Providers enrolled with the Idaho Immunization Program (IIP) can place vaccine orders 24-hours a day, seven days a week in Idaho's Immunization Reminder Information System (IRIS).

Providers must order vaccines in accordance with actual vaccine need and within their designated ordering frequency. However, vaccine orders may always be placed outside of the ordering cycle if an unexpected need arises (i.e. an influx of last minute back-to-school visits are scheduled). Emergency orders will be placed only in response to a disease outbreak or natural disaster. For information about how to determine need and how the IIP evaluates vaccine orders, see the How to Determine Vaccine Need section of this resource.

Vaccine orders may not be processed if a provider has an unresolved temperature incident, has not submitted monthly temperature files to the IIP, has not submitted requested information after a site visit, has pending inbound vaccine transfers in IRIS, and/or other special circumstances.

Before placing a vaccine order in IRIS, providers are required to submit a physical, on-hand vaccine inventory count within 13 days of placing the order; see Submitting an Inventory Count resource for additional details.

How to Place a Vaccine Order

1. Log in to IRIS.
2. Click manage orders in the Inventory section of the left-side blue menu.

![manage orders](image)
3. The **Manage Orders** screen will open.

- If the *Create Order* button is grayed out, then red text is displayed along the top of the screen indicating what action(s) is required before a vaccine order can be submitted. These actions are usually related to submitting a physical inventory count and/or the provider’s IRIS VFC status (i.e. orders may not be placed until temperature incidents have been resolved, organization need to submit re-enrollment information, etc.); as indicated in the two examples below:

  ![Manage Orders Screen](image)

  **Your organization must submit an inventory count within 14 days of an order.**

  ATTENTION: Please ensure that vaccine delivery information is correct and that supporting documentation is complete prior to placing an order.

  **Note:** If the site will be closed for an extended period of time in the near future, do not place an order at this time.

  ![Currently, your organization is not actively participating in the Idaho Immunization Program. For additional details, please call (208) 334-6524 or email IIP@dhw.idaho.gov.](image)

  **Manage Orders**

  ATTENTION: Please ensure that vaccine delivery information is correct and that supporting documentation is complete prior to placing an order.

  **Note:** If the site will be closed for an extended period of time in the near future, do not place an order at this time.

- If the *Create Order* button is not grayed out, verify the accuracy of the Vaccine Delivery Hours and Special Instructions information.
  
  o If correct, click the *Create Order* button.
  
  o If incorrect, click the *Edit Provider Profile* button and make any necessary corrections, then click the *Save* button. Please see the **Updating Facility Information in IRIS** resource for additional information.
4. On the Create Order screen, enter the number of doses requested in the # Doses field for each vaccine type needed in the Pediatric/State Supplied Vaccine section; the minimum quantity and dose quantity increments are found in the Packaging or Doses per Package fields, respectively.
   - For example, Infanrix is available in increments of 10 doses per package; therefore, the dose quantity ordered must be in increments of 10 (i.e. 20, 30, 40, etc.).

5. The brand choice selections for competing vaccines, as designated by the provider in IRIS, must be ordered; the vaccine type may be denied1 if non-brand choice vaccines are selected.
   - For example, if the clinic’s brand choice for the combination vaccine is Pentacel and Pediarix is ordered, then Pediarix will be denied because it’s not the clinic’s brand choice on record.

1In the event of a vaccine shortage or limited vaccine supply situation, the IIP may choose a comparable substitution for an available presentation.

For additional information regarding vaccine brand choice, please refer to the IIP’s Provider Policies and Guidelines.
6. Click the Save & Submit button.

Once submitted, providers may amend an order if the status is PENDING. To prevent multiple shipments and reduce costs, orders should be amended, when possible, rather than creating a separate vaccine order. To do so from the Manage Orders screen, scroll down to the Order List and click on the blue PENDING link.

The existing vaccine order will open and dose quantities may be modified and/or additional vaccines added to the order. Once all changes have been made, click the Save & Submit button to update the order.
To monitor the status of a vaccine order, please refer to the Monitoring Status of Vaccine Orders in IRIS guidance.

**How to Determine Vaccine Need**

IIP-enrolled providers must account for all doses of IIP-supplied vaccine; accountability is completed in IRIS. The IIP recommends placing vaccine orders to stock the clinic with a three (3) monthly supply of vaccine.

There are two IRIS tools the IIP uses to evaluate vaccine orders: inventory count and doses administered. These tools are used together to determine need. Providers are encouraged to use these tools to determine a clinic’s need when placing vaccine orders. Note: all doses administered must be up-to-date in IRIS and accurately recorded on patient records to deduct from inventory for doses data to be complete. For additional information about how the IIP evaluates vaccine orders, see IIP Vaccine Order Evaluation Process section of this document.

To place vaccine orders in accordance with actual need:

- Conduct a physical vaccine inventory count to determine current, physical doses on-hand, and
- Run the doses administered report to determine the total doses administered during the three months prior to the date the order is being placed. Sometimes, it may be a good idea to run the report for the three months that occurred the year prior to determine need during rare circumstances (i.e. back to school visits, sports physicals, etc.).

To run the doses administered report when logged into IRIS:

1. Click doses administered in the inventory section of the left-side blue menu.
2. The Doses Administered Report Criteria screen will open.

<table>
<thead>
<tr>
<th>Doses Administered Report Criteria</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Site(s):</strong></td>
</tr>
<tr>
<td><strong>Report Date Range:</strong></td>
</tr>
<tr>
<td>From</td>
</tr>
</tbody>
</table>

3. Enter the **Report Date Range** in the **From** and **To** fields. If the order will be placed on 10/01/18, then the suggested **Report Date Range** is From 07/01/18 To 09/30/18.

4. Click the **Generate Report** button.

<table>
<thead>
<tr>
<th>Doses Administered Report Criteria</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Site(s):</strong></td>
</tr>
<tr>
<td><strong>Report Date Range:</strong></td>
</tr>
<tr>
<td>From 07/01/2018</td>
</tr>
</tbody>
</table>

5. Users will be redirected to the **Doses Administered Reports Request Status** screen while the report is running. To update Status, click the **Refresh** button. When the report is complete, the Status will indicate 100% and the **Report Name** will be a link. Click the **Report Name** to open the report.

<table>
<thead>
<tr>
<th>Doses Administered Reports Request Status</th>
<th>Refresh</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Report Name</strong></td>
<td><strong>Status</strong></td>
</tr>
<tr>
<td>Organization Total: 002 - RUSSETT BURBANK PEDIATRICS</td>
<td>100%</td>
</tr>
</tbody>
</table>
Placing Vaccine Orders

Below is an example of a Doses Administered Report for July through August, as indicted by the Vaccination Period of 07/01/18 To 09/30/18:

![Doses Administered Report](image)

Note: The Doses Administered Report only displays doses of vaccine that deducted from inventory. If your organization’s data exchange with IRIS is not deducting from inventory correctly, the information in the report will not be accurate.

The doses administered information above is used in conjunction with the clinic’s physical inventory count, shown below, to determine vaccine need.
Placing Vaccine Orders

The table below summarizes the need for each of the highlighted vaccine types in the Doses Administered Report and inventory count examples above.

<table>
<thead>
<tr>
<th>Vaccine</th>
<th>Trade Name</th>
<th>Manufacturer</th>
<th>Package</th>
<th>NDC Number</th>
<th>Lot Number</th>
<th>Exp Date</th>
<th>Doses Given Since Last Count</th>
<th>Doses in Inventory</th>
<th>Physical Count</th>
</tr>
</thead>
<tbody>
<tr>
<td>DTaP, pertussis antigens</td>
<td>Daptacel</td>
<td>Sanofi Pasteur (PMC)</td>
<td>DAPTACEL; SDV; 10-pack</td>
<td>46251-0285-10 C525C4A</td>
<td>09/18/2019</td>
<td>3</td>
<td>123</td>
<td>122</td>
<td></td>
</tr>
<tr>
<td>DTaP-HepB-IPV</td>
<td>PediArx</td>
<td>GlaxoSmithKline (SKB)</td>
<td>PEDIARX; SYR; 10-PACK</td>
<td>51610-0311-52 9A33C</td>
<td>07/03/2020</td>
<td>0</td>
<td>300</td>
<td>300</td>
<td></td>
</tr>
<tr>
<td>DTaP-IPV</td>
<td>Kinrix</td>
<td>GlaxoSmithKline (SKB)</td>
<td>KINRIX; SYR; 10-PACK</td>
<td>51610-0812-52 7FE4A</td>
<td>06/02/2020</td>
<td>4</td>
<td>68</td>
<td>63</td>
<td></td>
</tr>
<tr>
<td>HepB-Peds</td>
<td>Engerix-B Peds</td>
<td>GlaxoSmithKline (SKB)</td>
<td>ENGERIX-PEDS; SYR; 10-PACK</td>
<td>54160-0320-52 PH585</td>
<td>02/04/2019</td>
<td>0</td>
<td>9</td>
<td>8</td>
<td></td>
</tr>
<tr>
<td>Meningococal B, OMV</td>
<td>Boxuxero</td>
<td>GlaxoSmithKline (SKB)</td>
<td>MeningB Boxuxero; SYR; 10-PACK</td>
<td>51610-0376-20 16D561</td>
<td>03/31/2019</td>
<td>0</td>
<td>29</td>
<td>29</td>
<td></td>
</tr>
<tr>
<td>Polio-Inject</td>
<td>IPOL</td>
<td>Sanofi Pasteur (PMC)</td>
<td>IPOL; MOD 19; 1-PACK</td>
<td>40231-0360-10 N144S1M</td>
<td>10/05/2019</td>
<td>0</td>
<td>29</td>
<td>29</td>
<td></td>
</tr>
<tr>
<td>Rotavirus, Pent</td>
<td>RotaTeq</td>
<td>Merck &amp; Co, Inc (MSD)</td>
<td>ROTATEC; ORAL DOSE; 25-PACK</td>
<td>00006-4047-20 N032C57</td>
<td>09/10/2019</td>
<td>0</td>
<td>61</td>
<td>61</td>
<td></td>
</tr>
<tr>
<td>Varicella</td>
<td>Varivax</td>
<td>Merck &amp; Co, Inc (MSD)</td>
<td>VARIVAX; SDV; 10-PACK</td>
<td>00006-4027-00 9002596</td>
<td>01/25/2020</td>
<td>14</td>
<td>79</td>
<td>77</td>
<td></td>
</tr>
</tbody>
</table>

To calculate vaccine need:

- Subtract physical count (doses on-hand) from doses administered to determine # of doses needed and
- Round up/down to nearest quantity available according to the 1Doses per Package information found on the Create Order screen.
For additional assistance with calculating vaccine need when placing orders, please refer to the Vaccine Ordering Worksheet that is available on the IIP Provider Resource Binder page of the IIP’s website at www.immunizeidaho.com.

IIP Vaccine Order Evaluation Process

IIP staff evaluate vaccine orders by comparing provider-reported physical inventory counts, ordering frequency, doses administered, and dose quantities ordered, as explained in the How to Determine Vaccine Need section above.

Additionally, the amount of wastage and returns due to expiration is considered over a 12 - 18 month period. Providers that submit accurate, physical, on-hand inventory counts; report all doses administered that have deducted appropriately from IRIS Public inventory; and have low levels of vaccine wastage are less likely to have vaccine orders reduced or denied.

Common reasons that vaccine orders may be reduced or denied are:

- Physical inventory count indicates the clinic has sufficient doses on-hand compared to activity on the doses administered report,
- Non-vaccine brand choice selections have been made when ordering vaccine,
- Vaccine orders are being placed too frequently/outside of the provider’s ordering frequency. Note: this requirement does not apply to seasonal influenza vaccine.
  - If extenuating circumstances arise to necessitate placing a vaccine order outside of the clinic’s ordering frequency, then add a brief summary of the situation in the Comments field of the Create Order screen to expedite order processing.

<table>
<thead>
<tr>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ordered additional doses of Hep A vaccine for a special clinic to get patient up-to-date</td>
</tr>
</tbody>
</table>

IDaho Immunization Program

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