VFC ORDERING PROCESS
&
THE VACCINE MANAGEMENT ORDERING SYSTEM (VOMS) 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

10 Steps Review……..Page 3

The 10 Steps to successfully submit a VFC Order to the State of Utah for review

Data Loggers……..Page 4

Intro into SensoScientific and recording Min/Max temperatures

10 Step Process……..Page 5-20

Step 1 A – Manual Temperature Log…… Page 5
Step 1 B – Wait for USIIS Confirmation Email…… Page 6
Step 2 – Open a Web Browser…… Page 7
Step 3 – Log into the USIIS Portal…… Page 7
Step 4 – Select VOMS service…… Page 8
- VOMS Home Page Review…… Page 9

Step 5 – Click 'Order'…… Page 10
Step 6 – Click 'Order Type'…… Page 10
Step 7 – Vaccine Inventory…… Page 12-13
Step 8 – Vaccine Order…… Page 14-16
Step 9 – Confirm Shipping Information…… Page 17-18
Step 10 – Review & Submit Order…… Page 19-20

Order Confirmation……Page 21

Confirmation Email……Page 22

Useful Links & Questions……Page 23

Utah State VFC Ordering Process User Manualv*v5.2022*

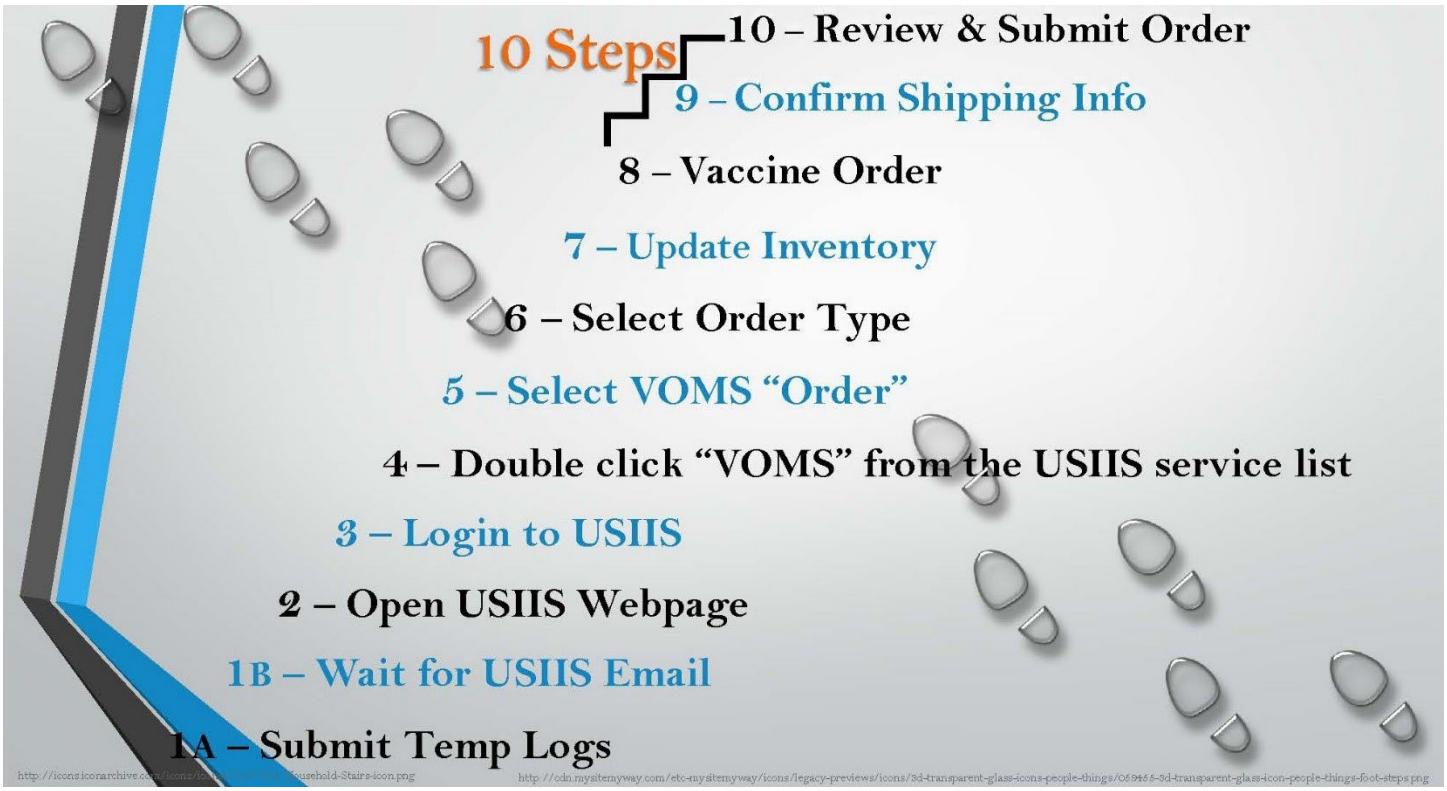
Hello and welcome to the Utah State VFC Ordering Process user manual! We are excited to welcome you to the Vaccine Order Management System or as we call it VOMS.

VOMS is our internal system using the USIIS platform. You will use your same user name and password to access the system as you do for other USIIS applications, such as; the USIIS registry, Doses Administered Reporting, clinic history reports, and even vaccine inventory.

You may have also heard us refer to the term VTrcks, to clarify; VTrcks is the CDC interface we use with VOMS to process orders to CDC. As you maintain your electronic health record system and USIIS, we do the same with VOMS and VTrcks. We understand the time and the process it takes to maintain two systems.

An online training is required to gain access to VOMS. Upon success, you will receive a certificate of completion. You will need to print or download the certificate as a PDF document email the certificate to the vaccine management team, you will then get access to the VOMS system. Please note; you must successfully pass to gain access to the VOMS system.

The 10 Steps to complete and submit your order in VOMS:



The steps are listed numerically 1 through 10. Please keep in mind that you do not necessarily have to do them in the order listed, but we have learned this particular order was the easiest to train on as well as having additional benefits while in the system. Find what works best for your facility. Each step must be complete in order to activate the Review and Submit button. You must review and submit your VFC vaccine order.

We will take time to discuss each step. Some of these steps are as quick as clicking a button, while other steps are more detailed. It is our hope that by going through each of these steps, as you place your first order and future orders, it will help serve as a guide to complete all 10 steps.

Please note: if you experience issues completing any of these 10 steps, it can cause delay or your order denied. If your order is denied, you must to start the process over.

Digital Data Loggers

Starting in 2018 data logger systems became a VFC requirement.

We have worked to install SensoScientific into provider offices throughout the state of Utah. Some provider locations chose to purchase their own data logger systems.

For those who have transitioned to the Senso data logger system, you should be familiar with reviewing and documenting temperatures. This is a quick review of the steps to take to review and document min/max temperatures:

From the SensoScientific Cloud website:

- Sign into the SensoScientific Cloud website (https://cloud.sensoscientific.com/Account/Login.aspx)
- Go to 'Reports'
- Select 'Monthly Report'
- Enter the Start Date (date temperatures were last documented in your facility)
- Review the Min/Max data.
    - If Min/Max data is outside recommended range, excursion protocols implemented. Additional information is required when submitting your temperature logs.
- Record the current time, name/initials, lowest (min) and highest (max) temperatures on the manual temperature log for each unit that stores VFC vaccine.
- Return to the 'Monitoring' screen; check 'Audit Node' to record time and staff initials within Senso.

From the Senso Node:

- Press the 'Right Arrow' button to view the current, Min, and Max temperatures on the screen.
- Review the Min/Max data.
    - If Min/Max data is outside recommended range, excursion protocols implemented. Additional information is required when submitting your temperature logs.
- Record the current time, name/initials, lowest (min) and highest (max) temperatures on the manual temperature log for each unit that stores VFC vaccine.
- *Important* Once the screen on the Senso node goes to sleep (dark), press the 'UP' arrow button to reset/refresh the Min/Max temperatures.

There are two ways to take temperatures, via the SensoScientific portal or the Senso Node. Senso is in the process of updating some functions and features in Senso. Once complete and working correctly, we will update the process and send out information on any new requirements. Find which way works for your facility.

If you are unsure of the process, please reference the Senso trainings listed on our VFC forms page. There is an admin and user training available. The admin training and documents are password protected. Admin users will need to contact the immunization program for access.

For facilities who have chosen to go with their own system, you will need to generate a report that meets all of CDC's requirements. Please let us know if you have any questions or concerns.

STEP 1A –SUBMIT MANUAL TEMPERATURE LOGS

As of January 1, 2018, temperatures are required documented on the Manual Temperature paper log. ***Important - Only use Black ink on the manual temperature log*** Temperature logs, for Celsius and Fahrenheit, can be located on our website.

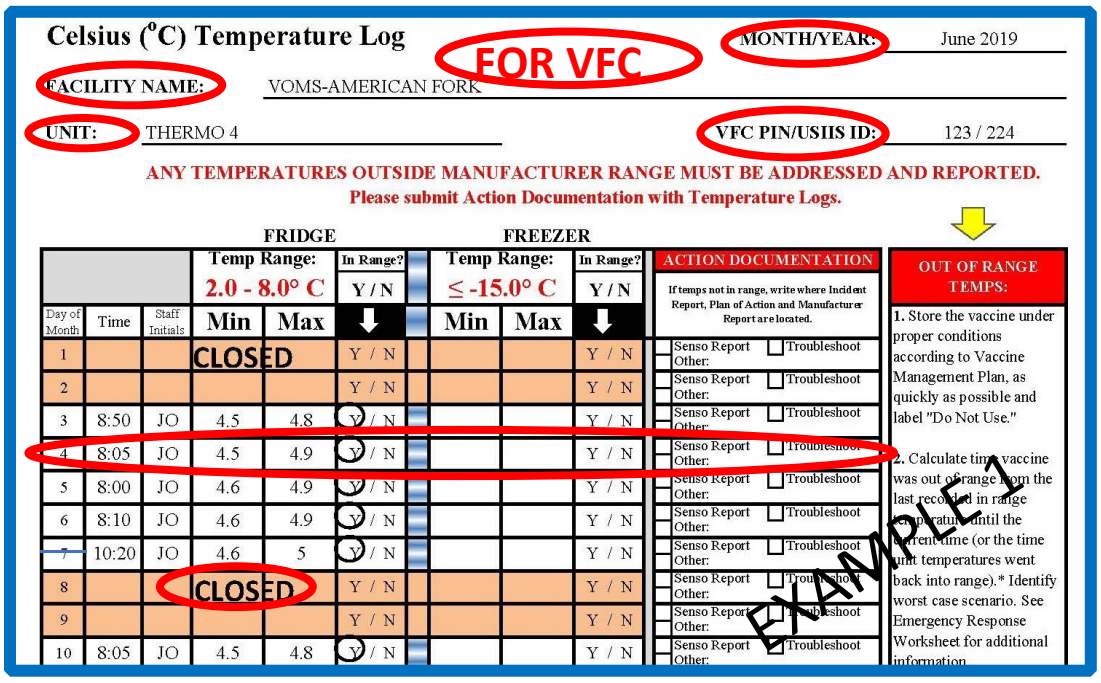
Email (vacteam@utah.gov) current 30 days of temperature logs. It is good practice to send current and previous month of temperatures to avoid delays.

Temperatures must be visually inspected, then documented, once daily. It is best business practice done at the beginning of business.

To avoid delays in processing vaccine orders, make sure to include:
Reason you are sending your temperature log:

1. Month/Year
2. Facility Name
3. The Unit Name
4. VFC Pin/USIIS ID
5. Staff name/initials
6. Min & Max temperatures
7. Note days your clinic is closed/observed a holiday

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



Celsius (°C) Temperature Log

FOR VFC

MONTH/YEAR: June 2019

FACILITY NAME: VOMS-AMERICAN FORK

UNIT: THERMO 4

VFC PIN/USIIS ID: 123 / 224

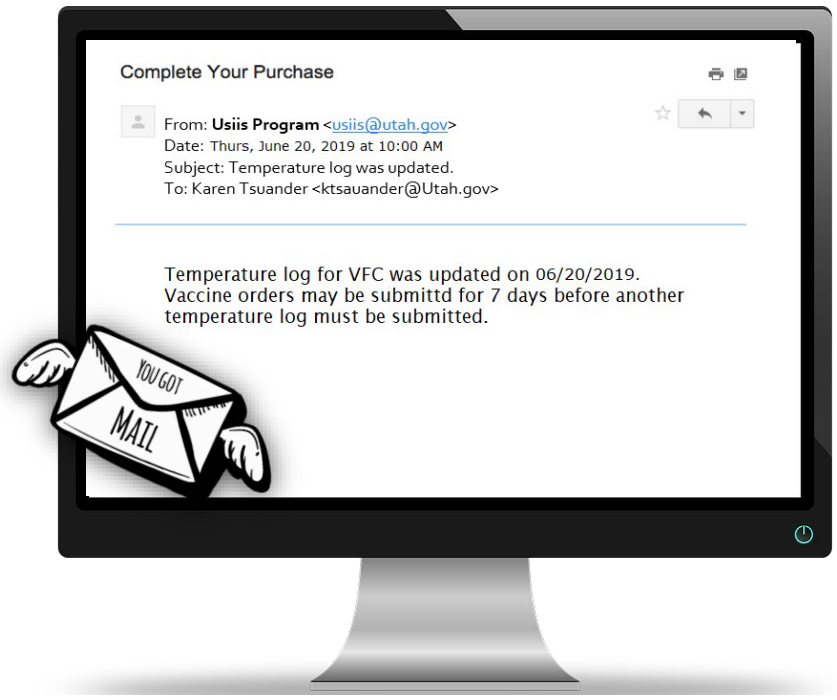
ANY TEMPERATURES OUTSIDE MANUFACTURER RANGE MUST BE ADDRESSED AND REPORTED.
Please submit Action Documentation with Temperature Logs.

			FRIDGE			FREEZER				
			Temp Range: 2.0 - 8.0° C		In Range? Y / N	Temp Range: ≤ -15.0° C		In Range? Y / N	ACTION DOCUMENTATION	OUT OF RANGE TEMPS:
Day of Month	Time	Staff Initials	Min	Max		Min	Max		If temps not in range, write where Incident Report, Plan of Action and Manufacturer Report are located.	
1			CLOSED		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					Y / N			Y / N	Senso Report ☐ Troubleshoot Other:	
3	8:50	JO	4.5	4.8	Y / N			Y / N	Senso Report ☐ Troubleshoot Other:	
4	8:05	JO	4.5	4.9	Y / N			Y / N	Senso Report ☐ Troubleshoot Other:	
5	8:00	JO	4.6	4.9	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	8:10	JO	4.6	4.9	Y / N			Y / N	Senso Report ☐ Troubleshoot Other:	
7	10:20	JO	4.6	5	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	8:05	JO	4.5	4.8	Y / N			Y / N	Senso Report ☑ Troubleshoot Other:	

EXAMPLE

STEP 1B- WAIT FOR USIIS EMAIL CONFIRMATION

Temperature logs are reviewed. This is to ensure all CDC requirements are met. The VOMS system is then updated.



The primary contact at the facility will receive an email within 1 to two business days.

This email may include questions or issues as well as notify if your temperature logs updated in the VOMS system.

This email comes directly from the 'USIIS@utah.gov' email. Please do not respond to this email, as it does not go to the Vaccine Management Team. Please email vacteam@utah.gov with any questions.

If an email is not received within 1-2 business days, it is most likely we did not receive your temperature logs. At that time, please send them again. We recommend waiting until your temperature logs are updated to start your order in VOMS.

If you have not heard from us via email, within 1-2 business days and the temperature log status has not updated, it is most likely we did not receive your temperature logs and you will need to submit again. Please keep in mind your logs need to update to include the current 30 days of temperatures when resubmitting.

Primary contacts for multiple clinics, unfortunately, the email does not include clinic information. We are hoping for a future update to include the VFC Pin. For now, in order to know which clinic updated, you will need to log into the VOMS system and check the status for each location.

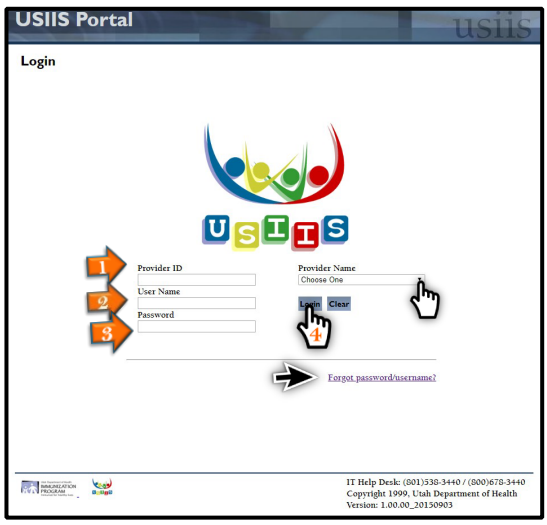
Once the Primary Contact receives the email confirmation, your facility is now on the clock to log in to VOMS, complete your order, and submit to State for review within 7 calendar days.

Backup contacts will not receive email confirmations. If the backup contact needs to check the status, they will need to log in to the VOMS system and verify if this step is complete.

STEP 2 – OPEN A WEB BROWSER

Enter the USIIS Web address (apps.usiis.org) and hit ENTER

STEP 3 – LOG INTO USIIS



1. Enter your USIIS ID
    a) *If you do not know what that is, locate your Provider Name from the drop down list.*
2. Enter your User Name.
    a) *(Case Sensitive)*
3. Enter your password.
    a) *(Case Sensitive)*
4. Click 'Enter' or click 'Login'.

**A new feature within USIIS is the Forgot password/Username. Users must be verified in the system to utilize this feature.*

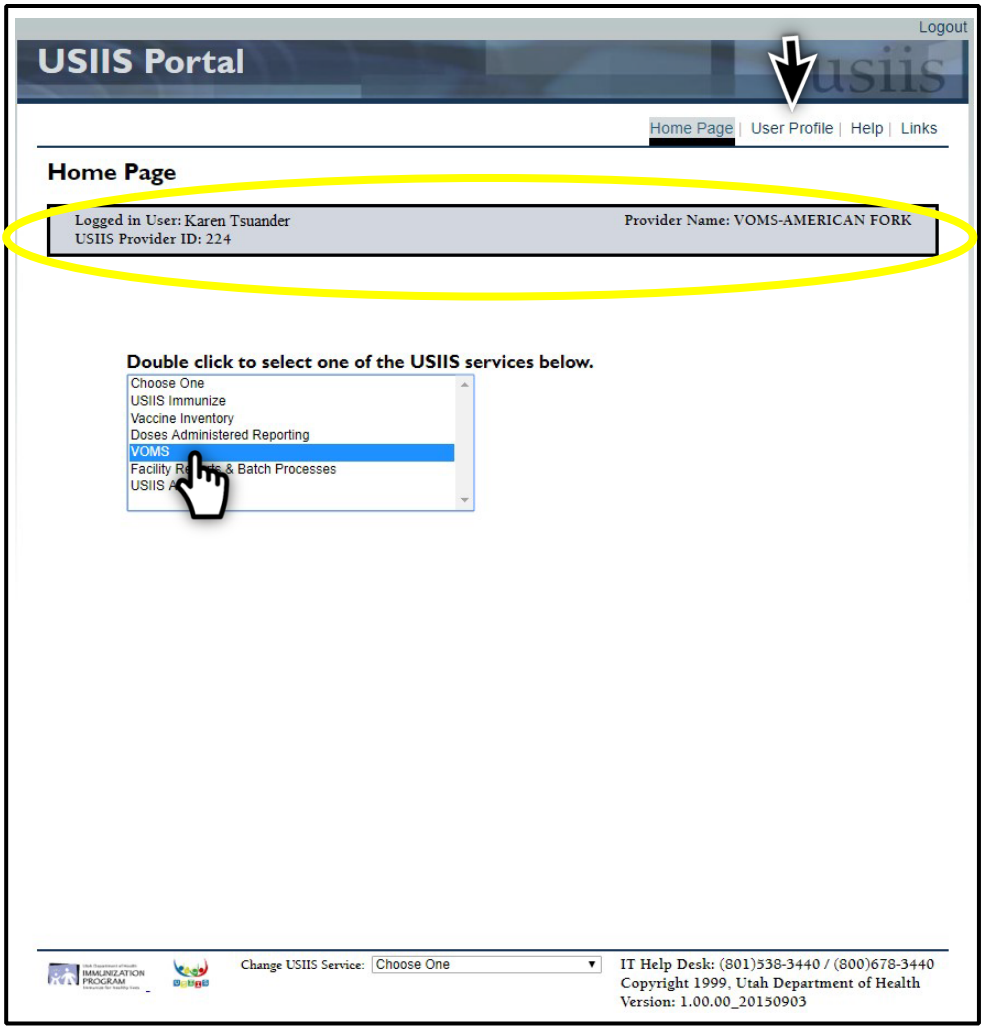
If you need additional assistance, please contact the USIIS Help Desk (801) 538-3440.

STEP 4 – DOUBLE CLICK 'VOMS'

Double click 'VOMS' from the list of USIIS services you have access to. This will take you to the VOMS Homepage.

*If you do not see VOMS listed in your USIIS service list, please contact the Vaccine Management Team. You must have successfully completed the online VOMS training and Returns & Waste training to get access.

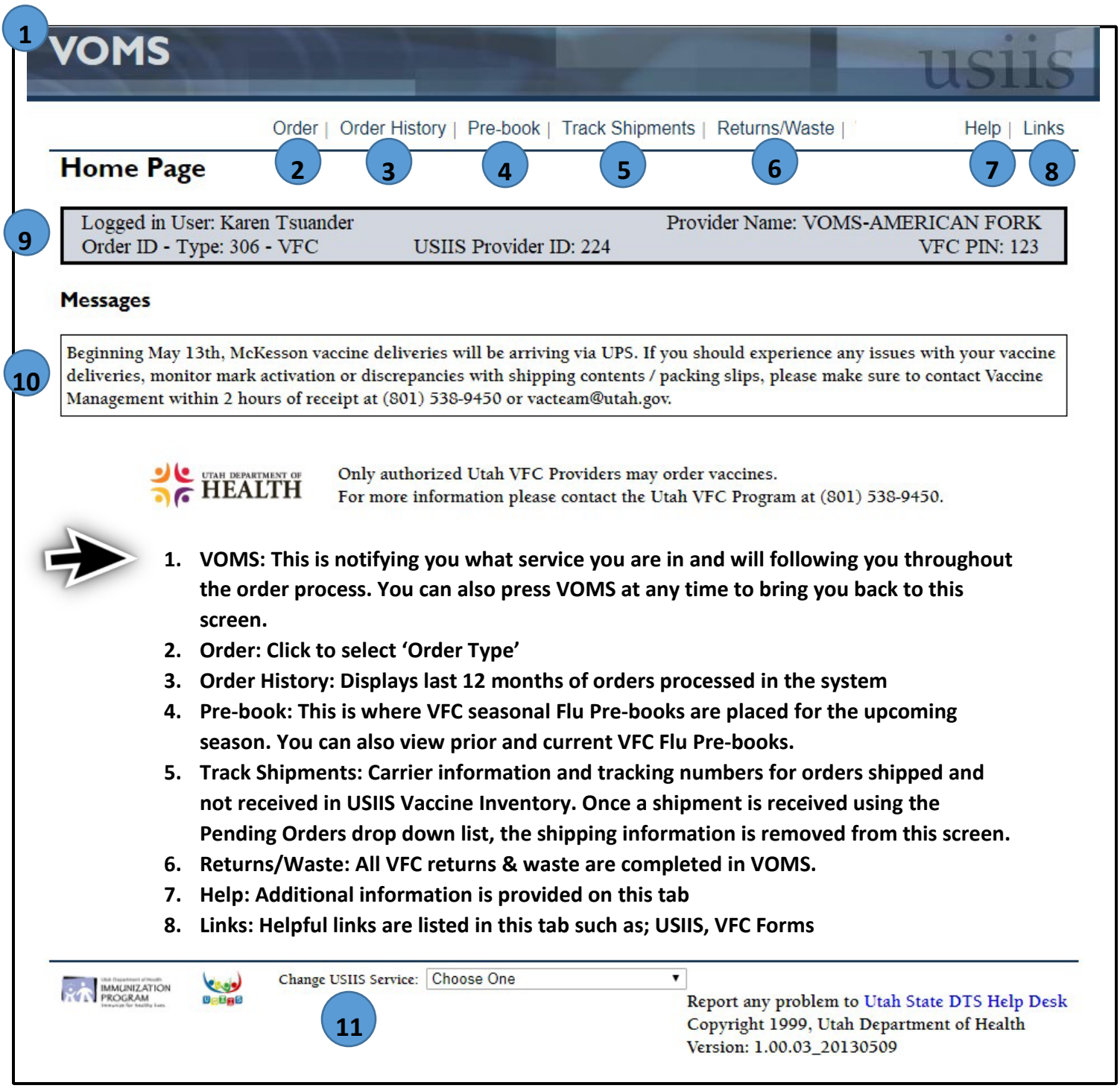
*For those users that have access to multiple locations, verify that you have logged into the correct USIIS portal.



*You can also verify your user in the USIIS system by clicking User Profile.

Verifying your user information, you will be able to utilize the Forgot username/password feature.

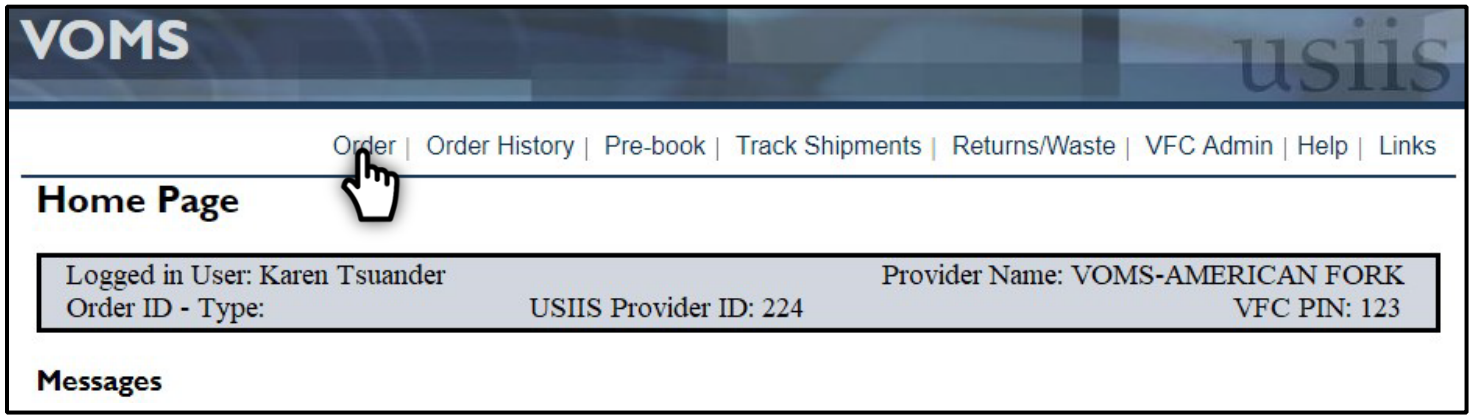
VOMS HOME PAGE REVIEW



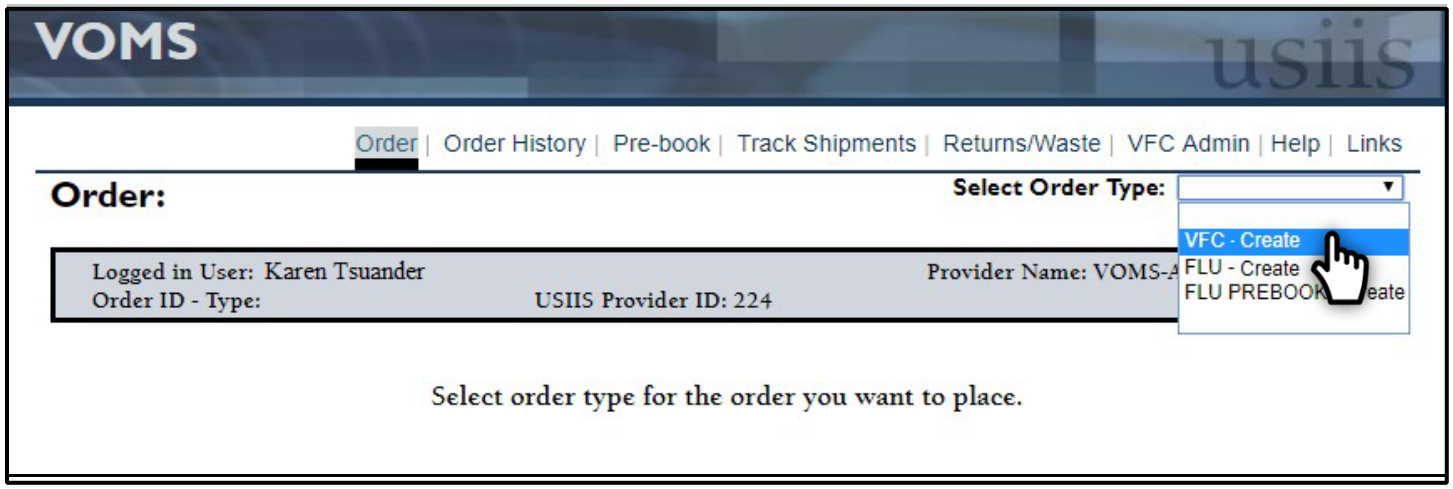
1. **VOMS: This is notifying you what service you are in and will following you throughout the order process. You can also press VOMS at any time to bring you back to this screen.**
2. **Order: Click to select 'Order Type'**
3. **Order History: Displays last 12 months of orders processed in the system**
4. **Pre-book: This is where VFC seasonal Flu Pre-books are placed for the upcoming season. You can also view prior and current VFC Flu Pre-books.**
5. **Track Shipments: Carrier information and tracking numbers for orders shipped and not received in USIIS Vaccine Inventory. Once a shipment is received using the Pending Orders drop down list, the shipping information is removed from this screen.**
6. **Returns/Waste: All VFC returns & waste are completed in VOMS.**
7. **Help: Additional information is provided on this tab**
8. **Links: Helpful links are listed in this tab such as; USIIS, VFC Forms**

9. **Provider & User information. This is important for those users that have access to multiple locations.**
10. **Messages: we update this section with important information that can be specific to your facility, region, or all of VFC. It is good practice to check the messages for up to date information.**
11. **Change USIIS Service: here you can navigate through USIIS services available to you as a user without logging out and back in.**

STEP 5 – CLICK ‘ORDER’



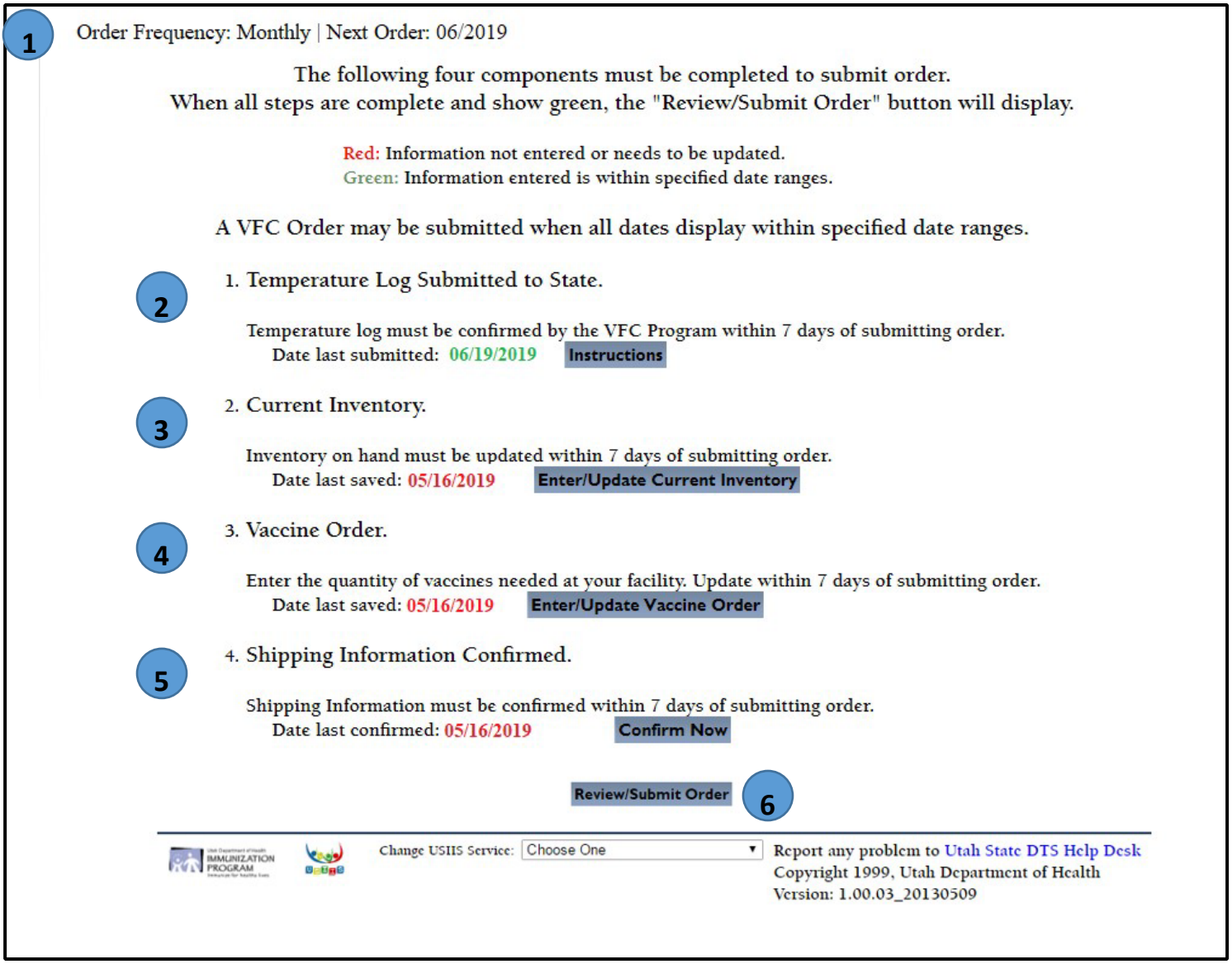
STEP 6 – CLICK ‘ORDER TYPE’ THEN SELECT ‘VFC’ FROM THE DROP DOWN MENU



*Please note- you cannot submit VFC Flu orders. All VFC Flu requests must be completed and updated by clicking on the ‘Pre-book’ tab.

**If a number follows the order type, it is ok, only one order type can be started. This means an order was started but not submitted.*

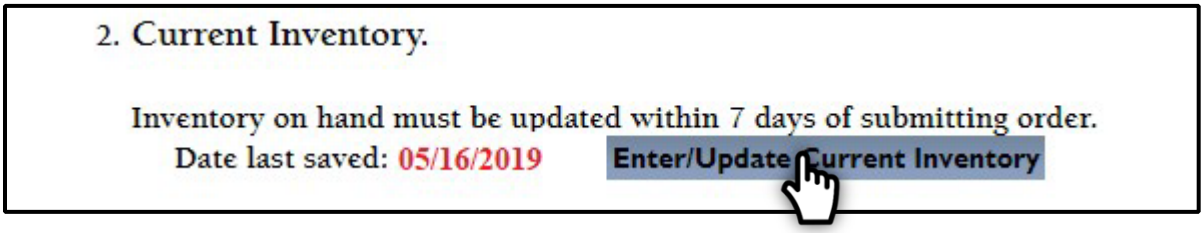
REVIEW OF VFC ORDER PAGE

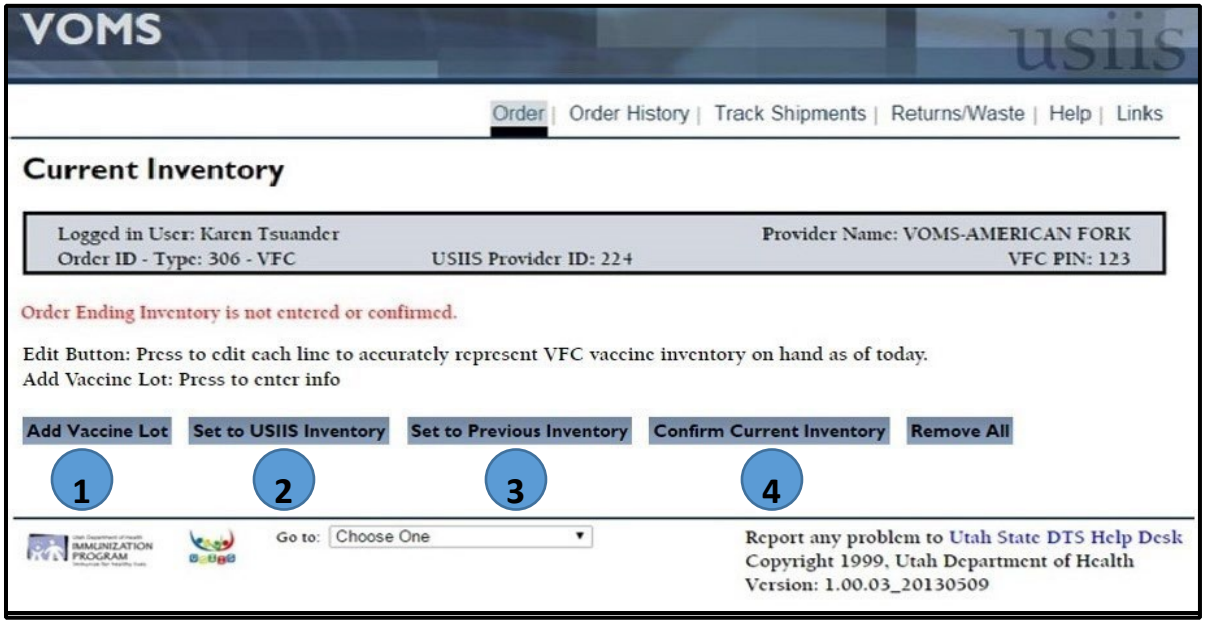


1. **Order Frequency**: Includes order schedule and the next eligible order date
2. **Temperature Log Submitted to State**: Status (will show in **green** if you are good to continue placing your order).
3. **Current Inventory**: Enter, Import, or Edit inventory and Confirm. (Date will update to green when inventory is confirmed. Inventories confirmed with nothing, when previous inventory was reported, will be denied).
4. **Vaccine Order**: Enter products and quantities and save for final Review. (Date will update to green when Vaccine Order has been saved).
5. **Shipping Information Confirmed**: Review and confirm reported contact and shipping information. If a change needs to be made, it must be made prior to confirming. Changes can not be made after without denying your entire order.
6. **Review/Submit Order**: This button will only be available when all components are showing in green. You **MUST** Review and Submit your order for the Vaccine Management Team to have access to your order.

STEP 7 – VACCINE INVENTORY

Click ‘Enter/Update Current Inventory’





There are three ways to enter your inventory into VOMS inventory (Choose One): **1.**

Add Vaccine Lot: Manual enter each lot number and quantity into VOMS inventory.

2. **Set to USIIS Inventory (Recommended):** Import inventory received into USIIS Vaccine inventory from the ‘Pending Orders’ drop down list. Only NDCs/Lots received into inventory from the ‘Pending Orders’ list will be imported.

3. **Set to Previous Inventory**: The last inventory confirmed will be displayed. You will use ‘Add Vaccine Lot’ to add new inventory as well as edit the existing list to ensure your physical inventory is reported.

4. **Confirm Current Inventory**: When you have verified all of your NDC, Lot Numbers, and Quantities are correct, you must click ‘Confirm Current Inventory’.

***Important: Inventories submitted blank, where an inventory was reported previously, may result in the entire order being denied. At that time, you will be required to start over.**

VOMS

usiis

Order | Order History | Track Shipments | Returns/Waste | Help | Links

Current Inventory

Logged in User: Karen Tsuander — Provider Name: VOMS-AMERICAN FORK
Order ID - Type: 306 - VFC — USIIS Provider ID: 224 — VFC PIN: 123

Order Ending Inventory is not entered or confirmed.

Edit Button: Press to edit each line to accurately represent VFC vaccine inventory on hand as of today.
Add Vaccine Lot: Press to enter info

Add Vaccine Lot | Set to USIIS Inventory | Set to Previous Inventory | Confirm Current Inventory | Remove All

Vaccine Name	Brand Vaccine	Package NDC	Lot Number	Lot Expiration Date	Current Doses	
Hep A, ped/adol, 2 dose	VAQTA (Merck)	00006-4831-41	AC97398BAS	11/20/2019	1	Edit
Hep B, adolescent or pediatric	ENGERIX-B (GSK)	58160-0820-11	L26239	07/26/2019	10	Edit
Hib PRP-T (ActHIB & Hiberix)	ActHIB (Sanofi)	49281-0545-05	C5227AA	10/18/2019	10	Edit
Rotavirus, monovalent (Rotarix)	ROTARIX (GSK)	58160-0854-52	L54382	08/18/2019	10	Edit

Print Screen

IMMUNIZATION PROGRAM — Go to: Choose One

Report any problem to Utah State DTS Help Desk
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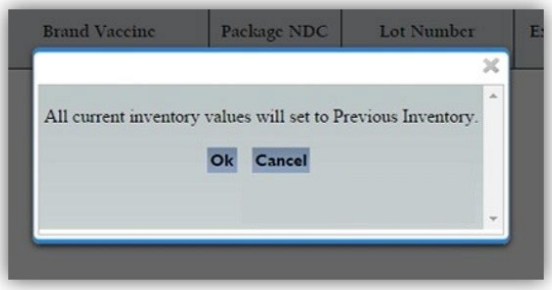
Enter Inventory: Manually, Import from USIIS (Set to USIIS Inventory), or Set to Previous Inventory. It is your responsibility to ensure the physically inventory listed is accurate.

Once you have verified your physical inventory is accurate, simply click '**Confirm Current Inventory'** to complete this step.

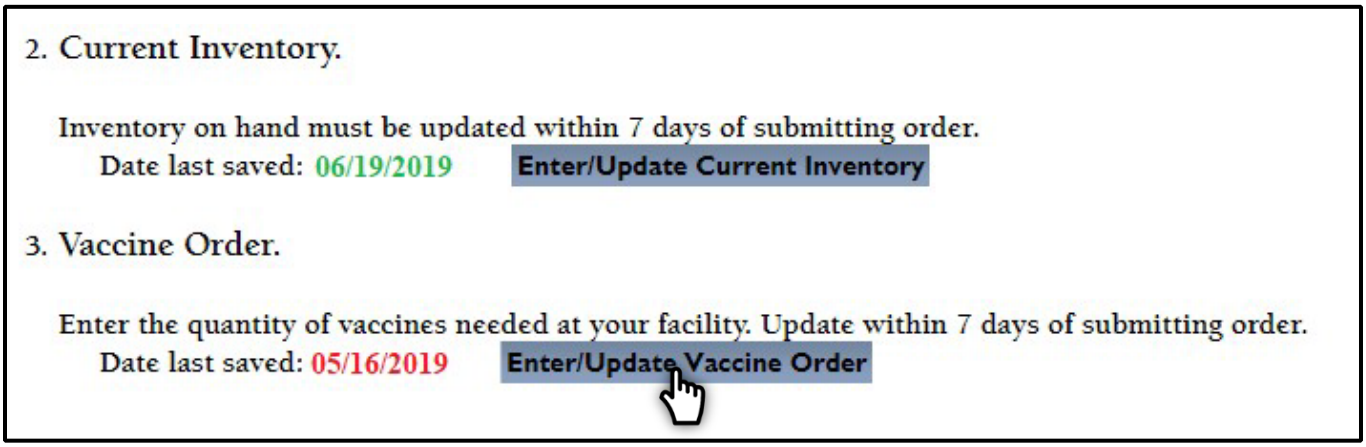


**Selecting options after an inventory has been set (such as; 'Set to USIIS Inventory' or 'Set to Previous Inventory') will replace inventory with the option selected and can not be un-done. If this is what you meant to do, click 'Yes' if not click 'No'.*

STEP 8 – VACCINE ORDER

With inventory submitted, and now showing green status. It is time to move to the Vaccine Order.

Click '**Enter/Update Vaccine Order'**

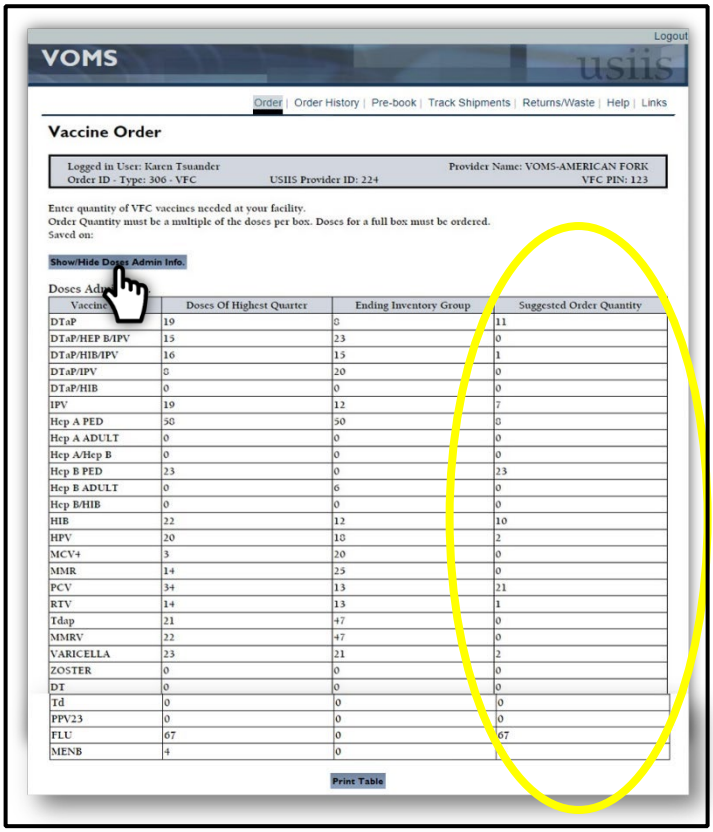


Review 'Suggested Order Quantity'

We recommend using 'Suggested Order Quantity'. This has done the math for you. Suggested Order Quantity has figured in your highest reported Doses Administered.

Based off what you reported, and calculated how many doses you need to have on hand to get you through your next ordering cycle.

*If you notice our Doses Administered column is not reflecting the correct doses, you should review and correct submitted Doses Administered Reports.



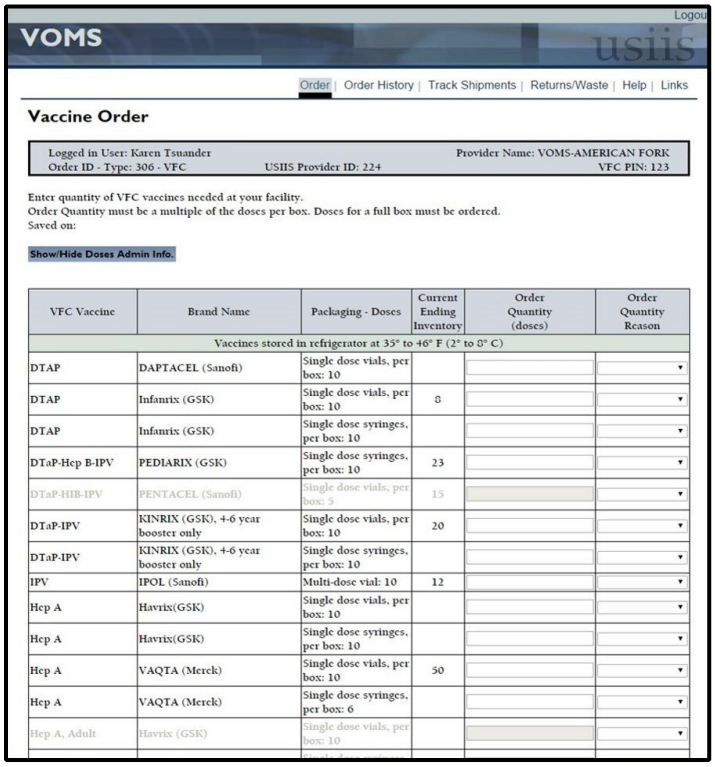
After you have reviewed your 'Suggested Order Quantity' you are ready to place your order. *You can print this report to reference back to*

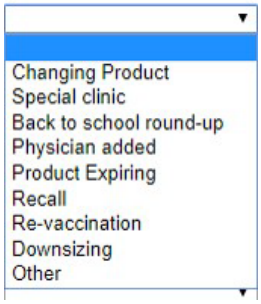
Press Show/Hide Doses Admin Info button to close the table

Enter the Quantity of doses you wish to order for each NDC. To assist you, your current inventory is displayed. This will help identify the product and presentation (vial/syringe) you inventory.

If you notice that a product is displayed in error (i.e. you stock vial, not syringe), simply go back and update your inventory to reflect the correct one.

If you order a product in error, you are responsible to use it. There are times that we are able to transfer the vaccine to another Provider location, but it can't always be done. Order responsibly.





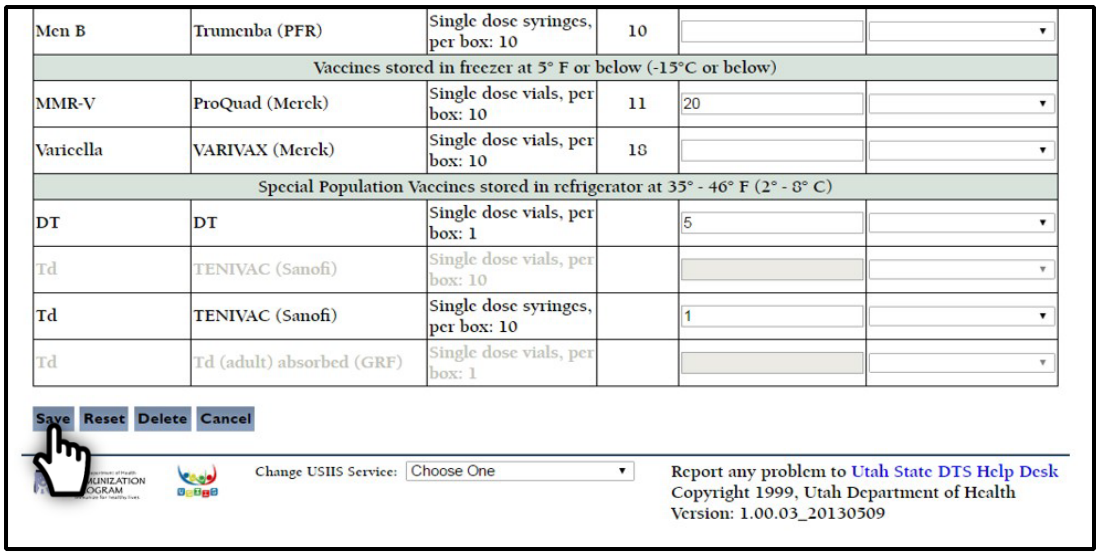
The Order Quantity Reason field should be blank.

If doses requested exceeds the suggested order quantity, you will need to use the Order Quantity Reason drop down list and select why you are requesting additional vaccine.

Please note: due to allocations, not all requests filled. In some cases denied due to the reason selected.

It is always best to email the Vaccine Management Team, prior to placing your order, to notify them that your order will need to be increased and why (Back to school, new Provider at location). Notification prior makes review and approval process more smooth and avoids additional delays.

Once you have entered your order, verify that it is correct. If it is, scroll to the bottom of the screen and press '**Save**'.



Men B	Trumenba (PFR)	Single dose syringes, per box: 10	10		
Vaccines stored in freezer at 5° F or below (-15°C or below)					
MMR-V	ProQuad (Merck)	Single dose vials, per box: 10	11	20	
Varicella	VARIVAX (Merck)	Single dose vials, per box: 10	18		
Special Population Vaccines stored in refrigerator at 35° - 46° F (2° - 8° C)					
DT	DT	Single dose vials, per box: 1		5	
Td	TENIVAC (Sanofi)	Single dose vials, per box: 10			
Td	TENIVAC (Sanofi)	Single dose syringes, per box: 10		1	
Td	Td (adult) absorbed (GRF)	Single dose vials, per box: 1			

You will have one more opportunity to ensure that your order is correct with Review and Submit. If you find a mistake, correct and re-save to enable the Review and Submit button.

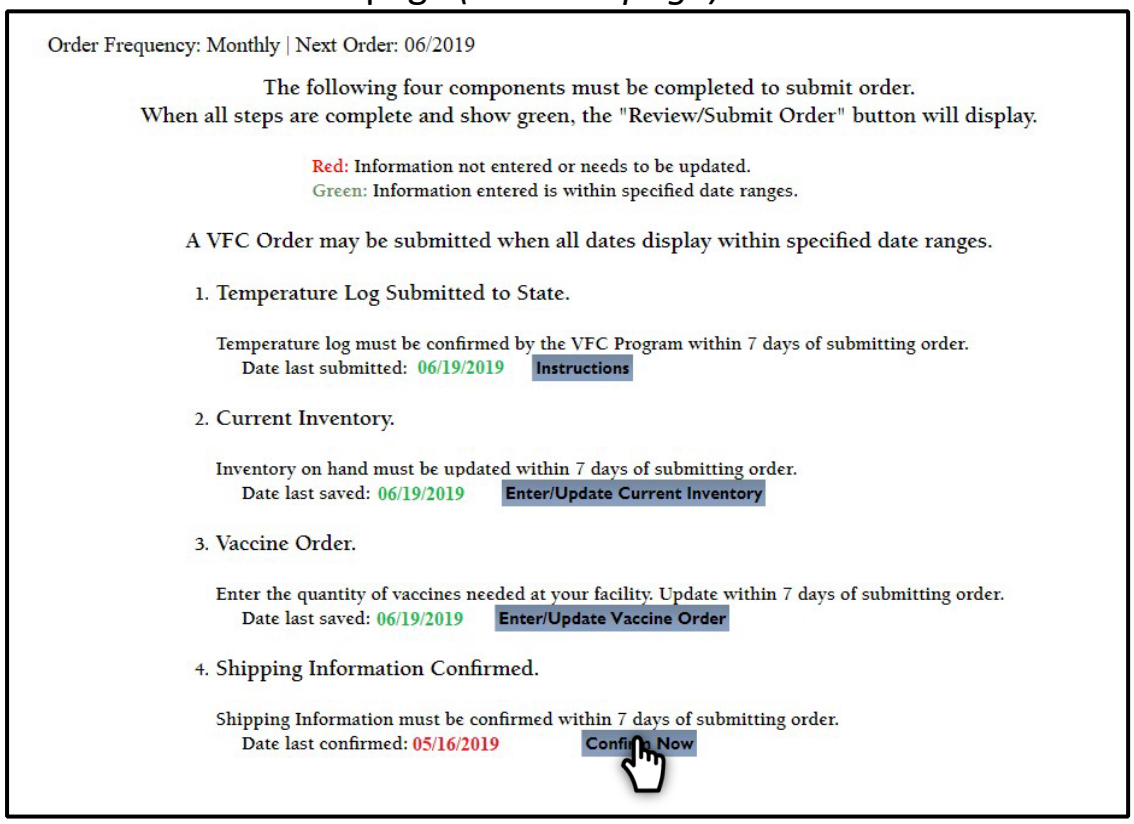
Once orders are submitted to CDC, changes are not allowed and cannot be made. You will be responsible to use the vaccine.

Please reach out to your VFC Representative and/or the Vaccine Management team to locate a facility to transfer the vaccine to for use.

STEP 9 – CONFIRM SHIPPING INFO

With temperatures approved, vaccine inventory entered/imported into VOMS, your vaccine order saved, move to Step 9 - Confirm your shipping information.

To review your facilities shipping information, simply click '**Confirm Now**' on the VOMS order home page *(see next page)*:



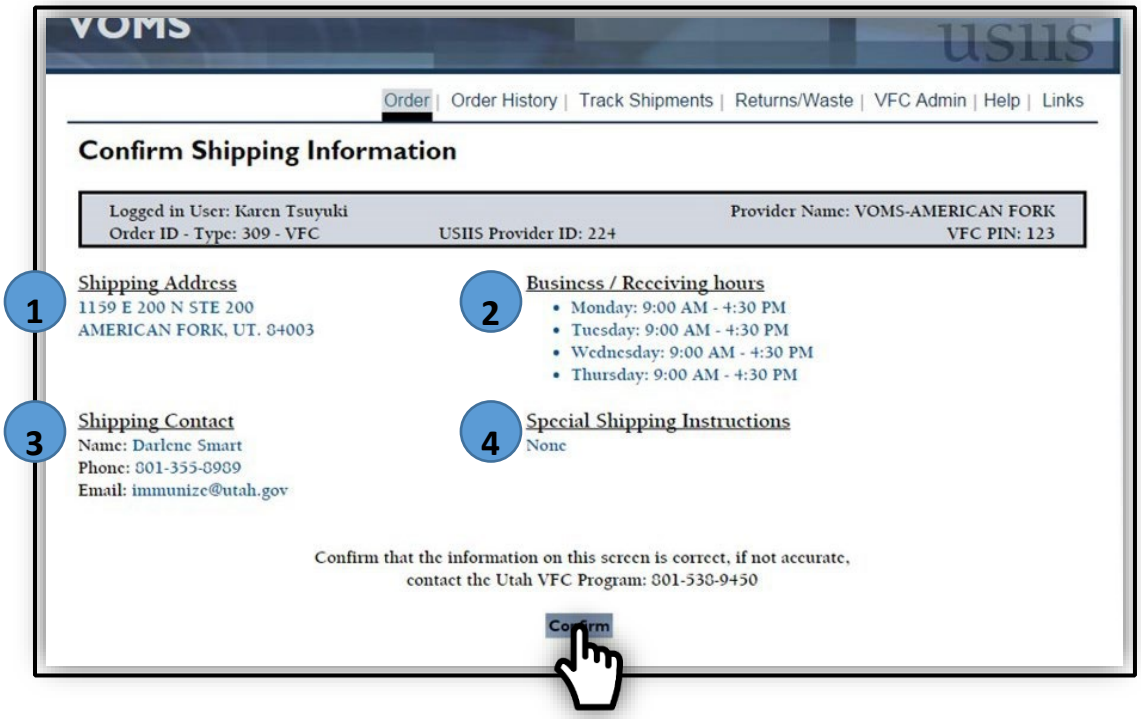
You will then be directed to the Confirm Shipping Information Screen. Here you will review the information.* ***If updates need to be made, contact the Vaccine Management Team before confirming.*

IMPORTANT: Before confirming your shipping information, it is important to review all of the shipping information to ensure everything is correct:

1. Address
2. Business/Receiving Hours
3. Contact Info
4. Special instructions

The shipping information was provided with the Provider Enrollment. As things change, notify the Vaccine Management Team so updates are made in all databases to avoid incorrect shipping.

If everything is correct, and there are no changes or interruptions to your Business/Receiving hours during the **next two weeks**, simply click "**Confirm**'.



If your location is going to be out of the office during the next two weeks, or if there are changes that need to be made, please contact the Vaccine Management Team (vacteam@utah.gov) to have the information updated.

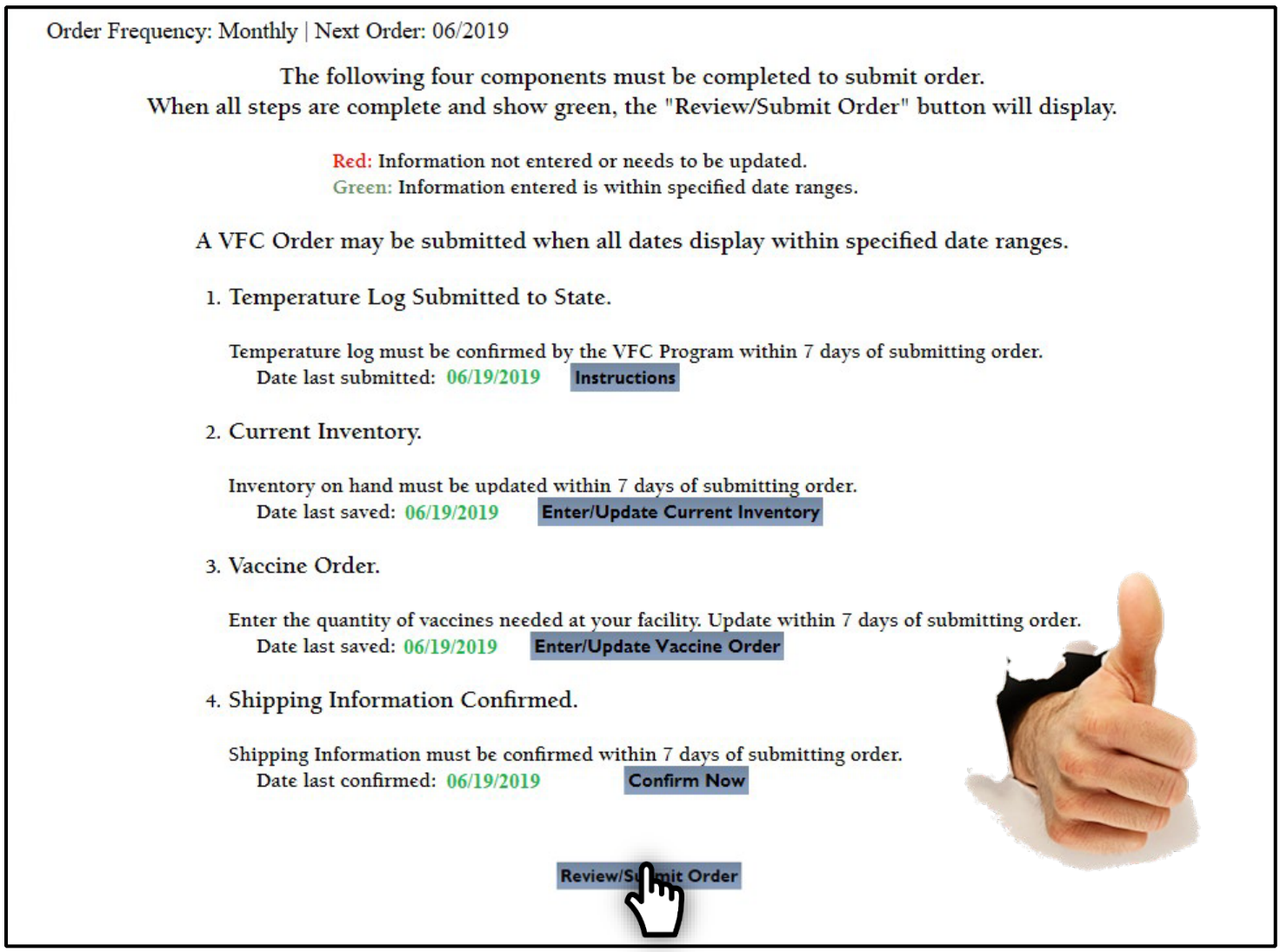
You must wait for the changes to appear on the Confirm Shipping Information page. The Vaccine Management Team makes updates immediately upon notification. It is best to email (vacteam@utah.gov) the updates prior to starting your order to ensure changes are made and avoid delays.

**Changes cannot be made in the system once 'Confirm' is selected. If changes are needed after confirmed, the order will be denied. If an order is denied, you must complete the entire order process over.*

STEP 10 – REVIEW AND SUBMIT ORDER

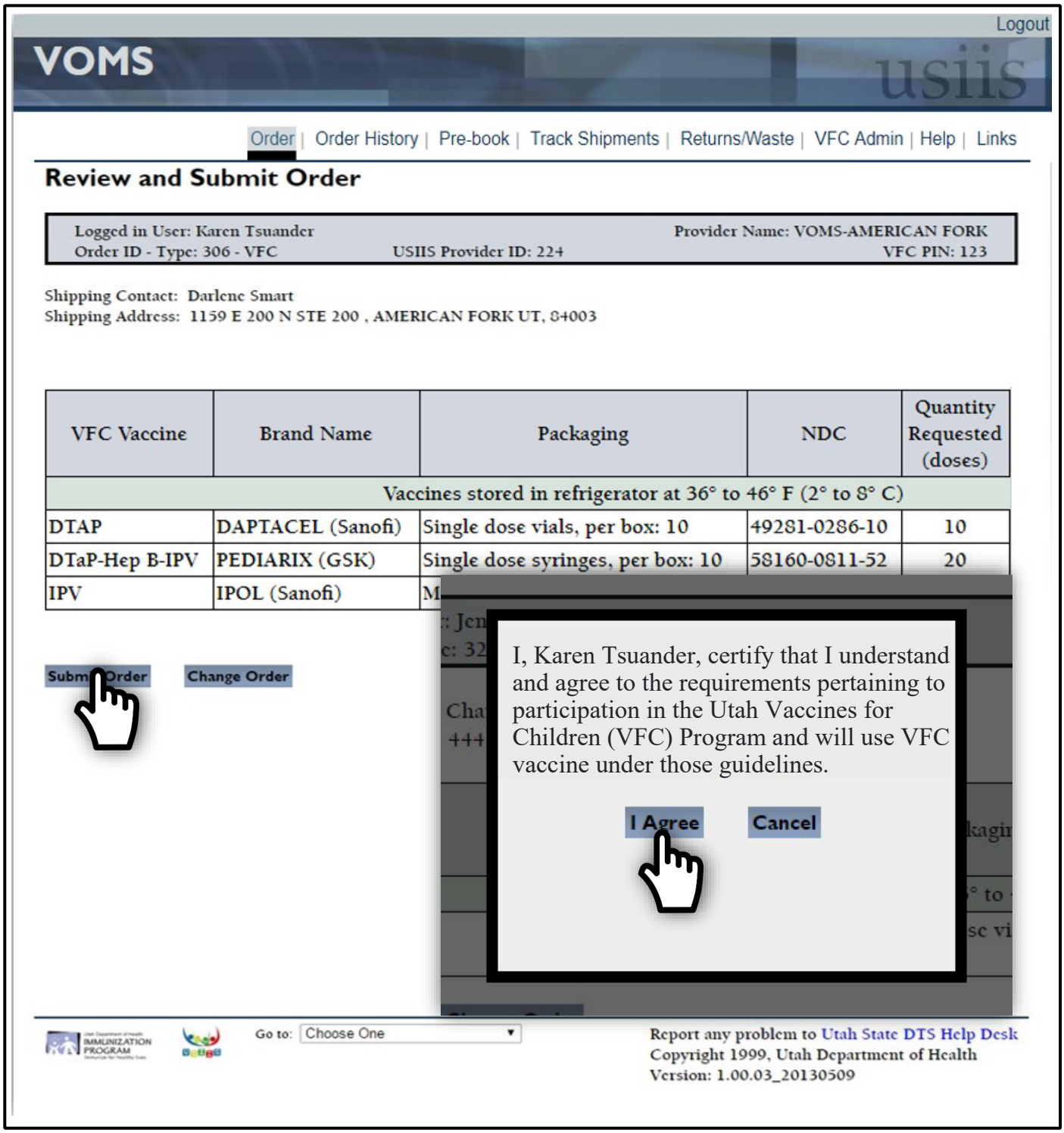
Once you have successfully completed all steps, the **'Review & Submit'** button will be activated.

If you do not see the button, review the steps to ensure they are all green. If they are all green, you may need to review and update your vaccine inventory or order to activate the button. ***Review & Submit*** *is only available once all steps have been completed successfully.*



Review your order. If everything is correct, click **"Submit Order"**. If changes are needed, click **"Change Order**".

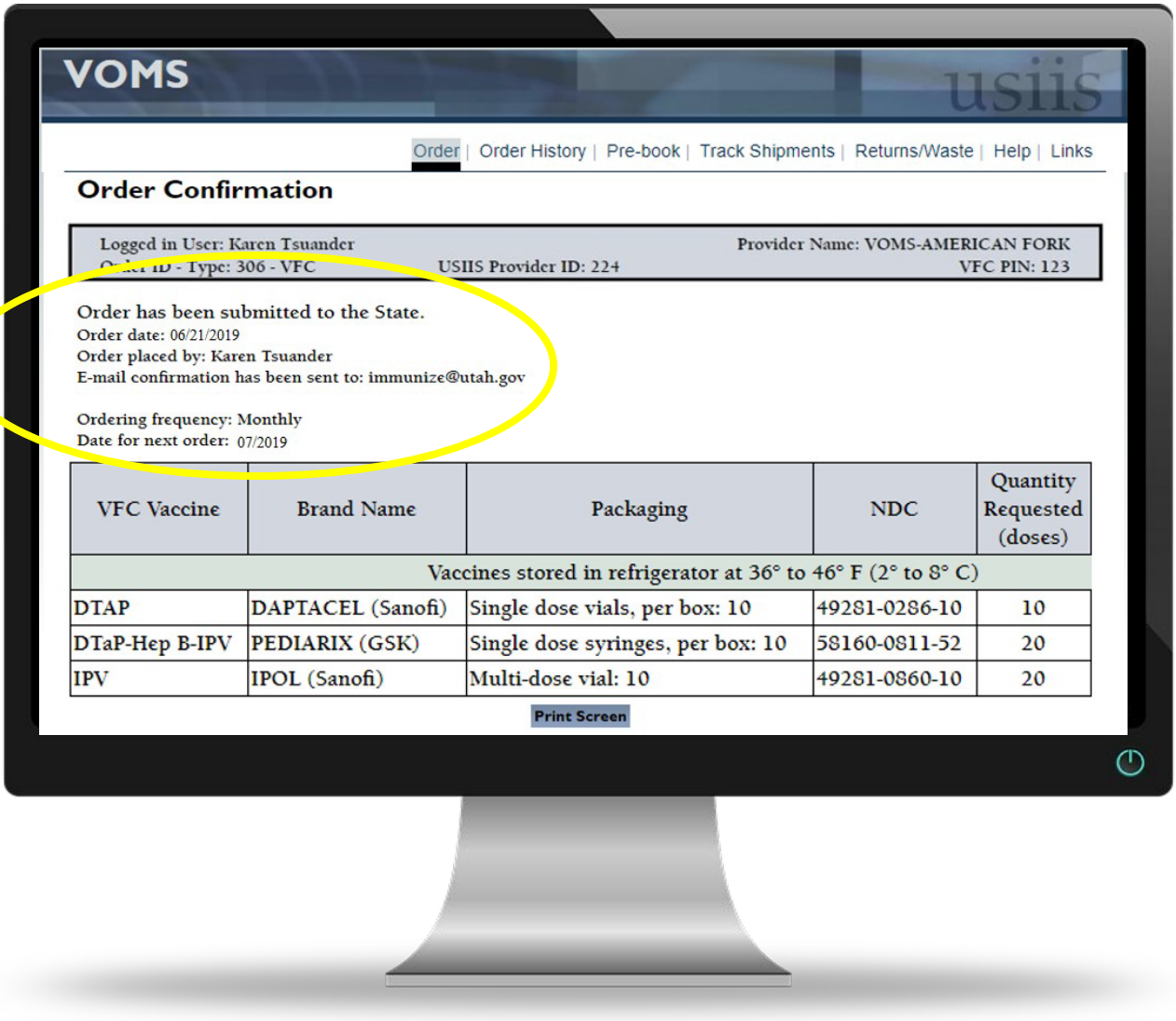
If/when correct, click **"I Agree"** on the VFC Program Requirements and guidelines pop-up. By doing this, your order is submitted to the State.



ORDER CONFIRMATION:

Once an order has been successfully submitted to the State, you will be directed to the **Order Confirmation** screen.

- ✓ This screen will show displays:
- ✓ Order date.
- ✓ Order placed by.
- ✓ Email confirmation email info/who it was sent to.
- ✓ Order frequency.
- ✓ Next available order.

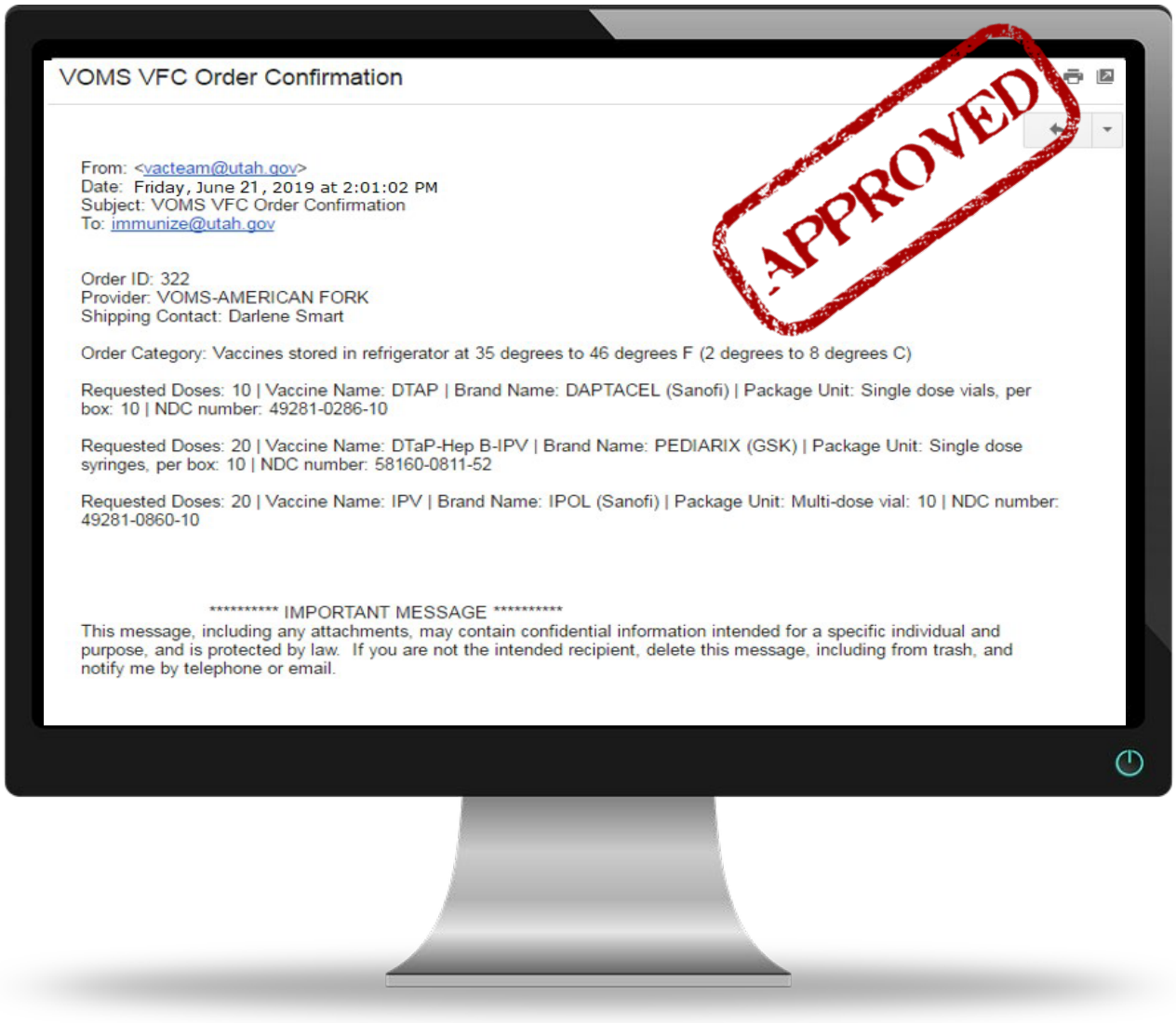


CONFIRMATION EMAIL:

Your facilities VFC Shipping Contact will receive a **"VOMS VFC Order Confirmation"** email once the Vaccine Management Team has approved your order.

If your order is not approved, you will receive an email from the Vaccine Management Team requesting additional information.

If you do not receive an email within 5 business days of submitting your order, please contact the Vaccine Management Team (vacteam@utah.gov).



**Please note: The Vaccine Management Team can make adjustments to orders submitted. Quantities can be denied as well as products added, this is all based on information submitted on Quarterly Doses Administered Reports. Please ensure this information is correct.*

Useful Links

- USIIS website
- USIIS User Documentation
- CDC Immunization Information System website
- UDOH Immunization Program website
- CDC Vaccines and Immunizations website
- CDC Vaccine Adverse Event Reporting System (VAERS) website

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 2021] 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.

SensoScientific Login Portal: Log in to view temperatures, run reports, and confirm alarms.

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