

## Inventory Decrementing Tool

MIIS Help Desk | P. 617-983-4335 | F. 857-323-8321 | miishelpdesk@mass.gov | https://sso.hhs.state.ma.us

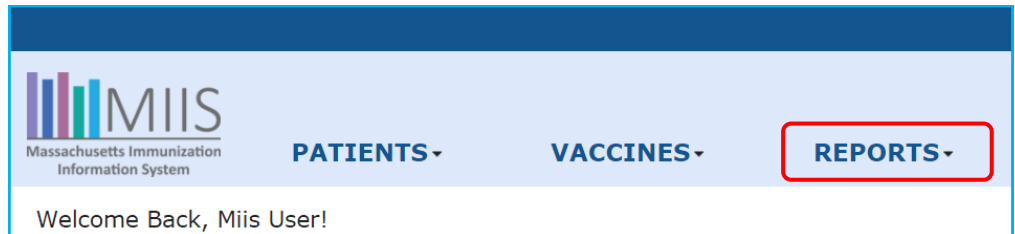
*The Inventory Decrementing Tool generates a list of vaccines that were not deducted from a provider's inventory when saved to a patient's record. The tool allows users to correct errors to the immunization record and correctly deduct vaccine doses from their inventory.*

### Step 1 Navigation

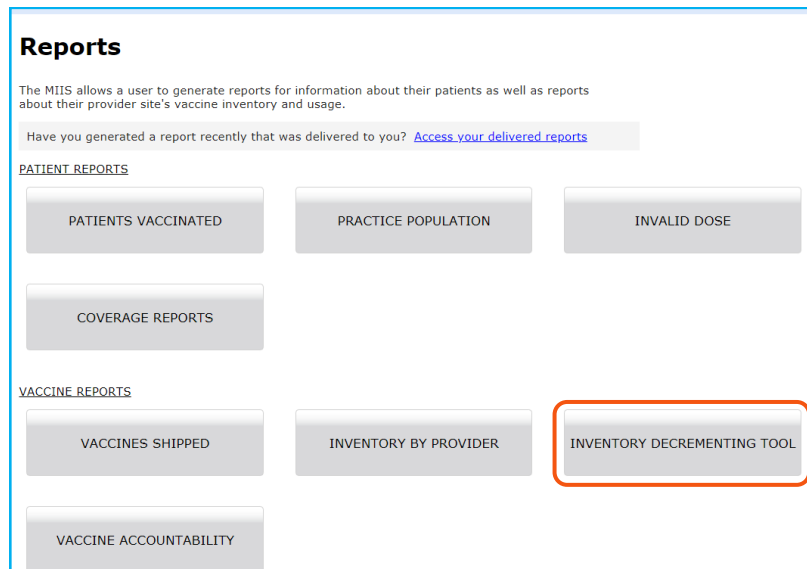
There are 3 ways to access the *Inventory Decrementing Tool*:

#### Option A:

⇒ Log in to the MIIS and click **REPORTS** from the Menu.

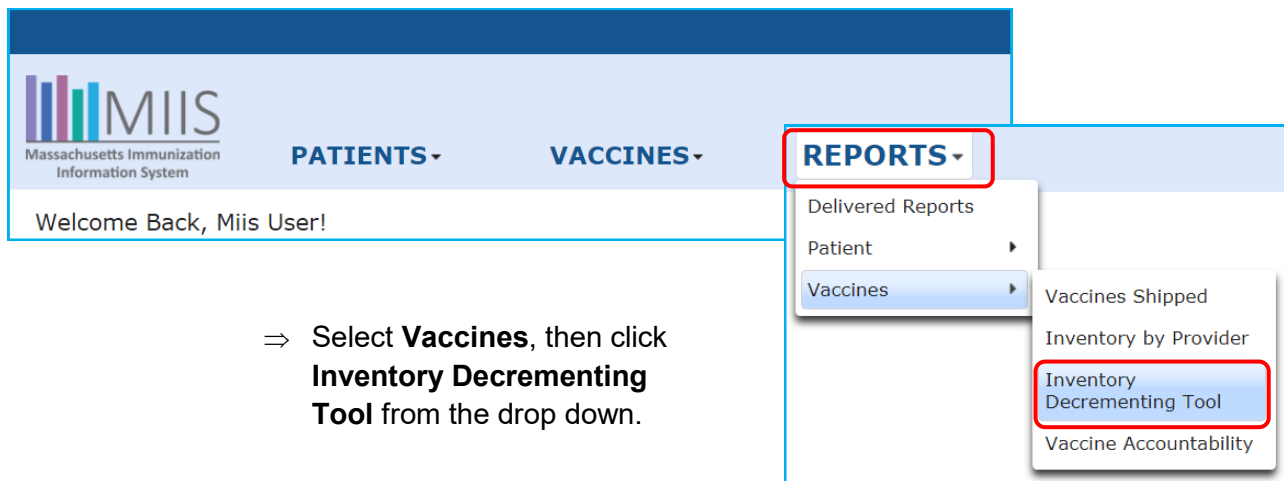


⇒ On the Reports landing page, click on the **INVENTORY DECREMENTING TOOL** button.



## Option B:

⇒ Hover over **REPORTS** in the navigation menu



The screenshot shows the MIIS (Massachusetts Immunization Information System) navigation menu. The 'REPORTS' menu item is highlighted with a red box. A dropdown menu is open, showing options: 'Delivered Reports', 'Patient', 'Vaccines', 'Vaccines Shipped', 'Inventory by Provider', 'Inventory Decrementing Tool' (highlighted with a red box), and 'Vaccine Accountability'. Below the navigation menu, the text 'Welcome Back, Miis User!' is visible.

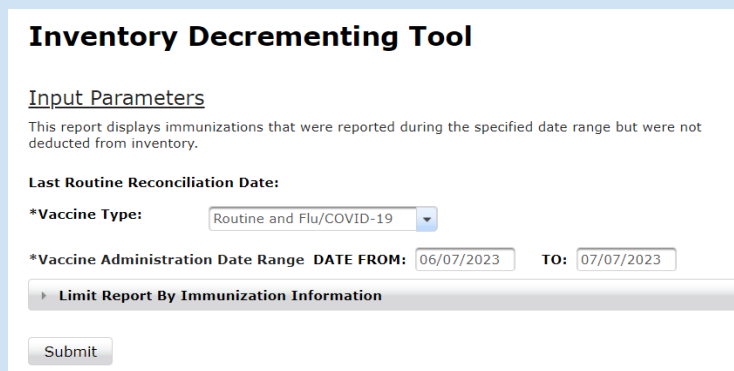
⇒ Select **Vaccines**, then click **Inventory Decrementing Tool** from the drop down.

## Option C:

⇒ Through the **Orders** screen. See page 6 for details on this option.

## Step 2 Input Parameters

⇒ The MIIS will display the **Inventory Decrementing Tool Report Input Parameters** page.



The screenshot shows the 'Inventory Decrementing Tool' input parameters form. The form includes a 'Submit' button and the following fields:

- Input Parameters**: This report displays immunizations that were reported during the specified date range but were not deducted from inventory.
- Last Routine Reconciliation Date:**
- \*Vaccine Type:** Routine and Flu/COVID-19
- \*Vaccine Administration Date Range DATE FROM:** 06/07/2023 **TO:** 07/07/2023
- Limit Report By Immunization Information** (tab)

⇒ Enter or select criteria for the input parameters. You can specify criteria for:

- ⇒ **Vaccine Type** - this field defaults to 'Routine' and will include all vaccines that the provider typically orders except for those associated with the flu vaccine group. The 'Flu' drop down value, when selected, will only include influenza vaccines. Selecting 'Routine and Flu' as the vaccine type includes all values.
- ⇒ **Vaccine Administration Date Range (FROM): and (TO):** the **Date FROM** and **Date TO** fields allow you to limit your report to vaccine types that were entered within a particular date range.
- ⇒ **Immunization Information:** under the **Limit Report By...** tab, you can limit your results by **Vaccine Group** which allows you to choose a specific vaccine, the vaccine **Lot Number**, the **Lot type** (whether it is private or state provided), and the **Record Source Type** (historical or administered).



*In the Vaccines*

*module, routine*

*vaccines are defined*

*as vaccines that are*

*not associated with*

*the influenza/COVID-*

*19 group.*

▼ Limit Report By Immunization Information

Vaccine Group:

Available Vaccines:

Selected Vaccines:

Lot Number:

Lot Type:

Record Source Type:

[Cancel](#)

⇒ Click **Submit** after selecting the desired parameters to generate the report, or click **Cancel** to return to the *Reports* home page.

## Step 3 Review Immunizations

### Inventory Decrementing Tool

Selected Site PIN : 60139      Date Given Range: 04/30/2023 - 07/10/2023

Vaccine Type : Routine and Flu/COVID-19

Immunizations Remaining After Auto-Decrementing

Total Immunizations: 4

ACTION	RECORD SOURCE TYPE	VACCINE	LOT TYPE	LOT NUMBER	NDC	REASON FOR NOT DEDUCTING	CURRENT CALCULATED INVENTORY
<a href="#">Reset</a>	Administered	COVID-19 Moderna	State	CDE456		Inventory was 0	0
<a href="#">Reset</a>	Administered	COVID-19 Pfizer	State	XYZ121	59267-1000-02	Lot number did not match	N/A
<a href="#">Reset</a>	Administered	COVID-19 Pfizer	State	XYZ121	59267-1000-02	Lot number did not match	N/A
<a href="#">Reset</a>	Historical	Flu-ccIV4, p-free	State	ABC123	70461-0200-01	Reported as Historical	46

[Close](#)

⇒ The **Inventory Decrementing Tool** will open in a new tab on your browser.

⇒ Each row lists a specific immunization that did not decrement from your inventory. Review the immunizations listed to determine why they did not decrement.



If the report did not open...

Check the pop-up blocker settings on your web browser then try to run the report again.

# Step 4 Make Corrections

- ⇒ Specific fields that can affect proper decrementing of a vaccine are editable and can be changed directly on the inventory decrementing tool.
- ⇒ There are several reasons why an immunization may not decrement from your inventory.
  - ⇒ The possible **Reasons for not deducting** are:
    - \* *Reported as Historical*
    - \* *Inventory was 0*
    - \* *Vaccine did not match*
    - \* *Reconciliation Timing*
    - \* *Lot number did not match*
    - \* *Enter from Inventory not selected*

## Example 1

**Inventory Decrementing Tool**

Selected Site PIN : 60139      Date Given Range : 04/30/2023 - 07/10/2023

Vaccine Type : Routine and Flu/COVID-19  
 Immunizations Remaining After Auto :  
 Total Immunizations : 4

ACTION	RECORD SOURCE TYPE	VACCINE	LOT TYPE	LOT NUMBER	NDC	REASON FOR NOT DEDUCTING
Reset	Administered		State	CDE456		
Reset	Administered		State	XYZ121	59267-1000-02	Lot number did not match
Reset	Administered	COVID-19 Pfizer	State	XYZ121	59267-1000-02	Lot number did not match
Reset	Historical	Flu-ccIV4, p-free	State	ABC123	70461-0200-01	Reported as Historical

Update

**A** The immunization listed above did not decrement due to it being reported as a historical vaccination. Historical vaccinations will never decrement from your inventory.

**B** However, if this was entered as historical in error and was administered at your facility, you can select **Administered** from the drop down.

**C** Once you have completed any updates to an immunization record, click **Update** at the bottom of the page. The immunization record will be adjusted, doses will decrement accordingly from your inventory, and will be removed from the Inventory Decrementing Tool.



- ♦ To sort a column in the table, click on the column headings.
- ♦ If you change an immunization in error, click Reset at the end of the row, which will reverse the changes made only in that specific row.

## Example 2

**Inventory Decrementing Tool**

Selected Site PIN : 60139      Date Given Range: 04/30/2023 - 07/10/2023

Vaccine Type : Routine and Flu/COVID-19

Immunizations Remaining After Auto-Decrementing

Total Immunizations: 4

ACTION	RECORD SOURCE TYPE	VACCINE	LOT TYPE	NDC	REASON FOR NOT DEDUCTING	CALCULATED INVENTORY
Reset	Administered	COVID-19 Moderna	State	CDE456	Lot number did not match	N/A
Reset	Administered	COVID-19 Pfizer	State	59267-1000-02	Lot number did not match	N/A
Reset	Administered	COVID-19 Pfizer	State	59267-1000-02	Lot number did not match	N/A
Reset	Historical	Flu-ccIV4, p-free	State	70461-0200-01	Reported as Historical	46

Update      Close

Update

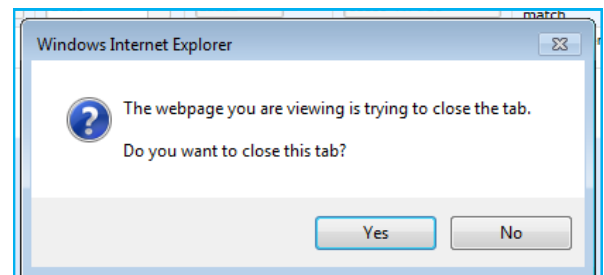
**A** In the immunization above, the lot number did not match the lot number in the vaccine management inventory, so the vaccine did not deduct.

**B** Note that the **Current Calculated Inventory** for the current lot number listed is N/A. This indicates that there is no lot number existing in the vaccine inventory with this lot number.

**C** To change the lot number, open the **Lot Number** drop down and select the correct lot number that was administered for this patient.

**D** Once the correct lot number has been selected, you will see the **Current Calculated Inventory** update to show the new inventory levels for the selected lot. Then click **Update Immunizations** to make the updates.

- ⇒ You are able to make changes to multiple immunizations in a single session and update them all at once by clicking **Update Immunization** at the bottom of the page.
- ⇒ However, if you aren't sure about the changes or need to exit the screen prior to making changes, you can click **Close**. If you have made any changes prior to selecting close, a pop up will appear letting you know that you have unsaved changes and giving you the opportunity to leave the page or return and save changes.

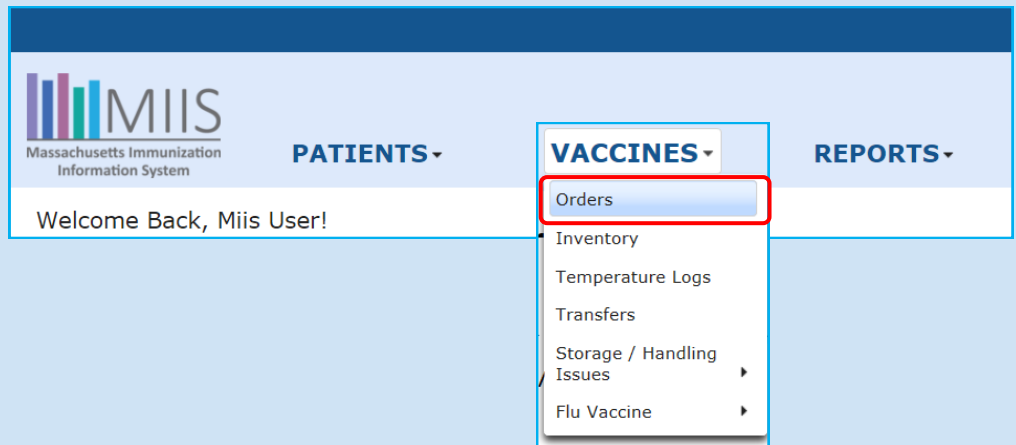


When running the **Inventory Decrementing Tool** from a **New Order** or **Flu/COVID-19 Order**, the user must use the **Inventory Decrementing Tool** before completing their current reconciliation in order to commit changes to the current inventory/order.

# Accessing Inventory Decrementing Tool Through Orders

## Step 1 Navigation

⇒ Log in to the MIIS and hover your mouse over **VACCINES** from the Menu. Click **Orders**, and then click **Create a New Order** at the top of the page.



*You can also monitor and access the Inventory Decrementing Tool through the Vaccine Dashboard.*

⇒ On the Reconcile Inventory page of your order, click on the link Review immunizations not decremented to open the Inventory Decrementing Tool.

**New Order**

10184230000 | 07/11/2023 | Order Initiated | [Save & Close](#) Last Saved 07/11/2023 2:02 PM

Reconcile Inventory  
Using your physical inventory count adjust your inventory below. You may [lock your inventory](#) to retain the calculated inventory and

[Cancel Order](#)

Does your count look off? [Review immunizations not decremented](#)

VACCINE	TRADE NAME	LOT	CALCULATED INVENTORY	COUNTED INV
DTaP-HepB-IPV	Pediarix	33PA4	13	<input type="text" value="0"/>

### Helpful Tips

*Monitoring the Inventory Decrementing Tool on a weekly or even daily basis (depending on the volume of immunizations given) is considered best practice.*

# Step 2 Review Immunizations

⇒ The **Inventory Decrementing Tool** will open to the output screen using the input parameters associated with your last reconciliation date to the current time for all 'Routine' vaccines.

### Inventory Decrementing Tool

Selected Site PIN : 10159      Date Given Range: 08/31/2022 - 07/11/2023

Vaccine Type : Routine

Immunizations Remaining After Auto-Decrementing

Total Immunizations: 2

### Inventory Decrementing Tool

Selected Site PIN : 10159      Date Given Range: 08/31/2022 - 07/11/2023

Vaccine Type : Routine

Immunizations Remaining After Auto-Decrementing

Total Immunizations: 2

ACTION	RECORD SOURCE TYPE	VACCINE	LOT TYPE	LOT NUMBER	NDC	REASON FOR NOT DEDUCTING	CURRENT CALCULATED INVENTORY
<a href="#">Reset</a>	Administered	Hib-PRP-T		23434	49281-0545-03	Vaccine and lot number combination not found in inventory	N/A
<a href="#">Reset</a>	Administered	MMRV		1	00006-4171-00	Vaccine and lot number combination not found in inventory	N/A

[Update](#)

*Need to research immunization events before updating in the MIIS?*

*No problem, click the **Export All** button to receive an excel output of all the immunizations shown on the tool.*

# Step 3 Review Updates

⇒ Follow pages 3-5 on how to update the immunizations on this page. Once complete, click **Close** to be brought back to the **Orders** screen to continue with your order.

## New Order

10184230000 | 07/11/2023 | Order Initiated | [Save & Close](#)    Last Saved 07/11/2023 2:02 PM

### Reconcile Inventory

Using your physical inventory count adjust your inventory below. You may [lock your inventory](#) to retain the calculated inventory and administered doses until the order is submitted.

[Back](#)    [Next](#)

[Cancel Order](#)

Does your count look off? [Review immunizations not decremented](#)

VACCINE	TRADE NAME	LOT	CALCULATED INVENTORY	COUNTED INVENTORY	ADMINISTERED DOSES BY AGE									TOTAL	COUNT OFF BY		
					AGE < 1	AGE 1	AGE 2-5	AGE 6-12	AGE 13-18	AGE 19-29	AGE 30-49	AGE 50-64	AGE >=65				
MMRV	ProQuad	21123	43	0	0	0	0	0	0	0	0	0	0	0	0	0	43
MMRV	ProQuad	22223	49	0	0	0	0	0	1	0	0	0	0	0	0	1	49

[Back](#)    [Next](#)

[Cancel Order](#)

⇒ On the **New Order Reconcile Inventory** page, the *Administered Doses by Age* have now been updated to reflect the changes made on the **Inventory Decrementing Tool**.