



VOMS 2.16.8

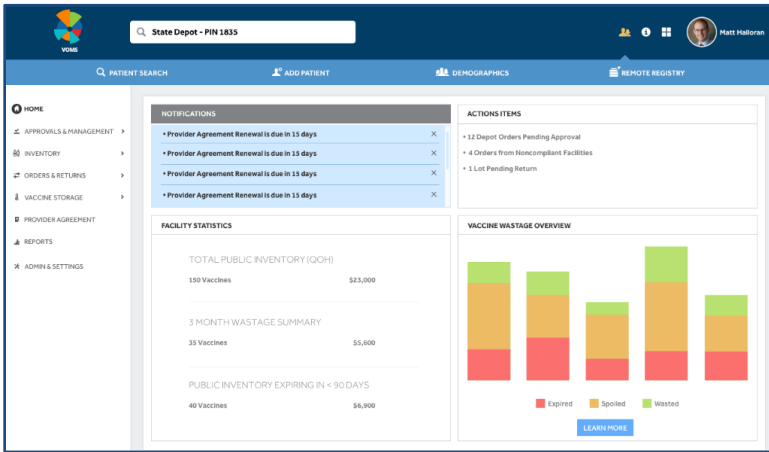
QUICK REFERENCE GUIDE

State/Local Approver



VOMS Landing Page

The VOMS Landing page serves as a hub for all inventory management transactions, giving insight to user specific notifications, action items, a facility summary of statistics and a graphical representation of wastage.

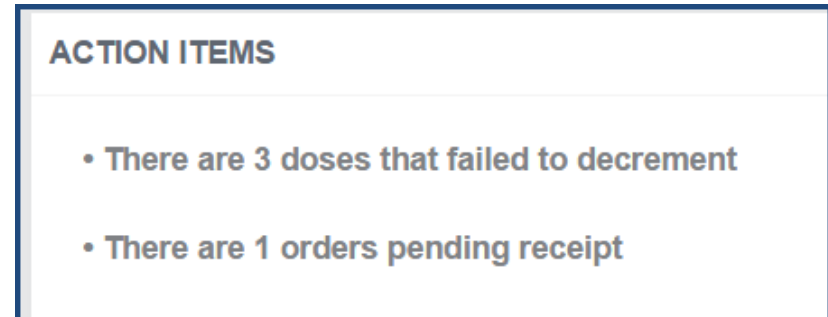
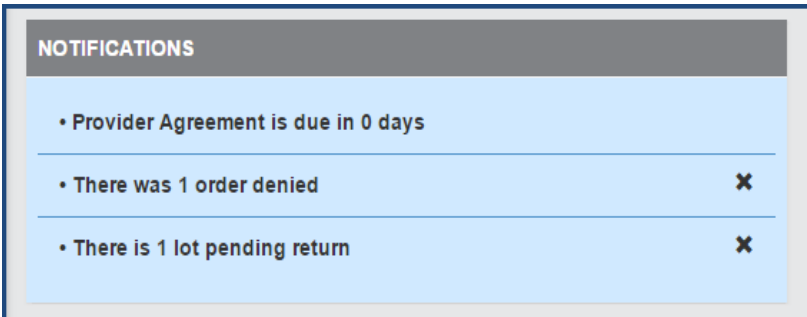


New Features

- Real time facility information on home page of VOMS
- Interactive user specific task list
- Graph promoting reduction in wastage
- Inventory quantity counts and value displayed
- Streamlined left hand navigation menu

Notifications

Action Items



- User specific messages
- General notification delete ability
- Notification links take user directly to task
- Lists past 3 months of notifications

- Necessary action items displayed
 - Ex: pending order & transfer receipt
- Failed dose decrementing alert
- Notifies user of upcoming report due dates



VOMS Landing Page

Facility Statistics

FACILITY STATISTICS

TOTAL PUBLIC INVENTORY

1,659 Vaccines	\$81,266
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3 MONTH WASTAGE SUMMARY

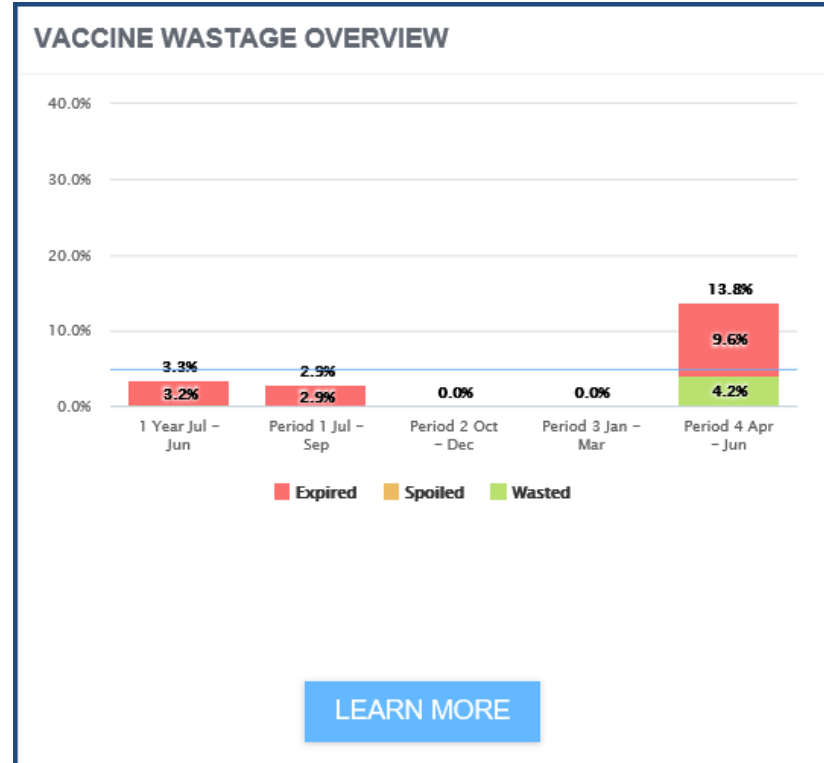
23 Vaccines	\$217
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PUBLIC INVENTORY EXPIRING IN < 90 DAYS

487 Vaccines	\$19,355
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- Public vaccine totals
- Aggregate inventory costs for 90 days
- Clickable links to be taken to Alerts page
- Expiring vaccine awareness

Vaccine Wastage Overview



- Allows user to easily view and keep track of vaccine wastage
- Can assess progress in reducing facility vaccine wastage
- Visual of expired, wasted and spoiled vaccine numbers
- Clickable links to help drill down on specific periods of time



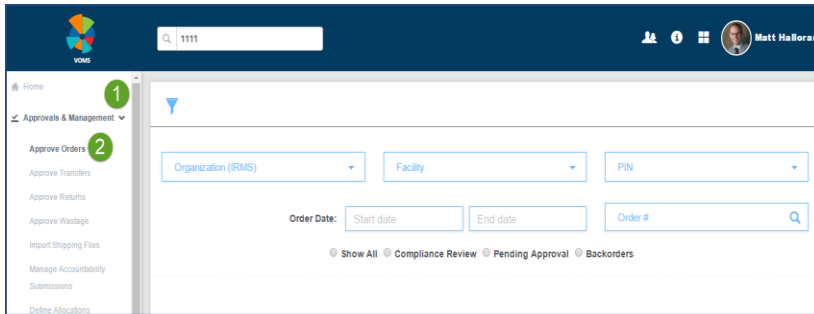
VOMS

Approve Order – State/Local Approver

This guide provides instructions on the approve order process. With the ‘State/local Order Approver’ permission, you will be able to approve orders in VOMS.

Approvals & Management

- 1) Select **Approvals & Management** menu heading and then select *Approve Orders*.

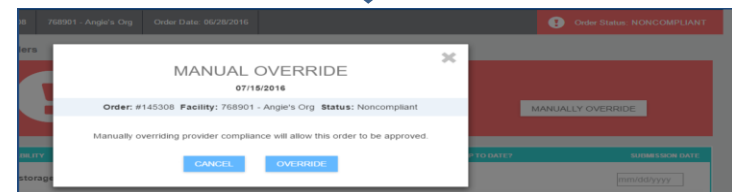
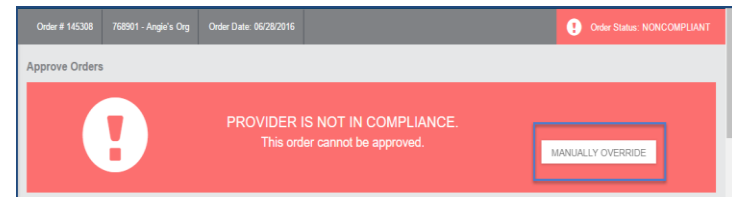


- 2) The Approve Page is divided into four sections:
 1. *Filters* – allows users to search for all orders based on search criteria.
 2. *Orders Requiring Compliance Review* - lists the orders that require detailed review.
 3. *Orders for Review and Approval* - lists the orders that can be approved, sent to VTckS, or denied.
 4. *Backorders* – vaccines that have been backordered.

Orders for Compliance Review

- 1) Orders placed that have not met all compliance requirements are placed in the Orders for Compliance Review section.
- 2) To view order details select the Order #.

- 3) Approvers can review non-compliance reason(s) on the Approve Order Details page. Compliance triggers are administrator defined and examples could be:
 1. Cold storage log was not submitted
 2. Reconciliation is past due
 3. Provider agreement is not within date
 4. Order was placed outside of order window
- 4) After review, Approvers can choose to manually override and approve, leave the order in queue or deny the order.
- 5) To Manually Override follow the steps below:
 1. Select *Manually Override*
 2. Click *Continue* in the pop up
 3. Continue approval process





VOMS

Approve Order – State/Local Approver

Accountability

- 1) The accountability process is listed as individual items, with the ability to update some or all fields. The steps may vary depending on configuration settings.
 1. Cold Storage Log Submitted?
 2. Bi-weekly Vaccination Report Submitted?
 3. Reconciliation Submitted?
 4. Provider agreement is within date?
 5. Within order window?
 6. No changes to shipping information?
- 2) Make any necessary changes to the accountability submission dates and click *Save*.

FACILITY INFORMATION	>
INVENTORY REPORT LINKS	>
PRIORITY REASON AND ORDER COMMENTS	>

Facility Information Section

- 1) Shipping and Contact Information are shown in this section.

Inventory Report Links

- 1) Links to inventory related reports. This section may not be visible if it has been disabled by a system administrator.

Priority Reason and Order Comments

- 1) This section shows if the order is a priority and the associated priority reasons and comments.

Vaccine Order Details

- 1) This section displays the order set used, vaccines that were ordered and all other vaccine in the order set that were not ordered.

Note: Approver has ability add additional vaccines in the order set that were not originally ordered.
- 2) Clicking on *View Order History* allows the approver to view the providers recent order history in a pop-up.
- 3) The Approved Quantity can be more or less than Order Quantity.
 1. If Approved Quantity is less than Order Quantity, a Denied or Backorder Quantity must be entered
- 4) The State Approver has ability to Deny Entire Order and if they do, they are required to select a Denial Reason.

VACCINE	DOSES USED LAST MONTH	PHYSICAL INVENTORY	ORDER QUANTITY	APPROVED QUANTITY	DENIED QUANTITY	BACKORDER QUANTITY	ROQ	ROQ EXCEPTION	DENIAL REASON
MMR MM: RBII Funding: VFC 0005-4681-00	0	0	10	10			No Previous History with this Vaccine		

Deny Entire Order Reason:

- 5) Once all sections of the page have been reviewed, the State Approver can click *Save* (to review later) or *Approve* to approve the order.
- 6) Now that the order has been Approved the order will move to the Order for Review and Approval section. Orders in this section with the Approved Status are ready to be sent to VTrcks.



VOMS

Approve Order – State/Local Approver

Orders for Review and Approval

- 1) Orders that have met all compliance requirements are placed in this section.
- 2) Orders status can be any of the following:
 1. *Open* – order has not been approved
 2. *Reviewed* – order has been viewed and saved
 3. *Approved* – order has been approved but not sent to VTrckS.
- 3) When reviewing an order in the ‘orders for review and approval’ section, the order details can be reviewed by selecting the Order Number.
- 4) Upon review, the order can be approved-in-full, denied-in-part or denied-in-full. Reference page 2 of this document for more details.
- 5) After order(s) have been reviewed and approved, the order approver can select the approved orders and select the **Send To VTrckS**.

- 6) Once the order(s) have been sent to VTrckS they will no longer appear on the page for the State Approver.

<input checked="" type="checkbox"/>	145451	Eastern State Hospital (2672)	Eastern State Hospital	3355	State Supplied 070	07/11/2016	TSPERS	
<input type="checkbox"/>	145457	Bellevue Family Medicine (1344)	Bellevue Family Medicine	181103	State Supplied Flu 2015-2016	07/11/2016	TSPERS	
<input checked="" type="checkbox"/>	145471	Family Health Centers Of Okanogan (1173)	Family Health Centers Tonasket	170001	Boostvac	07/11/2016	TSPERS	
<input checked="" type="checkbox"/>	145472	Family Health Centers Of Okanogan (1173)	Family Health Centers Tonasket	170001	Boostvac	07/11/2016	TAHAR	
<input type="checkbox"/>	145477	Eastern State Hospital (2672)	Eastern State Hospital	3355	State Supplied 070	07/12/2016	RLAWALLE	
<input type="checkbox"/>	145610	Lower Elwha Health Service (1429)	Lower Elwha Health Department	154006	State Supplied Vaccs	07/15/2016		

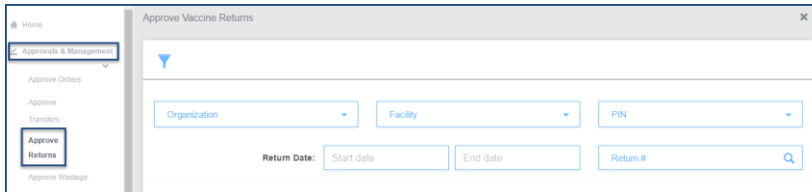


VOMS Approve Returns State / Local Approver

This guide provides instructions on the approve returns process. With the 'State/local Order Approver' permission, you will be able to approve returns in VOMS.

Approvals & Management

- 1) Select **Approvals & Management** menu heading and then select *Approve Returns*.



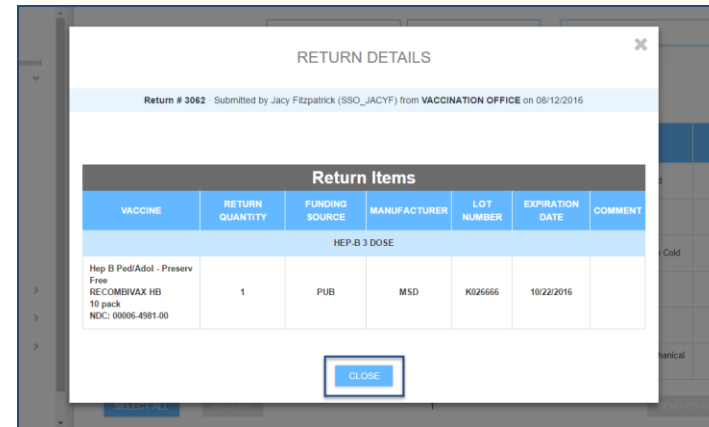
- 2) To help narrow down the list of returns requiring approval, the filters can be used to eliminate returns that do not meet the search criteria.

RETURN #	ORGANIZATION	FACILITY	PIN	WASTAGE COST	REASON	SUBMITTED DATE
<input type="checkbox"/> 3060	VACCINATION OFFICE (2365)	VACCINATION OFFICE	187107	\$32.30	Not Properly Stored	08/12/2016
<input type="checkbox"/> 3061	VACCINATION OFFICE (2365)	VACCINATION OFFICE	187107	\$48.45	Vaccine Recall	08/12/2016
<input type="checkbox"/> 3062	VACCINATION OFFICE (2365)	VACCINATION OFFICE	187107	\$11.75	Refrigerator/Freezer Too Cold	08/12/2016
<input type="checkbox"/> 3069	VACCINATION OFFICE (2365)	VACCINATION OFFICE	187107	\$200.00	Vaccine Recall	08/12/2016
<input type="checkbox"/> 3057	VACCINATION OFFICE (2365)	VACCINATION OFFICE	187107	\$16.15	Vaccine Recall	08/12/2016
<input type="checkbox"/> 1103	ROCKWOOD CLINIC PS (2075)	ROCKWOOD CLINIC MORAN PRAIRIE	187143	\$221.60	Refrigerator/Freezer Mechanical Failure	08/07/2015

Viewing 1 - 6 of 6 Entries

- 3) The table above shows all the returns pending approval. The table headers can be sorted to display what you would like to see on top.

- 4) To review a specific return, click on the return number in the list. The return details open in a pop-up window. Review the return information and close the pop-up window.



- 5) Select one or more returns to process by clicking in the checkbox next to one or more returns, then click *Send to State* or *Send to VTrckS*.
- 6) If logged in under a 'local approver' then the *Send to State* button is available and the returns are removed from the returns list and placed in the state approver's Returns list.
- 7) If logged in under a 'state approver' then the *Send to VTrckS* is available and upon selection, the VTrckS Provider Data Files pop-up window appears.
- 8) Click the Download icon to download the file for further processing in VTrckS, then click *Close* to return to the Approve Returns page.

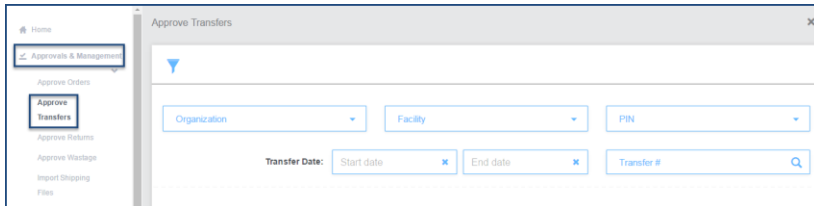


VOMS Approve Transfer State / Local Approver

This guide provides instructions on the approve transfer process. With the 'State/local Order Approver' permission, you have the ability to approve transfers in VOMS. Transfers will only need to be approved by either the state or local approver depending on settings.

Approvals & Management

- 1) Select **Approvals & Management** menu heading and then select *Approve Transfers*.

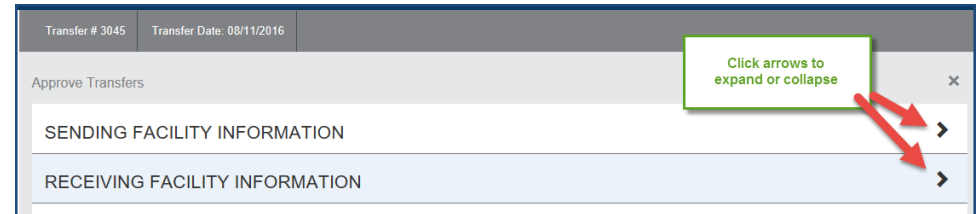


- 2) To help narrow down the list of transfers requiring approval, the filters can be used to eliminate transfers that do not meet the search criteria.
- 3) The table headers can be sorted to display what transfers you would like to see at the top of the table.

TRANSFER #	SENDING ORGANIZATION/FACILITY (VFC PIN)	RECEIVING ORGANIZATION/FACILITY (VFC PIN)	TRANSFER DATE
3047	Blaine Healthways/Siliclient27949 (222)	Family Health Centers Of Okanogan/Family Health Centers Tonasket (170001)	08/11/2016
3102	Lourdes Health Network (7866LH)	Family Health Centers Of Okanogan/Family Health Centers Tonasket (170001)	08/15/2016
3126	Freeland Community Hospital/Freeland Community Service (3524)	Family Health Centers Of Okanogan/Family Health Centers Tonasket (170001)	08/16/2016
3015	Family Health Centers Of Okanogan (1320)	Test Clinic /Test Clinic (123STC)	08/11/2016
3034	Family Health Centers Of Okanogan (1320)	2-Center For Health Statistics/Cns Centre (2342)	08/11/2016
3106	Test Clinic /Test Clinic (123STC)	Family Health Centers Of Okanogan/Family Health Centers Tonasket (170001)	08/15/2016
3033	Family Health Centers Of Okanogan (1320)	Group Health Cooperative/Northgate Medical Center (181336)	08/11/2016

- 4) To review and approve transfers, click on the transfer number.

- 5) Once the transfer number is clicked, the details of that transfer appear on the Approve Transfers page.
- 6) The Sending / Receiving Facility information are displayed in the top two sections. These sections will allow approvers to quickly access information such as contact name, phone number, delivery hours and pin number.



- 7) The transfer details table contains information about the transfer. The approver is required to enter an *Approved Quantity*.

Note: The Approved Quantity can be less than Requested Transfer Doses but cannot be greater than Requested Transfer Doses.

- 8) A transfer can be denied by clicking *Deny Entire Transfer*, selecting a *Reason* and clicking *Deny*.
- 9) After reviewing and entering the Approved Quantity, click *Approve*.
- 10) This completes the approve transfers process.

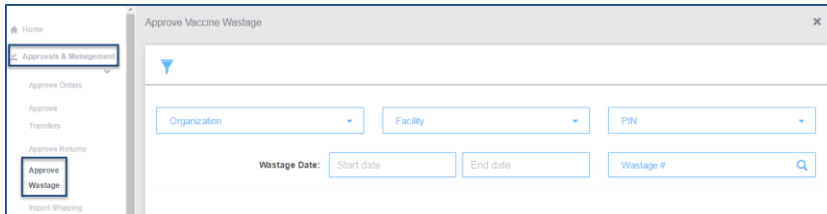


VOMS Approve Wastage State / Local Approver

This guide provides instructions on the approve wastage process. With the 'State/local Order Approver' permission, you will be able to approve wastage in VOMS.

Approvals & Management

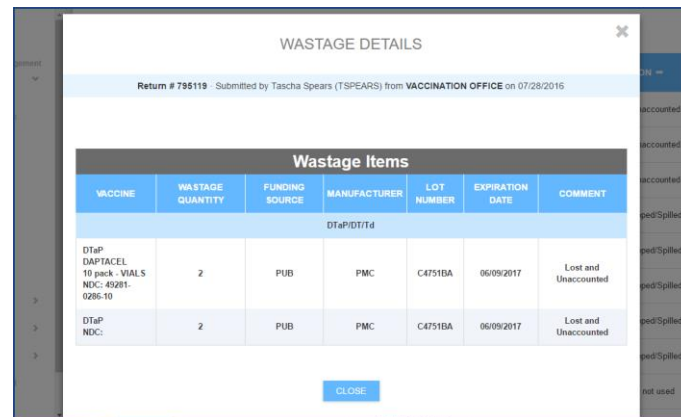
- 1) Select **Approvals & Management** menu heading and then select *Approve Wastage*.



- 2) Wastages are vaccines reconciled in provider inventory with "wasted and disposed" reasons. Examples of these reasons include:
 1. Expired opened multi-dose vial
 2. Drawn up, not used
 3. Lost or unaccounted
 4. Broken/dropped/spilled
 5. Vaccine damaged in transit
- 3) To help narrow down the list of wastages requiring approval, the filters can be used to eliminate wastages that do not meet the search criteria.

WASTAGE #	ORGANIZATION	FACILITY	PIN	WASTAGE COST	REASON	SUBMITTED DATE
795119	VACCINATION OFFICE (2365)	VACCINATION OFFICE	187107	\$32.30	Lost and Unaccounted	07/28/2016
794719	VACCINATION OFFICE (2365)	VACCINATION OFFICE	187107	\$80.75	Lost and Unaccounted	07/12/2016
794541	VACCINATION OFFICE (2365)	VACCINATION OFFICE	187107	\$53.86	Lost and Unaccounted	06/25/2016
794540	VACCINATION OFFICE (2365)	VACCINATION OFFICE	187107	\$145.35	Broken/Dropped/Spilled	06/25/2016
777676	PROVIDENCE HEALTH & SERVICES (1391)	PMG E WA PEDIATRICS NORTH	187010	\$83.77	Broken/Dropped/Spilled	09/25/2015
777675	PROVIDENCE HEALTH & SERVICES (1391)	PMG E WA PEDIATRICS NORTH	187010	\$109.01	Broken/Dropped/Spilled	09/26/2015

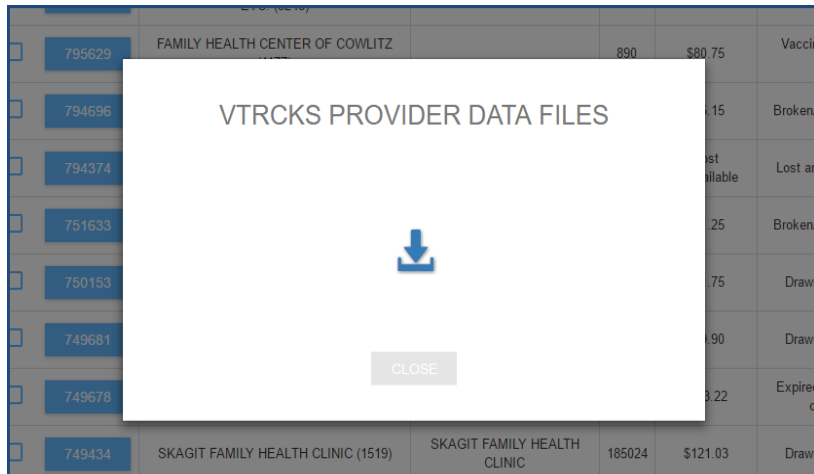
- 4) The table above shows all wastages pending approval. The table headers can be sorted to display what you would like to see on top.
- 5) To review a specific wastage, click on the wastage number in the list. The wastage details open in a pop-up window. Review the wastage information and close the pop-up window.





VOMS Approve Wastage State / Local Approver

- 6) To archive a wastage, select it by clicking on the checkbox for that wastage, then click the Archive button. A confirmation dialog box appears; click Okay to archive the wastage.
- 7) Once the wastage has been archived it will no longer appear on the Approve Vaccines page, and cannot be sent to VTrckS.
- 8) After reviewing any wastage details, select one or more wastages to process by clicking in the checkbox next to one or more wastage numbers, or click the *Select All* button, then click *Send to State* or *Send to VTrckS*.
- 9) If you are logged in under a 'local approver,' then the *Send to State* button is available and when selected, the wastages are removed from the wastage list and placed in the state approver's wastage list.
- 10) If you are logged in under a 'state approver,' then the *Send to VTrckS* is clicked, the wastages are submitted and the VTrckS Wastage Files pop-up window appears.
- 11) Click the Download icon to download the wastage file for further processing in VTrckS. You can then select *close* to return to the Approve wastages page.
- 12) This completes the approve wastage process.





VOMS Generate VTrckS Files

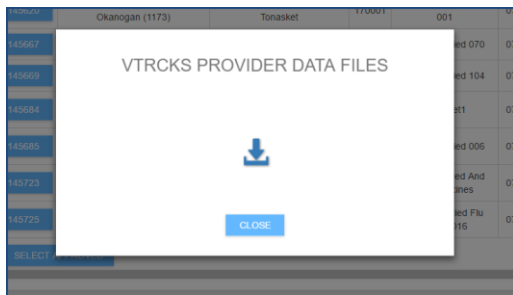
This guide will provide information on how to generate VTrckS Provider Master Data, Order and Inventory files in preparation for upload to VTrckS.

Approve Orders

1) After reviewing, approving, and selecting orders to be sent to VTrckS, select *Send To VTrckS*.

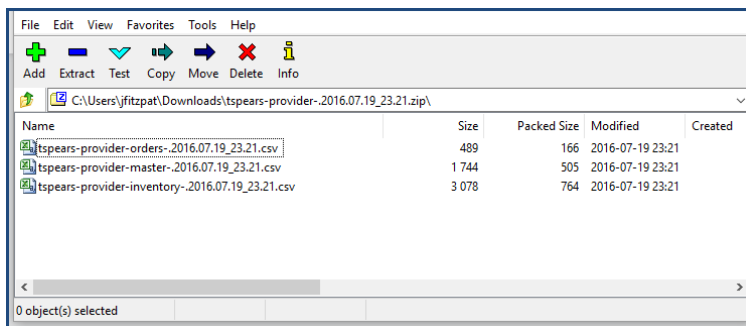
<input type="checkbox"/>	145477	Eastern State Hospital (2872)	Eastern State Hospital	3355	State Supplied 070	07/12/2016	TSPEARS	
<input checked="" type="checkbox"/>	145610	Lower Elwha Health Service (1429)	Lower Elwha Health Department	154006	State Supplied Vaccs	07/15/2016	TSPEARS	
<input type="checkbox"/>	145620	Family Health Centers Of Okanogan (1173)	Family Health Centers Tonasket	170001	Adu State Supplied 001	07/15/2016		
<input checked="" type="checkbox"/>	145667	Eastern State Hospital (2872)	Eastern State Hospital	3355	State Supplied 070	07/18/2016	TAHAR	
<input checked="" type="checkbox"/>	145669	Blaine Healthways (3252)	Slisclent27949	222	State Supplied 104	07/18/2016	TAHAR	
<input type="checkbox"/>	145684	Family Health Centers Of Okanogan (1173)		1320	Orderset1	07/18/2016		
<input type="checkbox"/>	145685	Lower Elwha Health Service (1429)	Lower Elwha Health Department	154006	State Supplied 006	07/18/2016		
<input type="checkbox"/>	145723	Bellevue Family Medicine (1344)	Bellevue Family Medicine	181103	State Supplied And Split Vaccines	07/19/2016		
<input type="checkbox"/>	145725	Bellevue Family Medicine (1344)	Bellevue Family Medicine	181103	State Supplied Flu 2015-2016	07/19/2016		

2) A pop up will display prompting the download of VTrckS files.



3) Select the option to Save the files once prompted by your browser.. There will be 3 CSV files:

- a. Provider Master Data
- b. Provider Inventory
- c. Provider orders



4) Once the files have been saved, continue to the next step - Upload to VTrckS.

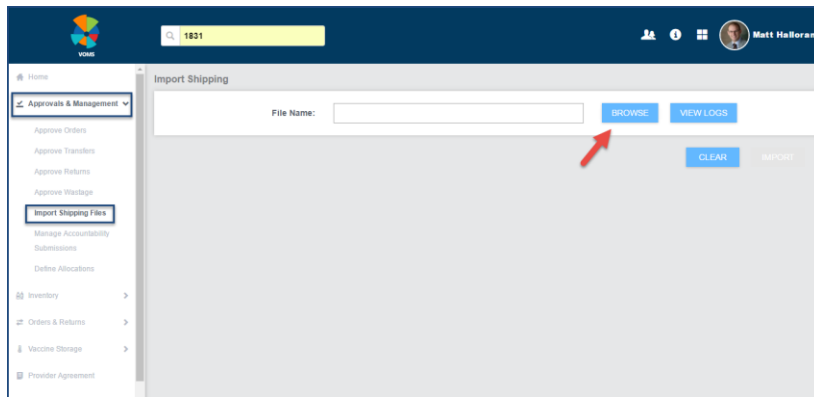


VOMS Import Shipping Files

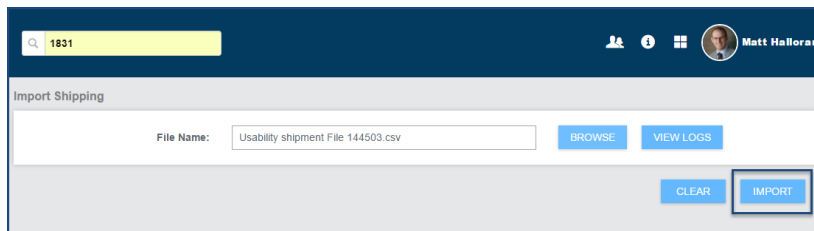
This guide provides instructions on how to import Shipping Files in VOMS.

Approvals & Management

- 1) Select **Approvals & Management** and click *Import Shipping Files* to show the Import Shipping File page.
- 2) Select *Browse* to find the VTrckS Shipment File you'd like to upload.



- 3) Once your file has been selected, click the **Import** button.



- 4) After importing the VTrckS Shipment file, you will be notified of either success or failure of the upload. Specifically, a summary will be provided with the number of records imported and the success/failure rate.

- 5) The *View Logs* button next to *Browse* will display specifics on the imported file. It will give details on specific Order #, Order Line Number and Error description(s).
- 6) Click *View* in the **More Details** column to display log details for a selected shipment file line item.

Log Details for Order 145503 Line Number 1

Error: The matching order line in Order: 145503 has already been updated with lot details.

Column	Value
Delivery Number	173629365
Delivery Line Number	17361
Date Shipped	20160712
EXIS (VOMS) Order ID	145503
EXIS (VOMS) Order Line Number	1
EXIS (VOMS) Order Date	20160712
VTrckS Order Number	500099132
VTrckS Order Line Number	1
VTrckS Order Creation Date	20160712
NDC	452814286-19
Quantity Requested	60
Lot Number	BGD12894
Lot Expiration Date	20180213
Quantity Shipped	60
Units of Measure	DOS
Order Line Fulfilled	Y

- 7) For orders that had data within the file, after a successful Import, the order status will change to 'shipped' and the vaccine shipping details will be populated on the Vaccine Order Details Page for the provider as displayed below.

Vaccine Order Details

WVDR	LF#	APPROX DATE	QUANTITY ORDERED	QUANTITY APPLIED	QUANTITY SHIPPED	SECURITY QUANTITY	ACTION
MM							
MM	MM001	07/20/18	VFC	20	20	20	<input type="checkbox"/>
MS							
MS	MS001	07/20/18	VFC	80	80	80	<input type="checkbox"/>
MS							
MS	MS001	07/20/18	VFC	80	80	80	<input type="checkbox"/>