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 will be available on the myCAvax Knowledge Center and on EZIZ.

NOTE: myCAvax log-in is required to access the Knowledge Center.
Syllabus – VFA 102 Training

- **Refresher: The VFA Program in myCAvax**
  - The VFA Program in myCAvax for Providers
  - Accessing the VFA Program as a Provider
  - VFA Key Practice Staff and Other myCAvax Roles

- **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
Refresher: The VFA Program in myCAvax
Dan Conway, myCAvax
Upon logging into myCAvax, providers who participate in the VFA program will be prompted to complete recertification “part two”. 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 vaccine inventory management. If you’d like to learn about recertification and ordering, view the recording on EZIZ.
Providers will need to access the VFA program through the Provider Community.
VFA Key Practice Staff and Other myCAvax Roles

Have myCAvax Access

- **Primary Vaccine Coordinator**
  - Must complete recertification
  - Request and return vaccine
  - Manage inventory

- **Backup and Additional Vaccine Coordinator**
  - Cannot complete recertification
  - Request and return vaccine
  - Manage inventory

*NOTE:* Only a Backup Vaccine Coordinator can be added during recertification. Contact the Provider Call Center to add an Additional Vaccine Coordinator to your Program Location.

If your Primary Vaccine Coordinator is unable to complete recertification, contact the Provider Call Center.

Do Not Have myCAvax Access**

- **Provider of Record (POR)**
  - Must sign program agreement and addendum via DocuSign

- **Medical Staff / POR Designee**

- **Additional Staff**
  - Will only be added to program distribution lists

**NOTE:** This is true assuming the above roles are the only role assigned to a provider.
Reporting Vaccine Inventory Events in myCAvax

Dan Conway, myCAvax
What are Vaccine Inventory Events in myCAvax?

After completing recertification, VFA providers are expected to record vaccine inventory reports in myCAvax, which include:

- Waste / returns
- Excursions
- Shipment incidents
- Transfers
Who Can Record Vaccine Inventory Events in myCAvax?

Only those with access to the myCAvax system can report vaccine inventory events for the VFA program, which include:

- Primary Vaccine Coordinator
- Backup Vaccine Coordinator
- Additional Vaccine Coordinators (NOT Additional Staff)

NOTE: If you need to be added as an additional vaccine coordinator, contact the Provider Call Center.
Reporting a Shipment Incident

Maria Volk, CDPH
Navigating to Report a Shipment Incident

To begin placing a shipment incident report, providers can log in to myCAvax and select the ‘Shipment Incident’ option from the ‘Vaccine Inventory’ dropdown from the main navigation bar.
Reporting a Shipment Incident

With the transition into myCAvax, VFA providers can report shipment incidents as soon as possible after they occur.

To begin placing a shipment incident report, you will need to provide key location and shipment incident information.

After selecting the appropriate ‘Incident Type,’ you will be prompted to provide pictures, answer questions, and provide a vaccine order ID as needed.
Reporting a Shipment Incident

As appropriate, you will need to provide incident details, including vaccine information and impact to vaccine. Providers can report multiple vaccines impacted by one shipment incident.

Then, click submit!

NOTE: There is no ‘Save as Draft’ button. You will need to submit your shipment incident to save it.
Reporting a Shipment Incident

Step two confirms the provider’s submission details. By clicking ‘Back to Dashboard’, you can view the details of your shipment incident report at anytime.
Reporting an Excursion Event
Maria Volk, CDPH
Reporting Excursions in myCAvax

- Reporting excursions in myCAvax does not function as an equivalent to SHOTS (Storage and Handling Online Triage System). The VFC Central Office will not be reviewing and approving VFA excursion events as done prior.
- Report excursion events impacting VFC vaccines in SHOTS. Report excursion events impacting VFA vaccines in myCAvax.
Navigating to Report an Excursion Event

To begin reporting an excursion event, you can log in to myCAvax and select the ‘Excursions’ option from the main navigation bar or homepage.
Reporting an Excursion Event

Providers should file an excursion report if vaccines are exposed to out-of-range temperatures.

To begin, you will enter location and contact information should follow-up be needed. The contact should be the best myCAvax point of contact to answer questions regarding the excursion.

Then, begin entering excursion information (like date, time, and storage unit).

**NOTE:** Some fields are dependent on others, so providers only need to input information relevant to their circumstances.

**NOTE:** The contact needs to be an existing contact in myCAvax. A new contact cannot be added in this step.
Reporting an Excursion Event

Providers must report the data logger temperature data, along with prior excursion and patient information.
Reporting an Excursion Event

VFA providers are advised to report their affected inventory and manufacturer's stability determination. Contact the manufacturer to determine vaccine stability. **NOTE:** Every excursion event needs to be reported to the manufacturer for stability determination.
Step two confirms your submission details. By clicking ‘Back to Dashboard’, you can view the details of your excursion report at anytime.
1. Reporting a Shipment Incident
2. Recording an Excursion Event
Reporting a Waste / Return Event
Maria Volk, CDPH
Navigating to Report Waste / Returns

To begin placing a waste or return report, you can log in to myCAvax and select the ‘Returns and Waste’ option from the main navigation bar or homepage.
To file a waste or return report, you will need to select your program location and provide required information.
Reporting Returns and Waste

You can view your submitted waste reports anytime from the ‘Returns and Waste’ table. If a return is required, that will be indicated by a checkmark in the table.
Recording a Transfer
Maria Volk, CDPH
Navigating to Report a Transfer

If you’d like to transfer vaccine, call the Provider Call Center to request approval. Once approved, log in to myCAvax and select the ‘Transfers’ option from the main navigation bar.
Recoding Transfers

The sending provider is responsible for initiating a transfer in myCAvax.

To file a transfer, VFA providers will need to:

- Select the sending and receiving location(s)
- Enter details for applicable storage units
- Add applicable transport containers
- Provide lot number, number of doses, and expiration date only for doses that will be transferred.

NOTE: Transfers cannot be recorded in myCAvax for a future date.
Searching for Receiving Program Locations

You can search for the receiving program location by:

- Program Location Name
- myCAvax ID

At this time, you cannot search by VFC / VFA PIN.
Providers must provide information for the vaccine transported in each transport container. You can report multiple transport containers and vaccines per transfer.

Once complete, you must agree to two attestations and click ‘Submit.’

**NOTE:** ‘Select a Storage Unit’ asks the provider to indicate what storage unit the vaccine was transferred from into the transport container.
After submitting a transfer, the receiving provider must find the transfer in myCAvax and accept or reject the transfer.
The receiving provider will receive an email notifying them to accept the transfer in myCAvax.

Dear Justine Smith,

A recent vaccine transfer from Reshma’s Unicorn Island - Vaccines for Adults to your location, Sample Location 101 - Vaccines for Adults, that was initiated on 2/28/2024 has been submitted in myCAvax. Log into myCAvax to view details of the transfer and to accept the vaccine into your inventory when the shipment arrives. The transfer of vaccine inventory is not complete unless you accept or reject the transfer.

If you have any questions, contact us via email at mycavax.hd@cdph.ca.gov
Demo

1. Recording a Waste Event
2. Recording a Transfer

Q&A
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”
The CDPH Immunization Updates for Providers webinar series is changing to a bi-weekly cadence.

The provider webinar on **Friday, March 1, 2024**, is cancelled. The series will resume on **Friday, March 8, 2024**, from 9:00 AM – 10:30 AM PT.

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

CDPH Immunization Updates for Providers
Next session: Friday, March 8, 2024
9:00 AM – 10:30 AM PT

Next LHDs session is Tuesday, March 5, 2024

Thank you for attending today’s session!