Vaccines for Adults Program

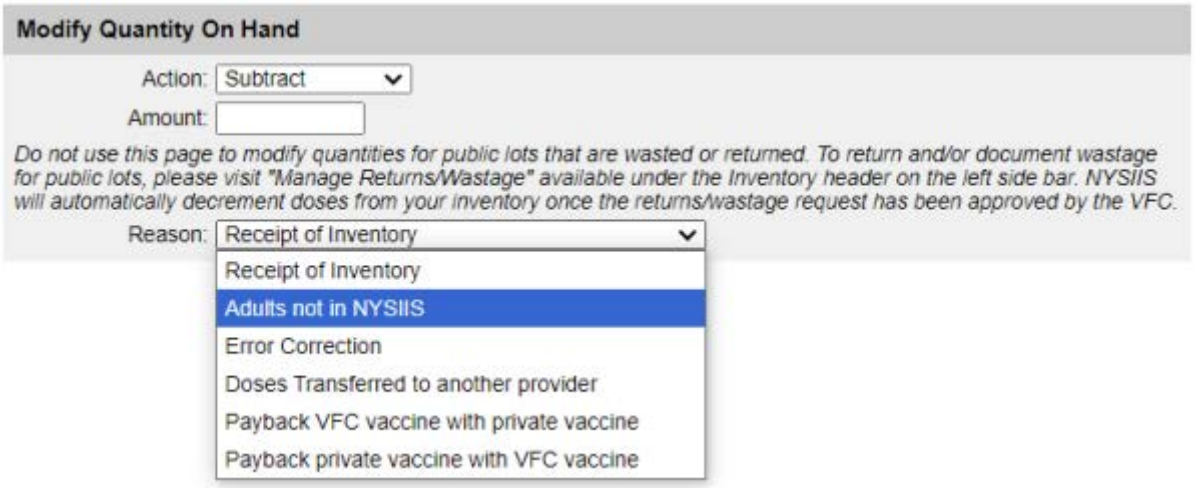
NYSIIS Guide: Managing Inventory for Adults Not in NYSIIS

Steps for updating inventory – decrementing doses administered to adults who do not consent

Providers enrolled in the Vaccines for Adults Program (VFA) are required to comply with reporting and inventory management requirements outlined in the Provider Agreement. Public Health Law Section 2168 requires health care providers who administer any vaccine to a person nineteen years of older to report to the New York State Immunization Information System (NYSIIS) within 14 days, with the consent of the vaccinee. Providers enrolled in VFA are required to ask for consent and report to NYSIIS when it is obtained. If the adult does not consent to having their information reported to NYSIIS, providers must account for the doses given through the inventory module within 14 days of administration, following the steps below.

1. Click on **Manage Inventory** under the Inventory section of the menu panel.
2. Press 

3. The inventory table shown by default will include active vaccine lots within the organization. Active lots are those that have a quantity greater than 0 and have not yet expired.
4. Select the vaccine lot you wish to update by clicking on the vaccine's trade name hyperlink, which is underlined and in blue.
5. To modify the quantity of doses on hand, enter the following information:
   - Under Action, choose subtract from the inventory on hand.
   - Under Amount, enter the quantity of doses given to adults who did not consent.
   - Choose 'Adults not in NYSIIS' from the Reason drop down list.



6. Click Save.

Note: The modify quantity on hand should not be used to record returns or wastage for public inventory nor to edit or correct your inventory due to a discrepancy. To record returns and wastage for public lots, please use the "manage returns and wastage" option listed in the inventory section on the NYSIIS left menu bar. NYSIIS will automatically decrement those doses from your inventory once

the returns/wastage request has been approved by the Vaccine Program. Every dose of publicly funded vaccine (i.e., anything ordered through NYSIIS) must be accounted for. NYS Vaccine Program staff are happy to help if you are having issues accounting for vaccine doses in NYSIIS.

Please reach out to NYVFC@health.ny.gov or call 1-800-543-7468 with any vaccine inventory questions or concerns. Do not call NYSIIS help desk with Vaccine Program for inventory concerns unless directed to do so by NYS Vaccine Program staff.

Useful NYSIIS links:

- NYSIIS home page: http://www.health.ny.gov/prevention/immunization/information_system/
- Information for Providers: http://www.health.ny.gov/prevention/immunization/information_system/providers/
    - Includes an FAQ document for providers, technical requirements and data exchange information, instructions on how to apply for a Health Commerce System account, a checklist to go live with NYSIIS, the NYSIIS User Agreement, and several useful documents
    - NYSIIS Guide for Manually Reporting Adult Immunizations
- Training: http://www.health.ny.gov/prevention/immunization/information_system/status.htm
    - Contains links to webinars and self-paced online tutorials

NYSIIS Help Desk Contact Information:

- For assistance in obtaining a NYSIIS user account or if you are experiencing system problems, contact the NYSIIS Help Desk at 1-866-389-0371 or nysiishelpdesk@gainwelltechnologies.com.
- For general program or policy questions, contact NYSIIS staff at (518) 473-2839 or nysiis@health.ny.gov.
- For questions or assistance with your public vaccine inventory, please contact the NYS Vaccine Programs at 1-800-543-7468 or by email at nyvfc@health.ny.gov.