

Reporting Nonviable MDH Vaccine to MIIC

This guide describes how to use the Minnesota Immunization Information Connection (MIIC) to report nonviable vaccine for the Minnesota Vaccines for Children (MnVFC) program and the Uninsured and Underinsured Adult Vaccine (UUAV) program.

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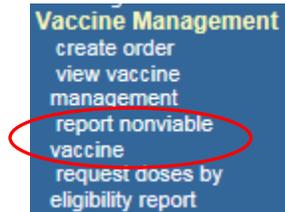
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Getting Started

- 1 Gather all the information you need to report your nonviable vaccine, including lot numbers and number of doses.
- 2 Log in to MIIC.
 - A Go to the [MIIC home page](https://miic.health.state.mn.us) (https://miic.health.state.mn.us).
 - B Enter your organization code, username, and password. Select **Login**.
 - a If you need help, contact your organization's MIIC administrator or the MIIC Help Desk at health.miichelp@state.mn.us or 651-201-5207.

Report Nonviable Vaccine

- 1 Select **report nonviable vaccine** under **Vaccine Management** in the left-side navigation bar.



- 2 On the **Report Nonviable MDH Vaccine** page, read the introductory information.
 - A If the nonviable doses you are reporting are related to a storage and handling incident, contact MDH at 651-201-5522 before continuing.
 - B Select from the following options:
 - a Select **Instructions** in the upper left corner to view the *Reporting Nonviable MDH Vaccine to MIIC* user guide.
 - This will take you to the Vaccine Ordering and Management in MIIC webpage.
 - Select the *Reporting Nonviable MDH Vaccine to MIIC* user guide.
 - b Select **Report Nonviable MDH Vaccine** in the upper right corner to report your nonviable vaccine.

REPORTING NONVIABLE MDH VACCINE TO MIIC

- c Select **Cancel** in the upper right corner to exit. Note: You may select **Instructions** or **Cancel** at any time before you submit your form.

Instructions**Report Nonviable MDH Vaccine**Report Nonviable MDH Vaccine

Cancel

Complete this form to report nonviable MDH vaccine doses to return and/or doses wasted. If these doses are part of a storage and handling incident, contact MDH at 651-201-5522 before filling out this form.

All nonviable MDH vaccine must be reported to MDH. Vaccine that is expired or exposed to out-of-range temperatures and is in its original vial or pre-filled syringe should be returned to McKesson Specialty Distribution within six months of expiration.

Nonviable vaccine in its original vial or syringe that should be reported for **return** includes:

- Expired vaccine.
- Vaccine that is recalled by the manufacturer.
- Vaccine that is nonviable due to exposure to out-of-range temperatures.

Do not return vaccine as "Expired vaccine" before its expiration date, including influenza, unless it was short-dated by the manufacturer.

Nonviable vaccine that should be reported for **wastage** includes:

- Vaccine drawn into the syringe but not administered.
- Vaccine in open vial but doses not administered.
- Compromised vial (e.g. due to a drop causing damage to vial integrity or sterility), broken vial, or lost vial.

Once you have determined vaccine is nonviable, remove it from your storage unit and mark the vaccine "Do Not Use" to avoid unintentional use.

Select "Report Nonviable MDH Vaccine" to continue.

- 3 On the **Step 1: Verify Contact Information** page, enter and confirm your contact information. MDH will use the information you enter to send you a confirmation email and to contact you with any questions after you submit this form. If you are returning doses, shipping labels will be sent to the email address you provide on this page. Note: If you would like to report nonviable doses for another site, please log in under that site's PIN.
- A Verify your pre-populated contact information (first name, last name, and email address). You may change the contact information if needed.
- B If your site's address has changed, check the **My address has changed** box. Then, continue with your nonviable form submission. A MnVFC staff member will contact you to update the address information.
- C Enter your contact information in the **Phone number** and **Confirm email address** fields. Shipping labels will be emailed to the email address you provide in the **Email address** and **Confirm email address** fields.
- a If the email address you enter in the **Confirm email address** field does not match the address in the **Email address** field, a pop-up message displays. To continue, make sure the email addresses match and are correct.

REPORTING NONVIABLE MDH VACCINE TO MIIC

Site Information	
Site Name:	348 TOTS
MnVFC PIN:	RG6780
Address:	500 Tester Street, Suite 5000 Minneapolis, MN 53999
	<input type="checkbox"/> My address has changed.
Contact first name:	<input type="text"/>
Contact last name:	<input type="text"/>
Phone number:	<input type="text" value="222"/> - <input type="text" value="222"/> - <input type="text" value="2222"/>
Email address:	<input type="text"/>
Confirm email address:	<input type="text"/>

- D Select **Continue** to move to the next step or select **Back to Intro Page** to return to the previous page.
- 4 On the **Step 2: Select Nonviable Vaccine Type** page, select MDH vaccines to report as nonviable. Note: This page displays information about vaccines that MDH sent directly to your site. On the next page, you will enter the number of doses and the nonviable vaccine reason for each selected vaccine. If you want to report nonviable MDH vaccine that is not displayed on this page (for example, MDH vaccine you received in a transfer), you can enter those doses on the next page.
- A In the **Nonviable Vaccines Type(s)** section, select a vaccine type (for example, DTaP) you are reporting as nonviable. The list will expand to show all of the vaccines of that type that MDH has shipped to your site. You may need to scroll to find the vaccine type(s) you need.
- a If you select a vaccine type and the list does not expand, that means MDH has not shipped vaccine of that type directly to your site. If you would like to report vaccine of that type, you may enter it on the next page.
- B Check the box next to the vaccine that you want to report as nonviable. You can identify the correct vaccine by looking at the brand, presentation, lot number, and expiration date. If there are multiple products listed, you may need to scroll to locate the correct vaccine.
- a You may see duplicate NDC and lot numbers listed if your site received the same vaccine in multiple shipments. Please do not select duplicate listings of NDCs and lot numbers. You will receive an error message if you try to select the same NDC and lot number multiple times.

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Step 2: Select Nonviable Vaccine Type Instructions

MnVFC Pin 000019

Select MDH vaccine you are reporting as nonviable. You will enter the number of doses and the nonviable vaccine reason(s) on the next page.

If you are reporting nonviable MDH vaccine that does not display below (for example, MDH vaccine you received in a transfer), you will enter those doses on the next page.

Continue
Back to Step 1
Cancel

Nonviable Vaccine Type(s):

DT pediatric
DTaP
DTaP-Hep B-IPV
DTaP-IPV
DTaP-IPV-Hib
HPV

<input type="checkbox"/>	Brand	Presentation	Lot Number (from box)	Expiration
<input type="checkbox"/>	Gardasil 4	10 single-dose vials	ITCPPN	12/29/2017

- C Repeat Steps A and B to select all of the vaccines you want to return. Selected vaccines will pop up under the **Nonviable Vaccines Type(s) Selected** heading.
- D Review your selected nonviable vaccine type(s). If incorrect, select the red X to delete.

Nonviable Vaccine Type(s) Selected:

Vaccine	Brand	Presentation	Lot Number (from box)	Expiration Date	Remove Nonviable Item?
MMR	MMR II	10 single-dose vials with diluent	9993322	11/02/2017	
HPV	Gardasil 4	10 single-dose vials	ITCPPN	12/29/2017	

- E When the list of vaccines that you want to report as nonviable is accurate and complete, select the **Continue** button to move to the next step or select **Back to Step 1** to return to the previous step.
- 5 On the **Step 3: Complete Nonviable Vaccine Information** page, report the number of nonviable doses and the nonviable vaccine reason for each nonviable vaccine selected. You can also report any additional nonviable vaccine.
- A In the **Number of Doses** column, enter the number of nonviable doses for each vaccine.

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- B In the **Nonviable Vaccine Reason** column, select the drop-down arrow to choose a reason for each vaccine.
 - a If you select “Expired vaccine” and the vaccine has not yet expired, MIIC will display a pop-up message to ensure the reason you entered is correct. To choose a different reason, select “Expired vaccine” and **keep holding down the mouse** to expand the drop-down menu and select a new reason.
- C In the **Return or Wastage** column, **Return** or **Wastage** will automatically populate based on the nonviable vaccine reason you selected.
- D If you would like to delete a vaccine from your report, select the red X.

Step 3: Complete Nonviable Vaccine Information Instructions

Complete information for all nonviable vaccine you are reporting. Continue

Nonviable Doses Back to Step 2

Report number of nonviable doses and nonviable vaccine reason for each nonviable vaccine type you selected. Cancel

Brand	Presentation	Lot Number	Expiration Date	Number of Doses	Nonviable Vaccine Reason	Return or Wastage	
MMR II	10 single-dose vials with diluent	9993322	11/02/2017	1	Refrigerator/freezer too warm	Return	X
Gardasil 4	10 single-dose vials	ITCPPN	12/29/2017	1	Refrigerator/freezer too warm	Return	X

- E You also have the option to add additional vaccines in the **Add Additional Nonviable Vaccine** section.
 - a Enter vaccine type, brand, unit size and packaging, lot number, expiration date, and number of nonviable doses. Then choose the nonviable vaccine reason from the drop-down list. Note: Fields display in this order. When you complete a field, the next field will display.
 - Lot numbers can contain letters, numbers, and dashes. No other special characters are accepted.
 - The expiration date field uses the date format “MM/DD/YYYY.” If an expiration date only contains month and year, use the last day of the month for the “DD” portion.
 - b Once all fields are complete, select **Add**.

REPORTING NONVIABLE MDH VACCINE TO MIIC

Additional Nonviable Vaccine
Enter additional nonviable doses. Note: All fields are required.

Vaccine:

Brand:

Unit Size and Packaging:

Lot Number:

Expiration:

Number of Doses:

Nonviable Vaccine Reason:

Return or Wastage:

- F Select **Continue** to move to the next step or select **Back to Step 2** to return to the previous step.

- 6 If you are reporting any nonviable vaccine for return, stay here to learn about **Step 3a: Select Number of Shipping Labels for Vaccine Return**. If you are only reporting vaccine wastage, skip to number 7.
 - A Review the information about the nonviable doses you are returning.

 - B Select the number of shipping labels needed in the **Select the number of shipping labels you will need to return these doses** drop-down menu at the bottom of the page. The number of shipping labels you select corresponds to the number of boxes you will need to return your nonviable doses. Options are 1, 2, 3, or 4.

Site Information

Site Name: Alexandria Clinic MnVFC Pin: 000206
Contact First Name: test Address: 555 West St
Contact Last Name: testing Testing, MN 53555-1234
Email: lucy.cosgrove@state.mn.us

Vaccine Returns

Your site will return the following vaccine to McKesson:

Brand	Presentation	Lot Number	Expiration Date	Number of Doses	Nonviable VaccineReason	Return or Wastage
Kinrix	10 single-dose vials	GNQVJU	11/18/2017	1	Expired vaccine	Return

Select the number of shipping labels you will need to return these doses:

REPORTING NONVIABLE MDH VACCINE TO MIIC

- C Select the **Continue** button to move to the next step or select **Back to Step 3** to return to the previous step.
- 7 On the **Step 4: Review and Submit Nonviable Vaccine Form** page, review your nonviable vaccine information and submit your form.
- A Review your form to ensure it is accurate and complete.
 - a If your form is accurate and complete, select **Submit Form**. Once you submit your form, you cannot make further changes.
 - b If changes are necessary, select **Modify Form**. This will take you back to **Step 3** to modify your nonviable vaccine information.
 - c If you want to cancel your form and delete its information from MIIC, select **Cancel Form**.

Step 4: Review and Submit Nonviable Vaccine Form

Carefully review the information below to ensure it is accurate. If it is accurate and final, select "Submit Form." To make changes, select "Modify Form." Note: You cannot make changes to the form after you submit it.

Site Information

Site Name:	Alexandria Clinic	MnVFC Pin:	000206
Contact First Name:	test	Address:	555 West St
Contact Last Name:	testing		Testing, MN 53555-1234
Email:	lucy.cosgrove@state.mn.us		

Vaccine Returns

Number of shipping labels requested: 1

Your site will return the following vaccine to McKesson:

Brand	Presentation	Lot Number	Expiration Date	Number of Doses	Nonviable VaccineReason	Return or Wastage
Kinrix	10 single-dose vials	GNQVJU	11/18/2017	1	Expired vaccine	Return

- 8 On the **Step 5: Print Nonviable Vaccine Form** page, print copies of your Nonviable Vaccine Form.
- A Select the **Print Preview** button to display a copy of your Nonviable Vaccine Form that is formatted for print. Print a copy of this form to include with each box of vaccine you will return to McKesson.

Step 5: Print Nonviable Vaccine Form Submission for Alexandria Clinic

Nonviable Vaccine Form Confirmation Number: 258
 Submitted Date: 09/25/2017

Your nonviable vaccine form has been saved and submitted to MDH for review and processing.

MDH will send a confirmation email to lucy.cosgrove@state.mn.us once we approve your form. You can view the status of your form at any time by selecting "view vaccine management" from the left-side navigation bar.

Once MDH approves and processes your form, McKesson will email 1 shipping label(s) to lucy.cosgrove@state.mn.us. Please follow the instructions on the label(s) to return your vaccine.

Site Information

Site Name:	Alexandria Clinic	MnVFC Pin:	000206
Contact First Name:	test	Address:	555 West St
Contact Last Name:	testing		Testing, MN 53555-1234
Email:	lucy.cosgrove@state.mn.us		

Vaccine Returns

Your site will return the following vaccine to McKesson:

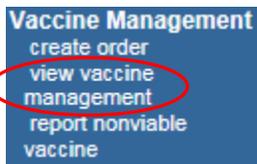
Brand	NDC	Lot Number	Expiration Date	Nonviable Doses	Nonviable vaccine reason	Return or wastage
Kinrix	58160-0812-11	GNQVJU	11/18/2017	1	Expired vaccine	Return

- 9 Shipping labels will be emailed to you from "UPS Quantum View. [pkginfo@ups.com]" after MDH approves your form. In the meantime, remove the nonviable doses from your storage unit and mark them "Do Not Use" to avoid unintentional use.
- 10 Once you receive the shipping label(s) by email, follow the instructions on the label(s) to return your vaccine.
 - A Pack the vaccine you are returning to protect it from breakage. No frozen water bottles needed.
 - B There are two options for returning your vaccine.
 - a If your site has a routine UPS pick-up, put one label on each box of vaccine returns and include the boxes with your other outbound shipments.
 - b If your site does not have a routine UPS pick-up, put one label on each box of vaccine returns and take the boxes to a UPS drop-off location near you. To find the closest drop-off location, visit [UPS Global Location](https://www.ups.com/dropoff) (<https://www.ups.com/dropoff>).

View Vaccine Management

- 1 You will receive a confirmation email when MDH approves your form. To view your form information and status in MIIC:
 - A Go to **Vaccine Management** on the left-side navigation bar and choose **view vaccine management**.

REPORTING NONVIABLE MDH VACCINE TO MIIC



B Select the **Nonviable Vaccines** tab.

View Vaccine Management

Search Criteria

Use the search criteria below to display vaccine management history.

Search Field: MnVFC PIN

Search String:

Date Filter: Past 2 weeks

Search Results

Select the status of an order or nonviable request to view additional details.

Nonviable Form ID	MnVFC PIN	MnVFC Site Name	User	Submit Date	Status
181	666666	VFC Test Clinic	Elizabeth Muenchow	08/23/2017	Completed with Changes
180	666666	VFC Test Clinic	Lucy Cosgrove	08/23/2017	Completed
179	666666	VFC Test Clinic	Kristin Hardy	08/23/2017	Approved

C Select your form's status. Nonviable form statuses include:

- Submitted: Your form is with MDH for review.
- Approved: MDH has approved your form.
- On Hold-Contact MnVFC: Contact MnVFC staff at 651-201-5522 or health.mnvfc@state.mn.us.
- Approved with Changes: MDH approved your form and some changes were made.
- Not Approved: MDH did not approve your form.
- Completed: MDH has sent your form to CDC. If you are returning doses, UPS will email you the shipping labels within 2 business days.
- Completed with Changes: MDH submitted your form to CDC and some changes were made.

D View your Nonviable Vaccine Form information.

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View Nonviable Vaccine Form

Nonviable Form Number 188
Nonviable Form Submission Date 08/24/2017
Nonviable Form Status Approved

Site Information

Site Name:	MN DEPT OF HLTH-MNVFC PROGRAM	MnVFC PIN:	999999
Contact First Name:	Lucy	Status:	Active
Contact Last Name:	Cosgrove	Address:	625 Robert Street North, 2nd Floor- Loading Dock
Email:	Lucy.Cosgrove@state.mn.us		St Paul, MN 55164
Phone:	111-111-1111		

Vaccine Returns

Shipping label method: Email
 Number of shipping labels requested: 1

Site will return the following vaccine to McKesson:

Brand	NDC	Lot Number	Expiration Date	Nonviable Doses	Approved Doses	Nonviable Vaccine Reason	Return or Wastage	Status	Remove Nonviable Item?
Gardasil 9		testlot	01/01/2018	1	1	Refrigerator/freezer too cold	Return	Approved	✗
MMR II - MRK	00006-4681-00	123456	08/01/2017	2	2	Expired vaccine	Return	Approved	✗

MIIC Help

For MIIC assistance, contact the MIIC Help Desk at health.miichelp@state.mn.us or 651-201-5207.

MnVFC Help

For vaccine ordering and management assistance, contact the MnVFC program staff at health.mnvfc@state.mn.us or 651-201-5522/800-657-3970.

Minnesota Department of Health
 Minnesota Vaccines for Children program
 PO Box 64975, St. Paul, MN 55164-0975
 651-201-5522
health.mnvfc@state.mn.us
www.health.state.mn.us/vfc

09/18/2017

To obtain this information in a different format, call: 651-201-5503. Printed on recycled paper.