



How do I transfer and receive vaccines?

Things You Should Know

Transferring vs. Borrowing

- **Transferring** vaccine means moving vaccine from one CVP clinic to another. Or to document a transfer from your own storage location to another storage location.
 - You cannot document a “transfer” in CT WiZ to a clinic that is not currently ordering vaccines in CT WiZ. Please refer to the transfer table document for more detail.
- **Borrowing** means using private vaccine to vaccinate a VFC eligible child or using VFC vaccine to vaccinate a non-VFC eligible child. You would document a borrowing situation in the "Inventory On Hand Adjustment" screen.

Transferring Vaccine

In this unit you will learn how to:

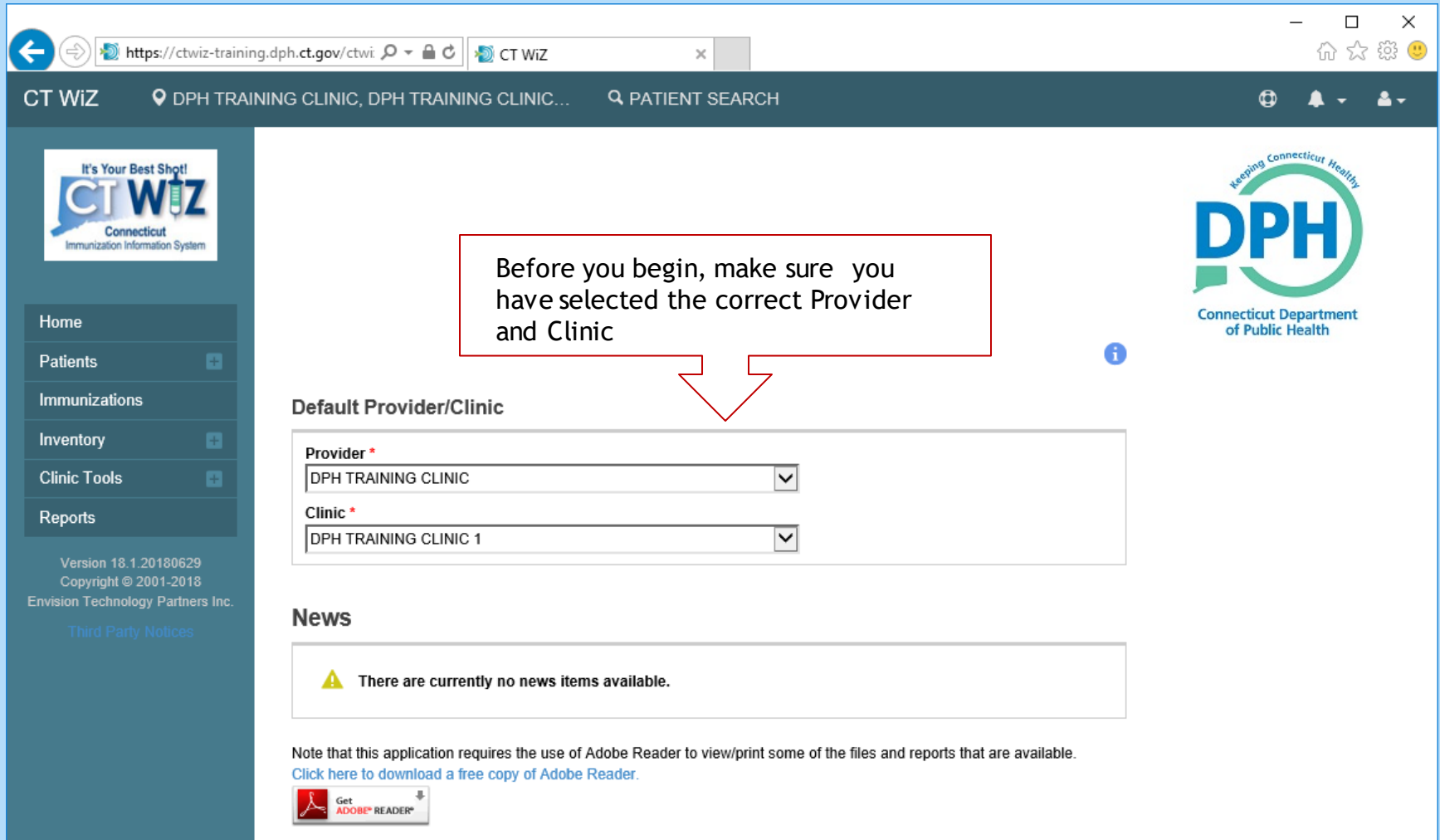
- Initiate a transfer of vaccine to another clinic
- Accept a vaccine transferred from another clinic
- Transfer vaccine internally from one storage unit to another
- Where to find and run detailed reports on transfers

You will need a pop-window to complete a transfer. Make sure your internet browser is not blocking pop-ups!



Initiating a Transfer

Home Screen - Begin Here



The screenshot shows the CT WIZ Home Screen in a web browser. The browser address bar shows the URL <https://ctwiz-training.dph.ct.gov/ctwiz>. The page header includes the CT WIZ logo, a location pin for "DPH TRAINING CLINIC, DPH TRAINING CLINIC...", and a search bar for "PATIENT SEARCH". The left sidebar contains a menu with links to Home, Patients, Immunizations, Inventory, Clinic Tools, and Reports. The main content area features a large red-bordered box with the text "Before you begin, make sure you have selected the correct Provider and Clinic" and a red arrow pointing down to the "Default Provider/Clinic" section. This section contains two dropdown menus: "Provider *" with "DPH TRAINING CLINIC" selected, and "Clinic *" with "DPH TRAINING CLINIC 1" selected. Below this is a "News" section with a yellow warning icon and the text "There are currently no news items available." At the bottom, a note states: "Note that this application requires the use of Adobe Reader to view/print some of the files and reports that are available. Click here to download a free copy of Adobe Reader." Below the note is a small Adobe Reader logo.

CT WIZ DPH TRAINING CLINIC, DPH TRAINING CLINIC... PATIENT SEARCH

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

Home
Patients +
Immunizations
Inventory +
Clinic Tools +
Reports

Version 18.1.20180629
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Before you begin, make sure you have selected the correct Provider and Clinic

Default Provider/Clinic

Provider *
DPH TRAINING CLINIC

Clinic *
DPH TRAINING CLINIC 1

News

⚠ There are currently no news items available.

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Navigating to Vaccines On Hand

CT WIZ WE LOVE KIDS PEDIATRICS CT, WE LOVE KIDS PEDIATRICS SOUTH, ... PATIENT SEARCH



Home

Patients

Immunizations

Inventory

Vaccines

On-Hand

Reconciliation

Vaccine Orders

Vaccine Returns

Vaccine Shipments

Locations

Clinic Tools

Reports

Default Provider/Clinic

Provider *

WE LOVE KIDS PEDIATRICS CT

Clinic *

WE LOVE KIDS PEDIATRICS SOUTH

News



There are currently no news items available.

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

Initiating a Transfer - Selecting the Vaccine

Vaccine Inventory On-Hand [Learn More](#)

Links

Add New Inventory

On-Hand Inventory

Inventory Location

(ALL)

Status

ON-HAND

Vaccine

Funding Source

(ALL)

Vaccine (Brand)

Mfg

NDC

Lot No

Exp Date

Funding Source

Doses On-Hand

Expiring Soon

Clear Filters

FREEZER - 7777

Varicella (Varivax (0.5 mL x 10 vials))

MSD

00006-4827-00

369

07/31/2019

VFC

10

?

Action

REFRIGERATOR - 7777

MMR (MMR II (0.5 mL x 10 vials))

MSD

00006-4681-00

L185948

12/30/2020

PRIVATE

30

?

Action

DTaP-IPV (Kinrix) (Kinrix (0.5 mL x 10 vials))

SKB

58160-0812-11

6325

03/27/2019

VFC

29

?

Action

Hep A, ped/adol, 2D (Havrix (0.5 mL x 10 vials))

SKB

58160-0825-11

986986

10/31/2019

VFC

19

?

Action

Hep A, ped/adol, 2D (Havrix (0.5 mL x 10 vials))

SKB

58160-0825-11

UI8947465

02/20/2020

VFC

50

?

Action

Hep B, ped/adol (Recombivax (0.5 mL x 10 vials))

MSD

00006-4981-00

JG15641

08/20/2020

VFC

50

?

Action

Hep B, ped/adol (Recombivax (0.5 mL x 10 vials))

MSD

00006-4981-00

1223

07/31/2019

VFC

19

?

Action

Influenza Ped Quad P-Free (Fluzone Quad Ped 2017-2018 (10 x 1 syr))

PMC

49281-0518-25

879

06/15/2019

VFC

30

?

?

Edit

Adjustment

Transfer

Inquiry

Transactions

MMR (MMR II (0.5 mL x 10 vials))

MSD

00006-4681-00

123456

01/15/2019

VFC

29

?

?

?

?

PCV13 (Prevnar 13)

PFR

00005-1971-02

1234

07/31/2019

VFC

9

?

?

?

?

PCV13 (Prevnar 13)

PFR

00005-1971-02

UI897465

01/22/2021

VFC

50

?

?

?

?

Polio-IPV (IPOL (5.0 mL vial - 10 doses))

PMC

49281-0860-10

321

08/31/2019

VFC

30

?

?

?

?

Edit
Adjustment
Transfer
Inquiry
Transactions

Click on the
Action drop down
for the selected
vaccine.
Click on **Transfer**

Initiating a Transfer - Entering the Details

Vaccine Inventory Transfer [Learn More](#)

Cancel

Create

5

Add

Date/Time **1** 08/09/2018 HH:MM AM/PM (HH:MM A/P)

Source Inventory Location

Inventory Location REFRIGERATOR
 Vaccine | Mfg | NDC HEP A, PED/ADOL, 2D | SKB | 58160-0825-11
 Lot Number 986986
 Expiration Date 10/31/2019
 Funding Source VFC
 Doses On-Hand 30
 Container Id

Destination Inventory Location

Inventory Location **2** PROHEALTH PHYSICIANS > 3123 FRIDGE

Doses Transferred **3** 10 (The quantity will be immediately decremented from the Source Inventory Location and added to the Destination Inventory Location when marked as 'Received')

Equivalent Cases
 Authorized By GIERLA1, KIMBERLY (--)
 Inventory Picked By GIERLA1, KIMBERLY (--)
 Inventory Picked Date 08/09/2018
 QA Approved By RIVERA1, LORETTA (--)
 QA Approved Date 08/09/2018
 Shipped Date 08/09/2018

Comments **4**

Clear

Complete required fields in the transfer screen:

1. Enter the Date and Time of the transfer.
Information on the Source Inventory will auto-populate.
2. Select the vaccine destination from the drop down. Be sure to select the correct clinic and storage location. If transferring MMR be sure to find out from the destination clinic if they store MMR in their freezer or refrigerator.
3. Enter the number of doses being transferred.
4. Enter a comment about why the transfer occurred the date it was transferred and the clinic name.
5. Click on create.

If you do not see the clinic listed in the destination location, this indicates that the clinic is not ordering vaccine in CT WiZ. If this is the case, cancel the transfer in CT WiZ. Then enter a vaccine "adjustment" with reason code: "Transfer to offline clinic". Submit a paper transfer form to CVP.

Please refer the Transfer Table document for detailed instructions.

Initiating a Transfer - Internal Transfer

Vaccine Inventory Transfer [Learn More](#) Cancel Create

5

Add

1

Date/Time

08/09/2018

HH:MM AM/PM (HH:MM A/P)

Source Inventory Location

Inventory Location

REFRIGERATOR

Vaccine | Mfg | NDC

HEP A, PED/ADOL, 2D | SKB | 58160-0825-11

Lot Number

986986

Expiration Date

10/31/2019

Funding Source

VFC

Doses On-Hand

30

Container Id

Destination Inventory Location

Inventory Location

2

PROHEALTH PHYSICIANS > 3123 FRIDGE

Doses Transferred

3

10

(The quantity will be immediately decremented from the Source Inventory Location and added to the Destination Inventory Location when marked as 'Received')

Equivalent Cases

Authorized By

GIERLA1, KIMBERLY (--)

Inventory Picked By

GIERLA1, KIMBERLY (--)

Inventory Picked Date

08/09/2018

QA Approved By

RIVERA1, LORETTA (--)

QA Approved Date

08/09/2018

Shipped Date

08/09/2018

Comments

4

Clear

Internal Transfer

If you need to transfer vaccine internally from one storage unit to another complete the steps outlined below. **Select your clinic as the destination location.** This may happen if you accidentally place vaccine in the wrong storage location. Please be sure to explain the reason for the transfer in the clinic **Comment** field.



Complete required fields in the transfer screen:

1. Enter the Date and Time of the transfer.
Information on the Source Inventory will auto-populate.
2. Select the vaccine destination from the drop down.
3. Enter the number of doses being transferred.
4. Enter a comment about why the transfer occurred the date it was transferred and the clinic name.
5. Click on create.



Accepting a Transfer

Navigating to Vaccines On-Hand

CT WIZ  WE LOVE KIDS PEDIATRICS CT, WE LOVE KIDS PEDIATRICS SOUTH, ...  PATIENT SEARCH




Home

Patients 

Immunizations

Inventory 

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On-Hand 

Reconciliation

Vaccine Orders

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Locations

Clinic Tools 

Reports

Default Provider/Clinic

Provider *

WE LOVE KIDS PEDIATRICS CT

Clinic *

WE LOVE KIDS PEDIATRICS SOUTH

News



There are currently no news items available.

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Receiving a transfer

This method is used to add vaccine to your inventory when it has been transferred to your inventory location.

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

Accepting a Transfer - Viewing the Details

Vaccine Inventory On-Hand [Learn More](#)

Links

Add New Inventory

On-Hand Inventory

⚠ There are 4 Pending Inventory Transfers.

Click here to
view pending
transfer

Inventory Location

(ALL)

ON-HAND

Vaccine

(ALL)

Funding Source

(ALL)

⚠ There is no inventory that matches the specified criteria.

Clear Filters

Accepting a Transfer - Marking the transfer as received


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 Received

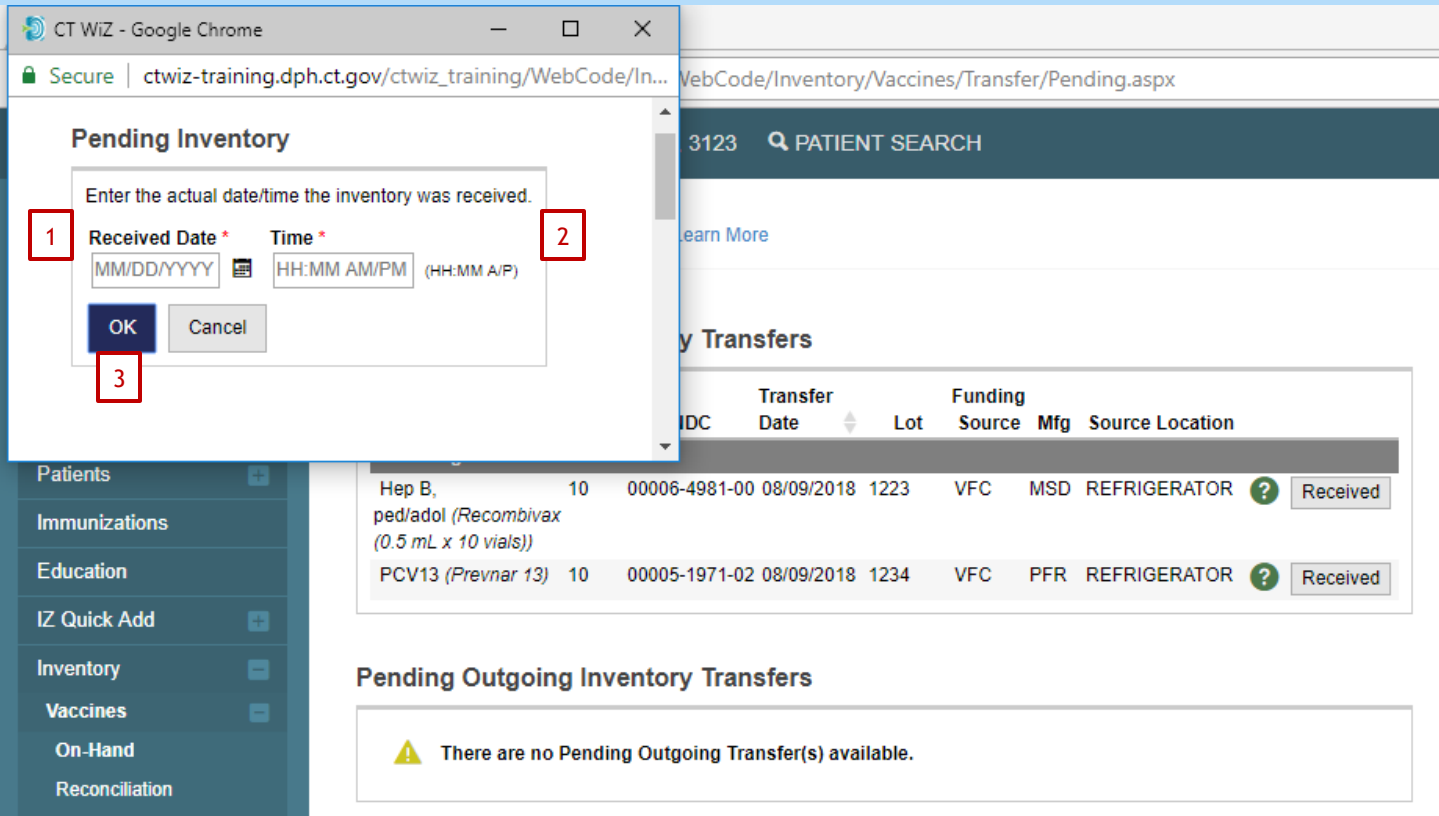
Pending Outgoing Inventory Transfers

 There are no Pending Outgoing Transfer(s) available.

Reports

[Pending Incoming Inventory Transfers](#)

Receiving Transfers



The screenshot shows the CT WiZ web application interface. A 'Pending Inventory' pop-up window is open, prompting the user to enter the actual date/time the inventory was received. The window contains fields for 'Received Date' (MM/DD/YYYY) and 'Time' (HH:MM AM/PM), both marked with red boxes and numbers 1 and 2 respectively. Below these fields are 'OK' and 'Cancel' buttons, with the 'OK' button marked with a red box and number 3. The background shows the 'Pending Outgoing Inventory Transfers' section, which displays a table of vaccine transfers. The table has columns for Vaccine, Quantity, CDC ID, Transfer Date, Lot, Funding Source, Mfg, Source Location, and a 'Received' button. Two rows are visible, both with 'Received' buttons.

Vaccine	Quantity	CDC ID	Transfer Date	Lot	Funding Source	Mfg	Source Location	Received
Hep B, ped/adol (Recombivax (0.5 mL x 10 vials))	10	00006-4981-00	08/09/2018	1223	VFC	MSD	REFRIGERATOR	Received
PCV13 (Prevnar 13)	10	00005-1971-02	08/09/2018	1234	VFC	PFR	REFRIGERATOR	Received

Pending Outgoing Inventory Transfers

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

When you click **Received**, this pop-up window will open.

1. Enter the date* transfer was received.
2. Enter the time transfer was received.
3. Click OK.

Once you click OK the transferred vaccine is added to your inventory in CT WiZ.

* Please note, it's important to use the correct date you received the vaccine transfer as it may impact your reconciliation and the availability of the vaccine to be administered.

Inventory Management Reports

Data Quality - User

- 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

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

There are two reports that you can use for vaccine transfer:

1. Inventory Pending Transfer.
2. Inventory Transaction Inquiry.

These reports can be found in the "Reports" module under "Inventory Management – Vaccine" heading.



Inventory Pending Transfer

This report generates a list of all transfers still waiting to be received.

This report may be crucial during reconciliations!

Inventory Pending Transfers

Inventory Pending Transfers

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



Report Selection Criteria

Provider *

DPH TRAINING 3

Source Inventory Location

(ALL INVENTORY LOCATIONS)

Destination Inventory Location

(ALL INVENTORY LOCATIONS)

Vaccine

Funding Source

Manufacturer

Lot Number

Transaction Date Range

From: MM/DD/YYYY Through: MM/DD/YYYY


Run Report

Cancel

Provider is the only required field. However, if you don't include a date range, it will run a report over the entire time your practice has been in CT WiZ. If you don't specify a vaccine, all vaccines will be selected.

Inventory Pending Transfers

Transfer Date



Connecticut WebIZ

Inventory Pending Transfers

August 20, 2018

Provider = WE LOVE KIDS PEDIATRICS CT, Source Inventory Location = (All Inventory Locations), Destination Inventory Location = (All Inventory Locations)

<u>Trans ID</u>	<u>Src Inventory Location</u>	<u>Dest Inventory Location</u>	<u>Trans Date</u>	<u>Vaccine</u>	<u>Mfg</u>	<u>NDC</u>	<u>Lot No</u>	<u>Fund Src</u>	<u>Exp Date</u>	<u>Doses</u>
7014	REFRIGERATOR	7779 UPSTAIRS FRIDGE	08/20/2018 2:07:00 PM	PCV13	PFR	00005-1971-02	1234	VFC	07/31/2019	(10)

Authorized By: GIERLA1, KIMBERLY

Created By: KIMBERLY GIERLA

Comments: SENT FROM: REFRIGERATOR, SENT TO: DPH TRAINING 3 > 7779 UPSTAIRS FRIDGE, SEND DATE: 8/20/2018, SENT BY: KIMBERLY GIERLA

Where the Vaccine
Went

Overview of Entire
Transfer



Inventory Transaction Inquiry

This report can be used to find inventory transactions, of any type, that have been made in CT WiZ.

Inventory Transaction Inquiry

Inventory Transaction Inquiry

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



Report Selection Criteria

Provider *

DPH TRAINING 3

Inventory Location

(ALL)

Vaccine

Funding Source

Manufacturer

Lot Number

Expiration Date Range

From: MM/DD/YYYY

Through: MM/DD/YYYY

Transaction Date Range

From: 07/01/2018

Through: 08/21/2018

Output Type ☒ PDF ☐ HTML ☐ EXCEL ☐ EXTRACT - Delimiter: |

Run Report

Cancel

The only required field is the Provider, but you do need to fill in at least one other field of your choice.

Inventory Transaction Inquiry



Connecticut WebIZ Inventory Transaction Inquiry

August 21, 2018

Provider = DPH TRAINING 3, Inventory Location = (All), From Trans Date = 07/01/2018, Through Trans Date = 08/21/2018

Trans ID	Src Inventory Location	Dest Inventory Location	Trans Date	Vaccine	Mfg	NDC	Lot No	Fund Src	Exp Date	Type	Doses	Net Change
4024	7779 UPSTAIRS FRIDGE		08/13/2018	DTaP-Hib-IPV (Pentac	PMC	49281-0510-05	LU51312	STATE	10/30/2020	ADJ	20	20
Reversal ID:			1:43:00 PM						Adjustment Reason:		Add Initial Inventory	
Created By: KIMBERLY GIERLA1 on 08/13/2018 13:44:08			Comments:									
Updated By: KIMBERLY GIERLA1 on 08/13/2018 13:44:08												
7012	7779 UPSTAIRS FRIDGE		08/20/2018	DTaP-Hib-IPV (Pentac	PMC	49281-0510-05	LU51312	STATE	10/30/2020	ADJ	(1)	19
Reversal ID:			12:44:00 PM						Adjustment Reason:		VTRCKS - NON VACCINE PRODUCT (E.G. IG, HBIG, DIL)	
Created By: KIMBERLY GIERLA1 on 08/20/2018 12:45:07			Comments: IT RAN AWAY!									
Updated By: KIMBERLY GIERLA1 on 08/20/2018 12:45:07												
7013	7779 UPSTAIRS FRIDGE		08/20/2018	DTaP-Hib-IPV (Pentac	PMC	49281-0510-05	LU51312	STATE	10/30/2020	ADJ	(1)	18
Reversal ID:			12:45:00 PM						Adjustment Reason:		VTRCKS - VACCINE	

The report will look much like the other available reports.

However, at the bottom of the report it will break down all the transactions by type for the given date range.

Inventory Location	Trans Date	Vaccine	Mfg	NDC	Lot No	Fund Src	Exp Date	Type	Doses	Net Change
Transaction Type Totals										
INV ADJ										
Add Initial Inventory										140
VTRCKS - BROKEN										(1)
VIAL/SYRINGE										
VTRCKS - NON VACCINE										(1)
PRODUCT (E.G. IG, HBIG, DIL)										
VTRCKS - VACCINE										(1)
DRAWN INTO SYRINGE										
BUT NOT ADMIN										
										<hr/>
										137
INV TRANSFER										<hr/>
										10
VACCINATION										<hr/>
										(3)
										<hr/>
Total Net Change										144