Pre-Event Vaccination System (PVS) Training

For Local Administrators

2/20/03

Purpose and Audience

- Train local administrators to use the Pre-Event Vaccination System (PVS)
- Designed for people who will use PVS and/or train other to use the application

Objectives

By the completion of this training, the participants will be able to:

1. Describe the PVS components
2. Describe the steps for obtaining a digital certificate and logging into the system
3. Identify appropriate data entry forms
4. Describe the steps for entering data into the Vaccine/Diluent Batch forms

Objectives (continued)

5. Describe the steps for entering data into the Patient Information forms
6. Describe the steps for entering data into the Organization and Program Staff forms
7. Describe the steps for requesting and printing standard forms and reports
8. Describe logging off the system

Pre-Event Vaccination System

- Tracks patient and vaccination information for those clinics that are using PVS to manage the smallpox vaccination campaign

CDC Developed Vaccination Support System for Public Health Entities

- The Pre-Event Vaccination System (PVS) is part of a clinic process and management model
- PVS includes forms and unique vaccination event numbers and stickers
- PVS includes Vaccination Roster for states that have been certified to use their own systems
- Web-based with a browser interface
- Secure data exchange over SDN

PVS Stickers

1.0 cm by 3.2 cm

Bar code type: code 128 auto, 7ml 600dpi

Data Security

- Secure Data Network (SDN) provides secure data exchange that uses a two factor (multi-layered) authentication and client certificates
- Named data used for public health purposes only

PVS Support Requirements

- Internet Explorer 5.5 and above or Netscape 6.0 and above
- Minimum computer resolution of 800x600
- Internet access with speed of 56k Modem or above
- Adobe Acrobat reader

Data Activities

- States:
  - Pre-Event Vaccination System (PVS)
    - With identifiers
    - Without identifiers
  - Certified alternative state system
- CDC:
  - Aggregate reporting and analysis is performed on datasets with patient identifiers removed

User Roles

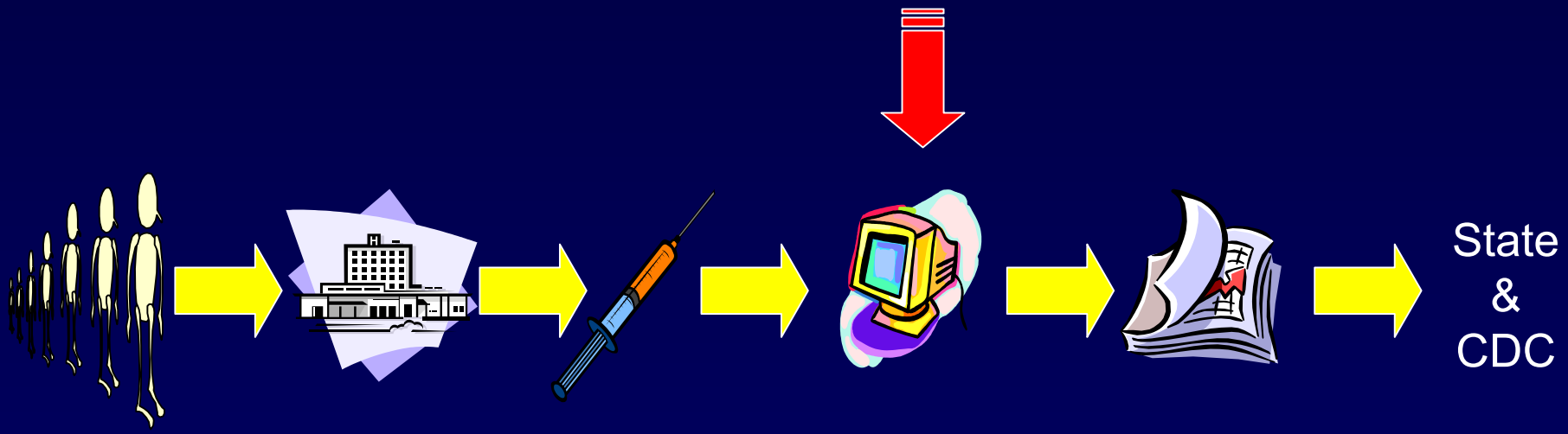
- Local Administrator
- Local Viewer
- Public Health Administrator
- Public Health Viewer
- Global Administrator
- Non-PVS Administrator
- Non-PVS Viewer

PVS Components

- Data input screens
  - Patient information
  - Vaccine batch information
  - Take response recording
  - Adverse events recording
  - Organizational information
- Reports for clinic, state, and federal levels
- Data pre-loads
  - Vaccine lots
  - Diluent lots
  - Organizations

Overall Clinic Flow

Where does data entry fit into the system?



Secure Data Network

Secure Data Network

- Part of CDC System Integration Project
- Protects transmission of sensitive/critical data and systems
- Provides:
  - User authentication
  - Access control
  - Data communications routing
  - Secure data storage and transfer, and management
  - Encryption key
  - Administration facilities

Security Overview

- PVS Secure Data Network (SDN) uses a two-step login process
  1. CDC SDN login
     - Validates the user has access to the application
  2. Application login
     - Specifies the user's role(s)

Before You Apply for a Digital Certificate …

1. CDC Technical Assistance/Direct Assistance (TA/DA) will contact the Public Health Entity
2. Public Health Entity completes the "PVS Organization End-User Collection Utility" Access file
   - The Access file automatically generates PVS logins and passwords
3. The Access file is returned to TA/DA

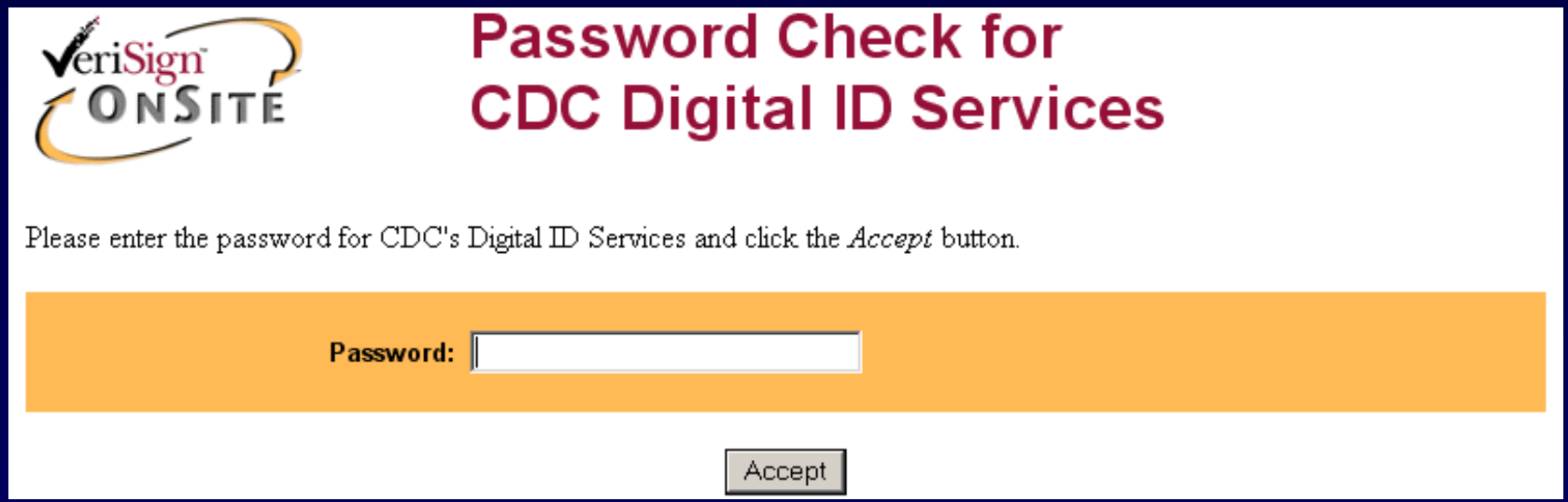
Before You Apply for a Digital Certificate … (continued)

4. TA/DA sends the file to CDC PVS Support
5. CDC PVS Support uploads the information to the database
6. TA/DA will send the Public Health Entity instructions on how to apply for a digital certificate
7. Public Health Entity forwards the information to the approved PVS users
8. PVS users may now apply for a digital certificate

Applying for a Digital Certificate

General Registration Password

https://ca.cdc.gov



General Information Page

Welcome to the CDC Secure Data Network client registration site

To immediately enroll for a CDC Secure Data Network digital ID, click here: Enroll

At this site you may register to become a client of the CDC Secure Data Network (SDN). Registering to become a client involves two separate but related activities:

- obtaining permission to use one or more sensitive CDC information systems;
- obtaining and installing a CDC digital certificate.

You can be granted permission to access a sensitive CDC system only by an authorized representative of that system. The registration information you enter in your application pages will be forwarded to the appropriate system representative for approval. Obtaining the CDC digital certificate is contingent upon this approval. It is expected that, if you have arrived this far, you already have some understanding with the CDC program's representative and your request for access is likely to be approved. If this is not the case, you should stop now and contact the CDC program's representative first to discuss obtaining access.

About digital certificates

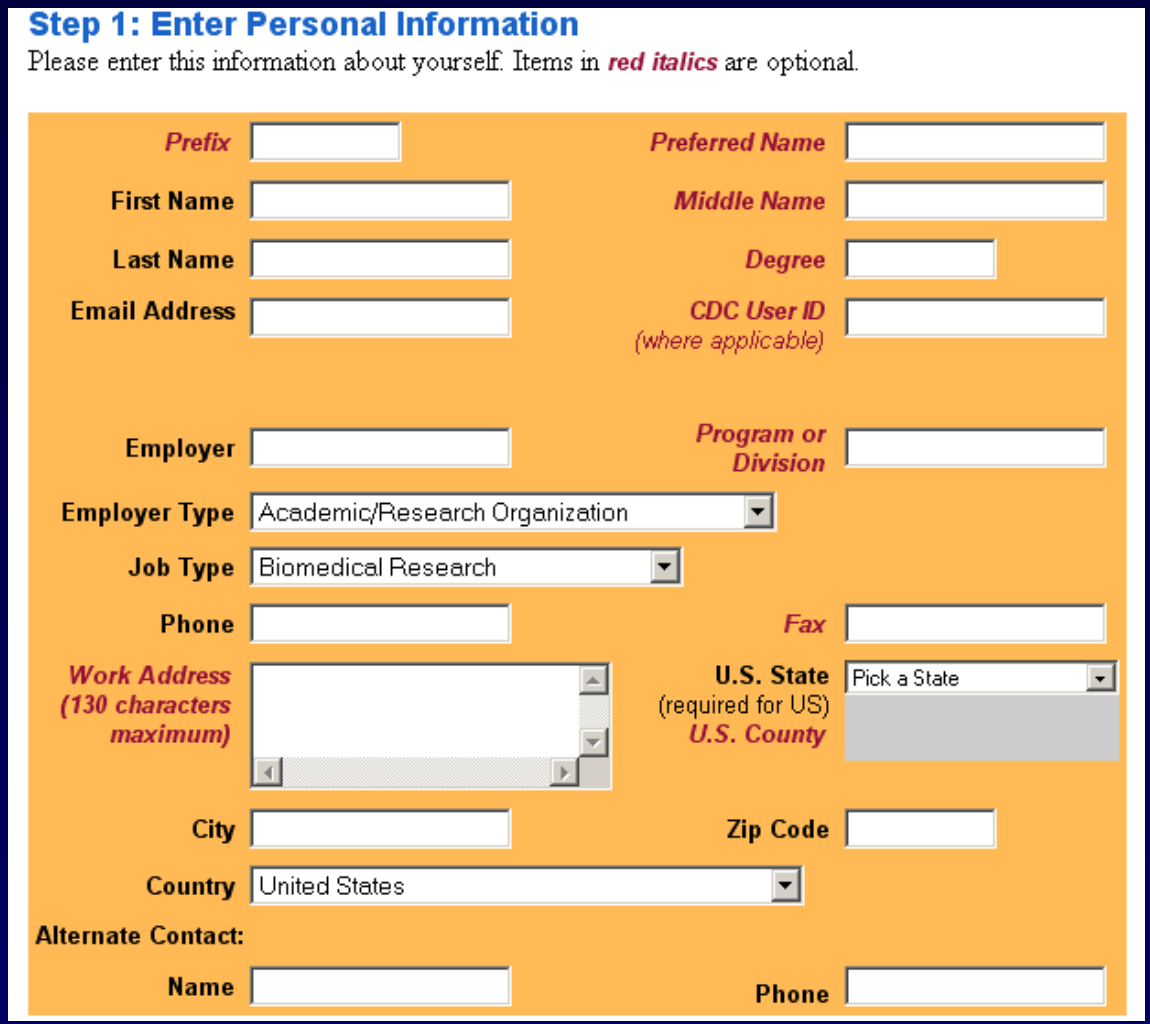
A digital certificate, or "digital ID," is a data object used to verify the identity of the person or system possessing it.

Once you have obtained permission from a system representative to access a sensitive CDC system, a digital ID will be generated for you by separate entity called a certificate authority (CA). When you have been notified by the CA that your digital ID is ready, you will have to go to a specified Web site to receive it. You will then install the certificate, or digital ID, in your browser.

Thereafter, when you wish to access a system within the CDC SDN using your browser, your browser will present your digital ID to the SDN and the SDN will verify your identity with the CA . You will then be granted permission to enter the CDC SDN system.

You may not share your digital certificate with any other person. CDC Internet security policy requires that each digital ID be held by and used by one and only one person.

Personal Information



Step 1: Enter Personal Information

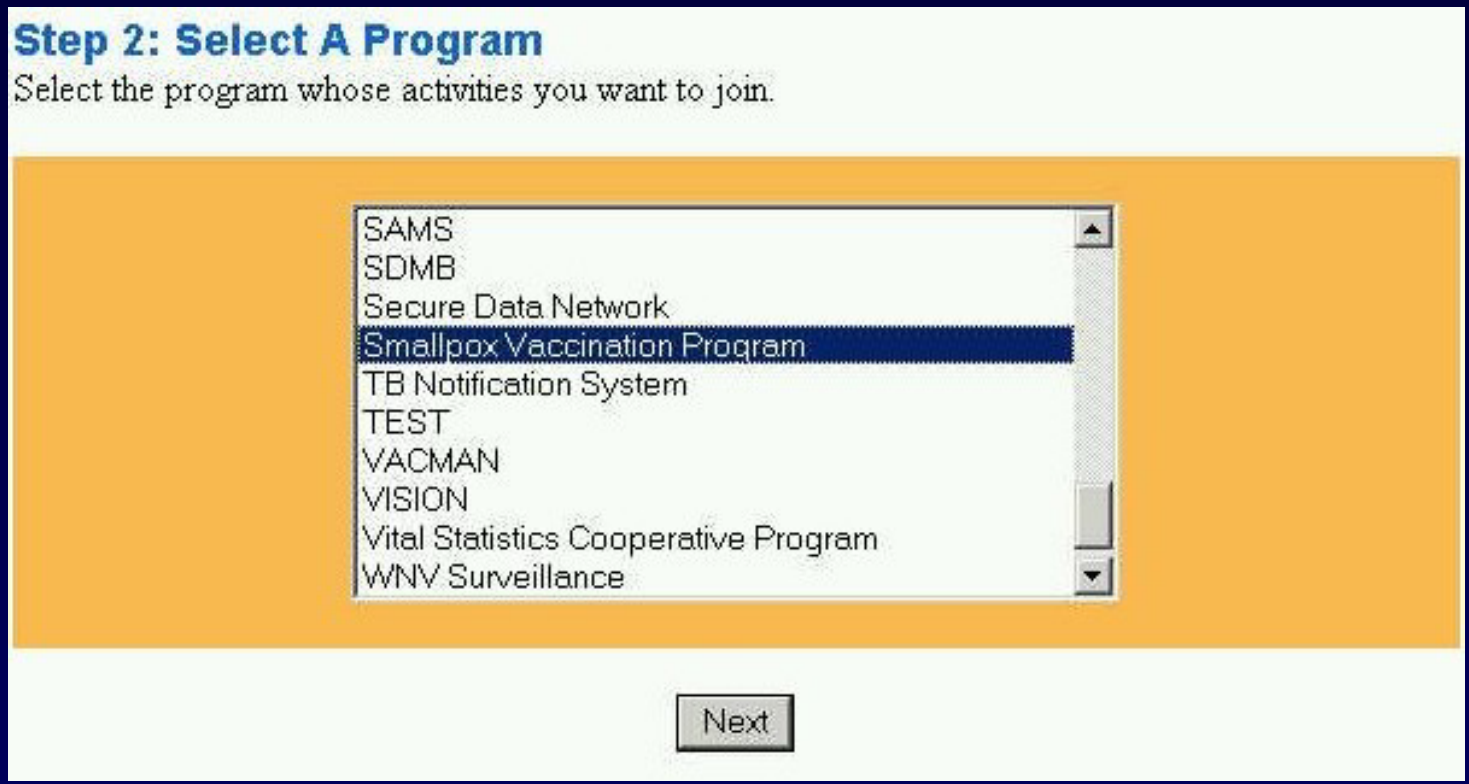
Please enter this information about yourself. Items in *red italics* are optional.

Prefix		*Preferred Name*	
First Name		*Middle Name*	
Last Name		*Degree*	
Email Address		*CDC User ID (where applicable)*	
Employer		*Program or Division*	
Employer Type	Academic/Research Organization		
Job Type	Biomedical Research		
Phone		*Fax*	
Work Address (130 characters maximum)		U.S. State (required for US) *U.S. County*	Pick a State
City		Zip Code	
Country	United States		

Alternate Contact:

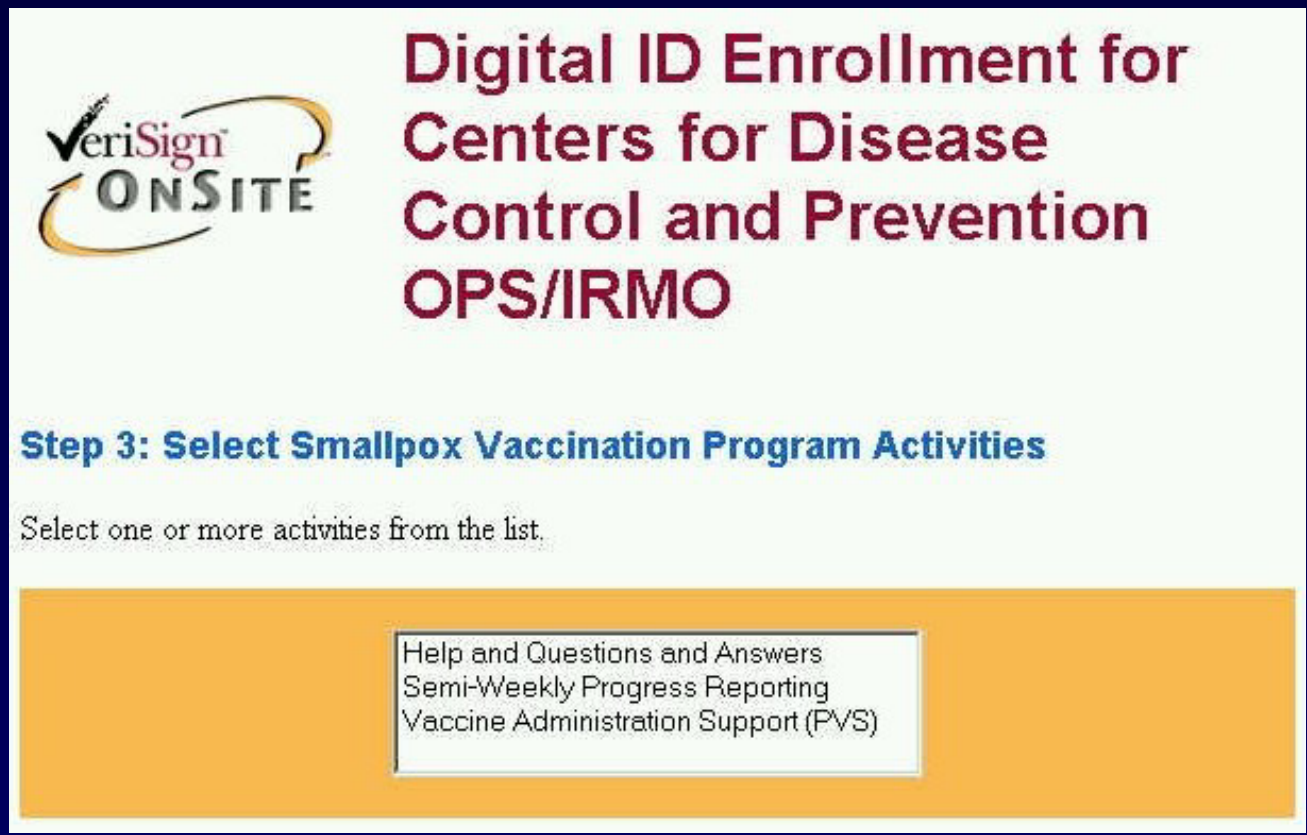
Name		Phone	

Program Selection

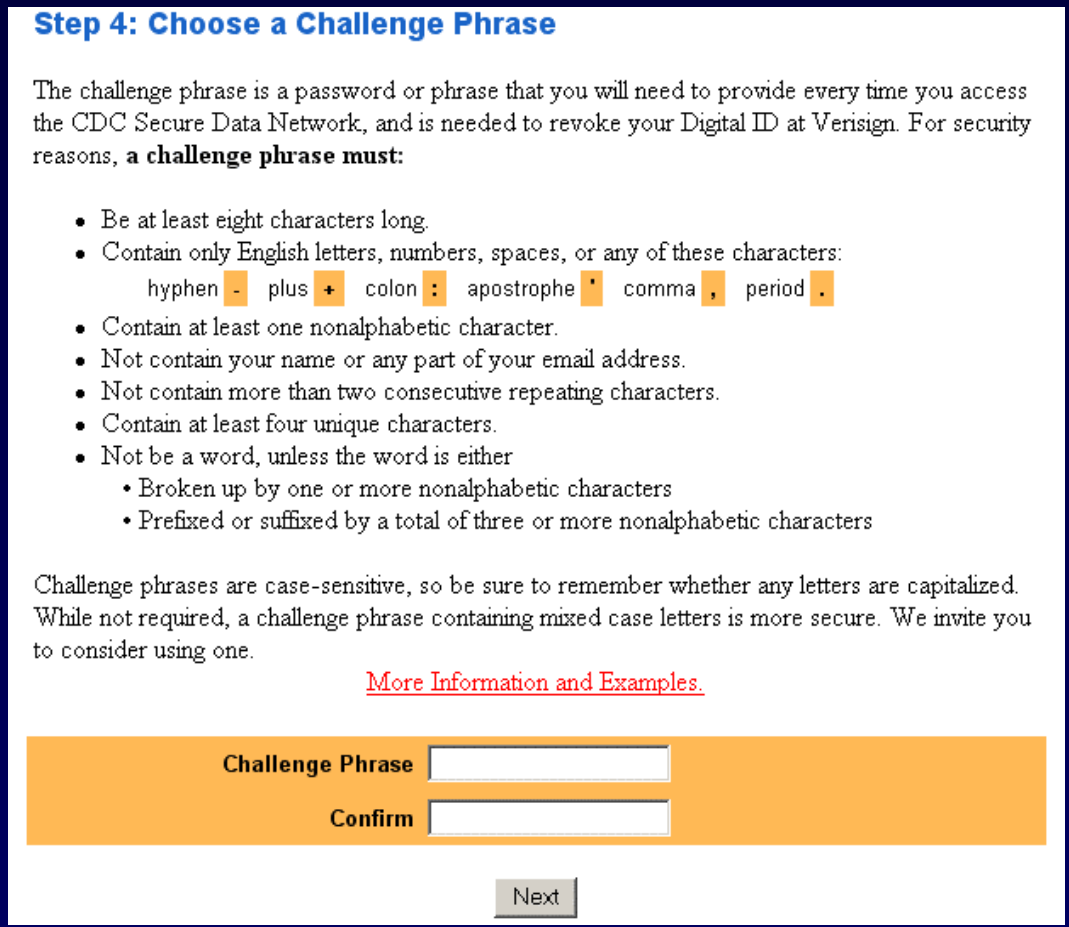


E-mail Confirmation

PVS Activity Selection



Select a Challenge Phrase



Step 4: Choose a Challenge Phrase

The challenge phrase is a password or phrase that you will need to provide every time you access the CDC Secure Data Network, and is needed to revoke your Digital ID at Verisign. For security reasons, **a challenge phrase must:**

- Be at least eight characters long.
- Contain only English letters, numbers, spaces, or any of these characters:
  hyphen - plus + colon : apostrophe ' comma , period .
- Contain at least one nonalphabetic character.
- Not contain your name or any part of your email address.
- Not contain more than two consecutive repeating characters.
- Contain at least four unique characters.
- Not be a word, unless the word is either
  - Broken up by one or more nonalphabetic characters
  - Prefixed or suffixed by a total of three or more nonalphabetic characters

Challenge phrases are case-sensitive, so be sure to remember whether any letters are capitalized. While not required, a challenge phrase containing mixed case letters is more secure. We invite you to consider using one.

More Information and Examples.

Challenge Phrase

Confirm

Next

Cryptographic Service Provider Selection

VeriSign Subscriber Agreement

Digital ID Subscriber Agreement **By applying for, accepting, or using a Digital ID you are agreeing to the terms of the VeriSign Subscriber Agreement ("Agreement"). Your organization requires you to follow this Agreement. By clicking the accept button below, you indicate your acceptance of this Agreement. If you do not agree to the terms of this Agreement, do not complete this application, click accept, or use the Digital ID.**

When you submit this Digital ID application by clicking Accept, your browser will generate your public and private keys. The browser will also prompt you to set up a password to protect your private key and to store it on a diskette. Your private key is a secret file that you will use to digitally sign or encrypt e-mail. Your public key will become part of your Digital ID—your business associates can use it to verify your digital signature or to send you encrypted e-mail.

Your private key and password are stored on your computer and are not transmitted to the Certification Authority that creates your Digital ID. When your Digital ID is ready, you will receive e-mail that includes instructions for retrieving and installing it.

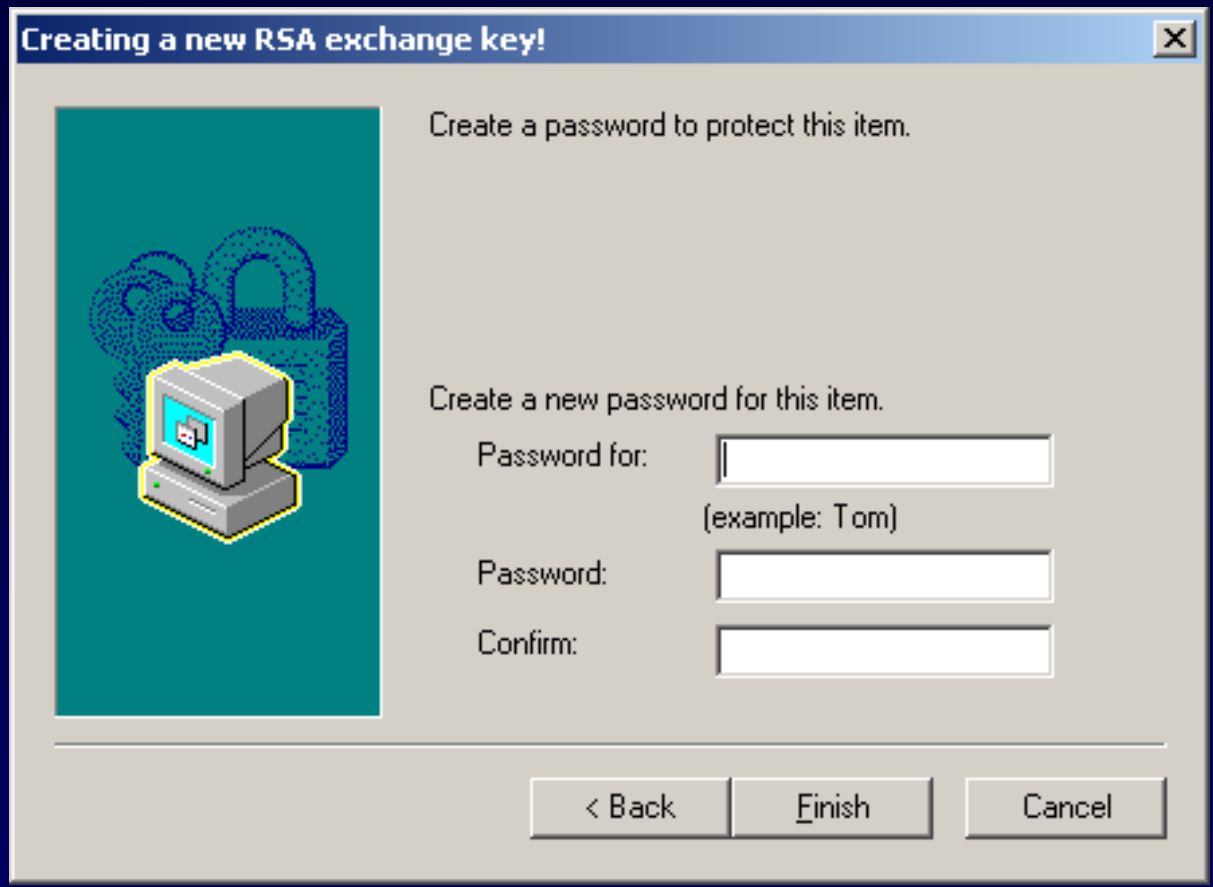
If you have completed this enrollment form, click ***Accept*** to submit this request to the Administrator.

Accept

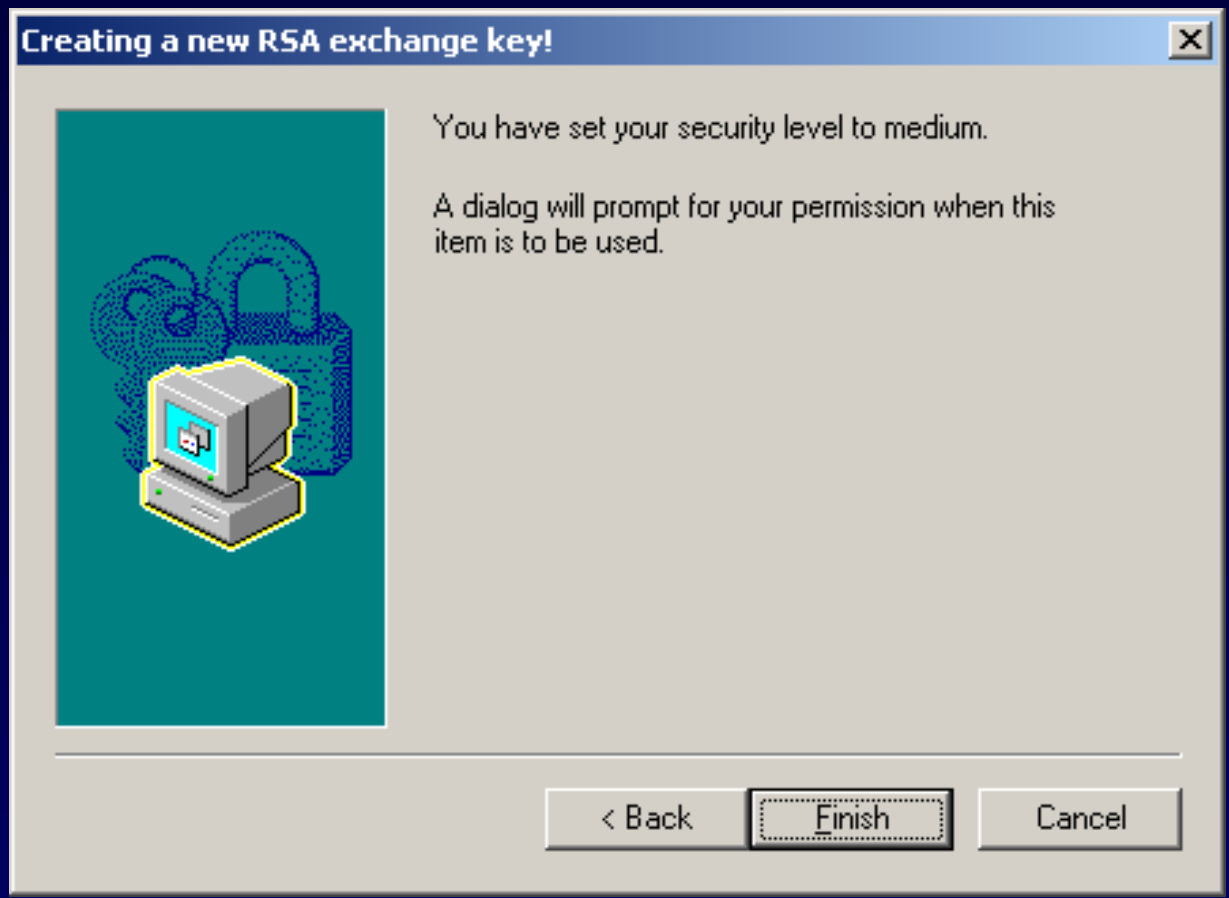
Setting the Security Level

Medium Security

High Security



Medium Security Confirmation



High Security Confirmation

E-mail Notification

Installing the Digital Certificate

E-mail Instructions and PIN

From: cdcsdn@cdc.gov
Sent: Thursday, February 21, 2002 1:43 PM
To: xxxx@cdc.gov
Subject: Your Digital ID is ready

Dear JOHN DOE,

Your Administrator has approved your Digital ID request.

To assure that someone else cannot obtain a Digital ID that contains your personal information, you must retrieve your Digital ID from a secure web site using a unique Personal Identification Number (PIN). You can retrieve your Digital ID by following these simple steps:

Step 1: Visit the Digital ID retrieval web page:

https://onsite.verisign.com/services/CentersforDiseaseControlandPreventionOPSIRMO/digitalidCenter.htm

Step 2: Select Pick-up ID

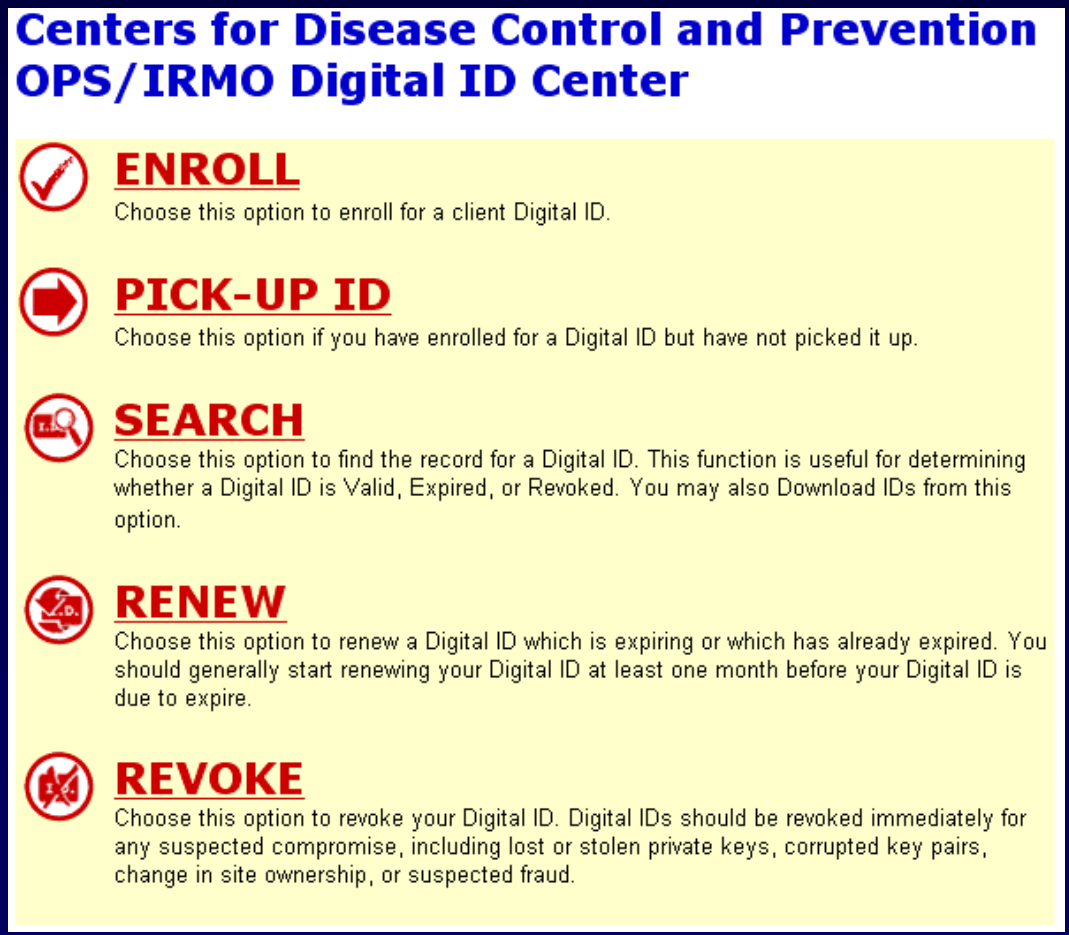
Step 3: In the form, enter your Personal Identification Number (PIN):

Your PIN is: 123456789

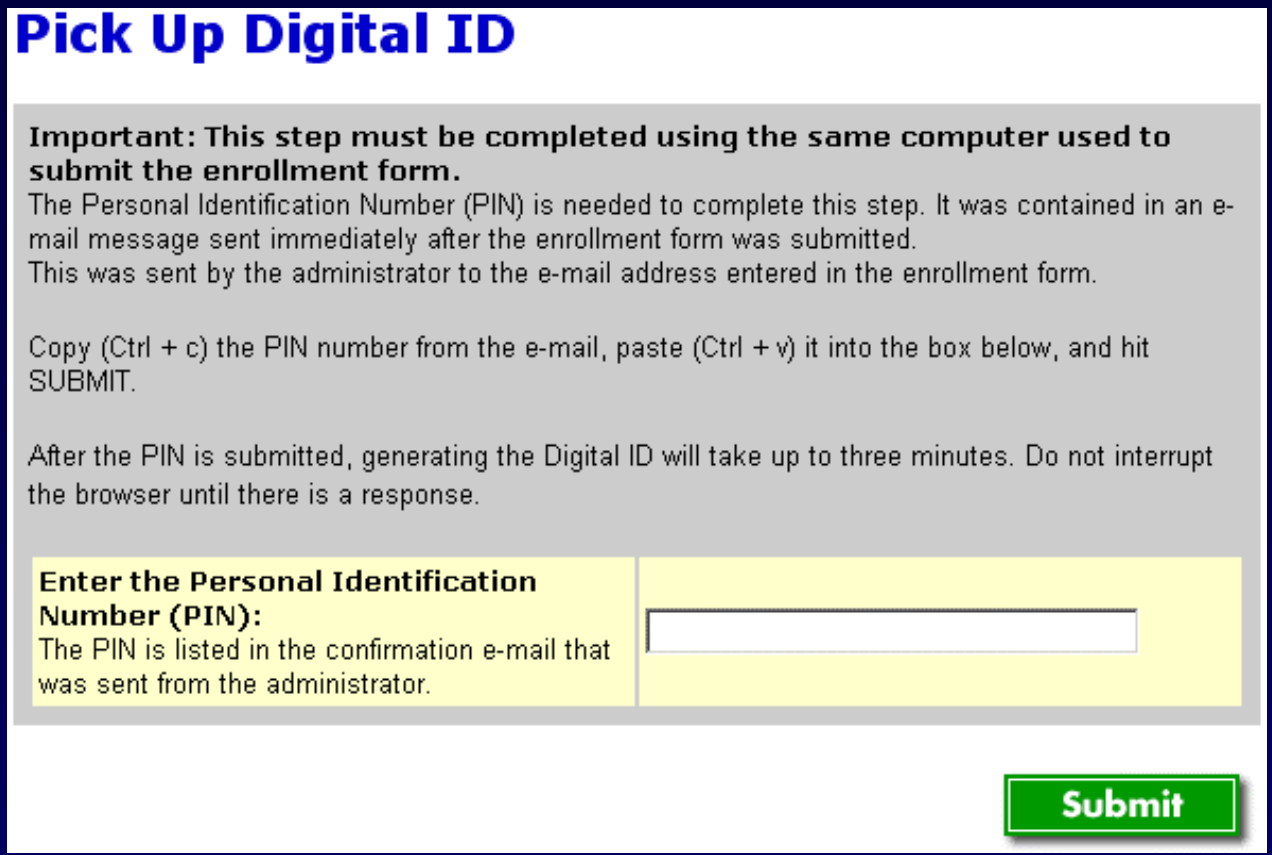
Step 4: Follow the instructions on the page to complete the installation of your Digital ID.

If you have any questions or problems, please contact your Administrator by replying to this e-mail message.

Digital Certificate Pick-Up



Enter PIN


Pick Up Digital ID
Important: This step must be completed using the same computer used to submit the enrollment form.
The Personal Identification Number (PIN) is needed to complete this step. It was contained in an e-mail message sent immediately after the enrollment form was submitted.
This was sent by the administrator to the e-mail address entered in the enrollment form.
Copy (Ctrl + c) the PIN number from the e-mail, paste (Ctrl + v) it into the box below, and hit SUBMIT.
After the PIN is submitted, generating the Digital ID will take up to three minutes. Do not interrupt the browser until there is a response.
Enter the Personal Identification Number (PIN):
The PIN is listed in the confirmation e-mail that was sent from the administrator.
Submit

Install Confirmation

Congratulations!

Your Digital ID has been successfully generated and installed.

Your Digital ID Information.

Organization = Centers for Disease Control and Prevention
Organizational Unit = OPS/IRMO
Organizational Unit = www.verisign.com/repository/CPS Incorp. by Ref.,LIAB.LTD(c)96
Organizational Unit = EmployeeID - 0000
Organizational Unit = MailStop - Atlanta, Georgia, United States
Title = Epidemiology or Statistics
Common Name = John Doe
Email Address = xxxx@cdc.gov

Serial Number = 0zzz0zz0000zzz0zz0000z0zz0zzz0z0

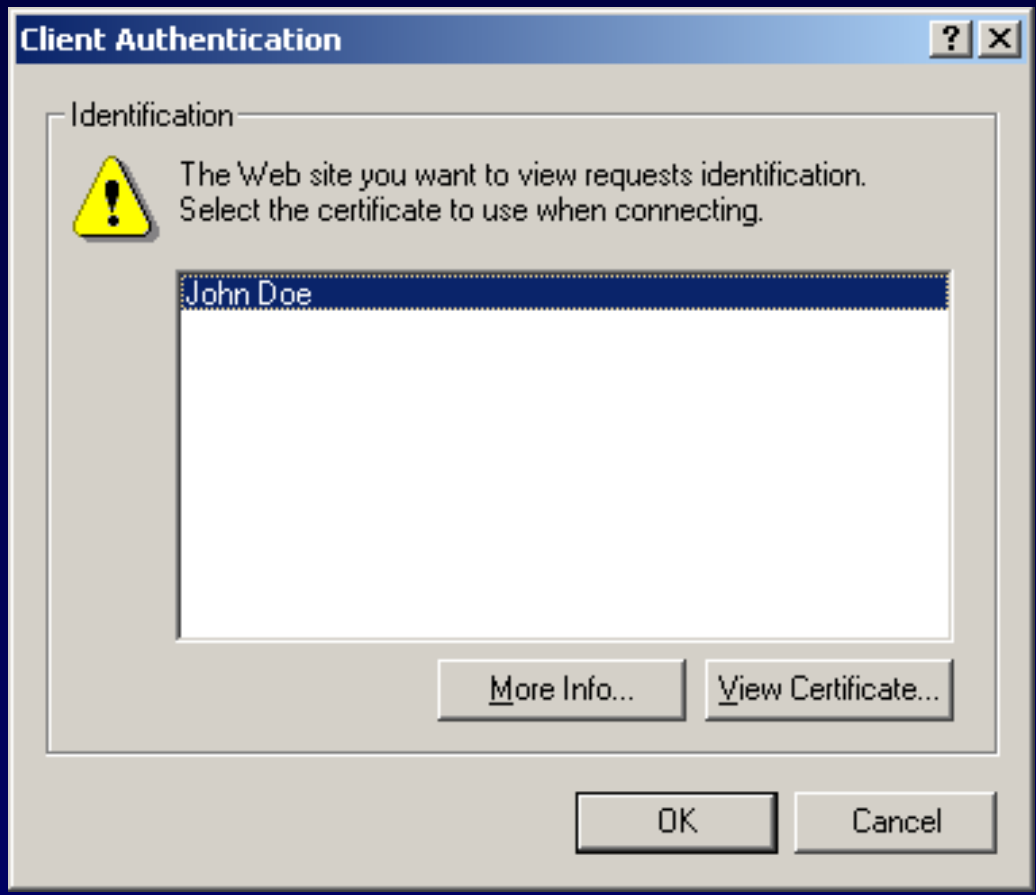
Consult our Help Desk and Tutorials:

1. Visit our Help Desk to view our tutorials and other useful information.
2. Visit our Digital ID Center to find out more about Digital IDs and Digital ID services.

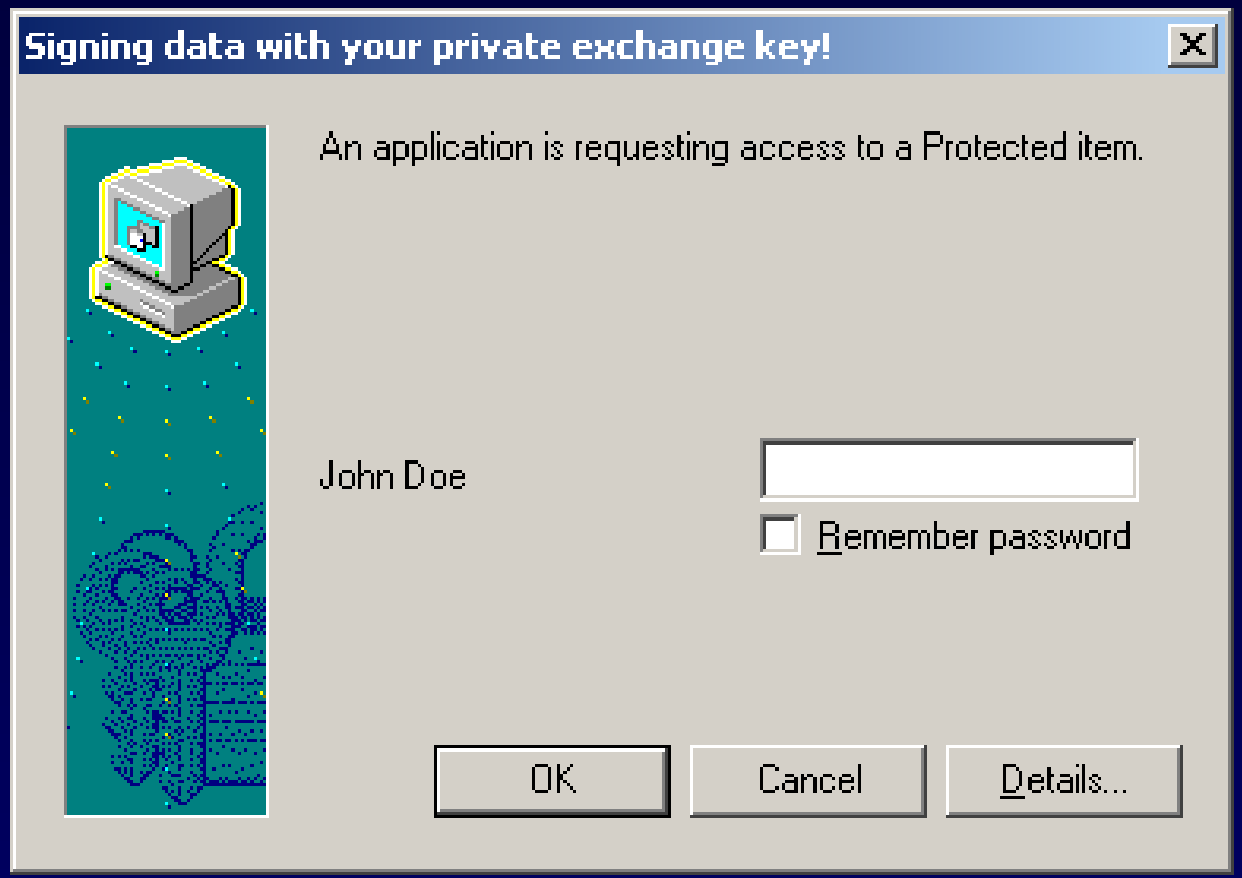
Step 1: Digital Certificate Login

SDN Access

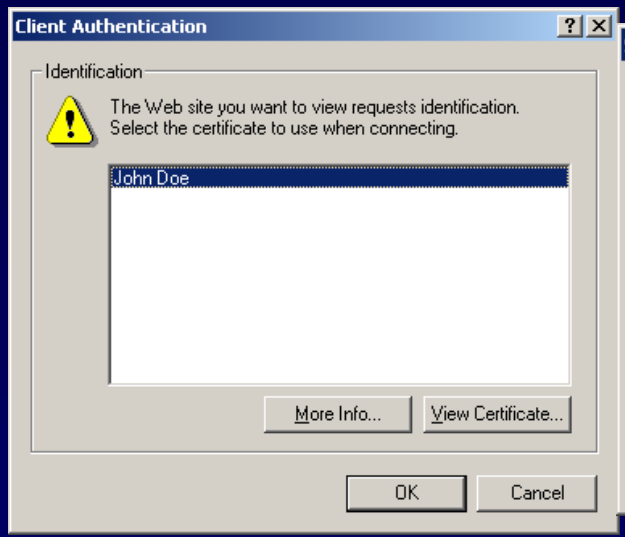
https:// sdn.cdc.gov



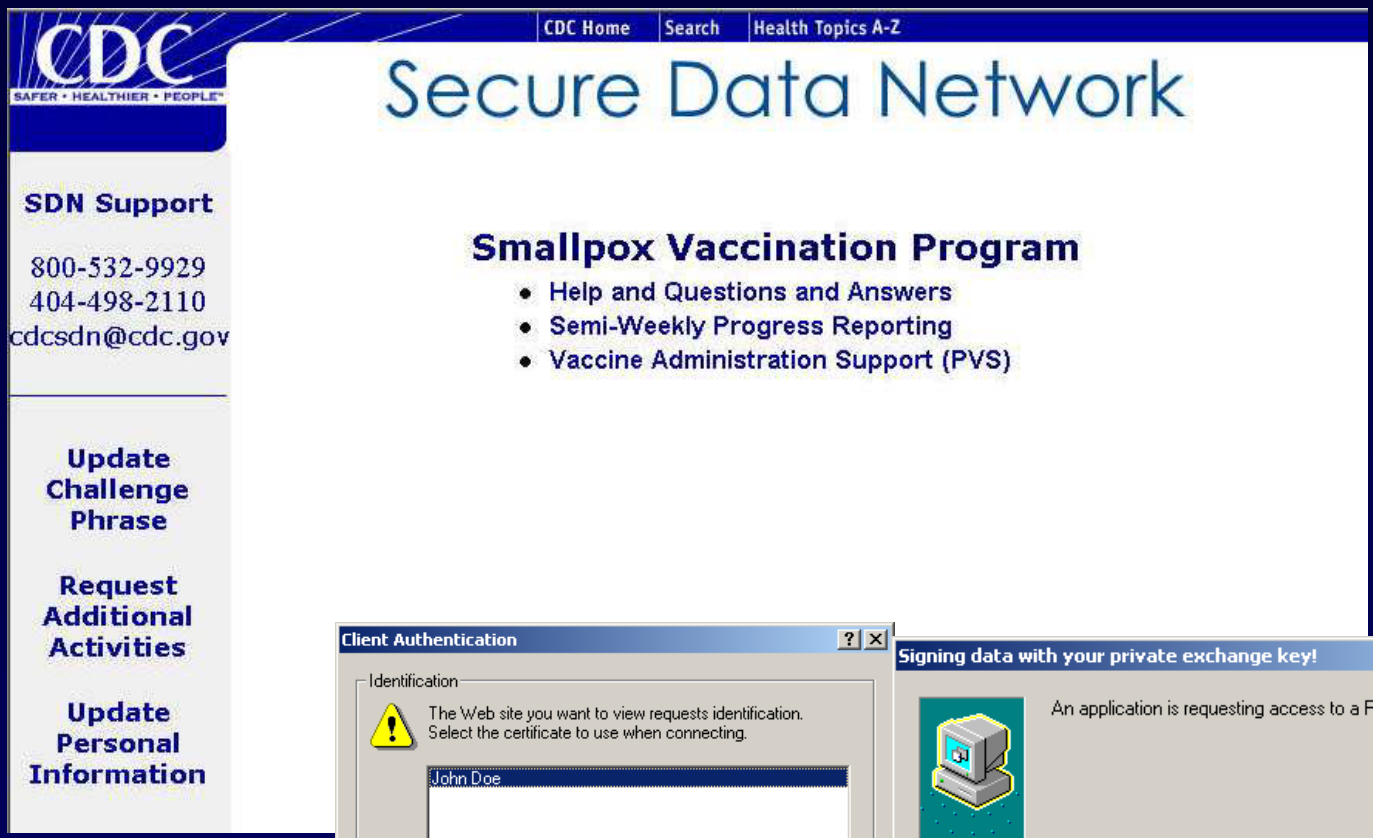
Verify Digital Certificate

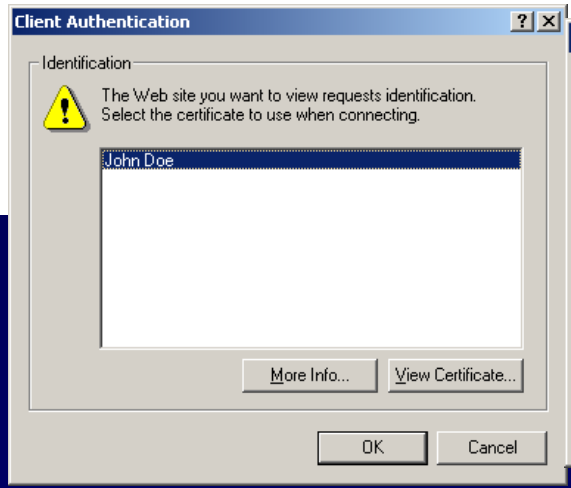


Enter Challenge Phrase



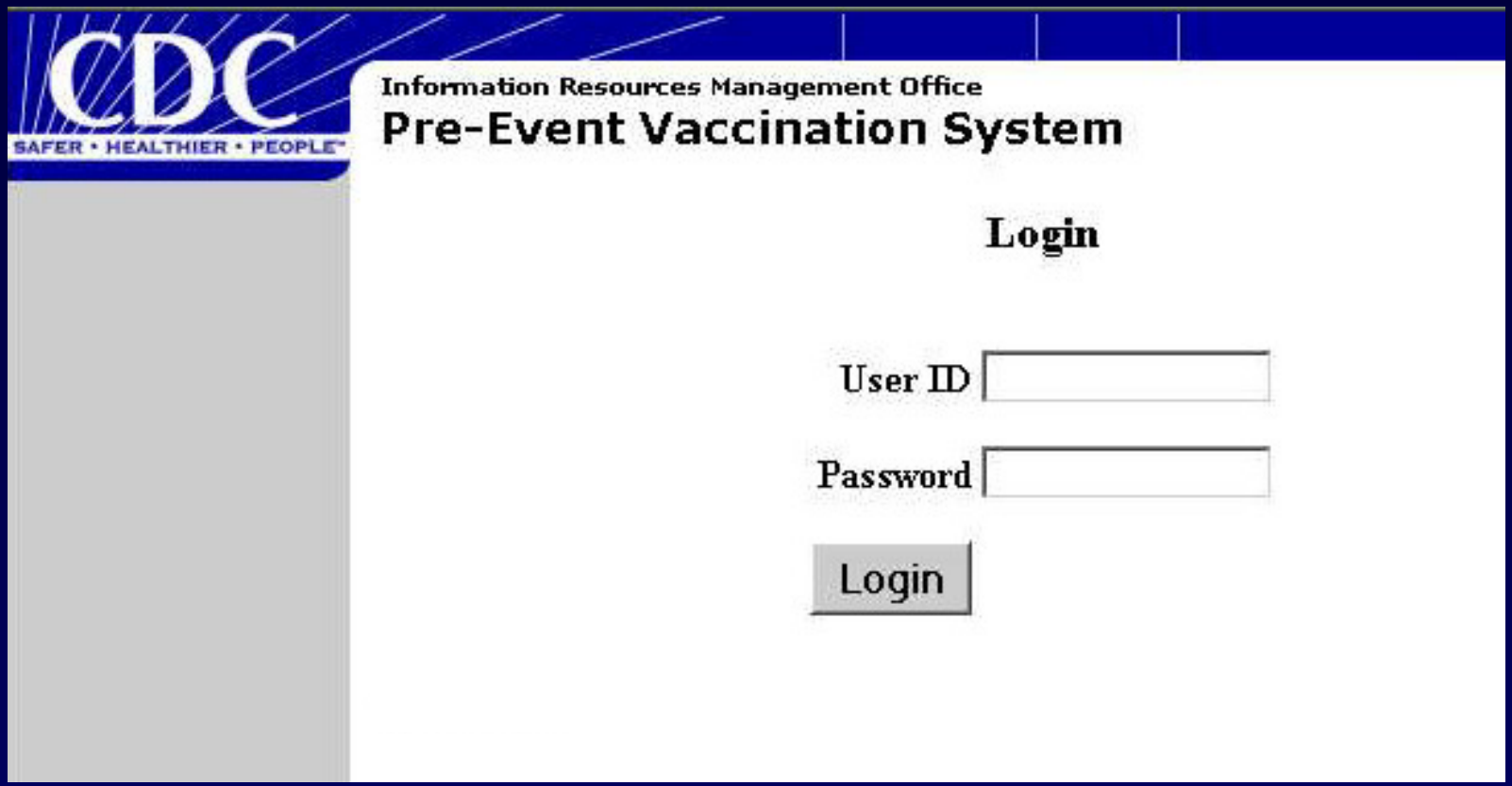
Main SDN Screen



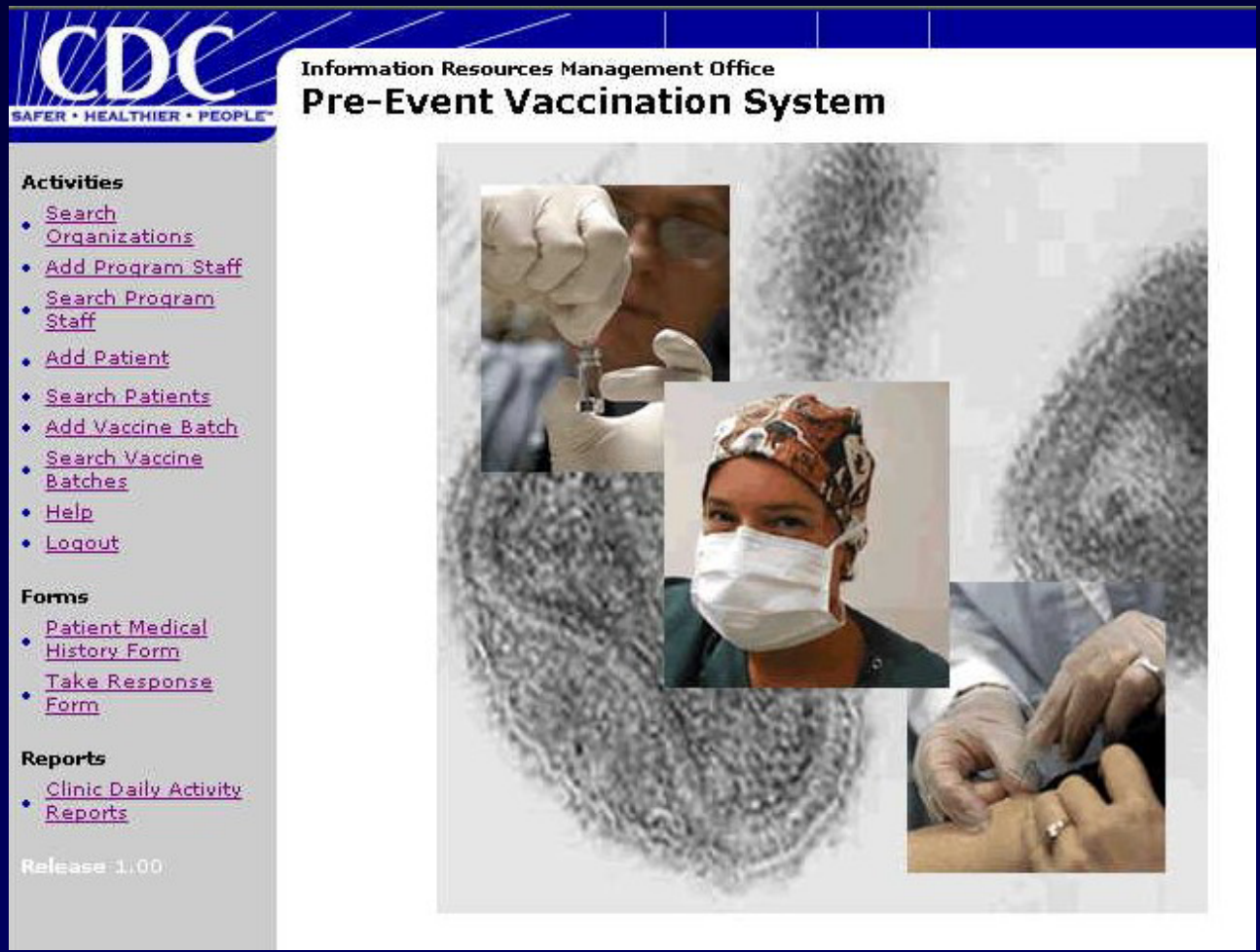


Step 2: PVS Login

PVS Login Screen



Main PVS Screen



Data Entry Overview

- Day 1
  - Enter new batch information and generate Batch ID
  - Print Patient Medical History form
  - [Patients are vaccinated]
  - Enter patient information, including demographic, past vaccination, and current vaccination information
  - Generate Daily Vaccination Activity report
  - Generate Daily Summary report
- Day 6-8
  - Generate Take-Response Call-Back list
  - [Patient's Take-Response is read]
  - Enter Take-Response reading
  - Generate Take-Response Activity report
  - Generate Clinic Summary report

CDC Contact Information

- Phone: 800-532-9929 Ext. 4
- Office Hours: 8:00 A.M. - 8:00 P.M. EST
  Monday - Friday
- Email: pvsinfo@cdc.gov or cdcsdn@cdc.gov
- Web: www.bt.cdc.gov/agent/smallpox