

# Option 2: Enrollment Kit for Flu Vaccine

*A resource kit for prospective and enrolling providers*

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*This enrollment kit gives providers an overview of their journey as they join the My Turn Flu for clinic management. This package includes the following:*

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# Acronym Glossary

CAIR2	California Immunization Registry	FQHC	Federally Qualified Health Centers
CDC	Centers for Disease Control and Prevention	IIS	Immunization Information Systems
CDPH	California Department of Public Health	LHD	Local Health Department
CEO	Chief Executive Officer	myCAvax	California Vaccine Management System
CHC	Community Health Center	RIDE	Regional Immunization Data Exchange (San Joaquin)
CMA	California Medical Association	SDIR	San Diego Regional Immunization Registry
CMO	Chief Medical Officer	VA	Vaccine Administrator (My Turn user role)
EZIZ	California's VFC Program e-learning and resource website		

# Flu Vaccine Provider Enrollment Overview

**Overview:** Schools and LHDs who plan to administer the COVID and flu vaccines are invited to join the California Vaccination Program. Both COVID and flu vaccines may be administered concurrently per [CDC guidelines](#). Upon success registration into the vaccine program, providers will leverage My Turn, an application for clinic management, dose accountability, state reporting, patient scheduling, vaccine documentation. The system has been expanded to support flu vaccines, effective September 29, 2021.

## Technology

myCAvax enrollment is a pre-requisite to set up clinic(s) in My Turn, schools can choose to onboard onto My Turn via a partnership with an existing myCAvax provider or self-enroll.



Recommended option for fastest onboarding process



**Option 1:** Partner with a registered myCAvax provider to administer COVID and/or flu vaccines



## Without Provider Partnership

**Option 2:** Self-enroll in myCAvax and My Turn to administer both COVID and flu vaccines

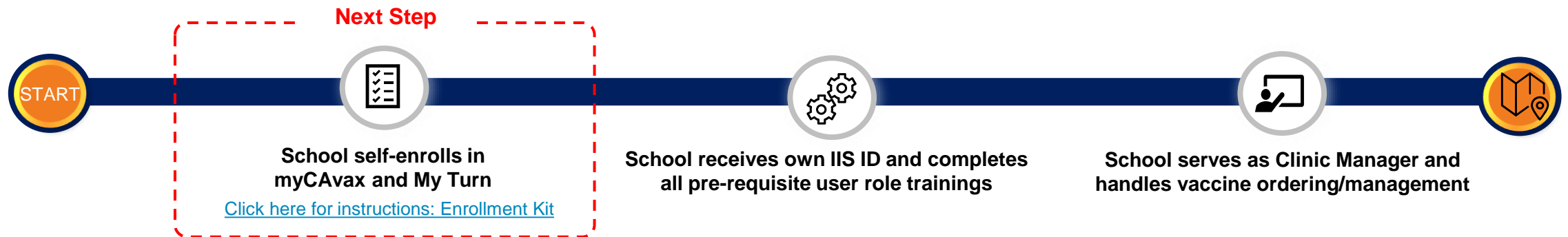
**Option 3:** Continue existing manual process to administer flu vaccines only

# Without Provider Support

## Both Vaccines

**School self-enrolls in myCAVax\* and utilizes existing myCAVax and My Turn onboarding processes**

- End-to-end enrollment process takes ~ 3 - 4 weeks
- Existing myCAVax providers would take approximately 1 week to onboard to My Turn
- School serves as Clinic Manager role and handles vaccine ordering/management, along with other required roles for My Turn functionality



\*In myCAVax Section B application, please register provider type as **Health Center – Student** and location will administer as **School (K-grade 12)**.

# COVID-19 & Flu

*My Turn is an application that allows Providers an all-in-one application for clinic management, dose administration, dose reporting, and public or walk-in registration for vaccine clinics.*

*On September 29, 2021, My Turn functionality will be expanded to include flu clinics. For guidance on how to onboard onto My Turn for COVID-19 and/or flu, see below for which resources to refer to.*

COVID-19	<a href="#"><u>General Enrollment Kit</u></a>
Flu	Flu Enrollment Kit (This document)
COVID-19 & Flu	<a href="#"><u>General Enrollment Kit</u></a> & Flu Enrollment Kit (This document)

# Enrollment Roles

# myCAvax/My Turn Role Breakdowns

School self-enrolls in myCAvax

LEGEND

System Role:

- myCAvax
- My Turn

Task Owner:

- School



**Organization Coordinator**

- Enroll school within IIS Registry
- Complete Section A application



**Location/Vaccine Coordinator**

- Complete Section B application
- Submit vaccine order requests



**Clinic Manager**

- Submit forms to My Turn Clinic ops to build clinics
- Add vaccine inventory data to clinics in My Turn



**Vaccine Administrator / VA Assistant**

- Review My Turn training materials
- Administer vaccines & records patient data



# myCAvax & My Turn Roles



# Organization Coordinator

Main point of contact who enrolls the provider organization in myCAvax; responsible for organization participation in myCAvax and completing Section A. They designate Location Coordinators to carry out day-to-day location operations.

LEGEND

- Mandatory
- Optional
- Awareness



## Start

- Read this document to set expectations
- Complete Section A of the [Provider Enrollment Worksheet](#)



## Training

- Create initial account in myCAvax and complete required organization trainings. Refer to [Enrolling Provider Organizations Job Aid](#)
- Complete myCAvax 101 training that cover organization and location enrollment [EZIZ Program Education](#)

Submit the attestation that you have completed all required training



## Section A

- Complete and submit Section A Provider Enrollment
- CMO and CEO must complete DocuSign E-Signature within 7 days
- Invite Location Coordinators to complete Section B\*



## Confirm

- Ensure that Section B is completed by the designated Location Coordinator(s)



## Complete



## CDPH Approval

- Location Coordinator(s) will be emailed once the location application(s) is approved by CDPH

## (EZIZ) Learning Resources

### Recommended:

- [MyCAvax 101](#) (1 hour)
- [What's New in myCAvax?](#) (30 minutes)
- [COVID-19 Vaccine Order Training](#) (30 minutes)
- [Vaccine Inventory](#) (1 hour)



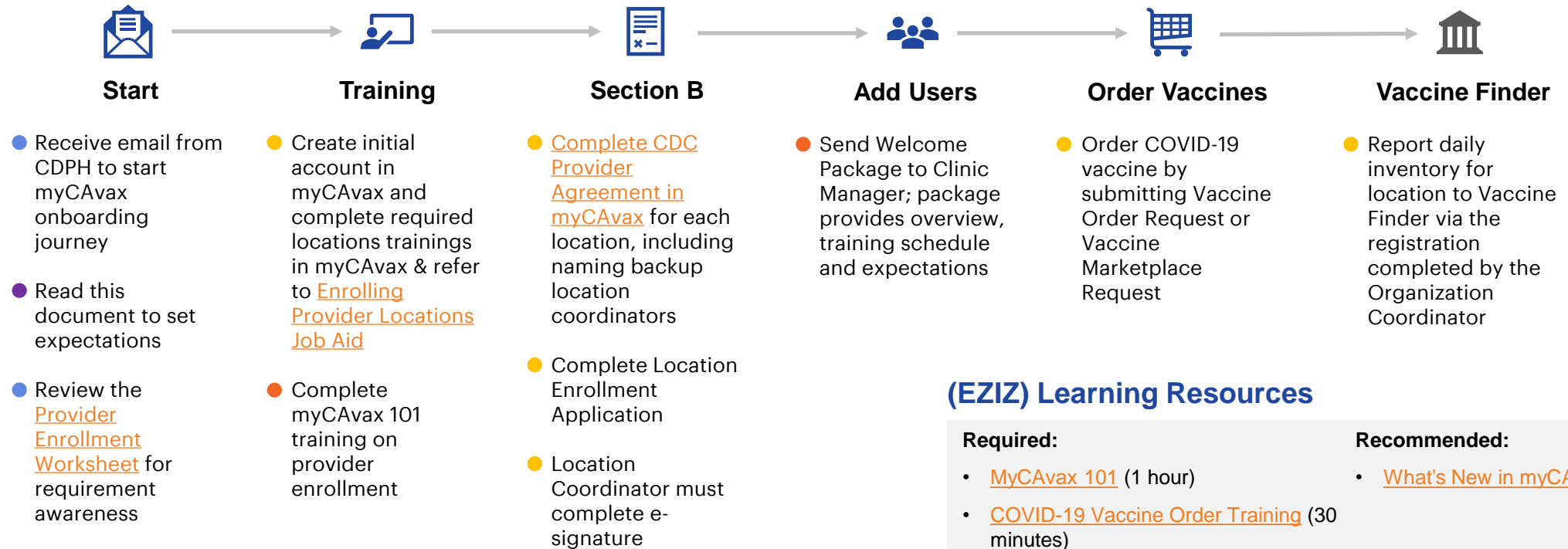
# Location & Vaccine Coordinator\*

On-site point of contact who enrolls the provider location in myCAvax and maintains daily vaccine operations at the provider site

**Estimated initial time commitment:**  
4-5 hours per site

LEGEND

- myCAvax
- My Turn
- Other
- Mandatory
- Optional
- Awareness



## (EZIZ) Learning Resources

### Required:

- [MyCAvax 101](#) (1 hour)
- [COVID-19 Vaccine Order Training](#) (30 minutes)
- [Vaccine Inventory](#) (1 hour)

### Recommended:

- [What's New in myCAvax?](#) (30 minutes)

# Clinic Manager



Uses My Turn Clinic to create and manage clinics, add vaccine inventory and supply, schedule hours of operation, add vaccine administrators, send SMS notifications to patients, view aggregate data, and view and export reports.

**Estimated initial time commitment:**  
6-8 hours

**LEGEND**

- myCAvax
- Mandatory
- My Turn
- Optional
- Other
- Awareness



## Start

- Understand requirements and receive provider forms
- Gauge understanding of requirements and process for form submission



## Training

- High overview user training My Turn and reporting capabilities



## Submit Forms



## Confirm

- Confirm readiness prior to clinic launch; Clinic Pod engagement

**Pre-requisite:**  
Forms submitted



## Go Live



## Stay Updated

- Receive communication regarding system enhancements
- Attend any new trainings

## (EZIZ) Learning Resources

### Required:

- [My Turn Onboarding](#) (30 min)
- [Clinic Manager Training](#) (2 hours)

### Recommended:

- [Other My Turn trainings](#)

# Vaccine Administrator / VA Assistant



Uses My Turn Clinic to check in registered patients, add individual and bulk walk-in appointments, reschedule, cancel, or bulk update appointments, and edit a patient's vaccine record

**Estimated initial time commitment:**  
1-2 hours

LEGEND

- myCAvax
- My Turn
- Other
- Mandatory
- Optional
- Awareness



- Complete My Turn Onboarding training
- Understand general requirements
- Gauge understanding of requirements

- Conduct knowledge reinforcement (All training materials can be found on the My Turn Clinic Knowledge Center)

- **NOTE:**  
The Vaccine Admin Assistant cannot administer shots or view/edit vaccination details

- Receive communication regarding system enhancements

## (EZIZ) Learning Resources

### Required:

- [My Turn User Training](#) (1 hour)

### Recommended:

- [My Turn Onboarding](#) (30 min)

# Resources

# Resources for Flu

Partner Provider	School (Self Enrollment)
<ol style="list-style-type: none"><li>1. <a href="#"><u>CDC Guidance for Flu Season</u></a><ul style="list-style-type: none"><li>• Guidance and resource for yearly flu</li></ul></li><li>2. <a href="#"><u>EZIZ Flu Resources</u></a></li><li>3. <a href="#"><u>myCAvax/My Turn</u></a><ul style="list-style-type: none"><li>• Home page for myCAvax/My Turn updates</li></ul></li></ol>	<ol style="list-style-type: none"><li>1. <a href="#"><u>CDC Guidance for Yearly Flu</u></a><ul style="list-style-type: none"><li>• Guidance and resource center for yearly flu</li></ul></li><li>2. <a href="#"><u>EZIZ Flu Resources</u></a></li><li>3. <b>Immunization Registry</b><ul style="list-style-type: none"><li>• <a href="#"><u>CAIR</u></a> (Most counties)</li><li>• <a href="#"><u>Healthy Futures/RIDE</u></a> (San Joaquin Region)</li><li>• <a href="#"><u>SDIR</u></a> (San Diego County)</li></ul></li><li>4. <a href="#"><u>myCAvax Enrollment</u></a><ul style="list-style-type: none"><li>• Steps to enroll into myCAvax</li></ul></li><li>5. <a href="#"><u>VaccineFinder</u></a><ul style="list-style-type: none"><li>• Find facilities that administer vaccinations</li></ul></li><li>6. <a href="#"><u>ShotsforSchool</u></a><ul style="list-style-type: none"><li>• School toolkit for other vaccine requirements and reporting</li></ul></li></ol>

# Recommended My Turn Clinic Options for Schools

## QR Code

### School issues unique code to parent/guardian to register student on My Turn

#### Benefits:

- Allows families to easily find the school's clinic on My Turn and self-register their child in advance
- School staff can save time by having families pre-register student and quickly check-in student on clinic day

#### Considerations:

- Some families may lack computer access to register on My Turn but can call telephone hotline to register if lack of computer or smartphone; families can attempt in-person registration (availability may be limited)

## Walk-In Closed

### School holds closed walk-in clinic and staff registers student

#### Benefits:

- Families do not need to register their student on My Turn
- School can pre-register all students in advance via an Excel spreadsheet

#### Considerations:

- May require staff additional time to register student on-site or before clinic day



**Thank you!**