HCMS
Harris County Medical Society

ImmTrac2 Data Entry Process

Important Information Needed to Start Reporting Process

Providers are required to report all COVID-19 vaccines within **24 hours** of administration.
Data can be reported to ImmTrac2 in any of the three ways:

1. **ImmTrac2 Web App** (accessed via a web browser)
2. **FTP Batch Reporting** (may transmit records daily to meet the 24-hour requirement)
3. **Real time web-services** (with your EHR system)

Using COVID-19 Org Code or ImmTrac2 IIS ID

Providers must use their COVID-19 specific Org Code or ImmTrac2 IIS ID to ensure that vaccines are accurately tracked in the COVID-19 Vaccine Data Dashboards in VAOS.

- ImmTrac2 Web App**:** Your Org Code is assigned to you via email when you become an approved COVID-19 Vaccine Provider.
- FTP Batch Reporting or EHR: Use the ImmTrac2 IIS ID that is associated to your organization for reporting.

Receiving VAOS Access and Accessing VAOS

The Vaccine Allocation & Ordering System (VAOS) will be used to access the Vaccine Management Dashboard, acknowledge allocations of doses, confirm shipments, and report waste.

2 people per facility will receive access to VAOS – vaccine coordinators.

1. Sign in at https://texasvaccines.dshs.Texas.gov/
2. The site will direct you to the HHS Enterprise Portal.
3. Use your VAOS credentials to sign in here.

Once your facility has received a vaccine allocation, your VAOS dashboard will display data. Providers may experience a delay of up to three days (or longer, based on how you report) between when they report in ImmTrac2 and when it shows up on the dashboard.

You MUST login to ImmTrac2 as soon as possible, after receiving VAOS access to avoid being dissociated by the system for inactivity.

ImmTrac2 Resources

- ImmTrac2 Information and User Training
- ImmTrac2@dshs.texas.gov: Questions related to logging in and reporting **online**
- ImmTracMU@dshs.texas.gov: Questions related to reporting via **FTP batch reporting or real-time web services**

Refer to the next page for the reporting process.

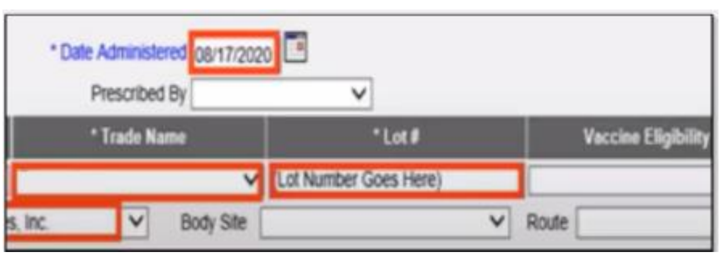
ImmTrac2 Manual Reporting Process

ALL information must be accurately entered, specifically the Lot ID. The Lot ID informs the Dashboards and tracks administered doses.

1. **Use Google Chrome to access ImmTrac2 here.**
2. **Login.**
3. Enter **New Client**
4. **Smart Search** (To Check For Existing Client)- First Name, Last Name, Birth Date, Gender, Street Address
5. If Found: Click On The **ImmTrac2 ID** To Add Consent
6. If Not Found: Go To **Add Client** (Bottom Of Page): Click **Without Signed Disaster-Related Consent**

   Patients are NOT REQUIRED to sign a disaster consent to receive a vaccine. However, providers must accurately record whether or not a patient has signed a disaster related consent (DC or DU). Do NOT use regular ImmTrac Child (IC) or Adult (IA) consents to report COVID-19 vaccines.

7. Click **Submit**
8. Pop-Up For AIM: Click **OK**
9. Enter: First Name, Last Name, Birth Date, Gender, Mother's First Name (Or Client's First Name) Street Address, County, Email (Optional), Phone (Optional)
10. Click **Continue Add**
11. View Summary: If Incorrect Click **Edit**
12. If Correct: Click **Continue**
13. Consent Affirmation: Leave As Is And Click **Affirm**
14. View Consent Affirmation Confirmation (See Client ID)
15. To Add Immunization: Click **Go To Client**, **Immunizations**, **Add New Imms**
16. Click **Pick Priority Group** if required
17. Required Fields: Enter Date, Immunization, Trade Name, Lot #, Body Site, Route, Manufacturer, Dose



18. Pop-up: cancel
19. Click **Save**
20. Client **Information Screen**