

# Generating Reports in VAOS

*June 18, 2021*



TEXAS  
Health and Human  
Services

Texas Department of State  
Health Services

# Generating Reports in VAOS

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5. [Current Inventory Report](#) *View your facility's current inventory.*
6. [COVID Doses Requested Report](#) *View history of all requested doses.*



# VAOS Tips & Tricks

## *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**.

# The Provider Journey



## 1. Enroll to be a COVID-19 Vaccine Provider

- Providers enroll through **Syntropi**



## 2. Gain Access to VAOS

- Providers receive an email from [IdentityManagement@hpsc.state.tx.us](mailto:IdentityManagement@hpsc.state.tx.us) with log in credentials, and an email from [COVID19VacMgmt@dshs.Texas.gov](mailto: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**

# 1: Getting Started

## Finding Reports in VAOS



# Navigate to the VAOS Provider Portal

Log into VAOS at <https://texasvaccines.dshs.texas.gov/> and navigate to the **Reports** tab.



# Reports in VAOS

From the Reports tab, you will find five types of reports.

TEXAS  
Department of State  
Health Services

Home Accounts Vaccine Loss Dashboard Vaccine Requests and Transfers Reports More

Welcome to  
**Texas Vaccine Allocation & Ordering System**  
One-stop solution for all vaccine allocation and ordering needs for the Department of State Health Services, Immunization Unit

Vaccines Near Expiration

Waste Report

Doses Transferred Report

Current Inventory Report

COVID Doses Requested Report

# 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.”

[Download](#) 2

PIN	Provider	Vaccine Group	NDC	Lot Number	Expiration Date	Vaccine Description	Total Quantity
A300425	Texas test	COVID	59267-1000-02	EN6207	20210731	COVID-19, mRNA, LNP-S, PF, 30 mcg/0.3 mL dose	1170
A300425	Texas test	COVID	59267-1000-02	EN6202	20210630	COVID-19, mRNA, LNP-S, PF, 30 mcg/0.3 mL dose	3465

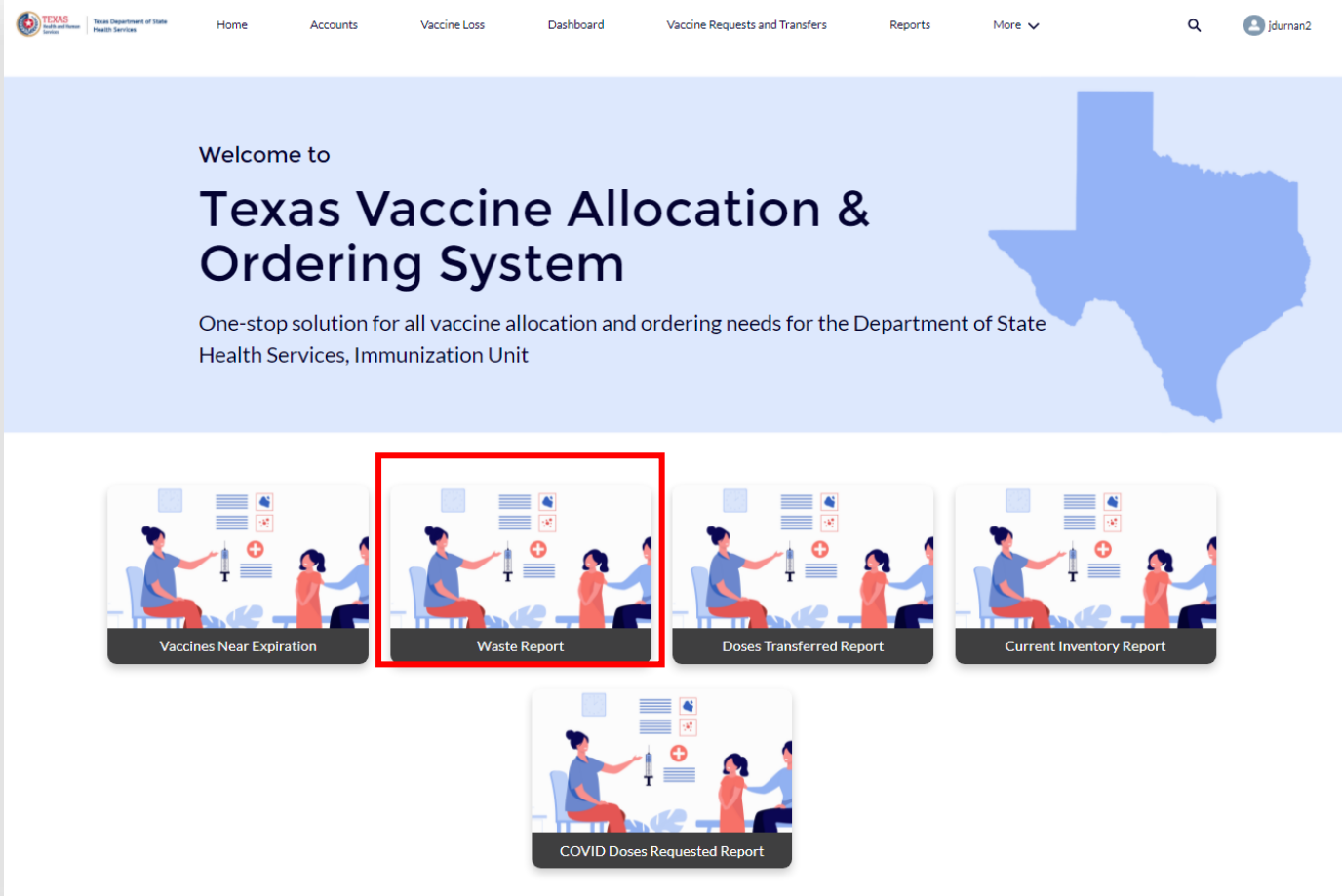
# 3. Waste Report

View Any Waste You Have Reported



# Waste Report

Select **Waste Report** from the reports dashboard.



# Waste Report

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.”

Please Select Date Range to fetch Vaccine Waste Records

Start Date

05/03/2021



End Date

05/14/2021



1

Fetch

Download

2

3

Account name	Reason for waste	Other reason	Description	Quantity consumed	NDC	Lot ID	Created date	Vaccine Wastage ID
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[Back to All Reports in VAOS](#)

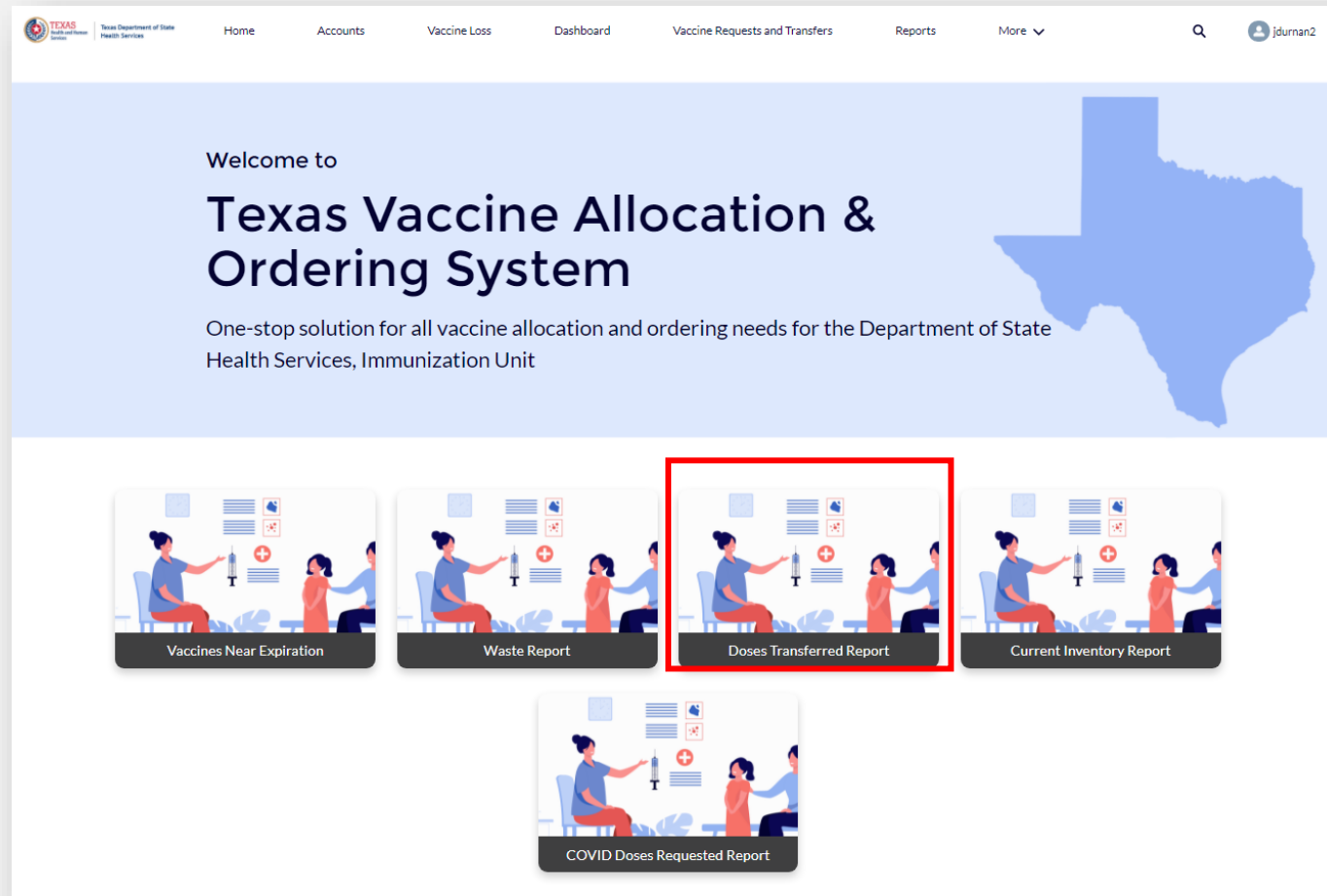
# 4. Doses Transferred Report

## 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**.

1

Please Select Date Range to fetch Provider Doses Transferred Report

Start Date  End Date   2

PIN	Provider	NDC	Intent	Lot Number	Expiration Date	Vaccine Group	Vaccine Description	Receiving Provider PIN	Receiving Provider Name	Quantity Sent	Transfer Status	Date
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# Doses Transferred Report

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.”

Please Select Date Range to fetch Provider Doses Transferred Report

Start Date: 03/01/2021      End Date: 05/21/2021      Fetch      **Download Report** 4

PIN	Provider	NDC	Intent	Lot Number	Expiration Date	Vaccine Group	Vaccine Description	Receiving Provider PIN	Receiving Provider Name	Quantity Sent	Transfer Status	Date
300018		80777-0273-99	ADU	022M20A		COVID	COVID-19, mRNA, LNP-S, PF, 100 mcg/0.5 mL dose			20	New	20210519
A300425		80777-023-12	ADU	022M20A		COVID	COVID-19, mRNA, LNP-S, PF, 100 mcg/0.5 mL dose			10	New	20210518
A300425		80777-0273-99	ADU	022M20A		COVID	COVID-19, mRNA, LNP-S, PF, 100 mcg/0.5 mL dose			10	New	20210517
A300425		80777-023-12	ADU	022M20A		COVID	COVID-19, mRNA, LNP-S, PF, 100 mcg/0.5 mL dose			10	New	20210518
A300425		80777-0273-99	ADU	022M20A		COVID	COVID-19, mRNA, LNP-S, PF, 100 mcg/0.5 mL dose			10	New	20210517
A300425		80777-0273-99	ADU	022M20A		COVID	COVID-19, mRNA, LNP-S, PF, 100 mcg/0.5 mL dose			25	New	20210517

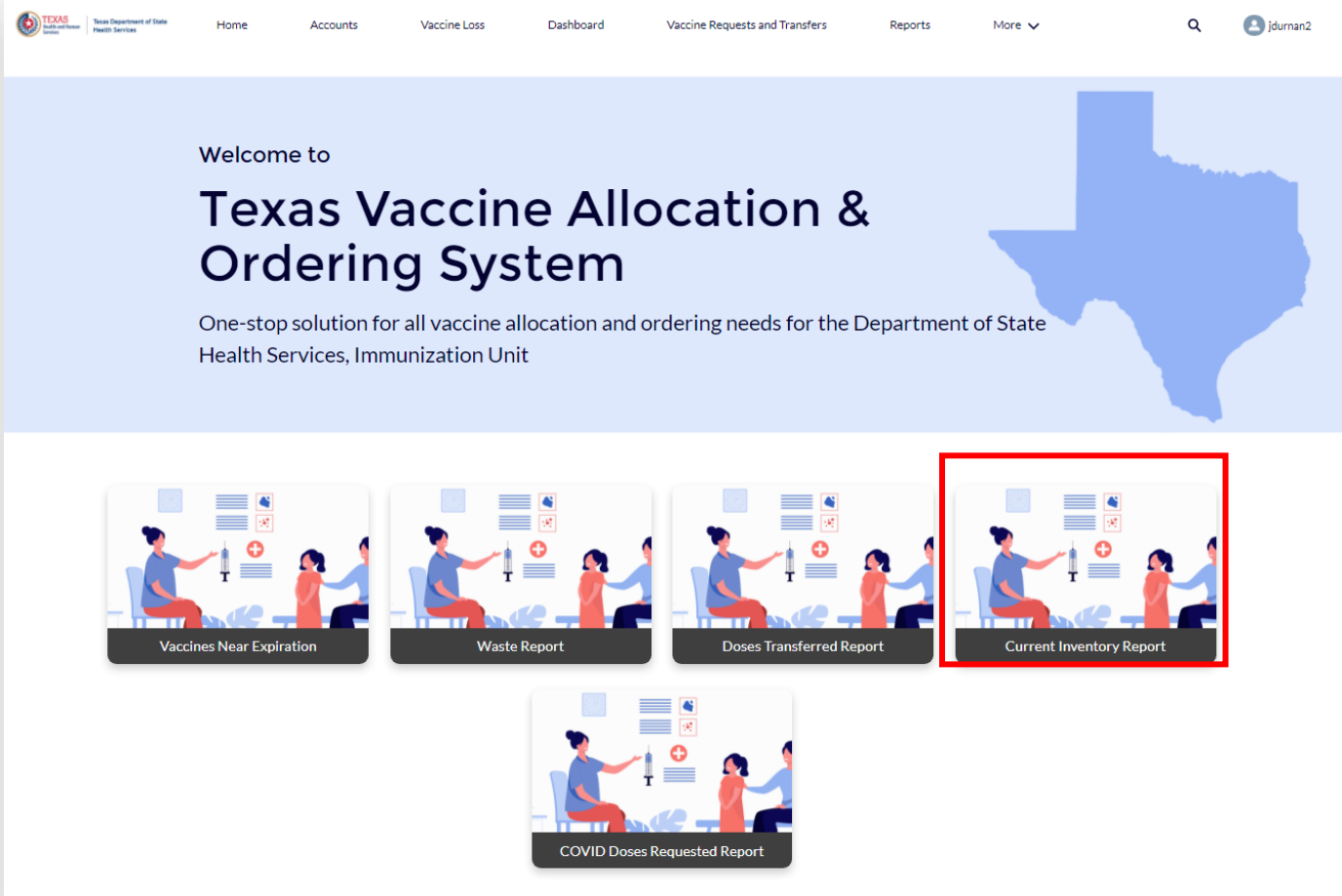
# 5. Current Inventory Report

## View Your Facility's Current Inventory



# Current Inventory Report

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**.

Please Select Date Range to fetch Current Inventory Records

1

Start Date  End Date    2

PIN	Provider	Vaccine Group	NDC	Intent	Lot Number	Expiration Date	Vaccine Description	Total Qty on-hand	Price Per Dose	Total Cost
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# Current Inventory Report

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.”

Please Select Date Range to fetch Current Inventory Records

Start Date  End Date

4

PIN	Provider	Vaccine Group	NDC	Intent	Lot Number	Expiration Date	Vaccine Description	Total Qty on-hand	Price Per Dose	Total Cost
		COVID	59267-1000-02	ADU	IAS5122021	20211028	COVID-19, mRNA, LNP-S, PF, 30 mcg/0.3 mL dose	0	\$10	\$0
		COVID	59267-1000-02	ADU	JZS123		COVID-19, mRNA, LNP-S, PF, 30 mcg/0.3 mL dose	80	\$10	\$800
		COVID	80777-0273-99	ADU	54321	20210323	COVID-19, mRNA, LNP-S, PF, 100 mcg/0.5 mL dose	10		\$0
		COVID	80777-0273-99	ADU	JZZ111	20210126	COVID-19, mRNA, LNP-S, PF, 100 mcg/0.5 mL dose	20		\$0

3

# 6. COVID Doses Requested Report

## View History of All Requested Doses



# COVID Doses Requested Report

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**.

Please Select Date Range to fetch COVID Doses Requested Report

1

Start Date  End Date   2

PIN	Provider	Presentation	Date Requested	Quantity Requested
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# COVID Doses Requested Report

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.”

Please Select Date Range to fetch COVID Doses Requested Report

Start Date  End Date    4

PIN	Provider	Presentation	Date Requested	Quantity Requested
		Pfizer	20210507	1170
		Janssen	20210507	100
		Moderna	20210507	30
		Moderna	20210507	280

# Questions?

*Access Provider Support Resources [Here](#)*



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