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

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  • Go-Live myCAvax System Access
• Recertification “Part Two” in myCAvax
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• Demo
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• Ordering Vaccine in myCAvax
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  • VFA Functionality in myCAvax
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  • Placing Vaccine Order Requests
  • Submitting Vaccine Order Requests
  • Final Submission: Note on Multi-Vaccine Product Orders
  • Possible Order Status: Corrections Needed
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• 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

• Demo
  • Placing Vaccine Order Requests as a Provider
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.
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.
Recertification “Part Two” in myCAvax

Lindsay Reynoso, CDPH
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.”
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.
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.
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.
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

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).
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

<table>
<thead>
<tr>
<th>Vaccines Stored</th>
<th>Unit Priority</th>
<th>Unit Grade</th>
<th>Type</th>
<th>Storage Capacity (cu.ft)</th>
<th>Storage Brand</th>
<th>Storage Unit Model</th>
<th>Thermometer Type</th>
<th>Thermometer Model</th>
<th>Thermometer serial number</th>
<th>Calibration Expiration Date</th>
<th>Action</th>
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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.
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.
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.
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.
Recertification Completion

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

Missing VFA tile on the Landing Page

Location NPI ID Overwritten

Workarounds / 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
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.
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)

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

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

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).
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.
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.
Possible Order Status: Corrections Needed

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.
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
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.
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!