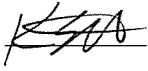


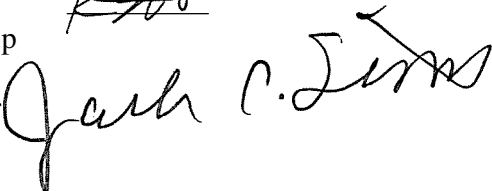


## Memorandum

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**TO:** Regional Directors, Health Service Regions  
Immunization Program Managers, Health Service Regions  
Immunization Program Managers, Local Health Departments

**FROM:** Karen Hess, Manager   
Vaccine Services Group

**THRU:** Jack C. Sims, Manager   
Immunization Branch

**DATE:** August 18, 2010

**SUBJECT:** Texas Vaccines for Children Program: Electronic Vaccine Inventory (EVI)  
Database Access and Training

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Regional and local health departments are encouraged to share the following message with all clinics enrolled in the Texas Vaccines for Children (TVFC) or adult safety net vaccine programs.

In May 2010, providers received a memo introducing Choice legislation and announcing the development of an Electronic Vaccine Inventory (EVI) system. The purpose of this memo is to update providers on the progress of the EVI system and to inform providers of the expectations over the next few weeks.

On September 1, 2010, providers will begin to use the TVFC EVI system to report their current inventory and place regularly scheduled vaccine orders online. Training on this system will be available by late August and can be accessed at [www.ImmunizeTexas.com](http://www.ImmunizeTexas.com). Click on Providers, then Vaccine Choice, then scroll down to Training and click Provider Online Training. All appropriate provider staff should plan to take this training prior to September 1, 2010. The training will provide step by step instruction on the features that are currently available in the system. These include how to electronically:

- o update provider information such as address, hours of operation, and contact information;
- o enter current inventory, and
- o place vaccine orders

Submission of the monthly Temperature Recording Form (C-105) and Monthly Biological Report Form (C-33) will continue to be faxed or mailed to your local health department or health service region (LHD/HSR). However over the next few months these reporting functions will also be automated, beginning with the C-33 report and then the C-105. Providers will eventually begin using EVI to meet all TVFC reporting requirements.

## WHAT IS NEEDED FROM PROVIDERS

In order to utilize the new automated system, providers will need access to the internet and an email account. If your office does not have access to the internet/email, you are encouraged to obtain access for any staff member responsible for the TVFC program.

### Provider Choice Agreement

In order to assure that the every provider was informed about the opportunity to choose vaccines, DSHS developed a Provider Choice Agreement that summarizes the choice guidelines. This agreement must be signed by the enrolled TVFC provider (the same person who signs the Enrollment Form) by August 31, 2010. If you have not signed the Provider Agreement, you can find it on the Vaccine Choice website. Missing the deadline could result in a delay in receiving future vaccine orders.

### EVI Access

Below is a list of steps that will assist you with accessing EVI for the first time.

1. Sign and submit the Provider Choice Agreement by August 31, 2010. If you have not signed an agreement, you will not have access to EVI to place orders.
2. If you have signed the Provider Choice Agreement, a user name (six-digit TVFC PIN) and password will be sent to your primary email address in late August, along with a link to access the site.
3. Once you receive the user name and password email, go to the website and log on using your assigned user name (six-digit TVFC PIN) and password (assigned).
4. Click on the **Provider Information** tab. Your hours of operation will be blank the first time you enter EVI. You must enter and save your hours of operation using the pull down boxes.
5. Check the other information on this screen and update anything that is incorrect.
6. If it is your month to order vaccine, click on the **Current Inventory** tab and enter your current inventory (must be done within two days prior to placing an order).
7. Go to the **Place Order** tab and place your vaccine order. The vaccines available for you to order are the vaccine brands and presentations you chose earlier this year. The selections may not be changed at this time.
  - a. Based on the selected vaccine brands/presentations and your current inventory, you will need to verify that adequate refrigerator/freezer capacity exists to properly store your vaccine order.
  - b. You will also verify that your temperature logs have been submitted to your LHD/HSR.
8. Print your order before exiting.
9. A faxed confirmation will be sent to you on the day the order is actually sent to the distributor. This is the same confirmation that you receive currently.
10. Each month fax, scan, or mail the C-33 and the C-I05 to your LHD/HSR. The LHD/HSR must review these forms before releasing your order for shipment.

### Storage Capacity Validation

As a reminder, based on the selected vaccine brands/presentations and your current inventory, you will need to verify that adequate refrigerator/freezer capacity exists to properly store your vaccine order.

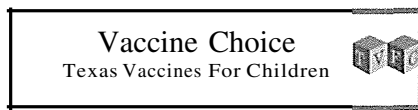
## **RESOURCES**

In addition to the training discussed above, the following resources are available to providers who have questions or needs surrounding vaccine choice.

### Website

As information, tools, and training are developed, they have been added to the vaccine choice website. To access the site go to:

- o [www.ImmunizeTexas.com](http://www.ImmunizeTexas.com)
- o Click on > Go to Immunization Branch Web Page
- o Click on the Vaccine Choice icon



- o Options include:
  - Communications
  - Provider Information
  - Training
  - EVI
  - Other Resources

### Customer Service Call Center

TVFC providers may call the Customer Service Call Center at 1-888-777-5320 to get answers to general questions on automated ordering and reporting processes.

Remember that after September 1, 2010, you will no longer submit vaccine orders through your LHD/HSRs. All vaccine ordering will be electronic. Please contact your LHD/HSR representative if you do not have access to the internet, or if you have questions about TVFC or vaccine orders.