



# Enrolling in My Turn and Using CAIR Quick Entry

Friday, January 19, 2024  
2:00 PM – 3:00 PM PT



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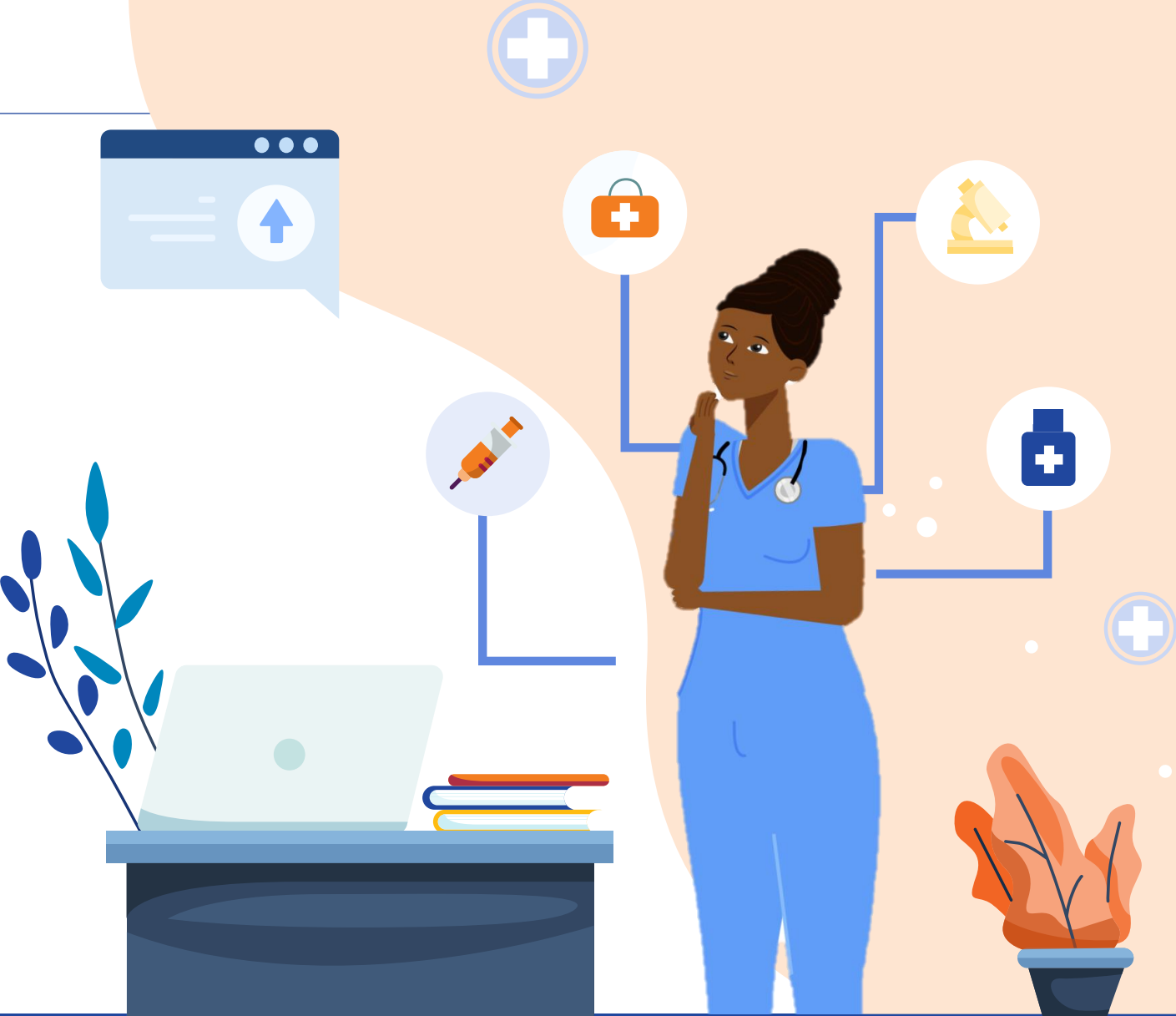
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# What is My Turn?



# What is My Turn?

My Turn is a platform, created in 2021, that 1) connects individuals / patients with tools and resources to receive vaccination and 2) provides Clinic Managers (CMs) and Vaccine Administrators (VAs) the tools to manage vaccination clinics.

Clinic Managers may offer various vaccines for scheduling through My Turn. Patients can book appointments, and upon vaccination, their data will be submitted to IIS.

In short, My Turn has been an all-in-one application for clinic management, dose accountability, reporting, public scheduling, and walk-in registration.



# CAIR Quick Entry and My Turn

- CAIR Quick Entry allows clinicians to report vaccine administration data to IIS. Although a My Turn account is required to use CAIR Quick Entry, you are not required to manage vaccine appointments in My Turn.
- CAIR Quick Entry can be used to report data for all vaccines accepted by CAIR, including flu, mpox, and COVID-19 vaccine.
- If you use My Turn to manage appointment scheduling, vaccine administration data will continue to be reported to IIS using the usual process.

# Enrolling in My Turn





# How to Enroll in My Turn

## Enrolling in My Turn **without** a myCAvax account

1. Visit [mycavax.cdph.ca.gov](https://mycavax.cdph.ca.gov).



2. Select the 'My Turn' tab next to the 'Home' tab to view the 'My Turn' landing page.



3. On the 'My Turn' landing page, select either the 'Enroll your organization' or 'Enroll Now' button. Begin enrolling in My Turn on the 'Step 1 - Create an account' page.

## Enrolling in My Turn **with** a myCAvax account

1. Log in to myCAvax using your usual credentials.



2. Select the 'My Turn Enrollment' tab next to the 'Enrollment' tab to view the Enrollment page.



3. On the Enrollment page, select the 'Enroll Location' button. The page redirects to the 'Step 1 - Required Training' page to begin My Turn enrollment.

# Enrolling in My Turn Without a myCAvax Account

myCAvax  
California Vaccine Administration System

Home My Turn

## My Turn

### California Vaccine Administration System

My Turn is a system that allows providers an all-in-one application for vaccine eligibility, public appointment scheduling, walk-in appointments, dose administration, and reporting for vaccine clinics.

1

Enroll your organization

myCAvax  
California Vaccine Administration System

Home My Turn

## My Turn

### Step 1 - Create an Account

Note: Incomplete applications cannot be saved as a draft, please ensure you have the necessary enrollment information before proceeding.

**After enrolling in My Turn you will have access to:**

- CAIR Quick Entry - vaccine record submission to CAIR2
- Public and private clinic management
- Paperless patient data collection
- Appointment scheduling
- Walk-in patient registration
- Simplified vaccine eligibility

\*Does anyone at your location use My Turn today?

--None--

Back Next



# Requirements to Enroll in My Turn

To enroll in My Turn, you must meet the following requirements:



1. Your location has not used My Turn or CAIR Quick Entry to date.



2. Your job responsibilities must include clinic operations or vaccine coordination for a clinic location.



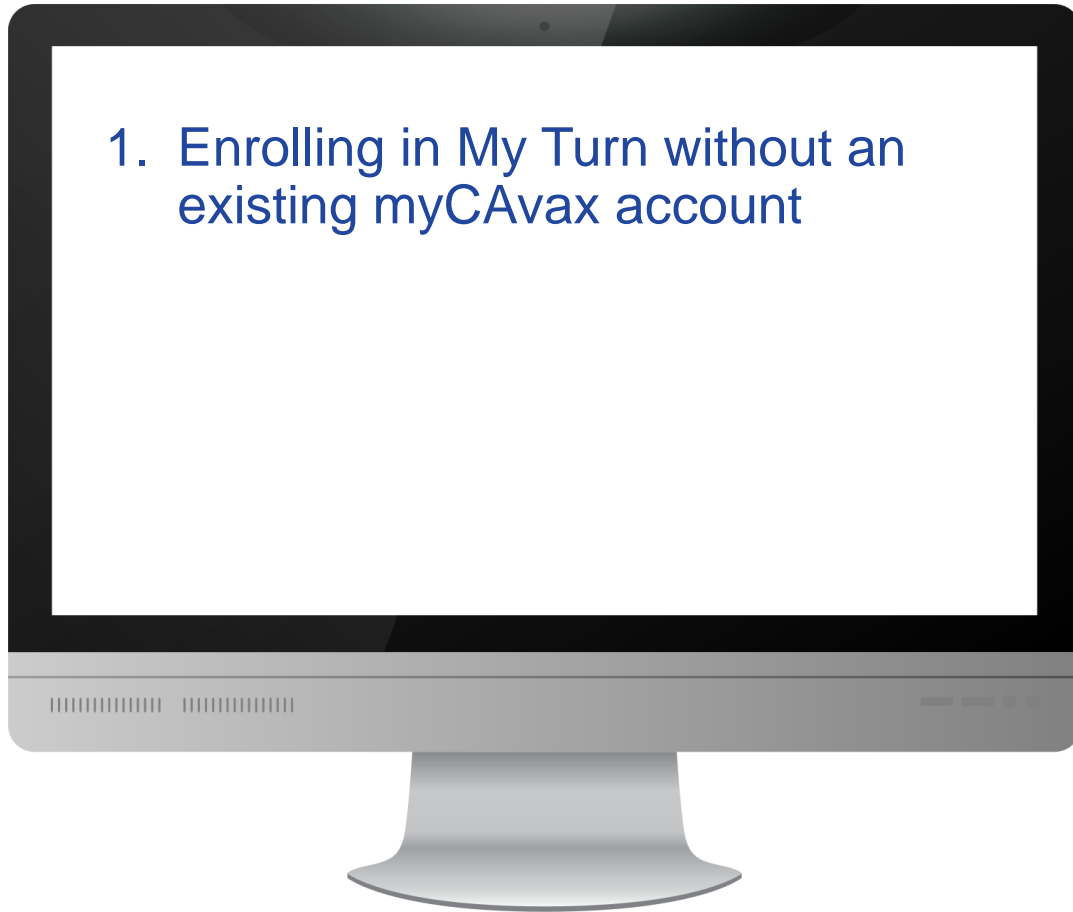
3. Your location must be enrolled in a California Immunization Registry.

# What to Expect After Submitting Enrollment

After enrolling in My Turn:

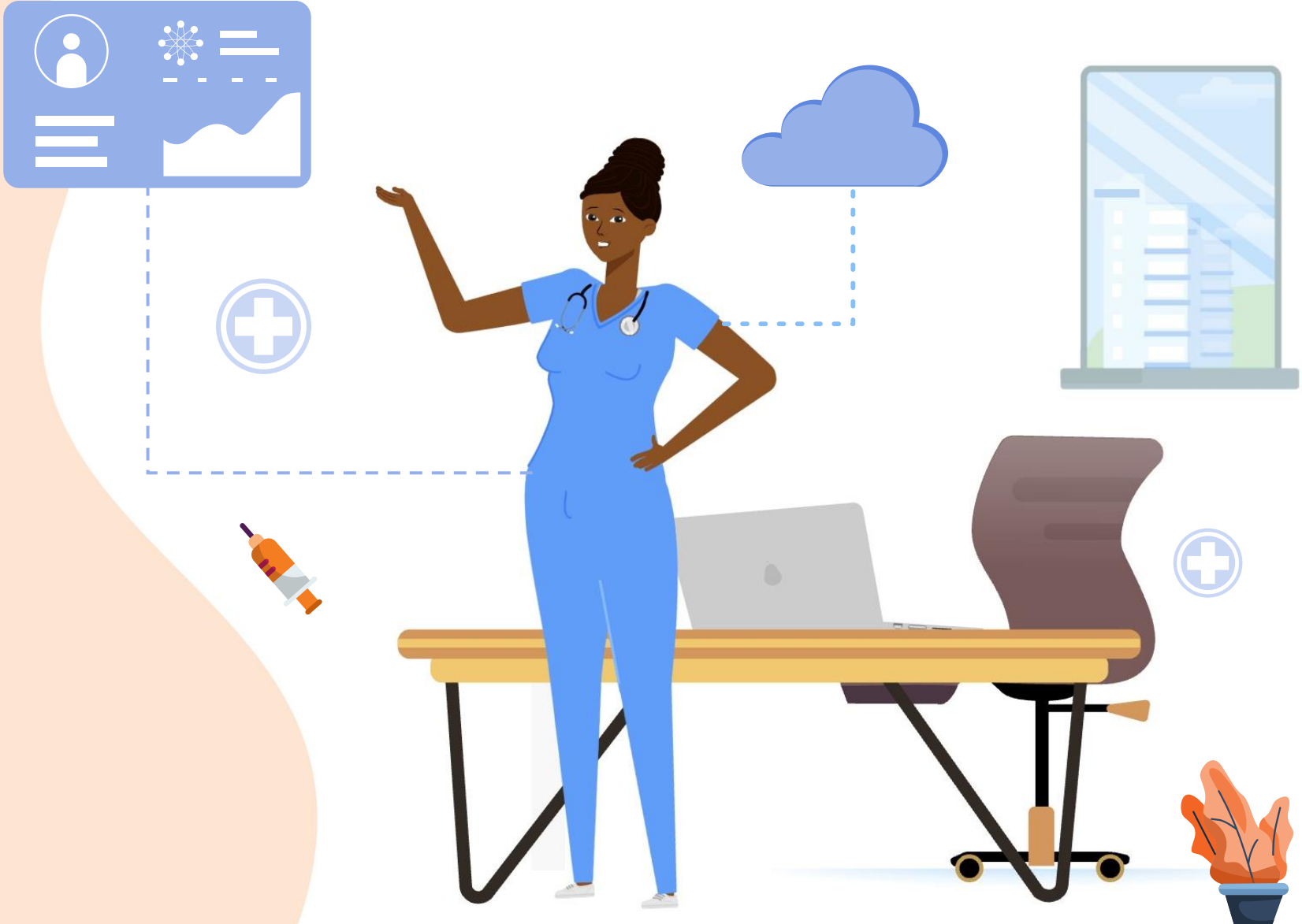
1. You will receive an email communication upon submission.
2. The CDPH Enrollment Team will review and approve your application.
3. Once your application has been approved, you will receive an email confirming the approval.
4. Then, you will receive another email containing your login credentials for the My Turn platform.

1. Enrolling in My Turn without an existing myCAvax account



**Q&A**

# Using CAIR Quick Entry



# Introducing California Immunization Registry (CAIR) Quick Entry

myCAVax  
California Vaccine Management System

Home Clinics Vaccine Inventory Appointments Enrollment IIS Status More

Welcome to My Turn Clinic

Need Help? Please see the Dashboards and Reports job aid and My Turn Interactive Guide.

Appointments by status

- Pending Vaccination - 0
- Cancelled - 0
- Checked-in - 0
- Pending Complete - 0
- Vaccinated - 0
- Appts with Accommodations - 0

Completed appointments by vaccine

- Pfizer (6mos-4yrs) - 0
- Pfizer (5-11) - 0
- Pfizer (12+) - 0
- Moderna (6mos-100yrs) - 0
- Novavax (12+) - 0

Completed pediatric appt (<18 yrs)

- Pfizer (6mos-4yrs) - 0
- Pfizer (5-11) - 0
- Pfizer (12-17) - 0
- Moderna (6mos-17yrs) - 0

More

- Add Walk-In Appointment
- Bulk Walk-In Upload
- Manage Users
- Reports
- Intraday Report
- CAIR Quick Entry
- Upload Records
- View/Edit Records
- Knowledge Center
- Communication
- Coded Clinics

Dec 12, 2023

Select Account

Select Clinic

Since the My Turn Release 46 on **Wednesday, December 20, 2023**, CAIR Quick Entry allows users to submit, view, and edit vaccine administration data for most vaccines to Immunization Information Systems (IIS).

## CAIR Quick Entry View & Edit Records

Records

All

1 items

Search Records

Location Name: [Dropdown]

Clinic Name: [Text]

Status: --All Statuses--

\* Submitted From: Dec 12, 2023

\* Submitted To: Dec 12, 2023

Vaccine Family: [Dropdown]

Manufacturer Name: [Dropdown]

Vaccine: [Dropdown]

DOB: [Text]

Last Name: [Text]

First Name: [Text]

Search Reset

Record ID	Created Date	IIS Status	Location Name	Clinic Name	Vaccine Family	Manufacturer Name	Vaccine	Date Administered	First Name	Last Name	Date of Birth
66	Dec 12, 2023		Sample Locati...	Sample Clinic ...	Hepatitis A	GlaxoSmithKline	Havrix-Adult	Dec 11, 2023	James	Snow	Dec 1, 2005

First Previous Next Last 1-1 of 1

# Vaccines Eligible for CAIR Quick Entry

You can use CAIR Quick Entry to record vaccine administration data for any vaccine already offered by CAIR, including flu vaccine, COVID-19 vaccine, and mpox vaccine.



# Using Inline Submission

Users can inline upload vaccine administration data using CAIR Quick Entry (which may look similar to the existing inline upload process for vaccines in My Turn).

### CAIR Quick Entry Upload Records

**Inline Submission** CSV Submission

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#### Step 1

Location Information

Location Name:  Clinic Name (optional):  IIS / CAIR ID:

> Optional: Pre-Populate Rows with Vaccine Information

---

#### Step 2

Patient information

Row	First name*	Last name*	Date of Birth*	Street Address*	City*	ZIP Code*	State*	Date Administered*	Vaccine Family*
<input type="button" value="trash"/> 1	<input type="text" value="James"/>	<input type="text" value="Snow"/>	<input type="text" value="12/1/20"/> <input type="button" value="calendar"/>	<input type="text" value="761 Angel Dr"/>	<input type="text" value="Monterey"/>	<input type="text" value="9..."/> <input type="button" value="calendar"/>	<input type="text" value="CA"/> <input type="button" value="dropdown"/>	<input type="text" value="12/12/20"/> <input type="button" value="calendar"/>	<input type="text" value="Hepatitis A"/> <input type="button" value="dropdown"/>

# Using CSV\* Submission

### CAIR Quick Entry Upload Records

Inline Submission **CSV Submission**

Upload your records with our CSV upload feature, following the instructions below.

1. Download [CSV template](#).
2. Input required information and export the file as UTF-8 CSV.
3. Choose your file below, then click "upload".

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#### CSV Upload Requests Last 14 Days

0 records • Refreshed at 9:49:14 AM

First < Previous Next > Last

Request ID	Created Time	Submitted by	Status	Uploaded file	Success file	Error file
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First < Previous **Page 1 of 1** Next > Last

In addition to inline submission, users can upload vaccine administration data using CSV submission.

# Viewing / Editing Records

**Edit Record Fields**

**Location Information**

\* Location Name  
TLD Test Location 1

Clinic Name

**Vaccine Information**

\* Vaccine Family  
DENGUE

\* Vaccine  
DENGVAXIA

\* Lot Number  
DN1234

\* Injection Site  
Left Arm

\* Vaccine Administrator First Name  
VA

\* Manufacturer Name  
Sanofi Pasteur Inc.

\* Package Information  
VIAL / 0.5ML / SINGLE-DOSE

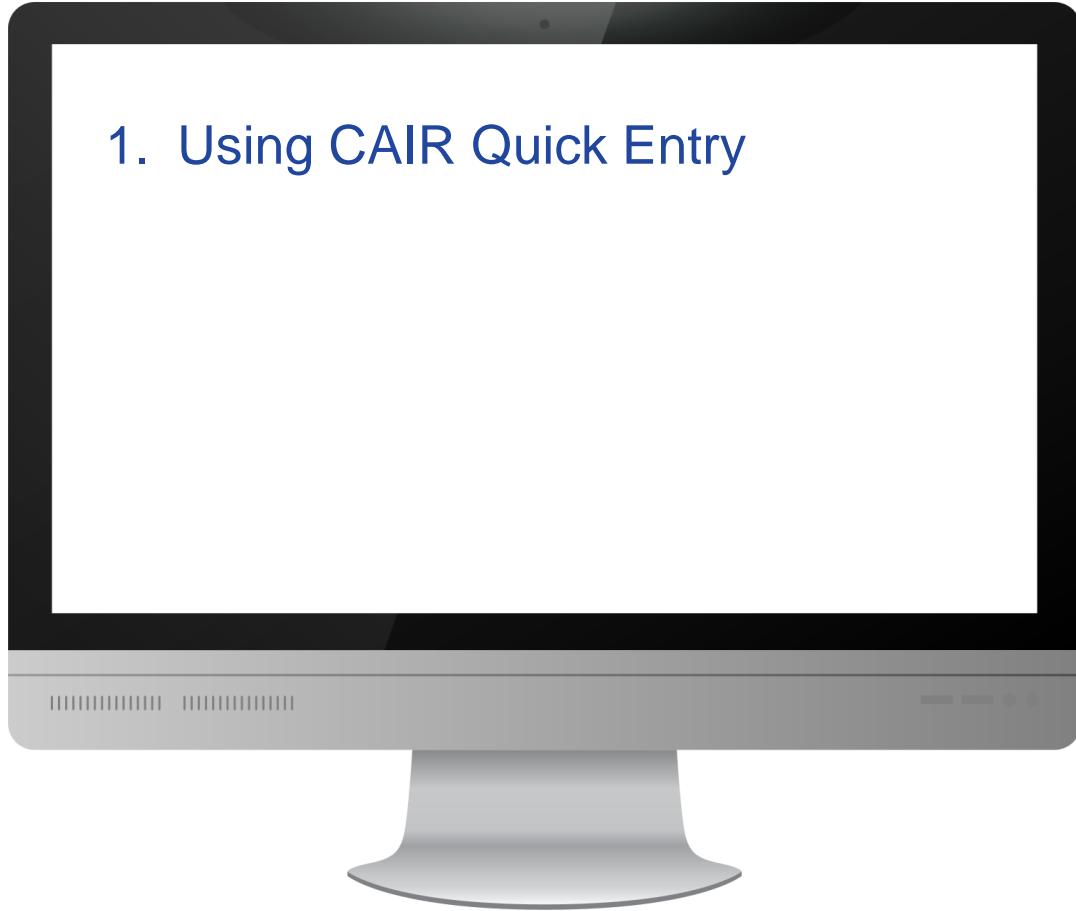
\* Route  
Intramuscular

\* Funding Source  
Private

\* Vaccine Administrator Last Name  
TLD

After submitting a record to IIS, you can edit select data, including Location and Vaccine Information.

1. Using CAIR Quick Entry



**Q&A**

# Finding Additional Support



# Resources for Enrolling in and Using My Turn

## Job Aid Title and Hyperlink

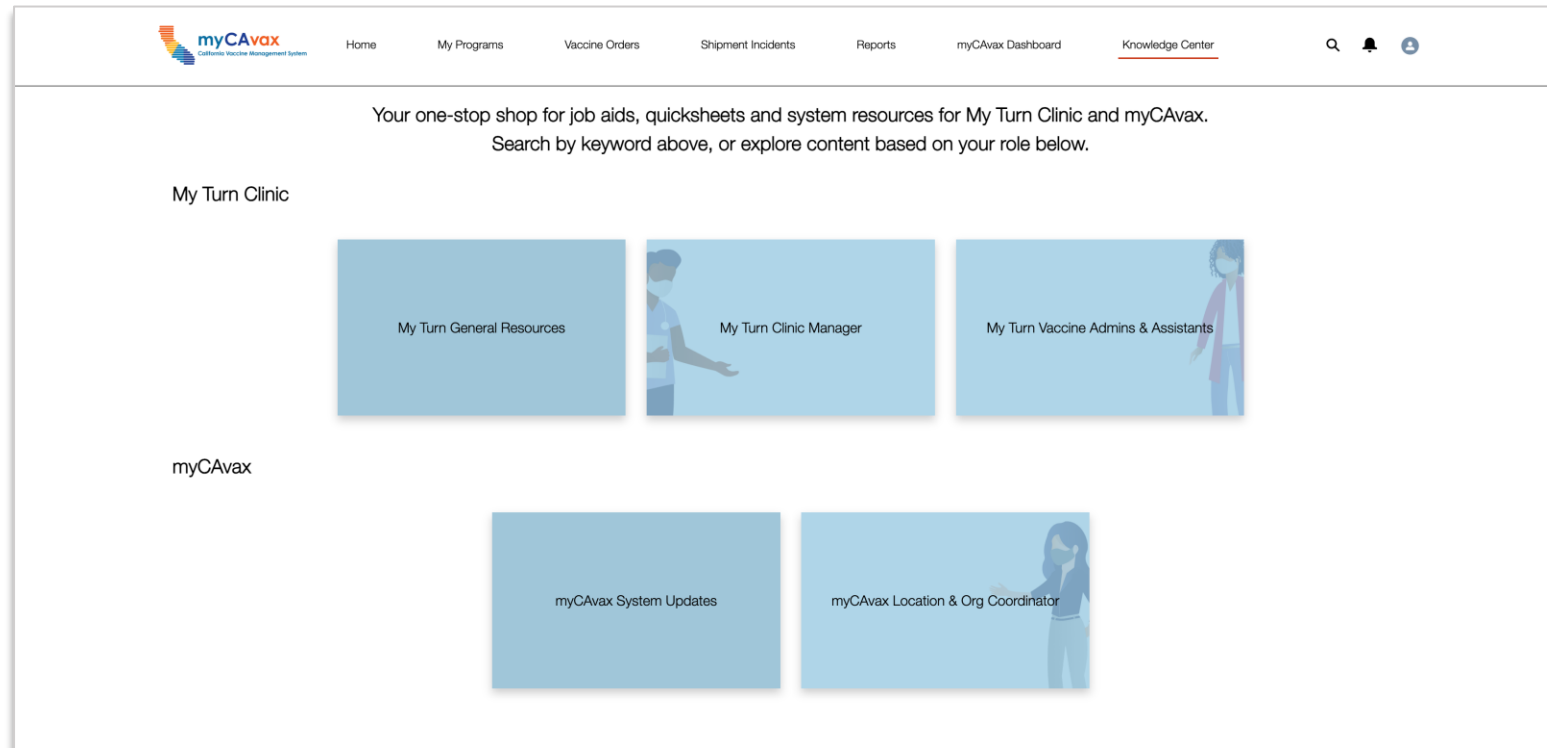
[Enrolling in My Turn Quick Sheet](#)

[My Turn Onboarding Guide](#)



# Finding Support Resources in the Knowledge Center

Support resources are available in the Knowledge Center. Job aids are organized by topic and are updated each release.



# Contacting Support

Contact the My Turn Help Desk at [MyTurn.Clinic.HD@cdph.ca.gov](mailto:MyTurn.Clinic.HD@cdph.ca.gov) or (833) 502-1245 (Monday to Friday, 8 AM PT – 5 PM PT) with any questions related to system use.



**Q&A**