

## **New York State Vaccines for Children Program (NYS VFC)**

### **Order Review Process**

All vaccine orders placed in the New York State Immunization Information System (NYSIIS) are reviewed by NYS VFC staff in an effort to reduce over-ordering, and reduce the risk of vaccine being wasted due to expiration. To expedite the ordering process, provider should:

- Ensure vaccine doses administered are accurately recorded in NYSIIS.
- Ensure that vaccine inventory is up-to-date
- Place a new order 30 days or more since their previous order

### **How Orders are Evaluated**

NYS VFC staff evaluate orders by comparing doses administered reports over a period of time, inventory on hand, and doses requested. Staff use the NYSIIS VFC Report that includes VFC doses administered to estimate how many doses are necessary to support three months of vaccine administration. NYS VFC staff will approve that amount as a maximum order.

The NYS VFC Program also analyzes the amount of provider wastage over a 12 month period. Providers who report all vaccine doses administered and who have low levels of vaccine wastage will be far less likely to have their vaccine orders reduced.

### **Frequency of Ordering**

Smaller providers who use less than 10 doses of a particular vaccine per month should consider ordering 2-3 times per year. Larger providers who use more than 5000 doses per year will likely need to order every 30 days. All other providers may want to order every 30-60 days.

### **Reasons Orders might be Denied or Reduced**

- Vaccine doses administered, including VFC eligibility, are not reflected in NYSIIS.
- Vaccine eligibility is not recorded in NYSIIS. If vaccine eligibility is not recorded for an eligible child, VFC doses administered will not be reflected in the VFC report.
- A provider places a vaccine order but currently has a large amount of another brand of the same vaccine type in their inventory (Daptacel/Infanrix; Adacel/Boostrix).
- A complete inventory is not included with the order.

### **Suggestions**

- Run the "VFC Report" each month to ensure that vaccine doses administered are being recorded appropriately in NYSIIS. Some providers who exchange data find that data may not transfer properly after an electronic medical record upgrade or change.
- Make sure your inventory is accurate within 14 days of ordering.
- Check your order status every few days. Vaccine orders that say "in progress," may have a note from VFC staff and require provider to give more information.
- Call the NYS VFC Program at 1-800-543-7468 if you have issues or concerns.