

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.

Reconcile Inventory											
Vaccine	Lot Number	Exp Date	Quantity on Hand	Physical Inventory	Adjustment (+/-)	Category	Reason	Funding Source	Inactive	Add Row	
DTaP - CVX (20)	2CK29	10/16/2017	7		0.0	--No Category Required--	--No Reason Required--	PUB	<input type="checkbox"/>	+	
DTaP - CVX (20)	CY2SN	10/16/2017	20		0.0	--No Category Required--	--No Reason Required--	PUB	<input type="checkbox"/>	+	
DTaP - CVX (20)	FA545	05/07/2017	2		0.0	--No Category Required--	--No Reason Required--	PUB	<input type="checkbox"/>	+	
DTaP-Hep B-IPV (Pediatrix) - CVX (110)	3BD23	04/14/2018	17		0.0	--No Category Required--	--No Reason Required--	PUB	<input type="checkbox"/>	+	
DTaP-Hib-IPV (Pentacel) - CVX (120)	C4956AA	03/13/2017	20		0.0	--No Category Required--	--No Reason Required--	PUB	<input type="checkbox"/>	+	
DTaP-Hib-IPV (Pentacel) - CVX (120)	C5024AA	03/11/2017	3		0.0	--No Category Required--	--No Reason Required--	PUB	<input type="checkbox"/>	+	
DTaP-Hib-IPV (Pentacel) - CVX (120)	C5070AB	06/19/2017	10		0.0	--No Category Required--	--No Reason Required--	PUB	<input type="checkbox"/>	+	
DTaP-IPV (Kinrix) - CVX (130)	4F49N	11/13/2017	25		0.0	--No Category Required--	--No Reason Required--	PUB	<input type="checkbox"/>	+	
DTaP-IPV (Kinrix) - CVX (130)	MH9T7	09/29/2017	3		0.0	--No Category Required--	--No Reason Required--	PUB	<input type="checkbox"/>	+	
HPV9 - CVX (165)	L013429	07/21/2017	2		0.0	--No Category Required--	--No Reason Required--	PUB	<input type="checkbox"/>	+	
HPV9 - CVX (165)	L020015	08/16/2017	10		0.0	--No Category Required--	--No Reason Required--	PUB	<input type="checkbox"/>	+	

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.

MERCK	L018500	Hep B, adolescent or pediatric	PRVT	04/13/2017
MERCK	L014418	Hep B, adolescent or pediatric	PRVT	04/13/2017
MERCK	L019298	Hep B, adolescent or pediatric	PUB	06/22/2017
MERCK	L023387	Hep B, adolescent	PRVT	06/22/2017

- b. Choose to 'View Lot Log'

Lot Number Maintenance [Detail]	
Manufacturer:	MERCK
Vaccine:	Hep B, adolescent or pediatric
Lot Number Code:	840983
Lot Number:	L019298
Facility:	[REDACTED]
Doses Used:	18
Doses Wasted and Returned:	0
Doses Wasted and Disposed:	0
Doses Available:	2
Doses Total:	20
Expiration Date:	06/22/2017
Funding Source	PUB
Product:	RECOMBIVAX HB; 00006-4981-00; SDV; 10-pack
NDC Number:	(00006-4981-00)
Inactive:	
Inactive Reason:	

- 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.

Lot Number Inventory Log				
Vaccine: Hep B, adolescent or pediatric				
Manufacturer: MERCK				
Lot Number: L019298				
Facility: [REDACTED]				
Publicly Supplied: Y				
Date	Dose Change	Other Party's VFC PIN	Description	Insert Stamp
10/29/2015	20		Received from VFC program	10/29/2015 03:50:05 PM
05/17/2016	-3		Administered but not linked to a vaccine	05/17/2016 11:51:52 AM

- 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

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.

High Risk Category: All
Funding Type: All
Doses Decrementing: Non-decremented doses only

Sort Criteria: Last Name
Vaccinator: All

19298 1 of 3

Total Patients Having Vaccines: 69 Total Patients With All Vaccines Deleted: Deleted vaccinations are shown with a line through them.

Patient ID	First Name	Middle Name	Last Name	Birthdate	Guardian F.N.	Phone Number	VFC Eligible	Facility					
	Vaccine	Vacc. Date	Dose Size	Mfg. Code	Lot	Funding	VFC Eligible	Historical	Decrementing	Vaccinator	Facility	Date VIS Form Given	VIS Publication Date
	Hep B, adolescent or pediatric	10/29/2015		MSD	L025738	PRVT	UNK	N	N			10/29/2015	02/02/2012
	Hep B, adolescent or pediatric	11/16/2015	Full	MSD	L018500	PRVT	NO	N	N			11/16/2015	
	Hep B, adolescent or pediatric	05/02/2016		MSD	L048236		UNK	N	N			05/02/2016	02/02/2012
	Hep B, adolescent or pediatric	10/29/2015	Full			PRVT	UNK	N	N			10/29/2015	
	Hep B, adolescent or pediatric	12/21/2015	Full	MSD	L018500	PRVT	NO	N	N			12/21/2015	
	Hep B, adolescent or pediatric	05/02/2016	Full	MSD	L019298		YES	N	N			05/02/2016	
	Hep B, adolescent or pediatric	11/03/2015		MSD	L029631	PRVT	UNK	N	N			11/03/2015	02/02/2012
	Hep B, adolescent or pediatric	04/15/2016		MSD	L048236		UNK	N	N			04/15/2016	02/02/2012
	Hep B, adolescent or pediatric	04/20/2016	Full				UNK	N	N			04/20/2016	
	Hep B, adolescent or pediatric	03/02/2016		MSD	L044694		UNK	N	N			03/02/2016	02/02/2012
	Hep B, adolescent or pediatric	05/04/2016	Full	PMC	L019298		YES	N	N			05/04/2016	
	Hep B, adolescent or pediatric	11/04/2015	Full	MSD	L025738	PRVT	UNK	N	N			11/04/2015	02/02/2012
	Hep B, adolescent or pediatric	05/16/2016	Full	MSD	L019298		NO	N	N			05/16/2016	

Here is the reason these doses did not decrement:

Dose #1 – lot number was mistakenly entered with a **letter** (L019298) instead of a **number** (019298). 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)

Vaccination Detail	
Vaccine:	Hep B, adolescent or pediatric - CVX (8)
Date Administered:	05/04/2016
Historical:	No
Manufacturer:	SANOFI PASTEUR
Lot Number:	L019298
Lot Facility:	
Funding Source:	
Vaccinator:	
Organization (IRMS):	██
Facility: (Facility SIIS ID)	██
Facility Display Name:	██
Anatomical Site:	
Anatomical Route:	
Dose Size:	Full
Volume (CC):	0.5
VFC Status:	Medicaid
Revaccination Reason:	
Adverse Reaction:	
District/Region:	
Dates of VIS Publications:	
Date VIS Form Given:	05/04/2016
Ordering Provider:	
Comments:	
Entered By (username):	██
Entered By:	██
Entry Date:	05/04/2016 03:25:13 PM
Last Updated By:	██
Last Update:	05/04/2016 03:25:13 PM

Cancel Edit Record Delete Record
Add/Edit Adverse Reactions

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

Vaccination Detail Edit	
Vaccine:	Hep B, adolescent or pediatric - CVX (8)
Date Administered:	05/04/2016
Historical:	<input type="radio"/> Yes <input checked="" type="radio"/> No
Manufacturer:	SANOFI PASTEUR Click to select
Lot Number:	<input type="text"/>
Lot Facility:	<input type="text"/>
Funding Source:	<input type="text"/>

- 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.

Select Lot Number							
Select	Manufacturer	Lot Number	Facility	Funding Source	Expiration Date	Doses Available	Dose Volume
-->	MERCK	L014418		PRVT	04/13/2017	1	
-->	MERCK	L018500		PRVT	04/13/2017	3	
-->	MERCK	L019298		PUB	06/22/2017	2	
-->	MERCK	L023387		PRVT	06/22/2017	1	
-->	MERCK	L027733		PUB	09/13/2017	10	
-->	MERCK	L038018		PRVT	09/13/2017	11	
-->	MERCK	L039660		PUB	02/04/2018	10	
-->	MERCK	L040458		PRVT	02/04/2018	5	
-->	MERCK	L040458		PUB	02/04/2018	10	
-->	MERCK	L048236		PRVT	03/31/2018	20	
-->	MERCK	M000442		PRVT	03/31/2018	20	

Cancel Clear

- e. Choose the correct vaccine, manufacturer, lot number and funding source. The changes will then be added to the record.

Vaccination Detail Edit	
Vaccine:	Hep B, adolescent or pediatric - CVX (8)
Date Administered:	05/04/2016
Historical:	<input type="radio"/> Yes <input checked="" type="radio"/> No
Manufacturer:	MERCK Click to select
Lot Number:	L019298
Lot Facility:	
Funding Source:	PUB

- 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 a 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>

Vaccine Management	Administrative
Inventory Transaction Report	Patient Queries
Inventory Submission Report	
Monthly Inventory Reconciliation Audit Report	

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

Inventory Transaction Report Menu

Limit Report By

- Organization (IRMS) PUBLIC HEALTH - ISDH (1)
- Organization (IRMS) Group --select--
- Do Not Limit
- Facility
- Facility Group --select--
- Do Not Limit
- VFC PIN --select--

Transaction Type

- select--
- Natural Disaster / Power Outage
- Doses Rejected by Provider
- Received directly from vendor, not VFC supplied
- Vaccine Damaged in Transit
- Lost and Unaccounted
- Received from CDC, not VFC supplied
- Administered to client who chose not to be in registry
- Received from VFC program
- Dose Count Variance Multi-dose Vial

Transaction Date Range From: 05/01/2016 Through: 06/01/2016

Funding Type All Publicly Supplied

Vaccines

Unselected

- DTaP
- DTaP, 5 pertussis antigens
- AS03 Adjuvant
- Adenovirus types 4 and 7
- BCG

Add Remove

Selected

Lot Number

Sort By VFC Pin

District/Region --select--

Separate Reports by Calendar Month

Back Reset Create Report Export Report

- 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).

Report Criteria:
 Organization (IRMS): 180000101 - FRANCISCAN PHYSICIANS NETWORK
 Provider: S
 Transaction Type: All
 Funding Type: All Publicly Supplied
 Transaction Date: 05/01/2016 Through 05/31/2016
 Vaccines: All
 Lot Number: All
 Sort By: VFC Pin
 District/Region: All
 Report Completed By: JILL KING JILLKING

Report Date: June 8, 2016

13 matches found

Sending VFC Pin	Sending Organization (IRMS)	Sending Facility	Receiving VFC Pin	Receiving Organization (IRMS)	Receiving Facility	Receiving Date	Vaccine	Lot / Mfg	Exp. Date	Type	Doses	Cost / Dose	Total Cost	Order Number	User	Appr
						05/26/2016	DTaP-Hep B-IPV	B2435 / GLAXOSMITHKLINE	04/13/2018	Administered but not linked to a vaccine	-5	\$54.90	(\$274.50)			
						05/04/2016	DTaP-Hib-IPV	C4164AA / SANOFI PASTEUR	08/24/2013	Administered but not linked to a vaccine	-4	\$0.00	\$0.00			
						05/26/2016	DTaP-IPV	4F49N / GLAXOSMITHKLINE	11/13/2017	Administered but not linked to a vaccine	-2	\$39.57	(\$79.14)			
						05/26/2016	HPV9	M004116 / MERCK	10/12/2017	Administered but not linked to a vaccine	-3	\$141.60	(\$424.80)			
						05/26/2016	Hep A, ped/adol, 2 dose	J3GT5 / GLAXOSMITHKLINE	06/14/2018	Administered but not linked to a vaccine	-2	\$17.83	(\$35.66)			
						05/26/2016	Hib (PRP-OMP)	U11416AAA / SANOFI PASTEUR	04/15/2017	Drawn up, not used	-1	\$12.48	(\$12.48)			
						05/26/2016	Hib (PRP-OMP)	U11416AAA / SANOFI PASTEUR	04/15/2017	Administered but not linked to a vaccine	-9	\$12.48	(\$112.32)			
						05/04/2016	Influenza 6-35 mos pres free	U4485EA / SANOFI PASTEUR	06/30/2013	Administered but not linked to a vaccine	-26	\$0.00	\$0.00			
						05/26/2016	MMRV	M003434 / MERCK	07/19/2017	Drawn up, not used	-1	\$14.25	(\$14.25)			
						05/26/2016	MMRV	M003434 / MERCK	07/19/2017	Administered but not linked to a vaccine	-2	\$71.25	(\$228.50)			
						05/26/2016	Pneumococcal conjugate PCV 13	M77338 / PFIZER, INC	07/31/2017	Administered but not linked to a vaccine	-9	\$120.39	(\$1,083.51)			
						05/26/2016	meningococcal B, OMV	153701 / GLAXOSMITHKLINE	04/30/2017	Administered but not linked to a vaccine	-1	\$122.95	(\$122.95)			
						05/26/2016	rotavirus, pentavalent	L039298 / MERCK	06/27/2017	Administered but not linked to a vaccine	-5	\$66.49	(\$332.45)			
Total											-70		(\$2,820.56)			

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.

Vaccine	Lot Number	Exp Date	Physical Inventory	Adjustment (+/-)	Funding Type
DTaP	CY2SN	10/16/2017	10	0	PUB
DTaP	CY2SN	10/16/2017	10	0	PUB
DTaP-Hep B-IPV	B2435	04/13/2018	20	0	PUB
DTaP-Hep B-IPV	B2435	04/13/2018	20	-5	PUB
DTaP-IPV	4F49N	11/13/2017	16	-2	PUB
DTaP-IPV	4F49N	11/13/2017	16	0	PUB
HPV9	M004116	10/12/2017	25	0	PUB
HPV9	M004116	10/12/2017	25	-3	PUB
Hep A, ped/adol, 2 dose	J3GT5	06/14/2018	16	-2	PUB
Hep A, ped/adol, 2 dose	J3GT5	06/14/2018	16	0	PUB
Hep B, adolescent or pediatric	B2T2T	05/12/2018	30	0	PUB
Hep B, adolescent or pediatric	B2T2T	05/12/2018	30	0	PUB
Hib (PRP-OMP)	U11416AAA	04/15/2017	1	-9	PUB
Hib (PRP-OMP)	U11416AAA	04/15/2017	0	-1	PUB
MMR	L030162	08/11/2017	20	0	PUB
MMR	L030162	08/11/2017	20	0	PUB
MMRV	M003434	07/19/2017	16	-2	PUB
MMRV	M003434	07/19/2017	15	-1	PUB
Pneumococcal conjugate PCV 13	M77338	07/31/2017	21	-9	PUB
Pneumococcal conjugate PCV 13	M77338	07/31/2017	21	0	PUB
Tdap	U5316AA	04/30/2018	19	0	PUB
Tdap	U5316AA	04/30/2018	19	0	PUB
meningococcal B, OMV	153701	04/30/2017	9	0	PUB
meningococcal B, OMV	153701	04/30/2017	9	-1	PUB
meningococcal MCV4P	U5228BA	04/29/2017	19	0	PUB
meningococcal MCV4P	U5228BA	04/29/2017	19	0	PUB
rotavirus, pentavalent	L039298	06/27/2017	16	-5	PUB
rotavirus, pentavalent	L039298	06/27/2017	16	0	PUB
varicella	L049534	12/08/2017	20	0	PUB
varicella	L049534	12/08/2017	20	0	PUB

Back

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

Report Criteria

- Report Date: Jun 8, 2016
- Date Range: From May 1, 2016 through May 31, 2016
- Highlighting Threshold: 50%
- Organization (IRMS): [REDACTED]
- Facilities: [REDACTED]

Search:

Organization (IRMS)	Facility	Reason	# of Doses Adjusted	Percent of Total	State Average
[REDACTED]	[REDACTED]	Administered but not linked to a vaccine	2	0.2%	0.5%
[REDACTED]	[REDACTED]	Borrowed from Public Inventory	2	0.2%	0%
[REDACTED]	[REDACTED]	Expired	3	0.3%	0.1%
[REDACTED]	[REDACTED]	Matches Physical Inventory	10	1.1%	0.1%
[REDACTED]	[REDACTED]	Order Received	220	24.7%	0.4%
[REDACTED]	[REDACTED]	Received directly from vendor, not VFC supplied	170	19.1%	11.6%
[REDACTED]	[REDACTED]	Received from VFC program	20	2.2%	14.2%

Showing 1 to 7 of 7 entries