2017-2018 STATE INFLUENZA VACCINE DOCUMENTATION REQUIREMENTS FOR PUBLIC HEALTH CENTERS

CORONADO ROOM

Nancy Knickerbocker
State Flu Vaccine Coordinator
County of San Diego
Immunization Program
Yes, you are heroes: last season you administered 58,636 doses of flu vaccine—almost 3,000 more doses than last year!
We didn’t have to make up these numbers.
Here’s what the numbers tell us about your hard work vaccinating with State flu vaccine:

<table>
<thead>
<tr>
<th>Yearly Comparison of State Funded Flu Vaccine</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
<tr>
<td><strong>2014-15</strong></td>
</tr>
<tr>
<td>---------------------------------</td>
</tr>
<tr>
<td>Total Doses Received</td>
</tr>
<tr>
<td>Total Administered Doses</td>
</tr>
<tr>
<td>Total Unaccounted Doses</td>
</tr>
<tr>
<td>Total Unused Doses</td>
</tr>
<tr>
<td>Total Wasted Doses</td>
</tr>
</tbody>
</table>

Total percentage is more than 100% due to the extra doses in multi-dose vial.
2017-2018 Influenza Requirements for Tracking State Flu Vaccine Usage

Unfortunately, there is no Pumpkin Spice Flu Vaccine from the State this season.
The SDIP website (sdiz.org), under the ‘Health Care Professionals’ section, contains a new Influenza Information Webpage for Providers. Included in this webpage will be:
- flu-related PowerPoints including Flu Update from Service Delivery
- guides for storage and handling
- pertinent fillable forms
- influenza Vaccine Information Statements (VIS) and more.
- We will need to know the date when you will begin giving flu vaccine.
- The work week is considered from Monday to Friday/Saturday.

-The first State Flu Weekly report is due every **Monday** after you receive your initial state flu allotment.

-All vaccine doses must be accounted for on the Weekly State flu report.
The State requires us to report flu vaccine usage intermittently.

- Reports to the State are due on: December 1st, February 1st, and July 1st.

- We will be tracking expiration dates of flu vaccine closely, notifying you to use vaccine the shorter expiration dates first.
CHANGES TO THE WEEKLY FLU REPORT, SECTION BY SECTION

ZOMBIES TAKE OVER THE WORLD

THE WEEKLY STATE FLU REPORT STILL DUE MONDAY
Please, no revisions. Due to the high number of State Flu Providers, we cannot process them.

Any mistakes can be corrected on the following week’s flu report. Just note there were revisions from the previous week when you submit the next weekly flu report.
Fill in the date & amount of your initial flu allocation.

This section is **ONLY** used for the initial allocation you receive.

After this, any State flu vaccine received will be noted in Section 3.

**Organization & Site:**
Discovery Clinic - **Otay Site**

**Vaccine Coordinator:** Clare Voyant, RN
Tel: (619) 555-1212

**Information on the Initial Doses Received**
(complete this ‘Doses Received’ section ONLY for the 1st weekly report)

<table>
<thead>
<tr>
<th>Product Name</th>
<th>Flu Laval IIv4 (PF Syringes)</th>
<th>Fluarix IIv4 (PF Syringes)</th>
<th>Fluzone IIv4 (Multi-dose vials)</th>
<th>Flu Laval IIv4 (Multi-dose vials)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date of initial doses received</td>
<td>9/21/2017</td>
<td></td>
<td>9/21/2017</td>
<td></td>
</tr>
<tr>
<td>Number of initial doses received</td>
<td>80</td>
<td></td>
<td>200</td>
<td></td>
</tr>
</tbody>
</table>
Section 1: Documenting your weekly State flu usage.

<table>
<thead>
<tr>
<th>Product Name</th>
<th>FluLaval ILIV4 (PF Syringes)</th>
<th>FluLax ILIV4 (PF Syringes)</th>
<th>Fluzone ILIV4 (Multi-dose vials)</th>
<th>FluLaval ILIV4 (Multi-dose vials)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date of initial dose received</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

1. **WEEKLY USAGE REPORT FROM** (the week is Monday to Friday/Saturday)

2. **ACTUAL MANUAL COUNT OF STATE FLU INVENTORY DOSES AT THE END OF THE WEEK** (the week is Monday-Friday/Saturday)

3. **DID YOU TRANSFER, RECEIVE, OR RETURN STATE FLU VACCINES** (RETURN TO ROSECRANS WEAN3 returning UOPENED MDVs (MULTI-DOSE VIALS) OR UN/SED PF SYRINGES DURING THE SAME WEEK OF THE REPORTING PERIOD?)

4. **DID YOU ENTER ALL ADMINISTERED STATE FLU VACCINES INTO SDIR DURING THE SAME WEEK OF REPORTING PERIOD?** Check one:

   - Yes, Attach SDIR Vaccine Usage Report
   - No (Attach EH/IVA Report)
   - No vaccines given this week
Remember to enter the weekly report dates: Monday to Friday/Saturday.

<table>
<thead>
<tr>
<th>Product Name</th>
<th>Fill in Lot #</th>
<th>Ages 6-35 months</th>
<th>Ages 3-6 years</th>
<th>Ages 7-18 years</th>
<th>Ages 19-49 years</th>
<th>Ages 50-59 years</th>
<th>Ages 60-64 years</th>
<th>Ages 65+ years</th>
<th>Total across</th>
</tr>
</thead>
<tbody>
<tr>
<td>Flu Laval MDV-</td>
<td>N/A</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>1</td>
</tr>
<tr>
<td>Fluzone MDV-</td>
<td>N/A</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>4</td>
</tr>
<tr>
<td>Fluarix PF</td>
<td>N/A</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>4</td>
</tr>
<tr>
<td>Flu Laval PF-</td>
<td>N/A</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>5</td>
</tr>
</tbody>
</table>

Attention: Only FluLaval PF may be given to patients 6 months of age & older/pregnant.

- Count every dose of each vaccine given, indicating the number of doses given within the age ranges listed.
- Total the number of doses given per vaccine.

This form is now prefilled with only State Flu vaccines.
- Enter the Lot # of the State Flu vaccine you are dispensing.
**Section 2 - Documenting your manual count**

![Good luck image]

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### Table: Weekly Usage Report

<table>
<thead>
<tr>
<th>Product Name</th>
<th>Fill in Lot #</th>
<th>Ages 0-36 months</th>
<th>Ages 3-36 months</th>
<th>Ages 7-10 years</th>
<th>Ages 10-49 years</th>
<th>Ages 50-59 years</th>
<th>Ages 60-64 years</th>
<th>Ages 65+ years</th>
<th>Total across</th>
</tr>
</thead>
<tbody>
<tr>
<td>Flu Level MDV</td>
<td>N/A</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fluzone MDV</td>
<td>N/A</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Flurix PF</td>
<td>N/A</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Flu Level PF</td>
<td>N/A</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Actual Manual Count of State Flu Inventory Doses at the End of the Week

<table>
<thead>
<tr>
<th>Product Name</th>
<th>Fill in Lot #</th>
<th>Number of Doses on hand</th>
<th>Number of Wasted doses/MDV</th>
<th>Number of Extra Doses/MDV</th>
</tr>
</thead>
<tbody>
<tr>
<td>Flu Level MDV</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fluzone MDV</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Flurix PF</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Flu Level PF</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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**Good luck! We're all counting on you!**
Every week you are required to do a manual count of your state flu vaccines. Enter the previous & the current week’s doses on hand, and the number of wasted & extra doses.

Wasted (getting less than 10 doses per MDV) and extra doses (getting more than 10 doses per MDV) must be noted in Section 2. on the Weekly Flu report. Use ‘W’ for wasted doses.

FYI: you cannot get an extra dose from a PF vaccine!

<table>
<thead>
<tr>
<th>Previous Week’s Manual Count</th>
<th>Product Name</th>
<th>Fill in Lot #</th>
<th>Current Number of Doses on Hand</th>
<th># of Wasted doses = W (# of Expired/Disposed = D: at end of flu season)</th>
<th>Number of Extra Doses (MDVs only)</th>
</tr>
</thead>
<tbody>
<tr>
<td>200</td>
<td>Flu Laval MDV-</td>
<td>XX1234</td>
<td>167</td>
<td>w = 2</td>
<td>1</td>
</tr>
<tr>
<td>80</td>
<td>Fluzone MDV-</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Fluarix PF-</td>
<td>ZZ1234</td>
<td>76</td>
<td></td>
<td>N/A</td>
</tr>
<tr>
<td></td>
<td>Flu Laval PF-</td>
<td></td>
<td></td>
<td></td>
<td>N/A</td>
</tr>
</tbody>
</table>
SECTION 3: TRANSFERRING TO & FROM ANOTHER PROVIDER AND/OR RETURNING STATE FLU VACCINE TO HHSA ROSECRANS

IT’S EASIER THAN IT LOOKS!
You must check mark and document when you transfer to or receive State flu vaccine from another site, Provider, and/or POD.

The Returned to HHSA box is check marked whenever State Flu vaccine is returned to the Immunization Program (HHSA).

<table>
<thead>
<tr>
<th>Product Name &amp; Lot #</th>
<th>Number of Doses</th>
<th>Method</th>
<th>Name of SITE (vaccines transferred to, received from, or returned to HHSA Rosecrans)</th>
</tr>
</thead>
<tbody>
<tr>
<td>FluLaval-XX1234</td>
<td>200</td>
<td>☒Transferred to ☐Received from ☐Returned to HHSA</td>
<td>200 doses transferred to the Garfield Flu POD</td>
</tr>
<tr>
<td>FluLaval-XX1234</td>
<td>50</td>
<td>☒Transferred to ☐Received from ☐Returned to HHSA</td>
<td>50 doses received from Garfield Flu POD</td>
</tr>
<tr>
<td>Fluarix-ZZXX1</td>
<td>10</td>
<td>☒Received from ☐Returned to HHSA</td>
<td>10 doses returned to HHSA Rosecrans</td>
</tr>
</tbody>
</table>

3. DID YOU TRANSFER, RECEIVE, OR RETURN STATE FLU VACCINES (RETURN TO ROSECránS MEANs returning UNOPENED MDVs (MULTI-DOSE VIALS) OR UNUSED PF SYRINGES, DURING THE SAME WEEK OF THE REPORTING PERIOD?

☐ NO ☒ YES, ☐ please fill out the vaccine information in the section below:
WHAT ABOUT THE PODS?

State Flu vaccine for your Flu PODs will be transferred directly from your vaccine inventory.

- Remember to transfer State flu vaccine to the SDIR POD site #198 prior to your flu POD.
- Note State flu vaccine being transferred to and from the POD site in SDIR and the Weekly Flu Report under Section 3.
Some of the Flu PODs this season will also be giving Hep A vaccine.

Your Flu POD under site 198 will have the name of the POD, your SDIR PHC number (e.g. 001), plus a notation in the title if dispensing both State flu & Hep A. EXAMPLE: Gateway POD (021) Flu & Hep A.

IMPORTANT: Both vaccines need to be designated differently in SDIR under the Patient’s ‘Vaccine Eligibility’ field in the ‘Demographics’ tab. This is important in order to correctly account for them in your SDIR Vaccine Usage reports. (See next slide.)
When you give State flu vaccine, the State Flu shot is designated in the Patient’s ‘Vaccine Eligibility’ field as State General Funding.

If you give a Hep A shot, it is designated in the Patient’s ‘Vaccine Eligibility’ field as 317.
Important reminder if your POD is dispensing both State Flu and Hep A:

At the end of your Flu POD, you will be running two separate Vaccine Usage reports. Run ‘State General Funding’ for flu shots given and ‘317’ for Hep A shots administered.
Section 4: Check mark if attaching a SDIR Vaccine Usage Report, an EHR/Vaccine Administration (VA) form, or no vaccines given during the reporting week.

And, don’t forget to sign and date the report!
Don’t forget to attach SDIR Vaccine Usage report to the Weekly Flu Report

Check mark if you are attaching a SDIR Vaccine Usage Report or gave no State flu vaccines.

4. DID YOU ENTER ALL ADMINISTERED STATE FLU VACCINES INTO SDIR DURING THE SAME WEEK OF REPORTING PERIOD? Check one:

☐ Yes, Attach SDIR Vaccine Usage Report
☐ No (Attach EHR/VA Report)
☒ NO VACCINES GIVEN THIS WEEK

Submitted by (print your name): Clare Voyant
Title: RN
Date: 9/29/2017
Signature: Clare Voyant
Phone: (619) 555-1234

Print your name, sign, and date this form before submission.
Once your weekly flu vaccine report is completed:

- The subject line in the fax or email should be addressed as “State Flu Vaccine Weekly Report - with the weekly date range and the name of the Organization/Site/POD”.

- The reports can be emailed or faxed.
  
  FAX: 619-692-6619
  Email to: sdir@sdiz.org.

Your manual State flu vaccine count should match your Weekly State Flu Weekly Report and be corroborated by the SDIR Vaccine Usage report. Remember, no revisions.
Reminder: Parents/legal guardians and patients must be informed, at every visit, that their child’s or their immunization record and TB test results will be shared. They have rights as outlined in the San Diego Immunization Registry Disclosure Statement.
### First Search for the Patient

<table>
<thead>
<tr>
<th>Last</th>
<th>First</th>
<th>Middle</th>
<th>DOB</th>
<th>M/F</th>
<th>Address</th>
<th>M.Maiden</th>
<th>Med Rec #</th>
<th>Lnk</th>
</tr>
</thead>
<tbody>
<tr>
<td>PITI</td>
<td>BRADFORD</td>
<td></td>
<td>11/16/2014</td>
<td>M</td>
<td>987 West St</td>
<td></td>
<td></td>
<td>1</td>
</tr>
<tr>
<td>PITI</td>
<td>BRAD</td>
<td></td>
<td>09/11/2000</td>
<td>M</td>
<td>22 Hollywood lane</td>
<td></td>
<td></td>
<td>1</td>
</tr>
<tr>
<td>PITI</td>
<td>BRADLEY</td>
<td>MADDOX</td>
<td>03/05/2013</td>
<td>M</td>
<td></td>
<td></td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>PITI</td>
<td>BRANDO</td>
<td></td>
<td>10/12/1960</td>
<td>M</td>
<td>55 Hollywood Lane</td>
<td></td>
<td></td>
<td>1</td>
</tr>
<tr>
<td>PITI</td>
<td>BRADLY</td>
<td></td>
<td>01/26/2016</td>
<td>M</td>
<td>541 Achilles Lane</td>
<td></td>
<td></td>
<td>0</td>
</tr>
<tr>
<td>PITI</td>
<td>BRADMAN</td>
<td></td>
<td>08/21/2016</td>
<td>M</td>
<td>521 Jolie Lane</td>
<td></td>
<td></td>
<td>5</td>
</tr>
</tbody>
</table>
▪ **IMPORTANT:** Before a vaccine can be selected from the “Add IZ from **Inventory**” link in the yellow Immunization tab, it will be **required** that a User must indicate the patient’s vaccine source under the ‘Vaccine Eligibility’ field.

▪ **For State funded flu vaccine,** select the ‘State General Funding’ under the ‘Vaccine Eligibility’ column by using the down arrow.

▪ **It is essential** to select ‘State General Funding’ for the flu shot to show up in the Vaccine Usage Report.
When a User selects State General Funding under the ‘Vaccine Eligibility’ field in the ‘Demographics’ tab, only State General Fund vaccines will display in ‘Add IZ from Inventory’ link under the Vaccine Source column as “ST” for State Vaccine.
ADDING IMMUNIZATIONS: GO TO THE UTILITY TAB TO THE VACCINE INVENTORY LINK. SELECT ‘ADD NEW ‘VACCINE INVENTORY’ LINK

<table>
<thead>
<tr>
<th>Inv ID</th>
<th>Vaccine</th>
<th>Vac Src</th>
<th>Lot #</th>
<th>Qty</th>
<th>In Date</th>
<th>Exp Date</th>
<th>Mfg</th>
<th>Brand Name</th>
<th>Use Today</th>
<th>Lot # Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>4353</td>
<td>Influenza, (IIV3-inj) PF 6-35mo</td>
<td>ST</td>
<td>Z432</td>
<td>0</td>
<td>09/22/16</td>
<td>09/22/18</td>
<td>SKB</td>
<td></td>
<td>Yes</td>
<td>individual syringes</td>
</tr>
<tr>
<td>4470</td>
<td>Tdap</td>
<td>ST</td>
<td>IN3DSL</td>
<td>9</td>
<td>11/17/16</td>
<td>11/17/18</td>
<td>MSD</td>
<td></td>
<td>Yes</td>
<td>For Pregnant Women and Contacts</td>
</tr>
<tr>
<td>4735</td>
<td>Tdap</td>
<td>ST</td>
<td>T1234</td>
<td>20</td>
<td>04/20/17</td>
<td>04/20/20</td>
<td>MSD</td>
<td></td>
<td>No</td>
<td>TDAP for pregnant women</td>
</tr>
</tbody>
</table>
THIS SCREEN SHOT SHOWS HOW EACH STATE FLU VACCINE SHOULD BE ENTERED INTO SDIR:

- Do Not use the Manufacturer LISTED on the packing slip or the vaccine box/vial. (For example, FluLaval has just changed its manufacturer.)

- You will receive a updated copy of this guide once we know the lot numbers and expiration dates from your packing slips.
If you choose the wrong vaccine display name and/or manufacturer, your SDIR weekly report will be inaccurate.

If this occurs, you will have to delete all the shots entered incorrectly and re-enter them with the correct vaccine display name and manufacturer.

IMPORTANT:
- **FluLaval MDV and PF** is now manufactured by Glaxo Smith Kline (SKB), not ID Biomedical.
- **Fluarix** is manufactured by Glaxo Smith Kline (SKB).
- **Fluzone** is manufactured by Sanofi Pasteur.
1. Use down arrow to select vaccine.

2. Use the down arrow to select the vaccine ‘Manufacturer’. If there is only one ‘Manufacturer’ for a vaccine, this field will automatically fill in with that manufacturer’s name.


4. The ‘Use Today’ field will default to ‘Yes’.

5. Enter ‘Date Received’ & ‘Expiration Date’ fields.

6. The ‘Warning’ field will default to 30 days. The ‘Expiration/Warning Notice’ fields default to ‘Yes’.

7. When entering the vaccine lot number, always use the lot # on the vial. Capitalize any letters in the lot #. If the vaccine lot # has a dash followed by a number do not enter them (e.g., if the lot # is ABA12345-2, do not enter the -2).

8. You may enter a comment in the ‘Lot Description’ field.

9. Use the down arrow in the ‘Vaccine Source’ field to select State General Funding. Finally, click the green ‘Insert’ button.
HOW TO MAKE AN ADJUSTMENT TO YOUR VACCINE INVENTORY

Adjustments to your inventory are made whenever you:

- Add vaccines (e.g., vaccines with the same lot #, same expiration date, and same vaccine source)
- Waste vaccines (This includes if you get less than 10 doses from a multi-dose vial.)
- Document extra doses (If you get more than 10 doses from a multi-dose vial).
- Transfer/receive vaccines to or from another provider, site, or POD.
- Return vaccine to HHSA or make any other changes to your vaccine inventory.

Next click on the blue ‘Inv ID’ number next to the vaccine you want to adjust.
Let’s waste a dose of Fluzone, Inv ID # 4852, by ‘Making an Adjustment’

In your SDIR Vaccine Inventory, locate the Fluzone #4852, and click on its blue ‘Inv ID’ number.

Go to ‘Make an Adjustment’ and note the wasted dose with comment.
1. Once you’ve clicked on blue ‘Inv ID’, go to the ‘Make an Adjustment’ section.

2. Enter the “Quantity” (doses that are extra), and ‘Date’ fields.

3. Under the ‘Type’ field, click the down arrow to ‘Other – Incoming’. Enter a ‘Comment’ (e.g., extra dose.)

4. Click ‘Insert’.

5. Information is then documented under the ‘Lot Activities Summary’.
A new incoming vaccine with the **same lot number, same expiration date, & same vaccine source**, as an existing vaccine in your SDIR vaccine inventory, is added to that vaccine by making an adjustment.

- Start by clicking on the blue ‘Inv ID’ # of the Vaccine with the Same Lot #, Same Expiration Date, and Same Vaccine Source.

- Let’s add 30 doses of incoming Influenza FluLaval IIV4 with the same lot #, expiration date, & same vaccine source as the FluLaval with the blue ‘Inv ID’ #4853. Notice there are 100 doses in the ‘Qty’ (quantity) field.
1. Once you’ve clicked on blue ‘Inv ID’ #4853, go to the ‘Make an Adjustment’ section.

2. Enter ‘Quantity’ (30 doses) & the date you are adding this to the existing vaccine.

3. Under ‘Type’, use down arrow to select ‘Doses Received from State Provided Vaccines’ & make a note under the ‘Comment’ field.

4. Click ‘Insert’.

5. The ‘Lot Activities Summary’ will note the added 30 vaccine doses.

6. The ‘Total Adjustment’ & ‘Quantity on Hand’ fields reflect the added 30 doses.
1. Once you’ve clicked on the blue ‘Inv ID’ # 4852, go to the ‘Make Adjustment’ section.

2. Enter the “Quantity” (doses you are transferring), and ‘Date’ fields.

3. Under the ‘Type’ field, click the down arrow to ‘Doses Transferred to Another Provider’. Enter a ‘Comment’ (e.g., where vaccine is being transferred, by whom).

4. Click the ‘Insert’ button.

5. Information is then documented under the ‘Lot Activities Summary’.
ARCHIVING STATE FLU LOTS

♦ Never archive any vaccine with active doses!

♦ All State flu lots must be at zero (0) doses before they can be archived. You must explain where every dose went in the ‘Make an Adjustment’ section.

♦ Begin by clicking on the blue ‘INV ID’ link of the State flu lot to be archived.
Archiving in 1, 2, 3 Steps

1. Select No in the ‘Use Today’ Field.
2. Check the ‘Archived’ box.
3. Click the ‘Update’ button.

- Note the entries of expired/disposed of and returned doses.
Running Your General State Funded Influenza ‘Vaccine Usage’ Report

1. Click on the dark blue ‘Reports’ tab
2. Put your cursor on the ‘Immunization’ column
3. Click on ‘Vaccine Usage’ report link.

It can be found by clicking on the ‘Utility’ tab, then the blue ‘Reports’ tab.
The Vaccine Usage Report

- Select your Facility.
- Enter the IZ date range.

Next to the ‘Include’ field, use down arrow to select ‘State General Funding’.

Select to run the report in a PDF or Excel Format.

Click ‘Submit’.
The ‘Vaccine Usage’ report gives you the number of vaccines given by dose, age group, and date range entered.

The ‘Grand Total’ and ‘Patient Count’ are at the bottom of the report.

A copy of your weekly SDIR Vaccine Usage Report, EHR report, or Vaccine Administration Record must also be attached to the State Flu Weekly Report and the counts must match.
WARNING: IF GIVEN, STATE TDAP & PCV13 WILL ALSO SHOW UP ON THE VACCINE USAGE/STATE GENERAL REPORTS.

<table>
<thead>
<tr>
<th>Vaccine Name</th>
<th>Dose</th>
<th>6-35 mo</th>
<th>Age 3-6 yr</th>
<th>Age 7-18 yr</th>
<th>Age 19-49 yr</th>
<th>Age 50-59 yr</th>
<th>Age 60-64 yr</th>
<th>Age 65+</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tdap</td>
<td>1</td>
<td>0</td>
<td>0</td>
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<td>1</td>
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<td>1</td>
</tr>
<tr>
<td>* Sub Total</td>
<td></td>
<td>0</td>
<td>0</td>
<td>0</td>
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<td>0</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Influenza, (IV4-inj) quad PF &gt;=3y (FLUARIX)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dose</td>
</tr>
<tr>
<td>------</td>
</tr>
<tr>
<td>2</td>
</tr>
<tr>
<td>* Sub Total</td>
</tr>
<tr>
<td>*** Grand Total</td>
</tr>
</tbody>
</table>

Note: Remember to exclude these numbers on your weekly flu report.
You can use the Daily IZ Report to compare the State Flu totals with the Vaccine Usage Report.

Be aware the Daily IZ will also display State Tdap and PCV 13.

- Select your Facility.
- Enter the IZ date range.
- Select the age range.
- Next to the ‘Include’ field, use down arrow to select ‘State General Funding’.

Select to run the report in a PDF or Excel Format.

Click ‘Submit’.
● The Daily IZ report can be compared with the Vaccine Usage Report.
● It will display the total patients by vaccine source as well as the total number of immunizations by vaccine source.

Daily Immunization Report

Source Name: Discovery Health Center
Facility Name: Discovery Health Center - A

Report Facility: Discovery Health Center - A

Date of Birth: Age From: 0 To: 100 years
Immunization Date: From: 02/01/2016 To: 02/28/2016

<table>
<thead>
<tr>
<th>Last Name</th>
<th>First Name</th>
<th>DoB</th>
<th>Age</th>
<th>Dose #</th>
<th>Vaccine</th>
<th>Lot #</th>
<th>Source</th>
<th>Iz Date</th>
<th>Entered</th>
</tr>
</thead>
<tbody>
<tr>
<td>MOU</td>
<td>MICKY</td>
<td>12/14/2002</td>
<td>13y2m</td>
<td>1</td>
<td>Influenza, (IV3-in) PF &gt;= 4y</td>
<td>FVNPF1234</td>
<td>ST</td>
<td>02/26/2016</td>
<td>N.KNICKERBOCKER</td>
</tr>
<tr>
<td>SMITH</td>
<td>MICHELLE</td>
<td>02/26/2010</td>
<td>6y0m</td>
<td>2</td>
<td>Influenza, (IV3-in) &gt;=3y</td>
<td>FZONE55478</td>
<td>ST</td>
<td>02/26/2016</td>
<td>N.KNICKERBOCKER</td>
</tr>
</tbody>
</table>

Total Patients: 2
Total VFC patients: 0
Total PVT patients: 0
Total 317 patients: 0
Total ST patients: 2
Total Unknown patients: 0

Total Immunizations: 2
Total VFC doses: 0
Total PVT doses: 0
Total 317 doses: 0
Total ST doses: 2
Total Unknown doses: 0

● Remember, these numbers may also include State Tdap & PCV7 counts.
WHAT IF THE SDIR FLU VACCINE NUMBERS DON’T MATCH?

The most common reasons why the numbers don’t add up:

- All vaccines, transfers, doses wasted, &/or adjustments have not been entered into SDIR.
- Vaccines were entered into ‘Add IZ from Inventory’ with the wrong vaccine lot number or in error. Another scenario: the vaccine was entered into the EHR instead of SDIR. Always delete & re-enter the correct vaccine information in ‘Add IZs from Inventory’.
- Relying solely on your SDIR Vaccine Usage Report instead of doing a manual count and reconciling the vaccine numbers with the SDIR count.
- Computational errors. Check your weekly State Flu Usage Reports. The manual count, SDIR/EHR/Vaccine Administration count, and State Flu Weekly Report should all match.
- If you still can’t balance the numbers, use your patient information system/billing report/EHR to generate the date range with the influenza vaccine and number and of patients to whom you gave vaccines. We can also run a Lot Usage report for you.
All State Flu Vaccine must be archived to be taken out of the ‘Add IZ from Inventory’ list in the yellow ‘Immunization’ tab. When archived the vaccine lot turns to green italics.

Important: All unopened multi-dose vials and PF syringes of State flu vaccine must be returned at the end of flu season!