

## Frequently Asked Questions

# Online VFC Vaccine Inventory Management (VIM) Module

### 1. How can I access the Vaccine Inventory Management Module (VIM)?

You can access the VIM module by going to [www.nyc.gov/health/cir](http://www.nyc.gov/health/cir). Click on the “Online Registry GO” icon on the right side of the screen to access the log-in screen. Once you log in, click on the “VFC” bubble on the navigation bar. Next, click on the **Vaccine Inventory Management** tab.

### 2. Why don't I see the Vaccine Inventory Management tab when I log onto the Online Registry?

If your facility is a school, or you have “Read-Only” access, you may not be able to access the VIM module. For additional questions, please email us at [nycimmunize@health.nyc.gov](mailto:nycimmunize@health.nyc.gov). In your email please include your 1) facility name and 2) CIR facility code or VFC PIN number.

### 3. What is my CIR Expected Inventory?

The *CIR Expected Inventory* is calculated by the CIR:

#### **CIR Expected Inventory=**

VFC doses shipped - [VFC doses given + doses reported as Returns/Wastage + any other inventory adjustments]

Ideally, your *CIR Expected Inventory* and *On-Hand Inventory* should match. In the event that it does not, you must balance your inventory and account for discrepant doses using the *Adjustment Reasons*.

### 4. When CIR launches VIM, what inventory will be shown?

**VIM** will display your last reported inventory. Additionally, your **VIM** inventory will be updated with **VFC** vaccine shipment data after your last inventory was submitted to CIR.

### 5. How do I adjust my vaccine inventory within VIM?

You may adjust your vaccine inventory in **VIM** while you are in either the (1) **Order VFC Vaccine** tab, where you place orders and balance inventory, or in the (2) **Adjust Inventory** tab, in between orders. From either tab you can manage both your public and private vaccine inventory. The first time you use the module your **VFC** lot numbers should be populated with your most recently received shipment and with the inventory you reported during your last order.

The first time you use you use the module for your private inventory you will need to manually add lots using the “Find & Add Lot” button. To adjust the inventory, select **Decrease (-)** or **Increase (+)** from the *Adjust Direction* column, enter the number of doses in the *Adjust Quantity* column, and select the reason for the adjustment from the *Adjustment Reason* column. To add another reason, or remove a previously added reason, use the + and – icons from the *Add/Remove Reason* column.

### 6. I have vaccines from a lot that are not displayed in VIM. How can I account for these doses?

When balancing your inventory, in either the stand-alone **Adjust Inventory** screen or while placing your **VFC** vaccine order, click the “Find & Add Lot” button located right above the dashboard. A box will appear for you to enter the vaccine type, brand, lot, and the number of doses to add to the inventory. You can use the “Find & Add” Lot functionality to add vaccine doses to both your public and private inventory.

Note: Since the **CIR** does not know the details of your private vaccine orders, you will have to manually add lots when using this screen for your private inventory,

## 7. Can I create reports with VIM?

Yes, you can generate, view and filter reports under the **Reports** tab. The Doses Administered Report (DAR) and the VFC Eligibility Report exist here. New reports include, Vaccine Returns/Wastage, Vaccine Transactions, Order History and Aging Inventory. Please see the **VIM QuickGuide** for details.

## 8. How will the system know if I borrowed a dose?

When you administer a **VFC** dose to a private patient or a private dose to a **VFC**-eligible patient, the system will generate an eligibility-dose fund type mismatch. You can run a Vaccine Transaction Report to identify these borrowed doses.

## 9. How can I replace borrowed doses?

You can account for borrowing by using the *Adjust CIR Expected Inventory by Dose* columns on the dashboard. **Example:**

- During patient's visit, there are no more private DTaP doses
  - VFC DTaP Lot Number: I23ABC was administered instead
- You run the Vaccine Transaction Report to identify the borrowing event
- When a new private shipment is received, in the **Private Inventory** tab, select a DTaP lot
- Then select "Decrease (-)" from the *Adjust Direction* column.
- Enter "1" in the *Adjust Quantity* column
- Select "Replace borrowed Public dose" from the *Adjustment Reason* column
- Your *CIR Expected Inventory* column will decrease by 1

## 10. Where do I account for my returned/wasted vaccine within VIM?

You can account for your returned/wasted vaccines by clicking on the "**VFC**" icon in the header of the Online Registry and then navigating to the **VFC Vaccine Returns/Wastage** tab in VIM.

## 11. Can I also order my flu vaccines through VIM?

You can order your flu vaccines by clicking on **Order Flu Vaccine** tab in VIM.

## 12. Can I track my VFC order?

Yes. VFC vaccines are shipped to your site via UPS. You can track your **VFC** orders by clicking on the **Vaccine Order Tracking** tab.

## 13. Who should I contact if there is a problem with an order that was placed online?

If you have a problem with an order that was placed, please email us at [nycimmunize@health.nyc.gov](mailto:nycimmunize@health.nyc.gov). In your email please include your facility name, your CIR facility code or VFC PIN number, and the vaccine order confirmation number generated when you placed your order.

## 14. How can I learn more about VIM?

BOI will hold regular webinars pre- and post-deployment. We encourage attendance! Training materials will be available.

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## Help

If you have any questions, please call **(347) 396-2400**, Monday through Friday, 9 am to 5 pm, to request additional support and/or training.

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Abbreviations:

**BOI** Bureau of Immunization

**CIR** Citywide Immunization Registry

**OLR** Online Registry

**VFC** Vaccines for Children (VFC) Program

**VIM** Vaccine Inventory Management (VIM) Module

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