



GUIDANCE FOR STOCK REPORTING IN CVAS

As a requirement for participating in the COVID-19 vaccination program, all sites are required to complete Delivery Acceptance, Stock Management Reporting and report all vaccine wastage in COVID-19 Vaccine Administrative System (CVAS).

- Delivery Acceptance are due by 9pm local time on the day of receiving your vaccine delivery.
- Wastage under the threshold, i.e., less than 10 vials per vaccine type (or less than 100 doses of single dose pre-filled syringes) at one time, should be reported in your weekly Stock Management Report. Wastage should be recorded in the week that it occurs, or the week immediately thereafter if the wastage occurs late on a Friday.
- **Major wastage** events i.e., 10 or more vials per vaccine type (or 100 or more single dose, pre-filled syringes (i.e. 10 or more boxes) at one time, must be reported in a Wastage Report in CVAS within 2 hours of the incident. This Wastage report will need to be linked to your next weekly Stock Management Report.
- Stock Management Reports are due every week no later than 9pm Friday local time.

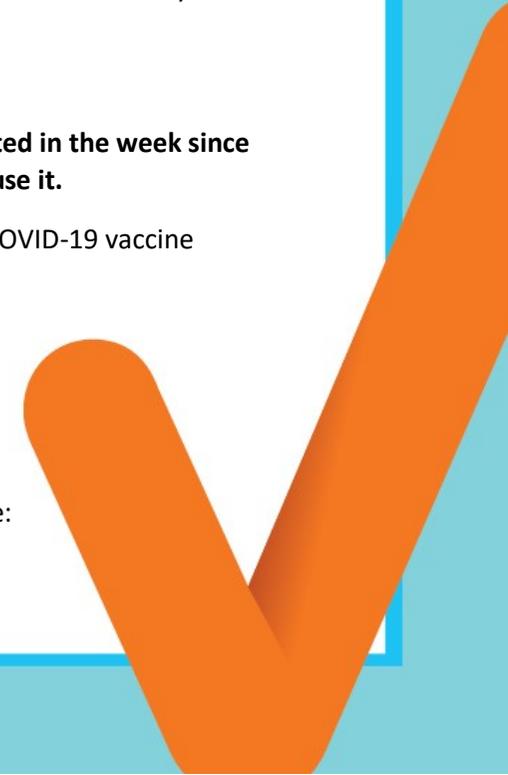
Sites should ensure Stock Management Reports are accurate, and include all doses administered, delivered, transfers and/or wasted in the week since submitting the previous Stock Management Report. Sites should also report any vaccine expiring in 14 days and their capacity to use it.

This document has been developed to assist sites as a step-by-step guidance of the current reporting requirements in CVAS for the COVID-19 vaccine program. This guidance includes:

- Delivery Acceptance Reporting
- Major Wastage Reporting; and
- Stock Management Reporting (including wastage and transfer of stock).

In summary, using CVAS you are required to calculate stock on hand at the end of each week using this method for each vaccine type:

1. Beginning of week doses on hand (opened and unopened vials)

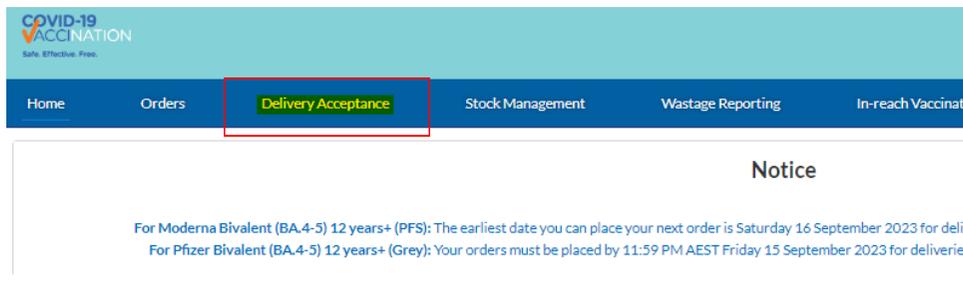


2. **Add** doses received via delivery or transfer from another site (these are automatically reported in CVAS)
3. **Subtract** doses administered, doses transferred to another site, wastage reported

Please note this is a guide intended to assist sites with completing their reporting in CVAS, we continue to improve CVAS to simplify reporting processes, as a result CVAS is subject to change. If you do need further assistance completing your reporting requirements, please contact the Vaccine Operations Centre on 1800 318 208 or COVID19VaccineOperationsCentre@Health.gov.au

Delivery Acceptance Report

Once you have received a delivery of COVID-19 vaccines you need to complete a Delivery Acceptance Report by 9pm local time on the day the vaccines were delivered to your site. This is your acknowledgement that you have received, taken ownership and legal responsibility for the vaccine doses. You need to record any discrepancies in quantities delivered or any issues with the delivery process in this report.

<p>To complete a Delivery Acceptance Report you will need to:</p> <ol style="list-style-type: none"> 1. Log into your site’s CVAS account 2. Select “Delivery Acceptance” tab 	 <p>The screenshot shows the top navigation bar of the CVAS website. The 'Delivery Acceptance' tab is highlighted with a red box. Below the navigation bar, there is a 'Notice' section with text regarding order deadlines for Moderna and Pfizer Bivalent vaccines.</p>
<ol style="list-style-type: none"> 3. Select “New Delivery Acceptance Report” 	 <p>The screenshot shows a secondary navigation bar with tabs for 'Delivery Acceptance', 'Stock Management', 'Wastage Reporting', 'In-reach Vaccination Reporting', 'Manage Account', and 'Get Help'. Below this, a large blue button labeled 'New Delivery Acceptance Report' is highlighted with a red box.</p>

- Select the applicable order number that has arrived, please ensure you are accepting the correct order number (the order number is displayed on the delivery note) for DHL deliveries this is called the "Customer PO Number"

- Complete the details:

Please note, in the vials accepted section you should put the total number of full vials you accepted and/or rejected in this delivery. Once you have entered the number of vials received, press the "Calculate" button. The number of doses this equates to for this product will be automatically calculated.

If you reject any/or all doses you will be asked to provide a reason why you rejected the doses and a description.

- Enter the batch number, and for thawed deliveries the defrost date

The defrost date is available on the front of the package the vaccines arrive in. CVAS will automatically calculate the vaccine use by date when this delivery of vaccines must be used by, based on the earliest of the batch expiry date and the thawed expiry date.

7. You will then be asked a series of acceptance requirement questions regarding the delivery and the condition of the vaccines when it arrived.

8. Next you will need to provide your details as the person who is accepting the delivery.

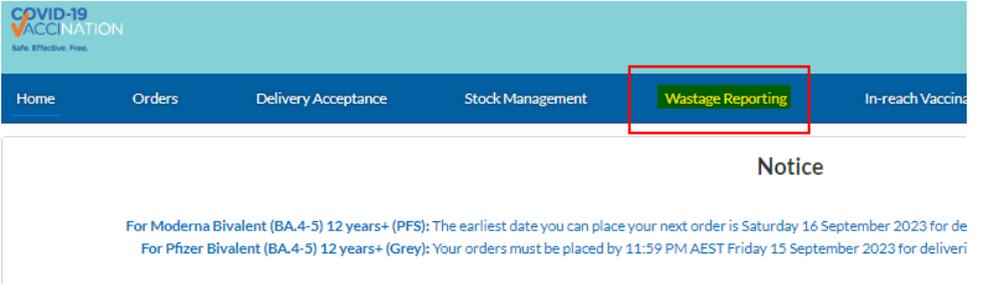
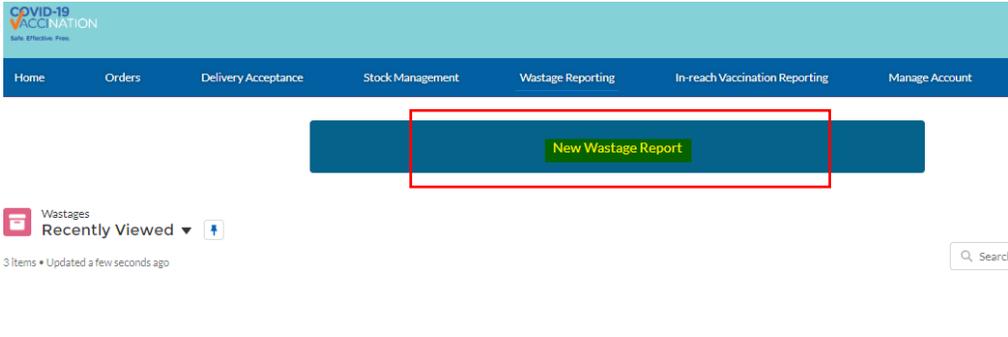
9. Once you click “Next” your Delivery Acceptance Report will be submitted and you will be shown a Delivery Acceptance Report number. You do not need to record this number and will be able to view it at any time in the “Delivery Acceptance” tab in CVAS.

Delivery Number	Status	Delivered Vials	Signatory Name	Created Date
1 D#0923-614648	Accepted	100	Kristian	13/9/2023, 11:54 am

Wastage Reporting

The Department of Health and Aged Care understands that wastage of COVID-19 vaccines may be unavoidable. This could be due to expired vaccines, open vials not used, broken or damaged vials, or cold chain breaches.

If a major wastage event (10 or more vials per vaccine type at one time) occurs at your site, you will need to complete a Wastage report in CVAS. You need to complete a Wastage Report in CVAS within 2 hours of the major wastage event occurring.

<p>To complete a Wastage Report you will need to:</p> <ol style="list-style-type: none">1. Log into your site's CVAS account2. Select "Wastage Reporting" tab	 <p>The screenshot shows the CVAS dashboard with the 'Wastage Reporting' tab highlighted in the navigation menu. Below the navigation menu, there is a 'Notice' section with text regarding vaccine orders for Moderna Bivalent and Pfizer Bivalent.</p>
<ol style="list-style-type: none">3. Select "New Wastage Report"	 <p>The screenshot shows the CVAS dashboard with the 'New Wastage Report' button highlighted. Below the button, there is a 'Wastages Recently Viewed' section with a search bar and a list of items.</p>
<ol style="list-style-type: none">4. Select the vaccine type that has experienced major wastage (please note, if you have experienced major wastage for multiple vaccine types, you will need to complete an individual Wastage Report for each vaccine type).	 <p>The screenshot shows the 'Select Vaccine Product' dropdown menu with 'Moderna Bivalent (BA.4-5) 12 years+ (PFS)' selected.</p>

5. Complete the questions:

Please ensure to report full vials (complete unopened vials) and additional partial (opened vials) separately.

You will be asked to give a reason the wastage occurred.

Please take note of the batch number/s as you will be asked to provide these.

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Incident Details Additional Details Declaration Submitted

Reporting wastage for vaccine : Moderna Bivalent (BA.4-5) 12 years+ (PFS)
Reporting wastage for site: DOH PVT Vaccine Operations Centre
Date of Incident: 13 September 2023
Wastage Incident name (optional)
* Select when wastage occurred
What was the total amount of vaccine wasted?
* How many full vials were wasted?
If any, how many additional individual doses were wasted (i.e. any wastage of partial vials)?

6. You will then be asked to provide details regarding the incident.

E.g. there was a cold chain breach on site (that was assessed by the Vaccine Operations Centre as wastage) due to a fridge malfunction that has resulted in this wastage.

Home Orders Delivery Acceptance Stock Management Wastage Reporting

Additional Details

Total doses wasted (Major)
100
This total is the sum of doses in full vials (100 doses) and additional individual doses (0 doses)

Reporting wastage for site: DOH PVT Vaccine Operations Centre
Reporting wastage for vaccine : Moderna Bivalent (BA.4-5) 12 years+ (PFS)
Please specify the incident in detail

Please upload any supporting photographic evidence of incident. (JPG/PNG/PDF/DOCX formats supported)

Upload Files Or drop files

7. You will then need to provide your details as the person who is reporting the wastage:

Contact details of person submitting report

* First name and last name

* Position

* Phone

Please enter a valid Australian phone number (eg, 0407335000, +61 407335000, (03) 97516209)

Date: 13 September 2023

8. Once you have completed this and selected “Next”, your Wastage Report has been completed and you will receive a Wastage Report number.

Keep note of this number as you will be required to select it from the drop down when you complete your next Stock Management Report. Please note, you are able to view previously completed Wastage Reports at any time in the Wastage Reporting tab.

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New Wastage Report

Wastages Recently Viewed

4 items • Updated a few seconds ago

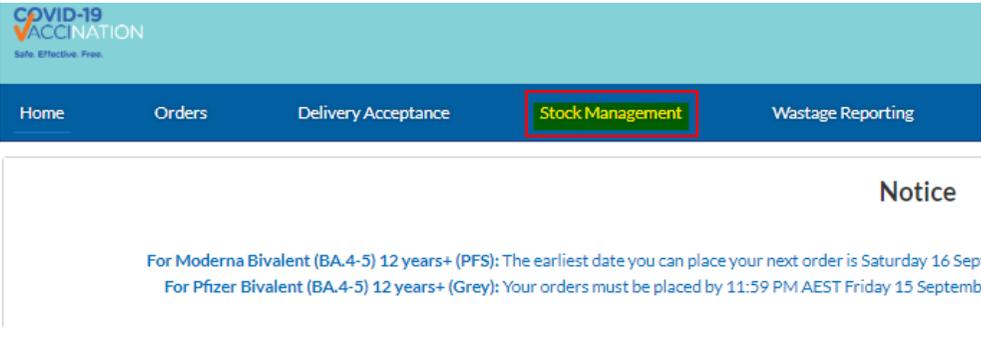
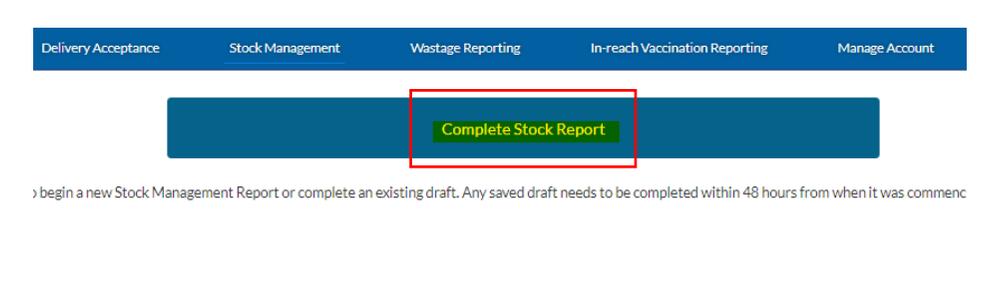
Wastage Number	Site	Record Ty...	Product	Total Dos...	Vials Affe...	Created By	Created Date	
1	WN-0698050	DOH PVT Vaccine Operations Centre	Major	Moderna Bivalent (BA-4-5) 12 years+ (PFS)	100	100	DoHAC	13/9/2023, 2:11 pm

Stock Management Report

Stock Management Reports are required to be completed by 9pm local time each Friday. Stock Management Reports must be completed for all vaccine types your site is configured to administer and has received one or more deliveries for, regardless of whether your site has had any deliveries, wastage, or administrations for that product in that week. Stock Management Reports are an essential part of the COVID-19 Vaccination Program. Sites must complete them each week to meet their program requirements and obligations under the Site Readiness Declaration/s they acknowledged. It is essential the information provided in the Stock Management Report is correct as sites are responsible for doses they order. Given the significance of the COVID-19 Vaccine Program, regular reporting will help to inform equitable vaccine distribution plans and to monitor population engagement. The Australian population is also very interested in the progress of the vaccine roll-out including accurate details on the numbers of people vaccinated and availability of vaccines throughout the supply chain.

Transfer of stock between sites and minor vaccine wastage reports are completed as part of the weekly Stock Management Reporting as well as reporting any vaccine expiring in 14 days your capacity to use it.

Please note it is a criminal offence under section 137.1 of the Criminal Code Act 1995 to provide false or misleading information to the Australian Government.

<p>To complete a Stock Management Report you will need to:</p> <ol style="list-style-type: none">1. Log into your site's CVAS account2. Select "Stock Management" tab	 <p>The screenshot shows the top navigation bar of the CVAS system. The 'Stock Management' tab is highlighted with a red box. Below the navigation bar, there is a 'Notice' section with text regarding order deadlines for Moderna and Pfizer Bivalent vaccines.</p>
<ol style="list-style-type: none">3. Select "New Stock Report"	 <p>The screenshot shows a secondary navigation bar with 'Stock Management' selected. Below it, a large blue button labeled 'Complete Stock Report' is highlighted with a red box. Below the button, there is a small text instruction: 'Begin a new Stock Management Report or complete an existing draft. Any saved draft needs to be completed within 48 hours from when it was commenced.'</p>

4. The Stock Management Report will then list all the vaccine types your site is currently configured to administer and has received one or more order for. You need to complete this report for each vaccine type your site is currently configured to administer. The Stock Management Report will automatically guide you through the complete report, once you have completed one vaccine report it.

Please check which vaccine type you are reporting against, to ensure you are providing the correct vaccine vial or dose numbers and batch numbers.

Please note your report is not submitted until you have completed the report for all vaccine types your site is currently configured to administer.

Home Orders Delivery Acceptance Stock Management Wastage Reporting In-reach Vaccination Reporting Manage Account Get Help

You are reporting for the week ending 15 September 2023
Site Name: DOH PVT Vaccine Operations Centre

Vaccine Products Stock Transfer Wastage Stock Management Stock On Hand Declaration Submit

You are required to complete a Stock Management report for all vaccine types that you currently have in stock at this site.

Please note: If your site is registered for multiple vaccine types, you will enter details for each type (one at a time) and then declare / submit the form at the end.

Based on our records, you will be required to report on the below vaccine types:
Moderna Bivalent (BA.4-5) 12 years+ (PFS)
Pfizer Bivalent (BA.4-5) 12 years+ (Grey)

Before continuing: Submit your wastage reports via the 'Wastage Reporting' tab if any major wastage incidents (10 or more vials wasted at one time) occurred this week.

5. You will then be asked if you have transferred or received any doses from another site during the week.

Please note you need to put the full name of the site you have transferred to / received the doses from as it appears in their CVAS account (it is useful to ask the site what their site name is in CVAS to avoid typography errors). If you have trouble locating the site you received or provided doses to, please contact the Vaccine Operations Centre for assistance.

Transfers include any vaccine you have received or provided to other primary care providers, state and territory governments, disability or aged care providers or doses you may have returned to the Commonwealth.

If you have not received or provided any transferred doses you can answer no to both these questions.

Vaccine Type: Moderna Bivalent (BA.4-5) 12 years+ (PFS)

Vaccine Products Stock Transfer Wastage Stock Management Stock On Hand Declaration

Note: Recording transfer of stock through the Stock Management Report will register an offline agreement to transfer stock between sites. It is not a mechanism to request a transfer. If you have excess stock that you would like to Health Network or Sector Support Organisation for assistance in identifying a suitable practice.

Please respond to the below questions ONLY for vaccine type: Moderna Bivalent (BA.4-5) 12 years+ (PFS)

Vaccine Transferred
Have you transferred vaccine to another site? *

No

Vaccine Received
Have you received vaccine from another site? *

No

6. You will then be asked about both major and minor wastage you have experienced during the previous week. For major wastage you must link any major Wastage Reports you have submitted over that week in this section by selecting the Wastage Report number. If you have experienced minor wastage, please record that in this section of the Report.

HINT: Make sure you have submitted any relevant Wastage Reports prior to completing your weekly Stock Management Report.

Vaccine Type: Moderna Bivalent (BA.4-5) 12 years+ (PFS)

✓
✓
Wastage
Stock Management
Stock On Hand
Declaration

Please respond to the below questions ONLY for vaccine type: Moderna Bivalent (BA.4-5) 12 years+ (PFS)

Major Wastage

*Was there a major wastage incident during the week?

Note: A major wastage incident is one that exceeds the wastage threshold and involves 10 or more vials at one time.

Minor Wastage

*Was there a minor wastage incident during the week?

Note: a minor wastage incident is defined as wastage less than 10 vials at one time

7. Next enter how many doses you administered that week.

Please note the following:

You will need to enter both the full number of vials and doses. E.g. if you administered 100 doses you should enter 10 vials and 100 doses.

"Vaccine orders delivered this week" is no longer an editable field, this information is automatically pulled from completed delivery acceptances.

Vaccine on hand start of week

This number reflects your previously submitted Stock Management Report

Number of doses (total)	10	Number of vials (full vials only)	1
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Vaccine transferred between sites this week

Number of doses received from another site (total)	0	Number of full vials received from another site (total)	0
Number of doses transferred to another site (total)	0	Number of full vials transferred to another site (total)	0

Vaccine wasted this week

Number of doses wasted (Major Wastage total) - Sum of doses from linked wastage reports	0	Number of full vials wasted (Major Wastage)	0
Number of doses wasted (Minor Wastage total) - Sum of doses in full vials & additional individual doses	0	Number of full vials wasted (Minor Wastage)	0

Vaccine orders delivered this week (excluding vaccine received via transfer)

Number of doses and full vials shown below have been prepopulated based on the Delivery Acceptance Report(s) your site has completed since your last Stock Management Report. These figures will be used to calculate your current Stock on Hand - if there is a discrepancy between your calculated and actual Stock on Hand you will need to provide a reason in the next section. Delivery Acceptance Report(s) for deliveries received in the last week should be completed prior to completing this report. If required, you can edit and submit any outstanding Delivery Acceptance Report(s) first.

Number of doses	149	Number of full vials	149
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Vaccine administered this week

*Number of doses	<input type="text"/>	*Number of full vials	<input type="text"/>
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8. CVAS will then calculate how many doses you have on site for that vaccine type given the information you have provided. If these figures are not correct, please double check the figures you have provided in this report. If there is a discrepancy due to a previous reporting error, you can enter the actual vaccine stock on hand you have in the fridge at the end of the week and provide a reason for discrepancy. Please ensure future reporting is accurate.

Please respond to the below questions ONLY for vaccine type: Moderna Bivalent (BA.4-5) 12 years+ (PFS)

Vaccine on hand end of week

Number of doses (total) - calculated	110	Number of vials (full vials only) - calculated	110
*Number of doses (total) - actual	<input type="text"/>	*Number of vials (full vials only) - actual	<input type="text"/>

Reason for discrepancy

*Are there vaccine batches/lots expiring in 14 days or less in your site's stock on hand?

--Select an answer--

<p>You will need to provide the actual numbers of doses you have on hand as shown below:</p> <p>Please note you will need to enter both the full number of vials and doses you have on site. E.g. if you have 10 Moderna Bivalent vials you should enter 10 vials and 50 doses.</p> <p>If you have vaccines expiring in the next 14 days, you will need to provide the batch number, the number of vials and your capacity to use the doses before they expire.</p>	
<p>9. You will then be directed to commence the next vaccine type your site is configured to administer. Please note, your weekly Stock Management Report is not complete until you have completed the report for all vaccine types your site is currently configured to administer.</p>	<p>Vaccine Type: Moderna Bivalent (BA.4-5) 12 years+ (PFS)</p> <p>You have now provided all mandatory information on Vaccine Type: Moderna Bivalent (BA.4-5) 12 years+ (PFS)</p> <p>Your Stock Management Report is not submitted until you have completed all vaccine types your site is currently configured to administer. Once complete, you will be able to declare and submit this Stock Management Report.</p> <p>Please select "Save & Next" to save a draft and proceed to questions for Vaccine Type: Pfizer Bivalent (BA.4-5) 12 years+ (Grey)</p> <p>You can save a draft of your weekly Stock Management Report after entering the required information for each vaccine type your site is configured to administer. This draft will remain available for you to complete until 9pm local time Friday, for a maximum of 48 hours after the time of creation. After this time your draft will be discarded.</p> <p style="text-align: right;"> <input type="button" value="Previous"/> <input type="button" value="Save & Next"/> </p>
<p>10. Once you have completed the Report and selected "Next" for all vaccine types your site your site is currently configured to administer you will need to complete a declaration and the Stock Management Report will be completed. You will be provided a number for your Stock Management Report. You do not need to record this number and will be able to view it at any time in the "Stock Management" tab in CVAS.</p>	<p>Contact details of person submitting report</p> <p>* First name and last name <input type="text"/></p> <p>* Position <input type="text"/></p> <p>* Phone <input type="text" value="Please enter a valid Australian phone number (eg. 04073335000, +61 4073335000, (03) 97516209)"/></p> <p>Date: 13 September 2023</p>

Please note that Stock Management Report details will only save for 48 hours or until 9pm on Friday night. If your Stock Management Report is not completed within 48 hours of starting or before 9pm on Friday night all saved information will be deleted.

Please note it is a criminal offence under section 137.1 of the Criminal Code Act 1995 to provide false or misleading information to the Australian Government.

If you require further assistance completing your required reporting, please contact the Vaccine Operations Centre on 1800 318 208 or at COVID19VaccineOperationsCentre@Health.gov.au

Please note that this information is correct at September 2023.