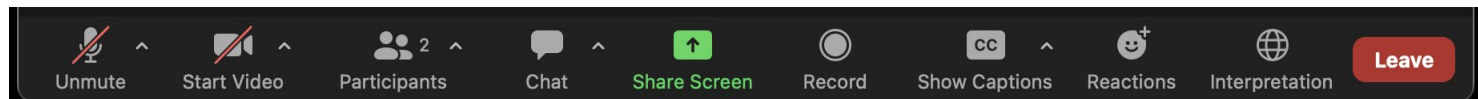**Washington State Department of HEALTH**

MANAGING INVENTORY IN THE WA IIS

Office of Immunization

Captions and Transcript

- To view live captions, click on the menu arrow next to the Closed Caption button.

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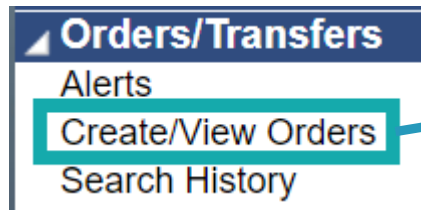
Enable closed captioning or transcript

Managing Inventory in the WA IIS
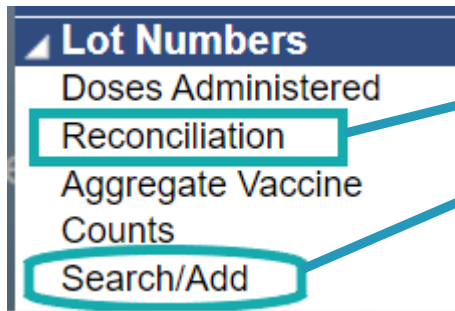
✓ **IIS Inventory**
- Receive orders under **Orders/Transfers>Create/View Orders**
- Add manually under **Lot Numbers>Search/Add**

✓ **Inventory Decrementing**

✓ **Direct Data Entry**

✓ **Managing Inventory with an Interface**
- Elements for proper decrementing
- What affects your inventory
- Troubleshooting with reports

✓ **Reconciling and Reporting Inventory**

IIS Inventory

- For clinics that receive state supplied vaccine, inventory is typically added to a facility's IIS inventory through receiving an order or transfer in the IIS.

- Products can be directly added into IIS inventory, but this is usually done to add privately purchased stock.

Orders/Transfers
Alerts
Create/View Orders
Search History

Create/View Orders page to receive orders/transfers

Lot Numbers
Doses Administered
Reconciliation
Aggregate Vaccine Counts
Search/Add

Reconciliation page shows active lots

Search/Add - lookup details of lot numbers and make edits, find inactive lots, add new inventory items

IIS Inventory

Current Order/Transfer List
Inbound Orders

Select	Order Number	PIN	Submit Date	Approval Date	Status
-->	262417	100200	10/21/2021		Pending Depot Approval
-->	263024	100200	08/15/2024		Pending State Approval

Backordered Orders

Select	Order Number	PIN	Submit Date	Backorder Date

Denied Orders

Select	Order Number	PIN	Submit Date	Denial Date
-->	262416	100200	10/21/2021	01/10/2022
-->	262418	100200	10/21/2021	01/10/2022
-->	262713	100200	12/20/2022	08/15/2024
-->	262794	100200	04/17/2023	08/15/2024

Inbound Transfers

Select	Transfer Number	PIN	Submit Date	Sending Organization/Facility	Status

Outbound Transfers

Select	Transfer Number	PIN	Submit Date	Receiving Organization/Facility	Status
-->	38885	100500	08/22/2022	2 - AMAC TEST ORG / AMAC SECOND TEST	Approved
-->	38988	100500	04/17/2023	2 - AMAC TEST ORG / AMAC SECOND TEST	In Manual Review
-->	39127	100500	08/15/2024	2 - AMAC TEST ORG / AMAC SECOND TEST	Approved

Rejected Transfers

Select	Transfer Number	PIN	Submit Date	Receiving Organization/Facility	Reject Date	Rejected By	Status

Create Order   Create Transfer   Vaccine Return

IIS Inventory

Understanding Your Order Status

Status	Detail
Saved	The order was started and saved, but not submitted. Saved orders can be submitted by clicking the arrow button to open the order and then selecting **Submit**. You may also delete the order if you do not want to submit.
In Manual Review	The order was submitted and is awaiting DOH review.
Pending Approval	The order is being reviewed by approver and is waiting to be submitted to the state.
State Manual Review	The order is waiting for state approval.
Pending State Approval	The order is waiting for state review and approval.
Shipped	The order was shipped and is in route to the provider. Shipments can be received into inventory when an order status says shipped.
Received	The order was electronically received by the provider in the IIS. The provider's inventory (**Reconciliation** screen) is automatically updated with the received vaccines. The order is removed from the inbound orders list and can be viewed using the search history function.
Archived	Historical orders are archived by the state and removed from the inbound orders list. Archived orders can be viewed using the search history function.
Backordered	The order is temporarily held by the state. These orders are not yet processed for shipment.
Denied	The order is not approved and the vaccines in the order are not processed for shipment. The provider can delete the denied order.
Approved	The order has been approved by the state and has yet to be sent for fulfillment.

IIS Inventory

Reconcile Inventory

Vaccine	Lot Number	Exp Date	Quantity on Hand	Physical Inventory	Adjustment (+/-)	Category	Reason	Funding Source	Inactive	Add Row
Hep B, adult (Recombivax, Engerix)	123HEPB	08/01/2025	30		0.00	--No Category Required-- ⌄	--No Reason Required-- ⌄	PRVT	☐	+
HPV9 (Gardasil 9)	HPVTEST	08/01/2025	20		0.00	--No Category Required-- ⌄	--No Reason Required-- ⌄	PUB	☐	+
Influenza, split virus, quadrivalent, preservative	TEST158	07/11/2029	15		0.00	--No Category Required-- ⌄	--No Reason Required-- ⌄	PRVT	☐	+
Influenza, split virus, trivalent, PF	FLUPF10	08/01/2025	10		0.00	--No Category Required-- ⌄	--No Reason Required-- ⌄	PUB	☐	+
Pneumococcal conjugate PCV20, polysaccharide CRM197 conjugate, adjuvant, PF (Prevnar20)	PCV20LOT	08/28/2024	5		0.00	--No Category Required-- ⌄	--No Reason Required-- ⌄	PRVT	☐	+

Print   Reset   Save

Submit Monthly Inventory

Inventory Last Submitted: 04/01/2024
Vaccine Administered Report Last Submitted: 08/08/2024

Legend
- ▬ Public Lots
- ▬ Private Lots
- ▬ Expired Vaccines
- ▬ Expires in 30 days or less

IIS Inventory

Lot Number Maintenance

Search/Add Lot Number - Search Required Before Adding

Vaccine	--select--
Manufacturer	--select--
Lot Number	
Facility:	AMA TEST FAC
Inactive	All
Inactive Reason:	--select--

Clear Search

Search Results

Show 100 entries   Search:

Facility ▲	Manufacturer ⬍	Lot Number ⬍	Vaccine ⬍	Funding Source ⬍	Exp. Date ⬍	Inactive ⬍
	MERCK	HPVTEST	HPV9	PUB	08/1/2025	
	MERCK	123HEPB	Hep B, adult	PRVT	08/1/2025	
	PFIZER, INC	PCV20LOT	Pneumococcal conjugate PCV20, polysaccharide CRM197 conjugate, adjuvant, PF	PRVT	08/28/2024	
	SANOFI PASTEUR	FLUPF10	Influenza, split virus, trivalent, PF	PUB	08/1/2025	
	SANOFI PASTEUR	TEST158	Influenza, split virus, quadrivalent, preservative	PRVT	07/11/2029	
	BAVARIAN NORDIC A/S	TEST1234	Vaccinia, smallpox monkeypox vaccine live, PF, SQ or ID injection	PUB	07/4/2023	Y

IIS Inventory Decrementing

"decrement"

- a process of becoming smaller in quantity or quality (noun)

- the amount by which something decreases (noun)

- to cause a reduction in numerical quantity (verb)

- to subtract, especially in consecutive counting (verb)

Antonym: *increment*

"When a vaccine dose is administered, that dose decrements from the clinic's vaccine inventory by one unit."

IIS Inventory Decrementing

- The vaccine product should be active in the IIS inventory prior to the vaccination date. A dose cannot decrement from a lot number that does not exist as an active product in the IIS inventory.

- The vaccine should be newly administered. For decrementing to occur when vaccination events are received by the IIS via HL7 message from an EHR, certain data elements need to match between the clinic's electronic health record system and the facility's IIS inventory.

- Decrementing and incrementing of IIS vaccine stock occurs when adjustments are made during the reconciliation process.

IIS Inventory Decrementing

- When a vaccine dose is recorded with the necessary data elements in place, the dose decrements from the facility's IIS inventory 'quantity on hand'.

- When a new vaccination is recorded directly into the IIS, the "Click to Select" link should be clicked in the 'Vaccination Detail Add' page to choose the active inventory product administered from the popup that appears. This will cause the dose to decrement from the IIS inventory when the vaccination is saved.

Select Lot Number

Select	Manufacturer	Lot Number	Facility	Funding Source	Expiration Date	Doses Available	Dose Volume
-->	MODERNA US,INC.	MODBIVALENT	AMAC TEST FAC	PUB	10/26/2024	28.5	

Vaccination Detail Add

Vaccine 1:	COVID-19, mRNA, LNP-S, bivalent booster, PF, 50 mc
Date Administered:	04/24/2023
Historical:	○ YES ⦿ NO
Confidential:	○ YES ⦿ NO
Manufacturer:	[ ] Click to select

IIS Inventory Decrementing

Decremented

The Lot Facility line indicates which clinic's inventory the dose was pulled from

Vaccination/Medicine Detail	
Vaccine:	COVID-19, mRNA, LNP-S, PF, 1
Date Administered:	06/07/2022
Historical:	No ⭐
Confidential:	No
Manufacturer:	MODERNA US,INC.
Lot Number:	MOD0818
Lot Facility:	AMAC TEST FAC
Funding Source:	PUB
Provider Noted on Record:	

Not Decremented

If the Lot Facility line is blank, the dose did not decrement

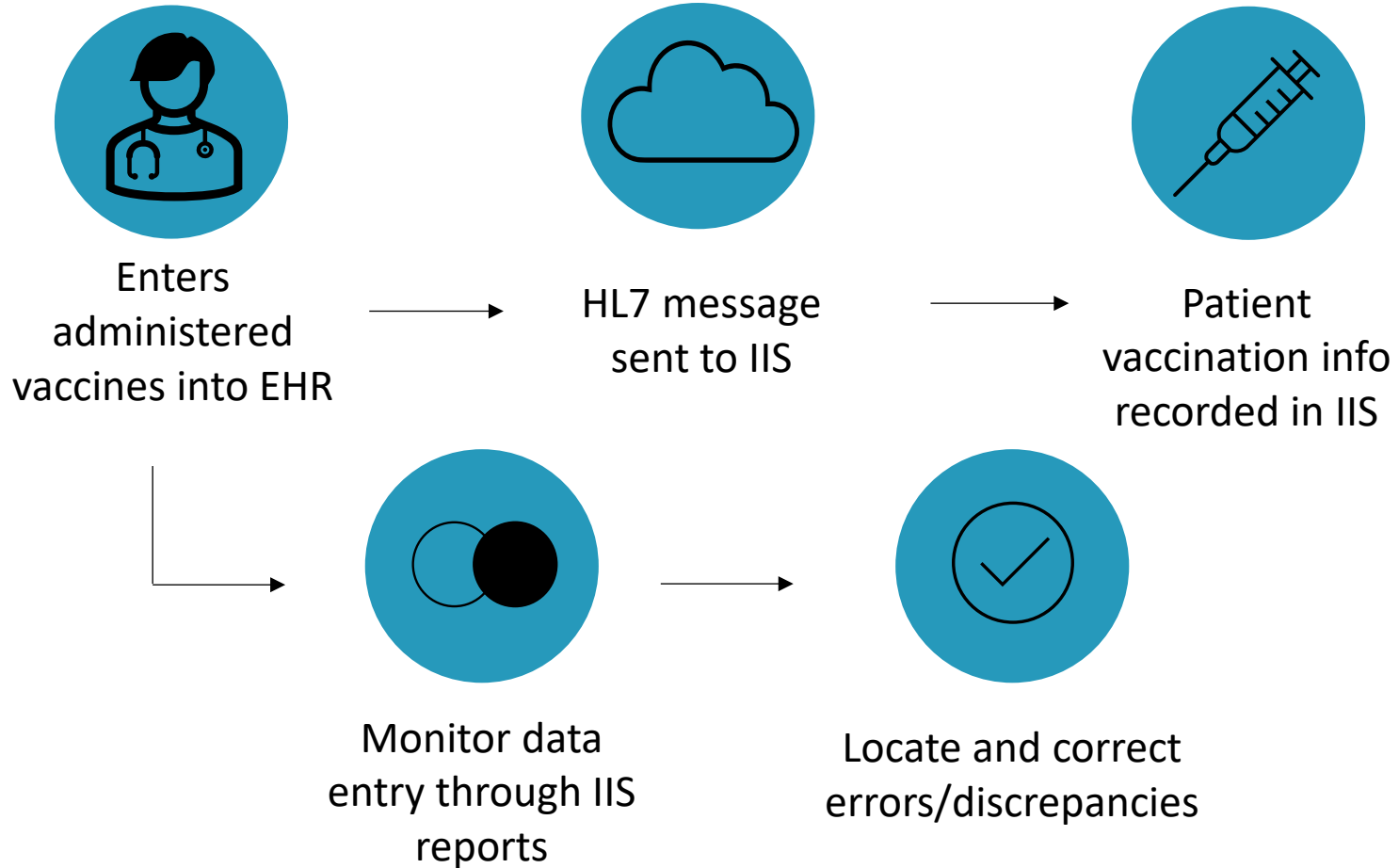| Vaccination/Medicine Detail	
Vaccine:	HPV9 (Gardasil 9)
Date Administered:	06/05/2022
Historical:	No
Confidential:	No
Manufacturer:	
Lot Number:	HPVTEST
Lot Facility:	
Funding Source:	
Provider Noted on Record:	
Lot Noted on Record:	HPVTEST
Manufacturer Noted on Record:	GARDASIL

IIS Inventory Decrementing

Administered vaccines are those provided by your clinic now or in the past.

Historical vaccines were administered by another provider but entered by your clinic based on a medically verified record.

Vaccination Date and Product **cannot** be edited. If either of these were entered incorrectly, delete the record and re-enter with the correct information.
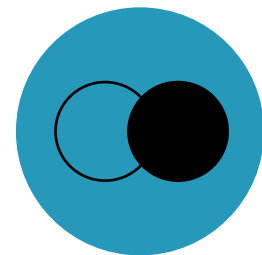
Vaccines Reported from an EHR

Enters administered vaccines into EHR

HL7 message sent to IIS

Patient vaccination info recorded in IIS

Monitor data entry through IIS reports

Locate and correct errors/discrepancies

Matching

The following must be the same between EHR and IIS:

- Product

- Lot Number

- Manufacturer

- Funding Source (Public vs. Private)

*Document lot numbers from the box of the vaccine, *not* the vial/syringe.
**Check for incorrect entries – I vs. 1, O vs. 0, L vs. 1, etc.

Matching

These data elements must match exactly between the EHR system and the active IIS inventory for the vaccine product administered:

- Lot Number (exact match – no spaces or typos)
- Manufacturer
- Vaccine Product (CVX code tells the WAIIS which product was used)
- Funding Source (Public or Private)

SIISCLIENT12345	MOD	Test1212	229	PUBLIC
Facility ▲	**Manufacturer** ⬍	**Lot Number** ⬍	**Vaccine** ⬍	**Funding Source** ⬍
VOSSTESTFAC1	MODERNA US,INC.	TEST1212	COVID-19, mRNA, LNP-S, bivalent booster, PF, 50 mcg/0.5 mL or 25mcg/0.25 mL dose	PUB

RXA |0|1|20230330|20230330|**229**^^^**CVX**|.50|ml^^UCUM||00^**New Administered**^NIP001|^test^worm^^^^MD|VOSSTESTFAC1^^^**SIISCLIENT12345**|||||**Test1212**||20231031|**MOD**^^**MVX**|||CP|A
OBX |2|CE|30963-3^**Vaccine Funding Source**^LN|1|VX50^**PUBLIC**^CDCPHINVS|||||||F|||20230330
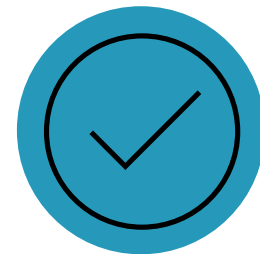
Timing

- Lots administered to a patient must be present and active in your IIS inventory prior to the vaccination date

- Orders/transfers must be received in the IIS prior to administering the vaccines

*Do not receive an order and then manually add the lot numbers or your inventory will be doubled

Accuracy

✓ Correct and Complete Documentation

    ✓ **Product**

    ✓ **Patient**

    ✓ **Vaccination Event / Vaccine Inventory**

✓ Use one lot at a time and make sure you type or select the correct lot number in your EHR.

✓ Ensure staff are logged into the correct facility

IIS Inventory Reconciliation

- After troubleshooting and completing corrections, go to **Lot Numbers>Reconciliation** in the WAIIS.

- Enter the quantity of vaccine you have in your clinic in the 'Physical Inventory' box for each line item.

- Select the Category and Reason for any discrepancies.
  - Click the **+** button in the 'Add Row' column to enter more than one type of Category and Reason

- Click 'Save' at the bottom right of the page. While you can reconcile and save your work more often, 'Submit Monthly Inventory' once per month.

Vaccine	Lot Number	Exp Date	Quantity on Hand	Physical Inventory	Adjustment (+/-)	Category	Reason	Funding Source	Inactive	Add Row
Reconcile Inventory										
influenza, injectable, quadrivalent (Fluzone 5.0mL MDV)	EFG898	05/01/2025	12	11	-1.00	Wasted ⌄	Broken/Dropped/Spilled ⌄	PUB	☐	+

Print Reset Save

Submit Monthly Inventory

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IIS Inventory Reconciliation

- When a clinic reconciles inventory in the IIS, the facility's IIS inventory can be decremented or incremented, depending on physical vaccine counts.

Lot Numbers
Doses Administered
Reconciliation

Reconcile Inventory

Vaccine	Lot Number	Exp Date	Quantity on Hand	Physical Inventory	Adjustment (+/-)	Category	Reason	Funding Source	Inactive	Add Row
COVID-19, mRNA, LNP-S, bivalent booster, PF, 10 mcg/0.2 mL (Moderna 6m-5y (pink))	MODERNAPINK	12/29/2023	10	12	2.00	Order Received	Dose Count Variance Multi-dose Vial	PUB	☐	+
COVID-19, mRNA, LNP-S, bivalent booster, PF, 50 mcg/0.5 mL or 25mcg/0.25 mL dose (Moderna 6y+ (blue))	MODBIVALENT	10/26/2024	28	20	-8.00	Spoiled	Not properly stored	PUB	☐	+

IIS Inventory Reconciliation

- Must be completed monthly prior to submitting inventory to DOH for publicly supplied vaccines
  - We recommend weekly reconciliation, but inventory only needs to be submitted monthly

- Print the reconciliation page from the WAIIS

- Take counts of the vaccine that is physically in your clinic

- Troubleshoot discrepancies and make corrections so that administered doses pull from your IIS inventory

- If indicated, make corrections in your EHR and resubmit the vaccination data to the WAIIS
  - In some cases, corrections will need to be made directly in the WAIIS

Troubleshooting with Reports

Lot Usage and Recall Report – Identifies all patients who have received a vaccine with a certain lot number within a given time frame

Patient Detail Report - Easily identify missing/incorrect information for vaccination records submitted to the IIS.

Provider Detail Error Report – Shows warnings and errors in immunization data sent from an EHR to the IIS.

- Errors identify messages that were not received by the IIS
- Warnings indicate missing data, often causing a dose not to decrement
- This report is scheduled to go to a designated person in your organization on a recurring basis

Troubleshooting with Reports

The [Patient Detail Report](#) is helpful in determining missing or mismatched data elements. Use it to find missing or mismatched data elements to make the necessary corrections.

Patient ID 11997114	First Name ERIN	Middle Name	Last Name CHICKEN	Birthday 07/19/2020	Guardian F.N.	Phone Number	VFC Eligible YES	Facility APRILTESTFAC

Vaccine	Vacc. Date	Dose Size	Mfg. Code	Lot	Funding	VFC Eligible	Historical	Decremented	Vaccinator	Facility	Date VIS Form Given	VIS Publication Date	Reporting Method
COVID-19, mRNA, LNP-S, PF, tris-sucrose, 3 mcg/0.3 mL	07/19/2024	Full	?	?	?	YES	N	N		APRILTESTFAC	07/19/2024		Data Entry

Patient ID 11990672	First Name APRIL	Middle Name	Last Name CLOUDY	Birthday 04/29/2020	Guardian F.N. ERIN	Phone Number	VFC Eligible YES	Facility

Vaccine	Vacc. Date	Dose Size	Mfg. Code	Lot	Funding	VFC Eligible	Historical	Decremented	Vaccinator	Facility	Date VIS Form Given	VIS Publication Date	Reporting Method
RSV, mAb, nirsevimab-alip, 1.0 mL, neonate to 24 months	04/29/2024	Full	PMC	TEST678	PRVT	YES	N	Y		APRILTESTFAC	04/29/2024		Data Entry

Need help with troubleshooting?

Reach out to us at IIS.Training@doh.wa.gov

IIS Inventory Reconciliation

DEMO

Questions?

Resources

Reference Guides from [IIS Training Materials Portal](#):

- [Managing Inventory with an Interface](#)

- [Vaccine Ordering and Receiving](#)

- [How to Search and Edit Lot Numbers](#)

- [Search, Add, Reconcile & Report Inventory](#)

- [Patient Detail Report](#)

- [Lot Usage and Recall Report](#)

- [Provider Detail Error Report](#)

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