



# Dose Accountability

## Identifying adult doses incorrectly marked as VFC eligible in VacTrAK

The Vaccines for Children (VFC) program provides federal funding for the purchase of vaccines for eligible children age 0 through 18 years. VFC eligibility categories cannot be used for persons age 19 years and older.

**Instructions** are below on how to run a *Patient Detail Report* in VacTrAK which will assist you to identify adult doses incorrectly marked as VFC eligible. To comply with Dose Accountability for VFC, these doses will need to be corrected by your site.

Certifying providers, vaccine coordinators and back-up coordinators are responsible for ensuring the accuracy of vaccine administration eligibility determinations and documentation. Staff training is an important part of maintaining compliance with state and federal requirements.

Additional resources to assist you and other staff in eligibility determination include:

[Vaccine Eligibility for Children](#)

[Vaccine Eligibility for Adults](#)

[Alaska Vaccine Distribution Handbook](#)

### Step 1: - Login into VacTrAK – Select Report Module – Select Patient Detail

VAC TRAK  
Logged in: P L G  
Organization (IRMS)/Facility: SOA EPIDEMIOLOGY (1015) / EPIDEMIOLOGY  
Date: March 6, 2018

Reports		
Vaccinations	Patients	
Vaccination Totals	Daily Patient Immunization List	
Vaccinations Breakdown	Patient Detail 	Schedule
Lot Number Summary	Patient Totals	
Lot Usage and Recall Report	Recall for Inactivation	
Vaccine Deferrals		
Vaccine Lots to Expire	Clinical Notes	Schedule
Daily Inventory Report	Contraindication Report	
Reminder/Recall Success	Aggregate Contraindication Report	Schedule
Vaccines for Children		
VFC Vaccinations Breakdown	Site Information	
Vaccine Administered	Provider Contact	Schedule
VFC Accountability Log	Physician/Vaccinator Detail	Schedule
VFC Profile Report		
Registry		Quality
Provider Submission Detail	Patient Data Quality Detail	Schedule
Provider Submission	Vaccination Data Quality	Schedule
Registry Statistics	Vaccination Data Quality Detail	Schedule

**Navigation Menu:**

- Main
  - Home
  - Logout
  - Select Application
  - Select Organization (IRMS)
  - Select Facility
  - Select VFC Pin
  - Document Center
  - Help
- Favorites
- Patient
- Vaccinations
- Exec. Dashboard
- Organization (IRMS)
- Facilities
- Physicians & Vaccinators
- Lot Numbers
- Orders/Transfers
- Reports
  - Patient Record
  - Report Module 
  - State Reports
  - Mgmt Reports
  - School Reports
- Settings
- CASA Export

**Step 2 – Prefill/Select buttons and fields with example text and dates as shown below for the VacTrAK Immunization program doses accountability monitoring.**

Logged in: P L G

Organization (IRMS)/Facility: SOA EPIDEMIOLOGY (1015) / EPIDEMIOLOGY Date: March 6, 2018

### Patient Detail Report

**Run By**

By Ownership **Run By : By Service**  By Service

**Limit Report By**

Vaccination Date Range From: 01/01/2018 Through: 02/28/2018

Birth Date Range From: 01/01/1900 Through: 02/28/1998

Organization (IRMS) Status: All Organization (IRMS)

Organization (IRMS)  Organization (IRMS) Group  Do Not Limit

Facility  Facility Group  Do Not Limit

VFC PIN  State  Patient Borough/Census Area  Zip Code

Primary Care Physician Select from the list below:  Program  Health Plan

Race White American Indian

Patient VFC Eligibility  Vaccine VFC Eligibility All Eligible  Funding Type  Inactive Status Active and inactive pa

**Vaccines**

Unselected: Hep B Ped/Adol - Preserv Free, Hib (PRP-OMP), IPV, MMR, meningococcal MCV4P, pneumococcal polysaccharide PPV23, Pneumococcal conjugate PCV 13, rotavirus, pentavalent, Td (adult), 5 Lf tetanus toxoid, presv free, adsorbed, Tdap, varicella, Influenza, injectable, quadrivalent, preservative free, pediatric, influenza, injectable, quadrivalent, influenza, injectable, quadrivalent, preservative free, Influenza, high dose seasonal

Selected: [Empty]

Vaccinator:  Lot Number Select from the list below:  Doses Decrement All  Region  School  Do Not Limit  Only Show Patient Info  Sort By  Last Name  Vaccination Date  Vaccinator [Click to select](#)

**Annotations:**

- Red arrow points to "Run By : By Service"
- Red arrows point to "From: 01/01/2018" and "Through: 02/28/2018" with text: "These date parameters will change based on the evaluation period."
- Red arrows point to "From: 01/01/1900" and "Through: 02/28/1998" with text: "Birth Date Range should be adjusted to return adults aged ≥ 19 years."
- Red arrow points to "VFC PIN" with text: "Leave this field at Select or Blank."
- Red arrows point to "All Eligible" and "Active and inactive pa" with text: "As shown. Ensure that these parameters/selections are selected and checked."
- Red arrows point to "Create Report" and "Export Report" buttons with text: "Based on your preference, Click on your report output option - Create Report (HTML version) or Export Report (exportable - Excel spreadsheet)"

Buttons: Back, Reset, Create Report, Export Report

Organization users may find the Export Report option easier to filter by facility in one report rather than running individual reports for each facility.