VaccineFinder: Federal Pharmacy Partner Inventory Reporting

Purpose and Scope

The COVID-19 Vaccination Program Pharmacy Agreement requires providers to report vaccine supply information as directed by CDC. Organizations or pharmacy locations receiving COVID-19 vaccine must report supply information **daily** to VaccineFinder. (https://www.cdc.gov/vaccines/covid-19/vaccination-provider-support.html).

This document includes information and tips for pharmacies participating in the Federal Pharmacy Partner program for VaccineFinder onboarding and reporting of on-hand inventory quantities.

VaccineFinder Onboarding (manual reporting)

Note for sFTP reporting pharmacies: The processes below apply only to pharmacies reporting manually to VaccineFinder through the COVID Locating Health provider portal. Pharmacy partners submitting data centrally to VaccineFinder via an automated report (sFTP) will not need access to the COVID Locating Health provider portal.

Registration Emails and Reporting Structure

Pharmacies that have opted to report daily on-hand inventory manually through the COVID Locating Health Portal can expect:

- Registration emails will come from vaccinefinder@auth.castlighthealth.com. Initial emails will go to the organization contacts listed in section A of the Pharmacy Enrollment Agreement. These individuals will need to register and set the reporting structure for their member organizations (report centrally at the organization level, or report at the store level). Step by step instructions are also available here.
- **Important**: if the pharmacy organization contact designates store level inventory reporting, this will automatically trigger registration emails to be sent to the 2 store level contacts listed in section B of the pharmacy agreement. This will enable the store level contacts to report inventory and the organization contact to also report for each location as a redundancy.

Email account updates

VaccineFinder COVID Locating Health provider portal accounts are established with the provider point of contact's (POC) email address as the user account. The POC email address used is the address submitted to the Immunization (IZ) Data Lake by the Federal Pharmacy Partner in their Pharmacy Enrollment file upload. Pharmacies may update email addresses for contacts by updating the Pharmacy Enrollment file and submitting the file to the IZ Data Lake.

- Federal Pharmacy Partners may upload updated Pharmacy Enrollment files as often as desired, although most partners have indicated that they will only be uploading new files intermittently or twice a month.
- VaccineFinder will send registration instructions by email to the provider POC email address submitted in the Pharmacy Enrollment form for both new and updated contacts.
  - Exception: If the new contact submitted in the Pharmacy Enrollment already has a COVID VaccineFinder account, the account will be automatically updated to include the new location.
- For providers wishing to update their POC email addresses for VaccineFinder, please reach out to your pharmacy organization with the request.
  - FOR CARDINAL HEALTH PROVIDERS ONLY: Cardinal Health has requested that providers in their network update their own provider information in this web portal.

For Federal Pharmacy Partners updating their Pharmacy Enrollment files with email address update requests:

- Requests to update the organization's POC (Section A address) will need to be made to the org_covid_email field of the Pharmacy Enrollment file.
- Requests to update the provider location's POCs (Section B addresses) will need to be made to the loc_primary_email or loc_backup_email fields of the Pharmacy Enrollment file, depending on if the primary or backup location POC is to be changed, respectively.

Inventory Reporting (jurisdiction and federal VTrckS PINs)

Please note the following updates to VaccineFinder inventory reporting with the launch of the Federal Pharmacy Partner transfer program:

Report inventory only under your **jurisdiction** VTrckS PIN if…	Report inventory only under your **federal** VTrckS PIN if…
- You are partnering with a jurisdiction **-AND-** - You <u>only</u> have jurisdiction allocated doses, and no federally allocated doses ***Note***: Reporting under your jurisdiction VTrckS PIN is *temporary* until the Federal Pharmacy Program is initiated in a jurisdiction, upon which the store will switch to reporting under their federal VTrckS PIN only.	- You have federally allocated doses (transferred or ordered) **- OR -** - You have <u>both</u> federal and jurisdiction allocated doses (comingled product) ***Note***: Pharmacies reporting centrally at the organization level or via an automated report (sFTP) should report inventory for all stores under their federal VTrckS PINs only.

Note for sFTP reporting pharmacies: If your automated feed (sFTP) is in production and you are sending inventory data to VaccineFinder under your federal VTrckS PINs, please note that any stores that were previously supporting state allocations will no longer need to maintain inventory manually through the COVID Locating Health Portal.
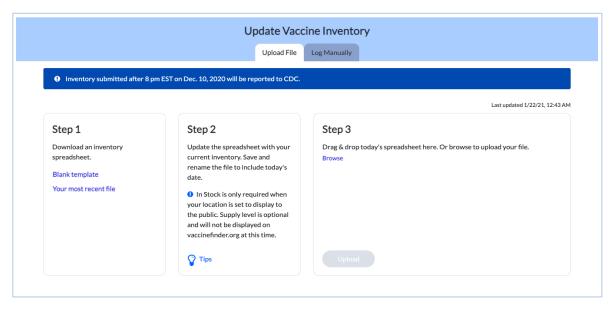
How can I tell the difference between the state VTrckS PIN and the federal VTrckS PIN in the COVID Locating Health portal?

Some stores may have two VTrckS provider PINs (state and federal) for the same location if they are supporting jurisdiction allocations. The sections below detail how stores manually reporting to VaccineFinder via the COVID Locating Health Portal will be able to differentiate between a jurisdiction VTrckS provider PIN and a federal VTrckS provider PIN for the same location through the current available options for submitting inventory in the provider portal.

Pharmacies reporting centrally at the organization level or via an automated report (sFTP) should report inventory for all stores under their federal VTrckS PINs only.

Upload File Tab

If a pharmacy is submitting inventory using the Upload File method, they will click the *Upload File* tab on the **Update Vaccine Inventory** page. Stores supporting jurisdiction allocations will see an additional location included when they download their *blank template* .csv file:
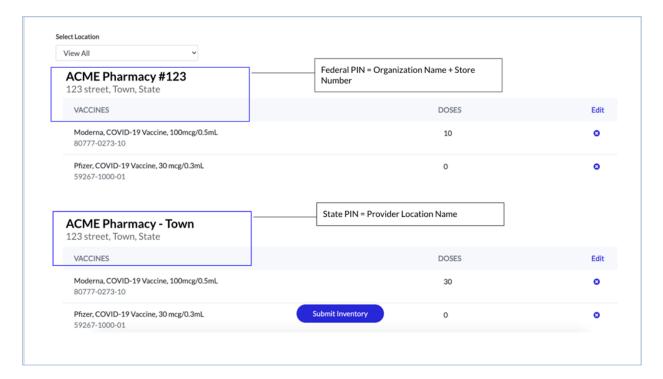

The 'VTrckS PIN' column in the .csv file will list the VTrckS PINs for the locations:

- Jurisdiction PINs will include the three-character Grantee Code as the prefix, followed by the six-character Provider PIN (e.g., ALA000123, SCA 1234).
- Federal PINs will include the three-character organization ID for the pharmacy, followed by the six-digit store number padded to the left with zeros (e.g., AB1000001).

Log Manually Tab

If a pharmacy is submitting inventory using the Log Manually method, they will click the *Log* Manually tab on the **Update Vaccine Inventory** page. Stores supporting jurisdiction allocations will see an additional location listed with the same address, and will be able to distinguish between federal pharmacy locations and state or jurisdiction supported locations on the portal as follows:

- Federally designated locations will include the organization name + store number (e.g., ACME Pharmacy #123).
- Jurisdiction or State designated locations will only display the provider location name (e.g., ACME Pharmacy – Town).

Existing VaccineFinder Accounts

Some pharmacies may have an existing VaccineFinder account for reporting seasonal and routine vaccine availability. All COVID-19 vaccination providers will need to create a **new** account in the COVID Locating Health Provider Portal specifically for COVID-19 vaccines. Creating a COVID VaccineFinder account is a separate process that is completed through the Federal Pharmacy Program.

VaccineFinder Resources

VaccineFinder resources for manual reporting, including training materials and guides for provider account setup and inventory reporting, are available at https://vaccinefinder.org/covid-provider-resources. On this page, the following sections will be helpful to focus on:

- Provider Onboarding
- Provider Portal: Inventory Reporting
- Provider Portal: Updating Public Display Fields

VaccineFinder support email (for pharmacies, providers and jurisdictions only): eocevent522@cdc.gov