Alberta Vaccine Inventory (AVI) Management for Community Pharmacies

AVI Responsibilities for Community Pharmacies Receiving Provincially-Funded Vaccine

July 2023



Alberta Vaccine Inventory (AVI)

AVI Production Environment

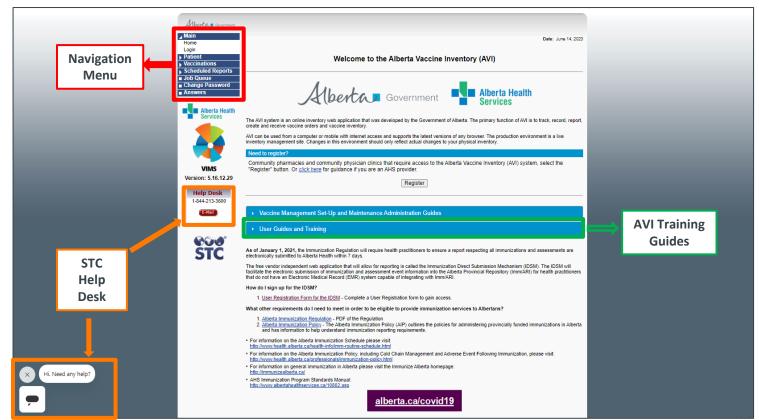
- https://vimsavi.alberta.ca/prod/
- The Live inventory management site. Changes to this environment should only reflect actual changes to your physical inventory

AVI Training Environment

- https://vimsavi.alberta.ca/train/
- An AVI training management site. Changes in this environment are for training purposes only and <u>do not</u> impact the live inventory management site.



AVI Home Page



AKIBEKBAJ

Date: June 14, 2023

Welcome to the Alberta Vaccine Inventory (AVI)





The AVI system is an online inventory web application that was developed by the Government of Alberta. The primary function of AVI is to track, record, report, create and receive vaccine orders and vaccine inventory.

AVI can be used from a computer or mobile with internet access and supports the latest versions of any browser. The production environment is a live inventory management site. Changes in this environment should only reflect actual changes to your physical inventory.

Need to register?

Community pharmacies and community physician clinics that require access to the Alberta Vaccine Inventory (AVI) system, select the "Register" button. Or click here for guidance if you are an AHS provider.

Register

- Vaccine Management Set-Up and Maintenance Administration Guides
- User Guides and Training

As of January 1, 2021, the Immunization Regulation will require health practitioners to ensure a report respecting all immunizations and assessments are electronically submitted to Alberta Health within 7 days.

The free vendor independent web application that will allow for reporting is called the Immunization Direct Submission Mechanism (IDSM). The IDSM will facilitate the electronic submission of immunization and assessment event information into the Alberta Provincial Repository (Imm/ARI) for health practitioners that do not have an Electronic Medical Record (EMR) system capable of integrating with Imm/ARI.

How do I sign up for the IDSM?

1. User Registration Form for the IDSM - Complete a User Registration form to gain access.

What other requirements do I need to meet in order to be eligible to provide immunization services to Albertans?

- 1. Alberta Immunization Regulation PDF of the Regulation
- 2. Alberta Immunization Policy The Alberta Immunization Policy (AIP) outlines the policies for administering provincially funded immunizations in Alberta and has information to help understand immunization reporting requirements.
- . For information on the Alberta Immunization Schedule please visit:
- http://www.health.alberta.ca/health-info/imm-routine-schedule.html
- For information on the Alberta Immunization Policy, including Cold Chain Management and Adverse Event Following Immunization, please visit: http://www.health.alberta.ca/professionals/immunization-policy.html
- For information on general immunization in Alberta please visit the Immunize Alberta homepage http://immunizealberta.ca/
- · AHS Immunization Program Standards Manual: http://www.albertahealthservices.ca/10802.asp

alberta.ca/covid19

Select the User **Guides and Training** section on the AVI Home Page for AVI Training materials

AVI Training Documents

In the *User Guides and Training Section*, the *AVI Responsibilities & Expectations Guide* will outline the mandatory AVI responsibilities required to continue to receive provincially-funded vaccine.

Additionally, the *AVI Responsibilities & Expectations Guide* contains an FAQ section that can be utilized for more information on the AVI compliance program.

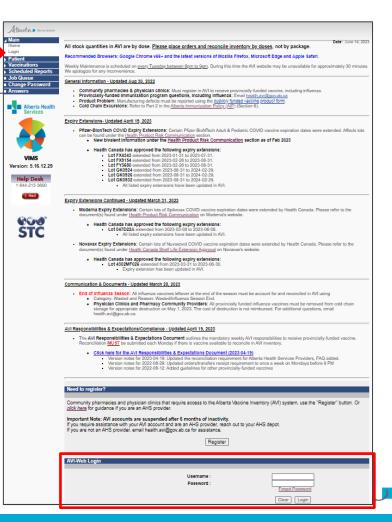
The Quick Reference Guides Receive or Reject an Order or Transfer and Inventory Reconciliation can be utilized to ensure the AVI responsibilities are successfully completed each Monday.

 User Guides and Training AVI Responsibilities & Expectations Guide 2023-04-18 AVI Expectations Training Guides / Videos / Presentations Logging in to AVI-Video Creating and Receiving Vaccine Orders-Video * Downloading videos using Internet Explorer may take several minutes. Google Chrome is recommended for viewing training videos. Quick Reference Guides Forgotten Password Reactivating Inactivated Lot Numbers Receive or Reject an Order or Transfer Inventory Reconciliation - Wastage Correction Community Pharmacies and Physician Clinics: Removing Expired Vaccine in AVI Vaccine Storage and Handling Alberta Vaccine Storage and Handling Policy for Provincially Funded Vaccine Alberta Vaccine Storage and Handling for COVID-19 Vaccine National Vaccine Storage and Handling Guidelines for Immunization Providers



AVI Login Screen

- Select Login on the Navigation Menu to take you to the Login screen
- The information on the Login screen will contain important information that is reviewed and updated weekly by Alberta Health, as necessary. Please ensure to review this information weekly.
- AVI accounts recently created must have a password set up before logging into the application. If you require assistance with your new AVI account, please contact health.avi@gov.ab.ca or reach out to the Help Desk.



AVI Compliance for Pharmacies

- To safeguard vaccine accountability and visibility, the AVI system is used for inventory management for provincially funded vaccines. AVI enrollment is required to participate in provincially funded vaccine programs. To register or update an AVI account for yourself or your facility, select the Register button on the AVI home page (https://vimsavi.alberta.ca/prod).
- Pharmacies must access the AVI system to receive transfers of vaccine from the pharmacy wholesale distributors (the wholesaler will have 48 business hours to complete the transfer in AVI) and on a weekly basis to reconcile the inventory. A physical count of your on-hand quantities and a reconciliation amount must be completed once a week (ideally by 9pm Mondays), to fulfill required reporting to Alberta Health.
- The AVI Responsibilities & Expectations for Compliance document outlines the mandatory weekly AVI responsibilities
 to receive provincially funded vaccine. If a pharmacy fails to manage and update inventory in AVI, such as receiving
 transfers and weekly reconciliation, Alberta Health may suspend the pharmacy from participation in the Alberta
 Immunization Program.

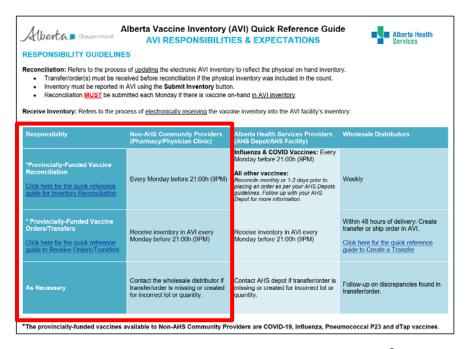


Classification: Protected A

AVI Compliance Responsibilities for Pharmacies

- The AVI Responsibilities & Expectations for Compliance document outlines the mandatory weekly AVI responsibilities to receive provincially funded vaccine. If a pharmacy fails to manage and update inventory in AVI, such as receiving transfers and weekly reconciliation, Alberta Health may suspend the pharmacy from participation in the Alberta Immunization Program.
- There are <u>TWO</u> AVI Responsibilities to be completed on Monday*every week:
 - Receive/Reject Outstanding Transfers
 - 2. Reconcile Inventory

^{*}For circumstances Monday is a Holiday and/or your facility is closed, AVI responsibilities can be completed any day of the week EXCEPT Wednesday and Thursday.





AVI Compliance Responsibilities Exceptions

- AVI compliance responsibilities <u>do not</u> need to be completed if:
 - 1. There are no outstanding transfers to receive or reject in AVI and
 - There are 0 doses of provincially-funded vaccine on hand to reconcile in AVI



AVI Responsibilities for Community Pharmacies

Reconcile Vaccine Inventory

- 1. Update Inventory
- 2. Submit Inventory

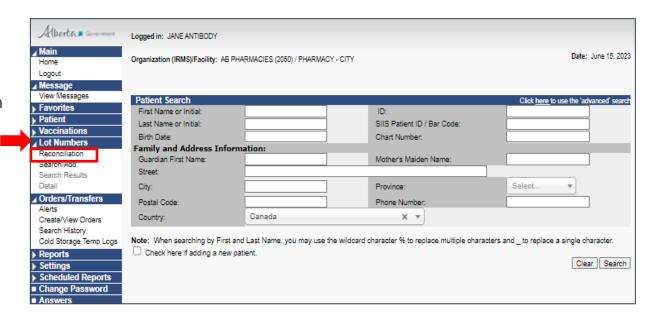


Terms

- Physical Inventory
 - Refers to the quantity of each vaccine that is physically at a location
- Reconciliation of Inventory
 - Refers to the process of comparing the physical inventory to the AVI inventory then updating the AVI inventory to reflect the physical inventory

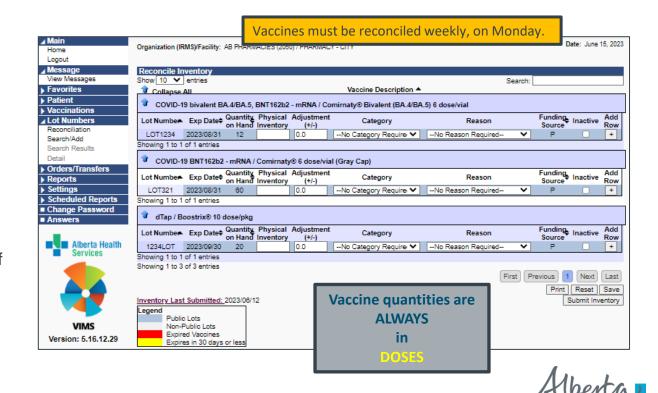


 In the Navigation Menu, select Lot Numbers and Reconciliation to bring you to the Reconciliation screen

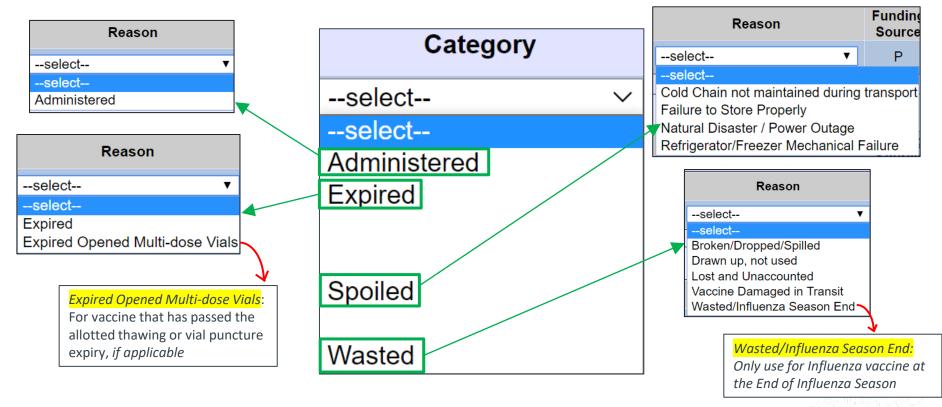




- The Reconciliation screen will show all the inventory you currently have active in your facility. Each line will indicate the generic name, brand name, lot numbers, expiries, quantities and funding source for all your active inventory.
- Please note the quantities of vaccines are in doses, NOT in units.



Reconciliation Categories/Reasons



Classification: Protected A

Reconciliation Category/Reason

 To determine the reconciliation *Category* and *Reason* which best describes what happened to the doses in your inventory, please refer to the *Reconciliation Guidelines* in the <u>AVI Responsibilities &</u> Expectations Guideline.



Alberta Vaccine Inventory (AVI) Quick Reference Guide AVI RESPONSIBILITIES & EXPECTATIONS



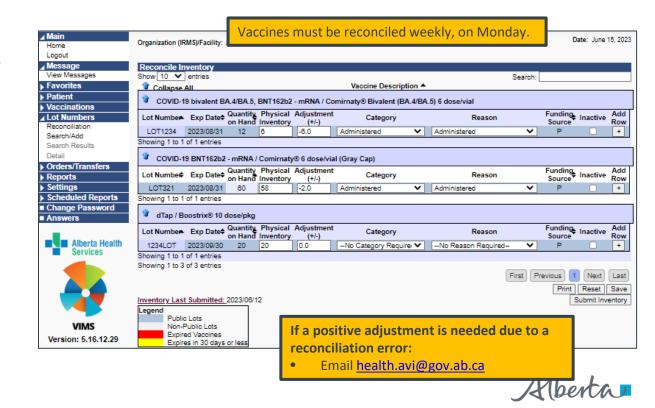
RECONCILIATION GUIDELINES

Category	Reason	Rationalization
Administered	Administered	Used for clients
Expired	Expired Expired Opened Multi-dose Vials	Expired as per manufacturer's expiration date Vaccine past allotted vaccine storage period (expired prior to printed expiration date due to thawing or vial puncture). Please refer to the below documents for timeframes: Alberta COVID Vaccine Storage and Handling guidelines Alberta Vaccine Storage and Handling Policy for Provincially-Funded Vaccine
Spoiled	Cold Chain not maintained during transport Failure to Store Properly Natural Disaster/Power Outage Refrigerator/Freezer Mechanical Failure	Exposed to cold chain break and considered non-viable. Appropriate follow up must be completed before using this reason
Wasted	Product Problem Drawn up, not used	Non-viable due to a product problem which can include: less than recommended doses drawn, particulate matter or manufacturing defects. Syringes that are pre-filled and not administered within the appropriate timeframe. (ie. insufficient clients or canceled appointments)
Wasted	Broken/Dropped/Spilled Lost and unaccounted Vaccine damaged in transit	Non-viable due to reasons other than spoilage. Note: Direction from vendor or Alberta Health must be received before wasting product using Vaccine damaged in transit reason.

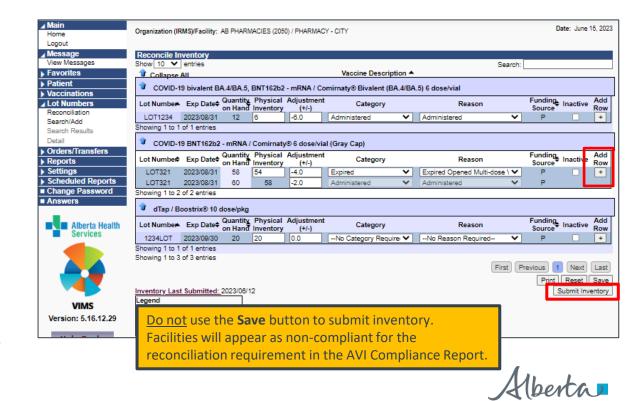


15 Classification: Protected A

- To reconcile your inventory, enter your physical inventory quantities into the appropriate *Physical Inventory* field.
- If inventory has not changed for a vaccine, the *Physical Inventory* quantity must be entered. As no adjustment is made, a *Category* and *Reason* do not need to be entered.

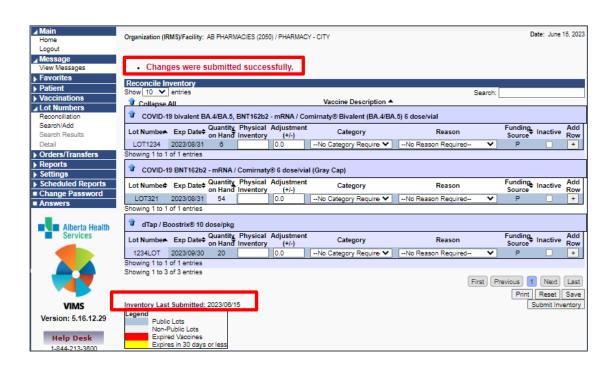


- If there is more than one reconciliation *Category* and *Reason* to be used for a vaccine, select the *Add Row* button to add an additional reconciliation line
- When all *Physical Inventory* quantities and reconciliation
 Category and *Reason* choices have been selected, click the Submit Inventory button.
- Do not use the Save button to submit inventory. Facilities will appear as non-compliant for the reconciliation requirement.



Classification: Protected A

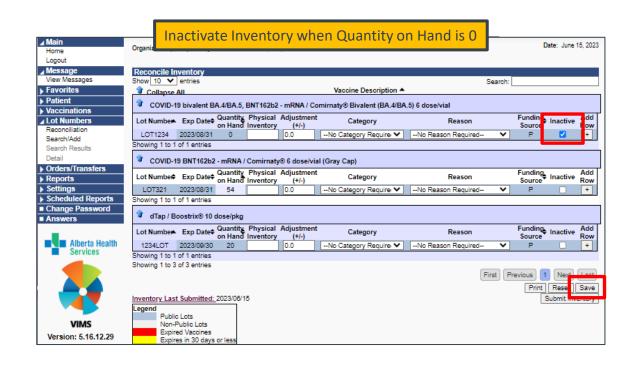
- If your inventory submitted correctly, the message 'Changes were submitted successfully' will appear.
- Additionally, the Inventory Last Submitted Date at the bottom of the screen will update to the current date.
 - To view the last 5 dates that inventory was submitted using the Submit Inventory button, click on the Inventory Last Submitted Date.





Inactivate Inventory

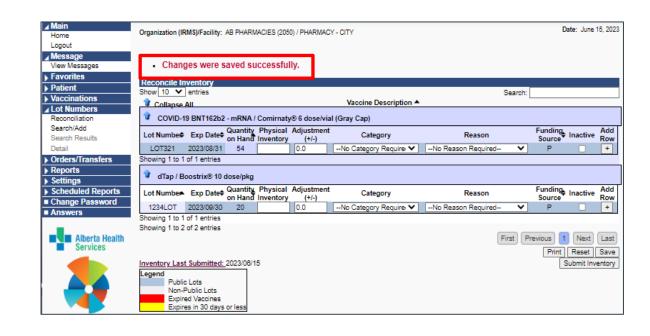
- If after reconciling, there are 0 doses vaccine remaining, inactivate the line.
- This can be completed by selecting the **Inactive** box and clicking the **Save** button.





Inactivate Inventory

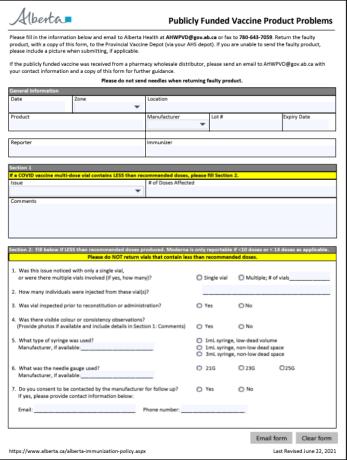
 After selecting the Inactive box and clicking the Save button, the line will be removed from the Reconciliation screen and will no longer be active.





Product Problem Form

- Product Problem Forms will need to be submitted for all faulty product of provincially funded vaccine only.
- Faulty product reasons can include:
 - Less than the recommended doses were drawn for COVID-19 vaccine
 - Particulate matter in vial.
 - Defects (Plunger/Vial/Stopper/Syringe)
- The Vaccine Product Problem form can be found on the AVI login screen.



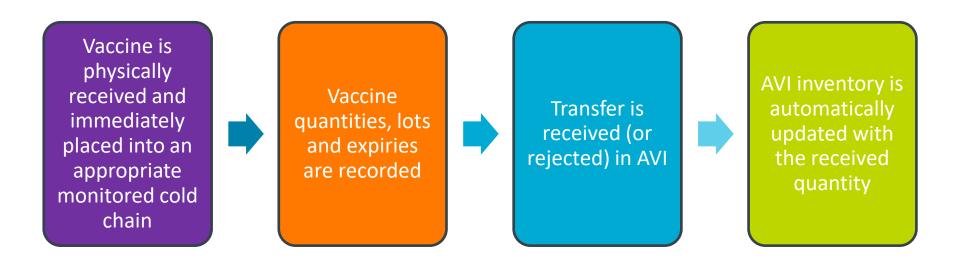
AVI Responsibilities for Community Pharmacies

Receive or Reject a Transfer

 An AVI transfer is the method that the pharmacy wholesale distributor will move provincially-funded vaccine in the AVI system. By receiving the transfer, the vaccine product will be automatically added to your AVI inventory.



Receive or Reject a Transfer

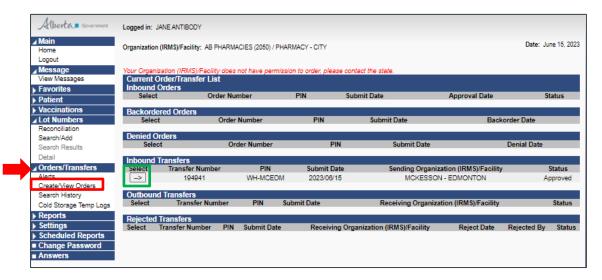


Tip: Check for outstanding transfers before reconciling inventory.

A Bertou

Receive or Reject a Transfer

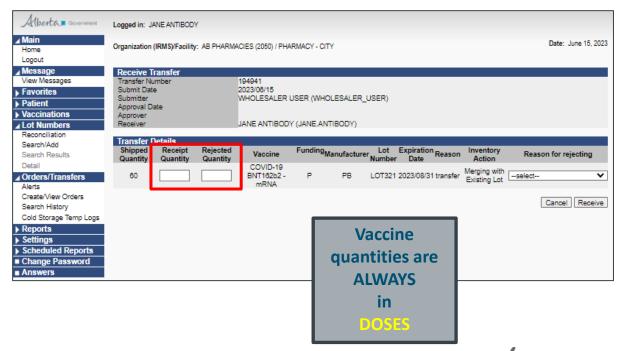
- Provincially-funded vaccine transfers will be created in AVI by the pharmacy wholesaler distributor.
- To check for any outstanding transfers, you will need to select the Orders/Transfers in the Navigation Menu and then select Create/View Orders.
- On the Create/View Orders screen, you will view the Inbound Transfers section.
- Any outstanding transfers will be available in the *Inbound Transfers* section. To select the transfer, click on the **Selection** arrow.





Receive or Reject a Transfer

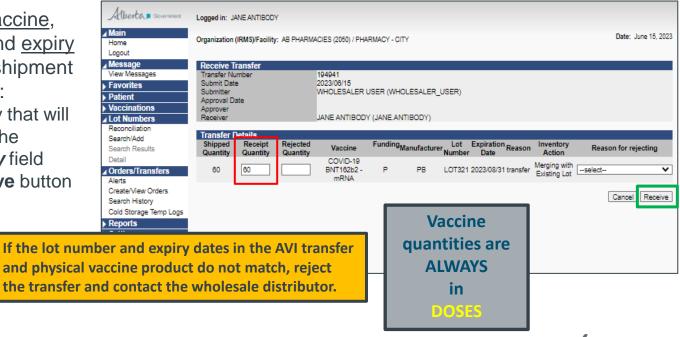
- This is the Receive Transfer screen.
- Under the Transfer Details
 section, there is a Receipt
 Quantity field and a Rejected
 Quantity field.





Receive a Transfer

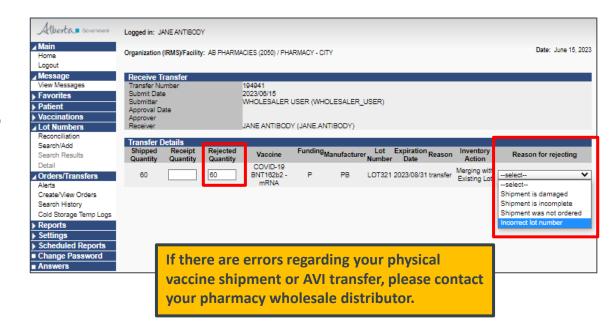
- After confirming the <u>vaccine</u>, <u>quantity</u>, <u>lot number</u> and <u>expiry</u> <u>date</u> of your physical shipment match the AVI transfer:
 - Enter the quantity that will be received into the Receipt Quantity field
 - 2. Select the **Receive** button





Rejecting a Transfer

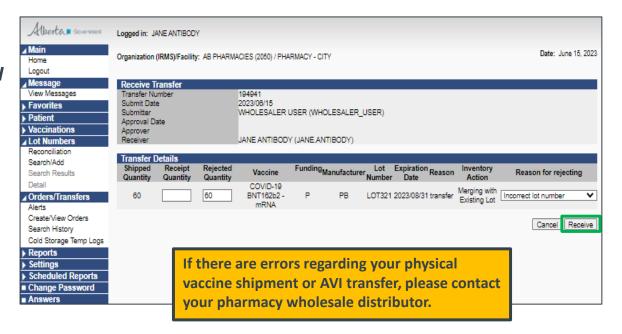
- There may be situations where you are rejecting a transfer completely or partially in AVI. This can occur when the shipment is damaged, shipment is incomplete, shipment was not ordered, or an incorrect lot number.
- If you are rejecting a transfer, you will need to select a *Reason for Rejecting*. In this example, the entire transfer will be rejected.





Rejecting a Transfer

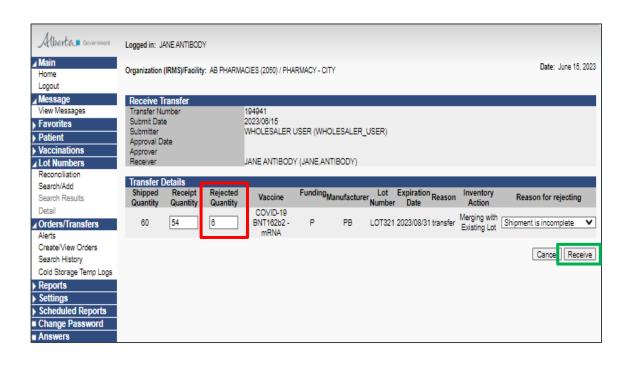
 To complete the rejected transfer, enter the quantity that will be rejected into the *Rejected Quantity* field and select the *Receive* button





Rejecting a Partial Transfer

- In this example, a transfer will be partially rejected as the transfer indicated 60 doses were shipped, but only 54 doses were physically received.
- To complete the transfer, select the **Receive** button.







Terms

Facility

Refers to a vaccine provider location such as a pharmacy or physician clinic.

Frozen

 Refers to a facility that is unable to order or receive provincially-funded vaccine. A facility will be frozen after two consecutive months of AVI noncompliance.

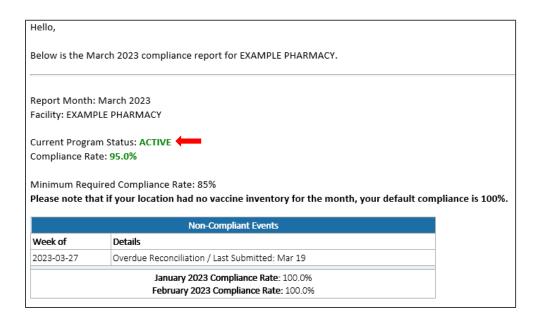


- Facilities will receive a monthly compliance report that will evaluate if the weekly AVI responsibilities were successfully completed for the previous reporting month.
- Facilities are expected to receive a minimum of 85% compliance to continue to participate in the provincially-funded vaccine program.
 - Compliant (≥ 85%)
 - Non-Compliant (< 85%)
- Facilities that are non-compliant will receive the following notifications for the reporting month:
 - 1st month: Facilities will receive an Active (Under Review) notification.
 - 2nd consecutive month: Facilities will receive a Frozen (1 Month) notification.
 - 3rd consecutive month: Facilities will receive a Frozen (6 Month) notification.
- To review any non-compliant events that may have impacted your AVI compliance rate, see the Non-Compliant Event(s) table in the monthly compliance report.



Active

 Compliant facilities will receive an **Active** status in their AVI Compliance Report





Active (Under Review)

- Facilities will receive an Active (Under Review) status for one month of AVI non-compliance.
- This notification will indicate that the facility must meet the minimum AVI compliance rate by the next reporting month to avoid a Frozen (1 Month) suspension from receiving provincially-funded vaccine.

Hello,

Below is the March 2023 compliance report for EXAMPLE PHARMACY.

Report Month: March 2023 Facility: EXAMPLE PHARMACY

Current Program Status: ACTIVE (UNDER REVIEW)

Compliance Rate: 80.0%

Your facility did not meet the minimum compliance rate of 85%.

If there is no improvement by the following report, vaccine distribution to your location will be suspended.

Non-Compliant Events		
Week of	Details	
2023-03-06	Overdue Reconciliation / Last Submitted: Feb 28	
2023-03-13	Overdue Reconciliation / Last Submitted: Feb 28	
2023-03-20	Overdue Reconciliation / Last Submitted: Feb 28	
2023-03-27	Overdue Reconciliation / Last Submitted: Feb 28	
	January 2023 Compliance Rate: 87.5% February 2023 Compliance Rate: 87.5%	



Frozen (1 Month)

- Pharmacies will receive a Frozen (1 Month) status for two consecutive months of AVI non-compliance. This notification will indicate that your facility has been suspended from receiving provincially-funded vaccines for 1 month.
- Facilities that receive a Frozen (1 Month) suspension must meet the minimum AVI compliance rate by the next reporting month to avoid a Frozen (6 Month) suspension from receiving provincially-funded vaccine.
 Therefore, AVI responsibilities need to be completed during the suspension period.

Pharmacies that receive a Frozen (1 Month) suspension are NOT removed from their ability to access AVI. If you are unable to access your AVI account, please reset your password by selecting 'Forgot Password' under the AVI login fields or email health.avi@gov.ab.ca.

Below is the N	larch 2023 compliance report for EXAMPLE PHARMACY.	
Report Month	: March 2023	
Facility: EXAM	PLE PHARMACY	
Current Progra	am Status: FROZEN FOR 1 MONTH	
Compliance Ra	ate: 75.0%	
Vaccine Suspe	nsion Ends: May 1, 2023	
	d not meet the minimum compliance rate of 85%; this is the second cons	
	d not meet the minimum compliance rate of 85%; this is the second cons e deliveries to your location will pause for 1 month, up until the date disp	
funded vaccine	e deliveries to your location will pause for 1 month, up until the date disp	layed above.
funded vaccine	e deliveries to your location will pause for 1 month, up until the date disp illities are required to be completed during the Frozen (1 Month) suspens	layed above.
funded vaccine	e deliveries to your location will pause for 1 month, up until the date disp	layed above.
funded vaccine	e deliveries to your location will pause for 1 month, up until the date disp illities are required to be completed during the Frozen (1 Month) suspens	layed above.
funded vaccine	e deliveries to your location will pause for 1 month, up until the date disp ilities are required to be completed during the Frozen (1 Month) suspens y-funded vaccine deliveries, your facility MUST meet the minimum comp	layed above.
funded vaccind AVI Responsib receive publici	e deliveries to your location will pause for 1 month, up until the date disp ilities are required to be completed during the Frozen (1 Month) suspens y-funded vaccine deliveries, your facility MUST meet the minimum comp Non-Compliant Events	layed above.
funded vaccing AVI Responsib receive publich Week of	e deliveries to your location will pause for 1 month, up until the date disp ilities are required to be completed during the Frozen (1 Month) suspens y-funded vaccine deliveries, your facility MUST meet the minimum comp Non-Compliant Events Details	layed above.
AVI Responsib receive publicl Week of 2023-02-27	e deliveries to your location will pause for 1 month, up until the date disp illities are required to be completed during the Frozen (1 Month) suspens y-funded vaccine deliveries, your facility MUST meet the minimum comp Non-Compliant Events Details Overdue Reconciliation / Last Submitted: Feb 23	layed above.
AVI Responsib receive publici Week of 2023-02-27 2023-03-06	e deliveries to your location will pause for 1 month, up until the date disp ilities are required to be completed during the Frozen (1 Month) suspens y-funded vaccine deliveries, your facility MUST meet the minimum comp Non-Compliant Events Details Overdue Reconciliation / Last Submitted: Feb 23 Overdue Reconciliation / Last Submitted: Feb 23	layed above.
AVI Responsib receive publical Week of 2023-02-27 2023-03-06 2023-03-13	e deliveries to your location will pause for 1 month, up until the date disp illities are required to be completed during the Frozen (1 Month) suspens y-funded vaccine deliveries, your facility MUST meet the minimum comp Non-Compliant Events Details Overdue Reconciliation / Last Submitted: Feb 23 Overdue Reconciliation / Last Submitted: Feb 23 Overdue Reconciliation / Last Submitted: Mar 8	layed above.
AVI Responsib receive publici Week of 2023-02-27 2023-03-06 2023-03-13 2023-03-20	e deliveries to your location will pause for 1 month, up until the date disp illities are required to be completed during the Frozen (1 Month) suspens y-funded vaccine deliveries, your facility MUST meet the minimum comp Non-Compliant Events Details Overdue Reconciliation / Last Submitted: Feb 23 Overdue Reconciliation / Last Submitted: Feb 23 Overdue Reconciliation / Last Submitted: Mar 8 Overdue Reconciliation / Last Submitted: Mar 15	layed above.



Frozen (6 Month)

- Facilities will receive a Frozen (6 Month)
 status for three consecutive months of AVI
 non-compliance. This notification will indicate
 that the facility has been suspended from
 receiving provincially-funded vaccine for a
 period of 6 months.
- Facilities that wish to resume participating in the provincially-funded vaccine program at the end of the suspension period must continue to complete the weekly AVI responsibilities <u>and</u> contact <u>health.avi@gov.ab.ca</u> at the end of the suspension period to reinstate deliveries.

Facilities that receive a Frozen (6 Month) suspension are NOT removed from their ability to access AVI. If you are unable to access your AVI account, please reset your password by selecting 'Forgot Password' under the AVI login fields or email health.avi@gov.ab.ca.

lello,

Below is the March 2023 compliance report for EXAMPLE PHARMACY.

Report Month: March 2023 Facility: EXAMPLE PHARMACY

Current Program Status: FROZEN FOR 6 MONTHS

Compliance Rate: 85.0%

Vaccine Suspension Ends: October 1, 2023

Your facility did not meet the minimum compliance rate of 85%; this is the **third** consecutive occurrence. <u>As a result, publicly-funded vaccine deliveries to your location will be suspended for 6 months, up until the date displayed above.</u>

If your facility wishes to continue to receive publicly-funded vaccine after the suspension date above, your facility must contact health.avi@gov.ab.ca to reinstate deliveries. In order to be eligible to participate in the publicly-funded vaccine program once the suspension period ends, AVI responsibilities are required to be completed during the Frozen (6 Month) suspension. AVI responsibilities do not need to be completed if there are no vaccines available in your AVI inventory to reconcile.

Non-Compliant Events		
Details		
Overdue Reconciliation / Last Submitted: Feb 27		
Overdue Reconciliation / Last Submitted: Feb 27		
Overdue Reconciliation / Last Submitted: Mar 15		
January 2023 Compliance Rate: 75.0% February 2023 Compliance Rate: 75.0%		



Additional Resources

Additional resources can be found in the *User Guides and Training* section on the AVI Home Page

AVI Responsibilities & Expectations Guide

 Please see the FAQ for Pharmacies and Physician Clinics for additional information on the AVI compliance program.

AVI Quick Reference Guides (QRGs):

- Inventory Reconciliation QRG
- Receive or Reject an Order or Transfer QRG



Additional Resources for Pharmacies

- Alberta Blue Cross Pharmacy COVID-19 Immunization
 - www.ab.bluecross.ca/provider/type/pharmacy/covid-19-information.php
- For information about the COVID immunization program and provider enrollment
 - Contact Alberta Blue Cross PACVP@ab.bluecross.ca
- To request an AVI facility or AVI user account for your pharmacy, submit a request on the AVI Registration Form
 - Select the <u>Register</u> button on the AVI Home Page
- If there are any changes to your exisiting AVI facility or AVI user accounts
 - Email health.avi@gov.ab.ca





I am not able to complete my AVI responsibilities on Monday. Can I complete on a different day?

Yes. AVI responsibilities should be completed on Monday each week. For circumstances
where Monday is a Holiday and/or a facility is closed, AVI responsibilities can be
completed on Friday or Tuesday. AVI responsibilities cannot be successfully completed on
Wednesday or Thursday.





I would like to understand the non-compliant events that have impacted my AVI compliance rating.

- Pharmacies must ensure that there are no outstanding transfers to receive and reconcile AVI inventory using the **Submit Inventory** button each Monday to remain compliant.
- Facilities participating in the provincially-funded vaccine program will receive monthly AVI
 compliance reports. These reports include a 'Non-Compliant Events' table that outlines
 which non-compliant events have impacted their AVI compliance rate.
- Facilities are responsible for reviewing the monthly compliance emails to ensure AVI compliance is met.





My provincially funded vaccine inventory has been depleted. Do I need to reconcile every Monday when I have 0 doses on hand?

- If your physical inventory of provincially-funded vaccine has been depleted to 0 doses, confirm your AVI inventory has been updated to reflect your physical inventory quantity.
- Weekly reconciliation is not required when there are no doses of provincially-funded vaccine on hand.
- Confirm that there are no outstanding transfers to receive or reject.





I have an outstanding transfer that lists doses with the wrong product or lot.

- If your order/transfer does not accurately reflect the doses you physically received (wrong product, lot or quantity), contact your wholesale distributor as soon as possible for further instructions.
- Incorrect Orders/Transfers should not be received into inventory but can be rejected in AVI
 to clear the order/transfer. Refer to the <u>Receive or Reject an Order or Transfer QRG</u> for
 more information.





I cannot access my AVI account due to a Frozen (1 Month) or Frozen (6 Month) status.

- AVI users assigned to facilities under a Frozen (1 Month) or Frozen (6 Month) suspension are <u>NOT</u> removed from their ability to access AVI.
- If you are unable to login or access your AVI account, please reset your password by selecting 'Forgot Password' under the AVI login fields or email health.avi@gov.ab.ca.





I do not have provincially-funded vaccine in my AVI inventory to reconcile and I do not want to receive AVI compliance emails.

- Pharmacies that have no outstanding transfers <u>and</u> no remaining vaccine in AVI to reconcile will have an automatic compliance rate of 100%.
- If your pharmacy chooses to be removed from the compliance list, it will be treated as a
 withdrawal from participating in the provincially-funded vaccine program for supplying
 COVID-19, dTap, Influenza, and Pneumococcal 23. Withdrawal from the program requires
 AVI user accounts will be inactivated. AVI user accounts can be reactivated by emailing
 Health.AVI@gov.ab.ca.



Thank you!

