

How to Account for Expired Doses of Vaccine Inventory in CIIS

This job aid is for Manual CIIS Users (e.g., clinics entering immunization information directly into CIIS.)

Not making adjustments for expired vaccine will prevent your Vaccines For Children (VFC) order from being processed. Before closing an inventory reconciliation, you **MUST** zero out the remaining expired doses in CIIS and complete a Colorado [VFC Vaccine Return Form](#) to return the expired doses back to McKesson. To return expired flu vaccine, please use the [VFC Flu Return Form](#).

Example: On this *Open* reconciliation, I have 1 expired dose of Hepatitis A vaccine in my CIIS on-hand inventory. Before I can close this reconciliation, I must make an adjustment to zero out this dose of expired Hepatitis A vaccine. **Please note:** Expired vaccine inventory will appear in red on your reconciliation.

Step 1: Click on the *On-Hand* link.

PROVIDER: PHYLLIS MANUAL 15 TEST SITE, CLINIC: PHYLLIS MANUAL 15 TEST SITE, VFC PIN: 000

Vaccine Inventory Reconciliation

Click "Create"/"Update" to save the record or "Cancel" to return to the previous page.

Edit

Inventory Location: PHYLLIS MANUAL 15 TEST

Description: SEPT RECON, Begin Date: 09/02/2015, End Date: 10/02/2015

Status: OPEN, Authorized By: TRAINER, PHYLLIS (-)

Update Cancel

Step 1: Click on the *On-Hand* link.

On this *Open* reconciliation, there is one expired dose of Hep A in the *Inventory Difference* column. Before I can balance and close this reconciliation, I must make an adjustment to this vaccine.

Line No.	Vaccine (Brand) Mfg NDC Lot Exp Date	Beginning Inventory	Inventory Received	Inventory Administered	Inventory Transferred	Inventory Returned/Expired/Recalled	Inventory Wasted	Inventory Unaccounted	Inventory Difference (+/-)	Ending Inventory	Inquiry	On-Hand
1	DTaP (Daptacel) (0.5 mL x 10 vials) PMC49281-0286-10 DTCEL12 08/31/2016	10	0	-1	0	0	0	0	0	9		
2	Hep A, Ped/Adol (Havrix) (0.5 mL x 10 syrs) SKB 58160-0825-52 HURR123 10/01/2015	0	1	0	0	0	0	0	-1	0		
3	Tdap (Boostrix) (.5 mL x 10 syrs)	0	5	0	0	0	0	0	0	5		

- Step 2: Verify your *Inventory Location*. Next, select *Depleted/Expired* from the *Status* drop-down arrow.
- Step 3: Select the expired vaccine that you want to adjust by clicking on the corresponding radio button.
- Step 4: Click *Adjustment* to be navigated to the *Vaccine Inventory Adjustment* screen.

PROVIDER: PHYLLIS MANUAL 15 TEST SITE, CLINIC: PHYLLIS MANUAL 15 TEST SITE, VFC PIN: 000

Vaccine Inventory On-Hand

This is a list of the vaccine inventory currently on-hand. Select click "Edit", "Adjustment", "Transfer", or "Inquiry" buttons to modify. Select "Add New Inventory" to add new inventory.

Pending Inventory Transfers
Pending VTrckS Shipments

In-Hand Inventory

Inventory Location: PHYLLIS MANUAL 15 TEST
Vaccine: (ALL)
Status: DEPLETED/EXPIRED
Funding Source: (ALL)

Buttons: Edit, Adjustment, Transfer, Inquiry

Vaccine (Brand)	Mfg NDC	Lot No	Exp Date	Funding Source	Doses On-Hand	Expiring Soon
PHYLLIS MANUAL 15 TEST - 000						
<input checked="" type="radio"/> Hep A, Ped/Adol (Havrix (0.5 mL x 10 syr))	SKB 58160-0825-52	HURR123	10/01/2015	VFC	1	?

Buttons: Edit, Adjustment, Transfer, Inquiry

Callouts:
 Step 2: Verify your *Inventory Location*. Next, select *Depleted/Expired* from the *Status* drop-down arrow.
 Step 3: Select the expired vaccine that you want to adjust by clicking on the radio button.
 Step 4: Click *Adjustment*.

- Step 5: Enter a date that falls between your reconciliation *Begin Date* and *End Date*.
- Step 6: From the *Reason* field, select *Expired* from the drop-down menu.
- Step 7: From the *Modification* field, select *Subtract* from the drop-down menu.
- Step 8: Enter the number of doses to be adjusted. In this example, I want to subtract the 1 dose of expired Hepatitis A vaccine from my CIIS on-hand inventory. Therefore, I will enter 1 in the *Doses Adjusted* field. Next, click *Create* to save this adjustment.

PROVIDER: PHYLLIS MANUAL 15 TEST SITE, CLINIC: PHYLLIS MANUAL 15 TEST SITE, VFC PIN: 000

Vaccine Inventory Adjustment

Click "Create" to save the record or

Add

Buttons: Create, Cancel

Date: 10/02/2015
 Inventory Location: PHYLLIS MANUAL 15 TEST
 Vaccine | Mfg | NDC: HEP A, PEDI/ADOL | SKB | 58160-0825-52
 Lot Number: HURR123
 Expiration Date: 10/01/2015
 Funding Source: VFC
 Doses On-Hand: 1
 Reason: EXPIRED
 Modification: SUBTRACT
 Doses Adjusted: 1
 Container Id:
 Comments:
 Clear

Buttons: Create, Cancel

Callouts:
 Step 5: Enter a date that falls between your reconciliation *Begin Date* and *End Date*.
 Step 6: In the *Reason* field, select *Expired* from the drop-down menu. Step 7: From the *Modification* field, select *Subtract* from the drop-down menu.
 Step 8: Enter the number of doses to be subtracted from your CIIS on-hand inventory. Next, click on *Create*.

Note: After making the adjustment to the Hepatitis A vaccine, the *Doses On-Hand* in CIIS is now zero. To return to the *Open* reconciliation to balance and *Close* it, click on the *Reconciliation* link.

PROVIDER: PHYLLIS MANUAL 15 TEST SITE, CLINIC: PHYLLIS MANUAL 15 TEST SITE, VFC PIN: 000

Vaccine Inventory On-Hand

This is a list of the vaccine inventory currently on-hand. Select an inventory item below and click "Edit", "Adjustment", "Transfer", or "Inquiry" buttons to manage the selected item. Select "Add New Inventory" to add new inventory.

Add New Inventory

Pending Inventory Transfers
Pending VTrckS Shipments

On-Hand Inventory

Inver: PHYLLIS MANUAL 15 TEST
Vaccine: (ALL)

Edit Adjustment

Status: DELETED/EXPIRED

Vaccine (Brand) Mfg NDC Lot No Exp Date Funding Source Doses On-Hand Expiring Soon

PHYLLIS MANUAL 15 TEST - 000

Hep A, Ped/Adol (Havrix (0.5 mL x 10 syr)) SKB 58160-0825-52 HURR123 10/01/2015 VFC 0

Edit Adjustment Transfer Inquiry

Click on *Search* to locate your *Open* reconciliation and then click *View*.

PROVIDER: PHYLLIS MANUAL 15 TEST SITE, CLINIC: PHYLLIS MANUAL 15 TEST SITE, VFC PIN: 000

Vaccine Inventory Reconciliation

Click "View" to see the detail record.

Add Reconciliation

Search Criteria

Inventory Location: PHYLLIS MANUAL 15 TEST

Reconciliation Status: OPEN

Begin Date Range: From: Through: End Date Range: From: Through:

Sort by: Audit Date (descending) Inventory

Search

Search Results - 1 record(s)

Status	Description	Begin Date	End Date	Authorized By
Open	SEPT RECON	09/02/2015	10/02/2015	PHYLLIS TRAINER

View Report View

Step 9: Leave the *Ending Inventory* as zero.

In this example, when I return to my *Open* reconciliation, notice the adjustment made for the *Expired* dose displays on the reconciliation screen. I can now leave the *Ending Inventory* as **zero**.

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Vaccine Inventory Reconciliation

Click "Create"/"Update" to save the record or "Cancel" to return to the previous page.

Edit

Inventory Location
PHYLLIS MANUAL 15 TEST Print

Description Begin Date End Date
SEPT RECON 09/02/2015 10/02/2015

Status Authorized By
OPEN TRAINER, PHYLLIS (-)

Update Cancel

Inventory By Doses

Line No.	Vaccine (Brand) Mfg NDC Lot Exp Date	Beginning Inventory	Inventory Received	Inventory Administered	Inventory Transferred	Inventory Returned/Expired/Recalled	Inventory Wasted	Inventory Accounted	Inventory Difference (+/-)	Ending Inventory	Inquiry	On-Hand
1	DTaP (Daptacel) (Daptacel (0.5 mL x 10 vials)) PMC 49281-0286-10 DTCEL12 08/31/2016	10	0	-1	0	0	0	0	0	9		
2	Hep A, Ped/Adol (Havrix (0.5 mL x 10 syrs)) SKB S8160-0825-52 HURR123 10/01/2015	0	1	0	0	-1	0	0	0	0		
3	Tdap (Boostrix (.5 mL x	0	5	0	0	0	0	0	0	5		

REMEMBER: You must now follow the process for physically returning your expired doses of vaccine to the manufacturer. If you have any questions, please call the VFC program at 303-692-2700 and ask for the VFC person on-call.

If you have questions about vaccine inventory reconciliation or ordering, please contact the VOM Help Desk at 303-692-2437, option 1.