

# NCIR Replacement Readiness Checklist



## Replacement Readiness Checklist

Readiness Activities: 90 days before go-live				
	Activity	Directions	Due Date	Support & Resources
<input type="checkbox"/>	Ensure unique NCIDs	<ul style="list-style-type: none"> <li>Ensure all NCIDs <b>and</b> associated emails are unique to one user.</li> <li>If not, sign up for a new NCID/email that's specific to use in prep for MFA.</li> </ul>	May 30	<a href="#">New User Registration</a>
<input type="checkbox"/>	Confirm ticket submission process	<ul style="list-style-type: none"> <li>Confirm access to the NCIP ServiceNow Portal to submit tickets to the helpdesk for assistance with questions.</li> </ul>	May 30	<a href="#">New NCIP ServiceNow Portal   Division of Public Health</a>
<input type="checkbox"/>	Review users	<ul style="list-style-type: none"> <li>Identify and deactivate users no longer in your organization.</li> <li>Verify remaining active users have the correct roles based on their aligned tasks.</li> <li>Ensure user emails are up to date and correct.</li> <li>Confirm NCIR administrators for your organization.</li> </ul>	May 30	
<input type="checkbox"/>	Manage patients for data migration	<ul style="list-style-type: none"> <li>Identify and report duplicate patient records.</li> <li>Ensure patient demographics are complete and up to date (including name, DOB, phone, and email).</li> </ul>	May 30	<a href="#">Deduplication Request Form</a>
Readiness Activities: 60 days before go-live				
	Activity	Directions	Due Date	Support & Resources
<input type="checkbox"/>	Set up multi-factor authentication (MFA)	<ul style="list-style-type: none"> <li>Utilize the step-by-step MFA user guide to set up multi-factor authentication, <b>required for ALL NCIR Users.</b></li> </ul>	Date TBA	<b>Details forthcoming.</b>
<input type="checkbox"/>	Review users	<ul style="list-style-type: none"> <li>Identify and deactivate users no longer in your organization.</li> <li>Verify remaining active users have the correct roles based off their aligned tasks.</li> <li>Ensure user emails are up to date and correct.</li> <li>Identify primary and backup administrators.</li> </ul>	June 30	
<input type="checkbox"/>	Manage patients for data migration	<ul style="list-style-type: none"> <li>Identify and report duplicate patient records.</li> <li>Ensure patient demographics are complete and up to date (include name, DOB, phone and email).</li> <li>Print and/or save an active patient list for archival purposes. (optional)</li> </ul>	June 30	<a href="#">Deduplication Request Form</a>

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<input type="checkbox"/>	<b>Order vaccines</b>	<ul style="list-style-type: none"> <li>Place final vaccine orders in current NCIR system.</li> </ul>	June 30	
<input type="checkbox"/>	<b>Manage vaccine reporting during downtime</b>	<ul style="list-style-type: none"> <li>Access contingency forms to record doses administered during downtime.</li> </ul>	June 30	<a href="#">Contingency Forms:</a> <a href="#">New Client Form - Adult</a> <a href="#">New Client Form - Child</a>
<input type="checkbox"/>	<b>Minimize vaccine events occurrence</b>	<ul style="list-style-type: none"> <li>Avoid scheduling major vaccine events immediately around go-live.</li> </ul>	June 30	
<b>Readiness Activities: 30 days before go-live</b>				
	<b>Activity</b>	<b>Directions</b>	<b>Due Date</b>	<b>Support &amp; Resources</b>
<input type="checkbox"/>	<b>Attend live NCIR training</b>	<ul style="list-style-type: none"> <li>Details forthcoming. This will be shared via communications and posted on the NCIR website.</li> </ul>	Prior to go live	
<b>Readiness Activities: 2 weeks before go-live</b>				
	<b>Activity</b>	<b>Directions</b>	<b>Due Date</b>	<b>Support &amp; Resources</b>
<input type="checkbox"/>	<b>Accept orders</b>	<ul style="list-style-type: none"> <li>Accept any orders or transfers pending in the current NCIR system.</li> </ul>	July 13	
<b>Readiness Activities: 1 week before go-live</b>				
	<b>Activity</b>	<b>Directions</b>	<b>Due Date</b>	<b>Support &amp; Resources</b>
<input type="checkbox"/>	<b>Perform benchmark report</b>	<ul style="list-style-type: none"> <li>Run a benchmark report. <i>(As needed for any cohort of children currently being tracked for coverage assessment or IQIP)</i></li> <li>Print and save that report on your computer or share drive for archival tracking.</li> </ul>	July 20	
<input type="checkbox"/>	<b>Manage wasted or expired inventory</b>	<ul style="list-style-type: none"> <li>Ensure all wasted/expired vaccines have been reported in the system.</li> <li>Do not initiate new transfers in the current NCIR.</li> <li>Access the vaccine transfer form to be used during downtime.</li> </ul>	July 20	<a href="#">NCIR Transfer Form</a>
<input type="checkbox"/>	<b>Freeze event hosting execution</b>	<ul style="list-style-type: none"> <li>Review calendar to ensure no major vaccine events are scheduled around go-live (24-48 hours before and after).</li> </ul>	July 22	
<input type="checkbox"/>	<b>Review users</b>	<ul style="list-style-type: none"> <li>Identify and inactivate users no longer in your organization.</li> <li>Verify remaining active users have the correct roles based off their aligned tasks.</li> <li>Ensure user emails are up to date and correct.</li> <li>Identify primary and backup administrators.</li> </ul>	July 24	

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<input type="checkbox"/>	<b>Manage patients for data migration</b>	<ul style="list-style-type: none"> <li>Identify and report duplicate patient records.</li> <li>Ensure patient demographics are complete and up to date (including name, DOB, phone and email).</li> </ul>	July 24	<a href="#">Deduplication Request Form</a>
<input type="checkbox"/>	<b>Review inventory counts</b>	<ul style="list-style-type: none"> <li>Perform a full physical inventory count and reconcile any discrepancies.</li> <li>Print and/or save existing inventory list for archival reference.</li> </ul>	July 24	
<input type="checkbox"/>	<b>Confirm user ID and password</b>	<ul style="list-style-type: none"> <li>Confirm all users know their username and password.</li> <li>Ensure all emails in NCIR are accurate and up to date.</li> </ul>	July 24	<a href="#">Reset NCID Password or Unlock Account   NCDIT</a>
<input type="checkbox"/>	<b>Confirm ticket submission process</b>	<ul style="list-style-type: none"> <li>Access the NCIP ServiceNow Portal to submit tickets to the helpdesk for assistance with questions.</li> </ul>	July 24	<a href="#">New NCIP ServiceNow Portal   Division of Public Health</a>
<input type="checkbox"/>	<b>Manage vaccine reporting during downtime</b>	<ul style="list-style-type: none"> <li>Access the contingency form to record doses administered during downtime.</li> </ul>	July 24	<b>Contingency Forms:</b> <a href="#">New Client Form - Adult</a> <a href="#">New Client Form - Child</a>
<input type="checkbox"/>	<b>Complete day 1 checklist</b>	<ul style="list-style-type: none"> <li>More information will be shared in future communications.</li> <li>Access and complete the day 1 checklist.</li> </ul>	July 24	
<input type="checkbox"/>	<b>Complete all NCIR Readiness Activities!</b>		<b>July 27</b>	

### How to contact us:

For assistance, please contact the NCIP Help Desk by phone at 1.877.USE.NCIR (873-6247), by [email](#), or submit a ticket through the [NCIP Help Desk Portal](#).