VFC 102: Managing Vaccine Inventory

Wednesday, June 12, 2024
10 – 10:30 AM
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 Access the VFC Program in myCAvax
- Preparing to Manage VFC Vaccine Inventory in myCAvax
- System Demo – Managing VFC Vaccine
- Upcoming Webinars
- Q&A
- Appendix
The VFC program is live in myCAvax. VFC providers are expected to record:

- Shipment incidents
- Excursions
- Waste / return reports
- Transfers

If any incident occurred at your location between May 24 and June 10, be sure to log that historical event in myCAvax.

Throughout this demo, “vaccine inventory management” refers to filing the above reports in myCAvax.
Primary and backup vaccine coordinators have been granted access to myCAvax based on the information provided in MyVFCvaccines.

- If brand new to myCAvax, your primary and backup vaccine coordinators should have received a myCAvax welcome email on Monday, June 10, 2024, asking them to finish setting up their myCAvax user account (if a new myCAvax provider).

- If an existing myCAvax user, your primary and backup vaccine coordinators can login to myCAvax using their existing credentials and the program will be added.

- If support is needed, contact the VFC Customer Service Center at MyVFCvaccines@cdph.ca.gov or (877) 243-8832.
Who Can Manage Vaccine Inventory?

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, please fill out the [Additional Vaccine Coordinator Request Form](#) on EZIZ. 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.
The below VFC data migrated from MyVFCvaccines into myCAvax.

<table>
<thead>
<tr>
<th>Storage Units</th>
<th>VFC-Enrolled Provider Site</th>
<th>Contacts</th>
<th>Provider Inventory</th>
</tr>
</thead>
<tbody>
<tr>
<td>New VFC providers or providers without an active program in myCAvax will have units migrated.</td>
<td>Active and suspended provider sites will be migrated over to myCAvax.</td>
<td>An account’s primary vaccine coordinator, backup vaccine coordinator, provider of record, designee, and medical staff / additional contact will be migrated.</td>
<td>The last on-hand inventory and last shipment for completed order will be migrated into myCAvax.</td>
</tr>
<tr>
<td>Existing providers with an active program will have their freezers updated with VFC.</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Account Management Actions</th>
<th>Orders and Shipments</th>
<th>Transfers</th>
<th>Returns and Waste Events</th>
</tr>
</thead>
<tbody>
<tr>
<td>Any pending provider actions in MyVFCvaccines will migrate to myCAvax.</td>
<td>The past two years of orders and shipments will be migrated.</td>
<td>The past two years of transfers will be migrated.</td>
<td>The past two years of returns and waste events will be migrated.</td>
</tr>
</tbody>
</table>
Changes to Reporting Excursions

Beginning June 10, to report an excursion in myCAvax:

1. Gather information on impacted vaccine inventory
2. Contact the manufacturer and document their stability determination
3. Log in to myCAvax and input collected information

This is a temporary process. The manufacturer’s contact information and links to online stability calculators can be found in the Appendix.
Demo: Managing Vaccine Inventory
Upcoming Trainings
With the VFC program being released in myCAvax in June 2024, CDPH will begin system training for providers. Providers should attend 2 trainings:

- **VFC 101: Getting Started with the VFC Program in myCAvax** on Tuesday, June 4, 2024, from 1:00 – 2:00 PM PT
- **VFC 102: Managing VFC Vaccine Inventory in myCAvax** on Thursday, June 13, 2024, from 2:00 – 3:00 PM PT

The registration links will be shared in the coming weeks. Stay tuned!

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](#).
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.
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.
Appendix
Manufacturer Contact Information
# Manufacturer Contact Information for Excursions

<table>
<thead>
<tr>
<th>Manufacturer</th>
<th>Contact Number</th>
<th>Stability Calculator</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dynavax</td>
<td>1-84-HEPLISAV; (844) 375-4728</td>
<td>-</td>
</tr>
<tr>
<td>MassBiologics (Grifols)</td>
<td>(888) 825-5249</td>
<td>-</td>
</tr>
<tr>
<td>MedImmune (AstraZeneca)</td>
<td>(800) 236-9933</td>
<td>-</td>
</tr>
</tbody>
</table>
Appendix
Reporting a Shipment Incident
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, VFC providers should report shipment incidents as soon as possible after they occur.

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

After selecting the appropriate ‘Incident Type,’ they will be prompted to provide pictures, answer questions, and provide a vaccine order ID as needed.
Uploading Required Files

When reporting your shipment incident, you may be asked to upload required files. Find examples of acceptable documentation below. Be sure to upload only what is asked – different shipment incident causes ask for different files.

- **FreezeMarker**
- **Shipping Label**
- **Packing Slip**
- **TagAlert**
- **MonitorMark**
Reporting a Shipment Incident

As appropriate, they 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

Step two confirms the provider’s submission details. By clicking ‘Back to Dashboard’, they can view the details of their shipment incident report at anytime.
To begin reporting an excursion event, providers can log in to myCAvax and select the ‘Excursions’ option from the main navigation bar or homepage.
Providers should file an excursion report if vaccines are exposed to out-of-range temperatures.

To begin, they 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.
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.

### Reporting an Excursion Event

<table>
<thead>
<tr>
<th>Affected Inventory</th>
<th>Manufacturer's Stability Determination</th>
</tr>
</thead>
<tbody>
<tr>
<td>Vaccine Group</td>
<td>Vaccine Brand</td>
</tr>
<tr>
<td>Presentation</td>
<td>Report case or reference number</td>
</tr>
<tr>
<td></td>
<td>New Beyond date (Optional)</td>
</tr>
<tr>
<td>Date incident</td>
<td>Date incident reported to manufacturer</td>
</tr>
<tr>
<td>stability</td>
<td>manufacturer stability determination</td>
</tr>
</tbody>
</table>

- **Hepatitis A**: Havrix, Syring ..., A12345, Feb 29, 2024, Feb 6, 2024
- **Doses**: Doses may be used, Doses may not be used
Step two confirms the provider’s submission details. By clicking ‘Back to Dashboard’, they can view the details of their excursion report at anytime.
Appendix

Reporting Waste / Returns
Navigating to Report Waste / Returns

To begin placing a waste or return report, providers 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, providers will need to select their program location and provide required information.
Reporting Returns / Waste

A provider can view their 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.
Navigating to Report Transfers

To begin reporting a transfer, providers can log in to myCAvax and select the ‘Transfers’ option from the main navigation bar.
Recording Transfers

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

To file a transfer, 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.
Providers must provide information for the vaccine transported in each transport container. Providers can report multiple transport containers and vaccines per transfer.

Once complete, providers 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.
Accepting / Rejecting Transfers

After submitting a transfer, the receiving provider must find the transfer in myCAvax and accept or reject the transfer.
Notifying Receiving Provider of Transfer

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

Sandbox: VFC Vaccine Transfer

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

Dear Aurora Clauden,

A recent vaccine transfer from GH Whopper Location - Vaccines for Children to your location, GVHC - 889 Abrego St - Vaccines for Children, that was initiated on 5/5/2024 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