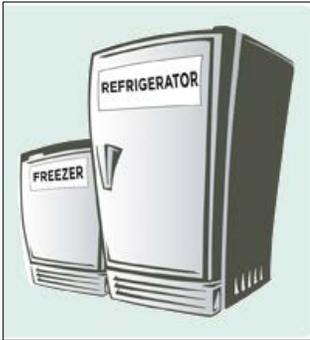


## CIIS Vaccine Inventory Reconciliation Checklist

**Instructions:** Follow the checklist on page 2 when you are ready to balance and close your VFC inventory reconciliation within CIIS. **Be sure to use the checklist that corresponds to your inventory user type** (e.g. CIIS Manual or CIIS Aggregate Inventory User).

**Review:** First let's look at the difference between *Physical Vaccine Doses On-Hand* and *CIIS Vaccine Doses On-Hand*:



Your **physical vaccine doses on-hand** are the number of doses you have in your vaccine storage unit (e.g., refrigerator/freezer).

CIIS Inventory Location Doses On-Hand.							Inquiry
Vaccine (Brand)	Mfg	NDC	Lot No	Exp Date	Funding Source	Doses On-Hand	Expiring Soon
VFC 007 - 007							
DTaP (Daptacel) (Daptacel (0.5 mL x 10 vials))	PMC	49281-0286-10	BOREX	12/31/2015	VFC	1	?
MMR (MMR II (0.5 mL x 10 vials))	MSD	00006-4681-00	OPY166	06/30/2017	VFC	14	?
RV5 (RotaTeq) (RotaTeq (2.0 mL x 1 pouch))	MSD	00006-4047-01	NBC1890	12/31/2016	VFC	4	?

Your **CIIS vaccine doses on-hand** are the number of doses you have in your CIIS inventory location (e.g. your VFC inventory location).



- It is important that you count your physical *Ending Inventory* at the end of the work day on your reconciliation *End Date* when all vaccine activity has been completed, or at the beginning of the next work day before vaccine activity occurs.
- Reconcile your inventory on at least a **MONTHLY** basis, regardless of how often you order vaccine.



### Tips for counting vaccine inventory:

- Pick a reconciliation *End Date* that works well with your clinic's workflow. For example, if your clinic stops giving vaccinations early on a particular day of the week, this may be a good time to count the vaccine inventory in your refrigerator/freezer and enter the count in the *Ending Inventory* column of your reconciliation in CIIS.
- Have two staff members do the vaccine inventory physical count to minimize counting errors. For example, one person could count while the other records the number.
- Double check the vaccine inventory lot numbers to verify that your count is correct for each lot number.

**Questions?** Please contact the VOM Help Desk at 303-692-2429.

<b>CIIS Manual Inventory User Checklist</b> <b>(You enter the immunizations administered directly into CIIS)</b>	<b>Check When Completed</b>	<b>CIIS Aggregate Inventory User Checklist</b> <b>(Your clinic reports immunization data electronically to CIIS or only uses CIIS for ordering VFC vaccine.)</b>	<b>Check When Completed</b>
If you have <i>Pending VTrckS Shipments</i> , make sure you <i>Receive</i> these shipments from the CIIS <i>Vaccine Inventory On-Hand</i> screen.	<input type="checkbox"/>	If you have <i>Pending VTrckS Shipments</i> , make sure you <i>Receive</i> these shipments from the CIIS <i>Vaccine Inventory On-Hand</i> screen.	<input type="checkbox"/>
If you have <i>Pending Incoming Inventory Transfers</i> , make sure you <i>Receive</i> these transfers from the CIIS <i>Vaccine Inventory On-Hand</i> screen.	<input type="checkbox"/>	If you have <i>Pending Incoming Inventory Transfers</i> , make sure you <i>Receive</i> these transfers from the CIIS <i>Vaccine Inventory On-Hand</i> screen.	<input type="checkbox"/>
Manual Users: Make sure that all vaccinations that were administered within the reconciliation <i>Begin Date</i> and <i>End Date</i> have been entered into CIIS.	<input type="checkbox"/>	Aggregate Users: Enter the doses you administered <i>DIRECTLY</i> into the reconciliation screen under the <i>Aggregate Administered</i> column. <b>NEVER enter the Aggregate Administered doses from the Vaccine Inventory Adjustment screen.</b>	<input type="checkbox"/>
Make sure you zero out any remaining expired doses of vaccine inventory. (This vaccine(s) will appear in <b>Red</b> on your reconciliation.)	<input type="checkbox"/>	Make sure you zero out any remaining expired doses of vaccine inventory. (This vaccine(s) will appear in <b>Red</b> on your reconciliation.)	<input type="checkbox"/>
Enter your vaccine inventory physical count for each vaccine lot number in the <i>Ending Inventory</i> column on your reconciliation.	<input type="checkbox"/>	Enter your vaccine inventory physical count for each vaccine lot number in the <i>Ending Inventory</i> column on your reconciliation.	<input type="checkbox"/>
<b>Tip:</b> Make sure your <i>Ending Inventory</i> count is accurate as it carries forward to your next reconciliation. If you have zeros in your <i>Ending Inventory</i> column, make sure this is intentional and not because you forgot to enter your physical dose count.			
Click the <i>Update</i> button once you have entered all of your information into your reconciliation screen. This will recalculate the <i>Inventory Difference</i> column on your reconciliation.	<input type="checkbox"/>	Click the <i>Update</i> button once you have entered all of your information into your reconciliation screen. This will recalculate the <i>Inventory Difference</i> column on your reconciliation.	<input type="checkbox"/>
<p><b>Tip:</b> It is best practice to have a zero in the <i>Inventory Difference Column</i> because this means that you have been able to successfully account for all of your inventory. Before closing your reconciliation, review any vaccine inventory items that have an <i>Inventory Difference</i> greater than zero, as these will become <i>Unaccounted for</i> doses once you close your reconciliation. <i>Unaccounted for</i> doses will either be added to your CIIS <i>On-Hand Inventory</i> (if they are positive), or subtracted from your CIIS <i>On-Hand Inventory</i> (if they are negative.)</p> <p><b>Please note:</b> An effort should be made to determine what has happened to those doses that are <i>Unaccounted for</i>, so that you can make the appropriate adjustments before closing your reconciliation. Having more than 5 percent of <i>Unaccounted for</i> doses may prevent you from ordering VFC vaccine in the future pending a review by a VFC staff member.</p> <p><b>Remember:</b> CIIS will <b>NOT</b> allow you to close a reconciliation with a <i>Inventory Difference</i> greater than +/-10.</p>			
Close your reconciliation by changing the reconciliation <i>Status</i> to <i>Closed</i> and clicking the <i>Update</i> button.	<input type="checkbox"/>	Close your reconciliation by changing the reconciliation <i>Status</i> to <i>Closed</i> and clicking the <i>Update</i> button.	<input type="checkbox"/>
<b>Tip:</b> If you are unable to close your reconciliation, please contact the VOM Help Desk <b>at</b> 303-692-2429 <b>BEFORE</b> making extensive vaccine inventory adjustments, as this can make it more difficult to troubleshoot problems.			