Updating Inventory in NYSIIS for Redistributions

When vaccine inventory is transferred from one facility to another, both the releasing facility and the receiving facility must manually update their vaccine inventory amounts in NYSIIS.

Releasing facility: Subtracting Doses from Inventory

1. Navigate to Manage Inventory screen from the left menu bar.

pycije	
inysiis	Announcements
	NEW New Managing Deserver De Forsellement Deserver
New York State	05/11/2020 ~ New Vaccine Program Re-Enrollment Process
Immunization	03/24/2020 ~ Vaccine Program orders to resume
Information System	NEW
	03/23/2020 ~ Vaccine Program orders are not being approved at this time
Production Region 7.5.0	NEW ANYONG WILLING THE AND A FEMALENCE A
	03/25/2019 ~ NYSIIS will be unavailable 3/29 @ 5pm - 3/30 @ 7pm
Patients	NEW
manage patient	04/24/2015 ~ National Infant Immunization Week - Day 5
enter new patient	
manage patient status	04/23/2015 ~ National Infant Immunization Week - Day 4
Immunizations	
manage immunizations	NEW ~ National Infant Immunization Week - Day 3
Reports	04/25/2015
reminder / recall	04/21/2015 ~ National Infant Immunization Week - Day 2
check reminder status	
manage custom letters	NEW ~ National Infant Immunization Week - Day 1
request callback	04/20/2015
cocasa extract	NEW ~ NYSIIS unavailable tomorrow 5pm-6pm
check request status vfc report	12/15/2014 Historia diavanable tomotion spin-opin
group patients	NEW ~ NYSIIS Email Distribution Lists
check group status	10/28/2014
parental notification	NEW ~ NYSIIS unavailable this weekend
check parental status	10/01/2014 NTSIS unavailable this weekend
benchmark report	NEW
check benchmark	09/15/2014 ~ NYSIIS will be unavailable today from 12:00 - 12:15 pm
ad hoc count report	NEW ADVOICE Descional Management
ad hoc list report	09/08/2014 ~ NYSIIS Regional User Group Meetings
ad hoc report status	NEW ANALYSING THE ALL AND AN ANALYSING ANALYSING
temp log report vfc report status	06/20/2014 NYSIIS unavailable today from 12:00 - 12:30 pm
check billing export	NEW ARCHIELE
billing export request	06/13/2014 ~ NYSIIS Temp Log
afix product	NEW NR/CHO THE STATE AND O FOR ADD O
provider report card	04/25/2014 ~ NYSIIS will be unavailable 4/25 @ 5pm- 4/28 @ 8 am
Inventory	NEW ANALYSIN AND F TOP AV FROM 42 42 4 40
manage inventory	04/23/2014 ~ NYSIIS UNAVAILABLE TODAY FROM 12:00-1:00pm
inveniory not deducted	NEW NEGROLL THE C. S. O
inv not deducted report	04/21/2014 ~ NYSIIS Unavailable Today from 5pm-6pm
check not deduct status	
manage orders	04/11/2014 ~ NYSIIS will be available this weekend
manage transfers record temp log	
manage returns and	NEW CANCELED NYSIIS will be unavailable 4/11 @ 5pm- 4/14 @ 8 am
wastage	
vaccine loss report	NEW 03/27/2014 ~ NYSIIS will be unavailable 3/28 @ 5pm ? 3/29 @ 9 am
vaccine loss status	
create prebooking	NEW Blood Lead Cheat Sheets Now Available
manage prebooking	02/28/2014
Maintenance	NEW VIEW NYSIIS will be unavailable today from 5pm ? 6pm

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2. Click Show Inventory

Manage Inventor	ry				
Show Inventory for	r Sites				Show Inventory
Show Transactions	s for Sites				Show Transactions
Update inventory A	Alerts				Update Alert Prefs
Return to the Previ	ious Screen				Cancel
Inventory Alerts					
Vaccine Order/1	Transfer Notification				
Туре	Shipped	Awa	iting Return Shi	pment Rejec	ted
Order(s)	1	3		0	
Transfer(s)		۸	lo Transfer Notifica	tion	
Active Inventory	y that is Going to Exp	oire or Expired Lots	with a Quantity		
Site	Name	Trade Name	Lot Number	On Hand	Public Exp Date
No vaccines are cur	rrently set to expire.				
Inventory that is	s Running Low by Va	accine Group			
Vaccine Group	Q	uantity On Hand	Pu	blic	
No vaccine groups h	have a low inventory.				
Inventory that is	s Running Low by Tra	ade Name			
Trade Name	Q	uantity On Hand	Pu	ıblic	
No trade names hav	ve a low inventory				

3. Check the box next to the vaccine/lot that was released and click Modify Quantity.

ventory									
Add Inventory for Site									
Modify Quantity On Hand for Selected Sites Modify Quantity									
actions for Sites				Show	Transactions				
Previous Screen					Cancel				
ntory with 2D Barcode s	can Barcode:								
	Sh	OW 🔍 Antiva	Inantiva 🔾 N	an Evoired	Expired				
on the Lot Number indic			macuve O IV	on-Expired C	2 Expired				
Trade Name	🜲 Lot Number	Inv ♦ On ♦ Hand	Active 븆	Public 븆	Exp Date ♥				
Moderna COVID-19 Vaccine	011J20A	4300	Y	Y	05/11/2021				
Pfizer COVID-19 Vaccine	* EK5730	75	Y	Y	03/31/2021				
	tity On Hand for Selected ctions for Sites Previous Screen entory with 2D Barcode s on the Lot Number india Trade Name <u>Moderna COVID-19</u>	tity On Hand for Selected Sites ctions for Sites Previous Screen entory with 2D Barcode scan Barcode: Sh on the Lot Number indicates the lot was manual Trade Name Covid Lot Number Moderna COVID-19	tity On Hand for Selected Sites ctions for Sites Previous Screen entory with 2D Barcode scan Barcode: Show Active Active Active Trade Name Lot Number Active Inv On Active Active	tity On Hand for Selected Sites ctions for Sites Previous Screen entory with 2D Barcode scan Barcode: Show Active Inactive N on the Lot Number indicates the lot was manually entered Trade Name Lot Number Active Ac	itity On Hand for Selected Sites Model ctions for Sites Show Previous Screen Show entory with 2D Barcode scan Barcode: Show Active Inv Non-Expired on the Lot Number indicates the lot was manually entered Inv Trade Name Lot Number Moderna COVID-19 011120.0 4300 X				

Updating Inventory in NYSIIS for Redistributions, Page 2

4. In the Action column choose Subtract, enter the number of doses transferred, and choose 'Doses Transferred to another provider' as the reason and then click Save.

Manage Invent	ory				
Save Changes to	Quantity On H	and for Sele	cted Sites		Save
Return to the Pre	vious Screen	-			Cancel
Modify Quantit	y On Hand fo	r Selected	Site(s)		
Trade Name	Lot Number	Inv On Hand	Action	Amount	Reason
Pfizer COVID-19 Vaccine	EK5730	75	Subtract 🗸	25	Receipt of Inventory Adults not in NYSIIS
					Doses Transferred to another provider Payback VFC vaccine with private vaccine Payback private vaccine with VFC vaccine

Receiving facility: Adding Doses to Inventory

1. Navigate to Manage Inventory screen (see same step as #1 for releasing facility). Click Show Inventory

Manage Invento	ory				
Show Inventory fo	r Sites				Show Inventory
Show Transaction	s for Sites				Show Transactions
Update inventory /	Alerts				Update Alert Prefs
Return to the Prev	ious Screen				Cancel
Inventory Alerts					
Vaccine Order/	Transfer Notification .				
Туре	Shipped	Awai	ting Return Shi	ipment Rejec	ted
Order(s)	1	3		0	
Transfer(s)		No	o Transfer Notifica	ation	
Active Inventor	y that is Going to Exp	ire or Expired Lots	with a Quantity	·	
Site	Name	Trade Name	Lot Number	On Hand	Public Exp Date
No vaccines are cu	rrently set to expire.				
Inventory that i	s Running Low by Va	ccine Group			
Vaccine Group	Qu	antity On Hand	P	ublic	
No vaccine groups	have a low inventory.				
Inventory that is	s Running Low by Tra	nde Name			
Trade Name	Qu	antity On Hand	P	ublic	
No trade names ha	ve a low inventory	29. 19.			

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2. If there is already the **same** manufacturer, lot number, fund type (Public) and expiration date in inventory click the box next to it and choose Modify Quantity. If not skip to step 4.

Manage In	iventory							
Add Invento	Add	d Inventory						
Modify Quar	Mod	lify Quantity						
Show Transactions for Sites Show Transactions								
Return to the	e Previous Screen					Cancel		
Add/Edit Inv	ventory with 2D Barcode s	scan Barcode:						
Site: Show Active Non-Expired Expired Note: Asterisk on the Lot Number indicates the lot was manually entered								
Note: Asteris	sk on the Lot Number indic					> Expired		
Note: Asteris Select	sk on the Lot Number indic Trade Name			Active 븆	Public	Exp Date		
		cates the lot was manually	y entered ♦ On ♦			Exp 🛔		
	Trade Name <u>Moderna COVID-19</u>	cates the lot was manually	y entered Inv ♥ On ♥ Hand	Active	Public	Exp Date ♥		

3. In the Action column choose Add, enter the number of doses transferred, and choose 'Receipt of Inventory' as the reason and then click Save.

Manage Invent	ory							
Save Changes to	Quantity On H	and for Seled	cted Site	s			Save	
Return to the Pre	vious Screen						Cancel	
Modify Quantit	y On Hand fo	r Selected	Site(s)					
Trade Name	Lot Number	Inv On Hand	Acti	ion	Amount	Reason		
Pfizer COVID-19 Vaccine	EK5730	75	Add	~	25	Receipt of Inventory Adults not in NYSIIS Error Correction Doses Transferred to ar Payback VFC vaccine w Payback private vaccine	vith private vaccine	

4. If the vaccine manufacturer, lot number, funding type (Public) and expiration date does not already exist in your inventory, click Add Inventory from the Manage Inventory screen.

Manage Inventory									
Add Invento	Ad	d Inventory							
Modify Quantity On Hand for Selected Sites Modify Quantity									
Show Transactions for Sites Show Trans									
Return to the	e Previous Screen					Cancel			
Add/Edit Inv	entory with 2D Barcode	scan Barcode:							
_									
Site:		Show	w 🖲 Active 🔿 In	active ONon-E	xpired OE	Expired			
Note: Asteris	k on the Lot Number indi	cates the lot was manua	Ily entered	_	_	_			
Inv Select Trade Name 븆 Lot Number 븆 On 崇 Active 崇 Public 崇 Exp 🛓 Hand									
	Pfizer COVID-19 Vaccine	* EK5730	485	Y	Y	03/31/2021			
	Pfizer COVID-19 Vaccine	* EK5730	354	Y	Y	12/31/2069			

5. Add the Vaccine Inventory Information* including the number of doses and click Save.

Add Vaccine Inventory Information	
Site:	Save
Trade Name: Pfizer COVID-19 Vaccine	Cancel
Manufacturer: Pfizer, Inc.	
Funding Type: Public V	
NDC: 59267-1000-02	
Pfizer COVID-19 Vaccine,975 dose	
Lot Number: EH9899	
Note: Please enter Lot Number found on OUTER Packaging	
Expiration Date: 03/31/2021	
Lot Active: Yes	
Doses on Hand: 25	
Cost Per Dose (\$): 0.00	

*All COVID-19 vaccine is Funding Type 'Public'