

# **COVID-19 Vaccine Distribution Tracking System (VDTS) Policy and User Guide**

Updated: May 24, 2023

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## Introduction

Timely and accurate tracking of COVID-19 vaccine products is of critical importance for the Ministry of Health to oversee and monitor COVID-19 vaccine inventory.

## Purpose

This policy and user guide will provide community pharmacists with a consistent approach to the tracking and documentation of vaccine inventory utilizing the COVID-19 Vaccine Distribution Tracking System (VDTS).

## Background:

The Ministry of Health and all organizations involved in the distribution and administration of COVID-19 vaccination have a responsibility to ensure that the vaccine is accounted for from delivery to administration. In order to ensure appropriate accountability and responsibility for COVID-19 vaccine is maintained, a rapid entry tool to capture vaccine inventory on a daily basis was developed. COVID-19 vaccines, in many cases, will be shipped directly from the manufacturer to a vaccine hub. From the hub, the vaccine will be redistributed to smaller clinics or to other centres throughout the province.

The COVID-19 VDTS is an easy-to-use application to track COVID-19 vaccine shipping, distribution and utilization. It is a standalone system and does not interact with the provincial vaccine inventory repository (Panorama).

## Policy

Beginning October 1, 2022, the VDTS will be used by all community pharmacies that receive COVID-19 vaccines.

Those who have been identified by their organization to enter information in the VDTS, will need to complete a request form to the Drug Plan and Extended Benefits Branch for approval. See *Process for Provisioning Access to the Vaccine Distribution Tracking System* work standard.

Every user is expected to complete the training before entering data into the system.

As an approved user, you:

- Understand the need to respect the right of organizations to determine when, how and to what extent their information is communicated to others;
- Agree to limit the collection, use, and disclosure of information to authorized purposes; and
- Agree not to access information from the system that that is not required for employment-related purposes.

Random audits of each user's access history may be performed. Inappropriate access to information outside of the user's organization may result in suspension of the user's account and access to the system.

All pharmacies that store COVID-19 vaccine for Saskatchewan require access to the VDTS system.

## UPDATES:

### September 22, 2023

- Moderna Spikevax XBB.1.5 (0.1mg/ml; **Royal Blue Cap/Coral Blue Label**) vaccine supply **must be tracked in VDTS based on 5 doses per vial**. To reflect half doses when administering 0.25 ml (25 mcg) doses to those age 6 to 11 years, round down to the nearest full dose (e.g. if 3.5 doses are remaining, round down to 3 doses).

### **May 24, 2023**

- Moderna Spikevax Bivalent BA.4/5 (**0.1mg/ml; Royal Blue Cap/Grey Label**) vaccine supply **must be tracked in VDTS based on 5 doses per vial**. To reflect half doses when administering 0.25 ml (25 mcg) doses to those age 6 to 11 years, round down to the nearest full dose (e.g. if 3.5 doses are remaining, round down to 3 doses).

### **October 1, 2022**

- Only community pharmacies will utilize VDTS for COVID-19 vaccine inventory tracking.
- **VDTS inventory must be kept up-to-date on a weekly basis** by completing 'Quantity Utilized' and 'Quantity on Hand (QoH) Adjustment' data entry **noon every Tuesday**.
- Vaccine data entry must occur at time of receipt of vaccine using the 'Receive Product' function.
- Separate tracking processes have been established for tracking COVID-19 vaccine inventory for Saskatchewan Health Authority, Athabasca Health Authority, Indigenous Services Canada, Northern Inter-Tribal Health Authority and pharmacy wholesalers. See the *COVID-19 Vaccine Inventory Tracking and Reporting* work standard on the COVID-19 Immunization Manual website: <https://www.ehealthsask.ca/services/Manuals/Pages/COVID-19.aspx>.

### **July 20, 2022**

- Moderna Spikevax monovalent (**0.1 mg/ml; Blue Cap/Purple Label**) vaccine supply used for the age 6 months to 5 years population **must be tracked in VDTS based on 10 doses per vial**.

### **May 10, 2022**

#### **ALL sites (regardless of Panorama use):**

- **VDTS inventory must be kept up-to-date** by completing 'Quantity Utilized' and 'Quantity on Hand (QoH) Adjustment' data entry **by midnight each day**.

#### **For sites that do not order COVID-19 in Panorama:**

- Vaccine data entry must occur at time of receipt of vaccine and distribution of vaccine (i.e. 'Receive Product' and 'Send Product').

#### **For sites that order COVID-19 vaccine in Panorama:**

- Track receipt and distribution of vaccine through the Panorama Inventory Module. VDTS 'Receive Product' and 'Send Product' completion is not required.
- VDTS inventory updates must be completed using QoH adjustment when vaccine is received/distributed.

#### **For pharmacy wholesaler distribution centres:**

- Track receipt and distribution of vaccine through local inventory system. VDTS 'Receive Product' and 'Send Product' completion is not required.
- VDTS inventory updates **must** be completed using QoH adjustment when vaccine is received/distributed.

**Vaccine administration must be documented in the Panorama immunization module for each client. For community pharmacists, vaccine administration is submitted via claims data from the Drug Plan and Extended Benefits Branch (DPEBB) and for most long-term care facilities this information is submitted to Panorama through Convergence.**

## **Functions**

The VDTS functions include:

1. Find a Service Delivery Location

2. Receive Product
3. Send Product
4. Update Quantity – Utilized
5. Update Quantity – Quantity on Hand (QoH) Adjustment

## Definitions:


1. **Service Delivery Location** – the site that manages inventory in the VDTS.
2. **Receive Product** – vaccine that is received at a site.
3. **Send Product** – used when vaccine is redistributed to another site.
4. **Quantity Utilized** – the number of doses taken out of the inventory. This is the number of doses that is expected to be used from each vial.
5. **Quantity – QoH Adjustment** – method of reconciling the dose counts in the VDTS with the actual number of doses in the freezer/refrigerator. **This adjustment requires a manual count of product on hand weekly by noon every Tuesday.** If there are more doses in the freezer/fridge than in the VDTS, doses are added into the system. If there are less doses in the freezer/fridge than in the VDTS, doses are subtracted from the system.

## Best Practice Reminders

1. Remember to only have one window of the COVID-19 VDTS open at a time. Your user account should not be logged into multiple windows. Having multiple windows open while updating records could result in errors, such as inadvertently updating the wrong record.
2. Please be careful when entering data, as duplicate records can cause downstream work and poor data quality.
3. Required data fields are marked with an asterisk. You cannot continue until you have entered this data. Complete data entry is preferred so add in all the information you have.
4. Ensure the number of doses received is entered correctly, as errors could be made if the number of vials is entered instead of doses.


## Browsers

All modern browsers are supported; however, at this time Internet Explorer is not recommended.

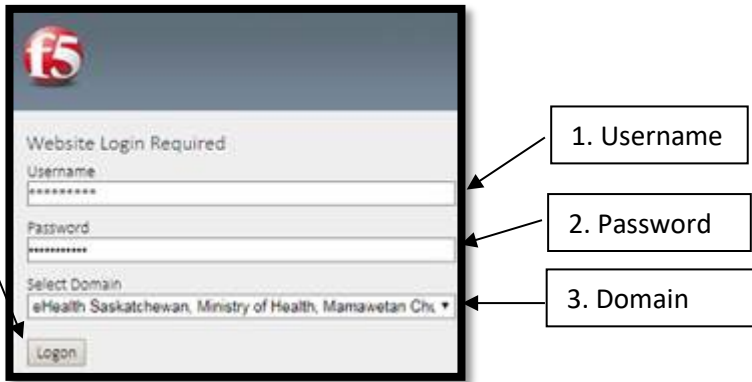
<h1>Work Standard</h1>	 <b>Name of Activity:</b> Process for Provisioning Access to the Vaccine Distribution Tracking System		
	<b>Role Performing Activity:</b> Community Pharmacists & Designated Pharmacy Staff, Drug Plan and Extended Benefits Branch VDTS approvers		
	<b>Location:</b> Community Pharmacies		<b>Department:</b> Population Health Branch
	<b>Document Owner:</b> Ministry of Health		<b>Work Standard originated:</b> MoH
<b>Date Prepared:</b> April 9, 2021	<b>Last Revision:</b> October 1, 2022	<b>Date Approved:</b> April 15, 2021	

**Summary:** Users of the Vaccine Distribution Tracking System (VDTS) must be approved by their organization to have access to enter data into the system.

Task Sequence	Task Definition																
1.	Each organization that will utilize VDTS will identify users to enter information in VDTS .																
2.	Each organization will have approvers who will provide instructions to the users regarding how the user will gain access to the system (see #3 for process).																
3.	<p><b>The following information is required for users to receive access to VDTS:</b></p> <div style="border: 2px solid black; padding: 5px; margin: 10px 0;"> <p style="text-align: center; background-color: #d9ead3; margin: 0;">REQUIRED COLUMNS - Please fill in all columns Version 4</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">LastName</th> <th style="text-align: left;">First Name</th> <th style="text-align: left;">Middle Name</th> <th style="text-align: left;">SHA/non-SHA</th> <th style="text-align: left;">Former Region</th> <th style="text-align: left;">Cell Phone Number</th> <th style="text-align: left;">Email</th> <th style="text-align: left;">Role</th> </tr> </thead> <tbody> <tr> <td>Jones</td> <td>Sally</td> <td>Mary</td> <td>SHA</td> <td>fCHR</td> <td>564-235-8978</td> <td>sally.jones@saskhealthauthority.ca</td> <td>Vaccine Hub Coordinator</td> </tr> </tbody> </table> </div> <ul style="list-style-type: none"> <li>All fields are required.</li> <li>The user should select <i>Vaccine Hub Coordinator</i> as their role.</li> <li>To access the VDTS system remotely, a cell phone number is required, in order for the user to be set up with DUO access.</li> <li>The above form is available at:  <a href="https://sharepoint.ehealthsask.ca/sites/Informatics/AccountAccessRequest/Shared%20Documents/Vaccine%20Supports%20Template.xlsx">https://sharepoint.ehealthsask.ca/sites/Informatics/AccountAccessRequest/Shared%20Documents/Vaccine%20Supports%20Template.xlsx</a> </li> </ul> <p><b>Community Pharmacies</b>            If you have been identified as a user, follow your organization’s process to submit the information form above via email to Drug Plan and Extended Benefits Branch at <a href="mailto:dpebimmunizations@health.gov.sk.ca">dpebimmunizations@health.gov.sk.ca</a>.</p> <p>Once system access has been approved, there will be an approval notification sent to your organization or personal email.</p>	LastName	First Name	Middle Name	SHA/non-SHA	Former Region	Cell Phone Number	Email	Role	Jones	Sally	Mary	SHA	fCHR	564-235-8978	sally.jones@saskhealthauthority.ca	Vaccine Hub Coordinator
LastName	First Name	Middle Name	SHA/non-SHA	Former Region	Cell Phone Number	Email	Role										
Jones	Sally	Mary	SHA	fCHR	564-235-8978	sally.jones@saskhealthauthority.ca	Vaccine Hub Coordinator										

  <h1 style="margin: 0;">WORK STANDARD</h1>	<b>Name of Activity:</b> Log In Instructions: COVID-19 Vaccine Distribution Tracking System	
	<b>Role performing Activity:</b> Community Pharmacists & Designated Pharmacy Staff	
	<b>Location:</b> Community Pharmacies	<b>Department:</b> Population Health Branch
	<b>Document Owner:</b> Ministry of Health	<b>Date Prepared:</b> 16-Mar-2021
	<b>Last Revision:</b> 1-Oct-2022	<b>Date Approved:</b> 15-Apr-2021

**Work Standard Summary:** Instructions to log into the COVID-19 Vaccine Distribution Tracking System

Essential Tasks:	
1.	<p><b>Before proceeding, ensure you have been granted access to the COVID-19 Vaccine Distribution Tracking System by eHealth.</b></p> <p><i>*See Page 5 for Account Access information.*</i></p>
2.	<p>Once you have been provided with your login ID and initial password and if required have DUO configured on your mobile device in a browser window (Internet Explorer <b>NOT</b> recommended), navigate to this URL:</p> <p><b><a href="https://vdt.ehealthsask.ca/">https://vdt.ehealthsask.ca/</a></b></p> <p><i>If you have been granted system access but cannot log-in, contact the eHS Service Desk 1 888 316 7446</i></p>
3.	<p><b>How to Access From Remote Access:</b></p> <p><b>Step 1) F5 Logon</b></p> <ol style="list-style-type: none"> <li>1. <b>Username:</b> Enter your eHealth username (e.g. "jsmith")</li> <li>2. <b>Password:</b> Enter your my ehealth password (password you created for this user name)</li> <li>3. <b>Select Domain:</b> Select former RHA, eHealth Saskatchewan, Ministry of Health, etc.</li> <li>4. <b>Click Logon</b></li> </ol> <div style="text-align: center;">  </div> <p><b>Step 2) DUO Authentication</b></p> <ul style="list-style-type: none"> <li>• Select your preferred DUO validation method <ul style="list-style-type: none"> <li>➤ If you select <b>Send Me a Push</b> you will receive a message on your phone to Approve</li> </ul> </li> <li>• If you select <b>"Enter a Passcode"</b> <ul style="list-style-type: none"> <li>➤ Open DUO on your phone</li> <li>➤ Click on the drop arrow by "eHealth Saskatchewan"</li> <li>➤ You will see a 6 digit Passcode</li> <li>➤ Enter this Passcode into the field on the log in screen (no spaces)</li> <li>➤ The code is only valid for a short period of time so you may have to refresh</li> </ul> </li> </ul>

## Essential Tasks:



**Send Me a Push  
OR  
Enter a Passcode**

**\*Tip\***

If your screen freezes use your browser's refresh function and you will be routed to the SDL search screen to select the SDL you want to work with.

#### 4. How To Access from SHA/eHealth Site:

1. Enter Username (same as eHealth computer login)
2. Enter Password (same as eHealth computer password)
3. Select Domain (former RHA, eHealth, MoH etc.)
4. Click Logon.

1. Username

2. Password


3. Domain

4. Logon

5. Select "Click here to continue" link.
6. You will now be shown the Service Delivery Location search screen in COVID-19 VDTs.

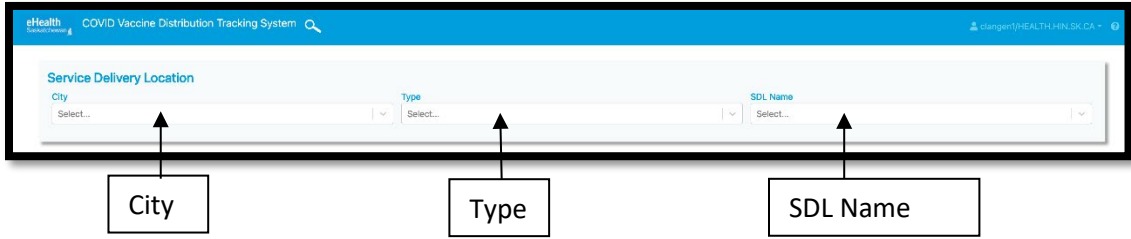
7. You have now successfully logged in.



	<b>Name of Activity:</b> COVID-19 Vaccine Distribution Tracking System: Receiving/Sending COVID-19 Vaccine	
	<b>Role Performing Activity:</b> Community Pharmacists & Designated Pharmacy Staff	
<b>WORK STANDARD</b>	<b>Location:</b> Community Pharmacies	<b>Department/Unit:</b> Population Health Branch
	<b>Document Owner:</b> Ministry of Health	<b>Date Prepared:</b> 16-Mar-2021
	<b>Last Revision:</b> 1-Oct-2022	<b>Date Approved:</b> 15-Apr-2021

**Work Standard Summary:** Instructions to record COVID-19 vaccine receipt and vaccine sent in VDTS.

**NOTE:** Sites that are tracking COVID-19 distribution in the Panorama Inventory Module as well as pharmacy wholesaler distribution centres and community pharmacies are **not** required to complete this function in VDTS.

<b>Essential Tasks:</b>	
<b>1.</b>	Select the COVID-19 Vaccine Distribution Tracking System URL (Do <u>Not</u> Use Internet Explorer): <a href="https://vdt.ehealthsask.ca/">https://vdt.ehealthsask.ca/</a>
<b>2.</b>	<b>Log in to the COVID-19 Vaccine Distribution Tracking System:</b> <i>For Log In Instructions please see Work Standard on Log-In Instructions on Page 6&amp;7.</i>
<b>3.</b>	<p><b>Once logged in, the Service Delivery Location-Search Screen Will Appear:</b></p>  <ol style="list-style-type: none"> <li><b>To Search by City</b> - Type ahead or select from scrolling through the drop list in the city field, OR</li> <li><b>To Search by Type</b> – Select from the droplist in the Type field (Depot=Distribution Hub)</li> <li><b>To Search by SDL</b> - Type ahead or select from scrolling through the drop list in the SDL field</li> </ol> <p><b>*In order to narrow the list in the SDL Name field select either a City or a Type then click on the SDL Name field. Another easy way to find your SDL is to start typing in the SDL Name field.*</b></p> <p><b>NOTE:</b> If you want to clear the fields to start your search over, click on the X in the right side of the field or click on the magnifying glass search icon at the top of the screen.</p>

**4. How to Receive Product:**

1. Click on the Receive Product button – the Receive Product section will be displayed
2. Enter the Date
3. Select the Vaccine Type from the drop list
4. Select Vaccine Lot # (Expiry Date will automatically populate)
5. Click in Receive From field

1. Receive Product Button

2. Enter Date

3. Vaccine

4. Lot #

5. Received From

6. The SDL search fields are displayed.

7. City

8. Type

9. SDL Name

7. Select the City (location) that the COVID-19 vaccine has been received from.
8. Select the Clinic Type or Depot (Distribution Hub)
9. Select appropriate SDL Name for product received.
10. Enter the number of doses received (no decimal points or commas)
11. Enter Packing Slip # - (optional does not display)
12. Click on Save and Refresh Inventory Detail

10. # of Doses Received (No decimals or commas)

12. Save & Refresh Inventory Details

11. Packing Slip#

13. After saving, the summary screen with updated totals will be displayed.

Vaccine	Lot #	Doses Received	Utilized	Adjusted	Sent	Quantity On Hand
Pfizer-BioNTech COVID-19	EK4179	200	0	0	0	200
<b>Totals</b>		<b>200</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>200</b>

**5. How to Send Product:**

1. Click on the Send Product button – the Send Product section will be displayed
2. Enter the Date
3. Select Vaccine Type from the drop list
4. Select the Lot# from the drop list
5. Click in Send To field

eHealth Saskatchewan COVID Vaccine Distribution Tracking System clanger1@HEALTH.HIN.SK.CA

### Service Delivery Location

Name: Weyakwin - Health Centre Type: Rotating Clinic

**1. Send Product**

Last Reported Inventory Details (1 found) Display only lots with doses remaining

Vaccine	Lot #	Doses Received	Utilized	Adjusted	Sent	Quantity On Hand
Pfizer-BioNTech COVID-19	EK4179	200	0	0	0	200
<b>Totals</b>		<b>200</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>200</b>

Receive Product Update Quantity **Send Product** Change SDL

### Send Product

Date \* 2021-Apr-16 Vaccine \* Select... Lot # \* Select... Expiry Date Send To \* Doses Sent \* Packing Slip #

Save and Refresh Inventory Details Screenshot

2. Date

3. Vaccine

4. Lot #

5. Send To

6. The SDL search fields are displayed

7. Select the SDL (same process as search for SDL)-See Step 3 in this work standard

- a. City
- b. Type
- c. SDL Name

8. Enter the number of doses to be Sent (no decimal points or commas)

9. Enter Packing Slip # - (optional does not display)

10. Click on Save and Refresh Inventory Details

11. The Inventory totals will be adjusted by subtracting the number of Sent doses from the Lot#

### Send Product

Date \* 2021-Mar-25 Vaccine \* COVID-19 Modern... Lot # \* MOD1547962 Expiry Date 2021-Mar-31 Send To \* Hudson Bay - Brooks Hall Doses Sent \* Packing Slip #

City Type SDL Name

Select... Select... Select...

Save and Refresh Inventory Details

7a. City

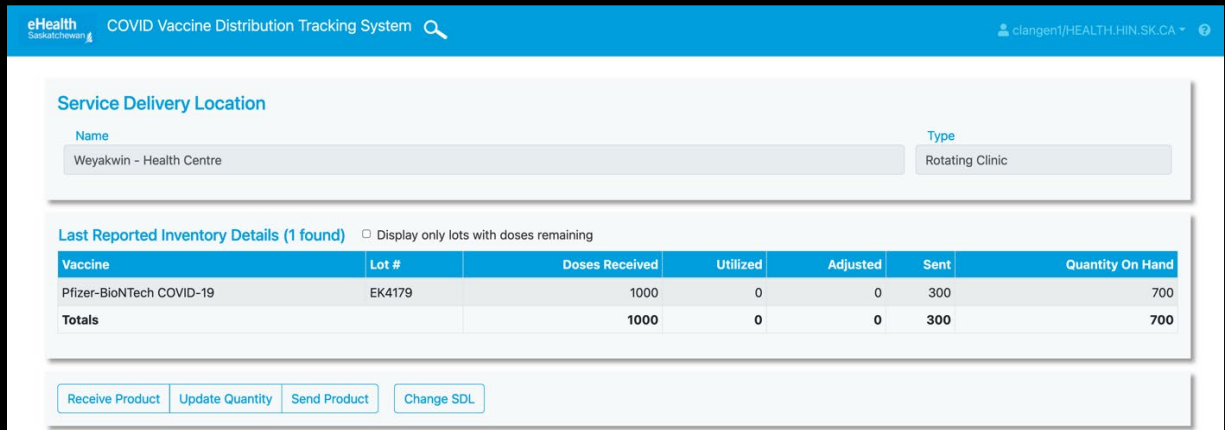
7b. Type

7c. SDL Name

8. # of Doses Sent

9. Packing Slip #

10. Save & Refresh

6. 

The Inventory totals will be adjusted by subtracting the number of Sent doses from the Lot#.

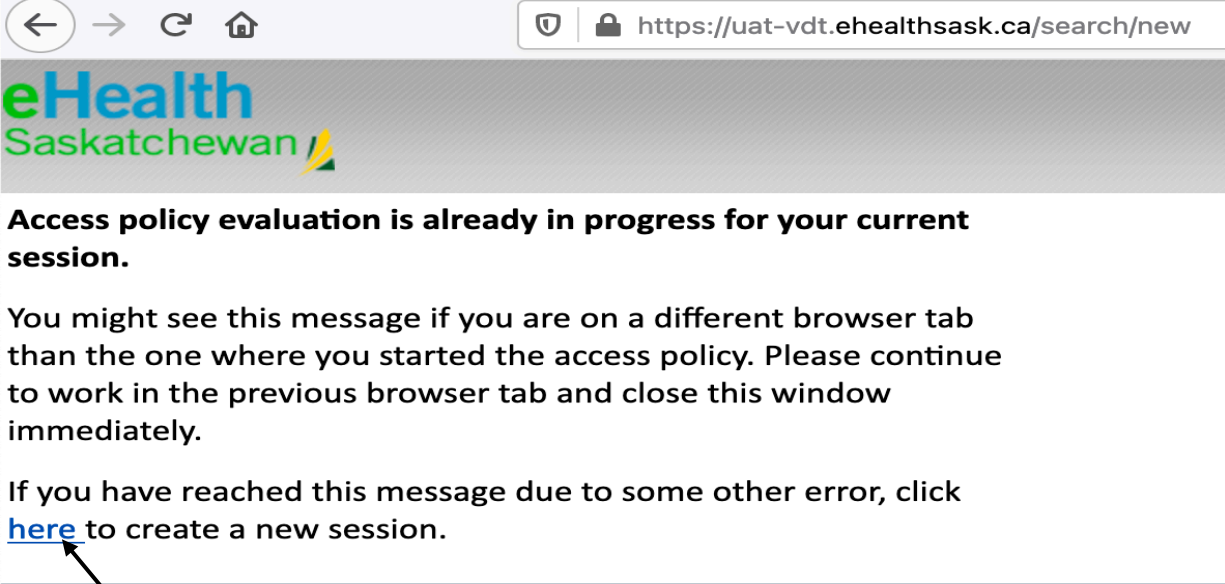
7. **Corrections**  
 If a transaction needs to be corrected each of the transaction types can be reversed. Positive and negative transactions are enabled for each of the transaction types. The system does not impose constraints, this is to allow flexibility for corrections to be made. This may result in a negative quantity on hand in some cases until all correcting transactions have been entered.

For Example: If you Received 100 doses from McKesson Edmonton but you entered McKesson Winnipeg.

- Enter an off setting transaction Received -100 doses from McKesson Winnipeg
- Enter the correct transaction Received 100 doses from McKesson Edmonton

The same can be done for the Send Product transaction. If Update Quantity adjustments have been made against the wrong service delivery location each one will require an off setting transaction to the correct service delivery location.

8. **VDT Times Out**  
 If you leave the application for 15 minutes or more without logging out, you will receive the following message:




**Access policy evaluation is already in progress for your current session.**

You might see this message if you are on a different browser tab than the one where you started the access policy. Please continue to work in the previous browser tab and close this window immediately.

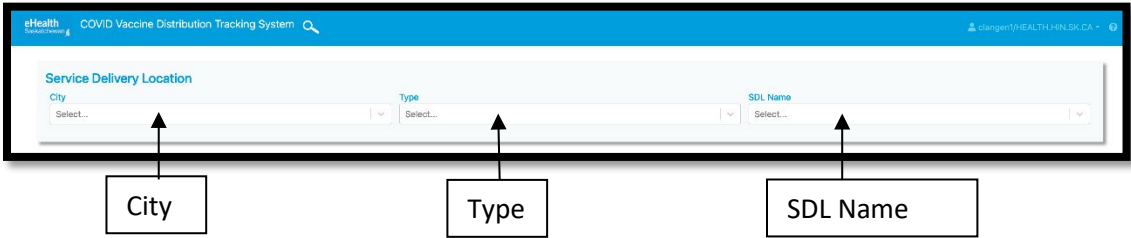
If you have reached this message due to some other error, click [here](#) to create a new session.

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Click on the click [here](#) link and you will be re-directed to the login page. Login to continue working.

	<b>Name of Activity:</b> COVID-19 Vaccine Distribution Tracking System: Adjusting COVID-19 Vaccine Quantities	
	<b>Role Performing the Activity:</b> Community Pharmacists & Designated Pharmacy Staff	
<h1>WORK STANDARD</h1>	<b>Location:</b> Community Pharmacies	<b>Department/Unit:</b> Population Health Branch
	<b>Document Owner:</b> Ministry of Health	<b>Date Prepared:</b> 16-Mar-2021
	<b>Last Revision:</b> 1-Oct-2022	<b>Date Approved:</b> 15-Apr-2021

**Work Standard Summary:** Instructions to adjust COVID-19 vaccine quantities by identifying doses utilized.

Essential Tasks:	
1.	Select the COVID-19 Vaccine Distribution Tracking System URL: <a href="https://vdt.ehealthsask.ca/">https://vdt.ehealthsask.ca/</a>
2.	<b>Log in to the Vaccine Distribution Tracking System:</b> <i>For Log In Instructions please see WS-How to Log-In-Page 6&amp;7</i>
3.	<p><b>Once logged in, the Service Delivery Location-Search Screen Will Appear:</b></p>  <p style="text-align: center;"> <span style="border: 1px solid black; padding: 2px 10px;">City</span> <span style="border: 1px solid black; padding: 2px 10px;">Type</span> <span style="border: 1px solid black; padding: 2px 10px;">SDL Name</span> </p> <ol style="list-style-type: none"> <li>1. To Search by City - Type ahead or select from scrolling through the drop list in the city field, OR</li> <li>2. To Search by Type – Select from the droplist in the Type field</li> <li>3. To Search by SDL - Type ahead or select from scrolling through the drop list in the SDL field</li> </ol> <p><b>*In order to narrow the list in the SDL Name field select either a City or a Type then click on the SDL Name field. Another easy way to find your SDL is to start typing in the SDL Name field.*</b></p> <p><b>NOTE:</b> If you want to clear the fields to start your search over, simple click on the x in the right side of the field or click on the magnifying glass search icon at the top of the screen.</p>

#### 4. Update Inventory Quantities

1. Once you have selected the Service Delivery Location the following screen is displayed:

Vaccine	Lot #	Doses Received	Utilized	Adjusted	Sent	Quantity On Hand
Pfizer-BioNTech COVID-19	EK4179	1000	0	0	300	700
COVID-19 Covishield ChAdOx1-S	4120Z003	500	0	0	0	500
<b>Totals</b>		<b>1500</b>	<b>0</b>	<b>0</b>	<b>300</b>	<b>1200</b>

The options to adjust inventory are:

1. Receive Product-See *WS-Receiving and Sending Product*
2. Update Quantity
  - a. Utilized
  - b. QOH Adjustment
3. Send Product-See *WS-Receiving and Sending Product*

#### 5. Update Quantity –Utilized

1. Click on Update Quantity – the Update Quantity section is displayed
2. Enter the Date
3. Select Vaccine Type from drop list
4. Select Lot# from drop list – the vaccine and expiry date are filled in
5. Select Utilized from the Transaction Type drop list
6. Calculate the number of doses utilized based on the expected number of doses from each vial and enter this total in the Doses field - (no decimal points or commas)  
**NOTE:** for Moderna Spikevax® (**Red Cap/blue label**) vaccine, due to administration of half dose boosters for select populations, when the utilized quantity includes a partial dose, round the number down for VDTS entry. For example, if 9.5 full doses remaining, enter 9 doses into VDTS.
7. Click on Save and Refresh Inventory Details
8. Repeat steps 1-6 for each Lot# utilized.

eHealth COVID Vaccine Distribution Tracking System

Service Delivery Location

Name: Weyakwin - Health Centre Type: Rotating Clinic

Last Reported Inventory Details (2 found)  Display only lots with doses remaining

Vaccine	Lot #	Doses Received	Utilized	Adjusted	Sent	Quantity On Hand
Pfizer-BioNTech COVID-19	EK4179	1000	0	0	300	700
COVID-19 Covishield ChAdOx1-S	4120Z003	500	0	0	0	500
<b>Totals</b>		<b>1500</b>	<b>0</b>	<b>0</b>	<b>300</b>	<b>1200</b>

Buttons: Receive Product, Update Quantity, Send Product, Change SDL

Update Quantity Form:

Date \*: 2021-Apr-16 Vaccine \*: Select... Lot #: Select... Expiry Date:

Transaction Type \*: select... Doses #:

Save and Refresh Inventory Details

- 1. Update Quantity
- 2. Date
- 3. Vaccine
- 4. Lot #
- 5. Transaction Type: Utilized
- 6. # of Doses Utilized

9. The Inventory totals will be adjusted by subtracting the doses utilized from the Lot #.

eHealth COVID Vaccine Distribution Tracking System

Service Delivery Location

Name: Weyakwin - Health Centre Type: Rotating Clinic

Last Reported Inventory Details (2 found)  Display only lots with doses remaining

Vaccine	Lot #	Doses Received	Utilized	Adjusted	Sent	Quantity On Hand
Pfizer-BioNTech COVID-19	EK4179	1000	100	0	300	600
COVID-19 Covishield ChAdOx1-S	4120Z003	500	0	0	0	500
<b>Totals</b>		<b>1500</b>	<b>100</b>	<b>0</b>	<b>300</b>	<b>1100</b>

Buttons: Receive Product, Update Quantity, Send Product, Change SDL

## 6. Updated Quantity – Quantity On Hand Adjustment

1. Click on Update Quantity - the Update Quantity section is displayed
2. Enter the Date
3. Select the Vaccine Type from drop list
4. Select the Lot# from drop list
5. Select the Quantity On Hand Adjustment from the Transaction Type drop list
6. Complete a manual count of vaccine doses in freezer/fridge. If there is a discrepancy with the VDTS inventory count, enter the number of QOH Adjustment doses in the Dose field (no decimal points or commas).
  - a. If the manual count is less than the VDTS count, **enter amount as “-#”**
  - b. If the manual count is more than the VDTS count, **enter amount as “#”**
- NOTE:** for Moderna Spikevax® (Red Cap/Blue Label) vaccine, due to administration of half dose boosters for select populations, when the Quantity on Hand Adjustment includes a partial dose, round the number down for VDTS entry. For example, if 9.5 full doses is the adjusted remaining quantity, enter 9 doses into VDTS.
7. Enter the QOH Adjustment Reason (**this is free text and is mandatory**)  
*Adjustment Reason examples include: entry error-typed wrong amount, initial dose count incorrect etc.*
8. Click on Save and Refresh Inventory Details



9. Repeat steps 1-7 for each Lot #.

**1. Update Quantity**

**2. Date**

**3. Vaccine**

**4. Lot #**

**5. Transaction Type: QOH Adjustment**

**6. # of Adjustment Doses**

**7. Adjustment Reason (Required)**

10. The Inventory totals will be adjusted by either adding or subtracting the QOH Adjustment doses from the Lot#.

Vaccine	Lot #	Doses Received	Utilized	Adjusted	Sent	Quantity On Hand
Pfizer-BioNTech COVID-19	EK4179	1000	100	-20	300	580
COVID-19 Covishield ChAdOx1-S	41202003	500	0	0	0	500
<b>Totals</b>		<b>1500</b>	<b>100</b>	<b>-20</b>	<b>300</b>	<b>1080</b>

**7. VDT Times Out**

If you leave the application for 15 minutes or more without logging out you will receive the following message:

← → ↻ 🏠 | <https://uat-vdt.ehealthsask.ca/search/new>

**eHealth  
Saskatchewan**

**Access policy evaluation is already in progress for your current session.**

You might see this message if you are on a different browser tab than the one where you started the access policy. Please continue to work in the previous browser tab and close this window immediately.

If you have reached this message due to some other error, click [here](#) to create a new session.

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Click on the click [here](#) link and you will be re-directed to the login page.  
Login to continue working.

## Key Contacts for COVID-19 Vaccine Distribution Tracking System

For technology/system related issues call the eHealth Service Desk at 1-888-316-7446.

For all other questions, please contact your organization's VDTs lead.