

Standard Operating Procedure: How to Order Vaccines on I-CARE

All VFC vaccine ordering will need to be done through I-CARE. The two exceptions are VFC flu orders and first-time orders for providers new to the VFC program.

The screenshot shows the I-CARE web application interface. On the left sidebar, the 'Vaccines' tab is highlighted with a red circle and labeled '1.'. In the main content area, the 'Orders' tab is highlighted with a red circle and labeled '2.'. Below the 'Orders' tab, the 'Add New Order' button is highlighted with a red circle and labeled '3.'. The interface also shows a search bar for clinics, a table with columns for Date, Status, Status Date, ID Num, Type, and Summary, and a user information section at the bottom.

1. Click on the "Vaccines" tab on the left hand column
2. Click on the "Orders" tab in the mid-section of the page
3. Click on "Add New Order"

Add New Vaccine Order

The screenshot shows the 'Add New Vaccine Order' form. The form includes the following fields and information:

- Order Date:** 10/04/2017
- VFC PIN Number:** C05000
- Clinic:** IMMUNIZATION PROGRAM AT WSCDC
- VFC Status:** Active / 2017 COVERED
- VFC Contact:** LUZ CORRAL <chicagovfc@cityofchicago.org; chicagovfc@cityofchicago.org>
- Address:** 2160 W OGDEN AVE, RM 302, CHICAGO, IL 60612-4219, Phone: 312-746-5385 Fax: 312-746-6220
- Latest Order:** 09/27/2017
- Order Intent:** Pediatric (VFC)
- Order Summary:** Empty order

Below the form is a table for selecting vaccines:

Vaccine	Used	Waste	On Hand	Item Status	Order Qty (Doses)	Detail
<input type="text"/>	n/a	n/a	n/a	Draft	<input type="text"/>	n/a

Below the table are requirements:

- Requirements:**
 - [Vaccine Accountability](#) — Reporting period this order (09/04/2017...10/04/2017)
 - [Temperature Log](#) — Reporting period this order (09/04/2017...10/04/2017)
Temperature Logs are now required for the entire reporting period.
 All temperature data for units storing VFC vaccine since last order has been sent to the cloud
 - [Delivery Hours](#) —
Monday delivery now available. Update your Delivery Hours as needed.

Below the requirements are the current status and status date:

- Current Status:** Draft **NOTE: Must change status to "Requested" to submit order**
- Status Date:** 10/04/2017
- Status Comment:**

At the bottom are buttons for **Save**, **Change Status...**, and **Cancel**.

Use the drop down to select the vaccines needed. After you choose a vaccine, another drop down bar will populate so that you can choose more vaccines, if needed.

[DTP,HBV,POL] - Pediarix; SKB; SYR; 10-pack
[DTP,HIB,POL] - Pentacel; PMC; SDV; 5-pack
[DTP,POL] - Kinrix; SKB; SDV; 10-pack
[DTP,POL] - Kinrix; SKB; SYR; 10-pack
[DTP,POL] - Quadracel; PMC; SDV; 10-pack
[DTP] - Daptacel; PMC; SDV; 10-pack
[DTP] - Infanrix; SKB; SDV; 10-pack
[DTP] - Infanrix; SKB; SYR; 10-pack
[HAV] - Havrix-Peds; SKB; SDV; 10-pack
[HAV] - Havrix-Peds; SKB; SYR; 10-pack
[HAV] - Vaqta-Peds; MSD; SDV; 10-pack
[HBV] - Engerix B-Peds; SKB; SYR; 10-pack
[HBV] - Recombivax-Peds; MSD; SDV; 10-pack
[HIB] - ActHib; PMC; SDV; 5-pack
[HIB] - Hiberix; SKB; SDV; 10-pack
[HIB] - PedvaxHIB; MSD; SDV; 10-pack
[HPV] - Gardasil 9; MSD; SDV; 10-pack
[MEN] - Menactra; PMC; SDV; 5-pack
[MEN] - Menveo; SKB; SDV; 5-pack
[MEN-B] - Bexsero; SKB; SYR; 10-pack
[MEN-B] - Trumenba; PFR; SYR; 10-pack
[MMR,VAR] - ProQuad; MSD; SDV; 10-pack
[MMR] - M-M-R II; MSD; SDV; 10-pack
[PNE] - Prevnar 13; PFR; SYR; 10-pack
[POL] - IPOL; PMC; MDV10; 1-pack
[ROT] - Rotarix; SKB; SDV; 10-pack
[ROT] - Rotateq; MSD; ORAL DOSE; 10-pack
[ROT] - Rotateq; MSD; ORAL DOSE; 25-pack
[Td] - Tenivac; PMC; SDV; 10-pack
[Td] - Tenivac; PMC; SYR; 10-pack
[Tdap] - Adacel; PMC; SDV; 10-pack
[Tdap] - Adacel; PMC; SYR; 5-pack
[Tdap] - Boostrix; SKB; SDV; 10-pack
[Tdap] - Boostrix; SKB; SYR; 10-pack
[VAR] - Varivax; MSD; SDV; 10-pack

These are your options for VFC vaccines. Please note, they come in increments of 1, 5, 10, and 25. These means that in 1 box, there are 1, 5, 10, and 25 doses, depending on which vaccine you choose. For example, Pediarix comes in a 10-pack, meaning there are 10 doses in one pack/box. Please note this for step 4.

Add New Vaccine Order

VFC PIN Number: C05000
Clinic: > IMMUNIZATION PROGRAM AT WSCDC
VFC Status: Active / 2017 COVERED
VFC Contact: LUZ CORRAL < chicagoafc@cityofchicago.org; chicagoafc@cityofchicago.org>
Address: 2160 W OGDEN AVE
 RM 302
 CHICAGO, IL 60612-4219
 Phone: 312-746-5385 Fax: 312-746-6220
Latest Order: 09/27/2017
Order Intent: Pediatric (VFC)
Order Summary: 3 vaccines; 0 doses

Vaccine	Used	Waste	On Hand	Item Status	Order Qty (Doses)	Detail
[DTP,HIB,POL] - Pentacel; PMC	0	0	91	Draft	30	NDC: 49281-0510-05
[HPV] - Gardasil 9; MSD; SDV	0	0	63	Draft	30	NDC: 00006-4119-03
[MMR,VAR] - ProQuad; MSD; SI	0	10	8	Draft	20	NDC: 00006-4171-00
	n/a	n/a	n/a	Draft		n/a

Requirements:

- [Vaccine Accountability](#) — Reporting period this order (09/04/2017...10/04/2017)
- [Temperature Log](#) — Reporting period this order (09/04/2017...10/04/2017)
 Temperature Logs are now required for the entire reporting period.
 All temperature data for units storing VFC vaccine since last order has been sent to the cloud
- [Delivery Hours](#) —
 Monday delivery now available. Update your Delivery Hours as needed.

Current Status: Draft **NOTE: Must change status to "Requested" to submit order**
Status Date: 10/04/2017
Status Comment:

- Enter in the order quantity under "Order Qty" (Doses). Please note how many doses are in the vaccines chosen and be sure to enter a number that is divisible by the doses. I-CARE will not accept any orders quantities that are not divisible by the vaccine packs. For example, Pediarix comes in a 10-pack, if you request 25 doses, I-CARE will not accept that. You will need to enter in quantities of 10. If you put 30 doses, you will receive 3 boxes (10 doses per box).

- Select "Change Status" after you've chosen your vaccines and entered in order quantities.

Add New Vaccine Order


Order Date: 10/04/2017
VFC PIN Number: C05000
Clinic: » IMMUNIZATION PROGRAM AT WSCDC
VFC Status: Active / 2017 COVERED
VFC Contact: LUZ CORRAL <chicagovfc@cityofchicago.org; chicagovfc@cityofchicago.org>
Address: 2160 W OGDEN AVE
 RM 302
 CHICAGO, IL 60612-4219
 Phone: 312-746-5385 Fax: 312-746-6220
Latest Order: 09/27/2017
Order Intent: Pediatric (VFC)
Order Summary: 3 vaccines; 80 doses

Vaccine	Used	Waste	On Hand	Item Status	Order Qty (Doses)	Detail
[DTP,HIB,POL] - Pentacel; PMC	0	0	91	Draft	30	NDC: 49281-0510-05
[HPV] - Gardasil 9; MSD; SDV	0	0	63	Draft	30	NDC: 00006-4119-03
[MMR,VAR] - ProQuad; MSD; SI	0	10	8	Draft	20	NDC: 00006-4171-00
	n/a	n/a	n/a	Draft		n/a

- Requirements:**
- 1. [Vaccine Accountability](#) — Reporting period this order (09/04/2017...10/04/2017)
 - 2. [Temperature Log](#) — Reporting period this order (09/04/2017...10/04/2017)
 Temperature Logs are now required for the entire reporting period.
 All temperature data for units storing VFC vaccine since last order has been sent to the cloud
 - 3. [Delivery Hours](#) — M, T, W, TH, F; MTWTFH 830 TO 4

Temperature logs need to be faxed to the Vaccine Management Unit before placing your order.

- Click on "Temperature Log" and print all the pages of the document. Fax it to the Vaccine Management Unit at 312.746-6220.

Illinois Department of Public Health  Printed On 10/4/2017 1:55:21 PM

Temperature Logging
 Temperature Logging Date - From: 09/04/2017 To: 10/04/2017
 Appliance Use: Only VFC/Both

Date	Appliance Name	Type	AM	PM
09/04/2017	ICC ABS PHARMACY PRIDOR	Refrigerator	42.0°F	42.0°F
09/04/2017	ICC VFC FREEZER	Freezer	-4.0°F	-5.4°F
09/05/2017	ICC ABS PHARMACY PRIDOR	Refrigerator	42.2°F	42.2°F
09/05/2017	ICC VFC FREEZER	Freezer	-4.3°F	-5.7°F
09/06/2017	ICC ABS PHARMACY PRIDOR	Refrigerator	42.0°F	42.2°F
09/06/2017	ICC VFC FREEZER	Freezer	-4.8°F	-5.6°F
09/07/2017	ICC ABS PHARMACY PRIDOR	Refrigerator	42.0°F	42.0°F
09/07/2017	ICC VFC FREEZER	Freezer	-5.0°F	-5.0°F
09/08/2017	ICC ABS PHARMACY PRIDOR	Refrigerator	42.0°F	42.2°F
09/08/2017	ICC VFC FREEZER	Freezer	-3.8°F	-6.1°F
09/09/2017	ICC ABS PHARMACY PRIDOR	Refrigerator	42.0°F	42.0°F
09/09/2017	ICC VFC FREEZER	Freezer	-7.0°F	-6.0°F
09/10/2017	ICC ABS PHARMACY PRIDOR	Refrigerator	42.2°F	42.0°F
09/10/2017	ICC VFC FREEZER	Freezer	-4.0°F	-5.8°F
09/11/2017	ICC ABS PHARMACY PRIDOR	Refrigerator	42.0°F	42.0°F
09/11/2017	ICC VFC FREEZER	Freezer	-4.0°F	-7.2°F
09/12/2017	ICC ABS PHARMACY PRIDOR	Refrigerator	42.4°F	42.0°F
09/12/2017	ICC VFC FREEZER	Freezer	-4.2°F	-7.0°F
09/13/2017	ICC ABS PHARMACY PRIDOR	Refrigerator	42.0°F	42.2°F
09/13/2017	ICC VFC FREEZER	Freezer	-2.0°F	-7.0°F
09/14/2017	ICC ABS PHARMACY PRIDOR	Refrigerator	42.0°F	42.0°F
09/14/2017	ICC VFC FREEZER	Freezer	-8.0°F	-4.0°F
09/15/2017	ICC ABS PHARMACY PRIDOR	Refrigerator	42.0°F	42.0°F
09/15/2017	ICC VFC FREEZER	Freezer	-7.0°F	-5.4°F
09/16/2017	ICC ABS PHARMACY PRIDOR	Refrigerator	42.0°F	42.0°F
09/16/2017	ICC VFC FREEZER	Freezer	-5.0°F	-8.0°F
09/17/2017	ICC ABS PHARMACY PRIDOR	Refrigerator	42.2°F	42.0°F
09/17/2017	ICC VFC FREEZER	Freezer	-7.0°F	-7.0°F
09/18/2017	ICC ABS PHARMACY PRIDOR	Refrigerator	42.0°F	42.0°F
09/18/2017	ICC VFC FREEZER	Freezer	-7.0°F	-3.0°F
09/19/2017	ICC ABS PHARMACY PRIDOR	Refrigerator	42.0°F	42.2°F
09/19/2017	ICC VFC FREEZER	Freezer	-4.0°F	-7.0°F
09/20/2017	ICC ABS PHARMACY PRIDOR	Refrigerator	42.4°F	42.4°F
09/20/2017	ICC VFC FREEZER	Freezer	-2.0°F	-7.0°F
09/21/2017	ICC ABS PHARMACY PRIDOR	Refrigerator	42.2°F	42.2°F
09/21/2017	ICC VFC FREEZER	Freezer	-6.0°F	-6.0°F
09/22/2017	ICC ABS PHARMACY PRIDOR	Refrigerator	42.2°F	42.4°F
09/22/2017	ICC VFC FREEZER	Freezer	-7.4°F	-5.0°F
09/23/2017	ICC ABS PHARMACY PRIDOR	Refrigerator	42.2°F	42.2°F
09/23/2017	ICC VFC FREEZER	Freezer	-4.0°F	-7.0°F
09/24/2017	ICC ABS PHARMACY PRIDOR	Refrigerator	42.2°F	42.4°F
09/24/2017	ICC VFC FREEZER	Freezer	-3.0°F	-3.8°F
09/25/2017	ICC ABS PHARMACY PRIDOR	Refrigerator	42.4°F	42.2°F
09/25/2017	ICC VFC FREEZER	Freezer	-2.0°F	-2.0°F
09/26/2017	ICC ABS PHARMACY PRIDOR	Refrigerator	42.2°F	42.2°F
09/26/2017	ICC VFC FREEZER	Freezer	-6.2°F	-6.2°F
09/27/2017	ICC ABS PHARMACY PRIDOR	Refrigerator	42.4°F	42.4°F
09/27/2017	ICC VFC FREEZER	Freezer	-2.0°F	-7.0°F
09/28/2017	ICC ABS PHARMACY PRIDOR	Refrigerator	42.2°F	42.4°F
09/28/2017	ICC VFC FREEZER	Freezer	-2.0°F	-3.0°F
09/29/2017	ICC ABS PHARMACY PRIDOR	Refrigerator	42.0°F	42.2°F
09/29/2017	ICC VFC FREEZER	Freezer	-7.4°F	-6.0°F
09/30/2017	ICC ABS PHARMACY PRIDOR	Refrigerator	42.2°F	42.2°F

Example of a temperature log that would be faxed.

Add New Vaccine Order

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	n/a	n/a	n/a	Draft		n/a

- Requirements:**
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 - [Delivery Hours](#) — M, T, W, TH, F; MTWTHF 830 TO 4

Current Status: Draft **NOTE: Must change status to "Requested" to submit order**
Status Date: 10/04/2017
Status Comment:

I confirm that this information is accurate as of this order date.

VFC Program staff will review all information in this order. Any discrepancies may result in a delay processing your order.

VFC Order Validation Alerts:

- Missing Doses Administered** — Vaccine Accountability Report should include counts for Doses Administered by Year of Age. Missing data may be added or corrected directly in I-CARE.
- Missing Temperature Logs** — Temperature Logs are required for all active VFC appliances for the past 30 days. Missing data should be entered via the "Temperature Logs" form.
- Review Clinic Address and Hours** — Review your clinic's current Address and Delivery Hours for accuracy. Contact your VFC Program if your Address needs to be updated.

Validation alerts are informational only, and will not prevent submission of this VFC order. If applicable, justification for why validation should not apply may be entered as a Status Comment. Otherwise, this VFC order will likely be returned in Review status with additional instructions.

New Status: Requested Status change effective when record is saved.

- Click the box to confirm that your order is accurate.
 - Please double check that your delivery hours are accurate
 - Please be sure to fax in your temperature log to the vaccine management unit
- Click "Save" to request your order. After you've saved, your order will be processed by the Vaccine Management Unit within 1-2 business days. You should receive the vaccine delivery within 1-2 weeks.