



CPESN CDC COVID-19 VACCINE PROGRAM HUB USER GUIDE



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Quick Links

Quick Link: http://vaccinehub.cpesn.com (Permanent URL: https://cpesnvax.thinkingcap.com/)

Technical questions: email vaccinehub@cpesn.com

Requirement questions: email cdc@cpesn.com

LOG IN

Website URL: http://vaccinehub.cpesn.com

Username: Pharmacy NCPDP #

Temporary password: covidsucks

NOTE: This account is for the PHARMACY not an individual. You should share your login information with any staff at the pharmacy location associated with the NCPDP # who will need to access this hub. This is NOT a HIPAA secure site. You should not enter or upload patient information (nor will you be prompted to do so).

| CDC COVID-19 Vaccination Pro × + | | |
|---|--|-----------------|
| ← → C 🔓 cpesnvax.thinkingcap.com/Login/Login.aspx | | 🕶 🚖 🌲 Incognito |
| CPESN Wisconsin | CPESN | |
| | Log In NePDP Password Eorgol your password2 | |
| | LOG IN REGISTER | |

If you forget your password, email <u>vaccinehub@cpesn.com</u> with your NCPDP # and ask for a password <mark>reset.</mark> DO NOT click the "<u>Forgot your password</u>?" link.

HOME PAGE (HOUSE ICON)

From the home page, you will see tabs across the upper right-hand corner of your screen, a search bar, and a settings dropdown button.



- 1. HOUSE ICON brings you back to the home page
- 2. **REQUIREMENTS** shows the list of activities to be completed
 - a. **COMPLETION OVERVIEW** shows a table of your progress on the requirements and activities
- 3. REPORTING provides the links to external sites where you will need to report data daily
- 4. BEST PRACTICES link to take you to the CPESN COVID-19 Best Practices website
- 5. **QUESTIONS?** provides contact information for technical difficulties and other concerns; also, where you can find updated versions of this user guide

The home page also gives you quick access to the Requirements, Reporting and Best Practices pages.



ACCOUNT SETTINGS (GEAR ICON)

MY PROFILE

You can check and/or change your pharmacy's profile information by going to Gear Icon \rightarrow My Profile \rightarrow Account Settings. Select "Modify" and enter updated information in the respective field to change it. Be sure to select "Apply" at the bottom of the screen to save your changes.



NOTE: If you are trying to update your profile and the changes are not saving, **please make sure that you are using Google Chrome** as this is the optimal browser for the hub. If you are still experiencing issue, please reach out to <u>vaccinehub@cpesn.com</u> with the pharmacy's NCPDP number and a brief description of your experience.

REQUIREMENTS

The Requirements page contains all of the activities you must complete to be compliant with the CDC COVID-19 Vaccination Program Provider Agreement. There are 21 requirements, however, some requirements have multiple components so there are more than 21 activities.



There are two ways open an activity from the Requirements page:

1. Click the "Open" button and a pop-up activity window will appear.

| | Requirement 03 - Rei | nbursement for Product(s) |
|-----------------------------|--|---|
| | Overview | |
| | Lligible Pharmacy must that, the federal governme | ot sell or seek reimbursement for COVID-18 focoine and ony adjuvent, syringes, reedles, or other rit provides at no cost to Cligible Phermany. |
| |) contriby that I will not not featured government prov | er seek nordbursernent for ODHD-19 (accive and any adjunant, sysinges, needles, er ether senstitue des at no cest te Bigible Marmary. |
| | Type ex Attestation | Date Enrolled 19/17/2020 |
| | Vaux Dispersion | |
| equirement 03 - | Tour Program | |
| eimbursement for Product(s) | Incomplete | |
| ore info | R Review page 30 of the | ppiles CMID-19 Vessination Program Interim Playbook (version 2.0) |
| OPEN MORE INFO | Subject Bary Subjects | |
| | | |

2. Click the "More Info" button and you will be taken to the activity page.



There are two to three components in every activity:

1. Overview

In this section you will see the text from the Provider Agreement as well as any instructions for completing the activity.

| CPESN | A REQUIREMENTS - REPORTING BEST PRACTICES QUESTIONS? |
|---|---|
| and the second | |
| Rec | quirement 03 - Reimbursement for Product(s) |
| Sector 1 | |
| | and the second with |
| Overview | |
| Overview Eligible Pharmacy must not government provides at no | sell or seek reimbursement for COVID-19 Vaccine and any adjuvant, syringes, needles, or other constituent products and ancillary supplies that the fede too Eligible Pharmacy. |
| Overview Eligible Pharmacy must not government provides at not i certify that i will not sell or government provides at not | sell or seek mimbursement for COVID-19 Vaccine and any adjuvant, syringes, needles, or other constituent products and ancillary supplies that the federat societ to Eligible Pharmacy. |

2. Your Progress

This section shows whether you have completed and activity or not. This is also the section of the activity where you will need to view resources, attest to certain statements, or upload documents to complete the activity.

NOTE: Do NOT complete an activity that asks you to upload files or provide staff information until you have all documents and/or information from your team. You will only be able to upload your documents or provide the necessary information once. You will not be able to edit or add once you hit submit. You can upload up to 5 documents in any one activity. There are multiple activities if you need to submit more than 5 documents.

If you need to re-submit an activity or have more than 30 staff members who will need to provide documents, please email <u>vaccinehub@cpesn.com</u>. In your email, please indicate your pharmacy name, NCPDP # and the requirement name.

| Your Progress | |
|--|--|
| Incomplete | |
| Ancillary Supplies Review page 30 of the COVID-19 Vacci %bancillary Supplies VISIT | tion Program Interim Playbook (version 2.0) |
| I certify that I will not sell or seek reimb government provides at no cost to Eligi CERTIFY | ement for COVID-19 Vaccine and any adjuvant, syringes, needles, or other constituent products and ancillary supplies that the federal Pharmacy. |

TIP: The following file extensions are acceptable for upload: ".doc", ".docx", ".pdf", ".ppt", ".pptx", ".xls", ".xlsx", ".jpg", ".gif", ".png", ".log", ".msg", ".odt", ".rtf", ".txt", ".csv", ".tsv", ".mp4", ".mp3". There is a max limit of 1GB.

TIP: To receive continuing education (CE) or print a certificate from a CDC Training requirement, please visit <u>TCEO</u> and follow these <u>9 Simple Steps</u>. If you do not need CE, but require a certificate for training requirements, please select CEU as the type of continuing education you'd like to earn.

3. Resources

This section includes links to websites and/or documents related to that specific requirement that will support your completion of the requirement or improve your knowledge around the given topic area.

| esources | |
|---|--|
| Websites | |
| Ancillary Supplies (Page 30) | |
| % Link | |
| Review page 30 of the COVID-19 Vaccination Program Interim Playbook (version 2.0) | |
| CONTINUE | |
| COVID-19 Vaccine Administration PPE | |
| % Link | |
| CONTINUE | |
| | |
| CPESN COVID-19 Best Practices | |
| % Link | |

COMPLETION OVERVIEW

The Completion Overview will take you to a page that provides a snapshot of all the requirements. Once on this page you can review your progress on a requirement as well as begin or continue a requirement.



1. Expanded View

To see all components of a requirement, click the arrow on the left-hand side of the screen. This will allow the requirements section to expand and provide more details regarding the course.

| Y | our Progress 🛛 | | | | | | Active |
|---|--|---|-------|----------|---------------------------------|----------|------------|
| | Activity | Progress | Score | Duration | Estimated Time of Completion | | |
| 0 | CDC COVID-19 Vaccination Program Requirements | 1 of the 21 required activities and 1 of the 21 optional activities | - | 00:00:00 | - | | |
| 0 | <u>Requirement 1</u> | I of the I required activities | | 00:00:00 | - | | |
| 0 | Requirement 2 | 0 of the 1 required activities | | 00:00:00 | | | |
| | Requirement 02 - IIS Reporting | | - | | - | CONTINUE | IMMUNIZATI |

2. Progress

To check whether a requirement has been completed, when the requirement is expanded, you can check the status under the progress section. Once a requirement is completed, the progress bar will turn green for that individual requirement. A check mark will also appear next to the requirement title. If there are multiple parts to a requirement, all parts must be completed before the requirement is considered completed (ex: Requirement 7).

NOTE: It may take up to a minute for your progress to update. You can click the button next to "Your Progress" to refresh.

| Y | our Progress 🕫 | | | | | | Active |
|---|--|--|-------|----------|---------------------------------|----------|------------|
| | Activity | Progress | Score | Duration | Estimated Time of Completion | | |
| ø | CDC COVID-19 Vaccination Program Requirements | 1 of the 21 required activities and 1 of the 21 optional activities | | 00:00:00 | - | | |
| 0 | Requirement 1 | 1 of the 1 required activities | - | 00:00:00 | | | |
| 0 | Requirement 2 | 0 of the I required activities | - | 00:00:00 | 10 | | |
| | Requirement 02 - IIS Reporting | The Conceptual State Sta | - | | ** | CONTINUE | MIMUNIZATI |
| 0 | Requirement 3 | 0 of the 1 required activities | - | 00:00:00 | | | |

3. Requirement Access and Resources

You can access the content of each activity by clicking the continue button. If resources are available, those will also be available in this section.

| Y | our Progress 🕫 | | | | | Active |
|---|--|---|-------|----------|---------------------------------|----------------------|
| | Activity | Progress | Score | Duration | Estimated Time of Completion | |
| 0 | CDC COVID-19 Vaccination Program Requirements | 1 of the 21 required activities and 1 of the 21 optional activities | | 00:00:00 | - | |
| ø | <u>Requirement 1</u> | 1 of the 1 required activities | | 00:00:00 | | |
| 0 | Requirement 2 | O of the 1 required activities | | 00:00:00 | | |
| | Requirement 02 - IIS Reporting | | - | | ** | CONTINUE MIMMUNIZATI |
| 0 | Requirement 3 | 0 of the 1 required activities | | 00:00:00 | | |

REPORTING

The Reporting page is your hub for all the websites you will need to report vaccine data daily. You WILL NOT report any vaccine data into this hub. ALL vaccine data will be reported to external sites.



This section will be updated as more information becomes available.

BEST PRACTICES

Clicking on the "Best Practices" tab or button on the home page will take you <u>https://covidbestpractices.com/vaccines</u>.





QUESTIONS?

If you have any questions, contact the Vaccine Hub team by emailing one of the addresses below. Someone will respond within 48 hours.

When you send an email, please provide your Pharmacy's name, NCPDP # and screenshots if applicable.

For technical questions, email vaccinehub@cpesn.com.

For requirement-related questions, email <u>cdc@cpesn.com</u>.



PROVIDE YOUR PHARMACY NAME AND NCPDP # IN ALL EMAIL COMMUNICATIONS.

If you are having technical difficulties using the Vaccine Hub, please contact vaccinehub@cpesn.com.

- Example issues may include:
- account access and password resets
- updating your pharmacy's profile
- fixing an error after submitting
- needing more space to upload documents or list team members

If you have a question about a specific requirement, please contact cdc@cpesn.com.

- Example issues may include:
 - registering with your state IIS
 - creating a VaccineFinder account