



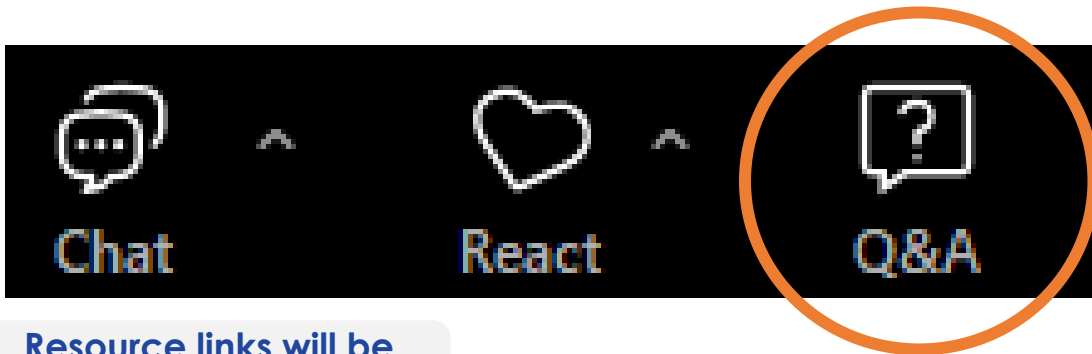
Getting Started with myCAvax

Tuesday, June 4, 2024
12:30 – 1 PM



Questions

During today's webinar, please use the Q&A panel to ask your questions so CDPH panelists and subject matter experts can respond directly.



Resource links will be dropped into "Chat"



Housekeeping



Today's session is being recorded and will be accessible on [EZIZ](#) within 3-5 business days.



If post-webinar questions about upcoming trainings, email myCAvaxinfo@cdph.ca.gov.

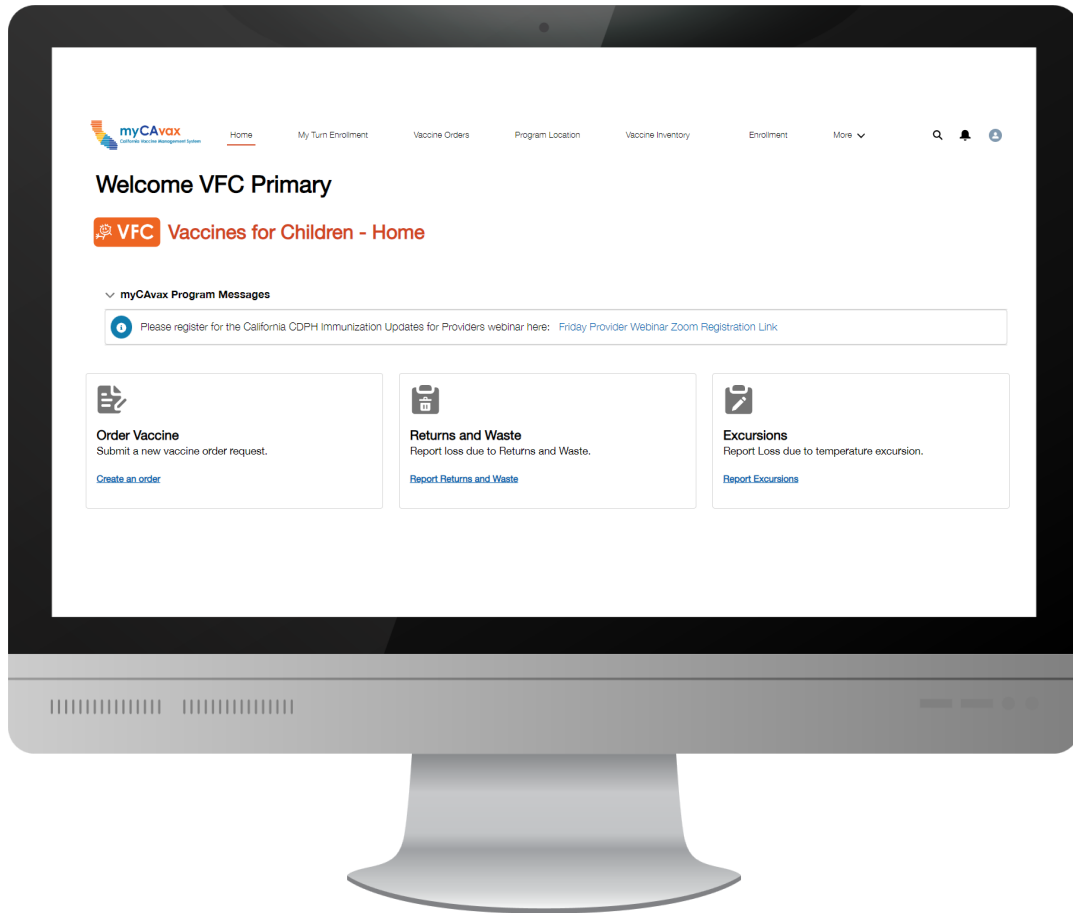


If VFC support is needed, contact the VFC Customer Service Center at MyVFCvaccines@cdph.ca.gov or (877) 243-8832, Monday – Thursday, 9 AM – 4:30 PM PT, Friday 9 AM – 4 PM PT.



Access on-demand support resources via the Knowledge Center (myCAvax login required). This deck includes an Appendix summarizing today's demo.

Agenda



- The VFC Program in myCAVax
- Logging into myCAVax as a VFC Provider
- System Demo – Navigating myCAVax
- Upcoming Webinars
- Q&A
- Appendix

The VFC Program in myCAvax



Why is VFC Moving Systems?

As CDPH continues to modernize, we are aligning all our publicly funded programs (including VFC) to one single system – myCAVax. VFC vaccine ordering, and other related VFC activities will go live in myCAVax on **Monday, June 10, 2024.**

MyVFCvaccines was built over 10 years ago, and CDPH is utilizing this opportunity to enhance the robust system built for COVID-19 to also accommodate non-COVID-19 programs.

Some benefits of this transition include:

- Improved access & security
- Centralized platform to include all state-funded programs
- Modernized system to enhance user experience
- Expanded data metrics and robust reporting

CDPH is migrating your provider PIN information into myCAVax. Once live, VFC providers will be able to easily manage the entirety of their VFC vaccine inventory in myCAVax, including:

- Order and manage VFC vaccine inventory
- View support resources in the Knowledge Center
- View key historical data for the VFC program (2 years of orders, returns, and transfers)

What is myCAvax?

myCAvax is a state-wide centralized system for health care providers to enroll in various state-funded vaccine programs. Providers can place vaccine order requests and manage vaccine inventory for the state-funded vaccine programs that they participate in.

myCAvax currently supports the Bridge Access Program, State General Fund, Outbreak, Vaccines for Adults, and LHD 317 programs. myCAvax also supports the My Turn system, which allows patients to book vaccine appointments and clinicians to manage vaccine administration.

BAP

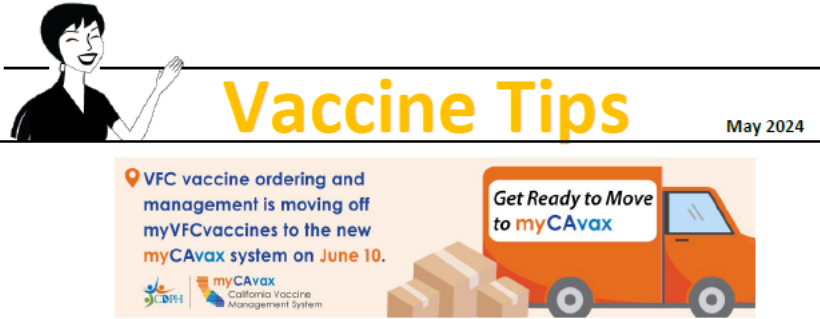
COVID-19 Vaccination Program



VFA **LHD 317**



VFC Key Actions for Providers Checklist



Vaccine Tips May 2024

VFC vaccine ordering and management is moving off myVFCvaccines to the new myCAvax system on June 10.

Get Ready to Move to myCAvax

Prepare for the [myCAvax transition](#):

By Friday, May 24: The last day to submit orders in MyVFCvaccines!

- Submit orders along with transfers, waste, and returns to MyVFCvaccines to ensure vaccine supply and availability for your VFC-eligible patients.
- Make sure your information is up to date for your Vaccine Coordinator and Delivery Deadlines (DDLs).
- Identify staff to sign up and attend trainings/office hours.

From Monday, May 27 MyVFCvaccines is CLOSED.

- If order corrections are needed, promptly submit corrections as requested by the VFC program.
- Maintain documentation for excursions, transfers, returns, or waste, and have them ready to enter in myCAvax when the system goes live.
- Contact the VFC Call Center for urgent shipping incidents.

Starting Monday, JUNE 10: myCAvax system will be ready to use!

- Log in to myCAvax for your VFC vaccine needs.

Logging into myCAvax as a VFC Provider

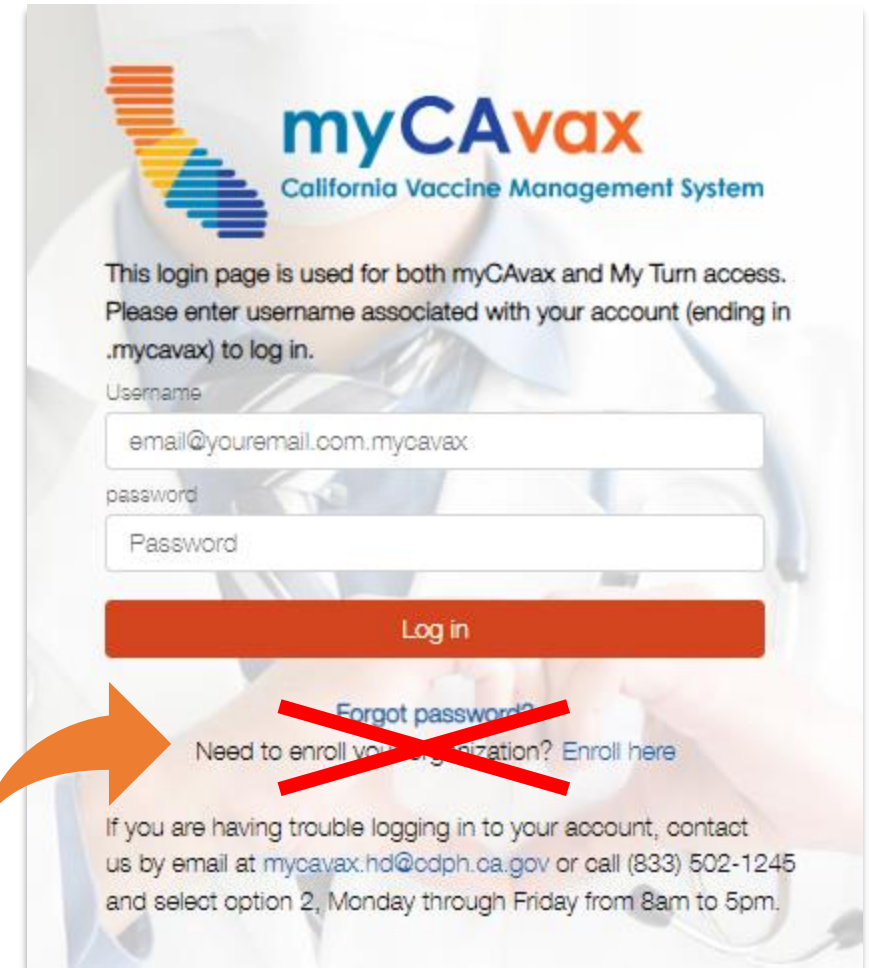


Preparing to Access the VFC Program in myCAvax

Primary and backup vaccine coordinators will be granted access to myCAvax based on the information provided in MyVFCvaccines. **You do not need to take any action to setup or restore myCAvax credentials today. You will be granted system access automatically, based on the information provided in MyVFCvaccines.**

- Your primary and backup vaccine coordinator will receive a myCAvax welcome email on **Monday, June 10, 2024**, which will ask them to finish setting up their myCAvax user account.

You do **NOT** need to enroll your organization myCAvax as CDPH will migrate your PIN information into myCAvax.



myCAvax
California Vaccine Management System

This login page is used for both myCAvax and My Turn access. Please enter username associated with your account (ending in .mycavax) to log in.

Username
email@youreemail.com.mycavax

password
Password

Log in

~~Forgot password?~~
Need to enroll your organization? Enroll here

If you are having trouble logging in to your account, contact us by email at mycavax.hd@cdph.ca.gov or call (833) 502-1245 and select option 2, Monday through Friday from 8am to 5pm.

Preparing to Access the VFC Program in myCAvax

You must log in to myCAvax using your own unique login credentials.

Have myCAvax Access

- **Organization Vaccine Coordinator** – Coming soon! This role oversees multiple vaccine clinics.
- **Primary and Backup Vaccine Coordinator** – Are primarily responsible for routinely ordering and managing VFC vaccines in myCAvax. Attending myCAvax training is highly recommended. Completing EZIZ training is required.
- **Additional Vaccine Coordinator** – If you have a third person who routinely supports the VFC program, you may request one additional vaccine coordinator by calling the VFC Customer Service Center. Completing EZIZ training is required before access can be granted.

Do Not Have myCAvax Access*

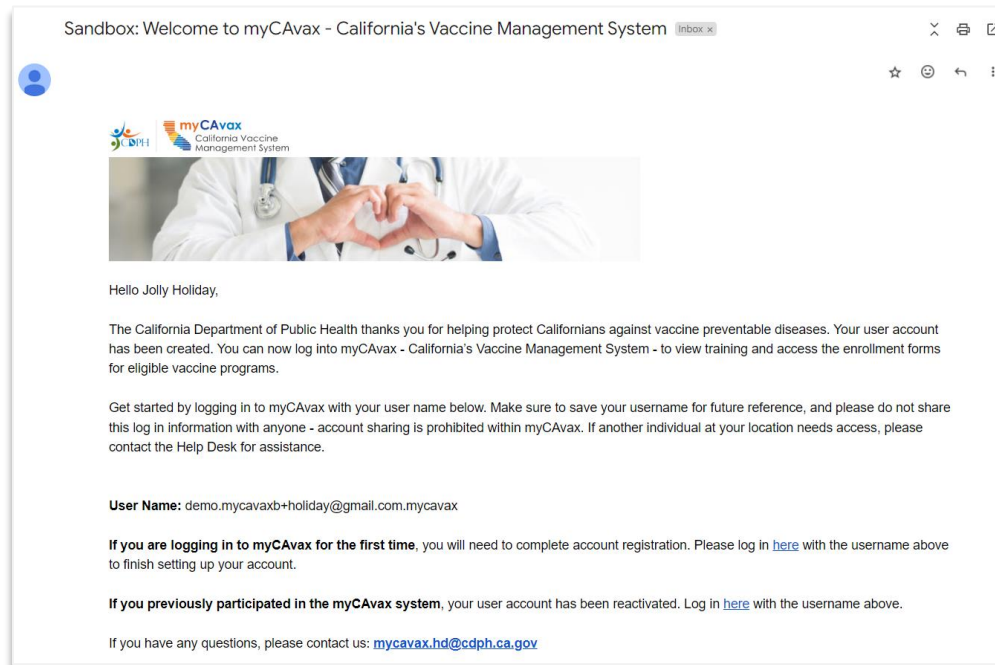
- **Provider of Record (POR)** – Must DocuSign VFC program agreement only for newly enrolling VFC providers.
- **Medical Staff / POR Designee**
- **Additional Staff / Communication Staff Members**

***NOTE:** This is true assuming the above roles are the only role assigned to a provider. The above can be primary, backup or additional vaccine coordinators, too, which would grant them system access.

First Time Login to myCAvax as a VFC-Only Provider

Primary and backup vaccine coordinators, identified in MyVFCvaccines prior to system transition, who do not have myCAvax access will receive a welcome email from **no-reply-mycavax@cdph.ca.gov** on **Monday, June 10, 2024**. Once password setup is complete (which must be done within 7 days), you will be able to login to myCAvax and manage VFC vaccine.

Welcome Email



Password Creation

myCAvax
California Vaccine Management System

Change Your Password

Enter a new password for
demo.mycavaxb+taniguchi@gmail.com.mycavax.
Make sure to include at least:

- 12 characters

Also include at least 3 of the following:

- 1 uppercase letter
- 1 lowercase letter
- 1 number
- 1 special character

* New Password

* Confirm New Password

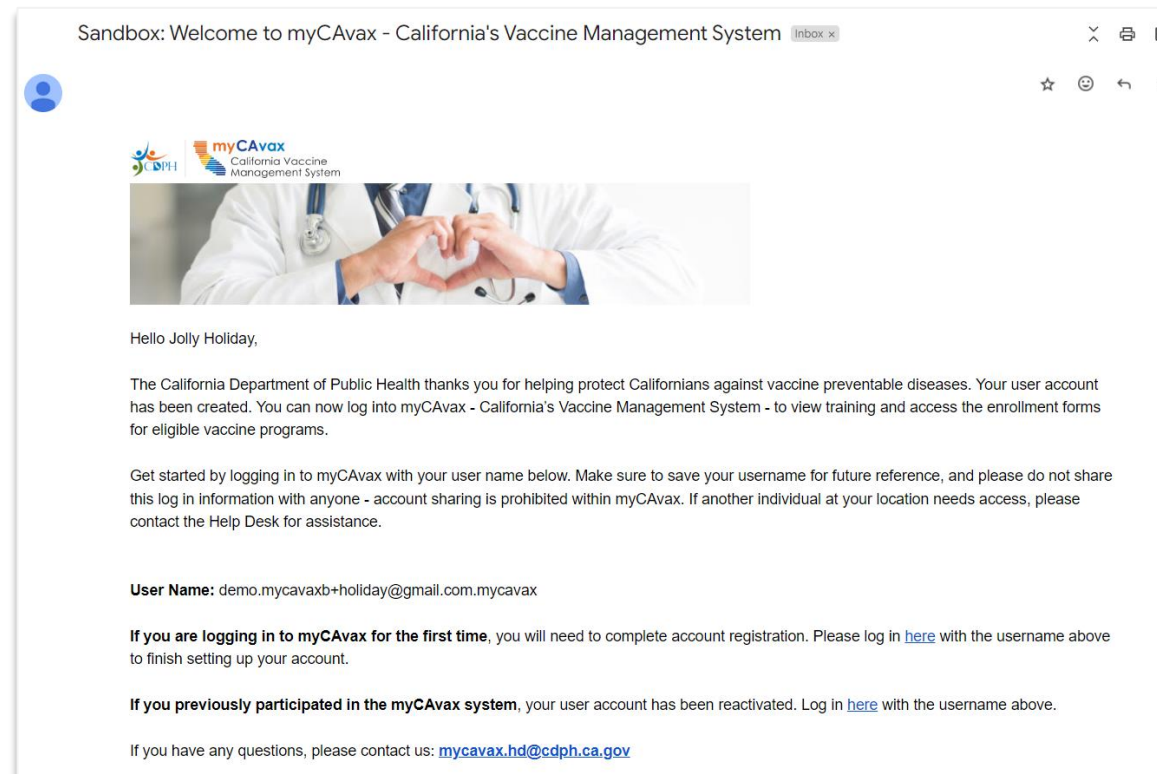
Change Password

Password was last changed on 5/19/2024, 10:01 PM.

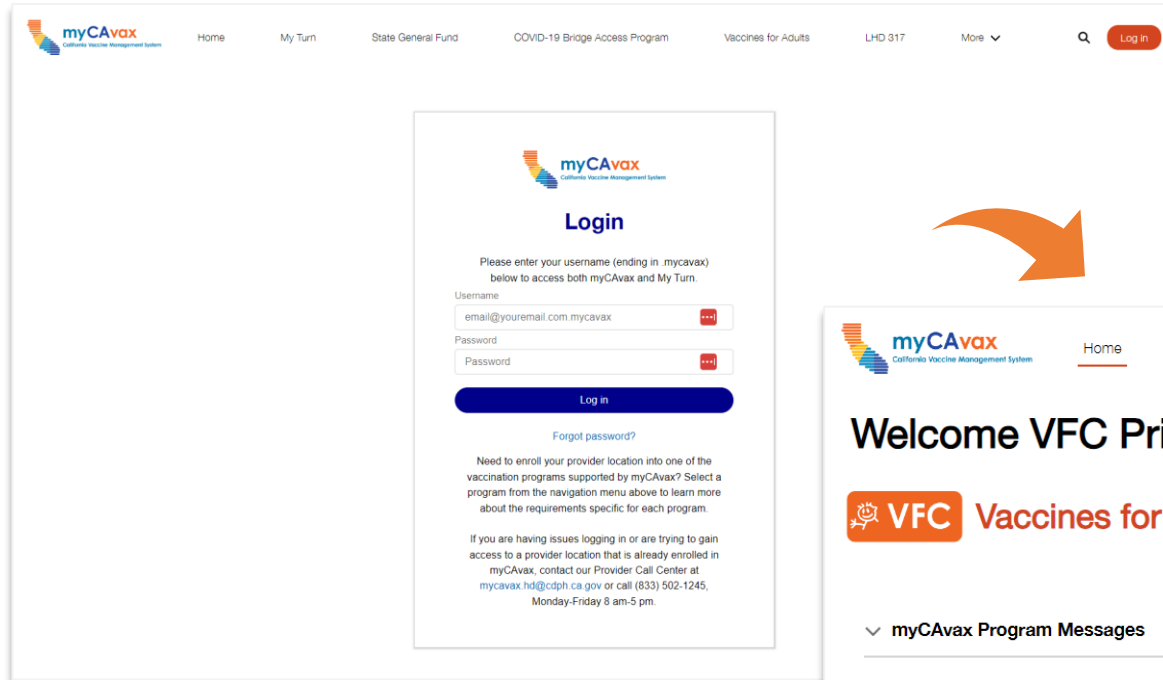
Preparing for Login on June 10, 2024

1. Mark **no-reply-mycavax@cdph.ca.gov** email as a safe sender before Monday, June 10, 2024 to ensure you receive the welcome email.
2. If issues logging in on June 10, contact the VFC Customer Service Center at MyVFCvaccines@cdph.ca.gov or (877) 243-8832, Monday – Thursday, 9 AM – 4:30 PM PT, Friday 9 AM – 4 PM PT.

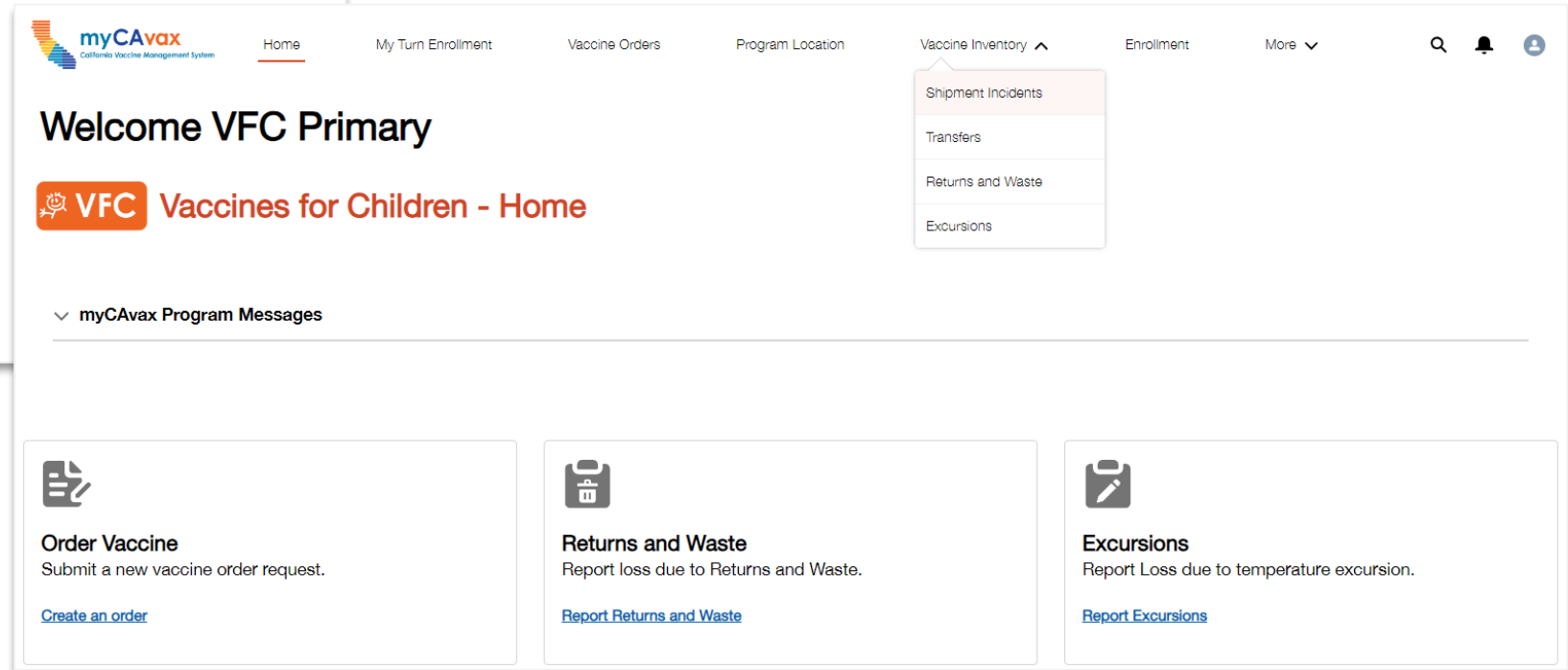
Welcome Email



Accessing myCAvax Day-to-Day



Navigate to mycavax.cdph.ca.gov and input your login credentials. Click 'Log in', and you will be taken to the myCAvax homepage. Each user will need their own unique login credentials.



Demo: Exploring myCAvax



Upcoming Trainings





VFC 101: Requesting VFC Vaccine in myCAvax

The VFC program will be live in myCAvax on **Monday, June 10, 2024.**

Join CDPH for a 30-minute webinar exploring how to place a vaccine order request in myCAvax with an opportunity for Q&A. This training is intended for VFC key practice staff who will be responsible for requesting VFC vaccine in myCAvax (e.g., primary and backup vaccine coordinators). CDPH is offering four sessions of this live training. The content is repeated, so you only need to sign up for one of the following webinars:

- **Thursday, June 6, 2024, from 9:30 – 10 AM**
- **Tuesday, June 11, 2024, from 12 – 12:30 PM**
- **Tuesday, June 18, 2024, from 11:30 AM – 12 PM**

Register on [Zoom](#).



VFC 102: Managing VFC Vaccine in myCAvax

The VFC program will be live in myCAvax on **Monday, June 10, 2024.**

Join CDPH for a 30-minute webinar exploring how to report storage and handling events in myCAvax with an opportunity for Q&A. This training is intended for VFC providers (i.e., primary and backup vaccine coordinators) who will be responsible for managing VFC vaccine in myCAvax (e.g., reporting waste, transfers, shipment incidents, and excursions). CDPH is offering three sessions of this live training. The content is repeated, so you only need to sign up for one of the following webinars:

- ***Friday, June 7, 2024, from 9:30 – 10 AM***
- ***Wednesday, June 12, 2024, from 10 – 10:30 AM***
- ***Wednesday, June 19, 2024, from 12:30 – 1 PM***
- ***Friday, June 21, 2024, from 9:30 – 10 AM***

Register on [Zoom](#).



VFC Office Hours

The VFC program will be live in myCAvax on **Monday, June 10, 2024.**

Join CDPH for a 30-minute Q&A session about the VFC program in myCAvax. You will hear quick updates from subject matter experts and leadership before jumping into a dedicated Q&A session. CDPH will share similar updates at each session. Join one or many sessions as you have questions. CDPH recommends joining one session each week.

- **Thursday, June 20, 2024, from 9:30 – 10 AM | Register on [Zoom](#).**
- **Thursday, June 20, 2024, from 12:30 – 1 PM | Register on [Zoom](#).**
- **Thursday, June 27, 2024, from 9:30 – 10 AM | Register on [Zoom](#).**
- **Thursday, June 27, 2024, from 12:30 – 1 PM | Register on [Zoom](#).**

Q&A

Need additional support after this training concludes? Check out the Knowledge Center in myCAvax, your one-stop-shop for system job aids and support materials.

myCAvax
California Vaccine Management System

Home My Turn Enrollment Vaccine Orders Program Location Vaccine Inventory Enrollment More

Reports
myCAvax Dashboard
Knowledge Center

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

Video: Placing a Vaccine Order Request

Click the link below to watch a short video and learn how to place a vaccine order request in myCAvax.

[View](#)

Provider Startup Worksheet

Briefly describe the article. The summary is used in search results to help users find relevant articles. You can improve the accuracy of search results by including phrases that yo...

[View](#)

Reporting Inventory to VaccineFinder

This job aid explains how to report COVID-19 vaccine inventory to VaccineFinder daily once the shipments arrive. Providers must adjust the counts for shipments, transfers...

[View](#)

Placing Vaccine Order Requests

Briefly describe the article. The summary is used in search results to help users find relevant articles. You can improve the accuracy of search results by including phrases that yo...

[View](#)

Reviewing Shipments

This document explains how to navigate the Shipment tab, where users can find the shipping information for their vaccine orders.

[View](#)

CDC Product Guide

This guide provides specifications for COVID-19 vaccine and associated products. This is NOT a catalog from which you can order products. It provides key product information...

[View](#)

[View More Articles](#)

Getting Started with myCAvax

Thank you for attending the Getting Started with myCAvax training session. Please answer the questions below to help us continually improve our sessions to best support you.

* Required

1. How engaging was the training session? *

- I was **ALMOST ALWAYS ENGAGED**.
- I was **MOSTLY ENGAGED**.
- I was **OFTEN ENGAGED, BUT OFTEN NOT ENGAGED**.
- I was **OFTEN UNENGAGED**.
- I felt **COMPLETELY UNENGAGED**.

2. In this session, you saw demonstrations of how to login and navigate myCAvax. When you are ready, how confident are you that you'll be able to perform the tasks demonstrated on your own? *

- I am **EXTREMELY CONFIDENT** that I can perform these tasks on my own.
- I am **CONFIDENT** that I can perform these tasks on my own.
- I am **PARTIALLY CONFIDENT** that I can perform these tasks on my own.
- I am **NOT VERY CONFIDENT** I can perform these tasks on my own.
- I have **ZERO CONFIDENCE** that I can perform these tasks on my own.

Submit

Thank You!

If myCAvax system support is needed, contact the the VFC Customer Service Center at MyVFCvaccines@cdph.ca.gov or (877) 243-8832.

Your feedback is important to us. Please complete this two-question survey.



Appendix

For post-training reference



Data Migrated from MyVFCvaccines on Go-Live

The below VFC data will be migrated from MyVFCvaccines into myCAvax upon go-live.

<p>Storage Units</p> <p>New VFC providers or providers without an active program in myCAvax will have units migrated.</p> <p>Existing providers with an active program will have their freezers updated with VFC.</p>	<p>VFC-Enrolled Provider Site</p> <p>Active and suspended provider sites will be migrated over to myCAvax.</p>	<p>Contacts</p> <p>An account's primary vaccine coordinator, backup vaccine coordinator, provider of record, designee, and medical staff / additional contact will be migrated.</p>	<p>Provider Inventory</p> <p>The last on-hand inventory and last shipment for completed order will be migrated into myCAvax.</p>
<p>Account Management Actions</p> <p>Any pending provider actions in MyVFCvaccines will migrate to myCAvax.</p>	<p>Orders and Shipments</p> <p>The past two years of orders and shipments will be migrated.</p>	<p>Transfers</p> <p>The past two years of transfers will be migrated.</p>	<p>Returns and Waste Events</p> <p>The past two years of returns and waste events will be migrated.</p>

VFC Go-Live in myCAvax: Day One

On **Monday, June 10, 2024**, VFC providers will log in to myCAvax and be able to:

- View and place orders
- View and place transfers*
- View and report waste or returns
- Report shipping incidents
- Report excursions*

***NOTE:** Reporting transfers and excursions in myCAvax are dependent on having up-to-date vaccine storage and temperature monitoring equipment logged in myCAvax.

NOTE: Expired Digital Data Loggers (DDLs) and vaccine storage unit information may have to be validated or confirmed to place an order.

As we transition the VFC program from MyVFCvaccines to myCAvax, the below policies / procedures will stay the same:

- Information required to place orders will not change – doses administered and on hand inventory will still need to be reported.
- Timeframes for order submission and order processing will not change.
- Providers will still receive email confirmations once orders are approved and are being filled by McKesson or directly (Merck / Pfizer).
- Providers will still be able to receive shipping labels for returning doses.

Navigating myCAvax: Homepage

Upon logging in to myCAvax, important messages from CDPH will appear under 'myCAvax Program Messages'.

The screenshot displays the myCAvax homepage interface. At the top left is the myCAvax logo with the tagline 'California Vaccine Management System'. A horizontal navigation bar contains the following links: Home (underlined), My Turn Enrollment, Vaccine Orders, Program Location, Vaccine Inventory, Enrollment, and More (with a dropdown arrow). On the right side of the navigation bar are icons for search, notifications, and user profile. Below the navigation bar, the main content area begins with a 'Welcome VFC Primary' heading. Underneath is a red button with a white icon and the text 'VFC Vaccines for Children - Home'. A section titled 'myCAvax Program Messages' is highlighted with an orange border and contains a message with an information icon: 'Please register for the California CDPH Immunization Updates for Providers webinar here: [Friday Provider Webinar Zoom Registration Link](#)'. Below this are three white action cards. The first card, 'Order Vaccine', includes a document icon, the text 'Submit a new vaccine order request.', and a blue link 'Create an order'. The second card, 'Returns and Waste', includes a clipboard icon, the text 'Report loss due to Returns and Waste.', and a blue link 'Report Returns and Waste'. The third card, 'Excursions', includes a clipboard icon, the text 'Report Loss due to temperature excursion.', and a blue link 'Report Excursions'.

Navigating myCAvax: Navigation Bar

A navigation bar is always visible, which you can use to move between pages in myCAvax. Be sure to click 'More' to view all page options! Let's explore some commonly used pages together.

The screenshot shows the myCAvax interface. At the top left is the myCAvax logo with the text "California Vaccine Management System". To the right is a navigation bar with the following items: Home (underlined), My Turn Enrollment, Vaccine Orders, Program Location, Vaccine Inventory, Enrollment, and More (with a dropdown arrow). Further right are icons for search, notifications, and user profile. Below the navigation bar, the main content area starts with "Welcome VFC Primary". This is followed by a "VFC Vaccines for Children - Home" section with a sun icon. Below that is a "myCAvax Program Messages" section with a dropdown arrow. A message box contains an information icon and the text: "Please register for the California CDPH Immunization Updates for Providers webinar here: [Friday Provider Webinar Zoom Registration Link](#)". At the bottom, there are three action cards: "Order Vaccine" (submit a new vaccine order request, with a "Create an order" link), "Returns and Waste" (report loss due to Returns and Waste, with a "Report Returns and Waste" link), and "Excursions" (report loss due to temperature excursion, with a "Report Excursions" link).

Navigating myCAvax: Program Location

To view relevant information about your VFC program location, click the 'Program Location' tab and select 'View Program Location'.

The screenshot shows the myCAvax web application interface. At the top, there is a navigation bar with the myCAvax logo and several tabs: Home, My Turn Enrollment, Vaccine Orders, Program Location (highlighted with an orange box), Vaccine Inventory, Enrollment, and More. Below the navigation bar is a search bar and a notification bell icon. The main content area features a 'Program Selected:' dropdown menu with the text 'Select program name'. Below this is a section titled 'VFC Vaccines for Children - Program Locations'. Underneath, there is an 'Organization' section for 'Jasmine Jasper' with a 'Manage organization account' button. A message states: 'Enroll and manage your organization's vaccination locations. Your organization must have at least one program location enrolled and in an active status before you can place a vaccine order request.' The main part of the interface is a table titled 'Program' with 1 location. The table has columns for Program Name, Primary Vaccine Coordinator, Program Participation, Program Participation Reason, Enrollment Forms, and Manage Program Locations. The 'View Program Location' link in the 'Manage Program Locations' column is highlighted with an orange box.

myCAvax
California Vaccine Management System

Home My Turn Enrollment Vaccine Orders **Program Location** Vaccine Inventory Enrollment More

Program Selected:
Select program name

VFC Vaccines for Children - Program Locations

Organization
Jasmine Jasper Manage organization account

Enroll and manage your organization's vaccination locations. Your organization must have at least one program location enrolled and in an active status before you can place a vaccine order request.

Program
1 location - Sorted by Program Name

Search this list...

	Program Name	Primary Vaccine Coordinator	Program Participation	Program Participation Reason	Enrollment Forms	Manage Program Locations
1	Misty Hollows - Vaccines for Children	Ayumi Taniguchi	Active		Approved	View Program Location

Navigating myCAvax: Program Location

Program Location
Misty Hollows - Vaccines for Children

LHD/MOE myCAvax Id: CA8485097B10001 Temporary Closure IIS Identifier: hannah1

DETAILS RELATED

Program Location: Misty Hollows - Vaccines for Children

Master Program: [Vaccines for Children](#)

Program Location Application: [Misty Hollows - Vaccines for Children](#)

Add to Ordering Window Exclusions List:

Account Name: [Misty Hollows](#)

Program Participation: Active

Program Participation Reason:

Order Frequency:

Medi-Cal Provider?: Yes

Available on Online Provider Locator?:

Shipping and Vaccine Administration Address

Coordinator Availability to Receive Vaccine Shipments

Details (Expanded):

Account Name	Status	Account Record Type	Type
Misty Hollows	Active	Provider Location	

Details (Expanded):

Account Name	Status	Account Record Type	Type
Misty Hollows	Active	Provider Location	
Parent Account: Jasmine Jaeger	Status Reason		
IIS Identifier: hannah1	Account Record Type		
Phone: 123445	Provider Location		
Tax ID/EN: 54321	Phone		
myCAvax Id: CA8485097B10001			

On the 'Details' tab for your program location, you can view and update your:

- VFC program location status (view only)
- VFC program location address (select fields only)
- Hours of availability to receive VFC vaccine shipments

Click your 'Account Name' to view and edit details related to your provider account.

Navigating myCAvax: Provider Location



Account **Misty Hollows** + Follow Edit Printable View

Account Owner: [Monterey County LHD Owner](#) | Status: Active | Account Record Type: Provider Location | Type:

Details | Related

Account Name Misty Hollows	Status Active
Parent Account Jasmine Jasper	Status Reason
IIS Identifier hannah1	Account Record Type Provider Location
NPI ID 123445	Phone
Tax ID/EIN 54321	myCAvax Id CA8485097B10001
Provider Type Behavioral Health Clinic	
Medi-Cal Provider? Yes	
VTracks ID	
Owner Role Monterey County	

> Shipping and Vaccine Administration Address

> Provider Information

▼ Temporary Closure

Temporary Closure Start	Temporary Closure End
-------------------------	-----------------------

> Vaccine Administration Setting

> System Information

On the 'Details' tab of your provider location, you can view account details, change your location address, and add a temporary closure.

Navigating myCAvax: Provider Location



Account **Misty Hollows** + Follow Edit Printable View

Account Owner: [Monterey County LHD Owner](#) Status: Active Account Record Type: Provider Location Type:

Details **Related**

Program Locations (1)

Program Location	Program Participation
Misty Hollows - Vaccines for Children	Active

[View All](#)

Program Staff (5)

Program Staff Number	Contact	Program Location	Roles
PS-00139286	Jolly Holiday		Enrollment Representative
PS-00139287	Timothy Bradley		Designee, Provider of Record
PS-00139288	Ayumi Taniguchi		Backup Vaccine Coordinator, Prim...
PS-00139289	Timothy Bradley	Misty Hollows - Vaccines for Child...	Designee, Provider of Record
PS-00139290	Ayumi Taniguchi	Misty Hollows - Vaccines for Child...	Backup Vaccine Coordinator, Prim...

[View All](#)

Vaccines Ordered (0)

Transfers Sent (0)

Transfers Received (0)

Storage Units (3) New

Storage Unit Name	Storage Type	Vaccines Stored	Unit Priority
SC-37142	Refrigerated Storage Capacity	VFC	Primary
SC-37143	Frozen Storage Capacity	VFC	Primary

On the 'Related' tab of your provider location, you can view a list of all vaccine programs your location participates in, along with associated program staff.

You can also add, edit, and retire storage units, among other capabilities.

Navigating myCAvax: Vaccine Orders

If you'd like to place or view a VFC vaccine order request, click 'Vaccine Orders' from the main navigation bar. You can view and place orders on the 'Vaccine Orders' page.

Program Selected:
Vaccines for Children

VFC Vaccines for Children - Orders New Orders

[Need help? Review the job aid\(s\) for placing vaccine order requests.](#)

Search Orders

Program Location: All | Status: All | Submitted From: Feb 16, 2024 | Submitted To: May 16, 2024 | Reset Search

The following list view only shows orders submitted within the last 90 days. To refine your search, use the search filters above.

Orders

Order Number	Program Location	Submitted Date	Status	Status Reason	Correction Date	VTrckS Process Date
1	B-041976	GVHC - 889 Abrego St - Vac...	05-03-2024	Complete		05-03-2024
2	B-041979	GVHC - 889 Abrego St - Vac...	05-05-2024	Complete		05-06-2024
3	B-041993	GVHC - 889 Abrego St - Vac...	05-07-2024	Complete		05-07-2024
4	B-041996	GVHC - 889 Abrego St - Vac...	05-07-2024	Complete		05-07-2024
5	B-041998	GVHC - 889 Abrego St - Vac...	05-08-2024	Ready for VTrckS		05-08-2024

< Previous | 1 of 1 page(s) | Next >

NOTE: To learn more about how to place a vaccine order request, attend one of our upcoming trainings!

Navigating myCAvax: Vaccine Orders

The screenshot displays the myCAvax interface for 'Vaccines for Children - Orders'. At the top, there is a 'Program Selected' dropdown menu set to 'Vaccines for Children'. Below this is a red 'New Orders' button. A blue banner provides a link for help: 'Need help? Review the job aid(s) for placing vaccine order requests.' The 'Search Orders' section includes filters for 'Program Location' (set to 'All'), 'Status' (set to 'All'), 'Submitted From' (Feb 16, 2024), and 'Submitted To' (May 16, 2024), with 'Reset' and 'Search' buttons. A message states: 'The following list view only shows orders submitted within the last 90 days. To refine your search, use the search filters above.' The 'Orders' table lists five orders, with the first one, 'B-041976', highlighted. An orange box highlights the 'Order Number' column header and the 'B-041976' entry. An orange arrow points from this entry to a detailed view of the order. The detailed view shows the order details, including 'Order Number B-041976', 'Program Location: GVHC - 889 Abrego St - Vaccines for Children', and 'Status: Complete'. It also displays a table of vaccine products with columns for 'Vaccine product', 'Quantity', 'Lot number', 'Expiration Date / Beyond use date', 'Qty since last order', 'Estimated inventory', 'Variance', 'Recommended Order size', 'Doses requested', 'Order size reason', 'Please specify "Other"', and 'Approved Doses'. The table lists several vaccine products, including 'Adult Herx Single Dose Vals - 10 Per Box', 'Adacel Single Dose Vals - 10 Per Box', 'Adult Engix B Single Dose Vals - 10 Per Box', 'Boostrix Single Dose Vals - 10 Per Box', and 'MMR II Single Dose Vals - 10 Per Box'.

Click 'New Orders' to place a vaccine order request. Search and filter historical orders using the 'Search Orders' fields. Sort orders by column header, ascending or descending.

View the details and status for historical orders by selecting the order number.

Navigating myCAvax: Vaccine Inventory

If you'd like to report a shipment incident, transfer, return / waste, or excursion, click 'Vaccine Inventory'.

NOTE: To learn more about how to manage your vaccine inventory in myCAvax, attend one of our upcoming trainings!

The screenshot shows the myCAvax website interface. The top navigation bar includes 'Home', 'My Turn Enrollment', 'Vaccine Orders', 'Program Location', 'Vaccine Inventory', 'Enrollment', and 'More'. The 'Vaccine Inventory' dropdown menu is open, showing options for 'Shipment Incidents', 'Transfers', 'Returns and Waste', and 'Excursions'. An orange box highlights the 'Shipment Incidents' option, with an arrow pointing to the main content area below. The main content area is titled 'VFC Vaccines for Children - Shipment Incidents' and includes a 'New Shipment Incident' button. Below this is a search section for 'Search Shipment Incidents' with filters for Program Location, Status, Product, Shipper, Received Date From, and Received Date To. A table of shipment incidents is displayed at the bottom, showing two incidents with details like Incident ID, Program Location, Product, Incident Type, Shipper, Received Date, Status, and Created Date.

Shipment Incident	Program Location	Product	Incident Type	Shipper	Received Date	Status	Created Date
1 S-0858	GVHC - 889 Abrego St-...		Not ordered/incorrect re...			Open	05-03-2024
2 S-0886	GVHC - 889 Abrego St-...	Havrix Single Dos...	Broken, torn, or tampere...			Open	05-16-2024

Each vaccine inventory management task has its own landing page, where you can view a summary of past reports and create new ones. In this example, we're viewing the shipment incidents page.

Navigating myCAvax: Vaccine Inventory

Click 'New Shipment Incident' to create a new shipment incident. Search the table using the fields available in 'Search Shipment Incidents'. Filter the table by column header, ascending or descending.

NOTE: This basic navigation applies to all other vaccine inventory reports.

The screenshot displays the 'Vaccines for Children - Shipment Incidents' page. At the top, a dropdown menu shows 'Program Selected: Vaccines for Children'. A 'New Shipment Incident' button is in the top right. Below is a help banner: 'Need help? Review the shipment Incident job aid, or view the full list of job aids.' A grey informational box states: 'Use the Shipment Incident report to collect information that McKesson will need to resolve your incident. Shipping Incidents must be reported immediately.'

The 'Search Shipment Incidents' section contains the following filters:

- Program Location: All
- Status: All
- Product: All
- Shipper: All
- Received Date From: Feb 16, 2024
- Received Date To: May 16, 2024

Buttons for 'Search' and 'Reset' are located at the bottom right of the filter section.

A note below the filters reads: 'The Shipment Incident list view only shows incidents of vaccines that were received within the last 90 days. To refine your search, use the search filters above.'

The 'Shipment Incidents' table is as follows:

	Shipment Incident	Program Location	Product	Incident Type	Shipper	Received Date	Status	Created Date
1	S-0858	GVHC - 889 Abrego St -...		Not ordered/incorrect re...			Open	05-03-2024
2	S-0886	GVHC - 889 Abrego St -...	Havrix Single Dos...	Broken, torn, or tampere...			Open	05-16-2024

Navigation: < Previous | 1 of 1 page(s) | Next >

Navigating myCAvax: Vaccine Inventory

View the details for previously-reported shipment incidents by selecting the unique shipment incident ID. **NOTE:** This basic navigation applies to all other vaccine inventory reports.

Program Selected:
Vaccines for Children

VFC Vaccines for Children - Shipment Incidents New Shipment Incident

Need help? Review the [shipment Incident job aid](#), or view the full list of [job aids](#).

Use the Shipment Incident report to collect information that McKesson will need to resolve your incident. Shipping Incidents must be reported immediately.

Search Shipment Incidents

Program Location: All | Status: All | Product: All | Shipper: All | Received Date From: Feb 16, 2024 | Received Date To: May 16, 2024

Search Reset

The Shipment Incident list view only shows incidents of vaccines that were received within the last 90 days. To refine your search, use the search filters above.

Shipment Incidents

	Shipment Incident	Program Location	Product	Incident Type	Shipper	Received Date	Status	Created Date
1	S-0858	GVHC - 889 Abrego St - ...		Not ordered/incorrect re...			Open	05-03-2024
2	S-0886	GVHC - 889 Abrego St - ...	Havrix Single Dos...	Broken, torn, or tampere...			Open	05-16-2024

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Shipment Incident S-0886

DETAILS RELATED

Location and Shipment Incident Information

Program Location: [GVHC - 889 Abrego St - Vaccines for Children](#) | Status: **Open**

Date shipment was received: | Resolution:

Product: [Havrix Single Dose Vials - 10 Per Box](#) | Please specify 'Other':

Account Name: [GVHC - 889 Abrego St - HS](#) | Shipper:

Program Product: [PP-00235](#) | Lot Number: 12345

Vaccine Order: [B-041976](#)

Incident Details

Incident type: **Broken, torn, or tampered with** | Incident-related to:

Tracking Number: | Packing Slip for Correct Provider:

Discrepancy Type: | Packing Slip matches Shipping Label:

Number of doses impacted: 12 | Agree to keep all excess doses?:

Product Received: 1 | Additional Comments:

Manufacturer/Shipper communication

Case or incident number: | Guidance/resolution:

System Information

Created By: Aurora Clauden, 5/16/2024 | Last Modified By: Aurora Clauden, 5/16/2024

Navigating myCAvax: Knowledge Center

The screenshot shows the myCAvax Knowledge Center interface. At the top left is the myCAvax logo with the text "California Vaccine Management System". The navigation menu includes: Home, My Turn Enrollment, Vaccine Orders, Program Location, Vaccine Inventory (with a dropdown arrow), and Enrollment. On the right side of the navigation menu, there are icons for search, notifications, and user profile. A "More" dropdown menu is open, showing options for Reports, myCAvax Dashboard, and Knowledge Center (which is highlighted with an orange border). Below the navigation is a heading: "Your one-stop shop for job aids, quicksheets and system resources for My Turn Clinic and myCAvax. Search by keyword above, or explore content based on your role below." The main content area is divided into two sections: "My Turn Clinic" and "myCAvax". Under "My Turn Clinic", there are three blue rectangular buttons: "My Turn General Resources", "My Turn Clinic Manager", and "My Turn Vaccine Admins & Assistants". Under "myCAvax", there are two blue rectangular buttons: "myCAvax System Updates" and "myCAvax Location & Org Coordinator" (which is highlighted with an orange border).

If questions about navigating myCAvax, check out the job aids in the Knowledge Center!

Understanding Accounts in myCAvax

Provider Organization



A **Provider Organization** is the parent company of a location (e.g. parent FQHC).

Provider Location



A **Provider Location** is a specific site where a provider receives vaccine shipments and administers vaccine to patients.

Program Location



A **Program Location** houses program-specific information for each vaccine program at one Location. A single Location may have multiple Program Locations (e.g. VFC, VFA, SGF).

Understanding Accounts in myCAvax

