CONNECTICUT
Public Health

Inventory Adjustment Reasons

Adjustment Reason in CT WiZ	Use This Adjustment Reason If:
CVP - BORROWING VACCINE	You need to borrow a dose of vaccine while you await either a private or state shipment to arrive. More information on borrowing procedures can be found in the blue folder.
CVP - OPTED OUT PATIENTS ***(For Direct Entry/UI Clinic's Only)***	You administer a dose to an opted-out patient. Adjusting the dose will count for the dose as administered so you are able to reconcile. Include in the comment field the CT WiZ Patient ID who opted out receiving the vaccine.
CVP - INVENTORY CORRECTION	Any type of inventory correction requires a detailed comment explaining why you are making the correction i.e. miscounted in last reconciliation.
ADD INITIAL INVENTORY	If you need to manually add inventory for any reason i.e. vaccine restitution or replacement vaccine order shipped due to previous shipping issues. *Reminder transfers and orders are accepted through the hyperlink on the inventory on hand screen. Visit our training webpage for more information.*
Wastage Reason in CT WiZ	**Use This Adjustment Reason If:**
CVP - BROKEN VIAL/SYRINGE	A vial is accidentally dropped or vaccine arrives damaged i.e. the plunger is defective. This should be used for a single dose only. *If an order arrives out of temperature range, or all doses are damaged in the box, please contact DPH immediately via the help desk (Immunizations-Clinic Administration-CT WiZ Training or Inventory Support).*
CVP - VACCINE DRAWN INTO SYRINGE BUT NOT ADMIN	A dose was prepared for administration but ultimately not administered due to patient/parent refusal, uncooperative patient, etc.
CVP - OPEN VIAL BUT ALL DOSES NOT ADMINISTERED	You have a partial vial of vaccine in which all doses were not administered i.e. IPV. Partial vials of vaccine cannot be transferred once opened; however full unopened vials can be.

In addition, we have provided private adjustment reasons for your clinic to use with your private inventory. Reminder: private inventory needs to be added for Direct Data Entry/UI clinics for screens to populate as you add and administer vaccines to patient records. Private vaccines do not need to be reconciled in CT WiZ but can be as it may be beneficial for your clinic. Only state supplied vaccines must be reconciled at least once a month.

All CVP adjustments are reviewed by CT DPH