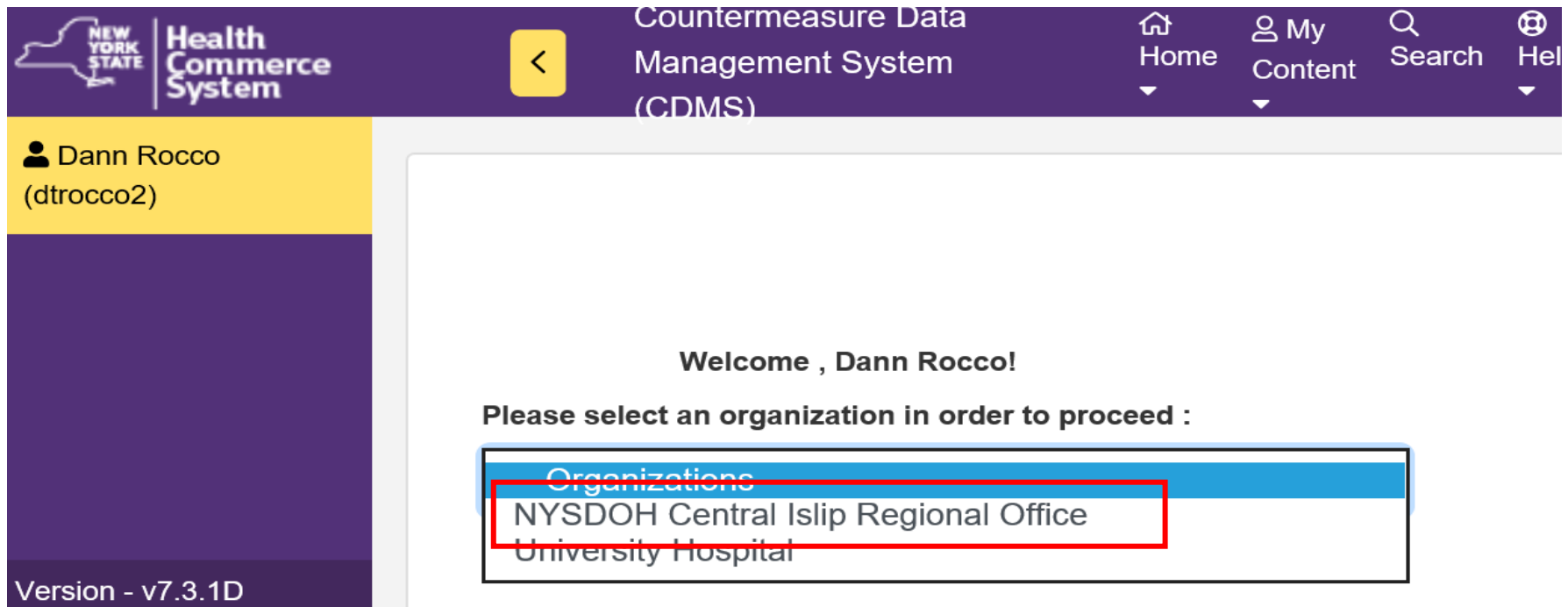


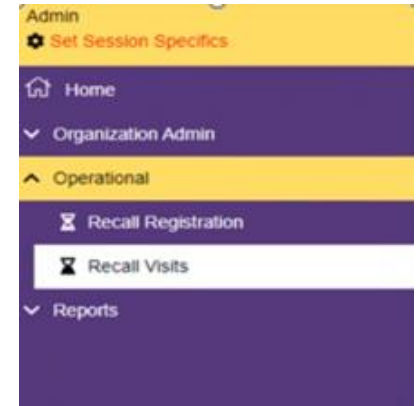
CDMS Vaccinator Documentation Process

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

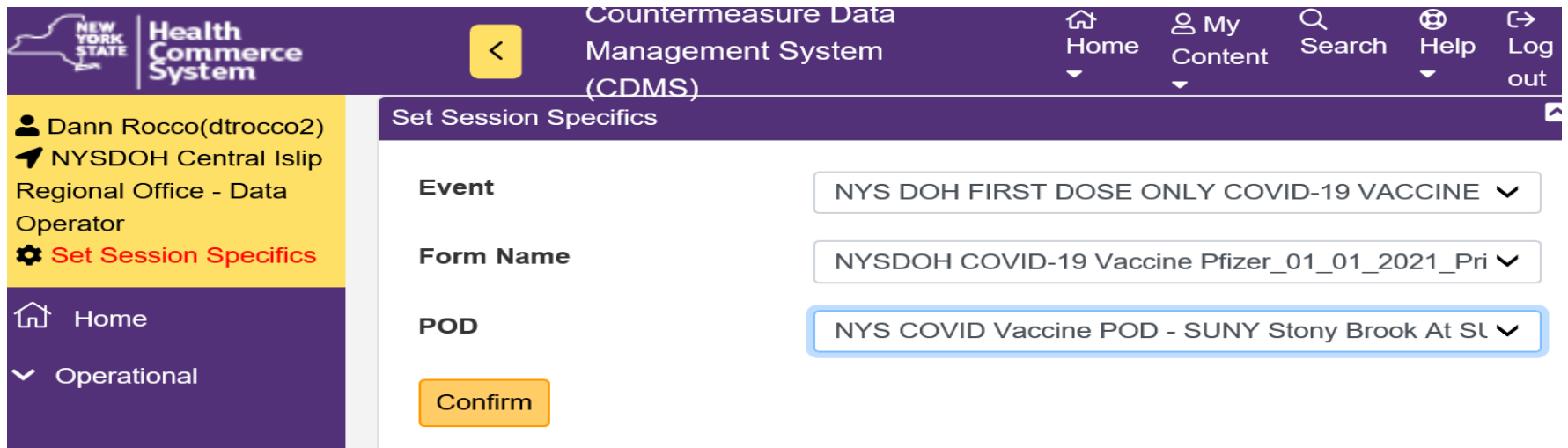


The screenshot displays the CDMS web application interface. The top navigation bar includes the New York State Health Commerce System logo, a back button, the title "Countermeasure Data Management System (CDMS)", and navigation links for Home, My Content, Search, and Help. The left sidebar shows the user profile for Dann Rocco (dtrocco2) and the version number v7.3.1D. The main content area displays a welcome message for Dann Rocco and a prompt to select an organization. A dropdown menu is open, showing a list of organizations: "Organizations", "NYSDOH Central Islip Regional Office", and "University Hospital". The "NYSDOH Central Islip Regional Office" option is highlighted with a red box, indicating the selection step.

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



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



Countermeasure Data Management System (CDMS)

Home My Content Search Help Log out

Dann Rocco(dtrocco2)
NYSDOH Central Islip Regional Office - Data Operator
Set Session Specifics

Home Operational

Set Session Specifics

Event NYS DOH FIRST DOSE ONLY COVID-19 VACCINE

Form Name NYSDOH COVID-19 Vaccine Pfizer_01_01_2021_Pri

POD NYS COVID Vaccine POD - SUNY Stony Brook At SL

Confirm

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
<input type="text"/>	<input type="text"/>
DOB	Appt Date
<input type="text"/>	<input type="text"/>
Email Address	
<input type="text"/>	
Registration ID	Phone #

6. On the 'Recall Visits Search Results' screen, select the name of the registrant you wish to process. Use the Global search to narrow the search if needed using Last name, First Name or DOB). Click client name (blue font) to open the client record.

The screenshot shows the 'Recall Visit Search Results' interface. On the left is a navigation sidebar with the user profile 'Julie Diann Luengas(jl727473)' and roles 'University Hospital - Facility Admin' and 'Set Session Specifics'. The sidebar includes links for 'Home', 'Organization Admin', 'Operational', and 'Reports'. The main content area features a search bar labeled 'Global filter' and a 'Column Selector' button. Below the search bar is a table with the following data:

Visit ID #	Last Name	First Name	Gender	Visit Date	Date of Birth	Registration ID #
3106063	Testjulia	Testjulia	F	01/13/2021	01/05/2021	161516

At the bottom of the table, it indicates 'Total Records : 1' and 'Records Per Page: 10'.

- 7. A ' Recall Visit' screen will appear that shows the record of the client and includes demographic information including address, telephone number, date of birth, emergency contact information (if provided) and primary care provider (if provided).

Recall Visits

Date of Visit (MM/DD/YYYY) 01 13 2021

< Back to Search Results

Recipient Information

Country of Residence	United States
First Name	Testjulie
Middle Name	Enter Middle Name (Optional)
Last Name	Testjulie
Address 1	Nicols
Address 2	Enter Address 2 (Optional)
City	South Setauket
State	NY

- 8. Verify client's demographic information is correct. Scroll down to the countermeasure section.
 - 8a. Select appropriate countermeasure disposition
 - 8b. If client vaccinated, select Countermeasure Provided option and click Add New Countermeasure Button.

The screenshot displays the CDMS interface. The top section, titled "Screening Questions", contains a table with three questions and their corresponding "Yes", "No", and "Unknown" radio button options. Below the table are fields for "Screener Initials" and "Screening Disposition", which is currently set to "Referred for Countermeasure".

The bottom section, titled "Countermeasure", features a "Countermeasure Disposition" dropdown menu. A red box highlights this dropdown, and a red arrow points to its expanded view. The expanded view shows the following options:

- Select Countermeasure Disposition --
- Countermeasure Provided
- Referred for Outside Medical Care (Countermeasure Held)
- Other
- Recipient Declined Countermeasure

Below the dropdown menu are two buttons: "Add New Countermeasure" and "Update Record".

9. Document Manufacturer, Administration Site and Route, Priority Group, Person Providing and Return Visit Date.

Countermeasure #1

Moderna COVID-19 Vaccine - Moderna US, Inc. * 80777-273-99 * 12345t * 20211231 * NYSIIS Consent Overridden due to standing Executive Order

Medication Name	NDC Code	Lot Number	Exp Date(YYYYMMDD)	Notes
Moderna COVID-19 Vaccine - Moderna US, Inc.	80777-273-99	12345t	20211231	

Administration Site: **Administration Route**:

Total Administered/Dispensed:

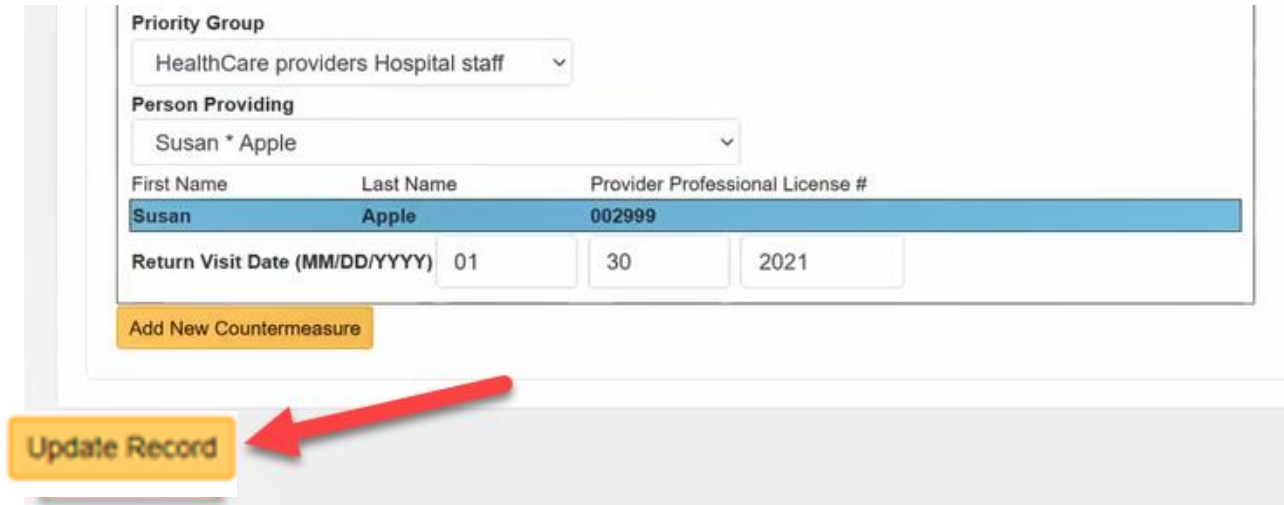
Priority Group:

Person Providing:

First Name	Last Name	Provider Professional License #
Johnny	Smith	000000

Return Visit Date (MM/DD/YYYY)

10. Click Update Record to sign your documentation.



The screenshot shows a form with the following fields:

- Priority Group: HealthCare providers Hospital staff
- Person Providing: Susan * Apple
- Table with columns: First Name, Last Name, Provider Professional License #
- Return Visit Date (MM/DD/YYYY): 01, 30, 2021
- Buttons: Add New Countermeasure, Update Record

A red arrow points to the 'Update Record' button.

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.



The screenshot shows the 'Recall Registration Search Results' page with a success message: 'Recipient Record was Successfully Created'.

Last Name	First Name	Gender	Date of Birth	Appointment Date & Time	Registration ID #	Group ID #
Appleseed	Johnny	F	03/11/1991	01/02/2021 12:00:00 AM - 12:00:00 AM	43438	

Total Records : 1 Records Per Page: 10