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.

Ontario 😵		Q Search
Vaccine Management Client Search Clients ~	Vaccination Events 🔗 Reports 🗸	Storage Locations 🗸 Shipment 🗸 Inventory 🗸 Dashboa
Client Search	+ New Vaccination Event	
	My Favorites Recently Viewed	
Enter the Health Card Number (HCN). If Health Card Number is unavai Health Card Number	Recent records York Region Public Health - Training Clinic	other parameters.
HCN unavailable	NBPSDHU - North Bay - Memorial Gardens Metro Toronto Convention Centre	
Search Client Create New Client Clear	The New FOC @ Lime Ridge Mall Hamilton Nov. 15 Covax Training	
	Recent lists 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.

✓ Report Links		
Showing Clients for Vaccination Event		
Event Inventory Report		
Vaccine Event Inventory (6+)		

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.

Ontario ♥ ₩ Vaccine Management Client Search Clients ∨	Inventory 🗸 Shipme	nt 🗸 Vaccination I	Q Search Events V Mass DataLoads	✓ Dashboards ✓ Producents	Reports Authorized Organizat	ions 🗸 Recycle Bin 🗸				
Report: Event Inventory with Dose Admin - CUSTOM Event Inventory Report Data shown for the last 30 days										
Total Allocated Doses Total Doses Wasted Total Extra Doses From Vial Total Doses Administered (No Con Total Doses Administered (Known Total Remaining Doses 152,637 2,051 16 0 131,595 19,007										
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 Cliert)	$f_{\rm X}$ Total Remaining Doses 💌				
MODERNA COVID-19 mRNA-1273 0.5 ml - 016E21A, 2021-12-29	669	118	7	0	558	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	20,3 43	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				
TIZER-BIONTECH COMIRNATY pediatric COVID-19 mRNA 0.2 ml - FK5618, 2022-	21,175	489	4	0	20,637	3				

- 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 <u>Super User End of Day Checklist</u> 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 (<u>they</u> <u>don't show up in the Event Inventory Report</u>).

- 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	1	Inventory	PFIZER-BIONTECH COVID-19 VACCINE mRNA 0.3 ml - 8657, 2022-01-06
Vaccination Event	MLHU - Agrigeex (test)	1	VEI Status	Active
Comments		1	Vaccination Type	Point Of Service
Inventory Type	Vacine		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.

		/																		
	accine Event In FIZER-BIC	ventory	COVID-19 VAG	CCINE mR	NA 0.3	3 ml - 86!	57, 2022-	01-06												
Available 995	Doses	Dose Admi 0	inistered (Known Clien	t) D 0	oses Adm	iinistered (No (Consent)	Extra Doses From O	Vial	Doses Wasted 0										
Relat	ed Deta	iils	- 1-12		2				17				- (<i>W</i> = W) *		-1-1					1 10 - 10
1 item	nventory Red	conciliation ord Type • Up	ns (1) dated a few seconds a	go											\$ ·	C	Wastage Even	t Ex	tra Doses Fro	m Vial 🔻
	Invento	ory 🗸	Record $\downarrow \lor$	Quantity	~	Inventory			~	Vaccination Event		~	Created By \lor	Created	Date 🚿	/				
1	IT-5891	12	Allocation	500		PFIZER-BION	TECH COVID-	19 VACCINE mRNA 0	3 ml - 8657,	MLHU - Agriplex (test)			Covax23 Test23	2022-03	3-03, 8:41 a.r	n. 💌				
			1							View All										
3 items	/accine Event • Sorted by Dat	t Inventory	/ History (3) a few seconds ago																	\$ • C
	Date	~/	Field		~ 1	User	~	Original Va 🗸	New Value		~									
1	2022-03-03, 8	8:41 a.m.	Allocated Doses			Covax23 Test2	23		500											
2	2022-02-14, 8	8:38 a.m.	Created.			Covax23 Test2	23													
3	2022-02-14	8:38 a.m.	VE inventory Name	2		Covax23 Testa	23	test	PFIZER-BION	FECH COVID-19 VACCINE	nR									
										View All										

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.