

Inventory Decrementing Tool

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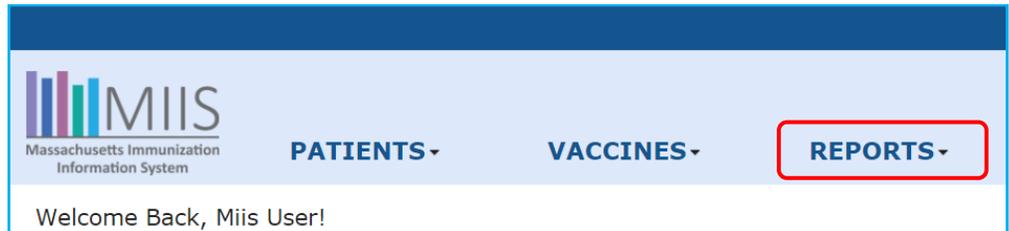
The Inventory Decrementing Tool generates a list of vaccines that were not deducted from a provider's inventory when saved to a patient's record. The tool allows users to correct errors to the immunization record and correctly deduct vaccine doses from their inventory.

Step 1 Navigation

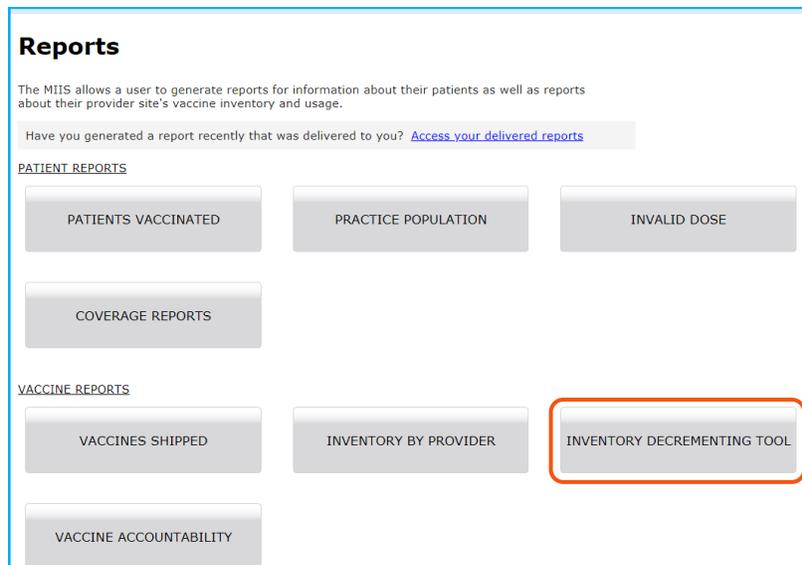
There are 3 ways to access the *Inventory Decrementing Tool*:

Option A:

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

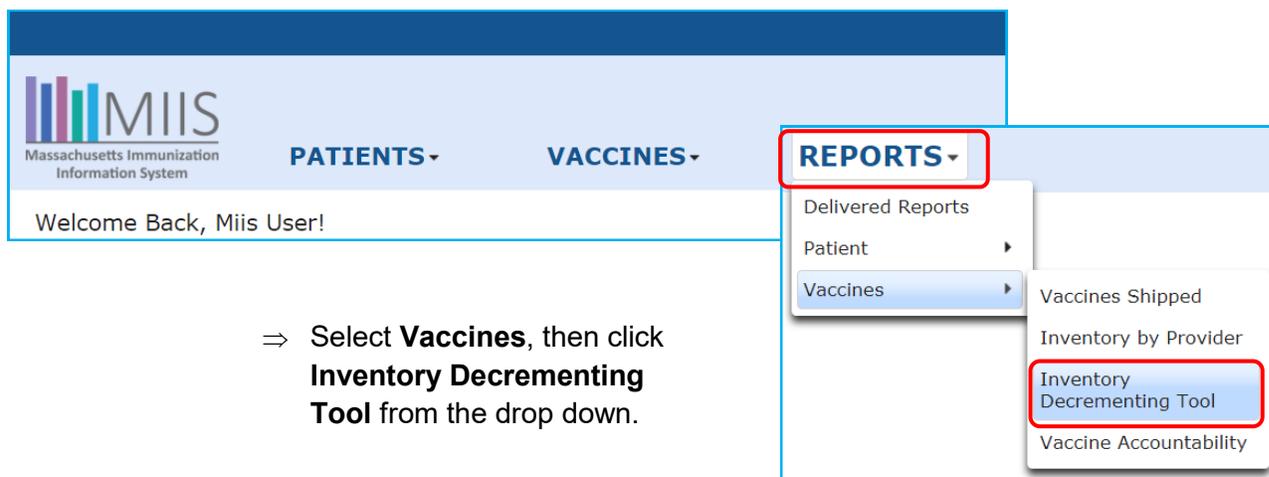


⇒ On the Reports landing page, click on the **INVENTORY DECREMENTING TOOL** button.



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 title is 'Inventory Decrementing Tool'. Below the title is the section 'Input Parameters' with a description: 'This report displays immunizations that were reported during the specified date range but were not deducted from inventory.' The form includes the following fields: 'Last Routine Reconciliation Date:', '*Vaccine Type:' (a dropdown menu currently set to 'Routine and Flu/COVID-19'), '*Vaccine Administration Date Range' with 'DATE FROM:' (06/07/2023) and 'TO:' (07/07/2023) fields, and a tab labeled 'Limit Report By Immunization Information'. A 'Submit' button is located at the bottom of the form.

⇒ 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:

Submit

[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
Reset	Administered	COVID-19 Moderna	State	CDE456		Inventory was 0	0
Reset	Administered	COVID-19 Pfizer	State	XYZ121	59267-1000-02	Lot number did not match	N/A
Reset	Administered	COVID-19 Pfizer	State	XYZ121	59267-1000-02	Lot number did not match	N/A
Reset	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

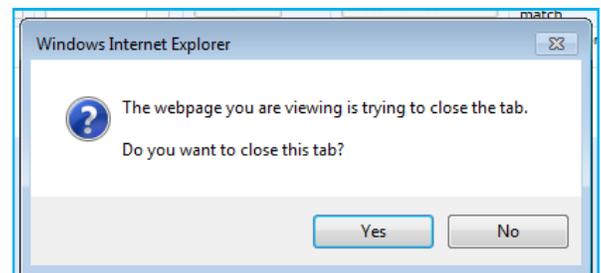
A In the immunization above, the lot number did not match the lot number in the vaccine management inventory, so the vaccine did not deduct.

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
Reset	Administered	Hib-PRP-T		23434	49281-0545-03	Vaccine and lot number combination not found in inventory	N/A
Reset	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**.

