Florida SHOTS™

MANAGING YOUR VFC VACCINE INVENTORY

Contact Information

www.flshots.com

Free help desk:
877-888-SHOT (7468)
Monday – Friday, 8 A.M. to 5 P.M. Eastern

FloridaShots™
keeping shots in check

## Quick Content Finder

MANAGING YOUR VFC VACCINE INVENTORY

As a VFC provider you are required to use multiple features within Florida SHOTS to manage your VFC vaccine inventory. These functions are:

- Receive your VFC vaccine by accepting pending receipts in Florida SHOTS.
- Adjust your VFC vaccine as needed.
- Return unusable VFC vaccines to the distributor.
- Transfer your VFC vaccine to another VFC site.
- View all of the transactions performed in Florida SHOTS related to your VFC vaccine.

This document will review the steps needed to manage your VFC vaccine in Florida SHOTS.

Accepting Pending Receipts

Pending receipts will notify you of any VFC vaccines that have been shipped to your office or transferred from another provider. You must accept the pending receipts to confirm that you have received the vaccines and add them into your VFC vaccine inventory. A site cannot place any future orders with outstanding pending receipts. To complete this task follow these steps:
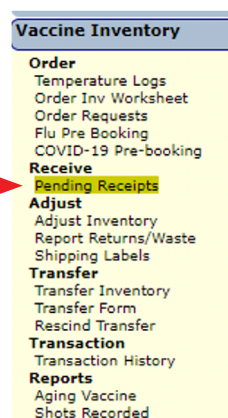
Log into Florida SHOTS.

Click "**Pending Receipts**" under the "**Vaccine Inventory**" menu.

- If you do not have this menu item, please contact the VFC primary or secondary contact for your site. They will need to assign you these responsibilities.

- If your site has pending receipts, you will be immediately brought to the "Unapplied Pending Receipt List" after you log in.

The "Unapplied Pending Receipts List" displays receipts that your site(s) need to accept into inventory.

NOTE: This list will also include any pending VFC vaccine transfers coming into your site.

> **NOTE:** Some vaccines may arrive to your office before the pending receipt is displayed in Florida SHOTS. You should wait another day or so until the pending receipt information is displayed in Florida SHOTS. If the receipt is not displayed within two days, contact the VFC program.

Click the "**Line Items**" button of the pending receipt you want to accept into your site's VFC vaccine inventory. The "Apply Pending Receipt" page will display.

From the "Apply Pending Receipt" page, you may:

- Apply the receipt to inventory balances.
- Revise an item number attached to the pending receipt.

To apply the receipt to inventory balances:

Click "**Apply receipt to inventory balances**" to accept this receipt into your VFC vaccine inventory if the information on the packing slip and the doses counted when the package arrives at your site matches the receipt in Florida SHOTS.

> **NOTE:** Count the doses received and verify the lot numbers and expiration dates on the shipping label **BEFORE** you apply the receipt to your site's VFC inventory balances.

Revise Pending Receipts:

To revise the receipt before applying it to your site's VFC inventory balances, check the box under "Revise" for the item number you would like to revise.

> **NOTE:** Use this functionality only when essential due to a discrepancy between the unapplied pending inventory receipt record and the vaccine received. This correction should rarely occur. You should not revise a pending receipt before contacting the VFC Program office. **All discrepancies must be reported to the VFC Program office.**

Florida SHOTS will allow you to revise the following fields for each item number attached to a receipt.

- **Lot Number** – The lot number provided by the manufacturer to track the vaccine.
- **Expiration Date** – The date that this specific VFC vaccine is no longer viable to give to a patient.
- **Doses** – The number of doses on the line item order of this receipt.
- **Order ID Rcvd** – The order number that should be on the packing slip that arrives with the VFC vaccine at your site.

Once you have updated the item's information so that it matches the shipping label that arrived with the VFC vaccine, click "**Apply.**"

This will return you to the "Apply Pending Receipt" page where you can now click "**Apply receipt to inventory balances.**"

The following message displays on the page to confirm that the VFC vaccine attached to this pending receipt has been applied to your site's VFC vaccine inventory.

Adjusting VFC Inventory

There may be times when you need to perform an adjustment to your vaccines for reasons such as a vial was accidentally broken or the vaccine has expired. To adjust your site's VFC inventory click "**Adjust Inventory**" under the "**Vaccine Inventory**" menu.
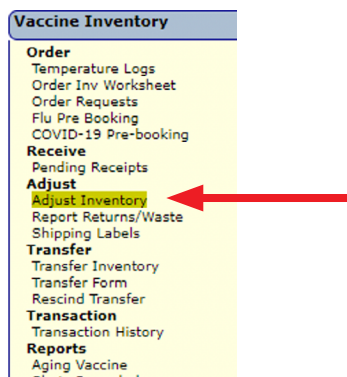
The "**VFC Private Provider Inventory Adjustment**" page displays.**If you work with a single VFC site**, the site name will automatically appear in the drop-down box.

Click "**Search**" to bring up that PIN's "VFC Private Provider Inventory Adjustment" page.

If you work with multiple VFC sites within your organization, select the PIN for the site you wish to work with from the drop-down box. Click "**Search**" to bring up that PIN's "VFC Private Provider Inventory Adjustment" page.

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On the "**VFC Private Provider Inventory Adjustment**" page, you will see the following site information:

- **Org Name** – Name of the organization as it is listed in Florida SHOTS.
- **VFC PIN** – Identification number that the VFC Program office provided to your site.
- **Site Name** – Name of the site as it is listed in Florida SHOTS.
- **VFC Shipping Address** – Address to which the VFC Program office ships your site's VFC vaccine.
- **VFC Shipping Contact Info** – Phone, fax, email, and VFC primary contact for the site.

> **NOTE:** Always check your site's information for accuracy, and notify the VFC Program if there are changes.

From the "**VFC Private Provider Inventory Adjustment**" **page,** you may select VFC inventory by the following criteria to increase or decrease doses:

- **Vaccine Category** – Generic name used to group vaccines having similar components.
- **Brand Name** – Name the manufacturer provides to the vaccine.
- **NDC** – National Drug Code that the CDC has attached to this specific vaccine.
- **Lot Number** – The lot number provided by the manufacturer to track the vaccine.

Select your VFC vaccine for adjustment and click "**Retrieve Matching Inv Records.**" All matching VFC inventory for your site will display on the page.

> **NOTE:** If the lot number you are searching for is not displayed, try selecting only the vaccine category.

The "**VFC Private Provider Inventory Adjustment**" page will show the following about each inventory record that meets your search criteria:

- **Lot Number** – The lot number provided by the manufacturer to track the vaccine.
- **Expiration Date** – The date the manufacturer provides as to when the vaccine will no longer be available to give as a dose to a patient.
- **Effort** – The funding source.
- **Last Reported Qty on Hand** – The date and number of doses that Florida SHOTS shows for the most recent inventory update.
- **Calc Current Qty On Hand** – 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.
- **Tx History** – A link to the "Transaction History" page for that VFC inventory record; displays every transaction that has occurred with the VFC vaccine since Florida SHOTS recognized it as part of your site's VFC vaccine inventory.

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Click "**Select**" to adjust the inventory record of the specific lot number. The "VFC Private Provider Inventory Adjustment" page displays with fields needed to adjust the VFC vaccine inventory record.

Enter the following information regarding the adjustment:

- **Effective Date** – The date you are creating the adjustment. If the quantity of this vaccine is impacting a pending order request, you will need to enter a date earlier than the "inventory as of date" on your order.
- **Eff Date Qty On Hand** – Amount is calculated based on the inventory reported on the last order request, and any inventory transfers or adjustments made 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.
- **Resulting Qty** – The amount of vaccine remaining in your Florida SHOTS inventory after the adjustment quantity is changed.
- **Adjustment Reason** – Reason options that vary based on whether you increase or decrease the number of doses in the record.

Decrease Options:

- Borrow VFC Vaccine Stock for Payback
- Recalled
- Spoiled
- Unaccounted For
- Unusable
- Wasted
- Expired – This reason is only available if the vaccine has reached the expiration date in Florida SHOTS.

> **NOTE:** Providers should run the "Aging Vaccine Report" monthly to manage upcoming vaccine expirations. You must notify the VFC Program office 90 days prior to expiration, if the vaccine cannot be used. If the vaccine is not reported to the VFC Program office, you may be required to replace these doses as stated in the VFC Restitution Policy found here: http://www.floridahealth.gov/programs-and-services/immunization/vaccines-for-children/provider-handbook.html

Increase Options:

- Imprecise Measure of Extraction
- McKesson/Merck Replacement Shipment
- Payback VFC Vaccine
- Unaccounted For
- VFC Vaccine Received But Not Ordered

> **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 an additional comment for the following adjustment reasons:

- Borrow VFC Vaccine For Private Stock
- McKesson/Merck Replacement Shipment
- Payback VFC Vaccine
- VFC Vaccine Received But Not Ordered

If the vaccine is going to be returned to the distributor leave the "**Returned?**" box checked. If you are adjusting out open multi-dose vials, these cannot be returned. You must uncheck this box.

Complete the required fields and click "**Submit**."

The "VFC Private Provider Inventory Adjustment" page displays a confirmation that the adjustment to the VFC vaccine inventory record was successfully saved.

To continue making adjustments click on **search** to be brought back to the "Inventory Search" page.

Reporting/Returning Vaccines

After making adjustments for unusable vaccines, you will need to report this adjustment to complete the return/waste process. This information is transmitted to the CDC at the end of every business day.

VFC Wasted/Returned Vaccines Procedures:

Click on the "**Vaccine Inventory**" menu item and select "**Report Returns/Waste.**"
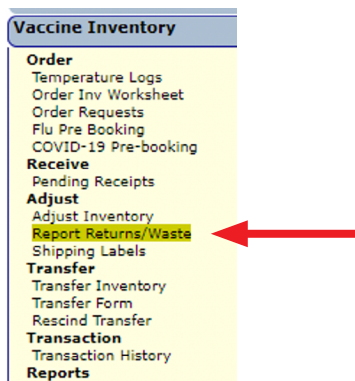
- Select the Provider PIN.
- Check the box to include ("Incl?") items to report.
- Click the "**Submit**" button.

After clicking submit you will be brought to the "Shipping Label Request" screen.

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

- Click **"Request Labels"** for returnable items. You can hover your mouse over the line item
  for the return type.

  NOTE: You will not need to request labels for vaccines reported as wasted.

- The "Shipping Label Request" page now displays.

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The "Status" is displaying "Not Complete," therefore the order request has not been "Exported" or finalized.

- Select the number of boxes needed to return these items. How many shipping labels do you need to return this vaccine?
- Select to have the shipping labels emailed to the primary contact's email address or mailed to your office via postal mail. If the email listed on this page is invalid, contact the VFC program to update this email address before completing the return, or select to receive the shipping labels via postal mail.
- Check the "**Complete**" box.
- Select "**Submit**."

The status has now changed to "Pending Export."

Every night the VFC Program office will export your return orders over to the CDC. Once exported, in order to print out your packing slip, you'll need to go back into the "Shipping Labels" menu item the next day.

Printing the Packing Slip

Select "**Shipping Labels**" from the "**Vaccine Inventory**" menu.
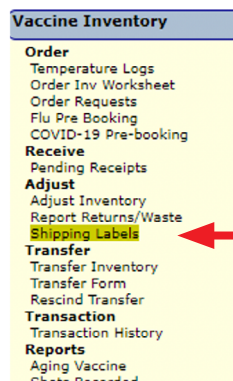
- Select your "Provider PIN."
- Under "Request Status," check the boxes to display "**Exported: Wastage**" and "**Returns: Not Confirmed.**"
- Specify a date range if applicable.
- Click "**Show matching Shipping Label Requests.**"

- Click "**Show Detail**" on returnable items to retrieve packing slip information. You can hover your mouse over the line item for the return type.

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

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- Select "**Print**."
- Include this documentation in the box when shipping the vaccine back to the distributor. If you have more than one return you may ship the vaccine in one box, just be sure to include **both** packing slips.
- If you have chosen to have your shipping labels emailed, you should receive them within the next business day. For shipping labels sent via postal mail, please allow 7 to 10 business days for delivery. If you do not receive the labels within this time frame, contact the VFC Program so that they may request the labels to be resent.

Click "**Confirm doses were returned**" when you have shipped your completed return with the required documentation. This will keep a record of the transaction in an archive of past returns.

Transferring VFC Inventory

There may be times when you need to transfer VFC vaccines from your inventory to another site within your organization or to another VFC provider outside of your organization.

> **NOTE:** Florida SHOTS will only allow you to transfer VFC vaccine from one VFC site to another VFC site.

To transfer your site's VFC inventory, click "**Transfer Inventory**" under the "**Vaccine Inventory**" menu.
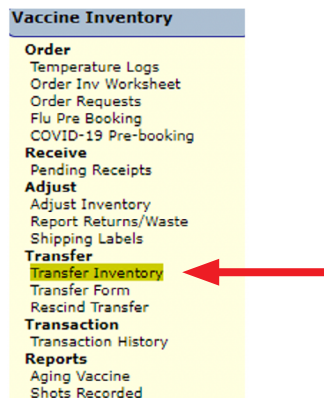
If you work with a single VFC site, the site name will automatically appear in the drop-down box. Click "**Search**" to bring up that PIN's "Transfer Inventory Supply Select" page.

If you work with multiple VFC sites within your organization, select the PIN for the site you wish to work with from the drop-down box. Click "**Search**" to bring up that PIN's "Transfer Inventory Supply Select" page.

> **NOTE:** Always check your site's information for accuracy, and notify the VFC Program if there are changes.

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What your site must do from the "Transfer Inventory Supply Select" page:

Use the following criteria to select VFC inventory for transfer to another VFC site:

- **Vaccine Category** – Generic name used to group vaccines having similar components.
- **Brand Name** – Name the manufacturer provides to the vaccine.
- **NDC** – National Drug Code that the CDC has attached to this specific vaccine.
- **Lot Number** – The lot number provided by the manufacturer to track the vaccine.

Select the criteria and click "**Retrieve Matching Inv Records**."

The "**Transfer Inventory Supply Select**" page displays with those vaccines listed.

Click "**Select**" by the VFC vaccine record that you wish to transfer to another VFC site.

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The "Transfer Inventory" page displays with "Inventory record being reduced" at the top of the page and "Pending Transfer to be created for" below.

What your site must do from the "**Transfer Inventory**" page:

- **Effective Date** – Enter the date the transfer is effective. The date defaults to the current date.
- **Indicate where the vaccine will be transferred:**

    - If you know the PIN, enter it and click "**Lookup pin number.**"
    - If you do not know the site's PIN, you can enter the Organization Name and click "**Retrieve matching organizations**," and pick the site from the list displayed.
    - If the site is within your organization, you can simply select the site from the Site drop-down box.

- **Transfer Quantity** – Enter the number of doses that you want to transfer.
- **Reason** – Select the reason you are transferring the VFC vaccine to the other VFC site.

Available transfer options are:

- Excess Inventory
- Inadequate Inventory
- Loss of Inventory – Mechanical Failure
- Other – Transferring Vaccines out Prior to Expiration
- Practice Closure

    NOTE: Choosing "Other" as your transfer reason will require that you input an additional comment.

Enter the required information and click "**Submit**." The following pop-up appears to confirm a successful transfer. Click "**OK**."

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Inventory transfer out was successful and your inventory balance has been reduced.

To continue:

   Enter another transfer of vaccine to the same receiver by clicking the 'Transfer more vaccine' button on the page.

   Click the 'Show Vaccine Transfer Form' button to create the 'Vaccine Transfer Form' document.

OK

Florida SHOTS will now allow you to do the following things from this "**Transfer Inventory**" page:

- Click the "**Show Vaccine Transfer Form**" to process the packing slip, which will be sent with the VFC vaccine to the receiving site.
- **Transfer more vaccine to the same recipient.**
- **Transfer more vaccine from the same supply.**

Creating the "Vaccine Transfer Form"

Click "**Show Vaccine Transfer Form**" so that the transferred VFC vaccine has the appropriate documentation when it is sent to the receiving site. The "Vaccine Transfer Form Select" page displays.

What your site must do from the "Vaccine Transfer Form Select" page:

- **Responsible Person** – Select the person who is physically transferring the VFC vaccine from your site.
- **Include on form?** – Determine whether the specified NDC and lot number should be included on this "VFC Vaccine Packing Slip."

Click "**Submit**." The "Vaccine Transfer Form" displays.

The receiving site should go to their "Pending Receipts" page after comparing the "Vaccine Transfer Packing Slip" they receive with the transferred vaccine, and accept the pending transfer from the sending site by clicking "Apply transfer to inventory balances."

The receiving site can reject a transfer. Your site might choose to do so if the arriving VFC vaccine is damaged or the receiving site has entered the incorrect vaccine information such as the quantity. To reject a transfer, click "Revise," check the "Reject" box, and click "Apply." The pending transfer is removed from the receiving site's "Unapplied Pending Receipts" page. The sending site will receive notification of the rejection and their VFC vaccine inventory will immediately be increased.

Rescinding a Pending Transfer

A sending site can cancel a VFC vaccine transfer as long as the receiving site has not applied the pending transfer to their inventory. Click "**Rescind Transfer**" from the "**Vaccine Inventory**" menu.
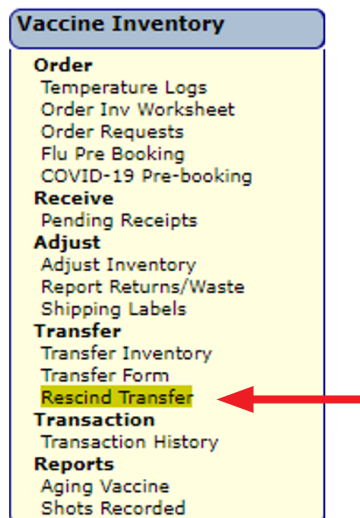
The "Unapplied Transfers List" page displays.

Select the transfer your site wants to rescind. The "Rescind Inventory Transfer" page displays.

Click "**Submit**" to rescind the transfer. This action automatically increases your VFC inventory.

Reviewing VFC Inventory Transaction History

VFC sites can review all transactions that occur to their VFC inventory in Florida SHOTS. To do so, click "**Transaction History**" under the "**Vaccine Inventory**" menu to view the "VFC Private Provider Inventory Transactions" page.

If you work with **a single VFC site**, the site name will automatically appear in the drop-down box. Click "**Search**" to bring up that PIN's "VFC Private Provider Inventory Transactions" page.

If you work with **multiple VFC sites within your organization**, select the PIN for the site you wish to work with from the drop-down box. Click "**Search**" to bring up that PIN's "VFC Private Provider Inventory Transactions" page.

Use the following criteria to select a VFC vaccine record transaction history to review.

- **Vaccine Category** – Generic name used to group vaccines having similar components.
- **Brand Name** – Name the manufacturer provides to the vaccine.
- **NDC** – National Drug Code that the CDC has attached to this specific vaccine.
- **Lot number** – The lot number provided by the manufacturer to track the vaccine.

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Click "**Retrieve Matching Inv Records**."

> **NOTE:** If you are having trouble finding the vaccine you are looking for, try selecting the Vaccine Category only and then click "**Retrieve Matching Inv Records**."

The "VFC Private Provider Inventory Transaction" page displays with those records listed.

Each VFC inventory record in the "VFC Private Provider Inventory Transactions" list will show the following important information:

- **Lot Number** – The lot number provided by the manufacturer to track the vaccine.
- **Expiration Date** – The date the manufacturer provides as to when the vaccine will no longer be available to give as a dose to a patient.
- **Effort** – Who should receive this vaccine.
- **Last Reported Qty On Hand** – The date and number of doses that Florida SHOTS shows involved with the most recent inventory update.
- **Calc Current Qty On Hand** – The amount of vaccine Florida SHOTS calculates your site has for a lot based on what the site has communicated in regard to doses administered, current inventory, transfers, and adjustments through the "Order Request Form" and through inventory maintenance in Florida SHOTS.
- **Tx History** – A link to the "Transaction History" page for that VFC inventory record; displays every transaction that has occurred with the VFC vaccine since Florida SHOTS recognized it as part of your site's VFC vaccine inventory.

Click "**View Txs**" for the VFC inventory NDC and lot number transactions you want to review.
The "VFC Private Provider Inventory Transaction History" page for that record displays.

Transaction Record Information:

- **Timestamp** – Date and time the specific VFC inventory transaction occurred.
- **Effective Date** – The date that Florida SHOTS recognizes this transaction as having occurred.
- **Tx Amt** – The number of doses attached to the VFC inventory record that was impacted by this transaction.
- **Activity** – The description of the transaction that occurred to the VFC vaccine inventory such as inventory reported on your vaccine order or any adjustment you have made to this vaccine.
- **Tx Created By** – Who within your site or the VFC Program office created the transaction that you are reviewing.