CAIR Mass Vaccination Module – Submitting Clinic Data
Monkeypox Vaccinations

CAIR CALIFORNIA IMMUNIZATION REGISTRY
CALIFORNIA DEPARTMENT OF PUBLIC HEALTH – IMMUNIZATION BRANCH

Before you start…

✓ Make sure you have an account on CAIR. You must have an Org Code.
✓ Requires Internet access to add, update and store records.
✓ Organize your information. You can only submit records for one clinic at a time.
✓ Estimate how many records you will enter at that sitting. If you must stop early, submit the records you’ve entered.

1. Go to: https://massvac.cdph.ca.gov/
2. Enter your username and password. *(The Immunization Branch will provide new users with a password. Previous user passwords are valid.)*

3. Click “Enter Monkeypox Records” to begin entering data. Be sure to enter doses on the correct tab!
If the Org Code is not pre-populated, select the correct code from the dropdown menu.

Type in your clinic name. ("Clinic Name" is an open field. You can add any identifying information here.)

Next, enter the date the vaccines were administered.

If the Org Code field is blank, and there is no dropdown menu to select a code from, STOP! Contact MassVax@cdph.ca.gov before entering data. If you submit data with a blank org code field, all your data will be lost!

Use the text fields and dropdown menus to enter patient information. Fields with an * are required.

You can type in the date of birth or use the calendar. If you use the calendar, pay careful attention to the birth year.

Enter patient’s cell phone, zip code, city, email address, eligibility, vaccine type, lot number, body site, and vaccinator’s full name and title. (See the end of this guide for an explanation of titles in the dropdown menu.)
Once you are finished entering records, click the “Submit” button.

To add blank records, click the “Blank” button.
Enter the desired number of records then click “Add Rows.”

To delete a record, click “Delete” next to the record number.

To pre-populate multiple records for the same clinic at one time, click the “Pre-populated” button.
Enter the desired number of records then click “Add Rows.” Eligibility, vaccine, lot number, body site, and vaccinator name and title will be duplicated.

Edit the pre-populated record by clicking in the relevant box and entering new information.
A window will pop, asking if you are sure the information is correct.

Click “OK” to complete submission of your data. Click “Cancel” if you’d like to correct something before submitting.

Fields with an * are required. If any required fields are blank, you will receive an error message. Your report will not be accepted until all required information has been provided.

* After submitting clinic data, you will be able to see the records in CAIR2.

Click “Log out” once you’re finished submitting records.

Notes:

😢 If you forget your password, email MassVax@cdph.ca.gov

⚠ After 20 minutes of inactivity the system will time out. You will lose unsubmitted data.

😢 You cannot correct errors after the data has been submitted. If you realize an error after submission, email CAIRhelpdesk@cdph.ca.gov

❓ If you have questions, contact MassVax@cdph.ca.gov
Adding Email Addresses or Phone #s to Previous Submissions

1. To add an email address or phone number to a previous submission, click “Phone and Email Update” on the front page.

A list of your submissions with blank email address and phone # fields will be displayed.
Click the “Edit” button on the record you would like to update.

- You cannot view or edit records submitted by another user.
- You cannot edit other fields in the record.

Helpful tip: If you are looking for a particular record, use the search function in the top righthand corner of the page. You can search on any field. Since names may be the same, check to make sure that you are editing the correct record.

2. Enter the email address and/or phone number in the appropriate field.
Click “Update.”
This will take you back to the list of records where you can select another record to update.
Viewing, Searching, and Printing Previous Submissions

1. To view your previous data submissions, click on “Batch History.”
   - Select the batch you want to view from the list by clicking on the Batch ID.
   - You cannot view records submitted by another user.
   - Previous season batches will be listed; however, batch details are only available for the current season.

2. To search for a particular record in a previous submission:
   - First, select the batch.
   - Then press Ctrl+F and enter your search term in the search field.

3. To print records:
   - Select the batch from the Submitted Batch History list.
   - The “Batch Details” will pop up.
   - Right click on the Batch Details report page and select “print.”
Generating a Provider Report

1. You can generate a report that lists the number of records submitted by users for a specific provider. To generate a provider report, click the “Report” tab.

2. On the “Provider Reports” page, select the provider’s Org Code from the dropdown menu. Next, use the dropdown menu to select a particular user. If you do not select a particular user, your report will include all users for that provider.

3. Enter the date range for your report. You can use the calendar or enter the date by hand. Keep in mind:
   - “From” and “To” dates reflect the date the record was created, NOT the vaccine administration date.
   - If you hand enter the date, you must use the “mm/dd/yyyy” format or you will get an error message.
Use the dropdown menu to select the vaccine(s) you would like to include in your report.

Click “Submit” to generate your report.

The report will show the number of reports submitted by user for the selected provider.

**Description of Vaccinator (Shot Giver) Titles**

<table>
<thead>
<tr>
<th>Title</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>DO</td>
<td>Doctor of Osteopathic Medicine</td>
</tr>
<tr>
<td>EMT-P</td>
<td>Emergency Medical Technician – Paramedic</td>
</tr>
<tr>
<td>FNP</td>
<td>Family Nurse Practitioner</td>
</tr>
<tr>
<td>LPN</td>
<td>Licensed Practical Nurse</td>
</tr>
<tr>
<td>LVN</td>
<td>Licensed Vocational Nurse</td>
</tr>
<tr>
<td>MA</td>
<td>Medical Assistant</td>
</tr>
<tr>
<td>MD</td>
<td>Doctor of Medicine</td>
</tr>
<tr>
<td>NP</td>
<td>Nurse Practitioner</td>
</tr>
<tr>
<td>PA</td>
<td>Physician Assistant</td>
</tr>
<tr>
<td>PHARMD</td>
<td>Doctor of Pharmacy</td>
</tr>
<tr>
<td>PHN</td>
<td>Public Health Nurse</td>
</tr>
<tr>
<td>RN</td>
<td>Registered Nurse</td>
</tr>
<tr>
<td>RPH</td>
<td>Registered Pharmacist</td>
</tr>
<tr>
<td>STU</td>
<td>Student (e.g., supervised medical, pharmacy or nurse)</td>
</tr>
</tbody>
</table>