

VOMS November Go-Live Timeline

All providers will need to complete the following onboarding activities in order to ensure a smooth transition to VOMS. These activities will need to be completed by the dates listed to ensure that your site is prepared to begin ordering in VOMS on **November 15, 2016**. **Please ensure that you provide the VFC PIN # listed on the VOMS introduction letter for ALL communications with our office.**

To assist you in preparing for this transition, Indiana has developed a timeline and training materials to further prepare you for this process:

1. **Beginning now through November 10, 2016** – providers should be taking a closer look at their vaccine accountability in the registry. The data that is submitted via direct data entry or that which is imported from your Election Medical Record System (EMR) into CHIRP will be the sole determinant of your true vaccine needs.

The ultimate goal is that every public dose 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 new process is called the Accountability Verification Process.

2. **By November 4, 2016** – providers **MUST** submit a separate, signed VOMS User Access form for the primary VFC coordinator and back-up coordinator for your 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 more than one user have access to ordering in VOMS. You do not need to submit a form for everyone who has access to CHIRP at your site, just the ones that will need VOMS ordering and receiving access.

The Individual VOMS User Access form is also attached. A separate form (2 pages each) must be completed for anyone who needs VOMS access. The 2nd page, which includes the signature of the individual user and that of the medical director, is **REQUIRED** and must be included for each user. Signatures are not just required for VOMS changes. You **MUST** include your VFC PIN #, as it is listed on the VOMS introduction letter, on this form.

3. **By November 10, 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 your registry inventory 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 November 15, 2016.** Providers can still enter administered doses in CHIRP for the entire onboarding process.

4. **November 14, 2016** – providers can begin the process of updating their inventory in CHIRP beginning this date. VOMS access will not be granted until the morning of the Go-Live date but providers can make updates to their inventory under the Reconciliation tab. Do not follow the steps on the “Placing an Order” reference sheet. You can only access the inventory via the Reconciliation tab but there will be a Submit Monthly Inventory button.

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 in the morning. Providers will be allowed to complete this step prior to the November 15, 2016 Go-Live date to assist with time management on this date. Due to the time difference from when the Doses Administered report was submitted to VTrckS (November 10th) and the inventory is uploaded into VOMS, there may be discrepancies with your inventory when you go back into CHIRP after on or after this date. We will allow for minor adjustments of your inventory to account for these changes with the first VOMS order. Note: Providers should utilize the Accountability Verification Process before adjusting any vaccine totals on the Reconciliation screen for all subsequent VOMS orders.

5. **November 15, 2016** – providers can log into the registry and place their first vaccine order in VOMS. Order/Transfers will not be made available until the morning of November 15, 2016. You will receive additional training materials later in the onboarding process to assist with your first order. Providers should plan on placing their first order in VOMS within 3-5 business days of this date.

Just a few important points to remember when placing your first order:

- VOMS is designed to auto-populate doses used last month, physical inventory and recommended order quantity totals on the order page but sometimes with the first order, these totals do not appear as they should or only show “0”. Please proceed with your order, even if these totals are incorrect. These should start to auto-populate after the 2nd or 3rd VOMS order.
 - Please review the contact information included on your order screen. Make sure that the First and Last Name, Facility Address and Email Address fields are populated under the Create Order section.
 - You must update the shipping days and times with each order. Please check and update the times you prefer to receive vaccines shipments. If these are not properly checked, all previous shipping information will be deleted and the courier services (UPS and Fed Ex) will not be informed of our preferred shipping days/times.
 - Please do not request an urgent delivery scheduled. This will not be granted.
6. **After November 16, 2016** – once this first VOMS order has been shipped and has arrived at the site, providers must log in and receive the shipment. **DO NOT manually enter your inventory into CHIRP.**

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.