CPESN CDC COVID-19 VACCINE PROGRAM HUB USER GUIDE

Updated 1/13/2021

CPESN CDC COVID-19 Vaccine Program Hub User Guide

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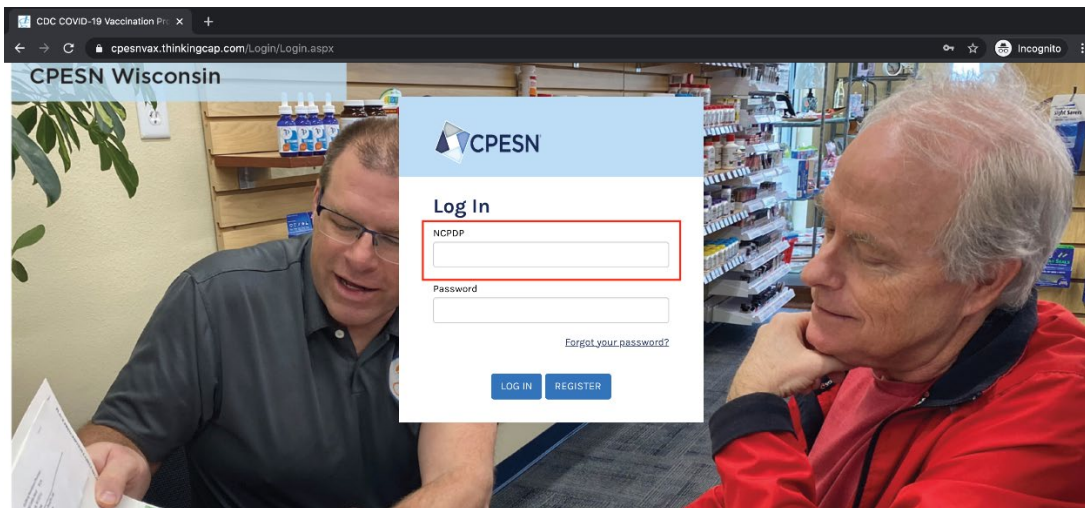
If you forget your password, email vaccinehub@cpesn.com with your NCPDP # and ask for a password reset. DO NOT click the "Forgot your password?" link.

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→My Profile →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 vaccinehub@cpesn.com with the pharmacy's NCPDP number and a brief description of your experience.
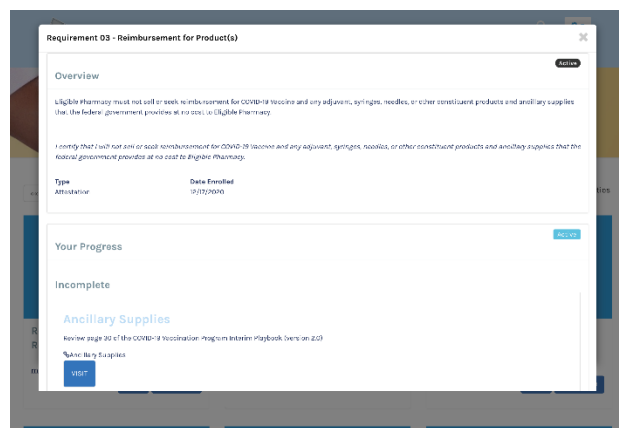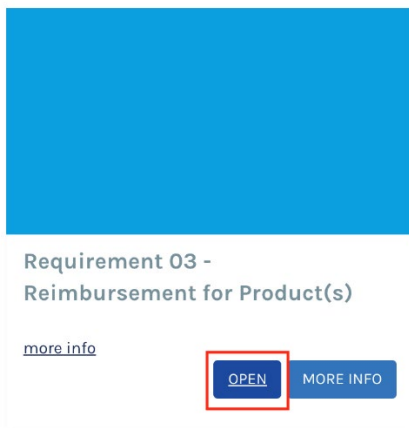
REQUIREMENTS

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.
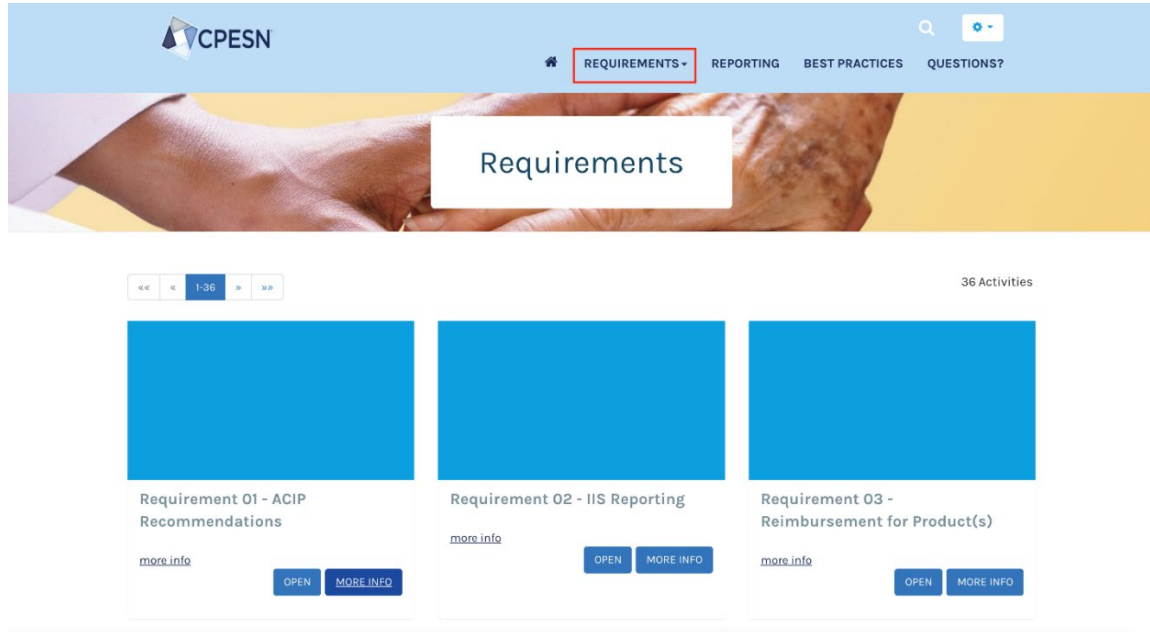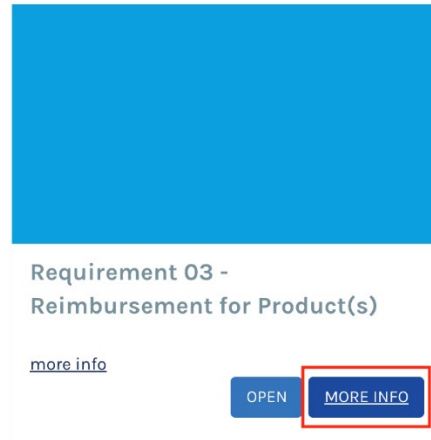

There are two ways open an activity from the Requirements page:

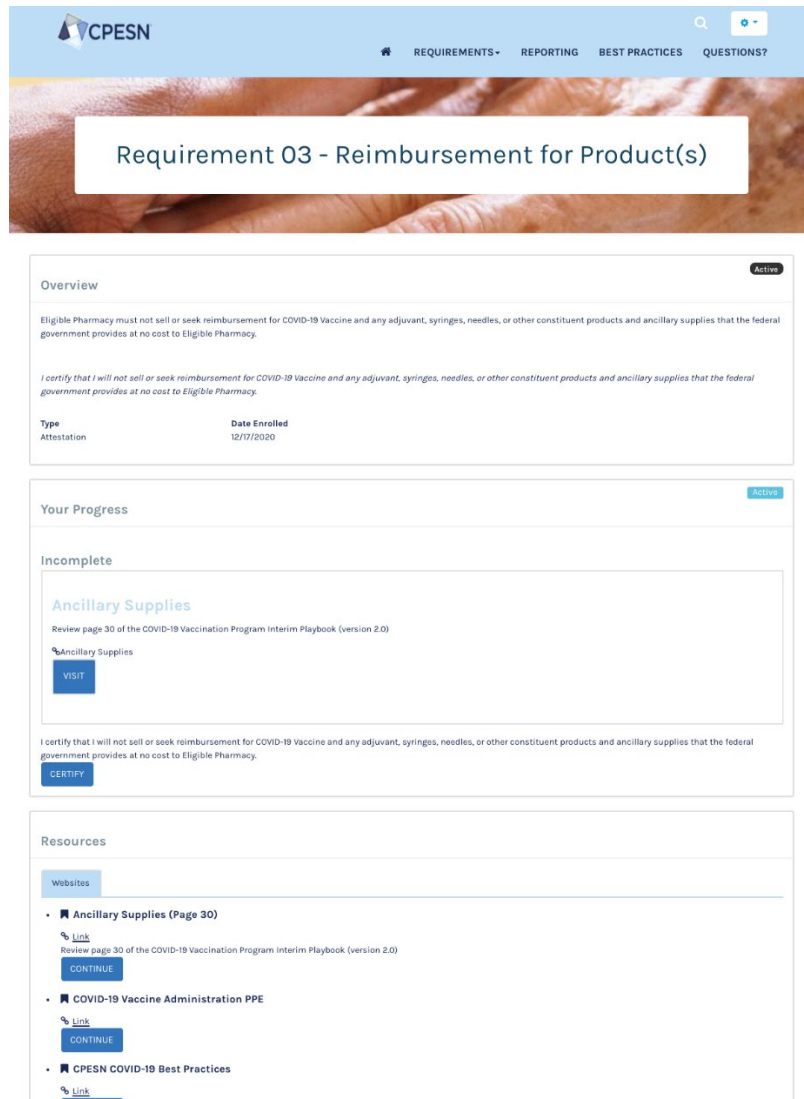1. Click the "Open" button and a pop-up activity window will appear.

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

Requirement 03 -
Reimbursement for Product(s)

more info

OPEN   MORE INFO

CPESN

REQUIREMENTS   REPORTING   BEST PRACTICES   QUESTIONS?

Requirement 03 - Reimbursement for Product(s)

Overview

Active

Eligible Pharmacy must not sell or seek reimbursement for COVID-19 Vaccine and any adjuvant, syringes, needles, or other constituent products and ancillary supplies that the federal government provides at no cost to Eligible Pharmacy.

I certify that I will not sell or seek reimbursement for COVID-19 Vaccine and any adjuvant, syringes, needles, or other constituent products and ancillary supplies that the federal government provides at no cost to Eligible Pharmacy.

Type	Date Enrolled
Attestation	12/17/2020

Your Progress

Active

Incomplete

Ancillary Supplies

Review page 30 of the COVID-19 Vaccination Program Interim Playbook (version 2.0)

Ancillary Supplies

VISIT

I certify that I will not sell or seek reimbursement for COVID-19 Vaccine and any adjuvant, syringes, needles, or other constituent products and ancillary supplies that the federal government provides at no cost to Eligible Pharmacy.

CERTIFY

Resources

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

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.
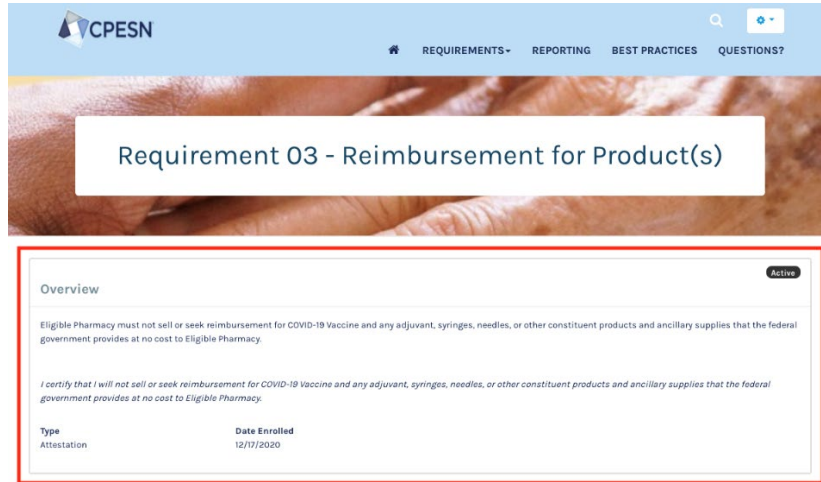

2. **Your Progress**
   This section shows whether you have completed and activity or not. This is also the section of the activity where you will need to view resources, attest to certain statements, or upload documents to complete the activity.

   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 vaccinehub@cpesn.com. In your email, please indicate your pharmacy name, NCPDP # and the requirement name.
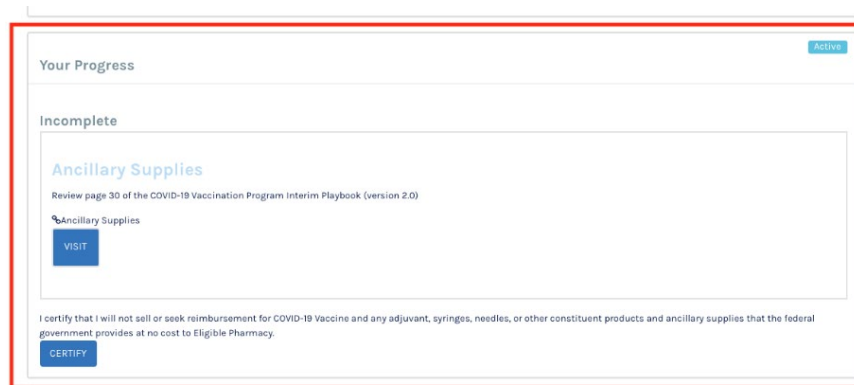
TIP: The following file extensions are acceptable for upload: ".doc", ".docx", ".pdf", ".ppt", ".pptx", ".xls", ".xlsx", ".jpg", ".gif", ".png", ".log", ".msg", ".odt", ".rtf", ".txt", ".csv", ".tsv", ".mp4", ".mp3". There is a max limit of 1GB.

TIP: To receive continuing education (CE) or print a certificate from a CDC Training requirement, please visit TCEO and follow these 9 Simple Steps. 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.
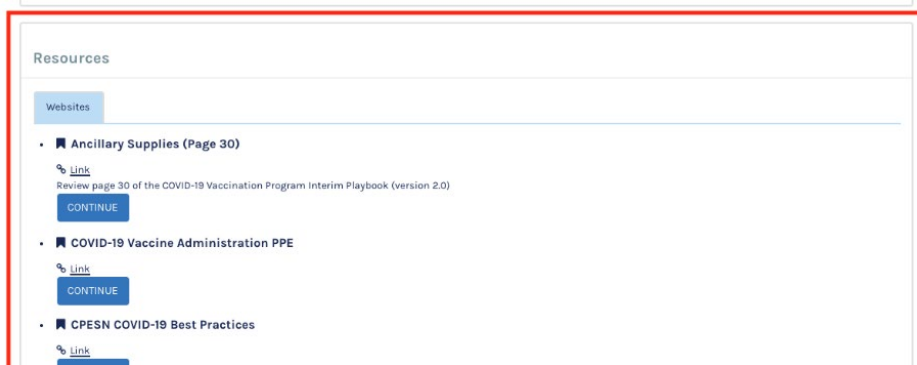
COMPLETION OVERVIEW

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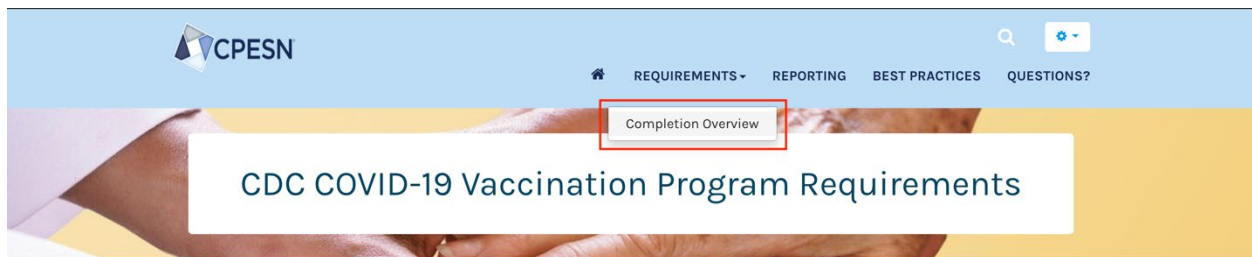
1. **Expanded View**
   To see all components of a requirement, click the arrow on the left-hand side of the screen. This will allow the requirements section to expand and provide more details regarding the course.

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.

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.
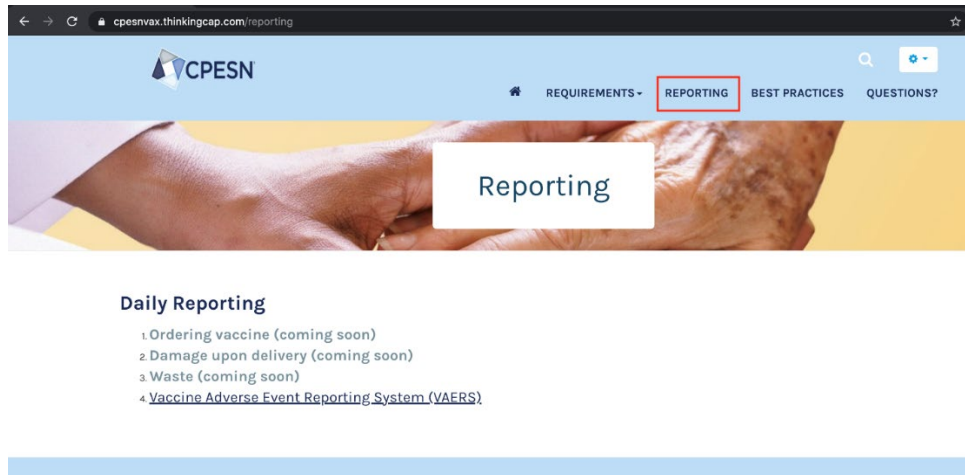
REPORTING

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 https://covidbestpractices.com/vaccines.
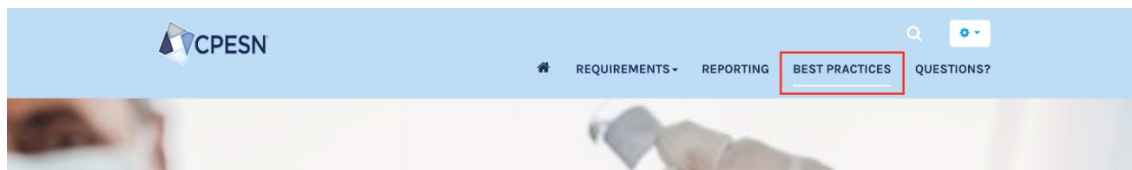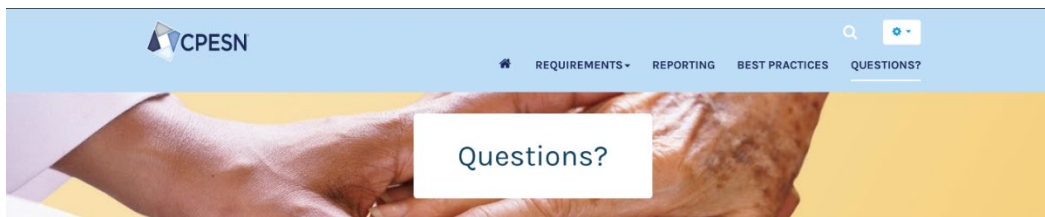
QUESTIONS?

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 cdc@cpesn.com.