Appendices

APPENDIX A. 1 – ABBREVIATIONS 3
APPENDIX A. 2 – ABBREVIATIONS FOR VACCINES 4
APPENDIX B – GLOSSARY 5
APPENDIX C - SDN ENROLLMENT 7
Requesting Your SDN Certificate 9
Obtaining Your SDN Certificate 18
Installing Your SDN Certificate 21
APPENDIX D – TABLE DEFINITIONS 25
ACTREF – Action Code Reference 25
ALLVAC – Inventory Cross Reference 26
AREACODE – Area Code Reference 27
AUDIT – Audit Trail Table 28
CAT1 – User Defined Category 1 29
CAT2 - User Defined Category 2 30
CAT3 – User Defined Category 3 31
CAT4 – User Defined Category 4 32
CAT5 – User Defined Category 5 33
COUNTY – County Name Reference 34
CRITERIA – Report Creation Criteria 35
DBLIST – Database Reference Table 37
DISTHIST – History of Distributions 38
DISTOVER – Vaccine Quantity Overrides 39
DISTRIB – Vaccine Distributions List 40
DOSESADM – History of Doses Administered 43
ENROLL – Provider Enrollment Reference 45
ENROLLSC – Source Code Reference for Enroll Table 48
ERRORS – Software Error Log 49
FILTER – Filter Tool Settings Reference 50
FUNDADJ – Funding Adjustments 51
FUNDING – Vaccine Funding Reference 52
INVOOPTS – Invoice Report Options Reference 52
LASTBUP – Audit of database backups 54
LASTXMIT – Transmissions to CDC Audit Log 55

LOTS – Vaccine Reference by Lot Number 56
NEWORDER – New Orders not Transmitted to CDC 57
NEXTID – Reference to Unique Key Values 59
OWNREF – Project Set-Up Reference Table 59
PHYSICN – Physician Listing 68
PROVHAS – Provider Vaccine Inventories 69
PROVIDER – Provider Listing 70
PROVMEMO – Provider Notes 74
PROVOPTS – Provider Inventory Forms Option Reference 75
REPDEF – Report Definitions Reference 76
REPORTS – Report Execution Commands Reference 77
RPTLOG – Audit of Transmissions - Modem 78
SECTOREF – Sector Reference for Provider Table 79
SECURITY – Access Control Table 80
STATCODE – Status Code Reference for Stock Table 81
STATES – State Name/Abbreviation Reference 82
STOCK – Bulk Vaccine Inventory Table 83
SUBDIV – Sub Division Reference Table 87
SUPPLIER – Vaccine Manufacturers/Suppliers 88
TABCDX – Data Doctor Re-indexing 89
TBLINDXS – Table Index Reference List 90
VACCBULK – Annual Vaccine Reference Table 91
VACCFORM – Vaccine Allowance Reference Formulas (Old) 92
VACCREF – Vaccine Ordering Reference 93
VFORMULA – Vaccine Allowance Reference Formulas (New) 95
WHATSNEW – News and Notes 96
XMITLOG – SDN Transmissions Audit Log 97
XREPORTS – Monthly Report Transmissions 98
ZIPCODES – ZIPCode Reference Table 99

APPENDIX E – IMPORT FUNCTIONAL SPECIFICATIONS 100

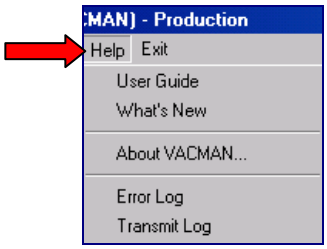
Appendix A. 1 – Abbreviations

Abbreviation	Long Name
ACIP	Advisory Committee on Immunization Practices
CHC	Community Health Center
C/M/RHC	Community, Migrant, Rural Health Center
CDC	Centers for Disease Control and Prevention
CPT	Current Procedural Terminology
DBF	Database File
FQHC	Federally Qualified Health Center
FTP	File Transfer Protocol
HIN	Health Industry Number
HL7	Health Level 7
LAN	Local Area Network
MHC	Migrant Health Center
NDC	National Drug Code
NIP	National Immunization Program
RHC	Rural Health Center
SDN	Secure Data Network
VFC	Vaccines For Children

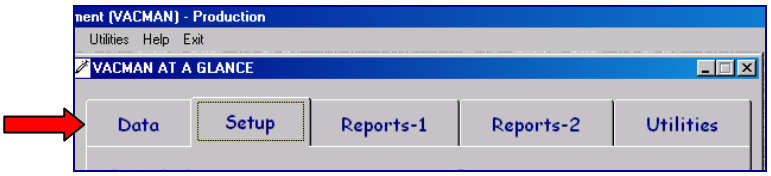
Appendix A. 2 – Abbreviations for Vaccines

Abbreviation	HL7	Long Name
DT	**28**	Diphtheria and tetanus toxoids adsorbed for pediatric use
DTaP	**20**	Diphtheria, tetanus toxoids and acellular pertussis vaccine
DTaP - Hib	**50**	Diphtheria, tetanus toxoids and acellular pertussis vaccine-*Haemophilus influenzae* type b conjugate vaccine
DTaPHBIP		Diphtheria, tetanus toxoids and acellular pertussis vaccine, hepatitis B vaccine, Inactivated trivalent polio vaccine
EIPV		Enhanced inactivated trivalent polio vaccine
FLU		Split virus influenza virus vaccine A and B
HBIG	**30**	Hepatitis B immune globulin
HEP A	**31**	Hepatitis A vaccine
HEP A - AD	**31**	Hepatitis A vaccine, adult dosage
HEP AB	**31**	Hepatitis A and B
HEP AB 18	**31**	Hepatitis A and B combo vaccine for 18-year-olds
Hep B - A	**43**	Hepatitis B vaccine –adult
HEP B 2	**08**	Hepatitis B 2-dose (Recombivax)
Hep B - PF	**08**	Hepatitis B vaccine – preservative free, pediatric and adolescent (Recombivax)
HepB - Hib		Hepatitis B – *Haemophilus influenzae* type b combo
Hib	**17**	*Haemophilus influenzae* type b vaccine, conjugate
MMR	**03**	Measles, mumps and rubella virus vaccine
Pneumo	**33**	Pneumococcal (*Streptococcus pneumoniae*) vaccine, 23-valent
PNU7		Pneumococcal (*Streptococcus pneumoniae*) conjugate vaccine, 7-valent vaccine
RU	**06**	Rubella virus vaccine
SMALLPOX		Smallpox vaccine
Td	**09**	Tetanus and diphtheria toxoids adsorbed, adult
Var	**21**	Varicella (chickenpox) vaccine

Appendix B – Glossary

Term	Definition
Backup	VACMAN system function that copies selected VACMAN files into one zip file. In the event of lost or corrupted data, you can use the most recent backup copy to restore data. Both the Backup and Restore functions are on the *VACMAN At a Glance - Utilities* tab.
Benchmarking	Process of collecting data over a specific time frame, typically three months, and using the data to project an estimate for the same data over a larger time frame (usually a one-year period following the benchmark).
Challenge Phrase	Similar to a password; required for access to the CDC Secure Data Network (SDN).
Current Procedural Terminology codes	CTP codes. Used by physicians, the health care industry, the insurance industry, and Medicare to identify specific procedures used in medical treatments. CPT codes are associated with specific immunizations using specific vaccines.
Data directory	Location of your VACMAN data files. To determine the location of your project's Data directory, click the **Display VACMAN File Locations** option on the V*ACMAN At a Glance - Utilities* tab.
Database	Collection of electronic files that are organized so that specific information can easily be retrieved. Analogy: An electronic card catalog or filing cabinet.
Depot	Project's warehouse, where bulk quantities of vaccines are stored.
Desktop	System desktop. The analogy is to a physical office desk top. Place system applications that you work with frequently, and want to access easily, on your desktop. The desktop is the initial and main display. You can put icons that represent shortcuts to various programs.
Digital Certificate	Data object used to verify the identity of its holder. Access to the SDN requires that clients possess a digital certificate issued by the CDC.
Field	Smallest unit of information that is entered into a database. Fields are grouped together and saved into a database file called a record. A field contains two elements: a field label, and a field value.
File Transfer Protocol	FTP. A data transfer service that permits a client machine to upload files to a server machine via standard transfer technology.
Health Level 7	HL7. A protocol for formatting, transmitting and receiving data in a healthcare environment.
Menu	List of available, related system objects and commands. **Example:** Here is the VACMAN Help menu: 
Menu Bar	A screen element, usually a horizontal bar directly below the name of the application. The menu bar contains the names of the system's menus. **Examples:** File menu, Edit menu. Here is the VACMAN system menu bar:

Appendix B – Glossary (continued)

Term	Definition
National Drug Code number	NDC number. Code that identifies the labeler/vendor, product, and trade package size. Each drug product listed under Section 510 of the Federal Food, Drug, and Cosmetic Act, is assigned a unique 10-digit, 3-segment NDC number.
Pack	Delete. VACMAN system function that deletes all records that are marked for deletion, and then re-indexes the database tables. **Note:** The **Delete** button marks records to be deleted, but they are not actually purged from VACMAN until you perform a Pack. For more information, see "Packing Database Tables," Chapter 6.
Populate	Fill. To fill a field with a value. Or, to fill multiple fields with values.
Project	Any entity that meets the requirements for obtaining or using funding set forth in 93.268 Immunization Grants (Section 301 and 317, Public Health Service Act; Immunization Program Section 1928 of the Social Security Act; Vaccines for Children Program).
Provider	A doctor, group of doctors, or clinic that administers vaccines to patients.
Record	An electronic database file that contains information from various fields.
Registry	Statewide electronic database. States store information (including the number of immunization vaccines given to children) in a Registry.
Restore	VACMAN system function that copies all VACMAN tables onto your servers. Your most recent backup is what you retrieve when you need to restore data.
Secure Data Network	SDN. Consists of the software, hardware, and databases needed to protect private CDC information resources by verifying the identities of user clients and enforcing permissions.
Tabs	In VACMAN, the visible portion of each screen when the system displays an array of screens. The *VACMAN At a Glance* screen displays the tabs: *Data*, *Setup*, *Reports-1*, *Reports-2*, *Utilities*. 
Toolbar	VACMAN popup bar that provides applicable functionality as you access various system screens. For more information, see "Using the VACMAN Toolbar," Chapter 1.
Tool tips	Text information about a screen element. These tips display when you position the cursor on a screen's objects.
Uniform Resource Locator	URL. The global address of documents and other resources on the World Wide Web (www). The URL for VACMAN is: `http://www.cdc.gov/nip/vacman`

Appendix C - SDN Enrollment

If you do not already have a Secure Data Network (SDN) digital certificate for exchanging data with CDC, check with your program manager, CDC SDN Support, or VACMAN Support for assistance.

Your program manager can identify up to three people at your project to receive data from, and transmit data to, CDC. These three people request SDN digital certificates with access to your project's VACMAN SDN activity.

CDC SDN Technical Support	CDC VACMAN Help Desk
Phone: 800-532-9929	**Phone:** 400-639-8303
(770-216-1276 in Atlanta)	**Fax:** 404-639-8445
Email: cdcsdn@cdc.gov	**Email:** vacman@cdc.gov
	Web: http://www.cdc.gov/nip/vacman

Before You Begin

Please read this entire section before you apply for your digital certificate. If you are a Netscape user, please note the additional Netscape instructions below.

Note: The following information is provided by CDC SDN Technical Support.

Your technical or network support staff knows your local system better than anyone at SDN support will know it, and they need to be made aware of ANY changes you are making to your system. It is a good idea to speak to them before contacting SDN support, or to have them on the line, or otherwise in the loop when speaking to SDN support, to resolve any conflicts which may occur between your system and the digital certificate. They are also better able to assist you with local issues, such as updating your browser or operating system or installing service packs or patches. If possible, please provide SDN support with the name of a technical or network support person who is responsible for your area, in case issues need to be resolved at your location before you can install or use a digital ID.

Note: You will be adding a component to your browser which may or may not have an impact on your local computer setup, or which can be affected by your local setup or by changes made to your local computer or network after installation. It is advisable that you make your technical or network support personnel aware of this BEFORE you proceed with the application. We recommend you forward a copy of this documentation to your support personnel or present them with a printed copy.

Please report the following to your network or technical support personnel:

1. Tell them you need to make a secure socket layer (SSL) connection using port 443, and in some instances may need access to port 4430. Any network or firewall configuration which restricts access to port 443 might prevent you from completing the process. Some programs require 128-bit encryption for records requiring that the privacy of the patient or study participant be protected.

   The latest versions of **Internet Explorer (5.5 and up)** and **Netscape (6.0 and up)** are capable of this level of encryption.

   #### Netscape Users:

   - For Netscape version 6.0 and up, you also must install Sun Java JRE version 1.3.1. For more information, see “Computer Specifications,” Chapter 1.
   - For Netscape version 4.7 and below, you may need to specifically request an installation capable of this level of encryption.

2. Let your technical staff know that you need to install a non-executable item in your browser and therefore, you should be granted "Standard" or "Power" user rights which would allow you to make the necessary modifications to the browser. It is vital that these rights be granted before you begin the application process, as minor changes to your system may be attempted at any step and you will need these rights until you have successfully installed the certificate to your browser. If such rights are restricted on your network, it will be necessary for you to work with a systems administrator to complete this process.

   Note: Such rights are not necessary for everyday use of the certificate once it's installed -- only to install or renew it. Also, you will also need these rights if you wish to export a copy of your certificate to diskette. See below for more information on export/import.

3. If you are using Internet Explorer version 5.0 or above, be aware that Microsoft has made changes to the way their browsers handle certificates which may prevent you from completing the application or installing the certificate once you've been approved if your browser has not been updated. The latest service pack for Internet Explorer may or may not contain this update. Please refer to this link at Microsoft for more information and possible solutions:

   http://support.microsoft.com/default.aspx?scid=kb;en-us;323172

4. Let your network or mail administrators know that a note will be sent to you via email, usually within 24 hours of registration, containing an HTML link to a page which will allow you to retrieve your certificate, and containing other important information needed to retrieve your certificate. Some firewall or antivirus programs may interpret this link as a virus. If this is the case in your environment, please inform SDN support (cdcsdn@cdc.gov) right away so we can make arrangements to get you the information you will need to retrieve your certificate.

5. Make your tech support people aware that ANY changes to the browser, operating system, registry, network or domain following installation of the certificate, may affect how the certificate behaves and that they should alert you, if possible, before making such modifications. If your computers are about to be upgraded or replaced, it might be a good idea to wait until this has happened, if possible, before completing the application.

6. Ensure that the browser you normally use to access the Internet is also the DEFAULT browser on your system (that is, the browser that opens when you click a link in your email). Your technical support staff can assist you with this.

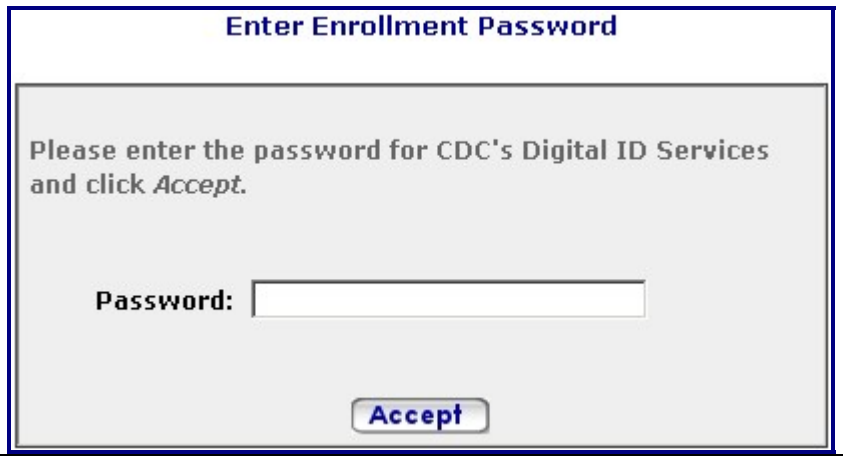
7. Knowing that even under the best of circumstances problems can still occur; it's STRONGLY advised that once you have installed your certificate you export a backup copy to a diskette which can be stored in a secure location. You should make your support staff aware of this as well as how to restore the certificate should it become corrupted or overwritten. For these instructions, send a note to cdcsdn@cdc.gov as soon as you've installed your certificate. As stated above, you will need the same sort of rights to export your certificate as you needed to install it. It is advisable you do this after you have confirmed you are able to access the SDN with your certificate.

Requesting Your SDN Certificate

Use these instructions to request an SDN certificate.

Prerequisites

- Obtain your initial SDN password from your project manager.
- Request your certificate at the computer workstation from which you will perform exchanges with CDC. **The SDN certificate is associated with both your user ID and your computer.**
- See "Before You Begin," previous pages.

Step	Action
1	Access the SDN enrollment website at this Uniform Resource Locator (URL): https://ca.cdc.gov **Result:** The system accesses the internet, and displays the *Secure Data Network – Enrollment – Microsoft Internet Explorer – provided by National Immunization Program - Enter Enrollment Password* screen. **Figure App. C - 1. SDN - Enter Enrollment Password screen.** 
2	On the SDN *Enter Enrollment Password* screen, type the initial registration password, then click the **Accept** button. **Note:** For security reasons, the initial registration password cannot be provided in this document, nor can it be provided by CDC SDN Support. Only your project manager can provide this information. **Result:** The system displays a *Requirements* page providing general information about digital certificates and terms of use. The next two pages, Figure App. C - 2, duplicate this information. **Note:** Issuance and use of a digital certificate from VeriSign® is governed by the VeriSign Certification Practice Statement (CPS) and Digital ID Subscriber Agreement. For information regarding the CPS or Agreement, go to the VeriSign website at: www.verisign.com/repository

Requesting Your SDN Certificate (continued)

Figure App. C - 2. SDN – Centers for Disease Control and Prevention – Digital ID Enrollment screen.

Centers for Disease Control and Prevention - Digital ID Enrollment

At this site you may register to become a client of the CDC Secure Data Network (SDN). Registering to become a client involves two separate but related activities:

- Obtaining permission to use one or more sensitive CDC information systems;
- Obtaining and installing a CDC digital certificate.

You can be granted permission to access a sensitive CDC system only by an authorized representative of that system. The registration information you enter in your application pages will be forwarded to the appropriate system representative for approval. Obtaining the CDC digital certificate is contingent upon this approval. It is expected that, if you have proceeded this far, you already have some understanding with the CDC program's representative and your request for access is likely to be approved. If this is not the case, you should stop now and contact the CDC program's representative first to discuss obtaining access.

System Requirements

To obtain a CDC digital certificate and access the CDC Secure Data Network, your system must conform to the following minimum requirements:

- Intel-based system with a 486 CPU or greater.
- Windows 98, Windows NT 4.0 or greater.
- Internet connectivity.
- Internet Explorer 5.x, Netscape Communicator 6.x, or greater.
- Browser's "cipher strength" is 128 bit.
- Administrative rights for the local machine on which the certificate is to be installed (only for initial certificate installation).

About digital certificates

A digital certificate, or "Digital ID," is a data object used to verify the identity of the person or system possessing it.

Once you have obtained permission from a system representative to access a sensitive CDC system, a Digital ID will be generated for you by separate entity called a certificate authority (CA). When you have been notified that your enrollment request has been approved, you will access a specific web site to obtain your digital certificate. You will then install the certificate in your browser.

(Continued next page)

Requesting Your SDN Certificate (continued)

SDN – Centers for Disease Control and Prevention – Digital ID Enrollment screen (Figure App. C-2 continued).

Thereafter, when you wish to access a system within SDN using your browser, your browser will present your Digital ID and SDN will verify your identity with the CA. You will then be granted permission to enter the system.

You may not share your digital certificate with any other person. CDC Internet security policy requires that each Digital ID be held by and used by one, and only one, person.

If you require access to more than one sensitive CDC system, you do not need to obtain multiple certificates. Only one digital ID is required to verify your identity for any and all SDN systems you access from the same computer and the same browser.

Digital IDs can be copied (exported) from one machine to another, and SDN allows for this. The process is not routine, however, and in some cases, Digital IDs cannot be exported from one operating system to another, from one type of browser to another, or even from one version of a browser to another version of the same browser.

Obtaining and installing a Digital ID is not difficult, but in the process your browser may present you with many technical messages. We have no control over the messages your browser displays. Documentation is available for the enrollment process and is intended to assist you in obtaining a digital certificate for the two most common browsers: Internet Explorer (IE) and Netscape Communicator (Netscape).

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Obtaining and installing a Digital ID is not difficult, but in the process your browser may present you with many technical messages. We have no control over the messages your browser displays. Documentation is available for the enrollment process and is intended to assist you in obtaining a digital certificate for the two most common browsers: Internet Explorer (IE) and Netscape Communicator (Netscape).

Digital ID Subscriber Agreement

The issuance of Digital IDs through this system is governed by the Verisign Certification Practice Statement (CPS). By applying for, accepting, or using a Digital ID through this system, you are agreeing to the terms of the Verisign Subscriber Agreement ("Agreement"). By clicking the *Enroll* button below, you indicate your acceptance of this agreement. If you do not agree to the terms of this agreement, you should not complete this application process, or use the Digital ID.

Complete terms for the VeriSign CPS and Digital ID Subscriber Agreement can be found **here.**

To enroll for a CDC Secure Data Network Digital ID, click here: Enroll

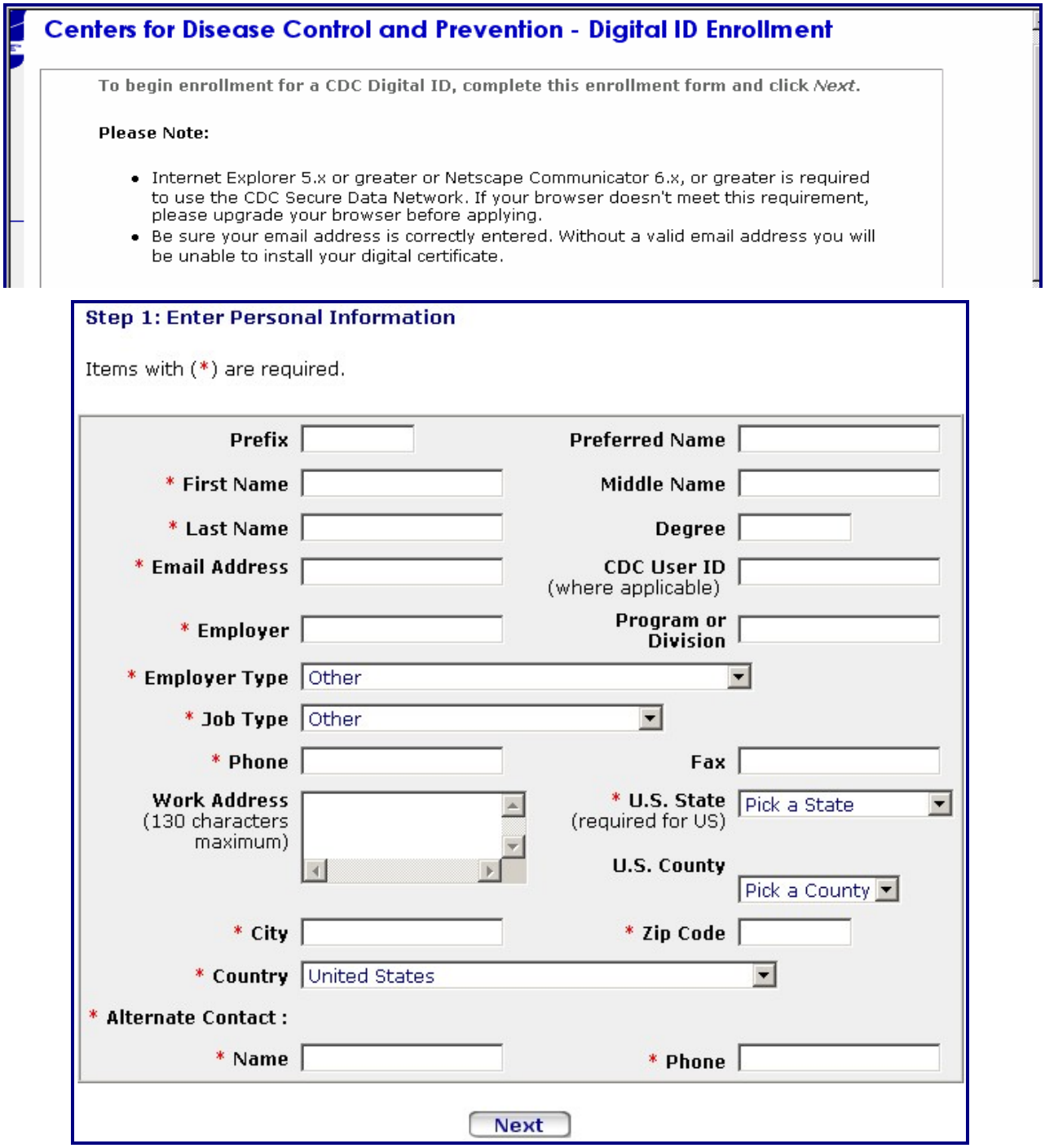
Questions? Go to the Online Help or Contact SDN Support

This page last reviewed Mar 14 2003

Requesting Your SDN Certificate (continued)

Step	Action
3	On the SDN CDC *Digital ID Enrollment* screen, Figure App. C - 2, review the requirements and terms, then click the **Enroll** button. **Result:** The system displays the SDN *CDC Digital ID Enrollment - Enter Personal Information* screen, Figure App. C - 3.

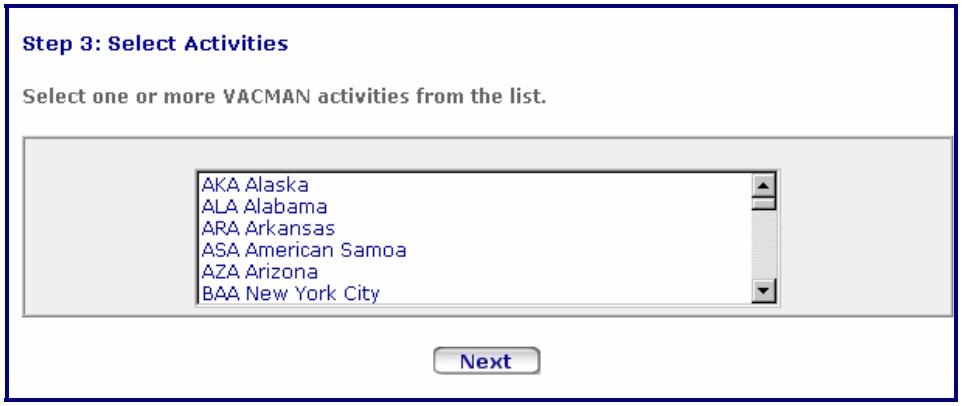
Figure App. C - 3. SDN - CDC Digital ID Enrollment - Enter Personal Information screen.



Requesting Your SDN Certificate (continued)

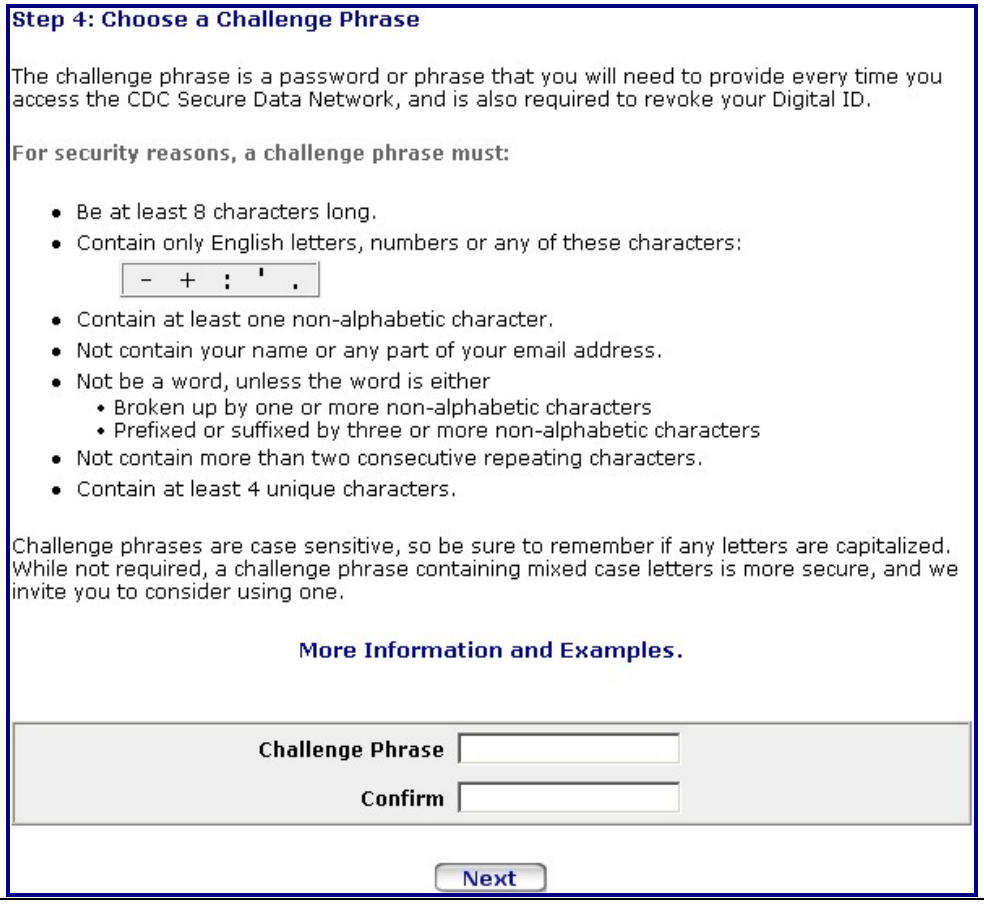
Step	Action
4	On the SDN *CDC Enter Personal Information* screen, Figure App. C - 3, type your personal information into the fields. Note that fields marked with asterisks (*) are required. When these entries are complete, click the **Next** button. **Result:** The system displays a *Microsoft Internet Explorer* dialog box, Figure App. C - 4, seeking confirmation of your email address. **Figure App. C - 4. MS Internet Explorer Email address confirmation screen.**
5	On the *Microsoft Internet Explorer* email address confirmation dialog box, Figure App. C - 4, ensure that the system is displaying your correct email address. This data is an important component of the enrollment process; your digital certificate will be sent to this email address. **Note:** If the address is not correct, click the **Cancel** button. The system re-displays the *Enter Personal Information* screen, where you can re-type your email address. See the previous step. If the email address is correct, click the **OK** button. **Result:** The system displays two screens: the *Select A Program* screen, and the *Select Activities* screen. The *Select A Program* screen, Figure App. C - 5, is at the top. **Figure App. C - 5. Select A Program screen.**

Requesting Your SDN Certificate (continued)

Step	Action
6	a) On the *Select A Program* screen, Figure App. C - 5, scroll to and select **VACMAN**. b) On the *Select Activities* screen, Figure App. C - 6, scroll to and select your VACMAN project. c) On the *Select Activities* screen, Figure App. C - 6, click the **Next** button. **Figure App. C - 6. Select Activities screen.**  **Note:** During initial enrollment, you can select only one program from the available list. If you require access to more than one program, first select the program identified by the program administrator who extended the enrollment invitation. After your digital certificate has been issued and you access SDN, you can request additional programs and activities. It is not necessary to apply for additional digital certificates. Once you can access SDN, if you need to request multiple programs, use the following keyboard techniques: • To select multiple, non-consecutive rows: press and hold the **Ctrl** key, and simultaneously click each row you need • To select multiple, consecutive rows: press and hold the **Shift** key, and simultaneously click the first and last row you need **Result:** The system displays the SDN - *CDC Choose a Challenge Phrase* screen, Figure App. C - 7.

Requesting Your SDN Certificate (continued)

Step	Action
6 **cont.**	**Figure App. C - 7. SDN – CDC Choose a Challenge Phrase screen.**



Requesting Your SDN Certificate (continued)

Step	Action
7	On the *Choose a Challenge Phrase* screen, Figure App. C - 7, review the requirements for the challenge phrase. The challenge phrase functions similarly to a password. For security reasons, considerable complexity is required. Especially note the following: • The challenge phrase is case-sensitive. If you experience difficulty, check your keyboard **Caps Lock** key. Although it is not a requirement, a combination of upper and lower case letters is a good security measure. **Example:** ChaL+lenGe • The challenge phrase must contain at least one non-alphabetic character. It can be a number, or any of the following keyboard characters: **Character** — **Description** - Minus sign, or hyphen, key (not underline key) + Plus sign : Colon ' Apostrophe . Period • The challenge phrase cannot contain an unbroken actual word, or your name, or any part of your email address. • The challenge phrase must contain at least eight characters. The screen presents all of the challenge phrase criteria; review this information carefully. It also provides a link to examples of challenge phrases. Make a note of the challenge phrase you choose, and store it in a secure location. The VACMAN team recommends that you record this information on the VACMAN *Add/Modify Users* screen. Type your *Challenge Phrase* in both fields at the bottom of the screen; the keystrokes must match identically. Then click the **Next** button. **Result:** The system validates your challenge phrase, then displays the SDN *CDC Digital Certificate Request Received* screen, Figure App. C - 8. The screen acknowledges receipt of your request, and notifies you that an email will provide additional instructions.

Requesting Your SDN Certificate (continued)

Step	Action
7 **cont.**	**Figure App. C - 8. SDN – CDC Digital Certificate Request Received screen.** **Digital Certificate Request Received** Your request for a digital certificate has been received. You will receive an e-mail when your request is approved, which includes instructions for installing your digital certificate. Please note that processing time may vary, depending upon the nature of the enrollment request. If you do not receive an e-mail notification within 72 hours, you may inquire about the status of your request by contacting the program administrator.
8	On the *Secure Data Network – Enrollment – Microsoft Internet Explorer – provided by National Immunization Program – Digital Certificate Request Received* screen, click the **close screen** button in the top right corner of this internet screen. **Result:** The system closes the screen. You SDN enrollment request is complete. CDC SDN Technical Support will send further instructions via email.
9	Go to the next topic, “Obtaining Your SDN Certificate.”

Obtaining Your SDN Certificate

Use these instructions to obtain your SDN certificate.

Prerequisites

- You must have requested an SDN digital certificate, and received an email message from CDC SDN Technical Support with specific instructions for obtaining it.
- See "Before You Begin," at the beginning of this "SDN Enrollment" section.

Step	Action
1	Access the SDN enrollment website via the link provided in your email notification from CDC SDN Technical Support. The following is sample of this email.

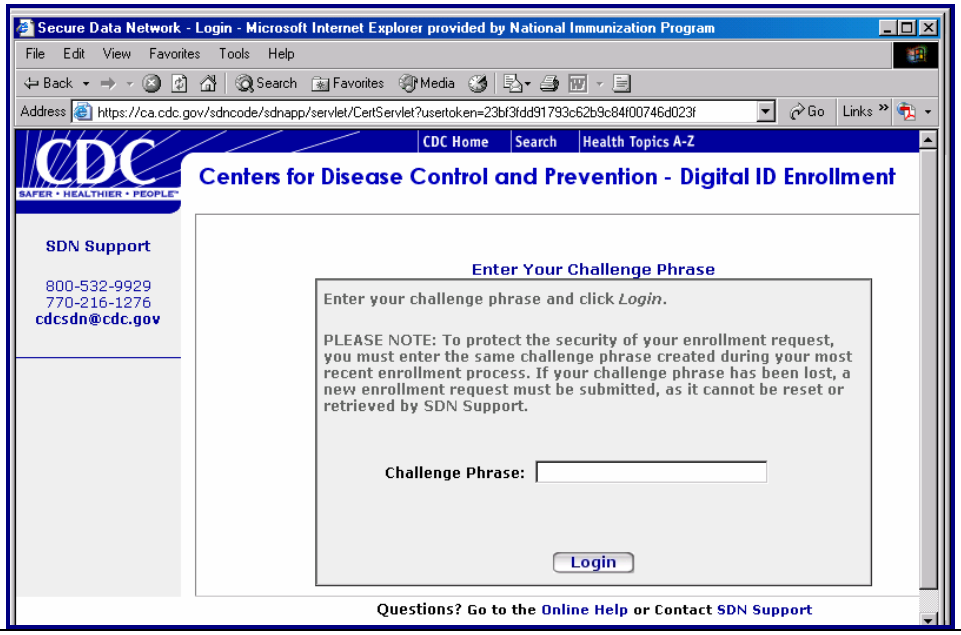
Figure App. C - 9. SDN Enrollment Approved sample email message.

```
From: CDC SDN Support [cdcsdn@cdc.gov]
Sent: Wednesday, March 26, 2003 3:58 PM
To: John Doe
Subject: SDN Enrollment Approved

The administrator has approved your SDN enrollment request. Go to the following
URL to obtain your digital certificate:

https://ca.cdc.gov/servlet/CertServlet?usertoken=387818:f42ece9805:-7ffd
```

Either click on the link provided in the message, or copy the link and paste it into your browser.

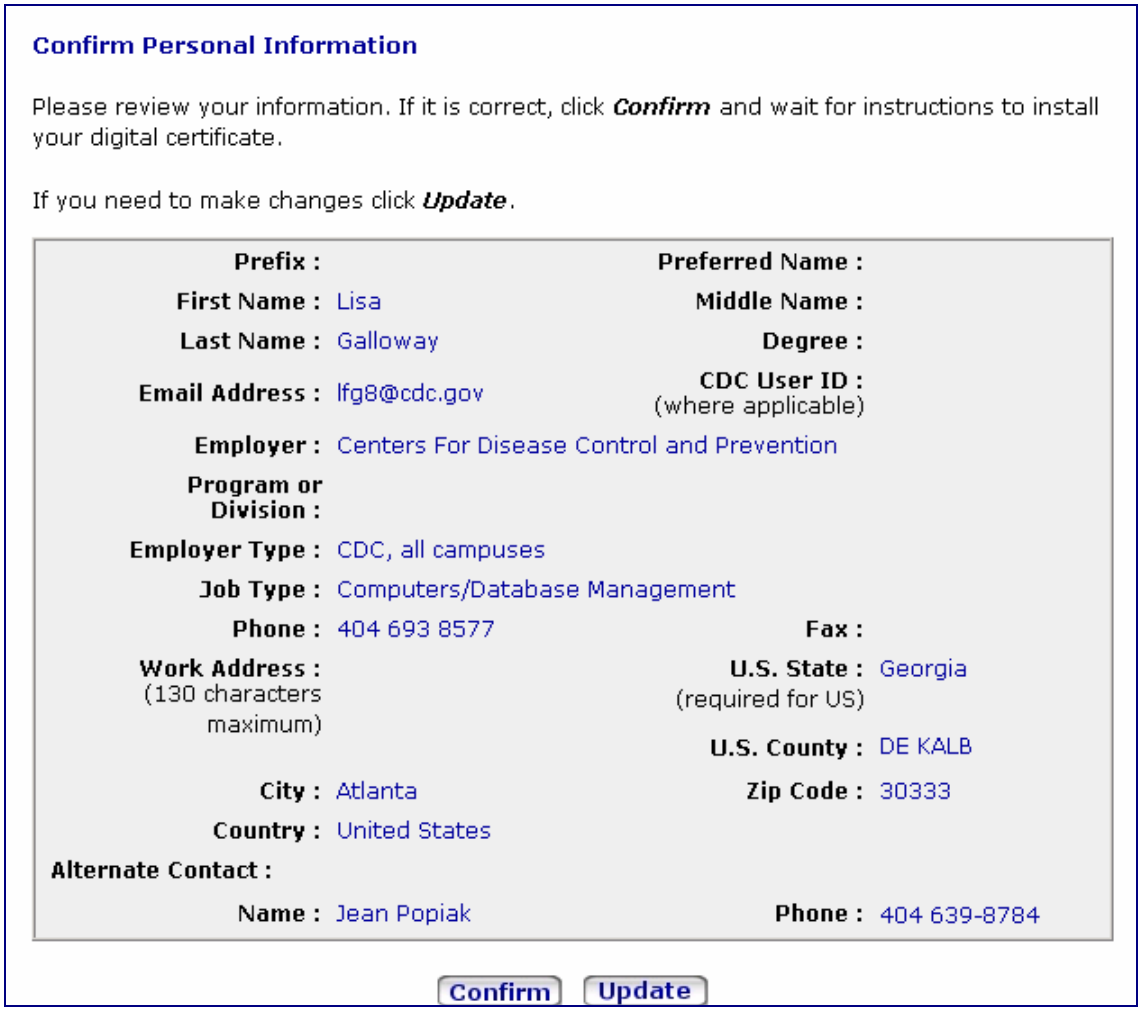
Result: Upon access, the system displays the *Secure Data Network – Login – Microsoft Internet Explorer provided by National Immunization Program – Centers for Disease Control and Prevention – Digital ID Enrollment - Challenge Phrase* screen, Figure App. C - 10.

Figure App. C - 10. SDN Login - Digital ID Enrollment – Challenge Phrase screen.



Obtaining Your SDN Certificate (continued)

Step	Action
2	On the SDN Login *Challenge Phrase* screen, Figure App. C - 10, type your challenge phrase. This is the challenge phrase you created when you requested your SDN certificate. After typing your challenge phrase, click the **Login** button. **Result:** The system verifies the challenge phrase, then displays the SDN *Confirm Personal Information* screen. **Figure App. C - 11. SDN – Confirm Personal Information screen.**



Confirm Personal Information

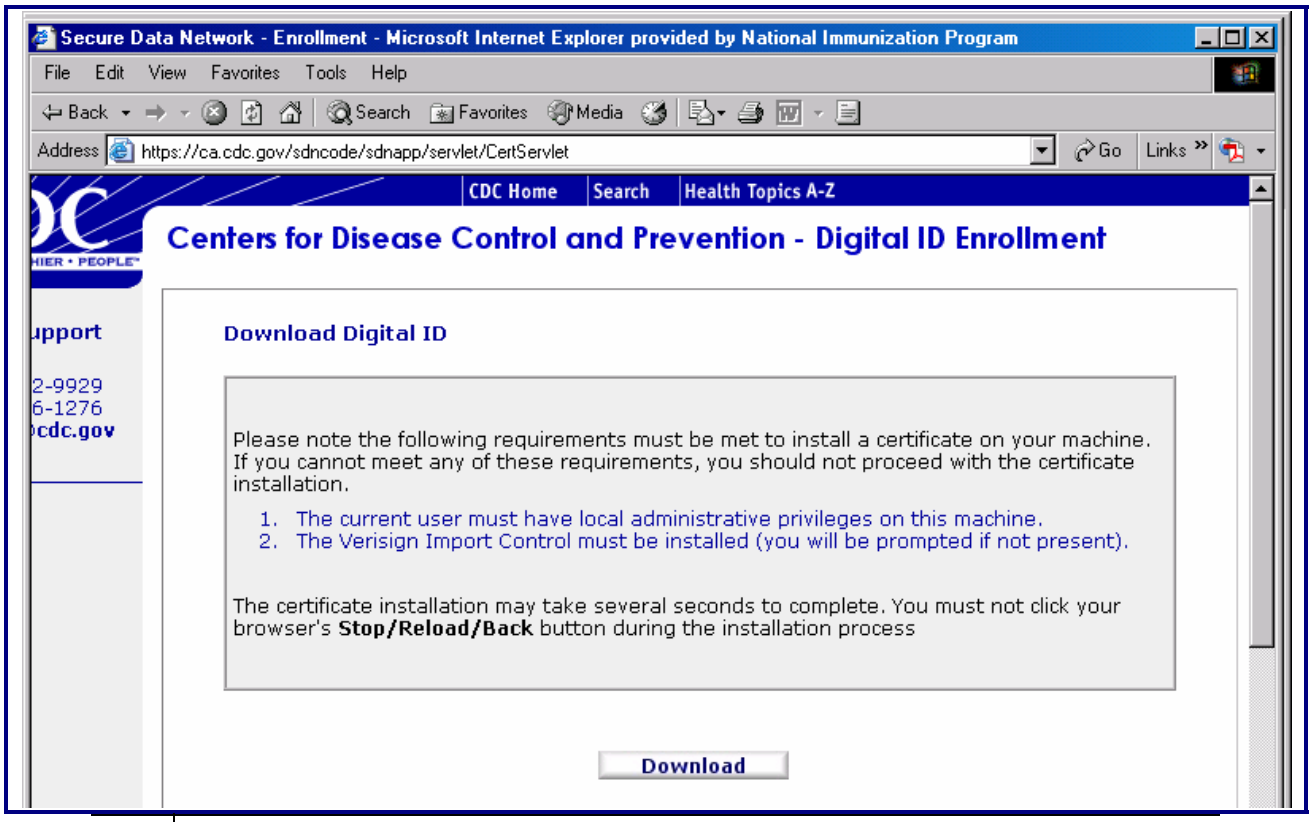
Please review your information. If it is correct, click ***Confirm*** and wait for instructions to install your digital certificate.

If you need to make changes click ***Update***.

Prefix :		**Preferred Name :**	
First Name :	Lisa	**Middle Name :**	
Last Name :	Galloway	**Degree :**	
Email Address :	lfg8@cdc.gov	**CDC User ID :** (where applicable)	
Employer :	Centers For Disease Control and Prevention		
Program or Division :			
Employer Type :	CDC, all campuses		
Job Type :	Computers/Database Management		
Phone :	404 693 8577	**Fax :**	
Work Address : (130 characters maximum)		**U.S. State :** (required for US)	Georgia
		U.S. County :	DE KALB
City :	Atlanta	**Zip Code :**	30333
Country :	United States		
Alternate Contact :			
Name :	Jean Popiak	**Phone :**	404 639-8784

Confirm Update

Obtaining Your SDN Certificate (continued)

Step	Action
3	On the SDN *Confirm Personal Information* screen, Figure App. C - 11, review the information for accuracy. It is important that all information is correct before the digital certificate is issued. The information is permanently associated with the digital certificate itself. It can be changed only within SDN and is not reflected by the certificate. **Note:** You can correct or update this information as needed. If you modify information in any of the required (*) fields, the system displays the SDN *Personal Information Changes Received* screen, Figure App. C - 13. Note that in these cases, you will need to re-install your certificate. **Figure App. C - 12. SDN –Personal Information Changes Received screen.** If the information on the SDN *Confirm Personal Information* screen, Figure App. C - 11, is correct, click the **Confirm** button. **Result:** The system displays the SDN – CDC *Download Digital ID* screen. **Figure App. C - 13. SDN – CDC Download Digital ID screen.** 
4	Go to the Next topic, “Installing Your Digital Certificate.”

Installing Your SDN Certificate

Use these instructions to install your SDN certificate.

Before You Begin

After confirmation of the enrollment information, your browser will be directed automatically to begin creation of the digital certificate based on the type of browser being used.

- For Internet Explorer users, certificate generation and installation will be done automatically.
- For Netscape users, certificate generation will be done automatically, and instructions for the installation of the certificate will be provided.

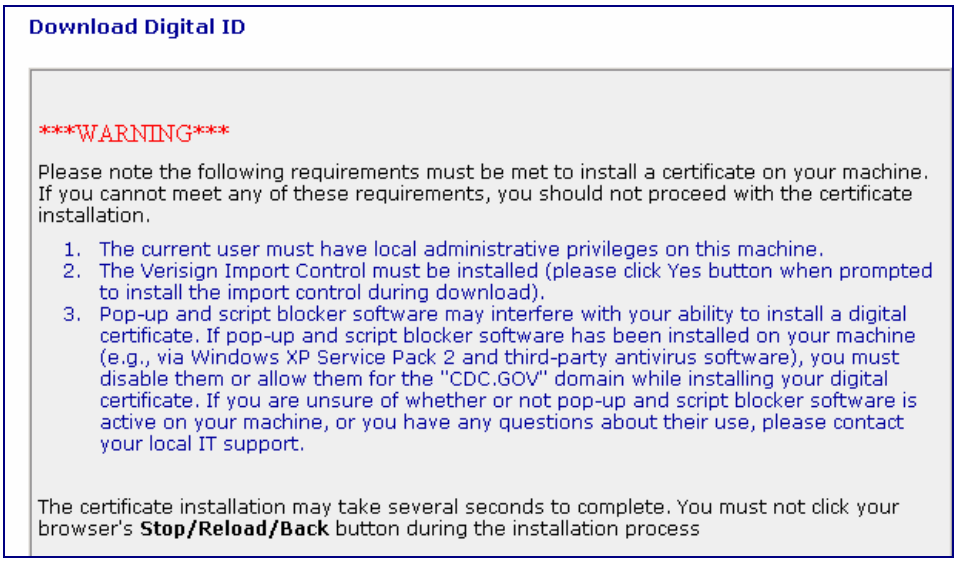
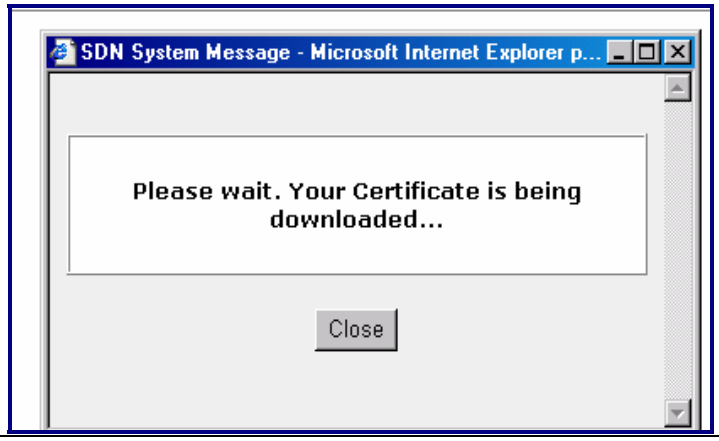
  For Netscape users, the installation instructions must be followed as specified due to the fact that the certificate will not install automatically.

If the generation or installation of the certificate fails, and you are unable to obtain your digital certificate using your current enrollment request, contact SDN Support or your program administrator for assistance.

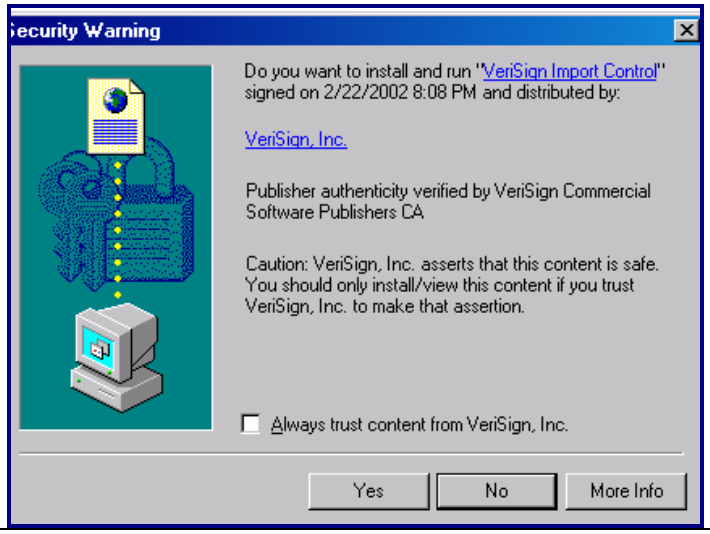
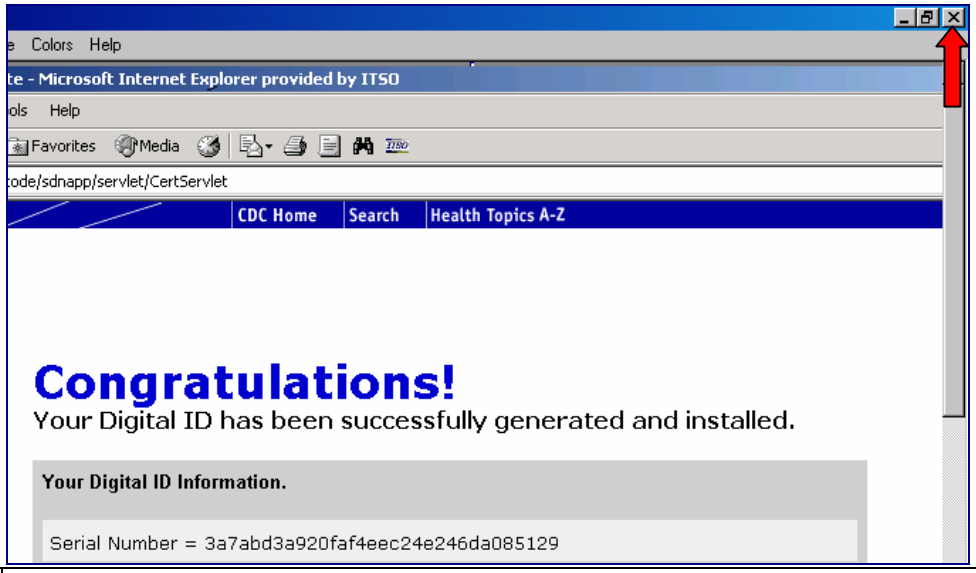
Prerequisites

- You must have obtained your SDN digital ID certificate. See the previous topic, “Obtaining your SDN Certificate.”
- You must have local administrative rights on your machine to install the certificate.
- You must have Verisign Import Control on your machine. If you previously had an SDN certificate on your computer, you should have this software. Otherwise, click the **Yes** button when prompted, during the certificate download, to install the Verisign Import Control function.
- If you have pop-up and script blocker software on your computer, you need to allow them for the “CDC.GOV” domain while installing your certificate. Contact your IT staff or the VACMAN Help Desk for further information.
- See “Before You Begin,” at the beginning of this “SDN Enrollment” section.

Installing Your SDN Certificate (continued)

Step	Action
1	On the SDN *CDC Download Digital ID* screen, Figure App. C - 14, read the requirements, then click the **Download** button. **Figure App. C - 14. SDN – CDC Download Digital ID screen, Install process.**  **Result:** The system displays an *SDN System Message* indicating that your certificate is being downloaded. **Figure App. C - 15. SDN System Message screen.** 
2	On the *SDN System Message* screen, click the **Close** Button. **Result:** The system accesses the *Security Warning - VeriSign Import Control* screen, Figure App. C - 16.

Installing Your SDN Certificate (continued)

Step	Action
2 **cont.**	**Figure App. C - 16. Security Warning - VeriSign Import Control screen.** 
3	On the *Security Warning - VeriSign Import Control* screen, Figure App. C - 16, click the **Yes** button. **Result:** The system installs the software, then displays the SDN *Digital ID Installation Complete – Congratulations!* screen. **Figure App. C - 17. SDN - Digital ID Installation Complete – Congratulations! screen.** 
4	Click the **close screen** button at the top right corner of the internet screen. **Result:** Your digital certificate is installed. The system closes your connection with the SDN. You can perform the VACMAN system Exchange function by entering your challenge phrase when you log in to SDN.
5	The VACMAN team recommends that you make a backup copy of your certificate. If you move to, or receive, a different computer, you can install the certificate on it. For instructions on how to do this, email cdcsdn@cdc.gov and request instructions for backing up your SDN certificates.

Appendix D – Table Definitions

ACTREF – Action Code Reference

This database contains information about the ACTION field in DISTRIB.DBF. All letters in Character type fields are in UPPER CASE. All Date type fields are in mm/dd/yy format, although the actual structure contains a 4-digit year.

Field Name	Type	Length	Dec.	Description
Action	Numeric	2	0	Action code. Used in the ACTION field in DISTRIB.DBF to identify the type of transaction. Codes are: 1 – vaccine sent from the project to a provider 2 – provider returned usable vaccine to the depot 3 – vaccine spoiled for a reason other than improper storage upon receipt of vaccine or refrigerator failure 4 – vaccine expired before it was completely used by the provider 5 – vaccine was lost or damaged during shipment to the provider 6 – vaccine was improperly stored upon receipt and spoiled 7 – refrigerator failed and the vaccine spoiled 8 – provider transferred usable vaccine to another provider 9 – vaccine order transmitted to vaccine distribution center 11 – vaccine was lost or cannot be accounted for in the provider inventory 12 – vaccine was not usable for some reason other than spoiled, expired, or lost/damaged
Status	Character	50	0	Description of the code set up in the ACTION field
Indexes - NONE				

ALLVAC – Inventory Cross Reference

This table provides a look up reference for the inventory adjustment screen. It provides the cpt_code value to the CPT Code portion of the screen.

Field Name	Type	Length	Dec.	Description
Full_cvx_n	Character	90	0	Description of the vaccine
Cvx_id	Character	8	0	Unique identifier
Mvx_id	Character	50	0	3 letter manufacturer id code
Vaccine_ma	Character	150	0	Manufacturer name
Brand_name	Character	90	0	Vaccine brand name
Cpt_code_d	Character	150	0	Usage information for the vaccine
Cpt_code	Character	50	0	CPT code – CDC assigned
Info_sourc	Character	50	0	Source of vaccine information
Date_of_in	Character	50	0	Information source date
Vaccine	Character	8	0	Corresponds to vaccine name in other tables
Descrip	Character	50	0	Additional descriptive information

Indexes	
Tag Name	**Key**
HL7CODE	CVX_ID
VACCINE	VACCINE

AREACODE – Area Code Reference

The purpose of this table is to define changes to area codes.

Field Name	Type	Length	Dec.	Description
Oldarea	Character	3	0	Old area code
Newarea	Character	3	0	New area code
Prefix	Character	3	0	3 character prefix number

Indexes	
Tag Name	**Key**
NEWPREFIX	NEWAREA+PREFIX
OLDPREFIX	OLDAREA+PREFIX
PREFIX	PREFIX

AUDIT – Audit Trail Table

New database for Visual VACMAN 3.0. This database contains audit trail records. Whenever a record is added or edited in one of the primary database tables (Distrib, DosesAdm, Enroll, NewOrder, Stock, Provhas, Provider, Physicn), a record is inserted in this table.

Field Name	Type	Length	Dec.	Description
Tablename	Character	10	0	Table where add/edit took place.
Formname	Character	15	0	Data entry form name where add/edit took place.
Detail_old	Character	40	0	Details of original record, or blank if a new record was added.
Detail_new	Character	40	0	Details of new or updated record.
Userid	Character	8	0	User who added/edited record.
Chgdate	Date	8	0	Date of add/edit.
Auditid	Numeric	4	0	Unique ID for this record.
Indexes - NONE				

CAT1 – User Defined Category 1

New database for Visual VACMAN 3.0. This database contains values assigned by the project for Category 1, one of five user-defined categories that may be used by the project for categorizing providers. The values in this database are assigned using the Cat1 data entry form under Setup. These values appear in the drop down list for Category 1 on the provider data entry form, and on the reports criteria selection screen. Category 1 is assigned its own label value, which is stored in Ownref.Cat1Name.

Field Name	Type	Length	Dec.	Description
Cat1	Character	10	0	User-defined value for this record.
Cat1name	Character	35	0	User-defined full name (description) for this value.
Indexes - NONE				

CAT2 - User Defined Category 2

New database for Visual VACMAN 3.0. This database contains values assigned by the project for Category 2, one of five user-defined categories that may be used by the project for categorizing providers. The values in this database are assigned using the Cat2 data entry form under Setup. These values appear in the drop down list for Category 2 on the provider data entry form, and on the reports criteria selection screen. Category 2 is assigned its own label value, which is stored in Ownref.Cat2Name.

Field Name	Type	Length	Dec.	Description
Cat2	Character	10	0	User-defined value for this record.
Cat2name	Character	35	0	User-defined full name (description) for this value.
Indexes - NONE				

CAT3 – User Defined Category 3

New database for Visual VACMAN 3.0. This database contains values assigned by the project for Category 3, one of five user-defined categories that may be used by the project for categorizing providers. The values in this database are assigned using the Cat3 data entry form under Setup. These values appear in the drop down list for Category 3 on the provider data entry form, and on the reports criteria selection screen. Category 3 is assigned its own label value, which is stored in Ownref.Cat3Name.

Field Name	Type	Length	Dec.	Description
Cat3	Character	10	0	User-defined value for this record.
Cat3name	Character	35	0	User-defined full name (description) for this value.
Indexes - NONE				

CAT4 – User Defined Category 4

New database for Visual VACMAN 3.0. This database contains values assigned by the project for Category 4, one of five user-defined categories that may be used by the project for categorizing providers. The values in this database are assigned using the Cat4 data entry form under Setup. These values appear in the drop down list for Category 4 on the provider data entry form, and on the reports criteria selection screen. Category 4 is assigned its own label value, which is stored in Ownref.Cat4Name.

Field Name	Type	Length	Dec.	Description
Cat4	Character	10	0	User-defined value for this record.
Cat4name	Character	35	0	User-defined full name (description) for this value.
Indexes - NONE				

CAT5 – User Defined Category 5

New database for Visual VACMAN 3.0. This database contains values assigned by the project for Category 5, one of five user-defined categories that may be used by the project for categorizing providers. The values in this database are assigned using the Cat5 data entry form under Setup. These values appear in the drop down list for Category 5 on the provider data entry form, and on the reports criteria selection screen. Category 5 is assigned its own label value, which is stored in Ownref.Cat5Name.

Field Name	Type	Length	Dec.	Description
Cat5	Character	10	0	User-defined value for this record.
Cat5name	Character	35	0	User-defined full name (description) for this value.
Indexes - NONE				

COUNTY – County Name Reference

New database for Visual VACMAN 3.0. This database contains values for County names. These values are assigned by the project based on the counties in the project area (for most projects, this would be all of the counties in a state). The values in this database are assigned using the County data entry form under Setup. These values appear in the drop down list for County on the provider data entry form, and on the reports criteria selection screen.

Field Name	Type	Length	Dec.	Description
County	Character	15	0	County name.

Indexes	
Tag Name	**Key**
COUNTY	COUNTY

CRITERIA – Report Creation Criteria

This table is used for the various report generator routines in VACMAN. It stores the criteria selected by the user on the report criteria selection screen. This data is then used by the reportSQL methods listed in the program field of the table to determine what record selection criteria were used and generate the final report. The table also stores the criteria selected the last time a report was run so that the user can easily re-create the report the next time they call it up. Not all of the fields are used for the various program names, values and fields used vary depending on report type.

Field Name	Type	Length	Dec.	Description
Program	Character	8	0	Stores the name of the SQL routine used to call up the report
Firstd	Date	8	0	When a data range for the report is specified, stores the beginning date selection criteria for the report
Lastd	Date	8	0	When a data range for the report is specified, stores the end date selection criteria for the report
Firstxmit	Date	8	0	When a data range for the report is specified, stores the start transmit date criteria for the report
Lastxmit	Date	8	0	When a data range for the report is specified, stores the last transmit date criteria for the report
Sector	Numeric	2	0	When a sector criteria is available, stores the type of provider. The first digit must be: 1 - designates the provider is public 2 - designates the provider is private 3 - designates a project, depot, or other immunization project The second digit designates whether a private provider is deputized as a Federally Qualified Health Center (FQHC) or Rural Health Center (RHC). Odd numbers indicate that a private provider is deputized as a FQHC or RHC. The code must be in the SECTOR field in SECTOREF.DBF.
Action	Character	100	0	When an action code criteria is provided, stores action code criteria for the report
Ffrompin	Character	6	0	When a from PIN range is provided, stores the starting pin range for the report
Lfrompin	Character	8	0	When a from PIN range is provided, stores the ending PIN range for the report
PIN	Character	6	0	When a range of PIN numbers is provided, stores the first PIN number for the report.
lastPIN	Character	6	0	When a range of PIN numbers is provided, stores the last PIN number for the report
County	Character	15	0	Used to store a county name for selection criteria for the report
Subco	Character	15	0	When available, stores a sub-county value for report selection criteria
Subdiv	Character	15	0	When available, stores a sub-division value for report selection criteria
Cat1	Character	10	0	When available, stores a value of category 1 for report selection criteria. This value corresponds to a user defined field created during setup.
Cat2	Character	10	0	When available, stores a value of category 2 for report selection criteria. This value corresponds to a user defined field created during setup.
Cat3	Character	10	0	When available, stores a value of category 3 for report

				selection criteria. This value corresponds to a user defined field created during setup.
Lot	Character	15	0	Used to store a lot number for selection criteria when available for the report.
Inexvacc	Logical	1	0	Used to store a value representing whether or not to include expired vaccines in the selected report.
Vaccine	Character	8	0	Used to store a value for a vaccine to be included in the selected report
Fundcode	Character	1	0	Used to store a selected fund code value for the report.
Dose	Numeric	1	0	Used to store a minimum dose amount for the selected report
Active	Character	1	0	Used to store a value designating active/inactive/all records for the given report
City	Character	20	0	Used to store a value for city used as selection criteria for the particular report
Ordby	Character	100	0	Contains a string value corresponding to the order by clause in the sql command for the particular report.
Status	Character	3	0	Used to store a selected status code value for the report selected
Cat4	Character	10	0	When available, stores a value of category 4 for report selection criteria. This value corresponds to a user defined field created during setup.
Cat5	Character	10	0	When available, stores a value of category 5 for report selection criteria. This value corresponds to a user defined field created during setup.
Indexes - NONE				

DBLIST – Database Reference Table

This database contains a list of tables maintained by the Data Doctor utility in VACMAN. Aside from the names of each table, there is a field containing information used by the utility to determine support actions required for the table in question.

Field Name	Type	Length	Dec.	Description
Descrip	Character	35	0	A brief description of what the table is used for.
Dbname	Character	8	0	Name of the table
Support	Character	8	0	A series of values used by the data doctor utility to determine what actions are to be taken with each table
Indexes - NONE				

DISTHIST – History of Distributions

This database is maintained by import/export utilities to record distributions from project depots and returns from providers. Data is added when the export – move option is selected for distribution from project depot data. If exported data is re-imported, the records are removed from and the matching lots table records are adjusted. A new record is entered into distrib.

Field Name	Type	Length	Dec.	Description
Input	Date	8	0	Input date – from original distrib record
Xmitdate	Date	8	0	Transmit date – from the original distrib record
Dateout	Date	8	0	Date depends on the code in the ACTION field . Dates are: 1 - date shipment is actually shipped to the provider 2 - date vaccine is returned Note: Other action codes found in distrib are not recorded to the disthist table
PIN	Character	6	0	Provider identification number – from the distrib table
FromPIN	Character	6	0	Definition of this PIN depends on the code in the ACTION field. Definitions are: 1 – sending project/depot PIN for distribution of inventory 2 – Project/depot PIN to which the provider is reporting Note: Other action codes found in distrib are not recorded to the disthist table
Action	Numeric	2	0	Action code (see the ACTION field in ACTREF.DBF) to identify the type of transaction. Codes are: 1 - vaccine sent from the project to a provider 2 – usable vaccine returned by the provider Note: Other action codes found in distrib are not recorded to the disthist table
Lot	Character	15	0	Manufacturer's lot number
Ordsize	Numeric	2	0	Not used
Vaccine	Character	8	0	Name of vaccine from the distrib table.
Units	Numeric	8	0	Number of vials
Doses	Numeric	8	0	Number of doses
Fdose1	Numeric	8	0	Prior to version 3.0: Number of doses assigned to VFC funds
Fdose2	Numeric	8	0	Prior to version 3.0: Number of doses assigned to G317 funds
Fdose3	Numeric	8	0	Prior to version 3.0: Number of doses assigned to state/other funds
Seekid	Numeric	9	0	Unique id assigned to a distrib record when the action code is 1. Value is imported from distrib table
Cdcpo	Numeric	10	0	Not used
Status	Character	2	0	Imported from the distrib table. For action code 1 'Re' means the material was received
Shipdate	Date	8	0	Not used
Orddose	Numeric	8	0	Not used

Indexes	
Tag Name	**Key**
ACTION	ACTION
FROMPIN	FROMPIN
LOT	LOT
VACCINE	VACCINE

DISTOVER – Vaccine Quantity Overrides

This database contains information about vaccine overrides. All letters in Character type fields are in UPPER CASE. All Date type fields are in mm/dd/yy format, although the actual structure contains a 4-digit year in compliance with the year 2000.

Field Name	Type	Length	Dec.	Description
Input	Date	8	0	Date the override record is entered in the database. This can be earlier or later than the date of shipment.
PIN	Character	6	0	Provider identification number. This number must be in the PIN field in PROVIDER.DBF. This field is right-justified.
Action	Numeric	2	0	Action code. Used in DISTRIB.DBF to identify the type of transaction. Codes are: 1 – vaccine sent from the project to a provider 9 – vaccine order transmitted to vaccine distribution center
Vaccine	Character	8	0	Short name for vaccine type. This name must be in the VACCINE field in STOCK.DBF.
Doses	Numeric	8	0	Number of doses
Elig_kids	Numeric	6	0	Number of children eligible for vaccine. This field is assigned information from the PROVIDER.DBF record for the associated PIN.
Reason	Character	50	0	Description for the override action
Indexes - NONE				

DISTRIB – Vaccine Distributions List

This database contains information about vaccine distributions to providers, vaccine returned by providers, and vaccine reported as wasted by providers. All letters in Character type fields are in UPPER CASE. All Date type fields are in mm/dd/yy format, although the actual structure contains a 4-digit year in compliance with the year 2000.

This database can have information imported to or exported from it using the Import Data into VACMAN or Export Data screen under Utilities Main Menu.

Field Name	Type	Length	Dec.	Description
Input	Date	8	0	Date the record is entered into the database. This can be earlier or later than the date of shipment.
Xmitdate	Date	8	0	Future use
Dateout	Date	8	0	Date depends on the code in the ACTION field in ACTREF.DBF. Dates are: 1 - date shipment is actually shipped to the provider 2 - date vaccine is returned 3 thru 7, 11, 12 - date vaccine is reported spoiled, expired, or lost/damaged 8 - date vaccine is shipped 9 - date vaccine order is transmitted
PIN	Character	6	0	Provider identification number. This is the recipient of the vaccine. This number must be in the PIN field in PROVIDER.DBF. This field is right-justified.
FromPIN	Character	6	0	Definition of this PIN depends on the code in the ACTION field in ACTREF.DBF. Definitions are: 1 – sending project/depot PIN for distribution of inventory 2 thru 7, 11, 12 – project/depot PIN to which the provider is reporting 8 – provider PIN transferring the vaccine 9 – PIN of a vaccine distribution center
Action	Numeric	2	0	Action code (see the ACTION field in ACTREF.DBF) to identify the type of transaction. Codes are: 1 - vaccine sent from the project to a provider 2 – usable vaccine returned by the provider 3 – vaccine spoiled for a reason other than improper storage upon receipt or refrigerator failure 4 - expired vaccine 5 – vaccine was lost or damaged during shipment to the provider 6 – vaccine was improperly stored upon receipt and spoiled 7 – refrigerator failed and the vaccine spoiled 8 – usable vaccine transferred from one provider to another 11 – vaccine was lost or cannot be accounted for in the provider inventory 12 – vaccine was not usable for some reason other than spoiled, expired, or lost/damaged
Lot	Character	15	0	Manufacturer's lot number. This number must be in the LOT field in STOCK.DBF.

Ordsize	Numeric	4	0	Future use
Vaccine	Character	8	0	Short name for vaccine types. This name must be in the VACCINE field in STOCK.DBF.
Units	Numeric	8	0	Number of vials
Doses	Numeric	8	0	Number of doses
Fdose1	Numeric	8	0	Prior to version 3.0: Number of doses assigned to VFC funds
Fdose2	Numeric	8	0	Prior to version 3.0: Number of doses assigned to G317 funds
Fdose3	Numeric	8	0	Prior to version 3.0: Number of doses assigned to State/other funds
SeekID	Numeric	9	0	Unique number assigned to this record when the code in the ACTION field = 1. If the code in the ACTION field does not equal 1, this field is blank.
Cdcpo	Numeric	10	0	Future use
Status	Character	2	0	Quick reference to distribution type. Codes are: Di – Distribution from project depot Re – Return to project depot Sp – Report of spoiled vaccine Ex – Report of expired vaccine Lo – Lost or missing vaccine Im – Improper storage Fa – Spoilage due to refrigerator failure Tr – Transfer between providers Ac – Cannot be accounted for Us – Unusable vaccine Aj – Inventory Adjustment
Shipdate	Date	8	0	Future use
Orddose	Numeric	8	0	Future use
Shipped	Numeric	1	0	Code indicating whether the vaccine shipped has actually been shipped. Codes are: 1 – vaccine has been shipped 0 – vaccine has not been shipped (leave field blank)
Notes	Character	25	0	Optional field. Special information about the vaccine shipment that can be included on the Shipping Invoice.
Chgdate	Date	8	0	Date the record was last changed.
Userid	Character	8	0	ID of the user who last changed the record. The ID is copied from the Security profile.
Distid	Integer	4	0	Unique ID for each record. New field for VV 3.0.
Rectype ADDED	Character	1	0	Type of record. Codes are: 1 - bulk order 2 - Varicella order for individual providers

Indexes

Tag Name	Key
DATEOUT	DATEOUT
DATPINVAC	SYS(11,DATEOUT)+PIN+VACCINE
DELETED	DELETED()
FPINDATVAC	FROMPIN+PIN+SYS(11,DATEOUT)+VACCINE
FROMPIN	FROMPIN
INPUT	INPUT
INVACPIN	SYS(11,INPUT)+PIN+VACCINE
LOT	LOT
MULTI	ALLTRIM(STR(ACTION))+SYS(11,DATEOUT)+FROMPIN+PIN+VACCINE+LOT
PIN	PIN
PINDATVAC	PIN+SYS(11,DATEOUT)+VACCINE

SEEKID	SEEKID
VACCINE	VACCINE
VACLOT	VACCINE+LOT
ACTION ADDED??	ACTION

DOSESADM – History of Doses Administered

This database contains information about doses administered by providers. All letters in Character type fields are in UPPER CASE. All Date type fields are in mm/dd/yy format, although the actual structure contains a 4-digit year in compliance with the year 2000.

This database can have information imported to or exported from it using the Import Data into VACMAN or Export Data screen under Utilities Main Menu.

Field Name	Type	Length	Dec.	Description
Adate	Date	8	0	Last day of the period (such as month or quarter) being reported.
PIN	Character	6	0	Provider identification number. This number must be in the PIN field in PROVIDER.DBF. This field is right-justified.
Sector	Numeric	1	0	Code for vaccine sector type. Codes are: 1 - public provider doses 2 - private provider doses
Vaccine	Character	8	0	Short name for vaccine types. This name must be in the VACCINE field in VACCREF.DBF.
Position	Numeric	2	0	Source code for the re-defined age categories. Codes are: 1 - re-defined age categories (changed from 98 in 2.63 blank - original age categories
Dose	Numeric	1	0	Number of doses in the series for a vaccine (1st dose, 2nd dose, etc.)
G1	Numeric	7	0	Number of doses administered to age category 1 (less than 1 year of age)
G2	Numeric	7	0	Number of doses administered to age category 2 (1 year of age)
G3	Numeric	7	0	Number of doses administered to age category 3 (2 years of age)
G4	Numeric	7	0	Number of doses administered to age category 4 (3 - 4 years of age)
G5	Numeric	7	0	Number of doses administered to age category 5 (5 years of age)
G6	Numeric	7	0	Number of doses administered to age category 6 (6 - 9 years of age)
G7	Numeric	7	0	Number of doses administered to age category 7 (10 - 14 years of age)
G8	Numeric	7	0	Number of doses administered to age category 8 (15 - 19 years of age)
G9	Numeric	7	0	Number of doses administered to age category 9 (20 - 24 years of age)
G10	Numeric	7	0	Number of doses administered to age category 10 (25 - 44 years of age)
G11	Numeric	7	0	Number of doses administered to age category 11 (45 - 64 years of age)
G12	Numeric	7	0	Number of doses administered to age category 12 (65 years of age or greater)
G13	Numeric	7	0	Number of doses administered to age category 13 (unknown age)
Rowtot	Numeric	10	0	Total number of doses administered for age categories 1 - 13
Dauzr1	Numeric	7	0	First optional user-defined field. This field is assigned using the User-Defined Names screen under Setup/Other Main Menu. This field can be used for Project analysis in doses administered data and related reports. The name must be in the UZR1DA field in OWNREF.DBF.
Dauzr2	Numeric	7	0	Second optional user-defined field. This field is assigned using the User-Defined Names screen under Setup/Other Main Menu. This field can be used for project analysis in doses administered

				data and related reports. The name must be in the UZR2DA field in OWNREF.DBF.
Dauzr3	Numeric	7	0	Third optional user-defined field. This field is assigned using the User-Defined Names screen under Setup/Other Main Menu. This field can be used for project analysis in doses administered data and related reports. The name must be in the UZR3DA field in OWNREF.DBF.
Chgdate	Date	8	0	Date the record was last changed.
Userid	Character	8	0	ID of the user who last changed the record. The ID is copied from the Security profile.
Dauzr4	Numeric	7	0	Optional user-defined field. New field for VV 3.0.
Dauzr5	Numeric	7	0	Optional user-defined field. New field for VV 3.0.
Dauzr6	Numeric	7	0	Optional user-defined field. New field for VV 3.0.
Dauzr7	Numeric	7	0	Optional user-defined field. New field for VV 3.0.
Dauzr8	Numeric	7	0	Optional user-defined field. New field for VV 3.0.
Dauzrtot	Numeric	8	0	Total, all DAUZR fields. New field for VV 3.0.
Dosesadmid	Integer	4	0	Unique ID for record. New field for VV 3.0.

Indexes

Tag Name	Key
ADATE	ADATE
DATPINVAC	SYS(11,ADATE)+PIN+VACCINE
MULTI	SYS(11,ADATE)+PIN+ALLTRIM(STR(SECTOR))+VACCINE+ALLTRIM(STR(DOSE))
PIN	PIN
PINDATVAC	PIN+SYS(11,ADATE)+VACCINE
PINVACDAT	PIN+VACCINE+SYS(11,ADATE)
VACCINE	VACCINE

ENROLL – Provider Enrollment Reference

This database contains information about VFC-enrollment age groups for providers. All letters in Character type fields are in UPPER CASE. All Date type fields are in mm/dd/yy format, although the actual structure contains a 4-digit year in compliance with the year 2000.

This database can have information imported to or exported from it using the Import Data into VACMAN or Export Data screen under Utilities Main Menu.

Field Name	Type	Length	Dec.	Description
PIN	Character	6	0	Project/depot identification number. This number must be in the PIN field in PROVIDER.DBF and assigned to classification codes 30 through 33 (Project or depot) for the SECTOR field in SECTOREF.DBF. This field is right-justified.
Agedefine	Character	6	0	1998. Indicates the new 1998 age groups.
Ensource	Character	10	0	Source code for the enrollment information. The codes are the same as in the SOURCECODE field in ENROLLSC.DBF. This field can contain any combination of codes. Codes are: A - benchmarking data B - Medicaid claims data C - provider encounter data D - registry data E - vaccine replacement data F - doses administered data G - prior ordering data Z – other
Allkids1	Numeric	7	0	Total children under 1 year of age receiving immunizations
Medicaid1	Numeric	7	0	Number of children under 1 year of age qualifying for Medicaid
Uninsured1	Numeric	7	0	Number of children under 1 year of age uninsured for health care
Amindian1	Numeric	7	0	Number of American Indian and Alaskan Native children under 1 year of age
Fqhc_rhc1	Numeric	7	0	Number of children under 1 year of age underinsured (no coverage for immunizations) AND are served in a Federally Qualified Health Center (FQHC) or Rural Health Center (RHC)
Vfckids1	Numeric	7	0	Total children under 1 year of age who are VFC eligible. This amount should equal the number in the MEDICAID1, UNINSURED1, AMINDIAN1, and FQHC_RHC1 fields.
G317kids1	Numeric	7	0	Number of children under 1 year of age not eligible for VFC vaccines, but eligible to receive free vaccines through direct assistance or G317 funds.
Statekids1	Numeric	7	0	Number of children under 1 year of age not eligible for VFC vaccines, but eligible to receive free vaccines through State/other funds.
Allkids2	Numeric	7	0	Age group is 1-18 if the AGEDEFINE field does not contain 1998. Age group is 1-6 if AGEDEFINE does contain 1998. Total children in age group receiving immunizations
Medicaid2	Numeric	7	0	Age group is 1-18 if the AGEDEFINE field does not contain 1998. Age group is 1-6 if AGEDEFINE does contain 1998. Number of children in age group qualifying for Medicaid
Uninsured2	Numeric	7	0	Age group is 1-18 if the AGEDEFINE field does not contain

				1998. Age group is 1-6 if AGEDEFINE does contain 1998. Number of children in age group uninsured for health care
Amindian2	Numeric	7	0	Age group is 1-18 if the AGEDEFINE field does not contain 1998. Age group is 1-6 if AGEDEFINE does contain 1998. Number of American Indian and Alaskan Native children in age group
Fqhc_rhc2	Numeric	7	0	Age group is 1-18 if the AGEDEFINE field does not contain 1998. Age group is 1-6 if AGEDEFINE does contain 1998. Number of children in age group underinsured (no coverage for immunizations) AND are served in a Federally Qualified Health Center (FQHC) or Rural Health Center (RHC)
Vfckids2	Numeric	7	0	Age group is 1-18 if the AGEDEFINE field does not contain 1998. Age group is 1-6 if AGEDEFINE does contain 1998. Total number of children in age group who are VFC eligible. This amount should equal the number in the MEDICAID2, UNINSURED2, AMINDIAN2, and FQHC_RHC2 fields.
G317kids2	Numeric	7	0	Age group is 1-18 if the AGEDEFINE field does not contain 1998. Age group is 1-6 if AGEDEFINE does contain 1998. Number of children in age group not eligible for VFC vaccines, but eligible for free vaccines through distribution of direct assistance or G317 funds.
Statekids2	Numeric	7	0	Age group is 1-18 if the AGEDEFINE field does not contain 1998. Age group is 1-6 if AGEDEFINE does contain 1998. Number of children in age group not eligible for VFC vaccines, but eligible for free vaccines through State/other funds.
Allkids3	Numeric	7	0	Total children 7-18 years of age receiving immunizations
Medicaid3	Numeric	7	0	Number of children 7-18 years of age qualifying for Medicaid
Uninsured3	Numeric	7	0	Number of children 7-18 years of age uninsured for health care
Amindian3	Numeric	7	0	Number of American Indian and Alaskan Native children 7-18 years of age
Fqhc_rhc3	Numeric	7	0	Number of children 7-18 years of age underinsured (no coverage for immunizations) AND are served in a Federally Qualified Health Center (FQHC) or Rural Health Center (RHC)
Vfckids3	Numeric	7	0	Total children 7-18 years of age who are VFC eligible. This amount should equal the number in the MEDICAID3, UNINSURED3, AMINDIAN3, and FQHC_RHC3 fields.
G317kids3	Numeric	7	0	Number of children 7-18 years of age not eligible for VFC vaccines, but eligible to receive free vaccines through direct assistance or G317 funds.
Statekids3	Numeric	7	0	Number of children 7-18 years of age not eligible for VFC vaccines, but eligible to receive free vaccines through State/other funds.
Allkids4	Numeric	7	0	Optional user-selected field. Total of children over 18 years of age receiving immunizations
Medicaid4	Numeric	7	0	Optional user-selected field. Number of children over 18 years of age qualifying for Medicaid
Uninsured4	Numeric	7	0	Optional user-selected field. Number of children over 18 years of age uninsured for health care
Amindian4	Numeric	7	0	Optional user-selected field. Number of American Indian and Alaskan Native children over 18 years of age
Fqhc_rhc4	Numeric	7	0	Optional user-selected field. Number of children over 18 years of age underinsured (no coverage for immunizations)

				AND are served in a Federally Qualified Health Center (FQHC) or Rural Health Center (RHC)
Vfckids4	Numeric	7	0	Optional user-selected field. Total children over 18 years of age who are VFC eligible. This amount should equal the number in the MEDICAID4, UNINSURED4, AMINDIAN4, and FQHC_RHC4 fields.
G317kids4	Numeric	7	0	Optional user-selected field. Number of children over 18 years of age not eligible for VFC vaccines, but eligible to receive free vaccines through direct assistance or G317 funds.
Statekids4	Numeric	7	0	Optional user-selected field. Number of children over 18 years of age not eligible for VFC vaccines, but eligible to receive free vaccines through State/other funds.
Chgdate	Date	8	0	Date the ENROLL record was last updated by the project.
Userid	Character	8	0	User ID of person adding or editing the ENROLL record. The ID is copied from the Security profile.
Other1	Numeric	7	0	Optional field. New field for VV 3.0.
Other2	Numeric	7	0	Optional field. New field for VV 3.0.
Other3	Numeric	7	0	Optional field. New field for VV 3.0.
Other4	Numeric	7	0	Optional field. New field for VV 3.0.

Indexes

Tag Name	Key
ENSOURCE	ENSOURCE
PIN	PIN
PINAGE	PIN+AGEDEFINE

ENROLLSC – Source Code Reference for Enroll Table

This database contains information about the ENSOURCE field in ENROLL.DBF. All letters in Character type fields are in UPPER CASE. All Date type fields are in mm/dd/yy format, although the actual structure contains a 4-digit year in compliance with the year 2000.

Field Name	Type	Length	Dec.	Description
Sourcecode	Character	1	0	Source code for the enrollment information. Codes are: A - benchmarking data B - Medicaid claims data C - provider encounter data D - registry data E - vaccine replacement data F - doses administered data G - prior ordering data Z – other
Sourcename	Character	30	0	Description of the code set up in the ENSOURCE field.
Indexes - NONE				

ERRORS – Software Error Log

This database receives a record whenever there is an error detected within VACMAN. A record entry contains the name of the program or screen that was executed, the line of code that caused the error, the memory variables and program settings at the time of the error and a listing of the tables in use at the time.

Field Name	Type	Length	Dec.	Description
Errornum	Numeric	4	0	Standard FoxPro error number
Errormsg	Character	40	0	Error message displayed to the user at the time of the error
Errorlin	Numeric	6	0	Line number executed at the time of the error
Codeline	Character	80	0	Standard error message displayed by FoxPro – related to the Errornum field above.
Errorpgm	Character	100	0	Calling program that was active at the time of the error.
Detail	Memo	10/4	0	A memo field containing in-depth information about the error. Includes all of the information from the other fields and information about various program settings, memory variables and their values, tables open, etc. Note: Length may be 4 or 10 depending on original source of the table.
Indexes - NONE				

FILTER – Filter Tool Settings Reference

This database saves information about the settings of the filter tool when a particular form was last activated.

Field Name	Type	Length	Dec.	Description
Firstd	Date	8	0	Stores the beginning date for the filter setting
Lastd	Date	8	0	Stores the ending date for the filter setting
Ffrompin	Character	6	0	Stores the beginning PIN number for the pin range setting in the filter tool
PIN	Character	6	0	Stores the ending PIN number for the pin range setting in the filter tool
Lastpin	Character	6	0	Same as the PIN field
Lot	Character	15	0	Stores the lot number filter setting
Vaccine	Character	8	0	Stores the vaccine value for the filter setting
Form	Character	25	0	Stores the name of the form against which the filter setting is applied.
Indexes - NONE				

FUNDADJ – Funding Adjustments

New database for Visual VACMAN 3.0. This database contains information about the adjustment transactions for funding codes. There is a one-to-many relationship between Funding and FundAdj. There may be many FundAdj records for one Funding record.

Field Name	Type	Length	Dec.	Description
Fundcode	Character	1	0	Funding codes. See Funding.dbf.
Transdate	Date	8	0	Date of funding adjustment transaction.
Descript	Character	35	0	Description of this adjustment transaction.
Adjustment	Numeric	12	0	Amount of adjustment (in whole dollars). Enter a minus sign (-) to subtract the amount.
Applied	Logical	1	0	Indicates that the adjustment was applied
Userid	Character	8	0	User id of person making the funding adjustment entry
Chgdate	Date	8	0	Date of change

Indexes

Tag Name	Key
FUNDCODE	FUNDCODE

FUNDING – Vaccine Funding Reference

This database contains information about the grant funding for vaccines. All letters in Character type fields are in UPPER CASE. All Date type fields are in mm/dd/yy format, although the actual structure contains a 4-digit year in compliance with the year 2000.

Field Name	Type	Length	Dec.	Description
Fundcode	Character	1	0	Funding codes. The first 3 codes are set by CDC. An unlimited number of other codes can be defined. Use the Funding screen under Setup Main Menu to change certain information on the 3 CDC codes and to define additional codes. Codes already set are: 1 - VFC funds 2 - G 317 funds 3 - state funds
Shortname	Character	8	0	Short description of funding code set up in the FUNDCODE field
Amountdate	Date	8	0	Project use only - Date the amount entered in the AMOUNT field is first available for use.
Amount	Numeric	12	0	Project use only - Beginning amount (in whole dollars) for the fund.
Orders	Numeric	12	0	Total amount of funds (in whole dollars) used since the date in the AMOUNTDATE field. This amount is calculated by VACMAN based on the number of approved doses (NIPORD field in STOCK.DBF) and cost per dose (COST field in STOCK.DBF).
Adjustment	Numeric	12	0	Project use only. Amount of all adjustments (in whole dollars) against the amount in the AMOUNT field. Enter a minus sign (-) to subtract the amount. See the FundAdj database table. The FundAdj table contains the individual records that are summarized for the total adjustment stored here.
Balance	Numeric	12	0	Amount (in whole dollars) currently available. VACMAN calculates this amount based on the amounts in the AMOUNT, ORDERS, and ADJUSTMENT fields.
Longname	Character	40	0	Full description of the funding code set up in the FUNDCODE field
Userid	Character	8	0	User id of person making record entry
ChgDate	Date	8	0	'Date last change to record was made – New to VV 3.0
PendOrd	Numeric	12	0	'Number of pending orders in NewOrder table - New to VV 3.0'

Indexes	
Tag Name	**Key**
FUNDCODE	FUNDCODE

INVOOPTS – Invoice Report Options Reference

This table is used internally by VACMAN to provide criteria for the creation of various shipping invoices that can be printed from the reports section of VACMAN_at_a_Glance.

Field Name	Type	Length	Dec.	Description
Report	Character	8	0	Stores name of report form used by the program to

				generate the invoice.
Formname	Character	40	0	Description of the invoice type
Page1name	Character	20	0	A name value for the first page of the invoice report
Page2name	Character	20	0	A name value for the second page of the invoice report (optional)
Page3name	Character	20	0	A name value for the third page of the invoice report (optional)
Head1	Character	40	0	A value for a heading on first page of report
Head2	Character	40	0	A value for a heading on second page of report (optional)
Head3	Character	40	0	A value for a heading on third page of report (optional)
Bodyhead	Character	70	0	A heading for the body section of the report
Body1	Memo	10/4	0	Memo field containing optional instructions for the invoice
Body2	Memo	10/4	0	Memo field containing optional instructions for the invoice
Body3	Memo	10/4	0	Memo field containing optional instructions for the invoice
Indexes - NONE				

LASTBUP – Audit of database backups

This table is used to record the date and time each backup operation is performed using the backup utility in VACMAN.

Field Name	Type	Length	Dec.	Description
Bupdate	Date	8	0	Date backup was performed
Buptime	Character	8	0	Time the backup was performed
Indexes - NONE				

LASTXMIT – Transmissions to CDC Audit Log

This table is used to record the date, time, files and status of each transmission operation is performed in VACMAN.

Field Name	Type	Length	Dec.	Description
Date	Date	8	0	Date of transmission
Time	Character	8	0	Time of transmission action
File	Character	12	0	File transmitted or received
Recs	Numeric	6	0	Number of records transmitted
Status	Character	4	0	Status code for the transmission

Indexes

Tag Name	Key
DATE	DATE
DATETIME	SYS(11,DATE)+TIME
FILE	FILE

LOTS – Vaccine Reference by Lot Number

This database contains information about lots of vaccines received by the project. The data in this database is extracted from the Stock (STOCK.DBF) database. All letters in Character type fields are in UPPER CASE. All Date type fields are in mm/dd/yy format, although the actual structure contains a 4-digit year in compliance with the year 2000.

Field Name	Type	Length	Dec.	Description
PIN	Character	6	0	Project/depot identification number. This number must be in the PIN field in PROVIDER.DBF and assigned to classification codes 30 through 33 (project or depot) for the SECTOR field in SECTOREF.DBF. This field is right-justified.
Vaccine	Character	8	0	Short name for vaccine types. This name must be in the VACCINE field in STOCK.DBF.
Lot	Character	15	0	Manufacturer's lot number. The number must be in the LOT field in STOCK.DBF.
Expiry	Date	8	0	Vaccine expiration date. If only the month and year are entered, the last day of the month is used. The date must be in the EXPIRY field in STOCK.DBF.
Maker	Character	8	0	Vaccine manufacturer's name. The name must be in the MAKER field in SUPPLIER.DBF.
Doses	Numeric	8	0	Total doses received from the manufacturer for this lot number. This amount should equal the total in the DOSES field as entered in one or more records in STOCK.DBF.
Units	Numeric	8	0	Total units (vials) received from the manufacturer for this lot number. This amount should equal the total in the UNITS field as entered in one or more records in STOCK.DBF.
Size	Numeric	4	0	Number of doses per vial/package
Cost	Numeric	9	4	Cost per dose
Remain	Numeric	8	0	Number of doses remaining. Formula used for this calculation: sum of doses received from manufacturer for this lot number (recorded in stock table), minus number of doses distributed (adjusted for stock adjustments and viable doses returned)
Datein	Date	8	0	Date the project first received the vaccine lot number

Indexes

Tag Name	Key
DELETED	DELETED()
EXPIRY	EXPIRY
LOT	LOT
PIN	PIN
PINVACLOT	PIN+VACCINE+LOT
REMAIN	REMAIN
SIZE	SIZE
VACCINE	VACCINE

NEWORDER – New Orders not Transmitted to CDC

New database for Visual VACMAN 3.0. This database contains new bulk vaccine orders not yet sent to CDC, and new varicella provider orders not yet sent to CDC. Once these records are sent to CDC (using HTTP/internet or modem/bulletin board), they are moved out of this table and copied to the Stock database table. See the Rectype field for an explanation of the two record types.

All letters in Character type fields are in UPPER CASE. All Date type fields are in mm/dd/yy format, although the actual structure contains a 4-digit year in compliance with the year 2000.

Field Name	Type	Length	Dec.	Description
Rectype	Character	1	0	Type of record. Codes are: 1 - bulk order 2 - Varicella order for individual providers
PIN	Character	6	0	Provider or project/depot identification number. This number must be in the PIN field in PROVIDER.DBF. This field is right-justified. If the code in the RECTYPE field is 1, the number in this field must be for a project/depot (classification codes 30 through 33 for the SECTOR field in SECTOREF.DBF). If the code in the RECTYPE field is 2, the number in this field must be for a provider (classification codes 10 through 25 for the SECTOR field in SECTOREF.DBF).
Orddate	Date	8	0	Date that a bulk or varicella order that is to be transmitted to CDC was entered.
Ordnum	Character	10	0	Optional field for CDC bulk vaccine orders. Local order number assigned by the project.
Orddose	Numeric	8	0	Number of doses ordered for a bulk or varicella order that is to be transmitted to CDC.
Ordpin	Character	6	0	Original provider PIN that is associated to a bulk or varicella order record.
Ordsize	Numeric	4	0	Number of doses per vial ordered.
Size	Numeric	4	0	Number of doses per package
Vaccine	Character	8	0	Short name for vaccine types. The name must be in the VACCINE field in STOCK.DBF. Changes to any values in this field should be made to the related records in DISTRIB.DBF.
Maker	Character	8	0	Vaccine manufacturer's name. The name must be in the MAKER field in SUPPLIER.DBF.
Cost	Numeric	9	4	Actual cost per dose per the contract used to acquire the vaccine. This is used in computing the value of inventory and shipments.
Contract	Character	15	0	Federal contract number. Typical form is: 200-95-0001 If the contract number is not known, enter either: n/a or unknown
Fcode1	Character	1	0	Funding code. The first 3 codes are set by CDC. An unlimited number of other codes can be defined. Use the Funding screen under Setup Main Menu to change certain information on the 3 CDC codes and to define additional codes. Codes are: 1 - VFC funds 2 - G317 funds 3 - state funds The codes must be in the FUNDCODE field in

				FUNDING.DBF.
Fdose1	Numeric	8	0	Number of doses ordered or received/shipped. If the code in the RECTYPE field is 1 or 3, this field equals the number of doses ordered (ORDDOSE). Once the vaccine is received, this field is updated to the number of doses received (DOSES). If the code in the RECTYPE field is 2, this field equals the number of doses ordered (ORDDOSE). Once the vaccine is shipped, this field is updated to the number of doses shipped (DOSES).
Note	Character	50	0	Notes on this order
Chgdate	Date	8	0	Date the record was last changed.
Statepo	Character	32	0	State purchase order number entered by the project for state funded orders.
Userid	Character	8	0	ID of the user who last changed the record. The ID is copied from the Security profile.
Ndcno	Character	16	0	Unique number assigned to each vaccine manufacturer. This field is blank for "other vaccines received" (not CDC bulk vaccine orders).
Exctax	Numeric	9	4	Future use
Seekid	Numeric	9	0	Unique ID for record.
Xmitdate	Date	8	0	Transmit date, must be empty or record will be rejected during transmission
Indexes - NONE				

NEXTID – Reference to Unique Key Values

This database is used to maintain the latest values for seekid and other unique key values for various tables. As new records are added to the tables in question, the number is incremented to always reflect the last value used.

Field Name	Type	Length	Dec.	Description
Ctablename	Character	10	0	A unique name that reflects the table and the id number to be incremented.
Inextid	Integer	4	0	Contains the last number used for the table/field identified by the Ctablename field.
Indexes - NONE				

OWNREF – Project Set-Up Reference Table

This database contains information about the project, including names of user-defined categories and entry screen options. All letters in Character type fields are in UPPER CASE. All Date type fields are in mm/dd/yy format, although the actual structure contains a 4-digit year in compliance with the year 2000.

Field Name	Type	Length	Dec.	Description
Project	Character	15	0	CDC assigned value – generally the name of the state
Region	Numeric	2	0	CDC assigned value
Prabbr	Character	2	0	CDC assigned value
Installid	Numeric	2	0	Defines what type of installation of VACMAN has been done. Values from 1-26 indicate a Production installation. 27 through 36 indicates a Beta installation.
Program	Character	40	0	Complete project/depot name. The name must be in the LASTNAME field for PIN 999998 in PROVIDER.DBF.
Contact	Character	30	0	Person to contact for questions or problems about vaccine issues. The contact person must be in the ML_CONTACT field for PIN 999998 in PROVIDER.DBF.
Address	Character	35	0	Mailing address. The address must be in the ML_ADDRESS field for PIN 999998 in PROVIDER.DBF.
Addres2	Character	35	0	Second line for mailing address. If a P.O. box is part of the mailing address, enter this on the second address line, otherwise leave this line blank. The address must be in the ML_ADDRES2 field for PIN 999998 in PROVIDER.DBF.
City	Character	20	0	Mailing address city. The city must be in the ML_CITY field for PIN 999998 in PROVIDER.DBF.
State	Character	2	0	Mailing address state. The state must be in the ML_STATE field for PIN 999998 in PROVIDER.DBF.
Zipcode	Character	10	0	Mailing address ZIP code (5 or 9 digits). The code must be in the ZIP field in ZIPCODES.DBF and in the ML_ZIPCODE field for PIN 999998 in PROVIDER.DBF.
Phone	Character	14	0	Phone number for the person set up in the CONTACT field. Field includes parentheses around area code and hyphen after local exchange, for example (404) 555-8245. The number must be in the PHONE field for PIN 999998 in PROVIDER.DBF.
Extension	Character	4	0	Extension number for the telephone number in the PHONE field. The extension must be in the EXTENSION field for PIN 999998 in PROVIDER.DBF.
Fax	Character	14	0	FAX number. Field includes parentheses around area code and hyphen after local exchange, for example (404) 555-8245. The number must be in the FAX field for PIN 999998 in PROVIDER.DBF.
Email	Character	40	0	E-mail address of the person set up in the CONTACT field
Namesub	Character	8	0	User-defined name of the project jurisdictional subdivision (district, county, region, station, area, etc.) under which the provider is grouped.
Dosevial	Character	5	0	Prior to version 3.0 may contain value of 'DOSES' or 'VIALS'. No longer used in current product release
Alertdays	Numeric	4	0	Number of days before expiration when the vaccine becomes short dated. This field is assigned using the Inventory & Distribution screen under Setup/Other Main

				Menu. This number will trigger the vaccine to be included in the Report of Vaccine Lot Numbers That Will Expire Within xx Days.
Cat1name	Character	10	0	First optional user-defined field. This field is assigned using the User-Defined Names screen under Setup/Other Main Menu. This field can be used for project information not served by other fields in the Provider database. The name is assigned to this category in the CAT1 field in PROVIDER.DBF.
Cat2name	Character	10	0	Second optional user-defined field. This field is assigned using the User-Defined Names screen under Setup/Other Main Menu. This field can be used for project information not served by other fields in the Provider database. The name is assigned to this category in the CAT2 field in PROVIDER.DBF.
Cat3name	Character	10	0	Third optional user-defined field. This field is assigned using the User-Defined Names screen under Setup/Other Main Menu. This field can be used for project information not served by other fields in the Provider database. The name is assigned to this category in the CAT3 field in PROVIDER.DBF
Dalastvacc	Character	1	0	Code indicating whether VACMAN is to automatically enter the previous vaccine entry in Vaccine on the Doses Administered screen under Data Main Menu. This field is assigned using the Doses Administered Options screen under Setup/Other Main Menu. Codes are: Y - automatically enter the previous vaccine entry N - do not enter the previous vaccine entry; leave blank
Dasector	Character	1	0	Code indicating whether VACMAN is to enable the Sector field on the Doses Administered screen under Data Main Menu for input. This field is assigned using the Doses Administered Options screen under Setup/Other Main Menu. Codes are: Y - field is enabled N - field is not enabled
Dadoseries	Character	1	0	Code indicating whether VACMAN is to enable the Dose in Series field on the Doses Administered screen under Data Main Menu for input. This field is assigned using the Doses Administered Options screen under Setup/Other Main Menu. Codes are: Y - field is enabled N - field is not enabled
Daagegrp	Character	1	0	Future use
Tdon	Character	1	0	Code indicating whether VACMAN is to automatically skip this field for age groups that are not affected when entering data on the Doses Administered screen under Data Main Menu. This field is assigned using the Doses Administered Options screen under Setup/Other Main Menu. Codes are: Y - cursor automatically skips field representing the age groups N - cursor moves to each field, not skipping any age group
Dose4on	Character	1	0	Code indicating whether VACMAN is to automatically skip this field for age groups that are not affected when entering data on the Doses Administered screen under

				Data Main Menu. This field is assigned using the Doses Administered Options screen under Setup/Other Main Menu. Codes are: Y - cursor automatically skips field representing the age groups N - cursor moves to each field, not skipping any age group
Mmron	Character	1	0	Code indicating whether VACMAN is to automatically skip this field for age groups that are not affected when entering data on the Doses Administered screen under Data Main Menu. This field is assigned using the Doses Administered Options screen under Setup/Other Main Menu. Codes are: Y - cursor automatically skips field representing the age groups N - cursor moves to each field, not skipping any age group
Hibon	Character	1	0	Code indicating whether VACMAN is to automatically skip this field for age groups that are not affected when entering data on the Doses Administered screen under Data Main Menu. This field is assigned using the Doses Administered Options screen under Setup/Other Main Menu. Codes are: Y – cursor automatically skips field representing the age groups N – cursor moves to each field, not skipping any age group
Dtpon	Character	1	0	Code indicating whether VACMAN is to automatically skip this field for age groups that are not affected when entering data on the Doses Administered screen under Data Main Menu. This field is assigned using the Doses Administered Options screen under Setup/Other Main Menu. Codes are: Y - cursor automatically skips field representing the age groups N - cursor moves to each field, not skipping any age group
Dtapon	Character	1	0	Code indicating whether VACMAN is to automatically skip this field for age groups that are not affected when entering data on the Doses Administered screen under Data Main Menu. This field is assigned using the Doses Administered Options screen under Setup/Other Main Menu. Codes are: Y - cursor automatically skips field representing the age groups N - cursor does not skip any age group
Dosecodes	Character	5	0	This 5 position field is used to indicate various options selected on the Doses Administered Options screen under Setup/Other Main Menu. The code in position 1 indicates whether the cursor will jump past all age categories to the Unknown age category in the Age Category fields on the Doses Administered screen under Data Main Menu for all providers. Codes are: Y - jump past all age categories

				blank - do not jump past all age categories The code in position 2 indicates whether the cursor will jump past all age categories to the Unknown age category in the Age Category fields on the Doses Administered screen under Data Main Menu for private providers only. Codes are: Y - jump past all age categories blank - do not jump past all age categories The code in position 3 indicates whether the cursor will jump from the 15 - 19/13 - 18 age category to the Unknown age category in the Age Category fields on the Doses Administered screen under Data Main Menu for all vaccines, except Td. Codes are: Y - jump to the Unknown age category from the 15 - 19/13 - 18 age category blank - do not jump to the Unknown age category from the 15 - 19/13 - 18 age category The code in position 4 indicates whether the Age Category fields on the Doses Administered screen under Data Main Menu will be displayed in vertical columns or horizontal rows. Codes are: Y - vertical columns (default) N - horizontal rows The code in position 5 indicates whether or not to display the re-defined age categories for the Age Category fields on the Doses Administered screen under Data Main Menu. Codes are: Y - display the re-defined age categories N - display the original age categories
Pinvcodes	Character	5	0	This field is used to indicate various options on the Miscellaneous Options screen under Setup/Other Main Menu. The code in the first position is the only one used at this time. The first code indicates whether VACMAN is to enable the Lot Number field on the Provider Inventory screen under Data Main Menu for input. Codes are: Y - field is enabled N - field is not enabled
Uzr1da	Character	10	0	First optional user-defined field. This field is assigned using the User-Defined Names screen under Setup/Other Main Menu. This field can be used for project analysis in doses administered data and related reports. This name must be in the DAUZR1 field in DOSESADM.DBF.
Uzr2da	Character	10	0	Second optional user-defined field. This field is assigned using the User-Defined Names screen under Setup/Other Main Menu. This field can be used for project analysis in doses administered data and related reports. This name must be in the DAUZR2 field in DOSESADM.DBF.
Uzr3da	Character	10	0	Third optional user-defined field. This field is assigned using the User-Defined Names screen under Setup/Other Main Menu. This field can be used for project analysis in doses administered data and related reports. This name must be in the DAUZR3 field in DOSESADM.DBF.
Nameuzr	Character	10	0	Optional user-defined field. This field is assigned using

				the User-Defined Names screen under Setup/Other Main Menu. This field can be used for project information where existing identifier codes may not be served by other fields in STOCK.DBF.
Lastupd	Date	8	0	CDC assigned date
Lstworseek	Numeric	9	0	CDC use only. Last number in the SEEKID field in DISTRIB.DBF assigned to the vaccine distribution order.
Lstmorseek	Numeric	9	0	CDC use only. Last number in the SEEKID field in STOCK.DBF assigned to the bulk order.
Setformula	Character	1	0	No longer used
Pct317pub	Numeric	3	0	Percentage used to compute the number of non-VFC children eligible for 317 Grant vaccines with public providers. This field is assigned using the VFC Enrollment Options screen under Setup/Other Main Menu.
Pct317pri	Numeric	3	0	Percentage used to compute the number of non-VFC children eligible for 317 Grant vaccines with private providers. This field is assigned using the VFC Enrollment Options screen under Setup/Other Main Menu.
Pctlocpub	Numeric	3	0	Percentage used to compute the number of non-VFC children eligible for non-VFC and non-317 Grant vaccines with public providers. This field is assigned using the VFC Enrollment Options screen under Setup/Other Main Menu.
Pctlocpri	Numeric	3	0	Percentage used to compute the number of non-VFC children eligible for non-VFC and non-317 Grant vaccines with private providers. This field is assigned using the VFC Enrollment Options screen under Setup/Other Main Menu.
Calc317	Character	1		Code indicating whether VACMAN is to automatically calculate the number of children in each G317 enrollment age group. The age group fields are on the VFC-Related Enrollment Data screen under Data/Provider Main Menu. This field is assigned using the VFC Enrollment Options screen under Setup/Other Main Menu. Codes are: Y - automatically calculate the number of children N - do not calculate the number of children; leave blank
Calcloc	Character	1		Code indicating whether VACMAN is to automatically calculate the number of children in each State enrollment age group. The age group fields are on the VFC-Related Enrollment Data screen under Data/Provider Main Menu. This field is assigned using the VFC Enrollment Options screen under Setup/Other Main Menu. Codes are: Y - automatically calculate the number of children N - do not calculate the number of children (leave field blank)
Aidname	Character	10	0	Optional field. User-defined secondary identifiers (state ID) where existing identified codes may not be served by other fields in the Provider database. This field is assigned using the User-Defined Names screen under Setup/Other Main Menu.
Rdate1	Date	8	0	January 1 for the current year. Starting date (see RDATE2 for the ending date) for time period to compare the amount of vaccine predicted or allocated and the amount of vaccine actually sent. VACMAN performs this comparison when you enter vaccine ordering information using the Distribution From Project Depot Inventory

				screen under Data/Distribution Main Menu. This is also the starting date of the vaccine summary information displayed when you click on the $$ button on the Bulk Orders via CDC screen under Data/Bulk Orders & Inventory Main Menu. This field is updated at the end of each year by VACMAN.
Rdate2	Date	8	0	December 31 for the current year. Ending date (see RDATE1 for the starting date) for time period to compare the amount of vaccine predicted or allocated and the amount of vaccine actually sent. VACMAN performs this comparison when you enter vaccine ordering information using the Distribution From Project Depot Inventory screen under Data/Distribution Main Menu. This is also the ending date of the vaccine summary information displayed when you click on the $$ button on the Bulk Orders via CDC screen under Data/Bulk Orders & Inventory Main Menu. This field is updated at the end of each year by VACMAN.
Distdupon	Character	1	0	Code indicating whether or not to display a warning message if duplicate distribution data are entered. This field is assigned using the Inventory & Distribution screen under Setup/Other Main Menu. Distribution data is duplicated if 2 or more records are entered with the same input date, provider PIN, and vaccine. Codes are: Y - display a warning message if enter duplicate distribution data N - do not display a warning message if enter duplicate distribution data
Dialout	Character	20	0	All the numbers needed to place an outside call on the phone line used by the modem to call CDC. These numbers are dialed before the actual telephone number with area code. Commas and/or spaces can be used.
Author	Character	20	0	All the numbers needed to authorize a long distance call on the phone line used by the modem to call CDC. These numbers are dialed after the actual telephone number with area code. Commas and/or spaces can be used.
Enab_ndc	Character	1	0	No longer used
Enab_merck	Character	1	0	Code indicating whether to enable the Distribution via Merck & Co. (varicella only) screen under Data/Distribution Main Menu for input. This field is assigned using the Inventory & Distribution screen under Setup/Other Main Menu. Codes are: Y - enable the screen N - do not enable the screen
Enab_bulk	Character	1	0	Code indicating whether to enable the Bulk Orders via CDC screen under Data/Bulk Orders & Inventory Main Menu for input. This field is assigned using the Inventory & Distribution screen under Setup/Other Main Menu. Codes are: Y - enable screen N - do not enable screen
Enab_oth1	Character	1	0	Future use
Enab_oth2	Character	1	0	Future use
Pinpopord	Character	5	0	Code indicating the order providers are displayed on the pop-up screen that is shown for all provider fields. This

				field is assigned using the Miscellaneous Options screen under Setup/Other Main Menu. Codes are: 1 - providers are displayed in name order 2 - providers are displayed in PIN order 3 - providers are displayed in order of the [Additional Provider ID] (code assigned using the User-Defined Names screen under Setup/Other Main Menu)
Enroll	Character	10	0	Code indicating whether VACMAN is to enable the 4th VFC enrollment age group (over 18 years of age) fields on the VFC-Related Enrollment Data screen under Data/Providers Main Menu for input. This field is assigned using the VFC Enrollment Options screen under Setup/Other Main Menu. Codes are: GROUP4 - enable the fields for input blank - do not enable the fields
Ensource	Character	10	0	User-selected default codes that are displayed in the VFC-Related Enrollment Data screen under Data/Providers Main Menu. The codes are selected using the VFC Enrollment Options screen under Setup/Other Main Menu. You can have any combination of codes in this field. The codes are listed in the SOURCECODE field in ENROLLSC.DBF.
Udphysid	Character	10	0	Optional user-defined ID field. This field is assigned using the User-Defined Names screen under Setup/Other Main Menu. This field can be used as an additional ID for a physician. This name is assigned to this category in the PHYSID field in PHYSICN.DBF.
Udother1	Character	10	0	First optional user-defined field. This field is assigned using the User-Defined Names screen under Setup/Other Main Menu. This field can be used for additional ID for a physician. This name is assigned to this category in the OTHER1 field in PHYSICN.DBF.
Udother2	Character	10	0	Second optional user-defined field. This field is assigned using the User-Defined Names screen under Setup/Other Main Menu. This field can be used for additional ID for a physician. This name is assigned to this category in the OTHER2 field in PHYSICN.DBF.
Version	Character	5	0	Version of VACMAN installed. On startup, VACMAN populates the global variable Version_No with this value. This is also used to ensure that the data set available to the program is not formatted for a later version of the executable than the one which is running.
Dbdrive	Character	1	0	Data drive letter
Cat4name	Character	10	0	Optional user-defined field. New for VV 3.0.
Cat5name	Character	10	0	Optional user-defined field. New for VV 3.0.
Uzr4da	Character	10	0	Optional user-defined field. New for VV 3.0.
Uzr5da	Character	10	0	Optional user-defined field. New for VV 3.0.
Uzr6da	Character	10	0	Optional user-defined field. New for VV 3.0.
Uzr7da	Character	10	0	Optional user-defined field. New for VV 3.0.
Uzr8da	Character	10	0	Optional user-defined field. New for VV 3.0.
Enrother	Character	10	0	Optional user-defined field. New for VV 3.0.
Homedir	Character	50	0	Defines the name of the home directory from which the program runs
Datadir	Character	50	0	Contains the path to the data tables for the product
Backupdir	Character	50	0	Path to backup data for the product

Dbversion	Character	10	0	VACMAN database version
Enab_oe	Logical	1	0	Enable or disable order extensions
Recalcok ADDED	Logical	1	0	Recalculate Inventory. If True, recalculate is active. If False, recalculate is not active.
Indexes - NONE				

PHYSICN – Physician Listing

This database contains information about physicians associated with a provider record. All letters in Character type fields are in UPPER CASE. All Date type fields are in mm/dd/yy format, although the actual structure contains a 4-digit year in compliance with the year 2000.

Field Name	Type	Length	Dec.	Description
PIN	Character	6	0	Provider identification number. This number must be in the PIN field in PROVIDER.DBF. This field is right-justified.
Physid	Character	12	0	Optional user-defined ID field. This field is assigned using the User-Defined Names screen under Setup/Other Main Menu. This field can be used for ad additional project-defined ID of the physician. The name assigned to this category is stored in the UDPHYSID field in OWNREF.DBF.
Lastname	Character	20	0	Physician's last name
Firstname	Character	15	0	Physician's first name
Initial	Character	1	0	Physician's middle initial
Title	Character	9	0	Physician's title (such as MD)
Other1	Character	12	0	Optional user-defined field. This field is assigned using the User-Defined Names screen under Setup/Other Main Menu. This field can be used for project -needed information about the physician not served by other fields. The name assigned to this category is stored in the UDOTHER1 field in OWNREF.DBF.
Other2	Character	12	0	Optional user-defined field. This field is assigned using the User-Defined Names screen under Setup/Other Main Menu. This field can be used for project -needed information about the physician not served by other fields. The name assigned to this category is stored in the UDOTHER2 field in OWNREF.DBF.
Medicaidno	Character	12	0	Physician's Medicaid number
Medlicense	Character	12	0	Physician's medical license number
Chgdate	Date	8	0	Date the PHYSICN record was last updated by the project.
Userid	Character	8	0	User ID of person adding or editing the PHYSICN record. The ID is copied from the Security profile.
Addtocount	Numeric	1	0	Stores value for "Add to Physician Count?". 0 = No, 1 = Yes. New field for VV 3.0.
Active	Character	1	0	Contains "Y" or "N" to indicate if this is an active record.
Dateactive	Date	8	0	Date that provider's active status last changed. New field for VV 3.0.
Physnid	Integer	4	0	Unique ID for record. New field for VV 3.0.

Indexes

Tag Name	Key
LASTNAME	LASTNAME
MEDICAIDNO	MEDICAIDNO
MEDIPIN	MEDICAIDNO+PIN
MEDLICENSE	MEDLICENSE
PHYSID	PHYSID
PIN	PIN

PROVHAS – Provider Vaccine Inventories

This database contains information about the amount of vaccine inventory for a provider. All letters in Character type fields are in UPPER CASE. All Date type fields are in mm/dd/yy format, although the actual structure contains a 4-digit year in compliance with the year 2000.

This database can have information imported to or exported from it using the Import Data or Export Data screen under Utilities Main Menu.

Field Name	Type	Length	Dec.	Description
PIN	Character	6	0	Provider identification number. This number must be in the PIN field in PROVIDER.DBF. This field is right-justified.
Idate	Date	8	0	Date the inventory was done, usually the last day in a month or quarter (02/28/xx or 12/31/xx). The date 01/01/01 is valid only as an initial inventory date, not as a periodic inventory date.
Vaccine	Character	8	0	Short name for vaccine types. This name must be in the VACCINE field in VACCREF.DBF.
Lot	Character	15	0	Optional field. Manufacturer's lot number. Providers may report inventory by lot number or by vaccine type.
Position	Numeric	2	0	Not used
Doses	Numeric	8	0	Number of doses reported in inventory for this date and vaccine type (and optionally, lot number).
Chgdate	Date	8	0	Date the record was last changed.
Userid	Character	8	0	ID of the user who last changed the record. The ID is copied from the Security profile.
Provhasid	Integer	4	0	Unique identifier assigned to the record by VACMAN

Indexes

Tag Name	Key
DATPINVAC	SYS(11,IDATE)+PIN+VACCINE
IDATE	IDATE
LOT	LOT
PIN	PIN
PINDATVAC	PIN+SYS(11,IDATE)+VACCINE+LOT
VACCINE	VACCINE

PROVIDER – Provider Listing

This database contains information about the providers and depots. All letters in Character type fields are in UPPER CASE. All Date type fields are in mm/dd/yy format, although the actual structure contains a 4-digit year in compliance with the year 2000.

This database can have information imported to or exported from it using the Import Data or Export Data screen under Utilities Main Menu.

Field Name	Type	Length	Dec.	Description
PIN	Character	6	0	Provider identification number. This field is right-justified. This number is a unique identifier for provider or depots. Depots are identified by a value of 30, 31, or 33 in the sector field of this table. This is the key field to match providers in this database with providers in the other databases.
Linkpin	Character	6	0	Provider identification number for a "parent" provider record of the "satellite" provider being displayed. This is to link the records for enrollment data.
Alphaid	Character	15	0	Optional field. User-defined secondary identifiers (state-ID or Medicaid number) where existing identified codes may not be served by other fields in the Provider database. This field is assigned using the User-Defined Names screen under Setup/Other Main Menu.
Firstname	Character	15	0	For private providers only. Private provider's first name. Use the LASTNAME field for a facility name.
Initial	Character	1	0	For private providers only. Middle initial of the private provider's name. Use the LASTNAME field for a facility name.
Lastname	Character	35	0	Last name of a private provider OR the entire name of a facility.
Title	Character	9	0	For private providers only. Suffix or title of the private provider.
Contact	Character	30	0	Person to contact for information or questions about vaccine shipments or deliveries.
Address	Character	35	0	Provider shipping address for delivery purposes. This should be the street address. DO NOT include a P.O. box in this address.
Addres2	Character	35	0	Second line for provider shipping address. Leave this line blank if not needed to complete the address.
City	Character	20	0	Shipping address city
State	Character	2	0	Shipping address state
Zipcode	Character	10	0	Shipping address ZIP code (5 or 9 digits). The 5-digit code must be in the ZIP field in ZIPCODES.DBF.
Ml_contact	Character	30	0	Optional field. Person to contact for questions or problems about vaccine issues.
Ml_address	Character	35	0	Optional field. Provider mailing address
Ml_addres2	Character	35	0	Optional field. Second line for provider mailing address. If a P.O. box is part of the mailing address, enter this on the second address line, otherwise leave this line blank.
Ml_city	Character	20	0	Optional field. Mailing address city
Ml_state	Character	2	0	Optional field. Mailing address state
Ml_zipcode	Character	10	0	Optional field. Mailing address ZIP code (5 or 9 digits). The 5-digit code must be in the ZIP field in ZIPCODES.DBF.

County	Character	15	0	Optional field. County name
Phone	Character	14	0	Phone number for the person shown in the CONTACT field. Field includes parentheses around area code and hyphen after local exchange, for example (404) 555-8245.
Extension	Character	4	0	Optional field. Extension number for the telephone number shown in the PHONE field.
Fax	Character	14	0	Optional field. FAX number. Field includes parentheses around area code and hyphen after local exchange, for example (404) 555-8245.
Modem	Character	14	0	Not used
Subdiv	Character	15	0	User-defined name of the project jurisdictional subdivision (district, county, region, station, area, etc.) under which the provider is grouped. This field is assigned using the User-Defined Names screen under Setup/Other Main Menu. The name must be in the SUBDIV field in SUBDIV.DBF.
Sector	Numeric	2	0	Provider classification code. Indicates the type of provider. The first digit must be: 1 - designates the provider is public 2 - designates the provider is private 3 - designates a project, depot, or other immunization project The second digit designates whether a private provider is deputized as a Federally Qualified Health Center (FQHC) or Rural Health Center (RHC). Odd numbers indicate that a private provider is deputized as a FQHC or RHC. The code must be in the SECTOR field in SECTOREF.DBF.
Cat1	Character	10	0	First optional user-defined field. This field is assigned using the User-Defined Names screen under Setup/Other Main Menu. This field can be used for project information not served by other fields in the Provider database. The name assigned to this category is stored in the CAT1NAME field in OWNREF.DBF.
Cat2	Character	10	0	Second optional user-defined field. This field is assigned using the User-Defined Names screen under Setup/Other Main Menu. This field can be used for project information not served by other fields in the Provider database. The name assigned to this category is stored in the CAT2NAME field in OWNREF.DBF.
Cat3	Character	10	0	Third optional user-defined field. This field is assigned using the User-Defined Names screen under Setup/Other Main Menu. This field can be used for project information not served by other fields in the Provider database. The name assigned to this category is stored in the CAT3NAME field in OWNREF.DBF.
Note	Character	50	0	Optional field. Special information about the provider that is to be included on the shipping label.
Active	Character	1	0	Code to indicate whether a provider is active or inactive. Codes are: Y - active provider N - inactive provider The inactive code is used to keep a provider profile in the database, even though the provider does not actively participate in the program.

Codes	Character	10	0	This field is used to indicate various conditions. The code in the first position is the only one used at this time. The first code indicates whether or not a provider can order varicella vaccine. Codes are: V - provider can order varicella blank - provider cannot order varicella The Varicella field on the Provider Profiles screen under Data Main Menu, displays Y (yes) or N (no) instead of V.
Physcount	Numeric	2	0	Future use
Origdate	Date	8	0	Future use
Other	Character	10	0	Future use
Datevfc	Date	8	0	Date the provider is considered eligible to participate in the VFC program
Createdate	Date	8	0	Date the PROVIDER record was created
Xmitdate	Date	8	0	Date the PROVIDER record was last transmitted to CDC/NIP
Chgdate	Date	8	0	Date the PROVIDER record was last updated by the project. For newly added records, this date will be the same as the date in the CREATEDATE field.
Userid	Character	8	0	User ID of person adding or editing provider's record. The ID is copied from the Security profile.
Phone2	Character	14	0	Optional field. Additional telephone number to use to contact the provider. Field includes parentheses around area code and hyphen after local exchange, for example (404) 555-8245.
Email	Character	40	0	E-mail address to contact the provider
Cat4	Character	10	0	Optional user-defined field. New field for VV 3.0. New field for VV 3.0.
Cat5	Character	10	0	Optional user-defined field. New field for VV 3.0. New field for VV 3.0.
Provtype	Character	1	0	Optional user-defined field. New field for VV 3.0.
Email2	Character	35	0	Email address associated with Mailing address. New field for VV 3.0.
Extension2	Character	4	0	Phone extension associated with Mailing address. New field for VV 3.0.
Fax2	Character	14	0	Second fax number for the provider
Wh_note	Character	50	0	Warehouse notes for packaging. New field for VV 3.0.
Dateactive	Date	8	0	Date that provider's active status last changed. New field for VV 3.0.
Datexvfc	Date	8	0	Date that provider left VFC program. New field for VV 3.0.
Provid	Integer	4	0	Unique ID for record. New field for VV 3.0.

Indexes

Tag Name	Key
ACTIVE	ACTIVE (Added to support resource management and optimization)
ALLTRIMPIN	ALLTRIM(PIN)
ALPHAID	ALPHAID
CHGDATE	CHGDATE
CITYLNAME	CITY+LASTNAME
CONTACT	CONTACT
COUNTY	COUNTY
DELETED	DELETED()
FAX	FAX

LASTNAME	LASTNAME
LINKPIN	LINKPIN
PHONE	PHONE
PIN	PIN
SECTOR	SECTOR
ZIPCODE	ZIPCODE

PROVMEMO – Provider Notes

This database contains the Provider Memo records. There is a maximum of one memo record for each provider. There is a one-to-one relationship between records in this database table and records in the Provider database table. The relationship uses the PIN field. All letters in Character type fields are in UPPER CASE. All Date type fields are in mm/dd/yy format, although the actual structure contains a 4-digit year in compliance with the year 2000.

Field Name	Type	Length	Dec.	Description
PIN	Character	6	0	Provider identification number. This number must be in the PIN field in PROVIDER.DBF.
Memodate	Date	8	0	Date the memo was last updated.
Memotime	Character	5	0	Time the memo was last updated.
Provmemo	Memo	10/4	0	Contains all memo text. The most recent text is appended at the top. Memo fields have an undefined length and are stored in a .FPT file.

Indexes	
Tag Name	**Key**
PIN	PIN

PROVOPTS – Provider Inventory Forms Option Reference

This database contains information used to generate custom messages to be included on provider inventory forms.

Field Name	Type	Length	Dec.	Description
Report	Character	8	0	Name of the report form used to generate the actual provider inventory form
Formname	Character	60	0	Used by VACMAN as part of criteria used to produce the form.
Instructs	Memo	10/4	0	Contains the user input instructions to be included on the form
Indexes - NONE				

REPDEF – Report Definitions Reference

This database is used and maintained by VACMAN to provide criteria settings and other information to the report library functions that generate the various reports in the product.

Field Name	Type	Length	Dec.	Description
Repname	Character	10	0	Report name used by VV3 to determine which report function to call from the report library
Itmtype	Character	10	0	Used to define functions, data elements, and data selection criteria, ordering of data elements on reports and other criteria used by the product to product the required report
Descript	Memo	10/4	0	Additional parameters used in conjunction with Repname and Itmtype information to generate the report.
Indexes - NONE				

REPORTS – Report Execution Commands Reference

This database is used to provide information needed by the product to generate the proper criteria selection screen when a particular report is selected from the VACMAN-at-a-glance screen or from the report options in the VACMAN menu.

Field Name	Type	Length	Dec.	Description
Repname	Character	10	0	Name of the report selected
Winreport	Character	70	0	Command line to be executed when user clicks the continue button on the criteria screen
Date	Date	8	0	Date report last run
Time	Character	5	0	Time report last run
Descript	Character	60	0	Title to be displayed at top of criteria selection screen

Indexes	
Tag Name	**Key**
DATETIME	SYS(11,DATE)+TIME (DESCENDING)

RPTLOG – Audit of Transmissions - Modem

This database is used and maintained by VACMAN to log transmissions of data to and from CDC. It primarily records status of various functions initiated by the modem. This log is not updated when data transmission is conducted via SDN.

Field Name	Type	Length	Dec.	Description
Ldate	Date	8	0	Date entry made
Ltime	Character	8	0	Time entry made
Descrip	Character	30	0	Reason for log entry
Errors	Character	1	0	Contains a value of 'Y' or 'N' to indicate that an error did or did not occur
Detail	Memo	10/4	0	Sequential log of the current reporting session
Indexes - NONE				

SECTOREF – Sector Reference for Provider Table

This database contains information about the SECTOR field in PROVIDER.DBF, the information in this table is NOT maintained by the user, this is a static reference table defined by the CDC.

All letters in Character type fields are in UPPER CASE. All Date type fields are in mm/dd/yy format, although the actual structure contains a 4-digit year in compliance with the year 2000.

Field Name	Type	Length	Dec.	Description
Sector	Numeric	2	0	Sector code. Indicates the type of provider. Codes are: 10 - public health department 11 - public health department (as agent of FQHC or RHC) 12 - public hospital 13 - public hospital (as agent of FQHC or RHC) 15 - Federal qualified health center/rural health clinic 16 - other public health agency 17 - other public health agency (as agent of FQHC or RHC) 20 - private practice (individual or group) 21 - private practice (as agent of FQHC or RHC) 22 - private hospital 23 - private hospital (as agent of FQHC or RHC) 24 - other private health agency 25 - other private health agency (as agent of FQHC or RHC) 30 - Immunization project 31 - depot 32 - other Immunization project 33 - private depot
Sectext	Character	45	0	Description of the code set up in the SECTOR field.
Indexes - NONE				

SECURITY – Access Control Table

This database is used to maintain passwords user names and privilege information for users of the product

Field Name	Type	Length	Dec.	Description
Userid	Character	8	0	User ID code for current VACMAN user
Username	Character	30	0	Name of the user
Password	Character	9	0	User's password – encrypted
Passdate	Date	8	0	Date password was updated
Seclevel	Character	1	0	User's security level
Secopts	Character	10	0	Options available to the user – encrypted
Update	Date	8	0	Date record was updated/entered
Update_id	Character	8	0	User id of person who made last change to record
Email	Character	50	0	Email address of the user
Job_func	Character	30	0	Job title or function of the user
Mailclient	Character	40	0	Email client information
Browser	Character	40	0	Optional browser information
Cert_name	Character	50	0	User name/certification name used in CDC communications protocols
Chal_phras	Character	254	0	Challenge phrase used in CDC communications protocols
Indexes - NONE				

STATCODE – Status Code Reference for Stock Table

This database contains information about the STATUS field in STOCK.DBF. All letters in Character type fields are in UPPER CASE. All Date type fields are in mm/dd/yy format, although the actual structure contains a 4-digit year in compliance with the year 2000.

Field Name	Type	Length	Dec.	Description
Status	Character	2	0	Status code of a bulk vaccine or varicella order transmitted to CDC. Codes are: 00 - unknown 01 - pending (initial, to be processed) 02 - approved by CDC/NIP 03 - obligated by CDC/FMO 04 - submitted (forwarded to manufacturer) 05 - received in part (RCV record) 06 - received in full (RCV record) 07 - received in excess (RCV record) 08 - canceled 09 - held at CDC 10 - shipped in full 11 - reshipment
Statext	Character	40	0	Description of the code set up in the STATUS field.

Indexes

Tag Name	Key
STATUS	STATUS

STATES – State Name/Abbreviation Reference

This database contains a look up list of states with their abbreviation and their long names. All fields are in upper case.

Field Name	Type	Length	Dec.	Description
St	Character	2	0	State abbreviation – i.e. AK = Alaska
Statename	Character	25	0	Spelled out name of state

Indexes

Tag Name	Key
ST	ST
STATENAME	STATENAME

STOCK – Bulk Vaccine Inventory Table

This database contains information about the vaccine inventory of the project. This includes bulk vaccine orders already sent to CDC (once receipt data is entered, it becomes part of inventory); varicella provider orders already sent to CDC (these records never become part of inventory); and other bulk inventory records that are not processed via CDC (these are part of inventory). See the RecType field for an explanation of these three record types. All letters in Character type fields are in UPPER CASE. All Date type fields are in mm/dd/yy format, although the actual structure contains a 4-digit year in compliance with the year 2000.

New for Visual VACMAN 3.0: Also see NewOrder.Dbf. Most Stock records now originate from the NewOrder database table.

Field Name	Type	Length	Dec.	Description
Rectype	Character	1	0	Type of record. Codes are: 1 - bulk order 2 - Varicella order for individual providers 3 - order not placed through CDC
PIN	Character	6	0	Provider, or project/depot identification number. This number must be in the PIN field in PROVIDER.DBF. This field is right-justified. If the code in the RECTYPE field is 1 or 3, the number in this field must be for a project/depot (classification codes 30 through 33 for the SECTOR field in SECTOREF.DBF). If the code in the RECTYPE field is 2, the number in this field must be for a provider (classification codes 10 through 25 for the SECTOR field in SECTOREF.DBF).
Orddate	Date	8	0	Date that a bulk or varicella order that is to be transmitted to CDC was entered. This field is optional for "other vaccines received" (not CDC bulk vaccine orders).
Ordnum	Character	10	0	Optional field for CDC bulk vaccine orders. Local order number assigned by the project. This field is optional for "other vaccines received" (not CDC bulk vaccine orders).
Orddose	Numeric	8	0	Number of doses ordered for a bulk or varicella order that is to be transmitted to CDC. This field is optional for "other vaccines received" (not CDC bulk vaccine orders).
Xmitdate	Date	8	0	Date that a bulk or varicella order was transmitted to CDC. This field is blank for "other vaccines received" (not CDC bulk vaccine orders).
Datein	Date	8	0	If the code in the RECTYPE field is 1 or 3, this is the date the project received the bulk vaccine order. If the code in the RECTYPE field is 2, this is the date the manufacturer shipped the varicella order.
Rcvxmit	Date	8	0	Date that receiving information for a CDC bulk vaccine order was transmitted to CDC. This field is blank for "other vaccines received" (not CDC bulk vaccine orders).
Timein	Character	5	0	Time that the project received the bulk order and placed it in inventory There is no distinction between AM and PM hours. An assumption is made based on standard business hours (for example, 08:00 is 8:00 AM and 06:00 is 6:00 PM.
Signee	Character	25	0	If the code in the RECTYPE field is 1 or 3, this is the person receiving the bulk vaccine order. If the code in the RECTYPE field is 2, this is an optional field. Special information about the varicella order for project use

				only.
Vaccine	Character	8	0	Short name for vaccine types. The name must be in the VACCINE field in STOCK.DBF. Changes to any values in this field should be made to the related records in DISTRIB.DBF.
Units	Numeric	8	0	Number of vials received for a bulk vaccine order. This field is calculated by dividing the amount in the DOSES field with the amount in the SIZE field.
Size	Numeric	4	0	Number of doses per vial
Doses	Numeric	8	0	If the code in the RECTYPE field is 1 or 3, this is the number of doses received from the manufacturer. If the code in the RECTYPE field is 2, this is the number of doses shipped from the manufacturer.
Maker	Character	8	0	Vaccine manufacturer's name. The name must be in the MAKER field in SUPPLIER.DBF.
Lot	Character	15	0	Manufacturer's lot number (number on the outside of the box containing the vaccine). Changes to the values in this field should be made to related records in DISTRIB.DBF.
Expiry	Date	8	0	Date the vaccine will expire. If only the month and year are provided, use the last day of the month.
Cost	Numeric	9	4	Actual cost per dose per the contract used to acquire the vaccine. This is used in computing the value of inventory and shipments.
Contract	Character	15	0	Federal contract number. Typical form is: 200-95-0001 If the contract number is not known, enter either: n/a or unknown
Fcode1	Character	1	0	Funding code. The first 3 codes are set by CDC. An unlimited number of other codes can be defined. Use the Funding screen under Setup Main Menu to change certain information on the 3 CDC codes and to define additional codes. Codes set are: 1 - VFC funds 2 - G317 funds 3 - state funds The codes must be in the FUNDCODE field in FUNDING.DBF.
Fdose1	Numeric	8	0	Number of doses ordered or received/shipped. If the code in the RECTYPE field is 1 or 3, this field equals the number of doses ordered (ORDDOSE). Once the vaccine is received, this field is updated to the number of doses received (DOSES). If the code in the RECTYPE field is 2, this field equals the number of doses ordered (ORDDOSE). Once the vaccine is shipped, this field is updated to the number of doses shipped (DOSES).
Fcode2	Character	1	0	Future use
Fdose2	Numeric	8	0	Future use
Fcode3	Character	1	0	Future use
Fdose3	Numeric	8	0	Future use
Uzr	Character	10	0	Optional user-defined field. This field is assigned using the User-Defined Names screen under Setup/Other Main Menu. This field can be used for project bulk vaccine receipt information that is important and not served by other fields in STOCK.DBF.

Remain	Numeric	8	0	Used to track partial shipments (1 of 2, 2 of 2, etc.) Indicates the number of shipments received and which shipment the current record is.
Seekid	Numeric	9	0	Unique number assigned to this record when the bulk or varicella order is transmitted to CDC. This field is blank for "other vaccines received" (not CDC bulk vaccine orders).
Cdcpo	Numeric	10	0	CDC purchase order (delivery order) number assigned by CDC when the bulk or varicella order that was transmitted to CDC is approved. This field is blank for "other vaccines received" (not CDC bulk vaccine orders) and can be used to store a state/local purchase order number.
Podate	Date	8	0	Date when the bulk or varicella order that was transmitted to CDC was approved by CDC. This field is blank for "other vaccines received" (not CDC bulk vaccine orders).
Nipord	Numeric	8	0	Number of doses approved by CDC for the bulk or varicella order that was transmitted to CDC. This field is blank for "other vaccines received" (not CDC bulk vaccine orders).
Status	Character	2	0	Status code for the bulk or varicella order that was transmitted to CDC. The codes are the same as in the STATUS field in STATCODE.DBF. This field is blank for "other vaccines received" (not CDC bulk vaccine orders). Codes are: 00 - unknown 01 - pending (initial, to be processed) 02 - approved by CDC/NIP 03 - obligated by CDC/FMO 04 - submitted (forwarded to manufacturer) 05 - received in part (RCV record) 06 - received in full (RCV record) 07 - received in excess (RCV record) 08 - canceled 09 - held at CDC 10 - shipped in full 11 - reshipment
Note	Character	50	0	Optional field. Special information about the bulk order for project use only.
Chgdate	Date	8	0	Date the record was last changed.
Statepo	Character	32	0	State purchase order number entered by the project for state funded orders.
Userid	Character	8	0	ID of the user who last changed the record. The ID is copied from the Security profile.
Rcvchgdt	Date	8	0	Date that the lot number or expiration date was last changed for a bulk order record containing receiving data.
Ordpin	Character	6	0	Original provider PIN that is associated to a bulk or varicella order record.
Ordsize	Numeric	4	0	Number of doses per vial. This field is blank for "other vaccines received" (not CDC bulk vaccine orders).
Ndcno	Character	16	0	Unique number assigned to each vaccine manufacturer. This field is blank for "other vaccines received" (not CDC bulk vaccine orders).
Exctax	Numeric	9	4	Future use
Addtoinv	Numeric	1	0	“Add to inventory?” 0 = no, 1 = yes. New field for VV 3.0.
Stockid	Integer	4	0	Unique ID for record. New field for VV 3.0.
Tracking	Character	30	0	Shipment tracking number – optional

Indexes	
Tag Name	**Key**
CDCPO	CDCPO
DATEIN	DATEIN
DELETED	DELETED()
DOSES	DOSES
EXPIRY	EXPIRY
LOT	LOT
MAKER	MAKER
ODATEVACC	SYS(11,ORDDATE)+VACCINE+PIN+FCODE1
ORDDATE	ORDDATE
PIN	PIN
PINODATE	PIN+SYS(11,ORDDATE)+VACCINE+FCODE1
RECTYPE	RECTYPE
SEEKID	SEEKID
STATUS	STATUS
VACCINE	VACCINE
VACLOT	VACCINE+LOT

SUBDIV – Sub Division Reference Table

This database contains information about the project's jurisdictional subdivisions. All letters in Character type fields are in UPPER CASE. All Date type fields are in mm/dd/yy format, although the actual structure contains a 4-digit year in compliance with the year 2000.

Field Name	Type	Length	Dec.	Description
Subdiv	Character	15	0	User-defined short name of the project jurisdictional subdivision (district, county, region, station, area, etc.) under which providers are grouped. This field is assigned using the Subdivisions screen under Setup Main Menu.
Longname	Character	35	0	User-defined full name of the subdivision set up in the SUBDIV field. For example, SUBDIV may be "NE - 1", and LONGNAME may be "Northeast Region, Area 1". This field is assigned using the Subdivisions screen under Setup Main Menu.
Contact	Character	30	0	Optional field. Person to contact at the subdivision.
Address	Character	50	0	Optional field. Subdivision mailing address.
Addres2	Character	50	0	Optional field. Subdivision second mailing address line. If a P.O. box is part of the address, enter this on the second address line, otherwise leave this line blank.
City	Character	20	0	Optional field. Mailing address city
State	Character	2	0	Optional field. Mailing address state
Zipcode	Character	10	0	Optional field. Mailing address ZIP code (5 or 9 digits). The code must be in the ZIP field in ZIPCODES.DBF.
County	Character	15	0	Optional field. County name (a subdivision may not actually exist within a county)
Phone	Character	14	0	Optional field. Subdivision phone number for the person set up in the CONTACT field
Extension	Character	4	0	Optional field. Extension number for the telephone number set up in the PHONE field
fax	Character	14	0	Optional field. Subdivision FAX number

Indexes -

Tag Name	Key
CITY	CITY
COUNTY	COUNTY
PHONE	PHONE
SUBDIV	SUBDIV

SUPPLIER – Vaccine Manufacturers/Suppliers

This database contains a list of vaccine suppliers/manufacturers. All letters in Character type fields are in UPPER CASE. All Date type fields are in mm/dd/yy format, although the actual structure contains a 4-digit year in compliance with the year 2000.

Field Name	Type	Length	Dec.	Description
Maker	Character	8	0	Supplier/Manfacturer code. Must match code used in vaccine contract records (see Vaccbulk.Dbf). This code is assigned by CDC for suppliers/manufacturers contracted with CDC. For suppliers/manufacturers that do not do business with CDC, the project may assign this code.
Longname	Character	30	0	User-defined full name of the supplier/manufacturer. Longname may be displayed instead of Maker on certain forms & reports.
Position	Numeric	2	0	Not Used.
Shortname	Character	15	0	User-defined short name of the supplier/ manufacturer. This serves the same purpose as the Longname field, except that Shortname may be displayed where there is not enough room to display Longname, such as invoices. New field for VV 3.0.
Hl7code	Character	8	0	HL7 standard code for this vaccine type. Used for import/export. New field for VV 3.0.
Addcode	Character	8	0	Addition code used to identify this vaccine type. Used for import/export. New field for VV 3.0.

Indexes -

Tag Name	Key
MAKER	MAKER
POSITION	POSITION

TABCDX – Data Doctor Re-indexing

This database contains a list of fields that control the data doctor reindex program. This will tell the program which files are to be indexed.

Field Name	Type	Length	Dec.	Description
Tablename	Character	12	0	Table reference field to tell the data doctor reindex program which file to create and rebuild index tags
Tagname	Character	50	0	This is the name of the individual index tag name that will be created in the table when you run the data doctor reindex program.
Tagtype	Character	10	0	
Keyexpr	Character	100	0	This field is used for the index expression. This means that one or more fields will be indexed.
FilterExpr	Character	100	0	
Orderexpr	Character	10	0	This field means the type of sorting you would like the file to use will displaying information.
Collateseq	Character	20	0	

Indexes -	
Tag Name	**Key**
TAGS	TABLENAME+TAGNAME

TBLINDXS – Table Index Reference List

This database contains information used by the product to set indexes and provide sort options with various screens. All letters in Character type fields are in UPPER CASE. All Date type fields are in mm/dd/yy format, although the actual structure contains a 4-digit year in compliance with the year 2000.

Field Name	Type	Length	Dec.	Description
Table	Character	8	0	Name of the table being used
Index	Character	10	0	Name of index being defined
Display	Character	30	0	Value displayed in combo or list box on affected screen
Search	Character	20	0	Values available to search tool
Indexes - NONE				

VACCBULK – Annual Vaccine Reference Table

This database contains information about bulk vaccines such as cost, manufacturer, contract numbers, start and end date of contracts, package sizes and other information. The data in this table is maintained and transmitted by CDC for use as a reference set in the VACMAN product. The end user does not maintain this table.

Field Name	Type	Length	Dec.	Description
Vaccine	Character	8	0	Name of the vaccine
Maker	Character	8	0	Name of vaccine manufacturer
Begin	Date	8	0	Beginning date of current contract
End	Date	8	0	End date of current contract
Minbulk	Numeric	4	0	Minimum doses to be ordered
Unitsize	Numeric	4	0	Doses per vial
Pkgsize	Numeric	3	0	Vials per package/box
Ndcno	Character	16	0	NDC number – assigned by CDC
Cost	Numeric	9	4	Cost per unit
Contract	Character	15	0	CDC contract number – assigned by CDC
Sel_maker	Character	8	0	Not used
Dos_wind	Character	1	0	Not used
Excfunds	Character	3	0	CDC assigned – blank or 1
Descrip	Character	50	0	Description of the vaccine

Indexes - NONE	
Tag Name	**Key**
NDC	NDCNO
VACCINE	VACCINE

VACCFORM – Vaccine Allowance Reference Formulas (Old)

This database contains formula variables used by the business object in VACMAN (xsold_formula) to determine a provider's annual vaccine allowance for each vaccine type or vaccine group under the pre-1998 guidelines. New formula adjustments are contained in the VFORMULA table. This formula is combined with the provider's enrollment data to determine the annual allowance (i.e., how many doses a provider should receive based on the ACIP vaccine schedule and the number of children enrolled at the provider's site.). This formula is maintained for backward compatibility with VACMAN 2.63 data and providers who have their maximum dosages computed under pre '98 conventions

Field Name	Type	Length	Dec.	Description
Vaccine	Character	8	0	Name of vaccine for which adjustment is made
Cohort1	Numeric	6	4	Number of doses given to children in age group 1. Age 1-6
Cohort2	Numeric	6	4	Number of doses given to children in age group 2. Age 7-18
Adjust	Numeric	4	2	Adjustment factor
Indexes - NONE				

VACCREF – Vaccine Ordering Reference

This database contains reference information about a vaccine. All letters in Character type fields are in UPPER CASE. All Date type fields are in mm/dd/yy format, although the actual structure contains a 4-digit year in compliance with the year 2000.

Field Name	Type	Length	Dec.	Description
Position	Numeric	2	0	Not used
Vaccine	Character	8	0	Short name for vaccine types. The name must be in the VACCINE field in STOCK.DBF.
Locactiv	Character	1	0	Code indicating whether a vaccine is active or inactive. Codes are: Y - active vaccine N - inactive vaccine
Reorder	Numeric	8	0	Number of doses of each vaccine considered to be the minimum inventory before placing a new order. This number is used by VACMAN to compute amounts for the Report of Vaccines With Low Balances.
Stockday	Numeric	4	0	Least number of days' supply to keep in inventory
Delivday	Numeric	4	0	Number of days it should take to receive the vaccine after transmitting the order.
Ordfreq	Numeric	4	0	Number of days between orders
pmd	Character	1	0	Code indicating whether a vaccine is available for private providers (classification codes 21 - 29) as well as public providers to order. Codes are: Y - vaccine is available N - vaccine is not available
Minprov	Numeric	4	0	Minimum number of doses that can be shipped to a provider. This number should be less than or equal to the amount entered in Doses on the Distribution from Project Depot Inventory screen under Data/Distribution Main Menu for the matching vaccine type.
Stdseries	Numeric	1	0	Not used
Maxno	Numeric	1	0	Maximum number of individual doses in series for a vaccine set up in the DOSE field in DOSESADM.DBF.
Orderform	Character	12	0	Vaccine name as it is to appear on the Shipping Invoices and Provider Vaccine Ordering form.
Descrip	Character	50	0	Complete name of the vaccine set up in the VACCINE field
Shortcut	Character	3	0	User-defined short name of the vaccine that is displayed in the Shortcut pop-up screens. This field is assigned using the Edit Vaccine Types screen under Setup/Vaccine Types Main Menu.
Chgdate	Date	8	0	Date the record was last changed.
Userid	Character	8	0	ID of the user who last changed the record. The ID is copied from the Security profile.
Hl7code	Character	8	0	HL7 standard code for this vaccine type. Used for import/export. New field for VV 3.0.
Addcode	Character	8	0	Addition code used to identify this vaccine type. Used for import/export. New field for VV 3.0.

Indexes

Tag Name	Key
HL7CODE	HL7CODE
LOCACTIV	LOCACTIV (added for SQL optimization)
POSITION	POSITION

VACCINE	VACCINE

VFORMULA – Vaccine Allowance Reference Formulas (New)

This database contains the formula used to determine a provider's annual vaccine allowance for each vaccine type or vaccine group. This formula is combined with the provider's enrollment data to determine the annual allowance (i.e., how many doses a provider should receive based on the ACIP vaccine schedule and the number of children enrolled at the provider's site.)

Field Name	Type	Length	Dec.	Description
Vacgroup	Character	40	0	Vaccine code if the antigen is contained in only one vaccine (e.g. VAR). Or, vaccine group if the antigen is found in two or more vaccines (e.g., DT is found in DT, DTP, DtaP, DtaP-Hib).
Cohort1	Numeric	6	4	Number of doses given to children less than 1 year of age (birth cohort 1).
Cohort2	Numeric	6	4	Number of doses given to children 1- 6 years of age (birth cohort 2).
Cohort3	Numeric	6	4	Number of doses given to children 7 - 18 years of age (birth cohort 3).
Indexes - NONE				

WHATSNEW – News and Notes

This database is used to support the "what's new" feature on the help selection of the VACMAN menu bar. When the user selects this option, the contents of the memo field described below are displayed on a small screen.

Field Name	Type	Length	Dec.	Description
Date	Date	8	0	Date of the entry.
Subject	Character	20	0	Subject of the entry. This value is always "Whats New"
Whatsnew	Memo	10/4	0	A free form memo field containing whatever news item corresponds to the date entry in the Date field described above

Indexes	
Tag Name	**Key**
DATE	DATE

XMITLOG – SDN Transmissions Audit Log

This database records data transmission and receipt session details to include zipping and unzipping of files, errors and other routine information. Its primary purpose is to provide debugging information to support personnel. If the data transmission was accomplished via modem an entry will also be made in the rptlog table.

Field Name	Type	Length	Dec.	Description
Ldate	Date	8	0	Date of the transmission session.
Ltime	Character	8	0	Time of the transmission session
Descrip	Character	30	0	Description of data session – CDC assigned code name
Errors	Character	1	0	Contains value 'Y' or 'N' to indicate whether or not any errors occurred during the data session.
Detail	Memo	10/4	0	Step by step detail of each step of the recorded transmission session.
Indexes - NONE				

XREPORTS – Monthly Report Transmissions

This table is used to track and record the monthly reports sent to CDC of inventory on hand and distributions for a given month. The table is updated by a subroutine called IOH in the vacmanw program (main calling program for the product).

Field Name	Type	Length	Dec.	Description
Name	Character	25	0	Contains name of the report. Values are: Inventory on Hand Distribution Report
Rptname	Character	8	0	Report name. Corresponds to a report form listed in the repdef table. Values are: STOCK2 DIST2
Lastdate	Date	8	0	Updated each day when the program is opened with current date. This date acts as a trigger to start the development of the report once a month
Descrip	Character	50	0	A brief description of the report contents
Rptcodes	Character	3	0	Used to trigger a report on next start up of the program if the routine is not triggered by normal change of month trigger.
Filename	Character	4	0	Contains a portion of the file name for the report. Values are: IOH (inventory on hand) DST (distributions)
Type	Character	3	0	Type of file transmitted – value is DBF
Indexes - NONE				

ZIPCODES – ZIPCode Reference Table

This database contains information about the ZIP codes used by a project. All letters in Character type fields are in UPPER CASE. All Date type fields are in mm/dd/yy format, although the actual structure contains a 4-digit year in compliance with the year 2000.

Field Name	Type	Length	Dec.	Description
City	Character	16	0	City name
Zip	Character	5	0	ZIP code. Only the first 5 digits of the ZIP codes in the other databases are validated against this field.
Ctycode	Character	3	0	Not used
St	Character	2	0	State abbreviation
Cntyname	Character	24	0	County name

Indexes	
Tag Name	**Key**
ST	ST
ZIP	ZIP

Appendix E – Import Functional Specifications

The following information provides specifications on the Import Function in VACMAN.

Important Notes!

- *The import module is **NOT** designed or intended to provide a means of importing VACMAN 2.63 data into VACMAN 3, this objective is accomplished during new installation of VACMAN 3.*
- *If the target file type is of type Excel worksheet or Lotus worksheet, VACMAN will not copy more than 16,383 or 8,191 records, respectively.*

Visual VACMAN 3.0

Functional Specifications Document

Revision Number 5

Import Module

1.0 Introduction

This Functional Specification is designed to specify proposed changes to Visual VACMAN 3.0 (VV3), a project which is already in beta testing. Wherever possible, any differences between this new product and what was done in VACMAN 2.63 will be explained in order to make enhancements clearer to the user of this document. *The import module is NOT designed or intended to provide a means of importing VACMAN 2.63 data into VACMAN 3.0, this objective is accomplished during new installation of VV3.*

One of the major enhancements present in Visual VACMAN 3.0 is a business rules object. This new object or component in the program acts as the enforcer of how data is treated and tested before being added to the tables in the system. This object is designed to either accept input from the keyboard, or accept input from a file. In either case, as the individual elements of a new record are tested by the object, they will either pass, (are properly formatted) or they will fail, in which case an error message is generated and fed back to the system that sent the data in (see Appendix A for error criteria). In the case of keyboard entry, the user normally receives an error message and then has the opportunity to correct the error. In the case of the import module (file input), these error messages will be gathered into a table and shown to the user after processing. The user is then given the option of saving the error file. *If any critical error is encountered in the input file, none of the records will be imported.*

1.1 Purpose

This Functional Specification is designed to functionally describe a proposed addition to VV3. The addition will provide a means for importing data files specified in this document either from VACMAN 2.63 or from VV3. Additionally this document provides specifications for file formats to be used in the event import data is to be prepared from some source other than Visual VACMAN 3.0.

1.2 Scope

The product to be developed is a module to be included as part of Visual VACMAN 3.0. Other than as specifically detailed in Section 3.1 this document, no other provisions or

Specification.

1.3 Definitions, acronyms, and abbreviations

VV3 – Visual VACMAN 3.0, the product under development and beta testing.

1.4 References

1.4.1 VACMAN 2.63 Import Module Requirements Document.

1.4.2 Appendix A – Error Checking Criteria

1.5 Overview

The remaining portions of this document are organized to specify the end user required skills, overall functional changes to the existing product, hardware and network specific requirements (if any) and any other requirements specific to this product.

2.0 Overall Description

2.1 Product perspective

This Functional Specification is being generated to document proposed addition to an already existing product, currently in the final stages of Beta Testing. While the changes to be made are functional in nature, the overall impact on the existing product is minimal. The current flow of data and reports of this document remain unchanged.

2.2 Product Functions

The implementation will include:

- Provide a means of validating and inputting records from standard tables (.dbf files)
- Provide a means of validating and inputting records from standard Excel spreadsheet files (.xls files)
- Provides a means of validating and inputting records from standard lotus spreadsheet files (.wk1 files)
- Provide a means of validating and inputting records from standard comma delimited text files (.txt files)
- Provide a means of validating and inputting records from fixed length data files (.sdf files)
- Data formatted in any of the above listed files will be used to update the following information.
    - Distribution data (normal project distributions)
    - Distribution data from other than project transactions data
    - Varicella order data
    - Provider information
    - Enrollment information
    - Physician information

- Provider inventory data
- Doses administered information
- New varicella orders

2.3 User Characteristics

The end user of this product will have the same basic skill set as current VACMAN 2.63 users. Users should have basic computer skills including the following:

- Able to successfully start their machine and log into their local area network.
- Able to input data on typical data input screens.
- Basic keyboarding skills.
- Basic mouse and other input device operation.
- In addition, the user should be aware of when and how data is to be imported into VACMAN and any potential dangers to data integrity posed by improper use of the module.
- User must have security level 2 or 3 to use this utility.

2.4 General Constraints

2.4.1 Equipment – Equipment required to support this product enhancement are identical to those already specified for Visual VACMAN 3.0 as a whole. No additional requirements are specified.

2.4.2 Required software – Software required to support this product enhancement are identical to those already specified for Visual VACMAN 3.0 as a whole. No additional requirements are specified.

2.4.3 Memory available - Memory requirements for this product enhancement are identical to those already specified for Visual VACMAN 3.0 as a whole. No additional requirements are specified.

2.4.4 Operating system – Operating System requirements to support this product enhancement are identical to those already specified for Visual VACMAN 3.0 as a whole. No additional requirements are specified.

2.4.5 Network configuration – Network configuration required to support this product enhancement are identical to those already specified for Visual VACMAN 3.0 as a whole. No additional requirements are specified.

2.4.6 Other constraints on the system – Users must have the ability to access Visual VACMAN 3.0.

2.5 Assumptions and Dependencies

as a stand alone process nor will it be designed to be accessed from outside the CDC network. The product will not be designed to provide information to users outside the currently existing network.

a.

3.0 Specific requirements

The following Functional requirements will be the basis for all requirements specified for this product enhancement. There are no other requirements for this enhancement other than as specifically described in the functional requirements listed.

3.1 Functional Requirements

3.1.1 User Interface Screen – The user will be permitted to select import options from an interface screen similar to the one provided in VACMAN 2.63. The screen will give the user the option to choose from the following file import types:

- Standard database files (.dbf files)
- Fixed length text files (.sdf files or space delimited files)
- Comma delimited text files (.txt files)
- Microsoft Excel spreadsheet files (.xls files)
- Lotus spreadsheet files (.wk1 files)

The user will also be permitted to select which data set to be updated:

- Distribution data (from normal project sources)
- Distribution data (from non-project sources)
- Varicella vaccine ordering data
- Provider information
- Provider inventory information
- Provider enrollment information
- Doses administered information
- Physician information
- New varicella orders

The user will be provided with a browse button or similar interface to allow them to select the appropriate file from which to import the data set.

Note: In VM 2.63 the user was also permitted to choose between condensed and full file format. This feature is not necessary in this module as the file types mentioned are already supported by the file definitions mentioned above.

3.1.2 Distribution data from Project Depots

3.1.2.1 Import file formats:

3.1.2.1.1 Database Files:

Data to be imported in the form of a table will be formatted with the following field definitions:

Source Table in VACMAN: distrib.dbf

Field Name	**Type**	**Size**
input	Date	8
xmitdate	Date	8
dateout	Date	8
pin	Char	6
frompin	Char	6
action	Numeric	2,0
lot	Char	15
ordsize	Numeric	2,0
vaccine	Char	8
units	Numeric	8,0
doses	Numeric	8,0
fdose1	Numeric	8,0
fdose2	Numeric	8,0
fdose3	Numeric	8,0
seekid	Numeric	9,0
cdcpo	Numeric	10,0
status	Char	2
shipdate	Date	8
orddose	Numeric	8,0
shipped	Numeric	1,0
notes	Char	25
chgdate	Date	8
userid	Char	8
distid	Integer	4

Note: In Visual VACMAN 3.0 the distid field is the primary key for the distrib table and must not be altered in any way as this will prevent the record from matching in the distrib table and could cause problems with calculation of lot quantities on hand.

3.1.2.1.2 Comma Delimited Files:

Comma delimited files will have a file extension of .txt. Data fields will be exported from the distrib table in VV3 or from VACMAN 2.63 into an ASCII standard text file containing one line of text for each record in the table.

- Each field will be separated by a comma and no extra spaces.
- Fields containing char data will be surrounded by double quotes.
- Fields containing numeric data will be trimmed to their minimum length.
- Fields containing date data will be formatted to 8 spaces containing YYYYMMDD data. In the event there is no data in the corresponding table field, the appropriate space in the text file will contain 8 spaces.
- Data will be arranged in the same order as listed as section 3.1.2.1.1 above.
- Files of this type can be most easily created by using the following commands from the FoxPro command interface:
    - Use distrib
    - Copy to XXXXX.txt delimited (substitute file name for XXXXX)
    - **Note**: formatting of the file generated from FoxPro 2.6 for Screens and the one formatted by Visual FoxPro 7.0 (VFP7) will vary slightly. Either file can be successfully imported by Visual VACMAN 3.0.

3.1.2.1.3 Space Delimited Files:

Space Delimited Files will be formatted in a manner similar to specified for Comma Delimited text files, however space delimited files contain a single line of data for each record in the table with no delimiting character. SDF files format the data in streams of values of exactly the same length as the corresponding fields in the table from which the data is exported. No quotation marks or other special characters for dates are required to distinguish data types. The data must be arranged in the same order and to the same lengths as specified in section 3.1.2.1.1 above.

A space delimited file may be most easily created by issuing the following commands from the command line interface in FoxPro:

- Use distrib
- Copy to filename.sdf SDF (substitute filename to be created).

3.1.2.1.4 Microsoft Excel Spreadsheet files (.xls files)

Excel spreadsheet files will be formatted with a column heading corresponding to the name of each field as defined in section 3.1.2.1.1 above. Each record to be imported will be listed on a single row of the spreadsheet in the same order and with the same formatting as defined in section 3.1.2.1.1. An Excel spreadsheet file may be most easily created by issuing the following commands from the command line interface of FoxPro:

- Use distrib
- Copy to filename.xls XLS (substitute filename to be created)

3.1.2.1.5 Lotus Spreadsheet files (.wk1 files)

Lotus spreadsheet files will be formatted in exactly the same manner as described in section 3.1.2.1.4 above. A Lotus spreadsheet file may be most easily created by issuing the following commands from the command line interface in FoxPro:

- Use distrib
- Copy to filename.wk1 WK1 (substitute filename to be created)

3.1.2.1.5 Other file formats

File formats other than those specified above will not be supported by this module. Regardless of how the file is created, the formatting described in section 3.1.2.1 of this document must be followed. If the file to be imported fails to meet acceptable criteria it will be rejected with the appropriate error message to the user. Best results for file creation will be obtained by using the file export utility in VV3.0.

3.1.2.2 Data Import:

- After selection of the appropriate file and file type for distribution data from project depots from the user interface screen described in section 3.1.1 above, the system will copy the new data into an import table meeting the same table definition as the distrib.dbf file currently in use in Visual VACMAN 3.0.
- The user will then be provided with an interface screen prompting the user for the type of input to be conducted. After error checking import functions will be carried out as follows:
  - **Import Archived Records** – This option will match all of the records in the import file and will only append records that do not exist in the distrib table at the time of the action.
    - This action is the mirror to the export function that allows for the removal of distribution records currently in place. The export program copies data into the disthist table when moving records to archive.
    - **Note:** In order to properly calculate distributions, the import program must move the archived data out of the disthist table and then make a matching entry in the distrib table. If an attempt is made to input data using the ARCHIVE function of the import system and the data file used was not created by the export utility, recalculation of the distrib table, lots and other data tables may be corrupted. **Data created outside of VACMAN should NOT be used for the archive function…**
    - **Note:** If any duplicate records are found in the import file not matching records in the distrib file, they will be ignored. The import function relies on an exact match of the distid field, if this has been tampered with, the records will not match. The user will be prompted with the appropriate error message.
    - Archived data should not be tampered with in any way. If the user wishes to enter data that has been altered the update or add functions should be used. **Other than checking for record matches and recalculation of lots balances, NO ERROR CHECKING IS DONE.**
  - **Update records** – Only those records that currently exist in the distrib table will be imported.
    - Records that do not already exist will be moved to a separate file and an error record will be saved to an error file.
    - As the records are matched and updated into the distrib table in Visual VACMAN 3.0, the new information will be treated by the business rules object as an edit.

must match before **ANY** of the records will be imported, this standard was also present in VACMAN 2.63. If all of the records do not match, the user will be presented with an appropriate message and given the chance to view and save the errors found. Additionally the user will have the opportunity to view the records that did not pass duplicate checking and save them to a separate file.

- **Note:** If the end user intends to make changes to data external to Visual VACMAN 3.0, the seekid key field, along with action, dateout, fromPIN, PIN, vaccine, and lot must not be changed. If they are changed the record cannot be matched to a current record in the distrib table, and the system will not allow the record to be imported.
- Changes to lot inventories and other calculated data will be conducted in accordance with current business rules.

o **Add new records** - in this option, only records that are NOT duplicates will be processed.

- New records will be handled in accordance with the same business rules that would be used for a standard keyboard entry.
- **Note:** in version 2.63, the user had the opportunity to select an option that would check whether excess ordering has been conducted. This function is now a part of the business rules and will always be conducted.
- When the user clicks on the add option on the main user interface screen two additional options will be made available: the user can auto-assign a shipment date when the shipdate field in the import table is empty and auto-assign lot numbers when they are left empty. A radio box will be provided for each option and a separate field provided that the user may use to input a desired ship date. By default the date will be the current day.
- **Note:** distid and seekid (unique fields) will be overwritten if present by system generated identifiers in add mode. If importing data using the add mode, the values originally present in these fields will be changed. The import file itself is not changed, only the values entered in the distrib table.

3.1.2.2.4 Error checking criteria

➢ Error checking is handled by the business object in Visual VACMAN 3.0. Data standards in the import module will exactly mirror the standards enforced for keyboard entry. For exact specifications of all business rules please see Reference 1.4.2.

3.1.3 Distribution data (Other Transactions)

3.1.3.1 Import file formats:

3.1.3.1.1 Database Files:

Source Table in VACMAN: Distrib.dbf

Table definitions for this portion of the import module are identical to those described in section 3.1.2.1.1.

3.1.3.1.2 Comma Delimited Files:

File definitions and format for this portion of the import module are identical to those described in section 3.1.2.1.2.

3.1.3.1.3 Space Delimited Files:

File definitions and format for this portion of the import module are identical to those described in section 3.1.2.1.3.

3.1.3.1.4 Microsoft Excel Spreadsheet files (.xls files)

File definitions and format for this portion of the import module are identical to those described in section 3.1.2.1.4.

3.1.3.1.5 Lotus Spreadsheet files (.wk1 files)

File definitions and format for this portion of the import module are identical to those described in section 3.1.2.1.5.

3.1.3.1.6 Other file formats

File definitions and format for this portion of the import module are identical to those described in section 3.1.2.1.6.

3.1.3.2 Data Import procedures:

Import procedures for this portion of the import module are almost identical to that described in section 3.1.2.2. In the 2.63 version of the product, there were no options for handling archive, update and add records, the system handled all records as an update. The new module will provide a choice with the same parameters as described in section 3.1.2.2 above.

3.1.3.2.1 Error checking criteria

- Error checking is handled by the business object in Visual VACMAN 3.0. Data standards in the import module will exactly mirror the standards enforced for keyboard entry. For exact specifications of all business rules please see Reference 1.4.2.

3.1.4 Varicella Data

3.1.4.1 Import file formats:

3.1.4.1.1 Database Files:

Source Table in VACMAN: stock.dbf

Field Name	Type	Size
rectype	Char	1
pin	Char	6
orddate	Char	12
ordNum	Char	10
orddose	Numeric	8,0
xmitdate	Char	12
datein	Char	12
rcvxmit	Char	12
timein	Char	5
signee	Char	25
vaccine	Char	8
units	Numeric	8,0
size	Numeric	4,0
doses	Numeric	8,0
maker	Char	8
lot	Char	15
expiry	Char	12
cost	Numeric	9,4
contract	Numeric	15,0
fcode1	Char	1
fdose1	Numeric	8,0
fcode2	Char	1
fdose2	Numeric	8,0
fcode3	Char	1
fdose3	Numeric	8,0
uzr	Char	10
remain	Numeric	8,0
seekid	Numeric	9,0
cdcpo	Numeric	10,0
podate	Char	12
nipord	Numeric	8,0
status	Char	2
note	Char	50
chgdate	Char	12
statepo	Char	32
userid	Char	8

rcvchgdt	Char	12
ordpin	Char	6
ordsize	Numeric	4,0
ndcno	Char	16
exctax	Numeric	9,4
addtoinv	Numeric	1,0
stockid	Integer	4

Note: In Visual VACMAN 3.0 the stockid field is the primary key for the stock table and must not be altered in any way as this may prevent the record from matching.

3.1.4.1.2 Comma Delimited Files:

File definitions and format for this portion of the import module are identical to those described in section 3.1.2.1.2.

3.1.4.1.3 Space Delimited Files:

File definitions and format for this portion of the import module are identical to those described in section 3.1.2.1.3.

3.1.4.1.4 Microsoft Excel Spreadsheet files (.xls files)

File definitions and format for this portion of the import module are identical to those described in section 3.1.2.1.4.

3.1.4.1.5 Lotus Spreadsheet files (.wk1 files)

File definitions and format for this portion of the import module are identical to those described in section 3.1.2.1.5.

3.1.4.1.6 Other file formats

File definitions and format for this portion of the import module are identical to those described in section 3.1.2.1.6.

3.1.4.2 Data Import procedures:

- The user will select Varicella Order Data, the appropriate file type to import, browse to the file name on the interface screen, select the import type (add, update, or archive) and click the continue button.
- **Note:** Excess order checking – an option in VACMAN 2.63 is automatically checked in Visual VACMAN 3.0 – the option to check or not check this value will no longer be available in this module.
- The system will check the import file for duplicate records, and varicella orders which have already been transmitted (the record in the import file matches a record in the stock table based on a match of PIN, order date, vaccine and fundcode1).

to check for a duplicate. Records which are duplicates or which have already been transmitted will not be imported.

- If the number of records left is less than 1, the user is prompted with an appropriate notice that there are no records to import.
- Records which are ready to be imported will be checked for errors as discussed in section 3.1.4.2.1.
- On successful completion of error checking the system will scan through the import file matching against the stock table looking for matches of order date, vaccine, and fundcode1 values. If a match is found and there is no transmit date, the import record will overwrite the existing record in stock. If there is no match, the new record will be added to the stock table or in the update mode the record will be updated.
- For archival data, the functionality is similar to that described for distribution records above.
- **Note:** This import mechanism is not intended to permit the uploading of NEW varicella orders. New varicella orders are handled as described in section 3.1.10 of this specification. The import function described in section 3.1.4 (this section) is only intended to update varicella orders in the stock table.

3.1.4.2.1 Error checking criteria

- Error checking is handled by the business object in Visual VACMAN 3.0. Data standards in the import module will exactly mirror the standards enforced for keyboard entry. For exact specifications of all business rules please see Reference 1.4.2.

3.1.5 Provider Data

3.1.5.1 Import file formats:

3.1.5.1.1 Database Files:

Source Table in VACMAN: Provider.dbf

Field Name	Type	Size
pin	Char	6
linkpin	Char	6
alphaid	Char	15
firstname	Char	15
initial	Char	1
lastname	Char	35
title	Char	9
contact	Char	30
address	Char	35
addres2	Char	35
city	Char	20

state	Char	2
zipcode	Char	10
ml_contact	Char	30
ml_address	Char	35
ml_addres2	Char	35
ml_city	Char	20
ml_state	Char	2
ml_zipcode	Char	10
county	Char	15
phone	Char	14
extension	Char	4
fax	Char	14
modem	Char	14
subdiv	Char	15
sector	Numeric	2,0
cat1	Char	10
cat2	Char	10
cat3	Char	10
note	Char	50
active	Char	1
codes	Char	10
physcount	Numeric	2,0
origdate	Date	8
other	Char	10
datevfc	Date	8
createdate	Date	8
xmitdate	Date	8
chgdate	Date	8
userid	Char	8
phone2	Char	14
email	Char	40
cat4	Char	10
cat5	Char	10
provtype	Char	1
email2	Char	35
extension2	Char	4
fax2	Char	14

wh_note	Char	50
dateactive	Date	8
datexvfc	Date	8
provid	Integer	4

Note: In Visual VACMAN 3.0 the provid field is the primary key for the provider table and must not be altered in any way as this may prevent the record from matching.

3.1.5.1.2 Comma Delimited Files:

File definitions and format for this portion of the import module are identical to those described in section 3.1.2.1.2.

3.1.5.1.3 Space Delimited Files:

File definitions and format for this portion of the import module are identical to those described in section 3.1.2.1.3.

3.1.5.1.4 Microsoft Excel Spreadsheet files (.xls files)

File definitions and format for this portion of the import module are identical to those described in section 3.1.2.1.4.

3.1.5.1.5 Lotus Spreadsheet files (.wk1 files)

File definitions and format for this portion of the import module are identical to those described in section 3.1.2.1.5.

3.1.5.1.6 Other file formats

File definitions and format for this portion of the import module are identical to those described in section 3.1.2.1.6.

3.1.5.2 Data Import procedures:

- The user will select Provider Data, the appropriate file type to import, the import option (archive, update or add), browse to the file name on the interface screen, and click the continue button.
- The system will check for duplicates by matching PIN number. Data matching and handling of duplicates will be similar to the rules described in section 3.1.2.2 with the exception that there is no calculation to be done.
- Choosing the Cancel button will abort the operation and close the import module.
- Regardless the choice of the type of import to do, error checking will first be conducted. If no critical errors are detected – the user will be required to view any warning messages and will then permitted to continue the import process as described previously.

3.1.5.2.1 Error checking criteria

- Error checking is handled by the business object in Visual VACMAN 3.0. Data standards in the import module will exactly mirror the standards enforced for keyboard entry. For exact specifications of all business rules please see Reference 1.4.2.

3.1.6 Enrollment Data

3.1.6.1 Import file formats:

3.1.6.1.1 Database Files:

Source Table in VACMAN: enroll.dbf

Field Name	Type	Size
PIN	Char	6
AGEDEFINE	Char	6
ENSOURCE	Char	10
ALLKIDS1	Numeric	7,0
MEDICAID1	Numeric	7,0
UNINSURED1	Numeric	7,0
AMINDIAN1	Numeric	7,0
FQHC_RHC1	Numeric	7,0
VFCKIDS1	Numeric	7,0
G317KIDS1	Numeric	7,0
STATEKIDS1	Numeric	7,0
ALLKIDS2	Numeric	7,0
MEDICAID2	Numeric	7,0
UNINSURED2	Numeric	7,0
AMINDIAN2	Numeric	7,0
FQHC_RHC2	Numeric	7,0
VFCKIDS2	Numeric	7,0
G317KIDS2	Numeric	7,0
STATEKIDS2	Numeric	7,0
ALLKIDS3	Numeric	7,0
MEDICAID3	Numeric	7,0
UNINSURED3	Numeric	7,0
AMINDIAN3	Numeric	7,0
FQHC_RHC3	Numeric	7,0
VFCKIDS3	Numeric	7,0
G317KIDS3	Numeric	7,0

STATEKIDS3	Numeric	7,0
ALLKIDS4	Numeric	7,0
MEDICAID4	Numeric	7,0
UNINSURED4	Numeric	7,0
AMINDIAN4	Numeric	7,0
FQHC_RHC4	Numeric	7,0
VFCKIDS4	Numeric	7,0
G317KIDS4	Numeric	7,0
STATEKIDS4	Numeric	7,0
CHGDATE	Date	8
USERID	Char	8
OTHER1	Numeric	7,0
OTHER2	Numeric	7,0
OTHER3	Numeric	7,0
OTHER4	Numeric	7,0

Note: In Visual VACMAN 3.0 the pin field is the primary key for the enroll table and must not be altered in any way as this may prevent the record from matching.

3.1.6.1.2 Comma Delimited Files:

File definitions and format for this portion of the import module are identical to those described in section 3.1.2.1.2.

3.1.6.1.3 Space Delimited Files:

File definitions and format for this portion of the import module are identical to those described in section 3.1.2.1.3.

3.1.6.1.4 Microsoft Excel Spreadsheet files (.xls files)

File definitions and format for this portion of the import module are identical to those described in section 3.1.2.1.4.

3.1.6.1.5 Lotus Spreadsheet files (.wk1 files)

File definitions and format for this portion of the import module are identical to those described in section 3.1.2.1.5.

3.1.6.1.6 Other file formats

File definitions and format for this portion of the import module are identical to those described in section 3.1.2.1.6.

3.1.6.2 Data Import procedures:

- The user will select Enrollment Data, the import option (archive, update or add), the appropriate file type to import, browse to the file name on the interface screen, and click the continue button.
- The system will check for duplicates by matching PIN number. Data matching and handling of duplicates will be similar to the rules described in section 3.1.2.2 with the exception that there is no calculation to be done.
- Choosing the Cancel button will abort the operation and close the import module.
- Regardless the choice of the type of import to do, error checking is first conducted. If no critical errors are detected – the user will be required to view any warning messages and then permitted to continue the import process as described previously.

3.1.6.2.1 Error checking criteria

- Error checking is handled by the business object in Visual VACMAN 3.0. Data standards in the import module will exactly mirror the standards enforced for keyboard entry. For exact specifications of all business rules please see Reference 1.4.2.

3.1.7 Physician Data

3.1.7.1 Import file formats:

3.1.7.1.1 Database Files:

Source Table in VACMAN: physicn.dbf

Field Name	Type	Size
PIN	Char	6
PHYSID	Char	12
LASTNAME	Char	20
FIRSTNAME	Char	15
INITIAL	Char	1
TITLE	Char	9
OTHER1	Char	12
OTHER2	Char	12
MEDICAIDNO	Char	12
MEDLICENSE	Char	12
CHGDATE	Date	8
USERID	Char	8
ADDTOCOUNT	Numeric	1.0
DATEACTIVE	Date	8
PHYSNID	Integer	4

Note: In Visual VACMAN 3.0 the physnid field is the primary key for the physicn table and must not be altered in any way as this may prevent the record from matching.

3.1.7.1.2 Comma Delimited Files:

File definitions and format for this portion of the import module are identical to those described in section 3.1.2.1.2.

3.1.7.1.3 Space Delimited Files:

File definitions and format for this portion of the import module are identical to those described in section 3.1.2.1.3.

3.1.7.1.4 Microsoft Excel Spreadsheet files (.xls files)

File definitions and format for this portion of the import module are identical to those described in section 3.1.2.1.4.

3.1.7.1.5 Lotus Spreadsheet files (.wk1 files)

File definitions and format for this portion of the import module are identical to those described in section 3.1.2.1.5.

3.1.7.1.6 Other file formats

File definitions and format for this portion of the import module are identical to those described in section 3.1.2.1.6.

3.1.7.2 Data Import procedures:

- The user will select Physician Data, the appropriate file type to import, the import option (archive, update or add), browse to the file name on the interface screen, and click the continue button.
- The system will check for duplicates by matching PIN number or physid if present. Data matching and handling of duplicates will be similar to the rules described in section 3.1.2.2 with the exception that there is no calculation to be done.
- Choosing the Cancel button will abort the operation and close the import module.
- Regardless the choice of the type of import to do, error checking will first be conducted. If no critical errors are detected – the user will be required to view any warning messages and will then permitted to continue the import process as described previously.

3.1.7.2.1 Error checking criteria

- Error checking is handled by the business object in Visual VACMAN 3.0. Data standards in the import module will exactly mirror the standards enforced for keyboard entry. For exact specifications of all business rules please see Reference 1.4.2.

3.1.8 Doses Administered Data

3.1.8.1 Import file formats:

3.1.8.1.1 Database Files:

Source Table in VACMAN: dosesadm.dbf

Field Name	Type	Size
ADATE	Date	8
PIN	Char	6
SECTOR	Numeric	1,0
VACCINE	Char	8
POSITION	Numeric	2,0
DOSE	Numeric	1,0
G1	Numeric	7,0
G2	Numeric	7,0
G3	Numeric	7,0
G4	Numeric	7,0
G5	Numeric	7,0
G6	Numeric	7,0
G7	Numeric	7,0
G8	Numeric	7,0
G9	Numeric	7,0
G10	Numeric	7,0
G11	Numeric	7,0
G12	Numeric	7,0
G13	Numeric	7,0
ROWTOT	Numeric	10,0
DAUZR1	Numeric	7,0
DAUZR2	Numeric	7,0
DAUZR3	Numeric	7,0
CHGDATE	Date	8
USERID	Char	8
DAUZR4	Numeric	7.0
DAUZR5	Numeric	7.0
DAUZR6	Numeric	7.0
DAUZR7	Numeric	7.0
DAUZR8	Numeric	7.0

DAUZRTOT	Numeric	8.0
DOSESADMID	Integer	4

Note: In Visual VACMAN 3.0 the dosesadmid field is the primary key for the dosesadm table and must not be altered in any way as this may prevent the record from matching.

3.1.8.1.2 Comma Delimited Files:

File definitions and format for this portion of the import module are identical to those described in section 3.1.2.1.2.

3.1.8.1.3 Space Delimited Files:

File definitions and format for this portion of the import module are identical to those described in section 3.1.2.1.3.

3.1.8.1.4 Microsoft Excel Spreadsheet files (.xls files)

File definitions and format for this portion of the import module are identical to those described in section 3.1.2.1.4.

3.1.8.1.5 Lotus Spreadsheet files (.wk1 files)

File definitions and format for this portion of the import module are identical to those described in section 3.1.2.1.5.

3.1.8.1.6 Other file formats

File definitions and format for this portion of the import module are identical to those described in section 3.1.2.1.6.

3.1.8.2 Data Import procedures:

- The user will select Doses Administered Data, the import option (archive, update or add), browse to the file name on the interface screen, and click the continue button.
- The system will check for duplicates by matching PIN number. Data matching and handling of duplicates will be similar to the rules described in section 3.1.2.2 with the exception that there is no calculation to be done.
- Choosing the Cancel button will abort the operation and close the import module.
- Regardless the choice of the type of import to do, error checking will first be conducted. If no critical errors are detected – the user will be required to view any warning messages and will then permitted to continue the import process as described previously.

3.1.8.2.1 Error checking criteria

- Error checking is handled by the business object in Visual VACMAN 3.0. Data standards in the import module will exactly mirror the standards enforced for keyboard entry. For exact specifications of all business rules please see Reference

1.4.2.

3.1.9 Provider Inventory Data

3.1.9.1 Import file formats:

3.1.9.1.1 Database Files:

Source Table in VACMAN: provhas.dbf

Field Name	Type	Size
PIN	Char	6
IDATE	Date	8
VACCINE	Char	8
LOT	Char	15
POSITION	Numeric	2,0
DOSES	Numeric	8,0
CHGDATE	Date	8
USERID	Char	8
PROVHASID	Integer	4

Note: In Visual VACMAN 3.0 the PROVHASID field is the primary key for the prohas table and must not be altered in any way as this may prevent the record from matching.

3.1.9.1.2 Comma Delimited Files:

File definitions and format for this portion of the import module are identical to those described in section 3.1.2.1.2.

3.1.9.1.3 Space Delimited Files:

File definitions and format for this portion of the import module are identical to those described in section 3.1.2.1.3.

3.1.9.1.4 Microsoft Excel Spreadsheet files (.xls files)

File definitions and format for this portion of the import module are identical to those described in section 3.1.2.1.4.

3.1.9.1.5 Lotus Spreadsheet files (.wk1 files)

File definitions and format for this portion of the import module are identical to those described in section 3.1.2.1.5.

3.1.9.1.6 Other file formats

File definitions and format for this portion of the import module are identical to those described in section 3.1.2.1.6.

3.1.9.2 Data Import procedures:

- The user will select Provider Inventory Data, the import option (archive, update or add), browse to the file name on the interface screen, and click the continue button.
- The system will check for duplicates by matching PIN number or PROVHASID when present. Data matching and handling of duplicates will be similar to the rules described in section 3.1.2.2 with the exception that there is no calculation to be done.
- Choosing the Cancel button will abort the operation and close the import module.
- Regardless the choice of the type of import to do, error checking will first be conducted. If no critical errors are detected – the user will be required to view any warning messages and will then permitted to continue the import process as described previously.

3.1.9.2.1 Error checking criteria

- Error checking is handled by the business object in Visual VACMAN 3.0. Data standards in the import module will exactly mirror the standards enforced for keyboard entry. For exact specifications of all business rules please see Reference 1.4.2.

3.1.10 New Varicella Orders Import

3.1.10.1 Import file formats:

3.1.10.1.1 Database Files:

Source Table in VACMAN: neworder.dbf

Field Name	Type	Size
rectype	Char	1
pin	Char	6
orddate	Char	12
ordNum	Char	10
orddose	Numeric	8,0
ordPIN	Char	6
ordsize	Numeric	4,0
size	Numeric	4,0
vaccine	Char	8
maker	Char	8
cost	Numeric	9,4
contract	Numeric	15,0

fcode1	Char	1
fdose1	Numeric	8,0
note	Char	50
chgdate	Date	8
statepo	Char	32
userid	Char	8
ndcno	Char	16
exctax	Numeric	9,4
seekid	Numeric	9,0
xmitdate	Date	8

Note: There is no export module in VV3 designed to create the above table. This import module will NOT import any new orders other than varicella vaccine.

3.1.10.1.2 Comma Delimited Files:

File definitions and format for this portion of the import module are identical to those described in section 3.1.2.1.2.

3.1.10.1.3 Space Delimited Files:

File definitions and format for this portion of the import module are identical to those described in section 3.1.2.1.3.

3.1.10.1.4 Microsoft Excel Spreadsheet files (.xls files)

File definitions and format for this portion of the import module are identical to those described in section 3.1.2.1.4.

3.1.10.1.5 Lotus Spreadsheet files (.wk1 files)

File definitions and format for this portion of the import module are identical to those described in section 3.1.2.1.5.

3.1.10.1.6 Other file formats

File definitions and format for this portion of the import module are identical to those described in section 3.1.2.1.6.

3.1.10.2 Data Import procedures:

- The user will select Import New Varicella Orders, the appropriate file type to import, browse to the file name on the interface screen, select the appropriate options for automatically assigning Fund Code and State PO number then click the continue button.
- **Note:** Excess order checking – an option in VACMAN 2.63 is automatically

no longer be available in this module.

- The system will check the import file for duplicate records, and varicella orders which have already been transmitted (the record in the import file matches a record in the neworder table based on a match of PIN, order date, and vaccine. Records which are duplicates or which have already been transmitted will not be imported.
- If the number of records left is less than 1, the user is prompted with an appropriate notice that there are no records to import.
- Records which are ready to be imported will be checked for errors as discussed in section 3.1.10.2.1.
- On successful completion of error checking the system will append the records from the import table into the neworder table

3.1.10.2.1 Error checking criteria

- Error checking is handled by the business object in Visual VACMAN 3.0. Data standards in the import module will exactly mirror the standards enforced for keyboard entry. For exact specifications of all business rules please see Reference 1.4.2.

3.2 External Interface Requirements

3.2.1 User Interfaces – No new interfaces to be described in this document.

3.2.2 Hardware Interfaces – No new interfaces to be described in this document.

3.2.3 Software Interfaces – No new interfaces to be described in this document.

3.3 Performance Requirements

The product enhancements will conform to the same performance requirements as are currently in place for the existing product and Visual VACMAN 3.0 in general.

3.4 Hardware Limitations

There are no specific hardware limitations other than those already in place with the existing product and Visual VACMAN 3.0 as a whole.

3.5 Attributes

There are no special attributes to this product not already inherent in Visual VACMAN 3.0 and the current release as a whole.

3.6 Other Requirements

None.

This document is provided to list the exact error checking done on a field by field basis by the import module. The error checking listed is also being done during normal keyboard entry of records in the various tables listed.

The information in this document is organized based on the basic import type – i.e., Distribution data, Physician Data, etc. The information is then further broken down to list the database table affected, the exact field being validated, what information it contains, and a list of the various error conditions the import program tests for.

Distributions via Project Depot

Table affected: distrib.dbf		
Field	**Class/Method/Program Called**	**Validation Steps**
Input	clsBusiness.ckMulDate()	1. Date cannot be blank 2. Date must be a valid date 3. Date cannot be more than 5 years prior to current date 4. Date cannot be more than 1 year from value in dateout field.
Dateout	clsBusiness.ckMulDate()	1. Date cannot be blank 2. Date must be a valid date
PIN	clsBusiness.ckMulPIN()	1. Value cannot be blank 2. Value cannot be '999999' 3. Value must match a PIN number in the 'Provider' table (see table definitions document for additional information about the provider table) 4. Provider referenced with PIN must be an active provider.
FromPIN	clsBusiness.ckMulPIN()	1. Value cannot be blank 2. If 'action' field = 8, value cannot be same as PIN field above. 3. Value cannot be same as a depot level PIN number 4. Value cannot be '999999' 5. Value must match a value in the 'Provider' table (see table definitions document for additional information about the provider table) 6. Provider referenced with this value must be an active provider.
Action	frmImport.distribimport()	1. Value must be 1
Vaccine	clsBusiness.ckDistVacc()	1. Value cannot be blank 2. Vaccine name must match a value in the vaccref table. (See table definitions document for detailed information on vaccref table)
Lot	clsBusiness.ckDistLot()	1. Value cannot be blank 2. Lot number must match a lot number in the STOCK table. (See table definitions document for more information on the STOCK table)

		3. Lot cannot be expired
Doses	clsBusiness.ckDistLot() clsBusiness.xsMain()	1. Value cannot exceed value in 'remain' field of stock table for matching lot number 2. Value cannot exceed providers maximum allowance
Units	clsProcFile.frvdistribution()	1. Units must be an even multiple of value of doses/size in the lots table
Multiple fields	clsBusiness.ckDistDup()	1. All records are checked for duplication

Distributions (other)

Table affected: distrib.dbf		
Field	**Class/Method/Program Called**	**Validation Steps**
Input	clsBusiness.ckMulDate()	1. Date cannot be blank 2. Date must be a valid date 3. Date cannot be more than 5 years prior to current date 4. Date cannot be more than 1 year from value in dateout field.
Dateout	clsBusiness.ckMulDate()	1. Date cannot be blank 2. Date must be a valid date
PIN	clsBusiness.ckDoxPIN()	1. Value cannot be blank 2. Value cannot be '999999' 3. Value must match a PIN number in the 'Provider' table (see table definitions document for additional information about the provider table) 4. Provider referenced with PIN must be an active provider.
FromPIN	clsBusiness.ckMulPIN()	1. Value cannot be blank 2. If 'action' field = 8, value cannot be same as PIN field above. 3. Value cannot be same as a depot level PIN number 4. Value cannot be '999999' 5. Value must match a value in the 'Provider' table (see table definitions document for additional information about the provider table) 6. Provider referenced with this value must be an active provider.
Action	clsBusiness.ckDoxAction()	1. Value must be 2,3,4,5,6,7,8,9,11,12
Vaccine	clsBusiness.ckDistVacc()	1. Value cannot be blank

		2. Vaccine name must match a value in the vaccref table. (See table definitions document for detailed information on vaccref table)
Lot	clsBusiness.ckDoxLot()	1. Value cannot be blank 2. Lot number must match a lot number in the STOCK table. (See table definitions document for more information on the STOCK table) 3. Lot cannot be expired
Doses	clsBusiness.ckDoxDoses()	1. Value cannot exceed value in 'remain' field of stock table for matching lot number
Units	clsProcFile.frvdistribution()	1. Units must be an even multiple of value of doses/size in the lots table
Multiple fields	clsBusiness.ckDistDup()	1. All records are checked for duplication

Varicella Order Data

Table affected: stock.dbf		
Field	**Class/Method/Program Called**	**Validation Steps**
Multiple	frmImport.varicellaImport()	1. Duplicate records are not allowed
Vaccine	frmImport.varicellaImport()	1. Value must be 'VAR'
Ndcno	frmImport.varicellaImport()	1. Insure that value is same as matching value for varicella in the vaccbulk table. For more information about the vaccbulk table see the table definitions document
Orddate	clsBusiness.ckMulOrdDt()	1. Date cannot be blank 2. Date must be a valid date 3. Date must be within 30 days of current date.
PIN	clsBusiness.ckVarPIN()	1. PIN cannot be blank 2. PIN must be in provider table (see the table definitions document for additional information about the provider table. 3. PIN must match an active provider 4. Contact, shipping and address information for matching record in provider table must be complete
PIN	clsBusiness.ckEligProv()	1. PIN must not match a public provider 2. PIN must match a varicella eligible provider
Fcode1	clsBusiness.ckVarFundCd()	1. Value cannot be blank
Statepo	clsBusiness.ckVarFundCd()	1. If value in fcode1 is 1 or 2 statepo field must be blank. 2. If value of fcode1 is other than 1 or 2, this value

		cannot be blank
Orddose Ndcno	clsBusiness.ckVarDose()	1. NDCno value must match a record in the vaccbulk table (for more information about the vaccbulk table see the table definitions document). 2. Total order may not exceed $25,000. 3. Orddose must be an even multiple of pkgsize in the vaccbulk table.
Rectype	frmimport.varicellaImport()	1. Value must be 2.
Ordpin	frmimport.varicellaImport()	1. Value must be the same as PIN field
Pkgsize	frmimport.varicellaImport()	1. Value must match the pkgsize field in the matching vaccbulk table record.
Maker	frmimport.varicellaImport()	1. Value must match the maker field in the matching vaccbulk table record.
Contract	frmimport.varicellaImport()	1. Value must match the contract field in the matching vaccbulk table record.
Cost	frmimport.varicellaImport()	1. Value must match the cost field in the matching vaccbulk table record.

Provider Data

Table affected: provider.dbf		
Field	**Class/Method/Program Called**	**Validation Steps**
PIN	clsBusiness.ckProvPIN()	1. Value cannot be empty 2. Value cannot be zero 3. Value cannot be ‘999999’ 4. Value cannot be ‘999998’ 5. Value cannot be duplicated 6. Value cannot already be in use in the Stock table.
linkPIN	clsBusiness.ckParPIN()	1. Sector field in provider table for record matching this value must be between 10 and 29, or must be 32.
Lastname	clsBusiness.ckMulName	1. Value cannot be empty
Sector	clsBusiness.ckProvSector()	1. Value cannot be 30, 31 or 33 2. Value must match a record in the sectoref table (see the table definitions document for additional information).
County	clsBusiness.ckProvCounty()	1. Value must match a record in the county table (see the table definitions document for additional information).
Subdiv	clsBusiness.ckProvSubD()	1. Value must match a record in the subdiv table (see the table definitions document for

		additional information).
Cat1	clsBusiness.ckProvCat()	1. Value must either be empty or must match a value in the cat1 field of the cat1 table (see the table definitions document for additional information).
Cat2	clsBusiness.ckProvCat()	1. Value must either be empty or must match a value in the cat2 field of the cat2 table (see the table definitions document for additional information).
Cat3	clsBusiness.ckProvCat()	1. Value must either be empty or must match a value in the cat3 field of the cat3 table (see the table definitions document for additional information).
Cat4	clsBusiness.ckProvCat()	1. Value must either be empty or must match a value in the cat4 field of the cat4 table (see the table definitions document for additional information).
Cat5	clsBusiness.ckProvCat()	1. Value must either be empty or must match a value in the cat5 field of the cat5 table (see the table definitions document for additional information).
Codes	clsBusiness.ckMulCode()	1. Value must be either ‘Y’ or ‘N’
Active	clsBusiness.ckMulActive()	1. Value must be ‘Y’, ‘N’, ‘S’ or ‘T’ 2. If modifying the record and the old value was ‘Y’ being changed to ‘N’, ‘S’ or ‘T’, there cannot be an active record for ordering varicella in the neworder table (see the table definitions document for additional information). 3. If modifying the record and the value is not ‘Y’, the date value for dateXVFC field cannot be empty.
DateVFC	clsBusiness.ckProvVFCdt()	1. Value must be a valid date if used. 2. Value cannot exceed current date by more than 30 days.
Contact	clsBusiness.ckMuladdrship()	1. Value cannot be blank.
Address	clsBusiness.ckMuladdrship()	1. Value cannot be blank.
Phone	clsBusiness.ckMuladdrship()	1. Value cannot be blank. 2. Value must be properly formatted as: (999) 999-9999
City	clsBusiness.ckMuladdrship()	1. Value cannot be blank.
State	clsBusiness.ckMuladdrship()	1. Value cannot be blank.
Zipcode	clsBusiness.ckMuladdrship()	1. Value cannot be blank 2. Value SHOULD match an existing value in the zipcode table (see table definitions document for additional information).

Fax	clsBusiness.ckMuladdrship()	1. Value must be properly formatted if used as: (999) 999-9999.
Modem	clsBusiness.ckMuladdrship()	1. Value must be properly formatted if used as: 2. (999) 999-9999.
Note	clsBusiness.ckProvNote()	1. Import module will record warning message if one of the following characters referenced is present in this field: !, @, #, $, %, ^, &, *, (,), +, |, \, /, {, }, [,], :, <, >, ?, '." 2. A warning message will be generated if the field is blank – should enter "NONE" if no value is available.
ML_address ML_addres2 ML_City ML_State ML_ZipCode	clsBusiness.clMulMAddr	1. The mailing address information, if used is checked in a manner similar to that done in ckMuladdrship() method mentioned above, however this information is optional and will not generate a fatal error.

Enrollment Data

Table affected: enroll.dbf		
Field	**Class/Method/Program Called**	**Validation Steps**
PIN	clsBusiness.ckMulPIN()	1. Value cannot be blank 2. Value cannot be '999999' 3. Value must match a PIN number in the 'Provider' table (see table definitions document for additional information about the provider table) 4. Provider referenced with PIN must be an active provider.
import.allkids1 import.vfckids1 import.g317kids1 import.statekids1	clsBusiness.ckEnrolCnts()	1. Sum of vfckids, g317kids and statekids must be less than or equal to allkids field.
import.allkids2 import.vfckids2 import.g317kids2 import.statekids2	clsBusiness.ckEnrolCnts()	2. Sum of vfckids, g317kids and statekids must be less than or equal to allkids field.
import.allkids3 import.vfckids3 import.g317kids3 import.statekids3	clsBusiness.ckEnrolCnts()	3. Sum of vfckids, g317kids and statekids must be less than or equal to allkids field.
import.allkids4 import.vfckids4 import.g317kids4 import.statekids4	clsBusiness.ckEnrolCnts()	4. Sum of vfckids, g317kids and statekids must be less than or equal to allkids field.

Physician Data

Table affected: physicn.dbf		
Field	**Class/Method/Program Called**	**Validation Steps**
PIN	clsBusiness.ckPhysPIN()	1. Value must match a PIN number in the 'Provider' table (see table definitions document for additional information about the provider table) 2. Matching provider record must have a sector field value between 10 and 29 or 32 3. Provider referenced with PIN must be an active provider. 4. Value cannot be blank.
Lastname	clsBusiness.ckMulLName()	1. Value cannot be blank.
Addtocount	frmImport.physImport()	1. Value must be 0 or 1 (equates to false or true)
Active	frmImport.physImport()	1. Value must be 'Y' or 'N'
Dateactive	frmImport.physImport()	1. Value must be a valid date. 2. Value cannot be blank.

Provider Inventory Data

Table affected: provhas.dbf		
Field	**Class/Method/Program Called**	**Validation Steps**
Idate	clsBusiness.ckPHasIDt()	1. Date must be a valid date. 2. Date cannot be blank. 3. Date cannot be more than 5 years greater than or less than current date.
PIN	clsBusiness.ckMulPPin()	1. Value cannot be blank. 2. Sector field value in matching provider record must be between 10-29 or 32 3. There must be a matching, non-deleted record in the provider table. 4. Matching provider record must be active
Vaccine	clsBusiness.ckMulVacc()	1. Value cannot be blank. 2. Value must be present in vaccref table.
Lot	clsBusiness.ckPHasLot()	1. Must be a matching vaccine + lot number record in the stock table
Doses	frmImport.phasImport()	1. Value must be greater than zero.

Doses Administered Data

Table affected: dosesadm.dbf		
Field	**Class/Method/Program Called**	**Validation Steps**
Adate	clsBusiness.ckDoAdmADt()	1. Date must be a valid date. 2. Date cannot be blank. 3. Date cannot be more than 5 years greater than current date.
PIN	clsBusiness.ckMulPPin()	1. Value cannot be blank. 2. Sector field value in matching provider record must be between 10-29 or 32 3. There must be a matching, non-deleted record in the provider table. 4. Matching provider record must be active
Vaccine	clsBusiness.ckMulVacc()	1. Value cannot be blank. 2. Value must be present in vaccref table.
Lot	clsBusiness.ckPHasLot()	2. Must be a matching vaccine + lot number record in the stock table
Doses	clsBusiness.ckDoAdmDose()	1. Value must be greater than zero. 2. Value may not exceed value in the maxno field of the vaccref table.

New Varicella Orders

Table affected: neworder.dbf		
Field	**Class/Method/Program Called**	**Validation Steps**
Xmitdate	frmImport.newOrdersImport()	1. Value must be empty.
Seekid	frmImport.newOrdersImport()	1. Value must be empty.
Orddose Fdose1	frmImport.newOrdersImport()	1. Value of orddose must be same as fdose1. If not the program will copy value of fdose1 into this field and will store a warning message.
Vaccine	frmImport.newOrdersImport()	1. Value must be 'VAR'.
Ndcno	frmImport.newOrdersImport()	1. Value must match the ndcno field in the vaccbulk table.
Orddate	clsBusiness.ckOrdDt()	1. Must be a valid date. 2. Cannot be empty. 3. Must be less than current date – 30
PIN	clsBusiness.ckVarPIN()	1. PIN cannot be blank 2. PIN must be in provider table (see the table definitions document for additional information about the provider table.

		3. PIN must match an active provider 4. Contact, shipping and address information for matching record in provider table must be complete
PIN	clsBusiness.ckEligProv()	1. PIN must not match a public provider 2. PIN must match a varicella eligible provider
Fcode1	clsBusiness.ckVarFundCd()	1. Value cannot be blank
Orddose Ndcno	clsBusiness.ckVarDose()	1. NDCno value must match a record in the vaccbulk table (for more information about the vaccbulk table see the table definitions document). 2. Total order may not exceed $25,000. 3. Orddose must be an even multiple of pkgsize in the vaccbulk table.
Rectype	frmImport.newOrdersImport()	1. Value must be 2
Statepo	frmImport.newOrdersImport()	1. If fcode1 is 3, cannot be blank. 2. If fcode1 is 1 or 2 must be blank.
Ordpin	frmImport.newOrdersImport()	1. Value must be 'MERCK'
Size	frmImport.newOrdersImport()	1. Value must match the pkgsize field value in vaccbulk table.
Maker	frmImport.newOrdersImport()	1. Value must match the maker field value in vaccbulk table.
Contract	frmImport.newOrdersImport()	1. Value must match the contract field value in vaccbulk table.
Cost	frmImport.newOrdersImport()	1. Value must match the cost field value in vaccbulk table.

References

- VACMAN 2.63 Import Module Requirements Document.
- Visual VACMAN 3.0 User's Guide (VisualVacman_Forms.ppt – 9/19/2002)