

# Vaccine Allocation and Ordering System (VAOS) - Reporting and Ordering Module

Texas Vaccines for Children (TVFC) and Adult Safety Net (ASN)  
Last Updated: October 19<sup>th</sup>, 2023



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# Overview

## Purpose

- The Reporting and Ordering job aid provides step-by-step instructions for TVFC/ASN program providers to complete required reporting and submit vaccine requests in the Vaccine Ordering and Allocation System (VAOS).
- The job aid includes relevant checklists and prerequisite ordering instructions.

## Audience

- TVFC and ASN providers who access VAOS



# 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 facilities you are associated with, you will have **one set of login credentials**.

# TVFC and ASN Providers:

## *Update Vaccine Choice*

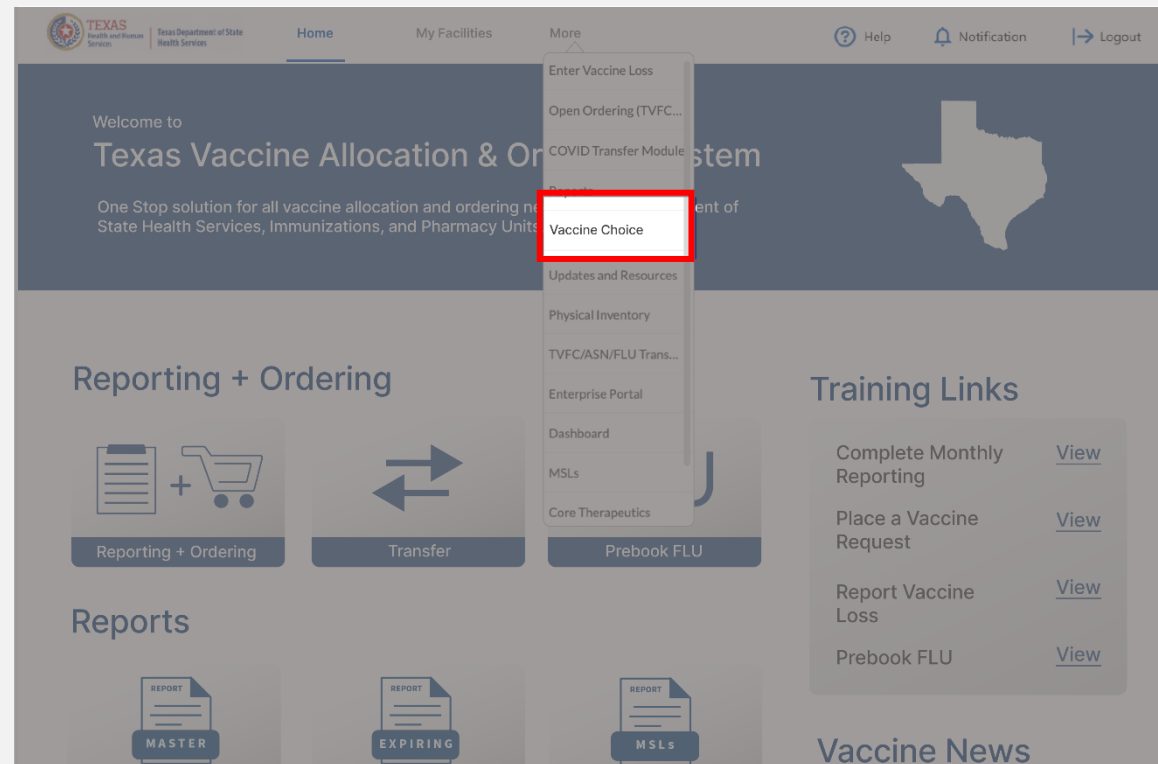


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# Update Vaccine Choice

If you are a new TVFC/ASN provider, or you have not reviewed your vaccine selections recently, update your vaccine choice before reporting and ordering. On the VAOS Provider Portal, select **Vaccine Choice** from the **More** menu.



# Update Vaccine Choice

1. Select your facility from the drop-down menu.
2. Each program you are enrolled in will populate on the screen. Expand each list and select or un-select the presentations you wish to view on your order screen.
3. After making all changes, click Submit.

**Vaccine Choice**

- Select the checkbox next to each vaccine that you would like to order for your facility. Ensure you select the correct facility from the drop-down menu.
  - If this is your first time updating Vaccine Choice, de-select any vaccine not offered.
  - If everything looks accurate, you do not have to do anything!
  - After changes are made, select Submit at the bottom of the page.

**1** Select Facility

ZZ TEST Data Purge ▾

Check All / Uncheck All

> Texas Vaccines for Children (TVFC)

> Adult Safety Net (ASN)

Check All / Uncheck All

▼ **Texas Vaccines for Children (TVFC)**

| COVID (Pediatric)  | DTaP  | DTaP-Hep B-IPV  |
|--|---|---|
| <input checked="" type="checkbox"/> Pfizer SDV, 10 Pack (12y+); PED    | <input checked="" type="checkbox"/> Daptacel SDV 10 Pack; Ped | <input checked="" type="checkbox"/> Pediarix PFS 10 Pack; Ped |
| <input checked="" type="checkbox"/> Pfizer MDV3, 30 Pack (6m-4y); PED  | <input checked="" type="checkbox"/> Infanrix PFS 10 Pack; Ped |   |
| <input checked="" type="checkbox"/> Pfizer SDV, 10 Pack (5y-11y); PED  |   |   |
| <input checked="" type="checkbox"/> Novavax MDV5, 2-Pack (12y+); PED   |   |   |
| <input checked="" type="checkbox"/> Moderna SDV, 10 Pack (12y+); PED   |   |   |
| <input checked="" type="checkbox"/> Moderna SDV, 10 Pack (6m-11y); PED |   |   |

| DTaP-IPV | DTaP-IPV-HIB | DTaP-IPV-HIB-Hep B |
|----------|--------------|--------------------|
|          |              |                    |

| Td (Adult)  | Tdap (Adult)  |
|---|---|
| <input type="checkbox"/> Tenivac PFS 10 Pack; Adu           | <input type="checkbox"/> Boostrix PFS 10 Pack; Adu            |
| <input type="checkbox"/> Tenivac SDV 10 Pack; Adu           | <input checked="" type="checkbox"/> Boostrix SDV 10 Pack; Adu |
| <input checked="" type="checkbox"/> Td VAX SDV 10 Pack; Adu | <input type="checkbox"/> Adacel PFS 5 Pack; Adu               |
|   | <input checked="" type="checkbox"/> Adacel SDV 10 Pack; Adu   |

**3** Submit

# TVFC and ASN Providers:

## *Reporting and Ordering Steps in VAOS*











# TVFC/ASN Reporting and Ordering Checklist

## Preparing to Request an Order

Have this information ready before beginning the reporting and ordering module.

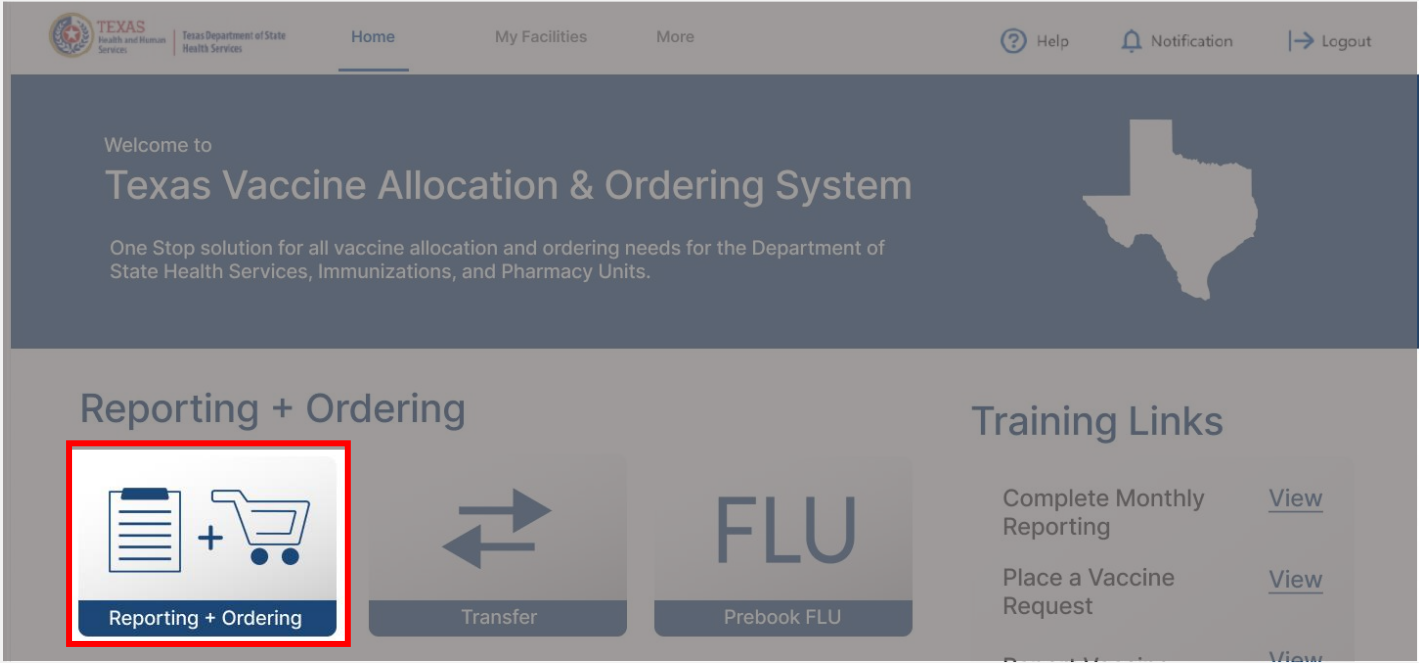


## Reporting Checklist:

- Upload Current Temperature Log (C-105) 
- Confirm Receipt of Vaccine Shipments (if needed) 
- Enter Doses Administered up to the Current Date 
- Enter Vaccine Loss (if needed) 
- Complete Transfer Requests (if needed) 
- Reconcile Physical Inventory 

# Navigate to the VAOS Provider Portal

Log into VAOS from the HHS Enterprise Portal and navigate to the **Reporting and Ordering** tile.



# Step 1: Facility

1. Select the facility you wish to report and place an order for from the drop-down menu under **\*Ordering facility**.
2. Select **Upload Files** to upload your Temperature Log.
3. Verify your shipping information and list any out of office dates that are outside of your normal business hours.

Open Ordering

FACILITY SHIPMENTS REPORTING INVENTORY INPUT ORDER ORDER REVIEW CONFIRMATION

1. Select Facility and Upload Temperature Log

Please select your facility name and upload your temperature log to begin the reporting process.  
Please Note: All fields marked with \* are required.

\* Ordering facility  
ZZ TEST Data Purge

Temperature Log:  
Upload Files Or drop files

2. Verify Shipping Information

Please confirm that you have complied with the required conditions for your vaccine order that are listed below.  
If there are changes needed to address or normal hours of operation, please reach out to the enrollment team at [VacCallCenter@dshs.texas.gov](mailto:VacCallCenter@dshs.texas.gov).

Shipping Address

Shipping Address: Preston Smith Road, Odessa, TX 79762

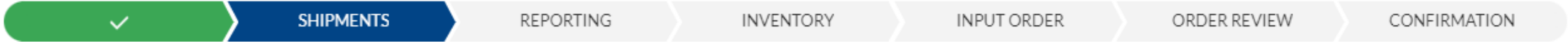
Please list all dates in the next two months when your office will be closed outside of your normal business hours:

I verify that the above shipping address and my hours of operation are correct; and that staff are available to receive and store vaccine deliveries promptly during these times.

Back Continue

**NOTE:** The **Continue** button will be greyed out until you verify that your shipping information is correct.

# Step 2: Shipments



1. Confirm receipt of all pending vaccine shipments. Review the vaccine, lot ID, and expiration date for each item in the shipment.
  - For any shipments failing inspection, enter the number of doses failing inspection, and report the reason for the discrepancy.
2. If all information is correct, check mark all records.
3. Click **Pre-Fill Selected Shipments**.
4. Click **Save**.
5. Click **Continue** to proceed to the next module (the Continue button will be greyed out if you do not save your changes).

**3**

Pre-Fill Selected Shipments Search this list...

Facility: ZZ TEST Data Purge **1**

|   | <input checked="" type="checkbox"/> | Vaccine Shi... | Vaccine Name              | Lot ID  | Quantity Se... | Quantity Recei... | Doses Passing Ins... | Doses Failed Insp... | Select Disc... | Selected Discr... |
|---|-------------------------------------|----------------|---------------------------|---------|----------------|-------------------|----------------------|----------------------|----------------|-------------------|
| 1 | <input checked="" type="checkbox"/> | VSN-925502     | Daptacel SDV 10 Pack; Ped | G67J... | 10             | 10                | 10                   | 0                    | ▼              |                   |
| 2 | <input checked="" type="checkbox"/> | VSN-925503     | Infanrix PFS 10 Pack; Ped | 456H... | 10             | 10                | 10                   | 0                    | ▼              |                   |
| 3 | <input checked="" type="checkbox"/> | VSN-925504     | Vaxelis SDV 10 Pack; Ped  | K48...  | 10             | 10                | 10                   | 0                    | ▼              |                   |
| 4 | <input checked="" type="checkbox"/> | VSN-925505     | Vaxelis SDV 10 Pack; Ped  | PLJ9... | 10             | 10                | 10                   | 0                    | ▼              |                   |

**2** **4**

Cancel Save **4**

**5** Continue

**5** Continue

# Step 3: Reporting (Administration)

1. Report doses administered under the **Admin** tab of the Reporting page. You **MUST** report administrations up to the current day prior to placing an order.
2. After entering the quantity administered under the appropriate 0-18 or 19 and Over columns, click **Save**. Repeat the process until you receive the **Task Complete** notification.

**Task Complete**

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

[Continue](#)

1

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.

**Important: COVID-19 vaccine immunizations should not be reported in VAOS. Please enter COVID-19 vaccine doses administered in ImmTrac2.**

Report Doses Administered

From 10/12/2023 To 10/18/2023

|     | <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 type="checkbox"/>            | Pfizer MDV3, 30 Pack (6m-4y); PED | PED            | COVID (Pediatric)     | 59267-4315-02 | 123456          | 10/15/2065       | 198  |             |               |                 |
| 2   | <input type="checkbox"/>            | *DT SDV 1 Pack; Ped               | PED            | DT                    | 49281-0225-10 | C5864AA         | 10/15/2024       | 435  |             |               |                 |
| 3   | <input type="checkbox"/>            | Daptacel SDV 10 Pack; Ped         | PED            | DTaP                  | 49281-0286-10 | C5883AA         | 10/15/2024       | 460  |             |               |                 |
| 151 | <input checked="" type="checkbox"/> | Varivax SDV 10 Pack; Ped          | PED            | Varicella (Pediatric) | 00006-4827-00 | W017551         | 10/15/2024       | 468  | 2           |               |                 |
| 152 | <input checked="" type="checkbox"/> | Varivax SDV 10 Pack; Ped          | PED            | Varicella (Pediatric) | 00006-4827-00 | W018824         | 10/15/2024       | 468  | 2           |               |                 |

Cancel Save

2

# Step 4: Reporting (Vaccine Loss)

1. If needed, report vaccine loss under the **Loss** tab of the Reporting page.
2. Check mark all the training conditions that apply.
3. Check mark the inventory record, and enter the quantity wasted, the reason for the vaccine loss, the description of the loss, and how you will prevent future losses for each appropriate vaccine and lot number.
4. Click Save.

Facility: ZZ TEST Data Purge

1. From the vaccine in your inventory, enter the number of doses that were wasted or expired for each vaccine lot. Use the drop down to select the reason for the loss  
 2. In the details box, enter a thorough explanation of the waste  
 3. Check any applicable boxes for the training that was conducted in order to prevent further loss. At least one check box must be checked.  
 4. Click Save.  
 5. After your Vaccine Loss records are saved and the green "Success" banner appears, use the "Download Vaccine Loss Report" button to retrieve your VLR in a PDF format.  
 6. If submitting waste for vaccines eligible for return, you will receive a return label from [pkginfo@ups.com](mailto:pkginfo@ups.com) within one week.

\*Check All That Apply (must check at least one)

- Trained staff to notify HSR or LHD 90 days before expiration for any vaccine that will not be used by the expiration date.
- Trained Staff to rotate stock and use the vaccine with the soonest expiration date first.
- Trained staff to take immediate action to correct out-of-range temperatures and to contact their HD.
- None of the Above.

|   | <input type="checkbox"/> Vaccine | Vac...                            | Vaccine Fam...      | NDC           | Lot Number | Expiration D... | Quantit... | Quantit... | Select Reason | Selecte... | Descrip... | How wil... |
|---|----------------------------------|-----------------------------------|---------------------|---------------|------------|-----------------|------------|------------|---------------|------------|------------|------------|
| 1 | <input type="checkbox"/>         | *DT SDV 1 Pack; Ped               | PED DT              | 49281-0225-10 | C5864AA    | 10/15/2024      | 434        |            |               |            |            |            |
| 2 | <input type="checkbox"/>         | *Fluarix Quad PFS; Ped; 2022-2023 | PED FLU (Pediatric) | 58160-0890-52 | ty599899   | 10/07/2033      | 960        |            |               |            |            |            |
| 3 | <input type="checkbox"/>         | *Fluarix Quad PFS; Ped; 2022-2023 | PED FLU (Pediatric) | 58160-0890-52 | 953Y2      | 10/15/2024      | 466        |            |               |            |            |            |

| Quantity Wasted | Select Reason | Selected Reason                                    | Description | How will you prevent future losses?                |
|-----------------|---------------|--|-------------|--|
| 5               |               | Damaged needle/seal, particulate, discolored, etc. | Damaged     | Will inspect doses better upon receiving shipment. |

Cancel **Save**

4

# Step 5: Reporting (Vaccine Transfer)

1. If needed, report vaccine transfer requests under the **Transfer** tab of the Reporting page.
2. Select the transferring facility, enter the 6-digit provider PIN of the receiving facility, and enter any additional details.
3. Check mark the inventory record, and enter the quantity of doses to transfer, the reason for the transfer, and an explanation. If you select “Other” as the reason for the transfer, an explanation is required.
4. Repeat step 3 for all inventory being transferred. Click **Save**.
5. Click **Continue** to proceed. The Continue button will be greyed out if you did not save or cancel your changes.

# Step 6: Inventory

1. After completing all other reporting, review your quantity on hand on the **Inventory** page to ensure that it matches your physical inventory.
2. If you need to make an adjustment, click the **Vaccine Item Number** to adjust the quantity on hand and to list a reason for the adjustment.
3. If no changes need to be made, skip step 2 and click **No Inventory Changes**. Wait for the green confirmation message.
4. Click **Continue** to proceed.

1

Facility: ZZ TEST Data Purge

Ensure that you complete all other transactions prior to this step in the open ordering Module so that your quantity on hand is up to date.

- If inventory is correct, please select "No Inventory Changes".
- This page shows your current quantity on hand (TVFC/ASN/FLU Only) according to your most recent transactions.
- For any incorrect quantities, click the vaccine item number located on the left side of the screen. You must list a reason for any adjustment made to your quantity on hand.
- Please click 'Addline' to add any items that are not in your Electronic Inventory (example: received extra vaccine by mistake in a shipment). As a reminder, do NOT add private inventory into VAOS.

3

No Inventory Changes Addline

|   | Vaccine Item Nu... | Inte... | Vaccine Family    | Vaccine                     | Vaccine Alert | Lot ID     | Expiration Date | Quantity On Hand | Reason for Adjust... |
|---|--------------------|---------|-------------------|-----------------------------|---------------|------------|-----------------|------------------|----------------------|
| 1 | VI-0448888         | PED     | Hep A (Pediatric) | Havrix PFS 10 Pack; Ped     |               | ty1111     | 10/06/2061      | 4                | Others               |
| 2 | VI-0448890         | PED     | MMRV (Proquad)    | Proquad SDV 10 Pack; Ped    |               | ty789789   | 10/04/2031      | 116              | Others               |
| 3 | VI-0448892         | PED     | PCV (Pediatric)   | Prevnar 13 PFS 10 Pack; Ped |               | ty18298393 | 10/26/2040      | 12               | Others               |

2

Vaccine Item Number: VI-0448888 Facility: ZZ TEST Data Purge

Intent: PED Vaccine Family: Hep A (Pediatric)

Vaccine: Havrix PFS 10 Pack; Ped Lot ID: ty1111

Expiration Date: 10/6/2061 Total Received:

Quantity On Hand: 5 Reason for Adjustment: Error in Receiving

Reason for Add line:

Cancel Save

Continue 4



# Step 7: Input Order

**NOTE:** If you did not upload a temperature log, or report administrations up to the current day, you will be prompted to do so upon accessing the order screen and must complete this to submit an order.

1. Open each program's section and enter your vaccine requests in doses and in multiples of the pack size.
2. Enter a reason for deviation for each quantity requested that is greater than your suggested quantity.
3. After entering all vaccines you wish to request, click **Continue**.

The screenshot shows a web application interface for entering an order. At the top, a progress bar indicates the current step is 'INPUT ORDER', with previous steps marked with checkmarks and subsequent steps labeled 'ORDER REVIEW' and 'CONFIRMATION'. The main heading is 'Input Order'. Below this, there are 'Tips' and a 'Facility' dropdown menu set to 'ZZ TEST Data Purge'. Two expandable sections are visible: 'Texas Vaccines for Children (TVFC)' and 'Adult Safety Net (ASN)'. A footer contains various links like 'Contact Us', 'Visitor Information', etc. At the bottom of the page, there are 'Back' and 'Continue' buttons. A detailed view of the 'Texas Vaccines for Children (TVFC)' section shows a 'Vaccine Family: DTaP' with a 'Suggested Quantity: 2620'. A table lists vaccine options, including 'Daptacel SDV 10 Pack; Ped' with a checked checkbox. The 'Pack Size' column has input fields for '10' and '50'. A text box for 'increase in patient population' is also present.

INPUT ORDER    ORDER REVIEW    CONFIRMATION

### Input Order

Tips:

- Please select the vaccine(s) below and provide the quantity. If you order more than the suggested quantity, you should provide the reason for the deviation.
- Vaccines may be ordered only in increments according to the pack size.
- TVFC requires recording of doses administered up to the current date, inventory review and reconciliation (Master Vaccine Report) of all vaccines before an order can be submitted.
- If you are trying to order a vaccine that is not listed below, please ensure your Facility's Vaccine Choice is up to date.

Facility : ZZ TEST Data Purge

> [Texas Vaccines for Children \(TVFC\)](#)

> [Adult Safety Net \(ASN\)](#)

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Texas Homeland Security | Statewide Search | dshs.texas.gov | Texas Veterans Portal | Privacy Practices | Report Fraud, Waste, and Abuse

Back    Continue

∨ [Texas Vaccines for Children \(TVFC\)](#)

Vaccine Family : DTaP    Suggested Quantity : 2620

|   |           |    |    |                                |
|---|-----------|----|----|--------------------------------|
| <input checked="" type="checkbox"/> Daptacel SDV 10 Pack; Ped | Pack Size | 10 | 50 | increase in patient population |
|---|-----------|----|----|--------------------------------|

# Step 8: Order Review

1. Review all the vaccines requested on the **Order Review Page**.
2. If you need to change any vaccines or quantities requested, click **Back**. If you have no changes and are ready to submit your order, click **Submit**.

The screenshot shows the 'Order Review' step in a multi-step process. The progress bar at the top indicates that the first five steps are completed, and the current step is 'ORDER REVIEW'. The page title is 'Review and Submit'. Below the title, there is a instruction: 'Please review the items below. If you need to make changes to your order, select Back. If you have no changes to your order, select the Submit button on the bottom right.' The 'Shipping Details' section shows the facility as 'ZZ TEST Data Purge' and the shipping address as 'Preston Smith Road, Odessa, TX 79762'. A table lists the vaccine orders with columns for Vaccine Family, Name, Requested Quantity, and Reason for Deviation. At the bottom of the page, there are 'Back' and 'Submit' buttons.

| Vaccine Family     | Name                         | Requested Quantity | Reason for Deviation           |
|--------------------|------------------------------|--------------------|--------------------------------|
| DTaP               | Daptacel SDV 10 Pack; Ped    | 50                 | increase in patient population |
| DTaP-Hep B-IPV     | Pediarix PFS 10 Pack; Ped    | 10                 |                                |
| DTaP-IPV           | Quadracel PFS 10 Pack; Ped   | 20                 |                                |
| Hep B (Adult)      | Engerix-B PFS 10 Pack; Adu   | 10                 |                                |
| MCV4 (Adult)       | MenQuadFi SDV 5 Pack; Adu    | 5                  |                                |
| MMRV (Proquad)     | Proquad SDV 10 Pack; Ped     | 10                 | increase                       |
| PPSV23 (Pediatric) | Pneumovax 23 PFS 1 Pack; Ped | 4                  |                                |

# Step 9: Order Confirmation

You will receive an order confirmation message. Click **Take Me Home** to return to the homepage of your VAOS Provider Portal.



**Your order request has been submitted!**

## What's Next?

- Your Responsible Entity will now review your vaccine requests.
- Once approved, delivery can be expected between 3 - 15 business days.  
(depending on the presentation and storage requirements)
- After delivery, mark shipments as received, and if necessary, report discrepancies.

[TAKE ME HOME](#)