



## Memorandum

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**TO:** Directors, Health Service Regions  
Immunization Program Managers, Health Service Regions  
Directors, Local Health Departments  
Immunization Program Managers, Local Health Departments  
TVFC Providers

**FROM:** Karen Hess, Manager   
Vaccine Services Group

**THRU:** Jack C. Sims, Manager   
Immunization Branch

**DATE:** April 13, 2012

**SUBJECT:** Texas Vaccines for Children Program – EVI System Upgrade Release April 24<sup>th</sup>

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The Texas Vaccines for Children (TVFC) program is releasing an upgrade to the Electronic Vaccine Inventory (EVI) system. EVI is the web based application used for TVFC ordering and reporting activities. This EVI upgrade impacts vaccine ordering and reporting processes in all TVFC provider offices. The implementation of the new functionality is scheduled to begin April 24, 2012. Prior to this date, TVFC providers are encouraged to allow all individuals responsible for managing the TVFC program, time to review the online training modules and desk reference materials. Providers should also allow staff time to complete three critical preparatory steps that must occur between April 24<sup>th</sup> and May 1, 2012.

### **April 24 to May 1**

Between April 24<sup>th</sup> – 29<sup>th</sup>, each TVFC provider will need to access the EVI system online to retrieve and print a list of vaccines that has been imported based on recent shipments. Vaccines will now be reported by National Drug Code (NDC), lot number, and expiration date. The vaccines on this list must be verified (Step 1), and any missing vaccines entered into the system using a prescribed process (Step 2).

On the evening of April 30<sup>th</sup>, after all vaccines have been administered for the day, or on the morning of May 1<sup>st</sup>, before any vaccines are administered, providers must count all TVFC vaccines in their inventory by lot, and enter the number of doses of each vaccine lot into EVI (Step 3). Only after this is complete can providers again place TVFC orders.

This three step process is detailed in a document *EVI Procedures for Steps 1-3* and is available on the TVFC website at: <http://www.dshs.state.tx.us/immunize/tvfc/default.shtm> under Training and Education.

### **Online Training and Desk Reference**

To prepare staff for the rollout on April 24<sup>th</sup>, an *EVI Online Training* that explains EVI's capability and provider responsibilities is available on the TVFC website also under Training and Education. The training includes current system capability as well as the new EVI functionality (shown as bold modules). Providers should allow staff up to two hours to review all the training modules, if possible prior to April 24<sup>th</sup>. A companion *EVI Desk Reference* is also available on the website in the same location.

Providers should prepare for the transition to the new system by doing the following prior to April 24<sup>th</sup>:

- Identify a process for tracking monthly doses administered by vaccine type, brand name, presentation (syringe/vial), lot number, expiration date, and two age groups where applicable (0-18 and 19+). This can be a manual process or can be pulled from an electronic medical record. If tracking doses manually, EVI provides a report that can act as a tally sheet.
- Organize your vaccine inventory by brand, presentation, lot number, and expiration date with the soonest to expire located in front.

All providers will continue to submit a paper *Monthly Biological Report* through April 2012. *Temperature Recording Forms* will continue to be mailed or faxed to your local health department (LHD) or health service region (HSR) monthly, and must be received prior to releasing your vaccine order.

If you have questions or issues regarding the new EVI system or the three step process, you may contact your LHD or HSR, or the Vaccine Call Center at 1-888-777-5320.