

# VaccineFinder

California COVID-19 Vaccination Program

V. 6/2023

# 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.

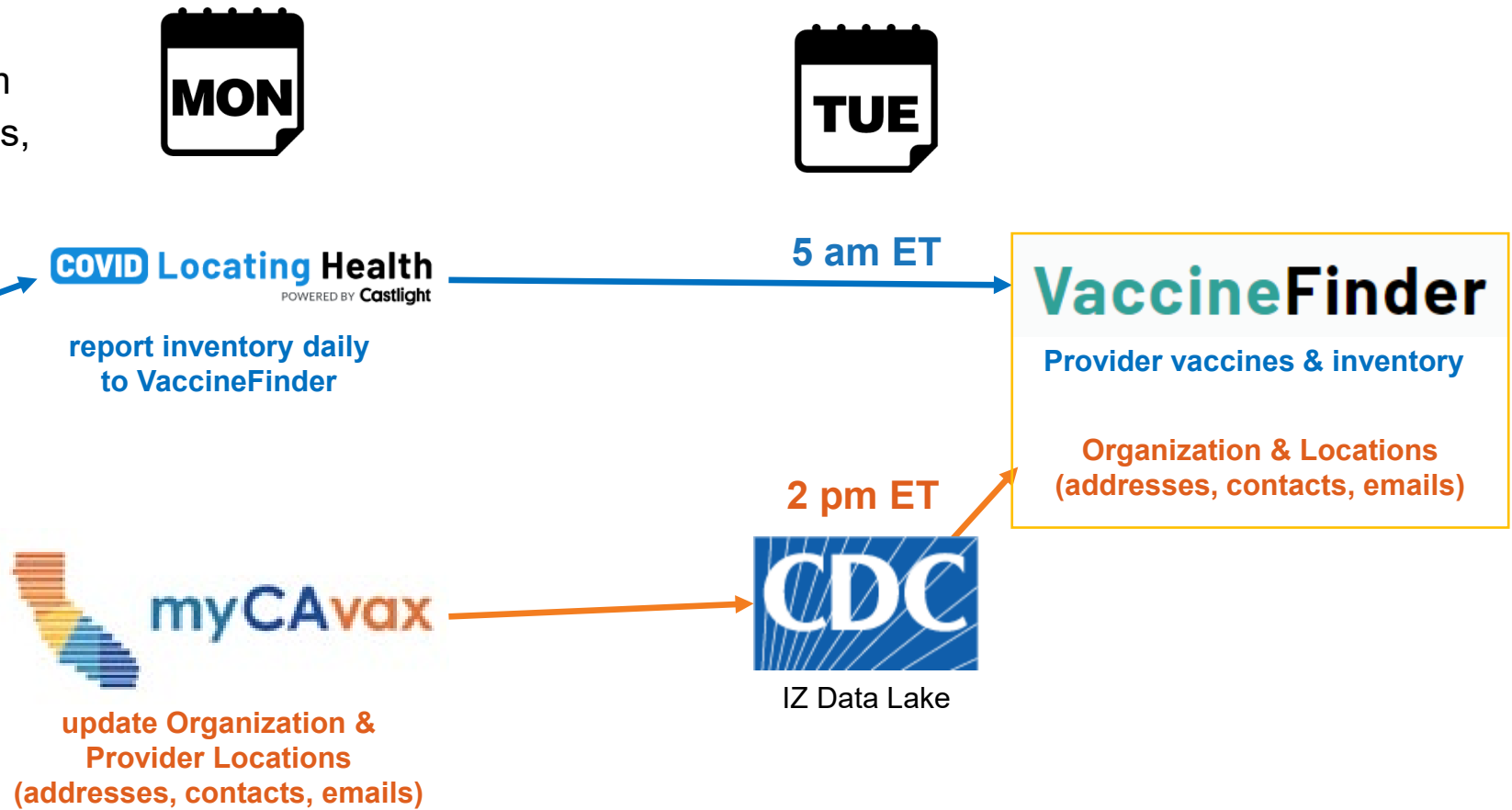
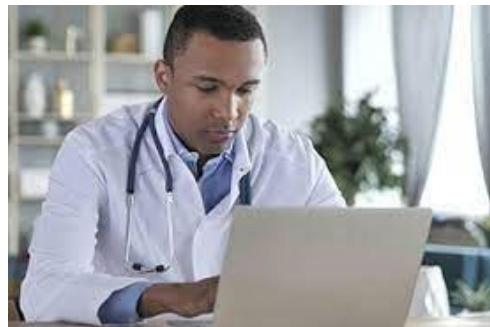
**Review Time:** about 5 minutes ([there is no audio – click Next](#))



# Big Picture

## Overview

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 Vaccine Coordinator\* typically within 24 hours.

The Organization Vaccine 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:** See [Vaccine Management at a Glance](#), Reporting Inventory to VaccineFinder.

\* Organization Vaccine Coordinator was identified in CDC Provider Agreement Section A during provider enrollment.

## Bookmark Key Resources

- [Vaccine Management at a Glance](#)

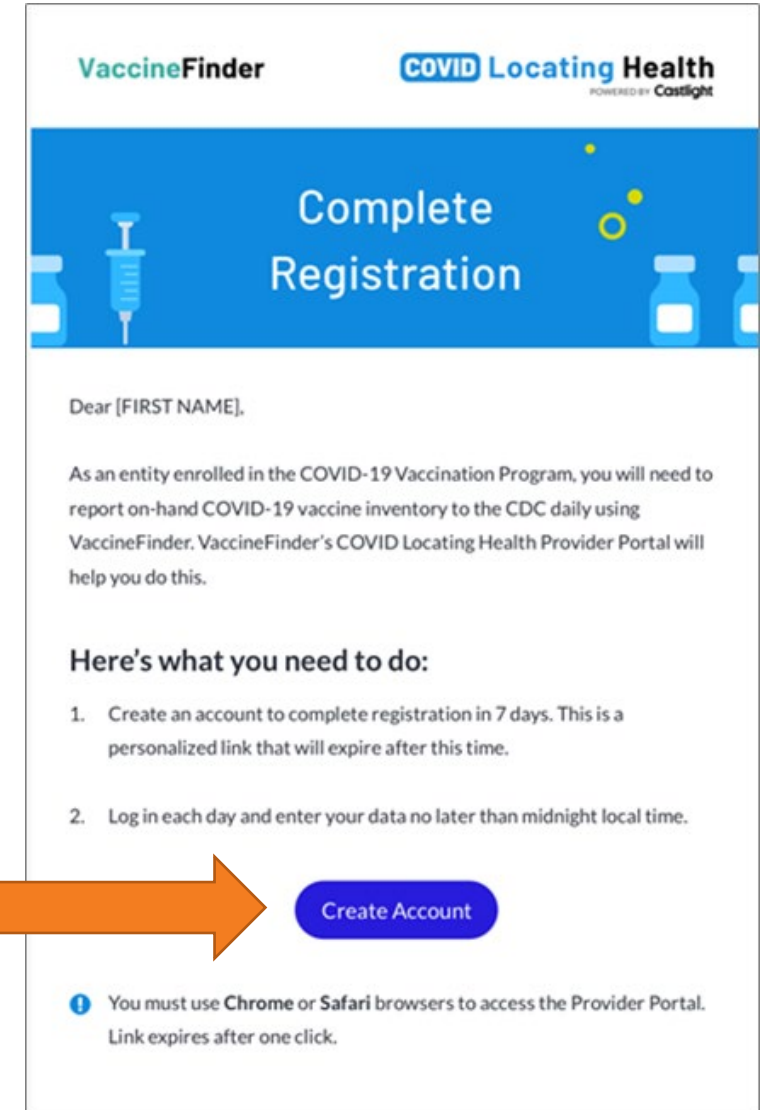
# Create Account

## Complete Onboarding

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

- Sent from [vaccinefinder@auth.castlighthouse.com](mailto:vaccinefinder@auth.castlighthouse.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



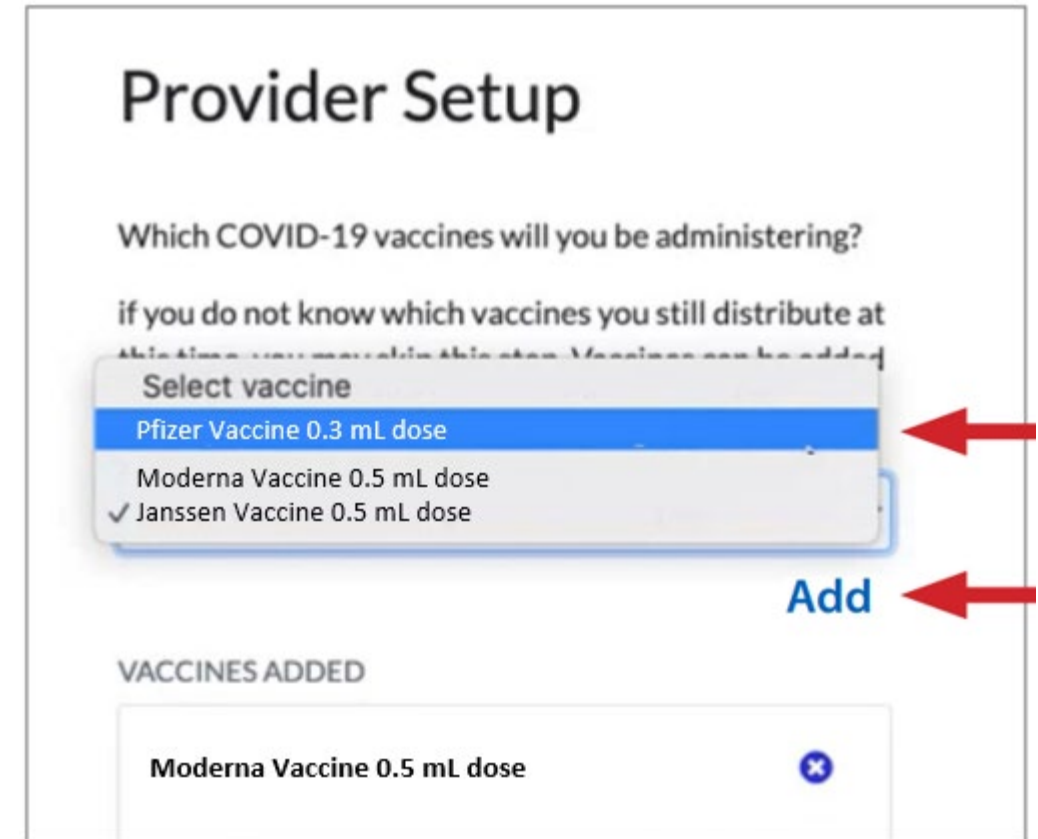
# Create Account

## 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.



The screenshot shows a 'Provider Setup' form. The main heading is 'Provider Setup'. Below it, the text asks 'Which COVID-19 vaccines will you be administering?' and provides a note: 'if you do not know which vaccines you still distribute at this time, you may select this option. Vaccines can be added later.' A dropdown menu titled 'Select vaccine' is open, showing three options: 'Pfizer Vaccine 0.3 mL dose', 'Moderna Vaccine 0.5 mL dose', and 'Janssen Vaccine 0.5 mL dose'. The 'Moderna Vaccine 0.5 mL dose' option is highlighted with a blue bar. A red arrow points to this option. Below the dropdown, there is a blue 'Add' button with a red arrow pointing to it. At the bottom of the form, under the heading 'VACCINES ADDED', there is a box containing 'Moderna Vaccine 0.5 mL dose' and a blue 'x' icon in a circle.

# Create Account

Complete Onboarding

## 2. How will you report vaccine inventory?

- Organization Vaccine Coordinator may report inventory for all **Your Locations**, or
- **Your Locations** may be responsible for reporting their own inventory; if you want Vaccine 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 Vaccine Coordinators for all active locations under the Organization

\* Vaccine Coordinators and Your Locations were identified in Section B during enrollment.

How are you going to report your vaccine inventory?

**i** Your selection cannot be changed for the duration of the COVID-19 vaccination program

YOUR LOCATIONS (2)

**Wellness Clinic 1**  
**Wellness Clinic 2**

☐ I will be reporting vaccine inventory on behalf of all locations listed above.

☒ Each of the locations listed above will be responsible for reporting their own vaccine inventory.

**Save** **Cancel**



# 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 Vaccine 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 Vaccine 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.

## Bookmark Key Resources

- [Vaccine Management at a Glance](#)

# What You'll Learn

1

**Complete  
Onboarding**

2

**Report  
Inventory**



# Report Inventory

## Overview

Once vaccine shipments arrive, report doses on hand **at least monthly by the 2<sup>nd</sup> Wednesday of each month**. Before reporting, adjust your counts for doses used, vaccine shipments, transfers in/out of inventory, and nonviable doses removed from storage units.

**Resources:** See [Vaccine Management at a Glance](#), Reporting Inventory to VaccineFinder.

### Bookmark Key Resources

- [Vaccine Management at a Glance](#)

# COVID Locating Health Portal

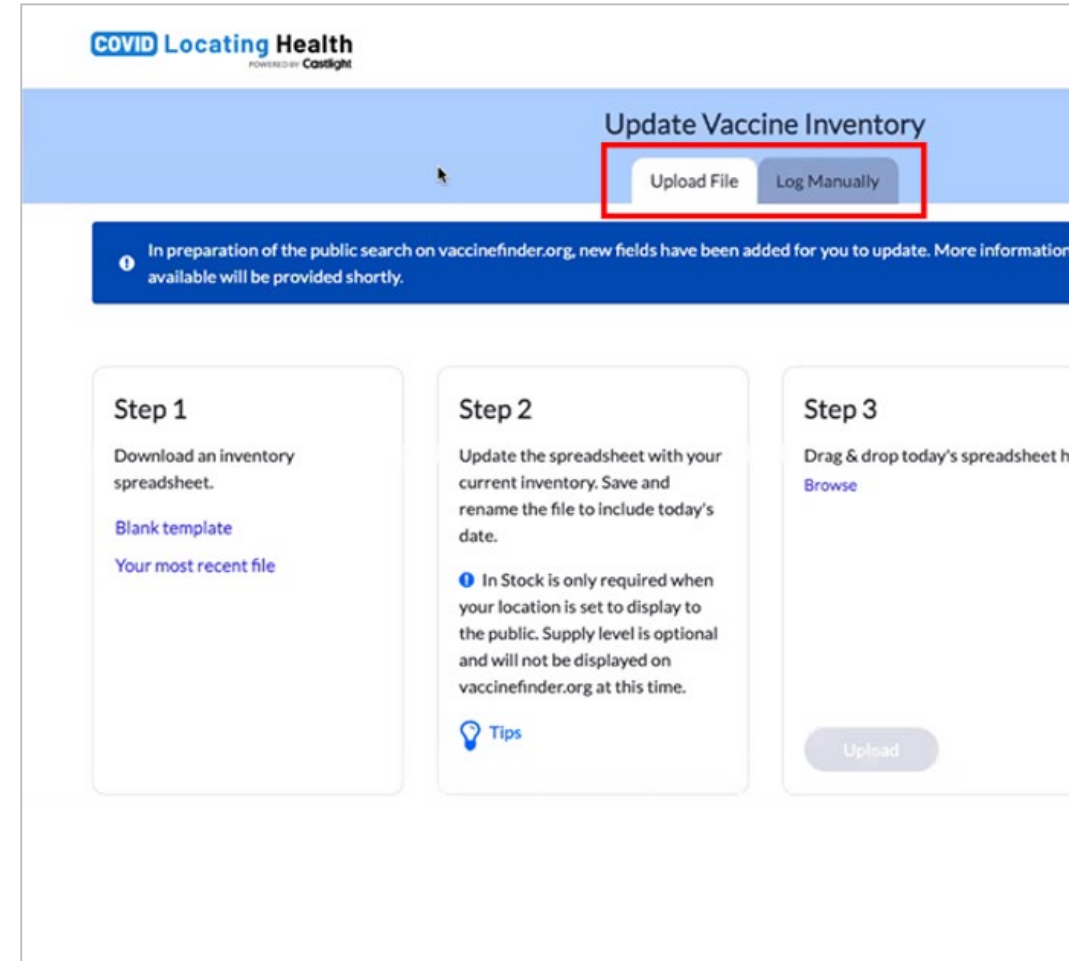
Report Inventory

To report inventory, login to the [covid.locating.health/](https://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:** See [Vaccine Management at a Glance](#), Reporting Inventory to VaccineFinder.



The screenshot displays the 'COVID Locating Health' portal interface. At the top, the header includes the logo and the text 'POWERED BY Castlight'. Below this, a blue banner contains the title 'Update Vaccine Inventory'. Two buttons, 'Upload File' and 'Log Manually', are visible and highlighted with a red rectangle. A blue information bar below the banner states: 'In preparation of the public search on vaccinefinder.org, new fields have been added for you to update. More information available will be provided shortly.' The main content area is divided into three steps: Step 1 (Download an inventory spreadsheet, with links for 'Blank template' and 'Your most recent file'), Step 2 (Update the spreadsheet with your current inventory, with a tip about 'In Stock' status), and Step 3 (Drag & drop today's spreadsheet, with a 'Browse' link). An 'Upload' button is located at the bottom right of the steps.

# Log Manually

Report Inventory

Use **Log Manually** to report for each location from one screen

POWERED BY Castlight

## Update Vaccine Inventory

Upload File **Log Manually**

**i** 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

### Wellness Clinic 1

☒ Display to the Public

VACCINES	DOSES <b>i</b>	IN STOCK	SUPPLY LEVEL	<b>Edit</b>
Moderna, COVID-19 Vaccine, 100mcg/0.5mL 80777-0273-XX	0	<span>✗</span> No		<a href="#">✕</a>
Pfizer, COVID-19 Vaccine, 30 mcg/0.3mL 59267-1000-XX	100	<span>✓</span> Yes		<a href="#">✕</a>

LEGEND: □□□ No Supply ■□□ Low (<24 hours) ■□□ Medium (24-48 hours) ■□□ High (>48 hours)

### Wellness Clinic 2

☐ Display to the Public

VACCINES	DOSES <b>i</b>	IN STOCK	SUPPLY LEVEL	<b>Edit</b>
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**Submit Inventory**

# 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.

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### Update Vaccine Inventory

[Upload File](#) [Log Manually](#)

**i** In preparation of the public search on [vaccinefinder.org](#), new fields have been added for you to update. More available will be provided shortly.

#### Step 1

Download an inventory spreadsheet.

[Blank template](#)

[Your most recent file](#)

#### Step 2

Update the spreadsheet with your current inventory. Save and rename the file to include today's date.

**i** In Stock is only required when your location is set to display to the public. Supply level is optional and will not be displayed on [vaccinefinder.org](#) at this time.

[Tips](#)

#### Step 3

Drag & drop today's spreadsheet

[Browse](#)

[Upload](#)

# Summary

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 Vaccine Coordinator; set up to report for all locations or invite Vaccine Coordinators to report for their locations
- **report inventory on hand**  
Use File Upload or Log Manually options
- **bookmark key resource for use on the job**  
[Vaccine Management at a Glance](#)



# Got Questions?

Go to [eziz.org/covid](https://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 Updates

Program Enrollment

My Turn Onboarding

Vaccine Management

Vaccine Administration

Reporting Requirements

Archived Communications

Patient Resources

## 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

## 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](#)

## 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.