

Immunization Partners

Today's update includes information about:

- Shipping File for the Week of 04/11/2016
- Vaccine Selection Open from April 15th through May 6th
- Upcoming IIS Training
- Wastage Vaccine Tracking Log
- Vaccine Returns Implementation LHJ Feedback
- Provider Agreement Tips

Shipping File Update:

Shipping file for the week of 04/11/2016 attached.

Vaccine Selection Open:

Vaccine selection will be open from April 15th through May 6th. This spring we will not complete the process in the IIS. We attached a fax we are sending to providers this weekend. Providers should follow this guidance regarding vaccine choice:

- If you **do not** want to make a change, **do nothing**. You only need to contact the Department of Health if you are making a change.
- If you **want to** make a change, contact the Department of Health. We will complete the vaccine selection process for you.
- Product information can be found here: <http://tinyurl.com/WAVaccineProducts>

To make a change, please contact Mitch Paris at Mitchell.Paris@doh.wa.gov

Upcoming IIS Training:

We host webinars each month on various IIS topics. All webinars take place at noon and can be accessed right from your work space. The next training will cover Submitting Vaccine Accountability Reports in the IIS. Providers can register by clicking on the link below:

- April 28, 12-1pm: Submitting Vaccine Accountability Reports in the IIS - [Register](#)

We let providers know about these training opportunities each month in a monthly IIS e-Newsletter. The IIS e-Newsletter is sent to active IIS users that have an email address in their IIS account. If you are not receiving this newsletter directly, please subscribe [here](#). If you are not getting the monthly IIS e-Newsletter, it is likely being sent to your junk/spam folder. To avoid this, please add the IIS.Training@doh.wa.gov email address to your contacts and follow the [instructions](#) for your email program to add our email address as a safe sender.

Wastage Vaccine Tracking Log:

We have a new tool that will help make inventory reconciliation easier. The Vaccine Wastage Tracking log (attached) is a word document that gives you a place to track wasted doses throughout the month. When it is time to reconcile your inventory, if you’ve tracked waste during the month, you can reference the log when completing your monthly inventory. It will help you know what category and reason you should use for reconciling your inventory (see the example below).

- Example: You go into your reconciliation page in the IIS and you have a negative adjustment and the negative adjustment is because you had wasted vaccine. If you’ve tracked your wastage on the Vaccine Wastage Tracking Log, by looking at it you would see right away that the vaccine was wasted and you know to select the wasted category.

IPV	UWJJA048756	09/30/2013	58	53	-5.0	Wasted	Broken/Dropped/Spilled	Y		
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The Vaccine Wastage Tracking log ***does not replace*** the ***Vaccine Incident Report Form***. ALWAYS submit a ***Vaccine Incident Report Form*** to report all state supplied vaccine that is expired, spoiled, wasted, or transferred.

Vaccine Returns Implementation:

The online vaccine return process in the IIS is functional and ready for use. We have quick reference guides for LHJs and providers. We are setting up training webinars for LHJs and providers. Our goal is to have as many providers report their flu vaccine returns online as possible. We plan to have an LHJ training for online returns the week of April 25 – 29.

We want to get providers onboard with the process over the next couple of months. We will start in May and hope to have as many providers as possible on board by July. We’d like to start with the providers expected to have the highest amount of vaccine returns.

Please contact Phillip.wiltzius@doh.wa.gov or to our OICP inbox at WACHildhoodVaccines@doh.wa.gov. We will send out webinar invites next week.

Provider Agreement Tips:

As we’ve gotten underway with the 2016 provider renewals, we are noticing some common issues while processing agreements. We wanted to share ways for providers to avoid these issues, and get their agreements approved on the first try. We attached a Provider Agreement Tips document. Please share it with providers.

Thank you for your patience and understanding during our delayed start, and adjusting to the modified renewal schedule. We welcome feedback on how the process has been. If you have any question or for more information, please call 360-236-2829 or email us at WACHildhoodVaccines@doh.wa.gov.

Provider Agreement Renewals – Tips & Tricks

<p><u>Adding a New Agreement</u></p>	<p>Providers are required to complete the renewal process annually online in the Washington State Immunization Information System (IIS). To do this, you can:</p> <ol style="list-style-type: none"> 1. Log into the IIS 2. Select Orders/Transfers 3. Select Provider Agreement 4. Select “Add” to add a new Provider Agreement <p>Once you have completed your agreement, please select “Send to State.” Once we have reviewed the agreement you will receive an email/alert indicating your agreement has been Approved or Returned for changes.</p>
<p><u>Signature Pages Required</u></p>	<p>If you change and/or edit your Signatory, Address, or Facility Name you are required to submit your Provider Agreement Signatory pages. These pages can be printed by selecting PDF Signature after submitting your agreement to the state.</p> <ul style="list-style-type: none"> • Please note, if you click in the Signatory, Address, or Facility Name fields <u>and do not edit anything, the IIS will still notify the State of a “change”</u>, and you will still be required to submit the Provider Agreement Signatory pages. • If you are unsure if you have changed any of these fields, please review the submitted agreement. The changes to the agreement will display in bold red font. <ul style="list-style-type: none"> ○ E.g. Signatory Name has been changed • Ordering privileges will automatically be turned off by the IIS if any of these changes are made.
<p><u>Returned Agreements</u></p>	<p>Provider Agreements given Returned status will generate an email to the Primary Vaccine Coordinator, as well as a message in the IIS stating changes are needed prior to approval. Changes required can be found in the Comments Section (top of the first page) of a returned agreement. When you have completed all necessary changes, resubmit the agreement for state approval.</p> <ul style="list-style-type: none"> • Ordering privileges will automatically be turned off by the IIS when an agreement is given Returned status.
<p><u>Contact/Identifier Information:</u></p>	<p>Providers need to verify correct contact information. Since email will be the primary source of contact, please make sure that the email addresses for the Primary Vaccine Coordinator is up to date. Contacts should be listed in the following order:</p>

	<ul style="list-style-type: none"> • Type 1: Signatory • Type 2: Primary Vaccine Coordinator • Type 3: Backup Vaccine Coordinator • Type 4 & 5: Backup Vaccine Coordinator or Business/Office Manager (if applicable) <p>Email addresses, phone numbers, and trainings are required for all Vaccine Coordinators in the Contact Details section (first page of agreement).</p> <p>The National Provider Identifier (NPI) is required for all authorized providers (second page of agreement). NPI numbers can be found at: https://npiregistry.cms.hhs.gov/</p>
<p><u>Provider Practice Profile:</u></p>	<p>Agreements must have a complete and accurate Practice Profile. The profile consists of the number of children by age group, insurance type, and demographics who received state-supplied vaccine at the practice during the previous calendar year (2015). This information can be generated by:</p> <ul style="list-style-type: none"> • Contacting the practice’s billing staff (best resource for this information) • VFC Patient Breakdown Report in the IIS (only Providers with HL7 interfaces or direct data entry can generate this report). To generate the report: <ol style="list-style-type: none"> 1. Log into the IIS 2. Select Report 3. Select State Reports 4. Select VFC Patient Breakdown 5. Verify correct facility 6. Enter the date range 01/01/2015 – 12/31/2015 7. Select Create Report
<p><u>Cold Storage Units and Certified Thermometer Details:</u></p>	<p>Vaccine storage units and thermometer information is needed complete the cold storage details and frozen vaccine certification. Providers are required to re-calibrate their thermometers every 2 years (or less). Thermometer calibration dates can be changed on the cold storage equipment (fourth) page of the agreement. Please reference the Storage and Handling webpage on our website for more information.</p>



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TO: Providers Participating in the State Childhood Vaccine Program
ATTENTION: Office Manager, Medical Director and Vaccine Coordinator

VACCINE SELECTION PROCESS

IMPORTANT NOTICE	<p>Vaccine selection process open from April 15th through May 6th.</p> <ul style="list-style-type: none"> • If you do not want to make a change, do nothing. You only need to contact the Department of Health if you are making a change. • If you want to make a change, contact the Department of Health. We will complete the vaccine selection process for you. <p>To make a change, contact Mitch Paris at Mitchell.Paris@doh.wa.gov</p> <p><u>Notes:</u></p> <ul style="list-style-type: none"> • We will not add Meningococcal B and MenHibrix vaccines to the choice process. They will continue to be available via special order from the state. • 9vHPV vaccine is the only HPV vaccine available from CDC. • Coordinate your selections within your organization so the right people are involved and so everyone is clear about which vaccines are being selected. • Large organizations with more than one site should contact us about the vaccine selection process for their facilities. If you are part of a large organization check with your administration before completing the vaccine selection process. <p>For any questions related to this process contact Mitch Paris at Mitchell.Paris@doh.wa.gov</p> <p>Product information can be found at: http://tinyurl.com/WAVaccineProducts</p>	IMPORTANT NOTICE
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