Quick Reference Guide: Correct Lot Decrementing (VOMS 1.0)

Last Revised: 11/2023

Correct Decrementing:

Correct decrementing is a function in the Wyoming Immunization Registry (WyIR) that queues administered vaccination lots that are reported to the WyIR via an interface connection but do not reduce from inventory because they do not automatically match to existing inventory in the WyIR.

Dose information is still reported and assigned to a patient record, but will not reduce inventory counts in the "Lot Number" > "Reconciliation" menu. When doses do not reduce from inventory counts, once administered, inventory counts will be incorrect.

Reporting Administered Vaccinations:

Administered vaccine doses reported to the WyIR must match the vaccination demographics in WyIR inventory. This includes:

- Vaccine description CVX code;
- Lot number;
- Administering facility;
- Vaccine funding source; and
- Patient eligibility.

Electronic vaccine reporting through an interface, when working properly, should prevent the need to process correct decrementing, therefore, if a facility is needing to process correct decrementing often, the facility should contact the WyIR Help Desk.

Navigate to Correct Decrementing:

After logging into the WyIR follow the steps below to navigate to the "Review and Correct Lot Decrementing" page.

- 1. From the left hand menu, click on the "Lot Numbers" menu option.
- 2. Once the "Lot Numbers" menu expands, click on "Correct Decrementing."
- 3. This will open the "Review and Correct Lot Decrementing" page.









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Review and Correct Lot Decrementing Menu:

Once the "Review and Correct Lot Decrementing" menu has opened, use any of the available search parameters to search for lots that need decremented.

It is best practice to search from the last date that inventory counts in the WyIR were last correct, up to the most current day.

Once ready, click "Search" in the bottom right corner.

Review and Correct Lot Dec	rementing
Search/Update Lot Numbers	
Vaccine	select 🗸
Manufacturer	select 🗸
Organization	select V
O Organization Group	select 🗸
Do Not Limit	
Facility	select V
 Facility Group 	select V
Do Not Limit	
WyVIP Pin	select V
Funding Type	All 🗸
Date Imported	From: mm/dd/yyyy Through: mm/dd/yyyy
	Search

Understanding the Correct Decrementing Queue

When a search is conducted, a list of doses will populate in the "Search Results" queue. This is

a list of all doses that could not decrement from inventory. The following information is included on the list:

- Vaccine: Vaccine type reported;
- Facility: Facility location reporting the dose;
- Lot Number: Vaccine lot number reported;
- Manufacturer: Vaccine manufacturer reported;
- **Public:** Dose reported as public funding

Se	Search Results (Available Lot Numbers Format: Lot Number Manufacturer Facility Quick Indicator Doses Available)									
	Vaccine	•	Facility 🖨	Lot Number \$	Manufacturer 🜩	Public 🖨	Count 🖨	Patient ID \$	Date Imported \$	Available Lot Numbers
	DTaP		Immunization	9R2D7	GLAXOSMITHKLINE		2	List	Nov 27, 2023	select V
	DTaP		Immunization	9R2D7	GLAXOSMITHKLINE		1	00011	Nov 21, 2023	select V
	DTaP-Hep B-IPV		Immunization	33G4A	GLAXOSMITHKLINE		3	List	Nov 21, 2023	select V
	DTaP-Hep B-IPV		Immunization	33G4A	GLAXOSMITHKLINE		2	<u>List</u>	Nov 27, 2023	select V
	DTaP-Hep B-IPV		Immunization	33G4A	GLAXOSMITHKLINE		1	00011	Nov 22, 2023	select V
	Hep A, ped/adol, 2 dose		Immunization	2YS34	GLAXOSMITHKLINE		1	00011	Nov 22, 2023	select V
	Hep A, ped/adol, 2 dose		Immunization	2YS34	GLAXOSMITHKLINE		1	00011	Nov 21, 2023	select V
	Hep A, ped/adol, 2 dose		Immunization	BR2GD	GLAXOSMITHKLINE		2	<u>List</u>	Nov 27, 2023	select V
	Hep A, ped/adol, 2 dose		Immunization	BR2GD	GLAXOSMITHKLINE		1	00011	Nov 22, 2023	select V
	Hep A, ped/adol, 2 dose		Immunization	BR2GD	GLAXOSMITHKLINE		1	00011	Nov 21, 2023	select V
Shov	ving 1 to 10 of 48 entries									< F

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Save

indicated by (Y/Blank);

- Count: Total number of doses included for that lot number reported in a single day;
- **Patient ID:** Patient ID(s) as listed in the WyIR. If multiple patient IDs are included "List" will be present in the Patient ID box;
- Date Imported: Date the dose was reported to the WyIR; and
- **Available Lot Numbers:** Lot numbers listed in current inventory for the facility listed that correspond with the vaccine type reported.

Decrementing Doses

To process lot decrementing, the doses listed in the lot decrementing queue must be assigned to an available lot number from the "Available Lot Number" drop down menu. There are a few things to consider:

- 1. Lot numbers will only populate in the "Available Lot Numbers" drop down menu if vaccine inventory is maintained in the WyIR. If no lots are available, "None" will populate.
 - a. Those providers who do not manage inventory in the WyIR but also report via an interface connection will always have a correct decrementing queue since there is no inventory to reduce from in the WyIR. These queues may be deleted using the instructions on page (4).



- The "Available Lot Numbers" drop down menu will only populate with active lot numbers. If a lot number has been previously inactivated prior to processing the correct decrementing queue the lot will not be available for selection. These lots will need to be reactivated before they can be assigned.
- 3. If the lot number physically administered to the patient is not available in the "Available Lot Numbers" drop down, a selection should not be made.
- 4. Each time a dose is added to the correct decrementing queue, it indicates that the information in the messages being reported does not match the information in the WyIR for that vaccine. Quality checks should be done to assess the root cause to prevent further doses from entering the "correct lot decrementing" queue.

To assign doses to decrement follow the steps below.

- 1. Click into the "Available Lot Numbers" drop down menu
- 2. Select the correct lot number that should be

at		Hep A, ped/adol, 2 dose	CAMPBELL COUNTY HEALTH MAIN CLINIC	BR2GD	GLAXOSMITHKLINE	2	<u>List</u>	Nov 27, 2023	BR2GD GLA.	
	Show	wing 1 to 10 of 51 entries							× •	
									Save]

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assigned to the dose. More than one dose can be selected at one time.

- 3. Once the appropriate lot number is selected from the "Available Lot Number" drop down, click "Save."
- A pop-up will appear that says, "These changes are irreversible, would you still like to save?" Once you have confirmed the changes are correct, click "ok."
- Once the doses have been assigned and saved, the inventory should reflect the decremented doses. This can be checked on the "Lot Numbers" > "Reconciliation" menu.

ſ	wyir.health.wyo.gov says	
	These changes are irreversible, would you still like to save?	
l	OK Cancel	

See the Vaccine Reconciliation Quick Reference Guide on the Immunization Unit website.

Deleting Doses from the Correct Decrementing Queue

For providers who do not manage inventory in the WyIR and therefore are unable to process correct decrementing, the queue may be deleted. This may include:

- Providers who only manage publicly supplied vaccine inventory in the WyIR and need to delete the correct decrementing queue for privately supplied inventory; or
- Providers who only administer privately supplied vaccines and do not manage their private inventory in the WyIR.

To delete doses from the correct decrementing queue, follow the steps below.

1. Click to select the radial button to the left of the dose that needs to be deleted. This will strike through the selected doses.

VID-19, j/0.5 mL	mRNA, LNP-S, PF, 50	3030335	MODERNA US,ING:	5	<u>List</u>	Nov 21, 2023	N
influenza, h	igh-dose, quadrivalent	U8138D/	SANOFI PASTEUR	3	List	Nov 22, 2023	N
influenza, h	igh-dose, quadrivalent	U8138D/	SANOFI PASTEUR	2	<u>List</u>	Nov 27, 2023	N
influenza, hi	igh-dose, quadrivalent	U8138D/	SANOFI PASTEUR	2	<u>List</u>	Nov 20, 2023	N
✓ influenza, hi	igh-dose, quadrivalent	U8138D/	SANOFI PASTEUR	7	List	Nov 21, 2023	Ne

- 2. Once all doses have been selected that need to be deleted, click "Save" in the bottom right hand corner.
- A pop-up will appear that says, "These changes are irreversible, would you still like to save?" Once you have confirmed

wyir.health.wyo.gov says	
These changes are irreversible, would you still like to save?	
OK	

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the changes are correct, click "ok."

Still have questions? Please contact: WyIR Help Desk: 833-231-1451 or <u>wyir.helpdesk@wyo.gov</u>



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