

# Weekly COVID-19 Vaccine Briefing for TX Public Health Entities

1/8/21



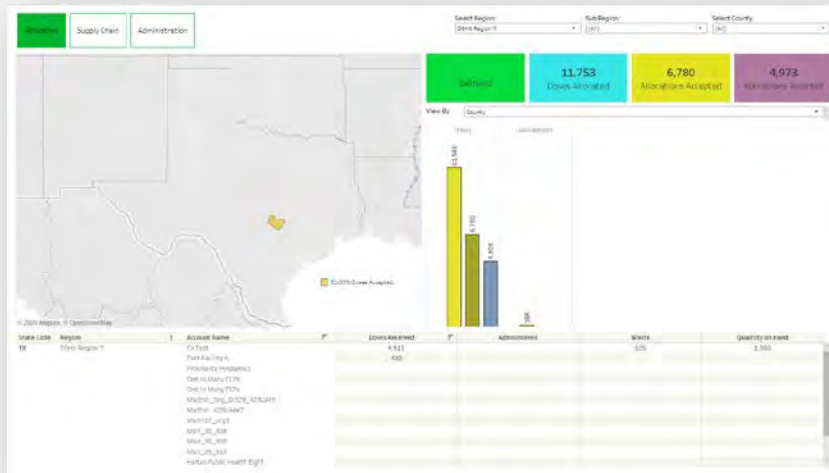
TEXAS  
Health and Human  
Services

Texas Department of State  
Health Services

# VAOS Refresher

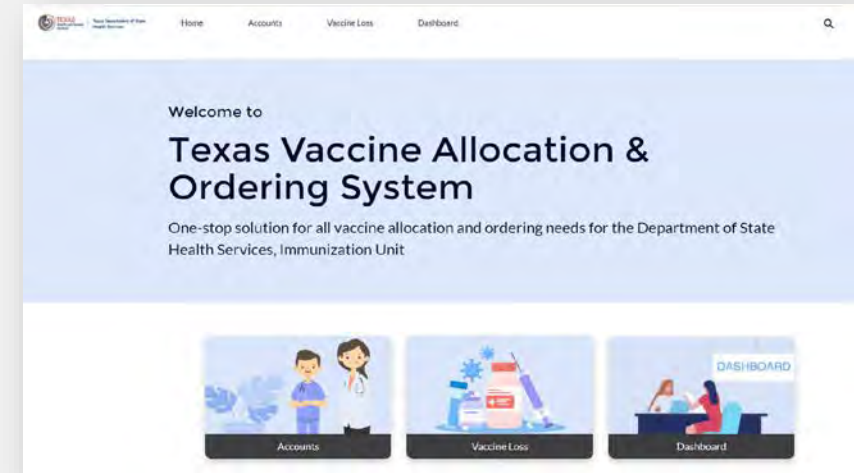
# Dashboard and VAOS

## Vaccine Data Dashboard



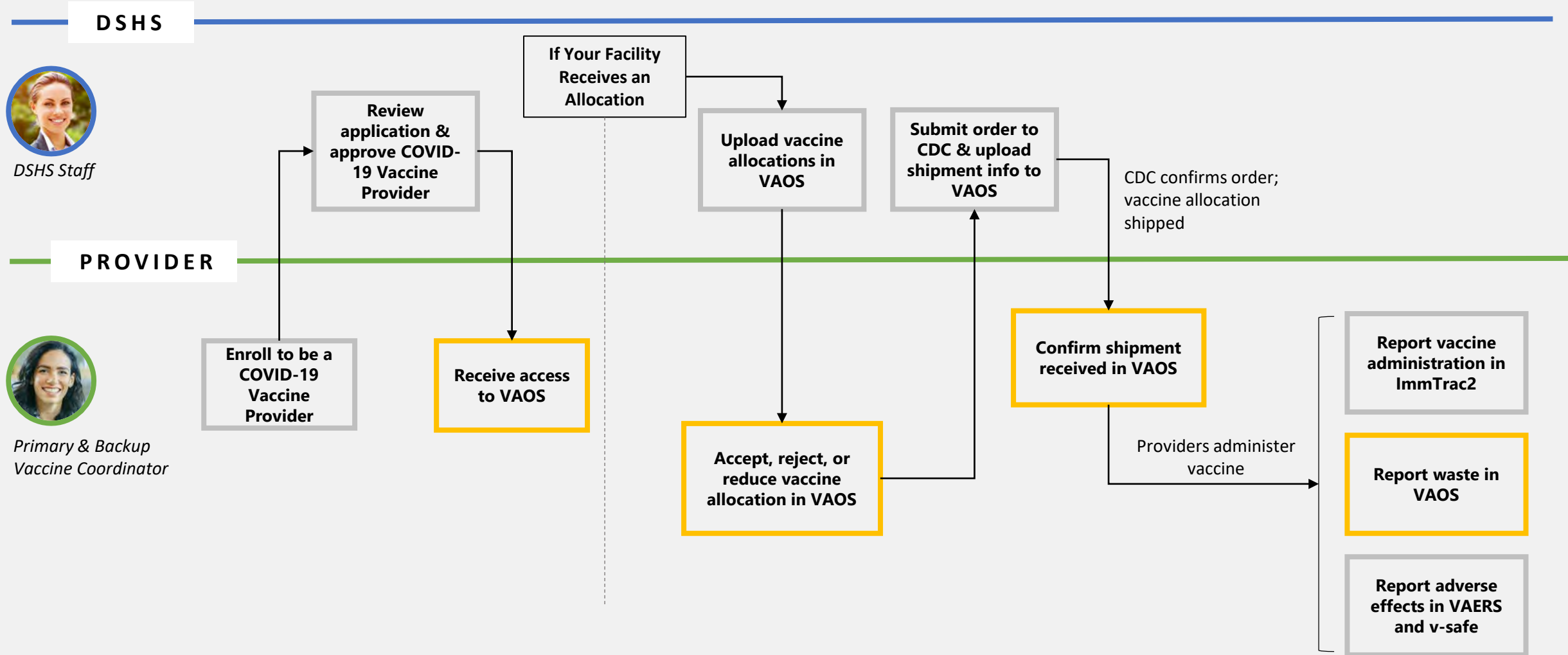
- **Local Health Departments** can view all the vaccine administration data in their jurisdiction, sorted by individual providers
- The dashboard is intended for **monitoring purposes** only; no direct actions can be taken through the Data Dashboard.

## Vaccine Allocation & Ordering System (VAOS)



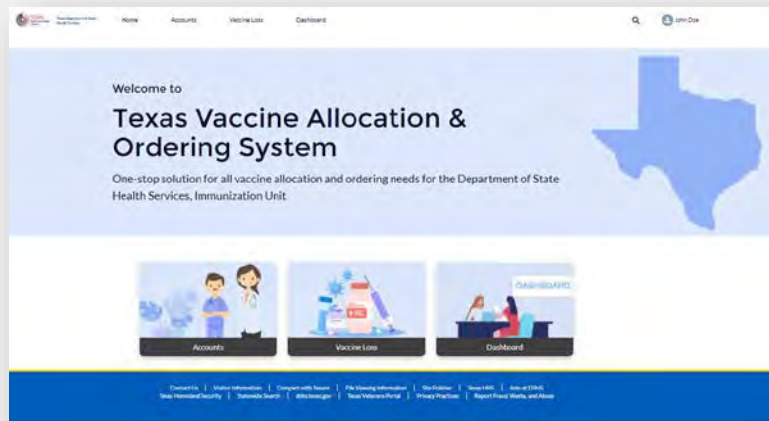
- **COVID-19 Vaccine Providers** accept allocations, confirm vaccine shipments, and report waste.
- **LHDs who are approved COVID-19 Vaccine providers also have access to VAOS**

# COVID-19 Vaccine Provider Milestones

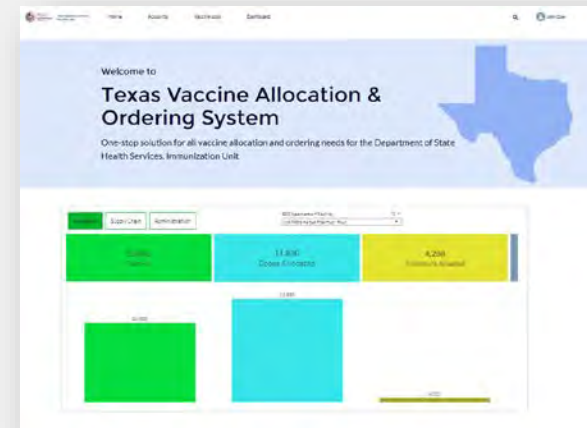


# Overview

COVID-19 Vaccine Providers will use the **Vaccine Allocation & Ordering System (VAOS)** and **Vaccine Management Dashboard** to perform tasks related to COVID-19 vaccine management.

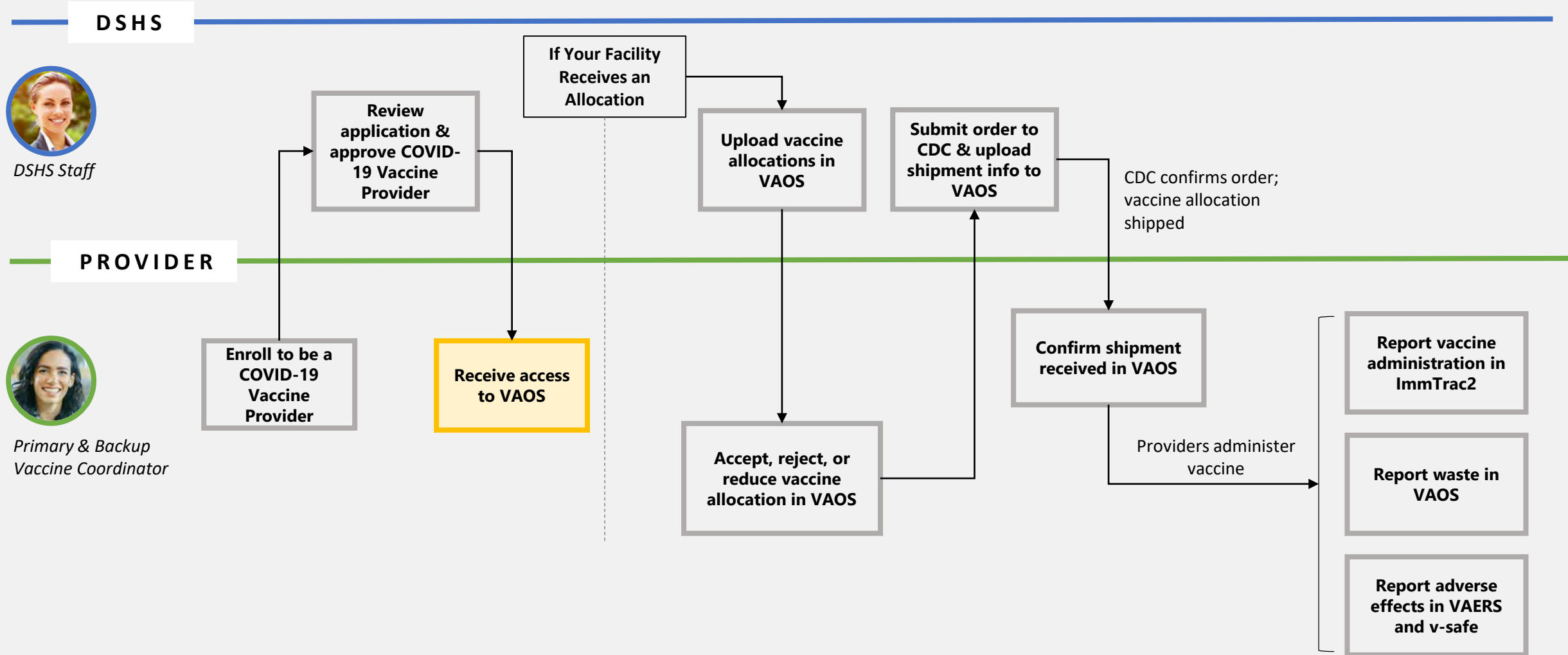


In **VAOS**, Providers can **acknowledge vaccine allocations, confirm received shipments, view distribution information, and report waste.**



The **Vaccine Management Dashboard** is accessed through VAOS and allows Providers to monitor vaccine allocations, distribution supply, and administration metrics for their facilities

# COVID-19 Vaccine Provider Milestones



# Receive Access to VAOS

## Did you know...?

Only 2 people per facility receive access to VAOS– the **primary & backup vaccine coordinators**.



Primary Vaccine Coordinator



Backup Vaccine Coordinator

You provided information for the primary & backup vaccine coordinator during the enrollment process.

The screenshot shows the 'PANDEMIC PROVIDER ENROLLMENT' form. The 'Vaccine Coordinators' section is highlighted with a red box. It contains two sub-sections: 'Primary Vaccine Coordinator' and 'Backup Vaccine Coordinator'. Each sub-section has fields for \*Last Name, \*First Name, MI, \*Telephone, \*Email, and Degree/Credentials. There are 'Save & Continue' and 'Save & Exit' buttons at the bottom right of the form.

## Did you know...?

You can **change who has access to VAOS** for your facility.



NEW Primary Vaccine Coordinator



NEW Backup Vaccine Coordinator

If you would like to designate a different person to have access to VAOS for your facility (e.g., your CEO or CMO), contact the **DSHS COVID-19 Vaccine Provider Help Desk** at:

(877) 835-7750, 8 a.m. to 5 p.m., Monday-Friday

[COVID19VacEnroll@dshs.Texas.gov](mailto:COVID19VacEnroll@dshs.Texas.gov)

# Receive Access to VAOS

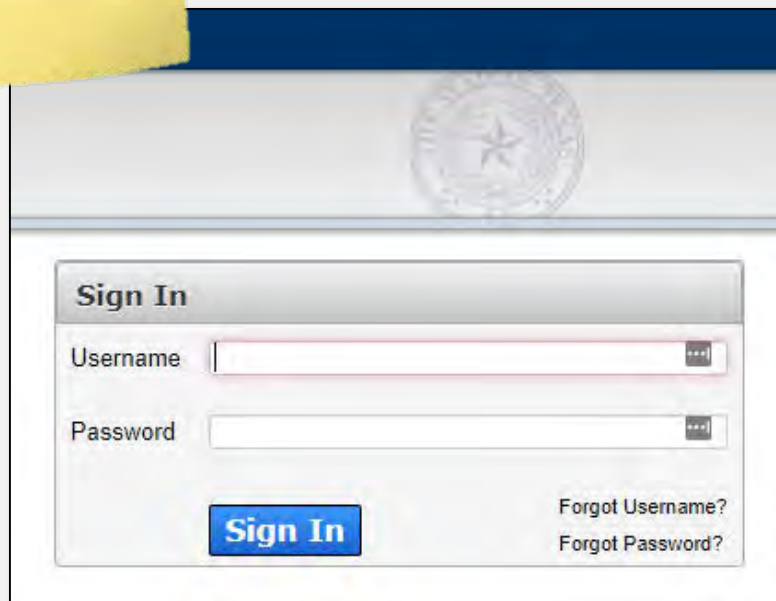
## Did you know...?

Providers access VAOS via the **HHS Enterprise Portal**.

To access VAOS, Providers should sign in at

<https://texasvaccines.dshs.Texas.gov>.

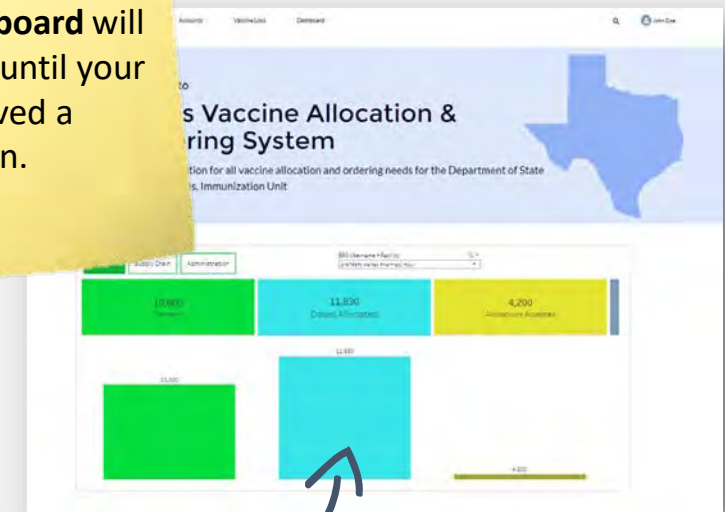
This site may direct you to the HHS Enterprise Portal (below). Use your VAOS credentials to sign in here.



The screenshot shows the sign-in interface of the HHS Enterprise Portal. At the top center is the HHS seal. Below it is a 'Sign In' section with a 'Username' field, a 'Password' field, and a blue 'Sign In' button. To the right of the button are links for 'Forgot Username?' and 'Forgot Password?'.

## Did you know...?

Your **VAOS dashboard** will not display data until your facility has received a vaccine allocation.



If your dashboard looks empty– don't panic!  
Your VAOS dashboard **will not display data until your facility has received a vaccine allocation.**



# Receive Access to VAOS

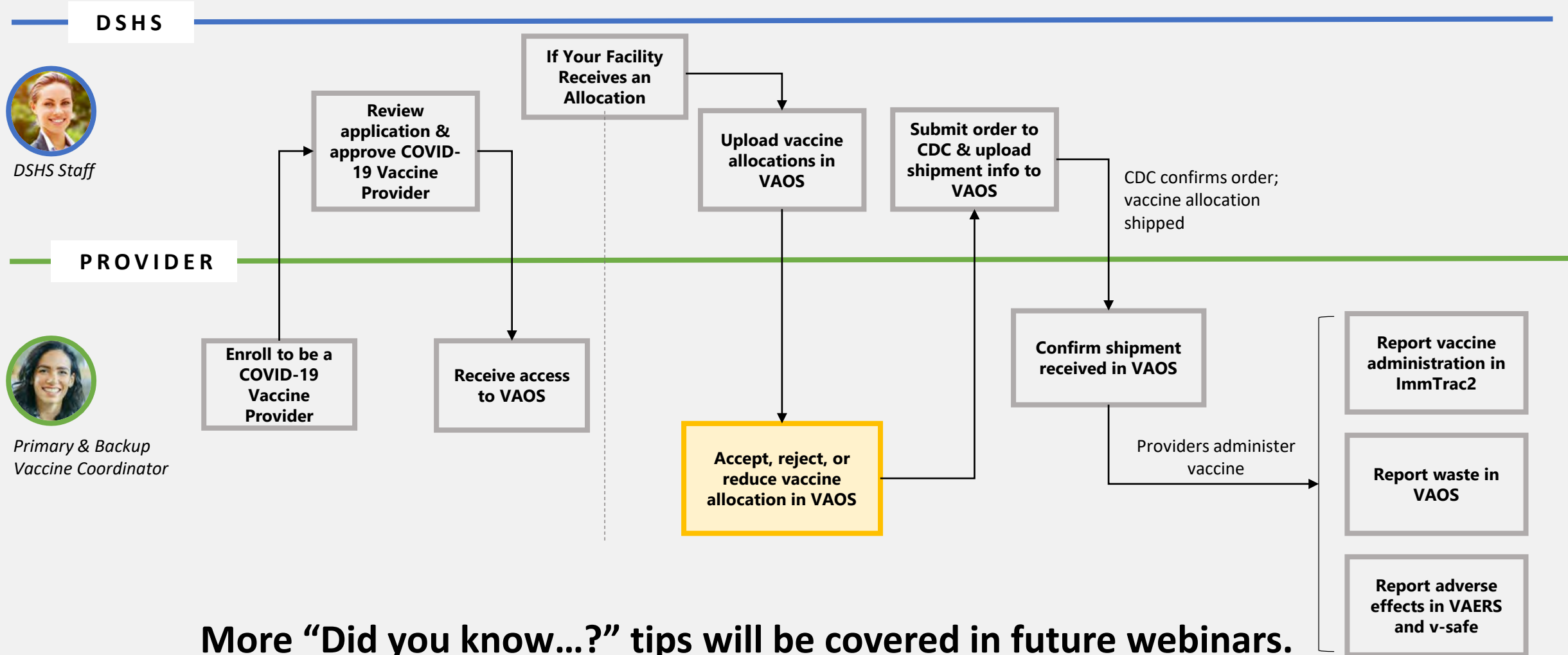
## Did you know...?

You should **login to ImmTrac2 ASAP** after receiving VAOS access. If you don't, you will lose your VAOS and ImmTrac2 access in 120 days.

- **You MUST login to ImmTrac2 to avoid being disassociated by the system for inactivity.**
- If ImmTrac2 users do not to login in immediately or have gone 365 days since your last login, ***you will not be able to login to ImmTrac2 or VAOS.***
- Log into ImmTrac2 [here](#).
- For information about logging into Immtrac2, email: [ImmTrac2@dshs.texas.gov](mailto:ImmTrac2@dshs.texas.gov)

The screenshot shows the ImmTrac2 login interface. On the left is a blue sidebar with the word "Production" at the top. Below it are input fields for "Org Code:", "Username:", and "Password:", followed by a "Login" button. At the bottom of the sidebar are links for "Forgot Username?" and "Forgot Password?". The main content area has a header with the Texas Health and Human Services logo, the text "Texas Department of State Health Services", and the "ImmTrac2 Texas Immunization Registry" logo. Below the header is a navigation menu with "HOME", "FORMS", "REGISTRATION", and "USER TRAINING". A "Hot Topics" section is visible, featuring a link for "ImmTrac2 Support During COVID-19 Response" posted on 03/17/2020. The text in this section states that customer support is limited due to COVID-19 and provides email addresses for general support and data exchange. At the bottom of the page, there are links for "ImmTrac2 Quick Guide - Change Password", "Immunization Unit - Home Page", and "Vaccine Adverse Event Reporting System (VAERS)". A copyright notice at the very bottom reads "Copyright © 1999 - 2020 State of Wisconsin. All rights reserved."

# COVID-19 Vaccine Provider Milestones



More “Did you know...?” tips will be covered in future webinars.

# Accept Vaccine Allocations

## Did you know...?

You should **never** reject vaccine allocations in VAOS.

**If you accidentally reject allocations, contact the DSHS COVID-19 Vaccine Provider Help Desk:**

(877) 835-7750, 8 a.m. to 5 p.m., Monday-Friday  
[COVID19VacMgmt@dshs.Texas.gov](mailto:COVID19VacMgmt@dshs.Texas.gov)

## Did you know...?

Your allocation notification will note whether your allocation is for **first or second doses**.

After receiving an allocation of 1<sup>st</sup> doses, **you will automatically receive a shipment of the same number of 2<sup>nd</sup> doses.**



# Accept Vaccine Allocations

## Did you know...?

For the time being, vaccine allocations are being **auto-accepted** in VAOS due to time restrictions.

Because of the quick turnaround in vaccine distribution, **your allocations may be auto-accepted** if not manually accepted by the designated due date, which you can find on your vaccine allocations page.

Vaccine Allocation VA-0009

Accept Reject All

Created Acknowledged Sent to VTrck5 Shipped Received Rejected Expired Mark Status as Complete

Allocation Number: VA-0009

Initiated Staff: [Julia Duran](#)

Allocation Group: [Test 10/25/2](#)

Event: [COVID-19 Test](#)

HOC: 19515-0906-54

Facility: [TX Test](#)

Status: **Created**

Due Date: **10/30/2020, 12:00 PM**

Total Amount Requested: 100.00

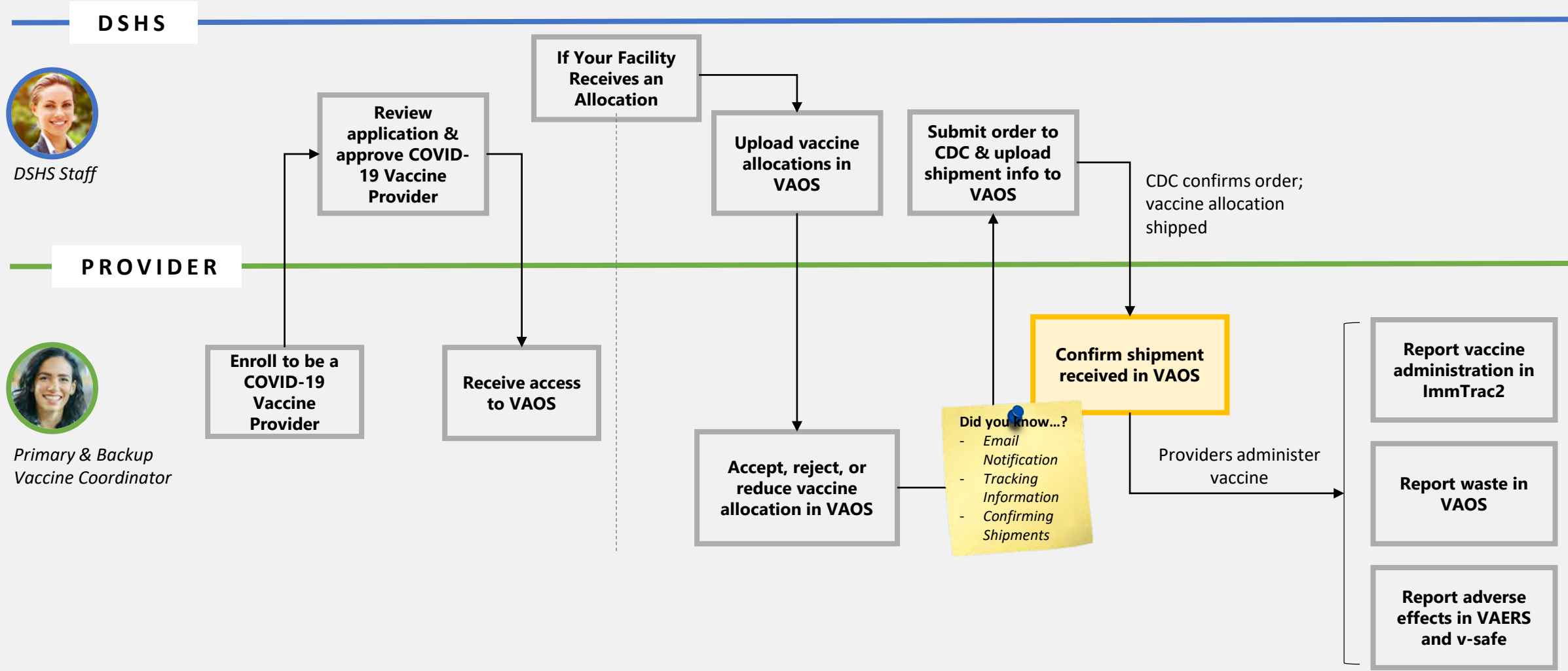
Foreign Allocation Amount: 100

Total Amount Allocated: 100.00

Total Amount Accepted:

Vaccine Shipments (0)

# COVID-19 Vaccine Provider Milestones



# Confirm Shipment in VAOS

## Did you know...?

Primary & backup vaccine coordinators will receive an **email notification when a vaccine allocation ships.**

After accepting your allocation in VAOS, wait for an **email confirming the shipment of your vaccine doses.** When your vaccine allocation ships, primary & backup vaccine coordinators will receive an email notification from [noreply@salesforce.com](mailto:noreply@salesforce.com).

Remember to **continue monitoring your mailbox and Spam folder** for the shipment notification and additional allocation notification emails.

Hello Provider,

Based on your vaccine allocation, a shipment of Pfizer 1 has been sent to your facility. Once you receive this shipment, it is very important that you go into the Texas Vaccine Allocation and Ordering System as soon as possible to confirm receipt and record any issues with your shipment. Please review the details on your shipment and instructions on the shipment process below.

Carrier: Fedex

Tracking number: FD1434254523423

Date Shipped: 11/20/2020

# Confirm Shipment in VAOS

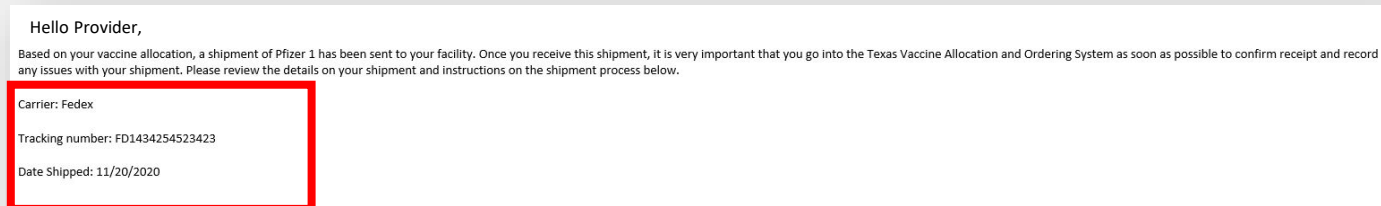
## Did you know...?

When a vaccine allocation ships, you will have access to **shipment tracking information.**

Shipment information, including the shipment tracking number, will be available in two places:

1

In the notification email sent to the primary & backup vaccine coordinators



2

In VAOS, shipment information is displayed on the *Shipment Details* page.

For instructions to find this tracking information, refer to the [COVID-19 VAOS – How to View Vaccine Shipment Tracking Info](#)



# Confirm Shipment in VAOS

## Did you know...?

When McKesson ships a vaccine allocation, they will send a notification email.

**McKesson will begin sending advance notification emails** for vaccine orders approved on or after Saturday, January 9<sup>th</sup>.

The email will contain information about the vaccine shipment, including the specific vaccine and quantity ordered, as well as the tracking number.

McKesson will send separate emails for each vaccine cooler (box) in the shipment, because each cooler (box) has its own unique tracking number.

These email notifications will come from [CDCCustomerService@McKesson.com](mailto:CDCCustomerService@McKesson.com). **Make sure to list this address as a safe address so that these notifications do not go to a Spam folder.**





# Confirm Shipment in VAOS

## Did you know...?

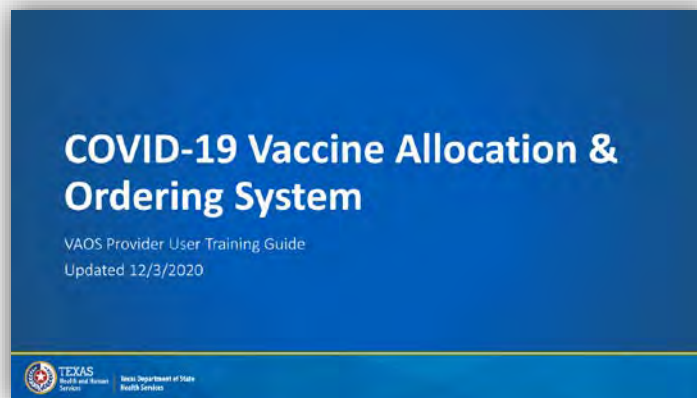
When you receive a shipment, **you must enter that you received a vaccine shipment in VAOS**

You'll need...

- **Who** received the vaccines
- **When** the vaccines were received
- **How many** vaccines received

After inspecting, you'll need to enter...

- How many vaccines **passed** inspection
- How many vaccines **failed** inspection
- **Reason** for any failure



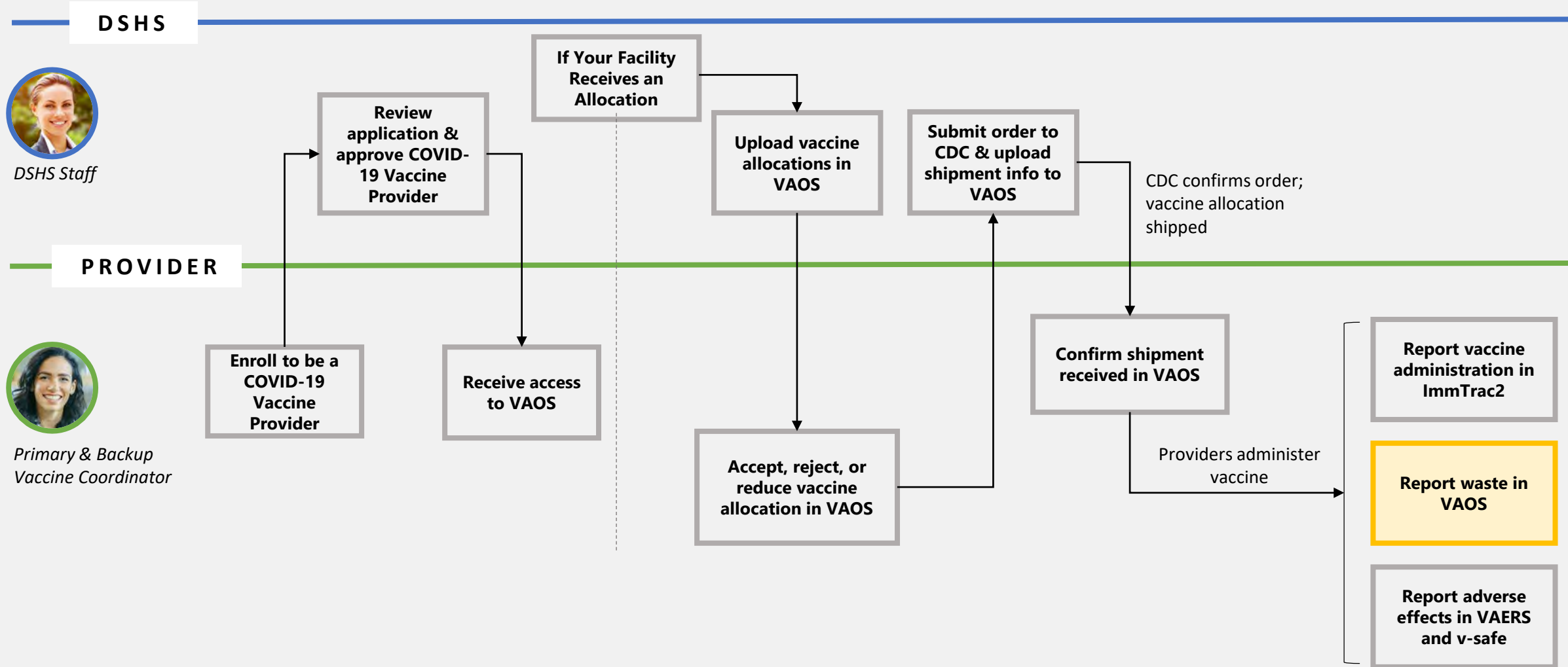
*COVID-19 VAOS Provider Training Guide*

You can find instructions for completing this process on the [DSHS COVID-19 Vaccine Management Resources website](#).



*Confirming Shipments in VAOS instructional video*

# COVID-19 Vaccine Provider Milestones



# Report Waste in VAOS

## Did you know...?

You can't report more doses wasted than you've received in your allocation.

Providers should report all doses wasted in VAOS. However, you **cannot report more doses wasted than you have been allocated in VAOS.**

The image shows a screenshot of the "New Vaccine Use: Vaccine Wastage" form. The form is divided into two main sections: "Information" and "Description".  
**Information Section:**  
- Vaccine Administrator Number: [Empty field]  
- Facility: [Austin Regional Health Clinic]  
- Vaccine: [VI-0000014]  
- Status: [Wastage]  
- Reason for waste: [G01 - Expired vaccine]  
- Quantity Consumed: [25]  
- Vaccine Lot Temp: [Empty field]  
**Description Section:**  
- Description: [Vaccine Lot expired 11/08/2020]  
- Other Reason: [Empty field]  
At the bottom right of the form, there are three buttons: "Cancel", "Save & New", and "Save".

# Resources Available for Providers

Visit the [DSHS COVID-19 Vaccine Management Resources site](#) for all information and resources related to vaccine management, distribution, and administration, including:

## New Resources:

- Vaccination Cards
- Pfizer and Moderna Product Information
- On-Demand Training Videos
- *And more!*

The screenshot shows the Texas Department of State Health Services website. The header includes the Texas logo and the text "Texas Department of State Health Services". A navigation menu contains links for HOME, COVID-19, ABOUT DSHS, NEWS, I AM A..., MOST POPULAR, RESOURCES, ONLINE SERVICES, and CONTACT US. The main content area is titled "COVID-19 Vaccine Management Resources" and features a large image of a COVID-19 virus particle. Below the image, there is a brief description of the resource site and a "Latest Updates" section. The "Latest Updates" section includes a heading "COVID-19 Vaccine Provider Webinars" and a list of links to webinar recordings and resources. Below this, there is a "COVID-19 Vaccine Provider FAQs" section with links to a FAQ document and a weekly forum. At the bottom of the page, there is a link for "How to Become a COVID-19 Vaccine Provider".

Inicio en español

TEXAS Health and Human Services | Texas Department of State Health Services

HOME COVID-19 ABOUT DSHS NEWS I AM A... MOST POPULAR RESOURCES ONLINE SERVICES CONTACT US

DSHS Immunizations COVID-19 Vaccine Home Vaccination Providers Provider Enrollment Vaccine Management Expert Vaccine Allocation Panel Public Health Entity Forums Vaccine Safety

Home > COVID-19 > Immunizations > COVID-19 Vaccine > COVID-19 Vaccine Management Resources

## COVID-19 Vaccine Management Resources

# COVID-19

CORONAVIRUS DISEASE 2019

This resource site contains information and resources for COVID-19 Vaccine Providers and local health entities related to COVID-19 vaccine distribution, administration and reporting.

### Latest Updates

#### COVID-19 Vaccine Provider Webinars

Please look for invitations for upcoming COVID-19 Vaccine Provider Webinars. [Recordings and resources are available here.](#)

- [Interim Considerations: Preparing for the Potential Management of Anaphylaxis at COVID-19 Vaccination Sites](#)
  - CDC has issued [Interim Considerations for Preparing for the Potential Management of Anaphylaxis at COVID-19 Vaccination Sites](#). Appropriate medical treatment for severe allergic reactions must be immediately available in the event that an acute anaphylactic reaction occurs following administration of Pfizer-BioNTech COVID-19 Vaccine
- [Pfizer-BioNTech COVID-19 Vaccine Standing Orders Template \(last updated 12/17/2020\)](#) (PDF)
- [Pfizer-BioNTech COVID-19 Vaccine Pre-Vaccination Form \(last updated 12/16/2020\)](#) (PDF)

#### COVID-19 Vaccine Provider FAQs

- [COVID-19 Vaccine Provider FAQ \(last updated 10/30/2020\)](#) (PDF)
- [Weekly COVID-19 Vaccine Forum Presentations and Q&As](#)

### How to Become a COVID-19 Vaccine Provider