COVaxON 7.0
Functionality Changes
Latest Release (June 23rd, 2021)

Document Purpose:
The functionality changes for this release are summarized below. Please refer to the latest versions of the job aids, which incorporate the latest functionalities and step-by-step instructions in greater detail.
High Level Summary of Changes:

- Minor enhancements have been made to the Clinical Flow Process
- The second phase of inventory redesign is included in this release. This includes updates to the Shipment and Inventory set-up and documentation process.
- Starting on June 24th, 7 new reports are available, and enhancements will be made to 7 existing reports

Please refer to the sections applicable to your role:

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Important Note for all COVaxON Users:
Users should NOT be creating test/dummy data in the COVaxON Production environment. Alternatively, there is a COVaxON training environment that can be leveraged by users to practice using test/dummy data. Details for accessing this environment are located on the MOH SharePoint site that Site Leads have access to.
1. AstraZeneca/COVISHIELD pre-screening assessment updates

**Users impacted:** Vaccinators, Site Super Users, PCP Vaccinators, Clinic Coordinators

**The AstraZeneca/COVISHIELD pre-screening assessment has been updated:**

- **A mandatory checkbox added:** “The COVID-19 Vaccine Information sheet for individuals who received a first dose of AstraZeneca COVID-19 Vaccine/COVID-19 COVISHIELD has been reviewed with the client as a part of the pre-assessment”.

- **A pre-screening question removed:** “Are you or could you be pregnant or breastfeeding?”

- **A pre-screening question updated:** “Do you have a bleeding disorder or are you taking blood thinning medications?”

2. Duplicate client record logic updated

**Users impacted:** Site Staff, Vaccinators, Site Super Users, PCP Vaccinators, Clinic Coordinators

There have been updates to the logic and permissions for duplicate clients:

1. **Manual client record creation (through “New Client” button) and Client record creation using data from the Provincial Registry**
   - Previously, if duplicate demographic information was detected, Site Super Users would receive an error message in the system (blocking them from continuing), and all other users would receive a warning message (that could be bypassed).
   - For this release, all user profiles will receive a warning message that can be bypassed.

2. **Enriching existing client record information from the Provincial Registry Database**
   - Previously, client data could not be copied from the Provincial Registry if any duplicate demographic information was detected.
   - For this release, client records with duplicate demographic data can be copied and saved from the Provincial Registry and will be flagged as a duplicate on the client’s record.

3. **Mass uploading client record data**
   - There is no change to the duplicate logic for mass uploading client record data. As stated in previous releases, if duplicate demographic information is detected, Site Super Users will receive an error message (blocking them from continuing)

Please note, client records with duplicate Health Card Numbers can never be saved in COVaxON. It is encouraged to continue to use a client’s Health Card Number wherever possible, as it is the best defence against creating duplicate clients.

3. New “Status” object added to client sociodemographic data
A new “Status” field has been added to the client sociodemographic record. From the dropdown field, select:

- “Active” – (defaulted option) select this status when creating a new sociodemographic data record
- “Duplicate/Merged-Obsolete” – a user cannot merge two duplicate client records if each client has an “Active” sociodemographic record. Therefore, one of the duplicate client’s sociodemographic record’s status must be changed to “Duplicate/Merged-Obsolete” to successfully complete the client record merge. Refer to the “Edit Dose Admin Records & Merge Duplicate Clients” job aid for more details.
- “Entered in Error” - if a Sociodemographic record was mistakenly entered, change the status to “Entered in Error”. Proceed to create a new sociodemographic data record.

Clients are only able to have one active sociodemographic record saved on their client record, and any additional records must be tagged as “Duplicate/Merged-Obsolete” or “Entered in Error”. Once a record is tagged to one of those 2 options, the records will be locked and no longer editable by users.

Additional Notes:
- Data remediation will occur so all historical sociodemographic records will be set to the “Active” status. If there is more than one historical sociodemographic record on the client’s record, set the most recent "Last Modified" record as "Active" and the other record(s) to "Duplicate/Merged-Obsolete".
- A field “Active SES” has been added to the client record, which indicates if the client has an active sociodemographic record tied to their client record.
- The new status field will be available in operational reports.

**Section 2: Inventory**

1. **Inventory Redesign Phase 2: Updates to Shipment and Inventory Creation Process**

To streamline the Inventory Management process, COVaxON is undergoing an “Inventory Redesign” that will span over the coming releases. Within each release there are updates to the way that inventory is managed in COVaxON. In release 6.0 (went live May 9th), the first phase of inventory redesign was implemented, which included updates to the inventory reconciliation process. For this release, the second phase of the inventory redesign includes updates to the Shipment and Inventory creation process. All functionalities are explained below. For additional instructions, refer to the updated Inventory Management job aid.

USERS IMPACTED: Site Super Users, Inventory Managers, PCP Vaccinators, Clinic Coordinators

Revised Inventory Management Process:
In this release, the concept of “Shipment Line Items” is introduced which changes the process of creating shipments and inventory. The revised inventory management process and definitions of shipments, shipment line items and inventory records are explained below.

- **Shipment Record** - Authorized Organizations (PHU, Hospitals, Pharmacies, etc.) receive vaccine and diluent inventory from distributors (i.e. the Federal government) and create a shipment record to represent the full shipment received. Shipments can include multiple lots of the same product or different vaccine products.

- **Shipment Line Item (SLI) Record** – After creating a shipment, one or multiple shipment line item records must be created. An SLI can only contain a single lot of Inventory. Therefore, if a shipment includes multiple lots of inventory, multiple shipment line items must be created within the Shipment. For example, if a shipment arrives and it includes Pfizer and Moderna products, 2 different SLI records must be created for each distinct product/lot record.

- **Inventory Record** - After creating a shipment record and associated SLI(s), inventory records are created/updated automatically through “Processing Inventory”, which is explained in more detail below. If an inventory record for the lot received already exists in COVaxON, the quantity of doses received in the SLI will be added to the existing inventory record. If there is no inventory record existing in COVaxON for the lot received, a new inventory record is created automatically upon processing the inventory.

### A. Create Shipment Record

With the introduction of “Shipment Line Items”, the creation of a Shipment Record is now much simpler, with only a few fields to populate. To create a shipment:

1. Go to the “Shipment” tab and select “New”
2. Populate the following information:
   - Requisition ID: enter the alpha numeric ID on the shipping paperwork
   - Receiving AO: Use the search bar to select your AO
   - Status: “New” should be selected (defaulted option).
   - Shipped Date: Input date shipment was sent
   - Received Date: Input date shipment was received
   - Note: “Shipped Historical Override” “Damaged Historical Override” and “Received Historical Override” read-only checkboxes will not be populated by users.
3. Click “Save”
B. Create Shipment Line Item (SLI) Record

Once a shipment record is created, the associated shipment line item record(s) must be created. Create one SLI for each lot of inventory received within the shipment.

How to create an SLI record:
1. From the relevant Shipment record, select “New” from the “Shipment Line Items” box

2. Populate the following information:
   - Shipment Line Item ID: Auto populated based on order of creation
   - Shipment ID: Linked Shipment record will be auto populated
   - Temperature Reading: Input temperature of the doses received
   - Status: Defaulted to “New”.
   - Inventory Lot: Search and select the corresponding lot record
   - Shipped Doses: Input the number of doses that have been received in the SLI

3. Click “Save”

4. It is important to ensure that all appropriate SLI records are completed before processing inventory in the upcoming steps. For example, if the Shipment record included 3 distinct lots, 3 distinct SLIs must be created before any inventory is processed. This is because once inventory is processed, the SLI record is ‘locked’ for editing.

5. From the newly created SLI record, the “Product” field that is associated to the Inventory lot will be available as a read-only field.

Cancelling SLI Records:
1. If you would like to cancel an SLI record, click the “Cancel SLI” button at the top corner and input a cancellation reason.
2. Once saved, the SLI’s status will automatically be updated to “Cancelled”. Once an SLI is cancelled, the associated SLI lot cannot be added again within the same shipment. Therefore, cancellations should be carefully reviewed as they are permanent and cannot be reversed.
3. Because cancelling an SLI is final, if any edits need to be made to an SLI record, you can select the “Edit” button. Please note, the SLI records are locked for editing once the Inventory is processed.

C. Log Any Shipment Line Item Damages

Once an SLI record is created, any associated damages can be recorded using the “Shipment Line Item Damage” box from the SLI record. This will record the quantity of damaged doses and the reason for damage.
How to record Shipment Line Item Damages:
1. Select the dropdown arrow next to “Shipment Line Item Damage” and click ‘New’
2. Populate the following information:
   - ID: Will be auto populated based on order of creation
   - Quantity: Input the number of damaged doses
   - Reason: Select the reason for damage from the dropdown
   - Shipment Line Item: Associated SLI is linked automatically
3. Select “Save”

Additional Notes:
- On the SLI Record, the following fields will be updated:
  - Received Doses = Sum of the Shipped Doses minus all Damaged Doses
  - Damaged Doses = Sum of all damaged doses within linked SLI Damages records
- Before moving to the next step to process the inventory, ensure all damages are captured as once the inventory is processed, the SLI record will be locked and no further edits can be made. If any damages need to be recorded after the SLI has been locked, this must be logged as an “Adjustment” Inventory Transaction at the AO level. The reason for the adjustment will be “QH – Quantity Adjustment” and the notes should state, “The Shipment Damages were entered in error. The Inventory Record is being adjusted by XX number of doses”
- Only one reason can be selected for each SLI Damages record. If there are multiple reasons for damage, then multiple SLI Damage records must be created.
- Data remediation has been completed so all previous Shipment records have linked SLI records. The SLI records have been linked to the relevant inventory records.

D. Process Inventory
Once the Shipment and all SLI, and SLI Damage record(s) within that shipment have been created, the SLI(s) must be “processed” to automatically create the relevant inventory record(s) or update existing inventory records. **Do not process inventory until all SLI(s) and SLI Damage record(s) for that shipment have been created**, as processing the inventory will lock the SLI record(s) and shipment record.

If an inventory record for the lot received already exists in COVaxON, the quantity received for the SLI will be added to the existing inventory record. If there is no inventory record existing in COVaxON for the lot received, a new inventory record is created automatically upon processing. For example:
- If lot ABC at the Toronto Public Health AO has an existing inventory record (see step 3a below) with 1000 doses, and an SLI record is created for an additional 200 doses, once the inventory is processed, the doses will be added to the existing inventory record, bringing the total number of available doses to 1200.
- If lot XYZ at the Toronto Public Health AO does not have an existing inventory record (see step 3b below), once the inventory is processed, the details from the lot and SLI record will be used to create a new inventory record. If the SLI record is created with 200 doses, then the inventory record will have 200 available doses. If additional SLI records are created for this inventory, they will continue to be added to the record.

Note: The “New Inventory” button has been removed from the Shipment record page. Inventory records should only be created using the following process:

**How to process inventory:**
1. From the SLI record, click the “Receive Inventory” button
2. A warning message will appear, ensuring that any SLI damages have been entered prior to processing the inventory. Once processed, the SLI record will be locked for editing. If the relevant damage has been entered, click “Next”.

3. a) If the inventory record for that lot exists in COVaxON, the details will appear. Ensure that the information is correct and that the new SLI doses should be added to the inventory. Select the inventory item and click “Next”. (Note: if the inventory record was formerly in the “Complete” status, but additional doses are added from the SLI record, the status will be updated to “Available”)

3. b) If the inventory record for that lot does not exist in COVaxON, users will be prompted to create a new inventory record using the selected lot record’s details.

4. Once the inventory has been processed, click the inventory hyperlink and the record will open in a new tab.

5. Return to the original tab and exit or click “Finish” on the Receive Inventory window.

From the updated/new inventory record that was opened in the separate tab, inventory activities such as allocating to VEs, inventory reconciliations, transfers and recalls can be performed using the existing processes.

6. The SLI record will be updated as follows:
   - An Inventory Transaction record will be automatically created, showing that the shipment has been received and added to the AO inventory record (Note: Users will not be able to create Inventory Transactions from this spot. All inventory transactions will continue to be recorded using the existing process. See the Inventory job aid for more details).
   - The status of the SLI record will be automatically updated to “Processed – In Full” if no damages were recorded, and “Processed – With Discrepancy” if damages were recorded.

7. Once all associated SLIs are processed, the shipment record will update as follows:
   - The status will be automatically updated, and the record will be locked, and the user will no longer be able to edit the record. If all linked SLIs are “Processed – In Full” and/or “Cancelled”, the Shipment status will be set to “Received – In Full”.
   - If any linked SLIs are “Processed – With Discrepancy”, the Shipment status will be set to “Received – With Discrepancy”.

As a result of this new process, changes were made to the Shipment and Inventory Records:

**Updates to Shipment Record Layout & Formulas:**
- “Total Shipped Quantity” has changed to “Total Shipped Doses”. This reflects the sum of all SLI doses.
- “Damaged Quantity” has changed to “Total Damaged Doses”. This reflects the sum of all SLI Damage record doses.
• “Quantity Received” has changed to “Total Received Doses”. This reflects the Total Shipped Quantity minus the Total Damaged Doses.
• New “Shipment Inventory Report” is embedded on the Shipment record. This report shows all associated inventory records with the Shipment.

Updates to Inventory Record Layout & Formulas:
The Inventory record page layout has been updated to have 4 tabs along the top for easier navigation:
1. Details Tab
   - Inventory record fields and formulas (see below for formula updates)
2. Related Events Tab
   a. Related Event Inventories
   b. Related Shipments
   c. Shipment Doses Received & Reconciliations
3. Inventory History Tab
4. Other Tab
   a. Any uploaded Files

Inventory field and formula changes:
• The “Total Doses” field formula has been updated. This reflects the total number of doses managed by the AO – this includes what was received in the initial Shipment, plus any received transferred doses, plus any extra doses extracted from vials, minus any sent transferred doses. (Note: The “Previous Doses” amount has been removed from this formula as the doses are now captured by the new “Receive Inventory” transaction. The tool tip under the “Total Doses” field has been updated and can be referred to).
• New “Total Received Doses” field. This reflects what was received in the initial Shipment, plus any “Relocated Received Doses”
• New “Shipment Received Doses” field. This reflects all Received Doses amounts rolled up from the linked inventory transaction records.
• “Received Doses” field has been updated to “Relocated Received Doses”

Other Inventory Management Processes
The existing inventory management processes remain unchanged. The desired inventory records continue to be accessible from the “Inventory” tab in COVaxON. From the inventory record, the following functions can continue to be performed:
• Inventory allocations from an AO to a VE
• Reconciliations at the AO and VE levels
• Inventory transfers between AOs
• Inventory recalls
Please see the Inventory job aid for further details.

2. Inventory Lot records are read-only to prevent mismatch
The following reporting functionality changes will be live in the COVaxON production environment on Thursday, June 24, 2021.

Section 3: Reporting

1. Enhancements to Existing Reports

   a. Detailed and Summary Client Dose Admin Reports (1 of 2) and (2 of 2)
      Impacted Users: Site Staff, Site Super User, Inventory Managers
      Fields added to Grand Totals Bar:
      - “Total Unique Count”: The total number of unique client IDs in the report. Indicating if a client has multiple Dose Administration records, then the “Total Unique Count” field will only count them once.

      Fields Added to the Report Body:
      - “Unique Count”: Counts the client IDs in the report

      Filter Added:
      - “Vaccination Event: Vaccination Event Name”: Allow searching by Vaccination Event name instead of Vaccination Event number

      Existing Filter Modified:
      - “My Location”: Filter is now unlocked, so it can be modified or removed

   b. Detailed and Summary Client Dose Admin Reports (1 of 2)
      Impacted Users: Site Staff, Site Super User, Inventory Managers

      Modified Existed Report Field Names: Initially, the Detail & Summary client reports (1 of 2) appeared to have duplicate fields for AO and VE, they are slightly different. The VE and AO columns before the PEG allergy checkbox column are pulled from the Client Record, whereas those after the PEG allergy column are pulled from the DA record. The fields have been modified to reflect where the fields are being pulled from.

<table>
<thead>
<tr>
<th>Where is the field being pulled from?</th>
<th>Initial Field Name</th>
<th>New Field Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dose Admin record</td>
<td>“Vaccination Event: Authorized Organization: Authorized Organization Name”</td>
<td>No Name Change – Field is pulled from Dose Admin Record</td>
</tr>
<tr>
<td>Dose Admin record</td>
<td>“Vaccination Event: Vaccination Event Name”</td>
<td><strong>Dose Administration</strong>: Vaccination Event: Vaccination Event Name”</td>
</tr>
<tr>
<td>Dose Admin record</td>
<td>“Vaccination Event: Vaccination Event #”</td>
<td><strong>Dose Administration</strong>: Vaccination Event: Vaccination Event #”</td>
</tr>
</tbody>
</table>
Fields Added to the Report Body:
- "Vaccine Administered by (Other)"**: Displays full name of vaccinators categorized as “Other”

Field Added to the Report Body:
- "Age**: Displays Client’s age: Years, Month(s)

Filter Added:
- "Age**: Allow users to filter for specific age groups

d. Vaccine Inventory Report
Impacted Users: Site Staff, Site Super User, Inventory Managers

Modify Existing Filters:
- Changed to filter on “Type” instead of “Product Type” so that no diluent appears in the reports via the blanks (Note: Filter also modified in the “VE and AO Inventory Report” and “Vaccine Inventory w/o Inventory Report”)

e. VE and AO Inventory Report
Impacted Users: Site Staff, Site Super User

Fields added to Grand Totals Bar:
- "Total Doses Wasted-VE**: Grand total of “Wastage” Inventory Reconciliations across all linked VEIs

f. Scheduling Report
Impacted Users: Site Staff, Site Super User

Filter Added:
- "Dose Number**: Filter by dose number (i.e. 1 or 2)

g. Showing Clients for VE Report
Impacted Users: Site Staff, Site Super User, Vaccinators

Fields Added to the Report Body:
- "Vaccine administered by: Name**: Displays the full name of the vaccinator
2. New Reports

a. **Shipment Inventory Report**
Profiles with Access: Site Staff, Site Super User, Inventory Managers

**Description:** Contains details of all inventory within an associated shipment.

![Shipment Inventory Report](image1)

b. **Inventory Transaction Report**
Profiles with Access: Site Staff, Site Super User, Inventory Managers

**Description:** Contains a list of all inventory transactions within a user’s AO.

![Inventory Transaction Report](image2)

c. **Inventory Wastage Report**
Profiles with Access: Site Staff, Site Super User, Inventory Managers

**Description:** Contains details of all wastage records (including shipment damages, wastage/excursions at the AO level, wastage at the VE level) within a user’s AO.

![Inventory Wastage Report](image3)

d. **AZ Clients Scheduled for Pfizer or Moderna for Dose 2 Report**
Profiles with Access: Site Staff, Site Super User

**Description:** Contains a list of clients who received AstraZenca for Dose 1 and are scheduled to receive either Pfizer or Moderna for Dose 2

![AZ Clients Scheduled for mRNA](image4)
e. **Clients Scheduled Requiring Pfizer Report**

Profiles with Access: Site Staff, Site Super User

**Description:** Contains a list of clients who received Pfizer for Dose 1 and are scheduled to receive Pfizer for Dose 2.

<table>
<thead>
<tr>
<th>Start Date</th>
<th>Client Name</th>
<th>Job Title</th>
<th>Vaccination Event</th>
<th>Vaccination Event Location</th>
<th>Location</th>
<th>Location Name</th>
<th>Age</th>
<th>Health Card Number</th>
<th>Person Access</th>
</tr>
</thead>
<tbody>
<tr>
<td>2021-06-21</td>
<td>GLRTHN GENGHW</td>
<td>Site Staff</td>
<td>TPHU - Centennial Mall (old target store)</td>
<td>(June 29 - 30)</td>
<td>123456</td>
<td>123456789</td>
<td>2021-06-21</td>
<td>5786543210</td>
<td>abc123</td>
</tr>
</tbody>
</table>

This report has more results than we can show (up to 2,000 rows). Summary information is calculated from full report results.

Total Records: 250

f. **Clients Scheduled Requiring Moderna Report**

Profiles with Access: Site Staff, Site Super User

**Description:** Contains a list of clients who received Moderna for Dose 1 and are scheduled to receive Moderna for Dose 2.

<table>
<thead>
<tr>
<th>Start Date</th>
<th>Client Name</th>
<th>Job Title</th>
<th>Vaccination Event</th>
<th>Vaccination Event Location</th>
<th>Location</th>
<th>Location Name</th>
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</table>

This report has more results than we can show (up to 2,000 rows). Summary information is calculated from full report results.

Total Records: 250

g. **User Account by Authorized Organization**

Profile with Access: Site Super Users

**Description:** Contains a list of COVaxON users, so Site Super Users can manage accounts within their AO.