

Guide to Ensure Accurate CAIR Reporting for California Vaccine Program Accountability

How to Document Necessary Elements: Provider ID, Funding Source Code and Vaccine Eligibility Code, and NDC

Purpose: Providers may use this guide to ensure Provider ID, Funding Source Code, Vaccine Eligibility Code, and NDC are documented accurately in CAIR, for every dose administered, to yield the most accurate data on the multi-line (vaccine) ordering form in myCAVax.

It is critical to report the Provider ID, Funding Source Code, Vaccine Eligibility Code, and NDC to match the vaccine administered back to the correct vaccine program from which it was ordered from (e.g. VFC, VFA, 317). If any of these key elements are missing, the “IIS qty used since last order” and “% doses submitted to IIS” columns in the multi-line ordering form on myCAVax will be inaccurate.

Be a reporting PRO!

In CAIR, report the:

Provider ID (Org Code / IIS ID)

Program (Funding Source and Vaccine Eligibility Code)

Product (NDC Code)

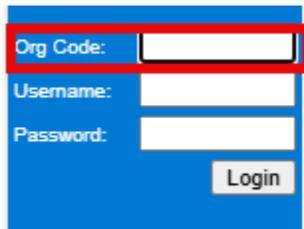
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Section 1: Reporting Provider ID (Org Code / IIS ID)

The first step to ensure accurate reporting is to use the correct Provider ID when reporting doses administered to CAIR. Regional Immunization Data Exchange (RIDE) and myCAVax use the term 'IIS ID' and CAIR uses the term 'Org Code' when referring to a Provider's ID.

CAIR users who report doses administered manually into CAIR will be prompted to log-in using their Provider ID (Org Code).



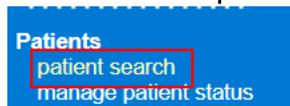
Each clinic site may have its own Provider ID. For this reason, it is important for Providers with multiple clinic sites to ensure they are using the correct Provider ID that matches the clinic where the dose was administered when logging into CAIR.

Section 2: Reporting Program (Funding Source and Vaccine Eligibility Code)

Learn about the different [Vaccine and Clinic Eligibility Guidelines by Funding Source](#) and [Vaccine Eligibility Guidelines](#). Review the [scenarios section](#), below, to help you determine which program eligibility and funding source to select.

Manual Users:

1. Search for the patient by selecting 'patient search' from the left menu bar.



2. Enter the minimum search criteria, Medical Record Number, or CAIR ID.
3. Select the patient from the list that generates below the patient search box by clicking on the patient's Last Name to open their profile.

Last Name	First Name	Middle Name	Birth Date	Primary Patient Identifier	Mother's First	Gender	Status	CAIR ID
AAC	AAB		11/01/2020	6410901		M	A	6410901

4. Select History/Recommend on the right side of the screen.

Save

History/Recommend

Reports

Cancel

5. You may select from the 'Vaccines Recommended by Selected Tracking Schedule' list of vaccines or by clicking 'Add New Imms' at the top, as seen in the screenshot below.

Add New Imms Add Historical Imms Edit Patient Reports Print Record Print Confidential Record

Immunization Record

Vaccine Group	Date Admin	Series	Vaccine [Trade Name]	Dose	Owned?	Reaction	Hist?	Edit
DTP/aP	01/13/2021	1 of 4	DTaP, NOS		No		Yes	
	02/10/2021	2 of 4	DTaP, NOS		No		Yes	
	04/10/2021	3 of 4	DTaP, NOS		No		Yes	

Vaccines Recommended by Selected Tracking Schedule

Select	Vaccine Group	Vaccine	Earliest Date	Recommended Date	Past Due Date
<input type="checkbox"/>	COVID-Seasonal	COVID-Seasonal NOS	05/01/2021	05/01/2021	05/01/2021
<input type="checkbox"/>	DTP/aP	DTaP, NOS	11/01/2024	11/01/2024	11/01/2026
<input type="checkbox"/>	HepA	HepA, NOS	11/01/2021	11/01/2021	06/01/2022
<input type="checkbox"/>	HepB	HepB, NOS	11/01/2020	02/01/2021	02/01/2021
<input type="checkbox"/>	Hib	Hib, NOS	02/01/2022	02/01/2022	02/01/2022
<input type="checkbox"/>	Influenza-seasnI	Flu NOS	05/01/2024	08/01/2024	06/01/2025
<input type="checkbox"/>	MMR	MMR	11/01/2021	11/01/2021	03/01/2022
<input type="checkbox"/>	PneumoConjugate	PCV NOS	11/01/2022	11/01/2022	11/01/2022
<input type="checkbox"/>	Polio	Polio, NOS	12/13/2020	01/01/2021	02/01/2021
<input type="checkbox"/>	Varicella	Varicella	11/01/2021	11/01/2021	03/01/2022

Add Selected

6. If your clinic uses the CAIR inventory tool, ensure the 'From CAIR Inventory' checkbox is checked. If you do not use the CAIR inventory management tool, please ensure that box is not checked.

Current Age: 4 years, 6 months, 18 days
Patient Notes (0) [view or update notes](#)

Immunization Record

Vaccine Group	Date Admin	Series	Vaccine [Trade Name]	Dose	Owned?	Reaction	Hist?
DTP/aP	01/13/2021	1 of 4	DTaP, NOS		No		Yes
	02/10/2021	2 of 4	DTaP, NOS		No		Yes
	04/10/2021	3 of 4	DTaP, NOS		No		Yes

Enter New Immunization

From CAIR Inventory * Date Administered 05/19/2025 Ordering Authority

Remove	Immunization	* Vaccine Eligibility	* Trade Name-Lot #-Eligibility Code-Exp Date	* Funding Source
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

* Administered By * Body Site Route Dose

7. Proceed to enter the required fields, marked with an asterisk. Ensure you select the correct Vaccine Eligibility Code and Funding Source Code for the dose administered, using the scenarios as a guide, if needed.

Enter New Immunization

From CAIR Inventory * Date Administered 05/19/2025 Ordering Authority

Remove	Immunization	* Vaccine Eligibility	* Trade Name-Lot #-Eligibility Code-Exp Date	* Funding Source
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

* Administered By * Body Site Route Dose

Recommendations for Data Exchange Users

- Check the EHR's dose administration fields to ensure Vaccine Eligibility and Funding Source Code categories are present and accurate.
- Request the EHR vendor make Vaccine Eligibility and Funding Source Code categories reporting mandatory in their EHR.

Section 3: Program Eligibility and Funding Source Scenarios

Please review the chart below for examples of which Vaccine Eligibility and Funding Source category to select in each scenario.

Not VFC Eligible Scenario

Adult Scenario Eligibility Criteria	Patient Eligibility Criteria	Correct Eligibility and Funding Selection *	Rationale
A clinic sees John, 19 years old. His insurance does not cover the vaccine he is seeking (underinsured) but the VFA enrolled clinic does not have VFA vaccine in stock, so they provide a privately purchased vaccine. Which vaccine eligibility code and funding source code should they select?	<ul style="list-style-type: none"> Adult 19 years and older Underinsured adults (vaccines are not covered by insurance) Clinic uses privately purchased vaccine. 	<p>Vaccine Eligibility Code: V01 Private</p> <p>Funding Source Code: PHC70 vaccine stock used was privately funded</p>	<p>Select <i>Private pay / insurance</i> because the vaccine was purchased outside of a funding source program.</p> <p>Note: Even if a patient is eligible to receive a public funded vaccine because they are either uninsured/underinsured (through LHD 317 or VFA), if a privately purchased vaccine was administered, the vaccine eligibility code selection should be “not VFC eligible (private pay/insurance)” with a funding source code of “private funds” for the dose to be correctly mapped to CAIR and myCAvax.</p>

Enter New Immunization

From CAIR Inventory * Date Administered 07/31/2025 Activate Expired Ordering Authority

Remove	Immunization	* Vaccine Eligibility	* Trade Name-Lot #-Eligibility Code-Exp Date
<input checked="" type="checkbox"/>	COVID-Seasonal <input type="text"/>	V01 - Private <input type="text"/>	Moderna COV2 6M-11Y-Covid1234-PVT-07/31/2026

* Administered By * Body Site Route

✓ PHC70 - Vaccine stock used was privately funded
VXC50 - Vaccine stock used was publicly funded

317 funded/VFA Scenario

Adult Scenario Eligibility Criteria	Eligibility Criteria	Correct Eligibility and Funding Selection *	Rationale
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<p>A clinic sees Rosa, 35 years old, who is uninsured. They are enrolled in the VFA program and administer a 317 funded vaccine. Which eligibility and funding source should they select?</p>	<ul style="list-style-type: none"> • Adult 19 years and older • Uninsured adults (no health insurance) or • Underinsured adults (vaccines are not covered by insurance) • Provider uses VFA vaccines 	<p>Vaccine Eligibility Code: V23 317 Eligible LHD or HDAS only</p> <p>Funding Source Code: VXC52 vaccine stock used was publicly funded by the non-VFC program</p>	<p>Select <i>public non-VFC</i> because the vaccine was obtained through a funding source program (LHD 317 or VFA).</p>
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The screenshot shows the 'Enter New Immunization' form. The 'Immunization' dropdown is set to 'MMR'. The 'Vaccine Eligibility' dropdown is set to 'V23 - 317 Eligible LHD or HI'. The 'Trade Name-Lot #-Eligibility Code-Exp Date' field contains 'MMR II-MMRII-317-03/18/2026'. The 'Funding Source' dropdown is set to 'VXC52 - Vaccine stock used was publicly funded by the non-VFC program'. Other fields include 'Date Administered' (07/31/2025), 'Route' (SUBCUTANEOUS), and 'Dose' (Full).

VFC Eligible – Medi-Cal Scenario

Scenario	Eligibility Criteria	Correct Eligibility and Funding Selection *
<p>Emily, 4 years old, insured through Medi-Cal. She received a vaccine.</p>	<ul style="list-style-type: none"> • Children Birth – 18 years • Medi-Cal eligible 	<p>Vaccine Eligibility Code: V02 VFC Eligible Medi-Cal/CHDP*</p> <p>Funding Source Code: VXC51 Vaccine stock used was publicly funded by the VFC program</p> <p>*Note: CHDP program was discontinued. CAIR may update the Vaccine Eligibility Code to remove CHDP in the near future.</p>

The screenshot shows the 'Enter New Immunization' form. The 'Immunization' dropdown is set to 'Polio'. The 'Vaccine Eligibility' dropdown is set to 'V02 - VFC Eligible Medi-Cal/'. The 'Trade Name-Lot #-Eligibility Code-Exp Date' field contains 'Pediarix-PediarixVFC-VFC-10/10/2025'. The 'Funding Source' dropdown is set to 'VXC51 - Vaccine stock used was publicly funded by the VFC program'. Other fields include 'Date Administered' (07/31/2025), 'Route' (empty), and 'Dose' (Full).

* Vaccine Eligibility
<div style="border: 1px solid #ccc; padding: 5px;"> <div style="display: flex; align-items: center;"> ✓ <div style="flex-grow: 1;"> <p>V02 - VFC Eligible Medi-Cal/CHDP</p> <p>V03 - VFC Eligible Uninsured</p> <p>V04 - VFC Eligible Native American/AK Native</p> <p>V05 - VFC Eligible Underinsured (FQHC/RHC Only)</p> </div> </div> </div>

VFC Eligible – Uninsured Scenario

Scenario	Eligibility Criteria	Correct Eligibility and Funding Selection *
Matthew, 9 years old, is uninsured. He received a VFC funded vaccine.	<ul style="list-style-type: none"> • Children Birth – 18 years • Uninsured (no health insurance) 	<p>Vaccine Eligibility Code: V03 VFC Eligible Uninsured</p> <p>Funding Source Code: VXC51 Vaccine stock used was publicly funded by the VFC program</p>

* Vaccine Eligibility
<div style="border: 1px solid #ccc; padding: 5px;"> <div style="display: flex; align-items: center;"> ✓ <div style="flex-grow: 1;"> <p>V02 - VFC Eligible Medi-Cal/CHDP</p> <p>V03 - VFC Eligible Uninsured</p> <p>V04 - VFC Eligible Native American/AK Native</p> <p>V05 - VFC Eligible Underinsured (FQHC/RHC Only)</p> </div> </div> </div>

VFC Eligible – American Indian/ Alaskan Native Scenario

Scenario	Eligibility Criteria	Correct Eligibility and Funding Selection *
Lilly, 8 years old, is an American Indian/Alaskan Native. She received a VFC funded vaccine.	<ul style="list-style-type: none"> Children Birth – 18 years American Indian or Alaskan Native 	<p>Vaccine Eligibility Code: VFC Eligible Native American/ AK Native</p> <p>Funding Source Code: VXC51 Vaccine stock used was publicly funded by the VFC program</p>

* Vaccine Eligibility

✓

V02 - VFC Eligible Medi-Cal/CHDP

V03 - VFC Eligible Uninsured

V04 - VFC Eligible Native American/AK Native

V05 - VFC Eligible Underinsured (FQHC/RHC Only)

VFC Eligible – Underinsured Scenario

Scenario	Eligibility Criteria	Correct Eligibility and Funding Selection *
Carlos, 17 years old, has insurance that does not cover vaccines. He received a vaccine at an FQHC or RHC.	<ul style="list-style-type: none"> Children Birth – 18 years Underinsured (health insurance does not cover vaccines, ONLY if the LHD has a FQHC or RHC designation) 	<p>Vaccine Eligibility Code: V05 VFC Eligible Underinsured (FQHC/RHC Only)</p> <p>Funding Source Code: VXC51 Vaccine stock used was publicly funded by the VFC program</p>

*** Vaccine Eligibility**

✓

V02 - VFC Eligible Medi-Cal/CHDP

V03 - VFC Eligible Uninsured

V04 - VFC Eligible Native American/AK Native

V05 - VFC Eligible Underinsured (FQHC/RHC Only)

State General Fund Vaccines Scenario

Scenario	Eligibility Criteria	Correct Eligibility and Funding Selection *
Tim receives a vaccine funded through SGF to prevent respiratory illness.	<ul style="list-style-type: none"> No age restrictions For flu vaccine and Tdap vaccine (Tdap is for children only) 	<p>Vaccine Eligibility Code: CAA01 State General Funding</p> <p>Funding Source Code: VXC52 Vaccine stock use was publicly funded by the non VFC program</p>

From CAIR Inventory * Date Administered 07/31/2025 Ordering Authority

Remove	Immunization	* Vaccine Eligibility	* Trade Name-Lot #-Eligibility Code-Exp Date	* Funding Source
<input checked="" type="checkbox"/>	Influenza-seasnl	CAA01 - State General Func	Fluzone Quad PF 0.25mL-flutest1234-SGF-07/31/2026	✓ VXC52 - Vaccine stock used was publicly funded by the non-VFC program
	* Administered By <input type="text"/>		* Body Site <input type="text"/>	Route INTRAMUSCULAR Dose Full

Section 4: Verify the Program Reporting was Successfully Transferred

CAIR regular users, power users, and QA users can run a Doses Administered report to check the Funding Source and Vaccine Eligibility Code data transferred successfully into CAIR.

Tips:

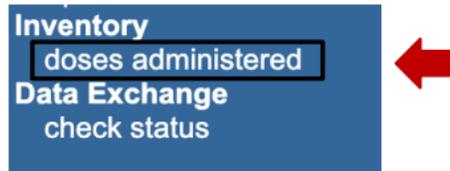
- Run a Doses Administered Report quarterly to identify and correct missing data.



- Select a date range of up to 2 months for each report. If you run a report with a longer date range, you may receive a system error.

How to Generate a Doses Administered Report in CAIR

1. Click the doses administered link in the left blue menu panel under the “inventory” header.



2. Enter/select the following information in the ‘Doses Administered Report Criteria’ screen:

- Funding Source: You can select to view all vaccines or vaccines from a specific Funding Source (e.g., Private, VFC, 317, or State General Fund). Click on the desired funding source in the dropdown or leave it as ‘All’ to see all Funding Sources used.
- Report Date Range: From/To: Enter/select a date using the MM/DD/YYYY format to view doses given within the date range you enter.

- What would you like to do with this Report?: You can generate the report as an Excel spreadsheet or a PDF document.

3. Click the Generate Report button to generate the report.

4. Once generated, the report will display in another window as either a PDF or Excel spreadsheet, depending upon the radio button you clicked in the 'Doses Administered Report Criteria' screen. To easily search for missing data (blank cells), please download as an Excel spreadsheet so you may filter the columns accordingly.

See the [CAIR2 Regular User Guide](#) for additional information about the doses administered report.

Section 5: Troubleshooting the Doses Administered Report with Incomplete Fields

If the Doses Administered Report returns with incomplete 'Funding Source' and 'Patient Eligibility' fields as depicted below, it signifies the data was not transferred into CAIR successfully. Note, the report refers to Vaccine Eligibility Code as Patient Eligibility.

Example of Doses Administered Report with Incomplete Fields

Date Report Generated: 06/03/2025 Report Title: Doses Administered Organization Name: CAIR Clinic 13 Organization Code: CAIRCLINIC13 Detail of Summary: Detail Date Range: 03/17/2025 to 03/17/2025 Funding Source: All											
Doses Administered (Summary)											
Vaccine		Age Groups (Years)				Total Number of Doses	Total Number of Patients				
		<1	1 to 6	7 to 18	19+						
COVID-19, mRNA LNP-S PF 100mcg or		0	0	1	0	1	1				
DTaP-HepB-IPV		0	0	1	0	1	1				
HepA-Ped 2 Dose		0	0	1	0	1	1				
Influenza split virus quad preservative		0	0	0	1	1	1				
MMRV		0	1	0	0	1	1				
MenB, OMV		0	0	0	1	1	1				
Pneumococcal 23		0	0	0	1	1	1				
						Total Doses					
		0	1	3	3	7					
						Total Unique Patients					
		0	1	1	1	3					
Doses Administered (Detail)											
Administered Date	Vaccine Group	CAIR ID	Patient Name	DOB	Administered By	Lot#	Expiration Date	Trade Name	Funding Source	Patient Eligibility	
03/17/2025	Influenza split virus quad preservative	6427663	Porche Brown	05/04/2002	Janet Smith, RN	H374KK	06/30/2027	Fluzone Quad MDV			
03/17/2025	MenB, OMV	6427663	Porche Brown	05/04/2002	Janet Smith, RN	1234ABCD	12/31/2027	BEXSERO			
03/17/2025	Pneumococcal 23	6427663	Porche Brown	05/04/2002	Janet Smith, RN	AT1235	06/24/2025	Pneumovax 23			
03/17/2025	HepA-Ped 2 Dose	6425961	Jessica Alcatraz	01/17/2013	Janet Smith, RN	E223A	06/20/2027	Havix-Peds 2 Dose			
03/17/2025	MMRV	598994	Olivia Lopez	06/01/2020	Carol Brown, NP	020104	07/31/2027	Proquad			
03/17/2025	COVID-19, mRNA LNP-S PF 100mcg or	6425961	Jessica Alcatraz	01/17/2013	Carol Brown, NP	19ABC	12/31/2027	Moderna Spikevax (Red Cap) 12+			
03/17/2025	DTaP-HepB-IPV	6425961	Jessica Alcatraz	01/17/2013	Carol Brown, NP	YT6574	12/31/2027	Pediarx	VFC	V02 - VFC Eligible Medi-Cal/CHDP	

Missing funding source

Missing patient eligibility

To edit immunization records please refer to the [CAIR2 Regular User Guide](#) for instructions. Note: only the following fields may be edited: Date Provided (date administered), 'Ordering Authority', 'Administered By', 'Body Site',



'Administered Route', and 'VIS Date fields'. To edit other fields, the vaccination record must be deleted and re-entered with corrections.

Manual CAIR Users

Providers should contact their Local CAIR Representative (LCR) who could assist with troubleshooting, should the report have missing Funding Source or Patient Eligibility fields. Find LCRs on the [LCR contact](#) webpage.

Data Exchange CAIR Users

If after submitting the data for doses administered through your EHR the data is missing from CAIR, even after correctly reporting Funding Source and Vaccine Eligibility, then:

1. Contact CAIR at CAIRDataExchange@cdph.ca.gov to determine if CAIR needs to activate your VFC pin.
2. If the issue persists, contact your IT / EHR vendor and provide a link to <second job aid link insert here> to ensure the EHR is mapping the funding and eligibility source in their message.

After confirming an active VFC pin or correct EHR mapping, run another Doses Administered Report.

Example of Doses Administered Report Confirming Data Transferred Successfully

Date Report Generated: 03/17/2025
 Report Title: Doses Administered
 Filters: CAIR Clinic 13
 Detail of Summary: Detail
 Date Range: 03/17/2025 to 03/17/2025
 Funding Source: All

Doses Administered (Summary)

Vaccine	Age Groups (Years)				Total Number of Doses	Total Number of Patients
	<1	1 to 6	7 to 18	19+		
COVID-19, mRNA LNP-S FF 100mcg or	0	0	1	0	1	1
DTaP-HepB-IPV	0	0	1	0	1	1
HepA-Ped 2 Dose	0	0	1	0	1	1
Influenza split virus quad preservative	0	0	0	1	1	1
MMRV	0	1	0	0	1	1
MenB, OMV	0	0	0	1	1	1
Pneumococcal 23	0	0	0	1	1	1
Total Doses						
	0	1	3	3	7	
Total Unique Patients						
	0	1	1	1	3	

Doses Administered (Detail)

Administered Date	Vaccine Group	CAIR ID	Patient Name	DOB	Administered By	Lot#	Expiration Date	Trade Name	Funding Source	Patient Eligibility
03/17/2025	Influenza split virus quad preservative	6427963	Parsha Brown	06/04/2002	Janet Smith, RN	H0740K	06/30/2027	Fluarix Quad IPV	Private	VD1 - Private
03/17/2025	MenB, OMV	6427963	Parsha Brown	06/04/2002	Janet Smith, RN	1234AB00	12/31/2027	BIGSERO	Private	VD1 - Private
03/17/2025	Pneumococcal 23	6427963	Parsha Brown	06/04/2002	Janet Smith, RN	AT126	06/24/2026	Pneumococ 23	317	V02 - 317 Eligible LHD or HDAS Only
03/17/2025	HepA-Ped 2 Dose	6425961	Jessica Alcala	01/17/2013	Janet Smith, RN	E225A	05/28/2027	Havri-Ped 2 Dose	VFC	V02 - VFC Eligible Uninsured (San Joaquin City)
03/17/2025	MMRV	0269594	Olivia Lopez	06/01/2020	Carol Brown, NP	02015H	07/31/2027	Proquad	VFC	V02 - VFC Eligible Medi-Cal/CHDP
03/17/2025	COVID-19, mRNA LNP-S FF 100mcg or	6424961	Jessica Alcala	01/17/2013	Carol Brown, NP	TR86C	12/31/2027	Moderna Spikevax (Std. Cap. 120+)	State	CARD1 - State General Funding
03/17/2025	DTaP-HepB-IPV	6425961	Jessica Alcala	01/17/2013	Carol Brown, NP	Y7654	12/31/2027	Pediarix	VFC	V02 - VFC Eligible Medi-Cal/CHDP

Data in 'Funding Source' column

Data in 'Patient Eligibility' column



Section 6: National Drug Code (NDC) Code Reporting

Providers should report the NDC for every dose administered to distinguish the specific vaccine products that were administered and to ensure accurate data in myCAvax.

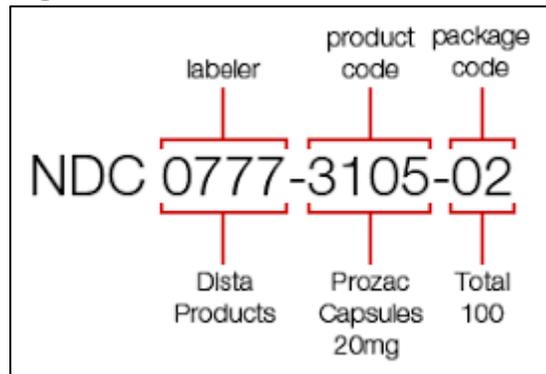
To determine which NDC should be reported with the product being administered, reference this [report in myCAvax](#), organized by program and review the 'Product Name: NDC' column in the table provided on myCAvax.

Understanding the Two Types of NDCs

There are two NDCs associated with each product: the Unit of Use (UoU) and Unit of Sale (UoS). While providers may report either, it is best to report UoU.

1. UoU Unit of Use is located on the vial/syringe and it is best practice to report this code.
2. UoS Unit of Sale is located on the box

Figure 1: NDC Breakdown



Manual CAIR Entry Users

To report the NDC, manual CAIR entry users must use the inventory management tool in CAIR, as noted in the screenshot below. Please refer to the [Inventory User \(Power\) Guide](#) for detailed instructions on how to add vaccine inventory information, including the NDC when managing inventory in CAIR.

If manual entry users are not using the CAIR inventory management tool, they will be **unable** to report the NDC as there is no NDC field on the “Add New Imms” webpage. Therefore, it is recommended that Manual CAIR Entry users utilize the CAIR inventory management tool (depicted in Figure 2).

Figure 2: CAIR Inventory Management Tool

The screenshot shows the 'Add Vaccine Inventory Information' form. The 'NDC' field is highlighted with a red box and a red arrow pointing to it. The form includes the following fields and options:

- Site: CAIR Clinic 12
- * Vaccine Group: Adeno (selected)
- * Trade Name: Adeno T4
- * Manufacturer: Pfizer-Wyeth
- NDC: (highlighted with a red box and arrow)
- Packaging: (dropdown menu)
- * Lot Number: (text input)
- * Dose: (dropdown menu)
- * Expiration Date: (calendar icon)
- * Funding Source: (dropdown menu)
- * Lot Active: Yes (selected)
- * Quantity on Hand: (text input)
- Cost Per Dose (\$): (text input)

Buttons: Save, Cancel

Created By	Created Date	Action	Amount	Reason Type	Note
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Data Exchange Users

Data exchange users have two methods to enter the NDC. The first is when they are managing their vaccine inventory in CAIR. The second method is when they are reporting the doses administered into their EHR.

1. **Reporting NDC when managing inventory:** Data exchange users may manage their inventory in CAIR. To get started, visit the [Data Exchange Submitters: Managing Inventory](#) webpage for more information.
2. **Reporting NDC via EHR:** Providers should ask their EHR vendor the following questions to ensure the vaccine trade name is mapping to the correct NDC.

- Are NDCs sent through the EHR to CAIR? If your EHR only sends the CVX codes, providers should ask they send the NDCs instead or additionally.

Section 7: Troubleshooting Inaccuracies on the Multi-line (Vaccine) Ordering Form in myCAvax

Mismatching / Unmapped Vaccinations

Scenario: Inconsistent Vaccine Percentages	Why	Troubleshooting Steps	Explanation
Why are some vaccines administered showing percentages and others not? *See figure 1	Incomplete mapping due to missing or invalid NDC, Vaccine Eligibility Code, and/or Funding Source Code	<ol style="list-style-type: none"> 1. Review records in CAIR for missing or incorrect data 2. Ensure you are reporting accurate NDCs to the appropriate product ordered in myCAvax. 3. Ensure correct Funding Source Code and Vaccine Eligibility Code are being used. 4. Correct any reporting mistakes. 	Some vaccination records are being mapped back to myCAvax but others are not. myCAvax requires both accurate Program (Funding Source Code and Vaccine Eligibility Code) and Product (NDC) data to map vaccinations accurately. Missing data or incorrect data led to incomplete reporting.

Hib	Hiberix Single Dose Vials (PFS diluent) - 10 Per Box	<input type="text" value="0"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="checkbox"/>		
	Hiberix Single Dose Vials (Vial diluent) - 10 Per Box	<input type="text" value="0"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="checkbox"/>		
HPV	Gardasil 9 Single Dose Syringes- 10 Per Box	<input type="text" value="21"/> 1	5%	<input type="text" value="10"/> <input type="text" value="z00z903"/> <input type="text" value="12/15/2026"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text" value="17"/>	<input type="text" value="20"/>	<input type="text" value="20"/>	<input type="text" value="20"/>	<input type="checkbox"/>
				<input type="text" value="7"/> <input type="text" value="y008843"/> <input type="text" value="11/27/2026"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text" value="0"/>				

Scenario: Dose Count Discrepancies - Missing Dose Count for Certain Vaccines	Why	Troubleshooting Steps	Explanation
<p>Why does myCAVax display we gave 0 doses of a vaccine, when we know we administered several?</p> <p>We see the doses in CAIR, but not in myCAVax — what's going wrong?</p> <p>*See Figure 1</p>	<ol style="list-style-type: none"> Reporting doses in CAIR that are missing Funding Source Code, Vaccine Eligibility Code and/or NDC results in incorrect mapping from CAIR to myCAVax Provider did not report vaccination doses in CAIR under their appropriate Provider ID 	<ol style="list-style-type: none"> Review records for missing Funding Source Code, Vaccine Eligibility Code, and NDC Submit doses to CAIR under the appropriate Provider ID listed in their myCAVax account. Report Funding Source Code and Vaccine Eligibility Code accurately Report the NDC accurately, to be able to map to the appropriate product ordered in myCAVax 	<p>Products are shared across vaccine programs. If the NDC is not reported, products may not be mapped correctly into myCAVax.</p>

Scenario: Incorrect Program Mapping –	Why	Troubleshooting Steps	Explanation
Why are doses administered showing under the wrong program, like SGF instead of VFC?	<ol style="list-style-type: none"> 1. Provider reported the incorrect Funding Source Code and/or Vaccine Eligibility Code for the vaccine program. 2. Provider reported the incorrect NDC or NDC is not reported at all 	<ol style="list-style-type: none"> 1. Review vaccination records for missing or inaccurate Funding Source Code, Vaccine Eligibility Code and NDCs. 2. Ensure vaccination records have accurate Funding Source Code and Vaccine Eligibility Code to tie vaccinations back to appropriate program 3. Ensure vaccination records in CAIR have accurate NDCs to tie it back to appropriate products ordered for the correct program in myCAVax 4. Request provider to populate vaccine records with correct Funding Source Code, Vaccine Eligibility Code, and NDCs for each program 	If a provider reports doses with the wrong Funding Source Code or Vaccine Eligibility Code (e.g., SGF instead of 317), or leaves these fields blank, and only enters NDC, the vaccinations may be mapped to the incorrect program in myCAVax. Since NDCs are shared across programs, missing or incorrect Funding Source Code, Vaccine Eligibility Code, and NDC, can result in vaccinations being tied to the wrong program.

Scenario: Unmatched Vaccines and Missing Inventory	Why	Troubleshooting Steps	Explanation
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<p>Why are doses that we never ordered showing up in our vaccine administered data on myCAvax?</p> <p>We submitted the vaccination, but it's not in our inventory in myCAvax</p> <p>*See Figure 3</p>	<ol style="list-style-type: none"> 1. Provider reported incorrect NDC that is associated with a different product than what they ordered in myCAvax 2. Provider only reported CVX code from a product that shares a CVX code with several products across several vaccine programs 	<ol style="list-style-type: none"> 1. Verify that NDCs reported in CAIR match the NDCs for the product(s) ordered in myCAvax. 2. Verify that provider has reported NDC, and not just CVX code, so that the appropriate product can be mapped to myCAvax accurately 3. Request provider to populate vaccine records in CAIR with correct NDCs for ordered products which can be found in myCAvax 	<p>If an incorrect NDC is reported in CAIR for a product not ordered in myCAvax, it can appear as an administered dose even though it was not ordered. If only the CVX Code is reported, which is not unique to the product, it cannot reliably map to a specific vaccine. Always report the NDC in addition to the CVX code to ensure accurate mapping</p> <p>.</p>
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Tdap	Adacel Single Dose Syringes - 5 Per Box	<input type="text" value="14"/>		<input type="text" value="10"/>	<input type="text" value="U8353aa"/>	<input type="text" value="12/30/2026"/>	<input type="text" value="10"/>	<input type="text" value="10"/>	<input type="text" value="10"/>	<input type="checkbox"/>
	Adacel Single Dose Vials - 10 Per Box	<input type="text" value="0"/>	14	N/A	<input type="text"/>	<input type="text"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text"/>	<input type="checkbox"/>
	Boostrix Single Dose Syringes - 10 Per Box	<input type="text" value="0"/>			<input type="text"/>	<input type="text"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text"/>	<input type="checkbox"/>
	Boostrix Single Dose Vials - 10 Per Box	<input type="text" value="0"/>			<input type="text"/>	<input type="text"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text"/>	<input type="checkbox"/>

Overreporting

Scenario:	Why	Troubleshooting Steps	Explanation
Location is over the count of doses administered			
Why are doses reported from multiple locations under the same IIS ID?	The same IIS ID is used by different sites resulting in overreporting of vaccines	<ol style="list-style-type: none"> 1. Ensure provider is reporting vaccinations in CAIR. Using their appropriate IIS ID listed in their myCAVax account. 2. Educate providers on the importance of location-specific IDs. 	IIS IDs in myCAVax are location-specific. Sharing or duplicating IDs across multiple sites causes dose counts to be inflated at a single location.

Underreporting

Scenario:	Why	Troubleshooting Steps	Explanation
Data Discrepancies			



Between CAIR and myCAvax			
Why do the counts look different between CAIR and myCAvax, myCAvax shows I administered more doses than what I have reported	1. Provider is not aware of time frame that IIS is using to map vaccinations back to CAIR, resulting in underreporting vaccinations used during this time period	<ol style="list-style-type: none"> 1. Remind provider to reference time frame located in tool tip associated with “IIS Qty used since last order” to correctly report vaccinations used during the time frame listed 2. Request updated count for self-reported administrations from provider in myCAvax order review form 	Provider is not referencing the time frame that myCAvax is using to map vaccination records from CAIR, this results in an incorrect number of doses being reported and leads to underreporting. The applicable date range can be found in myCAvax on the Order Review form under the “Doses Administered” column by hovering over the information icon, which displays the date myCAvax is using.

For further assistance, please contact the Provider Call Center at ProviderCallCenter@cdph.ca.gov.

Section 8: Key Terms

- **Vaccines for Children (VFC):** The [California Vaccines for Children \(VFC\)](#) Program provides vaccines for [eligible children](#) at no cost.
- **Vaccines for Adult (VFA):** The California Vaccines for Adults (VFA) program provides no-cost vaccine for uninsured or underinsured adults 19 years of age and older to eligible California health centers.
 - Federally Qualified Health Centers (FQHCs)
 - FQHC Look-Alikes
 - Rural Health Centers (RHCs)
 - Tribal Health Centers
 - Indian Health Services (IHS) Center

- **LHD 317:** Section 317 funded vaccines are used to fill critical public health needs, such as providing routine vaccination to adults who are uninsured and under-insured. 317 vaccines may be used on privately insured patients in an outbreak situation with approval from the health department.
- **State General Funds (SGF):** A vaccine program with limited state funds for the purchase of vaccines to prevent respiratory illness.
- **Funding Source Code:** indicates how the vaccination is funded. It specifies whether the funding comes from federal, state, or private sources. The funding source can include programs such as Vaccines for Children (VFC), Section 317, Vaccines for Adults (VFA), private, and State General Fund (State GF). The funding source must align with the vaccine eligibility code to ensure accurate reporting and accountability.
- **Vaccine Eligibility category:** identifies the patient's eligibility status for receiving vaccines through programs like Vaccines for Children (VFC), Section 317, Vaccines for Adults (VFA), private, and State General Fund (SGF). It indicates whether the patient is uninsured, Medi-Cal eligible, privately insured, or meets other specific criteria
- **NDC:** National Drug Code, a unique 10-digit or 11-digit, 3-segment number that identifies the manufacturer, product, and package size of a vaccine.
- **CVX Code:** Standardized numeric string that represents a specific type of vaccine product (e.g. influenza, MMR). This code set is developed and maintained by the Centers for Disease Control and Prevention (CDC) for use in Health Level Seven (HL7) data transmissions.
- **Private funds:** Refers to a funding source category to be selected when providers purchase vaccines through the private marketplace.
- **Public funds:** Refers to a funding source category to be selected when providers administer vaccines obtained through a state vaccine program.
- **Provider ID (IIS ID / Org Code):** Is a number used to identify a clinic site. RIDE and myCAvax use the term 'IIS ID' and CAIR uses the term 'Org Code' to represent the Provider ID. Providers with multi-clinic sites may have more than one Provider ID and must ensure they are using the correct Provider ID when reporting in RIDE, CAIR, and/or myCAvax.