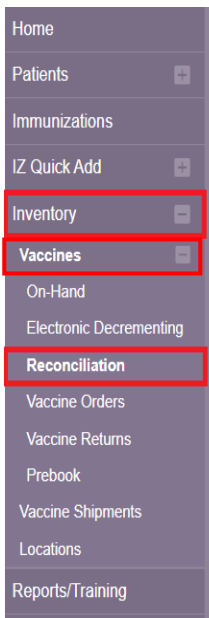# Vaccine Reconciliation Tip Sheet

## Recommendations for Completing a Reconciliation in DelVAX:

- Complete the reconciliation at a time of day when vaccines are not being administered so that the on hand Inventory can be counted to reflect the true on hand inventory.
  - A reconciliation is a snapshot in time. It is meant to report vaccination activities starting at the date and time of the last reconciliation until the date and time of the Vaccine on-hand inventory Count.
- When placing a vaccine order, the provider must have completed a reconciliation within the last 14 days. The Bureau of Immunizations recommends that reconciliations are completed at least every 14 days as a best practice.
- Be sure all data entry of vaccines administered is up to date and complete.
- If there is expired vaccine onsite, a return will need to be created prior to creating a reconciliation. See the Returns Resource Guide for directions.



## Steps for Creating a Reconciliation:

1. On the left, gray bar of the DelVAX homepage:
a.     Select "Inventory."
b.     Next, select "Vaccines."
c.     Then choose "Reconciliation."

2. Select the inventory location and click "Search" to view the clinic's reconciliation activity.



3. Make a note of the date and time of your clinic's last closed reconciliation as the new reconciliation dates will be from the date of your last submitted reconciliation through the date and time of the current on hand inventory count.

## Vaccine Inventory Reconciliation ⓘ



**Reconciliation Search Results - 21 record(s)**

| Status | Description | Count Date/Time | Authorized By | | |
|--------|-------------|-----------------|---------------|---|---|
| QUALITY INSIGHT PEDIATRICS (Aggregate Reporter) - 000001 | | | | | |
| Closed | AUG RECON | 8/22/2022 12:21:00 PM | ROBIN TEST | ❓ | View |
| Closed | VFC RECON JULY | 7/20/2022 12:33:00 PM | ROBIN TEST | ❓ | View |
| Closed | JULY 2021 RECONCILE TEST | 6/30/2021 10:33:00 AM | | ❓ | View |
| Closed | JULY 2021 TEST | 6/29/2021 10:40:00 AM | | ❓ | View |
| Closed | JUNE ORDERING RECONCILE | 6/23/2021 10:52:00 AM | | ❓ | View |

*If there is an open reconciliation that is days or weeks old, contact the Bureau of Immunizations to delete the reconciliation.*

4. NOTE: Prior to beginning the reconciliation process, you must print off the "Count Sheet"
   a. To print the Count Sheet:
      i. Select the correct Inventory Location. At the top of the "Vaccine Inventory Reconciliation" screen, click the "Links" button and select the "Count Sheet," then "Run Report."
   b. This will open the count sheet in another window. Print the count sheet.

## Vaccine Inventory Reconciliation ⓘ



**Search Criteria**

> **Info:** When searching for reconciliations, the **Begin Date Range** applies only to legacy reconciliations. The **End/Physical Count Date Range** will return legacy reconciliations based on the legacy **End Date** and new reconciliations based on the new **Physical Count Date.**

| Inventory Location | Inventory Location Status | Reconciliation Status |
|--------------------|--------------------------|----------------------|
| QUALITY INSIGHT PEDIATRICS | (ALL) | (ALL) |

**Begin Date Range**          **End/Physical Count Date Range**
From: MM/DD/YYYY 📅  Through: MM/DD/YYYY 📅     From: MM/DD/YYYY 📅  Through: MM/DD/YYYY 📅

**Sort by**
◉ Audit Date (descending)  ○ Inventory Location, Begin Date (descending)

[Previous Criteria]                          [Clear]  [Search]

**Count Sheet**

| | Inventory Location : QUALITY INSIGHT PEDIATRICS |
| --- | --- |
| | Count Date/Time : 08/23/2022 01:38 PM |
| | Last Count Date/Time : 08/22/2022 12:21 PM |

| | Aggregate Administered | Physical Count |
| --- | --- | --- |
| **Federal** | | |
| DTaP (Daptacel) (Daptacel (0.5 mL x 10 vials))   PMC • 49281-0286-10 • 123456 • 07/11/2022 | | |
| DTaP (Daptacel) (Daptacel (0.5 mL x 10 vials))   PMC • 49281-0286-10 • 123ADF • 09/01/2022 | | |
| DTaP (Daptacel) (Daptacel (0.5 mL x 10 vials))   PMC • 49281-0286-10 • EN67845 • 12/30/2023 | | |
| Hep B, ped/adol (Recombivax (0.5 mL SYRINGE))   MSD • 00006-4093-02 • ASTY34 • 01/03/2025 | | |
| MCV4 (Menactra) (Menactra (0.5 mL x 5 vials))   PMC • 49281-0589-05 • 123456 • 08/21/2022 | | |
| MMRV (Proquad (0.5 mL x 10 vials))   MSD • 00006-4999-00 • 12ESW • 02/01/2023 | | |
| Varicella (Varivax (0.5 mL x 10 vials))   MSD • 00006-4827-00 • NH4567 • 07/30/2024 | | |

5. Using the Count Sheet, complete a physical count of vaccine inventory on hand.  Write down the TIME of the vaccine count.  It is recommended that two staff members are present to complete the count to avoid errors.
   a.   Record these numbers on the "Count Sheet" in the "Physical Count" column.
6. Next, determine the number of vaccines reported to DelVAX as administered since the last reconciliation.
   a.   Select "Reports/Training" from the left gray bar on the DelVAX screen.
   b.   Navigate to the "Patient Management" section.
   c.   Choose the "Patient Detail with Services" option.

## Reports ⓘ

**Patient Management**

- Birth Vaccinations
- Bulk Inactivate Patients
- Patient Detail with Services
- Patient List By Insurance Source
- Patient List/Counts By Clinic Report
- Patient Reminder/Recall
- Patient Roster
- Patient Vaccinations by Administering Provider
- Patient VFC Eligibility History
- Patients First Seen
- Patients with Active Exemptions
- Patients with Adverse Reactions
- Patients with Notes
- Patients with Vaccine Refusals
- School Enrollments with Patient Exemptions
- Vaccine Recall
- Patients with Allergy / Risks

7. Enter the date of the last closed reconciliation and the date of the current reconciliation.  Click "Run Report."



Patient Detail with Services

Cancel | Actions ▾ | Run Report

Report Selection Criteria

Provider / Clinic *

[QUALITY INSIGHT, TYPE 3 PROVIDER] QUALITY INSIGHT, PEDIATRICS - QUALITYPEDS (000001)

Select a clinic by typing provider, clinic, vfc pin, or clinic code

Vaccination Date Range

From
07/23/2022

Through
08/23/2022

Date of Birth Date Range

From
MM/DD/YYYY

Through
MM/DD/YYYY

Vaccination Created Date Range

From
MM/DD/YYYY

Through
MM/DD/YYYY

Funding Source

8. This report will be exported to your downloads folder, where you can open the Excel spreadsheet.
   a. This report determines how many doses of each vaccine lot number were reported as administered to DelVAX since the date of the clinic's last reconciliation.
   b. Inventory discrepancies can be resolved by comparing this report with the clinic's EMR to help determine that all vaccines administered were reported into DelVAX.  It also allows the clinic to confirm that only VFC lot numbers were administered to VFC patients, and that funding source and eligibility were documented correctly.
9. Within your Patient Detail with Services spreadsheet, scroll to the column titled: "Created Date Time". Exclude all vaccines that were administered *PRIOR* to the date and TIME of the last reconciliation. Also, exclude any vaccines that were administered *AFTER* the TIME of *c*ompletion of the physical on hand inventory count sheet.
10. Once the spreadsheet has been sorted, count the number of doses reported for each vaccine and document in the aggregate administered column on the Count sheet.  See steps 22-24 below for additional sorting tips
11. To begin adding data to the reconciliation, navigate to "Inventory." Select "Vaccines" and choose "Reconciliation."
12. Select "Add New Reconciliation."
13. Choose the inventory location.
14.  Click "Next." (This reconciliation will cover the time from your last reconciliation to the date and time of the new reconciliation that you're creating).
15. Errors may pop up on the "Pre-Check" screen.  **Errors must be corrected before completing the reconciliation.**
    a. If there are no errors, all items will have green check marks.
       i.  Click "Proceed" to continue.
    b. Items that require attention will be denoted with a red circle with a line.

i. Click on the "Resolve" button where the error appears to be redirected to the appropriate screen for correction.



**Pre-Check Results**

| | |
|---|---|
| ✓ | No Open Reconciliation for this inventory location |
| ⊘ | There are Returns in Process for this Clinic **[Resolve]** |
| ✓ | No Rejected Returns outstanding for this Clinic |
| ⊘ | Expired Inventory at this inventory location, prior to previous Count Date/Time. **[Resolve]** |
| ✓ | No Vaccines Added but not Administered |
| ✓ | No Pending Inventory Transfers |
| ✓ | No Pending VTrcks Shipment |

[Cancel]

16. Once all errors have been addressed, proceed with the reconciliation.
17. Enter the name of the reconciliation in the description field. Choose a name that can be easily identified. As an example: "VFC September 14, 2022 Rec."
18. Select the staff member name in the "Authorized By" field.
19. Enter the count date and the count time noted at the time of the on hand inventory count.
20. Click "Create."
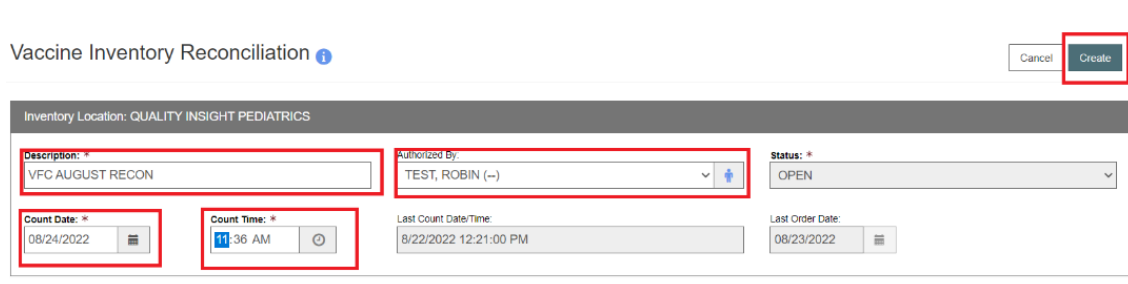


21. Begin entering the physical count data and the aggregate administered doses in the appropriate columns for each vaccine.

22. In order to calculate the aggregate administered dose data, utilize the Patient Detail with Services spreadsheet. Beginning with the first vaccine line of your inventory, filter your spreadsheet to show only that vaccine in the "Vaccination Code" column. In the example above, this would be DTaP.

23. If you have multiple lot numbers of one vaccine type, filter the column titled "Lot Number" to only include the lot number you are counting.

24. Continue this process for each vaccine that shows on your reconciliation. Filter the vaccine and lot number columns on the Patient Details with Services report to show the vaccine and lot number for which you're counting the administered doses for.

    a. Click "Update" periodically. Each line item should match up and not show any discrepancies.



    b. If a line item does not zero out, the error will be noted by a red circle with a line.



    c. If there is a discrepancy (i.e. wasted doses were not documented), select the "Action" dropdown to create an inventory adjustment. **\*NOTE: The "Create Inventory Adjustment" dropdown should only be used in the case of true wastage.**

| Inventory by Doses | | | | | | | |
|---|---|---|---|---|---|---|---|
| **Description** | Summary | Aggregate Administered | Physical Count | Inventory Difference | Acceptable Inv. Difference | Action | |
| **Federal** | | | | | | | |
| 1. DTaP (Daptacel) (Daptacel (0.5 mL x 10 vials)) PMC • 49281-0286-10 • **123456** • 07/11/2022 ⊘ | Σ | 0 | 0 | 0 | ✓ | Action ▼ | ❓ |
| 2. DTaP (Daptacel) (Daptacel (0.5 mL x 10 vials)) PMC • 49281-0286-10 • **123ADF** • 09/01/2022 | Σ | 0 | 0 | -11 | ⊘ | Action ▼ | ❓ |
| | | | | | | Create Inventory Adjustment | |
| | | | | | | Transactions | |
| 3. DTaP (Daptacel) (Daptacel (0.5 mL x 10 vials)) PMC • 49281-0286-10 • **EN67845** • 12/30/2023 | Σ | | | -10 | | Transaction Inquiry | ❓ |

d.  It is recommended that vaccine wastage is reported in real time and not just at the time of reconciliation to avoid potential errors.

e.  Complete the Vaccine Inventory Adjustment Form.

    i.  Double click the Date/Time field to auto-populate.

    ii.  Select the "Reason" for the wastage in the dropdown.

    iii.  Select "Subtract" from the Modification dropdown.

    iv.  Enter the quantity of doses in the "Doses Adjusted."

    v.  Add why the waste occurred in the comment section.

    vi.  Click "Create" in the upper right-hand corner.



f.  Do not create an inventory adjustment solely due to unaccounted for doses.

i.   If a line item count is off, double check the inventory on-hand, and/or that the EMR is reporting all vaccines administered to DelVAX.

25. Once all inventory is entered and all of the line items match up, click "Update."  There should be a green circle with a check mark on each line.

26. Next, choose "Close Reconciliation" from the dropdown next to the "Update" button.  This will complete the reconciliation.