VAMS Vaccine Administration Management System

VAMS Clinic Administrator and Inventory Manager Training with Q&A

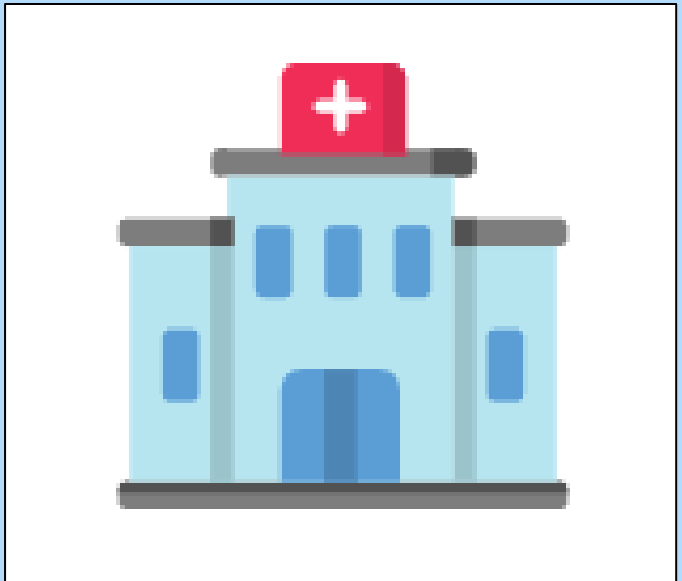
This Presentation Will Begin Momentarily

Version 4.0

Connecticut Department of Public Health
Keeping Connecticut Healthy

Agenda

- Who is Eligible to Receive the Vaccine?
- Types of Clinics – General Overview
- Recent Enhancements
- Clinic Administrator Roles and Responsibilities
- Inventory Manager Roles and Responsibilities
- Reports
- Supports
- Best Practices
- Q&A

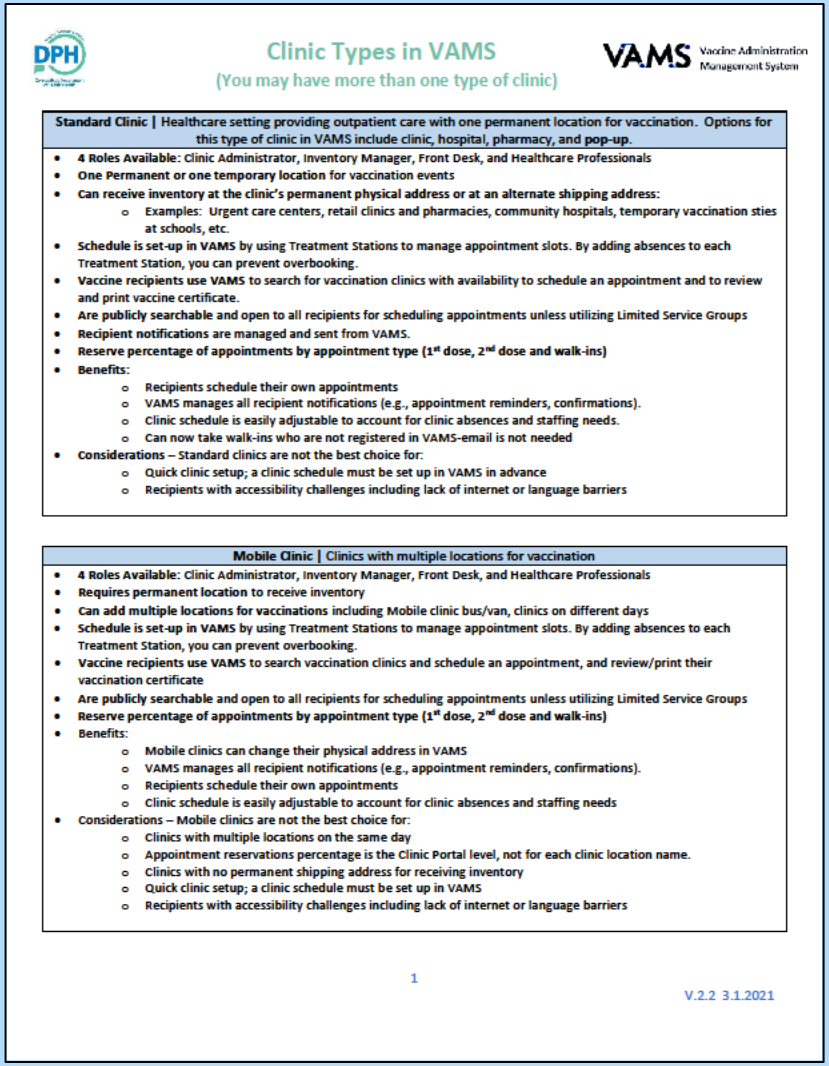


VAMS Types of Clinics General Overview

Standard | Options for this type of clinic in VAMS include clinic, hospital, pharmacy, and pop-up.

Mobile | This type of clinic is one clinic with multiple locations for vaccination.

Third-Party| These types of clinics are ones that are responsible for adding recipients in VAMS, documenting recipient vaccination and schedule 2nd doses.



Clinic Types in VAMS

(You may have more than one type of clinic)

Standard Clinic | Healthcare setting providing outpatient care with one permanent location for vaccination. Options for this type of clinic in VAMS include clinic, hospital, pharmacy, and pop-up.

- **4 Roles Available:** Clinic Administrator, Inventory Manager, Front Desk, and Healthcare Professionals
- **One Permanent or one temporary location** for vaccination events
- **Can receive inventory at the clinic's permanent physical address or at an alternate shipping address:**
  - Examples: Urgent care centers, retail clinics and pharmacies, community hospitals, temporary vaccination sties at schools, etc.
- **Schedule is set-up in VAMS** by using Treatment Stations to manage appointment slots. By adding absences to each Treatment Station, you can prevent overbooking.
- **Vaccine recipients use VAMS** to search for vaccination clinics with availability to schedule an appointment and to review and print vaccine certificate.
- **Are publicly searchable** and open to all recipients for scheduling appointments unless utilizing Limited Service Groups
- **Recipient notifications** are managed and sent from VAMS.
- **Reserve percentage of appointments by appointment type (1st dose, 2nd dose and walk-ins)**
- **Benefits:**
  - Recipients schedule their own appointments
  - VAMS manages all recipient notifications (e.g., appointment reminders, confirmations).
  - Clinic schedule is easily adjustable to account for clinic absences and staffing needs.
  - Can now take walk-ins who are not registered in VAMS-email is not needed
- **Considerations** – Standard clinics are not the best choice for:
  - Quick clinic setup; a clinic schedule must be set up in VAMS in advance
  - Recipients with accessibility challenges including lack of internet or language barriers

Mobile Clinic | Clinics with multiple locations for vaccination

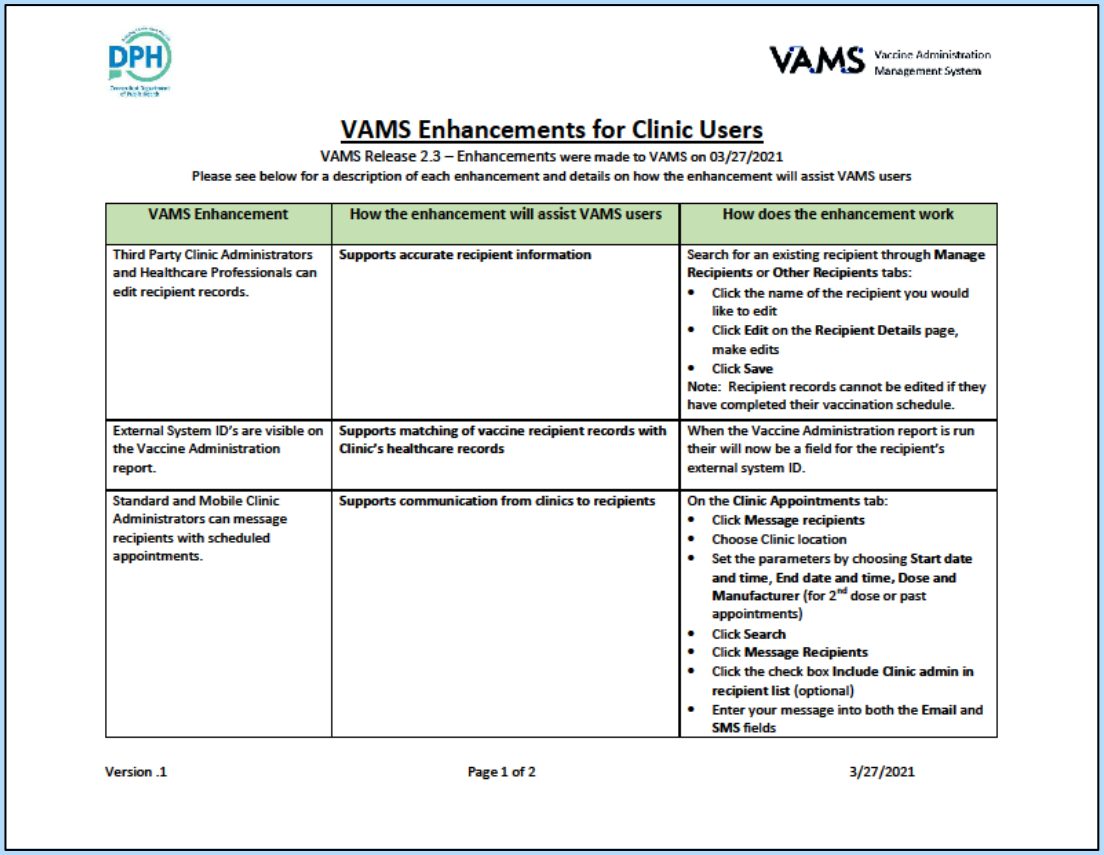
- **4 Roles Available:** Clinic Administrator, Inventory Manager, Front Desk, and Healthcare Professionals
- **Requires permanent location** to receive inventory
- **Can add multiple locations for vaccinations** including Mobile clinic bus/van, clinics on different days
- **Schedule is set-up in VAMS** by using Treatment Stations to manage appointment slots. By adding absences to each Treatment Station, you can prevent overbooking.
- **Vaccine recipients use VAMS** to search vaccination clinics and schedule an appointment, and review/print their vaccination certificate
- **Are publicly searchable** and open to all recipients for scheduling appointments unless utilizing Limited Service Groups
- **Reserve percentage of appointments by appointment type (1st dose, 2nd dose and walk-ins)**
- **Benefits:**
  - Mobile clinics can change their physical address in VAMS
  - VAMS manages all recipient notifications (e.g., appointment reminders, confirmations).
  - Recipients schedule their own appointments
  - Clinic schedule is easily adjustable to account for clinic absences and staffing needs
- **Considerations** – Mobile clinics are not the best choice for:
  - Clinics with multiple locations on the same day
  - Appointment reservations percentage is the Clinic Portal level, not for each clinic location name.
  - Clinics with no permanent shipping address for receiving inventory
  - Quick clinic setup; a clinic schedule must be set up in VAMS
  - Recipients with accessibility challenges including lack of internet or language barriers

1

V.2.2 3.1.2021

Recent Enhancements VAMS 2.3

- **Third Party Clinic Administrators and Healthcare Professionals Can Edit Recipient Records**
- **Standard and Mobile Clinic Administrators Can Message Recipients with Scheduled Appointments**
- **Inventory Will Automatically Update when a Healthcare Professional Edits or Invalidates Vaccination Records**



VAMS Enhancements for Clinic Users

VAMS Release 2.3 – Enhancements were made to VAMS on 03/27/2021

Please see below for a description of each enhancement and details on how the enhancement will assist VAMS users

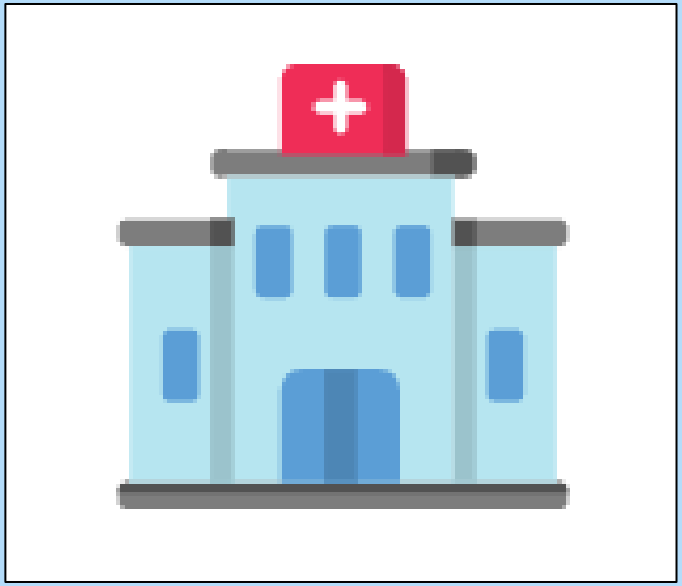
VAMS Enhancement	How the enhancement will assist VAMS users	How does the enhancement work
Third Party Clinic Administrators and Healthcare Professionals can edit recipient records.	**Supports accurate recipient information**	Search for an existing recipient through **Manage Recipients** or **Other Recipients** tabs: • Click the name of the recipient you would like to edit • Click **Edit** on the **Recipient Details** page, make edits • Click **Save** Note: Recipient records cannot be edited if they have completed their vaccination schedule.
External System ID's are visible on the Vaccine Administration report.	**Supports matching of vaccine recipient records with Clinic's healthcare records**	When the Vaccine Administration report is run their will now be a field for the recipient's external system ID.
Standard and Mobile Clinic Administrators can message recipients with scheduled appointments.	**Supports communication from clinics to recipients**	On the **Clinic Appointments** tab: • Click **Message recipients** • Choose Clinic location • Set the parameters by choosing **Start date and time, End date and time, Dose and Manufacturer** (for 2nd dose or past appointments) • Click **Search** • Click **Message Recipients** • Click the check box **Include Clinic admin in recipient list** (optional) • Enter your message into both the **Email** and **SMS** fields

Version .1 Page 1 of 2 3/27/2021

Clinic Roles and Responsibilities

Standard and Mobile Clinic

- Clinic Administrator
- Inventory Manager
- Clinic Front Desk
- Clinic Healthcare Professional

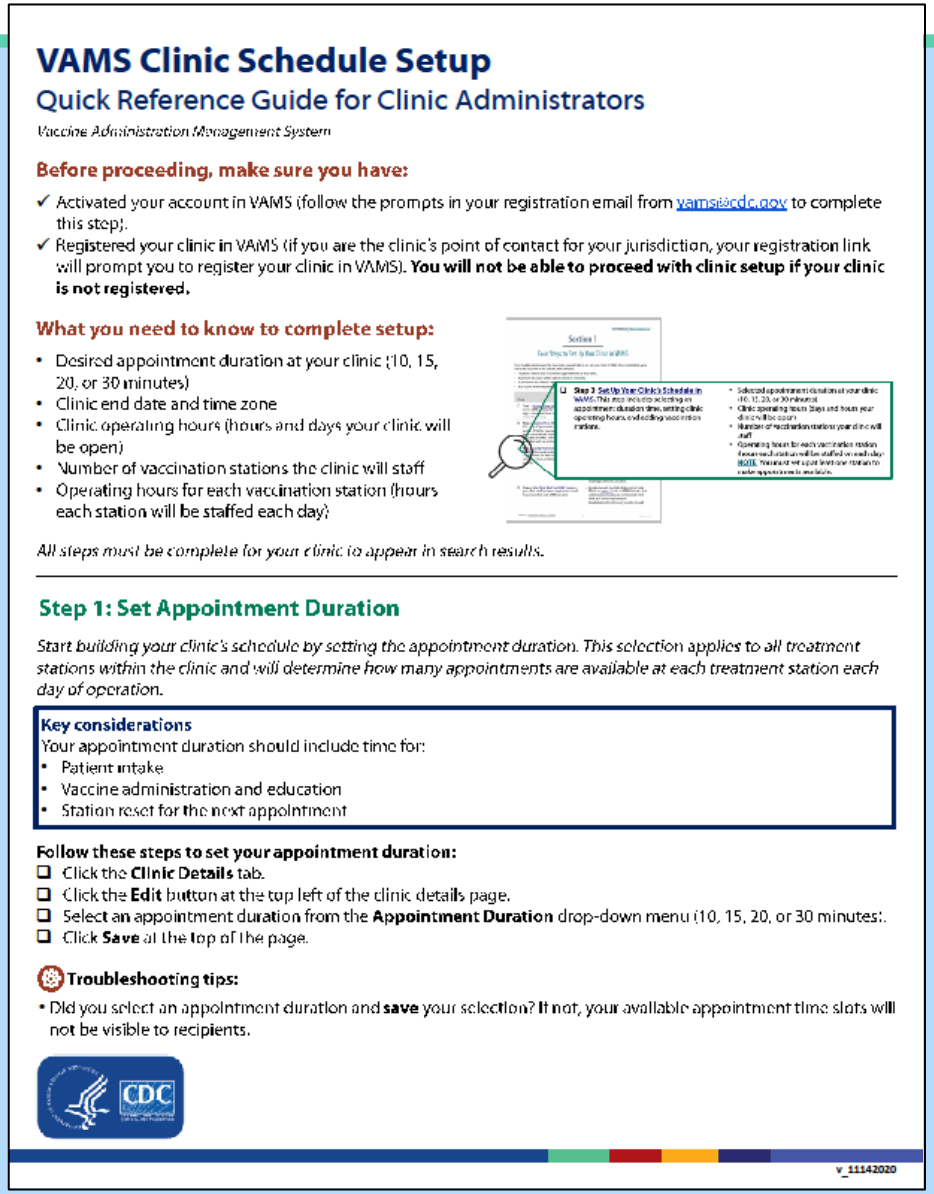


Third Party Clinic

- Clinic Administrator
- Inventory Manager
- Clinic Healthcare Professional

VAMS Standard and Mobile Clinic Set Up Instructions

- Activate User Account
- Set up Clinic Schedule
  - Appointment Duration
  - Operating Hours
  - Treatment Stations
  - Clinic Appointment Reservation Tiers
- Set Up Limited Service Groups as Needed
- Manage Users
- Log Inventory



VAMS Clinic Schedule Setup

Quick Reference Guide for Clinic Administrators

Vaccine Administration Management System

Before proceeding, make sure you have:

- ✓ Activated your account in VAMS (follow the prompts in your registration email from vamsi@cdc.gov to complete this step).
- ✓ Registered your clinic in VAMS (if you are the clinic's point of contact for your jurisdiction, your registration link will prompt you to register your clinic in VAMS). **You will not be able to proceed with clinic setup if your clinic is not registered.**

What you need to know to complete setup:

- Desired appointment duration at your clinic (10, 15, 20, or 30 minutes)
- Clinic end date and time zone
- Clinic operating hours (hours and days your clinic will be open)
- Number of vaccination stations the clinic will staff
- Operating hours for each vaccination station (hours each station will be staffed each day)

All steps must be complete for your clinic to appear in search results.

Step 1: Set Appointment Duration

Start building your clinic's schedule by setting the appointment duration. This selection applies to all treatment stations within the clinic and will determine how many appointments are available at each treatment station each day of operation.

Key considerations

Your appointment duration should include time for:

- Patient intake
- Vaccine administration and education
- Station reset for the next appointment

Follow these steps to set your appointment duration:

- ❑ Click the **Clinic Details** tab.
- ❑ Click the **Edit** button at the top left of the clinic details page.
- ❑ Select an appointment duration from the **Appointment Duration** drop-down menu (10, 15, 20, or 30 minutes).
- ❑ Click **Save** at the top of the page.

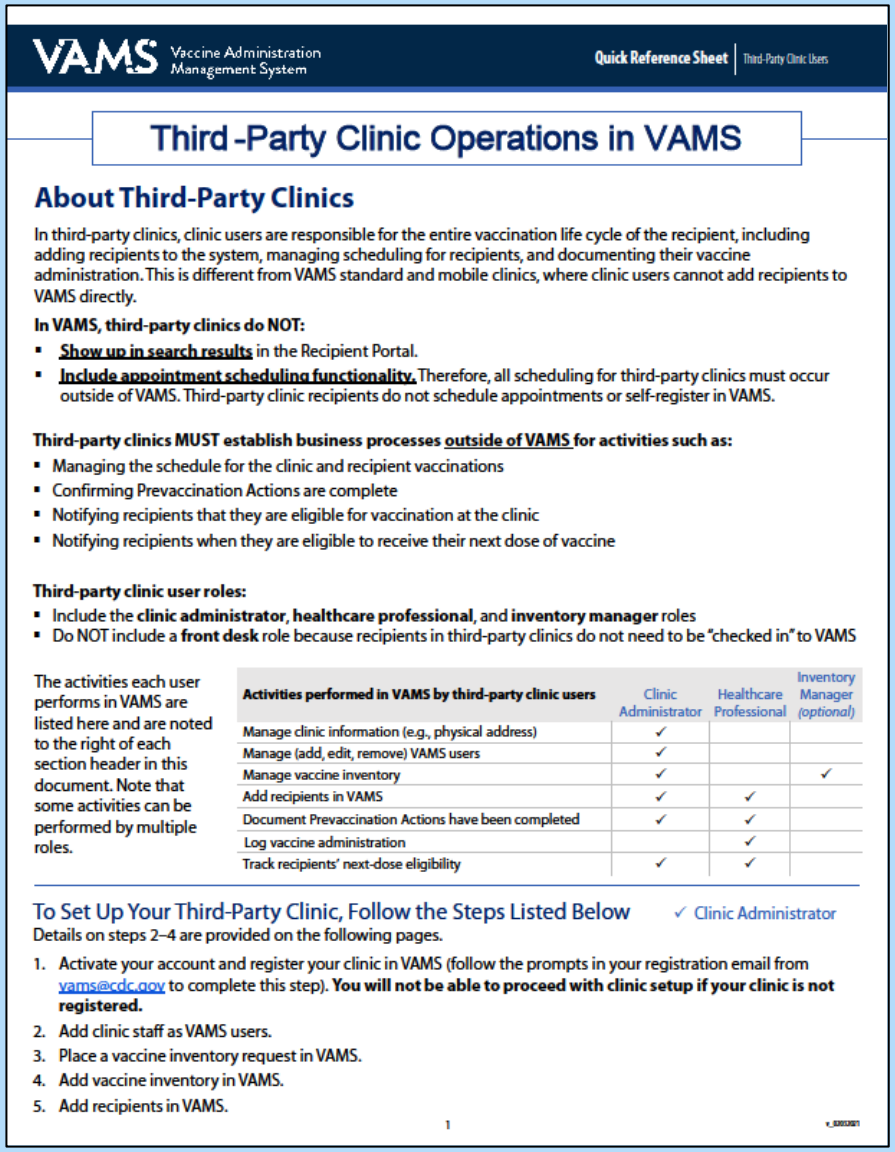
Troubleshooting tips:

- Did you select an appointment duration and **save** your selection? If not, your available appointment time slots will not be visible to recipients.

v_11142020

VAMS Third-Party Clinic Set Up Instructions

- Activate your account
- Manage Users
- Log Inventory
- Add vaccine recipients
- Document prevaccination actions have been completed
- Track recipient next-dose eligibility



VAMS Vaccine Administration Management System — Quick Reference Sheet | Third-Party Clinic Users

Third-Party Clinic Operations in VAMS

About Third-Party Clinics

In third-party clinics, clinic users are responsible for the entire vaccination life cycle of the recipient, including adding recipients to the system, managing scheduling for recipients, and documenting their vaccine administration. This is different from VAMS standard and mobile clinics, where clinic users cannot add recipients to VAMS directly.

In VAMS, third-party clinics do NOT:

- **Show up in search results** in the Recipient Portal.
- **Include appointment scheduling functionality.** Therefore, all scheduling for third-party clinics must occur outside of VAMS. Third-party clinic recipients do not schedule appointments or self-register in VAMS.

Third-party clinics MUST establish business processes outside of VAMS for activities such as:

- Managing the schedule for the clinic and recipient vaccinations
- Confirming Prevaccination Actions are complete
- Notifying recipients that they are eligible for vaccination at the clinic
- Notifying recipients when they are eligible to receive their next dose of vaccine

Third-party clinic user roles:

- Include the **clinic administrator**, **healthcare professional**, and **inventory manager** roles
- Do NOT include a **front desk** role because recipients in third-party clinics do not need to be "checked in" to VAMS

The activities each user performs in VAMS are listed here and are noted to the right of each section header in this document. Note that some activities can be performed by multiple roles.

Activities performed in VAMS by third-party clinic users	Clinic Administrator	Healthcare Professional	Inventory Manager *(optional)*
Manage clinic information (e.g., physical address)	✓		
Manage (add, edit, remove) VAMS users	✓		
Manage vaccine inventory	✓		✓
Add recipients in VAMS	✓	✓	
Document Prevaccination Actions have been completed	✓	✓	
Log vaccine administration		✓	
Track recipients' next-dose eligibility	✓	✓	

To Set Up Your Third-Party Clinic, Follow the Steps Listed Below

✓ Clinic Administrator

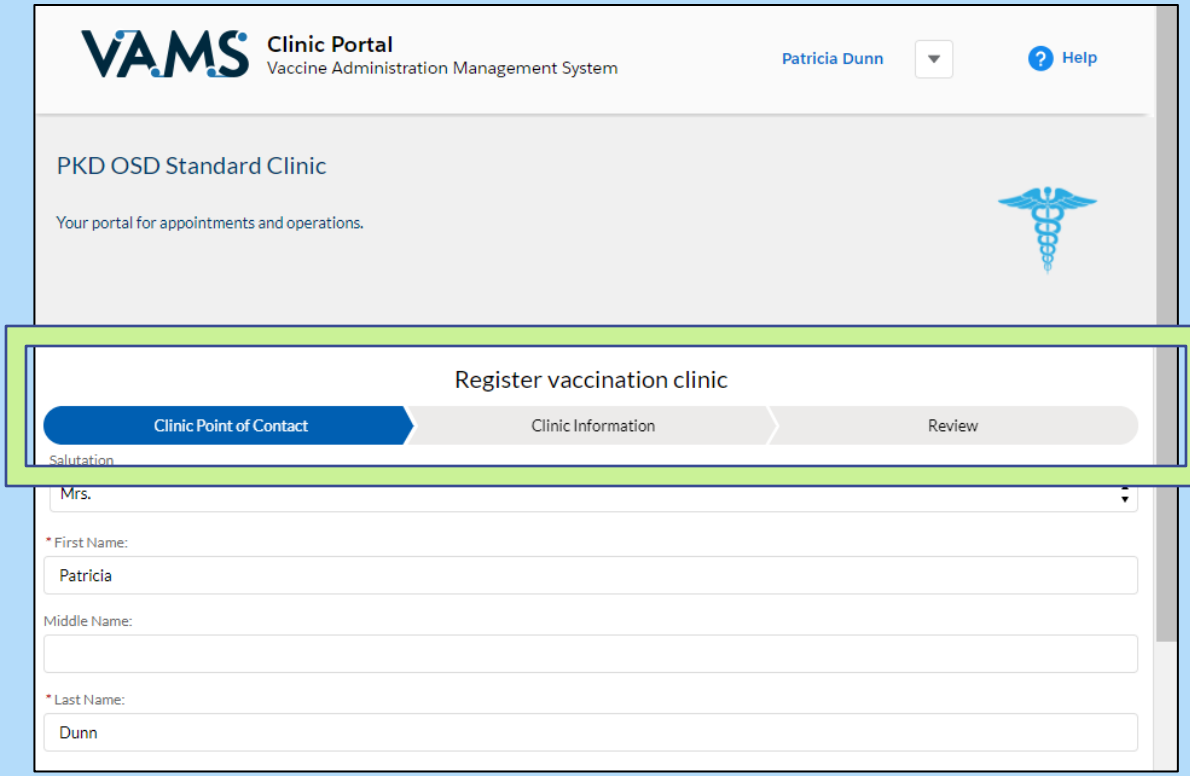
Details on steps 2–4 are provided on the following pages.

1. Activate your account and register your clinic in VAMS (follow the prompts in your registration email from vams@cdc.gov to complete this step). **You will not be able to proceed with clinic setup if your clinic is not registered.**
2. Add clinic staff as VAMS users.
3. Place a vaccine inventory request in VAMS.
4. Add vaccine inventory in VAMS.
5. Add recipients in VAMS.

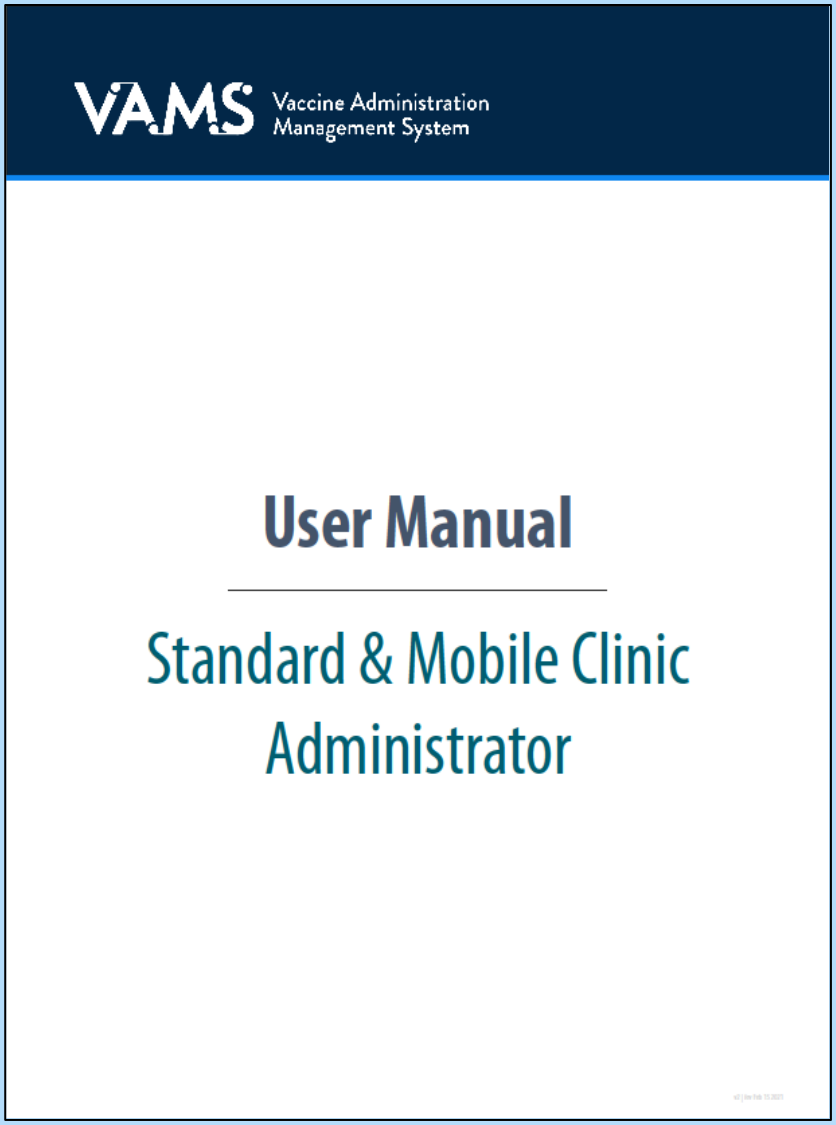
1

Registering Your Clinic

- You will be confirming:
  - Clinic Point of Contact Info
  - Clinic Information
    - Primary Address
    - Shipping Address
    - Phone Number



Setting Up Clinic Schedule



- Confirm Clinic Details
- Appointment Duration
- Clinic Operating Hours
- Treatment Stations
- Location End Date
- Vaccine Products Carried
- Clinic Appointment Tiers/Appointment Reservations
- Guidance provides step by step instructions

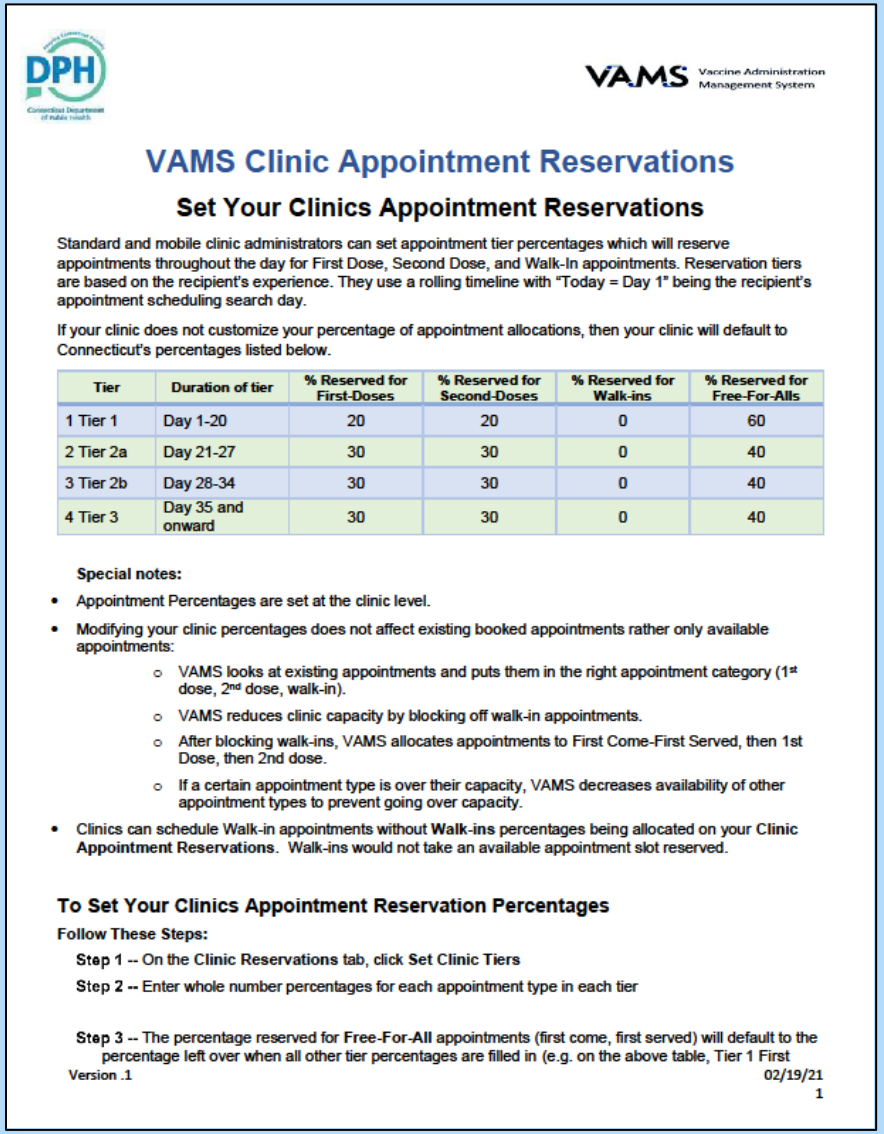
Standard Clinic Reminders

Clinics should:

- Establish unique operating hours and treatment stations for each
- Name the set of operating hours created for a clinic or treatment station to match the clinic where they are being used (e.g., ABC Clinic Operating Hours & ABC Clinic Treatment Station 1 Operating Hours)

Clinic Appointment Reservation Tiers

- Standard and mobile clinic administrators can set appointment tier percentages
- Reservation tiers are based on the recipient's experience. They use a rolling timeline with "Today - Day 1" being the recipient's appointment scheduling search day.
- If your clinic does not customize your percentage of appointment reservations, then your clinic will default to the jurisdiction's percentages.



VAMS Clinic Appointment Reservations

Set Your Clinics Appointment Reservations

Standard and mobile clinic administrators can set appointment tier percentages which will reserve appointments throughout the day for First Dose, Second Dose, and Walk-In appointments. Reservation tiers are based on the recipient's experience. They use a rolling timeline with "Today = Day 1" being the recipient's appointment scheduling search day.

If your clinic does not customize your percentage of appointment allocations, then your clinic will default to Connecticut's percentages listed below.

Tier	Duration of tier	% Reserved for First-Doses	% Reserved for Second-Doses	% Reserved for Walk-ins	% Reserved for Free-For-Alls
1 Tier 1	Day 1-20	20	20	0	60
2 Tier 2a	Day 21-27	30	30	0	40
3 Tier 2b	Day 28-34	30	30	0	40
4 Tier 3	Day 35 and onward	30	30	0	40

Special notes:

- Appointment Percentages are set at the clinic level.
- Modifying your clinic percentages does not affect existing booked appointments rather only available appointments:
  - VAMS looks at existing appointments and puts them in the right appointment category (1st dose, 2nd dose, walk-in).
  - VAMS reduces clinic capacity by blocking off walk-in appointments.
  - After blocking walk-ins, VAMS allocates appointments to First Come-First Served, then 1st Dose, then 2nd dose.
  - If a certain appointment type is over their capacity, VAMS decreases availability of other appointment types to prevent going over capacity.
- Clinics can schedule Walk-in appointments without **Walk-ins** percentages being allocated on your **Clinic Appointment Reservations**. Walk-ins would not take an available appointment slot reserved.

To Set Your Clinics Appointment Reservation Percentages

Follow These Steps:

Step 1 -- On the **Clinic Reservations** tab, click **Set Clinic Tiers**

Step 2 -- Enter whole number percentages for each appointment type in each tier

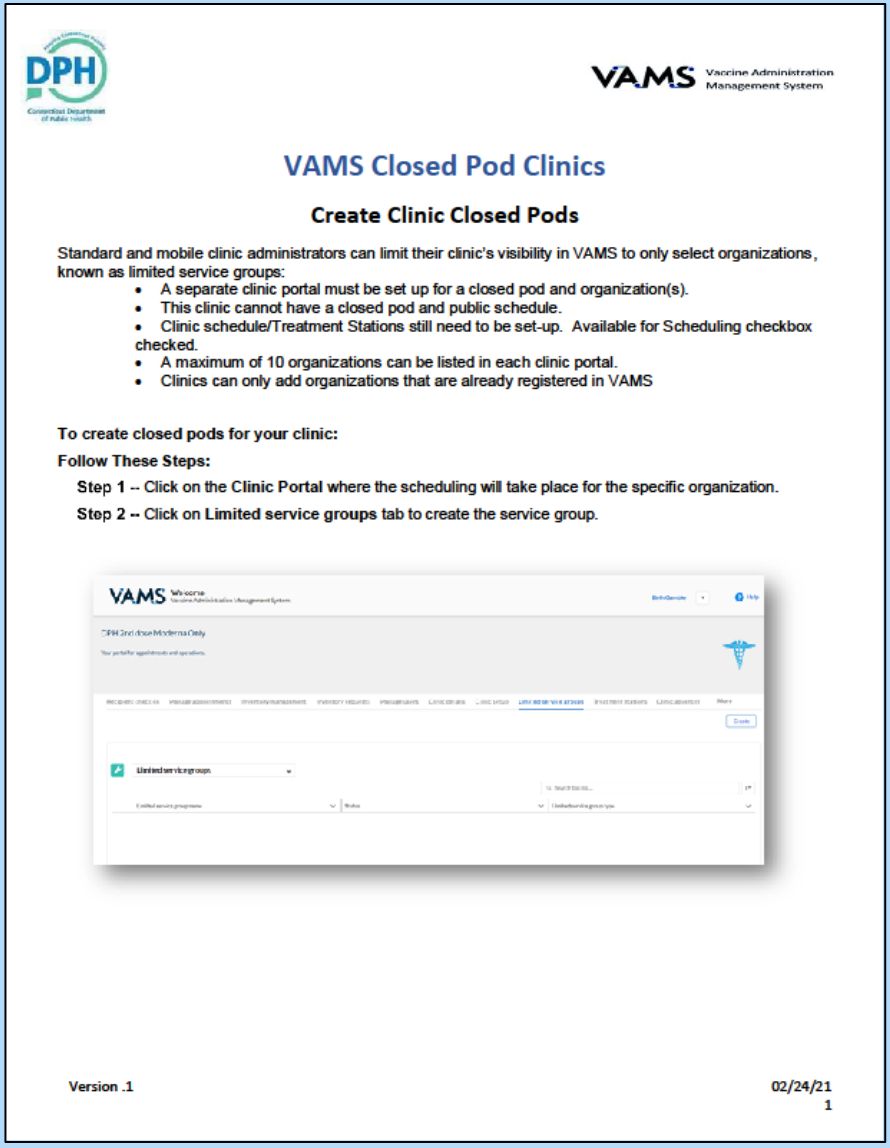
Step 3 -- The percentage reserved for **Free-For-All** appointments (first come, first served) will default to the percentage left over when all other tier percentages are filled in (e.g. on the above table, Tier 1 First

Setting Up Limited Service Groups (Closed PODs)

Vaccine Administration Management System

Standard and mobile clinic administrators can limit their clinic's visibility in VAMS to only select organizations, known as limited service groups:

- A separate clinic portal must be set up for a closed pod and organization(s).
- This clinic cannot have a closed pod and public schedule.
- Clinic schedule/Treatment Stations still need to be set-up. Available for Scheduling checkbox checked.
- A maximum of 10 organizations can be listed in each clinic portal.
- Clinics can only add organizations that are already registered in VAMS



VAMS Vaccine Administration Management System

VAMS Closed Pod Clinics

Create Clinic Closed Pods

Standard and mobile clinic administrators can limit their clinic's visibility in VAMS to only select organizations, known as limited service groups:

- A separate clinic portal must be set up for a closed pod and organization(s).
- This clinic cannot have a closed pod and public schedule.
- Clinic schedule/Treatment Stations still need to be set-up. Available for Scheduling checkbox checked.
- A maximum of 10 organizations can be listed in each clinic portal.
- Clinics can only add organizations that are already registered in VAMS

To create closed pods for your clinic:

Follow These Steps:

Step 1 -- Click on the **Clinic Portal** where the scheduling will take place for the specific organization.

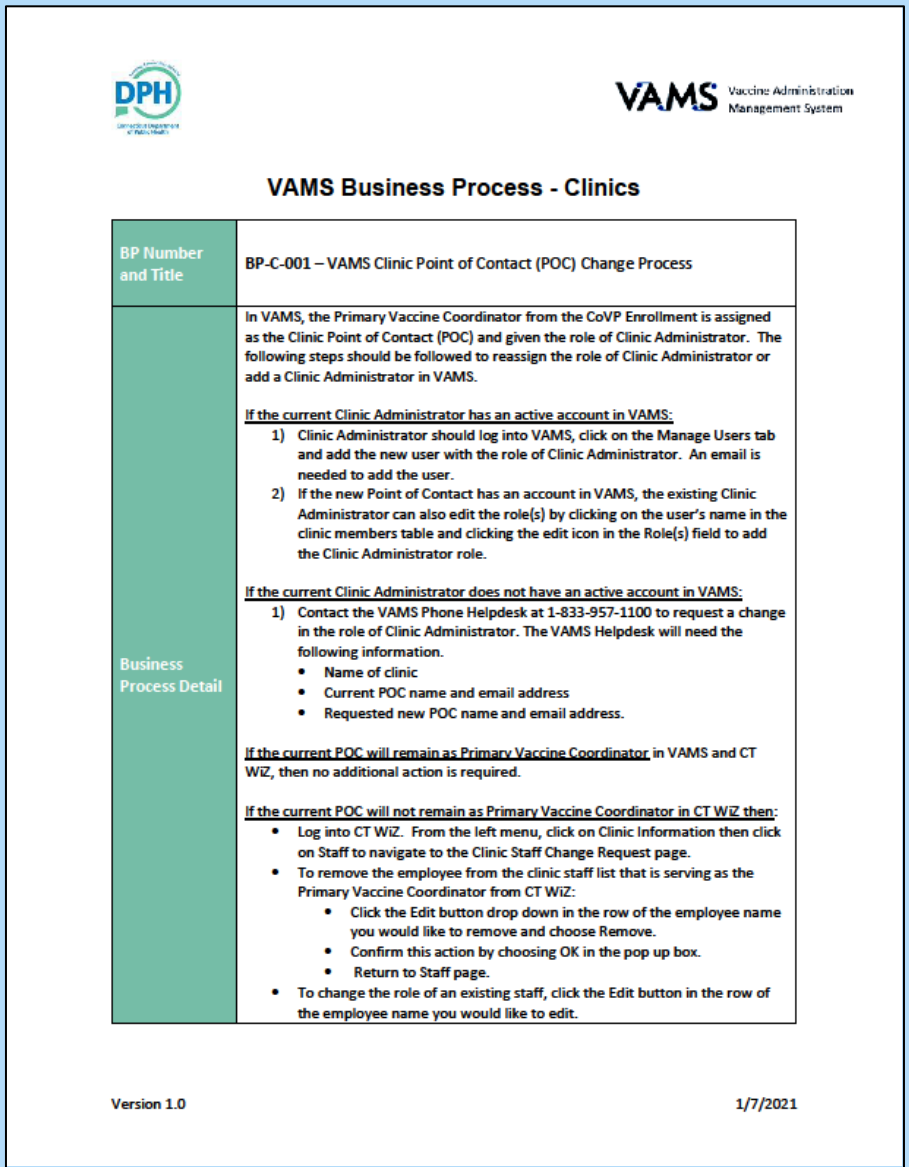
Step 2 -- Click on **Limited service groups** tab to create the service group.

Version .1

02/24/21

1

Changing the VAMS Clinic Point of Contact



VAMS Business Process - Clinics

BP Number and Title	BP-C-001 – VAMS Clinic Point of Contact (POC) Change Process
Business Process Detail	In VAMS, the Primary Vaccine Coordinator from the CoVP Enrollment is assigned as the Clinic Point of Contact (POC) and given the role of Clinic Administrator. The following steps should be followed to reassign the role of Clinic Administrator or add a Clinic Administrator in VAMS. If the current Clinic Administrator has an active account in VAMS: 1) Clinic Administrator should log into VAMS, click on the Manage Users tab and add the new user with the role of Clinic Administrator. An email is needed to add the user. 2) If the new Point of Contact has an account in VAMS, the existing Clinic Administrator can also edit the role(s) by clicking on the user's name in the clinic members table and clicking the edit icon in the Role(s) field to add the Clinic Administrator role. If the current Clinic Administrator does not have an active account in VAMS: 1) Contact the VAMS Phone Helpdesk at 1-833-957-1100 to request a change in the role of Clinic Administrator. The VAMS Helpdesk will need the following information. • Name of clinic • Current POC name and email address • Requested new POC name and email address. If the current POC will remain as Primary Vaccine Coordinator in VAMS and CT WiZ, then no additional action is required. If the current POC will not remain as Primary Vaccine Coordinator in CT WiZ then: • Log into CT WiZ. From the left menu, click on Clinic Information then click on Staff to navigate to the Clinic Staff Change Request page. • To remove the employee from the clinic staff list that is serving as the Primary Vaccine Coordinator from CT WiZ: • Click the Edit button drop down in the row of the employee name you would like to remove and choose Remove. • Confirm this action by choosing OK in the pop up box. • Return to Staff page. • To change the role of an existing staff, click the Edit button in the row of the employee name you would like to edit.

Version 1.0 1/7/2021

If the current Clinic Administrator has an active account in VAMS:

1) Clinic Administrator should log into VAMS, click on the Manage Users tab and add the new user with the role of Clinic Administrator. An email is needed to add the user.
2) If the new Point of Contact has an account in VAMS, the existing Clinic Administrator can also edit the role(s) by clicking on the user's name in the clinic members table and clicking the edit icon in the Role(s) field to add the Clinic Administrator role.

If the current Clinic Administrator does not have an active account in VAMS:

1) Contact the VAMS Phone Helpdesk at 1-833-957-1100 to request a change in the role of Clinic Administrator

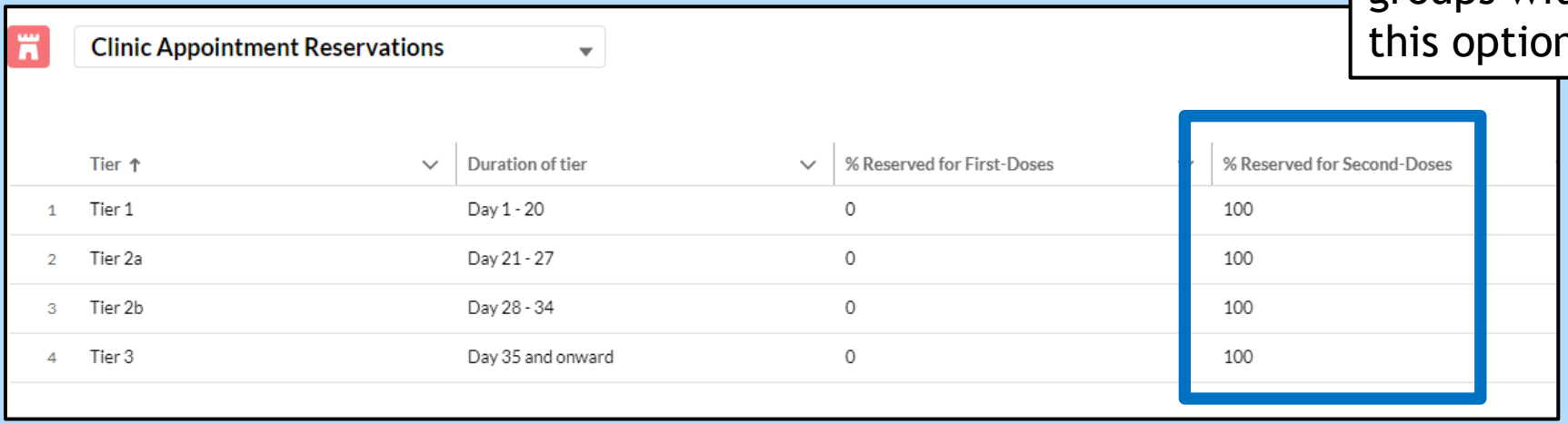
VAMS 2nd Dose Scheduling

2nd dose appointments should be scheduled for recipients before the recipient leaves your clinic:

- Clinics can schedule future appointments on behalf of recipients
- During the observation period is the perfect time
- The recipient can log into their account and schedule an appointment
- A staff member with Front Desk role can schedule the appointment

Set Appointment Reservation Percentages to 100% for 2nd dose only

Note: You can also restrict scheduling groups with this option.



Clinic Appointment Reservations

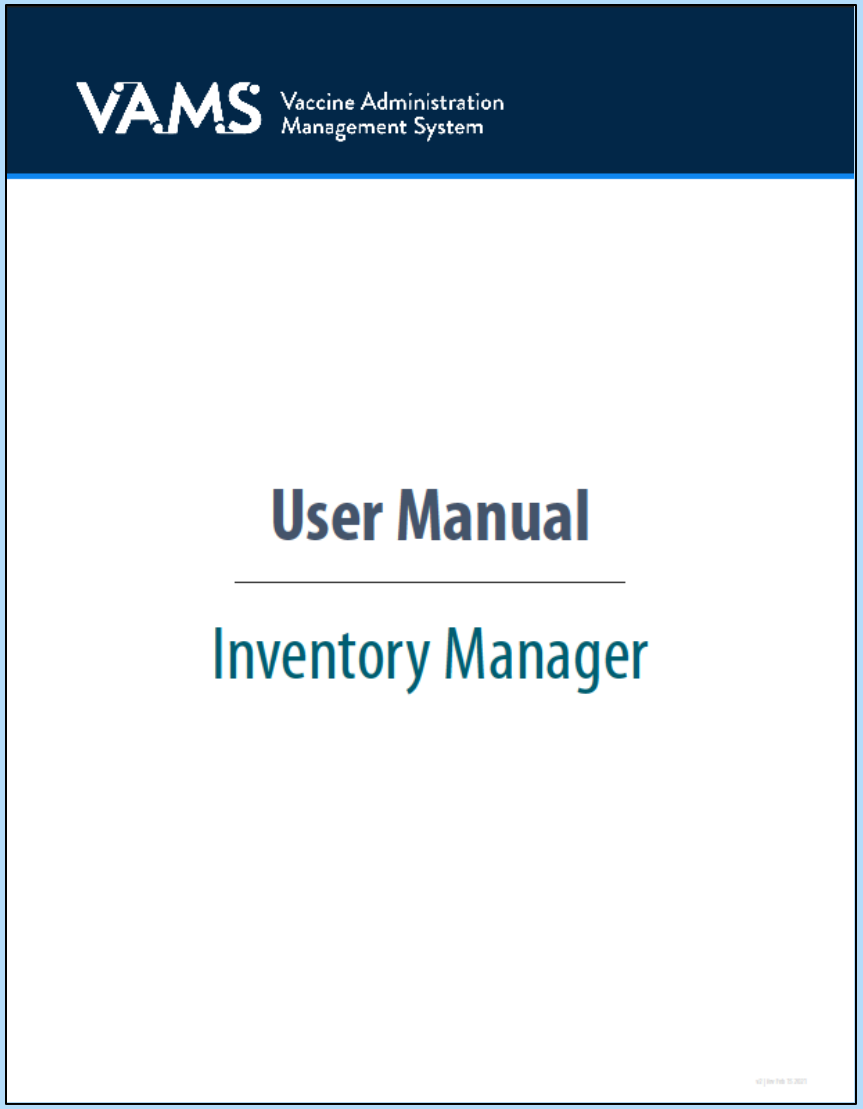
	Tier	Duration of tier	% Reserved for First-Doses	% Reserved for Second-Doses
1	Tier 1	Day 1 - 20	0	100
2	Tier 2a	Day 21 - 27	0	100
3	Tier 2b	Day 28 - 34	0	100
4	Tier 3	Day 35 and onward	0	100

- Run a 2nd dose only clinic to restrict only recipients needing a 2nd dose to schedule in your clinic.
- On the Clinic Reservation tab, click on each cell and change the % Reserved for Second Doses to 100% for each Tier.

Schedule Future 2nd Dose Appointments

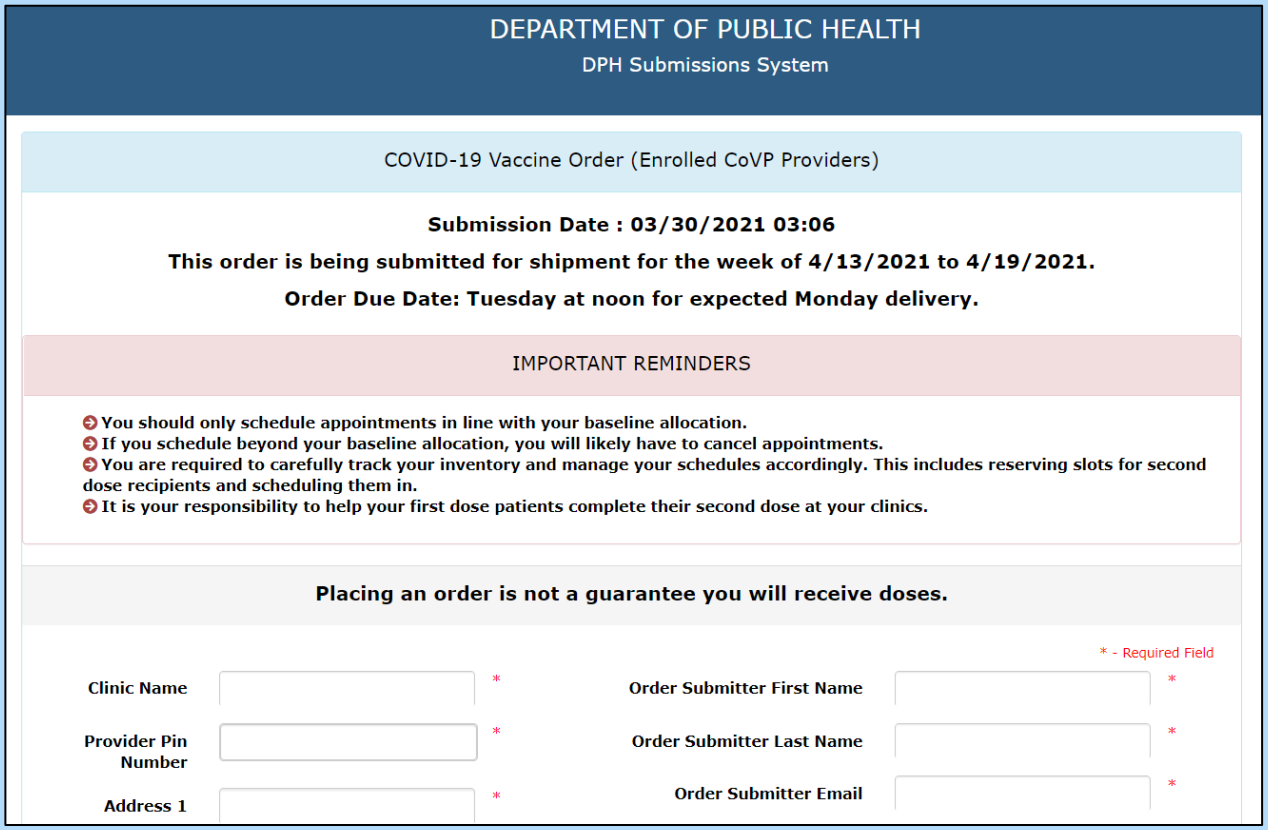
- Log into clinic portal used for 2nd dose appointments
- Search for existing recipient (they must have an account in VAMS)
- Select recipient
- Click on Schedule Future Appointment
- Select Yes for receiving a previous vaccine.
  - If VAMS does not have 1st dose recorded answer the questions about the 1st dose vaccine and administered date.
- Enter your clinics zip code or address, click on Search.
- Choose your clinic and schedule the appointment.
- Recipient receives an appointment confirmation email/text.

Inventory Manager Roles and Responsibilities



- Place and manage inventory requests
- Log vaccine inventory and waste
- Add extra doses when needed
- Monitor inventory levels
- Communicate with DPH regarding your inventory requests

Inventory Requests are Done Outside of VAMS



DEPARTMENT OF PUBLIC HEALTH

DPH Submissions System

COVID-19 Vaccine Order (Enrolled CoVP Providers)

Submission Date : 03/30/2021 03:06

This order is being submitted for shipment for the week of 4/13/2021 to 4/19/2021.

Order Due Date: Tuesday at noon for expected Monday delivery.

IMPORTANT REMINDERS

- You should only schedule appointments in line with your baseline allocation.
- If you schedule beyond your baseline allocation, you will likely have to cancel appointments.
- You are required to carefully track your inventory and manage your schedules accordingly. This includes reserving slots for second dose recipients and scheduling them in.
- It is your responsibility to help your first dose patients complete their second dose at your clinics.

Placing an order is not a guarantee you will receive doses.

* - Required Field

Clinic Name *

Provider Pin Number *

Address 1 *

Order Submitter First Name *

Order Submitter Last Name *

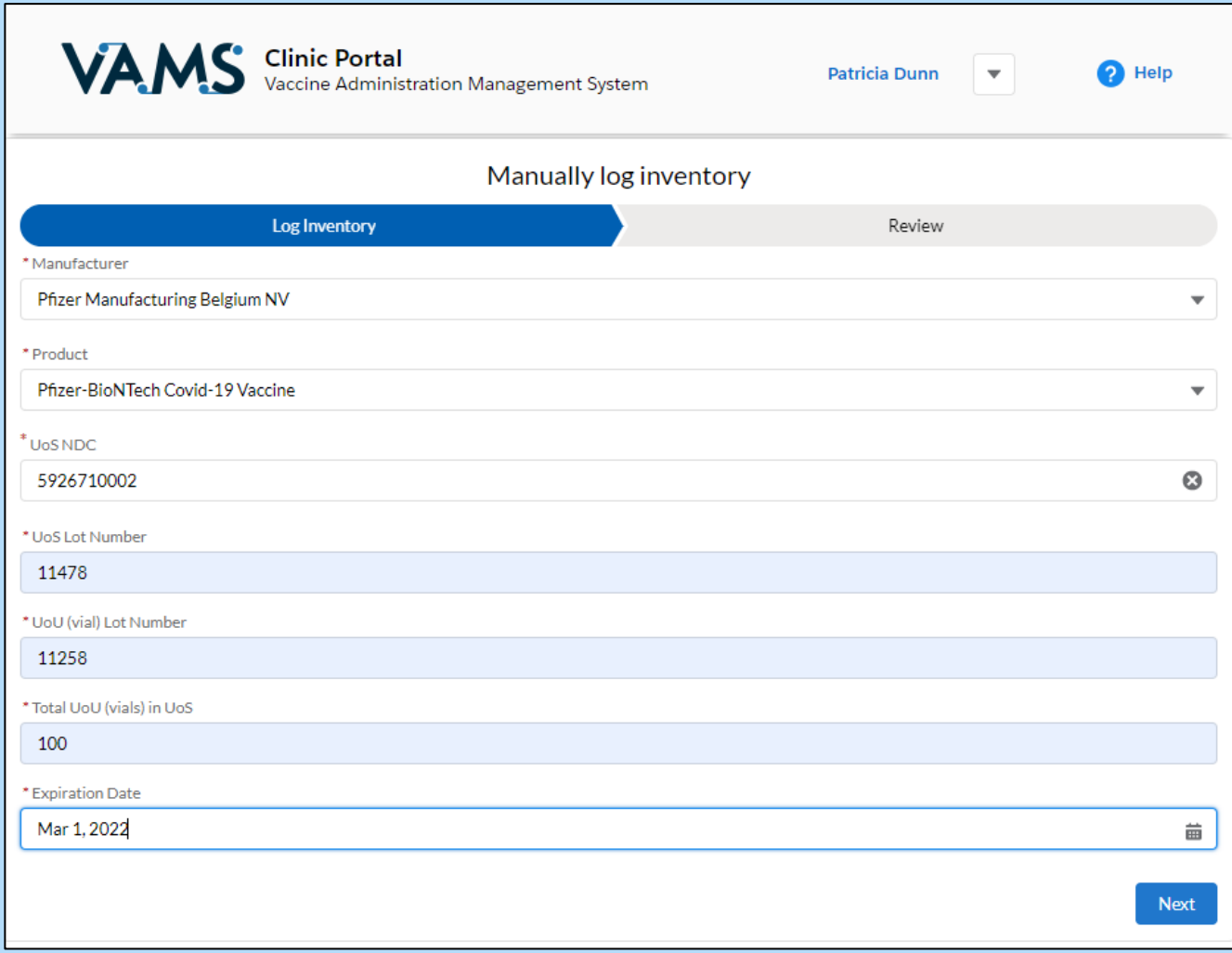
Order Submitter Email *

- Online order form
- Submit by noon Tuesday for expected Monday delivery
- Deliveries are not guaranteed

https://dphsubmissions.ct.gov/ClinicVaccinationOrder

Logging Inventory

- Click the Inventory Management tab
- Click “Manually Log Inventory”
- Enter the vaccine product information



Transferring Doses

Vaccine Administration Management System

Internally from one of your clinics to another:

- Reduce the inventory from the clinic you wish to transfer doses from
- Add the transferred vaccines to the clinic you wish to transfer to

If transferring externally to another clinic that you do not administer submit a completed COVID-19 Vaccine Redistribution Agreement Form

BP Number and Title	**BP011** – VAMS – Transferring COVID-19 Vaccination Doses
Target Audience	**COVID-19 Vaccinating Clinics**
Business Process Detail	There are times when vaccination doses must be transferred from one clinic to another. When this occurs, the clinics involved should follow the following steps: **If transferring vaccines "internally" from one of your clinic portals to another and vaccine does not need to be transported:** 1. Log into VAMS and select the clinic you wish to transfer doses from 2. Click on the Clinic Portal Inventory Management Tab and select how you would like to reduce the inventory. Options include: • Manually reduce inventory • Reduce inventory (scan) 3. The product information will prepopulate based on what is available in your inventory. If you have multiple products in your inventory, be sure to select the correct one. 4. Information needed to reduce inventory include: • Manually reduce inventory o Manufacturer o Product o UoU (vial) lot number o Expiration date o Reason for reduction – select "Transferred inventory to another location" o Number of doses reduced (not vials) needed for the other clinic portal. • Reduce inventory (scan) o UoU (vial) barcode o Reason for reduction – select "Transferred inventory to another location" o Number of doses reduced (not vials) o Manufacturer 5. Once the information is entered manually or scanned, click Next to review

Extra Doses Guidance

Vaccine Administration Management System

Approved VAMS Business Process

BP Number and Title	**BP003** – VAMS Manually Adjusting Inventory to Accommodate for Extra Vial Doses
Target Audience	**COVID-19 Vaccinating Clinics**
Business Process Detail	Pfizer vaccines contact 6 doses per vial and Moderna vaccines contain 10 doses per vial. When vials are scanned into the VAMS system this dosage amount is added to the clinics inventory. In some instances, vials contain doses in addition to what is scanned is as inventory. Administering these additional doses without adjusting inventory will affect inventory in VAMS. The following process should be followed if vials contain additional doses which are administered to patients: 1) Healthcare Professional administers the extra dose to a patient 2) Healthcare Professional notifies the Inventory Manager that the vial contained an extra dose which was administered to a patient 3) The Inventory Manager manually adds this dose to the clinic inventory by: a. Manually logging inventory to add a vial b. Manually reducing the inventory by the number of doses needed to accommodate for the extra dose. For example: If a Pfizer vial contains one extra dose, this extra dose should be administered to a patient. The Healthcare Professional will notify the Inventory Manager the vial contained an extra dose which was administered. The Inventory Manager will manually log a vial (6 doses) into VAMS and then manually reduce the inventory by 5 doses to accommodate for the 1 extra dose.
Developed By	OSD/DPH
Approved By and Date	DPH 3/8/2021
Last Updated By and Date	OSD 3/8/2021

Version 2.0 3/8/2021

- Manually Add Vials
- Manually reduce doses
- Pfizer now reads as 6 doses per vial

Clinic Reports

Report Name	Standard and Mobile Clinic	Third Party Clinic
Vaccination Administration	✓	✓
Scheduled Appointment	✓	
Clinic Capacity	✓	
Inventory-Vaccine Level	✓	✓
Exporting Recipient List		✓

- For reports that say Last 30 days, you can customize the filter to extend it farther back.

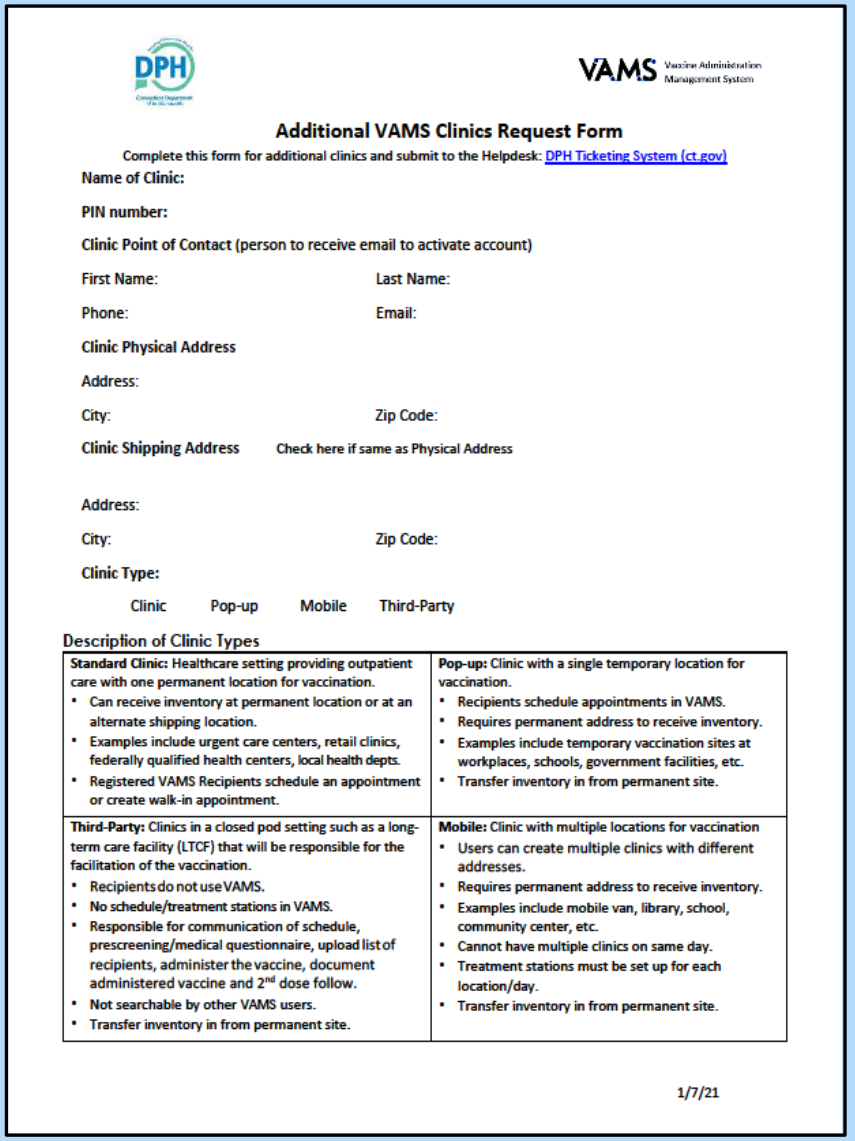
Requesting a Clinic to be Set Up in VAMS

To request additional VAMS clinics:

- https://portal.ct.gov/DPH/Immunizations/VAMS-Training

Tips on creating new clinic:

- Consider having separate clinics for 1st and 2nd dose with 100% set for appointment reservations



Additional VAMS Clinics Request Form

Complete this form for additional clinics and submit to the Helpdesk: DPH Ticketing System (ct.gov)

Name of Clinic:

PIN number:

Clinic Point of Contact (person to receive email to activate account)

First Name: Last Name:

Phone: Email:

Clinic Physical Address

Address:

City: Zip Code:

Clinic Shipping Address Check here if same as Physical Address

Address:

City: Zip Code:

Clinic Type:

Clinic Pop-up Mobile Third-Party

Description of Clinic Types

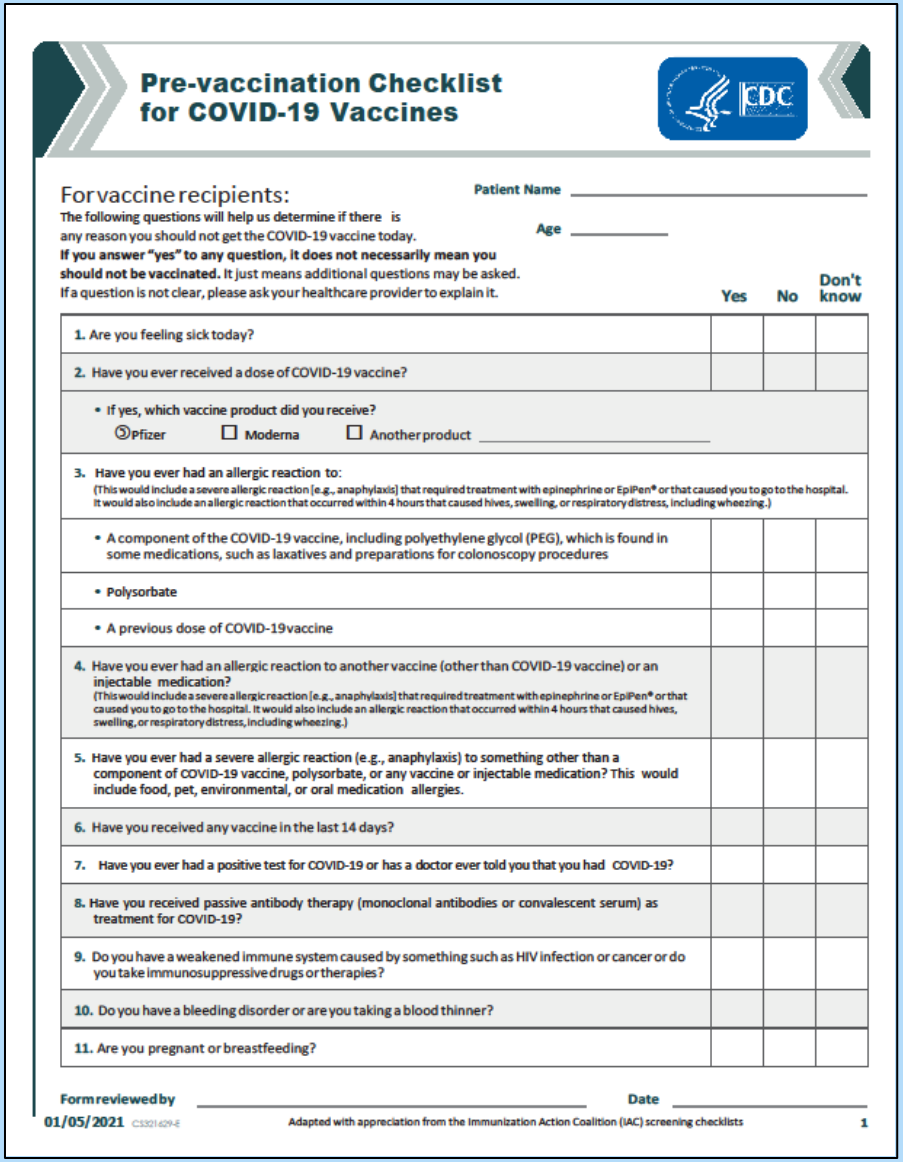
Standard Clinic: Healthcare setting providing outpatient care with one permanent location for vaccination. • Can receive inventory at permanent location or at an alternate shipping location. • Examples include urgent care centers, retail clinics, federally qualified health centers, local health depts. • Registered VAMS Recipients schedule an appointment or create walk-in appointment.	**Pop-up:** Clinic with a single temporary location for vaccination. • Recipients schedule appointments in VAMS. • Requires permanent address to receive inventory. • Examples include temporary vaccination sites at workplaces, schools, government facilities, etc. • Transfer inventory in from permanent site.
Third-Party: Clinics in a closed pod setting such as a long-term care facility (LTCF) that will be responsible for the facilitation of the vaccination. • Recipients do not use VAMS. • No schedule/treatment stations in VAMS. • Responsible for communication of schedule, prescreening/medical questionnaire, upload list of recipients, administer the vaccine, document administered vaccine and 2nd dose follow. • Not searchable by other VAMS users. • Transfer inventory in from permanent site.	**Mobile:** Clinic with multiple locations for vaccination • Users can create multiple clinics with different addresses. • Requires permanent address to receive inventory. • Examples include mobile van, library, school, community center, etc. • Cannot have multiple clinics on same day. • Treatment stations must be set up for each location/day. • Transfer inventory in from permanent site.

1/7/21

Pre-vaccination Questionnaire

VAMS Vaccine Administration Management System

- VAMS Pre-vaccination Checklist for COVID-19 Vaccines
- Clinics can now mark recipient's Pre-vaccination Questionnaire as being completed outside of VAMS



Pre-vaccination Checklist for COVID-19 Vaccines

CDC

For vaccine recipients:

Patient Name _____

Age _____

The following questions will help us determine if there is any reason you should not get the COVID-19 vaccine today.
If you answer "yes" to any question, it does not necessarily mean you should not be vaccinated. It just means additional questions may be asked.
If a question is not clear, please ask your healthcare provider to explain it.

	Yes	No	Don't know
1. Are you feeling sick today?			
2. Have you ever received a dose of COVID-19 vaccine?			
• If yes, which vaccine product did you receive? ○ Pfizer ☐ Moderna ☐ Another product _____			
3. Have you ever had an allergic reaction to: (This would include a severe allergic reaction [e.g., anaphylaxis] that required treatment with epinephrine or EpiPen® or that caused you to go to the hospital. It would also include an allergic reaction that occurred within 4 hours that caused hives, swelling, or respiratory distress, including wheezing.)			
• A component of the COVID-19 vaccine, including polyethylene glycol (PEG), which is found in some medications, such as laxatives and preparations for colonoscopy procedures			
• Polysorbate			
• A previous dose of COVID-19 vaccine			
4. Have you ever had an allergic reaction to another vaccine (other than COVID-19 vaccine) or an injectable medication? (This would include a severe allergic reaction [e.g., anaphylaxis] that required treatment with epinephrine or EpiPen® or that caused you to go to the hospital. It would also include an allergic reaction that occurred within 4 hours that caused hives, swelling, or respiratory distress, including wheezing.)			
5. Have you ever had a severe allergic reaction (e.g., anaphylaxis) to something other than a component of COVID-19 vaccine, polysorbate, or any vaccine or injectable medication? This would include food, pet, environmental, or oral medication allergies.			
6. Have you received any vaccine in the last 14 days?			
7. Have you ever had a positive test for COVID-19 or has a doctor ever told you that you had COVID-19?			
8. Have you received passive antibody therapy (monoclonal antibodies or convalescent serum) as treatment for COVID-19?			
9. Do you have a weakened immune system caused by something such as HIV infection or cancer or do you take immunosuppressive drugs or therapies?			
10. Do you have a bleeding disorder or are you taking a blood thinner?			
11. Are you pregnant or breastfeeding?			

Form reviewed by _____ Date _____

01/05/2021 CS321629-E

Adapted with appreciation from the Immunization Action Coalition (IAC) screening checklists

1

CoVP Communications Web Page

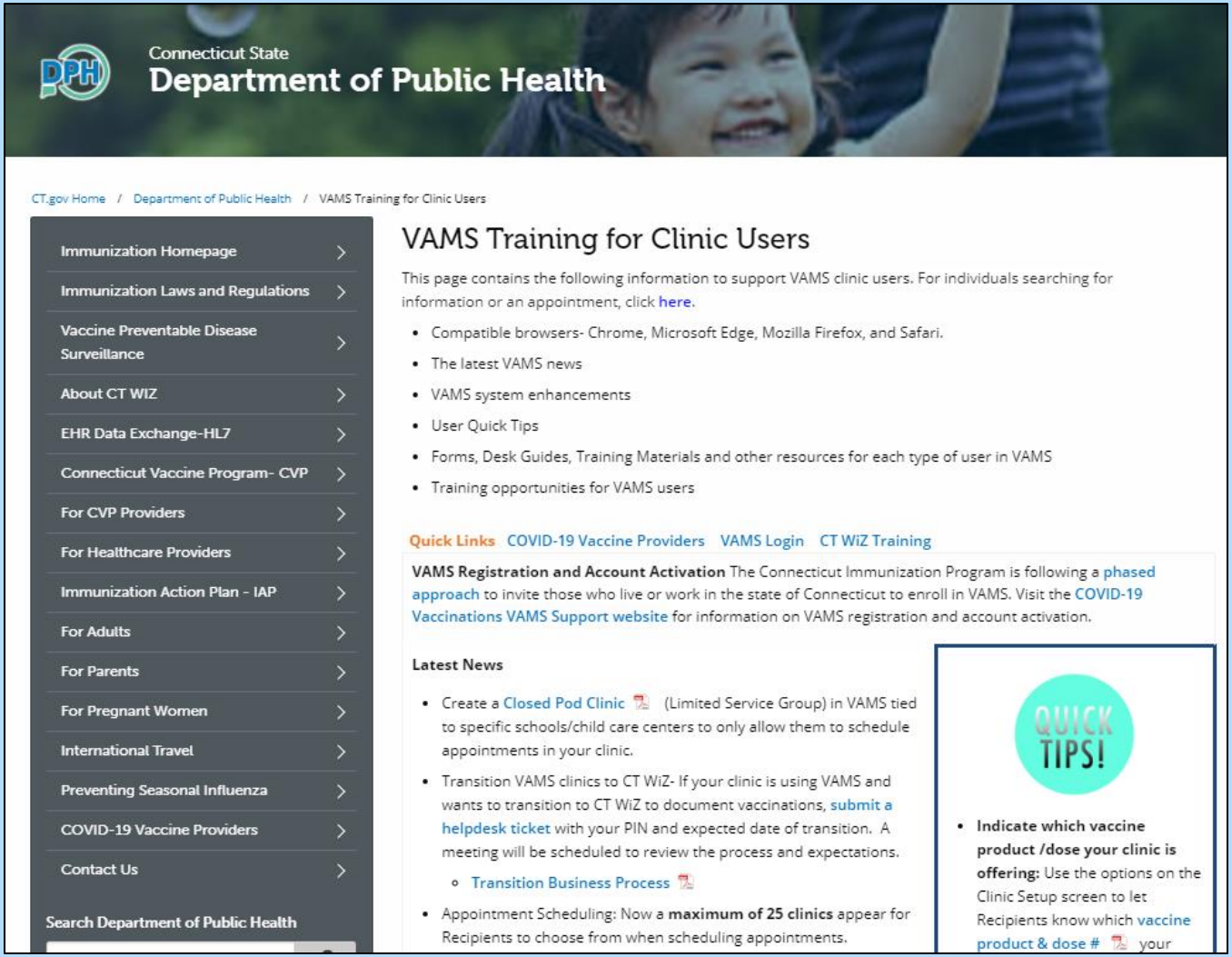
- DPH CoVP Communications Web Page
- https://portal.ct.gov/DPH/Immunizations/CoVP-Communications
- Updated Weekly

CoVP Communications

This page contains COVID-19 Vaccine communications sent out from the Connecticut Department of Public Health Immunization Program.
If you would like to sign up to receive these communications directly, please use this link to subscribe.

- Important Information for Vaccine Providers and Local Health Departments 3/29/21
- All Individuals 16+ Will Be Eligible for COVID Vaccines on April 1 3/25/21
- CoVP Provider Bulletin 3/22/21
- CoVP Provider Bulletin 3/16/21
- COVID Vaccine Roll-out- Important phase update 3/15/21
- CoVP Provider Bulletin 3/8/21
- Weekly COVID-19 Vaccine Update Slides 3/3/21
  - Attachment Weekly Update COVID-19 Vaccine Call 3/2/21
- CoVP Provider Bulletin 3/2/21
  - Attachment Janssen J&J Vaccine talking points- one pager 3/2/21
- Important Actions to take by March 1st 2/27/21
  - Attachment Eligibility Poster as of March 1
  - Attachment Eligibility Poster as of March 1 (Spanish)
- Week 1 Johnson & Johnson Vaccine Ordering – requests due tomorrow 2/26/21
- Weekly COVID-19 Vaccine Update Slides 2/24/21
  - Attachment Weekly COVID-19 Vaccine Call 2/23/21
- CoVP Weekly Update-First and Second Dose Inventory Management Training (14 minute video) 2/24/21
- CoVP Provider Bulletin 2/22/21

VAMS Training for Clinic Users Webpage



https://portal.ct.gov/DPH/Immunizations/VAMS-Training

Help Desks

- **VAMS Helpdesk** (For Jurisdictions and Clinics)
  - Toll Free Number: 1-833-957-1100
  - Hours of Operation: 8 a.m. – 8 p.m. EST Monday – Friday
  - VAMS Web Form in VAMS by selecting “Help” in the top right header after authenticating into the portal.

- **Vaccine Finder Helpdesk**
  - (855) 886-4317
  - Email: VaccineFinder@castlighthealth.com

- **CT DPH Immunization Program Helpdesk**
  - https:/dph-cthelpdesk.ct.gov/Ticket
    - System: COVID-19 Vaccine

Ongoing Training for Registered VAMS Users

Mondays 2:00 – 3:30

Wednesdays 12:00 – 1:00

Fridays 9:00 – 10:00

Registration links available at:

https://portal.ct.gov/DPH/Immunizations/VAMS-Training

Live VAMS Helpdesk

Tuesdays and Thursdays

9:30 – 12:00

Registration links available at:

https://portal.ct.gov/DPH/Immunizations/VAMS-Training

Best Practices

Questions?

Thank You!

Vaccine Administration Management System

[CT DPH VAMS Training Webpage]

[CT DPH COVID-19 Vaccine Providers Webpage]

[CDC VAMS Website]

[CDC COVID-19 Communication Toolkit]