

# COVID-19 Vaccine Risk Factor Portal

## User Guide

### Overview:

- This User Guide covers two major functions of the Portal:
  - Vaccine Risk Factor Function
  - Vaccine Request and Allocation Function **(NEW)**

### Access to the Vaccine Risk Factor Portal:

- Please click or copy the following URL to access Vaccine Risk Factor Portal: <https://vaccineriskfactor.drugplan.ehealthsask.ca>
- The recommended browser is Chrome

### New information in this document:

- **NEW:** For Vaccine Request and Allocation steps, please click [here](#).

**Looking for help with the system? Here is a quick way to decide who to contact:**

Type of Issue	Who to call
Login or Password Issue	CGI Help Desk 1-800-667-6080 or 306 761-4286
Risk Factor entry errors	Call Client Services Unit at 306-787-3317 (Regina) or 1-800-667-7581 (toll free)
Vaccine Request and Allocation related issue	dpebimmunizations@health.gov.sk.ca

## Vaccine Risk Factor Portal Function

The patient's vaccine risk factor must be entered through the portal **before** the vaccine claim is submitted to the Drug Plan for adjudication.

### Step 1:

Enter User Name and Password. Click Login.

The screenshot shows the 'Vaccine Risk Factor' login page. At the top is a green header with the Government of Saskatchewan logo, 'SASKATCHEWAN DRUG PLAN', and a 'CONTACT US' link. Below the header, the page title is 'Vaccine Risk Factor'. A 'Please Note' section states that the web server and personal health information are the property of the Government of Saskatchewan and that access is strictly prohibited without written authorization. The login form is titled 'Login: Vaccine Risk Factor' and contains two input fields: 'Username' and 'Password', each with a corresponding icon (a person and a key). A green 'Login' button is positioned below the fields. At the bottom of the page, a copyright notice reads 'Copyright © 2021 - Government of Saskatchewan: Drug Plan and Extended Benefits Branch'.

### Step 2:

Click Register Patient.

The screenshot shows the 'Vaccine Risk Factor Application' page. The green header includes the Government of Saskatchewan logo, 'SASKATCHEWAN DRUG PLAN', and links for 'CONTACT US', 'FAQ', and 'LOG OUT'. On the left, a 'Main Menu' is visible with 'Register Patient' highlighted by a red circle. The page title is 'Vaccine Risk Factor Application', and the user ID 'DPEBTEST' is displayed in the top right. Below the title, there is a 'Vaccine Risk Factor Home:' section. A 'Please Note' section states that personal health information is the property of the Government of Saskatchewan and that access is strictly prohibited without written authorization. The page also includes a copyright notice at the bottom.

### Step 3:

Enter HSN and press Search.

The screenshot shows the 'Vaccine Risk Factor Application' interface. At the top, there's a green header with the Government of Saskatchewan logo and 'SASKATCHEWAN DRUG PLAN'. Navigation links include 'CONTACT US', 'FAQ', and 'LOG OUT'. A sidebar on the left has 'Main Menu' and 'Register Patient'. The main content area is titled 'Vaccine Risk Factor Application' and 'New Registration:'. It features an 'HSN' input field and a green 'Search' button, both of which are circled in red. The user ID 'DPEBTEST' and a 'Home' button are visible in the top right.

### Step 4

Confirm the patient's name, address and date of birth that appears is correct.

This screenshot shows the patient details section of the 'New Registration' form. The patient's name 'JOE SMITH' is displayed. Below it, the 'HSN' field is empty, and the 'Address' is 'GEN DEL ESTEVAN'. The 'DOB' is '1920/05/01'. This entire section is circled in red. To the right, there are labels for 'Enter', 'Effective', and 'Select a'.

### Step 5:

Enter Vaccine Risk Factor effective date (i.e. date of service) using the calendar:

- The effective date cannot be future dated.

This screenshot shows the 'Enter Registration Info.' section of the form. The 'Effective Date' field is circled in red, and a calendar is open below it. The calendar shows the month of March 2021, with dates from 1 to 31. The 'Select a Risk Factor:' dropdown is also visible. The patient details from the previous steps are still visible on the left. The footer contains the copyright notice: 'Copyright © 2021 - Government of Saskatchewan: Drug Plan and Extended Benefits Branch'.

## Step 6:

To enter the Risk Factor for a Health Care Worker who is not working in a Personal Care Home, go to [Step 7](#).

To enter the Risk Factor for a Health Care Worker or Resident in a Personal Care Home, go to [Step 8](#).

To log out of the Portal, go to [Step 9](#).

## Step 7:

To enter the Risk Factor for a Health Care Worker who is not in a Personal Care Home:

a) Select one of the following Risk Factors from the list:

- **Health Care Worker – Non-SHA** (e.g. dentist, nurse at a private physician clinic, community pharmacists)
- **Health Care Worker – Non-SHA Long Term Care** (i.e. staff working at privately operated or affiliated LTC facilities)
- **Health Care Worker – SHA** (i.e. staff employed by the SHA)
- **Health Care Worker – SHA Long Term Care** (i.e. staff working at a LTC facility operated by the SHA)

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CONTACT US ? FAQ LOG OUT

Main Menu  
Register Patient

Vaccine Risk Factor Application  
New Registration:

HSN: [input field] Search

Patient: JOE SMITH

HSN: [input field]  
Address: GEN DEL ESTEVAN  
DOB: 1920/05/01

Enter Registration Info:

Effective Date: 2021/03/17

Select a Risk Factor:

- Health Care Worker - Non-SHA
- Health Care Worker - Non-SHA Long Term Care
- Health Care Worker - Personal Care Home
- Health Care Worker - SHA
- Health Care Worker - SHA Long Term Care
- Personal Care Home Resident

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b) Check that the Patient, Effective date, and Risk Factor are correct.

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CONTACT US ? FAQ LOG OUT

Main Menu  
Register Patient

Vaccine Risk Factor Application  
New Registration:

HSN: 090227026 Search

Patient: JOE SMITH

HSN: [input field]  
Address: GEN DEL ESTEVAN  
DOB: 1920/05/01

Enter Registration Info:

Effective Date: 2021/03/17

Select a Risk Factor: Health Care Worker - Non-SHA

Register

c) Click on Register.

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CONTACT US ? FAQ LOG OUT

Main Menu Register Patient

Vaccine Risk Factor Application

User ID: DPEBTEST Home

New Registration:

HSN [Search]

Patient: JOE SMITH

HSN: [Address: GEN DEL ESTEVAN DOB: 1920/05/01]

Enter Registration Info:

Effective Date: 2021/03/17

Select a Risk Factor: Health Care Worker - Non-SHA

Register

d) If the registration for the Vaccine Risk Factor is successful, the message “Vaccine Risk Factor successfully added” will be shown:

Patient Registration

Vaccine Risk Factor successfully added.

Close

Click on the Close button.

e) If the Vaccine Risk Factor has already been entered for this patient, the following message will appear “Patient has existing coverage for date entered”.

Patient Registration

Patient has existing coverage for date entered.

Close

Click on the Close button.

f) To add the Vaccine Risk Factor for another patient, clear the form by clicking on the HSN field and then clicking the <Delete> key or the <Backspace> key.

- The Patient Information section and the Registration Information section will disappear as shown below:

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CONTACT US ? FAQ LOG OUT

Main Menu Register Patient

Vaccine Risk Factor Application

User ID: DPEBTEST Home

New Registration:

HSN [Search]

HSN is required.

Go back to [Step 3](#).

To log out of the Portal, go to [Step 9](#).

## Step 8:

To enter the Risk Factor for a Health Care Worker or Resident in a Personal Care Home:

a) Select one of the following Risk Factors from the list:

- Health Care Worker – Personal Care Home (e.g. staff working at a personal care home)
- Personal Care Home Resident (e.g. resident of a personal care home)

The screenshot shows the 'Vaccine Risk Factor Application' form for a new registration. The patient is identified as JOE SMITH. The 'Enter Registration Info' section includes an 'Effective Date' of 2021/03/17 and a 'Select a Risk Factor' dropdown menu. The dropdown menu is open, showing a list of risk factors: Health Care Worker – Non-SHA, Health Care Worker – Non-SHA Long Term Care, Health Care Worker – Personal Care Home, Health Care Worker – SHA, Health Care Worker – SHA Long Term Care, and Personal Care Home Resident. The 'Personal Care Home Resident' option is highlighted. The form also includes a 'Main Menu' and 'Register Patient' link on the left, and 'CONTACT US', 'FAQ', and 'LOG OUT' links on the top right. The user ID is DPEBTEST.

b) Select the Facility from the dropdown list:

- The “Select Facility” field is a search field. Start typing the facility name, number or address and the results will display in the dropdown list. Select the facility when it is shown in the list.
- The dropdown list displays the Facility Number, Name and Address as shown below.

The screenshot shows the 'Select Facility' dropdown list. The 'Effective Date' is 2021/03/17 and the 'Select a Risk Factor' is 'Health Care Worker – Personal Care Home'. The 'Select Facility' field contains the text 'a1'. The dropdown list displays a search result for 'a1' with the following details: 8403-A1 Care Homes Inc., 1018 Muzyka Rd, Saskatoon SK S7W 0G4. The list also includes other facilities with their addresses.

If the dropdown list is long, a scroll bar is shown on the right side of the dropdown list.

The screenshot shows the 'Enter Registration Info' form. The 'Effective Date' is set to 2021/03/17. The 'Select a Risk Factor:' dropdown is set to 'Health Care Worker - Personal Care Home'. The 'Select Facility:' dropdown is open, showing a search bar with 'road' and a list of facilities. A scrollbar is visible on the right side of the facility list.

- When a Personal Care Home is selected in the dropdown list, the Facility Information (Facility number, name and address) will display on the screen.

The screenshot shows the 'Enter Registration Info' form with the 'Select Facility:' dropdown set to '8421-A1 Care Homes Inc.@1022 Muzyka Rd, Saskatoon SK S7W 0G4'. Below the dropdown, the 'Facility Information:' section displays the following details: Facility Number: 8421, Facility Name: A1 Care Homes Inc., and Facility Address: 1022 Muzyka Rd, Saskatoon SK S7W 0G4. A 'Register' button is at the bottom.

c) Check that the Patient, Effective date, Risk Factor and Facility are correct.

- If the patient, effective date, risk factor and facility are not correct, please modify as needed.

The screenshot shows the 'Vaccine Risk Factor Application' form. The 'New Registration:' section includes a search bar for HSN. The 'Patient:' section shows 'JOE SMITH' with a red arrow pointing to the name. The 'Enter Registration Info:' section includes 'Effective Date:' (2021/03/17), 'Select a Risk Factor:' (Health Care Worker - Personal Care Home), and 'Select Facility:' (8421-A1 Care Homes Inc.@1022 Muzyka Rd, Saskatoon SK S7W 0G4). Red arrows point to each of these fields. The 'Facility Information:' section displays the facility details. A 'Register' button is at the bottom.

d) When Patient, Effective date, Risk Factor and Facility are correct, click Register.

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CONTACT US FAQ LOG OUT

Main Menu  
Register Patient

Vaccine Risk Factor Application  
New Registration:

HSN: [redacted] Search

Patient: JOE SMITH  
HSN: [redacted]  
Address: GEN DEL ESTEVAN  
DOB: 1920/05/01

Enter Registration Info:

Effective Date: 2021/03/17

Select a Risk Factor: Health Care Worker - Personal Care Home

Select Facility: 8421-A1 Care Homes Inc. @1022 Muzyka Rd, Saskatoon SK S7W 0G4

Facility Information:

Facility Number: 8421

Facility Name: A1 Care Homes Inc.

Facility Address: 1022 Muzyka Rd, Saskatoon SK S7W 0G4

Register

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e) If the registration for the Vaccine Risk Factor is successful, the message “Vaccine Risk Factor successfully added” will be shown:

Patient Registration

Vaccine Risk Factor successfully added.

Close

f) If the Vaccine Risk Factor has already been entered for this patient, the following message will appear “Patient has existing coverage for date entered”.

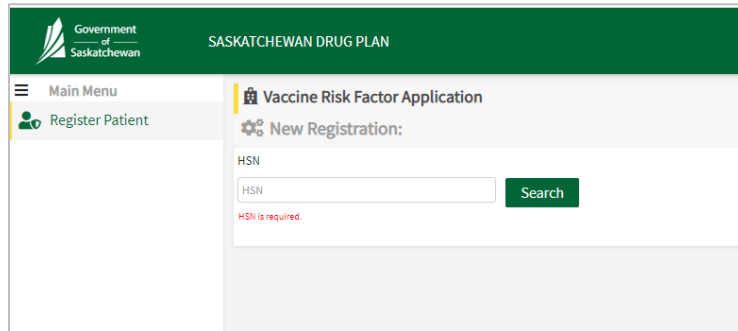
Patient Registration

Patient has existing coverage for date entered.

Close



- g) To add the Vaccine Risk Factor for another patient, clear the form by clicking on the HSN field and then clicking the <Delete> key or the <Backspace> key. The Patient Information section and the Registration Information section will disappear as shown below:



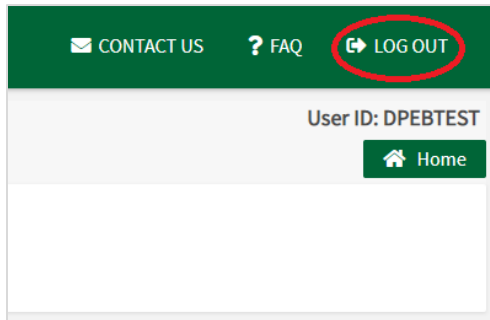
The screenshot shows the 'Vaccine Risk Factor Application' form. On the left is a sidebar with 'Main Menu' and 'Register Patient'. The main content area is titled 'New Registration:' and contains an 'HSN' label, a text input field with 'HSN' inside, and a green 'Search' button. Below the input field, a red error message states 'HSN is required.'.

Go back to [Step 3](#).

To log out of the Portal, go to [Step 9](#).

### Step 9:

To Log out/Exit the Portal, click on “Log Out” in the top right corner.



The screenshot shows the top header of the portal. It includes links for 'CONTACT US', 'FAQ', and 'LOG OUT'. The 'LOG OUT' link, which includes a right-pointing arrow icon, is circled in red. Below the header, the user's ID 'User ID: DPEBTEST' is displayed, along with a green 'Home' button featuring a house icon.

## **NEW: Vaccine Request and Allocation Function**

The Vaccine Request and Allocation functionality is available starting June 7, 2021. This new functionality will replace the current practice of e-mailing the vaccine requests and receiving allocation information.

Vaccine Request and Allocation sections of the portal are available to all users who have the ability to login into the system already. The following pages will provide users with information required to access the new functionality.

There are two main screens that you will need to interact with:

- 1). Vaccine Request Screen
- 2). Vaccine Allocation Screen

### Step 1: Logging In


**Enter User Name and Password. Click Login.**


**Government of Saskatchewan** SASKATCHEWAN DRUG PLAN [CONTACT US](#)

Home Vaccine Risk Factor

**Please Note:** This web server, and the personal health information accessed through it, is the property of the Government of Saskatchewan (Saskatchewan Health). Access to the contents of this site except by agencies AUTHORIZED BY SASKATCHEWAN HEALTH IN WRITING or their authorized employees is strictly prohibited. All transactions are monitored, logged and reviewed. Legal action will be taken against any person accessing information without prior approval from Saskatchewan Health AND THOSE WHO UTILIZE THE INFORMATION FOR UNAUTHORIZED OR UNLAWFUL PURPOSES.

**Login: Vaccine Risk Factor**

 Username

 Password

**Login**

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## Step 2: Navigating to the Vaccine Request Screen

Click on Vaccine Request in the menu on the left (see highlight)

Once you arrive at this screen, you will have the ability to view your previous requests or add new ones.

SASKATCHEWAN DRUG PLAN

CONTACT US ? FAQ LOG OUT

User ID: P001588

Main Menu  
Register Patient  
**Vaccine Request**  
Vaccine Allocation

Vaccine Portal  
Pharmacy Vaccine Request:  
Clinic: HILL AVENUE DRUGS

Clinic #: P158  
Address: 3410 HILL AVENUE  
City: REGINA

ADD NEW REQUEST

Status	Edit/View	Cut-off Date	Comments
✓	✎	2021/06/08	
✗	ⓘ	2021/06/01	

## Step 3: Adding and/or Editing Vaccine Request

To Add a New Request, click on the ADD NEW REQUEST button (see red arrow below)



Attention

- The information that you enter and save is based on a **strict cut off time of 11:59 pm every Tuesday**
- You will only be able to enter data in fields where input from you is needed
- All other fields are locked and will display the most current information that is associated with that week

Depending on the current date, the system will determine automatically whether you are only allowed to modify an existing request or add a new request.

SASKATCHEWAN DRUG PLAN

CONTACT US ? FAQ LOG OUT

User ID: P001588

Main Menu  
Register Patient  
**Vaccine Request**  
Vaccine Allocation

Vaccine Portal  
Pharmacy Vaccine Request:  
Clinic: HILL AVENUE DRUGS

Clinic #: P158  
Address: 3410 HILL AVENUE  
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ADD NEW REQUEST

Status	Edit/View	Cut-off Date	Comments
✓	✎	2021/06/08	
✗	ⓘ	2021/06/01	

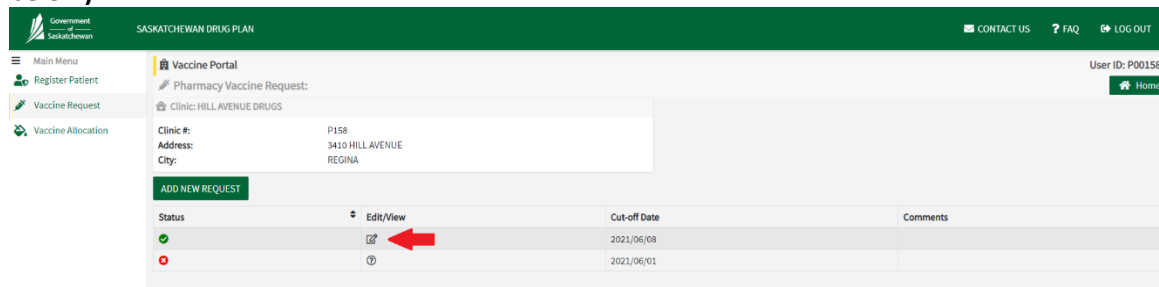







symbol next to record indicates that the data in this Request cannot be modified



symbol next to the record indicates that the data in this Request can be modified

To Edit an existing Vaccine Request, click on the  in the corresponding row (see red arrow below)



Status	Edit/View	Cut-off Date	Comments
	 	2021/06/08	
		2021/06/01	

## Step 4: Entering Vaccine Request Data

Once the screen for Vaccine Request appears, enter the quantity request for the vaccine type for your pharmacy for the weeks that are editable.



Attention

- You will only be able to enter data in fields where input from you is needed
- Key information is provided at the top of the screen regarding the cut-off date and time, quantities, and maximum order size. Please read this information regularly as it may change.

- Allocation will be based on the availability of vaccine supply and your request for the week.
- Pfizer vaccine will be allocated in multiples of 30 doses and Moderna vaccine will be allocated in multiples of 100 doses.
- The comments section is for you to provide any quick insights regarding your current requests. Only include short comments/information in this field that is relevant to the requests you are submitting.
- If you are trying to order total quantities of larger than 300, please contact [dpebimmunizations@health.gov.sk.ca](mailto:dpebimmunizations@health.gov.sk.ca). **This e-mail must be received before 12:00 noon on Tuesday.**

Once requests for all 4 weeks are entered or edited (see red boxes below), click on “Submit Request” button (see red arrow below).

**Please Note:** All weekly orders requests MUST be entered into the system by **11:59pm on Tuesday** of each week. We are unable to process or fulfill orders placed after the deadline.

**Please Note:** All orders need to be placed using the number of doses. We are unable to process or fulfill orders for quantities that are not exact multiples of the minimum listed below.

If quantities of more than 300 doses is required for a week, please contact the Drug Plan by e-mailing [dpeimmunizations@health.gov.sk.ca](mailto:dpeimmunizations@health.gov.sk.ca). E-mail must be received by the weekly deadline

- For Pfizer, the minimum quantity is **30 doses**, and can only be allocated in multiples of 30.
- For Moderna, the minimum quantity is **100 doses**, and can only be allocated in multiples of 100.

Coming Two Weeks Requests		Next Two Weeks Forecast																									
Request for Week of: Monday, June 14, 2021	Request for Week of: Monday, June 21, 2021	Request for Week of: Monday, June 28, 2021	Request for Week of: Monday, July 05, 2021																								
<table border="1"> <thead> <tr> <th>Vaccine</th> <th>Dosage Quantity</th> </tr> </thead> <tbody> <tr> <td>COVID-19 Vaccine Moderna®</td> <td>0</td> </tr> <tr> <td>Pfizer-BioNTECH® COVID-19 Vaccine®</td> <td>120</td> </tr> </tbody> </table>	Vaccine	Dosage Quantity	COVID-19 Vaccine Moderna®	0	Pfizer-BioNTECH® COVID-19 Vaccine®	120	<table border="1"> <thead> <tr> <th>Vaccine</th> <th>Dosage Quantity</th> </tr> </thead> <tbody> <tr> <td>COVID-19 Vaccine Moderna®</td> <td>30</td> </tr> <tr> <td>Pfizer-BioNTECH® COVID-19 Vaccine®</td> <td>120</td> </tr> </tbody> </table>	Vaccine	Dosage Quantity	COVID-19 Vaccine Moderna®	30	Pfizer-BioNTECH® COVID-19 Vaccine®	120	<table border="1"> <thead> <tr> <th>Vaccine</th> <th>Dosage Quantity</th> </tr> </thead> <tbody> <tr> <td>COVID-19 Vaccine Moderna®</td> <td>0</td> </tr> <tr> <td>Pfizer-BioNTECH® COVID-19 Vaccine®</td> <td>120</td> </tr> </tbody> </table>	Vaccine	Dosage Quantity	COVID-19 Vaccine Moderna®	0	Pfizer-BioNTECH® COVID-19 Vaccine®	120	<table border="1"> <thead> <tr> <th>Vaccine</th> <th>Dosage Quantity</th> </tr> </thead> <tbody> <tr> <td>COVID-19 Vaccine Moderna®</td> <td>60</td> </tr> <tr> <td>Pfizer-BioNTECH® COVID-19 Vaccine®</td> <td>0</td> </tr> </tbody> </table>	Vaccine	Dosage Quantity	COVID-19 Vaccine Moderna®	60	Pfizer-BioNTECH® COVID-19 Vaccine®	0
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**Please Note:** The quantity requested may not be the quantity your pharmacy actually receives, based on available vaccine supply. Please do not book appointments until quantity being shipped to your pharmacy is confirmed. You can check what is being shipped to you by clicking on the Vaccine Allocation option in the left menu.

Comments:

Submit Request Exit Request

- A confirmation message will appear once you have clicked Submit
- Click the Close button

Request Confirmation
Pharmacy Request Successfully Saved.
Close

- Then click the Exit Request button to return to the Vaccine Request screen

**Please Note:** All weekly orders requests MUST be entered into the system by **11:59pm on Tuesday** of each week. We are unable to process or fulfill orders placed after the deadline.

**Please Note:** All orders need to be placed using the number of doses. We are unable to process or fulfill orders for quantities that are not exact multiples of the minimum listed below.

If quantities of more than 300 doses is required for a week, please contact the Drug Plan by e-mailing [dpeimmunizations@health.gov.sk.ca](mailto:dpeimmunizations@health.gov.sk.ca). E-mail must be received by the weekly deadline

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**Please Note:** The quantity requested may not be the quantity your pharmacy actually receives, based on available vaccine supply. Please do not book appointments until quantity being shipped to your pharmacy is confirmed. You can check what is being shipped to you by clicking on the Vaccine Allocation option in the left menu.

Comments:


Submit Request Exit Request



**Attention**

- If you are adding a new request and click Submit Request, you may see an error messaging stating “Request Already Exists For Current cut-off Date.” (see below)

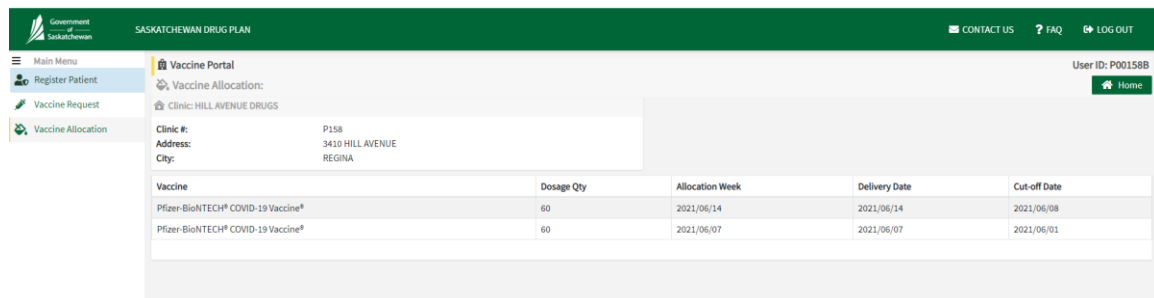
Request Confirmation
Request Already Exist For Current cut-off Date.
Close

- In this situation, click Close then click the Exit Request button to return to the Vaccine Request Screen
- Once on the Vaccine Request Screen, locate the request in the list of requests and click on the  button to edit the Vaccine Request.

## Step 5: Viewing Allocation Data

Click on **Vaccine Allocation** in the menu on the left.

- The Vaccine Allocation page will be updated on Friday before the delivery and will show the number of doses by vaccine type your pharmacy is set to receive for the next two weeks with a delivery date.



Vaccine	Dosage Qty	Allocation Week	Delivery Date	Cut-off Date
Pfizer-BioNTech® COVID-19 Vaccine*	60	2021/06/14	2021/06/14	2021/06/08
Pfizer-BioNTech® COVID-19 Vaccine*	60	2021/06/07	2021/06/07	2021/06/01

## Step 6: Logging out

To Log out/Exit the Portal, click on “Log Out” in the top right corner.

