Washington State Immunization Information System Quick Reference
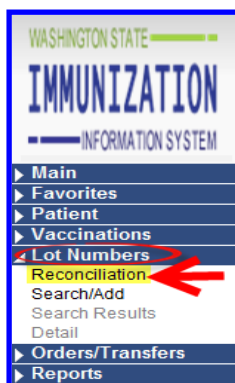## www.waiis.wa.gov
Reporting Vaccine Inventory Online--Users who do not manage their inventory in the IIS

This guide gives steps for how providers and local health jurisdictions (LHJs) that **do not** manage vaccine inventory in the Washington State Immunization Information System (IIS) should reconcile and submit monthly inventory. Make sure you have received all your vaccine orders for the reporting period. Visit www.training.vaccineordering.waiis.wa.gov to find steps for receiving inventory in the IIS.

Instructions for Submitting Inventory

1. Log-on to the IIS using your username and password.
2. Click the **Lot Number** menu heading then click **Reconciliation** to access the *Reconciliation* screen.
3. Click **Print** to print the *Reconciliation Worksheet* and take to the fridge or freezer to count your physical inventory.
4. Count physical supply of vaccines within all fridges and freezers.
   a. If applicable, write down any vaccine lot numbers that are in your fridge or freezers that may not be on your print out.
   b. Use the *Search/Add* screen to add vaccines into your inventory that are not listed in the system. This guide includes steps to manually add vaccines in your inventory below. **Note: You must add missing vaccines to your inventory prior to submission for them to appear on your *Inventory Reconciliation Audit Report.***

5. Enter the values from your count in the **Physical Inventory** column. Use the **Category** and **Reason** that best describe what happened to those doses (e.g. administered, wasted, expired, spoiled). For all administered doses, use the **Category** "Administered" and **Reason** "System non user, aggregate reporting only." Refer to the last section below to learn more about making adjustments.
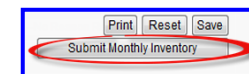

6. Click the **Inactive** box to inactivate lot numbers that are at a zero value and no longer in your inventory.
7. Click the **Submit Monthly Inventory** button.

Steps to Manually Add Vaccine into Inventory

1. Click the *Search/Add* menu option under **Lot Numbers.** This will open the *Lot Number Maintenance* screen.
2. Select the vaccine you wish to enter and click the **Search** button. This step helps to prevent adding duplicate lots of that vaccine by showing you which lots you already have.
3. Click the **Add** button.

Need help with inventory reporting or have questions about the Washington Childhood Vaccine Program? Contact your LHJ or the Washington State Department of Health at 1-866-397-0337 or wachildhoodvaccine@doh.wa.gov. Need technical assistance? Contact the Help Desk at 1-800-325-5599, 206-205-4141, or iishelpdesk@kingcounty.gov. If you have a disability and need this document in another format, please call 1-800-525-0127 (TDD/TTY call 711). DOH 348-417, October 2013, Updated for IIS Version 5.13.5.5

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4. Enter data for all required fields written in red. Make the **Date of Transaction** the date you physically received the vaccines at the clinic. Though the **NDC Number** is not required, entering it will ensure that the vaccine data is reflected throughout the rest of the system.

Categories and Reasons Explanation

The adjustment reasons are separated into categories to simplify the process. Always use the category and reason that best describes what happened to the doses in your inventory.

Refer to the *Inventory Category and Reason Cheat Sheet* (http://www.doh.wa.gov/immunization) for more detailed examples of the reconciliation adjustments.

Positive Adjustments

Adjustment	Rationalization
Order Received	Received vaccines either from the VFC program or purchased directly from distributor
Transfer	Received transferred vaccines from another provider or borrowed vaccine inventory between private and public supply

Negative Adjustments

Adjustment	Rationalization
Recall	Vaccines are nationally recalled or the state sends notice to stop using the vaccine
Spoiled	Vaccines have spoiled due to improper storage practices, man-made or natural disasters, or spoiled during transport
Expired	Vaccines were not used before the manufacturer's expiration date
Administered	This reason accounts for shots administered to patients. Providers and LHJs who do not submit patient data at the lot number level should use this reason to account for administered doses. Providers who manage their inventory in the system can use the reason *Administered to a client who chose not to be in registry* to adjust for miscalculations. Refer to document XX for specific instructions.
Wasted	Vaccines are not viable because they were dropped, spilled, or drawn-up but not used. Wasted vaccines could also be lost/unaccounted for or the vials/syringes were broken or damaged in transit.
Transfer	Received transferred vaccines from another provider or borrowed vaccine inventory between private and public supply

Key Tips to Remember:

- Select the best category and reason that describes what happened to the dose(s).

- Tracking doses periodically makes it easier to report inventory at the end of the month. It may be helpful to develop a system at your clinic to immediately log doses that are wasted or spoiled.

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