

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

## How to Indicate a State Allocated Inventory Record is a State Sponsored Contract Job Aid

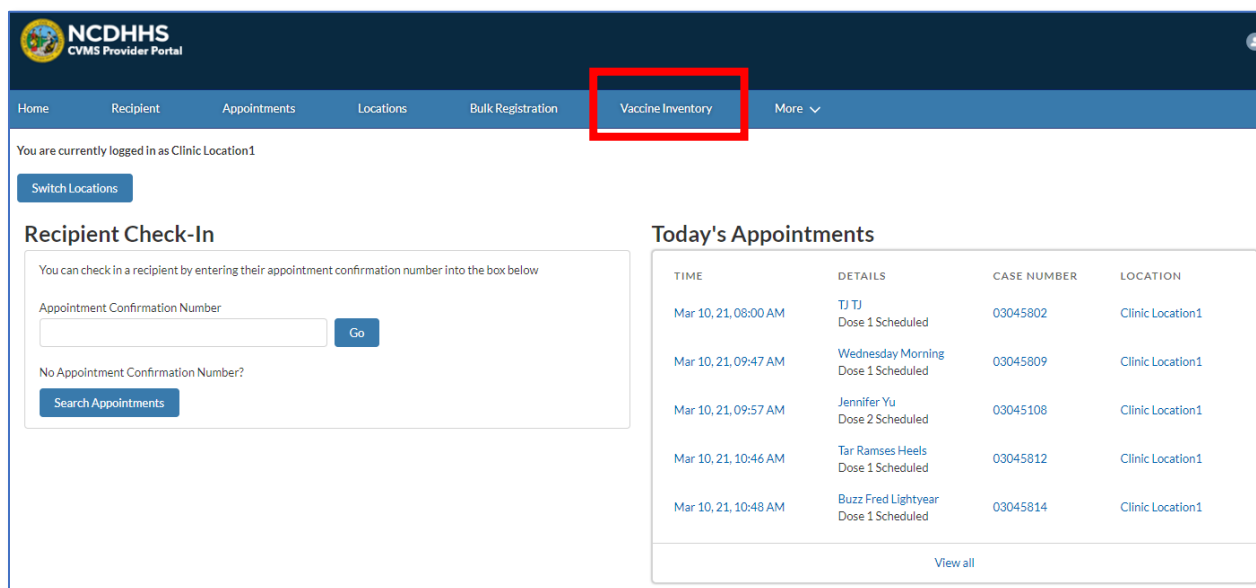
Please follow the instructions below to indicate in the CVMS Provider Portal when a state allocated Vaccine Inventory is for a State Sponsored Contract (SSC). Only users with a HEALTHCARE LOCATION MANAGER profile which is tagged in the back end of CVMS as a SSC provider can complete this process.

The intent of tagging a vaccine inventory as a State Sponsored Contract is to allow it to be used for traditionally marginalized and underserved communities, which primarily will allow it to be used for recipient's that need to be vaccinated in their homes. For most vaccine inventory records in CVMS, the State Sponsored Contract checkbox will be unchecked. If the state designates an inventory as a SSC, the following procedures should be followed.

### 1 How to indicate a new Vaccine Inventory is allocated by the State to a SSC

In this scenario, you want to indicate a new Vaccine Inventory Record as a State Sponsored Contract.

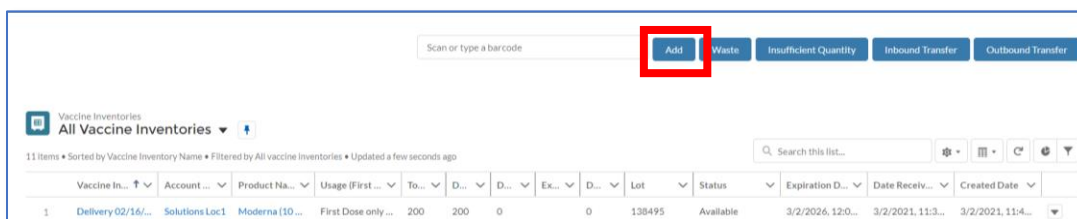
1. Navigate to the **VACCINE INVENTORY** tab



The screenshot shows the NCDHHS CVMS Provider Portal interface. The 'Vaccine Inventory' tab in the top navigation bar is highlighted with a red box. Below the navigation bar, there are sections for 'Recipient Check-In' and 'Today's Appointments'. The 'Today's Appointments' section contains a table with the following data:

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
Mar 10, 21, 10:46 AM	Tar Ramses Heels Dose 1 Scheduled	03045812	Clinic Location1
Mar 10, 21, 10:48 AM	Buzz Fred Lightyear Dose 1 Scheduled	03045814	Clinic Location1

2. Click Add



The screenshot shows the 'Add' button in the CVMS Provider Portal interface, highlighted with a red box. Below the 'Add' button, there is a table of vaccine inventory records. The table has the following columns: Vaccine In., Account, Product No., Usage (First, To, D., D., Ex., D., Lot), Status, Expiration D., Date Receiv., and Created Date. The first row of data is:

Vaccine In.	Account	Product No.	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, update the “Vaccine Inventory Name” field to start with “SSC - “, select the **STATE SPONSORED CONTRACT** checkbox, and click Save.

The screenshot shows a web form titled "New Vaccine Inventory: New Vaccine". The form is divided into several sections:

- Fields:**
  - \*Account: Search Accounts... (with a magnifying glass icon)
  - \*Expiration Date: Date (calendar icon) and Time (clock icon) fields.
  - \*Vaccine Product: Search Vaccine Products... (with a magnifying glass icon)
  - \*Lot: Text input field.
  - \*Usage (First or Second Doses): Dropdown menu with "--None--" selected.
  - \*Vaccine Inventory Name: Text input field containing "SSC - Delivery 04/28/2021", highlighted with a red box.
  - Date Received: Date (calendar icon) and Time (clock icon) fields.
  - \*Total Doses: Text input field.
  - Extra Doses: Text input field.
  - Federal Allocation?: Checkbox (unchecked).
  - State Sponsored Contract: Checkbox (checked), highlighted with a red box.
- Shipment Details:**
  - Shipment: Search Shipment... (with a magnifying glass icon)
  - Unable to locate Shipment record: Checkbox (unchecked).
- Comments/Notes (Optional):** Text area.
- Buttons:** Cancel, Save & New, and Save (highlighted with a red box).

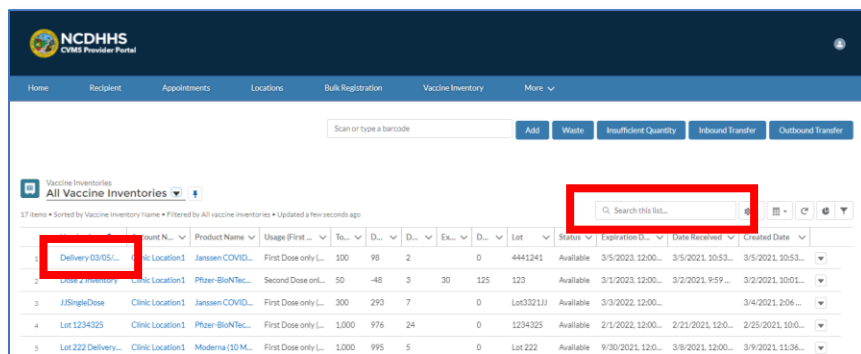
**NOTE:** When naming a vaccine inventory that is checked for ‘State Sponsored Contract’, **you must add ‘SSC’ to the beginning of the Vaccine Inventory name** for reporting purposes. If ‘SSC’ is not added, the system will give an error message when you try to save the information.



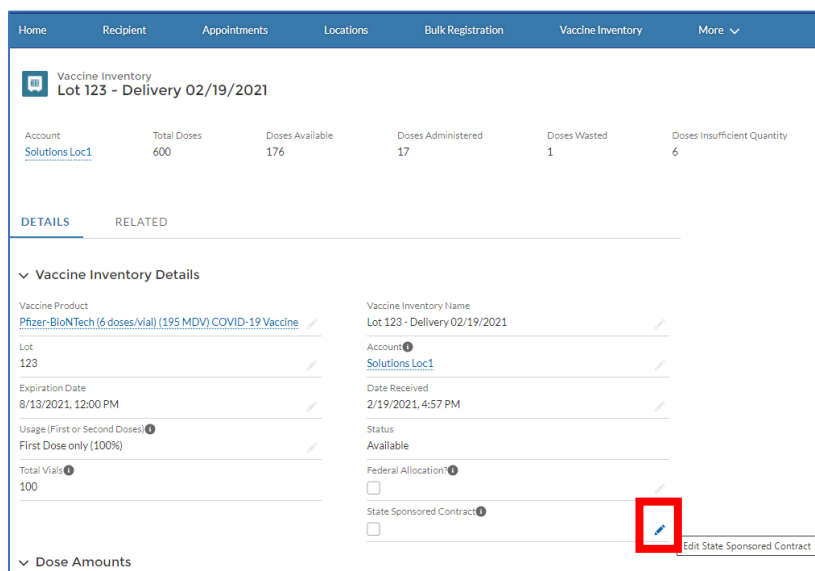
## 2 How to indicate an existing Vaccine Inventory is allocated by the State to a SSC

In this scenario, you want to indicate an existing Vaccine Inventory Record as a State Sponsored Contract.

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



2. Click the **PENCIL ICON** next to the State Sponsored Contract field



3. Check the **STATE SPONSORED CONTRACT** box and click Save

**NOTE:** When naming a vaccine inventory that is checked for 'State Sponsored Contract', you must add 'SSC' to the beginning of the Vaccine Inventory name for reporting purposes. If 'SSC' is not added, the system will give an error message when you try to save the information.



Vaccine Inventory  
Lot 123 - Delivery 02/19/2021

Account	Total Doses	Doses Available	Doses Administered	Doses Wasted	Doses
<a href="#">Solutions Loc1</a>	600	176	17	1	6

**DETAILS** RELATED

▼ Vaccine Inventory Details

\* Vaccine Product  
Pfizer-BioNTech (6 doses/vial) (195 MDV) COVID-1... x

\* Vaccine Inventory Name  
SSC - Lot 123 - Delivery 02/19/2021

\* Lot  
123

\* Account  
Solutions Loc1 x

\* Expiration Date  
Date: 8/13/2021 Time: 12:00 PM  
Date Received: 2/19/2021 Time: 4:57 PM

Usage (First or Second Doses)  
First Dose only (100%)

Status  
Available

Total Vials  
100

Federal Allocation?

State Sponsored Contract

▼ Dose Amounts  
Total Doses

Cancel Save

If you have any questions or issues, please go to the CVMS Help Desk Portal at [https://ncgov.servicenow.com/csm\\_vaccine](https://ncgov.servicenow.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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