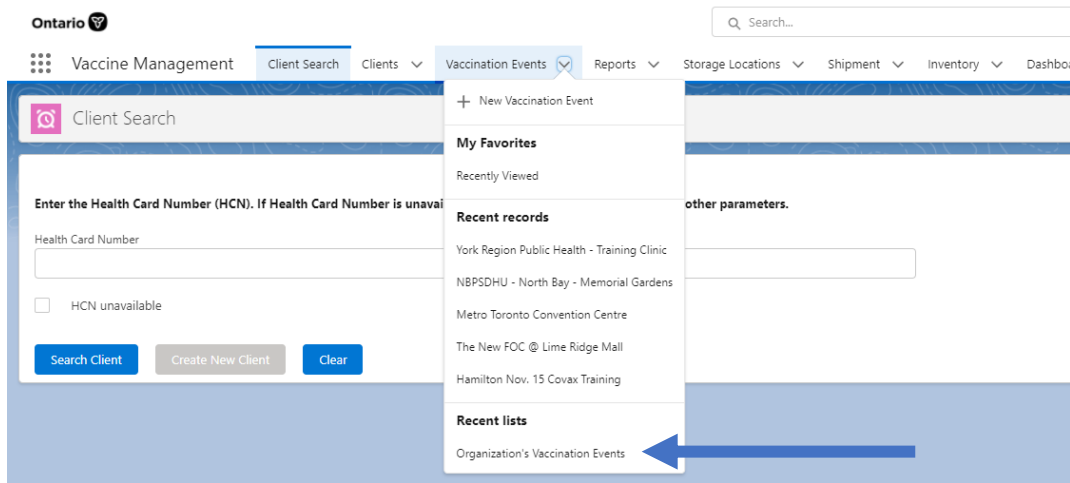


# Job Aid – Hand Count Survey

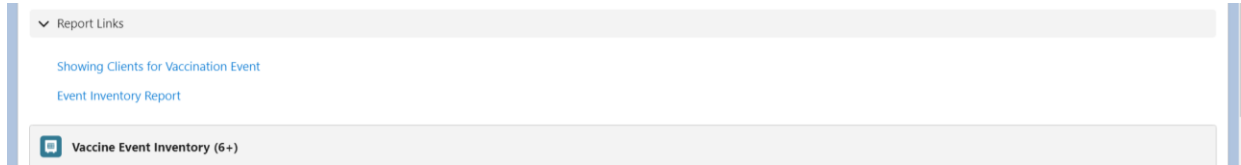
**Purpose:** To ensure your onsite hand count matches the inventory data in COVax.

Step 1 – Complete your onsite hand count and compare this number with the inventory recorded in COVax for your site.

1. Complete your onsite hand count and record it on the draft checklist provided in your Hand Count Survey email.
2. Sign into COVax and go to the Vaccination Events dropdown tab at the top of the page.
3. Select MLHU Organization’s Vaccination Events.



4. Search for your Vaccination Event name and click to open it.
5. Scroll down the page to **Event Inventory Report**. Click on the link to run the Event Inventory Report.



6. The number listed below **Total Remaining Doses** is your site’s inventory recorded in COVax. Compare this to the number of Total Remaining Doses to the number of doses in your hand count.

The screenshot shows the 'Event Inventory Report' table in the COVax system. A blue arrow points to the 'Total Remaining Doses' column.

| VE Inventory Name   | Sum of Allocated Doses | Sum of Doses Wasted | Sum of Extra Doses From Vial | Sum of Doses Administered (No Consent) | Sum of Doses Administered (Known Client) | Total Remaining Doses |
|---|------------------------|---------------------|------------------------------|--|--|-----------------------|
| MODERNA COVID-19 mRNA-1273 0.5 ml - 016E21A, 2021-12-29                   | 669                    | 118                 | 7                            | 0                                      | 538                                      | 0                     |
| MODERNA COVID-19 mRNA-1273 0.5 ml - 020J21A, 2022-04-22                   | 25,747                 | 92                  | 0                            | 0                                      | 25,656                                   | -1                    |
| MODERNA COVID-19 mRNA-1273 0.5 ml - 055K21A, 2022-05-28                   | 32,771                 | 76                  | 0                            | 0                                      | 20,343                                   | 12,352                |
| MODERNA COVID-19 mRNA-1273 0.5 ml - 063H21A, 2022-03-30                   | 5,626                  | 19                  | 0                            | 0                                      | 5,607                                    | 0                     |
| MODERNA COVID-19 mRNA-1273 0.5 ml - 085D21A, 2021-12-19                   | 8,387                  | 573                 | 3                            | 0                                      | 7,817                                    | 0                     |
| PFIZER-BIONTECH COMIRNATY pediatric COVID-19 mRNA 0.2 ml - FK5618, 2022-1 | 21,175                 | 489                 | 4                            | 0                                      | 20,687                                   | 3                     |

7. If there are any discrepancies between the total number of remaining doses in COVax and the number of doses you counted onsite for your hand count survey, please review the **Super User End of Day Checklist** and make all necessary corrections.
8. Once discrepancies have been addressed, proceed with submitting your Hand Count Survey.

9. **NOTE:** if you have inventory that has not been used at your location and/or you have inventory that has just arrived, please follow Step 2 to determine total doses remaining in COVax.

Step 2 – To view newly allocated inventory and/or inventory that has not yet been administered (they don't show up in the Event Inventory Report).

1. Go to your Vaccination Event and scroll down the page to the **Vaccine Event Inventory** section.
2. Click on the hyperlink to Vaccine Event Inventory. This will show you all the vaccine lot numbers your site has been allocated; click “View All” if any lot numbers appear to be missing.
3. Click on the hyperlink of the vaccine lot number you wish to review.
4. The number listed beside **Allocated Doses** is the total number of remaining doses for this lot number.

| Related           |   | Details           |   |
|-------------------|---|-------------------|---|
| VE Inventory Name | PFIZER-BIONTECH COVID-19 VACCINE mRNA 0.3 ml - 8657, 2022-01-06 | Inventory         | PFIZER-BIONTECH COVID-19 VACCINE mRNA 0.3 ml - 8657, 2022-01-06 |
| Vaccination Event | MLHU - Agripalex (test)   | VEI Status        | Active  |
| Comments          |   | Vaccination Type  | Point Of Service  |
| Inventory Type    | Vaccine   | Inventory Product | PFIZER-BIONTECH COVID-19 VACCINE mRNA                           |
| Allocated Doses   | 500   | Inventory Status  | Available   |
| Created By        | Covax23 Test23, 2022-02-14, 8:38 a.m.                           | Last Modified By  | Covax23 Test23, 2022-03-03, 8:41 a.m.                           |

5. Click on the **Related** tab to confirm that no doses were administered or wasted.

| Vaccine Event Inventory   |                                  |                                 |                       |              |
|---|----------------------------------|---------------------------------|-----------------------|--------------|
| PFIZER-BIONTECH COVID-19 VACCINE mRNA 0.3 ml - 8657, 2022-01-06 |                                  |                                 |                       |              |
| Available Doses   | Dose Administered (Known Client) | Doses Administered (No Consent) | Extra Doses From Vial | Doses Wasted |
| 995   | 0                                | 0                               | 0                     | 0            |

| Related  |               | Details    |  |
|--|---------------|------------|--|
| <b>Inventory Reconciliations (1)</b>                       |               |            |  |
| 1 item • Sorted by Record Type • Updated a few seconds ago |               |            |  |
| <input type="checkbox"/>                                   | Inventory ... | Record ... | Quantity   |
| <input type="checkbox"/>                                   | IT-58912      | Allocation | 500  |
|  |               |            | PFIZER-BIONTECH COVID-19 VACCINE mRNA 0.3 ml - 8657, ... |
|  |               |            | MLHU - Agripalex (test)                                  |
|  |               |            | Covax23 Test23   |
|  |               |            | 2022-03-03, 8:41 a.m.                                    |

| <b>Vaccine Event Inventory History (3)</b>           |                   |                |                |  |
|--|-------------------|----------------|----------------|--|
| 3 items • Sorted by Date • Updated a few seconds ago |                   |                |                |  |
| Date   | Field             | User           | Original Va... | New Value                              |
| 1 2022-03-03, 8:41 a.m.                              | Allocated Doses   | Covax23 Test23 |                | 500                                    |
| 2 2022-02-14, 8:38 a.m.                              | Created.          | Covax23 Test23 |                |  |
| 3 2022-02-14, 8:38 a.m.                              | VE Inventory Name | Covax23 Test23 | test           | PFIZER-BIONTECH COVID-19 VACCINE mR... |

6. Wasted doses, extra doses from vials, and doses allocated to your site by MLHU staff would be recorded under **Inventory Reconciliations**, while administered doses would be recorded under **Vaccine Event Inventory History**. If you see incorrect wastages or extra doses from vials recorded, OR you see that these entries are missing, be sure to make these corrections in COVax.

7. If there are any discrepancies between the inventory in COVax and the number of doses you counted onsite for each lot number, please review the **Super User End of Day Checklist** and make all necessary corrections.

8. Once discrepancies have been addressed, proceed with submitting your finalized Hand Count Survey.