

# Data Import Documentation

Data Import Instructions for Providers Reporting to **VaccineFinder**

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# Overview

## Background and Scope

The **Locating Health** platform is the administrative tool that COVID-19 providers may use to import required COVID-19 vaccine data and provider information into **VaccineFinder**.

This document is specific to updates made to the **Locating Health** platform, in partnership with the Centers for Disease Control and Prevention (CDC), Boston Children's Hospital, and Castlight Health to meet the needs of the current COVID-19 Vaccination Program. This document is only relevant for COVID-19 vaccination providers that have registered in CDC's Vaccine Tracking System (VTrckS). Entities reporting vaccine on-hand inventory quantities are jurisdictional awardees, provider organizations, and individual providers.

Separate documentation will be available for retail pharmacies currently reporting vaccine supply through secure file transfer protocol (SFTP) to **VaccineFinder** through the **Locating Health** platform.

## How **Locating Health** Works for COVID-19 Vaccines

The COVID-19 Vaccination Program Provider Agreement requires providers to report supply information as directed by CDC. Organizations or provider locations receiving COVID-19 vaccines should report vaccine on-hand inventory quantities daily to **VaccineFinder** using the new **COVID Locating Health** Provider Portal (<https://covid.locating.health>).

1. The **COVID Locating Health** Provider Portal allows providers registered in CDC's VTrckS to report COVID-19 vaccine inventory on-hand on a daily basis to **VaccineFinder**. Entities can choose to report inventory for all provider locations in their organization, or they may choose to enable reporting for each individual location. **The reporting structure identified by each organization must be maintained for the duration of the COVID-19 Vaccination Program.**
2. All registered entities on the new **COVID Locating Health** Provider Portal should log in daily and submit on-hand inventory for all COVID-19 vaccines at their provider locations.
3. **COVID Locating Health** will report daily inventory quantities on-hand of COVID-19 vaccines for each provider location directly to **VaccineFinder**.
4. When vaccine is more widely available, providers will be notified that the **VaccineFinder** public-facing website ([www.vaccinefinder.org](http://www.vaccinefinder.org)) will be turned on for COVID-19 vaccines. This will inform the public of where they may go to receive a COVID-19 vaccination. **Providers will be able to choose if their location is displayed.** The **VaccineFinder** website will include the provider's location, contact information, and the latest available data on COVID-19 vaccine availability to the public. Inventory quantities will not be available to the public.

## System Methodology

To provide COVID-19 vaccine inventory data to the **Locating Health** platform, the participating entity will register to access and log into the new **COVID Locating Health** Provider Portal.

Once the entity is securely logged in, they may upload inventory on-hand in a .csv file or enter supply manually through a user interface. Entities will be able to view and download previously entered vaccine on-hand inventory quantities from the last update and sample file formats directly from the web portal. **COVID Locating Health** Provider Portal provides both methods for use at any time and partnering entities may decide which option is most feasible for their provider list.

Entities will be required to submit on-hand inventory for each vaccine through the **COVID-19 Locating Health** Provider Portal on a daily basis. Inventory levels will be reported to CDC through **VaccineFinder** at 5:00 am Eastern time daily. Only the most recently entered on-hand inventory at that time will be reported.

### File Upload Format (\*.csv)

Formatted files with current inventory information will be available on the **COVID Locating Health** Provider Portal to download for reference and edit for re-upload.

Each row within the .csv (*RFC-4180 comma-separated values*) file represents 1 single vaccination record for a provider. To allow for a combined .csv of multiple providers and/or vaccines, each row asks for the provider details in full. This allows the system to match and locate the provider to add the vaccinations without having to worry about multiple rows of data simultaneously.

### Manual Input

A user interface will also be available on the **COVID Locating Health** Provider Portal for entities to log inventory on-hand manually. There will be a drop-down menu for each location for which that entity is approved to report supply. There will be a row for each vaccine available under each provider location.

# User Flows

## Provider Organizations

1. Provider organizations with multiple locations in a single jurisdiction will be given the choice to report supply data at the organization level or enable reporting for each individual provider location (e.g., a clinic headquarters office reporting on behalf of satellite clinics vs. satellite clinics reporting for their individual location).
2. Provider organizations registered in CDC's VTrckS will be emailed a unique registration link from the new **COVID Locating Health** Provider Portal to the organization contact email submitted in the CDC COVID-19 Vaccination Program provider enrollment form.
3. The organization contact will then follow the link to register for a secure **COVID Locating Health** Provider Portal account. During the onboarding process, the organization will be asked how they would like to report supply for their organization.
  - a. If an organization enables individual provider locations to report inventory, new registration emails will be sent to each location contact submitted in the provider enrollment form to create an account. Each location will only have access to edit inventory on-hand for their individual provider locations. For details, see the individual provider user flow below. The organization onboarding will end at this point.
  - b. Organizations that choose to report inventory for their provider locations must meet the following criteria:
    - i. Organizations must report COVID-19 vaccine inventory data for **all** COVID-19 vaccination providers associated with their organization
    - ii. Organizations must report COVID-19 vaccine inventory daily for the duration for the COVID-19 vaccine program
    - iii. Organizations must be capable of providing all required fields listed in the data directory below
4. Organizations reporting for all their provider entities will log into the **COVID Locating Health** Provider Portal and be able to access a template file pre-filled with their CDC approved, pre-enrolled provider locations.
5. Organizations will be required to log inventory data for all provider locations in their jurisdiction using the file upload mechanism in the secure **COVID Locating Health** Provider Portal. These data will be reported back to **VaccineFinder** and CDC directly. The ability to manually update inventory on-hand data for providers will also be available to organizations through the portal.
6. The **COVID Locating Health** Provider Portal may be accessed at any time to view or download current inventory data.

## Individual Provider Locations

1. Individual provider locations that organizations registered in CDC's VTrckS to report COVID-19 vaccine inventory data will be emailed a unique registration link from **COVID Locating Health** Provider Portal. The email will be sent to the provider location contact email provided in the CDC COVID-19 Vaccination Program provider enrollment form.
2. The provider contact will then follow the link to register for a secure **COVID Locating Health** Provider Portal account.
3. Individual provider locations will log into the **COVID Locating Health** Provider Portal and be able to access a user interface to see current inventory data for COVID-19 vaccines and update on-hand inventory each day.
4. Provider locations will be required to log inventory data through the **COVID Locating Health** Provider Portal daily. These data will be reported back to **VaccineFinder** directly.
5. The **COVID Locating Health** Provider Portal may be accessed at any time to view or download current supply data.

## Jurisdictions

1. Jurisdictions interested in reporting COVID-19 inventory data for provider locations in their jurisdiction must meet the following conditions:
  - a. Jurisdictions must report COVID-19 vaccine inventory data for **all** approved COVID-19 vaccination providers in their jurisdiction.
  - b. Jurisdictions must report COVID-19 vaccine inventory daily for these providers for the duration for the COVID-19 vaccine program.
  - c. Jurisdictions must be capable of providing all required fields listed in the data directory below.
2. Jurisdictions able to meet the requirements above must inform CDC of their reporting preference to be registered as a reporting entity on the **COVID Locating Health** Provider Portal by sending an email to [iisinfo@cdc.gov](mailto:iisinfo@cdc.gov) (Subject: VaccineFinder-IIS) that includes a primary and secondary contact (name and valid email address) who will be responsible for submitting daily inventory reports to **VaccineFinder** via the Provider Portal.
3. Once a jurisdiction is confirmed to report vaccine inventory by CDC, the jurisdiction contact will be emailed a unique registration link from the **COVID Locating Health** Provider Portal.
4. The jurisdiction contact will then follow the link to register for a secure **COVID Locating Health** Provider Portal account.
5. Once registered and logged into the **COVID Locating Health** Provider Portal, the jurisdiction will be able to access a template file pre-filled with the CDC-approved, pre-enrolled provider locations in their jurisdiction.
6. Jurisdictions will be required to log inventory data for all provider locations in their jurisdiction using the file upload mechanism in the secure **COVID Locating Health** Provider Portal. Data collected through the **COVID Locating Health** Provider Portal will be reported back to **VaccineFinder** and CDC directly. Alternatively, the ability to manually update inventory on-hand for providers will also be available to jurisdictions through the portal.
7. The **COVID Locating Health** Provider Portal may be accessed at any time to view or download current inventory supply.

# Data Dictionary

## Administrative Fields

Administrative fields will be used to match location data across CDC, **Locating Health**, and **VaccineFinder** systems. All administrative data reported by entities to **Locating Health** should match those data provided to CDC in the COVID-19 Vaccination Program provider enrollment form and VTrckS registration. **Any changes to these fields after enrollment will need to be made through CDC directly.**

Field Name	Description	Format	Required on 11/17
Organization Name	Name of the organization as entered in the pre-enrollment application		Yes – Pre-populated in template file
Provider Location Name	Display name for each provider location as entered in the pre-enrollment application		Yes – Pre-populated in template file
VTrckS PIN	This is the unique identifier for each provider location assigned by VTrckS (VTrckS Provider PIN)	3-digit alphanumeric prefix + up to 6-digit PIN.  Examples: Provider: “ALA123456” or “ALA 456”	Yes – Pre-populated in template file
Provider ID	This is a unique identifier created by VaccineFinder COVID Locating Health Provider Portal		Yes – Pre-populated in template file
Provider Display Name	Display name for each provider location		Yes – Pre-populated in template file
Street Address 1	Street number and name	Street addresses cannot contain any special characters except “,” and “#”	Yes – Pre-populated in template file

Field Name	Description	Format	Required on 11/17
Street Address 2	Apartment, suite, or building number	Street addresses cannot contain any special characters except “,” and “#”	Yes – Pre-populated in template file
City		City	Yes – Pre-populated in template file
State		Two letter state/territory abbreviation	Yes – Pre-populated in template file
Postal Code	ZIP code	We can take the 5-digit, as well as the 9-digit ZIP code. The following formats are accepted: <ul style="list-style-type: none"> <li>• "02111"</li> <li>• "02919-3232"</li> </ul>	Yes – Pre-populated in template file

### COVID-19 Vaccine Inventory Fields

COVID-19 inventory fields are required fields for reporting on November 17 or as soon as the vaccine is distributed to a provider location. Vaccine on-hand inventory quantities must be reported daily. **Any changes to these fields including adding additional National Drug Codes (NDCs) to provider locations may be done directly through the [COVID Locating Health Provider Portal](#).**

Field Name	Description	Format	Required on 11/17
National Drug Code	Unique identifier for each approved vaccine	The National Drug Code (NDC) for the COVID-19 Vaccine. This can be with or without hyphens: <ul style="list-style-type: none"> <li>• 62332-414-10</li> <li>• 6233241410</li> </ul>	NDC or Vaccine Name required – To be identified by the provider or jurisdiction
Name of the Vaccine	Commercial of the vaccine including identifying dose/strength information	This field is optional if NDC is provided. <ul style="list-style-type: none"> <li>• Vaccine Name - Dosage Form - Strength</li> </ul>	NDC or Vaccine Name required – To be identified by the provider or jurisdiction
Quantity	Inventory reported in the number of doses per vaccine on hand at the location  Quantity will not be reported publicly. Additional fields for public supply data listed below.	Numeric entry	Yes – To be identified by the provider or jurisdiction

**VaccineFinder** Inventory Display Fields (Expected Launch: January 2021)

**VaccineFinder** Display fields will become relevant when COVID-19 vaccines become widely available. Providers will be notified that the **VaccineFinder** public-facing website will be turned on for COVID-19 vaccines. Additionally, providers will be able to choose if their site is displayed to the general public through the **VaccineFinder** tool. Inventory information will not be available to the public. **Any changes to these fields may be done directly through the COVID Locating Health Provider Portal.**

Field Name	Description	Format	Required on 11/17	Required for Public Display
GPI	The 14-digit Generic Product Identifier Code	The 14 digit GPI code for the medication. This can be with or without the hyphens: <ul style="list-style-type: none"> <li>• 58-20-00-60-10-01-05</li> <li>• 58200060100105</li> </ul>	No	Optional if NDC is provided
Medication Type	If using the GPI field, the Med Type is also required.	The value will be a single letter, either “B” – Brand “G” – Generic “V” – Vaccine	No	Optional if NDC is provided, required if only GPI is provided
Availability Start Date	These fields represent when a particular vaccine/medication will start to be available and cease to be available, and is meant to be utilized for seasonal vaccinations, or other limited offerings.	Dates the two-letter abbreviation for Month first, two-digit day second and four digit year. Acceptable formats below: <ul style="list-style-type: none"> <li>• MM/DD/YYYY</li> <li>• MM-DD-YYYY</li> </ul>	No	Optional
Availability End Date	These fields represent when a particular vaccine/medication will start to be available and cease to be available, and is meant to be utilized for seasonal vaccinations, or other limited offerings.	Dates the two-letter abbreviation for Month first, two-digit day second and four digit year. Acceptable formats below: <ul style="list-style-type: none"> <li>• MM/DD/YYYY</li> <li>• MM-DD-YYYY</li> </ul>	No	Optional
Cost	This is the cost of the medication/vaccine in US dollars and cents.	Numeric values for dollars and cents. If the cost is not available or unable to be listed, then “-1” should be the chosen	No	Optional

**COVID Locating Health**

Field Name	Description	Format	Required on 11/17	Required for Public Display
		value. Acceptable formats: <ul style="list-style-type: none"> <li>• 20.00</li> <li>• -1</li> </ul>		
Item in Stock	This field indicates if this NDC is in stock for public accessibility at this location. Do not include inventory that is allocated for non-public distribution as “in stock.”	True/False	No	Yes
Supply level	<a href="#">See Appendix A</a>	<a href="#">See Appendix A</a>	No	No
Active	Should this provider actively be displayed as on the VaccineFinder website? This field is always defaulted to False for all provider locations.	True/False	No	Yes

**VaccineFinder** Provider Accessibility Fields (Expected Launch: January 2021)

Provider accessibility fields help the public to find provider locations that meets their needs. These fields will be collected at the provider and organization level and will be entered outside of the daily inventory upload and download process. These fields are not relevant for the initial phases of the COVID-19 Vaccination Program but are recommended to include for provider locations that should be displayed on the public-facing website when vaccine is more widely available to show COVID-19 vaccination locations.

Field Name	Description	Format	Required on 11/17	Required for Public Display
Phone number		Preferred format is (555) 555-5555, however the following formats are acceptable: <ul style="list-style-type: none"> <li>• (555) 555-5555</li> <li>• 5555555555</li> <li>• 555-555-5555</li> </ul>	No	Yes
County	County		Optional	Optional
Open Hours for Sunday	Daily hours of operation	Format: hh:mm:AM - hh:mm:PM <ul style="list-style-type: none"> <li>• "11:00AM - 6:00PM"</li> <li>• "5:00AM - 11:00AM, 1PM-11PM"</li> <li>• "12:00AM - 12:00AM" (Open 24 hours for this day)</li> </ul>	No	Yes
Open Hours for Monday	Daily hours of operation	Format: hh:mm:AM - hh:mm:PM	No	Yes

**COVID Locating Health**

Field Name	Description	Format	Required on 11/17	Required for Public Display
Open Hours for Tuesday	Daily hours of operation	Format: hh:mm:AM - hh:mm:PM	No	Yes
Open Hours for Wednesday	Daily hours of operation	Format: hh:mm:AM - hh:mm:PM	No	Yes
Open Hours for Thursday	Daily hours of operation	Format: hh:mm:AM - hh:mm:PM	No	Yes
Open Hours for Friday	Daily hours of operation	Format: hh:mm:AM - hh:mm:PM	No	Yes
Open Hours for Saturday	Daily hours of operation	Format: hh:mm:AM - hh:mm:PM	No	Yes
Web address	Provider location URL	URL	No	Yes
Pre-screen/Registration Web address	URL for Provider's COVID-19 Vaccine pre-screening form	URL	No	Optional
Insurance	Does this location accept insurance?	True/False	No	Optional
Walk-ins	Does this location accept walk-ins?	True/False	No	Optional
Open Date	The date the provider becomes available for seasonal clinics or pop-ups.	Dates the two-letter abbreviation for Month first, two digit day second and four digit	No	Optional

Field Name	Description	Format	Required on 11/17	Required for Public Display
		year. Acceptable formats below: <ul style="list-style-type: none"> <li>• MM/DD/YYYY</li> <li>• MM-DD-YYYY</li> </ul>		
Close Date	The date the provider becomes closes for seasonal clinics or pop-ups.	Dates the two-letter abbreviation for Month first, two digit day second and four digit year. Acceptable formats below: <ul style="list-style-type: none"> <li>• MM/DD/YYYY</li> <li>• MM-DD-YYYY</li> </ul>	No	Optional
Notes	Notes to display administrative data for the provider location on the VaccineFinder website.	Free text field	No	Optional

# Appendix

## Appendix A: Supply Level Reporting

### *Supply Level Format*

While “Quantity on Hand” is a required field for COVID-19 vaccine inventory reporting, the “Supply Level” field is optional.

The supply level constitutes how many days’ supply of the vaccine a provider is carrying. This field is subjective in nature, but is helpful to inform the public of vaccine availability when vaccines are displayed on the public-facing **VaccineFinder** website, since some locations have higher traffic than others, and demand can also be regional or event based. The value will be a single digit number, and the values are as follows:

- -1: No Report
- 0: No Supply
- 1: <24 Hour Supply
- 2: 24 Hour Supply
- 3: 24–48 Hour Supply
- 4: >48 Hour Supply