

# Vaccine Allocation & Ordering System (VAOS) Quick Start Guide

*Last Updated 2/27/2024*



TEXAS  
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# Overview

## Purpose

- The **Vaccine Allocation & Ordering System (VAOS)** is a place for providers to manage their ordering, administration, waste, transfers and other vaccination details. The following information outlines the necessary steps for accessing VAOS.

## Audience

- TVFC and ASN providers who access VAOS.



# Table of Contents

1. [Important Reminders](#)
2. [Accessing VAOS](#)
3. [Navigating VAOS Homepage](#)



# Important Reminders

*What You Need to Know Before You Start*



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# 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](mailto:noreply@salesforce.com) as needed. You may also receive emails from [CDCCustomerService@McKesson.com](mailto: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**.

# How Can I Change Who Has VAOS Access?

You can **change who has access** to VAOS for your facility. If you would like to designate a different person to have access to VAOS for your facility or have questions about who can have VAOS access for your facility, then:

- If you are a **TVFC/ASN Provider**, please contact your Responsible Entity (RE).
  - If your RE is not available, you can email [VacCallCenter@dshs.texas.gov](mailto:VacCallCenter@dshs.texas.gov)

SECTION H: PRIMARY AND/OR BACK-UP VACCINE COORDINATOR CHANGE (NOTE: New vaccine coordinators must complete and submit all corresponding certificates for the CDC "You Call the Shots" Modules 10 and 16 Trainings, the current annual TVFC/ASN Provider Policy Training, and the VAOS trainings.)	
<b>Primary Vaccine Coordinator Change</b>	
Name (First and Last):	Title (RN, LVN, Manager, etc.):
Email address:	Telephone (include area code):
<b>Back-up Vaccine Coordinator Change</b>	
Name (First and Last):	Title (RN, LVN, Manager, etc.):
Email address:	Telephone (include area code):

# Accessing VAOS

*How to configure your VAOS account*

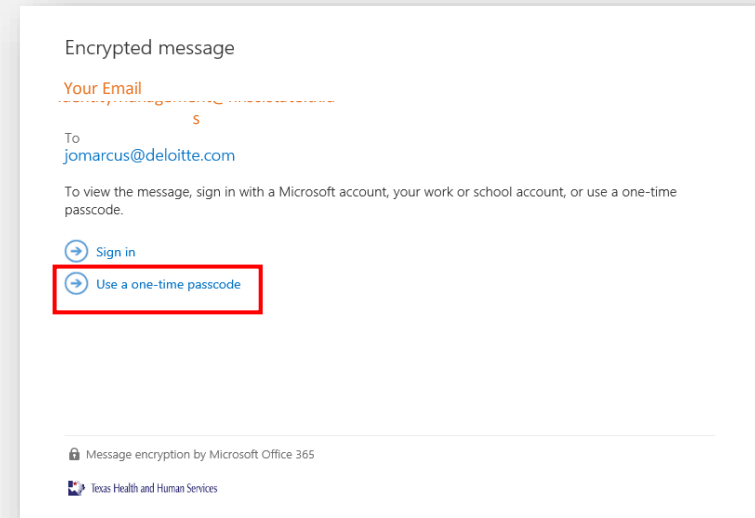


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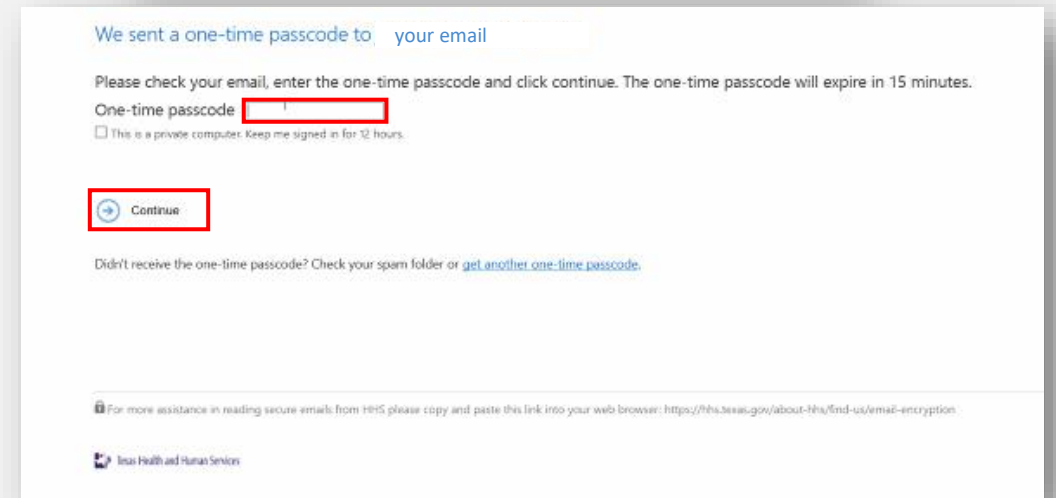
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Health Services

# Decrypt Email

1. Your primary and secondary coordinators will receive an encrypted email from [IdentityManagement@hsc.state.tx.us](mailto:IdentityManagement@hsc.state.tx.us)
2. The email will need to be decrypted. To **decrypt the email**, select the message file and choose to open it.
3. You will be redirected to a web browser. From here, select **Use a one-time passcode**.
4. Your **temporary code** will be emailed to you.
5. Enter your one-time code and select **Continue**.



3

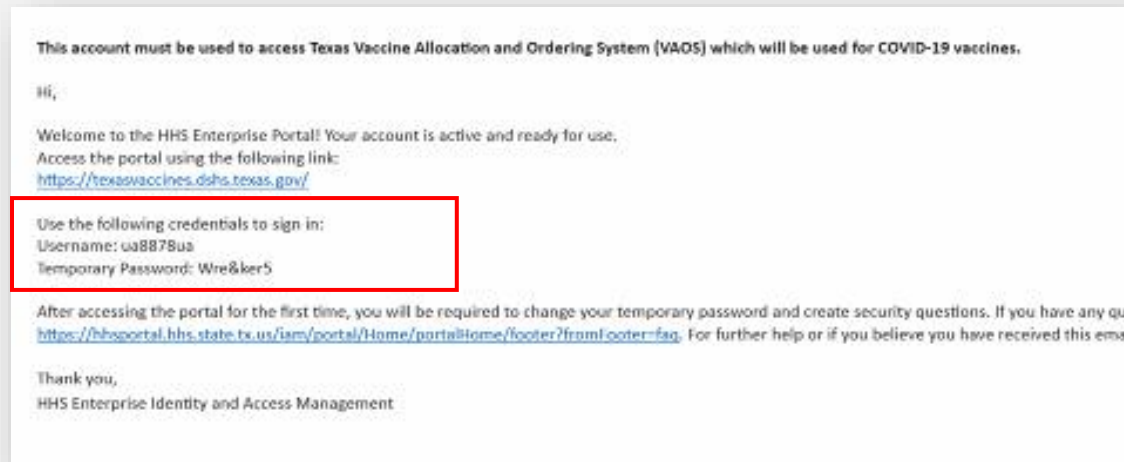


4-5



# Decrypt Email

6. Once you select **Continue** the encrypted message will open.
7. The message will contain **your username and a temporary password** for VAOS.
8. Select the link to VAOS to be redirected to the VAOS login page.



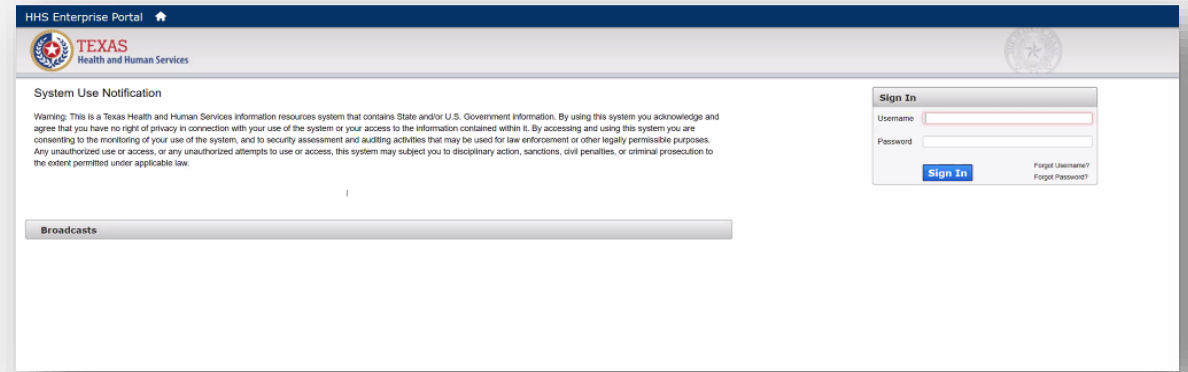
# Access Home Page

9. Use the provided **credentials** from the **encrypted email** to log in and **change the temporary password** to a password of your choosing. You will be prompted to do this.

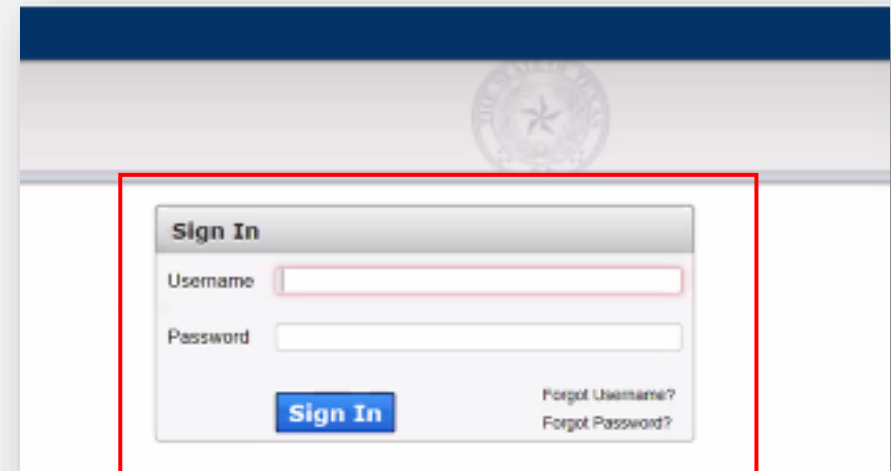
10. Once you've created your new password, use it to log in to your Provider portal at <https://texasvaccines.dshs.texas.gov>

- **Note:** You may be required to complete a captcha.

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# Navigating VAOS Homepage

*What processes does VAOS offer?*



# VAOS Homepage

[Accounts](#)

[Enter Doses Administered](#)

[Reporting and Ordering \(TVFC/ASN/Flu\)](#)

[Reports](#)

[Flu Pre Book](#)

[Physical Inventory](#)

[Enter Vaccine Loss](#)

[TVFC/ASN/FLU Transfer Module](#)

[Updates & Resources](#)

The screenshot shows the VAOS homepage with a navigation bar at the top containing 'Home', 'My Facilities', 'More', 'Help', 'Notification', and 'Logout'. The main header area includes a 'Welcome to Texas Vaccine Allocation & Ordering System' message, a map of Texas, and a description: 'One Stop solution for all vaccine allocation and ordering needs for the Department of State Health Services, Immunizations, and Pharmacy Units.' The main content area is divided into several sections: 'Reporting + Ordering' with buttons for 'Reporting + Ordering', 'Transfer', and 'Prebook FLU'; 'Reports' with buttons for 'Biological', 'Physical & Tally', 'Expiring', 'Waste', and 'Transfers'; 'Other Reporting' with buttons for 'Waste', 'Administered', and 'Inventory'; 'Training Links' with links for 'Complete Monthly Reporting', 'Place a Vaccine Request', 'Report Vaccine Loss', and 'Prebook FLU'; and 'Vaccine News' with links for 'FAQ: Monthly Reporting', 'Update: Transfer Issue', 'Update: Shipments Button', and 'Update: Inventory Button'.

[Update Choice \(TVFC/ASN/Flu\)](#)

[Core Therapeutics](#)

[Outbreak Response](#)

# Accounts

Welcome to  
**Texas Vaccine Allocation & Ordering System**  
One Stop solution for all vaccine allocation and ordering needs for the Department of State Health Services, Immunizations, and Pharmacy Units.

## Reporting + Ordering



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 Unit

**Accounts**  
All Accounts

2 items • Sorted by Created Date • Filtered by All accounts - Created Date • Updated a few seconds ago

Created Date	Account Name	Billing State/Pr...	Phone	Type	Owner First Name	Owner Last Na...
10/22/2020, 11:55 AM	TX Test	TX			Julia Ames	Durnan
10/26/2020, 1:56 PM	Texas County Hospital	TX		F	Integration	User

### In this section:

- View shipments, requests, account information, vaccine items.

Vaccine Allocations (6+)

Vaccine Items (6+)


Vaccine Shipments (6+)

Vaccine Shi...	Record Type	Allocation Do...	Quantity Sent
VSN-43385	Pre-Booking		50
VSN-43302	Pre-Booking		
VSN-43301	Pre-Booking		
VSN-43300	Pre-Booking		
VSN-43297	Pre-Booking		100
VSN-43296	Vaccine Trans...		10

For more information, please visit our VAOS job aid: [Facilities in VAOS](#)

# TVFC/ASN/FLU Transfer Module

## Reporting + Ordering



Reporting + Ordering



Transfer



Prebook FLU

## Reports



Biological



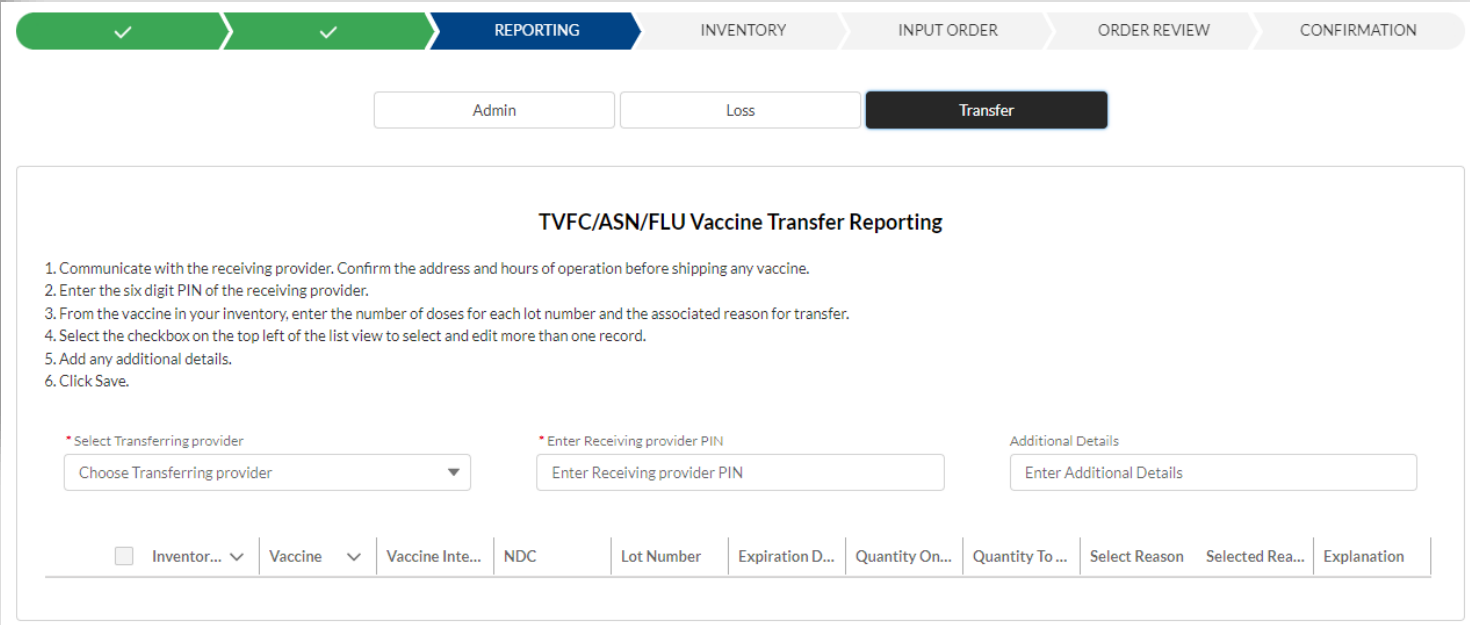
Physical & Tally



Near Expiration

### In this section:

- Complete any transfer requests for TVFC/ASN vaccines.



The screenshot shows a web interface for vaccine transfer reporting. At the top, there is a progress bar with steps: Reporting (active), Inventory, Input Order, Order Review, and Confirmation. Below the progress bar are buttons for 'Admin', 'Loss', and 'Transfer'. The main content area is titled 'TVFC/ASN/FLU Vaccine Transfer Reporting' and includes a list of instructions: 1. Communicate with the receiving provider. Confirm the address and hours of operation before shipping any vaccine. 2. Enter the six digit PIN of the receiving provider. 3. From the vaccine in your inventory, enter the number of doses for each lot number and the associated reason for transfer. 4. Select the checkbox on the top left of the list view to select and edit more than one record. 5. Add any additional details. 6. Click Save. Below the instructions are input fields for 'Select Transferring provider' (a dropdown menu), 'Enter Receiving provider PIN', and 'Additional Details' (a text box). At the bottom, there is a table header with columns: 'Inventor...' (with a checkbox), 'Vaccine', 'Vaccine Inte...', 'NDC', 'Lot Number', 'Expiration D...', 'Quantity On...', 'Quantity To ...', 'Select Reason', 'Selected Rea...', and 'Explanation'.

For more information, please visit our VAOS job aid: [TVFC/ASN Vaccine Transfers](#)

# Enter Doses Administered (TVFC/ASN/FLU)

## Reporting + Ordering



## Reports



## Other Reporting



Get rid of this

### In this section:

- Track the **TVFC/ASN/FLU** doses you've administered to keep your inventory updated.

The screenshot shows a web interface for "Open Ordering". A progress bar at the top has five steps: a green checkmark, a green checkmark, a blue arrow pointing right labeled "REPORTING", a grey arrow pointing right labeled "INVENTORY", a grey arrow pointing right labeled "INPUT ORDER", and a grey arrow pointing right labeled "ORDER REVIEW" and "CONFIRMATION". Below the progress bar are three buttons: "Admin" (highlighted with a red border), "Loss", and "Transfer".

Below the buttons, the text "Facility: ZZ TEST Data Purge" is displayed. A list of instructions follows:

- Record your doses administered under the appropriate age group for each vaccine administered within the given date range.
- If a vaccine is administered to an age group different from the intended age group, a reason for administering to the incorrect population is a required field.
- Doses administered **MUST** be reported up to the current day in order to proceed to the Ordering screen.

Below the instructions is the heading "Report Doses Administered". There are date pickers for "From" (10/30/2023) and "To" (10/30/2023). At the bottom, there is a filter bar with the following options:  Vaccine, a dropdown menu, Vac..., Vaccine Family, Item Number, Lot Number, Expiration Date, Quantity On Hand, 0-18, 19 and Over, Select Reason, and Selected Reason.

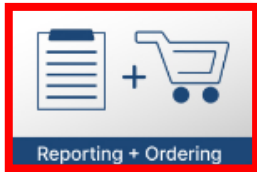
For more information, please visit our VAOS job aid:  
[TVFC/ASN Vaccine Administration Data](#)

# Physical Inventory



Please ensure that you also follow any reporting requirements outside of VAOS.

## Reporting + Ordering



## Reports



## Other Reporting



Open Ordering

Facility: ZZ TEST Data Purge

Ensure that you complete all other transactions prior to this step in the open ordering Module so that your quantity on hand is up to date.

- If inventory is correct, please select "No Inventory Changes".
- This page shows your current quantity on hand (TVFC/ASN/FLU Only) according to your most recent transactions.
- For any incorrect quantities, click the vaccine item number located on the left side of the screen. You must list a reason for any adjustment made to your quantity on hand.
- Please click 'Addline' to add any items that are not in your Electronic Inventory (example: received extra vaccine by mistake in a shipment). As a reminder, do NOT add private inventory into VAOS.

	Vaccine Item Nu...	Inte...	Vaccine Family	Vaccine	Vaccine Alert	Lot ID	Expiration Date	Quantity On Hand	Reason for Adjust...
1	<a href="#">VI-0385694</a>	PED	MMRV (Proquad)	<a href="#">Proquad SDV 10 Pack; Ped</a>		123456	07/10/2024	500	Error in Receiving
2	<a href="#">VI-0436627</a>	PED	Tdap (Pediatric)	<a href="#">Boostrix PFS 10 Pack; Ped</a>	Expired	11111	08/15/2023	27	Others

### In this section:

- Reconcile inventory
- View vaccine items
- Manually add vaccine items
- Enter physical count
- Acknowledge inventory accuracy

Facility

Choose Facility

VaccineProgram

Choose Vaccine Program

Vaccine

Choose Vaccine

Lot

Expiration date

Quantity on Hand (Doses)

Reason for addline

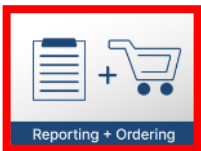
For more information, please visit our VAOS job aid: [TVFC/ASN Reporting Inventory Job Aid](#)



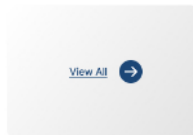


# Open Ordering – Input Order

## Reporting + Ordering



## Reports



## Other Reporting



### In this section:

- Place vaccine orders as a TVFC/ASN/Flu provider.

Open Ordering

Reporting + Ordering ✓ Transfer ✓ Prebook FLU ✓ **INPUT ORDER** ORDER REVIEW CONFIRMATION

### Input Order

Tips:

- Please select the vaccine(s) below and provide the quantity. If you order more than the suggested quantity, you should provide the reason for the deviation.
- Vaccines may be ordered only in increments according to the pack size.
- TVFC requires recording of doses administered up to the current date, inventory review and reconciliation (Master Vaccine Report) of all vaccines before an order can be submitted.
- If you are trying to order a vaccine that is not listed below, please ensure your Facility's Vaccine Choice is up to date.

Facility : ZZ TEST Data Purge

**Texas Vaccines for Children (TVFC)**

**Vaccine Family : DTaP** **Suggested Quantity : 0**

<input type="checkbox"/> Daptacel SDV 10 Pack; Ped	Pack Size	10	Requested Quantity	Reason For Deviation
<input checked="" type="checkbox"/> Infanrix PFS 10 Pack; Ped	Pack Size	10	200	vaccine drive

For more information, please visit our VAOS job aid: [Reporting and Ordering](#)

# Open Ordering – Order Review

Open Ordering

✓ ✓ ✓ ✓ ✓ ORDER REVIEW CONFIRMATION

### Review and Submit

Please review the items below. If you need to make changes to your order, select Back. If you have no changes to your order, select the Submit button on the bottom right.

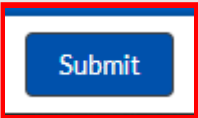
**Shipping Details**

Facility: ZZ TEST Data Purge  
Shipping Address: Preston Smith Road, Odessa, TX 79762

Vaccine Family	Name	Requested Quantity	Reason for Deviation
DTaP	Infanrix PFS 10 Pack; Ped	200	vaccine drive
HIB (Pediatric)	ActHib SDV 5 Pack; Ped	50	
MMRV (Proquad)	Proquad SDV 10 Pack; Ped	200	back to school

**In this section:**

- Review vaccine requests for TVFC/ASN/Flu as a provider.



For more information, please visit our VAOS job aid: [Reporting and Ordering](#)

# Open Ordering – Order Review



Your order request has been submitted!

## What's Next?

- Your Responsible Entity will now review your vaccine requests.
- Once approved, delivery can be expected between 3 - 15 business days.  
(depending on the presentation and storage requirements)
- After delivery, mark shipments as received, and if necessary, report discrepancies.

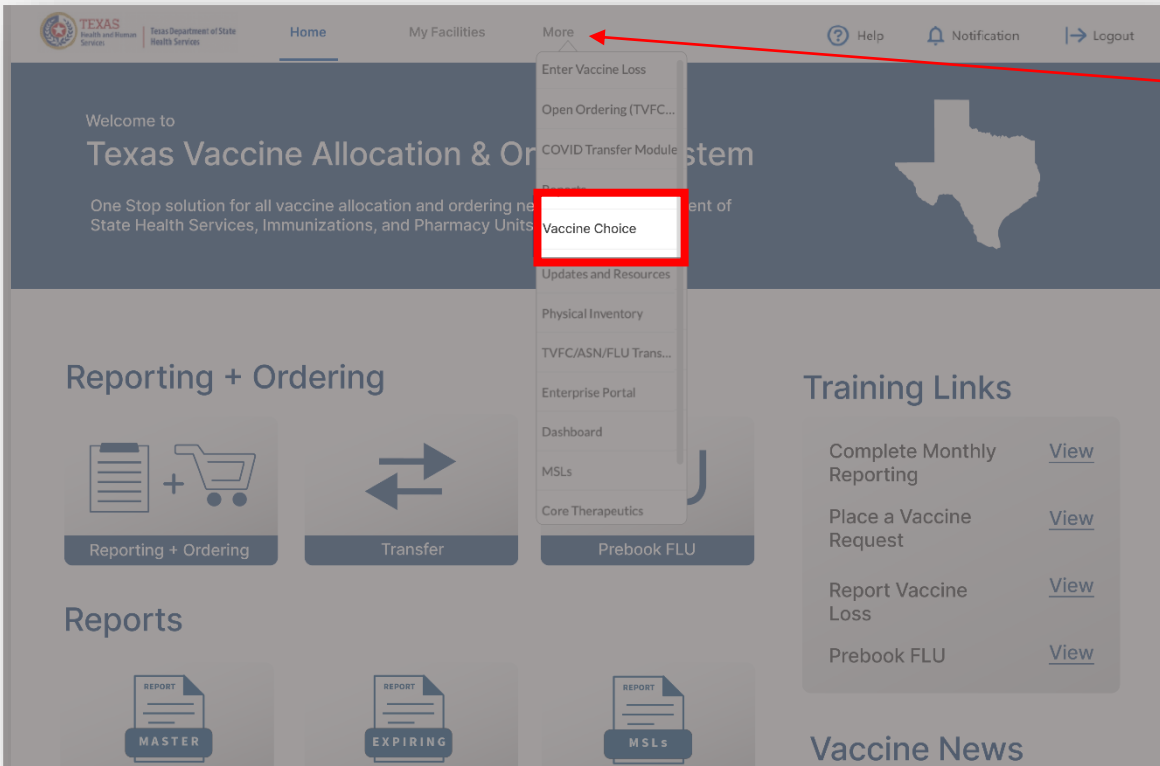
TAKE ME HOME

### In this section:

- Confirm submission of vaccine requests for TVFC/ASN/Flu as a provider.

For more information, please visit our VAOS job aid: [Reporting and Ordering](#)

# Update Vaccine Choice (TVFC/ASN/FLU)



To **update vaccines available** for specific presentations and brand, select **“Vaccine Choice”** from the **“More”** drop-down menu.

Select your **facility** from the dropdown menu on the **Vaccine Choice Module Page**.

**Vaccine Choice**

- Select the checkbox next to each vaccine that you would like to order for your facility. Ensure you select the correct facility from the drop-down menu.
  - If this is your first time updating Vaccine Choice, de-select any vaccine not offered.
  - If everything looks accurate, you do not have to do anything!
  - After changes are made, select Submit at the bottom of the page.

Select Facility

ZZ TEST Data Purge ▾

Check All / Uncheck All

- > Texas Vaccines for Children (TVFC)
- > Adult Safety Net (ASN)
- > Influenza (FLU)

Submit

## In this section:

- Update Choice for vaccines offered at your facility.

For more information, please visit our VAOS job aid: [Reporting and Ordering](#)

# Flu Pre Book

Welcome to

## Texas Vaccine Allocation & Ordering System

One Stop solution for all vaccine allocation and ordering needs for the Department of State Health Services, Immunizations, and Pharmacy Units.

### Reporting + Ordering



Reporting + Ordering



Transfer

FLU

Prebook FLU

### In this section:

- Indicate whether you will or will not be ordering Influenza doses for the upcoming season.
- Submit the number of doses you want to receive by presentation.
- Applies to only **TVFC** providers.
- *Pre-Booking only available in January.*

Choose Facility

\*Do you intend on ordering influenza vaccine for the 2021-2022 flu season?

NO, I do NOT want to order ANY influenza vaccine for the 2021-2022 influenza season

YES, I will be placing an order for influenza vaccine for the 2021-2022 influenza season.

Please note:  
**Place all orders in DOSES (not vials).**  
**For ordering purposes, 1 multi-dose vial = 10 doses.**

Abbreviations

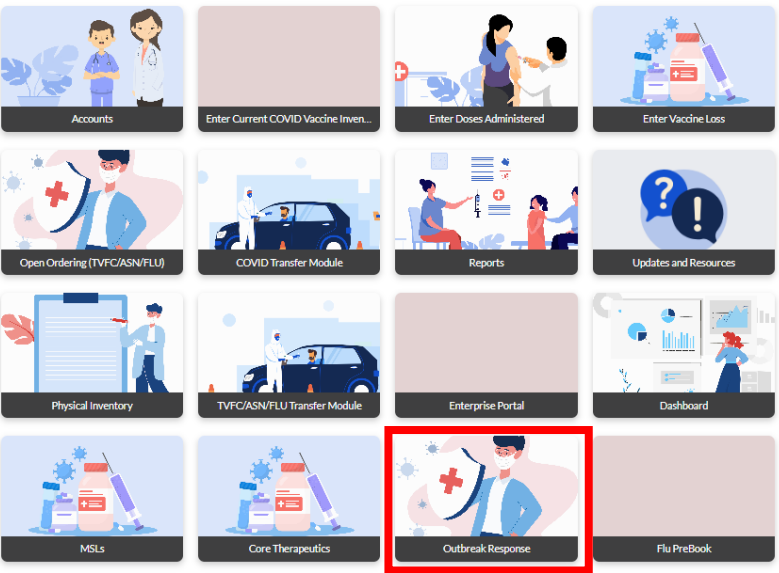
Place your flu vaccine order (in multiples of 10 only):

Afluria (Seqirus) 0.25 mL PFS <i>6 mos-35 mos</i>	<input type="text"/>
Fluarix (GSK) 0.5 mL PFS <i>6 mos-18 yrs</i>	<input type="text"/>
Flulaval (GSK) 0.5 mL PFS <i>6 mos-18 yrs</i>	<input type="text"/>
Fluzone (Sanofi) 5 mL MDV <i>6 mos-18 yrs</i>	<input type="text"/>
FluMist (AstraZeneca) Sprayer <i>2 yrs-18 yrs</i>	<input type="text"/>
Fluzone (Sanofi) 0.5 mL SDV <i>6 mos-18 yrs</i>	<input type="text"/>
Fluzone (Sanofi) 0.5 mL PFS <i>6 mos-18 yrs</i>	<input type="text"/>
Flucelvax (Seqirus) 0.5 mL PFS <i>4 yrs-18 yrs</i>	<input type="text"/>
Flucelvax (Seqirus) 5 mL MDV <i>4 yrs-18 yrs</i>	<input type="text"/>

Total : 0

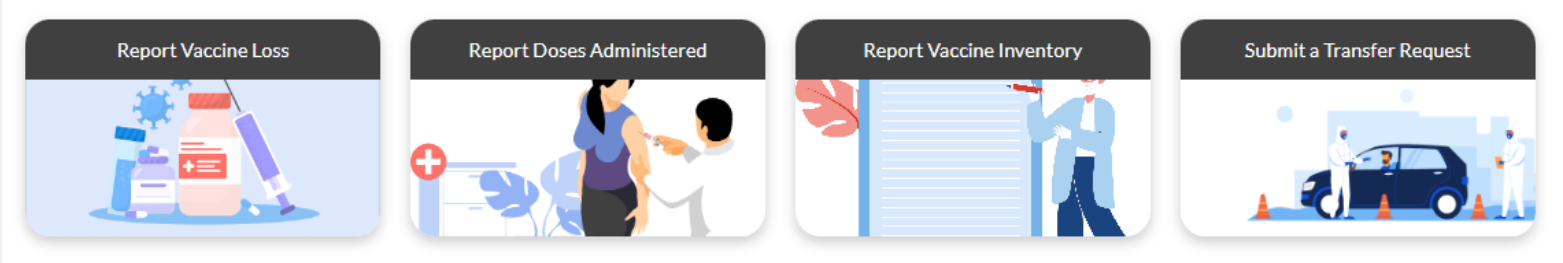
For more information, please visit our VAOS job aid: [TVFC Flu Pre-Book in VAOS](#)

# Outbreak Response



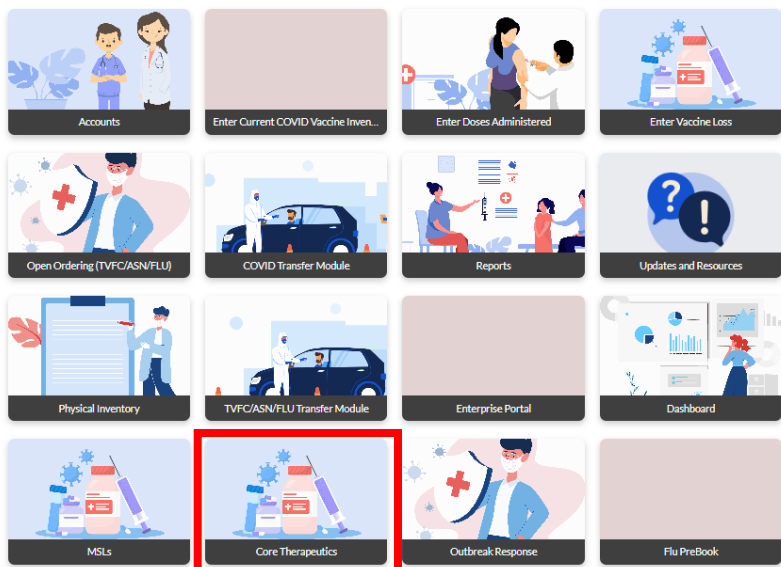
**In this section:**

- Report loss, administrations, and inventory of outbreak-specific vaccine products
- Submit transfer requests of outbreak-specific vaccine products



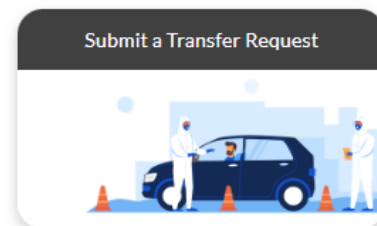
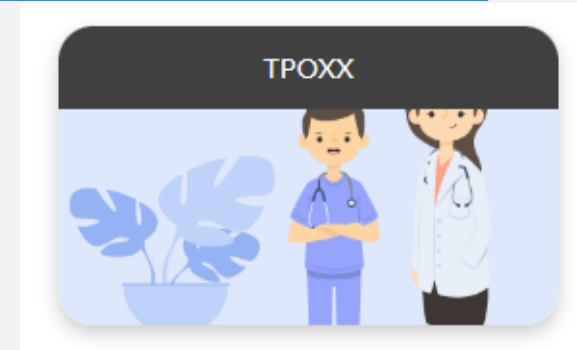
This section applies to vaccine products used for an **acute disease outbreak**, including products not covered by the TVFC, ASN, Flu, or COVID programs.

# Core Therapeutics



## In this section:

- Report loss, administrations, and inventory of specific therapeutic products
- Submit transfer requests of specific therapeutic products



This section applies to therapeutics products used for an **acute disease outbreak**, including products not covered by the TVFC, ASN, Flu, or COVID programs.



# Reports

## Reports



Biological



Physical

Physical & Tally



Expiring

Near Expiration



Waste

Waste



Transfers

Transfers

View All →

Provider PIN	Vaccine	NDC	Lot	Expiration	Vaccine Alert	Automated Total	Physical Count	Adjustment	Reason for Adjustment	Beginning Doses	Doses Received	Doses Administered* (0-18yrs)	*(19yrs and older)	Doses Transferred Out (Viable Vaccine)	Expired or Wasted Doses Returned (Non-Viable Vaccine)
	COVID (Pediatric)														
123456	Pfizer MDV3, 30 Pack (6m-4y); PED	59267-4315-02	123456	10/15/2065		964	191	773	Others	967	0	1	0	0	2
	COVID (Pediatric) Total					964	191	773		967	0	1	0	0	2
	DT														
123456	*DT SDV 1 Pack; Ped														
	DT Total														
	DTaP														
123456	Daptacel SDV 10 Pa Ped														
123456	Infanrix PFS 10 Pack;														
123456	Infanrix PFS 10 Pack;														
123456	Daptacel SDV 10 Pa Ped														
123456	Infanrix PFS 10 Pack;														
123456	Infanrix PFS 10 Pack;														
123456	Daptacel SDV 10 Pa Ped														
123456	Infanrix PFS 10 Pack;														
123456	Infanrix PFS 10 Pack;														
	DTaP Total														

### Texas Wasted or Expired Vaccines

PIN : 123456  
 Facility Name : ZZ TEST Data Purge  
 Address : Preston Smith Road,  
 Odessa, TX, 79762, United States

Phone :  
 Contact : ZZ Test Data Purge

- Trained staff to notify HSR or LHD
- Trained Staff to rotate stock and
- Trained staff to take immediate ac

VAN	Vaccine
VA-133033832	ActHib SDV 5 Pack; Ped

#### Instructions:

1. Contact your local or state health
2. Do not return open multidose vials
3. Wasted/expired vaccines do not r
4. Place a completed copy of this reg
5. Keep a copy of this form for your f

NDC and Vaccine	Intent (ADU or PEDI)	Lot and Expiration	0-18 Years Doses Administered	19 Years and Over Doses Administered	Physical Count From Refrigerator/Freezer	Comment
59267-4315-02 Pfizer MDV3, 30 Pack (6m-4y); PED	PED	123456 20651015				
49281-0286-10 Daptacel SDV 10 Pack; Ped	PED	C5883AA 20241015				
49281-0286-10 Daptacel SDV 10 Pack; Ped	PED	C5969AD 20241015				
49281-0286-10 Daptacel SDV 10 Pack; Ped	PED	G67JN11 20240831				
58160-0810-52 Infanrix PFS 10 Pack; Ped	PED	23T73 20241015				
58160-0810-52 Infanrix PFS 10 Pack; Ped	PED	456HHH 20241127				
58160-0810-52 Infanrix PFS 10 Pack; Ped	PED	7KM94 20231031				
58160-0810-52 Infanrix PFS 10 Pack; Ped	PED	LS444 20241015				
58160-0810-52 Infanrix PFS 10 Pack; Ped	PED	TEST12345 20251031				
58160-0811-52 Pediarix PFS 10 Pack; Ped	PED	27MF4 20241015				
58160-0811-52 Pediarix PFS 10 Pack; Ped	PED	7L9PZ 20241015				
58160-0811-52 Pediarix PFS 10 Pack; Ped	PED	B4722 20241015				
58160-0811-52 Pediarix PFS 10 Pack; Ped	PED	J953N 20241015				

PIN: 123456

### In this section:

Review and download reports on your VAOS activity.

For more information, please visit the reports job aid: [Generating Reports in VAOS](#)

# Training Links and Vaccine News

### Reporting + Ordering

- Reporting + Ordering
- Transfer
- Prebook FLU

### Reports

- Biological
- Physical & Tally
- Near Expiration
- Waste
- Transfers
- [View All](#)

### Training Links

- [Complete Monthly Reporting](#)
- [Place a Vaccine Request](#)
- [Report Vaccine Loss](#)
- [Prebook FLU](#)
- [View All](#)

### Vaccine News

- [FAQ: Monthly Reporting](#)
- [Update: Transfer Issue](#)
- [Update: Shipments Button](#)
- [Update: Inventory Button](#)
- [View All](#)

**In this section:**

- View contact information for support
- View resources to navigate VAOS and the ordering process.

Home Accounts Enter Current COVID Vaccine Inventory Enter Doses Administered Enter Vaccine Loss More

### TVFC ASN Monthly Reporting Reminder

TVFC/ASN Program providers must complete monthly reporting by the 5th of each month per [Chapter 3, Section VIII in the TVFC and ASN Provider Manual](#). Monthly reporting is required even if a provider does not order vaccine during the reporting month.

The following reports must be completed in the Vaccine Allocation and Ordering System (VAOS):

Required:

- Temperature Logs
- Doses Administered
- Physical Inventory

If applicable:

- Vaccine loss
- Receipt of vaccine shipments
- Vaccine transfers

If you are not familiar with how to report TVFC/ASN vaccine inventory into VAOS, please access the job aid on Physical Inventory in VAOS [here](#). Once your required monthly reporting has been completed and you are back in compliance with TVFC/ASN Program requirements, your ordering privileges will be fully restored. Thank you for your continued participation in the TVFC/ASN Program(s).

Texas Department of State Health Services  
Immunization Program

Files (1)

- QSG Docebo  
Oct 24, 2023 • 1.91MB • pptx

[View All](#)

Contact Us | Visitor Information | Compact with Texans | File Viewing Information | Site Policies | Texas HHS | Jobs at DSHS

# Questions?

*Access Provider Support Resources [Here \(TVFC/ASN/Flu\)](#).*



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