

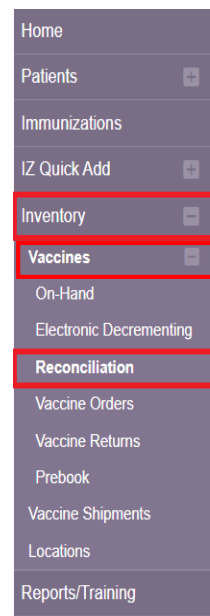
# Creating an Aggregate Reconciliation Tip Sheet

## Recommendations for Completing an Aggregate Reconciliation:

- Complete the reconciliation at a time of day when vaccines are not being administered and when the entire reconciliation can be completed at one time.
  - A reconciliation is a snapshot in time. If a reconciliation has been started and left incomplete, the inventory may not reconcile when attempting to complete the reconciliation.
- A completed reconciliation within the last 14 days is required to place a vaccine order. The Bureau of Immunizations recommends that reconciliations are completed every 14 days as a best practice. Monthly is also acceptable.
- 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 an Aggregate 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**.

<b>Inventory Location</b> QUALITY INSIGHT PEDIATRICS ▾	<b>Inventory Location Status</b> (ALL) ▾	<b>Reconciliation Status</b> (ALL) ▾
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**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 a note of the clinic’s last closed reconciliation as the new reconciliation dates will be from the date of your last submitted reconciliation through the date of the current reconciliation.

## Vaccine Inventory Reconciliation Links Add Reconciliation

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

Status	Description	Count Date/Time	Authorized By		
<b>QUALITY INSIGHT PEDIATRICS (Aggregate Reporter) - 000001</b>					
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

4. If there is an open reconciliation that is days or weeks old, contact the Bureau of Immunizations to delete the reconciliation.
5. NOTE: Prior to beginning the reconciliation process, the Bureau of Immunizations recommends printing 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 Links Add Reconciliation

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**.

<b>Inventory Location</b>	<b>Inventory Location Status</b>	<b>Reconciliation Status</b>
QUALITY INSIGHT PEDIATRICS	(ALL)	(ALL)
<b>Begin Date Range</b>		<b>End/Physical Count Date Range</b>
From: MM/DD/YYYY Through: MM/DD/YYYY		From: MM/DD/YYYY Through: MM/DD/YYYY
<b>Sort by</b>		
<input checked="" type="radio"/> Audit Date (descending) <input type="radio"/> Inventory Location, Begin Date (descending)		
Previous Criteria	Clear	Search

**Count Sheet**

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

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

6. Using the Count Sheet, complete a physical count of vaccine inventory on hand. It is recommended that two staff members be present to complete the count to avoid errors.
  - a. Record these numbers on the “Count Sheet” in the “Physical Count” column.
7. Next, determine the number of “Aggregate Administered Doses” since the last reconciliation.
  - a. Select “Reports/Training” from the left gray bar on the DelVAX screen.
  - b. Navigate to the “Inventory Management- Vaccine” section.
  - c. Choose the “Aggregate Administered Doses” link.

**Reports i**

[User Vaccination Details](#)

[Vaccines Added but not Administered](#)

**Vaccine Order Management**

[Vaccine Shipment](#)

[Vaccine Order Status](#)

[Vaccine Return Status](#)

[Vaccine Order History](#)

[Vaccine Return History](#)

**VFC Program Management**

[Vaccine Program Enrollments](#)

[Temp Log Aging](#)

[VFC/VTrckS Site Order Configuration](#)

[VFC/VTrckS Site Shipping Configuration](#)

[Last Closed Reconciliation](#)

[Most Recent VFC Temperature Readings](#)

[VFC Provider/Clinic Population](#)

**Inventory Management - Vaccine**

[Count Sheet](#)

[Inventory Transactions By Reconciliation Bucket](#)

[Daily Vaccinations Report](#)

[Aggregate Administered Doses](#)

[Inventory Adjustment Inquiry](#)

[Inventory On-Hand](#)

[Inventory Pending Transfers](#)

[Inventory Transaction Inquiry](#)

[Inventory Transfer Inquiry](#)

[Possible Duplicate Inventory Report](#)

[Unaccounted For Doses](#)

8. Enter the date range of the last closed reconciliation and the date that the current reconciliation is created. Click "Run Report."

## Aggregate Administered Doses

Enter the selection criteria and click "Run Report" or click "Cancel" to return to the previous page. i

### Report Selection Criteria

**Provider/Clinic :** QUALITY INSIGHT TYPE 3 PROVIDER, QUALITY INSIGHT PEDIATRICS (000001)

SELECT A CLINIC BY TYPING PROVIDER, CLINIC, VFC PIN, OR CLINIC CODE
x

**Vaccination Date Range \***

**From:** 07/23/2022 📅 **Through:** 08/23/2022 📅

**Funding Source**

(ALL)
v

**Vaccine**

(ALL)
v

**Output Type**  PDF  EXTRACT - Delimiter:

Run Report
Cancel

9. This will bring up the Aggregate Administered Doses report in a new window.
  - a. This report will determine how many doses of vaccine were reported as administered to DelVAX since the date of the clinic’s last reconciliation. This will help the clinic determine if all vaccines administered were reported into DelVAX. It also includes the vaccine lot numbers. This can assist the clinic to confirm that only VFC lot numbers were administered to VFC patients.

### Delaware Immunization Registry

#### Aggregate Administered Doses

August 11, 2022

Provider = QUALITY INSIGHT TYPE 3 PROVIDER, Clinic = QUALITY INSIGHT TEST, Dose Administered From Date = 02/02/2022, Dose Administered Through Date = 08/11/2022, Funding Source = (ALL), Vaccine = (ALL)

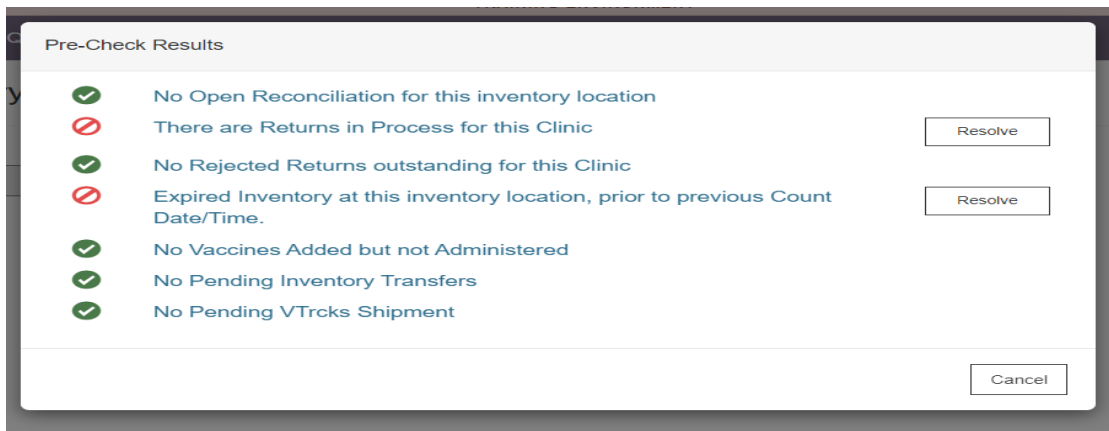
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**ABC1234 - QUALITY INSIGHT TEST - T99991**

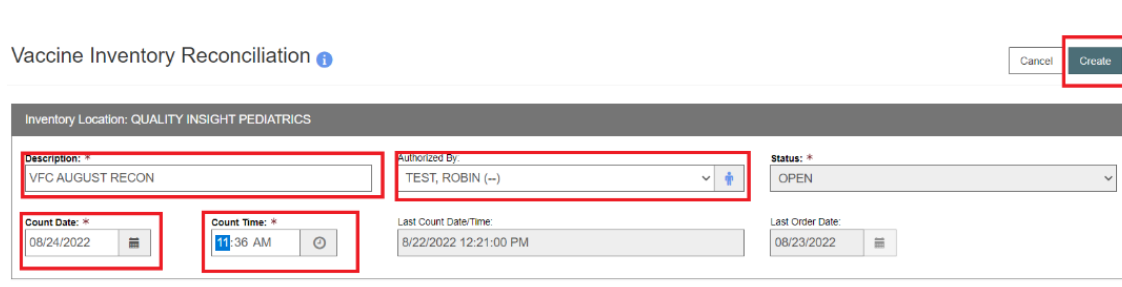
Vaccination	Manufacturer	NDC Number	Lot Number	Expiration Date	Funding Source	Doses
COVID Tris-Suc (PFR 12+)	PFR		7854			1
DTaP	PMC		123ABC			1
DTaP	PMC		125879			1
DTaP	SKB		7896			1
DTaP	SKB		8987			1
Flu(SH) Quad Ped P-Free	PMC		78954			1
MMR	MSD		7965			1

10. To begin adding data, go back to "Inventory." Select "Vaccines" and choose "Reconciliation."

11. Select “Add New Reconciliation.”
12. Choose the inventory location.
13. 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).
14. Errors will 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.



15. Once all errors have been addressed, proceed with the reconciliation.
16. 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.”
17. Enter the “Authorized By” field.
18. Double click on the count date and the count time to auto populate these fields.
19. Click “Create.”



20. Begin entering the physical count data and the aggregate administered doses in the appropriate columns.

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
<b>Federal</b>						
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

21. Once the data has been entered, click “Update” in the top right-hand corner.  
 a. Each line item should zero out after this step.

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
<b>Federal</b>						
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
<b>Federal</b>						
1. Hep A, ped/adol, 2D (Vaqta (0.5 mL x 10 vials)) MSD • 00006-4831-41 • AOC2912 • 05/04/2022	Σ	-50	21	-11	⊘	Action

- c. If there is an error (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 wastage.**

Description	Summary	Aggregate Administered	Physical Count	Inventory Difference	Acceptable Inv. Difference	Action
<b>Federal</b>						
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		

- 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 “Wasted” from the “Reason” dropdown.
  - iii. Select “Subtract” from the Modification dropdown.
  - iv. Enter the quantity of doses in the “Doses Adjusted.”
  - v. Click “Create” in the upper right-hand corner.

Vaccine Inventory Adjustment ✕

Vaccine Inventory Adjustment i

Cancel **Create**

<b>Date/Time *</b> 08/24/2022 11:36 AM	<b>Inventory Location</b> QUALITY INSIGHT PEDIATRICS
<b>Vaccine   Mfg   NDC</b> DTAP (DAPTACEL)   PMC   49281-0286-10	
<b>Lot Number</b> 123ADF	<b>Expiration Date *</b> 09/01/2022
<b>Funding Source</b> FEDERAL	<b>Doses On-Hand</b> 11
<b>Reason *</b> WASTED	
<b>Modification *</b> SUBTRACT	<b>Doses Adjusted *</b> 11
<b>Container ID</b> 	
<b>Comments</b> 	

- f. Do not create an inventory adjustment solely to zero out a line item.
  - 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.

22. Once all inventory is entered and all of the line items have zeroed out, click “Update.” All line items should zero out and there should be a green circle with a check mark on each line.
23. 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
<b>Federal</b>						
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	11	0	✓	Action
3. DTaP (Daptacel) (Daptacel (0.5 mL x 10 vials)) PMC • 49281-0286-10 • EN67845 • 12/30/2023	Σ	0	10	0	✓	Action
4. Hep B, ped/adol (Recombivax (0.5 mL SYRINGE)) MSD • 00006-4093-02 • ASTY34 • 01/03/2025	Σ	0	19	0	✓	Action
5. MC4V (Menactra) (Menactra (0.5 mL x 5 vials)) PMC • 49281-0589-05 • 123456 • 08/21/2022	Σ	0	0	0	✓	Action
6. MMRV (Proquad (0.5 mL x 10 vials)) MSD • 00006-4999-00 • 12ESW • 02/01/2023	Σ	0	7	0	✓	Action



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