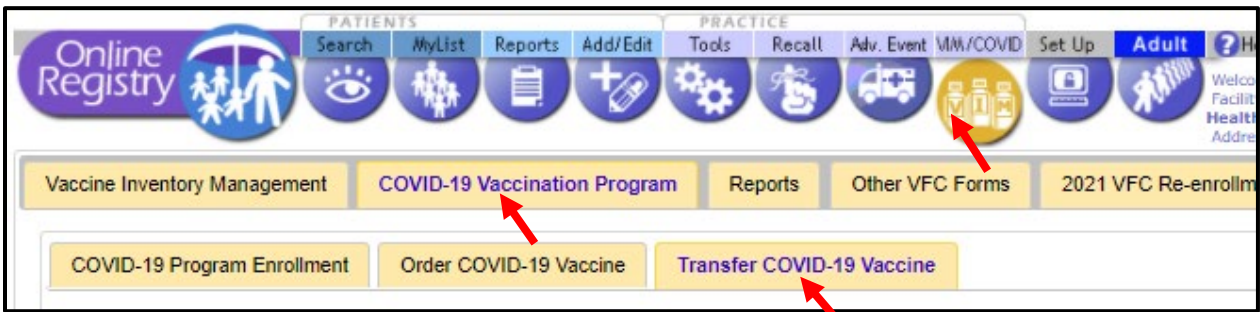


1

How to Use the Vaccine Transfer Module (In Network)

This module allows providers to manage and track COVID-19 vaccine transfers. This tool is available to hospitals, Federally Qualified Health Centers (FQHCs) and providers groups enrolled in the COVID-19 Vaccination Program.

- Log on to the CIR Online Registry: nyc.gov/health/cir
- Navigate to the VIM/COVID icon and, select the "COVID-19 Vaccination Program" tab, then the "Transfer COVID-19" sub-tab.



- Select the facility you are transferring vaccines to and enter the doses of vaccines to transfer. Once all fields are completed click 'Submit'.

Transfer Information

From Facility: _____

Transfer To Facility: *

Date Transfer Initiated: 12/21/2020

COVID-19 Vaccine to Transfer

Vaccine Type	Brand / Mfr	Lot # / Exp Date	Presentation	CIR Expected Inventory	Transfer Quantity (doses)
SARS-COV-2	COVID-19, mRNA, 0.3 mL dose (Pfizer) PFIZER	EH9899 12/31/2069	MDV; 195-pack	159	<input type="text" value="0"/> *
Total:					0

* Required

Notes:
Transfer quantities for the Pfizer COVID-19 vaccine must be in increments of 5.
Transfer quantities for the Moderna COVID-19 vaccine must be in increments of 10.

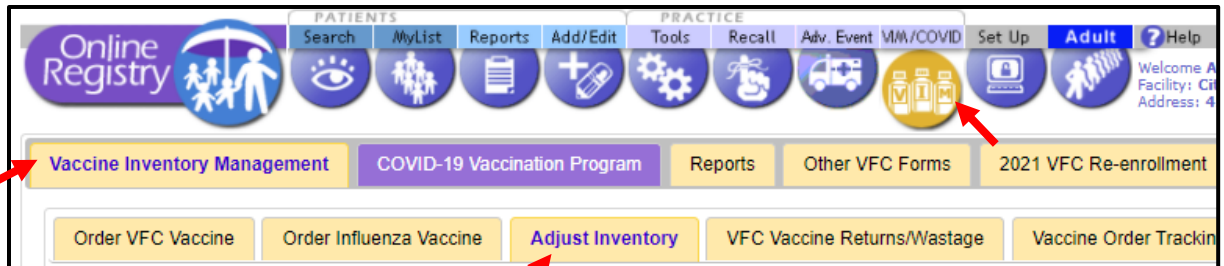
(Please click once to submit.)

- You are only able to transfer vaccine between sites enrolled in the COVID-19 vaccination program.
- A confirmation email is sent to the vaccine coordinators at both locations detailing the transfer.

2

Adjusting Inventory

- Navigate to the **Adjust Inventory** module by clicking the **VIM/COVID** bubble.



- Adjust Inventory allows you to adjust your *CIR Expected Inventory* at any time.
- To reach the **Adjust Inventory** screen, click the VIM/COVID icon in the banner. Click on the **Vaccine Inventory Management** tab, then choose the **Adjust Inventory** tab.

3

Balancing Inventory

- Begin balancing your inventory by selecting Decrease (-) or Increase (+) from the drop-down menu in the *Adjust Direction* column.

					Adjust CIR Expected Inventory by Dose			
Vaccine Type	Brand / Mfr	Lot# / Exp.Date	Presentation	CIR Expected Inventory	Adjust Direction	Adjust Quantity	Adjustment Reason	Add / Remove Reason
SARS-COV-2	COVID-19, mRNA, 0.5...	011J20A 12/31/2069	MDV; 10-pack	300	<input type="text" value="-"/>	<input type="text" value=""/>	-- Select an Option --	<input type="button" value="+"/>

- Enter the number of doses in the *Adjust Quantity* column and select the reason for the adjustment from the drop-down menu in the *Adjustment Reason* column.
 - To manage extra vaccine doses, select 'Unaccounted for in Provider Inventory'
 - To account for vaccine transfers, select 'Transfer COVID-19 Vaccine'
- To add another reason for a dose of the same lot, or remove a previously added reason, use the + and - icons from the *Add/Remove Reason* column and select another reason.
- If applicable, you may add additional quantities and reasons for the same lot by clicking the "+" in the *Add/Remove Reason* column.
- When you are finished, click on . A message asking, '**Are you sure you want to save the entered inventory adjustments?**' will appear. Confirm by clicking OK to continue and save your updated inventory.

4

Find and Add Lot Button

- Use **Find and Add Lot**, if you do not see one or more of your vaccine lots. click the Find & Add Lot button located above the dashboard to search for and add them to your list.
- In the box that appears, select the vaccine type, brand, lot, and the number of doses you would like to add.

Find and Add Lot for Public Inventory

1. Find a lot by making your selections below.
2. Enter the quantity of doses in your inventory for the lot.
3. Click the 'Add' button.
4. Click 'Reset' to clear selections or entries. Click 'Close' to return to the Adjust Inventory screen.
5. Note: Lots for COVID-19 cannot be selected to add, but will appear in your reporting screens after CIR approves your participation in the COVID-19 Vaccine Program. If you are unable to add lot numbers for other vaccines, please contact the CIR at: nycimmunize@health.nyc.gov

Note: If you are unable to find the lot number you are looking for, please call the CIR Hotline at 347-396-2400 for assistance.

Type	Brand / Manufacturer	Lot Number/ Exp. Date	Presentation	Quantity			
-- Select --	-- Select --	-- Select --	-- Select --	0	Reset	Add	Close

- If the lot currently exists in your list, a message will appear in the dashboard stating: 'This lot already exists on the *Adjust Inventory* screen. To adjust the *CIR Expected Inventory* column for this lot, click Close and use the *Adjust CIR Expected Inventory by Dose* fields on the **Adjust Inventory screen**.
- If the lot does not exist in your list, it will be added to your list and highlighted in yellow.

5

Reporting COVID-19 Vaccine Wastage

- Vaccine wastage and spoilage events should be reported on this screen. Wastage reasons include: 'Broken Vial/Syringe', 'Vaccine drawn into syringe but not administered', 'Opened multi-dose vial', 'Other wastage (non-returnable).
- Log into the CIR and click on the VIM bubble.
 - Within the VIM module, click on the VFC Vaccines Returns/Wastage tab

The screenshot shows a navigation menu with the following tabs: Vaccine Inventory Management, Reports, Other VFC Forms, 2020 VFC Re-enrollment, and Standing Orders Aggregate Form. Below this, a secondary menu has tabs for Order VFC Vaccine, Order Influenza Vaccine, Adjust Inventory, **VFC Vaccine Returns/Wastage** (highlighted), and Vaccine Order Tracking.

- Fill out the fields displayed in the form. More than one lot number can be reported at a time by clicking the 'Add Event' button Once all entries are complete, click the 'Continue' button to confirm your entry(ies)
- Click 'Submit'
 - Print out the confirmation for your records
 - Dispose of the wasted vaccine in accordance with local regulations

VFC Vaccine Returns/Wastage:

Vaccine Return/Wastage Reason	Vaccine Type	Brand	Manufacturer	Vaccine Lot	Exp. Date	Unit Presentation	# of Doses	
Reset	-- Select --	-- Select --	-- Select --	-- Select --	-- Select --			Add Event

Note: You can add up to 25 returns in this Vaccine Returns/Wastage Form. If you need to add more returns, complete and submit an additional Vaccine Returns/Wastage Form(s).