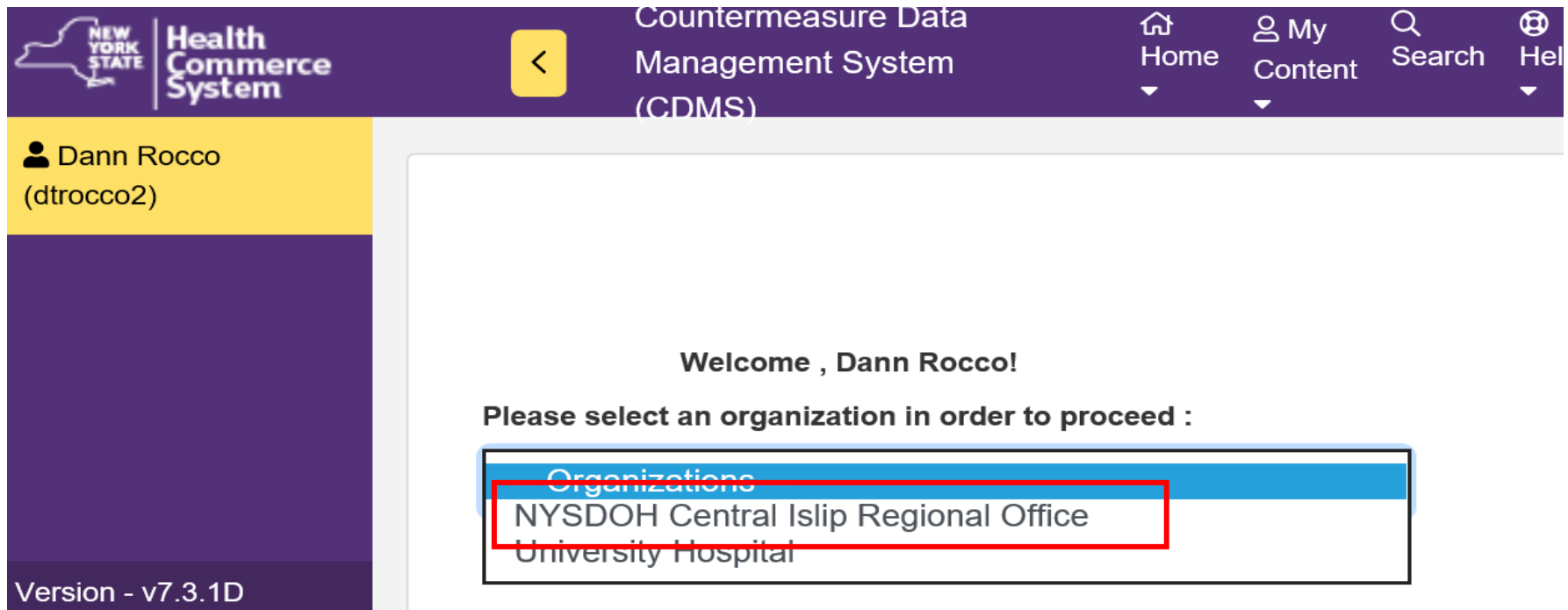


CDMS Registration Process- Check in.

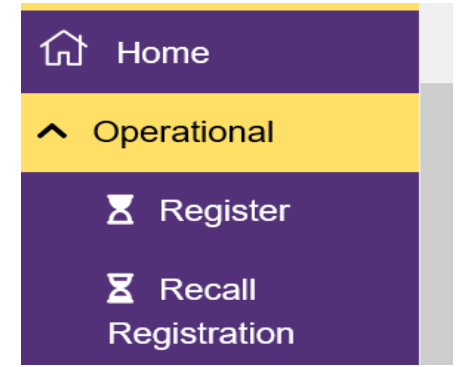
Instructions for Recalling Registrants:

1. Select NYS DOH Central Islip Regional Office from the Organization

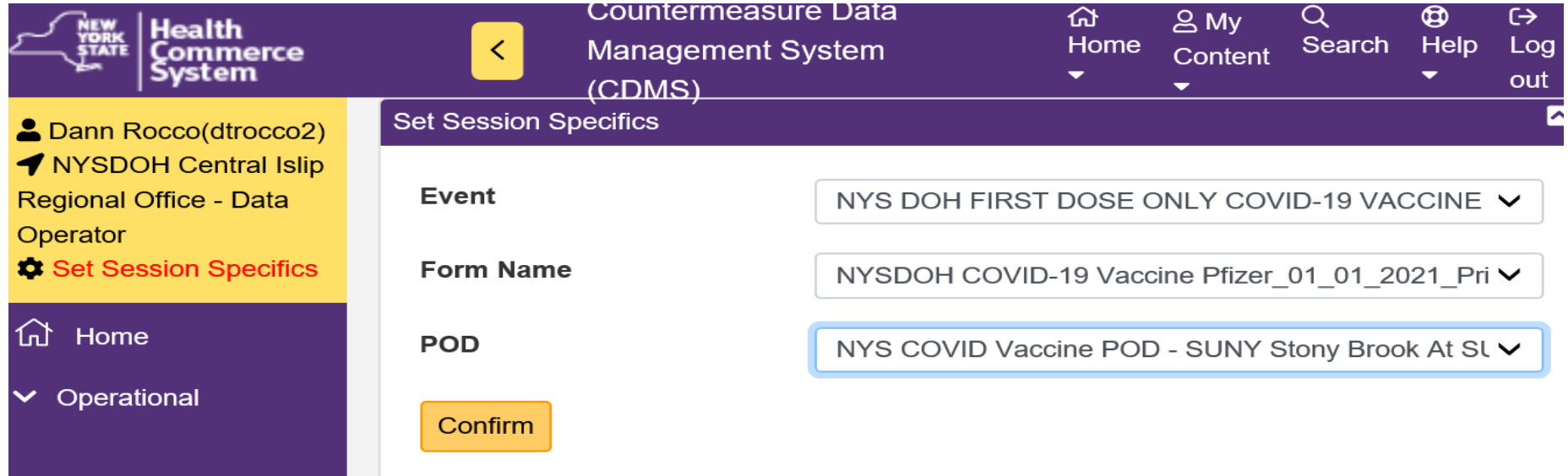


The screenshot shows the CDMS web application interface. At the top, there is a purple navigation bar with the New York State Health Commerce System logo on the left, a yellow back button, and the text "Countermeasure Data Management System (CDMS)". On the right side of the navigation bar are icons for Home, My Content, Search, and Help. Below the navigation bar, a yellow sidebar displays the user's name "Dann Rocco" and email "dtrocco2". The main content area has a purple background and displays a welcome message: "Welcome , Dann Rocco!". Below the welcome message, it says "Please select an organization in order to proceed :". A dropdown menu is open, showing a list of organizations. The first item, "Organizations", is highlighted in blue. The second item, "NYSDOH Central Islip Regional Office", is highlighted with a red rectangular box. The third item is "University Hospital". At the bottom left of the page, the version number "Version - v7.3.1D" is displayed.

2. From the Home screen, select the '**Operational**' menu option and click on '**Recall Registration**.'



3. In the 'Set Session Specifics' screen, select the **Event**, the **Form Name** and the name of the **POD** from the provided drop-down menus.



4. Click on

Confirm

5. Utilize first name, last name and/or DOB and then scroll down and click ▶

Run Search

Recall Registration Search

First Name

Last name

DOB

Appt Date

Email Address

Registration ID

Phone #

- On the '**Recall Registration Search Results**' screen, select the name of the registrant you wish to process. Use the Global search to locate a client (Last Name, First Name, DOB) to narrow search if necessary. Click client name (blue font) to open the client record.

Recall Registration Search Results

Search: testjulia

Name	Phone Number	Email Address	Appointment Date & Time	Date of Birth	Registration ID #	Group ID #
testjulia, testjulia	[REDACTED]	[REDACTED]	12/29/2020 06:30:00 PM - 07:00:00 PM	[REDACTED]	55663	

Total Records : 483

- If the current date/time is prior to the client’s scheduled date/time, the following message will display. Click ‘OK’ to access the client record.

commerce.health.state.ny.us says

This Recipient is Registered for an Appointment on 12/29/2020 between 06:30 PM and 07:00 PM

It is currently 12/26/2020 05:29 PM

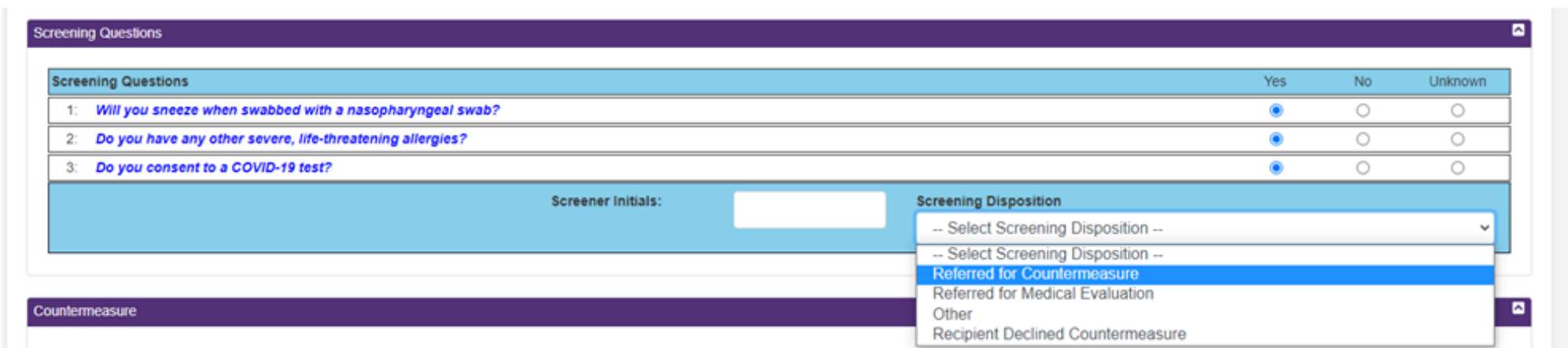
Would you like to Allow this Recipient to Proceed Regardless?

8. Verify client's demographic information is correct.

The screenshot displays the CDMS interface for a recipient. At the top, a purple header bar contains the text: "Recipient: testjulia testjulia", "Date of Birth: [REDACTED]", "Age: [REDACTED]", and "Date of Visit: 12/26/2020". Below this is a "Comments" section with a text input field labeled "Enter Comments". A yellow "Back" button is visible on the right. The main section is titled "Recall Registration" and includes a "Date of Visit (MM/DD/YYYY)" field with "12" and "26" entered. Underneath is a "Recipient Information" section with the following fields:

Field	Value
Country of Residence	United States
First Name	testjulia
Middle Name	Enter Middle Name (Optional)
Last Name	testjulia
Address 1	101 nicolls

9. Scroll down to the 'Screening Questions' section. The screener reviews each question with the client and places 3 initials of screeners in the 'Screener Initials' box and select the appropriate option in the 'Screening Disposition' box (this will most likely be '**Referred for Countermeasure**').



Screening Questions	Yes	No	Unknown
1: Will you sneeze when swabbed with a nasopharyngeal swab?	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
2: Do you have any other severe, life-threatening allergies?	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
3: Do you consent to a COVID-19 test?	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>

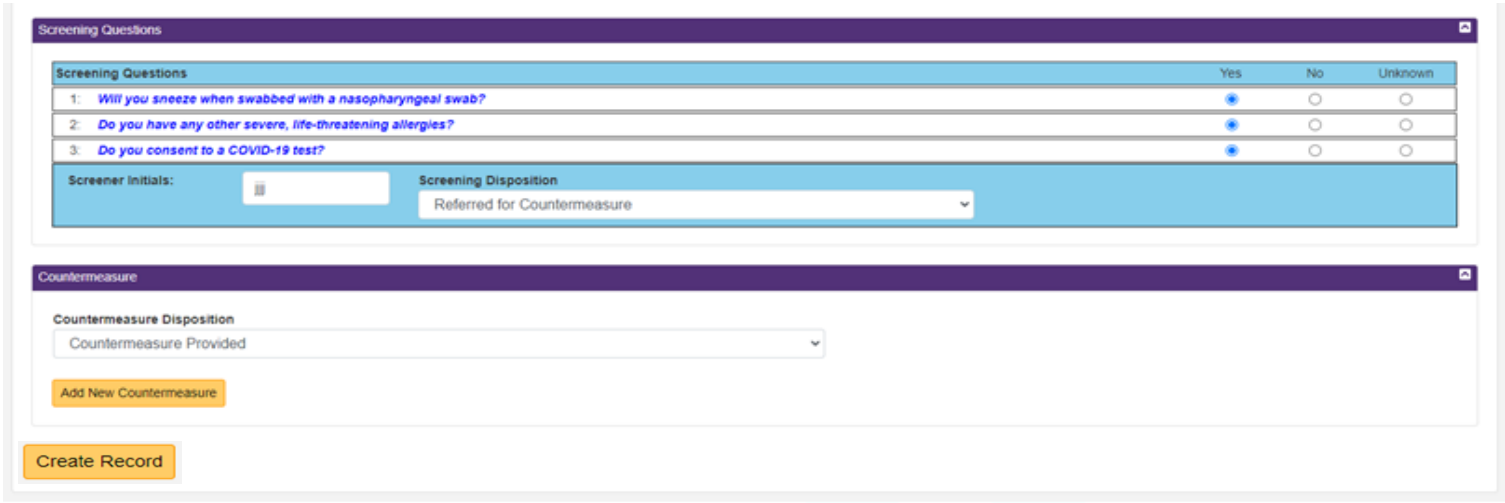
Screener Initials:

Screening Disposition

- Select Screening Disposition -
- Select Screening Disposition -
- Referred for Countermeasure**
- Referred for Medical Evaluation
- Other
- Recipient Declined Countermeasure

- **Referral for Countermeasure = Vaccine**
- **Referred for Medical Evaluation= Review with Medical Consultant**
- **Recipient Declined Countermeasure= No Vaccine**

10. Creating this record will confirm in CDMS that the client came to the vaccination clinic (but does not confirm that the client received a vaccination of any kind).



The screenshot displays the CDMS interface for creating a record. It is divided into two main sections: 'Screening Questions' and 'Countermeasure'.

Screening Questions Section:

Screening Questions	Yes	No	Unknown
1: Will you sneeze when swabbed with a nasopharyngeal swab?	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
2: Do you have any other severe, life-threatening allergies?	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
3: Do you consent to a COVID-19 test?	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>

Below the table, there is a 'Screener Initials:' field with a text input and a 'Screening Disposition' dropdown menu set to 'Referred for Countermeasure'.

Countermeasure Section:

There is a 'Countermeasure Disposition' dropdown menu set to 'Countermeasure Provided' and an 'Add New Countermeasure' button.

At the bottom of the form is a 'Create Record' button.

11. Be sure to select  to save the record and check in the client!

NOTE: This created record may be used with other systems to assist in follow-up and scheduling clients for second doses of the COVID-19 vaccine.

12. The client will no longer be viewable from the Recalled Registration List. The record will now be viewable on the 'Recall Visit List'.