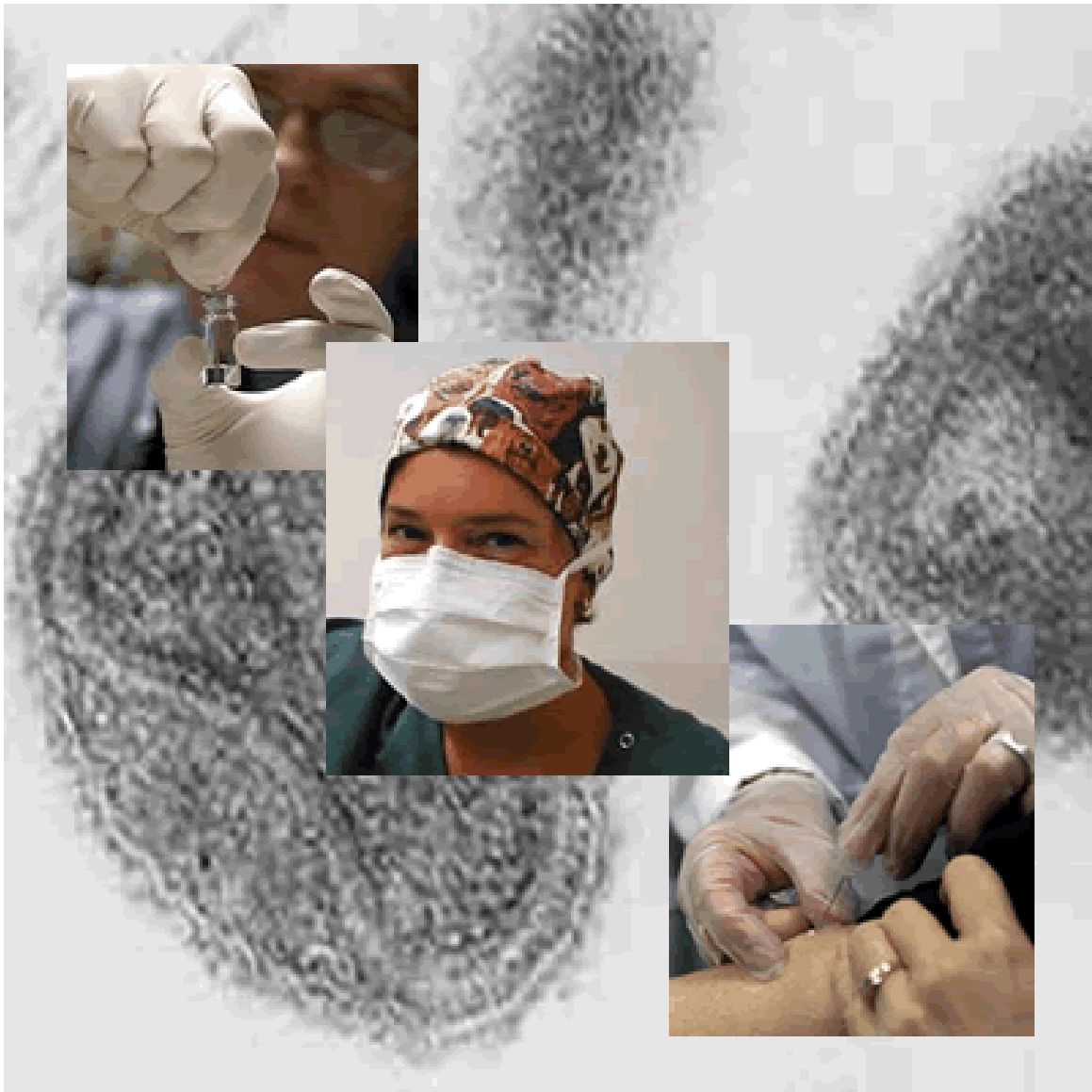




PRE-EVENT VACCINATION SYSTEM TRAINING FOR LOCAL ADMINISTRATORS



PRE-EVENT VACCINATION SYSTEM TRAINING FOR LOCAL ADMINISTRATORS

PART 1



**PRE-EVENT VACCINATION SYSTEM (PVS) TRAINING
FOR LOCAL ADMINISTRATORS**

This is a living document and subject to modifications. For your convenience, modifications to this document are listed below.

Document Name	Last Revision	Revisions
PVS Training Users guide [I2]-v1.3.pdf	01/9/2003	PVS iteration 2
PVS_Training_Users_Guide-I-III-v2.2.pdf	02/20/2003	Includes PVS changes, images, and appendices
PVS_Training_Users_Guide-I-III-v2.3.pdf	02/28/2003	Formatting modified

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PRE-EVENT VACCINATION SYSTEM (PVS) TRAINING FOR LOCAL ADMINISTRATORS

Purpose

The purpose of this course is to train local administrators to use the Pre-Event Vaccination System.

Audience

This course is designed for people who *use the PVS application and/or train others to use this application.*

The participants should be familiar with Windows or Macintosh computer platforms and Internet Explorer or Netscape. Participants should have also read the State Guidance document, especially Annexes 6, 7, and 8, before attending the course.

Objectives

Upon completion of this training, 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
5. Describe the steps for entering data into the Patient Information forms
6. Describe the steps for entering data into the Organization/Program Staff forms
7. Describe the steps for requesting and printing standard forms and reports
8. Describe logging off the system

Course Steps

1. Welcome participants
2. Explain purpose
3. Describe Objectives
4. PVS Description
5. PVS Components
6. Overall clinic flow
7. Demonstrate logging into the system and digital certificates
8. Demonstrate Vaccine/Diluent Batch function
9. Demonstrate Generate Forms function
10. Demonstrate Patient Information function
11. Demonstrate Organization/Program Staff function
12. Demonstrate Generate Reports function
13. Demonstrate logging off the system
14. Wrap-up

Estimated time: 2.0 hour

This material is presented via webcast (Genesys Meeting Center). In the first 30 minutes of the training, PowerPoint will be used to explain high-level concepts. The remaining 1 hour and 30 minutes will be used to demonstrate the PVS application.

Pre-Reading materials:

- State Guidance document and Annexes 6, 7, and 8

Materials needed:

- PVS Training User's Guide
- Access to the Internet (e.g., minimum Internet Explorer version 5.5 and above or Netscape version 6.0 and above)
- Adobe Acrobat reader

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

Resources:

- PVS On-line Help
- PVS help desk
- CDC website

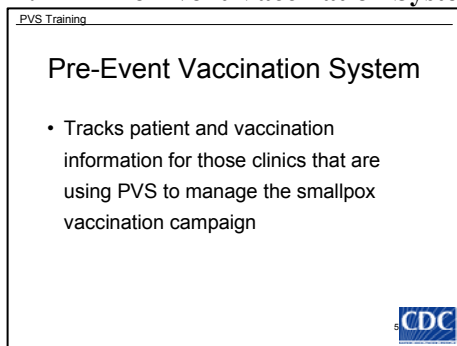
<http://www.bt.cdc.gov/agent/smallpox/>

I. Introduction

- A. It should be noted that PVS button labels are in caps and PVS screen titles are in quotes in this user's guide.
- B. The topics include:
 - 1. Pre-Event Vaccination System
 - 2. PVS components
 - 3. Clinic flow
 - 4. Logging into the system and digital certificates
 - 5. Function 1: Vaccine/Diluent Batch
 - 6. Function 2: Forms
 - 7. Function 3: Patient Information
 - 8. Function 4: Organization/Program Staff
 - 9. Function 5: Reports
 - 10. On-Line Help
 - 11. Logging off the system
 - 12. Contact Information

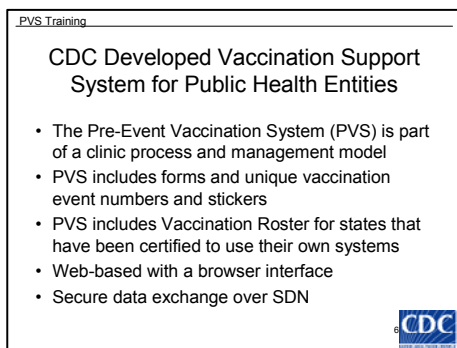
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II. Pre-Event Vaccination System



- A. CDC developed this vaccination support system for Public Health entities:
 - 1. The Pre-Event Vaccination System (PVS) was developed to support a pre-event vaccination campaign conducted to ensure preparedness in the possible event of a smallpox outbreak.
 - 2. Furthermore, PVS tracks patients and vaccination information for clinics that use PVS to manage this campaign.
 - 3. PVS funding was given to grantees¹ that distribute the monies to vaccination clinics.

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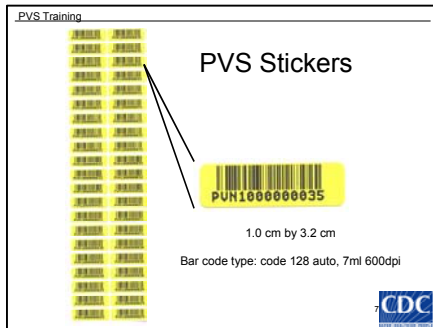
- 4. PVS includes patient history forms and unique vaccination event numbers (called Patient Vaccination Number (PVN)) and PVN stickers.
- 5. The program assumes that the Vaccine Adverse Events Reporting System (VAERS) will be used to collect routine adverse events information, as is the current practice for other licensed vaccines.
 - a) Both PVS (or a certified State system) and VAERS will be uploaded to the datamart.
 - 1) The datamart is a data warehouse at CDC that provides count data by clinics and public health entities. It is also an adverse

events monitor that provides data by race/ethnicity, gender, age, vaccination batch id, vaccination lot and manufacture number and diluent lot and manufacture number.

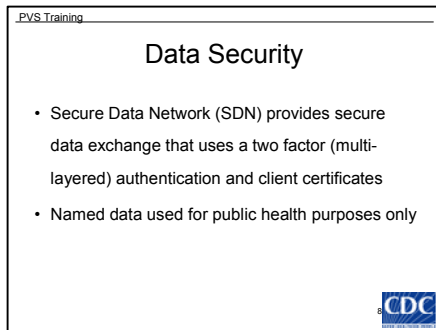
- b) It should be noted that PVS data uploaded to the datamart is stripped of all patient identifiers.

¹ Grantees are Public Health entities, such as States and selected large municipalities.

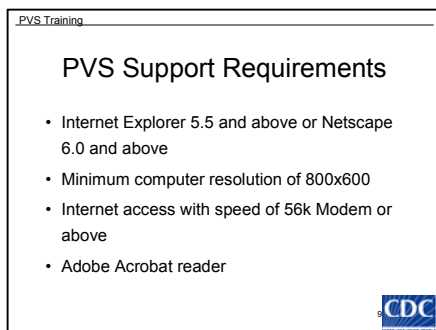
6. PVS supports data imports from States that have been certified to use their own system.
 - a) Data imports from non-PVS users is not discussed in this training
7. PVS is designed with a web-based browser interface and utilizes secure data exchange over a Secure Data Network (SDN).

Slide 7**B. The PVS stickers are:**

1. 1.0 centimeter in height and 3.2 centimeters in length.
2. Bar code type: Code 128 auto, 7ml 600dpi

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3. Provides secure data exchange that uses a two factor (multi-layered) authentication and client certificates.
4. Identified data is used only for public health purposes to track vaccine safety related to adverse events.

Slide 9**C. PVS Support Requirements**


1. Internet Explorer 5.5 and above or Netscape 6.0 and above
2. Minimum computer resolution of 800x600
3. Internet access with a speed of 56k Modem or above
4. Adobe Acrobat reader
(<http://www.adobe.com/products/acrobat/readstep2.html>)

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PVS Training

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


D. Data activities


1. States may report data by two methods:
 - a) Pre-Event Vaccination System (PVS)
 - 1) Patient data may be report with identifiers
 - 2) Patient data may be report without identifiers
 - b) Certified alternative state system
2. CDC:
 - a) Aggregate reporting and data analysis is performed on datasets with patient identifiers removed

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PVS Training

User Roles

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


E. User Roles – User roles determine the functions accessible by the user in the application.

1. Local Administrator
 - a) Clinic staff member
 - b) Responsible for entering data at a clinic
 - c) Only manages records for their assigned clinics
 - d) There may be two or more persons acting as a local administrator for a vaccination clinic
 - e) The local administrator can:
 - 1) View all PVS organizations
 - 2) Create and update records for vaccine batch

within their assigned clinics

- 3) Create and update patient demographics within their assigned clinics
 - 4) Create and update patient vaccination history within their assigned clinics
 - 5) Create and update patient (current) vaccinations within the PVS application within their assigned clinics
 - 6) Create program staff (e.g., vaccinators, take response readers, and contact)
 - 7) Assign program staff to the organizations to which the local administrator is assigned
 - 8) Update the responsibility of each program staff member assigned to their organizations
 - 9) Run clinic reports and forms for their assigned organizations
2. Local Viewer
 - a) Clinic staff member
 - b) The local viewer can:
 - 1) View all PVS organizations
 - 2) View vaccine batch for organizations to which they are assigned
 - 3) View patient demographics for organizations to which they are assigned
 - 4) View patient vaccination histories for organizations to which they are assigned
 - 5) View patient current vaccinations for organizations to which they are assigned
 - 6) Run clinic reports for organizations to which they are assigned
 - c) NOT responsible for entering data at a clinic
 - d) Viewers do NOT have the ability to add and edit patient records, patient vaccinations, or vaccination histories
 3. Public Health Administrator
 - a) Public Health entity (grantee) staff that oversees the clinics
 - b) The public health administrator can:
 - 1) View all organizations

- 2) Edit organizations for all organizations affiliated with the Public Health Organization
 - 3) Add PVS users to organizations to which they are assigned
 - 4) View vaccine batches for all organizations affiliated with the Public Health Organization
 - 5) View patient records for all organizations affiliated with the Public Health Organization
 - 6) Generate datamart adverse events reports
 - 7) Run public health reports for organizations to which they are assigned
 - 8) View data extracted from PVS
4. Public Health Viewer
 - a) Public Health entity (grantee) staff that oversees the clinics
 - b) The public health viewer can:
 - 1) View all organizations
 - 2) View vaccine batches for all organizations affiliated with the Public Health Organization
 - 3) View patient records for all organizations affiliated with the Public Health Organization
 - 4) Generate datamart adverse events reports
 - 5) Run public health reports for organizations to which they are assigned
 - 6) View data extracted from PVS
5. Global Administrator
 - a) Center for Disease Control and Prevention (CDC) PVS support staff
 - b) The global administrator can:
 - 1) Pre-load PVS with public health entities
 - 2) Pre-load PVS with initial users
 - 3) Pre-load PVS with vaccine lot and manufacturer information
 - 4) Pre-load PVS with batch lot and manufacturer information
6. Non-PVS Administrator
 - a) The non-PVS administrator has the ability to:
 - 1) Upload state certified data
 - 2) Run public health reports
7. Non-PVS Viewer
 - a) The non-PVS viewer can run public health reports