New Accountability Verification Process

A few days before you would like to place an order, complete these steps:

1. Print a copy of the CHIRP Reconciliation page and use the form to complete a physical inventory of all public doses in your storage unit

2. Compare this to your inventory in CHIRP
   a. If your physical inventory matches your inventory in CHIRP, you can proceed to submit your inventory and then place your monthly order.

If the totals are different, **DO NOT** make changes to the Reconciliation page. **Complete the following steps:**

1. For any vaccine that is off, go in and view the Lot Log under Search/Add in CHIRP.
   a. Search for the vaccine and click on the lot number in question.
   b. Choose to ‘View Lot Log’
c. This will let you know when the specific vaccine was received and how many doses have been administered and how many are available. This will also let you know how many doses were adjusted in the past. This date is helpful when running the Patient Detail Report and determining how many doses remain in the registry.

d. If doses have been adjusted in the past you will see the dose change and the description for why the change occurred. Simply providing a description for the difference is no longer acceptable. Please do not just choose a reason like “administered but not linked to a vaccine” any longer. You will need to determine why there was a discrepancy and then make any necessary changes or updates to the vaccination data.

2. Run a Patient Detail Report for non-decrementing vaccinations from the date the vaccine was added to your inventory.

   a. Choose the following: REPORTS>REPORTS MODULE>PATIENT DETAIL
3. Run the report for the specific vaccine, not just publicly supplied and choose ‘Non-decremented doses only’ in the Doses Decremented report area at the bottom of the page.

4. The report will come up with all the vaccinations for that particular vaccine type for the time period indicated. This list includes both private and public doses and VFC and non VFC-eligible vaccinations. This is helpful to see if a dose was mistakenly administered to an ineligible child or no funding was including in the record.
5. To find your specific lot number, you can search the document by using Ctrl F. This will bring up a search box. Do not type the lot number in exactly or try several combinations to see what the error might be.

   a. In this case I searched only for 19298, not the full lot # L019298, and I see that there are 3 non-decremented vaccinations that came up.

Here is the reason these doses did not decrement:

Dose #1 – lot number was mistakenly entered with a letter (LO19298) instead of a number (L019298). CHIRP could not find a Hep B vaccine with this lot number in the inventory so it did not decrement.

Dose #2 – the manufacturer was listed wrong. It was PMC instead of MSD. Again, CHIRP could not find a Hep B vaccine with this manufacturer and lot number in the inventory so it did not decrement.

Dose #3 – the VFC eligibility was marked as “No”. Since this Hep B dose was added as a public dose, CHIRP could not match the lot number with this funding so it did not decrement.

Other possible issues that would prevent the vaccine from properly decrementing:

Wrong Vaccine (i.e. should be DTaP and the vaccine/lot # is under Hep A)
Transposed numbers
Leaving off letters/numbers
Adding extra letters/numbers
Using vial lot # instead of box lot #

By following these steps, you have now found the 3 missing doses that were off in your inventory or were previously corrected.

6. At this point you will need to go back in and make the necessary corrections to your EMR and/or CHIRP. It is important that you DO NOT MAKE ADJUSTMENTS TO THE RECONCILIATION PAGE before completing this step. If this is done, then the doses will double-decrement. If you had previously reconciled the totals, you will need to make sure that you add the 3 doses back into the inventory so that when the corrections are made at the patient level, you have the doses in your inventory.

7. For each non-decremented dose, the patient record will need to be corrected. Again, this can be done in your EMR and/or in CHIRP. This really depends on whether or not your EMR provides updates. It will also depend on how quickly you will need to submit and order. Some EMRs may take a full day or more to make these updates to the registry which will slow down the process.

   a. In CHIRP, search for the patient and verify the VFC eligibility status. Click on the vaccination in question.

   a. Choose the following: PATIENT>SEARCH/ADD>PATIENT SEARCH>CLICK ON PATIENT>VACCINATIONS>VIEW/ADD>CLICK ON DATE OF VACCINE IN QUESTION

   b. Hit Edit Record
c. Update VFC Eligibility and then make the necessary changes to the record. In this case, the manufacturer was entered incorrectly in the EMR.

d. A new list of possible vaccines will populate with the available vaccines in your inventory.
   a. These are the different lots for Hep B that have been added to your inventory previously.
   
   b. Click Select – click on the button the left of the vaccine that is the correct one. This information will then auto-populate into the record.
e. Choose the correct vaccine, manufacturer, lot number and funding source. The changes will then be added to the record.

f. Once the data is corrected and your import has provided the update, the doses should properly decrement and now match your physical inventory.

This will have to be done for every vaccine and every lot number where there is a discrepancy with your physical inventory. It is highly recommended that this is done on a weekly basis because of the amount of time it may take if you wait until the next time you need to order. Also, it may be necessary to change the habits of staff members at your site who make these common errors when entering data in your EMR. This will be an ongoing issue if changes are not made throughout your site or even within your EMR.
Accountability Reports

There are multiple reports in CHIRP that may aid you in tracking information down at your site. We recommend using the following reports located in the Reports Module under Vaccine Management:

a. Choose the following: REPORTS>REPORTS MODULE>

<table>
<thead>
<tr>
<th>Vaccine Management</th>
<th>Administrative</th>
</tr>
</thead>
<tbody>
<tr>
<td>Inventory Transaction Report</td>
<td></td>
</tr>
<tr>
<td>Inventory Submission Report</td>
<td>Patient Queries</td>
</tr>
<tr>
<td>Monthly Inventory Reconciliation Audit Report</td>
<td></td>
</tr>
</tbody>
</table>

1. Inventory Transaction Report - this report can be ran for a specific date range and/or vaccines.

   a) The report will spell out which vaccines have been adjusted for a longer time period so you can go back and check other issues.
   
   a. This also allows providers to track the user(s).
b. The sample above is not how the report should look. There should really only be a few reasons why an adjustment would have been made, such as:

   i. Received from the VFC Program
   
   ii. Drawn up, not used
   
   iii. Expired

2. Monthly Inventory Reconciliation Audit Report – this report can be ran for a specific date range and is just another way to track specific vaccines/lot numbers.

3. Inventory Adjustment Report – this report can show:

   a. Reason for adjustment
b. Number of doses adjusted  
c. Percentage of Total  
d. Comparison to the state average

<table>
<thead>
<tr>
<th>Reason</th>
<th># of Doses Adjusted</th>
<th>Percent of Total</th>
<th>State Average</th>
</tr>
</thead>
<tbody>
<tr>
<td>Administered but not linked to a vaccine</td>
<td>2</td>
<td>0.2%</td>
<td>0.5%</td>
</tr>
<tr>
<td>Borrowed from Public Inventory</td>
<td>2</td>
<td>0.2%</td>
<td>0%</td>
</tr>
<tr>
<td>Expired</td>
<td>2</td>
<td>0.2%</td>
<td>0%</td>
</tr>
<tr>
<td>Vials Expired</td>
<td>12</td>
<td>1.1%</td>
<td>0.1%</td>
</tr>
<tr>
<td>Vials Physical Inventory</td>
<td>12</td>
<td>1.1%</td>
<td>0.1%</td>
</tr>
<tr>
<td>Order Reversed</td>
<td>12</td>
<td>1.1%</td>
<td>0%</td>
</tr>
<tr>
<td>Released directly from vendor, not VFC supplied</td>
<td>120</td>
<td>18.1%</td>
<td>11.6%</td>
</tr>
<tr>
<td>Released from VFC program</td>
<td>23</td>
<td>2.2%</td>
<td>14.2%</td>
</tr>
</tbody>
</table>