COVID-19 Therapeutics Allocation Request

September 24, 2021



Overview

What is VAOS?

The Vaccine Allocation and Ordering System (VAOS) is a platform built for the distribution and management of the COVID-19 vaccines, COVID-19 therapeutics products, and other vaccines.

This guide gives a detailed walkthrough on accessing VAOS and instructions on how to order a COVID-19 therapeutics through VAOS.

There are two key requirements for providers who'd like to place a therapeutics order:

- Have an AmerisourceBergen account

Disclaimer



We are receiving new information and system changes frequently. We will continue to provide weekly updates to inform you of any changes.

VAOS Reminders

Keep in mind...



VAOS works best with **Chrome** as your browser.



Please **check your Spam** folder for emails from the following emails as needed:

- noreply@salesforce.com
- therapeutics@dshs.texas.gov
- <u>IdentityManagement@hhsc.state.tx.us</u>

If possible, flag these address as safe-senders to avoid emails being sent to Spam.



Regardless of the number of Providers or facility locations you are associated with, you will have **one set of login credentials**.

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Getting Started with Vaccine Allocation & Ordering System (VAOS)

Rules of the Road!

Remember...



Only the **primary and backup coordinators** will get access to VAOS. The Department of State Health Services (DSHS) will create your VAOS account. Two users per facility will have full access to VAOS. VAOS access can be requested for two users to be added as Therapeutics Coordinators, who will only be able to request COVID-19 therapeutics (and won't have access to inventory management or vaccine requests).



You can start placing COVID-19 therapeutics requests **as soon as you receive VAOS access.** You will only be able to place requests for order types you have been given access to (e.g., therapeutics providers can request therapeutics but not vaccines).



If you have questions related to therapeutics, contact the Provider Help Desk: 833-832-7068, option 0 8 a.m. to 5 p.m., Monday through Friday or email therapeutics@dshs.Texas.gov.

Steps to Obtain VAOS Access



1. Register with Amerisource Bergen

Email <u>Therapeutics@dshs.Te</u> <u>xas.gov</u> to start the process to set up an account.



2. Gain Access to VAOS

DSHS will create your account. You cannot create a VAOS account yourself.



3. Watch for an email with login credentials

Providers will receive:

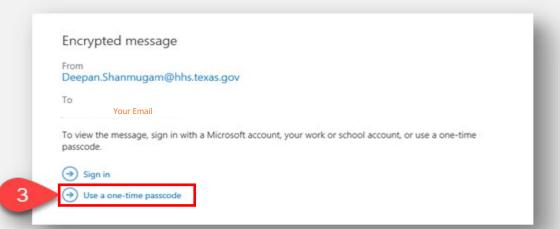
- An email from <u>IdentityManagement@hhsc.state.tx</u>

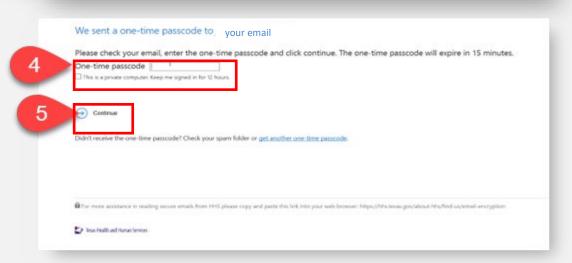
 .us with log in credentials
- An email from <u>COVID19VacMgmt@dshs.Texas.gov</u> with instructions to log into *VAOS*.

Accessing Your VAOS Account

Please contact <u>therapeutics@dshs.Texas.gov</u> with any sign on issues

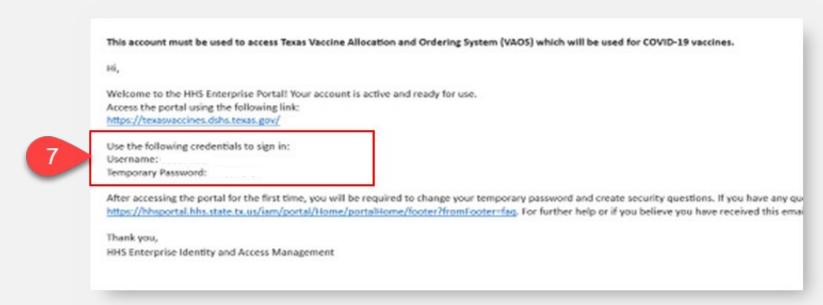
- Vaccine Coordinators and/or Therapeutics
 Coordinators will receive an encrypted email from IdentityManagement@hhsc.state.tx.us.
- 2. The email will need to be decrypted. To **decrypt the email**, select the message file and choose to open it.
- 3. You will be redirected to a web browser. From here, select **Use a one-time passcode**.
- 4. Your **temporary code** will be emailed to you.
- 5. Enter your one-time code and select **Continue.**





Accessing Your VAOS Account

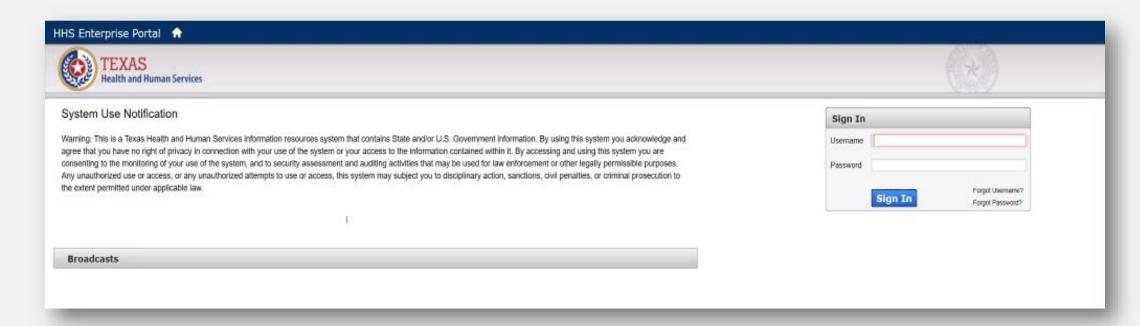
- 6. Once you select **Continue** the encrypted message will open.
- 7. The message will contain your username and a temporary password for VAOS.



8. Select the link to VAOS to be redirected to the VAOS login page.

Accessing Your VAOS Account

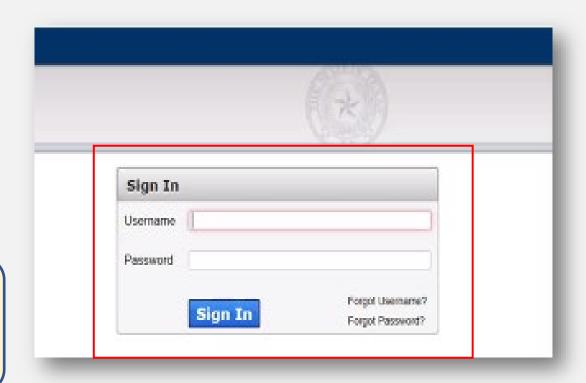
9. Use the provided **credentials** from the **encrypted email** to log in and **change the temporary password** to a password of your choosing. You will be prompted to do this.



VAOS Login

Once you've created your new password, use it to log in to your Provider portal at https://texasvaccines.dshs.tex as.gov

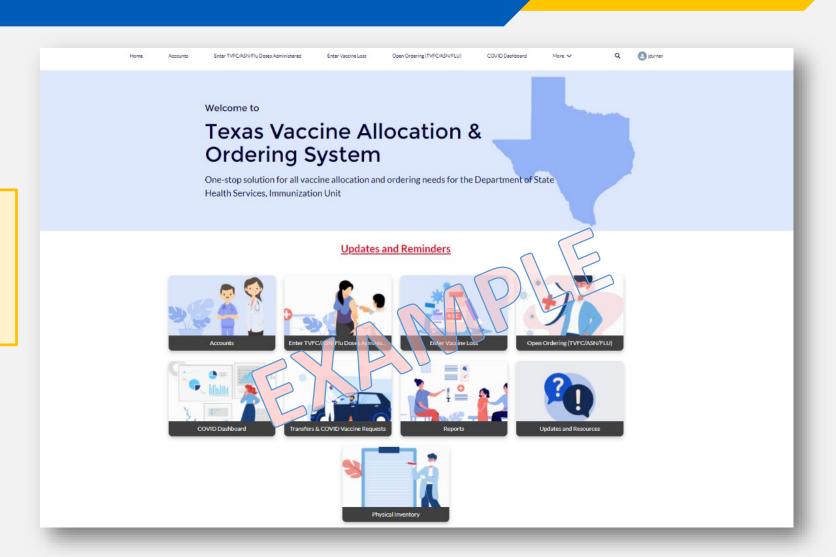
Note: You may be required to complete a captcha. Simply solve the math problem and select Enter.



VAOS Home Page

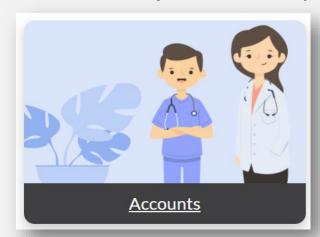
After logging in, you'll reach the home page.

Note! Depending on your login access and system updates, your home page might look different than the example to the right.



VAOS Home Page Modules

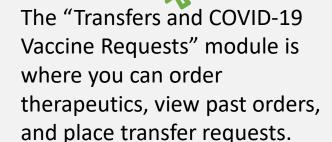
Therapeutic coordinators will utilize *three modules* within VAOS. You can select each of the modules on your home page to view different information or perform different tasks.

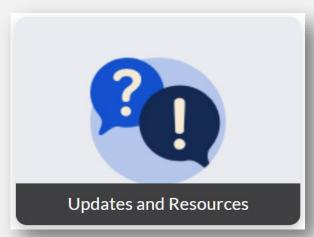




The Account module is where you can upload your monthly temperature log.









The Updates and Resources module is where you will find resources for navigating VAOS, an outline of the most recent system updates, and contact information.

How to Place a COVID-19 Therapeutics Order in VAOS

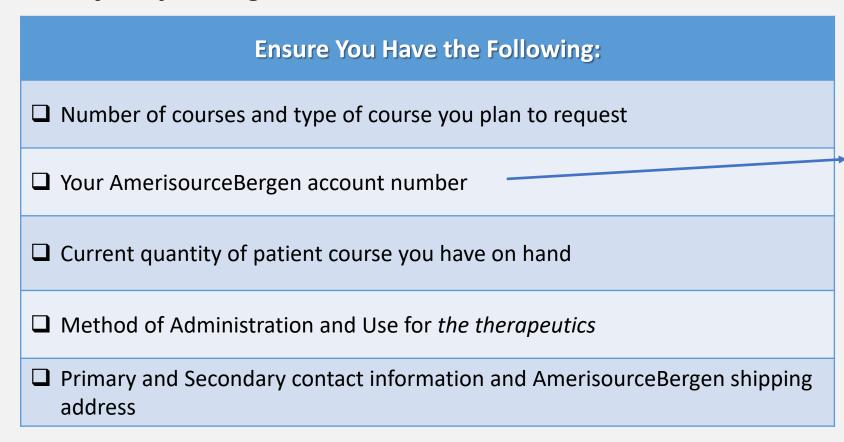
Product Availability

Providers can request COVID-19 mAB Therapeutics by patient course:

- **REGEN-COV™** (*casirivimab/imdevimab*; manufactured by Regeneron)
 - Must be ordered in multiples of 12 patient courses
- Bam/Ete (bamlanivimab/etesevimab; manufactured by Eli Lilly)
 - Must be ordered in multiples of 10 patient courses

Order Request Checklist

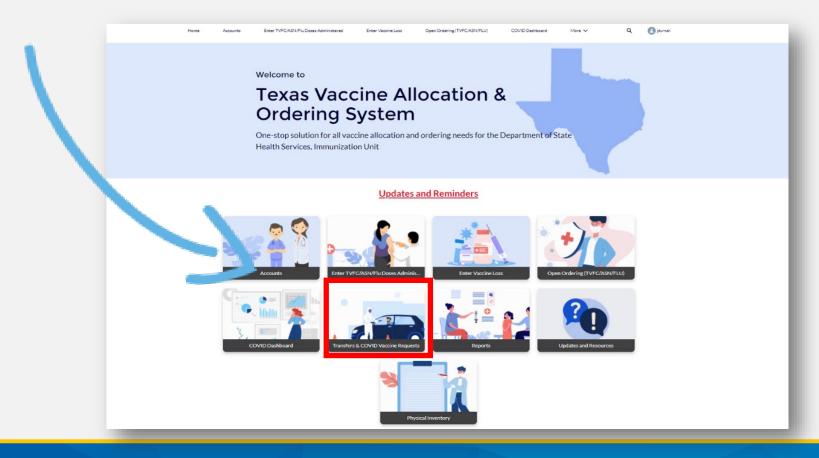
Before you begin...



You will need an AmerisourceBergen account to order any therapeutics through VAOS. You can contact therapeutics@dshs.Texas.gov to learn more about creating an account

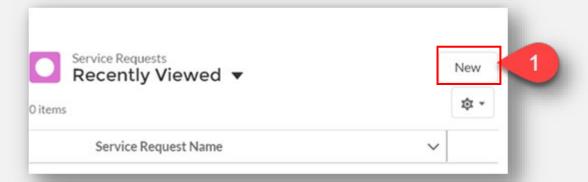
Navigate to the VAOS Provider Portal

- 1. Log into VAOS at https://texasvaccines.dshs.texas.gov/ and
- 2. Navigate to the Transfers & COVID Vaccine Requests tab.

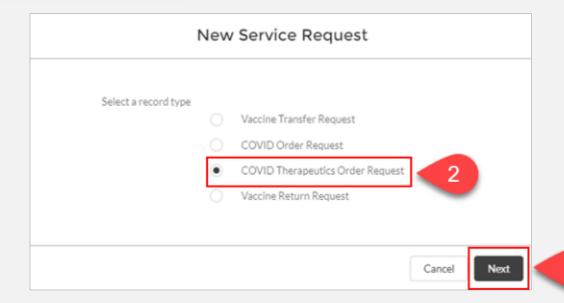


Create New COVID Therapeutics Order Request

From the service request form select
 New.

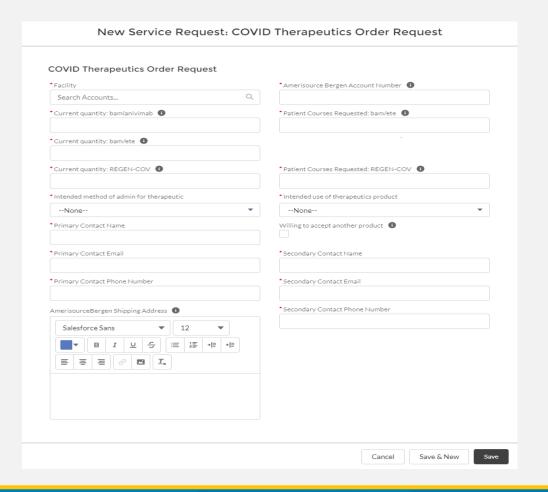


- From the New Service
 Request pop up box.
 Select COVID Therapeutics
 Order Request.
- 3. Select Next.



Fill out all required fields in the "New Service Request" form.

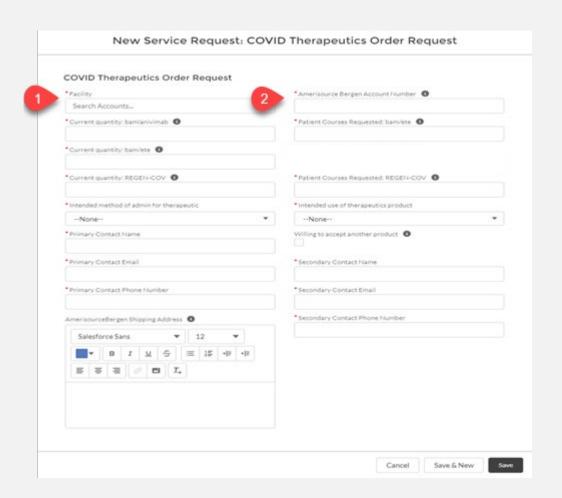
Field Title	Meaning
Current quantity	Enter the number of courses you currently have on hand
Courses requested	Enter the number of courses you would like to order
AmerisourceBergen Account Number	Input your AmerisourceBergen account information (It's required to order therapeutics)
Intended Method of Admin	Choose your method of administration
Intended use of the therapeutics product	Choose the intended use of the product
Contact Information	Fill out primary and secondary contact information
AmerisourceBergen Shipping Address	Input the shipping address that is in your AmerisourceBergen account
Certify ImmTrac2 reporting within 24 hours	Check this box to confirm that you agree to report administered doses to ImmTrac2 within 24 hours



1. Enter facility information

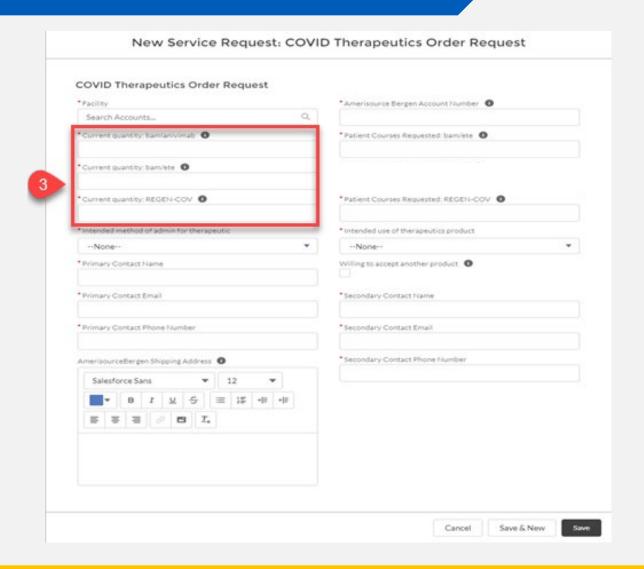
Enter AmerisourceBergen Account number (9 digit number starting with 100)

Remember! You will need an AmerisourceBergen account to order any therapeutics through VAOS. You can contact therapeutics@dshs.Texas.gov to learn more about creating an account



3. Enter estimated **number of patient courses** on hand for each treatment.

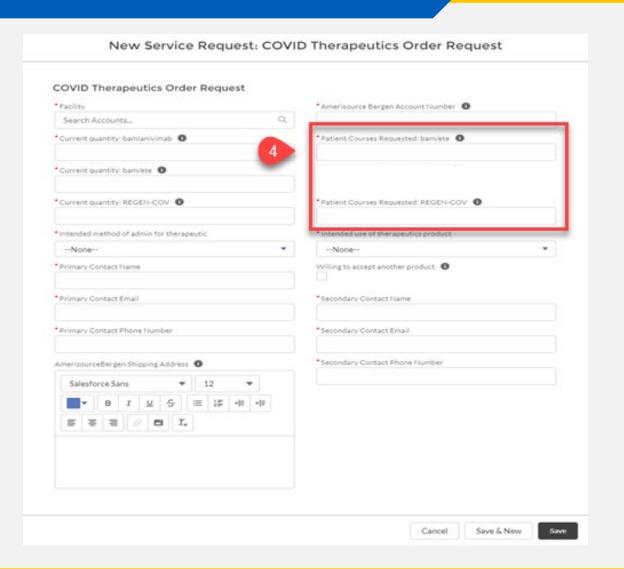
Please enter "0" if you do not have any courses on hand



4. Enter the **number of patient courses** you would like to order for each treatment.

Input "0" if you don't want to order a certain patient course.

Remember! Bam/Ete must be ordered in multiples of 10 patient courses and REGEN-COV must be ordered in multiples of 12 patient courses

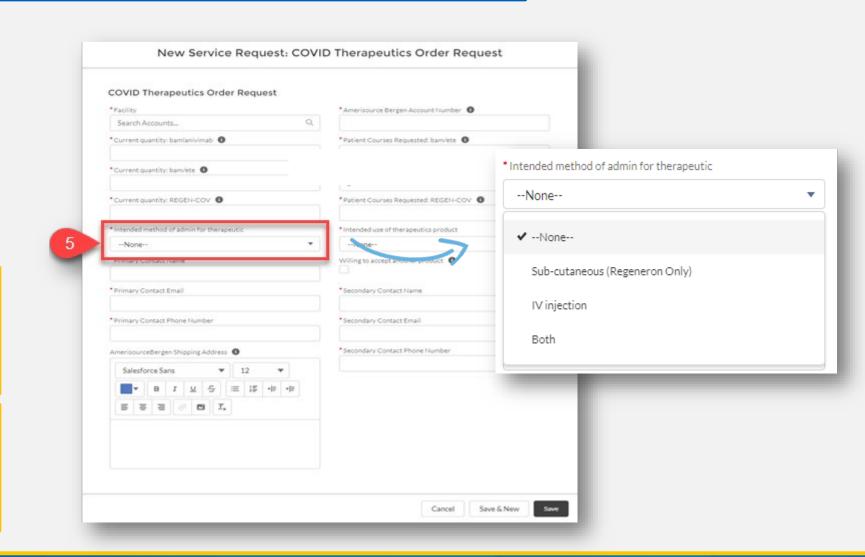


5. Select from the dropdown options the "Intended method of admin for therapeutic"

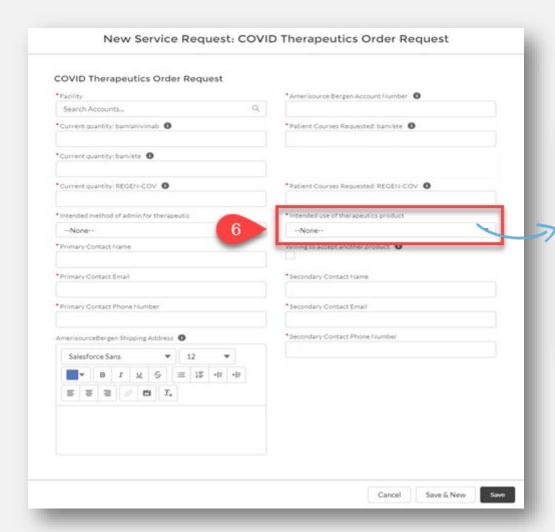
For providers that select administer "IV Injections" for therapeutics, you will be able to order REGEN-COV & Bam/Ete

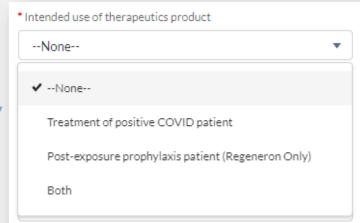
"Sub-cutaneous" for therapeutics, you will only be able to order REGEN-COV

For providers that select administer "Both" for therapeutics, you will be able to order REGEN-COV & Bam/Ete



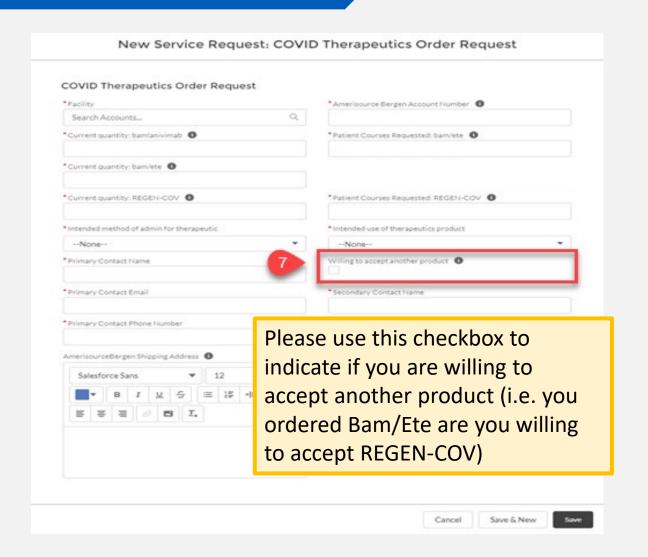
6. Select from the dropdown the "Intended use of therapeutics product"



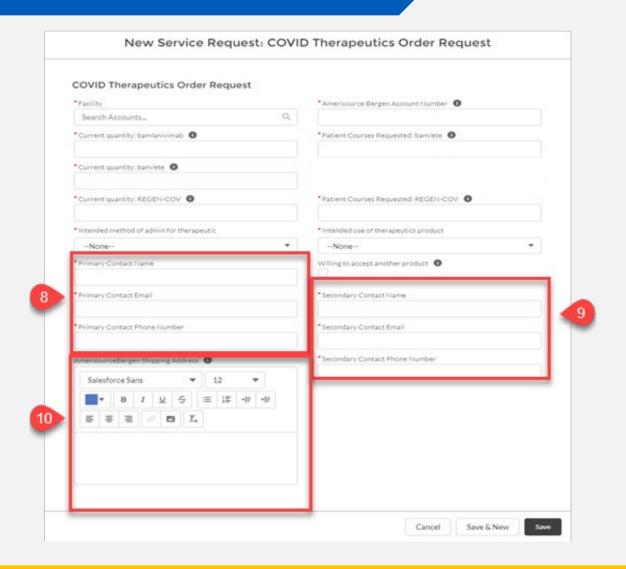


7. Select if you are "willing to accept another product"

Remember! If you select Subcutaneous, then you can only order *REGEN-COV*, so this box will not be available



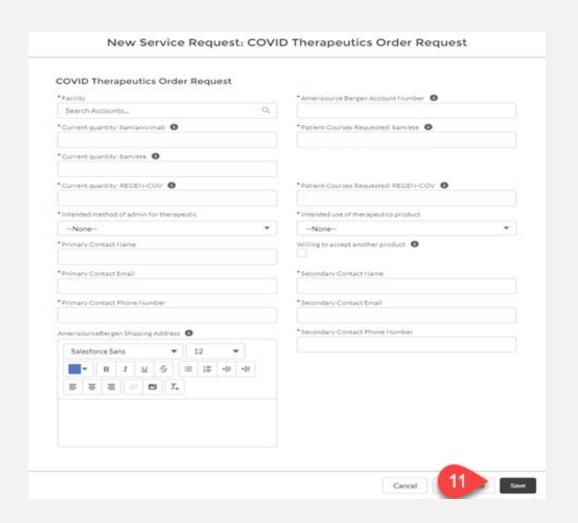
- 8. Enter in "Primary Contact information".
- 9. Enter in "Secondary Contact information".
- 10. Input your "AmerisourceBergen Shipping Address." The shipping address you list in the therapeutic order request form MUST be the same as your AmerisourceBergen shipping address



11. Select **Save** to submit your order request.

You will receive a pop-up confirmation that the Service Request was created.





Review Service Request Information

If you need to confirm/edit any information submitted in your order request, you can review Service Request information by selecting **Therapeutics Order Request** from the VAOS homepage.

Note: the default here will be **Recently Viewed.** Select **Order Requests** to see all your service requests.



Shipment Notification Email

Providers will receive an email regarding their therapeutics shipment from AmerisourceBergen c19therapies@amerisourcebergen.com.

At this time, VAOS will not reflect any approval or shipment information regarding therapeutics allocation requests or orders.



Therapeutic Ordering Timeline

Providers may enter requests at any time

Mondays

DSHS will pull provider requests at end of day to begin the allocation process.

Providers cannot update or edit requests after 5pm CST.

HHS will announce state distribution amounts every Monday

Wednesdays

Weekly HHS Teletracking must be done by then. US HHS will take its snapshot of provider mAb use, which will feed into Texas's future allocations from HHS.

Fridays

The state must enter all orders for the state by end of day.

Following Week

Allocation shipments will be received.

Providers will receive an email from ABC when their order is shipped





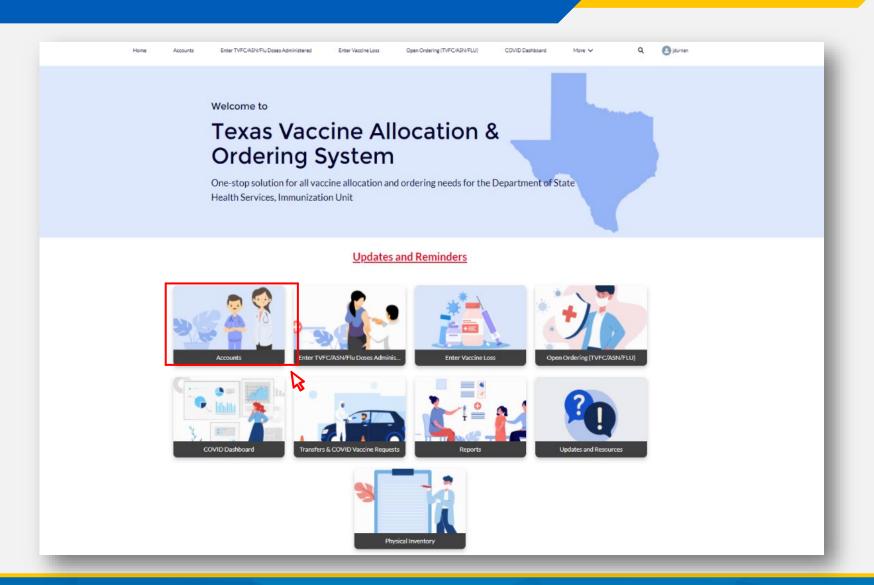




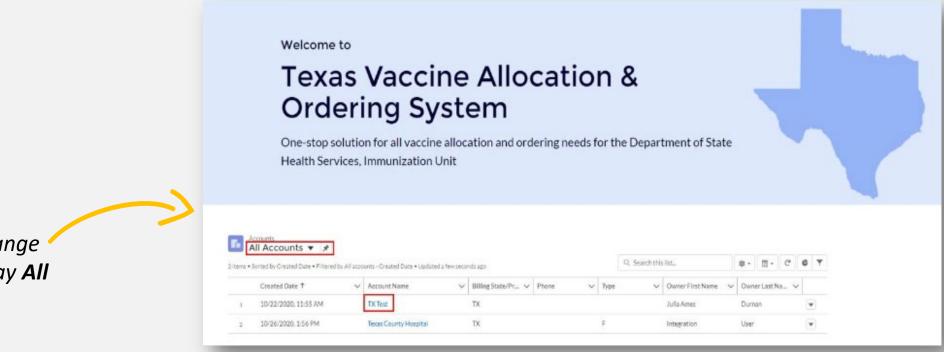


Remember! Shipments will arrive throughout the week. Shipments will only arrive on weekdays.

1. On the home page, select **Accounts**.



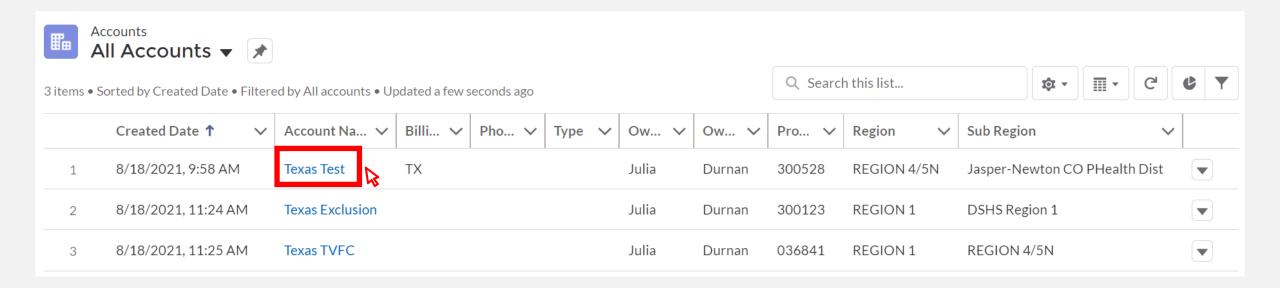
2. The default view in VAOS is "Recently Viewed." To view your account(s), you'll need to select **All Accounts** from the dropdown menu.



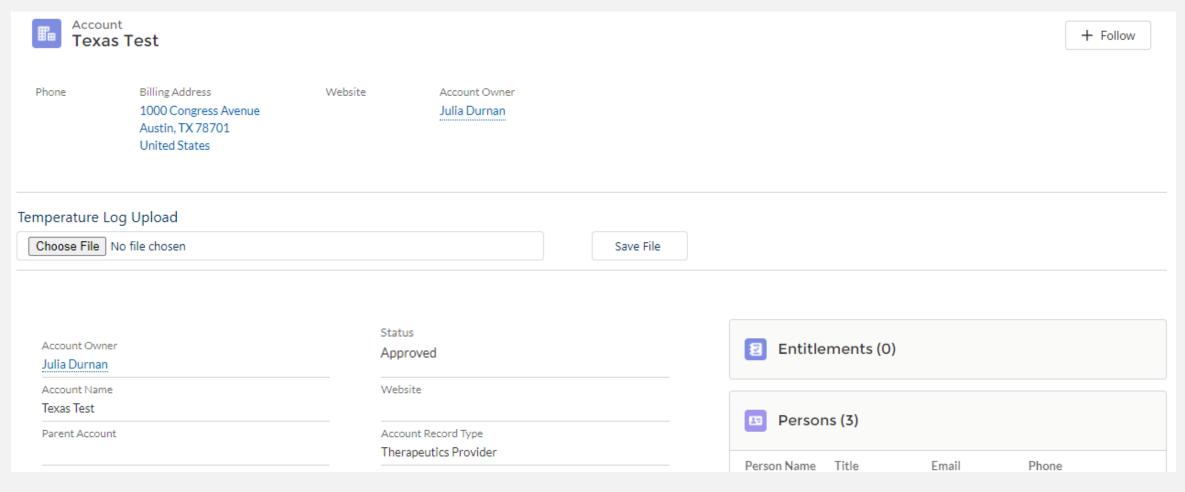
Make sure you change this dropdown to say All

Accounts!

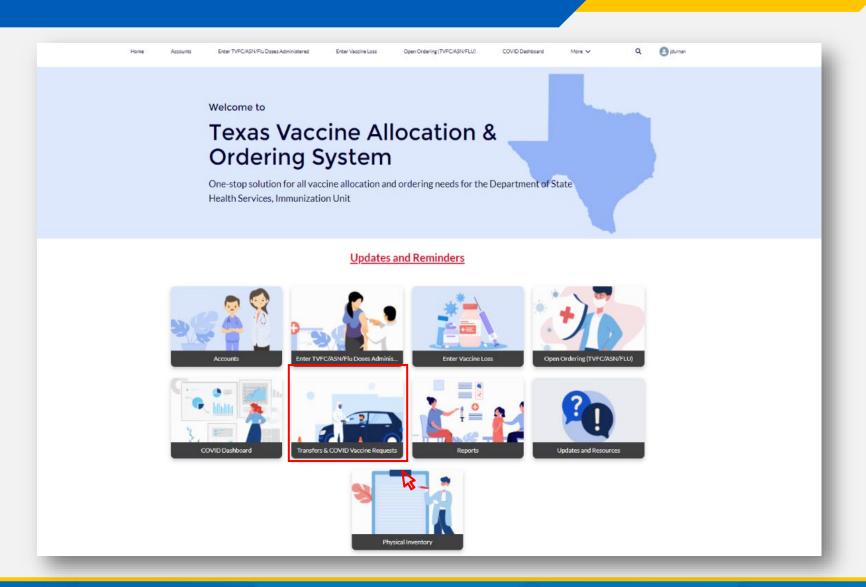
3. Select the account you'd like to view or edit information for



4. Here, you can view and edit your account information.

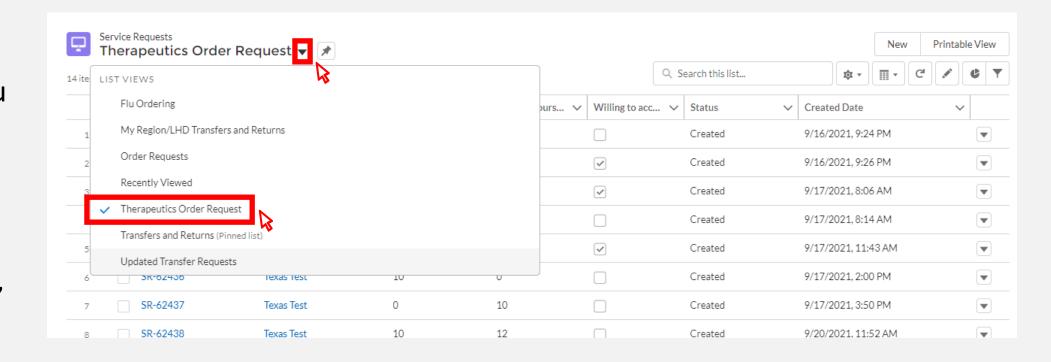


1. On the home page, select Vaccine Requests and Transfers.

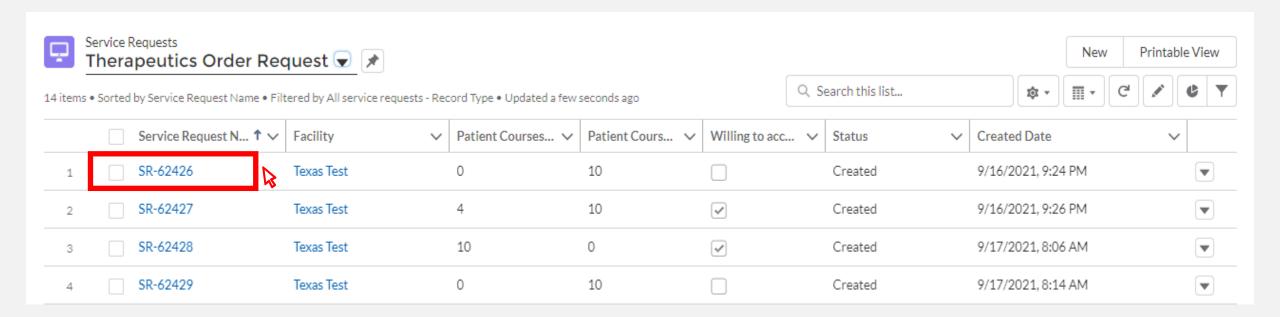


2. Open the dropdown menu

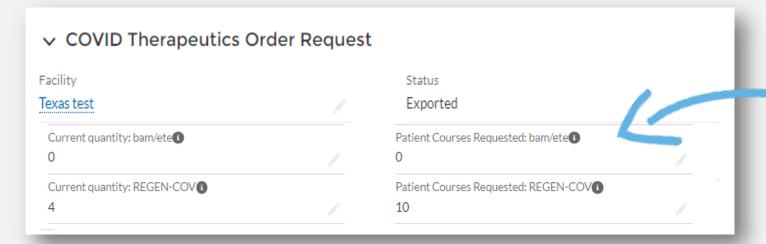
3. Select"TherapeuticsOrder Requests"



4. On this screen, you can view your past orders. Select the order you'd like to view or edit.



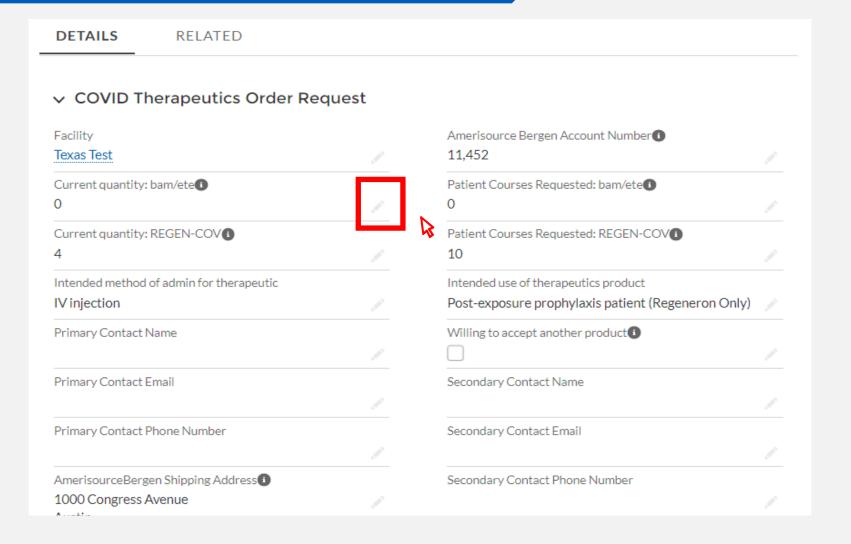
Viewing Order Status



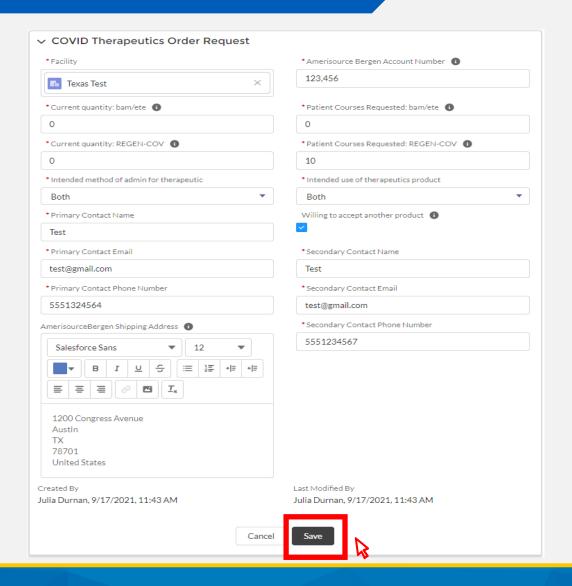
Once your status is classified as "Exported" in VAOS, you will not be able to modify, cancel, or return the order.

Edit Service Requests

5. Here, you can view your order requests. You can also edit your requests with the pencil icon on the right of the field you'd like to edit.



6. Once your done editing your service request, select save



Questions?

Contact therapeutics@dshs.Texas.gov

