COVID-19 Vaccine Distribution Tracking System (VDTS) Policy and User Guide

Updated: May 24, 2023

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• Quantity on Hand (QOH) Adjustment

Introduction

Timely and accurate tracking of COVID-19 vaccine products is of critical importance for the Ministry of Health to oversee and monitor COVID-19 vaccine inventory.

Purpose

This policy and user guide will provide community pharmacists with a consistent approach to the tracking and documentation of vaccine inventory utilizing the COVID-19 Vaccine Distribution Tracking System (VDTS).

Background:

The Ministry of Health and all organizations involved in the distribution and administration of COVID-19 vaccination have a responsibility to ensure that the vaccine is accounted for from delivery to administration. In order to ensure appropriate accountability and responsibility for COVID-19 vaccine is maintained, a rapid entry tool to capture vaccine inventory on a daily basis was developed. COVID-19 vaccines, in many cases, will be shipped directly from the manufacturer to a vaccine hub. From the hub, the vaccine will be redistributed to smaller clinics or to other centres throughout the province.

The COVID-19 VDTS is an easy-to-use application to track COVID-19 vaccine shipping, distribution and utilization. It is a standalone system and <u>does not</u> interact with the provincial vaccine inventory repository (Panorama).

Policy

Beginning October 1, 2022, the VDTS will be used by all community pharmacies that receive COVID-19 vaccines.

Those who have been identified by their organization to enter information in the VDTS, will need to complete a request form to the Drug Plan and Extended Benefits Branch for approval. See *Process for Provisioning Access to the Vaccine Distribution Tracking System* work standard.

Every user is expected to complete the training before entering data into the system.

As an approved user, you:

- Understand the need to respect the right of organizations to determine when, how and to what extent their information is communicated to others;
- > Agree to limit the collection, use, and disclosure of information to authorized purposes; and
- Agree not to access information from the system that that is not required for employment-related purposes.

Random audits of each user's access history may be performed. Inappropriate access to information outside of the user's organization may result in suspension of the user's account and access to the system.

All pharmacies that store COVID-19 vaccine for Saskatchewan require access to the VDTS system.

UPDATES:

September 22, 2023

 Moderna Spikevax XBB.1.5 (0.1mg/ml; Royal Blue Cap/Coral Blue Label) vaccine supply must be tracked in VDTS based on 5 doses per vial. To reflect half doses when administering 0.25 ml (25 mcg) doses to those age 6 to 11 years, round down to the nearest full dose (e.g. if 3.5 doses are remaining, round down to 3 doses).

<u>May 24, 2023</u>

• Moderna Spikevax Bivalent BA.4/5 (**0.1mg/ml**; **Royal Blue Cap/Grey Label**) vaccine supply **must be tracked in VDTS based on 5 doses per vial**. To reflect half doses when administering 0.25 ml (25 mcg) doses to those age 6 to 11 years, round down to the nearest full dose (e.g. if 3.5 doses are remaining, round down to 3 doses).

October 1, 2022

- Only community pharmacies will utilize VDTS for COVID-19 vaccine inventory tracking.
- VDTS inventory must be kept up-to-date on a weekly basis by completing 'Quantity Utilized' and 'Quantity on Hand (QoH) Adjustment' data entry noon every Tuesday.
- Vaccine data entry must occur at time of receipt of vaccine using the 'Receive Product' function.
- Separate tracking processes have been established for tracking COVID-19 vaccine inventory for Saskatchewan Health Authority, Athabasca Health Authority, Indigenous Services Canada, Norther Inter-Tribal Health Authority and pharmacy wholesalers. See the *COVID-19 Vaccine Inventory Tracking and Reporting* work standard on the COVID-19 Immunization Manual website: https://www.ehealthsask.ca/services/Manuals/Pages/COVID-19.

<u>July 20, 2022</u>

• Moderna Spikevax monovalent (**0.1 mg/ml**; **Blue Cap/Purple Label**) vaccine supply used for the age 6 months to 5 years population **must be tracked in VDTS based on 10 doses per vial**.

<u>May 10, 2022</u>

ALL sites (regardless of Panorama use):

• VDTS inventory must be kept up-to-date by completing 'Quantity Utilized' and 'Quantity on Hand (QoH) Adjustment' data entry by midnight each day.

For sites that do not order COVID-19 in Panorama:

• Vaccine data entry must occur at time of receipt of vaccine and distribution of vaccine (i.e. 'Receive Product' and 'Send Product').

For sites that order COVID-19 vaccine in Panorama:

- Track receipt and distribution of vaccine through the Panorama Inventory Module. VDTS 'Receive Product' and 'Send Product' completion is not required.
- VDTS inventory updates must be completed using QoH adjustment when vaccine is received/distributed.

For pharmacy wholesaler distribution centres:

- Track receipt and distribution of vaccine through local inventory system. VDTS 'Receive Product' and 'Send Product' completion is not required.
- VDTS inventory updates **must** be completed using QoH adjustment when vaccine is received/distributed.

Vaccine <u>administration</u> must be documented in the Panorama immunization module for each client. For community pharmacists, vaccine administration is submitted via claims data from the Drug Plan and Extended Benefits Branch (DPEBB) and for most long-term care facilities this information is submitted to Panorama through Convergence.

Functions

The VDTS functions include:

1. Find a Service Delivery Location

- 2. Receive Product
- 3. Send Product
- 4. Update Quantity Utilized
- 5. Update Quantity Quantity on Hand (QoH) Adjustment

Definitions:

- 1. Service Delivery Location the site that manages inventory in the VDTS.
- 2. *Receive Product* vaccine that is received at a site.
- 3. *Send Product* used when vaccine is redistributed to another site.
- 4. **Quantity Utilized** the number of doses taken out of the inventory. This is the number of doses that is expected to be used from each vial.
- 5. Quantity QoH Adjustment method of reconciling the dose counts in the VDTS with the actual number of doses in the freezer/refrigerator. This adjustment requires a manual count of product on hand weekly by noon every Tuesday. If there are more doses in the freezer/fridge than in the VDTS, doses are added into the system. If there are less doses in the freezer/fridge than in the VDTS, doses are subtracted from the system.

Best Practice Reminders

- 1. Remember to only have <u>one window</u> of the COVID-19 VDTS open at a time. Your user account should not be logged into multiple windows. Having multiple windows open while updating records could result in errors, such as inadvertently updating the wrong record.
- 2. Please be careful when entering data, as duplicate records can cause downstream work and poor data quality.
- 3. Required data fields are marked with an asterisk. You cannot continue until you have entered this data. Complete data entry is preferred so add in all the information you have.
- 4. Ensure the number of doses received is entered correctly, as errors could be made if the number of vials is entered instead of doses.

Browsers

All modern browsers are supported; however, at this time Internet Explorer is not recommended.

Saskatchewan 💋	Name of Activity: Process for Provisioning Access to the Vaccine Distribution Tracking System				
	Role Performing Activity: Community Pharmacists & Designated Pharmacy Staff, Drug Plan and Extended Benefits Branch VDTS approvers				
Mork	Location: Community Pharmacies Department: Population Health Branch				
Standard	Document Owner: Ministry of Health			Work Standard originated: MoH	
	Date Prepared: April 9, 2021	Last Revision: October 1, 2022	Date A April :	Approved: 15, 2021	

Summary: Users of the Vaccine Distribution Tracking System (VDTS) must be approved by their organization to have access to enter data into the system.

Task Sequence	Task Definition					
1.	Each organization that will utilize VDTS will identify users to enter information in VDTS .					
2.	Each organization will have approvers who will provide instructions to the users regarding how the user will gain access to the system (see #3 for process).					
3.	The following information is required for users to receive access to VDTS:					
	REQUIRED COLUMNS - Please fill in all columns Version 4 LastName First Name Middle Name SHA/non-SHA Former Region Cell Phone Number Email Role Jones Sally Mary SHA fCHR 564-235-8978 sally.jones@saskhealthauthority.ca Vaccine Hub Coordinator					
	 All fields are required. The user should select <i>Vaccine Hub Coordinator</i> as their role. To access the VDTS system remotely, a cell phone number is required, in order for the user to be set up with DUO access. The above form is available at: https://sharepoint.ehealthsask.ca/sites/Informatics/AccountAccessRequest/Shared%20Documents/Vaccine%20Supports%20Template.xlsx 					
	Community Pharmacies If you have been identified as a user, follow your organization's process to submit the information form above via email to Drug Plan and Extended Benefits Branch at <u>dpebimmunizations@health.gov.sk.ca</u> .					
	Once system access has been approved, there will be an approval notification sent to your organization or personal email.					

	Name of Activity: Log In Instructions: COVID-19 Vaccine Distribution Tracking System				
Saskatchewan	Role performing Activity: Community Pharmacists & Designated Pharmacy Staff				
WORK	Location: Community Pharmacies Department: Population Health Branch				
	Document Owner: Ministry of Health	Date Prepared: 16-Mar-2021			
SIANDAND	Last Revision:Date Approved:1-Oct-202215-Apr-2021				

Work Standard Summary: Instructions to log into the COVID-19 Vaccine Distribution Tracking System

	Essential Tasks:									
1.	Before proceeding, ensure you have been granted access to the COVID-19 Vaccine Distribution									
	Tracking System by eHealth.									
	*Cap Daga E for Account Account Account information *									
2	See Page 5 for Account Access Information.									
Ζ.	Once you have been provided with your login ID and initial password and in required have boo computed on your mobile device in a browser window (Internet Evelorer NOT recommended), pavigate to this URL:									
	your mobile device in a browser window (internet explorer inter recommended), havgate to this one.									
	https://vdt.ehealthsask.ca/									
	וונוש:// עעו.כווכמונווסמסא.נמ/									
	If you have been aranted system access but cannot loa-in, contact the eHS Service Desk 1 888 316 7446									
3.	How to Access From Remote Access:									
•••	Step 1) F5 Logon									
	1. Username: Enter your eHealth username (e.g. "ismith")									
	2. Password : Enter your my ehealth password (password you created for this user name)									
	3. Select Domain: Select former RHA, eHealth Saskatchewan, Ministry of Health, etc.									
	4. Click Logon									
	Website Login Required 1. Username									
	Username									
	Password 2. Password									
	Select Domain									
	entealer adamatchevan, ministry of medicit, maniaveran on, *									
	Logon									
	Step 2) DUO Authentication									
	Select your preferred DUO validation method									
	If you select Send Me a Push you will receive a message on your phone to Approve									
	• If you select " <i>Enter a Passcode</i> "									
	Open DUO on your phone									
	Click on the drop arrow by "eHealth Saskatchewan"									
	You will see a 6 digit Passcode									
	Enter this Passcode into the field on the log in screen (no spaces)									
	I he code is only valid for a short period of time so you may have to refresh									

Essential Tasks:	
Send Me a Push Send Me a Enter a Passcode Enter a Pass *Tip* If your screen freezes use your browser's refresh function and you the SDL you want to work with.	Push sscode will be routed to the SDL search screen to select
 4. How To Access from SHA/eHealth Site: Enter Username (same as eHealth computer login) Enter Password (same as eHealth computer password) Select Domain (former RHA, eHealth, MoH etc.) Click Logon. (+e) → C	Image: unit of the section of the sectio
Service Delivery Location	SDL Name
7. You have now successfully logged in.	

Sackatchowan	Name of Activity: COVID-19 Vaccine Distribution Tracking System: Receiving/Sending COVID-19 Vaccine				
Saskalchewan	Role Performing Activity: Community Pharmacists & Designated Pharmacy Staff				
	Location: Community	Department/Unit: Population Health Branch			
WORK	Pharmacles				
STANDARD	Document Owner: Ministry of Health	Date Prepared: 16-Mar-2021			
SIANDAND	Last Revision: 1-Oct-2022	Date Approved: 15-Apr-2021			

Work Standard Summary: Instructions to record COVID-19 vaccine receipt and vaccine sent in VDTS.

NOTE: Sites that are tracking COVID-19 distribution in the Panorama Inventory Module as well as pharmacy wholesaler distribution centres and community pharmacies are **not** required to complete this function in VDTS.

Essential Tasks:							
Select the COVID-19 Vaccine Distribution Tracking System URL (Do <u>Not</u> Use Internet Explorer): <u>https://vdt.ehealthsask.ca/</u>							
Log in to the COVID-19 Vaccine Distribution Tracking System: For Log In Instructions please see Work Standard on Log-In Instructions on Page 6&7.							
 For Log In Instructions please see Work Standard on Log-In Instructions on Page 6&7. Once logged in, the Service Delivery Location-Search Screen Will Appear: Service Delivery Location Image: Service Delivery Location - Search Screen Will Appear: Image: Service Delivery Location Image: Service Delivery Loc							
Another easy way to find your SDL is to start typing in the SDL Name field.* NOTE: If you want to clear the fields to start your search over, click on the X in the right side of the field or click on the magnifying glass search icon at the top of the screen.							

4.	How to Receive Product:								
	1. Click on the Receive Product button – the Receive Product section will be displayed								
	2. Enter the Date								
	3. Select the Vaccine Type from the drop list								
	A Select Vaccine Lot # (Expiry Date will automatically populate)								
	F. Click in Bosoivo From field								
	1. Receive Product Button								
	eHealth Sadatchevery COVID Vaccine Distribution Tracking System Q								
	Service Delivery Location								
	Name Type								
	Weyakwin - Health Centre Rotating Clinic								
	Last Reported Inventory Ditails (0 found) Display only lots with doses remaining								
	Vaccine L .# Doses Received Utilized Adjusted Sent Quantity On Hand								
	Totals								
	Receive Product Update Quantity Send Product Change SDL								
	Receive Product								
	Date* Vaccine* Lot #* Expiry Date Received From * Doses Received * Packing Slip # 2021-Apr-16 Select V Select V Select V								
	Save and Re resh Inventory Details								
	Screenshot								
	2. Enter Date 3. Vaccine 4. Lot # 5. Received From								
	6. The SDL search fields are displayed.								
	Receive Product								
	Date * Vaccine * Lot # * Expiry Date Received From * Doses Received * Packing Slip # 2021-Mar-25 Select V Select V Select V								
	City Type SDL Name								
	Select								
	Sive and Refresh Inventory Details								
	7. City 9. SDL Name								
	Select the City (location) that the COVID-19 vaccine has been received from.								
	8. Select the Clinic Type or Depot (Distribution Hub)								
1	9. Select appropirate SDL Name for product received.								
	10. Enter the number of doses received (no decimal points or commas)								
	 Enter Packing Slip # - (optional does not display) 								
1	12. Click on Save and Refresh Inventory Detail								

	eHealth Saskatchewang COVID Vaccine Distribu	tion Tracking System 🔍				🚊 clar	ngen1/HEALTH.HIN.SK.CA	- 0
	Service Delivery Location							
	Name					Туре		
	Weyakwin - Health Centre					Rotating Clinic		
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	Totals							
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	Receive Product							1
	Date * Vaccine 2021-Apr-16 Select	• Lot # • Select	Expiry Date	Received From *	Doses R	eceived • Pa	acking Slip #	
	Save and Refresh Inventory Details				1		1	
		Scre	enshot		/			
		10. # of Doses Re	eceived (No deci	mals or co	/ mmas)			
							/	
	12. Save & Refrest	Inventory Details				11. Pac	king Slin#]
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	13. After saving, the	summary screen with	updated totals w	ill be displa	yed.			
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	13. After saving, the eHealth codditionming COVID Vaccine Distribut Service Delivery Location Name Weyakwin - Health Centre Last Reported Inventory Detail Vaccine Pfizer-BioNTech COVID-19	tion Tracking System Q Is (1 found) Display only lots with d Lot # EK4179	updated totals w oses remaining Doses Received 200	Utilized 0	yed. Adjusted	L Clair Type Rotating Clinic	angen1/HEALTH.HIN.SK.C Quantity On Hand 20	d 0
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5.	13. After saving, the COVID Vaccine Distribution Service Delivery Location Name Weyakwin - Health Centre Last Reported Inventory Detail Vaccine Pfizer-BioNTech COVID-19 Totals Receive Product Update Quantity How to Send Product: 1. Click on the Send 2. Enter the Date 3. Select Vaccine T	e summary screen with tion Tracking System Q is (1 found) Display only lots with d Lot # EK4179 y Send Product Change SDL d Product button – the ype from the drop list	updated totals w	Utilized 0 0 0	Adjusted 0 0 0 0	Clark	angen1/HEALTH.HIN.SK.C Quantity On Han 20 20	d 0
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Send Product Date * Vacci 2021-Apr-16 Sele	ne * Lot # *	Expiry Date	Send To *	Doses Sent *	Packing Slip #
2. Date 3.	Vaccine 4. Lot #	5. Sen	d To		
a. City b. Type c. SDL Nam 8. Enter the num	le ber of doses to be Sent (no decimal point	s or comn	nas)	
9. Enter Packing 10. Click on Save a 11. The Inventory	Slip # - (optional does no ind Refresh Inventory De totals will be adjusted b	ot display) etails y subtracting the	number o	f Sent doses fron	n the Lot#
Send Product	Lot # *	Expiry Date	Send To *	Doses Sent *	Packing Slip #
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2021-Mar-25 COVID- City Select Save and Refresh Inventory Details	19 Modern \ MOD1547962 \ \ Type \ Select	2021-Mar-31	Hudson Bay - Bro	SDL Name Select	
Covid- City Select Save and Refresh Inventory Details	19 Modern, V MOD1547962 V Type Select 7b. Type	e 7c	Hudson Bay - Bro	solect	Doses Sent

6.	eHealth Saskatchewang	COVID Vaccir	e Distribution Track	ng System 🔍				🙎 clange	n1/HEALTH.HIN.SK.CA - 😧
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	We	eyakwin - Health Ce	ntre					Rotating Clinic	
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	Total	r-BioNTech COVID- Is	19	EK4179	1000 1000	0 0	0 0	300 300	700
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	the sam the wror location.	e can be d ng service	one for the S delivery loca	end Product tra tion each one w	ill require an off s	etting trans	adjustm saction t	o the correct	en made against service delivery
8.	VDT Tin	nes Out ave the ap	plication for	15 minutes or m	ore without loggi	ng out, you	ı will rec	eive the follo	wing message:
	(\leftarrow)	→ G	۵		🔽 🔒 https	s://uat-vd	t.eheal	thsask.ca/s	earch/new
	e Sasl	ealt katche	t h ewan <u>/</u>						
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	Thi	s product is	licensed from F	5 Networks. © 19	99-2016 F5 Network	s. All rights re	eserved.		
	Click on	the click <u>h</u>	<u>ere</u> link and y	/ou will be re-dii	rected to the logir	n page. Logi	in to cor	tinue working	3.

Saskatchewan 🎉	Name of Activity: COVID-19 Vacc System: Adjusting COVID-19 Vacc Role Performing the Activity: Comm	cine Distribution Tracking cine Quantities nunity Pharmacists & Designated
	Pharmacy Staff	
WORK	Location: Community Pharmacies	Department/Unit: Population Health Branch
	Document Owner: Ministry of Health	Date Prepared: 16-Mar-2021
STANDARD	Last Revision: 1-Oct-2022	Date Approved: 15-Apr-2021

Work Standard Summary: Instructions to adjust COVID-19 vaccine quantities by identifying doses utilized.

Essential Tasks:
Select the COVID-19 Vaccine Distribution Tracking System URL:
https://vdt.ehealthsask.ca/
Log in to the Vaccine Distribution Tracking System:
For Log In Instructions please see WS-How to Log-In-Page 6&7
Once logged in, the Service Delivery Location-Search Screen Will Appear:
eHealth COVID Vaccine Distribution Tracking System Q
Service Delivery Location City Type SDL Name
Select
City Type SDL Name
1 To Search by City. Type aband as select from sevelling through the dran list in the situ field OD
1. To Search by City - Type ahead of select from scrolling through the drop list in the City field, OR
2. To Search by Type – select from the droplist in the Type field
3. To Search by SDL - Type ahead or select from scrolling through the drop list in the SDL field
*In order to narrow the list in the SDL Name field select either a City or a Type then click on the SDL Name field.
Another easy way to find your SDL is to start typing in the SDL Name field.*
NOTE: If you want to clear the fields to start your search over, simple click on the x in the right side of the field or
click on the magnitying glass search icon at the top of the screen.

	eHealth Saskatchewang COVID Vaccine Distribution Track	king System				🔒 cla	angen1/HEALTH.HIN.SK.CA 👻
	Service Delivery Location						
	Name Weyakwin - Health Centre					Type Rotating Clinic	
	Last Reported Inventory Details (2 four	nd) Display only lots with doses	remaining	litilized	Adjusted	Sent	Quantity On Hand
	Pfizer-BioNTech COVID-19	EK4179	1000	0tm2ed	Adjusted	300	700
	COVID-19 Covishield ChAdOx1-S	4120Z003	500	0	0	0	500
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Weyakwir	- Health Centre					Rotat	ing Clinic	
Last Repo	ted Inventory Details (2 foun	d) Display only lots with doses	: remaining					
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COVID-19 C	ovishield ChAdOx1-S	4120Z003		500	0	0	0	
Totals				1500	0	0	300	
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If you leave the application for 15 minutes or more without logging out you will receive the following message:



Key Contacts for COVID-19 Vaccine Distribution Tracking System

For technology/system related issues call the eHealth Service Desk at 1-888-316-7446.

For all other questions, please contact your organization's VDTS lead.