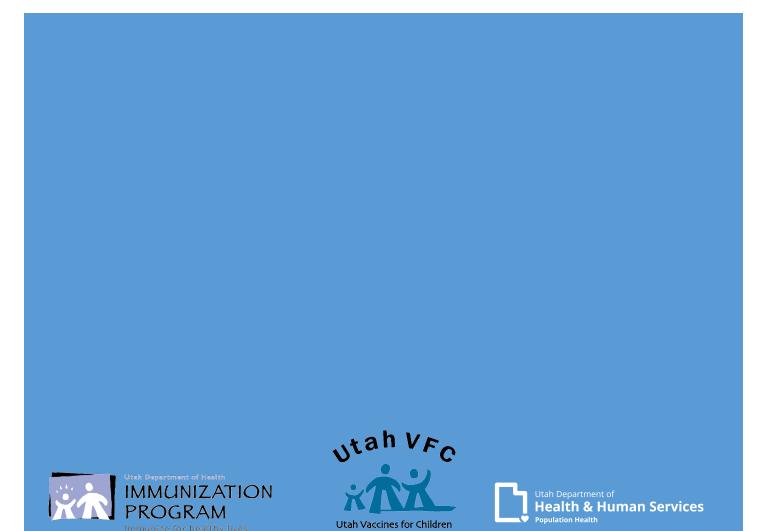
## VOMS FLU PRE-BOOK PROCESS: CREATE, UPDATE, AND ADD ADDITIONAL DOSES V05.2022



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# Create, Update, Add vaccine to Flu Pre-book v5.2022

- This guide will provide information and step-by-step instruction on how to create, update, and add flu vaccine to Flue Pre-book.
- Additional doses of flu can only be added once the original approved Flu Prebook has been filled and complete.
- Flu Pre-books for the upcoming season 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 (<u>vacteam@utah.gov</u>) when you are ready to receive Flu vaccine shipments.

#### Manufacture Links:

If you want to learn about other flu vaccines available, included are links for Manufacturers that may be available on the CDC contract.

Not all products listed on sites may be available.

Links are for educational purposes only.

<u>AstraZeneca</u>

**Flumist-Quadrivalent** 

<u>GSK</u>

Fluarix-Quadrivelent FluLaval-Quadrivelent

<u>Sanofi</u>

**Fluzone-Quadrivelent** 

Seqirus USA, Inc. Flucelvax-Quadrivelent

Afluria-Quadrivelent

#### Access VOMS:

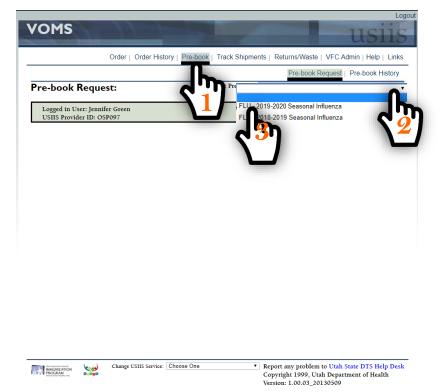
Log into USIIS (https://apps.usiis.org)

<ol> <li>Enter your USIIs Provider ID         <ul> <li>*If you are not sure of your USIIS</li> <li>Provider ID, use the Provider Name</li> <li>drop down list.</li> </ul> </li> <li>Enter your USIIS user name</li> </ol>	Provider ID Provider Name
3. Enter your USIIS password	User Name Login Clear
4. Press Login	
feature. If you have not, you v (801)	Forgot password/username? USIIS, you can use the Forgot password/username vill need to submit a USIIS Help Desk ticket 538-3440.
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Logged in User: JENNIFER GREEN Provider Name: UDOH IMMUNIZATI USIIS Provider ID: OSP097	This important for those users who have access to multiple locations.
Double click to select one of the USIIS services below. Choose One UGMS USIIS Immunize Vacche Inventory Doses Administered Reporting VoMS Clinic Reports & Batch Cases	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.
Change USIIS Service: Choose One IIT Help Desk: (801)538-34	

#### **Create upcoming Flu Pre-book:**

- While on the VOMS Home Page, Select "Pre-book".
- 2. click "Pre-book Request"
- 3. Select the upcoming pre-book from the drop down list.
  - Make sure you are selecting the correct season.
  - The upcoming pre-book will become available while the current pre-book is still open.
- 4. You will then be directed to the upcoming Flu Pre-book request.

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Date Submitted:		
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uggested Pre-book Qu	antitu	
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All Age Groups		
	Choose One Fluzone * SYR: * Qty 10 * 4928*	
All Age Groups Add/Undate Cle	Choose One Eluzone * SYR: * Qty 10 * 4928 Fluance SYR: * Qty 10 * 58160-	60-0898-52
	Choose One Fluzone * SYR: * Qty 10 * 4928*	0-0898-52 281-0418-10
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- 5. Please note: Status, User Submitted, and Date Submitted.
- 6. Add products requesting for the upcoming flu season
- Limit products available in the Product drop down by selecting Age in Age indication list.
- You do not need to Age Indication.
- Choose product from the drop down Product list.
- Enter Quantity for upcoming season.
- 7. Click "Add/Update"

8. Repeat above steps to add all products to upcoming Pre-book

\*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.

#### Add additional doses to your current Flu Pre-book:

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Verify all products are added and ses requested is correct.

If the Total Doses Requested exceeds e Suggested Pre-book Quantity:

Select a Pre-book Quantity Reason m the drop down list

Enter a Pre-book Quantity Reason scription.

You must select a reason and enter a scription to activate the **Submit to** ate button.

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. 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 Flu Pre-book requires you to re-submit.

Total Doses Requested: 120

\*Pre-book Quantity Reason: New Provider ٣ \*Pre-book Ouantity Reason Description New VFC Provider-estimate of VFC eligible patients. Increase in VFC eligible patients.

Print Screen

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

If you are not sure if you have doses remaining to ship on a Pre-book, we recommend viewing Pre-books using Pre-book History. This will allow you to view the Pre-book without initiating any changes.

- 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-ofrange temperatures must be submitted with the temperature log for vaccine orders.

	Cel	sius	(°C)	Temp	eratur	e Log		FOI	R VFC	ORD	ER MONTH/YEAR:	September-18
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Ç	UNI	ſ:	THER	MO 4							VFC PIN/USIIS ID:	P-9998 / OSP097
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					FRIDGE		_		FREEZE			
				Temp 1 2.0 - 8	<b>8.0° C</b>	In Range? Y / N		-	Range: 6.0° C	In Range? Y / N	ACTION DOCUMENTATION	OUT OF RANGE TEMPS:
	Day of Month	Time	Staff Initials	Min	Max			Min	Max		Report, Plan of Action and Manufacturer Report are located.	1. Store the vaccine under proper conditions
	1					Y / N				Y / N	Senso Report Troubleshoot Other:	according to Vaccine
	2	CL	OSE	D		Y / N				Y / N	Senso Report Troubleshoot Other:	Management Plan, as quickly as possible and
	3	с				Y / N				Y / N	Senso Report Troubleshoot Other:	label "Do Not Use."
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	6	8:17	KT	4.6	5.0	(Y) / N				Y / N	Senso Report Trouble oot Other:	temperature until the
	7	9:42	KD	4.6	4.9	Y/ N				Y / N	Senso Report Traub shoot Other:	current time (or the time unit temperatures went
	8					Y / N				Y / N	Senso Report	back into range).* Identify
5	9	-CL	<del>ose</del>			Y / N				Y / N	Senso Report Troubleshoot Other:	worst case scenario. See Emergency Response
	10	8:45	KT	4.6	5.0	(Y) / N				Y / N	Senso Report Troubleshoot Other:	Worksheet for additional information.

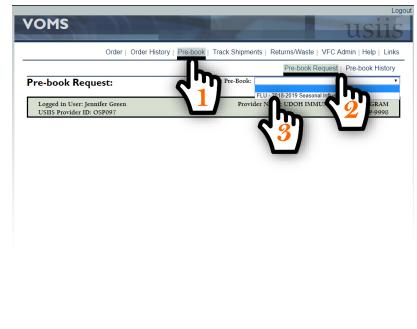
#### Access VOMS:

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

<ol> <li>Enter your USIIs Provider ID         <ul> <li>*If you are not sure of your USIIS</li> <li>Provider ID, use the Provider Name</li> <li>drop down list.</li> </ul> </li> </ol>	
2. Enter your USIIS user name	Provider ID Provider Name
3. Enter your USIIS password	User Name Login Clear
4. Press Login	
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Change USIIS Service: Choose One   IT Help Desk: (201)538-34 Copyright 1999, Utah Depr Version: 1.00.00_20150003	partment of Health

#### Access current Flu Pre-book:

- 1. While on the VOMS Home Page, Select "Pre-book".
  - We recommend viewing your Prebook by using Pre-book History to avoid initiating changes and moving your status from Submitted to Savednot submitted to State.
- 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.



Change USIIS Service: Choose One

Report any problem to Utah State DTS Help Desk Copyright 1999, Utah Department of Health Version: 1.00.03\_20130509

		Order   Orde	er History   Pre-	-book   Track	Shipments	Returns/W	aste   VFC /	Admin   H	lelp   Link
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5. Please note: Status, User Submitted, and Date Submitted.

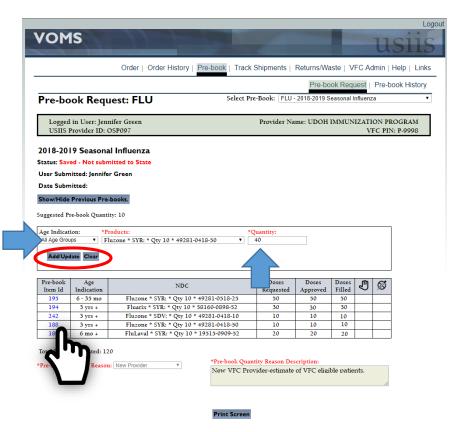
6. You can view products requested and approved.

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 <u>must</u> 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".

VOMS Order | Order History | Pre-book | Track Shipments | Returns/Waste | VFC Admin | Help | Links Pre-book Request | Pre-book History Select Pre-Book: FLU - 2018-2019 Seasonal Influenza Pre-book Request: FLU Logged in User: Jennifer Green Provider Name: UDOH IMMUNIZATION PROGRAM USIIS Provider ID: OSP097 VFC PIN: P-9998 2018-2019 Seasonal Influenza Status: Saved - Not submitted to State User Submitted: Jennifer Green Date Submitted Show/Hide Previous Pre-bo Suggested Pre-book Quantity: 10 Age Indication: \*Product \*Quantity: All Age Groups Choose One • Add/Update Clear Pre-book Doses Doses Doses Filled Age D Ø NDC Item Id Inc Requested Approved Fluzone \* SYR: \* Otv 10 \* 49281-0518-25 6 - 35 mo 50 50 50 Fluarix \* SYR: \* Qty 10 \* 58160-0898-52 30 30 194 3 yrs + 30 Fluzone \* SYR: \* Qty 10 \* 49281-0418-50 3 yrs + 40 10 FluI aval \* SVR+ \* Otv 10 \* 10515-0000-53 otal Doses Requested: 120 ntity Reason Descripti \*Pre-book Quantity Reason: New Provider New VFC Provider-estimate of VFC eligible patients Increase in VFC eligible patients. Submit to State Print Screen

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".

Logout

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\*Pre-book Quantity Reason: New Provider

\*Pre-book Quantity Reason Description: New VFC Provider-estimate of VFC eligible patients. Increase in VFC eligible patients.

Print Screen

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

 Once you have successfully submitted your updated Flu-Prebook, you will need to email the Vaccine Management Team (<u>vacteam@utah.gov</u>) 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 Prebook, 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 (<u>vacteam@utah.gov</u>) 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 order ed.

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.

#### <u>Useful Links</u>

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.

<u>USIIS Portal</u>: 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