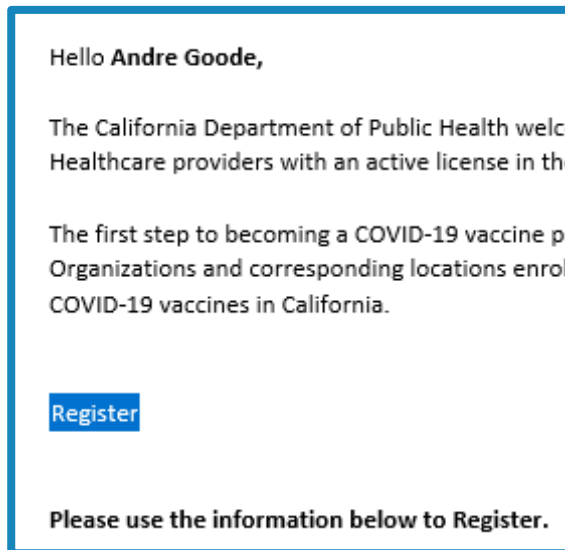


While we wait, please log into My Turn Clinic: <https://mycavax.cdph.ca.gov/s/>



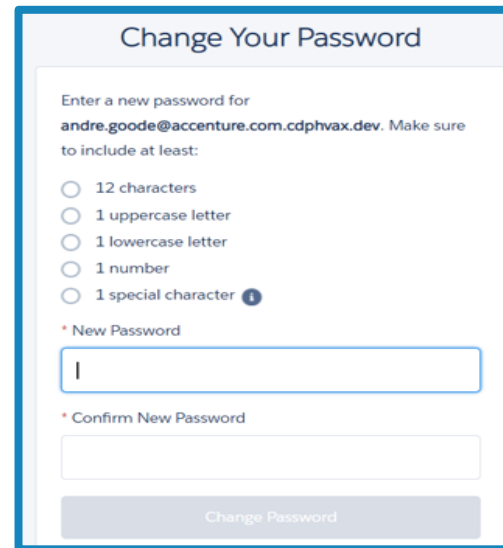
1

Locate your email welcoming you to the Salesforce platform and select "**Register.**"



2

Create a password



3

Take note of your **username** (format: YourEmail.myturn), **password**, and the **URL** for future reference



- If you will be away from the system for an extended period of time, you should LOG OUT.
- Please do not use "forgot your password"—instead, contact your Clinic Manager.

Clinic Manager Training

March 2021



Please fill out this quick poll!

How comfortable do you feel using My Turn to fulfill your Clinic Manager responsibilities?

1 - Not Comfortable

2

3

4

5 – Extremely Comfortable



Today's Agenda

TRAINING STAGE	APPROX LENGTH
1 Log in to My Turn Clinic	5 min
2 Opening Poll	2.5 min
3 Review Agenda, Objectives and Training Norms	2.5 min
4 LHJ/Provider Onboarding Journey and CM Readiness Checklist	2.5 min
5 Participation Disclaimers	2.5 min
6 Setup a Clinic*	15 min
7 Learning Check	5 min
Break	5 min
8 Schedule Clinic Hours of Operation*	5 min
9 Add Users*	10 min
10 View and Export Reports	5 min
11 Recap: Clinic Manager Resources and Readiness Checklist*	5 min
12 Special Use Cases	5 min
13 Closing Poll	5 min
14 Q&A Session	50 min
Total Training Time:	120 min

PLEASE DROP FROM THIS SESSION IF YOU HAVE NOT:

- Launched at least one My Turn clinic
- Attended the My Turn End-to-End Demo or User Training

Objectives



After completing the Clinic Manager Training Session, Clinic Managers will be able to do the following:

- 1 Navigate My Turn
- 2 Set up a clinic
- 3 Schedule a clinic's hours of operation
- 4 Add vaccine administrators
- 5 View and export clinic data
- 6 Navigate My Turn resources and support

Training Norms

1.



Ask questions

Ping your questions in the chat or ask during our closing Q&A

2.



Be present

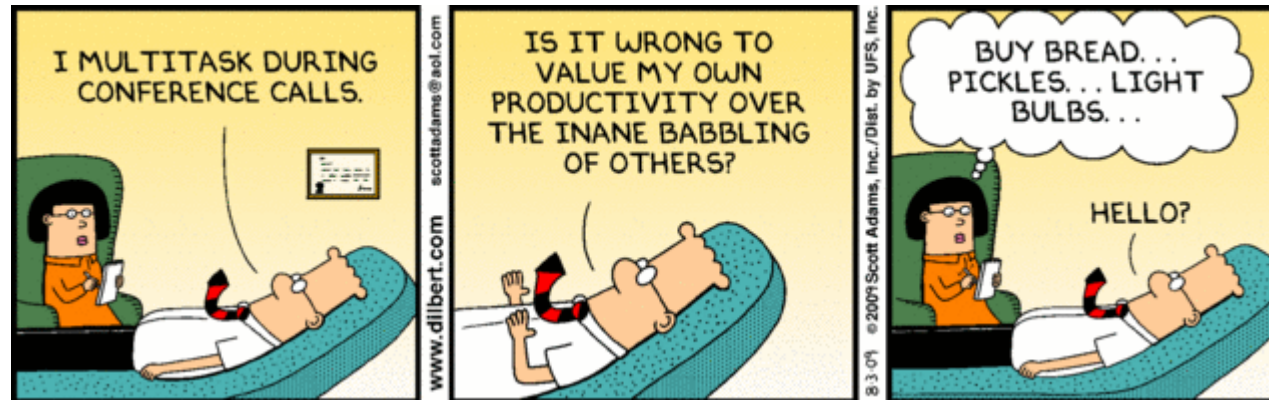
Avoid multitasking please

3.



Participate

Follow along to setup a clinic. Overachievers, please do not go ahead of us



LHJ / Provider Onboarding Journey



Join



Get Ready



Launch



Operationalize

Training Support:

Provide an introductory understanding of the end-to-end capabilities of My Turn

Provide My Turn users a deeper understanding of their specific capabilities, enabling a Train-the Trainer model if desired

Empower users to successfully use My Turn in initial clinics, leveraging training resources as needed

Transition My Turn Clinic Manager capabilities (e.g., Clinic Creation) to enable greater self-sufficiency

Path to Operationalize:

My Turn Sets Up Your Initial Clinic Go-Lives

Focus for Today

LHJ / Provider Complete Go-Lives with My Turn Guidance

LHJ / Provider Runs Clinic Go-Lives with Continued My Turn Support as Needed

Clinic Manager Responsibilities



Category	Responsibilities	Ready?
Clinic Manager	Setup a Clinic	<input type="checkbox"/>
	Add a Clinic to an Account	<input type="checkbox"/>
	Add Vaccine Inventory to Account	<input type="checkbox"/>
	Add Vaccine Supply to a Clinic	<input type="checkbox"/>
	Setup Clinic Schedule	<input type="checkbox"/>
	Schedule Clinic Hours of Operation	<input type="checkbox"/>
	Add Vaccine Administrators to an Account (Bulk User Upload Template)	<input type="checkbox"/>
	View Aggregate Patient and Appointment Data	<input type="checkbox"/>
	View and Export Data Reports	<input type="checkbox"/>
	Notify your My Turn Clinic Operations Team of your planned Clinic Activations	<input type="checkbox"/>
As needed, contact your My Turn Clinic Operations Team for additional guidance around Clinic Manager responsibilities outlined	<input type="checkbox"/>	
Ongoing Support	Access Help Desk for My Turn system level support (e.g., user account deletion & password reset)	<input type="checkbox"/>
	Escalate critical issues to your My Turn Clinic Operations Team	<input type="checkbox"/>
My Turn Education	Access My Turn Training Materials on EZIZ and YouTube (Materials are refreshed every other week)	<input type="checkbox"/>
	Register for My Turn Trainings on EZIZ if needed	<input type="checkbox"/>
	Access new release functionality information (What's New in My Turn Session and Release Notes)	<input type="checkbox"/>

User Persona: Clinic Managers

- **Setup a Clinic**
 - Add a Clinic to Account
 - Add Vaccine Inventory to Account
 - Adding Vaccine Supply to a Clinic
 - Setup clinic Schedule
- **Schedule Clinic Hours of Operation**
- **Add Vaccine Administrators to a Clinic**
- **View Aggregate Patient and Appointment Data**
- **View and Export Data Reports**

[Slide 83](#)



Creating a test clinic in My Turn

These safeguards ensure your test clinic does not go live for scheduling:

1. Use clinic name “Test Clinic (DO NOT USE) – Vaccine Brand – Dose Type”
2. Hide from public scheduling (Step 1) when setting up a clinic (**Exclude from Search**)
3. Set “**Vaccine Supply**” (Step 2) Current Stock to zero
4. Set “**Vaccine Inventory**” (Step 3) Total Doses to zero and DO NOT make available
5. DO NOT add Vaccine Administrators

We will remind you of these details during the demonstration

Therefore, please DO NOT go ahead of us!

Clinic Managers

Setup a Clinic

- Create the Clinic
- Add Vaccine Supply to a Clinic
- Add Vaccine Inventory to a Clinic
- Setup Clinic Schedule



2 Options to Create a Clinic

Option 1:

Setup a Clinic

Includes:

- Adding a Clinic
- Adding Vaccine Supply
- Adding Vaccine Inventory
- Setting Clinic Schedule

Option 2:

Add a Clinic

Only creates a new Clinic. Does not:

- Add Vaccine Supply
- Add Vaccine Inventory
- Set up Clinic Schedule

You will have to do those things separately.

Add a Clinic to Account (Setup a Clinic)



[Home](#)

[Clinics](#)

[Vaccine Inventory](#)

[Appointments](#)

[Add Walk-In Appointment](#)

[Bulk Upload Users](#)

[More](#) ▼



[Steps](#)

1. Select **Clinics**

Thank you for joining California's fight against COVID-19

Start your enrollment in the COVID-19 Vaccination Program today by creating an account.

[Create an account](#)

Already registered? [Log in](#) now.



Preparing for Enrollment

Before your organization can enroll in the COVID-19 Vaccination Program, you must complete the steps below. Once your staff has **completed the required training (step 5)** you will be able to start the enrollment process.



Add a Clinic to Account (Setup a Clinic)



Home

Clinics

Vaccine Inventory

Appointments

Add Walk-In Appointment

Bulk Upload Users

More ▾



Clinics

Recently Viewed ▾



New

32 items

LIST VIEWS

Search this list...



All

All with regions

Los Angeles Clinics

✓ Recently Viewed (Pinned list)

cachdk

test

LAC Test Clinic

Los Angeles County - SoFi Stadium

CAL OES - Oakland Arena - Pfizer - Both Dose

San Diego County - San Diego Zoo - Pfizer - Both Dose

CAL OES - San Diego Zoo - Moderna - 1st Dose Only

Performance Test -- Clinic - 02 - SkedTest

The Getty Clinic

San Diego County - San Diego Zoo - Pfizer - 2nd Dose Only

2. Click the drop-down beside **Recently Viewed**
3. Select **All**

Add a Clinic to Account (Setup a Clinic)



Steps

4. Click **Setup a Clinic**



Home

Clinics

Vaccine Inventory

Appointments

Add Walk-In Appointment

Bulk Upload Users

More ▾



Clinics
All ▾

New Printable View **Setup a Clinic**

50+ items • Sorted by Clinic Name • Filtered by All clinics • Updated a few seconds ago

Search this list...

Clinic Name ↑	Account	Address	
1 Accessibility Clinic - 1	Los Angeles County Vaccine Preventable Disease Control Program	10984 Strathmore Drive, Los Angeles, CA 90024	▾
2 Accessibility Clinic - 10	Los Angeles County Vaccine Preventable Disease Control Program	2615 S Grand Ave #500, Los Angeles, CA 90007	▾
3 Accessibility Clinic - 11	San Mateo County Location	4 Embarcadero Ctr Lbby Level, San Francisco, CA 94111	▾
4 Accessibility Clinic - 12	County of San Diego Immunization Program	5202 University Ave, San Diego, CA 92105	▾
5 Accessibility Clinic - 13	El Dorado County Public Health	56 Gold St, San Francisco, CA 94133	▾
6 Accessibility Clinic - 14	Children's Hospital Los Angeles	1 Mission St, San Francisco, CA 94105	▾
7 Accessibility Clinic - 15	Scripps Coasta Medical Center Cedar	1800 Mount Vernon Ave, Bakersfield, CA 93306	▾
8 Accessibility Clinic - 2	Moscone Center COVID-19 Vaccination Hub	10984 Strathmore Drive, Los Angeles, CA 90024	▾
9 Accessibility Clinic - 3	County of San Diego Immunization Program	10984 Strathmore Drive, Los Angeles, CA 90024	▾
10 Accessibility Clinic - 4	County of San Diego Immunization Program	10984 Strathmore Drive, Los Angeles, CA 90024	▾
11 Accessibility Clinic - 5	Los Angeles County Vaccine Preventable Disease Control Program	500 Hunters Point Expy, San Francisco, CA 94124	▾
12 Accessibility Clinic - 6	County of San Diego Immunization Program	500 Hunters Point Expy, San Francisco, CA 94124	▾
13 Accessibility Clinic - 7	Los Angeles County Vaccine Preventable Disease Control Program	500 David J Stern Walk, Sacramento, CA 95814	▾

Add a Clinic to Account (Setup a Clinic)



Steps

5. Fill out the following information for **Step 1: Set up your clinic:**

- Clinic Name (Format: Clinic Name – Location – Vaccine Brand – Dose; Ex: Mission Dolores – San Francisco – Pfizer – Dose 2 Only)
- Clinic Address (Street, City, State, Zip/Postal Code and Country)
- Provider Location (Provider Account hosting this clinic; e.g., Sutter Health)

6. Click **Next**

STEP 1

Set up your clinic

Your Clinic's name will be visible to the public during appointment scheduling, and used as an internal reference within the system. We recommend the following naming convention: Full Clinic Name - Location - Dose (ex: Woodland Clinic - Redwood City - Dose 1).

* Clinic Name

Mission Dolores – San Francisco – Pfizer – Dose 2 Only

Provide the address where your clinic will be administering vaccines.

Address

Street

18 Dolores St

City

San Francisco

State/Province

California

Zip/Postal Code

94110

Country

United States

Healthcare provider location

Your clinic must be associated with a healthcare provider location enrolled in the myCAvax COVID-19 Vaccination Program. If you are unsure which location your clinic is associated with, please contact your organization's liaison or Production Support at 1-833-422-4255 or myturn.clinic.hd@accenture.com.

* Provider Location

Los Angeles County Vaccine Preventable Disease Control Program

Next

Add a Clinic to Account (Setup a Clinic)



Steps

7. Fill out the following information for **Step 2: Clinic operations:**
 - Available Date (The first day patients can view and start scheduling appointments on myturn.ca.gov)
 - Start Date (The first day your clinic is giving shots)
 - End Date (The last day your clinic is open; if you have a both dose clinic this must account for the 21 or 28-day interval between doses)

STEP 2

Clinic operations

Set the first day your clinic would like to start scheduling patient appointments. This date will control when the public can see your clinic on My Turn, and start scheduling their appointments ahead of the clinic opening.

* Available date

Mar 17, 2021



How long will your clinic be open? Your start date and end date control which dates show as available for appointments in the system.

* Start date



* End date



Will your clinic use a third-party site to manage appointment scheduling?

Use Third-Party website for appointment scheduling



No

Would you like to make your clinic visible to the public on the My Turn scheduling portal? Selecting yes below will show your location in search results starting on the Available Date above. You can change this setting later if you're not ready to make your clinic visible to the public.

Show clinic on My Turn



No

Appointment Scheduling

How long are your appointment slots?

* Time per appointment slot (in minutes)

30

* Will your clinic allow patients to schedule appointments for both doses at once, or only schedule one appointment at a time?

One appointment

Two appointments

Previous

Next

Add a Clinic to Account (Setup a Clinic)



Steps

8. Next,
- Indicate whether your clinic will use a third-party site for scheduling (If yes, you will be prompted to enter an External URL)

Note: Only applicable for LHJs/Providers using their own EHR/EMR for scheduling

STEP 2

Clinic operations

Set the first day your clinic would like to start scheduling patient appointments. This date will control when the public can see your clinic on My Turn, and start scheduling their appointments ahead of the clinic opening.

* Available date

Mar 14, 2021 

How long will your clinic be open? Your start date and end date control which dates show as available for appointments in the system.

* Start date

Mar 15, 2021 

* End date

Apr 5, 2021 

Will your clinic use a third-party site to manage appointment scheduling?

Use Third-Party website for appointment scheduling Yes

External URL

http://

Would you like to make your clinic visible to the public on the My Turn scheduling portal? Selecting yes below will show your location in search results starting on the Available Date above. You can change this setting later if you're not ready to make your clinic visible to the public.

Show clinic on My Turn No

Appointment Scheduling

How long are your appointment slots?

* Time per appointment slot (in minutes)

30

* Will your clinic allow patients to schedule appointments for both doses at once, or only schedule one appointment at a time?

- One appointment
 Two appointments

Add a Clinic to Account (Setup a Clinic)



Steps

- Next,
 - Indicate if you would like this clinic visible on the My Turn public scheduling portal (If you select “Yes” clinic will be available for scheduling on Available Date; we recommend setting to “No” until you are ready for patients to start scheduling appointments at your clinic)

Important: Do not make the clinic available in My Turn – Public scheduling portal until you are ready for patients to schedule appointments.

STEP 2

Clinic operations

Set the first day your clinic would like to start scheduling patient appointments. This date will control when the public can see your clinic on My Turn, and start scheduling their appointments ahead of time.

* Available date

Mar 17, 2021

How long will your clinic be open? Your start date and end date control which dates show as available for appointments in the system.

* Start date

* End date

Will your clinic use a third-party site to manage appointment scheduling?

Use Third-Party website for appointment scheduling No

Would you like to make your clinic visible to the public on the My Turn scheduling portal? Selecting yes below will show your location in search results starting on the Available Date above. You can change this setting later if you're not ready to make your clinic visible to the public.

Show clinic on My Turn No

Appointment Scheduling

How long are your appointment slots?

* Time per appointment slot (in minutes)

30

* Will your clinic allow patients to schedule appointments for both doses at once, or only schedule one appointment at a time?

- One appointment
 Two appointments

Previous

Next

Add a Clinic to Account (Setup a Clinic)



Steps

10. Next enter the following **Appointment Scheduling** information:

- Time per appointment slot in minutes (This is the length of each appointment slot, excluding the observation period)
- Indicate if your clinic offers scheduling for one or both doses at a time

11. Click **Next**

STEP 2

Clinic operations

Set the first day your clinic would like to start scheduling patient appointments. This date will control when the public can see your clinic on My Turn, and start scheduling their appointments ahead of the clinic opening.

* Available date

Mar 17, 2021



How long will your clinic be open? Your start date and end date control which dates show as available for appointments in the system.

* Start date



* End date



Will your clinic use a third-party site to manage appointment scheduling?

Use Third-Party website for appointment scheduling



No

Would you like to make your clinic visible to the public on the My Turn scheduling portal? Selecting yes below will show your location in search results starting on the Available Date above. You can change this setting later if you're not ready to make your clinic visible to the public.

Show clinic on My Turn



No

Appointment Scheduling

How long are your appointment slots?

* Time per appointment slot (in minutes)

30

* Will your clinic allow patients to schedule appointments for both doses at once, or only schedule one appointment at a time?

One appointment

Two appointments

Previous

Next

Add a Clinic to Account (Setup a Clinic)



Steps

12. Fill out the following information for **Step 3: Vaccine inventory and capacity**:
 - Select brand of vaccine you will administer from the drop-down menu
 - Indicate whether you have inventory for this vaccine by (If **No**, you can enter this information later in the “Vaccine Inventory” tab)

STEP 3

Vaccine inventory & capacity

*Which brand of vaccine will you administer?

--None--

Do you have inventory for this vaccine? No

Stock capacity

What is the maximum capacity (stock count) your clinic has to administer a single dose to patients (either dose 1 or dose 2)? We have pre-populated these values to ensure stock count exceeds the number of appointment slots for your clinic. Leaving the default values below will ensure your appointment slots will not be limited based on stock count.

* Stock count for single dose

10,000

* Date of stock count

Mar 14, 2021

Previous Next

Add a Clinic to Account (Setup a Clinic)



Steps

13. If you choose **Yes**, fill out the following information:
 - Total Doses (Must be >0 for Vaccine Administrators to select; we recommend inputting an upper limit such as 10,000)
 - Lot Number (Lot # for this asset)
 - Expiration Date (Date this asset expires)

STEP 3

Vaccine inventory & capacity

*Which brand of vaccine will you administer?

Pfizer

Do you have inventory for this vaccine? Yes

*Total doses

10,000

*Lot number

A12393#

*Expiration date

Jun 1, 2021 9:24 AM

Do you want to activate this inventory in the system? Marking the inventory as "active" will make this product and lot number visible, and able to be selected during vaccine administration. You can mark this inventory as active later by visiting the Vaccine Inventory tab.

Activate inventory? No

Stock capacity

What is the maximum capacity (stock count) your clinic has to administer a single dose to patients (either dose 1 or dose 2)? We have pre-populated these values to ensure stock count exceeds the number of appointment slots for your clinic. Leaving the default values below will ensure your appointment slots will not be limited based on stock count.

*Stock count for single dose

10,000

*Date of stock count

Mar 14, 2021

Previous

Next

Add a Clinic to Account (Setup a Clinic)



Steps

14. Indicate whether you want this vaccine inventory to be available for selection by vaccine administrators to vaccinate patients

Note: This can be updated in the **Vaccine Inventory** tab

STEP 3

Vaccine inventory & capacity

*Which brand of vaccine will you administer?

Pfizer

Do you have inventory for this vaccine? Yes

*Total doses

10,000

*Lot number

A12393#

*Expiration date

Jun 1, 2021 9:24 AM

Do you want to activate this inventory in the system? Marking the inventory as "active" will make this product and lot number visible, and able to be selected during vaccine administration. You can mark this inventory as active later by visiting the Vaccine Inventory tab.

Activate inventory? No

Stock capacity

What is the maximum capacity (stock count) your clinic has to administer a single dose to patients (either dose 1 or dose 2)? We have pre-populated these values to ensure stock count exceeds the number of appointment slots for your clinic. Leaving the default values below will ensure your appointment slots will not be limited based on stock count.

*Stock count for single dose

10,000

*Date of stock count

Mar 14, 2021

Previous

Next

Add a Clinic to Account (Setup a Clinic)



Steps

- Next, fill out **Stock capacity** which affects your clinic's "Vaccine Supply". Enter:
 - Stock count for single dose (This is the maximum stock your clinic has to administer a dose to patients; pre-populated to 10,000 to ensure stock count does not limit appointment slots available; must be >0 to release appointments)
 - Date of Stock Count (The day you counted this stock) 24

STEP 3

Vaccine inventory & capacity

*Which brand of vaccine will you administer?

Pfizer

Do you have inventory for this vaccine? Yes

*Total doses

10,000

*Lot number

A12393#

*Expiration date

Jun 1, 2021 9:24 AM

Do you want to activate this inventory in the system? Marking the inventory as "active" will make this product and lot number visible, and able to be selected during vaccine administration. You can mark this inventory as active later by visiting the Vaccine Inventory tab.

Activate inventory? No

Stock capacity

What is the maximum capacity (stock count) your clinic has to administer a single dose to patients (either dose 1 or dose 2)? We have pre-populated these values to ensure stock count exceeds the number of appointment slots for your clinic. Leaving the default values below will ensure your appointment slots will not be limited based on stock count.

*Stock count for single dose

10,000

*Date of stock count

Mar 14, 2021

Previous

Next

Add a Clinic to Account (Setup a Clinic)



Steps

16. Once you've verified this information, click **Next**

STEP 3

Vaccine inventory & capacity

*Which brand of vaccine will you administer?

Pfizer

Do you have inventory for this vaccine? Yes

*Total doses

10,000

*Lot number

A12393#

*Expiration date

Jun 1, 2021 9:24 AM

Do you want to activate this inventory in the system? Marking the inventory as "active" will make this product and lot number visible, and able to be selected during vaccine administration. You can mark this inventory as active later by visiting the Vaccine Inventory tab.

Activate inventory? No

Stock capacity

What is the maximum capacity (stock count) your clinic has to administer a single dose to patients (either dose 1 or dose 2)? We have pre-populated these values to ensure stock count exceeds the number of appointment slots for your clinic. Leaving the default values below will ensure your appointment slots will not be limited based on stock count.

*Stock count for single dose

10,000

*Date of stock count

Mar 14, 2021

Previous

Next

Add a Clinic to Account (Setup a Clinic)



Steps

17. For **Step 4: Clinic availability**, navigate to your clinic **Details** page by clicking the hyperlinked Clinic Name

Finish

STEP 4

Clinic availability

Final steps for setup:

In order to complete your clinic setup, you must enter your clinic's hours and days of operation. Please follow the steps outlined below:

1. Navigate to [Mission Dolores – San Francisco – Pfizer – Dose 2 Only](#)
2. Click on Availability
3. Set up the days and hours of operation

Once your operating hours and days are in place, your clinic setup is complete!

Add a Clinic to Account (Setup a Clinic)



Steps

18. Click the **Availability** tab to enter hours of operation

Note: On the clinic **Details** page you can:

- View and update the **Exclude From Search** checkbox
- Edit the details of your newly created clinic by clicking the pencil icon beside the field you wish to alter. Click **Save** to apply edits

myCAvax California Vaccine Management System

Home Clinics

Clinic "San Diego County - San diego Zoo - Pfizer - Both Dose" was created.

Deactivate Volunteer Director Add Vaccine Administrators Add Volunteer Director

Clinic **San Diego County - San diego Zoo - Pfizer - Both Dose**

Details Vaccine Supply Contacts **Availability**

Clinic Name San Diego County - San diego Zoo - Pfizer - Both Dose

Address 2920 Zoo Dr, San Diego, CA 92101

Exclude From Search

San Diego Site Code SD4543_4356

Assigned Volunteer Director

Active

Start Date

Closing Date

Account [Los Angeles County Vaccine Preventable Disease Control Program](#)

Region [California](#)

Location Setting [CalVax](#)

Owner Ernesto Hidalgo

Clinic Managers

Add a Clinic to Account (Option 2)



Add a Clinic to Account



[Home](#)

[Clinics](#)

[Vaccine Inventory](#)

[Appointments](#)

[Add Walk-In Appointment](#)

[Bulk Upload Users](#)

[More](#) ▼



[Steps](#)

1. Select **Clinics**

Thank you for joining California's fight against COVID-19

Start your enrollment in the COVID-19 Vaccination Program today by creating an account.

[Create an account](#)

Already registered? [Log in](#) now.



Preparing for Enrollment

Before your organization can enroll in the COVID-19 Vaccination Program, you must complete the steps below. Once your staff has **completed the required training (step 5)** you will be able to start the enrollment process.



Add a Clinic to Account



Home

Clinics

Vaccine Inventory

Appointments

Add Walk-In Appointment

Bulk Upload Users

More ▾



Clinics

Recently Viewed ▾



New

32 items

LIST VIEWS

Search this list...



All



All with regions



Los Angeles Clinics



✓ Recently Viewed (Pinned list)



cachdk



test



LAC Test Clinic



Los Angeles County - SoFi Stadium



CAL OES - Oakland Arena - Pfizer - Both Dose



San Diego County - San Diego Zoo - Pfizer - Both Dose



CAL OES - San Diego Zoo - Moderna - 1st Dose Only



Performance Test -- Clinic - 02 - SkedTest



The Getty Clinic



San Diego County - San Diego Zoo - Pfizer - 2nd Dose Only



- Steps
2. Click the drop-down beside **Recently Viewed**
 3. Select **All**

Add a Clinic to Account

[Home](#)[Clinics](#)[Vaccine Inventory](#)[Appointments](#)[Add Walk-In Appointment](#)[Bulk Upload Users](#)[More](#) ▼

Clinics
All ▼

New Printable View Setup a Clinic

Search this list...

50+ items • Sorted by Clinic Name • Filtered by All clinics • Updated a few seconds ago

Clinic Name ↑	Account	Address	
1 Accessibility Clinic - 1	Los Angeles County Vaccine Preventable Disease Control Program	10984 Strathmore Drive, Los Angeles, CA 90024	
2 Accessibility Clinic - 10	Los Angeles County Vaccine Preventable Disease Control Program	2615 S Grand Ave #500, Los Angeles, CA 90007	
3 Accessibility Clinic - 11	San Mateo County Location	4 Embarcadero Ctr Lbby Level, San Francisco, CA 94111	
4 Accessibility Clinic - 12	County of San Diego Immunization Program	5202 University Ave, San Diego, CA 92105	
5 Accessibility Clinic - 13	El Dorado County Public Health	56 Gold St, San Francisco, CA 94133	
6 Accessibility Clinic - 14	Children's Hospital Los Angeles	1 Mission St, San Francisco, CA 94105	
7 Accessibility Clinic - 15	Scripps Coasta Medical Center Cedar	1800 Mount Vernon Ave, Bakersfield, CA 93306	
8 Accessibility Clinic - 2	Moscone Center COVID-19 Vaccination Hub	10984 Strathmore Drive, Los Angeles, CA 90024	
9 Accessibility Clinic - 3	County of San Diego Immunization Program	10984 Strathmore Drive, Los Angeles, CA 90024	
10 Accessibility Clinic - 4	County of San Diego Immunization Program	10984 Strathmore Drive, Los Angeles, CA 90024	
11 Accessibility Clinic - 5	Los Angeles County Vaccine Preventable Disease Control Program	500 Hunters Point Expy, San Francisco, CA 94124	
12 Accessibility Clinic - 6	County of San Diego Immunization Program	500 Hunters Point Expy, San Francisco, CA 94124	
13 Accessibility Clinic - 7	Los Angeles County Vaccine Preventable Disease Control Program	500 David J Stern Walk, Sacramento, CA 95814	

4. Click **New**

Steps

Add a Clinic to Account



Steps

5. The **Clinic Name** should include the following, separated by “-”:
 - Clinic Name
 - Clinic Location
 - Vaccine Brand
 - Which doses are offered: 1st, 2nd, or Both

Note: **Type** and **Status** are not required.

New Clinic

Information

* Clinic Name
Woodland Clinic - Los Angeles - Pfizer - Both Dose

Start Date

* Address
122 Redwood Rd, Los Angeles, CA 90210

Closing Date

Type
--None--

* Account
Los Angeles County Vaccine Preventable Dise...

Exclude From Search

* Region
California

San Diego Site Code

* Location Setting
CalVax

Status
--None--

Cancel Save & New Save

Add a Clinic to Account



Steps

6. Enter Clinic **Address** (include street, city, state and zip code)
7. If your clinic is in San Diego:
 - Enter **San Diego Site Code**
 - Otherwise, leave this field empty

Note: If checked, the **Exclude From Search** checkbox will hide your clinic from public scheduling (i.e. patients cannot view it to set appointments).

New Clinic

Information

* Clinic Name
Woodland Clinic - Los Angeles - Pfizer - Both Dose

Start Date

* Address
122 Redwood Rd, Los Angeles, CA 90210

Closing Date

Type
--None--

* Account
Los Angeles County Vaccine Preventable Dise...

Exclude From Search

* Region
California

San Diego Site Code

* Location Setting
CalVax

Status
--None--

Cancel Save & New Save

Add a Clinic to Account



Steps

8. Enter **Account** (provider account hosting this clinic)
9. Enter **Region** (Always California)
10. And **Location Setting** (Always CalVax)

Note: **Start Date** and **Closing Date** are not required, you can enter these fields in the **Availability** tab

New Clinic

Information

* Clinic Name
Woodland Clinic - Los Angeles - Pfizer - Both Dose

* Address
122 Redwood Rd, Los Angeles, CA 90210

Type
--None--

Exclude From Search

San Diego Site Code

Status
--None--

Start Date

Closing Date

* Account
Los Angeles County Vaccine Preventable Dise...

* Region
California

* Location Setting
CalVax

Cancel Save & New Save

Add a Clinic to Account



Home

Clinics

✓ Clinic "Woodland Clinic - Los Angeles - Pfizer - Both Dose" was created. ✕

Users

More ▾



Clinic
Woodland Clinic - Los Angeles - Pfizer - Both Dose

[Add Volunteer Director](#) [Add Volunteer Manager](#) [Add Vaccine Administrators](#) ▾

Details Vaccine Supply Contacts Availability

Clinic Name	Woodland Clinic - Los Angeles - Pfizer - Both Dose	
Address	122 Redwood Rd, Los Angeles, CA 90210	
Type		
Exclude From Search	<input checked="" type="checkbox"/>	
San Diego Site Code		
Status		

Active	<input type="checkbox"/>	
Start Date		
Closing Date		
Account	Los Angeles County Vaccine Preventable Disease Control Program	
Region	California	
Location Setting	CaVax	

11. Your new clinic has been created
12. Here you can view and edit the details of your newly created clinic

Note: On the clinic **Details** page you can:

- View and update the **Exclude From Search** checkbox
- Edit the details of your newly created clinic by clicking the pencil icon beside the field you wish to alter. Click **Save** to apply edits

Clinic Managers

Add Vaccine Supply to a Clinic



Add Vaccine Supply to a Clinic



Home

Clinics

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Add Walk-In Appointment

Bulk Upload Users

More ▾



Clinic

San Diego County - San Diego Zoo - Pfizer - Both Dose

Deactivate Volunteer Director

Add Vaccine Administrators

Add Volunteer Director



Details

Vaccine Supply

Contacts

Availability

Clinic Name

San Diego County - San Diego Zoo - Pfizer - Both Dose

Address

2920 Zoo Dr, San Diego, CA 92101

Exclude From Search



San Diego Site Code

SD4543_4356

Assigned Volunteer Director

Active



Start Date

Closing Date

Account

[Los Angeles County Vaccine Preventable Disease Control Program](#)

Region

[California](#)

Location Setting

[CalVax](#)

Owner



[Ernesto Hidalgo](#)

Steps

1. From the Clinic details page, select the **Vaccine Supply** tab

Add Vaccine Supply to a Clinic



Home

Clinics

Vaccine Inventory

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Add Walk-In Appointment

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More ▾



Steps

2. Click the **New** button to the right of "Vaccine Supplies"



Clinic

San Diego County - San Diego Zoo - Pfizer - Both Dose

Deactivate Volunteer Director

Add Vaccine Administrators

Add Volunteer Director



Details

Vaccine Supply

Contacts

Availability



Vaccine Supplies (0)

New

Add Vaccine Supply to a Clinic



Steps

3. Enter the Vaccine Supply details using the following format:

- Vaccine:
 - Pfizer Single Dose (VAX-0003)
 - Pfizer Both Dose (VAX-0000)
 - Moderna Single Dose (VAX-0004)
 - Moderna Both Dose (VAX-0001)
- Current Stock (must be >0)
- Date of Stock Count
- Dose Number
- Location

myCAVax California Vaccine Management System

Home Clinics Vaccine Inventory Appointments Add Walk-In Appointment Bulk Upload Users More

Clinic San Diego County - San Diego Zoo - Pfizer - B...

New Vaccine Supply

Vaccine Supplies (0)

VAX-0000 for Pfizer (2 Dose), VAX-0003 for Pfizer (1 Dose); VAX-0001 for Moderna (2 Dose), VAX-0004 for Moderna (1 Dose)

Owner Ernesto Hidalgo

*Vaccine Search Vaccines...

*Current Stock

*Date of Stock Count

*Dose Number --None--

*Location San Diego County - San Diego Zoo - Pfizer - B...

Cancel Save & New Save

Add Vaccine Supply to a Clinic



Steps

4. Click **Save** to add the Vaccine Supply

myCAVax
California Vaccine Management System

Home Clinics Vaccine Inventory Appointments Add Walk-In Appointment Bulk Upload Users More

Clinic San Diego County - San Diego Zoo - Pfizer - B...

Administrators Add Volunteer Director

Details Vaccine Supply Contacts

Vaccine Supplies (0)

New Vaccine Supply

Owner Ernesto Hidalgo

*Vaccine ⓘ
Search Vaccines...

*Current Stock

*Date of Stock Count

*Dose Number ⓘ
--None--

*Location
San Diego County - San Diego Zoo - Pfizer - B...

Cancel Save & New **Save**

Add Vaccine Supply to a Clinic



Home

Clinics

Vaccine

✓ Vaccine Supply SUP-00392 was created. ✕

Bulk Upload Users

More ▾



Clinic
San Diego County - San Diego Zoo - Pfizer - Both Dose

Deactivate Volunteer Director

Add Vaccine Administrators

Add Volunteer Director



Details

Vaccine Supply

Contacts

Availability



Vaccine Supplies (1)

New

Name	Vaccine Name	Dose Number	Date of Stock Count
SUP-00392	Pfizer	1	3/4/2021

[View All](#)

Steps

Your vaccine supply has been added to the **Vaccine Supply** tab!

Add Vaccine Supply to a Clinic

[Home](#)[Clinics](#)[Vaccine Inventory](#)[Appointments](#)[Add Walk-In Appointment](#)[Bulk Upload Users](#)[More](#) ▼

Clinic
San Diego County - San Diego Zoo - Pfizer - Both Dose

[Deactivate Volunteer Director](#)[Add Vaccine Administrators](#)[Add Volunteer Director](#)[Details](#)[Vaccine Supply](#)[Contacts](#)[Availability](#)

Vaccine Supplies (1)

[New](#)

Name	Vaccine Name	Dose Number	Date of Stock Count
SUP-00392	Pfizer	1	3/4/2021

[View All](#)

Steps

5. To edit a Vaccine Supply, first click the dropdown arrow to the right of the supply

Add Vaccine Supply to a Clinic

[Home](#)[Clinics](#)[Vaccine Inventory](#)[Appointments](#)[Add Walk-In Appointment](#)[Bulk Upload Users](#)[More](#) ▾

[Steps](#)



Clinic
San Diego County - San Diego Zoo - Pfizer - Both Dose

[Deactivate Volunteer Director](#)[Add Vaccine Administrators](#)[Add Volunteer Director](#)[Details](#)[Vaccine Supply](#)[Contacts](#)[Availability](#)

Vaccine Supplies (1)

Name	Vaccine Name	Dose Number	Date of Stock Count	
SUP-00392	Pfizer	1	3/4/2021	<div data-bbox="1860 485 2025 642">New Edit Delete</div>

[View All](#)

6. Click **Edit**

Add Vaccine Supply to a Clinic



Steps

7. Proceed to modify the details you would like to change, then click **Save** to finish editing

The screenshot shows the 'myCAVax' interface with a modal window titled 'Edit SUP-00392'. The modal contains the following fields:

- Name: SUP-00392
- Owner: Ernesto Hidalgo
- Vaccine Name: Pfizer
- *Vaccine: VAX-0000
- *Current Stock: 150,000
- *Date of Stock Count: 3/5/2021
- *Dose Number: 1
- *Location: San Diego County - San Diego Zoo - Pfizer - B...

At the bottom of the modal, there are three buttons: 'Cancel', 'Save & New', and 'Save'. The 'Save' button is highlighted with a red box.

Clinic Managers

Add Vaccine Inventory to Account



Add Vaccine Inventory to Account



[Home](#)

[Clinics](#)

[Vaccine Inventory](#)

[Appointments](#)

[Add Walk-In Appointment](#)

[Bulk Upload Users](#)

[More](#) ▼



Steps

1. Select **Vaccine Inventory**

Thank you for joining California's fight against COVID-19

Start your enrollment in the COVID-19 Vaccination Program today by creating an account.

[Create an account](#)

Already registered? [Log in now.](#)



Preparing for Enrollment

Before your organization can enroll in the COVID-19 Vaccination Program, you must complete the steps below. Once your staff has **completed the required training (step 5)** you will be able to start the enrollment process.



Add Vaccine Inventory to Account



Home

Clinics

Vaccine Inventory

Appointments

Add Walk-In Appointment

Bulk Upload Users

More ▾



Steps

2. Click the **New** button located in the top right corner

Vaccine Inventory
Recently Viewed ▾

19 items • Updated a few seconds ago

Search this list...



New

	Asset Name ▾	Serial Number ▾	Install Date ▾	Account Name ▾	Contact Name ▾	
1	Pfizer - 1111			Los Angeles County Vaccine Preventable Disease Control Program		▾
2	Pfizer - 1111			Los Angeles County Vaccine Preventable Disease Control Program		▾
3	Moderna - 1111			Los Angeles County Vaccine Preventable Disease Control Program		▾
4	Moderna - 1112			Los Angeles County Vaccine Preventable Disease Control Program		▾
5	Moderna - #042L20A			Los Angeles County Vaccine Preventable Disease Control Program		▾
6	Pfizer - 1111			Los Angeles County Vaccine Preventable Disease Control Program		▾
7	Pfizer - 1111			Los Angeles County Vaccine Preventable Disease Control Program		▾
8	Pfizer - 1111			Los Angeles County Vaccine Preventable Disease Control Program		▾
9	Pfizer - 0000			Los Angeles County Vaccine Preventable Disease Control Program		▾
10	Pfizer - 1111			Los Angeles County Vaccine Preventable Disease Control Program		▾

Add Vaccine Inventory to Account



Steps

3. Enter the Vaccine Inventory details using the following format:

- **Asset Name**
“[Brand] – Lot#”
- **Brand/Manufacturer**
“Pfizer”, “Moderna”, or “Johnson & Johnson”
- **Product**
Moderna, Pfizer, or Janssen

Note: Serial Number and Description are not required.

myCAvax California Vaccine Management System

Home

Vaccine Inventory
Recently Viewed

5 Items • Updated a few seconds ago

Asset Name
1 Pfizer - 1111
2 Moderna - 1111
3 Moderna - #042L20A
4 Pfizer - #EL9263
5 Moderna - #029L20A

New Vaccine Inventory: New Vaccine

*Asset Name

Status **i**
--None--

*Brand/Manufacturer
--None--

*Account
Search Accounts...

*Product
Search Products...

*Lot

*Expiration Date
Date Time

Serial Number

Asset Owner
Ernesto Hidalgo

*Total Doses **i**

Doses Transferred

Description

Cancel Save & New Save

Add Vaccine Inventory to Account



Steps

- Next, enter:
 - *Status*
 - *Account*
 - *Lot*
 - *Expiration Date*
 - *Total Doses*
 - *Location*
- Click **Save** to add the Vaccine Inventory or click **Save & New** if you want to add multiple entries

Important:
Leave "Status" as "--None--" when adding vaccine inventory

myCAvax California Vaccine Management System

Home

Vaccine Inventory

Recently Viewed

5 Items • Updated a few seconds ago

Asset Name
1 Pfizer - 1111
2 Moderna - 1111
3 Moderna - #042L20A
4 Pfizer - #EL9263
5 Moderna - #029L20A

New Vaccine Inventory: New Vaccine

*Asset Name

Status **i**

--None--

*Brand/Manufacturer

--None--

*Account

Search Accounts...

*Product

Search Products...

*Lot

Serial Number

*Expiration Date

Date Time

Asset Owner

Ernesto Hidalgo

*Total Doses **i**

Doses Transferred

Description

Cancel Save & New Save

Add Vaccine Inventory to Account



Home

Clinics

Vaccine Inventory

✓ Vaccine Inventory "Pfizer - 1111" was saved.✕

Reports

Dashboard

More ▾



Vaccine Inventory **Recently Viewed** ▾ 📌

6 items • Updated a few seconds ago

🔍 Search this list... ⚙️ 📄 🔄 ✎ 🔄 📄

New

	Asset Name ▾	Serial Number ▾	Install Date ▾	Account Name ▾	Contact Name ▾	
1	Pfizer - 1111			Los Angeles County Vaccine Preventable Disease Control Program		▾
2	Pfizer - 1111			Los Angeles County Vaccine Preventable Disease Control Program		▾
3	Moderna - 1111			Los Angeles County Vaccine Preventable Disease Control Program		▾
4	Moderna - #042L20A			Los Angeles County Vaccine Preventable Disease Control Program		▾
5	Pfizer - #EL9263			Los Angeles County Vaccine Preventable Disease Control Program		▾
6	Moderna - #029L20A			Los Angeles County Vaccine Preventable Disease Control Program		▾

Your vaccine inventory has been successfully created!

You can view your inventory in the Vaccine Inventory tab.

For the Asset to be viewable to Vaccine Administrators, its status must be set to **Available**.

Add Vaccine Inventory to Account



Home

Clinics

Vaccine Inventory

Appointments

Add Walk-In Appointment

Bulk Upload Users

More ▾



Steps

6. To make the vaccine inventory available to Vaccine Administrators, click the Asset Name of the desired inventory

Vaccine Inventory

Recently Viewed ▾

19 items • Updated a few seconds ago

Search this list... New

	Asset Name ▾	Serial Number ▾	Install Date ▾	Account Name ▾	Contact Name ▾	
1	Pfizer - 1111			Los Angeles County Vaccine Preventable Disease Control Program		▾
2	Pfizer - 1111			Los Angeles County Vaccine Preventable Disease Control Program		▾
3	Moderna - 1111			Los Angeles County Vaccine Preventable Disease Control Program		▾
4	Moderna - 1112			Los Angeles County Vaccine Preventable Disease Control Program		▾
5	Moderna - #042L20A			Los Angeles County Vaccine Preventable Disease Control Program		▾
6	Pfizer - 1111			Los Angeles County Vaccine Preventable Disease Control Program		▾
7	Pfizer - 1111			Los Angeles County Vaccine Preventable Disease Control Program		▾
8	Pfizer - 1111			Los Angeles County Vaccine Preventable Disease Control Program		▾
9	Pfizer - 0000			Los Angeles County Vaccine Preventable Disease Control Program		▾
10	Pfizer - 1111			Los Angeles County Vaccine Preventable Disease Control Program		▾

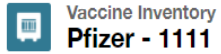
Add Vaccine Inventory to Account



Steps

You will be redirected to the details page for this Asset.

7. Click the pencil icon to the right of the **Status** field to edit



Vaccine Inventory
Pfizer - 1111

+ Follow Edit Clone

Account
[Los Angeles County Vaccine Preventable Disease Control Program](#)

Contact
Quantity

DETAILS RELATED

Asset Name
Pfizer - 1111

Brand/Manufacturer
Pfizer

Product
[Pfizer-BioNTech COVID-19 Vaccine](#)

Serial Number

Asset Owner
 Ernesto Hidalgo

NDC Code
59267-1000-02

Total Doses ⓘ
10,000

Dose Administered
0

Doses Transferred

Doses Returned

Status ⓘ

Account
[Los Angeles County Vaccine Preventable Disease Control Program](#)

Lot
11111

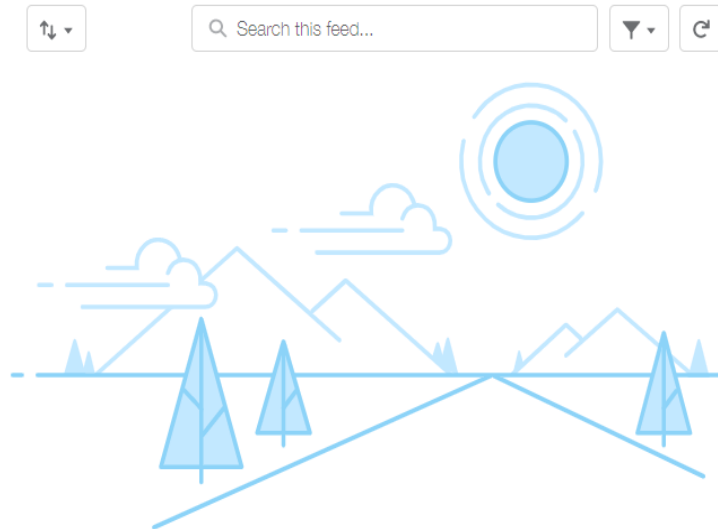
Unit Lot Number

Expiration Date
2/26/2021, 12:00 PM

Doses Available
10,000

Doses Wasted due to Excursions
0

IIS Reconciliation Check



Collaborate here!

Here's where you start talking with your colleagues about this record.

Add Vaccine Inventory to Account



Vaccine Inventory
Pfizer - 1111

+ Follow Edit Clone

Account
[Los Angeles County Vaccine Preventable Disease Control Program](#)

Contact Quantity

DETAILS RELATED

Asset Name Pfizer - 1111	Status ⓘ Available
Brand/Manufacturer Pfizer	Account Los Angeles County Vaccine Preventable Disease Control Program
Product Pfizer-BioNTech COVID-19 Vaccine	Lot 11111
Serial Number	Unit Lot Number
Asset Owner Ernesto Hidalgo	Expiration Date 2/26/2021, 12:00 PM
NDC Code 59267-1000-02	Doses Available 10,000
Total Doses ⓘ 10,000	Doses Wasted due to Excursions 0
Dose Administered 0	IIS Reconciliation Check
Doses Transferred	
Doses Returned ^	

↕ Search this feed... ⌵

[ehidalgo \(Partner\)](#) updated this record. Just now

Status
A blank value to Available

👍 Like 💬 Comment

Write a comment...

You have successfully made this vaccine inventory available!

Note: When an asset has been used up, change status to **Complete**.

Clinic Managers

Availability and Hours of Operation



Availability and Hours of Operation



Home Clinics Vaccine Inventory Appointments Add Walk-In Appointment Bulk Upload Users More ▾



Clinic **San Diego County - San Diego Zoo - Pfizer - Both Dose**

Deactivate Volunteer Director Add Vaccine Administrators Add Volunteer Director ▾

Details Vaccine Supply Contacts **Availability**

Clinic Name
San Diego County - San Diego Zoo - Pfizer - Both Dose

Address
2920 Zoo Dr, San Diego, CA 92101

Exclude From Search

San Diego Site Code
SD4543_4356

Assigned Volunteer Director

Active

Start Date

Closing Date

Account
[Los Angeles County Vaccine Preventable Disease Control Program](#)

Region
[California](#)

Location Setting
[CaVax](#)

Owner
 [Ernesto Hidalgo](#)

Steps

1. From the Clinic details page, select the **Availability** tab

Availability and Hours of Operation



Clinic
San Diego County - San Diego Zoo - Pfizer 1st & 2nd dose

Add Vaccine Administrators Add Volunteer Director Edit

Details Vaccine Supply Contacts **Availability**

San Diego County - San Diego Zoo - Pfizer 1st & 2nd dose

California

Available Test Kits

0

Time window duration (mins)

15

Start Date

02/22/2021

Closing Date

02/22/2021

Available Date

02/21/2021

February 2021						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
31	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	1	2	3	4	5	6
7	8	9	10	11	12	13

Appointments per time window

	<input type="checkbox"/> All Day					
	<input type="checkbox"/> All Day					
	<input type="checkbox"/> All Day					
	<input type="checkbox"/> All Day					

Steps

2. Set the **Time window duration** which equals the amount of time it takes to complete each appointment, not including the time it takes to monitor for adverse reactions
3. Set the **Start Date** (opening date) and **Closing Date** of your clinic
4. Set the **Available Date** for your clinic – this is the date your clinic will become available for selection on My Turn

Availability and Hours of Operation



Steps

Details Vaccine Supply Contacts **Availability**

San Diego County - San Diego Zoo - Pfizer 1st & 2nd dose

California

Available Test Kits

Time window duration (mins)

Start Date

Closing Date

Available Date

Opening hours and capacity

Day	Opening hours	Appointments per time window
<input checked="" type="checkbox"/> MON	<input type="text" value="08:00 AM"/> <input type="text" value="12:00 PM"/>	<input type="checkbox"/> All Day <input type="text" value="4"/>
<input type="checkbox"/> TUE	<input type="text"/>	<input type="checkbox"/> All Day <input type="text"/>
<input type="checkbox"/> WED	<input type="text"/>	<input type="checkbox"/> All Day <input type="text"/>
<input type="checkbox"/> THU	<input type="text"/>	<input type="checkbox"/> All Day <input type="text"/>

Cancel

Save

5. Select the days your clinic will be open
6. Set the clinic opening and closing hours
7. Enter the amount of **Appointments per time window** – this is how many appointments your clinic can take for each **Time window duration** (i.e., if you have 8 staff members giving shots for each time slot, enter 8)

Availability and Hours of Operation



Steps

Details Vaccine Supply Contacts Availability

San Diego County - San Diego Zoo - Pfizer 1st & 2nd dose

California

Available Test Kits

Time window duration (mins)

Start Date

Closing Date

Available Date

Opening hours and capacity

Day Opening hours Appointments per time window

<input checked="" type="checkbox"/>	MON	<input type="text" value="08:00 AM"/>	<input type="text" value="12:00 PM"/>	<input type="checkbox"/> All Day	<input type="text" value="4"/>	
<input type="checkbox"/>	TUE	<input type="text"/>	<input type="text"/>	<input type="checkbox"/> All Day	<input type="text"/>	
<input type="checkbox"/>	WED	<input type="text"/>	<input type="text"/>	<input type="checkbox"/> All Day	<input type="text"/>	
<input type="checkbox"/>	THU	<input type="text"/>	<input type="text"/>	<input type="checkbox"/> All Day	<input type="text"/>	

[Add another time](#)

Cancel

Save

8. To add additional shifts:
 - 1) click the three vertical dots at the right end of the row you wish to edit
 - 2) select **Add another time**

Availability and Hours of Operation



Steps

Details Vaccine Supply Contacts Availability

San Diego County - San Diego Zoo - Pfizer 1st & 2nd dose

California

Starting Date: 02/22/2021 Ending Date: 02/22/2021

Available Date: 02/21/2021

Opening hours and capacity

Day	Opening hours	Appointments per time window
<input checked="" type="checkbox"/> MON	<input type="text" value="08:00 AM"/> <input type="text" value="12:00 PM"/>	<input type="checkbox"/> All Day 4
	<input type="text" value="01:00 PM"/> <input type="text" value="05:00 PM"/>	5
<input type="checkbox"/> TUE	<input type="text" value=""/> <input type="text" value=""/>	<input type="checkbox"/> All Day
<input type="checkbox"/> WED	<input type="text" value=""/> <input type="text" value=""/>	<input type="checkbox"/> All Day
<input type="checkbox"/> THU	<input type="text" value=""/> <input type="text" value=""/>	<input type="checkbox"/> All Day
<input type="checkbox"/> FRI	<input type="text" value=""/> <input type="text" value=""/>	<input type="checkbox"/> All Day

Cancel Save

- 9. Enter the time you will reopen and close the clinic in this shift
- 10. You may also enter a new number under **Appointments per time window** if you have a different number of staff available to administer vaccines this shift

Availability and Hours of Operation



Steps

11. After reviewing the availability details, click the **Save** button

Details Vaccine Supply Contacts Availability

San Diego County - San Diego Zoo - Pfizer 1st & 2nd dose

California

02/22/2021

02/22/2021

Available Date

02/21/2021

Opening hours and capacity

Day	Opening hours		Appointments per time window		
<input checked="" type="checkbox"/> MON	08:00 AM	12:00 PM	<input type="checkbox"/> All Day	4	⋮
	01:00 PM	05:00 PM		5	⋮
<input type="checkbox"/> TUE			<input type="checkbox"/> All Day		⋮
<input type="checkbox"/> WED			<input type="checkbox"/> All Day		⋮
<input type="checkbox"/> THU			<input type="checkbox"/> All Day		⋮
<input type="checkbox"/> FRI			<input type="checkbox"/> All Day		⋮

Cancel

Save

Clinic Managers

Add Users

- Add Vaccine Administrators
- Add Vaccine Administrator Assistants
- Bulk Upload Users



Add Vaccine Administrators



Home

Clinics

Vaccine Inventory

Appointments

Add Walk-In Appointment

Bulk Upload Users

More ▾



Clinic

San Diego County - San diego Zoo - Pfizer - Both Dose

Deactivate Volunteer Director

Add Vaccine Administrators

Add Volunteer Director



Details

Vaccine Supply

Contacts

Availability

Clinic Name

San Diego County - San diego Zoo - Pfizer - Both Dose

Address

2920 Zoo Dr, San Diego, CA 92101

Exclude From Search



San Diego Site Code

SD4543_4356

Assigned Volunteer Director

Active



Start Date

Closing Date

Account

[Los Angeles County Vaccine Preventable Disease Control Program](#)

Region

[California](#)

Location Setting

[CaVax](#)

Owner



[Ernesto Hidalgo](#)

Steps

1. From the Clinic details page, click the **Add Vaccine Administrators** button

Add Vaccine Administrators



Steps

2. Enter the appropriate Vaccine Administrator details:

Required:

- First Name
- Last Name
- Email address
- Type of work

Optional:

- Mobile
- Licensure Number

The screenshot shows the 'myCAVax' interface with a modal window titled 'Add Vaccine Administrators'. The modal contains the following fields:

- Name**
 - First Name:
 - Last Name:
- *Email**:
- Mobile**:
- *Type of Work**:
 - Volunteer
 - Employee
- Licensure Number**:

A 'Next' button is located at the bottom right of the modal.

Add Vaccine Administrators



Steps

3. Review the entered details and click **Next** to finalize

myCAvax California Vaccine Management System

Home Clinics Vaccine Inventory Appointments Add Walk-In Appointment Bulk Upload Users More

Clinic San Diego County - San diego Zoo - Pfizer - Both Dose

Deactivate Volunteer Director Add Vaccine Administrators Add Volunteer Director

Add Vaccine Administrators

Johanna Doe was successfully created as a contact with the clinic(s) of Los Angeles County Vaccine Preventable Disease Control Program.

Please provide a portal username for this Vaccine Administrator. If the username is already taken, append a number to the end of the username until the next username is available (i.e. ".myturn1", ".myturn2", ".myturn3", ...).

Upon clicking **Finish**, Johanna Doe will receive an email containing their login credentials at JohannaDoe@mailinator.com.

*Username
JohannaDoe@mailinator.com.myturn

Next

Note: My Turn username ends in ".myturn"

Note: If, after clicking "Next," you are alerted of an account already existed, click "x" then see if that user exists in your contacts already

Add Vaccine Administrators



Home Clinics Vaccine Inventory Appointments Add Walk-In Appointment Bulk Upload Users More ▾



Clinic
San Diego County - San Diego Zoo - Pfizer - Both Dose

Deactivate Volunteer Director Add Vaccine Administrators Add Volunteer Director ▾

Details Vaccine Supply **Contacts** Availability

Clinic Name San Diego County - San Diego Zoo - Pfizer - Both Dose	Active <input type="checkbox"/>
Address 2920 Zoo Dr, San Diego, CA 92101	Start Date
Exclude From Search <input checked="" type="checkbox"/>	Closing Date
San Diego Site Code SD4543_4356	Account Los Angeles County Vaccine Preventable Disease Control Program
Assigned Volunteer Director	Region California
	Location Setting CaVax
	Owner Ernesto Hidalgo

Steps

4. To view the newly added Vaccine Administrator, select the **Contacts** tab

Add Vaccine Administrators



Home Clinics Vaccine Inventory Appointments Add Walk-In Appointment Bulk Upload Users More ▾



Steps

5. Here, you can view recently added contacts or click **View All** to see all contacts for this clinic

Clinic
San Diego County - San diego Zoo - Pfizer - Both Dose

Deactivate Volunteer Director Add Vaccine Administrators Add Volunteer Director ▾

Details Vaccine Supply **Contacts** Availability

Contacts (1) New		
Name	Account Name	Phone
Johanna Doe	Los Angeles County Vaccine Preventable Disease Control Program	▾
View All		

Note: Vaccine Administrators are added to the Account level, not only to the individual clinic!

Add Vaccine Administrators



Home Clinics Vaccine Inventory Appointments Add Walk-In Appointment Bulk Upload Users More ▾



Clinic
San Diego County - San diego Zoo - Pfizer - Both Dose

Deactivate Volunteer Director

Add Vaccine Administrators

Add Volunteer Director ▾

Details Vaccine Supply **Contacts** Availability

Contacts (1)

New

Name	Account Name	Phone
Johanna Doe	Los Angeles County Vaccine Preventable Disease Control Program	▾

[View All](#)

Steps

6. To view all contacts under your account, click **Account Name**

Add Vaccine Administrators



Home

Clinics

Vaccine Inventory

Appointments

Add Walk-In Appointment

Bulk Upload Users

More ▾



Account

Los Angeles County Vaccine Preventable Disease Control Program

+ Follow

Printable View

7. Next, click the **Related** tab

[Steps](#)

Account Owner	Status	Certification	Account Record Type	Type	Website
User1610177037357370043	Active		Provider Location		

DETAILS

RELATED

Account Name	Status
Los Angeles County Vaccine Preventable Disease Control Program	Active
Parent Account	Status Reason
County of Los Angeles Department of Public Health	
Email ⓘ	Phone ⓘ
	(213) 351-7800
IIS Identifier	Extension Number:
19LAVPDCP	
Provider Pin	COVID ID
070345	CA138B1005
VTrack ID	
40089019	
Provider PIN	

Post

Share an update... Share

⬆️ ▾ Search this feed... ▾ ⌂

This record was updated.
March 9, 2021 at 3:45 PM

Email
[mdavila@ph.lacounty.gov.invalid](#) to [kroby@ph.lacounty.gov.invalid](#)

Email
[mbrunner@cdph.ca.gov](#) to [mdavila@ph.lacounty.gov.invalid](#)

[Show All Updates](#)

Add Vaccine Administrators



Home

Clinics

Vaccine Inventory

Appointments

Add Walk-In Appointment

Bulk Upload Users

More ▾



Steps

8. Then click the **Contacts** tab

Account
Los Angeles County Vaccine Preventable Disease Control Program

+ Follow

Printable View

Account Owner	Status	Certification	Account Record Type	Type	Website
User1610177037357370043	Active		Provider Location		

DETAILS **RELATED**

Approval History (0)

Contacts (6+)

New

Contact Name	Email	Role	License Verified	
Test12345 123	vpvalarmozhi@gmail.com	Volunteer Manager		▾
T1234 1234	kat300499@gmail.com	Volunteer Manager		▾
Behrang Abadi	behrang.abadi@longbeach...	Clinic Manager		▾
Erica Abaekobe	erica.abaekobe.120@my.cs...	Vaccine Administrator		▾
vascript:void(0);		Administrator		▾

Post

Share

↑↓ ▾

▾ ▹

This record was updated.
March 9, 2021 at 3:45 PM

Email
mdavila@ph.lacounty.gov.invalid to kroby@ph.lacounty.gov.invalid

Email
mbrunner@cdph.ca.gov to mdavila@ph.lacounty.gov.invalid

[Show All Updates](#)

Add Vaccine Administrators

[Home](#)[Clinics](#)[Vaccine Inventory](#)[Appointments](#)[Add Walk-In Appointment](#)[Bulk Upload Users](#)[More](#)

Steps

Here you can view all contacts for this Provider Account.

Note:

- **Training Status** must be checked for this user to use My Turn, this will be checked automatically once a Clinic Manager adds them.
- **Licensed Verified** is managed through the provider side, this has no impact on the user abilities.

Accounts > Los Angeles County Vaccine Preventable Disease Control Program

Contacts

[New](#)

50+ items • Sorted by Last Name • Updated a few seconds ago

	Contact Name	Email	Role	License Verified	Training Status	Phone
1	Test12345 123	vpvalarmozhi@gmail.com	Volunteer Manager	✗	✗	
2	T1234 1234	kat300499@gmail.com	Volunteer Manager	✗	✗	
3	Behrang Abadi	behrang.abadi@longbeach.gov	Clinic Manager	✗	✓	
4	Erica Abaekobe	erica.abaekobe.120@my.csun.edu.invalid	Vaccine Administrator	✗	✓	
5	JULIA ABARRO	jabarro@ph.lacounty.gov.invalid	Vaccine Administrator	✗	✓	
6	DEYANIRA ABASTA	dabasta@ph.lacounty.gov.invalid	Vaccine Administrator	✗	✓	
7	Engy Abdelmalak	eabdelmalak@ph.lacounty.gov.invalid	Vaccine Administrator	✗	✓	
8	Amanuel Abraham	ahussien@ph.lacounty.gov.invalid	Vaccine Administrator	✗	✓	
9	Michelle Abram	mabram@ph.lacounty.gov.invalid	Vaccine Administrator	✗	✓	

Add Vaccine Administrators



Home

Clinics

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Add Walk-In Appointment

Bulk Upload Users

More ▾



Accounts > Los Angeles County Vaccine Preventable Disease Control Program

Contacts

50+ items • Sorted by Last Name • Updated a few seconds ago

New ⚙️ ↻ 🔍

	Contact Name ▾	Email ▾	Role ▾	License ... ▾	Training ... ▾	Phone ▾
1	Test12345 123	vpvalarmozhi@gmail.com	Volunteer Manager	✖	✖	▾
2	T1234 1234	kat300499@gmail.com	Volunteer Manager	✖	✖	▾
3	Behrang Abadi	behrang.abadi@longbeach.gov	Clinic Manager	✖	✔	▾
4	Erica Abaekobe	erica.abaekobe.120@my.csun.edu.invalid	Vaccine Administrator	✖	✔	▾
5	JULIA ABARRO	jabarro@ph.lacounty.gov.invalid	Vaccine Administrator	✖	✔	▾
6	DEYANIRA ABASTA	dabasta@ph.lacounty.gov.invalid	Vaccine Administrator	✖	✔	▾
7	Engy Abdelmalak	eabdelmalak@ph.lacounty.gov.invalid	Vaccine Administrator	✖	✔	▾
8	Amanuel Abraham	ahussien@ph.lacounty.gov.invalid	Vaccine Administrator	✖	✔	▾
9	Michelle Abram	mabram@ph.lacounty.gov.invalid	Vaccine Administrator	✖	✔	▾

Quick Filters ⓘ

Contact Name

Email

Role

Coordinator

Other

Location Coordinator

CEO

CMO

[Show More](#)

Phone

Steps

9. To filter, click the funnel icon, then search by name, role, email, etc.

Add Vaccine Administrator Assistants



Home Clinics Vaccine Inventory Appointments Add Walk-In Appointment Bulk Upload Users More ▾



Clinic
San Diego County - San Diego Zoo - Pfizer - Both Dose

Deactivate Volunteer Director Add Vaccine Administrators Add Volunteer Director ▾

Details Vaccine Supply **Contacts** Availability

Clinic Name	San Diego County - San Diego Zoo - Pfizer - Both Dose
Address	2920 Zoo Dr, San Diego, CA 92101
Exclude From Search	<input checked="" type="checkbox"/>
San Diego Site Code	SD4543_4356
Assigned Volunteer Director	

Active	<input type="checkbox"/>
Start Date	
Closing Date	
Account	Los Angeles County Vaccine Preventable Disease Control Program
Region	California
Location Setting	CaVax
Owner	Ernesto Hidalgo

Steps

1. From the Clinic details page, select the **Contacts** tab

Add Vaccine Administrator Assistants

[Home](#)[Clinics](#)[Vaccine Inventory](#)[Appointments](#)[Add Walk-In Appointment](#)[Bulk Upload Users](#)[More](#) ▼

Clinic

San Diego County - San diego Zoo - Pfizer - Both Dose[Deactivate Volunteer Director](#)[Add Vaccine Administrators](#)[Add Volunteer Director](#)[Details](#)[Vaccine Supply](#)**[Contacts](#)**[Availability](#)**Contacts (1)**[New](#)

Name	Account Name	Phone
Johanna Doe	Los Angeles County Vaccine Preventable Disease Control Program	

[View All](#)

2. Click **New**

Steps

Add Vaccine Administrator Assistants



Steps

3. Fill out the following information about this Vaccine Administrator Assistant:
 - *First Name*
 - *Last Name*
 - *Email*
 - *Role*
 - *Check the "Assistant" box*
 - *Account Name*
4. Click **Save**. An email will be sent to the user to register. No further action is needed.

Note: No other fields are required but can be entered at the Clinic Manager's discretion.

myCAVax California Vaccine Management System

Home

Clinic
OptumServe - San Diego Zoo

Details Vaccine Supply **Contacts**

Contacts (1)

Name
John Doe

New Contact

Contact Information

*Name
Salutation
--None--

*Account Name
Search Accounts...

First Name

Middle Name

*Last Name

Suffix

*Role
--None--

*Email ⓘ

Health Insurance
--None--

Primary Carrier
--None--

Assistant

Phone

Mobile

Clinic
OptumServe - San Diego Zoo - Moderna 2nd ...

Cancel Save & New Save

Bulk Upload Users



Steps

10. Alternatively, you can select **Bulk Upload Users** to upload up to 200 Vaccine Administrators or Clinic Managers at once



Home

Clinics

Vaccine Inventory

Appointments

Add Walk-In Appointment

Bulk Upload Users

More ▾



Thank you for joining California's fight against COVID-19

Start your enrollment in the COVID-19 Vaccination Program today by creating an account.

Create an account

Already registered? [Log in now.](#)



Preparing for Enrollment

Before your organization can enroll in the COVID-19 Vaccination Program, you must complete the steps below. Once your staff has **completed the required training (step 5)** you will be able to start the enrollment process.



Bulk Upload Users



Steps

11. Select Download Template



Home

Clinics

Vaccine Inventory

Appointments

Add Walk-In Appointment

Bulk Upload Users

More ▾



Choose File No file chosen

Upload File

Download Template

Steps on how to Bulk Upload Users:

1. Download the template to be used for User Upload by clicking on the Download Template Button
2. Update the template for the new users to be created set their role to "Vaccine Administrator" and "Clinic Manager" respectively. Please note that the username column is optional.
3. Click the Choose File and select the file that you updated for user creation
4. Click on Upload File button, the result of the file upload will be shown after the records are created. Please note that this may take a while depending on the size of your file.

Note: Bulk Upload Users can only be used in creating new users with the role of Vaccine Administrator and Clinic Manager.

Please limit your file to create a maximum of 200 Users at a time.

Bulk Upload Users

A screenshot of the Microsoft Excel interface. The title bar shows "UploadContact - Excel" and the user "Daggy, Tanner". The ribbon is set to "Home". The spreadsheet has a header row with columns labeled "FirstName", "LastName", "Email", "Role", "Username", and "AccountName". The "Role" column has a dropdown menu with options: "Unrestricted", "Confidential", "Highly Confidential", and "Restricted". The "FirstName" cell in row 1 is selected.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U
1	FirstName	LastName	Email	Role	Username	AccountName															
2																					
3																					
4																					
5																					
6																					
7																					
8																					
9																					
10																					
11																					
12																					
13																					
14																					
15																					
16																					
17																					
18																					
19																					
20																					
21																					

12. On the Upload Contact form, fill out the following details for each user:
- First Name
 - Last Name
 - Email
 - Role (Vaccine Administrator, Vaccine Administrator Assistant or Clinic Manager)
 - Username
 - Account Name

Bulk Upload Users



Steps

13. Lastly, select **Choose File**, select your completed Upload Contact form, and click **Upload File**



Home

Clinics

Vaccine Inventory

Appointments

Add Walk-In Appointment

Bulk Upload Users

More ▾



Choose File No file chosen

Upload File

Download Template

Steps on how to Bulk Upload Users:

1. Download the template to be used for User Upload by clicking on the Download Template Button
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Please limit your file to create a maximum of 200 Users at a time.

Account Troubleshooting



1 Determine whether the user already has an account

- Check your LHJ/Provider contacts to see if the individual already had an account created.
- If the individual is on the user roster, ask them to check their email. They should have received an email with instructions to reset their password. *If the individual cannot locate the email, please proceed to Step 2 below.*

2 If the user has an account and cannot log in, complete “User Account Creation/Reset” template (Found on Eziz)

- County
- Location/Clinic Name
- First Name
- Last Name
- Email Address
- Requested Role/Profile
- Request Type
- Volunteer or Employee

Complete and send form to Helpdesk at MyTurn.Clinic.HD@accenture.com
 Email Subject should be "My Turn Account Help." Copy Clinic Manager/POD Lead for security purposes.

	Clinic county	Clinic name	User's first name	User's last name	User's email address	Role requested or existing in My Turn system. (The Vaccine Administrator role is only permitted for clinical and CDPH staff. Clinic Manager at location must give email approval, which should be attached with the form).	Type of request - new account creation or password reset.	DHCP staff, clinical staff, or volunteer.	Additional remarks
	County	Location/Clinic Name	First Name	Last Name	Email Address	Role/Profile	Request Type	Volunteer or Employee?	Remarks
Example	LA County	POD 1: Dodgers Stadium - First Dose	John	Doe	john.doe@county.gov	Vaccine Administrator	New Account	Employee	
Example	LA County	POD 1: Dodgers Stadium - First Dose	Jane	Doe	janedoe@county.gov	Vaccine Administrator	Password Reset	Volunteer	
Example	LA County	POD 1: Dodgers Stadium - First Dose	Jill	Doe	jill.doe@county.gov	Vaccine Administrator	Other	Volunteer	Turn off Training block on Provider Portal

3 Send Completed Template to Help Desk

- Clinic Manager emails completed template to My Turn Help Desk at MyTurn.Clinic.HD@accenture.com
- If necessary, the Help Desk can also be reached at (415) 621-9494.

The Help Desk can also be contacted for user deletion.

Clinic Managers

Clinic Dashboard

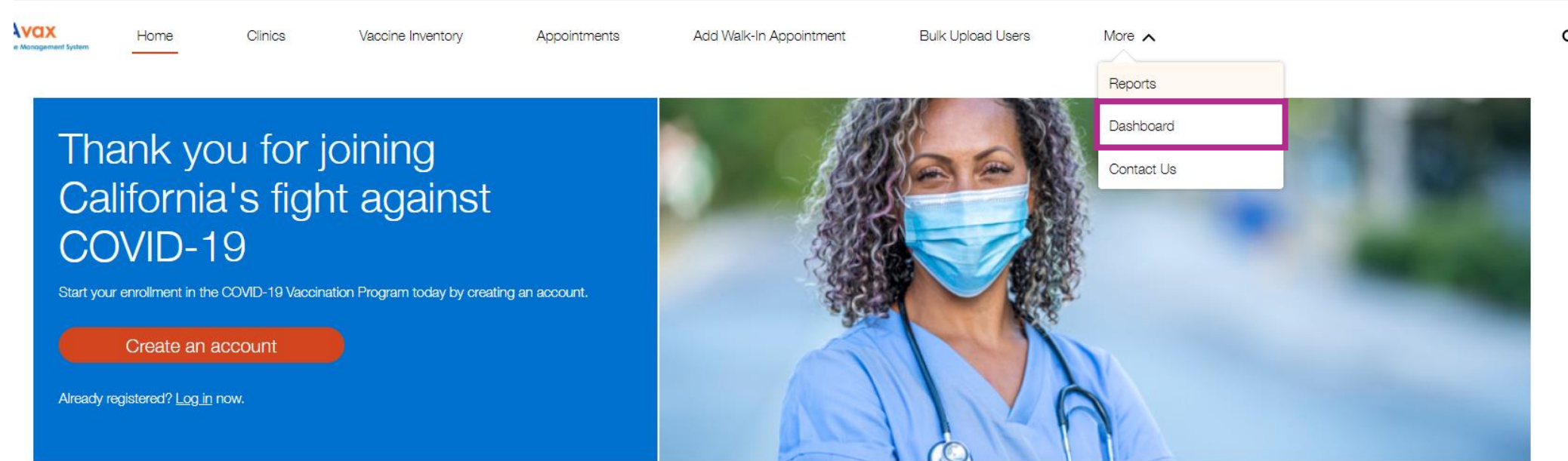


View Aggregate Data



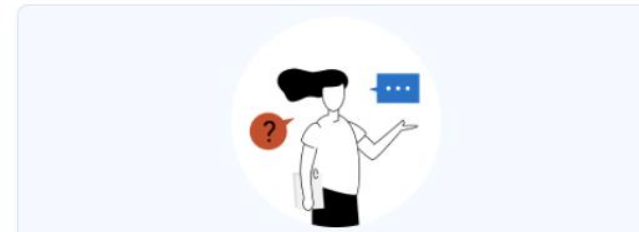
Steps

1. Select "Dashboard" from the navigation bar



Preparing for Enrollment

Before your organization can enroll in the COVID-19 Vaccination Program, you must complete the steps below. Once your staff has **completed the required training (step 5)** you will be able to start the enrollment process.



View Aggregate Data



Steps

2. View the number of completed/pending appointments broken down by date (yesterday, today and tomorrow)

My Turn Tip! To see the data in a report, click **View Report** underneath the graph



Dashboard **LA Appointments - Yesterday/Today/Tomorrow - Draft** Refresh

As of Feb 16, 2021, 8:46 AM·Viewing as dandre waller

Yesterday

Record Count

Job Status	Count
Pending Allocation	5.8k
Complete	22k
Total	27,582

View Report (Jobs Report - Yesterday Draft)

Today

Record Count

Job Status	Count
Pending Allocation	5.7k
Complete	21k
Total	27,207

View Report (Jobs Report - Today Draft)

Tomorrow

Record Count

Job Status	Count
Complete	10
Total	10

View Report (Jobs Report - Tomorrow Draft)

Dashboard **San Diego Appointments - Yesterday/Today/Tomorrow** Refresh

As of Feb 16, 2021, 3:49 PM·Viewing as Claudiu Branzan

Location: Clinic Name

All

View Aggregate Data



Steps

-
-
3. Scrolling down will reveal appointment statistics broken down by age

myCAVax
California Vaccine Management System

Home Clinics Vaccine Inventory Appointments Add Walk-In Appointment Dashboard Contact Us

View Report (Jobs Report - Yesterday Draft) View Report (Jobs Report - Today Draft) View Report (Jobs Report - Tomorrow Draft)

Breakdown by Age Report Draft

Age Group	Record Count
0-10	206
10-20	235
20-30	231
30-40	252
40-50	200
50-60	242
60-70	242
70-80	240
80+	271k

View Report (Breakdown by Age Report Draft)

Ethnicity

Dashboard
San Diego Appointments - Yesterday/Today/Tomorrow Refresh

As of Feb 16, 2021, 3:49 PM-Viewing as Claudiu Branzan

Location: Clinic Name

All

View Aggregate Data



Steps

4. Scrolling down even further will reveal appointments broken down by ethnicity

My Turn Tip! To update the graphs with the latest information, click **Refresh** in the top-right corner

myCAvax California Vaccine Management System

Home Clinics Vaccine Inventory Appointments Add Walk-In Appointment Dashboard Contact Us

0 206 235 231 252 200 242 242 240 270,994

0-10 10-20 20-30 30-40 40-50 50-60 60-70 70-80 80+

Age Group

[View Report \(Breakdown by Age Report Draft\)](#)

Ethnicity

Record Count

400k 200k 0

270,994 160 157 146 146 141 139 135 133 130 126 123 122 120 118 114 3

Other Race Chinese Prefer Not t... White American In... Vietnamese Filipino Chamorro Black or Afri... Japanese Korean Samoan Asian Indian Other Pacifi... Native Haw... Other Asian

Account: Race

[View Report \(Breakdown by Ethnicity Report Draft\)](#)

Dashboard **San Diego Appointments - Yesterday/Today/Tomorrow** Refresh

As of Feb 16, 2021, 3:49 PM Viewing as Claudiu Branzan

Location: Clinic Name

All

Clinic Managers

Reports



View and Export Reports



Steps

1. Select **Reports** from the navigation bar



[Home](#)

[Clinics](#)

[Vaccine Inventory](#)

[Appointments](#)

[Add Walk-In Appointment](#)

[Bulk Upload Users](#)

[More](#) ^



Reports

Dashboard

Contact Us

Thank you for joining
California's fight against
COVID-19

Start your enrollment in the COVID-19 Vaccination Program today by creating an account.

Create an account

Already registered? [Log in](#) now.



Preparing for Enrollment

Before your organization can enroll in the COVID-19 Vaccination Program, you must complete the steps below. Once your staff has **completed the required training (step 5)** you will be able to start the enrollment process.



View and Export Reports



- Home
- Clinics
- Vaccine Inventory
- Appointments
- Add Walk-In Appointment
- Bulk Upload Users
- More ▾



Reports

Recent

12 items

Search recent reports...



REPORTS

Recent

Created by Me

Private Reports

All Reports

FOLDERS

All Folders

Created by Me

Shared with Me

FAVORITES

All Favorites

Report Name	Description	Folder	Created By	Created On	Subscribed
Vaccine Management Report		Vaccine report for comr	Shanu Kumar	1/8/2021, 10:09 AM	
Dose Accountability Report		myCAVax Reports	Shanu Kumar	1/8/2021, 10:08 AM	
Vaccine Orders by Status		Partner User Reports	Shanu Kumar	1/8/2021, 10:08 AM	
All Provider Location Order		Partner User Reports	Shanu Kumar	1/8/2021, 10:08 AM	
All Draft Allocation Plans		myCAVax Reports	Shanu Kumar	1/8/2021, 10:08 AM	
Vaccine Consumption by Type and	Vaccine Consumption by Type	Partner User Reports	Shanu Kumar	1/8/2021, 10:08 AM	
Dose Administration Report		myCAVax Reports	Shanu Kumar	1/8/2021, 10:08 AM	

Steps

Here, you can filter and/or search for reports

View and Export Reports



Reports

Recent

12 items

Search recent reports...



REPORTS	Report Name	Description	Folder	Created By	Created On	Subscribed
Recent	Vaccine Management Report		Vaccine report for comr	Shanu Kumar	1/8/2021, 10:09 AM	
Created by Me	Dose Accountability Report		myCAVax Reports	Shanu Kumar	1/8/2021, 10:08 AM	
Private Reports	Vaccine Orders by Status		Partner User Reports	Shanu Kumar	1/8/2021, 10:08 AM	
All Reports	All Provider Location Order		Partner User Reports	Shanu Kumar	1/8/2021, 10:08 AM	
FOLDERS	All Draft Allocation Plans		myCAVax Reports	Shanu Kumar	1/8/2021, 10:08 AM	
Created by Me	Vaccine Consumption by Type and	Vaccine Consumption by Type	Partner User Reports	Shanu Kumar	1/8/2021, 10:08 AM	
Shared with Me	Dose Administration Report		myCAVax Reports	Shanu Kumar	1/8/2021, 10:08 AM	
FAVORITES						
All Favorites						

Steps

2. To find a particular report, click **All Folders**
3. Search for your Provider or Clinic folder
4. Select the report you wish to view (e.g., Patient Export Report)

Clinic Managers have access to the following reports:



Patient Export Report

Includes the following fields

- Start (appointment time)
- Job Name
- Account ID
- Person Account: First Name
- Person Account: Middle Name
- Person Account: Last Name
- Person Account: Birthdate
- Gender
- Race
- Person Account: Ethnicity
- Person Account: Mobile
- Person Account: Email
- Person Account: Mailing Address
- Person Account: Mailing Street
- Person Account: Mailing City
- Person Account: Mailing State/Province
- Person Account: Mailing Zip/Postal Code
- Location: Clinic Name
- Last Modified By: Full Name
- Last Modified Date
- Vaccine Administrator: Full Name
- Vaccine Status
- Dose Number
- Vaccine Inventory: NDC Code
- Vaccine Inventory: Brand/Manufacturer
- Vaccine Inventory: Lot
- Vaccine Inventory: Lot Expiration Date
- Vaccine Administered Time
- Injection Site
- Route
- Person Account: Medical Record Number or Policy Number
- Person Account: Primary Carrier
- Person Account: Primary Holder
- Person Account: Primary Holder First
- Person Account: Primary Holder Middle
- Person Account: Primary Holder Last
- Person Account: Primary Birth
- Person Account: Primary Relationship
- Person Account: Group Number
- Vaccine: Name
- Vaccine Inventory: Asset Name (has lot #)
- Location: Account: Account Name
- Job ID
- Adverse Reaction Consent
- Adverse_Reactions
- Person Account: Allergic Reaction to COVID-19 Vaccine
- Person Account: COVID-19 Dose
- Person Account: Blood Transfusion
- Person Account: Sick Today
- Person Account: Pregnant Health Conditions
- Person Account: Any Vaccine in 14 days
- Person Account: Aspirin
- Person Account: Immune System
- Person Account: Severe Allergic Reaction
- Person Account: Antibody Therapy
- Tested Positive for COVID In Past 30 Day
- Critical infrastructure/essential worker
- Long term care facility residents

Summary Reports:

Breakdown by Age Group

Breakdown by Racial Background

Walk-in Appointment Report

- a. Columns include:
- i. Start
 - ii. Location
 - iii. Account: First Name
 - iv. Account: Last Name
 - v. Account: Birthdate
 - vi. Account: Email
 - vii. Account: Mobile
 - viii. Vaccine Inventory
 - ix. Walk-In

Jobs – Today/Tomorrow/Yesterday

Pending Allocation	Complete	Total
0	1	1
0	1	1
0	52	52
4	48	52

*To view these reports, go to the **"Reports"** tab, click **"All Folders"**, select your provider/clinic, then search for the report of your choice (e.g., Patient Export Report).

View and Export Reports



Reports

Recent

12 items



REPORTS	Name	Description	Folder	Created By	Created On	Subscribed	
Recent	Management Report		Vaccine report for comr	Shanu Kumar	1/8/2021, 10:09 AM		▼
Created by Me	Accountability Report		myCAVax Reports	Shanu Kumar	1/8/2021, 10:08 AM		▼
Private Reports	Orders by Status		Partner User Reports	Shanu Kumar	1/8/2021, 10:08 AM		▼
All Reports	Order Location Order		Partner User Reports	Shanu Kumar	1/8/2021, 10:08 AM		▼
FOLDERS	Allocation Plans		myCAVax Reports	Shanu Kumar	1/8/2021, 10:08 AM		▼
Created by Me	Consumption by Type and	Vaccine Consumption by Type	Partner User Reports	Shanu Kumar	1/8/2021, 10:08 AM		▼
Shared with Me	Administration Report		myCAVax Reports	Shanu Kumar	1/8/2021, 10:08 AM		▼
FAVORITES							▼
All Favorites							▼

Run
Export

Steps

5. Scroll to the right if necessary, and select **Export** from the drop-down arrow to the right

View and Export Reports



Steps

6. Choose your report view and format. Then, click **Export**

The screenshot shows the myCAVax interface with a navigation bar at the top containing links like Home, Clinics, Vaccine Inventory, Appointments, Add Walk-In Appointment, Bulk Upload Users, and More. A search bar and user profile icon are also present. On the left, there's a sidebar with 'Reports' and 'Recent' sections. The main content area displays a table of reports. An 'Export' dialog box is overlaid on the table, allowing users to choose between 'Formatted Report' and 'Details Only' views and select the export format, currently set to 'Excel Format .xlsx'. The dialog box has 'Cancel' and 'Export' buttons at the bottom.

Clinic Manager Training

Recap



FAQs



How is the number of available appointments calculated?

*For each shift: [Length of shift (min)/Time Window Duration (min)] * Appointments per time window*

Can I make missed/cancelled appointments available on My Turn?

If the appointment is cancelled in My Turn on the Vaccine Administrator/Clinic Manager's side, it does not free up an appointment slot. It is up to each clinic's discretion if they want to accept walk-ins for those appointments

Can I delete users or restrict access after they've been added?

Yes, please send a list of the users you'd like removed to the Help Desk at MyTurn.Clinic.HD@accenture.com

Do users need an email to be added as Vaccine Administrators?

Yes, users need a unique email address tied to an account they can access on site in order to sign up

General Tips



1	<p>Prevent staff from getting locked out of their accounts by reminding them to save their Username and Password Information and bookmark the URL: https://mycavax.cdph.ca.gov/s/</p>
2	<p>Bookmark the Eziz and YouTube URLs: https://eziz.org/covid/myturn/ https://www.youtube.com/playlist?list=PLZqpl41f-8c9nljyV-cEIYT_1hyeHH1ft</p>
3	<p>Use Chrome Browser. Clear cache before launching My Turn.</p>
4	<p>When stepping away from your device, don't forget to logout. When logging back in, use the URL you bookmarked. Do not try logging in from the email you received because you will get locked out of your account.</p>

Clinic Manager Support Resources



Click-by-Click Demo

EZIZ.ORG/Covid/MyTurn

CALL CENTER

Click-by-click walkthrough of Clinic Manager capabilities, including special use cases and troubleshooting advice

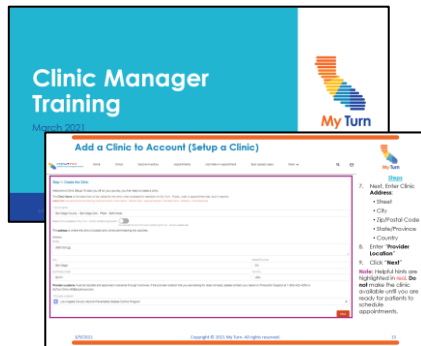
Videos: Recordings of Public & Clinic capabilities, process steps, and tasks by user/role type.

Quick Sheets: Quick reference cards for users detailing key steps and associated system thumbnails.

Trainings: Live training registration and pre-recorded sessions

For assistance with My Turn system issues and patient registration:

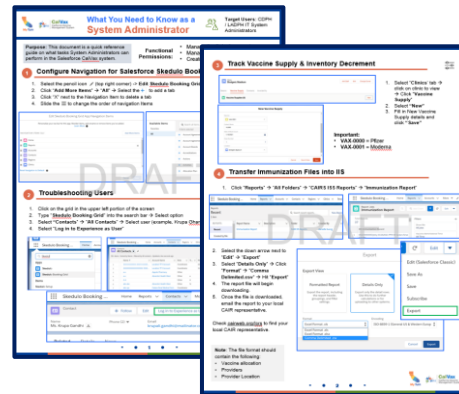
Call 1-415-621-9494, or email: MyTurn.Clinic.HD@accenture.com



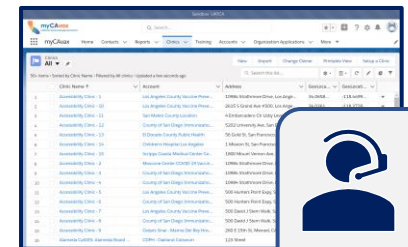
PDF Walkthrough



Bite size videos by user/role



PDF Quick Sheets



User-specific content



Live-Support

Clinic Manager Readiness Checklist



Category	Responsibilities	Ready?
Clinic Manager	Setup a Clinic	<input type="checkbox"/>
	Add a Clinic to an Account	<input type="checkbox"/>
	Add Vaccine Inventory to Account	<input type="checkbox"/>
	Add Vaccine Supply to a Clinic	<input type="checkbox"/>
	Setup Clinic Schedule	<input type="checkbox"/>
	Schedule Clinic Hours of Operation	<input type="checkbox"/>
	Add Vaccine Administrators to an Account (Bulk User Upload Template)	<input type="checkbox"/>
	View Aggregate Patient and Appointment Data	<input type="checkbox"/>
	View and Export Data Reports	<input type="checkbox"/>
	Notify your My Turn Clinic Operations Team of your planned Clinic Activations	<input type="checkbox"/>
Contact your My Turn Clinic Operations Team for additional guidance around Clinic Manager responsibilities outlined	<input type="checkbox"/>	
Ongoing Support	Access Help Desk for My Turn system level support (e.g., user account deletion & password reset)	<input type="checkbox"/>
	Escalate critical issues to your My Turn Clinic Operations Team	<input type="checkbox"/>
My Turn Education	Access My Turn Training Materials on EZIZ and YouTube	<input type="checkbox"/>
	Register for My Turn Trainings	<input type="checkbox"/>
	Access new release functionality information (What's New in My Turn Session and Release Notes)	<input type="checkbox"/>

My Turn and myCAvax Integrated View



	 Enroll in myCAvax myCAvax Team	 Join My Turn Onboarding Team	 Get Ready My Turn Clinic Operations Team	 Launch My Turn Clinic Operations Team	 Operationalize My Turn Clinic Operations Team
Onboarding & Training	<ul style="list-style-type: none"> 101: System Overview (Weekly) 411: System Demo for New Functionality (Weekly) myCAvax Training (In-system) Provider Office Hours (M: 9 AM PT) 	<ul style="list-style-type: none"> Intro to My Turn Onboarding (M, W, F: 1 PM PT) My Turn Onboarding Office Hours (T, Th: 1 PT) EHR Onboarding (T, Th: 11 AM PT) 	<ul style="list-style-type: none"> My Turn User Training (T, W, Th: 3 PM PT) Train-the-Trainer Session (M: 1 PM PT) My Turn Volunteer Live Demonstrations (Th, F: 2 PM PT) My Turn Volunteer Office Hours (W: 8 AM PT) 	<ul style="list-style-type: none"> My Turn Learning Materials: EZIZ + YouTube (continuously updated) 	
	<ul style="list-style-type: none"> Weekly Wrap-Up (Providers) End of Week Email (LHDs/MCEs) 	<ul style="list-style-type: none"> Email: Welcome 	<ul style="list-style-type: none"> Email: Session Reminders and Follow-up post onboarding session 	<ul style="list-style-type: none"> Email: Clinic Go-Live, Command Center Invitation, CM Training Reminder 	<ul style="list-style-type: none"> My Turn Release Notes
Comms	<ul style="list-style-type: none"> EZIZ – Includes FAQs (Continuously Updated) 				
	<ul style="list-style-type: none"> My Turn Core User Experience/Feedback Sessions (T: 4 PM PT) 				
User Engagement	<ul style="list-style-type: none"> myCAvax and My Turn Office Hours for LHJs (M: 12 PM PT) 				
	<ul style="list-style-type: none"> What's New in My Turn (Bi-weekly on F: 4 PM PT) 				
Executive Engagement	<ul style="list-style-type: none"> FQHC Executive User Experience Sessions (TBC Monthly) 				
	<ul style="list-style-type: none"> LHJ Executive User Experience Sessions (TBC Monthly) 				
	<ul style="list-style-type: none"> Ad Hoc Executive Briefings (As Needed) 				

● Required
 ● Optional
 myCAvax
 My Turn
 My Turn + myCAvax

Special Use Cases

Table of Contents

- 1 *My clinic is open for patients to schedule both 1st and 2nd dose appointments.*
- 2 *My clinic is only open for patients to schedule 1st dose (single dose) appointments.*
- 3 *My clinic offers multiple types of vaccines (e.g., Pfizer and Moderna)*
- 4 *How can I delete a duplicate vaccine inventory entry?*
- 5 *How do I set up a walk-in only clinic?*



Special Use Case

Case: My clinic is open for patients to schedule both 1st and 2nd dose appointments.

- 1** Create a clinic and indicate that it is a “Both Dose” clinic in the title. (Clinic title format: Provider – Clinic Location – Vaccine Brand – Both Dose)
- 2** For “Vaccine Supply”, enter the corresponding “Vaccine” code for a 2 Dose clinic and add supply for both 1st and 2nd doses separately (If you are using the Setup a Clinic function, indicate that your clinic will offer 2 doses; 1st and 2nd doses will pre-populate to the same stock count)
- 3** For “Availability”, ensure “Closing Date” is exactly 21 or 28 days from the last day of appointments (i.e., For a Pfizer 2 dose clinic, if the first week the clinic is open from M-W, Close date must be 21 days from that Wednesday).

Note: “Current Stock” amount must be equal for both 1st and 2nd dose



Special Use Case

Case: My clinic is only open for patients to schedule 1st dose (single dose) appointments.

- 1** Create a clinic and indicate that it is a “1st Dose Only” clinic in the title (Clinic title format: Provider – Clinic Location – Vaccine Brand – 1st Dose Only).
- 2** For “Vaccine Supply”, enter the corresponding “Vaccine” code for a 1 Dose clinic then only add one Vaccine Supply entry for the dose you offer (if you are using the Setup a Clinic function, indicate that you will offer 1 dose scheduling).



Special Use Case

Case: My clinic offers multiple types of vaccines, (e.g., Pfizer and Moderna).

- 1** Create a separate clinic for each vaccine type and indicate the brand in the “Clinic Name” (i.e., Create a Moderna only clinic and a Pfizer only clinic).
- 2** Fill out details for each clinic separately (i.e., “Vaccine Supply”, “Availability”).

Note: If your clinic only offers one vaccine type, you only need to make one clinic.



Special Use Case

Case: How can I delete a duplicate vaccine inventory entry?

Clinic managers cannot delete duplicate vaccine inventory entries; however, they can hide the asset from being available for selection during the vaccination process.

- 1 Navigate to the “Vaccine Inventory” tab.
- 2 Search for and select the vaccine inventory you wish to hide.
- 3 Click the pencil icon beside the “Status” field to edit, set status to “-None-”.
- 4 Next, set “Total Doses” to zero.
- 5 Click “Save”.

Note: Clinic Managers cannot edit Vaccine Inventory entries created by other Clinic Managers.



Special Use Case

Case: How do I set up a walk-in only clinic?

- 1 Create a clinic.
- 2 During clinic creation, “Exclude From Search” (Do not make available for public scheduling).
- 3 For “Vaccine Supply”, set “Current Stock” to zero.
- 4 For “Availability”, push the “Available Date” past the clinic “Close Date.”
- 5 Do not fill out hours of operation in “Availability”.
- 6 When making a new walk-in appointment, select this clinic to tie the appointments to.

Note: Remember to fill out “Vaccine Inventory” and update “Lot” number as needed.



Please fill out this quick poll!

After this training, how comfortable do you feel using My Turn to fulfill your Clinic Manager responsibilities?

1 - Not Comfortable

2

3

4

5 – Extremely Comfortable

Closing Q&A



Thank You!

Questions?



Additional Practice Questions



In which “Setup a Clinic” step can you hide a clinic from public view? How can this be updated?



Learning Check: Enter your answers in the Chat.

In which “Setup a Clinic” step can you hide a clinic from public view? How can this be updated?

- In Step 1: Create the Clinic
- This can be updated by going into the clinic details page and updating the “Exclude from Search” checkbox



Learning Check: Enter your answers in the Chat.

How do you setup a clinic that offers two brands of vaccine (e.g., Pfizer and Moderna)?

- a. Create one clinic with both vaccine brands in the title
- b. Create separate clinics for each
- c. None of the Above



Learning Check: Enter your answers in the Chat.

How do you setup a clinic that offers two brands of vaccine (e.g., Pfizer and Moderna)?

- a. Create one clinic with both vaccine brands in the title
- b. Create separate clinics for each**
- c. None of the Above



Learning Check: Enter your answers in the Chat.

Where do you update lot numbers?

- a. In the Vaccine Inventory Tab
- b. In the Vaccine Supply Tab
- c. None of the above



Learning Check: Enter your answers in the Chat.

Where do you update lot numbers?

- a. In the Vaccine Inventory Tab
- b. In the Vaccine Supply Tab
- c. None of the above



Learning Check: Enter your answers in the Chat.

BONUS: Does vaccine inventory add inventory at the clinic level or the provider account level?



Learning Check: Enter your answers in the Chat.

BONUS: Does vaccine inventory add inventory at the clinic level or **the provider account level?**



Learning Check: Enter your answers in the Chat.