Vaccine Allocation and Ordering System (VAOS) - Reporting and Ordering Module

Texas Vaccines for Children (TVFC) and Adult Safety Net (ASN)
Last Updated: October 19th, 2023

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Overview

Purpose

- The Reporting and Ordering job aid provides step-by-step instructions for TVFC/ASN program providers to complete required reporting and submit vaccine requests in the Vaccine Ordering and Allocation System (VAOS).

- The job aid includes relevant checklists and prerequisite ordering instructions.

Audience

- TVFC and ASN 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.

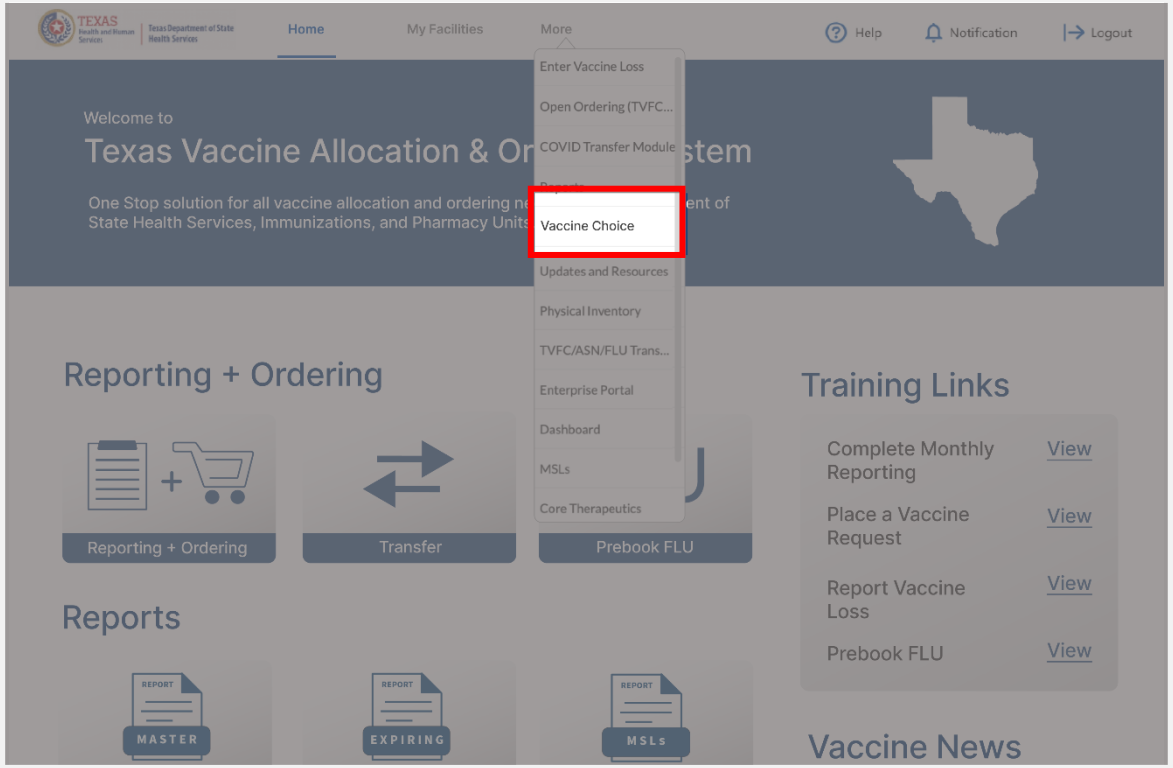
Regardless of the number of facilities you are associated with, you will have **one set of login credentials**.

TVFC and ASN Providers:

Update Vaccine Choice

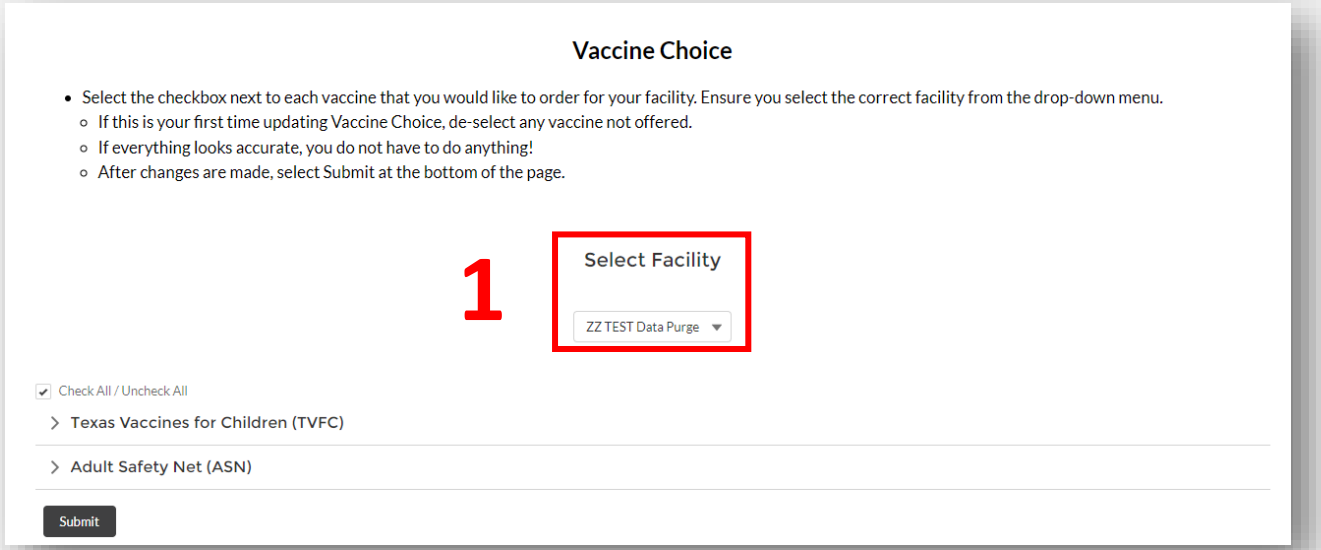
Update Vaccine Choice

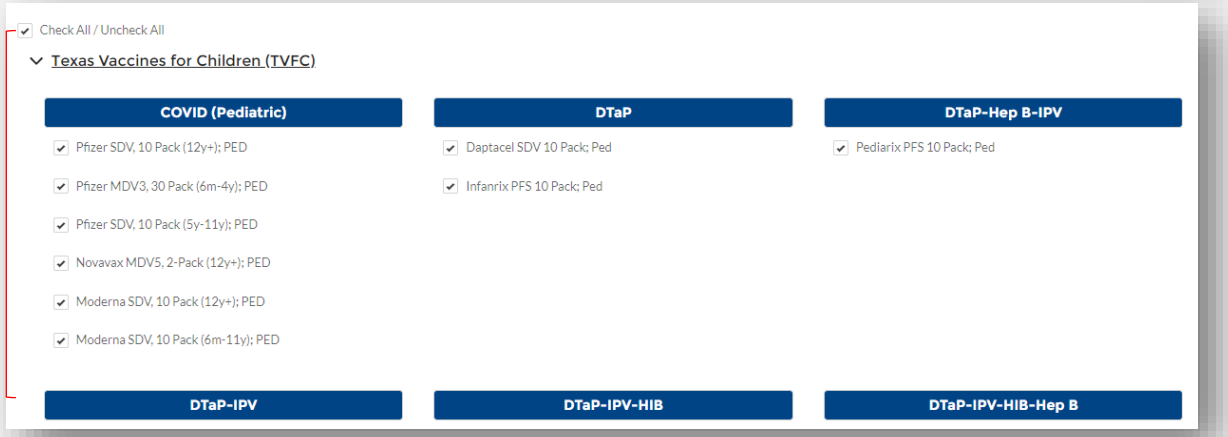
If you are a new TVFC/ASN provider, or you have not reviewed your vaccine selections recently, update your vaccine choice before reporting and ordering. On the VAOS Provider Portal, select **Vaccine Choice** from the **More** menu.

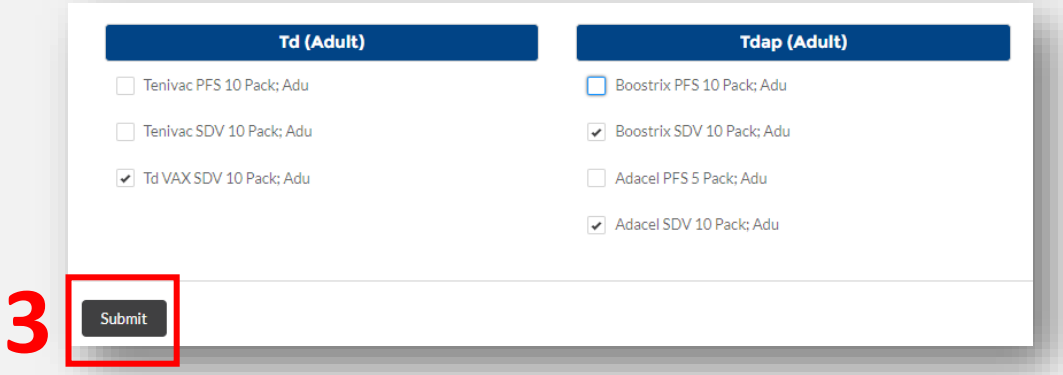


Update Vaccine Choice

1. Select your facility from the drop-down menu.
2. Each program you are enrolled in will populate on the screen. Expand each list and select or un-select the presentations you wish to view on your order screen.
3. After making all changes, click Submit.







TVFC and ASN Providers:

Reporting and Ordering Steps in VAOS

TVFC/ASN Reporting and Ordering Checklist

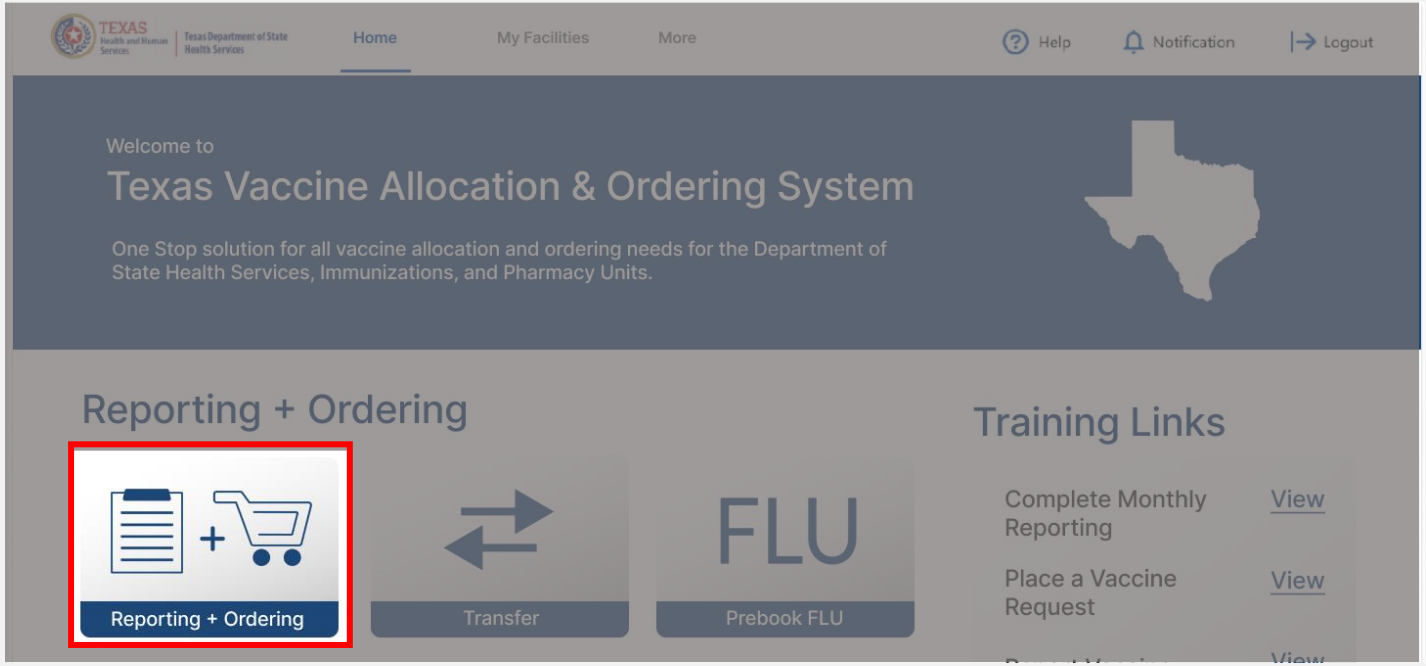
Preparing to Request an Order

Have this information ready before beginning the reporting and ordering module.

Reporting Checklist:
❑ Upload Current Temperature Log (C-105)
❑ Confirm Receipt of Vaccine Shipments (if needed)
❑ Enter Doses Administered up to the Current Date
❑ Enter Vaccine Loss (if needed)
❑ Complete Transfer Requests (if needed)
❑ Reconcile Physical Inventory

Navigate to the VAOS Provider Portal

Log into VAOS from the HHS Enterprise Portal and navigate to the **Reporting and Ordering** tile.

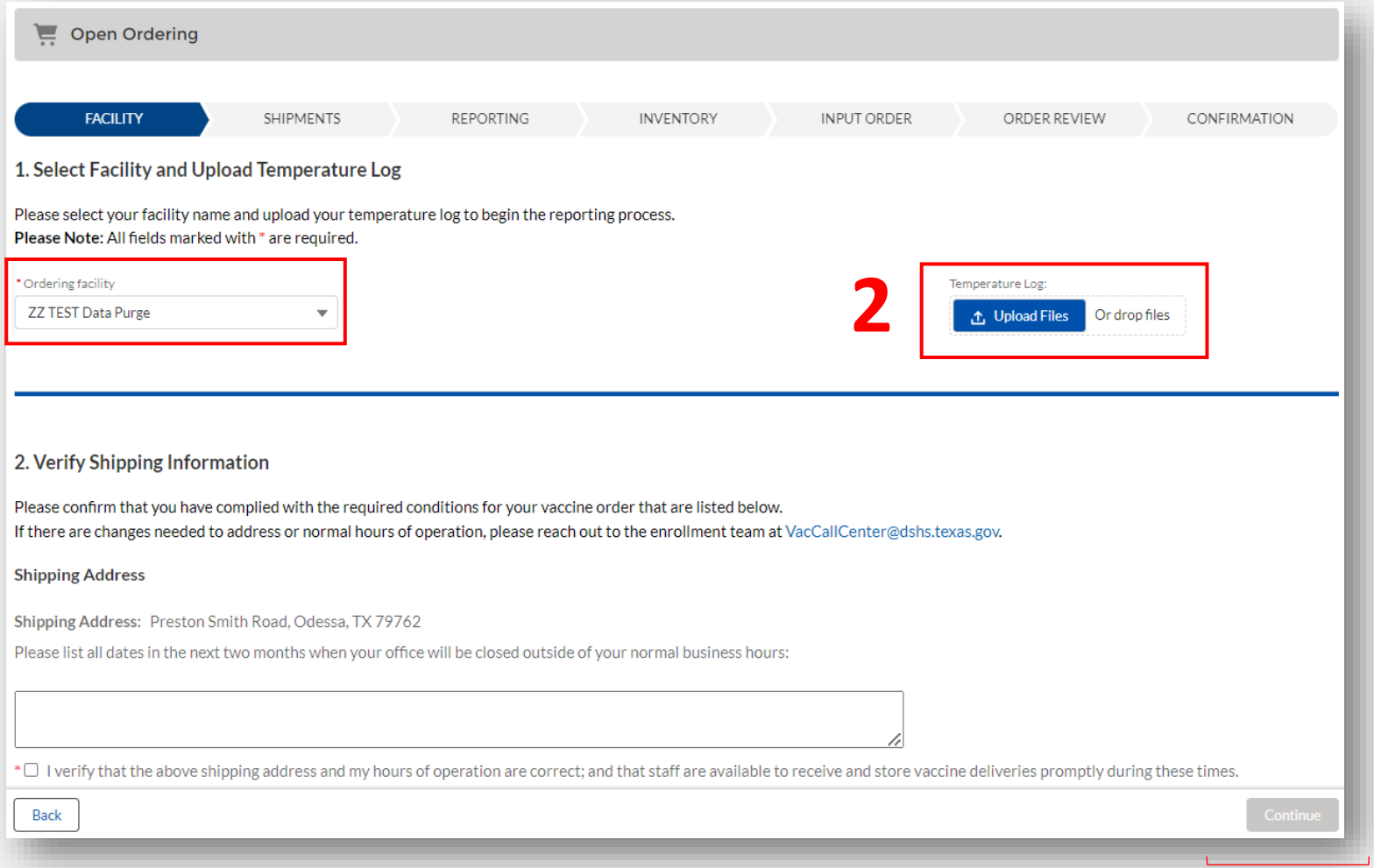


Step 1: Facility

1. Select the facility you wish to report and place an order for from the drop-down menu under ***Ordering facility.**

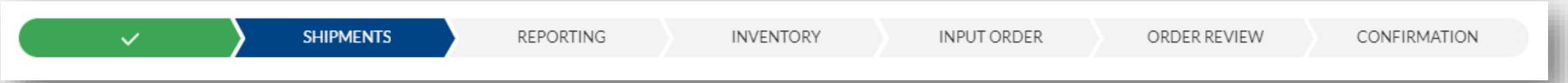
2. Select **Upload Files** to upload your Temperature Log.

3. Verify your shipping information and list any out of office dates that are outside of your normal business hours.

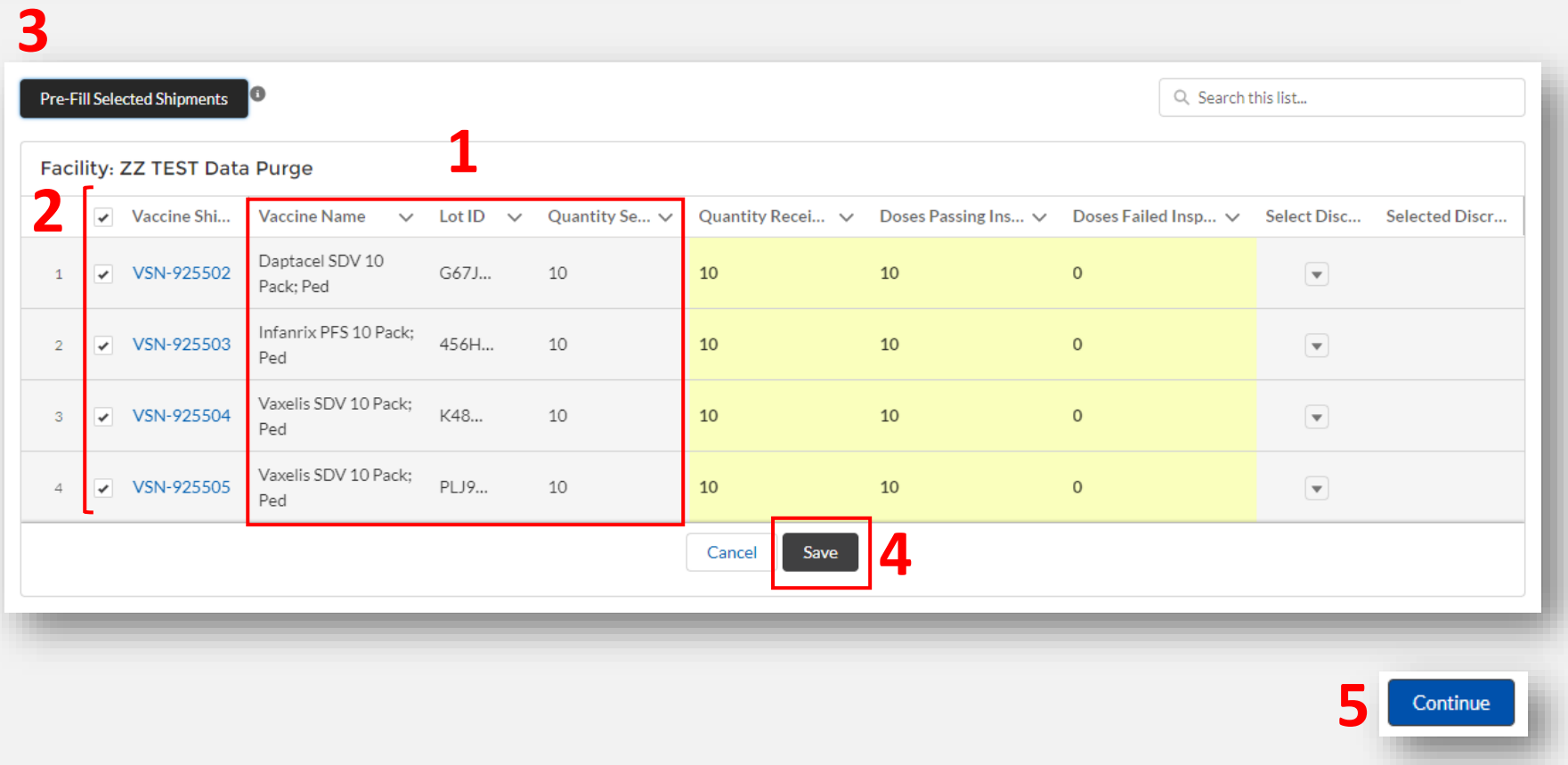


NOTE: The **Continue** button will be greyed out until you verify that your shipping information is correct.

Step 2: Shipments

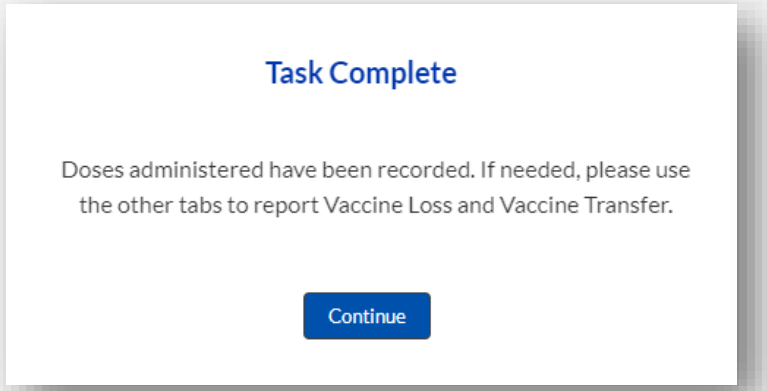


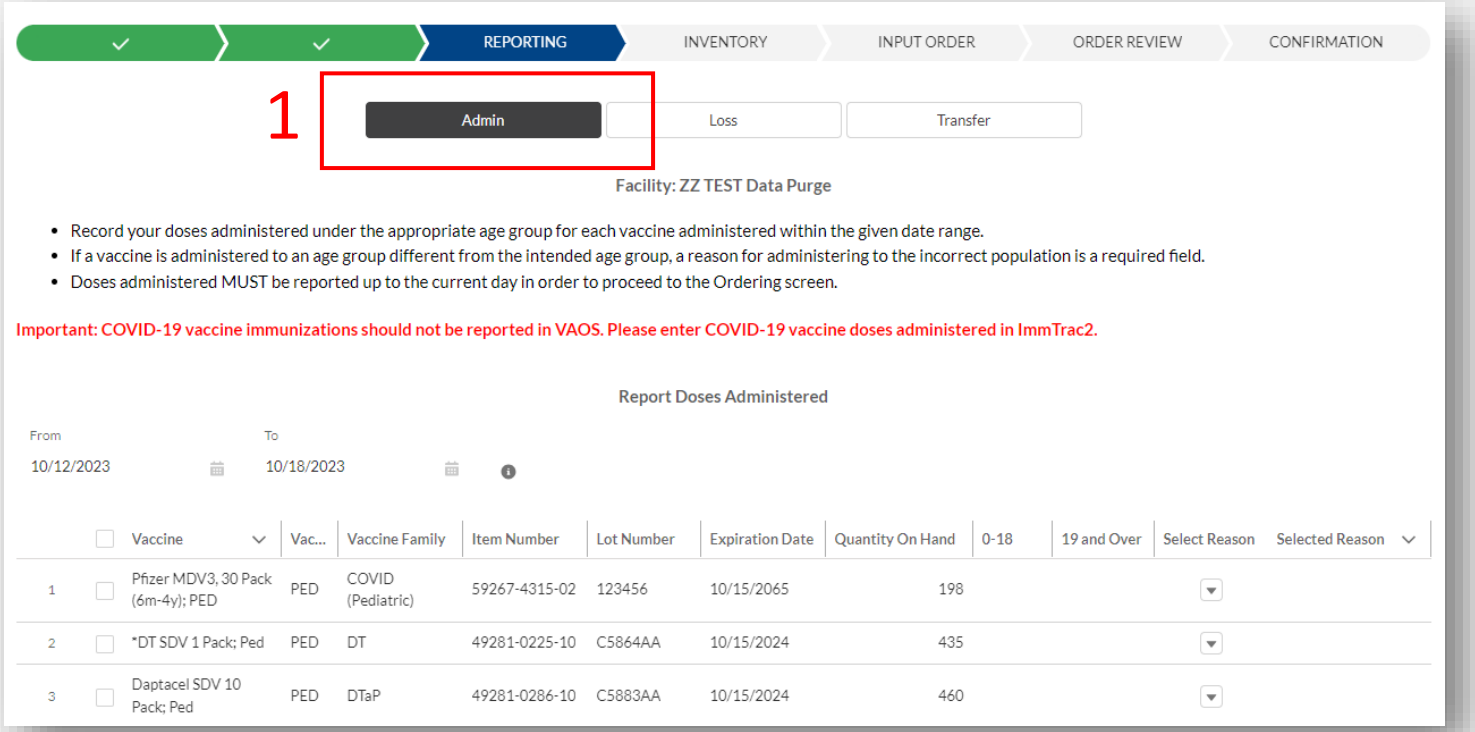
1. Confirm receipt of all pending vaccine shipments. Review the vaccine, lot ID, and expiration date for each item in the shipment.
   - For any shipments failing inspection, enter the number of doses failing inspection, and report the reason for the discrepancy.
2. If all information is correct, check mark all records.
3. Click **Pre-Fill Selected Shipments.**
4. Click **Save**.
5. Click **Continue** to proceed to the next module (the Continue button will be greyed out if you do not save your changes).

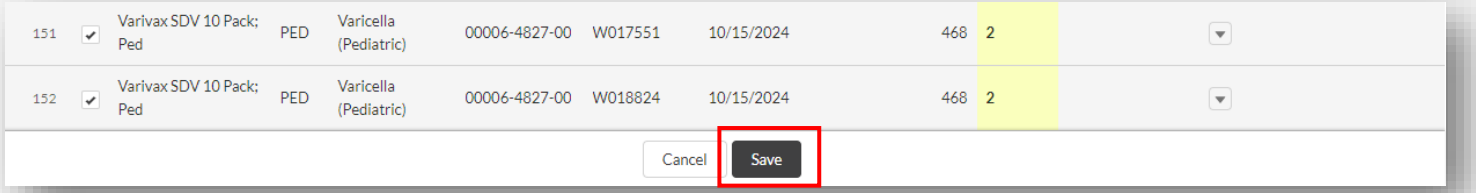


Step 3: Reporting (Administration)

1. Report doses administered under the **Admin** tab of the Reporting page. You MUST report administrations up to the current day prior to placing an order.
2. After entering the quantity administered under the appropriate 0-18 or 19 and Over columns, click **Save**. Repeat the process until you receive the **Task Complete** notification.







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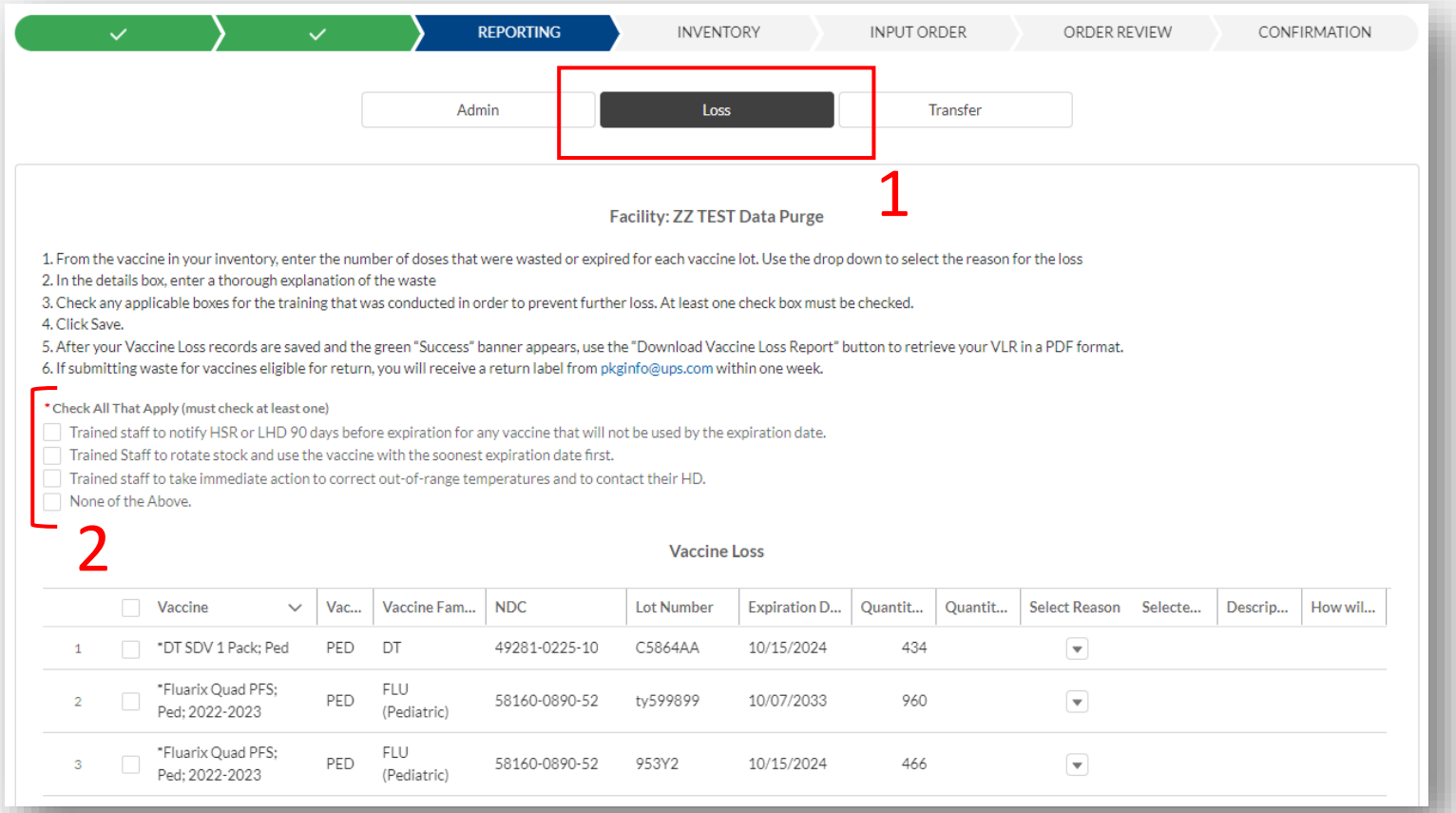
Step 4: Reporting (Vaccine Loss)

1. If needed, report vaccine loss under the **Loss** tab of the Reporting page.
2. Check mark all the training conditions that apply.
3. Check mark the inventory record, and enter the quantity wasted, the reason for the vaccine loss, the description of the loss, and how you will prevent future losses for each appropriate vaccine and lot number.
4. Click Save.



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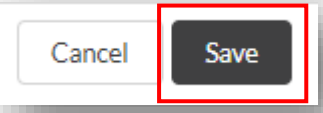
Quantity Wasted	Select Reason	Selected Reason	Description	How will you prevent future losses?
5		Damaged needle/seal, particulate, discolored, etc.	Damaged	Will inspect doses better upon receiving shipment.



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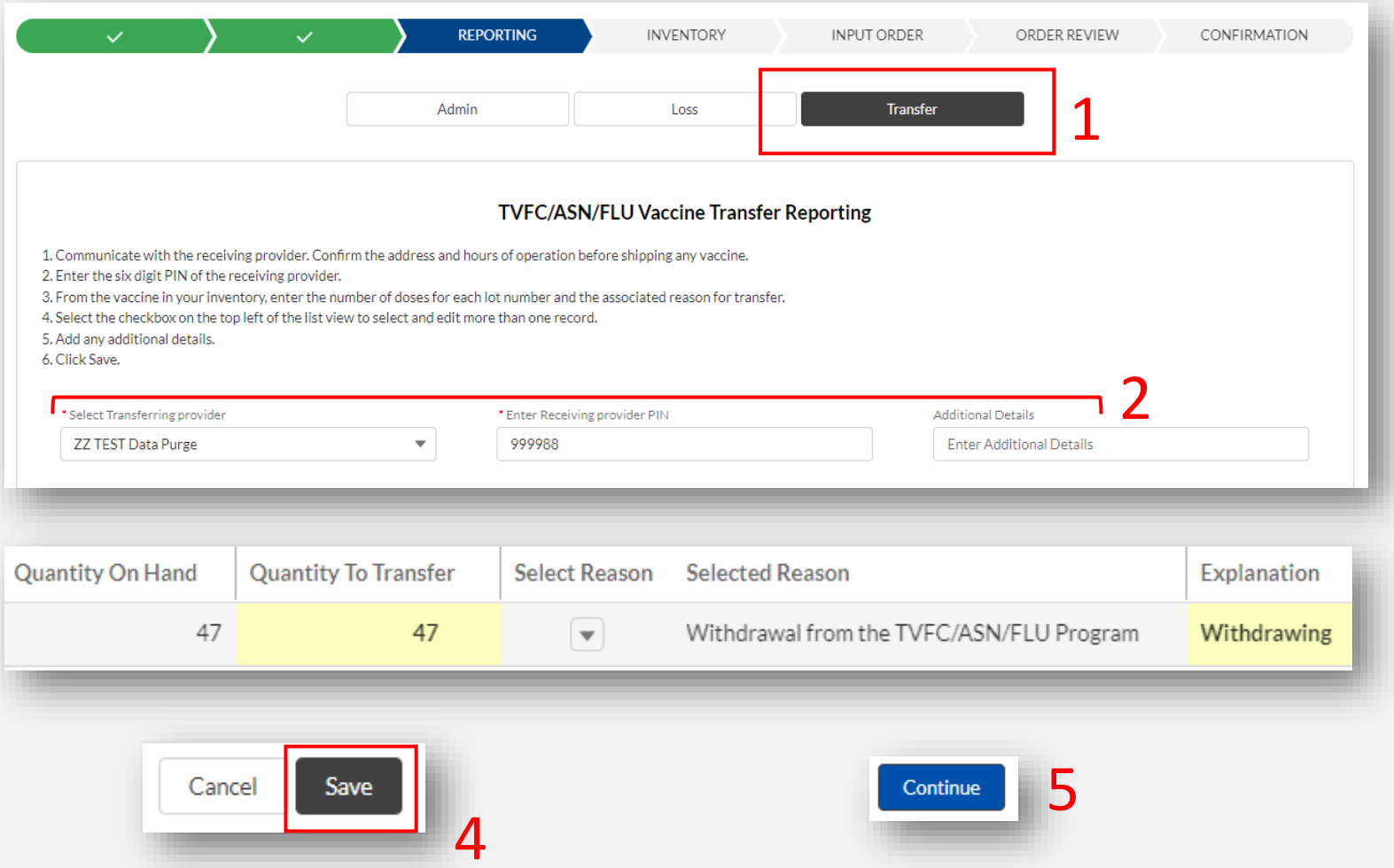
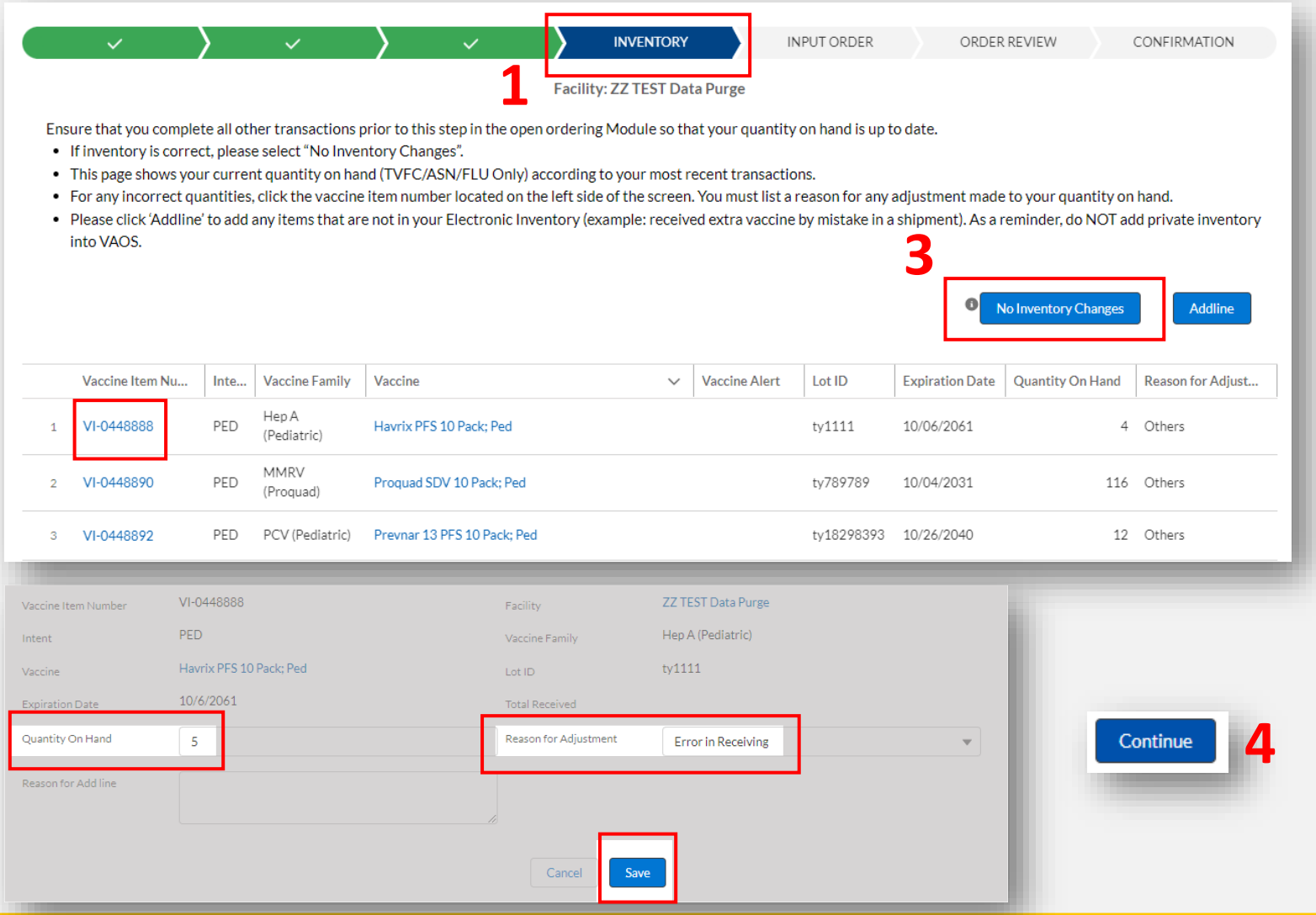
Step 5: Reporting (Vaccine Transfer)

1. If needed, report vaccine transfer requests under the **Transfer** tab of the Reporting page.
2. Select the transferring facility, enter the 6-digit provider PIN of the receiving facility, and enter any additional details.
3. Check mark the inventory record, and enter the quantity of doses to transfer, the reason for the transfer, and an explanation. If you select “Other” as the reason for the transfer, an explanation is required.
4. Repeat step 3 for all inventory being transferred. Click **Save**.
5. Click **Continue** to proceed. The Continue button will be greyed out if you did not save or cancel your changes.



Step 6: Inventory

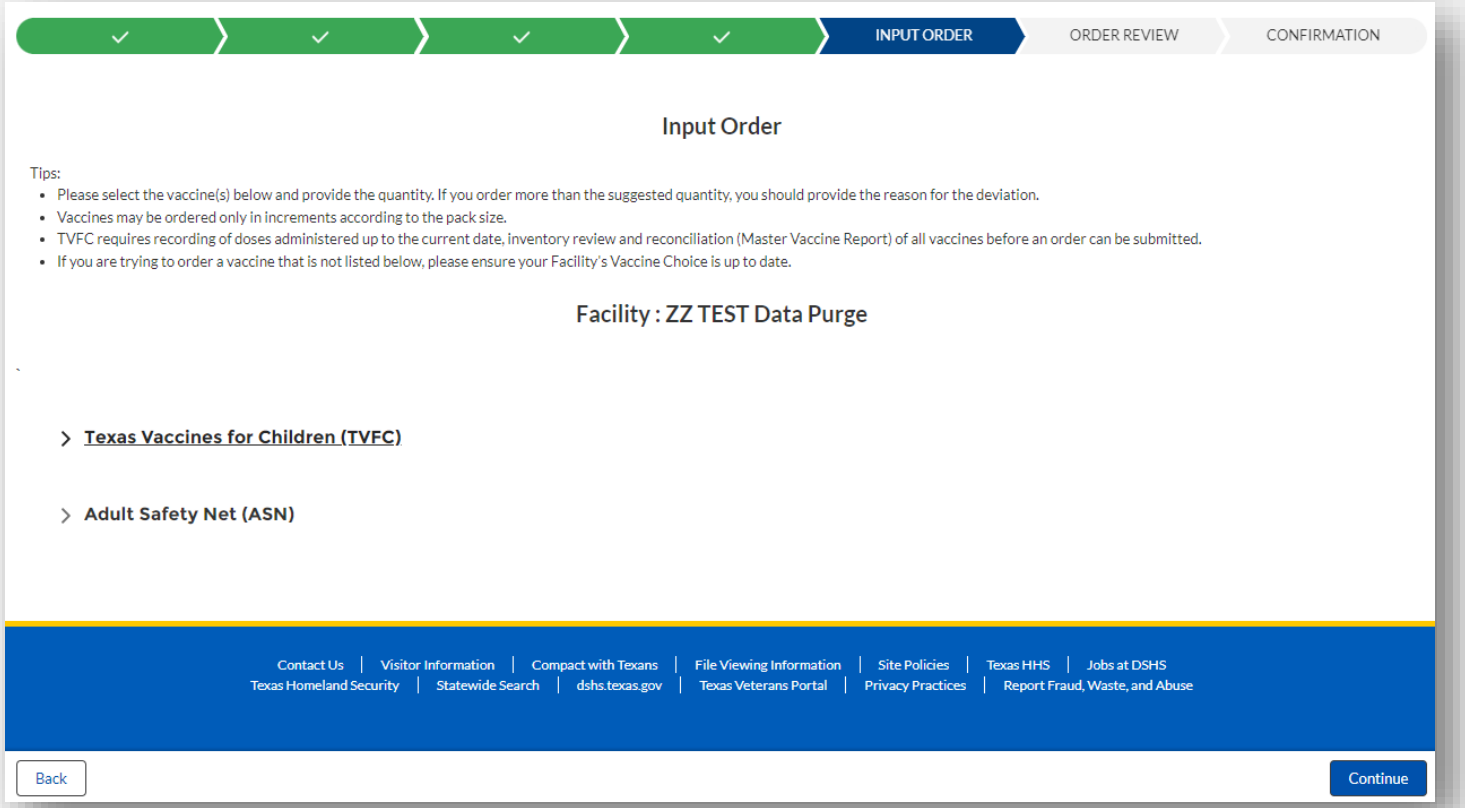
1. After completing all other reporting, review your quantity on hand on the **Inventory** page to ensure that it matches your physical inventory.
2. If you need to make an adjustment, click the **Vaccine Item Number** to adjust the quantity on hand and to list a reason for the adjustment.
3. If no changes need to be made, skip step 2 and click **No Inventory Changes**. Wait for the green confirmation message.
4. Click **Continue** to proceed.

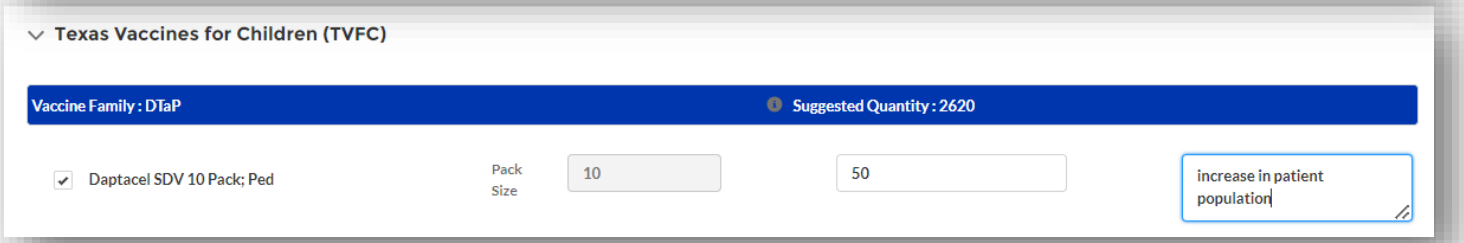


Step 7: Input Order

NOTE: If you did not upload a temperature log, or report administrations up to the current day, you will be prompted to do so upon accessing the order screen and must complete this to submit an order.

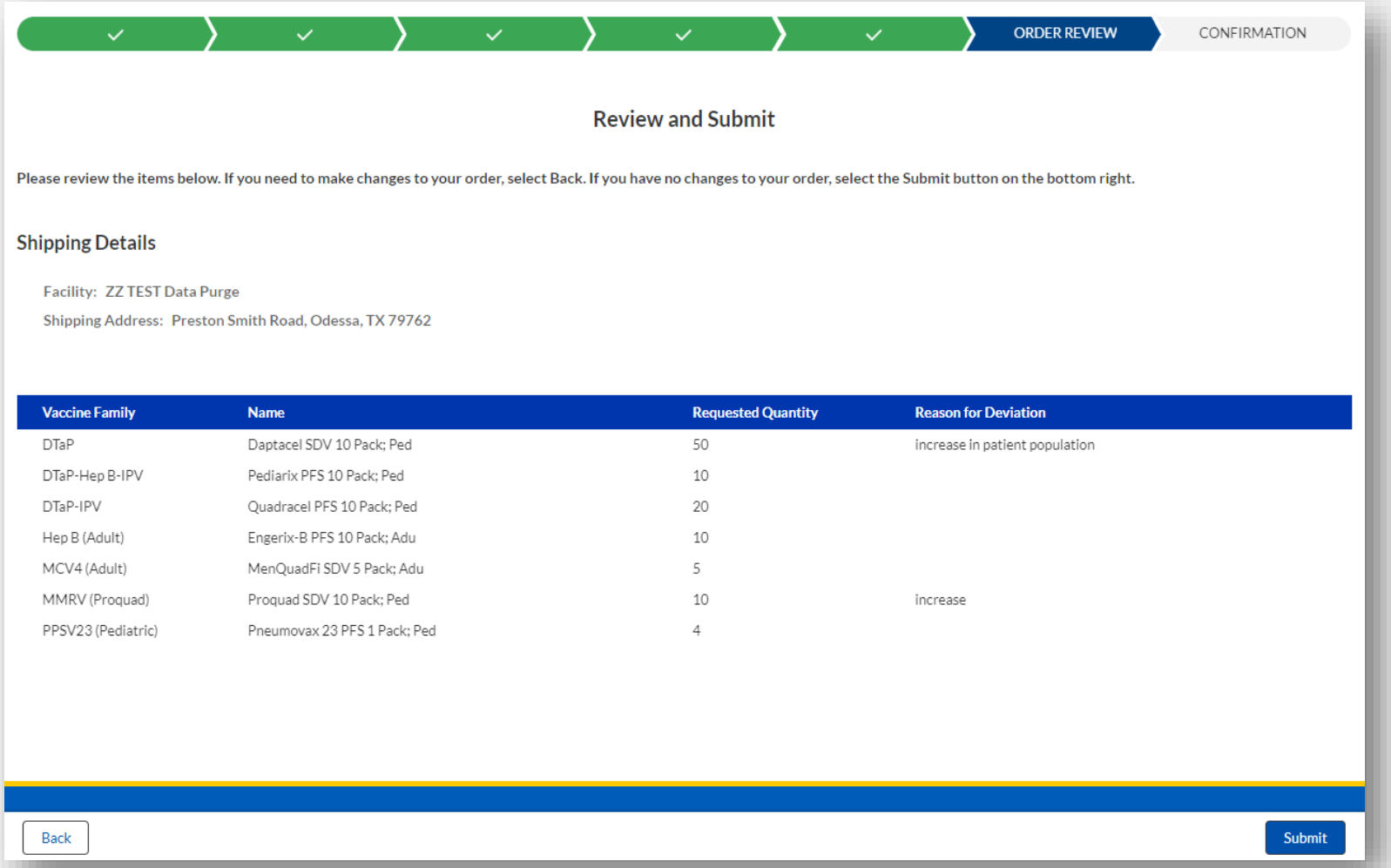
1. Open each program's section and enter your vaccine requests in doses and in multiples of the pack size.
2. Enter a reason for deviation for each quantity requested that is greater than your suggested quantity.
3. After entering all vaccines you wish to request, click **Continue**.

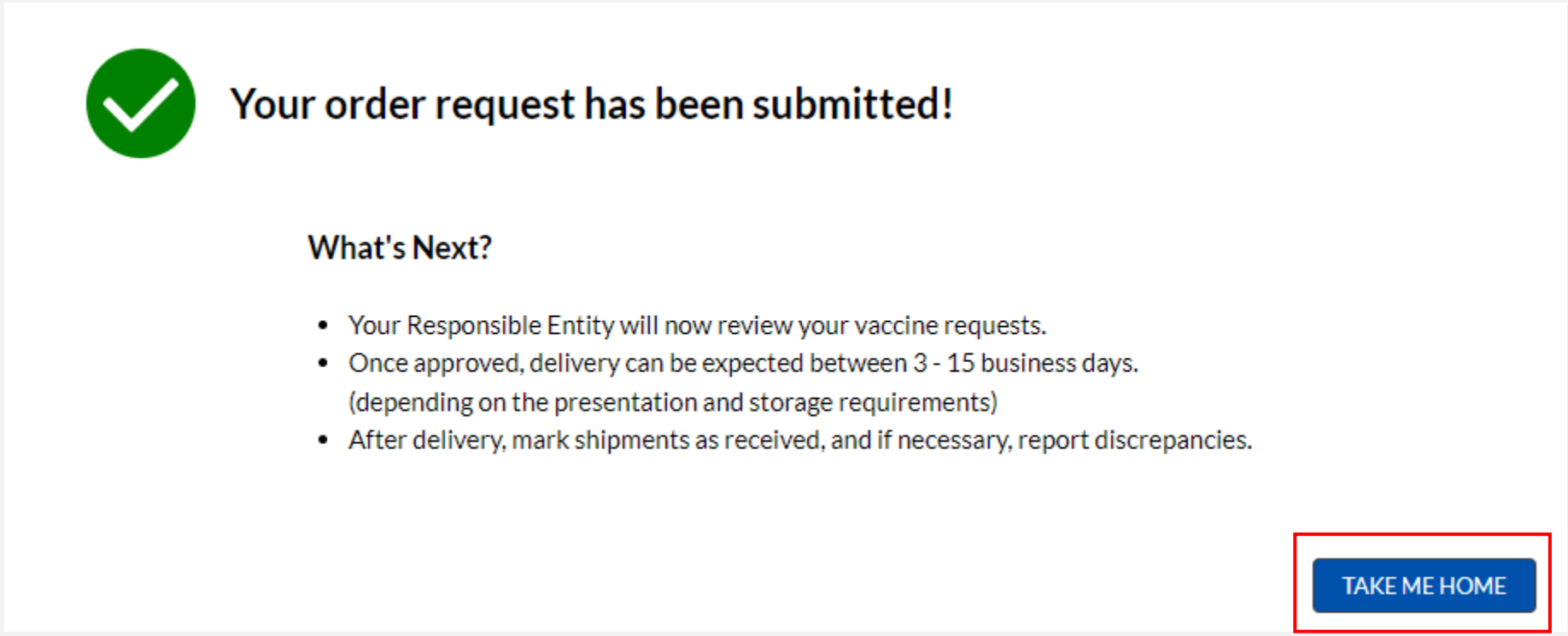




Step 8: Order Review

1. Review all the vaccines requested on the **Order Review** Page.
2. If you need to change any vaccines or quantities requested, click **Back**. If you have no changes and are ready to submit your order, click **Submit**.



Step 9: Order Confirmation

You will receive an order confirmation message. Click **Take Me Home** to return to the homepage of your VAOS Provider Portal.