



## Department of Health

Today's training is for hospitals and federally qualified health centers (FQHC) who received a NYS notification that they must vaccinate priority groups outside of their organization. **Note- this training will only cover second dose scheduling processes in CDMS**

These outside groups could include:

Emergency Medical Services

Medical Examiners, Coroners, and Funeral Workers

Staff from Voluntary Operated OASAS Facilities

Staff and residents from Voluntary Operated OMH Facilities

Staff and residents from OPWDD Facilities

**Hospitals and FQHC that were not instructed to vaccinate priority groups outside of their organization DO NOT need to participate in this training.**



Department  
of Health



# **NYSDOH Countermeasure Data Management System (CDMS)**

**December 31, 2020**

# NYSDOH Countermeasure Data Management System (CDMS)

## Getting Started:

- Browser
  - CDMS most optimally works in Google Chrome
    - Microsoft edge can also be used
  - Firefox, Safari, Internet Explorer are not compatible with CDMS and should not be used
    - If you use these browsers you will likely receive errors or not see all functionality of the system necessary.

# NYSDOH Countermeasure Data Management System (CDMS)

## Getting Started: Receiving Access

- In order to receive access you will need to request it from your HCS Coordinator
  - The role which has been created for FQHC/Hospitals is known as “Facility Admin”
  - In order to get access you will need to request it from your HCS coordinator
    - To discover who your HCS coordinator is;
      - Login to HCS and click ‘My Content’ in the top right menu and select ‘Look up my coordinators’

Welcome J'nelle Oxford (jzo09)

Search [input] [magnifying glass icon]

My Applications

Acronyms & Abbreviations	
CDESS	[info icon]
CDMS 6	[info icon]
CDMS 7	[info icon]
ComDir Role Lookup Tool	[info icon]
Content Submission Tool	[info icon]
ECLRS	[info icon]
Emergency Contacts	
HERDS	[info icon]
IHANS	[info icon]
Role Lookup Tool	[info icon]
ServNY	[info icon]

## Important Health Events



## Important Health Notifications

Posted	Priority	Keyword	Source	Audience	Des
12/21/2020	Advisory	Influenza	NYSDOH	All Users	Influ
12/10/2020	Advisory	EPT Expansion for STDs	NYSDOH AIDS Institute	All Users	Upd othe
11/30/2020	Advisory	Commissioner's Letter	NYSDOH	All Users	Nov
11/25/2020	Advisory	Pharmacy	NYSDOH Pharmacy	All Users	Phar and

← Newer

Showing notifications sent in

- Documents by Group
- My Favorites
- My Applications
  - All Applications
  - Mobile Apps [dropdown]
- Change my password...
- Review the password rules
- Change my secret questions...
- Enable the forgotten password feature...
- Report my user ID or password stolen...
- Learn more about HCS security
- Change my contact information...
  - Look up my coordinators**
  - See what roles I hold
  - Look up my PIN

COVID-19

Recipients	
20	Recipients
	Recipients
	Recipients
ics	Recipients

https://commerce.health.state.ny.us/hpn/cgi-bin/applinks/comdir/hcsc coord...



## NYSDOH Countermeasure Data Management System (CDMS)

### Second Dose Reminders

- The second dose process
- 1) Recall patient information (3 ways to do this) to determine who needs a second dose and when
- 2) Create a second dose only operation and send the registration link for that operation directly to those who need to schedule

# NYSDOH Countermeasure Data Management System (CDMS)

## Second Dose Reminders

- In order to determine which patients need a second dose and when, there are three options:
- 1) Providers can run a reminder / recall report in NYSIIS
- 2) Providers can run a report from their own EMR
- 3) Providers can run a report in CDMS
  - **\*Note\*** this option only works if your organization processed records in CDMS taking the registration to a visit

# Option 1) NYSIIS Reminder/Recall Report

## Reports

temp log report

vfc report status

reminder / recall

check reminder status

manage custom letters

request callback

cocasa extract

check billing export

The Reminder Recall report can generate a list of patients due or overdue for specific immunizations.

To access this report, log into NYSIIS and on the left side menu panel, under Reports, click Reminder/Recall.

- Organization level report run on your own organization's active patient population.
- Two step report that can generate a list and letters / labels (if desired) for patients that are due or overdue for immunizations.

NYSIIS will navigate to the Reminder Recall set up screen where you filter the report.

- Leave Tracking Schedule defaulted.
- Click the radio button for Use Vaccine Groups Selected, scroll down to covid19 and highlight it, then click the Add button to move it to the right side box.
- Leave all other fields defaulted.
- Towards the bottom of the page, under Enter Date Criteria, enter the timeframe your staff should be due for their second dose of covid19 vaccine in the Target Date range fields.
- Leave the rest of the fields defaulted then click the Generate button.

In this example (next slide), 20 patients were vaccinated on 12/29/2020, so the Target Date Range starts 1/19/2021 (21 days later).

## Reminder/Recall Request

## Indicate the Tracking Schedule ...

- Use Tracking Schedule Associated with Each Patient
- Use Tracking Schedule Selected for All Patients

## Select the Vaccine Group(s) ...

- Use All Vaccine Groups
- Use Vaccine Groups Selected

Cholera  
DTP/aP  
Diphtheria

Add &gt;

&lt; Remove

COVID-19

## Enter the Date Criteria ...

Target Date Range From  To  Birth Date Range From  To  Weeks Since Last Notice Exclude patients more than  Month(s) Overdue

Exclude from

- Today's Date
- Target From Date

*NOTE: If Target Date is blank, today's date will be used.*

NYSIIS will navigate to the Reminder/Recall status page. The status will increase from 1 to 100%. Once it reaches 100%, the report has finished generating and becomes a hyperlink. Click the link.

Note: these reports are large and sometimes take a few minutes to run. You can navigate away from this page while the report runs in the background. To get back to the Reminder/Recall status page, click Check Reminder Status on the left side menu panel.

### Reports

temp log report  
 vfc report status  
 reminder / recall  
 check reminder status  
 manage custom letters  
 request callback  
 cocasa extract  
 check billing export



Reminder Request Status						Refresh
Started	Completed	Status	Patients	Target From	Target To	Cancel
<a href="#">12/29/2020 02:37 PM</a>	12/29/2020 03:08 PM	100 %	16	01/19/2021	01/30/2021	
Reminder Output Status						
<i>No Reminder Outputs Logged</i>						

The summary page shows you the steps NYSIIS took to generate the list of patients due for a reminder.

Note: NYSIIS will not generate reminders for patients that are missing address information in their record. It is crucial to report this information so they show up on the report.

Otherwise, they could be missed for a reminder, even though they are due for dose 2.

Reminder Request Process Summary		
Step	Criteria Evaluated at this Step	Patients
1	Patients <b>associated</b> with <i>Lori's Little Ones</i> .	1301
2	Patients that are <b>active</b> within <i>Lori's Little Ones</i> and <b>allow Reminder &amp; Recall Contact</b> . Additional criteria includes: <ul style="list-style-type: none"> <li>• <b>Birthdate range</b> is not specified;</li> <li>• <b>County</b> is not specified;</li> <li>• <b>School</b> is not specified;</li> <li>• <b>Provider</b> is not specified;</li> <li>• <b>Weeks Since Last Notice</b> is not specified.</li> </ul>	1229
3	Patients that have a <b>Valid Address</b> . Additional criteria includes: <ul style="list-style-type: none"> <li>• <b>City</b> is not specified</li> <li>• <b>Zip Code</b> is not specified.</li> </ul>	765
4	Patients that meet the following criteria regarding vaccination status: <ul style="list-style-type: none"> <li>• Patients that are <b>Recommended or Overdue</b> for one or more vaccinations <b>between 01/19/2021 to 01/30/2021</b>;</li> <li>• Use the following <b>vaccine groups: COVID-19 and</b> ;</li> <li>• Use <b>tracking schedule</b> associated with each patient.</li> <li>• <b>Exclude Overdue Reminders</b> is not specified.</li> </ul>	16
<b>Total Number of Patients Eligible for Reminder</b>		<b>16</b>



Below the summary is the Output Options. NYSIIS can generate a standard letter, mailing labels and a patient query list. To generate output, click the hyperlinks under the Output column.

### Reminder Request Output Options

Output	Description	Additional Input
<a href="#">Reminder Letter</a>	Standard Reminder Letter.	Report Name <input type="text"/> Free Text <input type="text" value="Cheers, Dr. Lori Isabella-Rhoades"/> Phone # <input type="text" value="555-555-5555"/>
<a href="#">Mailing Labels</a>	Avery Mailing Labels.	Report Name <input type="text"/>
<a href="#">Patient Query Listing</a>	A list of patients based on the report criteria.	Report Name <input type="text"/>

You will navigate back to the Reminder Recall Status page. When your output has completed it will display Ready in the status column. Click the hyperlink to view the output.

Reminder Request Status						Refresh
Started	Completed	Status	Patients	Target From	Target To	Cancel
<a href="#">12/29/2020 02:37 PM</a>	12/29/2020 03:08 PM	100 %	16	01/19/2021	01/30/2021	

Reminder Output Status					
Name	Type	Requested	Started	Completed	Status
<a href="#">Patient List</a>	Patient List	12/29/2020 08:18 PM	12/29/2020 08:18 PM	12/29/2020 08:18 PM	Ready
<a href="#">Mailing Labels</a>	Mailing Labels	12/29/2020 08:18 PM	12/29/2020 08:18 PM	12/29/2020 08:18 PM	Ready
<a href="#">Reminder Letter</a>	Reminder Letter	12/29/2020 08:17 PM	12/29/2020 08:17 PM	12/29/2020 08:18 PM	Ready



The Standard Letter displays the immunization history and immunizations needed information for each patient. Labels are also generated. These letters can be mailed to patients if desired.

Dear Daniel Maurice Anderle,

Our records indicate that Daniel Maurice Anderle has received the following immunizations:

Immunizations History		
Immunization	Date Administered	Series
COVID-19	12/29/2020	1 of 2

Our records also show that Daniel may be due for the following immunizations. If Daniel received these or other immunizations from another health care provider, please call our office so that we can update Daniel's record. Otherwise please take Daniel to a health care provider to receive them.

Vaccines Recommended by Selected Tracking Schedule	
Vaccine	Date Needed
COVID-19, mRNA,LNP-S,PF, 0.3mL	01/19/2021
Flu, unspecified formulation	08/01/2020
HPV, uncertain formulation	07/07/2012
MMR	07/07/2002
Meningococcal ACWY, unspecified	07/07/2017
Tdap > 7 years	07/07/2008
meningococcal B, unspecified	07/07/2017

The number for our office is: 555-555-5555

Cheers,  
Dr. Lori Isabella-Rhoades

DANIEL MAURICE ANDERLE  
299 STATE  
WEST SHOKAN NY 13642

MIDNIGHT BLUE  
10 MAIN STREET  
ALBANY NY 12203

PHIL CLARK  
13 RED ROCK ROAD  
SCHENECTADY NY 12302

BERNIE DOE  
BRIAN COURT 16 FULLER ROAD  
SCHENECTADY NY 12303

To the Parent/Guardian of:  
LINDA MARY FISHER  
250 ORTON  
PULASKI NY 10007

FROG FROGGER  
FROGGIE STREET  
SCHENECTADY NY 12303

LOREEN GERTRUDE ISAACS  
374 JENIFER  
BROOKLYN NY 12921

BEN JONES  
10 WAYNE ROAD  
SCHENECTADY NY 12307

BERTHA JONES  
COVID STREET  
SCHENECTADY NY 12303

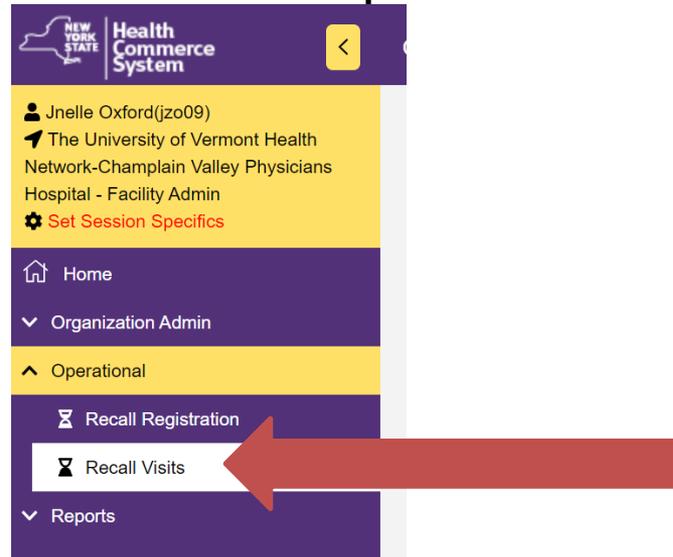
## Option 2) Your Facilities EMR

Your second option is to pull vaccination date information and contact information from your own facilities EMR

We understand for many this may be the simplest solution as your staff is well versed in reporting from your own EMR!

# Option 3) CDMS

- Your third option is to use CDMS for the recall visit feature
- \*Please note, the recall visit feature will only work if you processed your registrations (aka created a visit) within CDMS, if you did not, you will need to use option 1 or 2



## Option 3) CDMS

- From the recall visits page you will be able to sort by visit date to determine which patients you need to contact in regards to their second dose scheduling.
- You can also download the patients contact information in order to email your registration link for 2<sup>nd</sup> dose operations
- **When emailing registration links, make sure you always use the BCC feature in your email for privacy**

## Option 3) CDMS

**Please note: “the recall visit information” is currently in development. This option will be available for your organization Friday, 1/1. If you need the information prior to Friday please contact [CDMS@health.ny.gov](mailto:CDMS@health.ny.gov) for assistance!**

## NYSDOH Countermeasure Data Management System (CDMS)

### Setting up a Second Dose Operation

- In order to vaccinate individuals for their second dose, you need to set up a new operation:
- If your second dose clinic is not going to be at the same location as your first, or there has been any change in address, we need to start by adding in a new location

# NYSDOH Countermeasure Data Management System (CDMS)

## Adding a New Location

First, click Org Admin > Locations, if your location is not on your list, click 'Add a Location'

The screenshot displays the CDMS interface. The left sidebar shows the navigation menu with 'Locations' selected. The main content area shows the 'Location List' section with search filters for Status (Active, Inactive, Both) and Organization (The University of Vermont Health Network-Champlain Valley). A red box highlights the '+ Add Location' button, and a red arrow points to it from the left. Below the search filters is a table of search results with columns for Location Name, Organization, Create Date, Update User, Active, Latitude, and Longitude. The table contains three rows of data. At the bottom, it shows 'Total Records : 3' and 'Records Per Page: 10'.

Location Name	Organization	Create Date	Update User	Active	Latitude	Longitude
<a href="#">CVPH Medical Center</a>	The University of Vermont Health Network-Champlain Valley Physicians Hospital	12/22/2020		Yes	0.0	0.0
<a href="#">Example Facility Location</a>	The University of Vermont Health Network-Champlain Valley Physicians Hospital	12/22/2020		Yes	42.652848	-73.752898
<a href="#">UVM - Champlain Valley Physicians Hospital</a>	The University of Vermont Health Network-Champlain Valley Physicians Hospital	12/22/2020		Yes	44.698132	-73.461008

# NYSDOH Countermeasure Data Management System (CDMS)

## Adding a New Location

Fill in the information associated with the location: Location Name (make this specific), Street Address and Contact Number to the location and click Add Location.

\*Note: When you are typing the street address, this will pull from google maps, click the address associated with what you are typing. This will fill in the grey boxes automatically.

# NYSDOH Countermeasure Data Management System (CDMS)

## Adding a New Location

\*As you see in this screen capture you see addresses pulling from google, CLICK the address associated with the location where you are vaccinating.

The screenshot shows the 'Add New Location' form in the CDMS. The form has the following fields:

- Location Name: Example Facility Location
- Street address: 97
- Address2: 97 Columbia Street Albany, NY, USA
- Contact: 97 Central Avenue Albany, NY, USA
- Selected Address: 97 Clinton Street Albany, NY, USA
- County: 97 Wellington Avenue Albany, NY, USA
- latitude: 97 Broad Street Albany, NY, USA
- longitude: (empty)

A black arrow points to the first suggestion in the Street address dropdown: '97 Columbia Street Albany, NY, USA'.

# NYSDOH Countermeasure Data Management System (CDMS)

## Adding a New Location

NEW YORK STATE Health Commerce System

Countermeasure Data Management System (CDMS)

Home My Content Search Help Log out

Jnelle Oxford(jzo09)  
The University of Vermont Health Network-  
Champlain Valley Physicians Hospital - Facility  
Admin  
Set Session Specifics

Home  
Organization Admin  
Operational  
Reports

Version - v7.2.3  
Date - 12/22/2020 9:50 AM

### Add New Location

Location Name	Example Facility Location
Street address	97 Columbia St, Albany, NY 12210, USA <small>Leading and/or Trailing spaces where found and have been removed.</small>
Address2	Enter your address 2
Contact	518-761-9990
Selected Address	97 Columbia Street, Albany, NY, USA
County	Albany County
latitude	42.6528475
longitude	-73.7528983

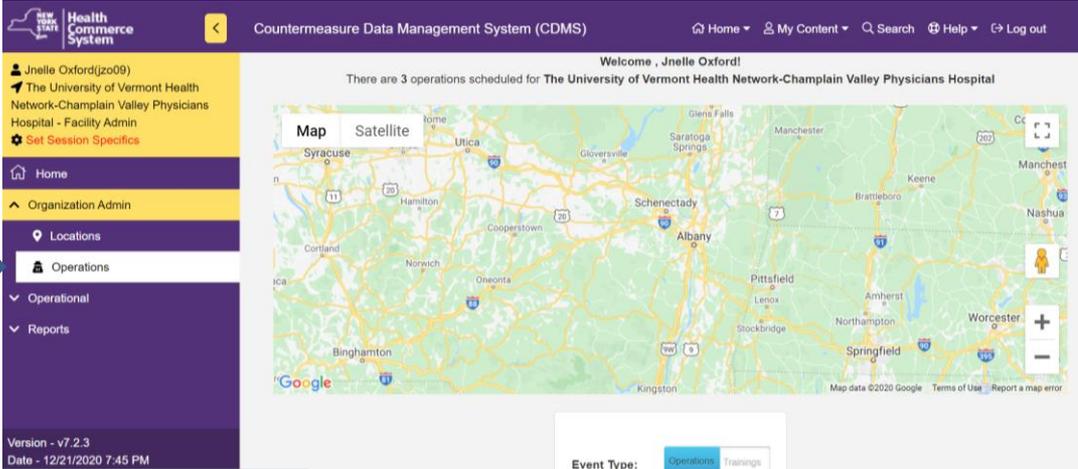
Add Location

\*Once the google address has been selected the grey boxes will automatically populate.

# NYSDOH Countermeasure Data Management System (CDMS)

## Setting Up a New Operation

To get into your organization's operations select  
Organization Admin > Operations



The screenshot shows the NYSDOH Countermeasure Data Management System (CDMS) interface. The left sidebar contains the following navigation items:

- Jnelle Oxford(jzo09)
- The University of Vermont Health Network-Champlain Valley Physicians Hospital - Facility Admin
- Set Session Specifics
- Home
- Organization Admin
  - Locations
  - Operations**
  - Operational
  - Reports

The main content area displays a map of Vermont and a message: "Welcome, Jnelle Oxford! There are 3 operations scheduled for The University of Vermont Health Network-Champlain Valley Physicians Hospital". The bottom of the screen shows "Event Type: Operations" selected.

# NYSDOH Countermeasure Data Management System (CDMS)

## Changing your location in an operation

Next, we will select “+ Add Operation”

Countermeasure Data Management System (CDMS)

Search for an Operations

Operation Type: 3 selected

Event name: 38 selected

Data Type: Actual

Location name: 1 selected

+ Add Operation

Search Results

Operation Name	Operation ID	Location Name	Event name	Operation Type	Data Type
UVM - Champlain Valley Physicians Hospital Essential Employee Vaccination Clinic	50500130	UVM - Champlain Valley Physicians Hospital	NYS DOH Hospital/FQHC Appointment Scheduling COV COVID-19 (12/20/2020 - 12/31/2020)	POD	Actual

Version - v7.2.3

Records : 1

Records Per Page: 10

# NYSDOH Countermeasure Data Management System (CDMS)

## Setting up a New Operation

The Operation Details will open and you will select:

- Event (Dropdown): NYS DOH Hospital / FQHC Appointment Scheduling COVID-19 VACCINE
- Form (Dropdown): Hospital / FQHC Appointment Scheduling Form1
- Location (Dropdown): The location **where your vaccination clinic will be taking place**

# NYSDOH Countermeasure Data Management System (CDMS)

## Creating an Operation

The screenshot displays the CDMS interface. At the top, the header includes the New York State Health Commerce System logo, a navigation arrow, the title 'Countermeasure Data Management System (CDMS)', and utility links for Home, My Content, Search, Help, and Log out. On the left, a user profile for Jnelle Oxford is shown with navigation options for Home, Organization Admin, Operational, and Reports. The main content area is titled 'Operation Details' and contains a form with the following fields:

- Event:** NYS DOH Hospital/FQHC Appointment Scheduling COV COVID-19 (12/20/2020 - 12/31/2020)
- Form:** Hospital/FQHC COVID-19 Appointment Scheduling Form1
- Location:** A dropdown menu is open, showing options: 'UVM - Champlain Valley Physic', '-- Select Location --', 'CVPH Medical Center', 'Example Facility Location', and 'UVM - Champlain Valley Physicians Hospital'. A blue arrow points to the 'UVM - Champlain Valley Physicians Hospital' option.
- Operation Name:** UVM - Champlain Valley Physicians Hospital Essential Employee
- Intended Population:** (Field is partially visible)

A '<Operation View' button is located in the top right corner of the form area.

## Fill in the Details

The next details to fill in are;

- Operation Name – Make sure you are putting 2<sup>nd</sup> Dose in the name so both your patients and organization can differentiate the clinic from a 1<sup>st</sup> dose clinic
- Intended Population – \*note, can be left blank
- Public Notes – these are any notes you would like your patient to read prior to clinic. Tips on where to go, what to bring if needed, etc.
- Information Contact
- Fee (will default to 0 – don't change this)
- **\*\*IF you see public visibility when creating your operations ALWAYS make this 'CLOSED'**

# NYSDOH Countermeasure Data Management System (CDMS)

## Changing your location in an operation

- We will be sending out quick cards to reference steps shown on screen

Take a look at your operation name and see if you need to change the operation name to reflect the location change and click update operation

The screenshot displays the CDMS interface. The top navigation bar includes 'Home', 'My Content', 'Search', 'Help', and 'Log out'. The left sidebar shows the user 'Jnelle Oxford(2009)' and navigation options like 'Home', 'Organization Admin', 'Operational', and 'Reports'. The main content area shows an 'Operation view' form with the following details:

Event	Form	Location
NYS DOH Hospital/FQHC Appointment Scheduling COV COVID-19 (12/20/2020 - 12/31/2020)	Hospital/FQHC COVID-19 Appointment Scheduling Form1	UVM - Champlain Valley Physicians Hosp

The 'Update Operation' form contains the following fields:

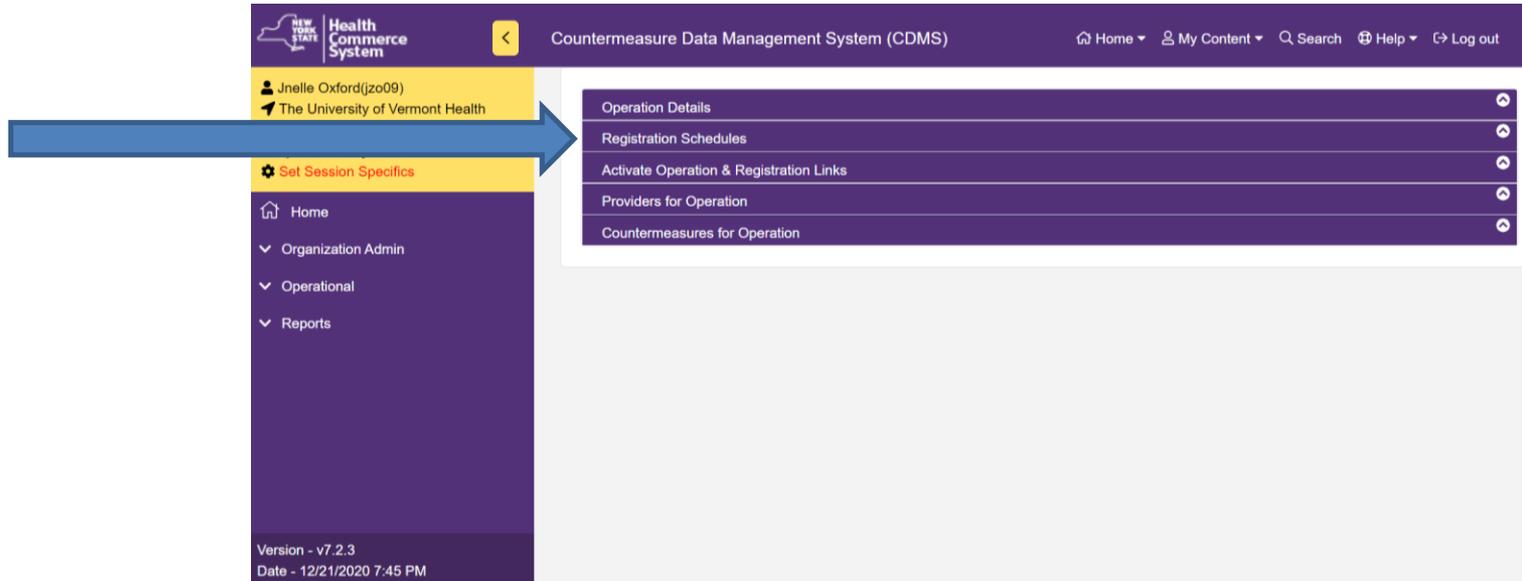
- Operation Name:** UVM - Champlain Valley Physicians Hospital Essential Employee Vaccination Clir
- Intended Population:** UVM Identified Essential Employees
- Public Notes:** This clinic is for UVM identified essential employees only. Please note at this time as vaccine is limited, only those who have been flagged for vaccination will be invited to register for clinic. Please wear a short sleeved shirt for ease of access to vaccination site.
- Information Contact Number:** 518-563-8342
- Fee / Donation:** 0
- Public Visibility:** Open

A large 'CLOSED!!' watermark is overlaid on the bottom right of the form. The 'Update Operation' button is highlighted in orange at the bottom of the form.

# NYSDOH Countermeasure Data Management System (CDMS)

## Adding a New Clinic Schedule

Next, we will add our schedule. From the same operation view is where registration schedules can be added



The screenshot displays the NYSDOH Countermeasure Data Management System (CDMS) interface. The top navigation bar includes the NYSDOH logo, the text "Health Commerce System", and the title "Countermeasure Data Management System (CDMS)". Navigation links for Home, My Content, Search, Help, and Log out are visible. The user profile shows "Jnelle Oxford(jzo09)" from "The University of Vermont Health". A blue arrow points from the "Set Session Specifics" menu item to the "Registration Schedules" option in the main content area. The main content area lists several options: Operation Details, Registration Schedules, Activate Operation & Registration Links, Providers for Operation, and Countermeasures for Operation. The footer shows the version "v7.2.3" and the date "12/21/2020 7:45 PM". The NYSDOH logo and "Department of Health" are in the bottom right corner.

NEW YORK STATE Health Commerce System

Countermeasure Data Management System (CDMS)

Home My Content Search Help Log out

Jnelle Oxford(jzo09)  
The University of Vermont Health

Set Session Specifics

Home  
Organization Admin  
Operational  
Reports

Version - v7.2.3  
Date - 12/21/2020 7:45 PM

NEW YORK STATE Department of Health

- Operation Details
- Registration Schedules
- Activate Operation & Registration Links
- Providers for Operation
- Countermeasures for Operation

# NYSDOH Countermeasure Data Management System (CDMS)

## Adding a New Clinic Schedule

Scroll to see 'Add Registration Schedule'

The University of Vermont Health Network-Champlain Valley Physicians Hospital - Facility Admin  
[Set Session Specifics](#)

Home

Organization Admin

Operational

Reports

Version - v7.2.3

Operation Details

Registration Schedules

[<Operation View](#)

**Operation UVM - Champlain Valley Physicians Hospital Essential Employee Vaccination Clinic Summary**

<b>Operation Name</b>	UVM - Champlain Valley Physicians Hospital Essential Employee Vaccination Clinic	<b>Event Name</b>	NYS DOH Hospital/FQHC Appointment Scheduling COV COVID-19 (12/20/2020 - 12/31/2020)
<b>Operation ID</b>	50500130	<b>Event Start Date</b>	12/20/2020
		<b>Event End Date</b>	12/31/2020

**Add Registration Schedule**

Operation Date (MM/DD/YYYY) <input type="text" value="mm/dd/yyyy"/>	Operation Start Time (HR:MIN) <input type="text" value="--:--"/>	Operation End Time (HR:MIN) <input type="text" value="--:--"/>	Time Slot Duration (MIN) <input type="text" value="05 min"/>
Time Slot Capacity <input type="text" value="5"/>	Registration Deadline Date (MM/DD/YYYY) <input type="text" value="mm/dd/yyyy"/>	<input type="button" value="+ Add Registration Schedule"/>	

# NYSDOH Countermeasure Data Management System (CDMS)

## Adding a New Clinic Schedule

Fill in your operation date, start and end times, time slot duration and capacity and click add registration schedule

Organization Admin

Operational

Reports

### Operation UVM - Champlain Valley Physicians Hospital Essential Employee Vaccination Clinic Summary

<b>Operation Name</b>	UVM - Champlain Valley Physicians Hospital Essential Employee Vaccination Clinic	<b>Event Name</b>	NYS DOH Hospital/FQHC Appointment Scheduling COV COVID-19 (12/20/2020 - 12/31/2020)
<b>Operation ID</b>	50500130	<b>Event Start Date</b>	12/20/2020
		<b>Event End Date</b>	12/31/2020

### Add Registration Schedule

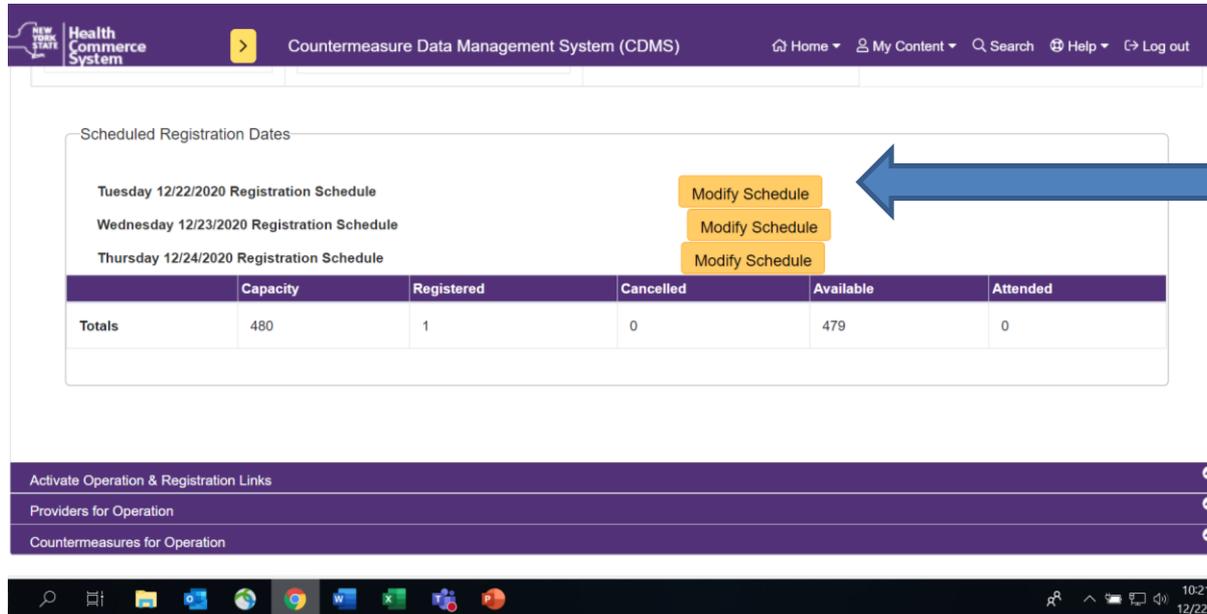
<b>Operation Date (MM/DD/YYYY)</b> mm/dd/yyyy	<b>Operation Start Time (HR:MIN)</b> --:--	<b>Operation End Time (HR:MIN)</b> --:--	<b>Time Slot Duration (MIN)</b> 05 min
<b>Time Slot Capacity</b> 5	<b>Registration Deadline Date (MM/DD/YYYY)</b> mm/dd/yyyy	<b>+ Add Registration Schedule</b>	

Version - v7.2.3

# NYSDOH Countermeasure Data Management System (CDMS)

## Altering your Clinic Schedule

If you want to change or view your schedule scroll to click modify schedule



The screenshot displays the NYSDOH Countermeasure Data Management System (CDMS) interface. The top navigation bar includes the Health Commerce System logo, a home icon, and links for Home, My Content, Search, Help, and Log out. The main content area is titled "Scheduled Registration Dates" and lists three registration schedules with "Modify Schedule" buttons next to each:

- Tuesday 12/22/2020 Registration Schedule
- Wednesday 12/23/2020 Registration Schedule
- Thursday 12/24/2020 Registration Schedule

A large blue arrow points to the "Modify Schedule" button for the Tuesday 12/22/2020 Registration Schedule.

	Capacity	Registered	Cancelled	Available	Attended
Totals	480	1	0	479	0

At the bottom of the interface, there are three expandable sections: "Activate Operation & Registration Links", "Providers for Operation", and "Countermeasures for Operation". The Windows taskbar at the very bottom shows the time as 10:21 on 12/22/2020.

# NYSDOH Countermeasure Data Management System (CDMS)

## Altering your Clinic Schedule

- If your schedule doesn't seem to have the capacity you were hoping for, change it!
- Modify schedule is where you can:
- Add Time Slots
- Delete Time Slots
- Change your Capacity
- After any change, please scroll to select 'Update Deadline / Capacities' or your changes will not save
- **\*\*it is easiest to make all edits PRIOR to registrations**

# NYSDOH Countermeasure Data Management System (CDMS)

## Altering your Clinic Schedule

Health Finance Administration > Countermeasure Data Management System (CDMS) Home My Content Search Help

Edit Registration Schedule for Wednesday

Deadline Date 12/22/2020 Delete Schedule Back Registration Date

Schedule Time Slots

Start Time (HR:MIN)	End Time (HR:MIN)	Capacity	Registered	Cancelled	Remaining	Attended	+ Add Time Slot
Walk-ins		Unlimited	0	0	Unlimited	0	
12:00 PM	12:10 PM	10	0	0	10	0	Delete
12:10 PM	12:20 PM	10	0	0	10	0	Delete
12:20 PM	12:30 PM	10	0	0	10	0	Delete
12:30 PM	12:40 PM	10	0	0	10	0	Delete
12:40 PM	12:50 PM	10	0	0	10	0	Delete
12:50 PM	01:00 PM	10	0	0	10	0	Delete
01:00 PM	01:10 PM	10	0	0	10	0	Delete
01:10 PM	01:20 PM	10	0	0	10	0	Delete
01:20 PM	01:30 PM	10	0	0	10	0	Delete
01:30 PM	01:40 PM	10	0	0	10	0	Delete
01:40 PM	01:50 PM	10	0	0	10	0	Delete
01:50 PM	02:00 PM	10	0	0	10	0	Delete
02:00 PM	02:10 PM	10	0	0	10	0	Delete
02:10 PM	02:20 PM	10	0	0	10	0	Delete
02:20 PM	02:30 PM	10	0	0	10	0	Delete
02:30 PM	02:40 PM	10	0	0	10	0	Delete
02:40 PM	02:50 PM	10	0	0	10	0	Delete
02:50 PM	03:00 PM	10	0	0	10	0	Delete
Totals		180	0	0	180	0	

Click Update Update 12/23/2020 Deadline and/or Capacities Department of Health

Annotations:

- Here is where you add a time slot
- Click to delete
- Here is where you can change capacity

# NYSDOH Countermeasure Data Management System (CDMS)

## Activate and Registration Links \*NEW STEP

- Next, we will now go to the third tab from the Operational View.

The screenshot displays the NYSDOH Countermeasure Data Management System (CDMS) interface. The top navigation bar includes the NYSDOH logo, the title "Countermeasure Data Management System (CDMS)", and user options like Home, My Content, Search, Help, and Log out. The user profile shows "Jnelle Oxford(jzo09)" from "The University of Vermont Health Network-Champlain Valley Physicians Hospital - Facility Admin". The left sidebar contains navigation links: Home, Organization Admin, Operational, and Reports. The main content area shows a list of tabs: Operation Details, Registration Schedules, Activate Operation & Registration Links, Providers for Operation, and Countermeasures for Operation. A blue arrow points to the "Activate Operation & Registration Links" tab. The footer indicates "Version - v7.2.3" and "Date - 12/21/2020 7:45 PM".

# NYSDOH Countermeasure Data Management System (CDMS)

## Activate and Registration Links \*NEW STEP

- Click the Activate Operation

Countermeasure Data Management System (CDMS) Home My Content Search Help Log out

Operation Details

Registration Schedules

Activate Operation & Registration Links

< Operation View

**Operation Name**  
NYS DOH Hospital/FQHC Appointment Scheduling COVID-19 a

**Operation Status: Deactivated**

Activate Operation

Providers for Operation

Countermeasures for Operation

# NYSDOH Countermeasure Data Management System (CDMS)

## Activate and Registration Links \*NEW STEP

- [After you click activate, select this link again](#)

The screenshot displays the CDMS interface with the following elements:

- Header:** "Countermeasure Data Management System (CDMS)" with navigation links for Home, My Content, Search, Help, and Log out.
- User Profile:** Jnelle Oxford (jzo09), The University of Vermont Health Network - Champlain Valley Physicians Hospital - Facility Admin.
- Main Menu:** A list of options: Operation Details, Registration Schedules, **Activate Operation & Registration Links** (highlighted with a blue arrow), Providers for Operation, and Countermeasures for Operation.
- Left Sidebar:** Home, Organization Admin, Operational, and Reports.
- Footer:** Version - v7.2.3, Date - 12/21/2020 7:45 PM.

# NYSDOH Countermeasure Data Management System (CDMS)

## Activate and Registration Links \*NEW STEP

- Now that activate has been clicked, your registration links will appear

Use only  
these  
two link  
types  
when  
sending  
out your  
links!!

Activate Operation & Registration Links

← Operation View

Operation Name  
Residents of OASAS/OMH/OPWDD Facilities and Other Priority Group

Operation Registration Link  
<https://apps.health.ny.gov/c> Copy to Clipboard

Operation Registration Date Links

Date	Link	
12/30/2020	<a href="https://apps.health.ny.gov/doh">https://apps.health.ny.gov/doh</a>	Copy to Clipboard
12/31/2020	<a href="https://apps.health.ny.gov/doh">https://apps.health.ny.gov/doh</a>	Copy to Clipboard
01/26/2021	<a href="https://apps.health.ny.gov/doh2/applinks/cdmspriz/counties:DateID=240/">https://apps.health.ny.gov/doh2/applinks/cdmspriz/counties:DateID=240/</a>	Copy to Clipboard

Registration Kiosk Links

Date	Link	
12/30/2020	<a href="https://apps.health.ny.gov/doh2/applin...">https://apps.health.ny.gov/doh2/applin...</a>	Copy to Clipboard

## NYSDOH Countermeasure Data Management System (CDMS)

### Activate and Registration Links \*NEW STEP

- There are three registration link types
- The first link is your operation link – I call this the “overall” link – meaning if you have multiple dates and you are ok with people choosing their date, send this
- The second link is your operation date links – these are targeted links which will only show registration for the date associated in the table
- The third link is the kiosk link – **DO NOT** send this link out. This is intended for walk-in populations only and should not be shared. This will allow someone to register without an appointment time

# NYSDOH Countermeasure Data Management System (CDMS)

## Now Combine the Two Steps

- Now that you have your patients who need second dose vaccination appointments AND your operation links for second dose – it is time to....



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- Send those links to your specific patients who need to register for their second dose!



NEW YORK  
STATE  
Department  
of Health

## NYSDOH Countermeasure Data Management System (CDMS)

### Sending links to patients

- As mentioned, we suggest emailing your 2<sup>nd</sup> dose operations to your patients in a blast email using the BCC feature of an email
- BCC or Blind Carbon Copy allows you to send an email to all your patients without anyone being able to view the other email addresses in the list.
- This is CRUCIAL for privacy
- No PHI should be in this email, there simply should be a message which says “You are due for your second dose of Covid-19 vaccine, please click the link to register
- If your own EMR can send this reminder for you, great!  
If not, we suggest the BCC option.

# NYSDOH Countermeasure Data Management System (CDMS)

## Registering Patients

- Patients will register off your link the same way they did to begin, first they will select their appointment time



Time	Available Appointments	Select Time
12:00 PM - 12:10 PM	9	<input type="radio"/>
12:10 PM - 12:20 PM	10	<input type="radio"/>
12:20 PM - 12:30 PM	10	<input type="radio"/>
12:30 PM - 12:40 PM	10	<input type="radio"/>
12:40 PM - 12:50 PM	10	<input type="radio"/>
12:50 PM - 01:00 PM	10	<input type="radio"/>
01:00 PM - 01:10 PM	10	<input type="radio"/>
01:10 PM - 01:20 PM	10	<input type="radio"/>
01:20 PM - 01:30 PM	10	<input type="radio"/>
01:30 PM - 01:40 PM	10	<input type="radio"/>



# NYSDOH Countermeasure Data Management System (CDMS)

## Registering Patients

- Patients will then fill in their demographic information, Name, Phone, DOB, Email, Gender (anything noted as optional, is optional still)
- Next they will complete their screening question (which is the legal attestation that they are attesting to being part of the priority groups identified for vaccination)
- They will be brought to a page to review information / make changes and then select register
- Once they click register they will be brought to another screen where they can click to print their ticket and then click 'Done'
- \* Note the ticket will also email to them

# NYSDOH Countermeasure Data Management System (CDMS)

## Registering Patients

- Canceling Appointments
- When your patient registers they will provide their email which will send a ticket regarding their appointment. Within the body of that email is also a link an individual can click to cancel their appointment.

Appointment Confirmation: CDMS Registration

 CDMS-NoReply@health.ny.gov  
To: Oxford, Jnelle (HEALTH)

 We removed extra line breaks from this message.

 CDMS Registration Ticket.pdf  
36 KB

 CDMS iCalendar Appointments.ics  
799 bytes

Thank you for scheduling an appointment for the

Warren County Municipal Center COVID-19 Swabbing Located at  
Warren County Municipal Center  
1340 U.S. 9  
Lake George NY, 12845  
on  
December 17, 2020 at 09:30 AM - 09:45 AM

Map & Driving Directions  
<http://maps.google.com/?q=1340+U.S.+9%2CLake+George%2CNY%2C12845>

Please review the attached Registration Ticket confirming your appointment and bring a copy (printed or electronic) with you to the event.

Open or double click to import the iCalendar file into your email program.

Individual Cancellation: To cancel your appointment please click below  
<https://evalapps.health.ny.gov/doh2/applinks/cdmspr/2/counties?uid=43180&key=B63672D53B80F777E053350FA8C008FE1>

 Reply

## NYSDOH Countermeasure Data Management System (CDMS)

### Recalling Registrations

- Recalling registrations will be crucial to ensure the patients you need to have their second dose are registering. If someone on your list that is due has not registered for their second dose, you may wish to call them.



# NYSDOH Countermeasure Data Management System (CDMS)

## Recalling Registrations

First, click Operational > Recall Registration and set session specifics

The screenshot displays the NYSDOH Countermeasure Data Management System (CDMS) interface. The top navigation bar includes the New York State Health Commerce System logo, a back arrow, the title 'Countermeasure Data Management System (CDMS)', and links for 'Home' and 'My Content'. The left sidebar shows the user profile 'Jnelle Oxford(jzo09)' and the organization 'The University of Vermont Health Network-Champlain Valley Physicians Hospital - Facility Admin'. A red gear icon labeled 'Set Session Specifics' is visible. The sidebar menu includes 'Home', 'Organization Admin', 'Operational', 'Recall Registration', 'Recall Visits', and 'Reports'. A blue arrow points to the 'Recall Registration' menu item. The main content area is titled 'Set Session Specifics' and contains three dropdown menus: 'Event' (NYS DOH Hospital/FQHC Appointment Scheduling COV COVID-1), 'Form Name' (Hospital/FQHC COVID-19 Appointment Scheduling Form1), and 'POD' (UVM - Champlain Valley Physicians Hospital Essential Employee). A blue box highlights the 'Confirm' button at the bottom of the form. The footer shows 'Version - v7.2.3' and 'Date - 12/21/2020 7:45 PM'.

# NYSDOH Countermeasure Data Management System (CDMS)

## Recalling Registrations

- Next, your list of ALL registered patients will show here, use the global filter to find a specific patient if needed, if they aren't there – you may wish to call to ensure they received their email notification

The screenshot displays the CDMS interface. The top navigation bar includes the Health Commerce System logo, a back button, the system name, and links for Home, My Content, Search, Help, and Log out. The left sidebar shows the user profile for Jnelle Oxford (jzo09) and navigation options like Home, Organization Admin, Operational, Recall Registration (highlighted), Recall Visits, and Reports. The main content area is titled 'Recall Registration Search Results' and features a search bar with the text 'Global filter'. Below the search bar is a table with columns: Name, Phone Number, Date of Birth, Registration ID #, and Group ID #. A single record is shown for 'Beene, Cyrus' with phone number 917-867-7890 and date of birth 03/11/1991. The table footer indicates 'Total Records : 1' and 'Records Per Page: 10'. Two blue arrows point to the search bar and the first record in the table.

Name	Phone Number	Date of Birth	Registration ID #	Group ID #
Beene, Cyrus	917-867-7890	03/11/1991	43275	

# NYSDOH Countermeasure Data Management System (CDMS)

## Day of Clinic

- On the day of clinic, we will follow all steps as they were initially outlined in the first training to recall and process registrations!



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# NYSDOH Countermeasure Data Management System (CDMS)

## Recalling Registrations

- Recall registrations as outlined in the slides prior to set session specifics
- Once you open the patients record, confirm all demographic information
- Enter screener initials and select the screener disposition
  - Referred for Countermeasure
  - Referred to Medical Evaluation
  - Other
  - Patient Declined

# NYSDOH Countermeasure Data Management System (CDMS)

## Recalling Registrations

- Fill in the Countermeasure Disposition next
  - Countermeasure Provided
  - Referred for Outside Medical Evaluation
  - Other
  - Patient Declined
- Click Create Record
- The registration will now become a *visit*

# NYSDOH Countermeasure Data Management System (CDMS)

**NEW YORK STATE Health Commerce System**

Countermeasure Data Management System (CDMS)

Home My Content Search Help Log out

Jnelle Oxford(jzo09)  
The University of Vermont Health  
Network-Champlain Valley Physicians  
Hospital - Facility Admin  
Set Session Specifics

Home  
Organization Admin  
Operational  
Reports

**Screening Questions** Yes No Unknown

1: *I consent to be evaluated for the COVID-19 vaccine.*

Screener Initials:

Screening Disposition: -- Select Screening Disposition --

**Countermeasure**

Countermeasure Disposition: -- Select Countermeasure Disposition --

Add New Countermeasure

Create Record



## Countermeasure Data Management System (CDMS) v.7.0 – Part II

Open for Q&A (if time allows)



Please enter questions into the Chat Box of WebEx and a moderator will either ask your question live for answer or respond in the chat