

Vaccine Allocation & Ordering System (VAOS) Quick Start Guide

March 25, 2022

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



Texas Department of State
Health Services

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Texas Department of State
Health Services

Important Reminders

What You Need to Know Before You Start



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 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
- 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
- If you are a **COVID-19 Vaccine Provider and a TVFC/ASN/FLU provider**, you can email COVID19VacEnroll@dshs.Texas.gov

The screenshot shows the 'PANDEMIC PROVIDER ENROLLMENT' form. The left sidebar contains a list of sections: Location and Shipping (checked), Pandemic Vaccine Coordinators (highlighted with a green checkmark), Delivery Times, Vaccine Storage Capacity, Prescribing Providers, Patient Profile, Administration and Reporting, and Responsible Officers. The main content area is titled 'PANDEMIC PROVIDER ENROLLMENT' with the subtitle 'Enroll to request COVID-19 Vaccine'. Below this is the 'Pandemic Vaccine Coordinators' section, which 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.' The form contains two sections for coordinators, both of which are highlighted with a red border. The 'Primary Vaccine Coordinator' section includes fields for *Last Name, *First Name, MI, *Telephone, *Email, and Degree/Credentials. The 'Backup Vaccine Coordinator' section includes the same fields. At the bottom right of the form are two buttons: 'Save & Continue' and 'Save & Exit'.

Accessing VAOS

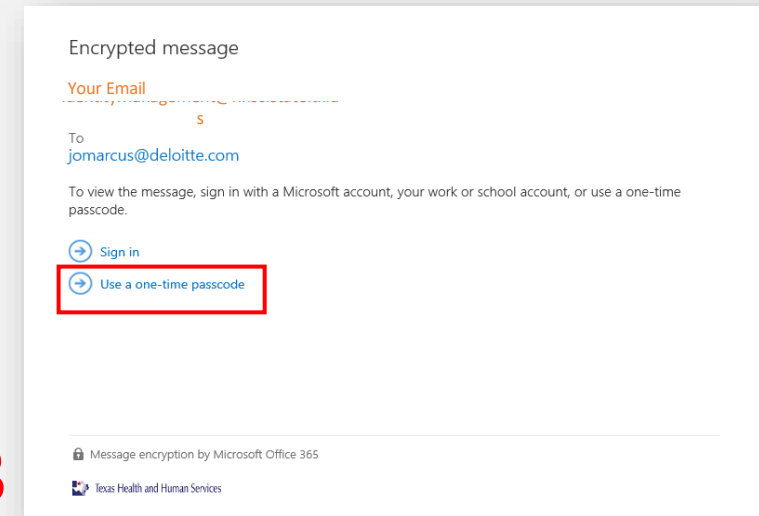
How to configure your VAOS account



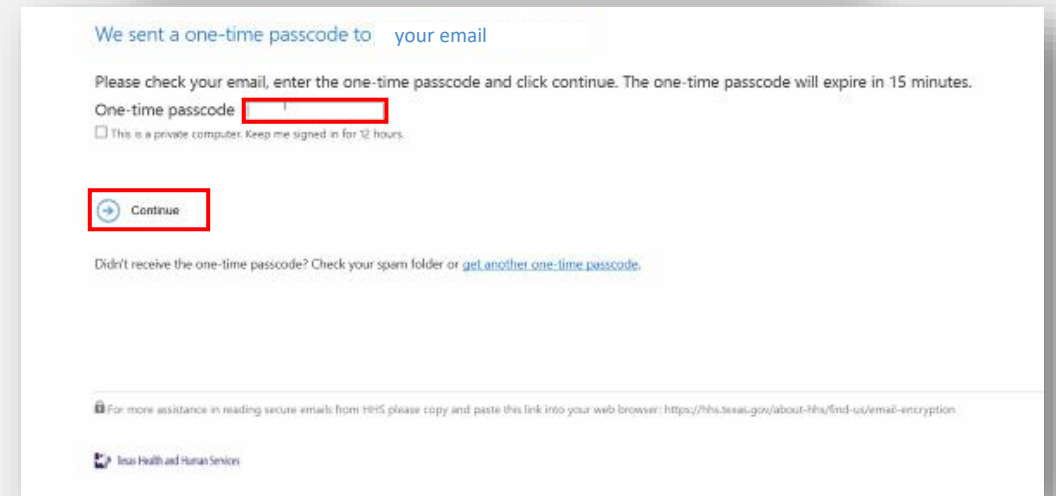
Decrypt Email

1. Your primary and secondary coordinators will receive an encrypted email from 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

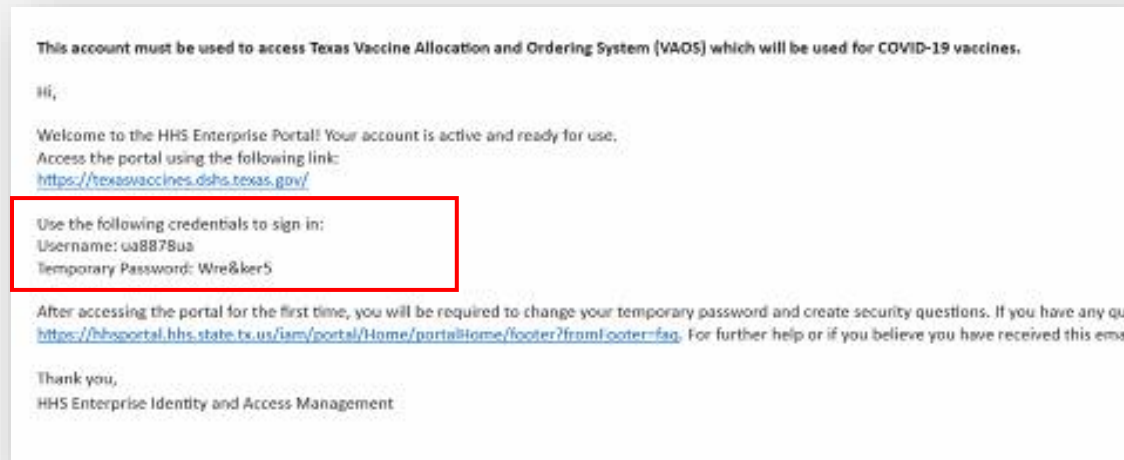


4-5



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.



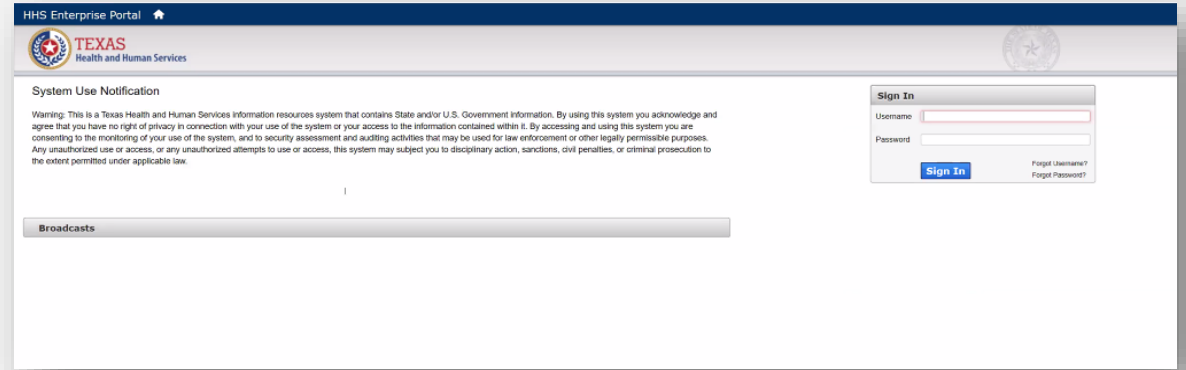
Access Home Page

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>

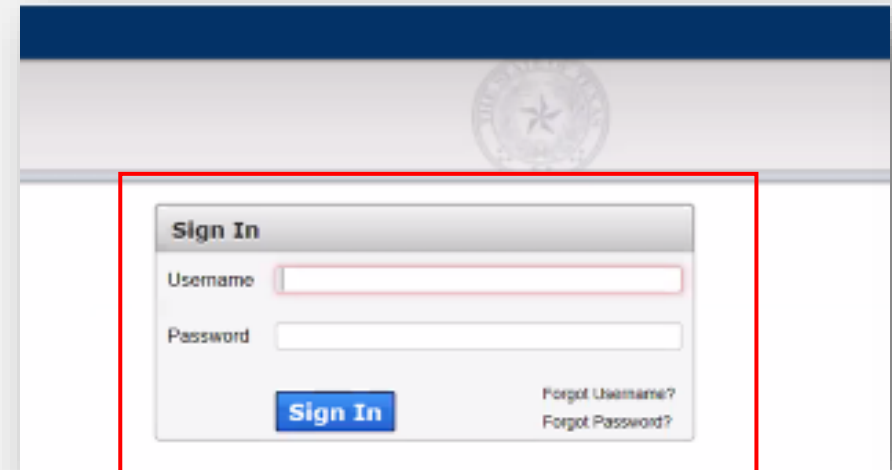
- **Note:** You may be required to complete a captcha. Simply solve the math problem and select Enter.

9



The screenshot shows the 'HHS Enterprise Portal' login page. At the top, there is a header with the Texas Health and Human Services logo. Below the header, a 'System Use Notification' box contains a warning about the system's security and legal implications. To the right of this notification is a 'Sign In' box with fields for 'Username' and 'Password', a 'Sign In' button, and links for 'Forgot Username?' and 'Forgot Password?'. Below the notification box is a 'Broadcasts' section.

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This is a close-up of the 'Sign In' form from the previous screenshot. It is enclosed in a red rectangular border. The form includes a title 'Sign In', a 'Username' input field, a 'Password' input field, a blue 'Sign In' button, and two links: 'Forgot Username?' and 'Forgot Password?'.

Navigating VAOS Homepage

What processes does VAOS offer?



TEXAS
Health and Human
Services

Texas Department of State
Health Services

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

Below you can find the initial landing page for the Vaccine Allocation Ordering System (VAOS) where providers can select different modules to manage their vaccines & therapeutics.

Select a module below to learn more about it!

[Accounts](#)

[Enter Doses Administered](#)

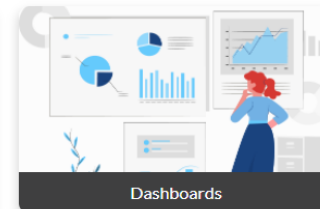
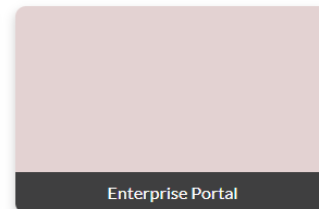
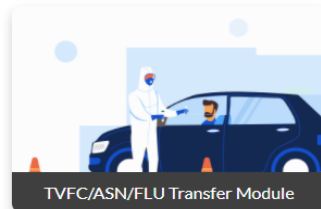
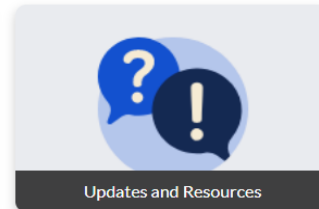
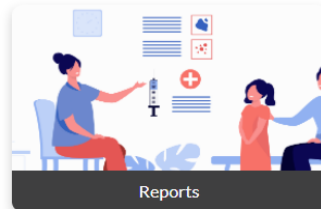
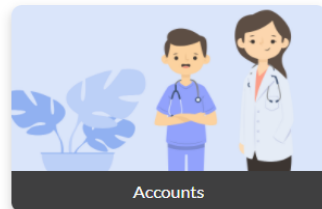
[Enter Vaccine Loss](#)

[Transfers & COVID Vaccine Requests](#)

[Reports](#)

Updates and Reminders

- There is updated guidance on Pfizer pediatric boosters - please check CDC website!



[Updates & Resources](#)

[Physical Inventory](#)

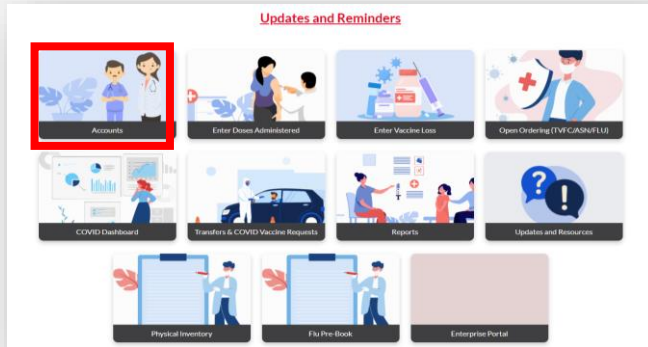
[Flu Pre Book](#)

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

[Enterprise Portal](#)

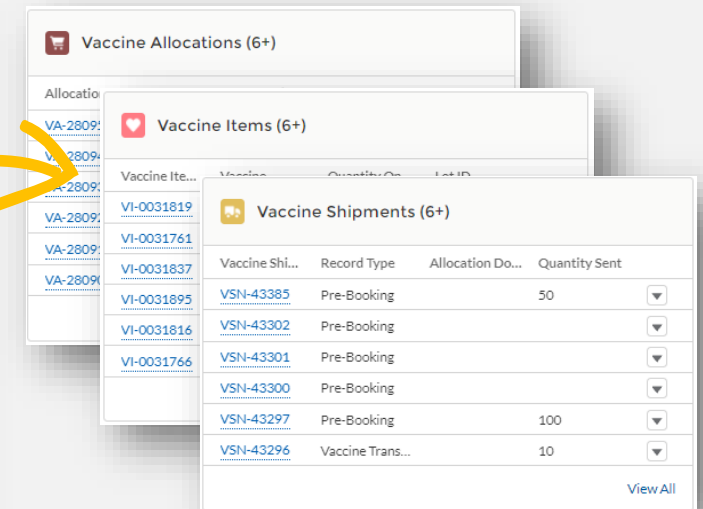
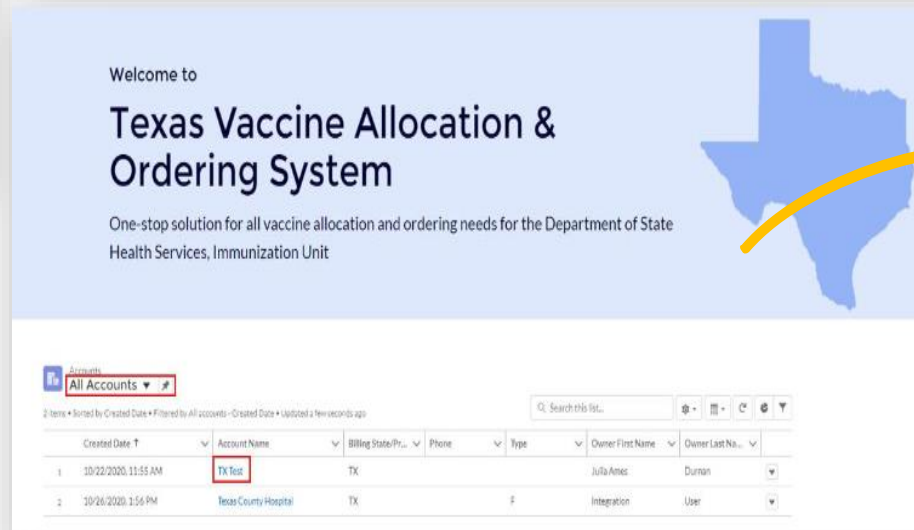
[Dashboards](#)

Accounts



In this section:

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

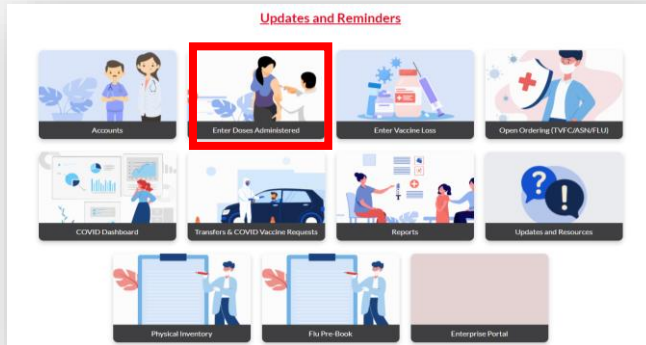


For more information, please visit our VAOS job aids:

[COVID-19 Shipments](#)
[TVFC/ASN/FLU Shipments](#)

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.

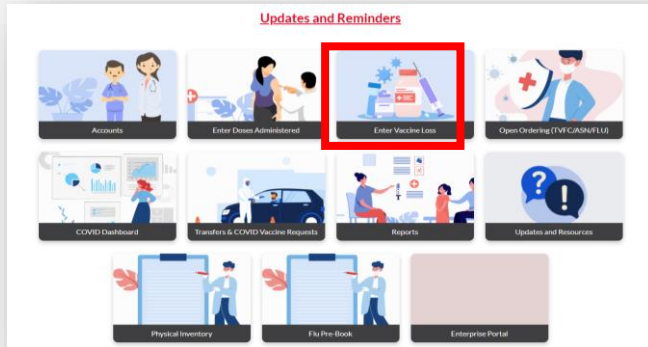
<input type="checkbox"/> Vaccine	Vaccine Intenti...	Item Number	Lot Number	Expiration Date	Quantity On Ha...	0-18	19 and Over	Select Reason	Selected Re...
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Back

Next

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

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

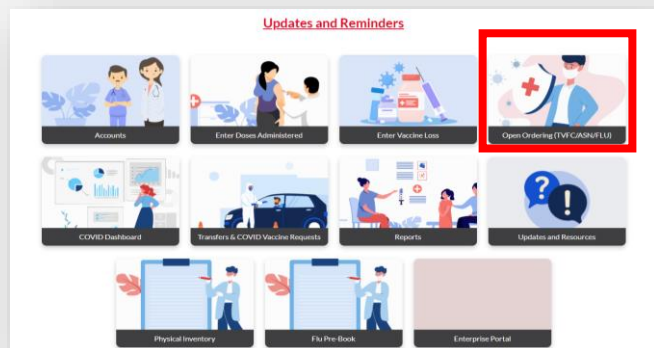


For more information, please visit our VAOS job aids:

[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.

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

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	Lot ID	Expiration	Quantity On Hand
1	VI-0031930	Texas Test	300528	DT (DT); SDV; PED; 1 PACK	49281-0225-10	ABC121	10/31/2021	
2	VI-0031929	Texas Test	300528					80
3	VI-0031928	Texas Test	300528	DAPTACEL (DTAP); SDV; PED;	49281-0286-10	ABC789		39
4	VI-0031922	Texas Test	300528	REGEN-COV	61755-039-01			584
5	VI-0031900	Texas Test	300528					1,000
6	VI-0031899	Texas Test	300528	Therapeutics 3	3455656	ASD456		956
7	VI-0031895	Texas Test	300528	ADACEL (TDAP) PFS	49281-0400-20	TEST123		100
8	VI-0031894	Texas Test	300528	ADACEL (TDAP) PFS	49281-0400-20			20
9	VI-0031887	Texas Test	300528	DT (DT); SDV; PED; 1 PACK	49281-0225-10	1000	10/30/2021	
10	VI-0031886	Texas Test	300528				10/30/2021	30
11	VI-0031838	Texas Test	300528				11/18/2021	0

New Vaccine Item

Information

Vaccine

Quantity On Hand

Total Received

Quantity Required

Facility

Trade Name

Packing Date

Manufacturer

Allocation Dose

Reason for Adjustment

Expiration Date

Reason for Add line

Reporting Fields

Starting Inventory

Cancel Save & New Save

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

Transfers & COVID Requests Module



In this section:

- Arrange transfers for your vaccine products (applies to both TVFC/ASN and COVID-19).
- Place requests for COVID-19 vaccines (applies only to COVID-19 Providers).
- Place requests for COVID-19 monoclonal antibody therapeutics (applies only to COVID-19 therapeutics providers).

Please complete any transfer requests needed for your facility.

Service Requests
Transfers and Returns

27 items • Sorted by Created Date • Filtered by All service requests - Record Type • Updated a few seconds ago

Search this list...

	Service R...	Record Type	Transferring prov...	Status	Receiv...	Vaccine Type	Quant...	DocuSI...	Created Date
1	SR-62509	Vaccine Transfer Request	Texas Test	Denied		PENTACEL (DTAP-IPV-HIB); SDV	50		9/30/2021, 11:26 AM
2	SR-62489	Vaccine Return Request	Texas TVFC	Denied		SHINGRIX (ZOSTER) SDV			9/23/2021, 4:21 PM
3	SR-62488	Vaccine Transfer Request	Texas TVFC	Denied	Texas TVFC	SHINGRIX (ZOSTER) SDV			9/23/2021, 4:05 PM
4	SR-62487	Vaccine Return Request	Texas Exclusion	Denied		SHINGRIX (ZOSTER) SDV	10		9/23/2021, 3:43 PM
5	SR-62485	Vaccine Transfer Request	Texas TVFC	Denied		SHINGRIX (ZOSTER) SDV	20		9/23/2021, 3:16 PM
6	SR-62484	Vaccine Transfer Request	Texas TVFC	Approved		Moderna (10) COVID-19 Vaccine	20		9/23/2021, 3:08 PM
7	SR-62457	Vaccine Transfer Request	Texas Test	Denied	Test Test	FLUZONE QUAD MDV	10		9/22/2021, 10:37 AM
8	SR-62444	Vaccine Return Request	Texas Exclusion	Denied		DT (DT); SDV; PED; 1 PACK	20		9/21/2021, 5:16 PM
9	SR-62443	Vaccine Transfer Request	Texas Test	Denied		DT (DT); SDV; PED; 1 PACK	20		9/21/2021, 5:13 PM
10	SR-62404	Vaccine Transfer Request	Texas Test	Denied	Test Test	Moderna (10) COVID-19 Vaccine	1		9/16/2021, 2:09 PM
11	SR-62403	Vaccine Transfer Request	Texas Test	Denied	Texas Excl...	DT (DT); SDV; PED; 1 PACK	2,000		9/15/2021, 5:29 PM
12	SR-62384	Vaccine Transfer Request	Texas Test	Denied		Moderna (10) COVID-19 Vaccine	10		9/15/2021, 10:19 AM
13	SR-62383	Vaccine Transfer Request	Texas Test	Approved	Test Test	Moderna (10) COVID-19 Vaccine	10		9/15/2021, 10:16 AM
			Texas TVFC			Moderna (10) COVID-19 Vaccine	10,000		9/14/2021, 3:29 PM
			Texas TVFC			Moderna (10) COVID-19 Vaccine	500		9/14/2021, 3:24 PM
			Texas TVFC			Moderna (10) COVID-19 Vaccine	1,000		9/14/2021, 3:11 PM
			Texas TVFC			Pfizer-BioNTech Covid-19 Vaccine 1	100		9/14/2021, 3:04 PM
			Texas Test			Moderna (10) COVID-19 Vaccine	10		9/8/2021, 1:18 PM

New Service Request

Select a record type

☒ COVID Order Request

☐ COVID Therapeutics Order Request

☐ Vaccine Return Request

☐ Vaccine Transfer Request

Cancel Next

For more information, please visit our VAOS job aids:

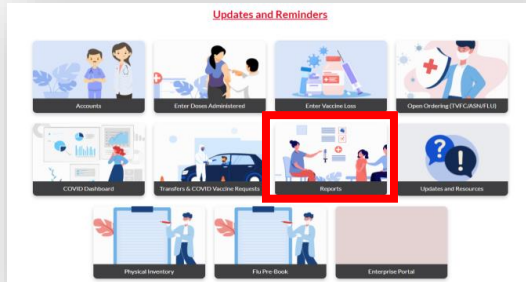
[COVID-19 Transfers](#)

[TVFC/ASN Transfers](#)

[COVID-19 Order Requests](#)

[Therapeutics Order Requests](#)

Reports

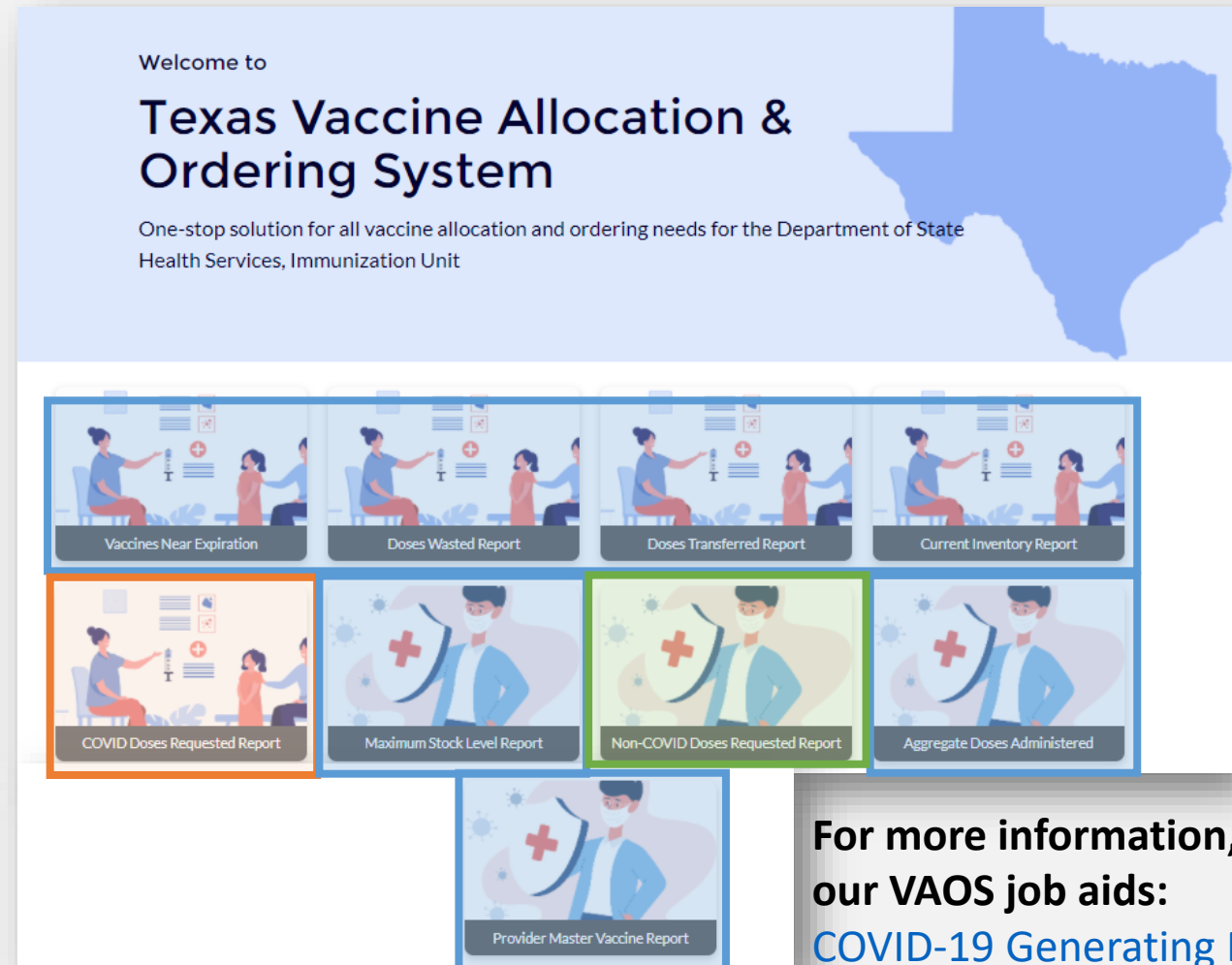


In this section:

Review and download reports on your VAOS activity.

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

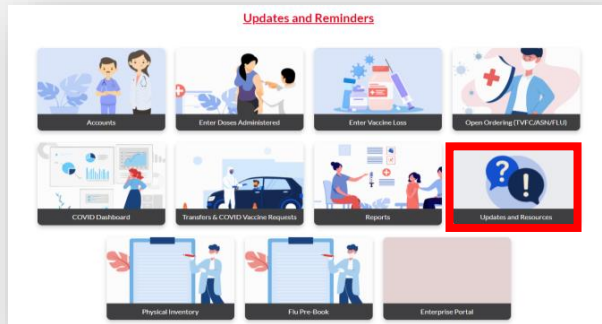
The **COVID Doses Requested Report** only applies for COVID-19 providers, and the **Non-COVID Doses Request Report** only applies for Non-COVID providers.



For more information, please visit our VAOS job aids:

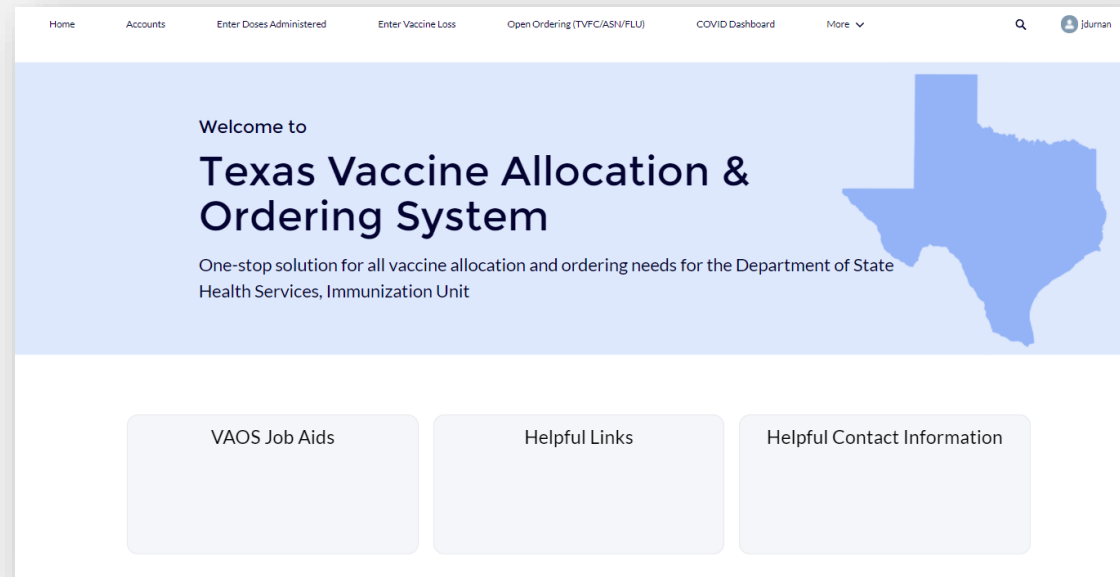
[COVID-19 Generating Reports](#)
[TVFC/ASN Generating Reports](#)

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



For more information, please visit our VAOS job aids: [VAOS Learning Resources Catalog](#)

Physical Inventory



In this section:

- Reconcile inventory
- View vaccine items
- Add vaccine items
- Enter physical count
- Applies to **both** TVFC/ASN/FLU and COVID-19 Providers



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 difference in the Physical Count column. 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 doses). Do NOT add private inventory into VAOS.

Addline

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

Cancel Save & New Save

	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	DAFACEL (DTAP), SDV, PED,	49281-0286-10
4	VI-0031922	Texas Test	300528	REGEN-COV	61755-039-01
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		

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

Flu Pre Book

TVFC/ASN/FLU ONLY



In this section:

- Indicate whether you will or will not be ordering Influenza doses for the 2021-2022 season
- Submit your number of doses you plan to order
- Applies to only **TVFC/ASN/FLU** providers

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 ☐

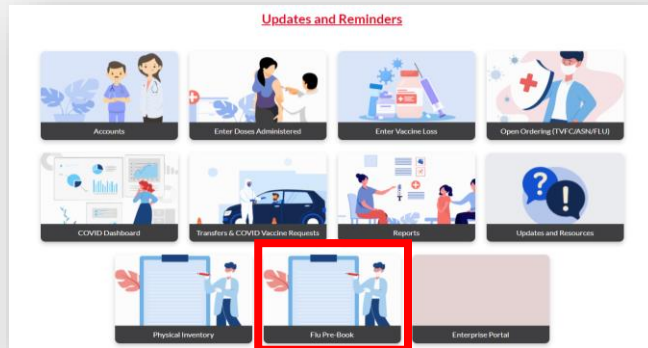
Place your flu vaccine order (in multiples of 10 only):

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

Total : 0

TVFC/ASN/FLU Transfer Module

TVFC/ASN/FLU ONLY



In this section:

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

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

☐ Inventory ...

Vaccine

Vaccine Intent...

NDC

Lot Number

Expiration Date

Quantity On H...

Quantity To Tr...

Select Reason

Selected Reason

Back

Next



Enterprise Portal



In this section:

- Log in to HHS Enterprise Portal
- Applies to **both** TVFC/ASN/FLU and COVID Providers

HHS Enterprise Portal



(LAST)

System Use Notification

Warning: This is a Texas Health and Human Services information resources system that contains State and/or U.S. Government information. By using this system you acknowledge and agree that you have no right of privacy in connection with your use of the system or your access to the information contained within it. By accessing and using this system you are consenting to the monitoring of your use of the system, and to security assessment and auditing activities that may be used for law enforcement or other legally permissible purposes. Any unauthorized use or access, or any unauthorized attempts to use or access, this system may subject you to disciplinary action, sanctions, civil penalties, or criminal prosecution to the extent permitted under applicable law.

Sign In

Username

A

Password

Sign In

[Forgot Username?](#)
[Forgot Password?](#)

New to the portal?

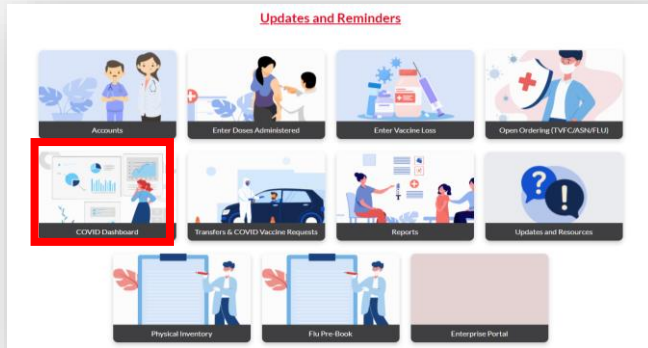
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Dashboard



In this section:

- Providers can monitor their facility or organization's vaccine ordering data, distribution supply, and administration metrics.
- Applies to both TVFC/ASN/FLU and COVID-19 Providers



For more information, please visit our VAOS job aid:
[COVID-19 Vaccine Management Dashboard](#)

Questions?

Access Provider Support Resources [Here](#).



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