South Dakota Immunization Information System (SDIIS)

• **Inventory Management**
  - SDIIS allows providers to maintain all vaccine inventories, public and private, within the system
  - Click **INVENTORY**
  - The **EDIT INVENTORY** screen will appear
South Dakota Immunization Information System (SDIIS)

**Inventory Management**

- Verify that your clinic name is in the Choose Clinic field.
- Click blue hyperlink of the vaccine you want to view.
- The EDIT INVENTORY ITEM screen will appear.
  - Source/Vendor – ex: private/state
  - Funding Source – ex: private/VFC/non-VFC
  - Current Volume – number of doses currently in inventory
  - Volume Administered – number of doses administered to patients
  - DOSAGE VOLUME MUST REMAIN SET TO 1
  - ACTIVE box – will uncheck when all doses have been administered or vaccine lot expires/spoils
**Inventory Management**

- **EDIT INVENTORY ITEM** screen
- See **SDIIS Training #4** for Receiving Vaccine Shipments or **SDIIS Training #6** for Receiving Vaccine Transfers for how to add vaccine shipments to your inventory.

- **Current Volume**
  - In Manual Entry – volume will automatically decrement each time a dose is given to a patient using **GIVE VACCINE** function but **NOT** when using **ADD HISTORY** function.
  - In HL7 Interface – volume will **NOT** automatically decrement each time a dose is given to a patient.
    - User must RECONCILE inventory. Click **RECONCILE** button.
    - HL7 interface reconciliation should be part of DAILY routine.
**Inventory Management**

- Reconciling Inventory Counts
  - Reconcile inventory to match SDIIS inventory count with physical count in storage units
  - For COVID-19 providers, recommend **DAILY** reconciliation
  - For VFC and other inventories, reconcile weekly or monthly as needed
  - Choose **TYPE** from dropdown (best definition)
    - For HL7 Interface – choose **Unaccountable (-)**
  - Enter Volume of doses reconciled
  - **NOTES**: enter description (reason) for reconciliation
    - For HL7 Interface – enter **HL7 Interface**
  - Click **UPDATE**
South Dakota Immunization Information System (SDIIS)

- **Inventory Management**
  - Reconciling Inventory Counts
    - The new note is displayed in the RECONCILIATION INFORMATION section
    - Various other examples of reconciliation included
    - The CURRENT VOLUME has increased/decreased by the amount reconciled
    - Click UPDATE

- The EDIT INVENTORY page will display with current volumes
South Dakota Immunization Information System (SDIIS)

• **Inventory Management**
  - Reconciling “BONUS DOSES”

  - Pfizer’s COVID-19 vaccine is known to include one or two “bonus doses” in their vial.
    - UPDATE: Pfizer COVID-19 vaccine vials are now listed as a 6-dose multidose vial.
  - Moderna vaccine is known to possibly include at least one “bonus dose”
    - 09/01/22 – UPDATE: Moderna and Pfizer booster doses are no longer pulled from the ancestral or primary vaccine. Use Bivalent Booster (BivB) vaccines.
  - Click **RECONCILE** to add Bonus Doses administered
  - Type in the number of Bonus Doses administered
  - Click **UPDATE**
  - The **CURRENT VOLUME** has increased by the amount reconciled
  - Click **UPDATE**
South Dakota Immunization Information System (SDIIS)

- **Inventory Management**
  - **Reconcile WASTAGE**
    - ALL COVID-19 vaccine providers must RECONCILE COVID-19 VACCINE WASTAGE in SDIIS
    - Recommend all other vaccine providers reconciling to maintain accurate counts
    - Click INVENTORY
    - The EDIT INVENTORY screen will appear
South Dakota Immunization Information System (SDIIS)

- **Inventory Management**
  - Verify that your clinic name is in the Choose Clinic field.
  - Click blue hyperlink of the vaccine you want to view.

The EDIT INVENTORY ITEM screen will appear:
  - Click RECONCILE button at bottom of screen
  - The ADD NEW RECONCILIATION ITEM screen will appear
South Dakota Immunization Information System (SDIIS)

• **Inventory Management**
  • **Reconcile WASTAGE**

- ADD NEW RECONCILIATION NOTE screen
- Date will autopopulate. Change if necessary to reflect the date of wastage.
- Select Wasted (-) from the dropdown list for any vaccine to be reported as wasted, spoiled, expired, etc.
  - COVID-19 vaccine, select Wasted (-)
  - Other vaccines, select best option
- VOLUME – enter total doses wasted
- NOTES – enter explanation for wastage
- Click UPDATE button.
- The EDIT INVENTORY ITEM screen will appear
• **Inventory Management**
  • **Reconcile WASTAGE**
  - The new note is displayed in the **RECONCILIATION INFORMATION** section
  - The **CURRENT VOLUME** has increased/decreased by the amount reconciled
  - Click **UPDATE**
  - The **EDIT INVENTORY** page will display with current volumes
South Dakota Immunization Information System (SDIIS)

- **Inventory Management**
  - Inventory Reports
    - On Home Page, Click **PRINT REPORTS**
    - A new window will open
South Dakota Immunization Information System (SDIIS)

• Inventory Management
  • Inventory Reports
    - SELECT REPORT screen
    - Click radio button for Doses Administered for counts of vaccines given in SDIIS. This count will include manually entered doses and doses entered via HL7 interface.
      - NOTE: The information in this report is not real-time. The report will be updated throughout the day.
    - Click GENERATE
    - The Generate Report screen will display.
South Dakota Immunization Information System (SDIIS)

• **Inventory Management**
  • **Inventory Reports**
  - Enter FROM DATE and TO DATE. Type in, or Click on Calendar link to open pop-up calendar
  - Your facility should display in the Clinic field
  - Vaccine field – select ALL or choose the single vaccine you wish to view (e.g. COVID-19 vaccine)
  - Choose other check boxes as desired (e.g. Lot #)
  - Check CLIENT TYPE to for tally of Priority Groups
  - Click SUBMIT
South Dakota Immunization Information System (SDIIS)

**Inventory Management**
- **Inventory Reports**
  - **DOSES ADMINISTERED REPORT**
    - Use Doses Administered report in conjunction with Clinic Inventory to help ascertain physical counts, especially useful with HL7 Interface
    - Priority groups listed at the bottom (no longer required for COVID-19 vaccination)
    - **NOTE:** Doses Administered Report may not show real-time data; may have some lag time before being fully updated. It will be updated throughout the day.
South Dakota Immunization Information System (SDIIS)

- **Inventory Management**
  - **Inventory Reports**
  - SELECT REPORT screen
  - Click radio button for **Clinic Inventory** to manually record physical inventory counts
  - Click **GENERATE**
  - The **Generate Report** screen will display.
South Dakota Immunization Information System (SDIIS)

- **Inventory Management**
  - **Inventory Reports**
    - Review expiration dates to ensure no lots have expired or to see which lots may be soon to expire.
    - **Volume** column displays the number of doses remaining in SDIIS inventory.
    - **Refrigerator Count** column displays boxes for the user to manually write the number of doses in the storage unit(s) – refrigerated and frozen vaccines are all included in same list.

### CLINIC INVENTORY

<table>
<thead>
<tr>
<th>VACCINE</th>
<th>FUNDING SOURCE</th>
<th>LOT #</th>
<th>EXPIRATION DATE</th>
<th>VOLUME</th>
<th>REFRIGERATOR COUNT</th>
<th>MANUFACTURER</th>
<th>VENDOR</th>
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<tbody>
<tr>
<td>DTaP</td>
<td>Non-VFC</td>
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<td>04/03/2022</td>
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<td>Merck</td>
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<td>Flu High Dose</td>
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<td>ZR979</td>
<td>03/28/2022</td>
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<td>Giało-Smith-Kline</td>
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<td>20</td>
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<tr>
<td>Zoster Shingh</td>
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<td>1621834</td>
<td>01/29/2022</td>
<td>10</td>
<td></td>
<td>Merck</td>
<td>Private</td>
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</tbody>
</table>