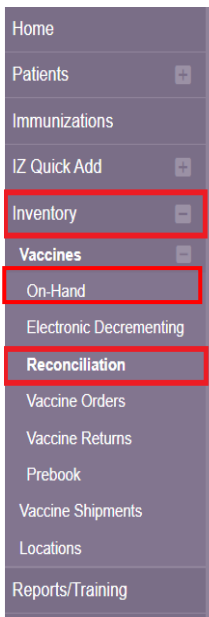


Reconciliation Tip Sheet

Recommendations for Completing 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.
- The Bureau of Immunizations recommends that reconciliations are completed at least every 14 days as a best practice but monthly is acceptable
- Be sure all data entry of vaccines administered is up to date and complete prior to beginning a reconciliation
- If an expired vaccine is on site, a return must 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.

Vaccine Inventory Reconciliation Links Add 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 QUALITY INSIGHT PEDIATRICS	Inventory Location Status (ALL)	Reconciliation Status (ALL)
---	---	---------------------------------------

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

Sort by
 Audit Date (descending) Inventory Location, Begin Date (descending)

Previous Criteria Clear Search

3. Make note of the date and time of your clinic’s last closed reconciliation. The new reconciliation dates will be from the date of your last submitted reconciliation through the date and time of the current inventory count.

Vaccine Inventory Reconciliation i

Links ▾
Add 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 an open reconciliation is days or weeks old, contact the Bureau of Immunizations to delete it.

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 i

Links ▾
Add Reconciliation


Count Sheet

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: <input type="text" value="MM/DD/YYYY"/> <input type="text" value="MM/DD/YYYY"/>		From: <input type="text" value="MM/DD/YYYY"/> <input type="text" value="MM/DD/YYYY"/>
Sort by		
<input checked="" type="radio"/> Audit Date (descending) <input type="radio"/> 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)) 07/11/2022	PMC • 49281-0286-10 • 123456 •	<input type="text"/>
DTaP (Daptacel) (Daptacel (0.5 mL x 10 vials)) 09/01/2022	PMC • 49281-0286-10 • 123ADF •	<input type="text"/>
DTaP (Daptacel) (Daptacel (0.5 mL x 10 vials)) 12/30/2023	PMC • 49281-0286-10 • EN67845 •	<input type="text"/>
Hep B, ped/adol (Recombivax (0.5 mL SYRINGE)) ASTY34 • 01/03/2025	MSD • 00006-4093-02 •	<input type="text"/>
MCV4 (Menactra) (Menactra (0.5 mL x 5 vials)) 08/21/2022	PMC • 49281-0589-05 • 123456 •	<input type="text"/>
MMRV (Proquad (0.5 mL x 10 vials)) 02/01/2023	MSD • 00006-4999-00 • 12ESW •	<input type="text"/>
Varicella (Varivax (0.5 mL x 10 vials)) 07/30/2024	MSD • 00006-4827-00 • NH4567 •	<input type="text"/>

5. Using the Count Sheet, complete a physical count of vaccine inventory on hand. 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.
 - b. At the top of the “count sheet” record the time that you finish counting your physical inventory.


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 i

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

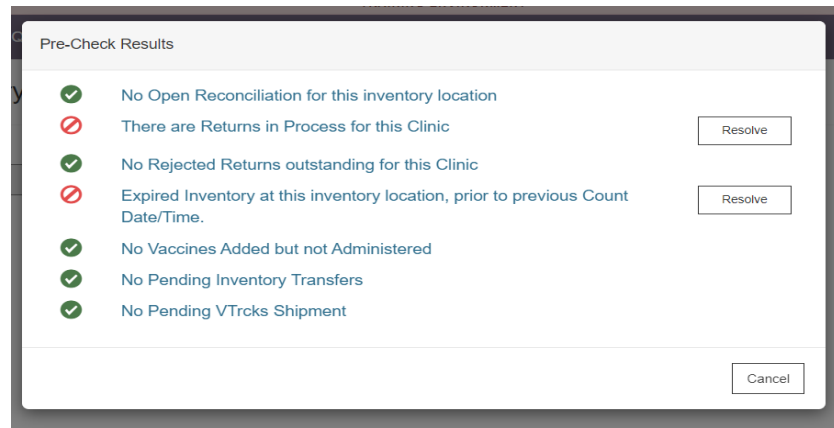
From: MM/DD/YYYY

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 the number of doses of each vaccine lot number reported as administered to DeIVAX since the clinic’s last reconciliation.
 - b. Inventory discrepancies can be resolved by comparing this report with the clinic’s EMR to help confirm that all vaccines administered were reported to DeIVAX. This 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. Filtering this report can make it more user-friendly. Some suggestions for filtering:
 - a. Within the 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.
 - b. Exclude any vaccines that were administered *AFTER* the TIME of completion of the physical on-hand inventory count.
 - c. Hide columns you will not need to complete a reconciliation. To hide a column in Excel, right-click on the column letter and select “hide” from the menu.
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 completed count).
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.



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, 2024 Rec.”
18. Select the staff member's 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. The count time and date can be entered as far back as 24 hours in the past, please complete a new count sheet if you have exceeded this time frame.
20. Click “Create.”

Vaccine Inventory Reconciliation ⓘ

Cancel **Create**

Inventory Location: QUALITY INSIGHT PEDIATRICS

Description: *	Authorized By:	Status: *
VFC AUGUST RECON	TEST, ROBIN (-)	OPEN
Count Date: *	Count Time: *	Last Count Date/Time:
08/24/2022	11:36 AM	8/22/2022 12:21:00 PM
		Last Order Date:
		08/23/2022

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

Vaccine Inventory Reconciliation ? i Cancel Links Update

Vaccine Inventory Reconciliation

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	-1	10	-11		Action ?
3. DTaP (Daptacel) (Daptacel (0.5 mL x 10 vials)) PMC • 49281-0286-10 • EN67845 • 12/30/2023	Σ	0	10	-10		Action ?

22. 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 are counting the administered doses for.

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

Vaccine Inventory Reconciliation ✓ Success Records updated. Cancel Links Update

Inventory Location: DIRECT DATA ENTRY- RECON REWRITE

Description: * AUGUST Authorized By: Status: * OPEN

Count Date: * 08/11/2022 Count Time: * 12:46 PM Last Count Date/Time: 12/27/2021 2:28:00 PM Last Order Date: 06/29/2022

Inventory by Doses

Description	Summary	Aggregate Administered	Physical Count	Inventory Difference	Acceptable Inv. Difference	Action
Federal						
1. Hep A, ped/adol, 2D (Vaqta (0.5 mL x 10 vials)) MSD • 00006-4831-41 • AOC2912 • 05/04/2022	Σ	-60	22	0	✓	Action ?
2. Hep B, ped/adol (Engerix B (0.5 mL x 10 vials)) SKB • 58160-0820-11 • DAL45676 • 07/07/2022	Σ	-17	0	0	✓	Action ?
3. MCV4 (Menactra) (Menactra (0.5 mL x 5 vials)) PMC • 49281-0589-05 • ARK222 • 08/18/2022	Σ	0	0	0	✓	Action ?

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

Inventory by Doses						
Description	Summary	Aggregate Administered	Physical Count	Inventory Difference	Acceptable Inv. Difference	Action
Federal						
1. Hep A, ped/adol, 2D (Varqta (0.5 mL x 10 vials)) MSD • 00006-4831-41 • AOC2912 • 05/04/2022	Σ	-50	21	-11	⊘	Action

- 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
3. DTaP (Daptacel) (Daptacel (0.5 mL x 10 vials)) PMC • 49281-0286-10 • EN67845 • 12/30/2023	Σ			-10		Action

Create Inventory Adjustment
 Transactions
 Transaction Inquiry

- d. To avoid potential errors, vaccine wastage should be reported in real-time rather than just at the time of reconciliation.
- 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.

Vaccine Inventory Adjustment x

Vaccine Inventory Adjustment Cancel Create

Date/Time *
08/24/2022 11:36 AM 📅

Inventory Location
QUALITY INSIGHT PEDIATRICS

Vaccine | Mfg | NDC
DTAP (DAPTACEL) | PMC | 49281-0286-10

Lot Number
123ADF

Expiration Date *
09/01/2022 📅

Funding Source
FEDERAL

Doses On-Hand
11

Reason *
WASTED ▼

Modification *
SUBTRACT ▼

Doses Adjusted *
11

Container ID

Comments

- 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.
 - ii. You may also need to confirm that only VFC lot numbers were administered to VFC patients and that funding source and eligibility were documented correctly.
25. Once all inventory is entered and all 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.

Vaccine Inventory Reconciliation ? i

✓ Success Records updated. ×

Cancel Links **Update** ▼
 Close Reconciliation
 Delete

Inventory Location: QUALITY INSIGHT PEDIATRICS

Description: * VFC AUGUST RECON Authorized By: TEST, ROBIN (-) Status: * OPEN

Count Date: * 08/24/2022 Count Time: * 11:36 AM Last Count Date/Time: 8/22/2022 12:21:00 PM Last Order Date: 08/23/2022

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 ?		0	0	0	<input checked="" type="checkbox"/>	Action ▼ ?
2. DTaP (Daptacel) (Daptacel (0.5 mL x 10 vials)) PMC • 49281-0286-10 • 123ADF • 09/01/2022 ?		0	11	0	<input checked="" type="checkbox"/>	Action ▼ ?
3. DTaP (Daptacel) (Daptacel (0.5 mL x 10 vials)) PMC • 49281-0286-10 • EN67845 • 12/30/2023 ?		0	10	0	<input checked="" type="checkbox"/>	Action ▼ ?
4. Hep B, ped/adol (Recombivax (0.5 mL SYRINGE)) MSD • 00006-4093-02 • ASTY34 • 01/03/2025 ?		0	19	0	<input checked="" type="checkbox"/>	Action ▼ ?
5. MCV4 (Menactra) (Menactra (0.5 mL x 5 vials)) PMC • 49281-0589-05 • 123456 • 08/21/2022 ?		0	0	0	<input checked="" type="checkbox"/>	Action ▼ ?
6. MMRV (Proquad (0.5 mL x 10 vials)) MSD • 00006-4999-00 • 12ESW • 02/01/2023 ?		0	7	0	<input checked="" type="checkbox"/>	Action ▼ ?



This project is in collaboration with the Division of Public Health (DPH) – Immunization Department and the Centers for Disease Control and Prevention (CDC). Publication number DEDPH-IM-013025