



Skilled Nursing Facilities / Long-Term Care Facilities

CT WiZ FAQs



Q1. Where do I find the Onboarding Application to start the process to report vaccinations to CT WiZ?

- Visit the CT WiZ Onboarding website and click on the [Application for Electronic Reporting to CT WiZ](#).

Q2. Does our facility need to report vaccinations even if we only use privately purchased vaccines?

- Yes, all healthcare providers are required to report all vaccinations administered in the state of Connecticut, state funded and privately purchased, electronically to CT WiZ.

Q3. Once I complete the user interface onboarding steps and training, is DPH automatically notified that I am ready to go “live” in CT WiZ?

- No, you must reply to the initial onboarding email to let DPH know you have finished adding staff and watched trainings. Once you reply to the email, then DPH will turn your clinic “live” so you can fully use CTWiZ.
- If you are going to report electronically via your EHR, the DPH onboarding team will reach out with next steps.

Q4. How will I know when I am “live” in CT WiZ?

- Once DPH has turned your clinic “live” in CT WiZ, you will receive an email stating all onboarding requirements have been completed and you are now able to report vaccines administered and use CT WiZ.

Q5. I do not receive vaccine from state funded programs, and I use the user interface, do I still need to add that vaccine into my on-hand inventory in CT WiZ prior to documenting on the patient record?

- Yes, you must add inventory regardless of where the vaccine was supplied. In CT WiZ, it is required to enter your [on hand vaccine inventory](#) in order to document vaccines administered on the patient record.
- If you are reporting from your Electronic Health Record (EHR), then all the patient and vaccinations administered come over electronically and you do not need to enter inventory for your privately supplied vaccines.

Q6. I am reporting vaccinations given as historical in the CT WiZ user interface. Does this mean I am compliant with the State law for reporting?

- No, reporting ‘historically’ is not reporting accurately and completely. Please DO NOT use the Add History screen to record ‘administered’ immunizations by your facility. [Historical doses](#) should only be added if the doses were administered prior to your clinic going “live” with CT WiZ. In addition, if a patient has their record from a previous provider, and the immunizations aren’t listed in CT WiZ, you can add these doses as ‘historical’ to their record. To be compliant with reporting law, vaccinations given must be reported accurately as ‘administered’ and must be reported electronically within 48 hours of administration.

Q7. I am “live” in the CT WiZ user interface, I went to update a patient record, and the only option I have is “Add history”, how can I report administered immunizations?

- Most likely the patient is displaying a [blue](#) hyperlink above their immunization home record, and it needs to be cleared before you can add administered doses from inventory. Click on the [blue](#) hyperlink and add all information required under demographics that have an asterisk. Step by step instructions are on the home page in CT WiZ after you login at the bottom called “add and administer initial step require.” Once this is completed you will then see “add vaccine, add history and administer vaccine” in the drop down.

Helpful Websites: [CT WiZ Training](#) and [Contact Us](#)