



## Vaccines for Children Provider Update January 23, 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®

**Pentacel® vs Pediarix®:** Both products are available for shipment. To prevent vaccine administration errors, providers must select one brand as your preference. If both brands are selected, VFC will only ship the brand administered most often since your last shipment.

### **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**

#### **GRITS Temporary Usage Blackout**

The GRITS system will not be available beginning the evening of January 23, 2015 at 6pm through the morning of January 26, 2015. During the shutdown, all activity must be suspended. The new servers will be operational beginning at 8am January 26, 2015 at which point activity may resume.

#### **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.

#### **VFC Office Closures**

- VFC will be open from 8-9:45 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 of this page. As a reminder, only vaccines selected on as preferences will be available for ordering from the manage orders screen. Selecting preferences is required by both providers managing their inventory in GRITS and by sites that are manually entering inventory data directly into GRITS.

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

All flu pre-booked amounts have been fulfilled. Providers with excess flu doses may send in a list of available flu doses to the Vaccine Logistics Associate at [christy.banks@dph.ga.gov](mailto:christy.banks@dph.ga.gov). Doses will be added to the short dated log to become available for transfer as doses are requested in the surrounding areas. Providers in need of additional flu doses may send their request including the VFC PIN# to [DPH-GAVFC@dph.ga.gov](mailto:DPH-GAVFC@dph.ga.gov). Requests will be filled by vaccine transfer or shipment.

Most 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>

## **Flu Season Pre-Book 2015-2016**

Our annual flu pre-book survey will be sent out Monday, January 26, 2015. VFC has a quick turn-around deadline set by the CDC and will require that responses are received no later than Monday, February 16, 2015. In preparation for the survey, please review your flu doses administered data for 2013-2014 and 2014-2015 to date. VFC suggests that you order doses based on previous year's usage and that you do not assume 100% administration to your full patient staff. Taking these preliminary steps will help to reduce costly vaccine wastage at the end of each flu season.

## **VFC Provider Requirements & Guideline Reminders – 90 Day Short Dated Vaccine Reporting**

The VFC Vaccine Policy and VFC Accountability Policy require providers to report expiring doses 90 days prior to expiration. This reminder is included in the VFC Basics and Important Reminders section of this update each month. This reporting requirement was created to assist the program with cutting annual vaccine wastage totals. Your reporting helps VFC to ensure that doses are administered for the purpose of preventing disease. Short dated vaccine reported to the program is added to a log used by Immunization Program Consultants to fulfil order requests by transferring doses when possible instead of placing orders to flood more inventories into the area. Short dated reports should include the following information:

- Name of site
- Name of primary/secondary contact
- Email address for primary/secondary contact
- Vaccine type
- Number of doses expiring in 90 days
- Expiration date
- Let us know if the doses will most likely be administered within 90 days, if not, then let us know how many doses are available for transfer.

Send 90-day notices via email to [DPH-GAVFC@dph.ga.gov](mailto:DPH-GAVFC@dph.ga.gov).

## 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:

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'

Because logins are only good for 30 days, providers who submitted their requests for manage orders access early in January will begin to receive logins and instructions during the week of January 26. Once your email is received, all future orders must be placed online. Providers who normally submit reports during the last week of the month should wait to submit counts after your login credentials have been received.

### **The following steps must be completed prior to receiving access to the new manage orders function.**

- (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, VFC 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 processing 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!