accurate and complete in myCAvax before placing any vaccine order request:

- shipping address
- phone numbers and emails (for primary & backup Vaccine Coordinators)
- receiving days and hours (locations must offer full-day receiving hours, or minimally a four-hour window on a weekday other than Monday)

Bookmark Key Resources

- [Requirements at a Glance](#)
- [COVID-19 Vaccine Product Guide](#)

▼ **Coordinator Information**

First Name Lillian	First Name Oswald
Middle Initial	Middle Initial
Last Name Disney	Last Name Jones
Email ⓘ trainingtester1004@gmail.com	Email ⓘ trainingtester1003@gmail.com
Telephone ⓘ (888) 444-5555	Telephone ⓘ (888) 444-6666
Extension Number	Extension Number

▼ **Coordinator Availability to Receive Shipment**

Monday AM From	08:00 AM	ⓘ	Monday AM To	12:00 PM
Monday PM From	12:00 PM	ⓘ	Monday PM To	04:00 PM
Tuesday AM From	08:00 AM	ⓘ	Tuesday AM To	12:00 PM
Tuesday PM From	12:00 PM	ⓘ	Tuesday PM To	04:00 PM
Wednesday AM From	08:00 AM	ⓘ	Wednesday AM To	12:00 PM
Wednesday PM From	12:00 PM	ⓘ	Wednesday PM To	04:00 PM
Thursday AM From	08:00 AM	ⓘ	Thursday AM To	12:00 PM
Thursday PM From	12:00 PM	ⓘ	Thursday PM To	04:00 PM
Friday AM From	08:00 AM	ⓘ	Friday AM To	12:00 PM
Friday PM From	12:00 PM	ⓘ	Friday PM To	04:00 PM

What You'll Learn

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Vaccine Distribution

Distribution of COVID-19 vaccines now follows guidelines for routine vaccines. CDC uses its contract with McKesson to fulfill orders and centrally distribute Moderna and Novavax vaccine products refrigerated. Pfizer-BioNTech vaccine will ship directly from the manufacturer and on dry ice.

When to expect vaccines

Because the Public Health Emergency has ended, COVID-19 vaccine distribution will no longer be expedited. Like other routine vaccines, providers can expect to receive vaccines within 15 days after receiving the order-processed notification.

Resources: See [Requirements at a Glance](#), Vaccine Distribution.

Bookmark Key Resources

- [Requirements at a Glance](#)

How Will I Be Notified of Shipments?

Vaccine Distribution

Primary Vaccine Coordinators (order's Point of Contact) receive these emails:

- **Order status changes** (pending and rejected)
- **Order acknowledgement** (order was received by McKesson)
- **Advance shipment notices** by McKesson and Pfizer
- **Pfizer temperature monitoring report** (in-transit temperatures in thermal shippers)

Resources: Refer to [Requirements at a Glance](#), Critical Systems & Senders, for senders your IT contact should whitelist to ensure emails aren't blocked by your firewall.

Bookmark Key Resources

- [Requirements at a Glance](#)

How Can I Track Shipments?

Vaccine Distribution

Providers can track shipments in myCAvax using the **Shipment** menu option. Click on **Shipment ID** to access this information:

- Product and Quantity Ordered
- Carrier
- Date Shipped
- Shipment Tracking Number (only for order status COMPLETE)



Shipment
SHIP-015678

Related	Details	
Shipment ID	SHIP-015678	Status
Manufacturer	JANSSEN PHARMACEUTICALS INC	Account
Lot Number	1805020	Lot Expiration Date
Damaged Quantity		Product
Batch Status		Product Name
<div style="display: flex; align-items: center;"> ▼ Shipment Information </div>		
Order Number	CVD000607-2134-3	Order Date
Order	00034147	Quantity Received
Quantity Ordered	500	Carrier
NDC Code	59676-0580-15	Expedited Shipment
Order Line Fulfilled	<input checked="" type="checkbox"/>	Provider Location
Date Shipped	3/7/2021	Track It
Shipment Tracking Number	948212006923	

Receiving Shipments

Vaccine Distribution

Never reject a vaccine shipment. COVID-19 vaccines have different receiving protocols and storage requirements.



Report shipping incidents in myCAvax (including product viability, damage or packing slip discrepancies) when discovered to receive replacements.

Resources: See [Requirements at a Glance](#), Receiving & Storing Vaccines.

Bookmark Key Resources

- [Requirements at a Glance](#)

Summary

You have now completed the lesson. You should now be able to perform the following tasks:

- **place vaccine order requests in myCAvax**
Ordering cadence is to be determined
- **explain how you'll be notified of orders & shipments**
 Primary Vaccine Coordinators receive emails of order status changes, order confirmation, and advance shipment notices for vaccine products
- **bookmark key resources to guide you on the job**
[Requirements at a Glance](#)




Go to eziz.org/vfa-317/bap/ for provider alerts, job aids, Provider Call Center contact details, and more!

Looking for myCAvax Training Resources?

The Knowledge Center houses key job aids and videos that are updated every release to include enhancements across vaccine programs.

You can access the Knowledge Center from the myCAvax homepage (or at various places throughout the system) using the links as shown below.

 Need help? View our jobs aids in the [Knowledge Center](#), or [contact us](#).



myCAvax Coordinator Resources
 Job aids, quicksheets, and other resources specifically designed for Location and Organization Coordinators using myCAvax.

[Back to Knowledge Center](#)

Vaccine Order Requests

- Placing Standard Vaccine Order Requests**
 This document summarizes the steps to place standard vaccine order requests in the myCAvax system. Placing a vaccine order request is the first step to procure vaccine...
[View](#)
- Placing Small Vaccine Order Requests**
 This document summarizes the small vaccine ordering process and steps to place small vaccine order requests in the myCAvax system. Placing a small vaccine order request...
[View](#)
- Reviewing Shipments**
 This document explains how to navigate the Shipment tab, where users can find the shipping information for their vaccine orders.
[View](#)

Vaccine Inventory Management

- Recording Waste Events**
 This document provides an overview of the Vaccine Waste Incident process and the steps to report wasted vaccines in the myCAvax system. Vaccine waste management is an...
[View](#)
- Transferring Vaccine Inventory**
 This document provides an overview of how to log transfer and redistribution events. All instances of transfer and redistribution must be recorded using the...
[View](#)
- Navigating and Posting on Vaccine Marketplace**
 The purpose of this document is to provide an overview of The Vaccine Marketplace. The marketplace allows you to post excess inventory that cannot be used and to request...
[View](#)
- Recording Shipment Incidents**
 This document provides an overview of logging and editing shipment incidents in myCAvax. All issues, such as receiving vaccine shipments that have damaged vaccine or ancillary...
[View](#)
- Recording Temperature Excursions**
 The purpose of this document is to provide an overview of reporting an Excursion Event. A Provider must report an excursion when vaccine doses are exposed to temperature...
[View](#)

Done!

- You have completed the **Orders & Distribution** lesson.
- Click “EXIT” at the top of page.