Managing COVID-19 Vaccine Inventory Using the Citywide Immunization Registry

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’.

- 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.
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2 Adjusting Inventory

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

[Image]

• 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.

[Table]

• 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.
  
  o To manage extra vaccine doses, select ‘Unaccounted for in Provider Inventory’
  
  o 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.
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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.

![](image)

- 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.

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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
  - 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