

Reporting Inventory to Vaccine Finder



California
COVID-19
Vaccination Program

All COVID-19 vaccination providers must report COVID-19 vaccine inventory daily into VaccineFinder. The organization identified during enrollment may choose to report inventory for all affiliated provider locations. Or the organization may choose to push reporting responsibility down to the provider locations. Inventory will be reported directly to Vaccinefinder's COVID Health provider portal.

Program Requirements

Organization must report the number of doses of COVID-19 vaccine and adjuvants that were unused, spoiled, expired, or wasted as required by the relevant jurisdiction.

What is VaccineFinder?

The VaccineFinder platform helps the public find providers who offer select vaccines in communities across the United States. All information on Vaccine Finder is updated by participating vaccine providers. Initially providers will report their inventory to the platform. Once there is enough supply, providers may choose to make their location visible on VaccineFinder.

VaccineFinder's Role in the COVID-19 Response

- Inventory reporting: providers must report on-hand COVID-19 vaccine inventory each day
- Increase access to COVID-19 vaccines: providers may choose to make their location visible on VaccineFinder once there is enough supply

Reporting Options

- Upload a spreadsheet with inventory quantities
- Manually enter inventory quantities in VaccineFinder

When Inventory Is Reported to CDC

- Most recent inventory file will be reported to VaccineFinder at 5 am EST
- Files reported after 5 am will be reported the following day

Resources

- [VaccineFinder Fact Sheet](#)
- [VaccineFinder Provider Information](#)
- [VaccineFinder training video](#)
- [COVID-19 Vaccination Provider Data and Reporting Support](#)

Instructions for Initial Onboarding to VaccineFinder

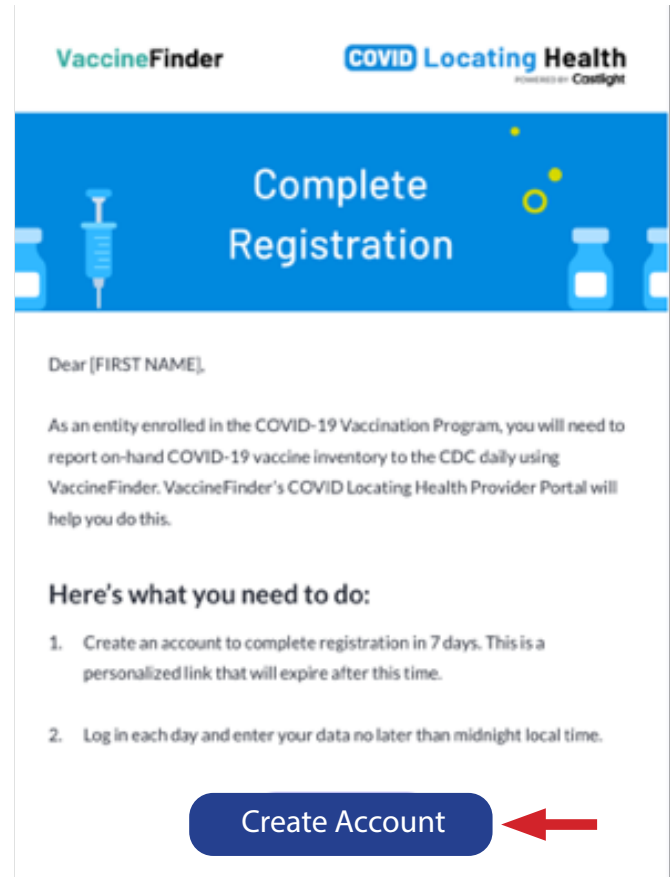
The organization identified during enrollment will automatically receive an invitation to register with VaccineFinder. Follow these instructions to complete initial onboarding to VaccineFinder.

Use Google Chrome or Safari browser when accessing the COVID Locating Health portal.

1. Retrieve your email from vaccinefinder@auth.castlighthealth.com and click **Create Account** to complete your registration.

The invitation will be sent to the primary organization's email address submitted during enrollment. **Link will be active for about 7 days.**

Can't find your invitation email? Check the Spam and Junk folders for the organization's email, or email vaccinefinder@auth.castlighthealth.com if you haven't received an email.



2. Sign in with your email and password.

This is a screenshot of the 'Sign In' form on the VaccineFinder portal. It has a title 'Sign In' at the top. Below it are two input fields: 'Username' with the text 'qa_ui_org_partially_active@castlighthealth.com' and 'Password' with masked characters. A blue 'Sign In' button is below the password field. There is a link for 'Forgot password?' and a footer that says 'Don't have a login? Email Support at vaccinefinder@castlighthealth.com'.

3. **Select vaccine** you'll be administering from the dropdown menu and click **Add**. Repeat for additional vaccines. Selections appear under Vaccines Added. Click the **X** to remove vaccines.

This is a screenshot of the 'Provider Setup' form. The title is 'Provider Setup'. The question is 'Which COVID-19 vaccines will you be administering?'. Below this is a dropdown menu titled 'Select vaccine' with three options: 'Sample COVID-19 Vaccine 100mcg 0.5mL dose', 'Sample COVID-19 Vaccine 200mcg 0.6mL dose', and 'Sample COVID-19 Vaccine 300mcg 0.7mL dose'. The second option is highlighted, and a red arrow points to it from the right. Below the dropdown is a blue 'Add' button with a red arrow pointing to it from the right. At the bottom, there is a section titled 'VACCINES ADDED' which contains a list item: 'Sample COVID-19 Vaccine 200mcg 0.6mL dose' with a blue 'X' icon to its right.

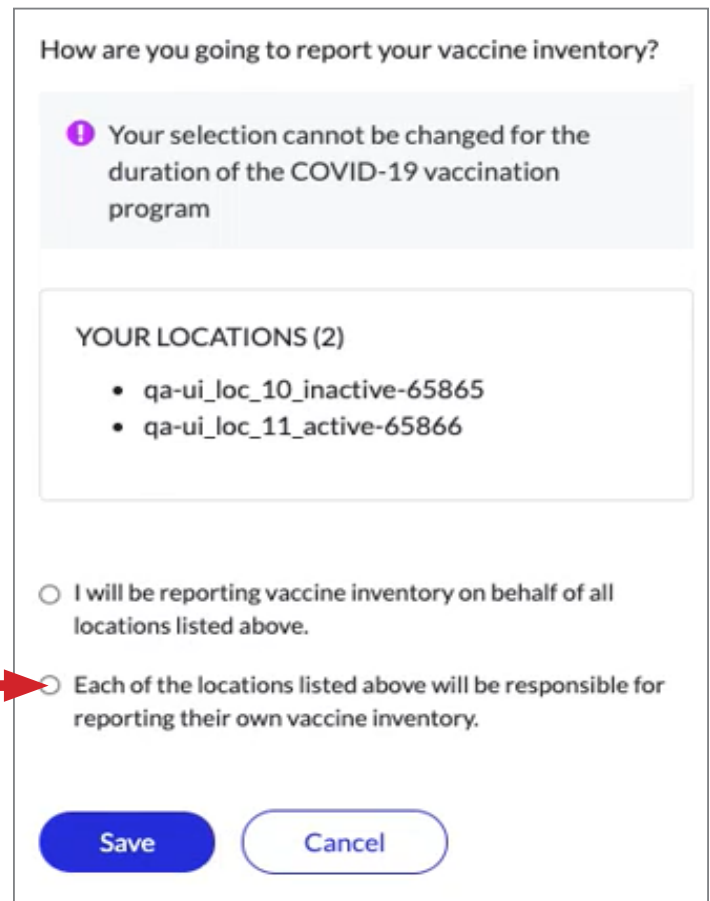
- Click to indicate how your organization will be reporting inventory and click Save.

All affiliated locations submitted during provider enrollment are listed as Your Locations.

IMPORTANT: This option can't be changed for the duration of the COVID-19 Vaccination Program.

First option: The organization will report daily inventory for all affiliated provider locations.

Second option: The organization has the ability to push reporting responsibility down to the affiliated locations submitted during provider enrollment. A registration email will be sent to the vaccine coordinators identified for each location. Each location must go through this onboarding process and report inventory daily for their location.



How are you going to report your vaccine inventory?

i Your selection cannot be changed for the duration of the COVID-19 vaccination program

YOUR LOCATIONS (2)

- qa-ui_loc_10_inactive-65865
- qa-ui_loc_11_active-65866

☐ I will be reporting vaccine inventory on behalf of all locations listed above.

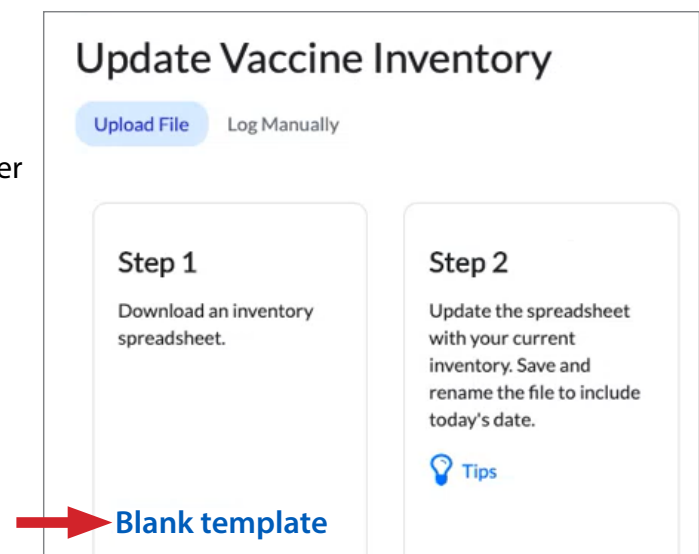
☒ Each of the locations listed above will be responsible for reporting their own vaccine inventory.

Save **Cancel**

Instructions for Reporting Inventory Using Upload File

Follow these instructions to report daily inventory to Vaccine Finder by uploading a spreadsheet. Use Google Chrome or Safari browser when accessing the COVID Locating Health portal.

- Click **Blank template** to open a spreadsheet. Spreadsheet will appear in lower left-hand corner of your browser.
It will be prefilled with your organization and provider location details.



Update Vaccine Inventory

Upload File **Log Manually**

Step 1
Download an inventory spreadsheet.

Step 2
Update the spreadsheet with your current inventory. Save and rename the file to include today's date.

Tips

Blank template

- Open the spreadsheet. In this example, the organization has two affiliated provider locations each administering three vaccines. Three rows appear for each location so that inventory can be reported by vaccine.

Organization Name	Provider Location Name	Provider ID	Address	Medication	NDC	Medication	Quantity
Wellness Hospital	Clinic 1	abcd1234	123 South Lane	V	1000-0	COVID 1	Enter Quantity
Wellness Hospital	Clinic 1	abcd1234	123 South Lane	V	2000-0	COVID 2	Enter Quantity
Wellness Hospital	Clinic 1	abcd1234	123 South Lane	V	3000-0	COVID 3	Enter Quantity
Wellness Hospital	Clinic 2	jklm56789	456 North Lane	V	1000-0	COVID 1	Enter Quantity
Wellness Hospital	Clinic 2	jklm56789	456 North Lane	V	2000-0	COVID 2	Enter Quantity
Wellness Hospital	Clinic 2	jklm56789	456 North Lane	V	3000-0	COVID 3	Enter Quantity

- Enter the vaccine **Quantity** for each vaccine and provider location

Medication	Quantity
COVID 1	100
COVID 2	300
COVID 3	50
COVID 1	975
COVID 2	1000
COVID 3	1300

- Save with filename that includes your **Organization Name** (first column in your spreadsheet) and **current date**. Store the file on your desktop or organize in folders.

Save As: WellnessHospital_2020-12-15

Tags:

Where: Downloads

File Format: Comma Separated Values (.csv)

Options...

- Click **Tips** under Step 2 for additional guidance: You may enter these values in the **Quantity** column of your spreadsheet:

- UNKNOWN** if quantity is unknown
- REMOVE** to remove that row from your spreadsheet the next time you report if no longer stocking a vaccine
- 0** to report no doses left.

Update Vaccine Inventory

[Upload File](#) [Log Manually](#)

Step 1

Download an inventory spreadsheet.

Step 2

Update the spreadsheet with your current inventory. Save and rename the file to include today's date.

[Tips](#)

6. Drag/drop or browse to **Upload** today's spreadsheet.

If upload fails due to errors, edit and save your spreadsheet then **Try again** to upload the corrected file.


Step 3

Drag & drop today's spreadsheet here. Or browse to upload your file.

[Browse](#)

ORG_ui_org_partially_active_2020-11-16.csv

Upload



Upload failed. [Try again](#) [Contact Support](#)

[Row number 7. Quantity r is not supported.]

Upload


Common issues: Incorrect column headers, columns in wrong order, or on-hand quantity not entered as zero or positive number.


7. Look for confirmation your inventory was successfully uploaded.

- **Success message:** Your most recent inventory file will be reported to VaccineFinder at 5 am EST. Files reported after 5 am will be reported the following day.

Step 2

Update the spreadsheet with your current inventory. Save and rename the file to include today's date.

 [Tips](#)

Success! 

Uploaded
ORG_ui_org_partially_active_2020-11-16.csv

Your most recent inventory file will be reported to VaccineFinder at 5am Eastern daily. Files uploaded after that time will be reported the following day.

Want to upload a new file? [Browse again](#)

Questions? Click **Need Help** at the bottom of the page to email the VaccineFinder help desk.

Instructions for Reporting Inventory Through Manual Edits

Follow these instructions to report daily inventory to Vaccine Finder manually. Use Google Chrome or Safari browser when accessing the COVID Locating Health portal.

1. Click **Log Manually**.
2. Click **Edit** to report vaccine doses by location.

Update Vaccine Inventory

[Upload File](#) **Log Manually**

Step 1

Step 2

qa-ui_loc_10_inactive-65865

ADDRESS_599113 City QA

VACCINES	DOSES	Edit
Sample COVID-19 Vaccine 100mcg 0.5mL dose 10000-000-01	100	

3. Type the current inventory for each vaccine for that location and click **Done**.


VACCINES	PAST DOSES	NEW DOSES	Done
Sample COVID-19 Vaccine 100mcg 0.5mL dose 10000-000-01	100 →	<input type="text" value="80"/>	

4. Repeat for each provider location and click Submit Inventory.

Sample COVID-19 Vaccine 200mcg 0.6mL dose 20000-000-02	298
Sample COVID-19 Vaccine 300mcg 0.7mL dose 30000-000-03	567

Submit Inventory

5. Look for confirmation your inventory was successfully reported.



Success!

Your most recent inventory file will be reported to VaccineFinder at 5am Eastern daily.

OK

Guidance for Existing VaccineFinder Accounts:

Q: What if I already report data for routine vaccines via my existing Locating Health account? Can I just use that account?

A: All COVID-19 vaccination providers will need to create a new account in the COVID Locating Health Provider Portal specifically for COVID-19 vaccine information.

There will initially be two Locating Health Provider Portals (plans are in place to integrate these provider portals into one platform in the coming months):

- **Locating Health Provider Portal** for reporting seasonal and routine vaccine availability
- **COVID Locating Health Provider Portal** for required daily reporting of on-hand COVID-19 vaccine inventory quantities

If you are reporting manually:

- Organizations will continue to access the existing Locating Health Provider Portal to update availability of influenza and other routine vaccines and medications.
- Organizations will log into the new COVID Locating Health Provider Portal to submit daily COVID-19 vaccine inventory reports for each participating provider location (online form or batch upload).

If you are using automated reporting:

- Organizations will continue to send data files to VaccineFinder to update availability of influenza vaccines and routine adult and child vaccines and medications at their provider locations.
- For COVID-19 reporting, organizations will add COVID-19 vaccination providers and COVID-19 vaccine quantities to their existing data file and send to VaccineFinder via the usual process.