IDPH Point of Distribution Online Training Center

This page is provided for the Illinois Department of Public Health (IDPH) to support county vaccination operations. It is designed to offer links, documents, updates, and training videos for Illinois COVID-19 Vaccine Providers using EMTrack for local vaccination operations.

Eligibility Instructions for Providers

Enrollment Process

The enrollment process will be handled by local Health Departments, utilizing the Illinois EMTrack solution to enable scheduling and support operations for mass immunization in all phases of your county's vaccination plan. Please follow the link and instructions below to enroll in the solution.

1. Go to: **https://forms.juvare.com/forms/d7e22ef0-3821-4fec-969d-c625079d76ad**
2. Enter the password provided to you by IDPH.
3. Complete the form.

POD Site Registration: These steps will need to be repeated for each individual POD site. You will have various registration/schedule options to fit your needs. This portal will remain open throughout the vaccination operations; so, only submit confirmed events. Events take 72 hours to process; so, submit them as soon as they are planned/confirmed.

Note: **Please do not schedule a POD event with this system sooner than January 8, 2021.**

After Enrollment

After the enrollment form is submitted and the vaccination site has been created in EMTrack, you will receive a confirmation email from Juvare. Please use the following links to access the EMTrack solution and training materials.

EMTrack Solution: https://emtrack.juvare.com

EMTrack Training Videos

1. Overview
2. Adding PIN Users for Regional Admins
3. On-site Registration
4. Check In
5. Screening
6. Medication Administration
7. Observation
8. Discharge
9. Barcode Creation
10. Pediatric and Flu Vaccinations

EMTrack Training Slides

Webinars

- General Training with Q&A
- Updates, Enhancements, and POD Registration
- Enhancements, Best Practices & Advanced Charting
- Enhancements and Best Practices Refresher

Quick Reference Guides

- Schedule an Appointment
- Cancel an Appointment
- Scan a Ticket
- Manage a POD
- Search Event Attendees
- Create Custom Reports
- Create Barcodes in Excel
- Search Immunization History
- Working with Juvare Events
- Add Pediatric and Flu Vaccinations
- Set Up for Automated Scheduling of Second Dose

Additional Training Guides

- EMTrack End User Training
- EMTrack LHD-Regional Admin Training
- EMTrack POD Admin Training

Office Hours (for Illinois Local Health Departments only)

Wednesdays 8:00 AM - 9:00 PM Central Time

https://juvare.zoom.us/j/99261649107?pwd=dkZFYzN4NEVqWDRzdit2NUd0TkJldz09

Meeting Number: 992 6164 9107

Password: 5CQSP8

Contact Information

- For non-technical questions related to vaccine administration, contact IDPH: DPH.Covid.Vaccination@Illinois.gov.
- For technical questions related to EMTrack, contact the Juvare Support Center: support@juvare.com.