Summary:

In this job aid, users will learn how to link a community event that was created in WebVISION with a VASE+ site. This job aid applies to Administrators, Locality Admins, Web Vision Administrators, and Clinic Schedulers. The event is created within the context of a jurisdiction (also referred to as Locality) and corresponds to the entity that is responsible for these events. The event site corresponds to the physical location where the events will be hosted. The address included for the event site will be displayed to the vaccine recipients when they create appointments at events conducted at the corresponding site. The VIIS Org Code is also captured at the event site level and is critical for data reporting to VIIS.

Add a New Community Event

To register a new clinic site, navigate to Clinic Sites from the navigation bar on the left. Then click the button in the top right corner of the page titled "New Community Event" (figure 1) .
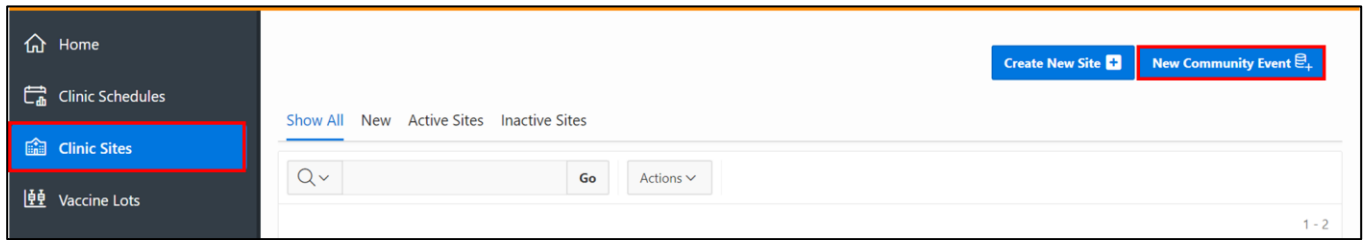

Figure 1 – Create a New Community Event

This triggers a pop-up screen (figure 2) and will auto populate with the Local Health Department (i.e., jurisdiction or locality) that the event will be associated with. The user is then required to select the corresponding district in WebVision from a dropdown list. Once selected, the user is then prompted to select the WebVision Location (site) that is corresponding with the community event. The user also has the option to select a community event start and end date to narrow the search down. Once all required fields are filled. The user will click on "Search" to find a corresponding community event.
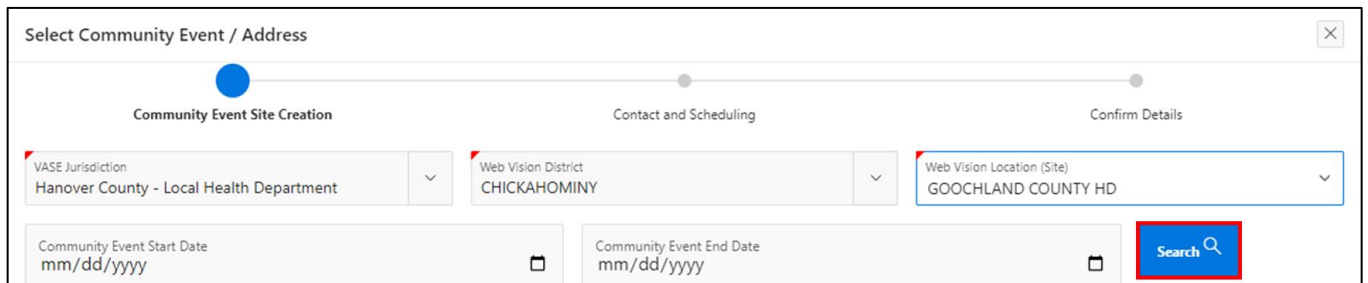

Figure 2 – Search for a Community Event

Within the same section, the user will identify the community event they are attempting to add and select it through a radio button selection

Figure 3 – Selecting a Community Event

Once the user has identified the community event they would like to add to VASE+, the next step is to enter in the "Clinic Site Details" (figure 4). This is where the physical location of the community event will be conducted. If a site exists in VASE+, selecting it from the drop-down section of "VASE Site" will provide all options available underneath the jurisdiction. The address will auto populate.

If a new site is to be created, the user shall enter in the physical address. The address will begin to auto-fill when started in the "Enter the physical address of the clinic" box.
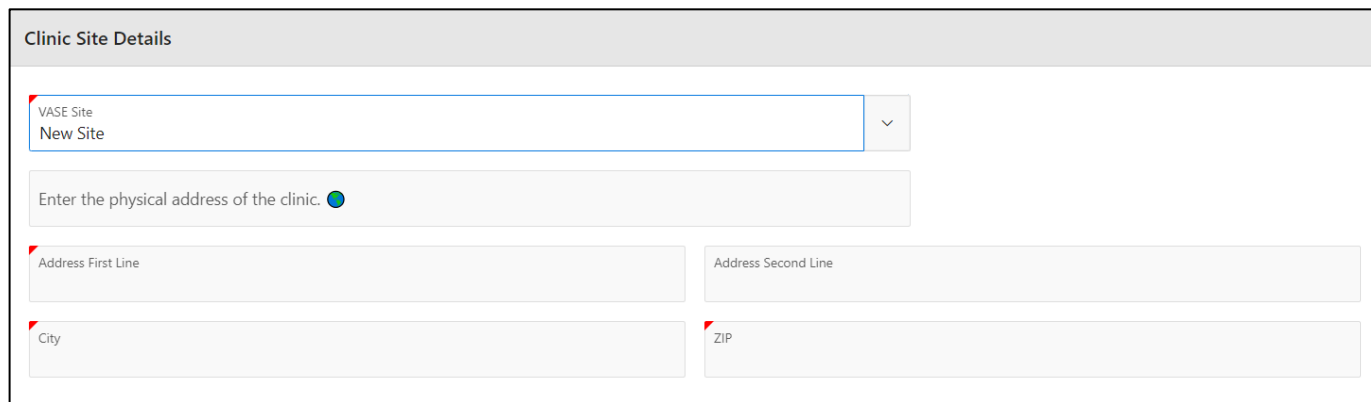

Figure 4 – Inputting Clinic Site Details

Once on the next screen, the user shall enter the Point of Contact (POC) (figure 5). This POC can be selected from existing contacts or could be entered as a new entry. The point of contact shall be the individual responsible for answer any questions regarding the community event. **NOTE: THE POC INFORMATION WILL BE VISIBLE ON EMAIL CONFIRMATIONS.**
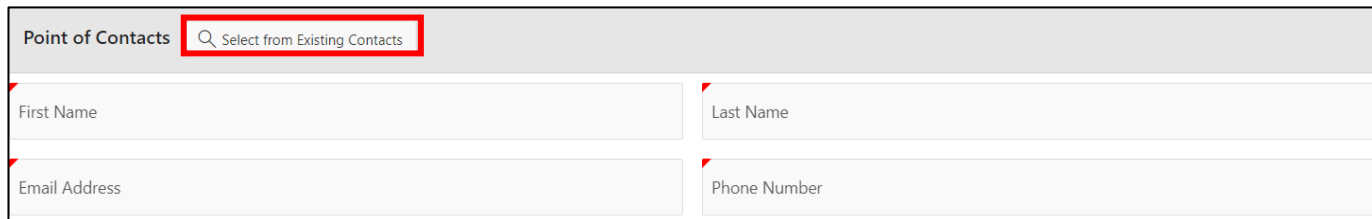

Figure 5 – Selecting a Point of Contact

The name provided to the clinic site should include a unique qualifier to distinctly identify the clinic site. ***Note: This should be a unique qualifier tied to the site itself since clinics created under this site will also include a distinct qualifier and the user will be prompted to enter a name for the clinic when creating the clinic schedule***

Scheduling Parameters (figure 6) refer to the parameters a clinic event should follow.
1. Schedule Start Time, End Time, Break Start time and Break End Time
2. Slot duration: how long a vaccination encounter should last
3. Appointments per time slot: how many individuals can be vaccinated during a vaccination slot
4. Interval between Slots: a break period between vaccination appointments
5. School-Based clinic occurring during school hours
6. Open Pod
7. Additional Information: this is any further guidelines to be provided only to individuals who sign up with an email address
8. Clinic date: the date of the community event

Figure 6 – Setting up Clinic Parameters

Once done, the user will confirm the community event details in VASE+ and then proceed to "Add Community Event" (figure 7)

Figure 7 – Reviewing and adding a community event