2018/2019
STATE INFLUENZA VACCINE
DOCUMENTATION REQUIREMENTS
FOR COMMUNITY PROVIDERS

THANKS FOR MAKING EVERY DOSE COUNT!

Coronado Room
August 23rd, 2018 (1:30PM-3:30PM)
August 29th, 2018 (9:30am-11:30am)
August 30th, 2018 (1:30PM-3:30pm)

Nancy Knickerbocker
State Influenza Vaccine Coordinator
County of San Diego Immunization Program

COUNTY OF SAN DIEGO
HHSA
HEALTH AND HUMAN SERVICES AGENCY
PUBLIC HEALTH SERVICES

LIVE WELL
SAN DIEGO

ACCREDITED HEALTH DEPARTMENT
PUBLIC HEALTH ACCREDITATION BOARD

PUBLIC HEALTH ACCREDITATION BOARD
2017/2018: The Year of Immunization Champions!

"A champion is someone who has faith and dedication and doesn't let obstacles stand in the way" 

Nicole Wilkinson | fabquote.co
### Yearly Comparison of State Funded Flu Vaccine

<table>
<thead>
<tr>
<th></th>
<th>2017-18</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Doses Received from State</td>
<td>57,500</td>
<td></td>
</tr>
<tr>
<td>Total Administered Doses</td>
<td>57,480</td>
<td>100.0%</td>
</tr>
<tr>
<td>Total Unaccounted Doses</td>
<td>0</td>
<td>0.0%</td>
</tr>
<tr>
<td>Total Unused Doses</td>
<td>42</td>
<td>0.1%</td>
</tr>
<tr>
<td>Total Wasted Doses</td>
<td>1,052</td>
<td>1.8%</td>
</tr>
</tbody>
</table>

Total percentage is more than 100% due to the extra doses drew from multi-dose vial.
2018-2019 Influenza Requirements for Tracking State Flu Vaccine Usage

AND REPORT ALL ADMINISTERED, EXTRA, AND WASTED STATE INFLUENZA VACCINE.
The weekly flu reports can be emailed or faxed. **NEW Email:** HHSA.CountyFluVaccine@sdcounty.ca.gov  
**FAX:**  619-692-6619

**IMPORTANT:** all weekly flu reports emailed to the new County email (HHSA.CountyFluVaccine@sdcounty.ca) must be **ENCRYPTED!**

Failure to encrypt the weekly flu report could result in a HIPAA violation being reported to our County Privacy Officer.

If you don’t have encryption on your computer, send us an email and we will send you a returned encrypted email envelope.
The SDIP website (www.sdiz.org), under the ‘Health Care Professionals’ section, contains a new Influenza Information Webpage for Providers.

- flu-related PowerPoints, including flu updates from Service Delivery
- guides for storage and handling
- pertinent State flu forms - many are fillable
- influenza Vaccine Information Statements and more
- The first State Flu Weekly report is due every **MONDAY** after you receive your initial state flu allotment. The week starts **Monday** and ends **Saturday**.

- All vaccine doses must be reported.

- Even if you do not give flu vaccine the week the Flu report is due, submit the State Flu Weekly Report check marking ‘**No vaccine**’ was given.

- All State Flu vaccine inventory must be **reconciled weekly**, the previous manual count must be documented, and the current counts must be accurate.
THINGS WE NEED TO KNOW

▪ If your Organization wants to add a new site (not listed on the MOA) to receive State flu vaccine, you must contact us first before you transfer vaccines to this site.

▪ If your site’s current contact information for the Vaccine Coordinator and backup changes, please notify us immediately.

▪ You will be responsible for training the new site, vaccine coordinator, & their backup, with the State flu vaccine requirements.
▪ Remember, all personnel designated to pick up vaccine at our warehouse will need to make an appointment and present an ID.
▪ No Couriers may pick up State flu vaccine.
▪ Warehouse hours: 8am-3:30pm (except noon to 1pm).

◆ Community Clinics who will be picking up flu vaccine for their whole organization will need to provide us with a list of the sites which will be receiving vaccine.

- This list must include the flu products and the amount of doses each site will receive before you may pick up your organization’s allotment.
A WORD ABOUT VIEW ONLY SDIR ACCESS

Now all State Flu Community Organizations and College Providers have access to SDIR as View Only Users, giving you the ability to look up Patients and print out their immunization record.

In the future, SDIR staff will be contacting you to arrange training for you to become full Users in SDIR. This means you will then be entering your own State flu vaccine data.
“Vaccines and their management form a major component of the national immunization program. Regular supply of vaccines and their efficient management is paramount to the success and effectiveness of all immunization programs.” –WHO INT

Please do your part to reduce vaccine waste!

In addition to wasted vaccines, we will also be tracking expiration dates closely and notifying you to use vaccine with shorter expiration dates first, if appropriate.
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 your Organization, **Site**, and Vaccine Coordinator info.

<table>
<thead>
<tr>
<th>Organization &amp; Site:</th>
<th>THE DISCOVERY HEALTH/ OCEAN WAY CLINIC</th>
<th>Vaccine Coordinator: CLARE VOYANT, RN</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Tel: (619) 555-1234</td>
</tr>
</tbody>
</table>

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>Flucelvax cllIV4 (PF Syringes)</th>
<th>Fluarix IIv4 (PF Syringes)</th>
<th>FluLaval IIv4 (Multi-dose vials)</th>
<th>Flucelvax cllIV4 (Multi-dose vials)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date of initial doses received</td>
<td>9/24/2018</td>
<td>9/24/2018</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Number of initial doses received</td>
<td>100</td>
<td>300</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

1. WEEKLY USAGE REPORT FROM: 9 / 24 / 18 TO: 9 / 29 / 19 (the week is Monday to Friday/Saturday)

- 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.
Section 1: Documenting your weekly State flu usage.

<table>
<thead>
<tr>
<th>Product Name</th>
<th>Fill in Lot #</th>
<th>Age &lt; 15 months</th>
<th>Age 15-39 years</th>
<th>Age 40-64 years</th>
<th>Age 65+ years</th>
<th>Total across</th>
</tr>
</thead>
<tbody>
<tr>
<td>Flucelvax MDV</td>
<td>N/A</td>
<td>42</td>
<td>5</td>
<td>12</td>
<td>22</td>
<td></td>
</tr>
<tr>
<td>Fluarix PF-FLRX1234</td>
<td>95</td>
<td></td>
<td>2</td>
<td>5</td>
<td>17</td>
<td></td>
</tr>
<tr>
<td>Flucelvax PF</td>
<td>N/A</td>
<td></td>
<td></td>
<td></td>
<td>5</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
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<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**3. **DID YOU TRANSFER, RECEIVE OR RETURN STATE FLU VACCINES? (RETURN TO AGRICULTURE MEANS returning UNOPENED MDVs (MULTI-DOSAGE VIALS) OR UN/EXP SOFT SYRINGES DURING THE SAME WEEK OF THE REPORTING PERIOD?)

- NO
- YES
- Please fill out the vaccine information in the section below:

<table>
<thead>
<tr>
<th>Product Name &amp; Lot #</th>
<th># of Doses</th>
<th>Method</th>
<th>Date</th>
<th>Name of SITE vaccines transferred to, received from, or returned to HHS (Free samples)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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

- YES, Attach SDFR Vaccine Usage Report
- NO (Attach EHR/VA Report)
- NO VACCINES GIVEN THIS WEEK

Submitted by (print your name): Clare Voyant
Title: RN
Date: 10/1/2018
Signature: Clare Voyant
Remember to enter the weekly report dates: Monday to Friday/Saturday.

<table>
<thead>
<tr>
<th>Product Name</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>Flucelvax MDV</td>
<td>N/A</td>
<td>&gt;=4 yrs</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>FluLaval MDV-</td>
<td>N/A</td>
<td></td>
<td>2</td>
<td>5</td>
<td>12</td>
<td></td>
<td></td>
<td>17</td>
</tr>
<tr>
<td>Fluarix PF-</td>
<td>N/A</td>
<td></td>
<td>5</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>5</td>
</tr>
<tr>
<td>Flucelvax PF-</td>
<td>N/A</td>
<td>&gt;=4 yrs</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

- This form is prefilled with only State Flu vaccines.
- Enter the Lot # of the State Flu vaccine you are dispensing.
- Count every dose of each vaccine given, indicating the number of doses administered within the age ranges listed.
- Total the number of doses given per vaccine.
Section 2 - Documenting your previous and current manual count.
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>Number of Doses Currently 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></td>
<td>Flucelvax MDV-</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>300</td>
<td>FluLaval MDV- FVL1234</td>
<td>282</td>
<td>1=W</td>
<td></td>
<td></td>
</tr>
<tr>
<td>100</td>
<td>Fluarix PF- FLRX1234</td>
<td>95</td>
<td></td>
<td></td>
<td>N/A</td>
</tr>
<tr>
<td></td>
<td>Flucelvax PF-</td>
<td></td>
<td></td>
<td></td>
<td>N/A</td>
</tr>
</tbody>
</table>
SECTION 3: TRANSFERRING VACCINE TO & FROM ANOTHER PROVIDER AND/OR RETURNING STATE FLU TO HHSA ROSECRANS

IT’S EASIER THAN IT LOOKS!
**IMPORTANT:** After you receive your initial allotment, this is how you document how much flu vaccine you receive or transfer to another site.

- You will document any further vaccines you receive from Rosecrans in Section 3. See Example below:

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

- [ ] NO
- [x] YES, please fill out the vaccine information in the section below:

<table>
<thead>
<tr>
<th>Product Name &amp; Lot #</th>
<th># of Doses</th>
<th>Method</th>
<th>Date</th>
<th>Name of SITE vaccines transferred to, received from, or returned to HHSA Rosecrans</th>
</tr>
</thead>
<tbody>
<tr>
<td>FluLaval MDV-FVL1234</td>
<td>50</td>
<td>[ ] Transferred to</td>
<td>10/03/2018</td>
<td>50 Doses transferred to the Seaside Clinic.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>[ ] Received from</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>[ ] Returned to HHSA</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fluarix PF-FLRX1234</td>
<td>20</td>
<td>[ ] Transferred to</td>
<td>10/05/2018</td>
<td>20 Doses received from the Lemon Grove Clinic.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>[ ] Received from</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>[ ] Returned to HHSA</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
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!
ADDITIONAL WEEKLY REQUIREMENTS FOR NON-SDIR COMMUNITY PROVIDERS
NEW REQUIREMENTS FOR NON-SDIR STATE FLU PROVIDERS

▪ The State is requiring all non-SDIR State flu Providers to join SDIR. Everyone will begin as View Only Users until the SDIR staff can arrange to train your organization as full Users which will allow you to enter your own State flu shots.

▪ All non-VFC/VFA State flu Providers must also store State flu vaccine in a refrigerator with a data logger in accordance with standards set by the State at eziz.org.

Temperature excursions must be reported immediately to Melissa Thun.
◆ Community Health Organizations who have an Electronic Health Record will attach your EHR State Flu vaccine usage report to the Weekly State Flu Report.

◆ If you use your EHR, a query from it must contain the Patient’s name, date of birth, age range, date shot administered & the name of the State flu vaccine with the Lot #.
This Vaccine Administration (VA) record (for organizations not using an EHR or SDIR).

Fill in the Patient’s name & date of birth, the vaccine & lot # administered, date shot given, and the age range of the Patient receiving the flu vaccine.

Document only one flu vaccine lot # per page!

Total the columns of the vaccines administered per age range & transfer all totals to Section 1. of the Weekly Flu Report Form.

<table>
<thead>
<tr>
<th>Print Patient’s Name:</th>
<th>Date of Birth:</th>
<th>Vaccine &amp; Lot #:</th>
<th>Date Flu Shot Given:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Michael Mouse</td>
<td>6/4/78</td>
<td>FluLaval MIV-FVL1234</td>
<td>10/2/13</td>
</tr>
<tr>
<td>Angelina Jolly</td>
<td>8/21/63</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Celine Diamond</td>
<td>2/5/46</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Prince Charming</td>
<td>9/11/53</td>
<td>x</td>
<td></td>
</tr>
</tbody>
</table>

**Total number of administered shots on this page= 4**

**TOTAL VACCINES ADMINISTERED=**

TOTAL each column & transfer totals to the Weekly State Flu Report, Section 1.
ONCE YOUR WEEKLY FLU VACCINE REPORT IS COMPLETED

Your manual State flu vaccine count should match your Weekly State Flu Weekly Report and by whatever accounting system your organization uses: the SDIR Vaccine Usage report, an EHR usage report, or the Vaccine Administration (VA) Record.

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

- The reports can be emailed (must be encrypted) or faxed.

  FAX: 619-692-6619
  Email to: HHSA.CountyFluVaccine@sdcounty.ca.gov
State Flu Vaccine for SDIR Users
If your Vaccine Coordinator and/or your Vaccine Coordinator’s back-up have not taken the SDIR Vaccine Inventory & Reports training (aka The SDIR Admin or Advanced Training), you will be required to do so as a requirement for the State Flu Vaccine Program.

To register go to: sdirtraining.eventbrite.com.
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>PITT</td>
<td>BRADDO</td>
<td></td>
<td>10/12/1960</td>
<td>M</td>
<td>55 Hollywood Lane</td>
<td></td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>PITT</td>
<td>BRAD</td>
<td></td>
<td>09/11/2000</td>
<td>M</td>
<td>22 Hollywood lane</td>
<td></td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>PITT</td>
<td>BRADLEY</td>
<td>MADDOX</td>
<td>03/05/2013</td>
<td>M</td>
<td></td>
<td></td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>PITT</td>
<td>BRADLY</td>
<td></td>
<td>01/26/2016</td>
<td>M</td>
<td>541 Achilles Lane</td>
<td></td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>PITT</td>
<td>BRADMAN</td>
<td></td>
<td>08/21/2016</td>
<td>M</td>
<td>521 Jolie Lane</td>
<td></td>
<td>5</td>
<td></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 SDIR Vaccine Usage Report.
**Warning:** if you have multiple sites, the site the User logs into must match the ‘Facility’ field in the Patient’s ‘Demographic tab’, otherwise this shot will be taken from the wrong site’s inventory.
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>Status</th>
<th>Expiration Date</th>
<th>Manufacturer</th>
<th>Batch Code</th>
<th>Use Today</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>5482</td>
<td>Hep A Adult</td>
<td></td>
<td></td>
<td>SKB</td>
<td></td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td>5479</td>
<td>Influenza, (IIIV4-inj) quad &gt;= 3y</td>
<td>ST</td>
<td>06/19/18</td>
<td>SKB</td>
<td>FVL1234</td>
<td>Yes</td>
<td>For &gt;=3yrs MDV</td>
</tr>
<tr>
<td>5480</td>
<td>Influenza, (ccIIIV4-inj) MDCK</td>
<td>ST</td>
<td>06/19/18</td>
<td>SEQ</td>
<td>FLCX1234</td>
<td></td>
<td>Flucelvax MDV &gt;=4y</td>
</tr>
<tr>
<td>5481</td>
<td>Influenza, (ccIIIV4-inj) MDCK, PF</td>
<td>ST</td>
<td>06/19/18</td>
<td>SEQ</td>
<td>FLVX1234</td>
<td>Yes</td>
<td>Flucelvax PF &gt;=4y</td>
</tr>
</tbody>
</table>
- SDIR users must enter State flu vaccine into the SDIR vaccine inventory within 24hrs of receiving State flu vaccine.

- It is **critical** the vaccine display name is correct for the vaccine data to show up on the Vaccine Usage Report & Yellow Card. **SEE** next slides for how to enter the correct vaccine display name.
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, lot number, and manufacturer.

**IMPORTANT:**
- **FluLaval MDV** is manufactured by Glaxo Smith Kline (SKB), not ID Biomedical.
- **Fluarix PF** is manufactured by Glaxo Smith Kline (SKB).
- **Flucelvax MDV** and PF are manufactured by Seqirus.
You will receive an updated copy of this when you pick up your State flu vaccine updated with the lot numbers and expiration dates.
**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.

### Vaccine Inventory Table

<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>5482</td>
<td>Hep A Adult</td>
<td>ST</td>
<td>HEP1234</td>
<td>45</td>
<td>06/18/18</td>
<td>06/19/20</td>
<td>SKB</td>
<td></td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td>5479</td>
<td>Influenza, (IIV4-inj) quad &gt;= 3y</td>
<td>ST</td>
<td>FVL1234</td>
<td>97</td>
<td>06/19/18</td>
<td>05/31/19</td>
<td>SKB</td>
<td>FLUCELVAX, QUADRIVALE YES W/PRESERVA</td>
<td>Yes</td>
<td>For &gt;=3y MDV</td>
</tr>
<tr>
<td>5480</td>
<td>Influenza, (ccIIV4-inj) MDCK</td>
<td>ST</td>
<td>FLCX1234</td>
<td>99</td>
<td>06/19/18</td>
<td>06/30/19</td>
<td>SEQ</td>
<td>FLUCELVAX, QUADRIVALE YES</td>
<td>Yes</td>
<td>Flucelvax MDV &gt;=4y</td>
</tr>
<tr>
<td>5481</td>
<td>Influenza, (ccIIV4-inj) MDCK, PF</td>
<td>ST</td>
<td>FLVX1234</td>
<td>99</td>
<td>06/19/18</td>
<td>06/30/19</td>
<td>SEQ</td>
<td>FLUCELVAX, QUADRIVALE YES</td>
<td>Yes</td>
<td>Flucelvax PF &gt;=4y</td>
</tr>
<tr>
<td>5476</td>
<td>Tdap</td>
<td>ST</td>
<td>KLV678</td>
<td>37</td>
<td>06/08/18</td>
<td>06/08/20</td>
<td>SKB</td>
<td></td>
<td>Yes</td>
<td>Tdap for anyone staff included</td>
</tr>
<tr>
<td>5478</td>
<td>Tdap</td>
<td>ST</td>
<td>124AAA</td>
<td>18</td>
<td>06/08/18</td>
<td>06/08/20</td>
<td>MSD</td>
<td></td>
<td>Yes</td>
<td>Tdap clinic</td>
</tr>
</tbody>
</table>
Let’s waste a dose of FluLaval #5479 Inv ID, by ‘Making an Adjustment’

- In your SDIR Vaccine Inventory locate the FluLaval MDV #5479 and click on its blue ‘Inv ID’ number.
- Go to ‘Make an Adjustment’, select ‘Doses Wasted’ and note why the dose was wasted. Click ‘Insert’. Notice the ‘Quantity on Hand’ field goes down one dose.
ADJUSTING FOR AN EXTRA DOSE

1. Select ‘Quantity’ & enter the date. Under ‘Type’ select Other-Incoming. Note why the adjustment is being made (a dose is being added) and enter your initials.

2. Click ‘Insert’.

3. Look at the ‘Lot Activities Summary’ section: it will note the ‘Date’, ‘Quantity’, ‘Type’, & ‘Comment’ of the adjustment you made. The ‘Adjustment Total’ and ‘Quantity on Hand’ fields reflect the 1 dose added.

- Click on the blue link under the “Inv ID” of the vaccine you want to adjust.
- Under the vaccine’s Vaccine Inventory Lot Details screen, go to the ‘Make an Adjustment’ section.
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.

- Go to ‘Make an Adjustment’, Enter number of doses to be added.
- Select under the ‘TYPE’ field: ‘Received from State Provided Vaccines’.
- Under ‘Comment’ field note how many doses are being added. Click insert.
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’.

HOW TO ‘MAKE AN ADJUSTMENT’ FOR THE DOSES YOU WANT TO TRANSFER TO OTHER SITES.
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

- It can be found by clicking on the ‘Utility’ tab, then the blue ‘Reports’ tab.

1. Click on the dark blue ‘Reports’ tab

2. Put your cursor on the ‘Immunization’ column

3. Click on ‘Vaccine Usage’ report link.
### THE VACCINE USAGE REPORT

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

<table>
<thead>
<tr>
<th>Immunization Dates:</th>
<th>From</th>
<th>To</th>
</tr>
</thead>
<tbody>
<tr>
<td>mm/dd/yyyy</td>
<td>09/25/2018</td>
<td>09/28/2018</td>
</tr>
</tbody>
</table>

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

Click ‘Submit’.
WARNING: IF YOU ARE A **STATE TDAP** &/OR **STATE HEP A** PROVIDER, THESE VACCINES WILL ALSO SHOW UP ON THE STATE GENERAL FUNDED VACCINE USAGE REPORT.

### Vaccine Usage Report

**Source Name:** Discovery Health Center  
**Facility Name:** Discovery Health Center - A  
**Run By:** Nancy Knickerbocker  
**Run Date:** 07/27/2018

<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>Hep A Adult</td>
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<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
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<td></td>
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<td>Sub Total</td>
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<td></td>
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<td></td>
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<tr>
<td>Influenza, (IV4-inj) quad &gt;= 3y (Flulaval Quadrivalent MDV)</td>
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<td></td>
<td></td>
<td></td>
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<tr>
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<tr>
<td>Influenza, (cIV4-inj) MDCK, PF FLUCELVAX, QUADRIVALENT PF</td>
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<td></td>
<td></td>
<td></td>
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<td></td>
<td></td>
<td></td>
<td>3</td>
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<tr>
<td>Influenza, (cIV4-inj) MDCK FLUCELVAX, QUADRIVALENT, W/PRES (MDV)</td>
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<td>3</td>
<td>0</td>
<td>3</td>
<td>0</td>
<td>0</td>
<td>5</td>
</tr>
</tbody>
</table>

**The State flu Vaccine Usage Report State flu totals should match the Daily IZ Report totals.**

**REMEMBER TO EXCLUDE THESE OTHER STATE VACCINE NUMBERS FROM YOUR WEEKLY FLU REPORT.**
THE SDIR DAILY IZ 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 HEP A.

- 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.

The Daily IZ Report State flu totals should match the Vaccine Usage Report totals.
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.

   IMPORTANT: Always delete & re-enter the correct vaccine information in ‘Add IZ from Inventory’.

• Relying solely on your SDIR Vaccine Usage Report instead of doing a manual count and/or 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.
Nancy Knickerbocker,  
State Flu Vaccine Coordinator 
Phone: 619-692-5738  
Fax: 619-692-6619  
Email: HHSA.CountyFluVaccine@sdccounty.ca.gov