

Reconciliation and Online Inventory Reporting – Category and Reason Guide for Adjustments

Providers and local health jurisdictions (LHJs) are required to reconcile their vaccine inventory and submit their inventory report online using the Washington State Immunization Information System (IIS). Part of the reconciliation process requires that the provider or LHJ offers a **Category** and **Reason** for any adjustments to their vaccine inventory. The following tables list the possible [positive](#) and [negative](#) adjustment categories, the reason lists for each category, and the scenarios for which each **Category/Reason** can be used.

Positive Adjustments – *Physical Inventory is greater than Quantity on Hand*

Category	Reason	Scenario	Comment
Order Received	Dose count variance multi-dose vial	You have a multi-dose vial where you miscounted the total dose	
	Received directly from vendor, not VFC supplied	You received private vaccines directly from the vendor	
	Received from CDC, not VFC supplied	You received private vaccines directly from CDC	
	Received from VFC program	You received publicly-supplied vaccines from the state Office of Immunization and Child Profile	Use this reason if you did not electronically receive your vaccines in the IIS and you must do it manually
Transfer	Borrowed from private inventory	You run out of state childhood supplied vaccine and you move that vaccine from your private inventory	Get LHJ/state approval before doing this
	Borrowed from public inventory	You run out of private vaccines and you move that vaccine from your public state childhood supply	Get LHJ/state approval before doing this
	Received from another provider	You received viable vaccines from another provider because they were not able to use it before it wastes or spoils	Get LHJ/state approval before doing this

Reconciliation and Online Inventory Reporting – Category and Reason Guide for Adjustments

Negative Adjustments – *Physical Inventory is less than Quantity on Hand*

Category	Reason	Scenario	Comment
Administered	Administered but not linked to a vaccine	You are an IIS user that manages patient records in the IIS and administered a shot. There was no lot number associated with the vaccine so it did not decrement your inventory	If you do not manage your inventory in the IIS, you should never use this administered reason
	Administered to a client who chose not to be in the registry	You are an IIS user that manages your patient records in the IIS and you have a client who wishes not to have their inventory added to the IIS	If you do not manage your inventory in the IIS, you should never use this administered reason
	System non-user aggregate reporter only	You do not use the IIS to manage patient shot records by the lot number, so all administered shots should be accounted for this way	
Expired	Expired	Vaccine expired	
	Expired, multi-dose vial	Used only seven doses of polio vaccine (IPV) before it expired. Before you could use it all, three doses expired and you would use this reason to account for the expired doses	
Recall	Vaccine recall	The CDC and/or manufacturer recall a vaccine	If you receive the recall notice before you receive the vaccines, do not enter them into your inventory when they arrive
Spoiled	Cold chain not maintained during shipment	The manufacturer fails to store the vaccines properly when they transported it to you	You should never enter spoiled vaccines into your inventory
	Failure to store properly upon receipt	You did not place vaccines in their proper storage once they arrived so they are no longer viable	
	Natural disaster/power outage	A snow storm or countywide power surge interrupts power to storage units for a length of time that causes vaccines to spoil	
	Not stored properly	You stored frozen vaccines in the refrigerator or any instance where you did not follow the storage recommendations for the vaccine	
	Fridge/freezer mechanical failure	Your storage units stop working	
	Fridge/freezer too cold	You have a temperature excursion where the unit became too cold	
	Fridge/freezer too warm	You have a temperature excursion where the unit became too warm	
Vaccine spoiled in transit	You are getting ready to store your vaccines and you open your vaccine package and notice all or most of your vaccines are spoiled	You should never enter spoiled vaccines into your inventory	

Reconciliation and Online Inventory Reporting – Category and Reason Guide for Adjustments

Transfer	Restock private inventory from public	You wish to account for borrowing against your public supply to add to your private stock	Get LHJ/state approval before doing this
	Restock public inventory from private	You wish to account for borrowing against your private supply to add to your public stock	Get LHJ/state approval before doing this
	Returned to VFC program	You have viable (not wasted, expired, or spoiled) vaccines you wish to return to the state	Should not use this reason. You should contact your LHJ if you have viable vaccines you wish to transfer
	Returned to the Depot	You have viable (not wasted, expired, or spoiled) vaccines you wish to return to the state Depot	Do not use this reason. The state no longer distributes vaccines from a depot, this is an Alaska reason
	Returned to vendor, non-VFC supplied	You have privately-purchased vaccines you wish to return to the manufacturer	
	Transferred to another provider	You have viable (not wasted, expired, or spoiled) vaccines another provider can use. You should work with your LHJ to transfer those doses	Contact your LHJ to assist with making the transfer
Wasted	Broken/dropped/spilled	Your vaccines are not viable because they broke, spilled, or were dropped	
	Drawn up, not used	You prepped doses to administer a shot to a child and the parent changed their mind	
	Lost and unaccounted	You have searched all your records and you can't account for the dose in any other category	You should use this reason sparingly. If your office uses this reason often, you should evaluate your business practices to find better solutions for maximizing efficiencies
	Vaccine damaged in transit	You receive your package and as you are about to store them, you notice that they are broken, open, or damaged in some other form that makes them not viable to use	You should never enter wasted vaccines into your inventory