

Fact Sheet: VaccineFinder Public Display Administration Fields For IIS Reporting Jurisdictions

PLEASE NOTE AT THIS TIME THE COVID SEARCH EXPERIENCE FOR COVID-19 VACCINES ON VACCINEFINDER.ORG IS NOT LIVE. VACCINEFINDER IS WORKING TO COLLECT DATA IN PREPARATION FOR THE LAUNCH. MORE INFORMATION WILL BE PROVIDED BEFORE PUBLIC LAUNCH.

Purpose: This fact sheet outlines the reporting considerations for **updating provider public display information via a flat file upload for jurisdictions** through VaccineFinder's COVID Locating Health Provider Portal. Please visit <https://vaccinefinder.org/covid-provider-resources> for training videos and other documents.

Scope: The guide applies to jurisdictions that have opted to report at the IIS level via the provider portal for all providers in their jurisdiction.

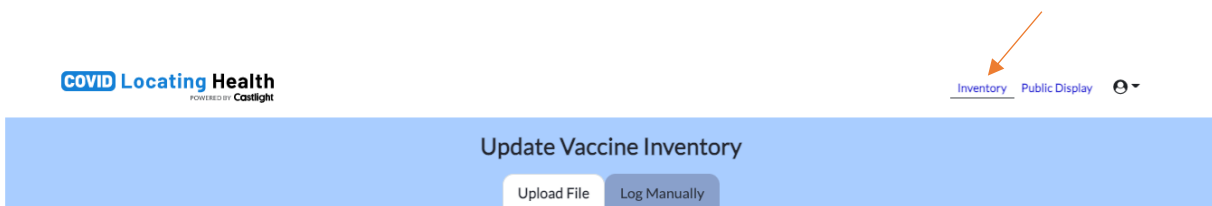
Please note at this time IIS contacts will be responsible for uploading vaccine inventory and public display information directly into the Locating Health Provider Platform. A future enhancement is being planned to allow providers in IIS reporting jurisdictions to access the portal directly to updated administrative fields.

What this means for you:

1. Two additional columns on the IIS generated inventory report file relevant for public display of select locations
2. A new secondary file template and upload process to collect and upload public display administrative fields

Inventory File Changes

Two additional fields have been added to the inventory file to report supply to the public. As quantity data will never be shared publicly, the field *In Stock* and the optional field *Supply Level* are used to display vaccine availability to the public. These fields are only relevant to locations that are set to Display to the Public. For more information see the section "[New Provider Display Field File](#)" below.



IIS Generated Inventory File Tips:

- Your current IIS generated file will still be valid to upload after the launch of the new fields.

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- Please add the additional column headers to your IIS generated file when you are able.
- If any location is set to display to the public, the value for *In Stock* will default to "Yes" for all quantities >0. You can overwrite this logic in your file by including "No" in the *In Stock* field.

For additional information on generating an inventory file form an external system please review the updated [Data Import Document linked here](#).

New Provider Display Field File

Currently, the only way to update administrative fields for public display, including switching locations to display to the public, is through a flat file upload. A future enhancement is being planned to allow providers in IIS reporting jurisdictions access the portal directly to updated administrative fields.



In this initial phase, we are asking jurisdictions to collect the information on behalf of the providers to upload into the VaccineFinder COVID Locating Health provider portal. We appreciate the work this will take and have taken steps to minimize this additional effort.

Public Display File Tips:

- **The public display file does not need to be updated daily.** Jurisdictions can upload a file that only includes those locations for public display on VaccineFinder.org, or they can upload in batches as information comes in from providers.
- To provide continuity with the current file generation process, the first 6 columns of the provider display field are pre-filled and match the inventory file.


	A	B	C	D	E	F	G	H	I
1	Organization	Provider Loca	Provider Id	VTrcks PIN	Street Addre	Street Adres	City	State	Postal Code
2	ORG_golden	sophialoc-go	951a32b6-25	VTRCKS_176	ADDRESS_879866		City	QA	
3	ORG_golden	sophialoc-go	951a32b6-25	VTRCKS_176	ADDRESS_879866		City	QA	
4									

- As with the inventory file, only the **VTrcks PIN** is a required identifier for the file upload.
- *Display to the Public* is the only required field for the administrative attributes, all other fields are optional.

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- If a location has opted "Yes" to *Display to the Public*, the value for *In Stock* for each COVID-19 vaccine NDC at that location will display on the consumer facing VaccineFinder.org website. For example:

COVID-19 Vaccines at This Location

Moderna COVID Vaccine	Out Of Stock
Pfizer-BioNTech COVID Vaccine	 In Stock


Last updated: 5 hours ago

- Custom error messages have also been included to help address any issues that arise with the file.

Step 3

Drag & drop today's spreadsheet here. Or browse to upload your file.

[Browse](#)

 Upload failed. [Try again](#) [Contact Support](#)

[Row number 3. Display to the Public Maybe is not supported]

[Upload](#)

Common issues: Incorrect column headers, columns in wrong order, or no value entered in 'Display to the Public' column.

Common errors:

- Missing required fields. Required fields are listed below:
 - *VTrckS Pin or Provider ID*
 - *Display to the Public*
- Unsupported value for required fields.
- If you continue to see errors and need technical assistance please contact our helpdesk at vaccinefinder@castlighthouse.com

For additional information on generating an inventory file from an external system please review the updated [Data Import Document linked here](#).

For more information on the file upload process for the Public Display Fields, please review the [Quick Start Guide for Public Display Information File Upload](#).

Additional quick start guides are available on <https://vaccinefinder.org/covid-provider-resources>.