VACMAN Version 4.1.3.1
Summary of Changes from V 3.0.11

Note: This document highlights changes from VACMAN v3.0.11 to the new VACMAN v4x release. Changes as of version 4.1.2 are indicated as **v4.1.2**, and changes as of version 4.1.3 are indicated as **v4.1.3**. Version 4.1.3.1 supersedes and corrects two issues with the initial release of version 4.1.3. Those issues concerned transmission of flu orders and maximum doses administered in a series.

VACMAN version 4x supports the Vaccines for Children (VFC) program's transition to centralized distribution, which replaces project depot inventory and distribution functions. This significantly changes the role of Bulk Orders, and introduces new Provider Orders screens. Tracking and maintenance of funding within VACMAN are eliminated.

For centralized distribution, CDC utilizes VFC (primary) and G317 (secondary) funds to place large volume orders to manufacturers. Manufacturers ship to distributors throughout the country. One such distributor depot services your project's orders.

Your project specifies shipment from the distributor depot to your enrolled providers by using the new *Provider Orders* screens. These screens accommodate all but frozen vaccines. The Direct Ship function, for frozen vaccines, is generally unchanged. The $25,000 maximum per order applies.

Note: Medimmune FluMist® is no longer a Direct Ship (frozen) vaccine.

The *Provider Orders* screens accommodate CDC contract vaccines and non-CDC contract vaccine orders.

A new user-requested feature is the *Order Entry* screen. This accommodates orders for multiple vaccines for one provider. The system generates a mirror *Provider Orders* screen, *Influenza Orders* screen, or *Direct Ship Orders* screen, for each order. Similarly, after orders are transmitted, the system generates a mirror *Receipts* screen for each order.

Non-CDC contract vaccine orders are filled based on distributor inventory that projects replenish through the state-funded, non-CDC contract process. The project can then distribute vaccine via the *Provider Orders* screens. Indicate on the *Provider Orders* screen that the order is for non-CDC contract vaccines.

A new user-requested feature is the ability to delay transmitting flu orders. To accommodate this request, flu vaccine has a separate order screen. Orders will remain in a "staging area" until you choose to transmit them. This choice is available on the *Exchange Data with CDC* screen.

As of **v4.1.2**, another new feature is the ability to suspend ordering for a provider. To do this, check *Suspend Provider Ordering* box the on the *Providers* screen – *Main* tab.

In VACMAN v4x, Bulk Orders are only for state-funded (Funding Code 3) vaccine orders. Your bulk-ordered vaccine ships from the manufacturer to the distributor.

In summary:

- Use the *Order Entry* screen to order multiple vaccines for one provider.
- Use the *Provider Orders* screen to order a single vaccine for one provider.
- Use the *Influenza Orders* screen to order flu vaccine for one provider.
- Use the *Direct Ship Orders* screen to order frozen vaccine for one provider. Choose Funding Code 1, 2, or 3.
- Another new screen, *Order History*, shows detail and status of all orders for the selected provider.
- Use the *Bulk Orders* screen to order state-funded vaccine to replenish distributor inventory. The system applies Funding Code 3; the state purchase order number is required.
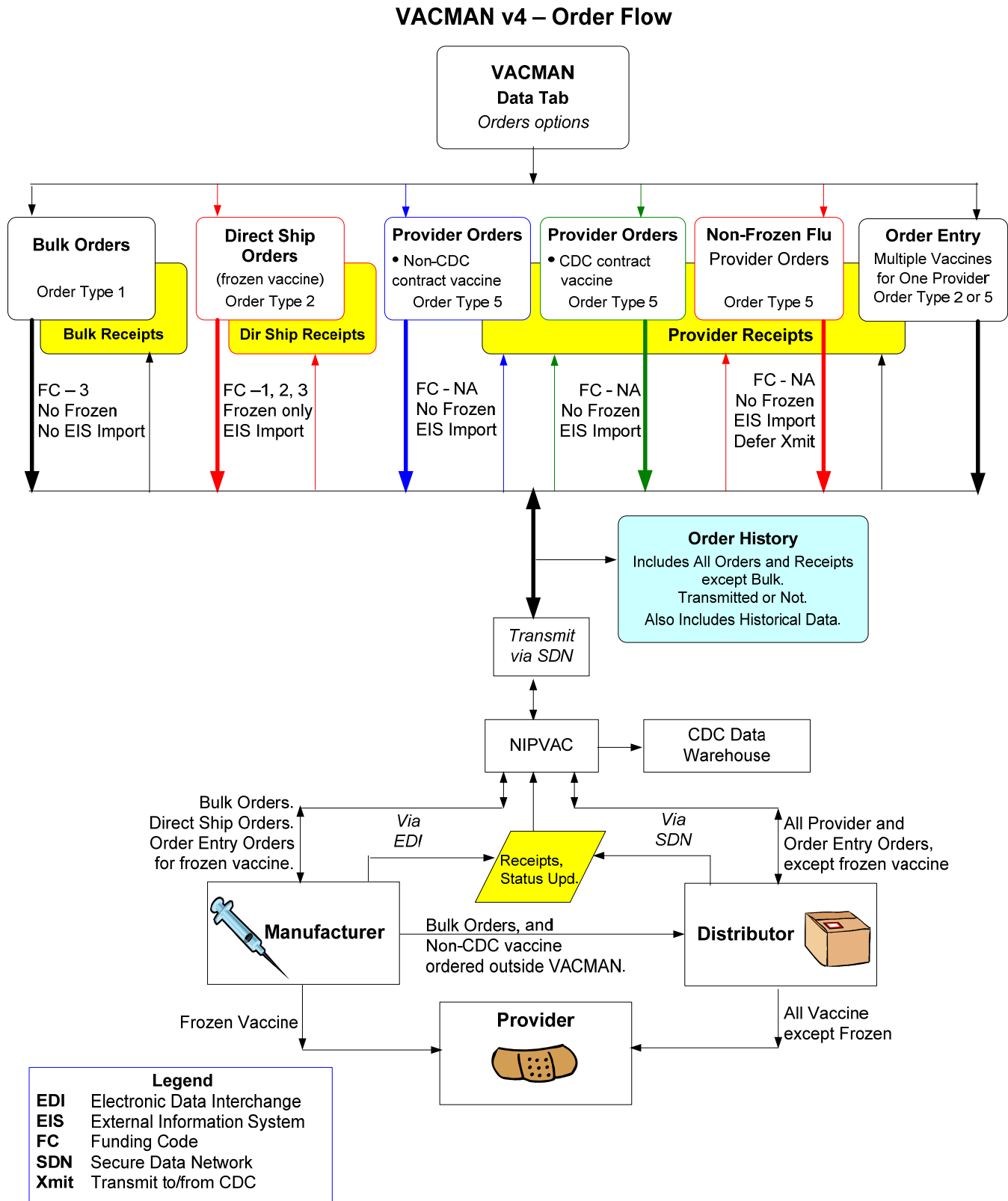
For centralized distribution, shipping instructions are required and must be in a specific format for provider orders. A new screen, available via *Providers – Addresses* tab, enables this input. The system may direct you to the shipping instructions screen during the provider order entry **Save** process.

On the *Setup* tab, review and edit both **Provider Order Vaccines** and **Non-CDC Vaccines**. Choose whether the vaccines should display for selection, and create shortcuts if applicable. Enter *Cost* for non-CDC vaccines.
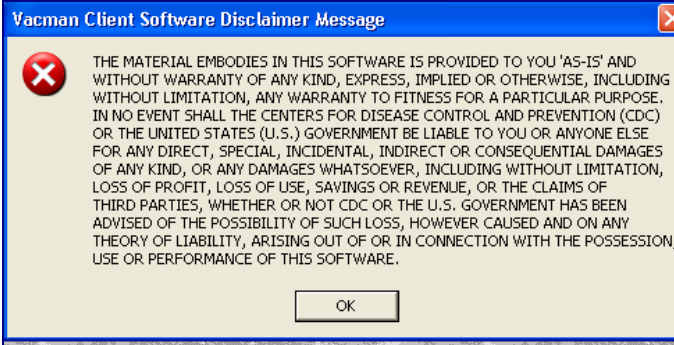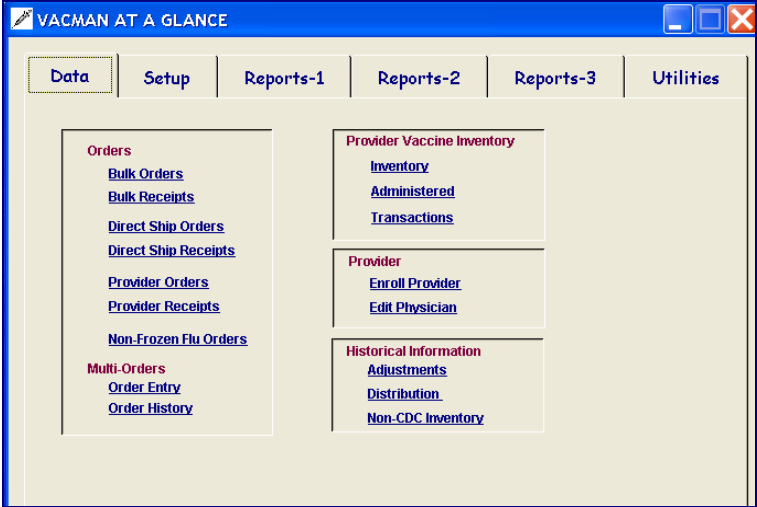
The following flowchart presents an overview of VACMAN v4x order processing.

Figure 1. VACMAN v4x Order Flow.

VACMAN v4 – Order Flow

```
                           ┌─────────────────────┐
                           │      VACMAN         │
                           │     Data Tab        │
                           │  Orders options     │
                           └─────────────────────┘
```

| Bulk Orders

Order Type 1 | Direct Ship Orders
(frozen vaccine)
Order Type 2 | Provider Orders
• Non-CDC contract vaccine
Order Type 5 | Provider Orders
• CDC contract vaccine
Order Type 5 | Non-Frozen Flu
Provider Orders

Order Type 5 | Order Entry
Multiple Vaccines for One Provider
Order Type 2 or 5 |

Bulk Receipts   **Dir Ship Receipts**   **Provider Receipts**

FC – 3
No Frozen
No EIS Import

FC –1, 2, 3
Frozen only
EIS Import

FC - NA
No Frozen
EIS Import

FC - NA
No Frozen
EIS Import

FC - NA
No Frozen
EIS Import
Defer Xmit

Order History
Includes All Orders and Receipts except Bulk.
Transmitted or Not.
Also Includes Historical Data.

Transmit via SDN

NIPVAC → CDC Data Warehouse

Bulk Orders.
Direct Ship Orders.
Order Entry Orders for frozen vaccine.

Via EDI

Receipts, Status Upd.

Via SDN

All Provider and Order Entry Orders, except frozen vaccine

Manufacturer

Bulk Orders, and Non-CDC vaccine ordered outside VACMAN.

Distributor

Frozen Vaccine

Provider

All Vaccine except Frozen

Legend
EDI   Electronic Data Interchange
EIS   External Information System
FC   Funding Code
SDN   Secure Data Network
Xmit   Transmit to/from CDC

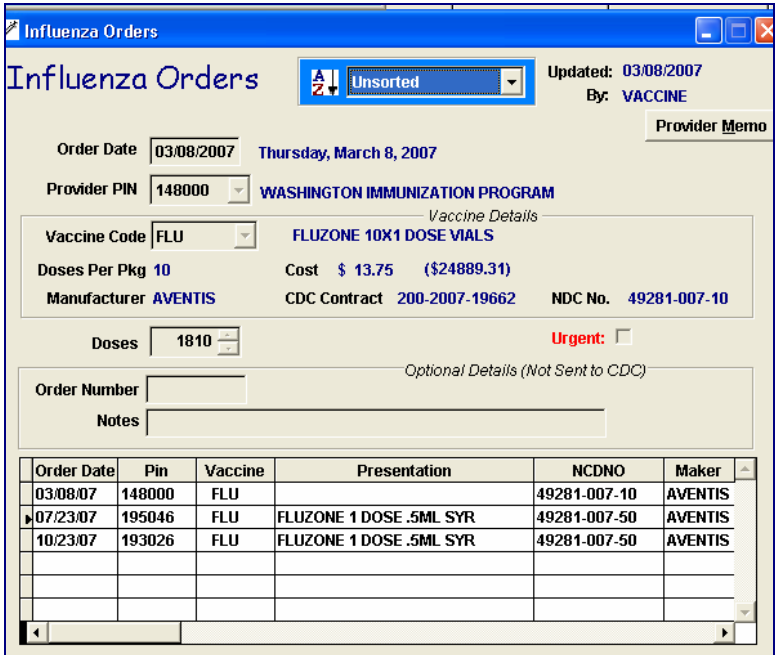| Tab	Screen	X-ref	Description
NA	(Log in process)	1.	 **Figure 2. Disclaimer Message.** As of **V4.1.2**, The system displays this disclaimer message prior to log in. Click the **OK** button to continue to log on to VACMAN.
Data	Data tab options	2.	 **Figure 3. Modified v4x *Data* tab.** These options on the *Data* tab access new functions: • **Provider Orders** – accesses the new *Provider Order* screen. Radio buttons on this screen allow you to select either CDC Contract Vaccine orders or Non-CDC Contract Vaccine orders. Use the *Provider Order* screen to distribute all non-frozen vaccine, except flu vaccine, to a provider. • **Non-Frozen Flu Orders** – accesses the new *Non-Frozen Flu Orders* screen. This type of vaccine is separate from other provider orders and facilitates a new feature: you will be able to delay transmitting these orders. They will remain as order records, which you can browse and edit, until you choose to transmit them. • **Provider Receipts** – accesses the new *Provider Receipts* screen. It includes new system-filled *Carrier* and *Tracking* fields. These receipts include receiving for Provider, Non-Frozen Flu, and Non-CDC Orders. The system-filled *Depot* value is the central distribution center that serves your project. • **Order Entry** – Under the new **Multi-Orders** heading, this option accesses the new *Order Entry* screen. It lets you enter orders for

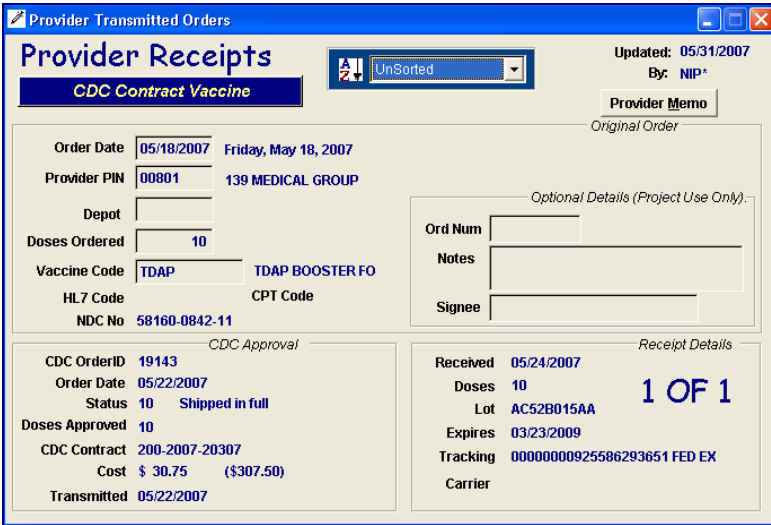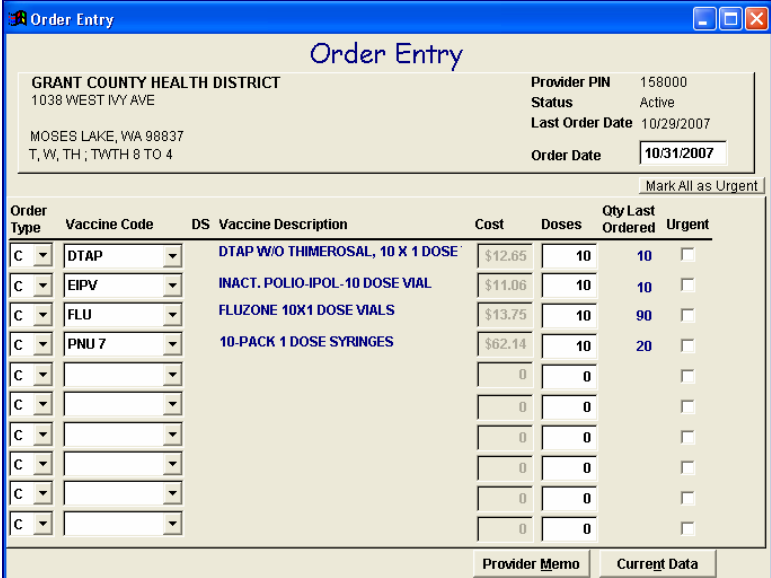| Tab	Screen	X-ref	Description
			multiple vaccines for one provider. You can enter orders for any vaccine including non-CDC contract vaccines and CDC contract vaccines, frozen or non-frozen.
			• **Order History** - Under the new **Multi-Orders** heading, this option accesses the new *Order History* screen. You can view detail and status of all orders for a selected provider.
			Other *Data* tab options changed as follow:
			• **Transactions** – one option now accesses provider, direct ship, and, as of **v4.1.2**, historical distribution transactions; they are combined on one screen.
			• **Adjustments** and **Distribution** – access historical information about project vaccine inventory. This represents adjustment and distribution data prior to installation of VACMAN v4x. This is view-only data.
			• **Enroll Demographics** – This option no longer is on the *Data* tab. Instead, access *the Enrollment* screen from the *Enroll Provider* screen.
Data	Bulk Orders	3.	• Only Funding Code 3 is applicable on the *Bulk Orders* screen. Use this screen only for state-funded orders.
			• The system-filled *Depot PIN* field value is "Depot." After the order transmits, the system fills the *Bulk Receipts* screen *Depot* field with your project's central distributor.
			• The **View Funding Balance $$** button has been removed.
			• The *Funding* and *Funding Adjustments* screens are no longer applicable.
			• The *State PO No.* value continues to be required information for state-funded orders.
			• As of **v4.1.3**, the minimum order allowed is based on the package size instead of the bulk minimum specified on the contract table.
			• As of **v4.1.3**, the Bulk Orders function filters properly, showing only Bulk Orders.
Data	Bulk Receipts	4.	• The system-filled field, *Carrier*, has been added.
			• The **View Funding Balance $$** button has been removed.
			• The *Funding* and *Funding Adjustments* screens are no longer applicable.
			• The *Add to Inventory* check box has been removed.
Data	Direct Ship Orders	5.	• The *Funding* and *Funding Adjustments* screens are no longer applicable.
			• The $25,000 maximum per order still applies.
Data	Direct Ship Receipts	6.	The system-filled fields, *Carrier* and *Tracking*, have been added.

Tab	Screen	X-ref	Description
Data	Provider Orders	7.	

Figure 4. New v4x *Provider Orders* screen.

Use this new screen to order one vaccine for shipment to one provider. Notice that the **Order Type** radio buttons allow you to choose CDC contract vaccines or non-CDC contract vaccines.

These orders transmit to the central distributor that serves your project. Your project's central distributor is the *Depot* on applicable screens. Orders ship from your distributor to the provider.

You now have the ability to flag an order as **Urgent**. The VACMAN team recommends that you use this feature only when there is real need for overnight, next-day delivery. There is an additional cost for this handling.

The system creates a mirror *Provider Orders* screen when you use the *Order Entry* screen to enter multiple orders for a provider.

Non-CDC Contract Vaccines

Non-CDC contract vaccines continue to be ordered outside the VACMAN system. Instruct the manufacturer or supplier to ship to your central depot, and use the *Provider Order* screen, *Non-CDC vaccines* radio button, to distribute these vaccines to providers.

For VACMAN v4x, the non-CDC contract vaccines that projects can order are limited to those that display in the *Vaccine Code* drop down box. Projects provide input to CDC as to which vaccines to include. CDC updates the Non-CDC vaccine list periodically.

Shipping Instructions

If shipping instructions for this provider have not been updated to v4x requirements, the system displays an error message, and re-directs you to the *Provider Shipping Modifications* screen. See the **Enroll Provider** option below (Reference **16**).
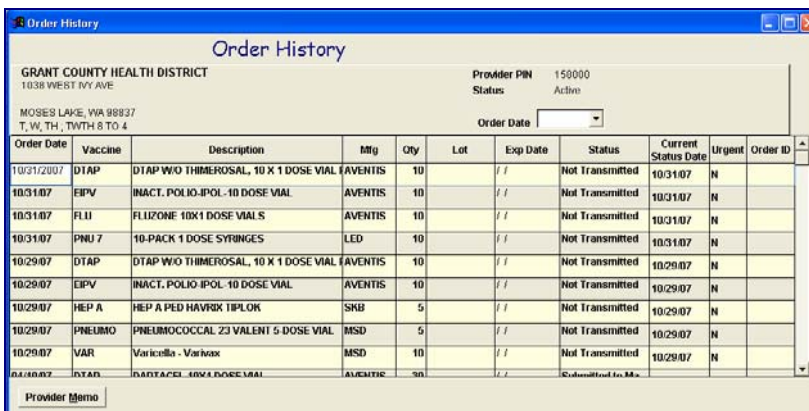
Tab	Screen	X-ref	Description
Data	Influenza Orders	8.	

Figure 5. New v4x *Influenza Orders* screen.

Use this new screen only for flu vaccine. VACMAN v4x handles these vaccines separately from other vaccines, so that you can <u>delay</u> transmitting these flu orders. Until you transmit them, they remain as orders in the grid on the lower portion of this screen. You can browse and edit these orders.

If you order flu vaccine on the *Order Entry* screen, the system mirrors the order on this grid.

On the *Exchange Data with CDC* screen, you can choose to include these flu orders in the package you are going to transmit. A new popup screen offers that option. Once you transmit these orders, they process with other orders and subsequently become *Provider Receipts*.

Shipping Instructions

If shipping instructions for this provider have not been updated to v4x requirements, the system displays an error message, and re-directs you to the *Provider Shipping Modifications* screen. See the **Enroll Provider** option below (Reference **16**).

As of **v4.1.3**, you can flag flu orders as Urgent. Use this feature cautiously, as expedited shipping is a cost factor.
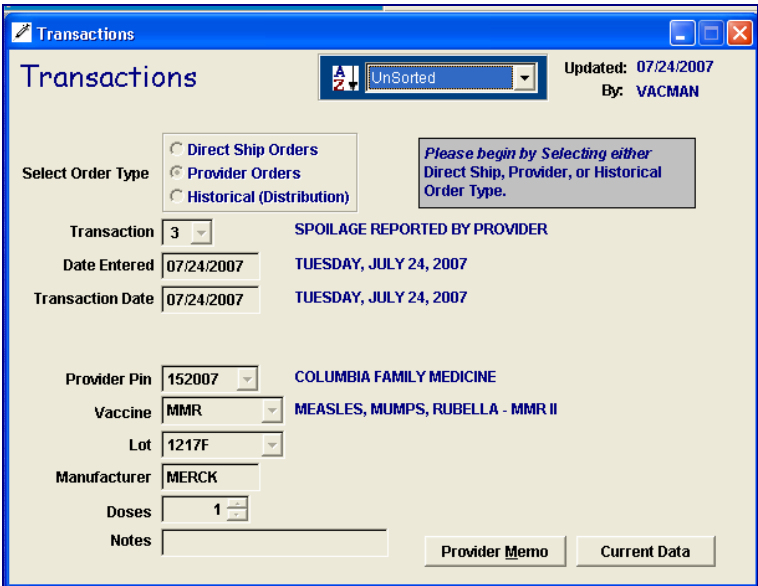
Tab	Screen	X-ref	Description
Data	Provider Receipts	9.	**Figure 6. New v4x *Provider Receipts* screen.** Use this new screen to review the status of provider orders that have been transmitted. Notice that it includes system-filled *Depot PIN*, *Tracking* and *Carrier* fields. Provider Receipts include receiving for all provider orders. The field *CDC OrderID* replaces the previous field *CDC PO* as of **v4.1.2**. This applies only to *Provider Receipts*. As of **v4.1.3**, you can search *Provider Receipts* by Order ID. As of **v4.1.3**, an issue regarding system record overwriting has been resolved. As of **v4.1.3**, an indicator flagging multiple receipts has been added.
Data	Order Entry	10.	**Figure 7. New v4x *Order Entry* screen.** Use this screen to order multiple vaccines for one provider. Use a separate row for each vaccine. You can order any CDC contract vaccines and non-CDC contract vaccines

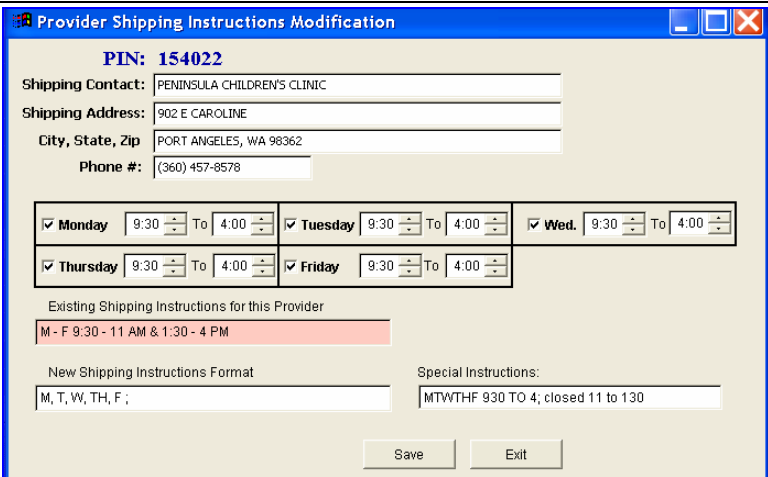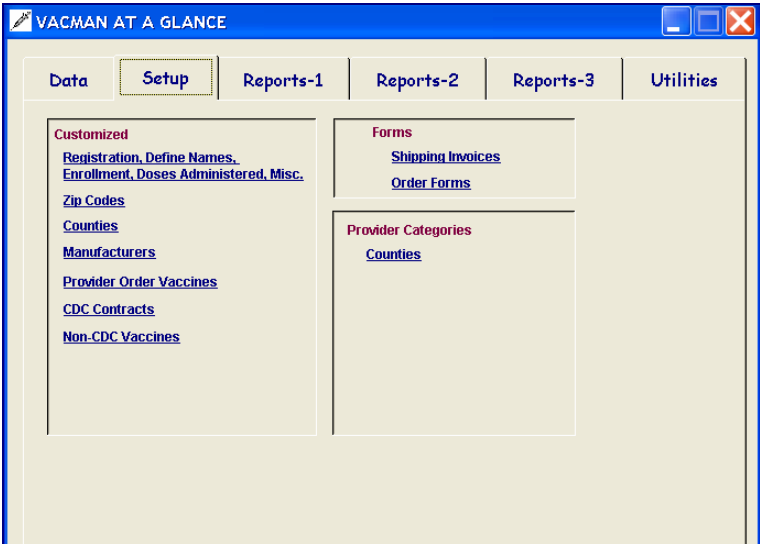| Tab	Screen	X-ref	Description
			on this screen.
			As of **v4.1.3**, you can flag all orders on the screen as **Urgent** rather than checking individual boxes.
			As of **v4.1.3**, you can access **Provider Memo** and **Current Data** via this screen without being in **Edit** mode.
			Note: For non-CDC contract vaccines, see the *Setup* tab – *Non-CDC Contract Vaccines* screen. You can choose which vaccines you want to be available in *Vaccine Code* drop down lists for non-CDC contract vaccines on this and the Provider Order screen. Although you can enter the cost per dose directly on the *Order Entry* screen, the VACMAN team recommends that you maintain this value on the *Setup – Provider Vaccine Types* screen, for efficiency and to ensure consistency.
			On the *Order Entry* screen, you can choose non-frozen flu vaccine for this provider. However, flu orders do not transmit until you choose that option on the *Exchange Data with CDC* screen.
			You can choose frozen (Direct Ship) vaccine for this provider. The system prompts you to verify the *Funding Code*. You can edit the *Funding Code* on the pop up message.
			The *Last Order Date* field was added as of **v4.1.2**.
Data	Order History	11.	**Figure 8. New v4x *Order History* screen.** The *Order History* screen displays records that were entered through the *Provider Order*, *Direct Ship Order*, *Non-Frozen Flu*, and multi *Order Entry* screens, as well as any existing orders in *Provider Receipts*, *Direct Ship Receipts* and *Distribution*. By default, the most recent order is the first record. To see orders for a specific date, type in the *Order Date* field. As of **v4.1.3**, an issue with the **Alt+H** shortcut to access this screen has been corrected. As of **v4.1.3**, an issue with vaccine descriptions has been resolved.
Data	Project Vaccine Inventory	12.	All of the previous *Project Vaccine Inventory* options access historical data, and are view-only. The previous options **Adjustments** and **Distribution** now display under the heading *Historical Information* on the *Data* tab. You can view adjustment and distribution records created prior to installation of VACMAN v4x, but you cannot edit them.
Data	Project Vaccine Inventory –	13.	See above description of *Project Vaccine Inventory* options. Distribution from inventory no longer is applicable. In addition:

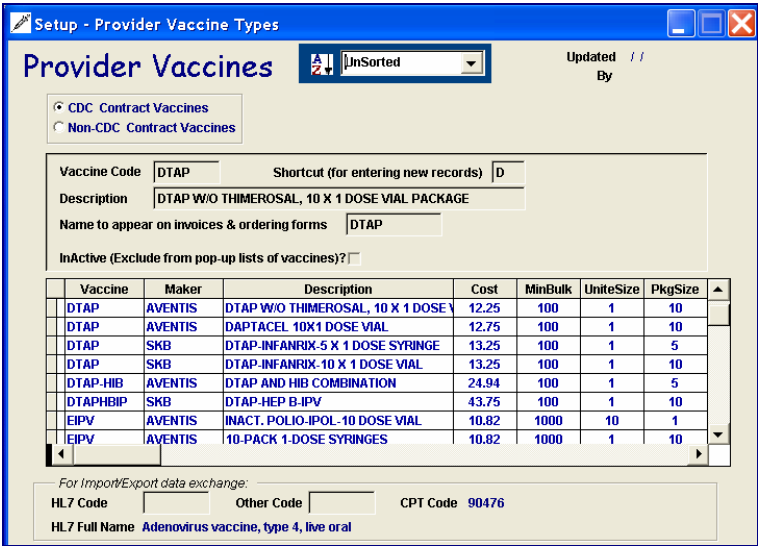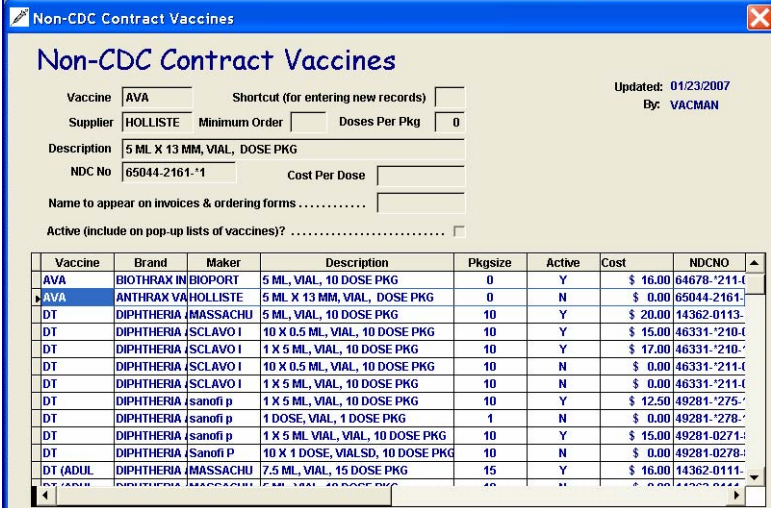| Tab	Screen	X-ref	Description
	Distribution option		• The former *Distribution* screen **Back Order** button no longer is applicable. • These former *Distribution* screen buttons now are available from the new *Provider Order* screen: Provider Memo, Allowance, Current Data, and Provider Address.
Data	Provider Vaccine Inventory	14.	As of **v4.1.3**, you can enter inventory for vaccines not currently on the contract table. As of **v4.1.3**, you can use shortcuts for vaccines that are not currently on the CDC contract table. As of **v4.1.3**, an issue with entering varicella has been resolved. As of **v4.1.3**, an issue with the auto-save feature has been resolved.
Data	Transactions	15.	As of **v4.1.3**, you can enter wastage for vaccines that providers received from your project depot prior to v4x. As of **v4.1.3**, the system is correctly editing the Transfer function (Code 8) against the FROM Provider PIN. As of **v4.1.3**, the *Lot* drop down box displays both Provider Order and Historical Distribution lot numbers. As of **v4.1.3**, you can use shortcuts for vaccines that are not currently on the CDC contract table. As of **v4.1.3**, an issue with the **Alt**+**T** shortcut to access this screen has been corrected.
Data	Doses Admin	16.	Choose one of two radio buttons: **CDC Vaccines**, or **Non-CDC Vaccines**. As of **v4.1.3**, you can use shortcuts for vaccines that are not currently on the CDC contract table. As of **v4.1.3**, an issue with entering varicella has been resolved. As of **v4.1.3**, an issue with vaccine entry via keyboard and DTAP has been resolved.
Data	Transactions	17.	 **Figure 9.** *Transactions* **screen.** • Choose one of three radio buttons: **Direct Ship Orders**, **Provider Orders**, or as of **v4.1.2**, **Historical (Distribution)**.

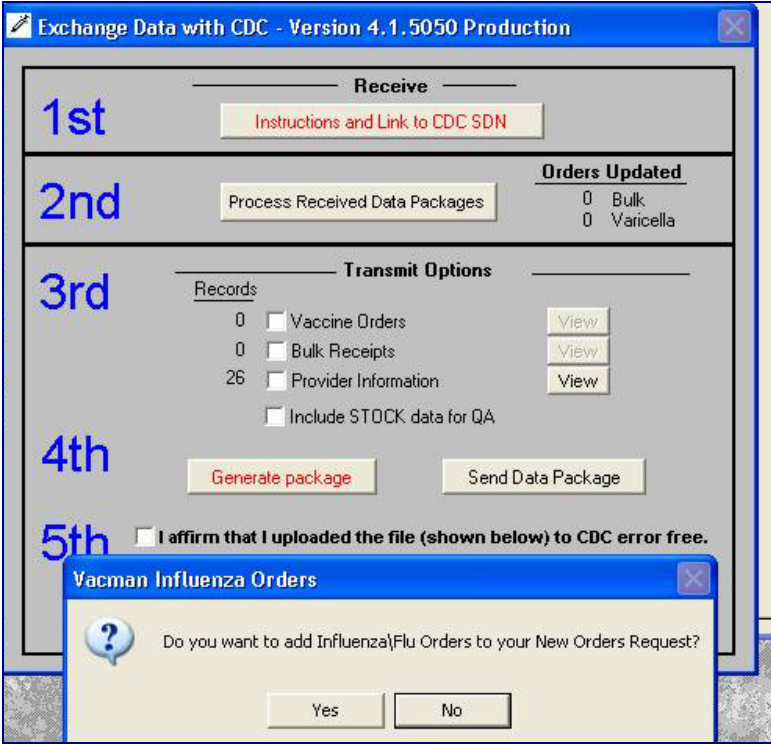| Tab	Screen	X-ref	Description
			• As of **v4.1.2**, Transaction Code 2, Returned by Provider in a Viable State, is reinstated.
Data	Enroll Provider	18.	• Access to the *Enrollment* screen is directly from the *Provider* main tab. It no longer is an option on the *Data* tab. • As of **v4.1.2**, a new check box field, *Suspend Provider Ordering*, lets you prohibit Provider Orders for a provider. Check this box to prohibit orders. **Note:** To prohibit Direct Ship orders for a provider, uncheck the *Direct Ship Eligible* box. • On the *Main* tab, the check box *Varicella Eligible?* has been changed to *Direct Ship Eligible?* • On the *Address* tab, the *Shipping Instructions* value must be formatted to meet distributor requirements. • On the *Address* tab, the Shipping Instructions message, *Required, Varicella*, has been changed to *Required, Direct Ship*. However, the distributor requirement is that shipping instructions must be in a specific format for all vaccines – not just frozen ones. **Shipping Instructions** In previous versions of VACMAN, *Shipping Instructions* has been a free-form field of up to 50 characters. A centralized distribution requirement is that the instructions be formatted. VACMAN v4x contains a dialog box to facilitate edits to this field. The **Update Ship Instruction** button accesses the *Provider Shipping Instructions Modification* screen; see **Figure 10**. Shipping instructions is a two-part field. The first part is for essential week days and hours information. The second part can contain additional information, such as "closed 1 to 2", as might be the case at lunchtime. Both sections combined still cannot exceed 50 characters. The system displays as much of the second part of the field as possible. You can edit as needed to include vital information. If the instructions are complex – for example, different lunchtimes each day – you can specify hours that are consistent every day. **Default hours are 9:00 a.m. to 5:00 p.m.** The instructions can only include alphabetic characters, numeric characters, and just these two special characters: comma (**,**) and semi-colon (**;**). Note that hyphens (-) and colons (:) cannot be used. **"Friday"** – Click the **Friday** box to replicate formatted instructions in the two format fields. To eliminate Friday as a delivery day, click and then unclick the **Friday** box. **Note:** You must click the **Save** button on both the *Provider Shipping Instructions Modification* screen and the *Providers* screen – *Addresses* tab, VACMAN tool bar.

Tab	Screen	X-ref	Description

Figure 10. *Provider Shipping Instructions Modifications* screen. Shows existing non-formatted instructions in the pink box. Use as a reference when you enter new instructions. |
| Setup | Setup tab options | 19. |

Figure 11. Modified v4x *Setup* tab.

- The **Funding** and **Depots** options are not longer applicable. You no longer need to maintain project depots or funding balances.
- The option **Non-CDC Vaccines** has been added. It accesses a list of non-CDC contract vaccines that can be distributed within the VACMAN system. The list is based on user input and is updated as needed. |
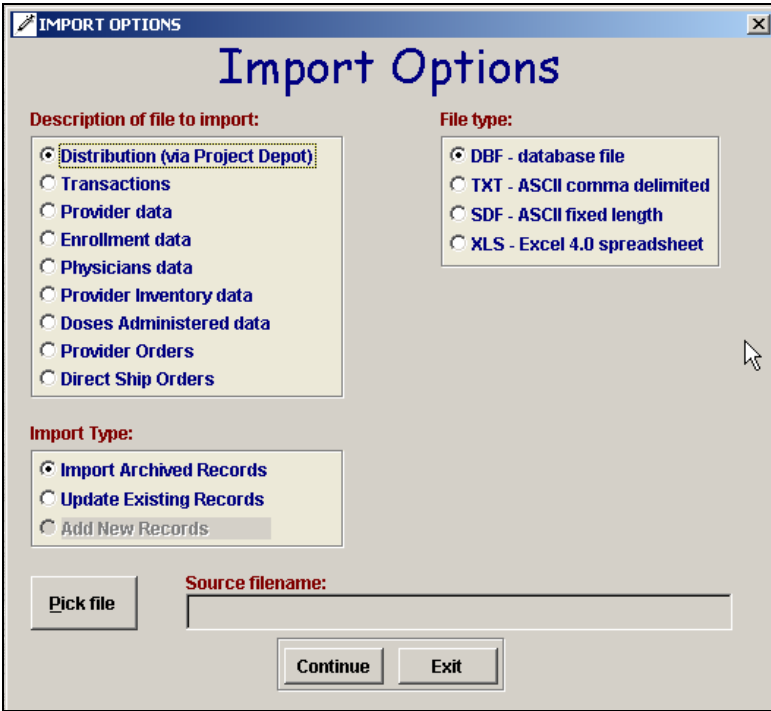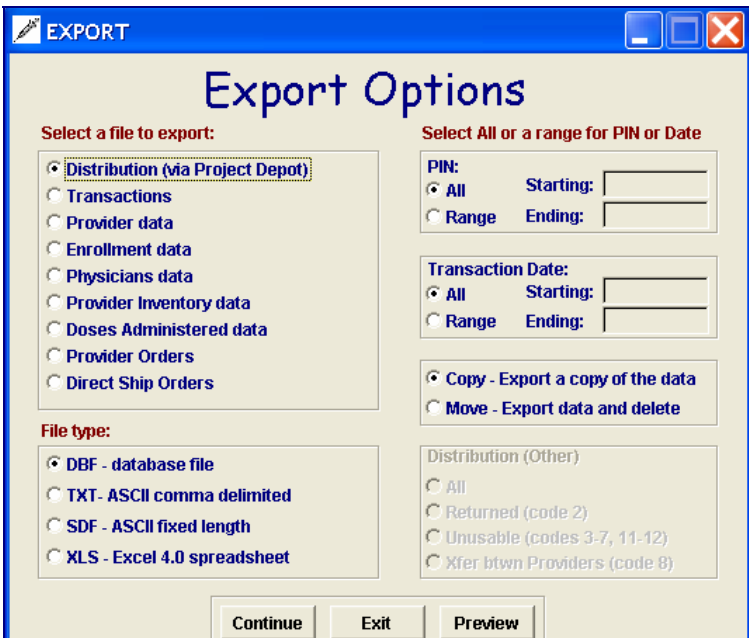| Setup | Doses Administered tab | 20. | Text has been added to accommodate the new MMR-V vaccine. |
| Setup | Miscellaneous tab | 21. | References to varicella, project depot, and short-dating vaccines are modified or removed to reflect v4x changes. |
| Setup | Zip Codes | 22. | The zip code discrepancy between *Provider - Address* tab and the *Setup – Zip Codes* function is resolved. |

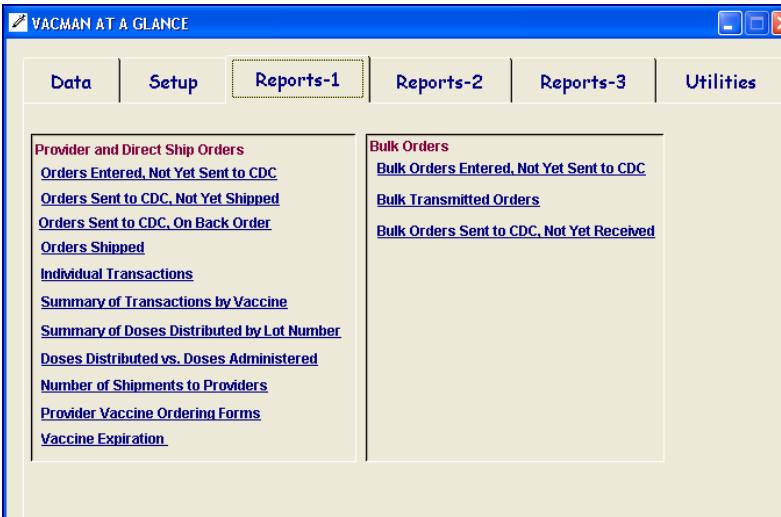| Tab	Screen	X-ref	Description
Setup	Provider Vaccines	23.	Figure 12. New v4x *Provider Vaccines* screen – CDC Contract. Use this screen to activate vaccines and presentations so they will display in vaccine drop down lists. You can de-activate vaccines or presentations that you do not distribute to providers. Also create vaccine shortcuts as applicable for vaccines.
Setup	Non-CDC Vaccines	24.	Figure 13. New v4x *Non-CDC Contract Vaccines* screen. This screen displays a list of non-CDC contract vaccines that your project can distribute within VACMAN. The list is based on user input and is updated periodically. Activate vaccines and presentations so they will display in vaccine drop down lists. You can de-activate vaccines or presentations that you do not distribute. Also enter your project's cost for each vaccine you activate, and create vaccine shortcuts as applicable.

Tab	Screen	X-ref	Description
Utilities	Exchange Data with CDC	25.	 **Figure 14. Modified v4x *Exchange Data with CDC* screen.** The *Orders Updated* reference to varicella has been changed to *Direct Ship*; *Provider* and *Influenza* are added. A new popup screen offers the option of including flu orders in the transmission. (v4.1.3.1) If you click the **Yes** button, flu orders <u>do transmit</u>. The default is that flu orders <u>do not transmit</u>.
Utilities	Data Doctor	26.	 **Figure 15. Modified v4x *Data Doctor* screen.** • A new check box, *Vacman Data Repair*, is added. This function repairs, updates and synchronizes data. **Note:** You must have VACMAN Security Level 3, and be authorized to transmit, to access this function. • The Re-calculate inventory check box is no longer applicable.

Tab	Screen	X-ref	Description
Utilities	Import Options	27.	Figure 16. Modified v4x *Import* screen. • References to Varicella Orders have been changed to Direct Ship Orders. • The order of the *Description of File to Import* list is changed. • The file type option *Lotus* WK1 has been removed. • As of **v4.1.3**, the system validates minimum quantity based on package size.
Utilities	Export Options	28.	Figure 17. Modified v4x *Export* screen.

Tab	Screen	X-ref	Description
			• References to Varicella Orders have been changed to Direct Ship Orders. • The order of the *Select a file to export* list is changed. • The file type option *Lotus* WK1 has been removed • The system properly exports distribution and provider inventory records. This is historical information only. • The system properly exports transactions records. • As of **v4.1.3**, the system edits minimum quantity based on package size.
Reports	All Reports tabs	29.	Reports pertaining to project inventory, distribution, and funding are not applicable in VACMAN v4x. For historical purposes, you can still run these reports. They are available on a new *Reports-3* tab. They report on transactions that occurred prior to installation of VACMAN v4x.
Reports - tab 1	Various	30.	 **Figure 18. Modified v4.1.2 *Reports-1* tab.** The Distribution and project Inventory reports are now available on the *Reports – 3* tab, instead of the Reports – *1* tab. They are historical information only, and reflect transactions prior to installation of VACMAN version 4.x. As of **v4.1.2**, a new report, *Orders Sent to CDC, On Back Order*, is accessible from the *Reports – 1* tab. A new Order Status code, 12, represents Back Order. As of **v4.1.2**, on several reports, the *Vaccine* field now includes detail about the presentation and manufacturer.
Reports - tab 1	Orders Sent to CDC, Not Yet Shipped	31.	As of **v4.1.3**, the column heading *OrderID* has been added for Provider Orders.
Reports - tab 1	Summary of Doses Distributed by Lot Number, Doses Distributed vs. Doses Administered	32.	As of **v4.1.3**, discrepancies in the *Totals* for these two reports have been resolved.
Reports - tab 1	Individual Transactions	33.	As of **v4.1.3**, you can request a new data combination for wastage. The report combines transaction Code 3 (spoilage), Code 4 (expiration), and Code 6 (failure to store properly).

Tab	Screen	X-ref	Description
			As of **v4.1.3**, this report filters by PIN and Date.
			As of **v4.1.3**, an issue regarding included transactions has been resolved.
Reports - tab 2	Various	34.	**Figure 19. Modified v4x *Reports-2* tab.** This tab provides access to functions not related directly to ordering. The Depots, Suppliers (Manufacturers), Funding Source Transactions, and Funding Codes and Balances reports, are now available on *Reports* – tab 3. They are historical information only, and reflect transactions prior to installation of VACMAN v4.x.
Reports - tab 2	Single Address Labels	35.	A printing issue with using the 30 label per sheet option has been resolved.
Reports - tab 2	Summary of Doses Administered by Vaccine Type	36.	The correct report generates.
Reports - tab 3	Various	37.	**Figure 20. New v4x *Reports-3* tab.** This tab accesses reports containing historical data only. Data represents transactions prior to installation of VACMAN v4x.

http://www.cdc.gov/vaccines/programs/vacman/downloads/diff_3011vs4x.pdf