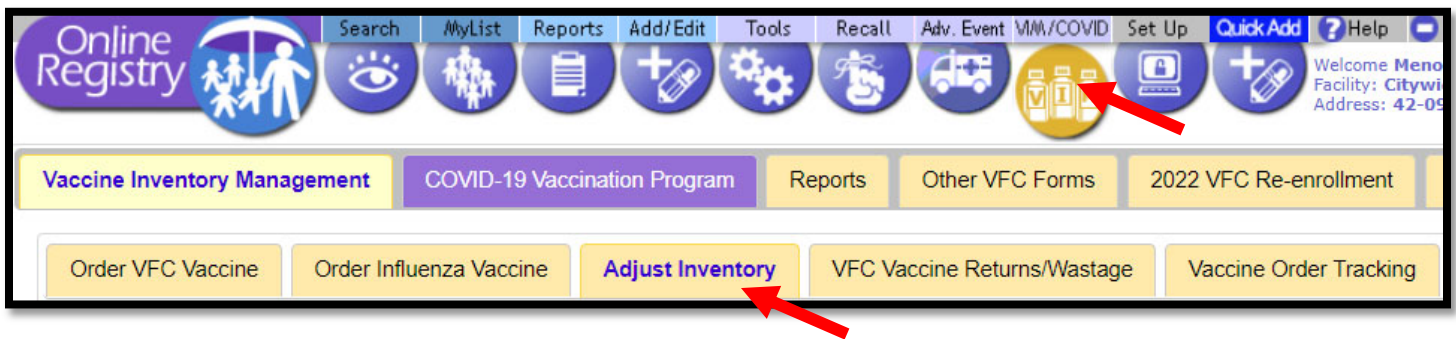


The New York City (NYC) Department of Health and Mental Hygiene’s Bureau of Immunization is required by federal law to monitor vaccines distributed through the Vaccines for Children (VFC) program. VFC vaccines are to be administered only to children who meet the [eligibility](#) requirements. Vaccine borrowing should NOT be routine practice. VFC-enrolled providers are expected to always maintain an adequate inventory of vaccine for both their VFC and non-VFC-eligible patients. Vaccine borrowing should **only** occur on rare occasions when there is lack of appropriate stock vaccine due to unexpected circumstances (vaccine expirations, shipment delays, or vaccine shortage). Providers are required to track all instances of borrowing and replacement using the Vaccine Inventory Module (VIN) in the Online Registry. In NYC, the Provider Quality Assurance Unit field staff are responsible for conducting provider site visits.

How to Track Borrowing and Replacing using the Vaccine Inventory Management (VIM) Module:

Getting Started

- Log-in to the Citywide Immunization Registry (CIR) at www.nyc.gov/health/cir.
- Navigate to the **VIM Menu** by clicking the **VIM/COVID** bubble



Please note: It is required for doses purchased for active replacement cases to be entered into the Vaccine Inventory Management system for tracking.

Replacing Public Inventory

To begin tracking doses for replacement, first navigate to the **Adjust Inventory** tab then click the **Private Inventory** tab to enter the privately purchased doses into the system. If your site uses VIM to maintain your private inventory, enter the number of doses you purchased. Otherwise enter the number of doses being used for replacement.

Private Inventory

- Click the **Find and Add Lot** button to enter the purchased vaccine data into VIM

Find & Add Lot

Find and Add Lot for Private Inventory

1. From the drop-down menus, select vaccine type and brand/manufacturer.
2. Enter lot number and expiration date. Please enter the lot number exactly as it appears on the vaccine packaging.
3. Enter the quantity of doses in your inventory for the lot.
4. Click the 'Add' button.
5. Click 'Reset' to clear selections or entries. Click 'Close' to return to the Adjust Inventory screen.

Note: If you are unable to add a lot number, please contact the CIR at nycimmunize@health.nyc.gov for assistance.

Type	Brand / Manufacturer	Lot Number	Exp. Date	Presentation	Quantity	Received Date			
MMR	M-M-R II MERCK	TESTLOT	12/31/2022 <small>(mm/dd/yyyy)</small>	SDV, 10-Pack	1	09/29/2022 <small>(mm/dd/yyyy)</small>	Reset	Add	Close

- Press the **Add** button. After adding the new lot to your Private Inventory:
 - Select '**Decrease (-)**' from the **Adjust Direction** column
 - Enter the number of doses you are replacing in the **Adjust Quantity** column
 - Select '**Replace Public Dose**' as the reason from the **Adjustment Reason** column
 - Click Save at the bottom of the screen to save your work.

Remove Lot	Vaccine Type	Brand / Mfr	Lot# / Exp.Date	Presentation	CIR Expected Inventory	Adjust Direction	Adjust Quantity	Adjustment Reason
	MMR	M-M-R II Merck	TESTLOT 12/31/2022	SDV, 10-Pack	0	Decrease(-)	1	Replace Public dose

The replacement lot will now appear in your **Public Inventory**

Vaccine Type	Brand / Mfr	Lot# / Exp.Date	Presentation	CIR Expected Inventory	Adjust Direction	Adjust Quantity	Adjustment Reason
MMR	M-M-R II Merck	TESTLOT 12/31/2022	SDV, 10-Pack	1		-- Select an Option --	

Reporting a replacement dose in the Online Registry:

- Search for the patient or select their name from the MyList
- Click on the **Add/Edit** bubble
- Select the vaccine type, date and VFC eligibility and click **Continue**
- On this screen, select the appropriate lot from the drop-down menu

MMR: MMR Vaccine Event Information

Date: / / (mm/dd/yyyy)

Given by this practice? Another practice?

Select Vaccine Lot from list: (required if given by this practice)

Note: If desired Lot does not appear on My Lot List, go to the Adjust Inventory tab via the VFC menu to access the 'Find & Add Lot' feature.

Patient's Current VFC Eligibility Status: MEDICAID

Click Continue at the bottom of the screen to review and save your entry

Please note: When selecting a public replacement lot from the drop-down for a VFC-eligible patient be sure to select the correct fund type- PUBLIC

Transaction Report

The **Vaccine Transaction Report** displays the doses that were entered as 'Replaced borrowed Public dose' as well as a list of VFC-eligible patients that received the replaced dose.

- This report can be used to keep track of how many patients received replaced doses
- It serves as proof that replacement case is actively being resolved
- Upon completion of replacement case, provider can submit this report to the Bureau of Immunization as documentation.

Track replaced doses using the Vaccine Transaction Report:

First, go to the **Reports** tab in VIM and Select the **Vaccine Transactions Report** tab

The screenshot shows the VIM interface with the following elements:

- Top navigation bar: Online Registry, Search, MyList, Reports, Add/Edit, Tools, Recall, Adv. Event, MMR/COVID, Set Up, Quick Add, Help.
- Secondary navigation bar: Vaccine Inventory Management, COVID-19 Vaccination Program, **Reports**, Other VFC Forms, 2022 VFC Re-enrollment.
- Tertiary navigation bar: **Doses Administered**, VFC Eligibility Report, **Vaccine Transactions Report**, Aging Inventory Report, Vaccine Returns/...

Red arrows point to the **Reports** tab and the **Vaccine Transactions Report** sub-tab.

- 1. Then select the appropriate **Time Period** or **Date Range**
- 2. Under **Transaction Types**, select: **System Transactions**
- 3. Select the **Vaccine Type**, **Brand/Manufacturer** and **Vaccine Lot/Expiration Date** if known, or **leave blank** to pull more than one vaccine type
 - 4. Check the **'Show Patient Detail'** box and sort by **Transaction Type**
 - 5. Last, select your output format
 - 6. **Run Report**

Select Period
 7 Days
 30 Days
 60 Days
 90 Days
 Since Last Order

or Date Range
(mm/dd/yyyy)
From: 09 / 28 / 2022
To: 09 / 29 / 2022

Transaction Types
 All
 System Transactions
 Adjustment Reasons
 Inventory Errors

Administered Dose
Borrowed Immunization Given
Replaced borrowed Public dose
Replaced borrowed Private dose
VFC Vaccine Return/Wastage

Correction of Invalid Entry/Error
Unaccounted for in Provider Inventory (e.g., Extra Doses or Fewer Doses in vial)
Replace Public dose
Replace Private dose
Amount Received Different from Invoice
Received additional inventory for this lot number

Lot Not Matched
VFC Eligibility/Fund Type Not Verified

(Highlighted items will be displayed in the report. Use the <Ctrl> button to select/deselect items for display.)

(Highlighted items will be displayed in the report. Use the <Ctrl> button to select/deselect items for display.)

(Highlighted items will be displayed in the report. Use the <Ctrl> button to select/deselect items for display.)

Vaccine Type: MMR
Brand/Manufacturer: M-M-R II | MERCK
Vaccine Lot/Expiration Date: TESTLOT | 12/31/2022
Unit Presentation: SDV; 10-Pack

Display Transactions For:
 Public Inventory ONLY
 Private Inventory ONLY
 Both Public and Private Inventory


Show Patient Detail
Method of Entry: All Methods
Sort By: Date

Facility: 9009X01 - Citywide Immunization Registry
OR Enter VFC PIN:

Output Format: PDF

Clear Run Report

SAMPLE REPORT



Online Registry

Vaccine Transactions

By Date

Citywide Immunization Registry

42-09 28 STREET
Queens, NY 11101

Facility Code	9009X01
VFC PIN	VFCCIR
Date Range	9/28/2022 - 9/29/2022
Transaction Types	Added to Inventory, Administered Dose, Borrowed Immunization Given, Reconciled with On-Hand Inventory, Removed from Inventory Tracking, Replaced borrowed Private dose, Replaced borrowed Public dose, Shipment, Transfer in from another facility, Transfer out of current inventory, VFC Vaccine Return/Wastage
Vaccine Type	MMR
Brand/Manufacturer	M-M-R II MSD
Lot#/Expiration Date	TESTLOT 2022-12-31
Unit Presentation	SDV; 10-Pack
Displayed Transactions	Private, Public
Methods of Entry	HL7, UPIF, OR

Vaccine Transactions (9/28/2022 - 9/29/2022)						Citywide Immunization Registry (9009X01)	
Date	Vaccine Type	Brand / Manufacturer	Vaccine Lot# / Exp. Date	Unit Presentation	Ship Date	Transaction Type	Doses Fund Type
09/29/2022	MMR	M-M-R II / MERCK	TESTLOT 12/31/2022	SDV; 10-Pack		Added to Inventory	1 Private
09/29/2022	MMR	M-M-R II / MERCK	TESTLOT 12/31/2022	SDV; 10-Pack		Replaced borrowed Public dose	1 Public

The report shows how many private doses were added in VIM and how many doses were replaced. This is how provider or site visit reviewer can keep track on public/private replaced doses.