

Questions and Answers
2009 H1N1 Vaccine Doses Administered Campaign Using CDC's Countermeasure and Response Administration (CRA) System

This document is intended to assist Project Area Points of Contact to understand their role and responsibilities as users of the CRA application during the 2009 H1N1 Vaccine Doses Administration Campaign. The information is also useful for other staff members and volunteers participating in the CRA H1N1 response activities.

Q1. What are the responsibilities for the PHA and DES users?

A1. The Public Health Administrator (PHA) is assigned to the jurisdiction and has access to all the data in the jurisdiction. The PHA can add users and organizations and assign them to an event. PHAs may also add optional fields and is responsible for entering setup information and data entry on tasks. The PHA is responsible for confirming counts at the Project Area level and reporting that information to CDC.

The Data Entry Specialist (DES) is assigned to the organization by the PHA and has access only to the assigned organization(s). The DES is responsible for entering provider level aggregate count information into CRA.

Q2. What is a Data Entry Specialist Lite (DESLite) and what are their responsibilities?

A2. The CRA application has been enhanced to allow Data Entry Specialist Lite (DESLite) users access to the system without the use of a Secure Data Network (SDN) digital certificate. Waiving the need for an SDN digital certificate allows Option 2 and Option 3 DESLite users to access CRA with a username and password. DESLite users have access to a limited number of product features. This type of access allows the ability to report aggregate counts, add patients and patient countermeasures, view patients and countermeasures added only during the current session and add group countermeasures. With a username and password access, DESLite users can view information entered during the current session **only**. DESLite Users cannot search for and view patient-level data after it has been entered into the system or access other information entered during previous sessions. No other features are available, including the ability to search for and view type of data or view/run reports.

Q3. Which role should I assign my secondary Point of Contact (POC) to confirm the data in CRA?

A3. Project Area Public Health Administrators (PHAs) may assign one or several secondary POCs for the H1N1 vaccine doses administered campaign. The PHA will want to assign his/her secondary POC the **Public Health Administrator** role so they can enter aggregate counts and confirm the data. The PHA can add the secondary user to the CRA application from the navigation pane menu and click on **System Set Up > New User**. It is important that all individuals who will be accessing web-based CRA have an active SDN

digital certificate. Once you add your new user, please contact the PHIN Help Desk at PHINTech@cdc.gov or (800) 532-9929 to request a digital certificate.

Q4. Are GIS maps from the CRA application available for Option 2 users?

A4. Yes, GIS maps are available for Option 2 users if they are entering data at the provider (organization) level; they can produce a KML file for a map. At this time, CRA cannot generate useful maps for the Option 2 users entering data at the state level because the data is not detailed. GIS maps are also available for Option 3 users as the detailed or organization level data that is entered into CRA can be used to generate maps. CDC welcomes any ideas from Project Areas of what other maps and map options they would like to see and CRA can work on having these features added in the future.

Q5. What is the reporting deadline to submit data?

A5. Each Project Area is responsible for submitting counts for each reporting period based on the MMWR week (Sunday through Saturday). The reporting deadline is end of day (11:59 pm local time for the reporting jurisdiction) on the Tuesday following the end of the reporting period.

Q6. How do I report vaccine type? Should I report specific vaccine types (injectable, nasal, etc.) or is there an all formulations code?

A6. Option 1 users should use primary code 128 for any formulation of H1N1 vaccine administered to report aggregated age group and dose number. Option 2 users should use vaccine type Novel Influenza-H1N1-09, all formulations. For Option 3 users, all vaccine types may be used to track vaccine doses administered.

Q7. I am the PHA from an Option 2 state and cannot find the H1N1 event in CRA. How do I find it?

A7. The Project Area PHA and staff need to determine how data will be entered into CRA from their Project Area: 1) PHA will enter and confirm counts at the Project Area level only; or 2) Data is submitted at the provider level and confirmed at the Project Area level.

- If aggregate data is entered and confirmed at the Project Area level only, you are likely accessing the CRA application via Enter Aggregate Counts which is to be used by clinics or organizations for aggregate count data entry. You will need to go to Data Collection and click Confirm Aggregate Report to enter and submit counts to CDC.
- If confirming counts that were entered at the clinic/provider level, you will need to ensure that you have associated your clinics/organizations to the H1N1 event. If the clinic is not associated with the H1N1 event, it will not display when the DES logs in to enter counts. To assign a clinic/organization to the event, the PHA will need to go into System Setup and assign the clinic to the H1N1 event.

Q8. How long will Project Areas be required to report aggregate counts of vaccine doses administered for H1N1?

A8. As of now, the date for halting doses administered activities has not been determined, but CDC will inform Project Areas when a date or timeframe has been decided.

For the H1N1 event, CDC has asked Project Areas to collect and report H1N1 vaccine doses administered as a critical component of safety and to ensure that targeted age groups are reached. Other systems traditionally used during seasonal influenza to assess coverage will also be running in parallel.

As we move through the vaccine campaign those systems will become more and more accurate and we will eventually move to statistical methods for assessing vaccine coverage.

Q9. Are we required to report regular seasonal flu vaccines in addition to the H1N1 vaccine doses administered?

A9. No, CDC is **only** interested in the Novel Influenza-H1N1-09 vaccine. However, if your Project Area is interested for state purposes in tracking aggregate doses administered for seasonal influenza, you may set up an event to do so.

Q10. I am the PHA at an Option 2 Project Area. Should I submit counts for doses administered for each reporting facility separately or should I aggregate the counts for all facilities for my Project Area?

A10. Each Project Area sending in data to the CRA system is responsible for submitting counts for each reporting period that aggregates all the doses administered for all clinics in the jurisdiction by age group and dose number. For Option 2 Project Areas, aggregate counts may be entered either at the provider or Project Area level, and then confirmed at the Project Area level.

Q11: How can I access materials from past webinars on the CRA webpage?

A11. You can access materials from past CRA H1N1 webinars on the CRA webpage by visiting <http://www.cdc.gov/phinf/activities/applications-services/cra/h1n1response.html>. Information from past webinars along with additional H1N1 preparation resources are located under Supporting Information.

Q12: How can I obtain a SDN digital certificate?

A12. Based on the sensitive nature of the information contained within CRA and the necessary security requirements to protect it, each user must have a digital certificate to access the CDC deployed CRA system. Digital certificates are assigned to individuals and must be installed on the computer used to access CRA (DESL users can access CRA without a certificate, however, users log in to the system with a username and password).

However, certificates can be exported and moved to other computers the individual may use. Administrator rights are required to install the digital certificate. To apply for a digital certificate, contact the PHIN Help Desk at PHINTech@cdc.gov or (800) 532-9929.

If you currently have a digital certificate used to access another CDC application, you do not need to reapply for a certificate. You may apply for the CRA activity by visiting the SDN home page at <https://sdn.cdc.gov>, and clicking on the “Request Additional Activities” link in the left pane of the Web page. A request for the Countermeasure and Response Administration Activity can be selected from a drop down menu on that page.

Q13. Where can I find the vaccine information statements for the H1N1 vaccine?

A13. Vaccine Information Statements on the H1N1 vaccine are available on the web at <http://immunize.org> and at <http://www.cdc.gov/h1n1flu/vaccination/general.htm>. You can download and print Influenza, H1N1 Inactivated and Influenza, H1N1 Live Intranasal (LAIV) statements.

Q14. How do I account for the aggregate counts reported from providers using other reporting methods such as specific provider forms, web portals, etc. in the total doses administered in my Project Area?

A14. CDC understands that there may be a number of methods employed by providers within the Project Areas to collect and submit data to the state. This is especially true for providers who ordinarily do not report influenza vaccinations. Whatever reporting method used for this, it is important that these data are included in the total doses administered aggregate counts for the Project Area. Project Areas using Option 1 users may add these counts manually into their data file prior to sending to CDC. Option 2 and 3 users may add this information to the system generated count via the CRA Option 2 or 3 screen at the Project Area level prior to confirming their counts.

Q15. How can I access the CRA application demonstration site?

A15. To access the CRA application demonstration site go to <http://crademo.cdc.gov/cra/main.faces>. If you do not have PHA and DES login/password information, contact the PHIN Help Desk at PHINTech@cdc.gov or (800) 532-9929, 8AM-8PM EST.

Q16. I am with a local health department and want to know how to report H1N1 vaccine doses administered in my area. Who do I report vaccine doses administered to?

A16. The local health department needs to contact their Project Area CRA POC for information on state processes for reporting aggregate doses administered within their Project Area. Contact the CRA Help Desk at CRAHelp@cdc.gov to help identify the CRA POC for your Project Area.