



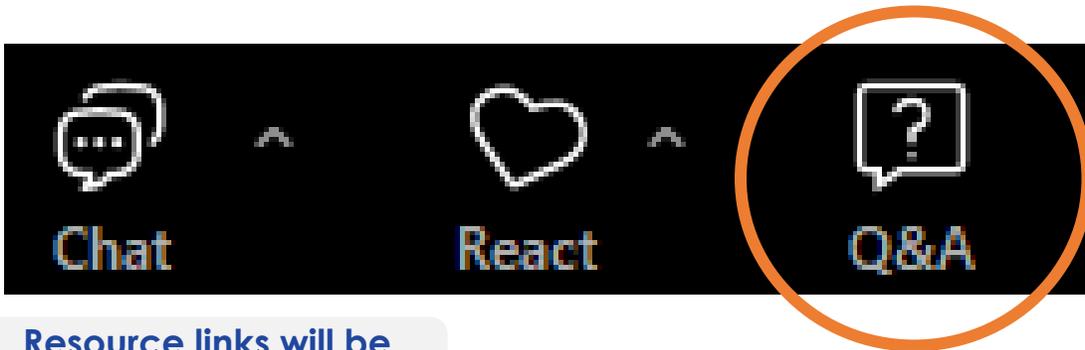
# VFC 102: Managing Vaccine Inventory

Wednesday, June 12, 2024  
10 – 10:30 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](mailto:myCAvaxinfo@cdph.ca.gov).

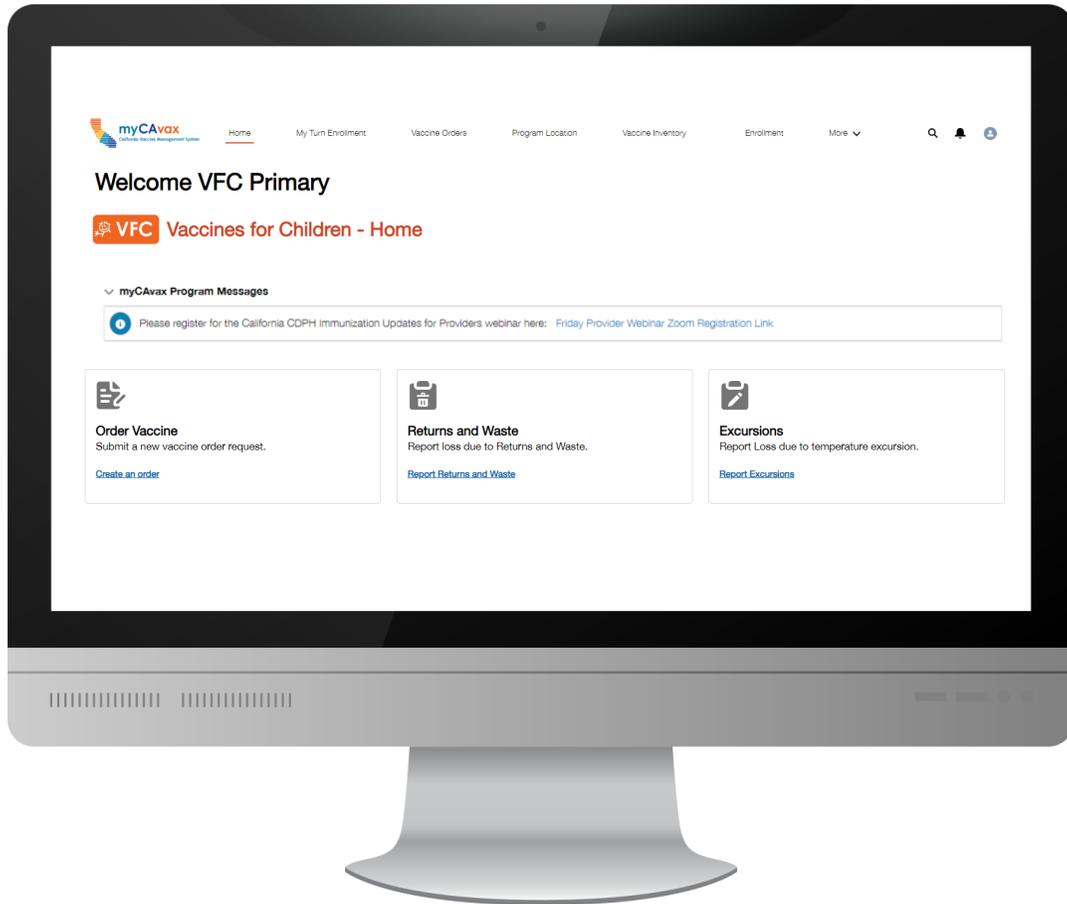


If VFC support is needed, contact the VFC Customer Service Center at [MyVFCvaccines@cdph.ca.gov](mailto:MyVFCvaccines@cdph.ca.gov) or (877) 243-8832, Monday – Thursday, 9 AM – 4:30 PM PT, Friday 9 AM – 4 PM PT.



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

# Getting Ready to Manage Vaccine Inventory

The screenshot displays the myCAVax website interface. At the top, there is a navigation bar with the myCAVax logo and the text "California Vaccine Management System". The navigation menu includes "Home", "My Programs", "My Turn Enrollment", "Vaccine Orders", "Program Locations", and "More". The "More" menu is open, showing options: "Vaccine Inventory", "Transfers", "Returns and Waste", "Excursions", "Shipment Incidents", "Enrollment", "Reports", "Knowledge Center", and "myCAVax Dashboard".

Below the navigation bar, a "Welcome Claudia" message is displayed. Underneath, there is a "myCAVax Program Messages" section with a notification: "Sign up for bi-weekly provider webinars to hear the latest updates from CDPH. Register on Zoom".

The main content area features two program cards:

- VFA (Vaccines for Adults):** Includes a "Recertification Required" badge, a "VFA" logo, and buttons for "Home", "Order Vaccine", and "Recertify Locations".
- VFC (Vaccines for Children):** Includes a "VFC" logo and buttons for "Home", "Order Vaccine", and "Returns and Waste".

A "Chat with us" button is located in the bottom right corner of the interface.

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.

# Accessing the VFC Program in myCAvax

State General Fund      COVID-19 Bridge Access Program      Vaccines for Adults

  
California Vaccine Management System

## Login

Please enter your username (ending in .mycavax) below to access both myCAvax and My Turn.

Username  
email@youremail.com.mycavax

Password  
Password

[Log in](#)

[Forgot password?](#)

Need to enroll your provider location into one of the vaccination programs supported by myCAvax? Select a program from the navigation menu above to learn more about the requirements specific for each program.

If you are having issues logging in or are trying to gain access to a provider location that is already enrolled in myCAvax, contact our Provider Call Center at [mycavax.hd@cdph.ca.gov](mailto:mycavax.hd@cdph.ca.gov) or call (833) 502-1245, Monday-Friday 8 am-5 pm.

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](mailto: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.

# Data Migrated from MyVFCvaccines on Go-Live

The below VFC data migrated from MyVFCvaccines into myCAvax.

<p><b>Storage Units</b></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><b>VFC-Enrolled Provider Site</b></p> <p>Active and suspended provider sites will be migrated over to myCAvax.</p>	<p><b>Contacts</b></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><b>Provider Inventory</b></p> <p>The last on-hand inventory and last shipment for completed order will be migrated into myCAvax.</p>
<p><b>Account Management Actions</b></p> <p>Any pending provider actions in MyVFCvaccines will migrate to myCAvax.</p>	<p><b>Orders and Shipments</b></p> <p>The past two years of orders and shipments will be migrated.</p>	<p><b>Transfers</b></p> <p>The past two years of transfers will be migrated.</p>	<p><b>Returns and Waste Events</b></p> <p>The past two years of returns and waste events will be migrated.</p>

# Changes to Reporting Excursions

The screenshot shows the myCAVax interface. At the top, there is a navigation bar with links for Home, My Turn Enrollment, Vaccine Orders, Program Location, and More. The main content area is titled "Excursions" and features a dropdown menu for "Program Selected" with the text "Select program name". Below this is a prominent orange banner for "VFC Vaccines for Children - Excursions" with a "New Excursion" button. A light blue banner provides a link to a job aid for recording temperature excursions, and a grey banner advises contacting the vaccine manufacturer. A "Search Excursions" section contains filters for Program Location (All), Status (All), Excursion Start From (Mar 6, 2024), Excursion Start To (Jun 3, 2024), Temperature Excursion Type (All), and Excursion event is related to (Select an Option). Search and Reset buttons are present. A note states that the Excursions list view only shows events that started within the last 90 days. At the bottom, a table header for "Excursions" lists columns: Batch Excursi..., Program Loca..., Status, Excursion eve..., Temperature ..., Excursion Sta..., Excursion En..., and Created Date.

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





# 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](#).**

# 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](#)

## VFC Vaccine Inventory Management with Q&A

Thank you for attending the VFC Vaccine Inventory Management with Q&A training session. Please answer the questions below to help us continually improve our sessions to best support you.

\* Required

1. How engaging was the training session? \*

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

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

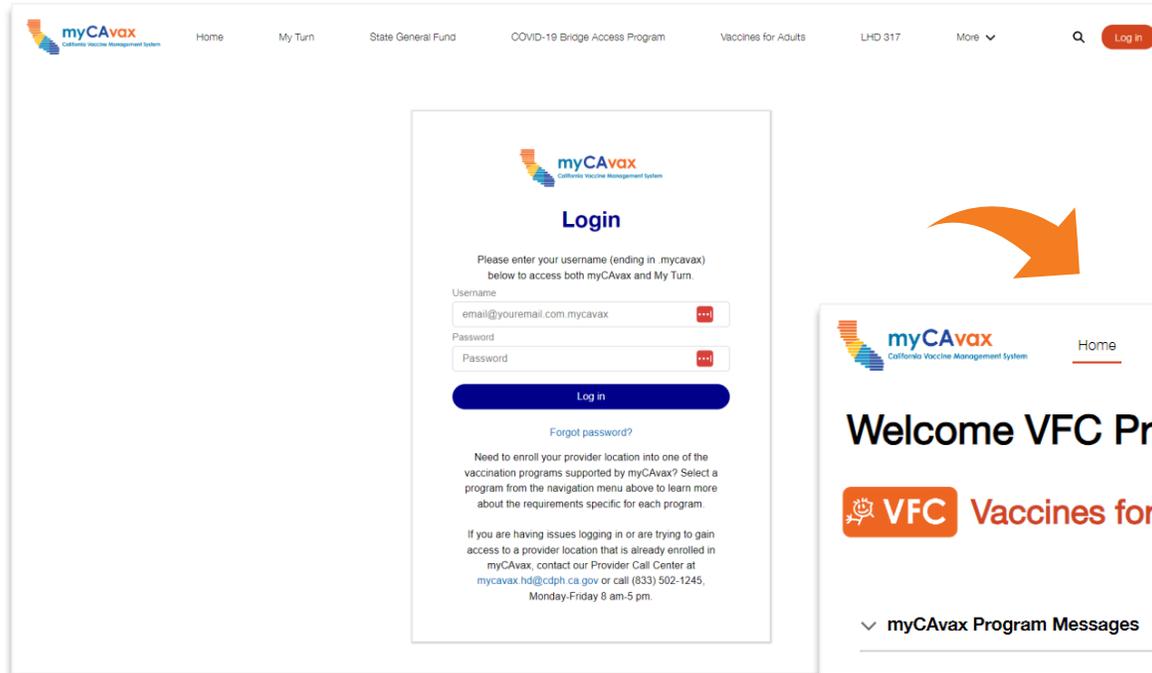
Manufacturer	Contact Number	Stability Calculator
GlaxoSmithKline	1-877-GSK-MI4U; (877) 475-6448	<a href="https://www.gskusmedicalaffairs.com/stability-calculator.html">https://www.gskusmedicalaffairs.com/stability-calculator.html</a>
Pfizer	(800) 438-1985 Press: 3	<a href="https://www.pfizermedicalinformation.com/stability-calculator">https://www.pfizermedicalinformation.com/stability-calculator</a>
Sanofi Pasteur	(800) 822-2463	<a href="https://www.sanofimedicalinformation.com/s/stability-calculator?language=en_US&amp;CN=US">https://www.sanofimedicalinformation.com/s/stability-calculator?language=en_US&amp;CN=US</a>
Merck	(800) 672-6372 Press: 1, 2, 2	<a href="https://www.merckmedicalportal.com/s/temperature-stability-calculator">https://www.merckmedicalportal.com/s/temperature-stability-calculator</a>
Dynavax	1-84-HEPLISAV; (844) 375-4728	-
MassBiologics (Grifols)	(888) 825-5249	-
MedImmune (AstraZeneca)	(800) 236-9933	-
Moderna	(866) 663-3762	<a href="https://tools.modernamedinfo.com/en-US/excursion/introduction-landing-page">https://tools.modernamedinfo.com/en-US/excursion/introduction-landing-page</a>

# Appendix

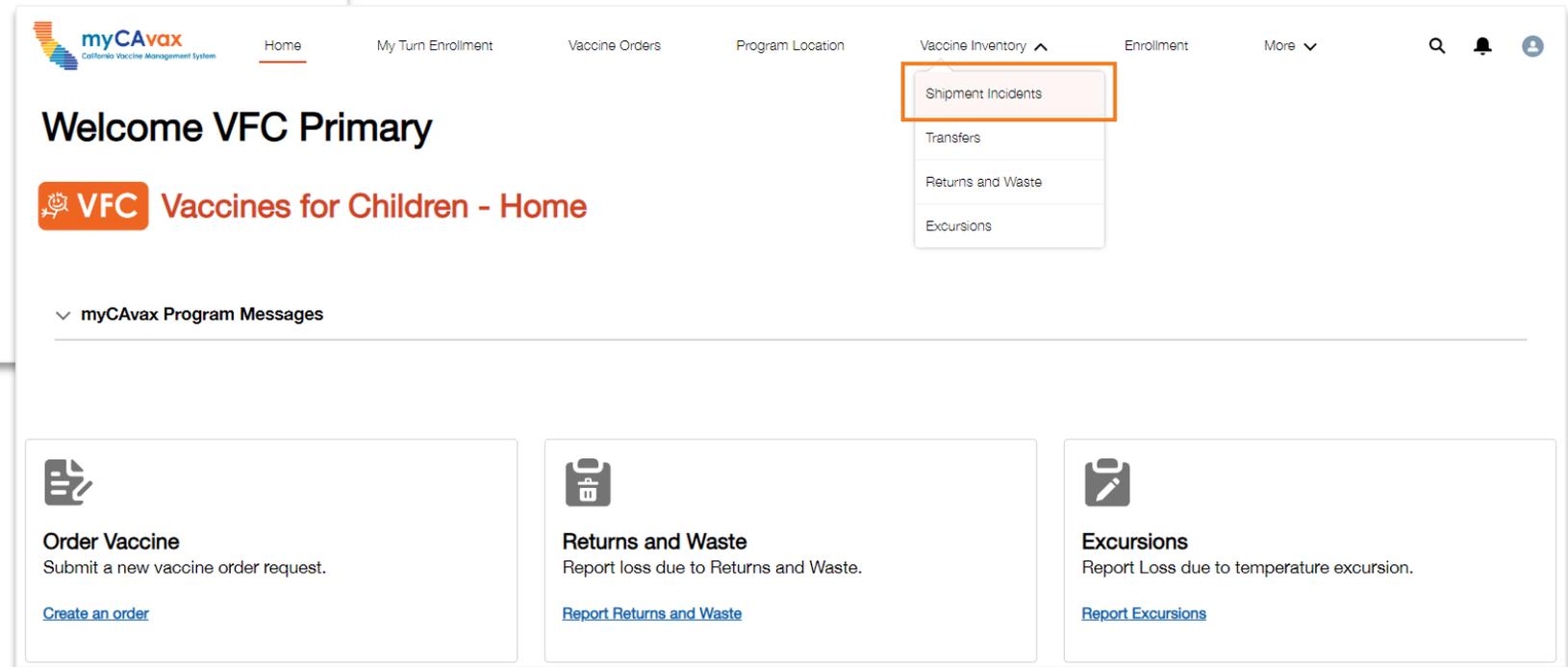
## Reporting a Shipment Incident



# 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.

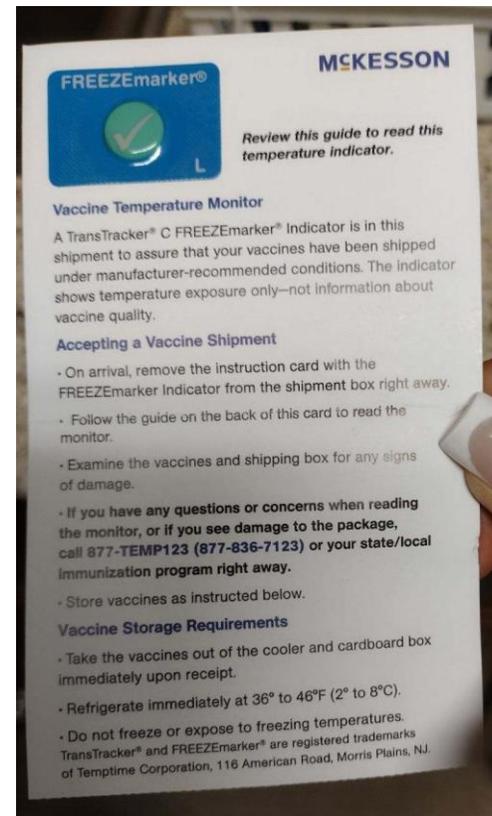
To begin placing a shipment incident report, providers will need to provide key location and shipment incident information.

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.

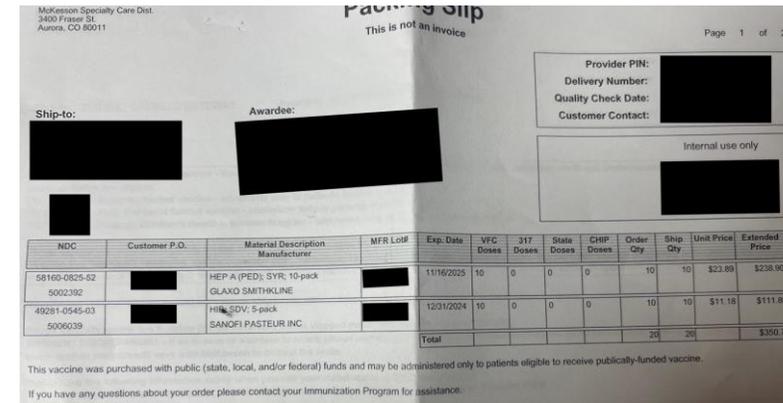
## FreezeMarker



## Shipping Label



## Packing Slip



## TagAlert



## MonitorMark



Temperature Monitor

Temperature indicator is in this shipment to assure that

# Reporting a Shipment Incident

**VFC**  
VFC - Shipment Incidents  
Step 1 - Select Account and Enter Inventory Information

**Location Information**  
\* Program Location  
Sample Location 101 - Vaccines for Children

**Shipment Incidents Information**  
\* Incident type  
Shipping contents discrepancies

\* Please submit an image or PDF of your packaging  
Upload Files Or drop files

\* Vaccine Order  
B-041628

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

Vaccine Product Information				Incident Details			
*Vaccine Group	*Vaccine Brand	*Presentation	*Lot Number	*Discrepancy Type	*Number of doses impacted	*Product Received	Clear Row
Hepatiti...	HAVRIX	Syringe - ...	12345	Different b...	30	Vaqta Sin...	Clear Row
Select an ...	Select an Opt...	Select an Opt...		Select an Opt...		Select an Opt...	Clear Row

Duplicate Shipment Incident Details Add Blank Row

Comments

Duplicate Incident Details Add Blank Row

Cancel Submit

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

Need help? Review the job aid(s) for [recording Shipment Incidents](#).

 **VFC**  
**VFC - 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 Children

▼ **Shipment Incidents Information**

Incident type  
Shipping contents discrepancies

Vaccine Order  
B-041628

Vaccine Product Information				Incident Details		
Vaccine Group	Vaccine Brand	Presentation	Lot Number	Discrepancy Type	Number of doses impacted	Product received
Hepatitis A	HAVRIX	Syringe - 0.5 mL	12345	Different brand	30	Vaqa Single Dose Vials - 10 Per Box

[Back to Dashboard](#)

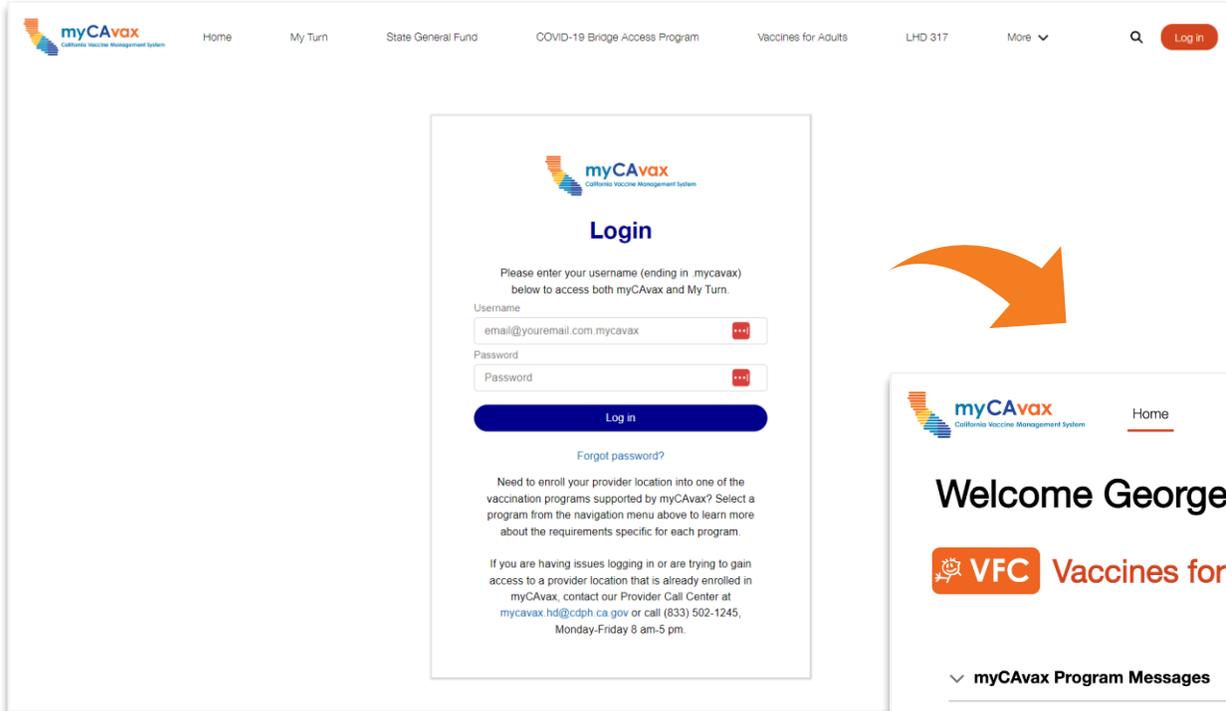
Step two confirms the provider's submission details. By clicking 'Back to Dashboard', they can view the details of their shipment incident report at anytime.

# Appendix

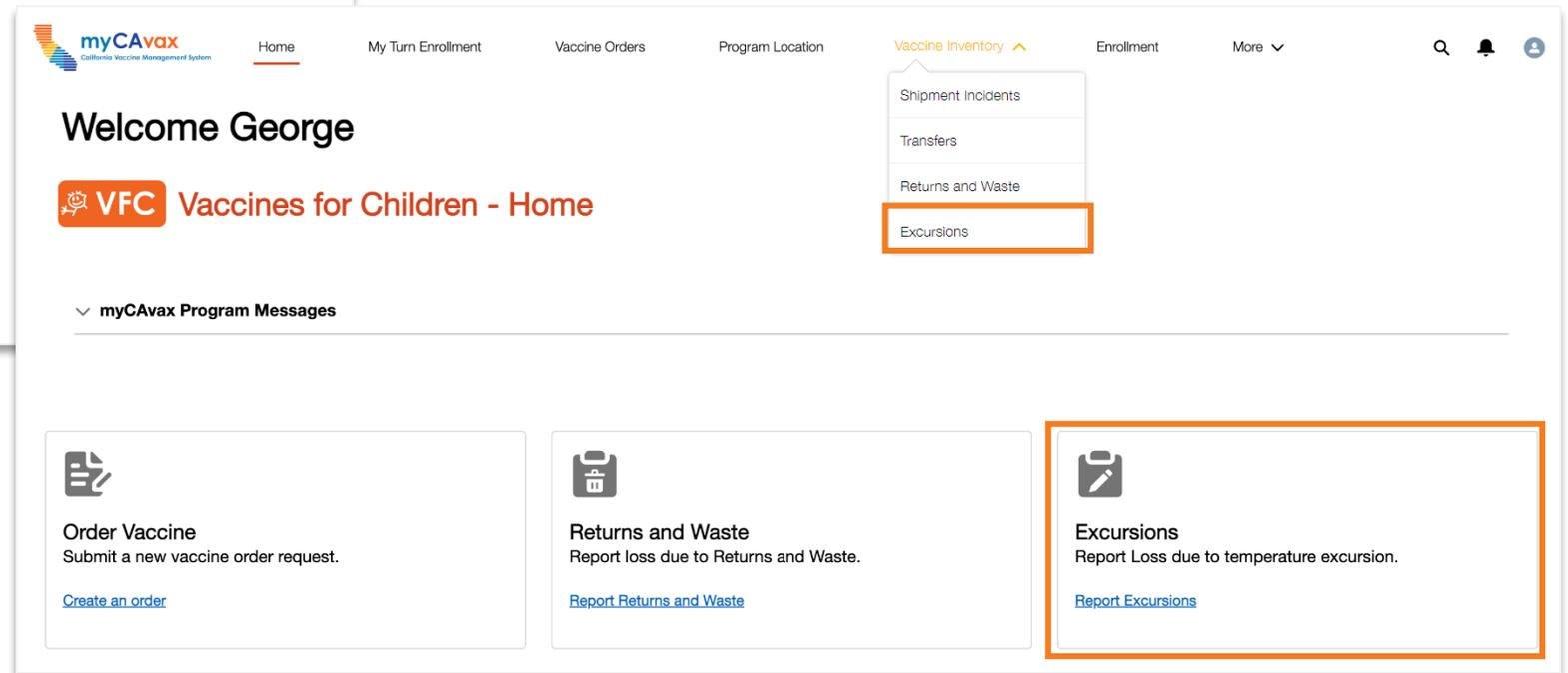
## Reporting Excursions



# Navigating to Report an Excursion Event



To begin reporting an excursion event, providers can log in to myCAvax and select the 'Excursions' option from the main navigation bar or homepage.



# Reporting an Excursion Event

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  
[Time Input]

Location and Contact Information

\* Program Location  
Sample Location 101 - Vaccines for Children

\* Contact  
Happy Primary 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, 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.

# 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.

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

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"/>						
<div style="border: 1px solid #ccc; padding: 5px;"><input checked="" type="checkbox"/> Doses may be used <input type="checkbox"/> Doses may not be used</div>						

# Reporting an Excursion Event

**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](#)

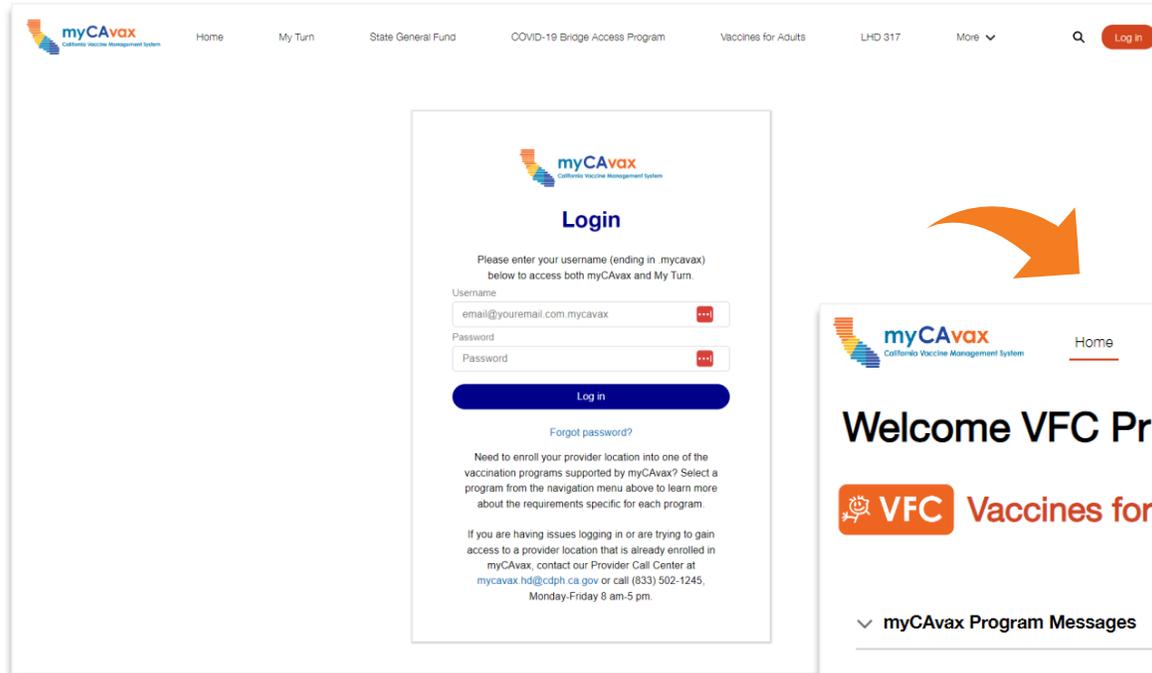
Step two confirms the provider's submission details. By clicking 'Back to Dashboard', they can view the details of their excursion report at anytime.

# Appendix

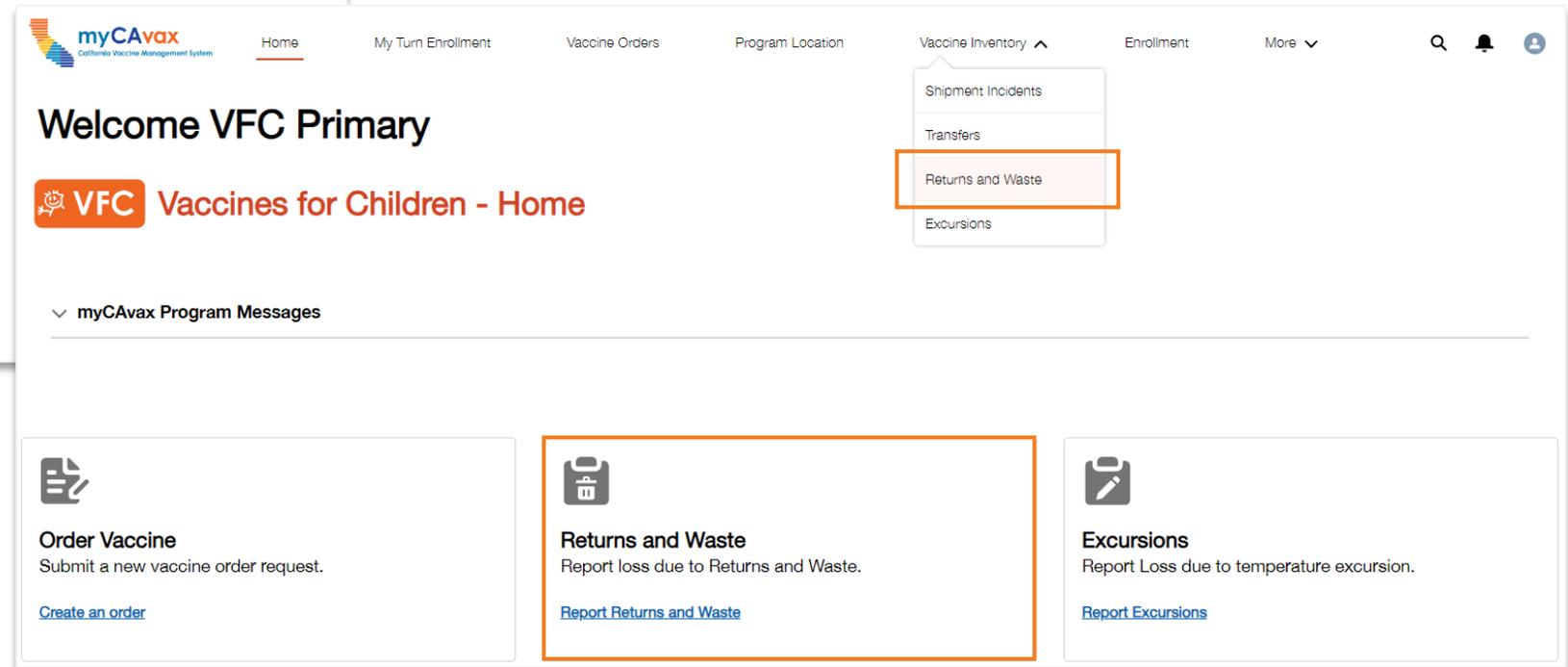
## Reporting Waste / Returns



# 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.



# Reporting Returns / 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 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

\*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
Sele... ▾	Select ... ▾	Select ... ▾		📅		Select ... ▾	Select ... ▾	📅	Select ... ▾	🔍 Search	🗑️ Clear Row

Add Blank Row
Duplicate Returns and Waste Details

Comments

Cancel
Submit

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
SC-36640	Brand: Frigidaire	Type: Frozen Storage Capa									
SC-36636	Brand: Frigidaire	Type: Refrigerated Storage									

To file a waste or return report, providers will need to select their 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

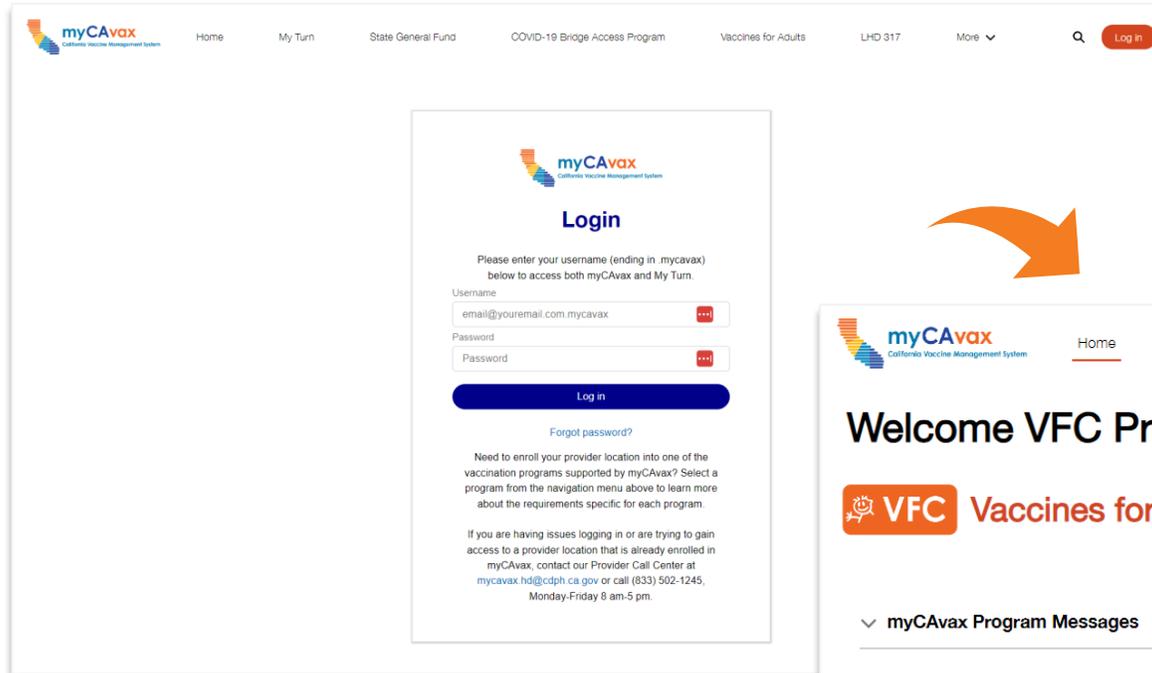
A provider can view their submitted waste reports anytime from the 'Returns and Waste' table. If a return is required, that will be indicated by a checkmark in the table.

# Appendix

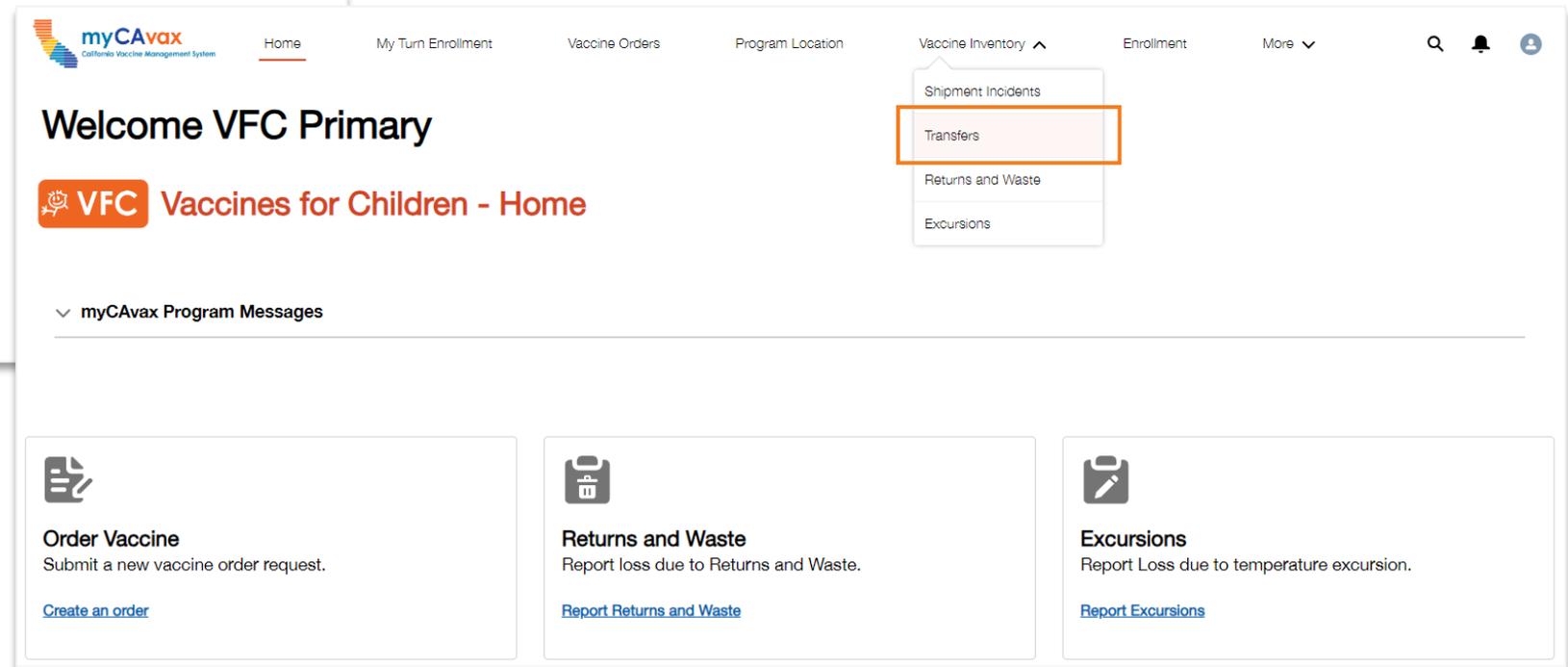
Reporting Transfers



# 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

**VFC**  
**VFC - 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  
Q Search by Name

\*Receiving Program Location  
Q Search by Name

\*Transfer Start Date  
Apr 30, 2024

\*Transfer Start Time  
11:00 AM

\*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  
Q Storage Unit

\*Temperature of vaccines in storage unit prior to transfer  
70.00

**Storage Unit 2**  
\*Storage unit prior to transfer  
Q Storage Unit

\*Temperature of vaccines in storage unit prior to transfer  
71.00

Your transfer requires 1 storage unit. Submit

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.

# Recording Transfers

**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
<input type="text" value="DTaP/IPV"/>	<input type="text" value="KINRIX"/>	<input type="text" value="Syringe - 0..."/>	<input type="text" value="12345"/>	<input type="text" value="5/11/2024"/>	<input type="text" value="10"/>	<input type="text" value="No"/>	<input type="text" value="SC-36636"/>	<input type="text"/>
<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
<input type="text" value="Hepatitis B"/>	<input type="text" value="ENGERIX-B"/>	<input type="text" value="Vial - 0.5 m..."/>	<input type="text" value="54321"/>	<input type="text" value="5/10/2024"/>	<input type="text" value="20"/>	<input type="text" value="No"/>	<input type="text" value="SC-36495"/>	<input type="text"/>
<input type="button" value="Add Blank Row"/>	<input type="button" value="Duplicate Row"/>							

*Note: The dropdown menu for 'Select a Storage Unit' in the second container shows options: SC-36636 (Frigidaire, Refrigerated ...), SC-36495 (Frigidaire, Refrigerated ...), and Other. The SC-36495 option is selected.*

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

The screenshot displays the VFC Vaccines for Children - Transfers interface. A modal window titled "Accept/Reject Transfer" is open, prompting the user to confirm details and indicate acceptance or rejection. The modal includes a table for "Transport Container 1 - Refrigerated Cooler" with columns for Product, Lot Number, Exp/Beyond Use Date, and Number of Doses Transferred. Below this, there are fields for "Transport Container & Temperature Details Upon Arrival", including temperature scales (Celsius/Fahrenheit), minimum and maximum temperatures during transport, and transfer end date and time. At the bottom of the modal, there is an "Accept or Reject" section with a dropdown menu currently set to "In Progress".

Below the modal, a table lists transfers with columns: Transfer ID, Sending Provider, Receiving Provider, Product, Lot Number, Number of Doses, Transfer Date, Status, Created Date, and Action. The "Action" column for each row contains a link labeled "Accept or Reject". An orange arrow points from the "Accept or Reject" link in the first row to the "Accept/Reject Transfer" modal.

Transfer ID	Sending Provider	Receiving Provider	Product	Lot Number	Number of Doses	Transfer Date	Status	Created Date	Action	
1	00269805	GH Whopper ...	GVHC - 889 A...	Engerix B Sin...	12345	12	05-05-2024	In Progress	05-06-2024	Accept or Reject
2	00269799	GVHC - 889 A...	GH Whopper ...	Havrix Single ...	123	12	05-01-2024	In Progress	05-03-2024	Accept or Reject

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: VFC Vaccine Transfer Inbox x Print Share

 **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](mailto:mycavax.hd@cdph.ca.gov)

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