ALERT IIS: Managing COVID-19 vaccine inventory in ALERT IIS

The purpose of this guide is to address the specific steps for managing COVID-19 vaccine inventory and documenting administered COVID-19 vaccine doses in ALERT IIS. It is intended to supplement, not replace, the ALERT IIS Inventory live webinar training. The ALERT IIS live webinar Inventory training is ***REQUIRED*** for every organization receiving state-supplied vaccine from the Oregon Immunization Program. To sign up for the live Inventory webinar, visit the COVID-19 training webpage.

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Section I: Managing COVID-19 Vaccine Inventory

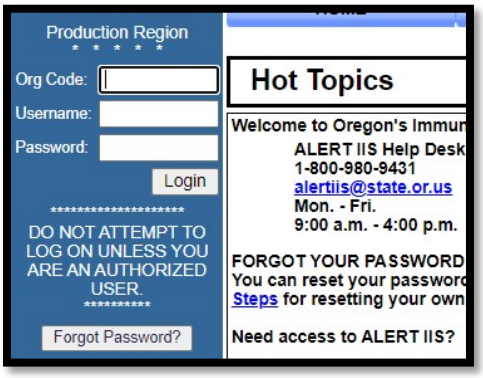
This section provides guidance specific to managing COVID-19 vaccine inventory.

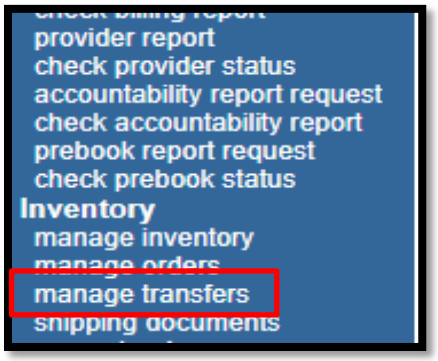
1.1 Accept COVID-19 vaccine orders and transfers into ALERT IIS inventory

The first step in adding state-supplied vaccine into ALERT IIS inventory is to accept an inbound order or transfer of vaccine into the ALERT IIS inventory module. Inbound vaccine orders must be accepted as soon as the vaccine arrives in the clinic.

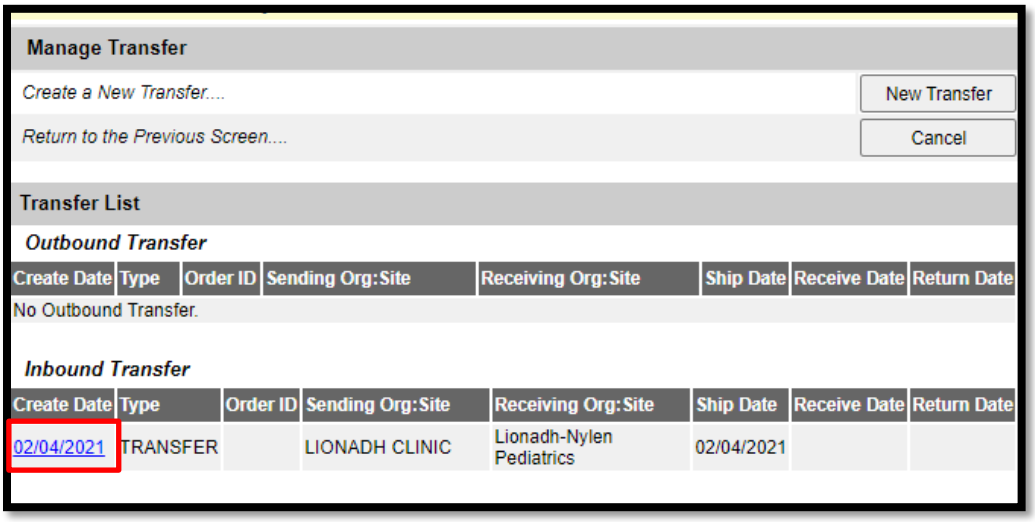
1. Log in to ALERT IIS: Go to https://www.alertiis.org

2. Click the "Manage transfers" link in the Inventory Section of the left-hand menu.

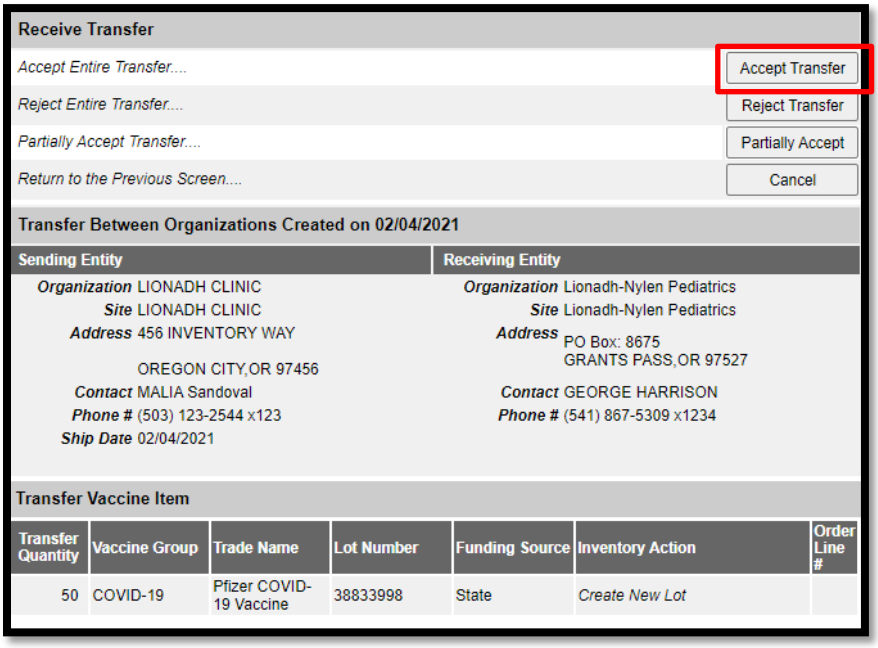




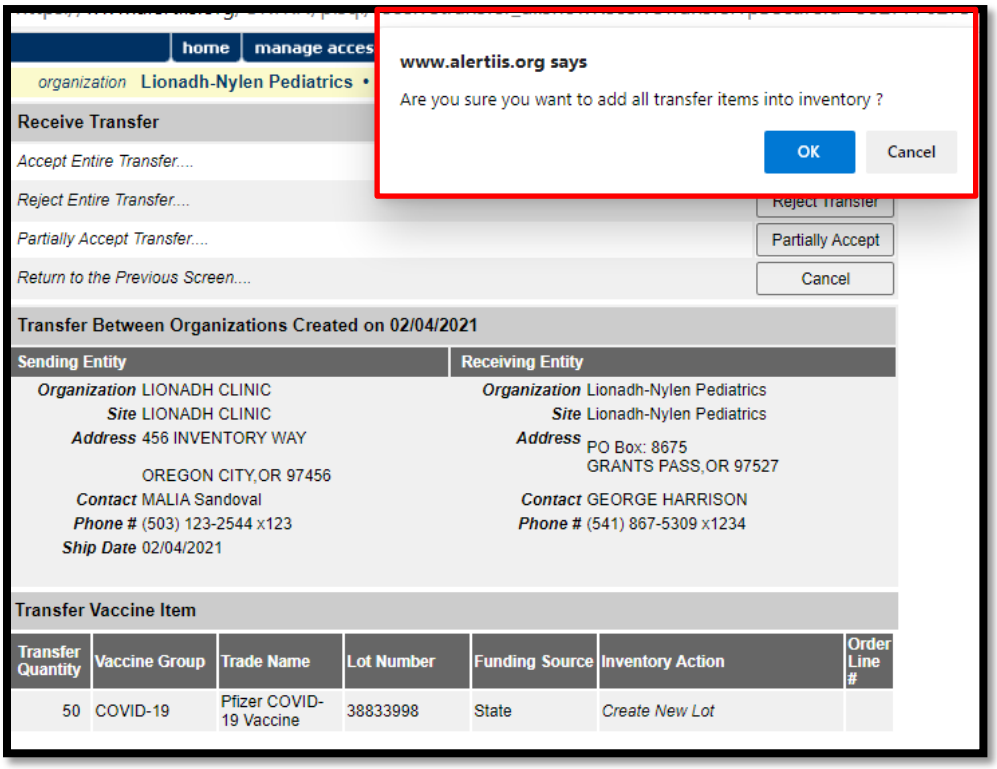
3. On the Manage Transfer page, under the "Inbound transfer" section, click on the create date to initiate accepting the vaccine into your inventory.



4. Once you click on create date you will come to screen where you will accept the transfer. Then click on "Accept Transfer"



5. Once you click on "Accept Transfer" a pop up will appear asking if you are sure you want to add this transfer into your inventory.



6. Once you click the "Ok" button, the message "Transfer successfully accepted" will appear at the top of the page.

7. Once you accept the vaccine order into your inventory, the inbound transfer will move to the Historic Transfer section of the page.

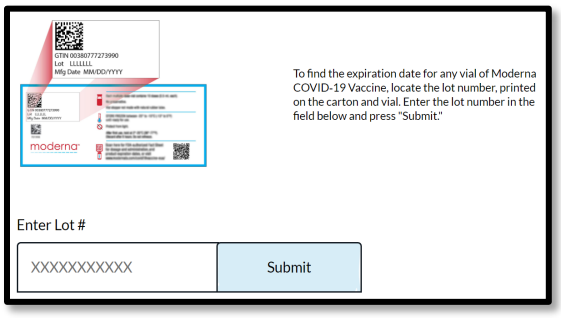
NOTE: There may be a lag of 1-2 days between the vaccine arriving at your site and the inbound transfer of vaccine being available to accept into ALERT IIS inventory. If the vaccine shipment arrives before the ship date on the inbound transfer appears, you may need to manually enter the vaccine details into the ALERT IIS inventory module if you must use the vaccine immediately. After the ship date appears on the inbound transfer, you will accept the order into the previously entered vaccine inventory, which will artificially double the number of doses and adjust the number of doses to account for the double entry. Use our tip sheet How to Modify Quantity of Vaccine Inventory if you find yourself in this situation.

1.2 Update the expiration date for COVID-19 vaccines

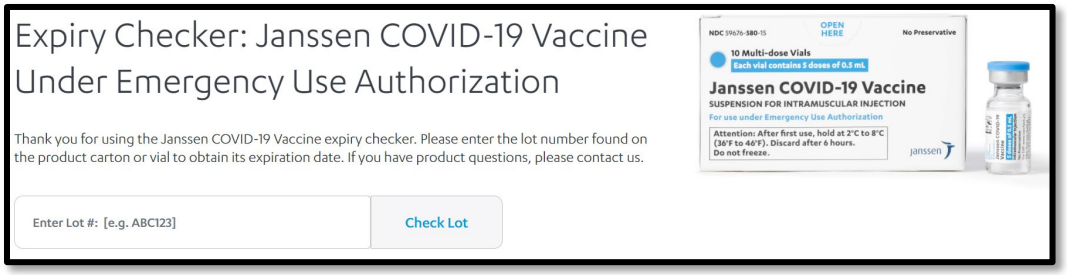
It is important to always check expiration dates on all COVID-19 vaccines and make updates as needed when new dates are verified on the manufacturers' websites. This section will go through the steps for looking up and editing the expiration date on the inventory item in ALERT IIS.

Moderna and Janssen/J&J COVID-19 vaccine inventory are shipped without an expiration date and the electronic shipment will have a placeholder expiration date 12-31-2069. The manufacturers provide the accurate expiration date on their websites. The expiration dates for COVID-19 vaccine are subject to extension and the pharmaceutical expiration date lookup websites provide the updated expiration dates in real time. Look up the expiration date by entering the lot # or scanning the QR code on the vaccine label as directed on the appropriate manufacturer's website.

For Moderna vaccine go to: https://www.modernatx.com/covid19vaccine-eua/providers/vial-lookup



For J&J (Janssen) vaccine go to: https://vaxcheck.jnj



The **Pfizer** COVID-19 vaccine has the expiration dates printed on the vials, but the dates were extended by three months as of September 15, 2021. The approved 3-month extension of expiration dates applies to all doses with a printed expiration date in August through February 2022 which have been stored within recommended storage conditions (ultracold temperatures), including storage in a standard freezer for up to 2 weeks at -25°C to -15°C. This change does not apply to vaccine that is subject to a beyond use date rather than an expiration date. The extension adds no additional storage time in the -25°C to -15°C (still 14 days max) or 2°C to 8°C ranges (still 31 days max).

The shipping data in ALERT IIS for **Pfizer** COVID-19 vaccine still contains the original expiration dates. For example, Pfizer vaccine delivered yesterday shows on the inbound order transfer as exp 12/31/2021, but on the manufacturer's website, that lot # shows expiration of 3/31/22. In addition, the printed expiration date on the box and vial will also be the original date. This is because all the inventory in the warehouses now was manufactured and labeled prior to the shelf-life extension being approved. Therefore, you will need to manually update expiration dates for all inbound COVID-19 vaccine that you order directly in ALERT IIS.

Pfizer doses with original expiration dates prior to August (May, June, and July) must have been stored exclusively at ultracold temperatures (-90°C to -60°C) to receive the 3-month extension. If stored at any other temperature for any amount of time, they are now expired.

For **Pfizer** COVID-19 vaccines you can use this Expiration Date Adjustment Chart:

Printed Pfizer Expiry Date	**Updated Pfizer Expiry Date**
August 2021	November 2021
September 2021	December 2021
October 2021	January 2022
November 2021	February 2022
December 2021	March 2022
January 2022	April 2022
February 2022	May 2022

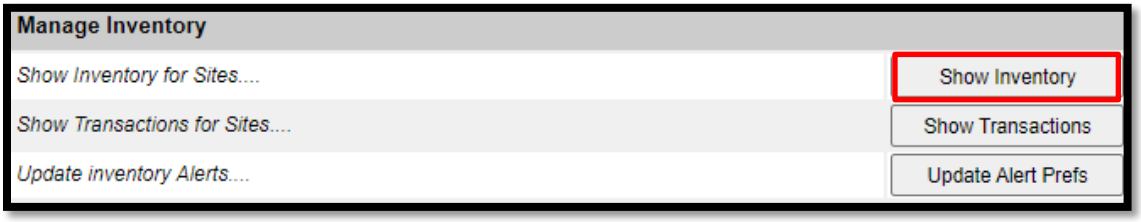
NOTE: Providers can sign up for a database of lot numbers and expiration dates. To request access to this report, visit CDC's Vaccine Lot Number and Expiration Date webpage (**https://vaccinecodeset.cdc.gov/LotNumber?utm_medium=email&utm_source=govdelivery**) and complete the registration form.

NOTE: Do not dispose of any COVID-19 vaccine before checking the expiration date on the manufacturer's website. Expiration dates are changing frequently as pharmaceutical companies apply for extensions with the Federal Drug Administration. Details for disposal and storage of the vaccine are provided on the Oregon Immunization Program website, https://www.oregon.gov/oha/PH/PREVENTIONWELLNESS/VACCINESIMMUNIZATION/IMMUNIZATIONPROVIDERRESOURCES/Pages/COVIDvaccine.aspx

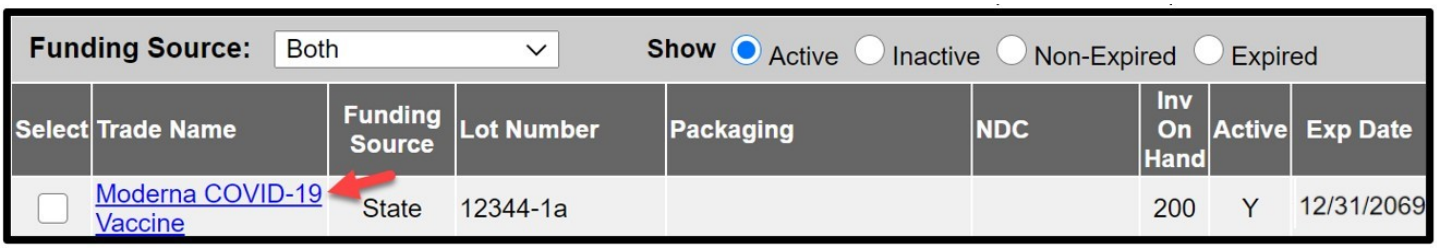
When receiving an order of **Moderna** or **Janssen/J&J** vaccine into your ALERT IIS inventory, you will edit the placeholder expiration date to reflect the actual date. These are the same steps

1. For newly received Moderna or J&J and for expiration date extensions of all three vaccines, you will need to adjust the expiration datein ALERT IIS. To do this, log into ALERT IIS and click on the "Manage Inventory" link on the Inventory section of the left-hand menu.

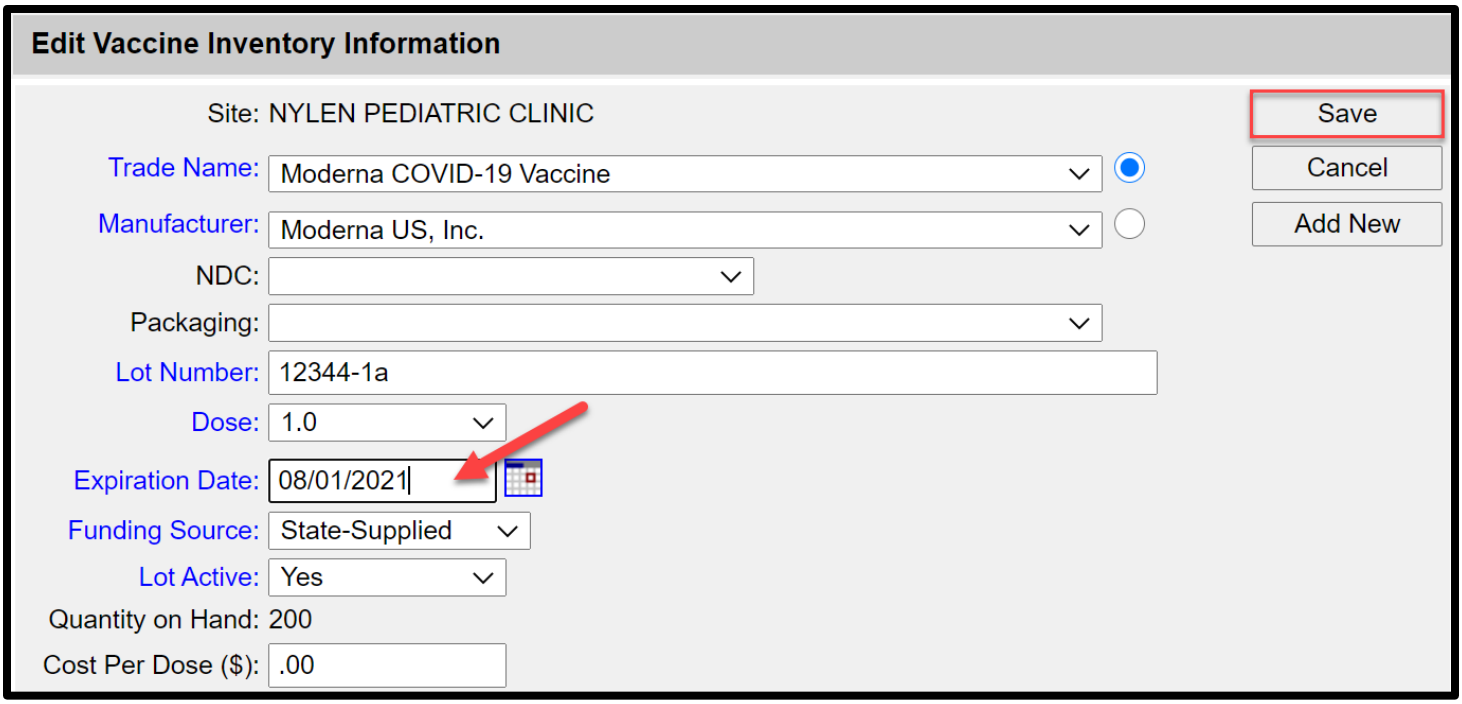
2. On the Manage Inventory page, click on the "Show Inventory" button.



3. Click on the Vaccine name in the "Trade Name" column of the inventory item to be updated.



4. Edit the expiration date and click the "Save" button.


Edit Vaccine Inventory Information
Site: NYLEN PEDIATRIC CLINIC
Trade Name: Moderna COVID-19 Vaccine
Manufacturer: Moderna US, Inc.
NDC:
Packaging:
Lot Number: 12344-1a
Dose: 1.0
Expiration Date: 08/01/2021
Funding Source: State-Supplied
Lot Active: Yes
Quantity on Hand: 200
Cost Per Dose ($): .00
Save
Cancel
Add New

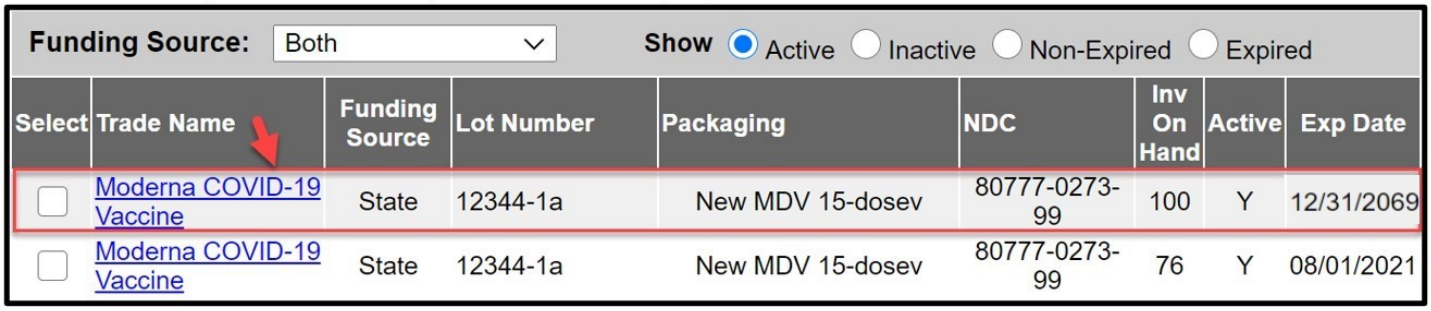
1.3 Combine duplicate inventory items

After the expiration date of a **Moderna** or **Janssen/J&J** COVID-19 vaccine is updated in the ALERT IIS inventory module, accepting new shipments of those vaccines will create a duplicate item in inventory in cases where the lot # of the new shipment matches the existing inventory item.

This occurs because the placeholder expiration date on the new shipment differs from the edited date on the previously received inventory item. In this scenario, the two items with matching lot #s must be combined in your ALERT IIS inventory to enable ALERT IIS to make a match between the reported administered dose on a patient record and the inventory item. When receiving a new transfer of COVID-19 leads to a duplicate inventory item that shares a lot # with vaccine inventory previously received and edited, take the following steps after accepting the vaccine transfer.

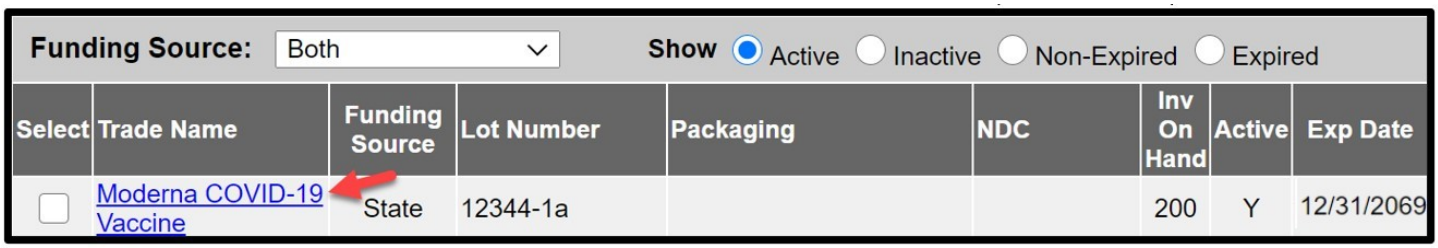
NOTE: Duplicate inventory items with the same lot # will cause your COVID-19 vaccine count in ALERT IIS to be inaccurate.

1. On the Manage Inventory page, click on the name in the "Trade Name" column of the newly received inventory item with the expiration date of 12/31/2069



Funding Source: Both Show (•) Active ( ) Inactive ( ) Non-Expired ( ) Expired

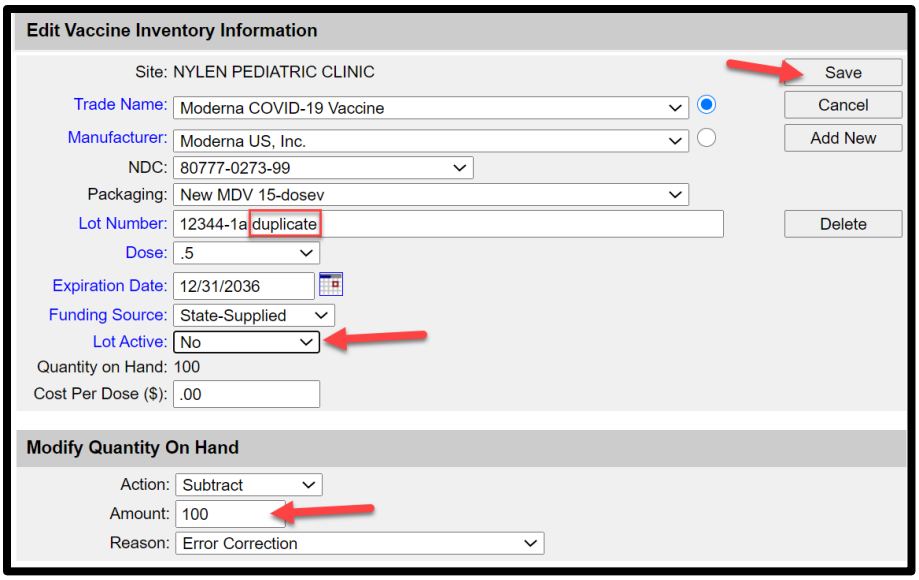
Select	Trade Name	Funding Source	Lot Number	Packaging	NDC	Inv On Hand	Active	Exp Date
☐	Moderna COVID-19 Vaccine	State	12344-1a	New MDV 15-dosev	80777-0273-99	100	Y	12/31/2069
☐	Moderna COVID-19 Vaccine	State	12344-1a	New MDV 15-dosev	80777-0273-99	76	Y	08/01/2021



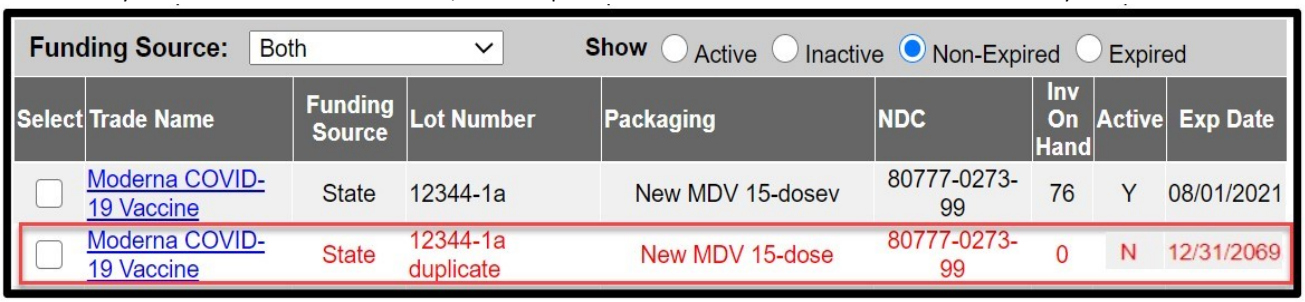
Funding Source: Both Show (•) Active ( ) Inactive ( ) Non-Expired ( ) Expired

Select	Trade Name	Funding Source	Lot Number	Packaging	NDC	Inv On Hand	Active	Exp Date
☐	Moderna COVID-19 Vaccine	State	12344-1a			200	Y	12/31/2069

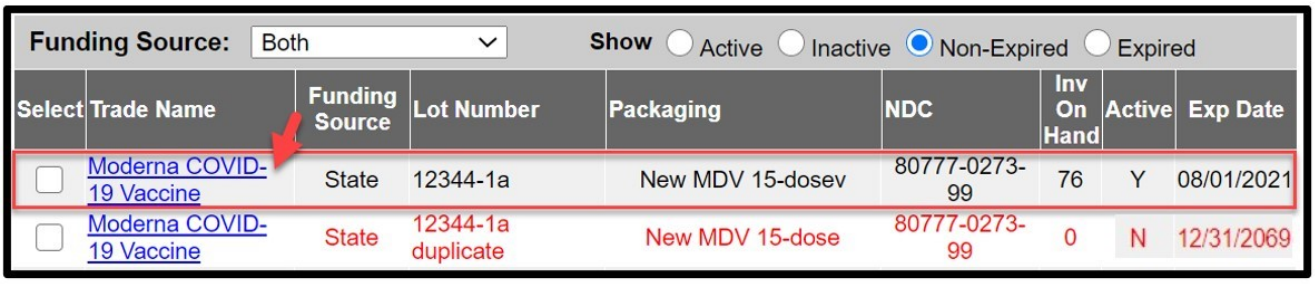
2. On the Edit Vaccine Inventory Information page, edit the lot number by adding the word "duplicate" to the end of the lot number.
3. Change the Lot Active state to "No".
4. Modify the quantity by subtracting all the doses in the quantity on hand field, for the reason "Error Correction".
5. Click the "Save" button.



6. After you save the modification, the duplicate item will turn red in the inventory list.

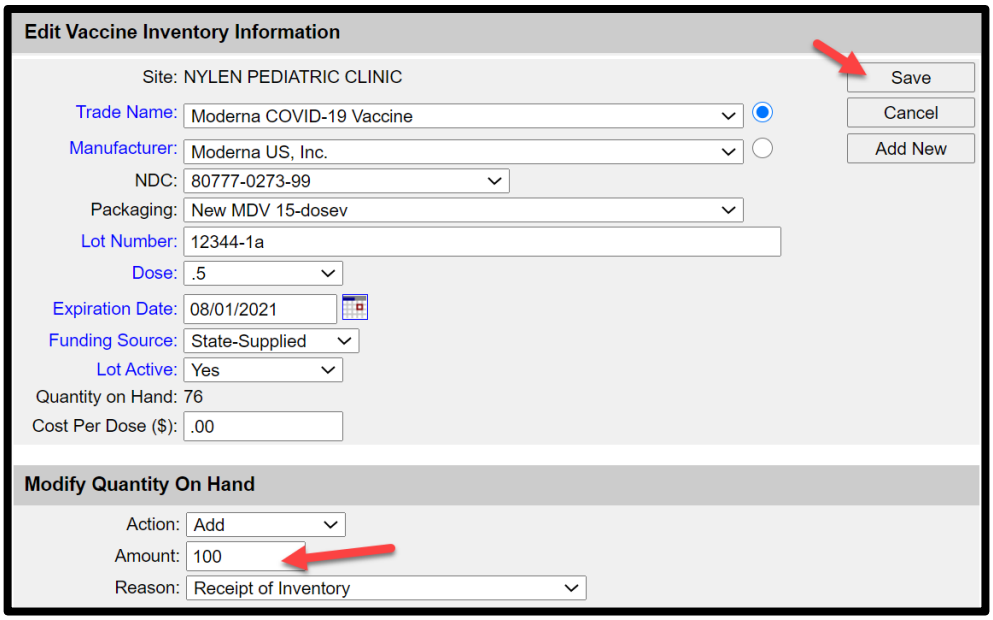


7. Next, click on the trade name of the other vaccine with the identical lot#.



8. Add the number of doses that you just subtracted from the previous item for the reason “Receipt of inventory”.

9. Click the “Save” button.



1.4 Adjust inventory to account for extra doses in the vial

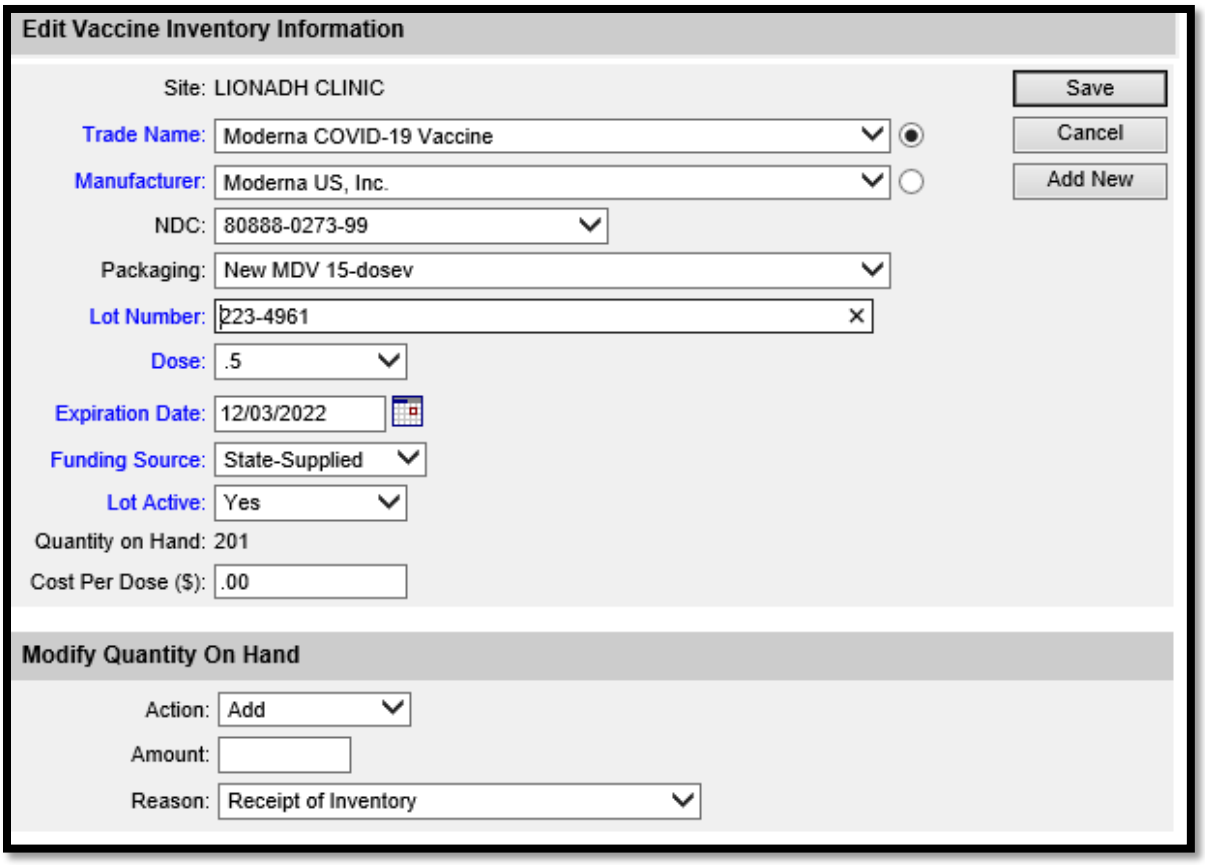
Some COVID-19 vaccine providers may be able to withdraw more than the expected number of doses from a vial. As a result, the ALERT IIS inventory should be adjusted to account for the extra dose(s).

1. To add the extra doses to inventory, on the Manage Inventory page, click on the name in the "Trade Name" column.

2. You will come to the "Edit vaccine inventory" screen where you will adjust that extra does by going to the bottom of the screen to "Modify quantity on hand" and add the additional doses for the reason, "Receipt of inventory".

NOTE: If fewer doses are able to be withdrawn from a vial than expected, adjust the inventory to account for the lesser number of doses. Use the reason "other, not usable-reported by provider" to subtract the deficient number of doses.

NOTE: For a complete list of descriptions for reasons to modify inventory, see the tip sheet called, "Interpreting the Inventory Options in Modify Quantity".



NOTE: An alternate method for modifying the quantity of vaccine is to click the "select" checkbox and the click the "Modify quantity" button at the top of the page.

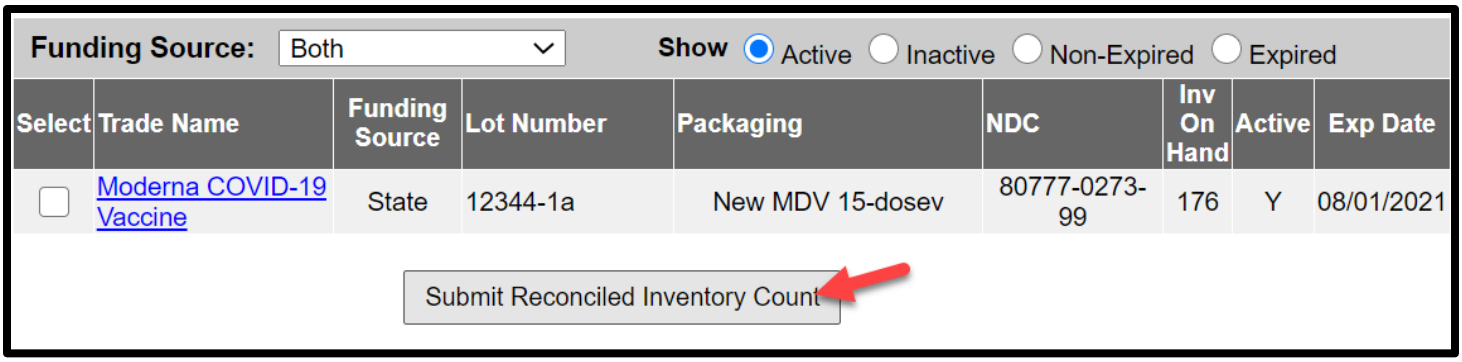
1.5 Adjust inventory to account for wasted, spoiled or expired vaccines

Spoiled, wasted, and expired vaccines are all nonviable vaccine and cannot be administered to patients. Nonviable state-supplied vaccine must be deducted from the ALERT IIS inventory module and reported to the Oregon Immunization Program using our nonviable vaccine survey, found here: https://app.smartsheet.com/b/publish?EQBCT=f45458a7e17145ad97380864bbe5515c&utm_medium=email&utm_source=govdelivery . Section 1.4 of this document provides instructions for adjusting inventory in ALERT IIS.

NOTE: **A provider may not return spoiled, wasted, or expired COVID-19 vaccines.** Details for disposal of nonviable COVID-19 vaccine are provided on the Oregon Immunization Program website, https://www.oregon.gov/oha/PH/PREVENTIONWELLNESS/VACCINESIMMUNIZATION/IMMUNIZATIONPROVIDERRESOURCES/Pages/COVIDvaccine.aspx

1.6 Submit reconciled COVID-19 inventory count once a week, at minimum.

It is required that COVID-19 vaccinators frequently count their vaccine inventory and adjust the ALERT IIS count to match that amount. Once a week, at minimum, the adjusted count should be submitted by clicking on "Submit Reconciled Inventory Count" button at the bottom of the inventory list on the "Manage Inventory" page.



Section II: Record the administration of vaccine doses

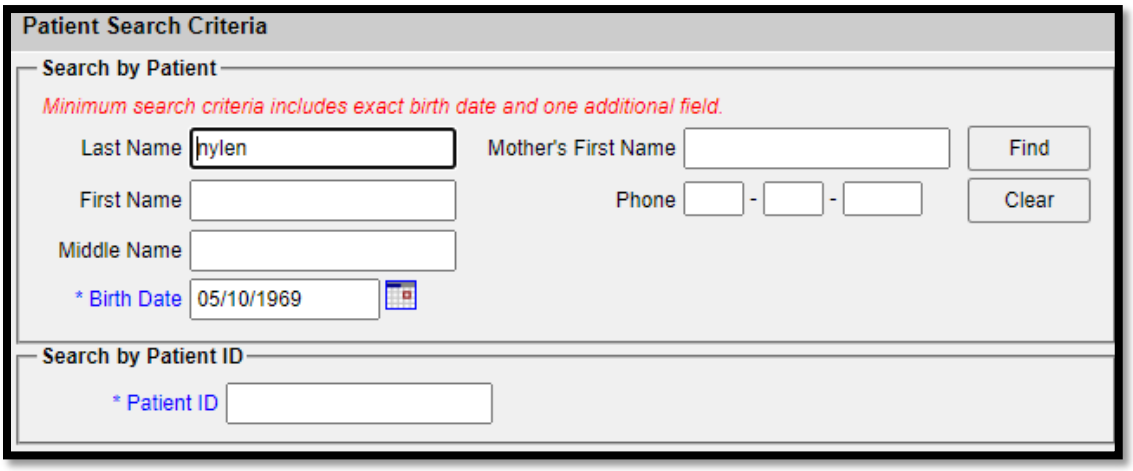
This section provides guidance on distinguishing between COVID-19 vaccine types on a patient's immunization history, linking reported doses to inventory, and reporting the correct vaccine eligibility code for COVID-19 doses given.

2.1 Distinguish between COVID-19 vaccine types on a patient's immunization history

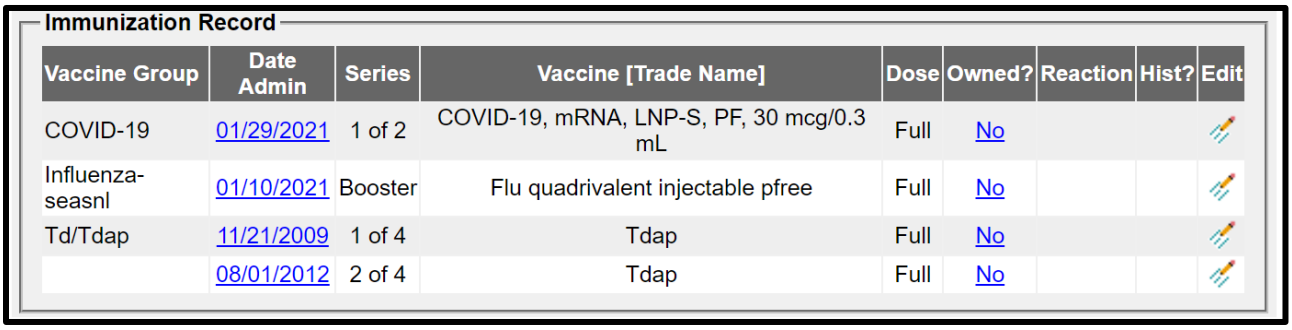
When administering a vaccine, always review the patient's immunization record beforehand. For COVID-19 vaccines that require two doses, it is important that the second dose of vaccine match the first dose of vaccine given. When the vaccine description for a first COVID-19 dose in the patient's immunization history doesn't include the trade name of the vaccine given, COVID-19 vaccines can be distinguised by the dose size.

NOTE: COVID-19 vaccines requiring a two dose series are not interchangeable.

1. Look up the patient's immunization record.



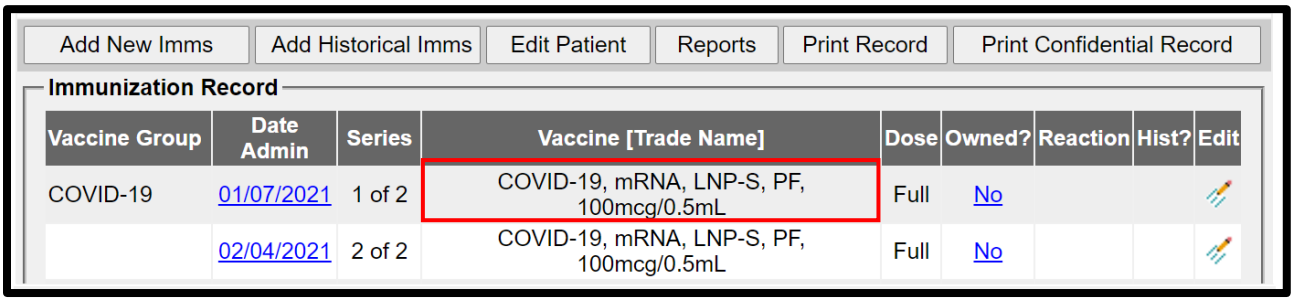
2. Review the immunization history before entering the administered dose on the record. If a patient's immunization record includes a 1st dose of COVID-19 vaccine, the vaccine description in the "Vaccine [Trade Name]" column may or may not include the trade name of the COVID-19 vaccine given. If the trade name is not included, the type of COVID-19 vaccine can be distinguished by the dose size.



Immunization Record

Vaccine Group	Date Admin	Series	Vaccine [Trade Name]	Dose	Owned?	Reaction	Hist?	Edit
COVID-19	01/29/2021	1 of 2	COVID-19, mRNA, LNP-S, PF, 30 mcg/0.3 mL	Full	No			
Influenza-seasnl	01/10/2021	Booster	Flu quadrivalent injectable pfree	Full	No			
Td/Tdap	11/21/2009	1 of 4	Tdap	Full	No			
	08/01/2012	2 of 4	Tdap	Full	No			

If the patient has received a first dose of COVID-19 vaccine, the **Pfizer** COVID-19 vaccine description will include the 30 mcg/0.3 mL size in the "Vaccine [Trade Name]" column. (Recommended interval for a second dose of Pfizer vaccine is 21 days).

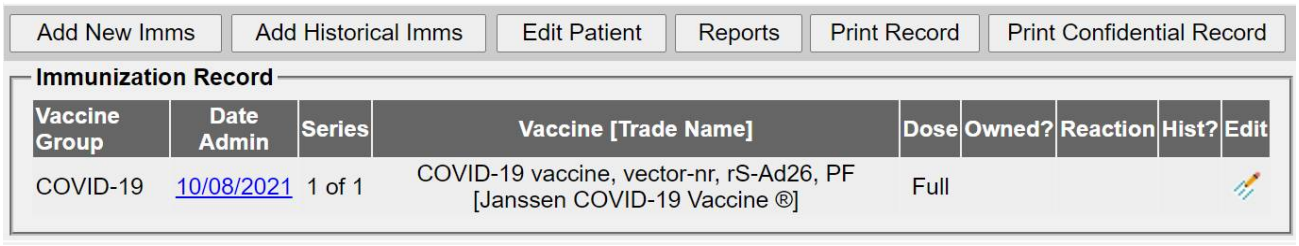


Add New Imms | Add Historical Imms | Edit Patient | Reports | Print Record | Print Confidential Record

Immunization Record

Vaccine Group	Date Admin	Series	Vaccine [Trade Name]	Dose	Owned?	Reaction	Hist?	Edit
COVID-19	01/07/2021	1 of 2	COVID-19, mRNA, LNP-S, PF, 100mcg/0.5mL	Full	No			
	02/04/2021	2 of 2	COVID-19, mRNA, LNP-S, PF, 100mcg/0.5mL	Full	No			

The **Moderna** COVID-19 vaccine description will include the 100mcg/0.5mL size in the "Vaccine [Trade Name]" column. (Recommended interval for a second dose of Moderna vaccine is 28 days).



Add New Imms | Add Historical Imms | Edit Patient | Reports | Print Record | Print Confidential Record

Immunization Record

Vaccine Group	Date Admin	Series	Vaccine [Trade Name]	Dose	Owned?	Reaction	Hist?	Edit
COVID-19	10/08/2021	1 of 1	COVID-19 vaccine, vector-nr, rS-Ad26, PF [Janssen COVID-19 Vaccine ®]	Full				

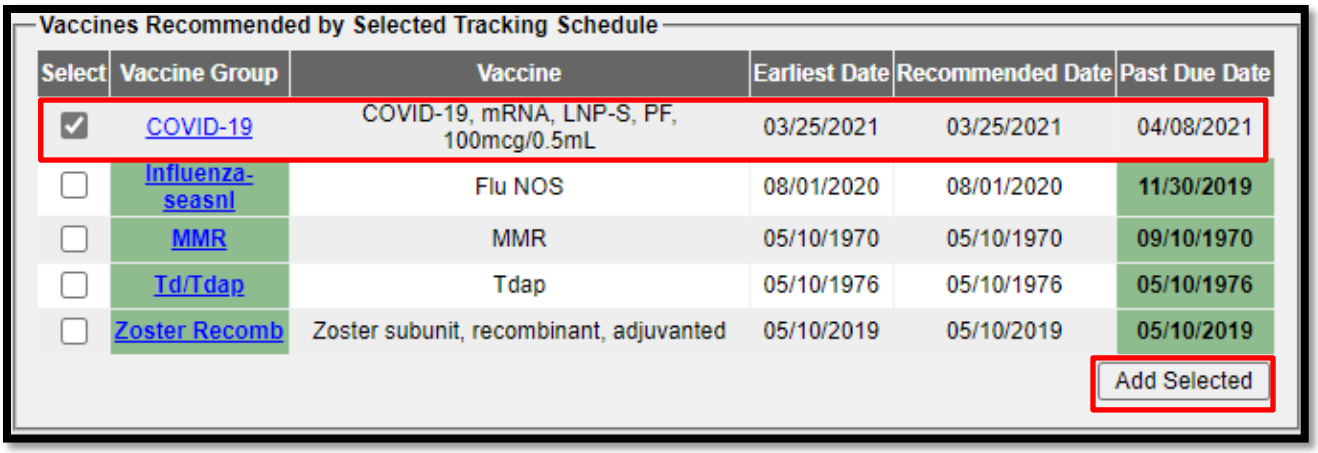
The **J&J/Janssen** COVID-19 vaccine is only one dose and will read 1 of 1 in the Series column.

2.2 Link the reported vaccine dose to inventory when entering doses manually

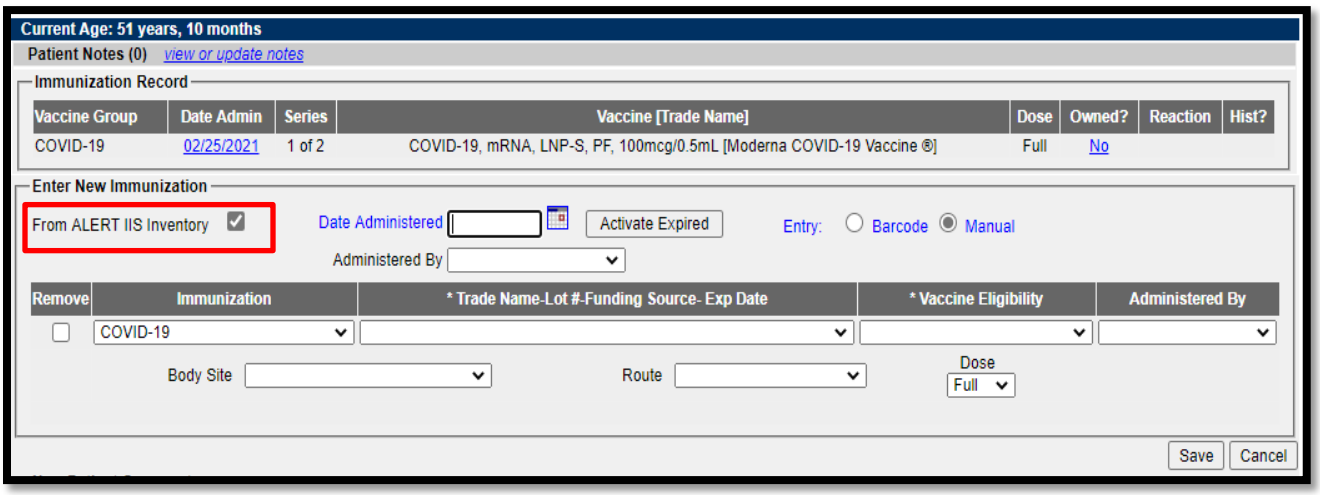
Recommended practice for managing vaccine inventory is to link the reported administered vaccine doses on a patient's immunization record to the corresponding inventory item in the ALERT IIS inventory module. If linked, the inventory in ALERT IIS will adjust to match the amount of vaccine on hand at your site. Doses reported electronically from an EHR or other method of data exchange must have the accurate, unique lot number included – if they do, inventory will automatically be kept up to date. Follow these steps to link the reported vaccine dose to inventory in ALERT IIS when entering doses manually on the ALERT website.

3. After opening the patient's immunization record, scroll to the **"Vaccines Recommended by Selected Tracking Schedule"** table and click the checkbox in the "Select" column in the COVID-19 row.

4. Click the "Add Selected" button. The "Enter New Immunization" screen will appear.



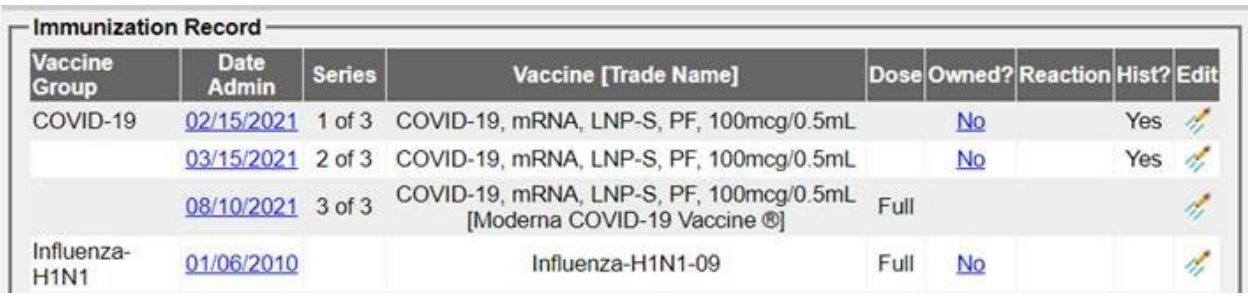
5. On the "Enter New Immunization" screen make sure the "**from ALERT IIS Inventory"** checkbox is checked. This links the patient record to the ALERT IIS vaccine inventory.



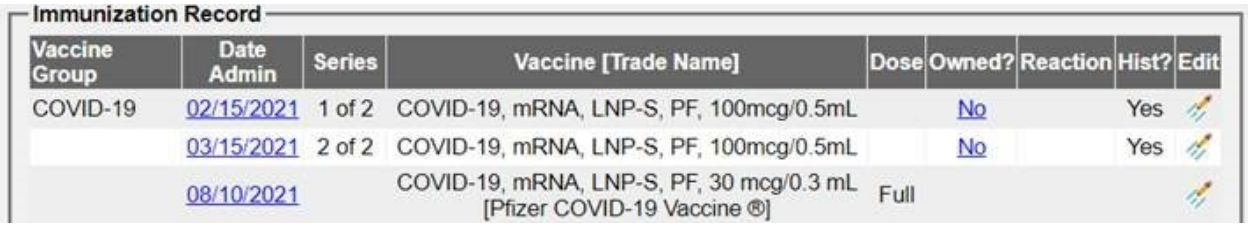
2.3 Reporting Booster or Additional doses of COVID-19 vaccine

Oregon ALERT Immunization Information was updated in late August 2021 to accept third doses of either **Moderna** or **Pfizer** COVID-19 vaccine, when administered. Currently, ALERT IIS only has the capability of validating a third dose when it is the same brand as the previous two doses. A valid dose will be counted as part of the vaccine series and a dose that is invalid will not. Regardless, the dose will appear in the patient's vaccination history. Please see examples below.

- Example of a validated third dose



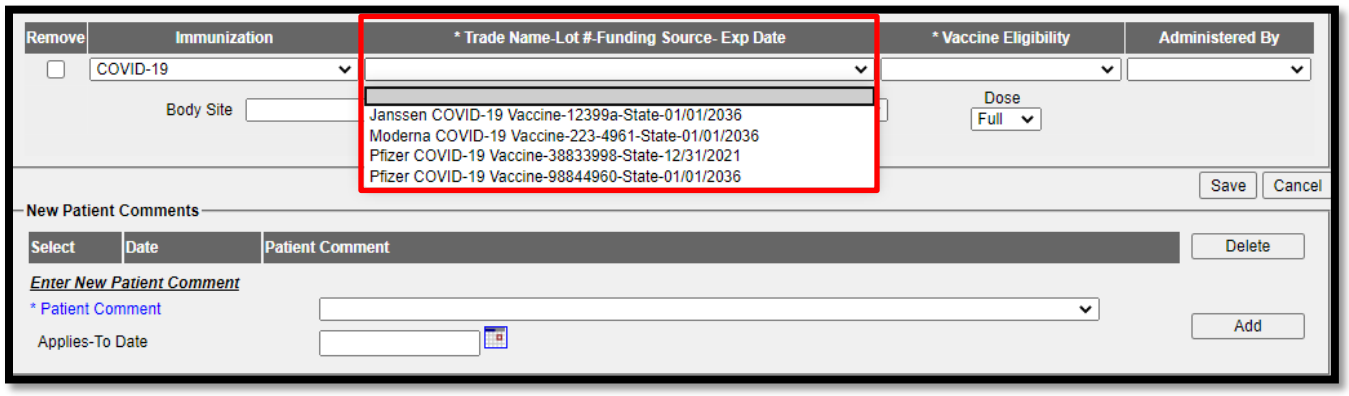
- Example of an unvalidated third dose



2.4 Enter the required information for the administered vaccine

6. Next add in the date; you can type it or click on the calendar box to enter in the date.
7. Enter your shot giver by clicking the **"Administered by"** drop list if the name of the shot giver is available. Otherwise, leave the field blank.

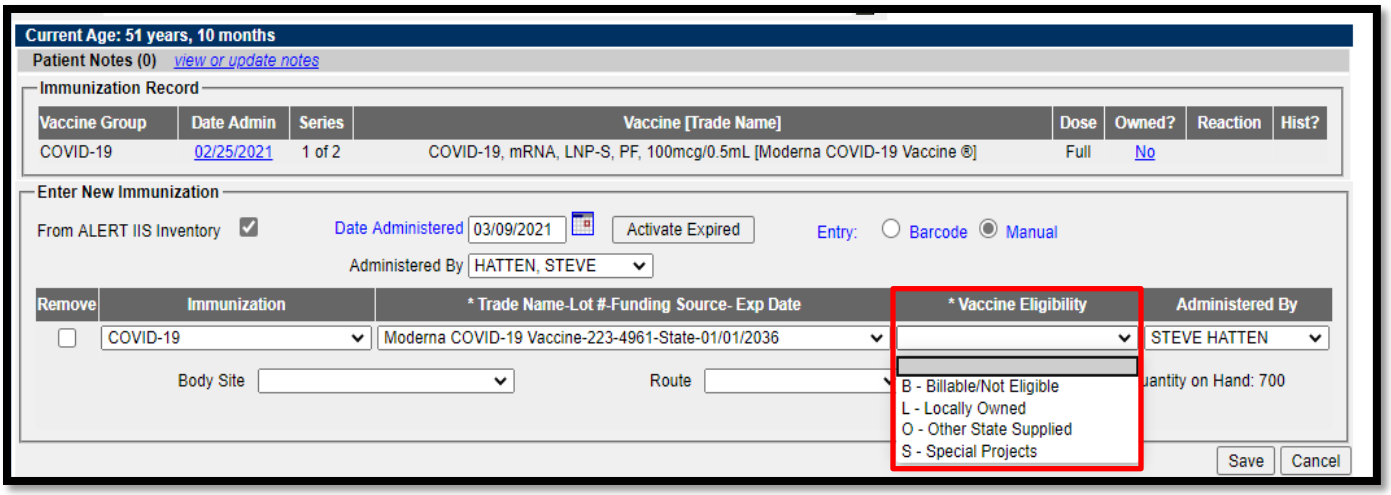
8. In the column named "Trade Name-Lot #-Funding Source-Exp Date", select the option with the trade name and lot # that matches the dose given to the patient.



2.5 Select the correct vaccine eligibility code

9. Next click on the drop-down arrow in the "Vaccine Eligibility" column.

(Always choose **"S – Special Projects"** when reporting COVID-19 vaccinations.)



10. Enter the remaining details for body site and route of the vaccine given.

11. Click on save button.

NOTE: Providers reporting to ALERT IIS via data exchange from an electronic health record (EHR) system might not have the "S-Special Projects" eligibility code option available in their system. If that option isn't available, either leave the vaccine eligibility blank or use the option "O – Other State Supplied" if available. Do not report COVID-19 vaccine as "B-Billable/Not Eligible." EHR systems are strongly encouraged to update their reporting to include the "S-Special Projects" eligibility code option. Work with your EHR technical support to add the option if needed.

Section III: Summary of COVID-19 Vaccine Inventory Requirements

ALERT IIS: COVID-19 vaccine inventory management requirements at-a-glance

1. Accept orders of COVID-19 vaccine as soon as they arrive in ALERT IIS (Section 1.1)
2. Edit expiration dates of Moderna and J&J vaccines when accepting them into ALERT IIS inventory, update expiration dates if they have been extended (Section 1.2) and combine duplicate inventory items as needed (Section 1.3)
3. Adjust inventory to account for extra or fewer doses (Section 1.4) and reconcile ALERT IIS inventory with inventory on hand at least once a week(Section 1.5)
4. Review patient's immunization record in ALERT IIS before administering a second dose of COVID-19 vaccine (Section 2.1)
5. Always link doses reported on patient record to ALERT IIS inventory (Section 2.2)
6. Always report administered COVID-19 vaccinations with the eligibility of "S – Special Projects" (Section 2.4)