

# SECTION 5 – PA Statewide Immunization Information System

## PA Statewide Immunization Information System (PA-SIIS)

PA-SIIS is a population-based registry that collects vaccination data for all ages and is considered to be part of the medical record. PA-SIIS is a lifelong public health registry.

### PA-SIIS

- Provides a complete and accurate immunization history for new and existing patients;
- Assists with vaccine management;
- Produces immunization records for managed care, child care centers, schools and camps;
- Electronically stores all required immunization data for VFC and the Healthcare Effectiveness Data and Information Set (HEDIS);
- Allows approved facility staff the ability to electronically place vaccine orders; and
- Offers providers that fully participate through a certified electronic health record system the opportunity to attest for public health reporting as required by meaningful use.

In 2013, all DOH vaccine ordering was transitioned from paper to online through PA-SIIS. DOH VFC providers are required to enroll in PA-SIIS in order to place DOH supplied vaccine orders electronically.

### PA-SIIS User Log on Credentials

All newly enrolled facilities with access to the internet are provided a unique PA-SIIS username and password. The logon credentials allow facility staff to order vaccines online, reconcile inventory, update facility address, list vaccine shipping hours, etc.

### Log into PA-SIIS

Using your web browser, navigate to the PA-SIIS website:

PA-SIIS website: <https://siis.health.state.pa.us/siis>

PA-SIIS support site: [www.health.state.pa.us/pasiis](http://www.health.state.pa.us/pasiis)

Phone number: 877-774-4748

## Online Ordering

Orders for all DOH supplied vaccine must be placed electronically through the PA-SIIS. Provider orders will still be reviewed by the DOH staff and then electronically uploaded to the ordering system through the PA-SIIS.

The following attachments in this section are provided by PA-SIIS to assist providers with online ordering.

### Receiving Shipments in PA-SIIS

NOTE: The electronic receiving process described here will automatically increase your inventory by the amount of each vaccine received in the shipment. This may cause your inventory to be incorrect. You **must** reconcile your inventory prior to each order. Failure to do so may cause problems with ordering vaccine.

1. While on the main screen, click on the **inventory** button. This takes you to the clinic's **edit inventory** page.
2. Scroll down to the bottom of the **edit inventory** page. There are five purple buttons (**add inventory**, **shipments**, **orders**, **batches** and **close inventory**). Click on the second button from the left labeled **shipments**. This takes you to the **edit shipments** page.
3. On the left side of the **edit shipments** page, you will see a miniaturized version of your inventory. On the right side of the page, there are two purple boxes (labelled **receiving** and the other **sending**). If you have any shipments that need to be received, they will be listed under the purple rectangle labeled **receiving**.
4. Click on the blue five-digit number under the left corner of the rectangle. This takes you to the **edit shipment** page.
5. There are three purple buttons at the bottom of the page (**update**, **receive shipment** and **cancel**). Click on the purple button labeled **receive shipment**. This takes you to the **receive shipment** page. On the far right is the volume shipped to your facility. On the far left is a blank box under **total volume received**; click on the box and a flashing cursor will appear.
6. Type in the volume you received for that vaccine. (Most of the time the number will be the same as the **volume shipped**; if it is not, put the actual volume received by your facility.)
7. Repeat steps 5 and 6 for each of the vaccines listed on the shipment.
8. After you have entered all the **total volume received**, click on the downward pointing arrow under "**Is the shipment complete?**" You must choose either **Yes** or **No**.
9. Once you indicate whether the shipment is complete, click on the left purple button labeled **update**. Selecting this will change your shipment from open to closed status and automatically take you back to the **edit shipment** page.
10. Click the left purple button labeled **update** on the **edit shipment** page. This will complete the receiving of this shipment, automatically take you to the **edit**

**shipments** page and remove it from the purple **receiving** portion of your **edit shipments** page.

11. Repeat the above steps until all that have been received by your facility are properly received electronically.

**\*\*\*Again, remember that by receiving your shipment electronically, your inventory increases automatically by the amount of vaccine in each shipment electronically received.\*\*\***

## **Reconciling Inventory in PA-SIIS**

1. Log into PA-SIIS <https://siis.health.state.pa.us/siis>.
2. Generate Clinic Inventory Report from main page. Use this report to write updated number of doses on hand:
  - a. Select **print reports**
  - b. Select **clinic inventory**
  - c. Select **generate**
  - d. Select **submit**
  - e. Select **print**
3. Select **inventory** from main page:
  - a. Select the applicable inventory item by clicking directly on the vaccine (**blue hyperlink**).
  - b. On the **edit inventory item** screen, click the **reconcile** button (bottom of screen).
    - i. In the **type** field, use drop-down arrow to select:
      1. Administered (-) when subtracting doses; or
      2. Unaccountable (+) when adding doses.
    - ii. In the **volume** field, enter the number of doses that were administered.
    - iii. Click **update**.
  - c. Verify all information is correct. (TIP: When **current volume** is zero, uncheck the **active** box).
  - d. Click **update**.
  - e. Click **ok** to return to the **edit inventory** screen.

\*Please refer to the accompanying training manual for more information.

**Training Manual**

**Vaccine Ordering**

**And**

**Receiving PA-SIIS Electronic**

**Inventory Shipments**

Pennsylvania Statewide Immunization Information System  
Bureau of Health Statistics and Registries  
Division of Statistical Registries  
555 Walnut Street, 6<sup>th</sup> FL  
Harrisburg, PA 17112

(877) 774-4748



## A. Logging In and Logging Out of the PA-SIIS

Every PA-SIIS user is assigned a unique username and password by registry staff. This security measure ensures that only authorized personnel have access to the PA-SIIS database. You must know your username and password to log into PA-SIIS.

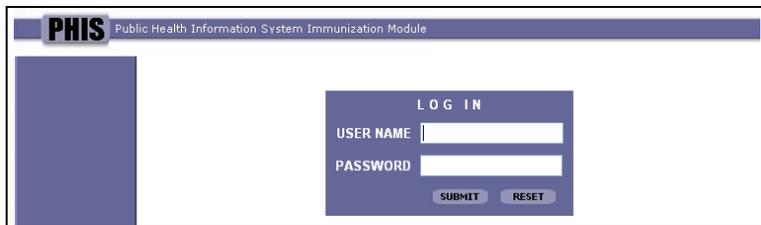
As an additional security measure, the PA-SIIS will time out after a period of inactivity. This is to prevent someone else from using your computer and connection if you step away without logging out. If the system times out, you must re-log in to resume using the system.

### To log into PA-SIIS:

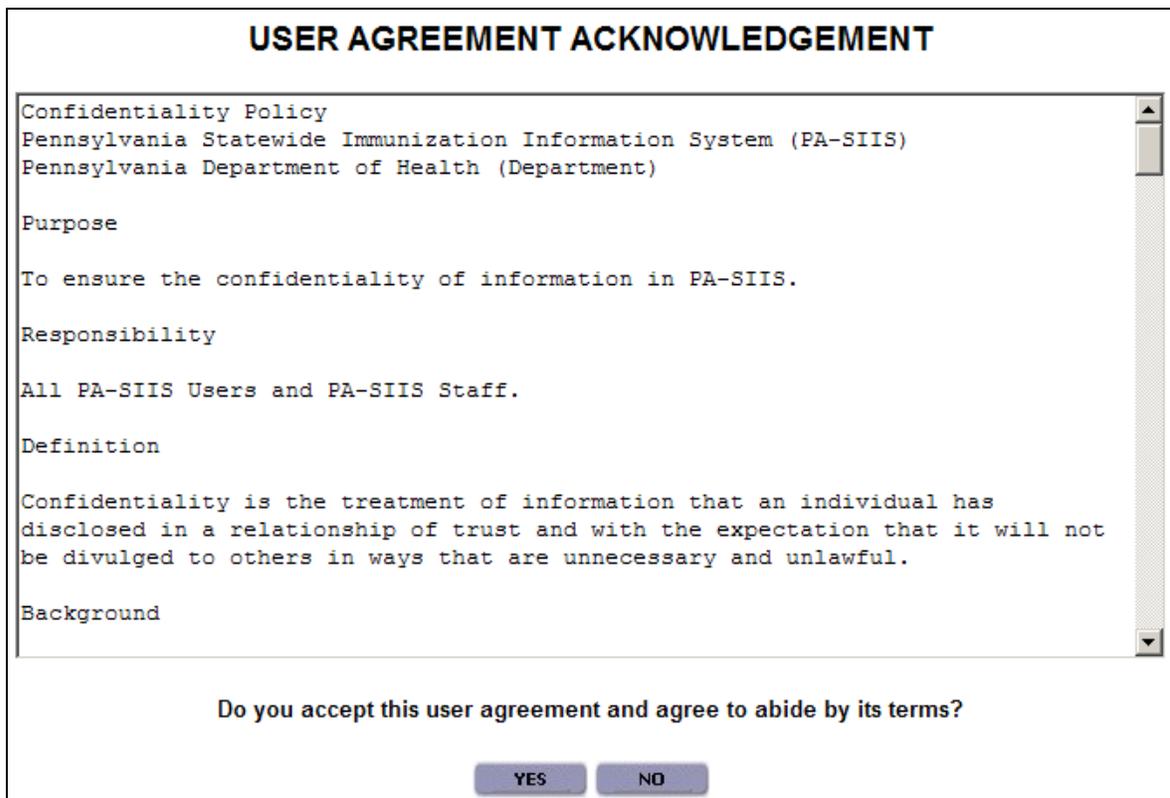
1. Using your Web browser, navigate to the PA-SIIS Web site:

**<https://siis.health.state.pa.us/siis>**

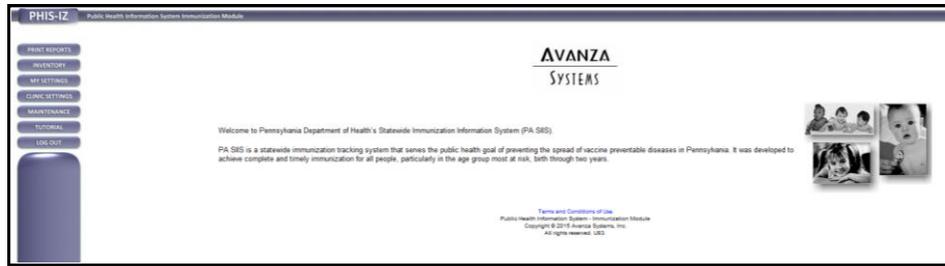
2. When the login screen appears, enter your user name and password into the appropriate fields. The password will display as a series of asterisks (\*\*\*\*) for security purposes.



3. Click **Submit**. Users logging into the PA-SIIS for the first time will receive the user agreement acknowledgement screen. Please review the agreement and accept the agreement by selecting **yes**.



- The Avanza Systems screen displays. From here you can access the print reports, inventory, my settings and clinic settings.



### To log out of the PA-SIIS:

From any screen within the PA-SIIS, click the **Log Out** button. The system logs you out and displays the login screen.

## B. Generate Clinic Inventory Report:

Follow the steps below to generate your clinic inventory report:

- Select the **Print Reports** button on the left-hand side of the Avanza Systems screen.
- Select Clinic Inventory from the select report screen and select **Generate**.
- Verify that your clinic name is in the **Choose Clinic** field and select **Submit**.

### GENERATE REPORT

You can generate a report based on a combination of any criteria below

CLINIC :

STATUS :



**pennsylvania**  
DEPARTMENT OF HEALTH

### CLINIC INVENTORY

Clinic: Sample Clinic  
 Address: 555 Walnut Street  
 Floor 6  
 Harrisburg, Pennsylvania  
 17101  
 Phone: 717-783-2548  
 Fax: 717-772-3258

VACCINE	FUNDING SOURCE	LOT #	EXPIRATION DATE	VOLUME	REFRIGERATOR COUNT	MANUFACTURER	VENDOR
DTaP-IPV-HepB	VFC	AHAVB667CB	03/22/2015	20	<input type="text"/>	SmithKline	State
Hep B - Child	VFC	55698	07/23/2015	30	<input type="text"/>	Merck	State
Varicella	VFC	H016238	04/11/2015	50	<input type="text"/>	Merck	State

Generated April 28, 2015
Page 1

## C. Clinic Settings:

Every practice must validate all of the clinic information contained on this screen for content accuracy to assure a timely approval and delivery of vaccines for every order that is placed.

Follow the steps below to verify clinic properties.

1. Select the **Clinic Settings** button on the left-hand side of the Avanza System screen.
2. Verify that your practice name is in the **Clinic Name** field and update any additional information as needed.
3. Click on the **Update** button to save the updates.
4. Click on the **Ok** button to confirm the Edit Clinic was accepted and then **Cancel** at the bottom of the Edit Clinic Screen.

**EDIT CLINIC**

<b>CLINIC NAME *</b> Sample Clinic	<b>CLINIC TYPE</b> Private	<b>VFC PIN</b> 123854	
<b>CLINIC PHONE *</b> 7177832548	<b>EXTENSION</b> 	<b>CLINIC FAX</b> 7177723258	
<b>PRIMARY VFC CONTACT</b>			
<b>LAST NAME *</b> Duck	<b>FIRST NAME *</b> Shirley	<b>MIDDLE NAME</b> 	<b>EMAIL ADDRESS</b> 
<b>BACKUP VFC CONTACT</b>			
<b>LAST NAME *</b> Duck	<b>FIRST NAME *</b> Shirley	<b>MIDDLE NAME</b> 	<b>EMAIL ADDRESS</b> 
<b>Clinic Address * <a href="#">EDIT</a></b> 555 Walnut Street Floor 6 Harrisburg, Pennsylvania 17101		<b>Shipping Address <a href="#">EDIT</a></b>	
<b>Associated Providers <a href="#">EDIT</a></b>		<b>Delivery Times <a href="#">EDIT</a></b> Mon Tue Wed Thu Fri	
<b>Patient Population <a href="#">EDIT</a></b> Total (0) Enrolled in MA (0) Uninsured (0) American Indian (0) Underinsured (0)		<b>VFC Acknowledgement <a href="#">EDIT</a></b> Physician Name: License #: MA ID: VFC Enrollment Signature Date:	

\* Required

## D. Reconciling Inventory:

Follow the steps below to adjust the current volume of a given inventory item due to spoilage, waste, unaccountability, etc.:

1. Select the **Inventory** button on the left-hand side of the Avanza System screen.
2. Verify that your clinic name is in the **Choose Clinic** field.

3. Select the applicable inventory item by clicking directly on the vaccine (blue hyperlink). The *Edit Inventory Item* screen will appear.
4. Click on the **Reconcile** button at the bottom of the *Edit Inventory Item* screen. The *Add New Reconciliation Note* screen will appear.

**ADD NEW RECONCILIATION NOTE**

DATE *	TYPE *	VOLUME *
4/16/2015	Administered (-) ▼	
NOTES		

\* Required

5. The **date** field will default to today's date. This date can be modified if necessary.
6. In the **Type** field, select the appropriate reconciliation type:
  - If subtracting doses from the inventory item, use reconciliation type **Administered (-)**, **Wasted (-)**, **Spoiled (-)**, or **Unaccountable (-)**.
  - If adding doses to the inventory item, use reconciliation type **Unaccountable (+)**.
7. Enter the number of doses that were administered, wasted, spoiled, unaccountable (-), or unaccountable (+) in the **Volume** field.
8. Click on the **Update** button to save the transaction. The *Edit Inventory Item* screen will appear.
9. Verify that all information is correct and select the **Update** button on the bottom of the *Edit Inventory Item* screen and then select OK to return to the Edit Inventory Screen and then select Close Inventory to return to the Avanza System Screen.

### Inactivating Inventory Items

When the CURRENT VOLUME of a vaccine item reaches zero (0):

1. Select the **Inventory** button on the left-hand side of the Avanza System screen.
2. Maximize the *Edit Inventory* screen by clicking on the box "□" beside the "x" in the top right hand corner of the screen (if it is not already maximized).
3. Verify that your clinic name is in the **Choose Clinic** field.
4. Select the applicable inventory item by clicking directly on the vaccine (**blue hyperlink**). The *Edit Inventory Item* screen will appear.

**EDIT INVENTORY ITEM**

CLINIC : Sample Clinic	VACCINE : Influenza	SOURCE/VENDOR : State	FUNDING SOURCE : Non-VFC
CURRENT VOLUME : 0	ADMIN VOLUME : 490	DOSAGE VOLUME : 1	MINIMUM VOLUME : 0
<input checked="" type="checkbox"/> ACTIVE	NOTES : <input type="text"/>		
<input checked="" type="checkbox"/> RECOMMEND			
LOT INFORMATION			
LOT NUMBER 58794	EXPIRATION DATE 6/30/2010	MANUFACTURER Lederle	
RECONCILIATION INFORMATION			
DATE	TYPE	VOLUME	NOTES
8/18/2009	In Transit	500	Shipped By PA State DOH
8/18/2009	Received (+)	500	Received
8/18/2009	Spoiled (-)	-10	

- Uncheck the “**Active**” box (as appears above) and select **Update** on the bottom of the *Edit Inventory Item* screen to save the changes.

## E. Inventory Management:

### Part 1: Ordering Vaccines

Follow the steps below to electronically order vaccines within PA-SIIS:

- Select the **Inventory** button on the left-hand side of the Avanza System screen. The *Edit Inventory* screen will appear.

**EDIT INVENTORY**

CHOOSE CLINIC  
Sample Clinic

VACCINE	FUNDING SOURCE	LOT NUMBER(S)	EXPIRATION DATE(S)	CURRENT VOLUME
DTaP-IPV-HepB	VFC	A121B326AA	11/08/2013	20
Hep B - Child	VFC	0131AE	10/26/2014	30
Varicella	VFC	00369AA	01/12/2014	50

Active

- Verify that your clinic name is in the **Choose Clinic** field.
- Click on the **Orders** button at the bottom of the *Edit Inventory* screen. The *Edit Orders* screen will appear.

**EDIT ORDERS**

CLINIC : Sample Clinic	STATUS : Incomplete	
CLINIC DATE	ORDER ID	STATUS VACCINE TRADE FUNDING VOLUME
		NAME SOURCE ORDERED

- Your clinic name will automatically default in the Clinic field. Select the **Add Orders** button at the bottom of the *Edit Orders* screen. The *Add New Order* screen will appear. At the top of the Add New Order Screen you will see a notes field: This field should be used to explain rush orders in order to prevent approval and shipment delays. You will also notice two radial buttons requesting you to attest your temperature log is current and maintained, and that you completed your inventory reconciliation (section C) prior to submitting your current vaccine order.

The screenshot displays the 'ADD NEW ORDER' interface. At the top, there are navigation tabs: 'ADD NEW ORDER', 'EDIT ORDER', 'ORDER HISTORY', and 'ORDER STATUS'. Below these are dropdown menus for 'CLINIC' and 'VACCINE TYPE'. A large text input field for notes is positioned at the top. The main area contains a table with columns for 'VACCINE', 'QUANTITY', 'DATE', and 'STATUS'. The table lists various vaccines such as 'MM2', 'MM4', 'MM5', 'MM7', 'MM8', 'MM9', 'MM10', 'MM11', 'MM12', 'MM13', 'MM14', 'MM15', 'MM16', 'MM17', 'MM18', 'MM19', 'MM20', 'MM21', 'MM22', 'MM23', 'MM24', 'MM25', 'MM26', 'MM27', 'MM28', 'MM29', 'MM30', 'MM31', 'MM32', 'MM33', 'MM34', 'MM35', 'MM36', 'MM37', 'MM38', 'MM39', 'MM40', 'MM41', 'MM42', 'MM43', 'MM44', 'MM45', 'MM46', 'MM47', 'MM48', 'MM49', 'MM50', 'MM51', 'MM52', 'MM53', 'MM54', 'MM55', 'MM56', 'MM57', 'MM58', 'MM59', 'MM60', 'MM61', 'MM62', 'MM63', 'MM64', 'MM65', 'MM66', 'MM67', 'MM68', 'MM69', 'MM70', 'MM71', 'MM72', 'MM73', 'MM74', 'MM75', 'MM76', 'MM77', 'MM78', 'MM79', 'MM80', 'MM81', 'MM82', 'MM83', 'MM84', 'MM85', 'MM86', 'MM87', 'MM88', 'MM89', 'MM90', 'MM91', 'MM92', 'MM93', 'MM94', 'MM95', 'MM96', 'MM97', 'MM98', 'MM99', 'MM100'. Each row has a checkbox in the 'STATUS' column. At the bottom of the screen, there are two checkboxes with associated text:
 

- By checking this box, I attest for responsibility for the information and attestations in this order and certify that I am the person who is responsible for the information and attestations in this order.
- By checking this box, I attest for responsibility for the information and attestations in this order and certify that I am the person who is responsible for the information and attestations in this order.

 Below the checkboxes are 'NEXT' and 'DONE' buttons, and a red asterisk icon.

5. Locate the vaccine and trade name of vaccine requested. Enter the vaccine doses quantity being ordered under the “**VFC**” funding source of the vaccine requested.
6. Select the **Update** button on the bottom of the *Add New Order* screen.
7. Select the **Ok** button on the *Add New Order* screen. The *Edit Orders* screen will appear.
8. The order will now appear in the *Edit Orders* screen with a status of “Pending Approval”. Click on **Cancel** button and the *Edit Inventory* screen will appear.

After your vaccine order is created in the PA-SIIS, the order will be reviewed and processed by the PA Department of Health, Division of Immunizations. You will receive an email notification after the order is approved and shipped. Also, an electronic shipment will automatically be created in the PA-SIIS for your approved order. Please review the instructions in **Part 2: Receiving PA-SIIS Electronic Inventory Shipments** for receiving your electronic shipment within the PA-SIIS.

## Part 2: Receiving PA-SIIS Electronic Inventory Shipments

Follow the steps below to receive a PA-SIIS electronic inventory shipment:

1. Select the **Inventory** button on the left-hand side of the Avanza System screen.
2. Verify that your clinic name is in the **Choose Clinic** field. The new inventory item will appear on your list of current active inventory, the current volume will be “0” (if you don’t already have that lot number in your inventory).
3. Select the **Shipments** button on the bottom of the *Edit Inventory* screen. The *Edit Shipments* screen will appear.

**EDIT SHIPMENTS**

CHOOSE CLINIC:       STATUS:

CURRENT INVENTORY					RECEIVING							
VACCINE	FUNDING SOURCE	LOT #	EXPIRATION DATE(S)	CURRENT VOLUME	#	DATE	FROM	VACCINE	LOT #	EXP DATE	SHIP VOL	RCVD VOL
DTaP	Private	00001	12/31/2010	72	17763	8/18/2009	PA State DOH	Influenza	58794	6/30/2010	500	
Hep B - Child	VFC	0053X	7/28/2010	195								
Influenza	Non-VFC	58794	6/30/2010	0								

SENDING											
#	DATE	TO	VACCINE	LOT #	EXP DATE	SHIP VOL	RCVD VOL				

4. Under the **Receiving** section, select the blue hyperlink of the shipment number for the shipment that you are receiving into the PA-SIIS (e.g., [11763](#)). The *Edit Shipment* screen will appear.

**EDIT SHIPMENT**

SHIPPED FROM :	SHIPPED TO :	ORDER ID :	SHIPMENT DATE :	STATUS :
PA State DOH	Sample Clinic		8/18/2009	Open

Notes :

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VACCINE :	FUNDING SOURCE :	ITEMS SHIPPED LOT NUMBER :	EXPIRATION DATE :	VOL SHIPPED :	VOL RECEIVED :
Influenza	Non-VFC	58794	6/30/2010	500	

- Click on the **Receive Shipment** button on the bottom of the *Edit Shipment* screen. The *Receive Shipment* screen will appear.

**RECEIVE SHIPMENT**

TOTAL VOL RECEIVED :	VACCINE :	FUNDING SOURCE :	LOT NUMBER :	EXPIRATION DATE :	VOL SHIPPED :
500	Influenza	Non-VFC	58794	6/30/2010	500

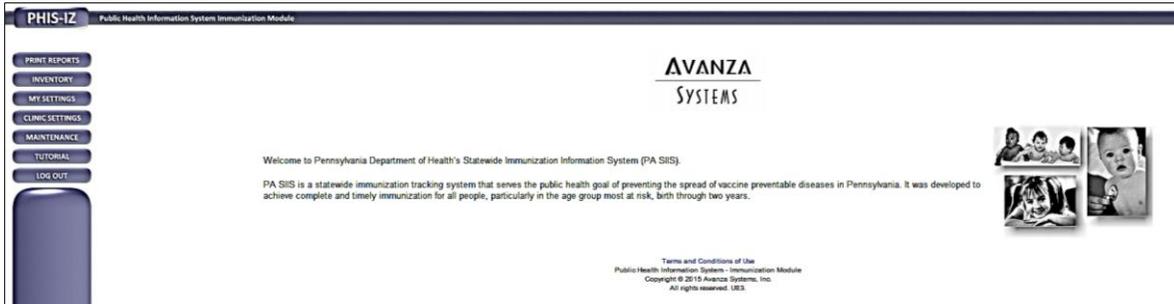
Is this shipment complete ?

▼

- Type the volume that you received in the **“Total Vol. Received”** column.
- Select **Yes** under the question, “Is this shipment complete?” and then click on the **Update** button on the bottom of the *Receive Shipment* screen. The *Edit Shipment* screen will appear.
- Verify that all information is correct and select the **Update** button. The *Edit Shipments* screen will appear.
- The shipment that was received will have disappeared from the Receiving section of the *Edit Shipments* screen. Click on **Cancel** and the *Edit Inventory* screen will appear (with the new volumes added to your current inventory).

# Initial PA-SIIS User set up prior to placing your first VFC Vaccine order

After logging into the PA-SIIS and accepting the on-line User Agreement you will land on the Avanza home screen as shown below.



Please go directly to My Settings and enter a new Password, and confirm your new Password. Select update and then select Okay and then select close my settings to return to the Avanza home page.

The screenshot shows the "EDIT MY SETTINGS" form. It contains the following fields and controls:

- FIRST NAME:** Text input field containing "Donald".
- MIDDLE NAME:** Empty text input field.
- LAST NAME:** Text input field containing "Duck".
- LOGIN ID:** Text input field containing "fcaniglia2".
- PASSWORD:** Password input field with masked characters (dots).
- CONFIRM PASSWORD:** Password input field with masked characters (dots).
- IMMN. PROVIDER:** A dropdown menu currently showing "SELECT".
- USER NOTES:** A large empty text area.
- SIGNATURE BLOCK:** A large empty text area with scroll arrows on the right side.

At the bottom of the form are two buttons: "UPDATE" and "CLOSE MY SETTINGS".

## Initial PA-SIIS User set up prior to placing your first VFC Vaccine order

From the Avanza home screen **select Clinic Settings** and the following screen will appear. Please select the maximize button located at the top right corner of the Edit Clinic screen to expand the Edit Clinic screen.

**EDIT CLINIC**

**CLINIC NAME \***  
Sample Clinic

**CLINIC TYPE**  
Private

**VFC PIN**  
123654

**CLINIC PHONE \***  
7177832548

**EXTENSION**

**CLINIC FAX**  
7177723258

**PRIMARY CLINIC CONTACT**

**LAST NAME \***  
Smith

**FIRST NAME \***  
Mary

**MIDDLE NAME**

**EMAIL ADDRESS**  
msmith@pa.com

**PRIMARY VFC CONTACT**

**LAST NAME \***  
Duck

**FIRST NAME \***  
Shirley

**MIDDLE NAME**

**EMAIL ADDRESS**

**BACKUP VFC CONTACT**

**LAST NAME \***  
Duck

**FIRST NAME \***  
Donald

**MIDDLE NAME**

**EMAIL ADDRESS**

**Clinic Address \* EDIT**  
555 Walnut Street  
Floor 6  
Harrisburg, Pennsylvania 17101

**Shipping Address EDIT**

**Associated Providers EDIT**

**Delivery Times EDIT**  
Mon  
Tue  
Wed  
Thu  
Fri

**Patient Population EDIT**

Total (0)  
Enrolled in MA (0)  
Uninsured (0)  
American Indian (0)  
Underinsured (0)

**VFC Acknowledgement EDIT**  
Physician Name:  
License #:  
MA ID:  
VFC Enrollment Signature Date:

**UPDATE** **CANCEL**

\* Required

Please validate the information that is presented for accuracy. If changes are needed please make the required changes for every field and include any information that is missing. Particular attention to the following fields is necessary as any incorrect information may cause a delay in your VFC order approval and shipment.

### Clinic phone, Clinic fax

**Primary VFC contact:** Last Name, First Name, and Email Address

**Secondary VFC Contact:** Last Name, First Name, and Email Address

Select **Edit** to open the following sections of the Edit Clinic screen:

### Clinic Address, Shipping Address, Delivery Times, Patient Population, and VFC Acknowledgment

The above information is required by the CDC and will cause orders to be rejected if not properly completed.