South Dakota Immunization Information System (SDIIS)

Part 1: Ordering Vaccines

- COVID vaccines are now available to order through SDIIS.
- NOTE: YOUR FACILITY MUST BE ENROLLED IN THE SD COVID-19 VACCINATION PROGRAM, AND YOUR STAFF MUST HAVE COMPLETED THE EDUCATION ATTESTATION FORM BEFORE YOU ORDER COVID-19 VACCINE.

- Click INVENTORY
- The EDIT INVENTORY screen will appear

- Verify that your clinic name is in the CHOOSE CLINIC field.
- Click ORDERS. The EDIT ORDERS screen will appear.
South Dakota Immunization Information System (SDIIS)

• **Part 1: Ordering Vaccines**
  - Your clinic name will automatically default in the **CLINIC** field.
  - Select the **ADD ORDER** button.
  - The **ADD NEW ORDER** screen will appear.
Part 1: Ordering Vaccines

- You do not need to change any information at the top of the screen.
- Are you ordering for CHILDHOOD or ADULT use? Locate the vaccine and trade name of the vaccine requested.
  - All COVID-19 Vaccines are ordered under Adult Vaccines.
- Enter the volume of doses (not vials) of vaccine requested.
- Check disclaimer boxes at the bottom
- Click UPDATE
Part 1: Ordering Vaccines

- The order will now appear in the EDIT ORDERS screen with a status of Incomplete.
- The STATUS column will show that the order is Pending Approval, and the order is now submitted. Click on the CANCEL button and the EDIT INVENTORY screen will reappear.

- After your vaccine order is created in the SDIIS, the order will be reviewed and processed by the Vaccine Management Specialist. An electronic shipment will automatically be created in the SDIIS after your order is approved.
- Refer to Part 2: Receiving Electronic Inventory Shipments within the SDIIS.
Part 2: Receiving Electronic Inventory Shipments

- When your vaccine order arrives, select the **INVENTORY** button on the left-hand side of the screen. The **EDIT INVENTORY** screen will appear.

- Verify that your clinic name is in the **CHOOSE CLINIC** field. The new inventory item will appear on your list of current active inventory. The current volume will be “0” (if lot number isn’t already in your inventory).

- Select the **SHIPMENTS** button on the bottom of the **EDIT INVENTORY** screen and the **EDIT SHIPMENTS** screen will appear.
**Part 2: Receiving Electronic Inventory Shipments**

- Under the *Receiving* section, click the **blue hyperlink** of the shipment number that you are receiving into the SDIIS.
- The **EDIT SHIPMENT** screen will appear.

- Click on the **RECEIVE SHIPMENT** button on the bottom of the **EDIT SHIPMENT** screen. The **RECEIVE SHIPMENT** screen will appear.
### South Dakota Immunization Information System (SDIIS)

**Part 2: Receiving Electronic Inventory Shipments**

- Type the volume received in the **Total Volume Received** column.
- **Is this shipment complete?** If you received all requested doses, select **YES** from the dropdown.
- Click on the **UPDATE** button on the bottom of the **RECEIVE SHIPMENT** screen. The **EDIT SHIPMENT** screen will appear.
Part 2: Receiving Electronic Inventory Shipments

- (Not shown) The shipment that was received will have disappeared from the Receiving section of the EDIT SHIPMENTS screen. Click on CANCEL and the EDIT INVENTORY screen will appear.

- The new shipment has been added to facility’s inventory
- Click on CLOSE INVENTORY
Part 3: Add Inventory

- If you ordered your vaccine shipment through SDIIS as described in Part 2, STOP. You will not use Part 3.

- Use Part 3 steps to create an inventory item that is not ordered by your facility and processed by SDDOH through VTrckS (Part 2)
  - Non-VFC public stock (e.g. Flu POD)
  - Private vaccine stock

- When your vaccine order arrives, select the INVENTORY button on the left-hand side of the screen.

- The EDIT INVENTORY screen will appear.
- Verify that your clinic name is in the CHOOSE CLINIC field.
- Your current inventory is listed.
- Select the ADD INVENTORY button on the bottom of the EDIT INVENTORY screen.
- The ADD NEW INVENTORY screen will appear.
Part 3: Add Inventory

- **VACCINE** dropdown: choose name of vaccine item to add to inventory
- **SOURCE/VENDOR & FUNDING SOURCE**: choose best selections.
- **CURRENT VOLUME**: enter total doses received
- **DOSAGE VOLUME**: DO NOT change; must remain at 1.
- **MINIMUM VOLUME**: 0
- **ACTIVE & RECOMMEND** checkboxes – uncheck when lot usage is complete
- **NOTES**: add description
- Click NEXT
- The **SELECT LOTS** screen will appear
Part 3: Add Inventory

- **MANUFACTURER** dropdown: select name of manufacturer to simplify list to include only lot numbers associated with manufacturer
- Check the box next to the lot number that matches the lot number of the shipment received.
- Click **ASSOCIATE LOT(S)** button
- The **EDIT INVENTORY ITEM** screen will appear

- If lot number is not in the list, click **ADD NEW LOT** button and complete **ADD NEW LOT** screen (no slides included)
**Part 3: Add Inventory**

- Review information for accuracy
- Click **UPDATE** button
- The **EDIT INVENTORY** screen will appear
South Dakota Immunization Information System (SDIIS)

**Part 3: Add Inventory**

- Item has been added to inventory
- Click **CLOSE INVENTORY** button
- HAPPY VACCINATING!!!