

## myCAvax Clean-Up Guide

Please review the following fields in myCAvax and follow the appropriate reconciliation instructions as needed. You can find more information in the [myCAvax Provider Validation Requirements](#).

1. Review **Provider Org Structure** for accuracy.
  - All organizations overseeing locations that are administering COVID-19 vaccines need to be registered in myCAvax – aligns with part A of CDC application
    - Organizations which operate as separate legal entities (e.g., separate CEO/CMOs across organizations) should be setup as unique organizations in myCAvax
    - Organizations with multiple locations should be setup as a single organization (Part A Application) with multiple locations (Part B Application) reporting under the organization
2. Review **Provider Locations** for accuracy and alignment with where you want to receive future doses.
  - All locations that are administering COVID-19 vaccine need to be registered in myCAvax
    - If multiple offices or departments share an address, then they can be represented as one location with one IIS ID
    - If multiple administering locations reside on a shared campus, then they can share the IIS ID belonging to the campus on which they reside
    - For providers facilitating mobile vaccinations / home health visits / one off mass vax clinics – they can set these up as clinics in My Turn and should associate these with provider locations that will receive / store vaccine (wherever they will “park the bus at night
3. Click on “Section B form” under the Location Tab to review the **Location Coordinator name, email, and phone number**. See [Updating IIS ID in myCAvax](#) for more information on how to access this field.
4. Also on “Section B form” under the Location Tab, review the following fields for accuracy: **Shipping Address, Administration Address, and Fridge / Freezer / Ultra Freezer Capacity**. See [Updating IIS ID in myCAvax](#) for more information on how to access these fields.
  - a. Make any required updates for these fields directly in myCAvax.
5. Finally, a critical step with the new Push Allocation is to ensure that **each Provider Location has a Unique IIS ID**. If any locations are missing IIS IDs, or if more than one location share a single IIS ID, please follow these steps to secure new IIS IDs:
  - a. Submit request to CAIR (or SDIR or RIDE if applicable) to issue a unique IIS ID. See [Registering Your Site for Electronic Data Exchange on CAIR2](#) (if your EHR feeds into CAIR2) or [Provider Enrollment for Manual Entry into CAIR2](#) (if you manually upload to CAIR via MassVax, PrepMod, etc.).
  - b. Update IIS ID in myCAvax – see [Updating IIS ID in myCAvax](#).
  - c. Update process or provider EMR to report using the new IIS ID for reporting into CAIR / SDIR / RIDE.

Contact the [Accenture Help Desk](#) (833-502-1245) if you need help making any changes in myCAvax.

You may [contact the Accenture Data Strike team](#) if you have any questions on this process or reach out to the contacts provided above. Thank you again for your contribution to getting all Californians vaccinated against COVID-19.

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