North Carolina COVID-19 Vaccine Management System

Training Session Descriptions

June 10, 2021
## CVMS Training Session Descriptions

<table>
<thead>
<tr>
<th>Training Session</th>
<th>CVMS Provider Enrollment</th>
<th>CVMS Provider Portal 101 -- Recipient Registration and Vaccine Administration</th>
<th>CVMS Provider Portal 102 -- Recipient Registration and Vaccine Administration</th>
<th>CVMS Provider Portal 201 for Location Manager Only -- Manage Vaccine Inventory</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Audience</strong></td>
<td>Organization Administrators and Vaccine Coordinators</td>
<td>Healthcare Providers (and Location Managers, if interested)</td>
<td>Healthcare Providers (and Location Managers, if interested)</td>
<td>Healthcare Location Managers</td>
</tr>
<tr>
<td><strong>Duration</strong></td>
<td>60 minutes</td>
<td>90 minutes</td>
<td>30 minutes</td>
<td>60 minutes</td>
</tr>
</tbody>
</table>
| **Agenda**       | • Welcome and What to Expect Today  
• CVMS Overview  
• Provider Enrollment Overview  
• Getting Started: Onboarding Overview  
• Provider Enrollment Process  
  • Account Registration  
  • Organization Administrators and Completing Section A  
  • Vaccine Coordinators and Completing Section B  
  • Responsible Officers and E-signing Agreements  
• What to Expect Next | • Welcome and What to Expect Today  
• CVMS Overview  
• Logging In  
• A Day in the Life of a Healthcare Provider  
  • 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 | • Welcome and What to Expect Today  
• Quick review of Scheduling from the perspective of a Recipient  
• Manage appointments scheduled by Recipients  
  • Review appointments scheduled  
  • Cancel appointments  
  • Support recipients with no email or phone  
• What to Expect Next  
• Q&A | • Welcome and What to Expect Today  
• CVMS Overview  
• Logging In  
• A Day in the Life of a Healthcare Location Manager  
  • Receiving and Processing Vaccine Inventory  
  • Tracking Vaccine Returns, Wastage, and Transfers  
  • Request Allocation Adjustment  
• What to Expect Next |
## CVMS Training Session Descriptions (cont.)

<table>
<thead>
<tr>
<th>Training Session</th>
<th>CVMS Provider Portal 202 for Location Manager Only -- Manage Users, Upload Recipients, View Reports</th>
<th>CVMS Provider Portal 203 for Location Managers -- Managing Appointment Scheduling</th>
<th>CVMS Provider Portal 204 for Location Managers – Vaccine Marketplace</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Audience</strong></td>
<td>Healthcare Location Managers</td>
<td>Healthcare Location Managers</td>
<td>Healthcare Location Managers</td>
</tr>
<tr>
<td><strong>Duration</strong></td>
<td>80 minutes</td>
<td>75 minutes</td>
<td>45 minutes</td>
</tr>
<tr>
<td><strong>Agenda</strong></td>
<td>• Welcome and What to Expect Today&lt;br&gt;• CVMS Overview&lt;br&gt;• Logging In&lt;br&gt;• A Day in the Life of a Healthcare Location Manager&lt;br&gt;  • Managing Recipient Bulk Upload Process for both Low and High Volume (up to 5000 Recipient Records)&lt;br&gt;  • Recipient Health Questionnaire&lt;br&gt;  • Reports&lt;br&gt;  • Manage Users&lt;br&gt;  • Publish my location’s data on MySpot.nc.gov&lt;br&gt;  • What to Expect Next</td>
<td>• Welcome and What to Expect Today&lt;br&gt;• CVMS Overview&lt;br&gt;• Quick review of Scheduling from the perspective of a Recipient&lt;br&gt;• Managing MySpot.nc.gov location details&lt;br&gt;  • Update location Data&lt;br&gt;  • Create a Vaccination Event temporary location&lt;br&gt;  • Activate the appointment scheduling feature for a location&lt;br&gt;• Publish appointments in TakeMyShot.nc.gov&lt;br&gt;  • Estimate your number of doses&lt;br&gt;  • Cap the maximum number of appointments&lt;br&gt;  • Set up the time slots&lt;br&gt;  • Publish and Modify your appointments&lt;br&gt;• Management appointments scheduled by Recipients&lt;br&gt;  • Review appointments scheduled&lt;br&gt;  • Cancel appointments&lt;br&gt;  • Support recipients with no email or phone&lt;br&gt;  • What to Expect Next&lt;br&gt;• Q&amp;A</td>
<td>• Welcome and What to Expect Today&lt;br&gt;• CVMS Overview&lt;br&gt;• Vaccine Marketplace&lt;br&gt;  • Overall process&lt;br&gt;  • Offer surplus of vaccine&lt;br&gt;  • Request additional vaccine&lt;br&gt;  • Transfer vaccine inventory&lt;br&gt;• What to Expect Next</td>
</tr>
</tbody>
</table>