Requesting COVID-19 Vaccine in NYSIIS

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WHAT DOES IT MEAN TO CREATE A PLANNING REQUEST?

COVID-19 vaccine is allocated by the NYS Vaccine Program to providers (outside of NYC) enrolled in the NYSDOH COVID-19 Vaccination Program. Creating Planning Requests for COVID-19 vaccine will allow providers to request an amount of vaccine they are able to store and administer during a specified time frame, as indicated in the most current guidance from NYSDOH. Providers will be able to create Planning Request amounts on an ongoing basis.

FIRST STEPS

- To create a Planning Request, order and administer COVID19 vaccine, NYS providers must first enroll with theVaccine Program using the COVID19 Vaccine Program Provider Enrollment application located on the HealthCommerce System (HCS) from the link below:
  https://commerce.health.state.ny.us/hpn/ctrldocs/covidvacc/#/vaccinationProvider

- Planning Requests for COVID19 vaccine is performed in NYSIIS. Users must have valid HCS and NYSIISaccounts and have taken NYSIIS training prior to accessing this functionality.

ACCESSING NYSIIS

Access NYSIIS via NYSDOH Health Commerce System (HCS)

Enter the Web Address: https://commerce.health.state.ny.us

A. Log in to the HCS Portal with your unique ID and password.

B. First time users must add the NYSIIS application to the My Applications section of the HCS Portal. This only needs to be added once and will remain in My Applications for all future access.

- From the top navigational bar, click on My Content then select All Applications.
- Click on the letter "N" and scroll down to locate NYSIIS - Production.
- Click on the green plus sign (+) to the far right.
- The application will automatically appear on the left side bar under My Applications.

From the HCS Homepage, click on NYSIIS – Production in your My Applications panel.

CREATE PLANNING REQUEST

On the left side menu panel under the Inventory heading, click on Create Prebooking.

Create Prebook Request							
Vaccine Program PIN:	999999	Delivery Contact:	Julie Test			Submit Prebook Request	
Initiating Organization:	Lori's Little Ones	Delivery Address:	123 Test Lane Suite 10000 NEW WINDSOR,NY 12553			Prebook Request Status	
Initiating User:	Lori Isabella-Rhoades					Cancel	
Org Phone:	(518)473-2839						
Org Fax:	(518)473-2839	Delivery Days/Hours:					
Request Date:	02/11/2021	Mon 10:00AM-6:00PM Tues 10:00AM-6:00PM Wed 10:00AM-6:00PM Thurs 10:00AM-6:00PM Fri 10:00AM-6:00PM					
		Delivery Instructions					

Event COVID19 2020-21 pandemic event ▾   **Campaign** COVID1 ▾

Trade Name	Packaging Description	Manufacturer	Intent	Prior Year Prebooked	Prior Year Shipped	Prior Season Admin	Prior Season Wasted /Returned	Suggested Order Qty	Min Order Qty	Doses on Hand	# Doses to Prebook
Moderna COVID-19 Vaccine	CARTON, 10 MULTI-DOSE VIALS	Moderna US, Inc(MOD)	Pandemic	0	0	0	0	0	100	6	
Pfizer COVID-19 Vaccine	CARTON, 195 MULTI-DOSE VIALS	Pfizer, Inc.(PFR)	Pandemic	0	0	0	0	0	1170	1247	

This screen will display your Vaccine Program PIN, organization contact info and delivery hours.

Event – the event field will default to the COVID-19 Event set up by NYSDOH. This is the only option to select.

Campaigns are set up by the Vaccine Program. Specific vaccines and NDC codes are grouped together to create campaigns. For COVID-19 vaccines, separate campaigns are set up for first doses and second doses. The Create Prebook Request screen and Manage Order screen will display any vaccine available for a Planning Request or order based on the campaigns your organization is assigned. Pharmacies are given COVID_pharmacy 1 (for first doses) and COVID_pharmacy2 (for second doses). All other providers are given COVID1 (for first doses) and COVID2 (for second doses).

Campaign – select the FIRST DOSE campaign you are creating a Planning Request for. **Do not enter any planning requests for second doses.** NYSDOH will manage your second dose campaign by creating necessary second dose planning requests and filling and accepting the allocation to an order.

- Vaccine available for Planning Requests in the campaign selected will display in the table above.
- In the # Doses to Prebook column, enter the number of doses you want to create a Planning Request for in that campaign.
- Once you've selected all COVID19 doses you want to request for the campaign, click the Submit Prebook Request button.
- You will be directed to the Prebook Request Status Page and see the request with the date entered.

PLANNING REQUEST STATUS

On the left side menu panel under the Inventory heading, click on Manage Prebooking.

The Prebook Request Screen will display a listing of all an organization's prebook requests, along with the status of those requests.

Prebook Request Status

Take doses from current vaccine allocation...	Request or Deny Vaccine
Change previously Prebooked vaccine amounts...	Edit Prebook Request
Return to Home page...	Cancel

Prebook Request List

Event: COVID19 2020-21 pandemic event ⌄

Select	Trade Name	Packaging	Manufacturer	Intent	Campaign	Initiating User	Prebook Date	Prebook Status	Total Prebooked	Total Allocated	Total Requested	Declined and Returned to Pool	Doses on Hand	Available Now
☐	Moderna COVID-19 Vaccine	CARTON, 10 MULTI-DOSE VIALS	Moderna US, Inc(MOD)	Pandemic	COVID1	Lori Isabella-Rhoades	12/10/2020	Allocated	300	300	200	0	0	100
☐	Moderna COVID-19 Vaccine	CARTON, 10 MULTI-DOSE VIALS	Moderna US, Inc(MOD)	Pandemic	COVID1	Lori Isabella-Rhoades	02/11/2021	Prebooked	5000	2000	2000	0	0	0
☐	Pfizer COVID-19 Vaccine	CARTON, 195 MULTI-DOSE VIALS	Pfizer, Inc.(PFR)	Pandemic	COVID1	Lori Isabella-Rhoades	12/10/2020	Cancelled	0	0	0	0	0	0
☐	Pfizer COVID-19 Vaccine	CARTON, 195 MULTI-DOSE VIALS	Pfizer, Inc.(PFR)	Pandemic	COVID1	Lori Isabella-Rhoades	02/11/2021	Prebooked	1170	0	0	0	0	0

Columns in the table include:

- Prebook Status
    - Prebooked - a Planning Request has been submitted.
    - Substitution - a Planning Request has been allocated but substituted with a different vaccine.
    - Allocated - displays when the Planning Request has been completely allocated.
    - Declined - some or all of the Planning Request amount was allocated, but the user declined it. **NOTE: At this time, the user does not have the opportunity to decline since the NYSDOH is entering the allocation and accepting the request at the same time.**
    - Shipped - when a complete allocation is completely requested, or a partial allocation is partly requested and the remaining is declined by the user.
    - Canceled - the user created a Planning Request, then canceled or zeroed it out.
- Total Prebooked - total amount the user created in their Planning Request.
- Total Allocated - total number of doses that have been allocated by the Vaccine Program to date.
    - you can request vaccine once it has been allocated to your organization.
- Total Requested - how much of the total amount allocated you have requested to date.
- Declined and Returned to Pool - amount that you declined or opted to return to the State pool.
- Doses on Hand - how many doses are currently available in your inventory.
- Available Now - when you see doses in this column, it means doses from your Planning Request have been allocated to your organization. You can request/order these doses.

PLEASE NOTE: At this time NYSDOH is filling the allocations by accepting the request on behalf of providers in order to expedite submission of orders to CDC.

EDITING PLANNING REQUESTS

If you would like to make an edit to an existing Planning Request, click on Manage Prebooking on the left side menu panel under the Inventory heading. Select the Planning Requests you would like to edit by checking the box under the Select column, then click the Edit Prebook Request button. NYSIIS will display the Modify Prebook Request screen.

Note: Providers can modify an original request if none or if a part of the Planning Request has been allocated. If the Planning Request has been fully allocated, it is not possible to modify it.

Modify Prebook Request:

Cancel a Planning Request

- If the planning request does not have any amount in the Total Allocated column, click the Delete Prebook Request button. A confirmation box will appear asking "Are you sure you want to delete your prebook request?" Click OK to complete the cancel.
- If the planning request has an amount in Total Allocated column, you must reduce the requested amount to the amount allocated to cancel the request.

Prebook Request Status

Take doses from current vaccine allocation...	Request or Deny Vaccine
Change previously Prebooked vaccine amounts...	Edit Prebook Request
Return to Home page...	Cancel

Prebook Request List

Event COVID19 2020-21 pandemic event ∨

Select	Trade Name	Packaging	Manufacturer	Intent	Campaign	Initiating User	Prebook Date	Prebook Status	Total Prebooked	Total Allocated	Total Requested	Declined and Returned to Pool	Doses on Hand	Available Now
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☐	Pfizer COVID-19 Vaccine	CARTON, 195 MULTI-DOSE VIALS	Pfizer, Inc.(PFR)	Pandemic	COVID1	Lori Isabella-Rhoades	12/10/2020	Cancelled	0	0	0	0	0	0
☐	Pfizer COVID-19 Vaccine	CARTON, 195 MULTI-DOSE VIALS	Pfizer, Inc.(PFR)	Pandemic	COVID1	Lori Isabella-Rhoades	02/11/2021	Prebooked	1170	0	0	0	0	0

Original Prebook Request is Reflected Below

Trade Name	Packaging	Manufacturer	Intent	Campaign	Initiating User	Prebook Date	Min Order Qty	Doses On Hand	Original Prebooked	Doses Remaining	Change Doses Prebooked To
Moderna COVID-19 Vaccine	CARTON, 10 MULTI-DOSE VIALS	Moderna US, Inc(MOD)	Pandemic	COVID1	Lori Isabella-Rhoades	02/11/2021	100	0	5000	3000	2000

To add quantity to your Planning Request, enter the new quantity of vaccine you would like to request and click Submit Updates. This will add a new Planning Request line with the additional doses requested.

To subtract quantity from your Planning Request, enter the new quantity of vaccine that you would like to request and click Submit Updates. This will update the Total Prebooked column on the Prebook Request Status screen to display the new requested quantity.

SUBSTITUTIONS

In some instances, the Vaccine Program may have to substitute your order with a different type of COVID19 vaccine. Allocations will be filled based on vaccine availability and storage capacity of each provider. The Vaccine Program will attempt to give brand preference, but in order to ensure as many providers can receive vaccine as possible during limited supply, substitutions may be needed. If your Planning Request vaccine is substituted for another brand, you are strongly encouraged to accept the substitution. Denying a substitution may result in a delay in receiving vaccine.

A Planning Request allocated with a substitution will display underneath the initial Planning Request row on the Manage Prebooking screen and will be highlighted in blue. Providers can then use the Request or Deny Vaccine button to place their orders for the vaccine or deny the allocation the same as they would do on their originally requested Planning Requests.

Prebook Request Status

Take doses from current vaccine allocation...	Request or Deny Vaccine
Change previously Prebooked vaccine amounts...	Edit Prebook Request
Return to Home page...	Cancel

Prebook Request List

Event: COVID19 2020-21 pandemic event ⌄

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☐	Moderna COVID-19 Vaccine	CARTON, 10 MULTI-DOSE VIALS	Moderna US, Inc(MOD)	Pandemic	COVID1	Lori Isabella-Rhoades	02/11/2021	Prebooked	5000	2000	2000	0	0	0
☐	Pfizer COVID-19 Vaccine	CARTON, 195 MULTI-DOSE VIALS	Pfizer, Inc.(PFR)	Pandemic	COVID1	Lori Isabella-Rhoades	12/10/2020	Cancelled	0	0	0	0	0	0
☐	Pfizer COVID-19 Vaccine	CARTON, 195 MULTI-DOSE VIALS	Pfizer, Inc.(PFR)	Pandemic	COVID1	Lori Isabella-Rhoades	02/11/2021	Prebooked	1170	0	0	0	0	0
☐	Moderna COVID-19 Vaccine	CARTON, 10 MULTI-DOSE VIALS	Moderna US, Inc(MOD)	Pandemic	COVID1	Lori Isabella-Rhoades	02/11/2021	Substitution	0	1000	0	0	0	1000

Note: Users cannot modify the quantity of a Substitution request.

MANAGE ORDERS

Traditionally, when providers order publicly funded vaccine through NYSIIS, they use the Manage Order functionality. With Planning Requests, once a provider organization requests vaccine they have been allocated, an order is automatically created with a status of Final-Approved. This means it's already been approved by the Vaccine Program and is ready to be sent to the CDC for fulfillment.

To view the status of your COVID19 vaccine order, click Manage Orders on the left side menu panel under the Inventory heading.

You will see a list of any current orders and their status.

organization **Johnsbury Health Center** • user **Lori Isabella-Rhoades** • role **Admin User (Provider)**

Manage Orders

Create Order

Order List   Show: ○ Current ○ Historical ○ Both

Current Orders

User	Submit Date	Status	Order #
Lori Isabella-Rhoades	02/11/2021	FINAL-APPROVED	5
Lori Isabella-Rhoades	02/11/2021	FINAL-APPROVED	4
Lori Isabella-Rhoades	12/10/2020	SENT TO CDC	3
Mary Ann Dillon-Markle	06/17/2008	PENDING	

Historical Orders *(last 30 days by default)*

Show Historical Orders by Date From: 01/12/2021   To: 02/11/2021   Refresh List

User	Submit Date	Status	Order #

No Historical Orders Logged For Date Range

To see the order details, click the Status hyperlink to review your order.

organization **Johnsbury Health Center** • user **Lori Isabella-Rhoades** • role **Admin User (Provider)**

View Order: 5

Print Preview
Exit Page

VFC PIN: 889384
Initiating Organization: Johnsbury Health Center
Initiating User: Lori Isabella-Rhoades
Org Phone: (315) 123-4567
Org Fax: (315) 123-3456
Order Created Date: 02/11/2021
Order Submitted Date: 02/11/2021
Previous Order Date: 02/11/2021
Order Status: FINAL-APPROVED

Delivery Contact: Joe Johnsbury
Delivery Address: 111 Doran Way OSWEGO, NY 10287

Delivery Days/Hours:
Mon   6:00AM - 10:00AM   2:00PM - 5:00PM
Thur 6:00AM - 11:00AM   1:00PM - 8:00PM
Delivery Instructions:

Historical Notes

Created By	Create Date	Note

Vaccines Ordered

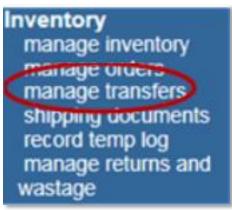| Item #	Qty Ordered	Vaccine Group	Trade Name	NDC	Doses on Hand	Doses Admin	Qty Apprvd	Qty Shipped	Status
1	100	COVID-19, mRNA, LNP-S,PF, 0.5mL	Moderna COVID-19 Vaccine	80777-0273-99	0	-	100		FINAL-APPROVED

After your order has been fulfilled and shipped by the CDC, your order will display as Shipped. When your shipment is physically received, check it over. Make sure you received what was ordered and approved and no vaccine has been damaged in transit. After placing the vaccine into your storage unit, you will log into NYSIIS and accept these vaccine lots into your NYSIIS inventory.

ACCEPTING TRANSFERS

Click on Manage Transfers on the left side menu panel:

This will take you to the Manage Transfer screen. If you have transfers that need to be accepted, they will display as hyperlinks under the Transfer ID column. A Transfer ID may have a single or multiple vaccine products ready to be accepted.

Click on one of the Transfer IDs that needs to be accepted. You will navigate to the Receive Transfer screen. Here you will see detailed information about the order including: quantity shipped, tradename, lot number, expiration date, and NDC description. Inspect the physical inventory received and make sure it matches all of the information in NYSIIS. Next, click the Accept Transfer button in the upper right-hand corner.

Receive Transfer

Accept Entire Transfer....	Accept Transfer
Return to the Previous Screen.....	Cancel

Transfer Number: 1781   **Created on: 11/06/2013**

Sending Entity		Receiving Entity	
Organization	NYS Vaccine Program	*Organization*	Dr. Smith Pediatrics
Address	ESP CORNING TOWER , ROOM 649 ALBANY, NY 12237	*Address*	10 main street ALBANY, NY 12303
Contact	NYS VAC PROG CONT	*Contact*	Lori Isabella
Phone #	(800) 543-7468	*Phone #*	(518) 999-9999
Ship Date	11/06/2013	*Order #*	1

Transfer Vaccine Item

Qty	Vac Group	Trade Name	Lot Number	Exp Date	NDC Description	Ship Info
20	DTP/aP - Hib - Polio - Td/Tdap	Pentacel	2345678910	09/04/2019	DTAP-IPV-HIB, PKG 5 X 1 DOSE VIALS	UPS
10	Influenza	Flu-Mist	4345678914	09/07/2019	10 SPRAYERS, SYRGL, 10 DOSE PKG	UPS

Once the item or items are accepted, NYSIIS will populate your inventory with the lot information automatically.

APPENDIX – TABLE HEADERS DEFINITIONS

Columns in the Planning Request tables include:

Trade name	
Packaging Description	-based on NDC code.
Manufacturer	
Intent	-the ordering intent for all COVID19 vaccine will display as Pandemic.
Prior Year Prebooked	-in subsequent years this field will populate accordingly for this NDC.
Prior Year Shipped	-in subsequent years this field will populate accordingly for this NDC.
Prior Season Admin	-in subsequent years this field will populate accordingly for this NDC.
Prior Season Wasted/Returned	-in subsequent years this field will populate accordingly for this NDC.
Suggested Order Qty	-in subsequent years this field will populate accordingly for this NDC. Based on the previous year's administered doses.
Min Order Qty	-the smallest quantity orderable. Based on the NDC packaging.
Doses on Hand	-how many doses are currently available in your inventory.
Campaign	-the campaign you selected when you prebooked that NDC.
Initiating user	-NYSIIS user who submitted the prebook request.
Pre-Book Date	-the date the prebook was submitted to the Vaccine Program.