05 New Immunization Record – Historical

Ontario 🏵

New Immunization Record – Historical

Record client's historical vaccine dose in COVax~ON~.

Profiles

System Admin, or users with 'COVax Historical Dose' permission set

Core Tasks

Below are the core tasks you will perform daily. **Click the relevant link**:

#	Section	Description
1.	**Historical Dose Record Permissions and Scenarios**	Documenting historical dose purpose, user permissions, and scenarios
2.	**Record Historical Dose**	Documenting historical dose (out of province and non-Ontario stock). There is no association to a vaccination event (VE) or auto-decrementing from an authorized organization's (AO's) inventory for historical dose records.

Additional Information

- **Historical Dose** – a historical dose refers to an out of province (OOP) or non-Ontario stock (NOS) dose.

- **Agent** – a vaccine formulation that combines specific antigens administered for immunization against a preventable disease.

- **Product** – a vaccine or diluent trade product used for immunization coverage against preventable diseases. Diluents are substances used to reconstitute vaccine trade products for administration of client vaccinations.

- **Product Lot** – the trade product lot number which is the manufacturer's/market authorization holder identification for a batch of a trade product. Client vaccination records are specified by the vaccine product, lot number, and expiry date to track impacts of adverse events following immunization (AEFIs) or product recalls. Product lots are no longer solely linked to inventory records (IRs) in support of dose administration separately from vaccination events (VEs) and vaccination event inventories (VEIs)

Reference Documents

- Refer to the **03 – Search, Create and Maintain Client Information** job aid to learn more about searching for a client and creating new client records in COVax~ON~

Disclaimer

Data Privacy: Users with access to COVax_{ON} can see the demographic details and HCNs of other clients in the system when searching for a particular person. The information is presented this way when searching for a particular person. The information is presented this way to help ensure that users access the correct client record and to reduce the risk of either not locating a client's record or improperly creating duplicate client records. **As required by PHIPA and under the terms of the Acceptable Use Policy, system users are only permitted to access the information of individuals to whom they are providing care or for other purposes that are specifically authorized.** COVax_{ON} records detailed audit transaction logs that inform the MOH of which client records were accessed by each user, and what actions they took in the system. Any concerns that are identified about improper access to the system will be investigated and appropriate actions taken.

COVID Public Health: All COVID public health measures must be followed in alignment with the tasks outlined in this job aid.

1. Historical Dose Record User Permissions and Scenarios

Description: Users who are tagged to the 'COVax Historical Dose' permission can use the historical dose functionality to record out of province (OOP) and non-Ontario stock (NOS) doses. Permissions will not be granted based on a user's profile; they will be granted based on each individual user's needs. The relevant PHU vaccinators and site super users can be granted this permission. Users can be granted this permission using one of the following methods:

1. **Adding __new users__ with the 'COVax Historical Dose' permissions** – new users are added to COVax_{ON} using the USERS_LOAD_TEMPLATE. On the '4_User_List' tab, select or enter 'TRUE' in the **COVax Historical Permission** column and fill out the remaining columns with additional user details. The latest version of the template can be found on the MOH SharePoint site.

2. **To update an existing user with the 'COVax Historical Dose' permission** – for existing users, a ticket must be submitted to the Service Desk for a user profile change. Only AO authorized contacts have the authority to request these permissions to be added.

Only PHU vaccinators and site super users will be granted this permission. Users who are *not* granted this permission will see the following error message if they attempt to document a historical dose:

For the users who have been granted permission, functionality is available for two historical dose administration (DA) scenarios based on the sub-type selected during the historical dose flow.

Out of province (OOP)

-   A client may have received one/multiple doses outside of Ontario which are not recorded in COVax_{ON}. The historical OOP dose(s) must be recorded in COVax_{ON}.

- **For a client that had their first dose OOP** – the client must contact their PHU to enter their first dose historical dose prior to booking an appointment for subsequent doses

- **For a client that had multiple doses or only their second dose OOP** – the client should contact their PHU to enter those historical doses

   Best Practice – documenting OOP doses for European Union (EU) clients:

   - EU vaccine certificates indicate '2 doses' but only specify one date and product

   - Users are encouraged to ask the client if they can recall the product and approximate date of first dose received

      - If the client **can recall** the product only – enter the product and enter the administered date as 28 days prior to the date noted on the vaccine certificate

      - If the client **cannot recall** product or date – users can use 'COVID-19 unspecified' and enter the administered date as 28 days prior to the date noted on the vaccine certificate

Non-Ontario stock (NOS)

- A client may have received one/multiple doses from non-Ontario vaccine stock (e.g., federal stock used for correctional facilities, military groups, embassies). The historical NOS dose(s) can be recorded in COVax$_{ON}$.

- The location that conducted the vaccination will provide a list of data to be entered in COVax$_{ON}$ by the PHU/approved group. If the client received their first dose via NOS, the historical entry needs to be made prior to booking any subsequent dose appointments. If a client arrives onsite for a subsequent dose and their previous NOS dose was not documented, refer to the *COVID-19 Guidance for Individuals Vaccinated Outside of Ontario/Canada* document (located on the ministry site) for guidelines.

2. Immunization Record Type - Historical

Description: Historical dose can be used to record two scenarios based on the sub-type:

- **Out of province (OOP)** – a client may have received one/multiple doses outside of Ontario which are not recorded in COVax$_{ON}$. The historical OOP dose(s) must be recorded in COVax$_{ON}$.

   - For a client that had their **first dose OOP** – the client must contact their PHU to enter their first dose historical dose prior to booking an appointment for subsequent doses.

   - For a client that had **multiple doses or only their second dose OOP** – the client should contact their PHU to enter those historical doses.

- **Non-Ontario stock (NOS)** – a client may have received one/multiple doses from non-Ontario stock (e.g., federal stock used for correctional facilities, military groups, embassies). The historical NOS dose(s) can be recorded in COVax$_{ON}$

- **Other** – a client may have received one/multiple doses that do not meet the definition of an OOP or NOS record but may not have all the required data to enter as a point-of-service (POS) record with an updated date and time (e.g., back up paper method and a required field missing in the documentation, the 'Other' value may be used).

1. From the appropriate client record, click the **New Immunization** button.

   Person Account
   Bob Ross
   Age   Total Doses   [New Immunization] Review Dose Administered Generate Unique Key ▼
   73 Years 5 Month(s)   0

2. Select **Historical**, then click **Next**.

   New Immunization

   _____

   * Please select
   ○ Administered - Point of Service
   ○ Historical

                                                                    [Next]

3. On the **Search Vaccine Product** page, enter at *least one (1)* of the following fields to start the search: **Agent**, **Product**, or **Product Lot Name**. Then click **Next**.

   New Immunization

   New Immunization - Historical
   Search Vaccine Product
   Agent
   | COVID-19 mRNA |
   Product
   | Moderna |
   Product Lot Name
   | 1273 |

                                                    [Previous] [Next]

4. If the product entered is unknown, the system will display the following message:

   New Immunization

   If no results are found or results do not match, click Next to Manually enter Vaccine Product Information.

                                                    [Previous] [Next]

   Click **Next** to manually enter the product information. **Note:** To request that a product be added to COVax$_{ON}$, you can submit an email to covaxonsupport@ontario.ca.

5. If the product is known, the **Vaccine Search Results** page will display.

	New Immunization	
	New Immunization - Historical	

Vaccine Search Results

	Agent ⌄	Product ⌄	Product Lot Name ⌄
○	uuuuuu	Pfizer_2803	Pfizer_2803 - 28033, 2021/12/30
○	COVID-19 pediatric mRNA	PFIZER-BIONTECH COMIRNATY pediatric ...	PFIZER-BIONTECH COMIRNATY pediatric COVID-19 mRNA - 54321, 2022/04/30
○	COVID-19 mRNA	PFIZER-BIONTECH COVID-19 VACCINE mR...	PFIZER-BIONTECH COVID-19 VACCINE mRNA - FL3210, 2022/10/26
○	COVID-19 mRNA	PFIZER-BIONTECH COVID-19 VACCINE mR...	PFIZER-BIONTECH COVID-19 VACCINE mRNA diluent - 111, 2022/02/02
○	COVID-19 mRNA	PFIZER-BIONTECH COVID-19 VACCINE mR...	PFIZER-BIONTECH COVID-19 VACCINE mRNA - DL000001, 2025/05/05
○		Pfizer	Pfizer - 1412431, 2021/09/17
○	COVID-19 mRNA	PFIZER-BIONTECH COVID-19 VACCINE mR...	PFIZER-BIONTECH COVID-19 VACCINE mRNA - 6899, 2021/09/11
○	COVID-19 mRNA	PFIZER-BIONTECH COVID-19 VACCINE mR...	PFIZER-BIONTECH COVID-19 VACCINE mRNA - 001820, 2021/10/07

Previous   **Next**

a. Scroll through the list of products and select the product that matches what you are looking for. Then click **Next**.

b. Enter the following information for the required fields:

-   **Vaccine Info has been validated** checkbox – must be populated based on the user's review of the client's proof of vaccination receipt

-   **Source*** – (required field) Select 'Health Care Provider' or 'Client'

-   **Sub-Type*** – (required field) Select 'OOP', 'NOS' or 'Other'

-   **Route** – default value "Intramuscular'/Intramusculaire"

-   **Dosage Administered** – quantity of the dosage administered to the client

    If the product has more than one dosage option users will have to select the dosage administered

-   **Dosage Unit of Measure** – dosage measurement unit of the dose administered

-   **Anatomical Site** – (optional field)

-   **Date and Time*** – (required field) the date of the historical dose; the time is set automatically based on the current time; if the time is known, it should be updated

-   **Country Vaccine Administered*** – (required field) populate with the country the vaccine was administered in

-   **Administered By** – (optional field)

-   **Proof of vaccination uploaded** checkbox – should be populated if the user is uploading a proof of vaccination receipt in the **Files** tab on the client's record

Note: Users who are creating a NOS historical dose will need to check the **Proof of vaccination uploaded** checkbox and **Vaccine Info has been validated** checkbox. This is not a requirement for NOS doses but is currently needed for record creation and will be fixed in an upcoming release.

New Immunization

New Immunization - Historical

☐ Vaccine info. has been validated.

Product : PFIZER-BIONTECH COVID-19 VACCINE mRNA (diluent) 13/9

* Source

| Client ⇕ |

* Sub-Type

| --None-- ⇕ |

Route

| --None-- ⇕ |

Dosage Administered

| 0.7 ⇕ |

Dosage Unit of Measure

| ml ⇕ |

Anatomical Site

| --None-- ⇕ |

* Date and Time

| Mar 22, 2022 🗓 | | 1:03 PM 🕐 |

* Country Vaccine Administered

| --None-- ⇕ |

Administered By

| Search Providers... 🔍 |

☐ Proof of vaccination uploaded.

Previous   **Next**

c.   After the information has been entered, click **Next**. (Proceed to step 6).

d.   If the product you are searching for is unknown or not displayed in the list, click **Next** to move to the manual entry screen. (**Note:** Please continue to follow the policy guidance from the *COVID-19 Guidance for Individuals Vaccinated outside of Ontario/Canada* document located on the MOH SharePoint site when entering OOP historical records.) If the product is unknown/not listed, enter 'COVID-19 Unspecified' for the **Product Name**.

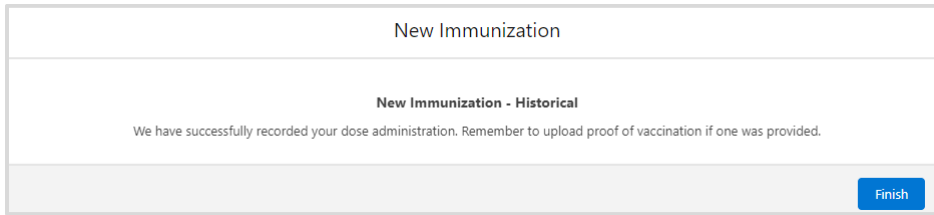New Immunization

Manual Product Entry

Product Name

| |

* Agent

| Search undefined... 🔍 |

Lot Number

| |

Expiry Date

| 🗓 |

Previous   **Next**

e.   On the **Manual Product Entry** page, enter the following information (if available):

- **Product Name**
- **Agent*** – (required field) searchable field that contains all available agents in the system) note this fields displays "search undefined" a search can still be done. The display text will be removed in upcoming releases.
- **Lot Number –** Maximum 20 characters
- **Expiry Date**

    f.   Click **Next**.

6.   A confirmation screen is displayed.

New Immunization

New Immunization - Historical

We have successfully recorded your dose administration. Remember to upload proof of vaccination if one was provided.

[Finish]

7.   Click **Finish** to go back to the client record.

8.   See the section below (**Immunization Record Details**) to view the immunization record details, upload proof of vaccination, and generate a receipt.

    Note:

- For historical record types where the vaccine product information was manually entered, the manually entered information will now be populated on the Client Immunization List for Vaccine Product (Other).

    Recommendation:

- Users to select Health Canada approved vaccines from the search result list.
- Users to select option for unspecified agent/unspecified product/unspecified lot from the list for this information to be displayed on the Electronic Verification Certificate from the provincial portal.
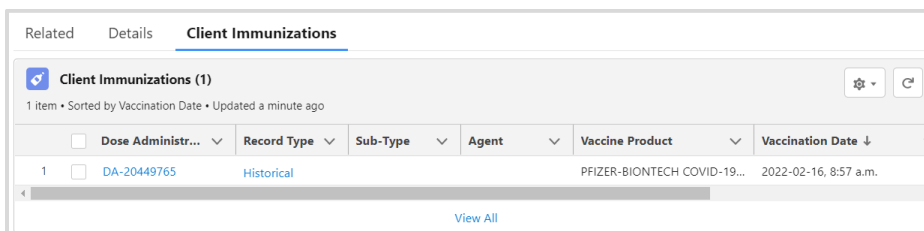
Immunization Record Details

Description: Once a new immunization record is created, information about the historical dose can be viewed on the client immunization record.
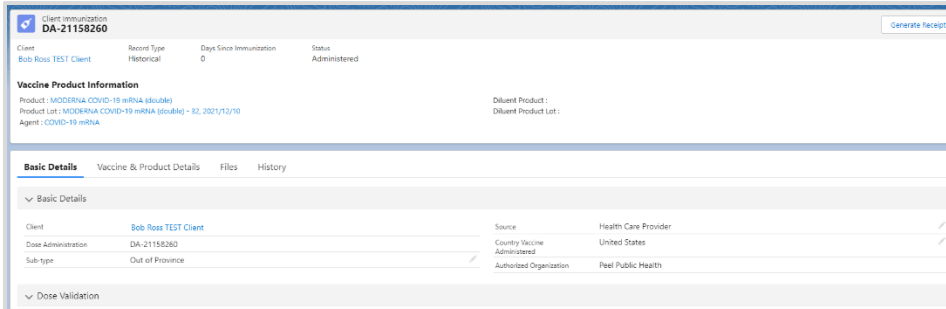
1.   From the client record, select the **Client Immunizations** tab.
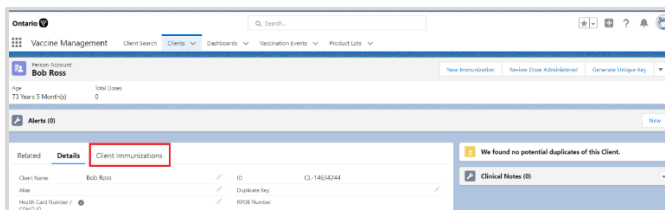
2.   A list view will display with the list of immunization records for the client. Click on the **DA record hyperlink** to open the record.

3. The client immunization record will open.

4. The **Client Immunization** page is comprised of the following sections and tabs:

   **Note**: Sections are static across all tabs displayed on the page.

    a. **Client Information** section:

        • **Client** – displays the client's first and last name

        • **Record Type** – 'Historical' (default)

        • **Days Since Immunization** – displays the number of days count since the client received an immunization

        • **Status** – displays the status of the immunization record as 'Administered' (default)

    b. **Vaccine Product Information** section:

        • **Product** – displays the vaccine product selected during the immunization flow and is hyperlinked to the **Vaccine & Product Details** page

        • **Product Lot** – displays the vaccine product lot selected during the immunization flow and is hyperlinked to the **Vaccine & Product Details** page

        • **Agent** – displays the agent

        • **Diluent Product** – displays the diluent if product selected during the immunization flow required a diluent and is hyperlinked to the *Diluent Product Details* page

        • **Diluent Product Lot** – displays the diluent if product lot selected during the immunization flow required a diluent and is hyperlinked to the *Diluent Product Details* page

    c. Additional tabs are displayed to view dose information for the record.
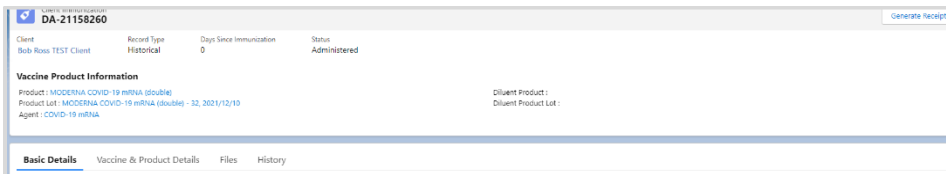
    d. The **Basic Details** tab – this tab displays information recorded during the immunization record flow:

        • **Client** – displays the client's first and last name, and links to the client page

        • **Dose Administration** – displays the unique identifier number for the immunization record administered to the client

        • **Sub-Type** – displays 'OOP', 'NOS' or 'Other'

        • **Source** – displays 'Health Care Provider' or 'Client'

- **Country Vaccine Administered** – populate with the country the vaccine was administered in

- **Authorized Organization**

- **Vaccine Info has been validated** checkbox – populated based on the user's review of the client's proof of vaccination receipt

- **Proof of vaccination uploaded** checkbox – populated if the user is uploading a proof of vaccination receipt in the **Files** tab on the client's record

- **Verification Status** – this field can be blank or pre-populated with one of the following values if the record is under investigation:
    - **Under Review** – assigned if a DA record is being reviewed under suspicion of fraud
    - **Determined Invalid** – assigned if the dose record has been deemed invalid due to the outcome of an investigation; dose record will be invalidated
    - **Review Completed** – assigned if review is completed and not deemed fraudulent


e. The **Vaccination & Product Details** tab – this tab displays read-only (for all profiles) vaccine and product information recorded during the new immunization flow:
    - **Route**
    - **Anatomical Site**
    - **Vaccination** Date
    - **Administered By**
    - **Dosage Administered**
    - **Dosage Unit of Measure**
    - **Administered By (Other)**
    - **Vaccine Product (Other)**
    - **Vaccine Product Lot Other (Other)**
    - **Vaccine Lot Expiry Date (Other)**

f. The **Files** tab – this tab provides users with the ability to upload required documents:
    - For OOP doses, upload the client's historical proof of vaccination receipt on the **Files** tab. (The client's historical proof of vaccination receipt should not be uploaded for NOS doses.)

- The receipt contains PHI data and should therefore be captured and uploaded in a secure manner.
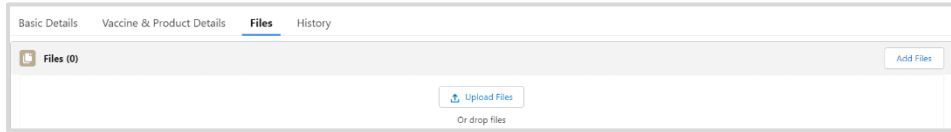
Note: Once the historical record is created in COVax_{ON}, users can generate the dose administration receipt using the existing **Generate Receipt** functionality from the dose administration record (refer to the **06 – Generate Receipt** job aid).


Note:

- If the product is manually entered, only **Agent** will be populated under the *Vaccine Product Information* section. If the product was found in the system, those details are populated. The product information is **NOT** populated on the immunization receipt nor on the Electronic Vaccine Certification from the portal.
- Manually entered product information wil be displayed in the Client Immunization tab for Product column.

g. The **History** tab – an audit tracking and log of changes to the dose record.


Appendix A | Important Considerations

A classifier called **Sub-Type** exists on the **Basic Details** tab.
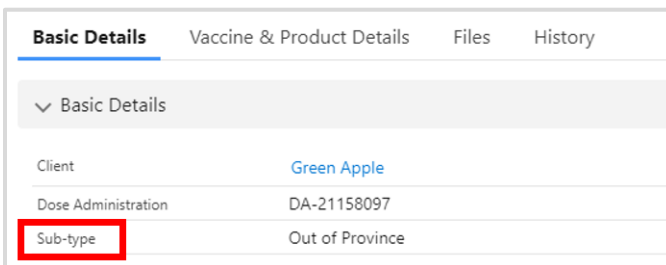
There are 4 sub-types:

- **Out of Province (OOP)** – described above

- **Non-Ontario Stock (NOS)** – described above

- **Other –** a client may have received one/multiple doses that do not meet the definition of an OOP or NOS record but may not have all the required data to enter as a POS record with an updated date and time (e.g., back up paper method and a required field missing in the documentation, the 'Other' value may be used)

- **Point of Service (POS)** – used for regular dose administration that is recorded in COVax$_{ON}$; this will be the default selection when the record type is 'Administered'

- **OOP** and **NOS** dose records will:

  - Be considered valid doses in the system and existing rules apply

  - Have no impact on existing inventory amounts

  - Be read-only once created. If the DA details require editing, users should use the **Review Dose** function on the immunization record. For example, users may choose to change the status of the record to 'Entered in Error', then create a new historical record with the correct information.

  - Be included in the operational reports
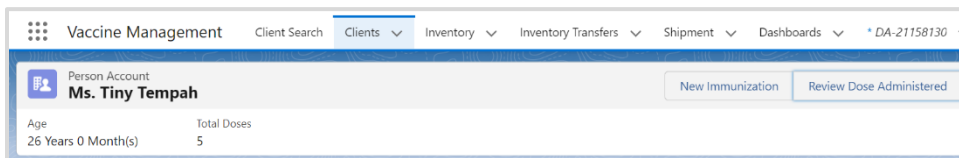
> At end of shift, log out of COVax$_{ON}$ and clear the browser cache. Refer to the **00 – Introduction to COVax$_{ON}$ and User Setup** job aid for detailed steps. Sanitize shared devices in accordance with location protocols.