Online Registry Training
CIR COVID-19 Vaccine

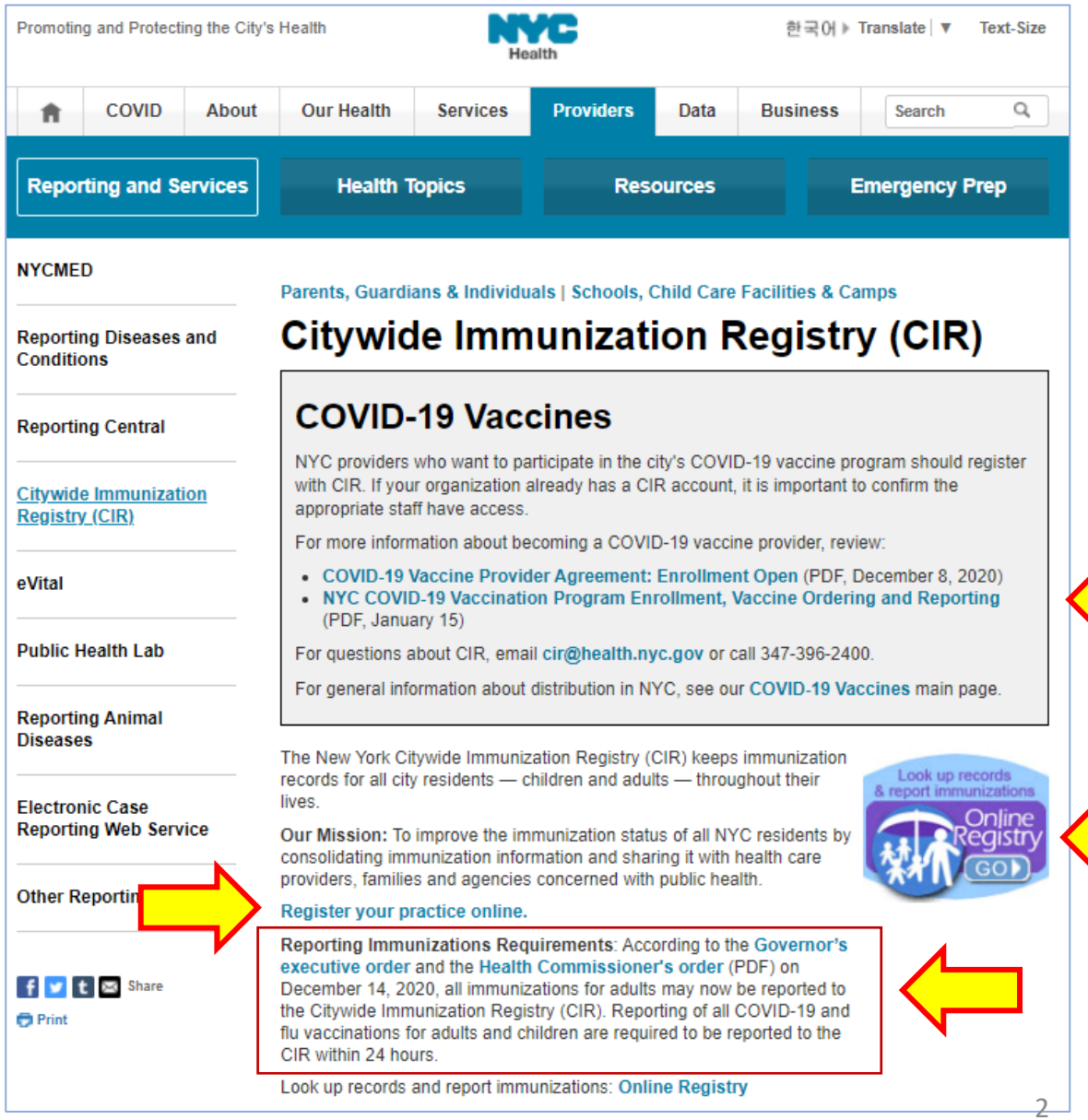
January 27, 2021
(revised 3/9/2021)

Citywide Immunization Registry (CIR)

nyc.gov/health/cir

Check for resources: updates, guides, forms

- NYC COVID-19 Vaccination Program Enrollment, Vaccine Ordering and Reporting-Steps
- Register your practice
- Reporting requirements
- Online Registry access forms - Site Security Admin
- CIR Electronic Reporting Documents
- CIR COVID-19 Resources
- Click "Online Registry GO" to access log in screen



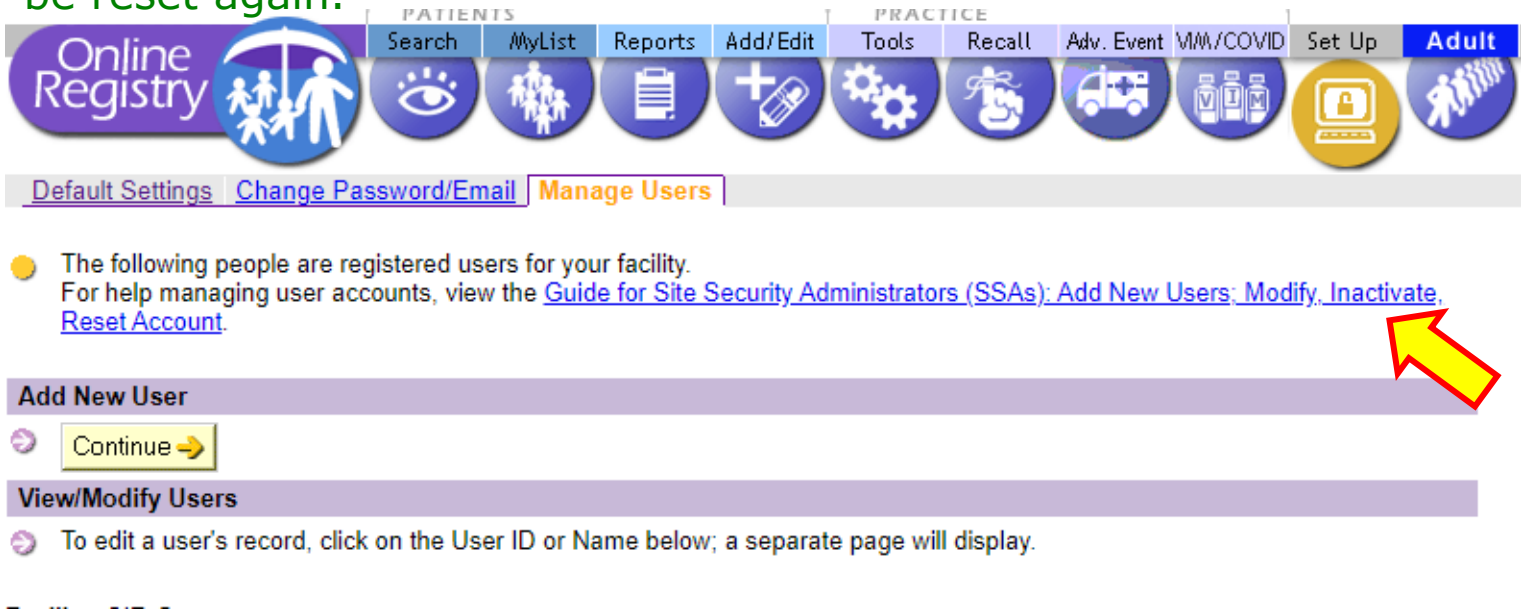
CIR-Online Registry (OR): immunize.nyc/provider-client/servlet/PC

- Each facility has a separate account for logging into OR
  - Site Security Administrator (SSA-only one per site) manages accounts for additional users; inactivates accounts
  - One person managing multiple facilities will have separate logins for each site
- Users sign a Confidentiality Statement (keep on site)
- Online Registry account support: cir-reset@health.nyc.gov
- To log-in click I Consent

Designated Site Security Administrator Manages Additional User Accounts

1. Go to the Set Up icon. Click on the tab Manage Users.
2. Click "Continue" to add a new user.
3. To reset an existing account: Click on a User ID or Name whose password needs to be reset.
   - Click on "Reset Password" located under the Password section.
   - Click "Continue" and the following note in green will appear at the top of the page:

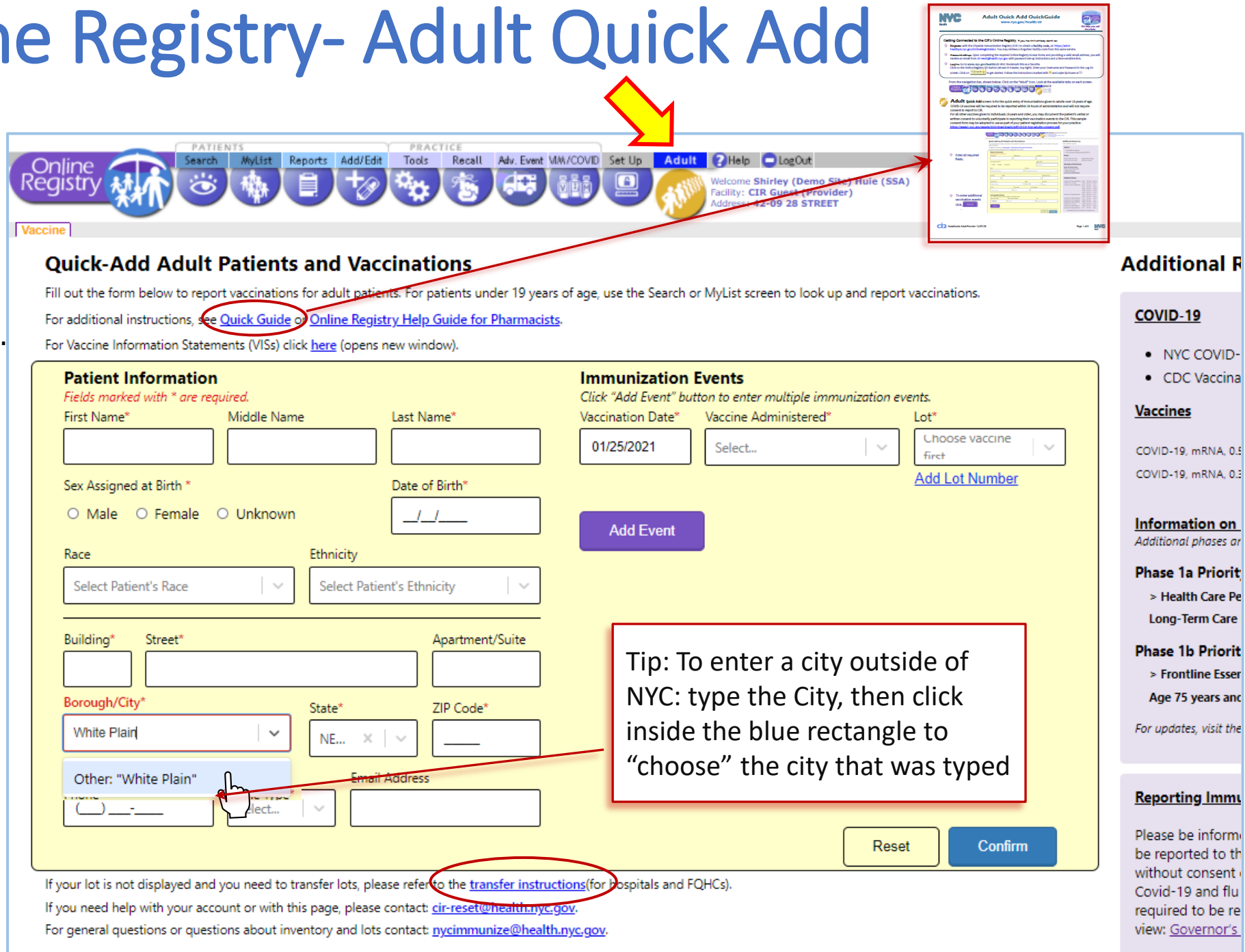
Password reset initiated for User Id xxxxx. Please have the user check his/her email to reset the password for his/her Online Registry account. Please be aware: (a) that there may be a delay of up to an hour for receipt of the email; and, (b) that the email will expire after 4 days, whereupon the account will need to be reset again.



IDs and passwords may not be shared. Each individual is required to have a separate password. Do not use generic names or email, such as "frontdesk."

Online Registry- Adult Quick Add

- When entering a COVID-19 vaccination event, you will be prompted to enter additional information.
- For COVID-19 vaccines, the manufacturer and lot information will be added to the droplist by CIR.
- Entering address helps with matching records and preventing fragmented records-important for keeping track of 2nd doses for a patient
- Entering cell phone number allows for use of text messaging for reminder/recall of patient due vaccine
- If a possible matching record is found, you will be prompted to confirm the correct record was found.
- Refer to Quick Guide, and Transfer Instructions, if needed



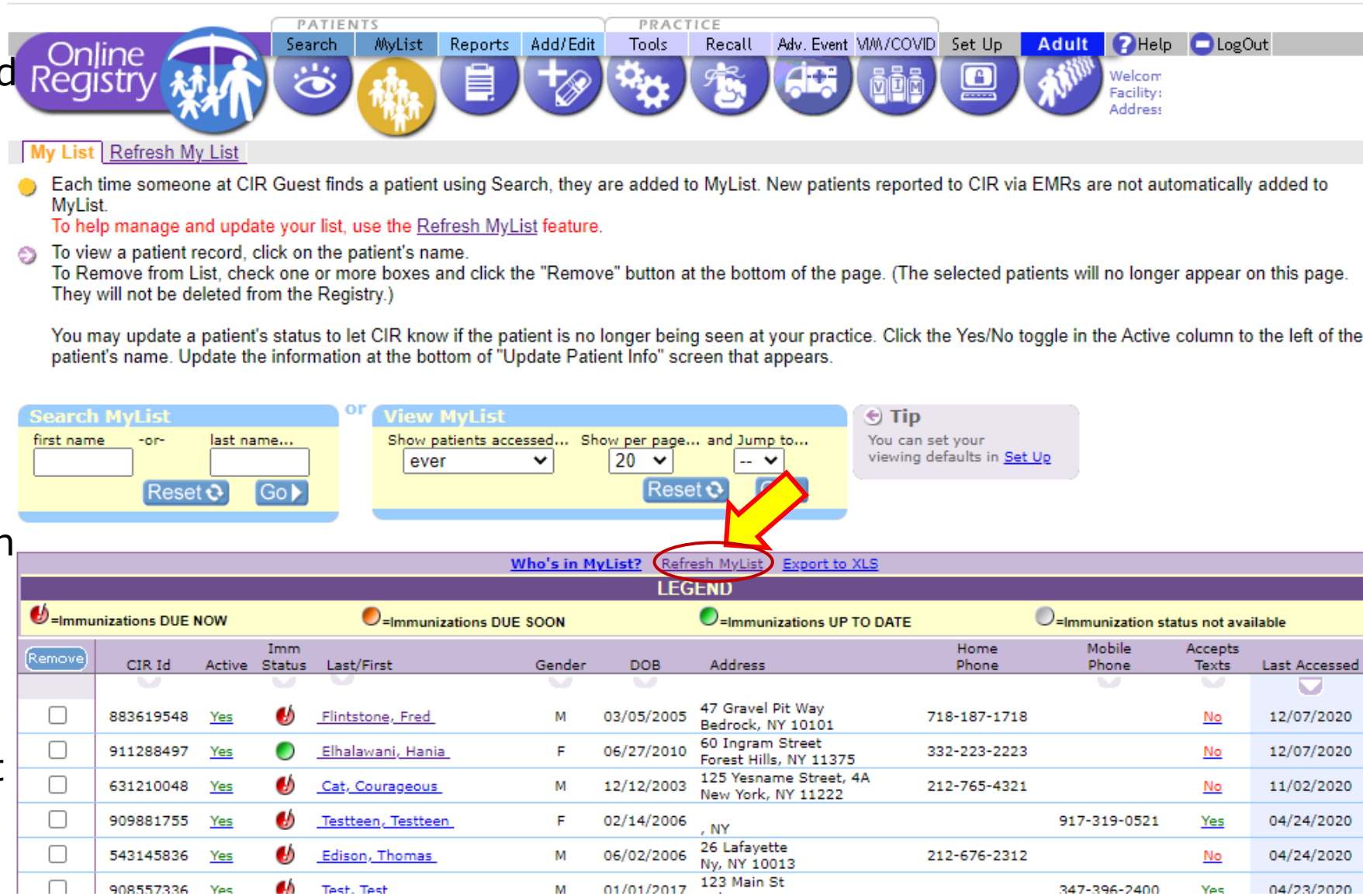
Tip: To enter a city outside of NYC: type the City, then click inside the blue rectangle to "choose" the city that was typed

Online Registry- MyList and Refresh MyList

- Each time you add a patient through Quick Add, that record will be added to MyList and displayed.
- The search boxes are used to search within MyList.
- If your practice has been reporting to the CIR via HL7 messaging or UPIF files, use the "**Refresh MyList**" function to **display** those records. Parameter example:

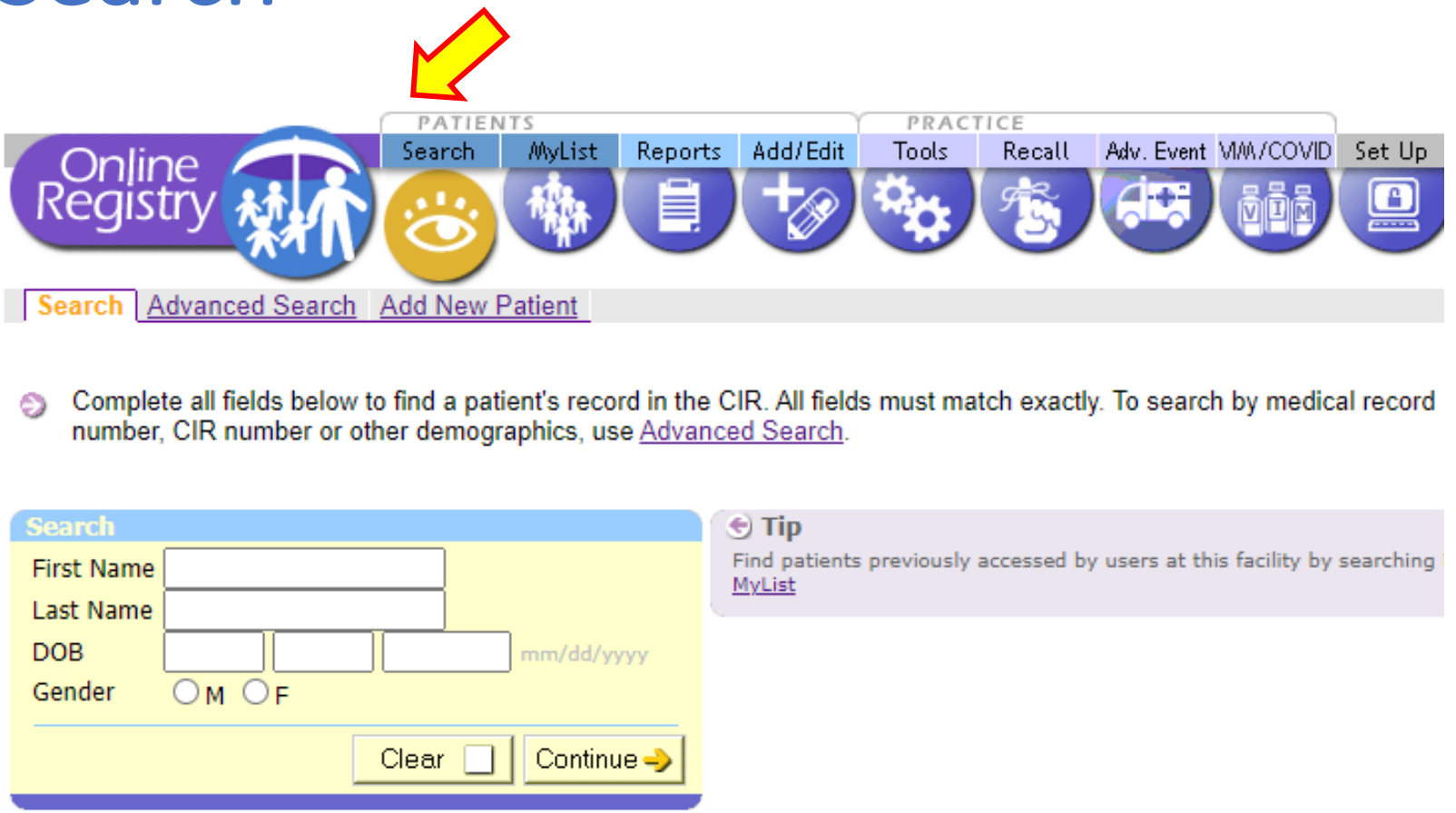
  Include patients who have received an immunization at this practice within the last year

- Refer to the Full Guide



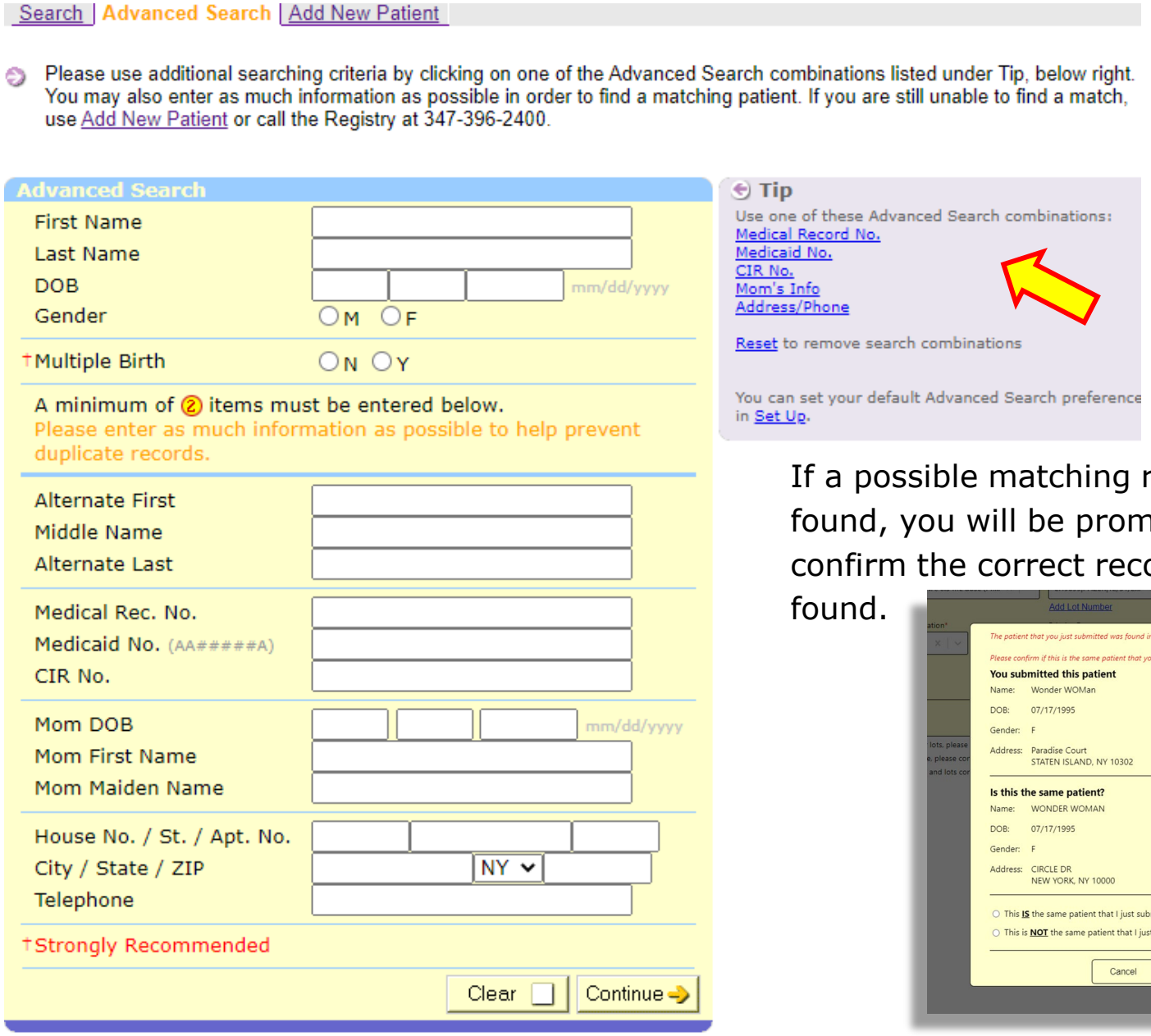
Online Registry- Search

- Requires unique match on:
  - First Name
  - Last Name
  - DOB
  - Gender
- Once found, patient is added to MyList.

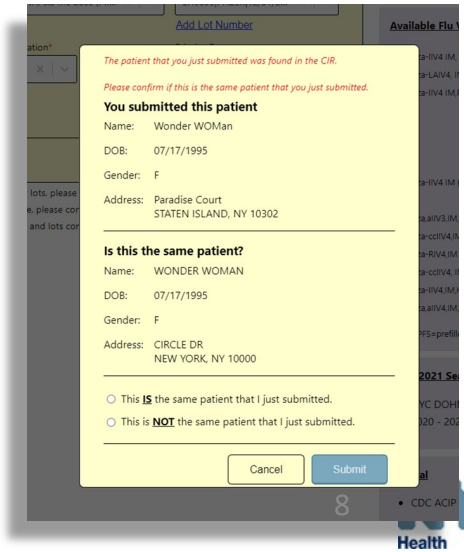


Online Registry- Advanced Search

- The default option is set to allow you to enter as much information as possible to find a matching record, with a minimum of 2 additional pieces of information;
- Choose a *search combination* inside the Tip box by clicking on the link:
  - Medical record No.
  - Medicaid No.
  - CIR No.
  - Mom's info
  - Address/phone
  - Enter information in the highlighted dark yellow fields
- Once found, the record is added to **MyList**



If a possible matching record is found, you will be prompted to confirm the correct record was found.

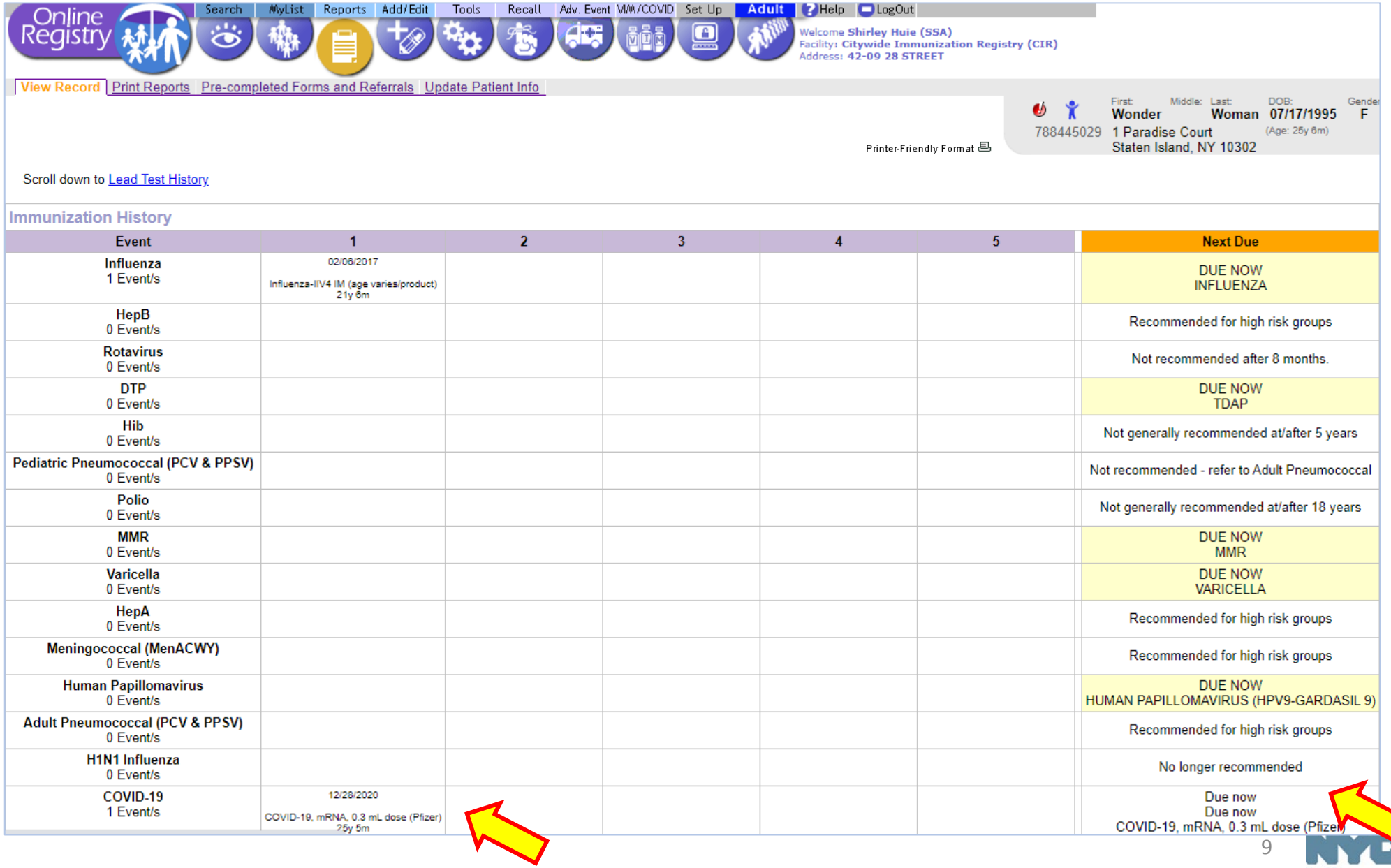


Online Registry- View Record

After a successful search, the patient record will appear

- Vaccine Series
- By Date
- Next Due – Decision Support

To view a record from the MyList, click on a patient in the list.



Event	1	2	3	4	5	Next Due
Influenza 1 Event/s	02/06/2017 Influenza-IIV4 IM (age varies/product) 21y 6m					DUE NOW INFLUENZA
HepB 0 Event/s						Recommended for high risk groups
Rotavirus 0 Event/s						Not recommended after 8 months.
DTP 0 Event/s						DUE NOW TDAP
Hib 0 Event/s						Not generally recommended at/after 5 years
Pediatric Pneumococcal (PCV & PPSV) 0 Event/s						Not recommended - refer to Adult Pneumococcal
Polio 0 Event/s						Not generally recommended at/after 18 years
MMR 0 Event/s						DUE NOW MMR
Varicella 0 Event/s						DUE NOW VARICELLA
HepA 0 Event/s						Recommended for high risk groups
Meningococcal (MenACWY) 0 Event/s						Recommended for high risk groups
Human Papillomavirus 0 Event/s						DUE NOW HUMAN PAPILLOMAVIRUS (HPV9-GARDASIL 9)
Adult Pneumococcal (PCV & PPSV) 0 Event/s						Recommended for high risk groups
H1N1 Influenza 0 Event/s						No longer recommended
COVID-19 1 Event/s	12/28/2020 COVID-19, mRNA, 0.3 mL dose (Pfizer) 25y 5m					Due now Due now COVID-19, mRNA, 0.3 mL dose (Pfizer)

Online Registry- Add Current Immunization

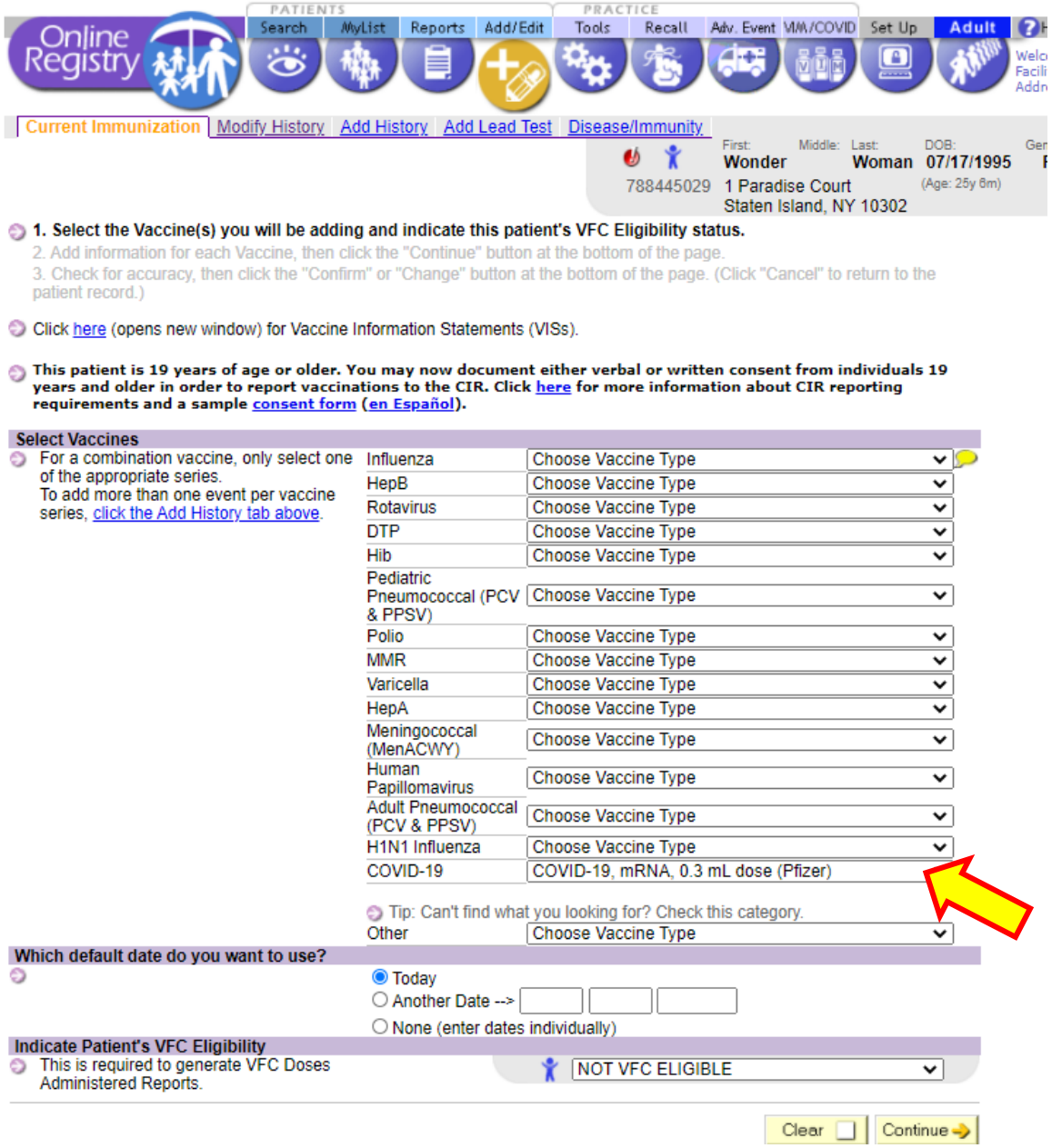
Primarily used for pediatric vaccine series.

Use the Adult Quick Add to enter the 1st dose of COVID-19 vaccine.

When the Adult Quick Add screen was used to enter the 1st dose of COVID-19 vaccine, additional required data was collected.

You may continue to use the Adult Quick Add screen or use this screen to add the 2nd dose of COVID-19.

Use "Add History" screen to add histories (3rd tab). Do not add historical immunizations in this screen.



Online Registry- Add COVID-19 Vaccination

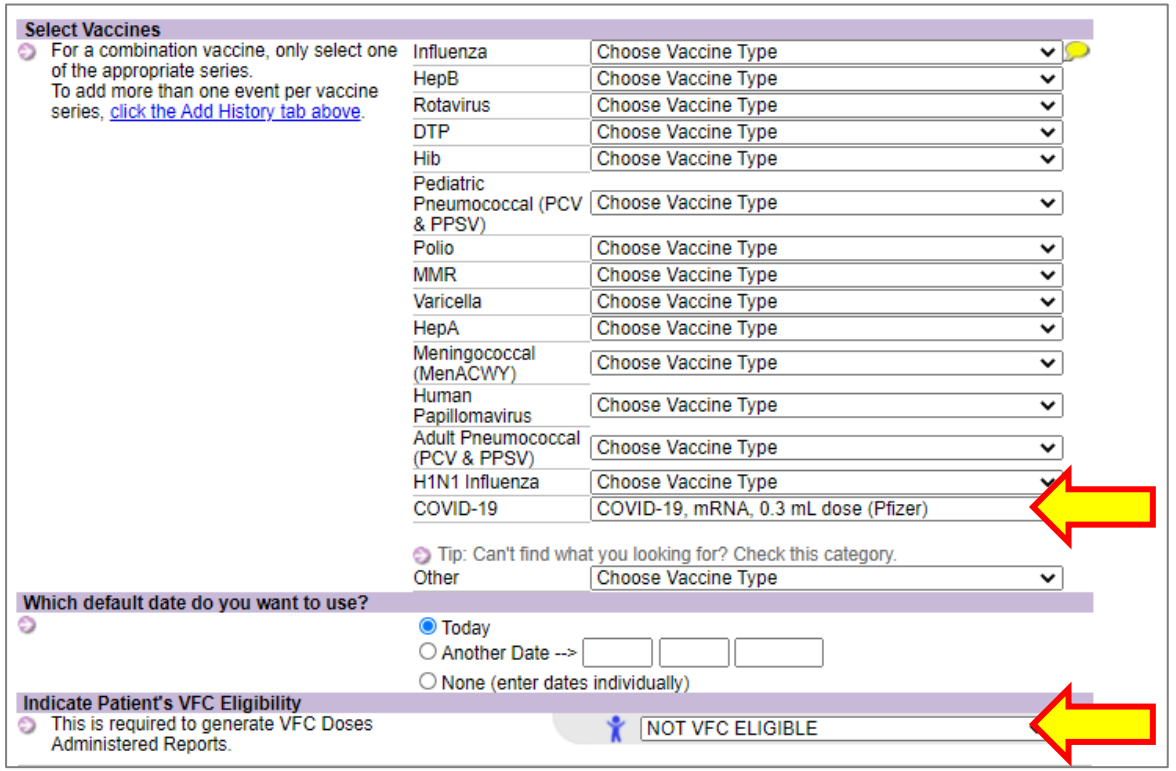
To add a COVID-19 vaccination event:

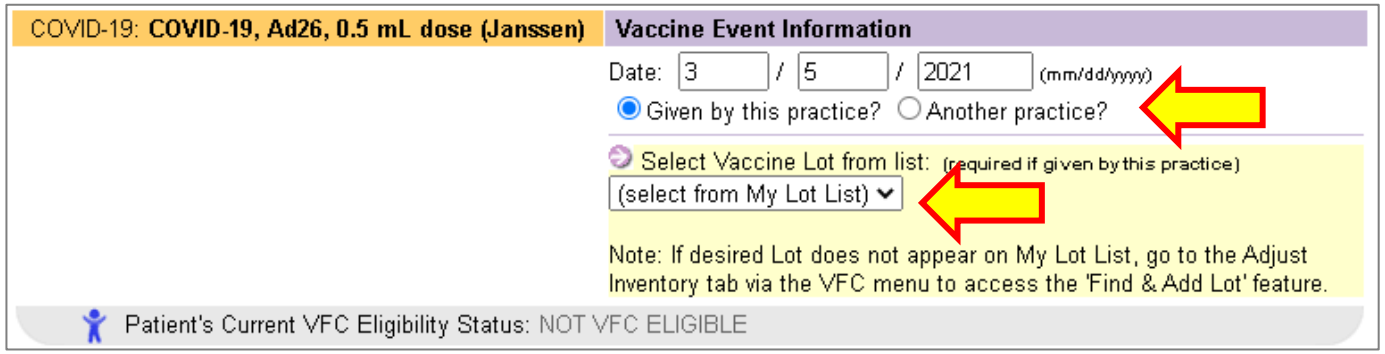
- Locate patient in MyList; click on their name.
- Click on Add/Edit

.
- Choose the correct COVID-19 vaccine from the drop-down list.
- Enter date of the vaccination event.
- Choose "Not VFC Eligible"; click Continue

On the next page:

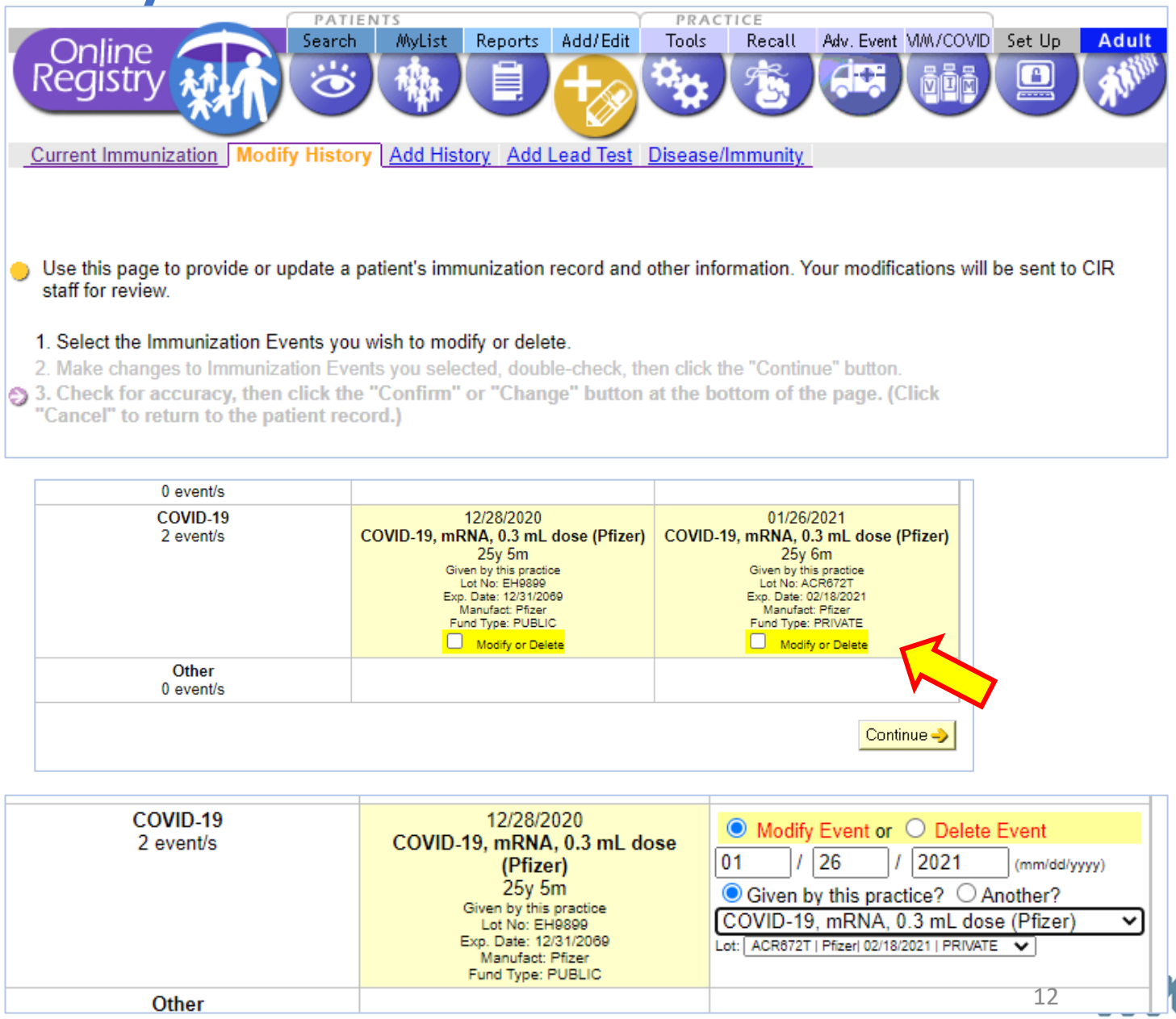
- Select if vaccine was administered by your practice or another.
- Select Vaccine Lot from list; click Continue
- Verify information and click Submit .





Online Registry- Modify Immunization

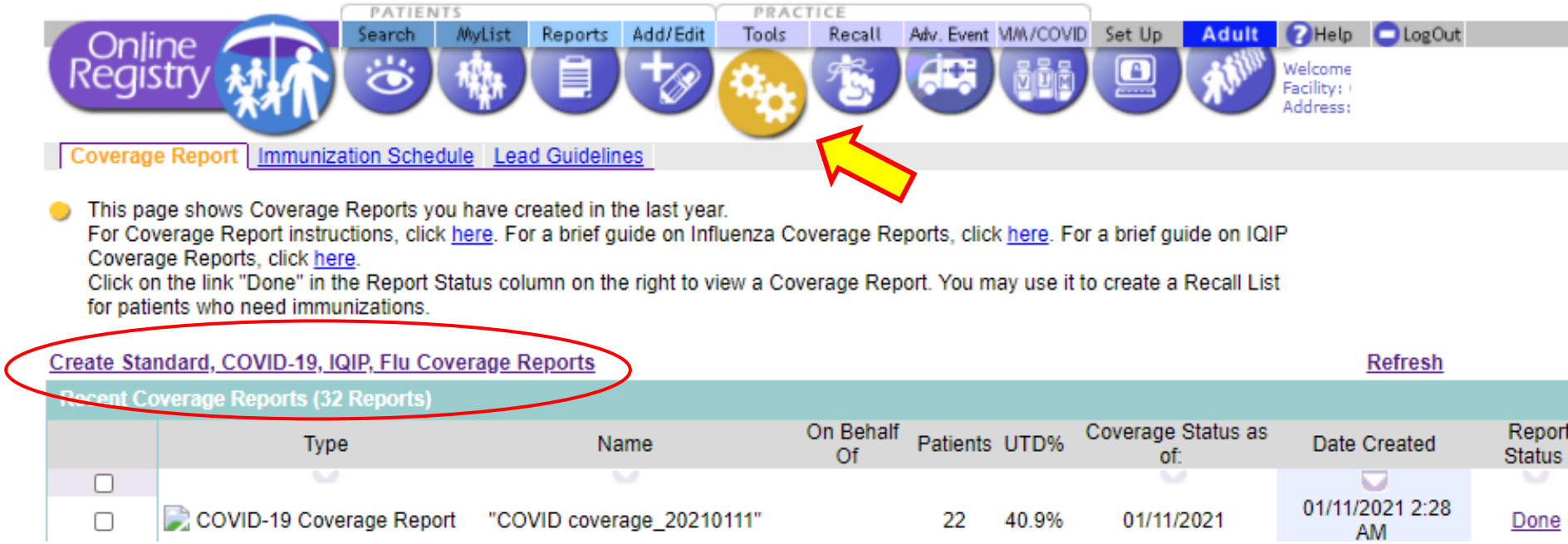
- A facility can modify the immunizations they reported.
- Follow the steps
- Choose to modify or delete the event
- Date and lot can be modified.



Online Registry- Coverage Report

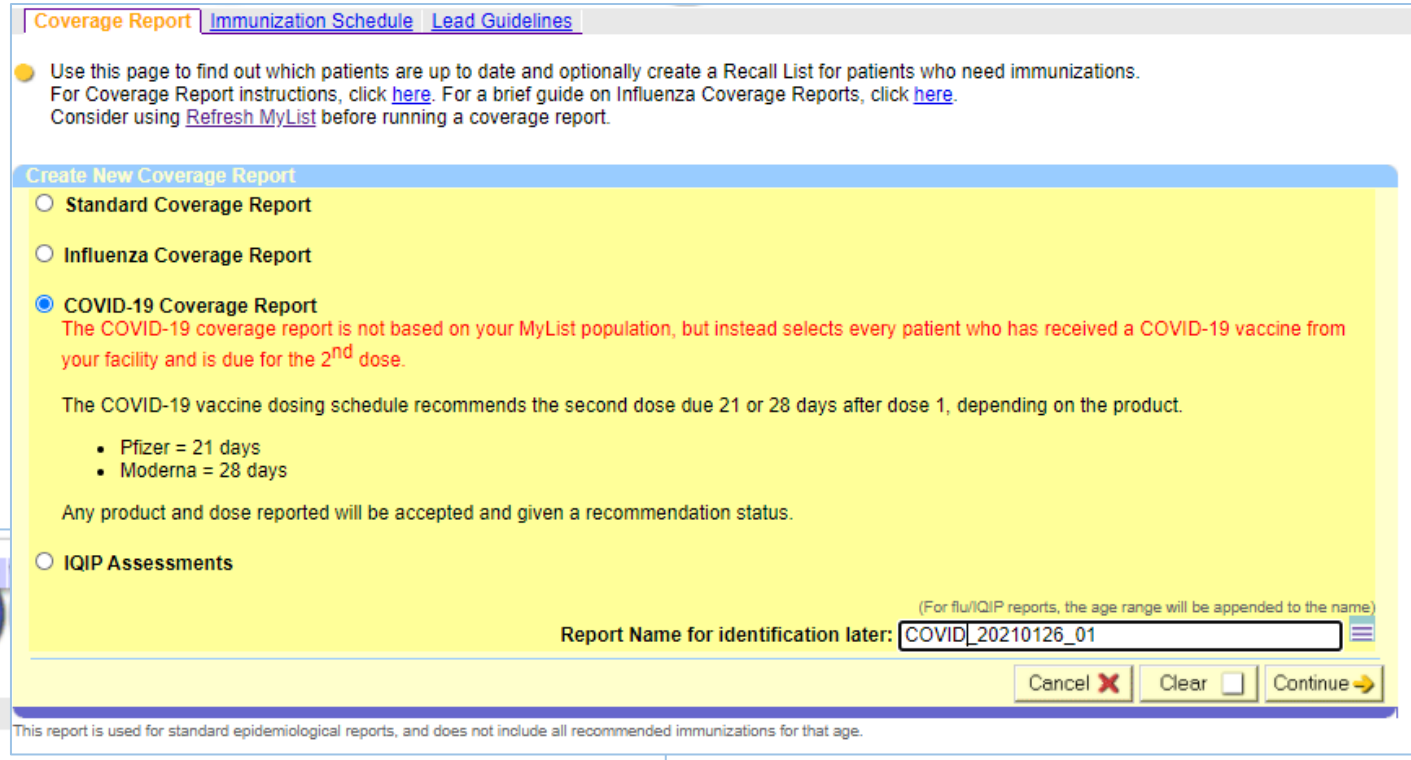
Click on the Create Standard, COVID-19, IQIP, Flu Coverage Reports link to view:

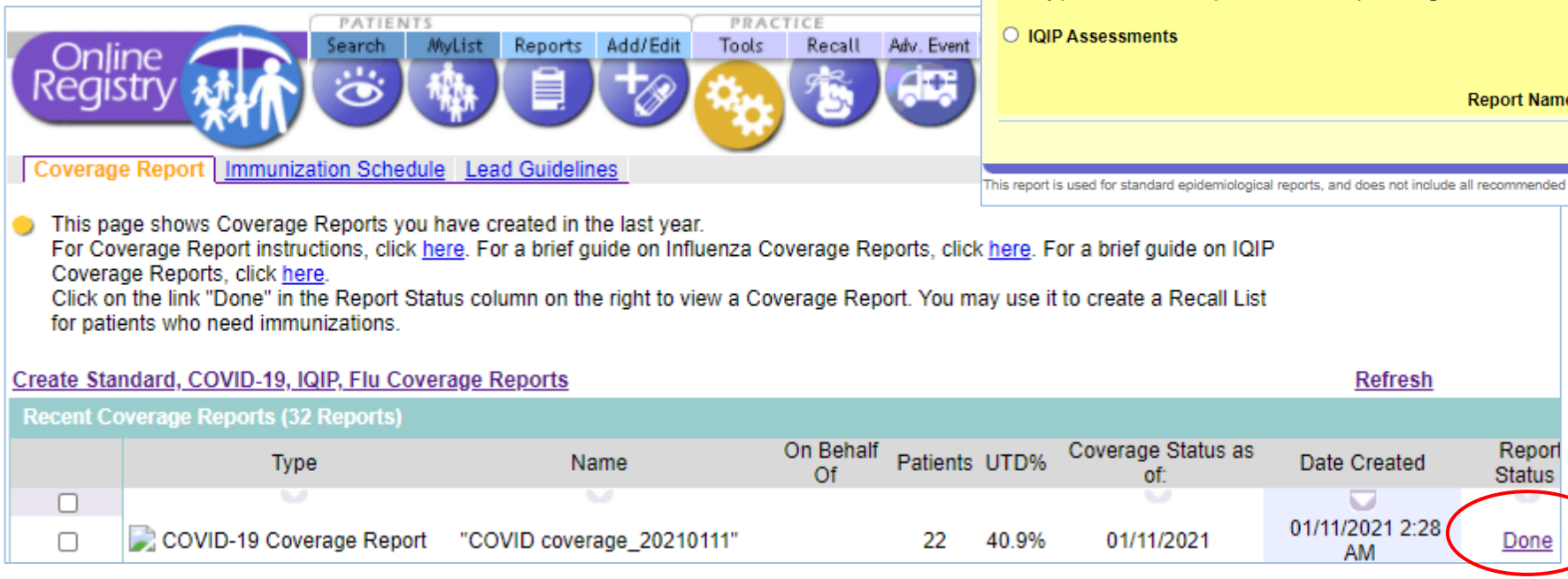
- number of patients that completed the vaccine series
- list of patients who are due 2nd dose



Online Registry- Coverage Report

- Choose "COVID-19 Coverage Report"
- Name your report

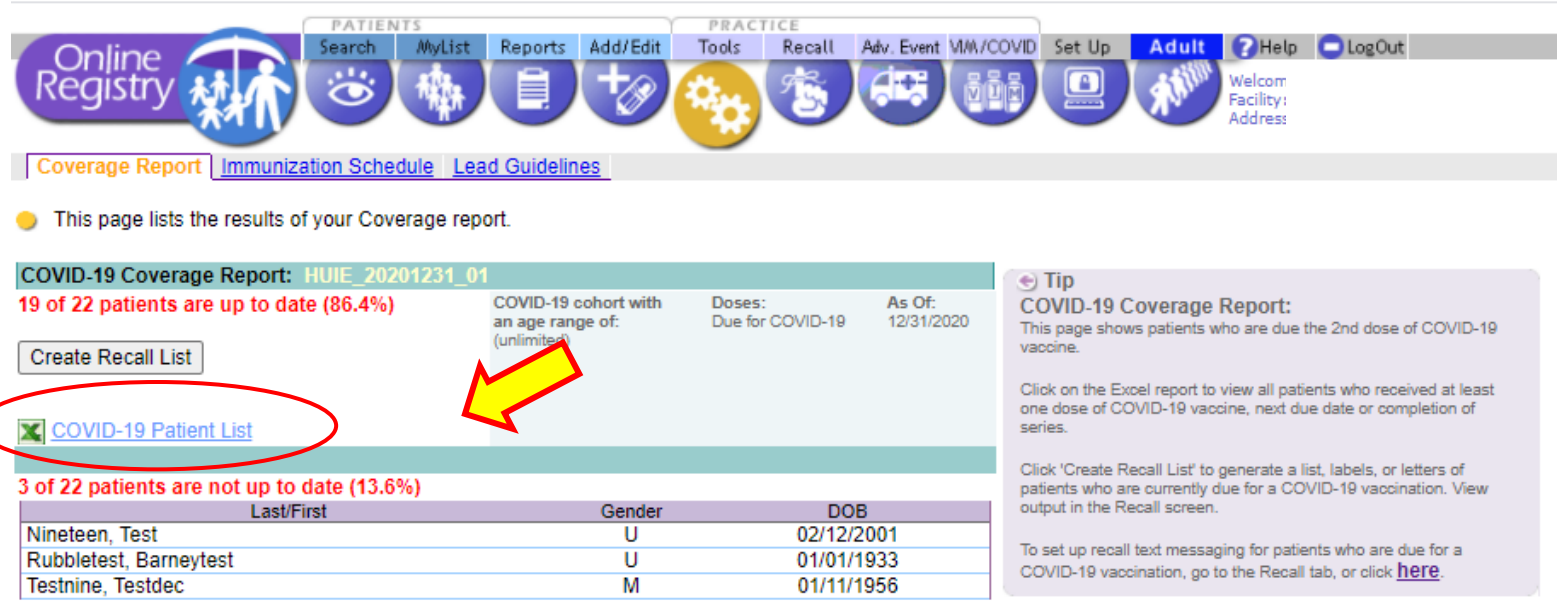




- Return to the Coverage Report job list
- Click "Done" to view the list

Online Registry- Coverage Report

- Click COVID-19 Patient List
- Summary
- List returns to enable follow-up:
  - Address
  - Phone numbers
  - Status: complete or date due for next dose

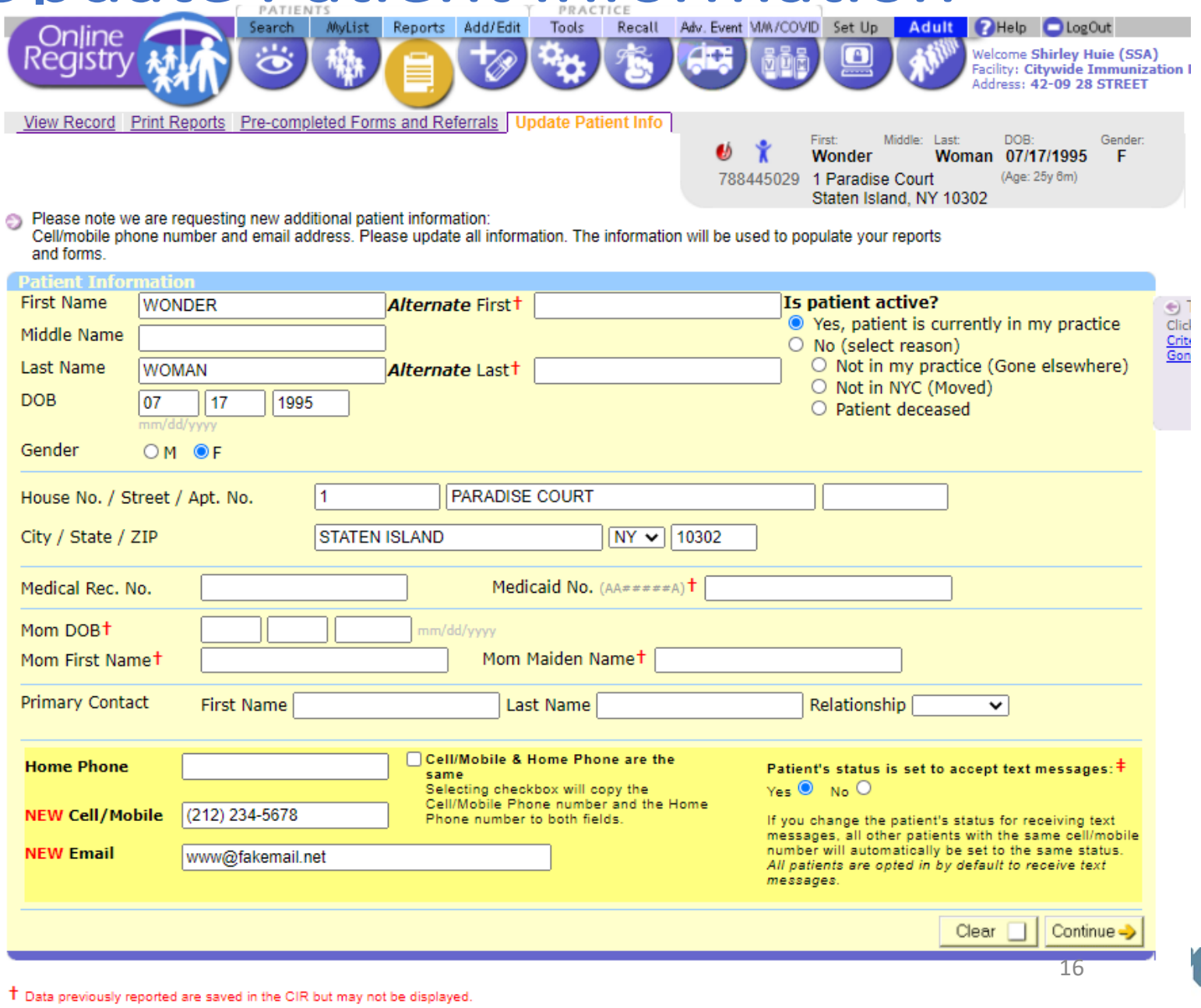


	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
1	COVID-19 Repor	Name: HUIE_20201231_01													
2	Date Created: 12/31/2020 1:17:01 AM														
3	Created By: 9260														
4	Based On: All patients who have received a COVID-19 vaccination from this facility														
5	Total Patients: 22														
6	Last Name	First Name	DOB	Gender	CIR Id	Medrec Num	Address	City	State	Zip	Home Phone	Cell Phone	COVID-19-1 Date	COVID-19-2 Date	COVID-19 Status
7	COOPERTEST	ALICETEST	07/15/1975	M	788670821		786 Chestnut Street	WANTAGH	NY	11793	516-723-5988		12/09/2020		Due on 01/06/2021
8	CRACKER-TEST	BRIANNA	01/01/1980	F	788670261		1 State Street, 1A	MANHATTAN	NY	10005	111-111-1111		12/07/2020	12/07/2020	Completed Vaccine Series
9	HUI-TEST	TENAJ	01/01/2010	U	788669161		1 Patient Street	QUEENS	NY	11101	444-444-4444		11/22/2020	11/23/2020	Not Generally Recommended
10	JORDAN-TEST	MICHEL	01/01/2020	M	788670301		1 State Street, 1A	MANHATTAN	NY	10005	111-111-1111		12/08/2020		Not Generally Recommended
11	MARTEL-TEST	TRACEY	01/01/1980	F	788670741		1 State Street, 1A	MANHATTAN	NY	10005	111-111-1111		12/09/2020		Due on 01/06/2021
12	MOTEST	PHONETEST	12/10/2002	F	788670661		2 Test	THE BRONX	NY	11111	111-111-1111		12/09/2020		Due on 01/06/2021
13	NICOLARY	SAMUEL	01/30/1970	M	654622863		11022 E English Daisy Lr	TUCSON	AZ	85747	215-869-4972		12/08/2020	12/14/2020	Completed Vaccine Series
14	NINETEEN	TEST	02/12/2001	U	788670481		2 Franklin Ave, 2E	STATEN ISLANI	NY	10300	718-000-0000		12/08/2020		Due now
15	OTHERPHONETE	TEST	12/12/1987	M	788670681		3 Test	MANHATTAN	NJ	07653	212-232-4243		12/09/2020		Due on 01/06/2021
16	RHYME	LINCOLN	06/25/1972	M	781908748		521 West 72nd Street	MANHATTAN	NY	12345	212-527-4688		12/09/2020		Due on 01/06/2021
17	RUBBLETEST	BAMBAMTES	01/01/1960	M	788669841		2 Bedrock	THE BRONX	NY	10457	111-111-1111		12/04/2020		Due on 01/01/2021
18	RUBBLETEST	BARNEYTEST	01/01/1933	U	788669721		1 Bedrock	THE BRONX	NY	10457	222-222-2222		12/03/2020		Due now
19	SNYDER	ALEX	04/25/2007	M	788668981		1 123 Dr	THE BRONX	NY	90210	987-979-7979		11/22/2020		Due on 04/25/2023
20	TEST	BARRETT	03/08/1975	M	788668661		12 123 Dr	BROOKLYN	NY	90210	555-555-5555		11/20/2020	11/23/2020	Completed Vaccine Series
21	TEST	TEST	01/01/1933	M	788670041		100 Test Street	THE BRONX	NY	10457	718-000-0000		12/06/2020		Due on 01/03/2021
22	TEST	TEST	01/01/1945	F	705899351		42-09 28th Street, 5	MANHATTAN	NY	11101	347-396-2400		11/24/2020	12/22/2020	Completed Vaccine Series
23	TEST	TEST	10/10/1959	F	788672581		474 341 St., 39B	MAIAMI	FL	11111	212-332-1323		12/13/2020		Due on 01/03/2021
24	TESTCOMORBIDI	TEST	01/10/2002	F	788670641		4 Quick Add Street	BROOKLYN	NY	11123	232-222-3232		12/09/2020		Due on 01/06/2021
25	TESTER	SUSAN	12/12/2000	F	788674581		123 32nd, AVE	NEW YORK CIT	NY	10001	215-888-7979	215-654-7899	11/28/2020	12/19/2020	Completed Vaccine Series
26	TESTER	TESTER	07/11/1927	M	788670161		1 Test Lane	BROOKLYN	NY	11234	718-111-1111		11/30/2020	12/22/2020	Completed Vaccine Series
27	TESTNINE	TESTDEC	01/11/1956	M	788670621		2 Test Court	QUEENS	NY	01212	121-323-2234		12/09/2020		Due now
28	TESTPHONETHRI	TESMO	01/20/2000	M	788670721		8 Test	MANHATTAN	NY	07232	777-777-1111		12/09/2020		Due on 01/06/2021
29															

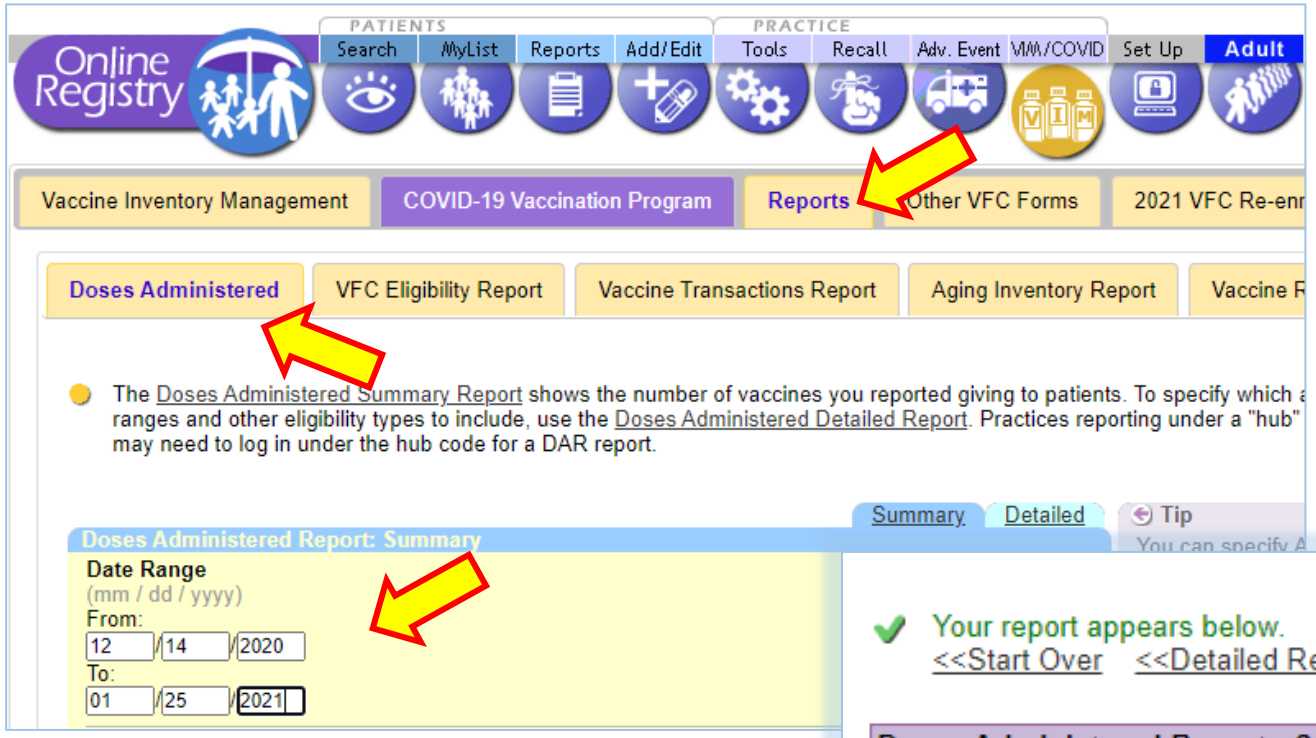
Online Registry- Update Patient Information

- Data can be updated if CIR does not have a vital record associated to the record
- Moved or Gone Elsewhere (MOGE) status
- Address, phone, email
- Accepts text messages? Y/N
- Record help:

  cir@health.nyc.gov



Online Registry- Doses Administered Summary



- In the VIM screen, click the Reports, and Doses Administered tabs.
- Enter date range
- Report will appear, shown below

Your report appears below.
<<Start Over <<Detailed Report

Doses Administered Report : Summary

Processed On:	Date Range:	Eligibility Type:	Ag
01/26/2021 10:44	From: 12/14/2020 To: 01/25/2021	VFC, CHPlusB, Private, Unknown	All

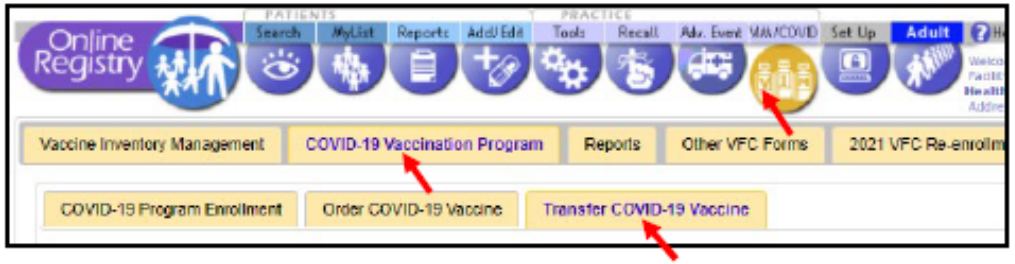
Eligibility Reported As:	VFC eligible | all	CHPlusB eligible | all	Private	Unknown	Total
COVID-19 Vaccines					
COVID-19, mRNA, 0.3 mL dose (Pfizer)	0	0	1	2	3
COVID-19, mRNA, 0.5 mL dose (Moderna)	5	0	0	6	11
COVID-19, mRNA NOS	0	0	0	1	1
Subtotals	5	0	1	9	15

Online Registry- Transfer Inventory guide

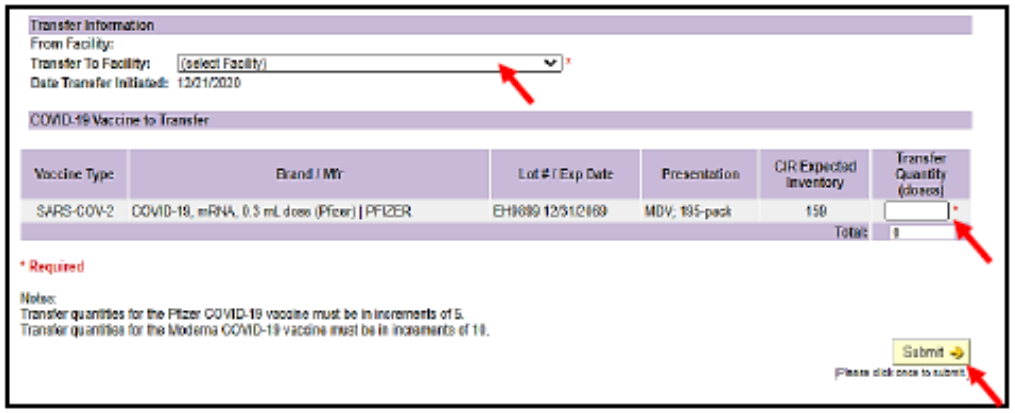
1 How to Use the Vaccine Transfer Module (In Network)

This module allows providers to manage and track COVID-19 vaccine transfers. This tool is available to hospitals, Federally Qualified Health Centers (FQHCs) and providers groups enrolled in the COVID-19 Vaccination Program.

- Log on to the CIR Online Registry: nyc.gov/health/cir
- Navigate to the VIM/COVID icon and, select the "COVID-19 Vaccination Program" tab, then the "Transfer COVID-19" sub-tab.



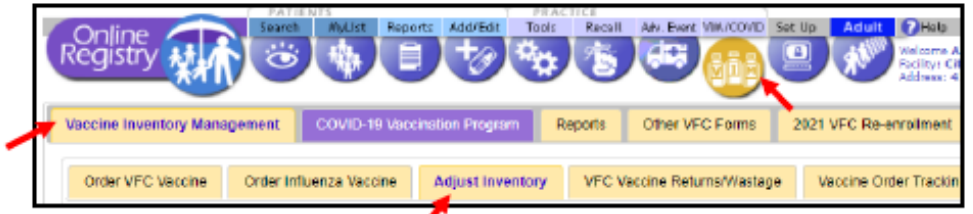
- Select the facility you are transferring vaccines to and enter the doses of vaccines to transfer. Once all fields are completed click 'Submit'.



- You are only able to transfer vaccine between sites enrolled in the COVID-19 vaccination program.
- A confirmation email is sent to the vaccine coordinators at both locations detailing the transfer.

2 Adjusting Inventory

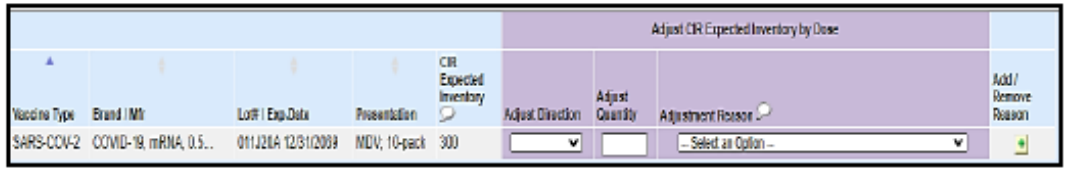
- Navigate to the **Adjust Inventory** module by clicking the **VIM/COVID** bubble.



- Adjust Inventory allows you to adjust your *CIR Expected Inventory* at any time.
- To reach the ***Adjust Inventory*** screen, click the VIM/COVID icon in the banner. Click on the ***Vaccine Inventory Management*** tab, then choose the ***Adjust Inventory*** tab.

3 Balancing Inventory

- Begin balancing your inventory by selecting Decrease (-) or Increase (+) from the drop-down menu in the *Adjust Direction* column.



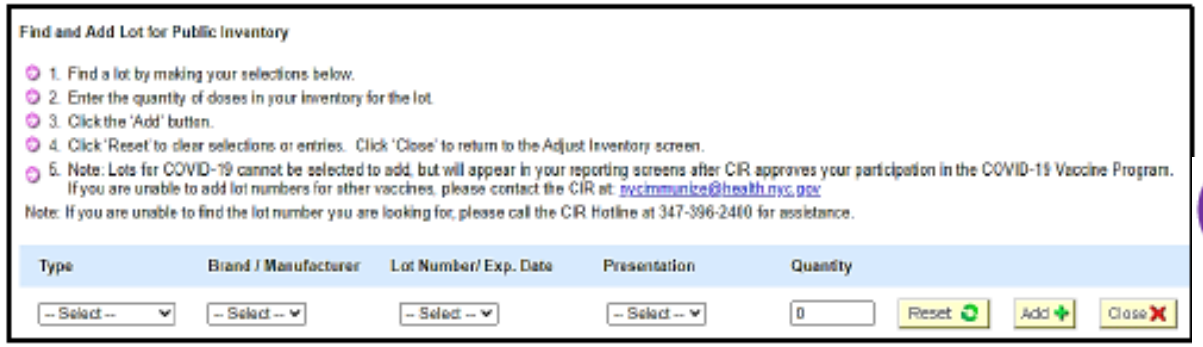
- Enter the number of doses in the *Adjust Quantity* column and select the reason for the adjustment from the drop-down menu in the *Adjustment Reason* column.
  - To manage extra vaccine doses, select 'Unaccounted for in Provider Inventory'
  - To account for vaccine transfers, select 'Transfer COVID-19 Vaccine'
- To add another reason for a dose of the same lot, or remove a previously added reason, use the + and – icons from the *Add/Remove Reason* column and select another reason.
- If applicable, you may add additional quantities and reasons for the same lot by clicking the "+" in the *Add/Remove Reason* column.
- When you are finished, click on Save. A message asking, '**Are you sure you want to save the entered inventory adjustments?**' will appear. Confirm by clicking OK to continue and save your updated inventory.

Find & Add Lot button

4

Find and Add Lot Button

- Use **Find and Add Lot**, if you do not see one or more of your vaccine lots. click the Find & Add Lot button located above the dashboard to search for and add them to your list.
- In the box that appears, select the vaccine type, brand, lot, and the number of doses you would like to add.



- If the lot currently exists in your list, a message will appear in the dashboard stating: 'This lot already exists on the *Adjust Inventory* screen. To adjust the *CIR Expected Inventory* column for this lot, click Close and use the *Adjust CIR Expected Inventory by Dose* fields on the ***Adjust Inventory*** **screen.**
- If the lot does not exist in your list, it will be added to your list and highlighted in yellow.

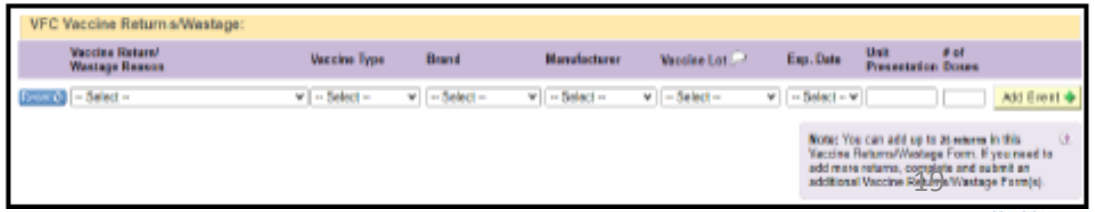
Reporting Wastage

5

Reporting COVID-19 Vaccine Wastage

- Vaccine wastage and spoilage events should be reported on this screen. Wastage reasons include: 'Broken Vial/Syringe', 'Vaccine drawn into syringe but not administered', 'Opened multi-dose vial', 'Other wastage (non-returnable).
- Log into the CIR and click on the VIM bubble.
  - Within the VIM module, click on the VFC Vaccines Returns/Wastage tab

  - Fill out the fields displayed in the form. More than one lot number can be reported at a time by clicking the 'Add Event' button Once all entries are complete, click the 'Continue' button to confirm your entry(ies)
  - Click 'Submit'
    - Print out the confirmation for your records
    - Dispose of the wasted vaccine in accordance with local regulations



Contact Information

General questions: cir@health.nyc.gov

Online Registry accounts: cir-reset@health.nyc.gov

Vaccine, Storage, VFC questions: nycimmunize@health.nyc.gov

Interoperability and HL7: cir_interop@health.nyc.gov