The Vaccine Accountability Report provides an accounting of every vaccine transaction entered into 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. The Accountability Report can be generated for a single organization or multiple organizations, depending on which organizations the user can access in ALERT. When the report is generated for a single organization, both a Summary report and a Detail report are created. The Detail report shows all transactions down to the lot number level, and the Summary report shows transactions at the vaccine group level. When the report is generated for multiple organizations, only a Summary report will be created. The Oregon VFC Program’s goal is to have all organizations at or above 95% accountability for all vaccine groups.

Who can access this report?
- Staff with a “Super User” role in ALERT IIS and Oregon Immunization Program staff

This guide will address:
- Generating Vaccine Accountability Reports
- Understanding the results of Vaccine Accountability Reports
- Accessing Existing Reports

### Generating the Vaccine Accountability Report

1. Sign in to ALERT IIS ([www.alertiis.org](http://www.alertiis.org)).
2. Click on **Accountability Report Request** under the Reports heading in the left-hand menu panel.
3. **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.
4. **Select Organization** – Select the name of the organization or organizations you wish to include in the report. If one Organization is selected, both the Summary Report (that shows accountability by vaccine group) and a Detail Report (that shows accountability by individual lot numbers, sorted by vaccine group) will be created.

5. **Select Vaccine Type** – Choose the fund type(s) of vaccine you would like to include in your report.
6. **Name the report (optional step)** – 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.

7. **Generate report** – Click the **Generate** button.

8. **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 Vaccine 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.)
Understanding the Vaccine Accountability Reports

1. **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.

2. **Detail Report** – The Detail Report contains accountability data grouped by vaccine group and lot number and is only available if the report is run for a single organization.

3. **How Vaccine Accountability is calculated** – Vaccine transactions are tracked at the dose level for all inventory entered into ALERT IIS. Accountability is calculated by subtracting the doses reported as given with a valid eligibility code or removed from a clinic’s inventory using specific transactions on the “Modify Quantity” screen from the starting inventory and the added inventory during the report time period. Accountability percent is calculated by dividing that amount by the ending inventory. Doses reported
without a valid eligibility code, doses that were administered but not deducted from inventory in ALERT, and doses lost or unaccounted for will lower the accountability rating. The ALERT IIS User Manual (found under the Forms tab) has a detailed listing of each transaction and where it is accounted for.

**View Existing Vaccine Accountability Reports**

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

   ![Image of ALERT interface](image-url)

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.

<table>
<thead>
<tr>
<th>Report Name</th>
<th>VFC PIN</th>
<th>Vaccine Type</th>
<th>Begin Date</th>
<th>End Date</th>
<th>Status</th>
<th>Summary Report</th>
<th>Detail Report</th>
</tr>
</thead>
<tbody>
<tr>
<td>Multiple Orgs</td>
<td>321</td>
<td>State-Supplied</td>
<td>Month 1, 2014</td>
<td>Month 2, 2014</td>
<td>100%</td>
<td>Multiple Orgs.xls</td>
<td></td>
</tr>
</tbody>
</table>

#end#