

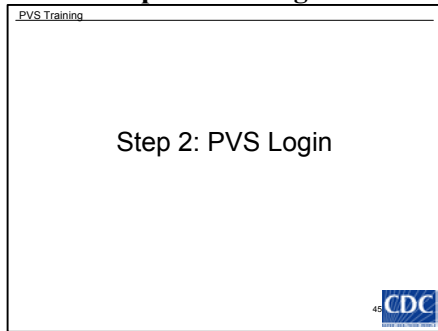
PRE-EVENT VACCINATION SYSTEM TRAINING FOR LOCAL ADMINISTRATORS

PART 4



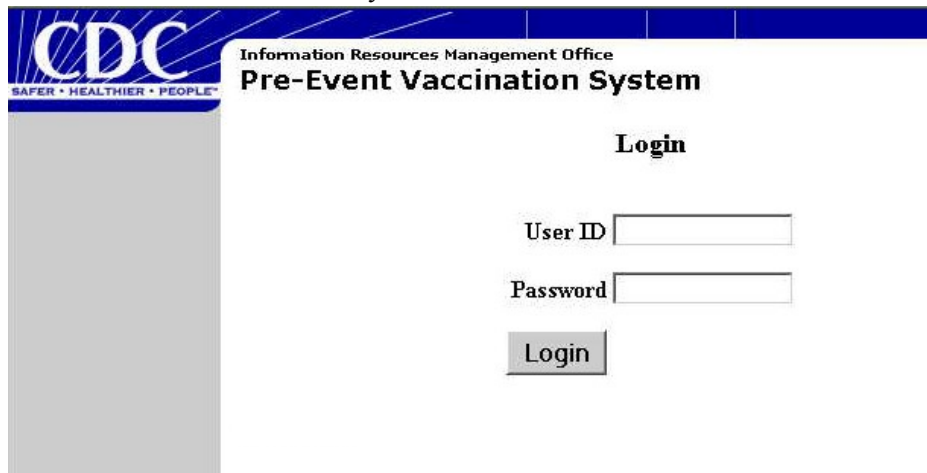
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IX. Step 2: PVS Login



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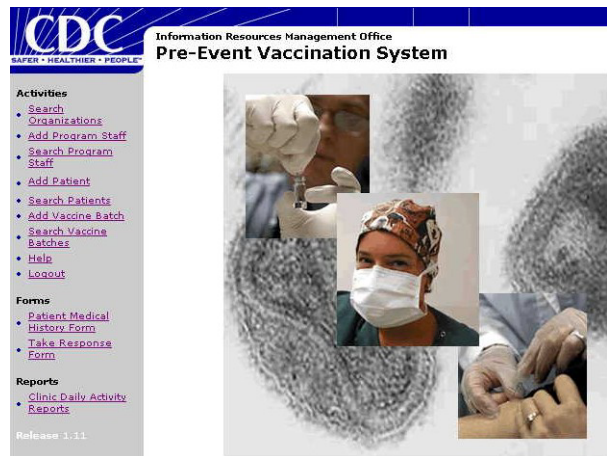
- A. Once the user has accessed the SDN system, they will be prompted for their PVS UserID and password in order to access the system.



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- B. The main PVS screen will appear. Select the appropriate PVS function from the navigation panel to the left of the screen. The navigation panel includes:

1. Activities
 - a) Search Organizations
 - b) Add Program Staff
 - c) Search Program Staff
 - d) Add Patient
 - e) Search Patients
 - f) Add Vaccine Batch
 - g) Search Vaccine Batches
 - h) Help
 - i) Logout
2. Forms
 - a) Patient Medical History Form
 - b) Take Response Form



3. Reports

- a) Clinic Daily Activity Reports
 - 1) Clinic Daily Take Response Activity
 - 2) Clinic Daily Vaccination Activity
 - 3) Clinic Summary

C. It should be noted that menu options will vary depending on your user roles.

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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

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D. Data Entry Overview

1. Day 1

- a) Enter new batch information and generate Batch ID
- b) Print Patient Medical History attachment form
- c) [Patients are vaccinated]
- d) Enter patient information, including demographic, past vaccination, and current vaccination information
- e) Generate Daily Vaccination Activity report
- f) Generate Daily Summary report

2. Day 6-8

- a) Generate Take-Response (call-back) list
- b) [Patients Take-Response is read]
- c) Enter Take-Response reading
- d) Generate Take-Response Activity report
- e) Generate Clinic Summary report

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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

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X. Function 1: Vaccine/Diluent Batch

- A. The clinic is responsible for the maintenance of the vaccine/diluent batch.
- B. At the beginning of the day, a vaccination batch will either be created or an existing vaccination batch will be identified for use during that day.
 1. It is possible that multiple batches will exist for the same day, and this should be accommodated by the system used at the clinic and considered in the clinic's process flow.
- C. The batch is identified by:
 1. Vaccine Batch ID
 - a) The Vaccine Batch ID is created after the "Vaccine Batch Information" form has been saved in the system. A message will be displayed to confirm that the information has been saved and will provide the user with the system generated Batch ID number. The batch ID is automatically generated and can be up to 6 digits in length.
 2. Vaccine Lot and Manufacturer, which is pre-loaded into the system by the Centers for Disease Control and Prevention (CDC)
 3. Diluent Lot and Manufacturer (pre-loaded into the system by the CDC)
 4. Clinic where the vaccine batch was entered (pre-loaded into the system by the CDC)
 5. Date the batch was created (reconstitution date for Dryvax, ACAM1000, ACAM2000)
- D. The vaccination batch will be delivered to the Vaccination Administrator. The Vaccination Administrator must ensure that the vaccine batch administered to the patient matches the vaccine batch on the patient's Medical History form. The Medical History form is discussed later in the training.
- E. Add Vaccine Batch Information – The "Vaccine Batch Information" form allows you to add vaccine batch information

The screenshot shows the 'Vaccine Batch' form in the CDC Pre-Event Vaccination System. The form has a blue header with the CDC logo and the text 'Information Resources Management Office Pre-Event Vaccination System'. Below the header, there is a navigation panel on the left with links for 'Activities' (Search, Organizations, Add Program Staff, Search Program Staff, Add Patient, Search Patients, Add Vaccine Batch, Search Vaccine Batches, Help, Logout) and 'Forms' (Patient Medical History Form, Take Response Form). The main form area contains the following fields:

- *Organization: -Select-
- *Vaccine Type: Smallpox
- *Program: Responder
- *Vaccine Lot: -Select-
- *Diluent Lot: -Select-
- *Dilution Strength: 1:1
- *Batch Date: 02/05/2003 15:27
- *Vaccinations Per Batch: 100

 A 'Save' button is located at the bottom of the form.

1. Using the Navigation panel to the left, click "Add Vaccine Batch"
2. From the ORGANIZATION drop-down list, select the name of the vaccination clinic that created the vaccine batch. You will only be able to select from organizations to which you are assigned. (This has been pre-loaded into the application by CDC or your public health entity).
3. Select the vaccine type from the VACCINE TYPE drop-down list. The default is Smallpox.
4. Select the vaccine program from the PROGRAM drop-down list. The default

- is Responder.
5. Select the vaccine lot/manufacturer from the VACCINE LOT drop-down list (This has pre-loaded into the application by CDC).
 - a) You must select the exact lot number. If your lot number is not listed, you must contact pvsinfo@cdc.gov or the CDC PVS help desk.
 - b) The vaccine lot will exist on many vials within distributed vaccine kits; therefore, a vaccine lot may exist in many vaccination clinics.
 6. Select the diluent lot/manufacturer from the DILUENT LOT drop-down list (This has pre-loaded into the application by CDC).

- a) You must select the exact lot number. If your lot number is not listed, you must contact pvsinfo@cdc.gov or the CDC PVS help desk.
- b) The diluent lot will exist on many vials within distributed vaccine kits; therefore, a diluent lot may exist in many vaccination clinics.
7. Select the dilution strength from the DILUTION STRENGTH drop-down list. The default is 1:1.
8. In BATCH DATE, enter the date and time (mm/dd/yyyy hh:mm format) on which the batch was created. The default is today's date and time.
9. In VACCINATIONS PER BATCH, enter the number of vaccinations that you expect to get from each batch. The default is 100 vaccinations. For example,
 - a) Vaccine batches with a 1:1 dilution will deliver 100 doses if no waste occurs.
 - b) Vaccine batches with a 1:5 dilution will deliver 500 doses if no waste occurs.
 - c) Vaccine batches with a 1:10 dilution will deliver 1,000 doses if no waste occurs.

10. Click SAVE. A message will be displayed to confirm that the information has been saved and will provide the user with the system generated Batch ID number.
11. It should be noted that for all screens, in order to leave the screen without saving your information, select a different menu option from the navigation panel to the left.

F. Edit Vaccine Batch Information – The Vaccine Batch Search Form enables you to search for and edit vaccine batch information.

1. Using the Navigation panel to the left, click “Search Vaccine Batches”

2. Enter one or more of the following search criteria. To refine your search, enter two or more search criteria:
 - a) Select the name of your organization where the vaccine was created from the ORGANIZATION drop-down list. You will only be able to select from organizations to which you are assigned.
 - b) Select the vaccine type from the VACCINE TYPE drop-down list.
 - c) Select the batch identification number in the BATCH ID box from the drop-down list.

- d) Select the Diluent lot from the DILUENT LOT drop-down list.
- e) In BATCH DATE AFTER, enter a date before the batch was created. For example, to search for a batch created in early December, enter 11/30/2002.

- f) In BATCH DATE BEFORE, enter a date after the batch was created. For example, to search for a batch created in early December, enter 12/15/2002.
- g) Click SEARCH.
3. Not all search results are displayed on one screen. You may need to use the NEXT or PREVIOUS navigation tools at the bottom of the screen to move to the next or previous page of search results.

The screenshot shows the CDC Information Resources Management Office Pre-Event Vaccination System interface. The main content area displays 'Vaccine Batch Search Results' with a table of search results. The table has columns for Organization Name, Vaccine Type, Batch ID, Vaccine Lot, Diluent Lot, and Batch Date. A single result is shown for 'Express Clinic' with Smallpox vaccine, Batch ID 68, Vaccine Lot D02247, Diluent Lot 1488-1A, and Batch Date 02/05/2003. There are links for 'Refine Search' and 'New Search' above the table, and an 'Edit' link next to the date in the table row. A left sidebar contains navigation links for Activities, Forms, and Reports.

Organization Name	Vaccine Type	Batch ID	Vaccine Lot	Diluent Lot	Batch Date
Express Clinic	Smallpox	68	D02247	1488-1A	02/05/2003

4. Note: If you cannot find the vaccine batch, click REFINE SEARCH or NEW SEARCH.
5. In the "Vaccine Batch Search Results" form, click EDIT next to the vaccine batch that you want to edit.
6. This will take you to the "Vaccine Batch" form for the vaccine batch that you have selected.
7. In the "Vaccine Batch" form, modify the information as necessary.
8. When you have finished, click SAVE. A message will be displayed to confirm that the information has been saved.

XI. Function 2: Forms– The clinic is responsible for generating clinic forms. Any alternative system implemented by the clinic should be able to provide the following forms as described.

A. Forms

1. Patient Medical History & Consent Form - The Patient Medical History & Consent form should be printed from: <http://www.bt.cdc.gov/smallpox/vaccination/>.
 - 1) This downloaded form should be completed as a part of the clinic flow.
2. PVS-generated Patient Medical History Form - The Patient Medical History form attachment has preloaded vaccination clinic and vaccination batch information. This form may be attached to your patient medical history form. This form is integral to the clinic flow.
 - a) Clinics will only be able to generate history forms for vaccine batches that belong to their clinic.
 - b) A Patient Medical History form attachment can be generated and printed after the vaccine batch has been created. The attachment can be affixed to the Patient Medical History & Consent form at the time of vaccination.
 - c) The Medical History form package will be delivered to admissions in order to be included in the patient medical records.
 - d) The completed Patient Medical History & Consent form along with the PVS-generated attachment should be used for data entry into PVS.
 - e) The clinic will be responsible for generating the appropriate number of Medical History form attachments for a vaccine batch, and ensuring that the vaccine batch administered to the patient matches the vaccine batch on the patient's Medical History form attachment. The clinic may need to print extra forms due to the fact that only a subset of eligible candidates will receive the vaccination.
 - f) Batch information includes the system-supplied BATCH ID, the VACCINE LOT NUMBER AND MANUFACTURER, the DILUENT LOT NUMBER AND MANUFACTURER, the BATCH CREATION DATE (date of reconstitution for lyophilized vaccine), and the CLINIC'S NAME.

- g) Using the Navigation panel to the left, click PATIENT MEDICAL HISTORY FORM.
- h) In the "Patient Form", select the name of the vaccination clinic from the ORGANIZATION NAME drop-down list. You will only be able to select an organization to which you are assigned. The screen will refresh to load the appropriate batch information.
- i) Select the vaccine batch from the BATCH drop-down list.
- j) Click GENERATE FORM. Adobe Acrobat will open and load the report.

Please allow a few minutes for Adobe to load the first time a report is generated. If you do not have Adobe Acrobat, it may be downloaded free of charge from:

<http://www.adobe.com/products/acrobat/readstep2.html>

Initial Vaccination: <input type="checkbox"/>		(Place PVN Sticker here)	
Revaccination: <input type="checkbox"/> (Initial PVN: _____)			
Date: _____			
Vaccination Clinic:		Vaccine Batch	
Name:	Express Clinic	Vaccine Type:	Smallpox
Contact:		Program:	Responder
Phone:	555-555-5555 x555	Dilution Strength:	1:1
Fax:	555-555-5555	Diluent Lot #:	1488-1A
Address:	Express, GA 30050	Diluent Mfg:	Diluents Dryvax (1:5)
		Batch #:	68
		Batch Date:	Feb 05, 2003
		Vaccine Lot #:	D02252
		Lot Mfg:	Smallpox Vaccine-Aventis Pasteur

- k) Click the PRINT icon to print the Patient Medical History Form.
- l) Do one of the following:
 - 1) If you want to return to PVS without logging out, click the BACK button on your browser.
 - 2) If you want to close the Patient History Form and log out of PVS, select CLOSE from the FILE menu.

3. Clinic Take Response Form

- a) The Take Response Call-Back List provides a list of vaccine recipients who need to be called as a reminder to have their take responses read.
- b) This report is sorted by number of days since vaccination, descending, and will also have space to capture the data from the take response in preparation for data entry.
- c) This report is integral to clinic flow.
- d) Using the Navigation panel to the left, click TAKE RESPONSE FORM.
- e) In the "Take Response Form Worksheet", select the name of the vaccination clinic from the ORGANIZATION NAME drop-down list. You will only be able to select an organization to which you are assigned.
- f) Choose whether to sort by referring organization. The default is No.
- g) The form includes patients vaccinated within a certain time frame. The time frame can be specified in the "Take Response Form Worksheet".

The screenshot shows the 'Take Response Form Worksheet' in the CDC Pre-Event Vaccination System. The left sidebar contains a navigation menu with sections: Activities (Search, Organizations, Add Program Staff, Add Patient, Search Patients, Add Vaccine Batch, Search Vaccine Batches, Help, Logout), Forms (Patient Medical History Form, Take Response Form), and Reports (Clinic Daily Activity Reports). The main form area has the following fields:

- *Organization Name: --Select--
- *Sort by Referring Organization? Yes No
- *Start with people who were vaccinated: 3 days ago
- *End with people who were vaccinated: 45+ days ago
- Generate Form button
- Footnote: The asterisk (*) denotes a required field.

- 1) Select the "Start with people who were vaccinated" days using the pull down list. The default is 3 days ago.
- 2) Select the "End with people who were vaccinated" days using the pull down list. The default is 45+ days ago.
- h) Click GENERATE FORM. Adobe Acrobat will open and load the report.
- i) Click the PRINT icon to print the Patient Medical History Form.

- j) Do one of the following:
 - 1) If you want to return to PVS without logging out, close the Adobe window.
 - 2) If you want to close the Take Response Form and log out of PVS, select CLOSE from the FILE menu.