

Part 1 of 2

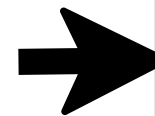
How to Redistribute Doses in the MCIR Outbreak Inventory

MCIR transaction guidance for the **site redistributing vaccine**


COVID-19

Important Information

- Contact your Local Health Department for guidance regarding redistribution of vaccine.
- Connect with your [Regional MCIR Office](#) for MCIR transaction assistance.
- **Reminder:** Redistribution sites must have a [Redistribution Agreement](#) submitted to MDHHS and comply with its expectations.



CDC Supplemental COVID-19 Vaccine Redistribution Agreement



The Centers for Disease Control and Prevention (CDC) plans to ship a minimum order size of COVID-19 vaccine, constituent products, and ancillary supplies at no cost directly to enrolled COVID-19 vaccination providers throughout the United States. The federally contracted vaccine distributor uses validated shipping procedures to maintain the vaccine cold chain and minimize the likelihood of vaccine loss or damage during shipment. There may be circumstances where COVID-19 vaccine needs to be redistributed beyond the identified primary CDC ship-to sites (i.e., for orders smaller than the minimum order size or for large organizations whose vaccine is shipped to a central depot and requires redistribution to additional clinic locations). In these instances, vaccination provider organizations/facilities, third-party vendors, and other vaccination providers may be allowed to redistribute vaccine, if approved by the jurisdiction's immunization program and if validated cold chain procedures are in place in accordance with the manufacturer's instructions

and CDC's guidance on COVID-19 vaccine storage and handling. There must be a signed *CDC Supplemental COVID-19 Vaccine Redistribution Agreement* for the facility/organization conducting redistribution and a fully completed *CDC COVID-19 Vaccination Provider Profile Information* form (Section B of the CDC COVID-19 Vaccination Program Provider Agreement) for each receiving vaccination location.

The parties to this agreement are CDC and healthcare organizations, third-party vendors, and vaccination providers that redistribute COVID-19 vaccine. CDC cannot reimburse costs of redistribution beyond the initial designated primary CDC ship-to site(s), or for purchase of any vaccine-specific refrigerators or qualified containers. Therefore, organizations planning for redistribution of COVID-19 vaccine must carefully assess the associated risks and costs (e.g., vaccine loss due to temperature excursions, purchase of vaccine-specific portable refrigerators and/or containers) before planning this activity.

Organization information

Organization/facility name: **FOR OFFICIAL USE ONLY** VTrckS ID:
Unique COVID-19 Organization ID (from Section A):

Primary address and contact information of COVID-19 vaccination organization

Street address 1: Street address 2:
City: County: State: ZIP:
Telephone: Fax:

Responsible officers

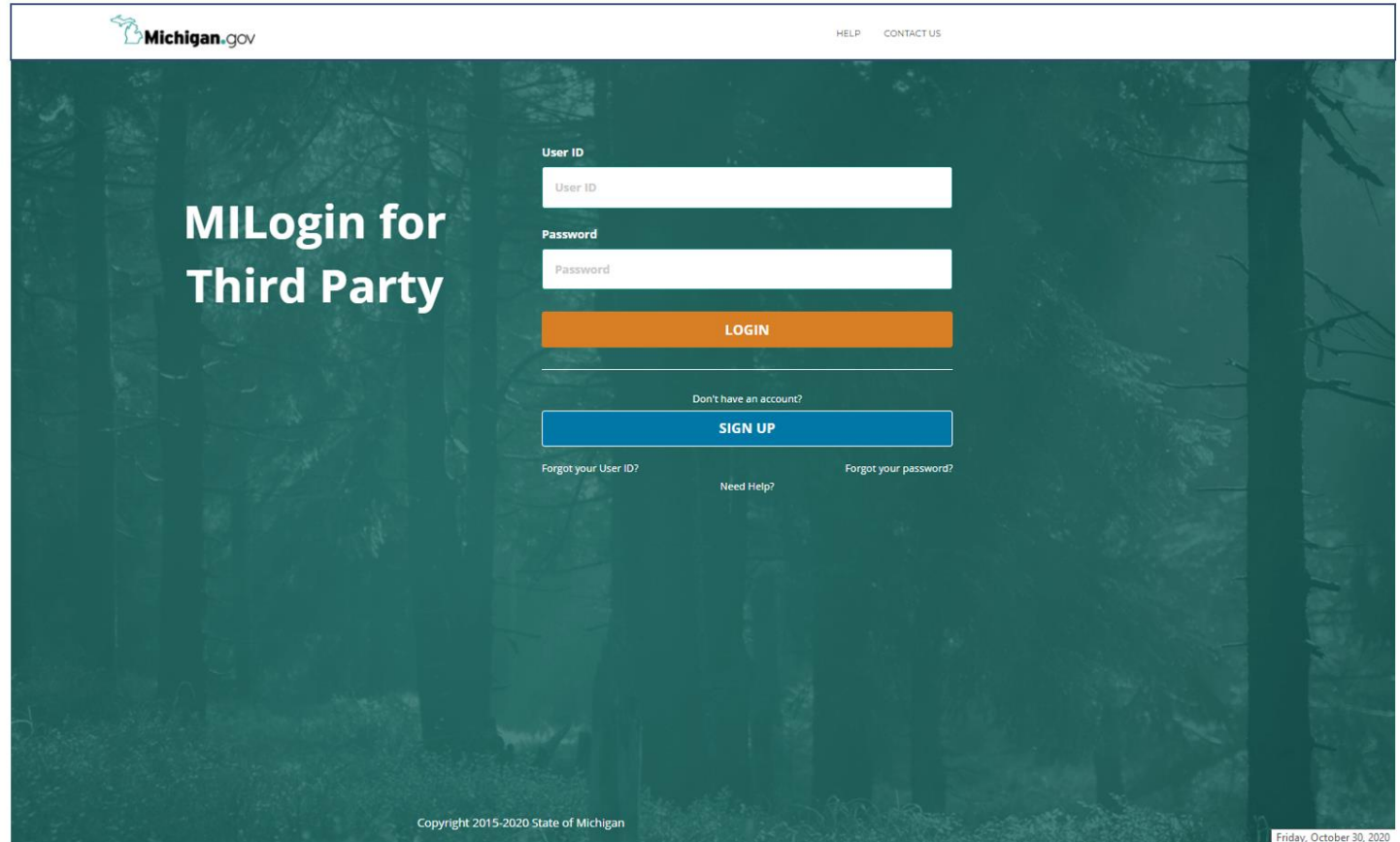
Medical Director (or Equivalent) Information

Last name: First name: Middle initial:
Title: Licensure state: Licensure number:
Telephone: Email:
Street address 1: Street address 2:
City: County: State: ZIP:

Chief Executive Officer (or Chief Fiduciary) Information

Are You Logged into MCIR?

1. Log in to the Michigan Care Improvement Registry, MCIR via [MILogin](#).



The screenshot shows the Michigan.gov MILogin for Third Party login page. The page has a dark teal background with a forest scene. At the top left is the Michigan.gov logo, and at the top right are links for HELP and CONTACT US. The main heading is "MILogin for Third Party". Below this is a form with two input fields: "User ID" and "Password". Below the fields is an orange "LOGIN" button. Below the button is a blue "SIGN UP" button. At the bottom of the form are links for "Forgot your User ID?", "Need Help?", and "Forgot your password?". The footer contains the text "Copyright: 2015-2020 State of Michigan" and the date "Friday, October 30, 2020".

Michigan.gov

HELP CONTACT US

MILogin for Third Party

User ID

User ID

Password

Password

LOGIN

Don't have an account?

SIGN UP

Forgot your User ID? Need Help? Forgot your password?

Copyright: 2015-2020 State of Michigan

Friday, October 30, 2020

MCIR Home Screen

2. Start on your MCIR Home Screen.
3. Click **Manage Inventory** in the Vaccine Mgmt box.

The screenshot displays the MCIR Home Screen with the following menu structure:

- Person**
 - [Add/Find Roster](#)
- Reminder/Recall**
 - [Create Reminder](#)
 - [Create Recall](#)
 - [Retrieve/Confirm Results](#)
 - [Scan RTS Letters](#)
- Vaccine Mgmt** (highlighted)
 - [Manage Inventory](#)
 - [Return/Waste Reporting](#)
 - [Search Return/Waste Reports](#)
 - [View Inventory History](#)
 - [Vaccines Administered](#)
- Import/Export**
 - [Submit File](#)
 - [Retrieve Results](#)
- My Site**
 - [Site Preferences](#)
 - [User Preferences](#)
 - [Edit My Site](#)
 - [Enroll in VFC Program](#)
 - [View My Site List](#)
 - [Go to New Site](#)
- Administration**
 - [Site Users](#)
- Reports**
 - [Batch](#)
 - [Inventory](#)
 - [Maintenance](#)
 - [Profile](#)
 - [Quality Improvement](#)
 - [Reminder/Recall](#)
 - [Retrieve Results](#)
 - [Roster](#)
 - [Vaccine](#)
 - [VAERS](#)
- Other**
 - [Get News](#)
 - [View Usage Agreement](#)
 - [MCIR.org](#)
 - [VIS](#)
 - [IVEN](#)
 - [Exit Application](#)

Select Outbreak Inventory

4. Select **Outbreak** as the inventory.
5. Click the **Get Inventory** button.



Outbreak Inventory and Lots Displayed

6. Select and click directly on the hyperlinked vaccine lot you wish to redistribute to another site.

Manage Inventory - Outbreak [Print Help](#)
[Home](#) [Exit](#)

Person **Rem/Rcl** **VIM** **Imp/Exp** **VFC** **My Site** **Rpts** **Oth**


[Manage Inv](#) [Ret/Wste Rept](#) [Search Ret/Wste Rpts](#) [Inv Hist](#) [Vacs Admin](#)

Inventory [Show inactive lots](#) [Manage Inactive](#)

Inventory Details **Last Balanced: 11/18/2020**

Name
 Default Active Active Date

Product	Lot #	Expires	On Hand	Active	Default
Add Vaccine Lot					Lot Detail View
COVID-19 PFR 195 CTN - 59267-1000-02	C564C3A	06/12/2021	975 doses	√	



Lot Information Displayed

7. Verify the lot information displayed matches the physical product to be redistributed.

8. Click Add New Transaction.



Lot Transactions - Outbreak [Print Help](#)
[Home](#) [Exit](#)

Person **Rem/Rcl** **VIM** **Imp/Exp** **VFC** **My Site** **Rpts** **Oth**
[Manage Inv](#) [Ret/Wste Rept](#) [Search Ret/Wste Rpts](#) [Inv Hist](#) [Vacs Admin](#)

[Manage Inventory](#)

Lot Information

Vaccine	COVID-19 (Pfizer)	Expires	06/12/2021	Volume/Dose:	0.3
Mfr (Product)	Pfizer (COVID-19 PFR 195 CTN)	Lot #	C564C3A	On Hand:	975
NDC (carton)	59267-1000-02	Presentation	CTN (195)	Lot Status	Active
NDC (vial)	59267-1000-01			Default	No
Date Created	12/12/2020	Created By		CVX/MVX:	208/PFR

[Make Lot Default](#) [Inactivate Lot](#)

Date	Transaction Log	Qty	LWB	Comments
	Add New Transaction			
12/12/2020	Current Balance	975	0	
12/12/2020	Transferred In: Add to Inventory	975	0	
11/18/2020	Balance Forward	0	0	

Enter Date and Dose

9. Enter **Date**.

10. Enter **Dose**
quantity.

Add Vaccine Lot Transaction - Outbreak [Print Help](#)
[Home](#) [Exit](#)

Person	Rem/Rcl	VIM	Imp/Exp	VFC	My Site	Adm	Rpts	Oth
Manage Inv	Ret/Wste Rept	Search Ret/Wste Rpts	Inv Hist	Vacs Admin				

[Lot Details](#)

Lot Information					
Vaccine	COVID-19 (Pfizer)	Expires	06/12/2021	Volume/Dose:	0.3
Mfr (Product)	Pfizer (COVID-19 PFR 195 CTN)	Lot #	C564C3A	On Hand:	849
NDC	59267-1000-02	Presentation	CTN (195)	CVX/MVX:	208/PFR

Transaction Detail	
Date*	<input type="text" value=""/>
Doses*	<input type="text" value="0"/>
Action*	<input type="text" value=""/>
Reason*	<input type="text" value=""/>
Inventory Effect:	<input type="radio"/> Subtract <input type="radio"/> Add <input type="radio"/> N/A
LWB Effect:	<input type="radio"/> Subtract <input type="radio"/> Add <input type="radio"/> N/A
Comment	<input type="text" value=""/>
Created By:	Date: 12/18/2020

Select Accurate Transaction Details

10. Click Action dropdown and select **Transferred Out.**

11. Click Reason dropdown and select **Distribution.**

Lot Details

Lot Information					
Vaccine	COVID-19 (Pfizer)	Expires	06/12/2021	Volume/Dose:	0.3
Mfr (Product)	Pfizer (COVID-19 PFR 195 CTN)	Lot #	C564C3A	On Hand:	975
NDC	59267-1000-02	Presentation	CTN (195)	CVX/MVX:	208/PFR

Transaction Detail					
Date*	12/12/2020	Doses*	125	Reason*	
Action*	Transferred Out	Inventory Effect:	<input type="radio"/> N/A	LWB Effect:	
Comment		Created By:			

Action* Dropdown: Adjustment, Returned to Distr, Transferred In, **Transferred Out**, MCIR Opted-Out, Non-Return Opened MDV, Vaccine Short Dated, Returned to LHD

LWB Effect* Dropdown: Distribution, Replaced Borrowed, Replaced Lost/Wastage

Buttons: Submit, Cancel

Enter Comment Details as Described*

12. Enter comments with recipient site identified.

13. Click **Submit**.

Lot Information					
Vaccine	COVID-19 (Pfizer)	Expires	06/12/2021	Volume/Dose:	0.3
Mfr (Product)	Pfizer (COVID-19 PFR 195 CTN)	Lot #	C564C3A	On Hand:	975
NDC	59267-1000-02	Presentation	CTN (195)	CVX/MVX:	208/PFR

Transaction Detail					
Date*	12/12/2020	Doses*	125	Reason*	Distribution
Action*	Transferred Out	LWB Effect:	<input type="radio"/> Subtract <input type="radio"/> Add <input type="radio"/> N/A		
Inventory Effect:	<input type="radio"/> Subtract <input type="radio"/> Add <input type="radio"/> N/A				
Comment*	Redistributing 125 doses (25 5-dose vials) to recipient site XXXXXX on 12/12. Agreement submitted.				
Created By:	Date:	12/12/2020			

***COMMENT DETAILS MUST INCLUDE THE FOLLOWING TEXT AND INFORMATION:**

Redistributing # of Doses and Presentation to Recipient Site Name

Transaction Success!

Lot Information Screen Displays

14. Transaction Log displays **QTY** is reduced by indicated doses transferred out.

Manage Inventory

Lot Information					
Vaccine	COVID-19 (Pfizer)	Expires	06/12/2021	Volume/Dose:	0.3
Mfr (Product)	Pfizer (COVID-19 PFR 195 CTN)	Lot #	C564C3A	On Hand:	850
NDC (carton)	59267-1000-02	Presentation		Lot Status	Active
NDC (vial)	59267-1000-01			Default	No
Date Created	12/12/2020	Created By	mcginnism3	CVX/MVX:	208/PFR
		<input type="button" value="Make Lot Default"/>	<input type="button" value="Inactivate Lot"/>		

Date	Transaction Log	Qty	LWB	Comments
<u>Add New Transaction</u>				
12/12/2020	Current Balance	850	0	
<u>12/12/2020</u>	Transferred Out: Distribution	-125	0	Redistributing 125 doses (25 5-dose vials) to recipient site XXXXXX on 12/12. Agreement submitted.
<u>12/12/2020</u>	Transferred In: Add to Inventory	975	0	
11/18/2020	Balance Forward	0	0	

Current Lot Balance of Vaccine

15. The **Current Balance** reflects the correct subtraction of doses.

Manage Inventory

Lot Information					
Vaccine	COVID-19 (Pfizer)	Expires	06/12/2021	Volume/Dose:	0.3
Mfr (Product)	Pfizer (COVID-19 PFR 195 CTN)	Lot #	C564C3A	On Hand:	850
NDC (carton)	59267-1000-02	Presentation	CTN (195)	Lot Status	Active
NDC (vial)	59267-1000-01			Default	No
Date Created	12/12/2020	Created By		CVX/MVX:	208/PFR

Date	Transaction Log	Qty	LWB	Comments
<u>Add New Transaction</u>				
12/12/2020	Current Balance	850	0	
<u>12/12/2020</u>	Transferred Out: Distribution	-125	0	Redistributing 125 doses (25 5-dose vials) to recipient site XXXXXX on 12/12. Agreement submitted.
<u>12/12/2020</u>	Transferred In: Add to Inventory	975	0	
11/18/2020	Balance Forward	0	0	

Continue to Part 2 of 2:

MCIR transaction guidance for the site receiving vaccine redistributed doses from parent site

COVID-19