

Guide to Manual Entry of New Shots

(For sites not using the CAIR2 Vaccine Inventory feature)

Revised: 05/03/2023

The steps below only describe how to enter **new** shots (i.e., administered doses) given by your site. For information on entering historical immunizations, please refer to the CAIR2 Guide to Adding Historical Immunizations found on the <u>CAIR2 Training Guides Page</u>. For details on using other CAIR2 features (e.g., updating patient information, documenting reactions, running reports, etc.), refer to the CAIR2 Regular User Guide found on the <u>CAIR2 User Guides Page</u>.

Important Note:

When entering vaccines manually into CAIR2, some fields do not automatically populate and/or are not required. A key example is the vaccine's 'Lot Number'. Although not required, it is **highly** recommended that you enter the 'Lot Number' for each dose given. This is a vaccination documentation standard critical for patient care (e.g., in the event of a vaccine recall).

For additional support, the following resources are available:

Local CAIR2 Representatives (LCRs): (go.cdph.ca.gov/cair-lcr)

CAIR2 Help Desk:

Phone: 800-578-7889 Fax: 888-436-8320 Email: <u>CAIRHelpDesk@cdph.ca.gov</u> CAIR Website: (cdph.ca.gov/cair)

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Section 1: Accessing a Patient's CAIR2 History/Recommend Screen

To access a patient's record, you will need to:

- 1. Log into CAIR2: <u>CAIR2 Login screen</u> (cair.cdph.ca.gov).
- 2. Search for your patient and open the patient's record.
- 3. The 'Update Patient' screen will display (see screenshot below). Review the information carefully to ensure you have opened the correct patient's record.
- 4. Then click the **History/Recommend** button to access the patient's 'History/Recommend' screen.

Update Patient							
Personal Informa	ation					Save	
* Last Name	LOU	* Gender	Female	\sim		History/Recommend	
* First Name	LIZA	Medi-Cal ID				Reports	
Middle Name		Birth Order	(for mul	ltiple births)		Cancel	
Suffix	✓	Birth Country	UNITED S	TATES	\sim		
	10/18/2016	Birth State	CA ~				
Mother's Maiden Last	REED	Birth County			\sim		
Mother's First Name	MARY	Medical Record Number					

Note: For more information on these steps, refer to the CAIR2 Regular User Guide found on the <u>CAIR2 Training</u> <u>Guides Page</u>.

Section 2: Entering Routinely Recommended Vaccines

The History/Recommend Screen

On the 'History/Recommend' screen (see screenshot below), you will see the shots the patient has already received in the 'Immunization Record' section.

To manually enter the immunization(s) your site gave a patient, you will first need to:

- Go to the 'Vaccines Recommended by Selected Tracking Schedule' section of the screen (see screenshot below). Note: This section only lists routinely-recommended vaccines. See the <u>Entering</u> <u>Non-Routinely Recommended Vaccines section</u> below for instructions on how to enter non-routinely recommended vaccines (e.g., travel vaccines).
- Check the boxes in the 'Select' column for all the vaccines you are giving. Note: If the vaccine is a combination vaccine (e.g., Pediarix), just choose one of the components (i.e., DTP/aP) on this screen. You will be able to record the 'Trade Name' on the next screen to document all the components of the combination vaccine.
- 3. Once you have checked the vaccines you want to record, click the **Add Selected** button.

In the example below, we selected to record a Flu shot we administered.

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ge: 6 years, 6 Notes (1) <u>v</u> ion History ew Imms tion Record Group Date <u>07/18</u>	Add Hist	{1 c, 7 days <u>odate notes</u> <u>odate notes</u> <u>oda</u>	1 of 3} 04/* Edit Pati	11 MAIN S (3 17/2019 ~ 1 ent Re cine [Trade	T, VALE 23) 222 History eports	2-0045 / of varice	ella (chi Recorc	icken pox) I Print	t Confide	ential Recor	
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tion Record Group Date 07/18	Admin 5/2021	Series 1 of 5	Vac	cine [Trad	e Name						
Group Date 07/18	<u>5/2021</u>	1 of 5				2]	Dose	Owned?	Reacti	ion Hist?	
<u>07/18</u> 07/18	<u>5/2021</u>	1 of 5				»]	Dose	Owned?	Reacti	ion Hist?	
<u>07/18</u> 07/18	<u>5/2021</u>	1 of 5				<u>ال</u>	Dose	Uwned?	React	ion Hist /	
07/1			D IaP, IPV	' HIN HENK			E	Nie			
		1 of 3			-	-	Full	<u>No</u>			
07/14		NOT VALID		/,Hib,HepB /,Hib,HepB	-	-	Full Full	<u>No</u> No			
	6/2021 6/2017	1 of 2		/MR [MMF	-	.LI3 @j	Full	No			
				-	-	LIS ©1					
		-			[
ccine Group		۷	/accine		E	arliest D	ate Re	commend	led Date	Past Due	
COVID-19				9) vacc,	C	04/18/20	17	04/18/2	017	04/18/20	
DTP/aP		DT	aP, NOS		C	08/12/20	21	08/12/2	021	10/15/20	
<u>HepA</u>		He	pA, NOS			Contraindica			licated	ted	
<u>HepB</u>			•		C	08/12/2021 08/12/2021			021	09/15/20	
<u>Hib</u>		Hi	ib, NOS			Maximum Age Exceeded				ded	
<u>influenza-</u> <u>seasnl</u>		F	lu NOS		04/18/2022			2 08/01/2022		05/18/20	
MMR			MMR	MR 01/13/			01/13/2018 10/18/2020		020	10/18/20	
Polio		Po	olio, NOS		C	08/12/20	21	08/12/2	021	10/15/20	
Varicella		V	aricella					Contraind	licated		
	Recommend COVID-19 DTP/aP HepA Hib Hib Influenza- seasnl MMR Polio	CCINE Group COVID-19 DTP/aP HepA HepB Hib Influenza- seasnl MMR Polio	Covid Saradian Covid-19 Saradian DTP/aP ODT HepA Hep Hib He Hib He MMR Polio	Recommended by Selected Tracking Schedccine GroupVaccineCOVID-19SARS-COV-2 (COVID-1 UNSPECIFIEDDTP/aPDTaP, NOSHepAHepA, NOSHepBHepB, NOSHibHib, NOSHibHib, NOSMMRMMRPolioPolio, NOS	Recommended by Selected Tracking Scheduleccine GroupVaccineCOVID-19SARS-COV-2 (COVID-19) vacc, UNSPECIFIEDDTP/aPDTaP, NOSHepAHepA, NOSHepBHepB, NOSHibHib, NOSHibFlu NOSMMRMMRPolioPolio, NOS	Recommended by Selected Tracking Scheduleccine GroupVaccineECOVID-19SARS-COV-2 (COVID-19) vacc, UNSPECIFIEDCDTP/aPDTaP, NOSCHepAHepA, NOSCHibHib, NOSCHibHib, NOSCMMRMMRCPolioPolio, NOSC	Recommended by Selected Tracking Scheduleccine GroupVaccineEarliest DCOVID-19SARS-COV-2 (COVID-19) vacc, UNSPECIFIED04/18/20DTP/aPDTaP, NOS08/12/20HepAHepA, NOS1HepBHepB, NOS08/12/20HibHib, NOS1Influenza- seasniFlu NOS04/18/20MMRMMR01/13/20PolioPolio, NOS08/12/20	Recommended by Selected Tracking Scheduleccine GroupVaccineEarliest DateReCOVID-19SARS-COV-2 (COVID-19) vacc, UNSPECIFIED04/18/2017IDTP/aPDTaP, NOS08/12/2021IHepAHepA, NOS08/12/2021IHibHib, NOS08/12/2021IHibHib, NOS04/18/2022IMMRO1/13/2018IIPolioPolio, NOS08/12/2021I	Recommended by Selected Tracking Scheduleccine GroupVaccineEarliest DateRecommendedCOVID-19SARS-COV-2 (COVID-19) vacc, UNSPECIFIED04/18/201704/18/2017DTP/aPDTaP, NOS08/12/202108/12/2021HepAHepA, NOSContrainedHepBHepB, NOS08/12/202108/12/2021HibHib, NOSVaccine08/12/2021MMRMMR01/13/201810/18/2017PolioPolio, NOS08/12/202108/12/2021	Recommended by Selected Tracking Scheduleccine GroupVaccineEarliest DateRecommended DateCOVID-19SARS-COV-2 (COVID-19) vacc, UNSPECIFIED04/18/201704/18/201704/18/2017DTP/APDTaP, NOS08/12/202108/12/202108/12/2021HepAHepA, NOS08/12/202108/12/2021HepBHepB, NOS08/12/202108/12/2021HibHib, NOSMaximum Age ExceetInfluenza- seasniFlu NOS04/18/2022MMRMMR01/13/201810/18/2020PolioPolio, NOS08/12/202108/12/2021	

The Enter New Immunization Section

On the screen that displays, scroll down to the 'Enter New Immunization' section (see screenshot below):

- 1. Make sure the 'From CAIR Inventory' checkbox is **not** checked. If it is checked, then uncheck it. When you uncheck the box, you will see a pop-up message stating, "Switching inventory types will cause all data fields to reset." Click **OK** on the pop-up message. **Note:** You should only have to uncheck this box the first time you log in; it should automatically remain unchecked afterward.
- 2. The vaccines that you selected to give on the 'History/Recommend' screen will appear in the 'Immunization' field (see Influenza example below).

- 3. For each vaccine you selected to give, select/enter the following information in each field:
 - **Date Administered:** Will default to today's date. Make sure to change the date if the shot was given on a different date.
 - **Trade Name:** Select the 'Trade Name' of the vaccine (e.g., Pediarix). **Note:** If your site receives VFC, State General Fund (SGF), and/or 317 vaccines, you will also see a field called 'Vaccine Eligibility' and must select the patient's eligibility.
 - Lot #: Manually enter the lot number of the vaccine. Note: 'Lot #' is not required, but entering it is highly recommended for documentation purposes and in case of a vaccine recall.
 - Administered By: Select the name of your staff member who administered the vaccine to the patient. Note: This field is not required but recommended as a vaccine documentation standard. You can select this information only if you have requested that the staff who administer vaccines at your site be added to this dropdown in CAIR2.
 - Body Site: Select the anatomical site the vaccine was administered (e.g., Left Deltoid).
 - **Route:** Select the route the vaccine was administered (e.g., Intramuscular). **Note:** This field is not required but recommended as a vaccine documentation standard.
 - **Dose:** Defaults to 'Full' dose (the standard dose based on the patient's age and type of vaccine).You can select a different amount if more or less than the standard dose was given.
- 4. Once you have entered the vaccine information for all the shots you are recording, review all the information before saving and then click the **Save** button at the bottom of the section.

Patient Information									
atient Name (First - MI -	Last)	DOB	Gender	Tracking Schedule	Medical Record Number	CAIR ID			
ZA LOU	Lasi)	10/18/2016	F	ACIP	Number	5998985			
					04.04055	000000			
ldress ome Phone/Cell		111 MAIN ST, VALENCIA, CA 91355							
one			(3	23) 222-0045 /	,				
omments		{1 of 3} 04/1	7/2019 ~ H	History of varic	ella (chicken pox)		*		
urrent Age: 6 years, 6									
Patient Notes (1) <u>viev</u>	<u>v or update notes</u>	1							
-Immunization Record	l l								
Vaccine Group	Date Admin	Series		Vaccine	[Trade Name]	Dose	Owned?	Reaction	Hist
DTP/aP	07/15/2021	1 of 5		DTaP,IPV,Hib	,HepB [VAXELIS ©]	Full	No		
НерВ	07/15/2021	1 of 3		DTaP,IPV,Hib	,HepB [VAXELIS ©]	Full	No		
Hib	<u>07/15/2021</u>	NOT VALIE)	DTaP,IPV,Hib	,HepB [VAXELIS ©]	Full	No		
MMR	<u>12/16/2017</u>	1 of 2		MMF	R [MMR II ©]	Full	<u>No</u>		
Polio	<u>07/15/2021</u>	1 of 4		DTaP,IPV,Hib	,HepB [VAXELIS ©]	Full	<u>No</u>		
- Enter New Immunizat	ion —			-					
From CAIR Inventory	the Address Addre	ministered 04/	25/20:	Or	dering Authority			\checkmark	
Remove li	nmunization		* Trac	de Name		Lot #		Administere	ed By
Influenza-sea	asnl				~ [
* Body Sit	e		\sim	Route					
						(T di			
								Save	Са

5. The patient's 'History/Recommend' screen will then display again, and the shot(s) you recorded will show in the 'Immunization Record' section, and future recommendations will also be updated.

Section 3: Entering Non-Routinely Recommended Vaccines

If the vaccine you are giving is **not** routinely recommended (e.g., a travel vaccine), it will **not** be listed in the 'Vaccines Recommended by Selected Tracking Schedule' section on the patient's 'History/Recommend' screen.

To manually enter non-routine vaccines:

1. Click the Add New Imms button on the patient's 'History/Recommend' screen.

Patient Name (First - MI - Last)	DOB	Gender	Tracking Schedule	Medical Record Number	CAIR ID
LIZA LOU	10/18/2016	F	ACIP		5998985
Address	1	11 MAIN S	T, VALENCIA,	CA 91355	
Home Phone/Cell Phone		(3	23) 222-0045 /		
Comments	{1 of 3} 04/1	7/2019 ~ H	History of varice	ella (chicken pox)	
Current Age: 6 years, 6 months, 7	days				
Patient Notes (1) view or update	<u>e notes</u>				
Immunization History TB Test H	<u>listory</u>				

2. Follow the steps in <u>The Enter New Immunization Section</u> above. **Note:** You can enter up to six immunizations you have given, and you will need to select the vaccine you want to record from the 'Immunization' dropdown menu.

Patient Information									
Patient Name (First - MI - LIZA LOU	· Last)	DOB 10/18/2016	Gender F	Tracking Schedule ACIP	Medical Record Number	CAIR ID 5998985			
Address		11-		T, VALENCIA,	CA 91355				
Home Phone/Cell Phone				23) 222-0045					
Comments		{1 of 3} 04/17	7/2019 ~ H	History of varic	ella (chicken pox)		*		
Current Age: 6 years, 6									
Patient Notes (1) vie	<u>w or update notes</u>								
Immunization Record	d								
Vaccine Group	Date Admin	Series		Vaccine	e [Trade Name]	Dose	Owned?	Reaction	Hist?
DTP/aP	07/15/2021	1 of 5	_	DTaP,IPV,Hib	,HepB [VAXELIS ©]	Full	No		
HepB	07/15/2021	1 of 3		DTaP, IPV, Hib	,HepB [VAXELIS ©]	Full	No		
Hib	<u>07/15/2021</u>	NOT VALID		DTaP,IPV,Hib	,HepB [VAXELIS ©]	Full	No		
MMR	<u>12/16/2017</u>	1 of 2		MMF	r [mmr II ©]	Full	No		
Polio	<u>07/15/2021</u>	1 of 4		DTaP,IPV,Hib	,HepB [VAXELIS ©]	Full	No		
Enter New Immuniza		ministered 04/2	9/20·]	Or	dering Authority			~]	
From CAIR Inventory									
Remove I	mmunization		* Tra	de Name		Lot #		Administere	d By
		~			~				\sim
* Body Si	te		\sim	Route		→ Dos Full	se v		
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