



CAIR2 Manual Entry Guide for Sites Not Using the CAIR2 Vaccine Inventory Feature

Revised: 12/30/2024

This guide describes steps on how to enter **new** immunizations manually into CAIR2 that were given by your organization, without using the CAIR2 Vaccine Inventory feature. If your site manually enters new immunizations into CAIR2 and uses the CAIR2 Vaccine Inventory feature, please refer to the **CAIR2 Regular User Guide** found on the [CAIR2 User Guides Page](#) instead.

For more information on other helpful guides on the [CAIR2 User Guides Page](#), such as how:

- To manage your CAIR2 Vaccine Inventory, refer to the **CAIR2 Inventory User (Power) Guide**.
- To enter historical immunizations, refer to the **CAIR2 Guide to Adding Historical Immunizations**.
- To use other CAIR2 features (e.g., updating patient information, documenting reactions, running reports, etc.), refer to the **CAIR2 Regular User Guide**.

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

For additional support, the following resources are available:

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

CAIR Help Desk:

Phone: 800-578-7889

Email: CAIRHelpDesk@cdph.ca.gov

[CAIR Website](http://cdph.ca.gov/cair): (cdph.ca.gov/cair)

Table of Contents

Section 1: Accessing a Patient's CAIR2 History/Recommend Screen	3
Section 2: Entering Routinely Recommended Vaccines	3
The History/Recommend Screen	3
The Enter New Immunization Section	5
Section 3: Entering Non-Routinely Recommended Vaccines	7

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

To access a patient's record in CAIR2, you will need to:

1. Log into CAIR2: [CAIR2 Login screen](http://cair.cdph.ca.gov) (cair.cdph.ca.gov).
2. Search for the patient and open the patient's record.
3. The 'Update Patient' screen will display. Review the information carefully to ensure you have opened the correct patient's record.

Update Patient		CAIR ID : 5998985		
Personal Information		<input type="button" value="Save"/> <input type="button" value="History/Recommend"/> <input type="button" value="Reports"/> <input type="button" value="Cancel"/>		
* Last Name	<input type="text" value="LOU"/>		* Gender	<input type="text" value="Female"/>
* First Name	<input type="text" value="LIZA"/>		Medi-Cal ID	<input type="text"/>
Middle Name	<input type="text"/>		Birth Order	<input type="text"/> (for multiple births)
Suffix	<input type="text"/>		Birth Country	<input type="text" value="UNITED STATES"/>
* Birth Date	<input type="text" value="10/18/2016"/>		Birth State	<input type="text" value="CA"/>
Mother's Maiden Last	<input type="text" value="REED"/>		Birth County	<input type="text"/>
Mother's First Name	<input type="text" value="MARY"/>		Medical Record Number	<input type="text"/>

4. Click the **History/Recommend** button to access the patient's 'History/Recommend' screen.

Note: For more information on these steps, refer to the **CAIR2 Regular User Guide** found on the [CAIR2 User Guides Page](#).

Section 2: Entering Routinely Recommended Vaccines

The History/Recommend Screen

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

To manually enter the immunization(s) that your site administered to a patient, you need to:

1. Scroll down to the 'Vaccines Recommended by Selected Tracking Schedule' section at the bottom of the screen (see screenshot below). **Note:** This section only lists routinely recommended vaccines. See the [Entering Non-Routinely Recommended Vaccines section](#) below for instructions on how to enter non-routinely recommended vaccines (e.g., travel vaccines).

Patient Information

Patient Name (First - MI - Last) LIZA LOU DOB 10/18/2016 Gender F Tracking Schedule ACIP Medical Record Number 5998985 CAIR ID 5998985

Address 111 MAIN ST, VALENCIA, CA 91355

Home Phone/Cell Phone (323) 222-0045 /

Comments {1 of 2} .. 04/17/2019 ~ History of varicella (chicken pox)

Current Age: 7 years, 11 months, 5 days

Patient Notes (1) [view or update notes](#)

Immunization History **TB Test History**

Add New Imms Add Historical Imms Edit Patient Reports Print Record Print Confidential Record

Immunization Record

Vaccine Group	Date Admin	Series	Vaccine [Trade Name]	Dose	Owned?	Reaction	Hist?	Edit
DTP/aP	11/02/2017	1 of 4	DTP-Hib-HepB [Pentavalent ©]		No		Yes	
	12/16/2017	2 of 4	DTaP-HepB-IPV [Pediarix ©]		No		Yes	
	07/15/2021	3 of 4	DTaP,IPV,Hib,HepB [VAXELIS ©]	Full				
HepA	04/04/2019	1 of 2	HepA-Ped 2 Dose [Havrix-Peds 2 Dose ©]	Full				
HepB	11/02/2017	1 of 3	DTP-Hib-HepB [Pentavalent ©]		No		Yes	
	12/16/2017	2 of 3	DTaP-HepB-IPV [Pediarix ©]		No		Yes	
	07/15/2021	3 of 3	DTaP,IPV,Hib,HepB [VAXELIS ©]	Full				
Hib	11/02/2017	1 of 2	DTP-Hib-HepB [Pentavalent ©]		No		Yes	
	07/15/2021	2 of 2	DTaP,IPV,Hib,HepB [VAXELIS ©]	Full				
MMR	12/16/2016	NOT VALID	MMR [MMR II ©]	Full	No			
Polio	12/16/2017	1 of 3	DTaP-HepB-IPV [Pediarix ©]		No		Yes	
	07/15/2021	2 of 3	DTaP,IPV,Hib,HepB [VAXELIS ©]	Full				

Vaccines Recommended by Selected Tracking Schedule

Select	Vaccine Group	Vaccine	Earliest Date	Recommended Date	Past Due Date
<input type="checkbox"/>	COVID-Seasonal	COVID-Seasonal NOS	10/18/2021	10/18/2021	10/18/2021
	DTP/aP	DTaP, NOS	Maximum Age Exceeded		
<input type="checkbox"/>	HepA	HepA, NOS	10/04/2019	10/04/2019	05/04/2020
	HepB	HepB, NOS	Complete		
	Hib	Hib, NOS	Complete		
<input checked="" type="checkbox"/>	Influenza-seasnl	Flu NOS	04/18/2024	08/01/2024	05/18/2025
<input type="checkbox"/>	MMR	MMR	10/18/2017	10/18/2017	02/18/2018
<input type="checkbox"/>	Polio	Polio, NOS	01/15/2022	01/15/2022	10/18/2022
<input type="checkbox"/>	Td/Tdap	Tdap	10/18/2023	10/18/2023	10/18/2023
	Varicella	Varicella	Contraindicated		

Add Selected

- Click on the checkbox(es) in the 'Select' column for all the vaccines you administered to the patient. **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 other components of the combination vaccine.
- Once you have clicked the checkbox(es) for the vaccine(s), click the **Add Selected** button to enter the details of the vaccine(s).

The Enter New Immunization Section

On the next screen, scroll down to the 'Enter New Immunization' section and note the following:

- If your site does not have any inventory in CAIR2, the 'From CAIR Inventory' checkbox will be greyed out, and the vaccines you selected on the 'History/Recommend' screen will appear in the 'Immunization' field.

- If your site managed inventory in CAIR2 in the past, and this box is checked off, you will need to uncheck it. When you uncheck the box, you will see the pop-up message below. Click the **OK** button. You only have to uncheck this box the first time you log in, and after that, it will remain unchecked unless you click on the checkbox again.

To enter the vaccine information:

- For each vaccine you selected, enter/choose from the dropdown the following information for each field:

Note: Fields with asterisk (*) are required fields.

- Date Administered:** This will default to today's date. If the vaccine was given on a different date, make sure to change to the date it was administered.
- Ordering Authority:** This field is optional and can be used to document which staff member at your site ordered (authorized) that the shot be given to the patient. The dropdown will only include staff names if your site uses this field and a manager/supervisor has submitted the names of the staff members to be listed here via a CAIR2 Account Update request.
- Immunization:** The vaccine(s) that you selected on the previous screen will automatically appear here.
- Vaccine Eligibility:** Select the 'Vaccine Eligibility' type. Contact your LCR for assistance if you:
 - Only see the option for Private, but your clinic also provides VFC, SGF, and/or 317 vaccines.
 - Need to indicate vaccine eligibility for your patients, but this field is not displayed.


- **Funding Source:** The 'Funding Source' will autofill based on the 'Vaccine Eligibility' selected, except for 'Private' vaccines, where you will need to choose the funding source from the dropdown.
Note: The 'Funding Source' field will not display if the 'Vaccine Eligibility' is not showing. If you need to enter this information for your patients, contact your LCR for assistance.
 - **Trade Name:** Select the 'Trade Name' of the vaccine (e.g., Pediarix).
 - **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 the staff member who administered the vaccine to the patient. If the staff member's name is not shown, have your supervisor submit an Account Update request to add the Shotgiver name and title.
 - **Body Site:** Select the anatomical site where the vaccine was administered (e.g., Left Deltoid).
 - **Route:** Select the route the vaccine was administered (e.g., Intramuscular). For certain vaccines, this field may auto-populate with the most commonly used route. **Note:** This field is not required but is recommended as a vaccine documentation standard.
 - **Dose:** This 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.
2. Once you have entered the vaccine information for all the vaccine(s) for the patient, review all the information.

Enter New Immunization

From CAIR Inventory * Date Administered 09/23/20 Ordering Authority

Remove	Immunization	* Vaccine Eligibility	* Funding Source	* Trade Name	Lot #
<input type="checkbox"/>	Influenza-seasn1	V02 - VFC Eligible Medi-Cal/C	VXC51 - Vaccine stock used w	Fluzone Quad MDV	H56P89

* Administered By Amanda Smith,LVN * Body Site LEFT DELTOID Route INTRAMUSCULAR Dose Full

 Save Cancel

Note: Towards the bottom of the screen, there's a 'VIS Dates for New Immunizations' section. For each vaccine that you enter, VIS dates will auto-populate and default to the most recent VIS date based on the date when the vaccine was administered. If you provided the patient/parent with an earlier version of the VIS, you are responsible for updating the date in CAIR2. Edits can only be made after you save the information and use the 'Edit' option to make changes.

VIS Dates for New Immunizations		
Fluzone Quad MDV		
Fluzone Quad MDV	Influenza-seasn1	08/06/2021

3. Click the **Save** button at the bottom of the section.
4. The patient's 'History/Recommend' screen will display again, and the vaccination(s) you entered will now show in the patient's 'Immunization Record' section. The 'Vaccines Recommended by Selected Tracking Schedule' section will also be updated.

Section 3: Entering Non-Routinely Recommended Vaccines

If you need to enter a vaccine into a patient’s record that 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 into a patient’s record, follow these steps:

1. Click the **Add New Imms** button on the patient’s ‘History/Recommend’ screen.

Patient Information

Patient Name (First - MI - Last)	DOB	Gender	Tracking Schedule	Medical Record Number	CAIR ID
LIZA LOU	10/18/2016	F	ACIP		5998985

Address: 111 MAIN ST, VALENCIA, CA 91355
Home Phone/Cell Phone: (323) 222-0045 /

Comments: {1 of 2} .. 04/17/2019 ~ History of varicella (chicken pox)

Current Age: 7 years, 11 months, 5 days
Patient Notes (1) [view or update notes](#)

[Immunization History](#) [TB Test History](#)

Add New Imms Add Historical Imms Edit Patient Reports Print Record Print Confidential Record

2. Follow the steps in [The Enter New Immunization section](#) above. **Note:** You will be required to select the vaccine(s) you want to record from the ‘Immunization’ dropdown menu, and you can enter up to six immunizations at a time.

Enter New Immunization

From CAIR Inventory * Date Administered 09/23/20 Ordering Authority

Remove	Immunization	* Vaccine Eligibility	* Funding Source	* Trade Name	Lot #
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input checked="" type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input checked="" type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

* Administered By * Body Site Route Dose