

Generating Reports in VAOS

Last Updated: 1/22/2024



TEXAS
Health and Human
Services

Texas Department of State
Health Services

Overview

Purpose

- The Generating Reports job aid provides instructions for Texas Vaccines for Children (TVFC) and Adult Safety Net (ASN) providers to generate reports in the Vaccine Allocation and Ordering System (VAOS).

Audience

- TVFC/ASN providers who access VAOS



Generating Reports in VAOS

- **Getting Started**
- **1. Monthly Biological Report (job aid)**
- **2. Physical and Tally Report (job aid)**
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- **4. Vaccine Loss Report**
- **5. Doses Transferred Report**
- **6. Doses Wasted Report**
- **7. Current Inventory Report**
- **8. Provider Master Vaccine Report**
- **9. Maximum Stock Level Report**
- **10. Aggregate Doses Administered Report**
- **11. TVFC/ASN Doses Requested Report**
- **12. COVID Doses Requested 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 facilities you are associated with, you will have **one set of login credentials**.

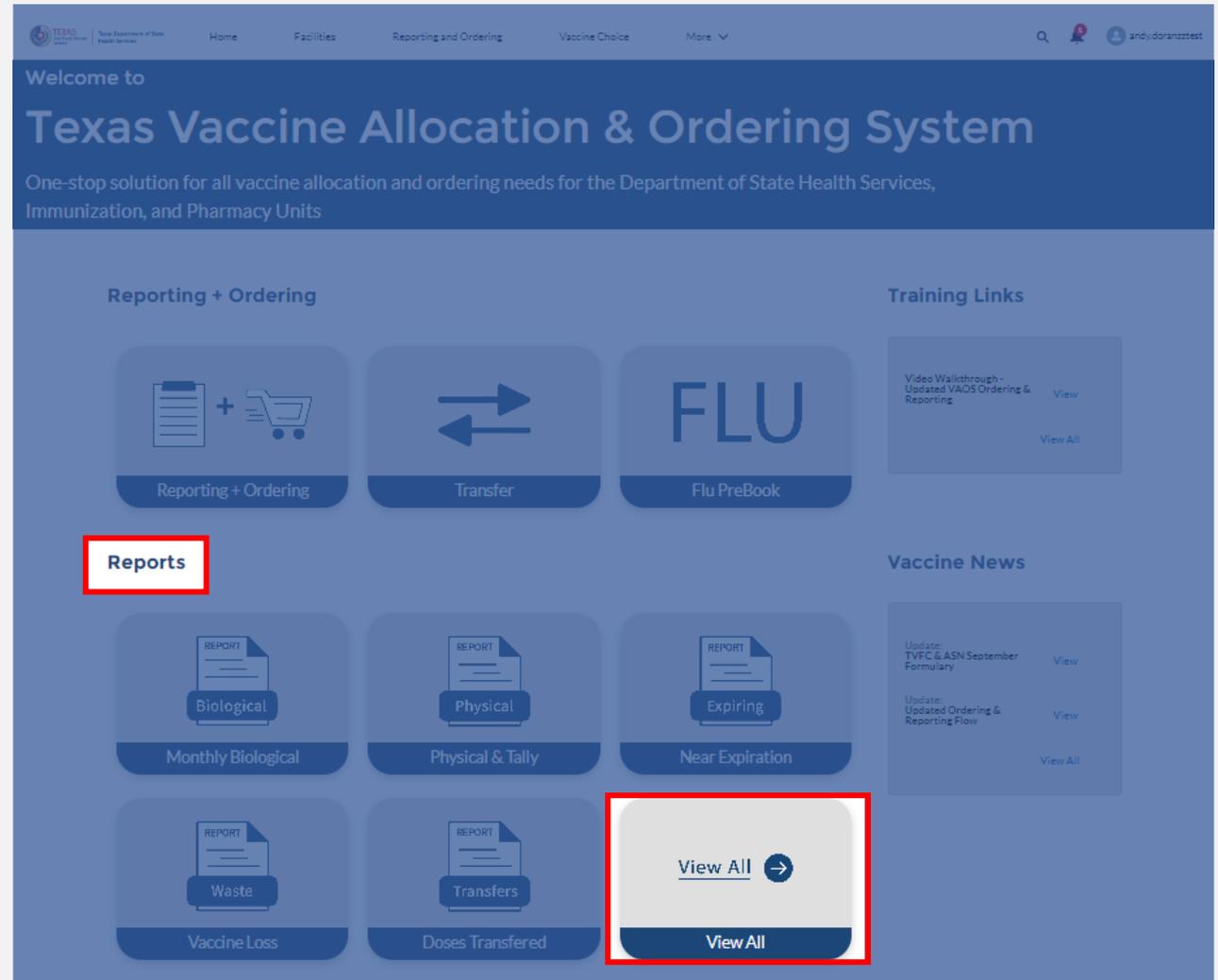
Getting Started

Navigating to Reports in the VAOS Provider Portal



Navigate to the VAOS Provider Portal

Log into your VAOS Provider Portal and navigate to the **Reports** section. Click **View All** to view a list of all available reports.



Viewing All Reports in VAOS

After clicking **View All**, you will find 12 reports to choose from.

The rest of the job aid details the purpose of each report, and how to view and export them.



1: Monthly Biological Report (job aid)



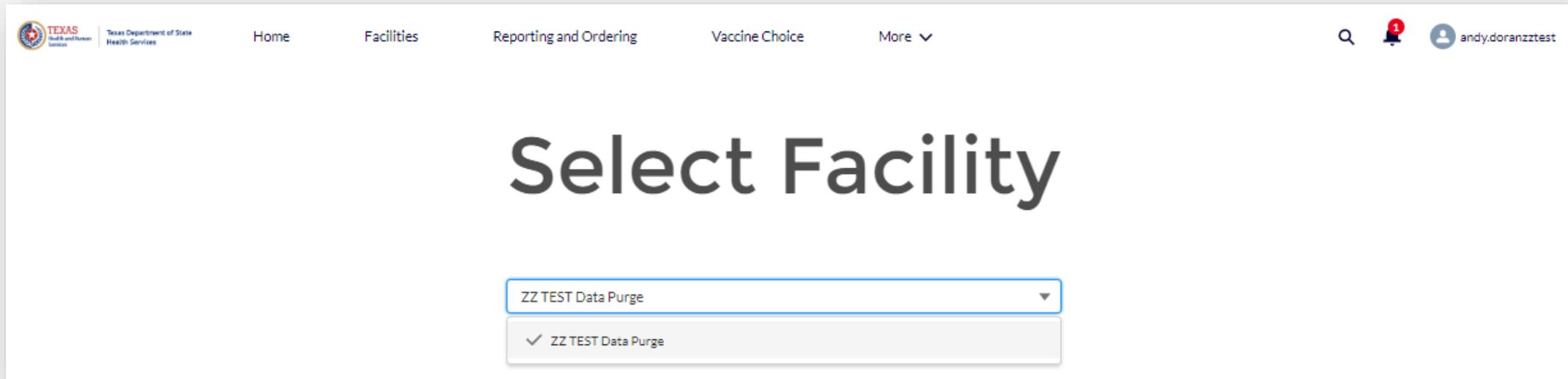
Monthly Biological Report

The Monthly Biological is a job aid that contains current vaccine inventory information, including vaccine, lot number, and expiration date. This job aid can be printed and used to track beginning inventory, doses transferred, doses administered, doses wasted, and ending inventory.



Monthly Biological Report

After clicking on the Monthly Biological Report tile, select your facility from the drop-down menu to view the report.



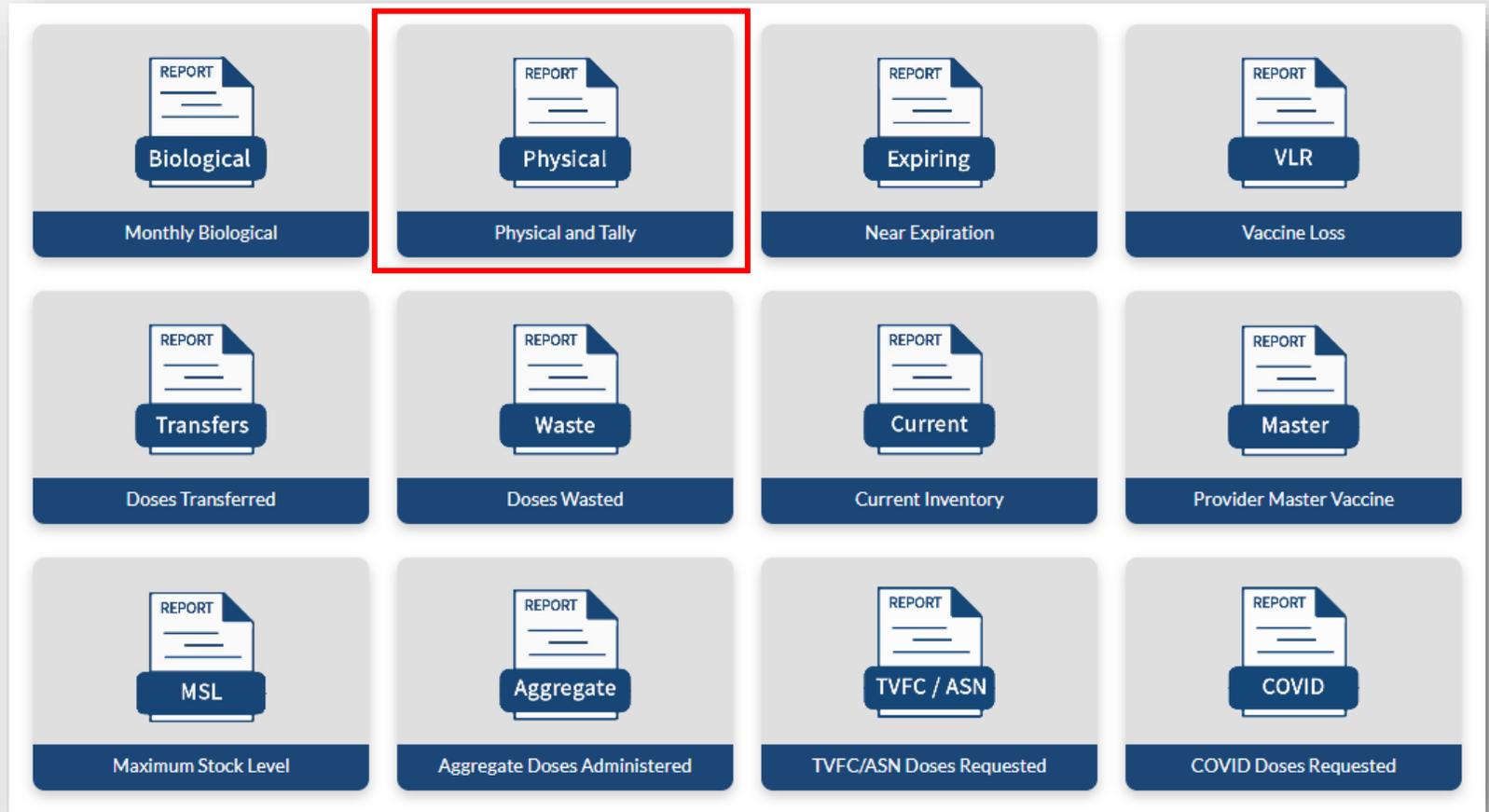
The screenshot shows the user interface of the Texas Department of State Health Services. The top navigation bar includes the Texas Department of State Health Services logo, a search icon, a notification bell with a red '1', and a user profile for 'andy.doranzztest'. The main content area features a large heading 'Select Facility' and a dropdown menu with the text 'ZZ TEST Data Purge' and a downward arrow. Below the dropdown, a list item is visible with a checkmark and the text 'ZZ TEST Data Purge'.

2. Physical and Tally Report (job aid)



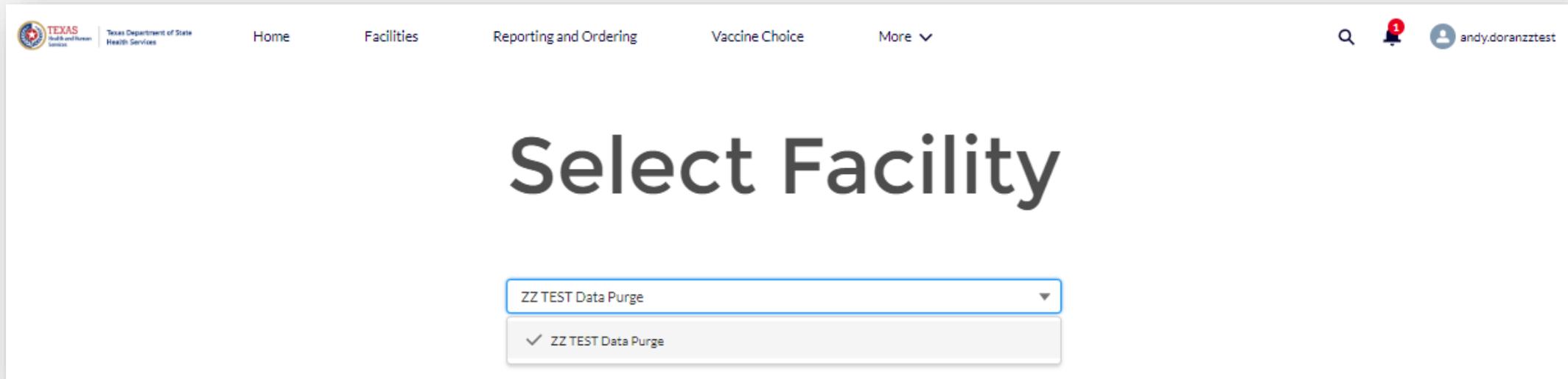
Physical and Tally Report

The Physical and Tally Sheet report is a job aid that contains current vaccine inventory information for a facility. It can be printed and used to “tally” doses administered, physical count, and to add any provider comments.



Physical and Tally Report

After clicking on the Physical and Tally Report tile, select your facility from the drop-down menu to view the report.



The screenshot shows a web application interface for the Texas Department of State Health Services. The top navigation bar includes the state logo, the text 'Texas Department of State Health Services', and menu items for 'Home', 'Facilities', 'Reporting and Ordering', 'Vaccine Choice', and 'More'. On the right side of the navigation bar, there are icons for search, notifications, and a user profile for 'andy.doranzztest'. The main content area features a large heading 'Select Facility' and a dropdown menu with the text 'ZZ TEST Data Purge' and a downward arrow. Below the dropdown, a list of options is shown, with 'ZZ TEST Data Purge' selected and marked with a checkmark.

Physical and Tally Report

A PDF of the report will automatically open in a new tab. From this tab, you can view, download, or print the report for use in your facility.

TallyAndPhysicalCountReport | 1 / 7 | 100% | [Icons]

Date: _____
PIN: 123456

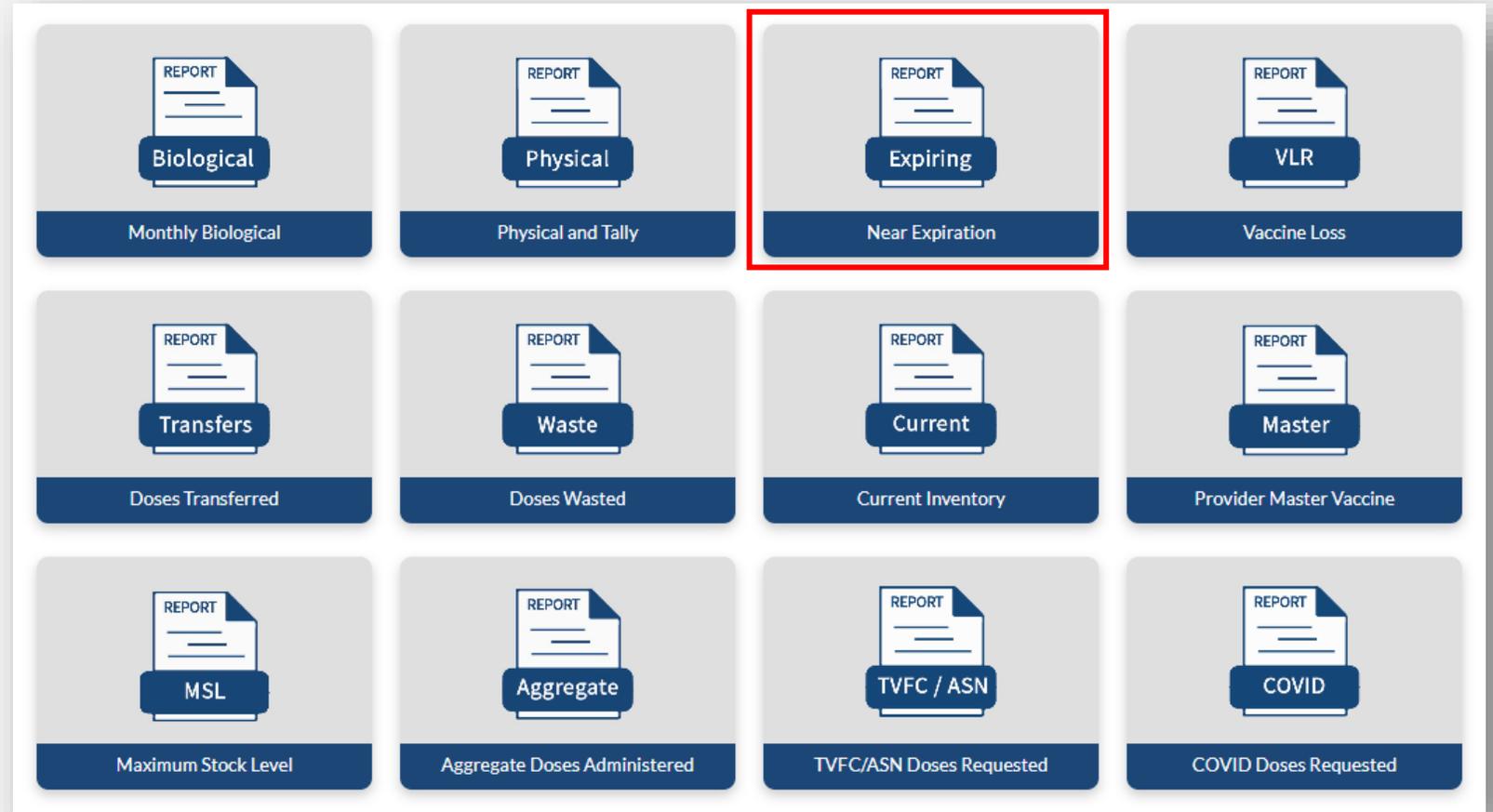
NDC and Vaccine	Intent (ADU or PEDI)	Lot and Expiration	0-18 Years Doses Administered	19 Years and Over Doses Administered	Physical Count From Refrigerator/Freezer	Comment
49281-0286-10 Daptacel SDV 10 Pack; Ped	PED	123456 20231223				
49281-0286-10 Daptacel SDV 10 Pack; Ped	PED	1234567 20231223				
49281-0511-05 Pentacel SDV 5 Pack; Ped	PED	UJ623AAA 20241015				
49281-0511-05 Pentacel SDV 5 Pack; Ped	PED	UJ660AAA 20241015				
49281-0511-05 Pentacel SDV 5 Pack; Ped	PED	UJ673AAA 20241015				
63361-0243-10 Vaxelis SDV 10 Pack; Ped	PED	C5808AA 20241015				

3. Near Expiration Report



Near Expiration Report

The Near Expiration report allows providers to view inventory that expires within the next 90 days.



Near Expiration Report

After clicking on the Near Expiration Report tile, you can view items on the report. Click **Download** to export the report as a PDF for additional viewing or saving.

TEXAS Health and Human Services | Texas Department of State Health Services

Home Facilities Reporting and Ordering Vaccine Choice More ▾

Search 🔍 Notifications 🔔 User: andy.doranzztest

Download

PIN	Provider	Vaccine Family	NDC	Lot Number	Expiration Date	Vaccine Description	Total Quantity
123456	ZZ TEST Data Purge	Rotavirus	58160-0740-21	Tyler123	03/01/2024	ROTARIX (ROTAVIRUS), Oral Applicator; PED; 10 PACK; new liquid formulation that replaced old NDC 58160-0854-52 3/1/2023	459

Vaccines Near Expiration 1-16-2024 (1).pdf | 1 / 1 | 100% | [Zoom In] [Zoom Out] [Print] [Close]

Vaccines Near Expiration | Export Date: 01/16/2024

PIN	Provider	Vaccine Family	NDC	Lot Number	Expiration Date	Vaccine Description	Total Quantity
123456	ZZ TEST Data Purge	Rotavirus	58160-0740-21	Tyler123	03/01/2024	ROTARIX (ROTAVIRUS), Oral Applicator; PED; 10 PACK; new liquid formulation that replaced old NDC 58160-0854-52 3/1/2023	459

4. Vaccine Loss Report



Vaccine Loss Report

The Vaccine Loss Report (VLR) allows providers to view historical VLRs for TVFC/ASN wastage. Note that *only* wastage reported through the TVFC/ASN Vaccine Loss module will be shown here.

 Biological Monthly Biological	 Physical Physical and Tally	 Expiring Near Expiration	 VLR Vaccine Loss
 Transfers Doses Transferred	 Waste Doses Wasted	 Current Current Inventory	 Master Provider Master Vaccine
 MSL Maximum Stock Level	 Aggregate Aggregate Doses Administered	 TVFC / ASN TVFC/ASN Doses Requested	 COVID COVID Doses Requested

Vaccine Loss Report

The screenshot shows the Texas Department of State Health Services website. The navigation menu includes Home, Facilities, Reporting and Ordering, Vaccine Choice, and More. The user is logged in as andy.doranzztest. The main content area prompts the user to "Please Select Date to fetch Non-COVID Vaccine Loss Report". A date selection field is set to 01/02/2024, and a "Fetch" button is visible. Below this, a table lists the report name and a "Download" button.

Report Name	Download
123456 - Doses Wasted Report - 2024-01-02 21:28:49	Download VLR

After clicking on the Vaccine Loss Report tile, enter the date you reported the wastage into VAOS, and then click **Fetch**.

Click **Download VLR** to view, download, or print the VLR as a PDF file.

The report is titled "Texas Wasted or Expired Vaccines". It includes the following information:

- PIN : 123456
- Facility Name : ZZ TEST Data Purge
- Address : Preston Smith Road., Odessa, TX, 79762, United States
- Phone : Contact : ZZ Test Data Purge
- Created Date : 1/2/2024

A note states: * None of the Above.

VAN	Vaccine	NDC	Lot Number	Expiration	Doses	Reason	Prevention	Cost
VA-133286429	ActHib SDV 5 Pack; Ped	49281-0545-03	UJ652AAA	10/15/2024	10	Dropped dose	test1	\$107.80

Total Cost : \$107.80

Instructions:

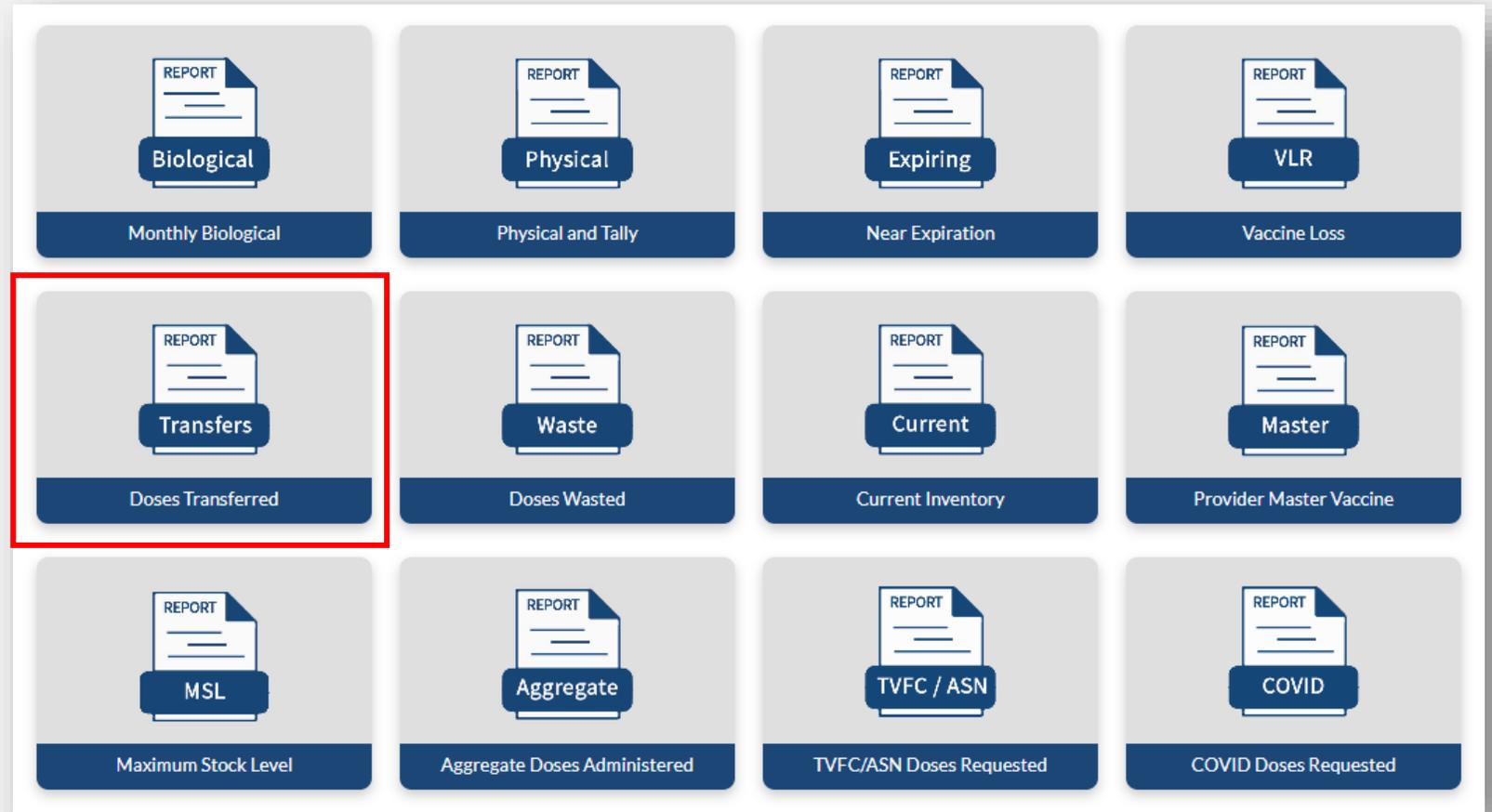
- Contact your local or state health department for instructions on how to return wasted or expired vaccine.
- Do not return open multidose vials, broken vials, broken syringes or syringes to which you have attached a needle.
- Wasted/expired vaccines do not need to be shipped with ice/cold packs.
- Place a completed copy of this report in the box with the vaccines.
- Keep a copy of this form for your files.

5. Doses Transferred Report



Doses Transferred Report

The Doses Transferred report allows providers to view previous transfer requests entered into VAOS.



Doses Transferred Report

Enter a start date and end date that include the date transfers were submitted in VAOS. Click "Fetch" to generate report below. Click "Download Report" to download generated report.

Start Date: 10/01/2023 End Date: 01/16/2024 Fetch Download Report

PIN	Provider	NDC	Intent	Lot Number	Expiration Date	Vaccine Group	Vaccine Description	Receiving Provider PIN	Receiving Provider Name	Quantity Sent	Transfer Status	Date
123456	ZZ TEST Data Purge	58160-0820-52	PED	Test123	19980801	Hep B (Pediatric)	ENGERIX-B (HEP B); Pre-Filled Syringe; PED; 10 PACK(doesn't require reconstitution)	123456	ZZ TEST Data Purge	1	Approved	20240111

After clicking on the Doses Transferred Report tile, enter the start and end dates for the transfer records you are looking for, and then click Fetch.

Click **Download Report** to download the information as an excel file for additional viewing.

6. Doses Wasted Report



Doses Wasted Report

The Doses Wasted report allows providers to view historical wastage entered into VAOS. Different from the Vaccine Loss Report, this report includes all waste regardless of program and exports as an excel file.



Doses Wasted Report

Enter a start date and end date that include the date waste was reported in VAOS. Click "Fetch" to generate report below. Click "Download" to download generated report.

Start Date: 11/01/2023 End Date: 01/16/2024 Fetch Download

Provider PIN	Account name	NDC	Intent	Lot Number	Expiration Date	Vaccine Group	Vaccine Description
123456	ZZ TEST Data Purge	58160-0740-21	PED	Tyler123	03/01/2024	Rotavirus	ROTARIX (ROTAVIRUS), Oral Applicator; PED; 10 PACK; new liquid formulation that req
123456	ZZ TEST Data Purge	00006-4047-20	PED	rrr	11/30/2022	Rotavirus	ROTATEQ (ROTAVIRUS RV5); Oral Applicator; PED; 25 PACK
123456	ZZ TEST Data Purge	49281-0545-03	PED	UJ614ABA	10/15/2024	HIB (Pediatric)	ACTHIB (HIB); Single Dose Vial; PED; 5 PACK

After clicking the Doses Wasted Report tile, enter the start and end dates for the wastage you are looking for, and then click **Fetch**.

Click **Download** to save a copy of the report as an excel file for additional viewing.

7. Current Inventory Report



Current Inventory Report

The Current Inventory Report shows providers all inventory records with a positive quantity on hand.

 Biological Monthly Biological	 Physical Physical and Tally	 Expiring Near Expiration	 VLR Vaccine Loss
 Transfers Doses Transferred	 Waste Doses Wasted	 Current Current Inventory	 Master Provider Master Vaccine
 MSL Maximum Stock Level	 Aggregate Aggregate Doses Administered	 TVFC / ASN TVFC/ASN Doses Requested	 COVID COVID Doses Requested

Current Inventory Report

The screenshot shows the 'Current Inventory Report' interface. At the top, there is a navigation bar with the Texas Department of State Health Services logo and menu items: Home, Facilities, Reporting and Ordering, Vaccine Choice, and More. On the right, there is a search icon, a notification bell with a red '1', and a user profile for 'andy.doranzztest'. The main content area is titled 'Current Inventory Report' and contains the following text: 'Report will generate all inventory records with a quantity on hand greater than zero. Click "Fetch" to generate report below. Click "Download" to download generated report.' Below this text, there are two date fields: 'Start Date' set to '11/30/2020' and 'End Date' set to '1/16/2024'. To the right of these fields are two blue buttons: 'Fetch' and 'Download'. Below the buttons is a table with the following data:

PIN	Provider	Vaccine Group	NDC	Intent	Lot Number	Expiration Date	Vaccine Description	Total Qty on-hand	Price Per Dose	Total Cost
123456	ZZ TEST Data Purge	Men B (Pediatric)	00005-0100-10	PED	EW6499	10/15/2024	TRUMENBA (MENB); Pre-Filled Syringe; PED; 10 PACK	458	\$130.77	\$59,892.66
123456	ZZ TEST Data Purge	Men B (Pediatric)	00005-0100-10	PED	FD0112	10/15/2024	TRUMENBA (MENB); Pre-Filled Syringe; PED; 10 PACK	458	\$130.77	\$59,892.66

After clicking the Current Inventory Report tile, click **Fetch** (the start and end dates are pre-set and not editable).

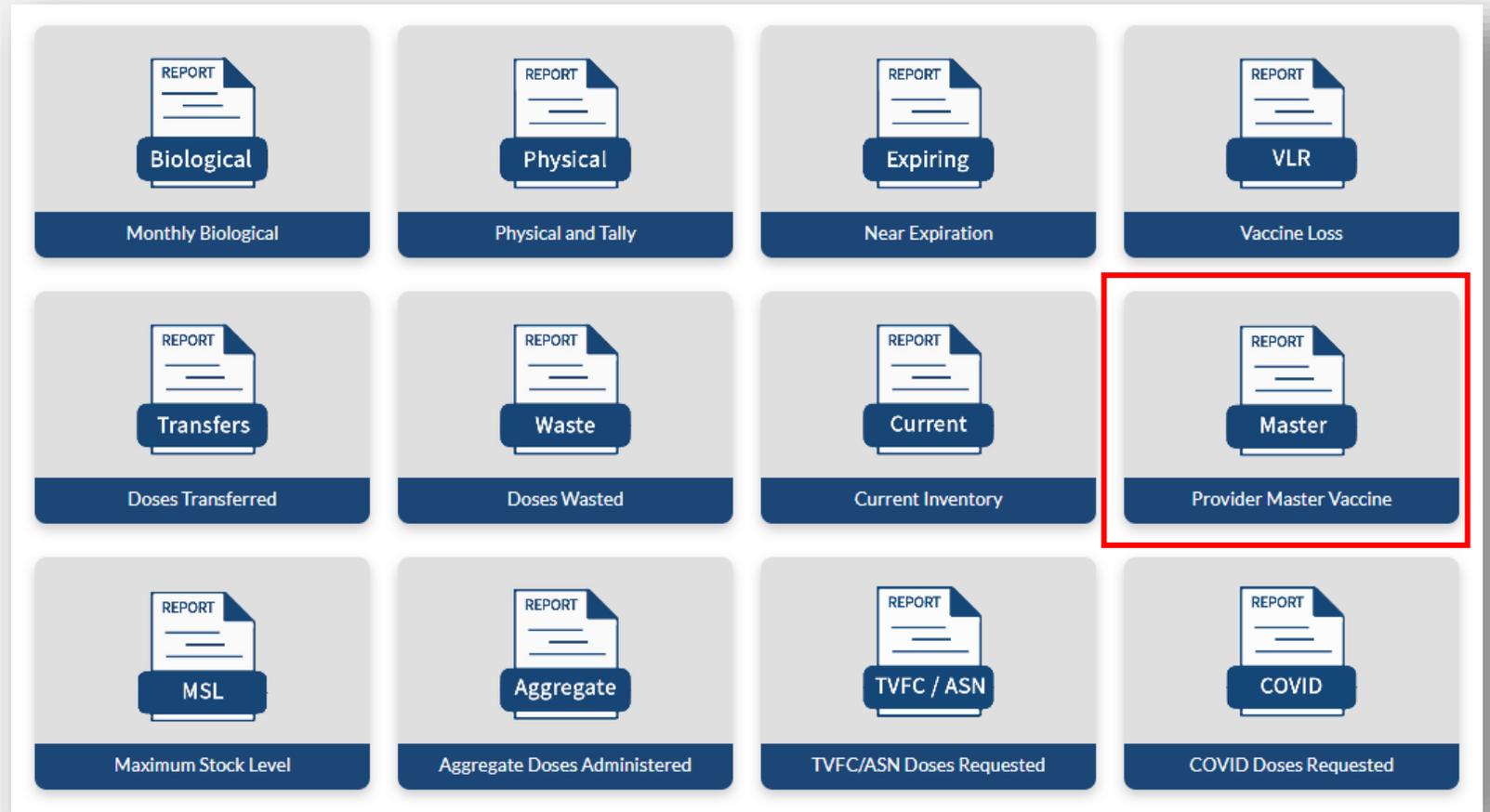
Click **Download** to save a copy of the report as an excel file for additional viewing.

8. Provider Master Vaccine Report



Provider Master Vaccine Report

The Provider Master Vaccine Report is a comprehensive view of all vaccine transactions, starting from physical receipt of a shipment, to administrations, transfers, wastage, and inventory adjustments for the time frame entered.



9. Maximum Stock Level Report



Maximum Stock Level Report

The Maximum Stock Level Report allows providers to view current and historical Maximum Stock Levels (MSL) for their facility.



Maximum Stock Level Report

The screenshot shows a web application interface for generating a Maximum Stock Level (MSL) report. At the top, there is a navigation menu with links for Home, Facilities, Reporting and Ordering, Vaccine Choice, and More. The user's name, andy.doranztest, is visible in the top right corner. The main content area features a form titled "Please Select Date Range to fetch Provider MSL Report". The form includes input fields for "Start Date" (12/01/2023) and "End Date" (12/31/2023), along with "Fetch" and "Download Report" buttons. Below the form is a table displaying the report data.

PIN	Provider	Date	NDC	Vaccine Group	Vaccine Description	MSL
123456	ZZ TEST Data Purge	20231208				100
123456	ZZ TEST Data Purge	20231201		DTaP		230000
123456	ZZ TEST Data Purge	20231201		DTaP-Hep B-IPV		10
123456	ZZ TEST Data Purge	20231201		DTaP-IPV		10

After clicking the Maximum Stock Level Report tile, enter a start and end date and click **Fetch**. A preview of the report will populate on the screen.

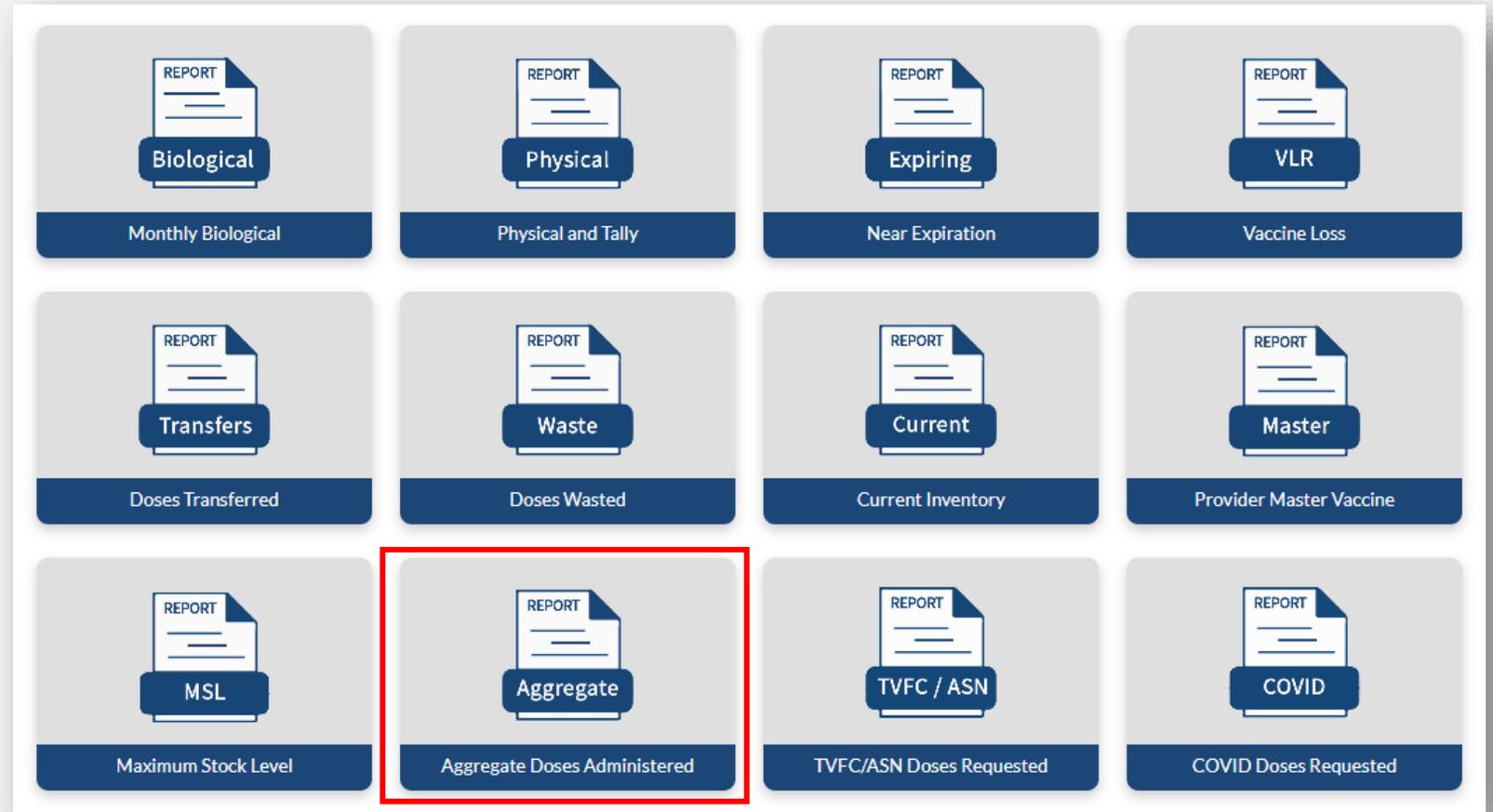
Click **Download** to view and save an excel copy of the report.

10. Aggregate Doses Administered Report



Aggregate Doses Administered Report

The Aggregate Doses Administered Report allows providers to view doses administered summed up by vaccine, lot number, expiration date, and intent for the date range entered.



Aggregate Doses Administered Report

Please Select Date Range to fetch Doses Administered Records

Start Date: 12/01/2023 End Date: 01/16/2024

Fetch Download

PIN	Provider	NDC	Intent	Lot Number	Expiration Date	Vaccine Group	Vaccine Description
123456	ZZ TEST Data Purge	58160-0890-52	PED	F7332	10/15/2024	FLU (Pediatric)	Fluarix Quad Pre-Filled Syringe 2022-2023
123456	ZZ TEST Data Purge	58160-0890-52	PED	ty599899	10/07/2033	FLU (Pediatric)	Fluarix Quad Pre-Filled Syringe 2022-2023

After clicking the Aggregate Doses Administered Report tile, enter a start and end date and click **Fetch**. A preview of the report will populate on the screen.

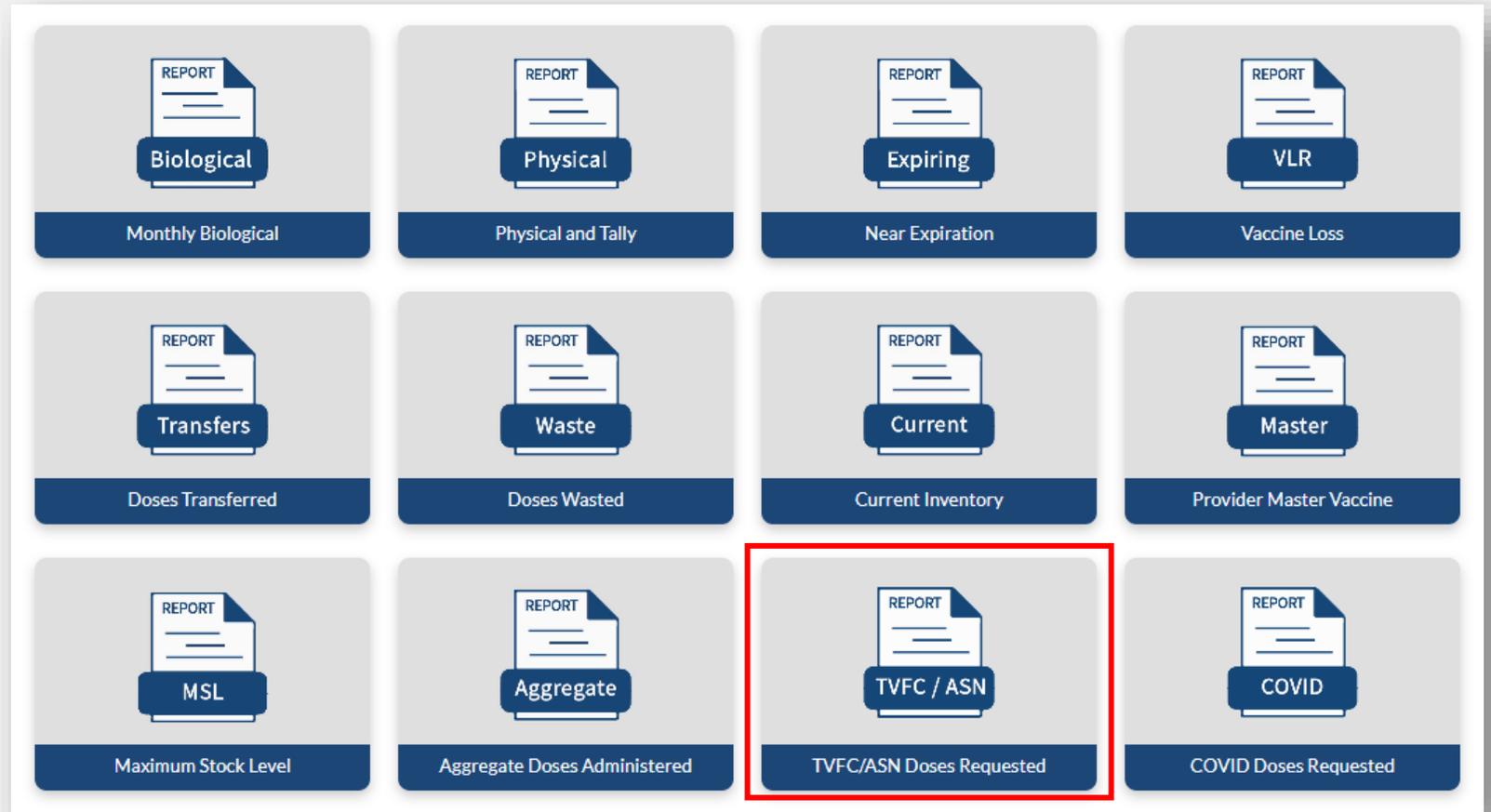
Click **Download** to view and save an excel copy of the report.

11. TVFC/ASN Doses Requested Report



TVFC/ASN Doses Requested Report

The TVFC/ASN Doses Requested Report allows providers to view all TVFC/ASN orders submitted within the date entered. The report shows the number of doses requested for each vaccine, and the status of the order.



TVFC/ASN Doses Requested Report

Please Select Date Range to fetch Doses Requested Records

Start Date: 01/01/2024 End Date: 01/16/2024

[Fetch](#) [Download](#)

PIN	Provider	NDC	Intent	Vaccine Group	Vaccine Description
123456	ZZ TEST Data Purge	49281-0286-10	PED	DTaP	DAPTACEL (DTAP); SDV; PED; 10 PACK
123456	ZZ TEST Data Purge	58160-0810-52	PED	DTaP	INFANRIX (DTAP); Pre-Filled Syringe; PED; 10 PACK.

After clicking the TVFC/ASN Doses Requested Report tile, enter a start and end date and click **Fetch**. A preview of the report will populate on the screen.

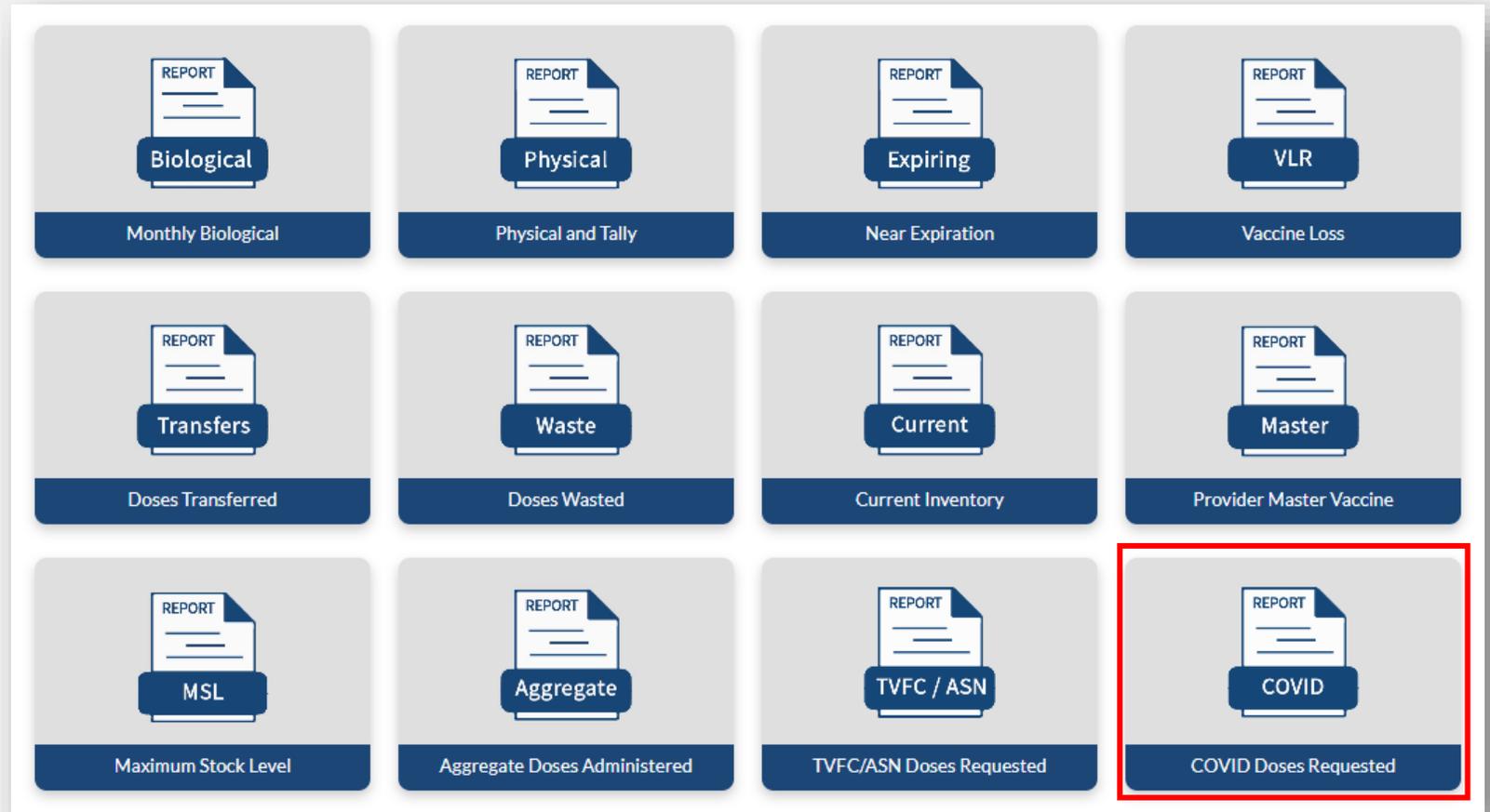
Click **Download** to view and save an excel copy of the report.

12. COVID Doses Requested Report

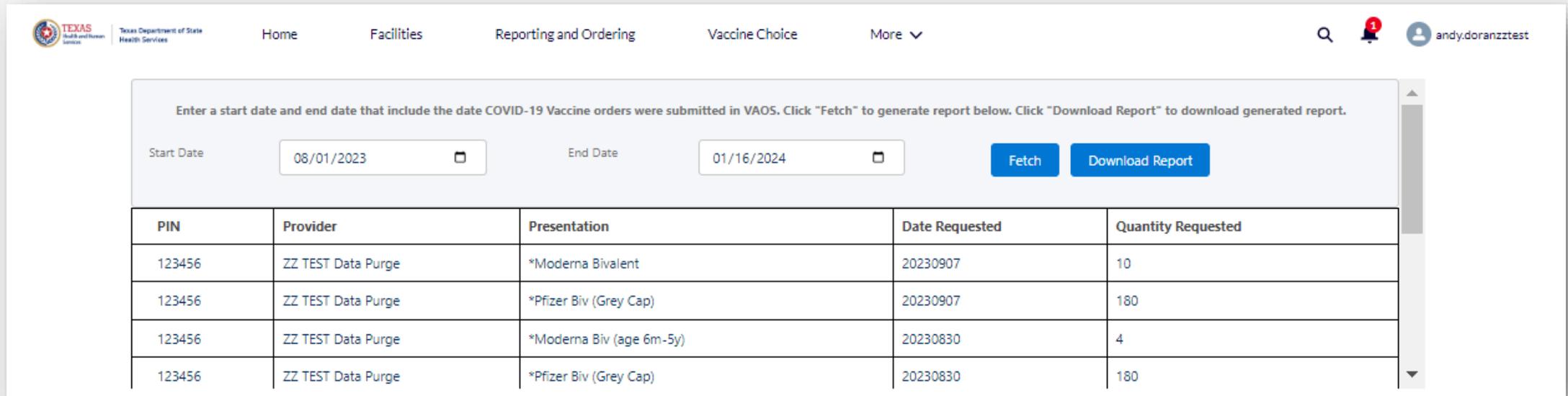


TVFC/ASN Doses Requested Report

The COVID Doses Requested Report allows providers to view all COVID orders submitted within the date entered. The report shows the number of doses requested for each vaccine, and the status of the order. This report *only* shows pandemic COVID orders and does not include COVID vaccine obtained through the TVFC/ASN programs.



TVFC/ASN Doses Requested Report



Enter a start date and end date that include the date COVID-19 Vaccine orders were submitted in VAOS. Click "Fetch" to generate report below. Click "Download Report" to download generated report.

Start Date: 08/01/2023 End Date: 01/16/2024 Fetch Download Report

PIN	Provider	Presentation	Date Requested	Quantity Requested
123456	ZZ TEST Data Purge	*Moderna Bivalent	20230907	10
123456	ZZ TEST Data Purge	*Pfizer Biv (Grey Cap)	20230907	180
123456	ZZ TEST Data Purge	*Moderna Biv (age 6m-5y)	20230830	4
123456	ZZ TEST Data Purge	*Pfizer Biv (Grey Cap)	20230830	180

After clicking the COVID Doses Requested Report tile, enter a start and end date and click **Fetch**. A preview of the report will populate on the screen.

Click **Download** to view and save an excel copy of the report.