

Data Import Documentation

Data Import Instructions for Providers Reporting to **VaccineFinder**

Table of Contents

[Overview](#)

[System Methodology](#)

[User Flows](#)

[Data Dictionary](#)

- [Updated: VaccineFinder Inventory File](#)
- [Updated: VaccineFinder Public Display Fields](#)
- [Updated: Requirements for Externally Generated Files for Upload](#)

[Appendix](#)

UPDATES

Revision 3.0.1 includes updates to the following sections on **VaccineFinder**.

- [System methodology](#) is updated to include additional context on the **VaccineFinder** registration flow.
- [User Flows](#) includes details on reporting public inventory data and public display administrative information.
- [Data Dictionary](#) includes file format and acceptable values for public inventory data and public display administrative information.
- [Requirements for generating an external file](#) includes new supply fields for public display.
- [Requirements for generating an external file](#) include a new section on generating a file for public display administrative fields.

Overview

Background and Scope

The **COVID Locating Health** platform is the administrative tool that COVID-19 vaccination providers may use to import required COVID-19 vaccine data and provider information into **VaccineFinder**.

This document is specific to updates made to the **Locating Health** platform, in partnership with the Centers for Disease Control and Prevention (CDC), Boston Children's Hospital, and Castlight Health to meet the needs of the current COVID-19 Vaccination Program. This document is only relevant for COVID-19 vaccination providers that have completed provider enrollment and have registered in CDC's Vaccine Tracking System (VTrckS) with the Special Project Provider flag for COVID-19 in the ExIS file. Entities reporting on-hand vaccine inventory quantities to **VaccineFinder** are jurisdictional awardees, provider organizations, pharmacies, and individual providers.

Separate documentation will be available for retail pharmacies currently reporting vaccine supply through secure file transfer protocol (SFTP) to **VaccineFinder** through the **Locating Health** platform.

How **Locating Health** Works for COVID-19 Vaccines

The COVID-19 Vaccination Program Provider Agreement requires providers to report supply information as directed by CDC. Organizations or provider locations receiving COVID-19 vaccines must report on-hand vaccine inventory quantities daily to **VaccineFinder** using the new **COVID Locating Health** Provider Portal (<https://covid.locating.health>).

1. The **COVID Locating Health** Provider Portal allows providers registered in CDC's VTrckS to report COVID-19 on-hand vaccine inventory on a daily basis to **VaccineFinder**. Entities can choose to report inventory for all provider locations in their organization, or they may choose to enable reporting for each individual location. **The reporting structure identified by each organization must be maintained for the duration of the COVID-19 Vaccination Program.**
2. All registered entities on the new **COVID Locating Health** Provider Portal should log in daily and submit on-hand COVID-19 vaccine inventory information for their provider locations.
3. **COVID Locating Health** will report daily on-hand COVID-19 vaccine inventory quantities for each provider location directly to **VaccineFinder**.
4. When vaccine becomes more widely available, providers will be notified that a new search experience on the **VaccineFinder** public-facing website (www.vaccinefinder.org) will be launched to show COVID-19 vaccination locations. This will inform the public where they may go to receive a COVID-19 vaccination. **This is optional for providers. Providers will be able to choose whether their location is displayed on the website.** For participating providers, the **VaccineFinder** website will show the provider's location, contact information, and the latest available data on COVID-19 vaccine availability to the public. Inventory quantities will not be available to the public.

5. COVID-19 vaccination providers will need to create a new account in the **COVID Locating Health** Provider Portal specifically for COVID-19 vaccine information. There will initially be two **Locating Health** Provider Portals:
 - **Locating Health** Provider Portal for reporting seasonal and routine vaccine availability
 - **COVID Locating Health** Provider Portal for required daily reporting of on-hand COVID-19 vaccine inventory quantities

System Methodology

To provide COVID-19 vaccine inventory data to the **Locating Health** platform, the participating entity will register to access and log into the new **COVID Locating Health** Provider Portal.

Users will be invited to register on the portal through the email addresses listed in the Provider and Pharmacy agreements signed by each entity. **VaccineFinder** receives this information directly from the CDC. Initial registration emails will be sent to the email contact listed in Section A of the agreements. Self-service registration is not allowed at this time.

Once the entity is securely logged in, they may upload on-hand inventory in a .csv file or enter this information manually through a user interface. Entities will be able to view and download previously entered on-hand vaccine inventory quantities from the last update and sample file formats directly from the web portal. The **COVID Locating Health** Provider Portal provides both methods for use at any time and partnering entities may decide which option is most feasible for their providers.

Entities will be required to submit on-hand inventory information for each vaccine through the **COVID-19 Locating Health** Provider Portal on a daily basis. Inventory levels will be reported to CDC through **VaccineFinder** at 5:00 am Eastern time daily. Only the most recently entered on-hand inventory at that time will be reported.

File Upload Format (*.csv)

Formatted files with current inventory information will be available on the **COVID Locating Health** Provider Portal to download for reference and edit for re-upload.

Each row within the .csv (*RFC-4180 comma-separated values*) file represents one single vaccination record for a provider. To allow for a combined .csv of multiple providers and/or vaccines, each row asks for the provider details in full. This allows the system to match and locate the provider to add the vaccinations without having to worry about multiple rows of data simultaneously.

Manual Input

A user interface will also be available on the **COVID Locating Health** Provider Portal for entities to log on-hand inventory manually. There will be a drop-down menu for each location for which that entity is approved to report supply. There will be a row for each vaccine available under each provider location.

User Flows

Provider Organizations

1. Provider organizations with multiple locations in a single jurisdiction will be given the choice to report supply data at the organization level or enable reporting for each individual provider location (e.g., a clinic headquarters office reporting on behalf of satellite clinics vs. a satellite clinic reporting for their individual location).
2. Provider organizations registered in CDC's VTrckS will receive an email with a unique registration link from the new **COVID Locating Health** Provider Portal at the organization contact email address submitted in the CDC COVID-19 Vaccination Program provider enrollment form.
3. The organization contact will then follow the link to register for a secure **COVID Locating Health** Provider Portal account. During the onboarding process, the organization will be asked how they would like to report supply for their organization.
 - a. Location level reporting:
 - i. This is designated by selecting the radial button that says, *Each location listed above will be responsible for reporting their own inventory.*
 - ii. If an organization enables individual provider locations to report inventory, new registration emails will be sent to each location contact listed in **Section B** of the provider enrollment form so that they can create an account. Each location will only have access to edit on-hand inventory information for their individual provider location. Organization contacts will still have access to the **COVID Locating Health** Provider Portal after delegating.
 - b. Organization level reporting:
 - i. This is designated by selecting the radial button that says, *I will be reporting vaccine inventory on behalf of all locations listed above.*
 - ii. Organizations that choose to report inventory for their provider locations must meet the following criteria:
 1. Organizations must report COVID-19 vaccine inventory data for **all** COVID-19 vaccination providers associated with their organization.
 2. Organizations must report COVID-19 vaccine inventory daily for the duration for the COVID-19 vaccination program.
 3. Organizations must be capable of providing all required fields listed in the data directory below.

4. Organizations reporting for all their provider entities will log into the **COVID Locating Health** Provider Portal and can access a two template files prefilled with their CDC approved, pre-enrolled provider locations.
 - a. Inventory File template – this file will be used to report inventory on-hand to the CDC and report stock and supply values for the public search on VaccineFinder.org.
 - b. Public display file – this file will be used to update provider display information, including whether this location should be displayed in the public COVID vaccine search experience on **VaccineFinder**.
5. Organizations will be required to log inventory data for all provider locations in their organization using the file upload mechanism in the secure **COVID Locating Health** Provider Portal. These data will be reported back to **VaccineFinder** and CDC directly. The ability to manually update on-hand inventory data for providers will also be available to organizations through the portal.
6. The **COVID Locating Health** Provider Portal may be accessed at any time to view or download current inventory data.
7. **Optional:** Organizations will also be able to upload and maintain location public display fields for the COVID vaccine search experience on **VaccineFinder**. These fields include, display to the public, operating hours, appointment and prescreen requirements.

Individual Provider Locations

1. Provider locations that organizations registered in CDC's VTrckS to report COVID-19 vaccine inventory data individually will receive an email with a unique registration link from the **COVID Locating Health** Provider Portal. The email will be sent to the provider location contact email address provided in the CDC COVID-19 Vaccination Program provider enrollment form.
2. The provider contact will then follow the link to register for a secure **COVID Locating Health** Provider Portal account.
3. Individual provider locations will log into the **COVID Locating Health** Provider Portal and can access a user interface to see current COVID-19 vaccine inventory data and update on-hand inventory each day as well as stock and supply data for public display.
4. Provider locations will be required to log inventory data daily through the **COVID Locating Health** Provider Portal. These data will be reported back to **VaccineFinder** directly.
5. The **COVID Locating Health** Provider Portal may be accessed at any time to view or download current supply data.

6. **Optional:** Provider location will also be able to upload and maintain location public display fields for the COVID vaccine search experience on **VaccineFinder**. These fields include display to the public, operating hours, appointment and prescreen requirements.

Jurisdictions

1. Jurisdictions interested in reporting COVID-19 inventory data for provider locations in their jurisdiction must meet the following conditions:
 - a. Jurisdictions must report COVID-19 vaccine inventory data for **all** approved COVID-19 vaccination providers in their jurisdiction.
 - b. Jurisdictions must report COVID-19 vaccine inventory daily for these providers for the duration for the COVID-19 vaccination program.
 - c. Jurisdictions must be capable of providing all required fields listed in the data directory below.
2. The window of time for awardees to opt-in for jurisdiction-level inventory reporting to **VaccineFinder** closed on November 16th, 2020. For jurisdictions that did not opt-in before this deadline, **VaccineFinder** will onboard their providers to report directly to VaccineFinder. Please note that your reporting method must be maintained for the duration of the COVID-19 vaccination program. .
3. Once CDC confirms that a jurisdiction will report vaccine inventory for its vaccination providers, the jurisdiction contact will receive an email with a unique registration link from the **COVID Locating Health Provider Portal**.
4. The jurisdiction contact will then follow the link to register for a secure **COVID Locating Health** Provider Portal account.
5. Once registered and logged into the **COVID Locating Health** Provider Portal, the jurisdiction will be able to access to templates file prefilled with the CDC-approved, pre-enrolled provider locations in their jurisdiction. Jurisdictions may also generate a file directly from their Immunization Information System (IIS) for upload into **VaccineFinder**. See [Requirements for Externally Generated Files for Upload](#).
 - a. Inventory File template – this file will be used to report inventory on-hand to the CDC and report stock and supply values for the public search on VaccineFinder.org.
 - b. Public display file – this file will be used to update provider display information, including whether this location should be displayed in the public COVID vaccine search experience on **VaccineFinder**.
 - i. Initially, IIS reporting jurisdictions will need to collect this information from their providers for flat file upload. A future platform enhancement will allow for IIS reporting providers to be onboarded to update public display administration fields through the provider portal.
6. Jurisdictions will be required to log inventory data for all provider locations in their jurisdiction using the file upload mechanism in the secure **COVID Locating Health** Provider Portal. Data collected through the **COVID Locating Health** Provider Portal will be reported back to **VaccineFinder** and CDC directly.

7. The **COVID Locating Health** Provider Portal may be accessed at any time to download current inventory supply.

Data Dictionary

Updated: VaccineFinder Inventory File

The inventory file template is downloadable from the *Update Inventory: File Upload* tab on the provider platform. This file is used to report inventory data to **VaccineFinder** and the CDC.

These data are collected at the NDC level for each location. This file has two types of fields, administrative fields and inventory fields:

- **Administrative fields** for **Locating Health** will be used to match location data across CDC, **Locating Health**, and **VaccineFinder** systems. All administrative data reported by entities to **Locating Health** should match those data provided to CDC in the COVID-19 Vaccination Program provider enrollment form and VTrckS registration. *Any changes to these fields after enrollment must be made through CDC directly.* These fields are marked as READ ONLY in the Format column below.
- **Inventory fields** for **Locating Health** will be used to identify the vaccines carried at each location and collect inventory data to report to the CDC and the public. On-hand vaccine inventory quantities must be reported daily. *Any changes to these fields may be made directly through the **COVID Locating Health Provider Portal**.* Acceptable formats are listed below in the Format column.
 - Quantity data will never be shared with public.
 - Stock and supply values will be shared with the public for all locations that have opted to be included in the public search. For more information on the public search fields see [VaccineFinder Public Display Fields](#).

Field Name	Description	Format	Required?
Organization Name	Name of the organization as entered in the pre-enrollment application	READ ONLY	No – Pre-populated in template file
Provider Location Name	Location name for each provider location as entered in the pre-enrollment application	READ ONLY	No – Pre-populated in template file
Provider ID	This is a unique identifier created by VaccineFinder COVID Locating Health Provider Portal	This is a 36 character non-deterministic unique identifier.	Yes – if VTrckS PIN is not present. Pre-populated in template file

Field Name	Description	Format	Required?
VTrckS PIN	This is the unique identifier for each provider location assigned by VTrckS (VTrckS Provider PIN)	3-digit alphanumeric prefix + up to 6-digit PIN. Examples: Provider: “ALA123456” or “ALA 456”	Yes - if Provider ID is not present– Pre-populated in template file
Street Address	Street number and name	READ ONLY	No – Pre-populated in template file
Street Address 2	Apartment, suite, or building number	READ ONLY	No – Pre-populated in template file
City		READ ONLY	No – Pre-populated in template file
State		READ ONLY	No – Pre-populated in template file
Postal Code	ZIP code	READ ONLY	No – Pre-populated in template file
GPI	The 14-digit Generic Product Identifier Code	The 14-digit GPI code for the medication. This can be with or without the hyphens: <ul style="list-style-type: none"> • 58-20-00-60-10-01-05 58200060100105 	No – Please leave blank
Medication Type	If using the GPI field, the Med Type is also required.	The value will be a single letter, “V” – Vaccine	No – Pre-populated in template file

Field Name	Description	Format	Required?
NDC	Unique identifier for each approved vaccine.	The National Drug Code (NDC) for the COVID-19 vaccine. The 11 NDC unit of use is the preferred format. This is the NDC that will appear in the provider portal. This can be with or without hyphens: <ul style="list-style-type: none"> • 88888-1000-02 • 88888100002 Additional NDC formats are supported in an externally generated file. See requirements below for more information.	Yes – can be added through the Provider Portal
Medication Name	Commercial name of the vaccine including identifying dose/strength information	This field is optional if NDC is provided. <ul style="list-style-type: none"> • Vaccine Name - Dosage Form - Strength 	No – Pre-populated in template file
Quantity	Inventory reported in the number of doses per vaccine on hand at the location Quantity will not be reported publicly. Additional fields for public supply data listed below.	Acceptable formats: <ul style="list-style-type: none"> • 0 and positive integers • UNKNOWN – to record unknown number of doses REMOVE – to remove an NDC from the provider location	Yes
In Stock	This field indicates whether this NDC is in stock for the general public at this location. Do not include inventory that is allocated for non-public distribution as “in stock.” If the on-hand quantity entered is greater than 0, In Stock will default to YES. To overwrite this, enter NO in the In Stock field.	Yes, No	Yes – if location is set to <i>display to the Public</i> . If no value is entered, <i>In Stock</i> will default based on the on-hand quantity entered. Quantity >0: In Stock = Yes

Field Name	Description	Format	Required?
			Quantity = 0: In Stock = No
Supply Level *Supply levels will not display to the public on VaccineFinder at this time	Supply level is an estimation of how long the COVID vaccine inventory will last at each location. No Supply – this vaccine is out of stock Low - <24 hours supply Medium – 24-48 hours supply High 0 >48 hours supply For more information see Appendix A	- Default: <Enter High, Medium, Low Supply> - No Supply - Low - Medium - High	No

Updated: VaccineFinder Public Display Fields

The Provider Display field file template is downloadable from the *Update Public Display Information: File Upload* tab on the provider platform. **VaccineFinder** Public Display fields help the public find provider locations that meet their needs. These fields will be collected at the provider location level and will be entered outside of the daily inventory upload and download process. These fields should be included for provider locations that should be displayed on the public-facing website to show COVID-19 vaccination locations when vaccine is more widely available. This file has two types of fields, administrative fields and public display fields:

- **Administrative fields** for **Locating Health** will be used to match location data across CDC, **Locating Health**, and **VaccineFinder** systems. All administrative data reported by entities to **Locating Health** should match those data provided to CDC in the COVID-19 Vaccination Program provider enrollment form and VTrckS registration. *Any changes to these fields after enrollment must be made through CDC directly.* These fields are marked as READ ONLY in the Format column below.
- **Public Display fields** for **Locating Health** will be used to populate provider information in the **VaccineFinder** COVID search experience. *Any changes to these fields may be made directly through the COVID Locating Health Provider Portal.* Acceptable formats are listed below in the Format column.

Field Name	Description	Format	Required for Public Display?
Organization Name	Name of the organization as entered in the pre-enrollment application	READ ONLY	No – Pre-populated in template file
Provider Location Name	Location name for each provider location as entered in the pre-enrollment application	READ ONLY	No – Pre-populated in template file

COVID Locating Health

Provider ID	This is a unique identifier created by VaccineFinder COVID Locating Health Provider Portal	This is a 36 character non-deterministic unique identifier.	Yes – if VTrckS PIN is not present. Pre-populated in template file
VTrckS PIN	This is the unique identifier for each provider location assigned by VTrckS (VTrckS Provider PIN)	3-digit alphanumeric prefix + up to 6-digit PIN. Examples: Provider: “ALA123456” or “ALA 456”	Yes - if Provider ID is not present– Pre-populated in template file
Street Address	Street number and name	READ ONLY	No – Pre-populated in template file
Street Address 2	Apartment, suite, or building number	READ ONLY	No – Pre-populated in template file

City		READ ONLY	No – Pre-populated in template file
State		READ ONLY	No – Pre-populated in template file
Postal Code	ZIP code	READ ONLY	No – Pre-populated in template file
Display to the Public	<p>Should this location be included in the COVID vaccine search experience on VaccineFinder.org?</p> <p>Any locations set to display to the public will show the entered values for In Stock and Supply Level (if entered) for each vaccine. Locations will never display quantity data.</p>	Yes, No	Yes

Public Display Phone Number	<p>This field will be pre-populated with the location administration phone submitted in either the provider or pharmacy agreement.</p> <p>If a different phone number should be displayed please enter it here.</p>	<p>Accepted Formats: (555) 555-5555; 5555555555; 555-555-5555; 555-555-5555 ext 5555</p>	<p>Yes– this field will be pre-populated with the loc_admin number from Section B of the provider or pharmacy agreement</p>
Sunday Hours	Daily hours of operation	<p>Preferred format: hh:mmAM - hh:mmPM</p> <p>Acceptable Formats:</p> <ul style="list-style-type: none"> • 9:00 AM- 5:00 PM • 9:00(AM)-5:00(PM) • 9AM-5:30PM • 2pm-4pm • 9a-5:05p • Closed • 24H 	No
Monday Hours	Daily hours of operation	<p>Preferred format: hh:mmAM - hh:mmPM</p> <p>Acceptable Formats:</p> <ul style="list-style-type: none"> • 9:00 AM- 5:00 PM • 9:00(AM)-5:00(PM) • 9AM-5:30PM • 2pm-4pm • 9a-5:05p • Closed • 24H 	No
Tuesday Hours	Daily hours of operation	<p>Preferred format: hh:mmAM - hh:mmPM</p> <p>Acceptable Formats:</p> <ul style="list-style-type: none"> • 9:00 AM- 5:00 PM • 9:00(AM)-5:00(PM) • 9AM-5:30PM • 2pm-4pm • 9a-5:05p • Closed • 24H 	No

Wednesday Hours	Daily hours of operation	<p>Preferred format: hh:mmAM - hh:mmPM</p> <p>Acceptable Formats:</p> <ul style="list-style-type: none"> ● 9:00 AM- 5:00 PM ● 9:00(AM)-5:00(PM) ● 9AM-5:30PM ● 2pm-4pm ● 9a-5:05p ● Closed ● 24H 	No
Thursday Hours	Daily hours of operation	<p>Preferred format: hh:mmAM - hh:mmPM</p> <p>Acceptable Formats:</p> <ul style="list-style-type: none"> ● 9:00 AM- 5:00 PM ● 9:00(AM)-5:00(PM) ● 9AM-5:30PM ● 2pm-4pm ● 9a-5:05p ● Closed ● 24H 	No
Friday Hours	Daily hours of operation	<p>Preferred format: hh:mmAM - hh:mmPM</p> <p>Acceptable Formats:</p> <ul style="list-style-type: none"> ● 9:00 AM- 5:00 PM ● 9:00(AM)-5:00(PM) ● 9AM-5:30PM ● 2pm-4pm ● 9a-5:05p ● Closed ● 24H 	No
Saturday Hours	Daily hours of operation	<p>Preferred format: hh:mmAM - hh:mmPM</p> <p>Acceptable Formats:</p> <ul style="list-style-type: none"> ● 9:00 AM- 5:00 PM ● 9:00(AM)- 5:00(PM) ● 9AM-5:30PM ● 2pm-4pm ● 9a-5:05p 	No

COVID Locating Health

		<ul style="list-style-type: none"> • Closed • 24H 	
Web Address	Provider location URL	URL	No
Pre Screen Web Address	URL for Provider's COVID-19 Vaccine eligibility screener or online appointment setting system.	URL	No
Insurance Accepted	Does this location accept insurance?	True/False	No
Walk-ins Accepted	Does this location accept walk-ins?	True/False	No
Notes	Notes to display administrative data for the provider location on the VaccineFinder website.	Free text field	No

Requirements for Externally Generated Files for Upload

Jurisdictions reporting inventory through their IIS for all provider locations in their jurisdiction or pharmacies reporting for all locations in their pharmacy chain may generate a file directly from an external tracking system for upload into **VaccineFinder**. The file format must match what is outlined below. It is important to note that **all column headers are required** but the fields may be left blank for any optional field.

Inventory File

Column Header	Description	Required/Optional	Format / Acceptable Values
Organization Name	Organization name as it appears on the provider agreement	Optional	Free text – 255 character limit
Provider Location Name	Location name as it appears on the provider agreement	Optional	Free text – 255 character limit
Provider Id	Provider GUID	Optional if VTrckS is present	Vaccine Finder generated alphanumeric unique identifier for each location
VTrckS PIN	VTrckS PIN	Optional if Provider ID is present	3-digit alphanumeric prefix + up to 6-digit PIN. Examples: Provider: “ALA123456” or “ALA 456”
Street Address	Street address as it appears in the provider agreement.	Optional	Address as it appears in the provider agreement. Address must be in one of the following formats in order to ensure that the system can match to a proper mailing address and therefore map it properly: <ul style="list-style-type: none"> • "123 Main St" • "123 Main St #456" • "123 Main St, Suite 7" • "123 Main St, Building A" This is Bad Formatting, and will not be accepted: <ul style="list-style-type: none"> • 123-127 Main St

Column Header	Description	Required/Optional	Format / Acceptable Values
Street Address 2	Street Address second line as it appears in the provider agreement.	Optional	Free text
City	City	Optional	City (example: "Boston")
State	State	Optional	Two Character State (example: "MA")
Postal Code	Postal Code	Optional	5 digit, as well as the 9 digit zip code, the following formats are accepted: <ul style="list-style-type: none"> • "02111" • "02919-3232"
GPI	The 14 digit Generic Product Identifier Code	Optional	14 digit GPI code for the medication. This can be with or without the hyphens: <ul style="list-style-type: none"> • 58-20-00-60-10-01-05 • 58200060100105
Medication Type	The type of medication (one digit letter)	Optional	The value will be a single letter, either "B", "G", or "V". The values stand for the following: <ul style="list-style-type: none"> • "B" - Brand name • "G" - Generic • "V" - Vaccine
NDC	The National Drug Code	Required	10 or 11 digit NDC for the vaccine. Can be either NDC of use or NDC of sale. PLEASE NOTE: Only the 11 NDC or use will be shown through the provider portal. Other formats will be accepted through file upload only. This can be entered with or without hyphens or leading 0: <ul style="list-style-type: none"> • 88888-1000-02 • 88888100002 • 88888-1000-2 • 8888810002

Column Header	Description	Required/Optional	Format / Acceptable Values
Medication Name	The name of the medication	Optional	Format and suggested value examples: <ul style="list-style-type: none"> • Drug Name - Dosage Form - Strength • Pfizer – COVID Vaccine – 0 mcg/0.3mL dose • Pfizer COVID Vaccine 0 mcg/0.3mL dose
Quantity	Number of doses on-hand for that vaccine. PLEASE NOTE that if the vaccine is identified by the NDC unit of sale – you are still expected to enter the number of doses on hand for that NDC.	Required	Acceptable values: <ul style="list-style-type: none"> • 0 or positive integer • UNKNOWN • REMOVE
In Stock	This field indicates whether this NDC is in stock for the general public at this location. Do not include inventory that is allocated for non-public distribution as “in stock.” If the on-hand quantity entered is greater than 0, In Stock will default to YES. To overwrite this, enter NO in the In Stock field.	Required – if location is set to <i>display to the Public</i> . If no value is entered, <i>In Stock</i> will default based on the on-hand quantity: <ul style="list-style-type: none"> • Quantity >0: In Stock = Yes • Quantity = 0: In Stock = No 	Yes, No
Supply Level	Supply level is an estimation of how long the COVID vaccine inventory will last at each location. No Supply – this vaccine is out of stock Low - <24 hours supply Medium – 24-448 hours supply High 0 >48 hours supply For more information see Appendix A	Optional	- Default: <Enter High, Medium, Low Supply> - No Supply - Low - Medium - High

Public Display

Field Name	Description	Required/ Optional	Format
Organization Name	Name of the organization as entered in the pre-enrollment application	Optional	Free text – 255 character limit
Provider Location Name	Location name for each provider location as entered in the pre-enrollment application	Optional	Free text – 255 character limit
Provider ID	This is a unique identifier created by VaccineFinder COVID Locating Health Provider Portal	Optional if VTrckS is present	Vaccine Finder generated alphanumeric unique identifier for each location
VTrckS PIN	This is the unique identifier for each provider location assigned by VTrckS (VTrckS Provider PIN)	Optional if Provider ID is present	3-digit alphanumeric prefix + up to 6-digit PIN. Examples: Provider: “ALA123456” or “ALA 456”

Street Address	Street number and name	Optional	<p>Address as it appears in the provider agreement.</p> <p>Address must be in one of the following formats in order to ensure that the system can match to a proper mailing address and therefore map it properly:</p> <ul style="list-style-type: none"> ● "123 Main St" ● "123 Main St #456" ● "123 Main St, Suite 7" ● "123 Main St, Building A" <p>This is Bad Formatting, and will not be accepted:</p> <ul style="list-style-type: none"> ● 123-127 Main St
Street Address 2	Apartment, suite, or building number	Optional	Free text
City		Optional	City (example: "Boston")
State		Optional	Two Character State (example: "MA")

Postal Code	ZIP code	Optional	5 digit, as well as the 9 digit zip code, the following formats are accepted: <ul style="list-style-type: none"> • "02111" • "02919-3232"
Display to the Public	Should this location be included in the COVID vaccine search experience on VaccineFinder.org? Any locations set to display to the public will show the entered values for In Stock and Supply Level (if entered) for each vaccine. Locations will never display quantity data.	Required – This field will default to no , unless updated by the provider.	Yes, No
Public Display Phone Number	This field will be pre-populated with the location administration phone submitted in either the provider or pharmacy agreement. If a different phone number should be displayed please enter it here.	Required – this field will be pre-populated with the loc_admin number from Section B of the provider or pharmacy agreement	Accepted formats: (555) 555-5555 5555555555 555-555-5555 555-555-5555 ext 5555
Sunday Hours	Daily hours of operation	Optional	Preferred format: hh:mmAM - hh:mmPM Acceptable Formats: <ul style="list-style-type: none"> • 9:00 AM- 5:00 PM • 9:00(AM)-5:00(PM) • 9AM-5:30PM • 2pm-4pm • 9a-5:05p • Closed • 24H

Monday Hours	Daily hours of operation	Optional	<p>Preferred format: hh:mmAM - hh:mmPM</p> <p>Acceptable Formats:</p> <ul style="list-style-type: none"> • 9:00 AM- 5:00 PM • 9:00(AM)-5:00(PM) • 9AM-5:30PM • 2pm-4pm • 9a-5:05p • Closed • 24H
Tuesday Hours	Daily hours of operation	Optional	<p>Preferred format: hh:mmAM - hh:mmPM</p> <p>Acceptable Formats:</p> <ul style="list-style-type: none"> • 9:00 AM- 5:00 PM • 9:00(AM)-5:00(PM) • 9AM-5:30PM • 2pm-4pm • 9a-5:05p • Closed • 24H
Wednesday Hours	Daily hours of operation	Optional	<p>Preferred format: hh:mmAM - hh:mmPM</p> <p>Acceptable Formats:</p> <ul style="list-style-type: none"> • 9:00 AM- 5:00 PM • 9:00(AM)-5:00(PM) • 9AM-5:30PM • 2pm-4pm • 9a-5:05p • Closed • 24H
Thursday Hours	Daily hours of operation	Optional	<p>Preferred format: hh:mmAM - hh:mmPM</p> <p>Acceptable Formats:</p> <ul style="list-style-type: none"> • 9:00 AM- 5:00 PM • 9:00(AM)-5:00(PM) • 9AM-5:30PM • 2pm-4pm

			<ul style="list-style-type: none"> • 9a-5:05p • Closed • 24H
Friday Hours	Daily hours of operation	Optional	<p>Preferred format: hh:mmAM - hh:mmPM</p> <p>Acceptable Formats:</p> <ul style="list-style-type: none"> • 9:00 AM- 5:00 PM • 9:00(AM)-5:00(PM) • 9AM-5:30PM • 2pm-4pm • 9a-5:05p • Closed • 24H
Saturday Hours	Daily hours of operation	Optional	<p>Preferred format: hh:mmAM - hh:mmPM</p> <p>Acceptable Formats:</p> <ul style="list-style-type: none"> • 9:00 AM- 5:00 PM • 9:00(AM)-5:00(PM) • 9AM-5:30PM • 2pm-4pm • 9a-5:05p • Closed • 24H
Web Address	Provider location URL	Optional	URL
Pre Screen Web Address	URL for Provider’s COVID-19 Vaccine eligibility screener or online appointment setting system.	Optional	URL
Insurance Accepted	Does this location accept insurance?	Optional	True/False
Walk-ins Accepted	Does this location accept walk-ins?	Optional	True/False

Notes	Notes to display administrative data for the provider location on the VaccineFinder website.	Optional	Free text field
-------	--	----------	-----------------

Appendix

Appendix A: Supply Level Reporting

Supply Level Format

While “Quantity on Hand” is a required field for COVID-19 vaccine inventory reporting, the “Supply Level” field is optional and **will not be displayed to the public on VaccineFinder at this time.**

The supply level constitutes how many days’ supply of the vaccine a provider is carrying. This field is an estimate and subjective in nature, but is helpful to inform the public of vaccine availability when vaccines are displayed on the public-facing **VaccineFinder** website, since some locations have higher traffic than others, and demand can also be regional or event based. The value will be a single digit number as follows:

- Default <Enter Low Medium or High Here>, Null: No Report
- No Supply
- Low: <24 Hour Supply
- Medium: 24–48 Hour Supply
- High: >48 Hour Supply