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## **Kansas Immunization Program: Vaccine Ordering**

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The Vaccines for Children (VFC) program requires the Kansas Immunization Program (KIP) to ensure that VFC provider vaccine management practices are consistent with sound immunization, fiscal, business, and medical practices, and do not result in unnecessary costs to the program due to excessive wastage or unaccounted public funded vaccines. The management of publicly purchased vaccine is one of the most important responsibilities for VFC providers. Vaccine management practices must include proper ordering and inventory management to prevent vaccine waste and ensure appropriate stock is available by funding type.

### **Vaccine Ordering:**

Prior to submitting a vaccine order, providers must perform an analysis of the number of children served in the past 12 months by age, funding source, presentation, and number of doses used. Providers must have an adequate storage unit size to accommodate vaccine orders during the busiest time of the year (i.e. back to school and flu season). Vaccine loss due to expiration is frequently a consequence of over-ordering and/or poor inventory management. Providers should have a six week supply of vaccine on hand.

*Check your order! Be sure you ordered the correct vaccine and number of doses!*

- Vaccine orders must be submitted between the 1<sup>st</sup>- 7<sup>th</sup> day of the month, after doing a physical count of vaccine and diluent inventory.
- Allow 1-2 weeks for an order to arrive
- Providers ordering > 500 doses in the previous 6 months may place an additional order 10 days after the first order of the month, if needed.

The following conditions must be met prior to placing a vaccine order:

- Reconciliation reports must be closed within the past 7 days. Prior to closing reconciliation reports, ensure that pending vaccine shipments are accepted into the on-hand inventory, doses administered are verified, and returns are complete within the reporting period.
- Temperature logs must have been submitted and approved in past 7 days.
- Vaccine orders must be consistent with the IV4 enrollment provider profile.
- Each facility must designate one staff member to be the primary vaccine coordinator. This person is responsible for providing oversight for all vaccine management and ordering

practices within the office. Each facility must also designate at least one back-up vaccine coordinator who is knowledgeable of the oversight of vaccine management and can assume those responsibilities in the absence of the primary vaccine coordinator. VFC providers are required to notify the KIP when there are changes in key vaccine staff.

- If a provider receives vaccines they did not order, contact KIP vaccine distribution immediately at 785-296-1948.
- Providers who order the wrong vaccine are responsible for those doses.
- Providers may make available to other VFC providers doses in their inventory that are unlikely to be used prior to their expiration dates. The doses may be placed on the KIP redistribution list if the vaccine has a minimum of 90 days and a maximum of 365 days before the vaccine expiration date. The ordering provider is responsible for any doses which expire on the redistribution list that have not been accepted for transfer by another VFC provider. Providers accepting vaccine from the redistribution list are responsible for using the doses once they are transferred. KIP encourages providers to only accept doses they can administer before the expiration date.
- Vaccines with limited use (PPV23, MenB, and pediatric Td) may be ordered in single dose increments.
- Providers must be available and onsite with appropriate staff to receive vaccine shipments.
- All staff members who might receive vaccine deliveries must be aware of the importance of maintaining the cold chain. Receiving staff should be trained to immediately notify the VFC primary or back-up coordinator when deliveries arrive so that vaccines are checked in and immediately placed in appropriate storage unit. Clinic hours of operation are updated on the Provider Enrollment in IV4. Providers may request a change in hours of operation by submitting the change of information form found in KSWebIZ (Reports>VFC Program Forms> VFC Change of Information Form).
- Provider staff handling vaccine must be trained on the guidance outlined in the “CDC Vaccine Storage and Handling Toolkit” The toolkit can be found at:
- <https://www.cdc.gov/vaccines/hcp/admin/storage/toolkit/storage-handling-toolkit.pdf>