



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.



Department
of Health



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

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.

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	i
CDMS 6	i
CDMS 7	i
ComDir Role Lookup Tool	i
Content Submission Tool	i
ECLRS	i
Emergency Contacts	
HERDS	i
IHANS	i
Role Lookup Tool	i
ServNY	i

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
- 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

D-19

Recipients	
20	Recipients
	Recipients
	Recipients
ics	Recipients

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



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'

The screenshot shows the CDMS interface. The left sidebar contains navigation options: Home, Organization Admin, Locations, Operational, and Reports. The main content area is titled 'Countermeasure Data Management System (CDMS)' and 'Location List'. It includes search filters for Status (Active, Inactive, Both) and Organization (The University of Vermont Health Network-Champlain Valley). A '+ Add Location' button is highlighted with a black box and a blue arrow. Below the filters is a 'Search Results' section with a table of locations.

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

Total Records : 3 Records Per Page: 10

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.

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.

The screenshot shows the 'Add New Location' interface in the CDMS. The header includes the NYSDOH logo, 'Health Commerce System', and navigation links like 'Home', 'My Content', 'Search', 'Help', and 'Log out'. The user profile for 'Jnelle Oxford(jzo09)' is visible. The form fields are as follows:

- Location Name: Example Facility Location
- Street address: 97 | (Dropdown menu open showing suggestions)
- Address2: (Empty)
- Contact: (Empty)
- Selected Address: 97 Broad Street Albany, NY, USA
- County: (Empty)
- latitude: (Empty)
- longitude: (Empty)

A black arrow points from the text box on the left to the dropdown menu in the Street address field.

NYSDOH Countermeasure Data Management System (CDMS)

Adding a New Location

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

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

Add Location

*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

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

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

The screenshot shows the CDMS interface. The left sidebar contains the following navigation items: Home, Organization Admin (expanded), Locations, Operations (highlighted with a blue arrow), Operational, and Reports. The main content area displays a map of the Champlain Valley region with a location pin and text indicating 3 operations scheduled for The University of Vermont Health Network-Champlain Valley Physicians Hospital. The top navigation bar includes 'Home', 'My Content', 'Search', 'Help', and 'Log out'. The bottom of the screen shows 'Event Type: Operations Trainings' and 'Version - v7.2.3 Date - 12/21/2020 7:45 PM'.

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 .

The screenshot displays the CDMS interface with the following search results table:

Operation Name	Operatic ID	Location Name	Event name	Operati 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

The interface also shows search filters: Operation Type (3 selected), Event name (38 selected), Data Type (Actual), and Location name (1 selected). A blue arrow points to the first row of the search results table.

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'

NEW YORK STATE Health Commerce System

Countermeasure Data Management System (CDMS)

Home My Content Search Help Log out

Jocelle Oxford(jzo09)

Network-Champlain Valley Physicians Hospital - Facility Admin

Set Session Specifics

Home

Organization Admin

Operational

Reports

Operational Details

Registration Schedules

Activate Operation & Registration Links

Providers for Operation

Countermeasures for Operation

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

NEW YORK STATE Department of Health

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

The screenshot displays the NYSDOH Countermeasure Data Management System (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 (Jnelle Oxford) and navigation options: Home, Organization Admin, Operational, and Reports. The main content area is titled "Operation Details" and contains the following information:

Event	Form
NYS DOH Hospital/FQHC Appointment Scheduling COV COVID-19 (12/20/2020 - 12/31/2020)	Hospital/FQHC COVID-19 Appointment Scheduling Form1

Location dropdown menu options:

- UVM - Champlain Valley Physic
- Select Location --
- CVPH Medical Center
- Example Facility Location
- UVM - Champlain Valley Physicians Hospital

The "UVM - Champlain Valley Physicians Hospital" option is highlighted in blue. A blue arrow points from the right side of the screen to this option. Below the location dropdown, the "Operation Name" field contains "UVM - Champlain Valley Physicians Hospital Essential Employee". The "Intended Population" field contains "UVM Identified Essential Employees". The "Public Notes" field is empty and includes a rich text editor toolbar.

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 for editing an operation. The header includes the Health Commerce System logo, navigation links (Home, My Content, Search, Help, Log out), and the user profile for Jnelle Oxford. The main content area is divided into sections: Event, Form, Location, and Operation view. The 'Operation Name' field is highlighted with a black box and contains the text 'UVM - Champlain Valley Physicians Hospital Essential Employee Vaccination Cllr'. Below it is the 'Intended Population' field with the text 'UVM Identified Essential Employees'. The 'Public Notes' section contains a rich text editor with the text: '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.' At the bottom, the 'Information Contact Number' field is highlighted with a black box and contains the number '518-563-8342'. The 'Fee / Donation' field contains '0' and the 'Public Visibility' dropdown is set to 'Open'. A black box highlights the 'Update Operation' button at the bottom center. The footer shows the version 'v7.2.3' and the date '12/22/2020 9:50 AM'. The New York State Department of Health logo is visible in the bottom right corner.

Health Commerce System

Countermeasure Data Management System (CDMS)

Home My Content Search Help Log out

Jnelle Oxford(2009)
The University of Vermont Health Network-Champlain
Valley Physicians Hospital - Facility Admin
Set Session Specifics

Home
Organization Admin
Operational
Reports

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
UVM - Champlain Valley Physicians Hosp

Operation view

Operation Name
UVM - Champlain Valley Physicians Hospital Essential Employee Vaccination Cllr

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

Update Operation

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

NEW YORK STATE Department of Health

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

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)". The user profile shows "Jnelle Oxford(jzo09)" from "The University of Vermont Health". The main content area lists several operation-related items: "Operation Details", "Registration Schedules", "Activate Operation & Registration Links", "Providers for Operation", and "Countermeasures for Operation". A blue arrow points from the "Set Session Specifics" menu item to the "Registration Schedules" item in the main content area. The bottom left corner shows the version "v7.2.3" and the date "12/21/2020 7:45 PM". The bottom right corner features the NYSDOH logo and the text "Department of Health".

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'

The screenshot displays the CDMS interface for 'The University of Vermont Health Network-Champlain Valley Physicians Hospital - Facility Admin'. The left sidebar contains navigation options: Home, Organization Admin, Operational, and Reports. The main content area shows 'Operation Details' for 'Registration Schedules' under the heading 'Operation UVM - Champlain Valley Physicians Hospital Essential Employee Vaccination Clinic Summary'. A table provides details for the operation, including the name, ID (50500130), event name, and dates. Below this, the 'Add Registration Schedule' form is visible, featuring input fields for Operation Date, Start Time, End Time, Time Slot Duration (05 min), Time Slot Capacity (5), and Registration Deadline Date. A '+ Add Registration Schedule' button is located at the bottom right of the form.

Operation Details
Registration Schedules

[Home](#)
Organization Admin
Operational
Reports

[Set Session Specifics](#)

[Operation View](#)

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

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

Add Registration Schedule

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

Version - v7.2.3

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

- ▼ Organization Admin
- ▼ Operational
- ▼ Reports

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

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

Add Registration Schedule

Operation Date (MM/DD/YYYY)

Operation Start Time (HR:MIN)

Operation End Time (HR:MIN)

Time Slot Duration (MIN)

Time Slot Capacity

Registration Deadline Date (MM/DD/YYYY)

+ 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

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 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 dates with corresponding "Modify Schedule" buttons:

- 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 Tuesday 12/22/2020. Below the list is a table with the following data:

	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 bottom shows the time as 10:21 on 12/22/2020.

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

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

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							
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 12/22/2020 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)

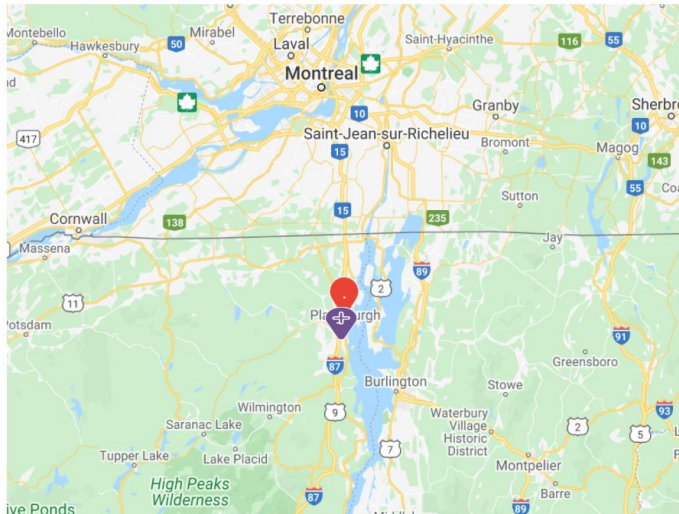
Registering Patients

- 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:

Sort By:



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

The screenshot displays a web browser window with several tabs open. The main content area is split into two sections. On the left is a Google Map of Plattsburgh, NY, with a red location pin. On the right is a white information box for a vaccination event. The event details are as follows:

- Address:** 100 Court Street, Plattsburgh, NY 12901
- 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
- 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.

Below the public notes, there is a button labeled "Select Visit Time" with a blue arrow pointing to it from the right. At the bottom left of the interface, there is a "Previous" button.

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	<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
- *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

- 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, J'nelle (HEALTH)

Reply

We removed extra line breaks from this message.



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>



Department
of Health

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

The screenshot displays the NYSDOH Countermeasure Data Management System (CDMS) interface. The left sidebar contains a navigation menu with the following items: Home, Organization Admin, Operational, Recall Registration, Recall Visits, and Reports. A blue arrow points to the 'Recall Registration' item. The main content area shows the 'Set Session Specifics' form with the following fields:

- Event: NYS DOH Hospital/FQHC Appointment Scheduling COV COVID-1
- Form Name: Hospital/FQHC COVID-19 Appointment Scheduling Form1
- POD: UVM - Champlain Valley Physicians Hospital Essential Employee

A blue box highlights the 'Confirm' button at the bottom of the form. The footer of the page indicates the version is v7.2.3 and the date is 12/21/2020 7:45 PM.

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.

The screenshot displays the CDMS interface. The top navigation bar includes the New York State 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) at The University of Vermont Health Network-Champlain Valley Physicians Hospital - Facility Admin, along with navigation options for Home, Organization Admin, Operational, Recall Registration (highlighted), Recall Visits, and Reports.

The main content area is titled "Recall Registration Search Results" and features a "Global filter" search box. Below the search box is a table with the following data:

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

Below the table, it indicates "Total Records : 1" and "Records Per Page: 10". Two blue arrows point to the "Global filter" search box and the "Registration ID #" column header, respectively.

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


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


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

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

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
Organization Admin
Operational
Recall Registration
Recall Visits
Reports

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

Screening Questions

Screening Questions	Yes	No	Unknown
1: <i>I consent to be evaluated for the COVID-19 vaccine.</i>	<input checked="" type="radio"/> <i>i</i>	<input type="radio"/> <i>i</i>	<input type="radio"/> <i>i</i>

Screeener Initials: JO Screening Disposition: Referred for Countermeasure

Countermeasure

Countermeasure Disposition: Countermeasure Provided

Add New Countermeasure

Update Record

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
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General - Registration - Recipients No Show:

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

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

General Reports include the following report names and data results:

The screenshot displays the Countermeasure Data Management System (CDMS) v.7.0 interface. The top navigation bar includes the Health Commerce System logo, a back arrow, 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: Home, Organization Admin, Operational, and Reports. The main content area is titled "Countermeasure Data Management System (CDMS)" and contains the following configuration options:

- Event Status:** Active (checked), Inactive, Both
- Operation Type:** POD (checked), Rabies, TestSite, All
- Event Name:** 1 selected
- Form Name:** Hospital/FQHC COVID-19 Appointment Scheduling Form1
- Operation Name:** 1 selected
- Date Range:** 1D, 7D, 1M, 3M, 6M, YTD, 1Y, Max
- Time Period:** AM (checked), 12, 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, Noon, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, PM
- Custom Date Range:**
 - Start Date: 12/22/2020
 - End Date: 12/22/2020
- Custom Time Period:**
 - Start Time: 12:00 AM
 - End Time: 11:59 PM
- Report Name:** Registration - Recipients Scheduled

At the bottom, there are two buttons: "Run Report" and "Clear Report".

Version - v7.2.3
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Countermeasure Data Management System (CDMS) v.7.0 – Part II

General Reports include the following report names and data results:

<

[Home](#) | [My Content](#) | [Search](#) | [Help](#) | [Log out](#)

<
Countermeasure Data Management System (CDMS)

<
Report Name
Registration - Recipients Scheduled

▶ Run Report
↻ Clear Report

Report Results Section

Total Rows: 2
🔍 Global filter

Event Name	Form Name	Operation Name	Registrati ID #	Recipie Name	Appointme Date	Appointme Time
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 Hospital Essential Employee Vaccination Clinic	43285	Jnelle Oxford	Dec 24, 2020	12:10 PM
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 Hospital Essential Employee Vaccination Clinic	43286	Bat Man	Dec 24, 2020	12:20 PM

Total Records : 2
1
Records Per Page: 10

How to download to excel →

Version - v7.2.3
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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