

## A Navigation Guide for Facilities

Welcome to the Ohio Vaccine Maintenance Program. We appreciate your support in vaccinating the residents and staff in Ohio’s nursing homes and assisted living facilities.

Facilities should use this guide to navigate the Ohio LTCF Vaccine Maintenance Schedule portal. This online reporting system allows for critical clinic details (e.g. clinic dates, dosages, points of contact, etc.) to be captured to ensure adequate vaccine supply. Both the participating pharmacy and facility will have the same access to this portal, therefore please coordinate as to **which entity will input the data** ongoing.

1

Go to [vaccineschedule.age.ohio.gov](http://vaccineschedule.age.ohio.gov) and log-in using user name and password provided by the Ohio Department of Aging (ODA).

The screenshot shows the login page of the Ohio LTCF Vaccine Maintenance Schedule portal. At the top left is the Ohio Department of Aging logo. At the top right is the text "Ohio LTCF Vaccine Maintenance Schedule". In the center is a "Login" form with two input fields: "User Name \*" and "Password \*". Below the fields is a red "Login" button. At the bottom center is a blue button that says "Any questions? Click here".

2

Facility contacts can be updated at any time.

The screenshot shows a facility contact information page. At the top is a header for "AUSTINTOWN HEALTHCARE CENTER - 1892N". Below this is a "Contact Info" section. On the right side of this section is a red square icon containing a pencil, indicating that the contact information can be edited. Below the "Contact Info" section are three contact details: a person icon followed by "Bonnie Smith", a phone icon followed by "714-220-5585", and an envelope icon followed by "Bsmith@austinhc.org".

## Ohio LTCF Vaccine Maintenance Schedule Portal – A Navigation Guide for Pharmacies

3 To see all vaccine clinic details for your facility, click the search button.

The screenshot shows the 'Search Schedules' section of the portal. It includes a search bar for 'Pharmacy Name' and date range fields for 'From' and 'To'. A red box highlights the 'Search' button. Below the search bar is a table with the following data:

	Pharmacy	Clinic Date	Day Of The Week	Enrolled Estimated Doses			Confirmed Consent Doses			Actual Doses			Edit			
				Resident	Staff	Total	Resident	Staff	Total	Resident	Staff	Total				
+	ABSOLUTE PHARMACY	03/23/2021	TUESDAY	25	5	30	0	0	0	0	0	0	0	0	0	
+	ABSOLUTE PHARMACY	04/20/2021	TUESDAY	0	0	0	0	0	0	0	0	0	0	0	0	
+	ABSOLUTE PHARMACY	05/18/2021	TUESDAY	0	0	0	0	0	0	0	0	0	0	0	0	

4 You can narrow a search by pharmacy name or date range.

This screenshot shows the search interface with the search bar and date range fields. The 'Search' button is highlighted with a red box.

5 Facility schedule and additional dose detail is available with the expanded facility view. The clinic date starts as the “target clinic date” and can be edited up until the calendar day of the clinic. Both the pharmacy and the facility have access to edit the clinic date and dosage details.

*Note: A clinic date **cannot be deleted** but can be rescheduled to another date.*

The screenshot shows the search results table with expanded details for a clinic. A red box highlights the minus sign in the first column, and another red box highlights the 'Clinic Date' and 'Day Of The Week' columns. The table data is as follows:

	Pharmacy	Clinic Date	Day Of The Week	Enrolled Estimated Doses			Confirmed Consent Doses			Actual Doses			Edit		
				Resident	Staff	Total	Resident	Staff	Total	Resident	Staff	Total			
-	ABSOLUTE PHARMACY	03/23/2021	TUESDAY	25	5	30	0	0	0	0	0	0	0	0	
			1 <sup>st</sup> Dose	25	5	30	0	0	0	0	0	0	0	0	
			2 <sup>nd</sup> Dose	0	0	0	0	0	0	0	0	0	0	0	

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*Estimated doses* will be auto-populated by ODA from two different sources: facility enrollment information along with actual second doses inputted for the previous clinic.

*Confirmed consent doses* should be inputted within **48-72 hours prior to the scheduled clinic date**. The system will send auto-generated email reminders to both pharmacy and facility points of contact.

*Actual doses* should be inputted within **24 hours after that clinic has completed**. Actual doses include residents, staff, and other; other reflecting where excess doses had to be utilized outside of the LTCF program in order to prevent wastage. This information allows ODA to identify the exact number of second doses needed for future clinics at the facility.

If the *confirmed consent doses* and/or the *actual doses* exceed the *estimated doses*, the below alert will appear, and an auto-generated e-mail notification will be sent to the pharmacy, facility, and ODA to ensure enough doses are available.

Update vaccine clinic date and doses

Clinic Date  
3/9/2021

Format mm/dd/yyyy

Estimated Doses	
Resident 1 <sup>st</sup>	Resident 2 <sup>nd</sup>
70	0
Staff 1 <sup>st</sup>	Staff 2 <sup>nd</sup>
110	0

Confirmed Consent Doses	
Resident 1 <sup>st</sup>	Resident 2 <sup>nd</sup>
70	0
Staff 1 <sup>st</sup>	Staff 2 <sup>nd</sup>
105	0

Actual Doses	
Resident 1 <sup>st</sup>	Resident 2 <sup>nd</sup>
5	6
Staff 1 <sup>st</sup>	Staff 2 <sup>nd</sup>
8	5
Other 1 <sup>st</sup>	Other 2 <sup>nd</sup>
1	2

Actual count is greater than estimate count

Cancel Save

- 6 A spreadsheet export is available. If you have technical issues or need help, press the blue inquiry button to easily e-mail [COVIDTesting@age.ohio.gov](mailto:COVIDTesting@age.ohio.gov).

HEALTH CENTER AT THE RENAISSANCE - 1904N

04/16/2021 FRIDAY

0 0 0 0 0 0 0 0 0 0 0 0

Export

Any questions? Click here