

Part 2 of 2

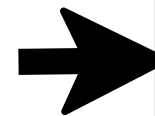
How to Redistribute Doses in MCIR Outbreak Inventory

MCIR transaction guidance for the **site receiving doses** from a redistribution/parent site.


COVID-19

Important Information

- Contact your Local Health Department for guidance regarding redistribution of vaccine.
- Connect with your [Regional MCIR Office](#) for MCIR transaction assistance.
- **Reminder:** Redistribution sites must have a [Redistribution Agreement](#) submitted to MDHHS and comply with its expectations.



CDC Supplemental COVID-19 Vaccine Redistribution Agreement



The Centers for Disease Control and Prevention (CDC) plans to ship a minimum order size of COVID-19 vaccine, constituent products, and ancillary supplies at no cost directly to enrolled COVID-19 vaccination providers throughout the United States. The federally contracted vaccine distributor uses validated shipping procedures to maintain the vaccine cold chain and minimize the likelihood of vaccine loss or damage during shipment. There may be circumstances where COVID-19 vaccine needs to be redistributed beyond the identified primary CDC ship-to sites (i.e., for orders smaller than the minimum order size or for large organizations whose vaccine is shipped to a central depot and requires redistribution to additional clinic locations). In these instances, vaccination provider organizations/facilities, third-party vendors, and other vaccination providers may be allowed to redistribute vaccine, if approved by the jurisdiction's immunization program and if validated cold chain procedures are in place in accordance with the manufacturer's instructions

and CDC's guidance on COVID-19 vaccine storage and handling. There must be a signed *CDC Supplemental COVID-19 Vaccine Redistribution Agreement* for the facility/organization conducting redistribution and a fully completed *CDC COVID-19 Vaccination Provider Profile Information* form (Section B of the CDC COVID-19 Vaccination Program Provider Agreement) for each receiving vaccination location.

The parties to this agreement are CDC and healthcare organizations, third-party vendors, and vaccination providers that redistribute COVID-19 vaccine. CDC cannot reimburse costs of redistribution beyond the initial designated primary CDC ship-to site(s), or for purchase of any vaccine-specific refrigerators or qualified containers. Therefore, organizations planning for redistribution of COVID-19 vaccine must carefully assess the associated risks and costs (e.g., vaccine loss due to temperature excursions, purchase of vaccine-specific portable refrigerators and/or containers) before planning this activity.

Organization information

Organization/facility name: **FOR OFFICIAL USE ONLY** VTrckS ID:
Unique COVID-19 Organization ID (from Section A):

Primary address and contact information of COVID-19 vaccination organization

Street address 1: Street address 2:
City: County: State: ZIP:
Telephone: Fax:

Responsible officers

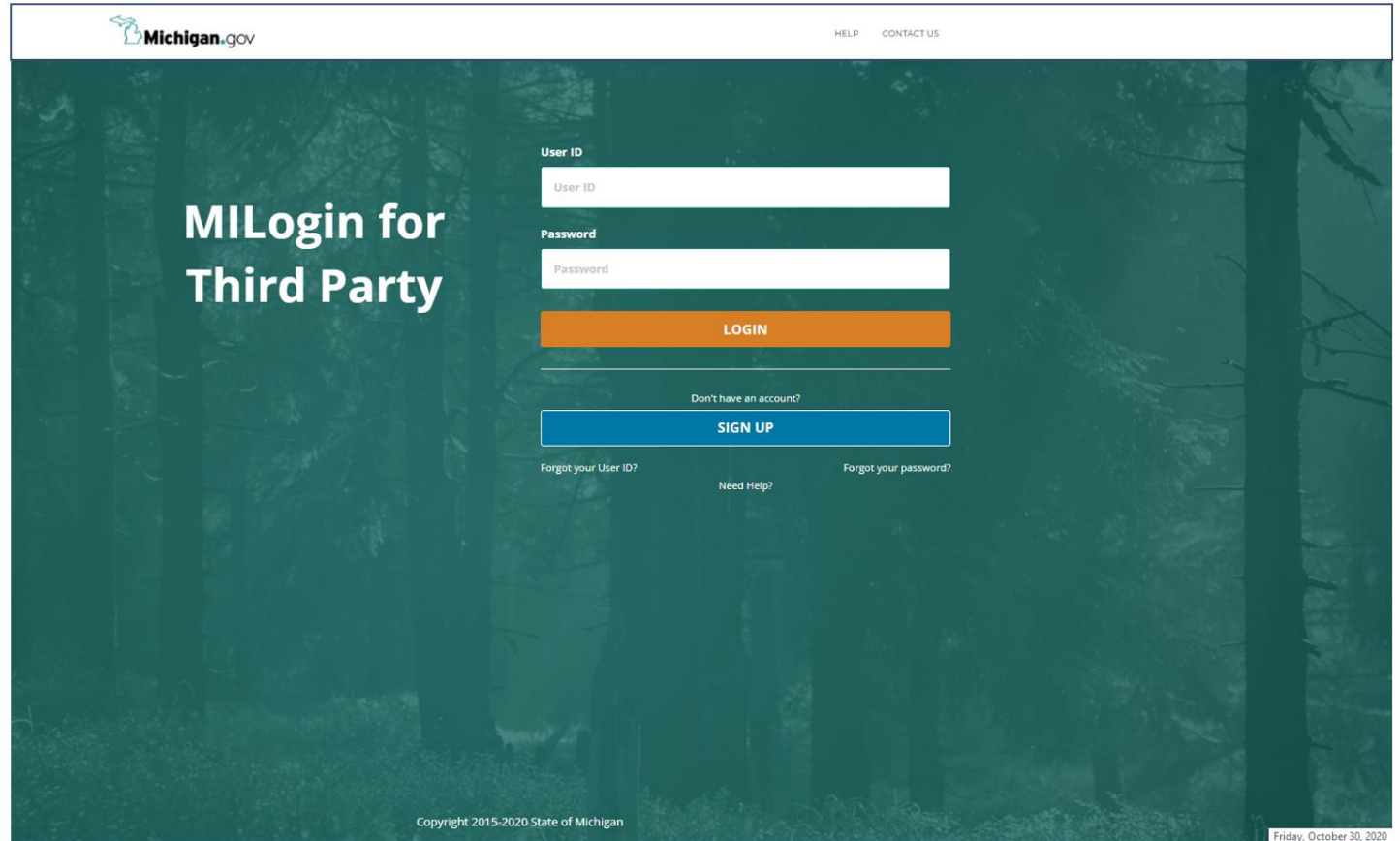
Medical Director (or Equivalent) Information

Last name: First name: Middle initial:
Title: Licensure state: Licensure number:
Telephone: Email:
Street address 1: Street address 2:
City: County: State: ZIP:

Chief Executive Officer (or Chief Fiduciary) Information

Are You Logged into MCIR?

1. Log in to the Michigan Care Improvement Registry, MCIR via [MILogin](#).



The screenshot shows the Michigan.gov MILogin for Third Party login page. The page has a dark teal background with a forest scene. At the top left is the Michigan.gov logo, and at the top right are links for HELP and CONTACT US. The main heading is "MILogin for Third Party". Below this is a login form with two input fields: "User ID" and "Password". Below the input fields is an orange "LOGIN" button. Below the login button is a blue "SIGN UP" button. Below the sign up button are three links: "Forgot your User ID?", "Need Help?", and "Forgot your password?". At the bottom left is the copyright notice "Copyright 2015-2020 State of Michigan", and at the bottom right is the date "Friday, October 30, 2020".

MCIR Home Screen

2. Start on your MCIR Home Screen.
3. Click **Manage Inventory** in the Vaccine Mgmt box.

The screenshot displays the Michigan Care Improvement Registry (MCIR) Home Screen. The header includes the MDHHS logo, the text "Michigan Care Improvement Registry", and the Michigan state seal with "Michigan.gov". The main content is organized into several menu boxes:

- Person**: Add/Find, Roster
- Reminder/Recall**: Create Reminder, Create Recall, Retrieve/Confirm Results, Scan RTS Letters
- Vaccine Mgmt** (highlighted with a yellow box): Manage Inventory, Return/Waste Reporting, Search Return/Waste Reports, View Inventory History, Vaccines Administered
- Import/Export**: Submit File, Retrieve Results
- My Site**: Site Preferences, User Preferences, Edit My Site, Enroll in VFC Program, View My Site List, Go to New Site
- Administration**: Site Users
- Reports**: Batch, Inventory, Maintenance, Profile, Quality Improvement, Reminder/Recall, Retrieve Results, Roster, Vaccine, VAERS
- Other**: Get News, View Usage Agreement, MCIR.org, VIS, IVEN, Exit Application

A black arrow points to the "Manage Inventory" link in the Vaccine Mgmt box.

Select Outbreak Inventory

4. Select **Outbreak** as the inventory.
5. Click the **Get Inventory** button.



Inventory Displayed

6. If no existing lot information matches the product you are receiving, select **Add Vaccine Lot.**



Manage Inventory - Outbreak [Print Help](#)
[Home](#) [Exit](#)

Person	Rem/Rcl	VIM	Imp/Exp	VFC	My Site	Rpts	Oth
Manage Inv	Ret/Wste Rept	Search Ret/Wste Rpts	Inv Hist	Vacs Admin			

Inventory: [Show inactive lots](#) [Manage Inactive](#)

Inventory Details						Last Balanced: 11/15/2020
Name	Outbreak					
<input type="checkbox"/> Default	<input checked="" type="checkbox"/> Active	Active Date	<input type="text" value="11/16/2020"/>	<input type="button" value="Calendar"/>		
Product	Lot #	Expires	On Hand	Active	Default	
Add Vaccine Lot					Lot Detail View	
<i>No lots found in this inventory</i>						



Have an existing vaccine in this inventory that matches the product you are receiving? **Visit [Slide 15](#).**

Enter Received Vaccine Lot Information

7. Enter **Lot Information** in fields moving from left to right on screen.

Add Vaccine Lot - Outbreak [Print Help](#)
[Home](#) [Exit](#)

Person **Rem/Rcl** **VIM** **Imp/Exp** **VFC** **My Site** **Adm** **Rpts** **Oth**
[Manage Inv](#) [Ret/Wste Rept](#) [Search Ret/Wste Rpts](#) [Inv Hist](#) [Vacs Admin](#)

Lot Information


Vaccine*	<input type="text"/>	Expires*	<input type="text"/>	Volume/Dose:	
Mfr (Product)*	<input type="text"/>	Lot #*	<input type="text"/>	On Hand:	0
NDC*	<input type="text"/>	Presentation		CVX/MVX:	


Transaction Detail

Date*	<input type="text"/>	Doses*	<input type="text" value="0"/>
Action*	<input type="text" value="Transferred In"/>	Reason*	<input type="text"/>
Inventory Effect:	<input type="radio"/> Subtract <input type="radio"/> Add <input type="radio"/> N/A	LWB Effect:	<input type="radio"/> Subtract <input type="radio"/> Add <input type="radio"/> N/A
Comment	<input type="text"/>		
Created By:	Date: 12/18/2020		

Enter Received Vaccine Lot Information

8. Enter Lot Information exactly as indicated on your vaccine received.

Lot Information					
Vaccine*	COVID-19 (Pfizer) ▾	Expires*	06/12/2021 	Volume/Dose:	0.3
Mfr (Product)*	Pfizer (COVID-19 PFR 19 ▾	Lot #*	C564C3A	On Hand:	0
NDC*	59267-1000-02 ▾	Presentation	CTN (195)	CVX/MVX:	208/PFR

Transaction Detail			
Date*		Doses*	0
Action*	Transferred In ▾	Reason*	▾
Inventory Effect:	<input type="radio"/> Subtract <input type="radio"/> Add <input type="radio"/> N/A	LWB Effect:	<input type="radio"/> Subtract <input type="radio"/> Add <input type="radio"/> N/A
Comment	<input type="text"/>		
Created By:	Date:	12/12/2020	

Enter Date and Doses

9. Enter **Date**.

10. Enter # of **Doses** received.

Lot Information					
Vaccine*	COVID-19 (Pfizer) ▾	Expires*	06/12/2021	Volume/Dose:	0.3
Mfr (Product)*	Pfizer (COVID-19 PFR 19 ▾	Lot #*	C564C3A	On Hand:	0
NDC*	59267-1000-02 ▾	Presentation	CTN (195)	CVX/MVX:	208/PFR
Transaction Detail					
Date*	12/12/2020	Doses*	125		
Action*	Transferred In ▾	Reason*	▾		
Inventory Effect:	<input type="radio"/> Subtract <input checked="" type="radio"/> Add <input type="radio"/> N/A	LWB Effect:	▾		
Comment	<input type="text"/>			<input type="text"/>	
Created By:	Date:	12/12/2020			

- Add to Inventory
- Replaced Borrowed
- Replaced Lost/Wastage

Transferred In

11. Click Action and select **Transferred In.**

Add Vaccine Lot - Outbreak [Print Help](#)
[Home](#) [Exit](#)

Person **Rem/Rcl** **VIM** **Imp/Exp** **VFC** **My Site** **Adm** **Rpts** **Oth**

[Manage Inv](#) [Ret/Wste Rept](#) [Search Ret/Wste Rpts](#) [Inv Hist](#) [Vacs Admin](#)

Lot Information

Vaccine*	COVID-19 (Pfizer) ▾	Expires*	06/12/2021 <input type="text"/>	Volume/Dose:	0.3
Mfr (Product)*	Pfizer (COVID-19 PFR 19 ▾	Lot #*	C564C3A	On Hand:	0
NDC*	59267-1000-02 ▾	Presentation	CTN (195)	CVX/MVX:	208/PFR

Transaction Detail

Date*	12/12/2020 <input type="text"/>	Doses*	125
Action*	Transferred In ▾	Reason*	<input type="text"/>
Inventory Effect:	Transferred In	LWB Effect:	<input type="radio"/> Subtract <input type="radio"/> Add <input type="radio"/> N/A

Comment

Created By: Date: 12/18/2020

Add to Inventory

12. Click Reason and select **Add to Inventory**.

Lot Information					
Vaccine*	COVID-19 (Pfizer) ▾	Expires*	06/12/2021	Volume/Dose:	0.3
Mfr (Product)*	Pfizer (COVID-19 PFR 19 ▾	Lot #*	C564C3A	On Hand:	0
NDC*	59267-1000-02 ▾	Presentation	CTN (195)	CVX/MVX:	208/PFR

Transaction Detail			
Date*	12/12/2020	Doses*	125
Action*	Transferred In ▾	Reason*	
Inventory Effect:	<input type="radio"/> Subtract <input type="radio"/> Add <input type="radio"/> N/A	LWB Effect:	
Comment	<input type="text"/>		
Created By:	Date:	12/12/2020	

Reason* ▾

LWB Effect:

- Add to Inventory
- Replaced Borrowed
- Replaced Lost/Wastage

Submit Add More Cancel

Enter Comment Details as Described*

13. Enter comments with redistributing site identified.

14. Click **Submit**.

Lot Information							
Vaccine*	COVID-19 (Pfizer) ▾	Expires*	06/12/2021	Volume/Dose:	0.3		
Mfr (Product)*	Pfizer (COVID-19 PFR 19 ▾	Lot #*	C564C3A	On Hand:	0		
NDC*	59267-1000-02 ▾	Presentation	CTN (195)	CVX/MVX:	208/PFR		
Transaction Detail							
Date*	12/12/2020	Doses*	125	Reason*	Add to Inventory ▾		
Action*	Transferred In ▾	LWB Effect:	<input type="radio"/> Subtract <input type="radio"/> Add <input type="radio"/> N/A				
Inventory Effect:	<input type="radio"/> Subtract <input type="radio"/> Add <input type="radio"/> N/A						
Comment	Received doses from redistributing site XXXXXX on 12/12.						
Created By:		Date:	12/12/2020				
<input type="button" value="Submit"/>				<input type="button" value="Add More"/>		<input type="button" value="Cancel"/>	

***COMMENT DETAILS MUST INCLUDE THE FOLLOWING TEXT AND INFORMATION:**

Received Doses from Redistribution Site Name

Transaction Success!

Manage Inventory Screen Displays

Vaccine information reflected in **Inventory Details** and in **On Hand** count.

Manage Inventory - Outbreak [Print Help](#)
[Home](#) [Exit](#)

Person	Rem/Rcl	VIM	Imp/Exp	VFC	My Site	Rpts	Oth
Manage Inv	Ret/Wste Rept	Search Ret/Wste Rpts	Inv Hist	Vacs Admin			

Inventory [Show inactive lots](#) [Manage Inactive](#)

Inventory Details		Last Balanced: 11/15/2020			
Name	Outbreak				
<input type="checkbox"/> Default	<input checked="" type="checkbox"/> Active	Active Date	<input type="text" value="11/16/2020"/>		
Product	Lot #	Expires	On Hand	Active	Default
Add Vaccine Lot					Lot Detail View
COVID-19 PFR 195 CTN - 59267-1000-02	C564C3A	06/12/2021	125 doses	✓	

The End.

COVID-19

Alternate Step – Existing Lot # in your Outbreak Inventory

If you have an existing lot already in your inventory that exactly matches the product you are receiving, then . . .

1. Click on the **hyperlinked vaccine name** instead of Add New Lot.



Manage Inventory - Outbreak [Print Help](#)
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Person **Rem/Rcl** **VIM** **Imp/Exp** **VFC** **My Site** **Adm** **Rpts** **Oth**

[Manage Inv](#) [Ret/Wste Rept](#) [Search Ret/Wste Rpts](#) [Inv Hist](#) [Vacs Admin](#)

Inventory [Show inactive lots](#) [Manage Inactive](#)

Inventory Details Last Balanced: 11/18/2020

Name
 Default Active Active Date

Product	Lot #	Expires	On Hand	Active	Default
Add Vaccine Lot					Lot Detail View
COVID-19 MOD 10 CTN - 80777-273-99	1234567890	12/31/2021	100 doses	✓	
COVID-19 PFR 195 CTN - 59267-1000-02	C564C3A	06/12/2021	549 doses	✓	

Continue to next slide.

Add New Transaction

2. Click on **Add New Transaction** link.

Lot Transactions - Outbreak [Print Help](#)
[Home](#) [Exit](#)

Person	Rem/Rcl	VIM	Imp/Exp	VFC	My Site	Adm	Rpts	Oth
Manage Inv	Ret/Wste Rpt	Search Ret/Wste Rpts	Inv Hist	Vacs Admin				

[Manage Inventory](#)

Lot Information					
Vaccine	COVID-19 (Moderna)	Expires	12/31/2021	Volume/Dose:	0.5
Mfr (Product)	Moderna (COVID-19 MOD 10 CTN)	Lot #	1234567890	On Hand:	100
NDC (carton)	80777-273-99	Presentation	CTN (10)	Lot Status	Active
NDC (vial)	80777-273-10			Default	No
Date Created	12/18/2020	Created By	scottk23	CVX/MVX:	207/MOD

Date	Transaction Log	Qty	LWB	Comments
Add New Transaction				
12/18/2020	Current Balance	100	0	
12/01/2020	Transferred In: Add to Inventory	100	0	delivery
11/18/2020	Balance Forward	0	0	



Continue to next slide.

Enter Date & Dose

3. Enter the date

4. Enter dose amount

Add Vaccine Lot Transaction - Outbreak [Print Help](#)
[Home](#) [Exit](#)

Person Rem/Rcl **VIM** Imp/Exp VFC My Site Adm Rpts Oth
Manage Inv Ret/Wste Rept Search Ret/Wste Rpts Inv Hist Vacs Admin

Lot Details

Lot Information					
Vaccine	COVID-19 (Moderna)	Expires	12/31/2021	Volume/Dose:	0.5
Mfr (Product)	Moderna (COVID-19 MOD 10 CTN)	Lot #	1234567890	On Hand:	100
NDC	80777-273-99	Presentation	CTN (10)	CVX/MVX:	207/MOD

Transaction Detail	
Date*	12/18/2020
Doses*	100

Inventory Effect: Subtract Add N/A LWB Effect: Subtract Add N/A

Comment

Created By: Date: 12/18/2020

Continue to next slide.

Transferred In

5. Click Action and select **Transferred In**.

Add Vaccine Lot Transaction - Outbreak [Print Help](#)
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Person **Rem/Rcl** **VIM** **Imp/Exp** **VFC** **My Site** **Adm** **Rpts** **Oth**
Manage Inv Ret/Wste Rept Search Ret/Wste Rpts Inv Hist Vacs Admin

Lot Details

Lot Information

Vaccine	COVID-19 (Moderna)	Expires	12/31/2021	Volume/Dose:	0.5
Mfr (Product)	Moderna (COVID-19 MOD 10 CTN)	Lot #	1234567890	On Hand:	100
NDC	80777-273-99	Presentation	CTN (10)	CVX/MVX:	207/MOD

Transaction Detail

Date* 12/18/2020

Doses*

Reason*

Inventory Effect: N/A LWB Effect: Subtract Add N/A

Comment

Created By:

Action*

- Adjustment
- Returned to Distr
- Transferred In**
- Transferred Out
- MCIR Opted-Out
- Non-Return Opened MDV
- Vaccine Short Dated
- Returned to LHD

Continue to next slide.

Add to Inventory

6. Click Reason and select **Add to Inventory**.

Add Vaccine Lot Transaction - Outbreak [Print Help](#)
[Home](#) [Exit](#)

Person	Rem/Rcl	VIM	Imp/Exp	VFC	My Site	Adm	Rpts	Oth
Manage Inv	Ret/Wste Rept	Search Ret/Wste Rpts	Inv Hist	Vacs Admin				

[Lot Details](#)

Lot Information					
Vaccine	COVID-19 (Moderna)	Expires	12/31/2021	Volume/Dose:	0.5
Mfr (Product)	Moderna (COVID-19 MOD 10 CTN)	Lot #	1234567890	On Hand:	100
NDC	80777-273-99	Presentation	CTN (10)	CVX/MVX:	207/MOD

Transaction Detail	
Date*	12/18/2020
Doses*	100
Action*	Transferred In
Inventory Effect:	<input type="radio"/> Subtract <input type="radio"/> Add <input type="radio"/> N/A
Comment	
Created By:	Date: 12/18/2020
Reason*	<div style="border: 1px solid black; padding: 5px;"><ul style="list-style-type: none">Add to InventoryReplaced BorrowedReplaced Lost/Wastage</div>
LWB Effct:	

Continue to next slide.

Enter Comment Details as Described*

7. Enter comments with redistributing site identified.

8. Click **Submit**.

Add Vaccine Lot Transaction - Outbreak [Print Help](#)
[Home](#) [Exit](#)

Person **Rem/Rcl** **VIM** **Imp/Exp** **VFC** **My Site** **Adm** **Rpts** **Oth**
[Manage Inv](#) [Ret/Wste Rept](#) [Search Ret/Wste Rpts](#) [Inv Hist](#) [Vacs Admin](#)

Lot Details

Lot Information					
Vaccine	COVID-19 (Moderna)	Expires	12/31/2021	Volume/Dose:	0.5
Mfr (Product)	Moderna (COVID-19 MOD 10 CTN)	Lot #	1234567890	On Hand:	100
NDC	80777-273-99	Presentation	CTN (10)	CVX/MVX:	207/MOD

Transaction Detail					
Date*	12/18/2020	Doses*	100	Reason*	Add to Inventory
Action*	Transferred In	LWB Effect:	<input type="radio"/> Subtract <input checked="" type="radio"/> Add <input type="radio"/> N/A		
Inventory Effect:	<input type="radio"/> Subtract <input checked="" type="radio"/> Add <input type="radio"/> N/A				
Comment	Received doses from redistributing site XXXXXX				
Created By:	Date: 12/18/2020				

***COMMENT DETAILS MUST INCLUDE THE FOLLOWING TEXT AND INFORMATION:**

Received Doses from Redistribution Site Name

Continue to next slide.

Transaction Success!

Manage Inventory Screen Displays

Vaccine information reflected in **Inventory Details** and in **On Hand** count.

Lot Transactions - Outbreak [Print Help](#)
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Person **Rem/Rcl** **VIM** **Imp/Exp** **VFC** **My Site** **Adm** **Rpts** **Oth**

[Manage Inv](#) [Ret/Wste Rept](#) [Search Ret/Wste Rpts](#) [Inv Hist](#) [Vacs Admin](#)

[Manage Inventory](#)

Lot Information

Vaccine	COVID-19 (Moderna)	Expires	12/31/2021	Volume/Dose:	0.5
Mfr (Product)	Moderna (COVID-19 MOD 10 CTN)	Lot #	1234567890	On Hand:	200
NDC (carton)	80777-273-99	Presentation	CTN (10)	Lot Status	Active
NDC (vial)	80777-273-10			Default	No
Date Created	12/18/2020	Created By	scottk23	CVX/MVX:	207/MOD

Date	Transaction Log	Qty	LWB	Comments
12/18/2020	Current Balance	200	0	
12/18/2020	Transferred In: Add to Inventory	100	0	Received doses from redistributing site XXXXXX
11/18/2020	Balance Forward	0	0	

Continue to next slide.

The End.

COVID-19