

### **Immunization Partners**

Today's update includes information about:

- Shipping File for the Week of 03/07/2016
- Td Available
- March Report for State Supplied Adult Vaccine Due
- Storage and Handling Tips
- Updates and New Functionality in the Next IIS Release
- Reminder about Doses Administered Reporting

### **Shipping File Update:**

- Shipping file for the week of 03/07/2016 attached

### **Td Availability:**

We added Td vaccine back to all provider order sets. Remember, providers may order this vaccine as a single dose due to its limited use

### **Storage and Handling Tips:**

- If providers have a vaccine incident, and think vaccine may be spoiled, they should bag it, label it do not use, place it back in the storage unit, and call the manufacturer. Although the vaccine had a temperature excursion, it may still be viable. Always keep vaccine stored at correct temperatures while checking with the manufacturer about its viability.
- Data loggers are a great resource for providers because of their data capturing ability. However, providers must still manually check their storage units and their temperatures twice a day. Looking at temperature data on the computer isn't going to catch an opened door on a storage unit or other visible red flags.
- If a provider is using a digital thermometer, remember to reset the MIN/MAX temperatures every day. It is always a good idea for providers to take 5 to 10 minutes to re-acquaint themselves with thermometer equipment every couple of months.

### **March Report for State Supplied Adult Vaccine Due:**

Doses Administered reporting for state supplied adult vaccine is due March 15. All LHJs, or providers that ordered vaccine through this program must complete their reports for the



**Office of Immunization and Child Profile**  
**VACCINE MANAGEMENT UPDATE**  
**March 11, 2016**

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vaccine. A quick reference guide for completing the report is attached. If you questions, please contact Sasha De Leon at 360.236.3478 or at [sasha.deleon@doh.wa.gov](mailto:sasha.deleon@doh.wa.gov).

**Updates and New Functionality in the Next IIS Release:**

We expect to put a new release of the Washington State Immunization Information System (IIS) into production **next week** (March 17 & 18). The new release should resolve many of the current IIS issues. We've attached a summary of some of the IIS changes. One major change is in how providers will receive vaccines. We also attached a provider guide for receiving vaccines. Please share that with providers. If you have any questions or concerns, please contact Sasha De Leon at 360.236.3478 or at [sasha.deleon@doh.wa.gov](mailto:sasha.deleon@doh.wa.gov).

**Doses Administered Reporting:**

Some providers might be getting an error message when they submit doses administered reports. The error message is "Lot Number---is in edit mode, please try again once the lot is available". The error does not keep the doses administered report from being submitted. Providers should not to click on the submit button more than one time. If the submit button is clicked more than once, it causes the system to deduct the inventory multiple times. If you have any questions contact Adefemi Adeleke at 360-236-3647 [adefemi.adeleke@doh.wa.gov](mailto:adefemi.adeleke@doh.wa.gov)

A new release (v5.16.1.2) of the Washington State Immunization Information System (IIS) is scheduled to be put into production on March 17th. Updates for fixes in the new release are below.

Update	Description
Provider Agreement & Provider Enrollment	We expect the functionality to work correctly. We will notify LHJs and providers when we open the renewal process and provide the updated schedule for Provider Agreement renewals.
Funding Source Column	You will see a new column labeled "Funding Source" on many screens, most notably the Create/View Orders and Reconciliation screens. <b><u>No action is needed by providers or LHJs.</u></b>
Vaccine Returns	Providers will be able to reprint vaccine return packing slips from search history page.
Receiving Vaccines	The receiving function will look and work differently. Providers will receive vaccines as a line item when vaccines physically arrive. <b><u>Providers do not need to reject vaccines that have not yet arrived.</u></b> We included tips for using the new receiving function below. A guide will follow.
Inventory Transaction Report	We expect the report to work correctly now. Previously, running the report caused a stack trace error.

### **New Functionality - VACCINE RECEIVING**

There are some changes in the way providers receive their vaccine orders.

- If there are multiple lot numbers for one product, the IIS creates additional lines to capture the additional lot numbers and doses associated with that Lot Number.
- Split shipment receiving:
  - When the provider receives Varicella or ProQuad at different times than the vaccines McKesson ships, the original order stays intact. No new "child," order is created.
  - **Do NOT reject vaccine you are still waiting to receive.** If you reject a vaccine it will drop from inbound orders and you will not be able to receive it through the order screen. You must add it to your inventory manually using the search/add feature.
  - Leave both the Receipt Qty and Rejected Qty fields blank.
  - After receiving the first shipment of vaccine, the shipping status will change to "partially received."
  - When you receive the remaining vaccines, you will have to manually add the Manufacturer, Lot Number, and Expiration date for vaccines that are left in the order as unreceived. This is a bug, we hope to have fixed soon.

## NEW VACCINE RECEIVING PROCESS

With the upcoming next release of the IIS there is some changes to the way Providers will receive their orders.

### HIGHLIGHTS:

1. If there are multiple lot numbers for one product additional lines will be created to capture the additional lot numbers and doses associated with that Lot Number.
2. Split shipment receiving: The original order stays in tact when Varicella or ProQuad are received at different times then vaccines arriving from McKesson. **Do Not reject vaccine you are still waiting to receive. Leave both the Receipt Qty and Rejected Qty fields blank. If you reject a vaccine it will drop from inbound orders and you will not be able to receive it through the order screen. You will have to add it manually to your inventory.**

Go to Create/View Orders

Select order to receive

Enter Receipt Qty, verify manufacturer, Lot #, Expiration date

If a vaccine is not received and you anticipate receiving the vaccine leave all fields blank for that vaccine

Select Receive.

A pop up box with the following Warning Message will appear:

Order Number: 12138  
VFC PIN: 171200  
Order Date: 08/01/2014 10:23:09  
Submitter: JACKI S PROVIDER (JSPROV04)  
Receiver: JACKI STOCKDALE (JBS2303)  
Original Order#: 12138  
Comments:  
Inventory Transaction Report Lot Number Summary

Instructions: CLOSED 11:00 - 11:30  
Order Status: Partially Received  
Local Approver: JACKI S LHJ (JSLHJ04)  
State Approver: WENDY BOWMAN (WENDYB)

Order Set / Order Type: STATE SUPPLIED 002 / Distributor

Shipped Quantity	Receipt Quantity	Rejected Quantity	Vaccine	Funding Source	Manufacturer	Lot Number	Expiration Date	Reason for rejecting	Receipt Date
30	30	0	IPV	SPLIT	SANOFI PASTEUR	IPV1B	12/31/2017	--select--	03/08/2016
Comments						Tracking #			
20	20	0	DTaP	SPLIT	SANOFI PASTEUR	DTAP1	12/31/2017	--select--	03/08/2016
Comments						Tracking #			
60	30	0	IPV	SPLIT	SANOFI PASTEUR	IPV1A	12/31/2017	--select--	03/08/2016
Comments						Tracking #			
20	10		varicella	SPLIT	--select--	VAR1	12/31/2017	--select--	
Comments						Tracking #			

Warning

Please review the following issues before continuing:

- The Receipt Quantity + Rejected Quantity is less than Shipped Quantity for at least one line. If you elect to continue, the items not received will remain on the order as requiring receipt.

Yes, I would like to receive my order Cancel and return to receive order page

Cancel Receive

Providers should select the box "Yes, I would like to receive my order"

When they return to the order screen this is what they will see. The order that they just received some of their vaccine will now have a Status of "Partially Received"

Current Order/Transfer List Inbound Orders						
Select	Order Number	PIN	Submit Date	Approval Date	Status	
-->	12381	171200	10/20/2014	02/23/2016	Approved	
-->	12383	171200	10/21/2014	02/23/2016	Approved	
-->	12599	171200	12/29/2014	02/23/2016	Approved	
-->	12602	171200	12/30/2014	02/23/2016	Approved	
-->	12658	171200	02/18/2015	02/18/2015	Approved	
-->	12659	171200	02/18/2015	02/18/2015	Approved	
-->	13860	171200	03/17/2015	03/17/2015	Approved	
-->	16363	171200	02/17/2016	02/18/2016	Approved	
-->	12657	171200	02/18/2015	12/09/2015	Partially Received	
-->	12129	171200	08/01/2014	08/05/2014	Shipped	
-->	12524	171200	12/09/2014	12/09/2014	Shipped	

When the provider receives the rest of the vaccine they will select this order to receive the rest of the vaccine.

Currently they will have to manually add the Manufacturer, Lot Number, and Expiration date for vaccines that are left in the order as unreceived.

The system will not allow us to upload the shipping data to an order with the Status of Partially Received.

Before Providers would reject the quantity of vaccine they did not receive and a new childhood order would be created. This is no longer how the system works.

Order Number: 12138		Instructions: CLOSED 11:00 - 11:30							
VFC PIN: 171200		Order Status: Partially Received							
Order Date: 08/01/2014 10:23:09		Local Approver: JACKI S LHJ (JSLHJ04)							
Submitter: JACKI S PROVIDER (JSPROV04)		State Approver: WENDY BOWMAN (WENDYB)							
Receiver: JACKI STOCKDALE (JBS2303)		Original Order#: 12138							
Comments:									
<input type="button" value="Inventory Transaction Report"/>		<input type="button" value="Lot Number Summary"/>							
Order Set / Order Type: STATE SUPPLIED 002 / Distributor									
Order Details									
Shipped Quantity	Receipt Quantity	Rejected Quantity	Vaccine	Funding Source	Manufacturer	Lot Number	Expiration Date	Reason for rejecting	Receipt Date
30	30	0	IPV	SPLIT	SANOFI PASTEUR	IPV1B	12/31/2017	--select--	03/08/2016
Comments						Tracking #			
20	20	0	DTaP	SPLIT	SANOFI PASTEUR	DTAP1	12/31/2017	--select--	03/08/2016
Comments						Tracking #			
60	30	0	IPV	SPLIT	SANOFI PASTEUR	IPV1A	12/31/2017	--select--	03/08/2016
Comments						Tracking #			
20		20	varicella	SPLIT	--select--			--select--	
Comments						Tracking #			
								<input type="button" value="Cancel"/>	<input type="button" value="Receive"/>

If a provider rejects an order a pop up box will display the following Warning Message:

Order Number: 12138      Instructions: CLOSED 11:00 - 11:30  
 VFC PIN: 171200      Order Status: Partially Received  
 Order Date: 08/01/2014 10:23:09      Local Approver: JACKI S LHJ (JSLHJ04)  
 Submitter: JACKI S PROVIDER (JSPROV04)      State Approver: WENDY BOWMAN (WENDYB)  
 Receiver: JACKI STOCKDALE (JBS2303)  
 Original Order#: 12138

Comments:

Order Set / Order Type: STATE SUPPLIED 002 / Distributor

Order Details									
Shipped Quantity	Receipt Quantity	Rejected Quantity	Vaccine	Funding Source	Manufacturer	Lot Number	Expiration Date	Reason for rejecting	Receipt Date
30	30	0	IPV	SPLIT	SANOFI PASTEUR	IPV1B	12/31/2017	--select--	03/08/2016
Comments						Tracking #			
20	20	0	DTaP	SPLIT	SANOFI PASTEUR	DTAP1	12/31/2017	--select--	03/08/2016
Comments						Tracking #			
60	30	0	IPV	SPLIT	SANOFI PASTEUR	IPV1A	12/31/2017	--select--	03/08/2016
Comments						Tracking #			
20		20	varicella	SPLIT	--select--			--select--	
Comments						Tracking #			

**Warning** ✕

**Please review the following issues before continuing:**

- Rejecting any quantity will not result in a child order and you will be unable to receive it at a later time. If you'd like to partially receive a line now and receive the rest later, simply enter the quantity you want to receive now in the Receipt Quantity field.

They should select “Cancel and return to receive order page” to go back and remove the Rejected Quantity amount and reason for rejecting from the receive order screen.

If they select “Yes, I would like to receive my order” the vaccine that has not been received yet will no longer be able to receive through an order and the provider will have to manually add that vaccine to their inventory once it is received.

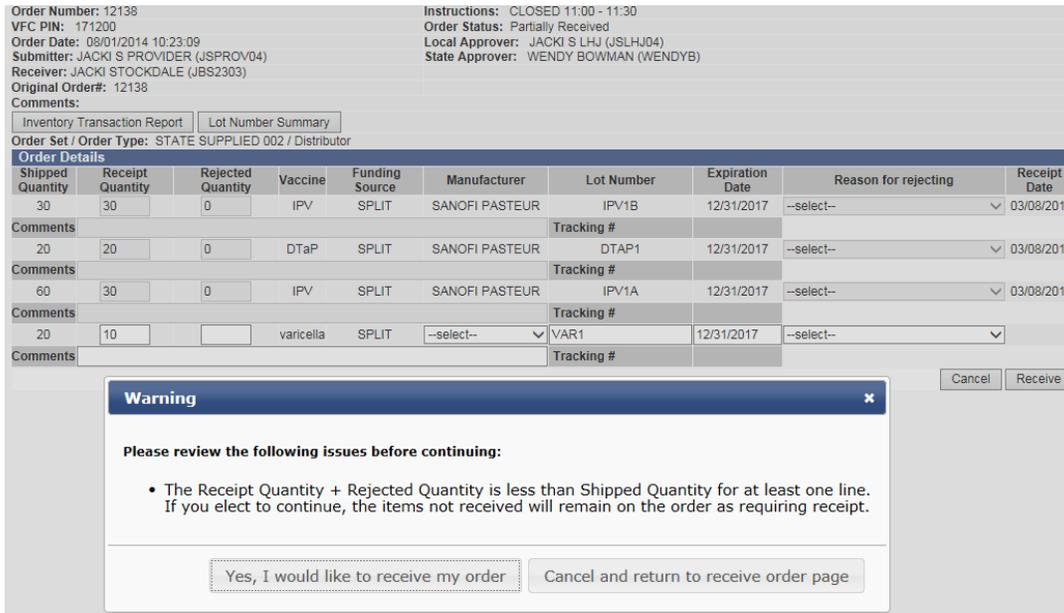
**New Functionality - VACCINE RECEIVING**

**Tips:**

- If there are multiple lot numbers for one product, the IIS creates additional lines to capture the additional lot numbers and doses associated with that Lot Number.
- Split shipment receiving: When the provider receives Varicella or ProQuad at different times than the vaccines McKesson ships, the original order stays intact. **Do NOT reject vaccine you are still waiting to receive. Leave both the Receipt Qty and Rejected Qty fields blank. If you reject a vaccine it will drop from inbound orders and you will not be able to receive it through the order screen. You must add it to your inventory manually.**

Steps for Receiving Vaccine

1. Go to Create/View Orders
2. Select order to receive
3. Enter Receipt Qty, verify manufacturer, Lot #, Expiration date.  
**Note.** Leave the fields blank for vaccines you do not receive, if you expect them to arrive with the rest of your shipment.
4. Select Receive. A pop up box with the following Warning Message will appear:



The screenshot shows an order details form with a 'Warning' dialog box overlaid. The dialog box contains the following text:

**Warning**

Please review the following issues before continuing:

- The Receipt Quantity + Rejected Quantity is less than Shipped Quantity for at least one line. If you elect to continue, the items not received will remain on the order as requiring receipt.

Buttons: Yes, I would like to receive my order | Cancel and return to receive order page

Background form details: Order Number: 12138, VFC PIN: 171200, Order Date: 08/01/2014 10:23:09, Submitter: JACKI S PROVIDER (JSPROV04), Receiver: JACKI STOCKDALE (JBS2303), Original Order#: 12138, Order Status: Partially Received, Local Approver: JACKI S LHJ (JSLHJ04), State Approver: WENDY BOWMAN (WENDYB).

Shipped Quantity	Receipt Quantity	Rejected Quantity	Vaccine	Funding Source	Manufacturer	Lot Number	Expiration Date	Reason for rejecting	Receipt Date
30	30	0	IPV	SPLIT	SANOPI PASTEUR	IPV1B	12/31/2017	--select--	03/08/2016
20	20	0	DTaP	SPLIT	SANOPI PASTEUR	DTAP1	12/31/2017	--select--	03/08/2016
60	30	0	IPV	SPLIT	SANOPI PASTEUR	IPV1A	12/31/2017	--select--	03/08/2016
20	10		varicella	SPLIT	--select--	VAR1	12/31/2017	--select--	

5. Select the box “Yes, I would like to receive my order”.
6. On the order screen, providers will now see that for the order that they just received some of their vaccine will now have a Status of “Partially Received”.

Current Order/Transfer List						
Inbound Orders						
Select	Order Number	PIN	Submit Date	Approval Date	Status	
-->	12381	171200	10/20/2014	02/23/2016	Approved	
-->	12383	171200	10/21/2014	02/23/2016	Approved	
-->	12599	171200	12/29/2014	02/23/2016	Approved	
-->	12602	171200	12/30/2014	02/23/2016	Approved	
-->	12658	171200	02/18/2015	02/18/2015	Approved	
-->	12659	171200	02/18/2015	02/18/2015	Approved	
-->	13860	171200	03/17/2015	03/17/2015	Approved	
-->	16363	171200	02/17/2016	02/18/2016	Approved	
-->	12657	171200	02/18/2015	12/09/2015	Partially Received	
-->	12129	171200	08/01/2014	08/05/2014	Shipped	

- When the rest of the vaccine arrives at the facility, log into the IIS, go to the Orders page, and select the “Partially Received” order to receive the rest of the vaccine.
- You will have to manually add the Manufacturer, Lot Number, and Expiration date for vaccines that are left in the order as unreceived. This is a bug, we hope to have fixed soon.

Order Number: 12138      Instructions: CLOSED 11:00 - 11:30  
 VFC PIN: 171200      Order Status: Partially Received  
 Order Date: 08/01/2014 10:23:09      Local Approver: JACKI S LHJ (JSLHJ04)  
 Submitter: JACKI S PROVIDER (JSPROV04)      State Approver: WENDY BOWMAN (WENDYB)  
 Receiver: JACKI STOCKDALE (JBS2303)  
 Original Order#: 12138

Comments:

Order Set / Order Type: STATE SUPPLIED 002 / Distributor

Shipped Quantity	Receipt Quantity	Rejected Quantity	Vaccine	Funding Source	Manufacturer	Lot Number	Expiration Date	Reason for rejecting	Receipt Date
30	30	0	IPV	SPLIT	SANOPI PASTEUR	IPV1B	12/31/2017	--select--	03/08/2016
Comments						Tracking #			
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Comments						Tracking #			
60	30	0	IPV	SPLIT	SANOPI PASTEUR	IPV1A	12/31/2017	--select--	03/08/2016
Comments						Tracking #			
20		20	varicella	SPLIT	--select--			--select--	
Comments						Tracking #			

- If a provider rejects an order, the system displays a pop up box with the following warning message:

Order Number: 12138      Instructions: CLOSED 11:00 - 11:30  
 VFC PIN: 171200      Order Status: Partially Received  
 Order Date: 08/01/2014 10:23:09      Local Approver: JACKI S LHJ (JSLHJ04)  
 Submitter: JACKI S PROVIDER (JSPROV04)      State Approver: WENDY BOWMAN (WENDYB)  
 Receiver: JACKI STOCKDALE (JBS2303)  
 Original Order#: 12138

Comments:

Order Set / Order Type: STATE SUPPLIED 002 / Distributor

Shipped Quantity	Receipt Quantity	Rejected Quantity	Vaccine	Funding Source	Manufacturer	Lot Number	Expiration Date	Reason for rejecting	Receipt Date
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Comments						Tracking #			
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Comments						Tracking #			
60	30	0	IPV	SPLIT	SANOPI PASTEUR	IPV1A	12/31/2017	--select--	03/08/2016
Comments						Tracking #			
20		20	varicella	SPLIT	--select--			--select--	
Comments						Tracking #			

**Warning** ✕

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- Rejecting any quantity will not result in a child order and you will be unable to receive it at a later time. If you'd like to partially receive a line now and receive the rest later, simply enter the quantity you want to receive now in the Receipt Quantity field.

- Select “Cancel and return to receive order page” to go back and remove the Rejected Quantity amount and reason for rejecting from the receive order screen. If you select “Yes, I would like to receive my order” with the rejected quantity still filled in, you will have to manually receive the vaccine using the Search/Add feature for inventory management once the vaccien arrives.

**QUICK REFERENCE GUIDE – DOSES ADMINISTERED REPORTING FOR STATE SUPPLIED VACCINES FOR ADULTS**

**Inventory and Doses Administered Report**

Things to get/know before completing the report online:

- Your State assigned ordering PIN for your facility
- The zip code of your vaccine delivery address
- Current inventory on-hand for each vaccine type
- Number of doses administered by age group for each vaccine type during the reporting period

The two ages groups are:

- 19-64 years
- 65 years and up

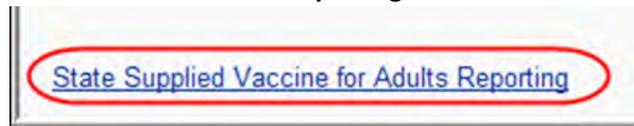
**Reporting Periods**

Report #	Reporting Period	For Vaccines Administered Between
1	Dec. 21 - 31	Sep. 1 <sup>st</sup> - Nov. 30 <sup>th</sup>
2	Mar. 21 - 31	Dec. 1 <sup>st</sup> - Feb. 29 <sup>th</sup>
3	Jun. 21 - 30	Mar. 1 <sup>st</sup> - May 31 <sup>st</sup>
4	Sep. 21 - 30	Jun. 1 <sup>st</sup> - Aug. 31 <sup>th</sup>

**Accessing the Report**

You do not need a user account to access this report

1. Go to the Washington State Immunization Information System homepage:  
<http://www.waiis.wa.gov>
2. Scroll down to the very bottom of the homepage. Locate and click on the link titled **“State Supplied Vaccine for Adults Reporting”**



**Finding and Completing the Report**

1. Enter your State assigned ordering PIN and your vaccine delivery address zip code. Click the Submit button.

2. Your facility name and PIN will appear under the search results. To access the report entry screen, click the --> next to the Campaign/Event titled **“State Supplied Vaccines for Adults – Event”**

3. Enter your contact information and vaccination date range in the top half of the reporting screen. Include:
  - Person Completing Report      Phone Number
  - Email Address                      Vaccination Date Range

4. Enter your current inventory on-hand and number of doses administered by age group for each vaccine type for the reporting period
5. Click **Submit**

**QUICK REFERENCE GUIDE – DOSES ADMINISTERED REPORTING FOR STATE SUPPLIED VACCINES FOR ADULTS**

**Sample of a Completed Report**

**Aggregate Doses Administered Report Menu [State Supplied Vaccines for Adults - EVENT]**

Description: Enter your current inventory on-hand (doses) and number of doses given by age group for each vaccine type.

**Reporter Information**

Organization (IRMS): DEPARTMENT OF HEALTH - MASS IMMUNIZATIONS  
 Facility: MASS IMMS FACILITY  
 VFC Pin: 148100

Person completing report: Jordan Smith **Contact Info**  
 Phone Number: (360)555-1212  
 Email Address: jsmith@clinic.org

Vaccination Date Range: From: 09/01/2013 To: 11/30/2013 **Vaccination Date Range**

Vaccine Type	Vaccine Description	Physical Inventory	Tier Group	
			ADULTS 19-64 YEARS	ADULTS 65 YEARS & OLDER
Hep A.	Vaqta® Adult	75	25	0
Hep A&B.	Twinrix® Adult	45	55	0
Hep B.	Recombivax HB® Adult	24	36	0
HPV.	Gardasil® Adult	42	38	0
MCV4.	Menveo® Adult	66	34	0
MMR.	MMR®II Adult	38	12	0
PPSV.	Pneumovax®23 Adult	49	11	0
Tdap.	Boostrix® Adults	94	56	0
Var.	Varivax® Adult	105	45	0
Zoster.	Zostavax® Adult	86	14	50

Comments: **Current Inventory** **Doses Administered by Age Group**

Cancel Submit