

## New York State COVID-19 Vaccine NYSIIS Order Review Process

All vaccine orders placed in the New York State Immunization Information System (NYSIIS) are reviewed by NYS Vaccine Program staff to reduce over-ordering and the risk of vaccine being wasted due to expiration. To expedite the ordering process, providers should ensure:

- Vaccine doses administered are accurately recorded in NYSIIS; and
- Vaccine inventory is up to date.

### How Orders are Evaluated

NYS Vaccine Program staff evaluate COVID-19 vaccine orders by comparing doses administered reports over a period of time (via the VFC report), inventory on hand, and doses requested. Therefore, it is critical that all providers keep inventory and doses administered up to date in the system. NYS Vaccine Program staff also review provider notes on orders and will take any extenuating circumstances under consideration when determining an appropriate order.

### Reasons Orders might be Denied or Reduced and Solutions

- Vaccine doses administered are not reflected in NYSIIS. The COVID-19 Vaccination Program Provider Agreement requires reporting of doses administered to NYSIIS within 24 hours of vaccine administration. Timely reporting of doses administered is also a condition of receiving federally-funded COVID-19 vaccine.
  - Solution: Always run the NYSIIS VFC Report before placing an order, to ensure that vaccine doses administered are being recorded appropriately in NYSIIS (see pages 3-4). Some providers who exchange data find that data may not transfer properly after an electronic medical record upgrade or change. Report data exchange, EMR and decrementing issues to [nysiis@health.ny.gov](mailto:nysiis@health.ny.gov).
- Historical usage does not support number of doses requested. Vaccine Program staff will compare your COVID vaccine administration over the past three weeks as a reference. For example, if your past three weeks of vaccine administration was 500 doses, and your current on-hand inventory is 200 doses, an order of up to 300 doses would be considered reasonable.
  - Solution: Add a note to the order to justify the requested doses. For example, if you are planning a vaccination event to increase capacity compared to prior weeks or need to redistribute doses to another provider, add this information to the Order Notes area.
- Doses administered and inventory reported in NYSIIS indicate that the provider currently has sufficient vaccine in stock.
  - Solution(s):
    - Ensure doses administered are reported within 24 hours of administration in NYSIIS, per the Provider Agreement and as a condition of receiving federally-funded COVID-19 vaccine.
    - Always run the NYSIIS VFC Report before placing an order, to ensure vaccine doses administered are being recorded appropriately in NYSIIS.
    - Ensure all orders have been accepted into NYSIIS Inventory. This must be done PRIOR to administer vaccine from the order for inventory to decrement properly. (See: [Accepting](#)

[Vaccine Shipments into NYSIIS Inventory](#)).

- If using data exchange to report, check the Inventory Not Deducted module in NYSIIS. If there are any records in Inventory Not Deducted, update non-deducted inventory prior to submitting the order following the [Inventory Not Deducted Cheat Sheet](#) instructions.
  - Perform a physical inventory count and ensure it matches the Doses on Hand in NYSIIS. If the NYSIIS inventory is higher than actual inventory and you have checked your doses administered and Inventory Not Deducted, ensure:
    - Doses redistributed to another provider have been subtracted from inventory (See: [Updating Inventory in NYSIIS for Redistributions](#)).
    - If all above solutions have been examined and inventory is still not correct, you may need to manually correct inventory (See: [Modifying NYSIIS Inventory](#)).
  - Check your order status every few days. Vaccine orders that say, “in progress,” may have a note from VFC staff that requires providers to give additional information.
  - Check the notes section of vaccine orders to determine why an order was denied or reduced. If your order was denied or reduced due to inventory or reporting issues you may place another order once the issue is resolved.
- Inventory contains duplicate lot numbers, invalid NDCs and/or negative or partial doses.
- Solution(s):
    - Always ‘Accept transfers’ in NYSIIS for all orders received directly from the manufacturer or McKesson (don’t manually add direct orders).
    - Use caution when manually adding inventory received from a redistribution. Ensure the lot number is not already in active or inactive inventory before manually adding so that a duplicate lot is not entered. Data exchange will not properly decrement inventory when duplicate lots exist.
    - Always report whole doses unless there was an administration error.
- Order contains both COVID-19 vaccine and regular (VFC and/or VFA) vaccine. COVID-19 vaccine orders must be placed as a separate order from monthly VFC/VFA orders.
- Solution: Place regular vaccine orders and COVID-19 vaccine orders separately.
- The Vaccine Program has not received the signed NYS COVID MOU.
- Solution: Ensure your organization submits the MOU and Addendum for each vaccination location. Email the COVID-19 Vaccine team at [Covid19Vaccine@health.ny.gov](mailto:Covid19Vaccine@health.ny.gov) for inquiries.

Email the COVID-19 Vaccine team at [COVID19Vaccine@health.ny.gov](mailto:COVID19Vaccine@health.ny.gov) if you have any questions or concerns regarding a COVID-19 vaccine order, inventory, or MOU.

Additional Resources:

For NYSIIS assistance please review trainings at

[https://www.health.ny.gov/prevention/immunization/information\\_system/status.htm](https://www.health.ny.gov/prevention/immunization/information_system/status.htm)

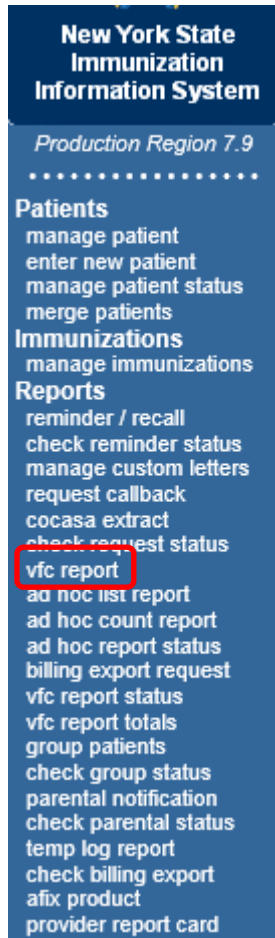
For COVID-19 Guidance and Resources visit <https://coronavirus.health.ny.gov/covid-19-vaccine-information-providers>

## How to run VFC Report

Step 1: Log into NYSIIS

Step 2: If you have access to more than one NYSIIS organization, select the organization you want to review. If you only have access to one NYSIIS account, skip to step 3.

Step 3: From the blue menu bar on the left choose VFC Report under the Reports module



Step 4: Choose report parameters.

Report Date Range: Choose the past three weeks (i.e. if today is June 28<sup>th</sup>, choose 06/06/2021 to 06/27/2021)

Report Type: Choose Trade Name

File Type: Choose PDF

Click Generate

Vaccine For Children Report Criteria

Organization(s): -- All Org Detail

Report Date Range: From 06/06/2021 To 06/27/2021

Report Type:

Age Group  
 Vaccine Group  
 Trade Name

File Type:

PDF  
 Spreadsheet

The Age Group Report is only available in PDF.

Step 5: If the Report Name does not appear with a blue hyperlink, click Refresh until the link appears. Click the hyperlink.

VFC By Trade Name Request Status			
Report Name	Started	Completed	Status
<a href="#">VFC By Trade Name</a>	06/28/2021 12:42 PM	06/28/2021 12:42 PM	100%

All COVID-19 doses reported to NYSIIS within the date range will be listed. Add together all eligibility categories (columns) for total doses. In the example below, COVID-19 doses were reported under Non-VFC Eligible category and 317 category. If your organization also participates in VFC, you will see other vaccine products listed in addition to COVID-19 vaccines.

Vaccines for Children and Child Health Plus by Trade Name.

For Dates Between 06/06/2021 and 06/27/2021

Report Run on: 06/28/2021

Organization: [REDACTED]

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VFC PIN: [REDACTED]

Vaccine Name [Trade Name]	VFC Eligible Doses Administered				Total # of VFC Eligible Doses Administered (V02-V05)	Total # of Non-VFC Eligible Doses Administered (V00,V01)	Total # of Child Health Plus Doses Administered (V22)	317 (V23)	Total # of Doses Given to Adults not in NYSIIS (V00)
	Medicaid/Medicare Managed Care (V02)	Uninsured (V03)	American Indian/ Alaskan Native (V04)	Underinsured (V05)					
COVID-19 , vector-nr, rS-Ad26, PF, 0.5mL[Janssen COVID-19 Vaccine]	0.0	0.0	0.0	0.0	0.0	84.0	0.0	65.0	0.0
COVID-19, mRNA, LNP-S,PF, 0.5mL[Moderna COVID-19 Vaccine]	0.0	0.0	0.0	0.0	0.0	28.0	0.0	24.0	0.0
COVID-19, mRNA,LNP-S,PF, 0.3mL[Pfizer COVID-19 Vaccine]	0.0	0.0	0.0	0.0	0.0	220.0	0.0	30.0	0.0
Total	0.0	0.0	0.0	0.0	0.0	332.0	0.0	119.0	0.0