

TIPS FOR MONTHLY VFC/317 REPORTING

- Whenever you call or e-mail IZ staff for any reason, please refer to your PIN number AND your facility's name.
- All of the reporting forms are "fillable PDF's" meaning that you can type all of your inventory and usage information onto the form and 1) print, scan and attach the forms to an e-mail and send it to nviz@health.nv.gov, or 2) print the typed forms and fax to 775.684.8338.
- If you choose not to type, then make "master copies" of all the forms by filling out the facility name, contact, phone number, and PIN sections and checking the appropriate "VFC" or "317" box. Then make 4-5 copies of that form and you will only need to write in the reporting period!
- PLEASE DO NOT "ZERO-FILL" ANY CELLS! "Zero-fill" means placing 0's in cells that you do not need to use. Zero-filling makes your form difficult to read. Simply leave unneeded cells blank.
- Make sure that you have noted the expiration date(s) for your calibrated thermometer(s) on the bottom right of Form 4 (State Temperature Log). Make this part of the Form 4 "master copy" and you won't have to write it in each month!
- You should be completing both your End of Month Refrigerator Count (Column 8, Form 1) and the Vaccine Lot Number Inventory Report (Form 2) at the end of the business day on the last day of the month (e.g., end of day Friday September 28th). This is because the End of Month Refrigerator Count and the Total Inventory on Form 2 must match.
- Think of Form 1 (Vaccine Request & Accountability Report) as an inventory overview report and Form 2 as an inventory detail report. In order to transition to the CDC's new vaccine management system, VTrckS, we MUST know how many doses of each lot number you have on hand at the end of each month.

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- On Form 1 (Vaccine Request & Accountability Report), make sure the “beginning inventory” for the month for which you are reporting matches the “ending inventory” you reported for the previous month.
- Make sure that the doses listed as received in Column 2 on Form 1 (Vaccine Request & Accountability Report) reflect what you actually received from NSIP for the month for which you are reporting; check your Vaccine Request Confirmation report for the month to be sure.
- The doses listed as administered in Column 4 on Form 1 should match the totals you reported on Form 3 (Eligibility Report of Doses Administered).
- For the expiration dates on Form 2 (Vaccine Lot Number Inventory Report), it is acceptable to only report the month and year of expiration for each lot number. For example, if the vaccine in question expires 10/2/2013, then it is acceptable to write 10/2013.
- Form 2 also helps you know if staff is rotating vaccine correctly. You should be using vaccine with closer expiration dates first. For example, if you have two lots of DTaP and one lot expires 10/1/2013 and the other expires 1/1/2014, then you should use up the 10/1/2013 lot before you begin using the 1/1/2014 lot. Per the CDC, providers can be held financially accountable for vaccine that is wasted due to negligence (refer to the 2012 VFC Protocol, p. 26 OR the 2012 317 Protocol, p. 26).
- Please double-check that the lot numbers you are reporting on Form 2 as VFC vaccine are actually from your VFC stock. **You must report lot numbers accurately and completely.** If you have more than three lots of any given vaccine, you must report those on a second Form 2 page. DO NOT REPORT PRIVATE VACCINES.