VAMS CLINIC to CT WiZ TRANSITION CHECKLIST

Clinic Name: _____ PIN: _____ Transition Date: _____

RESPONSIBILITIES AND EXPECTATIONS

☐ After helpdesk ticket is received with the PIN and expected date of transition, DPH schedules a meeting

☐ Determine Clinic's Transition 'End Date' of VAMS.

☐ Clinic can use their EHR if onboarded or Direct Data Entry (User Interface-UI) in CT WiZ: (Train on CT WiZ, Move inventory to CT WiZ)

☐ UI: Plan/workflow for entering into CT WiZ. Click here for the paper vaccination administration form. This can be used to capture information to later be entered into the CT WiZ user interface.

CLOSE DOWN VAMS SCHEDULE

☐ Review Appointment Schedule relative to VAMS 'End Date'.

☐ Enter VAMS End Date in the Clinic Setup screen.

☐ Uncheck the 'Available for Scheduling' checkbox to prevent new appointments.

☐ Change Treatment Station End Dates to match VAMS 'End Date'.

☐ Add Clinic Absences to prevent new appointment slots.

☐ **Communicate with recipients about cancellation of appointments in VAMS**, as they may receive a cancellation notification or reminder email. ***Include a note when you cancel appointments**. See VAMS Clinic Admin User Manual (section "Send Messages to Recipients with Scheduled or Completed Appointments")

APPOINTMENT SCHEDULING

☐ Communicate with recipients on how appointments will be scheduled (ex. website, call center, scheduling system) and not in VAMS.

☐ Vaccines.gov will enable the public to see your clinic's available COVID-19 vaccines (and flu if you choose) if you wish to publicly display your clinic. Visit: Providers Resources on how to publicly display your clinic (optional) and report daily inventory counts (required).

RECONCILE ON-HAND INVENTORY

☐ Document all doses administered in VAMS (past and current).

☐ Review inventory in all clinic types in VAMS and compare to your physical on-hand inventory.

☐ Pull all final reports from VAMS that you may need (billing, vaccine administration, etc.).
   Note: VAMS data administered in CT is sent to CT WiZ. CT WiZ has the consolidated record.

CT WiZ READY

☐ Determine users in CT WiZ and roles and ensure all staff have appropriate access.

☐ Review CT WiZ Training webpage and **Schedule CT WiZ Training** with CVP Team.

☐ Prepare on-hand inventory to "transfer" from VAMS to CT WiZ.

☐ Notify DPH you are ready to deactivate your Clinic in VAMS.

Finally, CT DPH will email you a confirmation when you complete the transition, and you will stop using VAMS and start using CT WiZ for your administration and inventory functions. You will only enter immunizations into your EHR if onboarded or directly in the UI in CT WiZ from your transition date.

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