

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

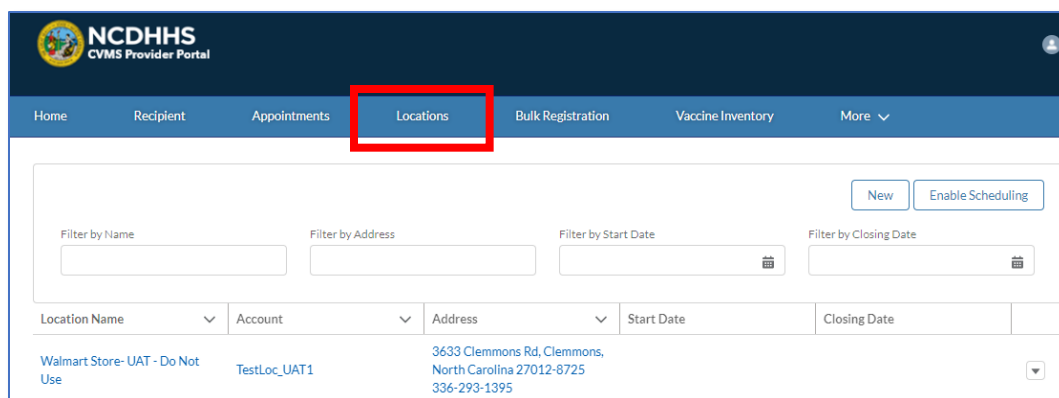
### How to Add Homebound Vaccination Contact Information Job Aid

Please follow the instructions below to share your point of contact information for homebound vaccination with the NCDHHS team. Only users with a HEALTHCARE LOCATION MANAGER profile can complete this process.

This contact information will be available to the general public on the NCDHHS COVID-19 website at <https://covid19.ncdhhs.gov/vaccines/home-vaccine-providers>. Members of the public will use this contact information to ask about homebound vaccinations.

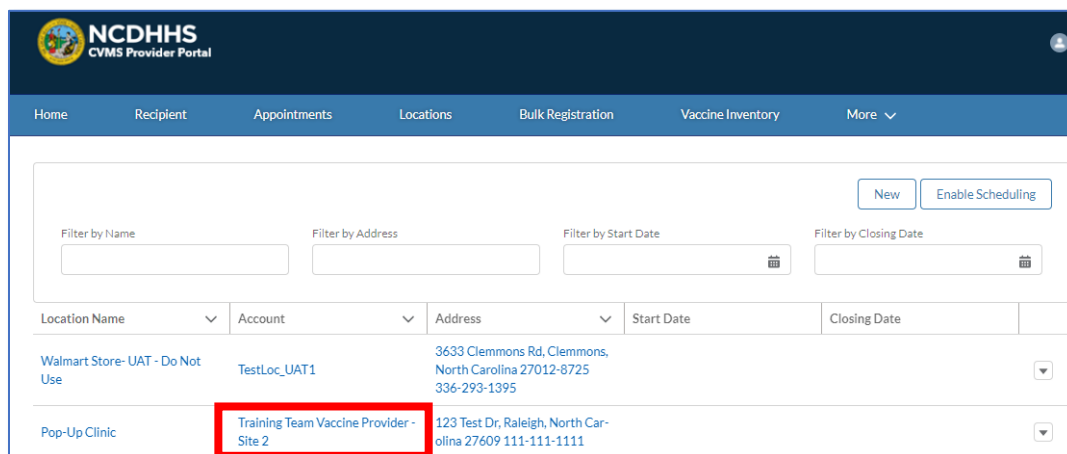
#### Step-by-step instructions to add homebound vaccination contact information

1. Go to the CVMS Provider Portal at <https://covid-vaccine-provider-portal.ncdhhs.gov>
2. Login using your NCID username and password
3. Navigate to the **LOCATIONS** tab



The screenshot shows the NCDHHS CVMS Provider Portal interface. The 'Locations' tab in the navigation menu is highlighted with a red box. Below the navigation menu, there are filter fields for Name, Address, Start Date, and Closing Date. A table of locations is displayed with columns for Location Name, Account, Address, Start Date, and Closing Date. The first row shows 'Walmart Store- UAT - Do Not Use' with account 'TestLoc\_UAT1' and address '3633 Clemmons Rd, Clemmons, North Carolina 27012-8725'.

4. Click on the corresponding **ACCOUNT HYPERLINK** (not on the Location Name hyperlink)



This screenshot shows the same CVMS Provider Portal interface as the previous one, but with the 'Training Team Vaccine Provider - Site 2' account hyperlink highlighted in red. The table now shows two rows: the first row is the same as before, and the second row shows 'Pop-Up Clinic' with account 'Training Team Vaccine Provider - Site 2' and address '123 Test Dr, Raleigh, North Carolina 27609 111-111-1111'.



5. Scroll down to the section named State Sponsored Contracts & Homebound & Incentives Information

**NCDHHS**  
CVMS Provider Portal

Home Recipient Appointments Locations Bulk Registration Vaccine Inventory Vaccine Marketplace Shipments More

Account: **Training Team Vaccine Provider - Site 2** Bulk Employee Upload Change Allocation Availability

Available to Receive Vaccine Allocation: Yes

Instructions (Available to Receive Vacs): Please ensure field 'Available to Receive Vaccine Allocation' is correct each week. 'Yes' means the site is able to receive and administer additional vaccine if allocated. A value of 'No' means the site does not wish to receive vaccine or is not able to receive and administer additional vaccine at that time if allocated and the site will not be considered for allocation. This value can be changed at any time, so if you wish to skip one week for any reason (i.e. sufficient supply for next week or storage is at capacity), mark this value as 'No' by Monday 10am for allocation planning that week. If you would like to be considered for allocation, you should have the value set at 'yes' by 10AM on Mondays. The value will STAY in place until a site adjusts it (i.e. if you select 'No,' it will remain 'No' until the site moves it to 'Yes'.)

**Account Information**

Account Name: Training Team Vaccine Provider - Site 2	Parent Account: Training Team Vaccine Provider
Provider PIN: 123457	Primary Coordinator Full Name:
VTricks ID for this location: 123457	Primary Coordinator Email: simon.couderc-acn@dhhhs.nc.gov
Unique Location ID:	Organization Email: simon.couderc-acn@dhhhs.nc.gov
COVID-19 Vaccination Provider Type: Medical practice : family medicine	Unique COVID-19 Organization ID (Sect A): 12345
Status for Location: Approved	Redistribution Participant: Yes
Ability to receive Federal Allocations: <input checked="" type="checkbox"/>	Available to Receive Vaccine Allocation: Yes
CVMS Scheduling Self-Attested Date: 5/14/2021, 10:05 AM	
CVMS Scheduling Self-Attested By: Kevin Kauffman	
Recipient Has Received Other Dose: <input type="checkbox"/>	
Other Dose Details:	
If Other, Enter Other Dose Details:	

**State Sponsored Contracts & Homebound & Incentives Information**


Additional Vendor Type (SSC):	
Are you providing Homebound vaccinations:	Homebound Contact Info: Phone
Homebound Contact Info: Name of POC:	Homebound Contact Info: Email

**Address Information**

6. Click the **PENCIL ICON**  to edit the field values

**State Sponsored Contracts & Homebound & Incentives Information**

Additional Vendor Type (SSC):

Are you providing Homebound vaccinations: 

Homebound Contact Info: Name of POC:

Homebound Contact Info: Phone:

Homebound Contact Info: Email:



7. Select Yes to indicate you will provide homebound vaccinations, then enter the name, phone number, and email address for the homebound vaccination point of contact

∨ State Sponsored Contracts & Homebound & Incentives Information

Additional Vendor Type (SSC) ⓘ

Are you providing Homebound vaccinations ↶	Homebound Contact Info: Phone ↶
Yes ▾	222-333-4444
Homebound Contact Info: Name of POC ⓘ ↶	Homebound Contact Info: Email ↶
Jane Doe	jane.doe@test.test

8. Click **SAVE**

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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

*Version 1 – June 28, 2021*