Vaccine Transfers in the Vaccine Allocation and Ordering System (VAOS)

Last Updated: November 14th, 2023

Overview

Purpose

- The Vaccine Transfers job aid provides step-by-step instructions for Texas Vaccines for Children (TVFC) and Adult Safety Net (ASN) providers to enter Vaccine Transfer Requests and generate a Transfer Report in the Vaccine Allocation and Ordering System (VAOS).

- The job aid includes relevant transfer requirements and coordination instructions.

Audience

- TVFC and ASN providers who access VAOS

Texas Health and Human Services

Texas Department of State Health Services

Vaccine Transfers in VAOS

1. **Transfer Requirements**
2. **Submitting a Transfer Request**
3. **Transfer Authorization Form (EC-67)**
4. **Transfer Reports**

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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**.

1. Transfer Requirements

Request to Transfer Vaccine

Before requesting to transfer vaccines, note that it is the responsibility of the *Transferring Provider* to ship or physically transport the vaccine. *Transferring Providers* are responsible for any costs incurred in transferring vaccines and should consider the transport of ancillary supplies.

Vaccine Arrival at Provider Facility	Vaccine Storage & Handling at Provider Facility	*Transferring Provider* Ships or Transports Vaccine	Vaccine Administration at *Receiving Provider* Facility

✅ ***Transferring Provider is responsible for maintaining the cold chain***
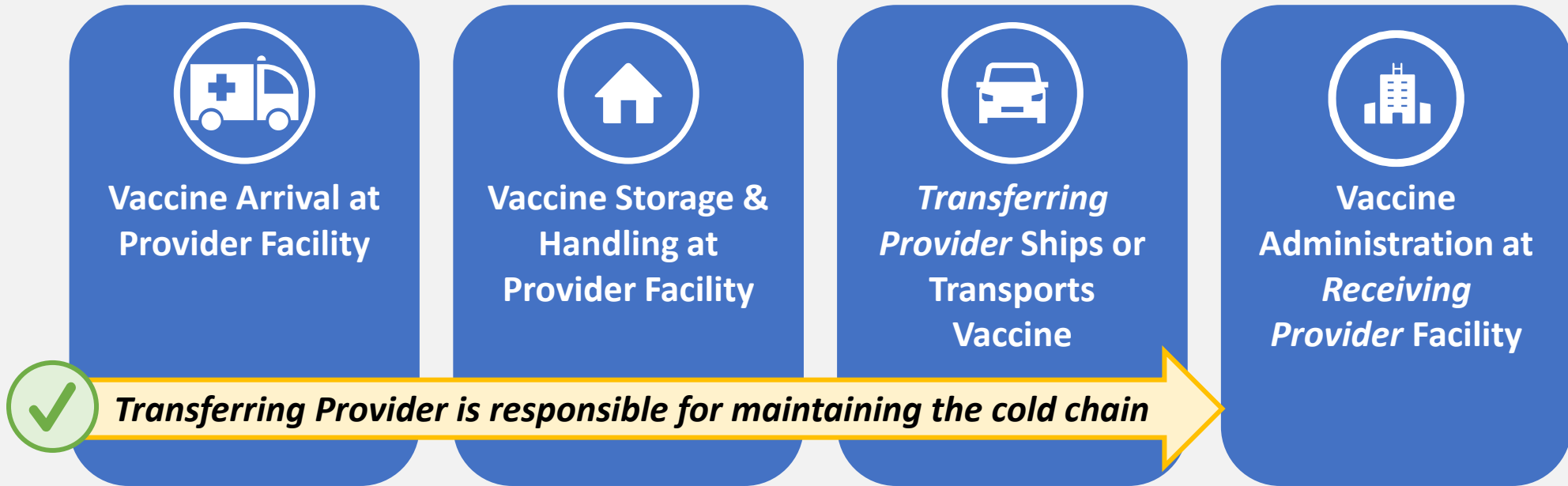
✅ Before requesting a transfer, **verify that the facility you want to receive the vaccine is an approved provider**. TVFC/ASN vaccines may only be transferred to an approved TVFC/ASN Provider.

Vaccine Transfer Checklist

Preparing to Request a Transfer
Make sure you have this information ready before beginning your vaccine transfer request.

Ensure You Have the Following:
❑ Transferring Provider PIN and Receiving Provider PIN
❑ Reason for transfer
❑ Vaccines to transfer
❑ Lot numbers for the vaccines to transfer
❑ Quantities to transfer

Before submitting a request to transfer, you should coordinate with the *Receiving Provider* so that you can submit their correct information – **including their 6-digit Provider PIN.**

2. Submitting a Transfer Request
Entering Transfer Requests in VAOS

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Navigate to the VAOS Provider Portal

Log into your VAOS Provider Portal and navigate to the **Reporting and Ordering** tile.
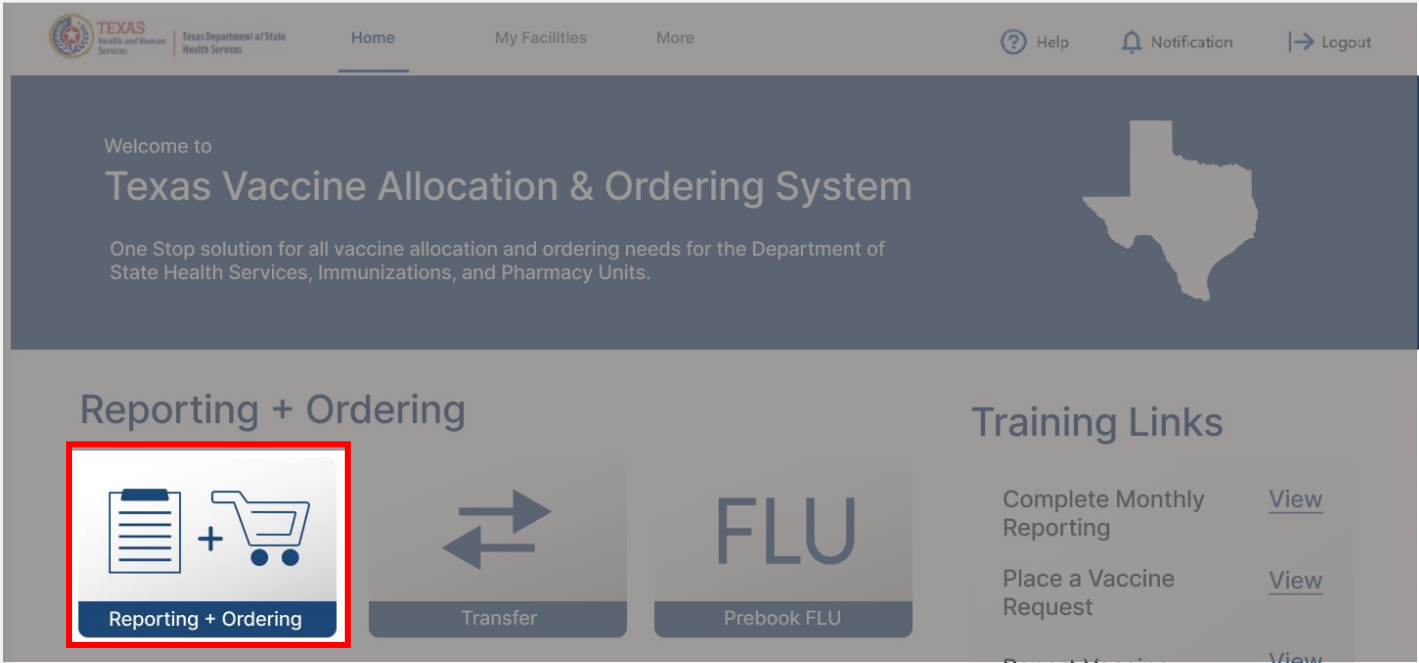
Navigate to Reporting

1. Select the facility you wish to transfer vaccine from by clicking the drop-down menu under ***Ordering facility.**

2. Verify your shipping information and click Continue.

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

Navigate to Reporting

Click **Continue** until you reach the Reporting page of the Ordering and Reporting module. Click the **Transfer** tab.

Vaccine Transfer Request

1. Select the transferring Provider from the drop-down menu under **Select Transferring Provider.** The current inventory will populate at the bottom of the screen after the facility is selected.
2. Enter the 6-digit PIN of the receiving provider under **Enter Receiving Provider PIN.** If the PIN is invalid, you will receive an error message.
3. If needed, enter additional details.

TVFC/ASN/FLU Vaccine Transfer Reporting

1. Communicate with the receiving provider. Confirm the address and hours of operation before shipping any vaccine.
2. Enter the six digit PIN of the receiving provider.
3. From the vaccine in your inventory, enter the number of doses for each lot number and the associated reason for transfer.
4. Select the checkbox on the top left of the list view to select and edit more than one record.
5. Add any additional details.
6. Click Save.

* Select Transferring provider	* Enter Receiving provider PIN	Additional Details
ZZ TEST Data Purge	999988	Short-Dated Vaccines

Vaccine Transfer Request (Continued)

1. For each inventory record you are transferring, select the check mark on the left side of the screen. Utilize the top check mark to select all inventory if you are transferring your entire stock to the provider.
2. The **Quantity to transfer** will be pre-populated with your total quantity on hand. Ensure you edit the quantity if you are not transferring the entire quantity on hand. You will not be able to transfer more doses than your quantity on hand.
3. Select the reason for the transfer under **Select Reason**.
   - NOTE: If you select **Other** as the transfer reason, a detailed reason is required under the **Explanation** column.
4. Click **Save.** If you do not see the save button, that is because no changes were made to the Quantity to Transfer or Select Reason fields.
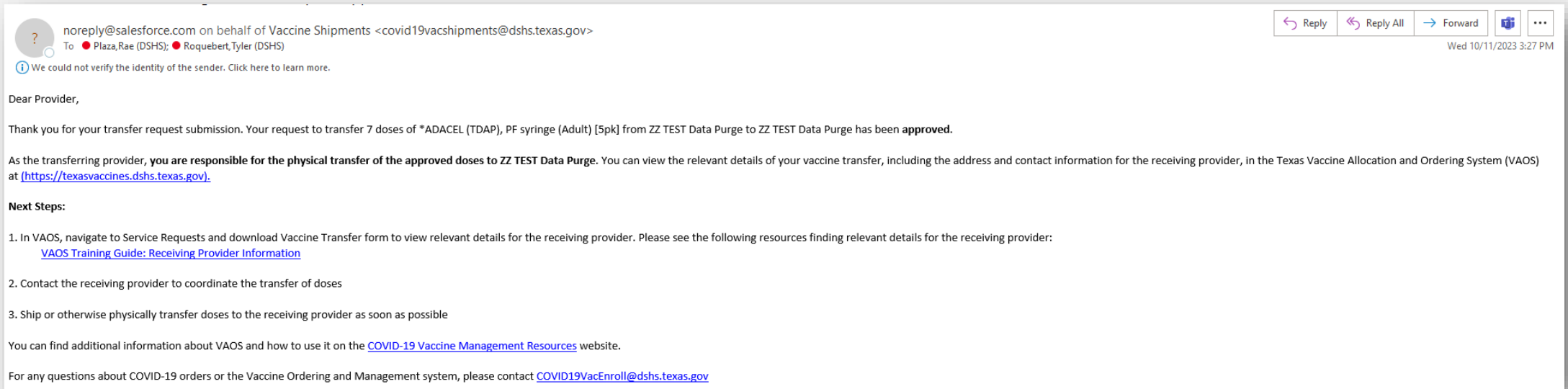
Vaccine Transfer Request (Continued)

1. Once your transfer request has been saved, your Responsible Entity (RE) will approve or deny your request within 14 days. **Do not coordinate the physical transfer until the transfer request has been approved.**
2. You can view submitted Transfers by selecting Service Requests on the Accounts module.

Provider E-Mail Notification

When a transfer is **approved**, the **primary & backup vaccine coordinators at the** *transferring provider* will receive an email notification.

Receiving providers do not need to confirm receipt of the transfer in VAOS. The inventory will update automatically.

3. Transfer Authorization Form

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TVFC/ASN Vaccine Transfer Authorization Form

Once a transfer is submitted, you or your RE can download the Vaccine Transfer Authorization Form (EC-67) in VAOS with all the transfer information pre-populated.

In the case you need to access a blank form, navigate to the TVFC Program Landing Page on the DSHS website. Go to **Forms and Publications**. Scroll down to form EC-67, **Vaccine Transfer Authorization Form.**

Home > Immunizations > Texas Vaccines for Children > Forms & Publications - Texas Vaccines for Children

Forms & Publications - Texas Vaccines for Children

Table of Contents
TVFC Forms

- Texas Vaccines for Children Provider Manual
- Vaccine Inventory, Storage, and Reporting
- Patient Eligibility / Referral
- Provider Enrollment and Withdrawal

Vaccine Inventory, Storage, and Reporting

| Stock Number	Title
C-33	Monthly Biological Report (PDF)
EC-68-1	Pediatric Biological Order Form (PDF)
C-88	Combined Tally and Physical Inventory (XLS)
E11-14498	Vaccine Management Plan Templates
EC-67	Vaccine Transfer Authorization Form (PDF)

4. Transfer Reports
Generating a Report of Previous Transfers in VAOS

Navigate to Reports

1. Login to your VAOS Provider portal and navigate to the **Reports** tab.

2. Select the **Doses Transferred Report** tile.
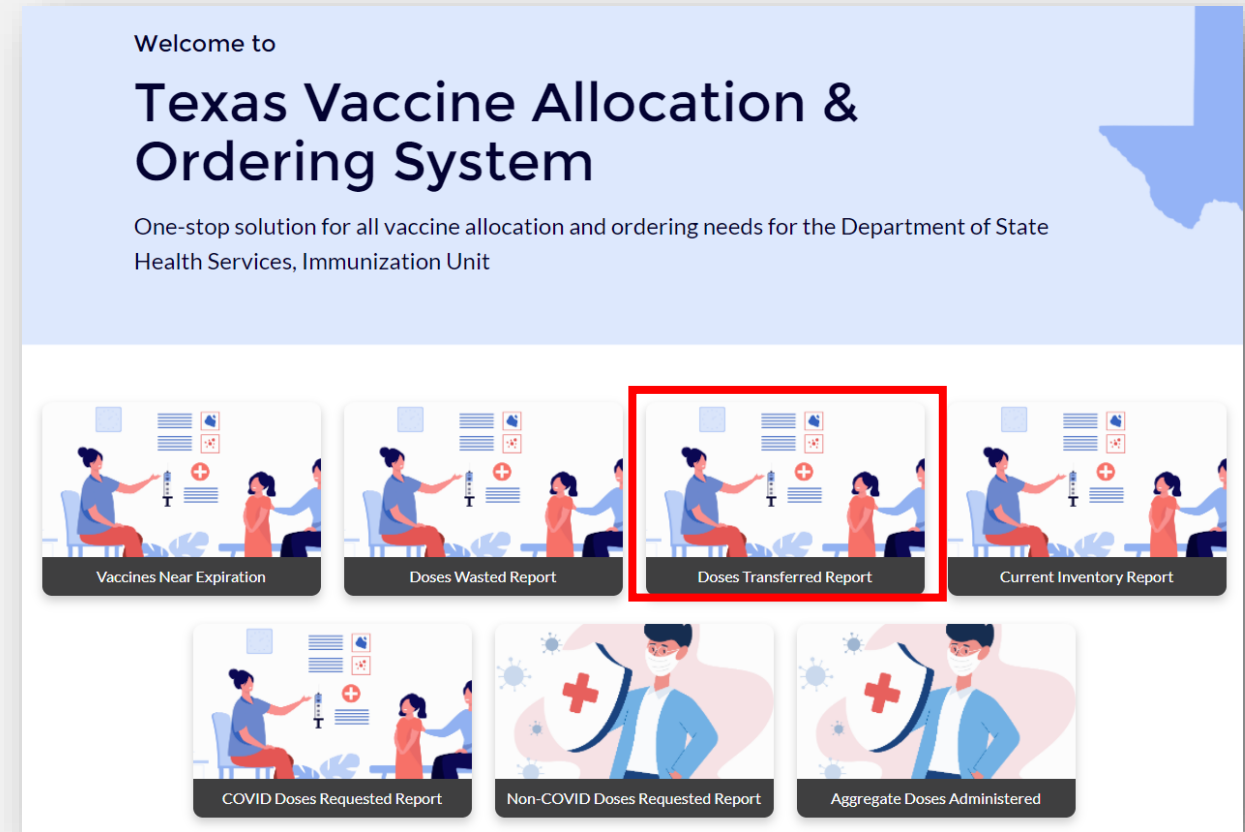
Select Report Dates

1. Enter the **date range** you would like the report to capture.

2. Select **Fetch.**

Please Select Date Range to fetch Provider Doses Transferred Report

| Start Date | mm/dd/yyyy | End Date | 05/21/2021 | | Fetch |

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

View and Export Shipment Record

1. Your report will populate in a table containing data from the date range you selected.

2. Select **Download Report** to export your report to a spreadsheet.