



Managing Inventory

In this chapter:

- Inventory Alerts
- Viewing Inventory
- Adding New Inventory
- Updating Inventory
- Returning or Destroying Expired Inventory
- Selecting Inventory Transactions
- Viewing Inventory Transactions
- Submitting Inventory Counts



If you are an Administrator, Administrator + Data Exchange or Inventory Control user, the inventory alerts screen will also be displayed on the GRITS Home Page.



Expired public vaccines are to be marked as returned using the Show Inventory screen. Expired private vaccines are to be marked as destroyed or returned through proper channels using the Show Inventory screen.

Inventory Alerts

The Inventory Alerts screen is displayed when you click on Manage Inventory under Inventory on the menu panel. There are five different inventory alerts.

1. 'Inventory Transfer Notifications': this alert displays pending transfers for all sites within your organization (outbound transfers that are 'On Hold' or 'Shipped' and inbound transfers that are 'Pending Receipt'). Once the transfer is complete (accepted by the receiving site), it will no longer appear in the alerts. Refer to the 'Managing Inventory Transfers' chapter for more information.
2. 'Expired Inventory with Remaining Doses on Hand': this alert displays expired inventory with remaining 'Doses On Hand' greater than zero. To remove lots from this alert, the expired doses need to be marked as returned or destroyed using on the Show Inventory screen. Refer to the 'Returning and Destroying Expired Vaccines' section of this chapter for more information.
3. 'Please take a physical count of inventory and enter it into GRITS': this alert displays any sites that are due to enter an inventory count and the date the count is due. The alert will only appear if the inventory count is due in the next five days or if the count is overdue. To remove this alert, you need to submit an inventory count on the Submit Inventory Count screen. Refer to the 'Submitting Inventory Counts' section of this chapter for more information.
4. 'Active Inventory that is Going to Expire': this alert displays any inventory within the organization that is going to expire in the next ninety days or less.
5. 'Inventory that is Running Low': this alert displays any inventory within the organization that is running low (ten doses or less).

Viewing Inventory

To view the vaccine inventory at a particular site, follow these steps:

1. Click on Manage Inventory under the Inventory section of the menu panel.
2. At the Inventory Alerts screen, press [Show Inventory](#).
3. The inventory table shown by default will list active vaccines from one site within the organization. Following is a description of inventory options available:
 - Active: Select the 'Active' option to view only those vaccine lots that have valid (non-expired) doses remaining in the site's inventory. This is the inventory that is available for usage on the manage immunization screen.
 - Inactive: Select the 'Inactive' option to view only those vaccine lots that do not have any doses remaining in inventory or that were set to inactive by a user. Inactive vaccine lots that have expired are only viewable when the Expired radio button is selected.
 - Non-Expired: Select the 'Non-Expired' option to view any active or inactive inventory that has not yet expired.
 - Expired: Select the 'Expired' option to view any inventory that has expired. Expired vaccine is automatically set to inactive by the system the day after the expiration date.
4. To view inventory for a different site within your organization, select the site name from the Site pick list.
5. To view Inactive, Non-expired or Expired vaccine, click on the appropriate radio button.



All inventory transferred to your site from another site in the registry will be added as active. Refer to the Manage Transfer chapter for more information on inventory transfers.



Inactive vaccines are shown in red type. A vaccine may be inactive for a number of reasons: the vaccine lot number doesn't have any doses remaining in inventory, the vaccine lot has expired, or the vaccine lot has set to inactive by a user.



Vaccines on the Show Inventory screen that are highlighted in pink will expire within 90 days.

Manage Inventory	
Add Inventory for Site (PARK STREET CLINIC)...	Add Inventory
Count Physical Inventory for Selected Site...	Count Inventory
Modify Doses on Hand for Selected Site...	Modify Quantity
Show Transactions for Site...	Show Transactions
Return to the Previous Screen....	Cancel

Site: <input type="text" value="PARK STREET CLINIC"/>		Show <input checked="" type="radio"/> Active <input type="radio"/> Inactive <input type="radio"/> Non-Expired <input type="radio"/> Expired				
Select	Trade Name	Lot Number	Doses on Hand	Active	Public	Exp Date
<input type="checkbox"/>	Comvax	MHH555	5	Y	Y	01/01/2005
<input type="checkbox"/>	Engerix-B Peds	M888	50	Y	Y	04/30/2004
<input type="checkbox"/>	Fluzone 6-35 Months	FLU555	5	Y	N	03/31/2005
<input type="checkbox"/>	Fluzone 6-35 Months	FLU123	21	Y	Y	08/01/2005
<input type="checkbox"/>	Infanrix	GSK888	7.5	Y	N	12/31/2006
<input type="checkbox"/>	MMR II	MMR38	4	Y	N	06/01/2004
<input type="checkbox"/>	Varivax	M555	19	Y	Y	07/01/2004

Highlighted rows are set to expire soon...

6. The following is an explanation of the columns in the inventory table:

- Select: A mark in this checkbox allows you to modify the quantity of the selected vaccine.
- Trade Name: This column lists the vaccine's trade name.
- Lot Number: This column lists the lot number of the vaccine.
- Doses On Hand: This column lists the number of doses remaining in the site's inventory.
- Active: A "Y" in this column indicates the inventory is active (available for use). An "N" indicates the vaccine is inactive (unavailable for use because either the vaccine lot does not have any doses remaining in inventory, the vaccine lot has expired or the vaccine lot was set to inactive by a user). Inactive vaccines are shown in red type.
- Public: A "Y" in this column indicates the vaccine was state-supplied. An "N" indicates that the vaccine was privately purchased.
- Exp Date: This column gives the vaccine's expiration date. Vaccines that will expire in ninety days or less are highlighted in pink.

Printing Inventory

To print out a list of inventory at a particular site, follow these steps:

1. Follow Steps 1-3 under *Viewing Inventory*.

2. Do one of the following:
 - Choose **F**ile, then **P**rint, from your browser's menu bar. In the Print dialog box, press **O**K.
 - Or press the printer icon on your browser's toolbar.
4. If your printout is cut off, try setting your printer to landscape. To do this:
 - Choose **F**ile, then **P**rint, from your browser's menu bar.
 - In the Print dialog box, press **P**roperties.
 - In the Properties box, find the section where you may specify orientation. Choose landscape.
 - Press **O**K.
 - Press **O**K in the Print dialog box.

Adding New Inventory

Use the Add Vaccine function only if you are adding a vaccine with a *new* lot number. If you are adding a vaccine with a lot number that already exists in your inventory, refer to *Updating Inventory*.

1. Click on Manage Inventory under the Inventory section of the menu panel.
2. At the Inventory Alerts screen, press **S**how Inventory.
3. At the next screen, choose the site to which you will be adding inventory from the Site pick list.
4. Press **A**dd Inventory.
5. At the Add Vaccine Inventory Information screen, do the following:

Add Vaccine Inventory Information

Site: PARK STREET CLINIC

Manufacturer:

Trade Name:

Lot Number:

Dose Size:

Expiration Date:

Funding Program:

Lot Active:


Cost per Dose:

Doses on Hand:

- Verify that the site at which the inventory will be located is listed under Site.

- Choose the vaccine's manufacturer from the pick list provided. Selecting a manufacturer limits the *Trade Name* pick list to the trade names associated with it.

Note: The pick lists *Manufacturer*, *Trade Name*, and *Dose Size* function together to filter available options. For instance, when a manufacturer is chosen in the *Manufacturer* pick list, only trade names associated with the selected manufacturer are displayed; likewise, when a trade name is chosen from the *Trade Name* pick list, only manufacturers associated with that trade name will be displayed. Further, if the trade name has a specific dose size(s), the *Dose Size* pick list will be limited to the appropriate dose size(s).

- Choose the vaccine's trade name from the pick list provided.
 - Enter the lot number of the vaccine in the Lot Number text box.
 - Choose the dose from the Dose Size pick list; choose .25, .5, .65, 1 ml, or 2ml.
 - Enter the vaccine lot's expiration date using the MM/DD/YYYY format, or use the pop-up calendar by clicking the calendar icon  to the right of the field. If using the calendar icon, choose a month and year from the pick lists provided and choose a day by clicking on the appropriate calendar day. Press **OK**. If the vaccine lot's expiration date does not specify a day, enter the last day of the month.
 - Choose the source of funding (public or private) used for the purchase of the vaccine from the pick list. State-supplied vaccine should be entered as public. All other vaccine should be entered as private.
 - Choose Yes from the Lot Active pick list. When adding new inventory, the lot may only be entered as active. This controls whether the lot shows up on pick lists when entering immunizations.
 - Enter the Cost per Dose if known. This field is optional.
 - Enter the number of vaccine doses received in the Doses on Hand text box.
6. Press **Save**.
 7. If the new vaccine was saved successfully, the message "Inventory was inserted successfully" will appear at the bottom of the screen.
 8. To add additional vaccines, press **Add New**.
 9. To return to the Show Inventory screen, press **Cancel**.

Updating Inventory

To change information on existing vaccines, follow these steps:

1. Click on Manage Inventory under the Inventory section of the menu panel.
2. At the Inventory Alerts screen, press Show Inventory.
3. The inventory table shown by default will include active vaccines from one site within the organization. Following is a description of inventory options available:
 - Active: Select the 'Active' option to view only those vaccine lots that have valid (non-expired) doses remaining in the site's inventory. This is the inventory that is available for usage on the manage immunization screen.
 - Inactive: Select the 'Inactive' option to view only those vaccine lots that do not have any doses remaining in inventory or that were set to inactive by a user. Inactive vaccine lots that have expired are only viewable when the Expired radio button is selected.
 - Non-Expired: Select the 'Non-Expired' option to view any active or inactive inventory that has not yet expired.
 - Expired: Select the 'Expired' option to view any inventory that has expired. Expired vaccine is automatically set to inactive by the system the day after the expiration date.
4. To view inventory for a different site within your organization, select the site name from the Site pick list.
5. Choose to view Inactive, Non-expired or Expired vaccine, click on the appropriate radio button.
6. Once the appropriate site's inventory displays, select the vaccine lot you wish to update by clicking on the vaccine's trade name, which is underlined and in blue.
7. On the Edit Vaccine Inventory Information screen, make desired changes to the Manufacturer, Trade Name, Lot Number, Dose Size, Expiration Date, Funding Program, Lot Active or Cost per Dose fields for each vaccine lot. **These fields should only be edited only if the vaccine from the lot has not yet been administered.**



Amount text box will only accept whole numbers and .5 (half) doses.



'Damaged in transit to provider' is only available for subtracting inventory for public (state-supplied) vaccine.

8. To modify the quantity, enter the following information:

Modify Doses on Hand

Action:

Amount:

Reason:

Secondary Reason:

Appears contaminated

Diluent added when not required

Erroneously combined in syringe

Leaked from syringe

Not needed after prepared

Parent or Child refused

- Under Amount, enter the number of doses to be added or subtracted.
- Choose a primary explanation for changing the quantity of the vaccine lot by selecting from the Reason pick list.
- Choose a secondary explanation for changing the quantity of the vaccine lot by selecting from the Secondary Reason pick list. The Secondary Reason pick list will only appear when a secondary reason is required.
- The inventory transaction reason you select will determine if inventory is added or subtracted.

Reasons for adding or subtracting inventory:

Primary Explanation	Secondary Explanation	Action
Receipt of Shipment	N/A	Add
Spoilage	Parent or child refused	Subtract
	Not needed after prepared	Subtract
	Leaked from syringe	Subtract
	Appears contaminated	Subtract
	Erroneously combined in syringe	Subtract
	Diluent added when not required	Subtract
Damaged in transit to provider	N/A	Subtract
Failure to store properly	Left out overnight	Subtract
	Refrigerator door left ajar	Subtract
	Stored at inappropriate temperature range	Subtract
	Refrigerator unplugged inadvertently	Subtract
	Refrigerator unplugged – not plugged back in	Subtract
Refrigeration failure	Refrigeration failure – natural disaster	Subtract
	Refrigeration failure – equipment failure	Subtract

	Refrigeration failure – power outage	Subtract
Lost or unaccounted for	Fewer than nominal doses in Multi-dose vial	Subtract
	Missing or unaccounted for	Subtract
Error correction	Error correction-Sub	Subtract
	Error correction-Add	Add

7. Press **Save**.

Note: In the event the lot is inactive and doses on hand are modified to be greater than zero, the system will prompt you to determine if you want to reactivate the lot. Click **OK** to activate the lot or **Cancel** to keep the lot inactive. All edits will be saved with either choice.

8. Once your updates are saved to the registry's database, the message "Inventory was updated successfully" will appear at the bottom of the screen.
9. Press **Cancel** to return to the Show Inventory screen.

Modifying Quantities of Multiple Vaccines

To change inventory quantities of multiple vaccine lots, follow these steps:

1. Follow Steps 1-3 under Updating Inventory.
2. Once the appropriate site's inventory displays, put a check mark next to the vaccine lots whose quantities you want to modify.
3. Press **Modify Quantity**.
4. On the Modify Doses on Hand screen, enter the following information:

Manage Inventory	
Save Changes to Doses on Hand for Selected Site...	Save
Return to the Previous Screen....	Cancel

Modify Doses on Hand for Selected Site					
Trade Name	Lot Number	Doses on Hand	Action	Amount	Reason
DECAVAC	10090	19	ADD	10	Receipt of Shipment
MMR II	m2123	48	SUBTRACT	20	Damaged in transit to provider
PROGUAD under 13Y	MMRV12	23	SUBTRACT	23	Refrigeration failure
<i>Refrigeration equipment was damaged or disabled by natural disaster that had direct effect on the equipment. Power outage external to the facility and human error re electrical outlets, power cords and temperature settings was not a factor.</i>					Refrigeration failure - natural disaster Refrigeration failure - equipment failure Refrigeration failure - natural disaster Refrigeration failure - power outage

- Under Amount, enter the number of doses to be added or subtracted.
- Choose a primary explanation for changing the quantity of the vaccine lot by selecting from the Reason pick list. Refer to the list on the previous page for a description of the reasons for adding or subtracting inventory.
- Choose a secondary explanation for changing the quantity of the vaccine lot by selecting from the Secondary Reason pick list. The *Secondary Reason* pick list will only appear when a secondary reason is required.
- Press **Save**.

Returning or Destroying Expired Vaccines

To document returning or destroying expired vaccines, follow these steps:

1. Click on Manage Inventory under the Inventory section of the menu panel.
2. At the Inventory Alerts screen, press **Show Inventory**.
3. Select the site with an expired vaccine lot from the Site pick list.

- From the Show radio buttons select the 'Expired' option to view any inventory that has expired.

Manage Inventory

Add Inventory for Site (Park Street Clinic)....

Count Physical Inventory for Selected Site....

Show Transactions for Site....

Return to the Previous Screen....

Site: Show Active Inactive Non-Expired Expired

Public, expired vaccine to be returned to McKesson...

Select	Trade Name	Lot Number	Doses on Hand	Active	Public	Exp Date
<input type="checkbox"/>	DAPTACEL	DTAP1	20	N	Y	07/08/2008
<input type="checkbox"/>	Fluzone > 6 Months	FLU1	19.5	N	Y	07/07/2008
<input type="checkbox"/>	Pediarix	DTAPHIP	25	N	Y	07/14/2008

Private, expired vaccine to destroy or return...

Select	Trade Name	Lot Number	Doses on Hand	Active	Public	Exp Date
<input type="checkbox"/>	ActHib	HIB1	20	N	N	11/25/2007
<input type="checkbox"/>	Comvax	HEPBHIB1	20	N	N	07/09/2008
<input type="checkbox"/>	Havrix Peds 2 dose	HEPA2	19	N	N	07/13/2008
<input type="checkbox"/>	VAQTA Peds 2 dose	HEPA1	19	N	N	07/15/2008

Expired vaccines

Select	Trade Name	Lot Number	Doses on Hand	Active	Public	Exp Date
n/a	BOOSTRIX	TDAP1	0	N	Y	11/25/2007

- You will see a list of expired vaccines. This screen had three sections.
 - Public (state-supplied) vaccine lots that have expired with doses remaining in inventory that need to be returned.
 - Private vaccine lots that have expired with doses remaining in inventory that need to be returned or destroyed
 - Vaccine lots that have expired with no remaining doses or lots that have been marked as returned or destroyed
- You must enter the return public and private doses separately.

Returning Public Vaccine

- Select any public vaccine that you are returning. You may select more than one lot at a time.
- Press **Returned** to mark the lot as returned to McKesson. The vaccine should be returned to the McKesson distribution center by following the guidelines found under the heading 'Returning Federal Expired Vaccine' located under the resources on the web section on the GRITS home page.

Returning Private Vaccine

1. Select any private vaccine that you are returning. You may select more than one lot at a time.
2. Press **Returned** to mark the lot as returned.

Destroying Private Vaccine

1. Select any private vaccine that you are destroying. You may select more than one lot at a time.
2. Press **Destroyed** to mark the lot as destroyed.

Selecting Inventory Transactions

1. Click on the Manage Inventory menu item under the Inventory section of the menu panel.
2. At the Inventory Alerts screen, press **Show Transactions**.

Alternatively, the button **Show Transactions** is also available on the Show Inventory screen. At the Inventory Alerts screen, press **Show Inventory**. At the Show Inventory screen, press **Show Transactions**.

3. At the Show Transactions screen, do the following:

The screenshot displays the 'Show Transactions for:' section with three rows of options and buttons:

Print All Transactions for the selected Transaction Reason(s)...	Print Transactions
Print Immunization Transactions grouped by the Date Administered...	Print Imms by Date Adm
Print Immunization Transactions grouped by the Trade Name / Lot # / Funding Source...	Print Imms by TN / Lot #
Return to the previous page...	Cancel

Below this is the 'Vaccine Transaction Filtering Options...' section, which includes a 'Select Date Criteria ...' area with two radio buttons:

- Date txn Entered into GRITS [From]: [] To: []
- Date shot was Administered [From]: []

Below the date criteria are several dropdown menus for filtering:

- User Name: All User Names
- Transaction Reason: All Transaction Reasons
- Site Name: All Sites with Inventory
- Vaccine Group: All Vaccine Groups
- Trade Name: All Trade Names
- Lot Number: All Lot Numbers
- Funding Source: All Funding Sources

- Select the option button Date txn Entered into GRITS, and enter the From and To dates for when the inventory transactions were entered in GRITS.
-OR-
 - Select the option button Date shot was Administered, and enter the From and To dates for immunizations that were administered from inventory.
 - Select the default option All User Names from the User Name pick list, or choose a specific user name to limit your search.
 - Select the default option All Transaction Reasons from the *Transaction Reason* pick list, or choose a specific transaction reason to limit your search.
- Transactions reasons relate to the *Reason* pick list on the Edit Vaccine Inventory Information screen.
- If a specific transaction reason was selected in the previous step and the selected transaction reason has sub-values, the *Secondary Reason* pick list will appear.

Select the default option All Secondary Reasons from the *Secondary Reason* pick list, or choose a specific secondary reason to limit your search.

Secondary reasons relate to the *Secondary Reason* pick list on the Edit Vaccine Inventory Information screen. The *Secondary Reason* pick list will only appear if the selected transaction reason has sub-values.

Transaction Reasons and Secondary Reasons: Transaction reasons are in **BOLD** font style. Secondary reasons are in Regular font style and are indented.

Transaction		Action
Code	Description	
1	Receipt of Shipment	Add
2	[Historic] Returned viable vaccine to McKesson	Subtract
3	Spoilage	
3a	Parent or child refused	Subtract
3b	Not needed after prepared	Subtract
3c	Leaked from syringe	Subtract
3d	Appears contaminated	Subtract
3e	Erroneously combined in syringe	Subtract
3f	Diluent added when not required	Subtract
5	Damaged in transit to provider	Subtract
6	Failure to store properly	
6a	Left out overnight	Subtract



When From and To dates are entered for the Date shot was given, only immunizations, deleted immunizations, and partial dose immunizations will be returned for the Print All Transactions report.



Transactions marked [Historic] are no longer available in the inventory pick lists beginning with GRITS version 4.6.0. Transactions that were entered prior to the 4.6.0 release will retain the historic codes.

Transaction		Action
Code	Description	
6b	Refrigerator door left ajar	Subtract
6c	Stored at inappropriate temperature range	Subtract
6d	Refrigerator unplugged inadvertently	Subtract
6e	Refrigerator unplugged – not plugged back in	Subtract
7	Refrigeration failure	
7a	Refrigeration failure – natural disaster	Subtract
7b	Refrigeration failure – equipment failure	Subtract
7c	Refrigeration failure – power outage	Subtract
8	Transfer	
8a	Receipt of Transfer	Add
8b	Outbound Transfer	Subtract
8c	Outbound Transfer - Deleted	Subtract
11	Lost or unaccounted for	
11a	Fewer than nominal doses in Multi-dose vial	Subtract
11b	Missing or unaccounted for	Subtract
ERROR	Error correction	
ERRSUB	Error correction-Sub	Subtract
ERRADD	Error correction-Add	Add
Immunize	Immunizations Given	Subtract
Delete	Immunizations Deleted	Add
RETX	Returned – Expired	Subtract
DES	Destroyed – Expired	Subtract
TRA	[Historic] Doses Transferred	Subtract
WAS	[Historic] Doses Wasted	Subtract
REC	[Historic] Receipt of Inventory	Add
RET	[Historic] Doses Returned	Subtract
ERR	[Historic] Error correction	Subtract/Add

- Select the default option All Sites with Inventory from the *Site Name* pick list, or choose a specific site name to limit your search.
- Select the default option All Vaccine Groups from the *Vaccine Group* pick list, or choose a specific vaccine group to limit your search.
- Select the default option All Trade Names from the *Trade Name* pick list, or choose a specific trade name to limit your search.
- Select the default option All Lot Numbers from the *Lot Number* pick list, or choose a specific lot number to limit your search.

- Select the default option All Funding Sources from the *Funding Source* pick list, or choose a specific funding source to limit your search.

Note: the pick lists *Site Name*, *Vaccine Group*, *Trade Name*, *Lot Number* and *Funding Source* function together to filter available options. For instance, when a site name is chosen in the *Site Name* pick list, only trade names and lot numbers for the selected site are displayed; likewise, when a trade name is chosen from the *Trade Name* pick list, only sites that have that trade name in inventory and only the lot number(s) specific to the that trade name will be displayed.

Viewing Transaction Reports

1. Press , , or .
2. The selected transaction report will display. See *Transaction Reports* below for an explanation of each report.

Transaction Reports

Three transaction reports are available in GRITS. These reports are the Inventory Transaction Report, Immunization Transaction Report by Date Administered, and Immunization Transaction Report by Trade Name/Lot#/Funding Source.

Inventory Transaction Report

This report returns all inventory transactions as requested using the Vaccine Transaction Filtering Options on the Show Transactions screen.

Inventory Transactions: The top table on the report provides the following information:

Site Name:	Vaccines in the table are first sorted alphabetically by site name.
Transaction Date:	Vaccines are next sorted numerically by transaction date; the most recent transactions are shown first.
Vaccine Group:	The vaccine group of the vaccine is listed in this column.
Trade Name:	The trade name of the vaccine is listed in this column.

Lot #: The lot number of the vaccine is listed in this column.

Funding: The funding type of the vaccine is listed in this column. Either PUBLIC or PRIVATE.

Transaction Code: The type of inventory transaction that occurred is listed in this column. Refer to *Transaction reasons and Secondary reasons* for an explanation of the transaction codes shown in this column.

User Name: The name of the user who entered the inventory transaction is listed in this column. Inventory deductions processed through data exchange will display the username of the person who uploaded the file and double asterisks (**).

Doses: The number of doses added to or subtracted from inventory transaction is listed in this column.



Transaction Code 4 - Expired Vaccine does not removed the expired vaccine from inventory, so the numbers are not included in the Transaction Count and Dose Count.

When an expired vaccine is returned or destroyed, the vaccine is then subtracted from inventory and included in the Transaction Count and Dose Count totals.

Inventory Transaction Totals: The Inventory Transaction Totals table at the bottom of the Inventory Transaction Report provides a summary of all transactions on the report groups by each type of transaction reason/secondary reason:

Transaction Code: This column displays the code that identifies the transaction reason/secondary reason.

Transaction Description: This column displays the description of the transaction reason/secondary reason.

Transaction Count: This column represents the number of transactions that occurred for a single transaction reason/secondary reason. For example, two shipments of 50 doses each – the transaction count is two.

Dose Count: This column represents the number of doses added or subtracted for a single transaction reason/secondary reason. For example, two shipments of 50 doses each – the dose count is 100.

Transaction Totals: The Transaction Totals fields consist of a total Transaction Count and a total Dose Count for the report.

Immunization Transaction Report by Date Administered

This report returns immunization transactions as requested using the Vaccine Transaction Filtering Options on the Show Transactions screen. Only immunization transactions that were deducted from inventory are listed on the report.

Each site within your organization will be listed separately on the report. Each site's immunization transactions are ordered by the date administered column and client name.

Immunization Transactions: The top table on the report provides a list of immunization transactions including the following information:

Date Administered: Transactions in the table are first ordered alphabetically by Date Administered, which is the date the client received the immunization; the most recent transactions are shown first.

Transaction Date: The date the immunization transaction is entered into GRITS is listed in this column.

Client Name: Transactions are next sorted by Client Name.

Birth Date: The Birth Date of the client is listed in this column.

Chart #: If your organization has listed a chart number for the client, it is listed in this column.

Vaccine Group: The vaccine group of the vaccine administered is listed in this column.

Trade Name: The trade name of the vaccine administered is listed in this column.

Lot #: The lot number of the vaccine administered is listed in this column.

Funding: The funding type of the vaccine administered is listed in this column. Either PUBLIC or PRIVATE.

Eligibility Status: The eligibility status under which the immunization was administered is listed in this column.

User Name: The name of the user who entered the immunization transaction is listed in this column. Inventory deductions processed through data exchange will display the username of the person who uploaded the file and double asterisks (**).

Date Administered Count: Following each site's list of immunization transactions, a table displays a count of immunizations for each Date Administered.

Eligibility Count: Following each site's list of immunization transactions, a second table displays a count of immunizations for each Eligibility type.

Eligibility Total Count: Concluding the report is an Eligibility Totals table, which displays a count of immunizations for each Eligibility type for all sites on the report

Immunization Transaction Report by Trade Name/Lot #/Funding Source

This report returns immunization transactions as requested using the Vaccine Transaction Filtering Options on the Show Transactions screen. Only immunization transactions that were deducted from inventory are listed on the report.

Each site within your organization will be listed separately on the report. Each site's immunization transactions are ordered by the trade name, lot #, funding source and client name columns.

Immunization Transactions: The top table on the report provides a list of immunization transactions including the following information:

- Date Administered: The date the vaccine was administered to the client is listed in this column.
- Transaction Date: The date the immunization transaction is entered into GRITS is listed in this column.
- Client Name: Transactions are next sorted by Client Name.
- Birth Date: The Birth Date of the client is listed in this column.
- Chart #: If your organization has listed a chart number for the client, it is listed in this column.
- Vaccine Group: The vaccine group of the vaccine administered is listed in this column.
- Trade Name: The trade name of the vaccine administered is listed in this column. The transaction table is ordered by the trade name column.
- Lot #: The lot number of the vaccine administered is listed in this column.
- Funding: The funding type of the vaccine administered is listed in this column. Either PUBLIC or PRIVATE.
- Eligibility Status: The eligibility status under which the immunization was administered is listed in this column.
- User Name: The name of the user who entered the immunization transaction is listed in this column. Inventory deductions processed through data exchange will display the username of the person who uploaded the file and double asterisks (**).

Trade Name/Lot #/Funding Source Count: Following each site's list of immunization transactions, a table displays a count of immunizations for each Trade Name/Lot #/Funding Source.

Eligibility Count: Following each site's list of immunization transactions, a second table displays a count of immunizations for each Eligibility type.

Eligibility Total Count: Concluding the report is an Eligibility Totals table, which displays a count of immunizations for each Eligibility type for all sites on the report.

Printing Transaction Reports

To print out a list of vaccine transactions, follow these steps:

1. Follow Steps 1-2 under *Viewing Transaction Reports*.
2. Click anywhere on the page.
3. Do one of the following:
 - Choose File, then Print, from your browser's menu bar. In the Print dialog box, press OK.
 - Or press the printer icon on your browser's toolbar.
4. If your printout is cut off, try setting your printer to landscape. To do this:
 - Choose File, then Print, from your browser's menu bar.
 - In the Print dialog box, press Properties.
 - In the Properties box, find the section where you may specify orientation. Choose landscape.
 - Press OK.
 - Press OK in the Print dialog box.

Submitting Inventory Count

The purpose of the Submit Inventory Count screen is to allow a site to submit a count of public (state-supplied) inventory that is currently on hand. When the physical inventory count is submitted, GRITS automatically creates the VFC Comprehensive report and Vaccine Accountability Statements. A physical inventory count is entered into GRITS on a periodic schedule. The schedule by which a site submits its physical inventory count is determined by whether or not the site reports to a public health district.

Physical Inventory Count Schedule

Sites that report to a public health district

Public health district-controlled sites are required to submit a physical inventory count on the **last day of the month**. An alert to count inventory is provided 5 days prior to the end of the month to remind a site to submit the physical inventory count (See Inventory Count Alert).

Sites that do NOT report to a public health district

Sites that are not controlled by a public health district are required to submit a physical inventory count once per calendar month. All sites for a particular organization must agree on which day to count inventory for the month. After the organization's sites submit their inventory count the first time, an alert to count inventory is provided 5 days prior to one calendar month after the last site in the organization submits their inventory count (See Inventory Count Alert).



Inventory counts are date and time stamped. Any inventory transactions (including immunizations) entered after the inventory count has been submitted will be included in the reporting period for the following month.



Inventory counts should only be submitted once per month, although it is possible to submit an inventory count twice in the same month allowing for vacations, holidays, etc. A warning message will appear when more than one inventory count is submitted for the month. GRITS will not allow an inventory count to be submitted within 7 days of a previous inventory count to ensure the accuracy of the reports.

Note: A Reporting Period is the period between monthly physical inventory counts.

Submitting an Inventory Count

1. Click on Manage Inventory under the Inventory section of the menu panel.
2. At the Inventory Alerts screen, press **Show Inventory**.
3. At the Show Inventory screen, select the site that you want to count inventory from the Site pick list.
4. Press **Count Inventory**
5. The Count Inventory screen will display. In the Count section of the screen, all lots that were active for the selected site since the last inventory count are displayed, as are those without activity since the last inventory count, but have a quantity on hand greater than zero. This is followed by the Expired section that displays all public lots that are expired and have a quantity on hand greater than zero.

Park Street Clinic: Inventory Counts for Public Vaccines

Display printable version for counting physical inventory...

Submit physical inventory count to State...

Return to the Previous Screen...

Enter doses counted in inventory...

Trade Name	Lot Number	Dose Size	Active	Exp Date	Counted
DECAVAC	DEC1078	.5	Y	02/10/2009	<input type="text"/>
Engerix-B Adult	HEPB1	1	N	12/25/2008	<input type="text"/>
Fluzone-PF 6-35 Months	FLU123	.25	Y	06/30/2009	<input type="text"/>
PedvaxHIB	HIB2	.5	N	12/25/2008	<input type="text"/>
Tripedia	73216	.5	Y	07/17/2010	<input type="text"/>
Varivax	VAR1	1	Y	12/25/2008	<input type="text"/>
Varivax	VAR2	1	N	12/25/2008	<input type="text"/>

Public, expired vaccine to be returned to McKesson...

Select	Trade Name	Lot Number	Dose Size	Active	Exp Date	Doses on Hand
<input type="checkbox"/>	DAPTACEL	DTAP1	1	N	07/08/2008	20

- Only public lots will be displayed.
- Lots that are decremented to zero in GRITS during the reporting period are displayed for one reporting period or until they receive a zero count. (The possibility exists that while GRITS inventory states inventory is zero, a Site may still have physical inventory for the vaccine lot.)
- Lots that expire are displayed in the Expired section if they have a quantity on hand in GRITS greater than zero. Expired

lots can be returned electronically in GRITS on the Count Inventory screen or in the Show Inventory/Expired tab.

6. To return any expired lots displayed click the Select box for each lot and press **Returned** to mark the lot as returned to McKesson. You may select more than one lot at a time.
7. Take a physical count of public inventory and enter the number of doses on hand in the Counted column. If you have no remaining inventory for a lot, enter zero. Note: **Printable Version** provides a printer-friendly worksheet displaying the vaccine lot detail for the lots to be counted in the current reporting period.
8. Press **Save** to submit your count of inventory.

Park Street Clinic: Inventory Counts for Public Vaccines **Report Submitted**

Display printable version for counting physical inventory...

Submit physical inventory count to State...

Return to the Previous Screen....

Enter doses counted in inventory...

Trade Name	Lot Number	Dose Size	Active	Exp Date	Counted
DECAVAC	DEC1078	.5	Y	02/10/2009	<input type="text"/>
Enerix-B Adult	HEPB1	1	N	12/25/2008	<input type="text"/>
Fluzone-PF 6-35 Months	FLU123	.25	Y	06/30/2009	<input type="text"/>
PedvaxHIB	HIB2	.5	N	12/25/2008	<input type="text"/>
Tripedia	73216	.5	Y	07/17/2010	<input type="text"/>
Varivax	VAR1	1	Y	12/25/2008	<input type="text"/>
Varivax	VAR2	1	N	12/25/2008	<input type="text"/>

Public, expired vaccine to be returned to McKesson...

Select	Trade Name	Lot Number	Dose Size	Active	Exp Date	Doses on Hand
<input type="checkbox"/>	DAPTACEL	DTAP1	1	N	07/08/2008	20
<input type="checkbox"/>	Fluzone > 6 Months	FLU1	.5	N	07/07/2008	19.5
<input type="checkbox"/>	Pediarix	DTAPHIP	.5	N	07/14/2008	25

Previous Inventory Reports...

Report Name	Date From	Date To	
Vaccine Accountability Statement			
VFC/GIP Comprehensive Report	07/08/2008	07/16/2008	<input type="button" value="Delete"/>
VFC Inventory Transactions			

9. Once the Inventory count is submitted, links to the following reports for the site will be displayed:
 - Vaccine Accountability Statement: Displays vaccine distribution, usage and wastage information regarding VFC (public) inventory. The report additionally gives information on discrepancies between a site's physical count of inventory and what is expected in GRITS.

Replacement costs for unaccounted for, spoiled and expired vaccines are calculated.

- VFC/GIP Comprehensive report: Displays vaccine usage by eligibility, the most recent inventory count and wastage information regarding VFC (public) inventory. *See VFC Inventory Reports in the Reports and Forms chapter for more information on the Vaccine Accountability Statement and the VFC/GIP Comprehensive Report.*
- VFC Inventory Transactions report: Displays all transactions that occurred during the reporting period. All non-immunization/non-delete transactions are sorted by VFC-defined vaccine groups and appear in the detail section for each group. All transaction totals, including immunizations and deletes display in the summary section for each group.

10. These links will be available on the Physical Count screen until the next inventory count is submitted for this site.

11. If a mistake was made regarding the physical inventory count, a user may delete the count (and resulting inventory reports) by pressing the Delete button, and submit a new inventory count. The Delete button is available for five days once the inventory count is submitted.