

Contents

Opening Clinic Tally Module	.1
Clinic Tally for Public Health	.1
Clinic Tally for Long Term Care (LTC)/ Assisted Living (AL)/ Independent Living (IL)/ Assessed & Awaiting Placement (AAP)	.3
Clinic Tally for Community Health Services (CHS)	.4
Clinic Tally for Hospitalized Patients	.5
Troubleshooting	.6

Opening Clinic Tally Module

Enter the following URL in your Web browser: <u>https://apps.viha.ca/Vaccine_Tracker/Tally.aspx</u>

• Bookmark the link for future use

If you require access, please contact COVIDTrackingVaccine@islandhealth.ca

Clinic Tally for Public Health

It is important to ensure the number of Remaining Doses at the end of the clinic are correct. The number of doses remaining in the fridge must match between the end of day Clinic Tally and IMMS BC Supply Location.

1. Select Public Health tab	Public Health LTC/AL/IL/AAP CHS Hospitalized Patients New Clinic Date \[
Add New Clinic Tally for Public Health	
2. Click on New	Public Health LTC/AL/IL/AAP CHS Hospitalized Patients New Clinic Date \vee Clinic Clinic
 Enter Clinic Date and Time Select Lead Public Health Nurse Your name will auto fill the first field Add two additional names if required Select Clinic name If Clinic name is not in the drop down list, enter name in Notes field 	Clinic Date 03/03/2021 13:04 V Lead PHN Theresa Welcker V Lead PHN #2 V Lead PHN #3 V Clinic Victoria Health Unit V
 6. Enter Product(s) and Lot Number(s) Type in lot or sub-lot number if missing from drop down list 7. Enter number of Doses at Site Clinic Start 	Product Lot Doses at Site Clinic Start Brand Brand Lot Brand Lot



 Enter number of CHS Doses Picked Up Enter number of Outreach/Other Doses Picked Up 	CHS Doses Outreach/Other Doses Picked Up Picked Up			
 10. Enter number of Doses Remaining Clinic End If no doses, enter zero (do not leave field blank) The remaining number of doses is important for next day ordering for clinic 11. Enter the location of where the doses are remaining at in the Doses Remaining Storage Location field 	Doses Remaining Clinic End Doses Remaining (if none, enter 0) Storage Location Image: Clinic End Location			
 Enter Number of clients booked at Start of Clinic Enter Number of clients with unbooked appointments/ walk-ins Enter Number of clients Checked In 	Number of clients Number of clients with booked at unbooked appointments/ Number of clients Start of Clinic walk-ins Checked In Image: Comparison of the system of the syste			
 Enter Number of Ineligible clients Enter number of Clients (Youth 12-17) Turned Away Due to vaccine supply and/or clinic capacity Enter number of Clients (Adult 18+) Turned Away Due to vaccine supply and/or clinic capacity 	Clients (Youth 12-17) Clients (Adult 18+) Turned Away Turned Away Number of Due to vaccine supply Ineligible clients and/or clinic capacity Image: Clients (Adult 18+) Turned Away Image:			
 18. Enter number of Deferrals (Checked in and Chose not to be Vaccinated) 19. Enter Number of No Show Clients 	Deferrals (Checked in and Chose Number of not to be Vaccinated) No Show Clients			
 20. Enter Number of Doses Administered 21. Enter Number of Doses Wasted 22. Enter number of Pfizer diluent (10 mL NS) Needed For Upcoming Clinics 23. Type in any Notes 	Number of Doses Number of Doses Administered Wasted Upcoming Clinics Image: Clinic structure			
 24. Click on Update (lower right corner) You may need to scroll to the right to see Update 	Update Cancel			
 25. To exit without saving (cancel), click on Cancel (lower right corner) You may need to scroll to the right to see Cancel 	<u>Update Cancel</u>			
Update Clinic Tally for Public Health				
26. Select the correct Clinic name and date27. Click on Edit28. Make changes	Edit 02/03/2021 19:35 UVic			
 29. Click on Update (lower right corner) You may need to scroll to the right to see Update 	<u>Update</u> <u>cancel</u>			
If you require assistance, a tally deleted or access to the tracker, please contact <u>COVIDTrackingVaccine@islandhealth.ca</u>				

Created: February 19, 2021	Revised: August 4, 2021	Page 2 of 6 Pages



1. 5	Select LTC/AL/IL/AAP tab		Pu	ıblic Health	LTC/A	L/IL/AA	РСН	S Hos	spitalized Pa	atients
				New	Clinic Date		Clinic			
Add	New Clinic Tally for LTC/A	L/IL/AAP								
2. (Click on New	•••	Publ	ic Health	LTC/AL	/IL/AAP	CHS	Hosp	italized Pat	ients
				New	Clinic Date	⊽ 🚽 Cl	nic			
3. E	Enter Clinic Date and Time		Clinic Dat	e 03/03/20	21 13:00	-				
4. 5	Select Lead Nurse		Lead Nur	se Theresa \	Veicker	Lead Nu	rse #2	¥ [.ead Nurse #	3
	 Your name will auto fil 	l the first field	Clinic	Arrowsmi	th Lodge			~		
•	 Add two additional nar 	nes if required	Notes	5						
5. 5	Select Clinic name									
	 If Clinic name is not in 	the drop down list, enter name								
	in Notes field									
6. E	Enter Product(s) and Lot N	umber(s)					Dosos at	Sito	Doses Per	maini
	 Type in lot or sub-lot n 	umber if missing from drop	Produ	uct	Lot		Clinic Sta	irt	Clinic End	Iann
	down list		Pfize	er 🗸	EL0203	~	90	~	0	
7. ľ	Number of Doses at Site: S	tart of Clinic	Pfize	er 🗸	EL1406	~		÷		
8. I	Number of Doses Remaini	ng: End of Clinic	Bran	id 🔽	Lot	~		V		
	 If no doses, enter zero 									
9. E	Enter Number of Expected	Residents	Numb	er of Expe	cted Numbe	r of Expect	Nun ed Una	iber of R ble	esidents	
10. E	Enter Number of Expected	Residents Immunized	Resid	ents	Resider	ts Immun	zed to b	e immun	ized	
11. E	Enter Number of Resident	s Unable to be Immunized	86	\vee	85	~	1		~	
12. t	Enter Number of Individua Enter Number of Other Inc	his on Priority List Immunized	Num on Pr	per of Indiv iority List	/iduals	Individ	r of Othe uals With	ŕ		
13. [Enter Number of Other Inc	inviduals with MHO Consult	Immu	unized		MHO C	onsult Im	munized		
			3 Tota	Number o	f Total N	Jumber of	~]		
14. E	Enter Number of Doses Ad	ministered	Dose	s Administ	ered Doses	Wasted				
15. t	Enter Number of Doses wa Type in any Notes	isted	Notor	~	>	~				
10. 1	rype in any Notes		Notes							
17. (Click on Update (lower righ	it corner)		Indata	lancel					
	 You may need to scroll 	to the right to see Update	<u> </u>	<u>puale</u>	ancer					
18. 1	To exit without saving (can	cel), click on Cancel (lower right		Г						
C	corner)		Ĺ	<u>Jpdate</u>	Cancel					
	• You may need to scroll	to the right to see Cancel								
Upda	ate Clinic Tally for LTC/AL/	IL/AAP								
19. S	Select the correct Clinic nar	ne and date	Ec	lit	01/03/20	21 22:34	L W	oodaro	ve Mano)r
20. (Click on Edit				01/03/20	1 22,5		oougro		"
21. 1	Make changes									
22. (Click on Update (lower righ	it corner)		Indata	ancol					
	 You may need to scroll 	to the right to see Update	L	<u>puace</u>	ancer					
Ifyou	u require assistance, a tally d	eleted or access to the tracker, ple	asecon	tact <u>CC</u>	VIDTrac	ckingVa	ccine	@isla	ndheal	tł
-										_



Clinic Tally for Community Health Services (CHS)					
1. Select CHS tab	Public Health LTC/AL/IL/AAP CHS Hospitalized Patients				
	New Immunization Date V - CHS Unit				
Add New Clinic Tally for CHS					
2. Click on New	Public Health LTC/AL/IL/AAP CHS Hospitalized Patients				
	New Immunization Date V - CHS Unit				
3. Enter Immunization Date	Immunization Date 03/03/2021 13:26				
4. Enter Lead Immunizer	Lead Immunizer Theresa Weicker				
 Your name will auto fill the field 	CHS Unit CHS/Other Unit				
5. Enter CHS Unit					
 If CHS unit is not in the drop down list, enter name in Notes field 					
6. Enter Product(s) and Lot Number(s)	Doses at Doses at Broduct Lot Start of Day End of Day				
• Type in lot or sub-lot number if missing from drop	Pfizer V EW0216 V 5 0 V				
down list	Brand V Lot V				
7. Enter number of Doses at Start of Day	Brand V Lot V				
8. Enter number of Doses at End of Day	Brand V Lot V 🗘				
 If no doses, enter zero 	Brand V Lot V				
9. Enter Number of clients booked at Start of Day	Number of clients				
10. Enter Number of Ineligible clients	Start of Day Ineligible clients No Show Clients				
11. Enter Number of No Show Clients					
12. Enter Number of Doses Administered	Number of Doses Number of Doses Doses Returned to Administered Wasted Public Health				
13. Enter Number of Doses Wasted					
14. Enter number of Doses Returned to Public Health	Notes				
15. Type in any Notes					
16. Click on Update (lower right corner)					
 You may need to scroll to the right to see Update 					
17. To exit without saving (cancel), click on Cancel (lower right	Undate Cancel				
corner)					
• You may need to scroll to the right to see Cancel					
Update Clinic Tally for CHS					
18. Select the correct CHS Unit and date	New Immunization Date CHS Unit				
19. Click on Edit	Edit 03/03/2021 13:36 Comox Valley CHS				
20. Make changes					
21. Click on Update (lower right corner)					
 You may need to scroll to the right to see Update 	<u>opuace</u> values				
If you require assistance, a tally deleted or access to the tracker, please contact <u>COVIDTrackingVaccine@islandhealth.ca</u>					



Clinic Tally for Hospitalized Patients				
1. Select Hospitalized Patients tab	Public Health LTC/AL/IL/AAP CHS Hespitalized Dationts			
	Hospitalized Patients			
	New Immunization Date ∇ New Hospital Site			
Add New Clinic Tally for Hospitalized Patients				
2. Click on New	Public Health LTC/AL/IL/AAP CHS Hospitalized Patients			
	New Immunization Date V - Hospital Site			
3. Enter Immunization Date	Immunization Date 16/03/2021 15:23			
4. Enter Hospital Site Lead	Hospital Site Lead Theresa Weicker			
 Your name will auto fill the field 	Hospital Site Royal Jubilee Hospital - Hospitalized Patients			
5. Enter Hospital Site				
 If Hospital Site name is not in the drop down 				
list, enter name in Notes field				
6. Enter Product(s) and Lot Number(s)	Number of Doses Product Lot Vial Expiry Drawn Up			
• Type in lot or sub-lot number if missing from drop	Moderna 🕑 3002538 🕑 22/10/2021 00:00 🕑 30 🗇			
down list	Brand V Lot V Date V 🗘			
7. Enter Vial Expiry date	Brand V Lot V Date V			
8. Enter number of Doses Drawn Up	Brand V Lot V Date V			
If no doses, enter zero				
9. Enter Number of Doses Administered	Number of Doses Number of Doses			
10. Enter Number of Doses Wasted				
11. Type in any Notes				
	Notes			
12. Click on Update (lower right corner)	Update Cancel			
 You may need to scroll to the right to see Update 				
13. To exit without saving (cancel), click on Cancel (lower right	Undet Consel			
corner)	<u>Opdate</u> <u>Cancel</u>			
 You may need to scroll to the right to see Cancel 				
Update Clinic Tally for Hospitalized Patients				
14. Select the correct Hospital Site and date	New Immunization Date CHS Unit			
15. Click on Edit	Edit 03/03/2021 13:36 Comox Valley CHS			
16. Make changes				
17. Click on Update (lower right corner)				
• You may need to scroll to the right to see Update				
If you require assistance, a tally deleted or access to the tracker, please contact <u>COVIDTrackingVaccine@islandhealth.ca</u>				



Troubleshooting	
 If you receive a 'Callback request failed' error message, click on Cancel (lower right corner) or refresh your screen You may receive an error if you: Didn't enter a date Tried to enter improper data in a field (letter in a number field) Walked away without saving and then entered data For assistance contact COVIDTrackingVacci ne@islandhealth.ca 	Callback request failed due to an internal server error.
 The lot number or sub-lot number does not show in the drop down list: Type in the missing sub-lot number in the Lot field E.g., sub-lot EX0904-CC08 is missing from drop down list 	Product Lot Pfizer ✓ Brand ✓ Product Lot Pfizer ✓ EX0904-CC08 ✓ Brand ✓ Description ✓ Product Lot Pfizer ✓ Lot ✓
 To exit without saving (cancel): Click on Cancel (lower right corner) You may need to scroll to the right to see Cancel 	<u>Update</u> : <u>Cancel</u>
 To delete a tally entered by mistake: Contact <u>COVIDTrackingVaccine@islandhealth.ca</u> 	
 To access the Clinic Tally Tracker: Contact <u>COVIDTrackingVaccine@islandhealth.ca</u> 	
 If you require support or assistance: Contact <u>COVIDTrackingVaccine@islandhealth.ca</u> 	