

## Texas Vaccines for Children – Electronic Vaccine Inventory (EVI)

### Mandatory Training Informational Update: September 5, 2012

The merger between the Texas Department of State Health Services (DSHS) - Texas Vaccines for Children (TVFC) Program and the San Antonio Metro Health VFC Program is fast approaching and almost complete! This is intended to alert you to the upcoming **mandatory training sessions** that will be held on September 17<sup>th</sup> and 18<sup>th</sup> to introduce your staff to the Electronic Vaccine Inventory (EVI) accounting system. In addition, several comprehensive training and technical assistance materials (with web links) are provided for your reference.

Beginning Monday, October 1, 2012, all enrolled provider offices must use EVI to meet all TVFC program requirements. EVI will allow you to record your current inventory, report vaccine waste, and place vaccine orders online eliminating the current paper system. The only paper reports your facility will continue to submit by fax on a monthly basis after October 1, 2012 will be the Temperature Recording Logs.

### Mandatory Provider Training

To prepare staff and support your facilities rollout on the EVI system, Metro Health and the DSHS staff will host four training sessions throughout San Antonio to introduce the online ordering and inventory management system.

#### **Monday, September 17, 2012**

**9:00am-12:00pm**

University Family Health Center-SW  
2121 S.W. 36<sup>th</sup> Street  
SATX, 78237

#### **Monday, September 17, 2012**

**1:00pm-4:00pm**

University Family Health Center-NW  
(Medical Ctr)  
7726 Louis Pasteur  
SATX, 78229

#### **Tuesday, September 18, 2012**

**9:00am-12:00pm**

University Family Health Center-SE  
1055 Ada  
SATX, 78223

#### **Tuesday, September 18, 2012**

**1:00pm-4:00pm**

University Family Health Center-North  
302 W Rector  
SATX, 78216

Due to space limitations, one seat per VFC provider office has been secured for the training session. Physicians should make arrangements to send their VFC Primary Contact or Office Manager to one of the listed training sessions. Please RSVP to attend one of the four sessions by calling Blanca Samaniego at 207-2861 by Wednesday, September 12, 2012. **It is imperative that you RSVP early to ensure you are able to secure a seat at your preferred training site location.**

### Online Training and Desk Reference

An *EVI Online Training* tool that explains EVI's capability and provider responsibilities is available on the TVFC website under Training and Education. Providers should allow staff up to two hours to review all of the training modules, if possible prior to September 17<sup>th</sup> and 18<sup>th</sup>.

A companion *EVI Desk Reference* is also available on the website in the same location. **Note:** Please disregard all references to April and May 2012 dates in the training and/or desk reference. Your processes do not start until October 1, 2012.

If you would like to get a step ahead, feel free to visit the DSHS Online Training sites indicated below:

**EVI Online Training:**

[http://www.upp.com/evi\\_2012/index.htm](http://www.upp.com/evi_2012/index.htm)

**EVI Desk Reference:**

<http://www.dshs.state.tx.us/immunize/docs/choice/EviTraining2012April16.pdf>

**EVI Online Training Guide:**

[http://www.dshs.state.tx.us/immunize/docs/choice/EVI\\_Online\\_Training\\_Guide\\_04-16-12.pdf](http://www.dshs.state.tx.us/immunize/docs/choice/EVI_Online_Training_Guide_04-16-12.pdf)

The online training and reference materials will familiarize your staff with the following functionality processes of EVI:

- Steps 1-3: Establishing your initial inventory in EVI, recording on-hand quantities, and placing your October 2012 order
- Provider Information
- Receiving
- Doses
- Inventory–Transfer
- Inventory–Recording Wasted or Expired Vaccine
- Inventory–Provider C-33 Reconciling Inventory
- Place Order
- Order History
- Update Choice
- Quality Assurance and Reports
- Help

**To be successful, you must:**

- **have submitted paper Monthly Reports (Inventory, Waste, and Temperature Recording Logs) for September 2012 to San Antonio Metro Health by Monday, October 1, 2012;**
- **have loaded Crystal Reports on your computer.** To obtain and load Crystal Reports on your PC, visit the following link on the DSHS website under the ***Training and Education*** tab:
  - <http://www.dshs.state.tx.us/immunize/tvfc/default.shtm>
- have a system in place to record and retrieve doses administered data by NDC, brand, vaccine family, presentation (syringe/vial), lot number, expiration date, quantity and appropriate age groups: pediatric (0-18 years) or adult (19 years and over). EVI provides a report that will be used as a tally sheet;
- organize your inventory by brand, presentation, lot number and with the earliest expiration date in the front for usage; and
- allow staff time to review the online training and printed desk reference.

**Proposed timeline:**

- **September 17, 2012 and September 18, 2012 attend mandatory training**
- September 24, 2012 thru September 30, 2012 – Blackout timeframe from ordering.
- October 1, 2012 – The first day to submit your quantities of vaccine on hand and place your October 2012 order in EVI.

**Technical assistance or questions:**

If you have any specific questions or require assistance, please contact Kenya Wilson, MA VFC Coordinator at 207-3974. For vaccine management and ordering questions, please contact Anthony Johnson at 207-4015. If you experience problems with the online training site or have questions about the online training and/or desk reference please contact the TVFC Vaccine Call Center @ 1-888-777-5320.