



CVP TRAINING SERIES

Office of Immunization
Childhood Vaccine Program
June 16, 2022

Topics Covered



FACILITY CLOSURE
POLICY



RECEIVING
VACCINE



RECONCILING &
TROUBLESHOOTING
INVENTORY ISSUES



IIS CHANGE

Facility Closure Policy



Facility Closure Policy

The policy for temperature monitoring of publicly supplied vaccines during both short-term and extended facility closures are as follows:

For Closures 10 Days or Less:

- Vaccine temperatures (min/max and current) must be checked every 5 days at a minimum.
- A staff member must physically go to the facility to do this temperature check.

Facility Closure Policy

For Closures 11 -30 Days:

- Vaccines can be left on-site only if the building is accessible, and staff is available to check temperatures every 5 days.
- Download and thoroughly review all temperature data before resuming vaccinations to ensure no temperature excursions happened while the facility was closed.

OR If this is not possible,

Facility Closure Policy

Continued...

- Vaccine must be transported to another Childhood Vaccine Program enrolled provider who can store and monitor it during the closure. An online vaccine transfer request does not need to be completed for this, however, please notify WACHILDHOODVACCINES@doh.wa with where the vaccines are temporarily being stored.
- Once facility operation resumes, vaccines can be transported back to the facility of origin. Review temperature data to ensure the storage unit is working properly before transporting and placing vaccine back inside the unit.
- Documentation on the Temperature Log during transport and while stored at the alternate location is important to verify all vaccine temperatures stayed within range.

Facility Closure Policy

For Closures Greater Than 30 Days:

- Transfer all vaccine to another enrolled provider who can use the vaccine before expiration.
- Please follow the Vaccine Online Transfer Guide to receive pre-approval.
- Adjust inventory in the IIS to reflect the transferred vaccine.
- Once facility operation resumes, review temperature data to ensure the storage unit is working properly (3-5 days minimum). If unit is working properly, place a new vaccine order.

Reminder: As long as all publicly supplied vaccine is transferred out, monthly Temperature Logs or TMS/DDL reports are not required to be submitted. Temperature Logs or TMS/DDL reports will be required once storage of vaccine received through the Childhood Vaccine Program resumes.

Knowledge Check #1

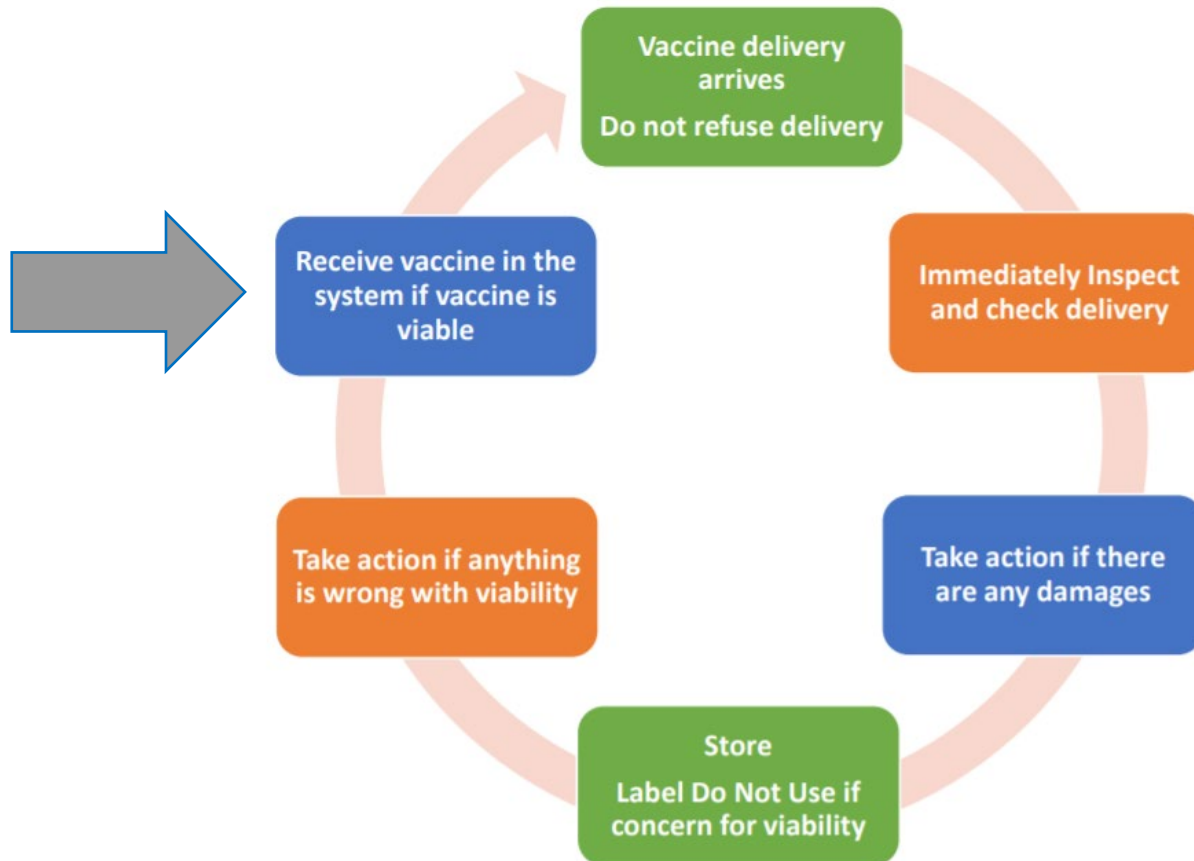


Receiving Orders



Receiving Guidelines

Follow the [Vaccine Management Plan](#) guidelines for receiving vaccine.



Receiving Orders

Refrigerated and frozen vaccines are ordered together but shipped separately.

When a shipment arrives at your clinic:

- Navigate to the **Create/View Order** screen.
- Click the arrow button to start receiving the order

Current Order/Transfer List					
Inbound Orders					
Select	Order Number	PIN	Submit Date	Approval Date	Status
-->	292398		10/19/2021	11/30/2021	Shipped

Receiving Orders

- Enter the number of doses you received in the **Receipt Quantity** field.
- Double check that the **Manufacturer, Lot Number** and **Expiration Date** listed, match what you received.

Order Details							
Shipped Quantity	Receipt Quantity	Rejected Quantity	Vaccine	Funding Source	Manufacturer	Lot Number	Expiration Date
100	100		rotavirus, pentavalent	PUB	MERCK-MSD ▼	718987	02/19/2022

- Leave these fields blank for any vaccines that haven't arrived yet.
- Click the **Receive** button.

10			DTaP-Hib-IPV	PUB	--select-- ▼			--select-- ▼	
Comments					Tracking #				
10			Tdap	PUB	--select-- ▼			--select-- ▼	
Comments					Tracking #				
								Cancel	Receive

Receiving Orders

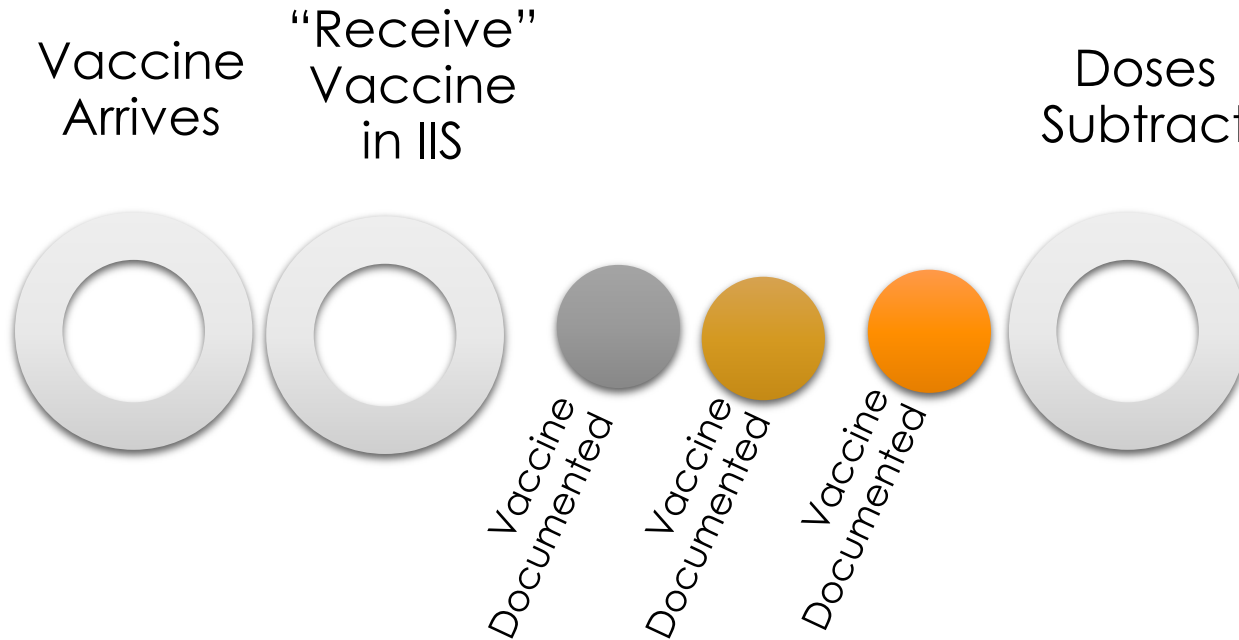
- When you only receive part of an order, the order status will change to **Partially Received**.
- When the remaining vaccines arrive, return to the **Create/View Order** screen and click the arrow to open the order.



- Enter **Receipt Quantity** and other required fields for the rest of the vaccines in the order and click **Receive**.

A screenshot of a vaccine order form. The form includes a quantity field with the number '10', a dropdown menu for 'PUB' with the value '--select--', and another dropdown menu with the value '--select--'. Below these fields are sections for 'Comments' and 'Tracking #'. A large gray arrow points to the right, highlighting a 'Receive' button located at the bottom right of the form.

Be Aware of the Receiving Timeline!



Orders Received Late - Inventory Adjustments

If you know that the vaccine was administered but did not decrement, choose the Category “Administered” and the Reason “Administered but not linked to a vaccine”.

Category	Reason	Scenario
Administered	Administered but not linked to a vaccine	Your clinic sends immunization data or enters immunizations on patient records in the IIS and the administered vaccine is not able to subtract from inventory.
	Administered to a client who chose not to be in the registry	Patient does not want their administered vaccine added to the IIS, but your clinic needs to account for the vaccine.
	System non-user aggregate reporter only	Your clinic does <u>not</u> send immunization data or enter immunizations on patient records in the IIS.

Reconciling Inventory



Inventory Guidelines

Requirement: You must count, reconcile and submit your inventory report every month.

Reconciling: Making sure your inventory in the IIS matches the number of doses your clinic has in your physical inventory.

IIS Quantity on Hand

How much vaccine the IIS thinks you have

Reconcile Inventory				
Vaccine	Lot Number	Exp Date	Quantity on Hand	Physical Inventory
DTaP (Daptacel, Infanrix, Tripedia)	C5774BA	09/18/2022	9	
DTaP-Hep B-IPV (Pediarix)	7P2Y3	04/08/2023	10	
DTaP-Hib-IPV (Pentacel)	UJ466AAA	05/21/2022	3	

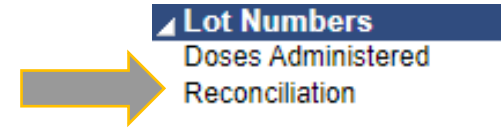
Physical Inventory

How much vaccine you have in your storage units.



Counting Your Physical Inventory

- Select **Lot Numbers** and then **Reconciliation** in the left menu to view your IIS inventory.



- Click the **Print** button at the bottom of the screen to print a reconciliation worksheet
- Count your **Physical Inventory** of publicly-supplied vaccine and note on the worksheet

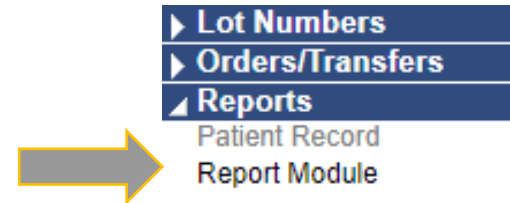
Vaccine	Lot Number	Exp Date	Quantity on Hand	Physical Inventory	Adjustment	Reason	Funding Source	Inactive
DTaP (Daptacel, Infanrix, Tripedia)	C5774BA	09/18/2022	9				PUB	
DTaP-Hep B-IPV (Pediarix)	7P2Y3	04/08/2023	10				PUB	
DTaP-Hib-IPV (Pentacel)	UJ466AAA	05/21/2022	3				PUB	

Inventory Troubleshooting

If your physical counts do not match your IIS inventory counts, troubleshoot for any doses that did not subtract (decrement) from your inventory. Then, correct the errors in your EHR or manually in IIS.

- The **Patient Detail Report** can help identify which patients received doses that did not subtract from your inventory.

This report can be found in the **Report Module**

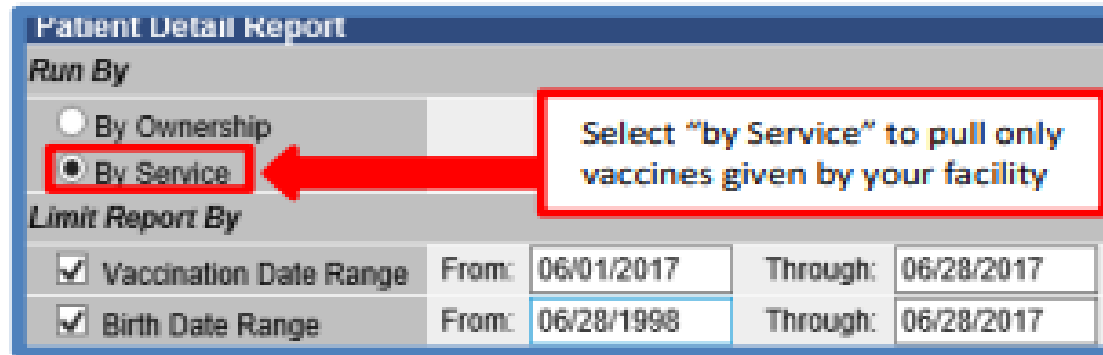


Reports	
Vaccinations	Patients
Vaccination Totals	Daily Patient Immunization List
Vaccinations Breakdown	Patient Detail Schedule
Lot Number Summary	Patient Totals
Lot Usage and Recall Report	Recall for Inactivation

Patient Detail Report

Select the report parameters:

- Select the **By Service** radio button.



Patient Detail Report

Run By

By Ownership

By Service

Select "by Service" to pull only vaccines given by your facility

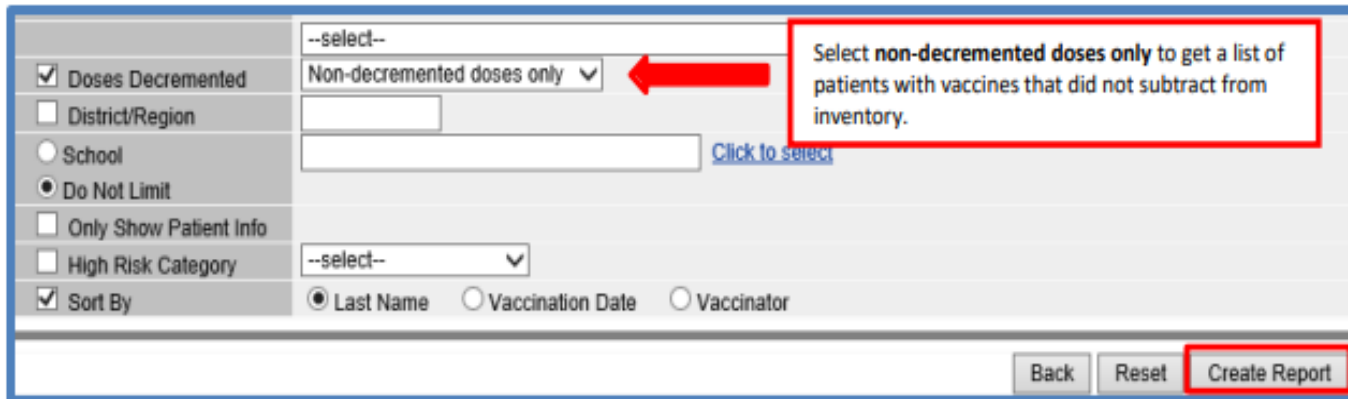
Limit Report By

<input checked="" type="checkbox"/> Vaccination Date Range	From:	06/01/2017	Through:	06/28/2017
<input checked="" type="checkbox"/> Birth Date Range	From:	06/28/1998	Through:	06/28/2017

- Enter a **Vaccination Date Range**.
- Enter a **Birth Date Range**.

Patient Detail Report

- Select **Non-Decremented Doses Only** in the **Doses Decrement** dropdown menu.



The screenshot shows a web form for generating a Patient Detail Report. The form includes several sections:

- Doses Decrement:** A dropdown menu currently showing "--select--". A red arrow points to this menu, and a red-bordered box contains the text: "Select **non-decremented doses only** to get a list of patients with vaccines that did not subtract from inventory."
- District/Region:** A text input field.
- School:** A text input field with a "Click to select" link.
- Do Not Limit:** A radio button.
- Only Show Patient Info:** A checkbox.
- High Risk Category:** A dropdown menu showing "--select--".
- Sort By:** Radio buttons for "Last Name", "Vaccination Date", and "Vaccinator".

At the bottom right of the form, there are three buttons: "Back", "Reset", and "Create Report". The "Create Report" button is highlighted with a red border.

- Click **Create Report**.
- Review the **Patient Detail Report** to identify which vaccines did NOT decrement from your clinic's inventory.

Using the Patient Detail Report

Patient Detail Report

Report Criteria

Run By: By Service

Report Date: January 6, 2016

Organization (IRMS): [REDACTED]
CENTER

Facility: [REDACTED]

Vaccine:

Patients Status: Active patients only

Vaccination Date Range: 12/01/2015 through 12/31/2015

Birth Date Range: 12/01/1996 through 12/31/2015

Patient VFC Eligibility: All

Vaccine VFC Eligibility: All

VFC PIN: [REDACTED]

Physician: All

Program: All

Health Plan: All

Zip Code:

Race: All

State: All

Lot Number: All

Patient County: All

District/Region: All

School: All

High Risk Category: All

Sort Criteria: Last Name

Publicly Supplied Vaccine: No

Vaccinator: All

Total Patients Having Vaccines: 6

Total Patients With All Vaccines Deleted: Deleted vaccinations are shown with a line through them.

Patient ID	First Name	Middle Name	Last Name	Birthday	Guardian F.N.	Phone Number	VFC Eligible	Facility				
9133328	[REDACTED]						YES	[REDACTED]				
Vaccine	Vacc. Date	Dose Size	Mfg. Code	Lot	Public Lot	VFC Eligible	Historical	Decrement	Vaccinator	Facility	Date VIS Form Given	VIS Publication Date
Hepatitis B--adol. or pediatric	12/08/2015	Full	SKB	D76447	N	YES	N	N		SEA MAR TACOMA MEDICAL	12/08/2015	02/02/2012

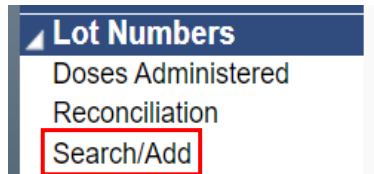
Inventory - Find the Problem

Reconcile Inventory		
Vaccine ▲	Lot Number	Exp Date ▼
DTaP	C4754AA	06/23/2017
DTaP/Hep B/IPV	4922C	10/28/2017
DTaP/Hep B/IPV	Y33F2	02/06/2017
Hep A 2 dose - Ped/Adol	294X9	03/31/2017
Hep A 2 dose - Ped/Adol	32DZ5	06/27/2017
Hep B Ped/Adol	25778	05/21/2016
Preserv Free		
Hep B Ped/Adol - Preserv Free	D7447	01/31/2016

Vaccine	Vacc. Date	Dose Size	Mfg. Code	Lot
Hepatitis B--adol. or pediatric	12/08/2015	Full	SKB	D76447

Searching Inventory

Go to Lot Numbers, Click Search/Add



On the Lot Number Maintenance page, enter the lot number and click Search.

• **No Results Found**

Lot Number Maintenance

Search/Add Lot Number - Search Required Before Adding

Vaccine	--select--
Manufacturer	--select--
Lot Number	MH2201
Facility:	SELECT FROM CHILDRENS CENTER
Inactive	All
Inactive Reason:	--select--

Clear Search

Search Results

Show 100 entries

Search:

Facility	Manufacturer	Lot Number	Vaccine	Funding Source	Exp. Date	Inactive
No data available in table						

Showing 0 to 0 of 0 entries

Add

Inventory - Find the Problem

Compare what is documented on the Patient Detail Report for manufacturer to what the manufacturer is listed as on the Lot Number Maintenance page.

Vaccine	Vacc. Date	Dose Size	Mfg. Code	Lot
Hepatitis B--adol. or pediatric	12/08/2015	Full	SKB	D76447

Searching Inventory

On the Lot Number Maintenance page, enter the lot number and click Search. If the lot number has ever been in your IIS inventory, it will appear under Search Results.

You are able to see the manufacturer on this page.

The screenshot shows the 'Lot Number Maintenance' form and the 'Search Results' table. The form includes fields for Vaccine, Manufacturer, Lot Number, Facility, Inactive, and Inactive Reason. The Lot Number field contains 'T033815'. The Search Results table shows one entry with the following details:

Facility	Manufacturer	Lot Number	Vaccine	Funding Source	Exp. Date	Inactive
[REDACTED]	MERCK	T033815	MMR	PUB	10/05/2022	

Editing Inventory

On the Lot Number Maintenance (Detail) page, click on the Edit button.

Lot Number Maintenance [Detail]	
Manufacturer:	MERCK
Vaccine:	MMR
Lot Number Code:	777552
Lot Number:	T033815
Facility:	[REDACTED]
Doses Used:	21
Doses Wasted and Returned:	0
Doses Wasted and Disposed:	0
Doses Available:	9
Doses Total:	30
Expiration Date:	10/05/2022
Funding Source	PUB
Product:	M-M-R II
Vaccine Settings Mapping:	Mapped
NDC Number:	(00006-4681-00)
Inactive:	
Inactive Reason:	

[View Lot Log](#) [View Offsite Log](#) [Back](#) [Edit](#)

Editing Inventory

On the Lot Number Maintenance (Update) page, you can make adjustments to the categories bolded in red font.

Lot Number Maintenance [Update]		
Manufacturer:	MERCK-MSD <input type="button" value="v"/>	
Vaccine:	MMR <input type="button" value="v"/>	
Lot Number Code:	777552	
Lot Number::	T033815	
Facility:	<input type="button" value="v"/>	
Doses Used:	21	
Doses Wasted and Returned:	0	
Doses Wasted and Disposed:	0	
Doses Available:	9	
Doses Total:	30 Use the buttons below to adjust the total doses.	
Expiration Date:	10/05/2022	
Funding Source	PUB <input type="button" value="v"/>	
Product:	M-M-R II <input type="button" value="v"/>	
Vaccine Settings Mapping:	Mapped <input type="button" value="Map Vaccine Setting"/>	
NDC Number:	00006-4681-00 <input type="button" value="v"/>	
Inactive:	<input type="checkbox"/>	
Inactive Reason:	--select-- <input type="button" value="v"/>	
Doses on Hand Adjustment		
Dose Adjustment	Adjustment Date	Adjustment Reason
<input type="button" value="Cancel"/> <input type="button" value="Reset"/> <input type="button" value="Save"/>		
<input <="" td="" type="button" value="Add Doses(+)"/>		
<input type="button" value="Subtract Doses(-)"/>		

Inventory Adjustments

Keep inventory adjustments to a minimum – adjustments are intended for reporting wasted, spoiled, and expired vaccines.

If necessary, make adjustments by:

- Entering the actual number of doses on hand in the **Physical Inventory** field.
- Select the most appropriate **Category** & **Reason** for each lot number that needs to be adjusted.
- If you need to make multiple adjustments to the same lot number, click the **+** button to add another line.

Reconcile Inventory										
Vaccine	Lot Number	Exp Date	Quantity on Hand	Physical Inventory	Adjustment (+/-)	Category	Reason	Funding Source	Inactive	Add Row
DTaP (Daptacel, Infanrix, Tripedia)	C5774BA	09/18/2022	9	8	-1.0	Wasted	Broken/Dropped/Spilled	PUB	<input type="checkbox"/>	+

Vaccine Loss Log

Knowledge Check #2



IIS Change – Documenting Patient Eligibility Status



What is Changing?

What is Changing?

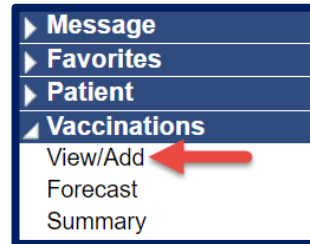
- The way patient eligibility status is documented in the IIS for patients under 19 is changing 6/21.
- Users will be prompted to select the patient's eligibility status when adding a vaccine to a patient's immunization record in the IIS.

Who is Affected?

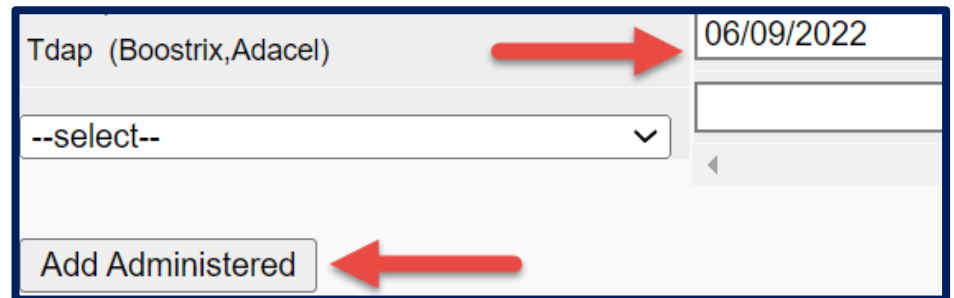
Primarily sites who manually enter vaccines in the IIS.

Adding a Vaccine to a Patient's Record

Search for patient & navigate to **Vaccinations View/Add**



Enter vaccination date in text field and select **Add Administered**



A screenshot of a vaccination form. The form has a light gray background and a dark blue border. It contains a text field with the value '06/09/2022', a dropdown menu with the value '--select--', and a button labeled 'Add Administered'. Red arrows point to the date field and the 'Add Administered' button.

Documenting Eligibility Status

The **VFC Eligibility Update** screen will open. Select the appropriate eligibility status from the drop down, then select **Continue**

VFC Eligibility Update
Current VFC Status: Not VFC Eligible
 Update VFC Eligibility

--select--
--select--
VFC eligible— American Indian/Alaskan Native
VFC eligible— Medicaid/Medicaid Managed Care
VFC eligible— Uninsured
VFC eligible— underinsured at FQHC/RHC/deputized provider
CHIP
Private Insurance

Continue

The **Vaccination Detail Add** screen will open where you will enter additional details, then select **Save**.

Vaccination Detail Add

Vaccine 1:	HPV9 (Gardasil 9)
Date Administered:	06/09/2022
Historical:	<input type="radio"/> YES <input checked="" type="radio"/> NO
Confidential:	<input type="radio"/> YES <input checked="" type="radio"/> NO
Manufacturer:	<input type="text"/> Click to select
Lot Number:	<input type="text"/>
Lot Facility:	<input type="text"/>

Tools and Resources

- [Facility Closure Policy](#)
- [Vaccine Management Plan](#)
- [Vaccine Ordering & Receiving Guide](#)
- [Vaccine Ordering & Vaccine Receiving](#) Short Videos
- [Inventory Guide](#) & [Short Video](#)
- [Patient Detail Report Guide](#)
- [IIS Codes for Common Vaccines in WA Guide](#)
- [Viewing, Adding and Updating Patient Eligibility Status](#)
- [Adding, Editing and Deleting Vaccinations](#)
- [Childhood Vaccine Program Training](#)

CVP Training Series Future Topics

July 21: Back to School: New Requirements, Ordering Tips and Patient Reminders/Recall

Suggestions? Please send to
WACHILDHOODVACCINES@doh.wa.gov

Questions?

Childhood Vaccine Program Main Contact Information

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