



VFA 101

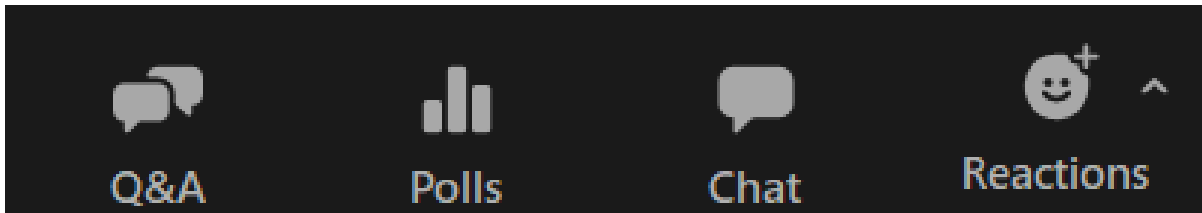


Recertification and Ordering
Thursday, February 22, 2024
11:00 AM – 12:00 PM



Questions

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



Resource links will be dropped into, "Chat"



Today's slide deck is available in the [myCAvax Knowledge Center](#)

Note: Log-in is required.

Syllabus – VFA Trainings

Today, Thursday, February 22, 2024

- **The VFA Program in myCAvax**
 - What is myCAvax?
 - The VFA Program in myCAvax for Providers
 - Go-Live myCAvax System Access
- **Recertification "Part Two" in myCAvax**
 - Recertification "Part Two" Overview
 - Preparing for Recertification "Part Two"
 - Completing Recertification in myCAvax
- **Demo**
 - Completing VFA Recertification as a Provider
- **Ordering Vaccine in myCAvax**
 - VFA Order Cadence in myCAvax
 - VFA Functionality in myCAvax
 - Navigating to Place a Vaccine Order Request
 - Placing Vaccine Order Requests
 - Submitting Vaccine Order Requests
 - Final Submission: Note on Multi-Vaccine Product Orders
 - Possible Order Status: Corrections Needed
 - Making Corrections as a Provider
- **Demo**
 - Placing Vaccine Order Requests as a Provider

Thursday, February 29, 2024

- **Vaccine Inventory Management in myCAvax**
 - Reporting Shipment Incidents
 - Reporting Excursions
 - Reporting Returns / Waste
 - Placing Transfers
- **Demos**
 - Reporting a Shipment Incident
 - Reporting an Excursion Event
 - Reporting a Return / Waste Event
 - Placing a Transfer
- **Updating Storage Units in myCAvax**

The VFA Program in myCAvax

Dan Conway, myCAvax

What is myCAvax?

myCAvax is a state-wide Vaccine Management System for health care providers to enroll in various state-funded vaccine programs. The system provides a platform to allocate, order, and distribute vaccines to program participants across California. Providers, Local Health Departments, and the California Department of Public Health use myCAvax to enroll, order, and manage vaccine inventory.

Important!

Multiple state-funded vaccine programs are live in myCAvax, including the State General Fund (SGF) program, the Bridge Access Program (BAP), and the Outbreak program. System roles, provider eligibility, enrollment requirements, and vaccine inventory management standards vary program-to-program. Providers, LHDs, and CDPH have different roles and responsibilities between each program.

NOTE: The VFA program will have different user roles and responsibilities from prior programs. Find program-specific distinctions later in this deck.



The VFA Program in myCAvax for Providers

As of Tuesday, February 20, 2024, providers who participate in the VFA programs will be prompted to complete recertification “part two” upon logging in to myCAvax. Providers will need to provide information for key program staff, verify clinic information, and complete recommended training. Providers can only participate in one program, VFA or LHD 317, in myCAvax.

Once their Provider of Record signs the program agreement and addendum via DocuSign, recertification is complete.

Upon completion of recertification, providers can:

- View shipping history
- Record shipment incidents, temperature excursions, transfers, and waste
- Return spoiled, expired, or wasted vaccines
- Prepare to order vaccine when the next VFA ordering cycle opens in April 2024

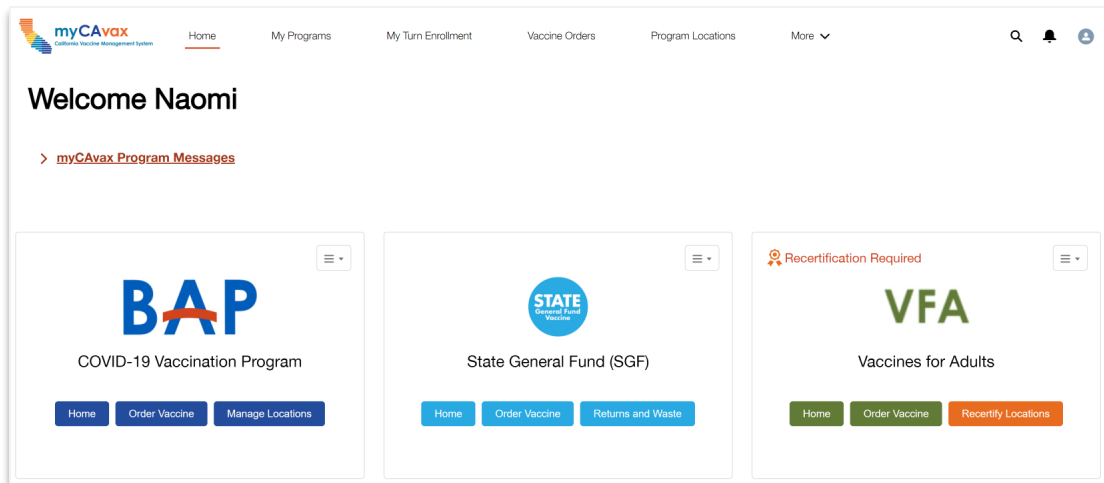
For this training, we are focusing on recertification and ordering. Additional functionality will be covered in future trainings.



Go-Live myCAvax System Access

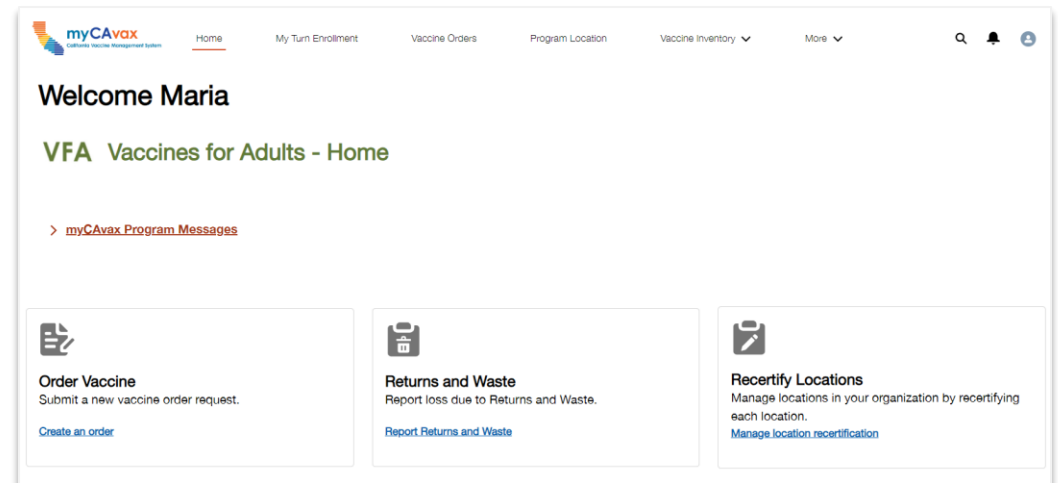
Primary Vaccine Coordinators, identified during recertification “part one,” have access to the VFA program in myCAvax as of Tuesday, February 20, 2024. Backup Vaccine Coordinators will be granted access to myCAvax upon completion of recertification. If a provider currently uses myCAvax to manage other vaccine programs (e.g. SGF, BAP, Outbreak), their current program access will not be impacted.

Multi-Program Provider Homepage



The screenshot shows the myCAvax interface for a provider with access to multiple programs. The user is Naomi. The navigation bar includes Home, My Programs, My Turn Enrollment, Vaccine Orders, Program Locations, and More. The main content area features three program cards: BAP (COVID-19 Vaccination Program), STATE General Fund Vaccine (SGF), and VFA (Vaccines for Adults). Each card has a menu icon and buttons for Home, Order Vaccine, and Manage Locations (or Recertify Locations for VFA). A red banner above the VFA card indicates "Recertification Required".

VFA-Only Provider Homepage



The screenshot shows the myCAvax interface for a provider with access only to the VFA program. The user is Maria. The navigation bar includes Home, My Turn Enrollment, Vaccine Orders, Program Location, Vaccine Inventory, and More. The main content area features a single VFA program card with a menu icon and buttons for Home, Order Vaccine, and Recertify Locations. Below the program card are three action cards: Order Vaccine (Submit a new vaccine order request), Returns and Waste (Report loss due to Returns and Waste), and Recertify Locations (Manage locations in your organization by recertifying each location).

Recertification “Part Two” in myCAvax

Lindsay Reynoso, CDPH

Day One System Access by Role

The Primary VFA Contact (who is the Primary Vaccine Coordinator in myCAvax) is responsible for completing recertification “part two” in myCAvax. If your Primary VFA Contact is unable to complete recertification “part two” in myCAvax, contact the Provider Call Center for assistance.

Your Primary Vaccine Coordinator can add a Backup Vaccine Coordinator to myCAvax during recertification “part two.”

Recertification “Part Two” Overview

At this point in time, providers have completed recertification “part one” in MyVFCvaccines. CDPH decided to require recertification “part two” in myCAvax to gather important information and facilitate a smooth transition into the new system. To complete recertification in myCAvax, a location’s Provider of Record must sign the VFA agreement and addendum via DocuSign.

Data Migration and Recertification

- CDPH migrated some information from MyVFCvaccines to assist the Primary VFA Contact (who will be the Primary Vaccine Coordinator in myCAvax) in completing recertification “part two.”
- The location address, patient estimates and Primary VFA Contact will be migrated into myCAvax and populated into a provider’s recertification.
- The Primary Vaccine Coordinator is responsible for inputting additional non-migrated data and submit their recertification.

Preparing for Recertification “Part Two”

Vaccines for Adults & Local Health Department 317 Programs
RECERTIFICATION WORKSHEET

Use this worksheet to gather information needed ahead of time to complete the online VFA or LHD 317 Recertification Form on myCAvax.cdph.ca.gov. The fields highlighted in yellow below indicate this information will be migrated and prepopulated from MyVFCVaccines.

DO NOT SUBMIT THIS WORKSHEET TO THE VFA or LHD 317 PROGRAMS.

Step 1—Practice Information/Shipping

Practice Name	myCAvax ID:	PIN	Registry ID
Practice Information/Shipping Address (No P.O. Box)		City	ZIP
Shipping Address, Part 2		County	
Employee Identification Number (EIN)	National Provider Identifier (NPI)	Phone	Fax
MEDI-CAL Provider? <input type="checkbox"/> Yes <input type="checkbox"/> No	For Federally Qualified Health Centers (FQHC) ONLY, name of Parent FQHC Organization:		
DELIVERY: Check all days and times you may receive vaccine. If closed during lunch hour, please specify.	<input type="checkbox"/> Monday From: To: (Closed for lunch from: to:) <input type="checkbox"/> Tuesday From: To: (Closed for lunch from: to:) <input type="checkbox"/> Wednesday From: To: (Closed for lunch from: to:) <input type="checkbox"/> Thursday From: To: (Closed for lunch from: to:) <input type="checkbox"/> Friday From: To: (Closed for lunch from: to:)		


Step 2 – Key Practice Staff

Role/Responsibility	Name	Title (MD, DO, NP, PA, PharmD)	Specialty/Clinic Title	National Provider ID	Medical License #	Contact Information
Provider of Record			Specialty: _____ Clinic Title: _____			Direct Phone Number: _____ Email for program updates: _____
Vaccine Coordinator <i>(For VFA Providers, this staff member was previously identified as the VFA Contact. For LHD 317, this staff member was previously the Primary Vaccine Coordinator.)</i>			Specialty: _____ Clinic Title: _____			Direct Phone Number: _____ Email for program updates: _____
Backup Vaccine Coordinator			Specialty: _____ Clinic Title: _____			Direct Phone Number: _____ Email for program updates: _____
Provider of Record Designee			Specialty: _____ Clinic Title: _____			Direct Phone Number: _____ Email for program updates: _____
Additional Staff Members <i>(Staff who will receive program communications)</i>			Specialty: _____ Clinic Title: _____			Direct Phone Number: _____ Email for program updates: _____

California Department of Public Health Immunization Branch
 IMM-1521 (2/7/24) Page 1 of 4

CDPH has prepared a worksheet to gather the required information that you will input into myCAvax to complete recertification “part two.” Please download from [EZIZ](#) and use the worksheet to prepare. If the information gathered from recertification “part one” in MyVFCvaccines is identical to your VFA program, much of that can be inputted into myCAvax.

Recertification – Provider Location Information

 Need help? Check out your [dashboard](#) to view your past recertification data.



VFA - Recertification


Step 1 - Provider Location Information

Location Details
Start by confirming the location name and address where vaccines are shipped and administered.

▼ **What is a Location ?**

A provider location is a specific practice or site where a provider administers vaccine to patients.
Each provider location is required to have a unique IIS ID to report their vaccine administration data to CAIR.

* Location Name  

* Telephone 

Would you like to be available on the Online Provider Locator ?

Provider Type

PIN

* National Provider Identifier ID (NPI ID)

* Tax ID/EIN

* CAIR/IIS ID

* Does your location participate in Medi-Cal?

There are seven steps to the recertification process. To begin recertification, providers must verify key location information. Some of this information will be pre-populated and locked from the data migration, which you cannot edit. If you need to update any information in locked fields, contact the Provider Call Center.

Recertification – NPI IDs Workaround

If the NPI ID for your provider location is **incorrect** and the field is **greyed out**, continue completing recertification and contact the Provider Call Center to alert CDPH of the discrepancy.

If the NPI ID for your provider location is **missing**, input your location's NPI ID and continue with recertification.

Need help? Check out your [dashboard](#) to view your past recertification data.

VFA - Recertification

Step 1 - Provider Location Information

Location Details
Start by confirming the location name and address where vaccines are shipped and administered.

What is a Location ?
A provider location is a specific practice or site where a provider administers vaccine. Each provider location is required to have a unique IIS ID to report their vaccine administration.

* Location Name * Telephone

Would you like to be available on the Online Provider Locator ?

Provider Type: Commercial Vaccination Service Provider PIN: 11223344

* National Provider Identifier ID (NPI ID) * Tax ID/EIN * CAIR/IIS ID

* Does your location participate in Medi-Cal?

Need help? Check out your [dashboard](#) to view your past recertification data.

VFA - Recertification

Step 1 - Provider Location Information

Location Details
Start by confirming the location name and address where vaccines are shipped and administered.

What is a Location ?
A provider location is a specific practice or site where a provider administers vaccine. Each provider location is required to have a unique IIS ID to report their vaccine administration.

* Location Name * Telephone

Would you like to be available on the Online Provider Locator ?

Provider Type: Commercial Vaccination Service Provider PIN: 11223344

* National Provider Identifier ID (NPI ID) * Tax ID/EIN * CAIR/IIS ID

* Does your location participate in Medi-Cal?

Recertification – Adding Key Practice Staff

VFA - Recertification
Step 2 - Key Practice Staff

In order to proceed, you must have at least the Provider of Record, Primary Vaccine Coordinator, Backup Vaccine Coordinator, and Provider of Record Designee information below. These staff members should be those who manage adult patients in the VFA program. Medical Licenses will be validated to ensure active status of license.
Key Practice Staff must complete their EZIZ program training. Please guide them to the following link: [EZIZ training](#)

Key Practice Staff
Staff members who are responsible for managing the location

Role	Name	Title	Speciality	Clinic Title	Email	Phone Number	NPI ID	License No.	Actions
Provider of Record		None	Select ...	Select ...					Add Contact
Primary Vaccine Coordinator	Primary Multi Program Coordinator	None	Interna...	Clinic ...	demo.mycavaxb+765@gmail.com	(123) 456-78			Change Contact
Backup Vaccine Coordinator		None	Select ...	Select ...					Add Contact
Provider of Record Designee		None	Select ...	Select ...					Add Contact

Additional Staff Members
Providers who should receive program communications

Role	Name	Title	Speciality	Clinic Title	Email	Phone Number	NPI ID	License No.	Actions
------	------	-------	------------	--------------	-------	--------------	--------	-------------	---------

On step two, information for a provider's Primary VFA Contact (provided during recertification "part one") will populate as a Primary Vaccine Coordinator. Primary Vaccine Coordinators must update and verify additional key practice staff information.

NOTE: Upon submitting recertification, the Backup Vaccine Coordinator will have a myCAvax account created. Individuals with the single role of Provider of Record, Provider of Record Designee, or communication staff member will not have a myCAvax user login.

Recertification – Training

VFA - Recertification
Step 2 - Key Practice Staff

In order to proceed, you must have at least the Provider of Record, Primary Vaccine Coordinator, Backup Vaccine Coordinator, and Provider of Record Designee information below. These staff members should be those who manage adult patients in the VFA program. Medical Licenses will be validated to ensure active status of license.

Key Practice Staff must complete their EZIZ program training. Please guide them to the following link: [EZIZ training](#)

Key Practice Staff
Staff members who are responsible for managing the location

Role	Name	Title	Speciality	Clinic Title	Email	Phone Number	NPI ID	License No.	Actions
Provider of Record		None	Select ...	Select ...					Add Contact
Primary Vaccine Coordinator	Primary Multi Program Coordinator	None	Interna...	Clinic ...	demo.mycavaxb +765@gmail.com	(123) 456-78			Change Contact
Backup Vaccine Coordinator		None	Select ...	Select ...					Add Contact
Provider of Record Designee		None	Select ...	Select ...					Add Contact

Additional Staff Members
Providers who should receive program communications

Role	Name	Title	Speciality	Clinic Title	Email	Phone Number	NPI ID	License No.	Actions
------	------	-------	------------	--------------	-------	--------------	--------	-------------	---------

Primary Vaccine Coordinators are responsible to email the required EZIZ training link with all key practice staff who have yet to complete training. CDPH will follow up as needed.

Recertification – Training

For California VFA Recertification:

Required for Vaccine Coordinator, Backup, Provider of Record and Designee

VFA Program Requirements

Completed
02/21/2024

Certificate

Review

For California LHD 317 Program Recertification:

Required for Vaccine Coordinator, Backup, Provider of Record and Designee

LHD 317 Program Requirements

Completed
02/21/2024

Certificate

Review

Complete the required EZIZ training as soon as possible. CDPH will be reviewing to confirm training completion.

Be sure to complete the required VFA recertification training (you will see the LHD 317 required training).


Recertification – Storage Units Update


CDPH is collecting additional information about storage units in myCAvax. All providers need to update their storage capacities to list which programs' vaccines are stored in each individual unit. A backup thermometer is required, along with the corresponding certificate of calibration.

Refrigerated storage (2°C to 8°C)

Does your location have refrigerated storage?

Yes
 No

 **Refrigerated storage capacity**

Vaccines Stored	Unit Priority	Unit Grade	Type	Storage Capacity cu.ft	Storage Brand	Storage Unit Model	Thermometer Type	Thermometer Model	Thermometer serial number	Calibration Expiration Date	Action
	Primary			2000			Digital data lo...			10/16/2096	

Recertification – Storage Units

For Step 3 of recertification, the Primary Vaccine Coordinator must provide information related to storage units. If a provider has storage units active in myCAVax for other programs (e.g., SGF, BAP, Outbreak), they can view existing storage units here.

VFA - Recertification
Step 3 - Storage Capacity

i You must have storage equipment on site (not in transit, or on order) before submitting this form.

Vaccine storage capacity and unit details
Enter all units that will be used to store VFA vaccines, and indicate at least one unit as the primary storage unit for vaccines.

Refrigerated storage (2°C to 8°C)
Does your location have refrigerated storage?
 Yes
 No

Refrigerated storage capacity

Vacci... Stored	Unit Priority	Unit Grade	Storage Type	Storage Capacity cu.ft	Storage Brand	Storage Unit Model	Thermo... Type	Thermo... Model	Thermo... serial number	Calibrati... Expiration Date	Ac...
VFA,BAP	Primary	Commercial	Stand Alone	700	vVSJFK 63	VSDEJKF...	Digital dat...	VSF 278	BFDBD 2...	1/21/2025	

[Add Refrigerator](#)

Recertification – Storage Units Needed Action


As of today, the pencil edit functionality does not work. CDPH anticipates the functionality to be fixed next week. At the **VFA 102 Vaccine Inventory Management** training on **Thursday, February 29, 2024** we will cover how to update storage units in myCAvax. If you'd like to complete recertification this week:


- As a brand-new provider in myCAvax, add storage units as expected.
- As an existing myCAvax provider with incomplete data for storage units in myCAvax, for now proceed with recertification and do not edit incomplete information. You will be expected to update storage capacities at a later date.

Refrigerated storage (2°C to 8°C)

Does your location have refrigerated storage?

Yes
 No

 **Refrigerated storage capacity**

Vaccines Stored	Unit Priority	Unit Grade	Type	Storage Capacity cu.ft	Storage Brand	Storage Unit Model	Thermometer Type	Thermometer Model	Thermometer serial number	Calibration Expiration Date	Action
	Primary			2000			Digital data lo...			10/16/2096	

Recertification – Provider Population

For step 4 of recertification, the Primary Vaccine Coordinator must provide information on patient estimates. If the answer to any field is 0, select N/A.

VFA - Recertification
Step 4 - Provider Population

Vaccination Provider Profile
Provide the following patient vaccination estimates for your location.

Estimated number of VFA eligible patients who will receive immunizations at your location during the upcoming 12 month period

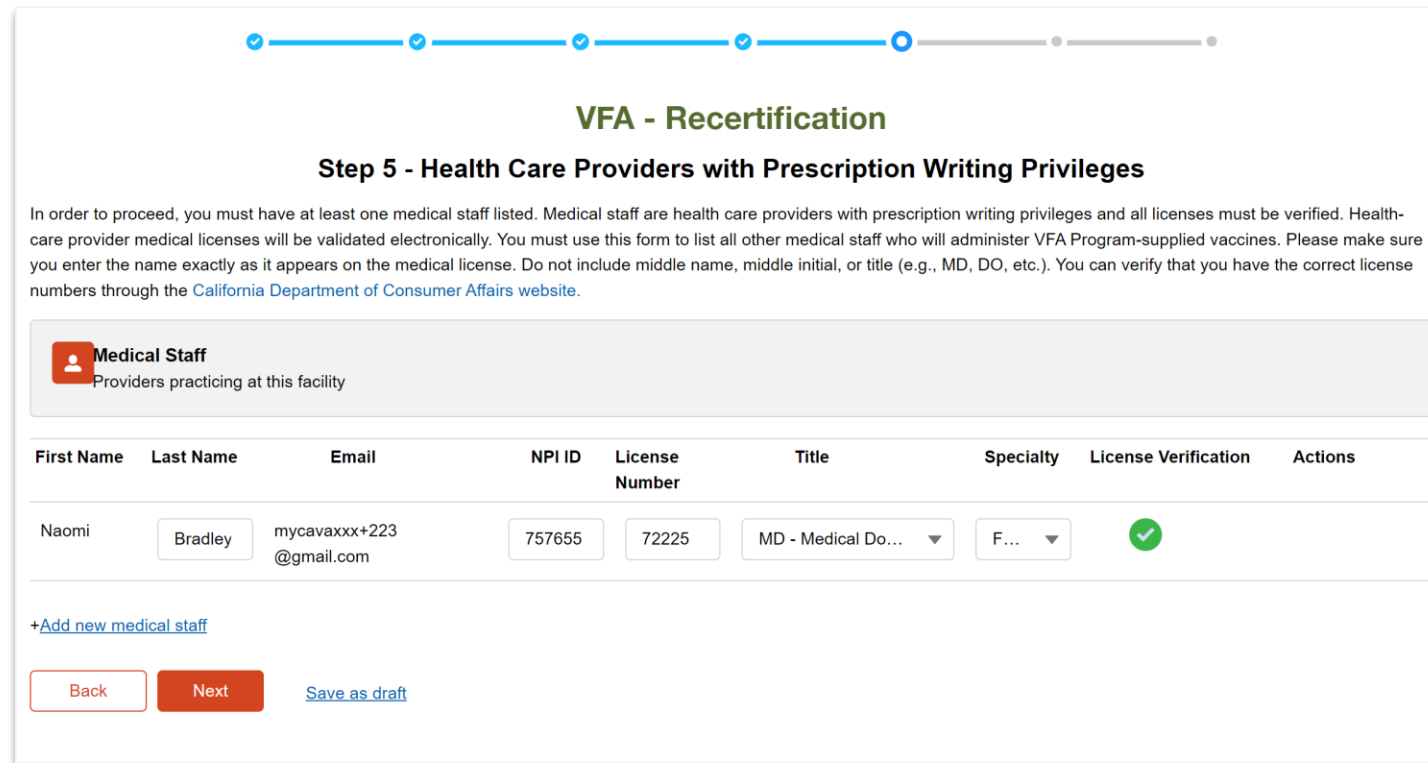
* 19-26 years old	* 27-49 years old	* 50-64 years old	* 65+ years old
<input type="text" value="74,637"/>	<input type="text" value="63,466"/>	<input type="text" value="6,364"/>	<input type="text" value="6,346"/>
<input type="checkbox"/> N/A	<input type="checkbox"/> N/A	<input type="checkbox"/> N/A	<input type="checkbox"/> N/A

Estimated number of NON- VFA eligible patients who will receive immunizations at your location during the upcoming 12 month period

* 19-26 years old	* 27-49 years old	* 50-64 years old	* 65+ years old
<input type="text" value="53,454"/>	<input type="text" value="63,644"/>	<input type="text" value="3,456"/>	<input type="text" value="6,345"/>
<input type="checkbox"/> N/A	<input type="checkbox"/> N/A	<input type="checkbox"/> N/A	<input type="checkbox"/> N/A

Recertification – Additional Staff

For step 5 of recertification, the Primary Vaccine Coordinator will need to provide information for at least one medical staff with prescription writing privileges. All licenses must be verified to proceed. Collecting this information beforehand is critical. You can verify you have the correct license numbers through the [CA Department of Consumer Affairs website](#).



The screenshot shows a web form titled "VFA - Recertification" with a progress bar at the top indicating five steps, with the fifth step being the current one. The main heading is "Step 5 - Health Care Providers with Prescription Writing Privileges". Below this is a paragraph of instructions: "In order to proceed, you must have at least one medical staff listed. Medical staff are health care providers with prescription writing privileges and all licenses must be verified. Health-care provider medical licenses will be validated electronically. You must use this form to list all other medical staff who will administer VFA Program-supplied vaccines. Please make sure you enter the name exactly as it appears on the medical license. Do not include middle name, middle initial, or title (e.g., MD, DO, etc.). You can verify that you have the correct license numbers through the [California Department of Consumer Affairs website](#)." Below the instructions is a section titled "Medical Staff" with a sub-heading "Providers practicing at this facility". This section contains a table with the following columns: First Name, Last Name, Email, NPI ID, License Number, Title, Specialty, License Verification, and Actions. The table has one row with the following data: Naomi Bradley, mycavaxxx+223@gmail.com, 757655, 72225, MD - Medical Do..., F..., and a green checkmark in the License Verification column. Below the table is a link "+Add new medical staff". At the bottom of the form are three buttons: "Back", "Next", and "Save as draft".

VFA - Recertification

Step 5 - Health Care Providers with Prescription Writing Privileges

In order to proceed, you must have at least one medical staff listed. Medical staff are health care providers with prescription writing privileges and all licenses must be verified. Health-care provider medical licenses will be validated electronically. You must use this form to list all other medical staff who will administer VFA Program-supplied vaccines. Please make sure you enter the name exactly as it appears on the medical license. Do not include middle name, middle initial, or title (e.g., MD, DO, etc.). You can verify that you have the correct license numbers through the [California Department of Consumer Affairs website](#).

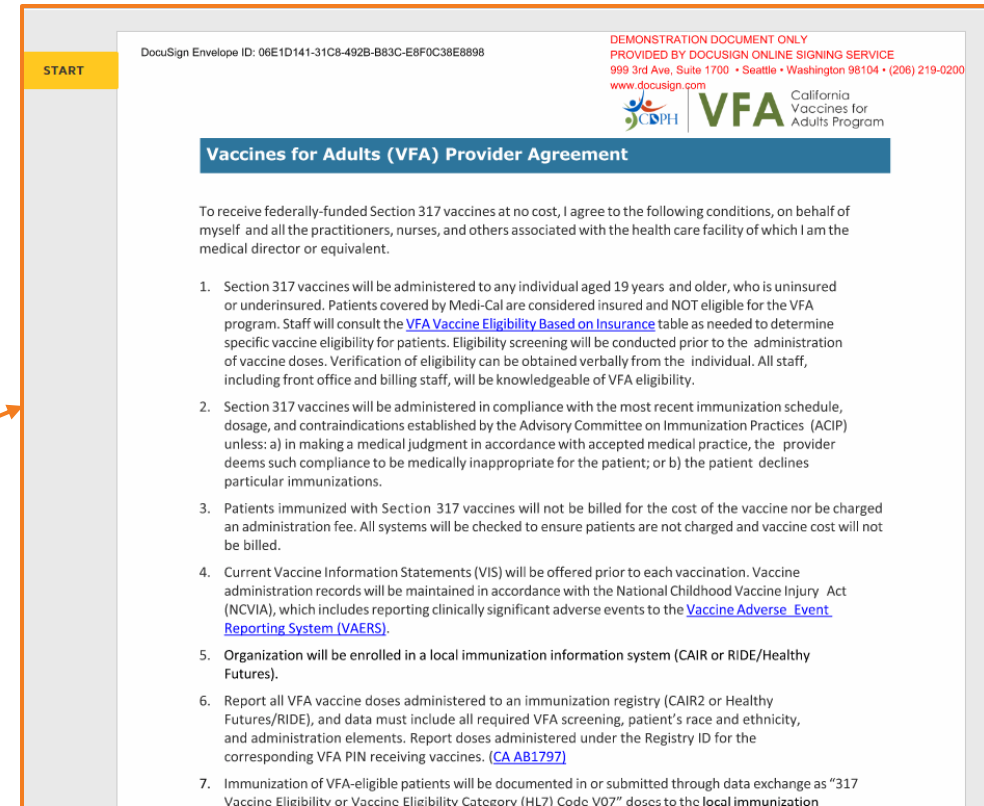
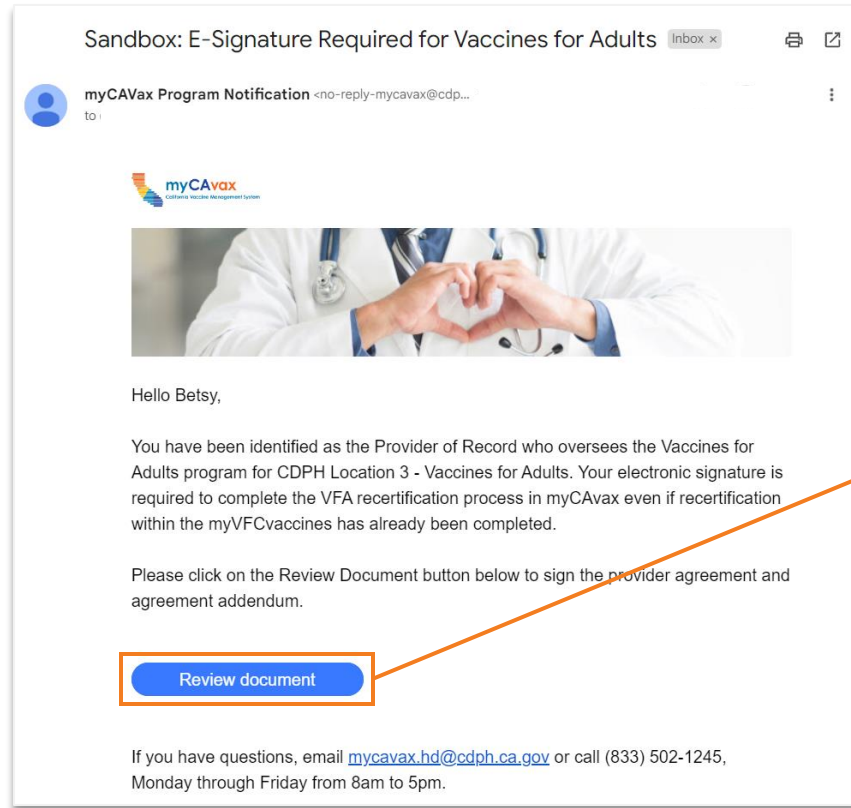
Medical Staff
Providers practicing at this facility

First Name	Last Name	Email	NPI ID	License Number	Title	Specialty	License Verification	Actions
Naomi	Bradley	mycavaxxx+223@gmail.com	757655	72225	MD - Medical Do...	F...	✓	

[+Add new medical staff](#)

[Back](#) [Next](#) [Save as draft](#)

Recertification Completion



The Provider of Record must review, acknowledge, and sign the VFA Agreement and Addendum on myCAVax to complete the recertification process.

Workarounds to Complete Recertification Part Two



Issues

Missing VFA tile on the Landing Page

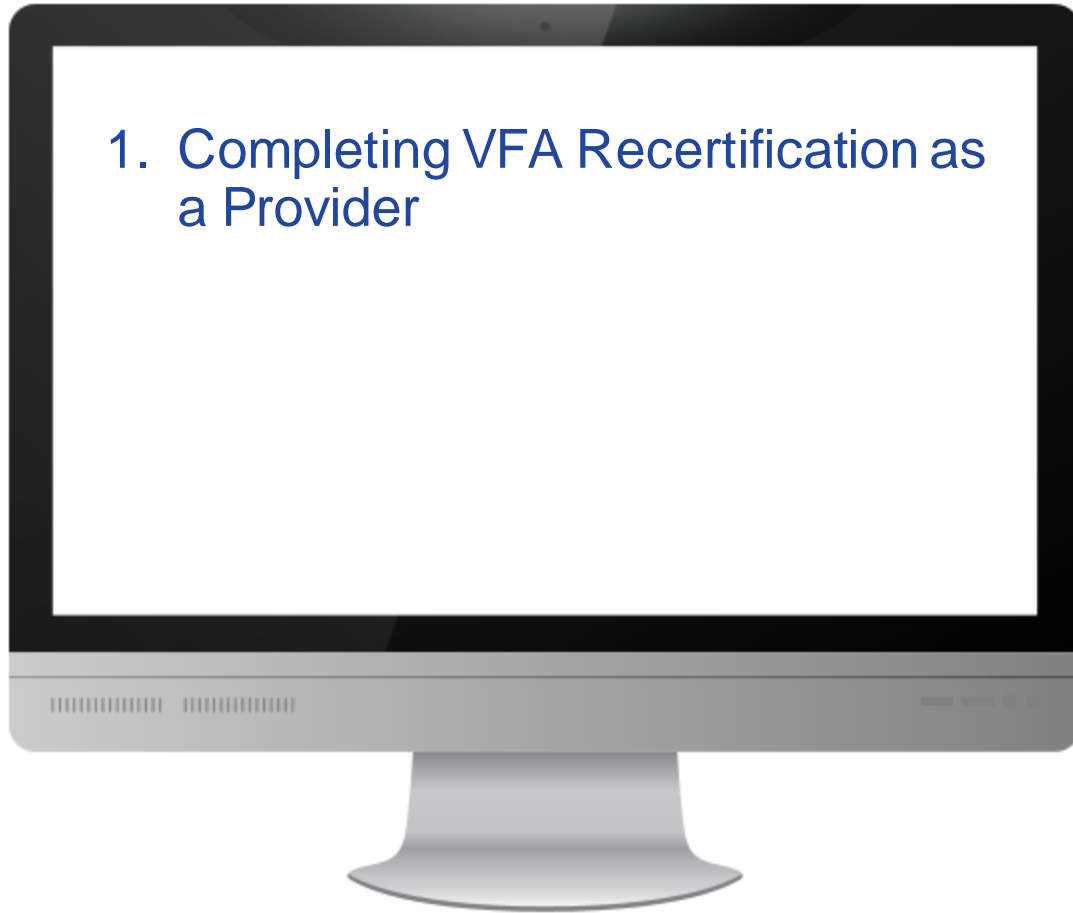
Location NPI ID Overwritten



Workaround / Next Steps

- ✓ If you do not see the VFA tile on the landing page *and* you are the Primary VFA Contact, contact the Provider Call Center.
- ✓ When you input the Provider of Record NPI ID on step 2 on recertification, your location NPI ID will be overwritten. CDPH anticipates a fix in the coming weeks.

1. Completing VFA Recertification as a Provider



Q&A

Ordering Vaccine in myCAvax

Claudia Aguiluz, CDPH

VFA Order Cadence in myCAvax

Orders are closed for this ordering period. If you have questions, email my317vaccines@cdph.ca.gov or call (833) 502-1245, Monday through Friday from 8am to 5pm. X

Need help? Review the job aid(s) for [placing vfa](#)

Orders are closed for this ordering period. If you have questions, email my317vaccines@cdph.ca.gov or call (833) 502-1245, Monday through Friday from 8am to 5pm. X

VFA - Order Request

Step 1 - Select Account and Product

To change the program selected, navigate back to the [Vaccine Orders page](#).

* Program Location
Accenture Test Four Location - Vaccines for Adults X

Select Location, Provide Inventory and Doses Administered for Vaccines listed.

- Select the location account.
- Ensure the current VFA inventory in your vaccine storage units matches the On-Hand Inventory you enter.
- Your VFA Doses Administered inventory must match the immunization registry (CAIR/Healthy Futures).
- Complete all required transfers, waste events, and returns prior to this order request.
- Account for every dose of VFA-supplied vaccine ordered and received by the provider location.

Account for every dose of VFA-supplied vaccine ordered and received by the provider location.

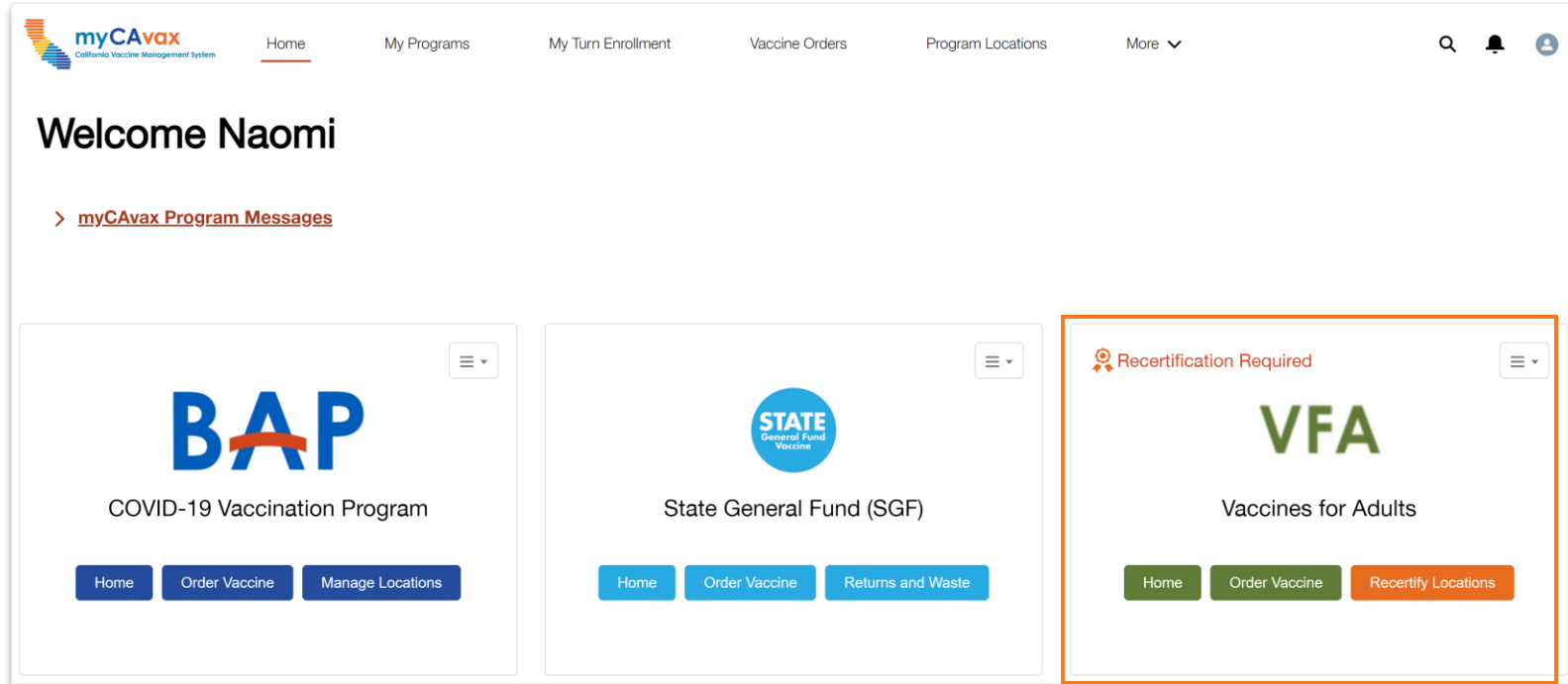
Vaccine product	*Quantity	Lot number	Expiration Date / Beyond use date	*Qty since last order	Provider inventory	Recommended Order size	*Doses requested
Hepatitis A Adult Havrix Single Dose Syringes - 10 Per Box	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	0 <input type="text"/> Clear Row
Adult Vaxta Single Dose Syringes - 10 Per Box	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	0 <input type="text"/> Clear Row
Adult Engerix B Single Dose Syringes	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	0 <input type="text"/> Clear Row

CDPH leadership will open / close VFA vaccine ordering in myCAvax following the expected program cadence. Anticipated ordering periods for 2024 are:

- April 2024 TBD
- July 2024 TBD
- October 2024 TBD

Providers will be notified via email when the ordering period opens in myCAvax.

VFA Functionality in myCAvax



The screenshot displays the myCAvax user interface. At the top, there is a navigation bar with the myCAvax logo and menu items: Home, My Programs, My Turn Enrollment, Vaccine Orders, Program Locations, and More. A search icon, a notification bell, and a user profile icon are also present. Below the navigation bar, a welcome message reads "Welcome Naomi" followed by a link to "myCAvax Program Messages". The main content area features three program cards: "BAP COVID-19 Vaccination Program", "State General Fund (SGF)", and "VFA Vaccines for Adults". The VFA card is highlighted with an orange border and includes a "Recertification Required" warning icon. Each card has a set of buttons: BAP (Home, Order Vaccine, Manage Locations), SGF (Home, Order Vaccine, Returns and Waste), and VFA (Home, Order Vaccine, Recertify Locations).

Providers participating in the VFA program will be expected to place vaccine order requests (when open), manage vaccine inventory, and view program location information after completing recertification “part two.”

Navigating to Place a Vaccine Order (Once the next VFA order cycle opens)

The screenshot displays the myCAvax provider interface. At the top, a navigation bar includes 'Home', 'My Programs', 'My Turn Enrollment', 'Vaccine Orders' (highlighted with an orange box), 'Program Locations', and 'More'. Below the navigation bar, a 'Welcome Naomi' message is followed by a link to 'myCAvax Program Messages'. The main content area features three program tiles: 'BAP COVID-19 Vaccination Program' with buttons for 'Home', 'Order Vaccine', and 'Manage Locations'; 'State General Fund (SGF)' with buttons for 'Home', 'Order Vaccine', and 'Returns and Waste'; and 'VFA Vaccines for Adults' with buttons for 'Home', 'Order Vaccine' (highlighted with an orange box), and 'Returns and Waste'.

From the Provider Community homepage, providers can begin placing a vaccine order request using the **Vaccine Orders** tab in the main navigation bar or the **Order Vaccines** button on the program tile.

Placing Vaccine Order Requests as a Provider

VFA

VFA - Order Request

Step 1 - Select Account and Product

To change the program selected, navigate back to the [Vaccine Orders page](#).

* Program Location
Sample Location 101 - Vaccines for Adults

Select Location, Provide Inventory and Doses Administered for Vaccines listed.

- Select the location account.
- Ensure the current VFA inventory in your vaccine storage units matches the On-Hand Inventory you enter.
- Your VFA Doses Administered inventory must match the immunization registry (CAIR/Healthy Futures).
- Complete all required transfers, waste events, and returns prior to this order request.
- Account for every dose of VFA-supplied vaccine ordered and received by the provider location.

Account for every dose of VFA-supplied vaccine ordered and received by the provider location.

Vaccine product	*Quantity	Lot number	Expiration Date / Beyond use date	*Qty since last order	Provider inventory	Recommended Order size	*Doses requested
<div style="background-color: #fff9c4; padding: 5px;">⚠ Your order is outside of the recommended order size and may be adjusted based on the information provided.</div>							
Hepatitis A Adult Havrix Single Dose Syringes - 10 Per Box	10	A789	3/5/2024	40	58	50	60
Adult Vaqta Single Dose Syringes - 10 Per Box	0						0

On **Step 1 – Select Account and Product**, providers must select their program location from the dropdown.

Then, vaccines will appear in the table, grouped by type. 'VFA On-hand Inventory' information AND 'VFA doses administered' must be included on each row.

The 'Provider Inventory' and 'Recommended Order size' fields are automatically calculated.

Providers must place their final request in 'Doses requested'.

Placing Vaccine Order Requests as a Provider

VFA
VFA - Order Request
Step 2 - Review Doses Requested and Confirm Additional Details

To change the program selected, navigate back to the [Vaccine Orders page](#).

Program Location
Sample Location 101 - Vaccines for Adults

Enter additional required information for your order and include comments (if needed) prior to submitting.

Standard Order Details

Product	Doses Requested
Hepatitis A Adult Havrix Single Dose Syringes - 10 Per Box	60

⚠ Vaccine requests will be reviewed and approved based on your reported patient population and orders may be reduced based on available supply. Please provide a reason below for each vaccine product outside of the recommended order size.

Adult Havrix Single Dose Syringes - 10 Per Box	<div style="border: 1px solid orange; padding: 5px;"><p>Select a reason:</p><p>select an option ▼</p><ul style="list-style-type: none">Special EventsIncreased patient demandClinicians have been added to our ProgramOther</div>
------------------------------------------------	----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

Comments(Optional)
Additional comments or notes about your order

If a provider requests vaccine over the recommended order size, they will need to provide a justification in **Step 2 – Review Doses Requested and Confirm Additional Details**.

Additionally, they will need to confirm the address for their VFA program and shipping hours are accurate before submitting the vaccine for review (not pictured).

Submitting Vaccine Order Requests

Once successfully submitted, providers will see their final vaccine order details confirmed on **Step 3 – Order Confirmation**.

Providers can view order details by clicking the unique 'Order Number'. Click 'View Orders' to see all order history.

VFA
VFA - Order Request
Step 3 - Order Confirmation

Your vaccine order was successfully submitted. Allow 7-10 business days after order approval for shipment to arrive.

Program Location
Sample Location 101 - Vaccines for Adults

Order Details

Order Number	Product	Doses Requested	Order size reason
B-041322	Adult Havrix Single Dose Syringes - 10 Per Box	60	Special Events

[View Orders](#)

Final Submission: Note on Multi-Vaccine Product Orders

Provider orders will likely have more than one vaccine product in an order; the entire order will have the same vaccine order ID. Each line item will have a unique ID.

VFA
VFA - Order Request
Step 3 - Order Confirmation

Your vaccine order was successfully submitted. Allow 7-10 business days after order approval for shipment to arrive.

Program Location
Sample Location 101 - Vaccines for Adults

Order Details

Order Number	Product	Doses Requested	Order size reason
B-041323	Adult Havrix Single Dose Syringes - 10 Per Box	120	
	Adult Engerix B Single Dose Syringes - 10 Per Box	110	

Vaccine Order
B-041323

Program Location: [Happy Healthy Location HS](#) Provider Type: PIN: Assigned To:

DETAILS **RELATED**

Order Line(s) (2)

Line Item	Vaccine	Doses Requested	Approved Quantity
00268016	Adult Havrix Single ...	120	
00268017	Adult Engerix B Singl...	110	

[View All](#)

Possible Order Status: Corrections Needed

Sandbox: Corrections Needed for Order B-041341 – Action Required Inbox x



myCAVax Program Notification <no-reply-mycavax@cdph.ca.gov>
to demo.mycavaxb+201980@gmail.com, demo.mycavaxb+765@gmail.com ▾



Dear Sample Location 101 - Vaccines for Adults Team,

Order B-041341 placed by PIN has been denied for the following reason: Partial order.

Guidance from CSR: 2/5: Please complete your vaccine order request by providing additional inventory and order information.

Please visit the [myCAVax Orders page](#) to make any necessary changes to your order and resubmit for internal review.

If you do not update your order within two weeks, it will be expired and you will need to submit a new order. You will still be able to see the expired order details.

Thank you,

CDPH Ordering Team

CDPH may place a vaccine order request in 'Corrections Needed' status if a provider needs to make changes to the order before approval.

Providers will receive an automatic email (generated by the system) notifying them of the needed corrections.

Making Corrections as a Provider

Order Request
Order Number B-041185 Edit Order

Program Location	Program	Provider Type	PIN Status	Status Reason	Submitted Date
Loc2B Jan24 MR - Vaccines for Adults	Vaccines for Adults	Long-term care – nursing home, skilled nursing facility, federally certified	Corrections Needed	Partial order	2024-01-29

Order Details

Status Information

CSR Comments

Comments

test Batch order

Order Line(s)

Account for every dose of VFA-supplied vaccine ordered and received by the provider location.

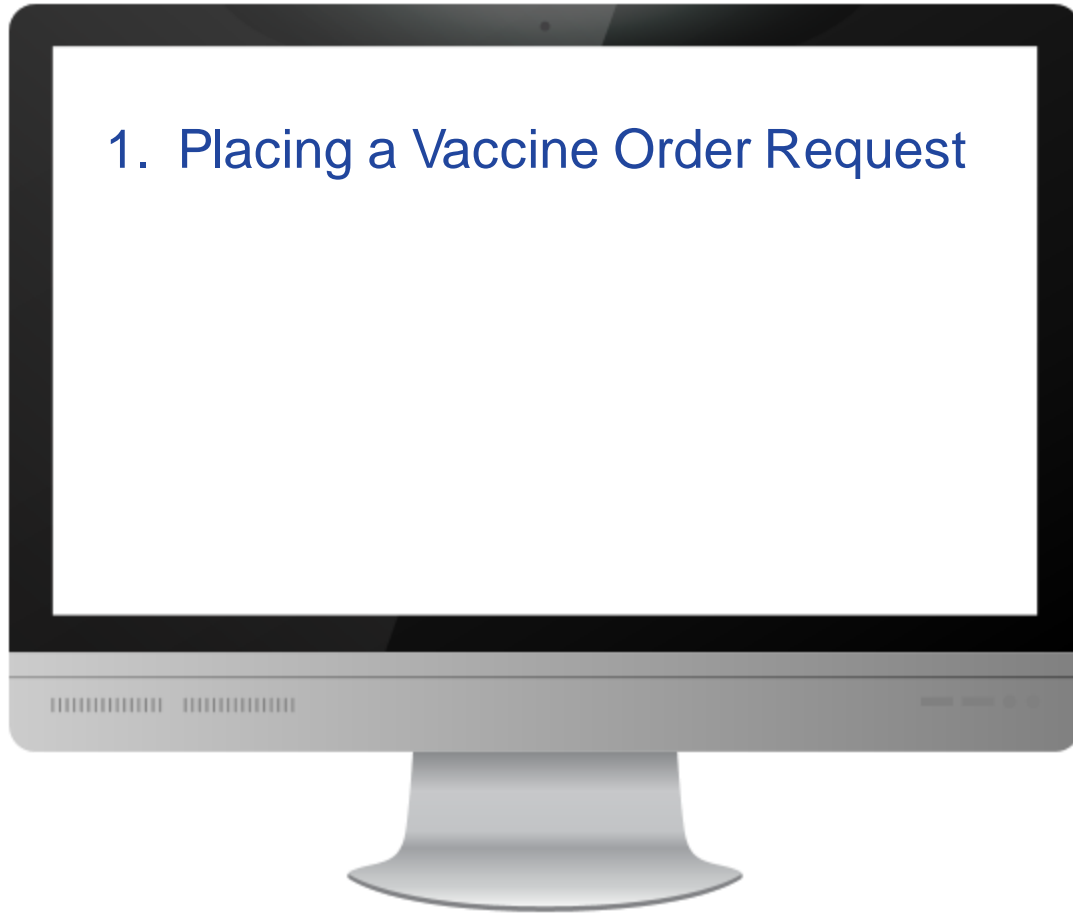
Vaccine product	Quantity	Lot number	Expiration Date / Beyond use date	VFA Doses administered	Estimated inventory	Variance	Recommended Order size	Doses requested	Order size reason	Please specify "Other"
Hepatitis A Adult Havrix Single Dose Syringes - 10 Per Box	0							0	--Select--	Clear
Adult Vaxta Single Dose Syringes - 10 Per Box	0							0	--Select--	Clear

Orders

Batch Order Number	Program Location	Submitted Date	Status	Status Reason	Correction Date	VTrckS Process Date
1 B-041185	Loc2B Jan24 MR - Vaccines...	01-29-2024	Corrections Needed	Partial order		

If corrections are needed, providers will be prompted to edit the flagged order in the Provider Community. Once changes are made, they can resubmit the order for review.

1. Placing a Vaccine Order Request



Q&A



Upcoming Training

To learn about VFA vaccine inventory management, register for the 'VFA 102 Vaccine Management for Providers' webinar scheduled on **Thursday, February 29, 2024**, from **11:00 AM – 12:00 PM** PT on Zoom.

Register for the 'VFA 102 Vaccine Management for Providers' webinar using this [Zoom registration link](#).

Reminder: Webinar Cadence Change



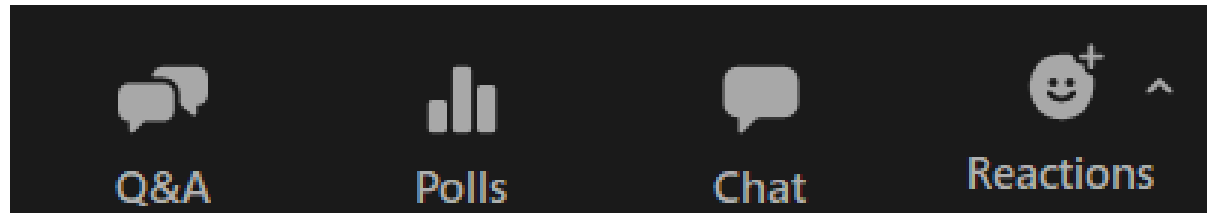
The CDPH Immunization Updates for LHDs webinar series is changing to a bi-weekly cadence.

The LHD webinar on **Tuesday, February 27, 2024**, is cancelled. The series will resume on **Tuesday, March 5, 2024**, from **1:00 PM – 2:30PM**.

Please continue to use the current registration link to join: [Zoom registration link](#).

Questions

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



Resource links will be dropped into, "Chat"



Upcoming Webinar Opportunities

CDPH Immunization Updates for Providers

Next session: Friday, February 23, 2024

9 AM – 10:30 AM

Thank you for attending today's session!

