

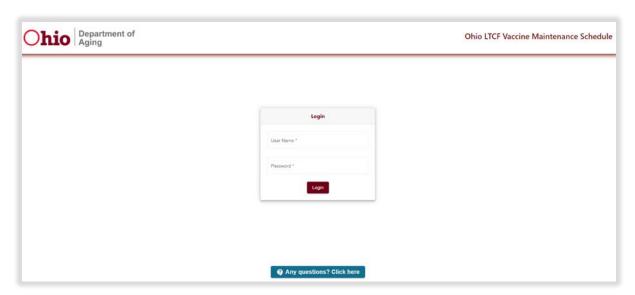
Ohio LTCF Vaccine Maintenance Schedule Portal

A Navigation Guide for Pharmacies

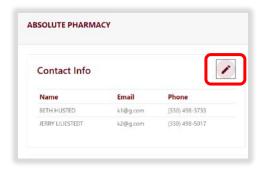
Welcome to the Ohio Vaccine Maintenance Program. We appreciate your support in vaccinating the residents and staff in Ohio's nursing homes and assisted living facilities.

Pharmacies 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.

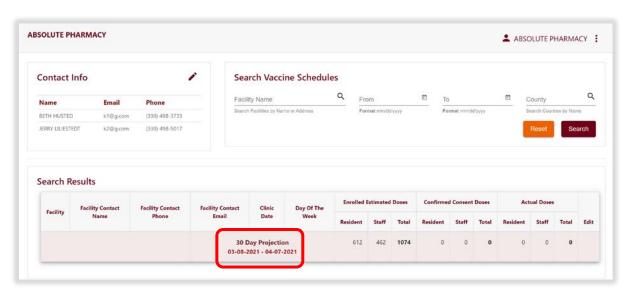
Go to <u>vaccineschedule.age.ohio.gov</u> and log-in using user name and password provided by the Ohio Department of Aging (ODA).



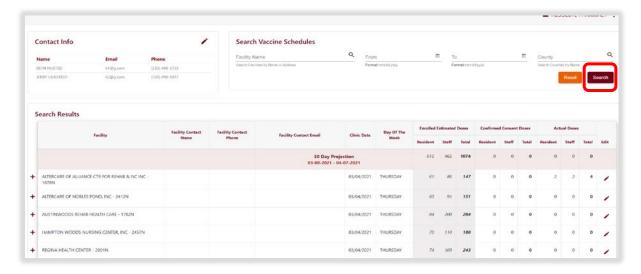
Pharmacy contacts can be updated at any time.



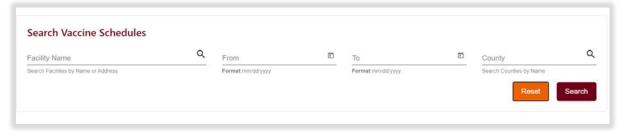
A 30-day projection of doses for all assigned and communicated clinic sites are listed on the landing page.



To see vaccine clinic details for all facilities, click the search button.



5 You can narrow a search by facility name, date range, or by county.

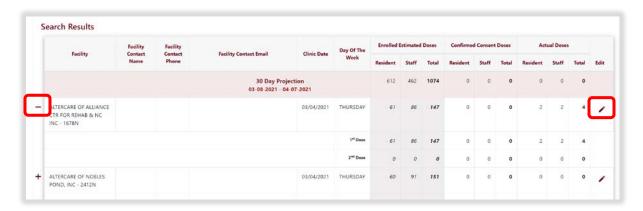


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Facility schedule and additional dose detail is available with the expanded facility view. The clinic date starts as the "target clinic date" and can be edited up until the calendar day of the clinic. Both the pharmacy and the facility have access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

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

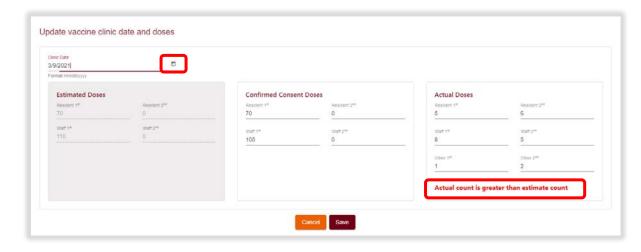


Estimated doses will be auto-populated by ODA from two different sources: facility enrollment information along with actual second doses inputted for the previous clinic.

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.



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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.

