

# **Hospital Smallpox Vaccination Monitoring System Quick Start Guide**

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# HSVMS Quick-Start Guide

This guide is intended to provide users of HSVMS with basic “quick-start” instruction on accessing and using HSVMS. More extensive instruction can be found in the downloadable HSVMS manual available at

<http://www.bt.cdc.gov/agent/smallpox/vaccination/HSVMS/>

Please feel free to call HSVMS Support at 1-800-893-0485 or email [HSVMSsupport@cdc.gov](mailto:HSVMSsupport@cdc.gov) with any questions or concerns you might have.

## A. Enrolling in HSVMS

The first thing you will need to do is to register and identify your facility with the HSVMS website. This is a simple procedure comprised of two essential steps.

### 1. Enroll your facility and users with HSVMS.

You must first register your facility and users with the system at the HSVMS Enrollment site located at the URL [www.bt.cdc.gov/agent/smallpox/vaccination/HSVMS](http://www.bt.cdc.gov/agent/smallpox/vaccination/HSVMS). You will be asked to enter some facility and user information into a secure web screen including a facility password that you will create. Choose a facility password that you will be likely to remember easily as each authorized user at your facility will need it every time he or she wants to access HSVMS. You will be able to register up to 5 users with HSVMS.

### 2. Obtain a digital certificate if you do not already have one or request access to HSVMS if you do.

Second, you will need to apply for and install a **digital certificate** (if you do not already have one) from the CDC Secure Data Network's certificate application page at <https://ca.cdc.gov>. The password to access the digital certificate application is **!cdc\_sdn\_apply!** (including the exclamation points). This certificate must be installed on the computer (or computers) from which users intend to access HSVMS services.

*Before you apply For a digital certificate, We recommend that you alert your network or IT support personnel that you are planning to obtain a digital certificate for your computer.*

*Please review the [Digital Certificate Technical Support](#) section of this document for system requirements and preliminary procedures.*

**If you already have a digital certificate**, you will need to request access to HSVMS through the CDC's Secure Data Network at <https://sdn.cdc.gov>.

1. After issuing your challenge phrase, select "Request Additional Activities.
2. Click on "Smallpox Vaccination Program" in the program list and the relevant activity list will load in the lower frame.
3. Click on "Hospital Smallpox Vaccination Monitoring (HSVMS)" in the Activity list and click on the "add" button. Do not select any other option.
4. Click on the "Request Activities" button

Exit the website. You will receive email notification that your request has been approved and you will then be able to log on to HSVMS.

*Without a digital certificate you will not be able to use the HSVMS system even if you have registered with it. If you are registered with HSVMS and already have a digital certificate you will still be unable to use the system until you have also requested access!*

For more detailed, step-by-step instructions regarding the procedure to obtain your digital certificate or to add access to HSVMS to your existing digital certificate consult the SDN Online Help Document available at

<https://ca.cdc.gov/sdncode/sdnapp/doc/EndUserIE.htm>.

For more information on how to enroll, please visit:

<http://www.bt.cdc.gov/agent/smallpox/vaccination/hsvms/index.asp>

If you have any questions about HSVMS enrollment, please call:

1-800-893-0485 or 404-498-1250 or email us at

[HSVMSenroll@cdc.gov](mailto:HSVMSenroll@cdc.gov). If you have any questions about SDN enrollment, please call 1-800-532-9929 or 404-498-2110.

## **B. Accessing HSVMS**

After your facility and appropriate users are enrolled in HSVMS and either a digital certificate has been installed on the necessary computers or access to HSVMS has been added to an existing digital certificate, you are ready to log on to HSVMS.

1. Access the CDC Secure Data Network page at <https://sdn.cdc.gov>.
2. Enter the challenge phrase you created during the digital certificate application.
3. Enter the facility password you created during the HSVMS enrollment process.
4. You will then be logged on to the HSVMS main menu.

# **C. HSVMS Basic Usage**

## **Summary**

Once you have successfully accessed the HSVMS main menu, you can select from several options:

1. **Enter information about a new healthcare worker.**
2. **Enter or examine follow-up information about a previously entered healthcare worker.**
3. **Access the enrollment form to change or modify information about your facility or registered users.**
4. **View and print reports.**
5. **Download your data.**
6. **Search the database by selected variables.**
7. **Download or print HSVMS forms.**

*Please note that if you are working in HSVMS and have a period of inactivity, you will be "timed out" of the application and you will be asked to login again. Follow the directions on the screen to continue working in HSVMS. You may be asked to enter your challenge phrase.*

### **1. Enter Information about a new healthcare worker**

The initial data entry process is simple. From the HSVMS main menu, click on "Enter New Healthcare Worker". A healthcare worker is entered into the system by recording basic information including **vaccination number** (PVN or state equivalent number), date of vaccination, occupation, and work location within the hospital. These data fields need to be entered once for each worker.

*REMEMBER: Each time data is entered into the application, click on "Save Data" when you are finished!*

### **2. Enter or examine follow-up information about a previously entered healthcare worker**

Select this option update a vaccinee's record to include data collected at each daily assessment (e.g., condition of the vaccination site, integrity of the dressing covering the vaccination site, symptoms reported by the worker, and lost work days). Click on the worker's vaccination number to display the "Adverse Event Monitoring Form" where you can enter new information. This procedure should be

completed every time you follow-up on a worker. If follow-up information is collected by phone and without a physical examination of the vaccination site, please be sure to check "by phone" as the information collection method. The only questions which are required for a telephone follow-up concern work days lost and symptoms reported by the vaccinee.

Through this function, HSVMS also can facilitate the collection of information needed for other smallpox-related activities such as work days lost and vaccine take.

Data concerning vaccinee work days lost can be obtained through the data entered into the "Adverse Events Monitoring" section.

*REMEMBER: Each time data is entered into the application, click on "Save Data" when you are finished!*

### **3. Access your enrollment form to change or modify your enrollment information and add or delete users**

With this function, you can view the enrollment data you have provided to HSVMS to correct, modify, or change it including the addition or subtraction of users registered to use the system. Please refer to the enrollment instructions for information about how to revise this form.

*REMEMBER: Each time data is entered into the application, click on "Save Data" when you are finished!*

### **4. View and Print Reports**

Data screens in HSVMS can be printed either prior to data entry or after the collected information is entered. To print any HSVMS data screen, simply go the screen you want to print, select "File" from the far left of the Windows toolbar and then select "Print".

By using the report viewing function, you will be able to print reports generated by basic analysis tools that will turn your raw data into aggregate information. Report capabilities include:

- Summary of site care for all vaccinated healthcare workers
- Summary of physical findings for all vaccinated healthcare workers
- Summary of symptoms for all vaccinated healthcare workers

- Line listing of vaccine “takes” to identify fully immunized healthcare workers

To print a report, simply go the screen you want to print, select "File" from the far left of the Windows toolbar and then select "Print".

## **5. Download your data**

You can use this function to download your data to a local computer in a variety of formats.

## **6. Search the database using selected variables**

HSVMS allows you to search the database based on a variety of possible variables which you may select to retrieve the information you need.

## **7. Print or download forms**

From the main menu you may download or print a demographic form and an adverse events monitoring form for use with HSVMS data.