

Creating Vaccine Events

Your Profile: COVax Inventory Manager or Site Super User

Create and manage a Vaccination Event (VE) record associated to an Authorized Organization (AO) to enable vaccinations at that location.

Creating Vaccination Event Activities

Here are the core tasks you may perform. **Click the relevant link:**

#	Section	Description	User Access
1	Create a New Vaccination Event	Create a VE within the appropriate AO	<ul style="list-style-type: none">Inventory Managers and Site Super Users
2	Set up a Vaccination Event	Once a VE is created, associate inventory and clients to the VE	<ul style="list-style-type: none">Site Super Users & Inventory Managers: link AO inventory to the VE, reconcile VE and AO inventorySite Staff, Vaccinators and Site Super Users: can associate clients to the VE
3	Monitor Vaccination Events	Monitor daily operations within a VE by viewing inventory availability and progress of clients	<ul style="list-style-type: none">All Users

Additional Information

- Vaccination Events (VEs) are a record type that represents the location where vaccinations are physically being administered. For example: hospitals, clinics, pharmacies, mass immunization clinics, LTCHs/RHs/NHs, mobile/drive through clinics, etc. Authorized Organizations (AO) are the organizations that own and allocate inventory to VEs. Once a VE is set up, clients can be linked to the VE and the clinical flow can begin.
- Refer to the “**User Profile Set Up**” job aid to learn more about your system access. Refer to the “**MOH Clinical Package**” on SharePoint for forms and process information that you might need in addition to this job aid.

Disclaimer

Data Privacy: Users with access to COVaxON can see the demographic details and HCNs of other clients in the system when searching for a particular person. The information is presented this way to help ensure that users access the correct client record and to reduce the risk of either not locating a client's record or improperly creating duplicate client records. **As required by PHIPA and under the terms of the Acceptable Use Policy, system users are only permitted to access the information of individuals to whom they are providing care or for other purposes that are specifically authorized.** COVaxON records detailed audit transaction logs that inform the MOH of which client records were accessed by each user, and what actions they took in the system. Any concerns that are identified about improper access to the system will be investigated and appropriate actions taken.

COVID Public Health: All COVID public health measures must be followed in alignment with the tasks outlined in this job aid

1. Creating a New Vaccination Event

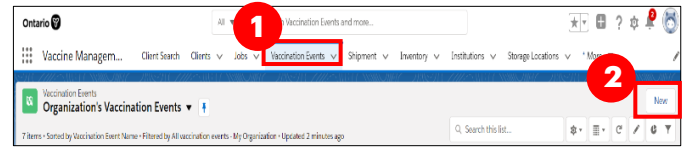
Description:

Prior to the Vaccination Event start date, Site Super Users and/or Inventory Managers must create a VE record as part of the planning phase for a new location (physical or mobile) that will be administering vaccinations.

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How:

1. To create a VE, navigate to the “**Vaccination Events**” tab in COVaxON. Select “**Organization’s Vaccination Events**” from the dropdown.



2. Click on “**New**” and enter the details below:

- **Vaccination Event Name***: Naming convention: [Location] [City] [Unique Identifier (i.e. date)]. Once the VE has started, it is important that the name does not change. Commas cannot be entered in the VE name.
 - **Status***: Indicate status of the VE. “**Active**” indicates that the VE is available for dose administration.
 - **Vaccination Event Type***: Select the relevant type based on the event. The “**Other**” option should only be used when a relevant VE type is not available for selection.
 - **Authorized Organization***: Select the AO associated to the VE (this must be the same as the AO listed on the user’s profile)
 - **Public Health Unit (PHU)***: The PHU that the VE is associated with.
 - **Start Date**: Indicate the first day of vaccinations. The date must be in the future since the VE will be created prior it’s start date. Do not select a date that is in the past.
 - **Location details**: Input the address of VE unless it is a mobile or door-to-door vaccination program. Latitude and Longitude are not needed as they will be auto populated upon saving.
 - **Vaccination Event #**: leave blank, the field will auto populate upon saving
 - **Comments**: Input any comments related to the VE
3. Click “**Save**”

Further Context

- Vaccine Event Naming Tips: (1) Maintain consistency in the naming convention. (2) Locations can choose an acronym for the Authorized Organization (i.e. Toronto Public Health = TPH) (3) **Do not** use commas in the VE name.
- Other VE fields not specifically mentioned above are not needed or relevant on the VE record.

2. Set up a Vaccination Event

Description:

Once the Vaccination Event (VE) has been created, inventory can be allocated from the AO to the VE and clients can be associated to the particular VE.

A. Allocate Inventory to a Vaccination Event:

*Allocating and managing VE inventory can only be performed by Site Super Users or Inventory Managers. Refer to the “**Inventory Job Aid**” for instructions on these processes. The following section provides context into this activity.*

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- Link existing inventory records at the AO to the VE to create a new unique “**Vaccine Event Inventory**” record, tied directly to the event. This allows Vaccinators to select inventory when administering doses to clients at the VE.
- Doses are administered from the Vaccine Event inventory, with “**Doses Available**” from the linked AO inventory record. As doses are administered, “**Doses Available**” from the linked AO inventory record is decremented. As long as the status of the VE inventory is “**Active**” and the status of the AO inventory is “**Available**”, the inventory can be selected for administration to clients at the VE.
- For vaccines that require a diluent, the diluent inventory must also be linked to the VE.
- One AO inventory record can be associated to multiple VEs.
- In the example below, 50 doses from the Toronto Public Health AO were allocated to the Metro Toronto Convention Center VE. Since the status of the AO Inventory record is “**Available**” and the status of the Metro Toronto Convention Center Vaccine Event Inventory is “**Active**”, the inventory can be administered to clients at the VE.

The screenshot displays the 'Inventory' page for 'MODERNA COVID-19 mRNA-1273 0.5 ml - EH-0009, 2021-08-31'. The 'Doses Available' field is highlighted with a red box and contains the value '100'. The 'Status' field is also highlighted with a red box and contains the value 'Available', with a red arrow pointing to it. The 'Event Inventories (1)' section on the right shows a linked event inventory: 'Metro Toronto Convention Center - Toronto - April 10'. The 'VE Inventory ...' field is highlighted with a red box and contains the value 'MODERNA COVID-19 mRNA-1273 0.5...'. The 'VEI Status' is 'Active' and 'Allocated Do...' is '50'. The 'Files (0)' section is also visible at the bottom right.

B. Associating Clients to a Vaccination Event:

All clients must be associated to a VE to successfully administer their dose in COVaxON. Associating clients to a VE can be done in two ways:

- 1. Client List Uploads:** Uploading multiple clients at once can be done through the process of bulk client upload. This function can only be performed by Site Super Users and is specific to hospitals, PHUs, LTCHs/RHs and clinics. Refer to the “**Mass Data Load Job Aid**” for instructions on this process. The following section provides context into this activity.
 - When a VE is created, a “**Vaccination Event #**” is autogenerated as a unique ID for the VE and can be found on the VE record. When bulk uploading clients, there is a column on the CLIENT_LOAD_TEMPLATE which is used to indicate the VE clients are associated to. The User can copy and paste the “**Vaccination Event #**” from the VE record into the specified column in the CLIENT_LOAD_TEMPLATE. This will associate the clients who are bulk uploaded to that particular VE.
- 2. Manual Association:** Manual VE association can be done by Site Staff, Vaccinators or Site Super Users. In cases where a client was not uploaded and linked to the VE through a bulk client upload, the client can be associated to the VE by:
 - Searching for the client using the Simplified Flow functionality within a VE and follow the steps to check in, administer a dose and check out a client. If a client is searched within the VE record, their client record will be linked to that VE. *Refer to the Simplified Vaccination Flow job aid for more details.*
 - Creating a client using the Simplified Flow functionality within a Vaccination Event after confirming they do not already exist in COVaxON. After the client has been manually created, follow the Simplified Flow steps to check in, administer a dose and check out a client. The client

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will be linked to the VE that they are created under. Refer to the *Simplified Vaccination Flow job aid* for more details.

- If using the regular clinical flow (multi-user), and the client is not found from the Clients list on the VE, manually add the VE to the client record after finding their record from the **“Client Search”** tab.
- If using the regular clinical flow (multi-user), and the client is not found from the Clients list on the VE or from the **“Client Search”** tab, create the client record and add the VE to the client record.

Note:

Vaccine Event Inventory records in the status **“Inactive”** or **“Entered in Error”** cannot be selected for administration by the Vaccinators. Inventory Managers/Site Super Users can change the status of the VE Inventory from **“Active”** if the inventory should not be available for selection.

3. Monitor Vaccination Events

Description:

All Users can leverage the information found on the Vaccination Event records to monitor daily operations, view reports, client lists, dose administration records that are associated to the VE.

Reports at the VE level:

There are 2 reports available from the Vaccination Event page, which work to track clients and inventory availability. These reports can be found in the **“Details”** section of a VE record, under the section **“Report Links.”** From the VE Record, select the relevant report:

1. “Showing Clients for Vaccination Event” Report: All users can leverage this report for a centralized view of all clients at a specific VE and their associated dose information. This includes all dose administrations at the VE and any instances of Adverse Events Following Immunization (AEFI). For clients that have received 2 doses, the dose administration records are grouped together with the client name.

Client Name	Client Status	Birth card number	Person Account: Birthdate	Gender	Status	Vaccination Event	Total Valid Dose	Any Adverse Events After Immunization
5157 Test 1 (10)	Dose 1 administered (16)	2054240	2021-02-24	Male	Administered	Rogers Convention Center	16	<input checked="" type="checkbox"/>
		2054240	2021-02-24	Male	Administered	Rogers Convention Center	16	<input type="checkbox"/>
		2054240	2021-02-24	Male	Administered	Rogers Convention Center	16	<input type="checkbox"/>
		2054240	2021-02-24	Male	Administered	Rogers Convention Center	16	<input checked="" type="checkbox"/>
		2054240	2021-02-24	Male	Administered	Rogers Convention Center	16	<input checked="" type="checkbox"/>
		2054240	2021-02-24	Male	Administered	Rogers Convention Center	16	<input type="checkbox"/>
		2054240	2021-02-24	Male	Administered	Rogers Convention Center	16	<input type="checkbox"/>
		2054240	2021-02-24	Male	Administered	Rogers Convention Center	16	<input type="checkbox"/>
		2054240	2021-02-24	Male	Administered	Rogers Convention Center	16	<input type="checkbox"/>
		2054240	2021-02-24	Male	Administered	Rogers Convention Center	16	<input type="checkbox"/>

2. “Event Inventory” Report: All users can leverage this report to understand how much inventory is remaining at the VE level. AO Inventory Managers can also collect information on adjustments required to the main inventory record. Information on this report includes: Sum of Allocated Doses, Sum of Extra Doses from

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Vial, Sum of Doses Wasted, Sum of Doses Administered (No Consent), the Number of Administered Doses, and Total Remaining Doses.

Report: Event Inventory with Dose Admin
Event Inventory Report

Total Allocated Doses	Total Extra Doses From Vial	Total Doses Wasted	Total Doses Administered (No C...	Number of Administered Doses	Total Remaining Doses
460	13	7	2	17	447

VE Inventory Name ↑	Sum of Allocated Doses	Sum of Extra Do...	Sum of Doses Wasted	Sum of Doses Administered...	fx Number of Admi...	fx Total Remaining Doses
STRAZENECA COVID-19 Non-rep VV 0.	100	0		2	0	97
COVID-19 COVISHIELD 0.5 ml - lot1, 20	100	0		0	0	97
ODERNA COVID-19 mRNA-1273 0.5 n	60	7		5	0	63
ODERNA COVID-19 mRNA-1273 0.5 n	100	0		2	11	87
ODERNA COVID-19 mRNA-1273 0.5 n	100	6		0	3	103
Total	460	13	7	2	17	447

Viewing Client Records at the VE level:

Vaccination Event
Metro Toronto Convention Center - Toronto - April 10

Vaccination Event Type
Mass Immunization Clinic

Related Details

Clients (6)

Client Name	Health card number	Birthdate	Age
Olivia Matthews	2369867745	1939-04-25	82 Years 0 Month(s)

- Client records can be accessed at any stage in the clinical flow from the VE on the **“Related”** Tab
- Under the **“Clients”** section of the VE homepage, all clients associated with the VE will be listed.
- Clients can also be found from the VE using the Simplified flow. *Refer to the Simplified Vaccination Flow job aid for more details.*
- *Refer to the Check In, Vaccine Administration, and Check Out Job Aids for more details on the regular clinical flow (multi-user)*

Viewing Dose Administration Records at the VE level:

- Client Dose Administration records can be accessed at any stage in the clinical flow from the VE **“Related”** tab.

Vaccination Event
Timmins and District Hospital - Toronto

Vaccination Event Type
Hospital-based Clinic

Related Details

Clients (1)

Client Name	Health card number	Birthdate	Age
Sarah Smith	1708074461	1946-05-30	74 Years 11 Month(s)

[View All](#)

Dose Administration (1)

Client	Status	Dose Administration	Time Given
Sarah Smith	Administered	DA-415573	2021-05-03, 1:06 PM

- Under the **“Dose Administration”** section of the VE homepage, all dose administrations that occurred at the VE will be listed.

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- If necessary, dose administration records can be edited by Vaccinators and Site Super Users after the dose has been administered to the client. Refer to the *Edit Dose Admin Records & Merge Duplicate Clients job aid* for more details.

Viewing Vaccination Event Inventory records:

- “**Vaccine Event Inventory**” records can be accessed from the VE on the “**Details**” Tab. This is the inventory (originally from the AO) that has been linked to the VE.

Vaccine Event Inventory (6+)			
VE Inventory Name	VEI Status	Allocated Doses	Extra Doses From Vial
MODERNA COVID-19 mRNA-1273 0.5 ml -...	Active	100	
MODERNA COVID-19 mRNA-1273 0.5 ml -...	Active	100	6
MODERNA COVID-19 mRNA-1273 0.5 ml -...	Active	500	10

- Adjustments to inventory can be made from either the AO or the VE levels. For details on how to reconcile inventory between AO and VE records, refer to the “*Inventory Job Aid*”.
- Use the following descriptions and images to distinguish between the AO and VE inventory records in COVaxON:
 - The AO Inventory record has the title “**Inventory**” in the top left-hand corner of the record. When viewing this record, you can also see the allocated “Event Inventories” (or Vaccine Event Inventory) on the right-hand side of the screen. When selected, the user can see that the Vaccine Event Inventory record has the title “**Vaccine Event Inventory**” on the top left-hand corner of the record.
 - The Vaccine Event Inventory can be seen from the AO Inventory record or it can be accessed directly from the Vaccination Event record

At end of shift, log out of COVaxON and clear the browser cache. Refer to the User Profile Set Up job aid for detailed steps. Sanitize shared devices in accordance with location protocols.