



## County of San Diego State-Purchased Influenza Vaccine Program

### 2025-2026 Weekly Report Form Instructions



#### Introduction

The Weekly Report Form is a required cumulative reporting tool for provider locations who receive State-Purchased Influenza Vaccine. The Weekly Report form must be updated weekly and submitted monthly.

- Weekly data entry ensures accurate vaccine inventory, usage, and wastage accounting.
- Updates or clarifications must be noted in the body of the email when submitting the form.
- See the “Excel Tips” section below for guidance on how to optimize the location’s Excel document
  - All providers are responsible for changes to their Excel document, such as formulas and protection.

#### Weekly Report Form Submission

1. **Due Date:** The Weekly Report Form is due via email by no later than **4pm on the first Monday of each month.**
  - a. The data for the Weekly Report Form should be entered each week, Monday through Sunday, and the report submitted monthly. See the table below for the reporting period and due dates.
  - b. **Start Date:** Begin reporting once the location receives its first shipment of State General Fund (SGF) flu vaccine, even if no vaccines have been administered yet.
  - c. **Holidays:** If the first Monday of the month is a holiday, reports are due by 4 pm on the following Tuesday.
2. **Process:** Send completed Weekly Report Forms and any required documents to [HHSA.CountyFluVaccine@sdcounty.ca.gov](mailto:HHSA.CountyFluVaccine@sdcounty.ca.gov). **Encrypt email if sending patient information.**
3. **Extension Request:** To request an extension for the report's submission, please submit an [Extension Request Form](#) for Monthly Report Documentation on or before the reporting deadline.
4. **How to Update A Previously Submitted Weekly Report:**
  - a. On the current month’s report, update previously reported weeks’ data and:
    - Write comments on the form to note any updates and indicate the weeks being changed.
    - Verify how inventory changes impact future weeks' totals. If future weeks are affected by the updates to prior weeks, review them as needed.
    - When submitting the report, add notes in the body of the email to notify the program of changes to any previously reported weeks.

Reporting Period	Monthly Report Submission Due Date
Monday 9/1/2025 – Sunday 10/5/2025	Monday, October 6, 2025
Monday 10/6/2025 – Sunday 11/2/2025	Monday, November 3, 2025
Monday 11/3/2025 – Sunday 11/30/2025	Monday, December 1, 2025
Monday 12/1/2025 – Sunday 1/04/2026	Monday/Tuesday, January 5-6, 2026 *
Monday 1/5/2026 – Sunday 2/1/2026	Monday, February 2, 2026
Monday 2/2/2026 – Sunday 3/1/2026	Monday, March 2, 2026
Monday 3/2/2026 – Sunday 4/5/2026	Monday, April 6, 2026
Monday 4/6/2026 – Sunday 5/3/2026	Monday, May 4, 2026
Monday 5/4/2026 – Sunday 5/31/2026	Monday, June 1, 2026
Monday 6/1/2026 – Tuesday 6/30/2026	Monday, July 6, 2026 - <i>Last Report</i>
*Due to holiday observances, the reporting due date is the next business day.	

## Guidance & Instructions for All Locations

- At the start of the season, download the [Weekly Report Form template](#).
- Save File:** Save the master file for your location's use throughout the season with the following naming convention (using your location's myCAVax name): **Provider Name\_25-26 Weekly Report Form\_Month**.
  - When preparing the form for each month**, please open the previous month's file and "Save As" with the file name as "**Provider Name\_25-26 Weekly Report Form Updated Month**".
  - Naming convention example:** State Flu Health Clinic\_25-26 Weekly Report Form\_October
- Provider Data:** Add Provider Name as well as Location Manager, Primary Vaccine Coordinator, and Backup Vaccine Coordinator name, email, and phone to the top section (outlined in red and highlighted below) of the report.
  - Update this section if contacts change throughout the season.**

**State-Purchased Influenza Vaccine Program**

**WEEKLY REPORT FORM 2025-2026**

**[ PROVIDER NAME ]**

Location Manager:  Name  Email  Phone

Primary Vaccine Coordinator:  Name  Email  Phone

Backup Vaccine Coordinator:  Name  Email  Phone

**State Flu Weekly Report Form Checklist**

Complete this Weekly Report Form each week to ensure an accurate inventory. Email the completed report and the documents listed below to [hhsa.countyfluvaccine@sdcounty.ca.gov](mailto:hhsa.countyfluvaccine@sdcounty.ca.gov) by the **first Monday of each month**, send the first report after receiving the location's first SGF flu shipment, regardless of whether doses were given:

- Completed Weekly Report Form (below) in Excel format
- CAIR: Doses Administered Report (For **interfaced providers**: Encrypted Patient List in .csv or .xlsx format) (For **My Turn providers**: Encrypted Patient List using a custom-built report from My Turn)
- Refrigerator Temperature Log
- Digital Data Logger Report
- Event Documentation (if applicable): Hourly Temperature Log, Transport Log & Digital Data Logger Report for each event

- State Flu Weekly Report Checklist:** Read checklist at the top of the report template and submit all required documents every month the location has flu vaccine on hand.
- Note: DO NOT** edit or change the column headers in rows 15 and 16 **OR** the Reporting Week in columns B-E (outlined in red below).

State-Purchased Influenza Vaccine Program WEEKLY REPORT FORM 2025-2026															[ PROVIDER NAME 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## Sections to Complete for All Locations

- Total Provider Main Inventory and Total Usage:** Each week, use the first four rows to record the Product, Lot #, Starting Manual Count, Changes to Inventory During the Week, Doses Administered, Wasted or Expired Doses, and Doses on Hand at the End of the Week. **Enter a separate row for each product and lot number. Add extra rows as needed.**

<b>State-Purchased Influenza Vaccine Program</b> <b>WEEKLY REPORT FORM 2025-2026</b>										[ PROVIDER NAME ]																		
<b>State Flu Weekly Report Form Checklist</b> Complete this Weekly Report Form each week to ensure an accurate inventory. Email the completed report and the documents listed below to <a href="mailto:hhsa.countyflu@sdcounty.ca.gov">hhsa.countyflu@sdcounty.ca.gov</a> by the <b>first Monday of each month</b> , send the first report after receiving the location's first SGF flu shipment, regardless of whether doses were given: 1. Completed Weekly Report Form (below) in Excel format 2. CAIR: Doses Administered Report (For interfaced providers: Encrypted Patient List in .csv or .xlsx format) (For My Turn providers: Encrypted Patient List using a custom-built report from My Turn) 3. Refrigerator Temperature Log 4. Digital Data Logger Report 5. Event Documentation (if applicable): Hourly Temperature Log, Transport Log & Digital Data Logger Report for each event										<b>Location Manager:</b> _____ Name _____ Email _____ Phone _____ <b>Primary Vaccine Coordinator:</b> _____ Name _____ Email _____ Phone _____ <b>Backup Vaccine Coordinator:</b> _____ Name _____ Email _____ Phone _____																		
Reporting Week:		Event Name	Event Date	Product Information		Changes to Inventory During Week					Doses Administered or Wasted During Week										Final Inventory		Comments					
				Product	Lot #	Starting Manual Count	Date Doses Received	Total Doses Received	Received Doses From	Date Doses Transferred or Returned	Total Doses Transferred or Returned	Transferred or Returned Doses To	6-35 Mo	3-6 Yr	7-13 Yr	14-49 Yr	50-59 Yr	60-64 Yr	65 Yr +	Unknown Age	Total Doses Administered	Wasted	Doses On Hand at End of Week					
Sample Week 8/25/2025 - 8/31/2025		Not Applicable: In the rows document, Total Main Inventory and Total Usage.		Flublok Syr	371568	0	8/27/2025	100	Direct Shipment				0	0	0	0	0	0	13	0	13	0	87					
				Fluarix Syr	D46PV	0	8/27/2025	290	Direct Shipment				2	3	5	30	10	5	0	0	55	0	145					
				NorthGate Market	8/30/2025	Flublok Syr	371568							0	0	0	0	0	0	0	8	0	8	0				
				NorthGate Market	8/30/2025	Fluarix Syr	D46PV							2	3	5	20	5	0	0	0	35	0					
Week 1 8/25/2025 - 8/31/2025		Not Applicable: In the rows document, Total Main Inventory and Total Usage.		Community High Ctr	8/31/2025	Fluarix Syr	D46PV						0	0	0	5	2	0	0	0	7	0						
Not Applicable: In the rows document, Total Main Inventory and Total Usage.		Not Applicable: In the rows document, Total Main Inventory and Total Usage.																										

- Lot # (Column I): Enter lot number.
- Starting Manual Count (column J): Enter the number of doses available for each lot number, from the manual count taken, before the start of the reporting week.
  - This will be 0 for the first week of reporting.
  - After the first week of reporting, the Starting Manual Count should match the “Doses on Hand at End of Week” (column AB) from the previous week.
- Changes to Inventory During Week (columns K-P): For each product and lot number, report any vaccine shipments received, any vaccine transfers, and vaccine returns for expired or wasted vaccine.
  - Each location must record returns in myCAVax and return all expired doses to the distributor.
  - Columns (K-M) should capture direct shipments and columns (N-P) should capture doses transferred to/received from other locations.
- Doses Administered or Wasted During Week (columns Q-Z): Document SGF vaccines administered by age group for each product and lot number.
  - Include all vaccines used at the location and at outreach events (described in the event section below).
  - Sum all doses administered in column Y and record wasted doses in column Z.
    - Reminder:** Report all wasted doses in myCAVax.
- Doses on Hand at End of Week (column AA): Enter the total doses on hand for each week as of Sunday, by product and lot number shown in column AB.

- This number should be equal to the **Starting Manual Count, plus any shipments or transfers received, minus any transfers out or returns, and minus any doses administered and wasted.**
- Note: Report this information for locations where the primary inventory is stored, not the doses on hand at the end of the week for events.

- 1 Event usage should be subtracted from the weekly total inventory on hand and properly recorded as administered in the event rows.

f. Verification and Signature (column AB-AF):

- **Add comments** to column AB, if applicable.
- **Initial** in column AC.
- **Add date** submitted to column AD.
- **Type signature** in column AF (see snippet below).
- **Note**: Users may need to scroll to the right to see the remaining columns.
- **Reminder**: The individual signing certifies the listed "doses on hand" matches the State-Purchased Influenza Vaccine physical inventory stored in the refrigerator unit(s) for the week reported.

Verification & Signature				
Comments	Completed By (Initials)	Date Submitted	Certification Statement	Signature (Type Name)
	AM	9/2/2024	By Signing, I certify the listed "doses on hand" match the State-Purchased Influenza Vaccine physical inventory stored in the refrigerator unit for the reported week listed.	Araceli Montero
	AM			
	AM			
	AM			
	AM			

## Sections for Providers That Vaccinate at Outreach Events

1. **Outreach Inventory and Usage:** Use the rows below the Not Applicable section (outlined in red below) of each weekly section to record flu vaccine doses administered at outreach events.

- a. Document the Event Name, Event Date, Product, Lot number, and Total Doses Administered for every event.
- b. For each week, in the top rows to the right of the “Not Applicable” section, list all SGF vaccine products in stock. Below that, report the number of doses administered at outreach events and subtract that amount from the total inventory doses at the end of the week.
- c. **Use the bottom rows to record event usage only.**
  - Create a separate row for each event.
  - Add more rows as needed to include all products or lot numbers taken to one event.

Reporting Week		Event Name	Event Date	Product	Lot #	Starting Manual Count	Date Doses Received	Total Doses Received	Received Doses From	Date Doses Transferred or Returned	Total Doses Transferred or Returned	Transferred or Returned Doses To	6-35 Mo	3-6 Yr	7-18 Yr	19-49 Yr	50-59 Yr	60-64 Yr	65 Yr+	Unknown Age	Total Doses Administered	Wasted	Doses On Hand at End of Week	Comments
Sample Week 8/25/2025 - 8/31/2025		Not Applicable: In the rows document Total Main Inventory and Total Usage.		Rubio Syr	371568	0	8/27/2025	100	Direct Shipment				0	0	0	0	0	0	13	0	13	0	87	
				Rubio Syr	DA6FV	0	8/27/2025	200	Direct Shipment				2	3	5	30	10	5	0	0	55	0	145	
		Northgate Market	8/30/2025	Rubio Syr	371568								0	0	0	0	0	0	0	8	0	8	0	
		Northgate Market	8/30/2025	Rubio Syr	DA6FV								2	3	5	20	5	0	0	0	35	0		
Week 1 8/25/2025 - 8/31/2025		Community Hlth Ctr	8/31/2025	Rubio Syr	DA6FV							0	0	0	5	2	0	0	0	0	7	0		
		Not Applicable: In the rows document, Total Main Inventory and Total Usage.																						
		Not Applicable: In the rows document, Total Main Inventory and Total Usage.																						

- d. **Event Name (Column F):** Enter event name (e.g., Northgate Market, YMCA Health Fair).
- e. **Event Date (Column G):** Enter event date.
- f. **Product (Column H):** Use the dropdown to select product(s) brought to the event.
- g. **Lot # (Column I):** Enter lot number for product(s) brought to the event.
  - Note:** If multiple lot numbers are taken, list each lot number on a separate row.
- h. **Starting Manual Count (Column J):** Data entry is not required in the event section.
- i. **Changes to Inventory During Week (Columns K-P):** Data entry for event data in these columns is not required. *All inventory changes should be documented in the upper inventory rows for each reporting week.*
- j. **Doses Administered or Wasted During Week (Columns Q-Z):** At each event, record doses administered by age group for each product and lot number in Columns Q–Z. Enter the total administered in Column Y and wasted doses in Column Z.
  - Note:** Event data (Columns Q–Z) should not include the data in the location’s Main Inventory and Total Usage rows (1-4) above.
- k. **Doses on Hand at End of Week (column AA):** Data entry is not required in these columns for event data.

## Weekly Report Form Submission Checklist

Weekly Report Form Submission Checklist
<b>Before Submitting:</b>
<ul style="list-style-type: none"> <li><input type="checkbox"/> For the first report of the season, download the latest Weekly Report Form Template from the <a href="#">Resources page</a>.</li> <li><input type="checkbox"/> Verify reporting week dates and season.</li> <li><input type="checkbox"/> Ensure all providers' contact information is current (Location Manager, Primary/Backup Vaccine Coordinator).</li> <li><input type="checkbox"/> Review instructions and checklist at the top of the Weekly Report Form template.</li> <li><input type="checkbox"/> Open the previous month's file for reference and then "Save As" for the new month.</li> <li><input type="checkbox"/> Gather all needed data to include in the report.</li> </ul>
<b>During Completion:</b>
<ul style="list-style-type: none"> <li><input type="checkbox"/> Record Main Inventory and Total Usage (Rows 1–4) for all products and lot numbers.</li> <li><input type="checkbox"/> If applicable, record Outreach Event Inventory and Usage separately from location totals.</li> <li><input type="checkbox"/> If used, double-check formulas, totals, and ending balances.</li> <li><input type="checkbox"/> Add comments in Column AB as needed.</li> <li><input type="checkbox"/> Record initials (Column AC), submission date (Column AD), and type in signature (Column AF).</li> <li><input type="checkbox"/> Verify all required fields are complete and accurate.</li> </ul>
<b>After Completing the Form:</b>
<ul style="list-style-type: none"> <li><input type="checkbox"/> Review the file name: "Provider Name_25-26 Weekly Report Form_Month".</li> <li><input type="checkbox"/> Ensure previous data remains complete unless corrections are needed.</li> <li><input type="checkbox"/> Include any clarifications or updates in the body of the submission email.</li> <li><input type="checkbox"/> Attach any additional required documents.</li> <li><input type="checkbox"/> Send the completed report in Excel via email to <a href="mailto:HHSA.CountyFluVaccine@sdcounty.ca.gov">HHSA.CountyFluVaccine@sdcounty.ca.gov</a></li> <li><input type="checkbox"/> Confirm submission for the monthly reporting deadline (first Monday of the month, 4 PM).</li> </ul>

Please email [HHSA.CountyFluVaccine@sdcounty.ca.gov](mailto:HHSA.CountyFluVaccine@sdcounty.ca.gov) with any questions.

## Excel Tips and Tools for Accuracy & Protection

*Providers are responsible for ensuring that all formulas in the Weekly Report Form are accurate. Before submitting your report:*

- *Verify that all totals, balances, and calculations reflect the data correctly.*
- *Check that all rows and columns are included in formulas, especially when adding new rows for additional products or events.*
- *Always review the report carefully before submission to ensure accuracy and completeness.*

### 1. Locking Template: Steps to Protect Your Weekly Report Template

- Select cells for data entry (highlight range unlocked cells).
- Right-click → Format Cells → Protection → uncheck Locked.
- Go to Review tab → Protect Sheet.
- Enter a password (optional) and ensure “Select unlocked cells” is checked.
- Only unlocked cells can be edited. Locking the entire sheet requires unlocking each time for edits. Make sure to select a range instead of locking the whole sheet.

### 2. Formulas: Steps to Add a Formula to Auto-Calculate Totals and Balances

- Use the SUM function to Sum Totals (Example: Sum all doses administered for a week (Columns Q–X))
  - i. **Click** the cell that will contain the total (e.g., Column Y).
  - ii. **Type:** =SUM(Q17:X17)
    - Note: replace row number as needed)
  - iii. **Press** Enter – the total will appear automatically.
- Use a formula to auto deduct and update the Doses on hand at the End of the Week
  - i. **Click** the cell that will hold the total or auto deduct.
  - ii. **Type:** = J17+L17-O17-Y17-Z17 (StartingCount + ShipmentsReceived - TransfersOut - DosesAdministered – Wasted)
    - Note: Replace row number as needed

### 3. Consistency Check: The ending balance (Column AB) should equal the starting balance + shipments—transfers—administered—wasted doses.

### 4. File Management: To maintain the master file, always “Save As” when starting a new month.