Introduction to VAOS Reporting

October 29th, 2021

Discussion Topics

- COVID Reporting Requirements
- TVFC/ASN Reporting Requirements
- Additional Provider Reports

COVID Reporting Requirements in VAOS

COVID Reporting Requirements in VAOS

Providers are required to:

- ❑Confirm Receipt of All Shipments
- ❑Process All Transfers
- ❑Report All Waste
- ❑Report Administrations (in ImmTrac2)

**VAOS will pull ImmTrac2 administration records & decrement the invenotry accordingly.*

TEXAS Health and Human Services

Texas Department of State Health Services

Confirming Receipt of A Shipment

How to Confirm Receipt of Allocation

Please note that for any transfers, you do *not* need to confirm receipt for these.

This includes any small pack orders that are considered transfers.

Step 1: Navigate VAOS to View Shipment

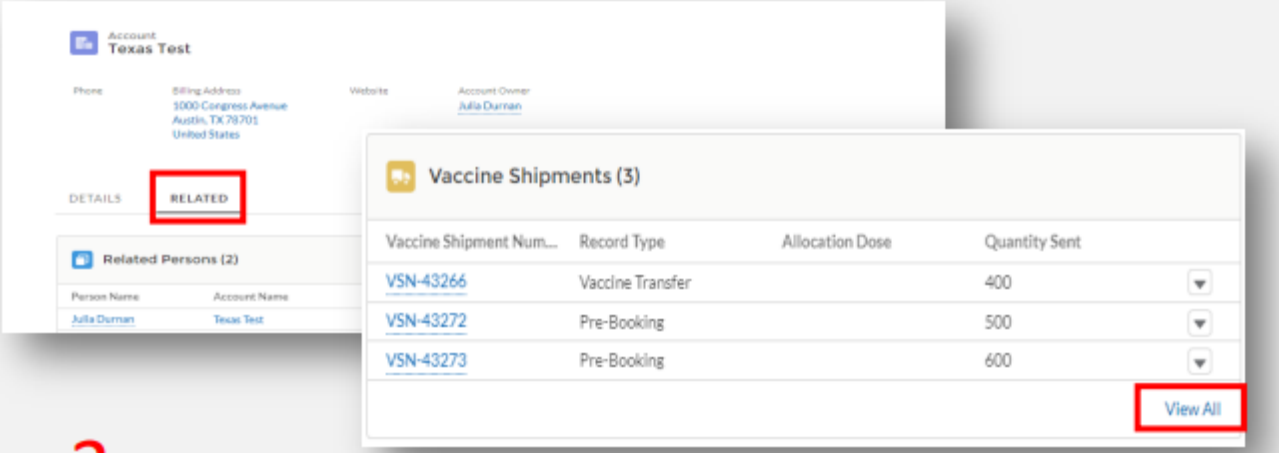
1. Once you've received your shipment, log in to the provider portal and navigate to the **Accounts** tab.

2. Select **All Accounts** from the drop-down list and select the facility that is receiving the shipment.

Step 1: Navigate VAOS to View Shipment

3. In the **Vaccine Shipments** box, select **View All**.

4. Select the shipment to be confirmed from the list. You will be redirected to the **Vaccine Shipment Details** page.



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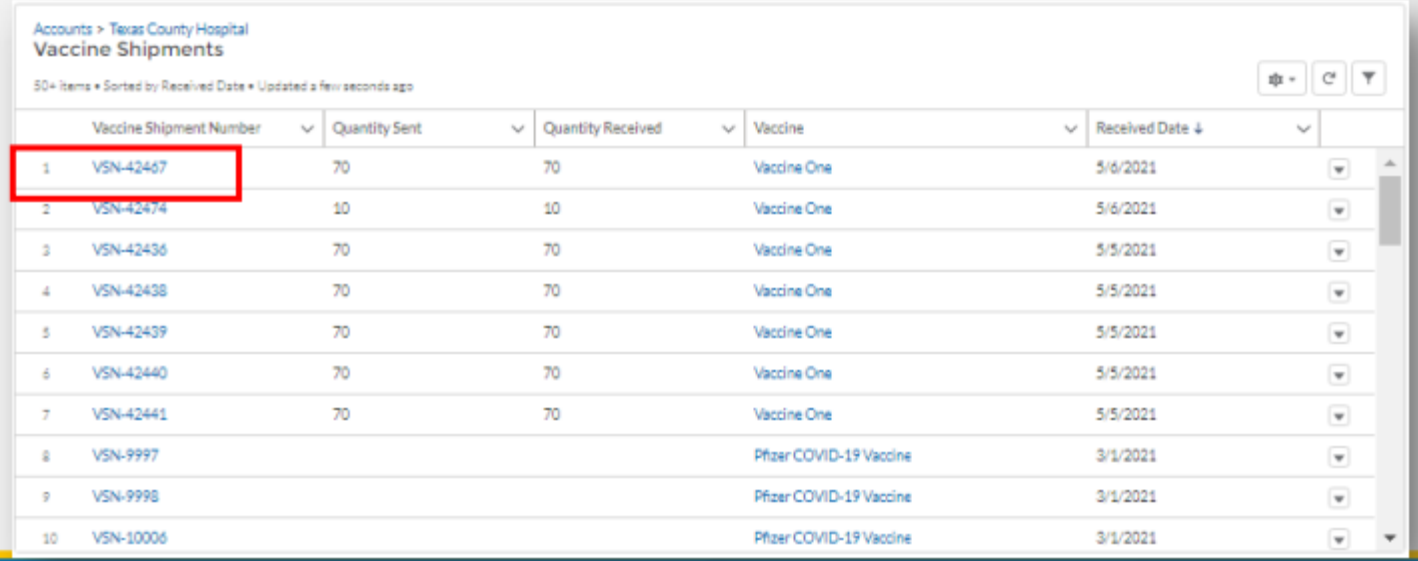


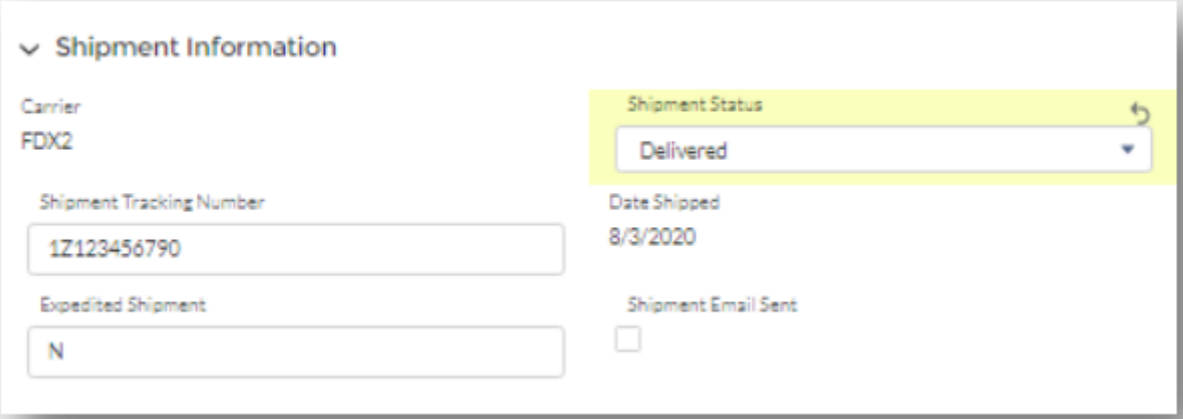
4

Step 2: Confirm Shipment

5. Review and verify that shipment information is accurate.

6. In the **Delivery Information** section, complete the requested fields including the **Received by** fields and select the **Received?** checkbox.

5



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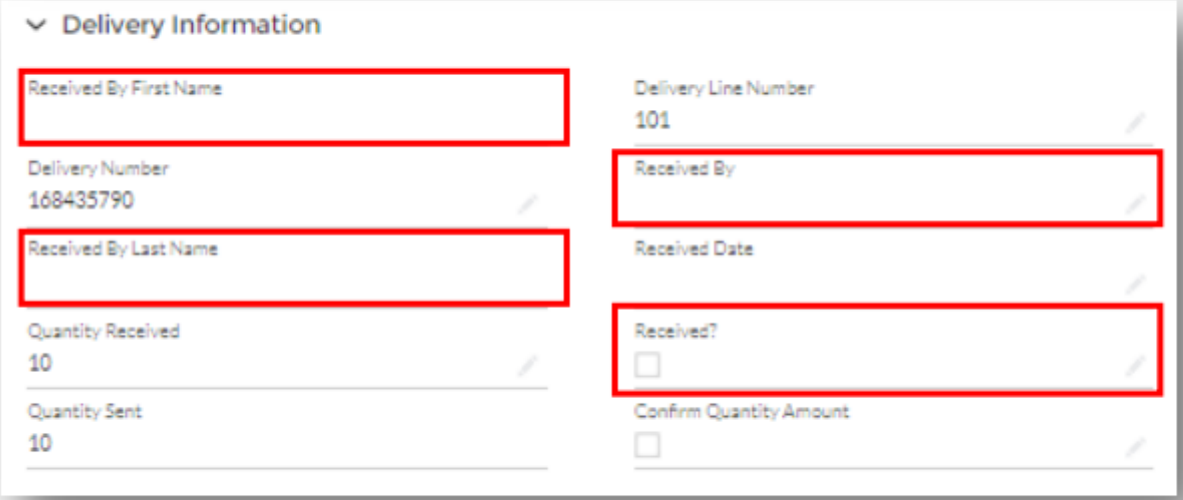
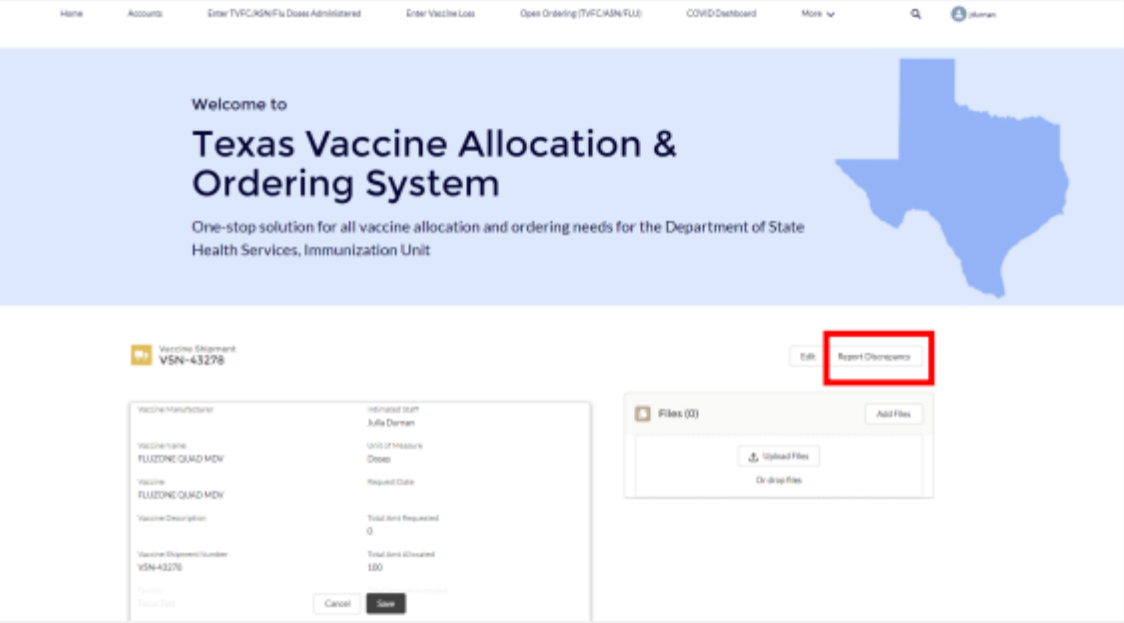


Step 2: Confirm Shipment

7. If there is a discrepancy in your order, use the **Report Discrepancy** button
8. Select the appropriate **order discrepancy reason** (view dropdown menu of order discrepancy reasons below)

7



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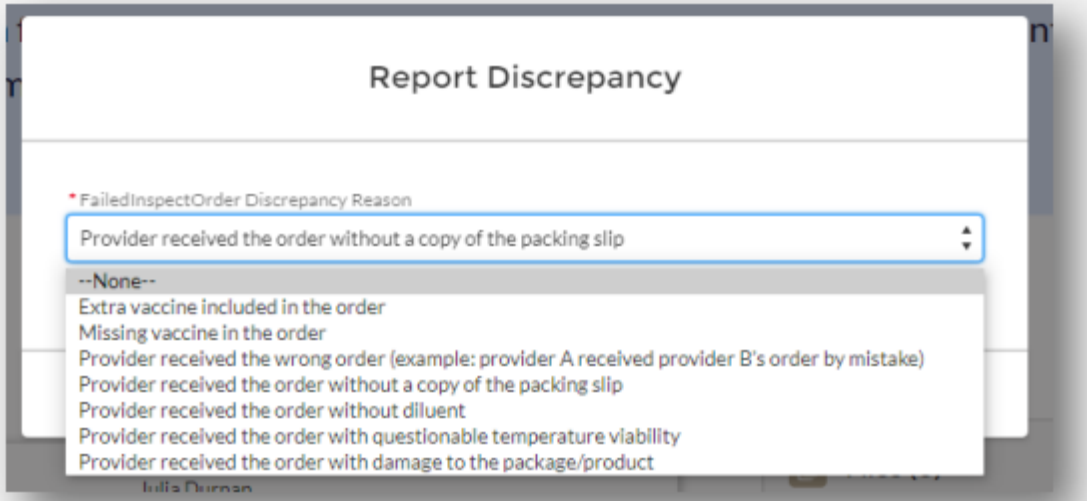
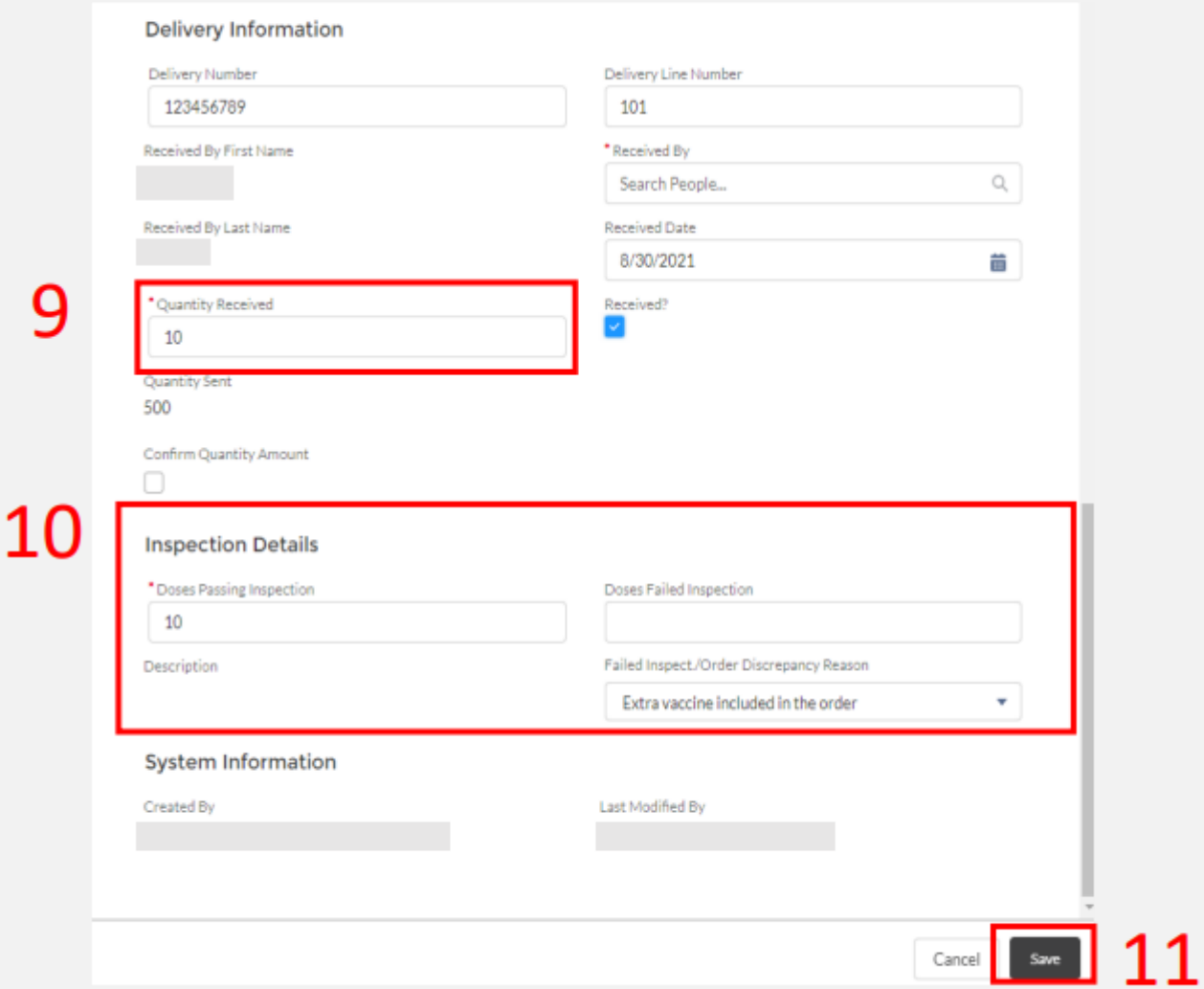


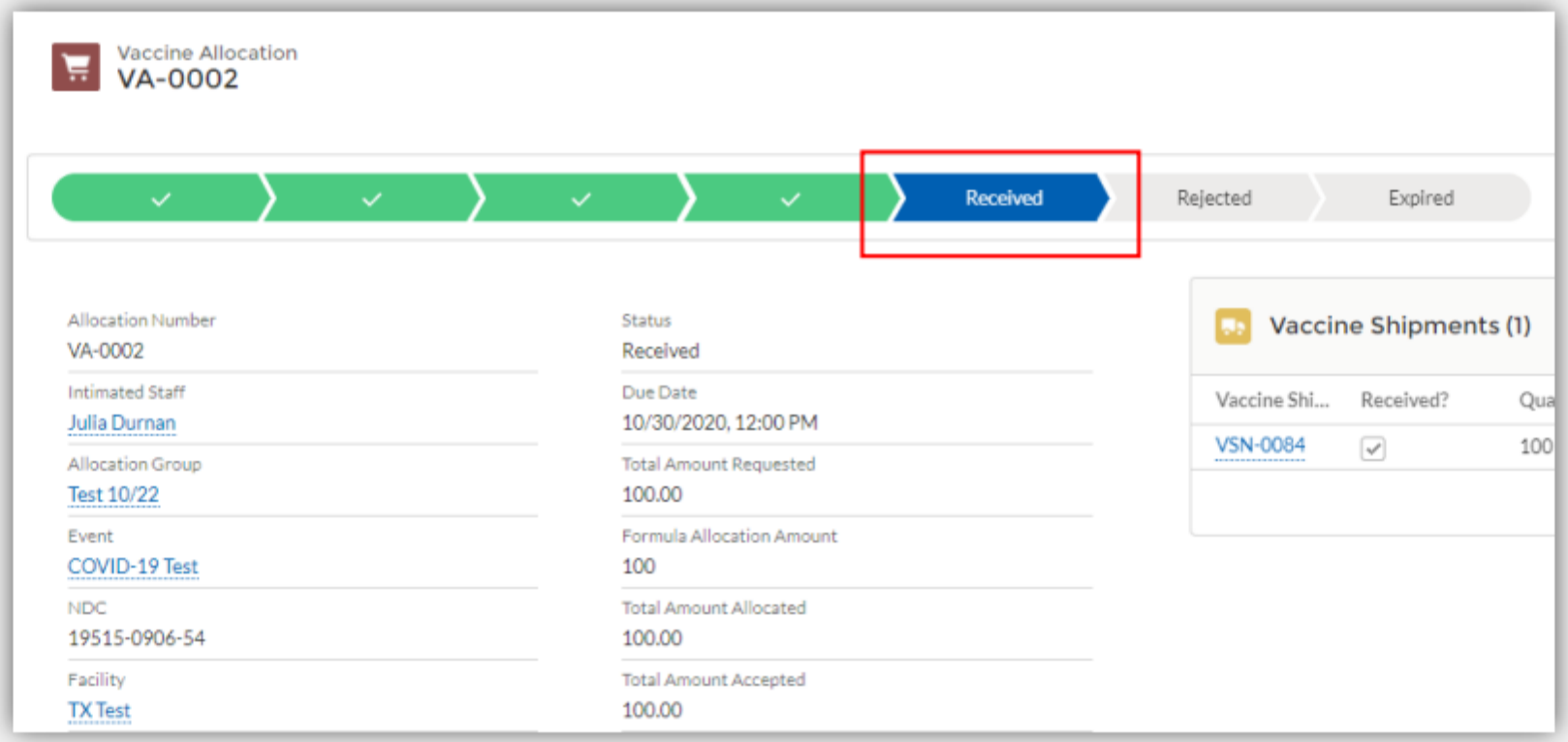
Step 2: Confirm Shipment

9. In the **Quantity Received** section, enter the number of ***doses*** received, not vials.
10. In the **Inspection Details** section, enter information for missing or damaged doses
11. Select **Save** to confirm receipt of the shipment.



Step 3: View Shipment Confirmation

10. The **Vaccine Allocation** details bar will now display the shipment as **Received**.



Note: Confirm Shipment Reminders

If you do not confirm receipt of your shipment in VAOS within 24 hours of receipt, you will receive a reminder email to confirm your shipment.

Dear Provider,

A shipment of 10 Moderna doses sent to Test Facility yesterday 1/26. If you have received your shipment, please go into the Texas Vaccine Allocation and Ordering System (VAOS) at https://texasvaccines.dshs.texas.gov **as soon as possible to confirm receipt of your shipment**.

If you have not yet received your shipment, please email COVID19VacShipments@dshs.texas.gov as soon as possible to inform them that your shipment has not arrived.

Next Steps to Confirm Receipt

- Login to VAOS to view details of the shipments, which can be found on your Account page under "Vaccine Shipments"
- If you have received your shipment, your Primary or Backup Vaccine Coordinators must login to VAOS to **confirm receipt of the shipment**
  - Please see the following resources on confirming shipments:
    - VAOS Provider Training Guide
    - Confirming Shipments video
- **Begin vaccinations as soon as possible** after your facility receives your shipment of COVID-19 vaccines
- **Report doses administered to ImmTrac2 and doses wasted to VAOS within 24 hours**

You can find additional information about VAOS and how to use it on the COVID-19 Vaccine Management Resources site.

For questions about COVID-19 orders or the Vaccine Ordering and Management system, please contact COVID19VacEnroll@dshs.texas.gov.

Thank you.

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

Processing A COVID Vaccine Transfer Request

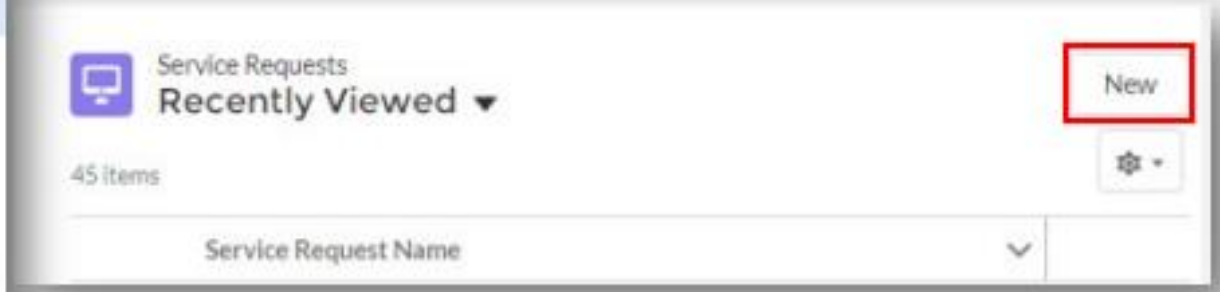
How to Make A Transfer Request to Another Facility

Step 1: Navigate to the VAOS Provider Portal

1. Log into VAOS at https://texasvaccines.dshs.texas.gov/ and navigate to the **Transfers & COVID Vaccine Requests** tab.

2. Click **New.**

1

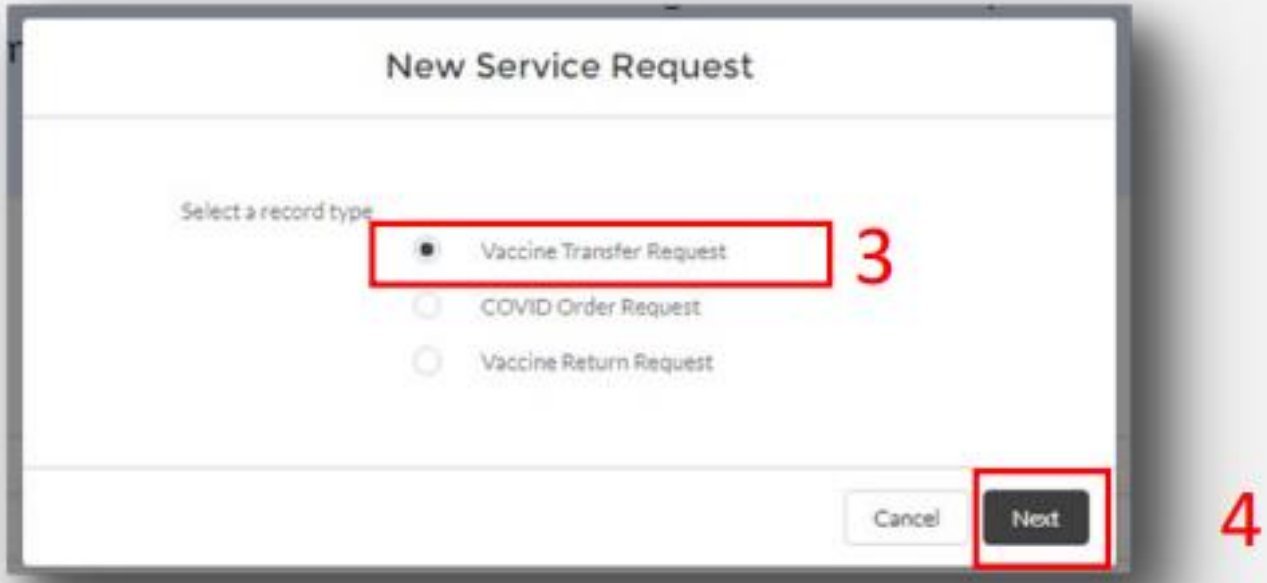


2

Step 2: Create Vaccine Transfer Request

3. Select **Vaccine Transfer Request.**

4. Select **Next**.



Step 3: Enter Transfer Request Information

You can find your **organization's PIN** in VAOS on the ***Account Details*** page.

Account Name Haltao Pharmacy Four	Facility Status Y
Parent Account	Account Record Type Vaccine Ordering
Indicator N	IIS PIN 1234567890
Source Type Manually Entered	Original Certification Date (VFC) 10/28/2020
Provider PIN 300017	Renewal Certification Date (VFC) 10/28/2020
Immtrac OrganizationID 7436305	Site Registration Date 10/28/2020
OrgIntent N/A	Site Agreement Date 10/28/2020

Vaccines can **only** be transferred to an **approved COVID-19 Vaccine Provider**.

Use your Provider PIN and the PIN of the Receiving Provider. **Approved COVID-19 Providers will all have Provider PINs.**

Step 3: Enter Transfer Request Information

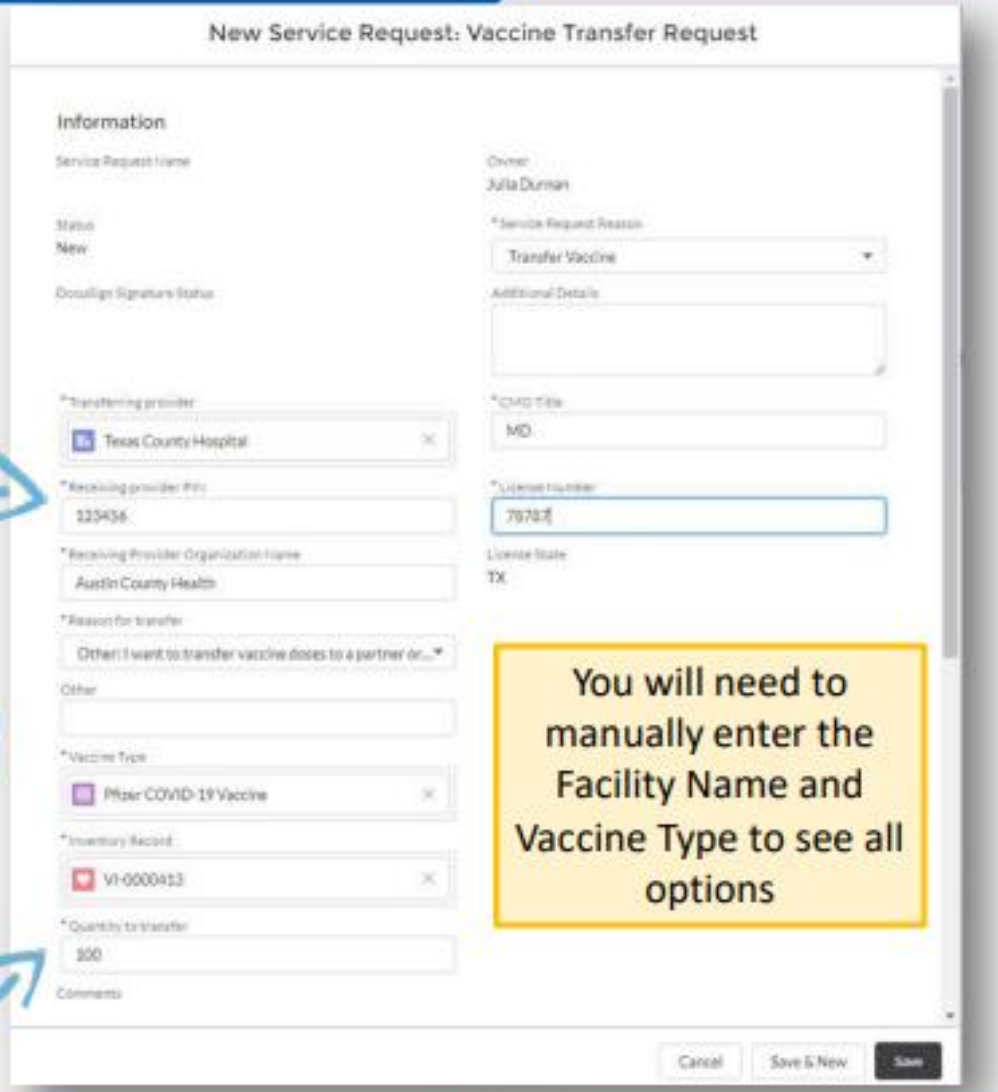
5. Enter all mandatory information.

Vaccine transfer requests require a *Receiving Provider PIN*. Providers can find their Provider PINs on the **Account Details** page in VAOS.

The *Inventory Record* field refers to the Lot ID for the vaccine you want to transfer.

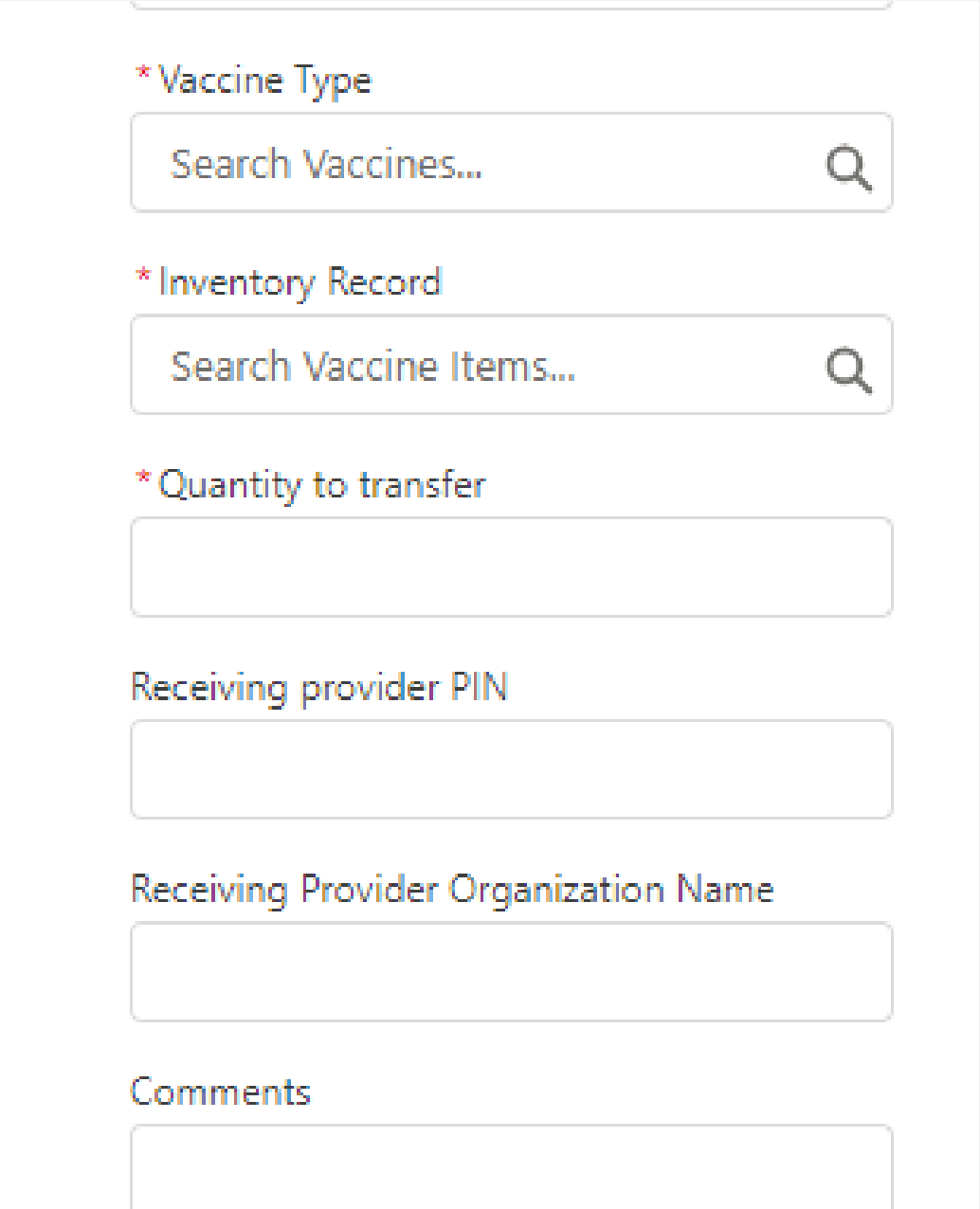
You will not be able to request to transfer more doses than your facility has available under the Lot ID.

You can verify the number of doses you have under a Lot ID by searching for the Lot ID. *(see next page for instructions)*



You will need to manually enter the Facility Name and Vaccine Type to see all options

- **Enter the Vaccine Item # into the "Inventory Record" field**



VI-0022436
Moderna (10) COVID-19 Vaccine

VI-0022440
Moderna (10) COVID-19 Vaccine

VI-0032958
Moderna (10) COVID-19 Vaccine

VI-0027200
Moderna (10) COVID-19 Vaccine

VI-0028738
Moderna (10) COVID-19 Vaccine

+ New Vaccine Item

024C21A

Select an option from the picklist or remove the search term.

Inventory Record

Inventory Record

024C21A

Vaccine Items

50+ Results • Sorted by Relevance

VACCINE ITEM NUMBER	VACCINE	NDC	LOT ID	FACILITY	QUANTITY ON HAND
VI-0022436	Moderna (10) COVID-19 Vaccine	80777-0273-99	024C21A	LHD Dallas County Health And Human Services (Re)	17,567
VI-0022440	Moderna (10) COVID-19 Vaccine	80777-0273-99	024C21A	A+ Life Style Medical Group	4,875
VI-0032958	Moderna (10) COVID-19 Vaccine	80777-0273-99	024C21A	Krystal Family Clinic	69
VI-0027200	Moderna (10) COVID-19 Vaccine	80777-0273-99	024C21A	Highrise Health Pllc Dba Vertical Healthcare	48
VI-0028738	Moderna (10) COVID-19 Vaccine	80777-0273-99	024C21A	UT Physicians Rosenberg Multispecialty	166
VI-0029910	Moderna (10) COVID-19 Vaccine	80777-0273-99	024C21A	UTP BELLAIRE FAMILY AND MEDICINE	219
VI-0029911	Moderna (10) COVID-19 Vaccine	80777-0273-99	024C21A	Ut Physicians Multispecialty-Jensen	107
VI-0030015	Moderna (10) COVID-19 Vaccine	80777-0273-99	024C21A	Foremost Family Hlth Ctr Balch Springs	79
VI-0030193	Moderna (10) COVID-19 Vaccine	80777-0273-99	024C21A	VITAL FAMILY PRACTICE CENTER	48
VI-0031416	Moderna (10) COVID-19 Vaccine	80777-0273-99	024C21A	UT PHYSICIANS MULTISPECIALTY CLINIC-VICTORY	29
VI-0031531	Moderna (10) COVID-19 Vaccine	80777-0273-99	024C21A	Lew Sterrett Justice Center	27
VI-0031663	Moderna (10) COVID-19 Vaccine	80777-0273-99	024C21A	UT Physicians Multispecialty- Greens	131
VI-0031679	Moderna (10) COVID-19 Vaccine	80777-0273-99	024C21A	Ut Physicians Cinco Ranch	60
VI-0032693	Moderna (10) COVID-19 Vaccine	80777-0273-99	024C21A	Community Care Health Network- FTW6 Coppell	4
VI-0032696	Moderna (10) COVID-19 Vaccine	80777-0273-99	024C21A	City Of Dallas	18
VI-0032960	Moderna (10) COVID-19 Vaccine	80777-0273-99	024C21A	Quick health care Services	20

Where to Locate your Vaccine Item Numbers

Related List Quick Links

Related Persons (2) | Vaccine Requests (0) | Vaccine Allocations (10+) | Vaccine Items (10+)

Vaccine Shipments (10+) | Vaccine Support Tickets (10+) | Maximum Stock Levels (9) | Files (0)

LHD Dallas County Health And Human Services (Re)

+ Follow | Edit

Phone

Billing Address
2377 N STEMMONS FWY
DALLAS, TX 75207
US

Website

Account Owner
Integration User

Total Amount Allocated

We can't draw this chart because there is no data.

View Report

As of Today at 10:49 AM

Total Quantity Shipped & Received

Sum of Quantity Sent, Sum of Qu...

0 | 300K | 600K

Measure
- Sum of Quantity Sent
- Sum of Quantity Received
- Sum of Doses Failed Inspection

Related List Quick Links

Related Persons (2) | Vaccine Requests (0) | Vaccine Allocations (10+) | Vaccine Items (10+) | Vaccine Shipments (10+) | Vaccine Support Tickets (10+)

Maximum Stock Levels (9) | Files (0) | Service Requests (Facility) (10+) | Vaccine choices (0)

Details

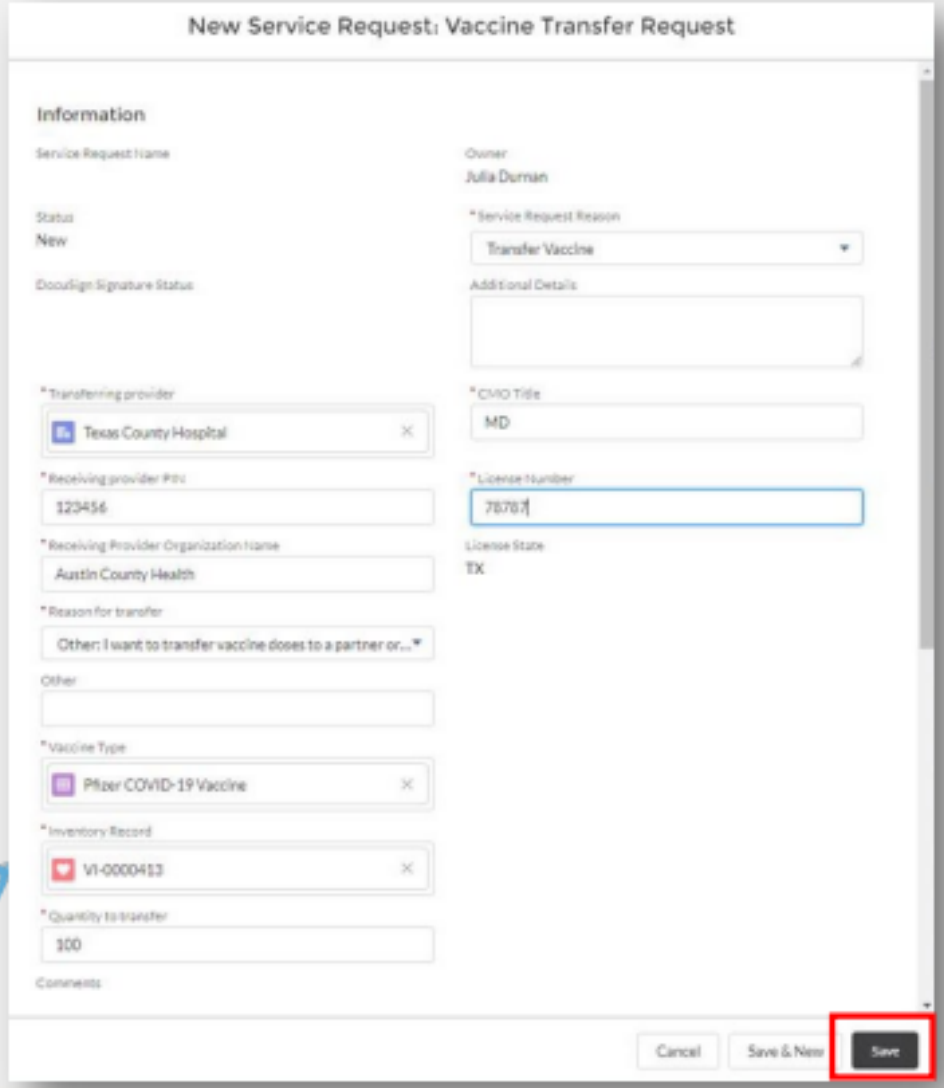
Account Name: LHD Dallas County Health And Human Services (Re)	Facility Status: Y
Parent Account:	Account Record Type: Vaccine Ordering
Indicator: N	IIS PIN:
Provider PIN: 031113	Original Certification Date (VFC): 8/12/2005
Immtrac OrganizationID: 25040332	Renewal Certification Date (VFC): 1/1/2020
OrgIntent: Both	Site Registration Date: 10/10/2019
OrganizationCode: DALL0071	Site Agreement Date: 11/25/2020
Total NO of TX Prescribing Authority: 1	Temperature Log Date:
Address Line 1: 2377 N STEMMONS FWY # 141	VFC Program: Y
Address Line 2:	VTrcks Provider ID:
City: DALLAS	VTrcks Status: Active
County: Dallas	VTrcks Status Reason:

Step 3: Enter Transfer Information

9. After completing all mandatory information, click **Save**.

10. Once your transfer request has been filled out and saved, a DSHS staff person will submit the required CDC Redistribution Agreement for e-signature through DocuSign.

Remember, you cannot request to transfer more doses than are available under your selected Lot ID/VI.



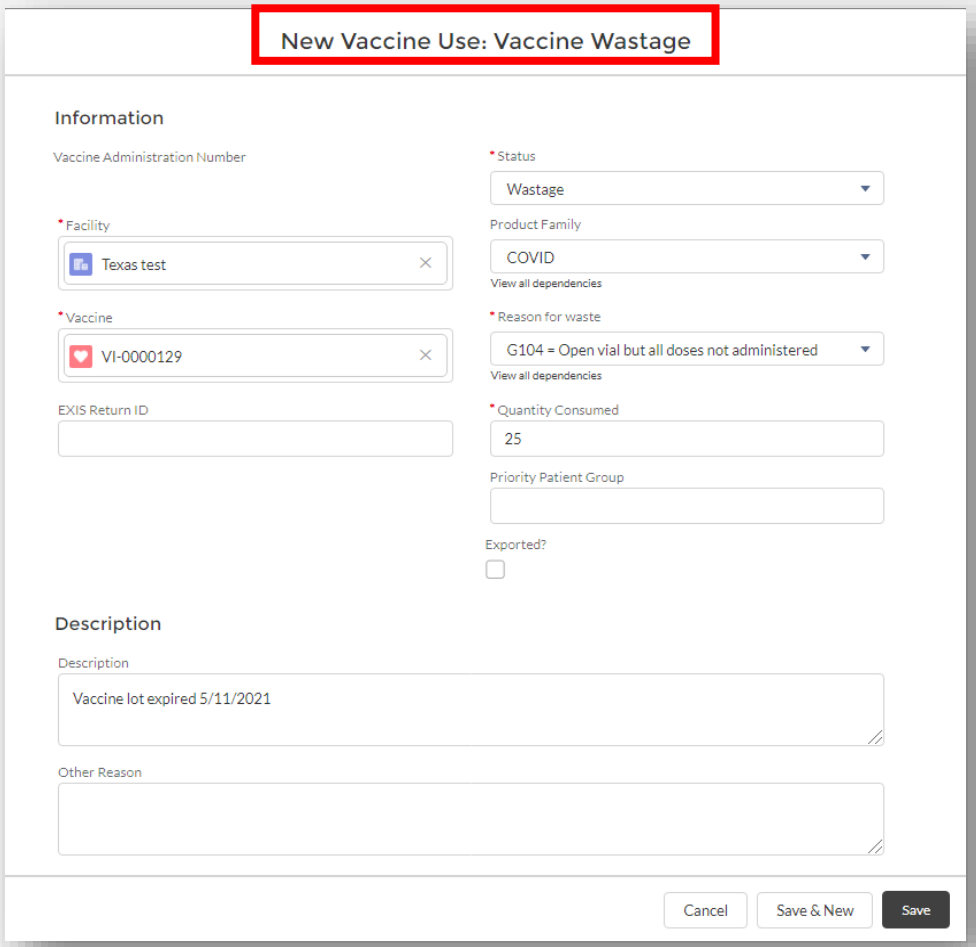
Reporting Waste in VAOS

How to Report Waste in VAOS (COVID and TVFC/ASN)

To report vaccine loss (waste) for all vaccines use the “Enter Vaccine Loss” module on the home page of the provider portal!

Vaccine Use View (Waste)

To report waste for COVID and TVFC/ASN, providers must create a **New** vaccine waste record.



Reminders: **Quantity Consumed** is the number of ***doses*** wasted.

When to Report Waste

Waste should only be reported if a dose or vial goes bad **once it is within the provider's possession.**

Situation	Explanation
Expired vaccine	This is the date the vaccines expire and is set by the manufacturer. Ex: https://www.modernatx.com/covid19vaccine-eua/providers/vial-lo
Mechanical failure	Ex: refrigerator loses power, causing vaccines to thaw.
Spoiled—other	Ex: patients don't show up to an appointment, but vaccines have alread thawed and cannot be refrozen.
Natural disaster/power outage	Ex: winter storm caused refrigerators to lose power.
Refrigerator too warm	Refrigerator temperature above EUA-listed optimal storage temperatur
Vaccine spoiled in transit	If the vaccine was **spoiled before delivery to your facility,** do not report waste. In this instance, contact McKesson and DSHS to arrange for repla doses and report doses as spoiled when you confirm shipment in VAOS.
	If vaccines spoil as a result of a temperature excursion that resulted **dur transfer**, the **receiving provider of the transfer** reports the doses as wa
	If vaccines spoil **during or in transit to or from an off-site clinic**, report doses as waste.
Recall	The DSHS Immunization Unit would communicate necessary actions to impacted providers.

When to Report Waste

You should also report wasted **Adult Influenza Vaccines** in VAOS.

Non-COVID-19 Waste Report Codes	
Code	**Explanation**
G81	Expired Vaccine
G82	Natural disaster/power outage
G83	Refrigerator too warm
G84	Refrigerator too cold
G85	Failure to store properly upon receipt
G86	Vaccine spoiled in transit (Freeze/Warm)
G87	Mechanical failure
G88	Spoiled—Other
G89	Recall
G90	Other

COVID-19 Waste Report Codes	
Code	**Explanation**
G100	Broken Vial/Syringe
G101	Vaccine drawn into syringe but not administered
G102	Lost or unaccounted for vaccine
G103	Non-vaccine product (e.g., IG, HBIG, Dil)
G104	Open vial but all doses not administered
G105	Other

Important Guidelines: Waste

FROM PROVIDERS…

If COVID-19 vaccines are wasted, providers need to report the waste in VAOS and then dispose of the vaccines.

TO THE CDC

DSHS then takes all the waste reported in VAOS and reports it directly to the CDC on behalf of providers.

Waste reporting encourages careful handling and the use of every viable dose. It also helps the CDC to identify potential problems in shipping and cold storage operations.

It is important for providers to prioritize the vaccination of people. If you have one person who wants to be vaccinated but must prepare an entire vial to do so, you are encouraged to do it and attempt to not waste the rest of the vaccines if possible.

TVFC/ASN Requirements in VAOS

TVFC Providers are required to:

- ❑ Uploading Temperature Log
- ❑ Vaccine Shipments
- ❑ Vaccine Transfers
- ❑ Doses Administered
- ❑ Physical Inventory Reconciliation
- ❑ Waste

Upload Temperature Log - Form C-105

Upload Requirements

A current Temperature Recording Form (C-105) must be uploaded **on the day of order submission** for a vaccine order to be successfully submitted.

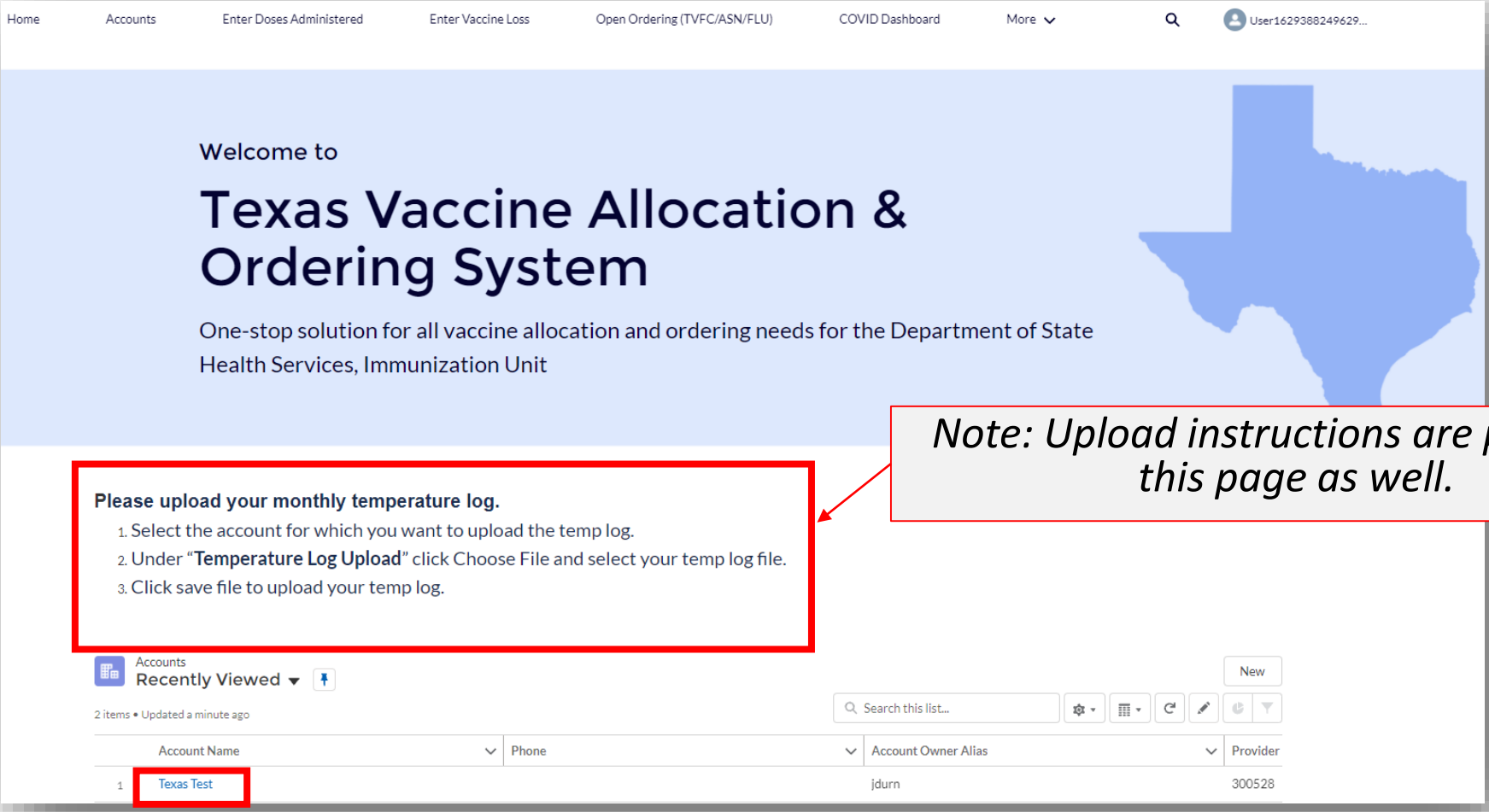
The C-105 must **show all temperatures within range** <u>or that appropriate action was taken.</u>

The Temperature Log must be in **.pdf, .jpg, or .jpeg** form to be successfully uploaded.

Temp Log uploads are the 1st step of the Ordering Wizard

Upload Temp log

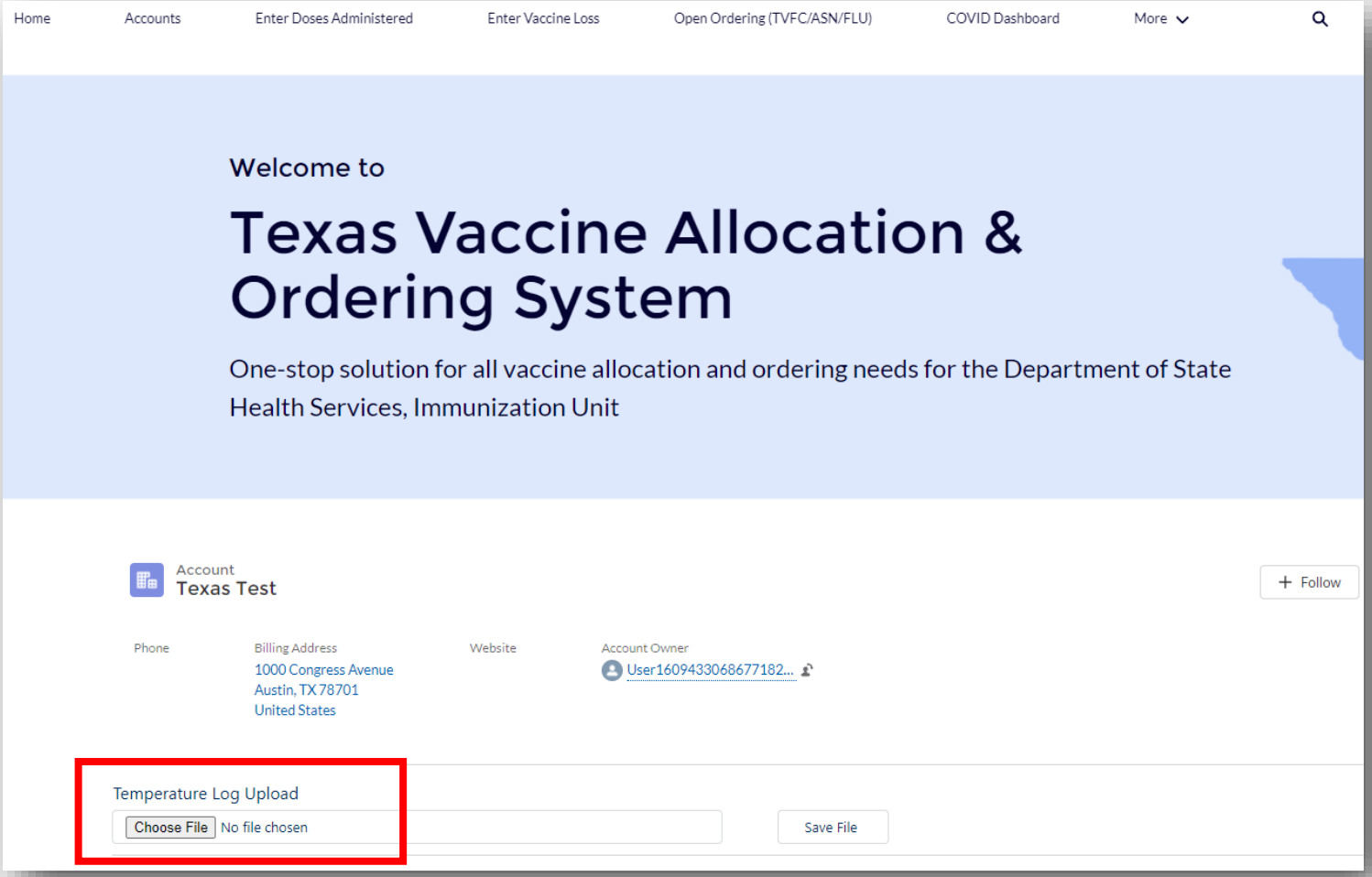
Temperature logs must be uploaded prior to beginning the reporting/ordering process.



Note: Upload instructions are placed on this page as well.

Upload Temp log

Click ***Choose File*** under **Temperature Log Upload**.

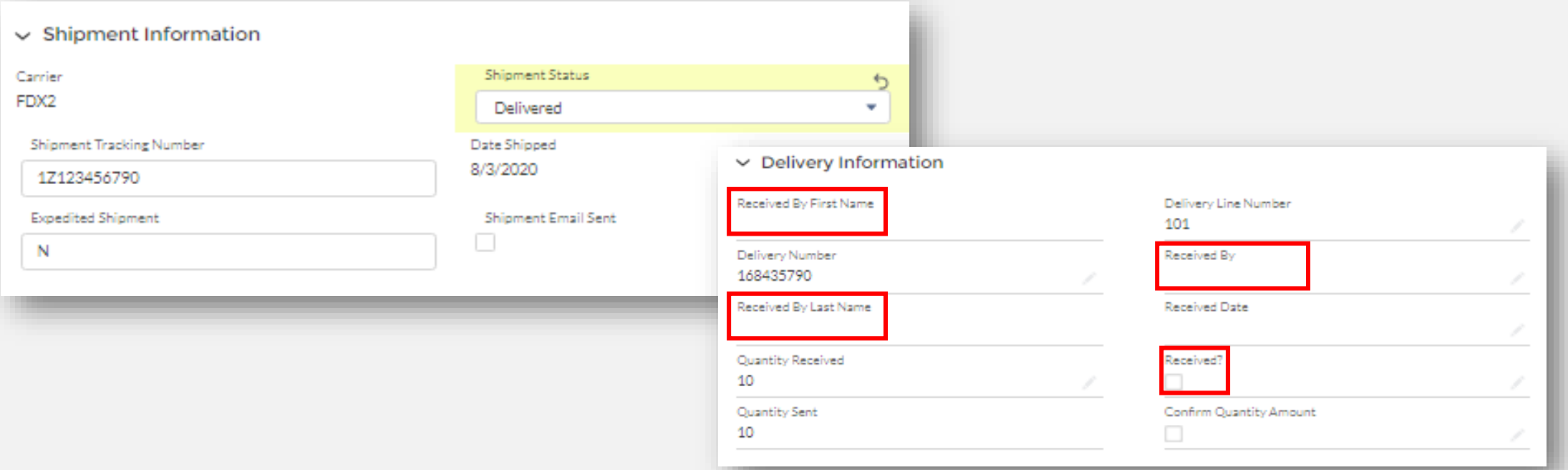


TVFC/ASN Vaccine Shipments

Confirm Shipment

Review and verify that shipment information is accurate.

In the **Delivery Information** section, complete the requested fields and select the **Received** checkbox.

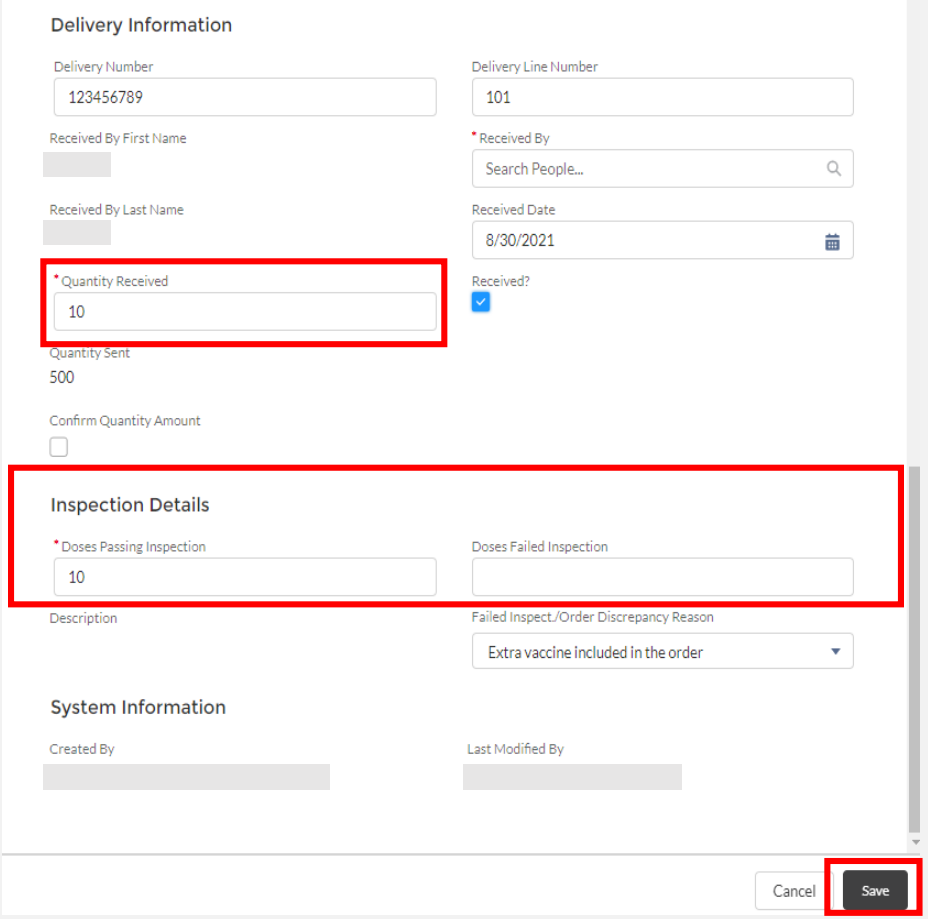


Confirm Shipment

In the **Quantity Received** section, enter the number of ***doses*** received, <u>not vials</u>.

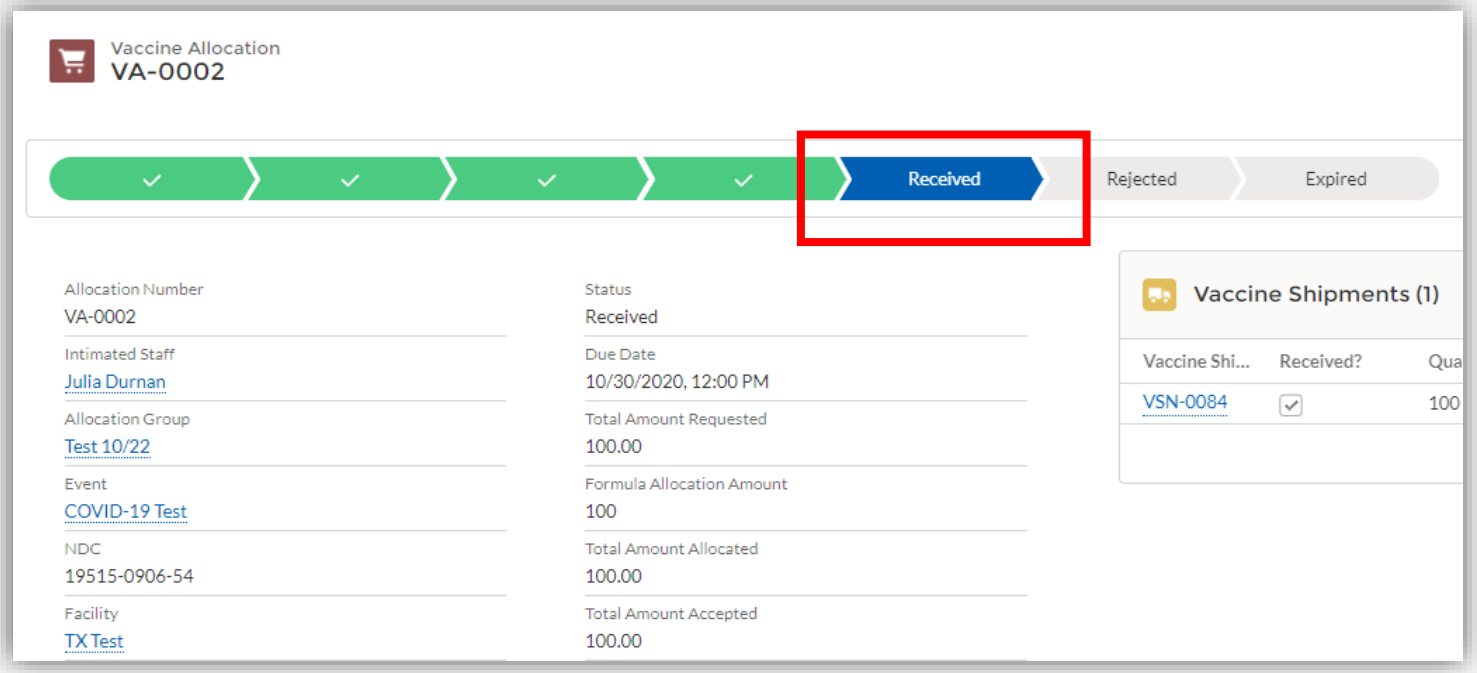
In the **Inspection Details** section, enter information for missing or damaged doses.

Select **Save** to confirm receipt of the shipment.



View Shipment Confirmation

The **Vaccine Allocation** details bar will now display the shipment as **Received**.



TVFC/ASN Vaccine Transfers

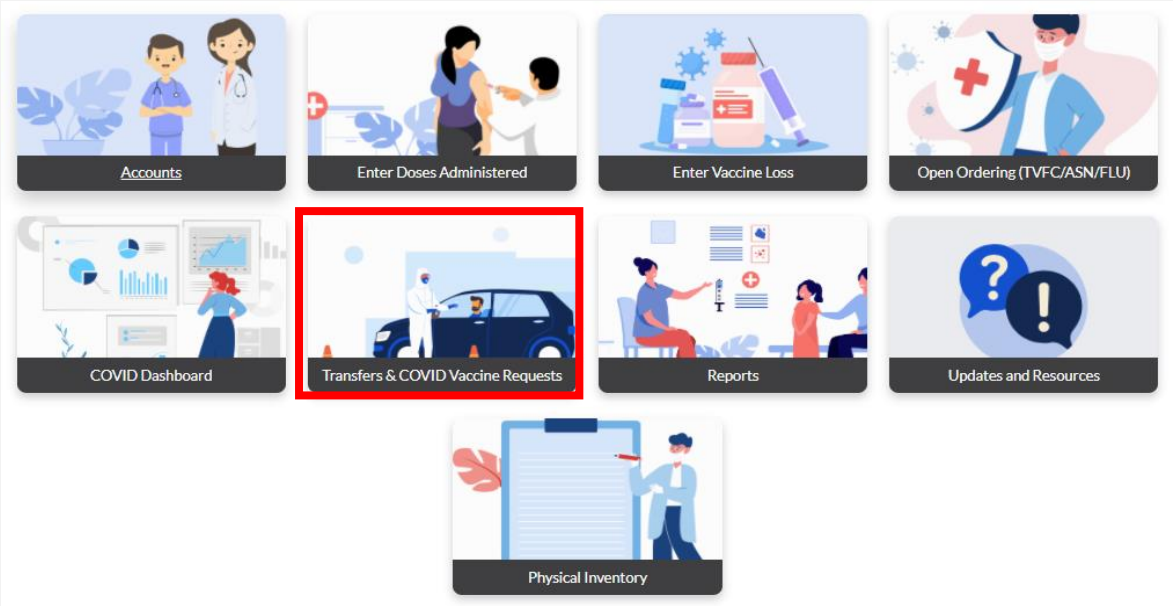
Initiating a Transfer

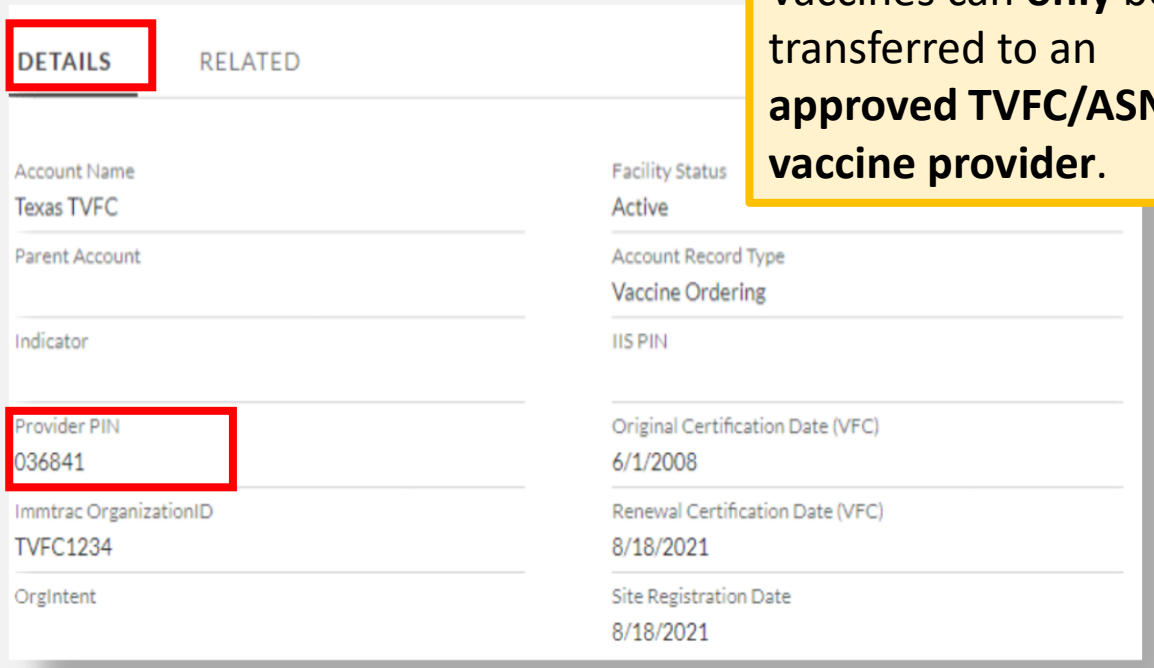
Making Transfer Request in VAOS

Know Your Provider Pin

View the **Details** section and find your **Provider Pin.**

You will also need the pin of the Receiving Provider to complete a transfer request.





Vaccines can **only** be transferred to an **approved TVFC/ASN vaccine provider**.

Enter Transfer Request Information

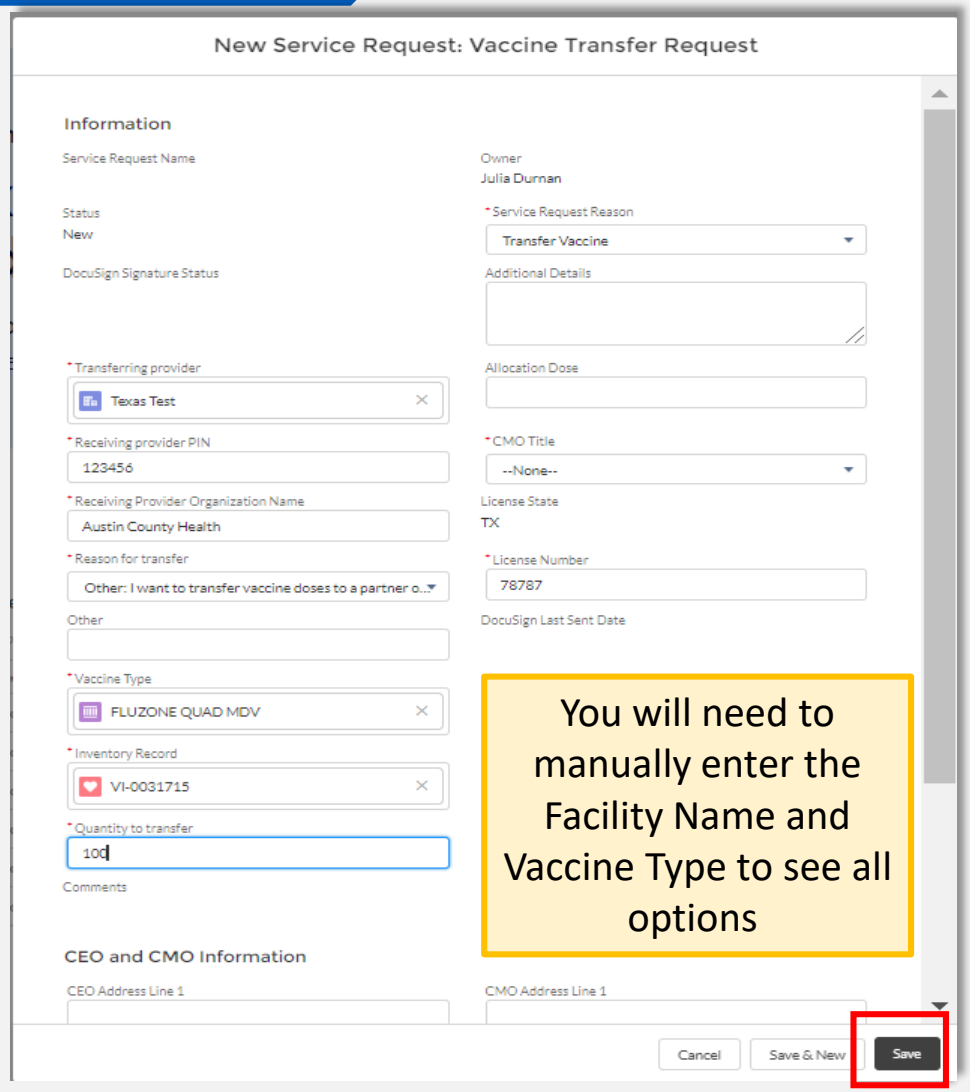
Enter all mandatory information.

Vaccine transfer requests require a ***Receiving Provider PIN***. Providers can find their Provider PINs on the **Account Details** page in VAOS.

The *Inventory Record* field refers to the **Lot ID** for the vaccine you want to transfer.

You will not be able to request to transfer more doses than your facility has available under the Lot ID.

You can **verify the number of doses** you have under a Lot ID by **searching for the Lot ID**. *(see next page for instructions)*



You will need to manually enter the Facility Name and Vaccine Type to see all options

Enter Transfer Information

Once the transfer request has been filled out and saved, a DSHS Regional staff person will approve or deny requests.

Remember, transfer requests cannot exceed more doses than there are available under the selected Lot ID.

New Service Request: Vaccine Transfer Request

Information

Service Request Name

Owner
Julia Durnan

Status
New

*Service Request Reason
Transfer Vaccine

DocuSign Signature Status

Additional Details

*Transferring provider
Texas County Hospital

*CMO Title
MD

*Receiving provider PIN
123456

*License Number
78787

*Receiving Provider Organization Name
Austin County Health

License State
TX

*Reason for transfer
Other: I want to transfer vaccine doses to a partner or...

Other

*Vaccine Type
Pfizer COVID-19 Vaccine

*Inventory Record
VI-0000413

*Quantity to transfer
100

Comments

Cancel | Save & New | Save

Transfer Authorization Form

Completing the Transfer for TVFC Providers

Transfer Authorization Form

Vaccine Transfer Authorization Forms can be found on the TVFC Program Landing Page on the DSHS website. Go to **Forms and Publications**. Scroll down to form EC-67.

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)

Complete Transfer Authorization Form

Complete all requested information and submit to the Responsible Entity (RE).

Texas Vaccines for Children (TVFC) Program
Vaccine Transfer Authorization Form

Guidance:
Texas Vaccines for Children (TVFC) providers are expected to maintain an adequate inventory of vaccine. The routine re-distribution of TVFC vaccine is not allowed. Vaccine transfers are limited to: short dated vaccine, withdrawal of a provider from the TVFC Program, or other (i.e., emergency, disaster, or equipment failure). When a vaccine transfer occurs, the proper cold chain must be maintained. When a provider needs to conduct a transfer of vaccine from one clinic to another, permission must be granted from the designated Department of State Health Services (DSHS) Health Service Region (HSR) prior to the vaccine transfer.

Directions for use of this form:
The TVFC providers must complete the Vaccine Transfer Authorization Form (EC-67) for each vaccine transfer. Each vaccine that is going to be transferred must be listed on a separate row. Transfer requests must be signed by the DSHS HSR and returned to the clinic before a transfer can be conducted. The Vaccine Transfer Authorization Forms must be kept on file for a minimum of five years as required by the TVFC Program and made easily accessible.

Vaccine transfer in emergency situations (i.e., activation of the Emergency Vaccine Storage and Handling Plan):
In the event that a provider must activate their Emergency Vaccine Storage and Handling Plan, providers must transfer vaccines to the alternative storage location identified in the plan. The PIN/Customer ID for the alternative location should not be included on the Vaccine Transfer Authorization Form if the alternative location is not a TVFC provider. Providers must contact the DSHS HSR by telephone prior to faxing the Vaccine Transfer Authorization Form in the event of an emergency. If the DSHS HSR cannot be contacted, the provider may transfer vaccine to the alternative storage location and must notify the DSHS HSR as soon as possible. A printout of the Tally Sheet from EVI with the current vaccine counts pre-populated can be attached in lieu of handwriting all vaccine information on page 2.

Coordinating a Transfer

Responsibilities of Transferring and Receiving Providers

Receive Email Notifications

Upon Transfer Approval:

- **Primary & backup vaccine coordinators at the *Receiving Provider*** will receive an email notification.

  This can take up to one week after the transfer request is submitted.

***Note: Receiving Providers* do not need to confirm receipt of the transfer in VAOS. The inventory will update automatically.**

Dear Provider,

A request to transfer 200 doses of DTAP from Place 1 to Place 2 has been **approved.**

As the receiving provider, **you are responsible for supporting the coordination of the physical transfer of the approved doses to [receiving provider name]**. You can view the relevant details of your vaccine transfer in the Vaccine Allocation and Ordering System (VAOS) at https://texasvaccines.dshs.texas.gov. **No action is required to confirm receipt of this transfer, your inventory will be updated automatically.**

Next Steps

- Login to VAOS to view details of the transfer, which can be found under "Transfers and COVID-19 Vaccines"
- **Begin vaccinations as soon as possible** after your facility receives your transfer of TVFC/ASN vaccines
- **Report doses administered and wasted to VAOS as soon as possible, but no later than 30 days**

You can find additional information about VAOS and how to use it on the TVFC Vaccine Management Resources and ASN Vaccine Management Resources sites.

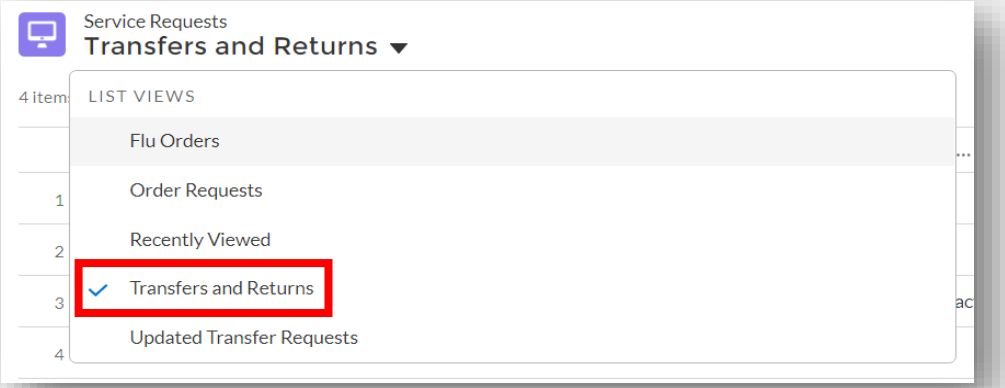
For questions about TVFC orders or VAOS, please contact TVFCVacEnroll@dshs.texas.gov. For questions about ASN orders, please contact ASNVacEnroll@dshs.texas.gov.

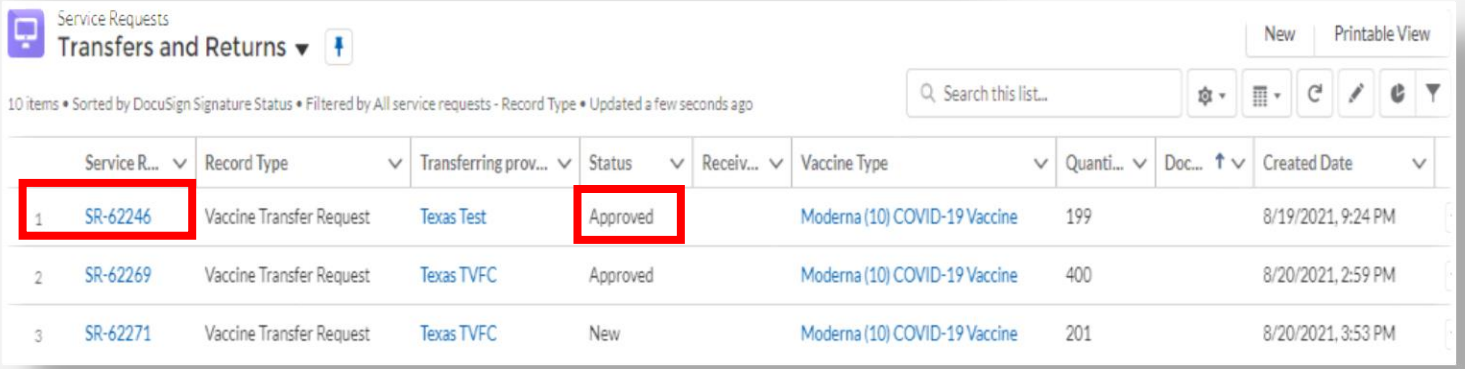
Thank you

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

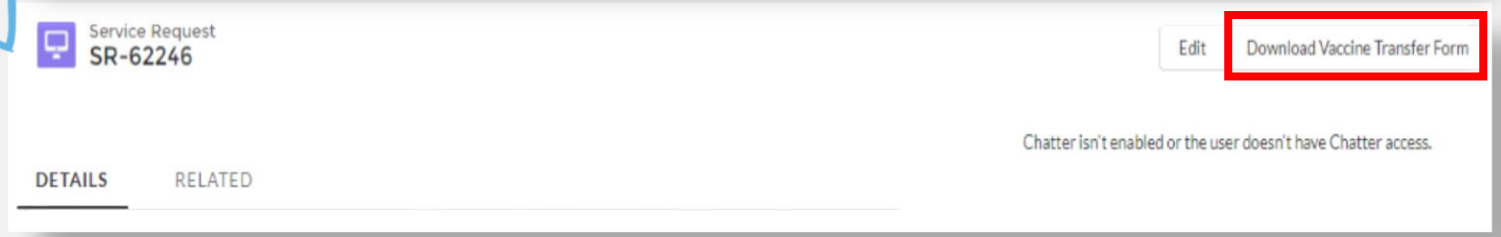
Access Receiving Provider Information

Receiving Provider information can be found under the Service Requests drop-down menu, **Transfers and Returns.**





Download Vaccine Transfer Form to view Receiving Provide Information.



TVFC/ASN Entering Doses Administered in VAOS

"Doses Administered" Module

TVFC/ASN Doses Administered

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 10/1/2021 To 10/31/2021

* Select A Facility To Record Doses Administration

Texas Test

	Vaccine	Vaccine Intenti...	Item Number	Lot Number	Expiration Date	Quantity On Ha...	0-18	19 and Over	Select Reason	Selected Re...
1	REGEN-COV	MIX	61755-039-01			696				
2	DAPTACEL (DT...	PED	49281-0286-10	ABC789		49				
3	FLUZONE QUA...	PED	49281-0635-15	ABC123	08/26/2021	410				
4	ADACEL (TDAP...	PED	49281-0400-20			1				
5	DT (DT); SDV; P...	PED	49281-0225-10	12	09/08/2021	260				

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

TVFC/ASN Doses Administered

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

From 9/1/2021 To 9/30/2021

* Select A Facility To Record Doses Administration

Texas Test

		Vaccine	Vaccine Intenti...	Item Number	Lot Number	Expiration Date	Quantity On Ha...	0-18	19 and Over	Select Reason	Selected Re...
1	✔	ADACEL (TDAP...	PED	49281-0400-20			20	10			
2		DT (DT); SDV; P...	PED	49281-0225-10	12	09/08/2021	425				
3		FLUZONE QUA...	PED	49281-0635-15	8765		987				
4		DT (DT); SDV; P...	PED	49281-0225-10	1223456	09/09/2021	1,000				
5		INFANRIX (DTA...	PED	58160-0810-52	1234KIJ	09/06/2021	965				
6		FLUZONE QUA...	PED	49281-0635-15	ABC123	08/26/2021	10				
7		SHINGRIX (ZOS...	ADU	58160-0823-11			876				
8		ADACEL (TDAP...	PED	49281-0400-20	12345	09/13/2021	20				
9		AFLURIA	ADU	33332-0320-01	123456	10/10/2021	20				
10		ADACEL (TDAP...	PED	49281-0400-20		09/16/2021	4,000				
11		FLUZONE QUA...	PED	49281-0635-15	ABC789		100				

Cancel Save

Back

Accounts Enter Doses Administered Enter ... board More

Success
Records Successfully Created!

From 10/1/2021 To 10/31/2021

* Select A Facility To Record Doses Administration

Texas Test

	Vaccine	Vaccine Intenti...	Item Number	Lot Number	Expiration Date	Quantity On Ha...	0-18	19 and Over	Select Reason	Selected Re...

Physical Inventory in VAOS

"Doses Administered" Module

New Physical Inventory Record

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 entering your Physical Count.
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 received and all doses that were 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 reason for the adjustment using the drop-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 by mistake in a shipment). As a reminder, do NOT add private inventory into VAOS

Addline

Note: Please do NOT add private inventory into VAOS

New

Search this list...

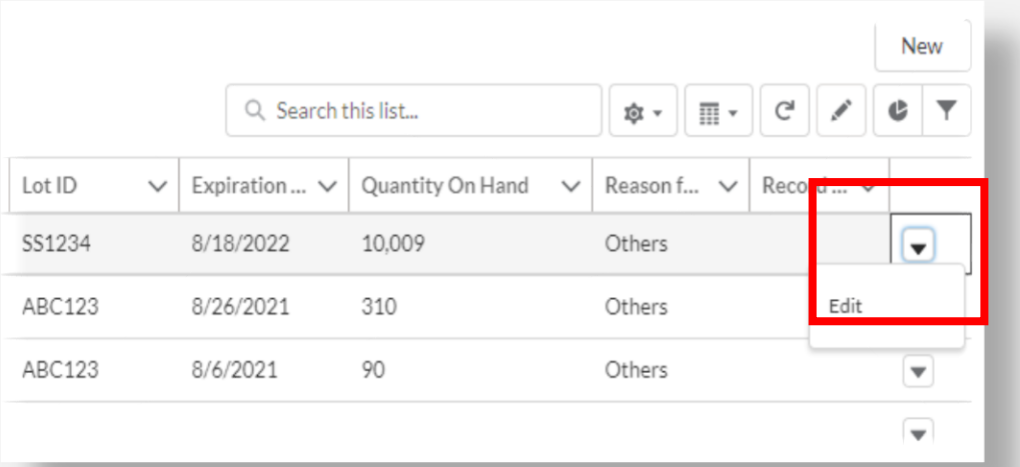
					NDC	Lot ID	Expirati...	Quantity On Hand
1	VI-0031816	Texas Test	300528	ADACEL (TDAP) PFS	49281-0400-20	SS1234	8/19/2025	80
2	VI-0031787	Texas Test	300528	AFLURIA	33332-0320-01	123456	10/10/2021	20
3	VI-0031773	Texas TVFC	036841	DAPTACEL (DTAP); SDV; PED;	49281-0286-10	99999	10/9/2021	
4	VI-0031771	Texas TVFC	036841	DAPTACEL (DTAP); SDV; PED;	49281-0286-10	lkjh	10/8/2021	
5	VI-0031766	Texas Test	300528	DAPTACEL (DTAP); SDV; PED;	49281-0286-10	rtggrg	10/7/2021	
6	VI-0031765	Texas Test	300528	DAPTACEL (DTAP); SDV; PED;	49281-0286-10	efse34j	9/27/2021	800
7	VI-0031788	Texas Test	300528	ADACEL (TDAP) PFS	49281-0400-20		9/16/2021	3,960
8	VI-0031789	Texas Test	300528	DT (DT); SDV; PED; 1 PACK	49281-0225-10	1234567	9/16/2021	
9	VI-0031790	Texas Test	300528	ADACEL (TDAP) PFS	49281-0400-20	12345	9/16/2021	

Review/Edit Inventory Record

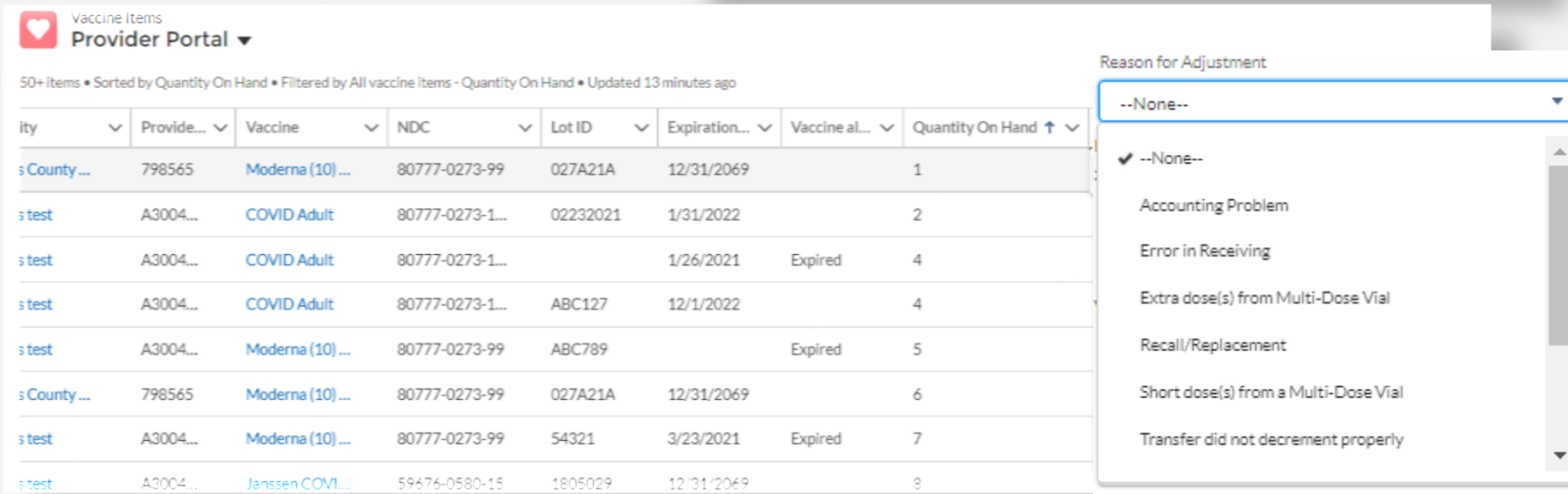
Update information of new or current physical inventory records

Review/Edit Current Inventory Record

Records may be edited on the "Physical Inventory" page or through the **Edit** option to the right of an inventory record.



When inventory is updated, a **Reason for Adjustment** must also be selected.



Provider Reports

How to Pull Your Own Reports As A Provider

“Reports" Module

Reports in VAOS

The "**Reports**" module has 8 types of reports.

Provider Reports

- **Vaccines Near Expiration**: View doses that are sent to expire in 90 days
- **Doses Wasted:** View facility's cumulative reported waste
- **Doses Transferred:** View facility's cumulative transfers
- **Current Inventory:** View facility's current inventory
- **COVID Doses Requested:** View facility's cumulative order requests
- **Maximum Stock Level:** View facility's maximum stock levels *(MSLs)*
- **Non-COVID Doses Requested:** View facility's cumulative order requests that pertain to TVFC/ASN
- **Aggregate Doses Administered:** View facility's doses administered

Upcoming Enhancements in VAOS

- **Monthly Biological Report**
- **Physical Tally Report**
- **Adding Provider PIN in list views**
- **Login for REs and LHDs as Provider Users** ***– Already Deployed!***

Additional Support Resources for Providers

Providers will have access to the following links:

- Vaccine Allocation & Ordering System (VAOS)
- Texas Vaccine Management Homepage
- Texas Vaccine for Children Program Page
- Adult Safety Net Program Page
- TVFC/ASN Provider Journey

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.

Live Q&A