NEW YORK STATE | Department of Health

Today's training is for hospitals and federally qualified health centers who received a letter indicating that they must vaccinate groups outside of their organization with this week's Moderna allocation.

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 do not need to share their Moderna allocation with outside groups DO NOT need to participate in this training.

NYSDOH Countermeasure Data Management System (CDMS)

December 23, 2020

NYSDOH Countermeasure Data Management System (CDMS)

Relevance:

- Historical use in **H1N1 Pandemic** and other outbreaks in NYS

- Established on **Health Commerce System (HCS)**, which follows rules for security and data backup

- Evolution of system with **improvement items** identified by LHDs and NYSDOH

- Currently used by 57 LHDs, Tribal Nations, and NYSDOH

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NYSDOH Countermeasure Data Management System (CDMS)

Benefits:

- On-line Registration Systems

  - Smart phone enabled

  - Improves information for planning through establishing "appointments"

    - Staffing & Throughput

    - Crowding and Social Distancing

NYSDOH Countermeasure Data Management System (CDMS)

Benefits:

- Point of Care
  - User friendly interface to quickly document critical information points
    - Recipient Demographic Information

NYSDOH Countermeasure Data Management System (CDMS)

Benefits:

- Reporting
  - Real-time review for operational improvements
  - Review for population coverage
  - Ability to review scheduled appointments and no show appointments

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.

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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

My Applications

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

🏠 Home ▾   👤 My Content ▾   🔍 Search   🌐 Help ▾   🔓 Log out

Documents by Group
My Favorites

My Applications
All Applications
Mobile Apps 📱

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

Important Health Events

NYS DONATE LIFE REGISTRY

NYS PMP
PRESCRIPTION MONITORING PROGRAM REGISTRY

COVID Alert NY
Add Your Phone. Stop the Spread.

D-19

Important Health Notifications

Posted	Priority	Keyword	Source	Audience	Des...		Recipients
12/21/2020	Advisory	Influenza	NYSDOH	All Users	Influ...	20	Recipients
12/10/2020	Advisory	EPT Expansion for STDs	NYSDOH AIDS Institute	All Users	Upda... othe...		Recipients
11/30/2020	Advisory	Commissioner's Letter	NYSDOH	All Users	Nove...		Recipients
11/25/2020	Advisory	Pharmacy	NYSDOH Pharmacy	All Users	Pha... and ...	...ics	Recipients

← Newer   Showing notifications sent i...   Older →

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

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NYSDOH Countermeasure Data Management System (CDMS)

Adding a New Location

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

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

NYSDOH Countermeasure Data Management System (CDMS)

Adding a New Location

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

Fill in the information associated with the location: Location Name, 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.

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NYSDOH Countermeasure Data Management System (CDMS)

Adding a New Location

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

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

NYSDOH Countermeasure Data Management System (CDMS)

Adding a New Location

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

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

NYSDOH Countermeasure Data Management System (CDMS)

Changing your location in an operation

- <u>We will be sending out quick cards to reference steps shown on screen</u>

First, you need to locate your operation, it can be found by clicking Organization Admin > Operations

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

Next, you will select the blue hyperlink located next to your operation - *Note, you do not need to run the search function up top, unless your operation is not already listed below.

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

Click the link that says 'Operational Details'

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

Select the location you would like from the location dropdown

NYSDOH Countermeasure Data Management System (CDMS)

Changing your location in an operation

- <u>We will be sending out quick cards to reference steps shown on screen</u>

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

NYSDOH Countermeasure Data Management System (CDMS)

Adding a New Clinic Schedule or Altering an existing Schedule

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

From the same operation view is where registration schedules can be added or adjusted

NYSDOH Countermeasure Data Management System (CDMS)

Adding a New Clinic Schedule or Altering an existing Schedule

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

Scroll to see 'Add Registration Schedule'

NYSDOH Countermeasure Data Management System (CDMS)

Adding a New Clinic Schedule or Altering an existing Schedule

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

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

NYSDOH Countermeasure Data Management System (CDMS)

Altering your Clinic Schedule

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

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

NYSDOH Countermeasure Data Management System (CDMS)

Altering your Clinic Schedule

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

- Here 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_**

NYSDOH Countermeasure Data Management System (CDMS)

Altering your Clinic Schedule

- <u>We will be sending out quick cards to reference steps shown on screen</u>

Here is where you add a time slot

Click to delete

Here is where you can change capacity

Click Update

NYSDOH Countermeasure Data Management System (CDMS)

Registering Patients

- First, patients will need to be sent a direct link to your vaccination operations to select which date they would like to schedule –

Please Select an Event

Change Search Radius: 25 ⌄   Sort By: Distance ⌄
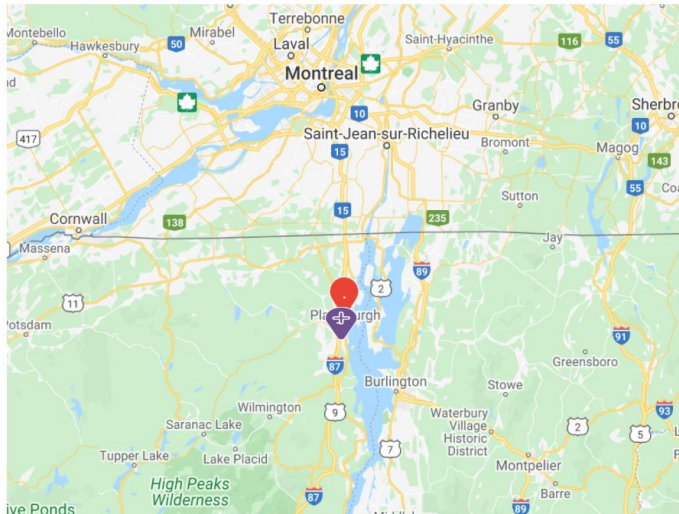
1 UVM - Champlain Valley Physicians Hospital Essential Employee Vaccination Clinic

UVM - Champlain Valley Physicians Hospital
96 Court Street
Plattsburgh, NY 12901
Map & Driving Directions

Distance: 0.41 miles

Event Type: Point of Dispensing

Date: December 24, 2020
Time: 12:00 PM - 03:00 PM
Registration Deadline: December 24, 2020
Appointments Available: 179
Fee: $0
Phone: 518-563-8342
Who May Attend:
UVM Identified Essential Employees

NYSDOH Countermeasure Data Management System (CDMS)

Registering Patients

- Once they find the date they would like to attend they will click, select visit time

NYSDOH Countermeasure Data Management System (CDMS)

Registering Patients

- They will be brought to the schedule to select their appointment time by clicking the bubble next to the time they want and then scroll to select 'Next'

UVM - Champlain Valley Physicians Hospital Essential Employee Vaccination Clinic

UVM - Champlain Valley Physicians Hospital

December 24, 2020

Time	Available Appointments	Select Time
12:00 PM - 12:10 PM	9	○
12:10 PM - 12:20 PM	10	○
12:20 PM - 12:30 PM	10	○
12:30 PM - 12:40 PM	10	○
12:40 PM - 12:50 PM	10	○
12:50 PM - 01:00 PM	10	○
01:00 PM - 01:10 PM	10	○
01:10 PM - 01:20 PM	10	○
01:20 PM - 01:30 PM	10	○
01:30 PM - 01:40 PM	10	○

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NYSDOH Countermeasure Data Management System (CDMS)

Registering Patients

- Patients will then fill in their demographic information, Name, Phone, DOB, Email, Gender

- *Note, anything with the word 'Optional' at the end of the box is not mandatory to fill in

- Next they will complete their screening question (which is just stating they consent to a COVID-19 vaccination evaluation)

- 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

- Cancelling 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

C CDMS-NoReply@health.ny.gov
To Oxford, J'nelle (HEALTH)

↩ Reply

(i) We removed extra line breaks from this message.

CDMS Registration Ticket.pdf
36 KB

CDMS iCalendar Appointment.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=B63672D53B80F777E053350FA8C00BFE1

NYSDOH Countermeasure Data Management System (CDMS)

Recalling Registrations

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

First, click Operational > Recall Registration and set session specifics

NYSDOH Countermeasure Data Management System (CDMS)

Recalling Registrations

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

- Next, your listed of ALL registered patients will show here, use the global filter to find the patient.

NYSDOH Countermeasure Data Management System (CDMS)

Recalling Registrations

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

- Once you open the patients records, 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

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

- 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***

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NYSDOH Countermeasure Data Management System (CDMS)

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

ˇ Organization Admin

ˇ Operational

ˇ 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

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NYSDOH Countermeasure Data Management System (CDMS)

Recalling Visits

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

- To recall a visit the process is entirely the same as recalling registrations, except now from the Operational drop down, select 'Recall Visit'

- Instead of 'Create Record' – in the recall visit this button will read 'Update Record'

- This feature can be used if anything needs to be corrected or reviewed

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NYSDOH Countermeasure Data Management System (CDMS)

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

General Reports include the following report names and data results:

- General Reports: use these two reports to organize your appointments. Recipient scheduled will show you who is scheduled for what date and time. Recipient no show will show you who did not come to their appointment.
  - *Note, the no show will only properly show data as registrations are being processed, if registrations are not processed the report will show everyone as a no show.

General - Registration - Recipients Scheduled:

Event Name	Form Name	Operation Name	Registration ID #	Recipient Name		Date	Time

General - Registration - Recipients No Show:

Event Name	Form Name	Organization/Region	Operation Name	Registration ID #	Recipient Name	Date	Time

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

General Reports include the following report names and data results:

- To run a report, go to Reports > General and fill in each of the boxes that appear.
- *Note the next box will appear once you click outside of each box
- Place a check mark next to the event name: NYS DOH Hospital/FQHC Appointment Scheduling COV COVID-19 (12/20/2020 - 12/31/2020)
- Form will automatically pre-fill
- Select your operation name from the drop down
- Fill in your date range
- Select your report name
- Scroll to click 'Run Report'
- Report will run and show on the webpage and can be downloaded via excel as well

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

General Reports include the following report names and data results:

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

General Reports include the following report names and data results:

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

Contacts:

- For policy questions; contact:

  FQHC Questions: COVID19vaccineFQHC@health.ny.gov
  Hospital questions: CovidVaccineHospitals@health.ny.gov

- For technical questions (IT); contact:

  518-560-4074 Option 4

  Email: CDMS-IT-Support@health.ny.gov

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

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