

VASE+ WebVISION Quick Setup Guide

This document will help provide a high-level overview of what the necessary steps are needed to ensure a Community Event is set up. For more detailed information, please refer to our job aids detailing out specifics for each scenario.

WebVISION	
Step 1 – Providers	Step 2 - Setting Up a Community Event
<ul style="list-style-type: none"> <input type="checkbox"/> Ensure that all key users have access to the WebVISION environment. <input type="checkbox"/> Ensure that all providers have been set up in WebVISION with a provider ID and a position number to avoid delays. 	<ul style="list-style-type: none"> <input type="checkbox"/> A district user is to set up a community event in WebVISION prior to accessing the VASE+ environment <input type="checkbox"/> The User shall identify: <ul style="list-style-type: none"> ○ The location of the event ○ The vaccines being offered ○ The Point of Contact ○ The lots needed <input type="checkbox"/> Community event setups require the following information (Page reference CEUORG & CEICES) <ul style="list-style-type: none"> ○ Organization (Where a community event is happening) ○ Sub Prog Code ○ Event Type ○ Event Topic ○ VDH Contact Person ○ Event Status ○ Start Date ○ <i>NEW: VASE+ Event</i> ○ Site ○ Event Setting ○ Setting Name ○ Payor Type ○ Payment Frequency <input type="checkbox"/> Inputting CE Procedure Lists under the CE Details tab (Page reference CEICPD) <ul style="list-style-type: none"> ○ Procedure Data ○ Quantity ○ Procedure Status ○ Sub Prog Code ○ Community Event ID ○ Procedure Code ○ Procedure Name

	<ul style="list-style-type: none"> ○ Price Code ○ Price Description ○ Price ○ Procedure Fee ○ Vaccine Code ○ Diagnosis Code ○ Revenue Code ○ Fund Code
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Step 3: Set Up Vaccine Lots (WebVISION):

Ensuring vaccine lots are set up prior to any vaccination event is important as it allows VASE+ to automatically pull data. Vaccine lots should be set up in page INIDLT

VASE+	
Step 1 – Setting Up Community Event Clinic	Step 2 – Manually Refreshing Lot
<ul style="list-style-type: none"> <input type="checkbox"/> A VASE+ User must have the role “WebVISION District Admin” or “WebVISION Site Admin” in order to create a Community Event in VASE+ <input type="checkbox"/> User to create Community Events under the site tab <ul style="list-style-type: none"> ○ Select VASE Jurisdiction ○ WebVISION District ○ WebVISION Location (site) <input type="checkbox"/> User inputs site information either through existing sites or adding a new site <ul style="list-style-type: none"> ○ VASE Site ○ VIIS Org Code ○ Address First Line ○ City ○ Zip <input type="checkbox"/> User inputs and creates Clinic information details <ul style="list-style-type: none"> ○ Point of Contact (Visible to the Public) ○ Scheduling Parameters <ul style="list-style-type: none"> ▪ Schedule Start Time ▪ Schedule End Time ▪ Break Start Time ▪ Break End Time ▪ Slot Duration ▪ Appointments per Time Slot ▪ Interval Between Slots 	<ul style="list-style-type: none"> <input type="checkbox"/> Under the “Edit” clinic option, the user clicks on “Refresh Lots” to ensure any additional lot added in WebVISION is transferred to VASE+ through this process

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| <ul style="list-style-type: none">▪ School-Based clinic occurring during school hours▪ Open Pod | |
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Step 3: Adding Providers and Position Numbers
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| <ul style="list-style-type: none"><input type="checkbox"/> An admin user must add all providers in VASE+ with the role of "Vaccine Administrator"<input type="checkbox"/> User then shall ensure that all Provider Position Number has been associated with an account prior to vaccination event |
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