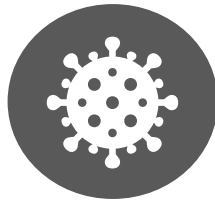




CVP TRAINING SERIES

Office of Immunization
Childhood Vaccine Program
July 20, 2023

Topics Covered



COVID-19
COMMERCIALIZATION



ORDERING
TIPS



OFF-SITE
VACCINATION CLINIC
GUIDELINES

COVID-19 Commercialization



Commercialization of COVID-19 Vaccine

- **For enrolled COVID-19 providers, all COVID-19 vaccine ordering will be turned off in the Immunization Information System (IIS) at 4 PM PST on Wednesday, August 2nd.**
 - Order enough vaccine to ensure you have adequate supply to last until commercialization (anticipated to happen in early fall).
 - Updated vaccine recommendations for all age groups are expected in mid to late September.

Commercialization of COVID-19 Vaccine

- All CVP providers will be required to have a supply of COVID-19 vaccines for the population they serve unless designated as a specialty provider by the program.
- You don't necessarily need to have an ultra-cold storage unit to store COVID-19 vaccine.
- Providers shouldn't miss an opportunity to vaccinate patients for COVID-19 because of fear of vaccine wastage.

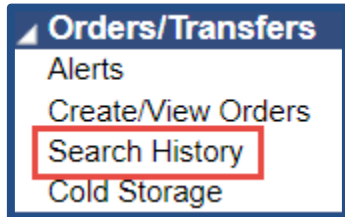
Ordering Tips



Preparing for the Back to School Rush

- **Ensure you have enough vaccine to meet higher demand**
 - Review previous order history in the IIS
 - Run a Reminder/Recall report in the IIS to see how many patients are due or overdue for recommended vaccines.
- **Place vaccine order and allow two weeks to receive vaccines**
 - Include comments in the order to explain higher than normal order quantities (e.g. back to school)
- **Offer vaccination-only appointments or immunization clinics for patients.**
- **Review the WA Immunization Requirements training [video](#) & [slides](#)**

Review Vaccine Order History



1. Select **Search History** under **Orders/Transfers** in the left menu
2. Select the **Orders** radio button
3. Enter in a **Submit Date Range**
4. Select **Vaccine(s)** or leave blank to select all
5. Click **Export Report**

Search History

☒ Orders ☐ Transfers ☐ Returns ☐ Wastage

Facility:

PIN:

Submit Date: From: 07/01/2022 Through: 09/30/2022

Receipt Date: From: mm/dd/yyyy Through: mm/dd/yyyy

Approval Date: From: mm/dd/yyyy Through: mm/dd/yyyy

Denial Date: From: mm/dd/yyyy Through: mm/dd/yyyy

Vaccine:
ACTHIB
ADACEL - SDV
ADACEL - Syringe
Afluria 0.5mL PFS (3+ years) '22-'23
Afluria 5.0mL MDV (3+ years) '22-'23
Bexsero®
Bexsero® Adult
BOOSTRIX - SDV
BOOSTRIX - Syringe
Boostrix® Adult

Lot Number:

Order Status: --select--

Order Number:

Include deleted orders: ☐

Clear Export Report Search

Run Reminder/Recall Report & Contact Patients

Reminder/Recall

Identifying patients who are due or overdue for vaccines & contacting those patients to schedule appointments.

- ▶ Reports
- ▶ Settings
- CASA Export
- ▶ **Reminder/Recall**
 - Reminder/Recall
 - Run Templates
 - Create Templates
 - Manage Cohort



Washington State Immunization Information System
Reference Guide
How to Use Reminder/Recall

WASHINGTON STATE
IMMUNIZATION
INFORMATION SYSTEM

Why Should I Use Reminder/Recall?
Reminder/Recall helps identify patients who are due or overdue for vaccines. Using Reminder/Recall helps keep your patients up-to-date with recommended vaccines and can help increase your clinic or organization's immunization rates.

What Do I Need to Get Started?
You need the **Run Reminder/Recall** permission on your Immunization Information System (IIS) user account. You may also want the **Manage Reminder/Recall** permission for more advanced options, like saving templates and managing patient cohorts. Reminder/Recall will not show up in your left navigation menu if you do not have one of these permissions.

Contact your IIS System Administrator to add reminder/recall permissions to your account. If you are unsure whether your organization or clinic has a system administrator, contact the Help Desk at 1-800-325-5599 or WAIIHelpDesk@doh.wa.gov to find out.

Reminder/Recall is a Three Step Process:

Step One: Set up Reminder/Recall Criteria

Step Two: Preview and Edit Patient List

Step Three: Choose Reminder/Recall Output(s)

Vaccine Ordering Tips

Before placing an order:

- Submit prior month's temperature logs
 - Ensure you note actions taken to respond to any temperature excursions.
- Submit current inventory report in IIS (must be within 30 days)
- Submit current Doses Administer Report in IIS (if required)
- Determine how much to order based on order history & the [Recommended Order Quantity \(ROQ\)](#) calculation.

When placing an order:

Include a comment to explain if you're ordering more than normal.

Order Details								
Vaccine	Vaccine Name	Funding Source	Dose Used Last Month	Physical Inventory	Order Quantity	Urgent	Priority Reason	Comments
DTaP		SPLIT	5	10	60	<input type="checkbox"/>	--select--	Clinic

Calculating Order Quantity Example

The Search History report shows my clinic ordered 80 doses of MCV vaccine last year between 7/1/22-9/30/22.

Order Receipt Date	Vaccine	Receive
7/8/2022	meningococcal conjugate	30
8/16/2022	meningococcal conjugate	30
9/16/2022	meningococcal conjugate	20

My clinic currently has 30 doses of MCV4 on hand

meningococcal conjugate quadrivalent, MenACWY-TT (MCV4) (MenQuadfi)	U7594AD	03/04/2025	10
meningococcal conjugate quadrivalent, MenACWY-TT (MCV4) (MenQuadfi)	U7596AB	03/14/2025	20

Calculating Order Quantity Example

I select Every Two Months as my Order Frequency in the ROQ calculator.

It's July and I won't be ordering again until September, so I enter in 60 doses used, 30 in Physical Inventory and the ROQ calculator recommends ordering 150 doses.

Select Ordering Frequency			
Every Two Months			
Vaccine	Doses Used Last Month	Physical Inventory	Recommended Order Quantity
DTaP			0
DTaP-Hep B-IPV			0
DTaP-IPV-Hib			0
DTaP-IPV-Hib-Hep B			0
DTaP-IPV			0
Hepatitis A			0
Hepatitis B			0
Hib			0
HPV			0
IPV			0
MCV	60	30	150

Knowledge Check #1



Off-Site Vaccination Clinics



Off-Site Clinics

Off-site clinics play an important role in improving vaccination coverage rates and vaccinating hard-to-reach populations. These might look like:

- Satellite locations
- Temporary or pop-up events
- Off-site clinics

Tool: Off-Site Clinic Checklist

WASHINGTON STATE

CVP

Childhood Vaccine Program

Office of Immunization | (360) 236-2829 | doh.wa.gov/cvp | wachildhoodvaccines@doh.wa.gov



Off-Site Vaccination Clinic Guidelines

Satellite, temporary, and off-site vaccination clinics play an important role in improving vaccination coverage rates and vaccinating hard-to-reach populations. Vaccination clinics held in these settings have unique challenges and providers must follow specific guidelines for managing publicly supplied vaccine in these non-traditional settings. Below is a checklist of requirements, best practices, and reference materials for your off-site vaccination clinic. Review all materials prior to conducting an off-site vaccination clinic.

Off-Site Clinic Checklist

Preparation

- ☐ Submit your request to the Washington State Childhood Vaccine Program for approval **before** ordering and/or using publicly supplied vaccines for an off-site vaccination clinic. **See Appendix A.**
- ☐ After receiving approval for your off-site clinic, determine the amount of vaccine needed and place an order at **least three weeks** prior in the Immunization Information System (IIS).
- ☐ When receiving the vaccine at your facility, store the vaccine at the correct temperature, verify the doses received, and [receive the vaccine inventory](#) in the IIS prior to the clinic.
- ☐ Ensure you have a working digital data logger with a current certification of calibration for use at the clinic.
- ☐ Ensure you have all necessary materials to pack and transport the vaccines for the off-site clinic.

Transport

- ☐ Vaccines must be transported using a portable vaccine refrigerator or qualified container and pack-out designed to transport vaccines within the temperature range recommended by the manufacturers (i.e., between 2–8° Celsius or 36–46° Fahrenheit for ALL refrigerated vaccines). Coolers available at general merchandise stores or coolers used to transport food are NOT ACCEPTABLE. See CDC's Vaccine Storage and Handling Toolkit for information on qualified containers and pack-outs: www.cdc.gov/vaccines/hcp/admin/storage/toolkit/storage-handling-toolkit.pdf.
- ☐ Use a [digital data logger](#) that meets state and CDC guidelines for public vaccine.
The person transporting the vaccines confirms manufacturer instructions for packing configuration and proper conditioning of coolants were followed. (Your qualified container and pack-out should include packing instructions. If not, contact the company for instructions on proper packing procedures.)
- ☐ If planning to administer varicella-containing vaccine, bring only the amount needed for the clinic.
*Vaccine requiring freezing temperatures will lose viability within 72 hours once the vaccine warms above 15 degrees Fahrenheit. **Never** re-freeze varicella-containing vaccine.*
- ☐ Ensure the total time for vaccine transport and clinic workday does not exceed 8 hours.

Storage and Handling

- ☐ Ensure the cold chain is maintained at all times during transport and throughout the clinic.
- ☐ Providers may pre-draw up to 10 doses of vaccine at a time during an off-site clinic.
All remaining pre-drawn doses must be discarded and logged as waste at the end of the clinic.
- ☐ Monitor digital data logger(s) and record temperatures on paper temperature logs hourly, **See Appendix B.**
Off-site clinic temperature logs should be submitted to the Washington State Childhood Vaccine Program after your event.
- ☐ After the clinic, download and review digital data logger temperature data.
- ☐ If vaccine went out of appropriate temperature ranges, follow the [Vaccine Temperature Excursion Guide](#)
- ☐ Complete the [Vaccine Loss Log](#) for any wasted vaccine doses.

Be Sure to Plan Ahead

- Submit your request for approval before ordering and/or using publicly supplied vaccines for an off-site vaccination clinic (2-3 weeks lead time is ideal).
- After approval, determine the amount of vaccine needed and place an order in the Immunization Information System (IIS) three weeks prior to the event.
- When receiving the vaccine at your facility, store the vaccine at the correct temperature and receive like you normally would.
- Ensure you have a working digital data logger with a current certificate of calibration for use during transport and at the clinic.
- Ensure you have all the necessary materials to pack and transport the vaccines for the off-site clinic.

Childhood Vaccine Program

Office of Immunization | (360) 236-2829 | doh.wa.gov/cvp | wachildhoodvaccines@doh.wa.gov

Appendix A: Vaccine Transport for Off-Site Clinic (State-supplied vaccines only)

Date of Request: 06/02/22	PIN: [REDACTED]
Facility Name: [REDACTED]	
Contact Person: [REDACTED]	Phone Number: [REDACTED]
Email: [REDACTED]	

Location of Off-Site Clinic: [REDACTED] School District Event
Date of Clinic: June 13 and 14, 2022

Requested Vaccine Name	NDC	# of Doses
MMR and MMRV	(MMR) 0006-4681-00, (MMRV) 0006-4171-00	10 ea.
Dtap and Tdap	(Dtap) 49281-286-10, (Tdap) 49281-400-20	10 ea.
HIB	49281-545-03	10
KINRIX	58160-812-52	10
VARICELLA	0006-4827-00	10
PCV and IPV	(PCV) 0005-1971-02, (IPV) 49281-860-10	10 ea.
Type of storage container used:	<input checked="" type="checkbox"/> Portable refrigerator/freezer <input type="checkbox"/> Qualified container and packout*	
Packing material used: Container/packout make/model	Mobile Unit Refrigerator (Marvel Scientific model GRFXWWR-PL) / Freezer (Summit model FS20L)	
Make, model & calibration expiration date of digital data logger used:	Lascar VFC5000-TP, Data logger for refrigerator (expiration 03/18/23), Freezer Data logger (expiration 03/18/22)	

*A type of container and supplies specifically designed for use when packing vaccines for transport. They are "qualified" through laboratory testing under controlled conditions to ensure they achieve and maintain desired temperatures for a set period of time. (Does not include McKesson or Merck shipping container)

Submit form to Washington State Childhood Vaccine Program for approval by email to: WACHildhoodVaccines@doh.wa.gov. You will receive notice by email and if approved, you may submit a vaccine order for doses for the clinic. Ensure the cold chain is maintained at all times during transport and throughout the clinic. Review [Packing Vaccines for Transport](#) for guidance.

In case of a temperature excursion, call the manufacturers to determine vaccine viability		
AstraZeneca (Medimmune) (800) 236-9933		GlaxoSmithKline (866) 475-8222
MassBiologics (617) 474-3000	Merck & Co., Inc. (800) 444-2080	Pfizer Inc. (800) 505-4426
Sanofi Pasteur (800) 822-2463	Squiris (855) 358-8966	

DOH USE ONLY	<input checked="" type="checkbox"/> Approved	<input type="checkbox"/> Denied
Reviewed by: Elizabeth Parrish	Date: 6/8/2022	

*Please print additional pages as needed for any upcoming clinics within a three months period.

For persons with disabilities, this document is available on request in other formats. To submit a request, please call 1-800-525-0127 (TDD/TTY call 711). May 2022. DOH 348-523

Special Considerations for Varicella Vaccine

If planning to administer varicella-containing vaccine:

- Bring only the amount needed for the clinic.
- Vaccine requiring freezing temperatures will lose viability within 72 hours once the vaccine warms above 15 degrees Fahrenheit.
- Never re-freeze varicella-containing vaccine.

Vaccine Transport Requirements

Vaccine Transfer/Transport Equipment				
Type of Unit	Emergency Transport	Routine Transfer	Off-site Clinic	Clinic Move
Portable Vaccine Refrigerator or Freezer	Yes	Yes	Yes	Yes
Qualified Container and Packout	Yes	Yes	Yes	Yes
Conditioned Water Bottle Transport System	Yes	Yes	No	Yes
Hard-sided cooler	Yes	Yes	No	Yes
Manufacturer's Original Shipping Container	Yes (Last resort only)	No	No	Yes (Last resort only)
Pre-approval Required	No*	Yes	Yes	Yes

*Transporting vaccine during an emergency (e.g.: power outage) does not require pre-approval

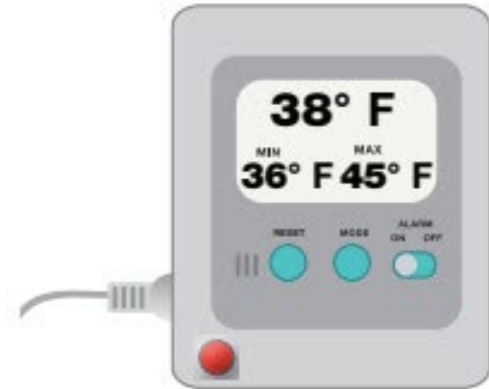
Transporting Your Vaccine

- Vaccines must be transported using a portable vaccine refrigerator or freezer, or qualified container and pack-out designed to transport vaccines within the temperature range recommended by the manufacturers.
- Confirm that the manufacturer instructions for packing configuration and proper conditioning of coolants were followed.
- Coolers available at general merchandise stores or coolers used to transport food are NOT ACCEPTABLE.
- See the CDC's Vaccine Storage and Handling Toolkit for more information.



Pack a Digital Data Logger

- Use a digital data logger that meets state and CDC guidelines for public vaccine.
- Ensure the total time for vaccine transport and clinic workday does not exceed 8 hours.



Off-Site Clinics

Storage and Handling

- Ensure the cold chain is maintained at all times during transport and throughout the clinic.
- Providers may pre-draw up to 10 doses of vaccine at a time during an off-site clinic. All remaining pre-drawn doses must be discarded and logged as waste at the end of the clinic.
- Monitor digital data logger(s) and record temperatures on paper temperature logs.
- Download and review digital data logger temperature data after the clinic. If vaccine went out of appropriate temperature ranges, follow the Vaccine Temperature Excursion Guide.
- Complete the Vaccine Wasted Log for any wasted vaccine doses and submit your off-site clinic temperature logs after the event.

Off-Site Clinics

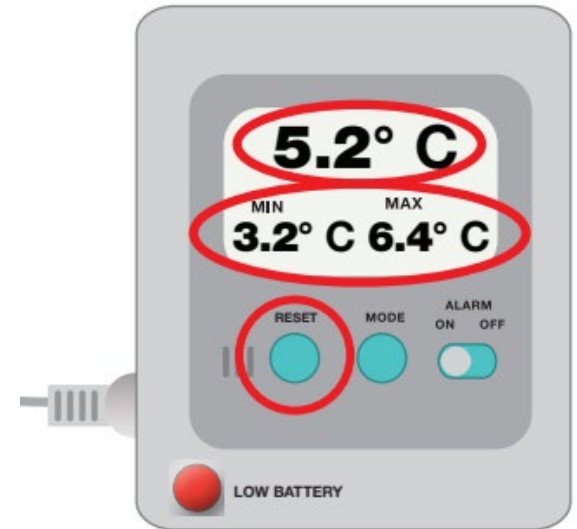
REFRIGERATOR OFF-SITE CLINIC TEMPERATURE MONITORING LOG																	
PROVIDER PIN: 123456						DATE OF CLINIC: 6/2/2022						F° / C° <input type="checkbox"/> F° <input checked="" type="checkbox"/> C°					
OFF-SITE LOCATION: School District Clinic						CLINIC HOURS: 9AM-3PM											
1. Write your initials below in "Staff Initials," and note the time in "Exact Time of Temp". 2. Record the min/max temperatures of the vaccine after transport to off-site clinic. 3. Record vaccine temperatures every hour during the clinic by putting an X in the row that corresponds with the storage unit temperature. 4. At the end of the clinic record the min/max temperatures reached. 5. Record min/max temperature after vaccine transport from the day clinic. 6. If any out-of-range temperatures, see instructions to the right.						IF A TEMPERATURE RECORDING IS IN THE SHADED ZONE: 1. Store the vaccine under proper conditions as quickly as possible. Place the affected vaccine in a bag and mark the vaccine as "Do not use." 2. Call the vaccine manufacturers to determine whether the vaccines are viable. 3. Notify your vaccine coordinator and follow the Vaccine Temperature Excursion Guide. 4. Use the Action tracking area to record the actions taken to correct the problem.											
Notes	Clinic Hour	Transport	Hour 1	Hour 2	Hour 3	Hour 4	Hour 5	Hour 6	Hour 7	Hour 8	Hour 9	Hour 10	Hour 11	Hour 12	End of Clinic	Transport	
	Exact Time	8:30AM	9:00AM	10:00AM	11:00AM	12:00PM	1:00PM	2:00PM							3:00	3:30	
	Staff Initials	EP	EP	EP	EP	EP	EP	EP							EP	EP	
Refrigerator Temperature	DANGER!!! WARNING TOO WARM Call the manufacturer for vaccine viability WARNING TOO WARM																
	≥49°F (9.5°C)																
	48°F (8.9°C)																
	47°F (8.4°C)																
	46°F (7.8°C)	Max:														Max:	
	45°F (7.3°C)	5.0														5.4	5.5
	44°F (6.8°C)																
	43°F (6.2°C)																
	42°F (5.5°C)																
	41°F (5.0°C)																
	40°F (4.5°C)	4.5	x	x	x		x	x	x							4.6	4.7
	39°F (3.9°C)																
	38°F (3.4°C)																
	37°F (2.7°C)																
	36°F (2.3°C)		Min:														
35°F (1.7°C)																	
34°F (1.1°C)																	
33°F (0.6°C)																	
≤32°F (0.0°C)																	
DANGER!!! WARNING TOO COLD Call the manufacturer for vaccine viability WARNING TOO COLD																	
Action	Please list steps taken to address temperature or storage unit issues. Include manufacturer's determination and case number(s).		DATE	°F / °C	i.e., Action Taken: Fridge control adjusted, contacted Merck- vaccine viable, case #12345.												
			1/1	33.1 °F													
Wasted Vaccine Log - Complete return in the IIS & Vaccine Loss Log																	
		Vaccine Type	Lot Number	# Doses Wasted	Reason	Initials											
		Varicella	U012233	1	Drawn into syringe but not used.	EP											

If you have a disability and need this document in a different format, please call 1-800-525-0127 (TDD/TTY 711).

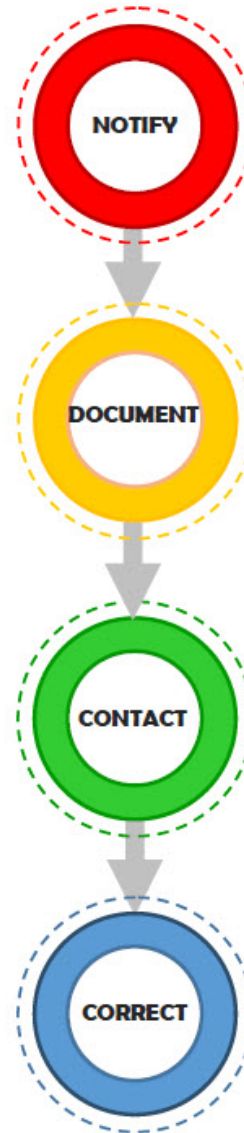
DOH 348-523 May 2022

Recording Temperatures at Your Event

- Record the min/max temperatures upon arrival at your off-site clinic and then press “Reset.”
- Record the temperature every hour of the clinic by placing an X on the chart and initial.
 - Pro tip: set an alarm on your phone to help remember hourly checks
- At the end of the clinic, record the min/max temperatures reached and then press ‘Reset.’
- Record the min/max temperatures upon arrival back at your facility/clinic.
- Review digital data logger report after the event and take action for any temperature excursions.



Tool: Vaccine Temperature Excursion Guide



Vaccine Temperature Excursion Guide

Notify the primary or backup vaccine coordinator immediately if you discover a temperature excursion.

Bag the affected vaccines and place a label on them saying "DO NOT USE." Do not discard these vaccines or remove them from the storage unit.

Document the details of the temperature excursion including the:

- Date, time, and name of person completing report, description of the event, storage unit temperature, inventory vaccines affected
- Determine the length of time the vaccine has been out of range including any previous temp excursions

After manufacturer determination:

- Note date and length of time out of range on vaccine boxes
- Document on paper temperature log under "Actions Taken" including manufacturer determination and/or case number(s) or email WACHildhoodVaccines@doh.wa.gov with details.

Contact the vaccine manufacturers.

Be prepared to provide documentation and data logger information. Follow manufacturer guidance based on viability of vaccines.

If manufacturer guidance is unclear or states that providers can use their discretion to continue to use the vaccine, you must contact the DOH Childhood Vaccine Program at WACHildhoodVaccines@doh.wa.gov. Providers do not have the authority to discard publicly purchased vaccines.

Manufacturer Contact Numbers	
Merck	1-800-672-6372
Sanofi Pasteur	1-800-822-2463
GlaxoSmithKline	1-888-825-5249
Pfizer	1-800-438-1985
Seqirus	1-855-358-8966
AstraZeneca (Medimmune)	1-877-633-4411
MassBiologics (Grifols)	1-617-474-3000

Determine and address what caused the temperature issue. Check the basics, including the power supply, the unit door, and thermostat settings.

If the excursion was the result of a temperature fluctuation, follow guidance on adjusting the storage unit temperature to the correct range.

If the thermometer failed, implement your back-up thermometer. If the storage unit failed, implement your emergency plan.

If vaccines were moved to another unit please provide 3 days stable temps in range before moving vaccines back into unit.

Knowledge Check #2



Tools and Resources

- School & Child Care Immunization Requirements for Healthcare Providers Training [Video](#) & [Slides](#)
- [IIS Reminder/Recall Guide](#)
- Strategies for Improving Immunization Rates Training [Video](#) & [Slides](#): Additional information about using the IIS for Reminder/Recall and other strategies
- [Vaccine Ordering & Receiving Guide](#)
- [Recommended Order Quantity Calculator](#) and [Guide](#)
- [Vaccine Management Plan](#)
- [Off-Site Clinic Guidelines](#)
- [CDC Storage and Handling Toolkit](#)
- [Temperature Excursion Guide](#)
- [Childhood Vaccine Program Training](#)

CVP Training Series Future Topics

August 17: Vaccine Returns/Replacements, Short-Dated Vaccines, Accountability Reporting

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

Questions?

Childhood Vaccine Program Main Contact Information

WAChildhoodVaccines@doh.wa.gov

Phone: (360)236-2829

Fax: (360)236-3811



To request this document in another format, call 1-800-525-0127. Deaf or hard of hearing customers, please call 711 (Washington Relay) or email civil.rights@doh.wa.gov.

DOH 348-962 July 2023