



PROVIDERS PLEASE MAKE SURE TO REPORT TO THE FOLLOWING PAGES

CAIR2: CA Immunization Registry

- Vaccine administration data must be reported in CAIR **within 24 hours** of administering a dose.
- Depending on your office’s preferred method, this can be done either through:
 - Manual entry into CAIR (requires [CAIR training](#)),
 - Your office’s [EMR system](#), or
 - MyTurn (requires [MyTurn onboarding](#))
- CAIR website: <https://cairweb.org/>



Vaccine Finder: CDC Daily Inventory Requirement

- Vaccine doses on hand must be manually reported **weekly by 5pm on Friday** on Vaccine Finder
 - Outdated Vaccine Finder inventory may effect vaccine orders
- Login link: <https://covid.locating.health/login>



myCAvax: California Vaccination program portal (training for how to do the following is located [Here](#))

- Login link: <https://mycavax.cdph.ca.gov/s/login/>
- Place **ALL** vaccine orders through myCAvax
- Report all vaccine wastage and temperature excursions **within 24 hours** of the event, but as soon as possible.
 - Please contact your *management lead* and *vaccine manufacturer*
 - *Label vaccine* in fridge as **do not use** until you receive a response whether the vaccines are still viable
- For out-of-range temperatures, complete [‘Report Temperature Excursion Worksheet’](#)



Vaccine Ordering:

1. Login in to **myCAvax** and choose the Vaccine Order tab
2. Place **all orders by Mondays at 5pm**. Orders should be placed for two weeks worth of vaccine.
3. Ancillary kits will be included in your vaccine orders. If you would like to opt out of ancillary kits for Moderna, Janssen, Adult Pfizer choose the option on myCAvax. For small order Pediatric Pfizer vaccines you may opt out by stating so in the comment section.
 - Contact McKesson or the LACDPH call center with any questions via [✉](#) or call (833) 505-0761

Standard Order vs. Small Order (order sizes may change)

Pfizer Tris Adult (ages 12+) doses	Pediatric Pfizer (ages 5-11) doses	Moderna (ages 18+) doses	J&J (ages 18+) doses
Standard: 300	Standard: multiples of 100	Standard: multiples of 100	Standard: N/A
Small: 30 or greater but less than 300	Small: 30 or greater but less than 100	Small: 50 or greater but less than 100	Small: 25 or greater but less than 100

MyTurn (optional) *This is NOT the same as myCAvax:*

- Patient access to registration product and scheduling and inventory control for clinics
- Login link: integrated with the myCAvax platform for providers



VAERS: Vaccine Adverse Event Reporting System

- Report any adverse event that follows the administration of a vaccine, regardless, if it is known that the vaccine caused the adverse event
- Report at vaccine administration errors on **VAERS** and **VERP** (see below)
- Link to submit reports: <https://vaers.hhs.gov/reportevent.html>



VERP: Vaccine Error Reporting Program

- Report any vaccine administration errors via the Institute for Safe Medication Practices [website](#)



Other Considerations: Storage and Temperature Monitoring

- Check storage unit temperatures **twice daily and record on [Temperature Logs](#)** and review DDL reports every two weeks
- Temperature logs must be posted near each storage unit. It is also recommended to print and post the [Vaccine Product Guide](#)
- **Note:** The Pfizer pediatric vaccine should **ONLY** be stored in an *ultracold freezer* or in the *refrigerator*. The vaccine should not be stored in a standard freezer.
- **Note:** Date printed on the **pediatric** Pfizer vaccine carton/vials is the date of **manufacturing** and **NOT** the expiration date

