

Inventory Report Guide – Changes to the Inventory Reconciliation Feature

These instructions give guidance on the recent changes to the reconciliation feature within the Washington State Immunization Information System (IIS) for providers who currently manage their vaccine inventory in the system. The current enhancements are aligned with our ultimate goal of online inventory reporting.

Changes to the Reconciliation page require new steps to manage inventory within the IIS. Because of these changes the monthly Lot Number Summary report must be run in one of two ways to ensure accuracy of the data:

Method 1 – Run the Lot Number Summary Report including:

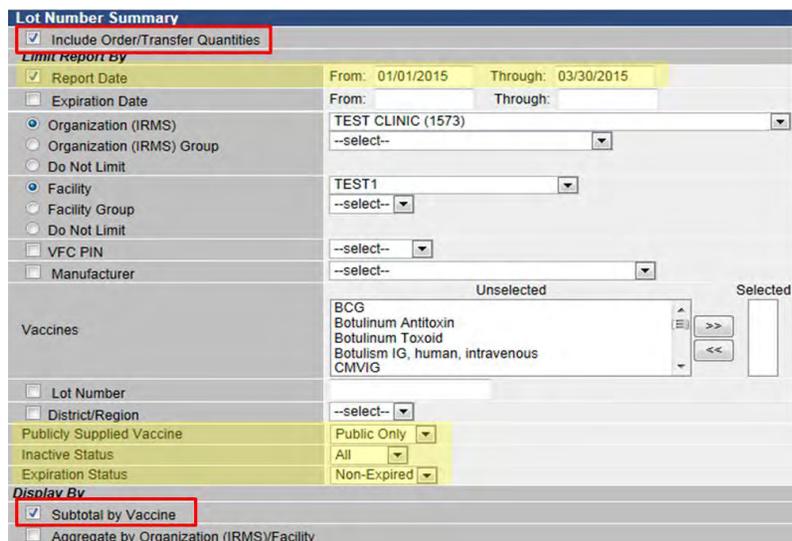
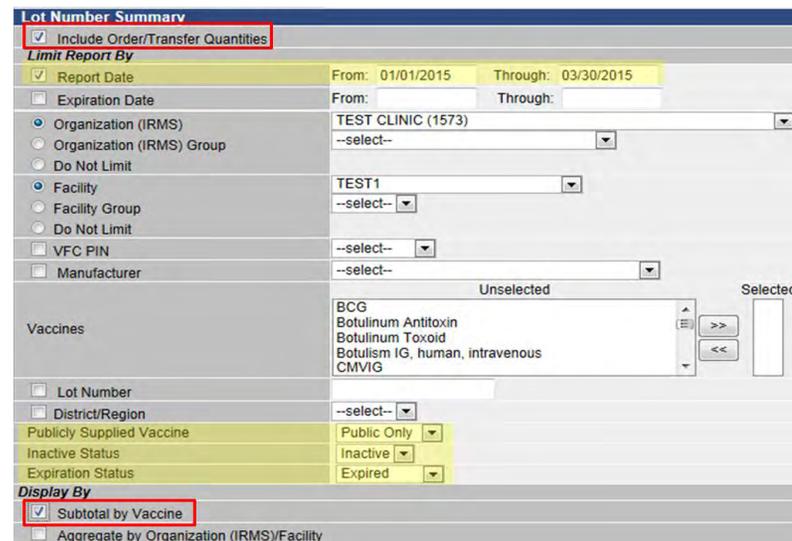
- Check the **Include Order/Transfer Quantities** box
- Enter the **Report Date**
- For **Publicly Supplied Vaccine** select “Public Only”
- For **Inactive Status** select “All”
- For **Expiration Status** select “Non-expired”
- Check the **Subtotal by Vaccine** box

The report shows all non-expired lot numbers. The report will be quite long if you manage your inventory in the IIS because it returns results for all non-expired, active/ inactive lots regardless if they were used/adjusted at the time of report.

Method 2 – Run the Lot Number Summary Report including:

- Check the **Include Order/Transfer Quantities** box
- Enter the **Report Date**
- For **Publicly Supplied Vaccine** select “Public Only”
- For **Inactive Status** select “Inactive”
- For **Expiration Status** select “Expired”
- Check the **Subtotal by Vaccine** box

Only run this report if you inactivated a lot number that expired during your selected report period. This report shows all lot numbers that have been inactivated and expired within that date range.

Need help with inventory reporting or have questions about the Washington Childhood Vaccine Program? Contact your LHJ or the Washington State Department of Health at 1-866-397-0337 or wachildhoodvaccine@doh.wa.gov. Need technical assistance? Contact the Help Desk at 1-800-325-5599 or waiishelpdesk@doh.wa.gov. If you have a disability and need this document in another format, please call 1-800-525-0127 (TDD/TTY call 711). DOH 348-396. Mar 2015. Updated for IIS Version 5.14.11.2

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How These Reports Work Together:

The total **Doses Used** cell for each vaccine type on the *Lot Number Summary Report(s)* should equal the **Doses Administered** total from the *Washington State Vaccine Administered Report*.

Example:

1. Washington State Vaccine Administered Report:
Date Range: 01/01/2015 – 03/30/2015
BCG = 5
DTaP = 26
HPV = 15

2. Lot Number Summary Report #1 (Inactive Status = All; Expired Status = Non-expired):
Date Range: 01/01/2015 – 03/30/2015
BCG = 5
DTaP = 26
HPV = 15

The aggregate totals for each vaccine type from the Washington State Vaccine Administered Report should equal the total Doses Used from the Lot Number Summary Report. Only run the second report if you are aware that vaccines expired and were inactivated during your reporting period.

Vaccine	Dose #	<1	1	2	3 to 5	Years								Total	
						6	7 to 10	11 to 12	13 to 18	19 to 24	25 to 44	45 to 64	65+		
BCG	1	4	1	0	0	0	0	0	0	0	0	0	0	0	5
	Total	4	1	0	0	0	0	0	0	0	0	0	0	0	5
DTaP/Hib/IPV	1	4	3	0	0	0	0	0	0	0	0	0	0	0	7
	2	5	1	0	0	0	0	0	0	0	0	0	0	0	6
	3	1	8	0	0	0	0	0	0	0	0	0	0	0	9
	4	2	2	0	0	0	0	0	0	0	0	0	0	0	4
	Total	12	14	0	0	0	0	0	0	0	0	0	0	0	26
HPV, quadrivalent	1	0	0	0	0	0	0	3	1	0	0	0	0	0	4
	2	0	0	0	0	0	0	3	2	0	0	0	0	0	5
	3	0	0	0	0	0	0	6	0	0	0	0	0	0	6
	Total	0	0	0	0	0	0	12	3	0	0	0	0	0	15

Organization (IRMS):	5583 - SASHA'S CLINIC	County / Parish:	All
Facility:	All	Expiration Status:	Non-Expired
VFC PIN:	All	Include Order/Transfer	Yes
Lot Number:	All	Quantities:	Yes
District/Region:	All	Sort Order:	Vaccine Name
Vaccines:	All	Publicly Supplied Vaccine:	Public
Inactive Status:	All		
Manufacturer:	All		
Expiration Date Range:	All		
Report Date Range:	01/01/2015 Through 03/30/2015		
Report Completed By:	SASHA DELEON (SASHA2)		

Lot Number	Vaccine Name	MFR	Expires	Publicly Supplied	Starting Doses	Doses Received	Doses Used	Doses In Transit	Doses Transferred In	Doses Transferred Out	Doses Adjusted	Doses Wasted Returned	Doses Wasted Expired	Doses Wasted Disposed	Doses Viable Returned	Ending Doses	Inactive
1344637650	BCG	PMC	12/31/2015	Y	0	10	5	0	0	0	10	0	0	0	0	5	
Total For BCG					0	10	5	0	0	0	10	0	0	0	0	5	
QWERTY1234	DTaP	PMC	04/30/2015	Y	0	10	0	0	0	0	10	0	0	0	0	10	
Total For DTaP					0	10	0	0	0	0	10	0	0	0	0	10	
5674320698	DTaP/Hib/IPV	PMC	12/31/2015	Y	0	50	26	0	0	0	50	0	0	0	0	24	
CFTBTY346544	DTaP/Hib/IPV	PMC	04/30/2015	Y	0	20	0	0	0	0	20	0	0	0	0	20	
Total For DTaP/Hib/IPV					0	70	26	0	0	0	70	0	0	0	0	44	
ZWSCS7895R	HPV, quadrivalent	MSD	04/30/2015	Y	0	30	1	0	0	0	30	0	0	0	0	29	
9879012348	HPV, quadrivalent	MSD	12/31/2015	Y	0	35	14	0	0	0	35	0	0	0	0	21	
Total For HPV, quadrivalent					0	65	15	0	0	0	65	0	0	0	0	50	

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