

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.

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

Ohio Department of Aging

Ohio LTCF Vaccine Maintenance Schedule

Login

User Name *

Password *

Login

Any questions? Click here

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Pharmacy contacts can be updated at any time.

ABSOLUTE PHARMACY

Contact Info

Name	Email	Phone
BETH HUSTED	k1@g.com	(330) 498-3733
JERRY LILIESTEDT	k2@g.com	(330) 498-5017

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

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

The screenshot shows the 'ABSOLUTE PHARMACY' dashboard. On the left, there is a 'Contact Info' section with a table listing contact details for BETH HUSTED and JERRY LILJESTEDT. On the right, there is a 'Search Vaccine Schedules' section with input fields for Facility Name, From, To, and County. Below this is a 'Search Results' table. The table has columns for Facility, Facility Contact Name, Facility Contact Phone, Facility Contact Email, Clinic Date, Day Of The Week, and three columns for 'Enrolled Estimated Doses' (Resident, Staff, Total), 'Confirmed Consent Doses' (Resident, Staff, Total), and 'Actual Doses' (Resident, Staff, Total). A red box highlights a row with the text '30 Day Projection 03-08-2021 - 04-07-2021' and corresponding dose counts: 612 Resident, 462 Staff, 1074 Total, and 0 for all consent and actual doses.

Facility	Facility Contact Name	Facility Contact Phone	Facility Contact Email	Clinic Date	Day Of The Week	Enrolled Estimated Doses			Confirmed Consent Doses			Actual Doses			Edit	
						Resident	Staff	Total	Resident	Staff	Total	Resident	Staff	Total		
30 Day Projection 03-08-2021 - 04-07-2021						612	462	1074	0	0	0	0	0	0	0	

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

This screenshot is similar to the previous one but highlights the 'Search' button in the 'Search Vaccine Schedules' section with a red box. The 'Search Results' table below shows a list of facilities with their respective clinic dates and dose counts. The '30 Day Projection' row is also visible.

Facility	Facility Contact Name	Facility Contact Phone	Facility Contact Email	Clinic Date	Day Of The Week	Enrolled Estimated Doses			Confirmed Consent Doses			Actual Doses			Edit	
						Resident	Staff	Total	Resident	Staff	Total	Resident	Staff	Total		
30 Day Projection 03-08-2021 - 04-07-2021						612	462	1074	0	0	0	0	0	0	0	
+ ALTERCARE OF ALLIANCE CTR FOR REHAB & NC INC - 1678N				03/04/2021	THURSDAY	61	86	147	0	0	0	2	2	4		
+ ALTERCARE OF NOBLES POND, INC - 2412N				03/04/2021	THURSDAY	60	91	151	0	0	0	0	0	0		
+ AUSTINWOODS REHAB HEALTH CARE - 1782N				03/04/2021	THURSDAY	84	200	284	0	0	0	0	0	0		
+ HAMPTON WOODS NURSING CENTER, INC - 2457N				03/04/2021	THURSDAY	70	110	180	0	0	0	0	0	0		
+ REGINA HEALTH CENTER - 2001N				03/04/2021	THURSDAY	74	169	243	0	0	0	0	0	0		

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

This screenshot shows the 'Search Vaccine Schedules' section with input fields for Facility Name, From, To, and County. The 'From' and 'To' fields have a format hint of 'mm/dd/yyyy'. There are 'Reset' and 'Search' buttons at the bottom right.

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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.*

Search Results															
Facility	Facility Contact Name	Facility Contact Phone	Facility Contact Email	Clinic Date	Day Of The Week	Enrolled Estimated Doses			Confirmed Consent Doses			Actual Doses			Edit
						Resident	Staff	Total	Resident	Staff	Total	Resident	Staff	Total	
30 Day Projection 03-08-2021 - 04-07-2021						612	462	1074	0	0	0	0	0	0	
-	ALTERCARE OF ALLIANCE CTR FOR REHAB & NC INC - 1678N			03/04/2021	THURSDAY	61	86	147	0	0	0	2	2	4	
					1 st Dose	61	86	147	0	0	0	2	2	4	
					2 nd Dose	0	0	0	0	0	0	0	0	0	
+	ALTERCARE OF NOBLES POND, INC - 2412N			03/04/2021	THURSDAY	60	91	151	0	0	0	0	0	0	

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

<p>Estimated Doses</p> <p>Resident 1st: 70 Resident 2nd: 0</p> <p>Staff 1st: 110 Staff 2nd: 0</p>	<p>Confirmed Consent Doses</p> <p>Resident 1st: 70 Resident 2nd: 0</p> <p>Staff 1st: 105 Staff 2nd: 0</p>	<p>Actual Doses</p> <p>Resident 1st: 5 Resident 2nd: 6</p> <p>Staff 1st: 8 Staff 2nd: 5</p> <p>Other 1st: 1 Other 2nd: 2</p>
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Actual count is greater than estimate count

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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.

