



# Immunization Program Provider Update: Normalization of COVID-19 Vaccine Ordering and Management 03/22/2022

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# Agenda – 03/22/2022

Slides and recording will be posted by **end of the day** at [www.healthvermont.gov/COVID19-vaccine-healthpros#resources](http://www.healthvermont.gov/COVID19-vaccine-healthpros#resources)

- Planning COVID-19 Vaccine Orders
- Monthly Reconciliations and Ordering Schedules
- COVID-19 Vaccine Ordering Process
- Managing Vaccine BUD, Expiration, and Waste
- Delivery of COVID-19 Vaccine and Communication
- Vaccine Reporting Requirements
- Storage, Handling, and Administration Resources

## Contact Information

- Ordering, vaccine storage and handling, vaccine-specific information:  
[AHS.VDHImmunizationProgram@vermont.gov](mailto:AHS.VDHImmunizationProgram@vermont.gov)
- Immunization registry and reporting questions: [IMR@vermont.gov](mailto:IMR@vermont.gov)
- Program updates available on the Vaccine Information for Health Care Professionals Page: [www.healthvermont.gov/covid-19/health-care-professionals/vaccine-information-health-care-professionals](http://www.healthvermont.gov/covid-19/health-care-professionals/vaccine-information-health-care-professionals)

# **Planning COVID-19 Vaccine Orders**

**Merideth Plumpton – Nurse Program Manager**

# Current State of COVID-19 Vaccine Availability

- Vaccine supply for Pfizer and Moderna are not limited.
  - Janssen is currently available but may phase out later this year.
  - There are no expectations that practices stock all brands.
  - mRNA is preferred.
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- Expectation that one or more vaccines will be approved for use in children under 5 years in late April or early May. Moderna may be a two-dose schedule and Pfizer three doses. Once more information is available this will be communicated broadly.

# Considerations when planning COVID-19 vaccine orders

- For ease, try to align COVID-19 ordering with new monthly all vaccine reconciliation requirement
- Consider the Beyond Use Date (BUD) of the vaccine you are ordering
  - Pfizer (orange cap / grey cap): 10 weeks in the refrigerator
  - Moderna: 30 days in the refrigerator, through expiration with direct shipment and freezer storage
  - Janssen: through expiration in the refrigerator
- Changes in guidance: boosters, interval changes, full FDA approval, etc. may change the need of your patients.
- Maintain a stock for continued access.
- Be mindful of waste, but don't let it restrict access.

# **VIMS Monthly Reconciliation and Ordering Schedules**

**Elan Curran – Immunization Program Specialist**

# Reconcile Entire Inventory Monthly

## Reconcile for Practice

### New Reconcile for Happy Kids Pediatrics

[Create All Vaccine Reconcile](#)

[Create FLU-only Reconcile](#)

[Create COVID-only Reconcile](#)

Weekly reconciliation of COVID-19 inventory is no longer required. **Plan COVID-19 vaccine ordering around monthly reconciliations.**

If receiving other state vaccine, conduct monthly reconciliations consistent with practice ordering schedule (1<sup>st</sup> half or 2<sup>nd</sup> half of the month)

Benefits of maintaining a current inventory in VIMS include:

- Reduction of administration errors through regular checks of BUD and expirations
- Adjustment and transfer errors managed more efficiently
- Temperature excursions resolved more quickly
- Easier ordering through more frequent VIMS logins.

**The ordering team will follow-up with practices who do not reconcile monthly.**

# Vaccine Ordering Schedules

Assigning practices an order schedule is a way to manage publicly-funded vaccine orders and distribution. It balances provider order size, order frequency, the timing of the orders, and storage and handling to minimize costs and improve efficiency as orders flow through the system. The Centers for Disease Control and Prevention (CDC) implemented this “best practice” to improve publicly-funded vaccine order flow around the whole country.

Practices are assigned an ordering schedule (Monthly, Bimonthly, or Quarterly) based on historical vaccine usage.

Find your Order Schedule in VIMS on the Order screen.

Find printable calendar resources on the [Ordering Website](#).

<b>Comments</b>	<i>Comments should include changes in delivery or contact information as well as reasons for exceptions to quantities, schedules, etc.</i>
<b>Practice Comments</b>	
<b>IZ Comments</b>	<input type="text"/>
<b>IZ Internal Comments</b>	<input type="text"/>
<b>Order Schedule</b>	Quarterly: Feb, May, Aug, Nov, days 16-31

[illegible]



# Schedule for Managing Only COVID-19 Vaccine

- If you receive and manage only the COVID-19 vaccine, reference your VIMS ordering schedule to see if you're assigned to the 1<sup>st</sup> half or 2<sup>nd</sup> half of the month to conduct a COVID-only monthly reconciliation.
- Place COVID-only orders as needed within 48 hrs. of reconciliation.
- COVID-19 vaccine can be ordered more frequently than once a month if necessary.

# **COVID-19 Vaccine Ordering**

**Karen Halverson – Vaccine Program Data Manager**

# Reconciliation Types

## Reconcile for Practice

### **New Reconcile for Happy Kids Pediatrics**

[Create All Vaccine Reconcile](#)

[Create FLU-only Reconcile](#)

[Create COVID-only Reconcile](#)

- **Create All Vaccine Reconcile** – All practices must reconcile their FULL inventory every month. If within your routine ordering schedule, follow with an all-vaccine order. If outside of routine schedule, place COVID-only orders as needed. Reconciliation is good for 7 days for standard and COVID-19 vaccines.
- **Create Flu-only Reconcile** - Use if you are not due for a monthly all vaccine reconciliation but need more Flu vaccine. Reconciliation is good for 48 hrs.
- **Create COVID-only Reconcile** - Use if you are a practice that carries only COVID-19 vaccine, or carry other vaccine but are not due for a monthly all-vaccine reconciliation but need more COVID-19 vaccine. Reconciliation is good for 48 hrs.

# Order Types

## Order for Practice

### **New Order for Happy Kids Pediatrics**

[Create All Vaccine Order](#)

[Create FLU-only Order](#)

[Create COVID-only order](#)

- **Create All Vaccine Order** – All standard vaccine orders must occur **on-schedule**. COVID-19 vaccine may be ordered as a part of your all-vaccine order if the distributor minimums are met. To also order a smaller quantity from the Depot, create a COVID-only order the next day.
- **Create Flu-only Order** – Order Flu vaccine by itself as needed, following an all-vaccine or flu-only reconciliation.
- **Create COVID-only Order** –
  - Use for all orders that do not meet the Distributor minimum and will be fulfilled by the Depot.
  - Used by all practices that carry only COVID-19 vaccine.
  - Used for any orders placed outside of a routine order schedule.

# Depot Order Following an All-Vaccine Order

- VIMS can only process one order type at a time. If you need fewer doses than the Distributor minimum, the all-vaccine order must process before you can place a COVID-only order.
- If it is time to place a routine vaccine order:
  - Complete an all-vaccine reconciliation, followed by an all-vaccine order.
  - Check VIMS after one business day.
  - The COVID-only order screen will be available, and your Depot request can be placed.
  - Place a COVID-only order within 7 days of an all-vaccine reconciliation

## Order for Practice

### **New Order for Happy Kids Pediatrics**

[Create All Vaccine Order](#)

[Create FLU-only Order](#)

[Create COVID-only order](#)

# Distributor Order as Part of an All-Vaccine Order – Please Follow Schedule

## Distributor Order / Direct Delivery

- Orders must be in minimum shipment quantities.
  - 100 dose minimums:** Moderna, Janssen, Pediatric Pfizer (Orange Cap)
  - 300 dose minimum:** Adult Pfizer (Grey Cap)
- Tracking information is available in VIMS for Distributor orders.
- The ordering team **will** communicate if an order changes from Distributor to Depot.

Vaccine	Brand	NDC	PED/ADU/MIX	Packaging	# Doses on Hand	# Other Doses on Hand	# Doses Weekly	Order Increment	Rec # Doses	Order # Doses	Appd # Doses
9vHPV	Gardasil®9	00006-4121-02	ADU	10 pack - 1 dose vial	0	0	0	10	0		
9vHPV	Gardasil®9	00006-4121-02	PED	10 pack - 1 dose vial	10	0	0	10	0		
COVID-19	COV-19 (Janssen)	59676-0580-15	ADU	Other	200	900	0	100			
COVID-19	COV-19 (Moderna 10)	30777-0273-99	ADU	10 dose vial	820	900	0	100			
COVID-19	COV-19 (Pfizer grey cap age 12y +)	59267-1025-04	ADU	6 dose vial	1560	900	0	300			
COVID-19	COV-19 (Pfizer orange cap age 5y-11y)	59267-1055-04	PED	10 dose vial	930	0	0	100			
DTaP	Infanrix®	58160-0810-52	PED	10 pack - 1 dose TipLok syringe	20	0	0	10	0		

Place a Distributor order as a part of an all-vaccine order **only** during regularly scheduled times. If completing a monthly reconciliation and it is not time to order other state supplied vaccines, place a COVID-only order for distributor quantities.

# COVID-Only Orders

COVID-only orders should be used

- For all Depot orders
- Following a COVID-only reconciliation
- Any time outside of routine ordering schedule for Distributor and/or Depot requests

Brand	NDC	PED/ ADU/ MIX	Packaging	# Doses on Hand	# Other Doses on Hand	# Doses Weekly	Depot Increment	Order Increment	Order # Doses
COV-19 (Janssen)	59676- 0580-15	ADU	Other	200	900	0	5	100	<input type="text"/>
COV-19 (Moderna 10)	80777- 0273-99	ADU	10 dose vial	820	900	0	10	100	<input type="text"/>
COV-19 (Pfizer grey cap age 12y +)	59267- 1025-04	ADU	6 dose vial	1560	900	0	6	300	<input type="text"/>
COV-19 (Pfizer orange cap age 5y-11y)	59267- 1055-04	PED	10 dose vial	930	0	0	10	100	<input type="text"/>

The Order screen provides two points of reference:

## Depot Increment:

The minimum number of doses that can come from the Depot, also the number of doses in a single vial. All orders must be in Depot Increments.

## Order Increment:

The minimum amount for a Distributor Order / Direct Delivery. Direct delivery is preferred, so request in order increments when possible.

# **Managing COVID-19 Vaccine BUD, Expiration and Waste**

**Sophie Mulrow – Immunization Program Specialist**



# Importance of Beyond Use Date

The Immunization Program has received reports of vaccine administration past the vaccine BUD. **This may result in the need to revaccinate patients and reduces public confidence in vaccination.**

- When you transfer vaccine to another office, clearly document the BUD of that vaccine so that the receiving practice is aware.
- When you are receiving vaccine as a transfer, or as direct shipment, clearly label the correct BUD in your unit so it is apparent to all staff.
- Assign an individual and a back-up to take responsibility for reviewing the BUD of vaccines. Remove vaccine from unit promptly and document in VIMS.
- If you have vaccine with a BUD that is about to expire, please notify the Immunization Program for guidance on potential transfers to another location.
- [COVID-19 Vaccine Expiration Date and BUD Guidance \(healthvermont.gov\)](https://healthvermont.gov)

## Communication of Waste / Expectations for Transfer

With the limited shelf life of these vaccines, **practices should expect some waste**. Waste reduction occurs through thoughtful ordering. Transferring the COVID-19 vaccine may not be warranted if it is a small quantity or has minimal time remaining.

- If a vaccine BUD or expiration falls within the next month, and your practice cannot use it, please notify the program.
- The Immunization Program will help you determine the next steps.
- Practices will manage all logistics, communication, and documentation for vaccine transfers.
- Only the site transferring out should enter transfers in VIMS. Include the Beyond Use Date in the practice comments and on the packaging for the receiving site.

# COVID-19 Vaccine Waste Reporting

## Adjustments out must happen before reconciliation

- Inventory adjustments for wastage, expiration, or transfer should happen the day they occur.
- COVID-19 vaccine is not returned. Report all COVID-19 vaccine as Waste in VIMS and dispose of on site.
- Do not adjust vaccine **into** your VIMS inventory. The vaccine will populate into your inventory when transferred or delivered from the Distributor, Depot, umbrella organization, or another practice. If you are concerned that it is not appearing, contact [AHS.VDHImmunizationProgram@vermont.gov](mailto:AHS.VDHImmunizationProgram@vermont.gov) before making any changes.
- Moderna dose reporting tool for reporting half doses: [Moderna Booster VIMS Reporting \(healthvermont.gov\)](https://healthvermont.gov/moderna-booster-vims-reporting)

# **Delivery of COVID-19 Vaccine and Communication**

**Jamie Sanborn – Vaccine Depot Manager**

# Delivery Types

## **Distributor Order / Direct Delivery**

- The Health Department prefers to use direct distributor deliveries.
- Minimum order limitations apply.
- With direct ship the COVID-19 vaccine ships directly to you, just like routine vaccines.
- Delivery information is emailed to you from the Distributor and is available in VIMS.
- Ancillary supplies arrive in separate packaging within a day or two of the vaccine delivery.

## **Depot Order / Transfer Request**

- The Vermont Depot delivers vaccine and ancillary supplies to sites that need less than the minimum order quantities.
- Deliveries are batched geographically. The Depot will notify you of the delivery date by email.
- Orders placed before Thursday at 4 pm will arrive by courier the following week.
- All vaccines coming from the Depot should be placed in refrigerated temperatures unless otherwise stated.

# COVID-19 Order Communication

- There are no longer early week E-mails with ordering instructions, or Thursday e-mails confirming order quantities/delivery type.
- If an order is placed in Depot quantities, or a Distributor order is changed to a Depot order, practices will receive communication directly from the Depot.
- If an order is placed in Distributor minimum quantities, tracking information can be found in VIMS.
- If a Depot order is adjusted to meet Distributor minimums, the ordering team will notify the practice by E-mail.

# Documentation with Depot Deliveries

Pfizer / Moderna  
Pediatric Pfizer / Janssen  
Quantity: 12  
Lot # EX1234  
BURLINGTON DISTRICT OFFICE  
12 VIALS OF 72 DOSES  
BOX 1 OF 1  
USE BY: MAY 26 2022 @ 0830  
**DO NOT REFREEZE**

## Vaccine Transport Temperature Log: Pfizer Gray Cap Vaccine



Refrigerator Temperature. **DO NOT REFREEZE | DO NOT DILUTE**

Record below:

Monitor at the following times	TIME	Circle one	TEMPERATURE	INITIALS	ALARM DISPLAYED
Time vaccine was placed inside the vaccine carrier	0830	<u>AM</u> / PM	4.5 °C	JS	Y / <u>N</u>
At delivery location 1	0850	<u>AM</u> / PM	4.7 °C	JS	Y / <u>N</u>
At delivery location 2		AM / PM	°C		Y / N
At delivery location 3		AM / PM	°C		Y / N
At delivery location 4		AM / PM	°C		Y / N
Must use vaccine by this date and time 10 weeks after vaccine was removed from ultracold storage and transferred to refrigerator temperature				Date MAY 26 2022	Time 0830

# Ancillary kits

- Ancillary kits include appropriately sized needles and syringes for mixing/administration, alcohol pads, vaccination cards, and PPE.
- Ancillary kits come with Distributor orders automatically. Use as you see fit.
- If you do not need ancillary kits from the Depot, leave a comment in VIMS or respond to the e-mail sent in the days prior to vaccine delivery.
- To account for booster half doses, Moderna was sending double ancillary kits. This will stop.



# **COVID-19 Vaccine Reporting**

**Merideth Plumpton – Nurse Program Coordinator**

## Single dose / prefilled

Pre-filled syringes/single dose vials will not be available for a long time.

- Logistically they are trying to make / package / distribute as much vaccine as possible
- Single dose vials would cut the manufacturing rate by more than half
- There are not enough materials to make what they need.

Single dose presentations are significantly more wasteful than multidose vials, in both vaccine waste, and material waste.

***If you open a 10 dose vial and only use 3 doses (wasting 7 doses), the waste is similar to administering out of 10 single dose vials.***

Please do not let concern over waste be a reason to not carry and administer COVID-19 vaccine to your patients.

# COVID-19 Vaccine VAERS Reminder



All administration errors of COVID-19 vaccine, including administering outside of the BUD, must be documented in the VAERS system.

## From VAERS:

The reporting requirements for COVID-19 vaccines are the same for those authorized under emergency use or fully approved. Healthcare providers who administer COVID-19 vaccines are **required by law** to report the following to VAERS:

- Vaccine administration errors, whether or not associated with an adverse event (AE).
  - If the incorrect mRNA COVID-19 vaccine product was inadvertently administered for a second dose in a 2-dose series, VAERS reporting **is** required.
  - If a different product from the primary series is inadvertently administered for the additional or booster (third dose), VAERS reporting **is** required.
  - **VAERS reporting is not required for the following situations:**
    - If a mixed series is given intentionally (e.g., due to hypersensitivity to a vaccine ingredient)
    - Mixing and matching of booster doses (as of October 21, 2021, mixing and matching of booster doses is allowed)

To view reporting requirements and submit a report go to: <https://vaers.hhs.gov/reportevent.html>

# v-safe



The top section of the banner features four vertical colored bars: green with a white bandage icon, blue with a white smartphone icon displaying the v-safe logo, purple with a white thumbs-up icon, and a large white area with the text "v-safe<sup>SM</sup> after vaccination health checker". To the right of the text are three large, overlapping chevron arrows in blue, green, and purple.



A circular inset image shows a smiling family of four (a man, a woman, and two children) holding a smartphone that displays the v-safe app interface.

**NEW!** | People who have already been vaccinated can enter an additional dose.  
Parents or guardians can enroll their vaccinated children.

323388-AH

Get vaccinated. Get your smartphone. Get started with v-safe.

Use your smartphone to tell CDC how you, or your dependent, feel after getting any dose of the COVID-19 vaccine. Your participation in **v-safe** helps us monitor the safety of COVID-19 vaccines for everyone.

[v-safe print resources](#)

# Manual IMR Entries Must be Precise

- Only enter shots into your EHR based on a vaccination card or other medical records.
- Not doing so may cause duplications in the IMR and can prevent patients from accessing timely healthcare.
- If you manually enter historical records, you must enter it accurately.

## **Please Do Not:**

- Record an approximate date based on patient testimony or estimate shot dates
- Use the date of the patient office visit

## **Please Do:**

- Record all doses your location administers quickly and accurately.
- Record a historical dose if you have an accurate record of what occurred (vaccine card, registry information, or other documentation). Note: Vaccine Lot #'s are case sensitive.

# **COVID-19 Vaccine Storage, Handling and Administration Resources**

**Meghan Knowles – Provider Communication and Training Coordinator**

## Other training

- [COVID-19 Vaccine Training Modules](#) | CDC:



### COVID-19 Vaccine Training Modules

-  [COVID-19 Vaccine Training: General Overview of Immunization Best Practices for Healthcare Providers](#) (Updated October 27, 2021)
-  [Janssen COVID-19 Vaccine \(Johnson & Johnson\): What Healthcare Professionals Need to Know](#) (Updated March 8, 2022)
-  [Moderna COVID-19 Vaccine: What Healthcare Professionals Need to Know](#) (Updated March 7, 2022)
-  [Pfizer-BioNTech COVID-19 Vaccine: What Healthcare Professionals Need to Know](#) (Updated March 7, 2022)

- [COVID-19 Vaccine Webinar Series](#) | CDC: Short 15 -20 minutes. Topics range from routine clinical and vaccine safety information to guidance for on-site clinic vaccination activities and having conversations with vaccine recipients. Each webinar includes self-test practice questions and lists additional resources related to the topic discussed.
- Pfizer Vaccines US Medical Affairs hosts **frequent** Medical Updates & Immunization Site Training for All Healthcare Providers. For a list of training sessions, including links and instructions for registration, visit the <https://www.pfizermedicalinformation.com/en-us/medical-updates>

# COVID-19 Vaccine EUA Fact Sheets

## Health Care Providers

[Pfizer-BioNTech, orange cap \(5 - 11 years\)](#)

[Pfizer-BioNTech, purple cap \(12+ years\)](#)

[Pfizer-BioNTech, gray cap \(12+ years\)](#)

[Moderna \(18+ years\)](#)

[Janssen \(J&J\) \(18+ years\)](#)

## Recipients and Caregivers

[Pfizer-BioNTech, orange cap \(5 - 11 years\)](#)

[Pfizer-BioNTech, purple cap \(12+ years\)](#)

[Pfizer-BioNTech, gray cap \(12+ years\)](#)

[Moderna \(18+ years\)](#)

[Janssen \(J&J\) \(18+ years\)](#)



# COVID-19 Vaccine Storage and Handling Resources

## VDH Resources:

[Receipt and Management of COVID-19 Vaccine](#)

[COVID-19 Vaccine Expiration Date and BUD Guidance](#)

[Vaccine Carrier Borrowing Program](#)

[Vaccine Storage and Handling for Off-site Clinic Guidance](#)

[Temperature Excursion Protocol](#)

CDC/Manufacturer Resources: [U.S. COVID-19 Vaccine Product Information | CDC](#)

## Storage and Handling Summaries

- [Pfizer-BioNTech 5 – 11 \(orange cap\)](#)
- [Pfizer-BioNTech 12+ \(purple cap\)](#)
- [Pfizer-BioNTech 12+ \(gray cap\)](#)
- [Moderna](#)
- [Janssen](#)

# COVID-19 Vaccine Administration Resources

[Vaccine Administration Training](#) | You Call the Shots

[Interim Clinical Considerations for Use of COVID-19 Vaccines](#) | CDC

[COVID-19 Vaccine Interim COVID-19 Immunization Schedule for Ages 5+](#) | CDC

[COVID-19 Vaccine Administration Errors and Deviations](#) | CDC

CDC/Manufacturer Resources : [U.S. COVID-19 Vaccine Product Information](#) | CDC

## **Administration Summaries and Graphics**

[Pfizer-BioNTech Dosage Chart](#) (orange, gray, purple)

[Pfizer-BioNTech 5 -11 \(orange cap\) Admin Summary](#) | [Graphic](#)

[Pfizer-BioNTech 12+ \(gray cap\) Admin Summary](#)

[Moderna Admin Summary](#)

[Janssen Admin Summary](#)

## Consolidated resources

[Checklist of Current Versions of COVID-19 Vaccination Guidance Tools](#) | IAC: A frequently updated resources with most recent links to EUAs, schedules, checklists, medical orders and CDC summary documents.

[COVID-19 Vaccine: Quick Reference Guide for Healthcare Professionals](#) | CDC: A printable table with basic information on the proper storage, preparation, and administration of the currently authorized COVID-19 vaccine products.

[Summary Document for Interim Clinical Considerations](#) | CDC: A printable table summarizing the sections found in the full Interim Clinical Considerations page.

## Communication Resources for Healthcare Providers and Staff

### How to Talk with Parents about COVID-19 Vaccination



Tips for Pediatricians, Family Medicine Practitioners, and Other Pediatric Providers

### Talking with Patients about COVID-19 Vaccination



An Introduction to Motivational Interviewing for Healthcare Professionals

### Answering Patients' Questions About COVID-19 Vaccine and Vaccination



Key talking points to prepare yourself for answering common questions

### Talking to Patients with Intellectual and Developmental Disabilities about COVID-19 Vaccination



Tips for Healthcare Providers & Clinical Staff

### How to Address COVID-19 Vaccine Misinformation



Communicating accurate information, responding to gaps, and confronting misinformation

### How to Tailor COVID-19 Information to Your Specific Audience



Understanding your audience, creating messages and materials, and getting feedback

[Talking to Recipients about COVID-19 Vaccination | CDC](#)

# Questions?

- Q+A from the chat will be sent by e-mail in the coming days.
- Recording of this and past trainings are available on the [Vaccine Information for Health Care Professionals](#) website.
- Direct all COVID-19 vaccine questions to [AHS.VDHImmunizationProgram@vermont.gov](mailto:AHS.VDHImmunizationProgram@vermont.gov).