

**Immunization Unit  
March 2025  
Lunch & Learn**

New NDIIS Tips & Tricks  
*Mary Woinarowicz, NDIIS Manager*

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**New NDIIS**

- **The new North Dakota Immunization Information System (NDIIS) went live November 18th.**
  - Have worked to fixed reported issues as quickly as possible
  - Almost all reported issues are fully resolved
  - Continuing to make updates and enhancements
    - Monthly updates scheduled for March, April, May, and June
    - Planned enhancements are based on user feedback
- This presentation is going to cover tips and tricks for using certain functionality in the new NDIIS and highlight underutilized but very helpful functionality.
  - Functionality selected based on reported user challenges and frequently asked questions.

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**Disclaimer**

*All images included in this presentation are from the NDIIS test environment.*

*Any identifiable user or provider data has been intentionally blurred.*

*All patient data has been de-identified and does not represent any real person information.*



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### NDIIS Home screen

**All active users**

- News
  - This is a new news article
  - Test article 2
- Provider Information
  - Link directly to provider record
  - Users can make updates to their provider information

Active Provider: 10 - Bismarck-Burlingh Public Health

*Users must have a provider site selected in their Active Provider drop-down before anything other than News will show.*

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### NDIIS Home screen

**Provider Admin Users**

- User information
  - # of active users
  - # of open access requests
  - Links to list of users and access requests

❖ Provider Admins should review their site's active users monthly

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### NDIIS Home screen

**Non-School Users**

- Doses administered by month
  - NEW – vaccines expiring in next 30 days
    - Link to the Lot Inventory Expiring report

VACCINE TYPE	LOT NUMBER	EXPIRATION DATE
TYPHOID VIOF (IM)	W1A481M	3/7/2025
VACCINIA (CHICKENPOX)	X00685	3/7/2025
TYPHOID VIOF (IM)	W1A351M	3/8/2025
HBV Pediatric	3715J	3/9/2025
DTaP-Hib-IPV (Pertussis)	U986AA	3/10/2025
HBV Pediatric	8P724	3/14/2025
HBV Adult	X0278	3/17/2025
R0V Arany	3254C	3/20/2025
MMR	X00835	3/21/2025
HBV Pediatric	8991J	3/24/2025

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### Date fields

- Can use the calendar feature
- Can move to a date field using the Tab key
  - If the entire date is highlighted, users may not be able to type in the field
- Use the arrow keys to navigate to different segments of the date
  - Field will automatically move to the next segment as you type
- May need to use Delete key to remove previously entered information before typing in the highlighted segment

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### Duplicate Records

#### Duplicate Patients

- Automated process that finds duplicates
  - Relies on duplicate flag & matching patient names and birthdates
  - Need to make sure both records have the correct name and birthdate
- NDIIS team reviews all identified duplicates daily

#### Duplicate Doses

- Automated process that removed approximately 85-90% of all duplicate doses as they are entered
- Doses that cannot be automatically deduplicated are placed in a queue for NDIIS team to resolve

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### MOGE status changes

- Deceased**
  - patient is permanently inactive
    - will no longer show up in search
    - no new information can be entered
  - patient is excluded from all provider, county, and state-level reporting
- Inactive – Lost to Follow Up**
  - requires a comment for inactive reason
  - patient is excluded from all provider, county, and state-level reporting
- Inactive – No longer a patient**
  - patient is only excluded from provider-level reporting
- Inactive – patient has moved out of North Dakota**
  - patient is excluded from all provider, county, and state-level reporting

*Immunizations entered into deceased and inactive patient records are still counted on doses administered reports and are still included in borrow/return balances.*

*If a new immunization is entered in the NDIIS record of an 'inactive' patient, the patient's status is reset to 'Active' and the patient will belong to the provider that administered the new immunization.*

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### Reminder-Recall Vaccine Selection



- Reminder-Recall can be run for selected or all immunizations
- Users MUST click the 'ADD' button after selecting vaccine families to run for those specific immunizations
  - If the vaccines are selected but not added, Reminder-Recall will run looking for all immunizations due

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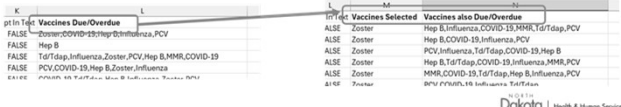
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### Reminder-Recall

- Users will know if they correctly selected and added vaccines in their selection criteria if they see both the "Vaccines Selected" and "Vaccines also Due/Overdue" columns in the reminder-recall results.
  - If only the "Vaccines Due/Overdue" column is shown, that means the selected vaccines were not added and the reminder-recall ran for all immunizations.



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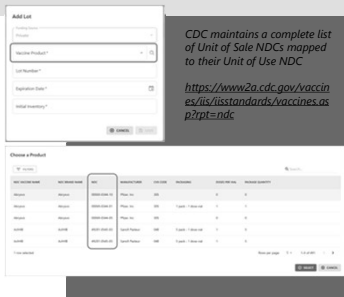
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### Entering Inventory – NDC is key

- When entering inventory, it is important to select the correct product type – NDC is the key!
- If you don't see the correct NDC on the NDIIS product list, contact the NDIIS team.
  - Do NOT enter the lot with an "unknown" product type
- The NDIIS relies on product type, lot number, expiration date, and manufacturer when matching doses to inventory for decrementing



*CDC maintains a complete list of Unit of Sale NDCs mapped to their Unit of Use NDC*  
<https://www2a.cdc.gov/vaccines/is/iststandards/vaccines.asp?pt=ndc>

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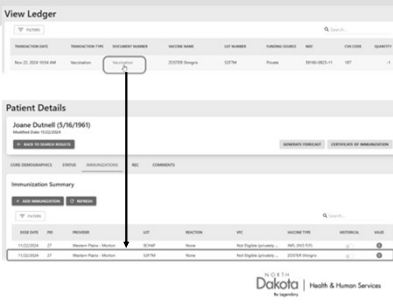
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### Inventory Ledger

- Shows every transaction that has impacted inventory doses on hand, including:
  - entry of initial inventory
  - doses administered
  - inventory adjustments
  - inventory reconciliation
  - transfers
  - returns
  - wastages
- Click on the blue hyperlink in the *Document Number* column to be taken to that transaction




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### Inventory Adjustment vs Reconciliation

#### Inventory Adjustment

- Different function in the new NDIIS
  - Should not be used to update doses on hand for all inventory
- Adjustment primarily intended for:
  - updating inventory when receive more doses of an existing lot
  - initial inventory is entered incorrectly

#### Inventory Reconciliation

- Required to reconcile all public inventory within 7 days of placing a new order
  - Can reconcile private and public inventory in one transaction 
  - Can be completed as often as needed
- Reconciliation intended for:
  - Updating all NDIIS inventory to ensure doses on hand match what is currently available at the provider site

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### Inventory Reconciliation

- When reconciling inventory, you **MUST** enter the correct number of doses on hand in your storage unit for each lot number listed
- You should **NOT** just re-enter the same doses on hand quantity shown in the NDIIS
- You will **NOT** be able to enter your actual doses on hand while placing a vaccine order
  - Updates to inventory **MUST** be done through the inventory reconciliation prior to ordering
- ❖ *if inventory has not been correctly reconciled, new orders may not be approved*



*Reminder: the quantity on hand shown when placing a vaccine order is the sum total of doses on hand for all lots of that product type*

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### Inventory Reconciliation

- The NDIIS will auto-populate zeroes in the "Actual Quantity" for lots that show zero doses on hand in your NDIIS inventory
  - Users can still enter a balance of doses in hand in place of the zero if doses are still available to administer
- All lots with greater than zero doses or a negative balance MUST have an actual quantity entered
  - The actual quantity should match what is in your storage units
  - Do NOT just re-enter the NDIIS expected quantity



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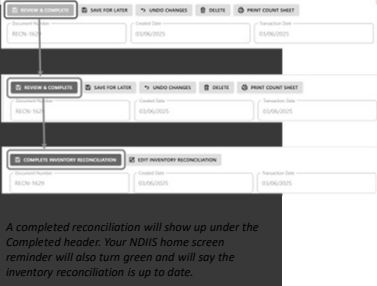
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### Review & Submit – Inventory Reconciliation



- All actual on hand quantities must be entered before the *Review & Complete* button is enabled
  - After clicking this button, users will be taken to the review screen to verify what they entered is correct
- Users MUST click the *COMPLETE INVENTORY RECONCILIATION* button in order to finalize the process, update inventory, and log the completed reconciliation

A completed reconciliation will show up under the Completed header. Your NDIIS home screen reminder will also turn green and will say the inventory reconciliation is up to date.

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### Vaccine Ordering & Inventory Reconciliation

Inventory Reconciliation must be done before ordering. Inventory Reconciliation is up to date.

- Inventory reconciliation must be completed within 7 calendar days of submitting a new vaccine order
  - Users will see warnings in their new order until a new reconciliation is completed
- The *Submit Order* button will not be enabled if inventory has not been reconciled in the last 7 days
  - Last Inventory Reconciliation greater than 7 days.



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### Vaccine Ordering & Temperature Logs

Temperature Logs are out of date.      Temperature Logs are up to date.

- Temperature logs for the previous month must have been submitted to NDHHS
  - In the new NDIS, NDHHS tracks temperature logs in each enrolled provider's record
- Users can see their temperature log entries in the Public Vaccine Program Enrollment section of their provider record



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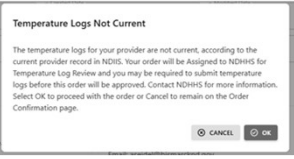
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### Vaccine Ordering & Temperature Logs

Temperature Logs are out of date.      Temperature Logs are up to date.

- Users can still submit an order if temperature logs are not current, however they will receive a pop-up warning indicating the order may not be approved until this is current



DOCUMENT NUMBER	CREATED DATE	STATUS	STATUS REASON
100237	3/6/2025	Assigned to NDHHS	Temperature Log Review

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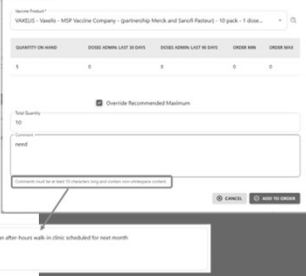
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### Vaccine Ordering Comments

- If ordering over the suggested maximum, users need to enter a detailed comment
- The NDIS will soon start requiring a comment of at least 10 characters before the vaccine can be added to the order



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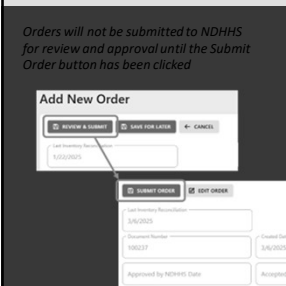
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### Review & Submit – Vaccine Order

*Orders will not be submitted to NDHHS for review and approval until the Submit Order button has been clicked*



- Once all vaccines have been added to an order, users have to click the *Review & Submit* button
  - After clicking this button, users will be taken to the review screen to verify what they entered is correct and to finish submitting the order
- *Submit Order* button is not enabled until:
  - provider information has been validated
  - inventory reconciliation is current

Order Number	Created Date	Modified Date	Submitted By
100000	3/6/2025	3/6/2025	Submitted by Provider User
Approved by NDHHS Date	Accepted by CDC Date	Assigned to Provider	Cancelled by Provider

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### EHR-NDIIS Interfaces

- If doses aren't getting from your EHR to the NDIIS, report the issue as soon as it's discovered.
  - Report the issue to your IT and/or EHR contact
  - Report the issue to the NDIIS team via email at [NDIIS@nd.gov](mailto:NDIIS@nd.gov)
  - Be sure to have patient examples ready
- Delaying can mean:
  - Immunizations are not being reported
  - Users are having to do manual, dual data entry
- Most issues are quick and simple to resolve, and messages can be resent through the interface to catch up on data entry
  - Most EHRs can only go back 90 days to resend information

❖ *More than 80% of all immunizations are entered in the NDIIS through provider EHR interfaces.*

❖ *The NDIIS receives more than 5,000 immunization messages and 32,000 query messages per day*

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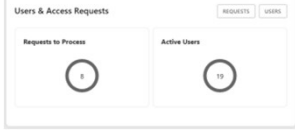
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### Access Requests

- NDIIS users listed as their provider's Site Administrator were set up in the NDIIS with Provider Admin level access
  - You will know if you are a Provider Admin user because you will see the User & Access Requests box on your NDIIS home screen
- This level of access allows users to view and approve or deny new user access requests
- This level of access allows users to review and remove access for existing users
  - ❖ *Access requests are no longer approved/denied via email*
- Users must have the correct *Active Provider* selected in order to see outstanding access requests requiring action



Active Provider: 10 - Bismarck-Burleigh Public Health

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### Access Requests

- The NDIIS sends automated reminders to provider admin users when a new access request is submitted for their provider site
- Automated reminders are sent daily until the request has been approved or denied
  - Email reminders will come from [ndiis@nd.gov](mailto:ndiis@nd.gov) with the subject "confirmation of NDIIS access"
  - Email reminder will also have a link that will have you log in to the NDIIS and will take you directly to the access request

Click on the following link to review or process this request: [LINK TO ACCESS REQUEST](#)

Request ID: 4591  
Submitted Date: 3/11/2025  
Provider: #000  
Submitted By: [Name]

This access request will expire 5 days after it was submitted. The user will have to submit another access request after it has expired.

**Confidentiality Notice:** This communication and any attachments are for the sole use of the intended recipient(s) and may contain confidential and privileged information. Any unauthorized review, use, disclosure, or distribution is strictly prohibited. If you are not the intended recipient, please contact the sender by replying to this e-mail and delete/destroy all copies of this e-mail message.

- Access requests are automatically marked as denied if they are not acted on within 5 calendar days

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### Access Requests

- If you receive an access requests for someone who does not work at your provider site, deny the request
- If the request has a comment that the submitter needs their own immunization record, forward the email notification to the NDIIS team at [ndiis@nd.gov](mailto:ndiis@nd.gov)

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### Immunization Record Requests

- Residents looking for their own immunization records or records for their minor (younger than 18) children can be referred to the NDHHS immunization record request website: <https://www.hhs.nd.gov/IRR>
  - Can submit record requests to NDHHS to have their paper certificate mailed or emailed
  - Can also use Docket, a mobile app that is connected to the NDIIS and allows users to view and print their own official certificate of immunization

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### Post-Test

- Successfully complete the five-question post-test to receive your certificate for nursing credit using the link below  
[https://ndhealth.co1.qualtrics.com/jfe/form/SV\\_0Nft0dG5gHUmx4](https://ndhealth.co1.qualtrics.com/jfe/form/SV_0Nft0dG5gHUmx4)
  - Credit for this session will be available until April 8, 2025.
- This presentation will be posted to our website at:  
[www.hhs.nd.gov/immunizations](http://www.hhs.nd.gov/immunizations)

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### Staff Members

For general immunization questions: [vaccine@nd.gov](mailto:vaccine@nd.gov)

For NDIIS-specific questions: [NDIIS@nd.gov](mailto:NDIIS@nd.gov)

#### Immunization Unit

Molly Howell, MPH Director	Phone: 701-328-4556 Email: <a href="mailto:mahowell@nd.gov">mahowell@nd.gov</a>	Mary Woinarowicz, MA NDIIS Manager	Phone: 701-328-2404 Email: <a href="mailto:marywoinarowicz@nd.gov">marywoinarowicz@nd.gov</a>
Abbi Berg, MPH VFC/Quality Improvement Manager	Phone: 701-328-3324 Email: <a href="mailto:abbera@nd.gov">abbera@nd.gov</a>	Allison Dykstra, MS NDIIS Coordinator	Phone: 701-328-2420 Email: <a href="mailto:adykstra@nd.gov">adykstra@nd.gov</a>
Miranda Baumgartner VFC/QI Coordinator (West)	Phone: 701-328-2035 Email: <a href="mailto:mbaumgartner@nd.gov">mbaumgartner@nd.gov</a>	Ronda Kercher NDIIS Data Admin	Phone: 701-226-1379 Email: <a href="mailto:rkercher@nd.gov">rkercher@nd.gov</a>
Rachel Flores VFC/QI Coordinator (East)	Phone: 701-328-9016 Email: <a href="mailto:rflores@nd.gov">rflores@nd.gov</a>	Melissa Marto NDIIS Data Quality Coordinator	Phone: 701-328-4169 Email: <a href="mailto:mmarto@nd.gov">mmarto@nd.gov</a>
Jenny Galbraith Adult Immunization Manager	Phone: 701-328-2335 Email: <a href="mailto:jgalbraith@nd.gov">jgalbraith@nd.gov</a>	Lynde Monson CDC Public Health Advisor	Phone: Email: <a href="mailto:lyndemonson@nd.gov">lyndemonson@nd.gov</a>
Kristen Vetter Adult Immunization Coordinator	Phone: 701-328-8672 Email: <a href="mailto:kvetter@nd.gov">kvetter@nd.gov</a>	Danni Pinnick, MPH Immunization Surveillance Coordinator	Phone: 701-239-7169 Email: <a href="mailto:dpinnick@nd.gov">dpinnick@nd.gov</a>

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## Questions

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be legendary.

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