Table of Contents:

Creating A New Inventory........................................................................................................... 4
Types of Inventories..................................................................................................................... 4
Activating a New Inventory .......................................................................................................... 4

Managing Inventory ...................................................................................................................... 5
Defining Methods for Adding Lots to Inventory ........................................................................ 5
Adding Lots to Inventory via Direct Data Entry ......................................................................... 6
Inventory Viewing Options ......................................................................................................... 10
Viewing Lot Detail and Transactions ......................................................................................... 11
How to Set and Remove a Lot Default ....................................................................................... 13
Inactivating Lots .......................................................................................................................... 15
  Viewing and Managing Inactive Lots ....................................................................................... 16
  Managing All Inactive Lots ....................................................................................................... 18
Inventory Effects Related to Documenting and Editing Immunizations .................................. 21
Vaccine Eligibilities and Their Effects on Inventory ................................................................. 21
Adding Transactions/Adjustments to Existing Lots in Inventory ............................................... 22
Available Inventory Actions & Reason Codes ......................................................................... 24
Inventory Transaction Requirement - Doses Administered to Persons Opted Out .............. 28
Required Inventory Adjustment for Doses Administered to Opt Out Persons ....................... 28
Lot Expirations ............................................................................................................................ 29
  View Soon-To-Expire Lots ....................................................................................................... 29
  View Lot Expiration Warning ................................................................................................. 29

Balancing Inventory .................................................................................................................... 30
Things to Know About Performing an Inventory Balance ....................................................... 30
Physical Inventory Report .......................................................................................................... 31
Balancing the Inventory .............................................................................................................. 33
Unbalanced Lot Reconciliation .................................................................................................. 38
  Step One: View the Inventory History ................................................................................... 38
  Step Five: Reconciling Unbalanced Lots .............................................................................. 40
    Reconciling an Open Inventory ......................................................................................... 41
    Reconciling an Previously Balanced Inventory ............................................................... 42

Vacs Admin (Vaccine Administered) Link .................................................................................. 43
Information and instructions included in this reference guide periodically change with system updates and are subject to annual review. Please be advised: Images and directions may no longer replicate current system function.

Reports included in this reference guide have a retention period of 10 days from the date of generation. Once a report is generated, necessary actions (e.g., printed, exported or mailed) must be performed before the end of 10 days or the system will automatically delete the report.

MCIR User Reference Guide: VIM, ver.08.01.2017, Page 3 of 54
CREATING A NEW INVENTORY

Types of Inventories

- **VFC/Public**: This inventory is specific to federally purchased vaccines provided free of charge to physicians and health clinics enrolled in the Vaccines for Children (VFC) program.
- **Private**: This inventory is specific to vaccines privately purchased by the physician or health clinic.
- **All Hazard**: This inventory is specific to those vaccines and/or antivirals intended for use in an Emergency Preparedness event.

This guide provides information and instructions related to the **VFC/Public** and **Private** inventories only.

Activating a **New** Inventory

**Step One:**
Click on the **Manage Inventory** link from the system’s landing page ("home screen").

![Manage Inventory image]

**Step Two:** Select which type of inventory to manage from the **Inventory** drop-down menu and click **Get Inventory**.

![Manage Inventory - VFC/Public image]
Step Three: The inventory must be activated by clicking the **Active** box and entering the **Active Date** (the date the vaccine was received). To make a specific inventory the defaulted inventory (the one the system automatically opens when navigating to the VIM), check the **Default** box. Be sure to click **Submit** to save the updates.

MANAGING INVENTORY

Defining Methods for Adding Lots to Inventory

There are two ways vaccine lots are added to a new inventory:

1. **Via Direct Data Entry** when vaccine lots are added to the inventory by the facility.
   - The office receives stock for the Private inventory.
   - The office receives Vaccines for Children (VFC)/Public vaccine directly from the Local Health Department.
   - Entering Replaced Borrowed or Replaced Wasted lot numbers into the opposite inventory

2. **Via Automatic Data Entry** vaccine lots are added to the inventory by a McKesson file.
   - The automated McKesson file will add to an existing Lot number, whether it is an inactive or an active inventory.
   - It is recommended to cross-reference the lots received to verify they have been automatically added to your VFC/Public inventory.
Adding Lots to Inventory via Direct Data Entry

**Step One:** Select the appropriate inventory.

![Inventory Image]

**Step Two:** Verify that the desired lot does not exist in the inventory. If the lot does exist, please see the Adding Transactions to Existing Lots in Inventory section of this reference guide.

Before adding new lots, be sure to verify the lot does not already exist as an inactive lot in the inventory. For additional information and instructions on inactive lots, refer to the Viewing and Managing Inactive Lots section of this reference guide.

![Inventory Details Table]

**Step Three:** Click the **Add New Lot** link to be directed to the Add Vaccine Lot screen.

![Inventory Details Table with New Lot Added]
Step Four: On the **Add Vaccine Lot** screen, enter the following information:

<table>
<thead>
<tr>
<th>Add Vaccine Lot Data Fields</th>
<th>Detail</th>
</tr>
</thead>
<tbody>
<tr>
<td>Vaccine</td>
<td>Select the correct vaccine type</td>
</tr>
<tr>
<td>Expires</td>
<td>Enter the Expiration Date for the vaccine</td>
</tr>
<tr>
<td>Mfr (Product)</td>
<td>Select the Manufacturer/Product</td>
</tr>
<tr>
<td>Lot #</td>
<td>Enter the lot number from the box. For IPV, enter the lot # as it appears on the box, excluding the hyphen. Ex: IPV Lot A1299-2 would be entered as “A12992.”</td>
</tr>
<tr>
<td>NDC</td>
<td>Select the National Drug Code (NDC) from the vaccine’s outer packaging. If the NDC is not available from the dropdown menu, verify you selected the appropriate Vaccine and Mfr. If the vaccine and manufacturer are correct, and the NDC is still not available, please contact your Regional MCIR Office for assistance.</td>
</tr>
<tr>
<td>Date</td>
<td>Enter the date the lot is received into the inventory.</td>
</tr>
<tr>
<td>Doses</td>
<td>Number of doses received</td>
</tr>
<tr>
<td>Action</td>
<td>The system should default to <strong>Transferred In</strong> for adding a brand new/just received lot into inventory. If the lot being added to inventory is not new (was not just received from outside the facility) and is being moved between inventories, select the appropriate Action &amp; Reason from the <strong>Available Inventory Actions &amp; Reason Codes</strong> table of this reference guide.</td>
</tr>
<tr>
<td>Reason</td>
<td>Select <strong>Add to Inventory</strong> to add a brand new/just received lot into inventory. If the lot being added to inventory is not new (was not just received from outside the facility) and is being moved between inventories, select the appropriate Action &amp; Reason from the <strong>Available Inventory Actions &amp; Reason Codes</strong> table of this reference guide.</td>
</tr>
<tr>
<td>Comment</td>
<td>Enter a detailed comment.</td>
</tr>
</tbody>
</table>
Step Five: If more additional lots need to be added to inventory, click on Add More. The lot just entered will be saved and a new Add Vaccine Lot screen will appear.

Step Six: Once all lots have been added to the inventory, click Submit to be returned to the Manage Inventory screen. Lots added will be displayed alphabetically, by Vaccine.
Inventory Viewing Options

In the inventory, the screen displaying all lots will default to the Lot Condensed View format.

To change the display to a detailed view, click on the Lot Detail View link.

Lot Condensed view:

Lot Detail View:
To return to the **Lot Condensed View** format, click the **Lot Condensed View** link.

**Viewing Lot Detail and Transactions**

The Lot Transactions screen lists the Lot Information and the Transaction Log for currently open inventory, including persons who received the lot of vaccine, manual transactions* (e.g., “unable to locate” adjustment), system-generated transactions (e.g., McKesson VFC inventory upload) and comments. The log is sorted in reverse date order, with the Current Balance at the top and the Balance Forward (from the last ending inventory) at the bottom.

*For more information on manual transactions, please refer to the Managing Inventory section of the reference guide.

To view the transactions that have occurred within a specific lot, click on the vaccine from the Manage Inventory screen.
To view the details for a specific transaction, click on the corresponding date to view the Vaccine Lot Transaction Detail screen. This shows additional detail for the individual transaction.
How to Set and Remove a Lot Default

When a lot is defaulted, it will automatically fill in data on the Add Immunizations screen for that vaccine type. Other lots can still be chosen manually during data entry.

Things to Remember About Defaulting Lots:

- It is important to monitor lots set as default because inventory deductions will continue even after the “On Hand” quantity reaches zero, resulting in negative balances.
- Defaulted vaccine lots will be denoted by a checkmark on the Manage Inventory Screen.
To set a lot default:

**Step One:** From the Manage Inventory screen, click on the vaccine to set as the default and then click on the **Make Lot Default** button.

![Lot Information Table]

**Step Two:** To remove a default, perform the same steps as in Step One but select **Remove Default**.

![Lot Information Table]
Inactivating Lots

Once a lot's balance reaches zero, the lot can be inactivated. All lots must go through two complete inventory balances, following the inactivation of a lot, before they will no longer display on the Balance Inventory page.

**Step One:** To inactivate a lot, click on the Vaccine from the Manage Inventory screen.

![Manage Inventory - VFC/Public](image1)

**Step Two:** Click on the Inactivate Lot button, from the Lot Transaction screen. The lot will be inactivated and you will be taken back to the Manage Inventory screen.

![Lot Transactions - VFC/Public](image2)
Viewing and Managing Inactive Lots

To view lots inactivated during the last two Balances:

Step One: Click the Show Inactive Lots link on the Manage Inventory screen.

Step Two: All lots associated to the current inventory (active and inactive) will display in alphabetical order. Inactivated lots will display in pink and do not have a check in the Active column.
Step Three: To reactivate an inactive lot, click on the Vaccine from the above view of inactivated lots. Once on the Lot Transactions screen, click the Activate Lot button.

Step Four: The system will return to the Manage Inventory screen.
Managing All Inactive Lots

To view all lots which have ever been inactivated:

**Step One:** Click the **Manage Inactive**, from the **Manage Inventory** screen, to navigate to the **Manage Inactive Lots** screen.

![Manage Inventory - VFC/Public](image)

**Step Two:** In the Vaccine field, choose **All** or the specific vaccine type and click Get Inactive Lots.

![Manage Inactive Lots](image)
Step Three: All inactive lots will display on the **Manage Inactive Lots** screen, based on the Vaccine chosen in Step Two, directly above.

![Manage Inactive Lots Screen](image)

Step Four: Clicking on the vaccine **Lot #** will open the **Lot Detail** window, where additional vaccine information is displayed.

![Manage Inactive Lots Screen](image)
Step Five: To reactive a lot, click the **Activate** button on the **Lot Detail** window.

Step Six: The system will return to the Manage Inventory screen.
Inventory Effects Related to Documenting and Editing Immunizations

Things to Remember:

- Editing a vaccine administration will result in an increase or decrease in vaccine lot quantities in an open (unbalanced) inventory.
- Reporting duplicate vaccine administration will result in an additional, unwanted deduction in vaccine lot quantities in an open (unbalanced) inventory.
- Adding or editing a vaccine administration that occurred within a closed balance cycle will not affect the current inventory.
- Changing a person’s vaccine eligibility may affect the inventory, which may impact Borrowed doses.
- Accurately choosing the lot number administered to ensure the deduction occurs in the proper inventory.
- Accurately documenting the person’s vaccine eligibility when reporting administered doses to capture borrowed doses.
- Accurately documenting in the Electronic Medical Record (EMR) to ensure accurate MCIR reporting.

For information and instructions on reporting vaccine administrations and/or editing previously reported administrations, please refer to the MCIR User Reference Guide: Person Module.

Vaccine Eligibilities and Their Effects on Inventory

The below table depicts which Vaccine Eligibilities correspond with which inventories.

<table>
<thead>
<tr>
<th>Vaccine Eligibility</th>
<th>VFC/Public Inventory</th>
<th>Private Inventory</th>
</tr>
</thead>
<tbody>
<tr>
<td>Medicaid-VFC (includes MiChild)</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Uninsured</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Under Insured</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Native American</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Medicaid-Non-VFC</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Private Pay/Insurance</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>MI-VRP</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Medicare A</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Medicare B</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Medicare D</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Other Public Purchases</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>317 Special</td>
<td>X</td>
<td></td>
</tr>
</tbody>
</table>
Adding Transactions/Adjustments to Existing Lots in Inventory

Doses added to a person’s record will automatically be deducted from the inventory if the Admin vaccine administration Type is selected when adding the doses to the person’s record. For more information on adding vaccines to a record, please see the MCIR User Reference Guide: Person Module.

To create a transaction/adjustment by direct entry to a lot in active inventory:

**Step One:** To select a lot from inventory, click on the Vaccine. The system will navigate to the Lot Transactions screen.

**Step Two:** Click Add New Transaction, from the Lot Transaction screen.
Step Three: From the **Add Vaccine Lot Transaction** screen, enter the required information.

- **Date** = the date of the transaction
- **Dose** = the number of doses involved in the transaction
- **Action** = what is being done with the vaccine
- **Reason** = why the action is needed
- **Comment** = additional detail to explain reason for the transaction

If you require assistance in determining the correct **Action** and **Reason** code to select, please reference the **Available Inventory Adjustments and Reason Codes** table, found on the next 4 pages of this reference guide.

Step Four: Click the **Submit** button to add the transaction to the **Lot Transactions** screen. The added transaction/adjustment will appear on the vaccine lot’s **Lot Transaction** screen.
### Available Inventory Actions & Reason Codes

It is advisable to record transaction dates, number of doses, and actions on a worksheet posted on your refrigerator for ease of data entry into MCIR.

<table>
<thead>
<tr>
<th>Action</th>
<th>Reason</th>
<th>Inventory Effect*</th>
<th>LWB (Lost/Wasted/Borrowed) Effect*</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Adjustment</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Breakage</td>
<td>—</td>
<td></td>
<td>+</td>
<td>Vaccine is dropped, broken, or defective and is not usable.</td>
</tr>
<tr>
<td>Drawn not used</td>
<td>—</td>
<td></td>
<td>+</td>
<td>Vaccine is drawn up but not used and cannot be used within manufacturer guidelines or by end of day.</td>
</tr>
<tr>
<td>Found dose</td>
<td>-/+ or N/A User chooses</td>
<td>-/+ or N/A User chooses</td>
<td>A dose that had been marked as lost or wasted has been found and the inventory period is still open. Add to Inventory and Subtract from LWB.</td>
<td></td>
</tr>
<tr>
<td>Natural Disaster</td>
<td>—</td>
<td></td>
<td>+</td>
<td>Vaccine could not be found due to a true natural disaster (flood, tornado, earthquake, etc.). Use of this transaction should be RARE.</td>
</tr>
<tr>
<td>Data entry correction</td>
<td>-/+ or N/A User chooses</td>
<td>+/- or N/A User chooses</td>
<td>This transaction is used for data correction. Example: 200 doses were entered in the inventory on the day of shipment, this was found to be a data entry error, only 20 doses were received; in this example 180 doses would be entered under number of doses and subtract would be chosen for the Inventory Effect and N/A for the LWB effect.</td>
<td></td>
</tr>
<tr>
<td>Unable to locate</td>
<td>—</td>
<td></td>
<td>+</td>
<td>Unable to locate vaccine at the time of inventory balance. Every effort should be made to locate the dose, including making sure all records/shots have been entered in MCIR, before using this transaction.</td>
</tr>
<tr>
<td>Action</td>
<td>Reason</td>
<td>Inventory Effect*</td>
<td>LWB (Lost/Wasted/Borrowed) Effect*</td>
<td>Description</td>
</tr>
<tr>
<td>-------------------------------</td>
<td>---------------------------------------</td>
<td>-------------------</td>
<td>-----------------------------------</td>
<td>-----------------------------------------------------------------------------</td>
</tr>
<tr>
<td><strong>Return to Distributor</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Equipment failure (too warm)</td>
<td>—</td>
<td></td>
<td>+</td>
<td>Vaccine is no longer usable because the refrigerator or freezer got too warm.</td>
</tr>
<tr>
<td>Equipment failure (too cold)</td>
<td>—</td>
<td></td>
<td>+</td>
<td>Vaccine is no longer usable because the refrigerator or freezer got too cold.</td>
</tr>
<tr>
<td>Expired vaccine</td>
<td>—</td>
<td></td>
<td>+</td>
<td>Vaccine is no longer usable because it has expired.</td>
</tr>
<tr>
<td>Failure to store properly</td>
<td>—</td>
<td></td>
<td>+</td>
<td>Vaccine was not stored properly and therefore is not usable (left out on counter, stored in door of unit, etc.).</td>
</tr>
<tr>
<td>Power Outage</td>
<td>—</td>
<td></td>
<td>+</td>
<td>Vaccine that was comprised due to a power failure and cannot be used.</td>
</tr>
<tr>
<td>Recalled</td>
<td>—</td>
<td></td>
<td>N/A</td>
<td>Vaccine was recalled by the manufacturer or the FDA and can no longer be used.</td>
</tr>
<tr>
<td>Spoilage in Shipment</td>
<td>—</td>
<td></td>
<td>N/A</td>
<td>Vaccine was spoiled during shipment from manufacturer or distributor and it can no longer be used.</td>
</tr>
<tr>
<td><strong>Transferred In</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Add to Inventory</td>
<td></td>
<td></td>
<td>N/A</td>
<td>This transaction is for vaccine that is being added to the inventory on the private side. On the VFC side, use this transaction if the vaccine is being picked up from the LHD.</td>
</tr>
<tr>
<td>Replaced Borrowed</td>
<td></td>
<td></td>
<td></td>
<td>This replaces publicly purchased (VFC) vaccine that was used for a non-VFC (i.e. privately insured individual). The reverse is true when making this transaction under the Private Inventory.</td>
</tr>
<tr>
<td>Action</td>
<td>Reason</td>
<td>Inventory Effect*</td>
<td>LWB (Lost/Wasted/Borrowed) Effect*</td>
<td>Description</td>
</tr>
<tr>
<td>-----------------</td>
<td>-------------------</td>
<td>-------------------</td>
<td>-----------------------------------</td>
<td>---------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Replaced</td>
<td>Lost/Wasted</td>
<td>+</td>
<td>—</td>
<td>This replaces publicly purchased (VFC) vaccine that was either lost or wasted; replacement is being made with private vaccine stock.</td>
</tr>
<tr>
<td>Transferred Out</td>
<td>Distribution</td>
<td>—</td>
<td>N/A</td>
<td>To re-distribute private stock. <em>(Private inventory only)</em></td>
</tr>
<tr>
<td>Replaced</td>
<td>Borrowed</td>
<td>—</td>
<td>N/A</td>
<td>To replace a dose of privately purchased vaccine that was borrowed for VFC/publicly purchased eligible individual. Required Information 1.) Date of Service, 2.) First and last name, 3.) Date of Birth OR 1) Date of Service and MCIR ID</td>
</tr>
<tr>
<td>Replaced</td>
<td>Lost/Wasted</td>
<td>—</td>
<td>N/A</td>
<td>Used to replace VFC/Public vaccine that was either lost or wasted and is being replaced with privately purchased vaccine. <em>(Private Inventory Only)</em></td>
</tr>
<tr>
<td>IVEN Transaction</td>
<td></td>
<td>—</td>
<td>N/A</td>
<td>To subtract doses transferred to another site through the Influenza Vaccine Exchange Network. <em>(Private Inventory Only)</em></td>
</tr>
<tr>
<td>Opted out of MCIR</td>
<td></td>
<td>—</td>
<td>N/A</td>
<td>Used to document the inventory transaction of a person who has Opted Out of MCIR. Transaction subtracts from inventory but does not affect the LWB.</td>
</tr>
<tr>
<td>Non Return Open MDV</td>
<td></td>
<td>—</td>
<td>N/A</td>
<td>Use this to remove a partially used multi-dose vial that is no longer usable, cannot be returned and must be discarded.</td>
</tr>
<tr>
<td>Action</td>
<td>Reason</td>
<td>Inventory Effect*</td>
<td>LWB (Lost/Wasted/Borrowed) Effect*</td>
<td>Description</td>
</tr>
<tr>
<td>----------------------------</td>
<td>----------------------</td>
<td>-------------------</td>
<td>------------------------------------</td>
<td>-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Vaccine Short Dated</td>
<td>—</td>
<td>N/A</td>
<td></td>
<td>Use this to remove vaccine that has been short-dated by the manufacturer (not related to mishandling of vaccine by the provider/clinic).</td>
</tr>
<tr>
<td>Return to Local Health Department (VFC/Public Inventory Only)</td>
<td>Soon-to-Expire</td>
<td>—</td>
<td>N/A</td>
<td>This is for soon-to-expire vaccine being sent to the LHD to be utilized prior to expiration. <strong>(Routinely vaccine should have at least a 6-month expiration to allow the LHD to utilize it prior to expiration).</strong></td>
</tr>
<tr>
<td></td>
<td>Wrong Vaccine Received</td>
<td>—</td>
<td>N/A</td>
<td>Vaccine was inadvertently delivered to a clinic and must be returned or redistributed with the help of the LHD.</td>
</tr>
<tr>
<td></td>
<td>Excess Inventory</td>
<td>—</td>
<td>N/A</td>
<td>Provider has more vaccine than can be used prior to expiration. <strong>(Routinely, vaccine should have at least a 6-month expiration to allow the LHD to utilize it prior to expiration).</strong></td>
</tr>
</tbody>
</table>
Inventory Transaction Requirement - Doses Administered to Persons Opted Out

It is important to note when a person’s record has been Opted Out of MCIR:
1. administered immunizations cannot be documented on the person’s record.
2. the automatic inventory deduction, related to reporting administrations to a person’s record, will not occur.

As a result, doses of vaccine administered to persons whom are Opted Out are required to be both:
1. reported to the system as an administered dose for inclusion on the Doses Administered Report. For information and instructions on Add Non-Reported Administrations, refer to the MCIR User Reference Guide: Person Module.
2. adjusted in inventory, via a hand-entered transaction (see directly below).

Required Inventory Adjustment for Doses Administered to Opt Out Persons

For instructions on making the required hand-entered adjustment to the lot in inventory, refer to the Adding Transactions/Adjustments to Existing Lots in Inventory section of this reference guide.

Be sure to select MCIR Opted Out as the transaction’s required Action type.
Lot Expirations

Viewing Soon-to-Expire Lots

Vaccines are listed in alphabetical order on the Manage Inventory screen. Color coded lot expiration (Expires) dates are used to signify lots expiring soon.

- Red = Expired
- Purple = Expires within 0 to 3 months
- Green = Expires within 3 to 6 months

Vaccine Lot Expiration Warning

For information and/or instructions on generating a Vaccine Lot Expiration Warning Report, please see the Vaccine Lot Expiration Warning Report tip sheet.
BALANCING INVENTORY

Things to Know About Performing an Inventory Balance:

- Vaccine should be physically counted either first thing in the morning or at the end of the day, not during active clinic hours while vaccines are potentially being pulled and administered.
- The date entered in the Refrigerator Count Date box indicates the inventory has been counted on that date. Refer to the Balancing Inventory Considerations table of this reference guide for additional assistance with counting inventory.
- The actual fridge count should be recorded on the Physical Inventory Report. Required adjustments to the inventory count should be performed by making the required manual transaction to the lots in inventory. Refer to the Available Inventory Actions & Reason Codes table of this reference guide for additional assistance selecting the appropriate transaction to perform.
- Dependent upon on the required inventory adjustment being performed, it may be necessary to add or edit an inventory transaction and/or make an adjustment to the actual administration recorded in the person’s record.
- Ensure all transactions (e.g., reporting of administered doses and any necessary manual adjustments) have been accurately accounted for in the inventory before attempting to balance. Refer to the Balancing Inventory Considerations table of this reference guide for additional assistance with counting inventory.
Physical Inventory Report

The first step in preparing to balance the inventory is to generate the **Physical Inventory Report** to record the current number of doses in fridge/freezer. The **Physical Inventory Report** should be prepared before attempting to balance the inventory.

**Step One:** From the system’s landing page (“home screen”), click on the **Inventory** link found under the **Reports** section.

**Step Two:** From the **VIM Reporting** screen, select the **Physical Inventory Report** from the **Report** dropdown menu. The inventory will automatically default to the VFC/Public. To change the inventory, select from the **Inventory** dropdown. It is recommended to change the report name in the **Description** box; this will aid in finding the report once completed. Click **Submit** to process the report request. The system will return to the landing page (“home screen”).
Step Three: Click on the **Retrieve Results** link, found under the **Reports** section. The system will navigate to the **Scheduled Results** screen.

Step Four: Locate the **Physical Inventory Report** (as prepared in Step Two, above). Click on the **Report** link to retrieve and print the report. Use the printed report to record the exact amounts of vaccine, from the fridge/freezer, into the **Count** column.
Balancing the Inventory

Step One: From the system’s landing page ("home screen"), click on the Manage Inventory link found under the Vaccine Mgmt section. The system will navigate to the Manage Inventory screen. The Last Balanced date will be displayed at the top of the Manage Inventory screen.
Step Two: Verify the appropriate Inventory is being displayed. To change the inventory, select from the Inventory dropdown and then click Get Inventory. Next, click on the Balance Inventory link. The system will navigate to the Balance Inventory screen.
Step Three: On the Balance Inventory screen, enter the date the vaccine was counted into the Dose Count Date box. Remember: If the vaccine was counted first thing in the morning, yesterday’s date should be entered. Refer to the Balancing Inventory Considerations table of this reference guide for additional information and instructions on choosing the appropriate Dose Count Date to enter. Click the Get Records button to navigate to the Balance Inventory worksheet.

Step Four: Enter all counts recorded on the Physical Inventory Report (refer to Physical Inventory Report section of this reference guide for more detail) into the Count column of the Balance Inventory worksheet. Click Save/Update Counts, at the bottom of the screen to save the information.
The Balance button should now appear to the far right of any lot requiring review (see image above) and “reconciliation.” All lots must be balanced before the Balance Inventory worksheet can be marked as Completed (next step, below).

Refer to the Balancing Inventory Considerations table (next page of this document) and the Unbalanced Lot Reconciliation section of this reference guide for additional assistance balancing.

Step Five: Once all lots are balanced, click Completed to finalize and save the balance date. An Ending Inventory Report is now accessible for the balance date. For information and instructions on generating an Ending Inventory Report, please reference the VIM Reports section of this reference guide.

<table>
<thead>
<tr>
<th>Balancing Inventory Considerations</th>
</tr>
</thead>
<tbody>
<tr>
<td>Have you counted all the vaccines in your refrigerator?</td>
</tr>
<tr>
<td>When did you count vaccines in the fridge/freezer?</td>
</tr>
<tr>
<td>Do you have more than one lot of the same vaccine?</td>
</tr>
</tbody>
</table>
| Does the office submit data electronically? | • Data should be reported timely – daily is recommended  
• Offices using MCIR EXT Transfer to upload immunization data from the office’s electronic records need to ensure data up to and including the inventory Balance Date has been completed, with all data corrections.  
• Offices submitting data using HL7 need to verify that rejected messages and failed inventory transactions from the Electronic Submission Summary Report (ESSR) have been corrected. |
| What date was used on the current Inventory Balance worksheet? | If the current day’s date was recorded in the Dose Count Date box, the Completed button will not become accessible until the following day, even if all lots are balanced. |
| Are there any unbalanced lots still displaying on the | The Completed button on the Balance Inventory worksheet will remain grayed out (inaccessible) until all lots are balanced. A system-based inventory balance is |

MCIR User Reference Guide: VIM, ver.08.01.2017, Page 36 of 54
<table>
<thead>
<tr>
<th>Question</th>
<th>Answer</th>
</tr>
</thead>
<tbody>
<tr>
<td>Balance Inventory worksheet?</td>
<td>not considered complete until the <strong>Completed</strong> button has been clicked.</td>
</tr>
<tr>
<td>Why is my balance date not available on the Ending Inventory Report?</td>
<td>An inventory balance date will <strong>not</strong> appear on the list of available Ending Inventory Report’s <strong>Ending Inventory Dates</strong> until after the <strong>Completed</strong> button has been clicked for that date’s balance inventory worksheet.</td>
</tr>
<tr>
<td>Does your fridge/freezer count indicate <strong>less</strong> vaccine than what the</td>
<td>Differences that cannot be accounted for should be documented in the system with a transaction type of <strong>Unable to Locate</strong> and should include an accurate description (“comment”) for why the adjustment is being made. Before making this adjustment, verify:</td>
</tr>
<tr>
<td>system is displaying as available?</td>
<td>• all administered doses have been reported to persons’ records, i.e., Compare administered doses from internal billing data, and appointment logs, etc. against the data reported to the system.</td>
</tr>
<tr>
<td></td>
<td>• the correct transaction types were selected for any manual inventory adjustments.</td>
</tr>
<tr>
<td></td>
<td>• all <strong>Broken</strong>, <strong>Wasted</strong>, or <strong>Drawn Not Used</strong> vaccines have been reported to the system.</td>
</tr>
<tr>
<td>Does your fridge/freezer count indicate <strong>more</strong> vaccine than what the</td>
<td>Differences that cannot be accounted for should be documented in the system with the appropriate transaction and should include an accurate description (“comment”) for why the adjustment is being made. Before making this adjustment, verify:</td>
</tr>
<tr>
<td>system is displaying as available?</td>
<td>• all vaccine received since the last inventory balance has been added into the system.</td>
</tr>
<tr>
<td></td>
<td>• all vaccines received and/or added to inventory were entered correctly (e.g., added to the correct lot, added into the correct inventory, recorded with the corrected NDC, manufacturer, etc.).</td>
</tr>
<tr>
<td></td>
<td>• persons listed as having received a vaccine have the correct lot documented.</td>
</tr>
<tr>
<td>Does the exact same lot of vaccine appear in both the Public/VFC and</td>
<td>Verify transactions have occurred in the correct inventory.</td>
</tr>
<tr>
<td>Private inventory, displaying the opposite amount On Hand (e.g., the</td>
<td></td>
</tr>
<tr>
<td>different in one lot is -3 and the difference in the other lot is +3)?</td>
<td></td>
</tr>
</tbody>
</table>
Unbalanced Lot Reconciliation

Unbalanced lots can occur due to transactions, administrations, and/or adjustments in the current/open inventory or a previous inventory balance cycle. A review of the current inventory and/or previously balanced inventories is required to determine necessary corrections.

- If the errors are determined to be related to the current/open inventory, proceed to **Step Five-Reconciling Unbalanced Vaccine Lots** section of this reference guide.
- If the errors are not determined to be related to the current/open inventory, proceed to **Step One-View the Inventory History** (found directly below).

**Step One - View the Inventory History:** From the system’s landing page (“home screen”), click on the **View Inventory History** link found under the **Vaccine Mgmt** section.

**Step Two:** The system will navigate to the **Inventory History** screen. From this screen, all previous inventory balances are accessible. To change the inventory, select from the **Inventory** dropdown then click **Get Inventory**.

Click on the **Balance Date** for the inventory balance to review.
Step Three: From the **Balance Inventory** screen, click **View** for the lot requiring additional investigation. The system will navigate to the **Lot Reconciliation** screen.

Step Four: To review the specific recorded transactions for the lot selected, click on the **Inventory Detail** link, found in the upper right corner or at the bottom of the **Lot Reconciliation** screen.
The system will navigate to the **Lot Transactions** screen, where all transactions recorded for the lot will be displayed. All transactions for the balance cycle you selected in Step Two above are displayed on this screen. It may be necessary to review several past inventory balances to find previous documentation errors, while working to perform a current inventory balance. Once the error has been located, proceed to the next step - Step Five: **Reconciling Unbalanced Vaccine Lots**.

Clicking on the **Lot Reconciliation** link will return you to the first image of Step Four, directly above.

**Step Five – Reconciling Unbalanced Lots:** Determine the required lot reconciliation measures for an Open Inventory vs. a Previously Balanced Inventory. Please refer to the tables on the next two pages for assistance.
Reconciling an Open Inventory:

<table>
<thead>
<tr>
<th>Reason Description</th>
<th>Immunization Adjustment (e.g., Add, Edit or Delete) Required to Person’s Record</th>
<th>MCIR VIM Inventory Adjustment Required (e.g., A Manual Transaction is Required to the Vaccine Lot)</th>
<th>Vaccine should be moved in the physical inventory</th>
</tr>
</thead>
<tbody>
<tr>
<td>New vaccine quantities were not added to the VIM inventory (Fridge/Freezer count &gt; than VIM On Hand Count)</td>
<td></td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Wrong lot# was recorded on an administered dose (Fridge/Freezer count &gt; or &lt; than VIM On Hand Count)</td>
<td>X</td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Vaccine administration was not reported to person’s record (Fridge/Freezer count &lt; than VIM On Hand Count)</td>
<td>X</td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Lost, Waste or Borrowed Dose was not reported (Fridge/Freezer count &lt; than VIM On Hand Count)</td>
<td></td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Lost, Waste or Borrowed Dose was not moved in physical inventory (Fridge/Freezer count &gt; or &lt; than VIM On Hand Count)</td>
<td></td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Administered vaccine was reported twice (Fridge/Freezer count &gt; than VIM On Hand Count)</td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Vacc administered to a Opted Out person was not recorded in VIM (Fridge/Freezer count &lt; than VIM On Hand Count)</td>
<td></td>
<td></td>
<td>X</td>
</tr>
</tbody>
</table>
Reconciling a Previously Balanced Inventory:

<table>
<thead>
<tr>
<th>Description</th>
<th>Immunization Adjustment (e.g., Add, Edit or Delete) Required to Person’s Record</th>
<th>MCIR VIM Inventory Adjustment Required (e.g., A Manual Transaction is Required to the Vaccine Lot)</th>
<th>Vaccine should be moved in the physical inventory</th>
</tr>
</thead>
<tbody>
<tr>
<td>New vaccine quantities were not added to the VIM inventory (Fridge/Freezer count &gt; than VIM On Hand Count)</td>
<td></td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Wrong lot# was recorded on an administered dose (Fridge/Freezer count &gt; or &lt; than VIM On Hand Count)</td>
<td>X</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Vaccine administration was not reported to person’s record (Fridge/Freezer count &lt; than VIM On Hand Count)</td>
<td></td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Lost, Waste or Borrowed Dose was not reported (Fridge/Freezer count &lt; than VIM On Hand Count)</td>
<td></td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Lost, Waste or Borrowed Dose was not moved in physical inventory (Fridge/Freezer count &gt; or &lt; than VIM On Hand Count)</td>
<td></td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Administered vaccine was reported twice (Fridge/Freezer count &gt; than VIM On Hand Count)</td>
<td>X</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Vacc administered to Opted Out person was not recorded in VIM (Fridge/Freezer count &lt; than VIM On Hand Count)</td>
<td></td>
<td></td>
<td>X</td>
</tr>
</tbody>
</table>
VACS ADMIN (VACCINES ADMINISTERED) LINK

For information and instructions on the Vacs Admin (Vaccines Administered) report, please refer to the MCIR User Reference Guide: Reports.

INV (INVENTORY) REPORTS

Reports included in this reference guide:

- are located under the Inv (Inventory) link of the Reports section of the MCIR landing page (“home screen”).
- have a retention period of 10 days from the date of generation. Once a report is generated, necessary actions (e.g., printed, exported or mailed) must be performed before the end of 10 days or the system will automatically delete the report.

Total Number of Doses by User ID

The Total Number of Doses by User ID report is covered in the MCIR User Reference Guide: Reports. Please reference this guide for additional information and instructions.

Physical Inventory Report

Refer to the Physical Inventory Report section of this reference guide.
Ending Inventory Report (EIR)

The Ending Inventory Report (EIR) accounts for the movement of all vaccine lots in a specific balance period (i.e., during the selected balance cycle). Although any VIM user can generate the EIR, it can only be generated for a Completed (closed) inventory. An EIR report cannot be generated for an open inventory and/or an inventory still in the process of being balanced.

Things to Know about the EIR:

An inventory balance date will not appear on the list of available Ending Inventory Report’s Ending Inventory Dates until after the Completed button has been clicked for that date’s balance inventory worksheet.

Please reference Balancing Inventory: Step Four in this reference guide for additional information on Completed inventory balances.
Generating an EIR:

Step One: From the system's landing page ("home screen"), click on the Inventory link found under the Report section. The system will navigate to the Vim Reporting screen.

Two: Select the Ending Inventory Report from the Report dropdown menu. Select the appropriate Inventory and Ending Inventory Date from the dropdown menus. It is recommended to change the report name in the Description box; this will aid in finding the report once completed. Click Submit to process the report request. The system will return to the landing page ("home screen").
Step Three: Click on the **Retrieve Results** link, found under the **Reports** section. The system will navigate to the **Scheduled Results** screen.

Step Four: Locate the **Ending Inventory Report** and click on the **Report** link to retrieve and print the report.
Explanation for Information Included on the EIR

- The report is organized alphabetically by Vaccine Type
- Where two or more of the same Vaccine Type and Lot Number appear, the lots are organized chronologically from shortest to longest Expiration Date.
- Only those Lot Numbers associated with the inventory selected when generating the report will display in the report.
- The Begin(ing) Balance column represents the number of doses that were in the inventory at the beginning of the balance period selected.
- The Doses In column includes all transactions which added doses to the inventory during the Ending Inventory Date (balance period) selected while generating the report.
- The Doses Out column includes all transactions which deducted doses from the inventory during the Ending Inventory Date (balance period) selected while generating the report.
- The Admins (Administrations) column represents the combined total number of doses administered and Opted Out. This column does not include borrowed doses.
- The Brwd/Rplcd (Borrowed/Replaced) column represents: 1.) doses administered to a person which were Borrowed, and 2.) doses Transferred In or Transferred Out as Replaced Borrowed.
- The Unusable LW (Lost Waste) column includes vaccines recorded as Breakage, Drawn Not Used, Natural Disaster, Expired or Lost (Unable to Locate).
- The Balance column indicates the system-calculated Balance Inventory worksheet’s “On Hand” count for the balance period.
- The Dose Count column indicates the dose count from the refrigerator recorded as being “On Hand” for the Ending Inventory Date selected when generating the report.
No Inventory Vaccine Report

Displays vaccines added to persons’ records that did not result in inventory deductions. Please reference the MCIR User Reference Guide: Person Module for information and instructions on adding immunizations to a person’s record.

To generate a No Inventory Vaccine Report:

Step One: From the system’s landing page (“home screen”), click on the Inventory link found under the Report section. The system will navigate to the Vim Reporting screen.

Step Two: Select the No Inventory Vaccine Report from the Report dropdown menu. Select a Start Date and End Date. It is recommended to change the report name in the Description box; this will aid in finding the report once completed. Click Submit to process the report request. The system will return to the landing page (“home screen”).
Step Three: Click on the **Retrieve Results** link, found under the **Reports** section. The system will navigate to the **Scheduled Results** screen.

Step Four: Locate the **No Inventory Vaccine Report** and click on the **Report** link to retrieve and print the report.
Inventory Transaction History by Lot#

The **Inventory Transaction History by Lot#** report displays inventory transactions by date range for a specified vaccine lot number.

To generate an Inventory Transaction History by Lot# Report:

**Step One:** From the system’s landing page (“home screen”), click on the **Inventory** link found under the **Report** section. The system will navigate to the **Vim Reporting** screen.

**Step Two:** Select the **Inventory Transaction History by Lot#** from the **Report** dropdown menu. Select a **Start Date** and **End Date**, the **Inventory, Lot Status** (**Active** or **Inactive**), **Vaccine, Manufacturer** and **Lot Number**. It is recommended to change the report name in the **Description** box; this will aid in finding the report once completed. Click **Submit** to process the report request. The system will return to the landing page (“home screen”).
Step Three: Click on the **Retrieve Results** link, found under the **Reports** section. The system will navigate to the **Scheduled Results** screen.

Step Four: Locate the **Inventory Transaction History by Lot#** and click on the **Report** link to retrieve and print the report.
Vaccine Lot Recall Information

The Vaccine Lot Recall Information report is covered in the MCIR User Reference Guide: Reports. Please reference this guide for additional information and instructions.

Vaccine Lot Expiration Warning Report

For information and/or instructions on generating a Vaccine Lot Expiration Warning Report, please see the Vaccine Lot Expiration Warning Report tip sheet.

Transaction History Report

The Transaction History Report displays a list of lost, waste, borrowed transactions by date range, for a provider. The report is generated in a CSV format.

How to generate a Transaction History Report:

Step One: From the system’s landing page (“home screen”), click on the Vaccine link found under the Report section. The system will navigate to the VFC Reporting screen.
Step Two: Select the **Transaction History Report** from the **Report** dropdown menu. Select a **Start Date** and **End Date**, the **Inventory**, **Vaccine Product Group**, **NDC**, and **Transaction Type** (refer to the **Available Inventory Adjustments and Reason Codes** table of this reference guide for transaction definitions). It is recommended to change the report name in the **Description** box; this will aid in finding the report once completed. Click **Submit** to process the report request. The system will return to the landing page (“home screen”).

![VFC Reporting](image)

Step Three: Click on the **Retrieve Results** link, found under the **Reports** section. The system will navigate to the **Scheduled Results** screen.

![Michigan Care Improvement Registry](image)
**Step Four:** Locate the **Transaction History Report** and click on the **Report** link to retrieve and print the report.

<table>
<thead>
<tr>
<th>Description</th>
<th>User</th>
<th>Target Dt</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>My Trans History Report</td>
<td>clark2000</td>
<td>04/13/2017</td>
<td>Report Ready</td>
</tr>
</tbody>
</table>