VERMONT
DEPARTMENT OF HEALTH

COVID-19 Vaccine

Vaccine Inventory Management System (VIMS) User Guide

Information on:

Adjust Inventory Requests

- Bonus Doses, Waste, and Other Inventory Adjustments
- Adding Items to an Adjustment Request

Reconcile Inventory Requests

- Taking Stock of COVID-19 Vaccine Inventory

Vaccine Order Requests

- Order Types: Distributor vs. Depot

View History Requests

- Order Status

Vermont Vaccine Program
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Email: AHS.VDHCovidVaxDistribution@vermont.gov

Revised 11/2021

Adjust Inventory Requests

Adjust in Bonus Doses & Received HRSA/Federal Doses

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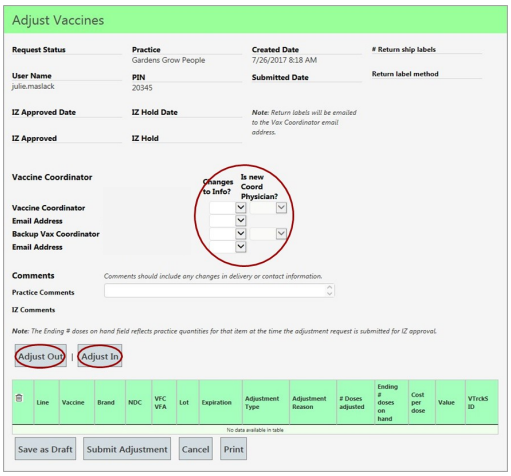
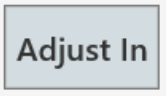
Vaccine transfers from the Immunization Program Depot, as well as shipments from McKesson will populate into your VIMS inventory within the day of arrival. You do not need to enter receipt of doses. However, doses another practice sent you from their HRSA or Federal Supply will need to be Adjusted In to your inventory when you receive them.

Adjust Requests are used to report vaccine inventory activities (other than administration) as soon as they occur.



To adjust items into your inventory, you must first add the vaccine name to your **Adjust Vaccines Request**:

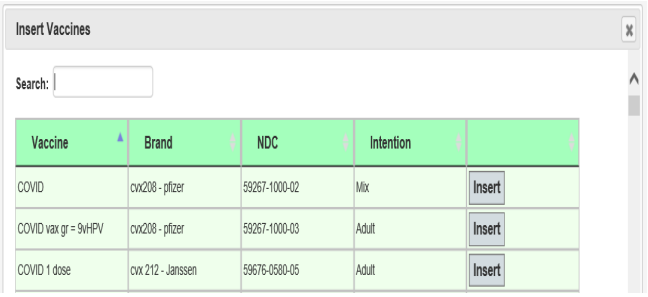


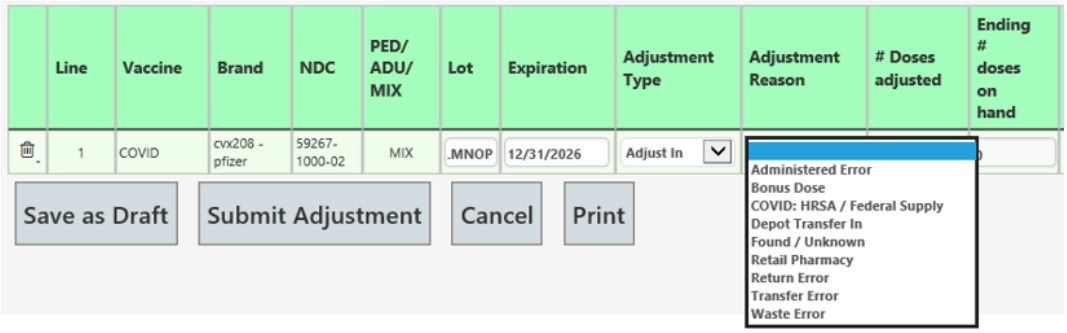
Click on **Adjust In** to display a pop-up menu that contains a list of all the vaccines your practice is eligible to receive from the program.

Use the side bar to scroll through the list of vaccines, or search for a specific vaccine.

Select **Insert** for each item to be adjusted, and the system will add a line to the adjustment detail below the pop-up menu.

Once items are added to the detail list, close the pop-up menu by clicking on the **X** on the top right corner of the menu.

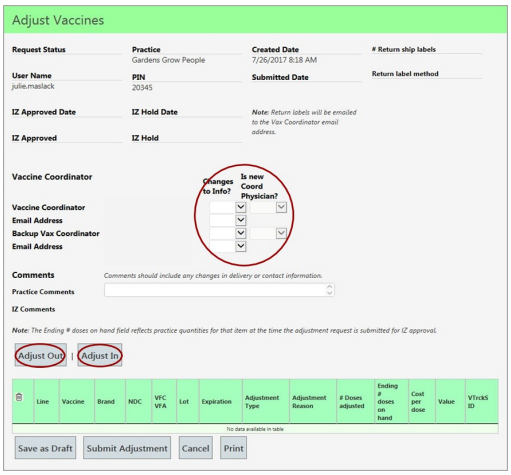




When **Adjusting In** vaccine to your practice inventory, you must select the **Adjustment Reason** from drop-down list. *Please do not use the 'Found/Unknown" option. If you are unable to determine an appropriate selection, contact the Immunization Program for assistance.*

Adjust Out

The goal when we adjust out any vaccine is to make adjustments using appropriate category reasons. Every vaccine that leaves your inventory that wasn't specifically linked to a patient should have a very clear and explainable reason. Example: If you know you dropped and broke a vial, or if a dose is legitimately expired, you may adjust it out using the appropriate category and reason. However, if numbers aren't matching and you just can't find it, you should not reconcile these out until you've contacted the program. These doses must be accounted for.



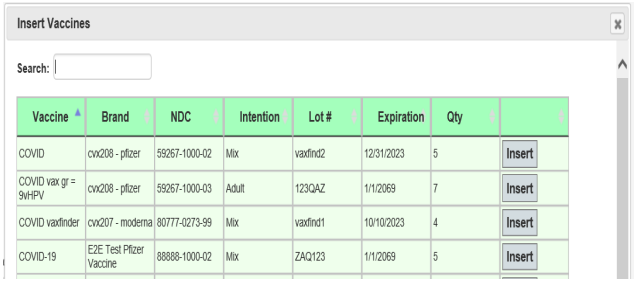
To adjust items out of your inventory, you must first add the vaccine name to your **Adjust Vaccines Request**:

Click on **Adjust Out** to display a pop-up menu that contains a list of all items in your inventory with an available quantity of one or more.

Use the side bar to scroll through the list of vaccines, or search for a specific vaccine.

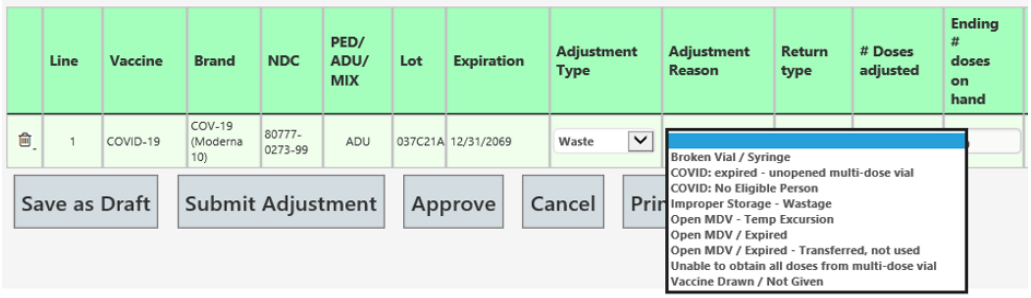
Select **Insert** for each item to be adjusted, and the system will add a line to the adjustment detail below the pop-up menu.

Once items are added to the detail list, close the pop-up menu by clicking on the **X** on the top right corner of the menu.

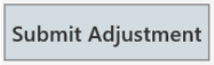


Adjust Out: There are four **Adjustment Types** on the drop-down list. Adjust Out, Administer, Return and Waste.

Waste is the most commonly used adjustment type for COVID-19 vaccines. Any vaccines that are deemed non-viable, inaccessible, opened, damaged or beyond use date (BUD) are entered in VIMS as **Waste**. After selecting the Adjustment Type, select the **Adjustment Reason** from drop-down.



You must **Submit Adjustment** before proceeding to reconcile your inventory.



Reconcile Inventory Requests

Taking Stock

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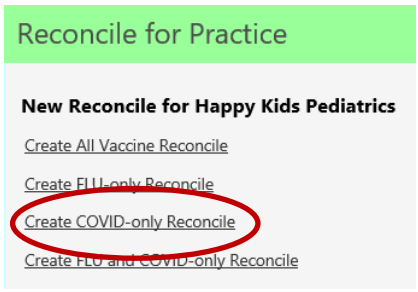
Providers are expected to conduct a physical count of COVID-19 vaccines prior to placing an order and enter that information into the Vaccine Inventory Management System (VIMS).

The reconciliation request form displays recent vaccine delivered, as well as any doses adjusted out.

Please submit all adjustments before reconciling inventory.

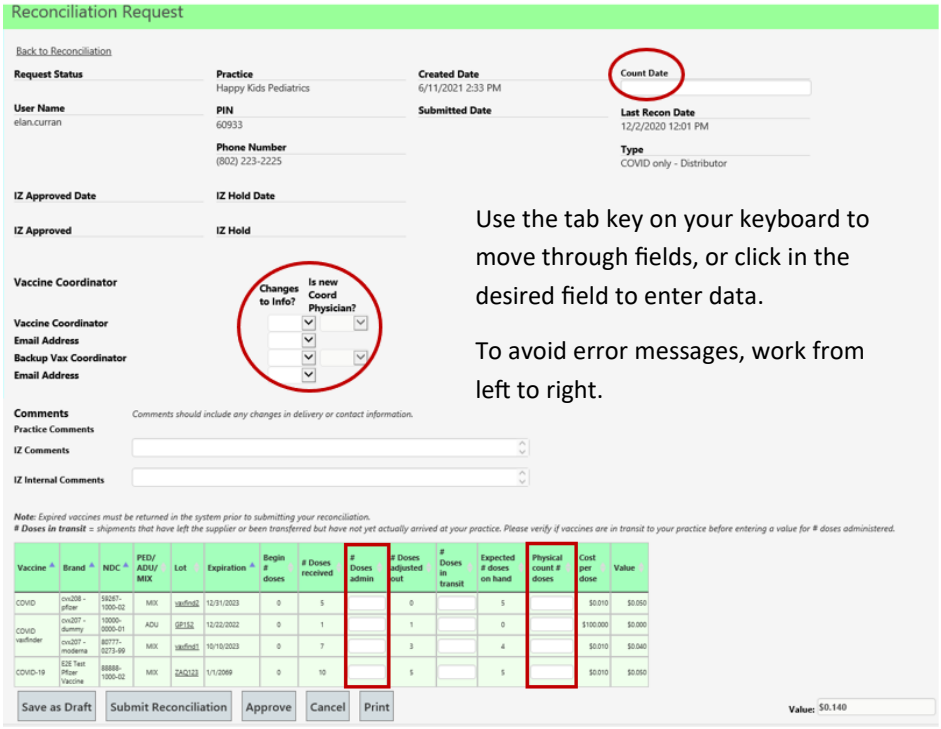


The first step in reconciling vaccine inventory is taking a physical count of vaccines on hand.

Count all doses by lot number.

Enter in **'Physical count # doses'** column.

Determine doses your practice has administered since last reconciliation and enter in **'# Doses admin'** column**.**



Use the tab key on your keyboard to move through fields, or click in the desired field to enter data.

To avoid error messages, work from left to right.

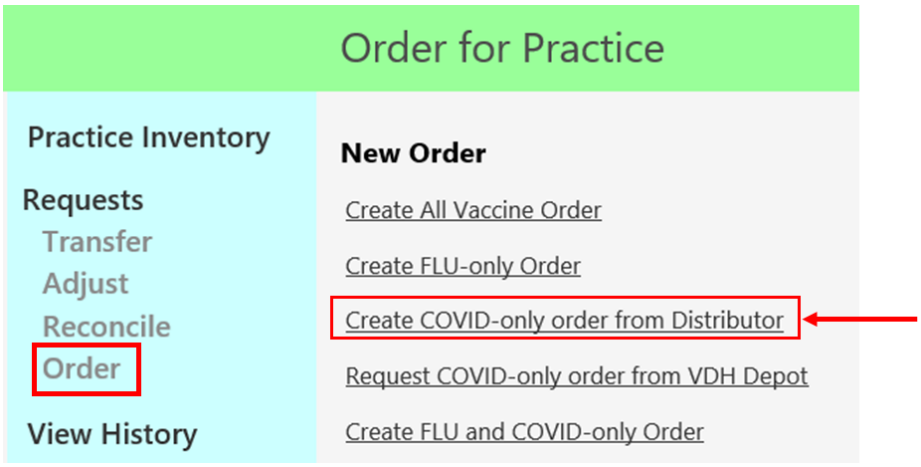
Reconciliation Columns	Listed below are the column headers and their functions for the non– static data fields in a Reconcile Request form
Begin # doses	The number of doses available for use at the time of last reconciliation was submitted for approval. A quantity of zero may also indicate the item was new to the practice since the last reconcile due to shipment or transfer.
# Doses received	The number of doses received via shipment, adjustment or transfer since last reconciliation.
# Doses admin	Required field: Enter the number of doses of the specific item (same lot, intention and NDC) that were administered to patients since last reconciliation.
# Doses adjusted out	The number of doses that were reported as waste or returned since the last reconciliation.
# Doses in transit	Not required. **Please do not make an entry in this column.**
Expected # doses on hand	The number of doses that should be available to use at the practice. This value is calculated: begin # doses + doses received – doses administered – doses adjusted or transferred out – doses in transit to practice = expected doses. It will change once a value is entered in # Doses admin.
Physical count # doses	Required field: Enter the number of viable doses available of the specific item.
Value	The value of the doses on hand at the practice.

COVID Orders from Distributor and State Depot

There are two types of order requests in VIMS for COVID vaccine. The selection you make will be based on the quantity of vaccine you wish to receive. Please order your COVID vaccine separately from other state supplied vaccines.

Pfizer and Moderna vaccine require two doses. You will need to keep track of patients due for second doses to allow for adequate inventory on hand. Do not hold second doses for patients, order more vaccine when needed.

Option 1: Ordering from the Distributor



Directly shipped from distributor in full trays. Orders must be entered on **Wednesdays**.

Orders from the distributor must be placed in multiples of:

- Adult Pfizer 1170 doses
- Pediatric Pfizer 100 doses
- Moderna 100 doses
- Janssen 100 doses

Vaccine	Brand	NDC	PED/ ADU/ MIX	Packaging	# Doses on Hand	# Other Doses on Hand	# Doses Weekly	Order Increment	Order # Doses
COVID-19	COV-19 (Janssen)	59676-0580-15	ADU	Other	0	0	0	50	
COVID-19	COV-19 (Moderna 10)	80777-0273-99	ADU	10 dose vial	0	0	0	100	
COVID-19	COV-19 (Pfizer 1170)	59267-1000-02	ADU	6 dose vial	0	0	0	1170	
COVID-19	COV-19 (Pfizer pediatric)	59267-1055-04	PED	10 dose vial	0	0	0	100	

Program will approve on Thursday and vaccine will ship direct to practice.

Practices can find shipping status information in VIMS, see page 7.

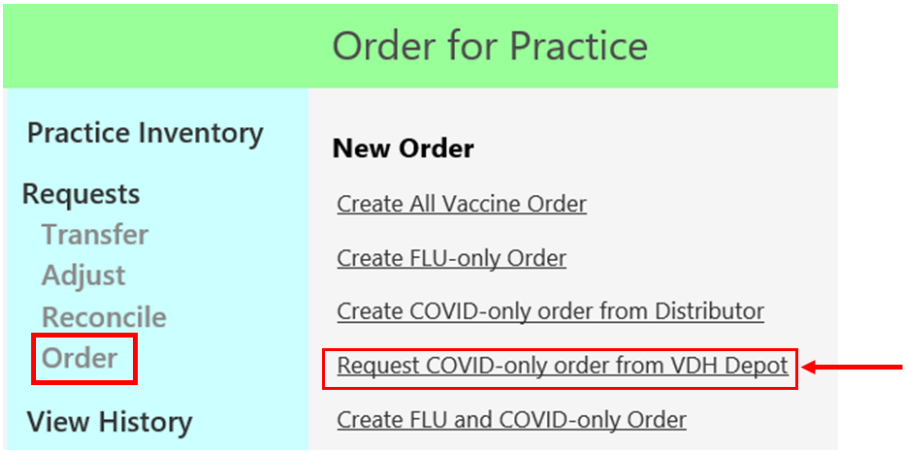
Vaccine Order Requests

COVID Orders from Distributor and State Depot

There are two types of order requests in VIMS for COVID vaccine. The selection you make will be based on the quantity of vaccine you wish to receive. Please order your COVID vaccine separately from other state supplied vaccines.

Pfizer and Moderna vaccine require two doses. You will need to keep track of patients due for second doses to allow for adequate inventory on hand. Do not hold second doses for patients, order more vaccine when needed.

Option 2: Ordering from VDH Depot



Transferred from VDH Depot in smaller quantities. Orders should be entered in on Wednesdays

Order from the depot must be placed in multiples of:

- Adult Pfizer 6 doses
- Pediatric Pfizer 10 doses
- Moderna 10 doses
- Janssen 5 doses

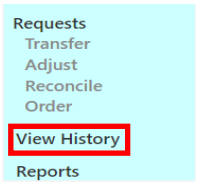
Vaccine	Brand	NDC	PED/ ADU/ MIX	Packaging	# Doses on Hand	# Other Doses on Hand	# Doses Weekly	Order # Doses
COVID-19	COV-19 (Janssen)	59676-0580-15	ADU	Other	0	0	0	
COVID-19	COV-19 (Moderna 10)	80777-0273-99	ADU	10 dose vial	0	0	0	
COVID-19	COV-19 (Pfizer 1170)	59267-1000-02	ADU	6 dose vial	0	0	0	
COVID-19	COV-19 (Pfizer pediatric)	59267-1055-04	PED	10 dose vial	0	0	0	

Program will approve on Thursday and VDH Depot will confirm delivery amount and date via email.
Practices will be able to see the number of doses approved, but not shipping information.
All shipping information will come via email from the Depot team.

View History Requests

Order Status: Distributor vs. Depot Orders

All Requests entered in VIMS can be viewed by selecting **View History** from the left menu. The system will display the Request, it's current status, the dates it was created and submitted, and the option to view details.



Request History

Previous Requests

Search:

Request Type	Request Status	Created Date	Submitted Date	ExIS Id	View
Reconciliation	Completed	6/14/2021	6/14/2021		View
Adjustment	Completed	6/14/2021	6/14/2021		View
Reconciliation	Completed	6/11/2021	6/11/2021		View
Adjustment	Completed	6/11/2021	6/11/2021		View
Adjustment	Completed	6/8/2021	6/8/2021		View
Order	Full Shipment	6/8/2021	6/8/2021	ORD32674	View
Reconciliation	Completed	6/8/2021	6/8/2021		View

Orders coming from the VDH Depot will be listed as **Adjustment** Request Type.

Orders coming from the Distributor will have an **ExIS Id** reference code assigned.

VDH Depot Delivery

Request Type	Request Status	Created Date	Submitted Date	ExIS Id	View
Adjustment	Completed	1/11/2021	1/11/2021		View

Direct Shipped from Distributor

Request Type	Request Status	Created Date	Submitted Date	ExIS Id	View
Order	Full Shipment	12/11/2020	12/11/2020	ORD22717	View

Orders will be approved and updated in VIMS by Friday morning and practices will be able to determine whether there are changes to their requested amount of COVID-19 vaccine. If the requested amount is close to the minimum order for an order from the Distributor (direct shipment), then the Immunization Program may change the order type for the practice. If a change in quantity is necessary the information will be highlighted as seen in this example:

Line	Vaccine	Brand	NDC	PED/ ADU/ MIX	Packaging	# Doses on Hand	# Other Doses on Hand	# Doses Weekly	Order # Doses	Appd # Doses	Fund Type	Direct Ship PO #	Cost	Total
1	COVID-19	COV-19 (Janssen)	59676-0580-15	ADU	Other	15	0	0	100	50	PAN		$0.010	$0.500
2	COVID-19	COV-19 (Moderna 10)	80777-0273-99	ADU	10 dose vial	4	0	10	500	200	PAN		$0.010	$2.000

As shipments are processed, information is added to VIMS and displayed by the vaccine order line, including lot, and expiration date. If shipping from the Distributor, you will see a tracking number.

Shipment Info

Line	Vaccine	Brand	NDC	VFC VFA MIX	Lot	Expiration	Ship Quantity	Shipment Carrier	Shipment Tracking #	Shipment Date
5	COVID-19	COV-19 (Pfizer 1170)	59267-1000-02	MIX	EW0191	9/30/2021	2340	FEDEX PRIORITY ALERT	000000005052925150 20	5/21/2021