Overview

Purpose

• **Vaccine Allocation & Ordering System (VAOS)** is a place for providers to manage their ordering, waste, transfers and other vaccination details. The following information outlines the necessary steps for accessing VAOS.

• It includes a set-up guide for using Texas DSHS Immunization Program Portal and brief tips to navigate the VAOS Home Page once you have access.

Audience

• TVFC, ASN, Flu, COVID-19 vaccine & therapeutics providers who access VAOS

Reminder! TVFC/ASN/Flu Vaccines will be available in VAOS early 2022
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Important Reminders

What You Need to Know Before You Start
Keep in mind...

VAOS works best with **Chrome** as your browser.

Please check your Spam folder for emails from [noreply@salesforce.com](mailto:noreply@salesforce.com) as needed. You may also receive emails from [CDCCustomerService@McKesson.com](mailto:CDCCustomerService@McKesson.com).

If possible, flag these addresses as safe-senders to avoid emails being sent to Spam.

Regardless of the number of Providers or facility locations you are associated with, you will have **one set of login credentials**.
Rules of the Road!

*Remember...*

- Only the primary and backup vaccine & therapeutics coordinators will get access to VAOS. You cannot create an account.

- You can start requesting vaccine and therapeutics orders *as soon as you receive VAOS access.*

- Vaccine orders take approximately **two weeks** to arrive after being submitted.
Who Receives VAOS Access?

• Only 2 people per facility receive access to VAOS (primary & backup coordinators).
  - You provided information for the primary & backup coordinators during the enrollment process.

• You can change who has access to VAOS for your facility. If you would like to designate a different person to have access to VAOS for your facility, then:
  - If you are a **COVID-19 Vaccine Provider**, you can email COVID19VacEnroll@dshs.Texas.gov
  - If you are a **TVFC/ASN/FLU Provider**, you must contact your Responsible Entity
  - If you are a **COVID-19 Therapeutics Provider**, you can email therapeutics@dshs.texas.gov
Accessing VAOS

How to configure your VAOS account
1. Your primary and secondary coordinators will receive an encrypted email from IdentityManagement@hhsc.state.tx.us

2. The email will need to be decrypted. To decrypt the email, select the message file and choose to open it.

3. You will be redirected to a web browser. From here, select Use a one-time passcode.

4. Your temporary code will be emailed to you.

5. Enter your one-time code and select Continue.
6. Once you select **Continue** the encrypted message will open.

7. The message will contain **your username and a temporary password** for VAOS.

8. Select the link to VAOS to be redirected to the VAOS login page.
9. Use the provided **credentials** from the **encrypted email** to log in and change the **temporary password** to a password of your choosing. You will be prompted to do this.

10. Once you’ve created your new password, use it to log in to your Provider portal at [https://texasvaccines.dshs.Texas.gov](https://texasvaccines.dshs.Texas.gov)
   • Note: You may be required to complete a captcha. Simply solve the math problem and select Enter.
Navigating VAOS Homepage

What processes does VAOS offer?
Note: Depending on whether you are a COVID-19 or TVFC/ASN provider, you may have different modules and VAOS capabilities. Please make sure to visit the correct job aid for your provider type.

Note: Some instructions/modules for the VAOS Homepage will be for only certain groups of provider. Please review the TVFC/ASN/FLU ONLY or COVID ONLY stickers on the following slides for guidance.

If a provider is both TVFC/ASN/FLU and a COVID-19 Provider, then they will have access to all modules.
Below you can find the initial landing page for the Vaccine Allocation Ordering System (VAOS) where providers can select different modules to manage their vaccines & therapeutics.

Select a module below to learn more about it!
Accounts

In this section:

• View shipments, requests, account information, vaccine items

• Applies to **both** TVFC/ASN/FLU and COVID-19

For more information, please visit our VAOS job aids:

COVID-19 Shipments

TVFC/ASN/FLU Shipments
In this section:
• Track the doses you’ve administered to keep your inventory updated
• Applies to only TVFC/ASN/FLU providers

For more information, please visit our VAOS job aid: TVFC/ASN Vaccine Administration Data
Enter Vaccine Loss

In this section:
• Track vaccine waste amounts and reasons
• Applies for both TVFC/ASN/FLU and COVID-19 Providers

For more information, please visit our VAOS job aids:
TVFC/ASN Reporting Waste
COVID-19 Reporting Waste
Open Ordering (TVFC/ASN/FLU)

In this section:
• Place vaccine orders as a TVFC/ASN/Flu provider
• This module only applies to TVFC/ASN/FLU providers

For more information, please visit our VAOS job aid: Open Ordering
COVID Dashboard

In this section:
• COVID-19 providers can monitor their facility or organization's vaccine ordering data, distribution supply, and administration metrics

For more information, please visit our VAOS job aid:
COVID-19 Vaccine Management Dashboard
Transfers & COVID Requests Module

In this section:

• Arrange transfers for your vaccine products (applies to both TVFC/ASN and COVID-19)
• Place requests for COVID-19 vaccines (applies only to COVID-19 Providers)
• Place requests for COVID-19 monoclonal antibody therapeutics (applies only to COVID-19 therapeutics providers)

For more information, please visit our VAOS job aids:
- COVID-19 Transfers
- TVFC/ASN Transfers
- COVID-19 Order Requests
- Therapeutics Order Requests
In this section:
Review and download reports on your VAOS activity

The modules highlighted in orange apply only to TVFC/ASN/FLU providers

The modules highlighted in green apply only to COVID-19 providers

For more information, please visit our VAOS job aids:
- COVID-19 Generating Reports
- TVFC/ASN Generating Reports
Updates and Resources

In this section:
• View contact information for support
• View resources to navigate VAOS and the ordering process
• Applies to both TVFC/ASN/FLU and COVID-19 providers

For more information, please visit our VAOS job aids: VAOS Learning Resources Catalog
Physical Inventory

In this section:
• Edit vaccine items
• View vaccine items
• Add vaccine items
• Enter physical count
• Applies to both TVFC/ASN/FLU and COVID-19 Providers

Please ensure that you also follow any reporting requirements outside of VAOS.

For more information, please visit our VAOS job aid: TVFC/ASN Reporting Inventory Job Aid
In this section:
• Indicate whether you will or will not be ordering Influenza doses for the 2021-2022 season
• Submit your number of doses you plan to order
• Applies to only TVFC/ASN/FLU providers
In this section:
• Log in to HHS Enterprise Portal
• Applies to **both** TVFC/ASN/FLU and COVID Providers
Questions?

Access Provider Support Resources Here