

# Childhood Vaccine Program

Office of Immunization | (360) 236-2829 | [doh.wa.gov/cvp](https://doh.wa.gov/cvp) | [wachildhoodvaccines@doh.wa.gov](mailto:wachildhoodvaccines@doh.wa.gov)

## Childhood Vaccine Program Training Series | Inventory and Ordering Controls Frequently Asked Questions, August 21, 2025

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### **1. If a clinic is just ordering respiratory vaccines, do they have to reconcile ALL their vaccines or is it just the respiratory vaccines?**

The requirement is to submit all inventory at least monthly but within 14 days of your vaccine orders.

#### **Do I still need to complete inventory if I'm not ordering vaccines?**

Inventory needs to be submitted at least once per month. It doesn't have to be completed at the beginning of the month, but it is required to ensure all inventory is reconciled and submitted within 14 days of your vaccine order.

### **2. Does this mean that we should be doing inventory twice a month just in case we need to place an order halfway through the month?**

There is no set time that you are required to complete inventory. Inventory reconciliation reports are not required to be submitted at the beginning of the month. Your inventory needs to be completed within 14 days of placing an order. You may need to adjust your workflow to accommodate completing an inventory reconciliation within 14 days of placing an order.

### **3. What if your clinic size has changed – i.e. added a provider or additional patients?**

Please add a comment to your order and send us an email so we can make a note to allow for the increase. This applies for any flu clinics or off-sites where you might need more vaccine than what last year's data reflects.

For new providers or if no previous administration data is available, orders will be capped at 50 doses. If you find that you are going through the vaccine and need more, you may place an additional order at any time. Respiratory vaccine products do not need to be ordered on your monthly ordering schedule.

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## 4. Will we be required to order and carry COVID-19 vaccines this year?

**Ordering COVID-19 vaccine and all routine Advisory Committee on Immunization Practices (ACIP)-recommended childhood vaccines is an expectation and requirement for sites enrolled in the CVP.**

This is required because it ensures children receiving care at enrolled sites have access to all routine recommended vaccines in their medical home without needing to be referred elsewhere. This helps avoid missed opportunities and reduce barriers to vaccine access for your patients especially in rural areas where health care access is limited. Additionally, no special equipment is needed to store COVID-19 vaccine, and it can be ordered in much smaller quantities than when it was initially made available (minimum order quantity is 10 doses for COVID-19 vaccines).

**It is important that CVP providers have COVID-19 vaccine available for their patients as they may not be able to receive vaccines elsewhere.**

Making COVID-19 vaccines available at enrolled facilities is especially important because where patients can receive COVID-19 vaccine changed with the commercialization of this vaccine. For example, Medicaid will not pay for vaccines outside of the Childhood Vaccine Program, so Medicaid insured (and uninsured patients) may be turned away from pharmacies.

To ensure access to COVID-19 vaccine, it needs to be available at all enrolled facilities even if it's just ordering the minimum quantity (10 doses) so that you have some vaccine on hand.

## 5. How can we see how many doses we used last year so we know what we are able to order?

Please use the [Vaccination Totals Report](#). The WA IIS Vaccination Totals Report shows the total number of vaccinations given based on the parameters set. This information can be plugged in the [Downloadable ROQ Calculator \(Excel\)](#) to determine ordering quantities for the current month.