



Submitting Vaccine Accountability Reports in the IIS

DOH 348-567

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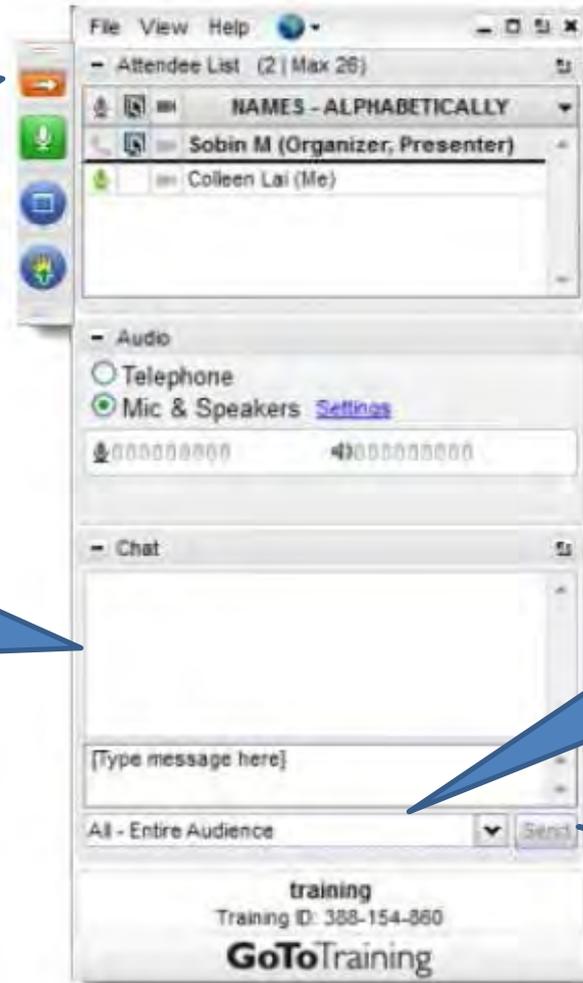
Your GoToTraining Control Panel

Use the arrow to open and close the control panel

Use the chat box to type in questions and comments

Choose the whole audience or a specific person to receive your chat.

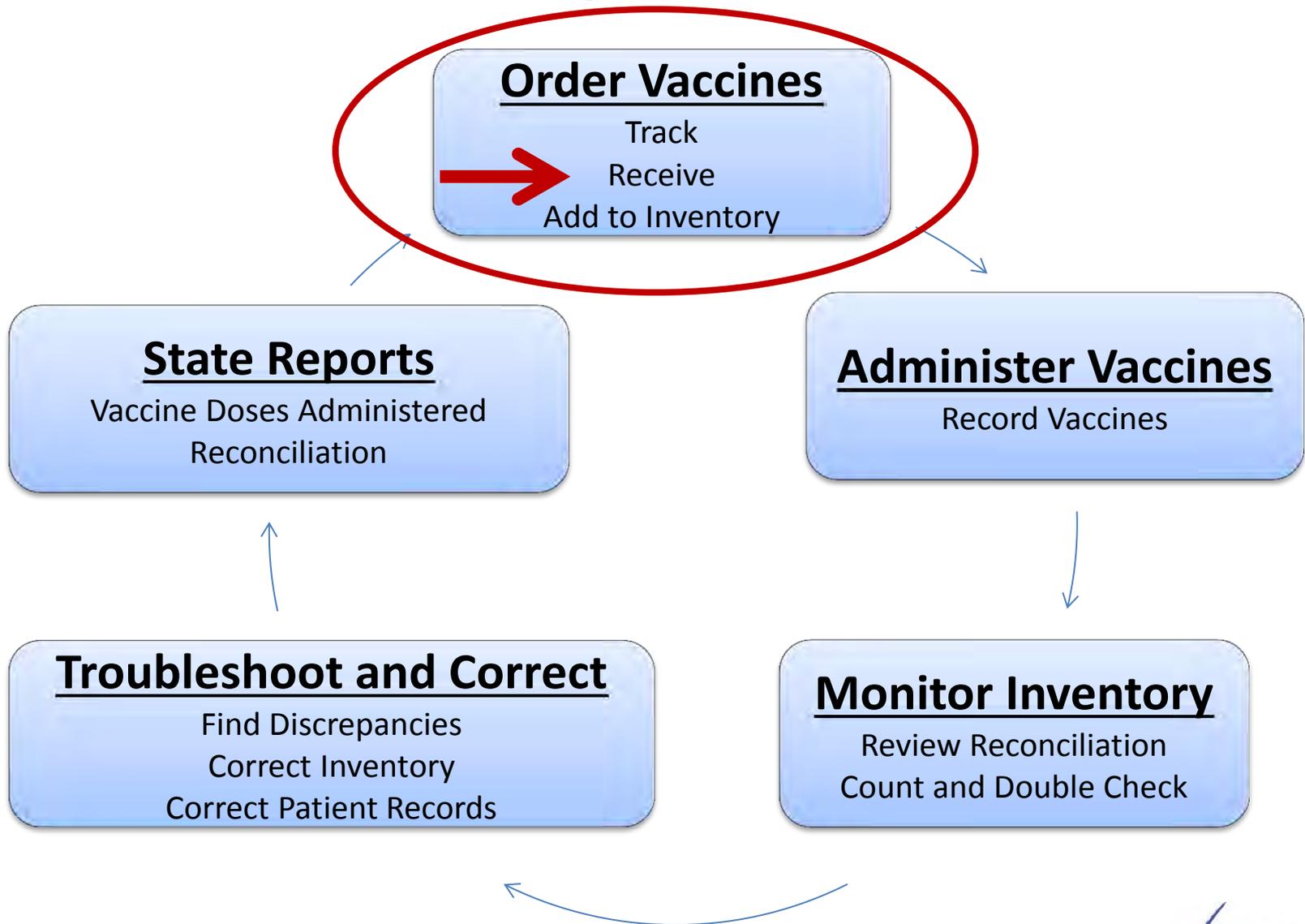
Click Send!



Agenda

- Review the vaccine reporting process.
- Discuss best practices for submitting monthly reports.
- Describe how all vaccine management activities in the IIS are interrelated.
- Demo

Vaccine Management Workflow



Receiving Inventory Best Practices

When vaccine shipments arrive, clinic staff should:

- Unpack the shipment, count doses, and verify that the packing slip info matches the vaccine in the shipment.
- Check for any damaged products.
- Immediately put vaccine in storage unit.
- Verify that received vaccine, matches the manufacturer, lot number, exp. date, and number of doses in the IIS.
- Receive vaccine in the IIS.

Receiving Vaccine Orders

- Click on Orders/Transfers.
- Click on Create/View Orders.



- Under Inbound Orders, look for any orders with the status **shipped** or **approved**.

Current Order/Transfer List					
Inbound Orders					
Select	Order Number	PIN	Submit Date	Approval Date	Status
-->	149551		12/16/2015	12/18/2015	Approved

Receiving Vaccine Orders

- Click the arrow button to open the **Receive Order** screen.

Current Order/Transfer List					
Inbound Orders					
Select	Order Number	PIN	Submit Date	Approval Date	Status
-->	149551	172069	12/16/2015	12/18/2015	Approved

- Enter the quantity received in the **Receipt Quantity** column.
- Click **Receive** button.

Approved Order

Order Details								
Shipped Quantity	Receipt Quantity	Rejected Quantity	Vaccine	Public	Manufacturer	Lot Number	Expiration Date	Reason for rejecting
40	<input type="text"/>	<input type="text"/>	IPV	Y	--select--			--select--

Shipped Order

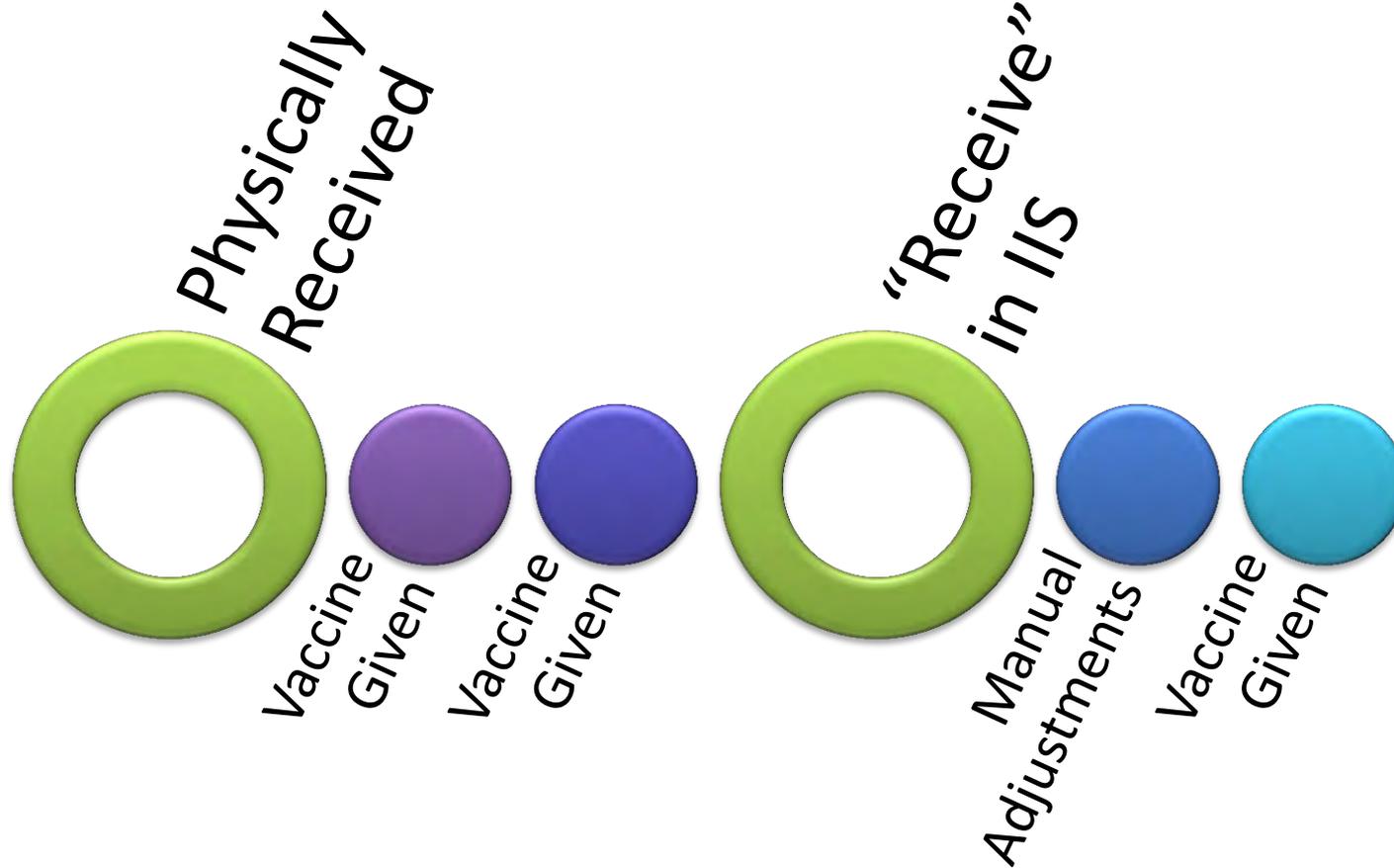
Shipped Quantity	Receipt Quantity	Rejected Quantity	Vaccine	Public	Manufacturer	Lot Number	Expiration Date	Reason for rejecting
140	<input type="text"/>	<input type="text"/>	Influenza inj quadrivalent pres free 6-35 mos	Y	SANOFI PASTEU	U5321CA	06/30/2016	--select--
Comments						Tracking #	1Z81W6330197970678	

Receiving Partial Vaccine Orders

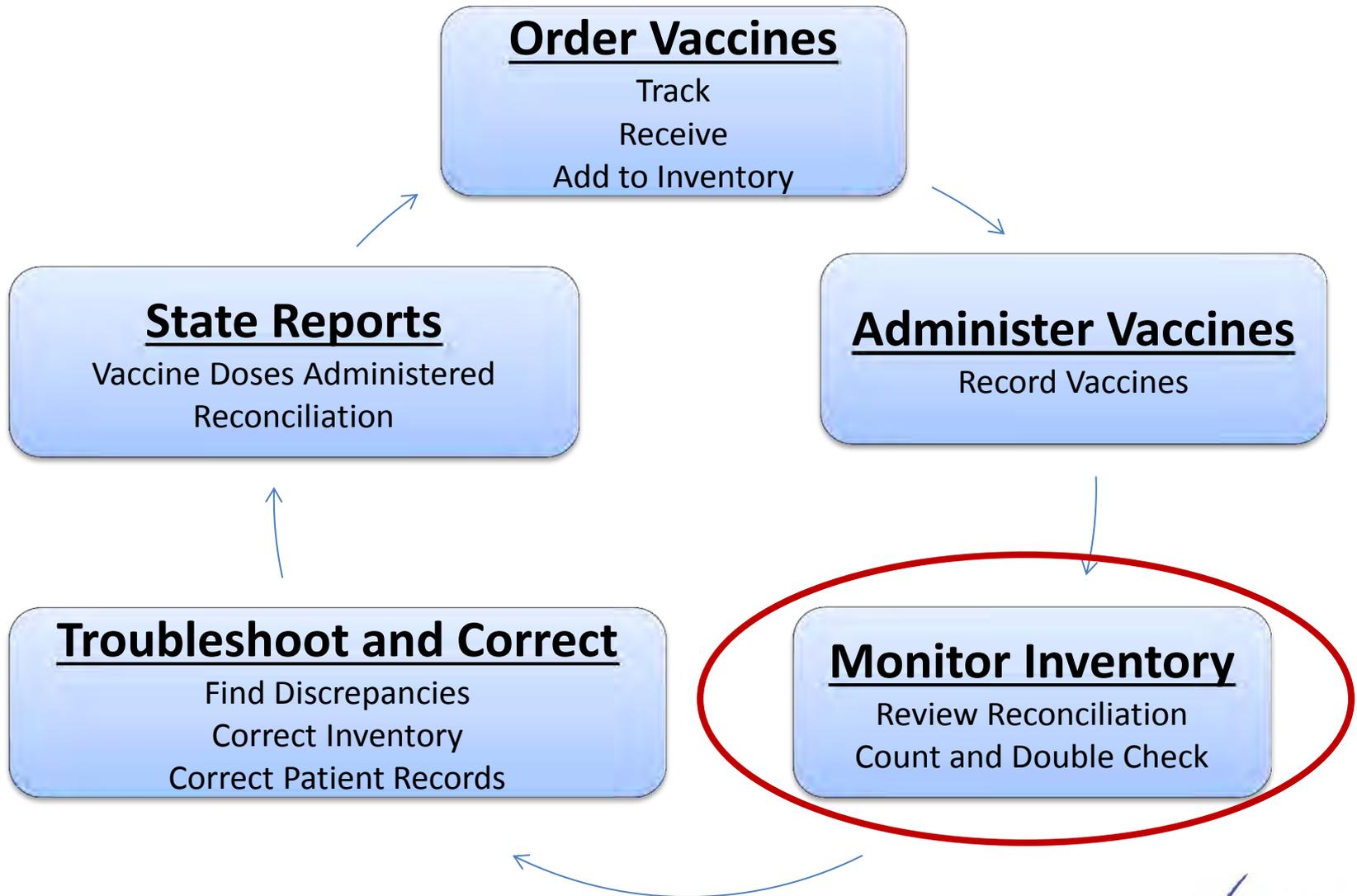
- **DON'T** reject the vaccines that weren't included in your shipment, just leave those fields blank.
- Click the **Receive** button.
- The order status will change to **Partially Received**.
- When you receive the rest of the vaccine, just open this order & receive that vaccine.

Current Order/Transfer List					
Inbound Orders					
Select	Order Number	PIN	Submit Date	Approval Date	Status
-->	162335		04/20/2016	04/25/2016	Partially Received

Be Aware of the Timeline!



Vaccine Management Workflow



Counting Inventory Best Practices

- 1) Check to make sure all orders that arrived at the clinic are received in the IIS.
- 2) Print inventory reconciliation screen.
- 3) Count vaccine in all storage units.
 - Note discrepancies.
 - Write down any lot #'s that aren't on the reconciliation worksheet, including manufacturer, exp. date, and number of doses.

Count Inventory

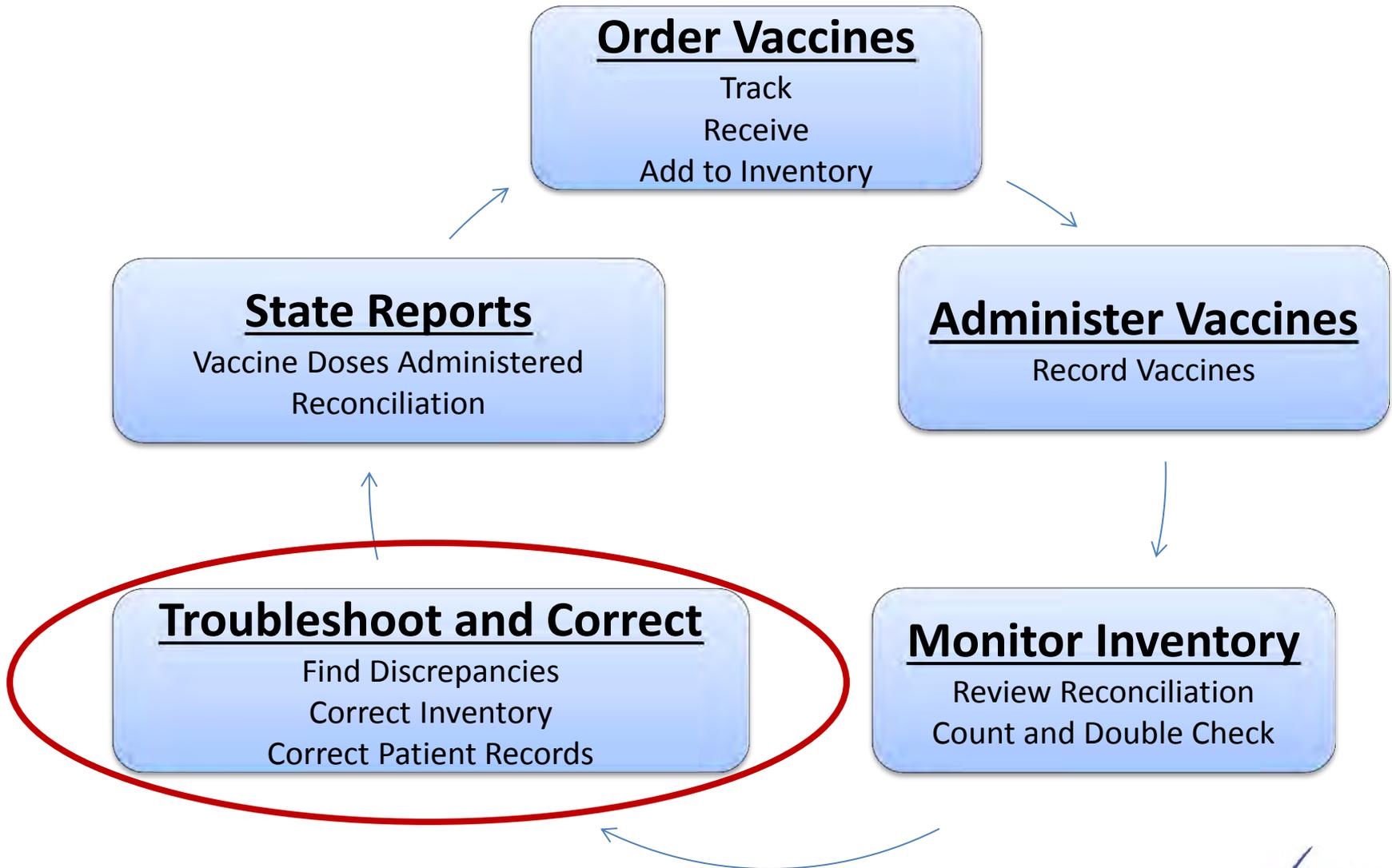
Reconciliation Worksheet

Organization (IRMS): TEST CLINIC
Facility: BIG R'S CLINIC

Vaccine	Lot Number	Exp Date	Quantity on Hand	Physical Inventory	Adjustment	Reason	Public	Inactive
DT (Pediatric)	9375	12/31/2016	2	2			Y	
DTaP	12345	09/14/2015	10	9		DROPPED	Y	
DTaP/Hep B/IPV (Pediarix)	67891234	12/31/2016	0	—			Y	✓
DTaP/IPV (Kinrix)	1213	09/01/2015	0	9			Y	
Hep A 2 dose - Ped/Adol (Havrix, Vagta)	1234567	01/12/2016	42	43	+1		Y	
IPV	104	12/31/2017	1	11	+10	TRANSFERRED	Y	
Infla split 18+ yrs (FluLaval)	55555566	08/15/2017	45	45			Y	
MMR	8888888888	05/15/2014	2	0		EXPIRED	Y	✓
Mening. (MCV4P) (Menactra)	23489562	12/31/2017	4	4			Y	
Tdap (Boostrix, Adacel)	20723400	12/31/2017	20	20			Y	
Varicella (Varivax)	1234	01/20/2015	16	16			Y	
Varicella (Varivax)	436952	12/31/2017	2	2			Y	

If any of the counts are off compared to the quantity on hand in the IIS, then it's time to troubleshoot!

Vaccine Management Workflow



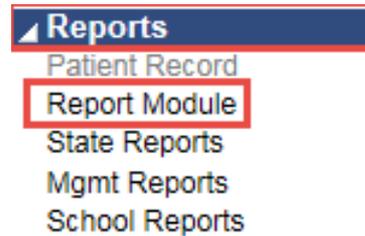
Common Inventory Issues

Documented vaccines must exactly match the information in your IIS inventory in order to decrement:

- Vaccine Type (name)
- Vaccine Manufacturer
- Lot # (from the box, not the vaccine vial)
- CPT code
- CVX code
- Facility
- VFC status*
- Funding source must be consistent with VFC status*

Running the Patient Detail Report

- Click on **Reports**.
- Click on **Report Module**.
- Under the Patients category, click on **Patient Detail**.
- Choose **Run By Service**.
- Enter a **Vaccination Date Range** that matches up with the doses administered reporting period.



Reports

- Patient Record
- Report Module
- State Reports
- Mgmt Reports
- School Reports



Patients

- Daily Patient Immunization List
- Patient Detail
- Patient Totals
- Recall for Inactivation



Patient Detail Report

Run By

By Ownership

By Service

Limit Report By

Vaccination Date Range From: 04/01/2016 Through: 04/27/2016

Running the Patient Detail Report

- Enter **Birth Date Range** for patients under 19.

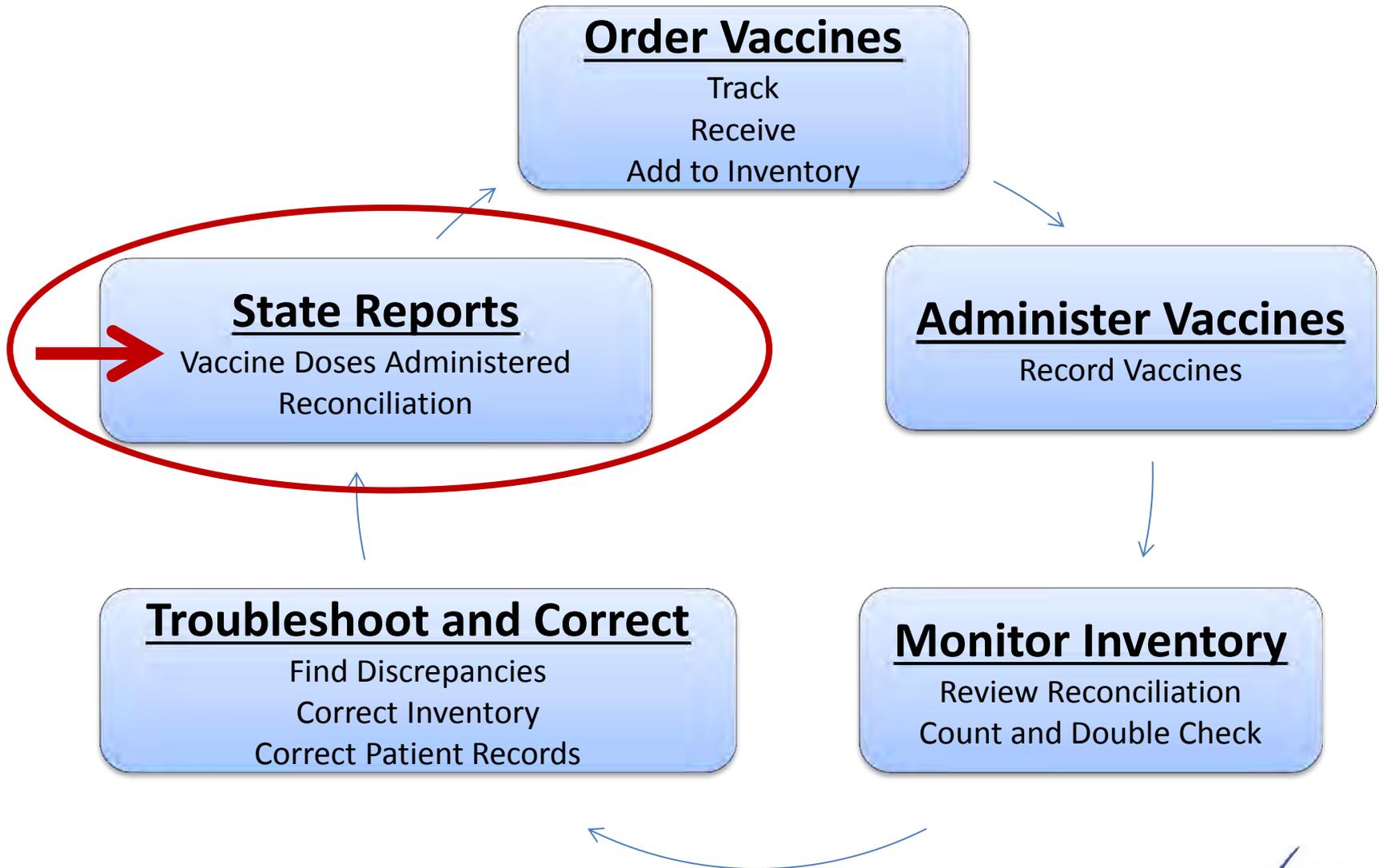
<input checked="" type="checkbox"/> Birth Date Range	From: 04/01/1997	Through: 04/27/2016
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- Choose **Non-Decrementated Doses Only**.

<input checked="" type="checkbox"/> Doses Decrementated	Non-decrementated doses only <input type="checkbox"/>
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- Click **Create Report** button.
- Review report to find any lot numbers, manufacturers, or vaccine types that don't match your inventory reconciliation screen.

Vaccine Management Workflow



Types of Reporters

Reporting Type	Definition
Non-Aggregate Reporter	Most common reporting type
	EHR/IIS Interface or Direct Data Entry
	No edit function on Doses Admin Report
Aggregate Reporter	Don't share patient level data with the IIS
	Usually batch upload a data file to the IIS or don't send any data
	Have edit button on Doses Admin Report

Running the Doses Administered Report

- Click on **Lot Numbers**
- Click on **Doses Administered Report**
- Fill in all **required fields**
- Choose Reporting Month
- Edit the end date of the **Vaccination Date Range**, if needed
- Choose **PUB** from the Funding Source drop down
- Click **Create Report**



Running the Doses Administered Report

Vaccine Administered Report

This report must be submitted on a monthly basis

Reporter Information

Person Completing Report	NICOLE FREETO
Phone Number	(360)236-4628 1
Email	cole.freeto@doh.wa.gov

Limit Report By

<input checked="" type="checkbox"/> Vaccination Date Range	From: 03/03/2016 Through: 03/31/2016 3
<input checked="" type="checkbox"/> Reporting Month	March 2016 2
<input checked="" type="radio"/> Organization (IRMS)	
<input type="radio"/> Organization (IRMS) Group	--select--
<input type="radio"/> Do Not Limit	
<input checked="" type="radio"/> Facility	
<input type="radio"/> Facility Group	--select--
<input type="radio"/> Do Not Limit	
<input type="checkbox"/> VFC PIN	--select--
Funding Source	PUB 4

Choose the month that matches when the date range starts

Back Reset Create Report **5**

Reviewing & Submitting the Report

Vaccine	Lot Number	Years											Total		
		< 1	1	2	3-5	6	7-10	11-12	13-18	19-24	25-44	45-64		65+	
DTaP	C4754AA	2	4	0	7	0									13
	Total	2	4		7										13
DTaP/Hep B/IPV	Y33F2	4	0	0	0	1			1						6
	4822C	0	0	0	0	0									0
Total		4				1			1						6
Varicella	K008131		0	0	0	1	1	0	0						2
Varicella	L024258		0	0	0	0	0	0	0						0
Varicella	L017148		0	0	0	0	0	0	1						1
Varicella	L032398		0	0	0	0	0	0	0						0
Total						1	1		1						3

Note: An asterisk next to the lot number denotes a private lot number

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Aggregate Reporters

Varicella	L001331		0	0	0	0	0	0	0					0
Varicella	L025210		0	0	0	0	0	0	0					0
	Total													0

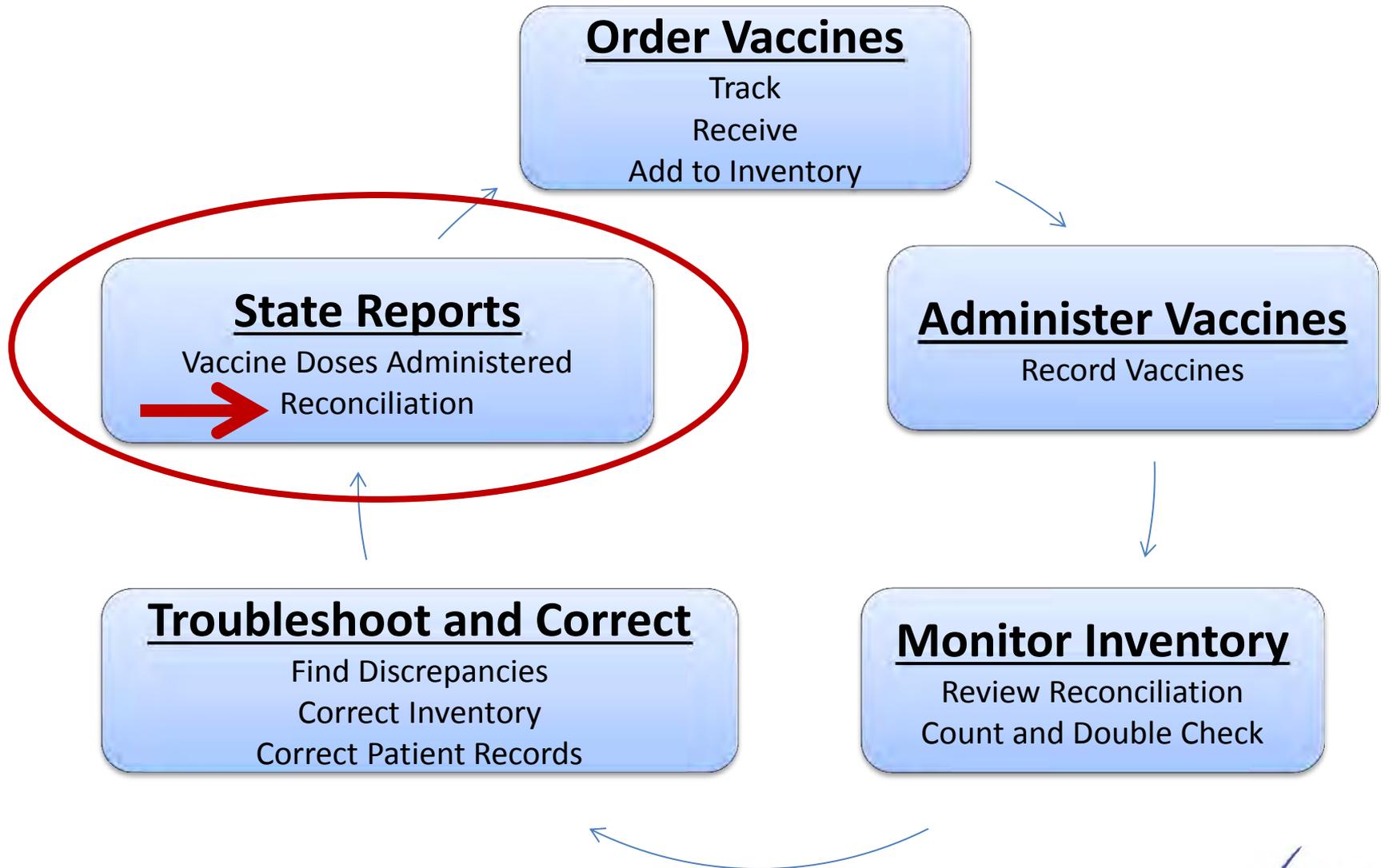
Note: An asterisk next to the lot number denotes a private lot number

After clicking the Edit button, the clinic can enter data and then save or submit their report.

Varicella	L001331		0	0	0	0	0	0	0					0
Varicella	L025210		0	0	0	0	0	0	0					0
	Total													0

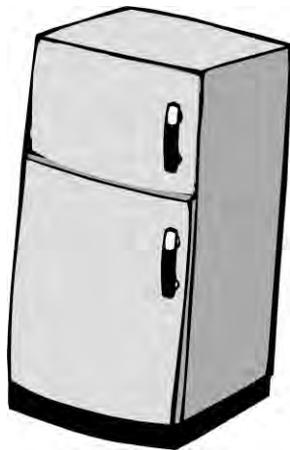
Note: An asterisk next to the lot number denotes a private lot number

Vaccine Management Workflow



General Information

- You can count and save changes to your inventory reconciliation screen throughout the month.
- Reconciling Inventory = Making sure the number of doses on hand in your clinic matches your inventory in the IIS.



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Reconcile Inventory				
Vaccine ▲	Lot Number	Exp Date ▼	Quantity on Hand	Physical Inventory
DTaP	C4754AA	06/23/2017	94	<input type="text"/>
DTaP/Hep B/IPV	PEDIARIX	10/28/2017	20	<input type="text"/>
DTaP/Hep B/IPV	Y33F2	02/06/2017	9	<input type="text"/>
Hep A 2 dose - Ped/Adol	294X9	03/31/2017	10	<input type="text"/>
Hep A 2 dose - Ped/Adol	32DZ5	06/27/2017	38	<input type="text"/>
Hep B Ped/Adol - Preserv Free	237PJ	05/21/2016	10	<input type="text"/>

The Reconciliation Screen

- Can manage / display public & private vaccine.
- Can add / manage state-supplied adult vaccine
 - Ex. **L1234-ADU**, L1234*, or L1234-S
- Shows Expired / Soon to Expire Vaccine
- Shows Last Inventory & Dose Administered Report Submission Dates

Inventory Last Submitted: 12/31/2015

Vaccine Administered Report Last Submitted: 12/31/2015

Legend	
	Public Lots
	Private Lots
	Expired Vaccines
	Expires in 30 days or less

Adjusting Inventory

Make adjustments to inventory, if needed.

- Enter vaccine on hand in physical inventory box.
- Choose a category and reason from the drop down boxes.
 - Categories and reasons are different for +/- adjustments.
- Click **Save** at bottom of the screen to save changes.

Reconcile Inventory							
Vaccine ▲	Lot Number	Exp Date ⇅	Quantity on Hand	Physical Inventory	Adjustment (+/-)	Category	Reason
DTaP	C4754AA	06/23/2017	94	90	-4.0	Wasted ▼	Drawn up, not used ▼
DTaP/Hep B/IPV	PEDIARIX	10/28/2017	20		0.0	--No Category Required ▼	--No Reason Required-- ▼

Submitting Inventory Report

- Fill in all physical inventory boxes.
- Make any adjustments.
- Inactivate any expired lots or those with zero inventory by clicking the **Inactive** check box.
- Click **Submit Monthly Inventory**.

Tdap	435P7	04/18/2017	69	<input type="text" value="69"/>	0.0	--No Category Required	--No Reason Required--	Y	<input type="checkbox"/>	+
Tdap	9NA32	03/28/2017	<input type="text" value="0"/>	<input type="text" value="0"/>	0.0	--No Category Required	--No Reason Required--	Y	<input checked="" type="checkbox"/>	+
Varicella	VARIVAX	05/13/2017	10	<input type="text" value="10"/>	0.0	--No Category Required	--No Reason Required--	Y	<input type="checkbox"/>	+
Varicella	L024256	07/01/2017	20	<input type="text" value="20"/>	0.0	--No Category Required	--No Reason Required--	Y	<input type="checkbox"/>	+
Varicella	L032396	08/26/2017	30	<input type="text" value="30"/>	0.0	--No Category Required	--No Reason Required--	Y	<input type="checkbox"/>	+

Print Reset Save

[Inventory Last Submitted:](#) 12/31/2015

Vaccine Administered Report Last Submitted: 12/31/2015

Doses Administered Report

Current Issues & Workarounds

Problem: Cumulative doses administered report

Solution: Click in the Through Date field & hit Tab key on your keyboard to check the box next to the Vaccination Date Range Field.

Before

Limit Report By		
<input type="checkbox"/> Vaccination Date Range	From: 04/02/2016	Through: 04/27/2016
<input checked="" type="checkbox"/> Reporting Month	April 2016	

After Using Workaround

Limit Report By		
<input checked="" type="checkbox"/> Vaccination Date Range	From: 04/02/2016	Through: 04/27/2016
<input checked="" type="checkbox"/> Reporting Month	April 2016	

Doses Administered Report

Current Issues & Workarounds

Problem: Lot number in edit mode error message.

Solution: Check reconciliation screen to see if last submitted date changed and/or look at Doses Administered Report through the **Create Order** screen to see if report submitted.

Vaccine Administered Report Last Submitted: 04/22/2016
Last Order Submitted: 02/29/2016 05:09:04 PM

Order Set:

Order Frequency: Every Two Months Order Timing: 16th to End of Month
Order Schedule: February, April, June, August, October, December

Order Details

Vaccine	Vaccine Name	Funding Source	Dose Used Last Month	Physical Inventory	Order Quantity	Urgent	Priority Reason	Comments
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Doses Administered Report

Current Issues & Workarounds

Problem: Doses that look like privately-purchased vaccines showing on report.

Some vaccines show up as privately-purchased because the System couldn't match them to your inventory in the IIS due to:

- Lot number or other documentation errors.
- VFC status incorrectly documented.
- Mismatch between VFC status & funding source.

Solution: Resend the HL7 message with correct funding source OR manually link the vaccine dose on the patient record

Doses Administered Report

Current Issues & Workarounds

Problem: Adult vaccines showing up on report.

Solution: If you have state-supplied adult vaccine in your IIS inventory and document these doses, these vaccines show up on your report.

- When manually adding this vaccine to your inventory, include something after the lot number to show it's state-supplied adult vaccine.
- You may also have some privately-purchased adult doses show up on your report. If this happens, it is okay to submit your report with those doses included.

Inventory Report

Current Issues & Workarounds

Problem: Error messages when submitting inventory report.

Solution: Try submitting your report again when the system is less busy. This is just a temporary workaround.

Questions?

Contact the Help Desk

- 1-800-325-5599
- WAIISHelpDesk@doh.wa.gov

IIS Trainers

IIS.Training@doh.wa.gov

- Dannette Dronenburg, Provider Outreach Coordinator
- Nicole Freeto, Provider Outreach Coordinator

IIS Training Materials

www.doh.wa.gov/trainingIIS