

Mass Vaccination

Purpose of this document

Background: The mass vaccination (MV) feature of the Wisconsin Immunization Registry (WIR) allows authorized users to add certain immunizations for a new client or an existing client. This feature will be available during months when clients are receiving immunizations designated by the state of Wisconsin as mass vaccinations and may not be available at other times.

Definition: A mass vaccination is a vaccination that many clients receive during a specific time, such as the seasonal influenza immunization dispensed during the flu season.

Access: The following user roles have access to Mass Vaccination functions:

- IR Administrator
- IR Inventory Control
- IR Mass Vaccination
- IR Typical User

Topics Covered:

- Finding Clients Using Mass Vaccination
- Entering Client Information Using Mass Vaccination
- Entering Immunization Information Using Mass Vaccination

After reviewing this document, you should be able to:

- Find clients (MV).
- Enter new clients (MV).
- Add mass vaccinations.
- Use 2D barcode scanners during mass vaccination exercises.

Contents

Finding clients using mass vaccination	3
Search tips.....	4
Entering client information using mass vaccination	5
Personal Information	6
Responsible Person Information.....	6
Entering immunization information using mass vaccination.....	9
Using 2D barcode scanners during mass vaccination exercises	11
Find clients by scanning ID.....	11
Create clients by scanning ID	11
Set up scanners and prepare for mass vaccination event	11

Finding clients using mass vaccination

- 1) **Important: Always search for an existing client record before adding a new client in WIR.** Select **Add Mass Vaccination** under the **Mass Vaccination** section of the menu panel.



- 2) Enter search criteria in the **Client Search Criteria** screen. You have several fields to search for your client. It is best to first look up the client by the first four characters of their last name and first three characters of their first name.

Client Search Criteria	
Last Name / Barcode <input type="text"/>	Gender <input type="radio"/> M <input type="radio"/> F <input type="radio"/> N/A <input type="button" value="Find"/>
First Name <input type="text"/>	SSN <input type="text"/> - <input type="text"/> - <input type="text"/>
Middle Name <input type="text"/>	Phone <input type="text"/> - <input type="text"/> - <input type="text"/>
Mother's Maiden Last <input type="text"/>	Chart # <input type="text"/>
Mother's First Name <input type="text"/>	
Birth Date <input type="text"/> 	

Search tips

- Last Name/Barcode: We recommend that you supply four characters of the last name only.
- First Name: We recommend that you supply three characters of the first name only.
- If multiple matches are found and you are unable to determine which client record is the correct match, you can add more criteria to the client search to narrow down the results, such as:
 - **DOB** can be used to narrow down common last name and first name combinations.
 - **SSN** will produce a single name match. SSN must have been entered in WIR previously. Many providers do not enter the SSN in WIR for security reasons.
 - **Phone** is not recommended due to potential changes over time or incomplete entries.
 - **Chart #** will produce a single name match but must have been entered previously in WIR. Chart numbers are organization-dependent, meaning you can only search for your organization's chart number.

3) Select the **Find** button.

Client Search Criteria

Last Name / Barcode <input type="text" value="CLIE"/>	Gender <input type="radio"/> M <input type="radio"/> F <input type="radio"/> N/A	Find
First Name <input type="text" value="IMA"/>	SSN <input type="text"/> - <input type="text"/> - <input type="text"/>	
Middle Name <input type="text"/>	Phone <input type="text"/> - <input type="text"/> - <input type="text"/>	
Mother's Maiden Last <input type="text"/>	Chart # <input type="text"/>	
Mother's First Name <input type="text"/>		
Birth Date <input type="text"/>		

4) After you select **Find**, there are 3 possible outcomes:

- i) **Multiple Matches Found:** The matches will be displayed in a table under the Client Search Criteria box. Select the correct client's last name based on correct Birth Date or Middle Name, which will be underlined and in blue. Selecting the client's last name will take you to the **Enter Mass Vaccination** screen.

Last Name	First Name	Middle Name	Birth Date	Chart #	Mother's Maiden First	Mother's Maiden Last	Gender	Telephone
CLIENT	IMA	BONNIE	02/02/1974		DOE	JANE	F	
CLIENT	IMA	Q	10/13/1980		MARIE	SMITH	F	555-4444

- ii) **One Match Found:** The **Enter Mass Vaccination** screen for that individual will be displayed automatically.

- iii) **No Match Found:** The **Enter New Client** screen will display. This screen will auto populate with the client information you entered.

Personal Information

No clients were found for the requested search criteria.
Please complete the fields to add it as a new client in WIR.

Last Name

First Name

Middle Name

Suffix

Mother's Maiden Last

Mother's First Name

SSN - -

Gender M F Unknown

Birth Date

County

Country of Birth

Entering client information using mass vaccination

- When entering client information for mass vaccination, you have two options:
 - The **Enter New Client** screen will display when no clients match your search.
 - You can also access the **Enter New Client (MV)** option from the *menu panel*.



- The **Enter New Client (MV)** screen is divided into two parts: *Personal Information* and *Responsible Person Information*.

Personal Information

- Enter required information (fields with blue labels).
- Optional fields can be filled out as desired. DHS strongly recommends including Mother's Maiden Last Name and Mother's First Name.

Personal Information Save

No clients were found for the requested search criteria.
Please complete the fields to add it as a new client in WIR. Cancel

Last Name	CLIENT	SSN	<input type="text"/> - <input type="text"/> - <input type="text"/>
First Name	IMA	Gender	<input type="radio"/> M <input checked="" type="radio"/> F <input type="radio"/> Unknown
Middle Name	R	Birth Date	10/01/1980 
Suffix	<input type="text"/>	County	<input type="text"/>
Mother's Maiden Last	Johnson	Country of Birth	UNITED STATES
Mother's First Name	Anne		

- To cancel entry of the new client record prior to saving, select the **Cancel** button.
- To save the client information with no responsible person information and move on to the **Enter New Mass Vaccination** screen, select the **Save** button.
- If additional contact information is desired, complete the **Responsible Person Information** section, then select the **Save** button.

Responsible Person Information

The Enter New Client screen in the Mass Vaccination module is different in that users are *not required to enter any Responsible Person Information* on the **Enter New Client (MV)** screen.

When filling out the Responsible Person Information section:

- Enter the required "Relation" information (defaults to "Self" if left blank)
 - "Relation" is required because WIR assumes there is at least one responsible person for each client. For most adults the responsible person is the client themselves.
- Fill out other fields as desired:
 - Notices?: Check this box if the client chooses to receive reminder/recall notices.
 - Primary?: Check this box if the responsible person's address should appear on client reports and screen readers within WIR.
- Completed client information will be saved upon selecting the Save button.
- To cancel the client information prior to saving, select the **Cancel** button.
- For more details about the "Notices?" and "Primary?" checkboxes, refer to the Manage Clients job guide.

Personal Information

No clients were found for the requested search criteria.
Please complete the fields to add it as a new client in WIR.

Save

Cancel

Last Name	<input type="text" value="CLIENT"/>	SSN	<input type="text"/> - <input type="text"/> - <input type="text"/>
First Name	<input type="text" value="IMA"/>	Gender	<input type="radio"/> M <input checked="" type="radio"/> F <input type="radio"/> Unknown
Middle Name	<input type="text" value="C"/>	Birth Date	<input type="text" value="10/01/1980"/> 
Suffix	<input type="text" value=""/>	County	<input type="text" value="DANE"/> ▼
Mother's Maiden Last	<input type="text" value="Johnson"/>	Country of Birth	<input type="text" value="UNITED STATES"/> ▼
Mother's First Name	<input type="text" value="Anne"/>		

Responsible Person Information

Last Name	<input type="text" value="Client"/>	Street Address	<input type="text" value="123 Main St"/>
First Name	<input type="text" value="Ima"/>	Other Address	<input type="text"/>
Middle Name	<input type="text" value="C"/>	P.O. Box	<input type="text"/>
Relation	<input type="text" value="Self"/> ▼	City	<input type="text" value="Madison"/>
Phone (prim)	<input type="text"/> - <input type="text"/> - <input type="text"/>	State	<input type="text" value="WI"/> ▼
Extension	<input type="text"/> Type <input type="text" value=""/>	Zip	<input type="text" value="53711"/> +4 <input type="text"/>
Phone (sec)	<input type="text"/> - <input type="text"/> - <input type="text"/>	E-Mail	<input type="text"/>
Extension	<input type="text"/> Type <input type="text" value=""/>	Language	<input type="text" value="ENGLISH"/> ▼
		Notices?	<input checked="" type="checkbox"/>
		Primary?	<input checked="" type="checkbox"/>

If the Responsible Person Information section is not filled out:

If no Responsible Person information is added, WIR will still automatically add the client's name, the "Self" Relation, and will check the "Notices?" checkbox as shown below. No contact information will be added.

Client Information		Responsible Person(s)			Client Comment(s)			
Responsible Person Listing								
Select	Last Name	First Name	Relationship	City	Notices	Primary	Address Validation	New
<input checked="" type="radio"/>	TESTCLIENT	KATELYN	Self		Yes		Not Validated	Copy
								Delete
Details for Responsible Person: KATELYN TESTCLIENT								
Last Updated:			Address not yet validated				Next	
Last Name	TESTCLIENT		Street Address				Cancel	
First Name	KATELYN		Other Address					
Middle Name			P.O. Box					
Relation	Self		City					
Phone (prim)			State	▼	Zip		+4	
Extension		Type	E-Mail					
Phone (sec)			Language	ENGLISH			▼	
Extension		Type	Notices?	<input checked="" type="checkbox"/>		Primary?	<input type="checkbox"/>	

Entering immunization information using mass vaccination

After you have found an existing client or added a new client, the Enter Mass Vaccination screen displays. There are 4 sections:

- Client Information
- History
- New Immunizations
- Historical Immunizations

Client Information

Client Name (First - MI - Last)	DOB	Gender	Mother's Maiden	Tracking Schedule	Chart #
IMA C. CLIENT	10/01/1980	F	JOHNSON	ACIP	
Address: 123 Main St, MADISON, WI 53711					
Comments					
Ethnicity			Race		

History

Vaccine Group	Date Administered	Trade Name
Influenza	11/15/2021	FluMist
Site: Test Site - Katelyn		

New Immunizations (2)

Date Provided: 04/28/2022 Ordering Authority: Unknown

Remove	Immunization	Trade Name-Lot Adjuvant(optional)	Dose	Administered By Dose Eligibility	Body Site Immunization Route
<input type="checkbox"/>	COVID-19		Full	Unknown	intramuscular
<input checked="" type="checkbox"/>	Influenza		Full	Unknown	intramuscular

Historical Immunizations (2)

Remove	Immunization	Date Provided	Trade Name	Lot Number	Provider Org
<input checked="" type="checkbox"/>	COVID-19	04/28/2022			
<input checked="" type="checkbox"/>	Influenza	04/28/2022			

OK Cancel

- 1) Client Information
 - a) Review this information to verify the correct client is indicated.
 - b) Ethnicity and Race: It is important to collect and document both race and ethnicity whenever these fields are blank.

2) History

- a) No action is required in the History section. It should be used for client assessment purposes only. This section displays any vaccinations administered in the past 28 days to assess if a live vaccine was administered within that time period, and also to check if any mass vaccination doses were ever administered.

3) New Immunizations (vaccines administered from WIR Inventory)

Site:

New Immunizations (2)

Date Provided: Ordering Authority:

Remove	Immunization	Trade Name-Lot Adjuvant(optional)	Dose	Administered By Dose Eligibility	Body Site Immunization Route
<input checked="" type="checkbox"/>	COVID-19	<input type="text"/>	Full	Unknown	intramuscular
<input type="checkbox"/>	Influenza	Fluzone\1234567\public	Full	Unknown	left arm
		<input type="text"/>		No Insurance	intramuscular

Historical Immunizations (2)

- a) Use the Site drop-down list to select the site where the vaccination(s) are being administered.
Note: Immunization choices are limited to those vaccinations identified as mass vaccinations by the state of Wisconsin, and those vaccinations for which the selected site has inventory in WIR.
- b) Fill out the required fields: Date Provided, "Remove" checkbox*, Immunization, Trade Name-Lot, Dose, and Immunization Route.
- c) Complete as many of the other fields as able:: Ordering Authority, Administered By, Body Site, and Dose Eligibility.

4) Historical Immunizations (vaccines administered previously, usually by another provider)

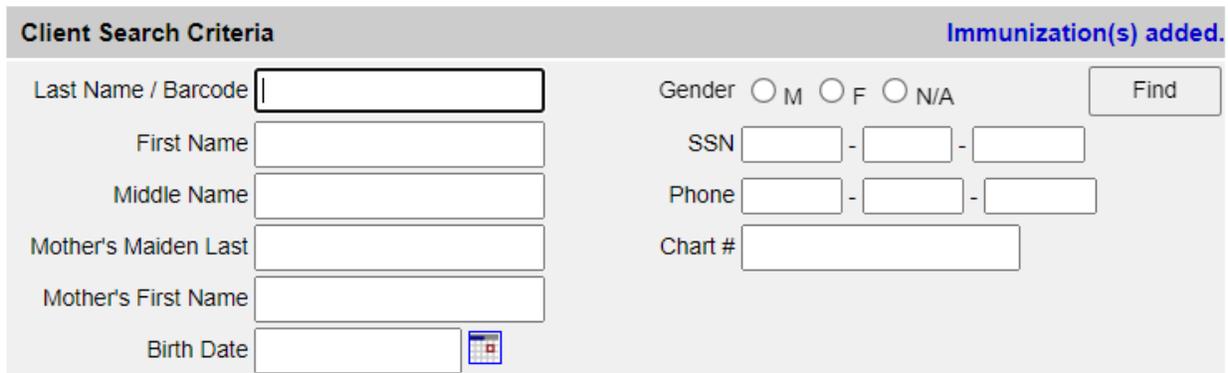
Historical Immunizations (2)

Remove	Immunization	Date Provided	Trade Name	Lot Number	Provider Org
<input type="checkbox"/>	COVID-19	08/05/2022	Moderna6-11Y/ 18+BOOST	3333	WIR Physicians
<input checked="" type="checkbox"/>	Influenza	09/27/2022	<input type="text"/>	<input type="text"/>	<input type="text"/>

- Note: Choices are limited to those vaccinations identified as mass vaccinations by the state of Wisconsin.
- a) Fill out the required fields: "Remove" checkbox*, Immunization, Date Provided, and Trade Name.
- b) Fill out optional fields as able: Lot Number and Provider Org.
- c) Best practice is to fill out as much information as possible so the client can have the most complete record in WIR.

***Important:** Use the "Remove" checkbox correctly! Checking "Remove" means you **do not** want to add an entry for that vaccination to the client's immunization history.

- a) If the **Remove checkbox is selected:** You are **not** adding this vaccination to the client record.
 - b) If the **Remove checkbox is NOT selected:** You **are** adding this vaccination to the client's immunization history.
- 5) To save the New and/or Historical Immunization(s) to the client's immunization history, select the **OK** button at the bottom of the screen.
- a) WIR will return to the **Client Search Criteria** screen with a confirmation message displayed at the top right of the screen in blue. At this point the user is back on the client search screen and can immediately enter another mass vaccination.



Using 2D barcode scanners during mass vaccination exercises

Find clients by scanning ID

- 1) Ensure the Client Search Criteria screen is the active window.
- 2) Place the cursor in Last Name/Barcode field.
- 3) Scan the 2D barcode on driver's license or ID.

Create clients by scanning ID

- 1) Ensure the Enter New Client (MV) screen is the active window.
- 2) Place the cursor in Last Name field.
- 3) Scan the 2D barcode on the client's driver's license or ID.

Set up scanners and prepare for mass vaccination event

For detailed instructions on setting up scanners and preparing for a mass vaccination event, please refer to [DHS publication P-02867](#) located in the DHS Publication Library.

- 1) Prior to the event, **acquire barcode scanners** capable of reading the small 2D barcodes located on most vaccine vials/syringes.
- 2) Before the event, **ensure inventory is up to date**. This can be done through accepting inbound transfers, manual entry or by scanning the 2D barcode located on most vaccine cartons.
 - a. In the **Add Vaccine Inventory Information** screen, verify that the site in the upper left is correct, then scan the 2D barcode.

Add Vaccine Inventory Information

Site: Pediatrics - 2nd Floor Also display inactive Trade Names

Trade Name:

Manufacturer:

NDC:

Lot Number:

Dose:

Expiration Date:

Funding Program:

Lot Active:

Quantity on Hand:

Cost Per Dose (\$):

Input Source:

Update Source:

- b. Confirm the information on the **Barcode Scan Inventory** screen is correct, then select **Save** to add the vaccine to inventory.

Barcode Scan Inventory

Site:

Funding Program: Private Public

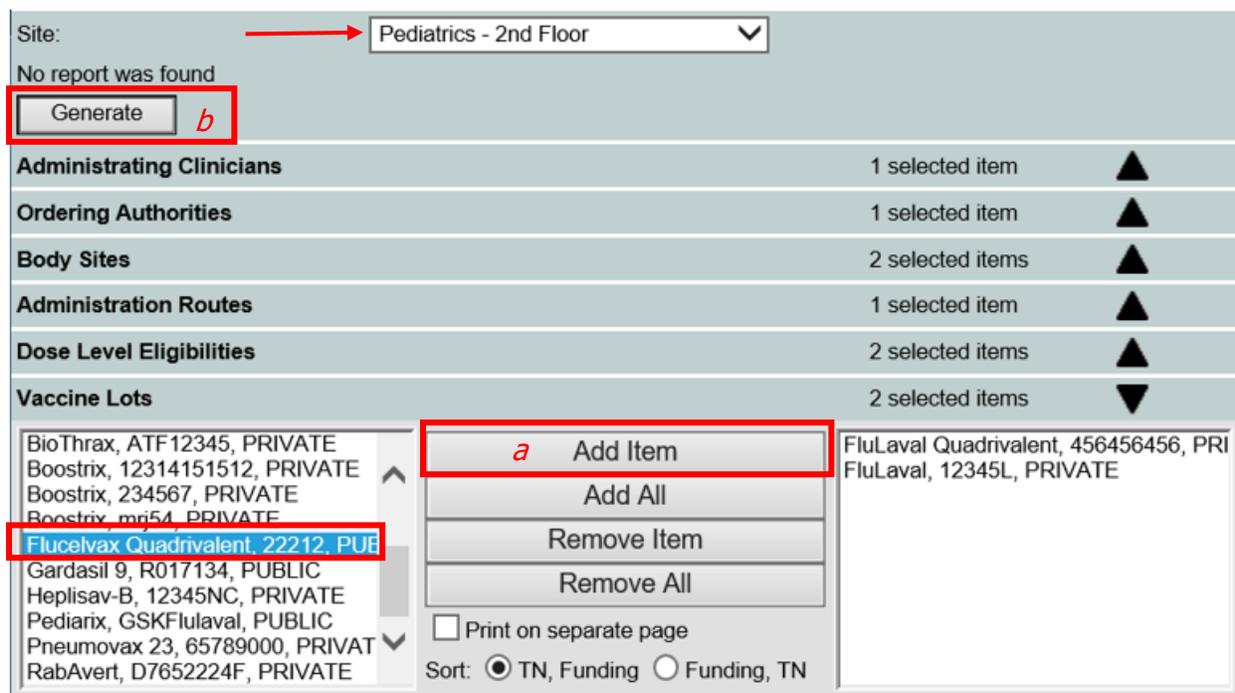
NDC	Manufacturer	Trade Name	Lot Number	Expiration Date	Dose Size	Public	Inv On Hand	Amount	Action	Reason	Remove Line
70461-0120-03	Seqirus	FLUAD Quadrivalent	FLUADQUAD	01/01/2024	0.5	N	0	10	<input type="text" value="Add"/>	<input type="text" value="Receipt of Inventory"/>	<input type="checkbox"/>

- 3) Create a **Barcode Report**: Select **Barcode Reports** under the **Inventory** section of the menu panel. The barcode report can be used when entering immunizations. A different barcode is created for each body site, administering clinician, dose eligibility, etc. Using this report can increase the speed of data entry.



Select the correct site from the dropdown at the top of the page.

- Add items within each category to the barcode report by selecting the item and selecting the **Add Item** button.
- Once all necessary items have been selected, select the **Generate** button at the top of the screen.

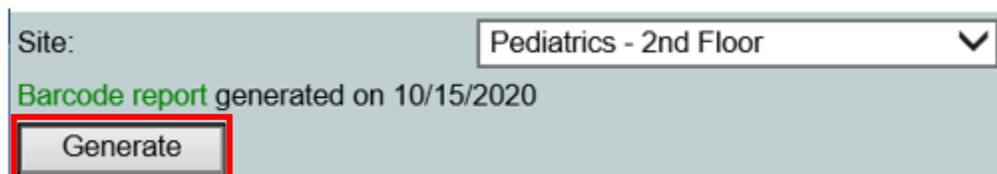


The screenshot shows the Barcode Report generation interface. At the top, there is a "Site:" dropdown menu with "Pediatrics - 2nd Floor" selected. Below it, a message says "No report was found". A "Generate" button is highlighted with a red box and labeled with a red "b". Below the message is a table with categories and selected items:

Administrating Clinicians	1 selected item	▲
Ordering Authorities	1 selected item	▲
Body Sites	2 selected items	▲
Administration Routes	1 selected item	▲
Dose Level Eligibilities	2 selected items	▲
Vaccine Lots	2 selected items	▼

Below the table is a list of vaccine lots. The "Flucelvax Quadrivalent, 22212, PUE" item is highlighted with a red box. To the right of the list is a red box labeled with a red "a" containing the "Add Item" button. Other buttons include "Add All", "Remove Item", and "Remove All". There is also a checkbox for "Print on separate page" and a "Sort:" section with radio buttons for "TN, Funding" (selected) and "Funding, TN".

- Locate the report link at the top of the screen above the **Generate** button.



The screenshot shows the Barcode Report generation interface. At the top, there is a "Site:" dropdown menu with "Pediatrics - 2nd Floor" selected. Below it, a message says "Barcode report generated on 10/15/2020". A "Generate" button is highlighted with a red box.

- d. Be sure to test the barcode report and scanners prior to the mass vaccination event.
Note: To protect the report, it is best practice to laminate it or place it in a clear plastic sleeve.

Example of barcode report:



LEFT DELTOID
Body Site



RIGHT DELTOID
Body Site



INTRAMUSCULAR
Administration Route



Medical Assistance
Dose Eligibility



No Insurance
Dose Eligibility



FluLaval
12345L
01/28/2026
PRIVATE



FluLaval Quadrivalent
456456456
12/21/2022
PRIVATE