When borrowing and returning vaccine in the North Dakota Immunization Information System (NDIIS), a dose of administered vaccine just needs to be entered in the client’s immunization record. The system will keep track of how many doses have been borrowed from and returned to both state supplied and privately purchased vaccine in the provider’s lot inventory within the NDIIS.

Call the North Dakota Immunization Program with questions at 701.328.3386 or toll-free at 800.472.2180

- All borrow and return activity must be tracked using the Immunization Program VFC Vaccine Borrow/Return Report form, which can be found at: [http://www.ndhealth.gov/Immunize/Providers/Forms.htm](http://www.ndhealth.gov/Immunize/Providers/Forms.htm)
- Any borrowed doses of state-supplied vaccine must be returned within 4 weeks or vaccine orders will be held.
- State-supplied influenza vaccine CANNOT be borrowed for not-eligible children or adults
- “OTHER STATE ELIGIBLE” VFC status should be used for insured children at universal local public health units, insured children receiving the birth dose of hepatitis B, and other state programs.... See coverage table.
Borrowing and Returning Doses:

Borrow:

1. Click on the Client Search hyperlink from your home screen.

2. Once on the client lookup page, search for the client whose immunization you need to add. From the list of possible matches, highlight the correct patient and click a. You can also open the client’s record by double-clicking their line from the list. b. You can sort the list by clicking on the column header.

3. From the client page, move to the Immunization tab and click to open the Dose Management window.
4. If borrowing from state supplied stock to private:
   a. Enter a dose of state supplied vaccine to the immunization record of a patient not VFC eligible by selecting a state lot number in the Dose Management window and setting the client’s VFC to “NOT ELIGIBLE.”

Dose Management

- Provider: 4921 - MW TRAINING PROVIDER
- Dose Date: 05/01/2013
- Lot #: 0683AE - State
- Vaccine: MMR
- Reaction: NONE
- VFC: NOT ELIGIBLE

- If a state-supplied vaccine lot number is chosen and the client’s VFC status is set to “NOT ELIGIBLE,” you will see the following warning:

NDIIS - Dose Entry

You are about to add a dose of state supplied vaccine to a patient that you have indicated as not eligible for VFC vaccine. If this dose is added, a dose of private vaccine must be returned to the state supply. Add this dose anyway?

Yes  No

- Clicking “No” in the warning box will return you to the dose management screen.
- Clicking “Yes” will add the dose and the dose will need to be returned to the appropriate lot.
5. If borrowing from private stock to state supplied stock:
   a. Enter a dose of privately purchased vaccine to the immunization record of a patient who is VFC or other state eligible by selecting a private supply lot number in the Dose Management window and setting the client’s VFC to “MEDICAID,” “AMERICAN INDIAN,” “UNDER INSURED,” “NO INSURANCE” or “OTHER STATE ELIGIBLE.”

Dose Management

- If a private vaccine lot number is chosen and the client’s VFC status is **NOT** set to “NOT ELIGIBLE,” you will see the following warning:

   ![NDIIS - Dose Entry](image)

   You are about to add a dose of private vaccine to a patient that you have indicated as VFC eligible. If this dose is added, a dose of state-supplied vaccine must be returned to the private supply. Add this dose anyway?

   - Clicking **“No”** in the warning box will return you to the dose management screen.
   - Clicking **“Yes”** will add the dose and the dose will need to be returned to the appropriate lot.
Return:

6. When returning the borrowed doses, repeat steps 1 – 3
7. If a dose of state supplied vaccine was borrowed, then a dose of private vaccine needs to be added to the record of a patient whose VFC status is “MEDICAID,” “AMERICAN INDIAN,” “UNDER INSURED,” “NO INSURANCE” or “OTHER STATE ELIGIBLE.” Follow the instructions in step 5 to complete this return.
8. If a dose of privately purchased vaccine was borrowed, then a dose of state supplied vaccine needs to be added to the record of a patient whose VFC status is “NOT ELIGIBLE”. Follow the instructions in step 4 to complete this return.

❖ Note: Providers whose electronic health record (EHR) system is connected to the NDIIS and submits immunization data electronically should refer to the “Interoperability Data Entry Effects on NDIIS Inventory Management” for details on how borrow/return activity works with an electronic interface.
**Reports:**

Providers can also run and print reports that list all borrow and return transactions and that list the number of doses of each vaccine that need to be returned to private or publicly-purchased stock.

**Borrow and Return Lots – Balance report**

Balance report shows running tally of all doses owed to state and private supply and includes any doses of vaccine owed in the old version of the NDIIS. The NDDoH does have access to borrow/return activity information from the old system if there are older balances that need to be looked into further. The same presentation of the borrowed vaccine must be returned in order for the balance report to recognize the return.

1. Click on the **Reports** hyperlink from your home screen.

2. Once in the Reports page, click on the **New Request** tab
3. Select the **Borrow and Return Lots – Balance** report from the Report field drop-down box.

4. Select the correct provider from the Provider field drop-down box.
   a. The report can be run only for the providers you can enter immunizations for.

5. When finished, click the **Run Now** button and return to the **Saved Reports** tab.

6. The run report will show up at the top of the list of reports.
   a. If your report does not immediately show up, click the **Refresh** button.
   b. You should also periodically click the Refresh button until the report status is complete.

7. Highlight the report on the list and click the **View** button.

8. The report will open in PDF format.

9. There will be three sections on the report showing:
a. the doses that were owed to either state or private supply vaccine at the time of the system upgrade  
b. the doses that were given after the upgrade date  
c. the number of doses of each vaccine that need to be returned to the publicly purchased (state supply) stock and the privately purchased stock

<table>
<thead>
<tr>
<th>Vaccine</th>
<th>Starting Balance</th>
<th>(After 03/01/2011) Doses Given</th>
<th>Current Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Doses Owed to</td>
<td>Doses Owed to</td>
<td>Doses Owed to</td>
</tr>
<tr>
<td></td>
<td>State Supply</td>
<td>Private Supply</td>
<td>State Supply</td>
</tr>
<tr>
<td></td>
<td>Doses Owed to</td>
<td></td>
<td>Doses Owed to</td>
</tr>
<tr>
<td></td>
<td>Private Supply</td>
<td></td>
<td>Private Supply</td>
</tr>
<tr>
<td>MMR</td>
<td>0</td>
<td>1</td>
<td>0</td>
</tr>
<tr>
<td>CHICKEN POX</td>
<td>0</td>
<td>2</td>
<td>0</td>
</tr>
<tr>
<td>HAV (2 doses)</td>
<td>0</td>
<td>2</td>
<td>0</td>
</tr>
<tr>
<td>PCV7 (Pneumoccal)</td>
<td>1</td>
<td>0</td>
<td>1</td>
</tr>
<tr>
<td>TDAP</td>
<td>0</td>
<td>1</td>
<td>0</td>
</tr>
<tr>
<td>ROTAV/HEV (3 doses)</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>
Borrow and Return Lots – Detailed report

Detail report will show all doses of state vaccine administered to NOT ELIGIBLE clients and all doses of private vaccine administered to VFC or OTHER STATE ELIGIBLE. This report should be used to find out which doses are being counted in the balance report and to correct any data entry mistakes that are resulting in doses borrowed.

1. Click on the Reports hyperlink from your home screen.

2. Once in the Reports page, click on the New Request tab

4. Select the correct provider from the Provider field drop-down box.
   a. The report can be run only for the providers you can enter immunizations for.
5. There are two option date fields that can be filled in to run the report for a specific date range.

![](image1)

6. When finished, click **Run Now** and return to the Saved Reports tab.
7. The run report will show up at the top of the list of reports.
   a. If your report does not immediately show up, click the **Refresh** button.
   b. You should also periodically click the Refresh button until the report status is complete.

![](image2)

8. Highlight the report on the list and click **View**
9. The report will open in PDF format
10. There will be two sections on the report showing:
   a. patient and dose details about state supply vaccine given to VFC not-eligible
   b. patient and dose details about private supply vaccine given to VFC or Other State Eligible

<table>
<thead>
<tr>
<th>State Supplied Vaccine Give to VFC non-eligible - (After 03/01/2009)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name</td>
</tr>
<tr>
<td>-------</td>
</tr>
<tr>
<td>Test. Patient 1</td>
</tr>
<tr>
<td>Test. Patient 2</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Private Supply Vaccine Give to VFC or Other State Eligible - (After 03/01/2009)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name</td>
</tr>
<tr>
<td>-------</td>
</tr>
<tr>
<td>Test. Patient 1</td>
</tr>
<tr>
<td>Test. Patient 2</td>
</tr>
<tr>
<td>Test. Patient 3</td>
</tr>
</tbody>
</table>