Welcome

As we rapidly scale our provider network to vaccinate all eligible Californians, doses on hand is a key indicator of our progress.

This lesson prepares sites to report inventory upon initial shipment.

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

• complete onboarding to VaccineFinder,
• report inventory on hand, and
• bookmark key resource for use on the job.
VaccineFinder is updated daily from multiple systems. Due to time zones, VaccineFinder is updated daily with the previous day’s data.
What You’ll Learn

1. Complete Onboarding
2. Report Inventory
Complete Onboarding

Overview

Once your provider enrollment application is approved, the registration email is automatically sent to the Organization Coordinator* typically within 24 hours.

The Organization Coordinator does not have to report inventory, but this role must set up the initial account.

For pharmacies and HRSA, refer to this guidance.

**Resources:** Bookmark Reporting Inventory to VaccineFinder for assistance with onboarding and reporting, and a complete list of available support options.

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* Organization Coordinator was identified in CDC Provider Agreement Section A during enrollment.
Create Account

Complete Onboarding

The registration email will be sent to the Organization Coordinator’s email.

- Sent from vaccinefinder@auth.castlighthealth.com
- Click Create Account button to complete registration
- Login with the email address that received the invitation
- Use Edge, Chrome, or Safari browsers
- Link expires after 7 days

Can’t find it? Check Spam/Junk folders, or have IT list VaccineFinder as a safe sender so not blocked by firewalls
Create Account
Complete Onboarding

During account setup, configure these two settings:

1. **Which vaccines will you administer?**
   - **Select Vaccine** from dropdown menu and click **Add**.
   - Repeat for additional vaccines your location will administer.
   - Selections appear below under **Vaccines Added**.
   - Vaccines can be added later.
Create Account
Complete Onboarding

2. How will you report vaccine inventory?

- Organization Coordinator may report inventory for all Your Locations, or
- Your Locations may be responsible for reporting their own inventory; if you want Location Coordinators* to have accounts, select this option.

Reporting roles must have visibility into vaccine inventory to accurately report doses on hand.

Registration email automatically sent to Location Coordinators for all active locations under the Organization

* Location Coordinators and Your Locations were identified in Section B during enrollment.
VaccineFinder Accounts

Complete Onboarding

VaccineFinder uses myCAvax email addresses to create user accounts.

• **For Organization-level reporting:** Organization email will be the only VaccineFinder account

• **For Location-level reporting:** Primary & backup Location Coordinator emails each act as VaccineFinder accounts

• No other user accounts can be added at this time.

VaccineFinder account changes require updates to Organization and/or Location Coordinators in myCAvax. Contact myCAvax Help Desk for technical support.

**Important:** If emails that serve as VaccineFinder accounts are removed from myCAvax, the corresponding accounts will be inactivated in VaccineFinder.
What You’ll Learn

1. Complete Onboarding
2. Report Inventory
Once vaccine shipments arrive, report doses on hand **at least weekly by close of business on Fridays**. Before reporting, adjust your counts for doses used, vaccine shipments, transfers in/out of inventory, and nonviable doses removed from storage units.

For **unpunctured** vials, only report these maximum doses:

<table>
<thead>
<tr>
<th></th>
<th>Pfizer</th>
<th>Moderna 80777-0273-99</th>
<th>Moderna 80777-0273-98</th>
<th>Janssen</th>
</tr>
</thead>
<tbody>
<tr>
<td>Max Doses Reported (unpunctured vial)</td>
<td>6</td>
<td>10</td>
<td>14</td>
<td>5</td>
</tr>
</tbody>
</table>

**Resources:** Bookmark [Reporting Inventory to VaccineFinder](#) for assistance with onboarding and reporting, and a complete list of available support options.
COVID Locating Health Portal

Report Inventory

To report inventory, login to the covid.locating.health/ provider portal using approved browsers.

Organizations and Locations may report inventory using either the Upload File or Log Manually option.

The Organization and Location contacts and sites (from myCAvax) and vaccine products (selected during VaccineFinder account setup) will be prepopulated automatically.

Resources: Bookmark covid.locating.health/ and refer to Reporting Inventory to VaccineFinder for instructions.
Use **Log Manually** to report for each location from one screen.

**Wellness Clinic 1**

- **VACCINES**
  - Moderna COVID-19 Vaccine, 100µg/0.5mL
  - 60777-0275-X
- **DOSES**
  - 0
- **IN STOCK**
  - No
- **SUPPLY LEVEL**
  - Yes

**Wellness Clinic 2**

- **VACCINES**
  - Pfizer COVID-19 Vaccine, 30µg/0.3mL
  - 51007-1000-X
- **DOSES**
  - 100
- **IN STOCK**
  - Yes
- **SUPPLY LEVEL**
  - No

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Report Inventory

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Log Manually

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Update Vaccine Inventory

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In preparation of the public search on vaccinefinder.org, new fields have been added for you to update. More information about when this will become publicly available will be provided shortly.

Last updated 1/26/21, 2:12 PM
Upload File

Report Inventory

Providers may also report inventory using a CSV file edited with Excel.

Click to start with a Blank template or Your most recent file.

**Tip.** Your most recent file may be helpful if your inventory counts haven’t changed since the previous day’s reporting.
You have now completed the lesson. You should now be able to perform the following tasks:

- **complete onboarding to VaccineFinder**
  Registration email sent to Organization Coordinator; set up to report for all locations or invite Location Coordinators to report for their location

- **report inventory on hand**
  Use File Upload or Log Manually options

- **bookmark key resource for use on the job**
  Reporting Inventory to VaccineFinder
Got Questions?

Go to eziz.org/covid for program updates, videos & job aids, provider support, alerts, and more!

Need help in myCAvax? Login to myCAvax and click Training menu to access job aids!

Program Education and Support:
- Provider Office Hours
- myCAvax Training
- Weekly Calendar of Webinars and Trainings
- Frequently Asked Questions
- Guide to Other COVID-19 Vaccine Websites

Provider Support

COVID Call Center
Email: For Program Info
Phone: (833) 502-1245
Hours: Mon–Fri, 8AM–6PM

myCAvax Help Desk
Email: For Technical Support
Phone: (833) 502-1245, option 2

Alerts:

Medi-Cal News Flash
- FQHC, RHC and Tribal FQHC Providers May Now Submit Claims for COVID-19 Vaccine Administration

Updated Vaccination Schedule
- Interim Clinical Considerations Updated for 2nd Booster March 31
- COVID-19 Vaccine Timing by Age (Eligibility Chart)
  Spanish: Calendario de la Vacuna COVID-19 por Edad (Tabla de Elegibilidad)
- COVID-19 Vaccine Timing for 2nd Dose
- COVID-19, Myocarditis, and Vaccines Fact Sheet
Done!

• You have completed the VaccineFinder lesson.
• Click “EXIT” at the top of page.