

Get Ready to Move to CAIR2



Read-only Users:

(Those who only look-up records in CAIR; no entering of patient information)

1. Visit CAIRweb.org.
 - Find out more about CAIR2 and [when you'll be moving](#).
 - View [videos and guides](#) for an overview of CAIR2.
2. Check for an email with CAIR2 access instructions about a week before the [launch date for your region](#).
3. Start using CAIR2 when it launches in your region! **CAIR1 will shut down** on the Friday before the launch.
4. If you need assistance, email CAIRHelpDesk@cdph.ca.gov, call 800-578-7889, or contact your [Local CAIR Representative](#) (LCR).

Clinical Users:

(Those who enter information manually into CAIR; e.g. Regular Users add or edit patient information or doses, while Power Users manage vaccine inventory)

1. Visit CAIRweb.org to find out more about CAIR2 and [when you'll be moving](#).
2. Take [required training](#).
 - Registration opens **January 3, 2017 for Phase 3 regions**. Check your email for the [link](#). Only those who have logged in to CAIR in the past 6 months (before December 28, 2016 for Phase 3) can register.
 - Regular User training will cover standard tasks like patient searches, creating new patients, entering immunizations, and running various patient reports.
 - Power User training will include the above tasks as well as how to manage inventory and how to run reports to show inventory and doses administered.
 - You will be emailed access information for CAIR2 right before the launch (after completing the training). Make sure to save it.
3. Review [CAIR2 videos and guides](#) right before the launch.
4. Power Users: Clean up your inventory before the CAIR2 launch:
 - Archive all expired or empty vaccine lots in your Current Inventory. Refer to the [Inventory Guide](#) for instructions. Active lots in your inventory will be automatically moved to CAIR2.
 - Right before the launch, save or print your inventory reports from CAIR1. You'll need them to check that your inventory transferred properly to CAIR2, for ordering vaccine and documentation (e.g., Vaccine Usage, Inventory Transactions, State-supplied Vaccine, Dose-based Eligibility). Only current inventory will move to CAIR2. Historical transaction information will not move to CAIR2.
5. Start using CAIR2 when it launches in your region! **CAIR1 will shut down** on the Friday before the launch.
6. If you need assistance, email CAIRHelpDesk@cdph.ca.gov, call 800-578-7889 or contact your [LCR](#).

Additional step to maximize the benefits of CAIR2:

Submit any doses not in CAIR (administered at your or other sites) for all your active patients. This will make records and recommendations from CAIR2 more accurate.

Details are subject to change. Check CAIRweb.org for the most current information.