

Florida SHOTS™

VACCINES FOR CHILDREN (VFC) WASTE/RETURN GUIDE FOR CHDS

Contact Information

www.flshots.com

Free help desk:

877-888-SHOT (7468)

Monday – Friday, 8 A.M. to 5 P.M. Eastern



Vaccines for Children
Protecting All of Florida's Children.

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Adjusting VFC Inventory

Adjusting VFC Inventory

You can adjust any VFC inventory that your site has input into [Florida SHOTS](#) through the site's initial inventory or through any receipts or transfers that your site has applied through the "Pending Receipts" page.

To adjust your site's VFC inventory, click "Adjust Inventory" under the "Vaccine Inventory" menu. The "Inventory List (Adjust)" page displays. For example, your site might need to perform an adjustment for reasons such as a vial was accidentally broken or due to the mechanical failure of your VFC vaccine storage area.

INVENTORY LIST (ADJUST) [Show Help Text](#)

Selection criteria for inventory records list

IMM Service Site: -- Select --

Vaccine Type: -- Select --

Mfg/Lot#: --- Select ---

Program Components:

- 01-VFC VACCINE
- 05-NON-VFC VACCINE
- 09-HEPATITIS PROGRAM
- 17-ADULT

Retrieve inventory records meeting the above criteria

Select your immunization service site from the site names that appear in the drop-down box. Click "Search" to bring up that particular service sites' "Inventory list (Adjust)" page.

On the "Inventory List (Adjust)" page, you will see the following site information:

- IMM Service Site – Name of the site as it is listed in [Florida SHOTS](#)
- Vaccine Type – Generic name used to group vaccines having similar components (allows sites to review all inventory for a particular vaccine type)
- Mfg/Lot# – Information about a particular manufacturer or vaccine lot number, which is searchable within your inventory
- Program Components—Category in which the vaccine is funded, which is searchable within your inventory

NOTE: Always check this information for accuracy, and notify the VFC Program office if there are changes.

Adjusting VFC Inventory

NOTE: All fields are not required to complete an inventory search; however, it does make it easier to search through your vaccine inventory.

Use the desired criteria to select your VFC vaccine for adjustment. Click “Retrieve inventory records meeting the above criteria.” All desired inventory for your site that matches the selected criteria used will display on the page.

INVENTORY LIST (ADJUST) [Show Help Text](#)

Selection criteria for Inventory records list

IMM Service Site: PHARMACY

Vaccine Type: DTAP

Mfg/Lot #: --- Select ---

Program Components: 01-VFC VACCINE
05-NON-VFC VACCINE
09-HEPATITIS PROGRAM
17-ADULT

Retrieve inventory records meeting the above criteria

Click the Inventory record row (below) to select it for adjustment

Site	Vaccine Type Program Component	Manufacturer	Lot # NDC	Expires	Qty
PHARMACY	DTAP 01-VFC VACCINE	PMC-SANOPI PASTEUR	221HMB5258 49281-0286-10	02/18/2014	0
PHARMACY	DTAP 01-VFC VACCINE	SKB-GLAXOSMITHKLINE	2J534 58160-0810-52	09/13/2015	0
PHARMACY	DTAP 01-VFC VACCINE	SKB-GLAXOSMITHKLINE	79E9Z 58160-0810-52	10/08/2015	15
PHARMACY	DTAP 01-VFC VACCINE	SKB-GLAXOSMITHKLINE	AC14B177BA 58160-0810-52	06/04/2015	0

The “Inventory List (Adjust)” page will show the following about each inventory record that met your search criteria:

- Site – Immunization service site where the vaccine is located
- Vaccine Type – Generic name used to group vaccines having similar components
- Program Component – Category in which the vaccine is funded
- Manufacturer – The vaccine distributor
- Lot # – The lot number provided by the manufacturer to track the vaccine
- NDC – National Drug Code that the CDC has attached to this specific vaccine
- Expires – The expiration date that the manufacturer provides as to when the vaccine will no longer be available to give as a dose to the patient
- Qty – The amount of vaccine Florida SHOTS calculates your site has for a lot number based on what the site has communicated regarding doses administered, current inventory, transfers, and adjustments through the “Order Request Form” and through inventory maintenance in Florida SHOTS

Adjusting VFC Inventory

Click directly on the desired vaccine on the “Inventory list (Adjust)” page to adjust the inventory record of a specific lot number. The “Adjust Inventory” page displays with fields needed to adjust the vaccine inventory record.

Enter the following information regarding the adjustment:

ADJUST INVENTORY Show Help Text

Inventory Record Being Adjusted
Site: PHARMACY
Vaccine Type: DTAP
Manufacturer: PMC-SANOFI PASTEUR
Lot Number: 221HMB5258 Expires: 02/18/2014 NDC: 49281-0286-10
Program Component: 01-VFC VACCINE

Effective * Date	Effective Qty	Adjust * Direction	Adjust * Qty	Resulting Qty	Adjustment Reason *
<input type="text"/>	0	Decrease (-)	1	-1	-- Select --

- Effective Date – For inputting the date that you are creating the adjustment or an earlier date if backdating is needed
- Effective Qty – The amount of vaccine Florida SHOTS calculates your site has for the lot number based on what the site has communicated regarding doses administered, current inventory, transfers, and adjustments through the “Order Request Form” and through inventory maintenance in Florida SHOTS as of the effective date provided.
- Adjust Direction – Identifies whether you want to increase or decrease the number of doses available in this VFC vaccine inventory record
- Adjust Qty – The amount of VFC vaccine doses that need to be increased or decreased
- Adjustment Reason – Reason options that vary based on whether you increase or decrease the number of doses in the record
- Resulting Qty — The amount of vaccine remaining in your Florida SHOTS inventory after the adjustment quantity is changed

Decrease Options:

- Expired
- Spoiled
- Unaccounted For
- Unusable
- Wasted

Adjusting VFC Inventory

Increase Options:

- Imprecise Measure of Extraction
- Unaccounted For

NOTE: Florida SHOTS will provide the effective date quantity on hand (“Eff. Date Qty On Hand”) and the resulting quantity (“Resulting Qty”) based on the information you provide in the adjustment process.

Florida SHOTS will require additional explanations for the following Adjustment Reasons:

- Spoiled
- Unusable
- Wasted

Complete the required fields and click “Submit.” The “Inventory list (Adjust)” page displays a confirmation that the adjustment to the VFC vaccine inventory record was successfully saved.

Completing the “Vaccine Return and Waste Form”

Completing the “Vaccine Return and Waste Form”

Once a month, you should review expired vaccine/adjustments found in [Florida SHOTS](#), for the vaccine your site wasted and/or returned during that time period and submit the form to the VFC Program office.

Click “Vaccine Return Form” under the “Vaccine Inventory” menu to display the “Vaccine Return and Waste Form (VFC Private Provider)” page.

VFC Wasted/Returned Vaccines Procedures:

- After adjustments have been made, click on the “Vaccine Inventory” menu item and select “Report Returns/Waste.”



- Select “Provider PIN.”
- Check to Include “(incl?)” items to report to the VFC office.

SELECT RETURN / WASTE ITEMS [Show Help Text](#)

Provider Pin: * 377001 ROBERTS AND STEVENS

Show Return Adjustments Show Wastage Adjustments

Adj Eff Date	Pgm Comp	Vaccine -- BrandName	NDC Number	Mfg	Lot Number	Expiration Date	Doses Adj	Reas Code	Repl Rtrn	Incl?
03/31/2014	01	DTAP Daptacel	49281-0286-10	PMC	MM123	12/30/2015	2	G100	WSTE	<input checked="" type="checkbox"/>
03/31/2014	01	DTAP Daptacel	49281-0286-10	PMC	X3210	03/14/2014	10	GB1	RETO	<input checked="" type="checkbox"/>

- Click the “Submit” button.
- This will automatically bring you to the “Shipping Labels” menu item.

Shipping Label Requests

Shipping Label Requests

Once you have submitted your “Return/Waste” items, it is time to print your shipping labels and process your return shipment.

Vaccine Inventory

Order
Order Requests

Receive
Pending Receipts
Receive Inventory
List Receipts

Adjust
Adjust Inventory
Report Returns/Waste

Shipping Labels
(Old Return Form)

- Select your “Provider PIN.”
- This screen is defaulted to show a “Report Status” of all “Not Complete” and “Pending Export” requests.

SHIPPING LABEL REQUEST LIST [Show Help Text](#)

Selection Criteria

Provider Pin: * 370041 PHARMACY
377001 ROBERTS AND STEVENS

Request Status: * Not Complete
 Pending Export

Exported: Wastage
Returns: Not Confirmed Confirmed

Rejected

[Show matching Shipping Label Requests](#)

Pin	Report Date	Report Status	Report Reason	VTrckS Return Id	Nbr of Boxes	Nbr of Line Items	VFC Contact	
377001		Not Complete	G81		0	1	WALTZ,ANN E	Request Labels
377001		Not Complete	G83		1	1	WALTZ,ANN E	Request Labels
377001		Not Complete	G83		1	1	WALTZ,ANN E	Request Labels
377001		Pending Export	G100	n/a	n/a	1	WALTZ,ANN E	Show Detail

- This displays all return and waste vaccines that are in the process of being reported to the VFC office.
- Click “Request Labels” for returnable items.
(Note: Wasted vaccines will not be returned; however, they will still be reported to the VFC office. You will not need to request labels for wasted vaccines.)
- The Shipping Label Request page now displays.

Shipping Label Requests

SHIPPING LABEL REQUEST Show Help Text

[Return to Shipping Label Request List](#)

Provider: LEON CHD
 Provider Pin: 377001
 Return Reason: G81 Expired
 Return Type: Return Only
 VFC Primary Contact: WALTZ,ANN E
 Telephone Number: (850)528-1398
 Nbr of Boxes: * 01

Status: Not Complete
 Reported Date:
 Florida SHOTS Return Id:
 VTrckS Return Id:

Line Item	Pgm Cmp	Vaccine BrandName	NDC Number	Lot Number	Expiration Date	Doses Adj
	01	DTAP Daptacel	49281-0286-10	X3210	03/14/2014	10

Complete Vaccine cannot be returned until the Complete checkbox is marked.

- Select the number of boxes needed to return these items.
- (Note the “Status” is displaying “Not complete,” therefore the order request has not been “Exported” or finalized.)
- Check the “Complete” box.
- Select “Submit.”

SHIPPING LABEL REQUEST Show Help Text

Your submitted updates were successfully applied.

[Return to Shipping Label Request List](#)

Provider: LEON CHD
 Provider Pin: 377001
 Return Reason: G81 Expired
 Return Type: Return Only
 VFC Primary Contact: WALTZ,ANN E
 Telephone Number: (850)528-1398
 Nbr of Boxes: * 01

Status: Pending Export
 Reported Date:
 Florida SHOTS Return Id:
 VTrckS Return Id:

Line Item	Pgm Cmp	Vaccine BrandName	NDC Number	Lot Number	Expiration Date	Doses Adj
	01	DTAP Daptacel	49281-0286-10	X3210	03/14/2014	10

Complete Vaccine cannot be returned until the Complete checkbox is marked.

- The status has now changed to “Pending Export.”
Every night the VFC program office will export your return orders over to the CDC. Once this export has been performed, in order to print out your packing slip and receive your shipping labels, you’ll need to go back into the “Shipping Labels” menu item the next day.
- Select the “Vaccine Inventory” menu and click “Shipping Labels.”
- Choose your “Provider Pin.”
- Under “Request Status,” check the boxes to display “Exported: Wasted” and “Returns: Not Confirmed.”
- Specify a date range if applicable
- Click “Show matching Shipping Label Requests.”

Shipping Label Requests

SHIPPING LABEL REQUEST LIST Show Help Text

Selection Criteria

Provider Pin: 030044 BAY CHD

Request Status: Not Complete
 Pending Export
 Rejected

Exported: Wastage Returns: Not Confirmed Confirmed

Date Reported: From: 12/31/2013 Thru: 03/31/2014

[Show matching Shipping Label Requests](#)

Pin	Report Date	Report Status	Report Reason	VTrcks Return Id	Nbr of Boxes	Nbr of Line Items	VFC Contact	
030044	03/31/2014	Exported	G100	n/a	n/a	1	ADAMS, TRACY L	Show Detail
030044	03/31/2014	Exported	G81	6099775522	1	1	ADAMS, TRACY L	Show Detail

[Confirm doses were returned](#)

- Click "Show Detail" on returnable items to retrieve packing slip information

SHIPPING LABEL REQUEST Show Help Text

[Return to Shipping Label Request List](#) [Print](#)

Provider: BAY CHD
 Provider Pin: 030044
 Return Reason: G81 Expired
 Return Type: Return Only
 VFC Primary Contact: ADAMS, TRACY L
 Telephone Number: (850)872-4455 x1182
 Nbr of Boxes: 1 Return has not been confirmed.

Status: Exported
 Reported Date: 03/31/2014 07:56
 Report Date: 03/31/2014
 Florida SHOTS Return Id: R000055
 VTrcks Return Id: 6099775522

Line Item	Pgm Cmp	Vaccine BrandName	NDC Number	Lot Number	Expiration Date	Doses Adj
1	01	DTAP Daptacel	49281-0286-10	X3210	03/26/2014	10

[Submit](#) [Cancel](#)

NOTE: The status of the request shows "Exported" along with the Florida SHOTS return ID and the VTrcks Return ID. The VTrcks Return ID is required for processing your return shipment.

- Select "Print."
- Include this documentation in the box when shipping back to the distributor

NOTE: Shipping labels are expected to arrive 10 days within the time the request has been exported. If you do not receive your shipping labels within 10 days please, contact the VFC program office.