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.

Vaccine Accountability Report Request

Begin Date

End Date

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.

Month 1, 2014
Month 2, 2014
Month 3, 2014
Quarter 1, 2014
Month 4, 2014
Month 5, 2014
Month 6, 2014
Quarter 2, 2014
Month 7, 2014
Month 8, 2014
Month 9, 2014
Quarter 3, 2014
Month 10, 2014
Month 11, 2014
Month 12, 2014
Quarter 4, 2014
Month 1, 2015
Month 2, 2015
Month 3, 2015
Quarter 1, 2015

Report Name:

Generate   Cancel

4. **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.

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

Select Accountability for Organization

⦿ Select Individual Organization

Organization Name

Amjen Medical Clinic
LIONADH PRIVATE CLINIC
LIONADH PUBLIC CLINIC

Add >
Add All >>
< Remove
<< Remove All

Selected Organizations

5. **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: All clinics
>
> →   Generate   Cancel

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   → Refresh   Cancel

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%	All clinics.xls	

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

Understanding the Vaccine Accountability Reports

1. **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				
	This report only reflects data reported to ALERT IIS during the report timeframe and does not include influenza vaccine.												
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	DTP/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%

2. **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					
	This report only reflects data reported to ALERT IIS during the report timeframe and does not include influenza vaccine.											
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	AHAVA031BB	0	20	0	-20	0	0	0	0	20	100.00%	
HepA	u234378	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	AHABB058CA	0	20	0	-20	0	0	0	0	20	100.00%	

3. **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.
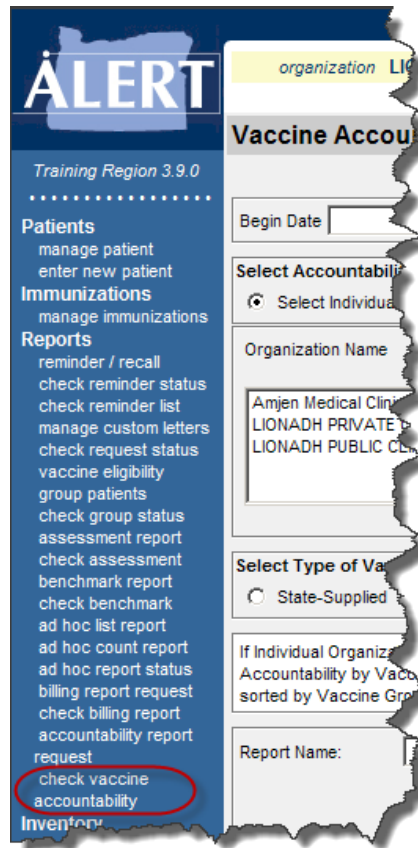
2. The reports that a user has run will be available until the user runs another report for that category. For example, you can have only one Accountability Report for Multiple Organizations based on state-supplied vaccine at a time.

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#