**LHD Transition to VASE+ Readiness Checklist**

**Summary**

This document serves as a checklist / guide as you prepare to schedule and operate clinics through the VASE+ system

**Setting up Sites and Schedules**

* Identify the sites where clinics will be hosted and the corresponding schedule for the clinics
* Gather the following information for each clinic that needs to be configured in the VASE+ system
* The ***template*** below can be used for this purpose:

|  |  |
| --- | --- |
| **Parameter** | **Value** |
| Site Name |  |
| Site Full Address |  |
| Clinic Name |  |
| Vaccine Offered |  |
| Total Planned Capacity |  |
| Start Time |  |
| End Time |  |
| Break Start Time |  |
| Break End Time |  |
| Slot Duration (minutes) |  |
| Appointments per slot |  |
| Interval between slots (mins) |  |

**Organizational Structure**

* Define the Locality Admins and Site Admins for each of your locations
* Describe the roles and responsibilities for the clinic staff
* Use the diagram below to align job functions with the corresponding user roles in VASE+ based on clinic operations



**Identify Vaccine Recipients**

* Identify the individuals you will invite to your clinic or decide if your clinic will be open scheduling to everyone.
* Confirm that the identified recipients, appointments and allocation projections are in sync
* Prepare the list of recipients and consolidate the data into the VASE+ formats for upload (Formats embedded below)

  

**Hardware Requirements**

* Plan for the number of tablets, computers, and other hardware that your site needs based on the number of staff that need equipment. This includes:
  + The number check-in desk staff needed based on the planned capacity per time slot and the time it takes to sign-in upon arrival
  + The number of vaccinators or scribes that will need a device
  + Any second dose appointment schedulers
* Delegate SMEs or Site Admins that will float around the clinic to help resolve any system related questions and issues

**Moving to VASE+**

* Delegate a POC in your organization to be the VASE+ SME prior to the move
* Request training and onboarding support from the VASE+ Support team by emailing [vase-support@vdh.virginia.gov](mailto:vase-support@vdh.virginia.gov)
* Complete training VASE+ and provide additional support if needed
* Work with the VASE+ team for the initial production setup and file uploads
* Confirm users have access to VASE+ system with the appropriate roles and permissions
* Add vaccine lot numbers into the system prior to the start of the clinic