VCHRP COVID-19 Vaccination Proof
HR Department Rep User Guide

If an employee is required to provide proof of vaccination (as defined below), the employee or an HR department representative should upload the supporting documentation into VCHRP (either the proof of vaccination or the declination form for an exemption request).

Per the "State Public Health Officer Order of July 26, 2021":
Employees who need to provide proof of vaccination status include "all paid and unpaid persons serving in health care, other health care or congregate settings who have the potential for direct or indirect exposure to patients/clients/residents or SARS-CoV-2 airborne aerosols. Workers include, but are not limited to, nurses, nursing assistants, physicians, technicians, therapists, phlebotomists, pharmacists, students and trainees, contractual staff not employed by the health care facility, and persons not directly involved in patient care, but who could be exposed to infectious agents that can be transmitted in the health care setting (e.g., clerical, dietary, environmental services, laundry, security, engineering and facilities management, administrative, billing, and volunteer personnel)."

Per the "State Public Health Officer Order of August 5, 2021":
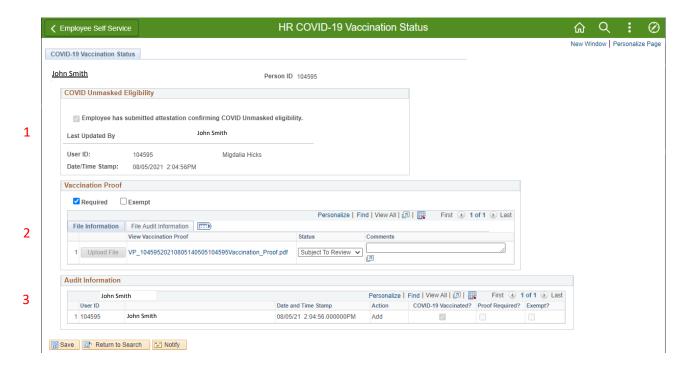Employees may be exempt from the vaccination requirements only upon providing a declination form, signed by the employee stating either of the following:
1. The employee is declining vaccination based on Religious Beliefs; OR
2. The employee is excused from receiving any COVID-19 vaccine due to Qualifying Medical Reasons, and must then provide a written statement signed by a physician, nurse practitioner, or other licensed medical professional practicing under the license of a physician stating that the individual qualifies for the exemption (but the statement should not describe the underlying medical condition or disability) and indicating the probable duration of the employee's inability to receive the vaccine (or if the duration is unknown or permanent, so indicate).

Please note: If a worker provides documentation that they are unable to get the vaccine due to religious or health reasons, they will still be defined as unvaccinated and therefore be required to do weekly testing.

Login to VCHRP – https://vchrp.co.ventura.ca.us
Navigation: Main Menu > VC HCM > VC COVID-19 Vaccination Status

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1) COVID Unmasked Eligibility section:

   If the employee has attested to being fully vaccinated, there will be a check in the checkbox next to the statement, "Employee has submitted attestation confirming COVID Unmasked eligibility."
   - If the box was checked by the employee, the "Last Updated By" section will be populated with the employee's ID number, name, and date/time when the box was checked.
   - If the box was checked by an HR administrator, the "Last Updated By" section will be populated with the HR administrator's information.
   - If this box is not checked and you have vaccination proof or an attestation statement from the employee stating that the employee is fully vaccinated, you can check this box for the employee.

2) Vaccination Proof section:

   - If the employee is required to submit vaccination proof, the "Required" checkbox should be checked.
   - If the employee has submitted a declination form and any required supporting documentation to request to be exempt from the requirement, and this documentation is approved, the "Exempt" checkbox should be checked.
   - If documentation is present/uploaded, the "Upload File" button will be disabled and there will be a link in the "View Vaccination Proof" field. Click on this link to view the uploaded file.
   - If you need to upload documentation for the employee, simply click the "Upload File" button and follow the instructions.
   - To approve or deny an uploaded document, use the pull-down menu in the "Status" field. If you deny the documentation provided, you must notify the employee and ask them to upload the proper documentation through Employee Self Service. There is no need for you to insert a new row in the Vaccination Proof section for the employee to upload a new file on the ESS page after a file has been denied.
   - You may put notes, if any, in the "Comments" section
   - The "File Review Audit Information" tab will list the Empl ID and name of the person who uploaded the documentation, as well as the date and time it was uploaded. Once the documentation is approved/denied, the Empl ID and name of person who approved/denied the documentation will also be listed on this tab, along with the date and time the review was completed.

3) Audit Information section:

   - A complete list of all actions that have been done, both by the employee and/or the HR administrator, can be seen in this section.

Tracking Queries

Two public queries have been developed in VCHRP to assist you in identifying documents that are awaiting review and identifying employees who should be subject to weekly testing. Navigation: Main Menu > Reporting Tools > Query > Query Viewer

- ZV_HR_COVID_VALIDATE_APPR_NEED – displays anyone who submitted documentation for review that has not yet been reviewed/approved.

- ZV_HR_COVID_VALIDATE_NOT_RECD – displays any required employee who has been approved as exempt or the validation status is blank, denied, or submitted (therefore vaccumation has not yet been validated and they would be subject to weekly testing). This list will be the employees who are required to be tested weekly.