North Dakota Immunization Information System: Borrowing and Returning Vaccine

When borrowing and returning vaccine in the North Dakota Immunization Information System (NDIIS), a dose of administered vaccine needs to be entered into the patient's immunization record. The system will keep track of how many doses have been borrowed from and returned to both state supplied and privately purchased vaccine in the provider's lot inventory within the NDIIS.

- All borrow and return activity must be tracked using the Immunization Program VFC Vaccine Borrow/Return Report form, which can be accessed from the NDHHS Immunization Resources website.

- Any borrowed doses of state-supplied vaccine must be returned within 4 weeks or vaccine orders will be held.

- State-supplied influenza vaccine **cannot** be borrowed for non-VFC-eligible children or adults.

- "**Other State Eligible**" VFC status should be used for insured children at universal Local Public Health Units and deputized provider sites, insured children receiving the birth dose of Hepatitis B vaccine, and state vaccine programs for uninsured and underinsured adults.

Please reference the VFC program Vaccine Coverage Table for questions on all vaccines covered through public vaccine programs in North Dakota.
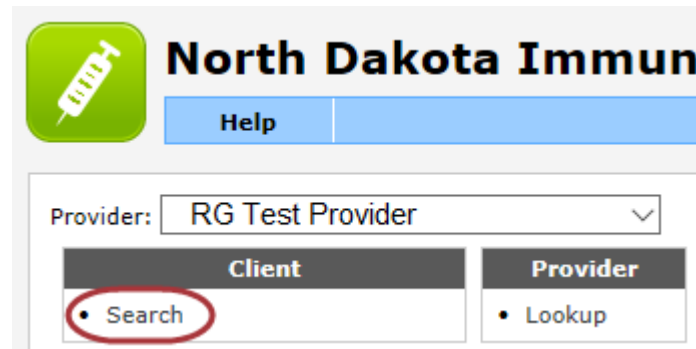
Call the North Dakota Department of Health & Human Services (NDHHS) Immunization Unit with questions at

701.328.3386 or

toll-free at 800.472.2180

How to Borrow and Return Vaccine Doses:

Borrow:

1.) Login to the NDIIS

2.) Click on the **Search** hyperlink in the Client Box on your home screen
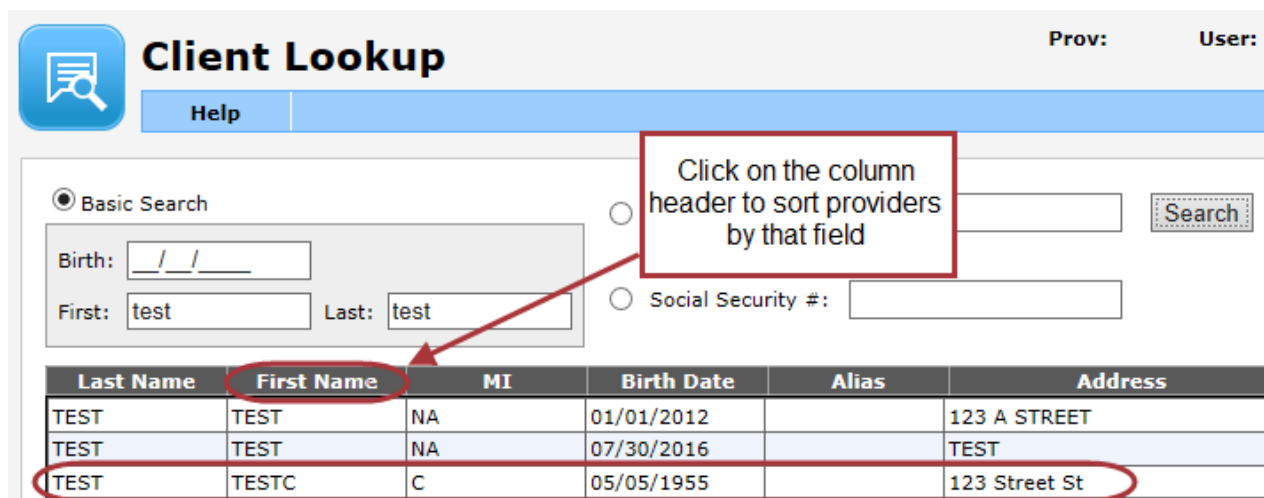

3.) Once on the Client lookup page, search for the client whose immunization you need to add. From the list of possible matches, highlight the correct patient and click **Inquire**.

- You can also open the client's record by double-clicking their line from the list.

- You can sort the list by clicking on the column headers.

4.) From the Client page, move to the Immunization tab and click **Add** to open the dose management window.

5.) **If borrowing from state-supplied stock to private stock**:

- Enter a dose of state supplied vaccine to the immunization record of a patient who is not VFC-eligible by selecting a state lot number in the Dose Management window and setting the client's VFC status to "**Not Eligible**."

Dose Management

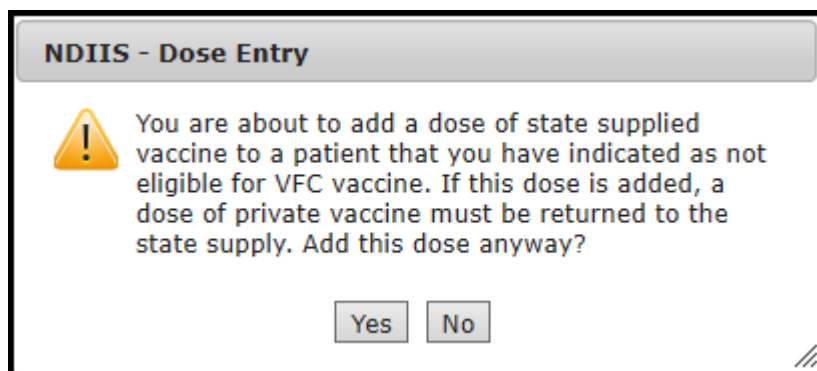|	
*Provider:	1 - N.D. DEPT OF HEALTH
*Dose Date:	09/22/2020
*Lot #:	☑ Exclude Expired Lots 1581027 - State
*Dose Volume:	
Volume Units:	
*Administration Route:	-- SELECT ONE --
*Administration Site:	-- SELECT ONE --
Vaccine:	HPV-9
Reaction:	None
*VFC:	NOT ELIGIBLE

> State supplied lots will have the word "State" written to the right of the lot number.

- If a state-supplied vaccine lot number is chosen and the client's VFC status is set to "**Not Eligible**," you will see the following warning:

NDIIS - Dose Entry

⚠ You are about to add a dose of state supplied vaccine to a patient that you have indicated as not eligible for VFC vaccine. If this dose is added, a dose of private vaccine must be returned to the state supply. Add this dose anyway?

Yes　No

- Clicking "**No**" in the warning box will return you to the dose management screen.

- Clicking "**Yes**" will add the dose, and the dose will need to be returned to the appropriate lot.

6.) **If borrowing from private stock to state-supplied stock**:

- Enter a dose of privately purchased vaccine to the immunization record of a patient who is VFC or other state eligible by selecting a private supply lot number in the Dose Management window and setting the client's VFC status to "**Medicaid**," "**American Indian**," "**Under Insured**," "**No Insurance**," or "**Other State Eligible**."

*Dose Date:	09/22/2020
*Lot #:	☑ Exclude Expired Lots S013490 - Private ⌄
*Dose Volume:	
Volume Units:	
*Administration Route:	-- SELECT ONE -- ⌄
*Administration Site:	-- SELECT ONE -- ⌄
Vaccine:	PPSV23 (pneumococcal)
Reaction:	None ⌄
*VFC:	MEDICAID ⌄

Private-supplied lots will have the word "Private" written to the right of the lot number.

- If a private vaccine lot number is chosen and the client's VFC status is set to "**Medicaid**," "**American Indian**," "**Under Insured**," "**No Insurance**," or "**Other State Eligible**." you will see the following warning:
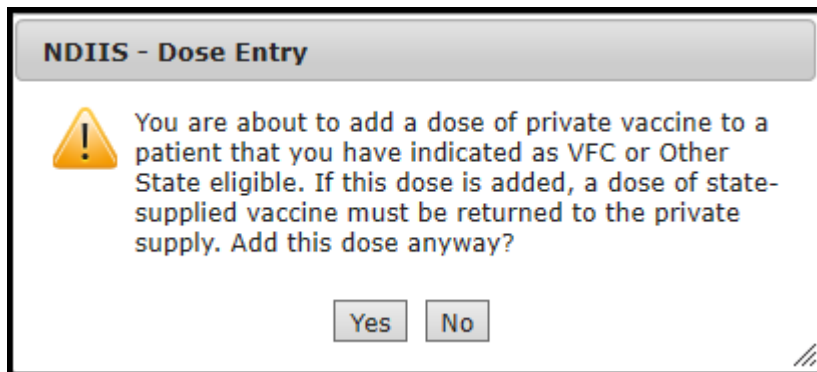
NDIIS - Dose Entry

⚠ You are about to add a dose of private vaccine to a patient that you have indicated as VFC or Other State eligible. If this dose is added, a dose of state-supplied vaccine must be returned to the private supply. Add this dose anyway?

[Yes] [No]

- Clicking "**No**" in the warning box will return you to the dose management screen.
- Clicking "**Yes**" will add the dose and the dose will need to be returned to the appropriate lot.

Return:

1.) When returning the borrowed doses, repeat steps 1-3 from earlier Borrow section.

2.) If a dose of state-supplied vaccine was borrowed, then a private dose of the same type of vaccine needs to be added to the record of a patient whose VFC status is "**Medicaid**," "**American Indian**," "**Under Insured**," "**No Insurance**," or "**Other State Eligible**."

Follow the instructions in Step 6 to complete this return.

3.) If a dose of privately purchased vaccine was borrowed, then a state-supplied dose of the same type of vaccine needs to be added to the record of a patient whose VFC status is "**Not Eligible**".

Follow the instructions in Step 5 to complete this return.

> Providers whose Electronic Health Record (EHR) system is connected to the NDIIS and submits immunization data electronically should contact the NDIIS team with questions on how borrow/return activity works with an electronic interface.

Reports:

Providers can also run and print reports that list all borrow and return transactions and that list the number of doses of each vaccine that need to be returned to private or publicly-purchased stock.
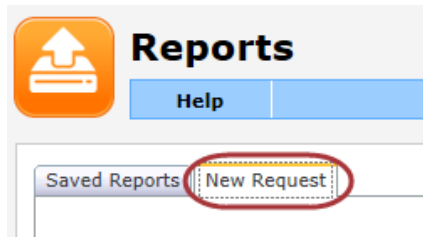
Borrow and Return Lots – Balance Report

Balance reports show a running tally of all doses owed to state and private supply, and includes any doses of vaccine owed in the old version of the NDIIS. The NDDoH does have access to the borrow/return activity from the old system if there are older balances that need to be looked into further. The same presentation of the borrowed vaccine must be returned in order for the balance report to recognize the return.
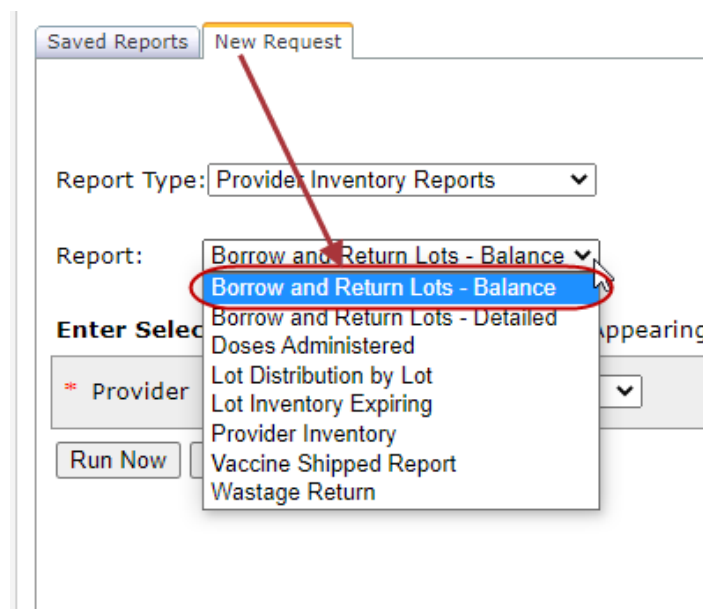
1.) Click on the **Reports** hyperlink from your home screen.

2.) Once in the Reports page, click on the **New Request** tab.

3.) Select the **Borrow and Return Lots – Balance** report from the Report field drop-down box.

4.) Select the correct provider from the Provider field drop-down box.

- The report can only be run for the providers you can enter immunizations for.

Report: Borrow and Return Lots - Balance ▾

Enter Selection Criteria & Values | Fields Appearing with an Asterisk (*) Are Required.

* Provider 04933 -   TEST   ▾

5.) When finished, click **Run Now**, and return to the **Saved Reports** tab

6.) The run report will show up at the top of the list of reports.

- If your request does not immediately show up, click **Refresh**
- You should also periodically click Refresh until the report status is complete.

7.) Highlight the report on the list and click **View**

Saved Reports	New Request				
Report Name	**Status**	**Request Date**	**Request By**	**Seq #**
Borrow Return Report-Balance Rpt	Run	11/11/2020	user code	11234

8.) The report will open in PDF format

9.) There will be three sections on the report showing:

- the doses that were owed to either state or private supply vaccine at the time of the NDIIS upgrade in 2013,
- the doses of state supplied vaccine given to Not Eligible clients and the doses of private vaccine given to VFC eligible clients after the upgrade date,
- and the number of doses of each vaccine that need to be returned to the state and privately purchased inventory.

Borrow Return Report - Balance Report

Printed on 11/12/2020 9:46:58 AM

Provider: 09990 - PROVIDER NAME

| Vaccine	Starting Balance		(After 05/11/2013) Doses Given		Current Balance	
	Doses Owed to State Supply	Doses Owed to Private Supply	Doses of state supplied vaccine given to VFC not-eligible	Doses of private vaccine given to VFC or other state eligible	Doses Owed to State Supply	Doses Owed to Private Supply
DTAP	0	0	2	2	0	0
DTAP/IPV	1	0	14	15	0	0
DTaP-HBV-IPV (Pediarix)	0	0	2	3	0	1
DTaP-Hib-IPV (Pentacel)	0	10	53	44	0	1
HAV (2 dose)	0	1	28	27	0	0

Borrow and Return Lots – Detailed Report

Detail report will show all doses of state vaccine administered to **Not Eligible** clients and all doses of private vaccine administered to **VFC** or **Other State Eligible** clients. This report should be used to find out which doses are being counted in the balance report and to correct any data entry mistakes that are resulting in doses borrowed.
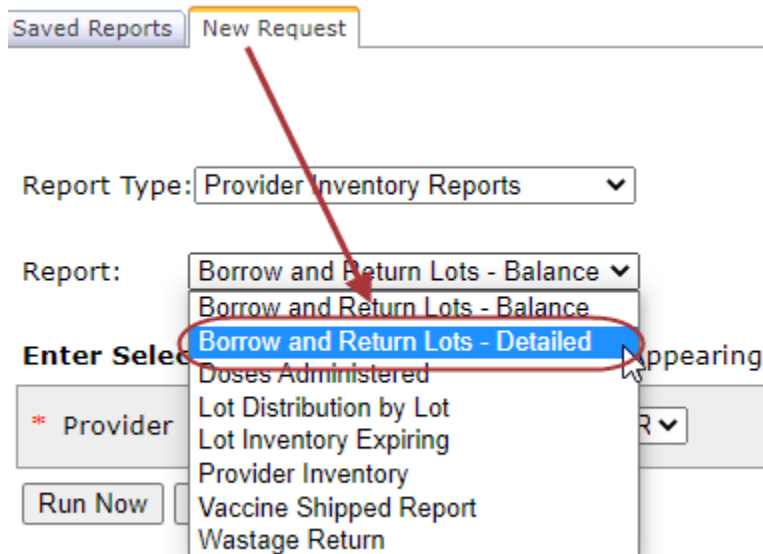
1.) Click on the **Reports** hyperlink from your home screen.
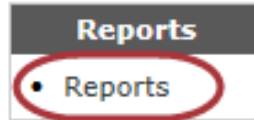
2.) Once in the Reports page, click on the **New Request** tab.
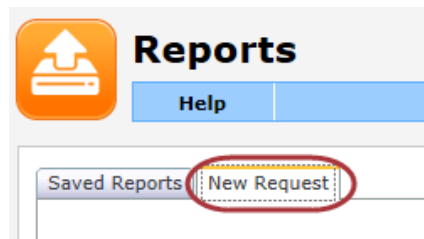
3.) Select the **Borrow and Return Lots – Detailed** report from the Report field drop-down box.

4.) Select the correct provider from the Provider field drop-down box.

- The report can be run only for the providers you can enter immunizations for.

5.) There are two optional date fields that can be filled in to run the report for a specific date range.

- It is recommended that you leave the date fields blank so the report can appropriately calculate the total balance of doses owed to state and private inventory and all borrowed doses are returned.

Report: Borrow and Return Lots - Detailed ⌄

Enter Selection Criteria & Values | Fields Appearing with an Asterisk (*) Are Required.

* Provider	09990 - PROVIDER NAME ⌄
Begin Date (Optional):	10/01/2020
End Date (Optional):	10/31/2020

[Run Now] [Run Later] [Clear]

6.) When finished, click **Run Now**, and return to the **Saved Reports** tab

Saved Reports	New Request

Report Name	Status	Request Date	Request By	Seq #
Borrow Return Report-Detailed Rpt	Completed	11/11/2020	user code	08066

7.) The run report will show up at the top of the list of reports.

- If your request does not immediately show up, click **Refresh**
- You should also periodically click Refresh until the report status is complete.

8.) Highlight the report on the list and click **View**

9.) The report will open in PDF format

10.) There will be two sections on the report showing:

- Patient and dose details about state supply vaccine given to **VFC Not Eligible**
- Patient and dose details about private supply vaccine given to **VFC** or **Other State Eligible**

Borrow Return Report - Detailed Report

Printed on 4/13/2012 11:25:49 AM

Begin Date: 03/01/2009

End Date: 06/01/2009

Provider: 09990 - PROVIDER NAME

State Supplied Vaccine Give to VFC non-eligible - (After 03/01/2009)

Name	Birthdate	Vaccine	Lot Number	Dose Date	VFC Eligibility
Test. Patient 1	07/12/1932	ZOSTER (SHINGLES)	0367Y	06/01/2009	NOT ELIGIBLE
Test, Patient 2	03/03/1935	ZOSTER (SHINGLES)	0367Y	06/01/2009	NOT ELIGIBLE
Test, Patient 3	02/11/1960	TDAP	AC62B027AA	03/31/2009	NOT ELIGIBLE

Private Supply Vaccine Give to VFC or Other State Eligible - (After 03/01/2009)

Name	Birthdate	Vaccine	Lot Number	Dose Date	VFC Eligibility
Test, Patient 1	03/20/1986	HBVAdult	AHBVB687AA	03/04/2009	NO INSURANCE
Test. Patient 2	12/02/1951	PPV23 (Pneumococcal)	1295X	05/21/2009	MEDICAID
Test, Patient 3	07/06/1868	INFL (Inactivated P/F)	88297	03/17/2009	MEDICAID