Vaccine Inventory Management Guide

NYC Department of Health and Mental Hygiene Bureau of Immunization





Overview

Vaccine Inventory Management

- Order VFC Vaccine
- Adjust Inventory
- Reports





Vaccine Inventory Management (VIM)

- VIM is a new feature available for VFC providers
 - Under this new tab, providers can manage all aspects of their VFC vaccine inventory
 - Orders
 - Returns
 - Tracking
 - Reports
 - This tool allows for dose level accountability of VFC inventory
 - Providers now have the ability to reconcile their inventory using VIM
 - Doses of VFC vaccine are automatically decremented from your expected total when:
 - A dose is administered
 - A dose is returned or wasted
 - Other transactions can now be recorded to account for received VFC doses
 - If amount differs from invoice
 - Administrative errors





New Tab View in VIM



Notice the screen will default to the 'Order VFC Vaccine' tab

Vaccine Inventory Management NEW!

- In addition to previously existing links, under the VIM tab there is:
 - Order VFC Vaccine- the screen defaults to this tab
 - Now houses an integrated VIM dashboard

Adjust Inventory NEW!

Stand-alone VIM dashboard

Stand-alone Reports NEW!

New, expanded reports functionality





Order VFC Vaccine

- Online VFC Vaccine Ordering and Management Tool
 - VFC vaccine ordering process is integrated into VIM
 - A stand-alone reconciliation page is available
 - Providers can balance their inventory between orders
- Once in the tool, ordering publicly-funded VFC vaccine is <u>still</u> a simple <u>6-step</u> process:
 - 1. Review vaccine order history
 - 2. Confirm, enter or update the following information Shipping and storage details Refrigerator and freezer temperatures Storage used for VFC vaccines
 - 3. Balance your VFC vaccine inventory * NEW! *
 - 4. Enter VFC order quantities
 - 5. Confirm order
 - 6. Receive confirmation number





Step 1: Review vaccine order history

- This screen appears when a provider places a VFC vaccine order
- Providers can review 14 months of ordering information, see their recommended order frequency, and obtain the recommended date range for their next order

VFC Provider	
VFC PIN:	VFCCIR
Provider Name:	CITY IMMUNIZATION REGISTRY
Vaccine Ordering Details	
Historical Order Assessment:	On Target
Historical Order Assessment: Order History:	On Target Order By Date (0):
Historical Order Assessment: Order History: Order Frequency:	On Target Order By Date (0): Quarterly







Step 2: Confirm, enter or update: Shipping and storage details

Shipping Information		
VFC PIN:	VFCCIR	
Provider Name:	CITY IMMUNIZATION REGISTRY	
* VFC Primary Contact:		
* Address:	2 GOTHAM	
	5TH FLOOR	
* City/State/ZIP:	LONG ISLAND CITY NY 11101	
* Phone/Ext:	(347) 396-2400	
* Fax:	(555) 555-5555	
* E-mail:		Confirmation of your VFC vaccine order will be sent to this email address.

Shipping Hours:

Shipping hours refer to the days/times when your facility can receive vaccine shipments. If the days/times below are incorrect, please update. Every day (Monday-Friday) must be accounted for (if there are no shipping hours for a day, please indicate the office is closed). Providers must be on site with appropriate staff to receive vaccine at least one day a week other than Monday, and for at least four consecutive hours on that day.

		First Open Interv				vai					Secona Op	en inte	erv	ai	
			From			То				From	1 IIII			То	
Monday:	Office is closed/no deliveries	09	: 00	am ▼	05	: 00	pm 🔻		:		•		:		•
Tuesday:	Office is closed/no deliveries		:	•		:	•		1		Ŧ		:		Ŧ
Wednesday:	Office is closed/no deliveries	09	: 15	am ▼	12	: 00	pm 🔻	01	:	00	pm •	03	:	45	pm •
Thursday:	Office is closed/no deliveries	08	: 00	am ▼	12	: 00	pm ▼	02	:	00	pm •	06	:	00	pm •
Friday:	Office is closed/no deliveries	09	: 00	am ▼	05	: 00	pm •		:		•		:		•
Delivery Instruc	tions (if applicable): Test Delivery In	structio	ons												

* Required

• On this screen, providers may confirm, enter or update their shipping information. *Note: most of the information will be pre-populated.*





Step 2: Confirm, enter or update: Refrigerator and freezer temperatures

Refrigerator/Freez	er Information				
Туре		Temp F ▼ °	Estimated Storage	Storage Used for VFC Vaccine	
Small Household Re Small Household Re * Required	efrigerator (Refrigerator) efrigerator (Freezer)	*0 *0	6.0 ft ³ 2.0 ft ³	* 95% ▼ * 90% ▼	
	Using the 'Modify Refrigerator' featur providers to update or change the stora	ire will allow age unit details	- Previou	s Modify Refrigerator	Continue 🤿

- Entering a refrigeration unit type will populate the above Refrigerator/Freezer Information box in Step 2 of the online ordering tool.
- The provider has the option of changing the temperature unit in the drop down to either Fahrenheit or Celsius prior to inputting a temperature value. This will be the default unit next time a provider logs on.
- Providers will also be required to enter the percentage of space used to store VFC vaccine for each refrigerator/freezer unit selected.





Step 2: Confirm, enter or update: Storage used for VFC vaccines



Step 2: Confirm, enter or update: Storage used for VFC vaccines

	single unit is 9.7 ft ³ . capacity of your unit(The storage (s) may be	single u capacit	init is 2.0 ft ³ . The storage y of your unit(s) may be		
Vaccine Stor	age Unit Editor					X
Storage Unit Inform	ation					Add Unit
Regular Stand-Alo	ne Refrigerator 1					Remove Unit
Internet Content	Unit name: Test Unit	(Ex: Room 1, Base	ement, North, Unit A, Unit B, etc)			
	Section of Unit Used*2	Estimated Refrigerator ╱ Capacity (ft ³)* ∕∕	Estimated Freezer Capacity (ft ³)* 🔎	Storage Unit Brand * $\!$	Storage Unit Model Number 🔎	Auto Defrost? (Freezer Only)
	Refrigerator Only	▼ 16.7	0	Brand	123ABC	⊖ Yes ⊖ No
	Thermometer Informatio	on* r with a dual probe in the refrigo rmometers, 1 in the refrigerator r in the freezer (freezer only sec r in the refrigerator (refrigerator	erator and freezer (entire unit and 1 in the freezer (entire u tion used) only section used)	used) nit used)		
			Refrigerator Therr	nometer		
	Is this a Continuous Data Logger*∽ ● Yes ● No	Thermometer Brand* 🔎 ThermBrand	Thermometer Model Number D ABC123	Calibration Expiration Date* 5 01/02/2023	Does this them buffered p	nometer have a probe?*∽ s ● No
					(Cancel Save
	The typical storage capacit single unit is 19.7 ft ³ . The s	y of a torage	The typical single unit is	torage capacity of a 3.9 ft ³ . The storage		



- Before balancing your inventory, click on the Returns and Wastage module link to account for any returned or wasted VFC vaccine doses
- A CIR Expected Inventory is calculated for each lot using the formula below:

*CIR Expected Inventory = VFC doses - [doses given + doses reported as R/W + any other inventory adjustments]

accine Inventory Manag	ement Reports Oth	ner VFC Forms	2017 VFC Re-enrollment		
Order VFC Vaccine	Order Influenza Vaccine	Adjust Inventory	VFC Vaccine Returns/Wastage	Vaccine Order Tracking	
Please follow the steps to	pelow to manage your VFC as	nd Private vaccine in	iventory.		
Reminder: Please reco	rd all Doses Administered a	and review the Vacc	ine Transaction Report for errors (I	ot Not Matched and VFC Elig	gibility/Fund Type Not Verified) prior to reporting current invento
Returns and Wastag Before continuing	e (R/W) with your VFC vaccine order,	, report any VFC retu	rn or wastage transactions by clickin	g HERE.	
 Inventory VFC vaccine lots s Count your If you do no 	shipped to your site are displa inventory and enter it in the (ot see one of your lots below,	ayed in the dashboa On-Hand Inventory of click the Find and Ad	rd. column. dd Lot button.		
Compare Compare the On-I	Hand Inventory to CIR Expe	cted inventory * col	umn.		
Adjust The On-Hand Inve If amounts If applicable	entory and CIR Expected Im do not match, adjust the CIR I e, you may add additional qu	ventory columns sho Expected Inventory antities and reasons	ould match. using the Adjustment Reason colu for the same lot by clicking the "+" ir	nns. n the Add Row column.	
You may choose to us	se the Private tab to track and	d account for your pr	ivate vaccine stock.		
Once all VFC and Priv Once all VFC and Priv	vate vaccine dose accounting	g has been complete	d, click the Save and Continue butto	n to place your VFC vaccine o	order on the next screen.
*CIR Expected Invento		n + doese reported a	e PAN + any other inventory adjustm	ontel	



- Users can sort inventory by vaccine type, brand/manufacturer, or lot number/expiration date
- Hover bubbles next to new terminology provides helpful tips to users while in VIM
- Lot and expiration dates are color coded to help providers determine what lots to use first

Public Inventor	Private Inventory											
									DV			
	Legend											
LOT	S in RED are expired.	LOTS i	n BLUE will expire withir	n 30 days.			Differences shade	ed in GREE	N indicate that all inventory for that lot is accounted for.			
Can't find your lo	ot? CLICK HERE: Find 8	Add Lot 💠										
				010				A	djust CIR Expected Inventory by Dose			
÷	÷			Expected	On-Hand					Add /		
Vaccine Type	Brand / Mfr	Lot# / Exp.Date	Presentation			Difference 🔎	Adjust Direction	Adjust Quantity	Adjustment Reason 🔎	Remove Reason		
Нер В	Recombivax HB Merck	K010216 09/17/2016 🗛	SDV; 10-Pack	10		10	•		Select an Option 🔻	• •		
HP∨	Gardasil Merck	K011562 04/08/2017	SDV; 10-Pack	20		20	T		Select an Option 🔻	•		
MMR	M-M-R II Merck	K018965 10/15/2016 🗛	SDV; 10-Pack	10		10	T		Select an Option 🔻	•		
Hib	PedvaxHIB Merck	K025004 07/22/2017	SDV; 10-Pack	20		20	T		Select an Option 🔻	•		
HP∨	Gardasil 9 Merck	K026246 01/28/2017 🚣	SDV; 10-Pack	10		10	•		Select an Option 🔻	•		
e-IPV	IPOL (Inactivated Poli	K1330-1 06/20/2016 A	MDV; 10-Pack	20		20	•		Select an Option 🔻	•		
e-IPV	IPOL (Inactivated Poli	K1513-1 09/19/2016 A	MDV; 10-Pack	10		10	T		Select an Option 🔻	•		
VAR	Varivax Merck	L001332 01/13/2017 A	SDV; 10-Pack	10		10	T		Select an Option 🔻	•		
MMR	M-M-R II Merck	L009213 03/17/2017	SDV; 10-Pack	10		10	T		Select an Option 🔻	•		
HP∨	Gardasil 9 Merck	L013429 07/21/2017	SDV; 10-Pack	20		20	T		Select an Option 🔻	•		
HP∨	Gardasil 9 Merck	L019297 08/18/2017	SDV; 10-Pack	30		30	•		Select an Option 🔻	•		
VAR	Varivax Merck	L020000 06/02/2017	SDV; 10-Pack	20		20	T		Select an Option 🔻	•		
MMR	M-M-R II Merck	L024266 07/01/2017	SDV; 10-Pack	10		10	T		Select an Option 🔻	•		
HPV	Gardasil 9 Merck	L026602 10/19/2017	SDV; 10-Pack	20		20	T		Select an Option 🔻	•		
MMR	M-M-R II Merck	L037356 09/28/2017	SDV; 10-Pack	30		30	•		Select an Option 🔻	•		
VAR	Varivax/Merck	L038132 10/01/2017	SDV; 10-Pack	10		10	•		Select an Option 🔻	• -		
4										•		

Current CIR Expected Inventory Total: 5,997 Current On-Hand Inventory Total: 0 Difference: 5,997 (0%)

Registry

Change Save and Continue

Your current inventory is only 0% reconciled. The CIR recommends that you further reconcile before proceeding. By submitting this inventory count, you confirm that you have physically counted VFC-

- Enter your On-Hand Inventory
 - Quantities in the Difference column will update accordingly
- Account for discrepancies between the CIR Expected Inventory and the On-Hand Inventory by:
 - Choosing an Adjust Direction, Adjust Quantity and Adjustment Reason
 - More than one reason can be selected to account for discrepant doses by clicking the Add Reason button
 - Once all doses are reconciled, proceed to Step 4 of the Online Ordering Tool

Public Inventor	y Private Inventory							Adjust CIR Expected Inventory by Dose	
	C in DED are availant '	P.U	CIR Expected Inventory	On-Hand Inventory	Difference 🔎	Adjust Direction	Adjust Quantity	Adjustment Reason 📯	Add / Remove Reason
	a in the order expires.	EVICE DE	20		20			Colorian Option	
Can't find your id	t? CLICK HERE: Find &	Add Lot 💠	30		30	· · · · ·		Select an Option 🔹	*
			20		20	-		Select on Option -	-
		1.4	5	5	0	Decrease(-) •	3	Amount Received Different from Invoice	
Vaccine Type	Brand / Mfr	Lot# / Exp.Date				Decrease(-) •	2	Select an Option 🔻	
Hep 8	Recombivax HB[Merck	K010216 09/17/2016 A	20		20			Select an Option 🔹	+
HPV	Gardasil[Merck	K011562 04/08/2017	20		20	-		Select on Ontion	
Minin.	Participation Barticipation	K025004 07/22/0017	30		50	-		Select an Option Y	-
HPV	Cantasil 9Merck	K026246 01/28/2017 A	10		10	•		Select an Option 🔹	+
e-IPV	IPOL (Inactivated Poli	K1330-1 06/20/2016 A	10		10	•		Select an Option 🔻	+
e-IPV	IPOL (Inactivated Poli	K1513-1 09/19/2016 A	20		20			Select an Ontion	
VAR	Varivax/Merck	L001332 01/13/2017 A	20		20			Select an Option Y	-
MMR	M-M-R IIMerck	L009213 03/17/2017	40		40	•		Select an Option 🔻	+
HPV	Gardasil 9 Merck	L013429 07/21/2017	10		10	•		Select an Option 🔻	+
HPV	Gardasil 9/Merck	L019297 08/18/2017	10		10			Colution Option	
VAR	Varivax/Merck	L020000 06/02/2017	10		10	•		Select an Option 🔻	•
MMR	M-M-R II[Merck	L024266 07/01/2017	20		20	7		Select an Option 🔹	+
HPV	Gardasil 9(Merck	L026602 10/19/2017	SUV: 10-Pack	20	20	I		Select an Option	
MMR	M-M-R IIMerck	L037356 09/28/2017	SDV; 10-Pack	30	30	· · · · ·		Select an Option	
VAR	VarivaxjMerck	L038132 10/01/2017	SOV: 10-Pack	10	10	•		Select an Option	
11									
Current CIR Exp	ected Inventory Total: 5.9	97 Current On-Hand Inventory To	stal: 0 Differend	ce: 5,997 (0%)				- Chonge Save and Continue	12

Health

bur current inventory is only 0% reconciled. The CIR recommends that you further reconcile before proceeding. By submitting this inventory count, you confirm that you have physically counted VF upplied inventory on-hand and the count you are submitting is accurate and complete.

Find & Add Lot

- If a provider has a lot on hand that is not displayed in the dashboard, they can use the Find and Add Lot functionality to add it to their inventory
- Select the Type, Brand/Manufacturer, Lot #/Expiration Date, Presentation and Quantity
 - Click the Add button for lot to appear on dashboard
 - Click the Reset button to add additional lots

1.0	TS IN RED are expli	ed.	10	OTS in BLUE will experi	within 3D days.	Legend	wrences shaded is	n GREEN Indicate	that all inven	tory for that lot is	accounted for	
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	A.S. S.A. SP. HTLAMPICA	O 2. Enter the o	quantity of do	ses in your inventory for	r the lot.							
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	M-M-R IDMerch Peroval-HB(Mer Gardasil 9(Mer IPOL (Inactival	 2. Enter the c 3. Click the 7 4. Click 'Resi Note: If you are un 	quantity of do Add' button, et' to clear se nable to find	ses in your inventory for lections or entries. Clic the lot number you are	r the lot. Ik 'Close' to return to the Ad looking for, please call the t	ijust Inventory screen. CIR Hotine at 347-396-240	0 for assistance					
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Find & Add Lot

- The new lot(s) will appear at the top of the dashboard
- If the lot already exists in your inventory, a pop-up will appear with further instructions

LOT Can't find your l	TS in RED are	expired.	Cir-internal-ap This lot already ex Expected Inventor Inventory by Dose	p.health.dohmh. ists on the Integrate y for this lot, click Cli fields on the Integra age from creating ad	nycnet says: d Balance screen. ose and use the A ated Balance scree Iditional dialogs.	> To adjust the CIR djust CIR Expected en.	all inventory for that lot is an cted Inventory by Dose	ccounted for.	
Vaccine Type DTaP DTaP DTaP DTaP DTaP DTaP DTaP	Brand / Mi DAPTACE DAPTACE DAPTACE DAPTACE DAPTACE	Find and Add Lot for Pu 1. Find a lot by mak 2. Enter the quantity 3. Click the 'Add' bu 4. Click 'Reset' to cl Note: If you are unable to	blic ing r of utton. ear selections or entries. Click 'Clos to find the lot number you are looking	e' to return to the Adjust Invent for, please call the CIR Hotline	iory screen. e at 347-396-2400 for assis	OK stance.		Add Ren Rea T	d / move ason
DTaP	DAPTACE	Туре	Brand / Manufacturer	Lot Number/ Exp. Date	Presentation	Quantity			•
DTaP DTaP	DAPTACE	DTaP-IPV/Hib	Pentacel I Aventis Pasteur Inc.	C3555AA L10/17/2011	SDV: 5-Pack V	20 Reset	Add 🔶 Close 🗙	•	
DTaP	DAPTACE								
DTaP	DAPTACE	LIAventis P C4211AA	12/13/2014 🔺 SDV: 10-Pack	20	20	• Sele	t an Option		-
DTaP	DAPTACE	L Aventis P C4286AA	02/15/2015 A SDV; 10-Pack	10	10	• Sele	t an Option		+
DTaP	DAPTACE	L Aventis P C4383AA	07/31/2015 A SDV; 10-Pack	20	20	• Sele	t an Option	•	•
DTaP	DAPTACE	L Aventis P C4454BA	12/05/2015 A SDV; 10-Pack	10	10	• Sele	t an Option		•
DTaP	DAPTACE	L Aventis P C4457AA	12/11/2015 🔺 SDV; 10-Pack	10	10	• Sele	t an Option	*	•
DTaP	DAPTACE	L Aventis P C4694AA	02/13/2017 🔺 SDV; 10-Pack	30	30	• Sele	t an Option	•	•





Step 4: Enter VFC order quantities

his tool makes ordering recommendations primarily based on your reporting to CIR (Scroll down for more vaccines												
Vaccine Type / Brand	Doses Per Package	Unit Presentation	VFC Inventory on Hand by Dose	VFC Order Quantity by Dose	VFC Order Subtotal by Dose	VFC Recommended Quantity by Dose	Quantity Evaluation					
DTaP												
DAPTACEL	10	SDV; 10-Pack	0	0								
Infanrix	10	0.5ml SYR; 10-Pack	0	0	0	10	Order is less than recommended					
Infanrix	10	SDV; 10-Pack	0	0								
Tdap												
ADACEL (>= 7 Yrs)	5	0.5ml SYR; 5-Pack	0	0								
ADACEL (>= 7 Yrs)	10	SDV; 10-Pack	0	0	0	0	Order total ekay					
Boostrix (>= 7 Yrs)	10	0.5ml SYR; 10-Pack	0	0	U	0	Order total okay					
Boostrix (>= 7 Yrs)	10	SDV; 10-Pack	0	0								
VAR												
Varivax	10	SDV; 10-Pack	0	0	0	0	Order total okay					
GRAND TOTAL					40	60						

- Enter the order quantities for all VFC vaccines needed.
- If the vaccine total is less than the recommended amount, an error message will be displayed.
- Users will have the option to hit 'OK' to continue, or they may hit 'Cancel' and make appropriate changes to their order.

Note: The wording and color in the 'Quantity Evaluation' column changes depending on quantities entered in the 'Order Quantity by Dose' field





Step 5: Confirm Order

Vaccine Type / Brand	Doses Per Package	Unit Presentation	VFC Order Quantity by Dose	VFC Order Subtotal by Dose
DTaP-HepB-IPV				
Pediarix (Primary Series Only)	10	0.5ml SYR; 10-Pack	10	10
MMRV				
ProQuad	10	SDV; 10-Pack	10	10
Pneumo				
Pneumovax 23	10	SDV; 10-Pack	10	10
Tdap				
ADACEL (>= 7 Yrs)	10	SDV; 10-Pack	10	10
GRAND TOTAL				40

Legend

MDV = Multi-dose Vial PF = Preservative Free Vaccine SDV = Single Dose Vial SYR = Syringe

I certify that I understand and agree to the requirements pertaining to participation in the NYC Vaccines for Children (VFC) Program and will use VFC vaccine under those guidelines.

🗹 I Agree 🖌 🗕

• Review requested order quantities. If necessary, go back to edit order

Providers must check 'I Agree' to the agreement on the bottom left of the screen in order to continue.





Step 6: Receive confirmation number

- A confirmation number will be generated for all orders submitted.
- Details for the order processed will be displayed on this screen including shipping information, updated information, and order summary.
- A copy of the order will be emailed to the email address recorded in in the system.

Thank you. Your order has been submitted. Your order will be reviewed by the Vaccine Management Unit. You will be notified if there are any changes required. Your order confirmation number is 104067.
 This order was submitted by ________ on 01/24/2017 at 11:07 AM. A copy of this order has been emailed to _______@HEALTH.NYC.GOV.
 Your facility's ordering frequency is Quarterly. The date for your next order is 04/01/2017 - 04/15/2017.
 Your order details are below. Please print this page for your records.
 Printer-Friendly Format III
 Please e-mail nycimmunize@health.nyc.gov with your CIR facility code and/or VFC PIN if you have questions.





Private tab

Providers can now manage their privately-purchased vaccines in the Online Registry

- Click on the 'Private Inventory' tab
 - Can manually enter and track purchased-vaccine data and quantities
 - Especially useful for managing all vaccines in one place
 - Use the 'Find & Add Lot' function to add lots to your Private dashboard

Public Inve	entory Priva	te Inventory									
	PRIVATE INVENTORY										
						Leae	nd				
	LOTS in RED a	re expired.	LOTS in BLUE wil	l expire within 30) days.	9-		Differences shade	d in GREEM	I indicate that all inventory for that lot is accounted for.	
Can't find y	our lot? CLICK H	IERE: Find & Add Lot									
-			<u> </u>								
									,	Adjust CIR Expected Inventory by Dose	
Remove Lo	A Vaccine Type	¢ Brand / Mfr	¢	¢ Presentation	CIR Expected Inventory	On-Hand Inventory		Adjust Direction	Adjust	Adjustment Reason	Add / Remov
8	DTaP	DAPTACEL Aventis P	C4709AA 02/24/2017 A	SDV: 10-Pack	10		10	T	Guancity	Select an Option	+
0	FLU	Fluzone Aventis Paste	U5691AA 06/30/2017	SDV; 10-Pack	10		10	•		Select an Option V	+
8	Hep A	Havrix Smithkline	X9LB7 02/10/2017 🔺	SDV; 10-Pack	40		40	· · · · ·		Select an Option 🔹	•
8	HIBMENCY	MenHibrix Smithkline	12345ABC 01/26/2017 🛦	SDV; 10-Pack	10		10			Select an Option 🔹	
8	HPV	Gardasil Merck	9999999F 05/27/2017	SDV; 10-Pack	1		1	T		Select an Option 🔹	+
8	MCV4	Menactra (9 Mos - 55	123457 06/20/2017	SDV; 5-Pack	30		30	•		Select an Option 🔻	•
8	VAR	Varivax Merck	4686868 06/07/2019	SDV; 10-Pack	0		0	•		Select an Option 🔻	•





Adjust Inventory

- Located under the Vaccine Inventory Management tab
 - This dashboard can be used to record vaccine transactions in-between orders
 - Users are not required to enter their On-hand Inventory when balancing VFC inventory
 - Functionality enables users to manage their vaccine transactions in real-time instead of waiting for their upcoming order date
 - Private inventory can also be managed from this tab

accine Invento	ry Management Rep	orts Other VFC Forms	2017 VFC Re-0	nroliment					
Order VFC Va	Order Influenza	a Vaccine Adjust Inver	tory VFC Vacci	ne Returns/W	astage Vac	ine Order	Tracking		
Public Invento	ry Private Inventory	1							
		PILE	10.00	10.0		E IN	TORY		
		1.00,00		Lo	hand	the strip			
LOTS	8 in RED are expired	LOTS in BLUE	will expire within 30 day	5.	Action .				
Cap't find your l	OF CLICK HERE	Adding							
van chino your i	DEP GEIGN NENES PING 6	Add Lot 🌳							
						, ,	Idjust CIR Expected Inventory by Dose		
* Vaccine Type	Brand / Mfr	Lot# / Exp.Date	Presentation	CIR Expected Inventory	Adjust Direction	Adjust	Adjustment Reason 📿		Add / Remove Reason
DTaP	DAPTACELJAventis Pa	C3140AA 12/03/2010 A	SDV; 10-Pack	3			- Select an Option -		٠
TaP	DAPTACELIAventis Pa	C3192BA 06/17/2011 A	SDV, 10-Pack	10		1	- Select an Option -		۲
DTaP	DAPTACELIAventis Pa	C3322BA 06/15/2011 A	SDV: 10-Pack	10			- Select an Option -		
TaP	DAPTACELIAventis Pa	C3380AA 08/25/2011 A	SDV: 10-Pack	10			- Select an Option		
TaP	DAPTACEL Aventis Pa	C3449BA 12/02/2011 A	SDV, 10-Pack	20			- Select an Option	•	۲
TaP	DAPTACELJAventis Pa	C3514AA 09/16/2012 A	SDV, 10-Pack	10	•		- Select an Option		٠
TaP	DAPTACELJAventis Pa.	C3577AA 11/05/2012 A	SDV: 10-Pack	10			- Select an Option	•	•
TaP	DAPTACEL/Aventis Pa	C3916AA 12/02/2013 A	SDV, 10-Pack	40			Select an Option	•	•
OTaP	DAPTACELIAventis Pa	C4003AA 04/28/2014 A	SDV: 10-Pack	10			- Select an Option		•
TaP	DAPTACELJAventis Pa	C4022AA 05/18/2014 A	SDV; 10-Pack	10			- Select an Option -		
TaP	DAPTACELJAventis Pa	C4211AA 12/13/2014 A	SDV; 10-Pack	20			- Select an Option		
DTaP	DAPTACELIAventis Pa	C4286AA 02/15/2015 A	SDV: 10-Pack	10			- Select an Option -	•	•
DTaP	DAPTACELIAventis Pa	C4383AA 07/31/2015 A	SDV: 10-Pack	20			- Select an Option	•	•
TaP	DAPTACELIAventis Pa	C4454BA 12/05/2015 A	SDV: 10-Pack	10	•	1	- Select an Option	•	•



Save

nunization nietov ment CIR Expected Inventory Total: 5,997

VIM Reports



In addition to the Doses Administered and VFC Eligibility reports, VIM has expanded the Reports capacity to include 4 new reports:

- Vaccine Transactions Report
- Aging Inventory Report
- Vaccine Returns/Wastages History Report
- Order/Inventory History Report

Features include patient level data and customizable parameters

Each report's output includes a cover page that contains:

- Site information
- Parameters chosen
- Date

Report outputs are available as a webpage, excel document or PDF





Vaccine Transaction Report

This report shows how unique lots were used. It can track vaccine activity over time Users can customize their report by selecting any combination of the following:

- Date range
 - By selecting a period of time
 - By inputting a date range
- Transaction types
 - Can be filtered; users have the option to view:
 - All Transaction Types
 - Adjustment Reasons
 - System Generated Transactions
 - Inventory Errors
- Vaccine Type
- Brand/Manufacturer
- Vaccine lot/Expiration date
- Unit presentation

Transactions can be displayed for either Public or Private inventory- or both Method of Entry (HL7, UPIF, Online Registry) Patient-level detail is available for administered doses





Vaccine Transaction Report- Parameters

Doses Administered	VFC Eligibility Report	Vaccine Transactions Report	Aging Inventory Report	Vaccine Returns/Wastages Histor
😑 This report shows h	ow unique vaccine lots wer	e used. It can be used to track vaccir	ne activity over time.	
Select Period 7 Days 30 Days 60 Days 90 Days Since Last Order	r	<pre> or Date Range (mm/dd/yyyy) From: // To: // </pre>		
Transaction Types				
 Adjustment Reas 	sons	Correction of Invalid Entry/Error Unaccounted for in Provider Inve Replace borrowed Public dose Replace borrowed Private dose Amount Received Different from	entory Invoice	ighlighted items will be displayed the report. Use the <ctrl> button select/deselect items for display.)</ctrl>
 System Generate 	ed Transaction Types	Administered Dose Borrowed Immunization Given Replaced borrowed Public dose Replaced borrowed Private dose VFC Vaccine Return/Wastage		ighlighted items will be displayed the report. Use the <ctrl> button select/deselect items for display.)</ctrl>
Inventory Errors		Lot Not Matched VFC Eligibility/Fund Type Not Ve	rified (Hi	ighlighted items will be displayed the report. Use the <ctrl> button select/deselect items for display.)</ctrl>
Vaccine Type: Brand/Manufacturer: Vaccine Lot/Expiration Unit Presentation:	Select • Select • Date: Select • Select •			
Display Transactions F Public Inventory Private Inventory Both Public and	For: ONLY v ONLY Private Inventory	Show Patient Detail Method of Entry: All Methods Sort By: Date	T	
Output Format: PDF	T			



Clear Run Report

Vaccine Transaction Report- Output

Vaccine Transactions

By Vaccine Type

Citywide Immunization Registry

4209 28th Street Long Island, NY 11101

Facility Code	9009X01
VFC PIN	VFCCIR
Date Range	9/1/2016 - 9/30/2016
Transaction Types	Added to Inventory, Administered Dose, Borrowed Immunization Given, Deleted Dose, Lot Not Matched, Modified Dose, Reconciled with On-Hand Inventory, Removed from Inventory Tracking, Replaced borrowed Private dose, Replaced borrowed Public dose, Shipment, VFC Eligibility/Fund Type Not Verified, VFC Vaccine Return/Wastage
Vaccine Type	
Brand/Manufacturer	
Lot#/Expiration Date	
Unit Presentation	
Displayed Transactions	Private, Public
Methods of Entry	

Citywide Immunization Registry



Vaccine Transaction Report- Output

Vaccine	Transaction	s (9/1/2016 - 9/30/2016)		City	wide Immuni	ization	Registry	(9009X01)
Date	Vaccine Type	Brand / Manufactuer	Vaccine Lot# / Exp. Date	Unit Presentation	Ship Date	Doses	Value	Fund Type
Amour	nt Receive	ed Different from Invoice						
11/14/2016	DTaP	DAPTACEL / SANOFI PASTEUR	C4457AA 12/11/2015	SDV; 10-Pack	12/11/2013	2		Public
11/16/2016	DTaP	DAPTACEL / SANOFI PASTEUR	C4310AA 03/15/2015	SDV; 10-Pack		1		Public
11/16/2016	DTaP	DAPTACEL / SANOFI PASTEUR	C4335AA 05/15/2015	SDV; 10-Pack		1		Public
					Totals:	4	\$0.00	
Borrow	ved Immu	inization Given						
01/02/2016	MMR	M-M-R II / MERCK	0679AE 04/02/2014	SDV; 10-Pack				Public
01/02/2016	MMR	M-M-R II / MERCK	0183AE 01/18/2014	SDV; 10-Pack				Public
11/10/2016	FLU	Fluzone / SANOFI PASTEUR	U4527AA 06/30/2013	0.25ml SYR; 10-Pack				Public
					Totals:	0	\$0.00	
Correc	tion of In	valid Entry/Error						
11/14/2016	DTaP	DAPTACEL / SANOFI PASTEUR	C4050AA 09/08/2014	SDV; 10-Pack		3		Public
11/16/2016	DTaP	DAPTACEL / SANOFI PASTEUR	C4310AA 03/15/2015	SDV; 10-Pack		1		Public
11/16/2016	DTaP	DAPTACEL / SANOFI PASTEUR	C4335AA 05/15/2015	SDV; 10-Pack		1		Public
					Totals:	5	\$0.00	
Expirat	tion repo	rted by Provider						
11/14/2016	DTaP-HepB-IPV	Pediarix (Primary Series Only) / GLAXOSMITHKLINE	AC21B254AA 04/24/2012	0.5ml SYR; 5-Pack		1		Public
11/16/2016	MMR	M-M-R II / MERCK	0009AE 12/16/2013	SDV; 10-Pack		10		Public
11/16/2016	DTaP	Tripedia / SANOFI PASTEUR	U3282BA 03/14/2012	SDV; 10-Pack		40		Public
11/16/2016	MCV4	Menactra (9 Mos - 55 Yrs of Age) / SANOFI PASTEUR	U3102AA 04/06/2011	SDV; 5-Pack		80		Public
					Totals:	131	\$0.00	





Vaccine Transaction Report- Output

	Vaccine	Transactions	s (9/1/2016 - 9/30/2016)			City	wide Immu	nization	Registry	(9009X01)
	Date	Vaccine Type	Brand / Manufactuer		Vaccine Lot# / Exp. Date	Unit Presentation	Ship Date	Doses	Value	Fund Type
	Admin	istered D	ose							
	01/02/2016	MMR	M.M.R II / MERCK		06794F 04/02/2014	SDV: 10-Pack				Public
	01/02/2010		CIR ID: 43488000 - LYONS, PETE	R (M) - DOB: 06/10/1964	- VFC Eligibility: Not Reported -	- Imm Date: 01/02/2016	- Method of Ent	ry: OR		- done
	01/02/2016		N N 8 8 / NERCY			0711- 30 0l				a.U.
R ID: 4	4348800	0 - LYONS.	PETER (M) - DOB: 06/	/10/1964 - VFC	Eligibility: Not Re	oorted - Imm	Date: 11/1	10/201	6 - Meth	od of Entr
	11/10/2016	FLU	Fluzone / SANOFI PASTEUR		U4527AA 06/30/2013	0.25ml SYR; 10-Pack				Public
			CIR ID: 43488000 - LYONS, PETE	R (M) - DOB: 06/10/1964	- VFC Eligibility: Not Reported	- Imm Date: 11/10/2016	- Method of Ent	ry: OR		
	11/11/2016	DTaP	DAPTACEL / SANOFI PASTEUR		C4457AA 12/11/2015	SDV; 10-Pack	12/11/2013	1		Public
			CIR ID: 43488000 - LYONS, PE	TER (M) - DOB: 06/10/196	54 - VFC Eligibility: Medicaid - Ir	mm Date: 11/11/2016 -	Method of Entry:	OR		
	11/11/2016	DTaP	DAPTACEL / SANOFI PASTEUR		C4457AA 12/11/2015	SDV; 10-Pack	12/11/2013	1		Public
			CIR ID: 43488000 - LYONS, PE	TER (M) - DOB: 06/10/196	54 - VFC Eligibility: Medicaid - Ir	mm Date: 11/11/2016 -	Method of Entry:	OR		
	11/11/2016	DTaP	DAPTACEL / SANOFI PASTEUR		C4050AA 09/08/2014	SDV; 10-Pack		1		Public
			CIR ID: 43488000 - LYONS, PE	TER (M) - DOB: 06/10/196	54 - VFC Eligibility: Medicaid - Ir	mm Date: 11/11/2016 -	Method of Entry:	OR		
	11/14/2016	DTaP	DAPTACEL / SANOFI PASTEUR		C4050AA 09/08/2014	SDV; 10-Pack		1		Public
	11/14/2016	DTaP	DAPTACEL / SANOFI PASTEUR	-	C4335AA 05/15/2015	SDV; 10-Pack		1		Public
atie	nt leve	l data in	cludes:		C4050AA 09/08/2014	SDV; 10-Pack		1		Public
CIR	ID				C4335AA 05/15/2015	SDV; 10-Pack		1		Public
Mar					1406AA 09/06/2013	SDV; 10-Pack		1		Public
Mar	ne			R (M) - DOB: 06/10/196	54 - VFC Eligibility: Medicaid - Ir	mm Date: 11/17/2016 -	Method of Entry:	OR		
DO	В				1406AA 09/06/2013	SDV; 10-Pack		1		Public
VFC	Eliaib	ilitv		R (M) - DOB: 06/10/196	54 - VFC Eligibility: Medicaid - Ir	mm Date: 11/17/2016 -	Method of Entry:	OR		
Imr	nuniza	tion dat	Δ		J015595 06/05/2015	SDV; 10-Pack		1		Public
				R (M) - DOB: 06/10/196	54 - VFC Eligibility: Medicaid - Ir	mm Date: 11/17/2016 -	Method of Entry:	OR		
ivie	thod o	t Entry			HEP1234 02/06/2017	0.5ml SYR; 10-Pack		1	\$12.00	Private
	Citywide		CIR ID: 43436687 - MORAN, ROSLY	(N (F) - DOB: 03/11/2001	- VFC Eligibility: Not Vfc Eligible	e - Imm Date: 12/02/20	16 - Method of E	ntry: OR		
)) Immunizatio	n								Sec. 1

Page 3 of 6

Aging Inventory Report- Parameters

This report captures vaccines expiring within 30, 60 or 90 days

Users can specify by vaccine type

Doses Administered	VFC Eligibility Report	Vaccine Transactions Report	Aging Inventory Report	Vaccine Re	turns/Wastages Histo		
This report captures vaccines expiring within 30, 60, or 90 days.							
Expiring within: O 30 Days O 60 Days O 90 Days Vaccine Type: Select V							
Output Format: PDF V							
				Clear	Run Report		





Aging Inventory Report- Output



Aging Inventory

Citywide Immunization Registry

4209 28th Street Long Island, NY 11101

Facility Code

9009X01

VFC PIN

VFCCIR

Expiration Date Range 11/15/2016 - 2/1/2017

Vaccine Type





Aging Inventory Report- Output

Aging Inventory ((11/15/2016 - 2/1/2017)	
-------------------	-------------------------	--

Citywide Immunization Registry (9009X01)

Vaccine Type	Brand / Manufactuer	Vaccine Lot# / Exp. Date	Unit Presentation	CIR Expected Inventory	Fund Type
DTaP	Infanrix / GLAXOSMITHKLINE	DRJ1234 11/30/2016	0.5mL SYR; 5-Pack	10	Private
e-IPV	IPOL (Inactivated Polio) / SANOFI PASTEUR	POL0987 12/15/2016	0.25ml SYR; 10-Pack	10	Private
DTaP	DAPTACEL / SANOFI PASTEUR	DRJ3456 12/28/2016	SDV; 10-Pack	10	Private

Generated on 11/28/2016 10:25 AM by M. Suralik

Page 2 of 2





Vaccine Returns/Wastages History Report

This report summarizes vaccine returns and wastages submitted to the CIR

Users can customize their report by:

- Inputting a date range
- Selecting:
 - Vaccine Type
 - Brand/Manufacturer
 - Vaccine Lot/Expiration Date
 - Unit Presentation
 - Vaccine Return/Wastage Reason
 - Broken vial/syringe
 - Expired vaccine
 - Improper storage upon receipt
 - Lost or unaccounted for vaccine
 - Natural disaster
 - Opened multi-dose vial
 - Other vaccine return
 - Other wastage (non-refundable)



- Power outage
- Recall
- Refrigerator too cold
- Refrigerator too warm
- Refrigerator/Mechanical failure
- Transferred between providers in viable state
- Vaccine drawn into syringe but not administered





Vaccine Returns/Wastages History Report-Parameters

Doses Administered	VFC Eligibility Report	Vaccine Transactions Report	Aging Inventory Report	Vaccine Ret	urns/Wastages History
😑 This report shows a	summary of vaccine return	s/wastage reports that were submi	tted into the system.		
Transaction Date: (mm/dd/yyyy) From: To: To:					
Vaccine Type: Brand/Manufacturer: Vaccine Lot/Expiration Unit Presentation:	Select • Select • Date: Select • Select •				
Vaccine Return/Wasta	ge Reason: Select	T			
Output Format: PDF	T				
				Clear	Run Report





Vaccine Returns/Wastages History Report-Output



Vaccine Returns / Wastage History

Citywide Immunization Registry

4209 28th Street Long Island, NY 11101

and the second second second	
Facility Code	9009X01
VFC PIN	VFCCIR
Date Range	9/1/2016 - 12/31/2016
Vaccine Type	
Brand/Manufacturer	
Lot#/Expiration Date	
Unit Presentation	

Returns / Wastage Reason:

[Power Outage]





Vaccine Returns/Wastages History Report- Output

Vaccine Returns / Wa	astage History (9)	/1/2016 - 12/31/2016)
----------------------	--------------------	-----------------------

Citywide Immunization Registry (9009X01)

Date	Vaccine Type	Brand / Manufactuer	Vaccine Lot# / Exp. Date	Unit Presentation	Returns/Wastage Reason	Doses	Fund Type
11/14/2016	DTaP-HepB-IPV	Pediarix (Primary Series Only) / GLAXOSMITHKLINE	AC21B254AA 04/24/2012	0.5ml SYR; 5-Pack	Expiration reported by Provider	1	Public
11/16/2016	DTaP	DAPTACEL / SANOFI PASTEUR	C4050AA 09/08/2014	SDV; 10-Pack	Power outage	12	Public
11/16/2016	DTaP	Tripedia / SANOFI PASTEUR	U3282BA 03/14/2012	SDV; 10-Pack	Improper storage upon receipt	40	Public
11/16/2016	MMR	M-M-R II / MERCK	0009AE 12/16/2013	SDV; 10-Pack	Expired vaccine > 6 months	10	Public
11/16/2016	MCV4	Menactra (9 Mos - 55 Yrs of Age) / SANOFI PASTEUR	U3102AA 04/06/2011	SDV; 5-Pack	Lost or unacounted for vaccine	80	Public

Sum of Doses Returned / Wasted: 143

Generated on 11/28/2016 10:07 AM by M. Suralik

Page 2 of 2





Order/Inventory History Report

This report summarizes orders processed and inventories submitted

Example: inventories submitted in Integrated Balance Inventory screen

Users can customize this report by

- Entering the transaction date/range
- Selecting the Order ID

Users can also select to view the Inventory details for the selected Order ID This function allows providers to see:

- Lot number/expiration date for all vaccine types in the order
- Quantity remaining for each lot





Order/Inventory History Report-Parameters

Doses Administered VFC Eligibility Repor		Vaccine Transactions Report	Aging Inventory Report	Vaccine Ret	urns/Wastages History			
The report shows the inventories submitted and orders that have been processed. This report will display shipped orders only.								
Transaction Date: (mm/dd/yyyy)								
From: To: V V V								
Order ID: Select View Inventory Details								
Output Format: PDF •								
				Clear	Run Report			





Order/Inventory History Report-Output



Order Inventory History

Citywide Immunization Registry

4209 28th Street Long Island, NY 11101

Show Order Detail	No Users can specify if they would like to view Order Detail
Order Number	All
Date Range	12/1/2016 - 12/5/2016
VFC PIN	VFCCIR
Facility Code	9009X01





Order/Inventory History Report- Output Without Order Detail

Order Inventory History			Citywide Imm	Citywide Immunization Registry (9009X01)			
Order Number	Vaccine Type	Brand / Manufactuer	Unit Presentation	On Hand Quantity	Doses Recommended	Doses Requested	
1717	DTaP	DAPTACEL / Sanofi Pasteur	1- dose vial, 0.5mL (10x1 vls/pkg)	23	0	10	
1717	DTaP	Infanrix / GlaxoSmithKline	1- dose syringe, 0.5mL (10x1 syr/pkg)		0	10	
1717	DTaP-HepB-IPV	Pediarix (Primary Series Only) / GlaxoSmithKline	1- dose syringe, 0.5mL (10x1 syr/pkg)	3		10	
1717	e-IPV	IPOL (Inactivated Polio) / Sanofi Pasteur	multidose vial, 5.0mL (10 doses)	23		10	
1717	Hep A	Havrix / GlaxoSmithKline	1- dose syringe, 0.5mL (10x1 syr/pkg)			10	
1719	DTaP	DAPTACEL / Sanofi Pasteur	1- dose vial, 0.5mL (10x1 vls/pkg)	60	0	20	
1720	MMR	M-M-R II / Merck	1- dose vial with diluent, 0.5mL (10x1 vls/pkg)	120	0	20	
1721	DTaP	DAPTACEL / Sanofi Pasteur	1- dose vial, 0.5mL (10x1 vls/pkg)	88	0	20	
1721	DTaP	Infanrix / GlaxoSmithKline	1- dose vial, 0.5mL (10x1 vls/pkg)	39	0	10	
1721	DTaP-HepB-IPV	Pediarix (Primary Series Only) / GlaxoSmithKline	1- dose syringe, 0.5mL (10x1 syr/pkg)	44		10	
1721	e-IPV	IPOL (Inactivated Polio) / Sanofi Pasteur	multidose vial, 5.0mL (10 doses)	56		10	
1721	Hep A	Havrix / GlaxoSmithKline	1- dose syringe, 0.5mL (10x1 syr/pkg)	310		20	
1721	MCV4	Menactra (9 Mos - 55 Yrs of Age) / Sanofi Pasteur	1- dose vial, 0.5mL (5x1 vls/pkg)			10	
1721	MCV4	Menveo (2 Mos - 55 Yrs of Age) / Novartis	1- dose vial, 0.5mL (5x1 vls/pkg)			10	
1722	DTaP	DAPTACEL / Sanofi Pasteur	1- dose vial, 0.5mL (10x1 vls/pkg)	42	0	30	
1722	e-IPV	IPOL (Inactivated Polio) / Sanofi Pasteur	multidose vial, 5.0mL (10 doses)	40		10	
1722	Hep A	Havrix / GlaxoSmithKline	1- dose syringe, 0.5mL (10x1 syr/pkg)	180		30	
1722	MMR	M-M-R II / Merck	1- dose vial with diluent, 0.5mL (10x1 vls/pkg)	69	0	20	





Order/Inventory History Report- Output With Order Detail

Order Inventory History Citywide Immunization Registry (9009X01)							
Order Number	Vaccine Type	Brand / Manufactuer	Unit Presentation		On Hand Quantity	Doses Recommended	Doses Requested
1717	DTaP	DAPTACEL / Sanofi Pasteur	1- dose vial, 0.5mL (10x1	vls/pkg)	23	0	10
				Lot Number / Expiration C4310AA / 3/15/2015	On Hand Quantity 23	,	
1717	DTaP	Infanrix / GlaxoSmithKline	1- dose syringe, 0.5mL (1	0x1 syr/pkg)		0	10
1717	DTaP-HepB-IPV	Pediarix (Primary Series Only) / GlaxoSmithKline	1- dose syringe, 0.5mL (1	0x1 syr/pkg)	3		10
				Lot Number / Expiration 2EB97 / 2/28/2016	On Hand Quantity 3		
1717	e-IPV	IPOL (Inactivated Polio) / Sanofi Pasteur	multidose vial, 5.0mL (10	doses)	23		10
				Lot Number / Expiration D04801 / 6/11/2011	On Hand Quantity 23	,	
1717	Hep A	Havrix / GlaxoSmithKline	1- dose syringe, 0.5mL (1	0x1 syr/pkg)			10
1719	DTaP	DAPTACEL / Sanofi Pasteur	1- dose vial, 0.5mL (10x1	vls/pkg) Lot Number / Expiration C4310AA / 3/15/2015 C4335AA / 5/15/2015 C4378AA / 7/18/2015 C4383CA / 7/31/2015	60 On Hand Quantity 15 15 15 15	0	20
1720	MMR	M-M-R II / Merck	1- dose vial with diluent,	0.5mL (10x1 vls/pkg) Lot Number / Expiration 0104AA / 1/12/2013 0183AE / 1/18/2014 0490Z / 4/6/2012 0497AE / 3/7/2014	120 On Hand Quantity 40 20 20 40	0	20
1721	DTaP	DAPTACEL / Sanofi Pasteur	1- dose vial, 0.5mL (10x1	vls/pkg) Lot Number / Expiration C4310AA / 3/15/2015 C4335AA / 5/15/2015 C4378AA / 7/18/2015	88 On Hand Quantity 25 14 49	0	20
1721	DTaP	Infanrix / GlaxoSmithKline	1- dose vial, 0.5mL (10x1	vls/pkg) Lot Number / Expiration 32PC3 / 12/14/2015 AT57M / 6/19/2016	39 On Hand Quantity 19 20	0	10





Questions?

If you have questions regarding Vaccine Inventory Management or the new Reports feature, please email us at:

nycimmunize@health.nyc.gov



