

Reviewing & Processing Transfer Requests in VAOS

Responsible Entity (RE) Job Aid

Last Updated 01/28/2025.

Overview

This job aid explains how Responsible Entities can review and process TVFC/ASN Transfer requests submitted by providers under their jurisdiction. This document will cover two methods of locating a Transfer request, what considerations should be made while processing the request, and how to approve or deny the Transfer in VAOS.

Accessing an Overview of TVFC/ASN Transfer Requests

Step 1: Login to VAOS as an RE

Log in to your VAOS RE account at <https://txhhs-covid.my.salesforce.com/> and select the Service Requests page from the dropdown menu.

The screenshot displays the Salesforce interface for the Texas Vaccine Allotment System (VAOS). The top navigation bar includes the Texas Department of State Health Services logo, a search bar, and a dropdown menu for 'Vaccine Distribution...'. The main navigation menu on the left lists various options, with 'Service Requests' highlighted in a red box. Below the navigation menu, there are sections for 'Quick Links', 'Quick Training Links', and 'TVFC/ASN' and 'COVID' update tables.

Date	Update
01/17/2025	Update : TVFC - Abrysvo (RSV) Disabled for Ordering
01/06/2025	Update : TVFC Pediatric Flu Orders for 2025-2026 Season due January 31, 2025
12/05/2024	Update : 2024-2025 FluMist Replacement Program

Date	Update
12/16/2024	Update : Outbreak Response Jynneos Open Ordering Disabled
10/24/2024	Update : Outbreak Response JYNNEOS Expiration Extension
01/04/2024	Update : JYNNEOS Order Fulfillment Process Change

Step 2: Navigate to your Regional List View

On the Service Requests page, where it currently states, 'Recently Viewed', click the dropdown menu and select 'My Region/LHD Transfers and Returns'. Depending on the number of requests, this page may take a moment to load as it is pulling every transfer request in your jurisdiction. Note that this list view can be filtered or cloned for your personal use.

Service Requests

My Region/LHD Transfers and Returns

50+ Items • Sorted by Status • Filtered by All service requests - Record Type, Vaccine Program • Updated 15 minutes ago

Service ID	Record Type	Transferring provider	Receiving Provider Organization Name	R...	Vaccine Type	Created Date
1 SR-219377	Vaccine Transfer Reque...	MD Kids Pediatrics - 066 Paso Del Norte	MD Kids Pediatrics - 063 Gateway	100086	MMR II SDV 10 Pack; Ped	1/14/2025, 1:08 PM
2 SR-219379	Vaccine Transfer Reque...	Frontera Clinic-Menard	La Esperanza Clinic,Inc.	090199	Gardasil PFS 10 Pack; Ped	1/14/2025, 2:08 PM
3 SR-219380	Vaccine Transfer Reque...	Frontera Clinic-Menard	La Esperanza Clinic,Inc.	090199	MMR II SDV 10 Pack; Ped	1/14/2025, 2:02 PM
4 SR-219395	Vaccine Transfer Reque...	Hidalgo County Health and Human Services RE	Hidalgo County HHS McAllen	110018	Engerix-B PFS 10 Pack; Adu	1/15/2025, 10:43 AM
5 SR-219396	Vaccine Transfer Reque...	Hidalgo County Health and Human Services RE	Hidalgo County HHS McAllen	110018	Recombivax HB PFS 10 Pack; Ped	1/15/2025, 10:43 AM
6 SR-219397	Vaccine Transfer Reque...	Hidalgo County Health and Human Services RE	Hidalgo County HHS McAllen	110018	Vaqta PFS 10 Pack; Adu	1/15/2025, 10:43 AM
7 SR-219398	Vaccine Transfer Reque...	Hidalgo County Health and Human Services RE	Hidalgo County HHS Mission	110020	Adacel SDV 10 Pack; Adu	1/15/2025, 10:55 AM
8 SR-219399	Vaccine Transfer Reque...	Hidalgo County Health and Human Services RE	Hidalgo County HHS Mission	110020	Engerix-B PFS 10 Pack; Adu	1/15/2025, 10:55 AM
9 SR-219400	Vaccine Transfer Reque...	Hidalgo County Health and Human Services RE	Hidalgo County HHS Mission	110020	Proquad SDV 10 Pack; Ped	1/15/2025, 10:55 AM
10 SR-219401	Vaccine Transfer Reque...	Hidalgo County Health and Human Services RE	Hidalgo County HHS Mission	110020	Varivax SDV 10 Pack; Ped	1/15/2025, 10:56 AM
11 SR-219402	Vaccine Transfer Reque...	LHD Cameron County Health Department RE	Brownsville Community Health Center	110054	Bexsero PFS 10 Pack; Ped	1/15/2025, 11:04 AM
12 SR-219403	Vaccine Transfer Reque...	LHD Cameron County Health Department RE	Brownsville Community Health Center	110054	Boostrix PFS 10 Pack; Adu	1/15/2025, 11:04 AM
13 SR-219404	Vaccine Transfer Reque...	LHD Cameron County Health Department RE	Brownsville Community Health Center	110054	Pfizer 6m-4y; Ped; MDV3 10-pack; 24-25	1/15/2025, 11:04 AM
14 SR-219416	Vaccine Transfer Reque...	Hidalgo County Health and Human Services RE	HCHHSD PHARR CLINIC	110021	Daptacel SDV 10 Pack; Ped	1/15/2025, 3:45 PM
15 SR-219417	Vaccine Transfer Reque...	Hidalgo County Health and Human Services RE	HCHHSD PHARR CLINIC	110021	Vaqta PFS 10 Pack; Adu	1/15/2025, 3:45 PM
16 SR-219418	Vaccine Transfer Reque...	Hidalgo County Health and Human Services RE	Hidalgo County Hhs Weslaco	110112	Adacel SDV 10 Pack; Ped	1/15/2025, 3:51 PM
17 SR-219419	Vaccine Transfer Reque...	Hidalgo County Health and Human Services RE	Hidalgo County Hhs Weslaco	110112	MMR II SDV 10 Pack; Adu	1/15/2025, 3:51 PM
18 SR-219420	Vaccine Transfer Reque...	Hidalgo County Health and Human Services RE	Hidalgo County Hhs Weslaco	110112	MMR II SDV 10 Pack; Ped	1/15/2025, 3:51 PM
19 SR-219421	Vaccine Transfer Reque...	Hidalgo County Health and Human Services RE	Hidalgo County Hhs Weslaco	110112	Prevnar 20 PFS 10 Pack; Ped	1/15/2025, 3:51 PM
20 SR-219422	Vaccine Transfer Reque...	Hidalgo County Health and Human Services RE	Hidalgo County Hhs Weslaco	110112	Vaqta PFS 10 Pack; Adu	1/15/2025, 3:51 PM
21 SR-219423	Vaccine Transfer Reque...	Hidalgo County Health and Human Services RE	Hidalgo County Hhs Weslaco	110112	Varivax SDV 10 Pack; Ped	1/15/2025, 3:51 PM
22 SR-219424	Vaccine Transfer Reque...	Hidalgo County Health and Human Services RE	Hidalgo County HHS Edinburg	110572	*MenQuadFI SDV 5 Pack; Adu	1/15/2025, 3:57 PM
23 SR-219425	Vaccine Transfer Reque...	Hidalgo County Health and Human Services RE	Hidalgo County HHS Edinburg	110572	MMR II SDV 10 Pack; Adu	1/15/2025, 3:57 PM
24 SR-219426	Vaccine Transfer Reque...	Hidalgo County Health and Human Services RE	Hidalgo County HHS Edinburg	110572	Varivax SDV 10 Pack; Ped	1/15/2025, 3:57 PM
25 SR-219427	Vaccine Transfer Reque...	Hidalgo County Health and Human Services RE	Hidalgo County HHS Hidalgo	110272	MMR II SDV 10 Pack; Adu	1/15/2025, 4:02 PM
26 SR-219428	Vaccine Transfer Reque...	Hidalgo County Health and Human Services RE	Hidalgo County HHS Hidalgo	110272	MMR II SDV 10 Pack; Ped	1/15/2025, 4:02 PM
27 SR-219429	Vaccine Transfer Reque...	Hidalgo County Health and Human Services RE	Hidalgo County HHS Hidalgo	110272	Pentacel SDV 5 Pack; Ped	1/15/2025, 4:02 PM

Accessing a Specific Provider's TVFC/ASN Transfer Requests

Step 1: Login to VAOS as an RE

Login to your RE account of VAOS at <https://txhhs-covid.my.salesforce.com/> and navigate to your VAOS Homepage.

Step 2: Search for Provider PIN

Using the VAOS search bar, enter your Provider's PIN and select their account from the search results. Click on the account name to open the Provider's account overview.

Step 3: Scroll down to the Service Requests tile

On the Provider's account page, scroll down on the right-hand side of the page until you see the Service Requests tile. To open the full list, either click on the tile's label or click 'View All' at the bottom of the tile.

The screenshot shows the provider's account page for 'ZZ TEST Data Purge'. The 'Service Requests (Facility) (3+)' tile is highlighted with a red box. The tile displays a list of service requests with columns for 'Record Type' and 'Created Date'. The requests listed are:

- SR-199796: COVID Open Ordering Request, Created Date: 9/7/2023, 2:09 PM
- SR-199797: COVID Open Ordering Request, Created Date: 9/7/2023, 2:09 PM
- SR-199292: COVID Open Ordering Request, Created Date: 8/30/2023, 1:23 PM

The 'View All' link is visible at the bottom of the tile.

Step 4: Selecting TVFC/ASN Transfer Request

After opening the Provider's Service Request list, we recommend clicking the 'Created Date' header of the table (so the arrow is pointed down) so that the most recent Transfer Requests are listed first. You can open a specific Transfer Request by clicking on the 'SR-#####'.

The screenshot shows the 'Service Requests (Facility)' list for 'ZZ TEST Data Purge'. The 'Created Date' header is sorted in descending order, indicated by a downward arrow. The list contains 15 items, with the most recent requests at the top. The first item is SR-219635, which is highlighted with a red box. The list includes various request types such as 'Vaccine Transfer Request' and 'COVID Open Ordering Request'.

	Service Request Name	Record Type	Created Date
1	SR-219635	Vaccine Transfer Request	1/23/2025, 10:22 AM
2	SR-219634	Vaccine Transfer Request	1/23/2025, 10:20 AM
3	SR-199796	COVID Open Ordering Request	9/7/2023, 2:09 PM
4	SR-199797	COVID Open Ordering Request	9/7/2023, 2:09 PM
5	SR-199292	COVID Open Ordering Request	8/30/2023, 1:23 PM
6	SR-199293	COVID Open Ordering Request	8/30/2023, 1:23 PM
7	SR-198978	COVID Open Ordering Request	8/24/2023, 1:21 PM
8	SR-198812	COVID Open Ordering Request	8/22/2023, 5:30 PM
9	SR-198413	COVID Open Ordering Request	8/17/2023, 1:13 PM
10	SR-198111	COVID Open Ordering Request	8/10/2023, 1:49 PM
11	SR-198112	COVID Open Ordering Request	8/10/2023, 1:49 PM
12	SR-198108	COVID Open Ordering Request	8/10/2023, 1:44 PM
13	SR-198109	COVID Open Ordering Request	8/10/2023, 1:44 PM
14	SR-198110	COVID Open Ordering Request	8/10/2023, 1:44 PM
15	SR-198729	COVID Open Ordering Request	7/27/2023, 2:25 PM

Processing Individual Transfer Requests

Step 1: Confirm that Transfer Details are Correct

Please check to ensure that the following details of the Transfer Request are correct:

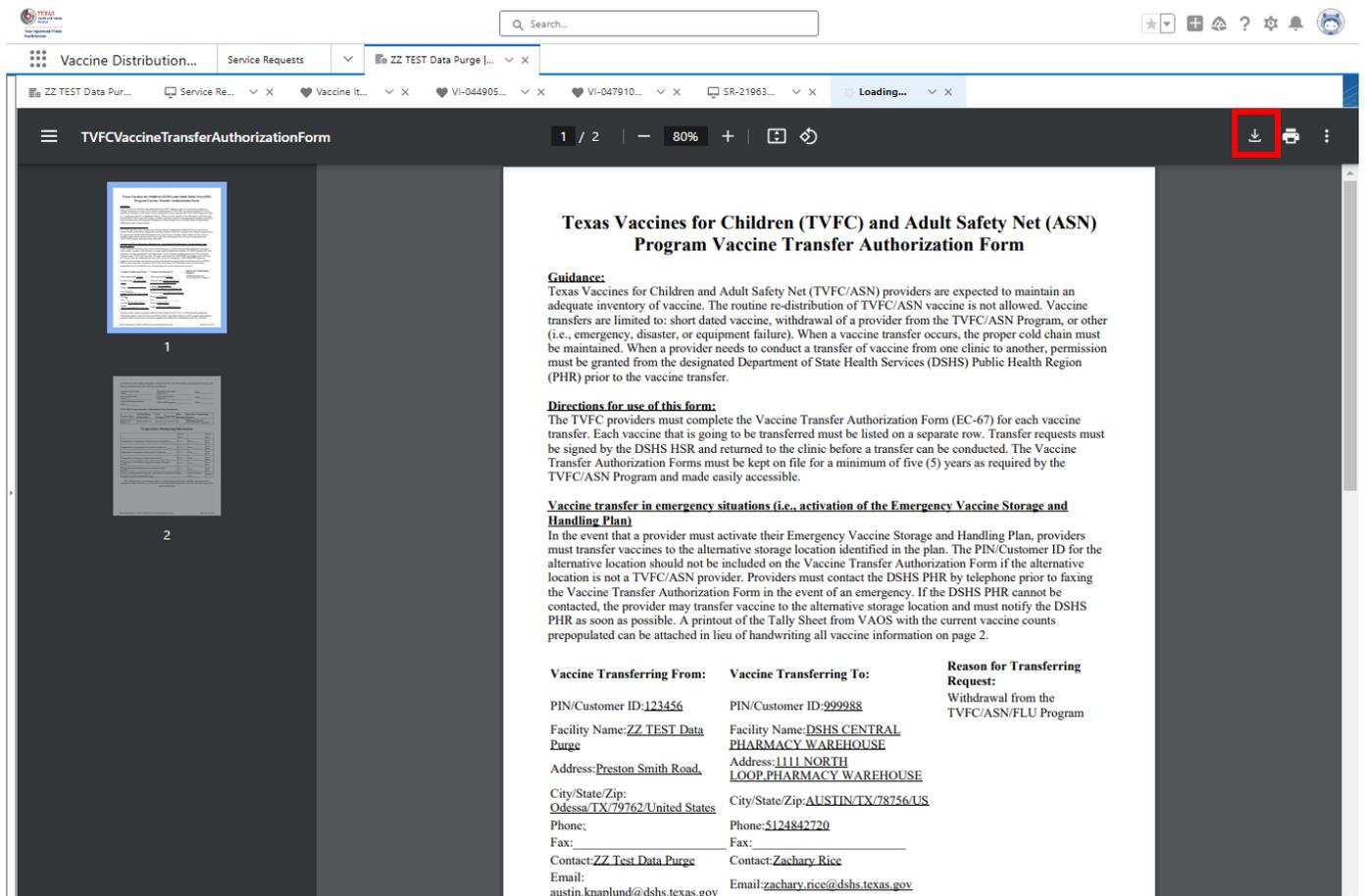
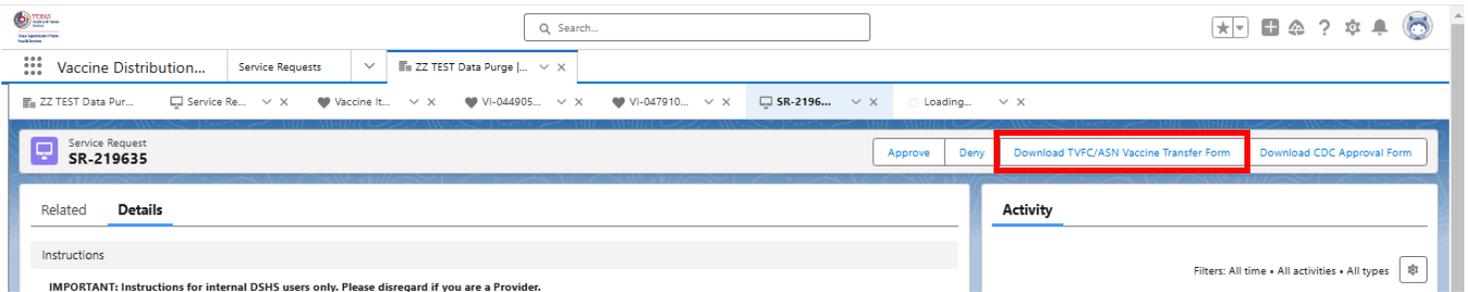
- Selected '**Reason for Transfer**' is accurate (should be approved beforehand by RE)
- Correct '**Receiving Provider**' is listed
- Correct vaccine **Lot Number** and **Expiration Date** are listed
- Correct '**Quantity to Transfer**' is listed

The screenshot shows a web interface for a Service Request (SR-219635). The 'Details' tab is active. The 'Information' section contains the following fields:

Service Request Name	SR-219635	Email Sent	<input type="checkbox"/>
Status	New	Owner	Miles Greenfield
DocuSign Signature Status		Service Request Reason	Transfer Vaccine
Transferring provider	ZZ TEST Data Purge	Lot Number	test555
Facility	ZZ TEST Data Purge	NDC	49281-0400-10
Receiving provider PIN	DSHS CENTRAL PHARMACY WAREHOUSE	Expiration	11/25/2038
Reason for transfer	Withdrawal from the TVFC/ASN/FLU Program	Additional Details	
Reason for Denial		CMO Title	
Other		License Number	
Vaccine Type	Adacel SDV 10 Pack Ped	License State	TX
Vaccine Program	TVFC	Primary Vaccine Coordinator's Email	austin.knaplund@dshs.texas.gov
Inventory Record	VI-0479103	Backup Vaccine Coordinator's Email	rae.plaza@dshs.texas.gov
Quantity to transfer	10	Region	REGION 7
Receiving provider PIN Num		Event	
Receiving Provider Organization Name		DocuSign Last Sent Date	
Comments		DocuSign Envelope	

Step 2: Download TVFC/ASN Transfer Form

After confirming that all the details above are correct, you should click the 'Download TVFC/ASN Vaccine Transfer Form' button. This will open the document viewer, featuring the transfer form, which you can download by clicking the download symbol, highlighted in the second image below.



Step 3: Upload Completed Transfer Form to VAOS

After printing out the TVFC/ASN Transfer form and having all the necessary parties (Transferring Provider, Receiving Provider, RE) sign where indicated, scan the Transfer form and upload it to VAOS under the Provider's account using the 'Files' tile on their account overview page. Open the Files page, then click the 'Add Files' button and select your file to upload (pictured below).

ZZ TEST Data Purge

Account Name: ZZ TEST Data Purge | Facility Status: Y

Parent Account: | Account Record Type: Vaccine Ordering

Indicator: | Parent TX IIS ID: 123456

Source Type: Manually Entered | Original Certification Date (VFC): 12/1/2022

Provider PIN: 123456 | Renewal Certification Date (VFC):

Imntrac OrganizationID: | Site Registration Date:

Orgintrent: | Site Agreement Date:

OrganizationCode: | Temperature Log Date: 1/16/2025

Total NO of TX Prescribing Authority: | Last COVID Order Date: 1/19/2023

Address Line 1: | Last TVFC/ASN Order Date: 1/16/2025

Address Line 2: | Last Wastage Date: 12/19/2024

City: | Last Doses Administered Reporting Date: 1/21/2025

County: | Last Inventory Reported Date: 1/16/2025

County Code: | VFC Program:

State Code: | VTrckS Provider ID:

Zip: 79101 | VTrckS Status: Active

Zip Extension: | VTrckS Status Reason:

Region: REGION 7 | VTrckS Status Comment:

Sub Region: Austin HHS Division (city of) | Grantee Code: TXA

Telephone: | Update Business Hour:

Telephone Extension: | Special Project Provider: 2

Files (3+)

- tempdec Jan 16, 2025 • 1.5MB • pdf
- tempdec Jan 3, 2025 • 1.5MB • pdf
- VTrckS Enhancements 12-16-2024 Dec 19, 2024 • 1.016KB • pdf

Files

50+ items • Sorted by Last Modified • Updated a few seconds ago

Title	Owner	Last Modified	Size
1 tempdec	ZZ Test Data Purge	1/16/2025, 2:23 PM	1.5MB
2 tempdec	ZZ Test Data Purge	1/3/2025, 1:15 PM	1.5MB
3 VTrckS Enhancements 12-16-2024	ZZ Test Data Purge	12/19/2024, 9:54 AM	1,016KB
4 tempdec	ZZ Test Data Purge	12/19/2024, 9:48 AM	1.5MB
5 tempdec	ZZ Test Data Purge	12/11/2024, 9:09 AM	1.5MB
6 Memo Routing Sheet - Outbreak Response Jynneos Open Ordering Disabled	ZZ Test Data Purge	12/5/2024, 2:14 PM	565KB

Add Files

Approving Transfer Requests in Bulk

Step 1: Navigate to the "My Region/LHD Bulk Transfer Approval" List View

My Region/LHD Bulk Transfer Approval

50+ items • Sorted by Created Date • Filtered by All service requests - Status, Record Type, Vaccine Program • Updated 3 minutes ago

Service Request	Record Type	Transferring provider	Receiving Provider Organization	Receiving p...	Vaccine Type	Quantity	Status	Created Date	Region
1 SR-219722	Vaccine Transfer Request	Hope Clinic - Ennis	Hope Health - Waxahachie	030934	Havix PFS 10 Pack; Ped	9	New	1/24/2025, 10:02 AM	REGION 2/3
2 SR-219723	Vaccine Transfer Request	Hope Clinic - Ennis	Hope Health - Waxahachie	030934	MMR II SDV 10 Pack; Ped	7	New	1/24/2025, 10:02 AM	REGION 2/3
3 SR-219724	Vaccine Transfer Request	Hope Clinic - Ennis	Hope Health - Waxahachie	030934	Proquad SDV 10 Pack; Ped	3	New	1/24/2025, 10:02 AM	REGION 2/3

Step 2: Select the Transfer(s) to Bulk Approve

Select each transfer service request using the checkbox on the left-hand side of the list view. After selecting the number of transfers to approve, click the "Bulk Transfer Approval" button at the top-right of the list view.

The screenshot shows a table with columns: Service Request, Record Type, Transferring provider, Receiving Provider Organization, Receiving p..., Vaccine Type, Quantity, Status, Created Date, and Region. Two rows are selected, indicated by checkboxes in the 'Service Request' column. The 'Bulk Transfer Approval' button is highlighted in a red box at the top right of the interface.

Service Request	Record Type	Transferring provider	Receiving Provider Organization	Receiving p...	Vaccine Type	Quantity	Status	Created Date	Region
SR-219635	Vaccine Transfer Request	ZZ TEST Data Purge			Adacel SDV 10 Pack; Ped	10	New	1/23/2025, 10:22 AM	REGION 7
SR-219634	Vaccine Transfer Request	ZZ TEST Data Purge			Adacel PFS 5 Pack; Adu	20	New	1/23/2025, 10:20 AM	REGION 7

Step 3: Add Comments and Click "Save"

After clicking the "Bulk Transfer Approval" button, a pop-up window will appear, allowing you to enter Comments. Once the appropriate review is conducted, comments added, and you're ready to approve the selected transfer(s), click "Save" to Approve the records.

The screenshot shows a pop-up window titled "Bulk Transfer Approval" with a "Comments" field containing the text "TEST TRANSFER DO NOT APPROVE". The "Save" button is highlighted in a red box. The background shows a list of 15 items with checkboxes, some of which are selected.

Service Request	Record Type	Transferring provider	Receiving Provider Organization Name	Receiving p...	Vaccine Type	Quantity	Status	Created Date	Region
SR-219831	Vaccine Transfer Request	ZZ TEST Data Purge	DSHS CENTRAL PHARMACY WAREHOUSE	999988	ActHib SDV 5 Pack; Ped	402	New	1/28/2025, 10:28 AM	REGION 7
SR-219832	Vaccine Transfer Request	ZZ TEST Data Purge	DSHS CENTRAL PHARMACY WAREHOUSE	999988	ActHib SDV 5 Pack; Ped	419	New	1/28/2025, 10:28 AM	REGION 7
SR-219833	Vaccine Transfer Request	ZZ TEST Data Purge	DSHS CENTRAL PHARMACY WAREHOUSE	999988	ActHib SDV 5 Pack; Ped	168	New	1/28/2025, 10:28 AM	REGION 7
SR-219834	Vaccine Transfer Request	ZZ TEST Data Purge	DSHS CENTRAL PHARMACY WAREHOUSE	999988	ActHib SDV 5 Pack; Ped	441	New	1/28/2025, 10:28 AM	REGION 7
SR-219829	Vaccine Transfer Request	Wadley Regional Medical Center				19	New	1/28/2025, 7:29 AM	REGION 4/5N
SR-219830	Vaccine Transfer Request	Wadley Regional Medical Center				47	New	1/28/2025, 7:29 AM	REGION 4/5N
SR-219828	Vaccine Transfer Request	Immunize El Paso-Downtown				10	New	1/27/2025, 11:59 AM	REGION 9/10
SR-219797	Vaccine Transfer Request	Immunize El Paso-Downtown				25	New	1/27/2025, 11:39 AM	REGION 9/10
SR-219798	Vaccine Transfer Request	Immunize El Paso-Downtown				20	New	1/27/2025, 11:39 AM	REGION 9/10
SR-219799	Vaccine Transfer Request	Immunize El Paso-Downtown				29	New	1/27/2025, 11:39 AM	REGION 9/10
SR-219800	Vaccine Transfer Request	Immunize El Paso-Downtown				5	New	1/27/2025, 11:39 AM	REGION 9/10
SR-219801	Vaccine Transfer Request	Immunize El Paso-Downtown				70	New	1/27/2025, 11:39 AM	REGION 9/10
SR-219802	Vaccine Transfer Request	Immunize El Paso-Downtown				90	New	1/27/2025, 11:39 AM	REGION 9/10
SR-219803	Vaccine Transfer Request	Immunize El Paso-Downtown				150	New	1/27/2025, 11:39 AM	REGION 9/10
SR-219804	Vaccine Transfer Request	Immunize El Paso-Downtown				38	New	1/27/2025, 11:39 AM	REGION 9/10

Step 4: Review Any Errors

If there are errors in the selected transfer records, a secondary pop-up window will appear at the bottom right of the page to prevent approval. Resolve the errors directly with the provider before attempting re-approval.

Denying Transfer Requests in Bulk

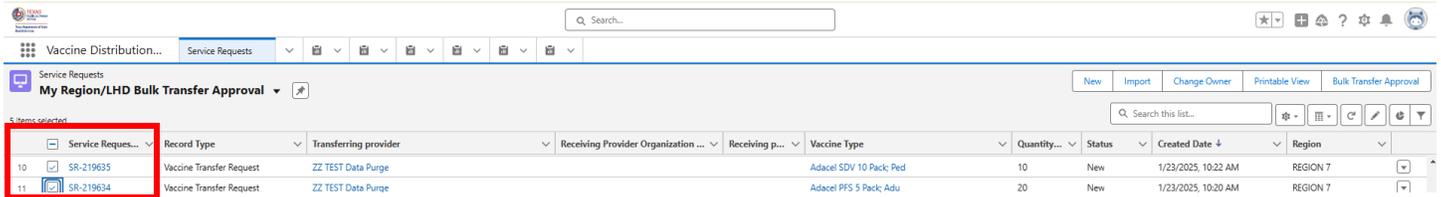
Step 1: Navigate to the "My Region/LHD Bulk Transfer Approval" List View

The screenshot shows a table with columns: Service Request, Record Type, Transferring provider, Receiving Provider Organization, Receiving p..., Vaccine Type, Quantity, Status, Created Date, and Region. Three items are listed. The 'Bulk Transfer Approval' button is highlighted in a red box at the top right of the interface.

Service Request	Record Type	Transferring provider	Receiving Provider Organization	Receiving p...	Vaccine Type	Quantity	Status	Created Date	Region
SR-219722	Vaccine Transfer Request	Hope Clinic - Ennis	Hope Health - Waxahachie	030934	Havix PFS 10 Pack; Ped	9	New	1/24/2025, 10:02 AM	REGION 2/3
SR-219723	Vaccine Transfer Request	Hope Clinic - Ennis	Hope Health - Waxahachie	030934	MMR II SDV 10 Pack; Ped	7	New	1/24/2025, 10:02 AM	REGION 2/3
SR-219724	Vaccine Transfer Request	Hope Clinic - Ennis	Hope Health - Waxahachie	030934	Proquad SDV 10 Pack; Ped	3	New	1/24/2025, 10:02 AM	REGION 2/3

Step 2: Select the Transfer(s) to Bulk Deny

Select each transfer service request using the checkbox on the left-hand side of the list view.

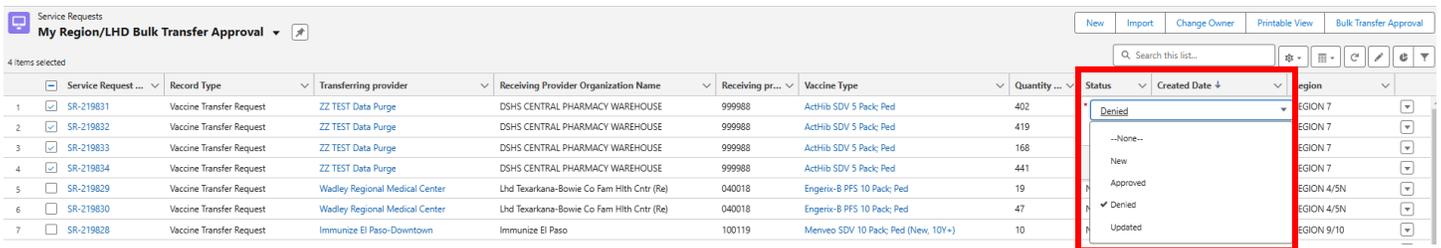


The screenshot shows a table of service requests. Two items are selected, indicated by red boxes around their checkboxes:

Service Request ...	Record Type	Transferring provider	Receiving Provider Organization ...	Receiving pr...	Vaccine Type	Quantity...	Status	Created Date	Region
<input checked="" type="checkbox"/> SR-219635	Vaccine Transfer Request	ZZ TEST Data Purge			Adacel SDV 10 Pack; Ped	10	New	1/23/2025, 10:22 AM	REGION 7
<input checked="" type="checkbox"/> SR-219634	Vaccine Transfer Request	ZZ TEST Data Purge			Adacel PFS 5 Pack; Adu	20	New	1/23/2025, 10:20 AM	REGION 7

Step 3: Bulk Update the Service Request Status

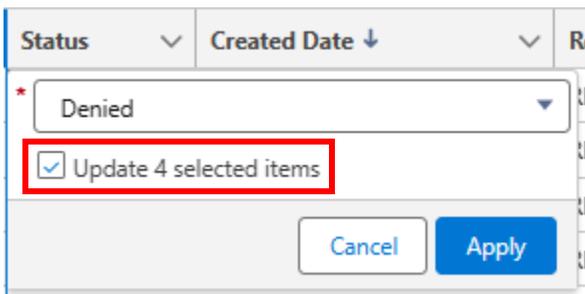
Once you have selected each transfer service request, navigate to the "Status" column in the list view and click the pencil icon next to "New." Then, select the "Denied" status to update the transfer service request's status.



The screenshot shows a table of service requests with a status dropdown menu open for the first item. The menu is highlighted with a red box and shows the "Denied" option selected.

Service Request ...	Record Type	Transferring provider	Receiving Provider Organization Name	Receiving pr...	Vaccine Type	Quantity ...	Status	Created Date	Region
<input checked="" type="checkbox"/> SR-219831	Vaccine Transfer Request	ZZ TEST Data Purge	DSHS CENTRAL PHARMACY WAREHOUSE	999988	ActHib SDV 5 Pack; Ped	402	Denied		REGION 7
<input checked="" type="checkbox"/> SR-219832	Vaccine Transfer Request	ZZ TEST Data Purge	DSHS CENTRAL PHARMACY WAREHOUSE	999988	ActHib SDV 5 Pack; Ped	419			REGION 7
<input checked="" type="checkbox"/> SR-219833	Vaccine Transfer Request	ZZ TEST Data Purge	DSHS CENTRAL PHARMACY WAREHOUSE	999988	ActHib SDV 5 Pack; Ped	168			REGION 7
<input checked="" type="checkbox"/> SR-219834	Vaccine Transfer Request	ZZ TEST Data Purge	DSHS CENTRAL PHARMACY WAREHOUSE	999988	ActHib SDV 5 Pack; Ped	441			REGION 7
<input type="checkbox"/> SR-219829	Vaccine Transfer Request	Wadley Regional Medical Center	Lhd Texarkana-Bowie Co Fam Hlth Cntr (Rie)	040018	Engerix-8 PFS 10 Pack; Ped	19			REGION 4/5N
<input type="checkbox"/> SR-219830	Vaccine Transfer Request	Wadley Regional Medical Center	Lhd Texarkana-Bowie Co Fam Hlth Cntr (Rie)	040018	Engerix-8 PFS 10 Pack; Ped	47			REGION 4/5N
<input type="checkbox"/> SR-219828	Vaccine Transfer Request	Immunize El Paso-Downtown	Immunize El Paso	100119	Menveo SDV 10 Pack; Ped (New, 10Y+)	10			REGION 9/10

Next, click the "Update X selected items" checkbox to apply the status update to all the selected records in the list view. After clicking "Apply", the selected records' status will update, and unsaved changes are shown in yellow.

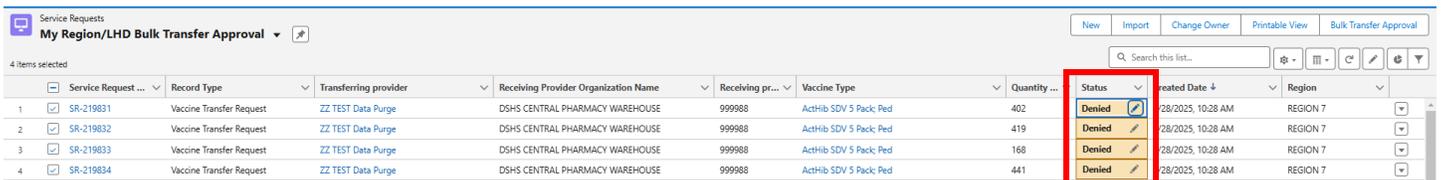


The screenshot shows a dialog box for updating the status of selected items. The status is set to "Denied" and the "Update 4 selected items" checkbox is checked. The "Apply" button is highlighted in blue.

Status: Denied

Update 4 selected items

Cancel Apply



The screenshot shows the same table of service requests as in Step 3, but now all four selected items have their status updated to "Denied". The "Denied" status is highlighted with a red box.

Service Request ...	Record Type	Transferring provider	Receiving Provider Organization Name	Receiving pr...	Vaccine Type	Quantity ...	Status	Created Date	Region
<input checked="" type="checkbox"/> SR-219831	Vaccine Transfer Request	ZZ TEST Data Purge	DSHS CENTRAL PHARMACY WAREHOUSE	999988	ActHib SDV 5 Pack; Ped	402	Denied	2/8/2025, 10:28 AM	REGION 7
<input checked="" type="checkbox"/> SR-219832	Vaccine Transfer Request	ZZ TEST Data Purge	DSHS CENTRAL PHARMACY WAREHOUSE	999988	ActHib SDV 5 Pack; Ped	419	Denied	2/8/2025, 10:28 AM	REGION 7
<input checked="" type="checkbox"/> SR-219833	Vaccine Transfer Request	ZZ TEST Data Purge	DSHS CENTRAL PHARMACY WAREHOUSE	999988	ActHib SDV 5 Pack; Ped	168	Denied	2/8/2025, 10:28 AM	REGION 7
<input checked="" type="checkbox"/> SR-219834	Vaccine Transfer Request	ZZ TEST Data Purge	DSHS CENTRAL PHARMACY WAREHOUSE	999988	ActHib SDV 5 Pack; Ped	441	Denied	2/8/2025, 10:28 AM	REGION 7

Step 4: Save the Transfer(s) in Denied Status

After updating statuses to "Denied," click "Save" at the **bottom** of the list view to apply the changes. Once the changes are saved a green banner will appear at the top of the page.



Service Requests
My Region/LHD Bulk Transfer Approval

Your changes are saved.

New Import Change Owner Printable View Bulk Transfer Approval

Search this list...

Service Request ...	Record Type	Transferring provider	Receiving Provider Organization Name	Receiving pr...	Vaccine Type	Quantity ...	Status	Created Date	Region	
1	<input checked="" type="checkbox"/> SR-219831	Vaccine Transfer Request	ZZ TEST Data Purge	DSHS CENTRAL PHARMACY WAREHOUSE	999988	ActHib SDV 5 Pack; Ped	402	Denied	1/28/2025, 10:28 AM	REGION 7
2	<input checked="" type="checkbox"/> SR-219832	Vaccine Transfer Request	ZZ TEST Data Purge	DSHS CENTRAL PHARMACY WAREHOUSE	999988	ActHib SDV 5 Pack; Ped	419	Denied	1/28/2025, 10:28 AM	REGION 7
3	<input checked="" type="checkbox"/> SR-219833	Vaccine Transfer Request	ZZ TEST Data Purge	DSHS CENTRAL PHARMACY WAREHOUSE	999988	ActHib SDV 5 Pack; Ped	168	Denied	1/28/2025, 10:28 AM	REGION 7
4	<input checked="" type="checkbox"/> SR-219834	Vaccine Transfer Request	ZZ TEST Data Purge	DSHS CENTRAL PHARMACY WAREHOUSE	999988	ActHib SDV 5 Pack; Ped	441	Denied	1/28/2025, 10:28 AM	REGION 7

Additional Resources

VAOS Ordering Inquiries – TXVaccineOrders@DSHS.Texas.Gov

[DSHS Immunization Program Website](#)

[Immunization Program Homepage for Health Departments](#)

[TVFC/ASN Operations Manual for Responsible Entities](#)

