

# Vaccine Allocation & Ordering System (VAOS) Quick Start Guide

March 29, 2023



# Overview

## Purpose

- **Vaccine Allocation & Ordering System (VAOS)** is a place for providers to manage their ordering, waste, transfers and other vaccination details. The following information outlines the necessary steps for accessing VAOS.
- It includes a set-up guide for using Texas DSHS Immunization Program Portal and brief tips to navigate the VAOS Home Page once you have access.

## Audience

- TVFC, ASN, Flu, COVID-19 vaccine & therapeutics providers who access VAOS



# Table of Contents

1. [Important Reminders](#)
2. [Accessing VAOS](#)
3. [Navigating VAOS Homepage](#)



Texas Department of State  
Health Services

# Important Reminders

*What You Need to Know Before You Start*



TEXAS  
Health and Human  
Services

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Health Services

# 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 Providers or facility locations you are associated with, you will have **one set of login credentials**.

# How Can I Change Who Has VAOS Access?

You can **change who has access** to VAOS for your facility. If you would like to designate a different person to have access to VAOS for your facility or have questions about who can have VAOS access for your facility, then:

- If you are a **COVID-19 Vaccine Provider**, you can email [COVID19VacEnroll@dshs.Texas.gov](mailto:COVID19VacEnroll@dshs.Texas.gov)
- If you are a **TVFC/ASN/FLU Provider**, please contact your Responsible Entity
- If you are a **COVID-19 Therapeutics Provider**, you can email [therapeutics@dshs.texas.gov](mailto:therapeutics@dshs.texas.gov)
- If you are a **COVID-19 Vaccine Provider and a TVFC/ASN/FLU Provider**, you can email your Responsible Entity (RE)

The screenshot shows a web form titled "PANDEMIC PROVIDER ENROLLMENT" with the sub-header "Enroll to request COVID-19 Vaccine". The form is divided into several sections, with a sidebar on the left containing: "Location and Shipping" (checked), "Pandemic Vaccine Coordinators" (active), "Delivery Times", "Vaccine Storage Capacity", "Prescribing Providers", "Patient Profile", "Administration and Reporting", and "Responsible Officers". The main content area is titled "Pandemic Vaccine Coordinators" and includes the instruction: "Designate the primary and backup pandemic vaccine coordinators for this facility. The coordinators will become the main point-of-contact for vaccine distribution, accountability and other communications." Below this, there are two sections: "Primary Vaccine Coordinator" and "Backup Vaccine Coordinator". Each section contains fields for: \*Last Name, \*First Name, MI (with a dropdown), \*Telephone (with a dropdown), \*Email, and Degree/Credentials. At the bottom right of the form are two buttons: "Save & Continue" and "Save & Exit". A red rectangular box highlights the "Primary Vaccine Coordinator" and "Backup Vaccine Coordinator" sections.

# Accessing VAOS

*How to configure your VAOS account*

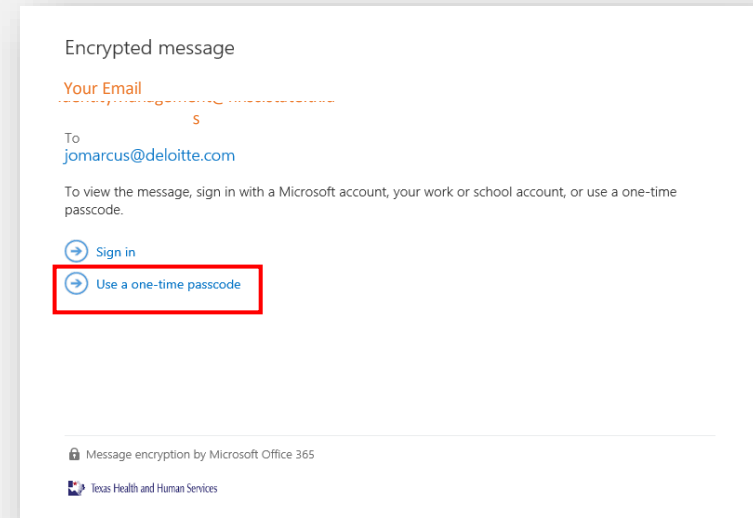


TEXAS  
Health and Human  
Services

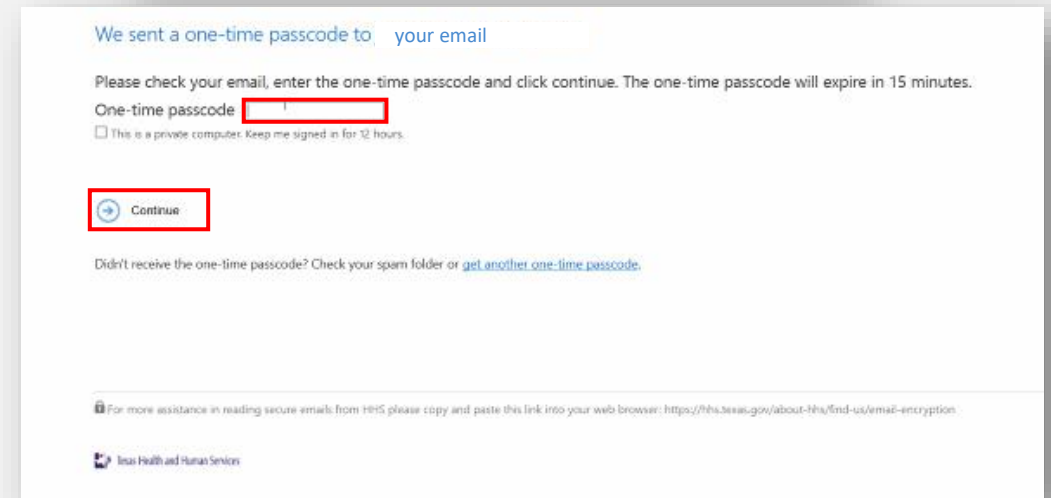
Texas Department of State  
Health Services

# Decrypt Email

1. Your primary and secondary coordinators will receive an encrypted email from [IdentityManagement@hhsc.state.tx.us](mailto:IdentityManagement@hhsc.state.tx.us)
2. The email will need to be decrypted. To **decrypt the email**, select the message file and choose to open it.
3. You will be redirected to a web browser. From here, select **Use a one-time passcode**.
4. Your **temporary code** will be emailed to you.
5. Enter your one-time code and select **Continue**.



3

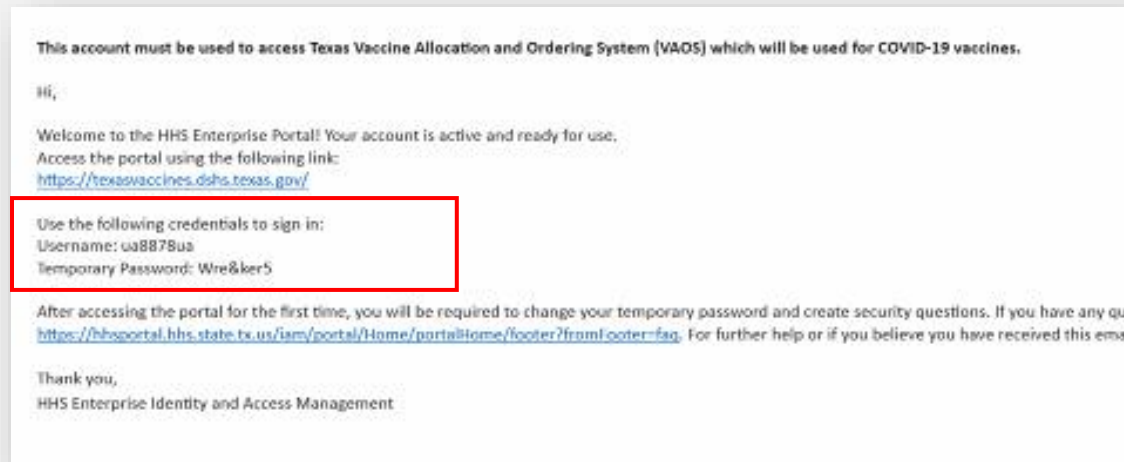


4-5



# Decrypt Email

6. Once you select **Continue** the encrypted message will open.
7. The message will contain **your username and a temporary password** for VAOS.
8. Select the link to VAOS to be redirected to the VAOS login page.



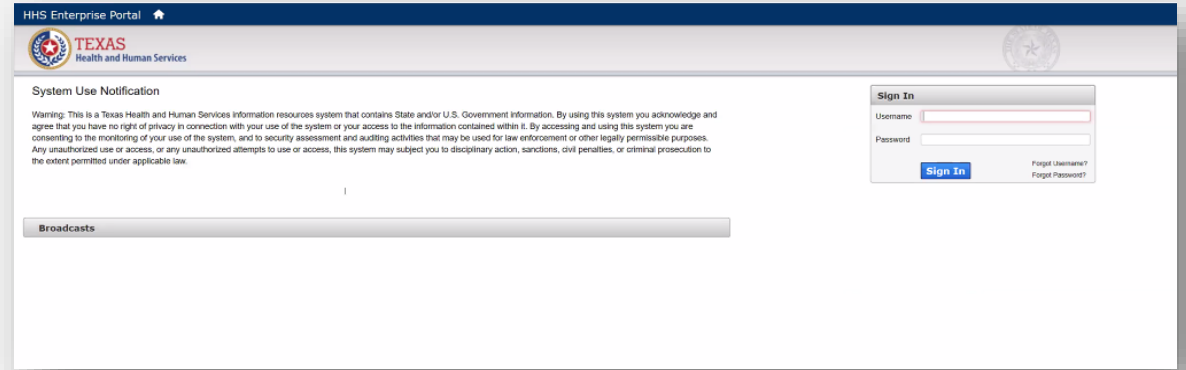
# Access Home Page

9. Use the provided **credentials** from the **encrypted email** to log in and **change the temporary password** to a password of your choosing. You will be prompted to do this.

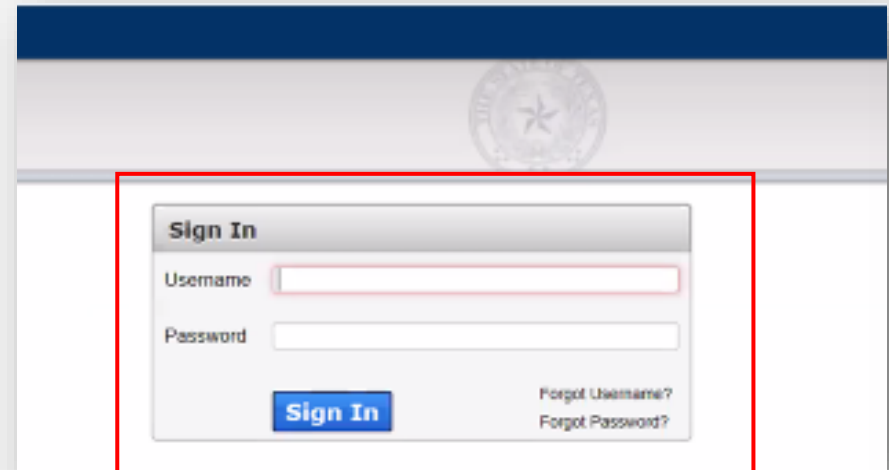
10. Once you've created your new password, use it to log in to your Provider portal at <https://texasvaccines.dshs.Texas.gov>

- **Note:** You may be required to complete a **captcha**. Simply solve the math problem and select Enter.

9



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# Navigating VAOS Homepage

*What processes does VAOS offer?*



# VAOS Homepage



**Note:** Depending on whether you are a COVID-19 or TVFC/ASN provider, you may have different modules and VAOS capabilities.

Please make sure to visit the correct job aid for your provider type.

**Note:** Some instructions/modules for the VAOS Homepage will be for only certain groups of provider. Please review the **TVFC/ASN/FLU ONLY** or **COVID ONLY** stickers on the following slides for guidance.

If a provider is both TVFC/ASN/FLU and a COVID-19 Provider, then they will have access to all modules.

**TVFC/ASN/FLU ONLY**

**COVID-19 ONLY**

# VAOS Homepage

[Accounts](#)

[Enter Doses Administered](#)

[Open Ordering \(TVFC/ASN/Flu\)](#)

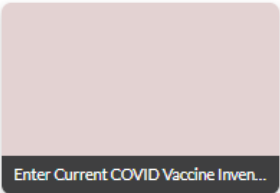
[COVID Transfer Module](#)

[COVID Open Ordering](#)

[Reports](#)



Accounts



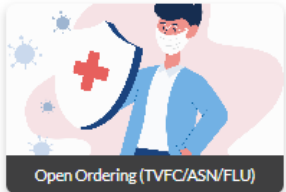
Enter Current COVID Vaccine Inven...



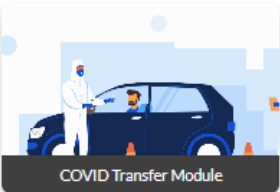
Enter Doses Administered



Enter Vaccine Loss



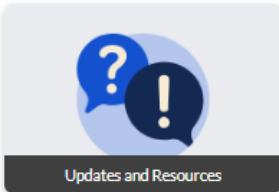
Open Ordering (TVFC/ASN/Flu)



COVID Transfer Module



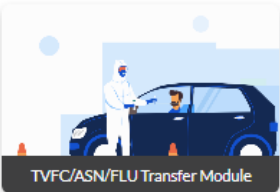
Reports



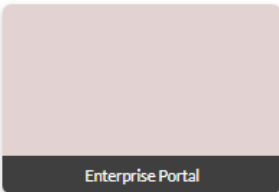
Updates and Resources



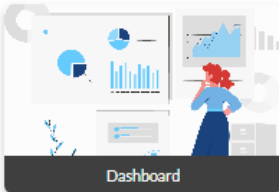
Physical Inventory



TVFC/ASN/Flu Transfer Module



Enterprise Portal



Dashboard



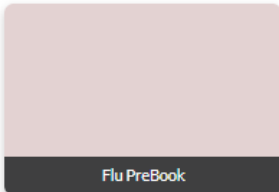
MSLs



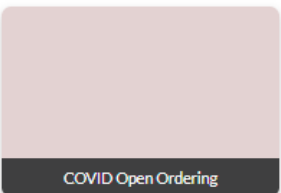
Core Therapeutics



Outbreak Response



Flu PreBook



COVID Open Ordering

[Enter Vaccine Loss](#)

[Updates & Resources](#)

[Physical Inventory](#)

[TVFC/ASN/Flu Transfer Module](#)

[Flu Pre Book](#)

[Update Choice \(TVFC/ASN/Flu\)](#)

[Core Therapeutics](#)

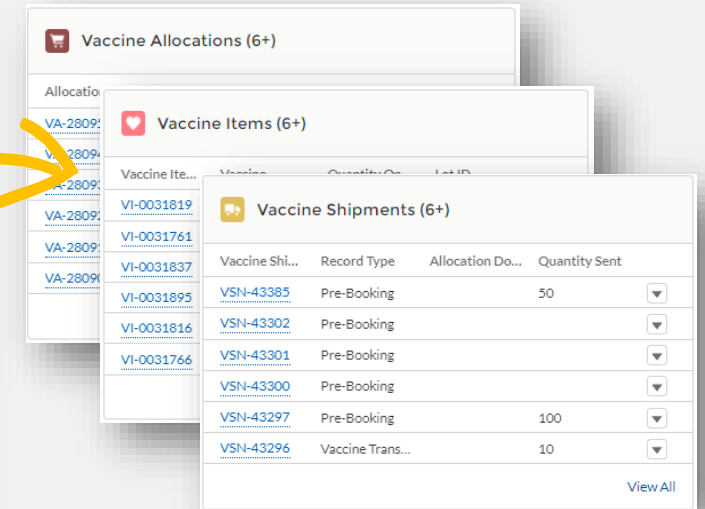
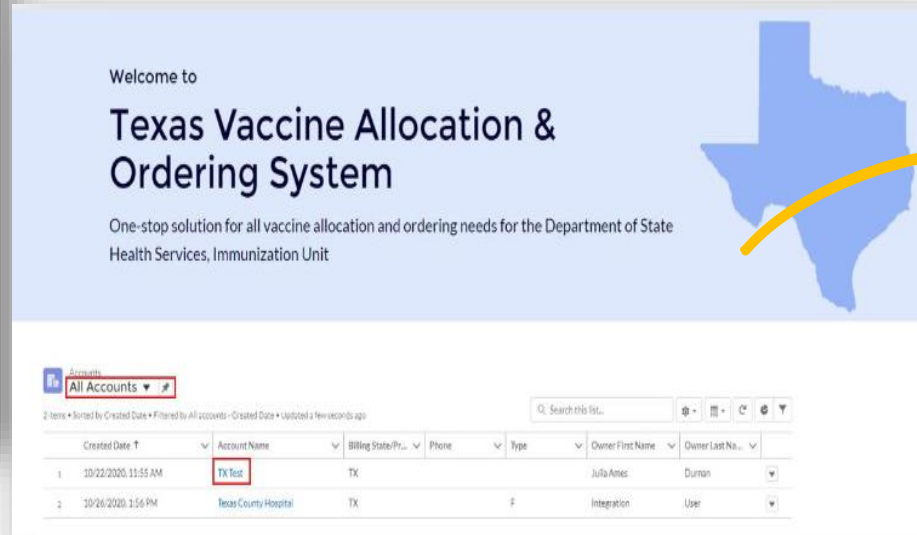
[Outbreak Response](#)

# Accounts



## In this section:

- View shipments, requests, account information, vaccine items.
- Applies to **both** TVFC/ASN/FLU and COVID-19.



For more information, please visit our VAOS job aids:  
[COVID-19 Vaccine Shipments](#)  
[TVFC/ASN/FLU Shipments](#)

# TVFC/ASN/FLU Transfer Module

TVFC/ASN/FLU ONLY



Please complete any transfer requests needed for your facility

### NON-COVID Vaccine Transfer Reporting Page

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  
Choose Transferring provider

\* Enter Receiving provider PIN  
Enter Receiving provider PIN

Additional Details  
Enter Additional Details

<input type="checkbox"/>	Inventory ...	Vaccine	Vaccine Intent...	NDC	Lot Number	Expiration Date	Quantity On H...	Quantity To Tr...	Select Reason	Selected Reason
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Back Next

- In this section:**
- Complete any transfer requests for Non-COVID vaccines.
  - Applies to only **TVFC/ASN/FLU** providers.

For more information, please visit our VAOS job aid: [TVFC/ASN Vaccine Transfers](#)

# Enter Doses Administered (TVFC/ASN/FLU only)

TVFC/ASN/FLU ONLY



## In this section:

- Track the doses you've administered to keep your inventory updated.
- Applies to only **TVFC/ASN/FLU** providers.

### DOSES ADMINISTERED DATA ENTRY PAGE

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

1. Record your doses administered under the appropriate age group for each vaccine or therapeutic product lot that you administered. (Note: For therapeutics product, if age group is not tracked, please enter under "19 and Over.")
2. If a lot number is not listed it must be added before recording your doses administered.
3. If you administered a dose of vaccine or a patient course of therapeutic product to an age group different from the intended age group, enter the quantity of doses/patient courses administered and select the reason for administering this vaccine/therapeutic product to that age group.

**Important: For TVFC/ASN/Flu immunizations, please note the date range on this screen. VAOS requires you to enter your doses administered up to the current date before allowing you to record your physical count of vaccines.**

Enter doses administered for the date range below

From 11/1/2021 To 11/30/2021

\* Select A Facility To Record Doses Administration

Choose Facility

Complete this field.

<input type="checkbox"/>	Vaccine	Vaccine Intenti...	Item Number	Lot Number	Expiration Date	Quantity On Ha...	0-18	19 and Over	Select Reason	Selected Re...
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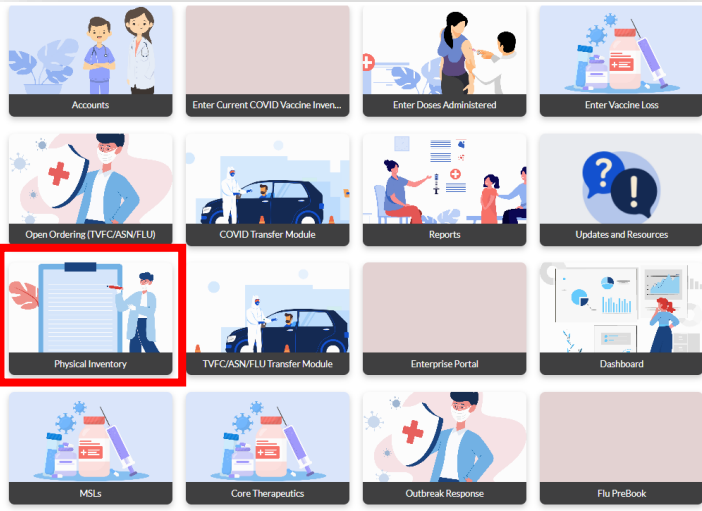
Back

Next

For more information, please visit our VAOS job aid: [TVFC/ASN Vaccine Administration Data](#)



# Physical Inventory



## In this section:

- Reconcile inventory
- View vaccine items
- Manually add vaccine items
- Enter physical count
- Applies to TVFC/ASN/FLU



Please ensure that you also follow any reporting requirements outside of VAOS.

### Physical Inventory

**Instructions**

1. This page shows all activity since the last time you reconciled your inventory.
2. Complete all other transactions (Receiving, Transfers, Wasted/Expired, Doses Administered up to today) before reconciling.
3. In the Physical Count column, enter the number of doses on-hand for each vaccine and lot.
4. If your physical count does not match the Automated Total Doses quantity, make sure that all orders have been administered, transferred, wasted, or expired have been recorded. Return to and update those pages as needed.
5. If, after careful review, there is still a discrepancy between your on-hand count and the system count, enter the down menu. The need for this should be minimal.
6. When all lines match or have been reconciled, enter your name and hit save at the bottom.
7. Please click 'Addline' to add any items that are not in your Electronic Inventory (example: received extra vaccine). NOT add private inventory into VAOS.

Vaccine Items  
**Provider Portal**

50+ Items • Sorted by Vaccine Item Number • Filtered by All vaccine Items - Vaccine Family • Updated a few seconds ago

	Vaccine Item Number	Facility	Provide...	Vaccine	NDC
1	VI-0031930	Texas Test	300528	DT (DT); SDV; PED; 1 PACK	49281-0225-10
2	VI-0031929	Texas Test	300528		
3	VI-0031928	Texas Test	300528	DAPTACEL (DTAP); SDV; PED;	49281-0286-10
4	VI-0031922	Texas Test	300528	REGEN-COV	61735-039-01
5	VI-0031900	Texas Test	300528		
6	VI-0031899	Texas Test	300528	Therapeutics 3	3455656
7	VI-0031895	Texas Test	300528	ADACEL (TDAP) PFS	49281-0400-20
8	VI-0031894	Texas Test	300528	ADACEL (TDAP) PFS	49281-0400-20
9	VI-0031887	Texas Test	300528	DT (DT); SDV; PED; 1 PACK	49281-0225-10
10	VI-0031886	Texas Test	300528		
11	VI-0031838	Texas Test	300528		

### New Vaccine Item

**Information**

Vaccine  Lot ID

Quantity On Hand  Serial Number

Total Received  Quantity Unit of Measure

Quantity Required

Facility

Trade Name

Packing Date

Manufacturer

Allocation Dose

Reason for Adjustment

Expiration Date

Reason for Add line

**Reporting Fields**

Starting Inventory

For more information, please visit our VAOS job aid: [TVFC/ASN Reporting Inventory Job Aid](#)

# Enter Vaccine Loss



## In this section:

- Track vaccine waste amounts and reasons.
- Applies for **both** TVFC/ASN/FLU and COVID-19 Providers.

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

Enter Vaccine Loss COVID



Enter Vaccine Loss (TVFC/ASN/F...



For more information, please visit our VAOS job aids:

[TVFC/ASN Reporting Waste](#)  
[COVID-19 Reporting Waste](#)

# Open Ordering (TVFC/ASN/FLU)

TVFC/ASN/FLU ONLY



## In this section:

- Place vaccine orders as a TVFC/ASN/Flu provider.
- This module only applies to TVFC/ASN/FLU providers.

**OPEN ORDERING PAGE**

1. Only the brands and presentations that you selected on the Vaccine Choice page are available to order. To update the vaccines that appear here, please click the "Update Choice" button on the right.
2. Vaccine may be ordered only in increments according to the pack size.
3. The following vaccines (pediatric only) may be ordered in single doses: DT, Td, and PPSV23.
4. TVFC requires recording of doses administered up to the current date and inventory and reconciliation (Provider C-33) of all vaccines before an order can be submitted.
5. A current Temperature Recording Form (C-105) must be uploaded on the day of order submission for an order to be submitted. The C-105 must show all temperatures within range or that appropriate action was taken.
6. A reason for deviation is required for any vaccine group where the Order Quantity is greater than the Suggested Order amount.
7. Local health department or health service region will approve all orders.
8. Once the Submit button is clicked, a pop-up message will appear that states "Your order has been submitted." Click the X to have the message disappear.

**Important:** If you have selected your facility under "Select an Ordering Facility", and are unable to proceed with ordering, it may be because you have not uploaded your Temperature Log, reported Doses Administered, or reported Physical Inventory today. Please do so in order to submit an order for your selected facility.

\*Select An Ordering Facility  
ZZ TEST Data Purge

Please verify all required conditions to proceed with this order.

- I have verified that my shipping address is correct.
- I verify that the temperature of our refrigerator and/or freezer are checked twice daily and I have uploaded my temperature log in VAOS.
- I have verified that my hours of operation are correct and that staff are available to receive and store vaccine deliveries promptly during these times.

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

Please list all dates

Next

For more information, please visit our VAOS job aid: [Open Ordering](#)

# Update Vaccine Choice (TVFC/ASN/FLU)

TVFC/ASN/FLU ONLY

To **update vaccines available** for specific presentations and brand, select "**Update Choice**" on the top left of the Open Ordering Page.

Update Choice

Texas Vaccines for Children

Select your **facility** from the dropdown menu on the **Vaccine Choice Module Page**.

## VACCINE CHOICE MODULE PAGE

1. Please check the checkbox next to each vaccine that you would like to order for your facility.
2. If, after review, you do not wish to make any changes, you **do not have to do anything!**
3. When you are finished making changes, scroll the the bottom of the screen and click Submit.
4. Note to Adult providers: there may be choices for vaccines that are not currently available to order. You may edit choices for these vaccines for when and if they become available again.

\*Select An Ordering Facility

Choose Facility

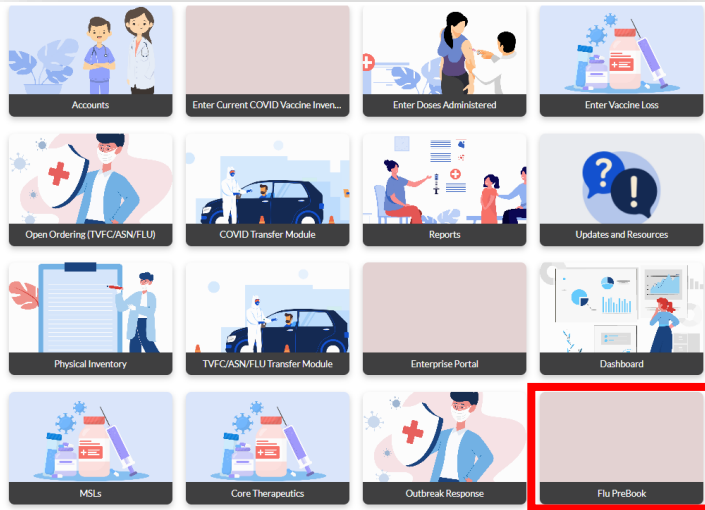
### In this section:

- Update Choice for vaccines offered at your facility.
- This module only applies to **TVFC/ASN/FLU** providers.

For more information, please visit our VAOS job aid: [Open Ordering](#)

# Flu Pre Book

TVFC/ASN/FLU ONLY



## In this section:

- Indicate whether you will or will not be ordering Influenza doses for the upcoming season.
- Submit the number of doses you want to receive by presentation.
- Applies to only **TVFC** providers.
- *Pre-Booking only available in January.*

Choose Facility

\*Do you intend on ordering influenza vaccine for the 2021-2022 flu season?

NO, I do NOT want to order ANY influenza vaccine for the 2021-2022 influenza season

YES, I will be placing an order for influenza vaccine for the 2021-2022 influenza season.

Please note:  
**Place all orders in DOSES (not vials).**  
**For ordering purposes, 1 multi-dose vial = 10 doses.**

Abbreviations

Authorization\*

I am the authorizing official

Place your flu vaccine order (in multiples of 10 only):

Afluria (Seqirus) 0.25 mL PFS <i>6 mos-35 mos</i>	<input type="text"/>
Fluarix (GSK) 0.5 mL PFS <i>6 mos-18 yrs</i>	<input type="text"/>
Flulaval (GSK) 0.5 mL PFS <i>6 mos-18 yrs</i>	<input type="text"/>
Fluzone (Sanofi) 5 mL MDV <i>6 mos-18 yrs</i>	<input type="text"/>
Fluzone (Sanofi) 0.5 mL SDV <i>6 mos-18 yrs</i>	<input type="text"/>
Fluzone (Sanofi) 0.5 mL PFS <i>6 mos-18 yrs</i>	<input type="text"/>
FluMist (AstraZeneca) Sprayer <i>2 yrs-18 yrs</i>	<input type="text"/>
Fluzone (Sanofi) 0.5 mL SDV <i>6 mos-18 yrs</i>	<input type="text"/>
Fluzone (Sanofi) 0.5 mL PFS <i>6 mos-18 yrs</i>	<input type="text"/>
Flucelvax (Seqirus) 0.5 mL PFS <i>4 yrs-18 yrs</i>	<input type="text"/>
Flucelvax (Seqirus) 5 mL MDV <i>4 yrs-18 yrs</i>	<input type="text"/>

Total : 0

For more information, please visit our VAOS job aid: [TVFC Flu Pre-Book in VAOS](#)

# COVID-19 Open Ordering Module



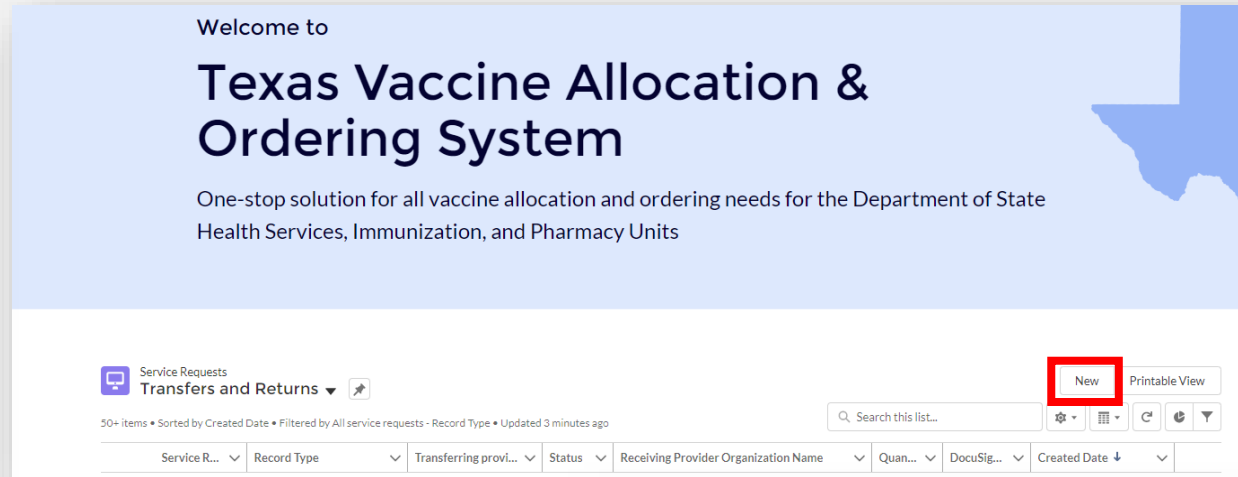
## In this section:

- Request COVID-19 vaccines, all from one page
- View up-to-date vaccine information, including dosage, pack-size, etc.

The screenshot displays the 'COVID' section of the ordering interface. It features two columns for vaccine selection. The left column is for 'Pfizer-BioNTech Covid-19 (Pediatric 5-11)' and the right column is for 'Novavax 100'. Each column includes a text box for the vaccine name, a quantity input field (set to 100), a pack size input field (set to 100), a vial size input field (set to 10), a dropdown menu for patient type (PED for Pfizer, ADU for Novavax), a text box for additional beneficial details, and several checkboxes for walk-ins, CDC Vaccine Finder, and ImmTrac reporting.

For more information, please visit our VAOS job aid: [COVID-19 Order Requests](#)

# COVID-19 Transfer Module



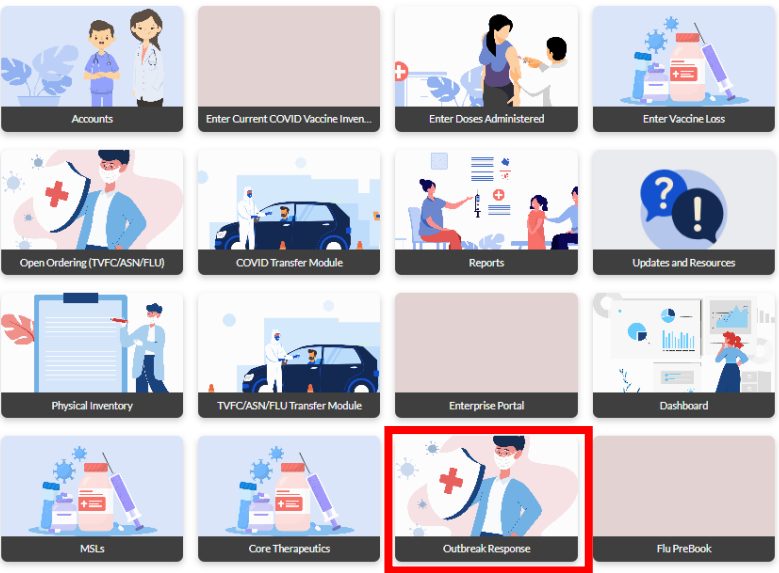
## In this section:

- Arrange transfers for your vaccine products
- (1) Click the "New" button on the right-hand side of the transfer page
- (2) Enter the information for the transfer request and submit



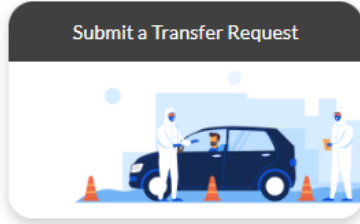
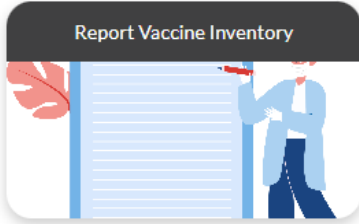
For more information, please visit our VAOS job aids: [COVID-19 Transfers](#)

# Outbreak Response



**In this section:**

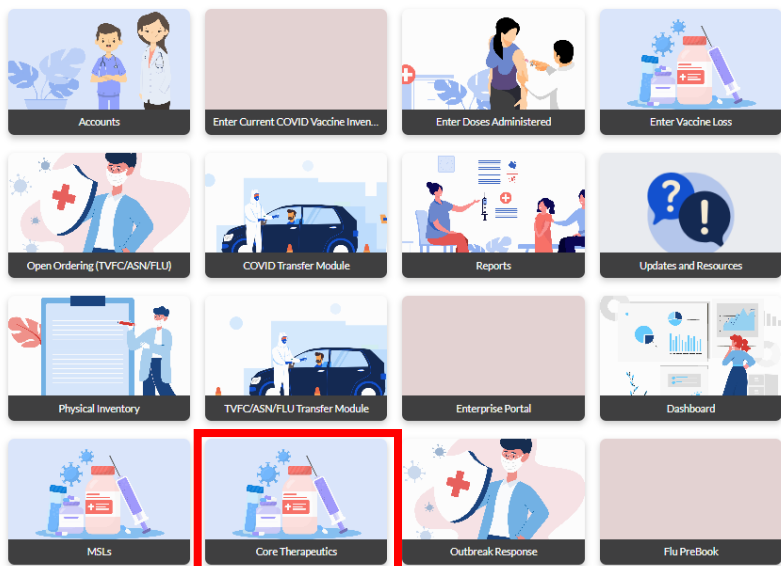
- Report loss, administrations, and inventory of outbreak-specific vaccine products
- Submit transfer requests of outbreak-specific vaccine products



This section applies to vaccine products used for an **acute disease outbreak**, including products not covered by the TVFC, ASN, Flu, or COVID programs.

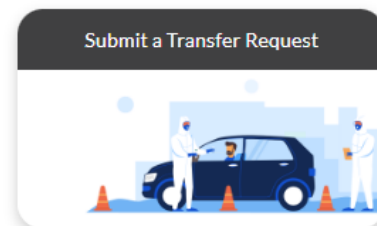
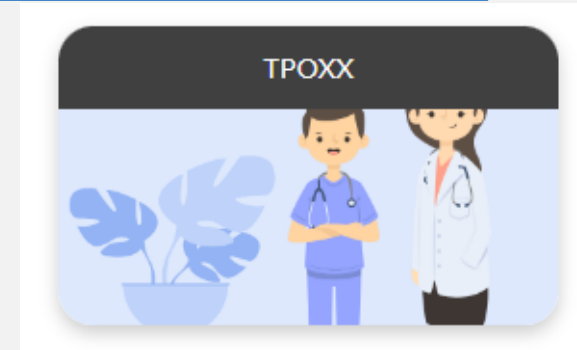


# Core Therapeutics



## In this section:

- Report loss, administrations, and inventory of specific therapeutic products
- Submit transfer requests of specific therapeutic products



This section applies to therapeutics products used for an **acute disease outbreak**, including products not covered by the TVFC, ASN, Flu, or COVID programs.

# Reports

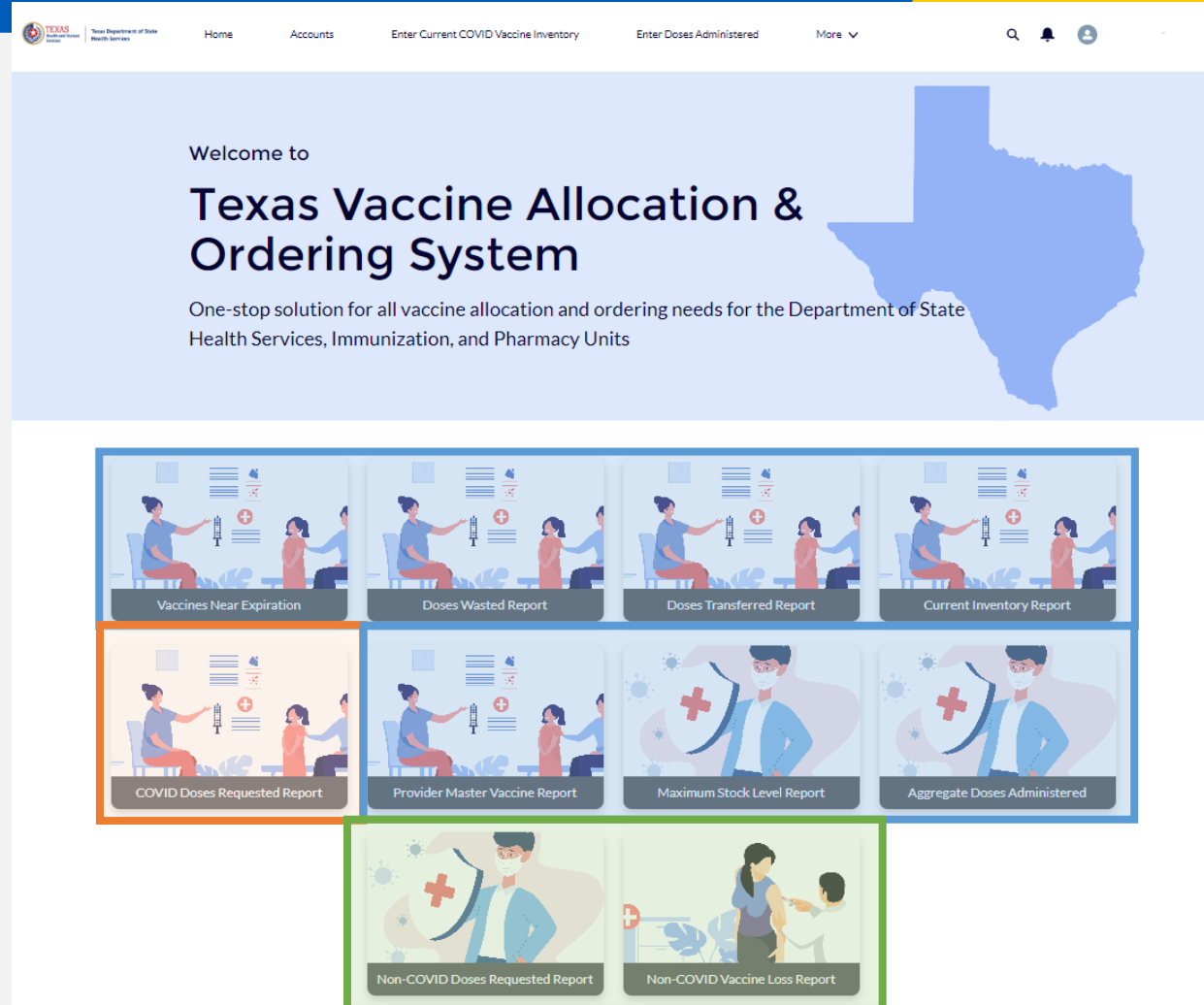


## In this section:

Review and download reports on your VAOS activity.

The modules highlighted in blue apply to **both COVID-19 and TVFC/ASN/FLU** providers.

The **COVID Doses Requested Report** only applies for COVID-19 providers, and the **Non-COVID Doses Request Report** only applies for Non-COVID providers.



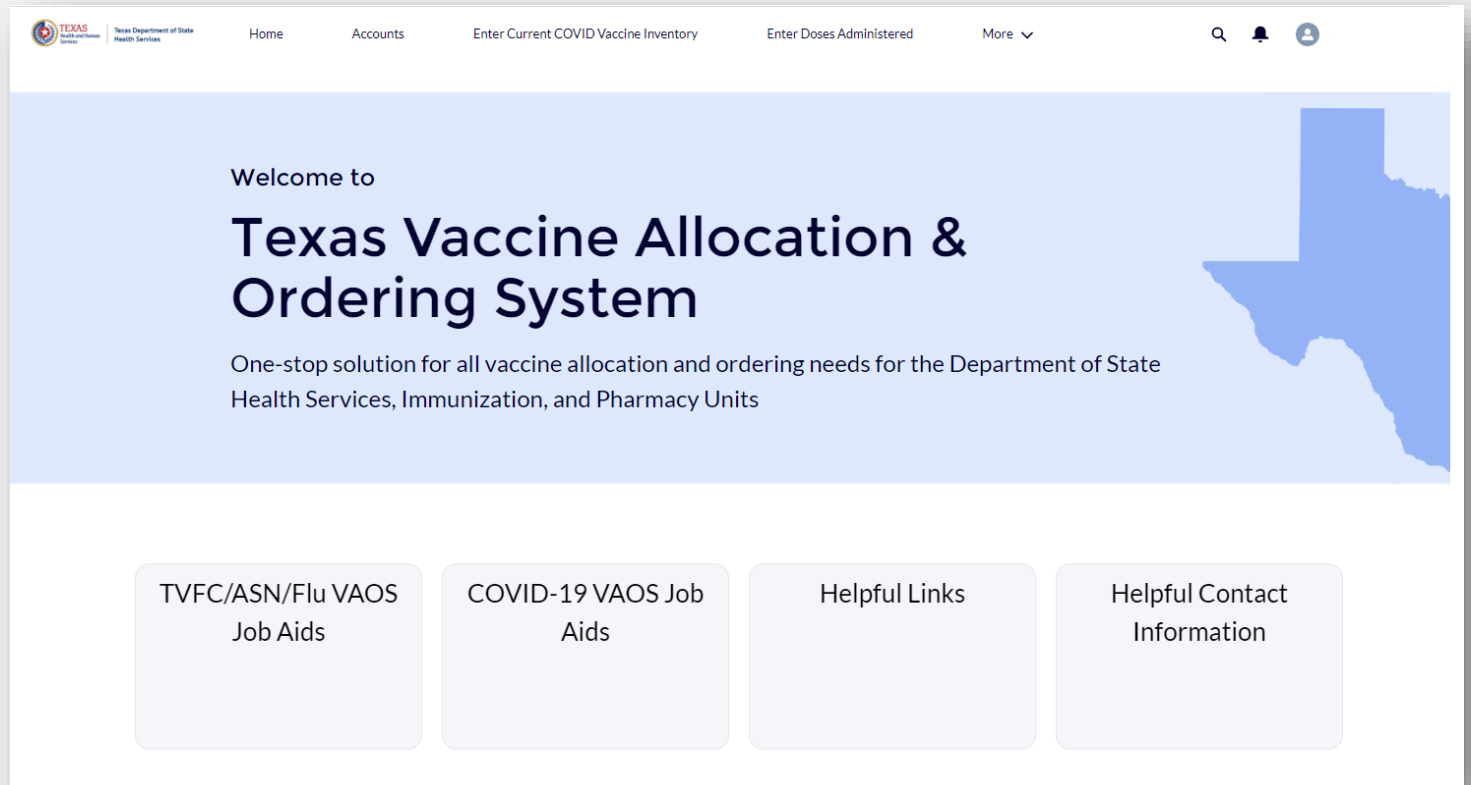
For more information, please visit the reports job aid: [Generating Reports in VAOS](#)

# Updates and Resources



## In this section:

- View contact information for support
- View resources to navigate VAOS and the ordering process
- Applies to **both** TVFC/ASN/FLU and COVID-19 providers



# Questions?

*Access Provider Support Resources [Here](#)  
[\(COVID-19\)](#) or [Here](#) (TVFC/ASN/Flu).*

