

ASIIS Inventory Tips for VFC Vaccine

Electronic Reporting Providers

The Vaccines for Children (VFC) program is a federally funded program administered by the Center for Disease Control and Prevention (CDC) to provide vaccines to VFC eligible children throughout Arizona. Accountability **for each VFC vaccine dose** is essential for all parties involved; CDC, Arizona Department of Health Services Immunization Program Office (ADHS-AIPO), your office and your patients.

Each VFC vaccine dose must be accounted for within ASIIS. The following actions will help make this possible:

- All VFC vaccine orders must be “received” in ASIIS once the shipment arrives. Do not manually enter VFC vaccine doses in your ASIIS Inventory.
- All VFC vaccine transfers must be completed using the Vaccine Transfer functionality in ASIIS. Do not reconcile VFC vaccine using the Transfer reason.
 - Vaccine transferred in ASIIS will ***automatically decrement*** from your ASIIS inventory.
- All administered VFC vaccine doses must be recorded in ASIIS by reporting the administered doses with lot number, VFC eligibility code and vaccine manufacturer. This will ensure accurate linkage between the patient and the VFC vaccine that was administered.
 - Usage of “Administered but not linked to a vaccine,” “Matches Physical Inventory” and “Correction of Invalid Dose” are **NOT** allowable reasons to use to subtract administered VFC vaccine from the ASIIS Inventory and will be counted as wasted vaccine in the future.
- Reconciling your ASIIS Inventory should only occur when you need to report Expired, Wasted or Spoiled vaccines.
 - Administered VFC vaccine doses should **NOT** be subtracted from the ASIIS inventory via reconciliation.
 - Correctly reporting Administered Doses will allow for auto-decrementing and will reduce the time and effort needed to reconcile your inventory.
- If you don’t have any wasted or expired doses to correct on the Reconcile Inventory page, simply enter the number listed in the ‘Quantity on Hand’ column into the ‘Physical Inventory’ column and click the Submit Monthly Inventory button.
 - On the order screen, enter a comment explaining the ASIIS inventory differs from the physical inventory.
 - For example: ASIIS says there are 37 doses in the inventory for Hep B, but HL7 messages haven’t posted in ASIIS and there are actually 30 doses of Hep B in the physical inventory, enter a comment on the order screen for Hep B that says “HL7 - 30 on hand” – please see the ***Guide for Electronic Reporters to Submit Monthly Inventory and Place a VFC Vaccine Order in ASIIS*** for more information.
- After you administer the last dose of a lot number, check the ASIIS inventory after a few days to make sure there are zero doses left for that lot number.
 - If there are remaining doses, run the Inventory Transaction Report, the Lot Recall Report and Patient Detail Report for that lot number to determine why there are remaining doses.

If you have any questions, please contact the ASIIS Help Desk via phone at 602-364-3899 or 1-877-491-5741 or via email at ASIISHelpDesk@azdhs.gov.