



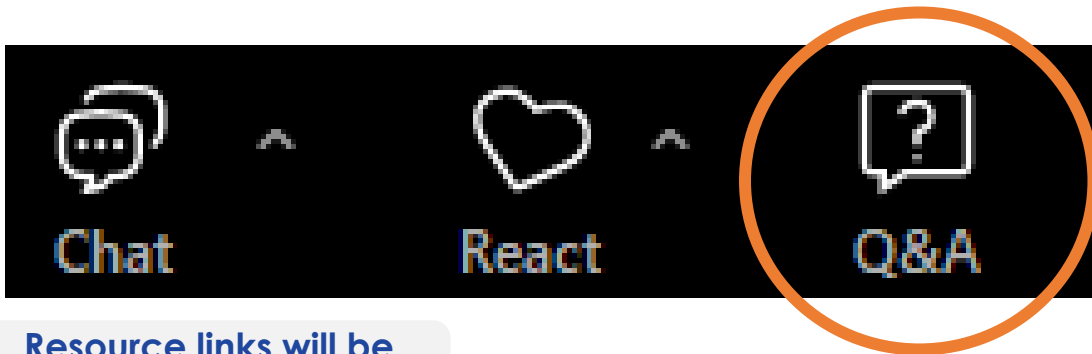
VFC 101: Placing a Vaccine Order Request

Thursday, June 6, 2024
9:30 – 10 AM



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 5 business days.



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

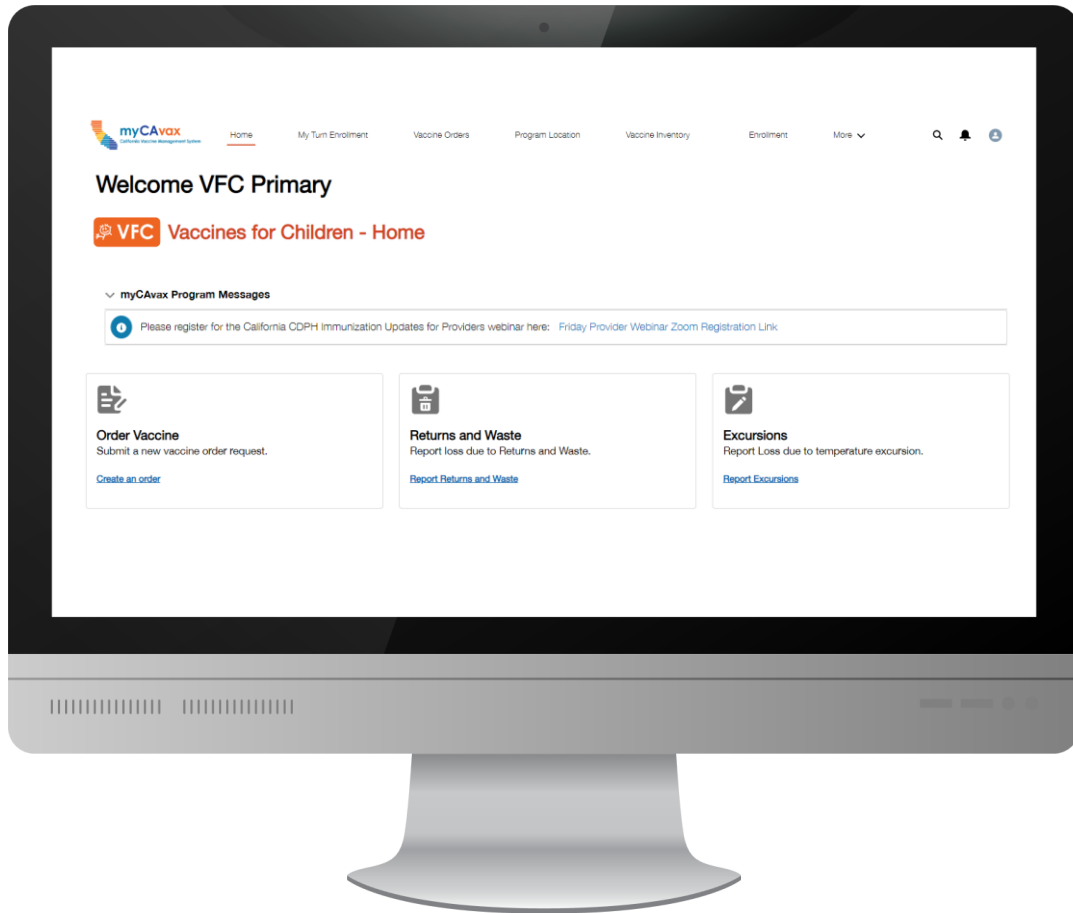


If VFC support is needed, contact the VFC Customer Service Center at MyVFCvaccines@cdph.ca.gov or (877) 243-8832, Monday – Thursday, 9 AM – 4:30 PM PT, Friday 9 AM – 4 PM PT.



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


Agenda



- Preparing to Place a Vaccine Order Request in myCAvax
- System Demo – Ordering Vaccine
- Upcoming Webinars
- Q&A
- Appendix

Getting Ready to Place a Vaccine Order Request

Need help? Review the job aid(s) for [placing vaccine order requests](#), [VFC product guide, shipping cadence](#) and [managing storage units](#).



VFC - Order Request

Step 1 - Select Account and Product

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

* Program Location

Misty Hollows - Vaccines for Children
✕

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

- Select the location account.
- Ensure the current VFC inventory in your vaccine storage units matches the On-Hand Inventory you enter.
- Your VFC 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 VFC-supplied vaccine ordered and received by the provider location.

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

Vaccine Products	VFC On-hand Inventory	VFC Doses administered	Provider inventory	Order size			
Vaccine product	*Quantity	Lot number	Expiration Date / Beyond use date	*Qty since last order	Provider inventory	Recommended Order size	*Doses requested
DTaP	Daptacel Single Dose Vials - 10 Per Box	<input type="text"/>	<input type="text"/> +	<input type="text"/>	<input type="text"/>	<input type="text"/>	0 Clear Row
	Infanrix Single Dose Syringes - 10 Per Box	<input type="text"/>	<input type="text"/> +	<input type="text"/>	<input type="text"/>	<input type="text"/>	0 Clear Row
	Kinrix Single Dose Syringes - 10 Per Box	<input type="text"/>	<input type="text"/> +	<input type="text"/>	<input type="text"/>	<input type="text"/>	0 Clear Row

On June 10, 2024, the VFC program will be live in myCAvax. Primary and backup vaccine coordinators will be able to place VFC vaccine order requests once they have access to the VFC program.

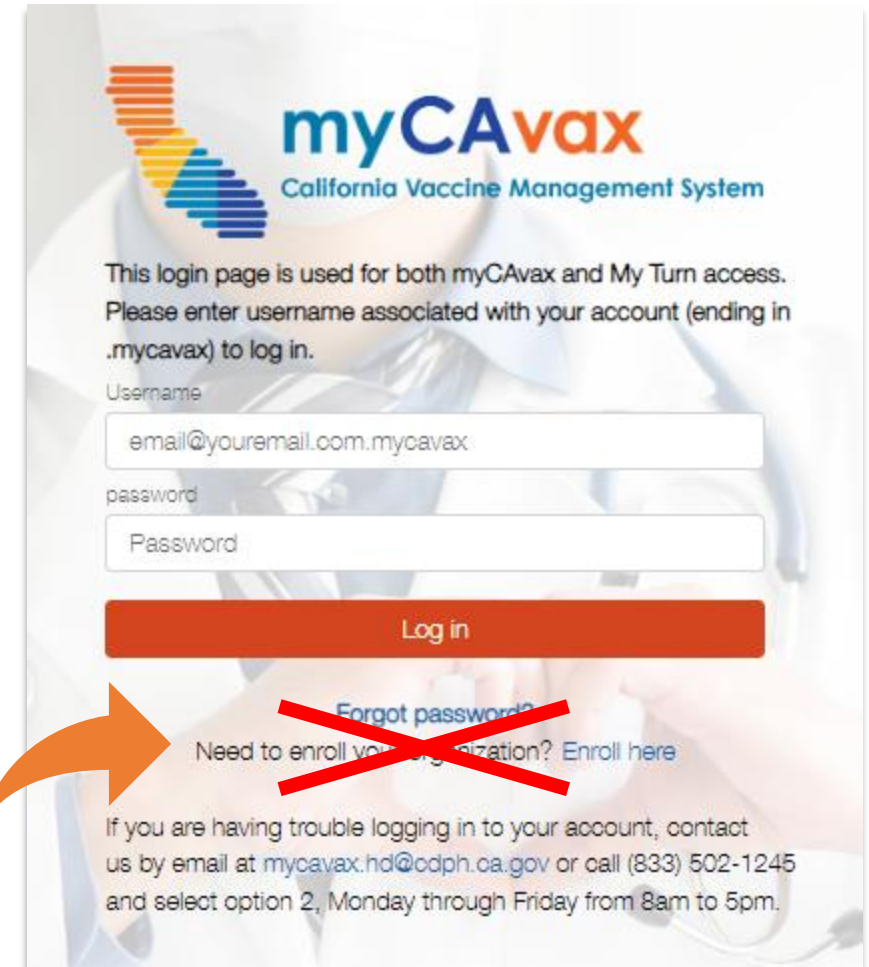
- Continue placing vaccine order requests following your normal VFC order frequency.
- You will be able to request multiple vaccine products in one order.

Preparing to Access the VFC Program in myCAvax

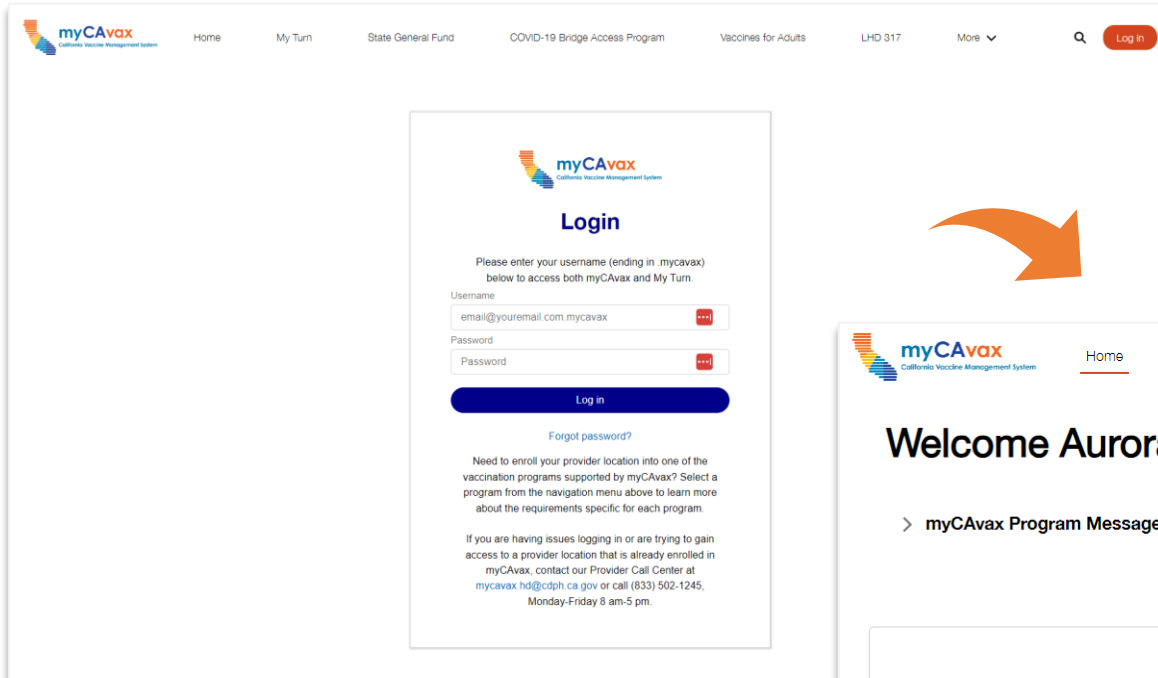
Primary and backup vaccine coordinators will be granted access to myCAvax based on the information provided in MyVFCvaccines. **You do not need to take any action to setup or restore myCAvax credentials today. You will be granted system access automatically, based on the information provided in MyVFCvaccines.**

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

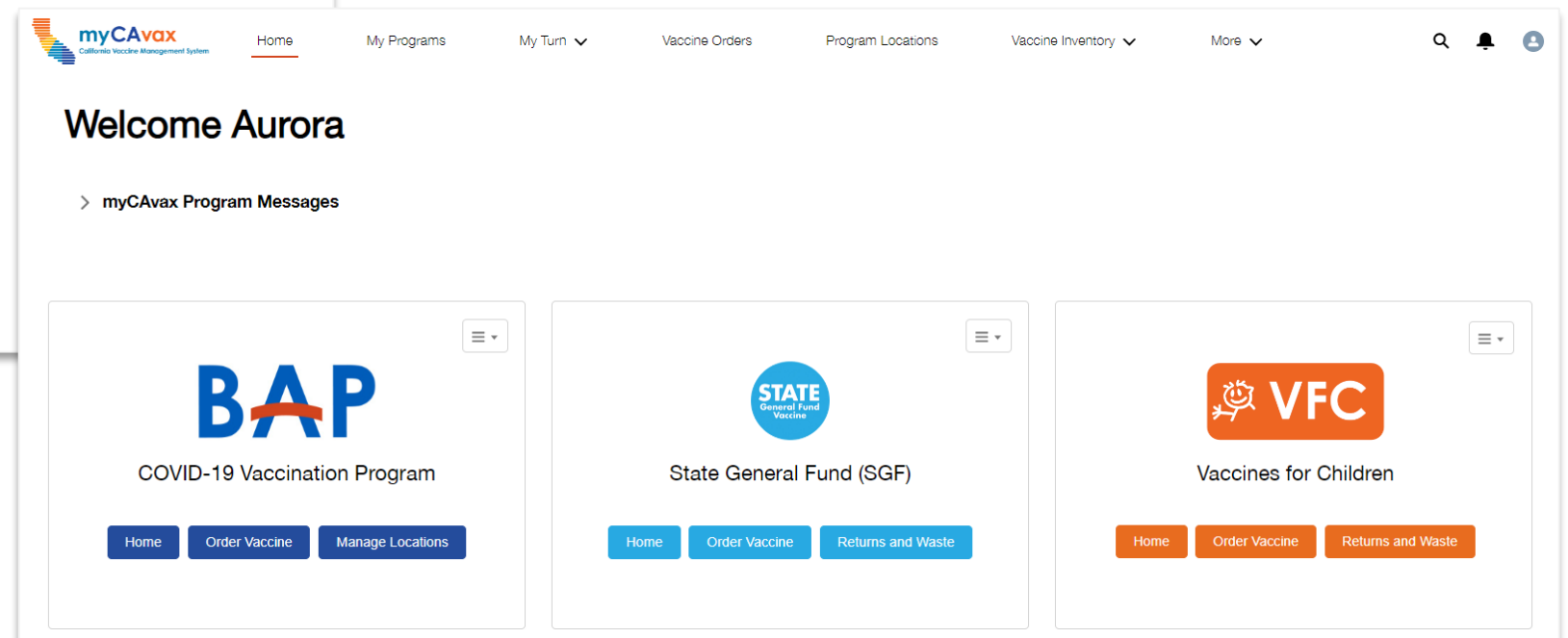
You do **NOT** need to enroll your organization myCAvax as CDPH will migrate your PIN information into myCAvax.



Existing myCAvax User Access to VFC Program



If you have existing access to myCAvax, on June 10, 2024, you will be granted access to the VFC program if you were listed as the primary or backup vaccine coordinator in MyVFCvaccines. Simply login to myCAvax using your existing credentials and the program will be added.



Getting Ready to Place a Vaccine Order Request

Before ordering, ensure that you:

- Report all vaccine waste / returns in myCAvax before placing an order request.
- Have at least one active storage unit designated to store VFC vaccines at your location.
- Account for all vaccine inventory on-hand (e.g., doses administered, expiration dates, and lot numbers).
- If issues arise in placing a vaccine order request, contact the VFC Customer Service Center at MyVFCvaccines@cdph.ca.gov or (877) 243-8832.

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

Orders

Program Selected
Vaccines for Children

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: Jan 30, 2024 Submitted To: Apr 29, 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.

Order Number	Program Location	Submitted Date	Status	Status Reason	Correction Date	VTrckS Process Date
B-041628	Sample Location 101 - Vacci...	04-04-2024	Complete			
B-041725	Sample Location 101 - Vacci...	04-11-2024	Complete		04-11-2024	
B-041727	Sample Location 101 - Vacci...	04-11-2024	Complete		04-11-2024	
B-041728	Sample Location 101 - Vacci...	04-29-2024	Corrections Needed	Missing or incomplete usage...		

You can view up to two years of order history in myCAvax, which CDPH migrated from MyVFCvaccines.

Who Can Place a Vaccine Order Request?

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*

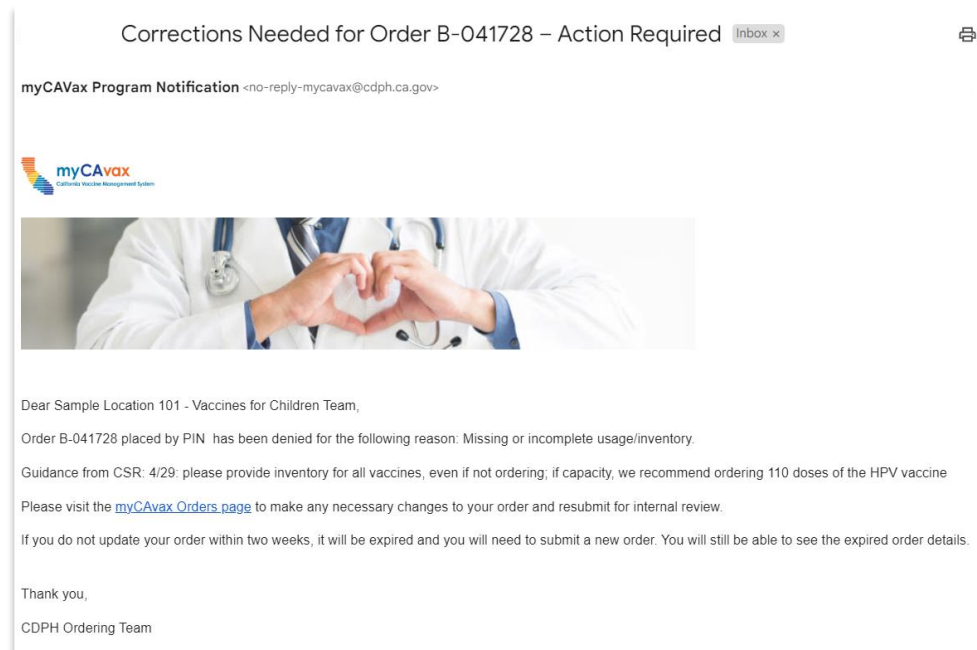
- **Provider of Record (POR)** – Must DocuSign VFC program agreement only for newly enrolling VFC providers.
- **Medical Staff / POR Designee**
- **Additional Staff / Communication Staff Members**

***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.

How will I be updated about my order status?

After submitting your VFC vaccine order request, CDPH will review your submission. Be sure to mark no-reply-myCAvax@cdph.ca.gov as a safe sender to receive all email communications.

- If corrections are needed, you'll receive an email from myCAvax asking you to login to myCAvax and make the needed corrections.
- If approved or rejected, you'll receive an email informing you of the status change.



Demo: Requesting VFC Vaccine in myCAvax



Upcoming Trainings





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](#).**



* Required

1. How engaging was the training session? *

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

2. In this session, you saw demonstrations of how to place a Vaccine Order Request and access the Knowledge Center. When you are ready, how confident are you that you'll be able to perform the tasks demonstrated on your own? *

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

Submit

Thank You!

If myCAvax system support is needed, contact 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.



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](#)

Appendix

Data Migration



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>

Appendix

Ordering Vaccine



Navigating to Place a Vaccine Order Request

The screenshot shows the myCAvax web application interface. The navigation bar at the top includes the myCAvax logo, a search icon, a notification bell, and a user profile icon. The main navigation bar contains the following tabs: Home, My Turn Enrollment, Vaccine Orders (highlighted with a red box), Program Location, Vaccine Inventory, Enrollment, and More. The page content includes a welcome message for 'VFC Primary' and a 'VFC Vaccines for Children - Home' banner. Below this is a section for 'myCAvax Program Messages'. The main content area features three cards: 'Order Vaccine' (highlighted with a red box), 'Returns and Waste', and 'Excursions'. The 'Order Vaccine' card contains the text 'Submit a new vaccine order request.' and a blue link 'Create an order'. The 'Returns and Waste' card contains the text 'Report loss due to Returns and Waste.' and a blue link 'Report Returns and Waste'. The 'Excursions' card contains the text 'Report Loss due to temperature excursion.' and a blue link 'Report Excursions'. Below these cards is a section for 'Open Orders' with a table of current orders.

Program Location	Order Number	Product	Doses ...	Status	F.
Sample Location 101 - Vaccines for Children	00289101	Infanrix Single Dose Vials - 10 Per Box	100	Approved	
Sample Location 101 - Vaccines for Children	00289102	Adult Varivax Single Dose Vials - 10 Per Box	50	Approved	

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

Placing Vaccine Order Requests

Need help? Review the job aid(s) for [placing vaccine order requests](#), [VFC product guide](#), [shipping cadence](#) and [managing storage units](#).

VFC

VFC - 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 Children

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

- Select the location account.
- Ensure the current VFC inventory in your vaccine storage units matches the On-Hand Inventory you enter.
- Your VFC 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 VFC-supplied vaccine ordered and received by the provider location.

Account for every dose of VFC-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
Warning: Your order is outside of the recommended order size and may be adjusted based on the information provided.							
Moderna Single-Dose Vials - 10 pack - COVID-19 Vaccine	10	1234	6/3/2024	70	70	90	100
Comirnaty (Pfizer) Single Dose Vials - 10 Per Box							0

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

Then, vaccines will appear in the table, grouped by type. 'VFC On-hand Inventory' information must be included for each vaccine you currently have on site.

As you input your VFC on-hand inventory and doses administered, your provider inventory will update. Cross-reference your reported inventory against myCAvax's calculated provider inventory to ensure accurate reporting and efficient order approval.

Place your order request in 'Doses requested'. A warning may appear if doses requested are above recommended order size.

Placing Vaccine Order Requests

Need help? Review the job aid(s) for [placing vaccine order requests](#), [VFC product guide](#), [shipping cadence](#) and [managing storage units](#).

VFC

VFC - 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 Children

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

Order Details	
Product	Doses Requested
Primary Ado... Moderna Single-Dose Vials - 10 pack - COVID-19 Vaccine	100

⚠ 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.

Moderna Single-Dose Vials - 10 pack - COVID-19 Vaccine	<div style="border: 1px solid orange; padding: 5px;"><p>Select a reason:</p><p>select an option ▾</p><p>Special Events</p><p>Increased patient demand</p><p>Clinicians have been added to our Program</p><p>Other</p></div>
--	---

Comments(Optional)
Additional comments or notes about your order

If you request vaccine over the recommended order size, provide a justification in **Step 2 – Review Doses Requested and Confirm Additional Details**.

Additionally, confirm the address for your VFC program and shipping hours are accurate before submitting the vaccine for review (not pictured).

Submitting Vaccine Order Requests

Once successfully submitted, view your final vaccine order details confirmed on **Step 3 – Order Confirmation**.

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

Need help? Review the job aid(s) for [placing vaccine order requests](#), [VFC product guide](#), [shipping cadence](#) and [managing storage units](#).

VFC

VFC - 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 Children

Order Number	Product	Doses Requested	Order size reason
B-041728	Moderna Single-Dose Vials - 10 pack - COVID-19 Vaccine	100	Special Events

View Orders

Submitting Vaccine Order Requests

Your entire order will have the same vaccine order number (e.g. B-12345). Each vaccine product within the order will have a unique line item ID.

Need help? Review the job aid(s) for [placing vaccine order requests](#), [VFC product guide](#), [shipping cadence](#) and [managing storage units](#).

VFC - 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 Children

Order Details

Order Number	Product	Doses Requested	Order size reason
B-041728	Moderna Single-Dose Vials - 10 pack - COVID-19 Vaccine	100	Special Events

[View Orders](#)

Order Request
Order Number B-041728


Program Location: Sample Location 101 - Vaccines for Children
Program: Vaccines for Children
Provider Type: Commercial vaccination service provider
PIN Status: Submitted
Status Reason:
Submitted Date: 2024-04-29

Order Details
Status Information
CSR Comments
Order Line(s)



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

Vaccine Products	VFC On-hand Inventory	VFC Doses administered	Inventory Summary	Order size						
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"
Moderna Single-Dose Vials - 10 pack - COVID-19 Vaccine	10	1234	6/3/2024	70	-70	Over by 80	90	100	Spec...	
Cominarty (Pfizer) Single Dose Vials - 10 Per Box					0			0	-Self...	

Correcting Vaccines Orders

Corrections Needed for Order B-041728 – Action Required Inbox x 

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



Dear Sample Location 101 - Vaccines for Children Team,

Order B-041728 placed by PIN has been denied for the following reason: Missing or incomplete usage/inventory.

Guidance from CSR: 4/29: please provide inventory for all vaccines, even if not ordering; if capacity, we recommend ordering 110 doses of the HPV vaccine

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 will review the submitted vaccine order request. If corrections are needed, you will receive an email notifying you of needed corrections.

Correcting Vaccine Orders

The screenshot displays the myCAVax interface. On the left, there is a sidebar with the myCAVax logo and navigation options like 'Home' and 'My'. The main content area shows an 'Order Request' for 'Order Number B-041728'. Below this, there are sections for 'Order Details', 'Status Information', 'CSR Comments', and 'Order Line(s)'. The 'Order Line(s)' section contains a table 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, and Please specify "Other". The table has four rows, with the fourth row (Order Number B-041728) highlighted in yellow and marked with a warning icon. An orange arrow points from the 'Orders' list in the sidebar to this highlighted row. Below the table, there are navigation buttons for 'Previous' and 'Next', and a page indicator '1 of 1 page(s)'. The top navigation bar includes 'Vaccine Products', 'VFC On-hand Inventory', 'VFC Doses administered', 'Inventory Summary', and 'Order size'.

Order Number	Program Location	Program	Provider Type	PIN	Status	Status Reason	Submitted Date
B-041628	Sample Location 101 - Vaccines for Children	Vaccines for Children	Commercial vaccination service provider		Corrections Needed	Missing or incomplete usage/inventory	2024-04-29
B-041725	Sample Location 101 - Vaccines for Children	Vaccines for Children	Commercial vaccination service provider		Complete		04-11-2024
B-041727	Sample Location 101 - Vaccines for Children	Vaccines for Children	Commercial vaccination service provider		Complete		04-11-2024
B-041728	Sample Location 101 - Vaccines for Children	Vaccines for Children	Commercial vaccination service provider		Corrections Needed	Missing or incomplete usage/inventory	04-29-2024

Login to myCAVax and make the needed order corrections by navigating to the **Orders** page and selecting the impacted **Order Number**. Make the required updates and resubmit the order for review.

Viewing Orders and Statuses in myCAvax

myCAvax
California Vaccine Management System

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

Orders

Program Selected:
Vaccines for Children ▾

Vaccines for Children - Orders

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

Search Orders

Program Location: All ▾ Status: All ▾ Submitted From: Jan 30, 2024 Submitted To: Apr 29, 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	VTrck\$ Process Date
1 B-041628	Sample Location 101 - Vacci...	04-04-2024	Complete			
2 B-041725	Sample Location 101 - Vacci...	04-11-2024	Complete		04-11-2024	
3 B-041727	Sample Location 101 - Vacci...	04-11-2024	Complete		04-11-2024	
4 B-041728	Sample Location 101 - Vacci...	04-29-2024	Corrections Needed	Missing or incomplete usage...		

< Previous 1 of 1 page(s) Next >

View the status of your vaccine order requests at anytime in myCAvax. By clicking the unique **Order Number**, view related details and review specific vaccine products ordered.

Search / filter for orders using the fields above.

Viewing Individual Vaccine Products Ordered in myCAvax

The screenshot shows the myCAvax 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 a red box and a '1' callout), Vaccine Inventory, 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 'Select program name' as the current selection. 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 descriptive text 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 screenshot is a table titled 'Program' with 1 location, sorted by Program Name. The table has columns for Program Name, Primary Vaccine Coordinator, Program Participation, Program Participation Reason, Enrollment Forms, and Manage Program Locations. The first row shows 'Misty Hollows - Vaccines for Chil...' with 'Ayumi Taniguchi' as the coordinator and 'Active' participation. The 'Enrollment Forms' column shows 'Approved'. The 'Manage Program Locations' column has a 'View Program Location' button highlighted with a red box and a '2' callout.

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

To find the unique ID for each vaccine product ordered:

1. Select the **Program Location** tab from the myCAvax homepage
2. On the 'Vaccines for Children' program page, select **View Program Location**

Viewing Individual Vaccine Products Ordered in myCAvax

3. Select the **Related** tab.
4. Scroll down to the **Vaccines Ordered** section and select the unique vaccine product **Line Item** ID to see details for that specific vaccine ordered.

The screenshot displays the myCAvax interface for the program location "Misty Hollows - Vaccines for Children". The top navigation bar includes "Home", "My Turn Enrollment", "Vaccine Orders", and "Program Location". The main content area shows details for the program location, including LHD/MCE, myCAvax Id (CA8485097B10001), Temporary Closure, and IIS Identifier (hannah1). Below this, there are sections for "Program Staff (2)", "Vaccine Orders (1)", and "Vaccines Ordered (2)". The "Vaccines Ordered" section is expanded to show a table of line items. An orange box highlights the "RELATED" tab, and another orange box highlights the line item ID "00270155" in the table. An orange arrow points from the highlighted line item ID to the "Order and Transfer Items" details panel, which shows the order details for "00270155". The details panel includes fields for Order Number (B-042183), Account Name (Misty Hollows), Order Record Type (Provider Location Order), Vaccine (Havrix Single Dose Vials - 10 Per Box), Status (Complete), and Doses Requested (30). The details panel also includes a "DETAILS" tab, a "RELATED" tab, and a "Post" button. The "Vaccines Ordered" table has the following data:

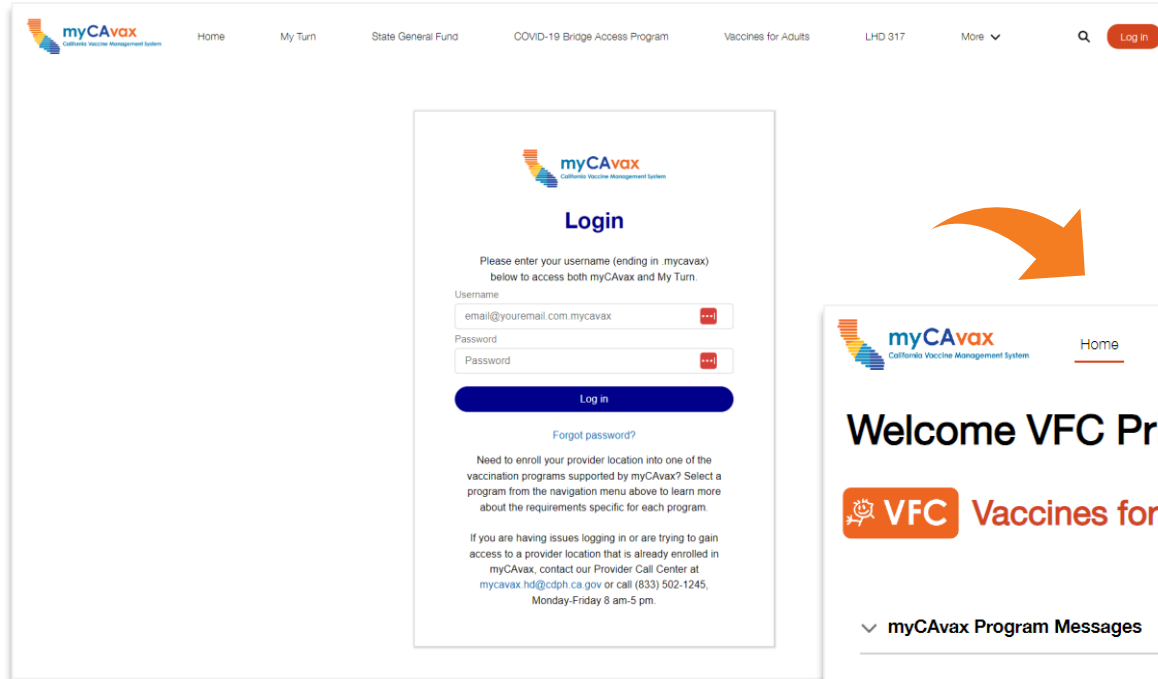
Line Item	Doses Requested	Approved Quantity
00270155	30	0
00270156	30	0

Appendix

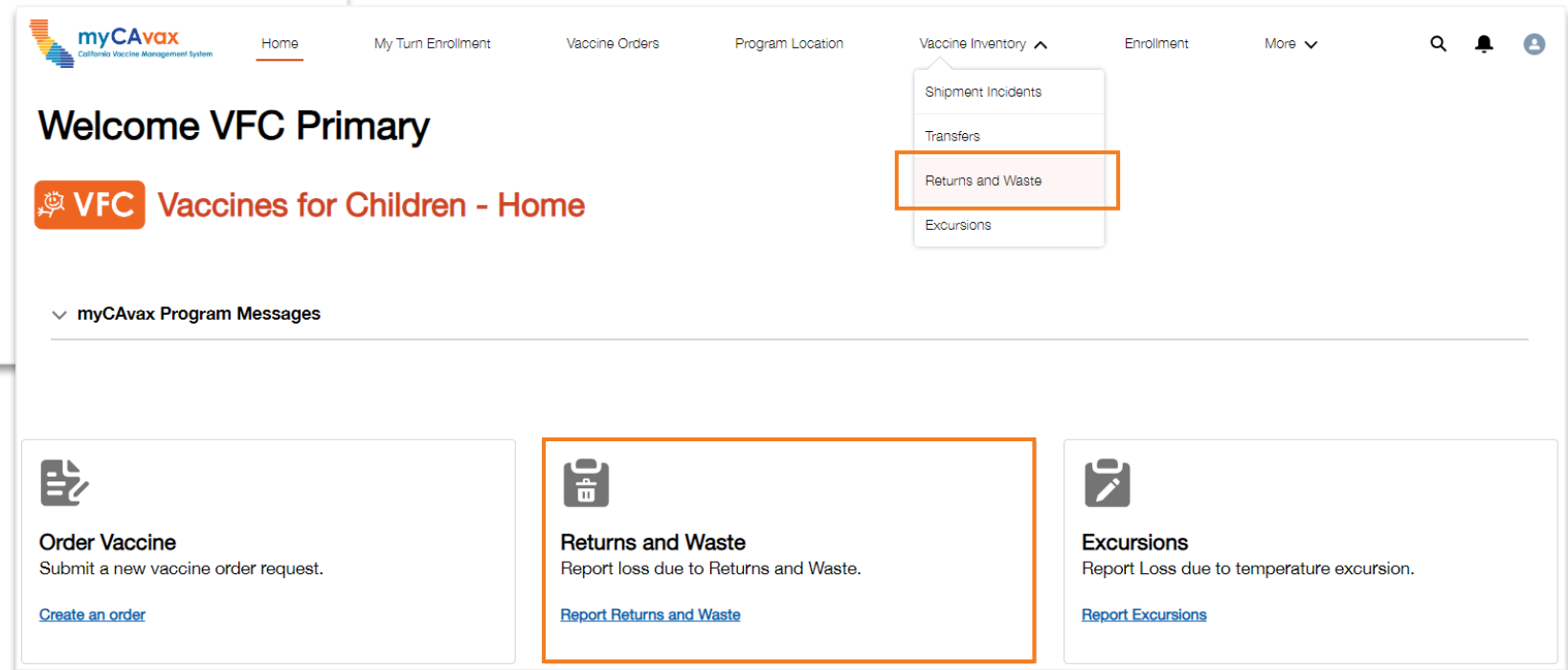
Reporting Waste / Returns in myCAvax



Navigating to Report Returns / Waste



To begin placing a waste or return report, log in to myCAVax and select the 'Returns and Waste' option from the main navigation bar or homepage.



Reporting Returns / Waste

Program Location
 Sample Location 101 - Vaccines for Children

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						
*VaccineGroup	*Vaccine Brand	*Presentation	*Lot Number	*Expiration Date	*Total Doses Wasted	*Type of Wastage	*Reason	*Date Wastage Occoured	*Return Label Delivery Method	*Vaccine Storage	Clear Row
DTa...	KINRIX	Syringe...	12345	Jun 8, 20...	10	Spoiled	Refrige...	Apr 30, 2k	Email	SC-3i X	Clear Row
Hep...	HAVRIX	Vial - 0...	54321	Jun 8, 20...	15	Spoiled	Refrige...	Apr 30, 2k	Select ...	Search	Clear Row

Comments

SC-36640
Brand: Frigidaire
Type: Frozen Storage Capa

SC-36636
Brand: Frigidaire
Type: Refrigerated Storage

After clicking 'New Returns and Waste', input your program location and provide required information.

Reporting Returns / Waste

VFC Vaccines for Children - 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: All | Product: | Date Wastage Occurred From: Feb 1, 2024 | Date Wastage Occurred To: May 1, 2024

Type of Wastage: All | 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 W...	Program Locati...	Product	Total Doses Wa...	Type of Wastage	Returns Required	Lot Number	Date Wastage ...	Created Date
1 WS-501172	Sample Location 10...	Havrix Single Dose ...	15	Spoiled	✓	54321	04-30-2024	05-01-2024
2 WS-501171	Sample Location 10...	Kinrix Single Dose S...	10	Spoiled	✓	12345	04-30-2024	05-01-2024
3 WS-501156	Sample Location 10...	Havrix Single Dose ...	70	Spoiled	✓	89796	04-04-2024	04-04-2024

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.