

TVFC/ASN Entering Doses Administered in VAOS

Last Updated: 11/28/23



TEXAS
Health and Human
Services

Texas Department of State
Health Services

Overview

Purpose

- The TVFC/ASN Entering Doses Administered job aid provides step-by-step instructions for TVFC/ASN Vaccine Providers to enter vaccine administration data for TVFC, ASN, and Flu vaccines in the Vaccine Ordering and Allocation System (VAOS).
- Instructions are also provided to generate an Aggregate Doses Administered report in VAOS.

Audience

- TVFC, and ASN providers who access VAOS



Entering Doses Administered in VAOS

1. Enter Doses Administered
2. Correct Doses Administered
3. Aggregate Doses Administered Report



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 as needed. You may also receive emails from CDCCustomerService@McKesson.com.

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



Regardless of the number of facilities you are associated with, you will have **one set of login credentials**.

2. Enter Doses Administered

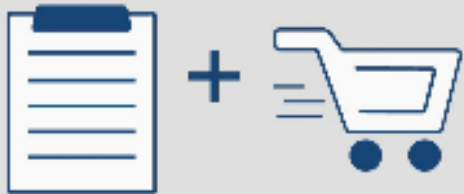
Finding Doses Administered in VAOS



Step 1: Navigate to Reporting and Ordering

Log into VAOS at <https://texasvaccines.dshs.texas.gov/> and navigate to the **Reporting and Ordering** tab, or tile, on the home page.

Reporting + Ordering



Reporting + Ordering



Transfer

FLU

Prebook FLU

Step 2: Navigate to the Reporting - Admin Page

- Instructions for entering doses administered are listed at the top of the “Reporting” page, located in the “Reporting and Ordering” flow.
- The date range will automatically populate the last month that doses administered were recorded.

Open Ordering

REPORTING INVENTORY INPUT ORDER ORDER REVIEW CONFIRMATION

Admin Loss Transfer

Facility: ZZ TEST Data Purge

- Record your doses administered under the appropriate age group for each vaccine administered within the given date range.
- If a vaccine is administered to an age group different from the intended age group, a reason for administering to the incorrect population is a required field.
- Doses administered MUST be reported up to the current day in order to proceed to the Ordering screen.

Report Doses Administered

From 11/13/2023 To 11/15/2023

Vaccine Vac... Vaccine Family Item Number Lot Number Expiration Date Quantity On Hand 0-18 19 and Over Select Reason Selected Reason

Confirm that the facility you're reporting for is listed at the top.

Step 3: Record doses administered

- TVFC/ASN/Flu inventory associated with your account, with a positive quantity on hand, will populate below.
- Click the **check box** next to the vaccine name to continue.

Navigation: ✓ ✓ **REPORTING** INVENTORY INPUT ORDER ORDER REVIEW CONFIRMATION

Buttons: Admin Loss Transfer

Facility: ZZ TEST Data Purge

- Record your doses administered under the appropriate age group for each vaccine administered within the given date range.
- If a vaccine is administered to an age group different from the intended age group, a reason for administering to the incorrect population is a required field.
- Doses administered **MUST** be reported up to the current day in order to proceed to the Ordering screen.

Report Doses Administered

From: 11/9/2023 To: 11/16/2023 ⓘ

	<input type="checkbox"/>	Vaccine	Vac...	Vaccine Family	Item Number	Lot Number	Expiration Date	Quantity On Hand	0-18	19 and Over	Select Reason	Selected Reason
1	<input checked="" type="checkbox"/>	Daptacel SDV 10 Pack; Ped	PED	DTaP	49281-0286-10	C5828AA	11/01/2023	200			▼	
2	<input checked="" type="checkbox"/>	Infanrix PFS 10 Pack; Ped	PED	DTaP	58160-0810-52	TX67547777	08/18/2026	38			▼	

Step 4: Record doses administered

REPORTING INVENTORY INPUT ORDER ORDER REVIEW CONFIRMATION

Admin Loss Transfer

Facility: ZZ TEST Data Purge

- Record your doses administered under the appropriate age group for each vaccine administered within the given date range.
- If a vaccine is administered to an age group different from the intended age group, a reason for administering to the incorrect population is a required field.
- Doses administered MUST be reported up to the current day in order to proceed to the Ordering screen.

Report Doses Administered

From 11/9/2023 To 11/16/2023

Vaccine	Vac...	Vaccine Family	Item Number	Lot Number	Expiration Date	Quantity On Hand	0-18	19 and Over	Select Reason	Selected Reason
1 <input checked="" type="checkbox"/> Daptacel SDV 10 Pack; Ped	PED	DTaP	49281-0286-10	C5828AA	11/01/2023	200	10			
2 <input type="checkbox"/> Infanrix PFS 10 Pack; Ped	PED	DTaP	58160-0810-52	TX67547777	08/18/2026	38				
3 <input checked="" type="checkbox"/> Pediarix PFS 10 Pack; Ped	PED	DTaP-Hep B-IPV	58160-0811-52	7L9PZ	11/01/2023	2	2			
4 <input checked="" type="checkbox"/> Fluzone Quad MDV; Ped; 2023-2024	PED	FLU (Pediatric)	49281-0639-15	12345	12/07/2023	600	10			
5 <input type="checkbox"/> Fluzone Quad MDV; Ped; 2023-2024	PED	FLU (Pediatric)	49281-0639-15	123456	12/07/2023	100				

Record your doses administered under the appropriate age group for each vaccine lot that you administered by hovering your mouse over the box in the corresponding “Intent” column and clicking the pencil icon.

Click “Apply” after entering the number of doses administered.

2

Update 3 selected items

Cancel Apply

Step 4: Record doses administered

- Record your doses administered under the appropriate age group for each vaccine administered within the given date range.
- If a vaccine is administered to an age group different from the intended age group, a reason for administering to the incorrect population is a required field.
- Doses administered MUST be reported up to the current day in order to proceed to the Ordering screen.

Facility: ZZ TEST Data Purge

Report Doses Administered

From 11/9/2023 To 11/16/2023


	Vaccine	Vac...	Vaccine Family	Item Number	Lot Number	Expiration Date	Quantity On Hand	0-18	19 and Over	Select Reason	Selected Reason
1	<input type="checkbox"/> Daptacel SDV 10 Pack; Ped	PED	DTaP	49281-0286-10	C5828AA	11/01/2023	200				
2	<input type="checkbox"/> Infanrix PFS 10 Pack; Ped	PED	DTaP	58160-0810-52	TX67547777	08/18/2026	38				
3	<input type="checkbox"/> Pediarix PFS 10 Pack; Ped	PED	DTaP-Hep B-IPV	58160-0811-52	7L9PZ	11/01/2023	2				
4	<input checked="" type="checkbox"/> Fluzone Quad MDV; Ped; 2023-2024	PED	FLU (Pediatric)	49281-0639-15	12345	12/07/2023	500	1			
5	<input type="checkbox"/> Fluzone Quad MDV; Ped; 2023-2024	PED	FLU (Pediatric)	49281-0639-15	123456	12/07/2023					
6	<input type="checkbox"/> Fluzone Quad MDV; Ped; 2023-2024	PED	FLU (Pediatric)	49281-0639-15	123456	12/27/2023					
7	<input type="checkbox"/> Fluzone Quad PFS; Ped; 2023-2024	PED	FLU (Pediatric)	49281-0423-50	bananas	06/30/2024					

Adult dose used inappropriately on a child
Exception for high-risk patient
Finishing series on 19 year old
Medical error - Wrong vaccine given
VFC dose used inappropriately on an adult

If you administered a dose for a vaccine to an age group different from the vaccine intention, enter the quantities and select the reason for administering this vaccine to that age group.

Step 4: Record doses administered

Once the correct information has been entered, click **Save**.

59	<input type="checkbox"/>	Varivax SDV 10 Pack; Ped	PED	Varicella (Pediatric)	00006-4827-00	polo4	11/11/2024	90	
60	<input type="checkbox"/>	Varivax SDV 10 Pack; Ped	PED	Varicella (Pediatric)	00006-4827-00	super1	11/27/2024	90	
61	<input checked="" type="checkbox"/>	Varivax SDV 10 Pack; Ped	PED	Varicella (Pediatric)	00006-4827-00	W005208	10/15/2024	62	5 
62	<input type="checkbox"/>	*Shingrix SDV 1 Pack; Adu	ADU	Zoster (Adult)	58160-0819-12	123456	11/28/2023	12	
63	<input type="checkbox"/>	*Shingrix SDV 1 Pack; Adu	ADU	Zoster (Adult)	58160-0819-12	ty1234	11/05/2028	4	

1.

A pop-up confirmation appears after records are successfully saved.

Task Complete

Doses administered have been recorded. If needed, please use the other tabs to report Vaccine Loss and Vaccine Transfer.

2.

3.

The "Continue" button will be enabled after changes are saved.

Step 5: Enter Other Vaccines

The “Doses Administered Date Range” will update after records are saved. To report additional administrations, repeat steps 2-4 on the new date range.

The screenshot shows a multi-step process bar at the top with steps: REPORTING (active), INVENTORY, INPUT ORDER, ORDER REVIEW, and CONFIRMATION. Below the bar are three buttons: Admin (highlighted with a red box), Loss, and Transfer. The main content area is titled "Facility: ZZ TEST Data Purge" and contains three bullet points: "Record your doses administered under the appropriate age group for each vaccine administered within the given date range.", "If a vaccine is administered to an age group different from the intended age group, a reason for administering to the incorrect population is a required field.", and "Doses administered MUST be reported up to the current day in order to proceed to the Ordering screen." Below this is the "Report Doses Administered" section, which has a date range selector with "From" and "To" fields, both containing "11/16/2023" and highlighted with a red box. At the bottom, there is a table header with columns: Vaccine, Vac..., Vaccine Family, Item Number, Lot Number, Expiration Date, Quantity On Hand, 0-18, 19 and Over, Select Reason, and Selected Reason.

3. Correct Doses Administered

Correct errors in previous entries



Step 1: Choose correct Account

Navigate to the Accounts object and select your facility. On the Account page, navigate to Vaccine Items and click View All.

Home **Accounts** Enter Doses Administered Enter Vaccine Loss Open Ordering (TVFC/ASN/FLU) 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


Vaccine Items (6+)

Vaccine Ite...	Vaccine	Quantity On ...	Lot ID
VI-0031694	FLUZONE Q...	261	ABC123
VI-0031700	Moderna 10	81	6SDFGH8
VI-0031714	DT (DT); SDV; ...	0	12
VI-0031715	FLUZONE Q...	930	8765
VI-0031717	DT (DT); SDV; ...	0	1223456
VI-0031718	INFANRIX (D...	0	1234KIJ

[View All](#)


Step 2: Choose the correct administration record

Click the Vaccine Item (Inventory) Record associated with the administration you need to edit. Click Related. Under Vaccine Uses, click the Administration Record you need to edit.

 Vaccine Item
VI-0031694

DETAILS **RELATED**

Vaccine FLUZONE QUAD MDV	NDC 49281-0635-15
Quantity On Hand 261	Lot ID ABC123
Total Received 600	Serial Number

 Vaccine Use
VA-47488334

[Edit](#) [Clone](#)

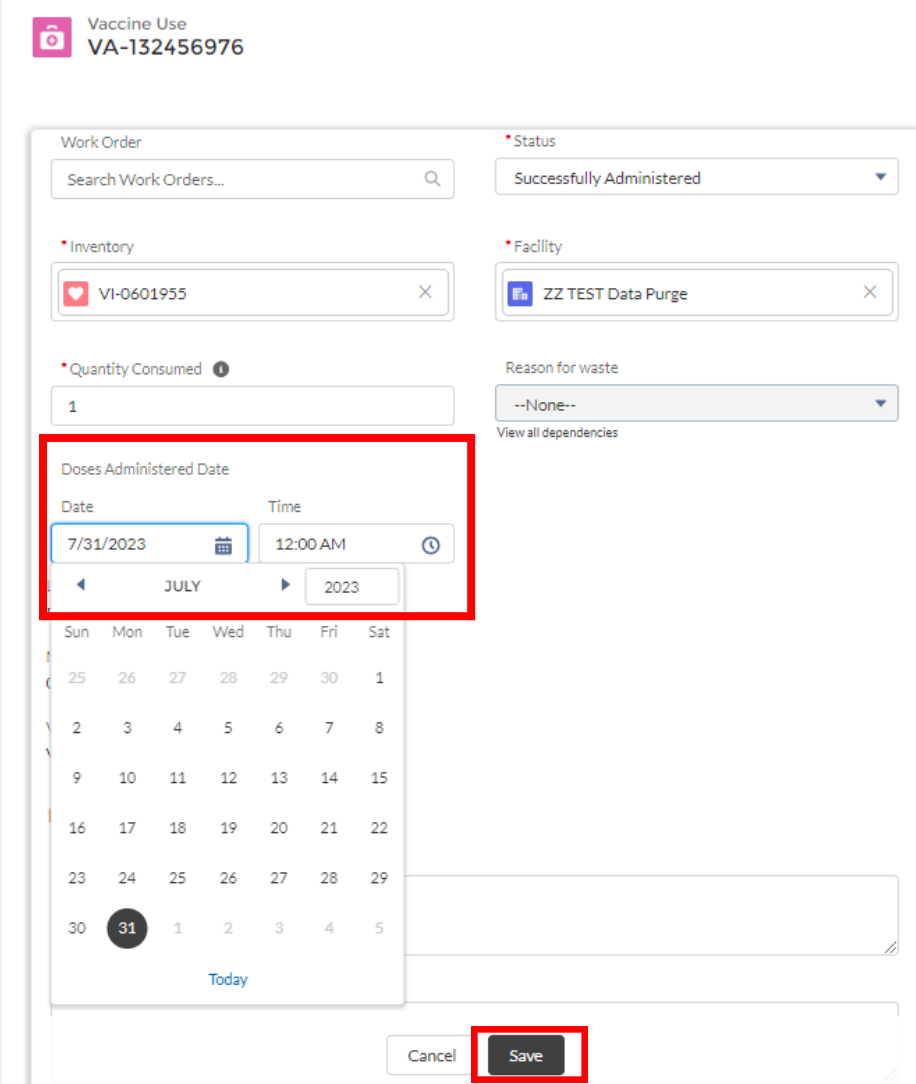
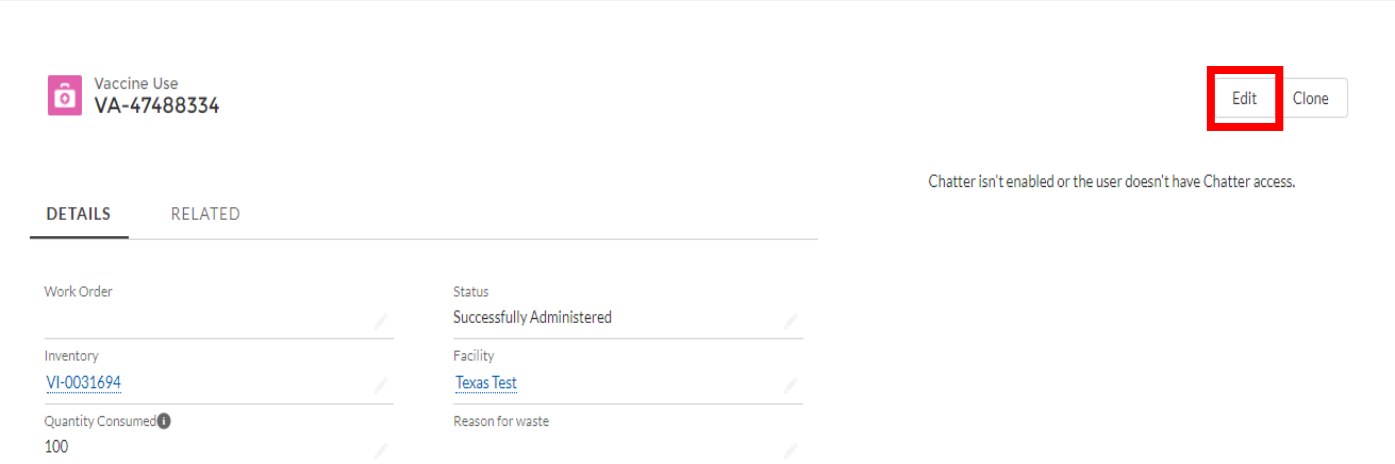
Chatter isn't enabled or the user doesn't have Chatter access.

DETAILS **RELATED**

Work Order	Status Successfully Administered
Inventory VI-0031694	Facility Texas Test
Quantity Consumed 100	Reason for waste

Step 3: Correct the administration record

Click “edit” on the right side of the screen, and change the quantity consumed to the correct quantity. Click save.



Step 4: Repeat the process as needed

Repeat steps 1-3 for any Doses Administered records that were entered incorrectly.

Vaccine Use
VA-47488334

Edit Clone

Chatter isn't enabled or the user doesn't have Chatter access.

DETAILS	RELATED
Work Order	Status
Inventory VI-0031694	Successfully Administered
Quantity Consumed ⓘ 100	Facility Texas Test
	Reason for waste

3. Aggregate Doses Administered Report

View History of All Administered Doses



Step 1: Navigate to Reports











Log into VAOS at <https://texasvaccines.dshs.texas.gov/> and click on **Reports**.

 Accounts	 Enter Current COVID Vaccine Inven...	 Enter Vaccine Loss	 Reporting and Ordering
 Reports	 Vaccine Choice	 Updates and Resources	 Enterprise Portal
 Dashboard	 MSLs	 Core Therapeutics	 Outbreak Response

Step 2: Navigate to proper report

Click on **Aggregate Doses Administered**.



The image displays a grid of 11 report icons, each with a title below it. The icons are arranged in three rows. The first row contains four icons: 'Vaccines Near Expiration', 'Doses Wasted Report', 'Doses Transferred Report', and 'Current Inventory Report'. The second row contains four icons: 'COVID Doses Requested Report', 'Provider Master Vaccine Report', 'Maximum Stock Level Report', and 'Aggregate Doses Administered'. The third row contains two icons: 'Non-COVID Doses Requested Report' and 'Non-COVID Vaccine Loss Report'. The 'Aggregate Doses Administered' icon is highlighted with a red border.

 Vaccines Near Expiration	 Doses Wasted Report	 Doses Transferred Report	 Current Inventory Report
 COVID Doses Requested Report	 Provider Master Vaccine Report	 Maximum Stock Level Report	 Aggregate Doses Administered
 Non-COVID Doses Requested Report	 Non-COVID Vaccine Loss Report		

Step 2: Navigate to proper report

You will be navigated to this page. Click on both **calendar icons** to indicate the proper *Start Date* and *End Date*.

Please Select Date Range to fetch Doses Administered Records

Start Date  End Date 

[Fetch](#)

November 2023

Su	Mo	Tu	We	Th	Fr	Sa
29	30	31	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	1	2
3	4	5	6	7	8	9

PIN	Provide	Expiration Date	Vaccine Group	Vaccine Description	Total Doses 0-18	Total Doses 19+	Price Per Dose	Total Cost	Date Entered	Entered B
-----	---------	-----------------	---------------	---------------------	------------------	-----------------	----------------	------------	--------------	-----------

Clear Today

[Visitor Information](#) | [Compact with Texans](#) | [File Viewing Information](#) | [Site Policies](#) | [Texas HHS](#) | [Jobs at DSHS](#)
[Texas Homeland Security](#) | [Statewide Search](#) | [dshs.texas.gov](#) | [Texas Veterans Portal](#) | [Privacy Practices](#) | [Report Fraud, Waste, and Abuse](#)

Step 2: Choose report action

Once both date fields have been filled out, click either **Fetch** if you want to view the *Aggregate Doses Administered Report* on this page in VAOS or **Download** if you want to open or download this report to your computer.

Please Select Date Range to fetch Doses Administered Records

Start Date: 10/01/2023 End Date: 10/31/2023

Fetch **Download**

PIN	Provider	NDC	Intent	Lot Number	Expiration Date	Vaccine Group	Vaccine Description	Total Doses 0-18	Total Doses 19+	Price Per Dose
123456	ZZ TEST Data Purge	49281-0286-10	PED	C5883AA	10/15/2024	DTaP	DAPTACEL (DTAP); SDV; PED; 10 PACK	5	0	\$20.00



Step 2: Choose report action

Fetch:

The report will populate below, use the side and bottom navigation bars to view all information.

Please Select Date Range to fetch Vaccine Use Records

Start Date: 08/02/2021 End Date: 09/20/2021

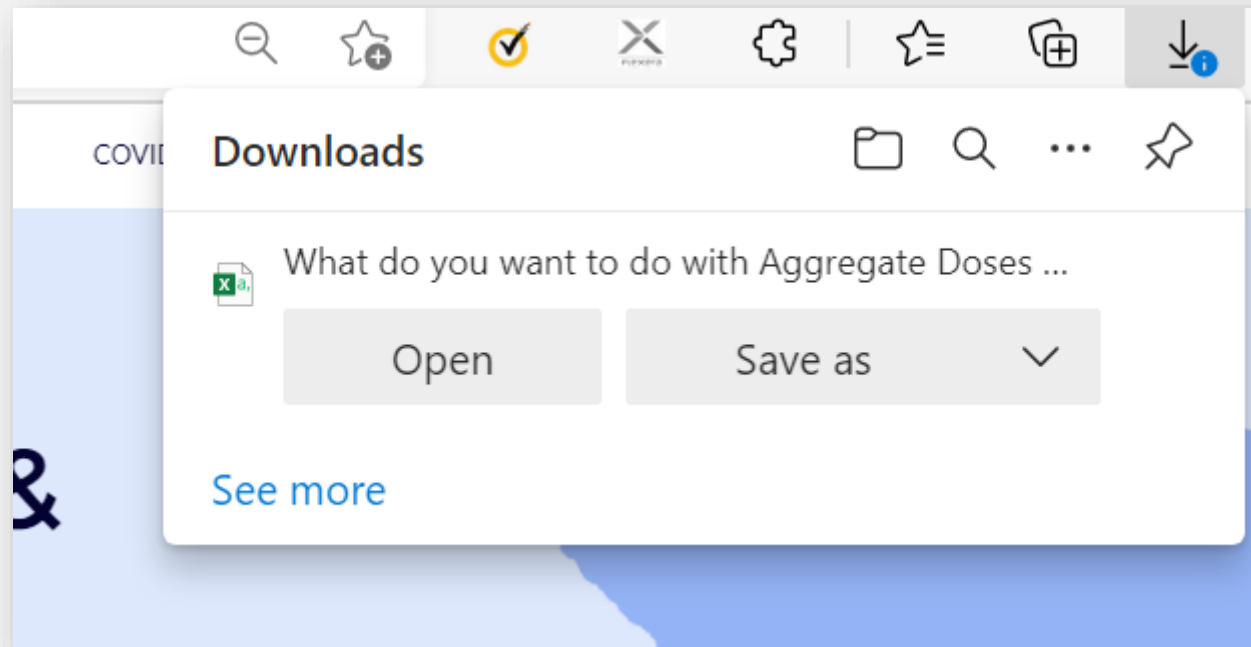
Fetch **Download**

PIN	Provider	NDC	Intent	Lot Number	Expiration Date	Vaccine Group	Vaccine Description	Total Doses 0-18	Total Doses 19+	Price Per Dose	Total Cost	Ds
300528	Texas Test	49281-0635-15	PED	ABC123	08/26/2021	FLUP	FLUZONE QUAD MDV	33	30	\$10.00	\$630.00	09
300528	Texas Test	49281-0635-15	PED	8765		FLUP	FLUZONE QUAD MDV	13	0	\$10.00	\$130.00	09
300528	Texas Test	58160-0810-52	PED	1234KII	09/06/2021	DTAP	"INFANRIX (DTAP) PFS- PED"	0	10	\$300.00	\$3,000.00	08

Step 2: Choose report action

Download:

This dialog box will pop up in the top right-hand corner of your screen. Click **Open** or **Save as** depending on your current need.



Additional Resources

Click below to access more support resources:

- [Vaccine Allocation & Ordering System \(VAOS\)](#)
- [Texas Vaccine Management Homepage](#)
- [Texas Vaccine for Children Program Page](#)
- [Adult Safety Net Program Page](#)

If you have any questions, please contact your TVFC/ASN Responsible Entity (RE). For technical assistance, please contact the **DSHS Provider Helpdesk** at 877-835-7750 Extension 1 or email the **Vac Call Center** at VacCallCenter@dshs.texas.gov. For VAOS questions, please contact TXVaccineOrders@dshs.texas.gov.

