Participation in NYSIIS for Adult Influenza Vaccine

The New York State Immunization Information System (NYSIIS) provides consolidated and accurate patient immunization records and provides clinical decision support in complying with and understanding complex vaccination schedules. Users access NYSIIS through the NYSDOH Health Commerce System (HCS). All NYSIIS users are required to have an individual HCS user account and have completed NYSIIS training. New York State healthcare providers must report all doses administered to persons less than 19 years of age to NYSIIS or, in New York City, to the Citywide Immunization Registry (CIR) within 14 days of administering a vaccine. Adults age 19 years and older should be asked whether they consent to having their information entered in NYSIIS.

To receive free public vaccine, providers must utilize NYSIIS to:
1. Record twice daily and minimum and maximum temperatures
2. Submit vaccine orders
3. Assess vaccine history before administering publicly supplied vaccine
4. Report vaccines administered
5. Manage vaccine inventory

Recording temperatures in NYSIIS
The safe storage and handling of vaccine are critically important. Minimum and maximum (min/max) storage unit temperatures must be checked each day, preferably when the office first opens, and be recorded in the NYSIIS temperature log (or on a paper temperature log) at least once per day. Ideally, paper temperature logs should be entered in NYSIIS weekly, but can entered in NYSIIS up to 14 days after the date the temperature was observed. Current temperature readings in NYSIIS are required prior to the approval of vaccine orders. New providers must record at least five days of in-range temperatures prior to placing their first vaccine order.

Ordering Vaccine in NYSIIS
To receive public vaccine from NYS you must place an order in NYSIIS. Influenza vaccine may be ordered as frequently as needed. Your order request will be reviewed by the Vaccine Program and approved, modified, or denied based on the following factors:
1. Patient population – providers will only be allowed to order the amount necessary to vaccinate your estimated population. Stockpiling of vaccines is not allowed.
2. Vaccine supply – if an adequate supply of vaccine has not yet been allocated to New York State orders may be reduced to ensure as many providers as possible can receive some vaccine until addition allocations are received.
3. Usage – you must record doses administered and keep inventory accurate (see additional guidance below) to demonstrate vaccine utilization prior to placing additional orders.
4. Compliance – temperatures must be recorded daily to ensure safe storage and handling of vaccine. Failure to record temperatures or to report a temperature excursion may result in an order being denied.

All vaccines your organization has been enrolled to receive and that NYS has available will appear under the “Orderable Vaccines” list in the Create Order screen.

Assessing Vaccine History
All New York providers should use NYSIIS to determine a person’s vaccine history prior to administering vaccine. This is especially true of children and young adults who typically have an immunization history in NYSIIS. The patient’s immunization history will list all immunizations the patient has received to date
that have been entered into NYSIIS. The tracking schedule area of the patient’s immunization history in NYSIIS will identify vaccines that are due, and the earliest, recommended, and latest date the patient may receive the vaccine based upon vaccine intervals recommended by the Advisory Committee on Immunization Practices (ACIP).

**Reporting Vaccines Administered**

Providers can report immunizations to NYSIIS in two ways:

- **Manually enter** immunizations: Providers may enter immunization and patient data directly into the NYSIIS application.
- **Electronically submit** immunizations directly from an electronic health record (EHR) system: If you have an EHR that has data exchange capabilities you may wish to consider this option. If you are unsure if your EHR is able to data exchange with NYSIIS you may contact your EHR vendor or contact NYSIIS directly and NYSIIS staff will assist you. You may also find more information about setting up an electronic data exchange with NYSIIS at [Data Exchange Information](#).

If your practice submits data to NYSIIS via data exchange, you should make sure to check all the response messages for errors to ensure that your data is processed correctly so that your inventory may be decremented as expected. NYSIIS also has a tool called “inventory not deducted” that will allow you to review and edit immunization records that you submitted. In this way you may correct any issues that may occur in data submissions. If you have issues with data submissions that you are unsure how to correct, please reach out to the NYSIIS staff at the email or number listed below.

Doses administered to adults who do not consent to their information being recorded in NYSIIS can be manually deducted from NYSIIS inventory. Choose the vaccine lot that was administered from the Manage Inventory module of NYSIIS. Under Modify Quantity on Hand choose to subtract doses, enter the number of doses administered, and choose “Adults not in NYSIIS” as the reason.

Eligibility must be recorded for each dose of public vaccine administered. Eligibility for adults receiving public vaccine should be recorded as uninsured or underinsured. If you have received temporary approval to provide vaccine to insured adults, please choose VFC Eligibility of “317.”

**Managing Vaccine Inventory**

Your public vaccine inventory in NYSIIS must match your physical inventory in your storage unit. Upon receiving a shipment of public vaccine, log into NYSIIS and go to your vaccine orders. The order will have a hyperlink to transfer the vaccine to your NYSIIS inventory (Accept Transfer). It is important to accept the transfer prior to administering the vaccine so that you can choose the vaccine when recording doses administered. This will automatically deduct doses administered from your inventory and ensure the NYSIIS inventory is accurate. Other adjustments to inventory may be needed if you have any returns or wastage (such as expired or spoiled vaccine).

**Resources:**

If you do not have an HCS account, you may create one by going to [https://commerce.health.state.ny.us/public/hcs_login.html](https://commerce.health.state.ny.us/public/hcs_login.html), clicking the link “Sign Up Here” and following the directions. For assistance, call the Commerce Accounts Management Unit at 1-866-529-1890 option 1 (M-F 8 am to 4:45 pm).
NYSIIS training may be found at https://www.health.ny.gov/prevention/immunization/information_system/status.htm. In addition to the NYSIIS Administrative User training required for users, the NYSIIS Vaccine Ordering Training is encouraged for new users that will be placing vaccine orders.

For assistance in obtaining a NYSIIS user account or if you are experiencing system problems, contact the NYSIIS Help Desk at 1-866-389-0371 or nysiishelpdesk@dxc.com. For general program or policy questions, contact NYSIIS staff at (518) 473-2839 or nysiis@health.ny.gov.

Please refer to the NYSIIS User Manual for additional guidance.

- Chapter 8.0 includes guidance on managing temp log units (refrigerators and freezers storing public vaccine).
- Chapter 9.0 includes guidance on managing inventory, vaccine ordering, and temperature log reporting.
- Chapter 10.0 includes guidance on finding and adding patients to NYSIIS.
- Chapter 11.0 includes guidance on reviewing immunization history and recording doses administered.