Vaccine Inventory User Guide

Revised: 12/10/21

The purpose of this guide is to provide a thorough overview of the CAIR2 Vaccine Inventory feature. This feature is helpful for providers who want to manage their vaccine inventory directly in CAIR2 and generate site-level vaccine inventory reports. This feature is available to users with Inventory (Power) User access.

**NOTE:** Data Exchange (DX) providers using the CAIR2 Inventory Decrementing feature must use the CAIR2 Inventory feature. DX providers not using the DX Inventory Decrementing feature do not need to use the CAIR2 Inventory feature.

For additional support, the following resources are available:

Local CAIR Representatives (LCRs): [http://cairweb.org/lcrs/](http://cairweb.org/lcrs/)

CAIR Help Desk:
- Phone: 800-578-7889
- Email: CAIRHelpDesk@cdph.ca.gov

CAIR Website: [www.cairweb.org](http://www.cairweb.org)
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INTRODUCTION TO THE CAIR2 VACCINE INVENTORY FEATURE

The Vaccine Inventory feature in CAIR2 is designed to be a complete tracking system for a provider’s vaccine inventory. This feature allows a provider to:

- Add their vaccine inventory which is then automatically adjusted as doses administered are recorded in CAIR2.
- Make adjustments (e.g., as additional shipments are received).
- View inventory.
- Run various inventory-related reports.

**NOTE:** Providers submitting vaccine information to CAIR2 via Data Exchange (DX) must also use the Vaccine Inventory feature if they are utilizing the CAIR2 DX Inventory Decrementing feature.

The Vaccine Inventory feature is only available to users with the CAIR2 Inventory (Power) User Role.

SECTION I: ACCESSING THE VACCINE INVENTORY FEATURE

To access the vaccine inventory feature in CAIR2:

1. Log into CAIR2 at [https://cair.cdph.ca.gov/](https://cair.cdph.ca.gov/).
2. On the left blue menu panel, under ‘Inventory’ click on the manage inventory link.
3. The Manage Inventory/Inventory Alerts screen will display.

The following buttons will be located on the right-hand side of the screen:

- **Show Inventory:** Displays the ‘Manage Inventory’ screen which allows creating/adding, viewing, updating, and reporting of inventory.
- **Show Transactions:** Displays the ‘Vaccine Transactions’ screen which allows reporting of inventory.
- **Update Alert Prefs:** Displays the ‘Inventory Alert’ screen which allows setting of inventory expiration and low-level alerts.
- **Cancel:** Takes you back to the ‘Home’ screen in CAIR2.

**NOTE:** Current Inventory Alerts will display at the bottom of this screen if vaccine lots have been entered into CAIR2 (See Section V for more information):
SECTION II: ADDING NEW VACCINE LOTS

This section describes how to add a new lot of vaccine to your CAIR2 inventory. Use the ‘Add Inventory’ button ONLY if you are adding a new lot vaccine you have received (i.e., one with a new lot number, trade name, expiration date and/or funding source). If you have received additional doses of a vaccine lot that is already in your CAIR2 inventory, refer to Section IV of this guide.

To add the new vaccine lot:
1. Follow steps in Section I to get to the ‘Manage Inventory/Inventory Alerts’ screen.
2. Click on the Show Inventory button.
3. Then click the Add Inventory button.
4. The Add Vaccine Inventory Information screen will display.
NOTE: Fields that are in blue and have an asterisk (*) are **REQUIRED**. Select the radio button next to either the ‘Vaccine Group’, ‘Trade Name’, or ‘Manufacturer’ fields to begin your search for the vaccine lot you want to add. The radio button automatically defaults to the ‘Vaccine Group’ field. More information provided below.

Select/enter the following **REQUIRED** fields:

- **Vaccine Group**: It is recommended to start with the ‘Vaccine Group’ to narrow the search. Select the ‘Vaccine Group’ to document (e.g., Influenza Seasonal) and the ‘Trade Name’ and ‘Manufacturer’ will prepopulate based on the ‘Vaccine Group’ selected.
- **Trade Name**: If selected first, it will narrow the list in the ‘Vaccine Group’ and ‘Manufacturer’ fields.
- **Manufacturer**: If selected first, it will narrow the list in the ‘Vaccine Group’ and ‘Trade Name’ fields.
- **Lot Number**: Enter lot number exactly as it appears on vaccine vial/syringe.
- **Dose**: Select the standard amount that is given to a patient for this vaccine (e.g., .25 mL, .5 mL, etc.). This will depend on the age of the patient (e.g., Hep A and Hep B) based on the different formulation of the vaccine.
- **Expiration Date**: Enter MM/DD/YYYY format. If only the month and year are listed on the syringe/vial, then enter the last day of the month.
- **Funding Source**: Select the funding source as stated on the packing slip (e.g., VFC, 317, State General Fund, Private).

  **NOTE**: It is important to choose the correct Funding Source because once the vaccine lot is saved the ‘Funding Source’ field cannot be changed.

- **Lot Active**: Will default to ‘Yes’ in the drop-down.

  **NOTE**: If the lot is shown as ‘Yes,’ it will make it available for selection in the drop-down on the ‘Add Immunizations’ screen when staff are recording new shots. However, you can add a lot and set this field as ‘No,’ so it is not made available in the drop-down (e.g., some sites choose to do this, so that older vaccine lots are used first). Remember to change it to ‘Yes’ when you are ready for staff to start using this lot.

- **Quantity on Hand**: Enter the number of doses (not the number of vials) received.

  **NOTE**: If you receive a multidose vial (e.g., IPOL), you will need to multiply the number of doses in a vial times the total amount of vials received (e.g., if you received 2 multidose vials, with 10 doses in each vial, you need to enter 20 doses in this field).
The following fields are **OPTIONAL** fields you can select/enter:
- **NDC (National Drug Code):** This information can be found on the packing slip and vaccine.  
  **NOTE:** It is highly recommended that you leave this field blank because several vaccines have the same NDC code, and this could impact the accuracy of your inventory.
- **Packaging:** Will only provide options to select if an ‘NDC’ code is selected.
- **Cost Per Dose ($):** Enter if you want to track this information.

5. Once the information is completed, click on the ‘Save’ button. The message ‘Inventory was inserted successfully’ will appear in red at the bottom of the screen.

6. To add more vaccine lots, click on the ‘Add New’ button or click the ‘Cancel’ button to return to the ‘Manage Inventory’ screen.

**SECTION III: VIEWING YOUR VACCINE INVENTORY**

This section describes how to view inventory that has been entered into CAIR2. You can view the vaccine lots by Funding Source and by Status (e.g., Active, Inactive, Non-Expired, Expired).

To view your site’s current inventory:
1. Follow steps in **Section I** to get to the ‘Manage Inventory/Inventory Alerts’ screen.
2. Click on the ‘Show Inventory’ button.
3. The **Manage Inventory** screen will display:
   a) On the top part of the screen, the following buttons will display:
b) On the bottom part of the screen, information about the vaccine lots you have in inventory will display:

![Image of screen displaying vaccine inventory](image)

The screen defaults to display ‘ALL’ Funding Sources and ‘Non-Expired’ vaccines, but you can sort it using the drop-down menu and/or radio buttons at the top:

- **Funding Source**: Use this drop-down to display vaccines from a specific Funding Source depending on which types of vaccines your site receives (e.g., VFC, 317, State General Fund, Private).
- **Show**: Use these radio buttons to display only ‘Active,’ ‘Inactive,’ ‘Non-Expired,’ or ‘Expired’ vaccines.
  - **Active**: Will show only vaccine lots that have doses remaining and are not expired in your inventory.
  - **Inactive**: Will show only vaccine lots that have been inactivated by a CAIR2 Inventory (Power) user at your site (e.g., vaccine lot may have been recalled) or automatically inactivated by CAIR2 (e.g., no doses remaining in the vaccine lot, or the vaccine lot has expired).
  - **Non-Expired**: Will show all vaccines lots that are not expired, both ‘Active’ and ‘Inactive.’
  - **Expired**: Will show all vaccines lots that have expired, both ‘Active’ and ‘Inactive.’

c) The following is a description on how the vaccine lots are categorized by column:
NOTE: Pink highlighted rows are vaccine lots that will be expiring soon. The default is 30 days or the time alert set in ‘Update Alert Prefs’ (See Section V). Vaccine lots that are inactive and/or have zero doses left in inventory will display in red font.

- **Select:** This column allows you to modify the quantity of the selected vaccine(s) (See Section IV).
- **Trade Name:** Displays the vaccine trade name in alphabetical order.
- **Funding Source:** Displays the funding source of the vaccine (e.g., VFC, 317, State General Fund, Private).
- **Lot Number:** Displays the lot number of the vaccine.
- **Packaging:** Displays the packaging information of the vaccine, if it was entered when the lot was created.
- **NDC:** Displays the National Drug Code (NDC) of the vaccine, if it was entered when the lot was created.
- **Inv On Hand:** Displays the number of doses remaining in the vaccine lot.
- **Active:** ‘Y’ indicates the vaccine lot is ‘Active’ and ‘N’ indicates the vaccine lot is ‘Inactive.’
- **Exp Date:** Displays the vaccine expiration date.

### SECTION IV: UPDATING INVENTORY

This section describes how to edit vaccine lot information (e.g., lot number, dose, expiration date, etc.) and modify the quantity on hand of existing vaccine lots.

#### A. EDITING INFORMATION FOR AN EXISTING VACCINE LOT

To correct vaccine lot information (e.g., tradename, manufacturer, lot number, dose, expiration date, lot active), follow the steps below:

1. Follow steps on Section I to get to the ‘Manage Inventory/Inventory Alerts’ screen.
2. Click on the ‘Show Inventory’ button.
3. Click on the hyperlinked ‘Trade Name’ of the vaccine lot you wish to update.

4. Make the desired changes to any field(s). Any changes made to a vaccine lot after doses have been administered to patients will automatically update all patients’ records who have received this vaccine lot.
NOTE: You cannot change the ‘Funding Source’ for a vaccine lot. If you need to make changes to the Funding Source, you must delete the vaccine lot and recreate it again as a new vaccine lot. You cannot delete a vaccine lot if doses have been administered from the vaccine lot.

5. Click the ‘Save’ button on the upper right-hand corner of the screen.

B. MODIFYING THE QUANTITY OF AN EXISTING VACCINE LOT

To modify the quantity (number) of doses for an existing vaccine lot, follow the steps below to add or subtract doses (e.g., drawn but not used, etc., if you received additional doses of this vaccine lot):

1. Follow steps on Section I to get to the ‘Manage Inventory/Inventory Alerts’ screen.
2. Click on the ‘Show Inventory’ button.
3. Click on the hyperlinked ‘Trade Name’ of the vaccine you wish to update.
4. In the Modify Quantity On Hand section at the bottom of the screen, select the following information:

   - Action: Select ‘Add’ or ‘Subtract’ depending on whether you need to add or subtract doses from the lot.
   - Amount: Enter the quantity of doses to be added or subtracted.
     
     NOTE: If you need to modify doses from a multidose vial (e.g., IPOL), you will need to add or subtract the actual number of doses (e.g., if a multidose vial broke with 5 doses remaining, you will need to subtract the 5 doses. If you received 2 additional multidose vials, with 10 doses in each vial, you need to add 20 doses).
   - Reason Type: Select a reason for changing the quantity of the vaccine lot. Refer to Table 1 for a description of the various options for the ‘Reason Type’ drop-down.
   - Reason Notes (optional): Enter a brief description of why you are modifying the doses.
     
     NOTE: Reason Notes currently do not display after you enter them. This will be fixed in a later release of CAIR2.

5. Click the ‘Save’ button at the upper right-hand corner. The message ‘Inventory was updated successfully’ will display at the bottom of the screen.
C. MODIFYING THE QUANTITY FOR MULTIPLE EXISTING VACCINE LOTS

To modify the quantity of doses for multiple existing vaccine lots, follow the steps below to add or subtract the doses (e.g., multiple lots transferred to another provider):

**NOTE:** This adjustment is similar to the ‘Modifying the Quantity of an Existing Vaccine Lot’ subsection above. However, this section is for adjusting multiple vaccine lots at one time.

1. Follow steps on **Section I** to get to the ‘Manage Inventory/Inventory Alerts’ screen.
2. Click on the ‘Show Inventory’ button.
3. Under the ‘Select’ column, click the checkboxes next to all vaccine lots you wish to update and click on the ‘Modify Quantity’ button on the upper right-hand corner.

![Modify Quantity On Hand for Selected Site(s) screenshot]

4. On the **Modify Quantity On Hand for Selected Site(s)** section, complete the information as mentioned on the ‘Modifying the Quantity of an Existing Vaccine Lot’ subsection above.

![Modify Quantity On Hand for Selected Site(s) screenshot]

5. Click the ‘Save’ button at the upper right-hand corner when you are done modifying all of the lots you selected. You will then be taken back to the ‘Manage Inventory’ screen.
SECTION V: INVENTORY ALERTS

Inventory Alerts are located on the Home Screen and on the Manage Inventory/Inventory Alerts screen. These Alerts inform both Regular and Inventory (Power) users of the status of your site’s vaccine inventory such as vaccines that are going to expire soon or that are running low. The alerts are initially set by default in CAIR2, but Inventory (Power) user(s) at your site can adjust these settings.

The following show what is displayed in the Inventory Alerts section:

- **Vaccine Order/Transfer Notification:** Displays order and transfer information for the organization.
  
  **NOTE:** This section is not currently working.

- **Active Inventory that is Going to Expire or Expired Lots with a Quantity:** Displays Active vaccine lots that will be expiring soon or have already expired with doses still remaining in inventory.

- **Inventory that is Running Low by Vaccine Group:** Displays vaccine lots that are running low on inventory categorized by Vaccine Group.

- **Inventory that is Running Low by Trade Name:** Displays vaccine lots that are running low on inventory by Trade Name.

**A. VIEWING/UPDATING INVENTORY ALERT PREFERENCES**

CAIR2 has default Inventory Alert Preferences already set. However, Inventory (Power) user(s) at your site can adjust these settings:

1. Follow steps on Section I to get to the ‘Manage Inventory/Inventory Alerts’ screen.
2. Click on the ‘Update Alert Prefs’ button.
3. You will then see the following sections:
• **Inventory Expiration Alerts:** The default is set to 30 days prior to expiration. You can change the number of days on the ‘Notify me when a lot will expire within’ field.

• **Update Low-Level Alert Defaults:** The default is set to 5 doses. You can change the number of doses in the ‘The custom organization low level default is’ field. Click the appropriate radio button for ‘Vaccine Group’ or ‘Trade Name’ (default is Trade Name).

• **Update Low-Level Alerts by Vaccine Group (optional):** Use this if you want to specify the low-level Alerts settings for specific Vaccine Group or Funding Sources.

4. Click the ‘Save’ button when you are done. The message ‘Updated Alert Preferences’ will then appear on the upper left-hand corner of the screen.

**NOTE:** You can reset the Alert Preferences back to the defaulted settings by clicking on the **Reset Default** button.

**SECTION VI: CURRENT INVENTORY COUNT REPORT**

This section describes how to run a **Current Inventory Report** on your vaccine inventory. **Best Uses:** This report is useful to verify that the quantity of doses in your CAIR2 inventory match with the quantity of doses in your site’s refrigerator/freezer.

**NOTE:** It is good practice to run this report regularly (e.g., once a week) so if the counts do not match, you can identify the problem more quickly by running additional reports.

To generate the report:

1. Follow steps on [Section I](#) to get to the ‘Manage Inventory/Inventory Alerts’ screen.
2. Click on the ‘Show Inventory’ button.
3. Select the ‘Funding Source’ and ‘Show’ for the vaccine lots you would like to see in the report.
4. Then click the ‘Print’ button.
To print the report, use the print feature of your browser.

Below is an example of the Current Inventory Count Report:

<table>
<thead>
<tr>
<th>Vaccine Group</th>
<th>Trade Name</th>
<th>NDC</th>
<th>Lot Number</th>
<th>Funding Source</th>
<th>Intent</th>
<th>Packaging</th>
<th>Expiration Date</th>
<th>Active</th>
<th>Inventory on Hand</th>
<th>Doses Administered</th>
<th>Physical Count</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Adeno</td>
<td></td>
<td>AJ1234</td>
<td>VFC</td>
<td></td>
<td></td>
<td>08/01/2020</td>
<td>N</td>
<td>80</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td></td>
<td>DT/HepP</td>
<td>0142</td>
<td>0101</td>
<td>VFC</td>
<td>Y</td>
<td></td>
<td>01/01/2022</td>
<td>50</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>HepA</td>
<td>2345</td>
<td>0202</td>
<td>VFC</td>
<td></td>
<td></td>
<td>02/22/2022</td>
<td>100</td>
<td></td>
<td>4</td>
<td></td>
</tr>
<tr>
<td></td>
<td>HAVax-Peds 2 Dose</td>
<td>3456</td>
<td>0303</td>
<td>VFC</td>
<td>Y</td>
<td></td>
<td>03/03/2022</td>
<td>34</td>
<td></td>
<td>0</td>
<td></td>
</tr>
<tr>
<td></td>
<td>HPV</td>
<td>6789</td>
<td>0404</td>
<td>VFC</td>
<td></td>
<td></td>
<td>04/04/2024</td>
<td>50</td>
<td></td>
<td>35</td>
<td></td>
</tr>
<tr>
<td></td>
<td>HPV</td>
<td></td>
<td>0505</td>
<td>VFC</td>
<td>Y</td>
<td></td>
<td>05/05/2025</td>
<td>50</td>
<td></td>
<td>0</td>
<td></td>
</tr>
<tr>
<td></td>
<td>HPV</td>
<td></td>
<td>0606</td>
<td>VFC</td>
<td>Y</td>
<td></td>
<td>06/06/2026</td>
<td>50</td>
<td></td>
<td>20</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Influenza-</td>
<td>0707</td>
<td>0707</td>
<td>VFC</td>
<td>Y</td>
<td></td>
<td>07/07/2027</td>
<td>47</td>
<td></td>
<td>0</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>0808</td>
<td>PVT</td>
<td>Y</td>
<td></td>
<td>08/08/2028</td>
<td>100</td>
<td></td>
<td>0</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>0909</td>
<td>VFC</td>
<td>Y</td>
<td></td>
<td>09/09/2029</td>
<td>30</td>
<td></td>
<td>2</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>1010</td>
<td>VFC</td>
<td>Y</td>
<td></td>
<td>10/10/2030</td>
<td>60</td>
<td></td>
<td>6</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>1111</td>
<td>VFC</td>
<td>Y</td>
<td></td>
<td>11/11/2031</td>
<td>150</td>
<td></td>
<td>0</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>1212</td>
<td>VFC</td>
<td>Y</td>
<td></td>
<td>12/12/2032</td>
<td>100</td>
<td></td>
<td>1</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>1313</td>
<td>VFC</td>
<td>Y</td>
<td></td>
<td>13/13/2033</td>
<td>100</td>
<td></td>
<td>0</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>1414</td>
<td>VFC</td>
<td>Y</td>
<td></td>
<td>14/14/2034</td>
<td>100</td>
<td></td>
<td>0</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>1515</td>
<td>VFC</td>
<td>Y</td>
<td></td>
<td>15/15/2035</td>
<td>100</td>
<td></td>
<td>0</td>
<td></td>
</tr>
</tbody>
</table>

The report will display the information for the lots you selected on the ‘Funding Source’ drop-down and ‘Show’ radio button. The right-hand side of the report will display:

- **Inventory on Hand**: This column shows the quantity (number) of doses remaining for that lot in your CAIR2 inventory.
- **Physical Count**: This column is blank to allow you to document the physical count of the doses you have in your refrigerator/freezer to verify the counts match what CAIR2 shows in your inventory.

**NOTE**: If the counts do not match, you can run an ‘Inventory Transactions Report’ (See Section VII) and/or the ‘Doses Administered Report’ (See Section VIII) to verify what occurred with those doses. You can then make adjustments to the vaccine lots by following the steps in Section IV to make sure the counts match.
SECTION VII: INVENTORY TRANSACTIONS REPORT

This section describes how to run an **Inventory Transactions Report** to view all of the inventory transactions that have occurred for your site for all or specific lots of vaccine during a date range you designate. **Best Uses:** This report is useful when you are trying to verify missing doses or if you’re trying to see every transaction that was documented in CAIR2 for your vaccine lot(s).

To generate the report:

1. Follow steps on **Section I** to get to the ‘Manage Inventory/Inventory Alerts’ screen.
2. Click the ‘Show Transactions’ button.

3. On the **Vaccine Transactions** screen, select the following information:

   - **Date Entered:** Enter the ‘From’ and ‘To’ dates if you want to view all of the transactions that have occurred in CAIR2 during a specific date range.
   - **Date Shot was Given:** Enter the ‘From’ and ‘To’ dates if you want to view all of the immunizations administered to patient(s) during the date range entered.
   - **User Name:** Defaults to ‘All User Names’ but you can select a specific staff member (user) at your site to see what transactions they made in CAIR2.
   - **Transaction Type:** Defaults to ‘All Transaction Types’ but you can select a specific transaction type in the drop-down (e.g., Drawn but not used, spilled/broken, etc.). See [Table II](#) for a description of all the Transaction Types.
   - **Site Name:** Defaults to ‘All Sites with Inventory’, but if you have access to more than one site, you can select a specific site in the drop-down to see transaction(s) at that site.
   - **Trade Name/Lot Number/Funding Source:** Defaults to ‘All Lot Numbers’ but you can select a specific vaccine lot in the drop-down to view all transactions done in that vaccine lot.
   - **Display Last:** Defaults to the last 200 records but you can change the quantity of records you wish to view.

4. When you are done, click the ‘View’ button.
Below is an example of an Inventory Transactions Report:

### Vaccine Transactions for Organization: CAIR Clinic 1 - CAIRCLINIC1 - 11234

<table>
<thead>
<tr>
<th>Site Name</th>
<th>Trans Date</th>
<th>Lot/Funding Source</th>
<th>Trade Name</th>
<th>Type</th>
<th>Qty</th>
<th>Patient Id/Name</th>
<th>Patient Name</th>
<th>DOB</th>
<th>Username</th>
<th>Trans Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>CAIR Clinic 1</td>
<td>10/20/2021</td>
<td>0201/04 / VFC</td>
<td>1 Preavg</td>
<td>Immunize</td>
<td>-1</td>
<td>407528</td>
<td>MORALESGEORG</td>
<td>06/01/2017</td>
<td>roroardo</td>
<td></td>
</tr>
<tr>
<td>CAIR Clinic 1</td>
<td>10/20/2021</td>
<td>FL0210 / VFC</td>
<td>1 Preavg</td>
<td>Delete</td>
<td>1</td>
<td>407528</td>
<td>MORALESGEORG</td>
<td>06/01/2017</td>
<td>roroardo</td>
<td></td>
</tr>
<tr>
<td>CAIR Clinic 1</td>
<td>10/20/2021</td>
<td>YTE6714 / VFC</td>
<td>1 Pediatrics</td>
<td>Immunize</td>
<td>-1</td>
<td>407528</td>
<td>MORALESGEORG</td>
<td>06/01/2017</td>
<td>roroardo</td>
<td></td>
</tr>
<tr>
<td>CAIR Clinic 1</td>
<td>10/20/2021</td>
<td>NF00898821 / VFC</td>
<td>1 Fluzone</td>
<td>Immunize</td>
<td>-1</td>
<td>407528</td>
<td>MORALESGEORG</td>
<td>06/01/2017</td>
<td>roroardo</td>
<td></td>
</tr>
<tr>
<td>CAIR Clinic 1</td>
<td>10/20/2021</td>
<td>YTE6674 / VFC</td>
<td>1 Pediatrics</td>
<td>Delete</td>
<td>1</td>
<td>407528</td>
<td>MORALESGEORG</td>
<td>06/01/2017</td>
<td>roroardo</td>
<td></td>
</tr>
<tr>
<td>CAIR Clinic 1</td>
<td>10/20/2021</td>
<td>PL0210 / VFC</td>
<td>1 Preavg</td>
<td>Delete</td>
<td>1</td>
<td>407528</td>
<td>MORALESGEORG</td>
<td>06/01/2017</td>
<td>roroardo</td>
<td></td>
</tr>
</tbody>
</table>

### Vaccine Transactions Totals

<table>
<thead>
<tr>
<th>Trans Code</th>
<th>Trans Description</th>
<th>Trans Count</th>
<th>Trans Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>REC</td>
<td>Receipt of Inventory</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Immunize</td>
<td>Immunizations Given</td>
<td>4</td>
<td>-4</td>
</tr>
<tr>
<td>Delete</td>
<td>Immunizations Deleted</td>
<td>4</td>
<td>4</td>
</tr>
<tr>
<td>Tria</td>
<td>Doses Transferred</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>3</td>
<td>Spillage reported by provider</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>4</td>
<td>Expiration reported by Provider</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>5</td>
<td>Lost or damaged in transit to Provider</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>6</td>
<td>Failure to store properly upon receipt by Provider</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>7</td>
<td>Refrigeration failure reported by Provider</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>11</td>
<td>Lost or unaccounted for in Provider inventory</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>12</td>
<td>Other - Not Usable, reported by Provider</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>RECALL</td>
<td>Doses Recalled</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>ADMIN</td>
<td>Doses Administered</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>TRAEXP</td>
<td>Expired Doses Transferred</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>BORROWEDIN</td>
<td>Borrowed In</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>BORROWEDOUT</td>
<td>Borrowed Out</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>BORROWED</td>
<td>Borrowed In / Out</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>RET</td>
<td>Doses Returned</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>SWR</td>
<td>Error Correction</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>RECON</td>
<td>Doses Reconstituted</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>LOTDELETE</td>
<td>Lot Deleted</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

### SECTION VIII: DOSES ADMINISTERED REPORT

The Doses Administered Report is one of the most useful reports in CAIR2. It shows the number of doses administered to patients by your site (not historical doses), the number of unique patients that have received those doses, and information about the patients who received the doses within a specified date range. See to the CAIR2 Regular User Guide for more information on running this report.

### SECTION IX: Reports for Providers that have State–Supplied Vaccine (e.g., VFC, 317 and/or SGF)

The State-Supplied Vaccine Report, the State-Supplied Flu Report, and the Vaccine Eligibility Report only display for providers who receive Vaccines for Children (VFC), 317 and/or State General Fund (SGF) vaccines.

#### A. STATE-SUPPLIED VACCINE REPORT

The State-Supplied Vaccine report helps with your vaccine ordering by providing both the doses administered (e.g., during the date range you enter) and doses available (e.g., as of the date and time you run the report) for your State-Supplied vaccines in CAIR2. **Best Uses:** This report is useful for determining your next VFC/317/SGF vaccine order and providing information to CDPH when requested.
The report has separate columns for administered doses of VFC vaccines, 317 vaccines (two age groups - 18 and under and 19+) and SGF vaccine. The vaccines are categorized by Vaccine Code, Lot Number, Expiration Date, Doses Administered by Funding Source (e.g., VFC, 317, State GF), Total, and the # Doses Available as of today (the date and time you ran the report). It also includes any lots that expired during the date range.

To generate the report:

1. Click **state supplied vaccine report** under the ‘Reports’ section of the blue Menu Panel.

2. The **State Supplied Vaccine Report** screen will display. Enter the date range you would like to run the report ‘From’ and ‘To’ using the MM/DD/YYYY format and then click the ‘Generate Report’ button.

   ![State Supplied Vaccine Report](image)

   **NOTE:** The ‘From’ field defaults to 07/01/2012 because this report was not available before that date and will not provide data on vaccines given before that date.

3. A pop-up will display. Click on the **OK** button to generate the report.

4. To print the report, use the print feature of your browser.

**Below is an example of State Supplied Vaccine Report:**

<table>
<thead>
<tr>
<th>Provider ID: CAIRCLINIC1</th>
<th>Doses Administered</th>
<th># Doses Available as of today</th>
</tr>
</thead>
<tbody>
<tr>
<td>Vaccine Code</td>
<td>Lot Number</td>
<td>Expiration Date</td>
</tr>
<tr>
<td>DTaP</td>
<td>918A2</td>
<td>01/01/2022</td>
</tr>
<tr>
<td>DTaP Total</td>
<td></td>
<td></td>
</tr>
<tr>
<td>DTaP, 5 pertussis antigens</td>
<td></td>
<td></td>
</tr>
<tr>
<td>DTaP, 5 pertussis antigens Total</td>
<td></td>
<td></td>
</tr>
<tr>
<td>DTaP-HepB-IPV</td>
<td>YT6574</td>
<td>05/01/2022</td>
</tr>
<tr>
<td>DTaP-HepB-IPV Total</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

---

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B. STATE-SUPPLIED FLU REPORT
The State-Supplied Flu Report will provide a summary of Flu doses your site administered by age range, vaccine type and lot number of all active vaccine lots in in your CAIR2 inventory during the date range entered. **Best Uses:** This report is useful for determining your upcoming VFC/317/SGF vaccine orders and providing doses administered information to CDPH when requested.

To generate the report:
1. Click **state supplied flu report** under the ‘Reports’ section of the blue Menu Panel.

2. The **State Supplied Flu Report** screen will display. Enter the date range you would like to run the report ‘From’ and ‘To’ using the MM/DD/YYYY format. Click the **Generate Report** button.

![](image)

**NOTE:** The ‘From’ field defaults to 08/01/2013 because the report was not available before that date and will not provide data on vaccines given before that date.

3. To print the report, use the print feature of your browser.

**Below is an example of a State-Supplied Flu Report:**
The report shows your Flu vaccines listed by Trade Name/Presentation, Lot Number, and Doses Administered (based on patient age and CAIR2 vaccine eligibility code) from the date range entered.

![](image)
C. **VACCINE ELIGIBILITY REPORTS**

The Vaccine Eligibility Reports provide detail on the number of patients that were vaccinated by your organization for each Vaccine Eligibility type for a specified date range. There are three different types of reports to choose from. These reports are useful for reviewing vaccine usage (number of doses given) by patient eligibility and vaccine group.

To generate the reports:

1. Click **vaccine eligibility** under the ‘Reports’ section of the blue Menu Panel.

2. The **Vaccine For Children Report Criteria** screen will display. Enter the date range you would like to run the report ‘From’ and ‘To’ using the MM/DD/YYYY format.

   **NOTE:** Although the title of the screen says, ‘Vaccine For Children’, these reports provide information on all State-supplied vaccines (VFC, 317, SGF) as well as Privately purchased vaccines. The title will be fixed in a future release of CAIR2.

3. Choose which report you want to run by clicking on the radio button. The three choices are:
   - **Vaccine Group Report:** Displays the number of doses administered by your site sorted by vaccine eligibility and vaccine groups for the date range entered.
   - **Dosed Based Eligibility Report:** Displays the number of doses administered by your site sorted by vaccine eligibility and age range groups. This report also provides an ‘annualized’ estimate of the number of doses that might be given by your site for the entire year based on the number already given.
   - **Patient Population Estimates Report:** Displays the total number of unique patients immunized by your site sorted by patient eligibility.

4. Click the ‘Generate Report’ button.

5. The **VFC Report Status** screen will display. Click on the ‘Refresh’ button until the ‘Status’ column shows as 100%. When the report is complete, click on the hyperlink under the ‘Report Name’ column to view the report.
Below is an example of the Vaccine Group Report:
This report shows a key listing the patient Vaccine Eligibility Codes used in CAIR2. It includes a column showing vaccine(s) given during the date range selected for your report and individual columns for each vaccine eligibility code with the number of vaccine(s) given per eligibility with a Total. **Best Uses:** Reviewing vaccine usage (number of doses given) by patient eligibility and vaccine group.

![Vaccine Group Report](image)

Below is an example of the Dose Based Eligibility Report:
This report shows the number of doses administered within a specified time frame, sorted by vaccine eligibility and by age range. The report also extrapolates data to a full year. **Best Uses:** Reviewing vaccine usage (number of doses given) by patient eligibility category and age.

![Dose Based Eligibility Report](image)

Below is an example of the Patient Population Estimates Report:
This report shows the number of unique patients immunized within a specified time frame, sorted by vaccine eligibility and by age range. The report also extrapolates data to a full year. **Best Uses:** VFC Recertification.

![Patient Population Estimates Report](image)
**TABLE I: REASON TYPES AND DESCRIPTIONS FOR ADDING OR SUBTRACTING INVENTORY**

This table describes the ‘Reason Types’ discussed in Section IV, Modifying the Quantity of an Existing Vaccine Lot.

<table>
<thead>
<tr>
<th>REASON TYPE</th>
<th>REASON TYPE DESCRIPTION</th>
<th>EXAMPLE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Error Correction</td>
<td>Adding, subtracting, or adjusting vaccine doses that were incorrectly entered.</td>
<td>Provider received 50 doses of MMR, but accidently added ‘500’ doses to inventory.</td>
</tr>
<tr>
<td>Drawn But Not Used</td>
<td>Subtracting vaccine doses that were not administered to a patient.</td>
<td>Provider drew the vaccine into the syringe from a multi-dose vial to administer to a patient, but the patient refused the shot and the vaccine can't be used.</td>
</tr>
<tr>
<td>Spilled/Broken</td>
<td>Subtracting vaccine doses due to accidently broken, cracked or spilled vials.</td>
<td>Provider accidentally dropped a vial and it broke.</td>
</tr>
<tr>
<td>Doses Recalled by Manufacturer</td>
<td>Subtracting vaccine doses that have been recalled by the manufacturer.</td>
<td>Manufacturer sent a recall notice for a specific vaccine lot and the remaining doses in inventory can’t be used.</td>
</tr>
<tr>
<td>Doses Administered</td>
<td>Subtracting vaccine doses due to administering shots to a patient.</td>
<td>Provider added new lot of HepA and although this lot was not entered in CAIR2 Inventory yet, provider administered 2 shots from this lot.</td>
</tr>
<tr>
<td>Transfer In</td>
<td>Adding vaccine doses to an existing lot, or doses that were added to your inventory from another organization.</td>
<td>Provider received 100 new doses of Flu for the exact same lot number and funding source.</td>
</tr>
<tr>
<td>Transfer Out</td>
<td>Subtracting vaccine doses from your inventory to another organization.</td>
<td>Provider transferred 20 doses of Proquad to sister site.</td>
</tr>
<tr>
<td>Spoiled/Storage Issue by Provider</td>
<td>Subtracting vaccine doses due to vaccines spoiling prior to being expired or spoiling because they were not properly stored.</td>
<td>Provider stored Pediarix doses in freezer instead of refrigerator and all the vaccines froze and spoiled.</td>
</tr>
<tr>
<td>Reason Type</td>
<td>Description</td>
<td>Example</td>
</tr>
<tr>
<td>-----------------------------------------------</td>
<td>-----------------------------------------------------------------------------</td>
<td>---------</td>
</tr>
<tr>
<td>Lost or damaged in transit to Provider</td>
<td>Subtracting vaccine doses due to broken or faulty vials that occurred when being delivered to organization.</td>
<td>Provider received new shipment of Adacel and 3 vials were found broken in the box.</td>
</tr>
<tr>
<td>Failure to store properly upon receipt by Provider</td>
<td>Subtracting vaccine doses that were not properly stored at the time the vaccines were initially given to the provider.</td>
<td>Provider received new shipment of HepA and they were not stored immediately and were left on a counter for 6 hours.</td>
</tr>
<tr>
<td>Refrigeration failure reported by Provider</td>
<td>Subtracting vaccine doses due to improper refrigeration.</td>
<td>Provider reported that the refrigerator stopped working.</td>
</tr>
<tr>
<td>Lost or unaccounted for in Provider inventory</td>
<td>Subtracting vaccine doses due to lost vials/inventory.</td>
<td>Previous Inventory (Power) user is no longer working at site and new Inventory (Power) user is making adjustments to the inventory but does not know where the missing doses went.</td>
</tr>
<tr>
<td>Other</td>
<td>Subtracting inventory due to other reasons not specified above.</td>
<td>Only use if no other categories above apply.</td>
</tr>
</tbody>
</table>

**TABLE II: TRANSACTION CODES & DESCRIPTIONS**

This table describes the ‘Reason Types’ discussed in [Section VII](#), Inventory Transactions Report.

<table>
<thead>
<tr>
<th>TRANS CODE</th>
<th>TRANS DESCRIPTION</th>
<th>DETAIL OF DESCRIPTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>REC</td>
<td>Receipt of Inventory</td>
<td>A new lot was created in provider’s inventory.</td>
</tr>
<tr>
<td>Immunize</td>
<td>Immunizations Given</td>
<td>A shot was recorded in CAIR2, and the dose was deducted from provider’s inventory.</td>
</tr>
<tr>
<td>Delete</td>
<td>Immunizations Deleted</td>
<td>A shot was deleted in CAIR2, and the doses were added back to provider’s inventory.</td>
</tr>
<tr>
<td>TRA</td>
<td>Doses Transferred</td>
<td>Doses were transferred to another organization via Manage Transfer feature.</td>
</tr>
<tr>
<td>3</td>
<td>Spoilage reported by provider</td>
<td>Doses were subtracted by the provider in their inventory and the ‘Reason Type’ selected was ‘Spoiled/Storage Issue by Provider’ (See Table I).</td>
</tr>
<tr>
<td>4</td>
<td>Expiration reported by provider</td>
<td>This entry is NOT manually reported by the provider. This automatically happens when a lot is past expiration date, and it shows quantity still on hand when the lot expires.</td>
</tr>
<tr>
<td>5</td>
<td>Lost or damaged in transit to Provider</td>
<td>Doses were subtracted by the provider in their inventory and the ‘Reason Type’ selected was ‘Lost or damaged in transit to provider’ (See Table I).</td>
</tr>
<tr>
<td>6</td>
<td>Failure to store properly upon receipt by Provider</td>
<td>Doses were subtracted by the provider in their inventory and the ‘Reason Type’ selected was ‘Failure to store properly upon receipt by Provider’ (See Table I).</td>
</tr>
<tr>
<td>7</td>
<td>Refrigeration failure reported by Provider</td>
<td>Doses were subtracted by the provider in their inventory and the ‘Reason Type’ selected was</td>
</tr>
<tr>
<td>Reason Type</td>
<td>Description</td>
<td></td>
</tr>
<tr>
<td>-----------------------------------------</td>
<td>-----------------------------------------------------------------------------</td>
<td></td>
</tr>
<tr>
<td>Lost or unaccounted for in Provider inventory</td>
<td>Doses were subtracted by the provider in their inventory and the ‘Reason Type’ selected was ‘Lost or unaccounted for in Provider inventory’ (See Table I).</td>
<td></td>
</tr>
<tr>
<td>Other - Not Usable, reported by Provider</td>
<td>Doses were subtracted by the provider in their inventory and the ‘Reason Type’ selected was ‘Other’ (See Table I).</td>
<td></td>
</tr>
<tr>
<td>RECALL</td>
<td>Doses were subtracted by the provider in their inventory and the ‘Reason Type’ selected was ‘Doses Recalled by Manufacturer’ (See Table I).</td>
<td></td>
</tr>
<tr>
<td>ADMIN</td>
<td>Doses were subtracted by the provider in their inventory and the ‘Reason Type’ selected was ‘Doses Administered’ (See Table I).</td>
<td></td>
</tr>
<tr>
<td>TRAEXP</td>
<td>Expired doses were transferred out from your site via Manage Transfer feature.</td>
<td></td>
</tr>
<tr>
<td>BORROWEDIN</td>
<td>Doses were added by the provider in their inventory and the ‘Reason Type’ selected was ‘Transfer In’ (See Table I).</td>
<td></td>
</tr>
<tr>
<td>BORROWEDOUT</td>
<td>Doses were subtracted by the provider in their inventory and the ‘Reason Type’ selected was ‘Transfer Out’ (See Table I).</td>
<td></td>
</tr>
<tr>
<td>BORROWED</td>
<td>Doses were given to a patient, and they didn’t qualify to receive the vaccine (e.g., a Private patient is given a VFC vaccine, and the system shows a mismatch between the vaccine eligibility code and the Funding Source).</td>
<td></td>
</tr>
<tr>
<td>RET</td>
<td>Doses you transferred to a sister clinic (using the Manage Transfers feature) but were rejected and returned back to the provider and added back into the inventory.</td>
<td></td>
</tr>
<tr>
<td>ERR</td>
<td>Doses were subtracted by the provider in their inventory and the ‘Reason Type’ selected was ‘Error Correction’ (See Table I).</td>
<td></td>
</tr>
<tr>
<td>RECON</td>
<td>Doses were subtracted from an un-reconstituted lot to form a new reconstituted lot.</td>
<td></td>
</tr>
<tr>
<td>LOTDELETED</td>
<td>This lot has been deleted but no vaccines were administered.</td>
<td></td>
</tr>
</tbody>
</table>