


# Indiana Department of Health CHIRP and VOMS - Quick Reference Guide

## Accountability Verification Process

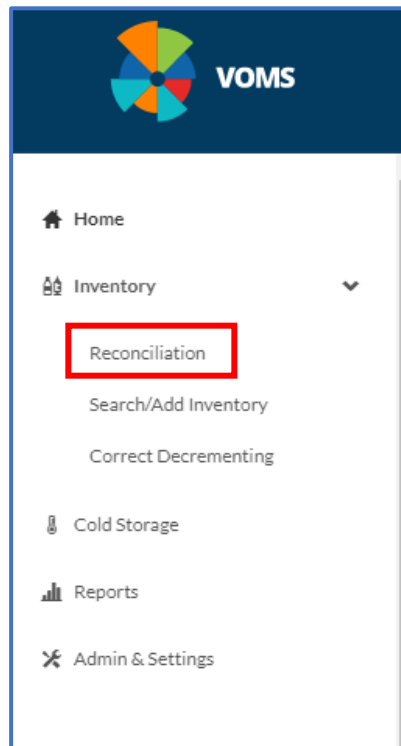
### When Would I need To Complete This Process?

If your inventory on hand in VOMS 2.0 does not match what you have in your vaccine storage unit, please follow these steps:

 **Questions?** If you have followed all these steps and still cannot find some of the doses, contact your Ordering and Accountability Specialist, and he/she should be able to help you.

### Identifying the Vaccine Lot Number

1. Access VOMS via [www.chirp.in.gov](http://www.chirp.in.gov).
2. Once you have logged in, click on the Inventory dropdown menu, and click on **Reconciliation**.



3. Find the **lot number** in question and click **View**.

07/05/2021		DTaP/DT/Td POLIO			
Dtap-ipv Quadracel; 49281-0562-10, Sdv; 10-pack 10 pack - VIALS NDC: 49281-0562-10	C5755AB		PUBSP	VIEW	6
	C5763AA	07/10/2022	PUBSP	VIEW	64
	C5772AA	08/26/2022	PUBSP	VIEW	20

4. Take note of the **date** you received that lot number. You will run your Patient Detail Report using this.

Doses Received: 20		
Date	Order/Transfer #	Doses Received
07/29/2020	Order #86435	20

### Running the Patient Detail Report

5. Click on Reports on the menu located on the left-hand side.

Home	
Inventory	>
Orders & Returns	>
Cold Storage	
Provider Agreement	
Reports	
Admin & Settings	

6. Click **Patient Detail Report**.

Reports	
Vaccinations	Patients
Vaccination Totals	Daily Patient Immunization List
Vaccinations Breakdown	Patient Detail
Lot Number Summary	Patient Totals
Lot Usage and Recall Report	Recall for Inactivation
Vaccine Deferrals	Updated Patients Labels
Vaccine Lots to Expire	Clinical Notes
Daily Inventory Report	Contraindication Report
Reminder/Recall Success	Aggregate Contraindication Report

7. At the top, select **Run by Service**.

- i. Under **Vaccination Date Range**, enter the date you received this lot number and today's date
- ii. Under Inactive Status, select **Active and Inactive Patients**

**Patient Detail Report**

**Run By**

By Ownership

**By Service**

**Limit Report By**

**Vaccination Date Range** From: **07/29/2020** Through: **11/20/2020**

Birth Date Range From: mm/dd/yyyy Through: mm/dd/yyyy

Organization UNION-UAP HEALTH PARTNERS ( 830000013 )

Organization Group --select--

Do Not Limit

Facility UAP CLINIC PEDIATRICS

Facility Group --select--

Do Not Limit

PIN --select--

State --select--

Patient County --select--

Zip Code

Primary Care Physician Select from the list below: --select--

Program --select--

Health Plan --select--

Race White

Patient VFC Eligibility --select--

Vaccine VFC Eligibility --select--

Funding Type --select--

**Inactive Status at the Organization Level** **Active and inactive patients**

8. Click **Export Report**.

Back Reset Create Report **Export Report**

9. This will bring up an **Excel document**. Click **Sort and Filter**. Then click **Custom Sort**.

Sort & Filter

Sort A to Z

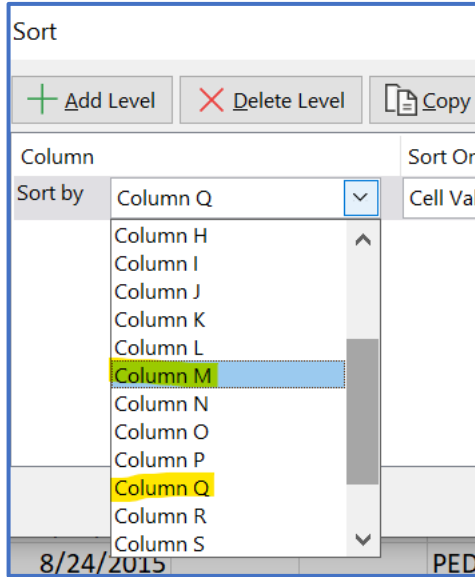
Sort Z to A

**Custom Sort...**

Filter

Clear

10. Sort by **Column M** (Lot Number), then sort again by **Column Q** (Decrement)



11. Scroll down until you **find your lot number in Column M**, and an **N (for not decremented)** in **Column Q**. **You should find all doses of that lot number that have not decremented.**

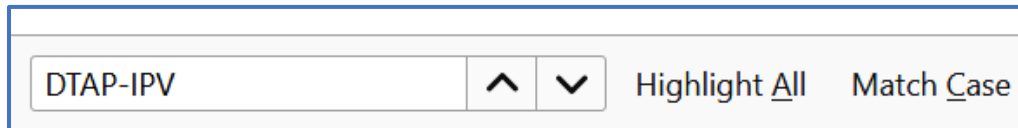
A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q
10805093	BRYLEE	M	BARR	8/20/2014			PEDSU	DTaP-IPV	9/2/2020	Full	PMC	C5755AB	NO	N	N	DA
10935458	ABIGAIL	S	GILLIE	10/3/2015			PEDSU	DTaP-IPV	11/11/2020	Full	PMC	C5755AB	PUBSP	YES	N	DA
10809125	TAYLOR		NAUMANI	9/7/2016			PEDSU	DTaP-IPV	9/8/2020	Full	PMC	C5755AB	NO	N	N	UN

### If You Do Not Have Excel

12. Scroll through the report and look for the **lot number** in question.



**Tip:** You can click CTRL F, put in the name of the vaccine, and hit enter. This will scroll through only the doses of that vaccine and make finding that lot number a little easier.




13. Find doses of that lot number that have **N under the Decrement**ed heading. Write down the patient's name and date of birth. When you have found all the missing doses, you can go into your patients' records and fix them.

Patient ID	First Name	Middle Name	Last Name	Birthday	Guardian F.N.	Phone Number	VFC Eligible	Facility					
10935458	ABIGAIL	S	GILLIE	10/03/2015			YES	PEDSU					
Vaccine	Vacc. Date	Dose Size	Mfg. Code	Lot	Funding	VFC Eligible	HistoricalDecrement	Vaccinator	Facility	Date VIS Form Given	VIS Publication Date	Reporting Method	
DTaP-IPV	11/11/2020		PMC	C5755AB	PUBSP	YES	N	N	DAUGHERTY, THERESA	PEDSU	11/11/2020	04/01/2020	Real Time HL7

14. Scroll down until you find your lot number in Column M, and an N (for not decremented) in Column Q. You should find all doses of that lot number that have not decremented.

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	
10805093	BRYLEE	M	BARR	8/20/2014			PEDSU	DTaP-IPV	9/2/2020	Full	PMC	C5755AB		NO	N	N	DA
10935458	ABIGAIL	S	GILLIE	10/3/2015			PEDSU	DTaP-IPV	11/11/2020	Full	PMC	C5755AB	PUBSP	YES	N	N	DA
10809125	TAYLOR		NAUMANI	9/7/2016			PEDSU	DTaP-IPV	9/8/2020	Full	PMC	C5755AB		NO	N	N	UN

15. Select Patient → Search/Add → Select the Patient.



888-227-4439

- ▼ Main
  - Home
  - Logout
  - Select Application
  - Select Organization
  - Select Facility
  - Select VFC Pin
  - Document Center
  - Help
- Dashboard
- ▶ Favorites
- ▼ Patient
  - Search/Add
  - Demographics
  - Remote Registry
  - Manage Population

16. Select Vaccinations → View/Add → Select the date of the vaccination in question.

Vaccination View/Add	
(* - Historicals , # - Adverse Reaction , ! - Warning , + - Entered)	
Documented By: PEDSU	
Double-click in any date field below to enter the default date: 1	
Vaccine	1
DTaP, 5 pertussis antigens	03/08/2018
DTaP-IPV	11/11/2020
Hep A, ped adol, 2 dose	03/08/2018
Hib (PRP-T)	03/08/2018
Influenza, injectable, quadrivalent, preservative free	11/11/2020
MMRV (ProQuad)	11/11/2020
DTaP	

17. Click **Edit Record** and update the VFC eligibility.

VFC Eligibility Update	
Current VFC Status: Medicaid	
<input checked="" type="checkbox"/> <b>Update VFC Eligibility</b>	Medicaid
<input type="button" value="Cancel"/> <input type="button" value="Continue"/>	

18. Click in the **Lot Number** box. In the new window, choose the correct lot number.

Select Lot Number							
Select	Manufacturer	Lot Number	Facility	Funding Source	Expiration Date	Doses Available	Dose Volume
-->	SANOPI PASTEUR	C5755AB	PEDSU	PUBSP	07/10/2022	6.0	
-->	SANOPI PASTEUR	C5763AA	PEDSU	PUBSP	08/26/2022	64.0	
-->	SANOPI PASTEUR	C5772AA	PEDSU	PUBSP	09/17/2022	20.0	

19. All information should automatically populate. Click on **Submit Changes**.

Vaccination Detail Edit	
<b>Vaccine:</b>	DTaP-IPV
<b>Date Administered:</b>	11/11/2020
Historical:	<input type="radio"/> YES <input checked="" type="radio"/> NO
Manufacturer:	SANOPI PASTEUR <a href="#">Click to select</a>
<b>Lot Number:</b>	C5755AB
Lot Facility:	PEDSU
Funding Source:	PUBSP
Provider Noted on Record:	
Lot Noted on Record:	
Manufacturer Noted on Record:	
<b>Facility:</b>	UAP CLINIC PEDIATRICS x ▾
Vaccinator:	DAUGHERTY, THERESA /UAP CLINIC PEDIATRICS x ▾

**20.** Repeat these steps for all the patients that had not decremented on your Patient Detail Report.

**21.** Check your reconciliation page. Your numbers should be correct now.



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Any doses that truly cannot be found should be reported as Lost and Unaccounted For, and a Return should be reported in VOMS.

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**Questions?** If you have followed all these steps and still cannot find some of the doses, contact your Ordering and Accountability Specialist, and he/she should be able to help you.