

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 vaccination 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 completed provider enrollment and have registered in CDC's Vaccine Tracking System (VTrckS) with the Special Project Provider flag for COVID-19 in the ExIS file. Entities reporting on-hand vaccine inventory quantities to **VaccineFinder** are jurisdictional awardees, provider organizations, pharmacies, 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 on-hand vaccine 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 on-hand vaccine inventory 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 COVID-19 vaccine inventory information for their provider locations.
3. **COVID Locating Health** will report daily on-hand COVID-19 vaccine inventory quantities 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) will be turned on to show COVID-19 vaccination locations. This will inform the public where they may go to receive a COVID-19 vaccination. **Providers will be able to choose whether their location is displayed on the website.** For participating providers, the **VaccineFinder** website will show 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.

5. COVID-19 vaccination providers will need to create a new account in the **COVID Locating Health** Provider Portal specifically for COVID-19 vaccine information. There will initially be two **Locating Health** Provider Portals:
 - **Locating Health** Provider Portal for reporting seasonal and routine vaccine availability
 - **COVID Locating Health** Provider Portal for required daily reporting of on-hand COVID-19 vaccine inventory quantities

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 on-hand inventory in a .csv file or enter this information manually through a user interface. Entities will be able to view and download previously entered on-hand vaccine inventory quantities from the last update and sample file formats directly from the web portal. The **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 providers.

Entities will be required to submit on-hand inventory information 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 one 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 on-hand inventory 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. a satellite clinic reporting for their individual location).
2. Provider organizations registered in CDC's VTrckS will receive an email with a unique registration link from the new **COVID Locating Health** Provider Portal at the organization contact email address 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 listed in the provider enrollment form so that they can create an account. Each location will only have access to edit on-hand inventory information for their individual provider location. 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 vaccination 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 can access a template file prefilled 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 on-hand inventory 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. Provider locations that organizations registered in CDC's VTrckS to report COVID-19 vaccine inventory data individually will receive an email with a unique registration link from the **COVID Locating Health** Provider Portal. The email will be sent to the provider location contact email address 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 can access a user interface to see current COVID-19 vaccine inventory data and update on-hand inventory each day.
4. Provider locations will be required to log inventory data daily through the **COVID Locating Health** Provider Portal. 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 vaccination program.
 - c. Jurisdictions must be capable of providing all required fields listed in the data directory below.
2. The window of time for awardees to opt-in for jurisdiction-level inventory reporting to **VaccineFinder** closed on November 16th, 2020. For jurisdictions that did not opt-in before this deadline, **VaccineFinder** will onboard their providers to report directly to VaccineFinder. Please note that your reporting method must be maintained for the duration of the COVID-19 vaccination program. .
3. Once CDC confirms that a jurisdiction will report vaccine inventory for its vaccination providers, the jurisdiction contact will receive an email with 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 prefilled with the CDC-approved, pre-enrolled provider locations in their jurisdiction. Jurisdictions may also generate a file directly from their Immunization Information System (IIS) for upload into **VaccineFinder**. See [Requirements for Externally Generated Files for Upload](#).
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 on-hand inventory information 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 for **Locating Health** 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 must be made through CDC directly.**

Field Name	Description	Format	Required (Yes/No) on 11/17
Organization Name	Name of the organization as entered in the pre-enrollment application		No – Pre-populated in template file
Provider Location Name	Location name for each provider location as entered in the pre-enrollment application		No – Pre-populated in template file
Provider ID	This is a unique identifier created by VaccineFinder COVID Locating Health Provider Portal	This is a 36 character non-deterministic unique identifier.	Yes – if VTrckS PIN is not present. 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 - if Provider ID is not present– Pre-populated in template file
Street Address	Street number and name	Street addresses cannot contain any special characters except “,” and “#”	No – Pre-populated in template file

Field Name	Description	Format	Required (Yes/No) on 11/17
Street Address 2	Apartment, suite, or building number	Street addresses cannot contain any special characters except “,” and “#”	No – Pre-populated in template file
City		City	No – Pre-populated in template file
State		Two letter state/territory abbreviation	No – 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"> • "02111" "02919-3232" 	No – Pre-populated in template file

COVID-19 Vaccine Inventory Fields

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

Field Name	Description	Format	Required (Yes/No)
NDC	Unique identifier for each approved vaccine.	The National Drug Code (NDC) for the COVID-19 vaccine. The 11 NDC unit of use is the preferred format. This is the NDC that will appear in the provider portal. This can be with or without hyphens: <ul style="list-style-type: none"> ● 88888-1000-02 ● 88888100002 Additional NDC formats are supported in an externally generated file. See requirements below for more information.	Yes – will be addable through the Provider Portal
Medication Name	Commercial name of the vaccine including identifying dose/strength information	This field is optional if NDC is provided. <ul style="list-style-type: none"> ● Vaccine Name - Dosage Form - Strength 	No
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.	Acceptable formats: <ul style="list-style-type: none"> ● 0 and positive integers ● UNKNOWN – to record unknown number of doses ● REMOVE – to remove an NDC from the provider location 	Yes

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 to show COVID-19 vaccination locations. Additionally, providers will be able to choose whether 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 made directly through the COVID Locating Health Provider Portal.**

Field Name	Description	Format	Available in Phase 2	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"> • 58-20-00-60-10-01-05 • 58200060100105 	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"> • MM/DD/YYYY • MM-DD-YYYY 	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"> • MM/DD/YYYY • MM-DD-YYYY 	No	Optional

Field Name	Description	Format	Available in Phase 2	Required for Public Display
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 cannot be listed, then “-1” should be the chosen value. Acceptable formats: <ul style="list-style-type: none"> • 20.00 • -1 	No	Optional
Item in Stock	This field indicates whether this NDC is in stock for public accessible at this location. Do not include inventory that is allocated for non-public distribution as “in stock.”	True/False	No	Yes
Supply Level	See Appendix A	See Appendix A	No	No
Active	Should this provider actively be displayed 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 find provider locations that meet 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 it is recommended they be included for provider locations that should be displayed on the public-facing website to show COVID-19 vaccination locations when vaccine is more widely available.

Field Name	Description	Format	Available in Phase 2	Required for Public Display
Phone Number		Preferred format is (555) 555-5555; however, the following formats are acceptable: <ul style="list-style-type: none"> • (555) 555-5555 • 5555555555 • 555-555-5555 	No	Yes
County	County		No	Optional
Open Hours for Sunday	Daily hours of operation	Format: hh:mm:AM - hh:mm:PM <ul style="list-style-type: none"> • "11:00AM - 6:00PM" • "5:00AM - 11:00AM, 1PM-11PM" • "12:00AM - 12:00AM" (Open 24 hours for this day) 	No	Yes
Open Hours for Monday	Daily hours of operation	Format: hh:mm:AM - hh:mm:PM	No	Yes

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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 year. Acceptable formats below: <ul style="list-style-type: none"> • MM/DD/YYYY • MM-DD-YYYY 	No	Optional

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Close Date	The date the provider is closed 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"> • MM/DD/YYYY • MM-DD-YYYY 	No	Optional
Notes	Notes to display administrative data for the provider location on the VaccineFinder website.	Free text field	No	Optional

Requirements for Externally Generated Files for Upload

*Jurisdictions reporting inventory through their IIS for all provider locations in their jurisdiction or pharmacies reporting for all locations in their pharmacy chain may generate a file directly from an external tracking system for upload into **VaccineFinder**. The file format must match what is outlined below. It is important to note that **all column headers are required** but the fields may be left blank for any optional field.*

Column Header	Description	Required/Optional	Format / Acceptable Values
Organization Name	Organization name as it appears on the provider agreement	Optional	Free text – 255 character limit
Provider Location Name	Location name as it appears on the provider agreement	Optional	Free text – 255 character limit
Provider Id	Provider GUID	Optional if VTrckS is present	Vaccine Finder generated alphanumeric unique identifier for each location
VTrckS PIN	VTrckS PIN	Optional if Provider ID is present	3-digit alphanumeric prefix + up to 6-digit PIN. Examples: Provider: “ALA123456” or “ALA 456”
Street Address	Street address as it appears in the provider agreement.	Optional	Address as it appears in the provider agreement. Address must be in one of the following formats in order to ensure that the system can match to a proper mailing address and therefore map it properly: <ul style="list-style-type: none"> ● "123 Main St" ● "123 Main St #456" ● "123 Main St, Suite 7" ● "123 Main St, Building A" This is Bad Formatting, and will not be accepted: <ul style="list-style-type: none"> ● 123-127 Main St

Column Header	Description	Required/Optional	Format / Acceptable Values
Street Address 2	Street Address second line as it appears in the provider agreement.	Optional	Free text
City	City	Optional	City (example: "Boston")
State	State	Optional	Two Character State (example: "MA")
Postal Code	Postal Code	Optional	5 digit, as well as the 9 digit zip code, the following formats are accepted: <ul style="list-style-type: none"> • "02111" • "02919-3232"
GPI	The 14 digit Generic Product Identifier Code	Optional	14 digit GPI code for the medication. This can be with or without the hyphens: <ul style="list-style-type: none"> • 58-20-00-60-10-01-05 • 58200060100105
Medication Type	The type of medication (one digit letter)	Optional	The value will be a single letter, either "B", "G", or "V". The values stand for the following: <ul style="list-style-type: none"> • "B" - Brand name • "G" - Generic • "V" - Vaccine
NDC	The National Drug Code	Required	10 or 11 digit NDC for the vaccine. Can be either NDC of use or NDC of sale. <p>PLEASE NOTE: Only the 11 NDC or use will be shown through the provider portal. Other formats will be accepted through file upload only.</p> <p>This can be entered with or without hyphens or leading 0:</p> <ul style="list-style-type: none"> • 88888-1000-02 • 88888100002 • 88888-1000-2 • 8888810002

Column Header	Description	Required/Optional	Format / Acceptable Values
Medication Name	The name of the medication	Optional	Format and suggested value examples: <ul style="list-style-type: none"> ● Drug Name - Dosage Form - Strength ● Pfizer – COVID Vaccine – 0 mcg/0.3mL dose ● Pfizer COVID Vaccine 0 mcg/0.3mL dose
Quantity	Number of doses on-hand for that vaccine. PLEASE NOTE that if the vaccine is identified by the NDC unit of sale – you are still expected to enter the number of doses on hand for that NDC.	Required	Acceptable values: <ul style="list-style-type: none"> ● 0 or positive integer ● UNKNOWN ● REMOVE

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 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