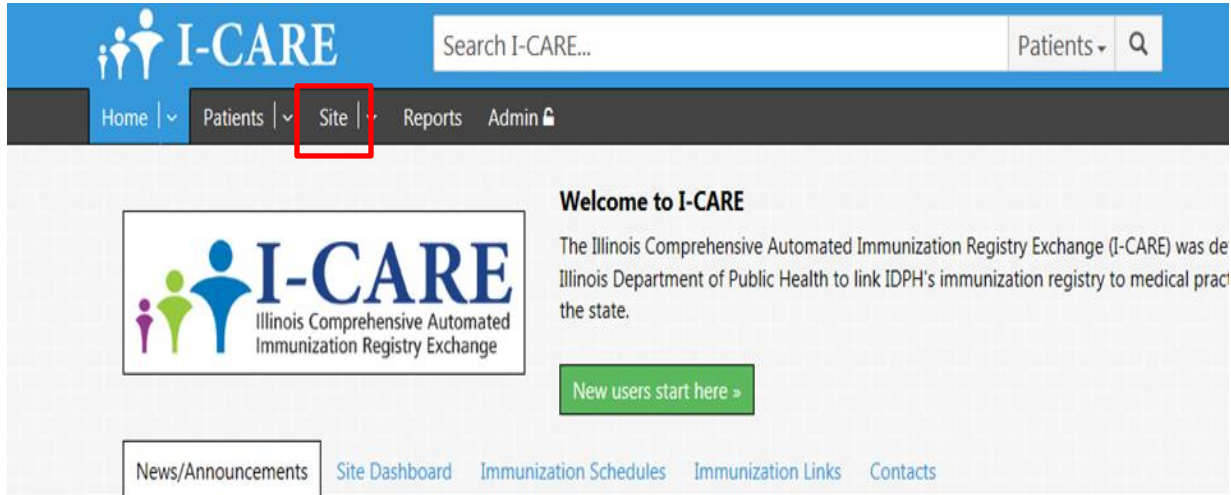


Instructions for Vaccine Ordering

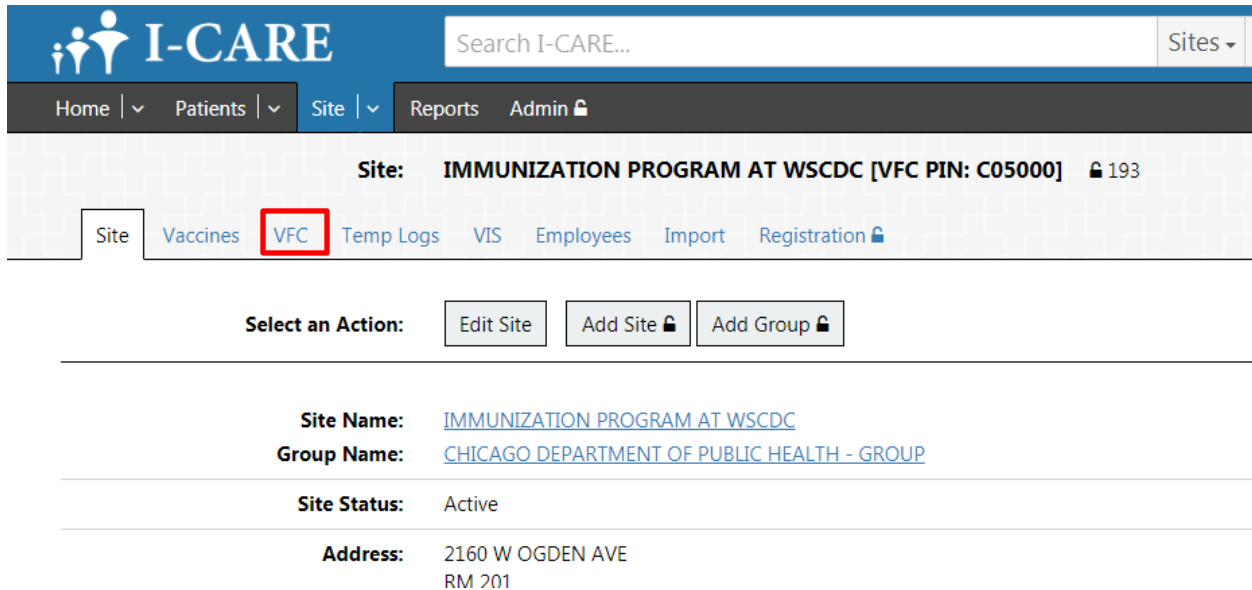
Step 1: Log into I-CARE

Step 2: Select "Site" from the menu at the top of your screen.



The screenshot shows the I-CARE homepage. At the top, there is a blue header with the I-CARE logo on the left, a search bar in the center, and a 'Patients' dropdown menu on the right. Below the header is a dark navigation bar with 'Home', 'Patients', 'Site', 'Reports', and 'Admin' (with a lock icon). The 'Site' menu item is highlighted with a red box. Below the navigation bar, there is a 'Welcome to I-CARE' section with a logo and a brief description. A green button labeled 'New users start here >' is also present. At the bottom, there is a horizontal menu with 'News/Announcements', 'Site Dashboard', 'Immunization Schedules', 'Immunization Links', and 'Contacts'.

Step 3: Select "VFC" from the menu under your site's name.



The screenshot shows the I-CARE site management page. At the top, there is a blue header with the I-CARE logo on the left, a search bar in the center, and a 'Sites' dropdown menu on the right. Below the header is a dark navigation bar with 'Home', 'Patients', 'Site', 'Reports', and 'Admin' (with a lock icon). The 'Site' menu item is highlighted with a red box. Below the navigation bar, there is a 'Site: IMMUNIZATION PROGRAM AT WSCDC [VFC PIN: C05000] 193' section. Below this, there is a horizontal menu with 'Site', 'Vaccines', 'VFC', 'Temp Logs', 'VIS', 'Employees', 'Import', and 'Registration' (with a lock icon). The 'VFC' menu item is highlighted with a red box. Below the menu, there is a 'Select an Action:' section with three buttons: 'Edit Site', 'Add Site' (with a lock icon), and 'Add Group' (with a lock icon). Below this, there is a table with the following information:

Site Name:	IMMUNIZATION PROGRAM AT WSCDC
Group Name:	CHICAGO DEPARTMENT OF PUBLIC HEALTH - GROUP
Site Status:	Active
Address:	2160 W OGDEN AVE RM 201

Step 4: Select "Vaccine Request" from the "Select View:" menu options.

The screenshot shows the I-CARE interface. At the top left is the I-CARE logo. To its right is a search bar labeled "Search I-CARE...". Below the logo and search bar is a navigation bar with "Home", "Patients", "Site", "Reports", and "Admin" (with a lock icon). The "Site" dropdown is open, showing "IMMUNIZATION PROGRAM AT WSCDC [VFC PIN: C05000]" with a lock icon and "193". Below this is a sub-menu with "Site", "Vaccines", "VFC", "Temp Logs", "VIS", "Employees", "Import", and "Registration" (with a lock icon). The "VFC" option is selected. Below the sub-menu is the "Select View:" section with buttons for "VFC", "Vaccine Requests" (highlighted with a red box), "Enrollment", and "Files" (with a lock icon). To the right of these buttons are "Edit Site VFC" (with a lock icon) and "Print VFC...". Below the "Select View:" section is a "VFC PIN:" field with the value "C05000".

Step 5: Select "Add Order" from the "Select View:" menu options.

The screenshot shows the I-CARE interface. At the top left is the I-CARE logo. To its right is a search bar labeled "Search I-CARE...". Below the logo and search bar is a navigation bar with "Home", "Patients", "Site", "Reports", and "Admin" (with a lock icon). The "Site" dropdown is open, showing "IMMUNIZATION PROGRAM AT WSCDC [VFC PIN: C05000]" with a lock icon and "193". Below this is a sub-menu with "Site", "Vaccines", "VFC", "Temp Logs", "VIS", "Employees", "Import", and "Registration" (with a lock icon). The "VFC" option is selected. Below the sub-menu is the "Select View:" section with buttons for "VFC", "Vaccine Requests", "Enrollment", and "Files" (with a lock icon). To the right of these buttons is the "Add Order" button (highlighted with a red box). Below the "Select View:" section is a "Filter:" section with buttons for "Orders", "Returns", and "Waste". Below the filter section is a table header with columns: "Order ID", "Order Date", "Order Status", "Status Date", and "Summary".

Step 6: Type vaccine names into “Add Vaccine:” field. Vaccine will auto-populate and you must select it to add to order.

chicagovfc@cityofchicago.org

Wastage Levels: Doses: 46.0% Value: 49.1%

Inventory Status: VFC Inventory OK

Last Order Date: 01/09/2020

Order Intent: Pediatric/VFC Adult/317

Order Priority:

Order Summary: Empty order

Add Vaccine: ipol; PMC; MDV10; 1-pack All Vaccines ▾

[POL] IPOL; PMC; MDV10; 1-pack
NDC: 49281-0860-10
Package Count: 10

#	Vaccine
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Step 7: Adjust “Doses Ordered” by clicking arrows up or down. Quantity will adjust by number of doses in a full box.

Order Priority:

Order Summary: 1 vaccine; 0 doses

Add Vaccine: All Vaccines ▾

Enter search for vaccine by group, brand name, manufacturer, or NDC. Or select from All Vaccines.

#	Vaccine	Line Status	Doses Ordered	Detail
1	IPOL; PMC; MDV10; 1-pack 49281- 0860-10	Draft	0	> Fund: SPLIT – Split Funding From Multiple Programs ✘

Requirements: Reporting period this order: 01/09/2020...01/31/2020

- [Vaccine Accountability Report...](#)
- [Temperature Log Report...](#)

All temperature data for units storing VFC vaccine since

Select an Action: Save Change Status... Cancel

Step 9: Once all doses are added select “Change Status” from the “Select an Action:” menu.

Order Priority:

Order Summary: 1 vaccine; 0 doses

Add Vaccine: All Vaccines ▾

Enter search for vaccine by group, brand name, manufacturer, or NDC. Or select from All Vaccines.

#	Vaccine	Line Status	Doses Ordered	Detail
1	IPOL; PMC; MDV10; 1-pack 49281- 0860-10	Draft	<input type="text" value="0"/>	> Fund: SPLIT – Split Funding From Multiple Programs ✖

Requirements: Reporting period this order: 01/09/2020...01/31/2020

- [Vaccine Accountability Report...](#)
- [Temperature Log Report...](#)

All temperature data for units storing VFC vaccine since

Select an Action:

Step 10: Change “New Order Status” to “Requested” read the “VFC Order Validation Alerts” and select the box confirming “...this information is accurate as of this order date.” Select “Save” to complete order submission.

Vaccine Order: **New Record**

Vaccine Order Add

Order ID: New Order
 Order Date: 01/31/2020
 Status Date: 01/31/2020
 Current Order Status: Draft

New Order Status: Requested ▾

Status Comment:

VFC Program staff will review all information in this order. Any discrepancies may result in a delay processing your order.

I confirm that this information is accurate as of this order date.

⚠ VFC Order Validation Alerts

- Negative Current Balance:** Vaccine Accountability Report should not list any negative numbers for Doses on Hand.
- Missing Doses Administered:** Vaccine Accountability Report should include counts for Doses Administered by Year of Age. Missing data may be added or corrected directly in I-CARE.
- Missing Temperature Logs:** Temperature Logs are required for all active VFC appliances for the past 30 days. Missing data should be entered via the "Temperature Logs" form.
- Review Site Address and Hours:** Review your site's current Address and Delivery Hours for accuracy. Contact your VFC Program if your Address needs to be updated.

Validation alerts are informational only, and will not prevent submission of this VFC order. If applicable, justification for why validation should not apply may be entered as a Status Comment. Otherwise, this VFC order will likely be returned in Review status with additional instructions.

Site:

Select an Action: