VACCINE MANAGEMENT
COVax$_{ON}$ TRAINING

Intended Audience

Today's presentation is ideal for those who have already completed the following steps:

1. Your practice has been identified as primary care pilot site by your PHU for vaccine administration

2. Your practice has determined user roles for using COVax$_{ON}$ application

3. The user list for access to COVax$_{ON}$ application has been submitted to MOH for your practice (OntarioMD can assist)

4. Your practice has received a link via email from MOH and successfully completed Log In and Two Factor Authentication

5. Your local PHU has created a vaccination event for your site and allocated inventory to your vaccination event within the COVax$_{ON}$ application

If you require assistance with any of the above we recommend you contact OntarioMD Support Desk at **covaxon.support@ontariomd.com**

Training Session Agenda

1. **Introduction to COVaxON**
   i. Overview of COVaxON Application
   ii. System Roles and User Groups
   iii. High Level Overview of Authorized Organization and Vaccination Events
   iv. COVaxON Offline Solution

2. **COVaxON Tool Demonstration**
   i. Locating Client Records
   ii. Creating Client Records
   iii. Client Check In
   iv. Gathering Client Consent Information
   v. Vaccine Administration
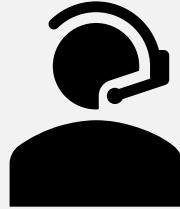   vi. Client Check-Out
   vii. Simplified Workflow

3. **Live Questions & Answer Period**

Available Training Materials

Job Aids

- **Numerous comprehensive job aids available by request**
- **Several role-specific cheat sheets**

COVax$_{ON}$ Application Support

- **For assistance with access, passwords and application support**
- **Report issues and defects**

Phone: (416) 637-8672
Toll Free: 1-888-333-0640

Email:
covaxonsupport@ontario.ca

OntarioMD Training & Support

- **Live training sessions**
- **Pre-recorded sessions**
- **Training Schedule**
- **Posted on the OntarioMD Website at** https://www.ontariomd.ca/pages/covaxon-training-for-primary-care-practices.aspx

Email:
covaxon.support@ontariomd.com

Additional Resources

- **Join the OntarioHealth Quorum at** https://quorum.hqontario.ca/en/Home/Community/Groups/Activity/groupid/166

- **COVID-19 Billing Information from**
  - Ontario Health Insurance Plan
  - OMA Billing & Compensation

COVax_{ON} – Vaccination Management System

What is it?

- Enable the Ministry of Health, Vaccination Locations and staff to capture the necessary data related to immunization administration

- An application built in Salesforce to enable case management for vaccine administration

- Will eventually be integrated with the Case and Contact Management System (CCM)

What Functionality is enabled in this release?

- **Tracking Receipt and Usage of Vaccine Inventory**

- **Clinical Operations**

    - Capturing client information

    - Consent & data collection management

    - Vaccine dose administration management

- **Reporting**

    - Technical and operational dashboards & reports

System Roles and User Groups

Organizations & Locations

Authorized Organization — Vaccination Event, Vaccination Event, Vaccination Event
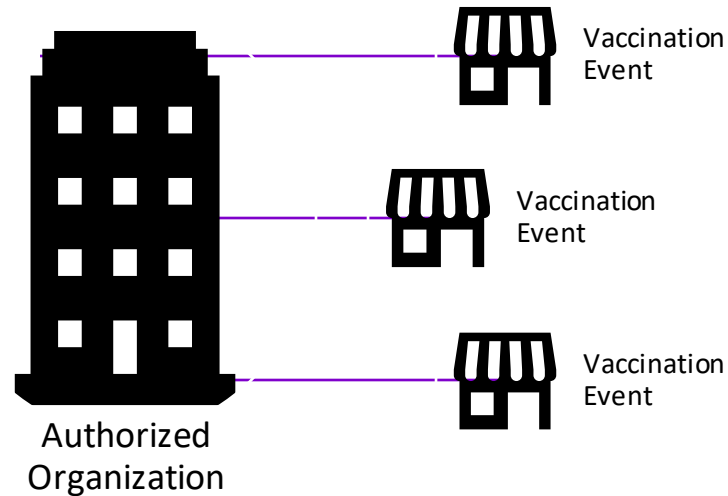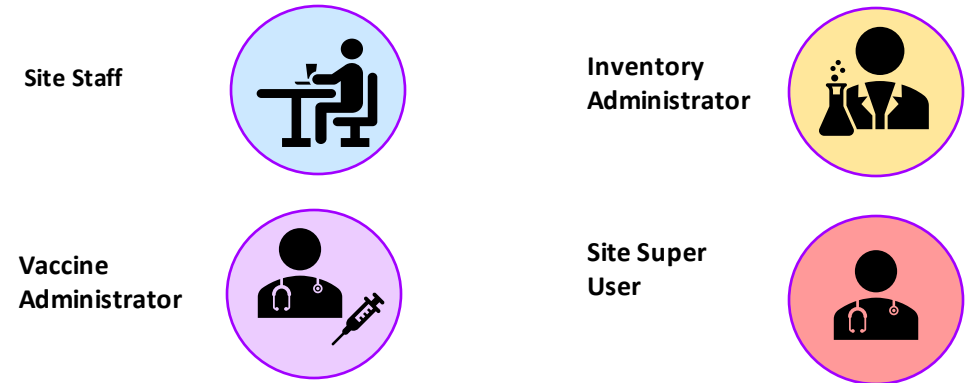
Authorized Organization

- Receive vaccine inventory from the distributor
- Log shipments and inventory into COVax$_{ON}$
- Allocate inventory to Vaccination Events

Vaccination Event

- Location where vaccinations are administered

System Users

Site Staff

Vaccine Administrator

Inventory Administrator

Site Super User

Site Staff: perform client search, check-in and check-out functions
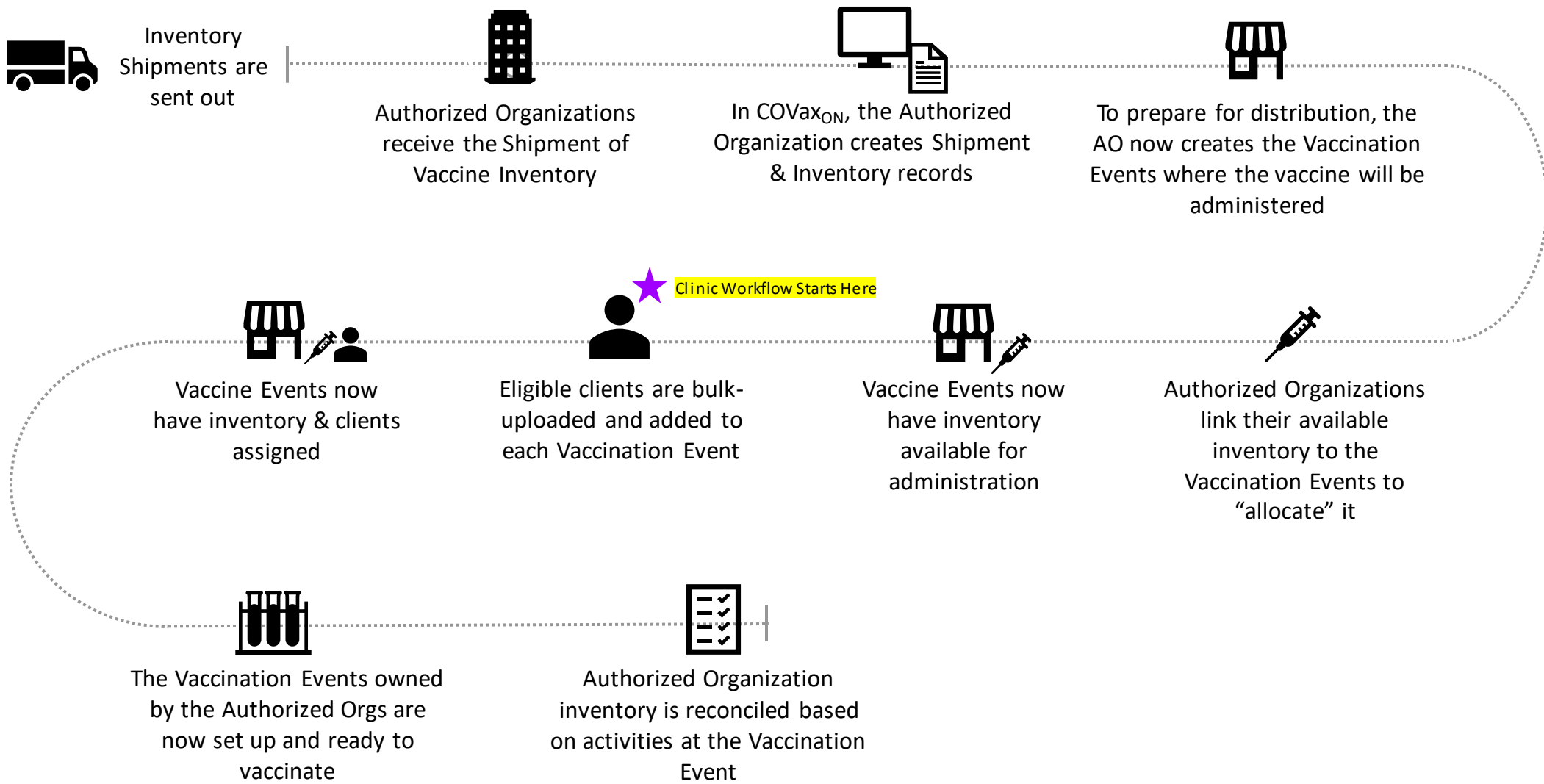
Vaccine Administrator: perform full clinical flow (client search, check-in, dose administration, check-out)

Inventory Administrator: Create, administer and reconcile inventory

Site Super User: All functions plus client bulk load and operational reports access

High-Level Overview of AO & VE

The flow below demonstrates how Authorized Organizations set-up Vaccination Events and manage the Vaccine

Inventory Shipments are sent out

Authorized Organizations receive the Shipment of Vaccine Inventory

In COVax$_{ON}$, the Authorized Organization creates Shipment & Inventory records

To prepare for distribution, the AO now creates the Vaccination Events where the vaccine will be administered

Vaccine Events now have inventory & clients assigned

Clinic Workflow Starts Here

Eligible clients are bulk-uploaded and added to each Vaccination Event

Vaccine Events now have inventory available for administration

Authorized Organizations link their available inventory to the Vaccination Events to "allocate" it

The Vaccination Events owned by the Authorized Orgs are now set up and ready to vaccinate

Authorized Organization inventory is reconciled based on activities at the Vaccination Event

COVax$_{ON}$ Offline Solution (Paper Process)

There are 4 situations whereby the Offline Solution should be used:

1. **The Client doesn't consent to data collection during check-in:** in this case, the client information should be tracked outside of COVax$_{ON}$, using the offline/paper process (refer to the next slide)

For the below situations, the paper forms can be used as a temporary solution for collecting the information. The data should be entered in COVax$_{ON}$ retroactively within 72 hours of the vaccination date.

2. **The COVax$_{ON}$ system goes down (connectivity is lost) during vaccinations taking place**

3. **A mobile vaccination team conducting vaccinations at a rural/remote location without connectivity**

4. **A temporary team of staff are conducting vaccinations who are not trained on COVax$_{ON}$ or are not Users of COVax$_{ON}$**

- There are three versions of offline data entry forms (one for Pfizer, Moderna and AstraZeneca). They are contained within OntarioMD website.

- The completed paper forms should be filed for reference when the client returns for dose 2. The Inventory Manager should be made aware that there were doses administered outside of COVax$_{ON}$ so they can adjust the inventory availability as required. Direction on how to adjust your inventory will come from your local PHU.

- The number of clients did not consent and therefore followed the paper process should be tracked and subsequently the number of total doses must be reduced in the COVax$_{ON}$ system. Your local PHU will advise you on how to notify them about inventory changes at your vaccination event.