



Check your VFC Vaccine Order Status In the Colorado Immunization Information System

This guide will review how to check the status of your VFC vaccine order in the Colorado Immunization Information System (CIIS).

- 1) Log-in to CIIS at <https://ciis.state.co.us/ciis> and enter your username and password.
- 2) On the Home screen, make sure the clinic you are working with that day is selected from the drop down menu.

- 3) In the left hand menu click *Inventory, Vaccines, and Vaccine Orders*.

Check the Status of a VFC Vaccine Order

- 1) On the Vaccine Orders screen, select the name of the clinic you would like to check the order status for and click the *Search* button.

Note: The Order Date Range will auto-populate for the last three months. You can edit this range to adjust the search results. If you want to narrow your search results, you can select information in the Order Status, Order Type, or Date Submitted to VTrckS Date Range fields.

The search results will show:

- **Order Number** - This number is created automatically and is unique to each order.
- **Order Date** - This date is the day the order was first created.
- **Order Status** - There are four types of order statuses:
 - In Work - the order has not yet been submitted to the VFC Program.
 - Submitted for Approval - the VFC Program has received the order and it is awaiting approval.
 - Approved - the VFC Program has approved and begun processing the order
 - Rejected - the order was rejected
- **Date Submitted to VTrcks** - is the date your order was submitted. This field will help you track when your order should arrive. Your shipment should arrive within 2-3 weeks of this date. If it doesn't, please contact the VFC Program.

- 2) If your order status has been approved, click on the **View** button to view your vaccine shipment details.

Order Number	Order Date	Order Status	Order Type	Date Submitted to VTrckS	Order Detail
SCOTTD0C - 0186					
20151104018601	11/04/2015	APPROVED		11/04/2015	View

- 3) Click the “eye” icon to see your vaccine shipment details, including your shipment tracking number.

	Vaccine	Mfg	NDC	Brand/Packaging	Intent	Quantity of Packages	Doses Per Package	Total Doses	Cost	Fund Type
1	DTaP (Daptacel)	PMC	49281-0286-10	Daptacel (0.5 mL x 10 vials)	PED	1	10	10	153.80	VFC
2	Hep A, Ped/Adol	SKB	58160-0825-11	Havrix (0.5 mL x 10 vials)	PED	1	10	10		
3	Hib (PedvaxHIB)	MSD	00006-4897-00	Pedvax (0.5 mL x 10 vials)	PED	1	10	10	121.80	VFC

Note: If your order has not been shipped, you will not be able to see this icon. This icon will not be visible if your order status is not listed as Approved.

Rejected Orders

- 1) Click the **View** button next to your rejected order to review the message from the VFC program.
- 2) Follow the instructions within the **VFC Program Comments** field.

Note: To edit a vaccine in your order, click the X icon to remove it from your order. Then add the correct vaccine and quantity .

Clinic: LORDOC CLINIC

Order Number: 20151104012801 | Order Date: 11/04/2015 | Order Status: REJECTED | Date Submitted to VTrckS: MM/DD/YYYY

VFC Program Comments: IT LOOKS LIKE YOU ARE ORDERING MORE THAN A 45-DAY SUPPLY OF THE HEP B VACCINE. PLEASE ADJUST YOUR ORDER OR LEAVE A COMMENT WITH AN EXPLANATION. THEN RE-SUBMIT YOUR ORDER.

Vaccine	Mfg	NDC	Brand/Packaging	Intent	Quantity of Packages	Doses Per Package	Total Doses	Cost	Fund Type
DTaP-HepB-IPV (Pedia	SKB	58160-0811-52	Pediarix (0.5 mL x 10 syringes)	PED	1	10	10	585.80	VFC
Hep B, Ped/Adol	SKB	58160-0820-11	Engerix B (0.5 mL x 10 vials)	PED	100	10	1000	10930.00	VFC
Hib (PedvaxHIB)	MSD	00006-4897-00	Pedvax (0.5 mL x 10 vials)	PED	1	10	10	121.80	VFC
Polio-IPV	PMC	49281-0860-10	IPOL (5.0 mL multi-dose vial)	PED	2	10	20	248.40	VFC
							Total Doses	Total Cost	
							1040	\$11886.00	

3) Click the Submit to VFC Program button to re-submit your order for approval.

Edit

Submit To VFC Program Update Cancel

View Vaccine Inventory Reconciliation

Clinic
HALLEYDOC

Order Number	Order Date	Order Status	Priority Reason	Date Submitted to VTrckS
20151110198601	11/10/2015	IN WORK		MM/DD/YYYY

If your vaccine order has a status of In Work, you need to view the order and click the *Submit to VFC Program* button to have your order processed by the VFC program.