



# ENTERING DOSES ADMINISTERED WILL ALWAYS BE FOR THE PREVIOUS MONTH



## \*\*NOTE\*\*

END OF MONTH NEEDS TO BE ENTERED BETWEEN THE 1<sup>ST</sup> & 7<sup>TH</sup> OF THE MONTH. DSHS WILL NO LONGER ALLOW EOM ENTERING BEFORE THE 1<sup>ST</sup>.

PAY CLOSE ATTENTION TO DATE RANGE, THIS WILL TELL YOU WHAT MONTH YOU ARE REPORTING FOR.

EXPAND HIGHLIGHTED COLUMNS TO MAKE FOR EASIER DATA ENTRY. MAKE SURE YOU ENTER INTO THE RIGHT AGE CATEGORY FOR THE VACCINE TYPE IF YOU ARE ALSO AN ASN CLINIC.

ENTER ONLY THE DOSES ADMINISTERED FOR VACCINES, IF NO DOSES WERE ADMINISTERED SKIP.

HOME SCREEN SELECT



### DOSES ADMINISTERED DATA ENTRY PAGE

**Important: COVID-19 vaccine immunizations should not be reported in VAOS. Please enter COVID-19 vaccine doses administered in ImmTrac2.**

1. Record your doses administered under the appropriate age group for each vaccine or therapeutic product lot that you administered. (Note: For therapeutics product, if age group is not tracked, please enter under "19 and Over:")
2. If a lot number is not listed it must be added before recording your doses administered.
3. If you administered a dose of vaccine or a patient course of therapeutic product to an age group different from the intended age group, enter the quantity of doses/patient courses administered and select the reason for administering this vaccine/therapeutic product to that age group.

**Important: For TVFC/ASN/Flu immunizations, please note the date range on this screen. VAOS requires you to enter your doses administered up to the current date before allowing you to record your physical count of vaccines.**

Enter doses administered for the date range below

From  To

\*Select A Facility To Record Doses Administration

	<input type="checkbox"/>	Vaccine	Vaccine Inten...	Vaccine Family	Item Number	Lot Number	Expiration Da...	Quantity On ...	0-18	19 and Over	Select Reason	Selected ...
1	<input type="checkbox"/>	Adacel SDV 1...	ADU	Tdap (Adult)	49281-0400-...	C5882AA	05/10/2023	10				
2	<input type="checkbox"/>	Adacel SDV 1...	PED	Tdap (Pediatric)	49281-0400-...	C5882AA	05/10/2023	13				
3	<input type="checkbox"/>	Adacel SDV 1...	PED	Tdap (Pediatric)	49281-0400-...	C5872AA	06/29/2023	20				
4	<input type="checkbox"/>	Engerix-B PF...	ADU	Hep B (Adult)	58160-0821-...	9AX5P	11/23/2023	30				

# UPLOADING TEMPERATURE LOGS

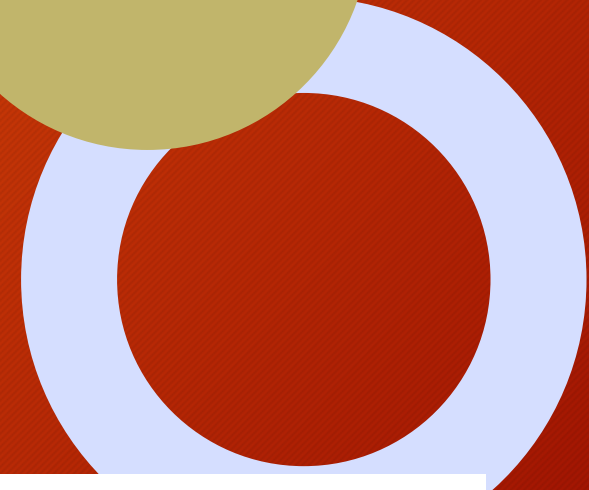
ACCOUNTS  
THEN  
SELECT  
FACILITY



TEMPERATURE LOGS NEED TO BE UPLOADED ON THE DAY YOU ARE PLACING YOUR ORDER.

VAOS WILL NOT ADVANCE TO THE ORDERING SCREEN IF YOU HAVE NOT UPLOADED YOUR TEMP LOGS.

AFTER UPLOADING SAVE FILE.



Account **Carousel Springdale** + Follow Download Tally And Physical Count Report Download Monthly Biological Report

Phone      Billing Address      Website      Account Owner  
7112 ED BLUESTEIN BLVD STE 100  
AUSTIN, TX 78723  
US      [Integration User](#)

**Temperature Log Upload**

No file chosen     

**Related Persons (6+)**

Person N...	ImmTrac E...	Email	Roles
<a href="#">Graciela ...</a>	494398	<a href="#">graciela.a...</a>	Null
<a href="#">Maris Ca...</a>	499874	<a href="#">maris.cast...</a>	
<a href="#">Marcela ...</a>	446882	<a href="#">marcela.fl...</a>	Null
<a href="#">MARY G...</a>	65675	<a href="#">mary.gonz...</a>	
<a href="#">CATALIN...</a>	330407	<a href="#">catalina.go...</a>	Null
<a href="#">LATOYA...</a>	53248	<a href="#">latoya.hill...</a>	Primary V...

[View All](#)



# ENTERING PHYSICAL COUNT

DIFFICULTY SEEING COLUMN HEADERS EXPAND THE BELOW HIGHLIGHTED COLUMNS AND REDUCE OTHER COLUMNS MAKING IT EASIER TO ENTER YOUR NUMBERS AND SEE THE DROP-DOWN ARROW

IF VAOS' QUANTITY ON HAND IS VASTLY DIFFERENT FROM YOUR PHYSICAL COUNT RECOUNT THE VACCINE AND/OR CHECK YOUR DOSES ADMINISTERED TO ENSURE YOU ENTERED THEM CORRECTLY. IF STILL HAVING RECONCILIATION ISSUES PLEASE CONTACT YOUR R.E. BEFORE PROCEEDING

SELECT THE DROP-DOWN ARROW ON THE RIGHT AND SELECT EDIT AND ENTER YOUR QUANTITY THEN CHOOSE REASON ERROR CODE.

**Physical Inventory**

Instructions

1. This page shows all activity since the last time you reconciled your inventory.
2. Complete all other transactions (Receiving, Transfers, Wasted/Expired, Doses Administered up to today) before entering your Physical Count.
3. In the Physical Count column, enter the number of doses on-hand for each vaccine and lot.
4. If your physical count does not match the Automated Total Doses quantity, make sure that all orders have been received and all doses that were administered, transferred, wasted, or expired have been recorded. Return to and update those pages as needed.
5. If, after careful review, there is still a discrepancy between your on-hand count and the system count, enter the reason for the adjustment using the drop-down menu. The need for this should be minimal.
6. When all lines match or have been reconciled, enter your name and hit save at the bottom.
7. Please click 'Addline' to add any items that are not in your Electronic Inventory (example: received extra vaccine by mistake in a shipment). As a reminder, do NOT add private inventory into VAOS

Addline

Vaccine Items  
Provider Portal

41 Items • Sorted by Vaccine Family • Filtered by All vaccine Items - Vaccine Family, Quantity On Hand • Updated 14 minutes ago

Search this list...

	Vacc...	Int...	V. ↑ ↓	Facility	Pr...	Vaccine	NDC	Lot ID	Expirat...	Quantity On H...	Reason...	Create...	Last ...	
1	VI-0355...	PED	DT	Carousel S...	0705...	DT SDV 1 Pack...	49281-02...	C5864AA	4/7/2023	1	Others	6/15/202...	4/4/20...	▼
2	VI-0438...	PED	DTaP	Carousel S...	0705...	Infanrix PFS 10...	58160-08...	Y4259	3/3/2024	40	Others	9/26/202...	4/4/20...	▼
3	VI-0530...	PED	DTaP	Carousel S...	0705...	Infanrix PFS 10...	58160-08...	7HM5J	9/13/2024	20	Others	2/15/202...	4/4/20...	▼
4	VI-0495...	PED	DTaP...	Carousel S...	0705...	Pediarix PFS 10...	58160-08...	9552X	10/26/2024	34	Others	12/15/20...	4/4/20...	▼
5	VI-0530...	PED	DTaP...	Carousel S...	0705...	Pediarix PFS 10...	58160-08...	GT39Z	12/3/2024	70	Others	2/15/202...	4/4/20...	▼

# REPORTING WASTED/EXPIRED VACCINES

IF YOU HAVE NOT WASTED/EXPIRED YOUR VACCINES THIS IS THE TIME TO DO IT. SELECT NEXT IF YOU DO NOT HAVE ANY TO ENTER.

NOTE - TVFC/ASN PROGRAM REQUIRES REPORTING WASTED/EXPIRED VACCINES WITHIN **4** DAYS AFTER THEY HAVE OCCURRED.

Please report all waste/expiration for your facility

### DOSES WASTED DATA ENTRY PAGE

1. From the vaccine in your inventory, enter the number of doses that were wasted or expired for each vaccine lot. Use the drop down to select the reason for the loss
2. In the details box, enter a thorough explanation of the waste
3. Check any applicable boxes for the training that was conducted in order to prevent further loss. At least one check box must be checked.
4. Click Save.
5. If submitting waste for vaccines eligible for return, you will receive a return label from [pkginfo@ups.com](mailto:pkginfo@ups.com) within one week.
6. After clicking Save, navigate to the Reports page and click on "Non-COVID Vaccine Loss Report" to print your VLR for signature.

\* Check All That Apply (must check at least one)

- Trained staff to notify HSR or LHD 90 days before expiration for any vaccine that will not be used by the expiration date.
- Trained Staff to rotate stock and use the vaccine with the soonest expiration date first.
- Trained staff to take immediate action to correct out-of-range temperatures and to contact their HD.
- None of the Above.

\* Select Facility

Choose Facility ▼

<input type="checkbox"/>	Vaccine	Vaccine Int...	Vaccine Fa...	NDC	Lot Number	Expiration ...	Quantity O...	Quantity ...	Select Reason	Selected R...	Description	How will y...
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Back Next

# OPEN ORDERING PAGE

## OPEN ORDERING PAGE

1. Only the brands and presentations that you selected on the Vaccine Choice page are available to order. To update the vaccines that appear here, please click the "Update Choice" button on the right.
2. Vaccine may be ordered only in increments according to the pack size.
3. The following vaccines (pediatric only) may be ordered in single doses: DT, Td, and PPSV23.
4. TVFC requires recording of doses administered up to the current date and inventory and reconciliation (Provider C-33) of all vaccines before an order can be submitted.
5. A current Temperature Recording Form (C-105) must be uploaded on the day of order submission for an order to be submitted. The C-105 must show all temperatures within range or that appropriate action was taken.
6. A reason for deviation is required for any vaccine group where the Order Quantity is greater than the Suggested Order amount.
7. Local health department or health service region will approve all orders.
8. Once the Submit button is clicked, a pop-up message will appear that states "Your order has been submitted." Click the X to have the message disappear.

\* Select An Ordering Facility

Choose Ordering Facility

Complete this field.

**Important: If you have selected your facility under "Select an Ordering Facility", and are unable to proceed with ordering, it may be because you have not uploaded your Temperature Log, reported Doses Administered, or reported Physical Inventory today. Please do so in order to submit an order for your selected facility.**

Please verify all required conditions to proceed with this order.

- I have verified that my shipping address is correct.
- I verify that the temperature of our refrigerator and/or freezer are checked twice daily and I have uploaded my temperature log in VAOS.
- I have verified that my hours of operation are correct and that staff are available to receive and store vaccine deliveries promptly during these times.

Please list all dates in the next two months when your office will be closed outside of your normal business hours.

Please list all dates

Next

SELECT FACILITY,  
CHECK REQUIRED  
CONDITIONS AND LIST  
ANY CLOSING DATES  
TWO MONTHS OUT.

REMINDER - TO GET TO  
THE OPEN ORDERING  
PAGE YOU MUST  
UPLOAD YOUR  
TEMPERATURE LOGS.

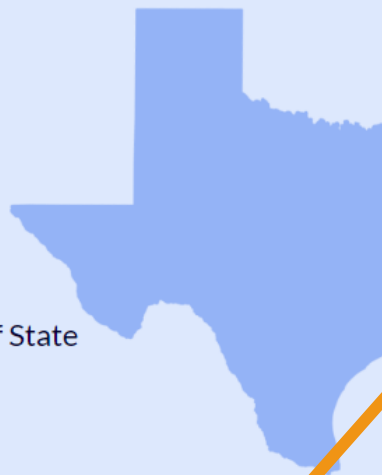


# VACCINE ORDERING

SUGGESTED QTY (MSL) IS WHAT VOAS CALCULATES ACCORDING TO YOUR PREVIOUS DOSES ADMINISTERED.

THIS BOX NEEDS TO BE FILLED IN IF THE QTY YOU ARE ORDERING IS MORE THAN THE SUGGESTED QTY. EXAMPLE OF REASONS - INCREASE IN PT POPULATION, OUT OF VACCINES, ETC.

Welcome to  
**Texas Vaccine Allocation & Ordering System**  
One-stop solution for all vaccine allocation and ordering needs for the Department of State Health Services, Immunization, and Pharmacy Units



**Texas Vaccines for Children**

HPV (Pediatric)		MMRV (Proquad)	
Suggested QTY	0	Suggested QTY	0
<input type="checkbox"/> Gardasil PFS 10 Pack; Ped	Quantity	<input type="checkbox"/> Proquad SDV 10 Pack; Ped	Quantity
Reason For Deviation		Reason For Deviation	

MMR (Pediatric)		Varicella (Pediatric)	
Suggested QTY	30	Suggested QTY	90
<input type="checkbox"/> MMR II SDV 10 Pack; Ped		<input type="checkbox"/> Varivax SDV 10 Pack; Ped	

**MUST CHECK VACCINE TYPE AND ENTER QTY ORDERING HERE.**

Update Choice

UPDATE CHOICE - IF YOU ARE NOT SEEING VACCINES, REGULARLY ORDERED OR HAVE CHANGED YOUR ORDERING SELECTION CLICK UPDATE TO SELECT