



VFA 102



Vaccine Inventory Management

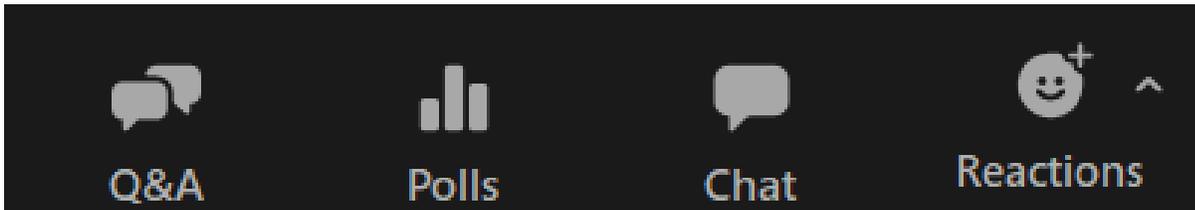
Thursday, February 29, 2024

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 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

The VFA Program in myCAvax for Providers

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](#).



Accessing the VFA Program as a Provider

Providers will need to access the VFA program through the Provider Community.

The image shows a composite of two screenshots. On the left is the myCAvax login page, which includes the logo, a login form with fields for 'Username' (containing 'email@youremail.com.mycavax') and 'password', a 'Log in' button, and links for 'Forgot password?' and 'Need to enroll your organization? Enroll here'. On the right is a screenshot of the VFA program interface, featuring a navigation bar with 'Vaccine Orders', 'Program Locations', 'Vaccine Inventory', and 'More'. Below this is a 'Recertification Required' banner, the 'STATE General Fund Vaccine' logo, the text 'State General Fund (SGF)', and buttons for 'Home', 'Order Vaccine', and 'Returns and Waste'. A second banner for 'VFA Vaccines for Adults' includes buttons for 'Home', 'Order Vaccine', and 'Recertify Locations'. An orange arrow points from the login page to the VFA interface.

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?

VFA Only Provider

myCAvax
California Vaccine Management System

Home My Turn Enrollment Vaccine Orders Program Location Vaccine Inventory More

Welcome Maria

VFA Vaccines for Adults - Home

> [myCAvax Program Messages](#)

Order Vaccine
Submit a new vaccine order request.
[Create an order](#)

Returns and Waste
Report loss due to Returns and Waste
[Report Returns and Waste](#)

Multi-Program Provider

myCAvax
California Vaccine Management System

Home My Programs My Turn Vaccine Orders Program Locations More

Welcome Primary Multi Program

> [myCAvax Program Messages](#)

BAP
COVID-19 Vaccination Program
[Home](#) [Order Vaccine](#) [Manage Locations](#)

STATE
State General Fund (SGF)
[Home](#) [Order Vaccine](#) [Returns and Waste](#)

VFA
Vaccines for Adults
[Home](#) [Order Vaccine](#) [Returns and Waste](#)

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?

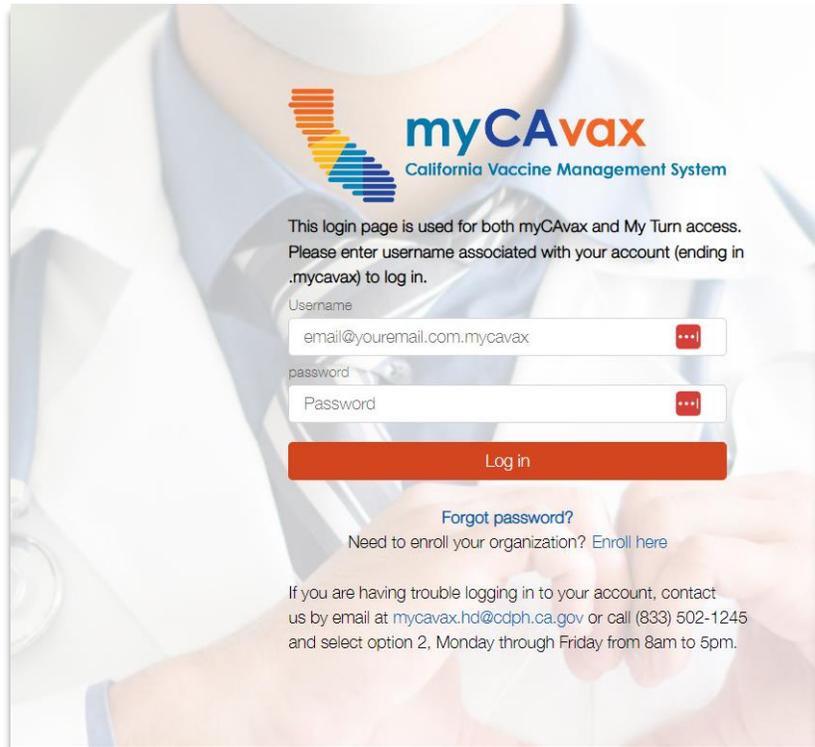
Only those with access to the myCAvax system can report vaccine inventory events for the VFA program, which include:

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

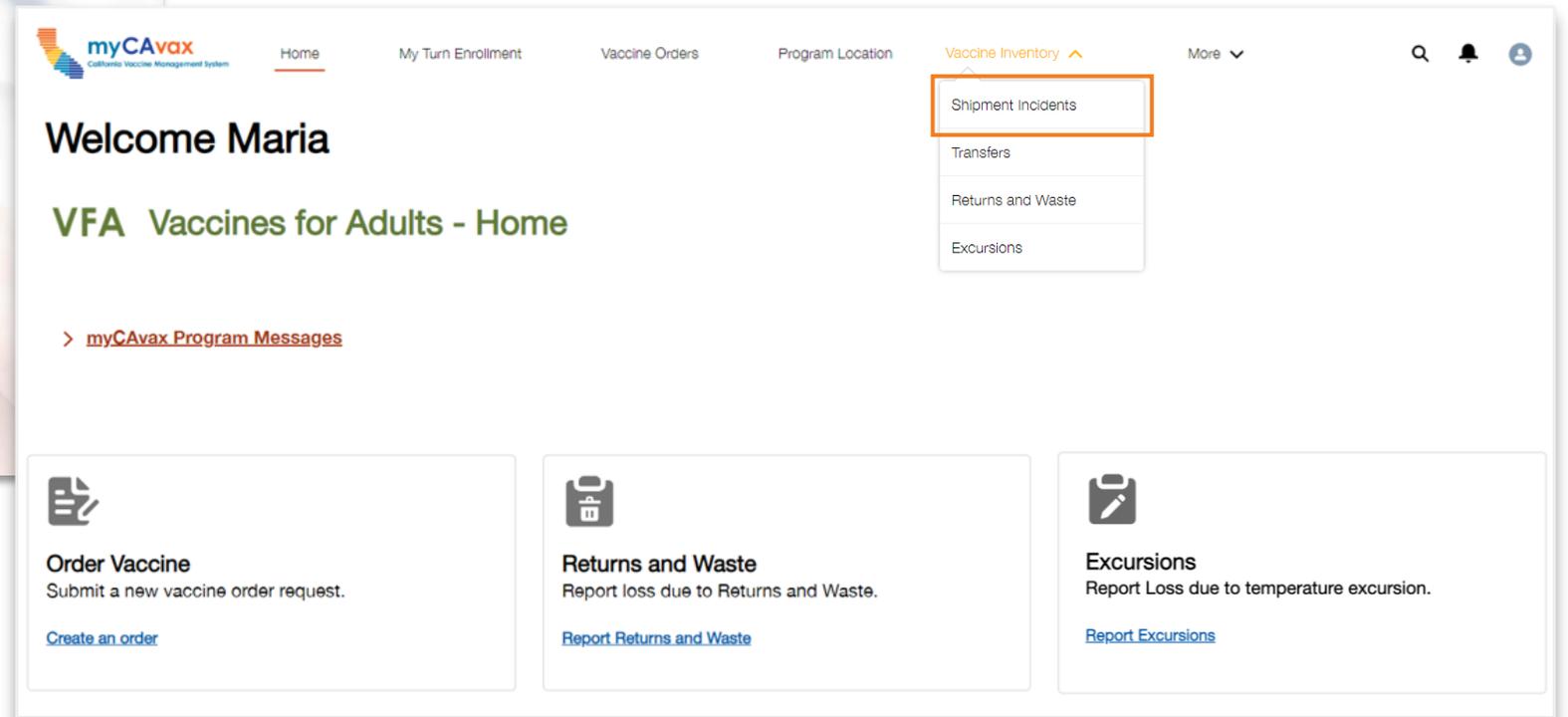
Reporting a Shipment Incident

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

VFA - Shipment Incidents
Step 1 - Select Account and Enter Inventory Information

Location Information
* Program Location
Sample Location 101 - Vaccines for Adults

Shipment Incidents Information
Incident type
Shipping contents discrepancies

Please submit an image or PDF of your packing slip
Upload Files Or drop files

* Vaccine Order

Note: Only report shipment incidents for program vaccines. Please do not report your privately purchased vaccines.

Vaccine Product Information

*VaccineGroup	*Vaccine Brand	*Presentation	*Lot Num
Select an Op...	Select an Option	Select an Option	

Duplicate Incident Details Add Blank Row

Comments

Cancel Submit Chat with us

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

VFA - Shipment Incidents
Step 1 - Select Account and Enter Inventory Information

Location Information
* Program Location
Sample Location 101 - Vaccines for Adults

Shipment Incidents Information
Incident type
Shipping contents discrepancies

Please submit an image or PDF of
Upload Files Or drop file

* Vaccine Order
B-041323

Note: Only report shipment incidents for program vaccines. Please do not report your privately purchased vaccines in myCAvax.

Vaccine Product Information				Incident Details			
*VaccineGroup	*Vaccine Brand	*Presentation	*Lot Number	*Discrepancy Type	*Number of doses impacted	*Product received	Clear Row
Td	Td Single Dose ...	Vial - 0.5 mL, Si...	12345	Over	10	Select an Option	Clear Row
Select an Op...	Select an Option	Select an Option		Select an Option		Select an Option	Clear Row

Duplicate Incident Details Add Blank Row

Comments

Cancel Chat with us Submit

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!

Reporting a Shipment Incident

VFA
VFA - Shipment Incidents
Step 2 - Confirmation

● — ●

Your shipment incidents report was successfully submitted. Please review your shipment incident details below.

▼ **Location Information**

Program Location
Sample Location 101 - Vaccines for Adults

▼ **Shipment Incidents Information**

Incident type
Shipping contents discrepancies

Vaccine Order
B-041322

Vaccine Product Information			Incident Details			
Vaccine Group	Vaccine Brand	Presentation	Lot Number	Discrepancy Type	Number of doses impacted	Product received
Td	Td Single Dose Vials	Vial - 0.5 mL, Single-Dose	12345	Over	10	

[Back to Dashboard](#) [Chat with us](#)

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

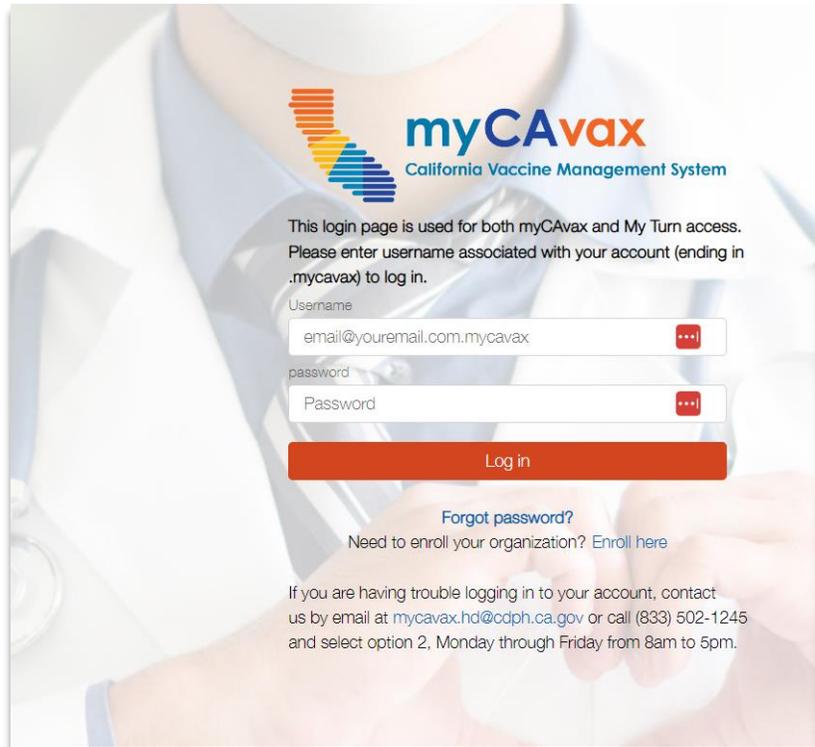
Maria Volk, CDPH

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.



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.

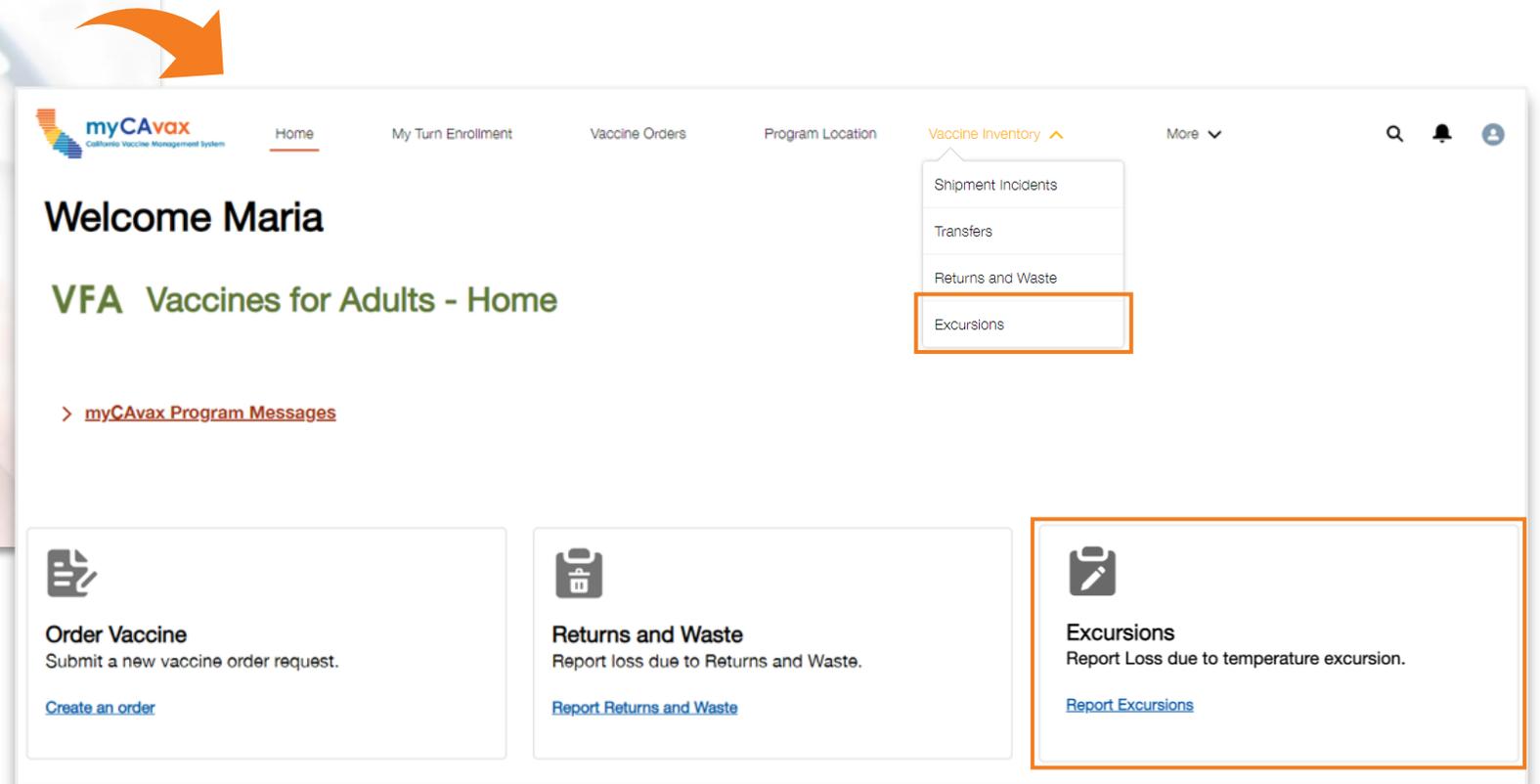
Username
email@youremail.com.mycavax

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.



myCAvax California Vaccine Management System

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

Welcome Maria

VFA Vaccines for Adults - Home

> [myCAvax Program Messages](#)

- Shipment Incidents
- Transfers
- Returns and Waste
- Excursions**

Order Vaccine
Submit a new vaccine order request.
[Create an order](#)

Returns and Waste
Report loss due to Returns and Waste.
[Report Returns and Waste](#)

Excursions
Report Loss due to temperature excursion.
[Report Excursions](#)

Reporting an Excursion Event

VFA
VFA - Excursions
Step 1 - Select Account and Enter Inventory Information

Location and Contact Information

* Program Location
Search by Name or myCAvaxId

* Contact
Enter Search Key

Excursion Information

* Was this stored in a storage unit or at room temperature?
 Storage Unit
 Room temperature

* Excursion event is related to:
Select an Option

Excursion Start Date / Time

* Date * Time
[Date Picker] [Time Picker]

Excursion End Date / Time

* Date * Time
[Date Picker] [Time Picker]

* Total Excursion time
[Text Field]

Location and Contact Information

* Program Location
Sample Location 101 - Vaccines for Adults

* Contact
Primary Multi Program Coordinator

Excursion Information

* Was this stored in a storage unit or at room temperature?
 Storage Unit
 Room temperature

* Affected vaccine stored in:
SC-36543

* Excursion event is related to:
Emergency

Excursion Start Date / Time

* Date * Time
Feb 6, 2024 12:00 PM

Excursion End Date / Time

* Date * Time
Feb 6, 2024 1:00 PM

* Total Excursion time
1 Hours 0 Minutes



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.

Reporting an Excursion Event

Report data logger information

* Temperature excursion type
Select an Option

* Min temp * Max temp * °F/°C
[] [] Sele...

* Were affected vaccines involved in previous temperature excursions?
 Yes
 No

* Were doses administered to patients?
 Yes
 No

Please submit 90 days of temperature data from your written temp logs and data logger reports. Ensure that the excursion is included in the log.

 Upload Files Or drop files

Report data logger information

* Temperature excursion type
Too hot

* Min temp * Max temp * °F/°C
75 80 F

* Were affected vaccines involved in previous temperature excursions?
 Yes
 No

* Were doses administered to patients?
 Yes
 No

Please submit 90 days of temperature data from your written temp logs and data logger reports. Ensure that the excursion is included in the log.



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.

Affected Inventory			Manufacturer's Stability Determination			
Vaccine Group	Vaccine Brand	Presentation	Report case or reference number	New Beyond date (Optional)	Date incident reported to manufacturer	manufacturer stability determination
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="button" value="Add blank row"/>						

Affected Inventory			Manufacturer's Stability Determination			
Vaccine Group	Vaccine Brand	Presentation	Report case or reference number	New Beyond date (Optional)	Date incident reported to manufacturer	manufacturer stability determination
Hepatitis A	Havrix	Syring...	A12345	Feb 29, 2024	Feb 6, 2024	Doses... <input type="button" value="Clear Row"/>
<input type="button" value="Add blank row"/>						

✓ Doses may be used

Doses may not be used

Reporting an Excursion Event

VFA
VFA - Excursions
Step 2 - Confirmation

● — ○

Your excursion report was successfully submitted. Please review your excursion details below.

> Location and Contact Information

> Excursion Information

> Report data logger information

Affected Inventory			Manufacturer's Stability Determination			
Vaccine Group	Vaccine Brand	Presentation	Report case or reference number	New Beyond date (Optional)	Date incident reported to manufacturer	Manufacturer Stability Determination
Hepatitis A	Havrix	Syringe - 1 mL	A12345	02/29/24	02/06/24	Doses may be used

[Back to Dashboard](#)

Step two confirms your submission details. By clicking 'Back to Dashboard', you can view the details of your excursion report at anytime.

Demo

1. Reporting a Shipment Incident
2. Recording an Excursion Event

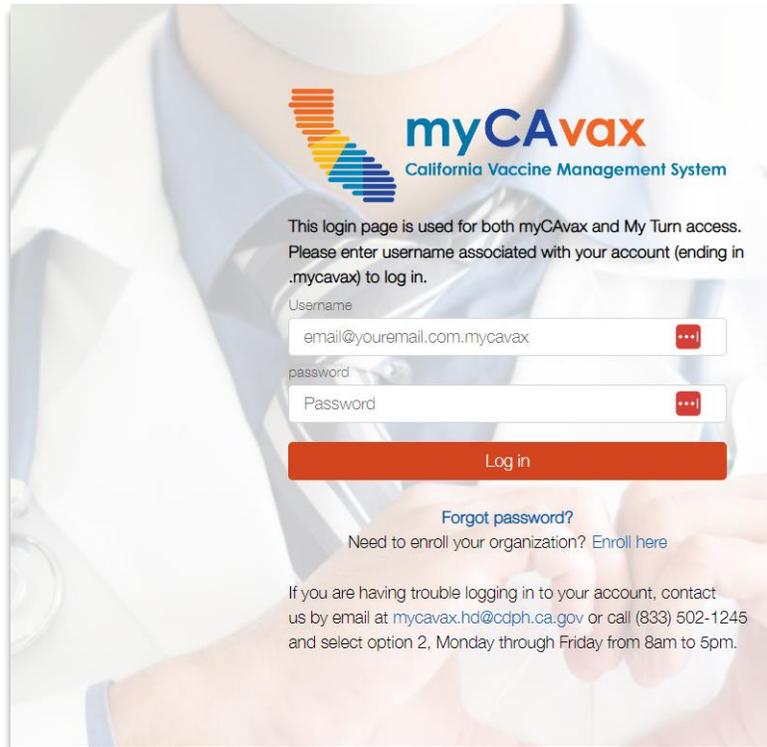


Q&A

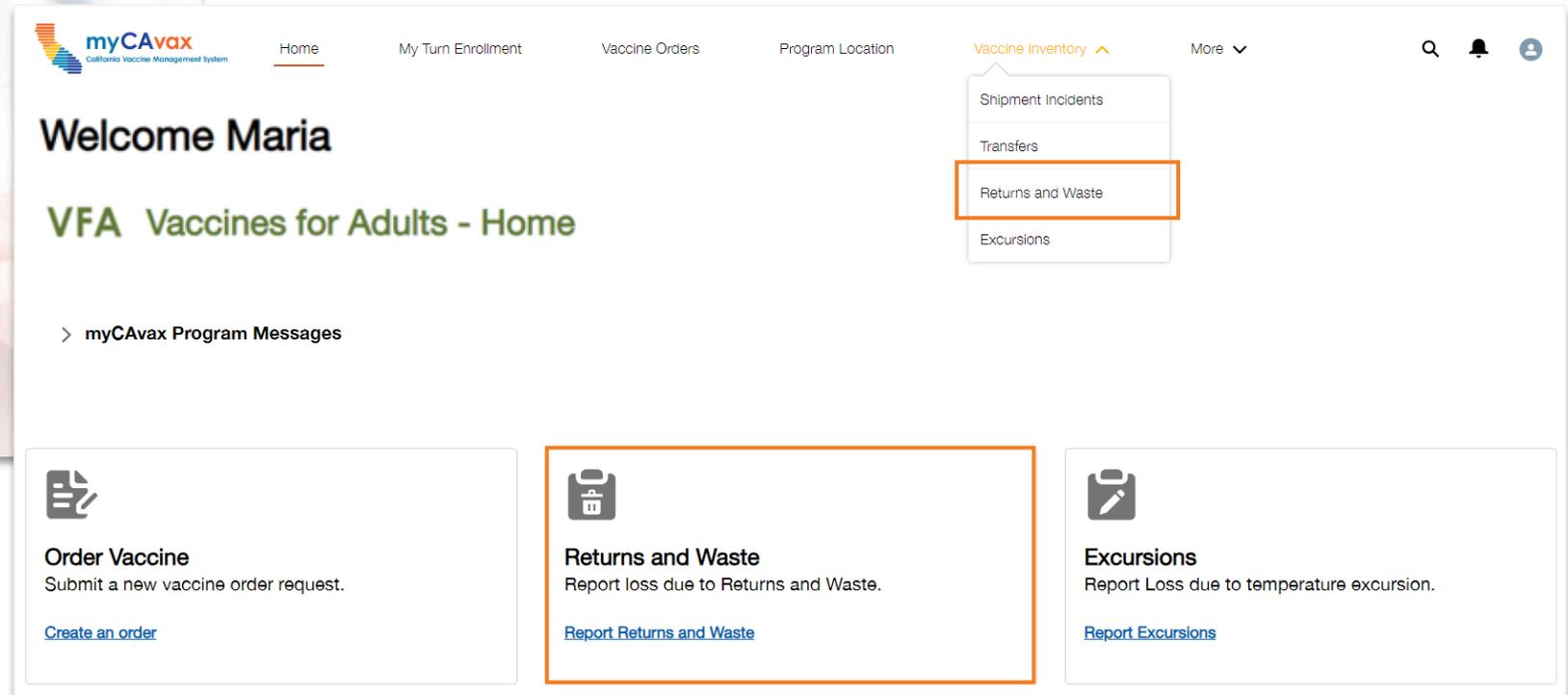
Reporting a Waste / Return Event

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.



Reporting Returns and Waste

Vaccine Product Information					Returns and Waste Details						
*VaccineGroup	*Vaccine Brand	*Presentation	*Lot Number	*Expiration Date	*Total Doses Wasted	*Type of Wastage	*Reason	*Date Wastage Occurred	*Return Label Delivery Method	*Vaccine Storage	Clear Row
Hep...	Havrix ...	Syringe...	234234	Mar 1, 20	5	Spoiled	Natural...	Feb 27, 21	Select ...	SC-36640	Clear Row
Td	Td Sin...	Vial - 0...	345345	Mar 1, 20	10	Spoiled	Natural...	Feb 27, 21	Email	SC-36636	Clear Row

*Program Location
Sample Location 101 - Vaccines for Adults

NOTE: Only report returns and waste events for program vaccines. Please do not report your privately purchased vaccines in myCAvax.

Vaccine Product Information					Returns and Waste Details						
*Vaccine Group	*Vaccine Brand	*Presentation	*Lot Number	*Expiration Date	*Total Doses Wasted	*Type of Wastage	*Reason	*Date Wastage Occurred	*Return Label Delivery Method	*Vaccine Storage	Clear Row
Sel...	Select ...	Select ...				Select ...	Select ...		Select ...	Search	Clear Row

Add Blank Row Duplicate Returns and Waste Details

Comments

Cancel Submit

To file a waste or return report, you will need to select your program location and provide required information.

Reporting Returns and Waste

VFA Vaccines for Adults - Returns and Waste New Returns and Waste

[Need help? Review the job aid\(s\) for recording returns and waste events.](#)

Search Returns and Waste

Program Location: Product: Date Wastage Occurred From: Date Wastage Occurred To:

Type of Wastage: Return Required:

Search Reset

The Returns and Waste list view only shows events that were created in the last 90 days. To refine your search, use the search filters above.

Returns and Waste

Returns and ...	Program Loca...	Product	Total Doses W...	Type of Wastage	Returns Requi...	Lot Number	Date Wastage ...	Created Date
1 WS-501051	Sample Location 1...	Adult Engerix B Sin...	10	Spoiled	✓	65432	02-11-2024	02-11-2024
2 WS-501050	Sample Location 1...	Adult Adacel Single...	5	Spoiled	✓	12345	02-11-2024	02-11-2024
3 WS-500985	Sample Location 1...	Adult Havrix Single...	3	Expired	✓	A1234	02-02-2024	02-04-2024

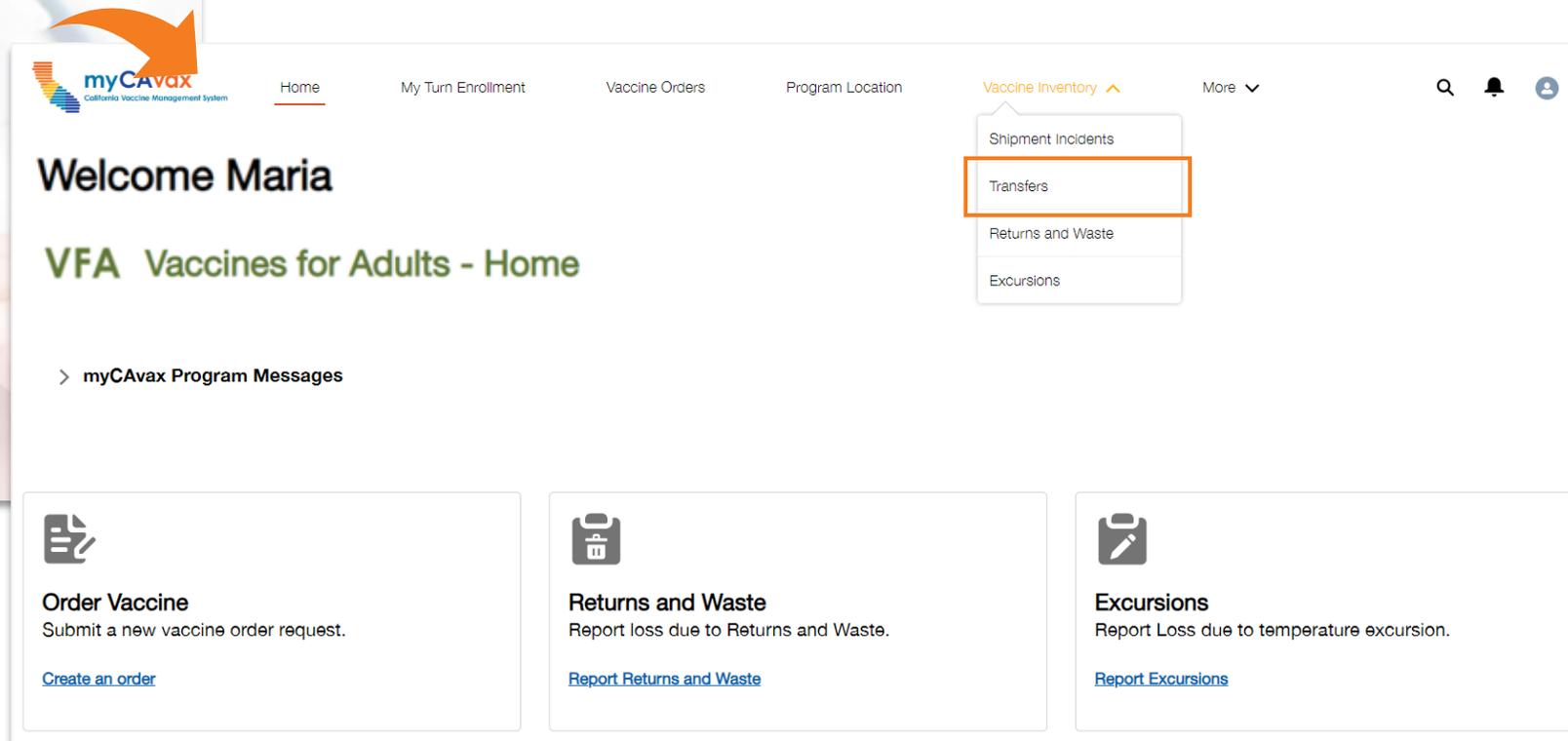
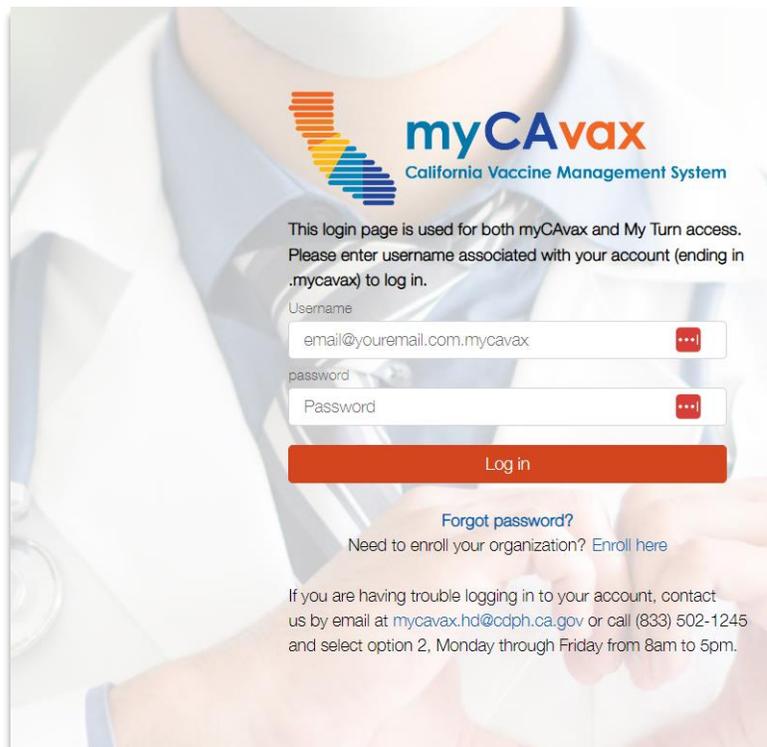
You can view your submitted waste reports anytime from the 'Returns and Waste' table. If a return is required, that will be indicated by a checkmark in the table.

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.



Recording Transfers

VFA
VFA - Transfer
Step 1 - Enter Transfer Details & Storage Unit

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

Select transport container(s), product(s), and transfer details

- 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.

*Sending Program Location

*Receiving Program Location

*Transfer Start Date

*Transfer Start Time

*Temperature scale that provider will be reporting in
 Celsius
 Fahrenheit

Storage Unit Prior to Transfer
Please select the storage unit(s) from your respective program that you removed vaccine from in order to conduct your transfer. On the next step, for each vaccine that you put into a transport container, you will be required to select a corresponding storage unit from your below selection.

Storage Unit 1
*Storage unit prior to transfer

*Temperature of vaccines in storage unit prior to transfer

Storage Unit 2
*Storage unit prior to transfer

*Temperature of vaccines in storage unit prior to transfer

Your transfer request is not submitted until the 'Submit' is clicked

*Sending Program Location

*Receiving Program Location

*Transfer Start Date

*Transfer Start Time

*Temperature scale that provider will be reporting in
 Celsius
 Fahrenheit

Storage Unit Prior to Transfer
Please select the storage unit(s) from your respective program that you removed vaccine from in order to conduct your transfer. On the next step, for each vaccine that you put into a transport container, you will be required to select a corresponding storage unit from your below selection.

Storage Unit 1
*Storage unit prior to transfer

*Temperature of vaccines in storage unit prior to transfer

Storage Unit 2
*Storage unit prior to transfer

*Temperature of vaccines in storage unit prior to transfer

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.

Searching for Receiving Program Locations

*Sending Program Location

Sample Location 101 - Vaccines for Adults

*Receiving Program Location

Cape Point - Vaccines for Adults

You can search for the receiving program location by:

- Program Location Name
- myCAvax ID

At this time, you cannot search by VFC / VFA PIN.

*Receiving Program Location

Q Cape |

Cape Point - Vaccines for Adults
myCAvax Id: CA8479523B10002
Address: 235 Montgomery St
City: San Francisco
Zip: 94104

*Receiving Program Location

Q CA8479523B10002

Cape Point - Vaccines for Adults
myCAvax Id: CA8479523B10002
Address: 235 Montgomery St
City: San Francisco
Zip: 94104

Recording Transfers

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.

Transport Container Details Prior to Transfer
For each transport container, please select the container type, list the vaccines that were placed in the transport container, and select the storage unit from the previous selection where vaccines were removed from prior to the transfer.

Transport Container 1

*What is the transport container type? *Temperature of transport container

Transport Container 1 Vaccine Details

*Vaccine Group	*Vaccine Brand	*Presentation	*Lot Number	*Expiration/ Beyond Use Date	*Number of doses	*Previously transferred?	*Select a Storage Unit	Describe Other
Td	Td Single D...	Vial - 0.5 m...	234234	3/1/2024	10	No	SC-36540	
<input type="button" value="Add Blank Row"/> <input type="button" value="Duplicate Row"/>								

Transport Container 2

*What is the transport container type? *Temperature of transport container

Transport Container 2 Vaccine Details

*Vaccine Group	*Vaccine Brand	*Presentation	*Lot Number	*Expiration/ Beyond Use Date	*Number of doses	*Previously transferred?	*Select a Storage Unit	Describe Other
HPV	Gardasil 9 ...	Syringe - 0...	345345	3/1/2024	10	No	SC-36737	
<input type="button" value="Add Blank Row"/> <input type="button" value="Duplicate Row"/>								

Accepting / Rejecting Transfers

VFA Vaccines for Adults - Transfers

New Transfer

Need help? Review the Vaccine Transfer job aid, or view the full list

Search Transfers

Sending Provider: All
Receiving Provider: All
Transfer Date From: Nov 8, 2023
Transfer Date To: Feb 6, 2024

The following list view only shows Transfers from the last 90

Transfers

Accept/Reject Transfer

Transport Container 1 - Refrigerated Cooler

Product	Lot Number	Exp/Beyond Use Date	Number of Doses Transferred
Adult Havrix Single Dose Syringes - 10 Per Box	12345	2/28/2024	10

Transport Container & Temperature Details Upon Arrival

*Temp of vaccines in transport container upon arrival:

*Minimum temp of vaccines during transport:

*Transfer End Date:

*Vaccines exposed to out-of-range temps?:

*Temperature Scale:
 Celsius
 Fahrenheit

*Maximum temp of vaccines during transport:

*Transfer End Time:

Accept or Reject

*Accept or Reject this transport container:

Search Reset

Transfer ID	Sending Pro...	Receiving P...	Product	Lot Number	Number of D...	Transfer Date	Status	Created Date	Action	
1	00268228	Happy Healthy L...	Reshma's Unicor...	Adult Havrix Sing...	12345	10	02-06-2024	In Progress	02-06-2024	Accept or Reject

< Previous 1 of 1 page(s) Next >

After submitting a transfer, the receiving provider must find the transfer in myCAvax and accept or reject the transfer.

Notifying Receiving Provider of Transfer

Sandbox: VFA Vaccine Transfer



myCAVax Program Notification <no-reply-mycavax@cdph.ca.gov>



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

The receiving provider will receive an email notifying them to accept the transfer in myCAVax.

Demo

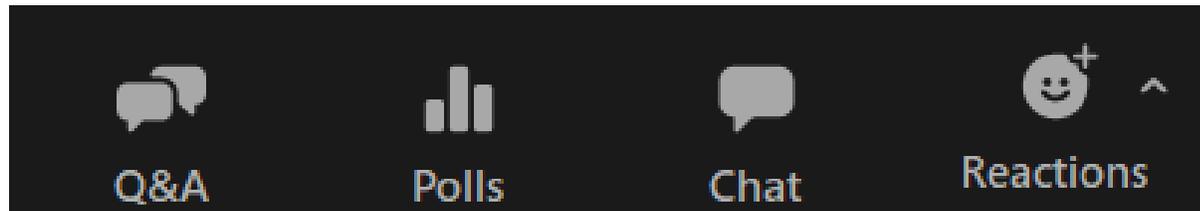
1. Recording a Waste Event
2. Recording a Transfer



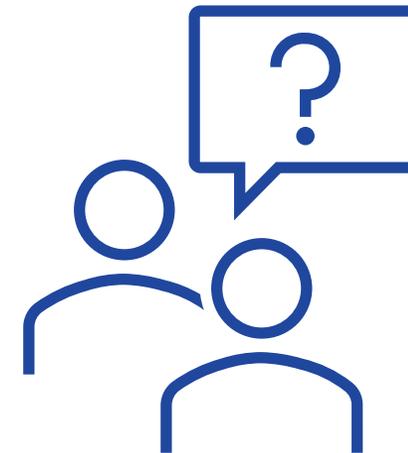
Q&A

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"



Reminder: Webinar Cadence Change



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!

