04 New Immunization Record – Administered

Ontario

New Immunization Record – Administered

Record client's administered (in real time) vaccine dose in COVaxON.

Profiles

Vaccinator, PCP Vaccinator, Clinic Coordinator, Site Super User

Core Tasks

Below are the core tasks you will perform daily. **Click the relevant link**:

#	Section	Description
1.	Confirm Client Identity	When client arrives, search for their record in COVaxON by using either the **Client Search** or **Vaccination Events** tabs or global search.
2.	Create New Immunization Record – Administered	**Administered with Vaccination Event Inventory (VEI)** – dose record administered at a point-of-service location with vaccine event inventories (VEIs) linked to a vaccination event (VE) that needs to be tracked by an authorized organization (AO).
3.	Review Immunization Record Details	**Basic Details** – displays client information and the dose administration record information. **Consent & Assessment** – obtain and record consent for service from client/proxy/substitute decision make; complete pre-screening assessment and confirm consent for service for each dose as information may have changed. **Vaccine & Product Details** – review and confirm dose information details. **Files** – provides users with the ability to upload required documents (e.g., proof of vaccination, exemption forms). **History** – an audit tracking and log of changes to the dose record.
4.	Monitor for AEFI	Direct client to self-monitor for adverse reaction following immunization (AEFI), then the client dose administration can be completed.
5.	Document Potential AEFI Occurrence	Direct clients to monitor for AEFI. Once the 15-minutes (or longer if directed) has elapsed for AEFI monitoring, users can locate the client's record in COVaxON and document AEFI, if needed.
6.	Change the Status of an Immunization Record	Change the status of a client's immunization record if it was entered in error, invalid, invalid – SCT (Stem Cell Therapy) and CAR-T or associated with a recalled inventory.
7.	Immunization Record Under Investigation	Dose record under investigation on suspicion of vaccine validity. Refer to *Guidance for PHUs – Verification of Vaccine Receipts*.
8.	Extra Dose Documentation	Based on provincial guidelines, extra doses of the COVID-19 vaccine can be administered to select clients.

Additional Information

- **Vaccination Events (VEs)** – a record type that represents the location where vaccinations are physically being administered. For example, hospitals, clinics, pharmacies, mass immunization clinics, long-term care homes, retirement homes, nursing homes, mobile/drive through clinics. **Authorized organizations** (AOs) are the organizations that own and allocate inventory to VEs. Once a VE is setup, clients can be linked to the VE and the vaccine administration process can begin.

- **Vaccination Event Inventory (VEI)** – when an inventory manager is planning supply for a vaccination event and intends for the inventory to be tracked, the inventory manager creates a vaccination event inventory from the AO inventory records (IRs). The VEI tracks vaccine supply utilization for a vaccine event by linking one AO IR to one or more VEs, and one or more IRs may be used to supply one or more VEs. The vaccine event inventory is utilized by the vaccinators for the selection of product lots from inventory when administering doses to clients.

    - **VE + Tracked Inventory (VEIs)** – this original business scenario for COVax$_{ON}$ inventory supports provincial and AO prioritization of inventory tracking through auto-decrement at the VE. This ensures AO accountability of vaccine stock and supports any future pandemic or other mass immunization clinic use cases where strict control over inventory is required. This scenario is only applicable for the 'Administered' vaccination type where clinicians are the source of the dose administration being recorded at the point-of-service.

Reference Documents

- Refer to the **01 – Introduction to COVax$_{ON}$ and User Setup** job aid to learn more about system access
- Refer to the **02 – Create Vaccination Event** job aid to learn more about creating VEs, linking to VEIs and VEPLs in COVax$_{ON}$
- Refer to the **03 – Search, Create and Maintain Client** job aid to learn more about searching for a client and creating new client records in COVax$_{ON}$
- Refer to the **05 – New Immunization Record – Historical** job aid to learn more about recording out of province and non-Ontario stock vaccine records

Disclaimer

Data Privacy: Users with access to COVax$_{ON}$ can see the demographic details and HCNs of other clients in the system when searching for a particular person. The information is presented this way to help ensure that users access the correct client record and to reduce the risk of either not locating a client's record or improperly creating duplicate client records. **As required by PHIPA and under the terms of the Acceptable Use Policy, system users are only permitted to access the information of individuals to whom they are providing care or for other purposes that are specifically authorized.** COVax$_{ON}$ records detailed audit transaction logs that inform the MOH of which client records were accessed by each user, and what actions they took in the system. Any concerns that are identified about improper access to the system will be investigated and appropriate actions taken.

COVID Public Health: All COVID public health measures must be followed in alignment with the tasks outlined in this job aid.

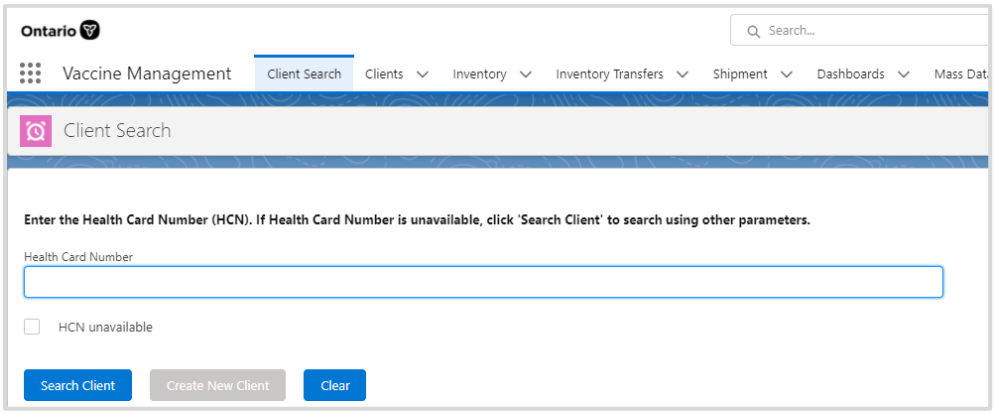
1. Confirm Client Identity

Description: Once the client arrives at the vaccination station, confirm their identity by looking at the details on their client record.

Client records can be found using either the **Client Search** tab or the **Vaccination Events** tab.

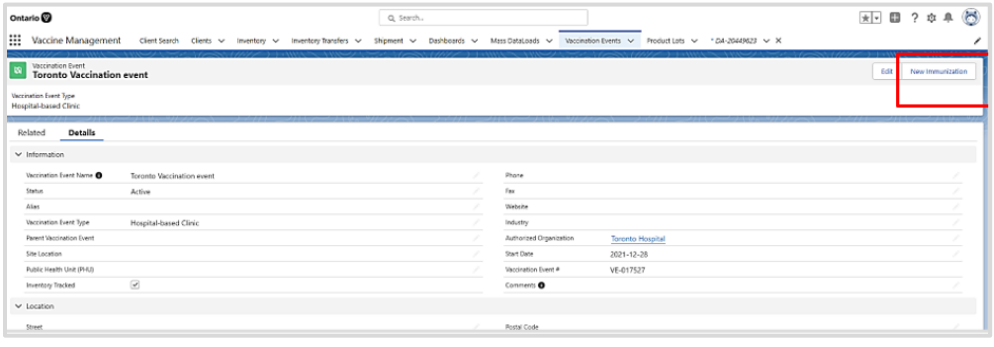
From Client Search:

1. Open the **Client Search** tab and search for a client using their health card number (HCN) if available. Otherwise, search using first name, or last name and one other parameter. If a client record populates, open the client record and ensure that the client is tagged to the correct VE. Refer to the **03 – Search, Create and Maintain Client** job aid for more details and steps on how to locate or create a new client record.

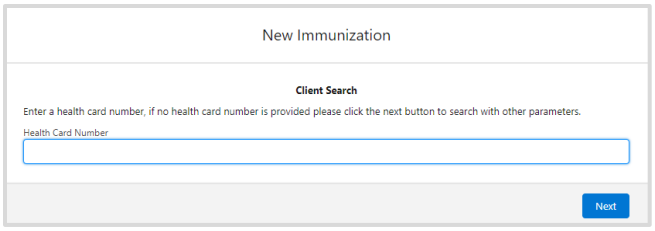


From Vaccination Event Record:

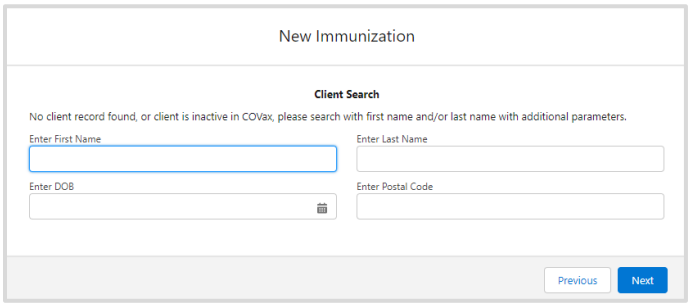
1. Open the relevant vaccination event record and click on the **New Immunization** button on the top left corner of the VE page.



2. Leverage the search capability to enter a health card number (HCN) if available or click **Next** and enter specific client details.
Note: COVaxON saves previous sorting/filtering. When searching for a new client, remember to clear any previous filters.

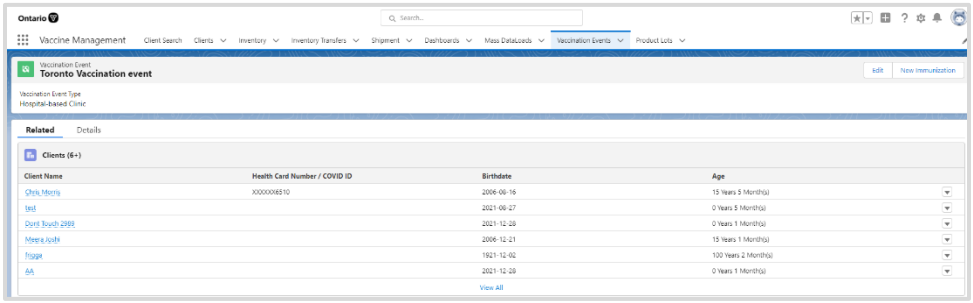


04 New Immunization Record – Administered



3. Once the client is identified, click on the **Client Name** hyperlink, and open the client record.
4. Once the client record is opened, it is essential that the client's identity is properly validated to ensure the correct record has been accessed. Validate the client by health card number (HCN), if they have one, or by name plus other fields such as date of birth, postal code, etc.

T I P – if the client is already associated to a VE, you can also locate the client from the VE by selecting the **Related** tab to view the list of clients shown on the **Client list** view.



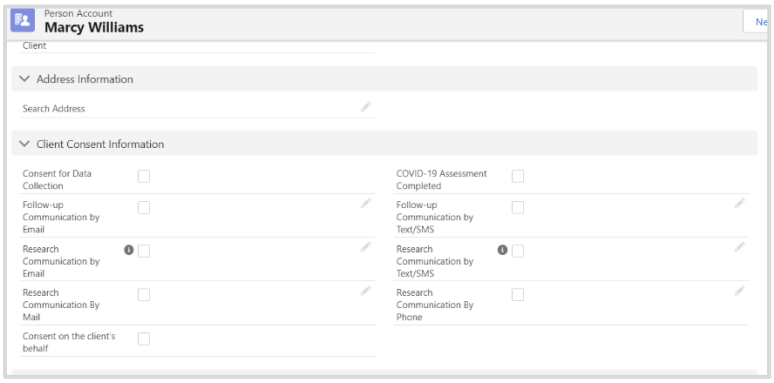
Further Context

- On the vaccination event page on the **Details** tab, there is a view that shows a centralized view of all clients that are linked to the VE with their dose administration record status, service status, and other client information. To view this report, got to the VE record you are interested in, scroll down to the *Report Links* section, and select the *Showing Clients for Vaccination Event* record.
- New immunizations cannot be created if the vaccination event Status is 'Completed' or 'Cancelled'. An error message is displayed indicating the vaccination event is no longer active and new doses cannot be recorded.

Best Practice

- **Consent for data collection** – before creating a new immunization record, ensure the client has given consent for data collection before proceeding to create a new immunization record in COVax$_{ON}$. The consent for data collection can be recorded on the client screen. If the client has not given consent to data collection, you **cannot** proceed with recording the dose information in COVax$_{ON}$. Follow the guidelines provided by your PHU (Public Health Unit). This is a mandatory checkbox. If the client does not consent, no further data should be entered in into COVax$_{ON}$ and the user must close this screen and continue with the offline paper process.

- **Consent for follow-up communication** – additional consent information can be requested for the client to receive follow-up communications such as immunization receipt if they provide an email address and/or phone number.
- **Consent on the client's behalf** – for youth/other clients who have a proxy/substitute decision maker consenting for them or for youth/other clients who are consenting on behalf of themselves.

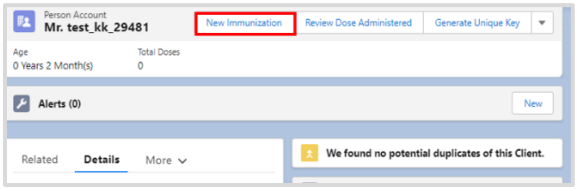


2. Create New Immunization Record – Administered

Description: Before proceeding to create a new immunization record in COVax$_{ON}$, ensure the client consents to data collection and it is recorded in COVax$_{ON}$. Once recorded, create a new immunization record to document the dose administration information with tracked inventory in COVax$_{ON}$.

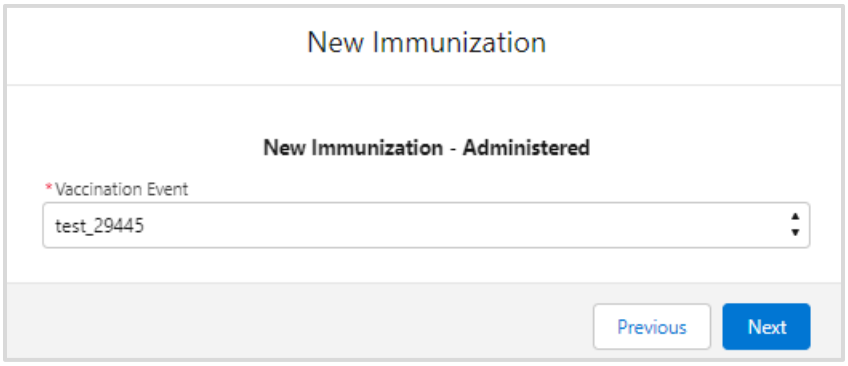
Note: Once the consent for data collection is recorded once, users will no longer need to record it for subsequent doses administered.

1. On the *Person Account* page, click **New Immunization**.

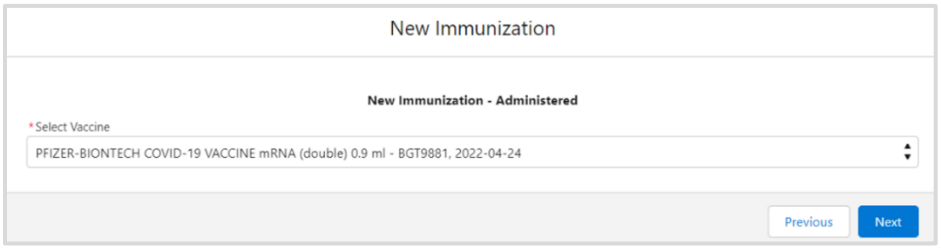


2. A new window is displayed with the option to select the immunization record type you wish to create. The record type displayed is based on user profile and/or permission.
3. Select the 'Administered' record type and click **Next**.

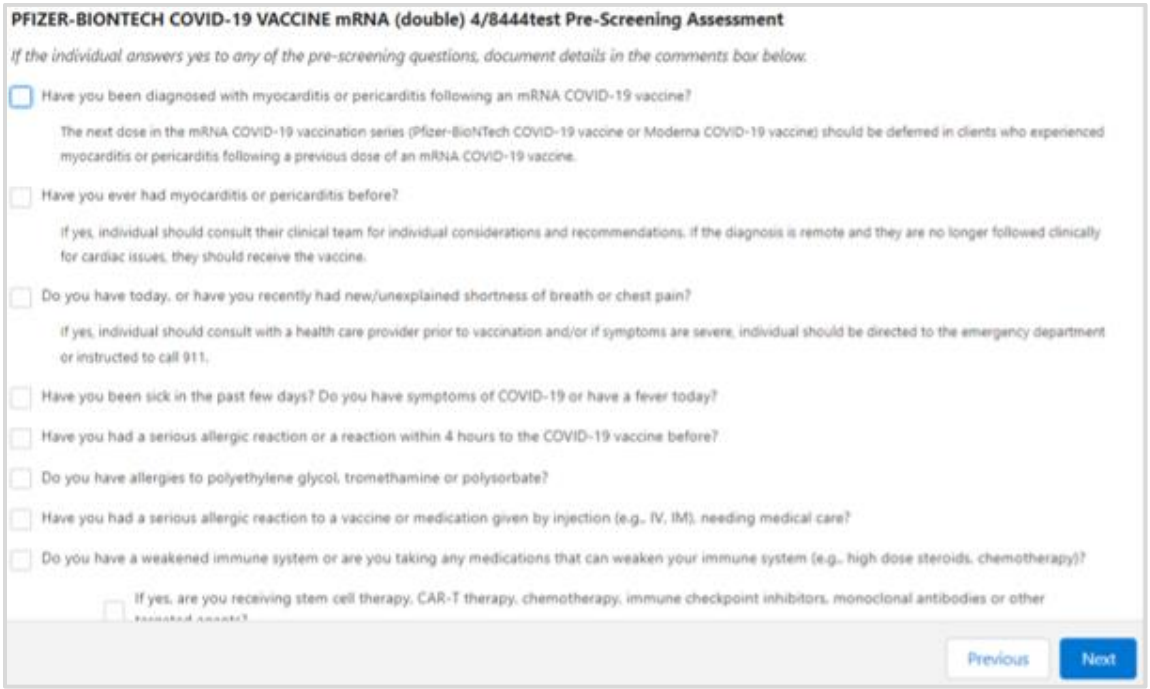
4. If the client is already associated to a VE from the client page or vaccination event, the VE is auto populated in the **Vaccination Event** dropdown list. **Note:** If no VE is associated to the client record, select a VE from a list of active VEs linked to your organization from the lookup field and click **Next**.



5. Select a **Vaccine** from a list of associated **Vaccine Event Inventories** for the VE and click **Next.**

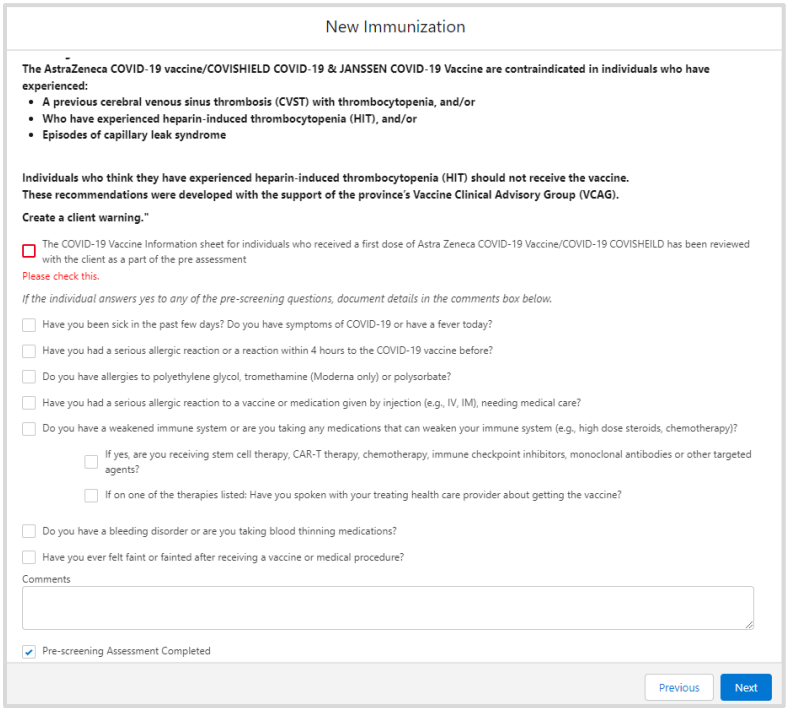


6. The **Pre-Screening Assessment** based on the vaccine selected is displayed.



7. Complete the **Pre-Screening Assessment**.

   a. The pre-screening assessments for AstraZeneca, COVISHIELD, and Janssen products have an added warning message related to contraindications, and an added mandatory checkbox confirming that the COVID-19 Vaccine Information sheet has been reviewed with the client. If the client has a contraindication, an alert should be created on their record and the client should not receive the vaccine. The client can rebook their dose appointment for a later time.



   b. Based on the pre-screening assessment, vaccinators must use their clinical knowledge to determine if the client should receive the vaccine.

   c. If **Yes**, enable the checkbox to indicate the **Pre-screening assessment is complete**.

8. Click **Next**.

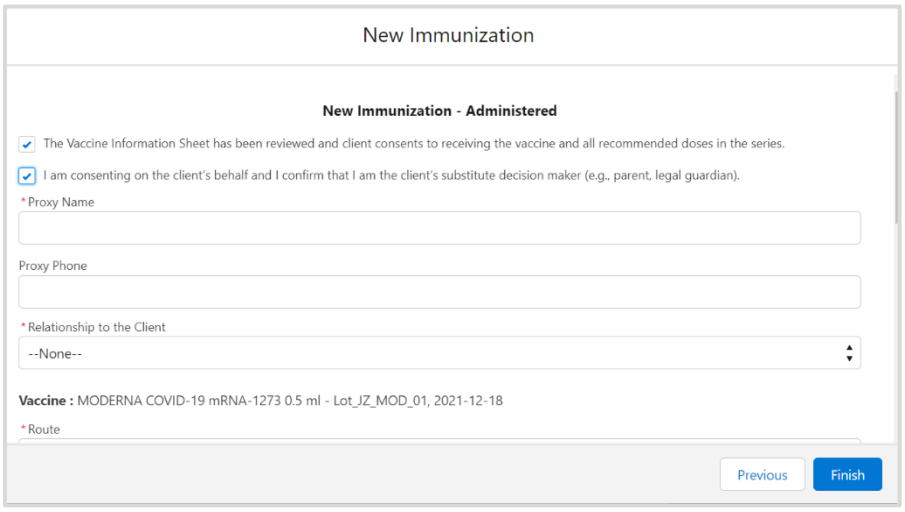
9. The **Dose Information** page is displayed with the following fields:

10. Confirm that the Vaccine Information Sheet has been reviewed and the client consents to receiving the vaccine and all recommended doses in the series and populate the checkbox to confirm. Details on the Vaccine Information Sheet can be found here. If the vaccinator determines the client should not receive the vaccine, uncheck the **Vaccine Information Sheet Information** checkbox and the field below will be displayed.

    - **Reason vaccine was not administered (checkbox)** – if 'No' (client should not receive vaccine), indicate that the pre-screening assessment is complete with the **Reason Vaccination was not Administered** dropdown field on the client's record. The selection would be 'Immunization was contraindicated' or 'Practitioner decision to temporarily defer immunization'. Once populated, the client can then exit the location.

11. **Proxy Consent** (checkbox) – for youth/other clients who have a proxy/substitute decision maker consenting for them, follow the process outlined below by populating the **Proxy Consent** checkbox and the proxy information.

    - **Proxy Name*** – (required field)
    - **Proxy Phone** – (optional field)
    - **Proxy Relationship to the Client*** – (required field)



12. **Vaccine** – text display of vaccine product selected from the VEI.
13. **Diluent Event Inventory*** – (required field) COVIDSHEILD, Moderna, AstraZeneca and Janssen products do not require a diluent so this field will not populate.
14. **Route*** – (required field).
15. **Anatomical Site*** – (required field).
16. **Dosage Administered** – if Moderna is the selected product, select the appropriate value from the dropdown list (i.e., 0.25 or 0.5). If another vaccine product is selected, otherwise a default dosage value is displayed for the selected product.
17. **Dosage Unit of Measure *** – default value is 'ml'.
18. **Date and Time *** – (defaults to current date/time) if entering a dose administration record after the vaccine has occurred, update the date and time accordingly. **Note:** Date/time cannot be set in future.
19. **Country Vaccine was Administered** – will be pre-populated as 'Canada'.
20. **Vaccination Event** – auto populated based on previous entry
21. **Administered By** – look up provider name that is administering the vaccine

- **Other Clinician, Other Designation** – if the vaccinator's name is not available as an option when searching within the field, select 'Other Clinician, Other Designation' and manually enter the name of the vaccinator in the **'Administered By (Other)'** field. It is recommended to submit a request to the Information Technology Services (ITS) team (more details in the Further Context section below). The vaccinator's details should be entered here as: [First Name] [Last Name], [Designation OR Provider Role], [Professional License].

22. **Reason for Immunization*** – (required field) auto-populated based on what was entered on the client page; however, it can be updated.

    - **Institution** field is **mandatory** only when the **Reason for Immunization** field involves a congregate living, long term care home, retirement home, or child and youth eligible population.

23. Click **Finish**. A new client immunization record is created with a **Status** of 'Administered'.

Note: You can also locate the newly created immunization record and other immunization records for the client by clicking the **Client Immunizations** tab on the client page and by selecting the link from the list of immunization records displayed for the client.

Further Context

- Vaccinators can only administer doses to clients that are associated with a vaccination event (VE) within their AO. This will decrease the vaccine inventory lot associated with the AO for tracked inventory.
- The **naming convention** for each vaccine/diluent product lot is reflective of the information on the physical labels. For example:
    - Pfizer PFIZER-BIONTECH COVID-19 mRNA 0.3 ml - EK4175, 2021-03-31
    - Moderna MODERNA COVID-19 mRNA-1237 0.5 ml – RP0089, 2021-05-29
    - COVIDSHIELD COVID-19 COVISHIELD 0.5 ml – 0001, 2021-03-31
    - AstraZeneca ASTRAZENECA COVID-19 VACCINE 0.5 ml - 0008, 2021-06-30
    - Janssen JANSSEN COVID-19 VACCINE 0.5 ml – LM0997, 2021-05-29
- There is a report that shows a centralized view of all clients at a particular VE with their dose administration record status, service status, and other client information. To view this report, go to the VE record you are interested in, scroll down to the *Report Links* section, and select the **Showing Clients for Vaccination Event** record.
- Minimum product **intervals**:
    - Pfizer At least 19 days from the previous dose
    - Moderna At least 21 days from the previous dose
    - COVIDSHIELD At least 28 days from the previous dose
    - Janssen A single dose product (no minimum interval)
- Based on provincial guidelines, the AstraZeneca and COVISHIELD vaccines have been paused for first dose administration in Ontario. An error message will appear if a user tries to administer a first dose to a client.
- **Interchangeability for previous and next product types** – when administering a different product for a client's next dose, the National Advisory Committee on Immunization (NACI) guidelines state that vaccine interchangeability is now permitted. Please note that there is no interchangeability warning message in the system. Please consult your site lead for additional clarity on when you might administer doses interchangeably and any further clinical questions you have.
- Clients with a **Reason for Immunization** as 'Child and Youth Eligible Population' (any client aged 5-11) should receive Pfizer-BioNTech CORMINATY pediatric COVID-19 mRNA.

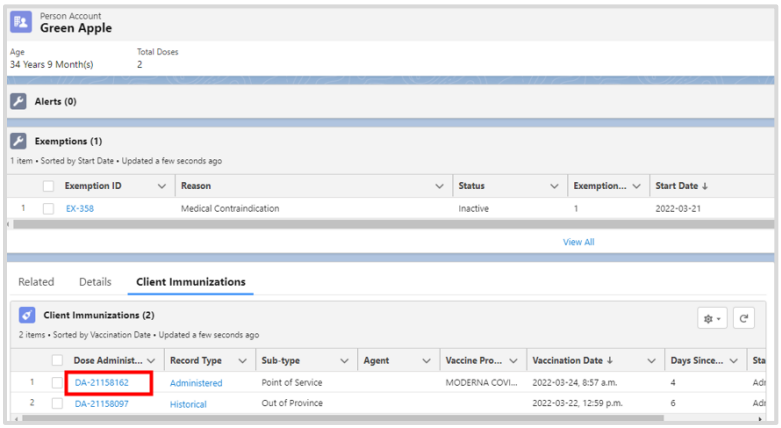
- Any client aged 12-17 should receive Pfizer-BioNTech as their vaccine product. If a non-Pfizer-BioNTech product is selected, the user will receive a warning message as other vaccine products have not been approved for this age group. If the vaccinator chooses to bypass this warning message, they must check the **Administer Dose Outside of Clinical Guidelines** checkbox and populate the **Reason** field with a description. Then the vaccinator can click **Next** and continue with the pre-screening assessment. This information will be saved on the client's immunization record and can only be edited by vaccinators and site super users.
- **User profile's authorized organization** – if you are attempting to administer a dose to a client, your user profile's AO must match the AO of the inventory being administered. Otherwise, you will be unable to select the inventory from the new immunization screen. The vaccination event (VE) on the client record must also match the VE inventory record. If you do not see any inventory values, this indicates that there is no inventory linked to the client's VE.
- **Provider information missing in Administered By field** – request your site lead to submit a request to Information Technology Services (ITS) for the creation of a provider not currently available in the **Administered By** field. Please have the provider validated by your site lead and have the details in the table below prepared prior to contacting your site lead:

Field	Field Entry
Provider First Name	Free text – enter the First Name
Provider Last Name	Free text – enter the Last Name
Provider Role *(choose option)*	Medical Doctor Medical Resident Nurse Practitioner Nursing Student Other Designation Paramedic Practitioner Pharmacist Pharmacy Student Pharmacy Technician Registered Midwife Registered Nurse Registered Practical Nurse Respiratory Therapist
Identifier	Free-text – enter the Identifier Number
Identifier Type *(choose option)*	Professional license number Medical identification number of Canada Health regulatory college member number Provincial health human resource identifier Other identifier type

3. Review Immunization Record

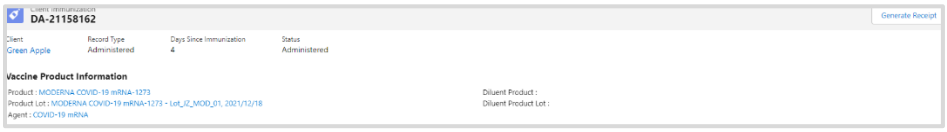
Description: Once an immunization record is successfully recorded the **Status** is set to 'Administered' and the immunization details can be viewed on the *Person Account* page within the **Client Immunizations** tab.

1. On the *Person Account* page, select the immunization record from the **Client Immunizations** tab.



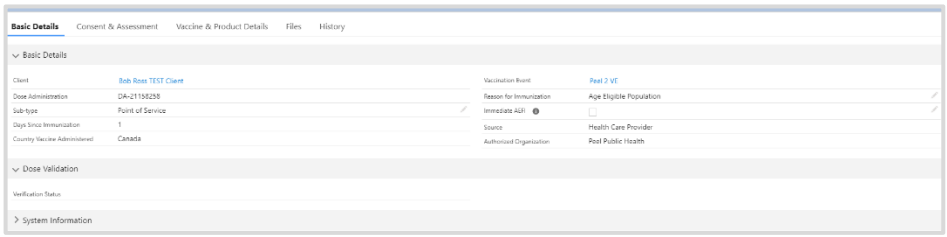
2. The *Immunization Details* page will display with the following sections and tabs:
Note: Sections are static across all tabs displayed on the page.

- ***Client Immunizations*** section:



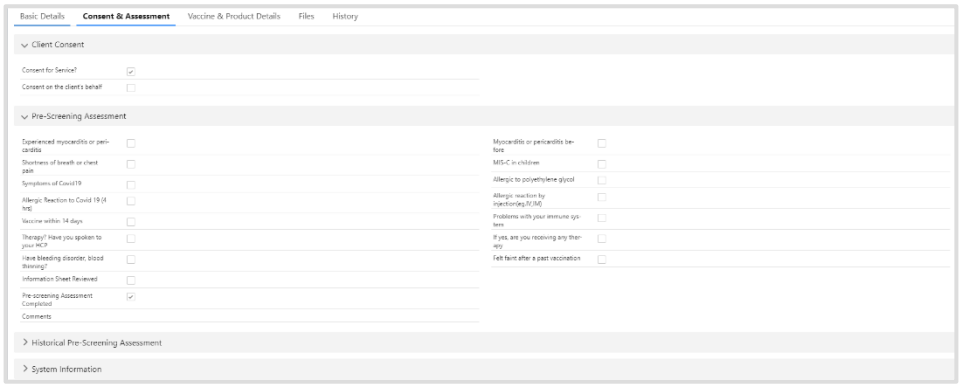
  - **Client** – displays the client's first and last name
  - **Record Type** – 'Administered'
  - **Days Since Immunization** – displays the number of days count since the client received an immunization
  - **Status** – displays the status of the immunization record 'Administered'
  - ***Vaccine Product Information*** section – displays the vaccine product information recorded during the immunization record flow:
    - **Product** – displays the vaccine product selected during the immunization flow and is hyperlinked to the *Vaccine & Product Details* page
    - **Product Lot** – displays the vaccine product lot selected during the immunization flow and is hyperlinked to the *Vaccine & Product Details* page
    - **Agent** – displays the agent name and is hyperlinked to the *COVID-19 mRNA* page
    - **Diluent Product** – displays the diluent if product selected during the immunization flow required a diluent and is hyperlinked to the *Diluent Product Details* page
    - **Diluent Product Lot** – displays the diluent if product lot selected during the immunization flow required a diluent and is hyperlinked to the *Diluent Product Details* page

- **Generate Receipt** button – generate a proof of vaccination receipt (refer to the **06 – Generate Receipt** job aid for more details)
- **Basic Details** tab – this tab displays information recorded during the immunization record flow



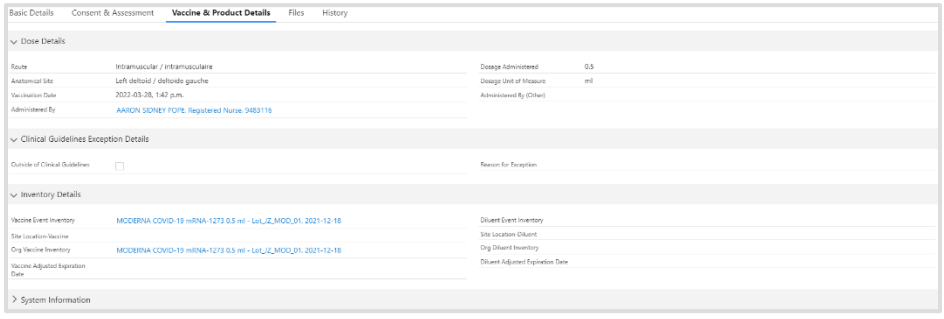
  - **Client** – displays the client's first and last name, and links to the client page
  - **Dose Administration** – displays the unique identifier number for the immunization record administered to the client
  - **Sub-Type** – defaulted to 'Point of Service' for record type of 'Administered'
  - **Days Since Immunization** – displays the number of days since the client received an immunization
  - **Country Vaccine Administered** – pre-populated as 'Canada'
  - **Vaccination Event** – pre-populated with the VE name recorded during the immunization record flow
  - **Reason for Immunization** – pre-populated with the RIM value recorded during the immunization record flow, the RIM value can be updated on the immunization record.
  - **Immediate AEFI** – editable field to record if the client experienced an AEFI; refer to section 4 (Monitor for AEFI) and section 5 (Document Potential AEFI Occurrence) in this job aid for additional information
  - **Source** – defaulted to 'Health Care Provider' for record type of 'Administered'
  - **Authorized Organization** – pre-populated with the authorized organization for the logged in user
  - ***Dose Validation*** section:
    - **Verification Status** – refer to section 9 (Immunization Record Under Investigation) for additional details
  - ***System Details*** section:
    - **Created By** – displays the username of the logged in user who created the record, as well as date and timestamp
    - **Last Modified By** – displays the username of the logged in user who last modified the record, as well as date and timestamp

- **Consent & Assessment** tab – displays only read-only consent information recorded during the new immunization record flow.



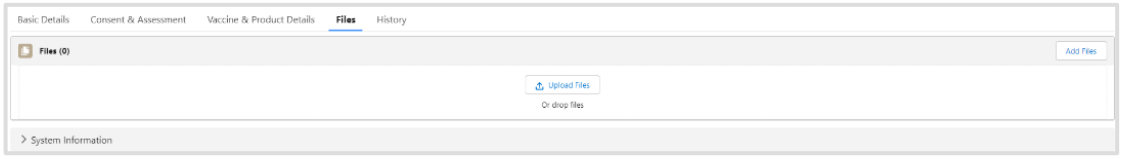
  - **Consent for Service** – pre-populated as checked from immunization record flow
  - **Consent on client's behalf** – pre-populated as checked from immunization record flow if data recorded
  - **Pre-Screening Assessment** – pre-populated as checked from immunization record flow if data recorded
  - **Historical Pre-Screening Assessment** – historical responses to questions that have been removed from the pre assessment questions as guidelines and recommendations changed, e.g., as data that would have been entered pre-populated as checked from immunization record flow if historical data recorded
  - ***System Details section:***
    - **Created By** – displays the username of the logged in user who created the record, as well as date and timestamp
    - **Last Modified By** – displays the username of the logged in user who last modified the record, as well as date and timestamp

- **Vaccine & Product Details** tab – displays read only (for all profiles) vaccine and product information recorded during the new immunization flow

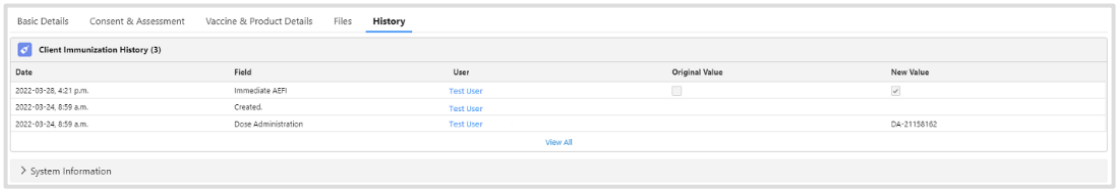


  - **Dose Details section**
  - **Clinical Guidelines Exception Details**
  - **Inventory Details**
  - **System Information**

- **Files** tab – provides users with the ability to upload required documents



- **History** tab – an audit tracking and log of changes to the dose record



4. Monitor for Adverse Events Following Immunization (AEFI)

Description: After a client has been immunized, they are instructed to wait for at least 15-minutes after their dose to monitor for symptoms of AEFI.

1. Client is monitored for AEFI throughout the 15-minute or longer, if asked.
2. Once the AEFI monitoring period is complete, locate the client record using the **Client Search** tab and search for the client record using their HCN (if applicable, sites can use a barcode scanner) or by other identifiers (e.g., last name, date of birth).
3. From the client's record, confirm that the service status is 'Administered' and the **Total Doses** number has increased by one dose. The **Total Doses** field indicates the number of dose administration (DA) records that have been recorded for valid doses (with the DA record status of 'Administered').
4. Confirm the client's identity by asking for their health card number (if possible), or by their name, plus any other identifiers such as date of birth or postal code and matching it to their record.

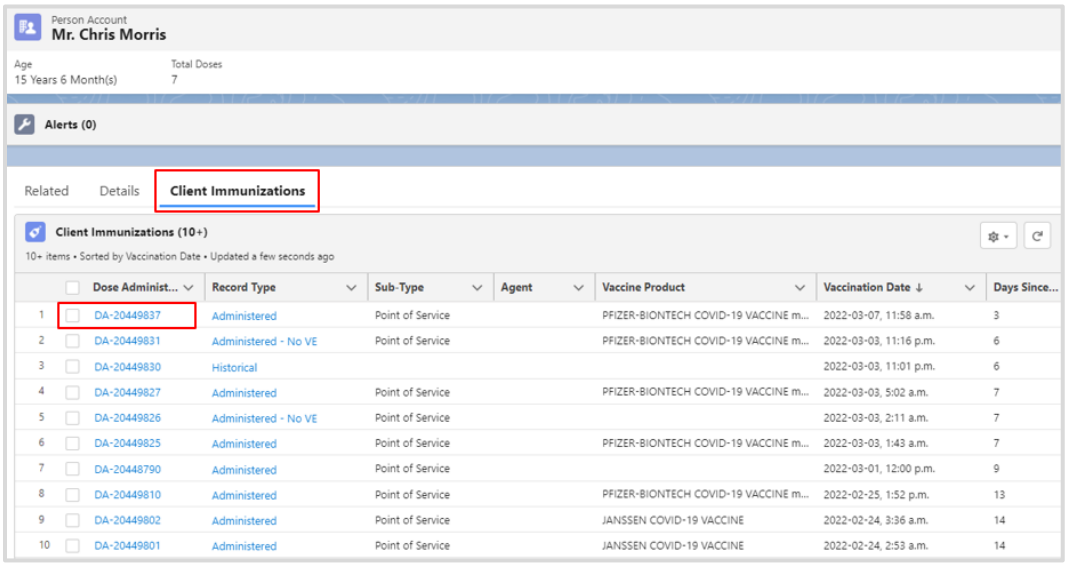
Further Context

There is a report that shows a centralized view of all clients at a particular VE with their dose administration record status, if they experienced AEFI, and other client information. To view this report, go to the VE record you are interested in, scroll down to the *Report Links* section, and click the **Showing Clients for Vaccination Event** report.

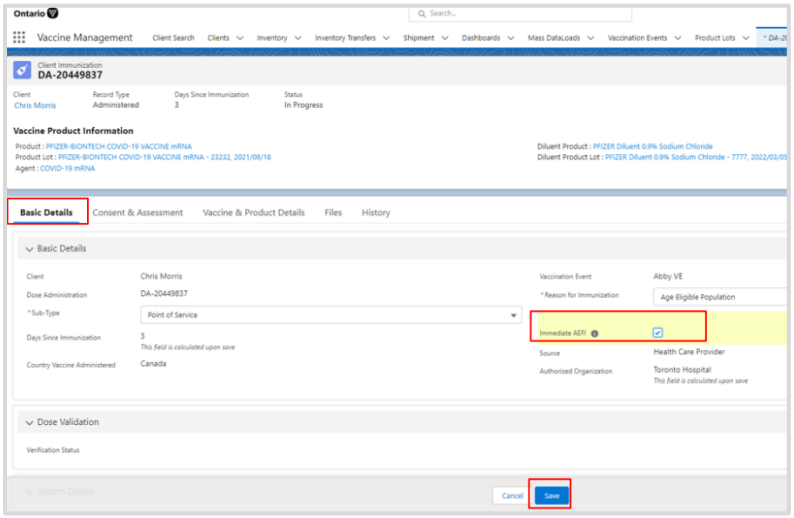
5. Document Potential AEFI Occurrence

Description: If, during the 15-minute period the client waits after dose administration, an AEFI occurs, treat the client appropriately and document the occurrence in COVaxON by populating the AEFI checkbox in the immunization record. If the client does not experience an AEFI while at the location after their 15-minute wait, the AEFI checkbox should be left blank.

1. If an AEFI occurs, complete the AEFI report as per the Public Health Ontario AEFI Guidelines to record any potential AEFI details, and follow the public health guidelines.
2. Select the immunization record from the **Client Immunizations** tab on the client page. The client immunization record details page is displayed.



3. On the **Basic Details** tab, select the pencil icon to update the **Immediate AEFI** checkbox to record that the client had experienced an AEFI. (If an AEFI did not occur, leave the checkbox blank.)
4. Click **Save**.



5. The **AEFI** checkbox is updated on the client record.

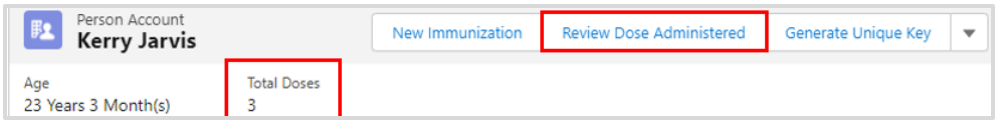
Further Context

- The AEFI checkbox should only be populated if an AEFI occurs during the 15-minute wait time. If an AEFI occurs after the client has left the location (i.e., in the following days/weeks) it should not be recorded in COVax$_{ON}$.
- Vaccinators, site staff, and site super users can enter an alert on a client's record to document any key details related to the client that would be helpful for future dose administration.
- When the inventory hits zero (0) doses available, the Inventory status will change to 'Completed'. Contact your inventory manager in this case so they can adjust the inventory appropriately.

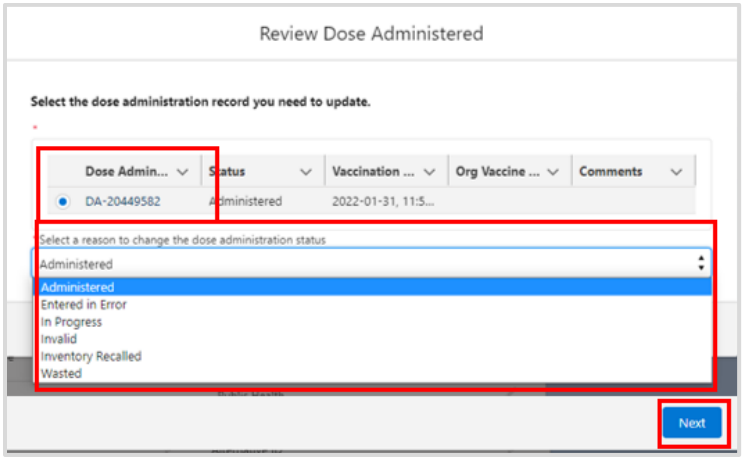
6. Change the Status of an Immunization Record – Review Dose Administered

Description: The dose administration (DA) record status may be changed by site super users from 'Administered' to 'Invalid', 'Invalid SCT and CAR-T', 'Inventory Recalled', or 'Entered in Error' based on the 4 scenarios outlined in the chart below.

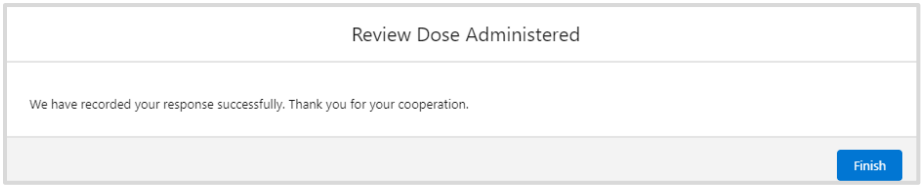
1. Select **Review Dose Administered** button from the top right corner of the client record page.



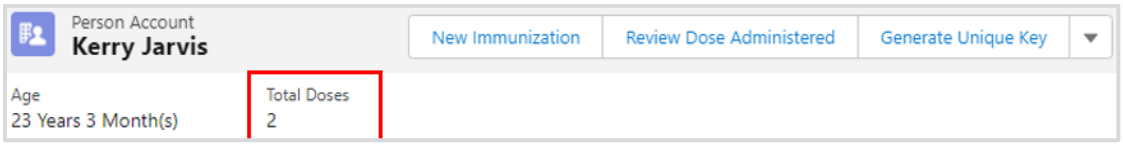
2. Select the DA record that requires a status update and from the dropdown menu select the **Reason** for the status change. Click **Next**. Select the reason to change the status, which will be reflected in the status of the record (refer to the table below summarizing how each status should be used).



3. Another popup screen with a confirmation message will be displayed. Click **Finish** to complete.



4. The client's **Total Dose** count will decrease based on the administered dose status that was changed. The **Total Dose** field indicates the number of dose administration (DA) records that have been recorded for valid doses (with the DA record status of 'Administered').



Dose Status Options

Dose Status	Scenario for Dose Status Change	Result
Invalid	If there is a clinical issue related to the DA record, the status of that record should be changed to 'Invalid'. For example: • The client received a dose given too soon. • The client will need to return to be vaccinated again. Refer to the product monograph or NACI guidelines for additional details regarding next steps for client re-immunization (provided in the MOH clinical package).	Does not adjust inventory
Invalid SCT and CAR-T	If there is a client who has received SCT or CAR-T, the previous doses received should be reviewed and the status updated to 'Invalid SCT and CAR-T'. For additional details, please refer to the MOH clinical guidance documents.	
Inventory Recalled	If a product lot is recalled, the status of the DA record should be changed to 'Inventory Recalled'. For example, if it was identified that a particular lot has shown to be ineffective, the client will need to return to be vaccinated again. Refer to the product monograph or NACI guidelines for additional details regarding next steps for client re-immunization (provided in the MOH clinical package). The **Detailed Dose Client & Dose Admin** report (available to site super users) can be used to identify clients administered with the recalled inventory.	
Entered in Error	If a DA record is created in error (and that dose was not physically received by the client), the status of that record should be changed to 'Entered in Error'. For example: • If the dose was already administered to the client and logged in COVaxON, so the new DA is a duplicate. This is for historical client records as the system currently prevents duplicate doses. • The client record already existed, but a duplicate client record was created with a new DA record.	1 dose gets added back to the Doses Available Inventory

Dose Status	Scenario for Dose Status Change	Result

	• Vaccinator accidentally recorded the dose administration to the wrong client record instead of the client presently being vaccinated. In this case:
	  • On the **wrong** client – follow the process to change the status of that client to 'Entered in Error'. Then follow the proper dose administration flow when that client receives their dose.
	  • On the **correct** client – search and find the correct client using identifiers such as HCN, date of birth, etc. Enter the dose administration for that client.	

Best Practice

- There are two additional statuses available, 'Wasted' and 'In Progress'. These statuses should **not** be used.
- It is not recommended to make any changes to DA records while the client is in the middle of the dose administration process.
- Only a site super user can update the status of an immunization record.

7. Proof of Vaccination

Description: To generate a receipt for the administered dose please refer to the **06 – Generate Receipt** job aid.

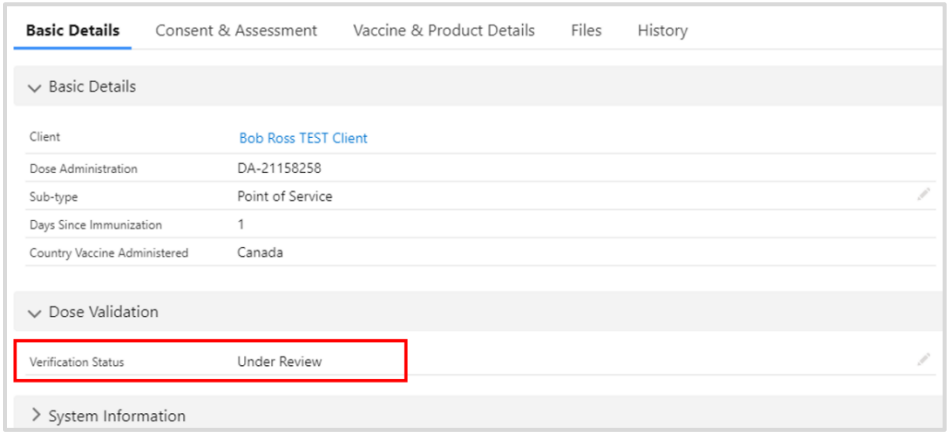
8. Immunization Record Under Investigation

Description: The **Verification Status** field on the immunization record indicates if a record is under investigation on suspicion of vaccine validity. The field is read-only for all user profiles except for a profile granted permission as a 'Fraud Investigator'.

The field contains the following dropdown values:

- **Under Review** – assigned if a DA record is being reviewed under suspicion of fraud
- **Determined Invalid** – assigned is the DA record has been deemed invalid due to the outcome of an investigation
- **Review Completed** – assigned if review is completed and the DA record is not deemed fraudulent

A user with 'Fraud Investigator' permission will have access to edit this field by clicking on the **pencil icon** (which will be visible to a user profile with the 'Fraud Investigator' permission).



Note: The field is displayed on the immunization record for 'Administered' and 'Historical' record types.

Appendix A | Extra Dose Documentation

Description: Based on provincial guidelines, extra doses of the COVID-19 vaccine can be administered to select clients. The term *extra dose* refers to any dose of a COVID-19 vaccine that is administered in addition to the two (2) previous COVID-19 vaccine doses that a client has received. This means that a client has received an extra dose(s) if they receive three (3) more doses of the same COVID-19 vaccine product. They have also received an extra dose(s) if they have received three (3) or more of a combination of COVID-19 vaccines (since certain COVID-19 products have been administered interchangeably).

Note: For **eligibility criteria and Reason for Immunization**, please refer to the MOH website for guidance located here.

Appendix B | Client Record Profiles and Access

User Profile	Create	Read	Review Dose	Edit	Delete
COVax Site Super User	✓	✓	✓	✗	✗
COVax Vaccinator	✓	✓	✗	✗	✗
COVax Site Staff	✗	✓	✗	✗	✗
COVax PCP Vaccinator	✓	✓	✗	✗	✗
COVax Inventory Manager	✗	✗	✗	✗	✗

Appendix C | Offline Document Process

Description: There are 4 situations whereby data cannot be captured in COVax$_{ON}$, and offline word document forms (COVax$_{ON}$ Vaccine Data Entry & Manual Receipt Form) must be used to capture the client's vaccination information:

Situation for Offline Documentation	Resolution
The client does not consent to data collection during check-in. In this case, the client information should be documented outside of COVax$_{ON}$.	The form should be stored following location procedures and the data should not be entered in COVax$_{ON}$.
The COVax$_{ON}$ system goes down (connectivity is lost) during vaccinations taking place.	The forms should be used to enter the data into COVax$_{ON}$ by a user with access when it is available. The data should be entered in COVax$_{ON}$ retroactively within 72-hours of the vaccination date.
A mobile vaccination team conducting vaccinations at a rural/remote location without connectivity.	
A temporary team of staff are conducting vaccinations who are not trained on COVax$_{ON}$ or are not users of COVax$_{ON}$.	

There are various versions of offline data entry forms depending on the product. They are contained within the MOH SharePoint site. There is a dedicated contact per location that has access to the SharePoint and can disseminate the documents.

At end of shift, log out of COVax$_{ON}$ and clear the browser cache. Refer to the **00 – Introduction to COVax$_{ON}$ and User Setup** job aid for detailed steps. Sanitize shared devices in accordance with location protocols.