

North Carolina COVID-19 Vaccine Management System

Training Session Descriptions

June 10, 2021



NC DEPARTMENT OF
**HEALTH AND
HUMAN SERVICES**



NCDHHS COVID-19 Response

CVMS Training Session Descriptions

| Training Session | CVMS Provider Enrollment | CVMS Provider Portal 101 -- Recipient Registration and Vaccine Administration | CVMS Provider Portal 102 -- Recipient Registration and Vaccine Administration | CVMS Provider Portal 201 for Location Manager Only -- Manage Vaccine Inventory |
|------------------|---|---|--|---|
| Audience | Organization Administrators and Vaccine Coordinators | Healthcare Providers (and Location Managers, if interested) | Healthcare Providers (and Location Managers, if interested) | Healthcare Location Managers |
| Duration | 60 minutes | 90 minutes | 30 minutes | 60 minutes |
| Agenda | <ul style="list-style-type: none"> •Welcome and What to Expect Today •CVMS Overview •Provider Enrollment Overview •Getting Started: Onboarding Overview •Provider Enrollment Process <ul style="list-style-type: none"> •Account Registration •Organization Administrators and Completing Section A •Vaccine Coordinators and Completing Section B •Responsible Officers and E-signing Agreements •What to Expect Next | <ul style="list-style-type: none"> •Welcome and What to Expect Today •CVMS Overview •Logging In •A Day in the Life of a Healthcare Provider <ul style="list-style-type: none"> •Checking in and Verifying Recipient Eligibility for the Vaccine •Documenting Vaccine Administration •Exploring List Views on Recipients •Recipients from Long-Term Care Facilities vaccinated by Pharmacy Partners •Cancel/Reschedule an appointment •What to Expect Next •Special instructions for locations that enabled the Scheduling feature in CVMS | <ul style="list-style-type: none"> •Welcome and What to Expect Today •Quick review of Scheduling from the perspective of a Recipient •Manage appointments scheduled by Recipients <ul style="list-style-type: none"> •Review appointments scheduled •Cancel appointments •Support recipients with no email or phone •What to Expect Next •Q&A | <ul style="list-style-type: none"> •Welcome and What to Expect Today •CVMS Overview •Logging In •A Day in the Life of a Healthcare Location Manager <ul style="list-style-type: none"> •Receiving and Processing Vaccine Inventory •Tracking Vaccine Returns, Wastage, and Transfers •Request Allocation Adjustment •What to Expect Next |

CVMS Training Session Descriptions (cont.)

| Training Session | CVMS Provider Portal 202 for Location Manager Only -- Manage Users, Upload Recipients, View Reports | CVMS Provider Portal 203 for Location Managers -- Managing Appointment Scheduling | CVMS Provider Portal 204 for Location Managers – Vaccine Marketplace |
|------------------|--|---|--|
| Audience | Healthcare Location Managers | Healthcare Location Managers | Healthcare Location Managers |
| Duration | 80 minutes | 75 minutes | 45 minutes |
| Agenda | <ul style="list-style-type: none"> • Welcome and What to Expect Today • CVMS Overview • Logging In • A Day in the Life of a Healthcare Location Manager <ul style="list-style-type: none"> • Managing Recipient Bulk Upload Process for both Low and High Volume (up to 5000 Recipient Records) • Recipient Health Questionnaire • Reports • Manage Users • Publish my location's data on MySpot.nc.gov • What to Expect Next | <ul style="list-style-type: none"> • Welcome and What to Expect Today • CVMS Overview • Quick review of Scheduling from the perspective of a Recipient • Managing MySpot.nc.gov location details <ul style="list-style-type: none"> • Update location Data • Create a Vaccination Event temporary location • Activate the appointment scheduling feature for a location • Publish appointments in TakeMyShot.nc.gov <ul style="list-style-type: none"> • Estimate] your number of doses • Cap the maximum number of appointments • Set up the time slots • Publish and Modify your appointments • Management appointments scheduled by Recipients <ul style="list-style-type: none"> • Review appointments scheduled • Cancel appointments • Support recipients with no email or phone • What to Expect Next • Q&A | <ul style="list-style-type: none"> • Welcome and What to Expect Today • CVMS Overview • Vaccine Marketplace <ul style="list-style-type: none"> • Overall process • Offer surplus of vaccine • Request additional vaccine • Transfer vaccine inventory • What to Expect Next |