

ALERT IIS: How to Run the Vaccine Accountability Report

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).
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.

The screenshot shows the ALERT IIS interface for generating a Vaccine Accountability Report. The left-hand menu is visible, with the 'accountability report request' option highlighted with a red circle. The main content area displays the 'Vaccine Accountability Report Request' form. At the top, there are navigation tabs: 'home', 'manage access/account', 'forms', 'related links', 'logout', and 'help desk'. Below these, the user's role is identified as 'Super User (Provider and LHD)'. The form includes an 'announcements' section with several 'NEW' items. The 'Vaccine Accountability Report Request' section features a 'Begin Date' and 'End Date' dropdown menu, with red arrows pointing to the dropdown arrows. Below this is a 'Select Accountability for Organization' section with a radio button for 'Select Individual Organization'. The 'Organization Name' field contains a list of organizations: 'Amjen Medical Clinic', 'LIONADH PRIVATE CLINIC', and 'LIONADH PUBLIC CLINIC'. There are buttons for 'Add >', 'Add All >>', '< Remove', and '<< Remove All'. The 'Active Inven' section has radio buttons for 'State-Supplied', 'Privately Purchased', and 'Both'. A 'Report Name' field and 'Generate'/'Cancel' buttons are at the bottom.

Vaccine Accountability Report Request

Begin Date: [Quarter 2, 2014] End Date: [Quarter 2, 2014]

Select Accountability Type: State-Supplied

If Individual Accountability: Sorted by Vaccine

Report Name: []

[Generate] [Cancel]

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

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

- 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.

Select Accountability for Organization

Select Individual Organization

Organization Name: Amen Medica Clinic, LIONADH PRIVATE CLINIC, LIONADH PUBLIC CLINIC

Selected Organizations: []

[Add >] [Add All >>] [< Remove] [<< Remove All]

Click the "Add >" button to move the organization from the left to the right box, called "Selected Organizations".

- 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

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.

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:

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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.)

Accountability Report Status							
Report Name	VFC PIN	Vaccine Type	Begin Date	End Date	Status	Summary Report	Detail Report
Amjen Medical Clinic	P70004	Both	Month 4, 2014	Quarter 4, 2014	70%	Amjen Medical Clinic.xls	Amjen Medical Clinic_Detail.xls
All clinics	P70004	Both	Quarter 4, 2014	Month 3, 2015	100%	<u>All clinics.xls</u>	

When status indicates “100%” you can click on the underlined hyperlink(s) to view the report.

Understanding the Vaccine Accountability Reports

- 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 - Amjen Medical Clinic										Oregon Vaccines for Children		
Org Code: AL9999					VFC PIN: P10002								
Report timeframe: Month 4, 2014 - Quarter 4, 2014			Report date: 04/09/2015			Vaccine Funding Source: Both							
<i>This report only reflects data reported to ALERT IIS during the report timeframe and does not include influenza vaccine.</i>													
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 %
P10002	Amjen Medical Clinic	Deschutes	UIP/aP-HepB-Polio	34	0	0	0	0	0	0	34	34	100.00%
P10002	Amjen Medical Clinic	Deschutes	HepA	33	40	-1	-72	0	0	0	0	73	100.00%

- 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.

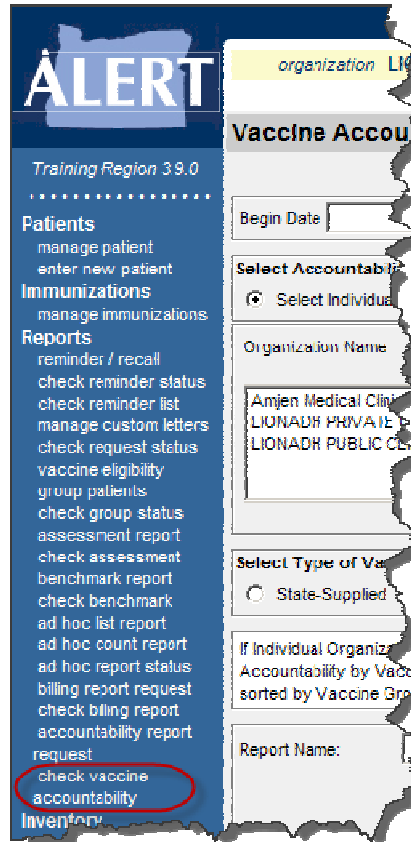
Oregon Immunization Program	Vaccine Accountability Report - Amjen Medical Clinic										Oregon Vaccines for Children		
Org Code: AL9999					VFC PIN: P10002								
Report timeframe: Month 4, 2014 - Quarter 4, 2014			Report date: 04/09/2015			Funding Source: Both							
<i>This report only reflects data reported to ALERT IIS during the report timeframe and does not include influenza vaccine.</i>													
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-HepB-Polio	FDD1005-32	14	0	0	0	0	0	0	14	14	100.00%		
DTP/aP-HepB-Polio	FDD1005-33	20	0	0	0	0	0	0	20	20	100.00%		
DTP/aP-HepB-Polio	ALL	34	0	0	0	0	0	0	34	34	100.00%		
HepA	0769T	0	10	0	-10	0	0	0	0	10	100.00%		
HepA	1231231	8	0	-1	-7	0	0	0	0	8	100.00%		
HepA	123499x	25	0	0	-25	0	0	0	0	25	100.00%		
HepA	AHAVA031B3	0	20	0	-20	0	0	0	0	20	100.00%		
HepA	1234318	0	10	0	-10	0	0	0	0	10	100.00%		
HepA	ALL	33	40	-1	-72	0	0	0	0	73	100.00%		
HepA-HepB	AHAB058CA	0	20	0	-20	0	0	0	0	20	100.00%		

- 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.



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
Multiple Orgs	321	State-Supplied	Month 1, 2014	Month 2, 2014	100%	Multiple Orgs.xls	

#end#