FLU PRE-BOOK: HOW TO ADD ADDITIONAL DOSES V5.2022

Utah Department of Health
IMMUNIZATION PROGRAM
Immunize for healthy lives

Utah VFC
Utah Vaccines for Children

Utah Department of
Health & Human Services
Population Health

Contents:

Introduction……Page 2

Step-by-Step……Page 3

Step-by-step instruction to add additional Flu vaccine to current Pre-book

Temperature Logs……Page 4

Information needed on the manual temperature log

Access to VOMS……Page 5

Log into the USIIS portal and select the VOMS service

Access current Flu Pre-book……Page 6

Navigating the VOMS portal & accessing the current Flu Pre-book

Add additional doses……Page 7-8

Adding additional doses to your current Flu Pre-book……7

Submit updated Flu Pre-book to State……8

Helpful Tips……Page 9

Helpful hints and tips

Common Errors……Page 10

Common Errors and what they mean

Useful Links & Questions……Page 11

Adding additional doses to your existing current Flu Pre-book V5.2022

- ✓ This guide will provide information and step-by-step instruction on how to add additional flu vaccine to your current Pre-book.
- ✓ Additional doses of flu can only be added once the original approved Flu Pre-book has been filled and complete.
- ✓ Flu Pre-books are submitted earlier in the year to be included in the amounts requested from CDC.
- ✓ Doses requested are reviewed and may require adjustments before the Vaccine Management Team approves.
- ✓ Flu vaccine is sent in multiple shipments based on allocations received from Mckesson.
  - ➢ Product will continue to ship until the Pre-book requested and approved doses are complete.
- ✓ You can request the Vaccine Management Team hold remaining Flu Pre-book doses to accommodate storage demands of your facility.
  - ➢ You must notify the Vaccine Management Team via email (vacteam@utah.gov) when you are ready to receive Flu vaccine shipments.

Steps to add additional Flu doses to current Pre-book:

1. Submit 30 days of temperatures
2. Once temperature logs are approved, log into the VOMS system.
3. Select “Pre-book”.
4. Then select “Pre-book Request”.
5. Select the current Flu Pre-book request from the drop down list.
6. Locate NDC for product requesting additional vaccine.

   *Please note: Doses filled must be complete for the product requesting more doses.

7. Click the **blue** Pre-book Item Id for the product.
8. The product box field will populate, this is the field above the Pre-book order details.
9. The Pre-book will updated to “**Saved-Not submitted to State”**.
10. Update the Quantity to include new total doses requested.

    *This total includes doses fill and the new doses needed. For example, if 10 doses were originally requested, approved, and filled. Now you need an additional 30 doses, the new quantity will be 40 doses.

11. Verify the product and quantity, IF correct, click “Add/Update”.

    *Repeat above steps to add additional vaccine products.

12. You will need to add additional information to the Pre-book Quantity Reason Description if the Pre-book exceeds the Suggested Pre-book Quantity.

    - You must add a description for the “Submit to State” button to become active.

    *If you previously added a description, leave the original response. Add current date and additional information to why you are requesting additional doses.

13. Verify the Pre-book reflects all new quantities for the NDC Flu products you are adding additional vaccine to, if correct, click “Submit to State”.
14. If successful, the status of the Pre-book will update to read “**Submitted to State**” and show in green.
15. Email the Vaccine Management Team to notify them that changes/updates have were made to your Pre-book.

Temperature Logs:

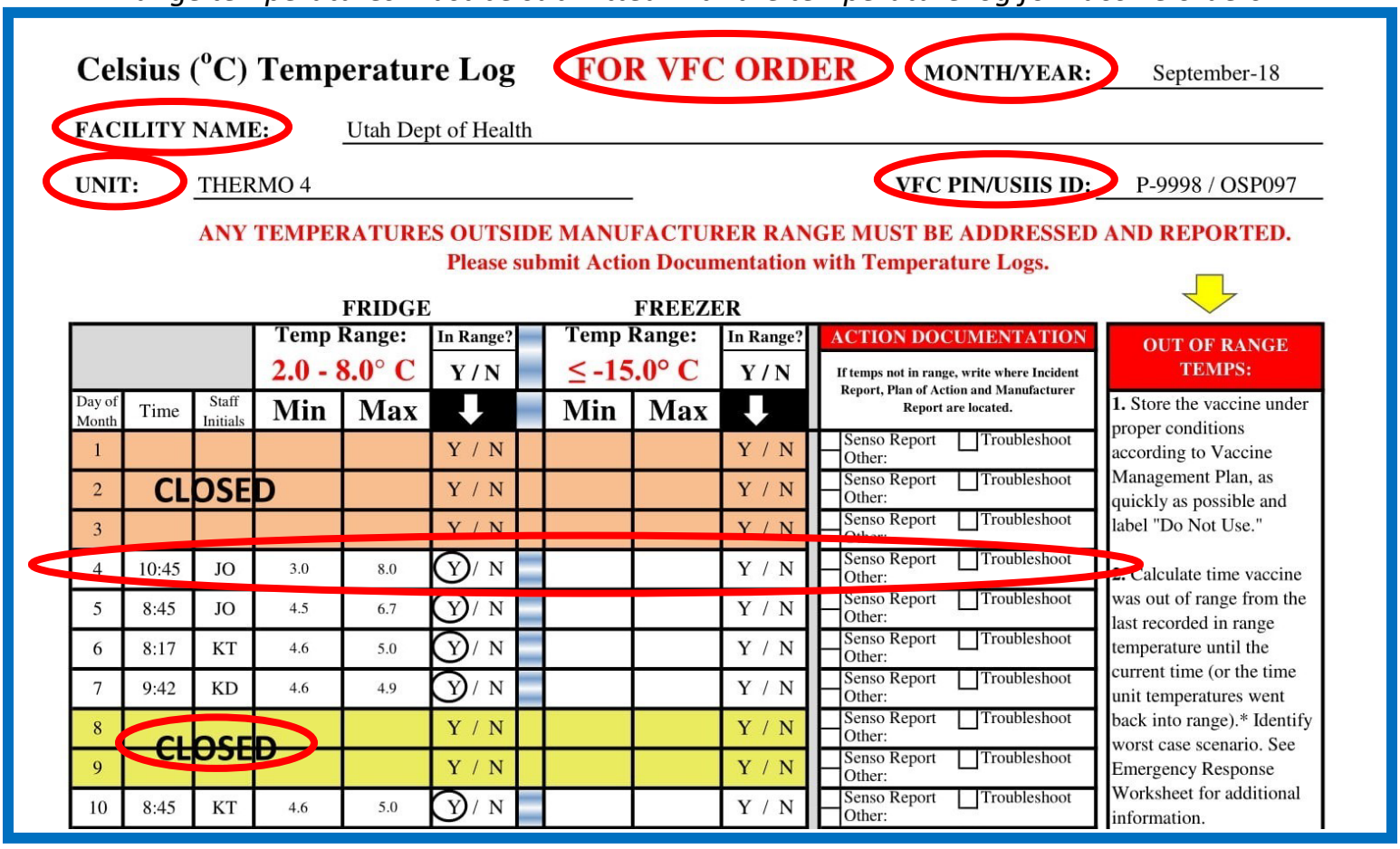
As of January 1, 2018, temperatures are required documented on the Manual Temperature paper log.

Temperature logs, for Celsius and Fahrenheit, can be located on our website.

Temperatures must be visually inspected and documented once daily, at the beginning of business hours.

To avoid delays in processing vaccine orders, make sure to include:
Reason you are sending your temperature log
Month/Year
Facility Name
The Unit Name
VFC Pin/USIIS ID
Staff name/initials
Min & Max temperatures
Note days your clinic is closed/observed a holiday

**Out-of-range temperatures required additional information. Documentation for all out-of-range temperatures must be submitted with the temperature log for vaccine orders.*



Celsius (°C) Temperature Log **FOR VFC ORDER** **MONTH/YEAR:** September-18

FACILITY NAME: Utah Dept of Health

UNIT: THERMO 4 **VFC PIN/USIIS ID:** P-9998 / OSP097

ANY TEMPERATURES OUTSIDE MANUFACTURER RANGE MUST BE ADDRESSED AND REPORTED.
Please submit Action Documentation with Temperature Logs.

			FRIDGE			FREEZER				
			Temp Range: 2.0 - 8.0° C		In Range? Y / N	Temp Range: ≤ -15.0° C		In Range? Y / N	ACTION DOCUMENTATION If temps not in range, write where Incident Report, Plan of Action and Manufacturer Report are located.	OUT OF RANGE TEMPS:
Day of Month	Time	Staff Initials	Min	Max	⬇	Min	Max	⬇		
1					Y / N			Y / N	☐ Senso Report ☐ Troubleshoot Other:	1. Store the vaccine under proper conditions according to Vaccine Management Plan, as quickly as possible and label "Do Not Use."
2	CLOSED				Y / N			Y / N	☐ Senso Report ☐ Troubleshoot Other:	
3					Y / N			Y / N	☐ Senso Report ☐ Troubleshoot Other:	
4	10:45	JO	3.0	8.0	(Y) / N			Y / N	☐ Senso Report ☐ Troubleshoot Other:	
5	8:45	JO	4.5	6.7	(Y) / N			Y / N	☐ Senso Report ☐ Troubleshoot Other:	2. Calculate time vaccine was out of range from the last recorded in range temperature until the current time (or the time unit temperatures went back into range).* Identify worst case scenario. See Emergency Response Worksheet for additional information.
6	8:17	KT	4.6	5.0	(Y) / N			Y / N	☐ Senso Report ☐ Troubleshoot Other:	
7	9:42	KD	4.6	4.9	(Y) / N			Y / N	☐ Senso Report ☐ Troubleshoot Other:	
8	CLOSED				Y / N			Y / N	☐ Senso Report ☐ Troubleshoot Other:	
9					Y / N			Y / N	☐ Senso Report ☐ Troubleshoot Other:	
10	8:45	KT	4.6	5.0	(Y) / N			Y / N	☐ Senso Report ☐ Troubleshoot Other:	

Access VOMS:

Log into USIIS (https://apps.usiis.org)

1. Enter your USIIs Provider ID
   *If you are not sure of your USIIS Provider ID, use the Provider Name drop down list.

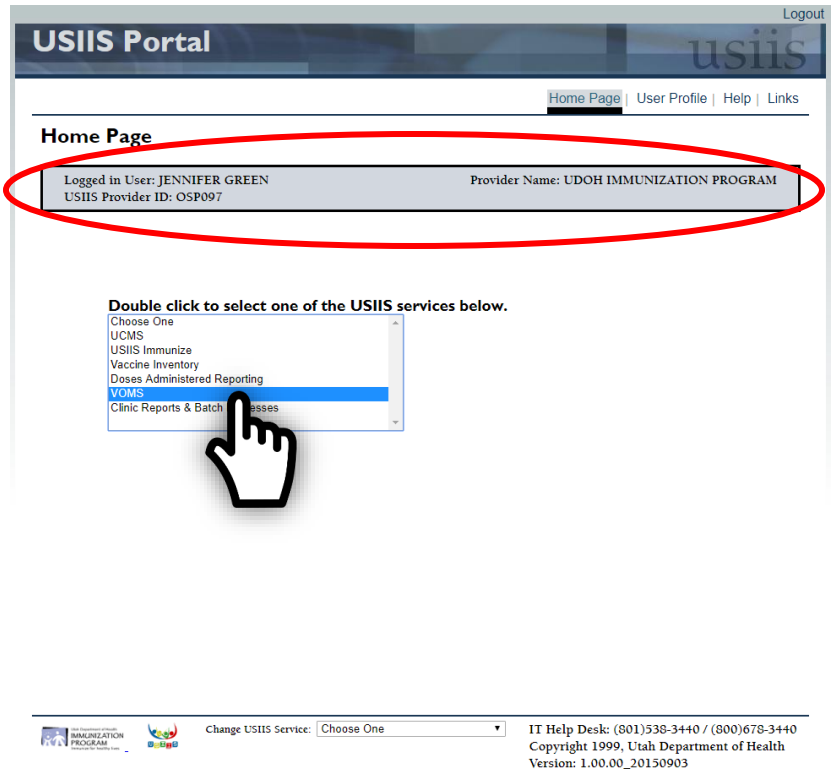
2. Enter your USIIS user name

3. Enter your USIIS password

4. Press Login

*If you have validated your email address in USIIS, you can use the Forgot password/username feature. If you have not, you will need to submit a USIIS Help Desk ticket (801) 538-3440.

Select VOMS from the USIIS Services



5. Verify the Provider information is correct.

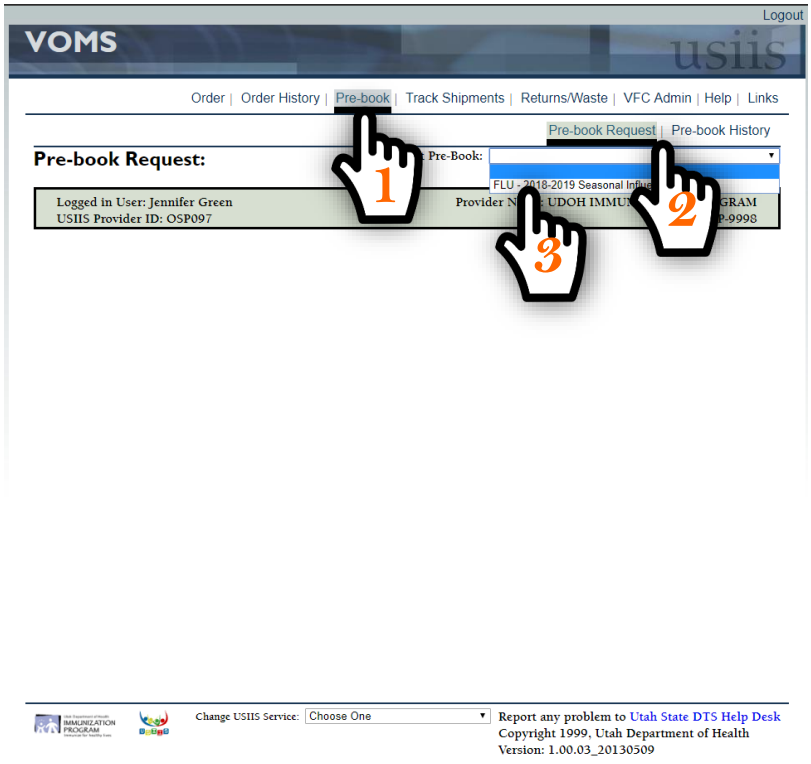
This important for those users who have access to multiple locations.

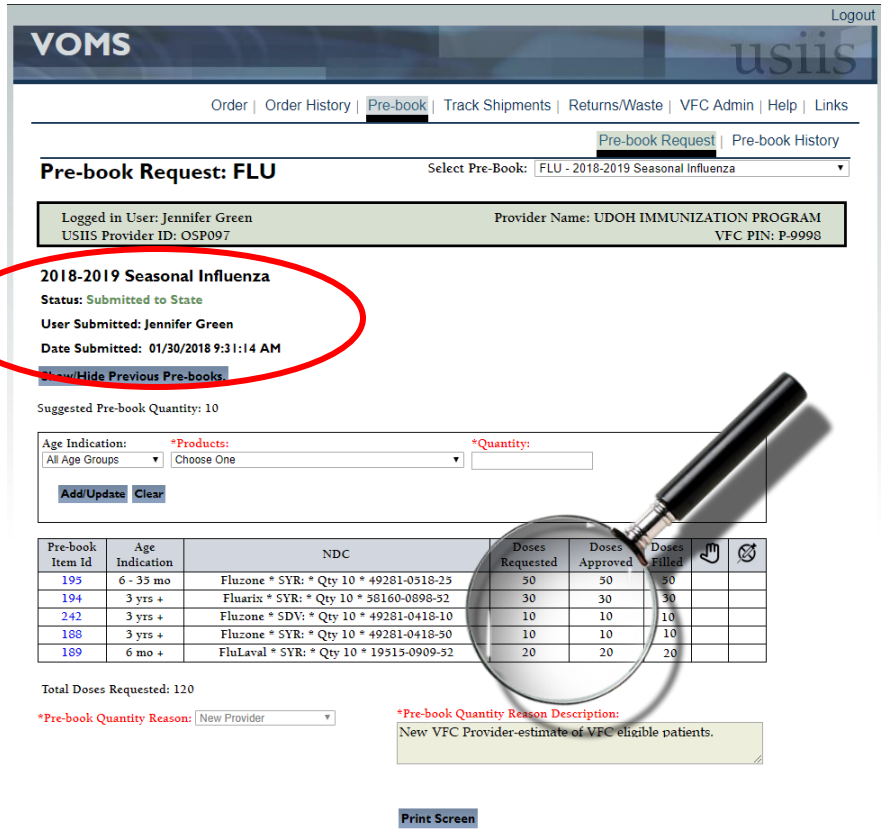
6. If everything is correct, select "VOMS" from the list of USIIS services.

**If you do not have VOMS listed as a service, contact the Immunization Program or the Vaccine Management Team.*

Access current Flu Pre-book:

1. While on the VOMS Home Page, Select “Pre-book” .
2. click “Pre-book Request”
3. Select the current pre-book from the drop down list.
4. You will be directed to your current Flu Pre-book request.





5. Please note: Status, User Submitted, and Date Submitted.

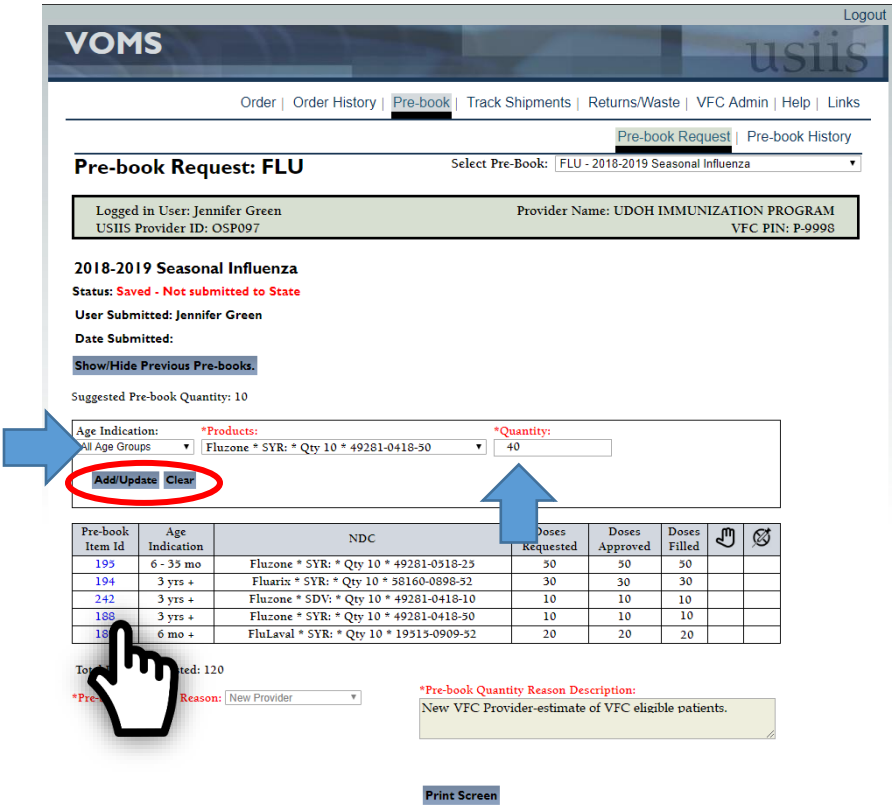
6. You can view products requested and approved.

7. Initiating changes will move the current status from “Submitted to State” to “Saved-Not submitted to State”.

*Pre-book requests with a status of “Saved-Not submitted to State” cannot be viewed by the Vaccine Management Team and will not receive flu shipments.

If there are changes made or initiated, you **must** re-submit your Pre-book.

Add additional doses to your current Flu Pre-book:



1. Click the blue Pre-book Item ID to update the quantity.

The status will update to " Saved-Not submitted to State".

2. The item block will populate with the product information and NDC. This is the box above your Pre-book request.

3. Enter a new total quantity for that product.

*The new total quantity will include the doses filled and the new doses. *For example; 10 doses were requested and filled, another 30 doses is needed. The new total quantity will be 40.*

4. Verify the Product and Quantity are correct, press "Add/Update".

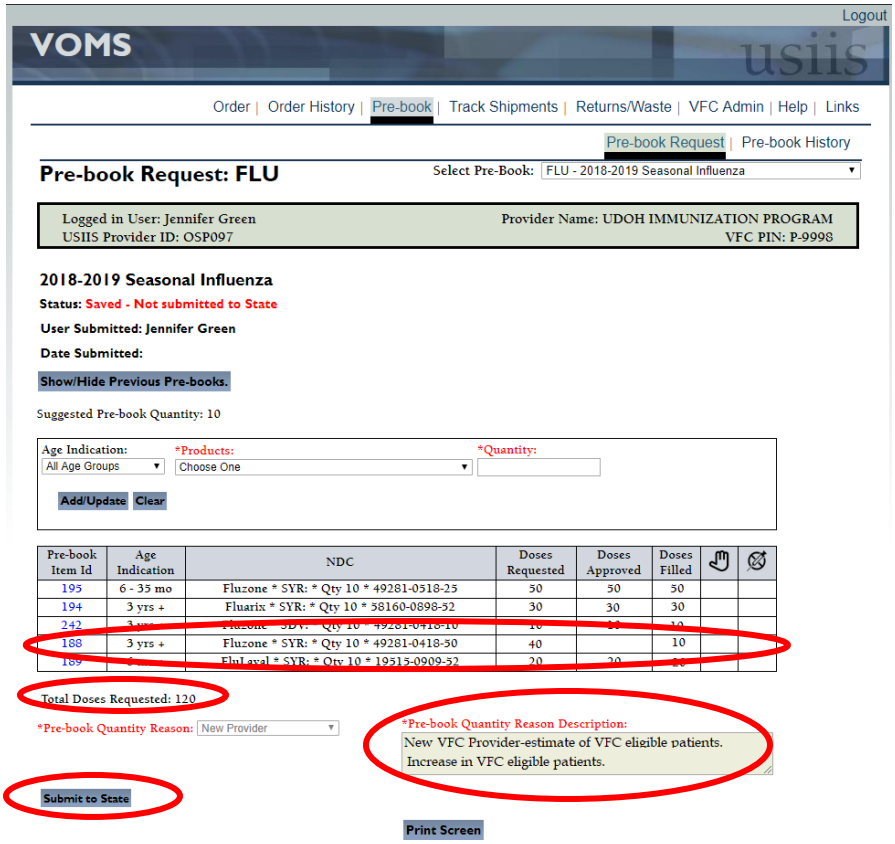
5. Repeat the above steps to increase Doses Requested for additional NDC/Products.

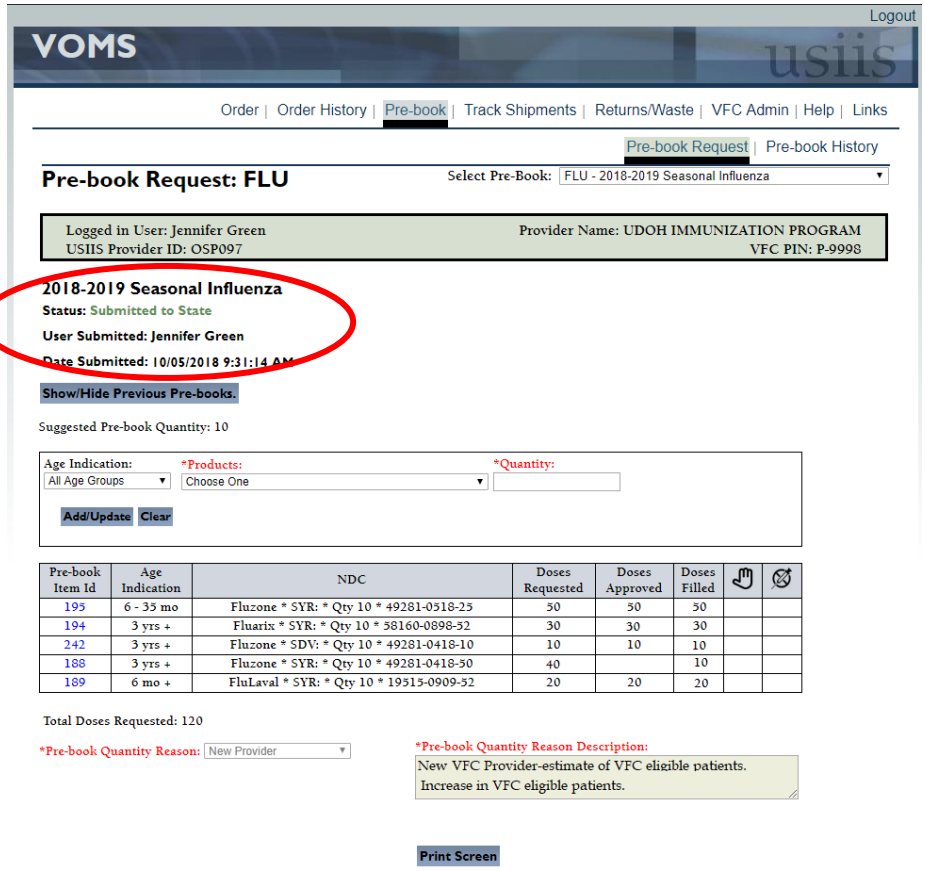
6. If you Pre-book exceed the Suggested Pre-book Quantity, you will need to add additional/updated information in the Pre-book Quantity Reason Description field.

If you already left a reason, enter the current date and information as to why you are requesting additional doses.

You must do this to activate the "Submit to State" button.

7. Verify the total doses requested is reflecting the correct quantity, if so, click "Submit to State".





8. The status of the Pre-book will update to show “Submitted to State” and the Date Submitted will reflect the current date.

9. Once you have successfully submitted your updated Flu-Prebook, you will need to email the Vaccine Management Team (vacteam@utah.gov) and notify them that changes have been made.

10. The Vaccine Management Team will then review and approve or approve with changes your updated Flu Pre-book.

Again, Flu Pre-book requests with a status of “Saved-Not submitted to State” cannot be viewed by the Vaccine Management Team.

Any changes to your existing Flu Pre-book requires you to re-submit.

Helpful Tips:

- ✓ If no changes are needed, Pre-book should be viewed using Pre-book History
- ✓ If changes are made or initiated in VOMS regarding your Flu Seasonal Pre-book, the status will update from Submitted to Saved-Not Submitted to State.
- ➢ All orders and Pre-book requests in VOMS with a status of Saved-Not submitted to State will not be able available for the Vaccine Management Team to review and approve.
- ✓ Email the Vaccine Management Team (vacteam@utah.gov) to notify them of any changes or updates to your Flu Pre-book.
- ✓ You can receive tracking information for shipments received by going to Track Shipments.
- ➢ We do not receive any information until after the package ships, sometimes we receive this information the day the vaccine is delivered.

Common Errors and What They Mean:

Item update failed. Quantity approved exceeds State quantity available (1310) or is lower than the quantity ordered.

This error is notifying you limited doses are available or a product is sold out. Total remaining State flu vaccine is listed in the parenthesis (). If there is vaccine remaining, lower your requested doses to be equal to or less than the number listed in the parenthesis. If the product is sold out, you may consider changing product to ensure you have something for all age groups.

The quantity pre-booked cannot be less that the quantity filled.

This error is notifying you that you have entered a requested quantity less than your original approved Pre-book. You cannot request less doses than the Pre-book was approved for and the product has been filled.

You must cancel the request or update the requested doses to more than the original request.

With these errors, if the status changes to “Saved-Not submitted to State”, you must re-submit your Flu Pre-book to receive remaining doses.

Useful Links

VFC Forms: Training, Provider & Eligibility Forms, VFC Educational Material, Report Forms, Storage & Handling Forms, Tally Sheets, and more. The website is updated to keep required information current.

Vaccine Storage & Handling Toolkit: View/Print the current Vaccine Storage and Handling Toolkit [Jan 2018] from CDCs website.

USIIS Portal: Login to the USIIS portal to gain access to USIIS Immunize, Vaccine Inventory, Doses Administered Reporting, VOMS, Clinic Reports & Batch Processes, and more.

Please note – If sites are bookmarked in your web browser, they may need to be refreshed/updated to reflect the most current information.

QUESTIONS?

For additional assistance, please contact the Vaccine Management Team.

vacteam@utah.gov
(801) 538-9450