

PrepMod Enrollment Guide for Local Administrators

This guide is for health department local administrators and outlines the enrollment process and the first steps to set up use of PrepMod in your jurisdiction. Local Administrators are the highest level of administrator for their assigned health jurisdiction in PrepMod. See the PrepMod user roles section to see a breakdown of the different types of users in the platform.

! Please read the Enrollment First Steps before setting up clinics in PrepMod

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PrepMod Overview


PrepMod is an end-to-end system that automates all aspects of managing a vaccine program. The system includes a web-based consent process for patients and a clinic management system for staff. PrepMod can be used by LHDs, clinics, and individual providers to schedule clinics, track vaccination distribution, and report vaccination activity.

Enrollment First Steps

Invitation instructions



Vaccination Clinics <no-reply@multistatep4p.com>
To  Tan, Holly@CDPH

 Click here to download pictures. To help protect your privacy, Outlook prevented automatic download of some pictures in this message.

EXTERNAL EMAIL. Links/attachments may not be safe. To report suspicious emails, click "Report Phish" button.

Welcome!

You have been granted access to PrepMod.
Your username is the email address to which this invitation has been sent.

Please click [here](#) to create a new password.

The enrollment process for administrators will begin with an email invitation from noreply@multistatep4p.com. There is a two-step authentication process and users will be asked to set up a 12-character password. Once the enrollment process is complete, it will be the local administrator's responsibility to set up organizations/providers, add venues/locations, enroll staff users, and set up clinics.

Once enrolled, health departments, providers, and staff will access PrepMod by logging onto <https://www.calvax.org/clinics>. Patients will access PrepMod by logging onto <https://www.calvax.org/>.

Follow the steps below to enroll organizations, venues, and users:

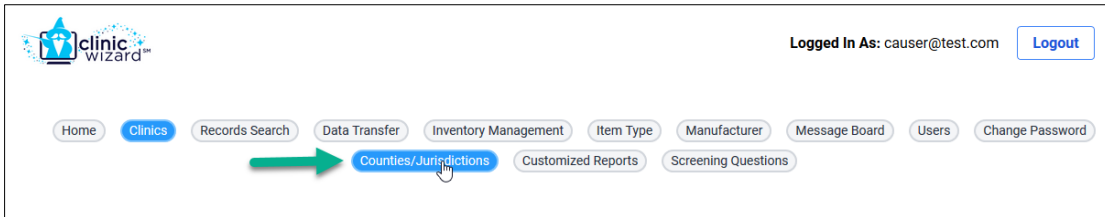
Please follow these 4 steps in this order:

- 1) Add organizations/providers:** These are entities within counties/jurisdictions that will be holding immunization clinics and have unique Immunization Information System (IIS) ID's (eg. CAIR2 Org Code). For example, if a county health department has different branches/divisions who will be holding immunization clinics and those branches each have a unique CAIR2 org code, each branch would be an organization. Organizations/Providers could also be FQHCs or other providers.

*PrepMod pre-populated a single organization within each health jurisdiction. Please review and edit this entry when you first log in and add an IIS ID.

To add an organization:

- Select any of the boxes on the administrative homepage to navigate into the backend of the platform
- Locate and click the **'counties/jurisdiction'** button from the options that display on the top of the screen



- Find and select your county/jurisdiction from the list of counties
- Select **'add organization/provider'** and enter each separate organization who will be using PrepMod for vaccine clinics
- Verify IIS ID

! **Health departments must verify each organization/provider IIS ID before they register them in PrepMod.** For CAIR2 users, IIS ID's can be looked up using the monthly 'AllCAIRUsage' monthly reports published on the IZ Coordinators website. For assistance identifying CAIR2 ID's reach out to CDPH.

- 2) **Add venues/locations:** For each organization, you can list specific venues. These are sites where clinics will be held. Venues could be school locations, a public health department, a provider's office, etc. Each organization can have multiple venues and more venues can be added at any time.

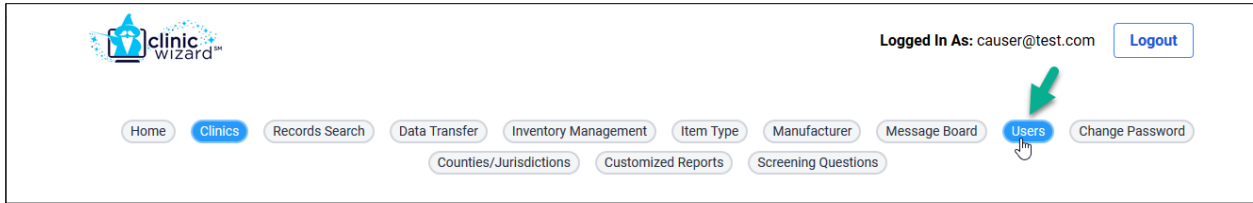
To add a venue:

- Navigate to the organizations/providers you created by selecting the **'counties/jurisdictions'** button from the top taskbar, selecting your county from the list, selecting the organization/provider you'd like to create a venue for, and then clicking **'add venue/organization.'**

- 3) **Enroll users:** Now that you have your organizations and venues, you can add other staff who will be users of the platform. Make sure these staff users receive access to the PrepMod training materials and attend a staff user training. They will also receive an email [no-reply@multistatep4p.com](mailto:reply@multistatep4p.com) and must follow that link to complete the enrollment process.

To enroll users:

- Select the **'users'** button



- Fill out the required fields to manually add a user and assign them to the ‘organizations’ and ‘venues’ you’d like them to have access to. Note that you can go in and edit this at any time to add additional organizations and venues for each user.

! **Make sure all users are trained:** Training instructions can be found on the IZ Coordinators website.

4) **Set up clinics:** You are now all set up to begin setting up your clinics. Refer to the In-Clinic Handbook for instructions.

! **This platform is now live:** if you set up a public clinic, it will show up on our outward facing landing page and the public will be able to sign up. If you want to explore and set up test clinics, you need to use the demo site used for training.

Demo site: <https://demo.vaccineconsent.com/clinics>

Log in for the Demo Clinic Management site is:

Login: causer@test.com

Password: password

PrepMod User Roles

PrepMod allows local health departments and providers to:	PrepMod allows patients to:
<ul style="list-style-type: none"> • Schedule vaccine clinics • Start and track vaccine activity during clinic operation • Report vaccination activity to their Immunization Information System (e.g. CAIR, Healthy Futures/RIDE, SDIR) at the end of clinic • Manage vaccine inventory and allot doses to specific clinics locations 	<ul style="list-style-type: none"> • Find and schedule a vaccine appointment • Review and sign their vaccine consent form in advance • Cancel a vaccine appointment • Check into a clinic upon arrival

PrepMod User Access Levels

	Staff	Lead Staff	School Nurse	Venue Admin	Provider/ Employer	Local Admin	Regional Admin	Government	Super Administrator
Access	All Locations of Administrator who assigned them	All Locations of Administrator who assigned them	Assigned School(s)	Only Venue(s) Assigned by Regional/Local Admin	Only Venue(s) Assigned by Regional/Local Admin	All Locations in Assigned County	All Locations in Region/State	All Venues in Region/Venue	All Locations
Create Clinic	No	No	No	Yes	Yes	Yes	Yes	No	All Access
Edit Clinic	No	Yes	No	Yes	Yes	Yes	Yes	No	All Access
Registration List	Yes	Yes	Yes	Yes	Yes	Yes	Yes	De-Identified	All Access
Virtual Queue	Yes	Yes	No	Yes	Yes	Yes	Yes	No	All Access
Clinic Activity Form	Yes	Yes	No	Yes	Yes	Yes	Yes	No	All Access
Clinic Activity Report	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No	All Access
Inventory Mgt	No	No	No	Yes	Yes	Yes	Yes	No	All Access
Reports	Yes	Yes	Yes	Yes	Yes	Yes	Yes	De-Identified	All Access
Records Search	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No	All Access
Data Transfer	No	Yes	No	Yes	Yes	Yes	Yes	No	All Access
Upload Data	No	No	No	Yes	Yes	Yes	Yes	No	All Access
Create User	No	No	No	Only Users	Only Users	Only Users	Yes, incl Admin	No	All Access
Send a Message	No	No	Yes	Yes	Yes	Yes	Yes	No	All Access
Enroll Provider or Employer	No	No	No	No	No	Yes	Yes	No	All Access
Add Global Locations	No	No	No	No	No	Yes	Yes	No	All Access
Edit/Delete Records	No	No	No	Yes	Yes	Yes	Yes	No	All Access
Customize Consent	No	No	No	Yes	Yes	Yes	Yes	No	All Access
Delete Clinics	No	No	No	Yes	Yes	Yes	Yes	No	All Access
Reinstate Clinics	No	No	No	Yes	Yes	Yes	Yes	No	All Access
Delete Duplicates	NO	Yes	No	Yes	Yes	Yes	Yes	No	All Access

Orange – Assigned to a state, county, or region (whatever system/database covers). Can only access details and data and grant access for that region. Local administrator can add non-admin users. Regional Admin can assign Admin Users. We assign Regional Admin.

Blue – Only access to details and data for assigned venue or site. Can only grant access to users for only that site.

Green – Access to details and data for all locations in public health locations (created by Local/Regional) Admin

User Definitions	
Staff	Individuals working in multiple venues/clinics across a jurisdiction, county, or region (Contractual or Nurses, Health Department staff). No access to administrative functions.
Lead Staff	Leads working in multiple venues/clinics across a jurisdiction, county, or region (Charge Nurse, Clinic Supervisor).
School Nurse	A school nurse afforded access to records for students vaccinated at their school or in a clinic affiliated with their school.
Venue Administrator	The lead individual at one specific organization (eg. Health Department, Pharmacy) who will upload data and is assigned by a Regional or Local Administrator (lead Nurse or Health Department Official)

Provider/Employer	Acts as the Venue Administrator for Provider Locations or Employer Locations; assigned by the Regional or Local Administrator (Coordinating State/County Municipal Leads)
Local Administrator	Has all access for a local jurisdiction (for California these will be county level administrators)
Regional Administrator	Has all access for a region (for California, these will be state level administrators)
Government	Access to view de-identified data (eg. Federal Government, state agencies)
Super Administrator	Has all access to all locations and may see all data (Primary lead for the state)

PrepMod Help and Resources

Additional PrepMod resources are available on the Immunization Coordinators website including:

- PrepMod User Manual
- PrepMod In-Clinic Handbook
- PrepMod FAQ
- Training documents

For issues with the platform, the PrepModHelp Desk is available 8 a.m. to 8 p.m. EST Monday thru Friday
888-503-0515

techsupport@vaccineconsent.com

For California specific questions, contact Prepmod@cdph.ca.gov