



## COVID-19 Vaccine Management System (CVMS) - Provider Portal

### Federal Allocations for SPOKE, Non-FEMA/Non-FQHC, and Pharmacies Job Aid

Please follow the instructions below if you are a SPOKE site, non-FEMA/FQHC Provider, or pharmacy that needs to tag Vaccine Inventory as 'Federal Allocation' when adding a new Vaccine Inventory record or when updating an existing Vaccine Inventory record in the CVMS Provider Portal. Only users with a HEALTHCARE LOCATION MANAGER profile can indicate a Federal Allocation in the CVMS Provider Portal.

A federally allocated vaccine inventory simply means that the vaccine inventory shipment was sent on behalf of the federal government. For most inventories, the default will be a state allocation and the Federal Allocation checkbox will be unchecked to signal that it is NOT a federal allocation.

**State Allocations:** If the inventory is sent on behalf of the State, your primary Vaccine Coordinator should be sent an email and a shipment record should be available in the CVMS Provider Portal. Typically, shipment records are loaded into the CVMS Provider Portal before 12:00 pm the day of the vaccine arrival.

**Federal Allocations:** If the inventory is sent on behalf of the federal government, there will NOT be a shipment record in the CVMS Provider Portal, and the Healthcare Location Manager will be required to add FED to the inventory name.

#### 1 Check Your Ability to Receive Federal Allocations

First you want check if your location is enabled to receive Federal Allocations.

1. Navigate to the CVMS Provider Portal (<https://covid-vaccine-provider-portal.ncdhhs.gov>)
2. Log in using your **NCID** username and password
3. Navigate to the **VACCINE INVENTORY** tab

TIME	DETAILS	CASE NUMBER	LOCATION
Mar 10, 21, 08:00 AM	TJ TJ Dose 1 Scheduled	03045802	Clinic Location1
Mar 10, 21, 09:47 AM	Wednesday Morning Dose 1 Scheduled	03045809	Clinic Location1
Mar 10, 21, 09:57 AM	Jennifer Yu Dose 2 Scheduled	03045108	Clinic Location1



- Click on the Account Record associated with the receiving location

Home Recipient Appointments Locations Bulk Registration Vaccine Inventory More

Scan or type a barcode Add Waste Insufficient Quantity Inbound Transfer Outbound Transfer

Vaccine Inventories  
All Vaccine Inventories

32 items • Sorted by Vaccine Inventory Name • Filtered by All vaccine inventories • Updated a few seconds ago

Search this list...

	Vaccine I...	Account N...	Product Na...	Usage (First...	To...	D...	D...	Ex...	D...	Lot	Status	Expiration...	Date Recei...	Created Date
1	Delivery 03/05...	Clinic Location1	Janssen COVI...	First Dose only...	100	94	6		0	4441241	Available	3/5/2023, 12:0...	3/5/2021, 10:5...	3/5/2021, 10:5...
2	Delivery 03/13...	Clinic Location1	Moderna (10...	Second Dose o...	10	0	10	0	0	TEST-798	Available	4/30/2021, 12:...	3/13/2021, 12:...	3/13/2021, 9:4...
3	Delivery 03/16...	Clinic Location1	Pfizer-BioNTec...	First Dose only...	5,900	5,898	2		0	123089	Available	5/7/2021, 12:0...	3/16/2021, 1:1...	3/16/2021, 1:1...
4	Delivery 03/19...	Clinic Location1	Moderna (10...	First Dose only...	100	98	2	0	0	030121	Available	3/31/2023, 12:...	3/19/2021, 12:...	3/19/2021, 3:2...

- Ensure the **ABLE TO RECEIVE FEDERAL ALLOCATIONS?** box is checked

DETAILS RELATED

Account Information

Account Name  
Clinic Location1

Provider PIN  
7178

VTrckS ID for this location  
5235355

Unique Location ID  
LOC-03416

COVID-19 Vaccination Provider Type  
Urgent care

Status for Location  
Assigned

Able to receive Federal Allocations?  
☒

Parent Account  
Vaccination Clinic

Primary Coordinator Full Name  
John three Deere three

Primary Coordinator Email  
natebemartin-jd311b@gmail.com

Organization Email

Unique COVID-19 Organization ID (Sect A)  
ORG-04857

Redistribution Participant  
Yes

Available to Receive Vaccine Allocation  
Yes

- If the box is not checked, you will not be able to check the Federal Allocations check box on the Vaccine Inventory record. In the meantime, you can add **"FED -"** to the **VACCINE INVENTORY NAME** to communicate that it is a Federal Allocation.

To receive the Federal Allocation checkbox functionality, contact the **CVMS Help Desk** for assistance at [https://ncgov.servicenowservices.com/csm\\_vaccine](https://ncgov.servicenowservices.com/csm_vaccine) and select the "Vaccine Provider" option to submit your question or issue. You can also call the COVID-19 Vaccine Provider Help Center at (877) 873-6247 and select option 1.



## 2 How to Indicate a Federal Allocation when Adding New Vaccine Inventory

In this scenario, you want to tag a new Vaccine Inventory record as a Federal Allocation.

1. Navigate to the **VACCINE INVENTORY** tab

The screenshot shows the NCDHHS CVMS Provider Portal. The 'Vaccine Inventory' tab is highlighted with a red box. Below the navigation bar, there is a 'Switch Locations' button and two sections: 'Recipient Check-In' and 'Today's Appointments'.

2. Click Add

The screenshot shows the 'Vaccine Inventories' section. The 'Add' button is highlighted with a red box. Below the buttons, there is a table of vaccine inventory records. The first row is highlighted.

Vaccine In...	Account ...	Product Na...	Usage (First ...	To...	D...	D...	Ex...	D...	Lot	Status	Expiration D...	Date Receiv...	Created Date
1	Delivery 02/16/...	Solutions Loc1	Moderna (10 ...	First Dose only ...	200	200	0	0	138495	Available	3/2/2026, 12:0...	3/2/2021, 11:3...	3/2/2021, 11:4...

3. Fill out required fields, add "**FED -**" to the **VACCINE INVENTORY NAME**, check the **FEDERAL ALLOCATION** checkbox, and click Save

The screenshot shows the 'New Vaccine Inventory: New Vaccine' form. The 'Vaccine Inventory Name' field is highlighted with a red box and contains the text 'FED - Lot 123456'. The 'Federal Allocation?' checkbox is also highlighted with a red box and is checked. The 'Save' button is highlighted with a red box.

**Fields**

- \* Account: Search Accounts...
- \* Expiration Date: Date: 3/2/2021, Time: 11:05 AM
- \* Vaccine Product: Search Vaccine Products...
- \* Lot:
- \* Usage (First or Second Doses): --None--
- \* Vaccine Inventory Name: FED - Lot 123456
- \* Total Doses:
- \* Extra Doses:
- \* Federal Allocation?: ☒

**Shipment Details**

- Shipment: Search Shipment...
- Unable to locate Shipment record: ☐

**Inventory Instructions and Assistance**

Cancel Save & New **Save**

**NOTE:** Remember to always add the **LOT NUMBER** to all vaccine inventory names.



### 3 How to indicate a Federal Allocation for existing Vaccine Inventory records

In this scenario, you want to tag an existing Vaccine Inventory record as a Federal Allocation.

1. Search for a **VACCINE INVENTORY** record from the Vaccine Inventory tab and click on the specific Vaccine Inventory Record

The screenshot shows the NCDHHS CVMS Provider Portal interface. The 'Vaccine Inventory' tab is selected. A search bar is highlighted with a red box. Below the search bar, a table lists vaccine inventory records. The first record, 'Delivery 03/05/2021', is highlighted with a red box. The table columns include Vaccine In..., Account N..., Product Name, Usage (First ...), To..., D..., Ex..., D..., Lot, Status, Expiration D..., Date Received, and Created Date.

Vaccine In...	Account N...	Product Name	Usage (First ...)	To...	D...	Ex...	D...	Lot	Status	Expiration D...	Date Received	Created Date	
Delivery 03/05/...	Clinic Location1	Janssen COVID...	First Dose only (...)	100	98	2	0	4441241	Available	3/5/2023, 12:00...	3/5/2021, 10:53...	3/5/2021, 10:53...	
Dose 2 Inventory	Clinic Location1	Pfizer-BioNTec...	Second Dose onl...	50	-48	3	30	125	123	Available	3/1/2023, 12:00...	3/2/2021, 9:59...	3/2/2021, 10:01...
JJSingleDose	Clinic Location1	Janssen COVID...	First Dose only (...)	300	293	7	0	Lot3321JJ	Available	3/3/2022, 12:00...		3/4/2021, 2:06...	
Lot 1234325	Clinic Location1	Pfizer-BioNTec...	First Dose only (...)	1,000	976	24	0	1234325	Available	2/1/2022, 12:00...	2/21/2021, 12:0...	2/25/2021, 10:0...	
Lot 222 Delivery...	Clinic Location1	Moderna (10 M...	First Dose only (...)	1,000	995	5	0	Lot 222	Available	9/30/2021, 12:0...	3/8/2021, 12:00...	3/9/2021, 11:36...	

2. Click the **PENCIL ICON** next to the Federal Allocation field

The screenshot shows the details of the 'Delivery 03/05/2021' vaccine inventory record. The 'Vaccine Inventory Details' section is expanded. The 'Federal Allocation?' field is highlighted with a red box. The details include Vaccine Product (Janssen COVID-19 Vaccine), Lot (4441241), Expiration Date (3/5/2023, 12:00 PM), Usage (First or Second Doses) (First Dose only (100%)), Total Vials (20), Vaccine Inventory Name (Delivery 03/05/2021), Account (Clinic Location1), Date Received (3/5/2021, 10:53 AM), Status (Available), and Federal Allocation? (checkbox).

Account	Total Doses	Doses Available	Doses Administered	Doses Wasted	Doses Insufficient Quantity
Clinic Location1	100	98	2	0	0

**DETAILS** RELATED

▼ Vaccine Inventory Details

Vaccine Product	Janssen COVID-19 Vaccine	Vaccine Inventory Name	Delivery 03/05/2021
Lot	4441241	Account	Clinic Location1
Expiration Date	3/5/2023, 12:00 PM	Date Received	3/5/2021, 10:53 AM
Usage (First or Second Doses)	First Dose only (100%)	Status	Available
Total Vials	20	Federal Allocation?	<input type="checkbox"/>



3. Add "**FED -**" to the **VACCINE INVENTORY NAME** and check the **FEDERAL ALLOCATION?** checkbox then click Save

**NOTE:** When naming a vaccine inventory that is checked for 'Federal Allocation' **you must add FED - to the beginning of the Vaccine Inventory name** so that it is easily identifiable. Remember to always add the **LOT NUMBER** to all vaccine inventory names.

The screenshot shows the 'Vaccine Inventory Details' form. Key fields include:

- Vaccine Product:** Janssen COVID-19 Vaccine
- Lot:** 4441241
- Expiration Date:** 3/5/2023, 12:00 PM
- Usage:** First Dose only (100%)
- Total Vials:** 20
- Dose Amounts:** Total Doses: 100, Extra Doses: 0, Doses Available: 98
- Date Received:** 3/5/2021, 10:53 AM
- Status:** Available
- Federal Allocation?:** ☒
- Doses Administered:** 2
- Doses Wasted:** 0
- Doses Insufficient Quantity:** 0

The 'Vaccine Inventory Name' field is highlighted in yellow and contains 'FED Delivery 03/05/2021 Lot 4441241'. The 'Federal Allocation?' checkbox is also highlighted in yellow and is checked. The 'Save' button at the bottom right is highlighted with a red box.

If you have any questions or issues, please go to the CVMS Help Desk Portal at [https://ncgov.servicenowservices.com/csm\\_vaccine](https://ncgov.servicenowservices.com/csm_vaccine) and select the "**Vaccine Provider**" option to submit your question or issue.

You can also call the COVID-19 Vaccine Provider Help Center at (877) 873-6247 and select option 1. The COVID-19 Vaccine Provider Help Center is available during the following hours:

Monday – Friday: 7:00 AM – 7:00 PM ET  
Saturday – Sunday: 10:00 AM – 6:00 PM ET

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