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
South Dakota Immunization Information System (SDIIS)

**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.
South Dakota Immunization Information System (SDIIS)

• **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”**

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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”
  - **10/20/21** – **UPDATE:** Moderna booster doses are half the dose (0.25 mL) of the recommended two-dose primary series (0.5 mL). See slides 11-14.

- 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**
- **Reconcile WASTAGE**
  - 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
**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**
  - Moderna booster doses

  - **CDC Statement:** 10/20/21 UPDATE
  - **Wastage and Inventory Reporting Guidance for Moderna Booster**
    - Moderna COVID-19 vaccine is available and in your inventory in two presentations: the Moderna 10-dose vials and Moderna 14-dose vials. These vials can be used to provide the half-dose booster of Moderna as authorized by FDA and ACIP. Reporting inventory and wastage will not be affected by the use of half-dose booster. To facilitate tracking, IIS should continue to manage inventory and wastage using whole doses.
    - **Inventory reporting:** IIS should continue to track inventory in whole doses and report only unopened vials of vaccine. Do not count opened/punctured product.
    - **Wastage reporting:** Wastage should be reported only as whole doses. Each dose administered, whether it is a half dose or a full dose, counts against the total possible wastage of 10 doses (for 10-dose vial) or 14 doses (for 14-dose vial). Once 10 or 14 administrations occur *in any combination of dose sizes*, no wastage should be reported. For a Moderna-14 vial: wastage should only be reported up to 14 doses; do not report wastage over 14 doses even though *you can administer up to 20 booster doses from one vial*.

  - Example: In a given day, a clinic administered 1 primary dose and 5 booster doses (half doses) from a Moderna 14-dose vial. The clinic should report as follows:
    - 6 people vaccinated (1 primary dose and 5 booster doses)
    - 8 doses wasted (14 doses available in the vial minus 6 administered doses)
South Dakota Immunization Information System (SDIIS)

- **Inventory Management**
  - Moderna booster doses
    - Documenting Moderna booster doses
      - **UPDATE:** Moderna booster doses are half the dose (0.25 mL) of the recommended two-dose primary series (0.5 mL).
      - One vial of Moderna vaccine can now provide at least 14 primary series doses up to 20 booster doses, i.e., you may only enter the vial 20 times.
      - **DOSAGE VOLUME** must remain at 1
    - **DOCUMENT IN SDIIS THE SAME AS A PRIMARY DOSE.**
      - Manual Entry – Dosage Volume remains at 1
      - HL7 interface – Dosage Volume is not entered
South Dakota Immunization Information System (SDIIS)

- **Inventory Management**
  - Moderna booster doses

- Reconciling Moderna booster doses
  - Bonus Doses (+): # doses more than 10 or 14 (max full doses)
  - Wasted (-): # doses fewer than 10 or 14 (max full doses)

- **IF YOU ADMINISTER MORE THAN 10 or 14 DOSES FROM A VIAL:**
  - Click RECONCILE to add Bonus Doses (+) administered
  - Type in the number of Bonus Doses (over 10 or 14) administered – (you may only enter the vial 20 times)
  - Enter reason for Bonus Doses in NOTES: e.g. Booster doses
  - Uncheck ACTIVE box if no more doses. Click UPDATE

- **IF YOU ADMINISTER FEWER THAN 10 or 14 DOSES PER VIAL:**
  - **Still MUST** report Wasted (-) doses if fewer than maximum full doses given from a vial.
South Dakota Immunization Information System (SDIIS)

- **Inventory Management**
  - **MODERNA 14 Wastage Table**

This table may be of assistance for providers when considering how many doses to report as wastage. We anticipate most booster doses will be extracted from Moderna 14 vials. The following table is provided to assist you with determining the amount of waste that may be reported in a vial of Moderna 14. The number of full doses administered (primary series) is listed on the horizontal axis. The number of booster doses is listed on the vertical axis. Identify the appropriate line for each type of doses administered from a single vial. The intersection of those lines represents the number of doses wasted. If your intersection lands within the green field, no wastage occurred and no reporting is necessary. When administering vaccines, do not forget to track which type of dose (primary or booster) was extracted from each vial.

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*Green Area = No Waste Reported*
South Dakota Immunization Information System (SDIIS)

- **Inventory Management**
  - **Inventory Reports**
  - On Home Page, Click **PRINT REPORTS**
  - A new window will open
• **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)

#### Generate Report

You can generate a report based on a combination of any criteria below.

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<tr>
<th>Criteria</th>
<th>Value</th>
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<tbody>
<tr>
<td>FROM DATE</td>
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<tr>
<td>TO DATE</td>
<td>12/17/2020</td>
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<tr>
<td>CLINIC</td>
<td><a href="#">Calendar</a></td>
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<td>VACCINE</td>
<td>COVID-19-PFI</td>
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<td>VACCINE (Lot #)</td>
<td>[ ]</td>
</tr>
<tr>
<td>CLIENT TYPE</td>
<td>[ ]</td>
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</tbody>
</table>

- **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.

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Generated December 17, 2020
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.
• **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