

# ALERT IIS Accountability Report Handout

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## What is the Accountability Report?

The Accountability Report provides an accounting of every vaccine transaction taking place in ALERT IIS for a selected time period. It compares the vaccine doses added and subtracted from inventory with the total ending inventory to determine the percentage of doses accounted for in the selected time period. It is only accessible to Super User and OIP Staff.

It can be generated for a single organization or multiple organizations, depending on user's ALERT IIS access. When the report is generated for a single organization, both a Summary report and a Detail report are created. When the report is generated for multiple organizations, only a Summary report will be created. The Detail report shows all transactions down to the lot number level, and the Summary report shows transactions at the vaccine group level.

## Resources –

If you need help or have a question visit the [OIP website](https://www.oregon.gov/ohd/immunization/Pages/OIP-Website.aspx) or contact our OIP Help at [alertiis@odhsoha.oregon.gov](mailto:alertiis@odhsoha.oregon.gov) or 1-800-980-9431.

## Why Run the Accountability Report?

As part of the Oregon Stewardship Law organizations are required to manage their vaccine inventory in ALERT IIS.

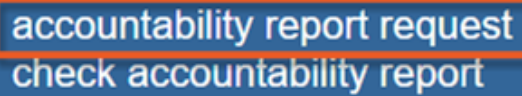
This includes:

- Adding both state-supplied & privately purchased vaccine to ALERT IIS inventory.
- Maintaining an accountability percentage of 95% or greater.
- Accepting electronic order transfers in ALERT IIS when vaccine arrives in the clinic.

OIP recommends running the report monthly for accurate accountability.

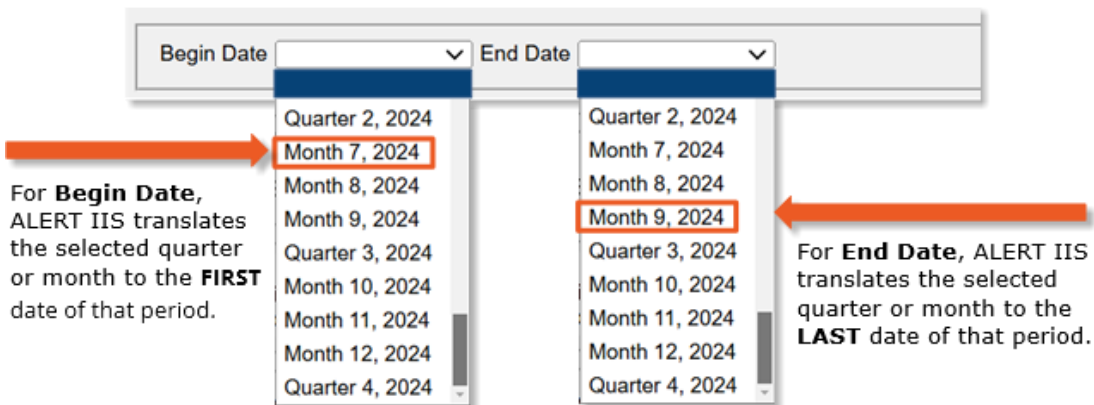
## How to Run the Accountability Report?

Step 1: Click on **Accountability Report Request** under the Reports heading in the left-hand menu panel.



accountability report request  
check accountability report

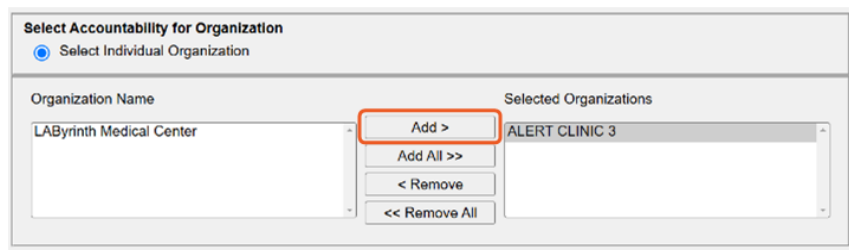
Step 2: **Enter date range for report** – Select the beginning quarter or month from the **Begin Date** drop down list and the ending quarter or month from the **End Date** drop down list. To run for a single month or quarter, select the same month or quarter for the Begin Date and End Date.



For **Begin Date**, ALERT IIS translates the selected quarter or month to the **FIRST** date of that period.

For **End Date**, ALERT IIS translates the selected quarter or month to the **LAST** date of that period.

Step 3: **Select Organization** - Select the name of the organization or organizations you wish to include in the report. Click the "Add >" button to move the organization from the left to the right box, called "Selected Organizations".



Select Accountability for Organization

☒ Select Individual Organization

Organization Name

LAByrinth Medical Center

Add >

Add All >>

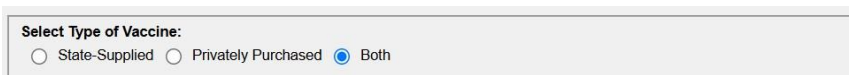
< Remove

<< Remove All

Selected Organizations

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Step 4: **Select Vaccine Type** - Choose the fund type(s) of vaccine you would like to include in your report.



Select Type of Vaccine:

☐ State-Supplied ☐ Privately Purchased ☒ Both

Step 5: **Name the report (optional step) and Generate report**– Enter the report name in the Report Name text box. Entering a report name is optional. If no report name is entered, ALERT IIS will automatically assign a report name based on the Organization Name (if a single organization), or ALERT will use “Multiple Orgs” as the report name.

Click the **Generate** button.

If Individual Organization option is chosen and only one Org is selected, in addition to the Summary Report that shows Accountability by Vaccine Group, a Detail Report will be available that shows accountability by individual lot numbers, sorted by Vaccine Group.

Report Name:

All clinics

Generate

Cancel

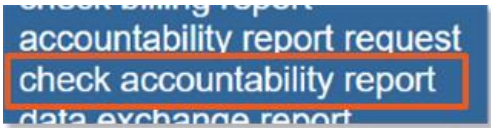
Step 6: **Open report** – Once you have clicked Generate, you are taken to the Accountability Report Status screen. In order to update the Status, click on the refresh button. You may move to other areas of ALERT while your report is generating. Click the “Check Accountability” menu item to return to this screen. When the report status indicates “100%”, click on the underlined hyperlink(s) to view the report. (The reports are in the ‘.xls’ spreadsheet format, so Microsoft Excel may prompt you to open or save the file.)

Accountability Report Status							Refresh	Cancel
Report Name	VFC PIN	Vaccine Type	Begin Date	End Date	Status	Summary Report	Detail Report	
Month 7-9 report	P11111	State-Supplied	Month 7, 2024	Month 9, 2024	100%	<a href="#">Month 7-9 report.xls</a>	<a href="#">Month 7-9 report_Detail.xls</a>	

## View Existing Accountability Reports

As the reports are generating you can move to other areas of ALERT IIS, the following steps will return you to the report status.

Step 1 - Click on **Check Accountability** under the Reports heading in the menu panel.



Step 2 - The reports that a user has run will be available until the user runs another report for that category. For example, you can have only one Accountability Report for Multiple Organizations based on state-supplied vaccine at a time.

Accountability Report Status							Refresh	Cancel
Report Name	VFC PIN	Vaccine Type	Begin Date	End Date	Status	Summary Report	Detail Report	
Month 7-9 report	P11111	State-Supplied	Month 7, 2024	Month 9, 2024	100%	<a href="#">Month 7-9 report.xls</a>	<a href="#">Month 7-9 report_Detail.xls</a>	
ALERT Clinic 1	P11111	Both	Month 1, 2021	Month 7, 2021	100%	<a href="#">ALERT Clinic 1.xls</a>	<a href="#">ALERT Clinic 1_Detail.xls</a>	

# Understanding the Accountability Reports

## How is Accountability Calculated

Vaccine transactions are tracked at the dose level for all inventory entered into ALERT IIS.

Vaccine Group	Lot Number	+ Starting Inventory	+ Doses Received	- Doses Reported	- Doses Expired	- Doses Spoiled	- Doses Wasted	- Doses Transferred Out	+ Ending Inventory	Accounted for Doses	Accounted for %
Td/Tdap	ALL	57	134	-109	-5	-10	-2	-3	56	185	96.9 %

Diagram illustrating the calculation of Accountability:

- Accounted for Doses:** Sum of (- Doses Reported, - Doses Expired, - Doses Spoiled, - Doses Wasted, - Doses Transferred Out, + Ending Inventory) = 185
- Accounted for Percent %:**  $\frac{\text{Accounted for Doses}}{\text{+ Starting Inventory} + \text{+ Doses Received}} = \frac{185}{57 + 134} = 96.9\%$

**Accounted for Doses** is calculated by adding all the doses out plus the ending inventory.

For example:

Account for Doses = 109 (reported) + 5 (expired) + 10 (spoiled) + 2 (wasted) + 3 (transferred out) + 56 (ending inventory) = **185**

**Accounted for %** is calculated by dividing Accounted for Doses by the starting doses plus doses received.

For example:

185 (accounted for doses) ÷ (57 (starting inventory) + 134 (doses received)) = **96.9%**

See the [ALERT IIS User Manual](#) for a detailed listing of each transaction and where it is accounted.

**Summary Report** – The Summary Report contains accountability data grouped by vaccine group, with all lot numbers combined. The Summary Report is available whether the report is run for a single or multiple organizations.

Oregon Immunization Program		Vaccine Accountability Report - ALERT CLINIC 3										Oregon Vaccines for Children	
Org Code: AL1113				VFC PIN: P33333									
Report timeframe: Quarter 4, 2024				Report date: 02/06/2025				Vaccine Funding Source: Both					
This report only reflects data reported to ALERT IIS during the report timeframe and does not include influenza, COVID-19 or smallpox/mpox vaccine.													
Accountability Data By Vaccine Group													
VFC PIN	Organization Name	County	Vaccine Group	+ Starting Inventory	+ Doses Received	- Doses Reported	- Doses Expired	- Doses Spoiled	- Doses Wasted	- Doses Transferred Out	+ Ending Inventory	Accounted for Doses	Accounted for %
P00052	ALERT CLINIC 3	Washington	DTP/aP	24	184	-136	0	-1	0	-4	60	201	96.6 %
P00052	ALERT CLINIC 3	Washington	HepA	71	446	-281	0	0	-46	-14	173	514	99.4 %
P00052	ALERT CLINIC 3	Washington	Hib	44	184	-132	0	-1	0	-7	83	223	97.8 %
P00052	ALERT CLINIC 3	Washington	HPV	34	305	-175	0	-1	0	-14	142	332	97.9 %
P00052	ALERT CLINIC 3	Washington	MMR	18	205	-131	0	-1	0	-5	78	215	96.4 %
P00052	ALERT CLINIC 3	Washington	Polio	52	43	-18	0	-23	-9	0	45	95	100.0 %
P00052	ALERT CLINIC 3	Washington	Td/Tdap	37	162	-133	0	0	-2	-5	57	197	98.9 %
P00052	ALERT CLINIC 3	Washington	Varicella	48	145	-143	0	0	-3	-4	38	188	97.4 %
Total		—	ALL	328	1,674	-1,149	0	-27	-60	-53	676	1,965	98.2 %

**Detail Report** – The Detail Report contains accountability data grouped by vaccine group and lot number. This is important to know which lot could be affecting your accountability percent. This is only available if the report is run for a single organization.

Oregon Immunization Program	Vaccine Accountability Report - ALERT CLINIC 3										Oregon Vaccines for Children
	Org Code: AL1113					VFC PIN: P33333					
Report timeframe: Quarter 4, 2024		Report date: 02/06/2025					Funding Source: Both				
This report only reflects data reported to ALERT IIS during the report timeframe and does not include influenza, COVID-19 or smallpox/mpox vaccine.											
Detailed Accountability Data by Vaccine Group and Lot											
Vaccine Group	Lot Number	+ Starting Inventory	+ Doses Received	- Doses Reported	- Doses Expired	- Doses Spoiled	- Doses Wasted	- Doses Transferred Out	+ Ending Inventory	Accounted for Doses	Accounted for %
DTP/aP	3CA03C3	22	64	-62	0	0	0	-4	15	81	94.1 %
DTP/aP	3CA25C1	0	30	0	0	0	0	0	30	30	100.0 %
DTP/aP	ALL	22	94	-62	0	0	0	-4	45	111	95.7 %
HepA	Y007585	0	90	-40	0	0	0	0	50	90	100.0 %
HepA	Y011643	0	212	-155	0	0	0	-11	46	212	100.0 %
HepA	Y011731	0	40	-10	0	0	0	0	30	40	100.0 %
HepA	Y012227	0	43	-2	0	0	0	-3	38	43	100.0 %
HepA	ALL	0	385	-207	0	0	0	-14	164	385	100.0 %
Hib	UJ995AA	0	20	0	0	0	0	0	20	20	100.0 %
Hib	UK016AC	0	50	-35	0	0	0	0	15	50	100.0 %
Hib	UK021AA	43	22	-55	0	0	0	-5	1	61	93.8 %
Hib	UK042AA	0	62	-42	0	-1	0	-2	17	62	100.0 %
Hib	UK111AA	0	30	0	0	0	0	0	30	30	100.0 %
Hib	ALL	43	184	-132	0	-1	0	-7	83	223	98.2 %

## What Lowers Accountability?

Accountability is knowing how your vaccine inventory was used. Good accountability allows for everyone to know where the vaccine went. However, poor vaccine management can lower your organizations accountability.

Manually modifying large amount of inventory	Eligibility code issues	Doses not deducting from inventory
Example: The organization frequently uses the "doses administered" modifying reason. This means the immunization didn't deduct from inventory.	Example: A wrong or invalid eligibility code was entered. This may cause ALERT IIS to reject the incorrect or missing eligibility code.	Example: There is a data entry error when recording vaccinations. This error could be a typo in the lot number from the EHR or if entering directly in ALERT IIS forgetting to check the "from ALERT IIS Inventory" box.
Solution: Use the Ad Hoc List Report to identify problems.	Solution: Know the eligibility codes and double check when recording vaccination.	Solution: Use the lot number on the outer packaging and run the Ad Hoc List Report to troubleshoot.