



**Immunization Unit
March 2025
Lunch & Learn**

New NDIIS Tips & Tricks
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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

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

Active Provider: 10 - Bismarck-Burleigh Public Health

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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

Users & Access Requests

Requests to Process: 0

Active Users: 20

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NDIIS Home screen

Non-School Users

Doses administered by month

Doses Administered - 2025

Public Private

Vaccines Expiring in the Next 30 Days

VACCINE TYPE	LOT NUMBER	EXPIRATION DATE
TRYPHOID VIOF (gH)	W1A441M	3/7/2025
VARICELLA (CHICKENPOX)	X09893	3/7/2025
TRYPHOID VIOF (gH)	W1A501M	3/8/2025
HBV Pediatric	375L3	3/8/2025
DTaP-IPV (Pertussis)	L056AA	3/12/2025
HBV Pediatric	EP724	3/14/2025
HBV Adult	X5278	3/17/2025
RSV Aeryx	3254C	3/20/2025
MMR	X09335	3/21/2025
HBV Pediatric	F9971	3/24/2025

NEW - vaccines expiring in next 30 days

- Link to the Lot Inventory Expiring report

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NDIIS Home screen

VFC-VFA enrolled sites

- Ordering Information
 - Link to ordering function
 - Reminders for temp logs and inventory reconciliation

Ordering

Assigned to Provider: 0

Assigned to DMS: 2

Temperature Logs are out of date

Inventory Reconciliation must be done before ordering

- NEW - Borrow-Return balances**
 - Link to Borrow-Return Lots Balance report

VACCINE TYPE	DOSES OWED TO STATE SUPPLY	DOSES OWED TO PRIVATE SUPPLY
DDP-HPV-IPV (Pediatric)	0	1
DDP/HPV	0	1
MMV Pediatric	0	7
MMV/HPV	0	5
MMV	0	6
HPV	0	2
MMV (Nonvacc P/F)	1	0
Influenza (Injectable)	0	3
IPV	0	5
MMV	0	5

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NDIIS Help

Help

- Confidentiality Policy and User Agreement
- Immunization Coverage Table
- Medicaid Online Inventory Reporting
- NDIIS Tip Sheets and Training Videos
- Provider Site Agreement
- Provider Vaccine Education and Reconciliation Lunch & Learn
- User Self Service Account Updates
- Vaccine Name Abbreviations and Brand Names
- VAERS

- Always available to all users as soon as they log in
- Includes links to the:
 - provider site agreement
 - trainings and tip sheets
 - immunization coverage table
 - guidance on vaccines covered by the VFC and VFA programs
 - past immunization lunch and learn presentations
 - VAERS
- Opens a new browser page, keeping the NDIIS open

If there are other resources we can provide or link to in the NDIIS Help, please let us know.

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NDIIS Trainings & Tip Sheets

Trainings

Trainings for the New NDIIS

- NDIS Basics
- NDIS Reports
- NDIS Inventory, Ordering, Receipts, and Shipments
- NDIS School User Functionality

For All NDIIS Users

Tip Sheets

- 2024-2025 Influenza Vaccine Information
- Address Validation
- Creating New Patient Records
- Duplicate Patient and Dose Records
- Loading an Immunization Record
- NDIS Vaccine Abbreviations & Trade Names
- Printing the Certificate of Immunization
- Provider Admin User Management
- Provider Information Management
- Reporting Reports

For Healthcare Provider Users

Tip Sheets

All patient data in the NDIIS training tip sheets has been de-identified and does not represent any real person information.

- Borrowing and Returning Vaccines
- Borrow and Return Lots Discrepancy Report
- Change Patient Reporting Information
- Completion Vaccine Report
- County Patient Report
- Coverage Rate Report
- COVID19 Vaccine Administration Report
- COVID19 Missing Dose Data Report
- Documented Reactions, Contraindications, and Contraindications
- Dosing Immunizations
- Entering a Vaccine Return
- Entering a Vaccine Receipt
- Immunization Coverage Rate Report
- Immunization Coverage Rate Report
- Immunization Patient Information Report
- Inventory Adjustment
- Inventory Reconciliation
- Inventory Transfer
- Lost Inventory Tracking System
- Lot Number Line of Sale vs. Line of Use
- Managing Immunization Inventory
- Missing Department Support
- Missing Dose Data Report
- NDIS Reports
- Patient Dose Administration Report
- Patient Immunization Records Report
- Printing Public Vaccine Orders
- Provider Patient List Report
- Provider Report
- Reporting Patient Status
- Shipping Patient Report

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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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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.

K	L	M	N
	Vaccines Due/Overdue	Vaccines Selected	Vaccines also Due/Overdue
pt1n1	FALSE Zoster/COVID-19/Hep B/Influenza/PCV	FALSE Zoster Hep B/Influenza/COVID-19/MMR/Td/Tdap/PCV	FALSE Zoster Hep B/COVID-19/Influenza/PCV
	FALSE Hep B	FALSE Zoster	FALSE Zoster PCV/Influenza/Td/Tdap/COVID-19/Hep B
	FALSE Td/Tdap/Influenza/Zoster/PCV/Hep B/MMR/COVID-19	FALSE Zoster	FALSE Zoster Hep B/Td/Tdap/COVID-19/Influenza/MMR/PCV
	FALSE PCV/COVID-19/Hep B/Zoster/Influenza	FALSE Zoster	FALSE Zoster MMR/COVID-19/Td/Tdap/Hep B/Influenza/PCV
pt1n2	FALSE Zoster/COVID-19/Hep B/Influenza/PCV	FALSE Zoster	FALSE Zoster PCV/COVID-19/Influenza/Td/Tdap

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Entering Inventory – NDC is key

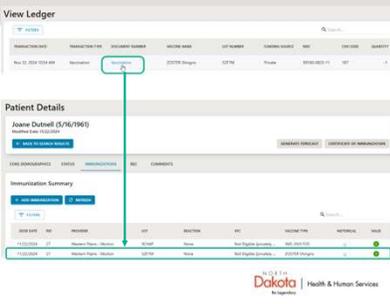
- When entering inventory, it is important to select the correct product type – NDC is the key!
- If you don't see the correct NDC on the NDIIS product list, contact the NDIIS team.
 - Do NOT enter the lot with an "unknown" product type
- The NDIIS relies on product type, lot number, expiration date, 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/standards/vaccines.asp?pt=ndc>

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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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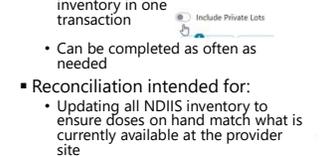
Inventory Adjustment vs Reconciliation

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 Include Private Lots
 - 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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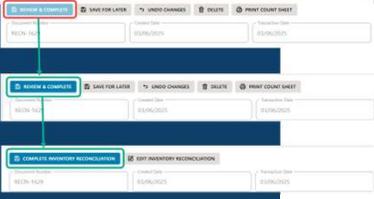
Inventory Reconciliation

- The NDIS will auto-populate zeroes in the "Actual Quantity" for lots that show zero doses on hand in your NDIS 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 NDIS expected quantity



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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 NDIS 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

The screenshot shows a form titled "Public Vaccine Program Enrollment". It includes sections for "Program Primary Contact", "Program Backup Contact", and "Vaccine Program Delivery Address". A "Temperature Logs" section is highlighted with a red box, containing a table with columns for "TEMPERATURE LOGS" and "ASSIGNED DATE". The table lists dates from 10/2024 to 12/2024, with the 12/2024 entry highlighted in red.

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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

The screenshot shows a modal window titled "Temperature Logs Not Current". The text inside reads: "The temperature logs for your provider are not current, according to the current provider record in NDIS. Your order will be Assigned to NDHHS for Temperature Log Review and you may be required to submit temperature logs before this order will be approved. Contact NDHHS for more information. Select OK to proceed with the order or Cancel to remain on the Order Confirmation page." There are "CANCEL" and "OK" buttons at the bottom.

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

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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

The screenshot shows a "Select Product" form for "VAXIGES - Influenza - MSP Vaccine Company (PartnerShip Meck and Savill Rebrand) - 10 pack - 1 Dose". It includes a table for "QUANTITY ON ORDER", "EXCESS AMOUNT LAST 30 DAYS", and "ORDER MAX". Below the table is a "Your Quantity" field with a "Check/Hide Recommended Maximum" checkbox. A "Comment" field is highlighted with a red box, containing the text "need additional doses to cover an after hours walk-in clinic scheduled for next month". There are "CANCEL" and "ADD TO ORDER" buttons at the bottom.

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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 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



- 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 request 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



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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
 - 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

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Staff Members

For general immunization questions: vaccine@nd.gov

For NDIIS-specific questions: NDIIS@nd.gov

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Questions



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