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Document subject to change based on modified system functionality.

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Objective

The purpose of this document is to provide Georgia Providers step-by-step guidelines on how to use VMS to request the COVID-19 vaccine for State of Georgia citizens, as well as navigate the additional functionality offered by VMS.

Explain the VMS

What is VMS?

Vaccine Management System (VMS) enables COVID-19 vaccine management and data sharing for the State of Georgia on one central platform.

When the VMS is launched, providers will be able to:

- Access the VMS
- Request COVID-19 vaccine
- Manage COVID-19 vaccine inventory

In future VMS releases, providers will have access to more information on their vaccines and data.

Why VMS?

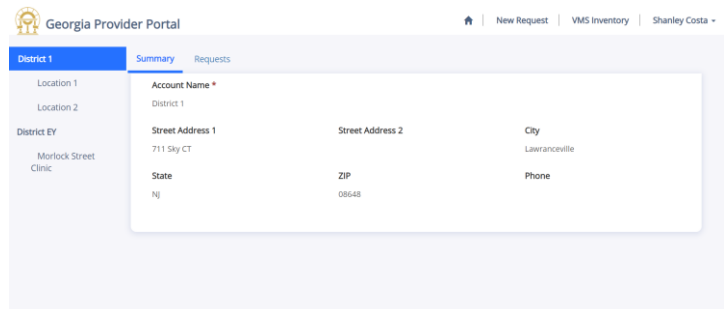
The Vaccine Management System (VMS) provides a flexible approach for requesting and administering vaccines. It will **allow the State of Georgia to streamline providers' process for the entire COVID-19 vaccine lifecycle.**

Who will use VMS?

State of Georgia Department of Public Health officials will enroll providers and verify provider eligibility along with verifying site readiness. **State of Georgia Support Staff** will also receive training on using the VMS, so they can support state officials.

Georgia COVID-19 Providers will request vaccines, which includes the type of vaccine, the dose, and the quantity ordered.

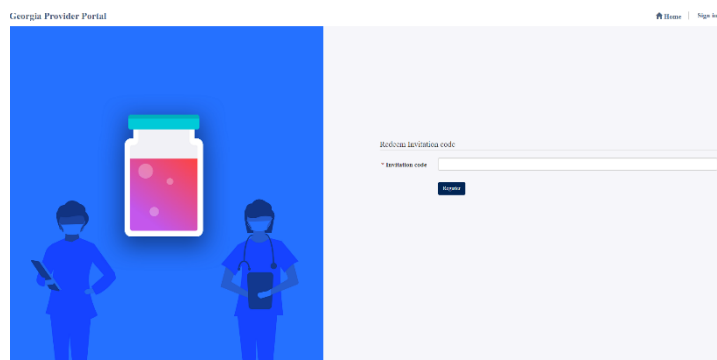
For those that have not received information, communications will circulate on when the VMS will be available.



Access the VMS

1 Receive the Email Invitation

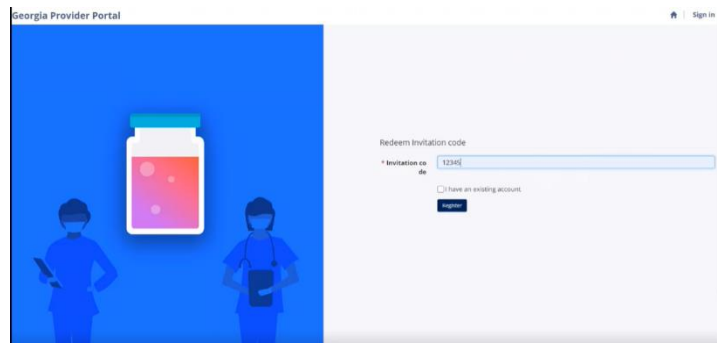
The Department of Public Health (DPH) sends email invitations to VMS users. Each invitation includes a direct link to the Georgia Provider Portal and an invitation code. The invitation code links a Microsoft account to a primary vaccine coordinator record inside the VMS. The invitation code creates a credential for VMS access.



2 Input the Invitation Code

The direct link inside the email invitation directs users to the Georgia Provider Portal and pre-populates the invitation code.

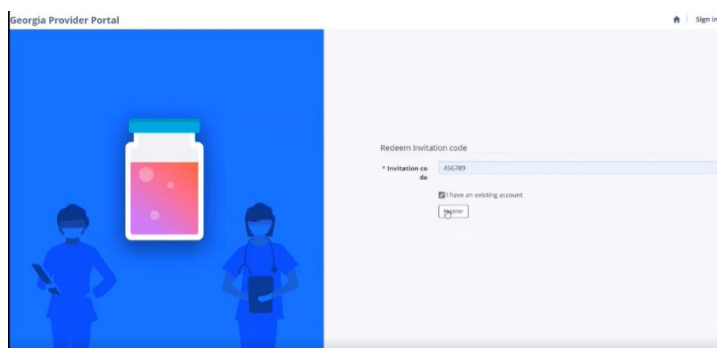
NOTE: The invitation code will not pre-populate unless the direct link in the email is used to get to the Georgia Provider Portal.



3 Register a Microsoft Account

An existing personal/business Microsoft account can be used to access the VMS. Check the box "I have an existing account." Select Register and sign into the VMS with the Microsoft account.

Without an existing personal/business Microsoft account, do not check the box "I have an existing account." Select Register to be taken to Microsoft's sign-up page. Sign up. Then, use the Microsoft account to sign into the VMS.



Requesting COVID-19 Vaccines

1 Select a district and/or location

VMS home page displays contact information for pre-assigned district(s) and location(s). Select the district or location to review the contact information. The contact information for the selected location is displayed in the main view.

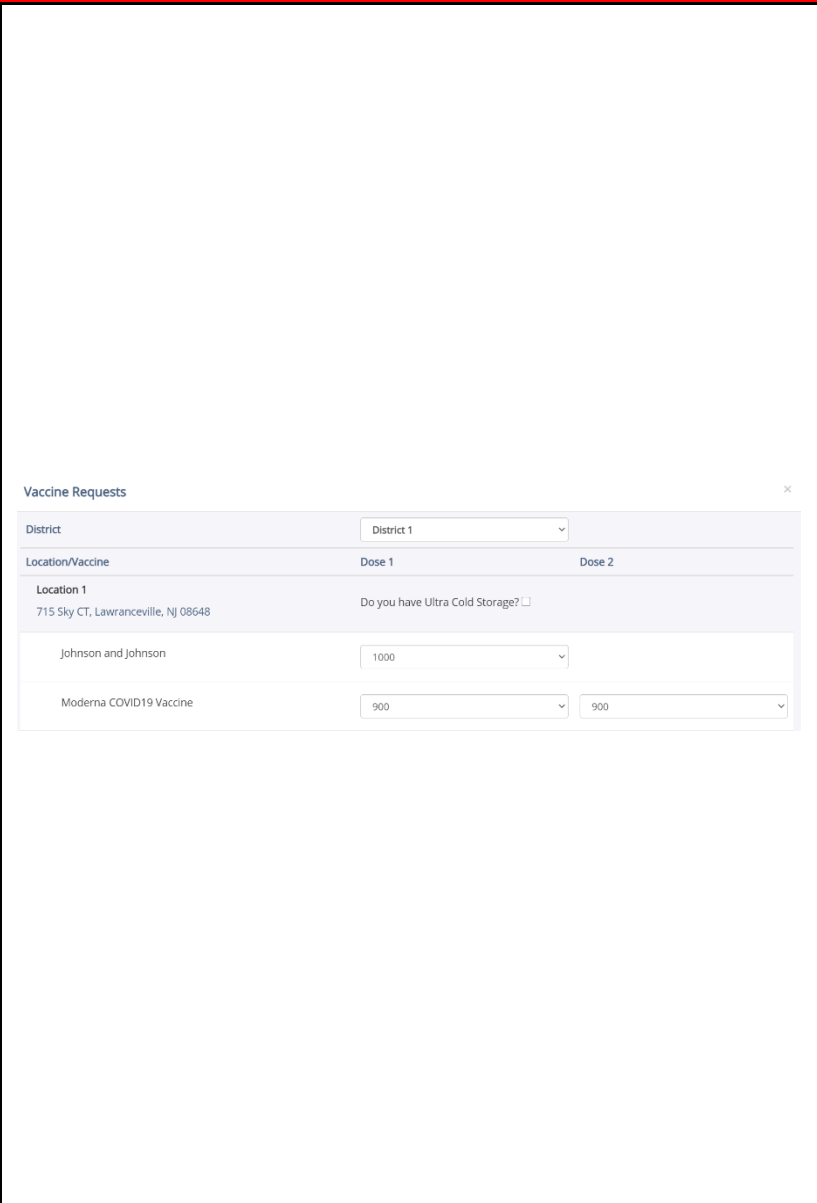
2 Select the dose.

Some vaccine manufacturers require one dose and some require two. If the vaccine manufacturer requires two doses, there will be an option to select batch quantities for both doses.

Note: *If the location does **not** have ultra-cold storage checked on the location record, the dosage amounts will not be available for selection.*

3 Select the batch size

Batch size options are pre-populated based on the manufacturer. To determine the batch size, refer to the manufacturer's required tray quantity.



The screenshot shows a 'Vaccine Requests' form with the following fields and values:

- District:** District 1
- Location/Vaccine:** Dose 1 and Dose 2
- Location 1:** 715 Sky CT, Lawrenceville, NJ 08648
- Do you have Ultra Cold Storage?:**
- Johnson and Johnson:** 1000
- Moderna COVID19 Vaccine:** 900 (Dose 1) and 900 (Dose 2)

Requesting COVID-19 Vaccines (continued)

4 Save the request

Orders submitted to the Department of Public Health cannot be altered or retrieved and are final. If you are making a request before the submission deadline, it is very important to save vaccine requests **before** submission.

Note: One draft vaccine request is allowed per each location.

District 1	Summary	Requests			
Location 1	Request ID ↓	Requested By	Status	Submitted On Date	Created On ↓
Location 2	VR-001053	Shanley Costa	Submitted	4/9/2021 2:23 PM	4/9/2021 12:27 PM
	VR-001044	Rahul Sharma	Submitted		4/8/2021 11:01 AM
	VR-001042	Rahul Sharma	Submitted		4/8/2021 10:25 AM

5 Submit the request

Once a request has been saved, it is in "**draft mode**," which means the request is waiting for submission. When a request is saved, the active status will be **Draft**, instead of **Submitted**. After closing the vaccine request, the home page of VMS is displayed. The new request can be seen on the **Vaccine Requests** page.

To submit a request:

1. Return to the saved request.
2. Select the drop-down arrow next to the request.
3. Select edit.
4. Select submit.

Note: The vaccine request must say **Submitted** to demonstrate that the request has been sent to the Department of Public Health. Submitted requests can be found on the **Vaccine Order** page in VMS.

Vaccine Requests

District: District 1

Location/Vaccine: Dose 1 Dose 2

Location 1: 715 Sky Ct., Lawrenceville, NJ 08648

Do you have Ultra Cold Storage? []

Johnson and Johnson: 1000

Moderna COVID19 vaccine: 500 500

Location 2: 09 Sky Ct., Lawrenceville, NJ 08648

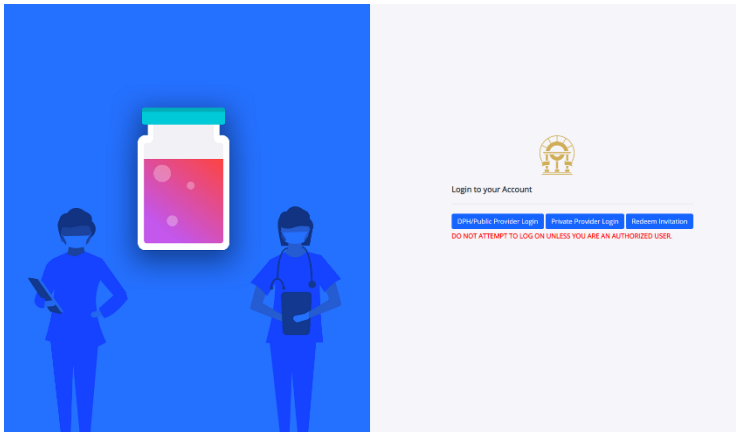
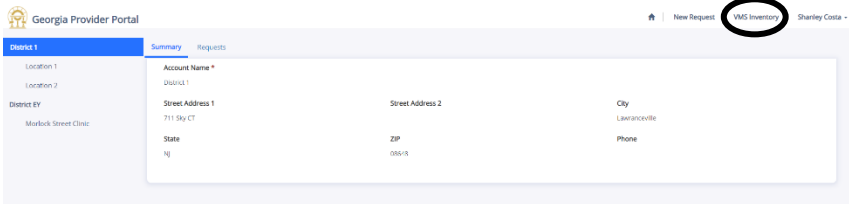
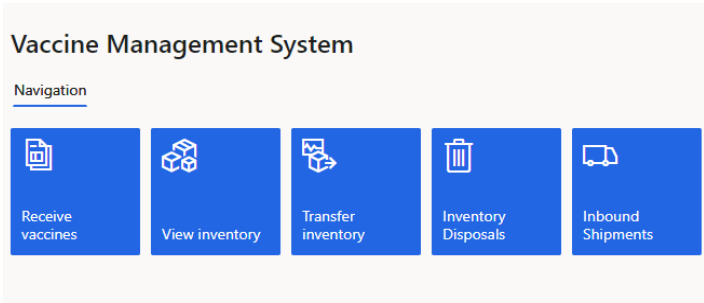
Do you have Ultra Cold Storage? []

Johnson and Johnson: 1000

Moderna COVID19 vaccine: 500 500

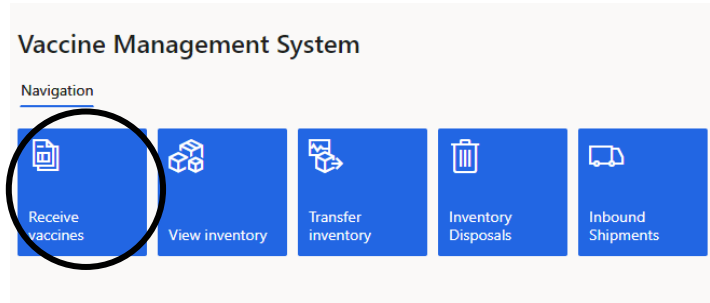
[Save] [Submit] [Close]

How to Access VMS Inventory Application

<p>1 Access the VMS using Microsoft Credentials</p> <p>Access VMS using the personal/business Microsoft account from the initial login.</p>	
<p>2 Select VMS Inventory from the top menu bar</p> <p>From the top menu bar click “VMS Inventory”. The Microsoft Credentials used to login to the portal will also be used to access the VMS Inventory Application.</p>	
<p>3 View the VMS Inventory functions</p> <p>Note: These functionalities are available for your use if you choose to use them. However, the integration with GRITS is not currently set up, so any data you log in VMS will stay solely in VMS.</p>	

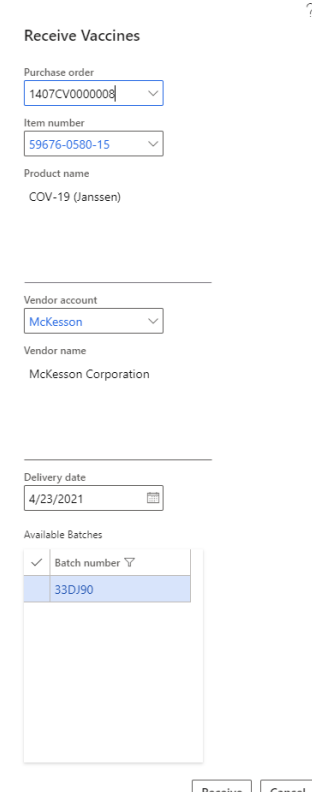
Receive Vaccine Doses

1 Select "Receive Vaccines"



2 Input the purchase order minimum

To input the purchase order minimum, select the drop-down arrow in the **Purchase Order field**. Then, select the purchase order for the location where vaccines have been received.



Receive Vaccines

Purchase order: 1407CV0000008

Item number: 59676-0580-15

Product name: COV-19 (Janssen)

Vendor account: McKesson

Vendor name: McKesson Corporation

Delivery date: 4/23/2021

Batch number
33D190

Buttons: Receive, Cancel

3 Once the Purchase Order number is inserted in the Purchase Order field, the following will auto-populate:

- Item Number
- Vendor Account
- Delivery Date
- Batch Number – Please be sure to add a checkmark here.

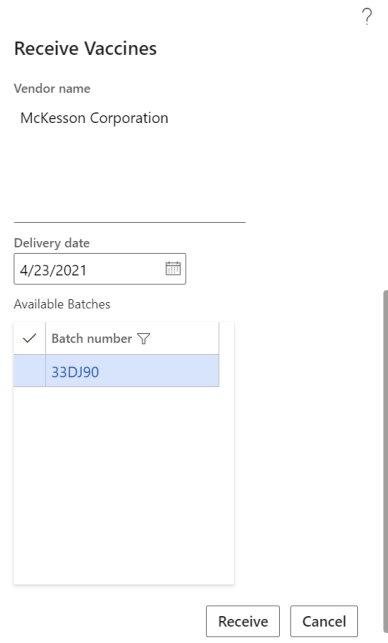
Receive Vaccine Doses (continued)

4 Select "receive" to confirm

vaccines have been received

By clicking "receive" the vaccines are logged into VMS inventory. This information is not stored anywhere else.

Note: When you click receive, this information will be stored in the "View Inventory" section of VMS. DPH will be able to view this information. Currently you will still need to receive vaccines in GRITS, in later releases you will only need to receive in VMS.



Receive Vaccines

Vendor name
McKesson Corporation

Delivery date
4/23/2021

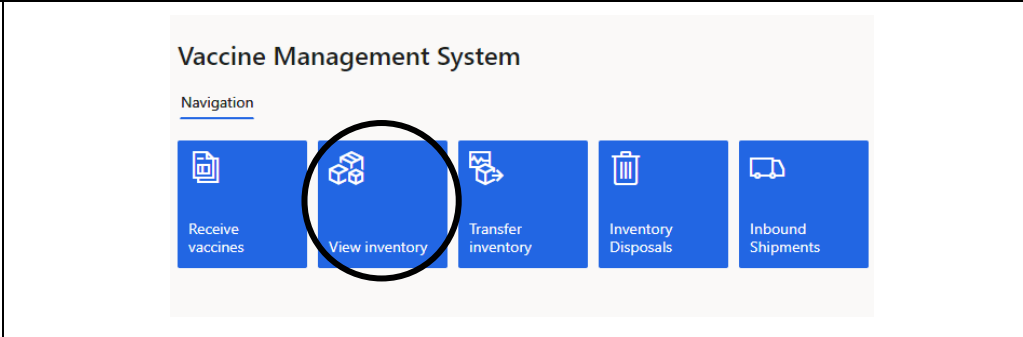
Available Batches

✓	Batch number ▾
	33DJ90

Receive Cancel

Viewing Inventory

1 Click “View Inventory” Tile

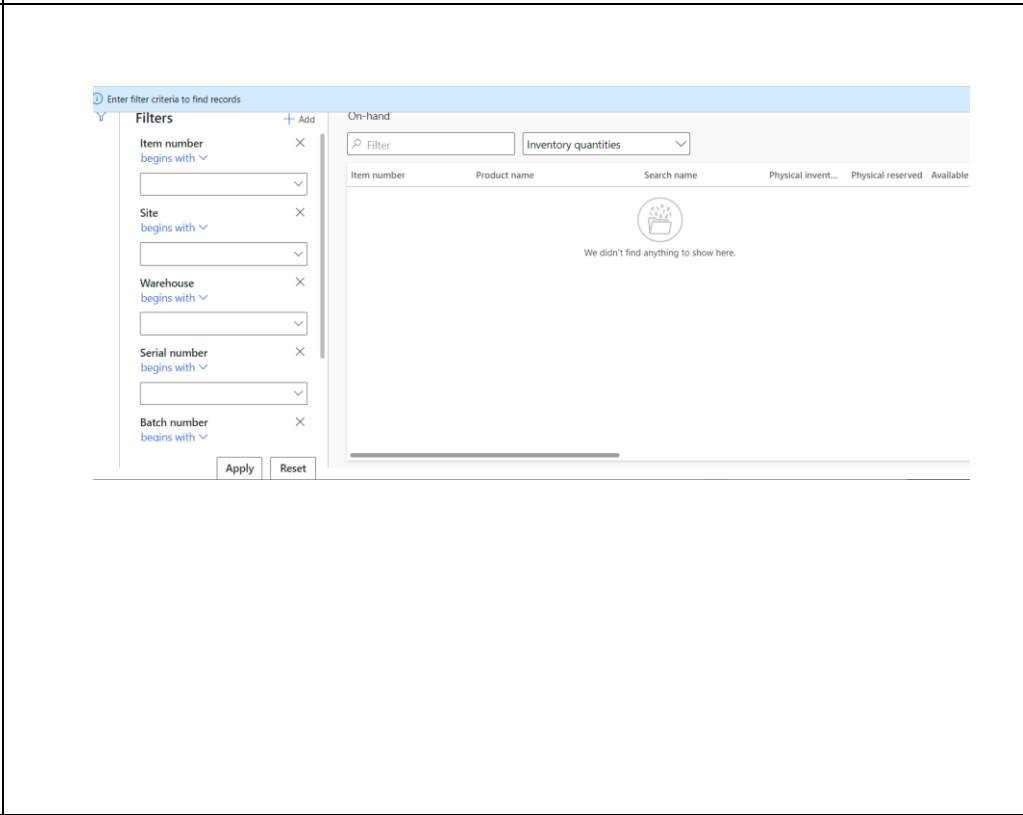


2 View the inventory on hand

On the left, there is the option to filter by Item Number, Site, Warehouse, Serial Number, and Batch.

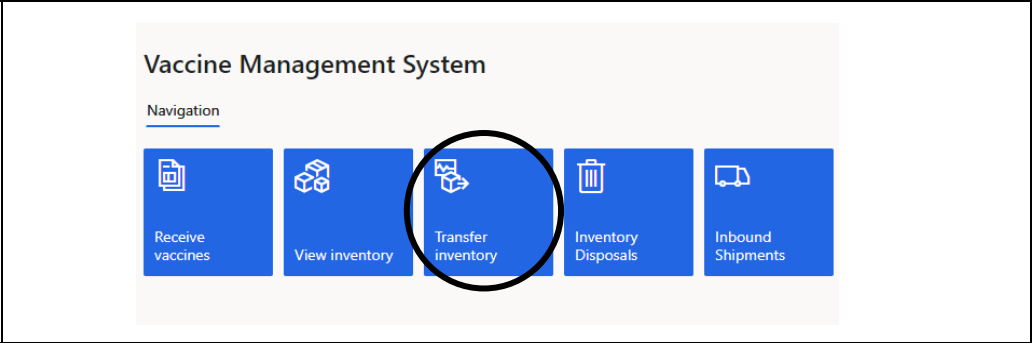
Select “Apply” when ready to filter.

Note: These functionalities are available for your use if you choose. However, the integration with GRITS is not currently set up, so any data you log in VMS will stay solely in VMS.



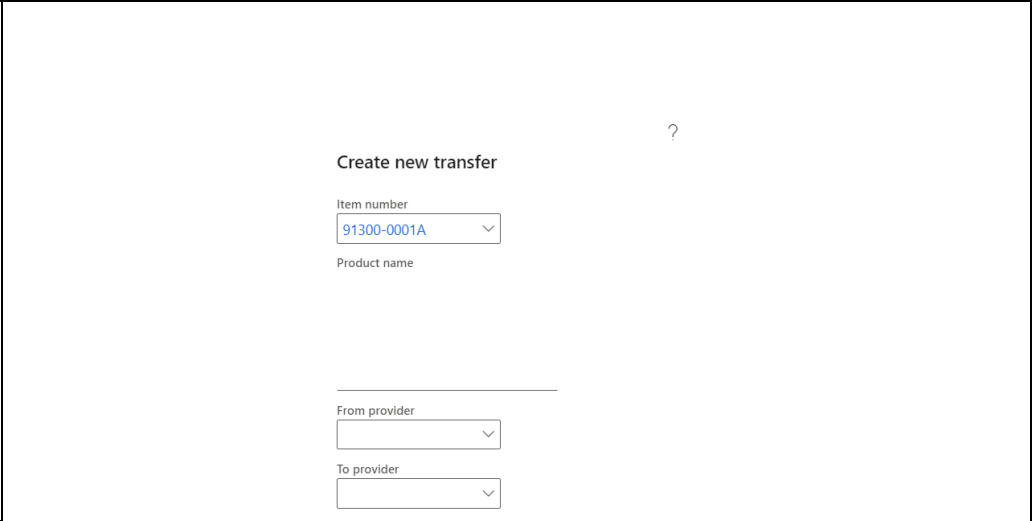
Transfer Inventory

1 Click the “Transfer Inventory” Tile



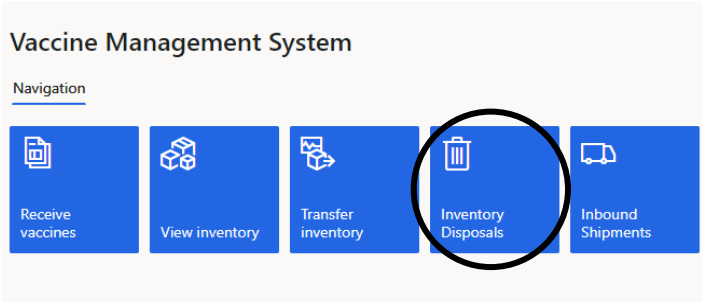
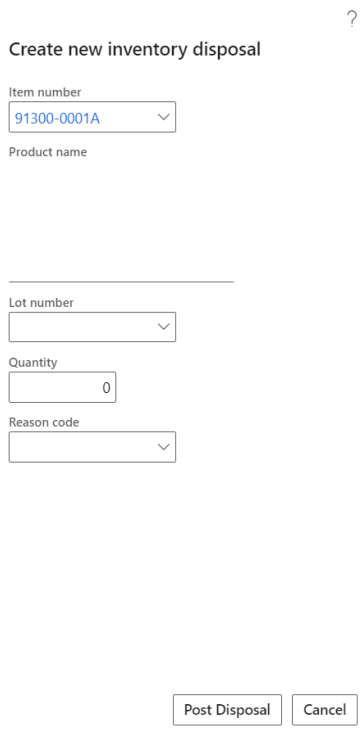
2 Transfer inventory from one location to another within your district.

Select the inventory to transfer from the drop-down menu under “Item Number”

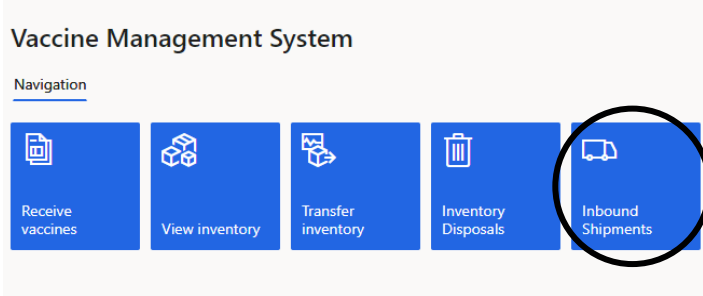
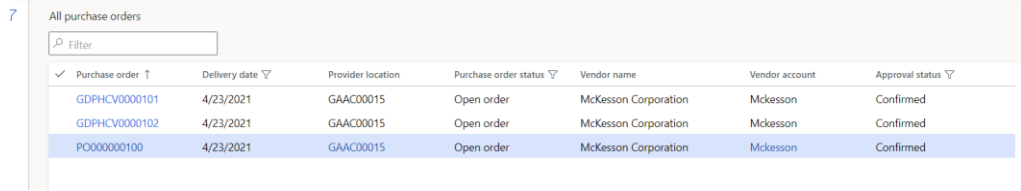
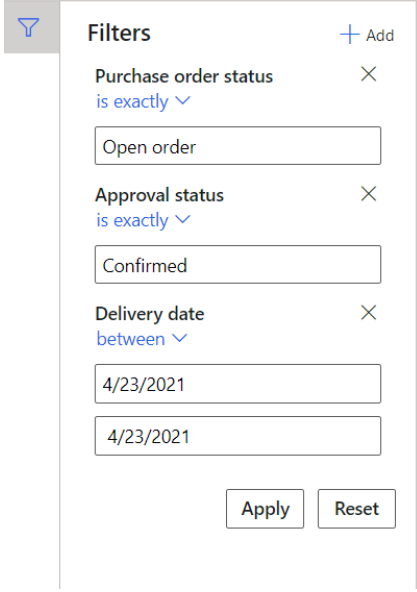


3 Select “Post Transfer” to finalize

Note: These functionalities are available for your use if you choose. However, the integration with GRITS is not currently set up, so any data you log in VMS will stay solely in VMS.

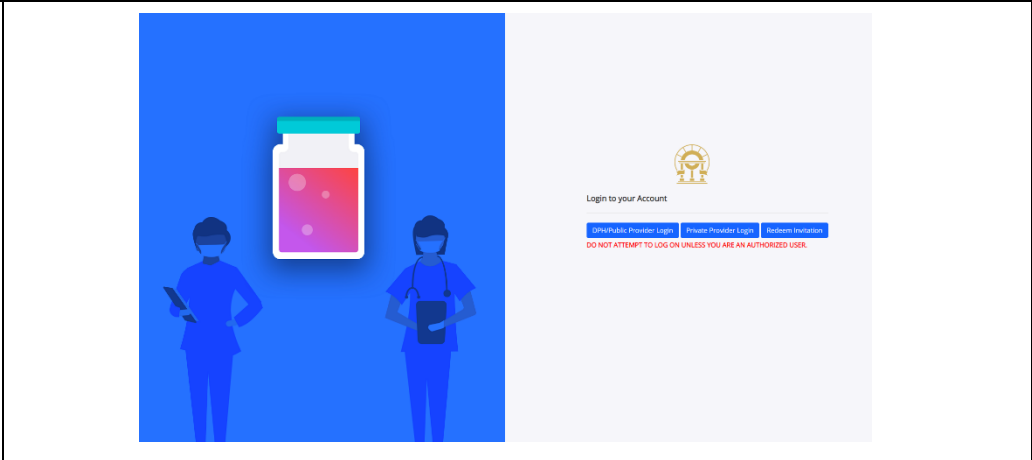
Inventory Disposals	
<p>1 Click “Inventory Disposals”</p>	
<p>2 Create a new inventory disposal</p> <p>Select the inventory to dispose from the drop-down menu under “Item Number”</p>	
<p>3 Select “Post Disposal” to finalize</p> <p>Note: These functionalities are available for your use if you choose. However, the integration with GRITS is not currently set up, so any data you log in VMS will stay solely in VMS.</p>	

Inbound Shipments

<p>1 Click “Inbound Shipments” to view unreceived vaccines</p>	
<p>2 View purchase orders</p>	
<p>3 Filter purchase orders</p> <p>There is an option to filter purchase orders by delivery date.</p> <p>Note: These functionalities are available for your use if you choose. However, the integration with GRITS is not currently set up, so any data you log in VMS will stay solely in VMS.</p>	

Viewing Vaccine Orders

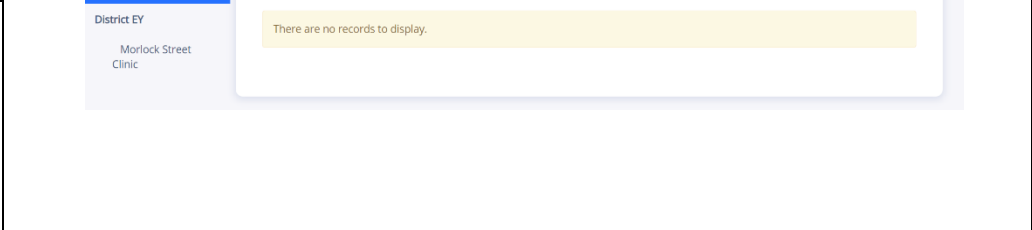
1 Access the VMS using Microsoft credentials
 Access VMS using the personal/business Microsoft account from the initial login.



2 Select the specific location



3 Select the Vaccine Orders to see a list of all previous orders received

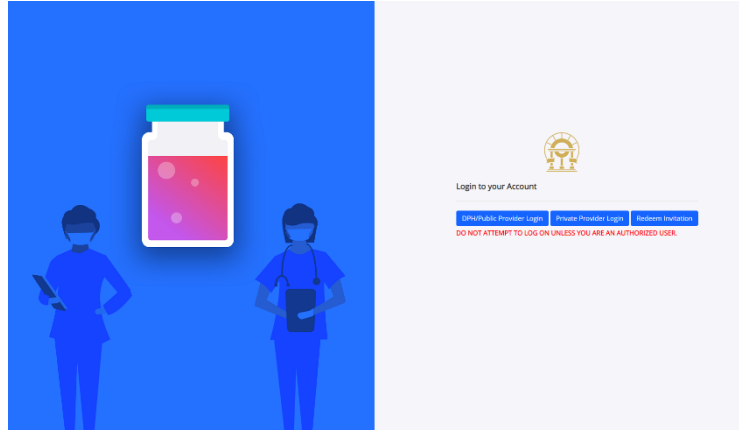


Updating Provider Contact Information

1 Access the VMS using

Microsoft credentials

Access VMS using the personal/business Microsoft account from the initial login.

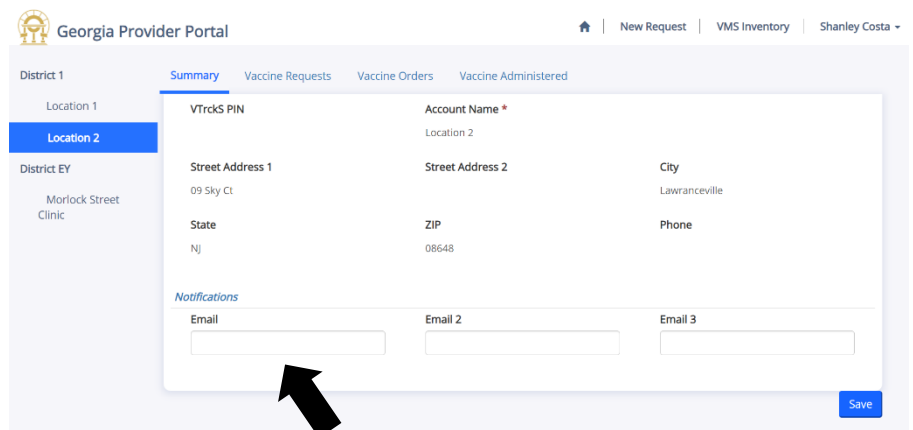


2 Select the Location

3 Locate Location/Summary

Page

On this page there is a "Notifications" section that includes the option to input additional email addresses for the individuals who might need notifications at the respective location.

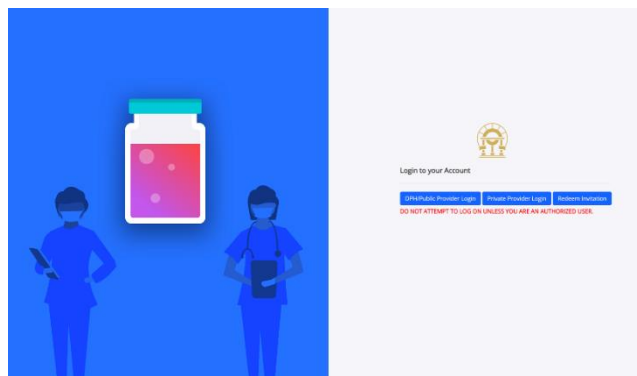


View Administered Vaccine Doses

1 Access the VMS using

Microsoft credentials

Access VMS using the personal/business Microsoft account from the initial login.



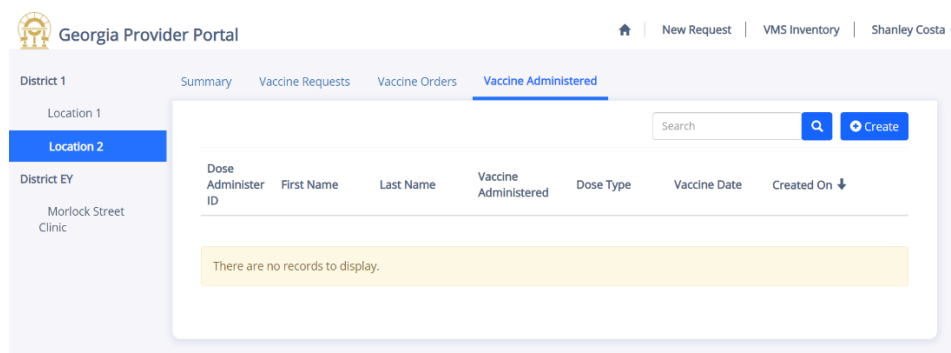
2 Select the Location

3 Select “Vaccine

Administered” from the top menu bar

The vaccines administered at the selected location will appear.

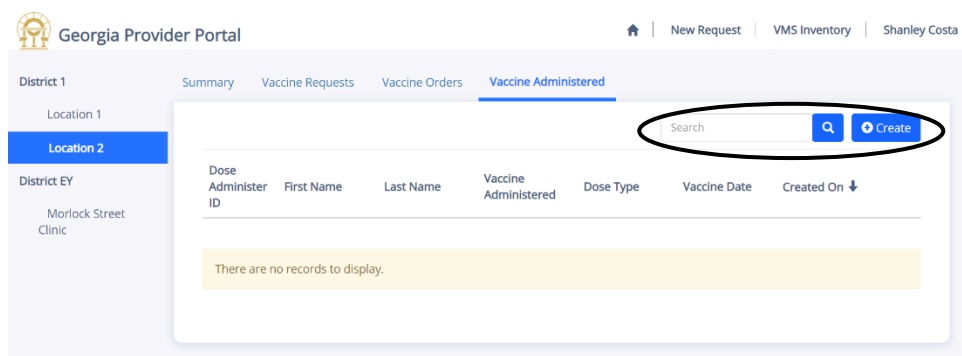
Note: For public providers, the data on the Vaccine Administered page is coming to VMS from VRAS. This will change in future releases.



4 Additional Functions:

The “+Create” option on the Vaccine Administered page can be used to show when the vaccine has been administered.

Use the search box to search for specific information about each dose administered.



VMS Summary

Vaccine Management System (VMS) is a secure solution for COVID-19 vaccine management for the State of Georgia in one central platform. VMS provides a flexible approach for managing, delivering, and administering vaccines. It will allow GA to streamline providers' process for the entire vaccine lifecycle. VMS will provide an efficient and effective method to replace the current COVID-19 allocation process.