Online Registry Training
CIR COVID-19 Vaccine

January 27, 2021
(revised 3/9/2021)
Check for resources: updates, guides, forms

- **NYC COVID-19 Vaccination Program Enrollment, Vaccine Ordering and Reporting - Steps**
- Register your practice
- Reporting requirements
- **Online Registry access forms - Site Security Admin**
- **CIR Electronic Reporting Documents**
- **CIR COVID-19 Resources**
- Click “Online Registry GO” to access log in screen
• Each facility has a separate account for logging into OR

• Site Security Administrator (SSA-only one per site) manages accounts for additional users; inactivates accounts

• One person managing multiple facilities will have separate logins for each site

• Users sign a Confidentiality Statement (keep on site)

• Online Registry account support: cir-reset@health.nyc.gov

• To log-in click I Consent→
Designated Site Security Administrator Manages Additional User Accounts

1. Go to the Set Up icon. Click on the tab Manage Users.
2. Click “Continue” to add a new user.
3. To reset an existing account: Click on a User ID or Name whose password needs to be reset.
   - Click on “Reset Password” located under the Password section.
   - Click “Continue” and the following note in green will appear at the top of the page:
     Password reset initiated for User Id xxxxx. Please have the user check his/her email to reset the password for his/her Online Registry account. Please be aware: (a) that there may be a delay of up to an hour for receipt of the email; and, (b) that the email will expire after 4 days, whereupon the account will need to be reset again.

IDs and passwords may not be shared. Each individual is required to have a separate password. Do not use generic names or email, such as “frontdesk.”
Online Registry- Adult Quick Add

• When entering a COVID-19 vaccination event, you will be prompted to enter additional information.

• For COVID-19 vaccines, the manufacturer and lot information will be added to the droplist by CIR.

• Entering address helps with matching records and preventing fragmented records—important for keeping track of 2nd doses for a patient.

• Entering cell phone number allows for use of text messaging for reminder/recall of patient due to vaccine.

• If a possible matching record is found, you will be prompted to confirm the correct record was found.

• Refer to Quick Guide, and Transfer Instructions, if needed.

Tip: To enter a city outside of NYC: type the City, then click inside the blue rectangle to “choose” the city that was typed.
Online Registry - MyList and Refresh MyList

- Each time you add a patient through Quick Add, that record will be added to MyList and displayed.
- The search boxes are used to search within MyList.
- If your practice has been reporting to the CIR via HL7 messaging or UPIF files, use the “Refresh MyList” function to display those records.

Parameter example:
Include patients who have received an immunization at this practice within the last year

- Refer to the Full Guide
Online Registry- Search

- Requires unique match on:
  - First Name
  - Last Name
  - DOB
  - Gender
- Once found, patient is added to MyList.
Online Registry - Advanced Search

- The default option is set to allow you to enter as much information as possible to find a matching record, with a minimum of 2 additional pieces of information;
- Choose a search combination inside the Tip box by clicking on the link:
  - Medical record No.
  - Medicaid No.
  - CIR No.
  - Mom’s info
  - Address/phone
- Enter information in the highlighted dark yellow fields
- Once found, the record is added to MyList

If a possible matching record is found, you will be prompted to confirm the correct record was found.
Online Registry- View Record

After a successful search, the patient record will appear

- Vaccine Series
- By Date
- Next Due – Decision Support

To view a record from the MyList, click on a patient in the list.
Online Registry- Add Current Immunization

Primarily used for pediatric vaccine series.

Use the Adult Quick Add to enter the 1st dose of COVID-19 vaccine.

When the Adult Quick Add screen was used to enter the 1st dose of COVID-19 vaccine, additional required data was collected.

You may continue to use the Adult Quick Add screen or use this screen to add the 2nd dose of COVID-19.

Use “Add History” screen to add histories (3rd tab). Do not add historical immunizations in this screen.
Online Registry- Add COVID-19 Vaccination

To add a COVID-19 vaccination event:

• Locate patient in MyList; click on their name.
• Click on Add/Edit.
• Choose the correct COVID-19 vaccine from the drop-down list.
• Enter date of the vaccination event.
• Choose "Not VFC Eligible"; click Continue.

On the next page:

• Select if vaccine was administered by your practice or another.
• Select Vaccine Lot from list; click Continue.
• Verify information and click Submit.
Online Registry- Modify Immunization

- A facility can modify the immunizations they reported.
- Follow the steps
- Choose to modify or delete the event
- Date and lot can be modified.
Online Registry- Coverage Report

Click on the Create Standard, COVID-19, IQIP, Flu Coverage Reports link to view:

- number of patients that completed the vaccine series
- list of patients who are due 2nd dose
Online Registry- Coverage Report

- Choose “COVID-19 Coverage Report”
- Name your report

- Return to the Coverage Report job list
- Click “Done” to view the list
Online Registry - Coverage Report

- Click
- Summary
- List returns to enable follow-up:
  - Address
  - Phone numbers
  - Status: complete or date due for next dose
Online Registry - Update Patient Information

- Data can be updated if CIR does not have a vital record associated to the record
- Moved or Gone Elsewhere (MOGE) status
- Address, phone, email
- Accepts text messages? Y/N
- Record help: cir@health.nyc.gov

† Data previously reported are saved in the CIR but may not be displayed.
In the VIM screen, click the Reports, and Doses Administered tabs.

Enter date range

Report will appear, shown below
Online Registry - Transfer Inventory guide

How to Use the Vaccine Transfer Module (In Network)

This module allows providers to manage and track COVID-19 vaccine transfers. This tool is available to hospitals, Federally Qualified Health Centers (FQHCs) and providers groups enrolled in the COVID-19 Vaccination Program.

- Log on to the CIR Online Registry: nyc.gov/health/cir
- Navigate to the VIM/COVID Icon and, select the "COVID-19 Vaccination Program" tab, then the "Transfer COVID-19" sub-tab.

- Select the facility you are transferring vaccines to and enter the doses of vaccines to transfer. Once all fields are completed click 'Submit'.

- You are only able to transfer vaccine between sites enrolled in the COVID-19 vaccination program.
- A confirmation email is sent to the vaccine coordinators at both locations detailing the transfer.

Adjusting Inventory

- Navigate to the Adjust Inventory module by clicking the VIM/COVID bubble.
- To reach the Adjust Inventory screen, click the VIM/COVID icon in the banner. Click on the Vaccine Inventory Management tab, then choose the Adjust Inventory tab.

Balancing Inventory

- Begin balancing your inventory by selecting Decrease (-) or Increase (+) from the drop-down menu in the Adjust Direction column.
- Enter the number of doses in the Adjust Quantity column and select the reason for the adjustment from the drop-down menu in the Adjustment Reason column.

- To account for vaccine transfers, select 'Transfer COVID-19 Vaccine'.
- To add another reason for a dose of the same lot, or remove a previously added reason, use the + and - icons from the Add/Remove Reason column and select another reason.
- If applicable, you may add additional quantities and reasons for the same lot by clicking the ‘+’ in the Add/Remove Reason column.
- When you are finished, click on Save. A message asking 'Are you sure you want to save the entered inventory adjustments?' will appear. Confirm by clicking OK to continue and save your updated inventory.
Find & Add Lot button

- Use Find and Add Lot, if you do not see one or more of your vaccine lots, click the Find & Add Lot button located above the dashboard to search for and add them to your list.
- In the box that appears, select the vaccine type, brand, lot, and the number of doses you would like to add.

Find and Add Lot for Public Inventory
1. Find a lot by making your selections below.
2. Enter the quantity of doses in your inventory for the lot.
3. Click the 'Add' button.
4. Click 'Return' to clear selections or entries. Click 'Close' to return to the Adjust Inventory screen.
5. Note: Lots for COVID-19 cannot be selected to add, but will appear in your reporting screen after CIR approves your participation in the COVID-19 Vaccine Program.

Note: If you are unable to add lot numbers for other vaccines, please contact the CI at: cmunro@health.nc.gov

Find and Add Lot button

- If the lot currently exists in your list, a message will appear in the dashboard stating: ‘This lot already exists on the Adjust Inventory screen. To adjust the CIR Expected Inventory column for this lot, click Close and use the Adjust CIR Expected Inventory by Dose fields on the Adjust Inventory screen.
- If the lot does not exist in your list, it will be added to your list and highlighted in yellow.

Reporting Wastage

- Vaccine wastage and spoilage events should be reported on this screen. Wastage reasons include: ‘Broken Vial/Syringe’, ‘Vaccine drawn into syringe but not administered’, ‘Opened multidose vial’, Other wastage (non-returnable).
- Log into the CI and click on the VIM bubble.
  - Within the VIM module, click on the VFC Vaccines Return/Wastage tab.
    - Fill out the fields displayed in the form. More than one lot number can be reported at a time by clicking the ‘Add Event’ button. Once all entries are complete, click the ‘Continue’ button to confirm your entries.
    - Click ‘Submit’
      - Print out the confirmation for your records.
      - Dispose of the wasted vaccine in accordance with local regulations.
Contact Information

General questions: cir@health.nyc.gov
Online Registry accounts: cir-reset@health.nyc.gov
Vaccine, Storage, VFC questions: nycimmunize@health.nyc.gov
Interoperability and HL7: cir_interop@health.nyc.gov