



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

The screenshot shows the VacTrAK web application interface. At the top, it says "VAC-TRAK" and "Logged in: P L G". Below this, there's a navigation menu on the left with categories like Main, Favorites, Patient, Vaccinations, Exec. Dashboard, Organization (IRMS), Facilities, Physicians & Vaccinators, Lot Numbers, Orders/Transfers, Reports, Settings, and CASA Export. The "Reports" section is expanded, showing a list of reports. A red arrow points to "Report Module" in the left sidebar. Another red arrow points to "Patient Detail" in the "Reports" table. The "Reports" table has two columns: "Vaccinations" and "Patients". The "Vaccinations" column lists reports like "Vaccination Totals", "Vaccinations Breakdown", "Lot Number Summary", "Lot Usage and Recall Report", "Vaccine Deferrals", "Vaccine Lots to Expire", "Daily Inventory Report", "Reminder/Recall Success", "VFC Vaccinations Breakdown", "Vaccine Administered", "VFC Accountability Log", and "VFC Profile Report". The "Patients" column lists reports like "Daily Patient Immunization List", "Patient Detail", "Patient Totals", "Recall for Inactivation", "Clinical Notes", "Contraindication Report", "Aggregate Contraindication Report", "Site Information", "Provider Contact", "Physician/Vaccinator Detail", "Quality", "Patient Data Quality Detail", "Vaccination Data Quality", and "Vaccination Data Quality Detail". The "Patient Detail" report has a "Schedule" button next to it.

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

By Service **Run By : 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

Program

Health Plan

Race

Patient VFC Eligibility

Vaccine VFC Eligibility

Funding Type

Inactive Status

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

Vaccinator:

Lot Number

Doses Decrement

Region

School

Do Not Limit

Only Show Patient Info

Sort By

Last Name Vaccination Date Vaccinator

These date parameters will change based on the evaluation period.

Birth Date Range should be adjusted to return adults aged \geq 19 years.

Leave this field at Select or Blank.

As shown. Ensure that these parameters/selections are selected and checked.

Based on your preference, Click on your report output option - Create Report (HTML version) or Export Report (exportable - Excel spreadsheet)

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.