HDIS
Health Department Information System
Helping You...Help Others

Health Services
Vaccination Details Maintenance
User Manual

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Health Services Vaccination Details Maintenance

Introduction

The Health Services module in HDIS is next evolution from Childhood Immunizations, which had an Adults Immunizations component added, to general Immunizations for all clients. The primary design of each of the previous versions was for tracking of vaccinations for many diseases, including all vaccinations suggested by the CDC.

The ability to enter and process details for non-vaccination services was implemented by defining a disease definition of 'Health Service' with the definition for the non-vaccine service entered in the 'vaccine' definition details. This resulted in requiring special programming to handle such data details properly, which made it difficult in maintaining the program code.

The HDIS Immunizations has been redesigned to simplify entering and managing details for **both** vaccinations and non-vaccination services. Hereafter, the non-vaccination services will be referred to as Clinical Services.

Specifying whether a detail definition pertains to **Vaccinations** or **Clinical Services** is achieved by specifying a classification for the record definition. The following table displays the terminology comparable between Vaccinations and Clinical Services:

Classification	**Associations**	
Vaccinations	Disease	Vaccine
Clinical Services	Service	Activity

The reference of **Diseases / Vaccines** will be used throughout this document as the majority of definitions entered in all the maintenance screens will pertain to vaccinations.

The **Vaccination Details** maintenance component of the **Health Services** Maintenance menu is where the user manages the details for values that are referenced throughout the Health Services module.

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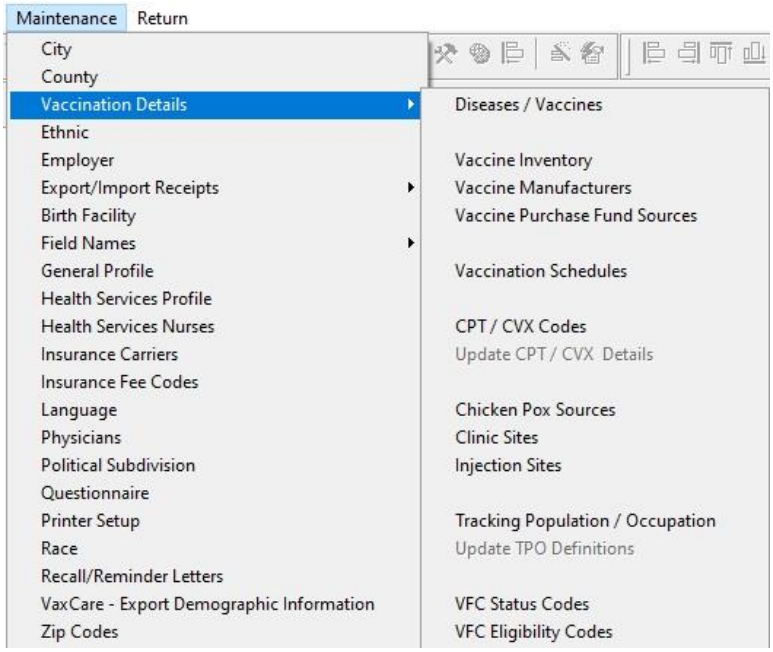
Health Services Vaccination Details Maintenance

The menu selection for the Vaccination Details Maintenance is shown below:



The menu items and the description are as follows:

Menu Item	Description
Diseases / Vaccines	Definition of diseases (and services) and the vaccines (and activities) associated to each disease which vaccinations can be administered.
Vaccine Inventory	Details about vaccines active in inventory.
Vaccine Fund Source	Details to describe sources for funds used to acquire the vaccine inventory
Vaccination Schedules	Details of when the series of vaccination shots are to be administered
CPT / CVX Codes Update CPT / CVX Details	Details per reporting vaccination activity to other agencies Utility to update details for CPT and CVX codes
Clinic Sites	Details of locations where clients can receive vaccinations
Injection Sites	Details of where vaccinations are administered on the patient.
Tracking Population / Occupation Update TPO Definitions	Details for Tracking Population / Occupation (TPO) specifications Utility to update details of TPO specifications
VFC Status Codes	Description of client's status in participating in VFC program
VFC Eligibility Codes	Classification describing a patients eligibility in participating in the VFC program
Vaccine Manufacturers	Details of drug manufacturers

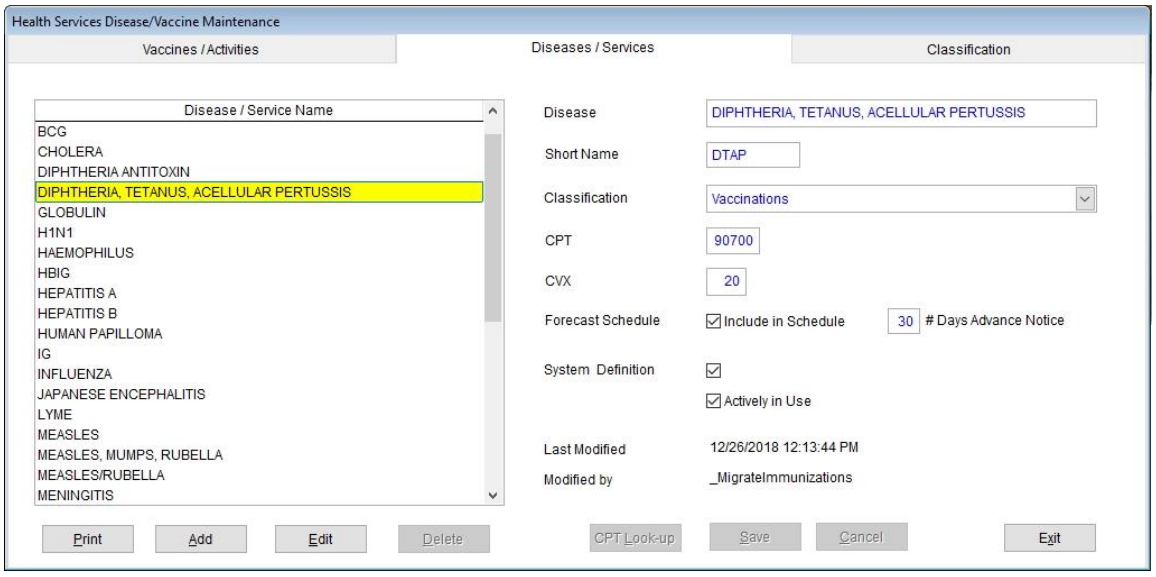
Diseases/Vaccines

The **Diseases / Vaccines Maintenance** screen is where we define the diseases (and services) for which vaccinations (and activities) pertain to, the name/description of vaccines which can be administered for each disease, and a classification about the definition of the disease and vaccines.

The **Disease / Vaccine Maintenance** screen contains three pages for editing the details, which are discussed on the following pages.

Diseases / Services

The **Diseases / Services** tab is where we define which diseases and services the vaccines / activities details pertain to.



*Display of **Diseases / Services** defined in the system and details pertaining to them.*

*Display of main details for **Services** definition.*

Fields specified for each Disease / Services:

Description	Notes
Name	Name of disease or service which the definition pertains to.
Short Name	Abbreviated text used in display on screen when space for full name not available.
Classification	Selection of how the data records with current disease/service specified are processed in the system.
CPT CVX	Default CPT and CVX code values to use for new Vaccines / Activities definitions. The CVX value is only pertinent for Vaccination related services. While entry of values in the CVX field is optional, it is strongly encouraged that they are specified so that such values are populated accurately when new records are created.
Forecast Schedule	Specify whether or not the disease is to be included in the procedures pertaining to Vaccination Schedules. When included, the # Days Advance Notice field is available for user to specify the default lead time to be used in determining when to notify patient about upcoming vaccination events.
System Definition	Flag specifying the record to be a system defined detail which cannot be deleted.
Active	Flag specifying that the disease / service definition is actively in use and made available to user when entering new data details.
Last Modified Modified By	Details of date/time and who last saved modifications entered to the record.

Functions in the Disease / Services page:

Description	Notes
Print	Generate a report listing the disease / service definitions and the details entered.
Add	Create a new disease / service definition
Edit	Edit an existing disease / service definition
Delete	Deletes an existing disease / service definition
CPT Lookup	Search the CPT Codes table for the appropriate CPT code value to specify for the disease / service definition.
Save	Save details which have been modified for current disease / service.
Cancel	Cancel any modifications which have been entered for the current disease / service. The modifications will be discarded.
Exit	Exit the screen and return to Health Services menu.

View details for different Diseases / Services

To view the details entered for a D**isease / Service** definition, simply arrow up and down through the list to the desired disease or service.

You may also **select** the desired disease or service by clicking the mouse on such definition.

With the selection of a different disease or service, the details of the new definition are displayed in the fields **on the right** side of the screen. Details not relevant for the new definition will be concealed.

Edit a Disease / Service definition

To **add** a new disease or service definition, click the Add button at the bottom of the screen.

To **edit** an existing disease or service definition, select the disease or service in the list and click the Edit button at the bottom of the screen.

Upon entering the relevant details, click the **Save** button to create the new detail record or update the existing detail record with new values.

Clicking of the **Cancel** button will discard any changes made for current / new definitions as though user had never clicked to **Add / Edit** a detail record.

Delete a Disease / Service definition

The deletion of a disease or service definition is done by selecting the definition which is to be deleted and clicking the **Delete** button.

Notes about deleting Disease / Service definitions:

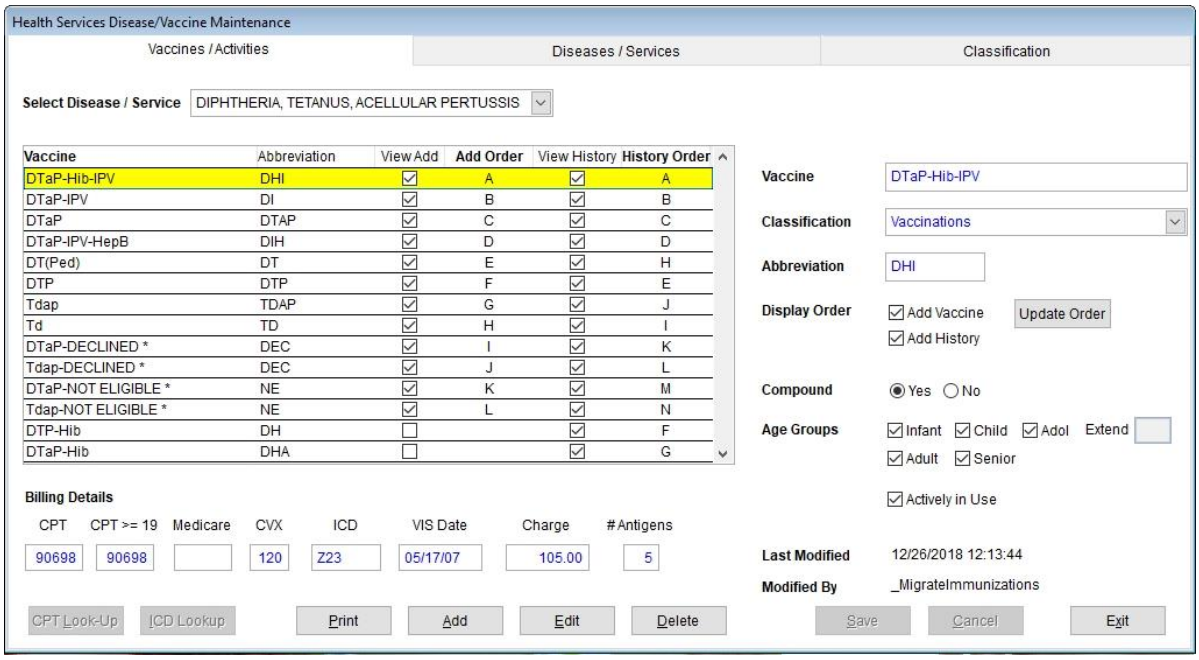
Disease / Service definitions designated as System Definitions cannot be deleted.

A **non-system Disease / Service** definition can be deleted only when it has not been used anywhere in the **HDIS** system. Such disease / service definition must be retained for historical reference.

To remove a disease / service from use in the system, edit the details and uncheck the **Actively In Use** checkbox.

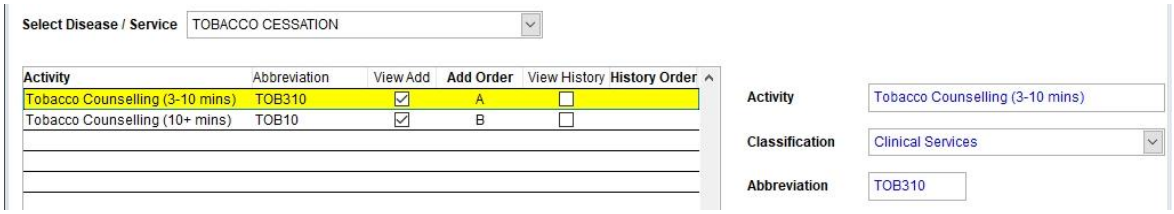
Vaccines / Activities

The **Vaccines / Activities** tab is where we define vaccines / activities associated with each disease / service.



Display of vaccine or activity defined and the details pertaining to them.

When the user selects a Disease / Service from the selection list, the labels for the main details of the Vaccine / Activity definition, displayed on the right side of the screen and in the heading of the grid displaying the activity definitions, are updated accordingly. Below is the display upon selecting the Clinical Service of Tobacco Cessation.



Display of main details when viewing activities defined for Clinical Services.

Fields specified for each Vaccine / Activity:

Description	Notes
Vaccine Name Activity Name	Name of Vaccine or Activity which the definition pertains to.
Classification	Selection of how the data records with current disease/service specified are processed in HDIS.
Abbreviation	Short text used in display on screen and reports. The abbreviation was original value used to classify which vaccine a vaccine lot pertained to.
Display Order	Specify whether or not the vaccine / activity gets displayed in lists when entering new clinical service events and/or historical events. Add Vaccine – Pertains to entry of new, current events Add History – Pertains to entry of historical events.
Update Order	Displays the user interface for arranging the order which vaccines are to be displayed in the data entry screens. Discussion for modifying Add / History Order begins on page 13
Compound	Indicate whether or not the vaccine is a compound vaccine.
Age Groups	Indicate which age groups qualify to receive the vaccine. Discussion on editing age groups is found on page 17
Actively in Use	Flag specifying that the vaccine / activity definition is actively in use and made available to user when entering new data details.

Fields Specified for Each Vaccine / Activity (continued)

Description	Notes
Billing Details	Details pertinent to submitting claims to insurance carriers for payment.
CPT	Billing code used when vaccine / activity applies to any of the Infant/Children/Adolescents age groups.
CPT >= 19	Billing code used when vaccine / activity applies to Adults and Seniors not on Medicare
CPT Medicare	Billing code used when vaccine / activity applies to Seniors with Medicare
CVX	Code reference to the vaccine CVX codes are not relevant for Clinical Service activities
ICD	Diagnosis Code value
VIS DATE	Date of Vaccine Information Sheet accompanying the vaccine
Charge	Default amount to charge for the vaccine / activity. This value is filled into the vaccine lot details when a new lot is being added. When the activity is selected in entry of clinical services activities, the charge for the activity defaults to the value specified in this field.
# Antigens	# Antigens contained in the vaccine. Pertinent to cases when vaccine is billed on basis of # Antigens rather than a flat charge.
Last Modified Modified By	Details of date/time and who last saved modifications entered to the record.

Functions in the Vaccines / Activities page:

Description	Notes
Print	Generate a report listing the vaccines / activities defined and the details entered.
Add	Create a new vaccine / activity definition
Edit	Edit an existing vaccine / activity definition
Delete	Deletes an existing vaccine / activity definition
Save	Save details which have been modified for current or entered for new vaccine / activity definition.
Cancel	Cancel any modifications which have been entered for the current vaccine / activity. Such modifications will be discarded.
Exit	Exit the screen and return to system menu.

Import of Vaccines / Activities Details to Other Health Services Data Details

Many of the details defined for Vaccines / Activities are also entered in the Health Services detail data. Therefore, a more complete and accurate entry of details the Vaccine / Activity definitions will result in less entry of data details for individual records and subsequently less chance of error in data entry.

The details entered in the Vaccines / Activities details are transferred to the following data:

Vaccines	Vaccine Inventory which are then passed on to vaccination details in Health Services
Activities	Clinical Services details in Health Services

Viewing Vaccines / Activities for different Diseases / Services

To view the definitions which already exist for a specific **Disease** or **Service**, simply select the desired **Disease / Service** from the list at the top of the screen.

When the current value for the field is highlighted, you can press a letter on the keyboard and the program will jump to the first disease / service defined with that letter.

You can also simply 'scroll' through the list using the Up Arrow / Down Arrow keys.

As the **Disease / Service** selection is changed, the list of vaccines / activities is updated to display the definitions associated with the selected disease / service.

Adding a new Vaccine / Activity definition

The details specified for a **Vaccine / Activity** are used to initialize values for new data details entered in HDIS subsequent to the creation or update of the vaccine / activity definition.

Details for vaccines are populated into the details for new vaccine lot definitions.
Details for activities are populated into the details for new clinical service events.

To ensure that the system functions properly, various details **MUST** be entered. These details are noted with the background color of yellow.

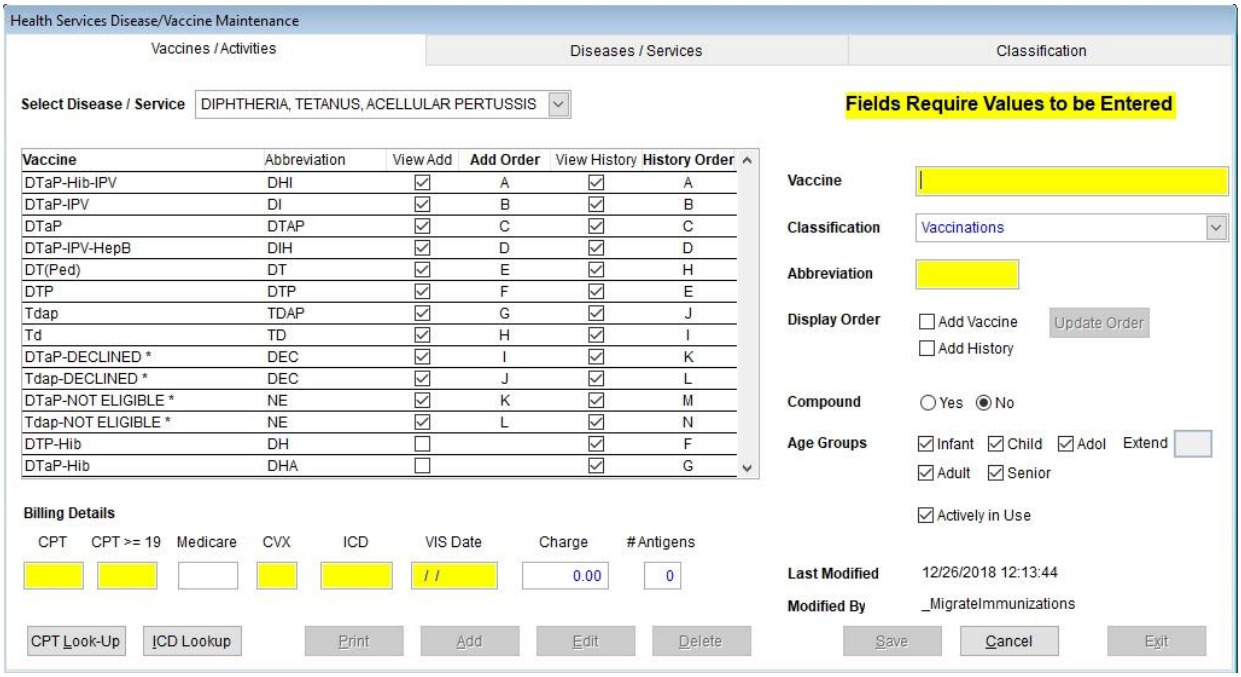
Until all required details have been entered, the button to save the new record will not be available for the user to select. Only upon being able to click the **save** button will the details for the new vaccine / activity definition be added to the system.

Initial assignment of detail values

When a new vaccine is defined, it will be initialized as follows:

- Classification as pertaining to Vaccinations
- Issued to all age groups
- Specification of being actively in use

An example of the initial display in adding a new vaccine for DTaP is displayed on the next page. The only values requiring entry by the user are the vaccine name, abbreviation, CPT codes (and CVX code), ICD Code and VIS date value. The user can update details including Display Order specification, Age Group selection, charge for vaccine and # Antigens contained in the vaccine.



Display of required details upon selection to Add new Vaccine / Activity definition

When all required values have been entered, the **Save** button will be available for user to select. If the value for a required detail is cleared out, the **Save** button will be disabled and the field for that detail will be displayed in yellow to reflect the requirement to enter the detail.

No changes are committed until the **Save** button is selected. Thus, if the user want's to discard the entry of the new vaccine / activity definition entirely, he can select the **Cancel** button.

Editing an existing record:

All actions per required details as discussed when adding a new vaccine / activity definition are also enforced when editing an existing record.

If the value of a required field is cleared out, a message will be displayed to the user, and the original value is restored.

Upon modifying one or more details, the Save button will be enabled.

No changes are committed until the **Save** button is selected. Thus, if the user want's to discard any/all changes without saving them, he can select the **Cancel** button.

Updating Order of Vaccines

Included in the details for the vaccines are specifications of whether or not to include the vaccine in the list for selection during data entry and the order in which they are listed. These details are specified in pairs per Viewing and Ordering. Two sets of ordering details are specified:

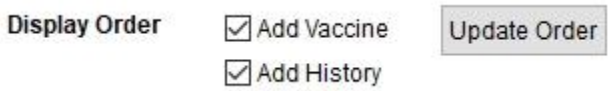
View Add/Order	Pertain to when entering new vaccination detail
History Add/Order	Pertain to when entering vaccination details in the History details.

Upon entering the Disease / Vaccines maintenance screen, the vaccine definitions will be displayed in Add Order, as shown below. You can select to have the vaccines displayed in order of the Vaccine Name, Add Order, and History Order.

To view the vaccines by the History Order selection, simply click on the **History Order** column heading.

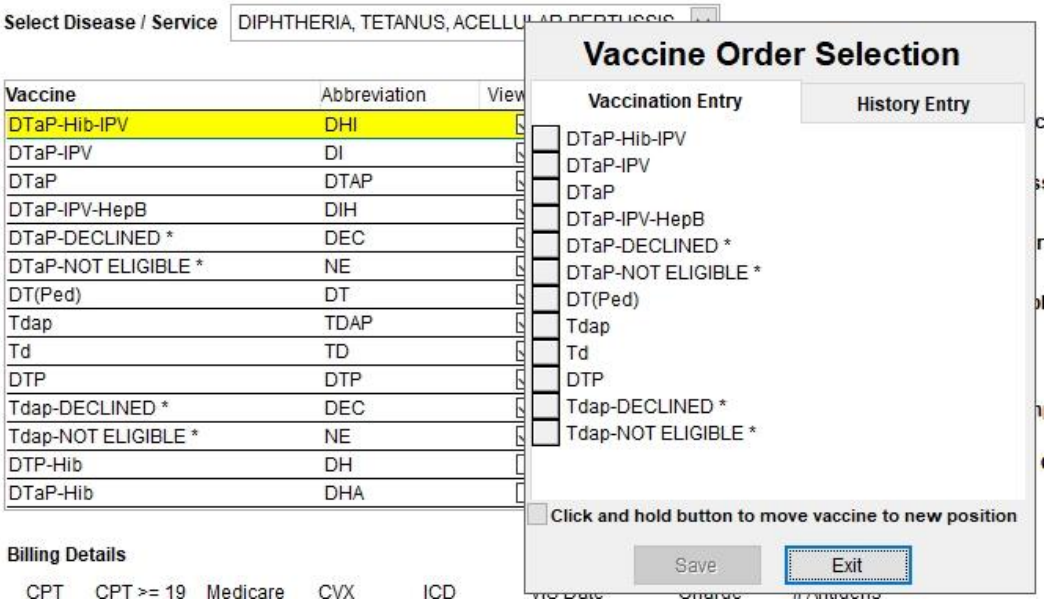
Vaccine	Abbreviation	View Add	Add Order	View History	History Order
DTaP-Hib-IPV	DHI	☑	A	☑	A
DTaP-IPV	DI	☑	B	☑	B
DTaP	DTAP	☑	C	☑	C
DTaP-IPV-HepB	DIH	☑	D	☑	D
DTaP-DECLINED *	DEC	☑	E	☑	K

To modify the order specification for the vaccines, click on the button labeled 'Update Order' on the right side of the detail display, shown below.



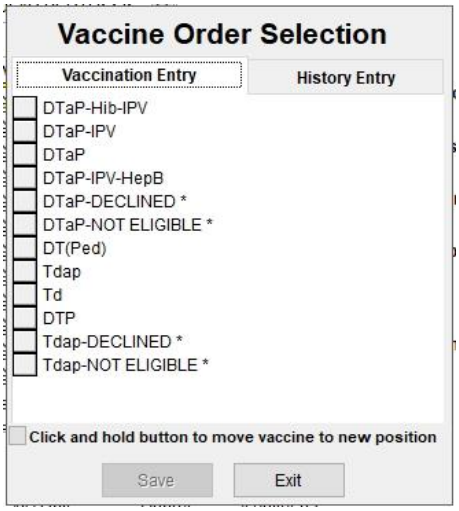
NOTE: The 'Update Order' will only be available for selection when in view/browse mode. While Adding or Editing a vaccine definition, the button will be disabled.

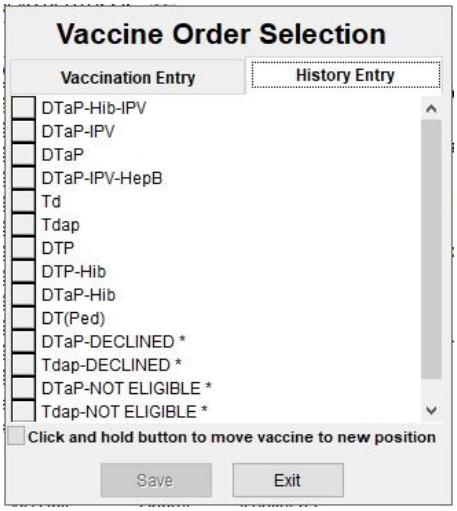
Upon clicking the Update Order button, the vaccines specified with the View Add and/or View History specification checked will be displayed in a separate window, as shown on the next page.



As the vaccines are initially displayed by the Add Order designation in the Vaccine Details display, the order selection will display showing the Vaccination Entry Order.

To view the order designation for the history entry specification, simply click the mouse on the tab of the history entry specification. Here, you will see the change in the display as a result of clicking on the History Entry tab.



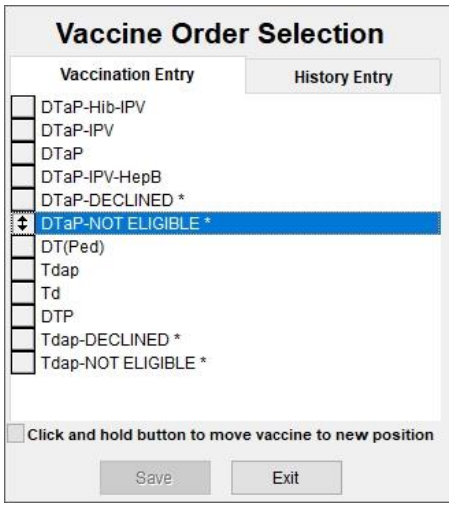


Moving Vaccine Placement

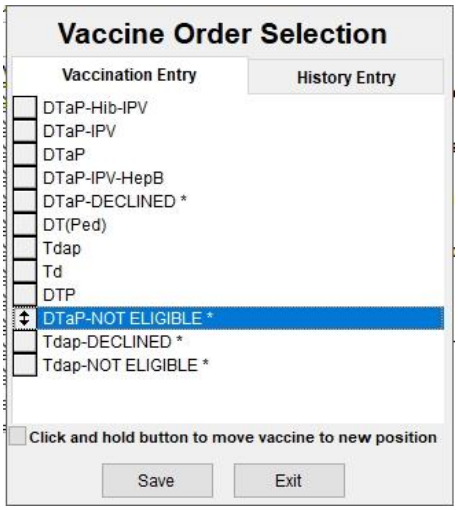
To move the placement of a vaccine definition to a new position in the order, click the mouse on the button displayed left of the vaccine name, and keep the button pressed down. You will see a small up/down arrow displayed in the button of the selected vaccine, as shown in the left pane below.

To move the vaccine to the new position, drag the mouse up or down to the new position in the list. You must keep the mouse button pressed during this process. When the vaccine is in the new position desired, release the mouse button.

In this example, you will see that the DTaP-NOT ELIGIBLE * definition has been moved down four positions to be immediately above the Tdap-DECLINED * definition.



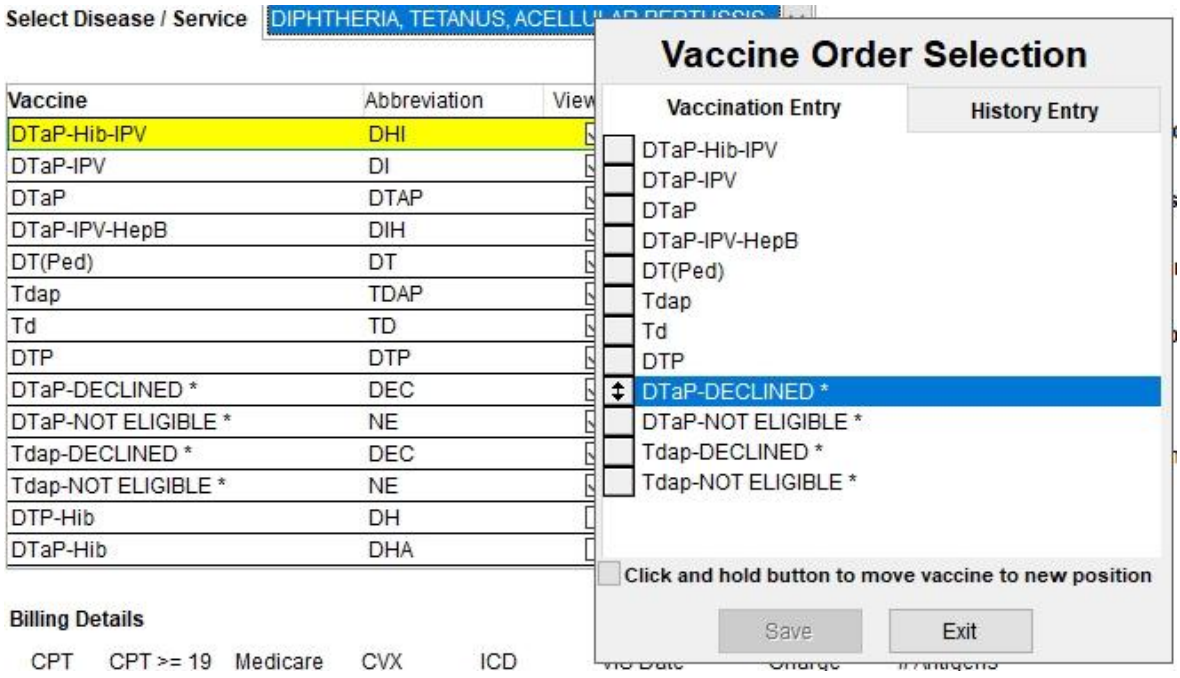
Vaccine Definition Selected



Vaccine Defenition moved

When at least one vaccine definition has been moved, in either the Vaccination Entry OR History Entry tabs, the button to save the modified order(s) will be available to select.

Upon clicking the Save button, the position specification will be updated back into the vaccine definition and the grid displaying the vaccines will be displayed to reflect the modification(s).



The display shown above reflects the result of moving both the DTaP-NOT ELIGIBLE and DTaP-DECLINED definitions down to immediately prior to the Tdap Declined/Not Eligible definitions and clicking the save button. The order which the vaccines are displayed in the maintenance screen reflects the updated order specification, as shown above.

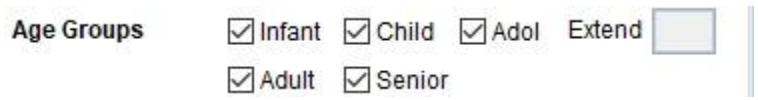
Exit without Saving Modifications

If the user, upon modifying the positioning of one or more vaccines, decides he wants to disregard those modifications, he can click the Exit button. When there are modifications which have not been saved, the user will be prompted with a message reminding of the unsaved modifications, as shown below:

To discard the modifications, click 'Yes' to confirm. To return to the Order screen to save the modifications, click 'No'.

Age Group Specification

The Age Group Specification allows for specifying which vaccines are qualified to be administered to a client based on their age at the time they receive the vaccination. The Age Groups selection is located on the right side of the screen as shown below:



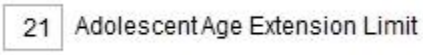
The ranges for the Age Groups are as follows:

Age Group	Age Range
Infant	Up to 36 months
Child	3 to 12 years of age
Adolescent	13 to 18 years of age
Adult	19 years of age and up This includes Seniors, when the Seniors specification not selected
Senior	65 years of age and up This designation is used for vaccines which can only be administered to Seniors, such as the High Dose Flu vaccine.

One additional factor to the Age Group Specification is the **Adolescent Age Extension** setting. This is the text box labeled with '**Extend**'

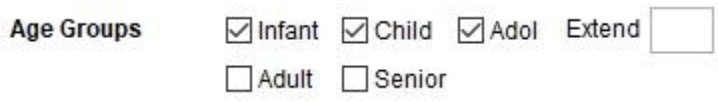
The **Adolescent Age Extension** is applicable for the case that a vaccine can be administered to young adults older than 18 years of age.

The maximum value for this detail can be specified in the **Health Services** page of the **General Profile** screen, in the setting shown below:



This value in the **General Profile** screen specifies the maximum value permitted in the entry of such value for the Vaccine and Vaccine Lot details. The age range permitted for this setting is 19 to 25 years of age.

The **Adolescent Age Extension** is applied only for vaccines in which the Adolescent age group is selected, but the Adult **and** Senior age groups are **not** selected, as shown below:

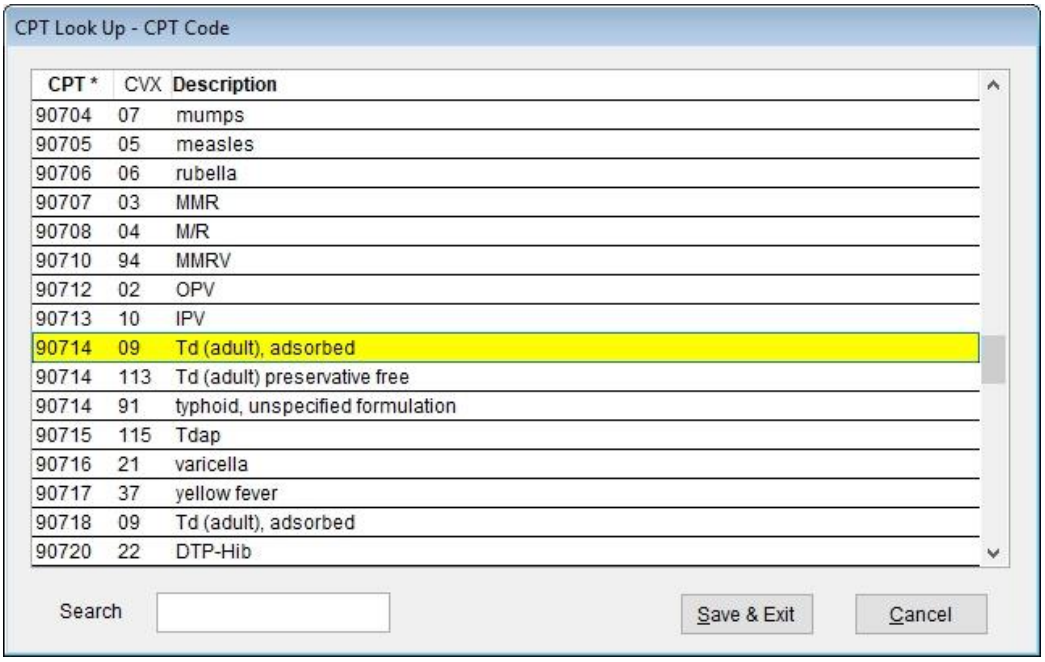


The standard age range for Adolescents will apply when a value of zero (or no value) is specified.

Look up for CPT and ICD codes

Amongst the details to be specified for a vaccine / activity are the CPT and ICD codes required for the purpose of insurance billing.

To perform a CPT or ICD lookup, simply click the appropriate command button. A screen like the following will be displayed:



When the vaccine / activity detail which the CPT code look up pertains to already contains a value, the entry for that current value will be pre-selected and displayed as highlighted.

The order in which the data is displayed can be selected by clicking the column heading shown in bold. The heading with an asterisk (*) indicates the order which the data is currently displayed.

To search for a record, using the currently selected order, simply click the mouse in the search text box, type the text to search and press enter. The search will find the first record detail matching the text to be searched for. If an exact match is not found, the screen will display the entry with the closest match.

To update the record in the main data of HDIS with the selected code, simply click the **Save & Exit** button. This will update the record in the vaccine / activity detail with the selected code value. Clicking the **Cancel** button will not update the vaccine / activity detail.

Notes per Look Up of CPT codes

Having up to three different CPT codes specified for a vaccination / activity detail, the system needs to know which CPT code the look up pertains to. Each CPT code specification pertains to a specific age group, as specified below:

Look Up for	Age Group(s)
CPT	Clients 18 years of age or younger
CPT >= 19	Clients 19 years of age and older This includes clients 65 years of age and older. This code is also used for seniors covered by Medicare when no code is defined in the Medicare value.
Medicare	Clients 65 years of age and older covered by Medicare This code is used when different than the code for CPT >= 19

The system determines which **CPT** code the lookup is about based on the **CPT** code field the cursor is currently in.

If the cursor is in the **CPT >= 19** field when the user clicks the **CPT** Look-Up command button, then upon selecting to save and exit from the look up screen, the **CPT >= 19** field will be updated with selected code.

The **CPT** (for adolescents) field will not be updated.

The **Medicare** CPT code will not be updated as that value is specified separately when the CPT code for Medicare is different than the code for CPT >= 19.

If the **CPT Look Up** button is selected when the cursor is NOT in one of the CPT code fields, the system defaults the look up to be for the **CPT** (for adolescents) field.

The hierarchy for filling in the CPT code fields is as follows:

Look Up for	**Codes updated** (if blank and age group specified)
CPT	CPT, CPT >= 19
CPT >= 19	CPT >= 19
Medicare	Medicare

If one of the other code(s) is already specified but needs to be changed, the user needs to tab to that specific **CPT** code field and enter the new code or perform the look up for that code.

CVX Code Value

Each CPT code has a corresponding CVX code value. Whereas the CPT code is used for identifying the vaccine when submitting claims to insurance carriers, the CVX code is used by Impact SIIS to identify the disease which the vaccination detail pertains to.

Whereas there are fields available for up to three different CPT code values, there is only one field for a CVX value, as shown below:

CPT	CPT >= 19	Medicare	CVX
90688	90659		158

When different codes are specified for two or more of the CPT code values, there needs to be a hierarchy in determining the CVX code value to be saved. As prior implementations of the Health Services module centered on vaccinations for children, the hierarchy for searching for CVX codes is as follows:

CPT	per Infant/Child/Adolescents
CPT >= 19	per Adults and Seniors

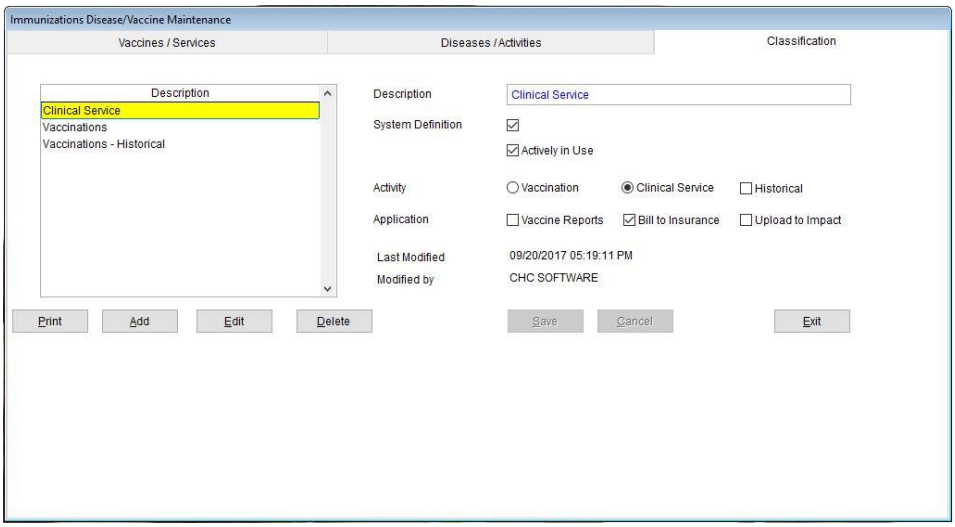
When a vaccine pertains to Infant/Child/Adolescents, the CVX code is populated from the CPT code definition. Any prior CVX code value will be overwritten.

When a vaccine pertains to Adults and Seniors, if the vaccine does not pertain to Infant/Child/Adolescents, the CVX code is populated from the CPT => 19 code.

Because the CPT code for the Infant/Child/Adolescent takes precedence, when a vaccination for Adults and Seniors uses a vaccine which can also be administered to the Infant/Child/Adolescent group, the system will look up the CPT code specified for the CPT => 19 group and store the associated CVX code in the vaccination detail.

Classification

The Classification page is where we specify how the system manages data for each disease / vaccine and service / activity specification as well as the vaccination / clinical service details entered in Health Services.



Display of Classifications defined and details pertaining to them.

The fields specified for each classification definition are:

Description	Name or description of what the classification definition is about.
System Definition	Flag indicating the classification is an HDIS system definition
Actively in Use	Setting to indicate that the classification is available for selection when editing disease/activity and vaccine/services definitions.
Activity	Specify which aspect of the clinical functions the classification applies to
Application	Specify the processes in Health Services relevant for a record with the specified classification.
Last Modified Modified By	Details of when the record was most recently modified and the name of the user who entered and saved the modification(s)

Classification (continued)

Functions in the Classification page:

Print	Generate a report listing the classifications defined and the details entered.
Add	Create a new classification definition
Edit	Edit an existing classification definition
Delete	Deletes an existing classification definition
Save	Save details for current classification which have been modified.
Cancel	Cancel any modifications which have been entered for the current classification. The modifications will be discarded.
Exit	Exit the screen and return to system menu.

System Classification Definitions

Upon implementing Health Services, there will be three classification definitions already defined. Those definitions are:

Vaccinations	Current vaccinations administered by the local Health Department
Vaccinations – Historical	Historical vaccinations received by the client at another facility
Clinical Services	Non-vaccination Clinical Services.

These are system definitions which cannot be deleted.

Additional classifications can be defined by the user for other classifications specific to the services provided by the health department.

Selecting specifications for Activity and Application

The specification of Activity and Application for each classification will determine how each clinical service data record is to be handled. Therefore, it is important to make the proper specifications for a classification.

Activity

The activity setting is used to indicate what type of medical service the data in each record pertains to.

Available selections include:

Vaccinations	Pertains to administering vaccines to the patients
Clinical Service	Pertains to providing non-vaccination services to the patient.
Historical	Discussed below

Historical Activity

The purpose of the historical specification is to segregate vaccination details administered elsewhere from current/recent vaccination activity which are administered by the health department.

Additionally, vaccination detail entries specifying 'Declined', 'Not Eligible' and 'Elsewhere' are treated as historical events as details of entry are for purpose of documentation as to why the client did not receive the vaccination.

For a classification in which there will be data entered for both current, non-historical activity and historical activity, there should be two separate classifications defined, one with the Historical referenced checked, the other unchecked.

A pair of such definitions will already be defined for vaccinations, with the system definition checked.

Application

The application setting is used to indicate what processes in HDIS will apply to the data in each record.

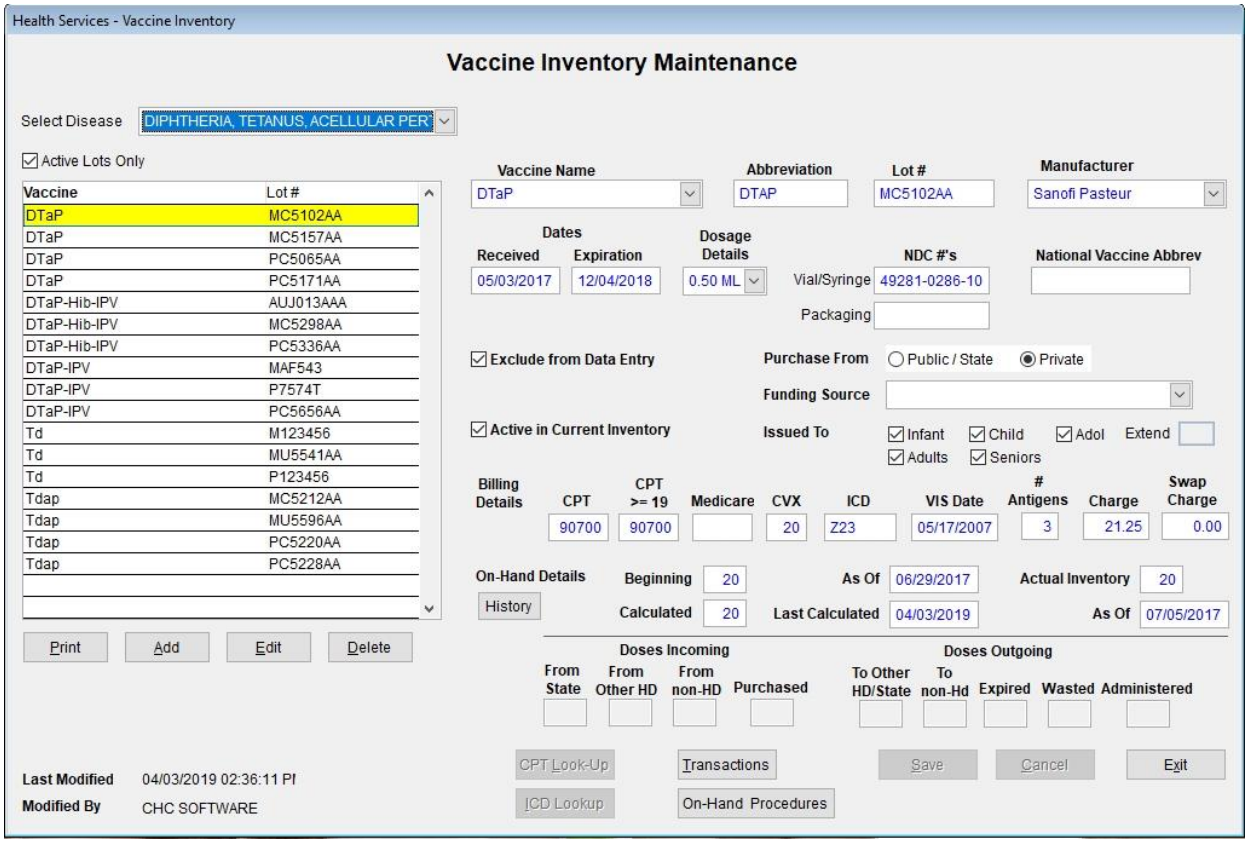
Available selections include:

Vaccine Reports	Record is included when generating Vaccine related reports.
Bill to Insurance	Record is included when generating claims to be submitted to the insurance carriers.
Upload to Impact	Record is included when extracting data to be uploaded to the ImpactSiis system.

Vaccine Inventory

The **Vaccine Inventory** Maintenance screen is where the details about the inventory of vaccines that are administered to clients is entered

In addition to production related details such as Lot #, Date the inventory was received, Expiration Date, etc., additional details about the lot which are used throughout Health Services are entered in this screen. These include billing details and on-hand inventory tracking.



Display of Vaccine Inventory Maintenance screen.

Fields specified for each lot in the vaccine inventory

Description	Name or description of what the classification definition is about.
Vaccine Name	Name of vaccine
Abbreviation	Abbreviation used to reference the vaccine
Lot #	Lot # printed on packaging by manufacture (**See note on page 28 about value entered in this field**)
Manufacturer	Name of company to manufacture the vaccine
Received Date Expiration Date	Date which an inventory of vaccine was first received Date which vaccine is to expire (as specified by manufacturer)
Dosage Details	Specification of dosage amount for vaccine
NDC # Vial/Syringe Packaging	National Drug Code # **See note on page 28 about NDC # values** The NDC # specified on the vial or syringe The NDC # specified on the packaging which the vial/syringe was in.
National Vaccine Abbreviation	
Exclude from Data Entry	Flag indicating to exclude the lot from selection in the health services entry screen, even if the lot is still in active inventory.
Active in Current Inventory	Specify that the vaccine lot definition is actively in use and made available to user when entering new data details.

Fields specified for vaccine lots (cont'd)

Description	Name or description of what the classification definition is about.

Funding Details	Details about how the Health Department acquired the vaccine lot.
Purchase From	Purchased / Received from ODH or a private party.
Funding Source	Specify how the funds used to acquire the inventory were obtained.

Issued To Adolescent Extend	Indicate which age groups qualify to receive the vaccine. Extension of adolescent age bracket beyond 18 years of age Discussion on the Adolescent Age Extension is found on page 17

Billing Details	Details pertinent to submitting claims to insurance carriers for payment.
CPT	Billing code used when vaccine is administered to any of the Infant/Children/Adolescents age groups.
CPT >= 19	Billing code used when vaccine is administered to Adults and Seniors not on Medicare
CPT Medicare	Billing code used when vaccine is administered to Seniors with Medicare
CVX	Code reference to the vaccine Discussion on filling in CVX code is found on page 20
ICD	Diagnosis Code value
VIS DATE	Date of Vaccine Information Sheet accompanying the vaccine
Charge	Default amount to charge for the vaccine. This value is filled into the vaccine lot details, from values specified in the vaccine definition, when a new lot is being added.
# Antigens	# Antigens contained in the vaccine. Pertinent to cases when vaccine is billed on basis of # Antigens rather than a flat charge.

Fields specified for vaccine lots (cont'd)

Description	Name or description of what the classification definition is about.
On-Hand Details	Information about quantity of vaccine lot inventory available **(See note on page 28 about On-hand details)**
Beginning As Of	Quantity of inventory available at beginning of current inventory cycle Date which the beginning inventory level was updated.
Calculated Last Calculated	Quantity of inventory calculated to be available based on quantities that have been received and quantities disbursed since beginning of cycle. As-of date which the inventory level was calculated.
Actual Inventory As Of	Quantity in actual inventory (obtained from manual audit) Date which actual inventory level was counted.

Incoming Info	
From State	Quantity of inventory received from State HD during the current cycle
From Other HD	Quantity of inventory received from Other HD during the current cycle
From non-HD	Quantity of inventory received from non-HD during the current cycle
Purchased	Quantity of inventory privately purchased during the current cycle

Outgoing Info	
To Other HD / State	Quantity of inventory disbursed to State or Other HD during the current cycle
To Non-HD	Quantity of inventory disbursed to non-HD during the current cycle
Expired	Quantity of inventory expired during the current cycle
Wasted	Quantity of inventory wasted during the current cycle
Administered	Quantity of inventory administered to patients during the current cycle

Last Modified Modified By	Details of date/time and who last saved modifications entered to the record.

Notes on Vaccine Inventory Details

Field	Description
Lot #	As vaccine lots with the same lot # per manufacturing can be received from multiple sources and/or different manner of funding, the value entered for the lot # is prefixed with a letter pertaining to the manner which the inventory was received. The Purchase From / Funding Source details specify how the lot was acquired.
NDC #	The National Drug Code value is determined as a combination of numbers assigned by the FDA and the manufacturer. The NDC # consists of three sets of numbers in any of the following formats: 4-4-2 5-3-2 5-4-1 5-4-2 Where the numbers shown represent the number of digits in each segment.
Adolescent Extend	Discussion on the Adolescent Age Extension is found on page 17
On-Hand Details	The details for tracking the quantity of doses acquired (incoming) or disbursed (outgoing) are entered in the Transactions screen and updated by the Vaccine Accountability or On-Hand procedures.

Combination Vaccines

Vaccine lots which are combination vaccines should only be defined once, under the disease which the vaccination is typically entered under. Such disease will typically be the first disease name specified by the vaccine name / abbreviation.

For example,

Pentacel, Kinrix, and Pediarix vaccine lots will typically be defined under DTaP.

Twinrix vaccine lots will typically be defined under HepA

MMRV vaccines will typically be defined under Measles, Mumps, and Rubella.

DO NOT define such lots under each disease which the vaccine pertains to. This will cause confusion when it comes to balancing the inventory levels in HDIS against actual inventory.

Functions in the Vaccine Inventory screen:

Print	Generate a report listing the lots defined and the details entered.
Add	Create a new vaccine lot definition
Edit	Edit an existing vaccine lot definition
Delete	Deletes an existing vaccine lot definition
Save	Save details for current vaccine lot definition which have been modified.
Cancel	Cancel any modifications which have been entered for the current vaccination. The modifications will be discarded.
Exit	Exit the screen and return to system menu.

CPT Look-Up **ICD Lookup**	Branch to screen for looking up CPT and ICD codes. Discussion on CPT Look-Up is found on pages 18-19
Transactions	Branch to screen to enter details of transactions leading to inventory being received or disbursed.
On-Hand Procedures	Branch to screen for performing maintenance of On-Hand details.

Details required in definition of vaccine lot

In order to obtain the most benefits in managing / tracking the inventory of vaccines, the system requires that many detail values to be entered.

- The fields with mandatory entry will be shaded in yellow until a value has been entered.
- The ability to save the inventory record will not be available until all required values are entered.
- As many of the required details are initially populated with values from the vaccine definition, not all of the required fields will be displayed with the yellow shade.

  The fields this behavior applies to include:

Classification	Typically specified with as Vaccination
Issued To	At least one age group must be specified
Billing Details	CPT, CPT>=19, Medicare, CVX Values associated with the specified age group(s) are required. CVX code associated with specified CPT code is automatically populated ICD Required in all lot definitions for insurance billing purposes. VIS Date Required for Upload to Impact and insurance billing.

  These details are required for the following reasons:

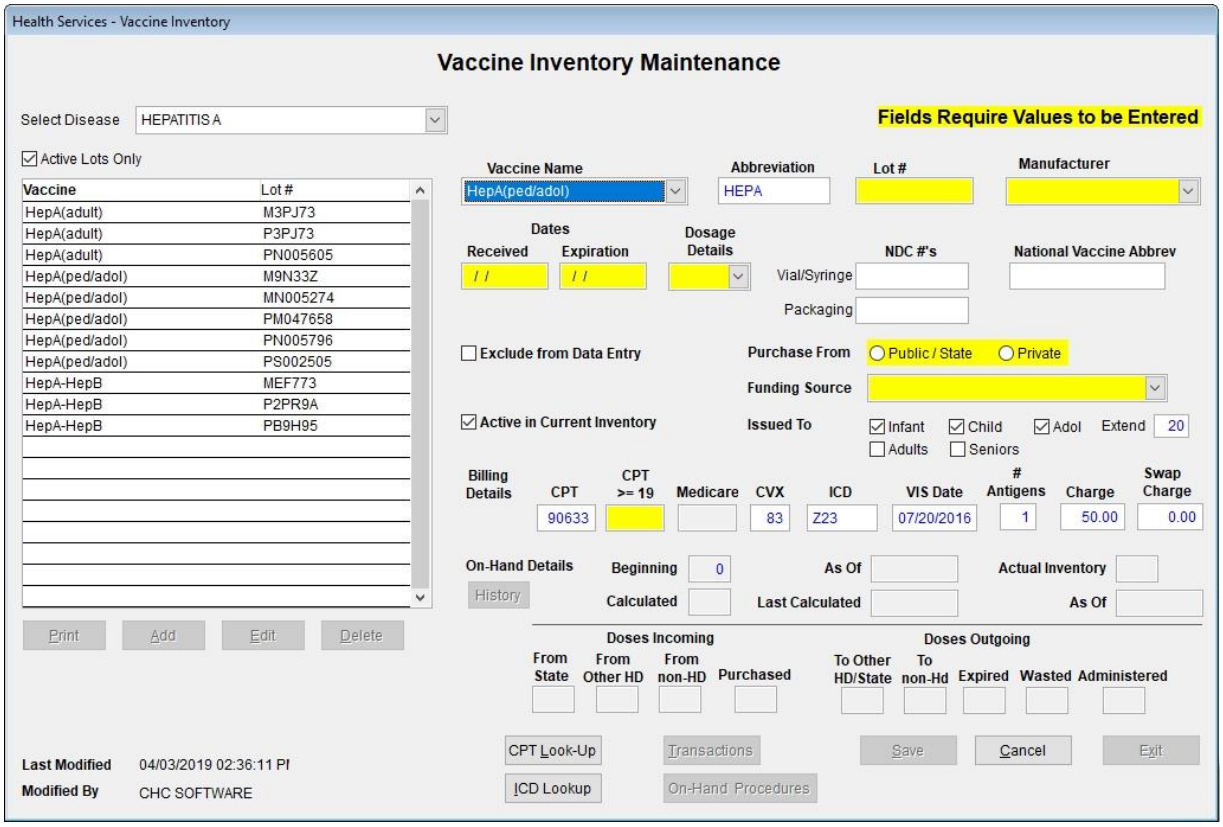
  1. They are required in the details transmitted to other organizations. This includes ImpactSiis and submission of claims to Insurance carriers.
  2. Insure that the entry of details in HDIS is error free, preventing issues caused by incorrect / incomplete data details.
  3. Specify how HDIS manages the data details for data entry, processing, reporting, etc.

- An additional group of values which detail specification is required pertains to the method of funding used in acquiring the vaccine lot inventory.

  These details are required for the details provided to ImpactSiis.

The required fields are displayed with a background color of yellow. Once a value has been entered, the background color will change to white. If a value in these fields is cleared out, a message of the requirement is displayed and the background color will change to yellow.

The **Vaccine Inventory Maintenance** screen is displayed below upon selection to **Add** a new inventory definition. The **Vaccine Name** specification will be set same as the vaccine name of the vaccine lot detail selected at the time the Add button is clicked. In this example, we have selected to add a vaccine lot for the Hepatitis A vaccine issued to children and adolescents.



Details for the definition of a new vaccine lot in inventory.

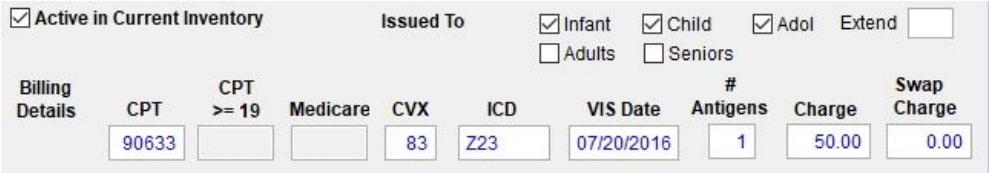
Upon selecting the name of the vaccine which applies to the current lot detail, the details entered in the vaccine definition (in the **Disease / Vaccines Maintenance** screen) are imported and assigned to the associated detail values for the new lot detail.

You can see, although required, most of the Billing Details values are not shown in yellow because those values have been filled in from the vaccine definition details.

You will also notice that the **Issued To** specification for Adults and Seniors are not checked, however the vaccine is defined with specification to extend the adolescent age range to 20 years of age. This will allow the vaccine lot to be listed when the vaccination detail is being entered and the client was the specified age or younger at the time of the vaccination.

Because the codes for billing the vaccination when the client is 19 years of age or older, the CPT>=19 billing code must be entered.

When there is no Adolescent Age Extension specified and the Adults and Seniors age groups are not selected, the CPT billing codes pertaining to Adults and Seniors will be disabled, as they will not apply for the vaccine lot, as shown below:



This will result in the vaccine lot being provided for selection in the Health Services details screen only when the client is less than 19 years of age at time of vaccination.

A detailed discussion about the Adolescent Age Extension specification can be found on Page 17

A discussion about entry of CPT / CVX & ICD codes in the Billing Details can be found on Pages 18-19 where entering of vaccine definitions is discussed.

Notes on Entry of Vaccine Lot Details

Lot # specification

Prior to Health Services, the specification of how the inventory for a vaccine lot was obtained was achieved by prefixing the lot # assigned by the manufacturer with a letter. The letter 'P' was typically used to designate private funding while any other letter was used to designate public funding, which includes ODH and VFC.

An additional function in the use of the letter prefix was to allow tracking vaccine inventory levels separately per the case that inventory for the same lot is obtained in two or more ways.

With the implementation of Funding Specification, the use of the prefix letter remains only for the purpose of separating the tracking of inventory for the different methods of funding. Thus, any letter can be used as the prefix for lots obtained with private funds.

NDC #'s

Although not displayed with the yellow background per requirement, it is strongly suggested that the NDC # on the Vial/Syringe containing the vaccine be entered. This detail is **required** to be included in the data transferred to ImpactSiis and some Insurance Carriers.

Active in Current Inventory / Exclude from Data Entry

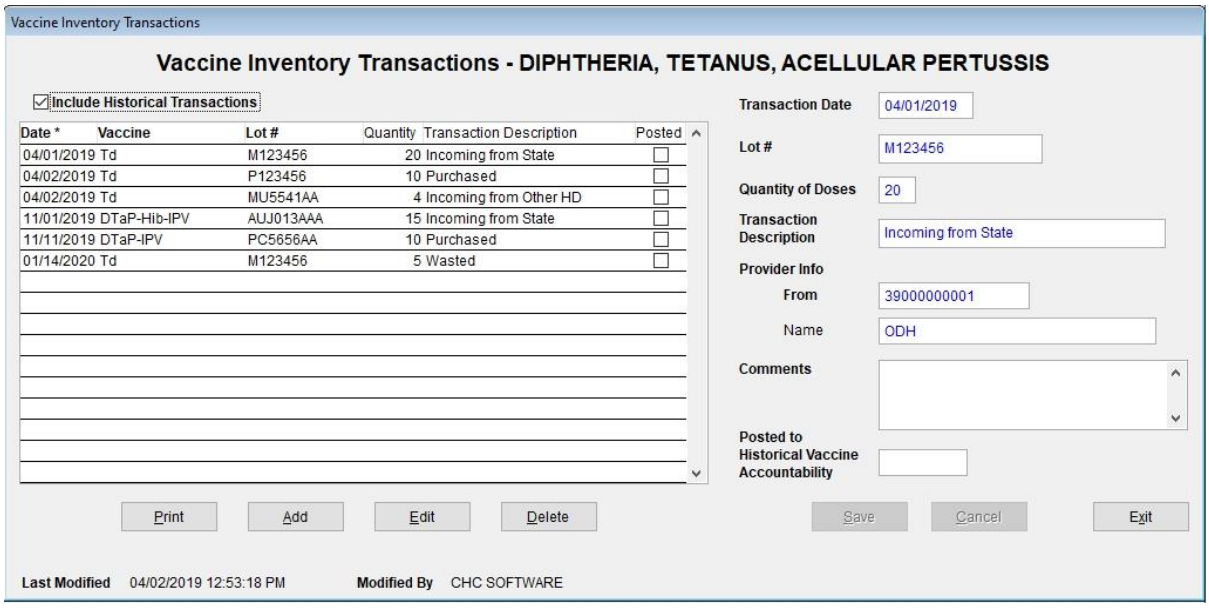
In the process of entering vaccination details in the Health Services screen, the list of lot #'s provided to the user for selection is based on the specification that the vaccine lot is still available in current inventory. Upon administering the entire inventory of the vaccine lot and assurance that the health department will not be receiving any additional inventory for that production lot, the **Active in Current Inventory** specification can be unchecked and the lot will no longer appear in the list for selection in the Health Services screen as well in the Vaccine Inventory screen.

If there is inventory for a vaccine lot still in circulation, but is to not be available for selection in the Health Services screen, simply check the **Exclude from Data Entry** specification. When it is ok to include the lot for selection again, simply uncheck the Exclude from Data Entry specification.

Inventory Transactions

The Inventory Transaction screen is where the details to document the inflow / outflow of vaccine inventory are maintained.

This **does not apply** to tracking outflow of vaccine dosages which have been administered to patients.



Details for a vaccine inventory transaction

Entry for Individual Lot or All Lots of Disease

The scope of vaccine lots for which entry of Vaccine Inventory Transaction details can be entered is determined by the mode of working with the current lot in the Vaccine Inventory screen at the time of clicking the Transactions button – Browse or Edit.

Browse	Transaction details may be entered for any **Active** vaccine lot for the current disease selected
Edit	Transaction details may only be entered for the vaccine lot currently being edited

The fields specified for each transaction are:

Transaction Date	Date of transaction per the acquisition or disbursement of inventory occurred.
Lot #	Lot # of vaccine inventory which transaction pertains to. Transactions may only be entered for vaccine lots which are still in active circulation. A list of such lots is provided for selection
Quantity of Doses	Quantity of inventory involved in the transaction
Transaction Description	Specification of what type of transaction occurred. The list of transaction descriptions include: Inflow: Incoming from State; Incoming from Other Health Department; Incoming from non-Health Department; Purchased Outflow: Outgoing to State/Other Health Department; Outgoing to non-Health Department; Expired; Wasted
Provider Info To/From Name	Details about other party for the transaction Id # for other party in the transaction Description of other party in the transaction
Comments	Notes about the transaction

(continued)

The fields specified for each transaction (continued)

Posted to Historical Vaccine Accountability	Date which transaction record was processed in the posting of vaccine accountability details to the historical data.
Last Modified Modified By	Details of date/time and who last saved modifications entered to the record.

Functions in the Transactions page:

Print	Generate report listing the transactions for desired lots.
Add	Create a new transaction record
Edit	Edit an existing transaction record Only transactions not yet posted to the historical vaccine accountability data can be edited
Delete	Deletes an existing transaction record Only transactions not yet posted to the historical vaccine accountability data can be deleted
Save	Save details for transaction record
Cancel	Cancel any modifications which have been entered for the transaction record. The modifications will be discarded
Exit	Exit the screen and return to the Vaccine Inventory Maintenance screen

On Hand figures in Vaccine Inventory screen will be updated

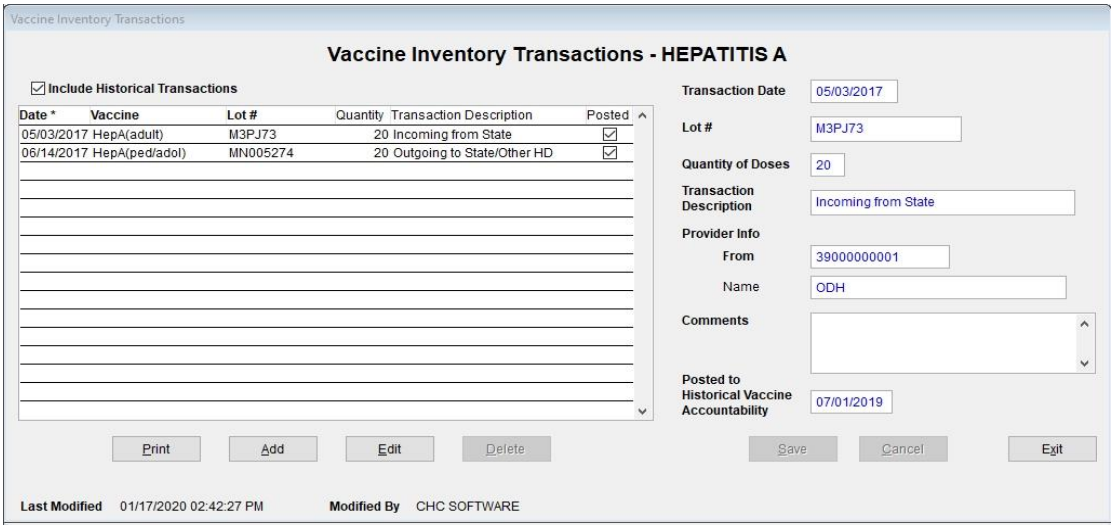
Upon selecting to save the details of the transaction record being edited, either an existing record or a newly added transaction, the on-hand inventory figures at the bottom of the main inventory screen will be updated for the specified lot.

The same update of on-hand inventory figures will occur when deleting vaccine inventory transaction details as well.

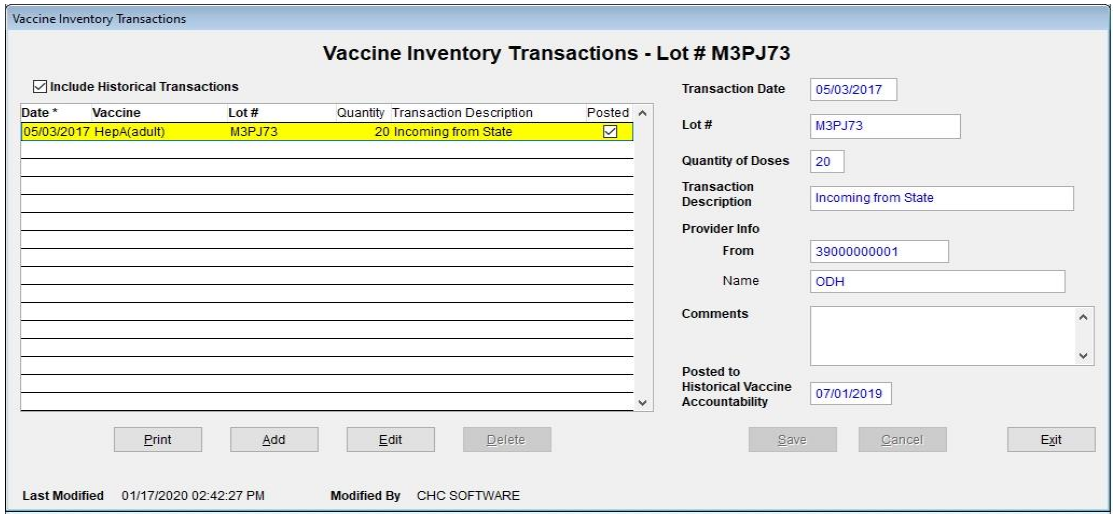
Entering Details in Vaccine Inventory Transaction screen

Upon clicking the Transaction button to branch to the Vaccine Inventory Transaction screen to enter details about the inflow / outflow of vaccine inventory, the transaction screen display will show all transactions for vaccine lots previously entered for the scope which applies.

The Vaccine Inventory Transaction screen display when the scope is for the Disease.



The Vaccine Inventory Transaction screen display when the scope is for the Lot.



As you can see, the display by Disease shows the transaction details amongst all lots for Hepatitis A vaccines, whereas the Display by Lot shows the details specific for lot M3PJ73 for which one transaction exists.

You can specify whether or not to show historical transactions on lot inventory. Historical transactions are those which have been processed and posted by the Vaccine Accountability process.

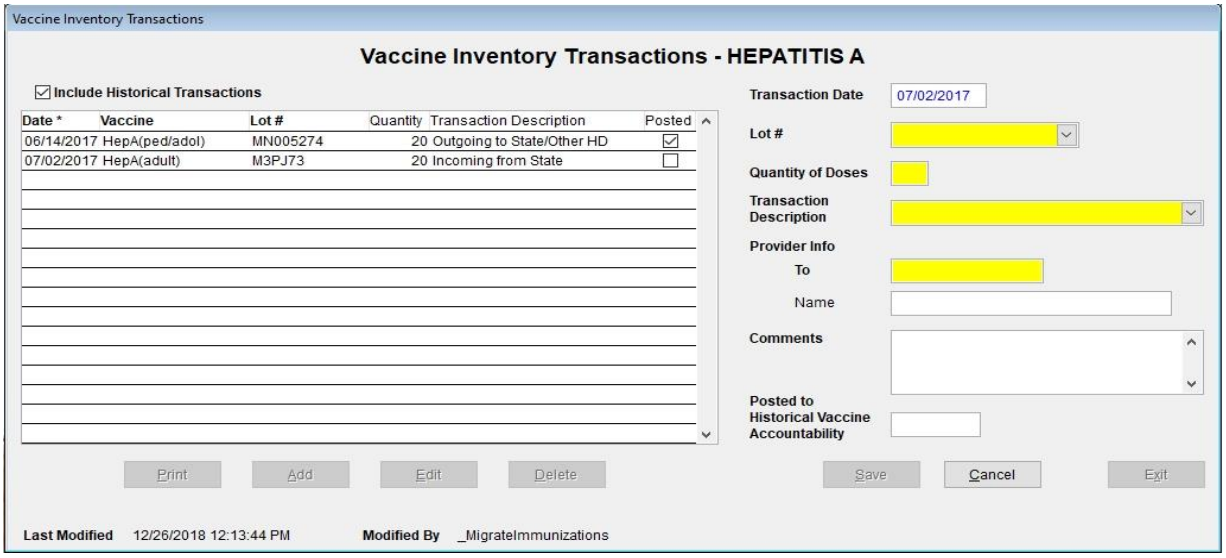
Add / Edit of Transactions for Inventory

Click the Add button to enter the details of a new transaction to document the inflow / outflow of inventory for a vaccine lot.

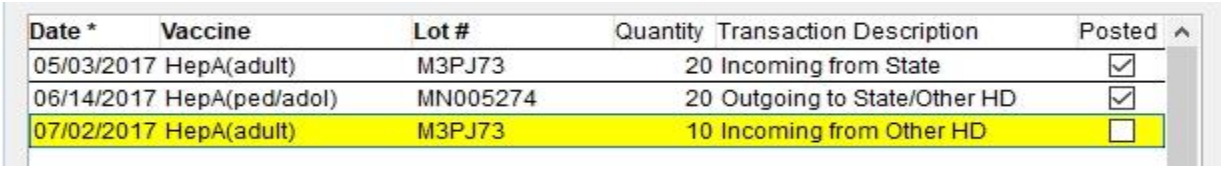
Click the Edit button to edit the details of an existing transaction detail.

For a transaction detail record which has been processed in the **Vaccine Accountability** process and details posted into the **Historical Vaccine Accountability** data details, only the name of the provider involved with the transaction and comments about the transaction can be edited.

Upon clicking to add a transaction, the screen will be displayed with transaction date default to current date and all required details highlighted in yellow, as shown below.



Upon completing entry of details for the Vaccine Inventory Transaction, click the **Save** button. Upon saving the transaction details, the display of transactions will be updated to reflect the just entered transaction, as shown below.



Notes about Details of Inventory Transactions

- Transaction Description

  When the Incoming from State (ODH) option is selected, the program automatically fills in the Provider Info details with the ODH specific values, as shown below.

- Provider Info

  The provider info is for entering details documenting the outside party which the transfer of vaccine inventory occurred with. Below is the example per receiving inventory from the Ohio Department of Health.

- Posted to Historical Vaccine Accountability

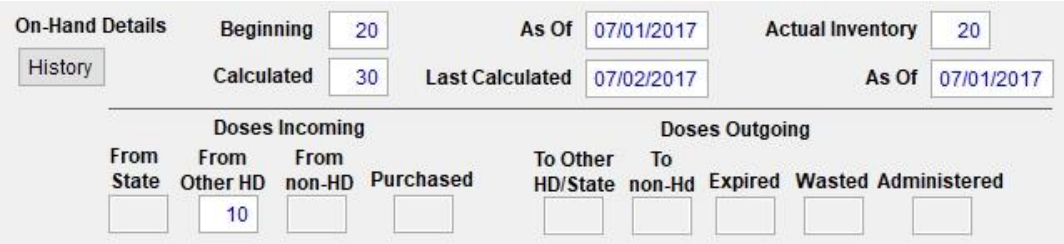
  Specifies the end date of the time period in the **Vaccine Accountability** process which the selected transaction record was processed and accounted in the inventory on-hand calculations.

  Upon being processed by the **Vaccine Accountability** process, the only details which can be edited are the **Provider Info Name** and the **Comments**.

On-Hand Details Updated after Transaction

Upon saving a transaction entry, the **On-Hand inventory** figures in the inventory screen will be updated to reflect the change in inventory as result of the transaction entered.

Upon return to the **Vaccine Inventory** maintenance screen for this lot, you will see the following display of the **On-Hand Details**, reflecting tallies updated per the newly entered Incoming from Other HD transaction.



Quantity received from Other HD now shows 10

Quantity calculated to be on hand shows 30 as of 7/2/2017, the date the inventory was received.

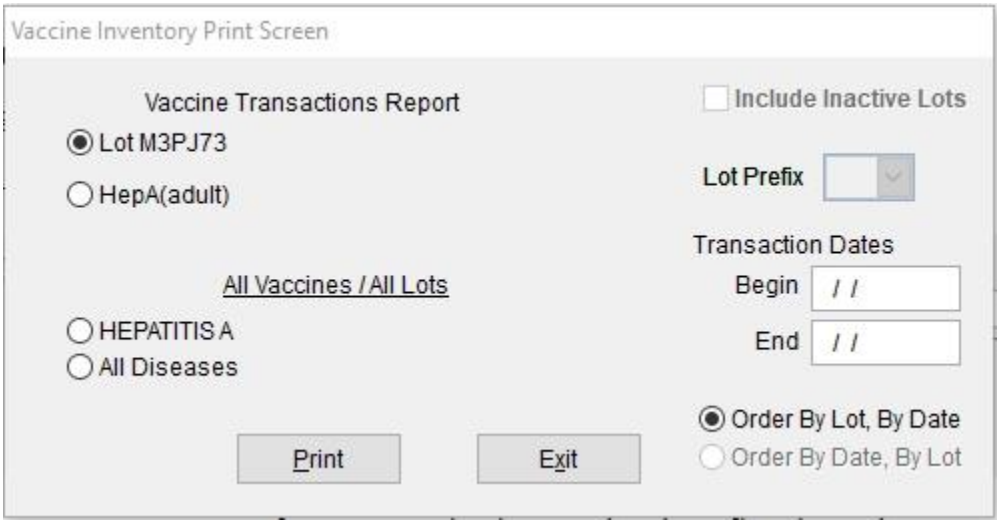
The **On Hand** details have been updated to reflect the 10 incoming doses per the transaction and the **Last Calculated** date was updated with the date of the transaction, which occurred after the previous **Vaccine Accountability** process was completed two days earlier.

Printing Report of Transactions

When you want a report of all the **Vaccine Inventory Transactions** entered, you can click the **Print** button below the list of vaccine lots.

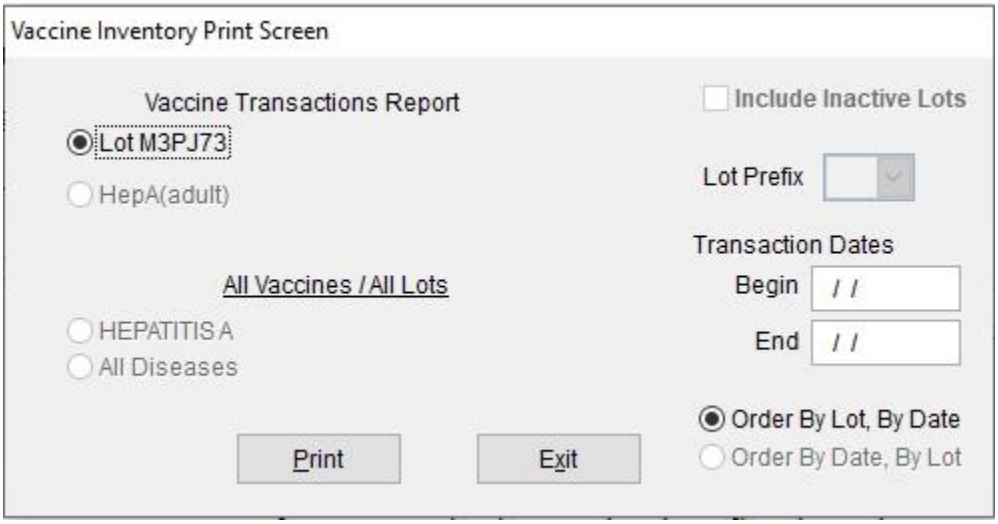
The options for the transactions report is determined by the scope of viewing the vaccine lot details at the time the **Print** button is selected.

Print Transactions options when browsing vaccine inventory details



User can specify to print transactions for a single lot (the lot selected in the transaction screen at time of clicking the Print button), all lots for the matching current lots and vaccine, all lots for the current disease or all lots for all diseases.

Print Transactions options when editing vaccine inventory details for a specific lot.



When selecting to print the transactions while in edit mode for a vaccine lot, only the option to print the transactions for the current lot is available.

Vaccine Accountability Procedure

The Vaccine Accountability Procedure is discussed in detail in a separate user manual document.

That user manual document is titled **Health Services Vaccine Accountability Procedure**

Maintenance Screens

The maintenance screens is where we define data values to be available for selection when entering details for vaccine lot records and vaccination / clinical service details. Defining these data values serves to prevent errors in data entry by defining the values appropriate for entry.

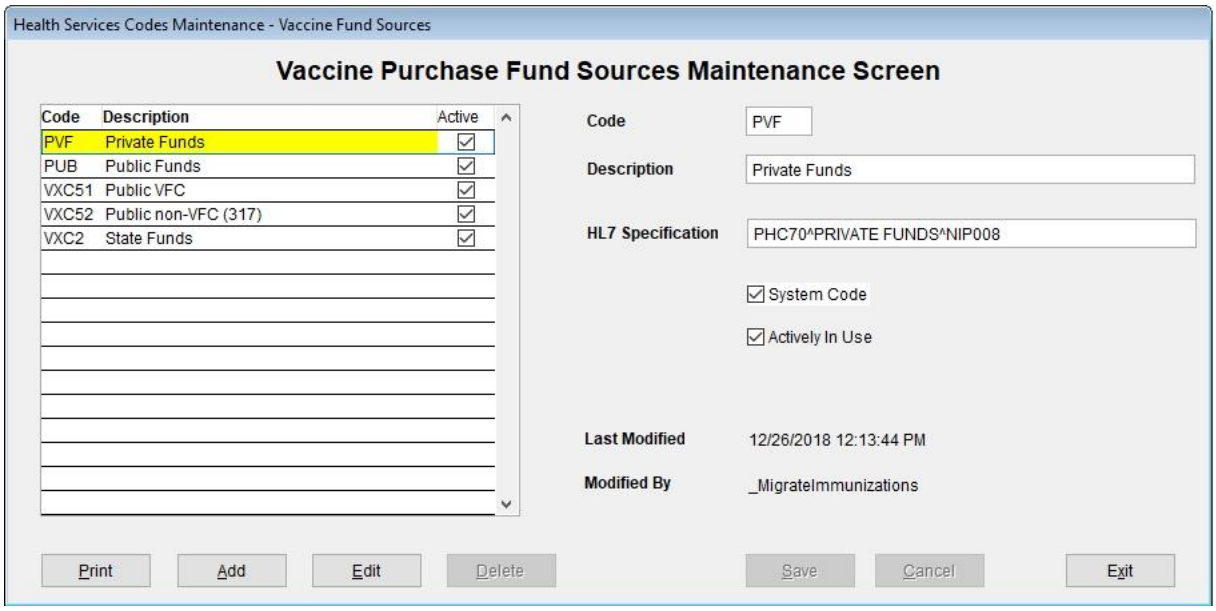
Two details displayed in the maintenance screens pertain to the definition of and use of details defined in the maintenance screens. Those details are:

System Code	Specifies that the definition is required in HDIS and cannot be deleted. Any additional definitions added by the user will not have this specification checked.
Actively In Use	Specifies that the definition is relevant for current health service activities. This setting is used to filter out the non-relevant definitions and only present the relevant definitions for user to select when entering details in vaccine inventory and health services data.

In the details for **Purchase Fund Sources**, **Injection Sites**, **VFC Eligibility**, and the **Track Population / Occupation** definitions, there is a field for the contents to be specified when transmitting details to an outside party (primarily ImpactSiis). The details are sent using a special format called HL7. The detail contents for the HL7 format are displayed in the field labeled HL7 Specification. As the contents must adhere to the HL7 specification, this field cannot be edited. Any modifications to the HL7 Specification will be updated by the HDIS Upgrade application.

Vaccine Purchase Fund Sources

The Vaccine Purchase Fund Sources maintenance screen is for specifying the manners in which funds for purchase of vaccines are obtained.



The fields specified for each fund source are:

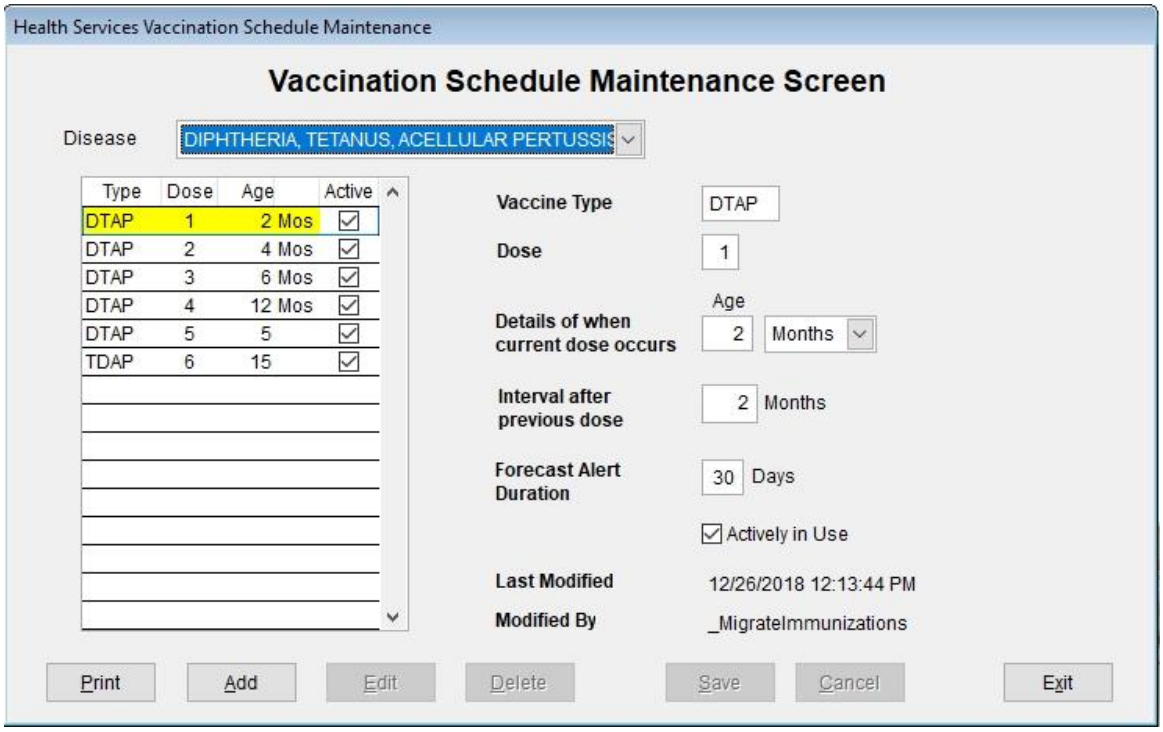
Code	Code representation for fund source definition
Description	Description for fund source definition
HL7 Specification	Contents formatted when details are transferred to outside agency.
System Code	Flag specifying the record to be a system defined detail
Actively in Use	Flag specifying that the funding source definition is actively in use
Last Modified **Modified By**	Details of date/time and who last saved modifications entered to the record.

Functions in the Purchase Fund Source page:

Print	Generate a report listing the details of the fund sources defined.
Add	Create a new fund source definition
Edit	Edit an existing fund source definition
Delete	Deletes an existing fund source definition
Save	Save details for current fund source which have been edited.
Cancel	Cancel any modifications which have been entered for the current fund source. The modifications will be discarded.
Exit	Exit the screen and return to Health Services menu.

Vaccines Schedule

The Vaccines Schedule Maintenance screen is for maintaining the schedule / timeline of when a client is to receive the individual doses, amongst a series of doses, for the disease.



The details entered in the Vaccine Schedule definitions are used in generating a client's vaccination history, showing when they received vaccinations as compared to the defined schedules, showing which vaccinations they are late for and those which are scheduled in the future and calculating the date such vaccinations are due.

The fields specified for each Vaccination Schedule record are:

Vaccine Type	Abbreviation of vaccine which applies to the vaccination event.
Dose	Vaccination event counter
Details of when current dose occurs	Specification of when current vaccination event being displayed occurs.
Interval after previous dose	Duration of time which current vaccination event occurs after the previous event.
Forecast Alert Duration	Lead time which notify patient of upcoming vaccination event.
Actively in Use	Flag specifying that the schedule definition record is actively in use.
Last Modified Modified By	Details of date/time and who last saved modifications entered to the record.

Functions in the Vaccination Schedule screen:

Print	Generate a report listing the vaccination schedules defined and the details entered.
Add	Create a new vaccination schedule definition
Edit	Edit an existing vaccination schedule definition
Delete	Deletes an existing vaccination schedule definition
Save	Save details for current vaccination schedule definition which have been modified.
Cancel	Cancel any modifications which have been entered for the current vaccination schedule definition. The modifications will be discarded.
Exit	Exit the screen and return to Health Services menu.

Notes per defining / editing vaccination schedule definitions:

Only the last schedule definition for a disease may be edited. All prior definitions are treated as read-only access.

This is necessary because the time related details of a schedule definition are based upon the previous schedule definition.

To discontinue use of a schedule definition, without deleting the record, simply edit the record and uncheck the Actively in Use specification.

Only the last schedule definition for a disease may be deleted. This will remove the definition from use by the system.

If there is a possibility that a schedule definition is to be revived, simply edit the definition to make it inactive.

If a schedule definition is deleted and then is revived at a later date, the schedule definition will need to be reentered entirely.

The timeframe for when a vaccination event is scheduled to occur can be specified in months or years.

Schedule definitions typically start out specifying the age in months. This can be changed to years at any time.

Once a schedule definition uses the years specification, all subsequent schedule definitions must also be specified in years.

Whereas the timeline per vaccination for most diseases is forward going, starting at the client's Date of Birth, the timeline entered per Flu vaccinations goes backwards. The calculation of dates clients are due for the next flu vaccination is based on the date of their most recent flu vaccination, if available.

Forecast Alert Duration

The forecast alert duration value is the lead time for when to notify the client about upcoming vaccination events via the Reminder / Recall feature of Health Services.

This value is initialized with the default value specified in the disease definition detail. It can be overridden in the schedule definition detail.

Alert durations can vary for each individual schedule definition.

CPT / CVX Codes

The CPT / CVX Codes maintenance screen is where the details pertaining to reporting type of vaccination activity to other agencies are maintained. These agencies include:

Agency	Functions
Ohio Department of Health	Reporting of vaccination activities
Insurance Carriers	Submitting claims to be paid by insurance companies

The CPT / CVX Codes Maintenance screen contains two pages. The first page is for maintaining the CPT codes, the second page is for maintaining the CVX codes.

The details for each of these pages are discussed on the following pages.

Note per CPT / CVX Code Definitions

The standard set of CPT / CVX Code definitions are the vaccination related codes provided in details obtained from the CDC. The CPT / CVX definitions are to be considered system definitions and should not be deleted.

Additional CPT / CVX Code definitions for additional health services provided by the health department can be added by the user.

Updating CPT / CVX Code Details

Detail definitions of CPT and CVX codes are added / updated on an intermittent basis. Oftentimes, this does not coincide with the release of a full system update of HDIS.

As a result, a process to be able to update the CPT / CVX details in HDIS at any time is provided. This process consists of two steps:

1. Downloading necessary details from the HDIS web server
2. Executing utility program to process the details downloaded.

These steps are discussed on the next page.

Downloading details from web server

The procedure to download details from the HDIS web server are discussed in the Web Download Utility user manual. The document for this user manual is available on the Community & Public Health page of the HDIS web page.

The code to specify in the Web Download screen for the CPT / CVX details is : **CptCvx_Hs**

Upon completing the download successfully, a message is displayed and specifies the menu option for executing the utility to update the CPT / CVX Code Details.

Executing utility program

Upon successfully downloading the details for updating the CPT / CVX Codes successfully, we need to execute the utility to post the updated details into HDIS.

In the Maintenance -> Vaccine Details menu, you will find the **Update CPT / CVX Details** menu option, as shown below.

If all necessary files are not present, the menu option will be disabled, as shown below on the left. If all files are present, the menu option will be enabled for selection, as shown below on the right.

Update CPT / CVX Disabled

Update CPT / CVX Enabled

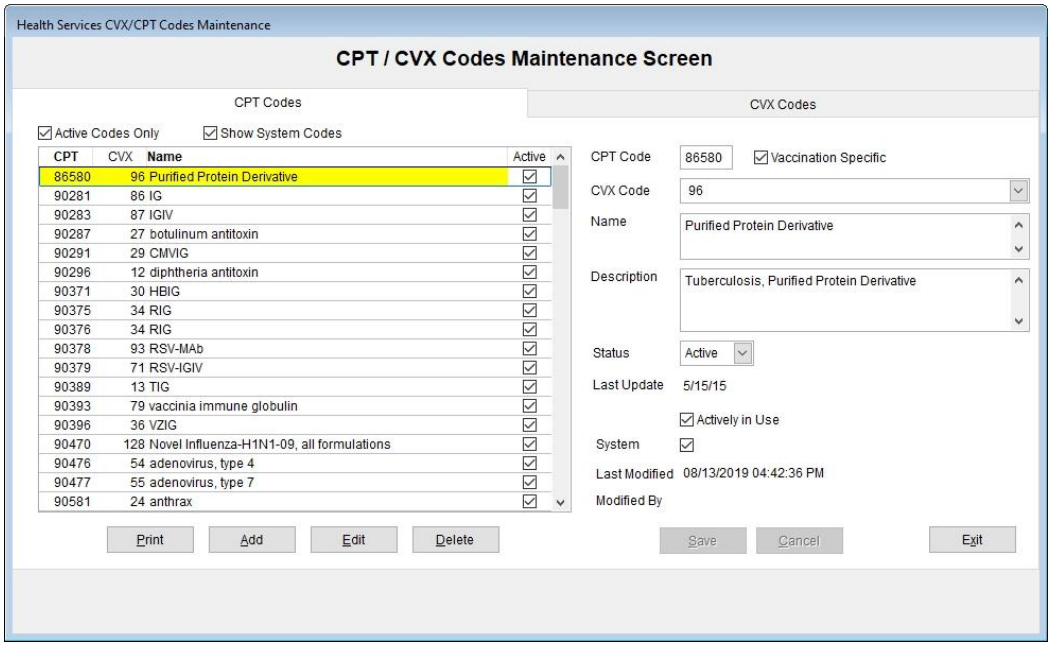
Select the menu option when it is enabled to run the utility.

Upon completion, a message box is displayed to let the user know that it is complete and display the result of updating the CPT / CVX Data details.

Upon completing the Update, you can view the updated details in the CPT / CVX Codes maintenance screens, discussed on the following pages.

CPT Codes page

CPT Codes are used to identify the vaccine administered to the patient.

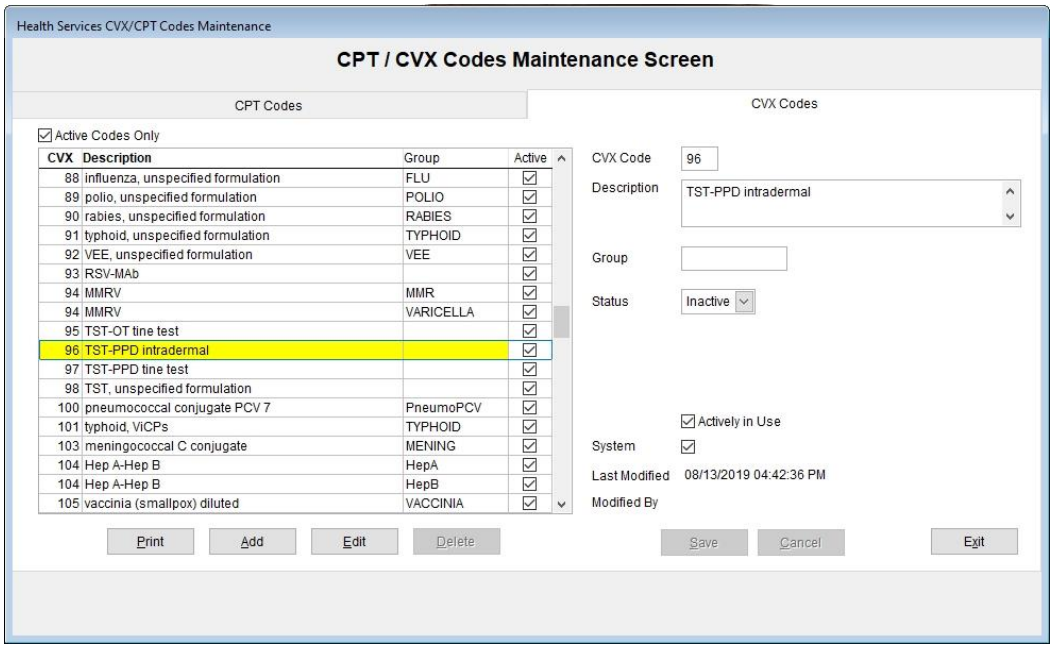


The fields specified for CPT Codes are:

CPT Code	The code value used in identifying the vaccine
CVX code	The CVX value to identify the disease thevaccine code pertains to
Name	Name of the vaccine
Description	Description of the vaccine
Status	Indicate that the CPT code definition is actively used.
Last Update Modified By	Details of date/time and who last saved modifications entered to the record.

CVX Codes page

CVX Codes are used to identify the disease which the vaccine pertains to



The fields specified for CVX Codes are:

CVX Code	The code value used in identifying the disease
Description	Description/name of the disease
Group	Category specification CVX code is designated to belong in
Status	Indicate that the CVX code definition is actively used.
Last Update Modified By	Details of date/time and who last saved modifications entered to the record.

Functions in the CPT and CVX Codes Maintenance Screens:

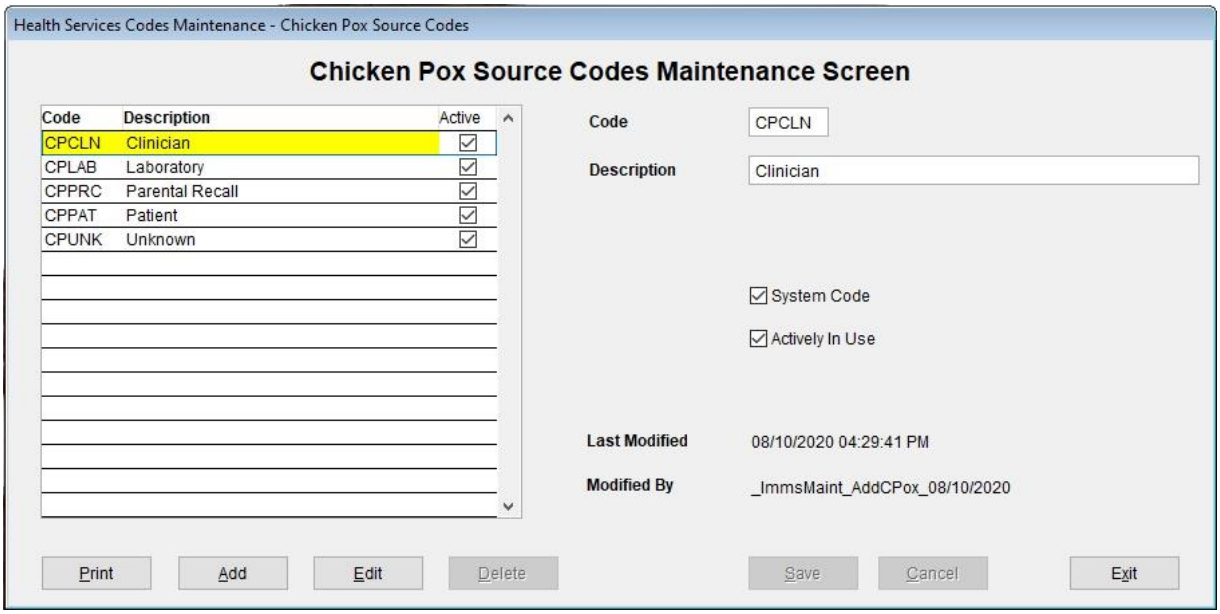
Print	Generate a report listing the CPT or CVX codes defined and the details entered.
Add	Create a new CPT or CVX code definition
Edit	Edit an existing CPT or CVX code definition
Delete	Deletes an existing CPT or CVX code definition
Save	Save details for current CPT or CVX code definition which has been modified.
Cancel	Cancel any modifications which have been entered for the current CPT or CVX code definition. The modifications will be discarded.
Exit	Exit the screen and return to Health Services menu.

As the CVX codes are associated with the CPT codes, when the user clicks on the CVX Codes tab, the system will automatically select and display he CVX code for the currently selected CPT code.

Chicken Pox Sources

The Chicken Pox Source maintenance screen is where the details for the source of the detail per the client's having had Chicken Pox in the past are defined

The selections provided will initially be loaded with the original, standardized list provided to the users to select from. This list is shown below.



Upon initial load of the data details, all selections will be marked as Active and be available for selection in the Information tab of the Health Services screen.

To exclude any of these options from selection, edit the detail definition and uncheck the 'Actively In Use' specification.

To add your own definitions, click the Add button and fill in the required details.

The fields specified for each Chicken Pox Source definition are:

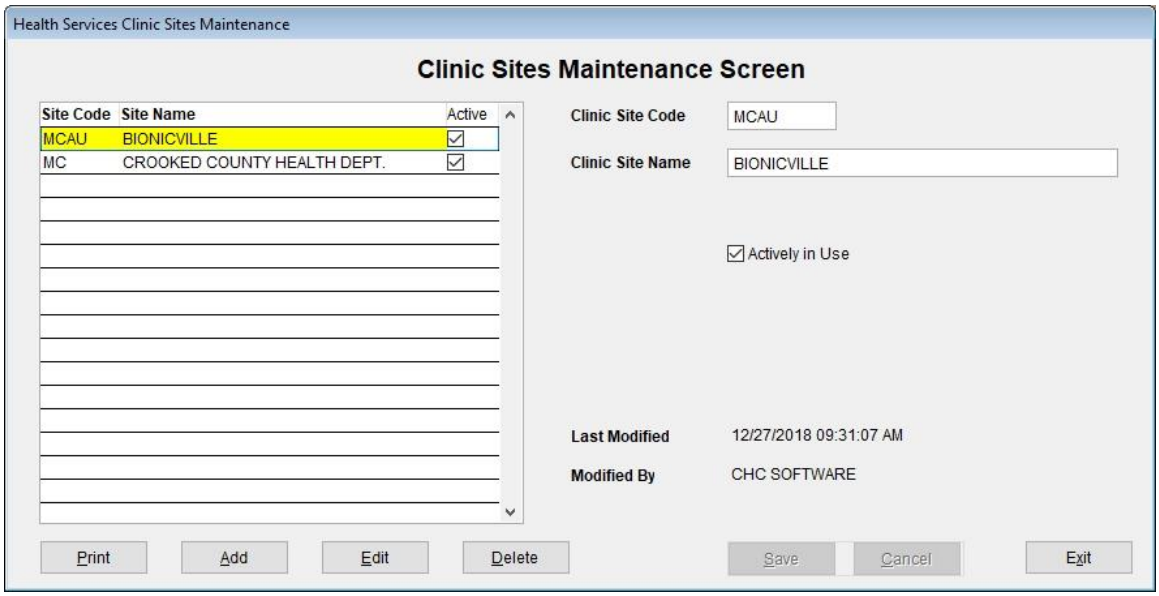
Chicken Pox Source Code	Abbreviation code displayed in HDIS
Chicken Pox Source Description	Description of how the health department learned the details of the client's Chicken Pox occurrence.
System Code	Flag specifying the record to be a system defined record.
Actively In Use	Flag specifying that the Chicken Pox Source definition is actively in use
Last Modified Modified By	Details of date/time and who last saved modifications entered in the record.

Functions in the Chicken Pox Source Maintenance page:

Print	Generate a report listing the Chicken Pox Source defined and the details entered.
Add	Create a new Chicken Pox Source definition
Edit	Edit an existing Chicken Pox Source definition
Delete	Deletes an existing Chicken Pox Source definition
Save	Save details for current Chicken Pox Source which have been modified.
Cancel	Cancel any modifications which have been entered for the Chicken Pox Source. The modifications will be discarded.
Exit	Exit the screen and return to system menu.

Clinic Sites

The Clinic Sites maintenance screen is where the details of locations which vaccinations and clinical services are provided.



The fields specified for each Clinic Site are:

Clinic Site Code	Abbreviation code displayed in HDIS
Clinic Site Name	Name of facility which clinical service is provided.
Actively In Use	Flag specifying that the Clinic Site definition is actively in use
Last Modified **Modified By**	Details of date/time and who last saved modifications entered in the record.

Functions in the Clinic Sites Maintenance page:

Print	Generate a report listing the Clinic Sites defined and the details entered.
Add	Create a new Clinic Site definition
Edit	Edit an existing Clinic Site definition
Delete	Deletes an existing Clinic Site definition
Save	Save details for current Clinic Site which have been modified.
Cancel	Cancel any modifications which have been entered for the Clinic Site. The modifications will be discarded.
Exit	Exit the screen and return to system menu.

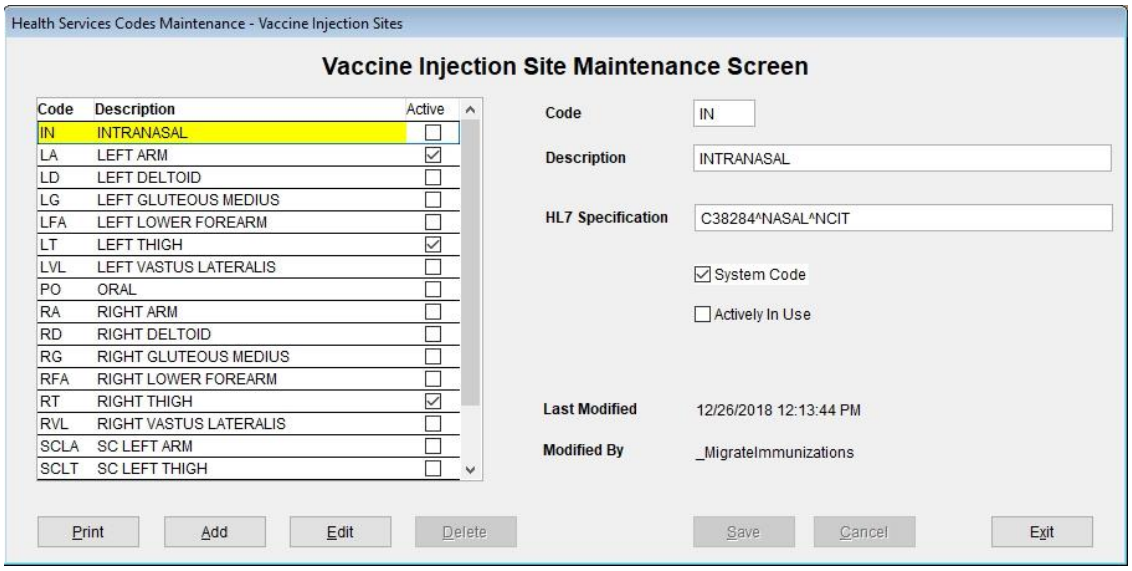
Note per Clinic Site Definitions

Although the health department may employ only a few of the clinic sites defined, any clinic sites specified in the details of prior vaccinations must be retained.

The clinic sites not used can be excluded from the list displayed for selection when the details of a vaccination or clinical service are entered in the Health Services screen. That is achieved by editing such clinic site definitions and unchecking the '**Actively In Use**' specification.

Injection Sites

The Injection Sites maintenance screen is where the details of where, on the body, the vaccination is administered to the patient are maintained.



The fields specified for each Vaccine Injection Site definition are:

Code	Abbreviation for Injection Site specification
Description	Specifies area of body where the injection can be administered
HL7 Specification	Contents formatted for when details are transferred to outside agency.
System Code	Flag specifying the record to be a system defined record.
Actively in Use	Flag specifying that the injection site definition is actively in use.
Last Modified **Modified By**	Details of date/time and who last saved modifications entered to the record.

Functions in the Vaccine Injection Site Maintenance screen:

Print	Generate a report listing the Injection Sites defined and the details entered.
Add	Create a new Injection Site definition
Edit	Edit an existing Injection Site definition
Delete	Deletes an existing Injection Site definition
Save	Save details for current Injection Site which have been modified.
Cancel	Cancel any modifications which have been entered for the current Injection Site. The modifications will be discarded.
Exit	Exit the screen and return to Health Services menu.

Note per Injection Site Definitions

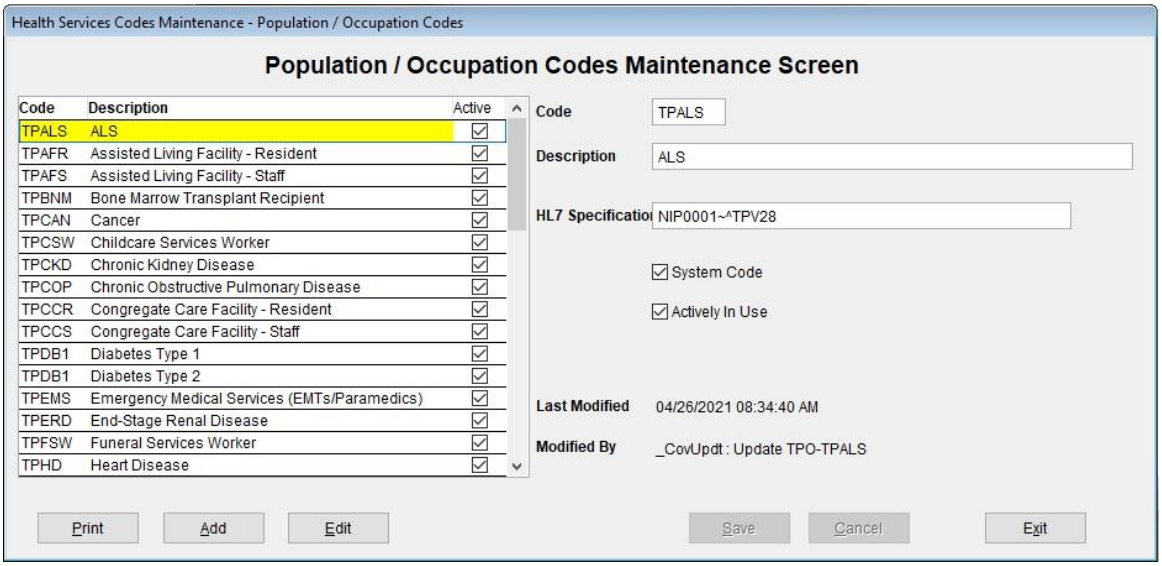
Although the health department may employ only a few of the injection sites provided, the injection site definitions displayed are all the site definitions covered in the exchange of details with outside parties, including ImpactSiis. The injection site definitions are specified to be system definitions and therefore cannot be deleted.

The injection sites not used regularly can be excluded from the list displayed for selection when the details of a vaccination are entered in the Health Services screen. That is achieved by editing each of these injection site definitions and unchecking the '**Actively In Use**' specification.

Track Population / Occupation

With the advent of administering vaccinations for the Coronavirus disease, there is a requirement to provide a Population / Occupation specification per the clients that receive the vaccines.

The Track Population / Occupation (TPO) maintenance screen, shown below, is where you can view / edit the list of specifications that have been provided by the Ohio Department of Health (ODH) and loaded into HDIS.



The fields specified for each Vaccine Injection Site definition are:

Code	Abbreviation for TPO specification
Description	Describes value / meaning of TPO specification
HL7 Specification	Contents formatted for when details are transferred to outside agency.
System Code	Flag specifying the record to be a system defined record.
Actively in Use	Flag specifying that the TPO definition is actively in use.
Last Modified **Modified By**	Details of date/time and who last saved modifications entered to the record.

Functions in the TPO Maintenance screen:

Print	Generate a report listing the TPO Specifications defined and the details entered.
Add	Create a new TPO Specifications definition
Edit	Edit an existing TPO Specifications definition
Save	Save details for current TPO Specification which has been modified.
Cancel	Cancel any modifications which have been entered for the current TPO Specification. The modifications will be discarded.
Exit	Exit the screen and return to Health Services menu.

Note per TPO Specification Definitions

Although some of the TPO Specifications may rarely / never apply to the clients who receive Covid vaccinations from the health department, the TPO definitions displayed are all the definitions as provided by ODH. The TPO definitions are specified to be system definitions and therefore cannot be deleted.

The TPO Specifications which may rarely / never apply for your health department can be excluded from the list displayed for selection when the details of a vaccination are entered in the Health Services screen. That is achieved by editing each of these TPO Specifications and unchecking the '**Actively In Use**' specification.

Updating TPO Specification Definitions

Detail definitions of TPO Specifications are added / updated on an irregular basis. Oftentimes, this does not coincide with the release of a full system update of HDIS.

As a result, a process to be able to update the TPO Specifications in HDIS at any time has been created. This process consists of two steps:

1. Downloading necessary details from the HDIS web server
2. Executing utility program to process the details downloaded.

These steps are discussed on the next page.

Downloading details from web server

The procedure to download details from the HDIS web server are discussed in the Web Download Utility user manual. The document for this user manual is available on the Community & Public Health page of the HDIS web page.

The code to specify in the Web Download screen for the **TPO Specifications** details : **Covid_Hs**

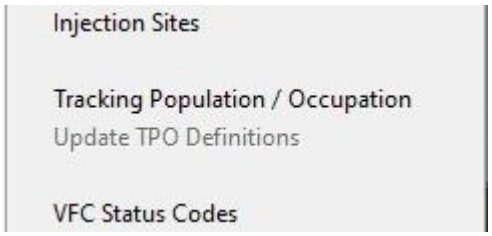
Upon completing the download successfully, a message is displayed and specifies the menu option for executing the utility to update the TPO Specifications Details.

Executing utility program

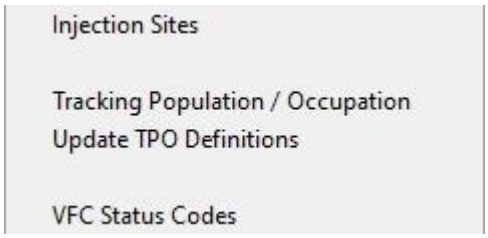
Upon successfully downloading the details for updating the **TPO Specification** details successfully, we need to execute the utility to post the updated details into HDIS.

In the **Maintenance -> Vaccine Details** menu, you will find the **Update TPO Definitions** menu option, as shown below.

If all necessary files are not present, the menu option will be disabled, as shown below on the left. If all files are present, the menu option will be enabled for selection, as shown below on the right.



Update TPO Disabled



Update TPO Enabled

Select the menu option when it is enabled to run the utility.

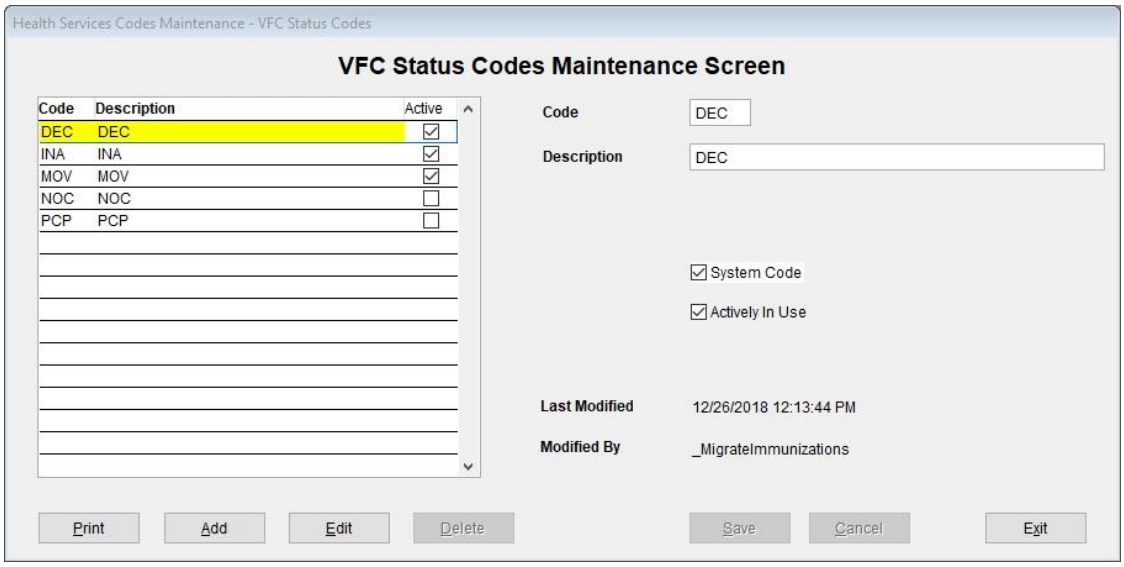
Upon completion, a message box is displayed to let the user know that it is complete and display the result of updating the **TPO Specification** details.

Upon completing the Update, you can view the updated details in the **TPO Specification** maintenance screens, discussed on the previous pages.

When the menu option is disabled, you can download the files containing the latest set of details released as discussed in the **Downloading details** section above.

VFC Status Codes

The **VFC Status** codes are for indicating why a client is no longer active in the **VFC** program through the health department.



The fields specified for each **VFC Status** are:

Code	Abbreviation for VFC Status specification
Description	Name or description of what the VFC Status
System Code	Flag specifying the record to be a system defined record.
Actively in Use	Flag specifying that the VFC Status is actively in use.
Last Modified **Modified By**	Details of date/time and who last saved modifications entered to the record.

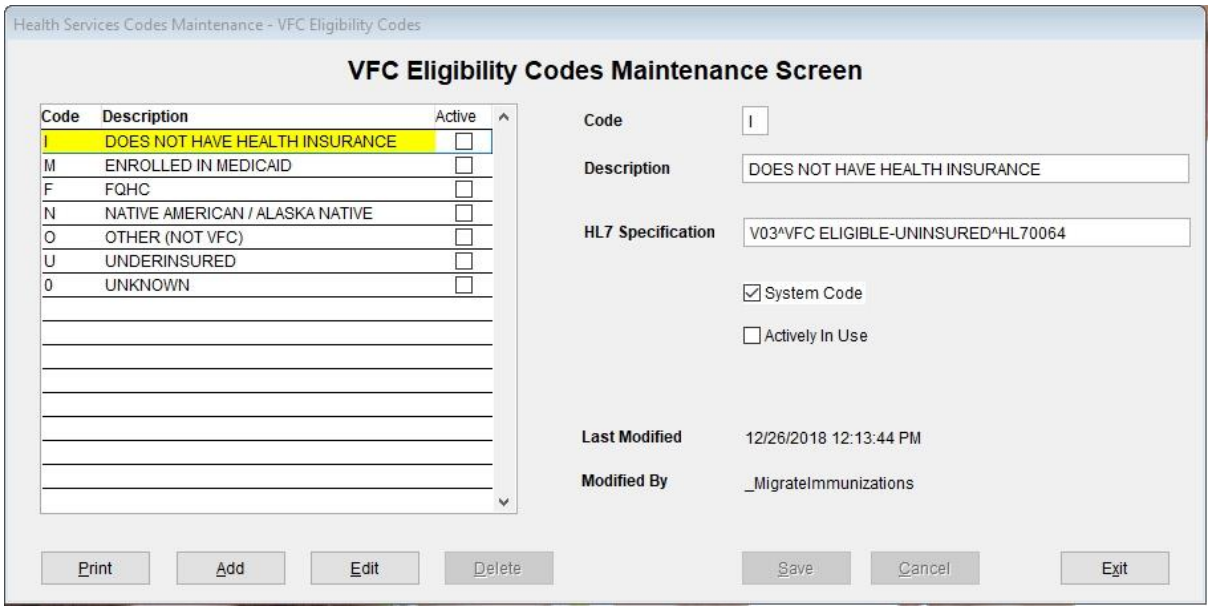
The detail per being the primary provider of services for a client is replaced by the Responsibility of Patient designation entered on the Information page of the Health Services screen.

Functions in the VFC Status Maintenance screen:

Print	Generate a report listing the VFC Status' defined and the details entered.
Add	Create a new VFC Status definition
Edit	Edit an existing VFC Status definition
Delete	Deletes an existing VFC Status definition
Save	Save details for current VFC Status which have been modified.
Cancel	Cancel any modifications which have been entered for the current VFC Status. The modifications will be discarded.
Exit	Exit the screen and return to Health Services menu.

VFC Eligibility Codes

VFC Eligibility codes are used to specify the client's participation in the **VFC** program.



The fields specified for each **VFC Eligibility** Code are:

Code	Abbreviation for VFC Eligibility specification
Description	Name / description for the Eligibility Code
HL7 Specification	Contents formatted for when details are transferred to outside agency.
System Code	Flag specifying the record to be a system defined record
Active	Flag specifying that the VFC Eligibility definition is actively in use
Last Modified **Modified By**	Details of date/time and who last saved modifications entered to the record.

Functions in the VFC Eligibility Code screen:

Print	Generate a report listing the VFC Eligibility Codes defined and the details entered.
Add	Create a new VFC Eligibility Code definition
Edit	Edit an existing VFC Eligibility Code definition
Delete	Deletes an existing VFC Eligibility Code definition
Save	Save details for current VFC Eligibility Code which have been modified.
Cancel	Cancel any modifications which have been entered for the current VFC Eligibility Code. The modifications will be discarded.
Exit	Exit the screen and return to system menu.

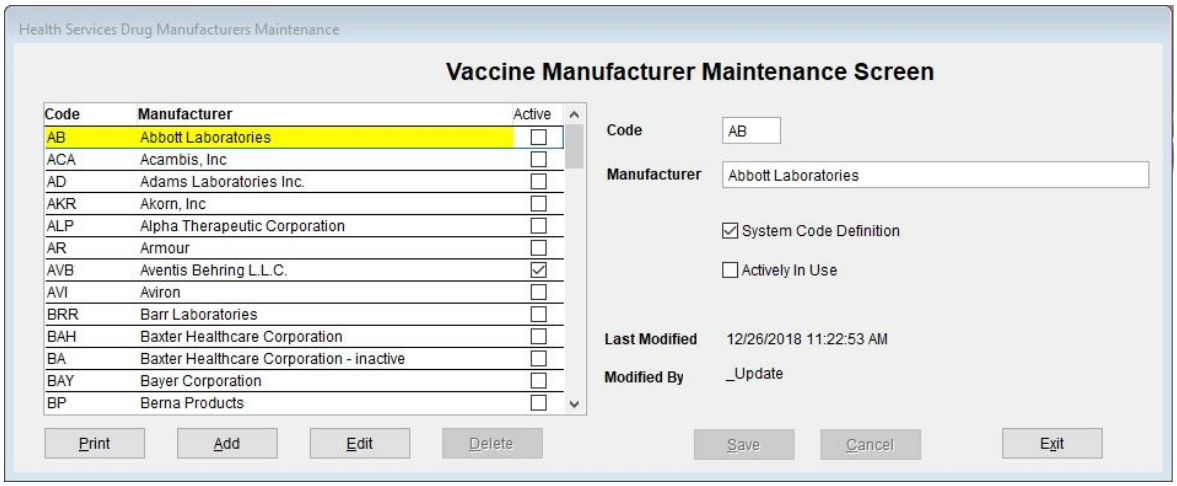
Note per VFC Eligibility Definitions

Although the only a few of the VFC Eligibility specifications may apply to the clients of the health department, the eligibility definitions displayed are all the definitions covered in the exchange of details with outside parties, including ImpactSiis. The eligibility definitions are specified to be system definitions and therefore cannot be deleted.

The VFC Eligibility specifications not used regularly can be excluded from the list displayed for selection when the Immunization Detail record for a client is edited in the Health Services screen. That is achieved by editing each of these eligibility definitions and unchecking the **Actively In Use** specification.

Vaccine Manufacturer

The Vaccine Manufacturer maintenance screen is for managing details for the drug companies that manufacture the vaccines.



The fields specified for each Vaccine Manufacture are:

Code	Abbreviation for vaccine manufacturer definition.
Manufacturer	Name of company which manufactures the vaccines.
System Code Definition	Flag specifying the record to be a system defined record.
Actively In Use	Flag specifying that the manufacturer definition is actively in use
Last Modified Modified By	Details of date/time and who last saved modifications entered to the record.

Functions in the Vaccine Manufacturer screen:

Print	Generate a report listing the Vaccine Manufacturers defined and the details entered.
Add	Create a new Vaccine Manufacturer definition
Edit	Edit an existing Vaccine Manufacturer definition
Delete	Deletes an existing Vaccine Manufacturer definition
Save	Save details for current Vaccine Manufacturer which have been modified.
Cancel	Cancel any modifications which have been entered for the current Vaccine Manufacturer. The modifications will be discarded.
Exit	Exit the screen and return to system menu.

Note per Vaccine Manufacturer Definitions

Although the only a few of the Vaccine Manufacturer definitions may apply in the acquisition of vaccine inventory for your health department, the vaccine manufacturer definitions displayed are all the manufacturers provided in details obtained from the CDC. The manufacturer definitions are specified to be system definitions and therefore cannot be deleted.

The Vaccine Manufacturer definitions not used regularly can be excluded from the list displayed for selection when details for a vaccine lot are edited in the Vaccine Inventory Maintenance screen. That is achieved by editing each of these vaccine manufacturer definitions and unchecking the **Actively In Use** specification.

Details of vaccine manufacturers obtained from the CDC are updated to reflect change in name of the manufacturers or change in active/inactive status (per acquisition / merge with other manufacturers) as well as definitions for new vaccine manufacturers.