

Visual VACMAN v4x
Functional Specifications Document
Import and Export Modules
Revision Number 8



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Table of Contents

INTRODUCTION TO IMPORT MODULE..... 3

SPECIFIC REQUIREMENTS..... 5

IMPORT OPTIONS – THE VACMAN INTERFACE SCREEN..... 5

File to import into VACMAN..... 5

File Type..... 6

Import Type..... 7

USER PROCEDURES..... 9

FIELD DESCRIPTIONS - DISTRIBUTION (VIA PROJECT DEPOT)..... 10

FIELD DESCRIPTIONS - TRANSACTIONS..... 13

FIELD DESCRIPTIONS – PROVIDER DATA..... 14

FIELD DESCRIPTIONS – ENROLLMENT DATA..... 17

FIELD DESCRIPTIONS – PHYSICIANS DATA..... 20

FIELD DESCRIPTIONS – PROVIDER INVENTORY DATA..... 21

FIELD DESCRIPTIONS – DOSES ADMINISTERED DATA 22

FIELD DESCRIPTIONS – PROVIDER ORDERS 24

FIELD DESCRIPTIONS – DIRECT SHIP ORDERS – ARCHIVE OR UPDATE..... 26

FIELD DESCRIPTIONS –DIRECT SHIP – NEW ORDERS..... 30

ERROR DETECTION CRITERIA 33

EXPORT MODULE..... 45

EXPORT OPTIONS – THE VACMAN INTERFACE SCREEN 45

Export File Options..... 45

Introduction to Import Module

Purpose

This Functional Specification document describes the Import module of Visual VACMAN v4x. When applicable, differences between VACMAN 4x and Visual VACMAN 3.0 are indicated. This document provides specifications for file formats to be used in the event import data is to be prepared from some source other than VACMAN v4x.

Scope

This product is an import module included as part of VACMAN v4x. Other than as specifically detailed in this document, no other provisions or interfaces with other software are addressed or supported in this specification.

Business Rule Objects

VACMAN utilizes business rules objects. This component is the enforcer of how data is treated and tested before being added to the tables in the system. This object is designed to accept input either from the keyboard, or from a file. In both cases, as the object tests individual elements of a new record, they either pass (are properly formatted), or they fail, and the program generates an error message that goes back to the system that sent the data. In the case of keyboard entry, the user receives an error message and then has the opportunity to correct the error. In the case of the import module (file input), these error messages are gathered into a file and shown to the user after processing. The user is required to save the error file to a valid file name.

Errors in Import Processing

- Incomplete records are returned to the external system attempting to import into the VACMAN system. The originator also receives a log of incomplete records by provider.
- Incomplete records in an input file do not prevent complete records in the same input file from being imported into VACMAN. This represents a change from VACMAN import processing prior to vv4x.

General Requirements

Product Perspective

This Functional Specification documents an existing product. Significant changes between VACMAN v3.0 and VACMAN v4x import specifications are indicated.

Product Functions

Implementation of VACMAN v4x provides for the following:

- Validating and inputting records from standard tables (.dbf files)
- Validating and inputting records from standard Excel® spreadsheet files (.xls files)
- Validating and inputting records from standard comma delimited text files (.txt files)
- Validating and inputting records from fixed length data files (.sdf files)

User Characteristics

Users of this product require the same basic skill set as current VACMAN users. Users should have these basic computer skills:

- Ability to successfully start their machine and log into their local area network.
- Ability to enter data on typical data input screens.
- Basic keyboarding skills.
- Basic mouse and other input device operation.
- Awareness of when, why, and how data is imported into VACMAN, and potential data integrity issues posed by incorrect use of the import module.
- Use of the Import module requires a VACMAN user security level 2 or 3.

Visual VACMAN v4x Import and Export Module Specifications

General Constraints

Equipment – Equipment required to support the Import module are identical to those specified for VACMAN v4x as a whole. No additional requirements are specified.

Required software – Software required to support the Import module are identical to those specified for VACMAN v4x as a whole. No additional requirements are specified.

Memory available - Memory requirements for the Import module are identical to those specified for VACMAN v4x as a whole. No additional requirements are specified.

Operating system – Operating system requirements to support the Import module are identical to those specified for VACMAN v4x as a whole. No additional requirements are specified.

Network configuration – Network configuration required to support the Import module is identical to those specified for VACMAN v4x as a whole. No additional requirements are specified.

Other constraints on the system – Users must be able to access VACMAN v4x.

Assumptions and Dependencies

The Import module is part of VACMAN v4x as a whole. It is not available as a stand-alone process, nor is it accessible from outside the CDC network. The product cannot provide information to users outside the currently existing network.

Specific Requirements

The following functional requirements are the basis for all requirements specified for this product.

Import Options – The VACMAN Interface Screen

The user selects import options from the VACMAN *Utilities* tab - *Import Options* screen. These options include file type, the file to import, and the import type. The screen provides a **Pick File** button, which lets users navigate the file path and select the file to import.

File formats other than those listed on the *Import Options* screen are not supported by VACMAN.

Regardless of how the file is created, the formatting described in this document must be followed. If the file to be imported fails to meet criteria, it will reject with an appropriate error message. Best results for file creation can be obtained by using the VACMAN Export module.

Figure 1. VACMAN *Utilities* tab – *Import Options* screen.

The screenshot shows a Windows-style dialog box titled "IMPORT OPTIONS". The main heading is "Import Options". There are three main sections of radio button options:

- Description of file to import:** Includes "Distribution (via Project Depot)" (selected), "Transactions", "Provider data", "Enrollment data", "Physicians data", "Provider Inventory data", "Doses Administered data", "Provider Orders", and "Direct Ship Orders".
- File type:** Includes "DBF - database file" (selected), "TXT - ASCII comma delimited", "SDF - ASCII fixed length", and "XLS - Excel 4.0 spreadsheet".
- Import Type:** Includes "Import Archived Records" (selected), "Update Existing Records", and "Add New Records".

At the bottom, there is a "Pick file" button, a "Source filename:" text input field, and "Continue" and "Exit" buttons.

Description of File to import into VACMAN. The *Import Options* screen offers the following data type options that can be imported into VACMAN.

- Distribution (via Project Depot) – project distributions prior to VACMAN v4x.
- Transactions – transactions by other than the project, such as wasted, expired or lost vaccine.
- Provider data – general information about the provider.
- Enrollment data – the provider’s patient demographics information.
- Physicians data – information about a physician who is a provider.
- Provider Inventory data – the provider’s vaccine inventory information.

Visual VACMAN v4x Import and Export Module Specifications

- Doses Administered data – information about vaccinations administered by the provider.
- Provider Orders – import Provider order data.
- Direct Ship Orders – import Direct Ship order data.

File Type. The *Import Options* screen offers the following import file type options, which are described in the table below:

- DBF - Standard database (.dbf files)
- TXT – ASCII Comma delimited text files (.txt files)
- SDF – ASCII Fixed length text files (.sdf files or space delimited files)
- XLS - Microsoft Excel spreadsheet files (.xls files)

Note: As of VACMAN v4x, Lotus spreadsheet is not a VACMAN import/export option.

Figure 2. File Type options.

| File Type | File Extension | File Type Description |
|---|----------------|--|
| Standard database | .dbf | Data to be imported in the form of a table is formatted according to the applicable Field Descriptions table in this document. The fields are listed in the order in which they must be presented for import. |
| ASCII comma delimited | .txt | Data fields are exported from the applicable VACMAN table into an ASCII standard text file containing one line of text for each record in the table. <ul style="list-style-type: none"> • The fields in comma delimited files are separated by commas; there are no extra spaces. • Fields containing character data are surrounded by double quotes. • Fields containing numeric data are trimmed to the minimum length. • Fields containing date data is formatted to 8 spaces containing YYYYMMDD data. In the event there is no data in the corresponding table field, the appropriate space in the text file contains 8 spaces. • Data must be arranged in the order listed in the applicable Field Descriptions table in this document. |
| ASCII space delimited (fixed length) | .sdf | Data fields are exported from the applicable VACMAN table into an ASCII standard text file containing one line of data for each record in the table. <ul style="list-style-type: none"> • Space delimited files contain no separators or delimiting characters. • SDF files format the data in streams of values of exactly the same length as the corresponding fields in the table from which the data is exported. • No quotation marks or other special characters for dates distinguish data types. • Data must be arranged in the order listed in the applicable Field Descriptions table in this document. |
| Excel v4x spreadsheet | .xls | Excel spreadsheet files are formatted with a column heading corresponding to the name of each field, as defined in the applicable Field Descriptions table in this document. Each record to be imported is listed on a single row of the spreadsheet in the same order and with the same formatting described in the applicable Field Descriptions table in this |

Visual VACMAN v4x Import and Export Module Specifications

| File Type | File Extension | File Type Description |
|-----------|----------------|-----------------------|
| | | document. |

Import Type. The *Import Options* screen offers the following import type options, which are described below. Some import type options are not available for some files.

- Import Archived Records
- Update Existing Records
- Add New Records
- **Import Archived Records** – This option matches all of the records in the import file and only appends records that do not exist in the system at the time of the action.
This action mirrors the Export function that allows for the removal of records currently in place. The Export program copies data into the system when moving records to archive.

Notes:

- Data created outside of VACMAN should NOT be used for the archive function.
- If any duplicate records are found in the import file that do not match records existing in the system, they will be ignored. The user will be prompted with the appropriate error message.
- Archived data should not be tampered with in any way. If the user wishes to enter data that has been altered the update or add functions should be used. Other than checking for record matches, NO ERROR CHECKING IS DONE.

- **Update Existing Records** – Only records that currently exist in the VACMAN system can be imported.

Records that do not already exist are moved to a separate file and an error record is saved to the error file.

Notes:

- As the records are matched and updated into the system, the new information is treated by the business rules object as an edit.
- The seekid field in ALL of the records in the import file must match before ANY of the records will be imported. If all of the records do not match, the user is notified and given the chance to view and save the errors found. Additionally, the user has the opportunity to view the records that did not pass duplicate checking and save them to a separate file.
- If the user intends to change data external to VACMAN, the seekid key field, along with action, dateout, fromPIN, PIN, vaccine, and lot must not be changed. If they are changed, the record cannot be matched to a current record in the system, and the system does not allow the record to be imported.
- Changes to lot inventories and other calculated data are conducted in accordance with current business rules.

- **Add New Records** – Only records that are NOT duplicates are imported.

New records are handled in accordance with the same business rules that apply for a standard keyboard entry.

Notes:

- Per current business rules, the system checks whether excess ordering has occurred.
- The add option on the main interface screen provides these options: the user can auto-assign a shipment date when the shipdate field in the import table is blank, and auto-assign lot numbers when they are blank. A radio box will be provided for each option. A separate field lets the user input a desired ship date. The default the date is the current date.
- Distid and Seekid (unique fields) are overwritten if present by system-generated identifiers in add mode. If importing data using the add mode, the values originally present in these fields change. The import file itself is not changed, only the values entered in the import table.

Visual VACMAN v4x Import and Export Module Specifications

User Procedures

Use these instructions to import a file into VACMAN.

Figure 3. User instructions for importing into VACMAN.

| Step | Description |
|------|---|
| 1 | Access the VACMAN <i>Utilities</i> tab and select the Import Data into VACMAN option. Result: The system displays the VACMAN <i>Import Options</i> screen. |
| 2 | Choose one radio button from each of these frames: <ul style="list-style-type: none"> • Description of file to import • File type • Import Type |
| 3 | Click the Pick file button. Result: The system displays the <i>Select Import File</i> screen. This enables you to navigate to, and select, the file you need to import. |
| 4 | Select the file you need to import. Result: The <i>Import Options</i> screen displays the selected file in the <i>Source filename</i> field. |
| 5 | Click the Continue button. Results: The system does the following. <ul style="list-style-type: none"> • Checks for duplicate records. • After checking for duplication, if the number of records remaining to import is less than 1, a message notifies that there are no records to import. • After checking for duplication, if the number of records remaining to import is 1 or more, the system launches its error checking routine. The system displays error and warning messages as appropriate. If no critical errors are detected, users can continue the import process. For more information, see <i>Error Detection Criteria</i>. • After successfully completing error checking, the system scans the file to be imported and compares it against the applicable VACMAN table. <ul style="list-style-type: none"> ○ If matches exist, and there is no transmit date, the system overwrites the existing record in the applicable table with the import record. ○ If matches exist, and there is a transmit date, the system updates the existing record in the applicable table with the import record. ○ If matches do not exist, the system adds the import record to the applicable table. • Regardless the choice of the type of import to do, error checking will first be conducted. If no critical errors are detected – the user will be required to view any warning messages and then be able to continue the import process as described previously. <p>Note: Choosing the Cancel button will abort the operation and close the import module.</p> |
| 6 | When processing is complete, the system does the following: <ul style="list-style-type: none"> • Generates a log of incomplete records by provider, if any. • Generates a detailed result log and summary screen, and a printable, exportable file. |

Visual VACMAN v4x Import and Export Module Specifications

Field Descriptions - Distribution (via Project Depot)

Note: VACMAN v4x does not require that projects distribute vaccine from their depots, as in previous versions of VACMAN. VACMAN v4x does allow projects to view historical distribution data, and therefore can continue to export and import distribution records that existed prior to installation of VACMAN v4x.

Source Table in VACMAN: **distrib.dbf**

Figure 4. Field Descriptions – Distribution (via Project Depot).

| Field Name | Type | Size | Dec. | Required | distrib.dbf – Field Description |
|------------|-----------|------|------|----------|--|
| Rectype | Numeric | 1 | 0 | | Record type. Codes are: 1 - Bulk order (manufacturer to distributor). 2 - Direct ship order (manufacturer to provider). 3 – Non-CDC inventory (manufacturer or distributor, to distributor or project). Not applicable to Import module. 4 – Return viable vaccine (provider to manufacturer or distributor). Not applicable to Import module. 5 – Provider order (distributor to provider) Not applicable to Import module. |
| Input | Date | 8 | 0 | X | Date the record is entered into the database. Value can be up to five years prior to the current date, or up to one year from the value in the <i>Date Out</i> field. |
| Xmitdate | Date | 8 | 0 | | Transmit date. Not in use. |
| Dateout | Date | 8 | 0 | X | Date out; date of the code in the <i>Action</i> field in ACTREF.dbf. For Distribution by the project, the only applicable action code is 1. Codes are: 1 - date shipment is actually shipped to the provider 2 - date vaccine is returned 3 thru 7, 11, 12 - date vaccine is reported spoiled, expired, or lost/damaged 8 - date vaccine is shipped 9 - date vaccine order is transmitted |
| PIN | Character | 6 | 0 | X | Provider identification number. This is the recipient of the vaccine. This identification must exist in the VACMAN system, and the provider must be an active VACMAN provider. This field is right-justified. |
| FromPIN | Character | 6 | 0 | X | From PIN. This identification must exist in the VACMAN system, and the referenced PIN must be active. Value depends on the code in the <i>Action</i> field in ACTREF.dbf. The action codes and applicable From PINs are: 1 – PIN for project/depot that is sending inventory for distribution 2 thru 7, 11, 12 – PIN for project/depot to which the provider is reporting 8 – PIN of provider who is transferring vaccine 9 – PIN of a vaccine distribution center |

Visual VACMAN v4x Import and Export Module Specifications

| Field Name | Type | Size | Dec. | Required | distrib.dbf – Field Description |
|------------|-----------|------|------|----------|--|
| Action | Numeric | 2 | 0 | X | Transaction code; identifies the type of transaction. For Distribution by the project, the only applicable code is 1. Codes are: 1 - vaccine sent from the project to a provider 2 – usable vaccine returned by the provider 3 – vaccine spoiled for a reason other than improper storage upon receipt or refrigerator failure 4 - expired vaccine 5 – vaccine was lost or damaged during shipment to the provider 6 – vaccine was improperly stored upon receipt and spoiled 7 – refrigerator failed and the vaccine spoiled 8 – usable vaccine transferred from one provider to another 11 – vaccine was lost or cannot be accounted for in the provider inventory 12 – vaccine was not usable for some reason other than spoiled, expired, or lost/damaged |
| Lot | Character | 15 | 0 | | Manufacturer’s lot number. |
| Ordsize | Numeric | 4 | 0 | | Order size. |
| Vaccine | Character | 8 | 0 | X | Short name for vaccine type. This name must be in the <i>Vaccine</i> field in STOCK.dbf. |
| Units | Numeric | 8 | 0 | X | Number of vials. Must be an even multiple of doses/size. |
| Doses | Numeric | 8 | 0 | X | Number of doses. Value cannot be greater than the number of doses available. |
| Fdose1 | Numeric | 8 | 0 | | Funding dose 1. Prior to version 3.0: Number of doses assigned to VFC funds. |
| Fdose2 | Numeric | 8 | 0 | | Funding dose 1. Prior to version 3.0: Number of doses assigned to G317 funds. |
| Fdose3 | Numeric | 8 | 0 | | Funding dose 1. Prior to version 3.0: Number of doses assigned to State/other funds. |
| SeekID | Numeric | 9 | 0 | | Sequence (“seek”) ID. Unique number assigned to this record when the code in the <i>Action</i> field = 1. If the code in the <i>Action</i> field is not 1, this field must be blank. |
| Cdcpo | Numeric | 10 | 0 | | CDC Purchase Order number. |
| Status | Character | 2 | 0 | | Quick reference to distribution type. Codes are: Di – Distribution from project depot Re – Return to project depot Sp – Report of spoiled vaccine Ex – Report of expired vaccine Lo – Lost or missing vaccine Im – Improper storage Fa – Spoilage due to refrigerator failure Tr – Transfer between providers Ac – Cannot be accounted for Us – Unusable vaccine Aj – Inventory Adjustment |
| Shipdate | Date | 8 | 0 | | Ship date. |
| Orddose | Numeric | 8 | 0 | | Order dose. |

Visual VACMAN v4x Import and Export Module Specifications

| Field Name | Type | Size | Dec. | Required | distrib.dbf – Field Description |
|------------|-----------|------|------|----------|---|
| Shipped | Numeric | 1 | 0 | | Code indicating whether the vaccine shipped has actually been shipped. Codes are: 1 – vaccine has been shipped 0 – vaccine has not been shipped (leave field blank) |
| Notes | Character | 25 | 0 | | Optional information. Special information about the vaccine shipment that can be included on the Shipping Invoice. |
| Chgdate | Date | 8 | 0 | | Change date. Date the record was last changed. |
| Userid | Character | 8 | 0 | | ID of the user who last changed the record. The ID is copied from the Security profile. |
| Distid | Integer | 4 | 0 | | Distribution ID. Unique ID for each distribution record. Note: This is primary key for the distribution table and must not be altered in any way. |

Field Descriptions - Transactions

Note: “Other Transactions” are Transaction Codes 2 – 8: expired, wasted, lost etc., vaccine.

Source Table in VACMAN: **distrib.dbf**

Field Descriptions are generally identical to those for Distribution (via Project Depot); see Figure 4. Field Descriptions – Distribution (via Project Depot).

For Distribution (Other Transactions), all Action codes except “1” are valid.

Visual VACMAN v4x Import and Export Module Specifications

Field Descriptions – Provider data

Source Table in VACMAN: **provider.dbf**

Figure 5. Field Descriptions – Provider data.

| Field Name | Type | Size | Dec. | Required | provider.dbf – Field Description |
|------------|-----------|------|------|----------|---|
| PIN | Character | 6 | 0 | X | Provider identification number. This field is right-justified. This number is a unique identifier for provider or depots. This identification must exist in the VACMAN system, and the provider must be an active VACMAN provider. Depots are identified by a value of 30, 31, or 33 in the <i>Sector</i> field of this table. This is the key field to match providers in this database with providers in the other databases. |
| Linkpin | Character | 6 | 0 | X | Provider identification number for a “parent” provider record of the “satellite” provider being displayed. This is to link the records for enrollment data. The <i>Sector</i> field in provider table for record matching this value must be between 10 or 29, or must be 32. |
| Alphaid | Character | 15 | 0 | | Optional. User-defined secondary identifiers (state-ID or Medicaid number) where existing identified codes may not be served by other fields in the Provider database. This field is assigned on the <i>Setup</i> tab - <i>Define Names</i> screen. |
| Firstname | Character | 15 | 0 | | For private providers only. Private provider’s first name. Use the <i>Last Name</i> field for a facility name. |
| Initial | Character | 1 | 0 | | For private providers only. Middle initial of the private provider’s name. Use the <i>Last Name</i> field for a facility name. |
| Lastname | Character | 35 | 0 | X | Last name of a private provider OR the entire name of a facility. |
| Title | Character | 9 | 0 | | For private providers only. Suffix or title of the private provider. |
| Contact | Character | 30 | 0 | X | Person to contact for information or questions about vaccine shipments or deliveries. |
| Address | Character | 35 | 0 | X | Provider shipping address for delivery purposes. This should be the street address. DO NOT include a P.O. box in this address. |
| Addres2 | Character | 35 | 0 | | Second line for provider shipping address. Leave this line blank if not needed to complete the address. |
| City | Character | 20 | 0 | X | Shipping address city |
| State | Character | 2 | 0 | X | Shipping address state |
| Zipcode | Character | 10 | 0 | X | Shipping address ZIP code (5 or 9 digits). Value must exist in the ZIPCODE.dbf file. |
| MI_contact | Character | 30 | 0 | | Optional. Person to contact for questions or problems about vaccine issues. |
| MI_address | Character | 35 | 0 | | Optional. Provider mailing address other than the street address |
| MI_addres2 | Character | 35 | 0 | | Optional. Second line for provider mailing address. If a post office box is part of the mailing address, enter this on the second address line, otherwise leave this line blank. |
| MI_city | Character | 20 | 0 | | Optional. Mailing address city |
| MI_state | Character | 2 | 0 | | Optional. Mailing address state |
| MI_zipcode | Character | 10 | 0 | | Optional. Mailing address ZIP code (5 or 9 digits). The 5-digit code must be in the <i>ZIP</i> field in ZIPCODES.dbf. |
| County | Character | 15 | 0 | | Optional. County name |
| Phone | Character | 14 | 0 | X | Phone number for the person shown in the <i>Contact</i> field. Field includes parentheses around area code and hyphen after local prefix; for example (404) 555-8245. |
| Extension | Character | 4 | 0 | | Optional. Extension number for the telephone number shown in the <i>Phone</i> field. |

Visual VACMAN v4x Import and Export Module Specifications

| Field Name | Type | Size | Dec. | Required | provider.dbf – Field Description |
|------------|-----------|------|------|----------|---|
| Fax | Character | 14 | 0 | | Optional. FAX number. Field includes parentheses around area code and hyphen after local prefix; for example (404) 555-8245. |
| Modem | Character | 14 | 0 | | Not in use. |
| Subdiv | Character | 15 | 0 | X | User-defined name of the project jurisdictional subdivision (district, county, region, station, area, etc.) under which the provider is grouped. This field is assigned on the <i>Setup</i> tab - <i>Define Names</i> screen. The name must be in the <i>Subdiv</i> field in SUBDIV.dbf. |
| Sector | Numeric | 2 | 0 | X | Provider classification code. Indicates the type of provider. The first digit must be: 1 - designates the provider is public 2 - designates the provider is private 3 - designates a project, depot, or other immunization project The second digit designates whether a private provider is deputized as a Federally Qualified Health Center (FQHC) or Rural Health Center (RHC). Odd numbers indicate that a private provider is deputized as a FQHC or RHC. The Sector cannot be 30, 31, or 33. The code must be in the <i>Sector</i> field in SECTOREF.dbf. |
| Cat1 | Character | 10 | 0 | X | First optional user-defined field. If used, the value must exist in the OWNREF.dbf. This field is assigned on the <i>Setup</i> tab - <i>Define Names</i> screen. This field can be used for project information not served by other fields in the Provider database. |
| Cat2 | Character | 10 | 0 | X | Second optional user-defined field. If used, the value must exist in the OWNREF.dbf. This field is assigned on the <i>Setup</i> tab - <i>Define Names</i> screen. This field can be used for project information not served by other fields in the Provider database. |
| Cat3 | Character | 10 | 0 | X | Third optional user-defined field. If used, the value must exist in the OWNREF.dbf. This field is assigned on the <i>Setup</i> tab - <i>Define Names</i> screen. This field can be used for project information not served by other fields in the Provider database. |
| Note | Character | 50 | 0 | | Optional; additional information about the provider that is to be included on the shipping label. The VACMAN Import function generates warning messages if there is no value in this field, or if keyboard characters other than letters or numbers are present. |
| Active | Character | 1 | 0 | X | Code to indicate whether a provider is active. Codes are: Y - active provider N - inactive provider S – suspended provider T – temporary provider The inactive (N) code maintains the provider in the database, even though the provider does not actively participate in the program. |
| Codes | Character | 10 | 0 | X | Indicates whether a provider is eligible for direct ship. Codes are: Y - provider can receive direct ship (frozen) vaccine blank - provider cannot receive direct ship |
| Physcount | Numeric | 2 | 0 | | Future use |
| Origdate | Date | 8 | 0 | | Future use |
| Other | Character | 10 | 0 | | Future use |

Visual VACMAN v4x Import and Export Module Specifications

| Field Name | Type | Size | Dec. | Required | provider.dbf – Field Description |
|------------|-----------|------|------|----------|---|
| Datevfc | Date | 8 | 0 | X | Date the provider became eligible to participate in the VFC program. Value cannot exceed the current date by more than 30 days. |
| Createdate | Date | 8 | 0 | | Date the provider record was created |
| Xmitdate | Date | 8 | 0 | | Date the provider record was last transmitted to CDC/NIP |
| Chgdate | Date | 8 | 0 | | Change date. Date the provider record was last updated. For newly added records, this date will be the same as the <i>Create Date</i> . |
| Userid | Character | 8 | 0 | | User ID of person adding or editing provider's record. The ID is copied from the Security profile. |
| Phone2 | Character | 14 | 0 | | Optional. Additional telephone number to use to contact the provider. Field includes parentheses around area code and hyphen after local prefix, for example (404) 555-8245. |
| Email | Character | 40 | 0 | | E-mail address to contact the provider |
| Cat4 | Character | 10 | 0 | X | Fourth optional user-defined field. If used, the value must exist in the OWNREF.dbf. This field is assigned on the <i>Setup</i> tab - <i>Define Names</i> screen. This field can be used for project information not served by other fields in the Provider database. |
| Cat5 | Character | 10 | 0 | X | Fifth optional user-defined field. If used, the value must exist in the OWNREF.dbf. This field is assigned on the <i>Setup</i> tab - <i>Define Names</i> screen. This field can be used for project information not served by other fields in the Provider database. |
| Provtype | Character | 1 | 0 | | Optional user-defined field. |
| Email2 | Character | 35 | 0 | | Email address associated with Mailing address. |
| Extension2 | Character | 4 | 0 | | Phone extension associated with Mailing address. |
| Fax2 | Character | 14 | 0 | | Second fax number for the provider |
| Wh_note | Character | 50 | 0 | | Warehouse notes for packaging. |
| Dateactive | Date | 8 | 0 | | Date that provider's active status last changed. |
| Datexvfc | Date | 8 | 0 | | Date that provider left VFC program. |
| Provid | Integer | 4 | 0 | | Unique ID for record. Note: The <i>Provid</i> field is the primary key for the provider table and must not be altered in any way; this could prevent the record from matching. |

Visual VACMAN v4x Import and Export Module Specifications

Field Descriptions – Enrollment data

Source Table in VACMAN: **enroll.dbf**

Figure 6. Field Descriptions – Enrollment data.

| Field Name | Type | Size | Dec. | Required | enroll.dbf – Field Description |
|------------|-----------|------|------|----------|--|
| PIN | Character | 6 | 0 | X | Provider identification number. This identification must exist in the VACMAN system, and the provider must be an active VACMAN provider. This field is right-justified. The <i>PIN</i> field is the primary key for the enroll table and must not be altered; this could prevent the record from matching. |
| Agedefine | Character | 6 | 0 | | Age group definitions. If the value is 1998, age groups are as re-defined in 1998. If the value is blank, age groups are as defined prior to 1998. |
| Ensource | Character | 10 | 0 | | Source code for the enrollment information. The codes are the same as in the <i>Source Code</i> field in ENROLLSC.dbf. This field can contain any combination of codes. Codes are: A - benchmarking data B - Medicaid claims data C - provider encounter data D - registry data E - vaccine replacement data F - doses administered data G - prior ordering data Z – other |
| Allkids1 | Numeric | 7 | 0 | X | Total children under 1 year of age receiving immunizations. The sum of VFCKids1, G317kids1, and Statekids1 must be less than or equal to the total for Allkids1. This data is maintained on the VACMAN <i>Enrollment</i> screen. |
| Medicaid1 | Numeric | 7 | 0 | | Number of children under 1 year of age qualifying for Medicaid |
| Uninsured1 | Numeric | 7 | 0 | | Number of children under 1 year of age uninsured for health care |
| Amindian1 | Numeric | 7 | 0 | | Number of American Indian and Alaskan Native children under 1 year of age |
| Fqhc_rhc1 | Numeric | 7 | 0 | | Number of children under 1 year of age underinsured (no coverage for immunizations) AND are served in a Federally Qualified Health Center (FQHC) or Rural Health Center (RHC) |
| Vfckids1 | Numeric | 7 | 0 | X | Total children under 1 year of age who are VFC eligible. This amount should equal the number in the MEDICAID1, UNINSURED1, AMINDIAN1, and FQHC_RHC1 fields. |
| G317kids1 | Numeric | 7 | 0 | X | Number of children under 1 year of age not eligible for VFC vaccines, but eligible to receive free vaccines through direct assistance or G317 funds. |
| Statekids1 | Numeric | 7 | 0 | X | Number of children under 1 year of age not eligible for VFC vaccines, but eligible to receive free vaccines through state/other funds. |
| Allkids2 | Numeric | 7 | 0 | X | Age group is 1-18 if the <i>Agedefine</i> field does not contain 1998. Age group is 1-6 if the <i>Agedefine</i> field does contain 1998. Total children in age group receiving immunizations. The sum of VFCKids2, G317kids2, and Statekids2 must be less than or equal to the total for Allkids2. This data is maintained on the VACMAN <i>Enrollment</i> screen. |

Visual VACMAN v4x Import and Export Module Specifications

| Field Name | Type | Size | Dec. | Required | enroll.dbf – Field Description |
|------------|---------|------|------|----------|---|
| Medicaid2 | Numeric | 7 | 0 | | Age group is 1-18 if the <i>Agedefine</i> field does not contain 1998. Age group is 1-6 if the <i>Agedefine</i> field does contain 1998. Number of children in age group qualifying for Medicaid |
| Uninsured2 | Numeric | 7 | 0 | | Age group is 1-18 if the <i>Agedefine</i> field does not contain 1998. Age group is 1-6 if the <i>Agedefine</i> field does contain 1998. Number of children in age group uninsured for health care |
| Amindian2 | Numeric | 7 | 0 | | Age group is 1-18 if the <i>Agedefine</i> field does not contain 1998. Age group is 1-6 if the <i>Agedefine</i> field does contain 1998. Number of American Indian and Alaskan Native children in age group |
| Fqhc_rhc2 | Numeric | 7 | 0 | | Age group is 1-18 if the <i>Agedefine</i> field does not contain 1998. Age group is 1-6 if the <i>Agedefine</i> field does contain 1998. Number of children in age group underinsured (no coverage for immunizations) AND are served in a Federally Qualified Health Center (FQHC) or Rural Health Center (RHC) |
| Vfckids2 | Numeric | 7 | 0 | X | Age group is 1-18 if the <i>Agedefine</i> field does not contain 1998. Age group is 1-6 if the <i>Agedefine</i> field does contain 1998. Total number of children in age group who are VFC eligible. This amount should equal the number in the MEDICAID2, UNINSURED2, AMINDIAN2, and FQHC_RHC2 fields. |
| G317kids2 | Numeric | 7 | 0 | X | Age group is 1-18 if the <i>Agedefine</i> field does not contain 1998. Age group is 1-6 if the <i>Agedefine</i> field does contain 1998. Number of children in age group not eligible for VFC vaccines, but eligible for free vaccines through distribution of direct assistance or G317 funds. |
| Statekids2 | Numeric | 7 | 0 | X | Age group is 1-18 if the <i>Agedefine</i> field does not contain 1998. Age group is 1-6 if the <i>Agedefine</i> field does contain 1998. Number of children in age group not eligible for VFC vaccines, but eligible for free vaccines through State/other funds. |
| Allkids3 | Numeric | 7 | 0 | X | Total children 7-18 years of age receiving immunizations. The sum of VFCKids3, G317kids3, and Statekids3 must be less than or equal to the total for Allkids3. This data is maintained on the VACMAN <i>Enrollment</i> screen. |
| Medicaid3 | Numeric | 7 | 0 | | Number of children 7-18 years of age qualifying for Medicaid |
| Uninsured3 | Numeric | 7 | 0 | | Number of children 7-18 years of age uninsured for health care |
| Amindian3 | Numeric | 7 | 0 | | Number of American Indian and Alaskan Native children 7-18 years of age |
| Fqhc_rhc3 | Numeric | 7 | 0 | | Number of children 7-18 years of age underinsured (no coverage for immunizations) AND are served in a Federally Qualified Health Center (FQHC) or Rural Health Center (RHC) |
| Vfckids3 | Numeric | 7 | 0 | X | Total children 7-18 years of age who are VFC eligible. This amount should equal the number in the MEDICAID3, UNINSURED3, AMINDIAN3, and FQHC_RHC3 fields. |
| G317kids3 | Numeric | 7 | 0 | X | Number of children 7-18 years of age not eligible for VFC vaccines, but eligible to receive free vaccines through direct assistance or G317 funds. |
| Statekids3 | Numeric | 7 | 0 | | Number of children 7-18 years of age not eligible for VFC vaccines, but eligible to receive free vaccines through State/other funds. |
| Allkids4 | Numeric | 7 | 0 | X | Optional user-selected field. Total of children over 18 years of age receiving immunizations. The sum of VFCKids4, G317kids4, and Statekids4 must be less than or equal to the total for Allkids4. |

Visual VACMAN v4x Import and Export Module Specifications

| Field Name | Type | Size | Dec. | Required | enroll.dbf – Field Description |
|------------|-----------|------|------|----------|--|
| | | | | | This data is maintained on the VACMAN <i>Enrollment</i> screen. |
| Medicaid4 | Numeric | 7 | 0 | | Optional user-selected field. Number of children over 18 years of age qualifying for Medicaid |
| Uninsured4 | Numeric | 7 | 0 | | Optional user-selected field. Number of children over 18 years of age uninsured for health care |
| Amindian4 | Numeric | 7 | 0 | | Optional user-selected field. Number of American Indian and Alaskan Native children over 18 years of age |
| Fqhc_rhc4 | Numeric | 7 | 0 | | Optional user-selected field. Number of children over 18 years of age underinsured (no coverage for immunizations) AND are served in a Federally Qualified Health Center (FQHC) or Rural Health Center (RHC) |
| Vfckids4 | Numeric | 7 | 0 | X | Optional user-selected field. Total children over 18 years of age who are VFC eligible. This amount should equal the number in the MEDICAID4, UNINSURED4, AMINDIAN4, and FQHC_RHC4 fields. |
| G317kids4 | Numeric | 7 | 0 | X | Optional user-selected field. Number of children over 18 years of age not eligible for VFC vaccines, but eligible to receive free vaccines through direct assistance or G317 funds. |
| Statekids4 | Numeric | 7 | 0 | | Optional user-selected field. Number of children over 18 years of age not eligible for VFC vaccines, but eligible to receive free vaccines through State/other funds. |
| Chgdate | Date | 8 | 0 | | Date the ENROLL record was last updated by the project. |
| Userid | Character | 8 | 0 | | User ID of person adding or editing the ENROLL record. The ID is copied from the Security profile. |
| Other1 | Numeric | 7 | 0 | | Optional. |
| Other2 | Numeric | 7 | 0 | | Optional. |
| Other3 | Numeric | 7 | 0 | | Optional. |
| Other4 | Numeric | 7 | 0 | | Optional. |
| Lastname | Character | 35 | 0 | | Optional. |

Field Descriptions – Physicians data

Source Table in VACMAN: `physicn.dbf`

Figure 7. Field Descriptions – Physicians.

| Field Name | Type | Size | Dec. | Required | physicn.dbf – Field Description |
|------------|-----------|------|------|----------|---|
| PIN | Character | 6 | 0 | X | Provider identification number. This identification must exist in the VACMAN system, and the provider must be an active VACMAN provider. This field is right-justified. The <i>PIN</i> field is the primary key for the enroll table and must not be altered; this could prevent the record from matching. |
| Physid | Character | 12 | 0 | | Optional user-defined physician identification field. This field is assigned using the <i>Setup</i> tab – <i>Define Names</i> screen. This field can be used for an additional project-defined ID of the physician. The name assigned to this category is stored in the <i>Udphysid</i> field in the <i>OWNREF.dbf</i> table. |
| Lastname | Character | 20 | 0 | X | Physician’s last name. |
| Firstname | Character | 15 | 0 | | Physician’s first name. |
| Initial | Character | 1 | 0 | | Physician’s middle initial. |
| Title | Character | 9 | 0 | | Physician’s title; e.g., MD. |
| Other1 | Character | 12 | 0 | | Optional user-defined field. This field is assigned using the <i>Setup</i> tab – <i>Define Names</i> screen. This field can be used for project – needed information about the physician not served by other fields. The name assigned to this category is stored in the <i>Udother1</i> field in <i>OWNREF.dbf</i> table. |
| Other2 | Character | 12 | 0 | | Optional user-defined field. This field is assigned using the <i>Setup</i> tab – <i>Define Names</i> screen. This field can be used for project – needed information about the physician not served by other fields. The name assigned to this category is stored in the <i>Udother2</i> field in <i>OWNREF.dbf</i> . |
| Medicaidno | Character | 12 | 0 | | Physician’s Medicaid number. |
| Medlicense | Character | 12 | 0 | | Physician’s medical license number. |
| Chgdate | Date | 8 | 0 | | Date the physician’s record was last updated by the project. |
| Userid | Character | 8 | 0 | | User ID of person adding or editing the physician record. The ID is copied from the Security profile. |
| Addtocount | Numeric | 1 | 0 | X | Stores value for “Add to Physician Count?”. Codes are: 0 = No, 1 = Yes. |
| Active | Character | 1 | 0 | X | Contains “Y” or “N” to indicate whether this is an active record. |
| Dateactive | Date | 8 | 0 | X | Date that provider’s active status last changed. |
| Physnid | Integer | 4 | 0 | | Unique ID for record. |

Field Descriptions – Provider Inventory data

Source Table in VACMAN: `provhas.dbf`

Figure 8. Field Descriptions – Provider Inventory data.

| Field Name | Type | Size | Dec. | Required | provhas.dbf – Field Description |
|------------|-----------|------|------|----------|---|
| PIN | Character | 6 | 0 | X | Provider identification number. This identification must exist in the VACMAN system, and the provider must be an active VACMAN provider. This field is right-justified. |
| Idate | Date | 8 | 0 | X | Date the inventory was done, usually the last day in a month or quarter (02/28/xx or 12/31/xx). The date 01/01/01 is valid only as an initial inventory date, not as a periodic inventory date. |
| Vaccine | Character | 8 | 0 | X | Short name for vaccine types. This name must be in the <i>Vaccine</i> field in PVACCREF.dbf. |
| Lot | Character | 15 | 0 | | Manufacturer’s lot number; optional. Providers may report inventory by lot number or by vaccine type. |
| Position | Numeric | 2 | 0 | | Not in use. |
| Doses | Numeric | 8 | 0 | | Number of doses reported in inventory for this date and vaccine type (and optionally, lot number). |
| Chgdate | Date | 8 | 0 | | Date the record was last changed. |
| Userid | Character | 8 | 0 | | ID of the user who last changed the record. The ID is copied from the Security profile. |
| Provhasid | Integer | 4 | 0 | | Unique identifier assigned to the record by VACMAN. The provhasid is the primary key for the provider inventory table and must not be altered; this could prevent the record from matching. |

Visual VACMAN v4x Import and Export Module Specifications

Field Descriptions – Doses Administered data

Source Table in VACMAN: **dosesadm.dbf**

Figure 9. Field Descriptions – Doses Administered data.

| Field Name | Type | Size | Dec. | Required | dosesadm.dbf – Field Description |
|------------|-----------|------|------|----------|---|
| ADATE | Date | 8 | 0 | X | Last day of the period (such as month or quarter) being reported. |
| PIN | Character | 6 | 0 | X | Provider identification number. This identification must exist in the VACMAN system, and the provider must be an active VACMAN provider. This field is right-justified. |
| Sector | Numeric | 1 | 0 | | Code for vaccine sector type. Codes are: 1 - public provider doses 2 - private provider doses |
| Vaccine | Character | 8 | 0 | X | Short name for vaccine types. This name must be in the <i>Vaccine</i> field in PVACCREF.dbf. |
| Position | Numeric | 2 | 0 | | Source code for the re-defined age categories. Codes are: 1 - re-defined, post-1998 age categories blank - original, pre-1998 age categories |
| Dose | Numeric | 1 | 0 | X | Number of doses in the series for a vaccine (1 st dose, 2 nd dose, etc.) |
| G1 | Numeric | 7 | 0 | | Number of doses administered to age category 1 (less than 1 year of age) |
| G2 | Numeric | 7 | 0 | | Number of doses administered to age category 2 (1 year of age) |
| G3 | Numeric | 7 | 0 | | Number of doses administered to age category 3 (2 years of age) |
| G4 | Numeric | 7 | 0 | | Number of doses administered to age category 4 (3 – 4 years of age) |
| G5 | Numeric | 7 | 0 | | Number of doses administered to age category 5 (5 years of age) |
| G6 | Numeric | 7 | 0 | | Number of doses administered to age category 6 (6 – 9 years of age) |
| G7 | Numeric | 7 | 0 | | Number of doses administered to age category 7 (10 – 14 years of age) |
| G8 | Numeric | 7 | 0 | | Number of doses administered to age category 8 (15 – 19 years of age) |
| G9 | Numeric | 7 | 0 | | Number of doses administered to age category 9 (20 – 24 years of age) |
| G10 | Numeric | 7 | 0 | | Number of doses administered to age category 10 (25 – 44 years of age) |
| G11 | Numeric | 7 | 0 | | Number of doses administered to age category 11 (45 – 64 years of age) |
| G12 | Numeric | 7 | 0 | | Number of doses administered to age category 12 (65 years of age or greater) |
| G13 | Numeric | 7 | 0 | | Number of doses administered to age category 13 (unknown age) |

Visual VACMAN v4x Import and Export Module Specifications

| Field Name | Type | Size | Dec. | Required | dosesadm.dbf – Field Description |
|------------|-----------|------|------|----------|---|
| Rowtot | Numeric | 10 | 0 | | Total number of doses administered for age categories 1 – 13 |
| Dauzr1 | Numeric | 7 | 0 | | First optional user-defined field. This field is assigned on the <i>Setup</i> tab – <i>Define Names</i> screen. This field can be used for project analysis in doses administered data and related reports. The name must be in the <i>Uzr1da</i> field in OWNREF.dbf. |
| Dauzr2 | Numeric | 7 | 0 | | Second optional user-defined field. . This field is assigned on the <i>Setup</i> tab – <i>Define Names</i> screen. This field can be used for project analysis in doses administered data and related reports. The name must be in the <i>Uzr2da</i> field in OWNREF.dbf. |
| Dauzr3 | Numeric | 7 | 0 | | Third optional user-defined field. This field is assigned on the <i>Setup</i> tab – <i>Define Names</i> screen. This field can be used for project analysis in doses administered data and related reports. The name must be in the <i>Uzr3da</i> field in OWNREF.dbf. |
| Chgdate | Date | 8 | 0 | | Date the record was last changed. |
| Userid | Character | 8 | 0 | | ID of the user who last changed the record. The ID is copied from the Security profile. |
| Dauzr4 | Numeric | 7 | 0 | | Optional user-defined field. |
| Dauzr5 | Numeric | 7 | 0 | | Optional user-defined field. |
| Dauzr6 | Numeric | 7 | 0 | | Optional user-defined field. |
| Dauzr7 | Numeric | 7 | 0 | | Optional user-defined field. |
| Dauzr8 | Numeric | 7 | 0 | | Optional user-defined field. |
| Dauzrtot | Numeric | 8 | 0 | | Total, all DAUZR fields. |
| Dosesadmid | Integer | 4 | 0 | | Unique ID for record. The dosesadmid is the primary key for the dosesadm table and must not be altered; this could prevent the record from matching. |
| Vactype | Logical | 1 | 0 | | Identifies vaccine type as either CDC or non-CDC vaccine. |

Visual VACMAN v4x Import and Export Module Specifications

Field Descriptions – Provider Orders

Source Table in VACMAN: **neworder.dbf** Import Type: **Add New Records**

Figure 10. Field Descriptions – Provider Orders.

| Field Name | Type | Size | Dec. | Required | neworder.dbf – Field Description |
|------------|-----------|------|------|----------|--|
| Rectype | Character | 1 | 0 | X | Type of record. For Provider orders, the value must be 5. Codes are: 1 – Bulk order (manufacturer to distributor). Cannot Import into VACMAN. 2 – Direct ship order (manufacturer to provider) 3 – Non-CDC inventory (manufacturer or distributor, to distributor or project). Cannot Import into VACMAN. 4 – Return viable vaccine (provider to manufacturer or distributor) 5 – Provider order (distributor to provider) |
| PIN | Character | 6 | 0 | X | Provider identification number. This identification must exist in the VACMAN system, and the provider must be an active VACMAN provider. This field is right-justified. The provider must be eligible to receive direct shipments. Contact, shipping, and address information for the provider on the <i>Data</i> tab – <i>Providers Address</i> screen, must be complete. |
| Orddate | Date | 8 | 0 | X | Date that an order, that is to be transmitted to CDC, was entered. Value must be no more than 30 days prior to the current date. This field is optional for non-CDC vaccine orders. |
| Ordnum | Character | 10 | 0 | | Optional field for CDC bulk vaccine orders. Local order number assigned by the project. This field is optional for non-CDC vaccine orders. |
| Orddose | Numeric | 8 | 0 | X | Doses. Number of doses ordered for an order that is to be transmitted to CDC. Must be an even multiple of the package size, per the applicable CDC contract (VACCBULK.dbf). Value must be equal to the value for the <i>fcode1</i> (funding code 1) field. Total varicella order cannot exceed a cost of \$25,000. This field is optional for non-CDC vaccine orders. |
| Ordpin | Character | 6 | 0 | | Not used; null. |
| Ordsize | Numeric | 4 | 0 | | Number of doses per vial ordered. |
| Size | Numeric | 6 | 0 | X | Number of doses per package, per the applicable CDC contract (VACCBULK.dbf). |
| Vaccine | Character | 8 | 0 | X | Short name for vaccine types. |
| Maker | Character | 8 | 0 | X | Vaccine manufacturer's name. The name must be in the <i>Maker</i> field in SUPPLIER.dbf. |
| Cost | Numeric | 9 | 4 | X | Actual cost per dose, per the applicable CDC contract (VACCBULK.dbf). This is used in computing the value of inventory and shipments. |
| Contract | Character | 15 | 0 | X | Federal contract number. Typical form is: 200-95-0001. Value must match the <i>Contract</i> field value in the applicable VACCBULK.dbf table. |
| Fcode1 | Character | 1 | 0 | X | Funding code. The first three codes are set by CDC. An unlimited number of other codes can be defined. Use the <i>Setup</i> tab - <i>Funding</i> screen to change certain information on the three CDC codes and to define additional codes. Codes are: |

Visual VACMAN v4x Import and Export Module Specifications

| Field Name | Type | Size | Dec. | Required | neworder.dbf – Field Description |
|------------|-----------|------|------|----------|--|
| | | | | | 1 - VFC funds 2 - G317 funds 3 - state funds The codes must be in the <i>Fund Code</i> field in FUNDING.dbf. |
| Fdose1 | Numeric | 8 | 0 | X | Number of doses ordered or received/shipped. If the code in the <i>Rectype</i> field value is 1 or 3, this field equals the number of doses ordered (ORDDOSE). Once the vaccine is received, this field is updated to the number of doses received (DOSES). If the code in the <i>Rectype</i> field value is 2, 4, or 5, this field equals the number of doses ordered (ORDDOSE). Once the vaccine is shipped, this field is updated to the number of doses shipped (DOSES). |
| Note | Character | 50 | 0 | | Notes on this order |
| Chgdate | Date | 8 | 0 | | Date the record was last changed. |
| Statepo | Character | 32 | 0 | | State purchase order number entered by the project for state funded orders. If the <i>fcode1</i> field value is other than 1 or 2, the state P.O. number is required. |
| Userid | Character | 8 | 0 | | ID of the user who last changed the record. The ID is copied from the Security profile. |
| Ndcno | Character | 16 | 0 | X | Unique number assigned to each vaccine manufacturer. The value must match a record in the VACCBULK.dbf table. This field is blank for non-CDC orders. |
| Exctax | Numeric | 9 | 4 | | Future use |
| Seekid | Numeric | 9 | 0 | | Unique ID for record; must be blank or record will be rejected. |
| Xmitdate | Date | 8 | 0 | | Transmit date, must be blank or record will be rejected. |
| Urgent | Logical | 1 | 0 | | If checked, specifies that the order receive expedited handling. |
| Descrip | Character | 50 | 0 | | Describes the vaccine code. |

Visual VACMAN v4x Import and Export Module Specifications

Field Descriptions – Direct Ship – Archive or Update

Source Table in VACMAN: **stock.dbf**

Import Type: **Import Archived Records** or **Update Existing Records**

Figure 11. Field Descriptions – Import Direct Ship data – Archived Records or Update Existing Records.

| Field Name | Type | Size | Dec. | Required | stock.dbf – Field Description |
|------------|-----------|------|------|----------|---|
| Rectype | Character | 1 | 0 | X | Type of record. For Direct Ship Orders, the value must be 2. Codes are: 1 - Bulk order (manufacturer to distributor). Cannot Import into VACMAN. 2 - Direct ship order (manufacturer to provider) 3 – Non-CDC inventory (manufacturer or distributor, to distributor or project). Cannot Import into VACMAN. 4 – Return viable vaccine (provider to manufacturer or distributor. Cannot Import into VACMAN. 5 – Provider order (distributor to provider). |
| PIN | Character | 6 | 0 | X | Provider identification number. This identification must exist in the VACMAN system, and the provider must be an active VACMAN provider. This field is right-justified. The provider must be eligible to receive direct shipments. Contact, shipping, and address information for the provider on the <i>Data</i> tab - <i>Providers Address</i> screen, must be complete. |
| Orddate | Date | 8 | 0 | X | Date that an order, that is to be transmitted to CDC, was entered. Value must be within 30 days of the current date. This field is optional for non-CDC orders. |
| Ordnum | Character | 10 | 0 | | Optional field for CDC bulk vaccine orders. Local order number assigned by the project. This field is optional for non-CDC orders. |
| Orddose | Numeric | 8 | 0 | X | Number of doses ordered for an order that is to be transmitted to CDC. Total order cannot exceed a cost of \$25,000. Must be an even multiple of the package size, per the applicable CDC contract (VACCBULK.dbf). This field is optional for non-CDC orders. |
| Xmitdate | Date | 8 | 0 | | Date that an order was transmitted to CDC. This field is optional for non-CDC orders. |
| Datein | Date | 8 | 0 | | If the code in the <i>Rectype</i> field is 1 or 3, this is the date the project received the vaccine order. If the code in the <i>Rectype</i> field is 2, 4, or 5, this is the date the manufacturer/distributor shipped the order. |
| Rcvxmit | Date | 8 | 0 | | Date that receiving information for a CDC vaccine order was transmitted to CDC. This field is optional for non-CDC orders. |
| Timein | Character | 5 | 0 | | Time that the project received the order and placed it in inventory. There is no distinction between AM and PM hours. An assumption is made based on standard business hours (for example, 08:00 is 8:00 AM and 06:00 is 6:00 PM). |
| Signee | Character | 25 | 0 | | If the code in the <i>Rectype</i> field is 1 or 3, this is the person receiving the vaccine order. If the code in the <i>Rectype</i> field is 2, 4, or 5, this field is optional. This information about the order is for project use only. |

Visual VACMAN v4x Import and Export Module Specifications

| Field Name | Type | Size | Dec. | Required | stock.dbf – Field Description |
|------------|-----------|------|------|----------|---|
| Vaccine | Character | 8 | 0 | X | Short name for vaccine types. Values are: VAR MMR-V FLU |
| Units | Numeric | 8 | 0 | | Number of vials received for a vaccine order. The system calculates this field by dividing the amount in the <i>Doses</i> field by the amount in the <i>Size</i> field. |
| Size | Numeric | 6 | 0 | | Number of doses per vial. |
| Doses | Numeric | 8 | 0 | | The number of doses shipped or received. If the code in the <i>Rectype</i> field is 1 or 3, this is the number of doses received. If the code in the <i>Rectype</i> field is 2, 4, or 5, this is the number of doses shipped. |
| Maker | Character | 8 | 0 | X | Vaccine manufacturer's name. Value must match the maker of the vaccine specified per the applicable CDC contract (VACCBULK.dbf). |
| Lot | Character | 15 | 0 | | Manufacturer's lot number (number on the outside of the box containing the vaccine). Changes to the values in this field should be made to related records in the distribution table. |
| Expiry | Date | 8 | 0 | | Date the vaccine will expire. If only the month and year are available, use the last day of the month. |
| Cost | Numeric | 9 | 4 | X | Actual cost per dose, per the applicable CDC contract (VACCBULK.dbf). This is used to compute the value of inventory and shipments. |
| Contract | Character | 15 | 0 | X | Federal contract number of the CDC contract applicable to acquiring the vaccine (VACCBULK.dbf). Typical format is: 200-95-0001. |
| Fcode1 | Character | 1 | 0 | X | Funding code. The first three codes are set by CDC. An unlimited number of other codes can be defined. Use the <i>Setup</i> tab – <i>Funding</i> screen to change certain information on the three CDC codes, and to define additional codes. The CDC codes are: 1 - VFC funds 2 - G317 funds 3 - state/other funds The codes must be in the <i>Fund Code</i> field in FUNDING.dbf. |
| Fdose1 | Numeric | 8 | 0 | | Prior to version 3.0: Number of doses assigned to VFC funds. |
| Fcode2 | Character | 1 | 0 | | Not in use. |
| Fdose2 | Numeric | 8 | 0 | | Prior to version 3.0: Number of doses assigned to G317 funds |
| Fcode3 | Character | 1 | 0 | | Not in use. |
| Fdose3 | Numeric | 8 | 0 | | Prior to version 3.0: Number of doses assigned to state funds |
| Uzr | Character | 10 | 0 | | User-defined field; optional. This field is assigned using the <i>Setup</i> tab – <i>Define Names</i> screen, in the <i>Additional Inventory</i> field. Use the field for vaccine receipt information that is not served by other fields. |
| Remain | Numeric | 8 | 0 | | Indicates the number of shipments received, and which shipment is the current record. Used to track partial shipments (1 of 2, 2 of 2, etc.). |
| Seekid | Numeric | 9 | 0 | | Unique, system-generated number assigned to this record when the order is transmitted to CDC. This field is optional for non-CDC orders. |

Visual VACMAN v4x Import and Export Module Specifications

| Field Name | Type | Size | Dec. | Required | stock.dbf – Field Description |
|-------------|-----------|------|------|----------|---|
| Cdcpo | Numeric | 10 | 0 | | Purchase order (delivery order) number assigned by CDC when a transmitted order is approved by CDC. This field is blank for non-CDC orders, and can be used to store a state/local purchase order number. |
| Podate | Date | 8 | 0 | | CDC purchase order date; the date when the transmitted order is approved, and assigned a purchase order number, by CDC. This field is optional for non-CDC orders. |
| Nipord | Numeric | 8 | 0 | | Number of doses approved by CDC for a transmitted order. This field is optional for non-CDC orders. |
| Status | Character | 2 | 0 | | Status code for an order that has been transmitted to CDC. The codes are the same as in the <i>Status</i> field in STATCODE.dbf. This field is optional for non-CDC orders. Codes are: 00 - unknown 01 - pending (initial status, not yet processed) 02 - approved by CDC/NIP 03 - obligated by CDC/FMO 04 - submitted (forwarded to manufacturer) 05 - received in part (RCV record) 06 - received in full (RCV record) 07 - received in excess (RCV record) 08 - canceled 09 - held at CDC 10 - shipped in full 11 - reshipment |
| Note | Character | 50 | 0 | | Optional. Special information about the order; for project use only. |
| Chgdate | Date | 8 | 0 | | Date the record was last changed. |
| Statepo | Character | 32 | 0 | X | State purchase order number entered by the project for state-funded orders. This is required if the <i>fcode1</i> (funding code) field value is other than 1 (VFC) or 2 (G317). |
| Userid | Character | 8 | 0 | | Identification of the user who last changed the record. The ID is copied from the Security profile. |
| Rcvchgdt | Date | 8 | 0 | | Date that the lot number or expiration date was last changed for an order record that contains receiving data. |
| Ordpin | Character | 6 | 0 | X | Original PIN associated with an order record. Must be equal to the value in the <i>PIN</i> field. |
| Ordsize | Numeric | 4 | 0 | | Number of doses per vial. This field is optional for non-CDC orders. |
| Ndcno | Character | 16 | 0 | X | National Drug Code (NDC) number. Unique number assigned to each vaccine manufacturer, per the applicable CDC contract (VACCBULK.dbf) This field is not applicable for non-CDC orders. |
| Exctax | Numeric | 9 | 4 | | Future use |
| Addtoinv | Numeric | 1 | 0 | | Add to inventory? Codes are: 0 – no; 1 - yes. |
| Stockid | Integer | 4 | 0 | | Stock ID. System-generated unique ID for the stock record. This is the primary key for the stock table and must not be altered in any way. |
| Tracking# | Character | 30 | 0 | | Shipment tracking number; optional. |
| CarrierID | Character | 30 | 0 | | Carrier identification; optional. |
| Distributor | Character | 10 | 0 | | Distributor identification. |
| Urgent | Logical | 1 | 0 | | If checked, specifies that the order receive expedited handling. |

Visual VACMAN v4x Import and Export Module Specifications

Visual VACMAN v4x Import and Export Module Specifications

Field Descriptions –Direct Ship – New Orders

Source Table in VACMAN: **neworder.dbf** Import Type: **Add New Records**

Figure 12. Field Descriptions – Import Direct Ship data – Add New Records.

| Field Name | Type | Size | Dec. | Required | neworder.dbf - Field Description |
|------------|-----------|------|------|----------|--|
| Rectype | Character | 1 | 0 | X | Type of record. For Direct Ship orders, the value must be 2. Codes are: 1 - Bulk order (manufacturer to distributor). Cannot Import into VACMAN. 2 - Direct ship order (manufacturer to provider) 3 – Non-CDC inventory (manufacturer or distributor, to distributor or project). Cannot Import into VACMAN. 4 – Return viable vaccine (provider to manufacturer or distributor). 5 – Provider order (distributor to provider) |
| PIN | Character | 6 | 0 | X | Provider identification number. This identification must exist in the VACMAN system, and the provider must be an active VACMAN provider. This field is right-justified. The provider must be eligible to receive direct shipments. Contact, shipping, and address information for the provider on the <i>Data</i> tab - <i>Providers Address</i> screen, must be complete. |
| Orddate | Date | 8 | 0 | X | Date that an order, that is to be transmitted to CDC, was entered. Value must be within 30 days of the current date. This field is optional for non-CDC vaccine orders. |
| Ordnum | Character | 10 | 0 | | Optional field for CDC bulk vaccine orders. Local order number assigned by the project. This field is optional for non-CDC vaccine orders. |
| Orddose | Numeric | 8 | 0 | X | Doses. Number of doses ordered for an order that is to be transmitted to CDC. Must be an even multiple of the package size, per the applicable CDC contract (VACCBULK.dbf). Must be equal to the value for the <i>fcode1</i> (funding code 1) field. Total varicella order cannot exceed a cost of \$25,000. This field is optional for non-CDC vaccine orders. |
| Ordpin | Character | 6 | 0 | | Not used; null. |
| Ordsize | Numeric | 4 | 0 | | Number of doses per vial ordered. |
| Size | Numeric | 6 | 0 | X | Number of doses per package, per the applicable CDC contract (VACCBULK.dbf). |
| Vaccine | Character | 8 | 0 | X | Short name for vaccine types. The name must be in the <i>Vaccine</i> field in STOCK.dbf. |
| Maker | Character | 8 | 0 | X | Vaccine manufacturer's name. The name must be in the <i>Maker</i> field in SUPPLIER.dbf. |
| Cost | Numeric | 9 | 4 | X | Actual cost per dose, per the applicable CDC contract (VACCBULK.dbf). This is used in computing the value of inventory and shipments. |
| Contract | Character | 15 | 0 | X | Federal contract number. Typical form is: 200-95-0001. Value must match the <i>Contract</i> field value in the applicable VACCBULK.dbf table. |
| Fcode1 | Character | 1 | 0 | X | Funding code. The first three codes are set by CDC. An unlimited number of other codes can be defined. Use the <i>Setup</i> tab - <i>Funding</i> screen to change certain information on the three CDC codes and to define additional codes. Codes are: 1 - VFC funds |

Visual VACMAN v4x Import and Export Module Specifications

| Field Name | Type | Size | Dec. | Required | neworder.dbf - Field Description |
|------------|-----------|------|------|----------|--|
| | | | | | 2 - G317 funds 3 - state funds The codes must be in the <i>Fund Code</i> field in FUNDING. dbf. |
| Fdose1 | Numeric | 8 | 0 | X | Number of doses ordered or received/shipped. If the code in the <i>Rectype</i> field value is 1 or 3, this field equals the number of doses ordered (ORDDOSE). Once the vaccine is received, this field is updated to the number of doses received (DOSES). If the code in the <i>Rectype</i> field value is 2, 4, or 5, this field equals the number of doses ordered (ORDDOSE). Once the vaccine is shipped, this field is updated to the number of doses shipped (DOSES). |
| Note | Character | 50 | 0 | | Notes on this order |
| Chgdate | Date | 8 | 0 | | Date the record was last changed. |
| Statepo | Character | 32 | 0 | | State purchase order number entered by the project for state funded orders. If the fcode1 value is other than 1 or 2, the state P.O. number is required. |
| Userid | Character | 8 | 0 | | ID of the user who last changed the record. The ID is copied from the Security profile. |
| Ndcno | Character | 16 | 0 | X | Unique number assigned to each vaccine manufacturer. The value must match a record in the VACCBULK.dbf table. This field must be blank for non-CDC orders. |
| Exctax | Numeric | 9 | 4 | | Future use |
| Seekid | Numeric | 9 | 0 | | Unique ID for record; must be blank or record will be rejected. |
| Xmitdate | Date | 8 | 0 | | Transmit date, must be blank or record will be rejected. |
| Urgent | Logical | 1 | 0 | | Check box indicating to the distributor whether this order is urgent. The default value is unchecked - not an urgent order. |
| Descrip | Character | 50 | 0 | | Describes the vaccine code. |

Error Detection Criteria

This section lists the error checking applicable to required fields in the VACMAN Import module. This error checking also is done during normal keyboard entry affecting the various tables listed.

This information is organized based on the order shown on the “Description of file to import” frame of the VACMAN *Utilities* tab – *Import* screen.

File to Import Option: Distribution (via Project Depot)

Figure 13. Error Detection Criteria – Distribution (via Project Depot).

| Field | Class/Method/Program Called | Validation Steps - distrib.dbf |
|---------|---|---|
| Input | clsBusiness.ckMulDate() | <ol style="list-style-type: none"> 1. Date cannot be blank. 2. Date must be a valid date. 3. Date cannot be more than 5 years prior to current date. 4. Date cannot be more than 1 year from value in dateout field. |
| Dateout | clsBusiness.ckMulDate() | <ol style="list-style-type: none"> 1. Date cannot be blank. 2. Date must be a valid date. |
| PIN | clsBusiness.ckMulPIN() | <ol style="list-style-type: none"> 1. Value cannot be blank. 2. Value cannot be '999999'. 3. Value must match a PIN number in the Provider table. For more information, see Figure 5. Field Descriptions – Provider data. 4. Provider referenced with PIN must be an active provider. |
| FromPIN | clsBusiness.ckMulPIN() | <ol style="list-style-type: none"> 1. Value cannot be blank. 2. If 'action' field = 8, value cannot be same as PIN field above. 3. Value cannot be same as a Depot level PIN number. 4. Value cannot be '999999'. 5. Value must match a value in the Provider table. For more information, see Figure 5. Field Descriptions – Provider data. 6. Provider referenced with this value must be an active provider. |
| Action | frmImport.distribimport() | <ol style="list-style-type: none"> 1. Value must be 1. |
| Vaccine | clsBusiness.ckDistVacc() | <ol style="list-style-type: none"> 1. Value cannot be blank. 2. Vaccine name must match a value in the Vacceref table. For more information, see Table Definitions in the VACMAN User Guide. |
| Lot | clsBusiness.ckDistLot() | <ol style="list-style-type: none"> 1. Value cannot be blank. 2. Lot number must match a lot number in the Stock table. For more information, see Figure 11. Field Descriptions – Import Direct Ship data – Archived Records or Update Existing Records. 3. Lot cannot be expired. |
| Doses | clsBusiness.ckDistLot() clsBusiness.xsMain() | <ol style="list-style-type: none"> 1. Value cannot exceed value in 'remain' field of stock table for matching lot number. 2. Value cannot exceed providers maximum allowance. |

Visual VACMAN v4x Import and Export Module Specifications

| Field | Class/Method/Program Called | Validation Steps - distrib.dbf |
|-----------------|------------------------------------|---|
| Units | clsProcFile.frvdistribution() | 1. Units must be an even multiple of value of doses/size in the Lots table. For more information, see Table Definitions in the VACMAN User Guide. |
| Multiple fields | clsBusiness.ckDistDup() | 1. All records are checked for duplication. |

Visual VACMAN v4x Import and Export Module Specifications

File to Import Option: Transactions

Figure 14. Error Detection Criteria – Transactions.

| Field | Class/Method/Program Called | Validation Steps - distrib.dbf |
|-----------------|------------------------------------|---|
| Input | clsBusiness.ckMulDate() | <ol style="list-style-type: none"> 1. Date cannot be blank. 2. Date must be a valid date. 3. Date cannot be more than 5 years prior to current date. 4. Date cannot be more than 1 year from value in dateout field. |
| Dateout | clsBusiness.ckMulDate() | <ol style="list-style-type: none"> 1. Date cannot be blank. 2. Date must be a valid date. |
| PIN | clsBusiness.ckDoxPIN() | <ol style="list-style-type: none"> 1. Value cannot be blank. 2. Value cannot be '999999'. 3. Value must match a PIN number in the Provider table. For more information, see Figure 5. Field Descriptions – Provider data. 4. Provider referenced with PIN must be an active provider. |
| FromPIN | clsBusiness.ckMulPIN() | <ol style="list-style-type: none"> 1. Value cannot be blank. 2. If 'action' field = 8, value cannot be same as PIN field above. 3. Value cannot be same as a Depot level PIN number. 4. Value cannot be '999999'. 5. Value must match a value in the Provider table. For more information, see Figure 5. Field Descriptions – Provider data. 6. Provider referenced with this value must be an active provider. |
| Action | clsBusiness.ckDoxAction() | <ol style="list-style-type: none"> 1. Value must be 2, 3, 4, 5, 6, 7, 8, 9, 11, or 12. |
| Vaccine | clsBusiness.ckDistVacc() | <ol style="list-style-type: none"> 1. Value cannot be blank. 2. Vaccine name must match a value in the Vacceref table. For more information, see Table Definitions in the VACMAN User Guide. |
| Lot | clsBusiness.ckDoxLot() | <ol style="list-style-type: none"> 1. Value cannot be blank. 2. Lot number must match a lot number in the STOCK table. For more information, see Figure 11. Field Descriptions – Import Direct Ship data – Archived Records or Update Existing Records. 3. Lot cannot be expired. |
| Doses | clsBusiness.ckDoxDoses() | <ol style="list-style-type: none"> 1. Value cannot exceed value in 'remain' field of stock table for matching lot number. |
| Units | clsProcFile.frvdistribution() | <ol style="list-style-type: none"> 1. Units must be an even multiple of value of doses/size in the lots table. |
| Multiple fields | clsBusiness.ckDistDup() | <ol style="list-style-type: none"> 1. All records are checked for duplication. |

Visual VACMAN v4x Import and Export Module Specifications

File to Import Option: Provider data

Figure 15. Error Detection Criteria – Provider data.

| Field | Class/Method/Program Called | Validation Steps - provider.dbf |
|----------|-----------------------------|--|
| PIN | clsBusiness.ckProvPIN() | <ol style="list-style-type: none"> 1. Value cannot be blank. 2. Value cannot be zero. 3. Value cannot be '999999'. 4. Value cannot be '999998'. 5. Value cannot be duplicated. 6. Value cannot already be in use in the Stock table. |
| linkPIN | clsBusiness.ckParPIN() | <ol style="list-style-type: none"> 1. Sector field in provider table for record matching this value must be between 10 and 29, or must be 32. |
| Lastname | clsBusiness.ckMulName | <ol style="list-style-type: none"> 1. Value cannot be blank. |
| Sector | clsBusiness.ckProvSector() | <ol style="list-style-type: none"> 1. Value cannot be 30, 31 or 33. 2. Value must match a record in the Sectoref table. For more information, see Table Definitions in the VACMAN User Guide. |
| County | clsBusiness.ckProvCounty() | <ol style="list-style-type: none"> 1. Value must match a record in the County table. For more information, see Table Definitions in the VACMAN User Guide. |
| Subdiv | clsBusiness.ckProvSubD() | <ol style="list-style-type: none"> 1. Value must match a record in the Subdiv table. For more information, see Table Definitions in the VACMAN User Guide. |
| Cat1 | clsBusiness.ckProvCat() | <ol style="list-style-type: none"> 1. Value must either be blank or must match a value in the <i>cat1</i> field of the CAT1 table. For more information, see Table Definitions in the VACMAN User Guide. |
| Cat2 | clsBusiness.ckProvCat() | <ol style="list-style-type: none"> 1. Value must either be blank or must match a value in the <i>cat2</i> field of the CAT2 table. For more information, see Table Definitions in the VACMAN User Guide. |
| Cat3 | clsBusiness.ckProvCat() | <ol style="list-style-type: none"> 1. Value must either be blank or must match a value in the <i>cat3</i> field of the CAT3 table. For more information, see Table Definitions in the VACMAN User Guide. |
| Cat4 | clsBusiness.ckProvCat() | <ol style="list-style-type: none"> 1. Value must either be blank or must match a value in the <i>cat4</i> field of the CAT4 table. For more information, see Table Definitions in the VACMAN User Guide. |
| Cat5 | clsBusiness.ckProvCat() | <ol style="list-style-type: none"> 1. Value must either be blank or must match a value in the <i>cat5</i> field of the CAT5 table. For more information, see Table Definitions in the VACMAN User Guide. |
| Codes | clsBusiness.ckMulCode() | <ol style="list-style-type: none"> 1. Value must be either 'Y' or 'N'. |

Visual VACMAN v4x Import and Export Module Specifications

| Field | Class/Method/Program Called | Validation Steps - provider.dbf |
|--|-----------------------------|---|
| Active | clsBusiness.ckMulActive() | <ol style="list-style-type: none"> Value must be 'Y', 'N', 'S' or 'T'. If modifying the record and the old value 'Y' is being changed to 'N', 'S' or 'T', there cannot be an active order record in the Neworder table. For more information, see Figure 12. Field Descriptions – Import Direct Ship data – Add New Records. If modifying the record and the value is not 'Y', the date value for the <i>dateXVFC</i> field cannot be blank. |
| DateVFC | clsBusiness.ckProvVFCdt() | <ol style="list-style-type: none"> Value must be a valid date if used. Value cannot exceed current date by more than 30 days. |
| Contact | clsBusiness.ckMuladdrship() | <ol style="list-style-type: none"> Value cannot be blank. |
| Address | clsBusiness.ckMuladdrship() | <ol style="list-style-type: none"> Value cannot be blank. |
| Phone | clsBusiness.ckMuladdrship() | <ol style="list-style-type: none"> Value cannot be blank. Value must be properly formatted as: (999) 999-9999. |
| City | clsBusiness.ckMuladdrship() | <ol style="list-style-type: none"> Value cannot be blank. |
| State | clsBusiness.ckMuladdrship() | <ol style="list-style-type: none"> Value cannot be blank. |
| Zipcode | clsBusiness.ckMuladdrship() | <ol style="list-style-type: none"> Value cannot be blank. Value SHOULD match an existing value in the Zipcode table. For more information, see Table Definitions in the VACMAN User Guide. |
| Fax | clsBusiness.ckMuladdrship() | <ol style="list-style-type: none"> Value must be properly formatted if used as: (999) 999-9999. |
| Modem | clsBusiness.ckMuladdrship() | <ol style="list-style-type: none"> Value must be properly formatted if used as: (999) 999-9999. |
| Note | clsBusiness.ckProvNote() | <ol style="list-style-type: none"> Import module will record warning message if one of the following characters referenced is present in this field: !, @, #, \$, %, ^, &, *, (,), +, , \, /, {, }, [,], :, <, >, ?, '." A warning message will be generated if the field is blank. Enter "NONE" if no value is available. |
| ML_address ML_address2 ML_City ML_State ML_ZipCode | clsBusiness.clMulMAddr | <ol style="list-style-type: none"> The mailing address information, if used, is checked in a manner similar to that done in ckMuladdrship() method mentioned above. This information is optional and will not generate a fatal error. |

Visual VACMAN v4x Import and Export Module Specifications

File to Import Option: Enrollment data

Figure 16. Error Detection Criteria – Enrollment data.

| Field | Class/Method/Program Called | Validation Steps - enroll.dbf |
|---|------------------------------------|---|
| PIN | clsBusiness.ckMulPIN() | <ol style="list-style-type: none"> 1. Value cannot be blank. 2. Value cannot be '999999'. 3. Value must match a PIN number in the Provider table. For more information, see Figure 5. Field Descriptions – Provider data. 4. Provider referenced with PIN must be an active provider. |
| import.allkids1 import.vfckids1 import.g317kids1 import.statekids1 | clsBusiness.ckEnrolCnts() | <ol style="list-style-type: none"> 1. Sum of vfckids, g317kids and statekids must be less than or equal to allkids field. |
| import.allkids2 import.vfckids2 import.g317kids2 import.statekids2 | clsBusiness.ckEnrolCnts() | <ol style="list-style-type: none"> 2. Sum of vfckids, g317kids and statekids must be less than or equal to allkids field. |
| import.allkids3 import.vfckids3 import.g317kids3 import.statekids3 | clsBusiness.ckEnrolCnts() | <ol style="list-style-type: none"> 3. Sum of vfckids, g317kids and statekids must be less than or equal to allkids field. |
| import.allkids4 import.vfckids4 import.g317kids4 import.statekids4 | clsBusiness.ckEnrolCnts() | <ol style="list-style-type: none"> 4. Sum of vfckids, g317kids and statekids must be less than or equal to allkids field. |

Visual VACMAN v4x Import and Export Module Specifications

File to Import Option: Physicians data

Figure 17. Error Detection Criteria – Physicians data.

| Field | Class/Method/Program Called | Validation Steps - physcn.dbf |
|--------------|------------------------------------|---|
| PIN | clsBusiness.ckPhysPIN() | <ol style="list-style-type: none"> 1. Value must match a PIN number in the Provider table. For more information, see Figure 5. Field Descriptions – Provider data. 2. Matching provider record must have a sector field value between 10 and 29 or 32 3. Provider referenced with PIN must be an active provider. 4. Value cannot be blank. |
| Lastname | clsBusiness.ckMulLName() | <ol style="list-style-type: none"> 1. Value cannot be blank. |
| Addtocount | frmImport.physImport() | <ol style="list-style-type: none"> 1. Value must be 0 (false) or 1 (true). |
| Active | frmImport.physImport() | <ol style="list-style-type: none"> 1. Value must be 'Y' or 'N'. |
| Dateactive | frmImport.physImport() | <ol style="list-style-type: none"> 1. Value must be a valid date. 2. Value cannot be blank. |

Visual VACMAN v4x Import and Export Module Specifications

File to Import Option: Provider Inventory data

Figure 18. Error Detection Criteria – Provider Inventory data.

| Field | Class/Method/Program Called | Validation Steps - provhas.dbf |
|--------------|------------------------------------|--|
| Idate | clsBusiness.ckPHasIDt() | <ol style="list-style-type: none"> 1. Date must be a valid date. 2. Date cannot be blank. 3. Date cannot be more than 5 years greater than or less than current date. |
| PIN | clsBusiness.ckMulPPin() | <ol style="list-style-type: none"> 1. Value cannot be blank. 2. Sector field value in matching provider record must be between 10-29 or 32 3. There must be a matching, non-deleted record in the provider table. 4. Matching provider record must be active |
| Vaccine | clsBusiness.ckMulVacc() | <ol style="list-style-type: none"> 1. Value cannot be blank. 2. Value must be present in vaccref table. |
| Lot | clsBusiness.ckPHasLot() | <ol style="list-style-type: none"> 1. Must be a matching vaccine + lot number record in the stock table |

Visual VACMAN v4x Import and Export Module Specifications

File to Import Option: Doses Administered data

Figure 19. Error Detection Criteria – Doses Administered data.

| Field | Class/Method/Program Called | Validation Steps - dosesadm.dbf |
|--------------|------------------------------------|--|
| Adate | clsBusiness.ckDoAdmADt() | <ol style="list-style-type: none"> 1. Date must be a valid date. 2. Date cannot be blank. 3. Date cannot be more than 5 years greater than current date. |
| PIN | clsBusiness.ckMulPPin() | <ol style="list-style-type: none"> 1. Value cannot be blank. 2. Sector field value in matching provider record must be between 10-29 or 32. 3. There must be a matching, non-deleted record in the provider table. 4. Matching provider record must be active. |
| Vaccine | clsBusiness.ckMulVacc() | <ol style="list-style-type: none"> 1. Value cannot be blank. 2. Value must be present in Vaccref table. |
| Lot | clsBusiness.ckPHasLot() | <ol style="list-style-type: none"> 1. Must be a matching vaccine + lot number record in the Stock table. |
| Doses | clsBusiness.ckDoAdmDose() | <ol style="list-style-type: none"> 1. Value must be greater than zero. 2. Value may not exceed value in the maxno field of the Vaccref table. |

Visual VACMAN v4x Import and Export Module Specifications

File to Import Option: Direct Ship Order data (Archive or Update)

Figure 20. Error Detection Criteria – Direct Ship Order data – Archive or Update.

| Field | Class/Method/Program Called | Validation Steps - stock.dbf |
|------------------|------------------------------------|---|
| Multiple | frmImport.varicellaImport() | 1. Duplicate records are not allowed. |
| Vaccine | frmImport.varicellaImport() | 1. Value must be one of the following: VAR FLU MMR-V |
| Ndcno | frmImport.varicellaImport() | 1. The value must match the value for vaccine in the Vaccbulk table. For more information, see Table Definitions in the VACMAN User Guide. |
| Orddate | clsBusiness.ckMulOrdDt() | 1. Date cannot be blank. 2. Date must be a valid date. 3. Date must be within 30 days of current date. |
| PIN | clsBusiness.ckVarPIN() | 1. PIN cannot be blank. 2. PIN must be in the Provider table. For more information, see Figure 5. Field Descriptions – Provider data. 3. PIN must match an active provider. 4. Contact, shipping and address information for matching record in the Provider table must be complete. |
| PIN | clsBusiness.ckEligProv() | 1. PIN must not match a public provider. 2. PIN must match a direct ship eligible provider. |
| Fcode1 | clsBusiness.ckVarFundCd() | 1. Value cannot be blank. |
| Statepo | clsBusiness.ckVarFundCd() | 1. If value in fcode1 is 1 or 2, the <i>State PO</i> field must be blank. 2. If value of fcode1 is other than 1 or 2, the <i>State PO</i> field cannot be blank. |
| Orddose Ndcno | clsBusiness.ckVarDose() | 1. NDCno value must match a record in the Vaccbulk table. For more information, see Table Definitions in the VACMAN User Guide. 2. Total varicella order may not exceed \$25,000. 3. Orddose must be an even multiple of package size in the Vaccbulk table. |
| Rectype | frmimport.varicellaImport() | 1. Value must be 2. |
| Ordpin | frmimport.varicellaImport() | 1. Value must be the same as <i>PIN</i> field. |
| Pkgsize | frmimport.varicellaImport() | 1. Value must match the <i>Package Size</i> field in the matching Vaccbulk table record. |
| Maker | frmimport.varicellaImport() | 1. Value must match the <i>Maker</i> field in the matching Vaccbulk table record. |
| Contract | frmimport.varicellaImport() | 1. Value must match the <i>Contract</i> field in the matching Vaccbulk table record. |
| Cost | frmimport.varicellaImport() | 1. Value must match the <i>Cost</i> field in the matching Vaccbulk table record. |

Visual VACMAN v4x Import and Export Module Specifications

File to Import Option: Direct Ship Orders – Add New Records

Figure 21. Error Detection Criteria –Direct Ship Orders – Add New Records.

| Field | Class/Method/Program Called | Validation Steps - neworder.dbf |
|-------------------|-----------------------------|---|
| Xmitdate | frmImport.newOrdersImport() | 1. Value must be blank. |
| Seekid | frmImport.newOrdersImport() | 1. Value must be blank. |
| Orddose Fdose1 | frmImport.newOrdersImport() | 1. Value of <i>Orddose</i> field must be same as <i>Fdose1</i> field. If not, the program will copy value of <i>Fdose1</i> into this field and will store a warning message. |
| Vaccine | frmImport.newOrdersImport() | 1. Value must be a valid direct ship vaccine per the applicable CDC contract. |
| Ndcno | frmImport.newOrdersImport() | 1. Value must match the <i>NDCno</i> field per the applicable CDC contract. |
| Orddate | clsBusiness.ckOrdDt() | 1. Must be a valid date. 2. Cannot be blank. 3. Must be less than current date – 30 |
| PIN | clsBusiness.ckVarPIN() | 1. PIN cannot be blank. 2. PIN must exist in the Provider table. For more information, see Figure 5. Field Descriptions – Provider data. 3. PIN must match an active provider. 4. Contact, shipping and address information for matching record in Provider table must be complete. |
| PIN | clsBusiness.ckEligProv() | 1. PIN must not match a public provider. 2. PIN must match a direct ship eligible provider. |
| Fcode1 | clsBusiness.ckVarFundCd() | 1. Value cannot be blank. |
| Orddose Ndcno | clsBusiness.ckVarDose() | 1. <i>NDCno</i> field value must match a record in the <i>Vaccbulk</i> table. For more information, see Table Definitions in the VACMAN User Guide. 2. Total varicella order may not exceed \$25,000. 3. <i>Orddose</i> must be an even multiple of <i>Package Size</i> field in the <i>Vaccbulk</i> table. |
| Rectype | frmImport.newOrdersImport() | 1. Value must be 2. |
| Statepo | frmImport.newOrdersImport() | 1. If <i>fcode1</i> is 3, cannot be blank. 2. If <i>fcode1</i> is 1 or 2 must be blank. |
| Size | frmImport.newOrdersImport() | 1. Value must match the <i>pkgsize</i> field value in the <i>VACCBULK.dbf</i> table. |
| Maker | frmImport.newOrdersImport() | 1. Value must match the <i>maker</i> field value in the <i>VACCBULK.dbf</i> table. |
| Contract | frmImport.newOrdersImport() | 1. Value must match the <i>contract</i> field value in the <i>VACCBULK.dbf</i> table. |
| Cost | frmImport.newOrdersImport() | 1. Value must match the <i>cost</i> field value in the <i>VACCBULK.dbf</i> table. |

Visual VACMAN v4x Import and Export Module Specifications

File to Import Option: Provider Orders

Figure 22. Error Detection Criteria –Provider Orders.

| Field | Class/Method/Program Called | Validation Steps - neworder.dbf |
|-------------------|-----------------------------|---|
| Xmitdate | frmImport.newOrdersImport() | 1. Value must be blank. |
| Seekid | frmImport.newOrdersImport() | 1. Value must be blank. |
| Orddose Fdose1 | frmImport.newOrdersImport() | 1. Value of orddose must be same as fdose1. If not the program will copy value of fdose1 into this field and will store a warning message. |
| Vaccine | frmImport.newOrdersImport() | 1. Value must be a valid vaccine per the applicable CDC contract. |
| Ndcno | frmImport.newOrdersImport() | 1. Value must match the <i>NDCno</i> field per the applicable CDC contract. |
| Orddate | clsBusiness.ckOrdDt() | 1. Must be a valid date. 2. Cannot be blank. 3. Must be less than current date – 30 |
| PIN | clsBusiness.ckVarPIN() | 1. PIN cannot be blank. 2. PIN must be in the Provider table. For more information, see Figure 5. Field Descriptions – Provider data. 3. PIN must match an active provider. 4. Contact, shipping and address information for matching record in provider table must be complete. |
| PIN | clsBusiness.ckEligProv() | 1. PIN must not match a public provider. |
| Fcode1 | clsBusiness.ckVarFundCd() | 1. Value cannot be blank. |
| Orddose Ndcno | clsBusiness.ckVarDose() | 1. <i>NDCno</i> field value must match a record in the <i>Vaccbulk</i> table. For more information, see Table Definitions in the VACMAN User Guide. 2. Orddose must be an even multiple of <i>Package Size</i> in the <i>Vaccbulk</i> table. |
| Rectype | frmImport.newOrdersImport() | 1. Value must be 5. |
| Statepo | frmImport.newOrdersImport() | 1. If fcode1 is 3, cannot be blank. 2. If fcode1 is 1 or 2 must be blank. |
| Size | frmImport.newOrdersImport() | 1. Value must match the <i>Package Size</i> field value in the <i>Vaccbulk</i> table. |
| Maker | frmImport.newOrdersImport() | 1. Value must match the <i>Maker</i> field value in the <i>Vaccbulk</i> table. |
| Contract | frmImport.newOrdersImport() | 1. Value must match the <i>Contract</i> field value in the <i>Vaccbulk</i> table. |
| Cost | frmImport.newOrdersImport() | 1. Value must match the <i>Cost</i> field value in the <i>Vaccbulk</i> table. |

Export Module

The Export Utility provides a way to export data files from VACMAN into a different data format for use in external applications such as Excel, or for use in other data-centric programs.

Notes:

- You must have exclusive access to VACMAN while performing this function. Other users must exit the system before you begin.
- VACMAN does not perform any validation of records being exported.

Export Options – The VACMAN Interface Screen

Figure 23. VACMAN *Utilities* tab – *Export Options* screen.



Export File Options. The *Export Options* screen offers the a list of files you can choose to export.

- The *Select a file to export* options are the same as the options for the *Import* screen - *Description of file to import*; see Page 5.
- The *File Type* options are the same as the options for the *Import* screen – *Import Type*; see Page 6.

Visual VACMAN v4x Import and Export Module Specifications

User Procedures

Use these instructions to export a file from VACMAN.

Figure 24. User instructions for exporting from VACMAN.

| Step | Description |
|------|---|
| 1 | <p>Access the VACMAN <i>Utilities</i> tab and select the Export Data into VACMAN option. Result: The system displays the VACMAN <i>Import Options</i> screen.</p> |
| 2 | <p>Choose one radio button from each of these frames:</p> <ul style="list-style-type: none"> • Select a file to export; see Page 5 for description. • File type; see Page 6 for description. • PIN – Select either of the following: <ul style="list-style-type: none"> <i>All</i> – Include all Provider Identification Numbers (PINs) <i>Range</i> – Include PINs within a <i>Starting</i> and <i>Ending</i> range of PIN numbers that you specify. • Transaction Date - Select either of the following: <ul style="list-style-type: none"> <i>All</i> – Include all transaction dates <i>Range</i> – Include transactions within a <i>Starting</i> and <i>Ending</i> range of dates that you specify. • Select either of the following: <ul style="list-style-type: none"> <i>Copy</i> – Export a copy of specified data. This option <u>retains</u> the data in your active files. <i>Move</i> – Export the specified data. This option <u>removes</u> that data from your active files. The VACMAN team recommends that you Back Up and Pack before performing the Move option, so that you can restore your data in the event the files are lost or corrupted. • Distribution (Other) - If the file you select to export is Transactions, choose one of the following: <ul style="list-style-type: none"> • All transactions • Returned (transaction code 2) • Unusable (transaction codes 3-7, 11-12) • Xfer btwn Providers (transaction code 8, transfer between providers) |
| 3 | <p>Click the Preview button to review the records that resulted from your selections. Press the Esc key to close the preview screen. You can modify your selections as needed.</p> |
| 4 | <p>To export the selected records, click the Continue button. Result: The system prompts for a file name, and destination location for the file you are exporting. The system presents a default file name based on the file you selected and the current date; e.g., provider20061102. You can modify this if needed. The destination location must be outside your VACMAN data directory.</p> |
| | <p>Click the Save button to complete the export.</p> |

This document can be found on the CDC website at:
<http://www.cdc.gov/vaccines/programs/vacman/downloads/specs-import-export-v4x.pdf>