

Confirming if an Allocation is for First or Second Doses

VAOS Job Aid for Providers | 01/08/2021

Overview

- **Purpose**

- The following job aid describes how COVID-19 Vaccine Providers may access information about whether a vaccine allocation is for First or Second Doses in the **COVID-19 Vaccine Allocation & Ordering System (VAOS)**

- **Audience**

- VAOS Primary and backup vaccine coordinators



Confirm if an Allocation is for First or Second Doses



Step 1: Receive Allocation

1. You will receive an email from noreply@salesforce.com alerting you about an allocation for COVID-19 vaccine. In both the subject line and the first line of the message, the email will note whether your allocation is a “**First Dose** allocation” or “**Second Dose** allocation.”
2. **Note:** Regularly check your Spam folder (particularly if you are using Gmail) to ensure that you do not miss any allocation emails.

Dear Primary Four,

You have a **Second Dose** allocation of Pfizer 1 available to accept in the Texas Vaccine Allocation and Ordering System (VAOS) for Long Term Care Population at Haitao Pharmacy Four. This may only be part of your order for the season; if so, the remainder will be allocated as it becomes available. Please review the detailed instructions on the ordering process below.

It is very important that you go into VAOS (<https://texasvaccines.dshs.texas.gov>) as soon as possible once receiving this notification. We request that the listed amounts of COVID-19 Test vaccine that have been allocated be accepted – please do not decrease your weekly allocation unless storage capacity at your facility is an issue.

3. You can also view whether an allocation is for First or Second Doses in VAOS. To do this, log in at <https://texasvaccines.dshs.texas.gov/>

HHS Enterprise Portal

TEXAS Health and Human Services

System Use Notification

Warning: This is a Texas Health and Human Services Information resources system that contains State and/or U.S. Government information. By using this system you acknowledge and agree that you have no right of privacy in connection with your use of the system or your access to the information contained within it. By accessing and using this system you are consenting to the monitoring of your use of the system, and to security assessment and auditing activities that may be used for law enforcement or other legally permissible purposes. Any unauthorized use or access, or any unauthorized attempts to use or access, this system may subject you to disciplinary action, sanctions, civil penalties, or criminal prosecution to the extent permitted under applicable law.

Broadcasts

Sign In

Username

Password

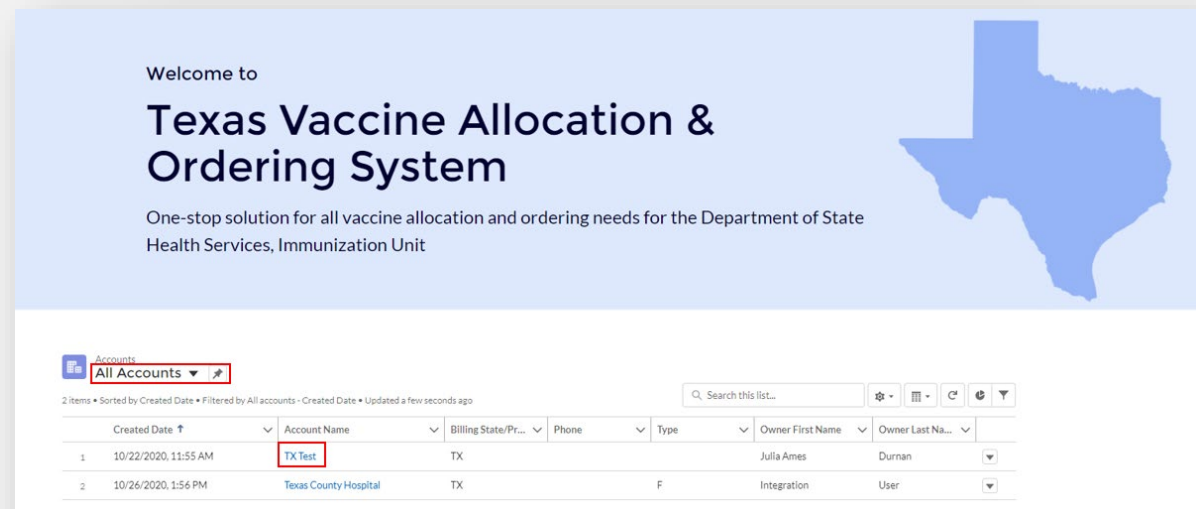
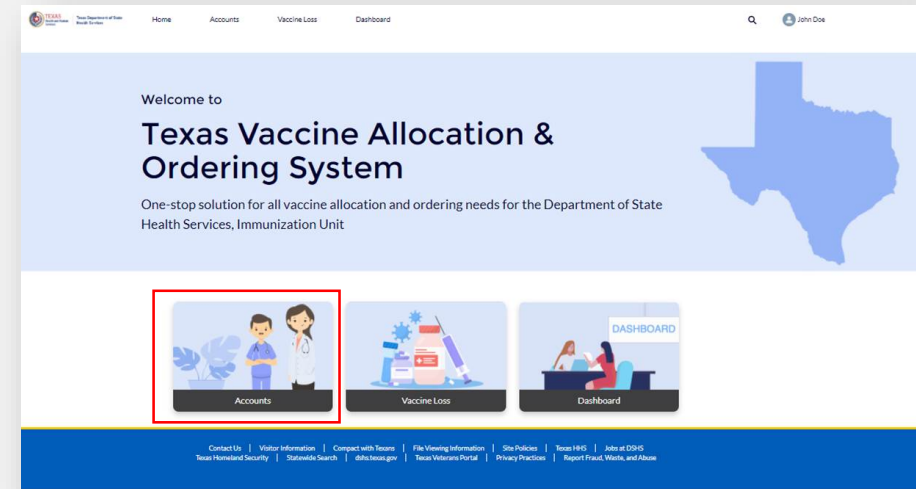
Sign In

Forgot Username?
Forgot Password?

Step 2: View Allocation in VAOS

3. In VAOS, navigate to the **Accounts** tab. Each of your approved facility locations will be listed as an account.

4. From the drop-down menu, select **All Accounts** to view all your facilities. Select the facility location that will be accepting the allocation.



Step 2: View Allocation in VAOS

5. Navigate to the **Vaccine Allocation** box and click **View All**.

The screenshot displays the VAOS interface. On the left, there is a form with fields for County Code, State Code (TX), Zip (78701), Zip Extension, Region, Sub Region, Telephone ((512) 555-1112), Telephone Extension, Special Project Provider, Create Facility Indicator, Organization Type, Transaction ID, User ID, and Type. On the right, there is a 'Vaccine Allocations (6+)' table with columns for Allocation ID, Event, Vaccine Name, and Status. The table contains six rows of data. A red box highlights the 'View All' button at the bottom right of the table.

Allocation ...	Event	Vaccine Name	Status
VA-0002	COVID-19 Test	COVID Adult	Shipped
VA-0008	COVID Test U...	COVID Adult	Sent to VTrckS
VA-0009	COVID-19 Test	COVID Adult	Created
VA-0010	COVID Test U...	COVID19 Vac...	Acknowledged
VA-0011	COVID Test U...	COVID19 Vac...	Shipped
VA-0012	COVID Test U...	COVID19 Vac...	Shipped

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6. You will be redirected to **Vaccine Allocations**.

Step 3: View Allocation Details

- From the Vaccine Allocations list, **click on the Vaccine Allocation Number for the allocation you want to find information for.** This will take you to the Vaccine Allocations detail page.

Accounts > TX Test
Vaccine Allocations

50+ items • Sorted by Status • Updated a few seconds ago

	Allocation Number	Event	Vaccine Name
1	VA-0009	COVID-19 Test	COVID Adult
2	VA-0061	COVID Test UAT	COVID Adult
3	VA-0064	COVID Test UAT	COVID Adult
4	VA-0078		COVID Adult
5	VA-0081	COVID Test UAT	COVID19 Vaccine One
6	VA-0083		
7	VA-0084	COVID Test UAT	COVID Adult

Step 3: View Allocation Details

8. On the *Vaccine Allocation details* page, you will see the *Allocation Dose* field, which will note whether your allocation is for **First Dose** or **Second Dose**.

Vaccine Allocation

✓ Acknowledged Sent to VTrckS Shipped Received Reject

Allocation Number		Status	Acknowledged
Allocation Group	Moderna Week 2 1/4 Dose 2	Intimated Staff	
Event	COVID-19	Intimated Staff's Email	
Pre-booking Request		Intimated Staff's Email 2	
Vaccine	Moderna COVID-19 Vaccine	Facility Primary Contact Name	
Vaccine Name	Moderna COVID-19 Vaccine	Due Date	
NDC		Total Amount Requested	700
Facility		Formula Allocation Amount	700
Facility PIN		Total Amount Allocated	700
Fund Type		Total Amount Accepted	700
State PO Reference		Request Date	1/4/2021
Target Population	Healthcare Worker	Priority Indicator	
Pre-booking Request Line Item		Priority Reason	
Is Deleted	<input type="checkbox"/>	Version	1
Date Shipped		Intention	ADU
Immrtrac Org Id		Community Facility	
Allocation Dose	Second Dose	Last Modified By	
Created By	DSHS VaccineFeed, 1/4/2021, 4:12 PM		

Have Questions?

For questions about VAOS and accessing the dashboards, please contact us at COVID19VacMgmt@dshs.texas.gov

