Generating Reports in VAOS

June 18, 2021
Generating Reports in VAOS

1. **Getting Started**  Navigating reports in VAOS.
2. **Vaccines Near Expiration**  View doses set to expire within 90 days.
3. **Waste Report**  View any waste you have reported.
4. **Doses Transferred Report**  View history of transferred vaccines.
5. **Current Inventory Report**  View your facility’s current inventory.
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**.
1. Enroll to be a COVID-19 Vaccine Provider
   - Providers enroll through Syntropi

2. Gain Access to VAOS
   - Providers receive an email from IdentityManagement@hhsc.state.tx.us with log in credentials, and an email from COVID19VacMgmt@dshs.Texas.gov with instructions to log into VAOS.

3. Place a Vaccine Order
   - Place a vaccine order in VAOS for the quantity and presentation that best serves your patient population

4. Confirm Receipt of Vaccine Shipment
   - Approximately 2 weeks after placing a vaccine order, providers will receive their shipment
   - Providers can track the status of their order and track their shipment through VAOS

5. Transfer
   - If needed, use VAOS to initiate a request to transfer vaccine doses between 2 facilities

6. Administer Vaccines
   - Providers maintain proper storage & handling requirements for their vaccine presentation
   - Providers administer vaccine to their patient populations

7. Report
   - Administration in ImmTrac2 within 24 hours
   - Wasted doses in VAOS
   - Adverse Effects in VAERS and v-safe
   - If desired, review and export reports from VAOS

Approximately 2 weeks after placing a vaccine order, providers will receive their shipment. Providers can track the status of their order and track their shipment through VAOS. If needed, use VAOS to initiate a request to transfer vaccine doses between 2 facilities.
1: Getting Started
Finding Reports in VAOS
Navigate to the VAOS Provider Portal

Log into VAOS at [https://texasvaccines.dshs.texas.gov/](https://texasvaccines.dshs.texas.gov/) and navigate to the Reports tab.
From the Reports tab, you will find five types of reports.
All Reports in VAOS

- View doses set to expire within 90 days.
- View any waste you have reported.
- View history of transferred vaccines.
- View your facility’s current inventory.
- View history of all requested doses.

Click the type of report you want to generate to flip to that section of the job aid!
2: Vaccines Near Expiration
View Doses Set to Expire Within 90 Days
Vaccines Near Expiration

Select **Vaccines Near Expiration** from the reports dashboard.
Vaccines Near Expiration

1. Any doses associated with your facility that are due to expire within 90 days will automatically populate.

2. To export the data to a spreadsheet, select “Download.”
3. Waste Report
View Any Waste You Have Reported
Select **Waste Report** from the reports dashboard.
1. Enter the date range you want the waste report to include.
2. Select “Fetch” to populate the data within the VAOS page.
   Note: If you have more than 100 waste records, only the first 100 will populate when you select “Fetch”. All waste records will appear in your export.
3. To export the data to a spreadsheet, select “Download.”

<table>
<thead>
<tr>
<th>Account name</th>
<th>Reason for waste</th>
<th>Other reason</th>
<th>Description</th>
<th>Quantity consumed</th>
<th>NDC</th>
<th>Lot ID</th>
<th>Created date</th>
<th>Vaccine Wastage ID</th>
</tr>
</thead>
</table>

1. Enter date range: Start Date 05/03/2021, End Date 05/14/2021
2. Click Fetch
3. Click Download
4. Doses Transferred Report

View History of Transferred Vaccines
Doses Transferred Report

Select **Doses Transferred Report** from the reports dashboard.
Doses Transferred Report

1. Enter the date range you would like the report to capture.

2. Select **Fetch**.
3. All transfer records, including those where your facility is the transferring or receiving provider, will be displayed.

4. To export the data to a spreadsheet, select “Download Report.”

<table>
<thead>
<tr>
<th>PIN</th>
<th>Provider</th>
<th>INOC</th>
<th>Intact</th>
<th>Lot Number</th>
<th>Expiration Date</th>
<th>Vaccine Group</th>
<th>Vaccine Description</th>
<th>Receiving PIN</th>
<th>Receiving Provider Name</th>
<th>Quantity</th>
<th>Transfer Status</th>
<th>Date</th>
</tr>
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<tbody>
<tr>
<td>2000318</td>
<td>ADU</td>
<td>80777-0275-99</td>
<td>ADU</td>
<td>0224-020A</td>
<td></td>
<td>COVID</td>
<td>COVID-19 mRNA LNP-S. PF 100 mcg/0.5 mL dose</td>
<td></td>
<td></td>
<td>20</td>
<td>New</td>
<td>20210519</td>
</tr>
<tr>
<td>A003226</td>
<td>ADU</td>
<td>80777-0272-12</td>
<td>ADU</td>
<td>0224-020A</td>
<td></td>
<td>COVID</td>
<td>COVID-19 mRNA LNP-S. PF 100 mcg/0.5 mL dose</td>
<td></td>
<td></td>
<td>10</td>
<td>New</td>
<td>20210518</td>
</tr>
<tr>
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<td>80777-0272-12</td>
<td>ADU</td>
<td>0224-020A</td>
<td></td>
<td>COVID</td>
<td>COVID-19 mRNA LNP-S. PF 100 mcg/0.5 mL dose</td>
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<td>New</td>
<td>20210517</td>
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<td>ADU</td>
<td>0224-020A</td>
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<td>COVID</td>
<td>COVID-19 mRNA LNP-S. PF 100 mcg/0.5 mL dose</td>
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<td>20210518</td>
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<td>COVID</td>
<td>COVID-19 mRNA LNP-S. PF 100 mcg/0.5 mL dose</td>
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<td>10</td>
<td>New</td>
<td>20210517</td>
</tr>
</tbody>
</table>

4. To export the data to a spreadsheet, select “Download Report.”
5. Current Inventory Report

View Your Facility’s Current Inventory
Select **Current Inventory Report** from the reports dashboard.
Current Inventory Report

1. Enter the date range you would like the report to capture.

2. Select **Fetch**.
3. All COVID-19 vaccine records in your VAOS inventory for that time period will populate.

4. To export the data to a spreadsheet, select “Download Report.”

<table>
<thead>
<tr>
<th>PIN</th>
<th>Provider</th>
<th>Vaccine Group</th>
<th>NDC</th>
<th>Intent</th>
<th>Lot Number</th>
<th>Expiration Date</th>
<th>Vaccine Description</th>
<th>Total Qty on-hand</th>
<th>Price Per Dose</th>
<th>Total Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>COVID</td>
<td>59267-1000-02</td>
<td>ADU</td>
<td>IAS3122021</td>
<td>20211026</td>
<td>COVID-19, mRNA, LNP-S, PF, 30 mcg/0.3 mL dose</td>
<td>0</td>
<td>$10</td>
<td>$0</td>
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<tr>
<td></td>
<td></td>
<td>COVID</td>
<td>59267-1000-02</td>
<td>ADU</td>
<td>JZ5123</td>
<td></td>
<td>COVID-19, mRNA, LNP-S, PF, 30 mcg/0.3 mL dose</td>
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<td>$800</td>
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<tr>
<td></td>
<td></td>
<td>COVID</td>
<td>80777-0273-99</td>
<td>ADU</td>
<td>54321</td>
<td>20210323</td>
<td>COVID-19, mRNA, LNP-S, PF, 100 mcg/0.5 mL dose</td>
<td>10</td>
<td>$0</td>
<td>$0</td>
</tr>
<tr>
<td></td>
<td></td>
<td>COVID</td>
<td>80777-0273-99</td>
<td>ADU</td>
<td>JZ2111</td>
<td>20210126</td>
<td>COVID-19, mRNA, LNP-S, PF, 100 mcg/0.5 mL dose</td>
<td>20</td>
<td>$0</td>
<td>$0</td>
</tr>
</tbody>
</table>
6. COVID Doses Requested Report
View History of All Requested Doses
Select **COVID Doses Requested Report** from the reports dashboard.
COVID Doses Requested Report

1. Enter the date range you would like the report to capture.

2. Select **Fetch**.
3. All COVID-19 vaccine doses that have been requested for your facility will populate.

4. To export the data to a spreadsheet, select “Download Report.”
Questions?

Access Provider Support Resources Here