## Instruction for Generating Inventory Analysis Helper Report

## Step 1: Log into I-CARE.

Step 2: Click on "Reports" from the menu at the top of your screen.



Step 3: Scroll down to "VFC Reports" and click "Inventory Analysis Helper"

C Reports	
<u>ventory Analysis Helper</u> - Simple r	eport to help with identifying and fixing problems with VFC inventory levels.
smatch – Generate report of VFC	shots given to ineligible patients.
ovider List – Generate report to lis ovider willing to accept the transfe	t show currently enrolled, active providers with ordering privileges. It is the VFC provider's responsibility to find another VFC er and submit the transfer approval request form to IDPH before transferring VFC vaccines.
ipping Data Export – Generate a c	lelimited data export of VFC shipping data.
	Illinois Comprehensive Automated Immunization Registry Exchange (I-CARE)
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Step 4: Complete criteria and next to "Select an Action:" click "HTML Report", "PDF Report", or "CSV Export"\* to generate "Inventory Analysis Helper Report"\*

ţ.	I-CARE	Search I-CARE Patients - Q
Home	← Patients   ← Site   ← R	eports Admin 🖴 IMMUNIZATION PROGE
	Report:	Inventory Analysis Helper Report
C	riteria Report	가지 가지?
	Site:	IMMUNIZATION PROGRAM AT WSCDC
	Shot Date From:	· ·
	Shot Date To:	*
	Groups:	☑ AII □ DTP □ HIB □ HAV □ HBV □ HPV □ FLU □ H1N1 □ MMR □ MEN □ MEN-B □ PNE □ POL □ ROT □ Tdap □ Td □ VAR □ ZOS □ Other
	Lot:	
		* = Required Field
	Select an Action:	HTML Report CSV Export Cancel

\*HTML generates in the browser, PDF generates an adobe PDF, and CSV generates an excel file

Step 5: The Inventory Analysis Helper Report will generate any errors that have occurred inputting doses into the state of Illinois Immunization registry.

F	Report:	Inventory Analysis Help	er Report		
Criteria	Report	<u> 25252</u>	5252	52	<u>5.45.25</u>
Report Action PDF Report	ons: CSV Exp	ort			
Inventory Site: IMMU WSCDC VFC Pin: C Shot Date 1/16/2020 Report Da	y Analysis UNIZATION 05000 Range: 5/2 ate: 1/16/20	Helper Report PROGRAM AT 1/2019- 220 12:11 PM	Illinois Com Immunizatio	prehensive A on Registry E	<b>REE</b> Automated Exchange
Bad Lot Numb These shots are no matching lo VFC shot, work To fix these sho record edit the	e appearing t was found with your f ots (if they s	here because although they d in inventory. If the origin of MR to ensure they send the should be VFC but have a mis choose the correct vaccine na	were sent with a VFC co this shot is 'HL7 import correct information for sing or incorrect lot nu me and lot number fro	ode indicatii ', and this sl this lot goin mber), go to m inventory	ng eligibility, hould be a ng forward. o the patient
Lot	Vaccine	Patient	Birth Date	Shot Date	origin_Code

# **Correcting Inventory Analysis Helper (IAH) Report errors**

To fix these shots go to the patient record, edit the shot, and change the dose to reflect the correct name, lot number, and the patients VFC eligibility status.

1. Click patient name

· · ·	JAKE	Search I-CARE	Patients -	α
Home   ~ Pat	ients   🗸 🛛 Site	~ Reports Admin <b>≙</b>		
	Report:	Inventory Analysis Helper Report		
Criteria	leport	********		
R	eport Actions:	PDF Report CSV Export		
Inventory	Analysis Helpe	er Report	• т /	
Site:				$\Box A$
Shot			111inois Co Immuniza	mprehens tion Reai
Description				_
керо				
Bad Lot Numbe These shots are inventory. If the information for t To fix these shot the correct vacci Lot	appearing here b origin of this sho this lot going forv ts (if they should l ine name and lot Vaccine	ecause although they were sent with a VFC t is 'HL7 import', and this should be a VFC s vard. be VFC but have a missing or incorrect lot n number from inventory. Patient	code indicating eligibility, no mat shot, work with your EMR to ensur number), go to the patient record, Birth Date	tching lot re they se edit the : Shot Da
Bad Lot Number These shots are inventory. If the information for t To fix these shot the correct vacci Lot	er appearing here b origin of this sho this lot going forv ts (if they should I ine name and lot Vaccine ActHib	ecause although they were sent with a VFC t is 'HL7 import', and this should be a VFC s vard. be VFC but have a missing or incorrect lot n number from inventory. Patient	code indicating eligibility, no mat shot, work with your EMR to ensur number), go to the patient record, Birth Date	tching lot re they se edit the : Shot Dat 08/27/20
Bad Lot Number These shots are inventory. If the information for t To fix these shot the correct vacci Lot	appearing here b origin of this sho this lot going forv ts (if they should I ine name and lot Vaccine ActHib ROTATEQ	ecause although they were sent with a VFC t is 'HL7 import', and this should be a VFC s vard. be VFC but have a missing or incorrect lot m number from inventory. Patient	code indicating eligibility, no mat shot, work with your EMR to ensur number), go to the patient record, Birth Date	tching lot re they se edit the s Shot Dat 08/27/20 07/11/20
Bad Lot Numbe These shots are inventory. If the information for t To fix these shot the correct vacci Lot	er appearing here b origin of this sho this lot going forv ts (if they should I ine name and lot <b>Vaccine</b> ActHib ROTATEQ Pediarix	ecause although they were sent with a VFC t is 'HL7 import', and this should be a VFC s vard. be VFC but have a missing or incorrect lot n number from inventory. Patient	code indicating eligibility, no mat shot, work with your EMR to ensur number), go to the patient record, Birth Date	tching lot re they se edit the : <b>Shot Da</b> 08/27/20 07/11/20 01/14/20
Bad Lot Numbe These shots are inventory. If the information for to To fix these shot the correct vacci Lot	er appearing here b origin of this sho this lot going forv this lot going forv ts (if they should l ine name and lot <b>Vaccine</b> ActHib ROTATEQ Pediarix Menactra	ecause although they were sent with a VFC t is 'HL7 import', and this should be a VFC s vard. be VFC but have a missing or incorrect lot r number from inventory. Patient	code indicating eligibility, no mat shot, work with your EMR to ensur number), go to the patient record, Birth Date	tching lot re they se edit the : <b>Shot Da</b> 08/27/20 07/11/20 01/14/20 08/01/20
Bad Lot Numbe These shots are inventory. If the information for to To fix these shot the correct vacci Lot	er appearing here b origin of this sho this lot going forv this lot going forv they should l ine name and lot Vaccine ActHib ROTATEQ Pediarix Menactra Pediarix	ecause although they were sent with a VFC t is 'HL7 import', and this should be a VFC s vard. be VFC but have a missing or incorrect lot n number from inventory. Patient	code indicating eligibility, no mat shot, work with your EMR to ensur number), go to the patient record, Birth Date	tching lot re they se edit the s <b>Shot Dat</b> 08/27/20 07/11/20 01/14/20 08/01/20 01/08/20

2. Verify Patients "VFC Status"\* in the "Patient" tab

Primary Address:	
Home:	
Multiple Births: Mother's Maiden:	
Bace	
Language.	
Nationality:	
Ethnicity:	
Birth Facility:	
Birth State:	
Birth Country:	
Patient Status:	Active
VFC Status:	Eligible-Medicaid/Medicaid Managed Care [V02]
Remind/Recall Opt Out:	

Select	View:	Shots: Status 🗸	Add Shot(s)	Delete Selected	d Shot	s Remove [	Duplicates	Reports -
Group	8	# Vaccine	Lot Number	Date	Sta	tus	Reporti	ng Site
DTP	10	1: Pediarix	2HC47 (VFC) VFC Inventory	03/18/2019	-	Valid		
		2: Pediarix	74FN7 (VFC) VFC Inventory	07/24/2019	~	Valid		
		3: DTP		08/21/2019	A	Overdue		
HIB		1: ActHib	UI951AA	03/18/2019	-	Valid		
		2: ActHib	UI972AAA (VFC) VFC Inventory	07/24/2019	~	Valid		
		3: HIB		08/21/2019	A	Overdue		
HAV		1: HAVRIX- Peds	BE554 (VFC) VFC Inventory	01/16/2020	~	Valid		
		2: HAV		07/16/2020	<b>***</b>	Due Later		
HBV		1: Hep B. unspecified formulation		01/15/2019	-	Valid		
		2: Pediarix	2HC47 (VFC) VFC Inventory	03/18/2019	-	Valid		
		3: Pediarix	74FN7 (VFC) VFC Inventory	07/24/2019	~	Valid		
ELU		1: Fluarix, quadrivalent, preservative free	9A47X (VFC) VFC Inventory	12/13/2019	~	Valid		
		2: Fluarix, quadrivalent, preservative	49D72	01/16/2020	-	Valid		

3. Click "Shots" and locate the dose from the IAH report

4. Notice doses with "VFC Inventory" in **bold have deducted**. Proceed to the dose that appears on the IAH report. Hover the mouse over dose with error and select the edit button.

Patient	Contacts	Shots ID Numbers	Medical Reports Du	ps Import (10)	Opt-Out	
S	elect View:	Shots: Status 🗸	✦ Add Shot(s) Delete	Selected Shots	Remove Duplicates	Repo
Group		# Vaccine	Lot Number	Date	Status	
DTP		<u>1: Pediarix</u>	MG92G (VFC) VFC Inventory	09/24/2019	🗸 Valid	I
		2: Pediarix	MG92G	12/04/2019	🗸 Valid	L E
		<u>3: Pediarix</u>	MG92G (VFC) VFC Inventory	02/03/2020	🗸 🗸 Valid	I
		4: DTP		10/30/2020	Due Later	
HIB		1: ActHib	UJ063AAB (VFC) VFC Inventory	09/24/2019	🗸 Valid	ı
		2: ActHib	UJ078AAA	12/04/2019	🗸 Valid	L E
		<u>3: ActHib</u>	UJ175AAA (VFC) VFC Inventory	02/03/2020	🗸 🗸 Valid	ı
		4: HIB		07/30/2020	Due Later	
HAV		1: HAV		07/30/2020	Due Later	
HBV		1: Pediarix	MG92G (VFC) VFC Inventory	09/24/2019	🗸 Valid	I
		2: Pediarix	MG92G	12/04/2019	🗸 Valid	L E
		3: Pediarix	MG92G (VFC) VFC Inventory	02/03/2020	🗸 Valid	I
FLU		<u>1: Fluarix,</u> guadrivalent, preservative free	UT6713NA	02/03/2020	Valid	l

## 5. In order to fix these errors the record must correctly reflect the site vaccine dose

- 1. Accurate vaccine name
- 2. Correct Lot number which is selected from drop down
- 3. Correct VFC eligibility for this patient

	FLU	5	🗸 Valid	<ul> <li>Override as INVALID </li> </ul>		
Shot Status:	Group	Dose #	Status	Details		
VFC Eligibility:	Eligible-Me	dicaid/Medicaid Ma	naged Care [V02]		T	
Lot Number:	Lot Number: 9A47X (VFC)					
Vaccine:	Fluarix, qua	drivalent, preservativ	ve free [SKB]		• *	
Vaccine Group:	FLU					
Shot Date:	02/05/2020	*				

6. Once all these fields are correctly populated the dose will be deducted from the I-CARE inventory and the error removed from the Inventory Analysis Helper report.

### **Other Scenarios**

What if the doses on my error report pertain to a private dose?

1. Edit the shot and select "Not VFC Eligible" for just that one dose. Once saved it will no longer appear on the IAH error report.

	VAR	1	🗸 Valid		
Shot Status:	Group	Dose #	Status	Details	
VFC Eligibility:	Not VFC eli	gible [V01]			•
Lot Number:	S015462 (Pr	rivate)			•
Vaccine:	Varivax [MS	D]			•
Vaccine Group:	VAR				
Shot Date:	11/19/2019	*			