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OSMOSSIS

Ocean State Management of State-Supplied Immunizations System

Online Self-Study Program

Revised:December 2021

Self-Study Program



Any practice that orders State-Supplied Vaccines (SSV) must complete the following Self-Study Program. The Program must be completed by the practice's listed **Vaccine Contact.**

Process

- Review slides on various topics, including Inventory Reporting, Ordering, Temperature Logs, Delivery, Receiving Shipments, Activating Lot #s, Returns/Waste, Transfers, Order History, etc.
- 2. Answer summary/review questions at the end in order to receive OSMOSSIS access
- Log into OSMOSSIS by entering the practice PIN number and License number.

Logging In (1/2)



SSV Login: https://kidsnet.health.ri.gov/llr-practice-prod/ssv/portal.jsf?cid=28



Welcome to Immunize for Life

Welcome to the Immunize for Life, State-Supplied Vaccine (SSV) Program Enrollment. There are two ways to access the SSV Program for enrollment, updating Practice information, and Seasonal Influenza dose reporting/ordering:

- 1. KIDSNET Login (KIDSNET authorized users only)
 - · Log in using individual KIDSNET user Id and password
 - · Click on SSV Practice Menu in left hand menu
 - · Click on the appropriate menu choice

If you are having difficulty logging into KIDSNET, please call the Help Desk 222-5960 or your KIDSNET Provider Relations Representative.

OR

- 2. SSV Login
 - · Log in using SSV PIN number and lead physician/medical director's license number
 - · Click on the appropriate menu choice

If your practice/facility has never been enrolled in any SSV program, it has been longer than one year since you last enrolled in any SSV program, or you are having a problem logging in, please call Deb at 222-7876.

KIDSNET Login OR SSV Log

Steps:

- Click the above link
- Enter the SSV system through the KIDSNET or SSV Login portal

If you have a KIDSNET User ID it is recommended that you go through the KIDSNET portal. All others should use the SSV portal.

Logging In (2/2)





SSV Login Page

News and Alerts

This is the message of the day: Today is a good day to order vaccine!!!

Welcome to the Immunize for Life, State Supplied Vaccine (SSV) Program log-in page. Log in using your SSV PIN number and your lead vaccine provider, physician or medical director's license number. If you have trouble logging into the system call 401-222-7876.

By logging on the user agress to the terms stated on this page.

If your practice/facility has not been previously enrolled, or it has been longer than 1 year since you last enrolled in any vaccine program, you will need to call 401-222-7876 where you will be assigned your PIN number and password. In proceeding beyond this point, the user:

- Agrees that they are authorized by the Lead Vaccine Provider or Medical Director to enter through this web portal in order to complete enrollment, update practice information and/or place vaccine orders on behalf of the practice;
- Agrees to the Terms and Conditions related to this enrollment on behalf of the practice or facility.

erms stated o	n this page
PIN:*	
License No.	:*

Steps:

- Once on the SSV Login Page, enter your practice's SSV PIN and Medical Director/Lead Prescriber's license number
- Once you fill in the required Login information you will be directed to the SSV Practice Menu page

HEALTH



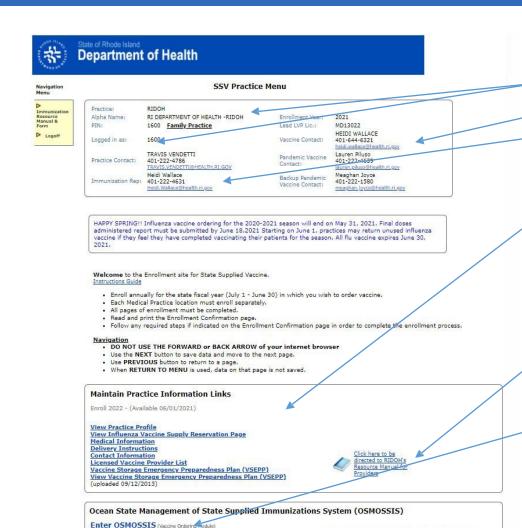
Rhode Island Department of Health

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SSV Practice Menu Screen





OSMOSSIS Self Study

Data Logger Cloud Login

For issues involving vaccine order or delivery, contact:

Heidi.Wallace@health.ri.gov 401-222-4631

Please note the following:

- Practice name and PIN
- Practice and Vaccine Contact info
- Assigned RIDOH Immunization Rep

Features

- Update practice information
- Offer RIDOH the ability to view activity on your computer screen in real time
- Access the Office of Immunization's Resource Manual, which contains important forms and resources

Click the OSMOSSIS link to begin the vaccine management process

Attestation





Navigation Menu

Immunization
Resource
Manual &
Form

Logoff

Practice Attestation

RIDOH Practice: Alpha Name: RI DEPARTMENT OF HEALTH -RIDOH PIN: 1600 Family Practice Lead LVP Lic.: MD13022 HEIDI WALLACE Logged in as: 1600 Vaccine Contact: 401-644-6321 heidi.wallace@health.ri.gov Lauren Piluso TRAVIS VENDETTI Pandemic Vaccine Practice Contact: 401-222-4786 401-222-4639 Contact: TRAVIS. VENDETTI@HEALTH.RI.GOV lauren.piluso@health.ri.gov Heidi Wallace Meaghan Joyce Backup Pandemic Immunization Rep: 401-222-4631 401-222-1580 Vaccine Contact: Heidi. Wallace@health.ri.gov meaghan.joyce@health.ri.gov

Practice Attestation

O TRAVIS VENDETTI
O HEIDI WALLACE
O Lauren Piluso
O Meaghan Joyce
O NICOLE ALEXANDER-SCOTT

I attest that I am the person identified by the checkbox above and that I am authorized to order State Supplied Vaccine on behalf of RI DEPARTMENT OF HEALTH -RIDOH

No, Return to SSV Menu

Yes, Continue

Once you click the **OSMOSSIS** link you will be brought to the **Practice Attestation** page where you will be asked to attest to being one of the authorized agents of the practice available to place a vaccine order. Authorized agents include:

- Lead Physician
- Practice Contact
- Vaccine Contact

Select your name from the list and then click **Yes, Continue**. You will then be brought to the **Vaccine Order Menu** page.

If your name does not appear on this screen, you have not been authorized to order vaccines on behalf of the practice. See your Practice or Vaccine Contact for approval.

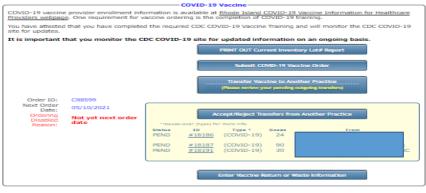
Vaccine Ordering Menu (1/3)







OSMOSSIS Vaccine Ordering Menu INFLUENZA Vaccine Order ID: 83050 Next Order Date: NOW Order Status: New Order Status: New PRINT OUT Current Inventory Lot Plaport Flace Vaccine to Another Practice Enter Vaccine Return or Waste Information Product Lot Expiration Report There are currently 2 expired for numbers that need currently 1 to number expiring within the rest 120 days.



On the **Vaccine Ordering Menu** page, choose an option from the available list.

Note: certain options are not always available. For example, **Place Vaccine Order** is only available when:

- MONTHLY vaccine a minimum of 30 days has passed since your last monthly order
- INFLUENZA vaccine a minimum of 5 days has passed since your last influenza vaccine order
- COVID-19 COVID certified providers only

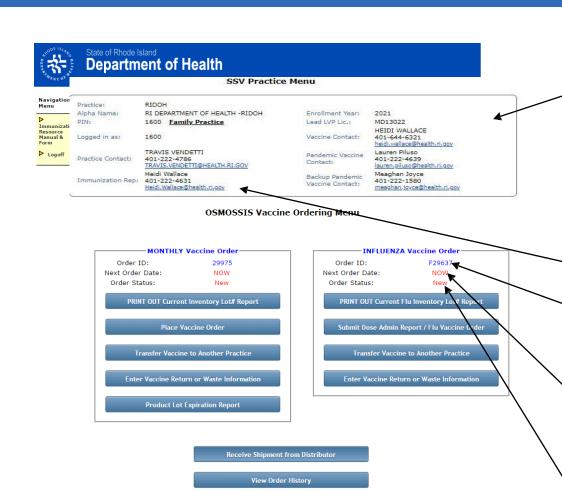
Options may also be unavailable if there are still outstanding processes that need to be completed (e.g. transfers, receiving shipments, etc.)

Each of the buttons within the box are associated with that vaccine order type (**Monthly** or **Influenza**).

The options at the bottom of the screen are *provider-specific*, not order-specific.

Vaccine Ordering Menu (2/3)





Generate Returns Packing List

Return to SSV Menu

Information on this page includes:

Practice identifiers based on the information submitted during the annual enrollment period:

- Practice Name
- Alpha Name (created and used by DOH)
- Practice SSV PIN
- Practice Contact (name and phone)
- Vaccine Contact (name and phone)
- Lead Physician License #
- Assigned Immunization Representative

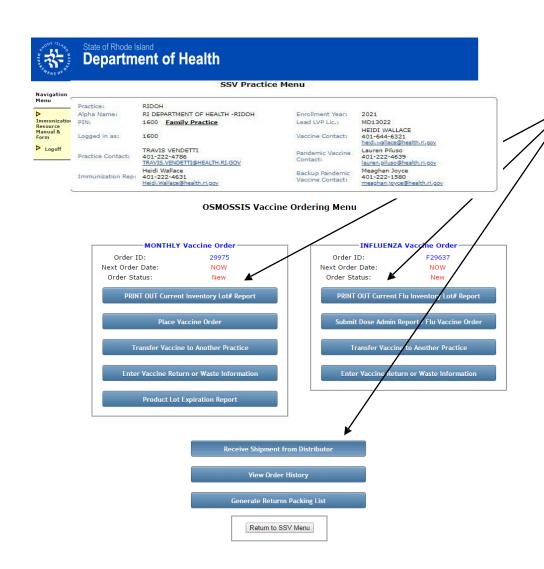
Order ID: each time you sign in to the Vaccine Ordering Menu a new Order ID is created

Next Order Date: shows the next available date for your practice to order vaccines. Once that date has passed, "**NOW**" will be displayed

Order Status: current order status can be: New, Incomplete, Submitted, Approved/Declined/Held, In Process, Shipped, or Received

Vaccine Ordering Menu (3/3)





Active vs. Inactive Buttons

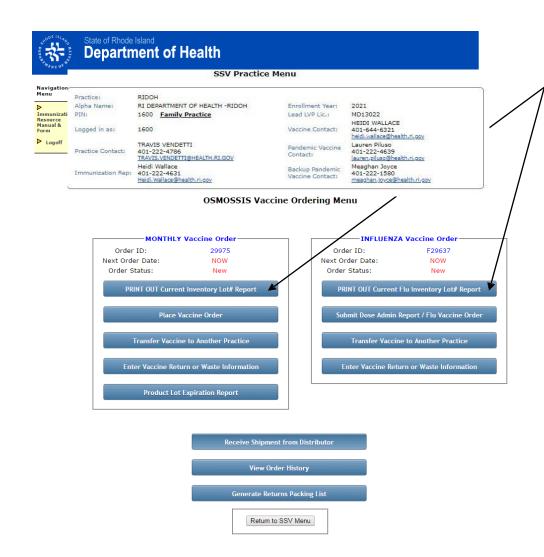
Choose an option from the available list of active links/buttons.

If you hover your mouse over an option and get a red circle with a line through it, it means that option is currently unavailable. Options that are available will be a darker shade and display a finger point cursor when hovered over.

As mentioned, restrictions may be based on processes that have not yet been completed, such as Transfers, Receiving a Shipment, eligible order date not yet reached, etc.

Inventory Lot# Report





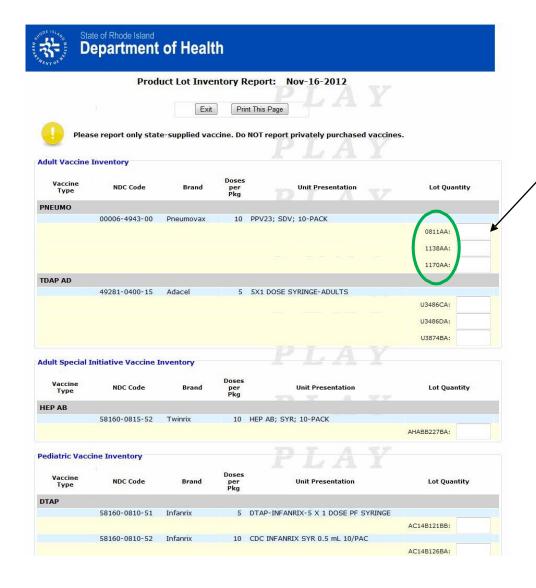
The first link on the Vaccine Ordering Menu page for both Monthly and Influenza orders is the **PRINT OUT Current Inventory Lot# Report**.

Click this link to get a printout of all the Lot #s that the system recognizes as part of your current vaccine inventory. Bring the form to your storage unit to record the vaccine quantities on hand for each Lot #. This information will be needed for the inventory section of your vaccine order.

The Lot # form is **print only**. You cannot enter data into the fields of this form on the computer.

Lot# Printout (Sample)





Current Inventory Lot# Printout (Sample)

This is a sample of what the Lot # printout will look like. Bring it to your storage unit and fill in the quantities for each Lot # listed on the report.

Vaccine information included on form:

- Vaccine type (grouped by the "short name")
- National Drug Code (NDC)
- Brand
- Doses per package/carton
- Unit Presentation (short description)
- Lot number
- Lot quantity (on-hand inventory) field

If you do not have any inventory of a certain Lot #, the system will require you to enter a zero (0) in the field. Once you enter zero quantity of a Lot # it will no longer appear in your inventory (effective next order).

Activate Lot



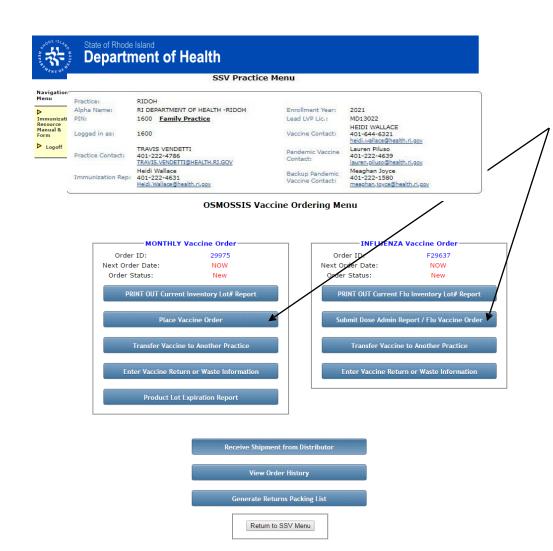
HEP A									
	58160-0825-51	Havrix	10	10X1 HEP A PED HAVRI	K TIPLOK				
						(lot qty: 1)	AHAVB408AA:	0	
						(lot qty: 1)	AHAVB417AA:	0	
						(lot qty: 1)	AHAVB437BA:	0	
	58160-0825-11	Havrix	10	HEP A PEDS 10PK 1 DO	SE VIAL				
						(lot qty: 10)	1228-27:	0	
HEP A-AD	Re	eactivate/Add Product	Lot						
	58160-0826-4								
		You are about inventory item		ivate or add a product lot the sys	tem currently	identifies as not	being an active	0	
	58160-0826-1	inventory item							
		Contract Type	9:	Adult	Ψ.			0	
HEP B -A		Vaccine Type		HEP A	-				
	58160-0821-4	221							
		Vaccine Bran	d:	Havrix	*			0	
PNEUMO		Package Typ	e:	PREFILLED SYRINGE	~				
	00006-4739-0	NDC Code:		58160-0825-51					
		Lot#/Exp. D	ate:	#AV0064-5 01/01/20	13 *	•		0	
TDAP		Estil / Exp. D		777700043 01101120	10				
	49281-0400-1	Quantity:		2					
								0	
	58160-0842-4			Cancel	te				
								0	
		Acti	vate Pr	roduct Lot					

You may need to reactivate a Lot # in the event that you forget to report a vaccine or accidentally indicated zero inventory in your previous inventory reports.

By clicking **Activate Product Lot** at the bottom of your Adult/Pediatric Inventory Report pages, an active window will open for you to enter the specific information about the product you wish to activate. Complete the information required for each dropdown category and click **Activate**. The product will immediately show up in your inventory report.

Vaccine Ordering Wizard





Once you have completed the **Current Inventory Lot# Report**, you are ready to start the vaccine ordering process.

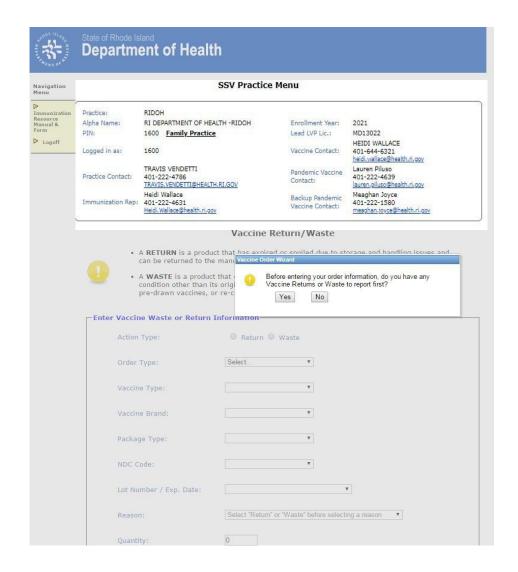
Place Vaccine Order – click this link to start the Order Wizard process.

The first step in the process is entering any **Returns/Wasted** vaccines. If it is your first time in the system, select "No" for this option since your on-hand inventory has not yet been established in the system. In future reports you will be able to complete the Returns/Waste section of the wizard (Returns/Waste will be discussed later in this tutorial).

Note: the next few slides will address **Monthly Vaccine Orders** only. Influenza ordering will be covered later.

Starting the Wizard





After selecting "No" to **Returns/Wasted** reportingyou will be directed to the appropriate vaccine reporting pages.

If your practice only offers adult vaccines you will be directed to the **Report Adult Vaccine Inventory** page.

If your practice only offers pediatric vaccines the system will bypass the adult portion of the ordering process.

If your practice offers both adult and pediatric vaccines, you will be required to complete both the **Adult** and **Pediatric** sections of the orderprocess.

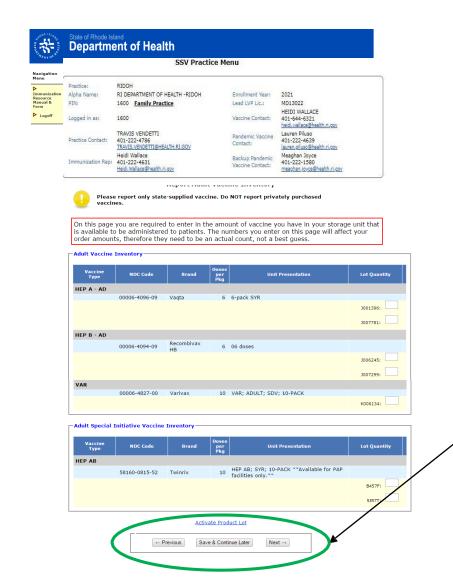
These steps are decided based on your Practice Profile when you enrolled in the SSV program.

For this demonstration, we will proceed as a family practice offering both adult and pediatric vaccines.

Note: <u>Do not</u> use the Back or Forward arrows of your internet browser. If you use these buttons you will be kicked out of the OSMOSSIS system and your data will not be saved.

Inventory Reporting (1/2)





On the **Report Adult Vaccine Inventory** page you will be required to enter the number of **DOSES** for each state-supplied vaccine NDC and Lot # that you currently have stored in your practice. If you no longer have any doses of a particular Lot #, you need to report a zero (0) quantity in the field, in order for that Lot # to be removed from your inventory for future reporting.

Use the information gathered from the **Lot # Print Out** form to complete the inventory sections.

Only report state-supplied vaccines on the inventory reports; **DO NOT** include privately purchased vaccines.

Page Navigation – use the Previous and Next buttons to navigate through each page of the order process. Use the Save & Continue Later button if you have to leave the system for any period of time.

Inventory Reporting (2/2)





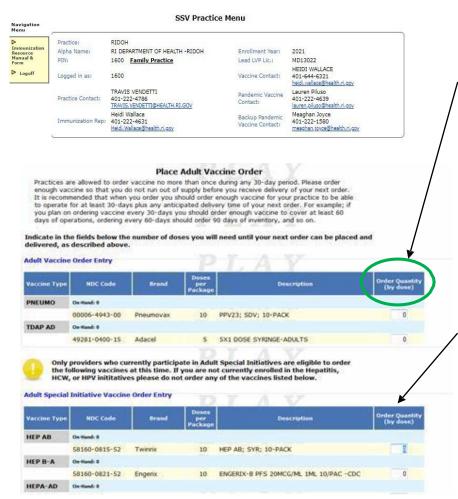
On the **Report Pediatric Vaccine**Inventory page, you will be required to enter the number of <u>DOSES</u> for each state-supplied vaccine NDC and Lot # that you currently have stored in your practice. If you no longer have any doses of a particular Lot # you need to report a zero (0) quantity in the field, in order for that Lot # to be removed from your inventory for future reporting.

Use the information gathered from the **Lot # Print Out** form to complete the inventory sections.

Once again, only report state-supplied vaccines on the inventory reports; **DO NOT** include privately purchased vaccines.

Vaccine Ordering – Adult





On the Place Adult Vaccine Order page, enter the amount of each vaccine that you wish to order. Please note that vaccines are to be ordered by **Dose Quantity**, and must be multiples of the "Doses Per Package". For example, if the dose per package is 5 - order in multiples of 5, if dose per package is 10 - order in multiples of 10, etc.

Orders should include the number of doses you will need in order to maintain at least a 30-day supply of vaccine beyond your next order date. For example, if you order every 30 days, order enough vaccine for 60 days; if you order every 60 days, order enough vaccine for 90 days, etc.

Adult Special Initiative vaccines are only to be ordered by practices that have received permission by RIDOH for special initiative projects.

All **Order Quantity** fields must include a value. If you are not ordering a specific vaccine, please indicate so by entering a zero (0) in the order field.

Vaccine Ordering – Pediatric (1/2)



Navigation Menu	8	SSV Practice		
Immunization Resource Manual & Form	Practice: Alpha Name: PIN:	RIDOH RI DEPARTMENT OF HEALTH -RIDOH 1600 Family Practice	Enrollment Year: Lead LVP Lic.:	2021 MD13022
▶ Logoff	Logged in as:	1600	Vaccine Contact:	HEIDI WALLACE 401-644-6321 heidi.wallace@health.ri.gov
	Practice Contact:	TRAVIS VENDETTI 401-222-4786 TRAVIS.VENDETTI@HEALTH.RI.GOV	Pandemic Vaccine Contact:	Lauren Piluso 401-222-4639 auren.piluso@health.ri.gov
	Immunization Rep:	Heidi Wallace 401-222-4631 Heidi Wallace@health.ri.gov	Backup Pandemic Vaccine Contact:	Meaghan Joyce 401-222-1580 meaghan.joyce@health.ri.gov

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Place Pediatric Vaccine Order

Practices are allowed to order vaccine no more than once during any 30-day period. Please order enough vaccine so that you do not run out of supply before you receive delivery of your next order. It is recommended that when you order you should order enough vaccine for your practice to be able to operate for at least 30-days plus any anticipated delivery time of your next order. For example; if you plan on ordering vaccine every 30-days you should order enough vaccine to cover at least 60 days of operations, ordering every 60-days should order 90 days of inventory, and so on.

Indicate in the fields below the number of doses you will need until your next order can be placed and delivered, as described above.

Mouse-over message icon

when displayed below for more information

■

Vaccine Type	NDC Code	Brand	Doses per Package	Description	Order Quantity (by dose)
OTAP-IPV	On-Hand: 0 CDA: 20	KRDA: 0 M			1
	58160-0812-52	Kinrix	10	Kinrix DTaPIPV 0.5ml Pfl Tplck Syr 10pk	0
TAP-IPV-HEPB	On-Hand: 0 CDA: 0 K	RDA: 0			
	58160-0811-52	Pediarix	10	CNC PEDIARIX SYR TIPLOCK 10/PAC	0
HEP A	On-Hand: 0 CDA: 20	KRDA: 0 💹			
	58160-0825-52	Havrix	10	HAVRIX TipLok NO NDL No Pres 5ml 10 pkg	0
HEP B	On-Hand: 0 CDA: 20	KRDA: 0 🌌			
	58160-0820-52	Engerix	10	CDC ENGERIX B - HEP B (PED) SYR 10/PAC	0
нв	On-Hand: 0 CDA: 0 K	RDA: 0			
	00006-4897-00	PedvaxHIB	10	Haemophilus Influenzae, Type B - PedvaxHIB	0
HPV9	On-Hand: 0 CDA: 0 K	RDA: 0			
	00006-4119-03	Gardasil	10	HPV9	0
MCV4	On-Hand: 0 CDA: 10	KRDA: 0 💹			
	49281-0589-05	Menactra	5	MCV4; SDV; 5-PACK	0
MENB	On-Hand: 0 CDA: 0 K	RDA: 0			
	46028-0114-02	Bexsero	10	Mening B	0
MMR	On-Hand: 0 CDA: 0 K	RDA: 0			
	00006-4681-00	MMR II	10	MMR; SDV; 10-PACK	0
MMRV		RDA: 0			
	00006-4171-00	Proquad *	10	MMRV	0

The instructions for placing pediatric vaccine orders are the same as for adult orders:

On the **Place Pediatric Vaccine Order** page, enter the amount of each vaccine that you wish to order. Please note that vaccines are to be ordered by **Dose Quantity**, and must be multiples of the "Doses Per Package". For example, if the dose per package is 5 - order in multiples of 5, if dose per package is 10 - order in multiples of 10, etc.

Orders should include the number of doses you will need in order to maintain at least a 30-day supply of vaccine beyond your next order date. For example, if you order every 30 days, order enough vaccine for 60 days; if you order every 60 days, order enough vaccine for 90 days, etc.

**NEW: KRDA represents the KIDSNET
Reported Doses Administered amount of each
vaccine reported since the last order date.
This number should be compared to the
Calculated Doses Administered (CDA). The
envelope icon will appear if the 10% allowed
variance is exceeded.**

Vaccine Ordering – Pediatric (2/2)



Vaccine Type	NDC Code	Brand	Doses per Package	Description	Order Quantity (by dose)
DT	On-Hand: 0				
	49281-0225-10	DT	1	DT; SDV; Must have scheduled appt within 30-days in order request vaccine	0
EIPV	On-Hand: 0				
	49281-0860-10	IPOL	10	IPV; MDV10; 1-PACK	0
MENHIB	On-Hand: 0				
	58160-0801-11	MenHiberix	1	Available for Tomorrow Fund ordering only	0
PNEUMOP	On-Hand: 0				
	00006-4943-00	Pneumovax	1	PNUEMO 10 X 0.5 ML, VIALSD, 10 DOS	1
TD	On-Hand: 0				
	49281-0215-15	Tenivac	10	TD; SYR; 10-PACK	0



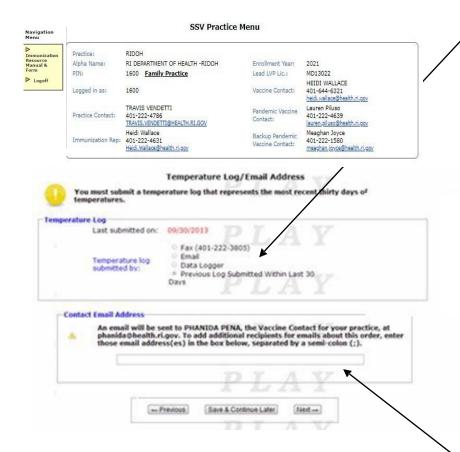
Special Pediatric vaccines are vaccines that should be ordered only if regular vaccines cannot fill a need due to patient-specific medical reasons. These vaccines may require special circumstances for order approval and may delay the order approval process.

If you have any special requests or instructions regarding your order, please **DO NOT** send a separate email concerning your order. It may not be reviewed before your order is processed. Instead, please include a note by selecting the "**Send note to RIDOH about this**" **order**" link. This note will be displayed on the order for RIDOH to review before approving the order.

All **Order Quantity** fields must include a value. If you are not ordering a specific vaccine, please indicate so by entering a zero (0) in the order field.

Temperature Reporting





Storage unit temperatures can be reported in four ways:

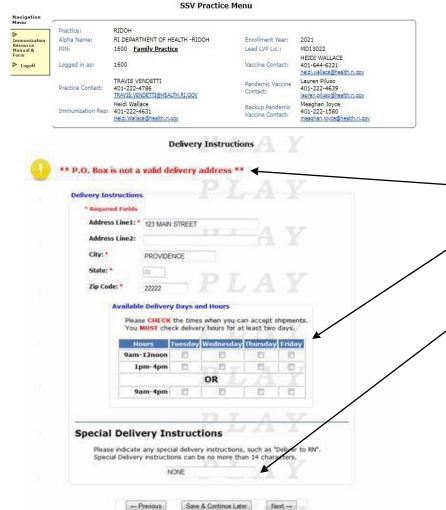
- **1.Fax** fax your temp log to 401-222-1442, as you do currently
- **2.Email** email a copy of your temp log to your Immunization Representative
- **3.Cloud** if you have a Cloud-Based Logger supplied by RIDOH, the temperatures will be retrieved automatically through the cloud account
- **4.Previous Log** if RIDOH has a recent temperature report on file for your practice, the **Previous Log Submitted Within Last 30-Days** option will already be selected

Whichever method you choose, temperature information is **required** for an order to be approved. Failure to submit temperature information within 5 days of order submission will incur an **Order Declined** decision.

An email will be sent to the Vaccine Contact on record when it is submitted, approved, and shipped. If you wish to receive notifications at additional email addresses, enter them on this page.

Delivery Information





A practice is required to report the delivery address and office hours that are available for vaccine delivery each time an order is placed. Please plan accordingly for vacations or holidays. Practices are responsible to have staff in the practice on the days identified on the **Delivery Instructions** page.

Please note that a **PO BOX address** is not an acceptable delivery address.

You must select at least **two** delivery times for the week. This information must be updated with every order.

Special Delivery Instructions should only be used if you need to identify a specific area of the practice for delivery, e.g. back door, front desk, etc. These instructions must not exceed 14 characters (including spaces).

Order Summary





Please review your order carefully. You will not be able to make any changes to this order once you submit it. To make changes, use the previous button at the bottom of the page.

Adult Vaccine Order Summary

Vaccine Type/ Line Hem	NDC Code	Brand	Plug	Doses per Package	Description	Order Quantity
PNEUMO	On-Hand: 0			No. of the last of		
1	00006-4943-00	Pneumovax	SDV	10	PPV23; SOV; 10-PACK	0
TDAP AD	On-Hand: 0					
2	49281-0400-15	Adacel	SYR	5	5X1 DOSE SYRINGE-ADULTS	20

NDC Code	Brand	Pkg	Doses per Package	Description	Order Quantity
On-Hand: 0					
58160-0815-52	Twinnx	SYR.	10	HEP AB; SYR; 10-PACK	0
On-Handi 0					
58160-0821-52	Engerix	SYR	10	ENGERIX-B PFS 20MCG/ML 1ML 10/PAC -CDC	0
On-Handi 0					
58160-0826-52	Havrix	SYR	10.	HEP A (ADULT); SYR; 10-pack	0
On-Hand: 0					
00006-4045-41	Gardasil	SDV	10	HPV; SDV; 10-PACK	0
On-Hand: 0					
49281-0589-05	Menactra	SDV	- 5	MCV4; SDV; 5-PACK	0
On-Hand: 0					
00006-4681-00	MMR II	SDV	10	MMR; SDV; 10-PACK	0
On-Handi 0					
	On-Hand: 0 58160-0815-52 0n-Hand: 0 58160-0821-52 0n-Hand: 0 58160-0826-52 0n-Hand: 0 00006-4045-41 0n-Hand: 0 49281-0589-05 0n-Hand: 0 00006-4681-00	On-Hand: 0 58160-0815-52 Twinnix On-Hand: 0 58160-0821-52 Engerix On-Hand: 0 58160-0826-52 Havrix On-Hand: 0 00006-4045-41 Gardasil On-Hand: 0 49281-0589-05 Menactra On-Hand: 0 00006-4681-00 MMR II	On-Hand: 0 S8160-0815-52 Twinnix SYR On-Hand: 0 S8160-0821-52 Engerix SYR On-Hand: 0 S8160-0826-52 Havrix SYR On-Hand: 0 00006-4045-41 Gardael SDV On-Hand: 0 40281-0589-05 Menactra SDV On-Hand: 0 00006-4681-00 MMR II SDV	NDC Code Brand Pkg Per Package	NDC Code: Brand Pkg per Package

The Vaccine Order Summary page allows you to review your order before you submit it.

Should you need to make any changes, click on the **Previous** or **Next** buttons to navigate to the page on which you need to make changes.

As a reminder, <u>do not</u> use the Back or Forward arrows of your internet browser. If you use these buttons you will be kicked out of the OSMOSSIS system and your data will not be saved.

Order Summary / Submit Order



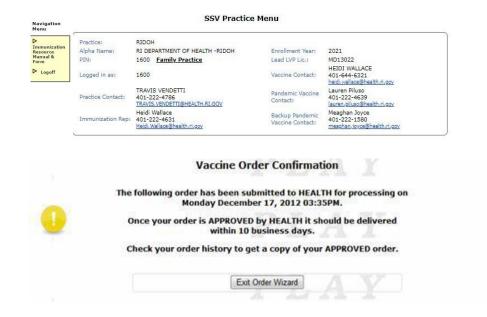
/accine Type/ Line Item	NDC Code	Brand	Pkg	Doses per Package	Description	Order Quantii
ТАР	On-Hand: 0					
11	58160-0810-52	Infanrix	SYR	10	CDC INFANRIX SYR 0.5 mL 10/PAC	0
TAP-IPV	On-Hand: 0					
12	58160-0812-52	Kinrix	SYR	10	Kinrix DTaPIPV 0.5ml Pfl Tplck Syr 10pk	0
TAP-IPV- HEPB	On-Hand: 0					
13	58160-0811-52	Pediarix	SYR	10	CDC PEDIARIX SYR TIPLOCK 10/PAC	0
HEP A (PED)	On-Hand: 0					
14	58160-0825-52	Havrix	SYR	10	HAVRIX TipLok NO NDL No Pres 5ml 10 pkg	0
HEP B (PED)	On-Hand: 0					
15	58160-0820-52	Engerix	SYR	10	CDC ENGERIX B - HEP B (PED) SYR 10/PAC	0
НВ	On-Hand: 0					
16	00006-4897-00	PedvaxHIB	SDV	10	Haemophilus Influenzae, Type B - PedvaxHIB	0
IPV PED	On-Hand: 0					
17	00006-4045-41	Gardasil	SDV	10	HPV; SDV; 10-PACK	0
ICV4	On-Hand: 0					
18	49281-0589-05	Menactra	SDV	5	MCV4; SDV; 5-PACK	0
MR	On-Hand: 0					
ecial Pediat	ric Vaccine Order	Summary		- And		
accine Type/ Line Item	NDC Code	Brand	Pkg	Doses per Package	Description	Orde Quanti
Т	On-Hand: 0					
24	49281-0225-10	DT	SDV	1	DT; SDV; 10-pack	0
[PV	On-Hand: 10					
25	49281-0860-10	IPOL	MDV	10	IPV; MDV10; 1-PACK	0
NEUMOP	On-Hand: 0					
26	00006-4943-00	Pneumovax	SDV	10	PNUEMO 10 X 0.5 ML, VIALSD, 10 DOS	0
D	On-Hand: 0 49281-0215-15	Tenivac	SYR	10	TD; SYR; 10-PACK	0
27						

Order Summary (continued)

Once you have reviewed your order, click the **Submit**, **Order** button to send your order to RIDOH for processing.

Submission Confirmation





Vaccine Delivery

- Monthly Vaccine order up to 10 business days from the date approved
- Influenza Vaccine order up to 5 business days from the date approved

Upon submission of your order you will see the **Vaccine Order Confirmation** page. This page verifies that your order has been submitted to RIDOH for approval.

RIDOH will review the submitted order and may make modifications if necessary. You will receive an email once your order has been approved, at which time you will be able to see the approved order on your **Order History** screen.

If all required documentation has been received, barring extenuating circumstances RIDOH should make a decision on your order within 2 business days.

ORDER CONFIRMATION



Upon submission of your order you will see the **Vaccine Order Confirmation** page. This page verifies that your order has been submitted to RIDOH for approval.

RIDOH will review the submitted order and may make modifications if necessary. You will receive an email once your order has been approved, at which time you will be able to see the approved order on your **Order History** screen.

You may also receive an email that your order has been placed on HOLD or has been DECLINED. The reasons for the HOLD or DECLINE will be listed in the note section of the email.

Reasons for HOLD:

- Temperature excursion
- Past 30 days of temperatures not recorded or submitted
- Twice daily audit checks are not being completed
- Practice is not entering initials into the Table View section within EasyLog Cloud during hours of business operation

Reasons for DECLINED:

 If any of the above HOLD issues are not rectified within 5 business days, vaccine inventory has changed, and all orders must be declined and reordered.

It is the responsibility of the provider to reach out to their Immunization Team Representative (ITR) to follow-up on and resolve the reason for an On Hold or Declined order in a timely manner.

If all required documentation has been received, barring extenuating circumstances RIDOH should make a decision on your order within <u>2 business days</u>.

ORDERS ON HOLD



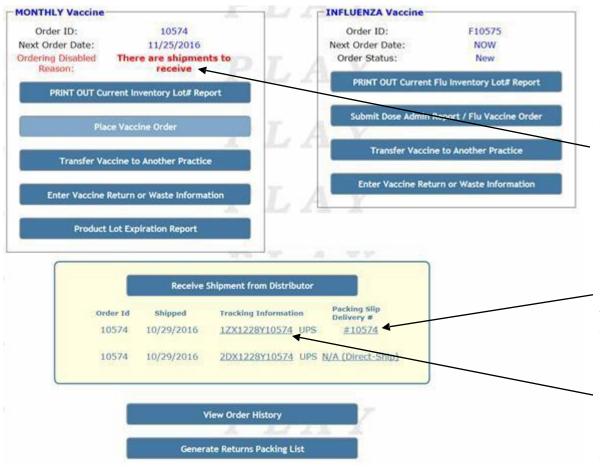
Practices that have multiple temperature excursions <u>or</u> consistently do not complete the required temperature monitoring steps (twice daily audit checks, initialing the *Table View* of the Cloud once a day during business hours), may have future vaccines orders placed on **HOLD** by the Immunization Team.

If these issues persist for a practice, vaccine orders will remain on **HOLD** until the practice's designated Immunization Team Representative (ITR) can intervene with additional training and potential site visits to ensure that these matters are addressed by the practice.

If these issues persist after ITR intervention, the ITR will escalate the issue within RIDOH for further review of practice enrollment and negligence of SSV Terms and Conditions.

Receiving Refrigerator Shipments (1/4)





Once an order has been approved, it will be transmitted to CDC for shipment. Upon release of the product from the Distribution Center your Vaccine Order Menu will be updated to show that there is a shipment to receive. The information will include both the shipment date and a tracking number. Once the product is delivered, you will need to "receive it into OSMOSSIS".

Click the **Packing Slip Delivery #** to view shipment details, where you can receive the product when it arrives.

Click the **Tracking #** to access the website of the shipping company where you can view the status of your delivery.

Receiving Refrigerator Shipments (2/4)



For Tr	acking	Number:	IZX1228Y1	0574 (UPS)			
	Dai	te Shipment Rece	ived: *	7 /			
	Va	cine arrived with	in the allowab	de .			
		nperature ranges		O.Y	es O No		
akina C	lle Del	ivery #1057		-1-6	4 - V		
		ment Summary	4		100		
27			L	LA	. Y.		
Vac	ine Type ne Item	NDC Code	Brand	Lot #	Shipped Re Doses Do	cv'd ises	
HE	B-A						
	1	58160-0821-52	Engerix	102893840	100	100	
HE	A-AD						
	2	58160-0826-52	Havrix			anal	
HP	10			102893840	100	100	
	3	00006-4119-03	Gardasil				
				102893840	10	10	
мс	V4 AD	49281-0589-05	Menactra				
	750	49261-0589-05	menactra	102893840	10	10	
Dodintele M	arelas 6	hipment Summar			107.07		
rematine .	accine 3	impinent Summor					
	ine Type, ne Item	NDC Code	Brand	Lot #		cv'd ises	
DT	P-IPV			-			
	12	58160-0812-52	Kinrix	102002010		100]	
DI	P-IPV-F	IEPR		102893840	100	1003	
A. Const	13	58160-0811-52	Pediarix	100000000000000000000000000000000000000	1 1002 1	400	
HE	Α.			102893840	100	100	
750000	14	58160-0825-52	Havrix				
				102893840	100	100	
	7.00		- 13	7 73	1/		_

In this example, the page to the left will open when you click **Packing Slip Delivery #10574** to receive products shipped by McKesson Specialties.

Fill in the date the shipment was received at your facility and verify that the vaccine arrived within the acceptable temperature ranges by looking at the <u>temperature strips</u> included in the package.

Once shipment arrives, <u>immediately</u> receive the product into inventory. Contact RIDOH immediately at 401-222-4639 if the product in the container does not match that on the packing slip, or if the shipping temperature is out of acceptable range.

Shipping errors must be reported to RIDOH within **4 hours of delivery** to receive credit for reporting shipping errors.

Receiving Refrigerator Shipments (3/4)



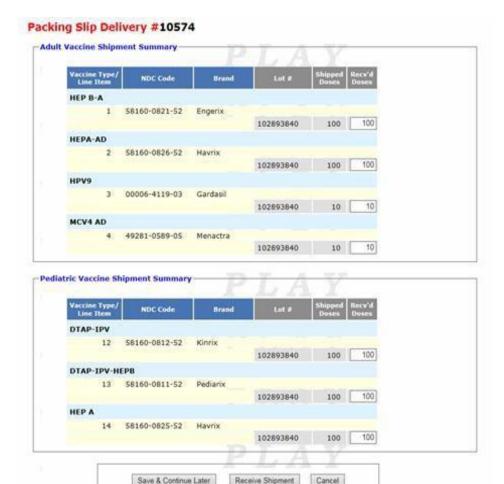
For Tracking Number: 1ZX1228Y10574 (UPS)	
Date Shipment Received: *	
Vaccine arrived within the allowable ○ Yes ○ No temperature ranges?: *	
PLAY	
Receive Vaccine Shipment	Verify that the amount in the Receiv
For Tracking Number: 12X1228Y10574 (UPS)	Boses cotumn is what you physically recoved: if it is not, plantie enter the correct amount.
Date Shipment Received: * Del 31, 2016	Return to form
Vaccine arrived within the allowable (€ Yes ○ No temperature rangesh *	
PLAY	
Receive Vaccine Shipment	Incomplies of Investor Colla
For Tracking Number: 12X1228Y10574 (UPS)	The information cannot be submitted as entered. Note any error messages and fix all errors and onessons.
Date Shipment Received: * O Date registed	Return to form

Once you enter the shipment delivery information, a box will appear instructing you to receive the products of the delivery; click **Return to form**.

If you try to complete receipt of shipment without entering **Date Shipment Received** and answering the temperature range question, you will see an error box pop up requiring that you complete the data. Click **Return to form**.

Receiving Refrigerator Shipments (4/4)





Verify that the products you received match the products and quantities listed on the **Receive Shipments** page.

The next step is to confirm the quantity of vaccine that was delivered by product **Type**, **NDC Code**, and **Lot #.** The **Recv'd Doses** field will already be populated by the shipping file RIDOH received from McKesson. Verify that this number matches the quantity in the shipping container for each vaccine type. If product shipped does not match, change the quantity of **Recv'd Doses** accordingly.

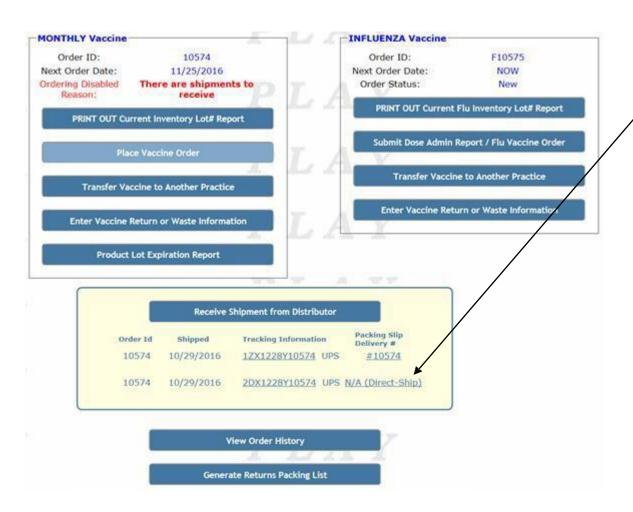
You must report any quantity discrepancy to RIDOH within 4 hours of delivery. Do not discard the packing slip; RIDOH will need it to verify the delivery discrepancy.

Once you have made any necessary changes – or to receive the shipment as indicated – click **Receive Shipment.**

Note: OSMOSSIS will not allow you to place another vaccine order until all outstanding deliveries are "received into the system".

Receiving Frozen Shipments





To receive frozen vaccine deliveries directly from Merck Pharmaceuticals, click N/A (Direct-Ship) in the Receive Shipment from Distributor section.

The receiving process is the same for frozen vaccines as for non-frozen, as indicated on the previous pages.

Be sure to enter **all** quantities in direct-ship boxes on this page. OSMOSSIS knows how many boxes are included in the shipment but does not know how many doses are in each box.

Receiving Damaged Shipments





If a product is received out of acceptable temperature ranges (as indicated by the enclosed temperature strip) please contact RIDOH within 4 hours of delivery, **before** receiving the deliveryinto OSMOSSIS.

If it is decided that the product is no longer viable, select **No** in answering the question regarding whether the "Vaccine arrived within the allowable temperature ranges". After selecting **No**, you will see the **Verify Dose Count** message appear. Click **Return to form**.

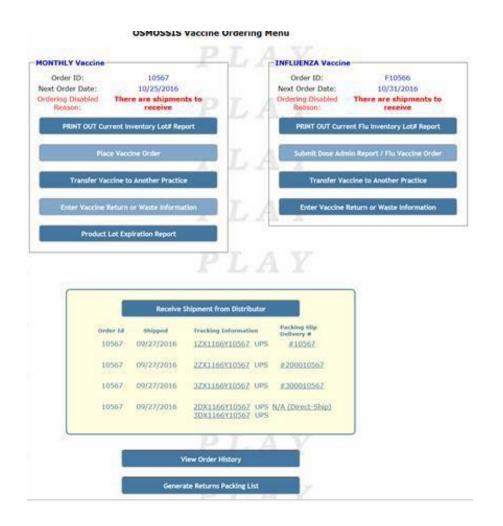
You will still need to verify that all products indicated on the packing slip, in the package, and on the shipping summary file uploaded to OSMOSSIS match.

Once all product quantities are verified or adjusted, select **Receive Shipment** and another pop-up message will appear confirming that you want to continue with the return of vaccine that was shipped inappropriately.

All products in the order must be "received" before an automatic replacement order will be created. Automatic return will not be created until the replacement order is approved by RIDOH.

Receiving Multiple Packages





If a product shipment includes multiple boxes and packing slips for one order, you will need to receive each box/packing slip independently.

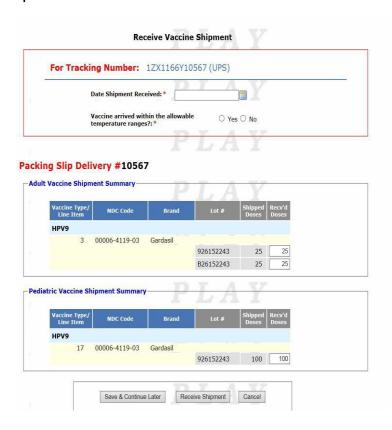
By clicking on the **Packing Slip Delivery #,** OSMOSSIS will open the receiving window for that packing slip only. Complete the entire receiving process for each individual packing slip before moving to the next one.

The example to the left shows a delivery of refrigerator-stable (non-frozen) vaccines in three boxes, and one delivery of frozen vaccines. As you can see, the order ID is the same for all shipments, indicating they are part of the same order.

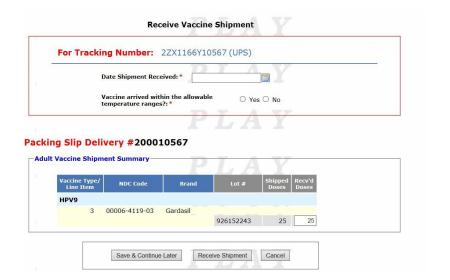
Multiple Packages (1/2)



Box #1 contains one vaccine that has two different lot numbers to fulfill the adult portion of the order



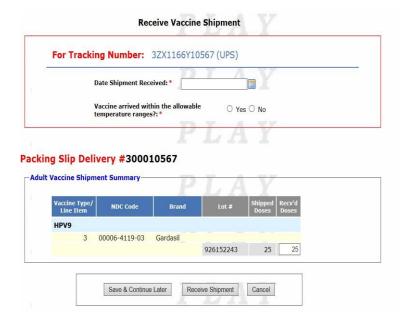
Box #2 contains 25 more doses for the adult portion of the order



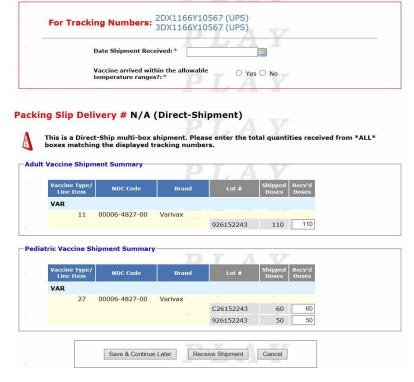
Multiple Packages (2/2)



Box #3 contains the final 25 doses for the adult portion of the order



Box #4 contains the direct-ship (frozen) portion of the order. OSMOSSIS knows how many boxes are included in the shipment, but does not know how many doses are in each box. Therefore, you must enter the total of **all** direct ship boxes on this page



Returns / Waste Report



State of Rhode Island Department of Health



Vaccine Return/Waste



- A RETURN is a product that has expired or spoiled due to storage and handling issues and
 can be returned to the manufacturer in its original condition for refund of the Excise Tax.
- A WASTE is a product that cannot be returned for credit due to the vaccine being in a condition other than its original state. Examples of waste include, broken/leaking vials, predrawn vaccines, or re-constituted vaccines.

Enter Vaccine Waste or Return Information Action Type: Return Waste Order Type: Adult TDAP AD Vaccine Type: Vaccine Brand: Adacel PREFILLED SYRINGE Package Type: 49281-0400-15 NDC Code: #U3486AA* -- 12/17/2012 Lot Number / Exp. Date: Reason: Failure to store properly Quantity: Add Another Next → Cancel

If you have wasted vaccines or vaccines that need to be returned, you will need to complete the **Vaccine Return/Waste** report for each affected product and Lot #.

REMINDER: Return reports are approved at the end of each month. Labels will be sent once approved.

Return labels are valid for 30 days. Return vaccine to the manufacture within 30 days of receiving the label.

Please note the differences between a **Return** and **Wasted** vaccine.

Complete the following steps for a vaccine Return or Waste:

- 1. Select the **Return** or **Waste** Button
- 2. Select Order Type:
 - · Pediatric or Pediatric Specialty
 - · Adult or AdultSpecialty

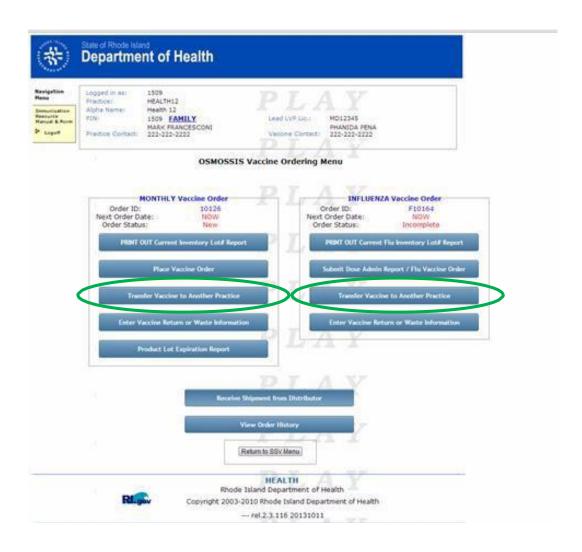
(From this point on the system will pre-populate your entries if there is only 1 choiceavailable.)

- Select vaccine type, vaccine brand, package type, NDC code, Lot #, and reason [for waste or return] from dropdown menus
- 4. Enter quantity of doses to be returned
- Choose to Add Another return or waste, or click Next to complete the process.

All vaccines designated as a Return and Waste should be reported within OSMOSSIS within 48 hours of incident discovery.

Transferring Vaccine (1/2)





Vaccines may be transferred between 2 or more enrolled SSV practices.

Transferring vaccine is a 2-step process requiring initiation by the practice releasing the vaccine, and acceptance/rejection by the receiving practice.

This module operates similarly to the Return/Waste module, with additional information needed such as the practice to which the vaccine will be transferred.

Transferring Vaccine (2/2)



Vaccine Transfer

Transfers can only be completed between 2 actively enrolled SSV Practices. Vaccines can only be transferred to practices that are approved to administer that type of vaccine. If you are trying to transfer vaccine to a practice that does not appear on the drop-down list please contact HEALTH at 401-222-4639.

Order Type:	Pediatric ▼
Vaccine Destination:	HEALTH 15 (1503)
Vaccine Type:	HIB ▼
Vaccine Brand:	PedvaxHIB 🔻
Package Type:	SINGLE DOSE VIAL
NDC Code:	00006-4897-00
Lot Number / Exp. Date:	#0213AE 06/30/2014
Quantity:	5
	FLAX

To transfer vaccine, select the appropriate option from each dropdown category: order type, vaccine destination (the practice the vaccine is being transferred to), other vaccine specifics, and the quantity of doses being released/transferred.

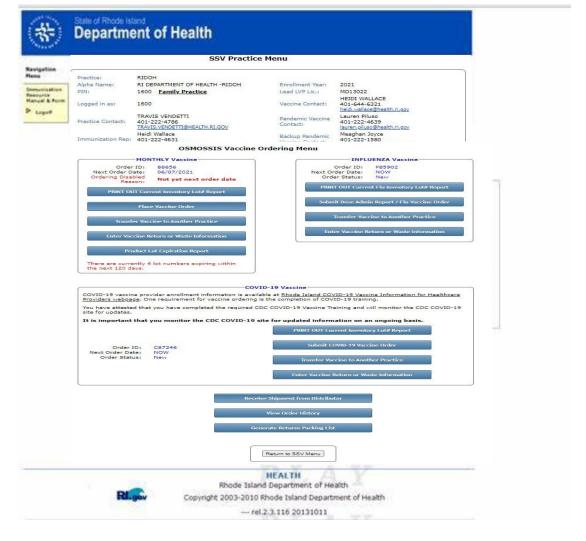
As mentioned previously, OSMOSSIS will pre-populate categories if there is only 1 answer choice available.

Once you **Save** the transfer request, the receiving practice will be notified and be required to accept the transfer, after which the inventory will be released from one practice and added to the other.

The receiving practice is required to accept the transfer within 48 hours of the transfer being submitted.

Order History (1/3)





The **View Order History** link will allow you to follow the status of a current order being processed as well as view previous orders.

Order History (2/3)



SSV Practice Menu



Vaccine Order History



Product	6-35 Months Injectable	3-18 Years Injectable	19+ Years Injectable	Pre-Book Total
Fluzone PF 0.25ml (Ages 6-35 Mos)	240	N/A	N/A	240
PEDIATRIC Fluzone 0.5ml	N/A	300	N/A	300
ADULT Fluzone 0.5ml	N/A	N/A	500	500
PEDIATRIC Fluarix	N/A	300	N/A	300
ADULT Fluarix	N/A	N/A	500	500
Fluzone High Dose (65+ only)	N/A	N/A	500	500
TOTAL DOSES	240	600	1500	2340

	O Re	cent Pas	t 12			Aº	Recent ® A	ai	
	Month	ily Order Hist	огу			Flu	Order History		
Order ID	Statue	Status Date	Next Available Order Date	Flage	Order is	Statue	Statue Date	Next Available Order Date	Flag
10599	New/Incomplete	12/28/2016	NOW		F10563	ew/Incomplete	09/05/2016	NOW:	
10417	Received	04/01/2016	04/27/2016		F10557	R scelved	09/02/2016	09/02/2016	
					F10421	Fecelved	05/09/2016	05/09/2016	
					F10419	Feceived	04/04/2016	04/05/2016	
					F10418	Received	03/31/2016	04/01/2016	

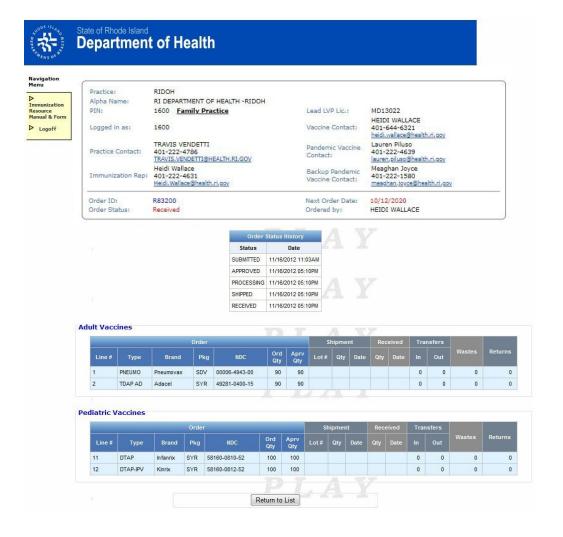
Click **View Order History** to view current and past orders in a chronological sequence (newest to oldest).

Included on this page is seasonal influenza information, including the previous season's doses administered and current season "Reserve" quantities.

Select **Order ID** to view an order's information.

Order History (3/3)





Order information includes dates for when the order was:

- Submitted by practice
- Approved by RIDOH
- Processed to CDC
- Shipped from the distributor
- Received by the practice

You can also review the vaccines that were ordered, approved, shipped, received, wasted, and returned.

Product Lot Expiration Report (1/2)



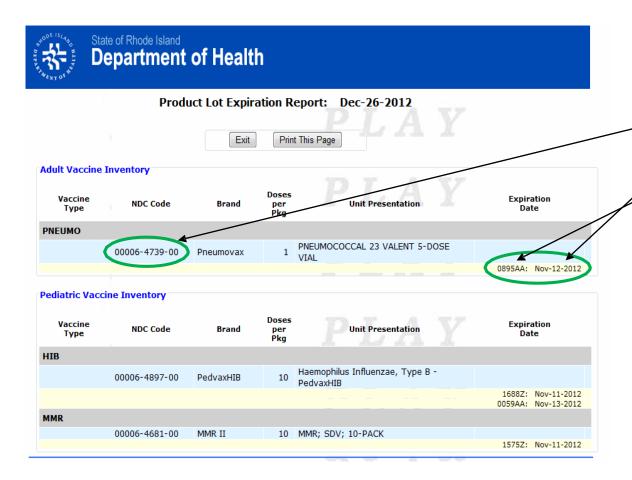


Select **Product Lot Expiration Report** to view all vaccines currently in your inventory that have expired or will expire within the next 120 days.

This report should be reviewed frequently to make sure that your practice is not using expired vaccines. The way to prevent this is to **rotate vaccine inventory properly**. This means using older vaccines before using newer ones. Failure to rotate inventory properly is considered negligent and may result in the practice having to pay for replacement of expired vaccines.

Product Lot Expiration Report (2/2)





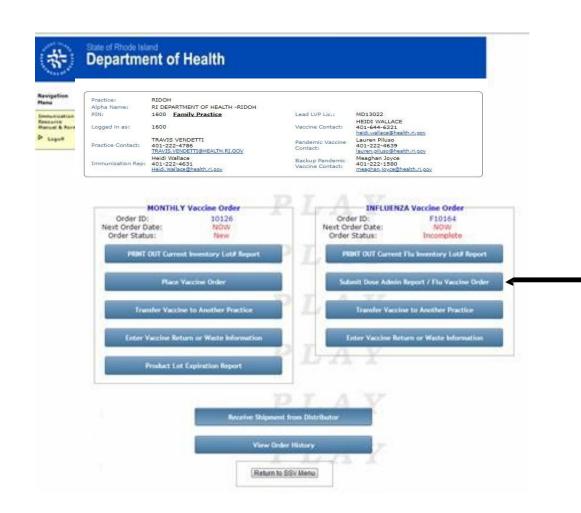
After clicking **Product Lot Expiration Report**, you will see all the product information including NDC Code, Lot #, and Expiration Date.

If your practice feels that it will not be able to use all of a vaccine before it expires, please contact RIDOH and we will try to assist you in finding another practice that can use the vaccine. It is the responsibility of the practice to initiate this request and make all arrangements with any receiving practice that may be identified.

RIDOH cannot guarantee that it will be able to find a practice that is able to use the vaccine.

Influenza Vaccine Order Menu





The next few screens will discuss influenza vaccine ordering. They will address specific items for **Influenza Vaccine Orders** that are different than regular Monthly Orders.

Once you have completed the **Current** Flu Inventory Lot# Report printout, you are ready to start the vaccine order process.

Click Submit Dose Admin Report / Flu Vaccine Order to start the order process.

Influenza Ordering



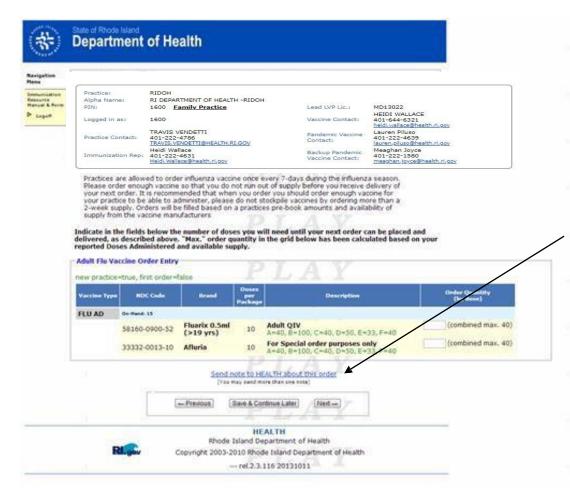
Practice:	RIDOH		
Alpha Name:	RI DEPARTMENT OF HEALTH -RIC		
PIN:	1600 Family Practice	Lead LVP Lic.:	MD13022 HEIDI WALLACE
Logged in as:	1600	Vaccine Contact:	401-644-6321 heidi.wallace@health.ri.gov
Practice Contac	TRAVIS VENDETTI th: 401-222-4786 TRAVIS.VENDETTI@HEALTH.RI.GOV	Pandemic Vaccine Contacts	Lauren Piluso 401-222-4639 lauren.piluso@health.ri.gov
Immunization I	Heidi Wallace Rep: 401-222-4631 Heidi.Wallace@health.ri.gov	Backup Pandemic Vaccine Contact:	Meaghan Joyce 401-222-1580 meaghan.ioyce@health.ri.gov
	Vac	ccine Return/Waste	Y
	A RETURN is a product that ha and can be returned to the mar		
	Tax.	naractarer in its original cond	nion for ferand of the Excise
	A WASTE is a product that can	not be returned for credit due	e to the vaccine being in a
	condition other than its orig vac pre-drawn vaccines, or re-c	cine Order Wizard	
		Before entering your order Vaccine Returns or Waste	information, do you have any
Enter Vaccin	ne Waste or Return Inform	Yes No	to roport mot.
Action	Type:	163	
Order	Type: Select		
Vaccin	ne Type:	~	
Vaccin	ne Brand:	~	
Dacka	ge Type:	~	
	ge 11990		
NDC 0	Code:	~	
Lot No	ımber / Exp. Date:		~
Reaso	n: Select		ting a reason 💙
Quant	ity:		
	Add Anoth	ner Next → Canc	el

After completing or bypassing the **Returns/Waste** screen, the flu vaccine ordering process is very similar to that of monthly vaccines.

The main difference is that you must enter information about the influenza vaccine doses that were administered to patients on a weekly basis. This will be covered on the following pages.

Inventory / Order Notes





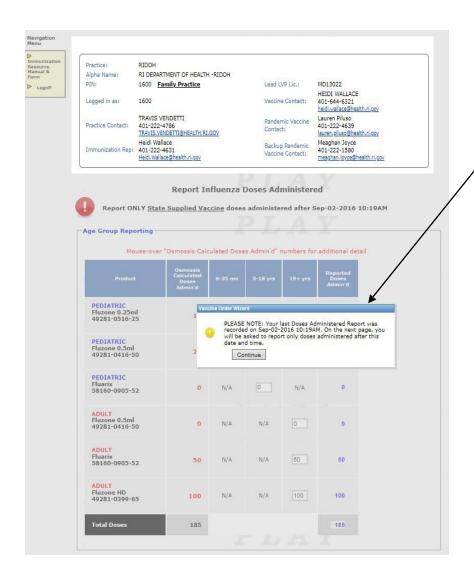
The **Inventory Tracking** and **Vaccine Order** pages for both adult and pediatric influenza vaccine work the same as those for regular vaccines, covered earlier in the presentation.

Please remember that if you are ordering vaccine outside the norm (i.e. have a special request or instruction regarding your order) click "Send Note to RIDOH about this order" and describe the special request; do not send a separate email.

Any orders outside the norm without a note will be held until RIDOH can identify the special need by the provider's office, or will be processed without the special need being approved.

Doses Administered Report (1/3)





After you click **Next** on the **Vaccine Order** page, you will arrive at the **Doses Administered** section of the report. A window will pop up showing the last date that vaccines were reported. Please make note of that date, and only report vaccines administered *after* that date to prevent duplicating reporting doses administered.

IMPORTANT: It is important to accurately report flu doses administered, because practices are allowed seasonal flu vaccine based on the amount of vaccine that was reported as administered during the *previous* flu season.

Failure to report doses administered accurately will impact your flu vaccine supply the following year.

Doses Administered Report (2/3)







Report Influenza Doses Administered Report ONLY State Supplied Vaccine doses administered after Sep-02-2016 10:19AN Age Group Reporting Mouse-over "Osmossis Calculated Doses Admin'd" numbers for additional detail 3-18 vrs DEDIATRIC Fluzone 0.25ml 10 49281-0516-25 Fluzone 0.5ml 49281-0416-50 25 YTD Shipped 25 60 + YTD Xfers In PEDIATRIC Fluarix 58160-0905-52 - YTD Xfers Out - YTD Wastes 0 - YTD Returns 50 50 - YTD DAR 58160-0905-52 - On-Hand Inv. ADULT 100 100 49281-0399-65 = CDA 10 185

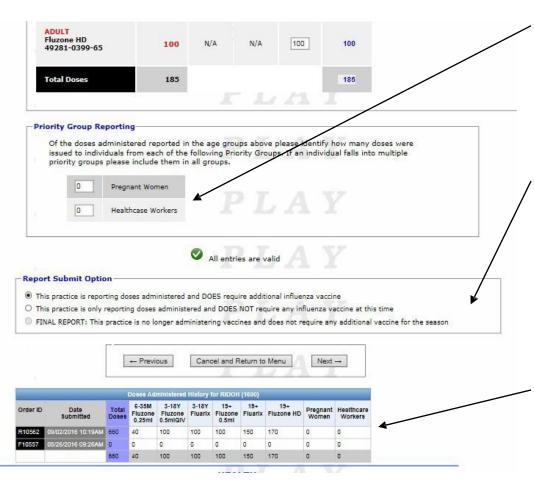
On the **Doses Administered** page you will be required to report doses administered by **age group** and **vaccine presentation** for both Pediatric and Adult patients.

Please note that all fields require data entry. If no vaccines were administered to an individual in any field you must enter zero (0).

In the OSMOSSIS Calculated Doses Admin'd column, hover your cursor over a number in the field and a popup window will appear showing how the system arrived at this number. If your data does not match that in the system, it is due to an entry error by the practice. Please compare the information in the table to ensure it matches your data records.

Doses Administered Report (3/3)





Doses Administered (continued):

Priority Group Reporting – indicate how many of the patients from the **Age Group Reporting** fall under any of the priority groups. If a patient falls under multiple priority groups please only include them in the first available option (e.g. a pregnant healthcare worker would be reported under **Pregnant Women**).

Report Submit Option – select whether you are:

- reporting doses administered and need additional flu vaccine
- reporting doses administered and do not need additional fluvaccine
- submitting a finalreport
 Your answer will dictate which screen appears
 next either the regular order process or a pop-up asking you to confirm your choice.

At the bottom of the screen you will see a history of all flu vaccines that were reported as administered to date.

Once you have completed all the information, click **Next**.

Temperature Log / Delivery Info / Summary / Confirmation





The Temperature Log, Delivery Information, and Summary pages work the same for flu vaccine as they do for regular monthly vaccines, as previously covered.

Please remember to click **Submit Order** at the bottom of the Summary Page. Failure to click this button will result in your order being listed as **incomplete**, and it will not be processed by RIDOH.

Once your order has been submitted you will see the confirmation page indicating date and time of submission. Please note this information along with the **Order ID** in case you need to contact RIDOH for assistance with this order.

Please note that all flu order IDs will begin with the letter "**F**".

Permanent Practice Closures



- If your practice is <u>permanently</u> closing, please contact your Immunization Rep immediately.
- All viable vaccines currently in inventory supplied through the SSV Program <u>must be transferred</u>, <u>not entered as waste/return</u> to another enrolled practice prior to the practice closing or decision to discontinue participation in the SSV program.
- All non-viable vaccines should be entered as return/waste prior to practice closing.
- Practices must also make arrangements to have their state-supplied data logger returned to their Imm. Rep prior to the permanent closure as well.

Per SSV Terms and Conditions and the Vaccine Replacement Policy, practices will be held liable for any lost/damaged data loggers and improperly wasted vaccines

Review / Exam



Final Step:

- Now that you have completed the OSMOSSIS Self-Study presentation, the final step is completing a Review/Exam, after which you will receive an OSMOSSIS activation code.
- Please click the Review/Exam link below to be directed to the OSMOSSIS Review/Exam. Once you complete the Review/Exam you will be directed on how to activate the OSMOSSIS link for your practice.

Click Here for the Review/Exam



Thank you.

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