

QUICK REFERENCE GUIDE – QUARTERLY REPORTING FOR THE STATE SUPPLIED ADULT VACCINE PROGRAM

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

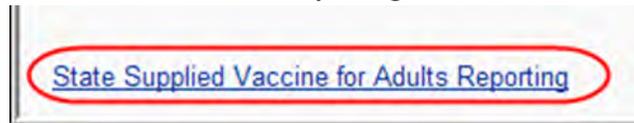
Reporting Periods

Report Date Range	Report Due Date
06/01/2016 – 08/31/2016	Sept 20, 2016
09/01/2016 – 11/30/2016	Dec 20, 2016
12/01/2016 – 02/28/2017	Mar 20, 2017
03/01/2017 – 05/01/2017	June 20, 2017
06/01/2017 – 08/31/2017	Sept 20, 2017

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**

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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