How to Correct a COVID-19 Vaccine Expiration Date in the MCIR

1. Log in to the MCIR via MILogin.

If you have access to more than one site, you will need to do this for each site applicable to this update.

- From the MCIR Home Screen, Click <u>Manage</u> <u>Inventory</u> in the Vaccine Mgmt. box, (Figure 2).
- Select 'Outbreak' from the dropdown menu as the inventory, (Figure 3).
- 4. Click the **Get Inventory** button, (Figure 3).



					Home Ex
Person	Rem/Re	Sch/CC	VIM	C My Site	Rots Oth
Manage Inv	Ret/Wste Rent	Inv Hist Vacs Adr	nin		
	THE TIPE THEFT	THE THEY HAT			
	Nee Hote Here	1000 1000 1000			
Inventory	Outbreak V	Get Inventory	Show inactive lots	Manage Inactive	Balance Invent
Inventory	Outbreak 👻	Get Inventory	Show inactive lots	<u>Manage Inactive</u>	Balance Invento
Inventory	Outbreak V	Get Inventory	Show inactive lots	<u>Manage Inactive</u>	Balance Invento

If COVID-19 vaccine is uploaded automatically, then the vaccine lot expiration date can be changed manually in the MCIR.



5.	Click on the <u>linked</u> vaccine lot <u>number</u> that requires the expiration date to	Manage Inventory - Outbreak Person Rem/Rcl Sch/CC VIM VFC My Site Rpts Manage Inv Ret/Wste Rept Inv Hist Vacs Admin Vincentory Show inactive lots Manage Inactive					Print Help Home Exit Oth
	be updated, (Figure 4).	Inventory Details Name Outbreak Default Active Active	Date 12	/01/2020	Last Balar	nced: 11/	/30/2020
		Product	Lot #	<u>Expires</u>	On Hand	Active	Default
		Add Vaccine Lot				Lot [Detail View
		COVID-19 MOD 10 CTN - 80777-273-99	<u>011J20A</u>	05/11/2021	10 doses	\checkmark	
		COVID-19 MOD 10 CTN - 80777-273-99	<u>030L20A</u>	07/16/2021	828 doses	√	
		COVID-19 MOD 10 CTN - 80777-273-99	029L20A	12/31/2069	1100 doses	√	
		COVID-19 MOD 10 CTN - 80777-273-99	<u>007M20</u> /	<u>A</u> 12/31/2069	400 doses	√	
		COVID-19 PFR 195 CTN - 59267-1000-02	<u>EL3248</u>	04/30/2021	-203 doses	√	
		Subr	nit	Cancel]		

Figure 4

6. You are

automatically directed to the Lot Transaction screen.	Lot Trans Person Manage Inv	sactions - Outbreak		4 VFC	My Site	Rpts	Print Help Home Exit
Take a screenshot or write	Manage Inve	ntory					
down the Lot's	Vaccine	COVID-19 (Moderna)		Expires	12/31/2069	Volume/Dose:	0.5
information.	Mfr (Product)	Moderna (COVID-19 MOD 10 C	TN)	Lot#	029L20A	On Hand:	1100
	NDC (carton)	80777-273-99		Presentation	CTN (10)	Lot Status	Active
□ Mfr	NDC (vial)	80777-273-10				Default	No
	Date Created	01/18/2021		Created By		CVX/MVX:	207/MOD
□ NDC Code (carton)		Make Lot De	fault	Inacti	vate Lot		
□ Lot #	Date	Transaction Log	Otv	LWB Comm	ents		
On Hand	Add New Trai	nsaction					
number of	01/25/2021	Current Balance	1100	0			
indifiber of	01/18/2021	Transferred In: Order Received	1100	0 Shipped	l item recorde	ed for VFC order	#
doses	11/30/2020	Balance Forward	0	0			
This information is re-	Figure 5						
entered into the MICIR IN							

In the MCIR, you will have to remove all the doses of selected Vaccine Lot from your Outbreak inventory and re-add the Vaccine Lot back into the Outbreak Inventory because of the generic expiration date that uploaded automatically upon delivery.



STEP 9, (Figure 5).

7. Click <u>Add N</u> (Figure	ew Transaction, e 6).	Person Rem/Rcl Sch/CC VIM VFC My Site Rpts Ot Manage Inventory Manage Inventory							
	Lot Infor Vaccine Mfr (Produ NDC (carto NDC (vial) Date Creat	mation COVID-19 (Moderna) ct) Moderna (COVID-19 MOD 10 CT n) 80777-273-99 80777-273-10 ed 01/18/2021 Make Lot De	FN) fault	Expires Lot # Presentation Created By	12/31/2069 029L20A CTN (10) vate Lot	Volume/Dose: On Hand: Lot Status Default CVX/MVX:	0.5 1100 Active No 207/MOD		
	Date Add New 01/25/20	Transaction Log Transaction 21 Current Balance	Qty 1100	LWB Comme	ents				
	01/18/20	Transferred In: Order Received Balance Forward	1100 0	0 Shipped	d item recorde	ed for VFC order	#		

Figure 6

8. Remove the doses from inventory, (Figure 7).

- Add the date of the transaction
- Enter the Number of doses (same as on hand number)
- ACTION: Select Adjustment
- REASON: Select Data Entry Correction
- INVENTORY EFFECT: Subtract (check the bubble)
- LWB EFFECT: leave as N/A
- COMMENT: Correcting Expiration Date to _____(to new expiration date).

SUBMIT

Add Vacci Outbreak	ne Lot Transaction -				<u>Print Help</u> <u>Home</u> <u>Exit</u>
Person Manage Inv R	Rem/Rcl Sch/CC et/Wste Rept Inv Hist Vacs Admin	VIM VFC	My Site	Rpts	Oth
<u>Lot Details</u>					
Lot Informat	ion				
Vaccine	COVID-19 (Moderna)	Expires	12/31/2069	Volume/Dose:	0.5
Mfr (Product)	Moderna (COVID-19 MOD 10 CTN)	Lot #	029L20A	On Hand:	1100
NDC	80777-273-99	Presentation	CTN (10)	CVX/MVX:	207/MOD
Transaction	Detail				
Date*		Doses*	0		
Action*	<u> </u>	Reason*			¥
Inventory Effec	t: Subtract Add N/A	LWB Effect:	O Subtract	Add N/	A
Comment					
Created By:	Date: 01/25/2021				
Figure 7	Submit	Ca	ancel		



9. Add Doses back into MCIR Outbreak Inventory, (Figure 8).

Return to the Manage Inventory – Outbreak screen.	Manage Inventory - Outbreak Person Rem/Rcl Sch/CC Manage Inv Ret/Wste Rept Inv Hist Vacs Admin	VIM VFC I	Print Help Home Exit My Site Rpts Oth
10. Click Add Vaccine Lot,	Inventory Outbreak Get Inventory	Show inactive lots	Manage Inactive
(Figure 8)	Inventory Details		Last Balanced: 11/30/2020
(11gure 0).	Name Outbreak		
	Default Active Active Date		
	Product	Lot # <u>Expires</u>	On Hand Active Default
	Add Vaccine Lot		Lot Detail View
	COVID-19 MOD 10 CTN - 80777-273-99	011J20A 05/11/2021	10 doses 🗸
	COVID-19 MOD 10 CTN - 80777-273-99	030L20A 07/16/2021	828 doses √
·	COVID-19 MOD 10 CTN - 80777-273-99	029L20A 12/31/2069	1100 doses 🗸
	COVID-19 MOD 10 CTN - 80777-273-99	007M20A 12/31/2069	400 doses √
	COVID-19 PFR 195 CTN - 59267-1000-02	EL3248 04/30/2021	-203 doses 🗸
	Submit	Cancel]
	Figure 8		

- riguie e
- 11. Complete the fields with Vaccine Information recorded from **<u>STEP 6</u>** from this instruction sheet.
- Vaccine
- Mfr.
- NDC Code (carton)
- Updated Expiration Date_ (instructions from page 1)

- Date of data entry
- Doses on Hand #
- ACTION: Transferred In
- REASON: Add to Inventory
- INVENTORY EFFECT: Will default to Add

Cancel

• LWB: Will default to N/A

• Lot #

SUBMIT

Add Vaccine	Lot - Outbreak					<u>H</u>	ome <u>Exi</u>
Person Manage Inv Ret/V	Rem/Rcl Sch/Co Nste Rept Inv Hist Vacs A	c VI	M VFC	My Site		Rpts	Oth
Lot Information	ו						
Vaccine*	~	Expires*			V	olume/Dose	:
Mfr (Product)*	~	Lot #*			0	n Hand:	0
NDC*	~	Presenta	tion		C	VX/MVX:	
Transaction De	tail						
Date*			Doses*	0			
Action*	Transferred In 🗸		Reason*			~	
Inventory Effect:	Subtract Add	○ N/A	LWB Effect:	O Subtract	Add	● N/A	
Comment							

Add More

Date: 01/25/2021

Submit



Created By:

The updated Vaccine Lot number will then display the updated expiration date, shown in green, on the Manage Inventory- Outbreak screen, (Figure 10).

Vaccine doses can now be deducted from the Outbreak MCIR Inventory and from the appropriate Vaccine Lot # when administered.

Manage Inv Person Manage Inv Ret	ventory - Out Rem/Rcl /Wste Rept Inv Hi	break <u>Sch/CC</u> st Vacs Admin	VIM [VFC M	y Site F	P <u>F</u> Rpts	rint Help Iome Exit Oth
Inventory Outb	reak 👻 Get I	nventory	<u>Show i</u>	nactive lots	<u>Manage Ir</u>	<u>active</u>	
Inventory Det	ails				Last Balar	nced: 11/	30/2020
Name	Outbreak						
Default	Active	Active Date	12/0	1/2020 💻			
Product			Lot #	Expires	and	Active	Default
Add Vaccine Lot						Lot D	etail View
COVID-19 MOD	10 CTN - 80777	-273-99	<u>011J20A</u>	05/11/2021	10 doses	\checkmark	
COVID-19 MOD	10 CTN - 80777	-273-99	030L20A	07/16/2021	828 doses	\checkmark	
COVID-19 MOD	10 CTN - 80777	-273-99	029L20A	12/31/2069	1100 doses	\checkmark	
COVID-19 MOD	10 CTN - 80777	-273-99	<u>007M20A</u>	12/31/2069	400 doses	\checkmark	
COVID-19 PFR 1	195 CTN - 59267	-1000-02	EL3248	04/30/2021	-203 doses	\checkmark	
		Submit]	Cancel]		

Figure 10

Vaccine Guidance visit <u>COVID-19 Provider Guidance and Educational Resources</u> or connect with your <u>Local Health Department</u> regarding such assistance with administration, storage and handling.

Additional MCIR transaction assistance or training contact <u>Regional MCIR Office</u>.

How to find the expiration date of different COVID-19 Vaccine Brands

Visit Moderna Expiration Date Look Up Tool: <u>https://www.modernatx.com/covid19vaccine-eua/providers/vial-lookup#vialLookUpTool</u>

Visit Janssen Expiration Date Look Up Tool: https://vaxcheck.jnj/



For more information regarding expiration dates and the MCIR Outbreak Inventory visit the MDHHS resource Expired Expiring COVID-19 Vaccine Guidance