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Reporting Vaccine Inventory Online--Users who manage their inventory in the IIS

This guide gives steps on how providers and local health jurisdictions (LHJs) that currently manage their vaccine inventory in the Washington State Immunization Information System (IIS) should reconcile and submit their monthly inventory. Make sure you have received all your vaccine orders for the reporting period. Visit www.training.vaccineordering.waiis.wa.gov to find steps on receiving inventory in the IIS.

Instructions:

1. Log-on to the IIS using your user name and password.
2. Click the **Lot Number** menu heading then click *Reconciliation* to access the *Reconciliation* screen.
3. Click **Print** to print the *Reconciliation* screen and take it to the fridge or freezer to count your physical inventory.
4. Count physical supply of vaccines in all fridges and



Vaccine	Lot Number	Exp Date	Quantity on Hand	Physical Inventory	Adjustment	Reason	Public	Inactive
DT (Pediatric)	4541A5D51S0FG	08/10/2013	20	10	-10	administered	Y	<input type="checkbox"/>
DTaP	1224HJS	04/30/2014	100	100	0		Y	<input type="checkbox"/>
DTaP	HHJDJJ04	01/31/2014	60	50	-10	administered, vaccine not used	Y	<input type="checkbox"/>
DTaP/Hep B/IPv (Pastorix)	JJJ1142	10/31/2013	50	25	-25	administered	Y	<input type="checkbox"/>
DTaP/Hib/IPv (Pentacel)	4455DD51G	05/31/2013	15	0	-15	expired	Y	<input checked="" type="checkbox"/>
DTaP/Hib/IPv (Pentacel)	484263	06/30/2013	100	75	-25	administered	Y	<input checked="" type="checkbox"/>
DTaP/IPv (Kinrix)	4512JJ1	08/30/2013	50	0	-50	administered	Y	<input checked="" type="checkbox"/>
DTaP/IPv (Kinrix)	4545JJ522	08/31/2013	50	0	-50	transferred	Y	<input checked="" type="checkbox"/>

freezers.

- a. If applicable, write down vaccine lot number that are in your fridge or freezers that are not on your print out.
- b. Use the *Search/Add* page to add vaccines to your inventory not listed on the screen.

Note: You must add missing vaccine to your inventory prior to submission for them to appear on your Inventory Reconciliation Audit Report.

5. Enter the values from your count in the **Physical Inventory** column. Your **Quantity on Hand** should match the Physical Inventory. If your totals don't match, check for missing doses. Account for all administered doses on all patient records. If after searching, your totals are still not the same, select a **Category** and **Reason** that best describes what happened to those doses (e.g. wasted, expired, spoiled).

Vaccine	Lot Number	Exp Date	Quantity on Hand	Physical Inventory	Adjustment (+/-)	Category	Reason	Public	Inactive	Add Row
DT (Pediatric)	4541A5D51S0FG	08/10/2013	8	0	-8.0	Expired	Expired	Y	<input checked="" type="checkbox"/>	+
IPV	UWJJA048756	09/30/2013	58	53	-5.0	Wasted	Broken/Dropped/Spilled	Y	<input type="checkbox"/>	+
MMR	15854HVH	01/31/2014	20	20	0.0	--No Category Required--	--No Reason Required--	Y	<input type="checkbox"/>	+

Inventory Last Submitted: 07/24/2013

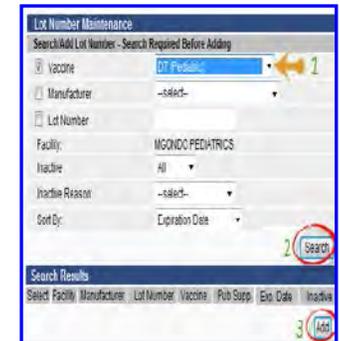
Print Reset Save

Submit Monthly Inventory

6. Click the **Inactive** box to inactivate all lot numbers that are not longer in your inventory.
7. Click the **Submit Monthly Inventory** button.

Steps to Manually Add Vaccine into Inventory

1. Click the *Search/Add* menu option under **Lot Numbers**. This will open the Lot Number Maintenance screen.
2. Select the vaccine you wish to enter and click the **Search** button. This step helps to prevent adding duplicate lots of vaccine by showing you which lots you already have.



Need help with inventory reporting or have questions about the Washington Childhood Vaccine Program? Contact your LHI 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 email: WAISHelpDesk@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 348-418, October 2013, Updated for IIS Version 5.13.5.5

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- Click the **Add** button.
- Enter data for all required fields written in red. Make the **Date of Transaction** the date you physically received the vaccines at the clinic. Though the **NDC Number** is not required, entering it will ensure that the vaccine data is reflected throughout the rest of the system.



Categories and Reasons Explanation

The adjustment reasons are separated into categories to simplify the process. Always use the category and reason that best describes what happened to the doses in your inventory.

Positive Adjustments	
Adjustment	Rationalization
Order Received	Received vaccines either from the VFC program or purchased directly from distributor
Transfer	Received transferred vaccines from another provider or borrowed vaccine inventory between private and public supply

Negative Adjustments	
Adjustment	Rationalization
Recall	Vaccines are nationally recalled or the state sends notice to stop using the vaccine
Spoiled	Vaccines have spoiled due to improper storage practices, man-made or natural disasters, or spoiled during transport
Expired	Vaccines were not used before the manufacturer's expiration date
Administered	This reason accounts for shots administered to patients. Providers and LHJs who do not submit patient data at the lot number level should use this reason to account for administered doses. Providers who manage their inventory in the system can use the reason <i>Administered to a client who chose not to be in registry</i> to adjust for miscalculations. Refer to document XX for specific instructions.
Wasted	Vaccines are not viable because they were dropped, spilled, or drawn-up but not used. Wasted vaccines could also be lost/unaccounted for or the vials/syringes were broken or damaged in transit.
Transfer	Received transferred vaccines from another provider or borrowed vaccine inventory between private and public supply

Key Tips to Remember:

- Select the best category and reason that describes what happened to the dose(s).
- Tracking doses periodically makes it easier to report inventory at the end of the month. It may be helpful to develop a system at your clinic to immediately log doses that are wasted or spoiled.

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