



# Activated Provider Reference Guide

Phase 1

Winter 2020-21



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# Provider Onboarding Checklist

- Review **VAMS** onboarding considerations and **document** onboarding decisions via this [required survey](#) no later than 48 hours of activation. *Failure to do so will result in exclusion from COVID-19 Vaccination Program.*
  - Please note that vaccine supply requests are submitted in VAMS.
- Attend the [new provider onboarding session](#) on Tuesdays from 11a-12:30p (click on link to access)
- Review **VaccineFinder** inventory reporting requirements. The organization contact email address from your section A form submission will receive an automated email from [vaccinefinder@auth.castlighthouse.com](mailto:vaccinefinder@auth.castlighthouse.com) within 48 hours. Please follow the set-up instructions.
- Review [DHEC's phase 1a guidance](#) to ensure your facility understands the target groups for vaccination
- Review **v-safe** and **VAERS** vaccine safety program considerations with all applicable vaccinating staff
- Review Pfizer and/or Moderna **vaccine preparation and administration trainings** with all vaccinating staff
- Review Pfizer and/or Moderna **storage and handling trainings** with all appropriate staff
- Ensure your **storage unit is prepared** to receive your first vaccine supply, including the placement of any approved continuous monitoring device, and utilization of [temperature monitoring logs](#) for twice-daily monitoring
- Review [DHEC's COVID-19 Vaccine Provider Webpage](#) for training and resource documents for programs and systems listed above
- Attend a [COVID-19 Vaccine Provider Town Hall Q&A](#) on Wednesdays and Fridays from 11a-12p

# Emails

To ensure communications do not get delayed or blocked by organization servers, please work with your IT teams to whitelist/approve the following email addresses:

- [vaccinefinder@auth.castlighthousehealth.com](mailto:vaccinefinder@auth.castlighthousehealth.com)
- [vams@cdc.gov](mailto:vams@cdc.gov)
- [No-reply@mail.vams.cdc.gov](mailto:No-reply@mail.vams.cdc.gov)
- [VAMSHelp@cdc.gov](mailto:VAMSHelp@cdc.gov)
- [No-reply@envelope.mail.vams.cdc.gov](mailto:No-reply@envelope.mail.vams.cdc.gov)
- [\\*@salesforce.com](mailto:*@salesforce.com)
- [CVGOVERNMENT@Pfizer.com](mailto:CVGOVERNMENT@Pfizer.com)
- [Pfizer.logistics@controlant.com](mailto:Pfizer.logistics@controlant.com)



South Carolina Department of Health and Environmental Control

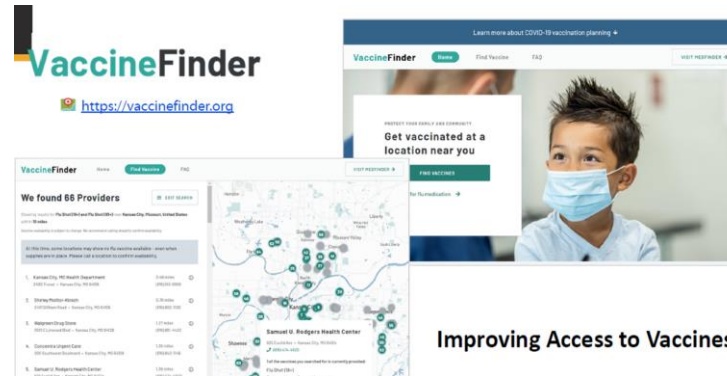
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# VaccineFinder

Daily inventory reporting

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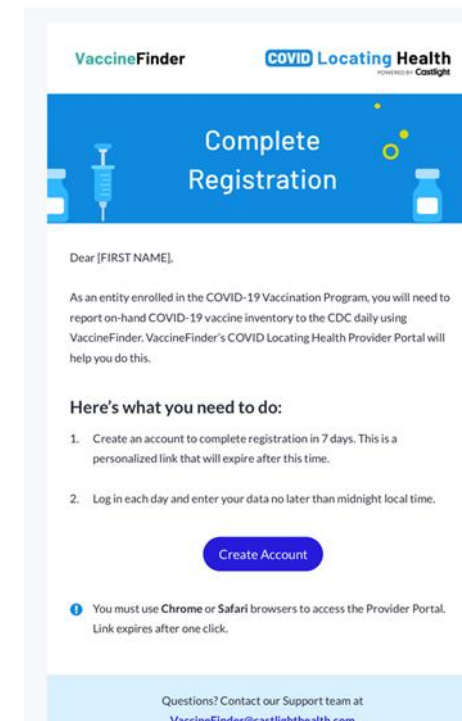
## Inventory Reporting

- COVID-19 vaccination providers will report on-hand inventory supply at least daily to VaccineFinder.
- Inventory quantities will not be made publicly available.
- Optional: Providers may choose to make their location(s) visible on the public-facing website to increase access to vaccine once supply is available to the public.

Note: While the COVID-19 vaccine supply is limited, VaccineFinder will only be used for COVID-19 vaccine inventory reporting, not as a resource for the public to find vaccine at provider locations. The public-facing functionality will only be available when vaccine is more widely available.

# VaccineFinder Account Activation Steps

1. The organization email listed from an enrolled provider's section A form will receive an email from [vaccinefinder@auth.castlighthealth.com](mailto:vaccinefinder@auth.castlighthealth.com) prompting them to complete their account registration in VaccineFinder.
2. The email will look like the image to the right. Providers will click the "Create Account" link to complete VaccineFinder onboarding via the COVID Locating Health Provider Portal.
3. Open the registration email and click on the "Create Account" button. **Please note, the link is a one-time use only and will expire after the first click.**
4. Please ensure the link opens in one of the approved browsers (Safari, Chrome, or Microsoft Edge). You may need to right click, copy the link and paste it into one of the above approved browsers.
5. You will be directed to the registration page where you will enter your username and create a new password.
6. Click submit, you'll be redirected back to the VaccineFinder login page. Please bookmark this page for future use as well.



# Provider Set-Up

How are you going to report your vaccine inventory?

**i** Your selection cannot be changed for the duration of the COVID-19 vaccination program.

YOUR LOCATIONS (5)

- Kaiser - Santa Clara
- Kaiser - Oakland
- Kaiser - San Francisco
- Kaiser - Palo alto
- Kaiser - Sonoma

I will be reporting vaccine inventory on behalf of all locations listed above.

Each of the locations listed above will be responsible for reporting their own vaccine inventory.

How are you going to report your vaccine inventory?

**i** Your selection cannot be changed for the duration of the COVID-19 vaccination program.

YOUR LOCATIONS (5)

- Kaiser - Santa Clara
- Kaiser - Oakland
- Kaiser - San Francisco
- Kaiser - Palo alto
- Kaiser - Sonoma

I will be reporting vaccine inventory on behalf of all locations listed above.

Each of the locations listed above will be responsible for reporting their own vaccine inventory.

**i** By selecting this option, we will send a registration email to the designated contact at each of the locations listed above, and any new locations pre-enrolled after this date.





# Inventory Reporting

## Manual Reporting

**COVID Locating Health**  
powered by Carelight

Logout

Inventory submitted before 8 pm EST on Dec. 04, 2020 is for testing only. Subsequent submissions will be reported to CDC.

### Update Vaccine Inventory

Upload File [Log Manually](#)

sophialoc-goldenloc-70387  
ADDRESS\_879866 City QA Add Vaccine

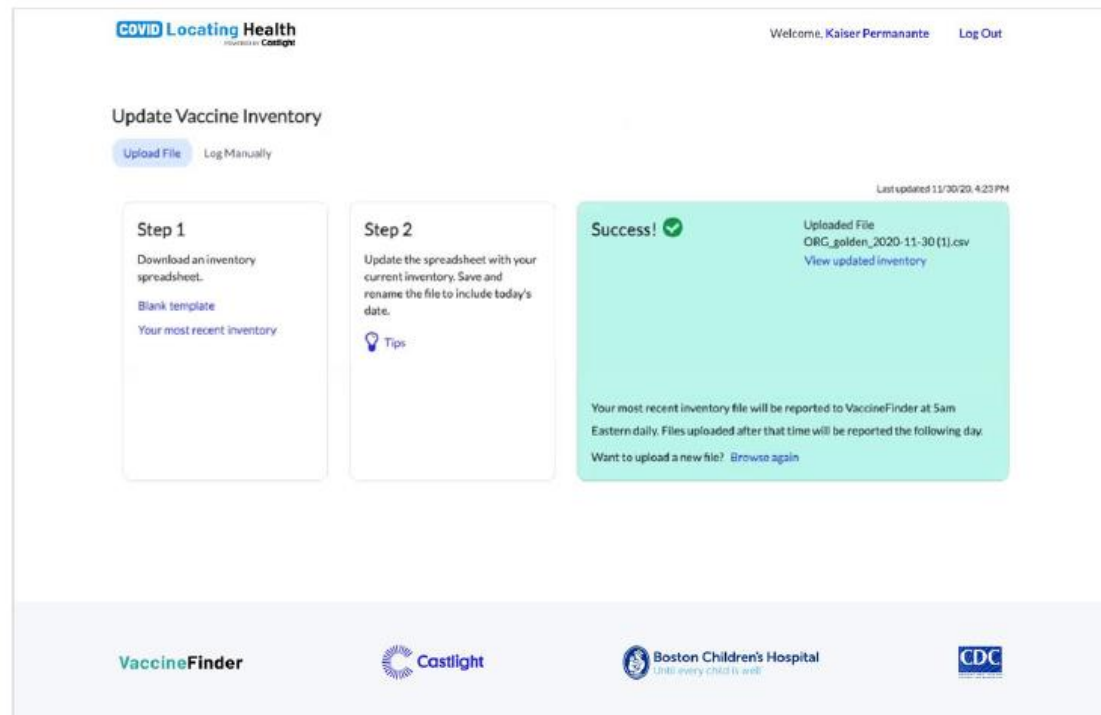
| VACCINES  | PAST DOSES | NEW DOSES                        | Done |
|---|------------|----------------------------------|------|
| Sample COVID-19 Vaccine 100mcg 0.5mL dose<br>10000-000-01 | 200 ↕      | <input type="text" value="100"/> |      |
| E2E Test Pfizer Vaccine<br>88888-1000-02                  | 200 ↕      | <input type="text" value="100"/> |      |

sophialoc-goldenloc-70388  
ADDRESS\_672366 City QA Add Vaccine

[Submit Inventory](#)

# Inventory Reporting

## File Upload



**COVID Locating Health**  
powered by Castlight

Welcome, Kaiser Permanente [Log Out](#)

### Update Vaccine Inventory

[Upload File](#) [Log Manually](#)

Last updated 11/30/20, 4:23 PM

**Step 1**


Download an inventory spreadsheet.

[Blank template](#)  
Your most recent inventory

**Step 2**




Update the spreadsheet with your current inventory. Save and rename the file to include today's date.

[Tips](#)

**Success!** 

Uploaded File  
ORC\_golden\_2020-11-30 (1).csv  
[View updated inventory](#)

Your most recent inventory file will be reported to VaccineFinder at 5am Eastern daily. Files uploaded after that time will be reported the following day.  
Want to upload a new file? [Browse again](#)

**VaccineFinder**   



# VaccineFinder Resources

- Need help? Email the VaccineFinder helpdesk [vaccinefinder@castlighthhealth.com](mailto:vaccinefinder@castlighthhealth.com)
- [DHEC's COVID-19 Provider Webpage](#)
  - Quick Start Guide for VaccineFinder Provider Setup
  - COVID Locating Health Provider Portal Training for Providers
  - Quick Start Guide VaccineFinder Inventory Reporting- Log Manually
  - Quick Start Guide VaccineFinder Inventory Reporting- File Upload
- VaccineFinder COVID 19 Vaccine Provider Information website (includes training videos): <https://vaccinefinder.org/covid-provider-resources>
- CDC COVID 19 Vaccination Provider Support, Data and Reporting: <https://www.cdc.gov/vaccines/covid-19/vaccination-provider-support.html>



Access the following in the VAMS portal and more



**Recipient Portal**

- Register my patient information
- Schedule a COVID-19 vaccination appointment
- View my COVID-19 vaccination certificate



**Organization & Employer Portal**

- Register your organization's information
- Add employees or organization members for COVID-19 vaccination eligibility



**Clinic Portal**

- Register your clinic information
- Manage vaccination appointments
- Log vaccinations



**Jurisdiction Portal**

- Register your jurisdiction
- Add organizations and clinics within your jurisdiction

# VAMS Overview

Vaccine Administration Management System (VAMS)

## What is VAMS ?

VAMS is a web-based system that allows jurisdictions and clinics to support vaccination operations for critical populations. SC may use this system primarily for phase 1 vaccination only.

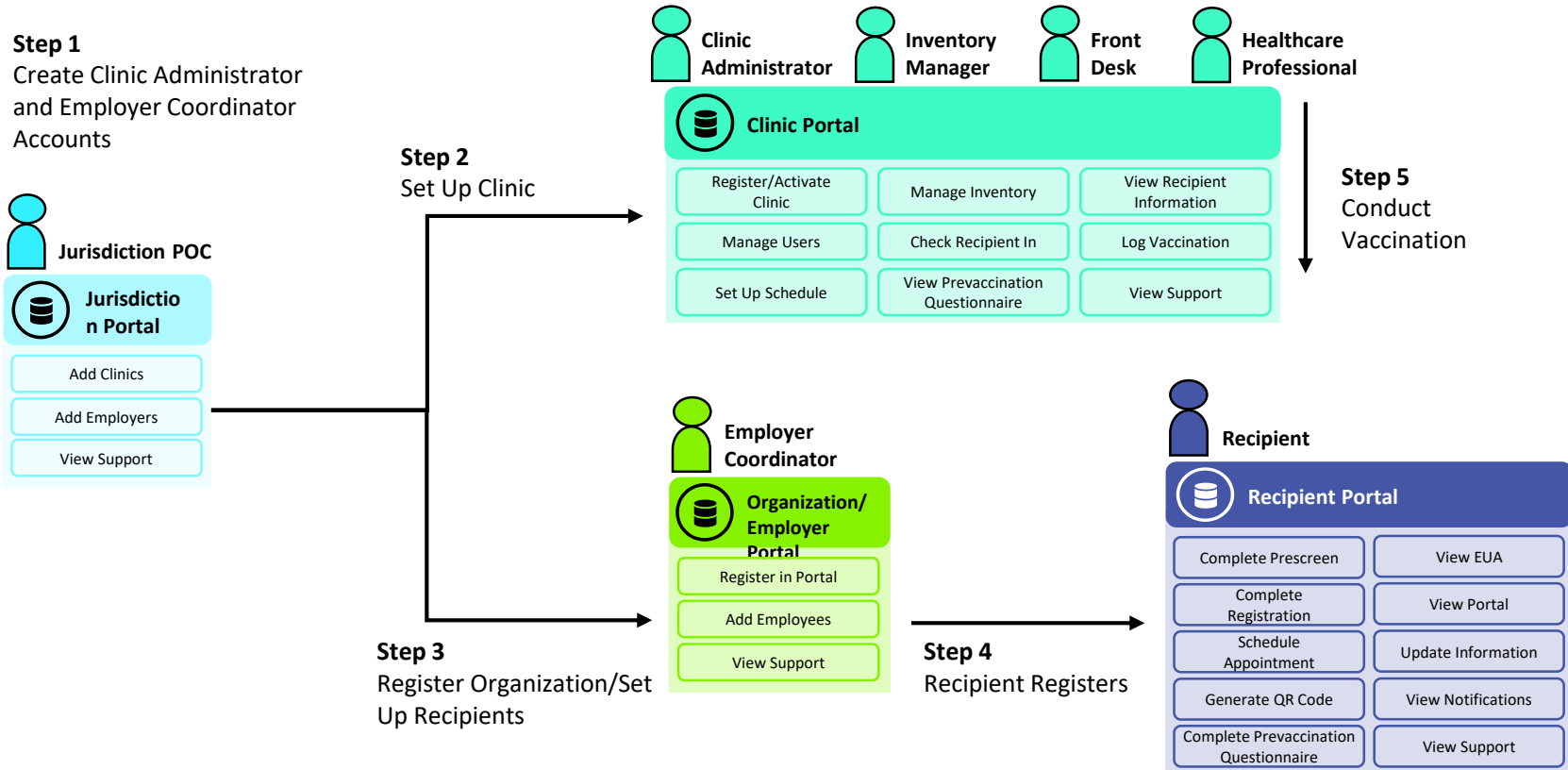
- VAMS is a clinical system that records vaccine administration events.
- VAMS sends the vaccine data to the corresponding immunization information system (IIS) and allows providers to fulfill all federal data reporting requirements.
  - **All documented VAMS doses will transmit to SIMON (South Carolina's statewide immunization registry)**
- VAMS is "invite only" and is not open to the public.



- ✓ Can provide real-time reporting metrics
- ✓ Can request and track vaccine inventory
- ✓ Has dose-level accountability
- ✓ Meets data security requirements
- ✓ Can send reminders to vaccine recipients for follow-up doses and appointments
- ✓ Can provide a certificate of completion to the recipient



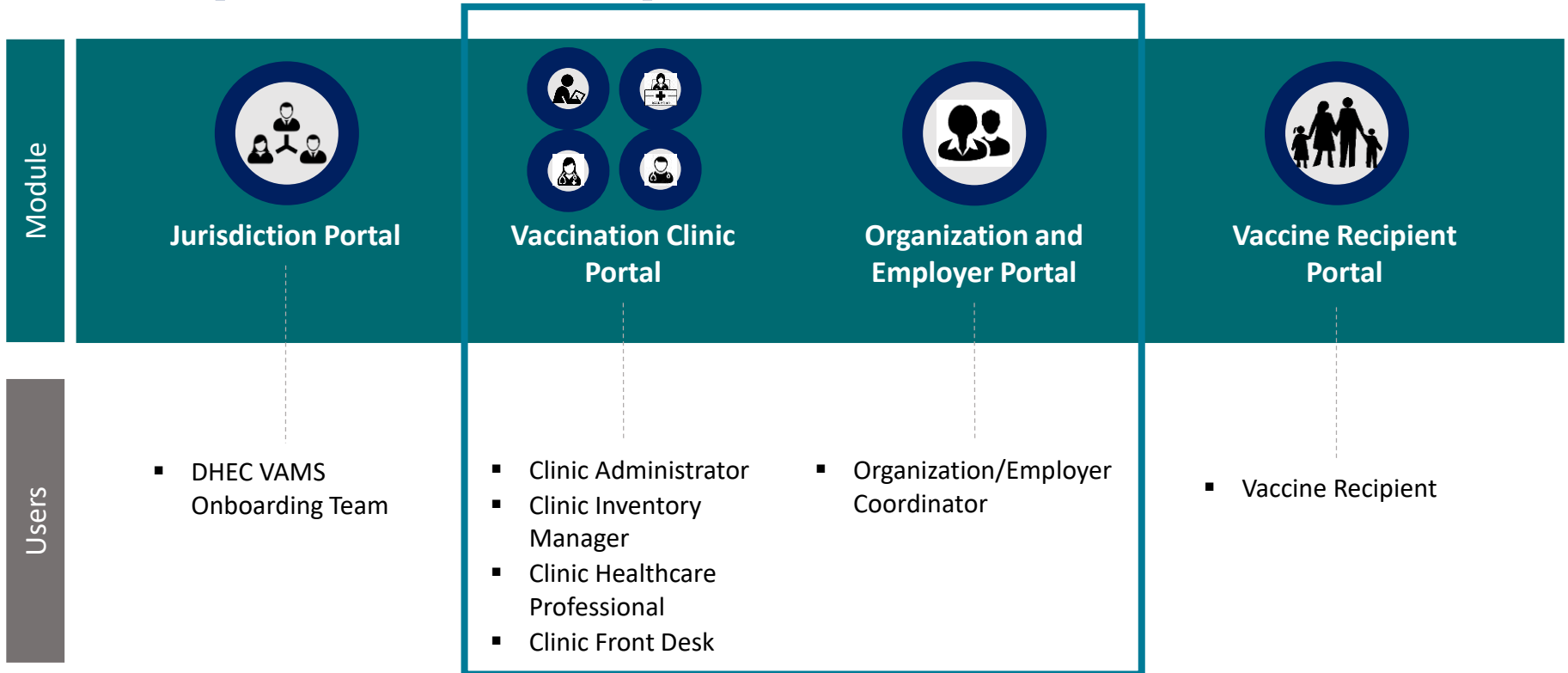
# VAMS Users Interact with Each Other Following the VAMS Workflow



# VAMS

- Vaccine providers must request and track all inventory in VAMS
- Vaccine providers must document all administered vaccines within 24 hours
- Vaccine providers must have a vaccination strategy in place to determine onboarding decisions

# VAMS is Composed of Four Portals Spanning Multiple User Groups





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# Vaccination Clinic Portal

VAMS Overview

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# STEP 2

## Vaccination Clinic Portal



### What is the Vaccination Clinic Portal?

- An interface for clinics to support scheduling, immunization tracking, and inventory management



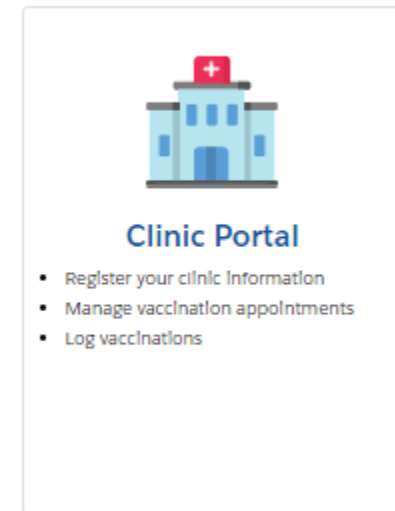
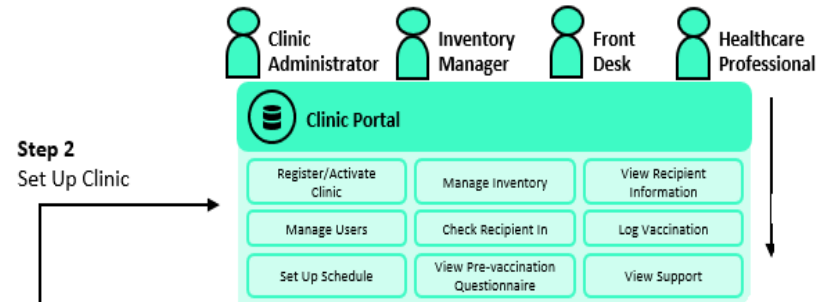
### What are the Key Goals of the Vaccination Clinic Portal?

- Set up and manage clinic schedules and inventory
- Review recipient self-reported information during the healthcare encounter



### The Vaccination Clinic Portal is not:

- An interface DHEC can access
- An interface recipients will access (they will have their own portal)
- An interface employers will access (they will have their own portal)
- A downloadable app (i.e., from App Store)





# Clinic Types

| Clinic Type     | Description  | Considerations   |
|-----------------|--|--|
| <b>Clinic</b>   | Settings with one permanent location for vaccination and vaccine storage. Vaccine supply can be either direct ship or redistributed from another location but is stored on-location. | <ul style="list-style-type: none"> <li>• Vaccine recipients must pre-register in VAMS and schedule vaccination appointments in VAMS</li> <li>• Site is considered “live” and searchable in VAMS</li> <li>• Requires clinic schedule set up</li> <li>• Allows inventory management based on scheduled appointments</li> <li>• VAMS provides 2<sup>nd</sup> dose reminders and notifications to recipients</li> <li>• VAMS digitally provides pre-vaccination questionnaire, EUA, and vaccination certificate to recipients</li> </ul> |
| <b>Hospital</b> |  |  |
| <b>Pharmacy</b> |  |  |

# Mobile Clinic Type

| Clinic Type          | Description   | Considerations  |
|----------------------|---|---|
| <p><b>Mobile</b></p> | <p>Settings with one permanent location for vaccine storage and multiple vaccine administration locations (daily offsite, temporary clinics).</p> <p>Vaccine is not stored at any offsite vaccine administration sites and is delivered/returned to permanent location for storage on the same day.</p> | <ul style="list-style-type: none"> <li>• Permanent location for vaccine storage is set up in VAMS as primary location for inventory management</li> <li>• Clinic administrator adds multiple temporary vaccine clinic locations in VAMS</li> <li>• Site is considered “live” and searchable in VAMS</li> <li>• Vaccine recipients must pre-register in VAMS and search for your location to schedule vaccination appointments in VAMS</li> <li>• Requires clinic schedule set up (operating hours, etc)</li> <li>• Allows inventory projections based on scheduled appointments</li> <li>• VAMS digitally provides pre-vaccination questionnaire, EUA, and vaccination certificate to recipients</li> <li>• VAMS provides 2<sup>nd</sup> dose reminders and notifications to recipients</li> <li>• *start and end dates of vaccination events cannot be the same-see next slide*</li> </ul> |

# Mobile Clinic Set-up

Mobile clinic locations cannot have the same start and end dates. Clinic schedules must be set up similar to the graphic with the green check mark

|           | MONDAY | TUESDAY | WEDNESDAY | THURSDAY | FRIDAY | SATURDAY | SUNDAY |
|-----------|--------|---------|-----------|----------|--------|----------|--------|
| Clinic #1 | Blue   | Blue    | Blue      | Blue     |        |          |        |
| Clinic #2 | Blue   | Blue    | Blue      | Blue     |        |          |        |
| Clinic #3 |        |         |           | Blue     | Blue   | Blue     | Blue   |
| Clinic #4 |        |         |           | Blue     | Blue   | Blue     | Blue   |



|           | MONDAY | TUESDAY | WEDNESDAY | THURSDAY | FRIDAY | SATURDAY | SUNDAY |
|-----------|--------|---------|-----------|----------|--------|----------|--------|
| Clinic #1 | Blue   | Blue    | Blue      | Blue     |        |          |        |
| Clinic #2 | Blue   | Blue    | Blue      |          |        |          |        |
| Clinic #3 |        |         |           |          | Blue   | Blue     | Blue   |
| Clinic #4 |        |         |           | Blue     | Blue   | Blue     |        |




Hospital/Clinic/Pharmacy/  
Mobile Clinic Types

| VAMS Roles and Activity Matrix   |                      |                   |                         |            |
|--|----------------------|-------------------|-------------------------|------------|
| Activity in VAMS   | Clinic User Role     |                   |                         |            |
|  | Clinic Administrator | Inventory Manager | Healthcare Professional | Front Desk |
| Serve as a clinic point of contact for your jurisdiction                     | ✓                    |                   |                         |            |
| Manage clinic information (e.g., physical address, operating hours)          | ✓                    |                   |                         |            |
| Set and manage clinic schedule   | ✓                    |                   |                         |            |
| Manage (add, edit, remove) VAMS users  | ✓                    |                   |                         |            |
| Submit inventory requests  | ✓                    | ✓                 |                         |            |
| Log vaccine inventory when received  | ✓                    | ✓                 |                         |            |
| Log vaccine waste  | ✓                    | ✓                 |                         |            |
| Monitor clinic vaccine inventory levels to match appointments scheduled      | ✓                    | ✓                 |                         |            |
| Check in vaccine recipients  |                      |                   |                         | ✓          |
| Create recipient appointments  |                      |                   |                         | ✓          |
| Cancel recipient appointments  |                      |                   | ✓                       | ✓          |
| Confirm recipient Identity   |                      |                   | ✓                       | ✓          |
| View recipient medical history and personal information; add notes to record |                      |                   | ✓                       |            |
| Log vaccine administration   |                      |                   | ✓                       |            |
| Administer vaccine to recipients   |                      |                   | ✓                       |            |
| Log vaccine waste that occurred during administration (if applicable)        |                      |                   | ✓                       |            |
| View next-dose eligibility dates   |                      |                   | ✓                       |            |

# Vaccination Clinic Portal- User Responsibilities Overview

## Clinic Administrator

 **Primary Role:** Serve as vaccination clinic POC for jurisdiction and manage clinic

**What** does the **clinic administrator** need to learn in VAMS?

### Processes

- **Set up/manage clinic in VAMS**
- **Set up/manage clinic schedule**
- **Add/manage VAMS clinic users**
- **Monitor/manage clinic vaccine inventory**
- **Find VAMS support or additional training resources when needed**

### Related Tasks

- . Establish yourself as clinic POC
- . Verify and add clinic information such as physical and shipping address
- . Set up operating hours, appointment duration, and number of treatment stations
- . Add clinic users in VAMS
- . Set or edit user role permissions
- . Remove users from VAMS
- . View clinic inventory
- . Submit inventory requests to jurisdiction
- . Search for your question in the FAQs on the Help page

**How** will they learn?

### Training Tools

- VAMS Clinic Staff User Manuals (clinic administrator should be familiar with all clinic roles)
- VAMS Clinic Setup Quick Start Guide
- 1:1 Support with SC DHEC POC
- Attend DHEC Townhall Q&A sessions
- View training videos


**Considerations:** clinic administrators can fulfill this role for multiple locations



# Vaccination Clinic Portal

## User Responsibilities Overview

### Clinic Inventory Manager

 **Primary Role:** Monitor and manage clinic's vaccine inventory

**What** does the **clinic inventory manager** need to learn in VAMS?

**Processes**

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- **Manage clinic vaccine inventory**
- **Find VAMS support or additional training resources when needed**

**Related Tasks**

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- View clinic inventory
- Submit inventory requests to jurisdiction
- Search for your question in the FAQs on the Help page

**How** will they learn?

**Training Tools**

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- VAMS Clinic Inventory Manager User Manual
- Demo Presentation Videos
- VAMS FAQs

# Vaccination Clinic Portal

## User Responsibilities Overview

### Clinic Healthcare Professional

 **Primary Role:** Administer vaccine to recipients

**What** does the clinic healthcare professional need to learn in VAMS?

**Processes**

- **View/manage recipient appointments**
- **Administer vaccine**

**Related Tasks**

- View scheduled appointments
- Access recipient record
- Review recipient record
- Add note to recipient record
- Review previously added notes
- Record decision to administer vaccine
- Log vaccination
- Log waste
- Search for your question in the FAQs on the Help page

- **Find VAMS support or additional training resources when needed**

**How** will they learn?


**Training Tools**

- VAMS Clinic Healthcare Professional User Manual
- Demo Presentation Videos
- VAMS Pocket Manual
- VAMS FAQs

# Vaccination Clinic Portal

## User Responsibilities Overview

### Clinic Front Desk

 **Primary Role:** Welcome and check in recipients

**What** does the clinic front desk need to learn in VAMS?

**Processes**

• **Check in vaccine recipients**

• **Modify/cancel recipient appointments**

• **Find VAMS support or additional training resources when needed**

**Related Tasks**

- . Use QR code to locate recipient appointment
- . Manually locate recipient appointment
- . Validate recipient identification
- . Validate pre-vaccination questionnaire compliance

- . View appointment status
- . Cancel appointments
- . Auto-cancellation for no-show appointments

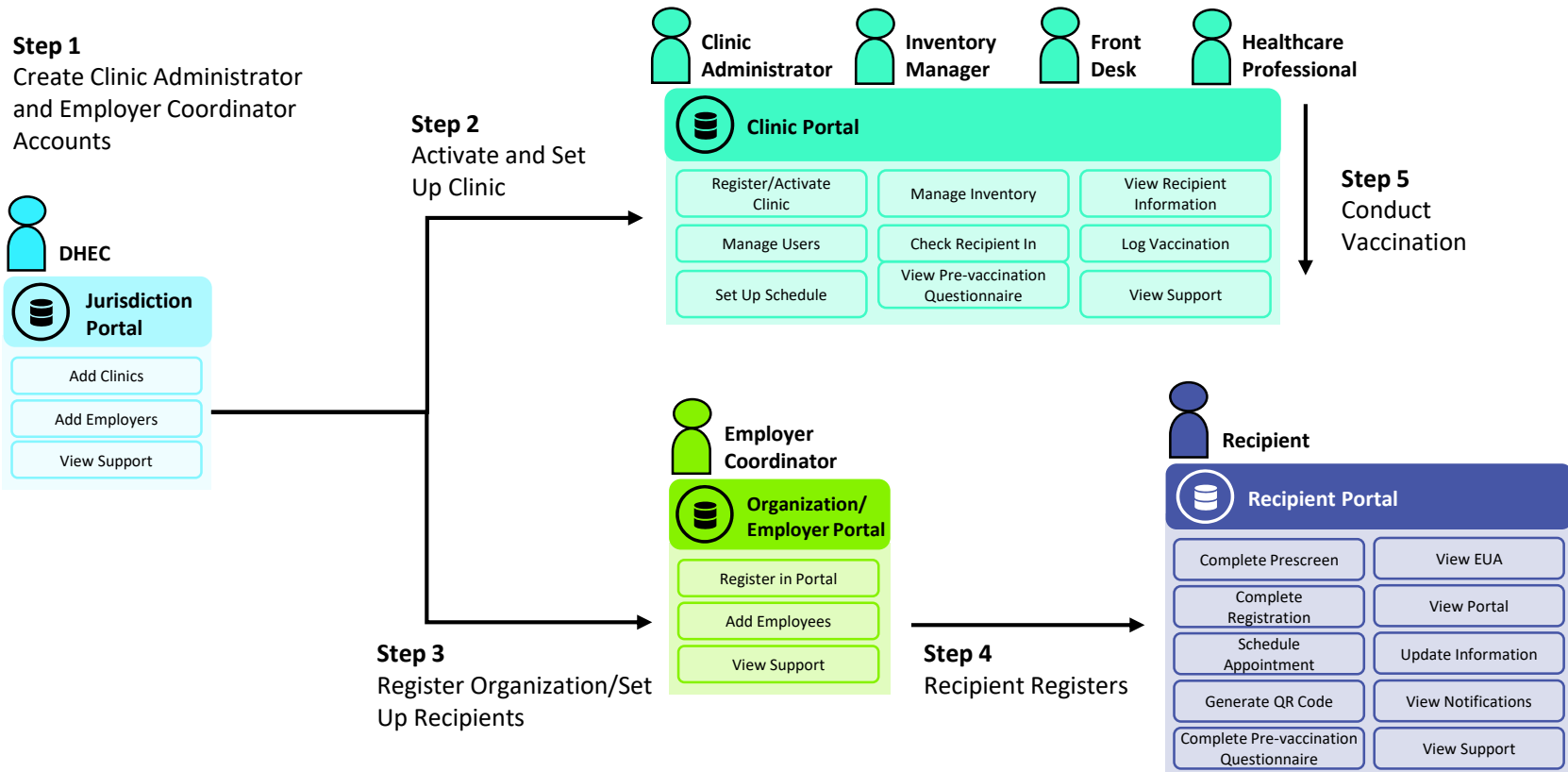
- . Search for your question in the FAQs on the Help page

**How** will they learn?

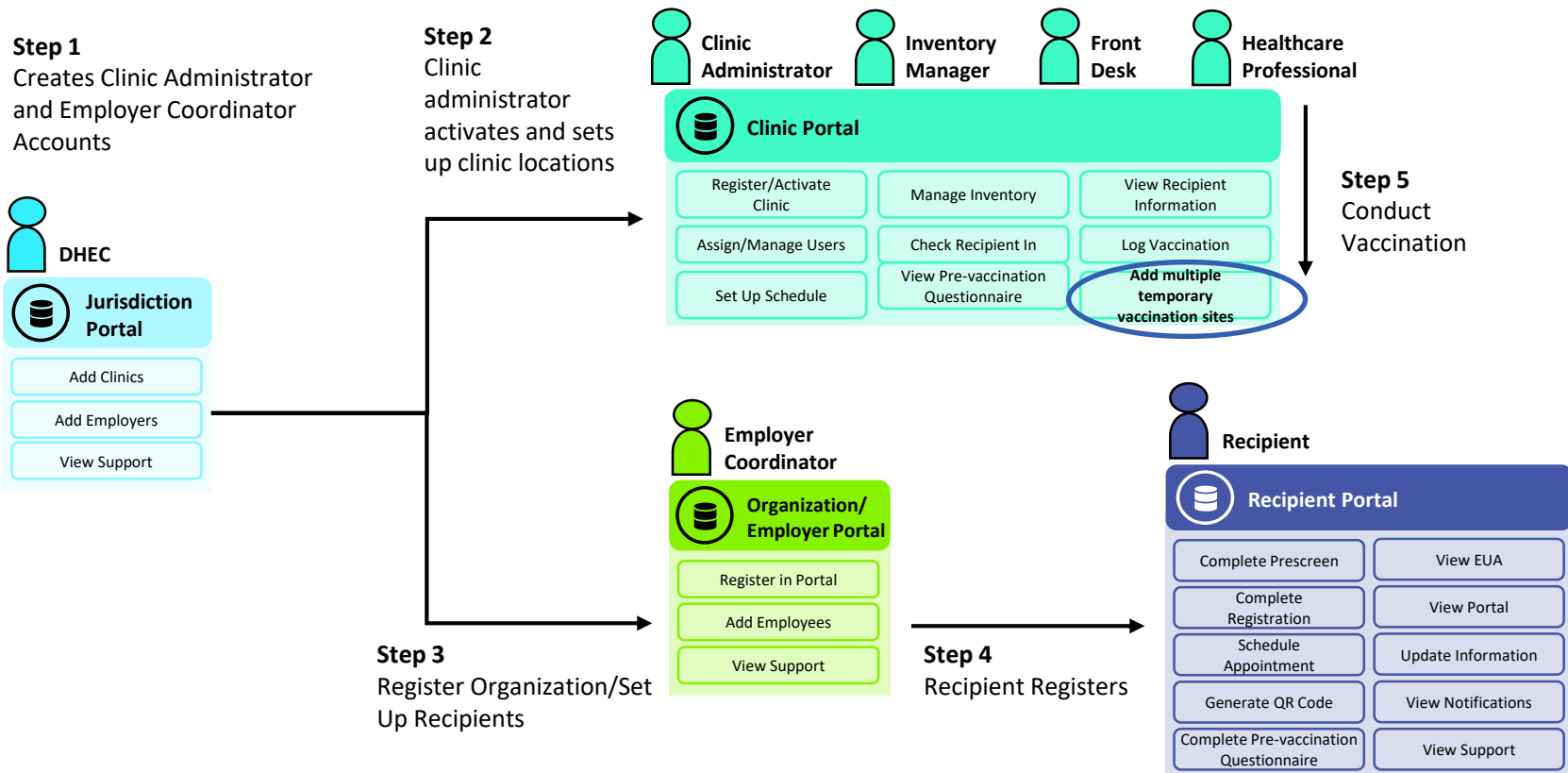
**Training Tools**

- VAMS Clinic Front Desk User Manual
- Demo Presentation Videos
- VAMS FAQs

# VAMS Workflow-Hospital/Clinic/Pharmacy



# VAMS Workflow-MOBILE CLINIC





# Clinic Type: Third Party

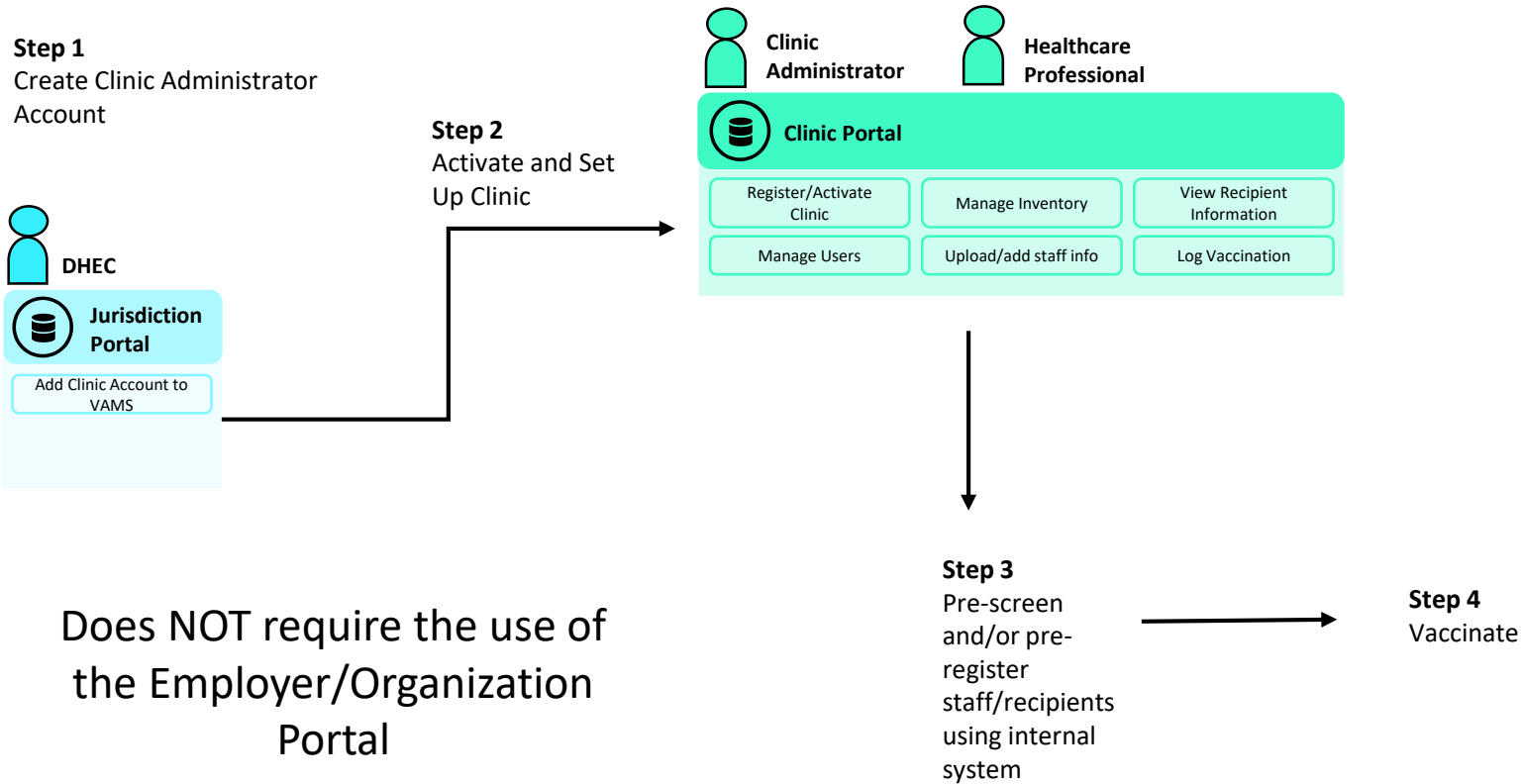
| Clinic Type               | Description   | Considerations  |
|---------------------------|---|---|
| <p><b>Third-party</b></p> | <p>Clinics in settings for administering vaccine to recipients unable to access VAMS (i.e. nursing homes, correctional facility) OR for locations that desire to use a pre-existing notification, scheduling, and pre-screening system for vaccine recipients</p> | <ul style="list-style-type: none"> <li>• Vaccine recipients do not use VAMS to pre-register or schedule appointments</li> <li>• Does NOT require the use of the Employer/Organization Portal</li> <li>• Clinic location is not searchable by VAMS users</li> <li>• Requires manual inventory tracking for 2<sup>nd</sup> dose needs</li> <li>• Facilities must coordinate and communicate recipient vaccination events internally or through existing means</li> <li>• Requires collection of demographic and screening information from recipients prior to vaccination OR at the time of the vaccination</li> <li>• Requires manually adding each recipient, or bulk uploading a list of pre-screened recipients, prior to vaccination</li> <li>• Facility is responsible for distributing the EUA sheet, issuing 2nd dose reminders, and coordinating 2nd dose events</li> </ul> |

### VAMS Roles and Activity Matrix

Third Party

| Activity in VAMS  | Standard Clinic Administrator | Third-Party Clinic Administrator | Standard Clinic Healthcare Professional | Third-Party Clinic Healthcare Professional |
|---|-------------------------------|----------------------------------|---|--|
| Serve as the clinic’s point of contact for your jurisdiction                                | ✓                             | ✓                                |   |  |
| Manage clinic information (e.g., physical address)  | ✓                             | ✓                                |   |  |
| Set and manage clinic schedule  | ✓                             |                                  |   |  |
| Manage (add, edit, remove) VAMS users   | ✓                             | ✓                                |   |  |
| Submit inventory requests   | ✓                             | ✓                                |   |  |
| Log vaccine inventory when received   | ✓                             | ✓                                |   |  |
| Log vaccine waste   | ✓                             | ✓                                |   |  |
| Add recipient information and insurance (if applicable), and record vaccine consent in VAMS |                               | ✓                                |   | ✓  |
| View recipient medical history and personal information; add notes to record                |                               |                                  | ✓                                       | ✓  |
| Log vaccine administration  |                               |                                  | ✓                                       | ✓  |
| Administer vaccine to recipients  |                               |                                  | ✓                                       | ✓  |
| Log vaccine waste that occurred during administration (if applicable)                       |                               |                                  | ✓                                       | ✓  |
| View next dose eligibility dates  |                               |                                  | ✓                                       | ✓  |
| Track recipients’ next dose eligibility   |                               |                                  |   | ✓  |

# VAMS Workflow-THIRD PARTY



# VAMS Onboarding Decisions

- Determine the clinic location's point of contact (POC) who will serve as the clinic administrator (default is primary vaccine coordinator who can re-assign if needed)
- Determine desired location clinic type
  - Clinic
  - Mobile
  - Hospital
  - Pharmacy
  - Third-party
- Review user manuals and training videos on DHEC's COVID-19 Provider Webpage
  - Quick Start Guide for Clinic Set-up
  - Clinic administrator and employer coordinator role demo videos





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# Employer and Organization Portal

VAMS Overview

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Applies to non-Third Party Clinics Only

# STEP 3 Your Portal: Employer and Organization Portal



## What is the Employer and Organization Portal?

- An interface for employers/organizations to upload employee/staff information



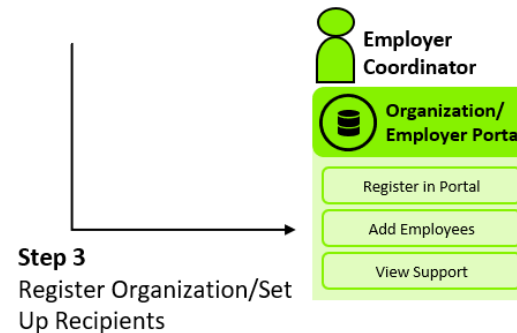
## What are the Key Goals of the Employer and Organization Portal?

- Identify potential vaccine recipients to register for COVID-19 vaccination through the Recipient Portal



## The Employer and Organization Portal is not:

- An interface clinics will access (they will have their own portal)
- An interface recipients will access (they will have their own portal)
- An interface jurisdictions or CDC will access (they will have their own portal)
- A downloadable app (i.e., from the App Store)



### Organization & Employer Portal

- Register your organization's Information
- Add employees or organization members for COVID-19 vaccination eligibility

# Employer/Organization Portal User Responsibilities Overview

## Employer Coordinator (EC)



**Primary Role:** Register employer and initiate registration for employees

**What** does the **Employer Coordinator** need to learn in VAMS?

### Processes

- **Complete employer registration**
- **Upload employees into VAMS**
- **Find VAMS support or additional training resources when needed**

### Related Tasks

- . Have all employer contact information ready to input
- . Review and submit employer registration
- . *Add employees individually or in a bulk upload*
- . *View employee roster*
- . Search for your question in the FAQs on the Help page

**How** will they learn?

### Training Tools

- VAMS Model Training Plan
- Employer Coordinator User Manual
- Demo Presentation Videos
- VAMS FAQs

# Employee Registration

## Personalized Employee Registration Option 1

The EC adds employees via manual addition, either one at a time or bulk upload, generating an auto email notification to identified employee/staff

### Pros

- No email address restrictions
- Cannot be forwarded to others

### Cons

- Cannot control messaging of generated email to staff



# Employee Registration

## Policy-Enabled Registration (PER) Option 2

The EC opts to have a common registration link using up to three (3) linked email address domains (i.e. @dhec.sc.gov)

1. EC crafts email messaging and sends organization-specific registration link to targeted employees, or EC can post the link for all employees to access via intranet or other source
2. Employees access the link and enter their organization name and email
3. VAMS will validate the email entered by the employee matches one of the specific organization domains
4. VAMS will send a unique registration link to the employee email
5. Employees click the registration link and start the standard registration flow

### Pros

- Potentially reduces administrative burden on EC
- EC can control messaging to employees about registration

### Cons

- Third-party email domains cannot be used for PER (gmail.com; yahoo.com)
- Employees cannot change their email during registration
- Once PER is selected, DHEC cannot edit the organization's record in VAMS
- Targeted employees can forward link to other non-targeted employees in the organization with the same email domain

# VAMS Onboarding Decisions

DHEC will need to know:

- The organization's point of contact (POC) information who will serve as the EC
  - First name, last name, and email address
- Organization category
  - Inpatient healthcare providers
  - Outpatient healthcare providers
- Employee registration process option
  - Option 1: Personalized registration link
  - Option 2: Policy-Enabled Registration



**Complete this VAMS onboarding survey within 48 hours of activation notice using your location ID**



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# Vaccine Management Requirements

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# Temperature Monitoring

- COVID-19 Vaccine Primary and Back-up Coordinators must monitor and document temperatures of storage units containing COVID-19 vaccines twice daily using approved temperature logs.
  - Ultra-cold vaccine storage (Celsius)
  - Ultra-cold vaccine storage (Fahrenheit)
  - Refrigerator or Freezer vaccine storage
- COVID-19 Vaccine Primary and Back-up Coordinators must download continuous temperature monitoring device reports weekly
- Temperature logs are also required for any vaccine redistribution transport
- Submit both temp logs and DDL reports to [COVIDProviderEnrollment@dhec.sc.gov](mailto:COVIDProviderEnrollment@dhec.sc.gov) every Friday by COB.
  - Include Facility Name + Temp Logs in subject line

# Temperature Excursions- during shipment

- Providers must immediately report any temperature excursions during shipment
- Pfizer Shipments:
  - Pfizer: 1-877-829-2619 or [cvgovernment@Pfizer.com](mailto:cvgovernment@Pfizer.com)
- Moderna Shipments:
  - McKesson: 1-833-272-6635 (M-F, 8a-8p/ET)
    - After-hours email [COVIDVaccineSupport@McKesson.com](mailto:COVIDVaccineSupport@McKesson.com)

# Temperature Excursions- post-shipment

- Providers must immediately report any temperature excursions to the manufacturer for guidance
  - Pfizer: 1-877-829-2619
  - Moderna: 1-866-663-3762
- Upon resolution, providers must submit a Vaccine Troubleshooting Record to [COVIDProviderEnrollment@dhec.sc.gov](mailto:COVIDProviderEnrollment@dhec.sc.gov) that documents the event and any associated case number

# Inventory Reporting

- Adjust (Add/Reduce) all vaccine inventory and waste in VAMS
  - Upon delivery receipt
  - Track extra Pfizer doses (estimated 1 or 2 extra vial) or Moderna doses (estimated potential for 1 extra per vial) pulled from MDVs
  - Add “vials” in VAMS to accommodate the overages
    - Every 5 Pfizer doses= 1 vial
    - Every 10 Moderna doses= 1 vial
- Report daily on-hand inventory doses to the COVID Health VaccineFinder portal (Mon-Sun)



# VAMS Inventory requests

- When placing your weekly inventory requests in VAMS:
  - Select your facility's vaccine type
  - Add quantity desired
  - In the notes section:
    - Add number of your phase 1a staff to be vaccinated (initial doses)
    - Include any 2<sup>nd</sup> doses needed for that week
    - Include specific names of external partners that your facility has agreed to vaccinate
    - Add estimated number of phase 1a community members your site intends to vaccinate, or has the potential to vaccinate, within that week
    - Please refer to your submitted VAMS inventory request for confirmation and details (ensure to click FOLLOW to receive email notifications for updates)



# Vaccine Ordering Cadence

| Ordering Cadence for Direct ship to site: Pfizer and Moderna |                       |   |   |
|--|-----------------------|---|---|
| Requests submitted in VAMS                                   | Sites Receive Vaccine | Sites Receive Federal Ancillary Supply Kits | Sites Receive State-Supplied Ancillary Kits |
| By Tuesday, 12pm   | Monday                | Within 24-hour window of vaccine            | Tuesday                                     |

| Ordering Cadence for DHEC Redistribution Sites |  |                              |
|--|--|------------------------------|
| New Bulk Requests submitted in VAMS            | Sites Receive Vaccine                                    | Sites Receive Ancillary Kits |
| By Tuesday, 12pm                               | Based on frequency request (see sub-order request below) | At the time of DHEC delivery |

| DHEC-Redistribution Orders in Process- Delivery Cadence  |                  |                      |
|--|------------------|----------------------|
| Sub-order request submission to <a href="mailto:RSS@dhec.sc.gov">RSS@dhec.sc.gov</a> and <a href="mailto:parksln@dhec.sc.gov">parksln@dhec.sc.gov</a> by 5pm | Prepared at DHEC | Delivery to Facility |
| Monday   | Tuesday          | Wednesday            |
| Tuesday  | Wednesday        | Thursday             |
| Wednesday  | Thursday         | Friday               |
| Thursday   | Friday           | Monday               |
| Friday   | Monday           | Tuesday              |



South Carolina Department of Health and Environmental Control

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# Vaccine Safety Programs

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# Vaccine Adverse Event Reporting System (VAERS)

All COVID-19 vaccine providers must report any suspected moderate or severe reactions post COVID-19 vaccine administration to VAERS.



The screenshot shows the VAERS website interface. At the top, the VAERS logo and the text "Vaccine Adverse Event Reporting System" and "www.vaers.hhs.gov" are visible. Below this is a navigation bar with five items: "About VAERS", "Report an Adverse Event", "VAERS Data", "Resources", and "Submit Follow-Up Information". The main content area is divided into two columns. The left column contains a heading "Have you had a reaction following a vaccination?" followed by a list of instructions: "1. Contact your healthcare provider." and "2. Report an Adverse Event using the VAERS online form or the new downloadable PDF. *New!*". Below this is an "Important" box with text: "Important: If you are experiencing a medical emergency, seek immediate assistance from a healthcare provider or call 9-1-1. CDC and FDA do not provide individual medical treatment, advice, or diagnosis. If you need individual medical or health care advice, consult a qualified healthcare provider." This is followed by a heading "¿Ha tenido una reacción después de recibir una vacuna?" and a list of instructions in Spanish: "1. Contacte a su proveedor de salud." and "2. Reporte una reacción adversa utilizando el formulario de VAERS en línea o la nueva versión PDF descargable. *Nuevo!*". The right column features a large image of a family (a man, a woman, and two children) looking at a laptop. Below the image is the heading "What is VAERS?". At the bottom of the page, there are four tiles, each with an image and a title: "REPORT AN ADVERSE EVENT" (with a photo of a doctor and a patient), "SEARCH VAERS DATA" (with a photo of hands using a tablet), "REVIEW RESOURCES" (with a photo of a woman reading), and "SUBMIT FOLLOW-UP INFORMATION" (with a photo of a woman at a computer). Each tile also has a short description of the function.



- Smartphone-based text messaging program designed for vaccine recipients
- Recipients can opt-in and quickly tell CDC if they have any side effects
- Providers must post v-safe poster during vaccination events and share information
- See [DHEC's COVID-19 provider website](#) to download v-safe poster and information sheets.



South Carolina Department of Health and Environmental Control

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# Clinical Staff Training

Interim Clinical Considerations for use of mRNA COVID-19  
Vaccines Currently Authorized in the United States

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# Authorized age groups

- Under the EUAs, the following age groups are authorized to receive vaccination:
  - Pfizer-BioNTech: ages  $\geq 16$  years
  - Moderna: ages  $\geq 18$  years
  - Children and adolescents outside of these authorized age groups should not receive COVID-19 vaccination at this time



# Administration

- mRNA vaccines are not live vaccines
- The mRNA COVID-19 vaccine series consist of two doses administered intramuscularly:
  - Pfizer-BioNTech (30 µg, 0.3 ml each): three weeks (21 days) apart
  - Moderna (100 µg, 0.5 ml): one month (28 days) apart
- Second doses administered within a grace period of  $\leq 4$  days from the recommended date for the second dose are considered valid; however, doses administered earlier do not need to be repeated.
- The second dose should be administered as close to the recommended interval as possible. However, there is no maximum interval between the first and second dose for either vaccine.



# Interchangeability with other COVID-19 products

- Either of the currently authorized mRNA COVID-19 vaccines can be used when indicated; ACIP does not state a product preference.
- However, these mRNA COVID-19 vaccines are **not** interchangeable with each other or with other COVID-19 vaccine products. The safety and efficacy of a mixed-product series have not been evaluated.
- Both doses of the series should be completed with the same product. However, if two doses of different mRNA COVID-19 vaccine products are inadvertently administered, no additional doses of either product are recommended at this time.

# Coadministration with other vaccines

- Given the lack of data on the safety and efficacy of mRNA COVID-19 vaccines administered simultaneously with other vaccines, the vaccine series should be administered alone, with a minimum interval of 14 days before or after administration with any other vaccines.
- If mRNA COVID-19 vaccines are inadvertently administered within 14 days of another vaccine, doses do not need to be repeated for either vaccine.

## Vaccination of persons with SARS-CoV-2 infection or exposure

- Persons with current or prior hx of SARS CoV-2-infection
  - Vaccination should be offered to persons regardless of history of prior symptomatic or asymptomatic SARS-CoV-2 infection.
  - Vaccination of persons with known current SARS-CoV-2 infection should be deferred until the person has recovered from the acute illness (if the person had symptoms) and criteria have been met for them to discontinue isolation.
  - While there is otherwise no recommended minimum interval between infection and vaccination, current evidence suggests that reinfection is uncommon in the 90 days after initial infection. Thus, persons with documented acute SARS-CoV-2 infection in the preceding 90 days may delay vaccination until near the end of this period, if desired

# Vaccination of persons with SARS-CoV-2 infection or exposure

- Persons who previously received passive antibody therapy for COVID-19
  - Currently, there are no data on the safety and efficacy of mRNA COVID-19 vaccines in persons who received monoclonal antibodies or convalescent plasma as part of COVID-19 treatment.
  - Based on the estimated half-life of such therapies as well as evidence suggesting that reinfection is uncommon in the 90 days after initial infection, vaccination should be deferred for at least 90 days, as a precautionary measure until additional information becomes available, to avoid interference of the antibody treatment with vaccine-induced immune responses.

# Vaccination of persons with underlying medical conditions

- Immunocompromised persons
  - Persons with HIV infection or other immunocompromising conditions, or who take immunosuppressive medications or therapies might be at increased risk for severe COVID-19. Data are not currently available to establish vaccine safety and efficacy in these groups.
  - Persons with stable HIV infection were included in mRNA COVID-19 vaccine clinical trials, though data remain limited.
  - Immunocompromised individuals may still receive COVID-19 vaccination if they have no contraindications to vaccination. However, they should be counseled about the unknown vaccine safety profile and effectiveness in immunocompromised populations, as well as the potential for reduced immune responses and the need to continue to follow all current guidance to protect themselves against COVID-19 (i.e. mask, social distancing, hand hygiene)

# Vaccination of persons with underlying medical conditions

- Persons with autoimmune conditions
  - No data are currently available on the safety and efficacy of mRNA COVID-19 vaccines in persons with autoimmune conditions, though these persons were eligible for enrollment in clinical trials.
  - No imbalances were observed in the occurrence of symptoms consistent with autoimmune conditions or inflammatory disorders in clinical trial participants who received an mRNA COVID-19 vaccine compared to placebo.
  - Persons with autoimmune conditions who have no contraindications to vaccination may receive an mRNA COVID-19 vaccine

# Vaccination of persons with underlying medical conditions

- Persons with a history of Guillain-Barré syndrome (GBS)
  - To date, no cases of GBS have been reported following vaccination among participants in the Pfizer-BioNTech or Moderna COVID-19 vaccines clinical trials.
  - With few exceptions, Advisory Committee on Immunization Practices (ACIP) general best practice guidelines for immunization does not include history of GBS as a contraindication or precaution to vaccination.
  - Persons with a history of GBS may receive an mRNA COVID-19 vaccine unless they have a contraindication to vaccination.
  - Any occurrence of GBS following mRNA COVID-19 vaccination should be reported to the Vaccine Adverse Event Reporting System (VAERS).

# Vaccination of persons with underlying medical conditions

- Persons with a history of Bell's palsy
  - Cases of Bell's palsy were reported following vaccination in participants in both the Pfizer-BioNTech and Moderna COVID-19 vaccines clinical trials.
  - However, the FDA does not consider these to be above the frequency expected in the general population and has not concluded that these cases were causally related to vaccination.
  - Post-authorization safety surveillance will be important to further assess any possible causal association.
  - In the absence of such evidence, persons with a history of Bell's palsy may receive an mRNA COVID-19 vaccine unless they have a contraindication to vaccination.
  - Any occurrence of Bell's palsy following mRNA COVID-19 vaccination should be reported to VAERS



# Vaccination of pregnant women

- There are currently few data on the safety of COVID-19 vaccines, including mRNA vaccines, in pregnant people.
- The mRNA in the vaccine is degraded quickly by normal cellular processes and does not enter the nucleus of the cell. Based on current knowledge, experts believe that mRNA vaccines are unlikely to pose a risk to the pregnant person or the fetus.
- If pregnant people are part of a group that is recommended to receive a COVID-19 vaccine (e.g., healthcare personnel), they may choose to be vaccinated. A conversation between the patient and their clinical team may assist with decisions regarding the use of a mRNA COVID-19 vaccine, though a conversation with a healthcare provider is not required prior to vaccination.
- There is no recommendation for routine pregnancy testing before receipt of a COVID-19 vaccine. Those who are trying to become pregnant do not need to avoid pregnancy after mRNA COVID-19 vaccination.

# Vaccination of lactating women

- There are no data on the safety of COVID-19 vaccines in lactating people or the effects of mRNA COVID-19 vaccines on the breastfed infant or milk production/excretion.
- mRNA vaccines are not thought to be a risk to the breastfeeding infant.
- A lactating person who is part of a group recommended to receive a COVID-19 vaccine (e.g., healthcare personnel) may choose to be vaccinated

## Patient Counseling: Vaccine Efficacy

- Preliminary data suggest high vaccine efficacy in preventing COVID-19 following receipt of two doses of mRNA COVID-19 vaccine (Pfizer-BioNTech: 95.0% [95% CI: 90.3%, 97.6%]; Moderna: 94.1% [95% CI: 89.3%, 96.8%]).
- Limited data are currently available regarding the efficacy of a single dose.
- Patients should be counseled on the importance of completing the two-dose series (of the same vaccine product) to optimize protection

# Patient Counseling: Reactogenicity

- Before vaccination, providers should counsel mRNA COVID-19 vaccine recipients about expected local (e.g., pain, swelling, erythema at the injection site, localized axillary lymphadenopathy on the same side as the vaccinated arm) and systemic (e.g., fever, fatigue, headache, chills, myalgia, arthralgia) post-vaccination symptoms.
- Most systemic post-vaccination symptoms are mild to moderate in severity, occur within the first three days of vaccination, and resolve within 1–3 days of onset.
  - These symptoms are more frequent and severe following the second dose and among younger persons compared to older persons
- Antipyretic or analgesic medications (e.g., acetaminophen, non-steroidal anti-inflammatory drugs) may be taken for the treatment of post-vaccination local or systemic symptoms, if medically appropriate.
  - However, routine prophylactic administration of these medications for the purpose of preventing post-vaccination symptoms is not currently recommended, as information on the impact of such use on mRNA COVID-19 vaccine-induced antibody responses is not available at this time

# Management of allergic reactions

- Appropriate medical treatment used to manage immediate allergic reactions must be immediately available in the event that an acute anaphylactic reaction occurs following administration of an mRNA COVID-19 vaccine.
- Vaccine providers should observe patients with a history of anaphylaxis (due to any cause) for 30 minutes after vaccination.
- All other persons should be observed for 15 minutes after vaccination to monitor for the occurrence of immediate adverse reactions.
- Review CDC's Considerations: [Preparing for the Potential Management of Anaphylaxis at COVID-19 Vaccination Sites](#)

# Pfizer- BioNTech COVID-19 Vaccine

[Click here to visit the Resource Page:](#)

- Vaccine administration overview
  - Pre-vaccination screening form
  - Standing orders
  - Preparation and Administration Summary
  - Mixing Diluent and Vaccine Poster
- Storage and Handling
  - Storage and handling summary
  - Delivery checklist
  - Storage and handling labels
  - Ultra-cold vaccine storage temperature monitoring logs
  - Pfizer Beyond Use Date (BUD) Guidance and Labels (refrigerated storage)

# Moderna COVID-19 Vaccine

[Click here to visit the Resource Page:](#)

- Vaccine administration overview
  - Standing Orders
  - Preparation and Administration Summary
- Storage and Handling
  - Vaccine Expiration Date Tracking Tool
  - Storage and Handling labels
  - Beyond-Use-Date Guidance and Labels
  - Freezer temperature logs (C° and F°)

# Clinical Guidance Resource

If a healthcare professional at your facility has clinical guidance needs, please contact:

- **Clinician On-Call Center:**
  - **Call 800-CDC-INFO (800-232-4636) and ask for the Clinician On-Call Center.**
  - **Email: [eocevent168@cdc.gov](mailto:eocevent168@cdc.gov)**
- The Clinician On-Call Center is a 24-hour hotline with trained CDC clinicians standing by to answer COVID-19 questions from healthcare personnel on a wide range of topics, such as diagnostic challenges, clinical management, and infection prevention and control.



# CONTACT US

COVID-19 Vaccination Program  
Immunization Branch

Provider Onboarding, Education and Support Team:  
[VAMS@dhec.sc.gov](mailto:VAMS@dhec.sc.gov)

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## Stay Connected