TVFC/ASN Entering Doses Administered in VAOS

Last Updated: 11/28/23

Overview

Purpose

- The TVFC/ASN Entering Doses Administered job aid provides step-by-step instructions for TVFC/ASN Vaccine Providers to enter vaccine administration data for TVFC, ASN, and Flu vaccines in the Vaccine Ordering and Allocation System (VAOS).
- Instructions are also provided to generate an Aggregate Doses Administered report in VAOS.

Audience

- TVFC, and ASN providers who access VAOS

Entering Doses Administered in VAOS

1. Enter Doses Administered
2. Correct Doses Administered
3. Aggregate Doses Administered Report

TEXAS Health and Human Services

Texas Department of State 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** 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.

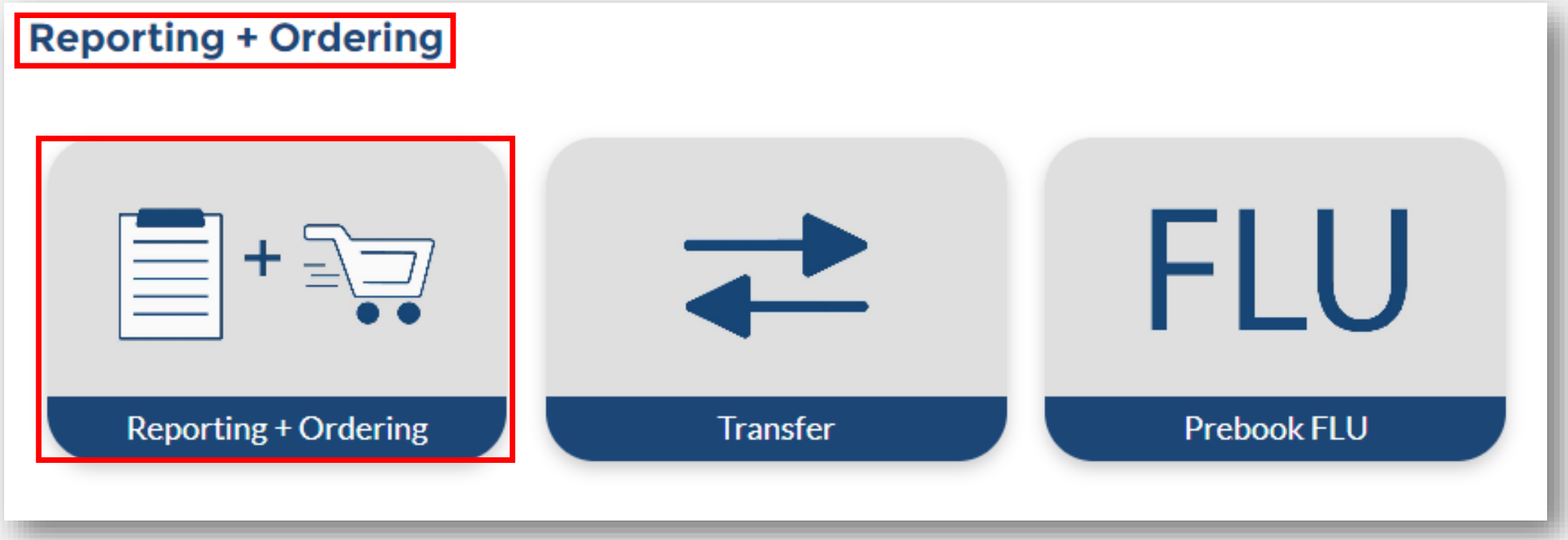
Regardless of the number of facilities you are associated with, you will have **one set of login credentials**.

2. Enter Doses Administered

Finding Doses Administered in VAOS

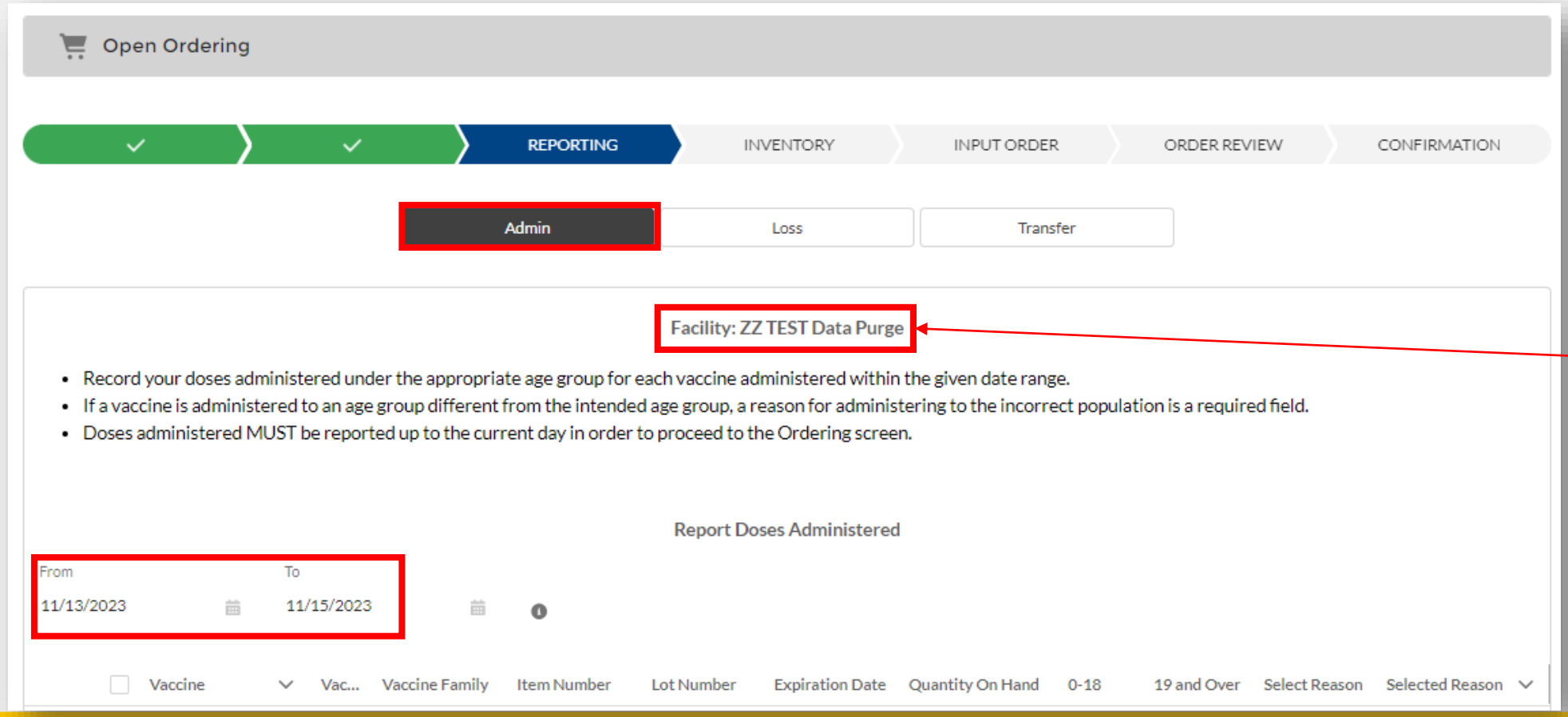
Step 1: Navigate to Reporting and Ordering

Log into VAOS at https://texasvaccines.dshs.texas.gov/ and navigate to the **Reporting and Ordering** tab, or tile, on the home page.



Step 2: Navigate to the Reporting - Admin Page

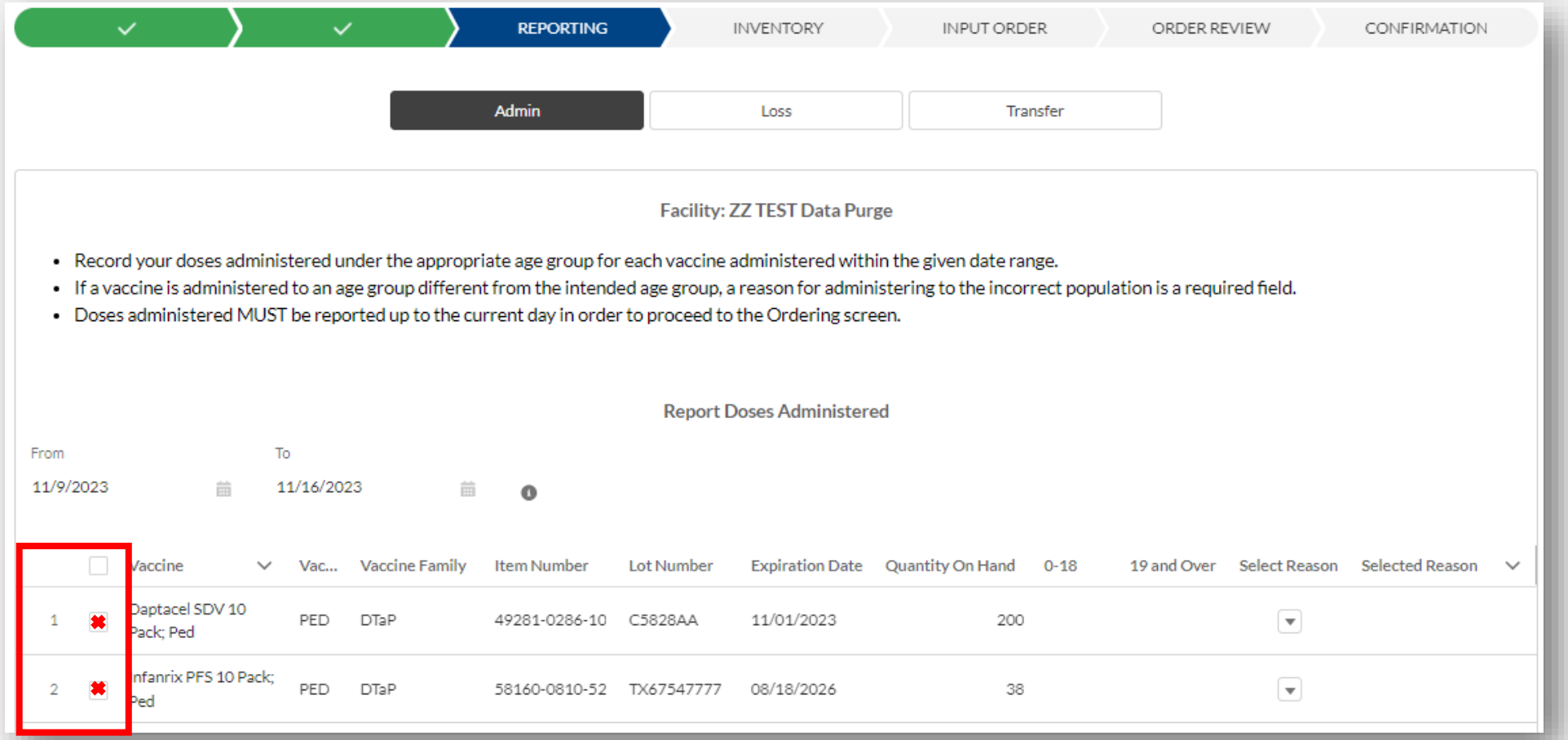
- Instructions for entering doses administered are listed at the top of the “Reporting” page, located in the “**Reporting and Ordering**” flow.
- The date range will automatically populate the last month that doses administered were recorded.



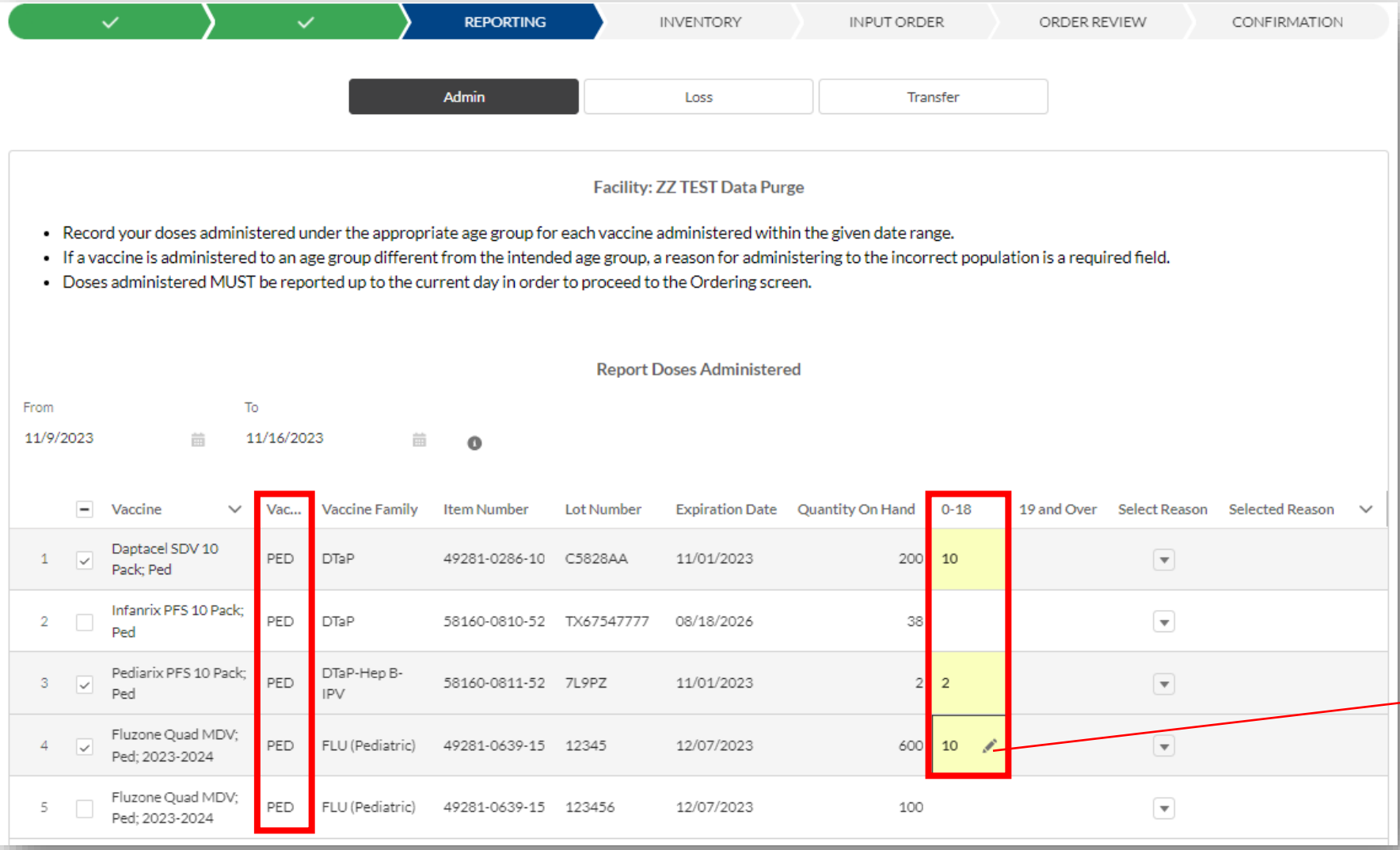
Confirm that the facility you’re reporting for is listed at the top.

Step 3: Record doses administered

- TVFC/ASN/Flu inventory associated with your account, with a positive quantity on hand, will populate below.
- Click the **check box** next to the vaccine name to continue.

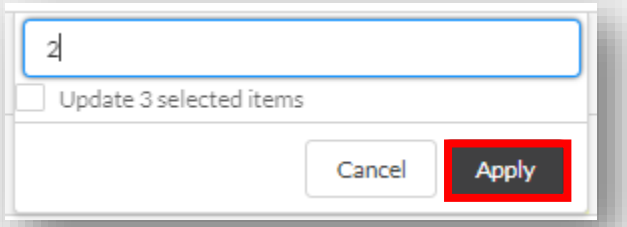


Step 4: Record doses administered

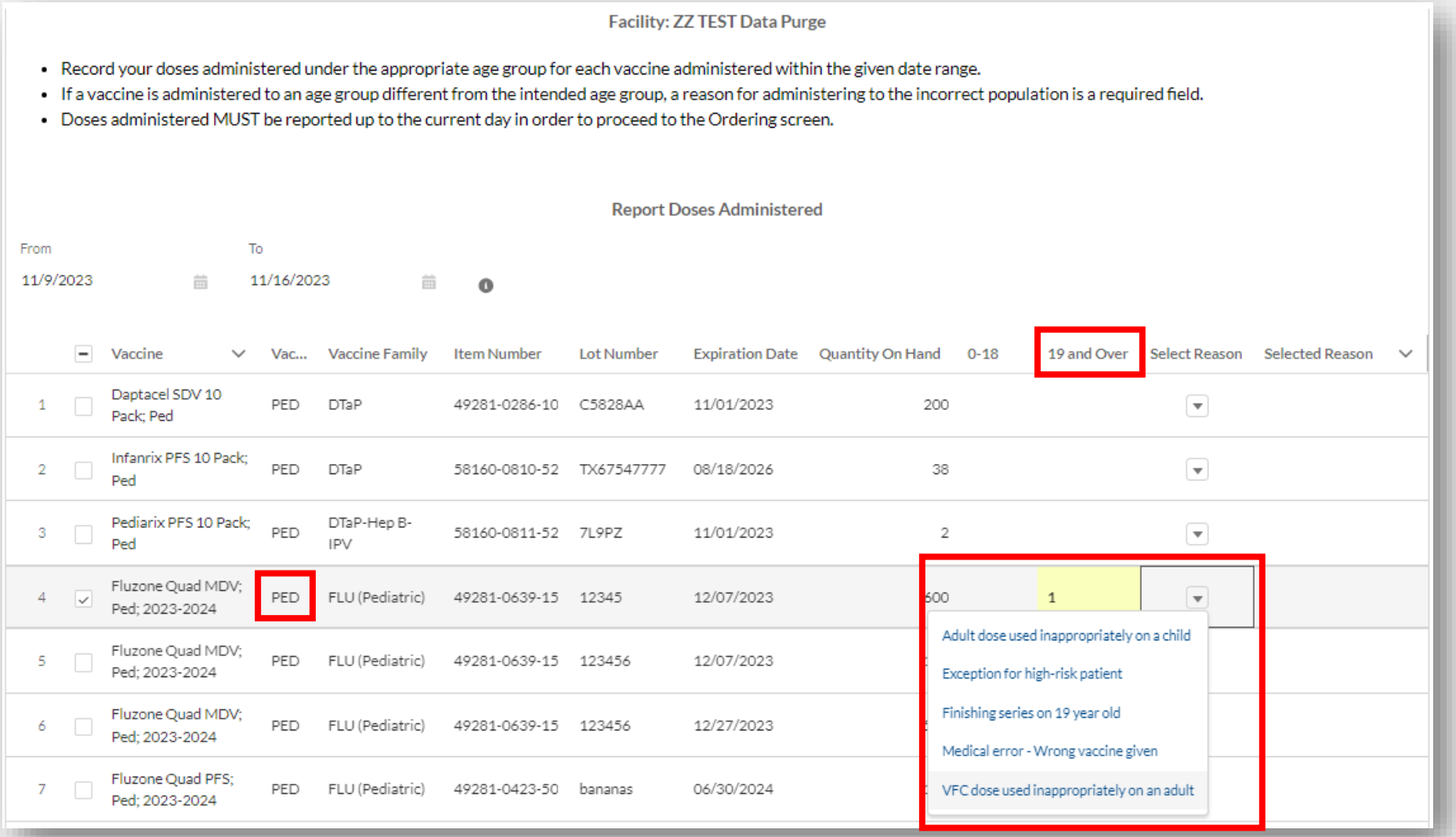


Record your doses administered under the appropriate age group for each vaccine lot that you administered by hovering your mouse over the box in the corresponding “Intent” column and clicking the pencil icon.

Click “Apply” after entering the number of doses administered.



Step 4: Record doses administered



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.

Report Doses Administered

From 11/9/2023 To 11/16/2023

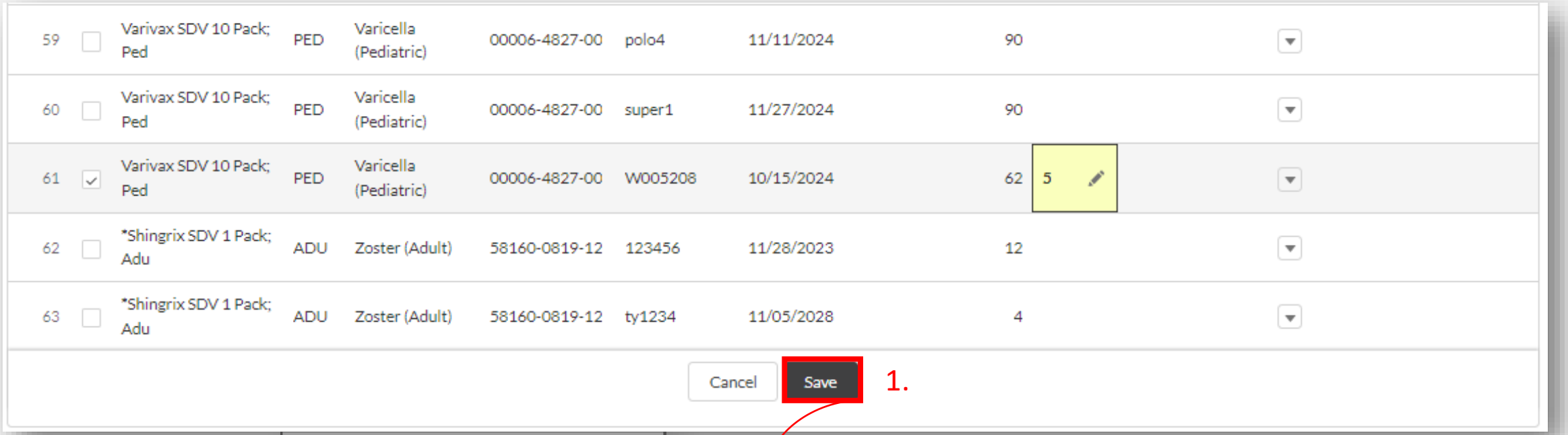
	Vaccine	Vac...	Vaccine Family	Item Number	Lot Number	Expiration Date	Quantity On Hand	0-18	19 and Over	Select Reason	Selected Reason
1	Daptacel SDV 10 Pack; Ped	PED	DTaP	49281-0286-10	C5828AA	11/01/2023	200				
2	Infanrix PFS 10 Pack; Ped	PED	DTaP	58160-0810-52	TX67547777	08/18/2026	38				
3	Pediarix PFS 10 Pack; Ped	PED	DTaP-Hep B-IPV	58160-0811-52	7L9PZ	11/01/2023	2				
4	Fluzone Quad MDV; Ped; 2023-2024	PED	FLU (Pediatric)	49281-0639-15	12345	12/07/2023	500		1		
5	Fluzone Quad MDV; Ped; 2023-2024	PED	FLU (Pediatric)	49281-0639-15	123456	12/07/2023					
6	Fluzone Quad MDV; Ped; 2023-2024	PED	FLU (Pediatric)	49281-0639-15	123456	12/27/2023					
7	Fluzone Quad PFS; Ped; 2023-2024	PED	FLU (Pediatric)	49281-0423-50	bananas	06/30/2024					

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

If you administered a dose for a vaccine to an age group different from the vaccine intention, enter the quantities and select the reason for administering this vaccine to that age group.

Step 4: Record doses administered

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

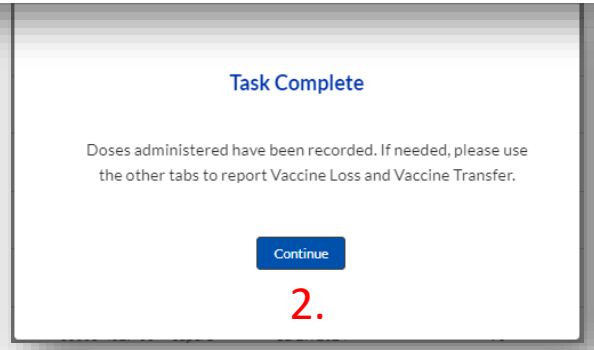


59	☐	Varivax SDV 10 Pack; Ped	PED	Varicella (Pediatric)	00006-4827-00	polo4	11/11/2024	90	
60	☐	Varivax SDV 10 Pack; Ped	PED	Varicella (Pediatric)	00006-4827-00	super1	11/27/2024	90	
61	☑	Varivax SDV 10 Pack; Ped	PED	Varicella (Pediatric)	00006-4827-00	W005208	10/15/2024	62	5
62	☐	*Shingrix SDV 1 Pack; Adu	ADU	Zoster (Adult)	58160-0819-12	123456	11/28/2023	12	
63	☐	*Shingrix SDV 1 Pack; Adu	ADU	Zoster (Adult)	58160-0819-12	ty1234	11/05/2028	4	

Cancel | Save

1.

A pop-up confirmation appears after records are successfully saved.

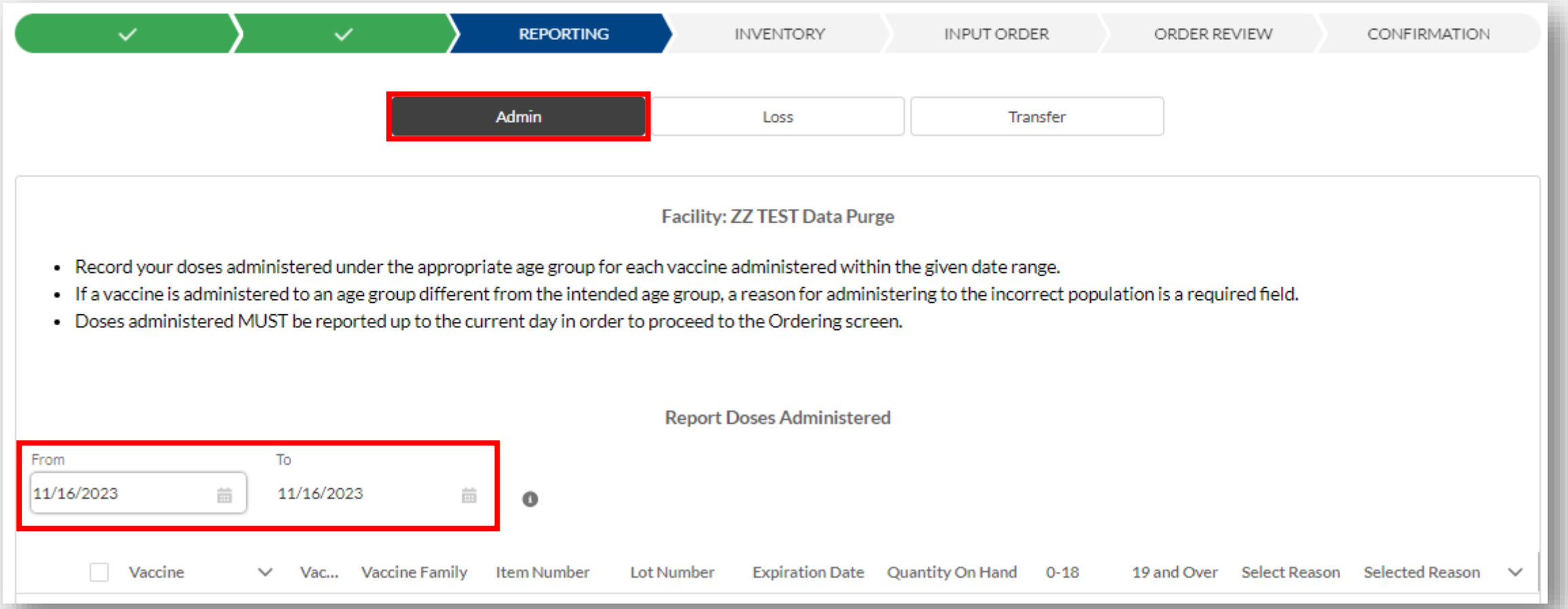


3.

The “Continue” button will be enabled after changes are saved.

Step 5: Enter Other Vaccines

The “Doses Administered Date Range” will update after records are saved. To report additional administrations, repeat steps 2-4 on the new date range.

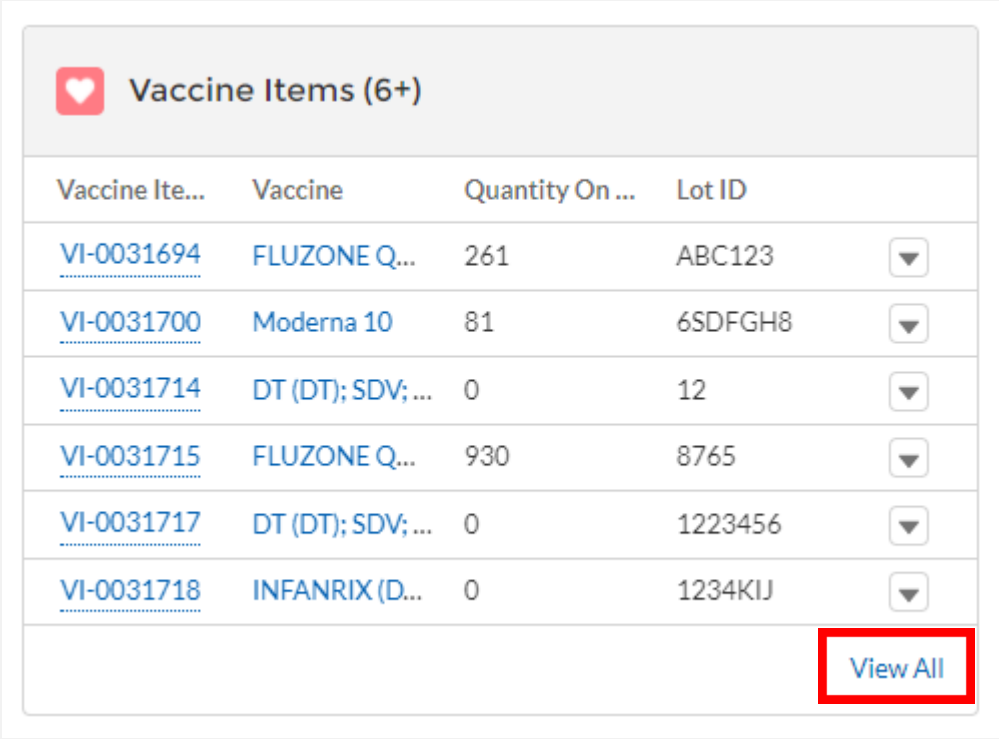


3. Correct Doses Administered

Correct errors in previous entries

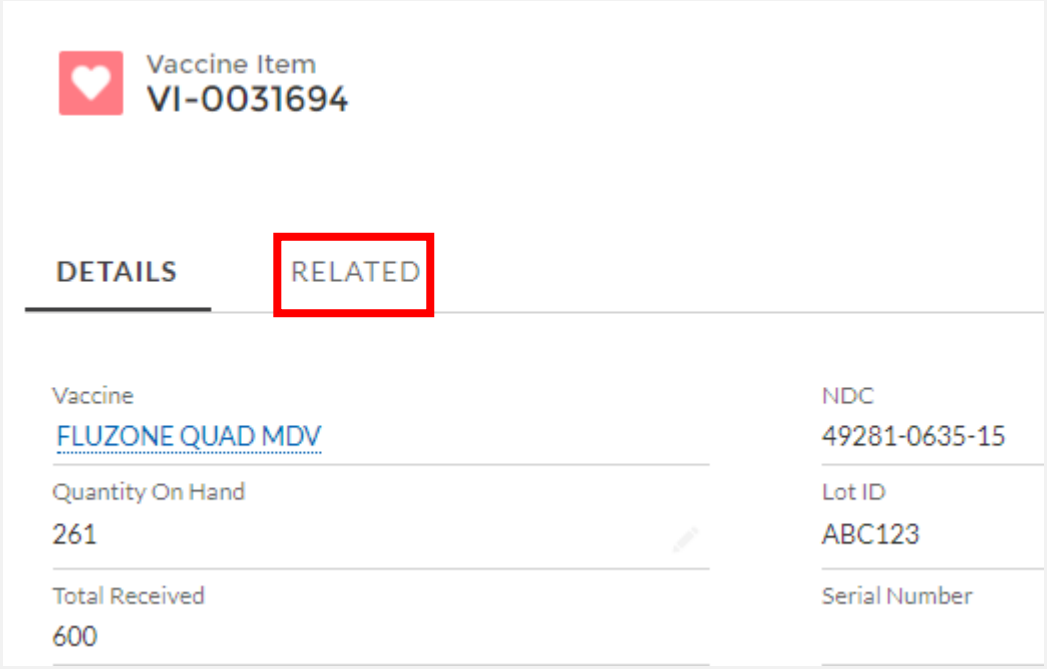
Step 1: Choose correct Account

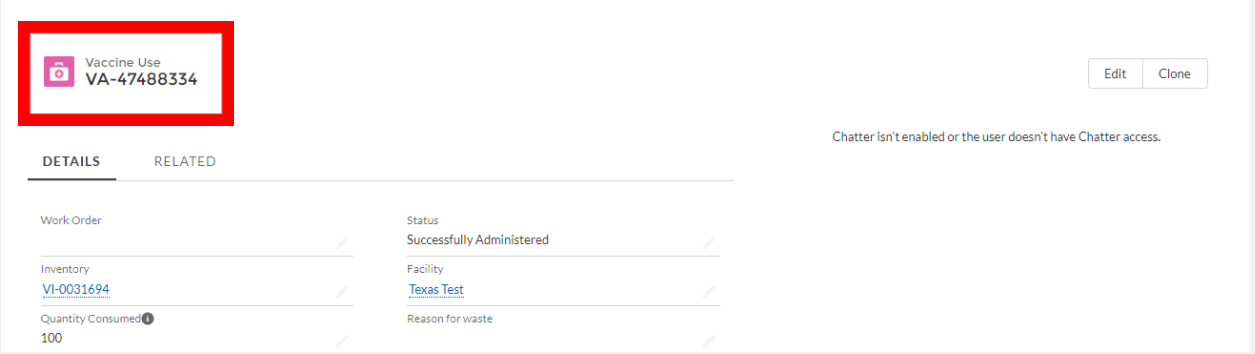
Navigate to the Accounts object and select your facility. On the Account page, navigate to Vaccine Items and click View All.



Step 2: Choose the correct administration record

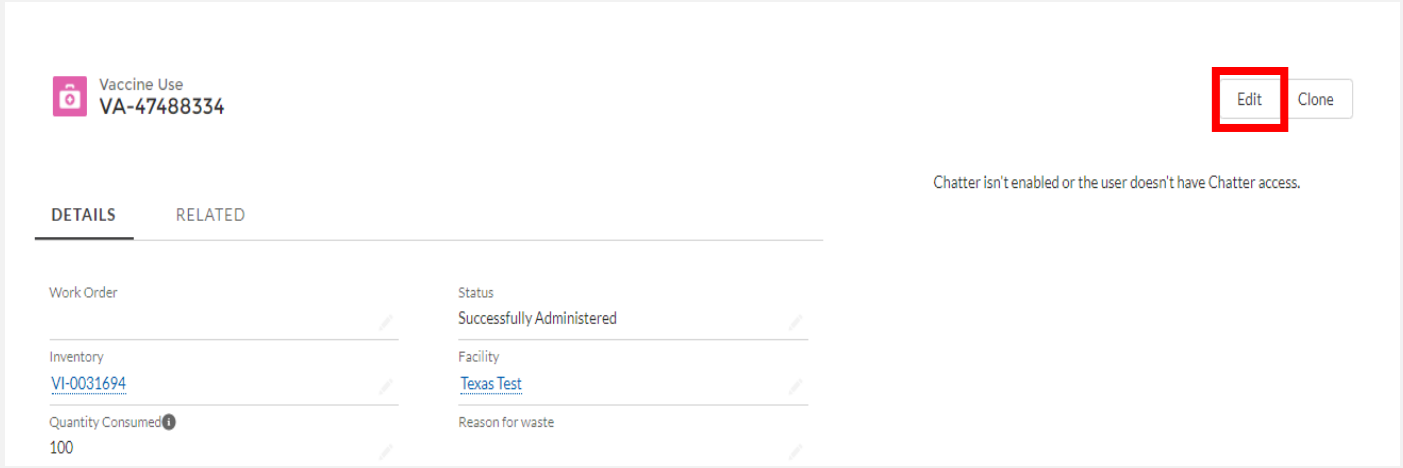
Click the Vaccine Item (Inventory) Record associated with the administration you need to edit. Click Related. Under Vaccine Uses, click the Administration Record you need to edit.

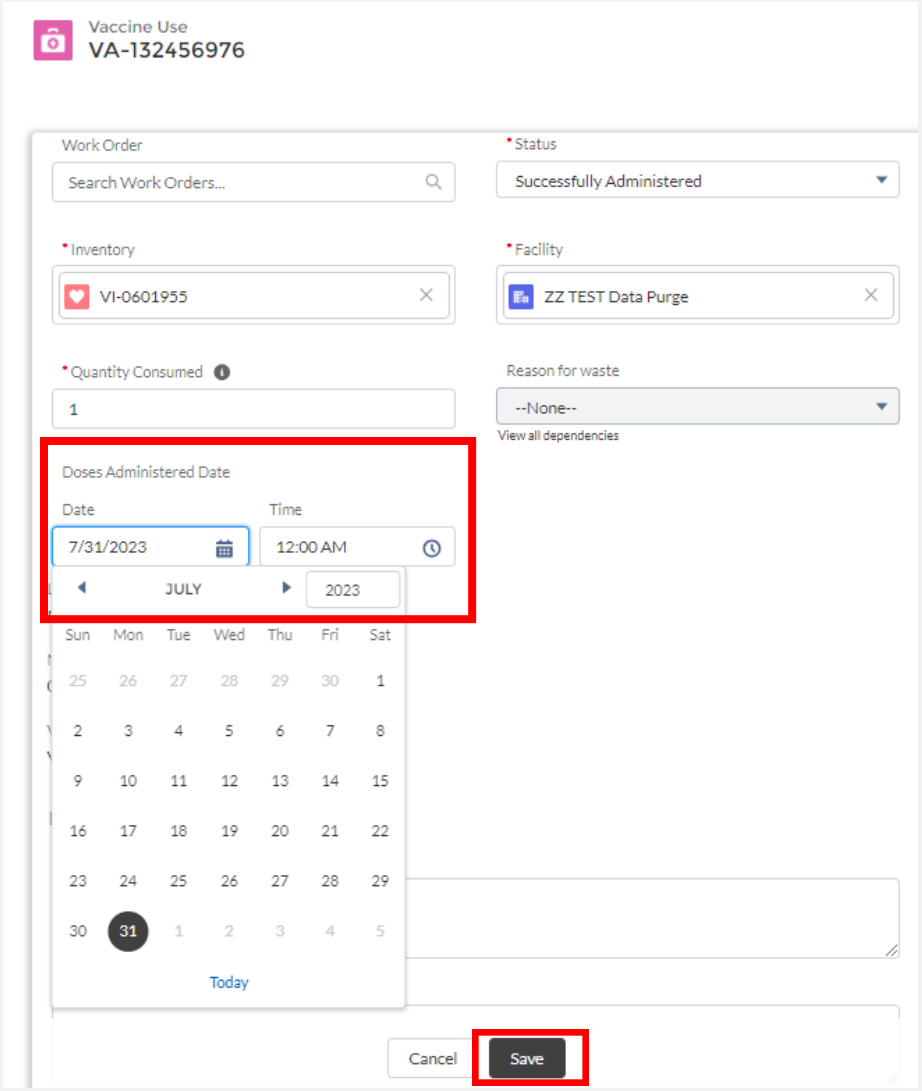




Step 3: Correct the administration record

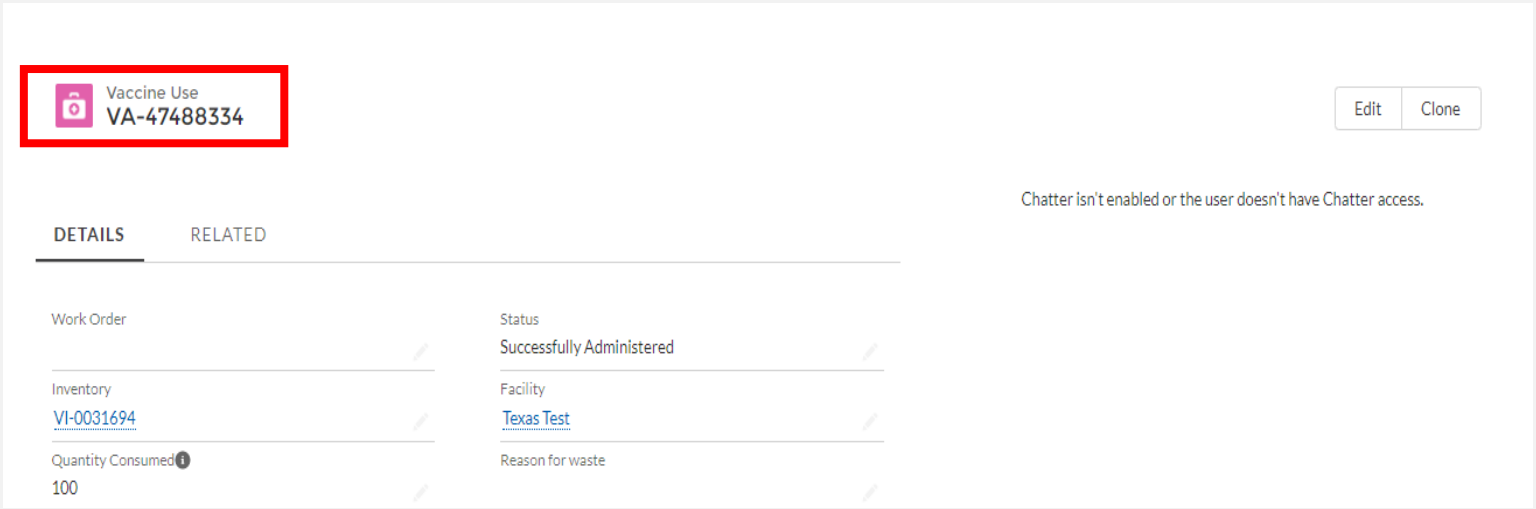
Click “edit” on the right side of the screen, and change the quantity consumed to the correct quantity. Click save.





Step 4: Repeat the process as needed

Repeat steps 1-3 for any Doses Administered records that were entered incorrectly.



3. Aggregate Doses Administered Report

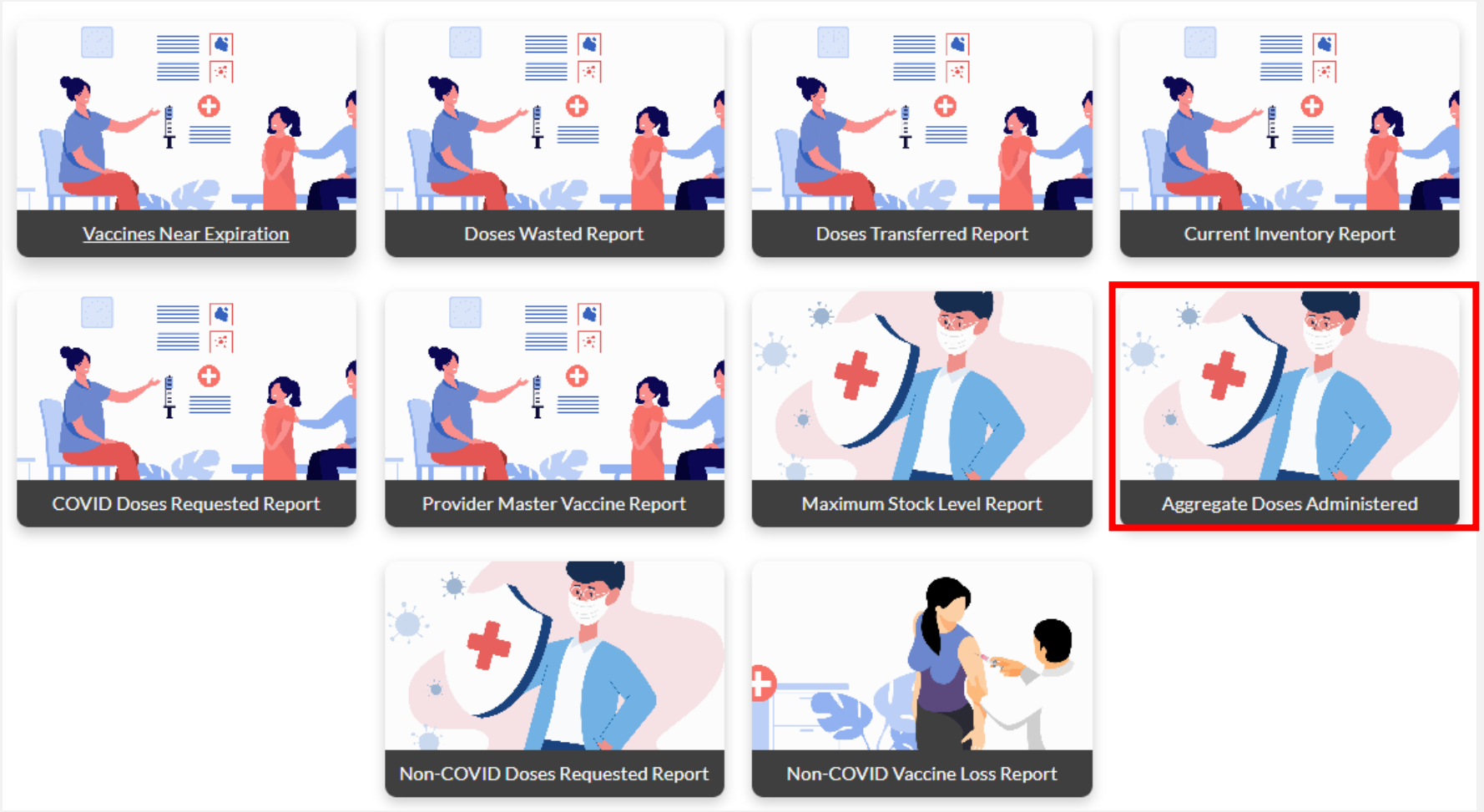
View History of All Administered Doses

Step 1: Navigate to Reports

Log into VAOS at https://texasvaccines.dshs.texas.gov/ and click on **Reports**.

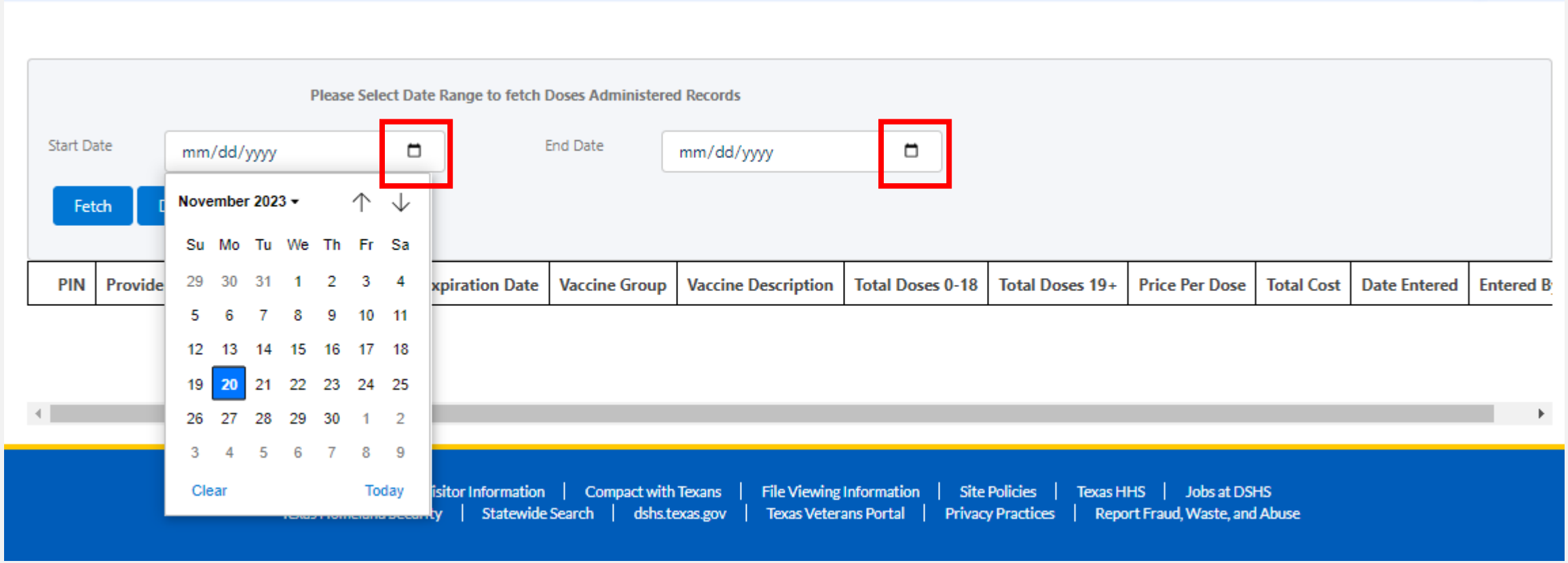
Step 2: Navigate to proper report

Click on **Aggregate Doses Administered**.



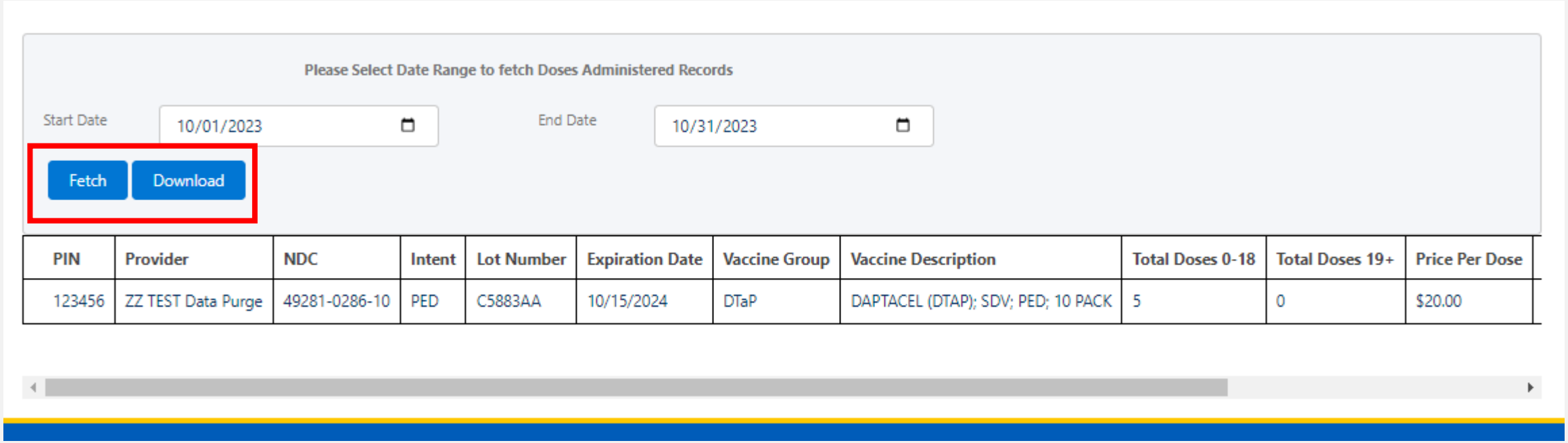
Step 2: Navigate to proper report

You will be navigated to this page. Click on both **calendar icons** to indicate the proper *Start Date* and *End Date.*



Step 2: Choose report action

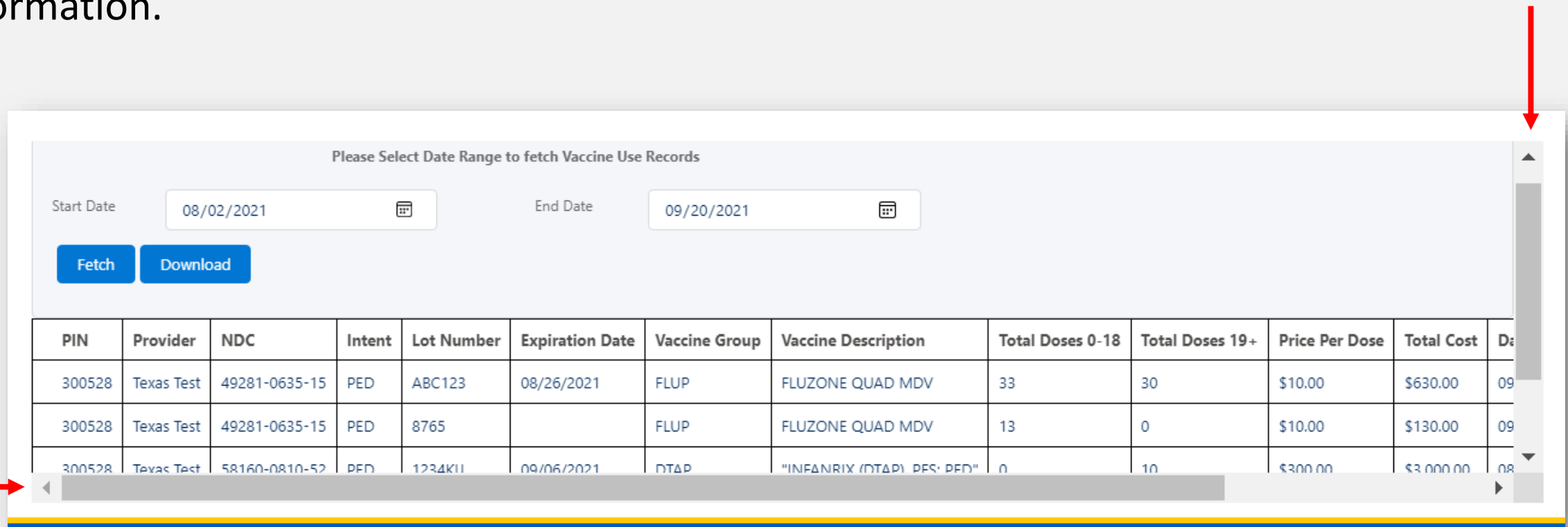
Once both date fields have been filled out, click either **Fetch** if you want to view the *Aggregate Doses Administered Report* on this page in VAOS or **Download** if you want to open or download this report to your computer.



PIN	Provider	NDC	Intent	Lot Number	Expiration Date	Vaccine Group	Vaccine Description	Total Doses 0-18	Total Doses 19+	Price Per Dose
123456	ZZ TEST Data Purge	49281-0286-10	PED	C5883AA	10/15/2024	DTaP	DAPTACEL (DTAP); SDV; PED; 10 PACK	5	0	$20.00

Step 2: Choose report action

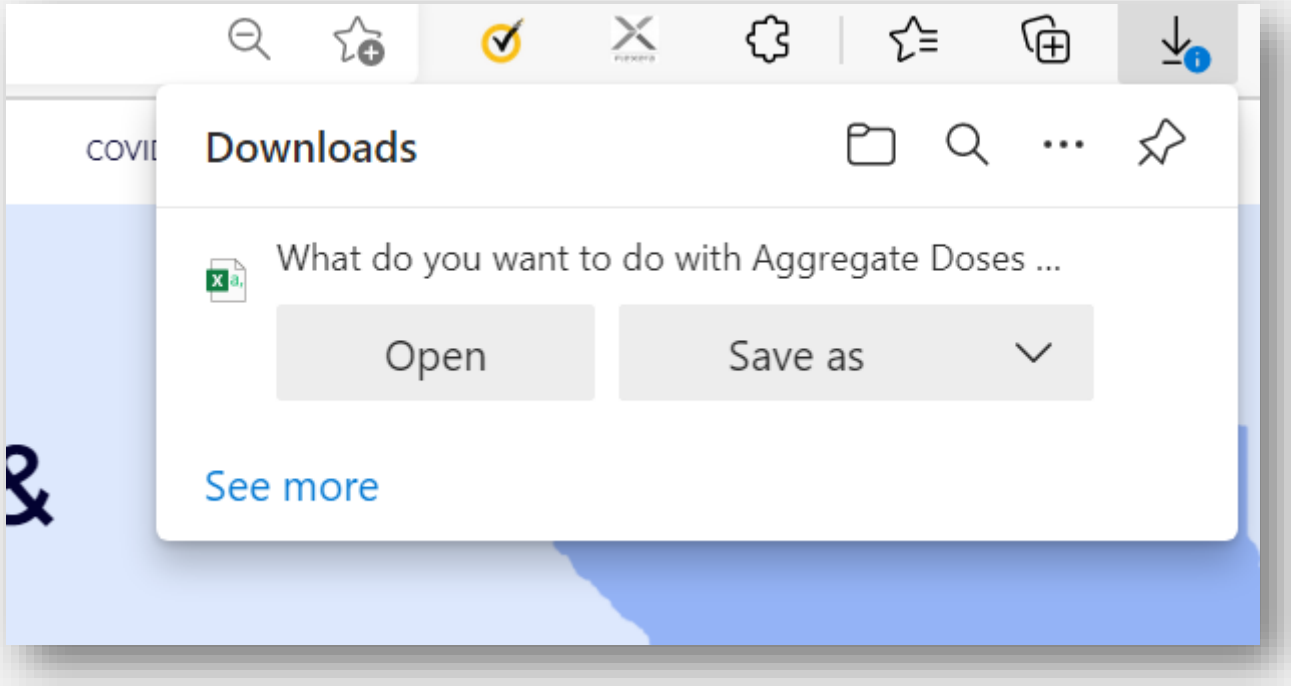
Fetch:
The report will populate below, use the side and bottom navigation bars to view all information.



PIN	Provider	NDC	Intent	Lot Number	Expiration Date	Vaccine Group	Vaccine Description	Total Doses 0-18	Total Doses 19+	Price Per Dose	Total Cost	Da
300528	Texas Test	49281-0635-15	PED	ABC123	08/26/2021	FLUP	FLUZONE QUAD MDV	33	30	$10.00	$630.00	09
300528	Texas Test	49281-0635-15	PED	8765		FLUP	FLUZONE QUAD MDV	13	0	$10.00	$130.00	09
300528	Texas Test	58160-0810-52	PED	1234KU	09/06/2021	DTAP	"INFANRIX (DTAP), PFS: PED"	0	10	$300.00	$3,000.00	08

Step 2: Choose report action

Download:
This dialog box will pop up in the top right-hand corner of your screen. Click **Open** or **Save as** depending on your current need.



Additional Resources

Click below to access more support resources:

- Vaccine Allocation & Ordering System (VAOS)
- Texas Vaccine Management Homepage
- Texas Vaccine for Children Program Page
- Adult Safety Net Program Page

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. For VAOS questions, please contact TXVaccineOrders@dshs.texas.gov.

TEXAS Health and Human Services

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