

## Vaccines for Children Provider Update January 8, 2015

### **Vaccine Updates**

**Comvax®:** No longer available. Please remove from your preference list in GRITS. Alternate: Single antigen Hep B and Hib.

**Cervarix®:** No longer available. Please remove from your preference list in GRITS. Alternate choice: Gardasil®

### **Single Dose Vaccines Available:**

Providers may order the following vaccines in increments of 1 dose as needed – TD, MenHibrix, and Pneumovax 23. Order requests are subject to approval by VFC staff.

### **Additional Vaccine**

**Requests:** Requests that exceed 30 doses above the amount presumed needed require a written justification explaining the increased need and approval by the Deputy Director or VFC Coordinator.

### **Program Updates**

#### **Manage Orders/Online Ordering via GRITS**

On January 6, 2015, an email went out to all private provider sites remaining to transition to online ordering via the new manage orders function in GRITS. The email includes instructions on how to initiate the online ordering process including completing the online manage orders training. It is important that each site complete the transition steps as VFC will no longer manually process orders as of February 13, 2015. Please see page 3 of this update for additional information.

#### **Shipping Update – VFC Office Closures**

VFC resumed shipping on January 5, 2015 after a two week black out during the holidays. Although orders continued to be processed, providers should expect a slight delay while staff catch up due to office closures. As a reminder, orders received by December 8 were processed prior to the holiday blackout. Orders received beyond that date and through the end of the month will arrive during the next two weeks. As a reminder, providers should always order enough vaccine to ensure that a 3 monthly supply remains on hand. If the monthly report indicates a lower amount of doses to ship than actually needed, then it is up to the provider to modify those totals to meet the needs of your patient load. Please note the following order blackout date and VFC office closure:

- State offices will be closed Monday, January 19 in observance of Martin Luther King Jr's birthday.
- VFC will be open from 8-945 am on Tuesday, January 27 and closed the remainder of the day due to staff training.

## **Important Vaccine Availability Update**

Providers using the new manage orders function to submit orders in Phase 1-5 should be aware of important vaccine availability updates listed in the yellow column to the left. As a reminder, all providers must select their preferences including both providers managing their inventory in GRITS and those site that are manually entering inventory data directly into GRITS followed by submitting the manual report to VFC. Only vaccines selected as preferences will be available for ordering from the manage orders screen.

## **2014-2015 Flu Season – Shipment Update**

As the 2014-2015 influenza season starts into its second half, please keep in mind that you may begin to see flu doses shipped from McKesson with shorter expiration dates, especially with the Live Attenuated Influenza Vaccine [LAIV] (FluMist). CDC has instructed McKesson to block doses of Inactivated Influenza Vaccine [IIV] within 30 days of expiration and the LAIV doses within 2 weeks of expiration.

Much of the current FluMist inventory will expire in February and March; however, there are some doses expiring at the end of January. As a reminder, the FluMist Replacement program ends January 31. Information about the FluMist Replacement Program can be found on the CDC website at: <http://www.cdc.gov/vaccines/programs/vfc/awardees/vaccine-management/excise-tax-flumist.html>

## **GRITS Update**

As you know, GRITS has been under construction for new hardware to ensure long-term system stability. As a part of the final stages to complete the Server Consolidation project, the GRITS system will not be available during the evening of January 23, 2015 at 6pm through the morning of January 26 to move the system to the new servers. During the shutdown, GRITS will not be operational and all activity should be suspended. The new servers will be operational beginning at 8 am January 26, 2015. For providers using PHINMS, please see the attached instructions to be sure that your PHINMS connection does not fail as of January 26.

## New Manage Orders Function Updates

We are currently in Phase 5 of our transition to online vaccine ordering via the new manage orders function in GRITS which allows **both** providers managing their inventory in GRITS **and** those manually submitting Excel reports to submit their vaccine orders online. Below is an abbreviated version of the email sent to all sites remaining to transition:

The time has finally come for VFC sites to begin using the new GRITS Manage Orders enhancement we have all been waiting for! After careful consideration, manage orders project leads decided to phase in provider sites over a 6-month period to be sure the new process is seamless and VFC staff are able to handle the increased call volume expected during the transition period.

As a reminder, enhancements to the current system will include:

- Manage Order Screen: Allows order adjustments to be entered directly through GRITS
- Electronic Upload of Inventory Data: Eliminates the need to manually enter monthly shipment received data (for sites reporting via GRITS only)
- Order Tracking: Allows providers to track the process of orders placed, listed as 'Pending', 'Approved', or 'Fulfilled'

### What I need from you to begin

(1) Designated primary and secondary VFC contacts for your site must complete the manage orders training module and submit certificates of completion via email to [DPH-GAVFC@dph.ga.gov](mailto:DPH-GAVFC@dph.ga.gov). The training link can be found on the GRITS resources on the web or by clicking on the following link:

[https://www.gritstest.state.ga.us/docs/ManageOrders\\_20FEB\\_2014\\_Final\\_Copy.htm](https://www.gritstest.state.ga.us/docs/ManageOrders_20FEB_2014_Final_Copy.htm)

You can verify completion of the course by calling the VFC main line at 404-657-5013 or by sending an email to [DPH-GAVFC@dph.ga.gov](mailto:DPH-GAVFC@dph.ga.gov).

(2) Only one person will be granted access to the Manage Orders function. Please respond to this email with the PIN#, first and last name of the person selected, and their email address.

(3) The person assigned to access the Manage Orders function will be assigned a new role in GRITS which will allow them to create a vaccine order via the manage orders function in the GRITS menu. \*Manual reporting providers utilizing the Excel form to report will complete the manual reporting form, enter inventory counts into the new manage orders function in GRITS, submit an online order, and submit a copy of the manual report to VFC via email.

(5) Once steps 1-2 are complete, I will send a follow up email with the new manage orders login credentials, detailed instructions, tips, and the Manage Orders Frequently Asked Questions document to help guide you through the ordering process. Please note, logins are only good for 30 days before they time out. Since many providers will not report again until the end of the Month, I will hold on to login requests until the week of January 19.

(6) Once assigned a manage orders user login, all future orders must be placed online. The last day for manual order requests will be Friday February 13.

## **VFC Basics – Important Reminders**

**RECORD** temperatures a minimum of twice per day using an NIST or ASTM certified thermometer with a current certificate of calibration. Refrigerator temperatures should remain between 35°- 46° Fahrenheit and 2°- 8° Celsius. Freezer temperatures should remain between 5° or colder Fahrenheit and -15° or colder Celsius. Temperature excursions outside of the required range must be reported to VFC immediately!

**VERIFY AND DOCUMENT** eligibility status for each patient during each immunization encounter. Be sure to differentiate between Medicaid and PeachCare CMO (Amerigroup, Peach State, and WellCare). The two must be reported separately on the GRITS and the manual Excel reporting form.

**RECORD** date, vaccine manufacturer, trade name, lot number, and VIS publication date in patient records for every vaccine administered.

**REPORT** doses administered to Medicaid patients separately from doses administered to PeachCare for Kids® patients. Doses administered to PeachCare for Kids® patients must be reported in the PeachCare column of the manual report.

**REPORT** usage, inventory, and wastage monthly via GRITS. Monthly reports are used to replenish vaccine shipments based on usage and inventory totals. Replenishment totals are based on a 3-month storage cushion and are calculated as follows:

$$\text{Usage} \times 3 \text{ months} - \text{Inventory} = \# \text{ of doses to ship/doses presumed needed}$$

Note\*\* Always review your GRITS Vaccine Accountability Report, Column 'J' for 'Doses Presumed Needed'. Review your manual Excel report for 'Doses to Ship'. Contact VFC immediately to modify amounts to maintain a 2-3 month vaccine supply. Email requests to [DPH-gavfc@dph.ga.gov](mailto:DPH-gavfc@dph.ga.gov) or call (404) 657-5013.

**REVIEW** GRITS monthly reports for errors presented as doses listed in the "Insured/Ineligible" column and doses listed as (-) or (over) on the Vaccine Accountability Statement. Submit a copy of the report and a written explanation of errors by fax or email to avoid shipping delays.

**REPORT** short dated vaccines 90 days prior to their expiration date. Per the VFC Loss Policy, providers are required to report expiring vaccines 90 days prior to expiration.

**RETURN** wasted or expired doses to McKesson within 6 months of expiration. VFC vaccine should not be discarded. Exemptions to this rule include expired/wasted multi-dose vials or vaccine drawn up into syringes but not administered (pre-filled syringes that have not been attached to a needle for administration must be returned). However, all wasted or expired vaccines must be reported monthly.

**MAINTAIN** a completed Vaccine Emergency/Disaster Recovery Plan in an accessible location in the event of refrigerator/freezer malfunctions, natural disasters, etc.

**NOTIFY VFC** of changes in staff, vacation, power outages, address change, etc. Physicians and nursing staff signed to the provider agreement are responsible for notifying VFC of any changes that may affect vaccine shipments.

**REVIEW** CDC guidelines for Storage and Handling and set protocols in place to ensure effectiveness of vaccine administered to patients.

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The VFC Administrative Office is available to assist you with your needs at (404) 657-5013 or (800) 848-3868 or via email sent to [DPH-gavfc@dph.ga.gov](mailto:DPH-gavfc@dph.ga.gov). Your Immunization Program Consultant (IPC) is also available to assist you with hands on training. IPC's may be contacted by calling the VFC Office. Remember, if in doubt, call VFC, we are here to help!