

Instructions for the Monthly State Vaccine Reports

1. Complete this report **after** the last clinic of the month, and **prior to** the first clinic of the next month.
2. Beginning of the month inventory:
 - Enter vaccine doses on hand from the beginning of the month inventory. The beginning inventory should be the same as the “End of Month Inventory” at the end of last month.
3. Vaccine added this month:
 - Enter the doses of vaccine received this month and the corresponding lot numbers.
 - Include any doses you received by direct shipment, received from another clinic, or picked up at the health department.
4. End of month inventory:
 - Enter the total **physical count** for each vaccine. For example: you might have 2 different lot numbers of DTaP, and a total count of 19 doses.
 - Enter the lot number and expiration date of each vaccine.
5. Doses wasted, spoiled, expired, viable, or transferred:
 - Enter the number of doses and explanation.
6. Do “the math” for each vaccine:
 - **Add** “Beginning Inventory” with “Vaccine Added this Month”.
 - **Minus** “Doses Wasted, Spoiled, Expired, Viable, or Transferred”.
 - **Minus** “Total Doses Given” from the last column of your “Report of State Vaccine Doses Administered”.
 - (Fax to WCHD with numbers only, no hash marks.)
 - This should **equal** your “End of Month Inventory”.
7. When to use “Variance: Doses gained (+) or Lost (-)” :
 - *Only if necessary* when your math does not balance.
 - First, recheck your numbers.
 - If you are still unable to account for the discrepancy, include the extra or missing doses with a plus or a minus sign in front of the number.
8. Fax your reports, vaccine orders & temperature logs to WCHD **by the 5th** of the month:
 - Enter the “report period” month.
 - Add your signature, clinic/office name, and date.
 - **Fax to WCHD at 676-6772.**

Revised 1/29/07