# How do I prepare for a Reconciliation?

Reconciliation is the process of:

1. Comparing vaccine counts in CT WiZ to the actual number and types of vaccines in your clinic.

2. If there are differences between the two, figuring out why.

3. Making adjustments so that the two agree.

Reconciliation is done by inventory location (refrigerator or freezer). If both CVP and private vaccine are stored in the same inventory location, both will have to be reconciled.

You must do a separate reconciliation for each inventory location.
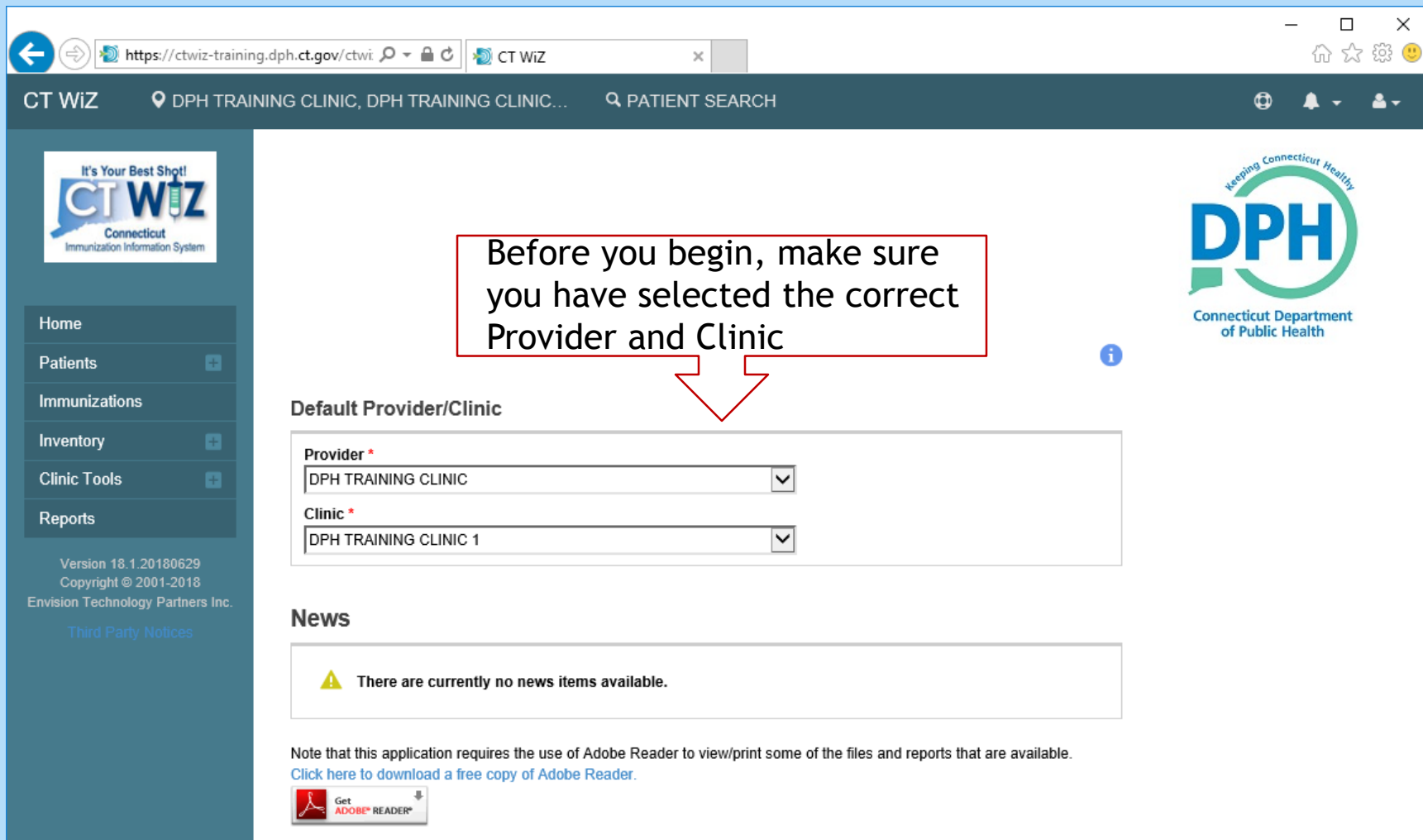
Reconciliation of vaccines are done by lot number.

# Reconciliation Preparation

Doing the following things ahead of time will make the reconciliation process go more smoothly:

1. Resolving any immunizations added but not administered.

2. Resolving any pending transfers or shipments.

3. Accounting for any wastage.

4. Returning any expired inventory.

5. Making sure any past reconciliations are closed

This slide set will go through each task.

# Home Screen – Begin Here

# 1. Resolving any immunizations added but not administered

# Navigating to Reports

On the Reports page:

1. *Navigate down* to the **Data Quality – User** Section.
2. Click on the **Vaccines Added but not Administered**



**Data Quality - User** [1]

Data Quality - Statistics - Scheduled
Data Quality - Statistics
Data Quality - Patient Exceptions
Patients with Possible Duplicate Vaccinations - Datamart
Data Quality - Patient Immunization Exceptions
Patients with Possible Duplicate Vaccinations
Possible Patient Duplicates
Shots Before Birth
User Vaccination Details
Vaccines Added but not Administered [2]

**Inventory Management - Vaccine**

Daily Vaccinations Report
Aggregate Administered Doses
Inventory Adjustment Inquiry
Inventory On-Hand
Inventory Pending Transfers
Inventory Reconciliation Worksheet
Inventory Summary By Funding Source
Inventory Transaction Inquiry
Inventory Transfer Inquiry
Monthly Immunization Report (VFC and State)
Possible Duplicate Inventory Report
Unaccounted For Doses

This report will assist you in your inventory counts by identifying unaccounted doses.

**Vaccines Added but not Administered**

Enter the selection criteria and click "Run Report" or click "Cancel" to return to the previous page.

**Report Selection Criteria**

Provider *
WE LOVE KIDS PEDIATRICS CT

1

Clinic *
WE LOVE KIDS NORTH

Clinic County

Vaccination Date Range *
From: 08/01/2018   Through: 08/10/2018    2

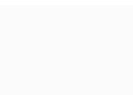Output Type ⦿ PDF ◯ EXTRACT - Delimiter: |    3

Run Report    Cancel

1. Make sure you have the right **Provider & Clinic**.
2. Specify a **Vaccination Date Range**. The date range should match the reconciliation dates.
3. The report will automatically generated as a .pdf file. If you would like the report in Excel, select the Extract option and enter a comma (,) into the delimiter field.

# Vaccines Added But Not Administered Report

## Example of Report in PDF



## Example of same Report in Excel with , delimiter

# Were the vaccines actually Administered to the Patient?



For any vaccines that appear on this report:

Navigate to the patient's Immunization Home.

- If the vaccines(s) were not administered, click Delete at the end of the vaccine line. [1]
- If the vaccine(s) were administered, click Administer Vaccines and complete the immunization. [2]

**Only the nurse or doctor who is listed in the Administrated By box on the Administer Vaccine screen can delete or administer a vaccine.**

**Make sure the administration date is correct.**

# 2. Resolving any pending transfers and shipments

# Navigate to Vaccines On Hand



1. Click on Inventory
2. Click on Vaccines
3. Click on Vaccine Orders

# Viewing Pending Transfers

# Accepting a Transfer

Vaccine Inventory Transfer ⓘ Learn More

## Pending Incoming Inventory Transfers

| Vaccine | Doses | NDC | Transfer Date | Lot | Funding Source | Mfg | Source Location | | |
|---|---|---|---|---|---|---|---|---|---|
| **Receiving Location: 3123 FRIDGE** | | | | | | | | | |
| Hep A, ped/adol, 2D *(Havrix (0.5 mL x 10 vials))* | 10 | 58160-0825-11 | 08/09/2018 | 986986 | VFC | SKB | REFRIGERATOR | ❓ | Received |
| Hep B, ped/adol *(Recombivax (0.5 mL x 10 vials))* | 10 | 00006-4981-00 | 08/09/2018 | 1223 | VFC | MSD | REFRIGERATOR | ❓ | Received |
| Hib (PRP-T) *(Hiberix (10 pack - 1 dose vial))* | 10 | 58160-0818-11 | 08/08/2018 | 968 | VFC | SKB | REFRIGERATOR | ❓ | Received |
| PCV13 *(Prevnar 13)* | 10 | 00005-1971-02 | 08/09/2018 | 1234 | VFC | PFR | REFRIGERATOR | ❓ | Received |

Click on the received button to accept

## Pending Outgoing Inventory Transfers

⚠ There are no Pending Outgoing Transfer(s) available.

## Reports

Pending Incoming Inventory Transfers

# Viewing Pending Shipments

Click here to view pending VTrckS shipments

Vaccine Inventory On-Hand ℹ️ Learn More

📋 Links ▾  **Add New Inventory**

## On-Hand Inventory

⚠️ There is 1 Pending VTrckS Shipment.

**Inventory Location**
(ALL) ▾

**Status**
ON-HAND ▾

**Vaccine**
(ALL) ▾

**Funding Source**
(ALL) ▾

⚠️ There is no inventory that matches the specified criteria.

Clear Filters

# Receiving an Order - Receiving Pending Shipments



1. Click to view shipment **Details** for the line item.
2. Click to **Receive** the line item into inventory on-hand.
   OR
   Click to **Dismiss** the shipment (e.g., line item was never shipped and received).

You can also get to this screen by clicking on the + sign next to Inventory on the left sidebar, then Vaccine Shipments and searching.

# 3. Accounting for any wastage

# Navigating to Vaccines On Hand

1. Click on Inventory
2. Click on Vaccines
3. Click on On-Hand

# Returning Vaccine--Wastage



Click on the **Action** button for the wasted Vaccine. Then, click on **Adjustment.**

# Information on Wastage



1. Enter the **Date** and **Time** of the wastage.
2. Select the **Reason** for the wastage from the drop down
3. Under **Modification,** select subtract.
4. Enter the number of wasted under **Doses Adjusted.**
5. Enter a **Comment** describing why the vaccine was wasted
6. When finished, click **Create.**

This removes the vaccine from your on-hand inventory.

# 4. Returning any expired inventory

# Things You Should Know

According to VFC regulations, all expired vaccines should be removed from your storage unit upon expiration date, adjusted for in CT WiZ, and returned according to VFC regulations.

# Starting a New Return



Click Here to start a return

Add New Vaccine Return

Vaccine Returns ℹ️ Learn More

**Search**

| Clinic | Return Status |
| --- | --- |
| (ALL) | (ALL) |
| Return Reason | Return Type |

**Return Date Range**
From: 05/31/2018 📅 Through: 08/31/2018 📅

**Date Submitted to VTrckS Date Range**
From: MM/DD/YYYY 📅 Through: MM/DD/YYYY 📅

Previous Criteria          Clear    Search

Home

Patients

Immunizations

Inventory

**Vaccines**

On-Hand

Reconciliation

Vaccine Orders

**Vaccine Returns**

Vaccine Shipments

Locations

Clinic Tools

Reports

Start Here

Click Here

## Vaccine Order ℹ️ Learn More

Cancel    Next

**Add - Select Clinic**

**Clinic** *

WE LOVE KIDS PEDIATRICS SOUTH    ⌄

Will this be an Influenza order? ☐

Click this drop down to select your clinic

# Starting a New Return – Confirm Shipping and Deliver Information



Add Vaccine Order Creation Process ℹ️  Cancel  Next  **2**

## Add

**Clinic:** DPH TRAINING CLINIC 2

**Primary Shipping Contact**

Name:
Phone:
Fax:
Email:

**Shipping Address**

450 CAPITOL AVE
HARTFORD, CT 06106

**Delivery Information**

| | Delivery Time 1 | | Delivery Time 2 | |
|---|---|---|---|---|
| | From | To | From | To |
| Monday | 08:30 | 12:00 | 13:00 | 17:00 |
| Tuesday | 08:30 | 12:00 | 13:00 | 17:00 |
| Wednesday | 08:30 | 12:00 | 13:00 | 17:00 |
| Thursday | 08:30 | 12:00 | 13:00 | 17:00 |
| Friday | 08:30 | 12:00 | 13:00 | 17:00 |
| Saturday | | | | |
| Sunday | | | | |

**Special Instructions:** NO SPECIAL INSTRUCTIONS

I have reviewed the above shipping information and I certify the information is correct. ☐ **1**

Review the shipping and delivery information for your clinic. If it is all correct:

1. Click the check box
2. Click **Next**

If your clinic information is incorrect, view the mini reference called 'How do I change my clinic information?'

# Entering Return Information



1. Choose RETURN ONLY
2. Select a return reason
3. Enter the number of shipping labels needed
4. Choose whether the labels should be email or sent by mail
5. Enter any comments you may want to include to the VFC program
6. Choose vaccine to be returned - Begin typing Vaccine, NDC, Brand, or Lot Number. **Make sure you choose the correct lot number.**
7. Enter the number of doses being returned
8. Click Add Return

Repeat steps 6-8 to add other vaccines

9. Click Update to review return

   **OR**

   Click down arrow next to update and then select Submit to VFC Program

# Example of a Successfully Submitted Return



DPH — Connecticut Department of Public Health

CT WiZ — It's Your Best Shot! Connecticut Immunization Information System

**CT WiZ** | ⚲ WE LOVE KIDS PEDIATRICS CT, WE LOVE KIDS PEDIATRICS SOUTH, ...   🔍 PATIENT SEARCH

Vaccine Returns

Cancel    📄 Links ▾

Return Status has changed to SUBMITTED FOR APPROVAL

Add

Clinic
WE LOVE KIDS PEDIATRICS SOUTH

Last Approved Return Date
MM/DD/YYYY

Return Number
R08312018777700

Return Status
SUBMITTED FOR APPROVAL

Return Type
RETURN ONLY

Return Reason
EXPIRED VACCINE

Date Submitted to VTrckS
MM/DD/YYYY

Return Created Date
08/31/2018

Number of Shipping Labels *
1

Label Shipping Method
EMAILED TO PROVIDER EMAIL STORED IN VTRCKS

Description

Clinic Comments

VFC Program Comments

Vaccine | Mfg | NDC | Brand/Packaging | Funding Source | Lot Number | Expiration Date | Doses Remaining
BEGIN TYPING A VACCINE, MFG CODE, NDC, BRAND/PACKAGING, FUNDING SOURCE, LOT #, OR DATE HERE

Doses Returning
Add Return

**Vaccines To Return**

| Vaccination | Mfg | NDC | Brand/Packaging | Funding Src | Lot Number | Expiration Date | Doses Remaining | Doses Returned | |
|---|---|---|---|---|---|---|---|---|---|
| 1 Influenza Ped Quad P-Free | PMC | 49281-0518-25 | Fluzone Quad Ped 2017-2018 (10 x 1 syr) | VFC | 879 | 06/15/2019 | 20 | 10 | ⊗ |

**Sidebar:**
- Home
- Patients
- Immunizations
- Inventory
  - Vaccines
    - On-Hand
    - Reconciliation
    - Vaccine Orders
    - **Vaccine Returns**
    - Vaccine Shipments
    - Locations
- Clinic Tools
- Reports

# Navigating to Vaccine Returns to Check on the Return Status



1. Click on Inventory
2. Click on Vaccines
3. Click on Vaccine Returns

You can select the following fields to narrow the search for returns by:
1. Clinic
2. Order status: In Work (not submitted for approval), Submitted for Approval, Rejected, Approved.
3. Return reason
4. Return date range – Date ordered
5. Submitted to VTrckS date range – Date order was submitted to VTrckS

# An example of Approved Returns



CT WiZ          ♀ WE LOVE KIDS PEDIATRICS CT, DPH TRAINING CLINIC 2, 7778     Q PATIENT SEARCH

## Vaccine Returns ⓘ Learn More

**Add New Vaccine Return**

| Home |
| Patients |
| Immunizations |
| Education |
| IZ Quick Add |
| Inventory |
| **Vaccines** |
| On-Hand |
| Reconciliation |
| **Vaccine Returns** |
| Vaccine Orders |
| Vaccine Shipments |
| Locations |

### Search

**Clinic**
WE LOVE KIDS PEDIATRICS SOUTH

**Return Status**
(ALL)

**Return Reason**

**Return Type**

**Return Date Range**
From: 05/31/2018   Through: 08/31/2018

**Date Submitted to VTrckS Date Range**
From: MM/DD/YYYY   Through: MM/DD/YYYY

Previous Criteria          Clear     Search

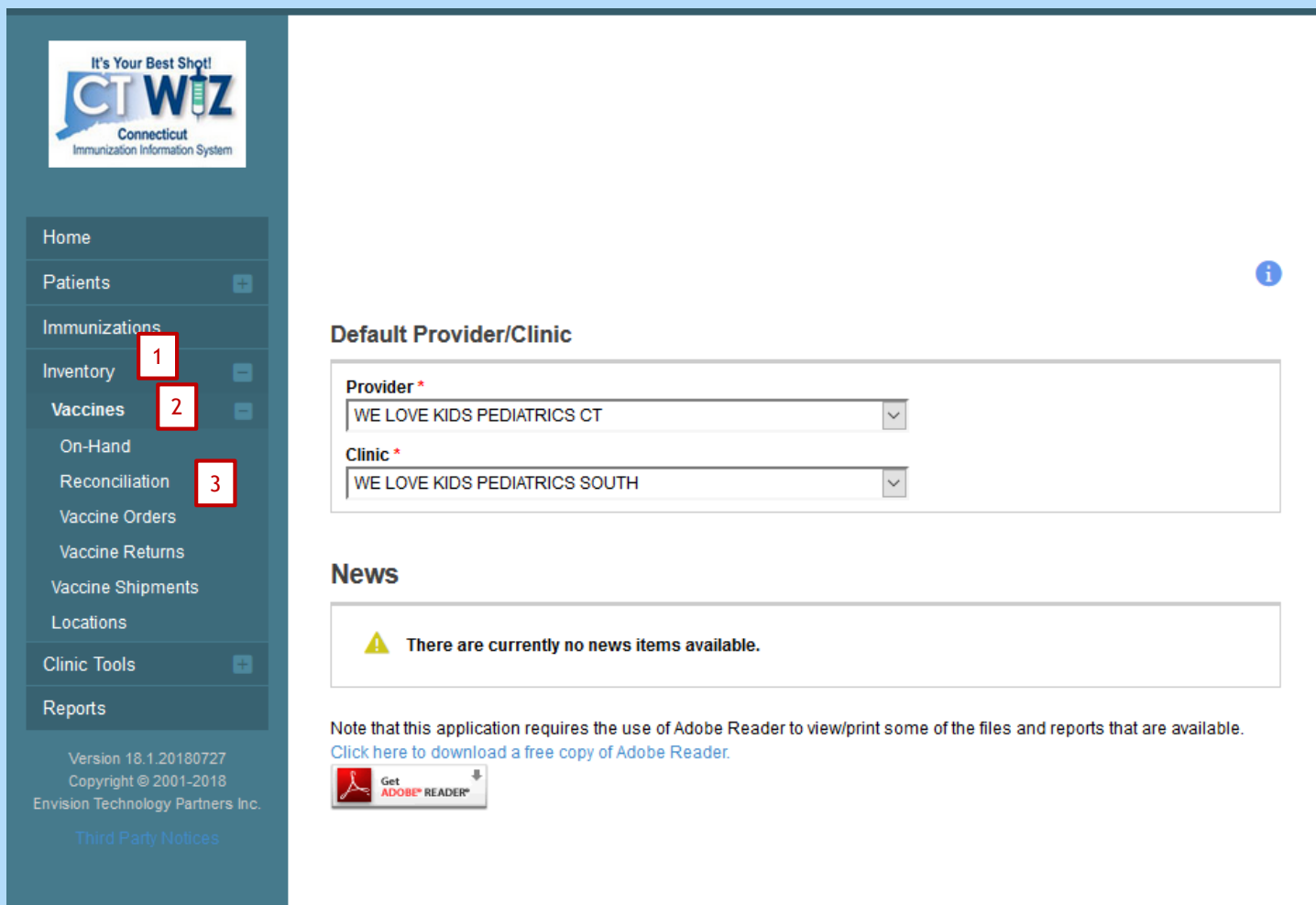| Return Number | Return Date | Return Status | Return Type | Return Reason | Date Submitted to VTrckS | Return Detail |
|---|---|---|---|---|---|---|
| WE LOVE KIDS PEDIATRICS SOUTH - 7777 | | | | | | |
| R08152018777700 | 08/15/2018 | APPROVED | RETURN ONLY | NATURAL DISASTER/POWER OUTAGE | | View |
| R08312018777700 | 08/31/2018 | APPROVED | RETURN ONLY | EXPIRED VACCINE | | View |

# 5. Making sure any past reconciliations are closed

# Navigating to Vaccine Inventory Reconciliation



1. Click Inventory
2. Click Vaccines
3. Click Reconciliations

# Searching for Open Reconciliations



Vaccine Inventory Reconciliation ⓘ Learn More

Add Reconciliation

## Search Criteria

| Inventory Location | Inventory Location Status | Reconciliation Status |
|---|---|---|
| (ALL) | (ALL) | OPEN |
| | | (ALL) |
| | | Open |
| | | Closed |

**Begin Date Range**
From: MM/DD/YYYY    Through: MM/DD/YYYY

**End Date Range**
From: MM/DD/YYYY    Through:

**Sort by**
⦿ Audit Date (descending)  ◯ Inventory Location, Begin Date (descending)

Previous Criteria          Clear    Search

Select Open from the Reconciliation Status

Click Search

Vaccine Inventory Reconciliation ℹ️ Learn More

Add Reconciliation

## Search Criteria

| Inventory Location | Inventory Location Status | Reconciliation Status |
|---|---|---|
| (ALL) | (ALL) | (ALL) |

**Begin Date Range**
From: MM/DD/YYYY  Through: MM/DD/YYYY

**End Date Range**
From: MM/DD/YYYY  Through: MM/DD/YYYY

**Sort by**
⦿ Audit Date (descending)  ◯ Inventory Location, Begin Date (descending)

Previous Criteria          Clear  Search

## Reconciliation Search Results - 2 record(s)

| Status | Description | Begin Date | End Date | Authorized By | | | |
|---|---|---|---|---|---|---|---|
| **FREEZER - 7777** | | | | | | | |
| Open | FIRST RECONCILIATION FREEZER | 08/01/2018 | 08/13/2018 | | ❓ | View Report | View |
| **REFRIGERATOR - 7777** | | | | | | | |
| Open | FIRST RECONCILIATION | 08/01/2018 | 08/10/2018 | KIMBERLY GIERLA1 | ❓ | View Report | View |

Click here to View the open reconciliation

# Closing Open Reconciliations



Review and finalized the open reconciliation.

Once this is complete:
1. Choose **Closed** from the Status drop-down.
2. Click on **Update**.

If you have multiple reconciliations open, you must close them in chronological order.