

Flu Allocation in VAOS

Last Updated: 8/28/2024



TEXAS
Health and Human
Services

Texas Department of State
Health Services

Overview

Purpose

- The Flu Allocation job aid provides step-by-step instructions for Texas Vaccines for Children (TVFC) providers to accept weekly flu allocations sent to their facility on the Vaccine Ordering and Allocation System (VAOS).

Audience

- TVFC providers who access VAOS.



VAOS Tips & Tricks

Keep in mind...



VAOS works best with **Chrome** as your browser.



Please **check your Spam** folder for emails from noreply@salesforce.com as needed. You may also receive emails from CDCCustomerService@McKesson.com.

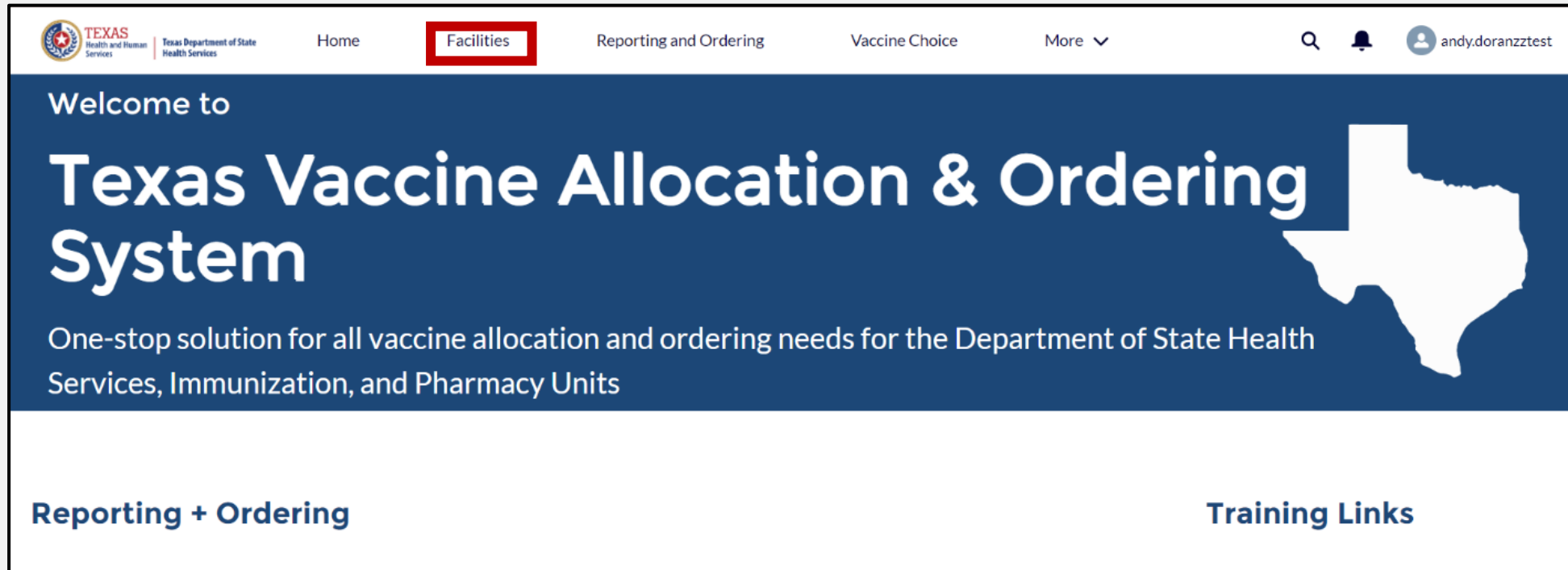
If possible, flag these addresses as safe-senders to avoid emails being sent to Spam.



Regardless of the number of facilities you are associated with, you will have **one set of login credentials**.

Step 1: Facilities

1. After receiving the notification that you have been allocated vaccine, log into VAOS and click **Facilities**.



The screenshot shows the VAOS website interface. At the top left is the Texas Department of State Health Services logo. The navigation menu includes 'Home', 'Facilities' (highlighted with a red box), 'Reporting and Ordering', 'Vaccine Choice', and 'More'. On the right, there are search, notification, and user profile icons for 'andy.doranzztest'. The main banner features the text 'Welcome to Texas Vaccine Allocation & Ordering System' with a white outline of Texas. Below the banner, it states 'One-stop solution for all vaccine allocation and ordering needs for the Department of State Health Services, Immunization, and Pharmacy Units'. At the bottom, there are two buttons: 'Reporting + Ordering' and 'Training Links'.

Step 2: Account Page

2. On the Accounts page, select **All Accounts** from the drop-down menu and click on the facility under Account Name for which you want to accept an allocation.

The screenshot displays the Texas Vaccine Allocation & Ordering System interface. The header includes the Texas Department of State Health Services logo and navigation links: Home, Facilities, Reporting and Ordering, Vaccine Choice, and More. A search bar and user profile (andy.dora) are also visible.

The main content area features a welcome message: "Welcome to Texas Vaccine Allocation & Ordering System. One-stop solution for all vaccine allocation and ordering needs for the Department of State Health Services, Immunization, and Pharmacy Units."

Below the welcome message, there is a section for "Accounts" with a dropdown menu set to "All Accounts". The table below shows one account:

Created Date ↑	Account Name	Billing Sta...	Phone	Type	Owner Fir...	Owner La...	Provider ...	Account Record Type
3/2/2022, 10:18 AM	ZZ TEST Data Purge				Andy	Doran	123456	Vaccine Ordering

Step 3: Vaccine Allocations

3. When an allocation is assigned to your facility, you will see a new record in the Vaccine Allocations box. Click **View All** on the Vaccine Allocation box to see all Vaccine Allocations.

Grantee Code
TXA

Update Business Hours
Y

Special Project Provider
2

Create Facility Indicator

Organization Type

Transaction ID

User ID

Type

TVFC Population 2-6

Vaccine Allocations (6+)			
Allocati...	Event	Vaccine N...	Status
VA-4402...	IV-2956 P...	Fluarix Quad PFS; Adu; 2023-2024	Created
VA-4343...	IV-2956 P...	Fluarix Quad PFS; Adu; 2023-2024	Created
VA-4349...	IV-2956 P...	Fluarix Quad PFS; Adu; 2023-2024	Created
VA-4402...	IV-2956 P...	*Fluarix Quad PFS; Ped; 2023-2024	Rejected
VA-4402...	FLU TEST ...		Expired
VA-4402...	FLU TEST ...		Expired

[View All](#)

Step 4: Locating Allocation



- 4. From the Vaccine Allocations list, click on the Vaccine Allocation you want to acknowledge. This will take you to the Vaccine Allocations detail page, where you can complete acknowledgment.

Accounts > ZZ TEST Data Purge
Vaccine Allocations
50+ items • Sorted by Event • Updated a few seconds ago

	Allocati... ▾	Event ↓ ▾	Vaccine Name ▾	Status ▾	All... ▾	All... ▾	Tot... ▾	Created Date ▾
1	VA-440285	IV-2956 PDV Adult	Fluarix Quad PFS; Adu; 2023-2024	Created			10	6/22/2023, 3:08 PM
2	VA-434367	IV-2956 PDV	Fluarix Quad PFS; Adu; 2023-2024	Created			100	6/9/2023, 8:14 AM
3	VA-434996	IV-2956 PDV	Fluarix Quad PFS; Adu; 2023-2024	Created			100	6/9/2023, 12:54 PM

Step 5: Acknowledge Allocation

5. On the Vaccine Allocations details page, click **Accept** to accept this allocation of vaccines or click **Reject All** if you are not accepting this allocation. Please note the **Due Date** by which you need to complete the allocation acknowledgment steps.

 Vaccine Allocation VA-440287	<input type="button" value="Accept"/> <input type="button" value="Reject All"/>	
Allocation Number VA-440287	Status Expired	 Vaccine Shipments (0)
Allocation Group WK1 FLU TEST Group	Due Date 6/23/2023, 12:00 PM	
Event FLU TEST EVENT	Total Amount Requested 1,000	
Pre-booking Request 00431295	Formula Allocation Amount	
Vaccine	Total Amount Allocated 100	

Step 6: Acknowledge Allocation

- Once you click Accept All, a pop-up window appears. Enter the total amount of the allocation you would like to accept. Remember to enter a quantity in multiples of 10 to avoid entering a quantity out of pack size. The maximum amount you can accept is the **Total Amount Allocated**. Click **Save** to acknowledge the allocation.

Accept

Total Amount Requested	Total Amount Allocated
500	10
+ Total Amount Accepted	Status
<input type="text"/>	Created

Step 7: Allocation Status

7. The Vaccine Allocation details page will now show the allocation status as **Acknowledged** and will reflect the **Total Amount Accepted**. You have now completed the Allocation Acknowledgement process.

The screenshot displays the Vaccine Allocation details page for VA-88070. At the top, a progress bar shows the status as 'Acknowledged' (highlighted with a red box), followed by 'Sent to VTrckS', 'Shipped', 'Received', 'Rejected', 'Expired', and 'On Hold'. Below the progress bar, the allocation details are listed in two columns:

Field	Value
Allocation Number	VA-88070
Allocation Group	FLU TEST 2
Event	FLU Allocation Test 8/9/22
Pre-booking Request	
Vaccine	Fluzone Quad PFS 2022-2023
Vaccine Name	Fluzone Quad PFS 2022-2023
NDC	01233-1232-02
Facility	SQA Test Facility
Facility PIN	123124
Status	Acknowledged
Intimated Staff's Email	rae.plaza@dshs.texas.gov
Intimated Staff's Email 2	andy.doran@hhs.texas.gov
Due Date	08/25/2022, 12:00PM
Total Amount Requested	500
Formula Allocation Amount	
Total Amount Allocated	10
Total Amount Accepted	10
Request Date	8/18/2022

On the right side of the page, there is a button labeled 'Vaccine Shipments (0)'.

Expired Allocation

Once the allocation Due Date has passed, the allocation status will change to **Expired**, and no further action will be permitted on the allocation. In this case, you cannot accept the allocation and will need to wait for the next round of allocations to receive doses.

The screenshot displays a vaccine allocation system interface. At the top, a progress bar consists of seven green chevron icons followed by a blue chevron icon labeled "Expired", which is highlighted with a red box. Below the progress bar, the allocation details are shown for "Vaccine Allocation VA-88070". The details are organized into two columns. The left column lists: Allocation Number (VA-88070), Allocation Group (FLU TEST 2), Event (FLU Allocation Test 8/9/22), Pre-booking Request, Vaccine (Fluzone Quad PFS 2022-2023), Vaccine Name (Fluzone Quad PFS 2022-2023), NDC (01233-1232-02), Facility (SQA Test Facility), and Facility PIN (123124). The right column lists: Status (Expired), Intimated Staff's Email (rae.plaza@dshs.texas.gov), Intimated Staff's Email 2 (andy.doran@hhs.texas.gov), Due Date (08/28/2022, 12:00PM, highlighted with a red box), Total Amount Requested (500), Formula Allocation Amount, Total Amount Allocated (10), Total Amount Accepted (10), and Request Date (8/18/2022). On the right side of the interface, there is a button labeled "Vaccine Shipments (0)".

Allocation Number	VA-88070	Status	Expired
Allocation Group	FLU TEST 2	Intimated Staff's Email	rae.plaza@dshs.texas.gov
Event	FLU Allocation Test 8/9/22	Intimated Staff's Email 2	andy.doran@hhs.texas.gov
Pre-booking Request		Due Date	08/28/2022, 12:00PM
Vaccine	Fluzone Quad PFS 2022-2023	Total Amount Requested	500
Vaccine Name	Fluzone Quad PFS 2022-2023	Formula Allocation Amount	
NDC	01233-1232-02	Total Amount Allocated	10
Facility	SQA Test Facility	Total Amount Accepted	10
Facility PIN	123124	Request Date	8/18/2022