TVFC/ASN Vaccine Loss

Reporting Wasted or Expired Vaccines and Generating Vaccine Loss Reports in the Vaccine Allocation and Ordering System (VAOS)

Last Updated December 12th, 2023

TVFC/ASN Vaccine Loss in VAOS

1. Report Vaccine Loss
2. Access a Vaccine Loss Report

TEXAS Health and Human Services

Texas Department of State Health Services

Overview

Purpose

- The Vaccine Loss job aid provides instructions for TVFC/ASN providers to enter vaccine loss and generate a Vaccine Loss Report for their respective facilities in the Vaccine Allocation and Ordering System (VAOS).

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**.

Report Vaccine Loss

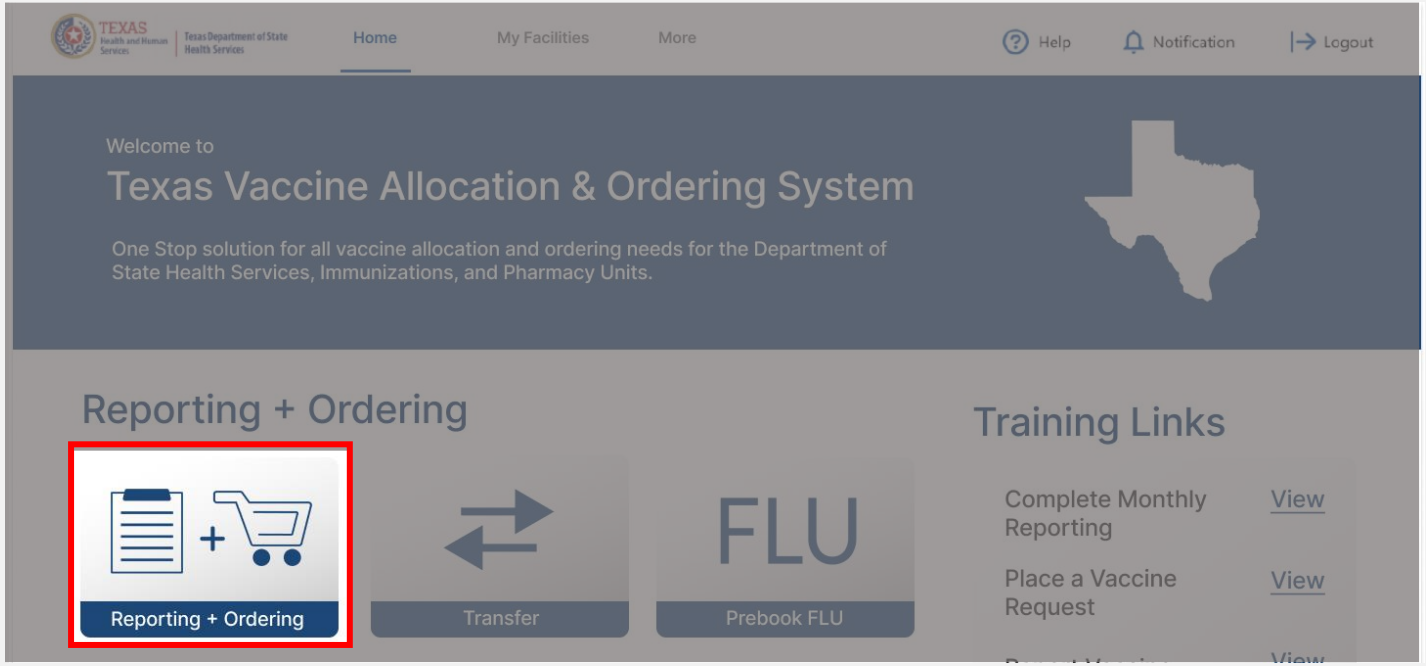
How to Report Waste in VAOS

When to Report Waste

Situation	Explanation
Expired vaccine	Ex: vaccine expires at date set by manufacturer
Mechanical failure	Ex: refrigerator loses power, causing vaccines to thaw.
Spoiled—other	Ex: patients don't show up to an appointment, but vaccines have already been thawed and cannot be refrozen.
Natural disaster/power outage	Ex: winter storm caused refrigerators to lose power.
Refrigerator too warm	Refrigerator temperature above EUA-listed optimal storage temperature.
Vaccine spoiled in transit	If the vaccine was **spoiled before delivery to your facility,** do not report it as waste. Contact the manufacturer and DSHS to arrange for replacement doses and report doses as spoiled when you confirm shipment in VAOS.
	If vaccines spoil as a result of a temperature excursion that resulted **during a transfer**, the **receiving provider of the transfer** reports the doses as waste.
	If vaccines spoil **during or in transit to or from an off-site clinic**, report the doses as waste.
Recall	The DSHS Immunization Unit would communicate necessary actions to impacted providers.

Navigate to the VAOS Provider Portal

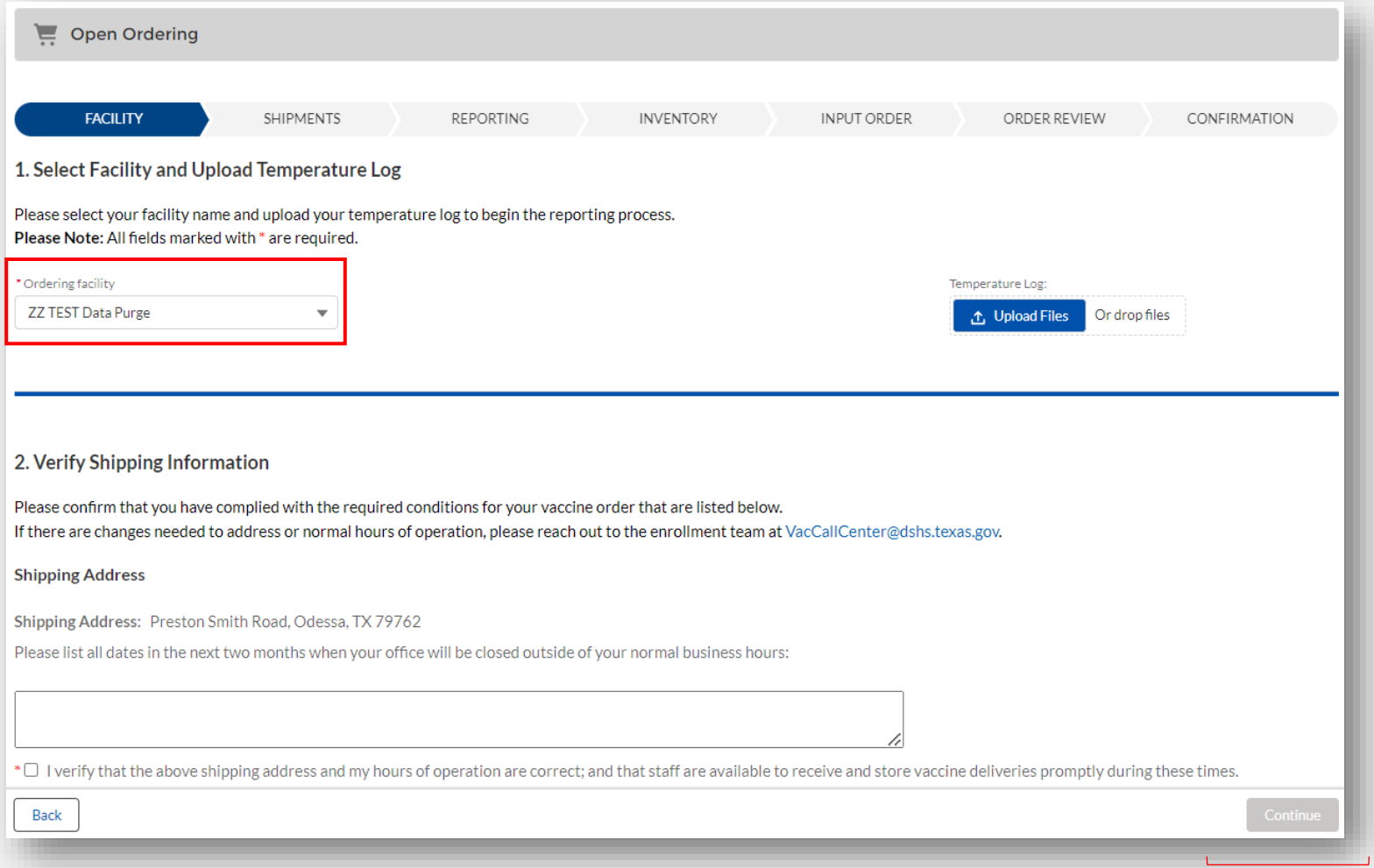
Log into your VAOS Provider Portal and navigate to the **Reporting and Ordering** tile.



Navigate to Reporting

1. Select the facility you wish to transfer vaccine from by clicking the drop-down menu under ***Ordering facility.**

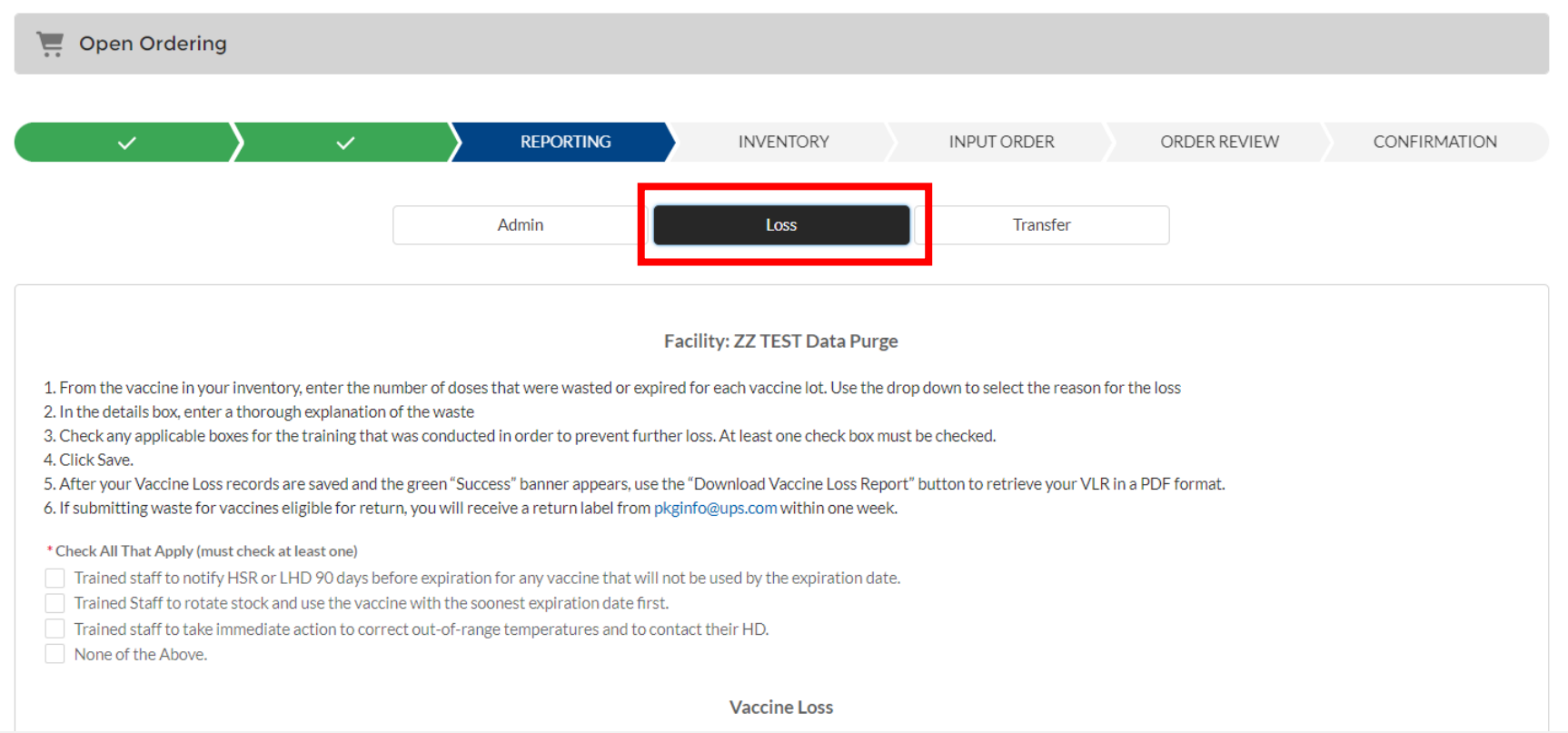
2. Verify your shipping information and click Continue.



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

Navigate to Reporting

Click **Continue** until you reach the **Reporting** page of the Ordering and Reporting module. Click on the **Loss** tab.



Report Vaccine Loss

Read the instructions and check all that apply for the training completed regarding the vaccine loss.

Facility: ZZ TEST Data Purge

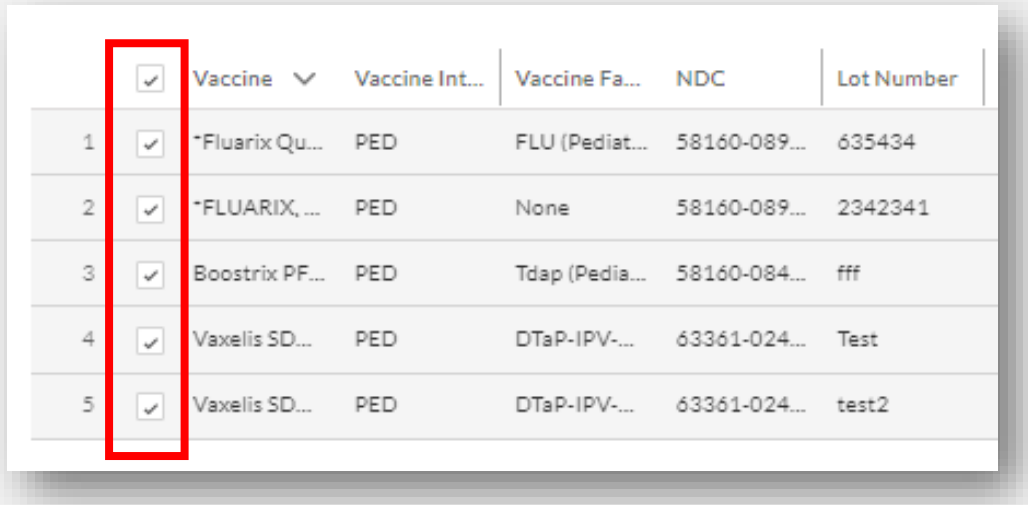
1. From the vaccine in your inventory, enter the number of doses that were wasted or expired for each vaccine lot. Use the drop down to select the reason for the loss
2. In the details box, enter a thorough explanation of the waste
3. Check any applicable boxes for the training that was conducted in order to prevent further loss. At least one check box must be checked.
4. Click Save.
5. After your Vaccine Loss records are saved and the green "Success" banner appears, use the "Download Vaccine Loss Report" button to retrieve your VLR in a PDF format.
6. If submitting waste for vaccines eligible for return, you will receive a return label from pkginfo@ups.com within one week.

* Check All That Apply (must check at least one)

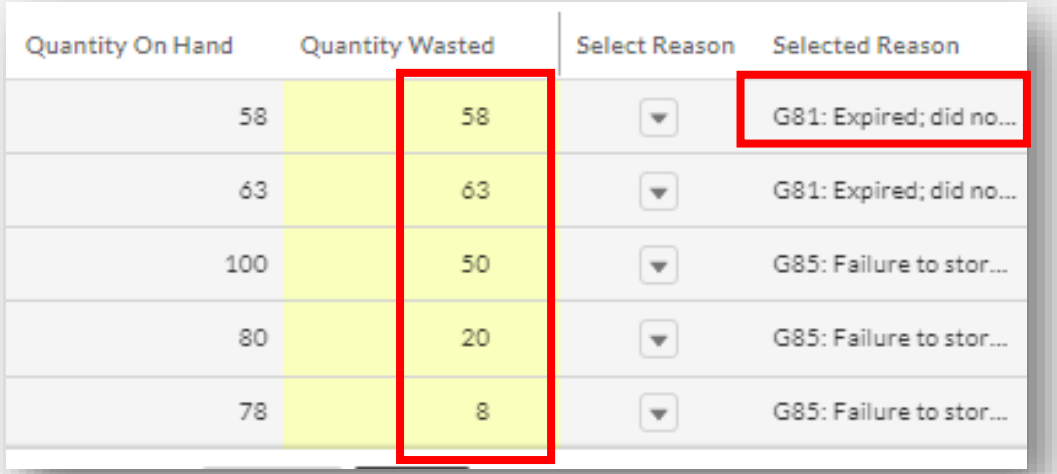
- [x] Trained staff to notify HSR or LHD 90 days before expiration for any vaccine that will not be used by the expiration date.
- [ ] Trained Staff to rotate stock and use the vaccine with the soonest expiration date first.
- [ ] Trained staff to take immediate action to correct out-of-range temperatures and to contact their HD.
- [ ] None of the Above.

Report Vaccine Loss

1. For each inventory record of which you are reporting loss, select the check box at the far left of the screen. If you are submitting vaccine loss for your entire inventory, click the top check box to select all records.
2. Enter the positive number of doses wasted under “Quantity Wasted”. You will receive an error message if you enter zeroes or negative quantities.
3. Select the appropriate reason for the loss.



		Vaccine	Vaccine Int...	Vaccine Fa...	NDC	Lot Number
1	☑	*Fluarix Qu...	PED	FLU (Pediat...	58160-089...	635434
2	☑	*FLUARIX, ...	PED	None	58160-089...	2342341
3	☑	Boostrix PF...	PED	Tdap (Pedia...	58160-084...	fff
4	☑	Vaxelis SD...	PED	DTaP-IPV-...	63361-024...	Test
5	☑	Vaxelis SD...	PED	DTaP-IPV-...	63361-024...	test2

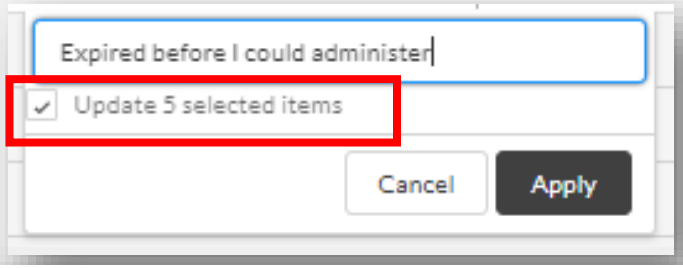


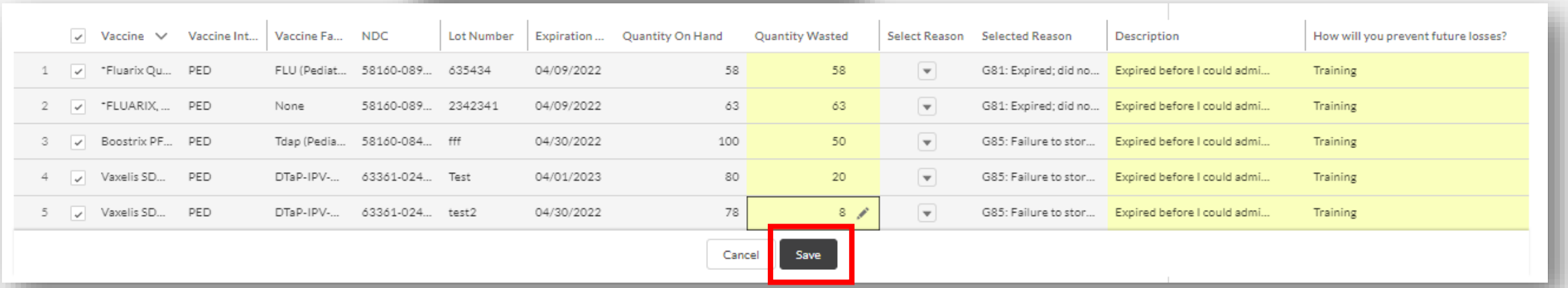
Quantity On Hand	Quantity Wasted	Select Reason	Selected Reason
58	58		G81: Expired; did no...
63	63		G81: Expired; did no...
100	50		G85: Failure to stor...
80	20		G85: Failure to stor...
78	8		G85: Failure to stor...

Report Vaccine Loss (Continued)

1. Briefly describe the nature of the vaccine loss under "**Description**".
2. Briefly describe how future vaccine loss will be prevented under "**How will you prevent future losses?**"
3. If reporting vaccine loss for more than one inventory record, utilize the "**Update _ selected items**" to reduce updating records one-by-one. This option is the most useful when entering the description and how will you prevent future loss.
4. Once you have entered all the required information, click **Save**. A green confirmation pop-up will confirm that your vaccine loss was successfully entered.

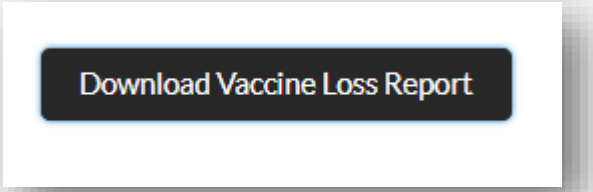
NOTE: The **Continue** button will be greyed out until you save or cancel your changes.



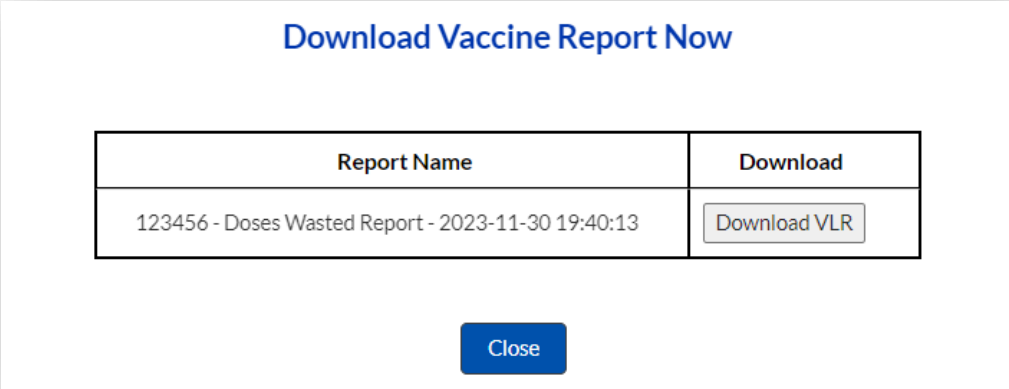


Download Vaccine Loss Report

Before clicking continue or returning to the home page of your Provider Portal, click Download Vaccine Loss Report after your records are saved. This button will only populate **after** vaccine loss records save successfully.



Click “Download VLR” on the pop-up and the file will open in a new tab as a PDF. Save and print the Vaccine Loss Report to obtain clinician signature.



Access a Vaccine Loss Report

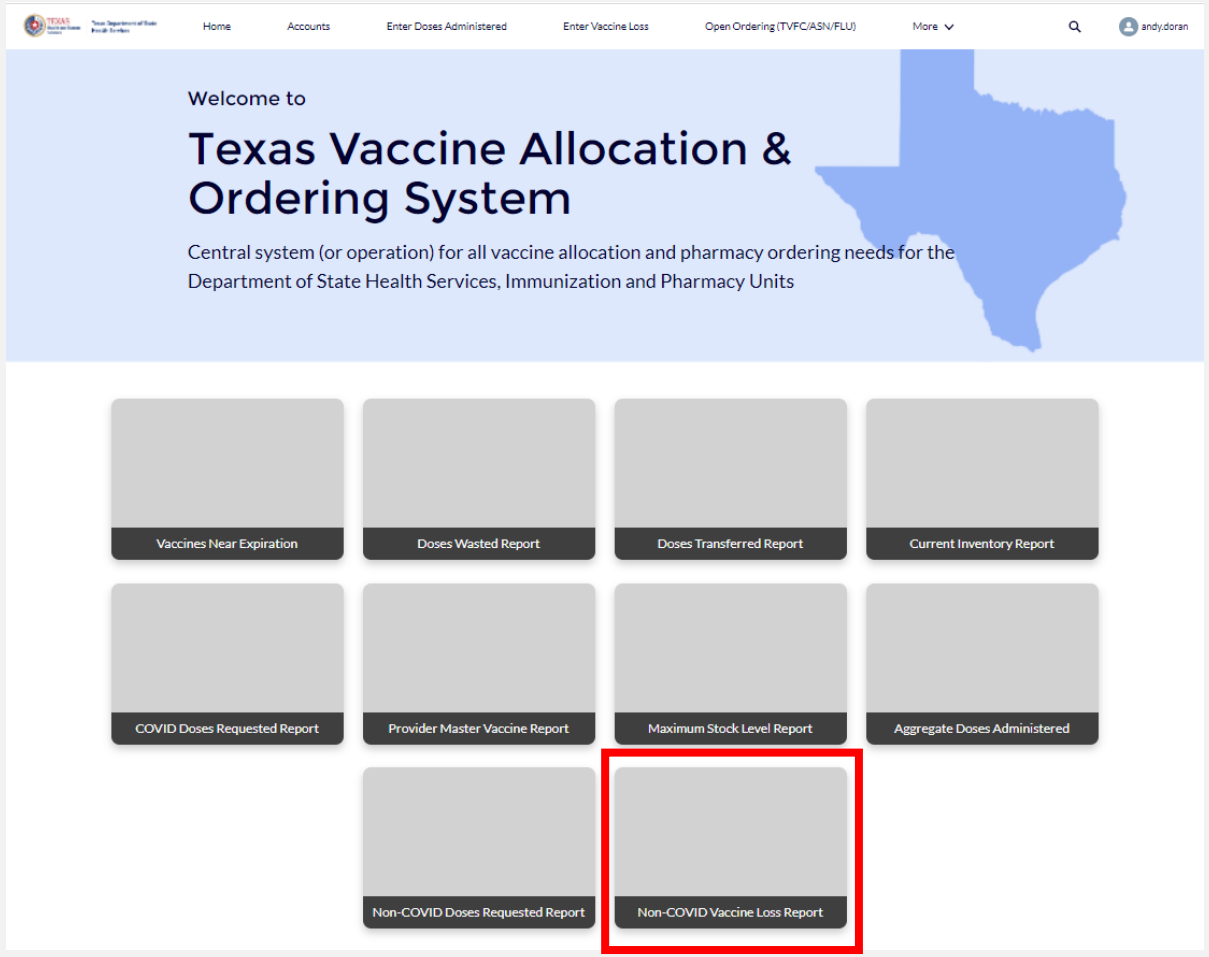
Downloading a VLR in VAOS

Navigate to Vaccine Loss Reports

You can access older vaccine loss reports in VAOS for previous wastage or expiration that occurred. Navigate to the **Reports** tab.

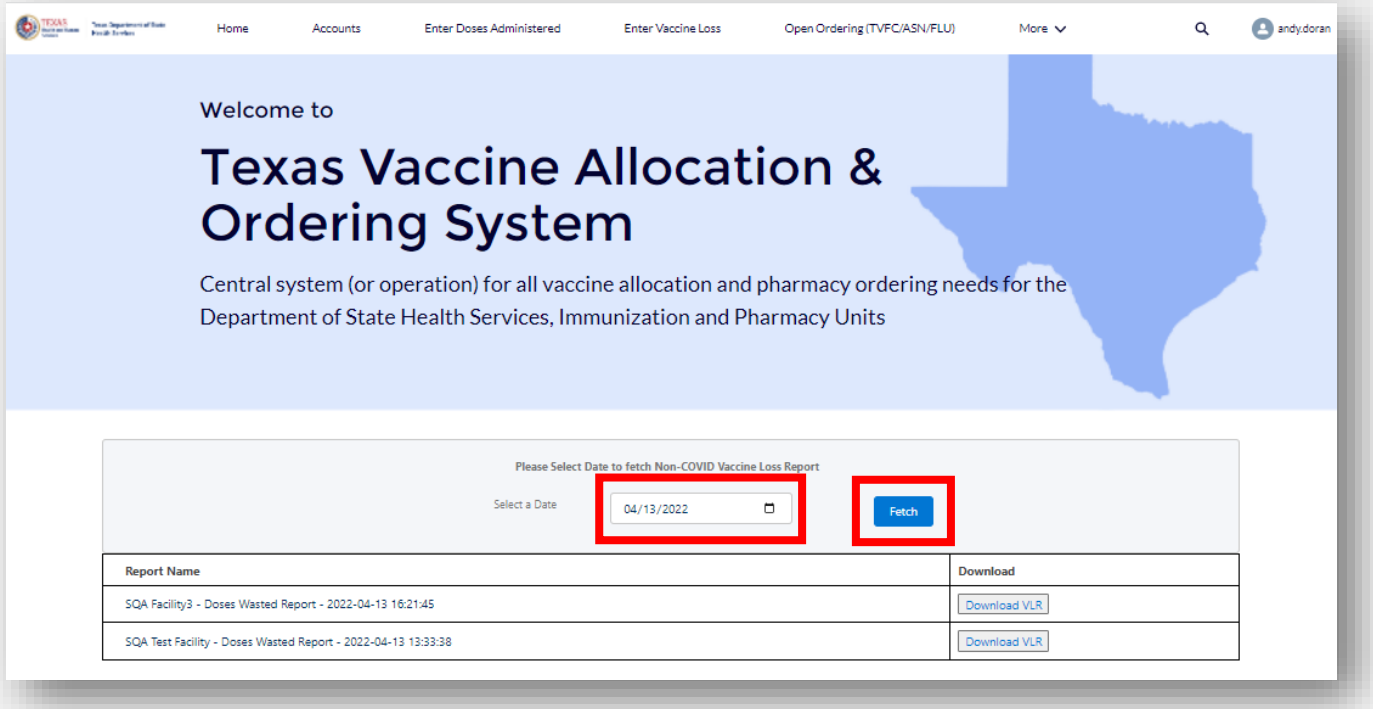
Navigate to Vaccine Loss Reports

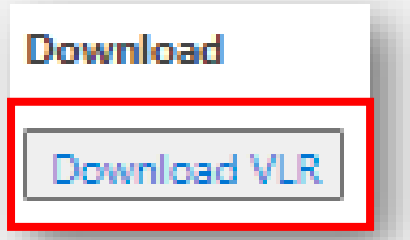
Select **Non-COVID Vaccine Loss Report** tab.

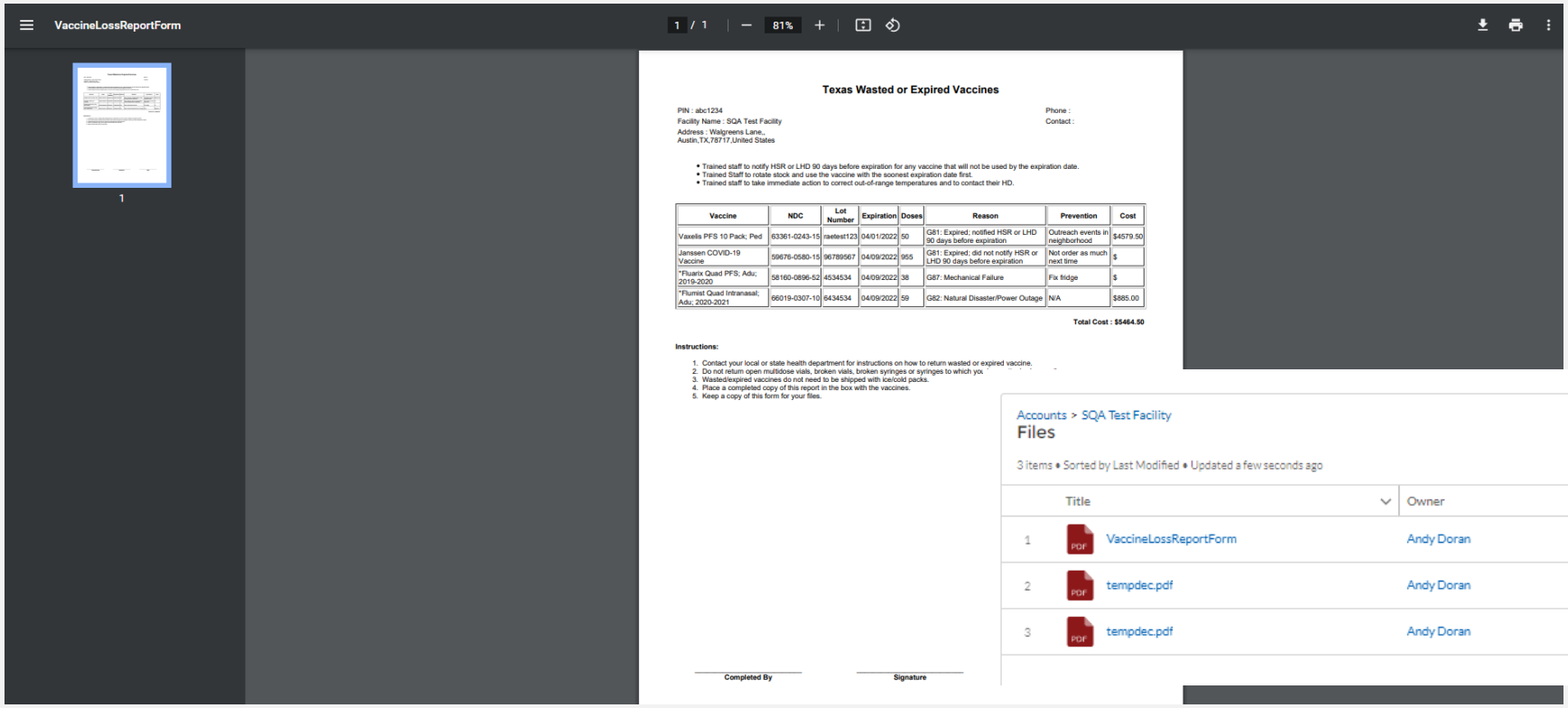


Download Vaccine Loss Report

1. Enter the **date** you entered the Vaccine Loss on VAOS.
2. Select "**Fetch**" to populate the VLRs submitted on the date entered.
3. Select "**Download VLR**" to view your Vaccine Loss Report.





View Vaccine Loss Report

1. After you click “**Download VLR**”, the Vaccine Loss Report will open in a new tab.
2. Save and print the Vaccine Loss Report to obtain clinician signature.
3. A signed copy of your VLR may be uploaded onto VAOS in **Files.**