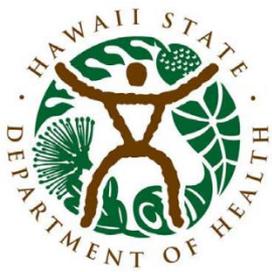


VFC Influenza Prebook in the Hawaii Immunization Registry (HIR)

Department of Health Immunization Branch
Vaccine Supply and Distribution Section
July 25, 2017



Training Agenda



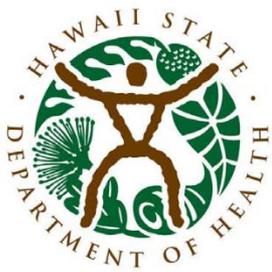
Today's training session will be divided into two parts:

- Programmatic
 - VFC enrollment/educational requirements
 - Overview of VFC influenza order/fulfillment process
- Technical
 - Using HIR to record and submit a VFC influenza vaccine prebook request.



VFC Orders - Required Elements

- Current VFC and HIR enrollment status
 - Annual re-enrollment is required for both the VFC program and HIR.
- Completion of annual VFC Educational Requirement
 - VFC Educational Requirement consists of either:
 - Completion of VFC Compliance Site Visit within the last year
 - Completion of both CDC "You Call the Shots" training modules within the last year:
 - Vaccines for Children Program
 - Vaccine Storage and Handling
- Evidence that the provider has submitted Vaccine Administration Visit Records (VAVRs) or submitted vaccine administration data to HIR within the past 6 months



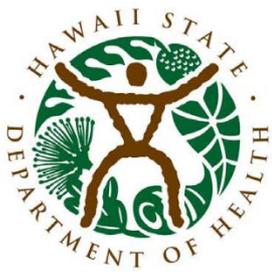
VFC Influenza Vaccine Order Fulfillment

- Influenza vaccines differ from all other VFC-supplied vaccines in that initial supplies are often limited.
- CDC releases influenza vaccines to the State in “allotments” or waves.
- If initial CDC allotments are not sufficient to fill provider prebook requests in their entirety, the Hawaii VFC program will fulfill partial orders.
- It may require several vaccine shipments to fulfill a provider’s entire VFC influenza prebook request.



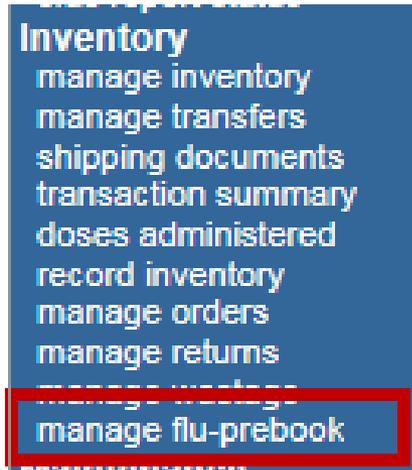
Determining Flu Prebook Order Amounts

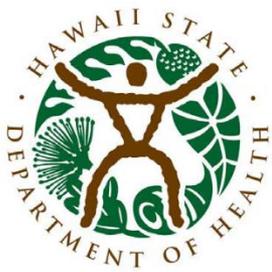
- Providers must place orders for the **FULL** amount of VFC inactivated influenza vaccines required by your practice for the entire influenza season.
- The following **inactivated, quadrivalent** influenza vaccines (IIV4) will be distributed by the Hawaii VFC program:
 - Fluzone-Quad, 0.25 mL pre-filled syringes
 - Indicated for children 6-35 months of age only
 - Fluzone-Quad, 5 mL multi-dose vial
 - Indicated for children 6 months-18 years of age



HIR Demonstration - Flu Prebook Functionality

- After you have logged-in to your organization, click on the “manage flu prebook” menu option on the left side of the screen:





HIR “Manage Flu Prebooking Requests” Screen

- Verify your delivery/contact information and delivery days and times.
- If corrections must be made to your organization’s delivery days and time, click on the “Edit Delivery Days/Hours” button and make corrections.
- If corrections are needed to provider contact information, please call the Hawaii VFC program at (808) 586-8300 or 1-800-933-4832 (toll-free).

HIR
Hawaii
Immunization
Registry

Production Region 11.4.0
.....

Patients
manage patient
enter new patient

Immunizations
manage immunizations

Reports
reminder / recall
check reminder status
cocasa extract
check request status
vfc report
group patients
check group status

home manage access/account forms related links logout help desk training

organization IR Physicians • user Heather Winfield-Smith • role Provider Level II

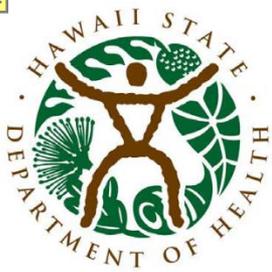
Manage Flu Prebooking Requests

Provider Name : IR Physicians
Provider Pin : 321000
Delivery Contact : Influenza Order
DeliveryAddress : 1250 Punchbowl St.
HONOLULU, HI 96813
Telephone# : 808-586-8300
Fax# : 808-586-8312
Email : hawaiiivfc@doh.hawaii.gov
Special Instructions : Closed on State Holidays

Create Flu Prebook Request
Edit Delivery Days/Hours
Fulfillment Report

Delivery Days and Times

Monday	08:00 AM - 12:00 PM	02:00 PM - 04:00 PM
Tuesday	08:00 AM - 12:00 PM	02:00 PM - 04:00 PM
Wednesday	08:00 AM - 12:00 PM	
Thursday	08:00 AM - 12:00 PM	02:00 PM - 04:00 PM
Friday	08:00 AM - 12:00 PM	02:00 PM - 04:00 PM
Saturday		
Sunday		



Creating a VFC Flu Prebook Request

- To create your VFC flu prebook request, click on the “Create Flu Prebook Request” button:

The screenshot shows the HIR Hawaii Immunization Registry interface. The top navigation bar includes links for home, manage access/account, forms, related links, logout, help desk, training, and a lightbulb icon. Below the navigation bar, the user's organization is listed as IR Physicians, the user as Heather Winfield-Smith, and the role as Provider Level II.

The main content area is titled "Manage Flu Prebooking Requests" and displays the following information:

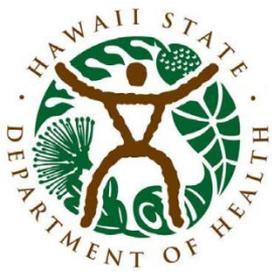
- Provider Name : IR Physicians
- Provider Pin : 321000
- Delivery Contact : Influenza Order
- DeliveryAddress : 1250 Punchbowl St. HONOLULU, HI 96813
- Telephone# : 808-586-8300
- Fax# : 808-586-8312
- Email : hawaiiivfc@doh.hawaii.gov
- Special Instructions : Closed on State Holidays

On the right side of the page, there are three buttons: "Create Flu Prebook Request" (highlighted with a red box), "Edit Delivery Days/Hours", and "Fulfillment Report".

Below the main information, there is a table for "Delivery Days and Times":

Day	08:00 AM - 12:00 PM	02:00 PM - 04:00 PM
Monday	08:00 AM - 12:00 PM	02:00 PM - 04:00 PM
Tuesday	08:00 AM - 12:00 PM	02:00 PM - 04:00 PM
Wednesday	08:00 AM - 12:00 PM	
Thursday	08:00 AM - 12:00 PM	02:00 PM - 04:00 PM
Friday	08:00 AM - 12:00 PM	02:00 PM - 04:00 PM
Saturday		
Sunday		

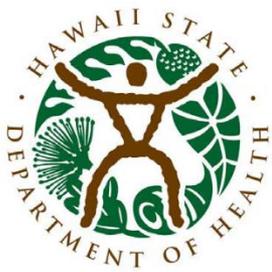
The left sidebar contains the HIR logo and a list of navigation options: Production Region 11.4.0, Patients (manage patient, enter new patient), Immunizations (manage immunizations), and Reports (reminder / recall, check reminder status, cocasa extract, check request status, vfc report, group patients, check group status).



HIR Create Prebooking Requests Screen

In the "Create Prebooking Requests" screen, enter the number of doses your organization is requesting for the ENTIRE influenza season. Please be mindful of the different influenza vaccine presentations (e.g., multi-dose vials and 0.25 mL prefilled syringes).

Enter New Prebooking Requests										
# Doses	Vaccine	Trade Name	Packaging	NDC	Manufacturer	Doses Per Package	Doses Ordered	Doses Administered	Doses Returned	Doses Wasted
<input type="text"/>	influenza, injectable, quad	Fluzone IIV4	2017-18 IIV4 Fluzone Quadrivalent Multidose Vial	49281-0627-15	Sanofi Pasteur Inc. (Connaught and Pasteur Merieux)	10	0	0	0	0
<input type="text"/>	influenza, seasonal, IIV4, inj, pf, ped	Fluzone IIV4 P-free Peds	2017-18 Fluzone IIV4 preservative free 0.25 mL 10 pack - 1 dose syringe	49281-0517-25	Sanofi Pasteur Inc. (Connaught and Pasteur Merieux)	10	0	0	0	0



HIR Create Prebooking Requests Screen, continued

After you have entered the dose information, select the "Submit Request" button to submit your request to the Hawaii VFC program.

HIR
Hawaii
Immunization
Registry

Production Region 11.4.0

Patients

manage patient
enter new patient

Immunizations

manage immunizations

Reports

reminder / recall
check reminder status
cocasa extract
check request status
vfc report
group patients
check group status
assessment report
check assessment
benchmark report
check benchmark
manage custom letters
ad hoc list report
ad hoc count report
ad hoc report status
sfas provider report
sfas report status

Inventory

manage inventory
manage transfers
shipping documents
transaction summary
doses administered
record inventory
manage orders
manage returns
manage wastage
manage flu-prebook

Maintenance

manage schools

home
manage access/account
forms
related links
logout
help desk
training
⚡

organization IR Physicians • user Heather Winfield-Smith • role Provider Level II

Create Prebooking Requests

Provider Name : IR Physicians

Provider Pin : 321000

Delivery Contact : Influenza Order

DeliveryAddress : 1250 Punchbowl St.
HONOLULU HI 96813

Telephone# : 808-586-8300

Fax# : 808-586-8312

Email : hawaiiwfc@doh.hawaii.gov

Special Instructions :

Special comments for Order
Enter Text 150 Character Max.

Initiating User : Heather Winfield-Smith

Request Date : 07/14/2017

Submit Request

Fulfillment Report

Cancel

Prebooking Window :

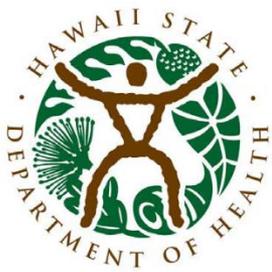
2017-18 VFC Influenza Prebook Window - Active
▼

If your prebooking request is not submitted by the FLU Prebooking end date there is no guarantee that there will be FLU vaccine available for your clinic.

Note : Depending on availability of vaccine you may receive another presentation that is available. We will try our best to send you what you request. Please remember that vaccine is shipped as it becomes available from the CDC.

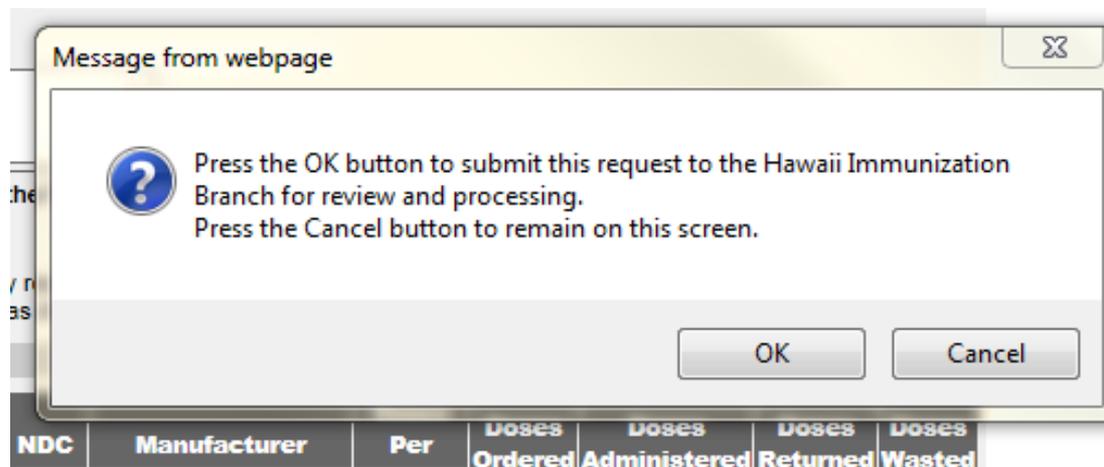
Enter New Prebooking Requests

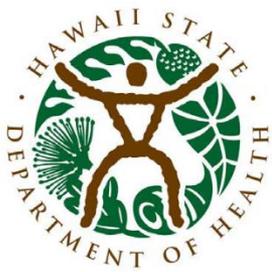
# Doses	Vaccine	Trade Name	Packaging	NDC	Manufacturer	Doses Per Package	Doses Ordered	Doses Administered	Doses Returned	Doses Wasted
300	Influenza, injectable, quad	Fluzone IIV4	2017-18 IIV4 Fluzone Quadivalent D627-Multidose Vial	49281-15	Sanofi Pasteur Inc. (Connaught and Pasteur Merieux)	10	0	0	0	0
100	influenza, seasonal, IIV4, inj, pf, ped	Fluzone IIV4 P-free Peds	2017-18 Fluzone IIV4 preservative free 0.25 mL 10 pack - 1 dose syringe	49281-25	Sanofi Pasteur Inc. (Connaught and Pasteur Merieux)	10	0	0	0	0



HIR Create Prebooking Requests Screen, continued

- After clicking on "Submit Request" you will see a pop-up message. To submit the prebook request, click "OK." To return to the "Create Prebook Requests" screen, click "Cancel."





“Manage Flu Prebooking Requests” screen

- Once the prebook request is submitted you will return to the “Manage Flu Prebooking Requests” screen. Your prebook order will display in “Pending” status.
- While in “Pending” status, your prebook request dose amounts will remain editable.
- Click on the blue status hyperlink to review/edit your request.

HIR
 Hawaii
 Immunization
 Registry

Production Region 11.4.0

Patients
 manage patient
 enter new patient
Immunizations
 manage immunizations
Reports
 reminder / recall
 check reminder status
 cocasa extract
 check request status
 vfc report
 group patients
 check group status
 assessment report
 check assessment
 benchmark report
 check benchmark
 manage custom letters
 ad hoc list report

home
manage access/account
forms
related links
logout
help desk
training

organization IR Physicians • user Heather Winfield-Smith • role Provider Level II

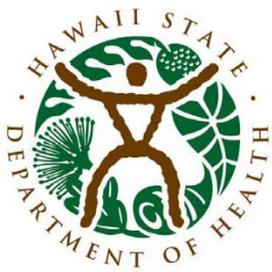
Manage Flu Prebooking Requests

Provider Name : IR Physicians [Create Flu Prebook Request](#)
Provider Pin : 321000 [Edit Delivery Days/Hours](#)
Delivery Contact : Influenza Order [Fulfillment Report](#)
DeliveryAddress : 1250 Punchbowl St.
HONOLULU, HI 96813
Telephone# : 808-586-8300
Fax# : 808-586-8312
Email : hawaiiivfc@doh.hawaii.gov
Special Instructions : Closed on State Holidays

Delivery Days and Times			
Monday	08:00 AM - 12:00 PM	02:00 PM - 04:00 PM	
Tuesday	08:00 AM - 12:00 PM	02:00 PM - 04:00 PM	
Wednesday	08:00 AM - 12:00 PM		
Thursday	08:00 AM - 12:00 PM	02:00 PM - 04:00 PM	
Friday	08:00 AM - 12:00 PM	02:00 PM - 04:00 PM	
Saturday			
Sunday			

Flu Prebooking Request List

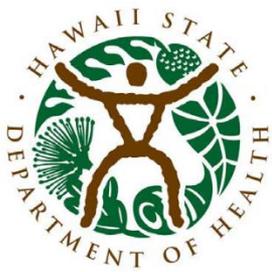
User	Submit Date	Prebooking Window	Request ID	Status
Heather Winfield-Smith	07/14/2017	2017-18 VFC Influenza Prebook Window - Active	21	PENDING



“Modify Prebooking Requests” Screen

- By clicking on the “Pending” status hyperlink, you will be taken to the “Modify Prebooking Requests” screen.
- To change the number of doses requested, enter the new amount and click on the “Update Request” button.
- To cancel/delete your prebook request, click on the “Cancel Request” button.
- If no changes are needed, click on the “Cancel” button to return to the “Manage Flu Prebooking Requests” screen.

A screenshot of the HIR (Hawaii Immunization Registry) web application. The page title is "Modify Prebooking Requests" and the Request ID is 21. The user is Heather Winfield-Smith, a Provider Level II. The screen displays details for a prebooking request, including Provider Name (IR Physicians), Provider Pin (321000), Delivery Contact (Influenza Order), and Delivery Address (1250 Punchbowl St, HONOLULU HI 96813). There are three buttons on the right: "Update Request", "Cancel Request", and "Cancel". Three red callout boxes with arrows point to these buttons: "Save changes to prebook request" points to "Update Request", "Cancel prebook request" points to "Cancel Request", and "Return to 'Manage' screen" points to "Cancel". The left sidebar contains navigation links for Patients, Immunizations, and Reports. The top navigation bar includes links for home, manage access/account, forms, related links, logout, help desk, and training.



“Approved” Status

- The Hawaii VFC program will review your request and indicate the total number of doses that have been approved for the influenza season.
- Click on the “Approved” status hyperlink to view your “approved” amounts.

HIR
Hawaii
Immunization
Registry

Production Region 11.4.0

Patients
manage patient
enter new patient

Immunizations
manage immunizations

Reports
reminder / recall
check reminder status
cocasa extract
check request status
vfc report
group patients
check group status
assessment report
check assessment
benchmark report
check benchmark

home manage access/account forms related links logout help desk training

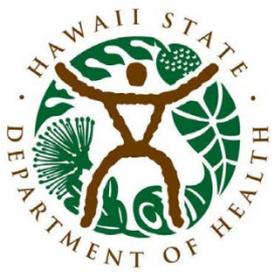
organization IR Physicians • user Heather Winfield-Smith • role Provider Level II

View Flu Prebook Request Request ID : 21

Request Status : APPROVED Provider Name : IR Physicians
Request Date : 07/14/2017 Provider Pin : 321000
Special Comments : User : Heather Winfield-Smith
Prebooking Window : 2017-18 VFC Influenza Prebook Window

Order List

Order Item 1										
Pre-Booked	Received	Approved	Ordered	Vaccine	Trade Name	Packaging	NDC	Manufacturer	Adult/Peds	Doses Per Package
300	0	300	0	Influenza, injectable, quad	Fluzone IIV4	2017-18 IIV4 Fluzone Quadrivalent Multidose Vial	49281-0627-15	Sanofi Pasteur Inc. (Connaught and Pasteur Merieux)	PED	10



Influenza Vaccine Order Fulfillment

- Providers may initially receive only partial fulfillments of their original requests.
- To check the amount to be received, view the prebook request and look at the "Ordered" column.
- Note that the "Ordered" figure will represent the running total of influenza vaccines shipped to fill the "open" prebook request.

View Flu Prebook Request Request ID : 141

Request Status : FULFILLED Provider Name : 5 Star Pediatrics (hws test org)

Request Date : 04/05/2017 Provider Pin : 999999

Special Comments : User : Heather Winfield-Smith

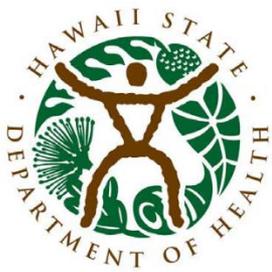
Prebooking Window : 2017-18 SFAS Influenza Prebook

Order List

Order Item 1

Pre-Booked	Received	Approved	Ordered	Vaccine	Trade Name	Packaging	NDC	Manufacturer	Adult/Peds	Doses Per Package
1200	0	1200	1000	Influenza, injectable, Fluzone IIV4 quad		2017-18 Fluzone-Quad IIV4 5 mL multi-dose vial	49281-0627-15	Sanofi Pasteur Inc. (Connaught and Pasteur Merieux)	PED	10

Funding Code VFC State Purchase Order

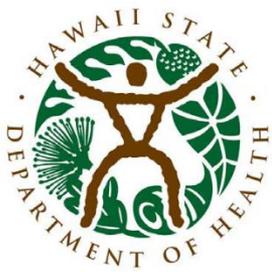


“Manage Transfers”

- When receiving VFC influenza vaccine shipments, be sure to use the “manage transfer” menu option or your dashboard links to accept influenza vaccines into your HIR inventory.
 - Same process as regular VFC vaccine order shipment receipt:

Inventory
manage inventory
manage transfers
shipping documents
transaction summary
doses administered
record inventory
manage orders
manage returns
manage wastage
manage flu-prebook
Maintenance
manage schools

Provider Dashboard		
Action Items		
Vaccine Ordering Status:	Active	
Frozen Storage Certified:	Yes	
Item	Status	Action
Order 0028 Order Date:07/07/2017	FULFILLED	Accept Order Transfer
Order 0027 Order Date:07/05/2017	FULFILLED	Accept Order Transfer
Order 0025 Order Date:05/09/2017	FULFILLED	Accept Order Transfer
Inventory has expired VFC vaccine		Submit Return



“Manage Transfers”

- After the influenza vaccine transfer is accepted into your inventory, the “Received” field in the influenza prebook request will populate:

View Flu Prebook Request Request ID : 141

Request Status : FULFILLED Provider Name : 5 Star Pediatrics (hws test org) Cancel

Request Date : 04/05/2017 Provider Pin : 999999 Print Request

Special Comments : User : Heather Winfield-Smith

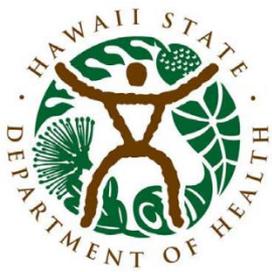
Prebooking Window : 2017-18 SFAS Influenza Prebook

Order List

Order Item 1

Pre-Booked	Received	Approved	Ordered	Vaccine	Trade Name	Packaging	NDC	Manufacturer	Adult/Peds	Doses Per Package
1200	1000	1200	1000	Influenza, injectable, quad	Fluzone IIV4	2017-18 Fluzone-Quad IIV4 5 mL multi-dose vial	49281-0627-15	Sanofi Pasteur Inc. (Connaught and Pasteur Merieux)	PED	10

Funding Code VFC State Purchase Order



Fulfillment Report

- To view a summary report of influenza prebook activity, click on the “Fulfillment Report” button on the “Manage Flu Prebooking Requests” screen:

Manage Flu Prebooking Requests

Provider Name : 5 Star Pediatrics (hws test org)

Provider Pin : 999999

Delivery Contact : Heather Winfield-Smith

DeliveryAddress : 1250 Punchbowl St.
HONOLULU, HI 96813

Telephone# : 808-586-8348

Fax# :

Email : h.winfield-smith@doh.hawaii.gov

Special Instructions :

Create Flu Prebook Request

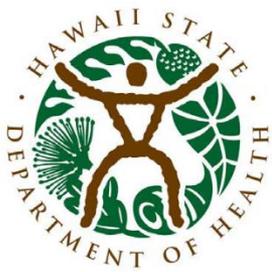
Edit Delivery Days/Hours

Fulfillment Report

Delivery Days and Times

Monday	08:00 AM - 03:00 PM
Tuesday	08:00 AM - 03:00 PM
Wednesday	08:00 AM - 12:00 PM
Thursday	08:00 AM - 03:00 PM
Friday	08:00 AM - 12:00 PM
Saturday	
Sunday	

Flu Prebooking Request List



Fulfillment Report, Cont.

- The report will display the number of doses requested, approved, ordered, received, administered, returned, and wasted for the entire season.
- Note that providers will be able to produce this report for each subsequent influenza season so year-to-year comparisons may be made in the future.

Fulfillment Report								
Provider Name : 5 Star Pediatrics (hws test org)						Print		
Provider Pin : 999999						Cancel		
Prebooking Window : 2017-18 SFAS Influenza Prebook Active ▼								
NDC 49281-0627-15								
Request Date	Packaging	Requested	Approved	Ordered	Received	Administered	Returned	Wasted
04/05/2017	2017-18 Fluzone-Quad IIV4 5 mL multi-dose vial	1200	1000	1000	1000	0	0	0
Total		1200	1000	1000	1000	0	0	0



Note on Additional Orders

- The Hawaii VFC program will be managing influenza vaccine orders exclusively through the HIR “manage flu prebook” functionality.
- If you receive your entire prebooked amount and find that you need to place an additional order for flu vaccine, please place another prebook order.



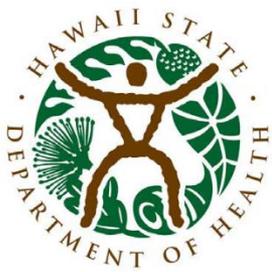
Note on Timing

Pending evaluation of the current HIR VFC influenza prebook functionality, we may choose to shift the prebook period to occur earlier in the year (e.g., Winter/Spring rather than Summer) to better inform State vaccine purchasing projections.



Questions?

We'll take some time now to answer a few questions related to the information that we just covered.



Contact Information

Department of Health Immunization Branch
Vaccine Supply and Distribution Section
Hawaii Vaccines For Children Program

Tel: (808) 586-8300

Toll-Free Tel: 1-800-933-4832

Email: hawaiiivfc@doh.hawaii.gov