COVID-19 Vaccine ImmTrac2
Rapid Entry Job Aid

Job Aid for COVID-19 Vaccine Providers
Updated 5/28/2021
Overview

• Purpose
  • The following slides outline the process for reporting COVID-19 Vaccine Administration in the new ImmTrac2 application, COVID-19 Rapid Entry.
  • Use for existing clients (Disaster Consented and Disaster Unconsented)
  • Use for new Disaster Unconsented (DU) clients
  • Rapid Entry is not available for new Disaster Consented clients.

• Audience
  • Approved COVID-19 Vaccine Providers reporting administration manually through the ImmTrac2 Web App.
  • Note: This process is not relevant or required for Providers reporting administration through ImmTrac2 Data Exchange (bi-directional with EHR or FTP).

• Benefits for Providers:
  • Shorter four-step process with easier data entry - focused only on required fields
  • Tablet format available
  • Auto-fill features and more field hints with instructions for Providers
Patients who receive the COVID-19 Vaccine will be designated disaster clients. This means that Providers will need to appropriately record whether clients are Disaster Consented (DC) or Disaster Unconsented (DU).

Patients are NOT REQUIRED to sign a disaster consent to receive a COVID-19 vaccine. Every administration of a COVID-19 vaccine must be reported to ImmTrac2.

- Disaster consented patients’ disaster AIMS remain in the ImmTrac2 registry longer than 5 years after the disaster.
- Disaster unconsented patients’ AIMS are deleted after 5 years.

DO NOT use regular ImmTrac Child (IC) or ImmTrac Adult (IA) consents to report COVID-19 vaccines.
ImmTrac2 COVID-19 Rapid Entry Process

1. Search for a Record
2. Add or Update Record
3. Complete Vaccine Information
4. Review & Submit

The shorter four-step process helps to reduce duplicate record creation, makes it easy to locate existing client records, add new records, and report COVID-19 Vaccine administration. Access ImmTrac2 to navigate to the application and get started.
Access the New ImmTrac2 App – COVID-19 Rapid Entry
Step 1: Navigate to ImmTrac2 & Access New App

1. Navigate and login to the ImmTrac2 Web App.

2. Click on **COVID-19 Rapid Entry** on the left navigation bar under **Mass Vaccination** to navigate to COVID-19 Rapid Entry. An announcement titled **New! COVID-19 Rapid Entry Companion Application** will also be displayed at the top of the homepage.
3. Once logged into the new app, search for a record by entering:
   • First name (Use client’s legal name)
   • Middle name (Optional)
   • Last name
   • Birth date (MM/DD/YYYY)

4. Click **Find record**. (Note: The button will be inactive if the required fields are not complete.)
Search Option Result 1 – No Record Found
Step 3: Add a New Record

5. If no record is found, complete the displayed form to add a new record. Enter the information below then click **Next**:
   - First name
   - Middle name (Optional)
   - Last name
   - Birth date (MM/DD/YYYY)
   - Gender
Step 4: Enter COVID-19 Vaccine Information

6. Manually enter the date the vaccine was administered and select the Trade Name from the dropdown menu.
7. Select the appropriate Lot Number from the dropdown menu.
8. Click Next.
9. Confirm the Vaccine Summary is correct and select Submit record.
Step 4: Enter COVID-19 Vaccine Information

If you **do not know the vaccine’s trade name**, but you do know the lot number, select **COVID-19 vaccine, NOS** from the Trade name drop down menu. Now you can select a lot number from all available vaccine lots.

If you **do not see your lot number** in the dropdown list, check the box to **enter lot number manually** and enter your lot number.
9. Review your entry, including the **Client Summary** and **Vaccine Summary**, then click **Submit record**.
   • Click **Back** to edit information in the **Client Summary** and/or **Vaccine Summary**.

10. Receive confirmation message. The process is now complete. Click **Find another record** to locate another record or **Exit** to exit the application.
Search Option Result 2 – Record Found
5. Click on **Edit** above the Client’s Record Summary to make any updates
   - Complete the **Additional Information** fields, including the **Race** (multi-select option) and the **Ethnicity** (single-select option) fields.
6. If the Patient’s info is current, select **Next**
Step 4: Enter COVID-19 Vaccine Information

7. Enter the date the vaccine was administered and select the **Trade Name** from the dropdown menu.

8. Select the appropriate **Lot Number** from the dropdown menu.

9. Click **Next**, confirm the Vaccine Summary is correct, and **Submit record**.
Step 4: Enter COVID-19 Vaccine Information

If you do not know the vaccine’s trade name, but you do know the lot number, select COVID-19 vaccine, NOS from the Trade name drop down menu. Now you can select a lot number from all available vaccine lots.

If you do not see your lot number in the dropdown list, check the box to enter lot number manually and enter your lot number.
10. Review your entry, including the **Client Summary** and **Vaccine Summary**, then click **Submit record**.  
   - Click **Back** to edit information in the **Client Summary** and/or **Vaccine Summary**.

11. Receive confirmation message. The process is now complete. Click **Find another record** to locate another record or **Exit** to exit the application.
Search Option Result 3 – Multiple Records Found
5. If multiple records are found, review for the desired client record. Click the radio button next to the desired record. Click Next.

6. If you cannot find the record you are looking for, select **Click here to create a new record**.
Step 4: Confirm Client’s Information

7. After selecting the desired record, confirm the client’s information. Click **Edit** to make updates.

8. If the client information is correct, click **Next**.
Step 4: Enter COVID-19 Vaccine Information

9. Enter the date the vaccine was administered and select the Trade Name from the dropdown menu.
10. Select the appropriate Lot Number from the dropdown menu.
11. Click Next, confirm the Vaccine Summary is correct, and Submit record.
If you **do not know the vaccine’s trade name**, but you do know the lot number, select **COVID-19 vaccine, NOS** from the Trade name drop down menu. Now you can select a lot number from all available vaccine lots.

If you **do not see your lot number** in the dropdown list, check the box to **enter lot number manually** and enter your lot number.
12. Review your entry, including the Client Summary and Vaccine Summary, then click Submit record.
   • Click Back to edit information in the Client Summary and/or Vaccine Summary.

13. Receive confirmation message. The process is now complete. Click Find another record to locate another record or Exit to exit the application.
Tip! Enter New Client if Duplicate Found

If the person who received the COVID-19 vaccine has a name or birthdate that is the same as another vaccine recipient, then enter the client record the standard way, using “enter new client” rather than “covid-19 rapid entry”.

Error Message:

Sorry, our records show this client already exists in our system. Please double check your entry.

This record may have been flagged as duplicate due to the following reasons:

1. Client record fields match first name, last name, birth date, and gender fields of an existing record.
2. Client record fields match first name, birth date, and gender fields of an existing record.
3. Client record fields match first name, birth date, gender, street address, and city fields of an existing record.
4. Client record fields match first name, last name, birth date, and street address of an existing record.
5. Client record fields match last name, birth date, and street address, and includes a similar first name of an existing record.
6. Client record fields match last name and street address, and includes a similar first name and birth date of an existing record.
7. Client record fields match last name and includes a similar first name and birth date of an existing record.
8. Client record fields match birth date, street address, and city, and includes a similar first name and last name of an existing record.
9. Client record fields match birth date, and city, and includes a similar first name and last name of an existing record.
Questions?

For questions related to accessing and completing reporting in COVID-19 Rapid Entry, please contact ImmTrac2@dshs.texas.gov