

New York State COVID-19 Vaccine Program

The role of Inventory Management and Reporting Doses Administered in review of Vaccine Planning Requests

COVID-19 vaccine planning requests entered in the prebooking module of the New York State Immunization Information System (NYSIIS) are reviewed by NYS to:

1. Ensure providers are reporting vaccine usage and inventory as required in the CDC COVID-19 Vaccine Program Provider Agreement; and
2. Reduce over-ordering and the risk of vaccine being wasted due to expiration.

To ensure your weekly planning request for COVID-19 vaccine is considered for an allocation, it is critical that vaccine doses administered are accurately recorded in NYSIIS and that NYSIIS vaccine inventory is up-to-date.

Common reasons why your NYSIIS inventory may not be up-to-date are listed below, along with actions to correct the inventory and resources to assist you.

Reason	Action Required	Resources & Instructions
Vaccine orders are not accepted into inventory	<ul style="list-style-type: none"> • When you receive a shipment of vaccine and it has been inspected and stored, you must log in to NYSIIS and click on the “Accept Transfer” button to ensure the shipment is added to your inventory. 	Accepting Vaccine Shipments into NYSIIS Inventory
Vaccine doses administered are not reflected in NYSIIS	<ul style="list-style-type: none"> • Ensure doses administered are reported within 24 hours of administration in NYSIIS. • There are different methods of reporting doses administered, including data entering directly into NYSIIS (covered on the Standard User training), using the Mass Vaccination tool, and uploading a specially-formatted file from an electronic health record system (covered on Training for Data Exchange Users webinar). • Tip: Run the NYSIIS VFC Report before placing an order, to ensure that vaccine doses administered are being recorded appropriately in NYSIIS. Report data exchange, EMR and decrementing issues to NYSIIS (518-473-2839 or nysiis@health.ny.gov). <p><i>(Note: The “VFC Report” applies to all vaccine doses administered, not just</i></p>	<p>NYSIIS Training videos are located at:</p> <p>https://www.health.ny.gov/prevention/immunization/information_system/status.htm</p>

	<i>those related to the Vaccines for Children program. When generating the VFC Report choose Vaccine Group radio button under Report Type and you will see a row labeled COVID-19 on the report.)</i>	
Doses administered and inventory reported in NYSIIS indicate that the provider currently has sufficient vaccine in stock.	<ul style="list-style-type: none"> • Ensure vaccine received via a redistribution of vaccine FROM another provider, is manually added to inventory BEFORE you administer any of those doses. See Updating Inventory in NYSIIS for Redistributions • Ensure vaccine you send TO another provider via a redistribution is manually subtracted from your NYSIIS inventory. See Updating Inventory in NYSIIS for Redistributions • Check Inventory Not Deducted in NYSIIS. If using data exchange, if doses were administered prior to adding the lot into inventory, the doses will not subtract from inventory and must be manually updated. See NYSIIS Inventory Not Deducted Cheat Sheet.pdf. • Reconcile inventory to reflect actual physical inventory. See Manually Modifying NYSIIS Inventory.pdf • Report wastage. See COVID-19 Vaccine Wastage Reporting Guidance 	<p>Updating Inventory in NYSIIS for Redistributions.pdf</p> <p>NYSIIS Inventory Not Deducted Cheat Sheet.</p> <p>COVID-19 Vaccine Wastage Reporting Guidance.pdf</p> <p>Manually Modifying NYSIIS Inventory.pdf</p>

How to check your NYSIIS inventory

NYSIIS calculates inventory based on doses received and doses administered. When NYSIIS inventory is properly maintained, reported doses of vaccine get decremented against the inventory.

In NYSIIS click Manage Prebooking to open the Prebook Request Status screen. (When creating a planning request/prebook you will automatically be brought to this screen when clicking “Submit Prebook Request.”) The second to last column, called Doses on Hand, will summarize total doses on hand for each product.

For example, the provider in Figure 1 below has 200 doses of Janssen and 790 doses of Moderna currently on hand. The total number of doses will show on each line for that product and does not get added together (i.e. total on hand of Janssen is 200 doses, not 400 doses).

Figure 1: Manage Prebooking

Prebook Request List														
Event Covid19 2020-2021 pandemic event														
Select	Trade Name	Packaging	Manufacturer	Intent	Campaign	Initiating User	Prebook Date	Prebook Status	Total Prebooked	Total Allocated	Total Requested	Declined and Returned to Pool	Doses on Hand	Available Now
<input type="checkbox"/>	Janssen COVID-19 Vaccine	Carton, 2 boxes of 10 multidose vials	JANSSEN (J&J) (JSN)	Pandemic	COVID1	Jared Meagher	04/07/2021	Shipped	200	200	200	0	200	0
<input type="checkbox"/>	Janssen COVID-19 Vaccine	Carton, 2 boxes of 10 multidose vials	JANSSEN (J&J) (JSN)	Pandemic	COVID1	Dawn Lenahan	04/11/2021	Shipped	600	600	600	0	200	0
<input type="checkbox"/>	Moderna COVID-19 Vaccine	Moderna COVID-19 Vaccine 10 MDV carton	Moderna US, Inc(MOD)	Pandemic	COVID1	Lyndsey Hoyt	02/12/2021	Shipped	300	300	300	0	790	0
<input type="checkbox"/>	Moderna COVID-19 Vaccine	Moderna COVID-19 Vaccine 10 MDV carton	Moderna US, Inc(MOD)	Pandemic	COVID1	Lyndsey Hoyt	02/19/2021	Shipped	1000	1000	1000	0	790	0

To see the total doses on hand by lot number go to Manage Inventory and click the Show Inventory button.

Figure 2: Manage Inventory screen

Note: Asterisk on the Lot Number indicates the lot was manually entered

Select	Trade Name	Lot Number	Inv On Hand	Active	Public	Exp Date
<input type="checkbox"/>	Janssen COVID-19 Vaccine	206A21A	200	Y	Y	06/23/2021
<input type="checkbox"/>	Moderna COVID-19 Vaccine	024M20A	100	Y	Y	08/03/2021
<input type="checkbox"/>	Moderna COVID-19 Vaccine	007B21A	90	Y	Y	09/08/2021
<input type="checkbox"/>	Moderna COVID-19 Vaccine	046B21A	600	Y	Y	10/06/2021

The Manage Inventory screen shows the breakdown by lot number of the total Doses on Hand displayed on the Manage Prebooking screen