

Inventory User (Power) Guide

Revised: 03/13/2024

The purpose of this guide is to provide a thorough overview of the CAIR2 Vaccine Inventory feature. This feature is helpful for providers who want to manage their vaccine inventory directly in CAIR2 and generate site-level vaccine inventory reports. **This feature is available to users with Inventory (Power) User access.**

Note: Data Exchange (DX) providers using the CAIR2 Inventory Decrementing feature must use the CAIR2 Inventory feature. DX providers not using the DX Inventory Decrementing feature do not need to use the CAIR2 Inventory feature.

For additional support, the following resources are available:

[Local CAIR Representatives \(LCRs\)](http://go.cdph.ca.gov/cair-lcr): (go.cdph.ca.gov/cair-lcr)

CAIR Help Desk:

Phone: 800-578-7889

Email: CAIRHelpDesk@cdph.ca.gov

[CAIR Website](http://cdph.ca.gov/cair): (http://cdph.ca.gov/cair)

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Introduction to the CAIR2 Vaccine Inventory Feature

The Vaccine Inventory feature in CAIR2 is designed to be a complete tracking system for a provider’s vaccine inventory. This feature allows a provider to:

- Add their vaccine inventory, which is automatically adjusted as doses administered are recorded in CAIR2.
- Make adjustments (e.g., as additional shipments are received).
- View inventory.
- Run various inventory-related reports.

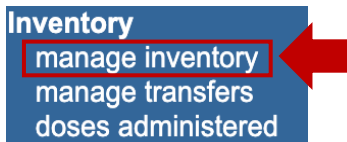
Note: Providers submitting vaccine information to CAIR2 via Data Exchange (DX) must also use the CAIR2 Vaccine Inventory feature if they are utilizing the CAIR2 DX Inventory Decrementing feature.

The CAIR2 Vaccine Inventory feature is only available to users with the CAIR2 Inventory (Power) User Role.

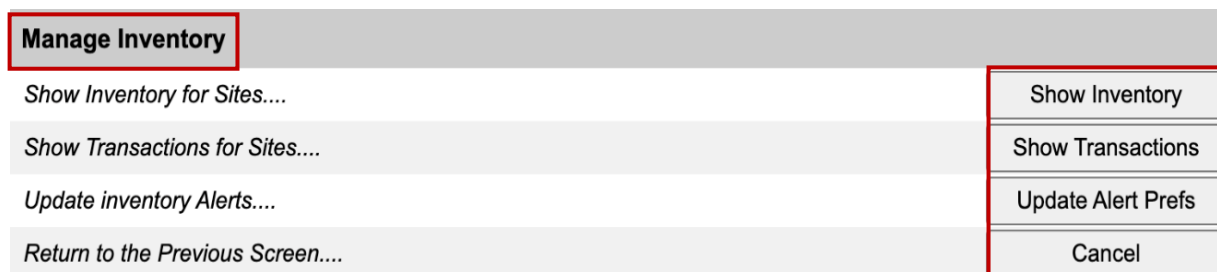
Section 1: Accessing the Vaccine Inventory Feature

To access the vaccine inventory feature in CAIR2:

1. Log into [CAIR2](https://cair.cdph.ca.gov) (https://cair.cdph.ca.gov).
2. On the left blue menu panel, under ‘Inventory’, click the **manage inventory** link.



3. The ‘Manage Inventory/Inventory Alerts’ screen will display.



The following buttons will be located on the right-hand side of the screen:

- **Show Inventory:** Displays the ‘Manage Inventory’ screen, which allows creating/adding, viewing, updating, and reporting of inventory.
- **Show Transactions:** Displays the ‘Vaccine Transactions’ screen, which allows reporting of inventory.
- **Update Alert Prefs:** Displays the ‘Inventory Alert’ screen, which allows the setting of inventory expiration and low-level alerts.
- **Cancel:** Takes you back to the ‘Home’ screen in CAIR2.

Note: Current Inventory Alerts will display at the bottom of this screen if vaccine lots have been entered into CAIR2 (see [Inventory Alerts section](#) for more information):

Inventory Alerts

Vaccine Order/Transfer Notification ...

Type	Shipped	Awaiting Return Shipment	Rejected
Order(s)		No Order Notification	
Transfer(s)		No Transfer Notification	

Active Inventory that is Going to Expire or Expired Lots with a Quantity ...

Site Name	Trade Name	Lot Number	Funding Source	On Hand	Exp Date
CAIR Clinic 14	Gardasil 9	68FY12	PVT	20	04/30/2023
CAIR Clinic 14	RotaTeq	K76543	VFC	11	04/30/2023
CAIR Clinic 14	Infanrix	45ABC	VFC	53	01/31/2022

Inventory that is Running Low by Vaccine Group ...

Vaccine Group	Funding Source	Quantity On Hand
No vaccine groups have a low inventory.		

Inventory that is Running Low by Trade Name ...

Trade Name	Funding Source	Quantity On Hand
Havrix-Peds 2 Dose	VFC	5

Section 2: Adding New Vaccine Lots

This section describes adding a new vaccine lot to your CAIR2 inventory. Use the ‘Add Inventory’ button only if you are adding a new vaccine lot you have received (i.e., one with a new lot number, trade name, expiration date, and/or funding source). Refer to the [Updating Inventory section](#) if you have received additional doses of a vaccine lot already in your CAIR2 inventory (active or inactive).

To add the new vaccine lot:

1. Follow the steps in the [Accessing the Vaccine Inventory Feature section](#) to get to the ‘Manage Inventory/Inventory Alerts’ screen.
2. Click the **Show Inventory** button.

Manage Inventory	
Show Inventory for Sites....	Show Inventory
Show Transactions for Sites....	Show Transactions
Update inventory Alerts....	Update Alert Prefs
Return to the Previous Screen....	Cancel



3. Then click the **Add Inventory** button.

Manage Inventory	
Add Inventory	<input type="button" value="Add Inventory"/>
Modify Quantity On Hand....	<input type="button" value="Modify Quantity"/>
Show Transactions....	<input type="button" value="Show Transactions"/>
Show Previous Counts....	<input type="button" value="Inventory Count Listing"/>
Print Inventory Shown Below....	<input type="button" value="Print"/>
Return to the Previous Screen....	<input type="button" value="Cancel"/>



4. The 'Add Vaccine Inventory Information' screen will display.

Add Vaccine Inventory Information					
Site: CAIR Clinic 12	<input type="button" value="Save"/>				
* Vaccine Group: Adeno	<input checked="" type="radio"/>				
* Trade Name: Adeno T4	<input type="radio"/>				
* Manufacturer: Pfizer-Wyeth	<input type="radio"/>				
NDC:	<input type="button" value="Cancel"/>				
Packaging:					
* Lot Number:					
* Dose:					
* Expiration Date:					
* Funding Source:					
* Lot Active: Yes					
* Quantity on Hand:					
Cost Per Dose (\$):					
Created By	Created Date	Action	Amount	Reason Type	Note



Note: Fields that are in blue and have an asterisk (*) are **required**. Select the radio button next to either the 'Vaccine Group', 'Trade Name', or 'Manufacturer' fields to begin your search for the vaccine lot you want to add. The radio button automatically defaults to the 'Vaccine Group' field – more information is provided below.

Select/enter the following **required** fields:

- **Vaccine Group:** It is recommended to start with the 'Vaccine Group' to narrow the search. Select the 'Vaccine Group' to document (e.g., Influenza Seasonal), and the 'Trade Name' and 'Manufacturer' dropdown menus will be narrowed down based on the 'Vaccine Group' selected.
- **Trade Name:** If selected first, it will narrow the list in the 'Vaccine Group' and 'Manufacturer' fields.
- **Manufacturer:** If selected first, it will narrow the list in the 'Vaccine Group' and 'Trade Name' fields.

- **Lot Number:** Enter the lot number exactly as it appears on the vaccine vial/syringe. **Note: Do Not** add additional text to a lot number (e.g., adding the funding source at the end), as this is not allowed (see the 'CAIR2 Policy Update for All CAIR2 Users' section on the [About CAIR Page](#) for more information). When entering a new lot in CAIR2, use the 'Funding Source' field to distinguish between VFC, 317, State General Fund, and Private vaccine sources when two lots of vaccines have the exact same lot number (see the 'Funding Source' bullet point below).
- **Dose:** Select the standard volume given to a patient for this vaccine (e.g., .25 mL, .5 mL, etc.). This will depend on the patient's age as some vaccines have different formulations for pediatric vs adult patients (e.g., Hep A and Hep B).
- **Expiration Date:** Enter MM/DD/YYYY format. If only the month and year are listed on the syringe/vial, then enter the last day of the month.
- **Funding Source:** Select the funding source as stated on the packing slip (e.g., VFC, 317, State General Fund, Private). **Note:** Choosing the correct funding source is important because the 'Funding Source' field cannot be changed once the vaccine lot is saved.
- **Lot Active:** Will default to 'Yes' in the dropdown. **Note:** If the lot is shown as 'Yes', it will make it available for selection in the dropdown on the 'Add Immunizations' screen when staff are recording new shots. However, you can add a lot and set this field as 'No', so it is not made available in the dropdown (e.g., some sites choose to do this so that older vaccine lots are used first). Remember to change it to 'Yes' when you are ready for staff to use this lot.
- **Quantity on Hand:** Enter the number of doses (not the number of vials) received. **Note:** If you receive a multidose vial (e.g., IPOL), you will need to multiply the number of doses in a vial times the total amount of vials received (e.g., if you received 2 multidose vials, with 10 doses in each vial, you need to enter 20 doses in this field).

The following fields are **optional** fields you can select/enter:

- **NDC (National Drug Code):** This field is not required, but it is **highly recommended** that you select the NDC for the vaccine lot to ensure you choose a Tradename/vaccine with an active NDC date (i.e., the NDC has not yet expired). This will avoid having invalid doses in patient records due to expired NDCs.
 - **Packaging:** Will automatically display if an 'NDC' code is selected.
 - **Cost Per Dose (\$):** Enter if you want to track this information.
5. Once the information is completed, click the **Save** button. The message "Inventory was inserted successfully" will appear in red at the bottom of the screen, as shown in the screenshot below.

Edit Vaccine Inventory Information

Site: CAIR Clinic 12

* Trade Name:

* Manufacturer:

NDC:

Packaging:

* Lot Number:

* Dose:

* Expiration Date:

* Funding Source:

* Lot Active:

Quantity on Hand: 50

Cost Per Dose (\$):

Save

Cancel

Add New

Delete

Modify Quantity On Hand

* Action:

* Amount:

* Reason Type:

Reason Notes:

Created By	Created Date	Action	Amount	Reason Type	Note
Inventory was inserted successfully.					

6. To add more vaccine lots, click the **Add New** button. Or click the **Cancel** button to return to the ‘Manage Inventory’ screen.

Section 3: Viewing Your Vaccine Inventory

This section describes how to view inventory that has been entered into CAIR2. You can view the vaccine lots by ‘Funding Source’ and ‘Status’ (e.g., Active, Inactive, Non-Expired, Expired).

To view your site’s current inventory:

1. Follow the steps in the [Accessing the Vaccine Inventory Feature section](#) to get to the ‘Manage Inventory/Inventory Alerts’ screen.
2. Click the **Show Inventory** button.
3. The ‘Manage Inventory’ screen will display:
 - a) On the top part of the screen, the following buttons will display, as shown in the screenshot below:

Manage Inventory	
Add Inventory	Add Inventory
Modify Quantity On Hand....	Modify Quantity
Show Transactions....	Show Transactions
Show Previous Counts....	Inventory Count Listing
Print Inventory Shown Below....	Print
Return to the Previous Screen....	Cancel

- Add Inventory (see [Adding New Vaccine Lots section](#))
- Modify Quantity (see [Updating Inventory section](#))
- Show Transactions (see [Inventory Transactions Report section](#))
- Inventory Count Listing (not currently used)
- Print (see [Current Inventory Count Report section](#))
- Cancel

b) On the bottom part of the screen, information about the vaccine lots you have in inventory will display:

Select	Trade Name	Number	Packaging	NDC	Inv On Hand	Active	Exp Date
<input type="checkbox"/>	Adacel		Adacel	49281-0400-88	50	Y	10/31/2025
<input type="checkbox"/>	BEXSERO	PVT H5673	0.5 mL in 1 SYRINGE	58160-0976-02	30	Y	12/31/2025

The screen defaults to display 'ALL' Funding Sources and 'Non-Expired' vaccines, but you can sort it using the dropdown menu and/or radio buttons at the top:

- **Funding Source:** Use this dropdown to display vaccines from a specific funding source depending on which types of vaccines your site receives (e.g., VFC, 317, State General Fund, Private).
- **Show:** Use these radio buttons to display only 'Active', 'Inactive', 'Non-Expired', or 'Expired' vaccines.
 - **Active:** Will show only vaccine lots with doses remaining and not expired in your inventory.
 - **Inactive:** Will show only vaccine lots that have been inactivated by a CAIR2 Inventory (Power) user at your site (e.g., vaccine lot may have been recalled) or automatically inactivated by CAIR2 (e.g., **no** doses remaining in the vaccine lot or the vaccine lot has expired).
 - **Non-Expired:** Will show all vaccine lots that are not expired, both 'Active' and 'Inactive'.
 - **Expired:** Will show all expired vaccine lots, both 'Active' and 'Inactive'.

c) The following is a description of how the vaccine lots are categorized by column:

Funding Source: <input type="text" value="ALL"/> Show <input type="radio"/> Active <input type="radio"/> Inactive <input checked="" type="radio"/> Non-Expired <input type="radio"/> Expired								
Select	Trade Name	Funding Source	Lot Number	Packaging	NDC	Inv On Hand	Active	Exp Date
<input type="checkbox"/>	Adacel	VFC	A1357	Adacel	49281-0400-88	50	Y	10/31/2025
<input type="checkbox"/>	BEXSERO	PVT	H5673	0.5 mL in 1 SYRINGE	58160-0976-02	30	Y	03/31/2024
<input type="checkbox"/>	Fluarix Quadrivalent	PVT	081243	Fluarix Quadrivalent .5 ML IN 1 SYRINGE	58160-0909-41	50	Y	06/30/2025
<input type="checkbox"/>	Fluzone Quad MDV	VFC	AFLU989821	1 VIAL, MULTI-DOSE IN 1 PACKAGE	49281-0623-15	100	Y	06/30/2025
<input type="checkbox"/>	Havrix-Peds 2 Dose	VFC	E223A	HAVRIX	58160-0825-01	40	Y	05/15/2025
<input type="checkbox"/>	Infanrix	VFC	4AB7A	INFANRIX	58160-0810-43	50	Y	01/31/2025
<input type="checkbox"/>	IPOL	VFC	R0905-2	IPOL 10 DOSE VIAL	49281-0860-10	50	Y	05/15/2025
<input type="checkbox"/>	MMR II	VFC	1119J	M-M-R II	00006-4681-00	130	Y	01/31/2025
<input type="checkbox"/>	Pediarix	VFC	YT6574	DTAP/HEP B/IPV 1 DOSE VIALS	58160-0811-11	100	Y	05/01/2025
<input type="checkbox"/>	Prevnar13	VFC	J8900	PNEUMOCOCCAL 13-VALENT CONJUGATE VACCINE	00005-1971-01	0	N	06/15/2025
<input type="checkbox"/>	Prevnar13	VFC	PL0210	PNEUMOCOCCAL 13-VALENT CONJUGATE VACCINE	00005-1971-01	100	Y	03/03/2025
<input type="checkbox"/>	Proquad	VFC	020104	ProQuad	00006-4171-00	100	Y	01/31/2025



Note: Vaccine lots that are inactive and/or have zero doses left in inventory will display in red font. Pink highlighted rows are vaccine lots that will be expiring soon. The default is 30 days, or the time alert set in 'Update Alert Prefs' (see [Inventory Alerts section](#)).

- **Select:** This column allows you to modify the quantity of the selected vaccine(s) (see [Updating Inventory section](#)).
- **Trade Name:** Displays the vaccine trade name in alphabetical order.
- **Funding Source:** Displays the funding source of the vaccine (e.g., VFC, 317, State General Fund, Private).
- **Lot Number:** Displays the lot number of the vaccine.
- **Packaging:** Displays the packaging information of the vaccine if it was entered when the lot was created.
- **NDC:** Displays the vaccine's National Drug Code (NDC) if it was entered when the lot was created.
- **Inv On Hand:** Displays the number of doses remaining in the vaccine lot.
- **Active:** 'Y' indicates the vaccine lot is 'Active', and 'N' indicates the vaccine lot is 'Inactive'.
- **Exp Date:** Displays the vaccine expiration date.

Section 4: Updating Inventory

This section describes how to edit vaccine lot information (e.g., lot number, dose, expiration date, etc.) and modify the quantity on hand of existing vaccine lots.

Editing Information for an Existing Vaccine Lot

To correct vaccine lot information (e.g., tradename, manufacturer, lot number, dose, expiration date, lot active), follow the steps below:

Note: You **cannot** change the 'Funding Source' for a vaccine lot. If you need to change the 'Funding Source', you must delete the vaccine lot and recreate it again as a **new** vaccine lot. **You cannot delete a vaccine lot if doses have been administered from the vaccine lot.**

1. Follow the steps in the [Accessing the Vaccine Inventory Feature section](#) to get to the 'Manage Inventory/Inventory Alerts' screen.
2. Click the **Show Inventory** button.
3. Then click on the hyperlinked 'Trade Name' of the vaccine lot you wish to update.

Select	Trade Name	Funding Source	Lot Number	Packaging	NDC	Inv On Hand	Active	Exp Date
<input type="checkbox"/>	Adacel	VFC	A1357	Adacel	49281-0400-88	50	Y	10/31/2025

4. Make the desired changes to any field(s). Any changes made to a vaccine lot after doses have been administered to patients will automatically update all patient records who have received this vaccine lot.

Edit Vaccine Inventory Information

Site: CAIR Clinic 1

* Trade Name: Adacel

* Manufacturer: Sanofi Pasteur Inc.

NDC: 49281-0400-88

Packaging: Adacel

* Lot Number: A1357

* Dose: .5

* Expiration Date: 10/31/2025

* Funding Source: VFC

* Lot Active: Yes

Quantity on Hand: 50

Cost Per Dose (\$):

Save

5. Click the **Save** button on the upper right-hand corner of the screen. The message "inventory was updated successfully" will appear in red at the bottom of the screen.

Modifying the Quantity of an Existing Vaccine Lot

To modify the quantity (number) of doses for an existing vaccine lot, follow the steps below to add or subtract doses (e.g., drawn but not used, received additional doses of this vaccine lot, etc.):

1. Follow steps 1-3 in the [Editing Information for an Existing Vaccine Lot section](#).
2. In the 'Modify Quantity On Hand' section at the bottom of the screen, select the following information:

Edit Vaccine Inventory Information

Site: CAIR Clinic 1

* Trade Name: Adacel

* Manufacturer: Sanofi Pasteur Inc.

NDC: 49281-0400-88

Packaging: Adacel

* Lot Number: A1357

* Dose: .5

* Expiration Date: 10/31/2025

* Funding Source: VFC

* Lot Active: Yes

Quantity on Hand: 50

Cost Per Dose (\$):

Modify Quantity On Hand

* Action: Add

* Amount:

* Reason Type: Error Correction

Reason Notes:

Created By	Created Date	Action	Amount	Reason Type	Note
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Note: Fields that are in blue and have an asterisk (*) are **required**.

- **Action:** Select **Add** or **Subtract** depending on whether you need to add or subtract doses from the lot.
- **Amount:** Enter the number of **doses** to be added or subtracted. **Note:** If you need to modify doses from a multidose vial (e.g., IPOL), you will need to add or subtract the actual number of doses (e.g., if a multidose vial broke with 5 doses remaining, you will need to subtract the 5 doses. If you received 2 additional multidose vials, with 10 doses in each vial, you need to add 20 doses).
- **Reason Type:** Select a reason for changing the quantity of the vaccine lot. Refer to [Table 1: Reason Types and Descriptions for Adding or Subtracting Inventory](#) for a description of the various options for the 'Reason Type' dropdown.
- **Reason Notes (optional):** Enter a brief description of why you are modifying the doses. **Note:** If 'Reason Notes' are entered when modifying the vaccine lot, the modification information (i.e., Created By, Created Date, Action, Amount, Reason Type, Note) will be saved at the bottom of the 'Modify Quantity On Hand' section as shown in the screenshot below.

Modify Quantity On Hand

* Action: ▾

* Amount:

* Reason Type: ▾

Reason Notes:

Created By	Created Date	Action	Amount	Reason Type	Note
Lopez, Albert	11/13/2023	Add	10	Error Correction	Received additional shipment.

inventory was updated successfully

- Click the **Save** button in the upper right-hand corner. The message “inventory was updated successfully” will appear in red at the bottom of the screen.

Modifying the Quantity for Multiple Existing Vaccine Lots

To modify the quantity of doses for multiple existing vaccine lots, follow the steps below to add or subtract the doses (e.g., multiple lots transferred to another provider):

Note: This adjustment resembles the ‘Modifying the Quantity of an Existing Vaccine Lot’ section above. However, **this section is for adjusting multiple vaccine lots at one time.**

- Follow steps 1-2 in the [Editing Information for an Existing Vaccine Lot section](#).
- Under the ‘Select’ column, click the checkboxes next to all vaccine lots you wish to update and click the **Modify Quantity** button in the upper right-hand corner.

Manage Inventory

Add Inventory

Modify Quantity On Hand....

Show Transactions....

Show Previous Counts....

Print Inventory Shown Below....

Return to the Previous Screen....

Funding Source: ▾ Show Active Inactive Non-Expired Expired

Select	Trade Name	Funding Source	Lot Number	Packaging	NDC	Inv On Hand	Active	Exp Date
<input checked="" type="checkbox"/>	Adacel	VFC	A1357	Adacel	49281-0400-88	50	Y	10/31/2025
<input type="checkbox"/>	BEXSERO	PVT	H5673	0.5 mL in 1 SYRINGE	58160-0976-02	30	Y	12/31/2025
<input checked="" type="checkbox"/>	Fluarix Quadrivalent	PVT	081243	Fluarix Quadrivalent .5 ML IN 1 SYRINGE	58160-0909-41	50	Y	06/30/2025

- In the ‘Modify Quantity On Hand for Selected Site(s)’ section, complete the information as mentioned in the [Modifying the Quantity of an Existing Vaccine Lot section](#) above. **Note:** ‘Reason Notes’ can be added for each modified lot, as shown in the screenshot below.

Manage Inventory

Save Changes to Quantity On Hand for Selected Sites... **Save**

Return to the Previous Screen... Cancel



Modify Quantity On Hand for Selected Site(s)

Trade Name	Lot Number	Funding Source	Inv On Hand	Action	Amount	Reason
Adacel	A1357	VFC	50	Add		Error Correction
Reason Notes:						
Boostrix 16JA03	317		30	Add		Error Correction
Reason Notes:						

- Click the **Save** button at the upper right-hand corner when you are done modifying all lots selected. You will then be taken back to the 'Manage Inventory' screen.

Section 5: Inventory Alerts

Inventory alerts are displayed on the 'Home' and 'Manage Inventory/Inventory Alerts' screens. These alerts inform both Regular and Inventory (Power) users of your site's vaccine inventory status, such as vaccines that will expire soon or are running low. The alerts are initially set by default in CAIR2, but Inventory (Power) user(s) at your site can adjust these settings.

The following displays in the 'Inventory Alerts' section:

Vaccine Order/Transfer Notification ...

Type	Shipped	Awaiting Return Shipment	Rejected
Order(s)		No Order Notification	
Transfer(s)		No Transfer Notification	

Active Inventory that is Going to Expire or Expired Lots with a Quantity ...

Site Name	Trade Name	Lot Number	Funding Source	On Hand	Exp Date
CAIR Clinic 14	Gardasil 9	68FY12	PVT	20	04/30/2023
CAIR Clinic 14	RotaTeq	K76543	VFC	11	04/30/2023
CAIR Clinic 14	Infanrix	45ABC	VFC	53	01/31/2022

Inventory that is Running Low by Vaccine Group ...

Vaccine Group	Funding Source	Quantity On Hand
No vaccine groups have a low inventory.		

Inventory that is Running Low by Trade Name ...

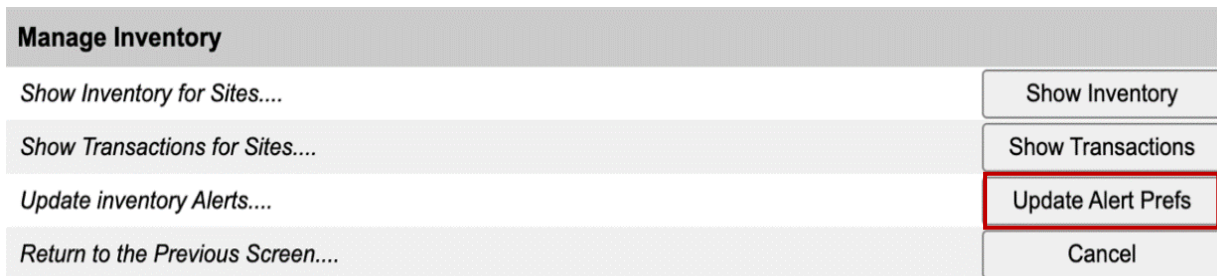
Trade Name	Funding Source	Quantity On Hand
Havrix-Peds 2 Dose	VFC	5

- **Vaccine Order/Transfer Notification:** Displays order and transfer information for the organization.
Note: This section is not currently working.
- **Active Inventory that is Going to Expire or Expired Lots with a Quantity:** Displays 'Active' vaccine lots that will expire soon or have already expired with doses remaining in inventory.
- **Inventory that is Running Low by Vaccine Group:** Displays vaccine lots running low on inventory categorized by 'Vaccine Group'.
- **Inventory that is Running Low by Trade Name:** Displays vaccine lots running low on inventory categorized by 'Trade Name'.

Viewing/Updating Inventory Alert Preferences

CAIR2 has the default 'Inventory Alert Preferences' already set. However, Inventory (Power) user(s) at your site can adjust these settings:

1. Follow the steps in the [Accessing the Vaccine Inventory Feature section](#) to get to the 'Manage Inventory/Inventory Alerts' screen.
2. Click the **Update Alert Prefs** button.



3. You will then see the following sections, as shown in the screenshot below:

Inventory Expiration Alerts

The current system expiration default is **30** days.

Notify me when a lot will expire within days.

Update Low-Level Alert Defaults

Selection grouping Vaccine Group Trade Name

The current system low level default is **5** doses.

The custom organization low level default is doses.

Update Low-Level Alerts by Vaccine Group

(Click link to display all trade names for vaccine group.)

	PVT	317	VFC	SGF
COVID-19	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
DTP/aP	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
HPV	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
HepA	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
HepB	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Influenza-seasonl	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
MMR	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Measles	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
MenB	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mumps	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
PneumoConjugate	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Polio	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Rabies	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Rotavirus	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Rubella	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Td/Tdap	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Varicella	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

- **Inventory Expiration Alerts:** The default is set to 30 days prior to expiration. You can change the number of days on the ‘Notify me when a lot will expire within’ field. **Note:** VFC providers are recommended to set inventory expiration alerts to 90 days to ensure enough time to use/transfer doses before their expiration date.
- **Update Low-Level Alert Defaults:** The default is set to 5 doses. You can change the number of doses in the ‘The custom organization low level default is’ field. Click the appropriate radio button for ‘Vaccine Group’ or ‘Trade Name’ (default is Trade Name).
- **Update Low-Level Alerts by Vaccine Group (optional):** Use this section if you would like to specify the low-level alert settings for specific vaccine groups and/or funding sources.

4. Click the **Save** button when you are done. The message “Updated Alert Preferences” will appear in red on the screen's upper left-hand corner.

Note: You can reset the alert preferences to the defaulted settings by clicking the **Reset Default** button.

Section 6: Current Inventory Count Report

This section describes how to run a 'Current Inventory Report' on your vaccine inventory.

Best Uses: This report is useful to verify that the quantity of doses in your CAIR2 inventory matches the quantity of doses in your site's refrigerator/freezer.

Note: It is good practice to run this report regularly (e.g., once a week) so that if the counts do not match, you can quickly identify the problem by running additional reports.

To generate the report:

1. Follow the steps in the [Accessing the Vaccine Inventory Feature section](#) to get to the 'Manage Inventory/Inventory Alerts' screen.
2. Click the **Show Inventory** button.
3. Select the **Funding Source** and **Show** for the vaccine lots you would like to see in the report, and then click the **Print** button.

Manage Inventory	
Add Inventory	Add Inventory
Modify Quantity On Hand....	Modify Quantity
Show Transactions....	Show Transactions
Show Previous Counts....	Inventory Count Listing
Print Inventory Shown Below....	Print
Return to the Previous Screen....	Cancel

Funding Source: ALL	Show <input type="radio"/> Active <input type="radio"/> Inactive <input checked="" type="radio"/> Non-Expired <input type="radio"/> Expired
----------------------------	--



4. To print the report, use the print feature of your browser.

Below is an example of the Current Inventory Count Report:

Current CAIR Inventory Count
Pin Number CAIRCLINIC1, CAIR Clinic 1,
03/12/2024, SGF, VFC, 317 and PVT, Active

Time Printed: 03:04 PM

Vaccine Group	Trade Name	NDC	Lot Number	Funding Source	Intent	Packaging	Expiration Date	Active	Inventory on Hand	Doses Administered	Physical Count
DTP/aP	Infanrix	58160-0810-43	4AB7A	VFC	PED	INFANRIX	01/31/2025	Y	50	1	
DTP/aP-HepB-Polio	Pediarix	58160-0811-11	YT6574	VFC	PED	DTAP/HEP B/IPV 1 DOSE VIALS	05/01/2025	Y	100	6	
HepA	Havrix-Peds 2 Dose	58160-0825-01	E223A	VFC	PED	HAVRIX	05/15/2025	Y	40	2	
Influenza-seasnI	Fluarix Quadrivalent	58160-0909-41	081243	PVT	PED	Fluarix Quadrivalent .5 ML IN 1 SYRINGE	06/30/2025	Y	50	0	
Influenza-seasnI	Fluzone Quad MDV	49281-0623-15	AFLU989821	VFC	PED	1 VIAL, MULTI-DOSE IN 1 PACKAGE	06/30/2025	Y	100	0	
MenB	BEXSERO	58160-0976-02	H5673	PVT	PED	0.5 mL in 1 SYRINGE	12/31/2025	Y	30	9	
MMR	MMR II	00006-4681-00	1119J	VFC	PED	M-M-R II	01/31/2025	Y	130	1	
MMR-Varicella	Proquad	00006-4171-00	020104	VFC	PED	ProQuad	01/31/2025	Y	100	1	
PneumoConjugate	Prennar13	00005-1971-01	PL0210	VFC	PED	PNEUMOCOCCAL 13-VALENT CONJUGATE VACCINE	03/03/2025	Y	100	0	
Polio	IPOL	49281-0860-10	R0905-2	VFC	PED	IPOL 10 DOSE VIAL	05/15/2025	Y	50	0	
Td/Tdap	Adacel	49281-0400-88	A1357	VFC	PED	Adacel	10/31/2025	Y	50	0	

The report will display the information for the lots you selected on the ‘Funding Source’ dropdown and the ‘Show’ radio button. The right-hand side of the report will display the following:

- **Inventory on Hand:** This column shows the quantity (number) of doses remaining for that lot in your CAIR2 inventory.
- **Physical Count:** This column is blank to allow you to document the physical count of the doses you have in your refrigerator/freezer to verify the counts match what CAIR2 shows in your inventory. **Note:** If the counts do not match, you can run an ‘Inventory Transactions Report’ (see [Inventory Transactions Report section](#)) and/or the ‘Doses Administered Report’ (see [Doses Administered Report section](#)) to verify what occurred with those doses. You can then adjust the vaccine lots by following the steps in the [Updating Inventory section](#) to ensure the counts match.

Section 7: Inventory Transactions Report

This section describes how to run an ‘Inventory Transactions Report’ to view all the inventory transactions that have occurred for your site for all or specific lots of vaccines during a date range you designate.

Best Uses: This report is useful when you are trying to verify missing doses or if you are trying to see every transaction that was documented in CAIR2 for your vaccine lot(s).

To generate the report:

1. Follow the steps in the [Accessing the Vaccine Inventory Feature section](#) to get to the ‘Manage Inventory/Inventory Alerts’ screen.

2. Click the **Show Transactions** button.

Manage Inventory

Show Inventory for Sites....

Show Transactions for Sites....

Update inventory Alerts....

Return to the Previous Screen....

3. On the 'Vaccine Transactions' screen, select the following information:

Vaccine Transactions for: CAIR Clinic 12- CAIRCLINIC12 - TRN12

Date Entered
Date Entered [From]: To:

Date Shot Was Given
Date Shot Was Given [From]: To:

User Name:
Transaction Type:
Site Name:
Trade Name/Lot Number/Funding Source:
Display Last Records

- **Date Entered:** Enter the 'From' and 'To' dates to view all the transactions that have occurred in CAIR2 during a specific date range.
- **Date Shot Was Given:** Enter the 'From' and 'To' dates to view all the immunizations administered to patients during the date range entered.
- **User Name:** Defaults to 'All User Names', but you can select a specific staff member (user) at your site to see what transactions they made in CAIR2.
- **Transaction Type:** Defaults to 'All Transaction Types', but you can select a specific transaction type in the dropdown (e.g., Drawn but not used, spilled/broken, etc.). See [Table 2: Transaction Codes and Descriptions](#) for a description of all the 'Transaction Types'.
- **Site Name:** Defaults to 'All Sites with Inventory', but if you have access to more than one site, you can select a specific site in the dropdown to see transactions at that site.
- **Trade Name/Lot Number/Funding Source:** Defaults to 'All Lot Numbers', but you can select a specific vaccine lot in the dropdown to view all transactions done in that vaccine lot.
- **Display Last:** Defaults to the last 200 records, but you can change the number of records you wish to view.

4. When you are done, click the **View** button.

Below is an example of an Inventory Transactions Report:

Vaccine Transactions for Organization: CAIR Clinic 12 - CAIRCLINIC12 - TRN12									Record Count: 9
Site Name	Trans Date	Lot \ Funding Source \ Trade Name	Type	Qty	Patient Id	Patient Name	DOB	Username	Notes
CAIR Clinic 12	11/14/2023	4AB7A \ VFC \ Infanrix	REC	50				plopez	No
CAIR Clinic 12	11/14/2023	P9165 \ PVT \ IPOL	REC	50				plopez	No
CAIR Clinic 12	11/14/2023	H374K \ PVT \ Fluzone Quad MDV	REC	100				plopez	No
CAIR Clinic 12	11/14/2023	1119J \ VFC \ MMR II	BORROWEDIN	60				plopez	Yes
CAIR Clinic 12	11/14/2023	J8900 \ VFC \ Pevnar13	BORROWEDIN	80				plopez	Yes
CAIR Clinic 12	11/14/2023	E223A \ VFC \ Havrix-Peds 2 Dose	8	-1				plopez	Yes
CAIR Clinic 12	11/14/2023	R0905-2 \ VFC \ IPOL	1	-1				plopez	Yes
CAIR Clinic 12	11/14/2023	J8900 \ VFC \ Pevnar13	7	-80				plopez	Yes
CAIR Clinic 12	11/14/2023	A1357 \ VFC \ Adacel	11	-5				plopez	Yes

Vaccine Transactions Totals			
Trans Code	Trans Description	Trans Count	Trans Value
REC	Receipt of Inventory	3	200
Immunize	Immunizations Given	0	0
Delete	Immunizations Deleted	0	0
TRA	Doses Transferred	0	0
3	Spoilage reported by provider	0	0
4	Expiration reported by Provider	0	0
5	Lost or damaged in transit to Provider	0	0
6	Failure to store properly upon receipt by Provider	0	0
7	Refrigeration failure reported by Provider	1	-80
11	Lost or unaccounted for in Provider inventory	1	-5
12	Other - Not Usable, reported by Provider	0	0
RECALL	Doses Recalled	0	0
ADMIN	Doses Administered	0	0
TRAEXP	Expired Doses Transferred	0	0
BORROWEDIN	Borrowed In	2	140
BORROWEDOUT	Borrowed Out	0	0
BORROWED	Borrowed Imm Given	0	0
RET	Doses Returned	0	0
ERR	Error Correction	0	0
RECON	Doses Reconstituted	0	0
LOTDELETE	Lot Deleted	0	0
Transaction Totals:		7	255

- Vaccine Transactions for Organization:** The section at the top of the report displays the 'Site Name', 'Trans Date', 'Lot\Funding Source\Trade Name', 'Type', 'Qty', 'Patient Id', 'Patient Name', 'DOB', 'Username' and 'Notes'. It will list all the transactions that have occurred based on the date range and criteria selected on the 'Vaccine Transactions' screen.

Note: If a 'Reason Note' was included when a lot was modified, it will show 'Yes' under the 'Notes' column. To view the note, click the **Yes** hyperlink shown in the screenshot below.

Vaccine Transactions for Organization: CAIR Clinic 12 - CAIRCLINIC12 - TRN12									Record Count: 9
Site Name	Trans Date	Lot \ Funding Source \ Trade Name	Type	Qty	Patient Id	Patient Name	DOB	Username	Notes
CAIR Clinic 12	11/14/2023	4AB7A \ VFC \ Infanrix	REC	50				plopez	No
CAIR Clinic 12	11/14/2023	P9165 \ PVT \ IPOL	REC	50				plopez	No
CAIR Clinic 12	11/14/2023	H374K \ PVT \ Fluzone Quad MDV	REC	100				plopez	No
CAIR Clinic 12	11/14/2023	1119J \ VFC \ MMR II	BORROWEDIN	60				plopez	Yes
CAIR Clinic 12	11/14/2023	J8900 \ VFC \ Prevnar13	BORROWEDIN	80				plopez	Yes
CAIR Clinic 12	11/14/2023	E223A \ VFC \ Havrix-Peds 2 Dose	8	-1				plopez	Yes



- Vaccine Transactions Totals:** The section at the bottom of the report displays the ‘Trans Code’, ‘Trans Description’, ‘Trans Count’, and ‘Trans Value’ (see [Table 2: Transaction Codes and Descriptions](#) for more information).

Section 8: Doses Administered Report

The ‘Doses Administered Report’ is one of the most useful reports in CAIR2. It shows the number of doses administered to patients by your site (not historical doses), the number of unique patients that have received those doses, and information about the patients who received the doses within a specified date range. **For more information on running this report, see the CAIR2 Regular User Guide found on the [CAIR2 Training Guide Page](#).**

Section 9: Reports for Providers that Have State-Supplied Vaccines (e.g., VFC, 317 and/or SGF)

The ‘State-Supplied Vaccine Report’, the ‘State-Supplied Flu Report’, and the ‘Vaccine Eligibility Report’ only display for providers who receive Vaccines for Children (VFC), 317, and/or State General Fund (SGF) vaccines.

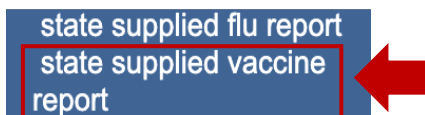
State-Supplied Vaccine Report

The ‘State-Supplied Vaccine Report’ helps with your vaccine ordering by providing both the doses administered (e.g., during the date range you enter) and doses available (e.g., as of the date and time you run the report) for your State-Supplied vaccines in CAIR2.

Best Uses: This report is useful for determining your next VFC/317/SGF vaccine order and providing information to CDPH when requested.

To generate the report:

- Click the **state supplied vaccine report** link under the ‘Reports’ header on the blue menu panel.



- The 'State Supplied Vaccine Report' screen will display. Enter the date range you want to run the report 'From' and 'To' using the MM/DD/YYYY format, then click the **Generate Report** button.

State Supplied Vaccine Report

Report Date Range

From To

Generate Report

Note: The 'From' field defaults to 07/01/2012 because this report was unavailable before that date and will not provide data on vaccines given before that date.

- A pop-up may display. Click the **OK** button to generate the report.

caitraining.cdph.ca.gov says

No Data is stored before 7/1/2012.

Press OK to proceed to generate the report

- To print the report, use the print feature of your browser.

Below is an example of State Supplied Vaccine Report:

The report has separate columns for administered doses of VFC vaccines, 317 vaccines (two age groups – 18 and under and 19+), and SGF vaccines. The vaccines are categorized by 'Vaccine Code', 'Lot Number', 'Expiration Date', 'Doses Administered' by funding source (e.g., VFC, 317, State GF), 'Total', and the '# Doses Available as of today' (the date and time you ran the report). It also includes any lots that expired during the date range.

State-supplied Vaccine Report								
Provider ID: CAIRCLINIC14			Doses Administered					# Doses Available as of today 4/14/23 1:59 PM
Vaccine Code	Lot Number	Expiration Date	From: 01/01/2023		To: 04/14/2023		Total	
			VFC	317		State GF		
			<=18	19+				
Expired	= Expired lots during date range.							
State GF	= State General Fund.							
Refrigerated Vaccines								
DTaP								
DTaP	4AB7A	01/31/2025	0	0	0	0	0	50
DTaP Total:			0	0	0	0	0	50
DTaP,5 pertussis antigens								
DTaP,5 pertussis antigens Total:			0	0	0	0	0	0
DTaP-HepB-IPV								
DTaP-HepB-IPV Total:			0	0	0	0	0	40

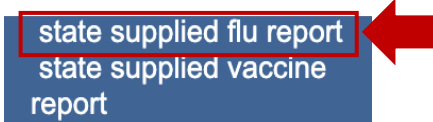
State-Supplied Flu Report

The 'State-Supplied Flu Report' will provide a summary of Flu doses your site administered by age range, vaccine type, and lot number of all active vaccine lots in your CAIR2 inventory during the date range entered.

Best Uses: This report is useful for determining your upcoming VFC/317/SGF vaccine orders and providing doses administered information to CDPH when requested.

To generate the report:

1. Click the **state supplied flu report** link under the 'Reports' header on the blue menu panel.



2. The 'State Supplied Flu Report' screen will display. Enter the date range you want to run the report 'From' and 'To' using the MM/DD/YYYY format, then click the **Generate Report** button.

State Supplied Flu Report

Report Date Range

From To

Generate Report

Note: The 'From' field defaults to 08/01/2013 because the report was not available before that date and will not provide data on vaccines given before that date.

3. To print the report, use the print feature of your browser.

Below is an example of a State-Supplied Flu Report:

The report shows your Flu vaccines listed by 'Trade Name/Presentation', 'Lot Number', and 'Doses Administered (based on patient age and CAIR2 vaccine eligibility code)' from the date range entered.

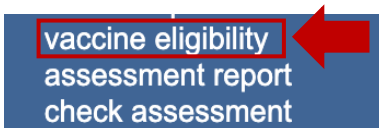
Trade Name / Presentation		Lot Number		State Supplied Flu Report																				
				Provider ID: CAIRCLINIC14																				
				Date Range From 08/01/2022 To 04/14/2023																				
				Flu Doses Administered (based on patient age and CAIR vaccine eligibility code)																				
		6 - 35 Months			3 - 6 Years			7 - 18 Years			19 - 49 Years			50 - 59 Years			60 - 64 Years			65+ Years				
		VFC	317	State GF	VFC	317	State GF	VFC	317	State GF	VFC	317	State GF	VFC	317	State GF	VFC	317	State GF	VFC	317	State GF		
Fluzone Quad MDV		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
		H374K		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
		H374K		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
		** State GF - State General Fund																						
		Note: This report displays all lots of Flu vaccine in inventory that were active during the date range entered																						
		* Expired lots																						

Vaccine Eligibility Reports

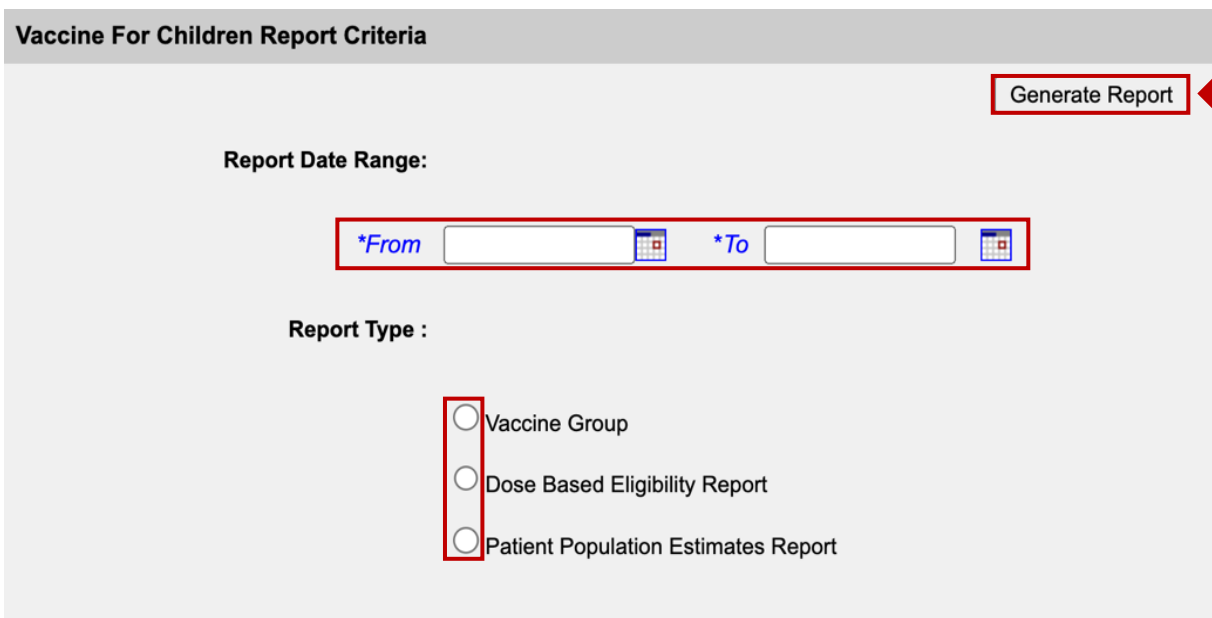
The 'Vaccine Eligibility Reports' details the number of patients vaccinated by your organization for each vaccine eligibility type for a specified date range. There are three different types of reports to choose from. These reports are useful for reviewing vaccine usage (number of doses given) by patient eligibility and vaccine group.

To generate the reports:

1. Click the **vaccine eligibility** link under the 'Reports' header on the blue menu panel.



2. The 'Vaccine For Children Report Criteria' screen will display. Enter the date range you want to run the report 'From' and 'To' using the MM/DD/YYYY format. **Note:** Although the title of the screen says, 'Vaccine For Children', these reports provide information on all State-Supplied vaccines (VFC, 317, SGF) as well as Privately purchased vaccines. The title will be fixed in a future release of CAIR2.



3. Choose which report you want to run by clicking on the radio button. The three choices are:
 - **Vaccine Group:** Displays the number of doses administered by your site sorted by vaccine eligibility and vaccine groups for the date range entered.
 - **Dosed Based Eligibility Report:** Displays the number of doses administered by your site sorted by vaccine eligibility and age range groups. This report also provides an 'Annualized' estimate of the number of doses your site might have given for the entire year based on the number already given.
 - **Patient Population Estimates Report:** Displays the total number of unique patients immunized by your site sorted by patient eligibility.
4. Click the **Generate Report** button.

5. The 'VFC Report Status' screen will display. Click the **Refresh** button until the 'Status' column shows 100%. When the report is complete, click on the hyperlink under the 'Report Name' column to view the report.

VFC Report Status			
Report Name	Started	Completed	Status
VFC Patient Population Estimates	04/14/2023 02:02:40 PM	04/14/2023 02:02:40 PM	100%
VFC Dose Based Eligibility	04/14/2023 02:01:57 PM	04/14/2023 02:01:57 PM	100%

Below is an example of the Vaccine Group Report:

This report shows a key listing of the patient 'Vaccine Eligibility Code' used in CAIR2. It includes a column showing vaccine(s) given during the date range selected for your report and individual columns for each vaccine eligibility code with the number of vaccines given per eligibility with a 'Total'.

Best Uses: To review vaccine usage (number of doses given) by patient eligibility and vaccine group.

CAIR Vaccines for Children									
For Dates Between 11/08/2020 and 11/08/2021									
Report run on: 11/08/2021 3:55									
Organization: CAIR Clinic 1 - t1234									
Key: Vaccine Eligibility Code									
V01-Private	V05-VFC Eligible: Underinsured (FQHC/RHC Only)								
V02-VFC Eligible: Medi-Cal/CHDP	V07-317 Eligible: LHD or HDAS Only								
V03-VFC Eligible: Uninsured	CAA01-State General Funding								
V04-VFC Eligible: Native American/AK Native	UNK-Unknown								
Vaccine	V01	V02	V03	V04	V05	V07	CAA0	UNK	Total
MenB	4	0	0	0	0	0	0	0	4
Total	4	0	0	0	0	0	0	0	4

Below is an example of the Dose Based Eligibility Report:

This report shows the number of doses administered within a specified time frame, sorted by vaccine eligibility and age range. The report also extrapolates data to a full year.

Best Uses: To review vaccine usage (number of doses given) by patient eligibility category and age.

CAIR

Dose Based Eligibility Report

Printed on: 04/14/2023 2:01 PM

Vaccination Date Range: 01/01/2023 to 04/14/2023

Provider ID: CAIRCLINIC14

This report displays the total number of vaccine doses give by your (Doses Administered) during the date range, sorted by patient age and vaccine It also extrapolates the date range doses totals to a full year (Annualized).

Vaccine Eligibility	Doses Administered									
	<1 yr		1-6 yrs		7-18 yrs		19+ yrs		Total	
	Date Range	Annualized	Date Range	Annualized	Date Range	Annualized	Date Range	Annualized	Date Range	Annualized
A. VFC Eligible Medi-Cal/CHDP	0	0	0	0	0	0	0	0	0	0
B. VFC Eligible Uninsured	0	0	0	0	0	0	0	0	0	0
C. VFC Eligible Native American/AK Native	0	0	0	0	0	0	0	0	0	0
D. VFC Eligible Underinsured (FQHC/RHC	0	0	0	0	0	0	0	0	0	0
SUBTOTAL (A+B+C+D)	0	0	0	0	0	0	0	0	0	0
E. 317 Eligible LHD or HDAS Only	0	0	0	0	0	0	0	0	0	0
F. State General Funding	0	0	0	0	0	0	0	0	0	0
SUBTOTAL (A+B+C+D+E+F)	0	0	0	0	0	0	0	0	0	0
G. Privately-purchased vaccine	0	0	0	0	0	0	0	0	0	0
SUBTOTAL (A+B+C+D+E+F+G)	0	0	0	0	0	0	0	0	0	0
H. Eligibility Unknown	0	0	0	0	0	0	0	0	0	0
SUBTOTAL (A+B+C+D+E+F+G+H)	0	0	0	0	0	0	0	0	0	0

Below is an example of the Patient Population Estimates Report:

This report shows the number of unique patients immunized within a specified time frame, sorted by vaccine eligibility and age range. The report also extrapolates data to a full year.

Best Uses: VFC Recertification.

CAIR

Patient Population Estimates Report

Printed on: 04/14/2023 2:02 PM

Vaccination Date Range: 01/01/2023 to 04/14/2023

Provider ID: CAIRCLINIC14

This report displays the total number of unique patients immunized by your site (**Patients**) during the date range, sorted by patient age and vaccine at the time of vaccination. It also extrapolates the date range doses totals to a full year (Annualized).

Vaccine Eligibility	Patients									
	<1 yr		1-6 yrs		7-18 yrs		19+ yrs		Total	
	Date Range	Annualized	Date Range	Annualized	Date Range	Annualized	Date Range	Annualized	Date Range	Annualized
A. VFC Eligible Medi-Cal/CHDP	0	0	0	0	0	0	0	0	0	0
B. VFC Eligible Uninsured	0	0	0	0	0	0	0	0	0	0
C. VFC Eligible Native American/AK Native	0	0	0	0	0	0	0	0	0	0
D. VFC Eligible Underinsured (FQHC/RHC)	0	0	0	0	0	0	0	0	0	0
SUBTOTAL (A+B+C+D)	0	0	0	0	0	0	0	0	0	0
E. 317 Eligible LHD or HDAS Only	0	0	0	0	0	0	0	0	0	0
F. State General Funding	0	0	0	0	0	0	0	0	0	0
SUBTOTAL (A+B+C+D+E+F)	0	0	0	0	0	0	0	0	0	0
G. Privately-purchased vaccine	0	0	0	0	0	0	0	0	0	0
SUBTOTAL (A+B+C+D+E+F+G)	0	0	0	0	0	0	0	0	0	0
H. Eligibility Unknown	0	0	0	0	0	0	0	0	0	0
SUBTOTAL (A+B+C+D+E+F+G+H)	0	0	0	0	0	0	0	0	0	0

Table 1: Reason Types and Descriptions for Adding or Subtracting Inventory

This table describes the 'Reason Types' discussed in the [Modifying the Quantity of an Existing Vaccine Lot section](#).

Reason Type	Reason Type Description	Example
Error Correction	Adding, subtracting, or adjusting vaccine doses that were incorrectly entered.	Provider received 50 doses of MMR, but accidentally added '500' doses to the inventory.
Drawn But Not Used	Subtracting vaccine doses that were not administered to a patient.	Provider drew the vaccine into the syringe from a multidose vial to administer to a patient, but the patient refused the shot, and the vaccine couldn't be used.
Spilled/Broken	Subtracting vaccine doses due to accidentally broken, cracked, or spilled vials.	Provider accidentally dropped a vial, and it broke.
Doses Recalled by Manufacturer	Subtracting vaccine doses that the manufacturer has recalled.	Manufacturer sent a recall notice for a specific vaccine lot, and the remaining doses in inventory can't be used.
Doses Administered	Subtracting vaccine doses due to administering shots to a patient.	Provider added a new lot of HepA, and although this lot was not entered in the CAIR2 inventory yet, provider administered 2 shots from this lot.

Reason Type	Reason Type Description	Example
Transfer In	Adding vaccine doses to an existing lot or doses that were added to your inventory from another organization.	Provider received 100 new doses of Flu for the exact same lot number and funding source.
Transfer Out	Subtracting vaccine doses from your inventory to another organization.	Provider transferred 20 doses of Proquad to a sister site.
Spoiled/Storage issue by Provider	Subtracting vaccine doses due to vaccines spoiling prior to being expired or spoiling because they were not properly stored.	Provider stored Pediarix doses in freezer instead of the refrigerator, and all the vaccines froze and spoiled.
Lost or damaged in transit to Provider	Subtracting vaccine doses due to broken or faulty vials that occurred when being delivered to the organization.	Provider received a new shipment of Adacel, and 3 vials were found broken in the box.
Failure to store properly upon receipt by Provider	Subtracting vaccine doses that were not properly stored when the vaccines were initially given to the provider.	Provider received a new shipment of HepA, and they were not stored immediately and were left on a counter for 6 hours.
Refrigeration failure reported by Provider	Subtracting vaccine doses due to improper refrigeration.	Provider reported that the refrigerator stopped working.
Lost or unaccounted for in Provider inventory	Subtracting vaccine doses due to lost vials/inventory.	Previous Inventory (Power) user is no longer working at the site, and the new Inventory (Power) user is adjusting the inventory but does not know where the missing doses went.
Other	Subtracting inventory due to other reasons not specified above.	Only use if no other categories above apply.

Table 2: Transaction Codes and Descriptions

This table describes the ‘Reason Types’ discussed in the [Inventory Transactions Report section](#).

Trans Code	Trans Description	Detail Of Description
REC	Receipt of Inventory	A new lot was created in the provider’s inventory.
Immunize	Immunizations Given	A shot was recorded in CAIR2, and the dose was deducted from the provider’s inventory.
Delete	Immunizations Deleted	A shot was deleted in CAIR2, and the doses were added back to the provider’s inventory.
TRA	Doses Transferred	Doses were transferred to another organization via the ‘Manage Transfers’ feature.
3	Spoilage reported by provider	Doses were subtracted by the provider in their inventory, and the ‘Reason Type’ selected was ‘Spoiled/Storage issue by Provider’ (see Table 1).

Trans Code	Trans Description	Detail Of Description
4	Expiration reported by Provider	This entry is not manually reported by the provider. This automatically happens when a lot is past its expiration date and shows the quantity still on hand when it expires.
5	Lost or damaged in transit to Provider	Doses were subtracted by the provider in their inventory, and the 'Reason Type' selected was 'Lost or damaged in transit to Provider' (see Table 1).
6	Failure to store properly upon receipt by Provider	Doses were subtracted by the provider in their inventory, and the 'Reason Type' selected was 'Failure to store properly upon receipt by Provider' (see Table 1).
7	Refrigeration failure reported by Provider	Doses were subtracted by the provider in their inventory, and the 'Reason Type' selected was 'Refrigeration failure reported by Provider' (see Table 1).
11	Lost or unaccounted for in Provider inventory	Doses were subtracted by the provider in their inventory, and the 'Reason Type' selected was 'Lost or unaccounted for in Provider inventory' (see Table 1).
12	Other - Not Usable, reported by Provider	Doses were subtracted by the provider in their inventory, and the 'Reason Type' selected was 'Other' (see Table 1).
RECALL	Doses Recalled	Doses were subtracted by the provider in their inventory, and the 'Reason Type' selected was 'Doses Recalled by Manufacturer' (see Table 1).
ADMIN	Doses Administered	Doses were subtracted by the provider in their inventory, and the 'Reason Type' selected was 'Doses Administered' (see Table 1).
TRAEXP	Expired Doses Transferred	Expired doses were transferred-out from your site via the 'Manage Transfers' feature.
BORROWEDIN	Borrowed In	Doses were added by the provider in their inventory, and the 'Reason Type' selected was 'Transfer In' (see Table 1).
BORROWEDOUT	Borrowed Out	Doses were subtracted by the provider in their inventory, and the 'Reason Type' selected was 'Transfer Out' (see Table 1).
BORROWED	Borrowed Imm Given	Doses were given to a patient who didn't qualify for the vaccine (e.g., a Private patient is given a VFC vaccine, and the system shows a mismatch between the vaccine eligibility code and the funding source).

Trans Code	Trans Description	Detail Of Description
RET	Doses Returned	Doses you transferred to a sister clinic (using the 'Manage Transfers' feature) but were rejected and returned to the provider and added to the inventory.
ERR	Error Correction	Doses were subtracted by the provider in their inventory, and the 'Reason Type' selected was 'Error Correction' (see Table 1).
RECON	Doses Reconstituted	Doses were subtracted from an un-reconstituted lot to form a new reconstituted lot.
LOTDELETE	Lot Deleted	This lot has been deleted, but no vaccines were administered.