



## **Points to Remember:**

- When creating a Mass Imms Event (MIE) it is important to ensure that the **“Organization”** field is set to where the vaccine inventory is located/ stored. In most cases, the Organization will be the Public Health Unit - the Public Health Unit Name (PHU).
- The easiest way to search for a Mass Imms Event (MIE) is to reference the **Event ID** number. Remember to take note of the Mass Imms Event (MIE) ID number when you create a Mass Imms Event (MIE).
- Users can create a MIE in advance and fill in the details once they are known.
- The minimum information required to create a MIE include: Event Title, Date, Type of Event, Agent to be administered AND the Organization i.e. Public Health Unit. A provider must be added to the event before clients can be added to the event worksheet.
- Details related to lot numbers and providers can be updated at a later time.
- The date of the MIE can be one day or span over a period of several days. Check the regional process whether a MIE is dated for one or more dates. To select multiple dates, click on the calendar icon, hold the Ctrl key and click on the multiple dates. All dates selected will show in the Event Date field.
- It is important to note that the maximum number of clients to be added to an event should be limited to 600 rows on the worksheet (to ensure application performance); e.g. 600 clients with one vaccine product, or 300 with 2 vaccines, etc.
- See page 2 for information regarding event “Type” and “Service Delivery Location (SDL)”
- Naming convention is extremely important for searching and reporting purposes. Standard naming convention as outlined below.

### **FOR SCHOOL BASED MASS IMMS EVENTS:**

Service Delivery Location, Grade, Agent, Dose (e.g. Elmwood High, Gr.8 Tdap)

### **FOR COMMUNITY BASED MASS IMMS EVENTS:**

Service Delivery Location, Agent (e.g. Stonewall Legion Flu)

Note: In situations where community based mass immunization clinics are held at a school, the naming convention for community based mass immunization should be used as opposed to the school based mass immunization naming convention.



### **Points to Remember: (continued)**

#### Event Type:

When selecting Mass Immunization Event (MIE) “type”, choose one of the following 4 choices:

#### **Community**

Refers to any clinic offered that is not a school, flu or outbreak related clinic. This is an outreach-type of clinic that occur at a community location or in a public health office.

#### **Flu**

Refers to any mass clinic where the main purpose of the mass clinic is to provide influenza vaccine. Other vaccines administered at the same time, such as pneumococcal polysaccharide or COVID-19, may be included. These types of clinics could occur in a public health office, or a community based service delivery location. They can be either large mass clinics or smaller outreach clinics in community center, shopping mall, church etc.

#### **Outbreak**

Refers to a mass clinic where the main purpose is to immunize people as a result of an outbreak. This clinic could be at a school, a community location or a PH office.

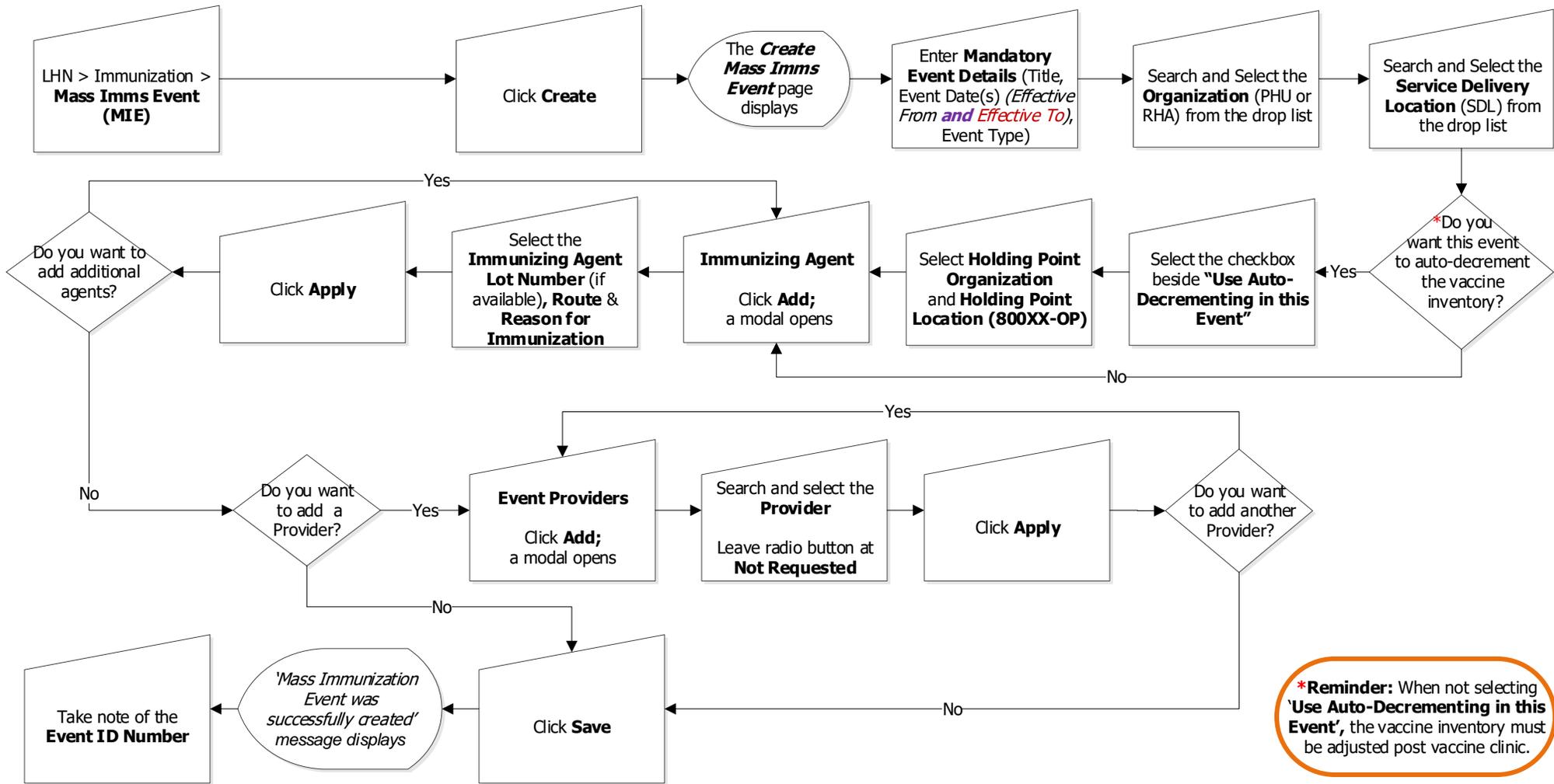
#### **School**

Refers to a mass immunization event where the main purpose is to immunize children in their school as part of a school based immunization program. This also includes catch up clinics at a central location (to catch up children missed in school based clinics). This does not include outbreak/community/flu clinics where the school is the service delivery location. e.g. a community **flu clinic offered at a school should be identified as a flu clinic.**

#### Service Delivery Location (SDL)

- The Service Delivery Location (SDL) for a school type MIE shall be the school.
- The Service Delivery Location (SDL) for a flu type MIE shall be the flu clinic location, or if not listed, <RHA> PH Mass/Offsite Event.

Detailed information about organization specific SDL’s can be found on the SDL Tip Sheet for your organization.



**\*Reminder:** When not selecting 'Use Auto-Decrementing in this Event', the vaccine inventory must be adjusted post vaccine clinic.