

VOMS Go-Live Timeline

There are some onboarding activities that will need to be completed before providers begin ordering vaccines through VOMS on **September 19, 2016**. To assist you in preparing for this transition, Indiana has developed a timeline and we have developed some training materials to further prepare you for this process:

1. **August 15 - September 9, 2016** – providers should be taking a closer look at their accountability in the registry.

The ultimate goal is that every public doses of vaccine that has been ordered and shipped to a provider can be tracked to ensure that it was appropriately administered to a patient. This also involves ensuring that the administered dose is properly documented in the registry. VOMS will also allow for a higher level of accountability for all publicly funded vaccines. We have found that simply reconciling your inventory in CHIRP is not a guarantee that all doses have been properly documented and decremented in the system. We have put together an instruction sheet to assist with the accountability process. This process is called the Accountability Verification Process and instruction sheet has been attached to this email.

2. **September 1-9, 2016** – if a supplemental vaccine order is needed, providers should place an order in VTrckS during this time.

Providers cannot place their first order in VOMS until September 19, 2016. We are aware that many will need a supplemental order to provide enough vaccine for this late order. Please order what you will need through the first few weeks of the month of September with this supplemental order.

3. **September 2, 2016** – providers must submit the VOMS User Access form for the primary VFC coordinator and back-up coordinators at each site. The order function is a permission that can only be granted by someone in the Indiana State Department of Health Immunization Division or CHIRP staff. We highly suggest that one than one user have access to ordering in VOMS. The VOMS User Access form has been attached to this email.
4. **Sept 9, 2016 by 5:00 pm** – providers MUST log into VTrckS and submit a final Inventory on Hand report to document your physical inventory of all pediatric public doses.

VOMS requires that an NDC # be associated with all vaccines in order for the system to provide complete data for the ordering process. In order to ensure that all NDC #s have been properly updated, the Immunization Program will upload your physical inventory into CHIRP prior to the Go-Live date. **Once this is done, providers cannot access VTrckS until after September 15, 2016.**

5. **September 15, 2016** – providers can begin the process of updating their inventory in CHIRP beginning this date.

VOMS requires that a physical inventory be completed and submitted in CHIRP before a vaccine order can be placed. This can be done up to 14 days prior to placing the order but we suggest that this activity occurs no more than 3 business days prior to the order to properly account for doses administered. It is also recommended that providers complete this activity first thing. Providers will be allowed to complete this step prior to the September 19, 2016 order date to assist with time management on this date. A VOMS Quick Reference Guide: Accountability Verification and Inventory Reconciliation instruction sheet has been attached to this email. Note: Providers should utilize the Accountability Verification Process before adjusting any vaccine totals on the Reconciliation screen.

6. **September 19, 2016** – providers can log into the registry and place their first vaccine order in VOMS. A VOMS Quick Reference Guide: Placing a Vaccine Order instruction sheet has been attached to this email.

7. **After September 19, 2016** – once this first VOMS order has been shipped and has arrived at the site, providers must log in and receive the shipment. A VOMS Quick Reference Guide: Receiving the Vaccine Order instruction sheet has been attached to this email.

Once a VOMS order has been received in the system, the vaccine name, NDC number, lot number, expiration date and number of doses will be automatically uploaded into the CHIRP inventory. This will eliminate the need to manually enter the inventory in the registry. Note: The vaccine will not be available to choose as an administered dose until this step is completed. It is highly recommended that this takes place within one day of receipt of the shipment.