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TO: California Vaccines for Children (VFC) Program Providers

FROM: John Talarico, D.O., M.P.H., Chief 
Center for Infectious Diseases
Division of Communicable Disease Control, Immunization Branch

SUBJECT: Annual Vaccines for Children (VFC) Recertification

BACKGROUND

The Vaccines for Children (VFC) Program and the Immunization Branch thank you for your participation in the VFC Program. We appreciate your efforts in ensuring that California's children are fully immunized. For continued participation in the VFC Program, all public and private providers currently receiving publicly funded vaccines through VFC must renew their certification for participation on an annual basis. This process also known as recertification, is a federal requirement that must be met by all participating providers, including private providers, local health departments, non-profit community health centers, schools, colleges and universities, etc.

Through this process, enrolled providers provide our program with their practice's profile, including demographic information, estimated number of VFC-eligible children to be immunized with VFC-supplied vaccines during the upcoming year, and listings of practice staff with prescription privileges who will be administering VFC vaccines. During this process, the practice's chief physician or medical director also renews the VFC Provider Agreement, which outlines the program's federal conditions for participation in the program, and the certification of Capacity to Store VFC-Supplied Vaccines.

TIMELINE FOR SUBMISSION OF 2011 VFC PROVIDER RECERTIFICATION

In order to continue enrollment and receive VFC-supplied vaccines, all provider sites currently enrolled in the program **must submit a "2011 Annual Recertification" by January 15, 2011 (regardless of date of enrollment)**. In order to prevent a lapse in enrollment and delay in processing of vaccine requests, providers must complete this process by the stated deadline. Once submitted, recertification will be valid for 2011.

2011 RECERTIFICATION PROCESS

In 2009, the VFC Program transitioned to “e-Recertifications,” an on-line method of completing and submitting required forms directly to VFC. Enrolled practices may access the 2011 Recertification through www.eziz.org by selecting the 2011 VFC recertification icon, and using the practice’s Provider Identification Number (PIN) and the corresponding zip code to log in.

Verification of Information

Once logged in, the system will prompt you to review the preloaded information for your practice. VFC prepopulates annual recertification forms with existing information in our Vaccine Management System (based on information provided during the preceding year). Information includes general practice information, contact persons, vaccine shipping information, active healthcare providers with prescription privileges, and the practice’s estimated number of VFC eligible children to be vaccinated with VFC-supplied vaccine in 2011. Information displayed should be carefully reviewed, updated, and/or modified prior to submitting it to VFC.

Agreement with Federal Participation Requirements & Submission of Forms

In addition to the review, verification and updating of information (if needed), participating providers agree to comply with federal participating requirements for the program and acknowledge compliance with items listed on the program’s Certification of Capacity to Store VFC-Supplied Vaccines. Once the forms are submitted, the system will generate an instant e-mail confirmation of submission. A copy of this confirmation should be kept for the clinic’s records.

Limited or No Internet Access

Provider sites with limited or no Internet access may request a set paper-based VFC Recertification forms via FAX or by calling the program’s Customer Service Center at (877) 243-8832. Paper-based forms must be received by the deadline.

CHANGES FOR THE 2011 RECERTIFICATION

E-Mails

Last year, the VFC Program transitioned to an all-electronic mode of mailing (e-mailing) all program related letters, updates, and vaccine order confirmations. In addition to any additional clinic staff e-mails for the receipt of VFC communications (up to four additional e-mails), each practice was required to provide an official e-mail of record for the practice, corresponding to the Practice’s physician in chief, for the receipt of all official program communications,

In 2011, VFC is further streamlining e-mail communications, and practices may specifically designate practice staff to receive VFC-specific communication types; e.g., so that the clinic manager would receive VFC Order Confirmations. Please note that the VFC Practice’s physician of record will always receive all official VFC Program letters.

All official communications disseminated via e-mail are also posted on the program’s website.

Vaccine Storage Units

All providers enrolled in VFC are required to comply with VFC’s Vaccine Storage Unit Requirements (effective July 2009). During the 2011 Recertification, VFC will collect specific information on the brand, model, and total unit capacity of the practice’s vaccine storage units. In order to expedite the completion of this information, please ensure this information is readily available before logging in to the system.

Accessing and Submitting Your Practice's VFC Recertification

VFC's On-line Recertification will be available 12/14/2010 on VFC's website, www.eziz.org. Detailed step-by step instructions on submitting your practice's recertification are included in the attached 2011 Recertification Instructions Sheet.

cc: CDPH Immunization Branch Field Representatives
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